

Statutory returns for schools

School Census Day 18th January 2018

The school census is the department's primary source of administrative data about pupils attending schools in England. The data collected is vital in supporting a number of the department's strategic objectives and is widely used for the purpose of improving, and promoting, the education or well-being of children in England. The next school census will take place on Thursday 18th January 2018.

Why accuracy is vital when completing the Spring Census

It is important that your spring school census return is accurate, because the school census will be used to fund the early year's block of the dedicated schools grant as well as pupil premium and universal infant school meals.

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.

Class information module

Details are required of all classes running at the selected time on census day (18 January 2018). The 'selected time' is based on the last digit of a school's departmental establishment number as follows:

Code	Descriptor
4, 7, 8 or 9	The selected time is one hour after the start of afternoon school
0, 1 or 5	The selected time is one hour after the start of morning school
2, 3 or 6	The selected time is one hour before the end of morning school

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 spring (January) 2018 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.

School Census timetable (For Maintained schools)

18 th January 2018	School Census Date Spring 2018
23 rd January 2018	Deadline for Waltham Forest maintained schools to upload their School Census files to DfE COLLECT Secure Access Portal.

Academies and Free Schools

All academies and free schools have additional responsibilities as required by the DfE. They must:

- upload and submit their census return directly to DfE using the COLLECT site. They must action and resolve all errors, queries and duplicate students (on school census) identified by COLLECT. By the DfE deadline for approved submissions.
- All duplicate queries must be resolved before the database closes to amendments from schools and local authorities.

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

School census guidance

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

2017-2018 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>.