**Summer 2024 School Census**

**Thursday 16th May 2024**

**Submission deadline: Friday 24th May 2024**

Preparing for the school census

(All school types including PRUs and all software systems)

Full census guidance is available from the DfE website at the following link:

[Complete the school census - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/complete-the-school-census)

<https://www.gov.uk/guidance/complete-the-school-census/census-dates>

**Census dates are as follows:**

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| --- | --- |
| Third Thursday in May | 16th May 2024 |
| First Thursday in October | 3rd October 2024 |
| Third Thursday in January | 16th January 2025 |

**Where possible remember to offer popular/themed lunch options on Census day!**

**Unusual circumstances**

Where unusual circumstances such as severe weather conditions or religious observances affect census day, schools may find that the numbers of pupils or staff who are not present on that day are abnormally high.

In these circumstances, where ‘free school meals taken’ or ‘school lunches taken’ are affected, a day and time when the situation is regarded as normal is to be substituted. You could use the next normal day, an earlier day in census week or the previous Thursday where that reflects the normal situation. Where other days or times are used, schools must record these for audit purposes.

**Changes for 2023-2024**

**Changes for Autumn 2023:**

**New Data Item – Sex to replace Gender – Gender will no longer be collected – more information on options to record will be sent out nearer the time.**

**New Data Items - Autumn 2023**

**Sex and gender identity**

The gender current (N00065) data item has been replaced by the new sex (N00783) data item.

The change from gender current to sex is being rolled out across all DfE collections over the next year or so. We will collect the sex data item (a value which identifies the sex of a person as recognised in law) on a mandatory basis.

The gender ID (N00784) data item has been created so schools, children’s homes, local authorities and other institutions can record gender identity for local use, should they wish to. We will not collect this data item.

**Expanded hours [for summer 2024 census only]**

**The data item for expanded hours (N00787) records up to 15 hours for 2-year-olds with working parents.**

**Existing data items**

**30 hour code [for summer 2024 census only]**

We are changing the data item for 30 hour code (N00202) to eligibility code (N00202).

**2 year old basis for funding [for summer 2024 census only]**

We are increasing the frequency we are collecting the funding basis data item (N00178) to termly from summer 2024 onwards.

**EYPP [for summer 2024 census only]**

From summer 2024, we will collect the EYPP data item (N00639) termly.

**DAF [for summer 2024 census only]**

We are extending the disability access fund (DAF) indicator (N00203) from summer 2024 onwards to 2 year olds**.**

**Deleted data items - From Autumn 2023**

The gender current (N00065) data item has been replaced by the new sex (N00783) data item.

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**Pupil data**

Data will be collected for **all pupils on roll** (excluding guests) and **leavers** with attendance or exclusions data.

**Pupil enrolment status [used for funding]**

The pupil enrolment status is recorded within the school’s management information system (MIS) using one of the registration codes supplied. It is important that each pupil recorded within the school census be assigned a correct enrolment status. This ensures the pupil is correctly registered at a school in line with the pupil registration regulations.

Children recorded as ‘G’ – guest (not a pupil at the school) will not be included in the census return.

The MIS will automatically default the value of this field to ‘C’ - current (single registration at this school). Therefore, it is important that you check your school census data after submitting. There are COLLECT reports that show any pupils appearing on your census and that of another school where there is an invalid combination of enrolment statuses. Your funding may be affected if these remain unresolved at database closure.

Sample scenarios of pupil enrolment status are provided to assist, however, many of these scenarios will not apply to PRU or AP.

Schools will be aware of the advice on school attendance. Schools should be mindful of the advice on school attendance with respect to dual registration.

**Exclusion data** will be collected for the previous 2 terms.

**Fixed Term exclusions will now be known as Suspensions**

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| Summer  2024 | All suspensions and permanent exclusions with start dates between 2023-08-01 and 2024-03-31 (Easter Sunday) |

**Attendance data** will be collected for previous term for pupils of statutory school age and Reception pupils.

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| Summer 2024 | Spring term 2023 to 2024 data is collected from 2024-01-01 to Easter Sunday 2024-03-31 |

**Universal Infant Free School Meals (Primary schools only)**

Schools with infant pupils should record which infant pupils took a Free School Meal **on the day of the census**.

You should **include** pupils who are eligible for FSM on the basis of financial circumstances.

**Remember that the final allocation of Universal Infant FSM funding will be based on your census return.**

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**30-hour code indicator**

Working parents can apply for a **30-hour code** to claim an additional 15 hours of extended childcare. Parents will receive an individual code for each eligible pupil - this code **must be** **confirmed** as valid by the Local Authority.

**This applies to all eligible 3-year-olds and those pupils aged 4 in year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only (for autumn 2023 and spring 2024), who are on roll on census day. For Summer 2024, this also applies to all eligible 2-year-olds. The code confirms the eligibility of working parents to receive the 15 extended funded entitlement hours, or the 15 expanded funded entitlement hours. This is particularly important as parents may split this entitlement between 2 providers.**

**Recording Funded hours for Reception aged pupils in a Nursery class**

* Children aged 3 or 4 in Nursery classes will continue to be eligible for 15 hours free entitlement. This also applies to all eligible 2 yr olds from Summer 2024.
* A subset of 2 year olds will be eligible for 15 hours free entitlement.
* Reception aged children in nursery classes will be eligible for 25 hours, **unless** they qualify for Extended childcare (i.e. they have a 30 hour code), in which case you should record a maximum of **15 hours Funded Hours** and a maximum of **15 hours** Extended Childcare, making a maximum of 30 hours.

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| **Date of Birth range (Summer 2024 census)** | **Maximum Free Entitlement**  **(Funded Hours)** |
| 2 and 3 year olds born between 2019-09-01 and 2022-03-31 (inclusive) - all relevant schools and year groups | 15 hours |
| 4 year olds born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only | 15 hours |

**Funded hours are recorded to two decimal places**

Funded hours and Hours at Settings should now be recorded with the exact number of minutes, converted to two decimal places, e.g. 7¼ hours should be recorded as **7.25** (previously this was reported with one decimal place). You will find a calculator to convert minutes to decimals in Section 8 of the DFE guidance.

**Extended childcare for nursery pupils**

Pupils aged 3 and 4 on 31st August who are in a nursery class with **working parents** who hold a valid **30-hour code** will qualify for an additional 15 hours, i.e. up to a maximum of 30 hours altogether.

**Where a child is in receipt of extended funded entitlement hours, the maximum funded entitlement hours allowable is 15 hours. The extended funded entitlement hours field must not include any funded entitlement hours.**

**Disability Access Fund (DAF) indicator**

Schools will qualify for this funding for each pupil in a **nursery class** aged 3 or 4 who is in receipt of **Disability Living Allowance** (DLA) ***and*** receives **free** **Early** **Education.**

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| Summer 2024 | Children born between 2019-09-01 and 2022-03-31 (inclusive) all relevant schools and year groups |
| Summer 2024 | Children born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups |

**Pupil Premium**

**Pupil Premium figures for 2023/24 will be based on your Autumn (October) census**

Remember that every School Census contributes to your **Pupil Premium Funding.** Therefore, it is essential that your data is accurate in these areas.

The following data items form your Pupil Premium funding. Most data comes from your School Census return, except information for looked after children pupil premium, which is taken from an Looked after Children data collection, that is undertaken in March by the LA.

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| **Disadvantaged pupils** | **Primary** **Pupil Premium for 2023/2024 per pupil** |
| Pupils who are eligible for free school meals, or have been eligible in the past 6 years (including eligible children of families with no recourse to public funds) | £1,455 |
| Pupils in years 7 to 11 recorded as Ever 6 FSM as well as eligible NRPF pupils in these year groups | £1035 |
| Pupils who have been adopted from care or have left care | £2,530 |
| Children who are looked after by the local authority | £2,530 |
| **Service children** | **Pupil Premium per pupil** |
| Pupils in Year Groups R to 11 recorded as Ever 6 Service Child FSM (i.e. with a parent in the Services at any period in the last 6 years) or in receipt of a child pension from the Ministry of Defence. | £335 |

**Missing UPNs can be found from GIAP (get information about pupils) which is accessible via DfE Sign-on:**

[DfE Sign-in (education.gov.uk)](https://services.signin.education.gov.uk/)

**Need help or advice?**

**For help with your school software:**

Please log a call from your desktop via Supportworks SelfService (<http://ictselfservice/>)

**For advice on interpreting the DFE guidance:**

Please contact: Eileen Finnigan on 88136 or by email at: [School\_Organisation@telford.gov.uk](mailto:School_Organisation@telford.gov.uk)

**For questions on how your school is funded for particular data items:**

Please contact your Education Finance Officer.

**For advice on Special Needs provision:**

Please contact the SEND team on 85399.

**For advice on Childcare Funding:**

Please contact Stacy Picken, Childcare Funding Consultant on 85423 or by e-mail at [stacy.picken@telford.gov.uk](mailto:stacy.picken@telford.gov.uk).

Academies should refer all queries to the DFE.