

Statutory returns for schools

School Census Day 5th October 2017

The school census is a statutory return which collects information about individual pupils and about the schools themselves. It takes place during the autumn, spring, and summer terms. The next school census will take place on Thursday 5th October 2017.

Why accuracy is vital when completing the Autumn Census

It is important that your autumn School Census return is accurate, because various data items are used to calculate the block element of dedicated school grant (DSG). Therefore, it is important that the school census return is accurate because inaccuracies could adversely affect the amount of money the school receives. A separate communication listing the data items used for calculate funding has been separately posted to the Hub.

Main changes from school census 2016

New Topics

- (a) Coverage of policy change to extend childcare hours for working parents of three and four year olds;
- (b) Disability access fund indicator – to indicate where nursery three and four year olds receive Disability Living Allowance.
- (c) Establishment unique reference number (URN).
- (d) Recording the basis on which a 2-year-old has been funded.

Changes to existing topics

Proficiency in English will only be collected in the spring census, whilst SEN unit indicator and resourced provision indicator become termly. Funded hours and hours at setting have changed from recording hours to one decimal place to two. Also school phase marker added to the description of pupil referral units.

Submission process

Maintained schools

Maintained schools must submit their school census to the Corporate Insight and Performance Team at Waltham Forest for verification before the return is submitted to the Department for Education (DfE).

If you are completing the school census at your school and have not received an e-mailing with a preparation guide for completing the autumn (October) 2017 school census, please contact Jane Xavier-Small from the Corporate Insight and Performance Team by either e-mailing her at Jane.Xavier-Small@walthamforest.gov.uk or calling on 020 8496 3925.

Academies and Free Schools

In contrast all academies and free schools are required to:

- upload and submit their census return directly to DfE using the COLLECT site.
<https://sa.education.gov.uk>
- action and resolve all errors, queries and duplicate students (on school census) identified by COLLECT. Failure to do so could impact on funding levels.

Academies and Free Schools should ensure they refer to communications and guidance sent by the DfE.

School Census timetable (For Maintained schools)

5th October 2017	School Census Date Autumn 2017
10th October 2017	Deadline for Waltham Forest maintained schools to upload their School Census files to DfE COLLECT Secure Access Portal.

School census guidance

Please find below documentation for reference to during the census process:

2016-2017 DfE school census guide <https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las>

Other COLLECT user guides can be found at <https://www.gov.uk/guidance/school-census>.