Dear Head Teacher

School Census October 2016 (Autumn Term)

Thank you for all your hard work in helping us upload and approve your Summer School Census file, it has been very much appreciated. Please pass this letter to the person completing the Autumn Census for your school to enable them to prepare and download the guidance they will need for a successful return.

The day of count for the Autumn School Census is Thursday 6th October 2016. The Census return must be uploaded using the Perspective Lite secure file transfer as soon as it is completed, and received by Management Information (MI) no later than Friday 7th October 2016. Please remember that a no error policy is in operation and comments are needed for all queries. These queries must be sent by email to MI at the above address. Please be aware that if you enter the reason for the queries into the census return, within your system, this information does not transfer to MI.

Termly Data Collection for Pupils on a Reduced Timetable

The new statutory guidance ‘Keeping Children Safe in Education 2016’ will become effective in September 2016. One of the statutory requirements is that all schools must inform the LA of any pupil who are not in school regularly, at such intervals as agreed between the school and the local authority. As part of our effort to ensure that all Kent schools are compliant with the statutory safeguarding requirement, KCC have decided to make the reporting of children on reduced timetable a regular termly activity. We therefore request that all schools submit this additional data of pupils who are not on full-time timetable along with your school census, nil returns must be emailed to School.Census@kent.gov.uk. Full details to submit can be found on Kelsi.

Main Changes to the School Census 2016

Proficiency in English
Following an initial collection during the Autumn 2016 school census, the proficiency in English will move to an annual collection from the Spring 2017 census and onwards. Proficiency in English is to be collected for all pupils on roll where language has been recorded as anything other than ‘English’ or ‘Believed to be English’ and the actual national curriculum year group recorded is reception or above. For more information, please see page 62, paragraph 5.3.3 of the DfE guidance.

Country of birth
This will be collected for all pupils including those pupils no longer on roll. However, for the 2016 Autumn and 2017 Spring Census, Country of birth does not need to be returned for any pupils no longer on roll who left your School prior to the start of the 2016 to 2017 academic year. Country of Birth records the country in which the pupil was born as stated by the parent/guardian, it would be expected to appear on the pupil’s birth certificate or passport but there is no requirement for the School to see these documents. Please see page 64, paragraph 5.3.4 of the DfE guidance for more information.

Pupil Nationality
This will also be collected for all pupils and would be expected to appear on the pupil’s passport or European Economic Area identity card (EEA) but there is no requirement for the School to see
these documents. Where pupils have “Dual Nationality” more than one nationality may be recorded. Please refer to page 65, paragraph 5.3.5 in the DfE guidance for further information.

**Unique property reference number (UPRN)**
The UPRN is a unique alphanumeric identifier for every address in Great Britain. The UPRN is to be returned alongside the full address. Please refer to page 97, paragraph 5.7.2 in the DfE guidance for full details.

**Existing Data Items**

**Ethnicity and Language Code**
These two data items have been expanded to include children in nursery schools. Previously they were collected for pupils aged 5 and over, but will now be collected for all pupils.

**Adopted from Care**
The DfE has changed this data item to “Post looked after arrangements”. This is in order to reflect the 4 variants of children who cease to be looked after, only one of which relates to adoption.

**National curriculum year groups**
It is becoming apparent that more Schools have 2 year olds on roll due to receiving early education funding. In light of this the DfE has created two additional year groups, E1 and E2, in addition to the national curriculum year groups to allow Schools to record very young children. Please see page 88, paragraph 5.4.7 in the DfE guidance for more information.

**Funded hours**
This data item will now only be collected for pupils aged 2, 3 and 4 in year groups E1, E2, N1 and N2. These pupils can claim a maximum of 15 funded hours a week. Pupils aged 4 in reception receive funding equivalent to full time regardless of their actual hours so there will be no requirement to collect funded hours for these pupils. Please refer to page 73, paragraph 5.3.11 in the DfE guidance.

**UPNs**
May we take this opportunity to remind you 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 a permanent UPN assigned to them, therefore, please email MI prior to the Census and we will check this for you.

**Documentation**
The DfE Census guidance is available to download from the School Census page on Kelsi along with further guidance to help you complete the Autumn Census. The *Autumn 2016 School Census – Data Checklist for SIMS.net* sheet is also available. We recommend that you work through this sheet prior to producing your School Census return to ensure the highest possible quality of data.

**Link to School Census page on Kelsi**

Thank you for your continuing help and support with the Census return. If you have any questions relating to the School Census, please contact MI on the above number.

Yours sincerely

Wendy Murray
Performance and Information Manager