



## Summer Term 2021 School Census Guidance and Updates

### Introduction

#### Census Date – Thursday 20<sup>th</sup> May 2021

This document contains summary notes for the summer term 2021 school census. The DfE notes as linked on the Performance Team census guidance page <http://www.ltsperformance.co.uk> contain thorough guidance for each area of the data collection and are a useful resource.

Please contact the Performance Team if you require assistance.

#### The Summer Term Collection

The summer term census collects pupils on roll as of the census day and pupils leaving the school in the previous term. Attendance data from the previous spring term and exclusions from the previous autumn and spring terms is collected. Pupil level items such as those relating to SEN, home language, home address along with pupil identifiers such as UPN and name are collected.

Pupil premium funding and dedicated schools grant funding (DSG) will be based on the autumn term 2021 pupils on roll. It remains important to record any new free school meal, service child and looked after/adopted from in care pupils to ensure the pupil premium funding is correct in the autumn term.

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# Changes to existing data items 2021

## Pupil Attendance

Attendance data collected for the 2020/21 academic year will include categories of school attendance, rather than just those for authorised and unauthorised absence. The first collection of this data will occur in spring 2021, which collects data for the previous autumn term.

Attendance code 'D' for dual registered sessions will be collected for the first time in spring 2021. Code 'D' should only be used when there is a dual registration arrangement between two schools and the pupil is attending the other school at the time, to avoid double-counting.

## Exclusion Reasons

This year new exclusions reasons will be collected for the first time. Any exclusions taking place in autumn 2020 and beyond will return the extended set of reasons. Up to three reasons may be submitted per exclusion. More than one reason per exclusion should only be submitted where appropriate. There is no ranking to each reason where more than one has been submitted. Note that the exclusions code of 'other' is no longer available as a reason for exclusions taking place in the autumn term and onwards due to the expansion of the categories available.

## Deleted items

There are no deleted items for the 2020-21 school census.

## Summer term COVID affected data

### Universal Free Infant Meals

If there is a high level of pupil absence in the school due to COVID disruption, severe weather or religious observance, an alternative day that is more reflective of the usual situation may be used for the reporting of universal free infant meals. You will need to take a note of the day used for audit purposes.

# Pupil Level Data Items

## Attendance

Attendance data is collected one term in arrears by all school types for pupils aged between 4 and 15 as at 31/08/2020. Data relating to the spring term 2021, covering the period from 01/01/2021 to 04/04/2021 (Easter Sunday) will be collected this term.

From the 2020/21 academic year onwards, data collected will include categories of school attendance, rather than just codes for authorised and unauthorised absence.

Attendance code 'D' for dual registered sessions is now collected. Code 'D' should only be used when there is a dual registration arrangement between two schools and the pupil is attending the other school at the time, to avoid double-counting.

There is expected to be disruption to the sessions collected for pupils due to the impact of COVID-19. Unplanned closures such as those caused by bad weather should be coded as 'Y'. Pupils not attending a session due to circumstances related to COVID-19 should be recorded using code 'X'. Pupils remote learning due to lockdown should also be recorded as code 'X'. Vulnerable and critical worker children expected to be in attendance but not attending should be coded as code 'C' or a valid absence code used such as illness.

Attendance Code 'Y' (unable to attend due to exceptional circumstances – not counted in possible attendances). This code is collected by the DfE for statistical purposes. Code 'Y' should be used where a pupil cannot attend due to the school being fully or partially closed due to an unavoidable cause, transport provided by the school not being available and the pupil not living within walking distance, or an emergency resulting in widespread disruption to travel. Days of strike action should also be coded as a 'Y' due to them not being part of a planned school calendar.

Attendance Code # - can be applied to half days to indicate, for example, where a phased pupil entry or planned partial closure has taken place.

The aggregated number of possible attendance sessions will be collected for each pupil, along with the actual number of attending and absent sessions and the reason for absence and attendance for each session.

The Local Authority checks the average number of possible sessions and instances where the maximum number of sessions for a pupil is above the number possible, larger than expected yearly changes in the rates of absence will also be queried.

## Exclusions

This term, autumn and spring term 2020/21 exclusions will be collected for on and off roll pupils, covering the period 01/08/2020 to 04/04/2021 (Easter Sunday). This is the second time that autumn 2020/21 exclusions data will be collected.

Further exclusions reasons are now available for any exclusions taking place since autumn 2020. Up to three reasons may be submitted per exclusion. More than one reason per exclusion should only be submitted where appropriate. There is no ranking to each reason where more than one has been submitted. Note that the exclusions code of 'other' is no longer available as a reason for exclusion due to the expansion of the categories available.

The exclusion start date should reflect the date the exclusion starts, i.e. the date that the pupil was asked to leave the school by the Headteacher. Exclusions that have been overturned should not be included; therefore, a code of R for reinstatement or code O for reinstatement offered but not taken should be used.

Permanent Exclusions data is checked thoroughly and is expected to exactly match the data held within the LA systems.

## **Pupil Language**

A pupil's home language is required for all pupils on roll. A pupil's first language is 'not English' when the pupil from a young age has been exposed to a language other than English and continues to be exposed to the language in the home or in the community. Schools can use the codes ENB (not known but believed to be English) and OTB (not known but believed to be other than English) if parents have not responded to enquiries but the school can make a judgement with a high degree of certainty.

## **Free School Meal Eligibility**

For the summer term collection any periods of eligibility between the dates of 22<sup>nd</sup> January 2021 and 20<sup>th</sup> May 2021 will be collected. Multiple periods of eligibility may be collected for pupils that ended and restarted eligibility within the period.

Pupils should only be recorded as eligible if they meet the FSM eligibility criteria (i.e. in respect to family income) and make a claim for free school meals or if they have protected free school meal status.

Periods of free school meal eligibility are collated by the DfE to determine the FSM Ever 6 aspect of pupil premium funding.

The universal infant free school lunch scheme does not affect free school meal eligibility. As FSM eligibility assists in the allocation of pupil premium funding, eligible parents/guardians should be encouraged to apply to the Local Authority for FSM eligibility.

Pupils who are **only** receiving a meal through the universal infant meal entitlement should not be reported as FSM eligible.

## **Free School Meal Transitional Arrangements (Universal Credit Rollout)**

Changes to the free school meal eligibility criteria have been implemented by the DfE to minimise the impact of the rollout of the universal credit scheme. Transitional protections are in place for any pupils in receipt of a free school meal on 31/03/2018 or after, such pupils should continue to receive a free school meal until the end of the universal credit rollout period (summer 2023) even if their circumstances change.

No FSM end dates should be entered unless: a parent has explicitly decided that they do not want their child to be recorded as FSM and receive a meal, despite the FSM protection being in place; or if a pupil transfers from another UK country – their non-English free school meals must have an end date; or if a parent notifies the school that their support under the Immigration & Asylum Act 1999 or the pension credit has ended.

Parents of pupils with FSM protected status joining your school from another LA should be encouraged to apply to Leicestershire to receive free school meals again. You do not need to amend your school software until the free school meals are in place again, but we will wish to amend your census separately so the DfE has the correct details. The Performance Team can check for FSM protected status of pupils if required.

## **Infant Universal Free School Lunch Taken**

This is a pupil level data item which indicates whether an infant pupil has taken a school lunch on census day. School lunch is defined as food made available by the school for a pupil's midday meal. It is collected for pupils in the infant year groups only, i.e. those in reception, NC year 1 and 2.

This data is used to allocate the funding of the universal infant meal. Funding is based on a three-year rolling average of data returned in the school census.

If there is a high level of pupil absence in the school due to COVID disruption, severe weather or religious observance, an alternative day that is more reflective of the usual situation may be used. You will need to take a note of the day used for audit purposes.

Due to pupil FSM eligibility being the major aspect of pupil premium funding it is recommended that parents of FSM eligible pupils are encouraged to apply to the LA for free school meal eligibility even if they are in receipt of a universal free infant meal.

## Special Educational Needs

The following codes should be utilised to record the current SEN status of a pupil:

'E' – Education Health Care Plan (for pupils reviewed under the new code of practice or new assessments)

'K' – SEN Support

'N' – No SEN

EHCP plans are checked against case file data held by the LA SEN team where pupils are the responsibility of Leicestershire. Large term on term differences in the number of SEN support pupils will be queried.

## Member of SEN Unit/Resourced Provision

The SEN unit and resourced provision items are collected on a termly basis.

Members of a SEN Unit: Are pupils with SEN who are taught mainly or wholly in a SEN Unit (sometimes known as a special class) within a mainstream school where pupils are taught in separate classes that support a special educational need. Additional funding is received from the LA specifically for the provision.

Examples of units include Quorn Rawlins Stride, The Cedars Speech and Language unit, Hugglescote MLD Unit and the Newbold Verdon Autism Unit. Several schools have new units from 2019/20 onwards.

Members of a resourced provision are pupils who receive additional funding from the LA to support an area (or areas) of SEN. These pupils are taught mainly within mainstream classes but require special facilities or membership of a base.

The **only** Leicestershire resourced provisions are the hearing-impaired bases at Gartree High School and Beauchamp College, the visually impaired base at Bosworth College and the ASD provisions at Iveshead and Wigston Academy.

## Top up Funding Indicator

The DfE uses the top up funding indicator in the national high needs funding formula. The indicator will also be used by the DfE for research purposes. This raises the importance of accurately recording this data. Collected each term this is a true/false indicator of which pupils on roll receive top-up funding from the local authority. Top up funding is supplied by local authorities from their high needs budget directly.

Top-up funding relates to the time individual pupils are in the school and is to meet the cost of their SEN support which is additional to support costs met from the school budget share. Top up funding relates to costs above the £6000 threshold per pupil in all cases.

Generally, pupils who are in receipt of top-up funding also have an EHC plan, although this is not always the case as some SEN support pupils may also receive top up funding. Pupils in SEN units would normally be receiving top up funding to support their placement.

Guidance relating to eligibility for the funding can be found via the following link [High Needs](#).

## Learner Support Code (Schools with 16-19 age pupils only)

Indicates the type of financial support awarded to pupils beyond compulsory school age. The school census only collects two types of financial award – vulnerable group bursary (code 55) and discretionary bursary (code 56). Data will be collected for any pupils that have been awarded a bursary between the start of the 2020/21 academic year and the summer term 2021 census day, this may include pupils who are no longer on roll. The collection requires cumulative details of pupils that have been awarded the bursary in the current academic year rather than just those currently receiving a bursary.

Please note that each new academic year requires a new application for funding by students.

A yearly bursary is available for the most vulnerable young people, including young people in care, care leavers, those on income support and disabled young people in receipt of both employment support and disability living allowances. In exceptional circumstances a student may also be eligible for additional discretionary funding subject to a decision by the school or local authority.

## **Pupil Unique Learner Numbers – ULN**

ULNs should be assigned to **all pupils 14 or over** who are in publicly funded learning. The ULN will be used by the DfE to ensure the educational elements on of 14-19 diplomas are properly recorded on Key to Success and the National Pupil Database. All pupil aged 14 or above on the census day (DOB of 20/05/2007 or older) should have a ULN present otherwise an unacceptable error will be present. ULNs are required for pupils on roll and off roll pupils that left in the previous term. ULNs should be sought from the Learner Records Service (LRS). *The Performance Team has access to the LRS Website and can assist in finding ULNs for small numbers of pupils.*

## **Temporary UPNs**

Pupils who have been in the English education system prior to joining your school should have been issued with a permanent UPN. *The Performance Team has access to the national pupil database and may be able to find UPNs if you currently only have a temporary one.* Please contact the Performance Team prior to running the census so we can supply you with the correct UPN.

Only UPNs from English or Welsh Schools are valid in the English school system. UPNs from Scotland or Northern Ireland are not acceptable and a new UPN should be created for pupils from schools in these countries.

## **Duplicate Pupils**

Please ensure that your pupil register is up to date in readiness for the census day. Duplicate pupil cases will be identified across England that will require resolution. Duplicate UPN and pupil queries will be resolved by the Performance Team for LA maintained schools and academies for which we have a school census COLLECT user account. Schools administering COLLECT themselves will be expected to run these reports and resolve issues themselves.

## **Pupil Premium**

Pupils aged 4 and above at 31 August 2021 in reception to year 11 known as FSM ever, looked after ever or service child ever will be eligible for the pupil premium. Note that DfE guidance for 2022/23 pupil premium is currently unavailable so only 2020/21 guidance is provided – [DfE Pupil Premium Funding](#).

## **Free School Meal Ever 6 Pupil Premium**

The 2022-23 deprivation pupil premium will be allocated to those pupils on roll in autumn 2021 that are known to have been eligible for free school meals (FSM) on any pupil level census since summer 2016 (known as FSM ever 6). This is a change to the previous spring term point of collection.

This historical eligibility will be determined centrally by the Department by using the national pupil database (NPD) to map the history of FSM eligibility for each pupil on roll in the autumn collection to determine the actual numbers of 'Ever FSM' pupils eligible for the pupil premium.

## **Service Child Pupil Premium**

To support the service child-ever aspect of pupil premium funding the collection of the service child indicator takes place each term.

For 2022-23 funding allocations the service child pupil premium will be based on pupils recorded on roll in the

Autumn 2021 school census who are either recorded as a service child in a school census since January 2015; or has a parent/guardian in receipt of a war pension scheme (WPS) or armed forces and reserve forces compensation scheme (AFCS) pension from the Ministry of Defence (MoD) as a result of injury, illness or death caused by Service (through data available from the MoD).

This information must come from the parent, guardian and/or child. Schools must not ascribe the service child indicator to a pupil themselves.

Data providers are only expected to return those pupils **currently classed as service children as at the census day** (20<sup>th</sup> May 2021).

The DfE will use the information already available via national pupil database and Ministry of Defence child pension data to determine the actual numbers of pupils eligible for the service child premium.

For the current census, a service child has a parent/parents serving in regular HM Forces military units or in the armed forces of another nation and stationed in England and exercising parental care and responsibility.

Reserve units are not classed as the regular armed forces and such pupils should not be recorded as service children.

### **Pupil Premium for Looked After Children and Children Adopted from Care**

Pupil premium provides funding to pupils who:

- Have been looked after for 1 day or more (information collected via the looked after children (LAC) SSDA903 survey (LA survey, not from school census)
- Ceased to be looked after through adoption, special guardianship order or a residence order (information collected via the School Census)

### **Post Looked After Arrangements**

Post looked after arrangements collects information regarding pupils who as of the time of the census day have **left local authority care** in England and Wales through adoption, special guardianship, residence order or child arrangement order.

This item will assist with identifying pupils eligible for the pupil premium grant in 2022/23 as the autumn term 2021 is now being used by the DfE as the point in the year for pupil premium cohort identification.

Note that **only pupils previously in care of a local authority should be reported**. This item will identify pupils on roll on the census day that were looked after immediately before adoption or before being placed on a special guardianship or residence order.

Upon adoption a pupil should have a new UPN issued; the collection of this item will assist the DfE in identifying pupils that have previously been in care. Otherwise the DfE would not be able to match the new pupil identity to previous in care records returned by local authorities.

It is up to those that have parental responsibility to decide if they wish for schools to know whether such children have been adopted or are under a special guardianship or residence order. This item is collected within the census each term on a voluntary basis.

Schools can record information using the following codes; only one code can be applied to a pupil and the default value will be N – not declared.

N - Not declared

- A - Ceased to be looked after through adoption
- G - Ceased to be looked after through a special guardianship order (SGO)
- R - Ceased to be looked after through a residence order (RO)
- C - Ceased to be looked after through a child arrangement order (CAO)

This data will influence the allocation of pupil premium funding. Note that current in care pupils are not collected within school census. They are supplied to the DfE via the LA children looked after data return (SSDA903).

### **Pupil's Full Home Address**

Pupil home address is collected each term. Information is referenced by the information sharing index, their database will be used by the DfE to identify pupils who are not receiving statutory services or need extra services.

The Performance Team validates the postcode against the street name to ensure that all pupils have the correct address. Postcodes will be geocoded to ensure that they are valid as the data is used to assign deprivation measures to each pupil for the post 16 disadvantage factor for funding and internal local reporting purposes such as catchment analysis, deprivation reporting, pupil forecasting and school place planning.

### **Pupil Enrolment Status**

**Managed moves and negotiated transfers** - For the duration of any trial period:

- The original school maintains the pupil's record with an enrolment status of "M" (main dual-registration)
- The receiving school maintains the pupil's record with an enrolment status of "S" (subsidiary dual-registration)

The financial arrangements between the schools are a matter for their mutual agreement. Further clarification of this guidance can be found within the DfE guidance notes.

**Traveller pupils** - A traveller pupil may attend another school during periods when his / her parent is travelling during trade or business. In such cases, the school where the pupil ordinarily attended, during the immediately preceding 18 months when not travelling, will maintain the pupil's registration.

It is recommended that for the duration of this period:

- The ordinary school of attendance maintains the pupil's record with an Enrolment Status of "M" (Main dual-registration)
- The receiving school maintains the pupil's record with an Enrolment Status of "S" (Subsidiary dual registration)

**Pupils also enrolled at a pupil referral unit** – please ensure, through agreement with the PRU, that the correct enrolment status is reported against any pupils with your school and a PRU.

#### Dual registration for school:

Main registration for schools is where a school has made the decision to place a pupil with the PRU, they will still have the pupil on roll, they may be paying for the pupil to attend the PRU and they may not have any or may have minimal contact with the pupil again. They hold the main registration until the pupil is taken off their roll or until the pupil is commencing a managed move to another school, as this is the point where educational responsibility has been transferred.

Subsidiary registration for a school is where the PRU is reintegrating the pupil into the maintained sector (managed move). Therefore, the subsidiary school is the managed move school.

#### Main dual registration for the PRU:

Current / Sole registration for the PRU is where they have sole educational and financial responsibility for a pupil.

Main registration for the PRU is where the pupil has been removed from a school register. The PRU will be reintegrating the pupil into the maintained education system as part of a managed move; the managed move school will hold the subsidiary registration.

Subsidiary registration for the PRU is where the pupil has been placed at the PRU through the decision of a school and the school may have some financial responsibility. The school are keeping the pupil on roll because they have the educationally placement responsibility following the decision to place them at the PRU.

Dual registration is not about the length of time a pupil has attended the PRU for, or where the pupil spends most of their time. In most cases the PRU bills the schools for the placement so the school should report the enrolment status as main dual registered and the PRU as subsidiary.

### **KS3 and KS4 pupils with the Leicestershire Behaviour Partnership Establishments**

Dual registration should only be reported for a pupil if the other enrolment is with another state-maintained establishment. As all state-maintained schools return a school census the DfE should receive corresponding combination of main and subsidiary enrolments for a pupil.

Many providers of education for pupils with the partnership are not state funded schools; therefore, the pupil should not be regarded as dual registered if they are enrolled with such a provider. Such pupils should be marked as 'B' education otherwise on attendance registers with a sole enrolment status used by the school.

## Submitting your Census

The census date of the spring term 2021 Census is **Thursday 20<sup>th</sup> May 2021**. The deadline for return to the LA is **Monday 24<sup>th</sup> May 2021**.

LA Maintained Schools *and academies that have allowed the Performance Team to have a COLLECT user account* for their school should return their School Census **XML** file to the LA. A list of Academies for which the Performance Team has an account is present on the Performance Team [web page](#).

If using SIMS, the XML file will be in your SIMS/STAR/ASC Out folder. The file name will be like **855NNNN\_SC2\_855LL21\_XXX.XML**, where NNNN is your DfE number and XXX is a three-digit number.

Academies that have wished to continue administrating the COLLECT aspect of the school census should submit their CSV export from COLLECT as per the instructions on the School Census guidance page.

All files should be delivered via the [Secure File Transfer](#) website to the Performance Team Service as a **'School Census Submission'** file type.

If you have any queries or concerns, please contact a member of the Performance Team who will be happy to assist you.

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**For SIMS software related issues please contact your MIS support team:**

<b>LEAMIS</b> Leicestershire Traded Services	0116 231 1280 <a href="mailto:helpdesk@leamis.org.uk">helpdesk@leamis.org.uk</a>
<b>ESS</b> Education Systems Support Limited (Leicester)	0116 231 8529 <a href="mailto:support@ess.limited">support@ess.limited</a>

Users of other software should contact their software supplier or MIS support team:

<b>Scholar Pack</b>	01522 716049 <a href="mailto:support@scholarpack.com">support@scholarpack.com</a>
<b>Bromcom</b>	020 8290 7177 <a href="mailto:CustomerCareTeam@bromcom.com">CustomerCareTeam@bromcom.com</a>
<b>School Pod</b>	0844 544 6685 <a href="mailto:support@schoolpod.co.uk">support@schoolpod.co.uk</a>