



**Buckinghamshire
Council**

ICT SCHOOLS TEAM

MIS, Financial Systems and Technical Support

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Arbor School Census Guidance - Autumn 2025 - All Phases

**Census Date:
Thursday 2nd October 2025**

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team edit Source: DfE, ICT Schools Team, Arbor	August 2025
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Introduction

The submission of data to the **Department for Education (DfE)**, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. This takes the form of a Statutory Return (census) for all Local Authority Maintained Nursery, Primary, Secondary, Special Schools and Academies.

The information collected is used by the Department for Education (DfE) in the calculation of the Dedicated Schools Grant and the Pupil Premium funding allocations and, for schools with a Sixth form, the Post 16 Funding as specified by the ESFA. **Each Census has funding implications** and questions regarding which census collects funding data should be referred to your Local Authority (Buckinghamshire Schools should contact the Business Intelligence - Children's & Traded Services).

Data collected includes general pupil characteristic information such as sex, free school meal eligibility, Special Needs ethnicity, and language. Termly absence and attendance data is also collected and this contributes to the published School Performance tables. Data differs for phase and type of school for each census.

Data is collected three times a year: Autumn (October), Spring (January), and Summer (May).

- For **advice** or **queries** regarding the **funding implications** of each termly **census**, please contact the **Business Intelligence – Children's & Traded Services**
- For assistance entering data into **Arbor**, please contact the **ICT Schools Team**.

Data is collected three times a year: Autumn (October), Spring (January), and Summer (May).

- **Autumn Census – First Thursday in October (2nd October 2025)**
- **Spring Census – Third Thursday in January (15th January 2025)**
- **Summer Census – Third Thursday in May (21st May 2025)**

All Management Information Systems collect the same data items but naming may differ between software.

Once completed the Census must be uploaded to the DfE via Secure Access portal **Collect**.

Maintained Schools will have their return checked by the Local Authority prior to final submission. Any queries identified by the LA should be addressed and corrected in both the school's MIS and Collect.

Collect has reports available that should also be 'run' to ensure correct data. Further details of these reports can be found at: <https://www.gov.uk/guidance/complete-the-school-census/check-your-data>

MIS software has validation errors 'built in' which identifies any errors or unusual data. All errors should be corrected.

Any errors or queries that cannot be rectified should then be noted on Collect upon upload. The link above also contains information on the acceptable 'notes' for each error.



DfE Collect - Deadline Upload and Submission Dates

Children's & Traded Services advise: *It is recommended to upload a file on COLLECT as soon as possible after census date, even if it is not complete, to check for additional DfE validation errors and queries that are not evident.*

Checking by Children's & Traded Services Guidance (formerly Schools Management Support Team)

LA Maintained Schools - All	Friday 3 rd October 2025 @ 5.00pm
Primary Academies	Friday 10 th October 2025
Post 16 Schools	Monday 3 rd November 2025

DfE COLLECT

Academies – All	Wednesday 29 th October 2025
Primary Academies	
All School & Academies – DfE Final Submission	Wednesday 26 th November 2025

Children's & Traded Services Support and Guidance

Contact the **Children's & Traded Services** for **advice** or **queries** regarding the **funding implications** of each termly **census**,

Email: schoolcensus@buckinghamshire.gov.uk

SchoolsWeb: <https://schoolsweb.buckinghamshire.gov.uk/school-management-support/school-census>

Refer to **C&TSS guidance** for:

- School Census Process for Schools and Academies.
- Data checking issues to look out for.
- DfE Collect guidance for schools.
- Alternative Provision Placements.
- Data checker for Primary and Secondary Schools.

ICT Schools Team

- Contact the **ICT Schools Team** for assistance entering data into SIMS.
- We are unable to provide specific statutory guidance or support with issues relating to DfE Collect.

Tel: 01296 383500 option 1 or email: ictschoools@buckinghamshire.gov.uk

How has the School Census Autumn Return Changed since Last Year?

Autumn 2025 Census Return Key Dates:

Census Date	02/10/2025
Attendance collected from	21/04/2025 to 31/07/2025
Exclusions collected from	01/01/2025 to 31/07/2025
AP Placements collected from	15/05/2025 to 02/10/2025
Free School Meal Eligibility from	01/08/2025 to 02/10/2025



Funding & Monitoring collected from 01/08/2025 to 02/10/2025

Learning Aims collected from 01/08/2024 to 02/10/2025

Learner Funding and Monitoring (FAM)

National Learner Monitoring (FAM NLM)

For 25/26 academic year, it will identify pupils:

- **In receipt of tutoring (NLM code 01)**

For the School Census, tutoring is defined as an intensive one to one or small group targeted academic support, used to improve the attainment of pupils. Schools should only report tutoring that is funded by the school

- **Resitting or retaking up to one year 16 to19 funding provision**

Applicable to secondary, all-through and PRU or AP Schools with sixth forms.

Where student learning has been disrupted by exceptional circumstances outside the control of the student or institution, such as a period of long-term sickness or good educational reasons then the retake delivery hours for individual students may be included in the funded study programme hours.

You must record all eligible pupils repeating all or part of their year in your Census.

- **English and Maths Minimum Hours**

From 25/26 academic year, the additional requirements to be compliant are:

- Students without a GCSE grade 9-4 in English or Maths must be enrolled in approved qualifications
- Students planned hours for English or Maths must meet the minimum teaching hours via the required mode of delivery

Students recorded as enrolled in an approved qualification will be included in the Maths and English condition of funding calculation as non-compliant if:

- their planned hours for the subject are below the minimum teaching hours
- they do not comply with the required mode of delivery
- their planned hours meet the minimum, but the qualification is not eligible

The DfE are collecting data to indicate whether the student has at least the minimum teaching hours planned for an eligible Maths or English qualification.

Schools must use the appropriate (FAM) codes for each student. Schools must ensure that the data submitted reflects the teaching hours planned for each relevant student for their Maths and English qualifications.

FAM Type	FAM Code	Description
EMH	02	Student has at least the minimum classroom teaching hours planned for an eligible English qualification
EMH	03	Student does not have at least the minimum classroom teaching hours planned for an eligible English qualification



MMH	04	Student has at least the minimum classroom teaching hours planned for an eligible maths qualification
MMH	05	Student does not have at least the minimum classroom teaching hours planned for an eligible maths qualification

This data is not required for students who do not have a level 2 qualification as described in the Maths and English condition of funding guidance but are not studying an eligible qualification, as they may be covered either by exemptions or the tolerance.

This data is not required for students who have already achieved a GCSE grade 4 in English or Maths who may be continuing to study these subjects to improve their grade.

Setting Arbor Permissions

You will need the **School: Data Returns: Administer** permission to be able to access and run the School census. You'll also need specific permissions to resolve certain errors and queries, depending on the area you're resolving the error for. Some example permissions you might need are:

- **School: General Admin: Administer** - Access and edit the data in the Data Quality Dashboard for students
- **Student Profile: Admin: Administer All Students** - Add student funding or early years pupil premium eligibility.
- **Student Profile Language Abilities: Administer All Students** - Add language abilities.
- **Student Profile: In Care: Administer All Students** - Add in care notes for students.
- **Student: Consents: Administer** - Update YSSA

Contact your System Manager if you are unsure whether you have the required permissions.

Check List

Complete	Before Generating a Dry Run
☐	Check School Details Check your recorded School Details by selecting School / School Details. Are all fields complete, and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).
☐	Alternative Provision (AP) placements Record which students have had placements: Alternative Provision placement details
☐	Learner Funding and Monitoring (FAM) Have you added funding records and teaching hours?
☐	Check Exclusions Have all suspensions been recorded?



Complete	Before Generating a Dry Run
☐	Check New Student Details Have all your newest students been added to Arbor? Is there anybody you know you need to chase for more information?
☐	Check Leavers Details Have all recent school leavers been recorded in Arbor? Student Profile / Enrolment (from the left-hand menu) / Click on Current Enrolment. In the slide over box select the orange 'Unenroll Student' and enter the leaving date, leaving reason and grounds for removal from the available options listed.
☐	Resolve Duplicate Students Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (School / Data / Data Quality Dashboard / Suspected Duplicates / Student).
☐	Check for Data Gaps Navigate to School / Data / Data Quality Dashboard to check and fill in any gaps in student data.



Chapter 1 Preparing School Level and Pupil Data for the School Census Return

Introduction

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and student level information is present and accurate in ARBOR. For example, ensure the school details are correct; new students have been added in ARBOR; leavers have been recorded and, where applicable, all suspensions and permanent exclusions have been accurately recorded.

Data Collected in Autumn Census 2025

The following information is collected from schools for the School Census Autumn 2025 Return.

School Level Data

School Characteristics: LA number, DfE establishment number, Unique Reference Number (URN), school name, school phase, school type, highest and lowest national curriculum year, intake type, governance, school email address and telephone number.

Pupil/Student Data Collected

Pupil/Student Identifiers: unique pupil number (UPN) and former UPN, surname, forename, middle names, preferred surname, former surname, sex, and date of birth.

Pupil/Student Characteristics: first language, ethnicity, free school meal eligibility start date and end date, UK country in which the eligibility applies, Infant school lunches taken (UFSM), Youth Support Services Agreement (YSSA) indicator, service children in education indicator, top-up funding indicator, post looked after arrangements. Hours at setting, funded hours, disability access fund indicator, eligibility code, extended funded hours, expanded funded hours.

Learner Funding & Monitoring: type, code, description, enrolment status, on roll status, date of leaving.

Pupil/Student Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group.

Special Educational Needs: SEN provision, member of SEN Unit indicator and member of Resourced Provision indicator.

Alternative Provision Placement (15/05/2025 to 02/10/2025): AP unique reference number (URN), AP UK provider register number (UKPRN), AP setting type, Companies House number, AP postcode, AP reason, start date, SEN on start date, end date, SEN on end date, AP attendance pattern, AP sessions per week, on roll status.

Termly Exclusion Information (01/01/2025 to 31/07/2025): exclusion category, reason(s) for exclusion, exclusion start date, actual number of sessions from which the pupil/student was excluded, pupil SEN provision, on roll status.

Pupil/Student Home Address: pupil/student's home address details, including post code and unique property reference number (UPRN) where available.

Attendance Information collected: 21/04/2025 to 31/07/25



Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the student is taught for most of the time, regardless of their chronological age. In most cases, this will be the same as the Year Group. However, some children are taught in the year above or below the expected year (based on their age). It is important the correct **Year Taught In** is recorded in ARBOR.

See **Appendix A** for a table to show the Curriculum Year that students in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year 2025/2025). This table is provided for reference only.

Checking and Editing School Information

The **School Information** panel within the census displays details that have previously been recorded on the **School Details** page in Arbor, via **School | School Details**.

Educational Institution Details	
Arbor Application ID	uk_demo_phillippa1
Name	Buckinghamshire Council Primary ▶
Short name	▶
Opening dates	Ongoing ▶
Website	▶
Logo	Loaded ▶
Printable logo	Loaded ▶
Local authority	Buckinghamshire (825) ▶
Establishment number	0001 ▶
Centre number	00000 ▶
URN	569/88523 ▶
Provider reference number (UKPRN)	▶
School phase	Primary ▶
School type	Infant and Junior school, 5-11 ▶
Governance type	Academy ▶
Intake type	Comprehensive ▶
Intake sex	▶
Weekly Hours Open	32h 50m ▶
Contact Details + Add	

The information displayed may vary depending on your school and the details entered, e.g. Academy specific information.

You can edit anything on this page that has a Grey arrow to the right of the information.

1. Clicking on the arrow will open a slide over where you can edit the data.
2. Click on Save Changes when you are happy with the changes made.

Information for Academies:

If your School converted to an Academy since the last Census, please ensure that the information has been updated for: Unique Reference Number (URN), School name (if applicable) & governance.

Checking and Editing Student Level Information

Checking Student Details

Before starting the School Census return, check that all on-roll students are recorded in Arbor and that as far as possible, the information is up to date and accurate. For each area that follows we will identify the report that will assist you to check your data. Ensure that:

- New Pupils have been added
- Leavers have been recorded



- Any duplicate or unwanted Pupil records have been actioned
- Pupil details have been updated where required
- Part-time details have been updated and checked

Checking Leaver Details

Ensure all recent school leavers have been recorded in Arbor. The date of leaving should be the last date they attended school.

To check in bulk:

Students / Browse Students

1. Click on **Leavers** on the left and use the filter to search for leavers between a date range and year group

The screenshot shows the 'Leavers' section in the Arbor system. On the left, a sidebar lists navigation options: Students, Browse Students, Joiners, Leavers (selected), Birthdays, Bulk Export, Student Profiles, and Data Collection Sheets. The main area is titled 'Leavers' and contains a filter section with fields for 'Since' (1st Jun 2023), 'Until' (1st Sep 2024), 'Unenrolment reason', and 'Year group on leaving' (Year 6). Below the filters is a table with columns: Student, Year, Leaving Date, Unenrolment Reason, and Destination. The table lists several students, including Butler, Patrick, Chapman, Lisa, Clark, Karl, Collins, Edward, Cox, Stephen, and Edwards, Matthew, all of whom are Year 6 and have left on 23 Jul 2024 for the reason 'End of phase transfer - Maintained school' to 'Pinewood Secondary'.

If you are missing pupils from the list, then go to the pupil profile and update their leaving details:

1. To end a student's enrolment, go to the *Enrolment* section of the student's *Student Profile*. Click on the student's current enrolment.
2. In the slide over, click on the orange Unenroll Student button.
3. Select the leaving date. Leaving reason and grounds for removal from the available options listed, then click one of the Unenroll options.

Re-admitting a Pupil

Any Pupil who leaves the school and subsequently returns between the start of the academic year and the Census, **must** be enrolled.

1. click on + Add

The screenshot shows the 'Enrolment at Sunnyville Secondary School' page for a student named Gordon Allen. It includes fields for Form (8BH), Year (Year 8), Date of Birth (17 Mar 2005), and Father (Tom Allen). There is a section for 'Enrolment Period' with dates from 01 Sep 2018 to ongoing. Below that is 'Academic Year Enrolments For Period' for 2018/2019 from 01 Sep 2018 to 31 Aug 2019. At the bottom right, there is an orange button labeled 'Unenroll Student'.

The screenshot shows the 'Buckinghamshire Council Primary Enrolment' interface. It displays a 'Past Enrolment' for a student who joined in Reception, left in Year 2, and was transferred to another school. To the right, a modal window titled 'What would you like to do?' is open, showing options to add items to the 2023/2024 Enrolments. The options are: Add attendance pattern for student, Add student to year group, Add student to house, Add student to registration form, and Add another enrolment for student (which is highlighted).

2. Select 'Add another enrolment for student'
3. Complete the details for the student



Amber Baker

Date of Birth 10 Jun 2018 (6y 2m)

Father Rob Baker

Out Of Age Group Cohort Pupil Premium Eligible

Buckinghamshire Council Primary Enrolment

Past Enrolment 01 Sep 2021 - 18 Jul 2024
 Joined in: Reception
 Left in: Year 2
 Leaving reason: In year transfer - Maintained school

2023/2024 Enrolments

Academic Year Enrolment 2023/2024

Academic year

Student*

Enrolment mode*

Attendance pattern Only required for early years

Year group Leave blank to choose year group later

Registration form Leave blank to choose registration form later

House Leave blank to choose house later

Notes

Cancel Enrol Student

Bulk Update

School / Data / Data Quality Dashboard / Students

Students / All Students / Bulk Update / Basic Students Details

To check that all students have information entered for key Census fields

Contact Details, Identity and Demographics. Click into each to check your student data.

Data Quality

Dashboard ☆

▼ Students

▶ Contact details

▶ Demographics

▶ Identity

Students					
Year group All enrolled students					
Bulk action					
Search this table					
Student	Ethnicity	Ethnicity Source	Native Languages	Religion	
☐ Adams, Adam	Black - African	P	English		
☐ Adams, Jade	White - British	P	English	Refused Information	
☐ Allen, Callum	White - British	P	English		

Contact Details

Email Addresses, Telephone Numbers and Postal Addresses

Postal Address – check for any invalid or missing student addresses. Addresses can be updated by clicking on the student name. A slide over will allow entering or updating.

Add Postal Address			
Occupant			
Student Kate Smith			
Address details			
Address 1*			
Address 2			
Address 3			
City/town*			
State			
Post code*			
Name	Postal Address	Result Type	Description
☐ Kate Smith		Incomplete	Missing Po
☐ Pawan Chaudhry		Incomplete	Missing Po
☐ Tammy Johnson		Incomplete	Missing Po
☐ Timmy Johnson		Incomplete	Missing Po
☐ Sam Jones		Incomplete	Missing Po
☐ Carmella Garcia		Incomplete	Missing Po



DfE Guidance states: *Whilst every effort must be made to obtain these pupil details, if it is not possible to get the address, you should leave these fields blank or add a partial address and ignore the validation errors. Address fields should not be used to record notes such as 'protected address' or any other personal details about the pupil.*

Identity

Assign UPN

Make sure all students have a UPN. If a student has no UPN against their profile, they will show up in the list here. To generate a UPN for a student, use the bulk actions.

Bulk Assign UPN

Please confirm that you would like to assign a permanent UPN to the students listed below. Please note that a UPN will only be assigned to students who do not already have a permanent UPN.

Students
Abbas Latif

Cancel Bulk Assign UPN

New UPNs should only be issued after consultation with your Local Authority. Schools can check for pupil/student's UPN numbers via **DfE Get Information About Pupils**.

<https://www.gov.uk/government/publications/unique-pupil-numbers>

To assign a known UPN to a student, add this from the **Identity** section of their student profile.

Identity

Name	Jack Batting-Burns
Sex	Male
Gender identity	Not specified
Date of birth	08 Nov 2019
Country of birth	
Ethnicity	White - British
Nationality	Not recorded
Religion	Not recorded
Arbor Student ID	617
Student number	
School ID card	Not issued
UPN	Z825000122058

Assign UPN

Please note!

If you want to assign an existing UPN from another school, you must enter it into the 'Existing UPN' field. If the 'Existing UPN' field is left empty a new UPN will be generated for this school, and assigned to the student automatically.

Student: Lazar Allery

Current UPN: None recorded

Temporary: ☐

Existing UPN:

Cancel Assign UPN

Demographics

Students / All Students / Bulk Update / Basic Student Details - This allows you to quickly check that you have filled in some key information regarding students. For:

- Ethnicity
- Native Language (First Language)
- Religion



To add or change any of the information, just click on the cell you wish to edit and a slide over will appear where you can add or update the correct information. For example, to add a First Language, select the students then select **Bulk Set Native Language** to choose the source.

- A **First Language** other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
- If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.

Update Student Funding Records

Top Up Funding, Disability Access Fund and all types of Learner Support & Funding (Secondary Phase)

Add new Student Funding or bulk update end dates, start dates, or delete funding.

The information required is based on individual pupils/students:

- **Top Up Funding**: : pupils should only be recorded as receiving top-up funding if they meet the following criteria:
 - Primary and Secondary Schools and Academies – pupil receives more than £6,000 (or 13.5 hours) of funding (not including school budget share), or has applied for High Needs Block Funding
 - Special, PRU and ARP pupils – pupil receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).
 - To confirm whether a pupil/student is receiving top-up funding, refer to the **SSA List** (usually issued twice a year in April and October).
 - Please refer any top-up funding queries to your **School Bursar, SENCO, or the SEN Team.**
- **Learner Support**: Bursary Support for 16 to 19 year olds. There are two types of funding:



- A vulnerable bursary of up to £1,200 a year for young people in one of the designated vulnerable groups (code '55')
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment tuition fund.
- **Learner funding and monitoring (FAM):** All schools (except nursery) with appropriate year groups or age ranges need to send us this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year.

For the 2025 to 2026 academic year, it will identify pupils:

- in receipt of tutoring Year 1 – Year 14
- resitting or retaking up to one year of 16 to 18 funded provision
 - Resit or retaking full or part academic year funding (including final year) - Applicable to secondary, all-through and PRU or AP schools with sixth forms.
- **Disability access fund (DAF)** indicator records whether a 3 or 4 year old child is in receipt of DAF from the local authority. Receipt of this funding entitles the child (whilst they are 3 or 4 years of age) to a fixed amount of funding per year from the disability access fund, which is paid direct to the establishment.

Bulk Update Student Funding Records

1. Click the green button to log new funding.
2. Select the funding type, students (select individual students or groups such as year groups or custom groups) and the date range to apply. You can also select whether to pin this information to the top of the student's profiles.

If you've selected the right funding type to view from the drop-down, you can then see all students with funding during the date range applied in your filters.

Student	Reg. Form	Start Date	End Date
Baker, Cameron	7A	16 Aug 2022	Ongoing
Evans, Francesca	8A	Ongoing	Ongoing
King, Henry	Form 100S	16 Aug 2022	Ongoing
Russell, Chloe	Form 9BH	16 Aug 2022	Ongoing

To edit or delete funding, select the students to edit details for, and click the **Bulk action** button.



You can also click on a student to edit their details.

From a student's profile

The **Student Funding** section on the student's profile lists any funding the student is assigned.

Click **+Add** to add funding.

To edit or delete the funding, click on the funding on the student's profile.

Update Funded Hours (Nursery years)

Clicking on this will take you to a table that contains hours and funding information required in the School Census for Early Years and Nursery students.

Funded Hours & Hours At Setting

The table below contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the information required and the maximum number of funded hours allowed depends on the student's age and NC year. When you generate the census any incorrect or missing data will be brought to your attention. Please refer to the census documentation for more information on early years funding.

Bulk action **Hide columns** **Download**

	Year Group	Registration ...	Attendance P...	Funded Hours	Funded Hour ...	Hours At Sett...	Extended Ho...	Thirty Hour C...
☒	Brown, Abbie	N1	Nursery	Afternoon O...				
☒	Jones, Stevie	N2	Nursery					

Demographics

- Bulk Update Basic Details
- Bulk Update Student Funding Records
- Bulk Update Funded Hours**
- Bulk Update GCSE Attainment for Funding
- Bulk Update National Tutoring Programme Hours
- Bulk Update Programmes of Study
- Bulk Update YSSA

You can also add some information in bulk, but you will still need to add the codes in by clicking on the students.

1. Tick the boxes next to the students, and use the **Bulk action** button to select **Bulk Updated Funded Hours & Hours At Setting**.

In the DfE's Data items guidance, they refer to hours in a decimal format, to 2 decimal places. For example:

10 and a half hours, this is recorded as 10.50

10 hours and 20 minutes, this is recorded as 10.33

In Arbor, this is recorded as hours and minutes rather than decimal.

for example:

10 and a half hours, this is recorded as 10:30

10 hours and 20 minutes, this is recorded as 10:20



In the slide over, you can add the funded hours, hours at setting, extended hours and expanded hours, then click **Bulk update**.

The table will then update in the background - you may need to refresh your page if you've updated many students.

NOTE: The Funded Hour Basis and Thirty Hour Code columns will be blank. These need to be completed for each individual student and cannot be done in bulk.

☐	Student	Year Group	Registratio...	Attendanc...	Funded Ho...	Funded Ho...	Hours At S...	Extended ...	Thirty Hou...	Expanded ...
☐	Brown Abbie	N2	Nursery		15:00		22:00	07:00		

It is not possible to use both Expanded hours and Extended hours on a student profile at the same time, although a student can be eligible for both at the same time. As per the DfE Census guidance:

"In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but can only take up one of these entitlements. In those circumstances, children should be recorded against the disadvantaged entitlement."

Here is a quick summary of what each field is to be used for:

Funded hours - Hours in school funded by the universal entitlement (maximum 15).

Hours at setting - Total number of hours they spent in education at the school, no matter who funded the hours. To calculate this, add the Funded Hours, Extended Hours or Expanded Hours and any additional hours paid for by the school or parents.

Extended hours - Additional hours taken above and beyond the universal entitlement (maximum 15) for 3 and 4-year-olds with working parents. Do not include expanded hours or hours paid for by the school or parents in this number.

Expanded hours - Additional hours taken above and beyond the universal entitlement (maximum 15) for 2-year-olds with working parents. Do not include extended hours or hours paid for by the school or parents in this number.

Thirty hour code - Also called the **Eligibility Code**. This 11-digit code entitles children of working parents to an extra 15 hours of childcare funding. You need to fill in this field if the number in the Extended or Expanded hours fields are greater than 0.

The screenshot details how to fill in the fields for a student who has funded hours set for the new 2-year-old working parents entitlement:

Updating a single student - thirty hour code and funding basis

1. Click on a student's name to update their funded hours, hours at setting, extended or expanded hours.

From here you can also add the Thirty hour code. You'll need to ask the parents if you do not know a child's code.



If a student is 2yrs and has funded hours, you'll need to add a funding basis. The options are:

- **Economic criteria**
- **High-level SEN or disability** - If this option is selected, you should record a SEN status of E (Education, Health and Care Plan): SEN Statuses. **Please note that if the student is still undergoing assessment, you will need to contact the DfE for further guidance.**
- **Looked after or adopted from care**

Hours at setting 17:00

Funded hours 15:00

2-Year-Old Funding Basis Economic criteria

No extended or expanded hours

For students that are not entitled to extended or expanded hours paid for by the government, do not enter anything into the **Extended hours** or **Expanded hours** fields. Arbor is unable to distinguish between a number entered in the Extended hours field (e.g. 15:00) and zero (e.g. 00:00).

Hours paid for by the child's parents or the school should only contribute to the Hours at setting total.

Here is an example of a student only attending school for the 15 hours of funded Universal Entitlement.

Hours at setting 15:00

Funded hours 15:00

Extended hours hh:mm

Thirty hour code

Expanded hours hh:mm

Cancel Save Changes

On the student profile

Go to the **Other** section of the student's profile and click on the fields.

View Other

Other + Add

Boarding	No records found - click to add boarding information	▶
Hours at setting	22:00	▶
Funded hours	15:00	▶
Extended hours	07:00	▶
Thirty hour code	Not set	▶
Expanded hours	Not set	▶

You can then update the Hours at setting, Funded hours, Extended hours, Expanded hours, Thirty hour code and Funding basis (if required), then click **Save Changes**.



Update Tutoring (formerly NTP) (Funding & Monitoring)

This page shows all students who have student funding type National Tutoring Programme or School Led Tutoring Programme for the selected date range. Weeks without any school days in them (e.g. holidays) won't show in this list.
Bulk adding tutoring hours on this page will only add hours for the weeks where the student has an active student funding record.
To find out more about how to manage student funding and hours in Arbor, please see our [help article](#).

Academic Year: 2022/2023

Start Date: 16 Apr 2023 End Date: 31 Aug 2023

Bulk action Hide columns Search this table Download

Student	Reg. Form	Total Hou...	17 Apr 20...	24 Apr 20...	02 May 2...	09 May 2...	15 May 2...	22 May 2...	05 Jun 20...	12 Jun 20...	19 Jun 20...
☒ Allery Lazar	Form 2PT	6	1	1	1	1	1	1	N/A	N/A	N/A
☒ Badsey Brandon	Form 2PT	6	1	1	1	1	1	1	N/A	N/A	N/A
☒ Benjafield Vi	Form 2ED	6	1	1	1	1	1	1	N/A	N/A	N/A

From the start of the academic year 2025/2026 (1st August is the earliest possible date), schools should record tutoring delivered via any of the **National Tutoring Programme (NTP)** delivery routes:

- Tuition Partners
- Academic Mentors
- School-led Tutoring

Bulk updating on this page is only possible if the student has an active student funding record. Use the **Update Student Funding Record** to add a new funding to a student.

Update YSSA For Secondary Schools ONLY

If you have students whose information you are sharing with Connexions etc make sure that this is noted in the Youth Support Services Agreement section.

- Parents - or pupils themselves if aged 16 or over - have the right to object to any information (over and above

Bulk update YSSA

Year group: All enrolled students (aged 11+)

Students

Bulk action Hide columns Search this table Download

Bulk Assign YSSA

Student	Registration Form	Youth Support Services Agreement
☒ Roberts Aaron	Form 7BG	
☐ Knight Abbie	Form 12ZN	Unsought - school has not yet sent out privacy notice...

name, address, and date of birth) being provided to the Youth Support Service.

- By law, all parents must be issued with a Privacy Notice soon after their children are admitted to your school. By issuing the Notice, this implies that assent has been sought and the option of '**Sought no reply**' can be recorded.
- All students in Y8 or above should have this recorded. It is **not acceptable** to have a **blank** or '**unsought**' status.
- Please note that at age 16, consent to share information to the youth support services transfers to the pupil themselves. It would be good practice to re-issue a Privacy Notice to the pupil at this time.



Suspected Duplicates

You can see a list of potential duplicate students in ***School / Data / Data Quality Dashboard / Suspected Duplicates / Students***.

Suspected Student Duplicates		
Unresolved	Resolved	Pending approval
The table shows suspected Student duplicates, sorted from the top by the most likely duplicates. Very likely duplicates are red, likely duplicates are orange, less likely duplicates are yellow, and resolved duplicates (or where resolution is in progress) are green.		
Bulk action Hide columns Search this table Download		
Student A	Student B	Resolution
Ms Rebecca Allen	Rebecca Allen	Not resolved

Demographics & Education Needs

Arbor will provide information on pupils' demographics and SEN information. Only students with an active record will be included. If an expected student is not included then please go to the pupil record to update or amend.

Student | Demographics & Educational Needs

Derived Indicators

Derived Indicators are categories that demographic groups fall into (for example, 'Born in April' falls under the Birthday derived indicator). **Please click** on a derived indicator below to view and filter students within the demographics that fall under that indicator

Derived Indicators	☆
Free School Meal Students	☆

Demographics & Educational Needs

Child Protection Students

Derived Indicators

Free School Meal Students

Gifted & Talented

Looked After (In Care)

Students with SEN

Service Child in Education

Pupil Premium Recipients

Students / Demographics & Educational Needs / Derived Indicators

Derived Indicators

Derived Indicators are categories that demographic groups fall into (for example, 'Born in April' falls under the Birthday derived indicator). Please click on a derived indicator below to view and filter students within the demographics that fall under that indicator.

Derived Indicators

Age

Background

Birthday

Child Protection

Educational Needs

Looked After (In Care)

Medical

Free School Meal

03 Oct 2024 - 31 Aug 2025 All students enrolled 03 Oct 2024 - 31 Aug 2025 Settings					
Free School Meal Eligibilities					
Hide columns Search this table Download					
Student	Year Group	Reg. Form	Start date	End date	
Batting-Burns Jack	Year 1	Form REIP	05 May 2023		
Darville Sophie	Reception	Form REIP	01 Sep 2014		
Edwards Felicity	Reception	Form REIP	01 Sep 2016		

On roll pupils/students on census day who were eligible for free school meals on or after 16/05/2025 and up to census day **02/10/2025**. Check all eligible pupils/students are recorded.



The following free school meal eligibility related data is collected in for the return:

- **Start Date**
- **End Date**** (if applicable; see **exception reasons**)
- **UK Country** in which the eligibility applies.

** FSM End Date Exception Reasons

- If the pupil/student's parents explicitly remove their claim for a free meal, having been made aware of their entitlement to transitional protection.
- If the pupil/student is one of the small numbers eligible due to their parent/carer's receipt of the guaranteed element of pension credit, or support under Part VI of the Immigration and Asylum Act 1999, and the parent/carer informs the school that they no longer receive these benefits. As these benefits are not affected by the introduction of universal credit, they are not covered by the transitional protection.

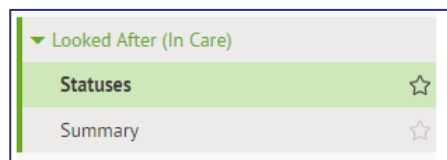
The DfE confirmed the Transitional Protection for Free School Meals will not end on 31/3/2025 as planned but will be extended for another two years. This means that a pupil who was FSM eligible on 1 April 2018, or who has become eligible under the benefits/low-earnings criteria since then, will continue to receive free meals, even if their household income exceeds the eligibility threshold, up until March 2025 and then until the end of their phase of education (ie. Primary, Secondary or Sixth Form).

IMPORTANT: As FSM rules have changed, please read through the DfE/SMST guidance notes on Schoolsweb, which gives more detailed information on checking eligibility.

<https://schoolsweb.buckscc.gov.uk/school-management-support/free-school-meals/free-school-meal-eligibility-for-pupils-transferring-between-schools/>

Looked After (in care) / Post Looked After

Post Looked After Arrangements (previously named Adopted from Care) is collected for students who are on-roll on census day and the information is then used for funding purposes.



NOTE: The values available for selection enable schools to indicate which students were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.

Fri, 09 Aug 2024 All Enrolled Students Settings

Note
Please note that this table lists all students who have an active Looked After (In Care) status. Not all of these statuses indicate that the student has been placed in care; in fact some of them indicate that the student has *left* care. To see the demographic of students that are actively Looked After (In Care), please use the derived [Looked After \(In Care\)](#) demographic indicator.

Hide columns Search this table Download

Student	Reg. Form	Looked After (In Care) Status	In Care	Start Date
Campbell, Tracy	STO	Adopted from care inside England or Wales	No	12 Apr 2023
Khan, Finley	STO	Fostered	Yes	23 Nov 2018
Martin, Martin	STO	Left care through child arrangement order...	No	30 Jun 2019

- Adoption from England and Wales
- Adoption from state care outside of England and Wales
- Special Guardianship Order (SGO) from England and Wales



- Residence Order (RO) from England and Wales
- Child Arrangement Order (CAO) from England and Wales.

Looked After (In Care) Status	Looked After (In Care) Statuses	
Summary	Adopted from care (inactive)	0 students
	Adopted from care inside England or Wales	0 students
	Adopted from care outside England or Wales	0 students
	Children's Home	3 students
	Fostered	2 students
	Left care through child arrangement order (CAO)	3 students
	Left care through residence order (RO)	0 students
	Left care through special guardianship order (SGO)	0 students
	Other/In Care	0 students
	With Parents (under the supervision of social services)	0 students

Special Educational Needs Information

Students | Educational Needs | Students with SEN

Students with SEN						
Start Date 27th Apr 2023. End Date 27th Apr 2023.						
Hide columns						
Student	Reg. Form	SEN Status	Start Date	End Date	SEN Needs	
Adams, Mia	6HY	Education, Health and Care P...	01 Sep 2020	Ongoing		
Allen, Adam	SQT	SEN Support	20 Mar 2023	Ongoing	Selective mutism	
Allen, Tiffany	SQT	Education, Health and Care P...	06 Sep 2021	Ongoing		

SEN Status (SEN Provision)

E – Education, Health and Care Plan (EHCP) – the LA has reviewed the student and a plan has been issued.

K – SEN Support – actions have been put in place or will be put in place to support the student with their need once a SEN need or potential SEN need has been identified.

N – No Special Educational Need - No special educational need has been identified. only be used if a SEN Status was previously assigned but K or E are not currently relevant.

SEN Need Type and SEN Need Rank

At least one Special Educational **Need type** and its **Rank**, e.g. Vision Impairment, must be recorded for all students with a SEN Status of **E - Education, Health and Care Plan** or **K – SEN Support**. (The need and rank is only collected in the Spring Census).

For a student with an EHCP, the need(s) selected should match the coding information in the document reference number at the top of page 1.

SEN Provision Type (for Schools with a Designated SEN Unit or ARP only) Not applicable to Special Schools or Pupil Referral Units)

- Time in SEN Unit - Member of SEN Unit
- Resourced Provision

Service Children in Education

Students with SEN	
Service Child in Education	☆
Pupil Premium Recipients	☆



Service Child in Education			
🔍 27 Apr 2022 - 27 Apr 2023 👤 All students enrolled 27 Apr 2022 - 27 Apr 2023 ⚙️ Settings			
Service Child in Education			
Hide columns		Search this table	
Student	Year Group	Reg. Form	Service Child Status
James Barry	Year 1	Form 1KO	03 Apr 2023
Carter Jack	Year 6	Form 6SP	
James Tanya	Year 3	Form 3TL	

Additional Pupil Checks

Checking Young Carer Status

Schools should record which of their students are Young Carers. Schools are required to record whether a student has been identified as a young carer and by whom.

Schools do not need to get parental or pupil consent to the provision of information for the purposes of the census but should respect the wishes and feelings of both young people and their parents.

Section 17ZA of the Children Act 1989 says a young carer is a person under 18 who provides or intends to provide care for another person (which isn't contract or voluntary work).

Adding Young Carer status

Go to the student's profile and go to the **Background** section. Click on the **Young Carer** field.

View Background		
Background ➕ Add		
Free School Meal	Eligible	01 Sep 2019 - ongoing ▶
Traveller Status	None recorded	▶
Service Child	No	▶
EYPP Recipient	No	▶
Young Carer	No	▶

Back

Young Carer Status

Rebecca Allen

Form SAJ ▶

Year Year 5 ▶

House Colville

Date of Birth 27 May 2016 (6y 3m)

Father Jonathan Allen ▶

Out Of Age Group Cohort
FSM
Pupil Premium Eligible

Current Young Carer Status

None recorded

Add Young Carer Status

Status History

No results found

In the slide over you can see any past statuses and record a new one with the **Add Young Carer Status** button.

Add the dates, and select who provided the information, then click **Save**.

The student will then have a demographic indicator tag for Young Carer. **Please note that this tag will not show in My Classroom.**

They'll also show as **Young Carer = Yes** in the **Derived Background Indicators** section.

Start date* 📅

End date 📅

Information provided by*



Unique Learner Numbers (ULN's) (Secondary Phase only)

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student's learning record throughout their lives. ULNs are mandatory for all students on roll aged 14 and over (i.e. all students in Year 9 and above) on census day; and for pupils no longer on roll who were aged 14 as at their leaving date.

Learning Records Service issues and maintains a ULN record for applicable students. ULNs can be obtained from:

- The DfE ULN service to upload a CTF file via a web page on the **S2S** website (<http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s>). Instructions are available here: [LRS: batch load documents for schools and providers - GOV.UK](https://www.gov.uk/government/collections/learning-records-service) (www.gov.uk)
- The **Learner Registration Service** Web Portal to obtain individual ULNs (<https://www.gov.uk/government/collections/learning-records-service>).
- The **Key to Success** website (<https://www.keytosuccess.education.gov.uk/>).

If you have errors that say you need to include ULNs for your students, you can create a CTF containing just the students in the census, which you can then use to obtain your ULNs from S2S.

Alternative Provision Placements

In most cases, placement information should be recorded by the school that arranged the placement. The exception to this is where the alternative provision has been arranged by the Local Authority but the pupil remains dual registered with the mainstream school and the Pupil Referral Unit/Alternative Provision school. In such cases, the mainstream school should record the required information.

For schools that are sending students to Alternative Provision placements at other schools, you'll need to record details of the placements for each student that a placement has been arranged for.

A student can have one or many alternative provision placements, which can be full or part-time. The school census will output details of the placements the student was attending during the date range of the data collection.

To record an Alternative Provision placement for a student, go to the **Education & Employment Status History** section of the student's profile.

1. Click **+Add** and select **Add Alternative Provision Placement**.
2. In the slide over, select the location of the placement.
3. If the placement is not at an educational institution, you can select the **setting type**.
4. Add a placement reason.
5. Add the date range the student will be attending the placement for - this will automatically include any active SEN statuses.
6. Then select whether the student will attend the placement Full-Time or Part-Time - sessions per week are only needed if the student is part-time at the placement.



Back
Add Alternative Provision Placement

Location Details

Location* Pinewood Secondary

Location Details Pinewood Secondary

Address: London

Email: pinewood.sec@arbor-mail.com

Telephone: None recorded

Location Identifiers URN: None recorded

UKPRN: None recorded

Setting type One on one tuition

Placement Details

Placement reason* Off-site placement for behavioural support

Start date* 11th Oct 2023

End date

SEN status at the start of the placement No SEN status recorded for this date

SEN status at the end of the placement No end date selected

Attendance pattern Part time in alternative provision at this provider

Sessions per week 4

Exclusions

Students | Behaviour | Suspensions

Exclusions information is required for students who were subject to any exclusion or suspension. Lunch time exclusions are not collected.

- **Suspensions (excluding lunchtime suspensions) during the period 01/01/2025 to 31/07/2025**
- **Permanent exclusions from 01/01/2025 to 31/07/2025**
- **Note:** Permanent exclusions are only collected if a **Final Governor Review** exists.

Suspensions | Reporting

Incidents

Detentions

Internal exclusions

Suspensions

Reporting

Statistics

Permanent exclusions

Point Awards

Behaviour Setup

Suspensions

Mon, 10 Apr 2023 - Thu, 28 Mar 2024

Settings

Bulk action

Hide columns

Search this table

Download

	Student	UPN	Year	Form	Suspended from	Suspended until	Notes	Days Lost	Sessions Lost	Suspension ...
	Adams Leo	A20700002...	Year 10	Form 10SP	Mon, 12 Jun 2023, 12:00	Tue, 13 Jun 2023, 16:00		1.5	3	Challenging/unacceptable behaviour

Exclusions information is required for students who were subject to any exclusion or suspension:

1. Check the information is correct.
2. Click on the pupil to view the suspension information.

Permanent Exclusions

Exclusions information is required for students who were subject to any exclusion or suspension:

Behaviour

Incidents

Detentions

Internal exclusions

Fixed period exclusions

Exclusions

Statistics

Permanent exclusions

Point Awards

Behaviour Setup

Permanent Exclusions

Add Permanent Exclusion

Thu, 01 Sep 2022 - Thu, 31 Aug 2023

Settings

Student

Bulk action

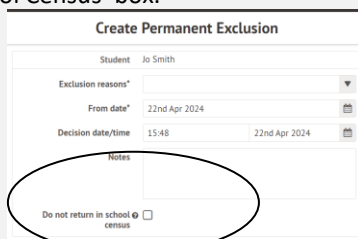
Hide columns

Search this table

Download

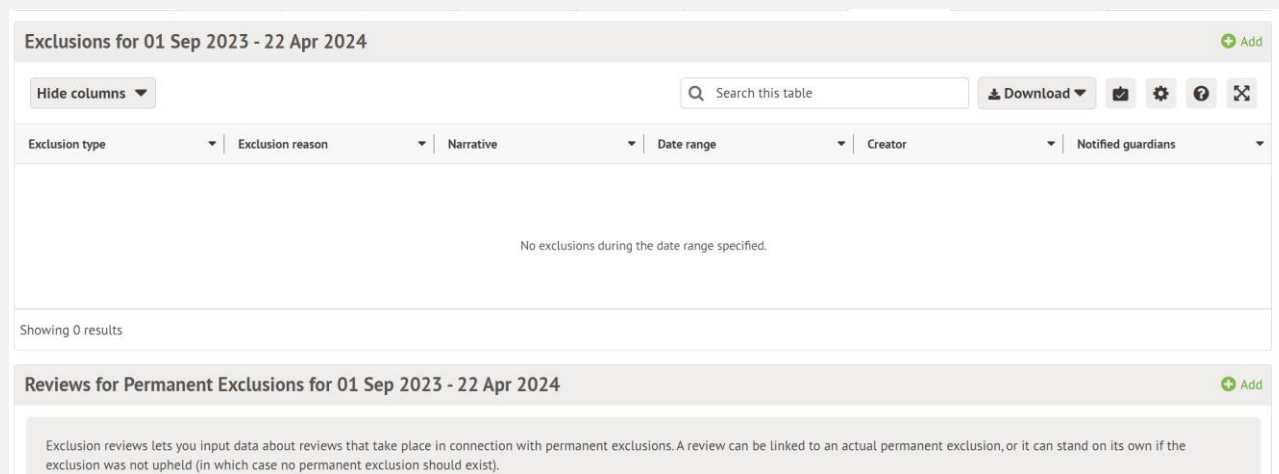
	Student	Year	Form	Decision date	Start date	Exclusion reasons
☐	Khan, Abbie	Year 5	SQT	19th Dec 2022	Mon, 19th Dec 2022	Alcohol related

Exclusions should **not** be counted if they were: withdrawn by the Head Teacher to ensure a record of the exclusion in Arbor, then tick the 'Do not return in School Census' box.



or if the student was re-instated by the Discipline Committee or an independent Appeal Panel.

To record this re-instatement ensure the outcome is recorded as such in the Reviews for Permanent Exclusions area:



The following exclusion related data items are collected for the return:

- Exclusion **Type** (category, e.g. Suspension or Permanent Exclusions).
- Exclusion **Reason(s)** (select **one** code to provide the main reason and up to **two** further reasons).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**).
- **SEN Provision** at the time of the exclusion.

The Final Governor Review and Independent Review (IRP) should be completed for **all** Permanent exclusions.

The DfE has provided guidance to schools indicating that a permanent exclusion can be included in the return even if its final review date is outside the specified date range for inclusion of permanent exclusions, if it is before the census reference date.

Upheld exclusions with a final review dated after the collection period will only be included if the review date is **PRIOR** to Census Day. Any review that takes place on or after Autumn Census day will be correctly reported in Summer Census.

IMPORTANT NOTE: Any **permanently excluded** students should be marked as leavers once the exclusion has been confirmed by the Local Authority. Before making them a leaver, ensure the following information is recorded: *SEN Status (if applicable); Ethnicity; Ethnic Source; Part-time indicator (if applicable); Date of Admission.*



Attendance

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils and leavers aged four to 15 who were on-roll for at least one session from 21/04/2025 to 31/07/2025.

The attendance data collected for the Summer term includes:

- All attendance codes
- Total sessions possible
- Total sessions missed due to authorised absence
- Total sessions missed due to unauthorised absence
- Total sessions attending an approved educational activity

Students / Attendance / Admin / Raw Attendance Marks

To view the recorded statutory attendance marks for all students in your school.

The Roll Call Marks page will by default show you today's roll call marks for the youngest year group in your school.

You can change the student group shown or the date range using the filters at the top of the page, allowing you to view up to **10 days of attendance, Statutory Marks, and search of specific codes – i.e. N code.**

Editing a Pupil's mark

1. Click on the pupil and then click on Edit.
2. Update the mark.
3. Save changes.

Chapter 2 Producing the Autumn 2025 Census

Introduction

This chapter looks at producing the School Census and each of the individual panels within. It may not be the same person carrying out this task who has been responsible for checking Pupil data.

Before creating a new return, ensure all pupil/student and school information is present and accurate.

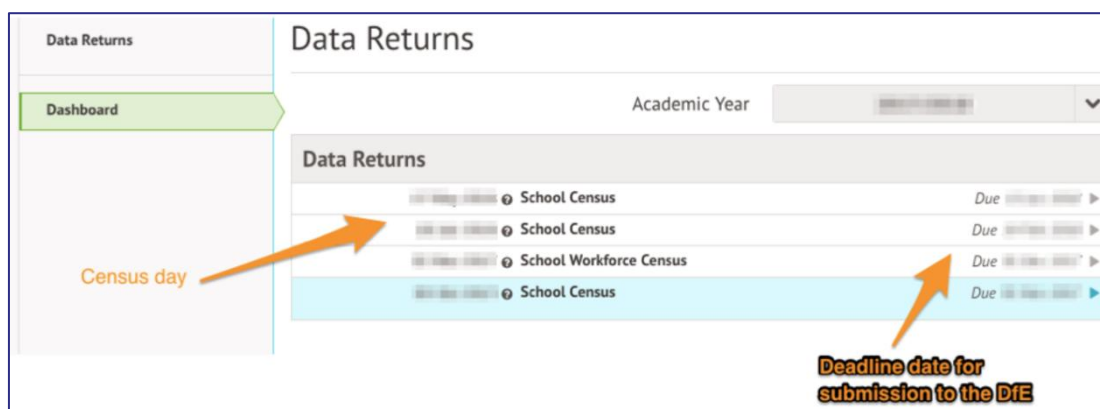
- Make sure you have the right permissions to be able to access the census and edit data
- Prepare your data for the census, including filling in any gaps, mistakes and duplicates
- Make sure you're recording data in line with DfE guidance by taking a look at what is new for this year's censuses

Generating a Dry Run

Go to **School / Data / Export / Data Returns**. Here you will see a list of the different censuses for the academic year to date.

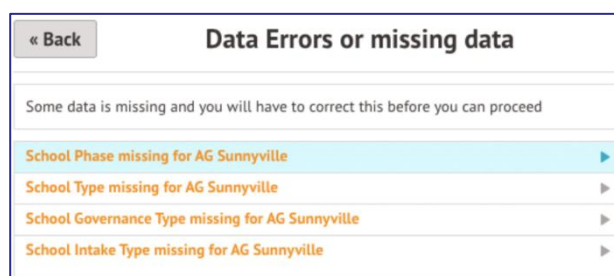
The date on the left-hand side of the page is the official census day and the date in italics to the right-hand side of the screen is the deadline date for submission to the DfE.

Please be aware that Buckinghamshire Council have a submission deadline of Friday 6th October to upload to Collect.



You may be asked to fill in some missing data on your school site first. Just click it to add this in.

You won't be able to proceed until these errors are resolved.



Once you have selected the Census date, click on the grey **School Census** button to navigate to that specific Census overview page.



You will be taken to the **Census Overview** page.

1. Start your Dry Run by clicking the orange button to **Generate Census**.

« Back

School Census, ()

Census date	Mon, ()
Deadline date	Wed, ()

School Census »

School Census, Autumn, 2022 (Tue, 20 Sep 2022)		Next Steps
Census date	Tue, 20 Sep 2022	Once you have fixed the errors, please regenerate the census Generate Census Download Census
Deadline date	Wed, 02 Nov 2022	
Last generated on	Tue, 20 Sep 2022, 09:44	
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.	

A pop up will appear to confirm the Census you are generating. Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen letting you know that the Census generation is complete.

in Sign out Arbor Community ? Help Centre 0

Notifications

School Census 1 minute ago

Your School Census has been generated

2. Refresh your screen (by clicking on the circular arrow beside the web browser address or selecting F5 on your keyboard).
3. Scroll down to the most recently generated Census
4. click on it to start resolving your errors.

Census Generation History

↶ ↷ Hide columns Search this table Download [] [] [] []

Census Filename	Generated on	Status
2070000_SC3_207LL22_001.XML	Tue, 20th Sep 2022, 11:13	Generated with errors

You can then work on your errors (see the next section on how to do this). To regenerate your Dry Run after resolving errors, just click the orange button on the right-hand side of your page.

School Census, Autumn, 2022 (Thu, 06 Oct 2022)		Next Steps
Census date	Thu, 06 Oct 2022	Once you have fixed the errors, please regenerate the census Generate Census (Dry Run) Download Census
Deadline date	Wed, 02 Nov 2022	
Last generated on	Tue, 20 Sep 2022, 11:13	
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.	



Unique Learners Code (ULN – Secondary Phase)

If you have errors that say you need to include ULNs for your students, you can create a CTF containing just the students in the census, which you can then use to obtain your ULNs from S25.

Additional Census data

On the left-hand side of any Census page, you can see areas where you can input your on-the-day information. What appears will depend on your school type

Secondary schools that do not have primary-age students will not have any additional information items to complete in the left-hand menu.

Overview

Provides an overview of the Census and the Census Generation History; Dry Runs. Click on the Census Filename and it will open the Census to view errors and queries, regenerate the Census or download reports and download the Census.



Meals - Universal Infant School Meals

All pupils in **Reception, Year 1 and Year 2** in English state-funded schools are offered a Universal Infant School Meal, i.e.. a hot meal at lunchtime. This can also include packed lunches provided by the school to pupils on a school trip. This applies to Academies, Free Schools and Pupil Referral Units, as well as Local Authority maintained schools.

The School Autumn 2025 Return collects information about pupils receiving a Universal Infant School Dinner on census day. The **School Lunch Taken** panel displays all pupils in **Reception, Year 1 and Year 2** who are **on-roll** on census day.

Select students and select Bulk Action to update.

Free Meals Taken				
FSM taken Please specify				
School Lunch Taken				
Auto-set School Lunch Taken				
Bulk action Hide columns Search this table Download				
School Lunch Taken	Year	Form	School Lunch Taken	
School Lunch NOT Taken				
☒	Allery Lazar	Year 2	Form 2PT	No
☒	Badsey Brandon	Year 2	Form 2PT	No
☒	Baker Amber	Year 1	Form 1TU	No
☒	Basu Supriya	Year 2	Form 3TB	No
☒	Bell Alice	Year 1	Form 1KO	No
☒	Bell Archie	Year 1	Form 1TU	No
☒	Bell Elliott	Year 1	Form 1TU	No

Part-Time Students

Part-time details apply mostly to schools with **Nursery age children** or Reception years. In addition, Post 16 Learners who are undertaking employment with training may also be registered as Part-time.

For dual registered students, time in other schools should also be considered. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

By default, the attendance patterns will be set automatically from the information on the Student Profile. However, this will only work if you use Regular Attendance Patterns for your students. A Regular Attendance Pattern is where a student attends every day either all AM sessions, all PM sessions or all-day.

Set Part Time Student Status (under 5s only)		
Bulk action Hide columns Search this table Download		
☐ Student	Part time	
☐ Brown Abbie		Set automatically
☐ Jones Stevie		Set automatically
☐ Keith Eileen		Set automatically



To manually set the statuses, click the boxes next to the students who are part-time students. Then click the **Bulk action** button to set them as part-time.

Then return to the **Part-Time Students** page and click the boxes next to the students who are **not** part-time students. Then click the **Bulk action** button to set them as not part-time.

Solving Errors or Queries

Once you have updated the relevant areas; Meals and Part Time Students, **click back on the Overview and open the Census file to start working on your errors and queries.**

To regenerate your Census / Dry Run after resolving errors, just click the orange button on the right-hand side of your page.

All errors must be resolved, but some queries can be left unresolved if you have a valid reason why this information flagging the query is correct. When submitting your census, an explanation as to why that query exists should also be submitted to COLLECT. You can use the DfE's COLLECT guides for help with what explanations to submit.



We recommend that you work through your errors and queries in batches and then regenerate after resolving a few to minimise time spent waiting for regeneration. Remember, the errors will only disappear after you've regenerated your census!

What's the difference between Arbor and DfE errors?

Resolve your Arbor Errors first. This will usually clear one or more DfE errors at the same time.

When you click on an Arbor error, a slide over will open where you can enter the right information.

Arbor Validation: Queries, Errors and Missing Information	
↶ ↷ Hide columns Search this table Download ✉ ⚙ ? ✕	
Query/Error Regarding ↑	Arbor Validation: Query/Error
Allery Lazar	Language missing

Once you have resolved as many Arbor errors as you can, start resolving your DfE errors.

Some DfE errors are clickable, and you'll be taken to a page where you can make amendments to resolve the error such as the Student Profile. We're unable to open a slide over to resolve the error directly from the census, as the list of errors for the DfE can change each year, and errors often have multiple methods to resolve them.

All DfE errors will have a specific error code supplied by the DfE that you can use to find more information.

Top Tip: Always regenerate your Census before leaving the Census pages to ensure that any work you have done is saved and recorded.

Generating the Census on Census day

You will be able to generate your Census from the same Census Overview page that you have been using to generate your Dry Runs - **School / Data / Export / Data Returns / Select Census**.

1. Click the **School Census** button.

This will take you to the Overview panel, where you can select the Census Dry Run you wish to open.

« Back

School Census, Autumn

(10/10/2025 - 15/10/2025)

Census date	10/10/2025 - 15/10/2025
Deadline date	15/10/2025 - 15/10/2025
Last generated on	10/10/2025, 15:19
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

View and fix errors »
School Census »



Once selected, you will now see on the left-hand side menu that you are working in your generated Census and resolving any last-minute errors or queries before checking your **DfE Census Summary Inspection & Census Summary**, before submitting.

School Census
Data Returns
▼ School Census
Overview
Heals
Classes

School Census, Spring, 2023 (Thu, 19 Jan 2023)

Census date	Thu, 19 Jan 2023
Deadline date	Wed, 15 Feb 2023
Last generated on	Thu, 12 Jan 2023, 08:51
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Census with queries only can still be submitted, but the queries will have to be responded to on submission.

Census Generation History

Hide columns
Search this table
Download

Census Filename	Generated on	Status
SCHOOL_CENSUS_DRY_RUN_2023_01_12_085...	Thu, 12th Jan 2023, 08:51	Generated with errors
SCHOOL_CENSUS_DRY_RUN_2023_01_10_103...	Tue, 10th Jan 2023, 10:32	Generated with errors

Chapter 3 Submitting The Census

Introduction

You can either choose to view your Census summary live on your Arbor dashboard using the **DfE Census Summary Inspection** or download it in PDF format using the **Download DfE Summary**.



DfE Census Summary Inspection

Census dateThu, 19 Jan 2023

Deadline dateWed, 15 Feb 2023

File nameSCHOOL_CENSUS_SUMMARY_2023_01_18_1008.xml

Generation started18 January 2023, 10:08

Generation completed18 January 2023, 10:08

StatusThe census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Table 1: School characteristics ALL schools

School time: 32.75

Summary for: Buckinghamshire Council Primary

Local authority code: 825

Establishment number: 0001

Telephone number:

Email address: icsschools@buckinghamshire.gov.uk

Phase: PS

Type: 18

Governance: CO

Intake type: COMP

Lowest national curriculum year group: N1

Highest national curriculum year group: 6

Table 2: Pupils on roll by age and gender ALL schools

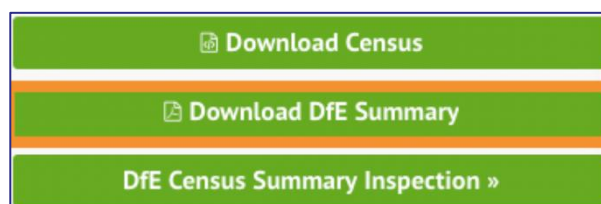
Age as at 31 August	Date of Birth	Number of pupils						All Total
		Full-time			Part-time			
		Male	Female	Total	Male	Female	Total	
19 or over	31/08/2003 or earlier	0	0	0	0	0	0	0
18	01/09/2003 - 31/08/2004	0	0	0	0	0	0	0
17	01/09/2004 - 31/08/2005	0	0	0	0	0	0	0

Checking your Census numbers in Arbor

The ability to view your live Census summary without having to download a pdf format means that you can quickly and easily see your summary and if any changes are necessary. You can see how to use this here: [Census Summary Inspection](#)

Downloading Your PDF Census Summary

To view, download and check your Census Summary on paper you need to navigate to your Census and click on the green **Download DfE Summary** button on the right-hand side. This will trigger your Census Summary to download from Arbor.

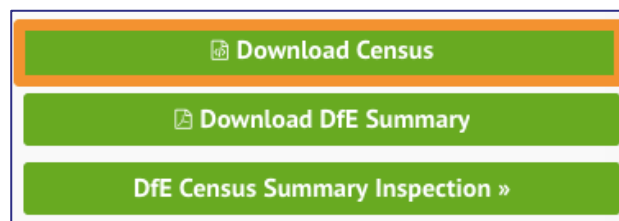




IMPORTANT: It is important that the Head Teacher checks *all* the information on the Summary report and signs the report before the return is authorised.

Downloading the census file

To submit your census, you need to firstly download your completed census out of Arbor. Click on the green **Download Census** button on the right-hand side of your census to download it.



When you download the Census, the XML file will automatically save to your computer.

We are unable to advise you where this will have saved as it will depend on the configuration of your computer, but this will most likely be set to save in your **Downloads** folder by default.

Do not open the file!

Uploading to DfE Collect

Important Upload Information for Local Authority Maintained Schools and Academies

- The submission of the School Census for both LA Maintained Schools and Academies is via **DfE Collect**.
- Contact the **Business Intelligence - Children's & Traded Services** for support uploading the census return to DfE Collect.
- Refer to previously published guidance issues by **Children's & Traded Services** for detailed instructions for DfE.
- Refer to Children's & Traded Services guidance for the deadline dates for upload to DfE Collect.
- **The ICT Schools Team are unable to assist with any upload issues to DfE Collect.**

1. Open DfE Sign-in <https://services.signin.education.gov.uk/> and click on the green button.
2. Enter your email address and password then click on the green button.



3. Click on 'COLLECT

My services

Here you can access services associated with your account.

Related actions

- [Add services to my account](#)
- [Edit services on my account](#)
- [Remove service from my account](#)
- [See approvers at an organisation](#)
- [Help with services](#)

Service	Description
Analyse school performance	Analyse school performance (ASP) is a secure system where DfE users, schools, academies, MATs, LAs, Dioceses, Ofsted and governors can access detailed performance data to help support school improvement.
Collect	COLLECT (Collections Online: Learners, Education, Children and Teachers) allows users to see and submit data collections and censuses to the Department for Education.

Appendix A Dates of Birth/Year Groups 25/26

Year Group	Date of Birth Range for 2025-2026 Academic Year	Age Range
E1	01/09/2024 to 31/08/2025	0 – 1
E2	01/09/2023 to 31/08/2024	1 – 2
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
14	01/09/2006 to 31/08/2007	18 – 19
	before 31/08/2006	19+



Appendix B Buckinghamshire Council Useful Contacts

Team	Contacts	Can provide help on / and any other related issues	Telephone / Email
ICT Schools Team	MIS Support & Training	All supported MIS related issues	01296 383500 option 1 ICTSchools@buckinghamshire.gov.uk
	Schools Technical Support	ARBOR Technical related issues (Patch releases)	01296 383500 option 3 schooltst@buckinghamshire.gov.uk
Buckinghamshire Business Intelligence - Children's & Traded Services	Sarah Sewell, Education Insight Lead	Performance Analysis (SPA) system and other data analysis	schoolcensus@buckinghamshire.gov.uk
	Amy Mitchell Information Officer	School Workforce Census School Census	
Buckinghamshire LA County Attendance Team		The County Attendance Team is a countywide service that primarily supports children, families, and schools to reduce non-attendance	01296 387393 CountyAttendanceTeam@buckinghamshire.gov.uk
Buckinghamshire LA Data Protection Officer		Data Protection and Freedom of Information issues	DataProtection@buckinghamshire.gov.uk

