Dear Colleague

School Census October 2015 (Autumn)

Thank you for all your hard work in helping us upload and approve your Summer School Census file it has been very much appreciated.

The day of count for the Autumn School Census is Thursday 1st October 2015. 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 2nd October 2015. Please remember that a no error policy is in operation and comments are needed for all queries. These 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. Can you please pass this information to the person completing the Census for your school so they can include the relevant notes in their email to us.

Main Changes to the School Census 2015

Sub-contracting partner UKPRN
This new data item records the United Kingdom (UK) provider register number (UKPRN) of a partner organisation to whom the school sub-contracts the provision of learning / training for post-16 pupils.

Learning aim withdrawal reason
For learning aims which are recorded with a completion status of 'withdrawn', this new data item records the reason for that withdrawal. This is only required for the 2015/16 academic year learning aim records.

Maths and English GCSE Prior Attainment
These new data items record the prior attainment (grade) achieved by all students in year 12 and above in GCSE Maths and English, together with the date of attainment. The status with regard to exemption must also be recorded. Where students have achieved a grade or are retaking the subject the status will be “no exemption”.

Students with a learning disability and students holding a UK or overseas equivalent to GCSE grade A*-C are not required to retake these subjects and will need the appropriate exemption status to be recorded. This information is used to fund schools and therefore must be recorded accurately.

Special Educational Needs
Following the introduction of the new SEN Code of Practice in September 2014 (re-issued in 2015) the separate school action and school action plus categories were replaced by a single SEN support category. The Children and Families Bill replaced SEN statements with Education, Health and Care Plans.
The DfE expects that all Schools will be reviewing their current cohort of pupils in the school action and school action plus categories as their termly reviews take place and that most pupils will now be recorded under the new SEN support category ‘K’.

Please be aware that schools are currently able to record pupils as having either a statement ‘S’ or an Education, Health and Care Plan ‘E’. Should you have any questions relating to the new SEN Code of Practice please contact the SEN Resources team at aen.resources@kent.gov.uk

Schools should only record an N code where a pupil has been assessed and deemed not to have an SEN status or the status no longer applies. Where pupils have never had SEN schools MUST leave this as the default “Never Assigned” in SIMS – i.e. take no action. This has been agreed with the SEN Department in Kent.

**Adopted from care**
This data item will also be collected in every Census. It will identify all children on roll on Census day that were looked after immediately before adoption, or ceased to be looked after through a special guardianship order, residence order or child arrangements order. It will be up to those who have parental responsibility to decide if they wish to declare their children’s status to schools. Parents should be asked to provide supporting evidence, for example, a photocopy of the adoption order, and asked to confirm that their child was adopted from care. Parents may conceal sensitive information if they wish.

**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.

**Best Practice Leavers and Joiners**
Please be aware there is best practice guidance for students joining and leaving your school available on KELSI [http://www.kelsi.org.uk/running-a-school/data-and-reporting/reporting/schools-census](http://www.kelsi.org.uk/running-a-school/data-and-reporting/reporting/schools-census)

**Documentation**
The DfE Census guidance now includes all school phases in one booklet and this is available to download from KELSI at the above address along with further guidance to help you complete the Autumn Census

Please find enclosed with this letter an Autumn 2015 School Census – Data Checklist for SIMS.net sheet. We recommend you work through this sheet prior to producing your Census return to ensure the highest possible quality of data.

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