



Arbor School Census Return Autumn 2025

All Phases

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SchoolsWeb: <https://schoolsweb.buckinghamshire.gov.uk/ict-zone/>

SchoolsWeb | ICT Zone for:

- Additional copies of the census guidance notes.
- Book Census Workshops.
- Book Training Courses and Workshops.
- Guidance and support documentation.

Children's Traded Service Team

Email: schoolcensus@buckinghamshire.gov.uk

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

- **24th September 2025 training webinar.**
- A recording will be available shortly afterwards on the School Census page on Schools Web along with all other supporting documents (Checker sheets, COLLECT guidance, acceptable notepad entries etc.).
- There are some changes to the census for this term (both with data items required and school responsibilities) so it would be helpful if colleagues could attend, especially if this is the first census colleagues are responsible for.
- Data accuracy on returns is the school's responsibility and any changes to information must be made by either uploading a new file or by making manual changes on Collect.

Agenda

Autumn 2025 Census Return:

- Autumn Census Key Dates & Collection Dates
- Changes to the Autumn Return
- Preparing School and Pupil Data
- Checking and Editing Pupil/Student Level Information
- Producing, Completing and Authorising the Census Return
- Q&A's

Key Dates

Census Date: Thursday 2nd October 2025

DfE COLLECT Deadline Upload and Submission Dates:

- **LA Maintained Schools - Friday 3rd October 2025 @ 5pm**
- **All Schools - must upload a census onto COLLECT by:
Wednesday 29th October 2025**
- Schools are required to check COLLECT Reports on a weekly basis following submission to check duplicate data and validation errors.
- This does not have to be the final version, as it can be removed and replaced until the final submission deadline date.

**COLLECT Closes to Amendments/Resubmissions on:
Wednesday 26th November 2025**

Autumn Census Collection Dates

Attendance

from 21/04/2025 to 31/07/2025

Exclusions

from 01/01/2025 to 31/07/2025

AP Placements

from 15/05/2025 to 02/10/2025

Free School Meal Eligibility

from 16/05/2025 to 02/10/2025

Funding and Monitoring

from 01/08/2025 to 02/10/2025

Post 16 / Learning Aims

24/25 & 25/26 Academic Years

DfE COLLECT

- The submission of the School Census for both **LA Maintained Schools** and **Academies** is via **DfE COLLECT**.
- **Children's and Traded Service Team** *"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 not evident in SIMS"*.
- Refer to **Children's and Traded Service Team COLLECT Guidance for Schools** for detailed instructions for DfE.
- Refer to **DfE School Census 2025-2026 Acceptable Notepad Entries Guidelines** document.
- Contact the **Children's and Traded Service Team** for support uploading the census return to DfE COLLECT.
- Once the Census has been **uploaded**, errors and queries noted, the census must be **submitted**.
- The **ICT Schools Team** are unable to assist with any issues relating to DfE COLLECT.

Preparing School and Pupil Data

Check **School** and **Student Level** information is present and accurate:

- School details.
- Student Identifiers
- Student Characteristics
- Students Status
- Student Home Address
- Nursery & Early Years
- Leavers
- SEN Exclusions
- Alternative Provision Placement
- Attendance - aged 4 - 15 inclusive on 31/08/2024
 - On-roll for at least one session during Summer Term
- Funding & Monitoring
- Post 16 / Learning Aims

SEN Data

The following SEN items are being collected:

SEN Status ie. E-EHCP, K-SEN Support, N-No SEN

Pupils with an **EHCP**, the needs type and ranking must match the coding information in the document reference number (found on the top of page 1).

Schools with a Designated SEN Unit or ARP

(not applicable to Special Schools or ARP)

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

Exclusion Information

Exclusions information is required for any pupil/ student (On roll & Leavers) subject to any exclusion:

Suspensions (excluding lunchtime suspensions)

during the period **01/01/2025 to 31/07/2025**

Permanent Exclusions (if a final Governor Review exists)

From **01/01/2025 to 01/10/2025**

Exclusions should not be counted if they were cancelled by the Head Teacher, or if the student was reinstated by the Discipline Committee or an Independent Appeal Panel.

Good guide with Examples from DfE

Actual number of sessions suspended

- We need to ensure that suspension sessions are recorded correctly.
- For each session, the pupil must be recorded as suspended for the full session for which the suspension is in place.
- For suspension sessions where the school has agreed that the pupil is attending another provider, the suspension should be recorded as follows:
 - This means the pupil is suspended from the school for sessions on Monday, Tuesday and Thursday. The other provider would record the pupil's attendance on the Wednesday separately.
 - For the sessions where the school have agreed that the pupil is not attending, record these as 'authorised absence'. Do not record the pupil as suspended for these sessions.
- Suspension sessions that are not included as part of the suspension.
- Where a pupil is dual-registered, suspension sessions are not recorded for the day(s) they are attending the other organisation.

Top-up Funding

- Pupils should only be recorded as receiving top-up funding if they meet the following criteria:
- **Primary, 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 receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).

This information is provided to schools on the SSA List (usually issued in April and October).

Refer to the School Bursar, SENCo or SEN Team for further information.

Funding and Monitoring

Not applicable to Nursery Schools.

- Only record pupils for 2025/2026 academic year where:
 - Tutoring is funded by the school for Y1 – Y14
 - Resitting or retaking up to one year 16-19 funding Tuition - **New for Sec phase**
 - English and Maths Minium Hours **New for Sec phase**

Early Years

Information collected on:

- Hours at Setting (Total)
- Funded Hours
- Disability Access Fund
- Eligibility Code
- Extended Funded Hours
- Expanded Funded Hours (2 year olds)

Post 16 Learning Aims (Sec Phase)

Chapter 2 in the guidance manual

- Programme Aim Information
- Learning Aims Information
 - ❖ **For the Previous Academic Year (2024/2025):**
Any student, regardless of age, who has been on-roll between the 01/08/2024 and 31/07/2025 who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.
 - ❖ **In the Current Academic Year (2025/2026):**
Any student, regardless of age, who has been on-roll between the 01/08/2024 and 02/10/2025 (census day) who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.
- Work Placement
- Planned Qualification Hours and Planned Non Qualification Hours
- Funding

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

- 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

st re	FAM Type	FAM Code	Description
• Yo Engl From	EMH	02	Student has at least the minimum classroom teaching hours planned for an eligible English qualification
• St • St m • St	EMH	03	Student does not have at least the minimum classroom teaching hours planned for an eligible English qualification
cc	MMH	04	Student has at least the minimum classroom teaching hours planned for an eligible maths qualification
The plan	MMH	05	Student does not have at least the minimum classroom teaching hours planned for an eligible maths 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.

Post 16 Learning Aims

Query from a School: about **whether the extra 40 hours for sixth form students that was introduced back in 2022 was a permanent measure.**

- **Answer from DfE:** Yes this is a permanent measure. Students with planned hours above 580 hours will attract band 5 funding. We have stated, as per our funding guidance, that **we expect** full-time study programmes for 16- and 17-year-olds to be, on average, 640 hours. As you have delivered an average of 823 planned hours per student, your institution will be well above the 640 hours.
- We have also mentioned, as part of the additional hours introduced in 2022 to 2023, that all institutions are **expected** to deliver on average 40 more hours on band 5 programmes than in 2020 to 2021.
- We have also mentioned that this may be monitored through ILR and school census returns but that we have abolished the requirement to complete an end of year report on additional hours.

As with previous academic years, institutions should continue to:

- use additional hours flexibly, broadly in line with this study programme guidance, to best meet the needs of students
- prioritise maths in the use of additional hours where there is an identified student need, for example where a student without a Level 2 qualification must continue to study maths
- use additional hours to support areas such as wellbeing, mental health or study skills where these are a barrier for students effectively accessing teaching and learning.

Training & Workshops

School Census – Core Details

Workshops – (Face to Face)

- ✓ 23rd September 2025
- ✓ 30th September 2025
- ✓ 1st November

Workshops – (Online)

- ✓ 18th September 2025
- ✓ 19th September 2025
- ✓ 29th September 2025

Post 16 Learning Aims

Webinars are holding specific Post 16 Webinar for data preparation,

- | | | |
|--------------|-------|-----------------------|
| ✓ 17/09/2025 | 13:30 | Post 16 Learning Aims |
| ✓ 25/09/2025 | 09:30 | Post 16 Learning Aims |
| ✓ 29/09/2025 | 13:30 | Post 16 Learning Aims |

Workshops - (online) **currently full, will schedule more**

ICT Schools Team workshop will complement the Bromcom Webinar and ensure your Post 16 is accurate.

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|-------------|------------------------------|
| ✓ 26-Sep-25 | MIS Post 16 Census workshops |
| ✓ 3-Oct-25 | MIS Post 16 Census workshops |
| ✓ 10-Oct-25 | MIS Post 16 Census workshops |

LIVE DEMONSTRATION