



**Buckinghamshire
Council**

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Preparing Post 16 Data in Arbor for the Autumn School Census Return

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where the graphic is an example of what might be expected when using certain areas of the software.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team	September 2023
Version 2	Buckinghamshire Council ICT Schools Team Added screenshot in EEP hours area p21	October 23
Version 3	Edited to remove '16-19 Tuition Fund' wording Change T Level Naming	August 24
Version 4	Edited to remove 'Traineeship' wording	August 25



Preparing Post 16 Data in Arbor for the Autumn School Census Return 2025

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Introduction

This Preparation Guide has been produced to help identify the most common Post 16 tasks that need to be carried out before running the School Census Autumn Return.

The guide is applicable to English maintained Secondary, All-Through schools, Pupil Referral Units and Academies that have Sixth Form students.

This guide should be read in conjunction with Preparing and Producing the Autumn Census Return in Arbor manual.

NOTE: The contents of the graphics (dates, names, etc.) in this guide are examples only of what you might expect to see when using Arbor to prepare for the forthcoming School Census return.

About Post 16 Learning Aims

Schools with a Sixth Form are required to provide details about Learning Aims once a year in the School Census Autumn Return.

The return collects information about Learning Aims that were undertaken during the academic year 2024/2025 as well as those that are started or continued during the academic year 2025/2026. Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period. This collection forms the basis of the school's Sixth Form funding.

Schools must ensure that the Learning Aims submitted in the return are those for which they wish to claim funding. Local Authorities and Academies should refer to the DfE website for relevant information.

[Advice: funding rules for 16 to 19 provision - GOV.UK](#)

Qualifications approved for funding can be found on the qualifications website.

<https://www.qualifications.education.gov.uk/>

Programme Aim All pupils undertaking 16-19 programmes must have a programme aim recorded which encompasses the associated component learning aims over a period.

The type of Programme Aim depends upon the types of learning aims studied.

Learning Aim An individual programme or subject studied during the Programme Aim Period

What Post 16 Data is Collected?

The following Post 16 information is collected in the School Census Autumn 2025 Return:

Programme Aim information:

- Qualification Number (QN)
- Programme Aim key dates:
 - Start Date
 - Planned End Date
 - Actual End Date.
- Current Status of the Programme Aim, i.e., Completed, Continuing, Withdrawn or Transferred
- Programme Type, i.e., Study Programme, T Level or T Level Foundation
- Programme Aim Withdrawal Reason
- **Traineeship - an education and training programme (no longer required, discontinued from Autumn 2025).**



Learning Aims information:

- Qualification Number (QN)
- Subject Classification Code (SCC) (Discount Code)
- Learning Aim key dates:
 - Start Date
 - Planned End Date
 - Actual End Date.
- Current Status of the Learning Aim, i.e., Completed, Continuing, Withdrawn or Transferred
- Learning Aim withdrawal reason, e.g., illness, injury, etc.
- Programme Type, i.e., Study Programme, T Level or T Level Foundation
- Core Aim (the primary Learning Aim being undertaken in a student's programme of study)
- Partner UKPRN - sub-contracting UK partner
- Traineeship - an education and training programme.

Work Placement:

- Start date and end date
- Hours
- Internal/External placements

Planned Qualification Hours and Planned Non-Qualification Hours.

Maths and English GCSE Prior attainment for each student in Year 12 and above for whom Learning Aims are collected.

Minimum planned hours in English GCSE and/or Maths if Grade 4 or above not achieved.

Funding and Monitoring

- Student in receipt of Tutoring
- Student repeating Post-16 year

Learning Aims data is collected for students within the following parameters:

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.

Dual Registered Students

Funding is only provided to the student's main school and the Learning Aims for dual registered students must be returned by the main school. Subsidiary schools must not submit Learning Aims for dual registered students who are not on-roll at their school.



Key Dates for the School Census Autumn 2025 Return

- **Census Date: 02/10/2025**
- **Learning Aims** collected from **01/08/2024 to 02/10/2025**.

Funding and Monitoring for 2025/2026 Academic Year

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



Preparing Post 16 Data in Arbor for the Autumn School Census Return 2024

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.



Post 16 Data Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Description
☐	Ensure that Maths and English GCSE Prior Attainment (i.e., grade achieved) is recorded for each student in year 12 and above for 2024/2025 and 2025/2026
☐	Record post 16 leavers and ensure membership of Learning Aims has been ended correctly (please see main census guidance)
☐	Check that the Learning Aim withdrawal reason has been recorded to explain why the student is leaving the learning aim before the expected end date.
☐	Check that the Core Learning Aim has been set for students, where applicable.
☐	Ensure the required QNs and Subject Classification Codes are recorded within the Programme Instance.
☐	If applicable, ensure that the Provider UKPRN (United Kingdom Provider Reference Number) is entered for each Programme Instance.
☐	Ensure all Work Placements are recorded.
☐	Generate the Post 16 Report to ensure that the correct Post 16 programmes of study information is collected in the return.

Graphics are examples of the areas of the software required for Post 16 and may not represent the current dates for 2025.

Chapter 1 Study Programmes/Learning Aims

Study Programmes are used to record the Learning Aims undertaken by students over an identified period. These Learning Aims are components of an overall Programme Aim.

Where students study vocational subjects only, one of these should be identified as their main programme Core aim.

In Arbor each Learning Aim must have a Programme Instance which identifies the period over which the learning will take place and what type of Programme Aim it is.

These two areas do not work together.

This information is recorded and output in the School Census, so it's important to set up in Arbor:

- All programmes of study
- Set the learning hours for each year the Programme Instance takes place.
- No more than 1 core learning aim per student, per Programme Aim Type
- Enrolment into at least one programme for the prior year (if year 13) or a leaver.

For students who are repeating Year 13, an additional one-year Programme Instance, should be created.

Programmes that are not correctly set up will cause errors in the Census or miscalculation of funding.

Please make sure programmes for the last academic year are correct, as the Census collects programme information for the current academic year and previous academic year.

Bell Jim	Query 2708Q: Please check: learning aims for the previous academic year would norm...
White Jake	Query 2708Q: Please check: learning aims for the previous academic year would norm...
Wilkinson Leo	Query 2708Q: Please check: learning aims for the previous academic year would norm...
Wilkinson Sophia	Query 2708Q: Please check: learning aims for the previous academic year would norm...
Wright Ian	Query 2708Q: Please check: learning aims for the previous academic year would norm...

Query 2708Q: Please check: learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims).

Permissions

Users will need the **Academic Structure: Administer** permission to set up new programmes.

Setting up Programmes of Study

Each Learning Aim (qualification) that a student is studying forms part of a student's Study Programme. In Arbor each Learning Aim is individually attached to a Programme Aim

Study programme and should have a planned start and end date as well as an actual end date. The Planned end date is usually two academic years after the start of the programme, although some may only be one year.

Further details regarding the end dates will be looked at later in this chapter.

Add Learning Aim

Name*

Short name

Traineeship
☐

Cancel
Add Learning Aim

Adding Learning Aims

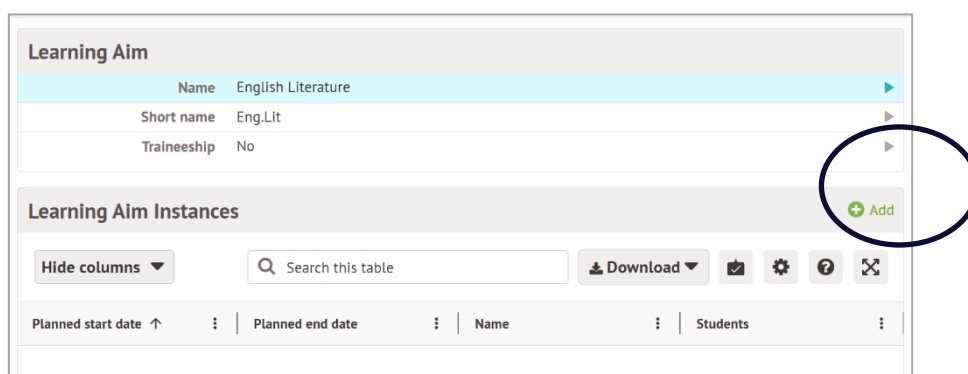
1. Go to **School > School Structure > Learning Aims** and click **+Add** to add a new programme.
2. Choose the name of the Programme, an optional short name and whether the Programme is a Traineeship.
3. Click **Add Programme**.

Once a Learning Aim has been added, users should then be able to add **Learning Aim Instances**.

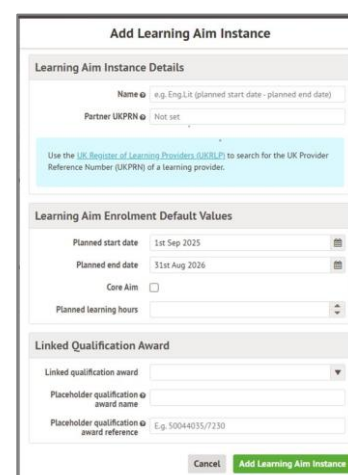
Learning Aim Instances.

An 'instance' is a period within which a Programme is delivered (for example 04/09/2025-31/07/2026).

Each cohort must have a Learning Aim Instance. For example, if Year 12s study GCE Maths for two years, the Programme Instance must span a two-year period (Year 12 and 13). Setting up a further instance the following academic year for new year 12s.



1. Click **+Add** to add an Instance.
2. In the slide over, add the details of the Programme Instance:
 - **Planned dates** - Make sure the planned start and end date span two years if the programme is two years long. **Make sure the planned end date is on or before July 31st, the start date should be the date that the student starts the study such as the first day of term in September.**
 - **Core Aim** - If **all** the students taking the programme have it as their Core Aim, you can tick this box although Arbor recommend setting Core Aims for each individual student instead. (Core Aims should only be indicated if the student is studying all vocational subjects.)
 - **Planned Learning Hours** - Add in the planned learning hours for the **first** year the programme is running (additional year's hours can be added once the instance has been created if/after the second Academic Year is created in Arbor.)
 - **Linked qualification award** – If you have set this up in your qualification offering in the **Examinations** section, the qualification can be linked. If the basedata for a qualification hasn't yet been released, instead put in the QN number as a placeholder.



- Click into a Learning Aim Instance to fill in the learning hours for the second year.

If the second year is not shown here, then the school has not created the next academic year therefore this action will need to be completed later in the school year.

Programme Instance Details	
Programme	Maths
Name	Maths 2020-2022
Partner UKPRN	Not set

Programme Enrolment Default Values	
Planned start date	01 Sep 2020
Planned end date	31 Jul 2022
Core Aim	No
Planned Learning Hours	Not set (First year) Not set (Second year)

- Add in the hours for the 2023-2025 second year, then click **Save Changes**.

The hours should be calculated from your timetabled lessons. Taking into consideration study leave commencement dates for Year 13, this may be considerably lower in the second year.

Edit Programme Enrolment Default Values

Programme Enrolment Default Values	
Planned start date*	1st Sep 2022
Planned end date*	31st Jul 2024
Core Aim	☐
Planned Learning Hours (First year)	425
Planned Learning Hours (Second year)	400

Cancel
Save Changes

Linking the Programme to a Course

- In the Programme Instance, click **+Add** in the Courses section.

Courses

Bulk action
↶
↷
Hide columns

Search this table
Download

+ Add

Link Course to Programme Instance

Course	Academic Year	Students

- Choose a course from your timetable to link the programme to.
- Students **MUST** be enrolled into the Programme Instance even if they are already enrolled in the course.

Add Courses to Programme Instance

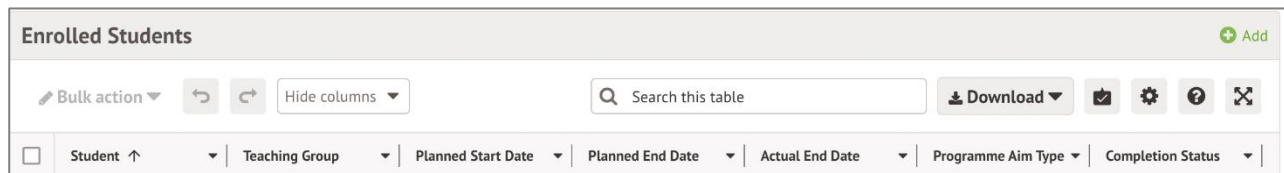
Course*
English: Year 12 English

Cancel
Add Courses

Note: If students are removed from a learning aim, they must be removed from both the course and the programme separately.

Enrolling Students to the Programme

1. In the Programme Instance, Enrolled Students table, click **+Add**.

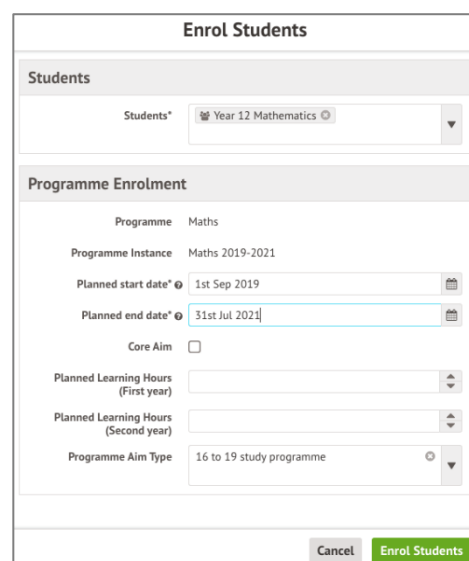


2. Select the students to enrol in the programme.

Top Tip: Search for a course name to add the whole course at once.

If the hours for the enrolled students are the same as those already set for the Programme Instance, leave this box blank. If the number of hours is different, then add the new number of hours here. If it is a two-year programme and the next Academic Year is set up both years will be visible.

Programme Aim Type is set by default to 16 to 19 study programme; if you deliver T Level or T level Foundation change the programme type if needed.



Ending a Study Programme

When students leave a course, or school, their enrolment into the Programme of Study must also be terminated, as these two areas are not linked.

There are three scenarios for leaving a Study Programme:

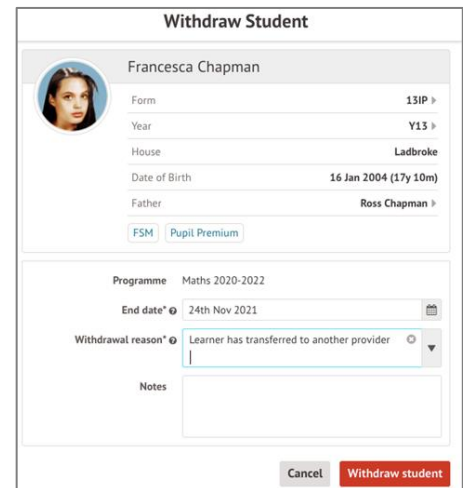
- **Completion** – when the student has come to the end of their time of study.
- **Transfer** – when a student changes their programme.
- **Withdrawal** – when a student chose to finish a programme without completing it and not 'picking up' a further programme this withdrawal should also include one of a choice of 'reasons' defined by the DfE.
 - ❖ Learner has transferred to another provider to undertake learning which meets a specific government strategy. This should only be used to identify learners who have transferred onto apprenticeship provision.
 - ❖ Learner has transferred to another provider.
 - ❖ Learner injury/illness.
 - ❖ Financial reasons.
 - ❖ Other personal reasons.
 - ❖ Exclusion.

- ❖ Other.
- ❖ Reason not known.

Completing a Programme

When students have finished their programme, it should be indicated that they have completed the programme of study. This data can be entered from the **Programmes** section. **IT IS NOT AUTOMATIC.**

1. Click into the programme and the Programme Instance.
2. Tick the students then click **Bulk action** button to select **Bulk Complete**.



Withdraw Student

Francesca Chapman

Form: 13IP
Year: Y13
House: Ladbroke
Date of Birth: 16 Jan 2004 (17y 10m)
Father: Ross Chapman

FSM | Pupil Premium

Programme: Maths 2020-2022
End date: 24th Nov 2021

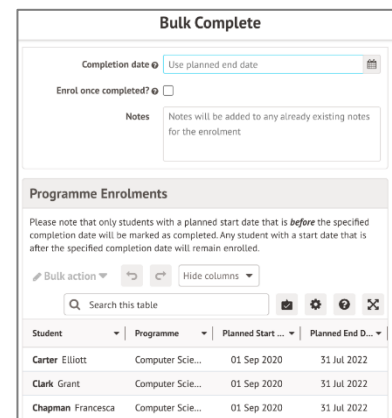
Withdrawal reason: Learner has transferred to another provider

Notes

Cancel | Withdraw student

Enrolled Students							
Bulk action Hide columns Search this table Download							
Bulk Complete Bulk Withdraw Bulk Update Planned Learning Hours Bulk Update Programme Aim Type Set as Core Aim Unset as Core Aim							
	Teaching Group	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Stat...	
☒	Clark Grant	01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed	
☐		01 Sep 2020	31 Jul 2022		16 to 19 study pro...	Continuing	
☐		01 Sep 2020	31 Jul 2022		16 to 19 study pro...	Continuing	
☐		01 Sep 2020	31 Jul 2022	26 Aug 2021	16 to 19 study pro...	Continuing	

3. Add in the completion date (if this is different from the planned end date of the Programme Instance).



Bulk Complete

Completion date: Use planned end date

Enrol once completed? ☐

Notes: Notes will be added to any already existing notes for the enrolment

Programme Enrolments

Please note that only students with a planned start date that is **before** the specified completion date will be marked as completed. Any student with a start date that is **after** the specified completion date will remain enrolled.

Bulk action | Hide columns | Search this table

Student	Programme	Planned Start	Planned End
Carter Elliott	Computer Scie...	01 Sep 2020	31 Jul 2022
Clark Grant	Computer Scie...	01 Sep 2020	31 Jul 2022
Chapman Francesca	Computer Scie...	01 Sep 2020	31 Jul 2022

The students will then show as **completed** with their actual end date.

Enrolled Students							
Bulk action Hide columns Search this table Download							
	Student	Teaching Group	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Stat...
☐	Bennett Vanessa		01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
☐	Carter Elliott		01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed

Withdrawing a student from a Programme

A student is withdrawn from a programme when they do not replace the programme with another. This is either when a student drops a subject or leaves the school. ALL withdrawals should have a **withdrawal reason** indicated.

1. Click into the programme and the Programme Instance.
2. Tick the students then click the **Bulk action** button to select **Bulk Withdraw**.

- In the slide over, add in the date, the reason and then click **Bulk Withdraw**.

Enrolled Students							+ Add
Bulk action		Hide columns	Search this table		Download		
Bulk Complete		Teaching Group	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Stat...
Bulk Withdraw							
Bulk Update Planned Learning Hours			01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
Bulk Update Programme Aim Type			01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
Set as Core Aim			01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
Unset as Core Aim			01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
☐ Clark Grant			01 Sep 2020	31 Jul 2022	31 Jul 2022	16 to 19 study pro...	Completed
☒ Ellis Charlotte			01 Sep 2020	31 Jul 2022		16 to 19 study pro...	Continuing

This can also be done by clicking on the student's name in the Enrolled Students list and clicking **Withdraw**.

Back

Programme Enrolment

Edit



Francesca Chapman

Form 13IP

Year Y13

House Ladbroke

Date of Birth 16 Jan 2004 (17y 10m)

Father Ross Chapman

FSM Pupil Premium

Programme Maths 2020-2022

Planned dates 01 Sep 2020 - 31 Jul 2022

Core Aim No

Completion Status Continuing

Planned learning hours Not set (First year)
Not set (Second year)

Programme Aim Type 16 to 19 study programme

Delete

Withdraw

Transfer

Back

Bulk Withdraw

Edit

Withdrawal date 9th Dec 2022

Withdrawal reason

Notes Notes will be added to any already existing notes for the enrolment

Programme Enrolments

Please note that only students with a planned start date that is before the specified completion date will be marked as completed. Any student with a start date that is after the specified completion date will remain enrolled.

Bulk action Hide columns

Search this table

Student	Programme	Planned Start ...	Planned End D...
Carter Elliott	Computer Scie...	01 Sep 2020	31 Jul 2022
Ellis Charlotte	Computer Scie...	01 Sep 2020	31 Jul 2022

Remember to give a withdrawal reason.

Transferring a student

Transferring a student to another programme within the same timescale.

- To transfer a student, click the student's name and click **Transfer**.
- In the slide over, select the transfer reason and choose the new programme and instance to transfer them to.

Back

Programme Enrolment

Edit



Grant Clark

Form 13 HD

Year Y13

House Ladbroke

Date of Birth 11 Feb 2004 (17y 9m)

Father Graham Clark

Child Protection

Programme Maths 2020-2022

Planned dates 01 Sep 2020 - 31 Jul 2022

Core Aim No

Completion Status Continuing

Planned learning hours Not set (First year)
Not set (Second year)

Programme Aim Type 16 to 19 study programme

Delete

Withdraw

Transfer

3. Their enrolment will be ended the day before they begin the enrolment into their new programme.

Remember, this DOES NOT 'feed' to Student Courses this area should also be actioned separately.

Transfer

Transfer from Programme...

Programme: Maths

Programme instance: Maths 2020-2022

Transfer reason*: Learner has transferred to a new learning aim with the same provider

Notes:

... to Programme

Programme*: Computer Science

Programme instance*:

Planned start date*:

Planned end date*:

Cancel Transfer

Enrolled Students + Add							
Bulk action ↶ ↷ Hide columns Search this table Download 📄 ⚙️ ? ✕							
☐	Student	Teaching Group	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Stat...
☐	Allen Leah		01 Sep 2020	31 Jul 2022	26 Aug 2021	16 to 19 study pro...	Withdrawn
☐	Ellis Charlotte		01 Sep 2020	31 Jul 2022	03 Jan 2021	16 to 19 study pro...	Transferred

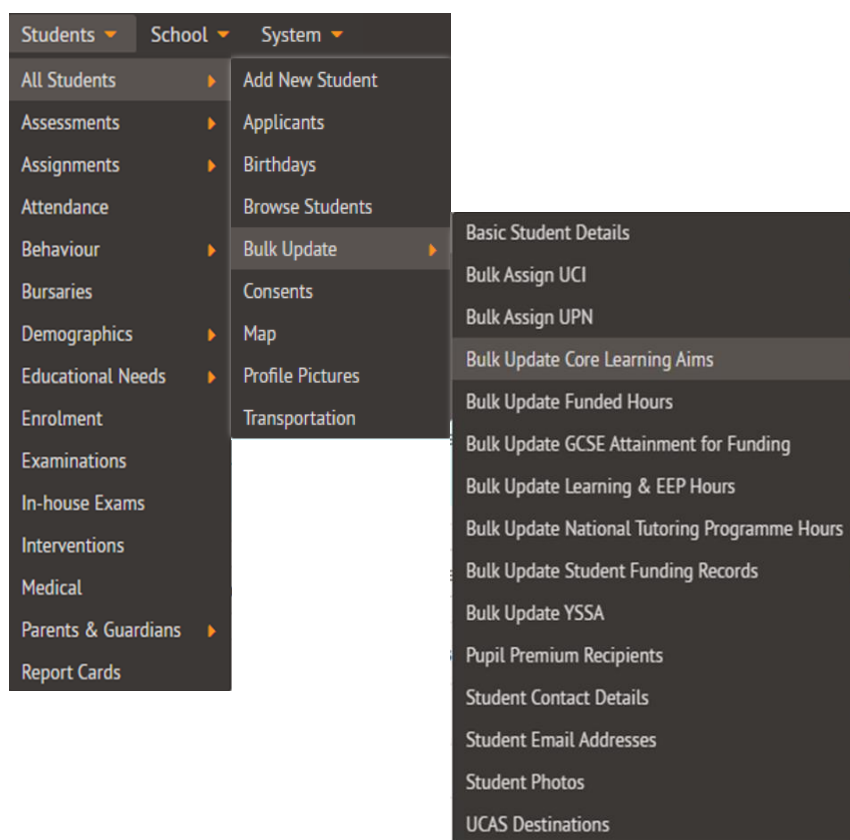
Enrolled Students + Add							
Bulk action ↶ ↷ Hide columns Search this table Download 📄 ⚙️ ? ✕							
☐	Student	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Status	
☐	Ellis Charlotte	04 Jan 2021	31 Jul 2022			Continuing	

Chapter 2 Bulk Updating Student Information

There are several items that can be updated in Bulk relating to the Post 16 School Census.

Students | All Students | Bulk Update:

- Bulk Update Learning Aims
- Bulk Update GCSE Attainment for Funding
- Bulk Update Learning & EEP Hours
- Bulk Update Student Funding Records



Core Learning Aims

The Core Aim should be identified within a vocational ESFA funded study program only.

As the autumn census collects learning aims taken in the previous and current academic year, a core aim is returned for each year where a vocational ESFA funded study programme is being followed. The core aim is the substantive vocational learning aim being undertaken in a student's program of study.

Where a student is following an academic program (A levels), a core aim should not be returned.

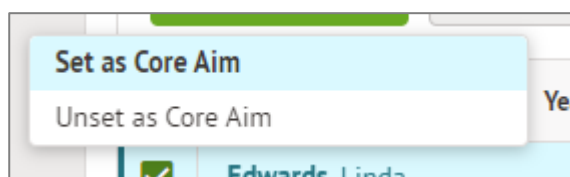
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Where a learner withdraws from the core aim, the core aim should only be reassigned where the new core aim is clearly demonstrable to be a substantial and core component of the learner's study programme. Where an alternative aim that meets these criteria cannot be identified, the withdrawn aim remains as the core aim. It is expected that institutions identify the substantive learning aim for the learner at the start of their study programme. Where the core aim is unknown by the end of the funding qualifying period, another aim should be designated as core until the substantive learning aim is decided upon and recorded. The aim type should then be re-assigned. The core aim must be finalised by the end of the teaching year.

1. Using the route above select Bulk Update Core Learning Aims and either filter on the course to update or tick the individual students, doing this will active the Bulk Action icon.

Bulk Update Learning Aims										
Students Courses Learning Aim Instances										
Academic Year			2023/2024							
Bulk action Hide columns			Search this table Download							
	Learning Aim	Core Aim	Learning Aim In...	Planned Start D...	Planned End Date	Planned Learni...	Planned Learni...	Linked Courses	Linked Qualifica...	Enrolled Students
☐	A2 Philosophy	✗	A Level Philosoph...	01 Sep 2022	31 Jul 2024	180	150		Philosophy Adv	24
☒	A2 Sociology	✗	A Level Sociology ...	01 Sep 2022	31 Jul 2024	180			Sociology	50
☐	A2 Maths	✗	A2 Maths 2022-24	01 Sep 2022	31 Jul 2024	180			Mathematics Adv	50
☐	A2 Physics	✗	A2 Physics (01 Sep...	01 Sep 2022	21 Jul 2024	120		Physics: Year 12 (2...	Physics Adv (Astro...	2
☐	BTEC Art	✗	BTEC Art 22-24	01 Sep 2022	31 Jul 2024			Applied Art and De...		0

2. Click on Bulk Action



3. Select Set or Unset as Core Aim

Bulk action Hide columns		Search L3 Download								
☐	Student	Year Group	Core Aim	Programme Inst...	Start Date	Planned End Date	Actual End Date	Completion Status		
☐	Edwards Linda	Year 12	✓	L3 Engineering (01 ...	03 Sep 2022	31 Aug 2024		Continuing		
☐	Anderson Samantha	Year 12	✓	L3 Engineering (01 ...	03 Sep 2022	31 Aug 2024		Continuing		
☐	Chapman William	Year 12	✓	L3 Engineering (01 ...	03 Sep 2022	31 Aug 2024		Continuing		

GCSE Prior Attainment

Prior attainment in English and Maths for the last two years is returned. Schools should check and update any attainment that has changed. (For example, students who may have gained a Grade 4 or above in the November exam series.)

On Roll in the previous academic year in NC Y12 or above	On roll in the current academic year in NC Y12 or above	Data Returned
Yes	Yes	Grade Achievement Funding exemption Grade at last census

No	Yes	Grade Achievement Funding exemption
Yes	No	Achievement Funding exemption Grade at last census

There are two ways to update this information for the current academic year.

Updating from the Learning Records Service

Arbor advise attempting the import from LRS option first, as importing from LRS will wipe any other information input on this page.

1. Tick the box next to the student column title to active the Bulk Action icon

Bulk action

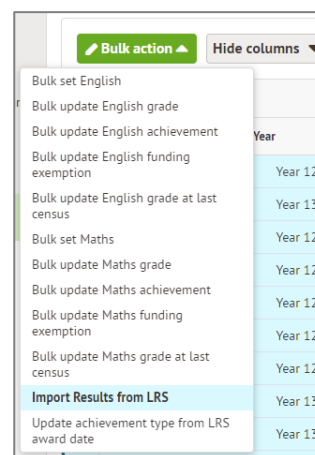
Hide columns

Search this table

Download

		GCSE English					GCSE Maths				
☒	Student	Year	Grade	Achievement	Exemption	Grade at last c...	Grade	Achievement	Exemption	Grade at last c...	
☐	Williams Keith	Year 12	5	By Y11			3	Not achieved			
☐	Williams Logan	Year 13	5	By Y11			3	Not achieved			
☐	Adams Amber	Year 12	5	By Y11	N	4	4	By Y11			
☐	Cook Zach	Year 12	5	By Y11			4	After Y11			

2. Select Import Result from LRS



Bulk action ▲		Hide columns ▼	
Bulk set English			
Bulk update English grade			
Bulk update English achievement			
Bulk update English funding exemption			
Bulk update English grade at last census			
Bulk set Maths			
Bulk update Maths grade			
Bulk update Maths achievement			
Bulk update Maths funding exemption			
Bulk update Maths grade at last census			
Import Results from LRS			
Update achievement type from LRS award date			

3. Enter your LRS Credentials

NOTE: This will import all results available and overwrite any manually entered information.

Import Prior Attainment

Please Note!

When importing results from LRS any previous information you may have input **will be overwritten**. This also means that if we do not find any results on LRS, anything you have previously input will be erased.

LRS Credentials

LRS username*

LRS password*

Students

Miller Neil
Thompson Toby
Wilson Sonia
Williams Logan
Bell Wayne

Individual grades can be added by clicking a student's name or added in bulk by ticking students and using the Bulk action button.

Students | All Students | Bulk Update | GCSE Attainment for Funding

For 2025/2026 this information may be pre-populated however if this area is empty it will need to be manually updated also.

1. Select the student(s) to be manually updated to activate the Bulk Action icon.

Bulk action
Hide columns

Download
Print
Settings
Help

GCSE English			GCSE Maths					
Year	Grade	Achievement	Exemption	Grade at last c...	Grade	Achievement	Exemption	Grade at last c...
Year 12	5	By Y11			3	Not achieved		
Year 13	5	By Y11			3	Not achieved		
Year 12	5	By Y11	N	4	4	By Y11		
Year 12	5	By Y11			4	After Y11		
Year 12	9	By Y11			4	After Y11		
Year 12	9	By Y11			4	By Y11		
Year 12	6	By Y11			4	By Y11		
Year 13	6	By Y11			4	By Y11		
Year 13	6	By Y11			4	By Y11		
☐ Kelly Ben	Year 12	9	By Y11		4	By Y11		
☐ Kennedy Heather	Year 13	6	By Y11		4	By Y11		

You have selected 2 rows
Expand table

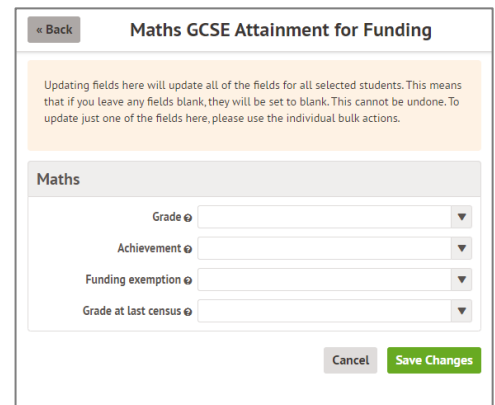
2. Using the relevant choices, you can update by each individual area or Bulk Set Maths or English for students who have achieved the same grade, at the same time, or funding exemption.

Grade - The student's grade. For English, select the grade or No grade recorded if the student took an equivalent qualification.

Achievement - Has the student qualified in GCSE Maths to the national standard by the end of Year 11?

Funding exemption - Indicates if the student has taken an alternative equivalent qualification or is exempt from needing the qualification to receive funding. For more guidance on what value you should put in this field, see the DfE's guidance.

Grade at last census - The grade reported for the student in the last Autumn school census.



Alternatively, this can be input via the **GCSE Attainment for Funding** section of the student profile.

This section will show for current students in years 11-14, and for students who were in years 12-14 when they left the school.

Planned Learning and Employability, Enrichment and Pastoral Hours

Planned Learning hours (qualification hours) and planned Employability, Enrichment and Pastoral hours (EEP hours) should be entered for each post-16 student who was on roll at your school this year and last year.

- The planned learning hours field records the total planned hours to be spent on post 16 qualifications this year. The value recorded is the number of hours as *planned at the start of the programme*.
- The EEP hours field record the total planned hours for this year. The value you record is the number of hours planned at the start of the programme and in most cases should not change. Examples of EEP include internally certificated qualifications, tutorial time, work related activities, enrichment activities. Work experience should only be included if it is planned, organised, and supervised by the school.

The DfE states that settings should ensure that '*...when entering the planned hours on data returns that the hours entered are realistic and deliverable to each individual student and that this can be evidenced if necessary to funding auditors....*'. These hours should also be included in the school's learning agreement.

Planned hours are those that are directly related to the student's study programme and that:

- are timetabled, organised and/or supervised by the institution.
- take place in line with the institution's normal working pattern.

Please see Appendix A for Adding Work Experience Placements for Post 16

Updating the Recorded Planned Hours

Planned learning hours using Programmes

To add in any missing hours to programmes, go to **School | School Structure | Learning Aim**. If this page is blank, see this article to set up your programmes first. [Programmes of Study for the ILR – Arbor Help Centre](#)

If the programme runs for two years, make the learning hours for the first and second years are populated. Each co-hort should have its own programme. (One or Two years depending on qualifications offered).

Programme Enrolment Default Values	
Planned start date	01 Sep 2022
Planned end date	31 Jul 2023
Core Aim	No
Planned Learning Hours	180

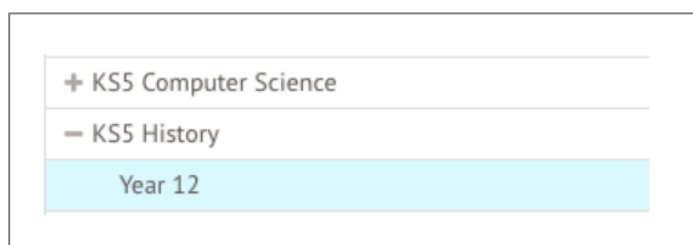
Top Tip: Record work placements by setting up Programme Instances with the right qualification award reference, then adding the students to them

Recording EEP hours using courses

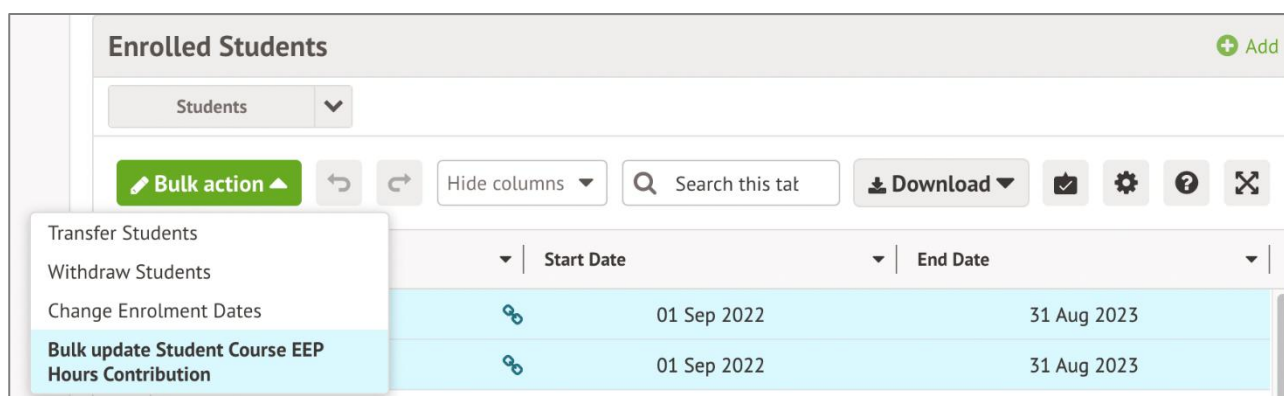
Courses where work experience forms part of the qualification can have their EEP hours added via their course link.

Other EEP activities can have courses created manually and these hours are then added to the total number of EEP hours automatically or alternatively they can be bulk updated.

1. To add in any missing hours to courses, go to **School > Programmes > Courses**. Select the bottom-level courses (you may need to click +).



2. To update EEP hours, tick the boxes next to the students, then click the **Bulk action** button to select **Bulk update Student Course EEP Hours Contribution**.



Preparing Post 16 Data in Arbor for the Autumn School Census Return 2024

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Bulk Update Student Course EEP Hours Contribution

Course Contribution to EEP Hours

Course Health and Social Care L3 XDip

Contributes to EEP hours 425

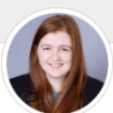
Students

Campbell Tara	EEP hours: 425
Adams Amber	EEP hours: 425
Fox Julie	EEP hours: 425
Cook Zach	EEP hours: 425
Holmes Joanne	EEP hours: 425
Menon Ekbal	EEP hours: 425
Miller Neil	EEP hours: 425
Phillips Ruby	EEP hours: 425

Students can also be edited and/or added individually from the Enrolments link on the left of their Student Profile.

[« Back](#)

Edit Course Contribution to EEP Hours



Amber Adams

Form 12YK

Year Year 12

House Ladbroke

Date of Birth 28 Jan 2006 (17y 6m)

Father Alexander Adams

Education, Health and Care Plan Young Carer

Course Contribution to EEP Hours

Course Health and Social Care L3 XDip

Contributes to EEP hours 425

Funding Records

Students | All Students | Bulk Update Student Funding Records

This page shows all the active student funding records for the selected date range. You can use this page to bulk add and bulk edit student funding records for example students receiving tuition or Discretionary Bursary Awarded.

Student Funding Type

Discretionary Bursary Awarded

Instructions to adding student funding are given in the main Census Manual.

Data Quality

School / Data / Data Quality / Students / Demographics / Bulk Update Student Funding Records

Bulk Update Student Funding Records

[Add Student Funding](#)

This page shows all the active student funding records for the selected date range. You can use this page to bulk add and bulk edit student funding records. Please select the student funding type you want to review and/or edit to begin.

Editing filter...

Start Date* 2nd Sep 2025

End Date* 31st Aug 2026

Students in... All currently enrolled students

Student Funding Type

Adult Education Bursary

16-19 tuition fund (inactive)
Adult Education Bursary
Adult Learning Grant
Care to Learn
Disability Access Fund (DAF)
Discretionary Bursary Awarded
Exceptional Needs Funding
Free Childcare for Training & Learning for Work
Learner repeating up to one full year of 16-19 funded provision
Professional and Career Development Loan

Bulk action Hide columns

Search this table

1. Select the student funding type you want to review and/or edit to begin.
2. Change the date filters as necessary.

Preparing Post 16 Data in Arbor for the Autumn School Census Return 2024

Start Date 5th Sep 2025. End Date 31st Aug 2026.

Start Date* 5th Sep 2025

End Date* 31st Aug 2026

Students in... All currently enrolled students

Cancel Apply

3. Select the pupils to edit and select Bulk Action

Student Funding Type Discretionary Bursary Awarded

Start Date 10th Aug 2023. End Date 31st Aug 2023. Change

Bulk action Hide columns Search this table Download

Student	Reg. Form	Start Date	End Date
☒ Adams Amber	Form 12YK	10 Aug 2023	Ongoing

Bulk Edit Start and End Dates
Bulk Edit End Date
Bulk Delete Student Funding Records

Alternatively, individual students can be updated by selecting the Student Funding area of the Student Profile

Student Profile

Amber Adams

Form 12YK

Year Year 12

House Ladbroke

Date of Birth 28 Jan 2006 (17y 6m)

Father Alexander Adams

Education, Health and Care Plan Young Carer

View All Sections

Pinned Items

- Student funding 16-19 tuition fund
- Pastoral note Relationship issues
- Pastoral note Bullying?

Identity

Name Amber Adams

Sex Female

Gender identity Not specified

Date of birth 28 Jan 2006

Country of birth United Kingdom

Student Funding

Student Profile

Amber Adams

Form 12YK

Year Year 12

House Ladbroke

Date of Birth 28 Jan 2006 (17y 6m)

Father Alexander Adams

Education, Health and Care Plan Young Carer

View Student Funding

Student Funding

16-19 tuition fund 01 Sep 2022 - ongoing

Top-up Funding 27 Apr 2023 - ongoing

Discretionary Bursary Awarded 10 Aug 2023 - ongoing

Individual Funding can then be edited accordingly.

Chapter 3 Generating the Post 16 Report

1. Go to *School > Data > Export > Data Returns* and select the Autumn School Census.

Data Returns

03 Nov 2022	School Workforce Census
06 Oct 2022	School Census

« Back

School Census, Autumn, 2022 (Thu, 06 Oct 2022)

Census date	Thu, 06 Oct 2022
Deadline date	Wed, 02 Nov 2022
Last generated on	Wed, 05 Oct 2022, 13:54
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 »

2. Click the **Download Post-16 Report** button on the right-hand side.

School Census, Autumn, 2022 (Thu, 06 Oct 2022)

Census date	Thu, 06 Oct 2022
Deadline date	Wed, 02 Nov 2022
Last generated on	Wed, 05 Oct 2022, 13:54
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.

Next Steps

Once you have fixed the errors, please regenerate the census

Generate Census

Download Census

Download DfE Summary

DfE Census Summary Inspection »

Download Post-16 Report

Census Generation History

↶ ↷ Hide columns Search this table Download

This will then download to your default downloads file on your computer.

Chat

Post-16 Report....xlsx

Open

Always Open Files of This Type

Show in Finder

Cancel

	A	B	C	D	E	F	G	H	I
1	UPN	Legal Surname	Legal Forename	YTI	DOB	DOA	Enrolment Status	QAN	Discount
2	G207000018137	Powell	Ruth	13	2005-06-03	2018-09-01	Single registration	ZWRKX001	0000
3									

PROGRAMME OF STUDY

PRIOR_ATTAINMENT

ON_ROLL_AIMS

LEAVERS_AIMS

+

Appendix A Adding Work Experience Placements

This is a step-by-step guide for adding work experience placements for post-16 students in Arbor, detailing the time required for each step, necessary permissions, and how to manage planned learning hours effectively.

Permissions

- **Academic Structure: Administer** - Access the **Learning Aims** page in Arbor; set up new learning aims and work placements.
- **School: General Admin: Administer** - Add contact details or postal addresses for institutions; edit linked organisation UKPRNs.
- **Student profile: School History: Administer All Students** - Add/edit/delete education and employment history for all students

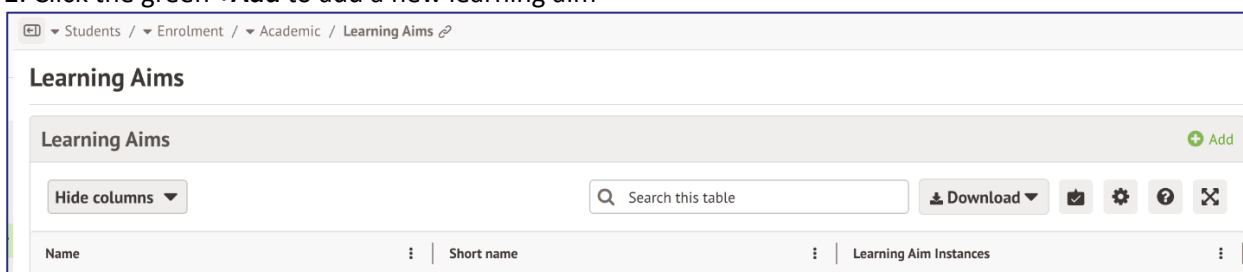
Note on planned hours for work experience

Any hours added to the Planned learning hours field in the learning aim will count towards students' Planned Learning Hours on the **Students > All Students > Bulk Update > Update Learning & EEP Hours** page. Planned hours input for Work experience aims don't feed into EEP hours.

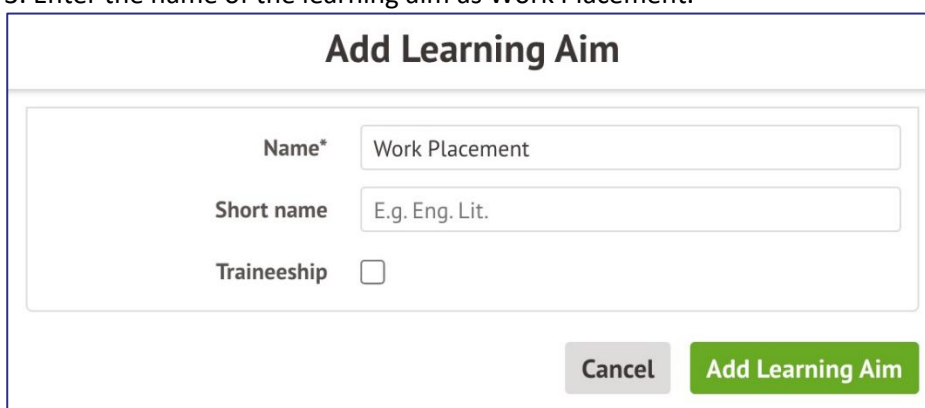
If the hours should instead count towards students' EEP hours, do not record Planned learning hours in the Work Experience aim (leave this field blank). Instead, Work Experience should be manually added to students from the Update Learning & EEP Hours page.

Step 1 - Adding learning aims and instances

1. Go to **School > School structure > Learning Aims**
2. Click the green **+Add** to add a new learning aim



3. Enter the name of the learning aim as Work Placement.



4. Click into the work placement to add a learning aim instance for each work placement.

Please leave the Partner UKPRN field blank - this field is not used for Work Experience Placements (the partner details are instead taken from the Employer Identifier details).

For the qualification details, rather than linking to an exams award, you can add in one of these codes:

Preparing Post 16 Data in Arbor for the Autumn School Census Return 2024

- T Level industry placement: ZWRKX003,
- Industry Placement, Capacity and Delivery Fund (CDF): ZWRKX002,
- 16 to 19 study programme work experience: ZWRKX001

Add Learning Aim Instance

Learning Aim Instance Details

Name

Partner UKPRN

Use the [UK Register of Learning Providers \(UKRLP\)](#) to search for the UK Provider Reference Number (UKPRN) of a learning provider.

Learning Aim Enrolment Default Values

Planned start date

Planned end date

Core Aim ☐

Planned learning hours

Programme type

Funding model

Source of funding

Learning Aim				
Name	Work Placement			
Short name				
Traineeship	No			

Learning Aim Instances				
Hide columns Search this table Download				
Planned start date	Planned end date	Name	Students	
01 Sep 2024	31 Aug 2025	Catering Placement	0	

Step 2 - Add the students

1. Click on a learning aim instance
2. Scroll down to **Enrolled Students** and click **+Add** and **Enrol Students**

Programme Instance Details

Programme

Name

Partner UKPRN

Programme Enrolment Default Values

Planned start date

Planned end date

Core Aim ☐

Planned Learning Hours

Linked Qualification Award

Qualification award [ZWRKX001](#)

Enrolled Students

[+Add](#)

[Bulk action](#) [Refresh](#) [Hide columns](#) [Download](#) [Print](#) [Settings](#) [Help](#) [Close](#)

☐	Student	Planned Start Date	Planned End Date	Actual End Date	Programme Aim Type	Completion Status
--------------------------	---------	--------------------	------------------	-----------------	--------------------	-------------------

3. Select the students to enrol.

Enrol Students

Students

Students*

- Amanda Lloyd (12ZN)
- Barry Williams (12XT)
- Ben Walker (12ZN)

Programme Enrolment

Programme Work experience

Programme Instance Builders

Planned start date* 1st Sep 2021

Planned end date* 31st Aug 2022

Core Aim ☐

Planned Learning Hours

Programme Aim Type 16 to 19 study programme

Cancel Enrol Students

Step 3 - Add the employer

1. Go to **School > Linked Organisations > Employers**
2. Click the green button.

Employers

Add New Employer

Bulk action ↺ ↻ Hide columns 🔍 Search this table Download ⌵ ⌵ ⌵ ⌵ ⌵

Name	Identifier
Builder	

You'll need to ask the employer for their identifier or reference number or find this using the Employer Data Service [here](#).

Create Employer

Name* Example Builders

Employer identifier

Cancel Create Employer

You can also add a new employer when linking students to a work placement (shown below). Just type in the name of the new employer to create them.

Employer* Childcare

Programme Childcare (New Value)

Step 4 - Add the work placement to the student

From within the Employer overview

You can add students to a work placement from within the Employers section.

1. Just click **+Add** in the **Student Work Placements** section.
2. Select the student and the learning aim instance to add them to.

Add Work Placement

Employer: Tesco

Student*: Aatif Chaudhari (12XT)

Learning Aim: Supermarket Placement

Start date*: 1st Jul 2025

End date:

Work placement mode*: Internal

Planned Hours: 20

[Cancel](#) [Add Work Placement](#)

You can also see this information on a student's profile in the **Education & Employment History** section.

Education & Employment Status History			+ Add
Bulk action	↶ ↷	Hide columns	Search this table
Dates	Institution	Type	
09 Dec 2022 - ongoing	Builder	Work Placement	

From the student profile

You can also add a new placement from the **student profile's Education & Employment History** section by clicking **+Add** and selecting **Add Work Placement**.

What would you like to do?

Add Item in: **Education & Employment Status History**

- [Add Former School](#)
- [Add Future School](#)
- [Add Employment Status and Information](#)
- [Add Work Placement](#)
- [Add Alternative Provision Placement](#)

1. Select the employer and the learning aim instance to add them to.

Add Work Placement

If the employer is not available in the list, please type the employer name and the system will create it.

Student: Aatif Chaudhari

Employer*: Tesco

Learning Aim: Supermarket Placement

Start date*: 1st Jul 2025

End date:

Work placement mode*: Internal

Planned Hours: 20

[Cancel](#) [Add Work Placement](#)



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

