

# School Census

## Special Schools

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### Uploading your xml file

- Kent LA schools – please upload your files to Management Information via Perspective Lite as this is the secure method of file transfer. Please ensure you email [MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk) with the explanations for your queries, so that we can add notes to your return. Also see the Reduced Timetable information.
- Academies and Free schools – please upload your file to the DfE database COLLECT and approve it when complete. Also see the Reduced Timetable information.

### UPNs

A reminder that all pupils included in the School Census must have a permanent UPN. If you have pupils with a temporary UPN or new pupils that require a UPN, you will need to check whether they already have been allocated a permanent UPN. Therefore, please email [MIEducation&WiderEH@kent.gov.uk](mailto:MIEducation&WiderEH@kent.gov.uk) prior to the Census and we will check this for you.

### Guidance for ALL data items

If you need further details of the above items or for more information, the [School Census guide](#), from the DfE, lists what should be included in your statutory return.

### Census Check List

The School Census Check List will help you work through your census (available on the [KELSI webpage](#)).

### Reduced Timetable

You will receive an email during Census week regarding Reduced Timetable. Please ensure that you record any reduced timetables for the current term via the Digital Front door. If you do not have any pupils on a reduced timetable, please reply to the email with 'NIL Return'.