Buckinghamshire Council

Preparing and Producing the 2025 Autumn Census Return in Bromcom

Census Date:
Thursday Oct 2nd 2025

Working in Partnership with

SIMS Approved Support Unit

Arbor Accredited Partner

ACCREDITED SUPPORT

Private Funds Manager From ISTEK UK LIMITED

SCOMIS Your ICT Partner

Version Number	Dated
V1 – initial creation of manual for ICT Schools Team	September 2025

Preparing and Producing the 2025 Autumn Census Return in Bromcom

Contents

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

Introduction

The submission of data to the **Department for Education (DfE)**, including a set of named student 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.

> **It is your responsibility to read the DfE guidance to check all the information you should be submitting as part of your School Census Return. https://www.gov.uk/guidance/complete-the-school-census**

Data collected includes general student 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.

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

Buckinghamshire 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.

DfE 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. **Be warned that the DfE will not accept deviations from their wording.**

DfE Collect - Deadline Upload and Submission Dates

*It is recommended to upload a file on **DfE 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 your MIS.*

ALL SCHOOLS must upload a census onto Collect. This does not have to be the final version, as it can be removed and replaced until the final submission deadline.

Checking by Children's and Traded Services (formerly Schools Management Support Team)	
LA Maintained Schools – All	Friday 3rd October 2025 @ 5.00pm
Primary Academies	Friday 10th October 2025
Post 16 Schools	Monday 3rd November

Direct to DfE Collect	
Academies – All 1st Submission to DfE Collect Direct	Wednesday 29th October 2025
All Schools & Academies – DfE Final Submission	26th November 2025

Children's and Traded Services Guidance

(formerly Schools Management Support Team)

Contact **Children's and Traded Services Team** for **advice** or **queries** regarding the **funding implications** of each termly **census if you are unable to locate this from the DfE.**

Email: schoolcensus@buckinghamshire.gov.uk

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

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Refer to **Business Intelligence - Children's and Traded Services guidance** for:

- School census process for Schools.
- Data checking issues to look out for.
- Alternative Provision Placements codes.
- DfE Collect queries not covered in their guidance.

ICT Schools Team Support

Contact the **ICT Schools Team** for assistance with:

- Entering data into MIS.

- Correcting validation errors in MIS.

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

Note: The ICT Schools Team are <u>unable</u> to provide specific statutory guidance or support with issues relating to funding implications or the use of DfE Collect.

Changes to the School Census Autumn Return

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

Funding and Monitoring

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) – All Phases**

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 – Secondary Phase only**

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 - Secondary Phase only**

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 mut 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.
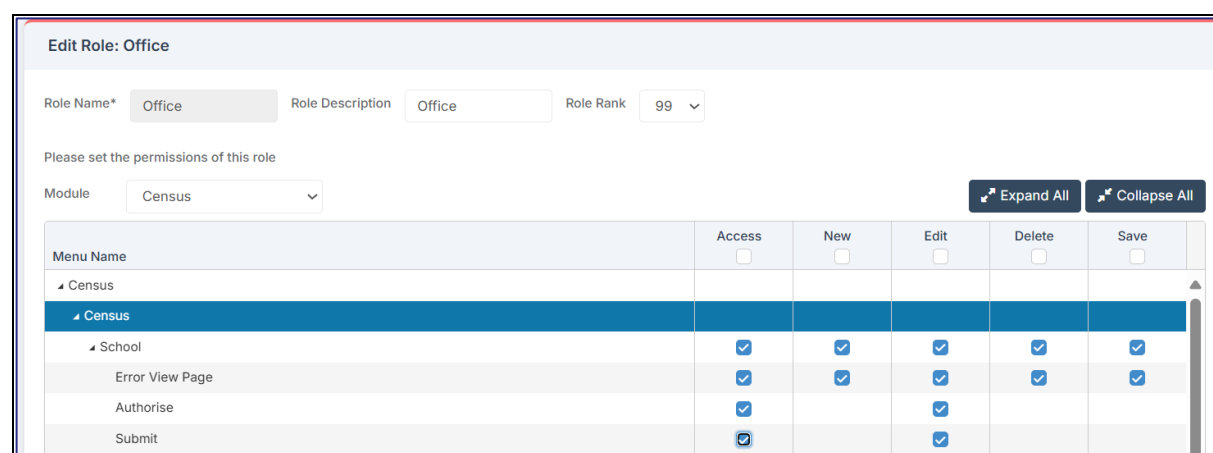
Bromcom Permissions

The following permissions are applicable to users who deal with returns.

Running the Return

To ensure that users can carry out the School Census ask the school Administrator to go to

Config / Setups / Roles and Permissions, navigate to the Census module of the role of the person responsible for completing the census and ensure that the relevant tick boxes are completed

Steps to Producing the School Census Return

The following provides a brief outline of the steps involved in producing the School Census Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure the information is up-to-date.

1. Ensure relevant Student and school data is complete and correct.

2. Complete the information on the **Census** page (School details, School Lunches, Student Reconciliation (Early Years).

3. **Save and Validate** the return.

4. Review and resolve any validation errors/queries and then **Save and Validate** again.

5. Detailed reports can be generated (**Reports / Census**) to assess the accuracy and completeness of the return.

6. Continue to resolve the validation failures then repeat the **Save and Validate** routine until you are satisfied the content of the return is correct.

7. View the **Summary Report,** this report can be used in conjunction with the Census Reports.

8. Provide the Head Teacher with the latest copy of the **Summary Report** to enable them to check that all information is correct before they give approval for authorisation of the return.

9. Once approval has been given, **Authorise** the return:

10. **Upload,** and **Submit** the authorised census return to the **DfE Collect** data collection website.

Chapter 1   Preparing Data for the 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 your MIS.

For example; ensure school details are correct, new students have been added, leavers have been recorded and, where applicable, all suspensions and permanent exclusions have been accurately recorded.

Data Collected in Summer 2025 Census

The following information is collected from **All School Phases**.

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.

Student/Student Data

Student Identifiers: unique student number (UPN), unique learner number (ULN), legal surname & forename, middle name, preferred surname, former surname, sex and date of birth.

Student Characteristics: first language, ethnicity, free school meal eligibility (start date and end date), UK country in which the eligibility applies, class type, Infant school lunches taken (UIFSM).

Service children in education indicator, top-up funding indicator, post looked after arrangements, Youth Support Services Agreement (YSSA) indicator (for year 9 and above).

Nursery: Hours at setting, funded hours, disability access fund indicator, eligibility code, extended funded hours, expanded funded hours.

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

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

Special Educational Needs: SEN provision (status), member of SEN Unit, 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.
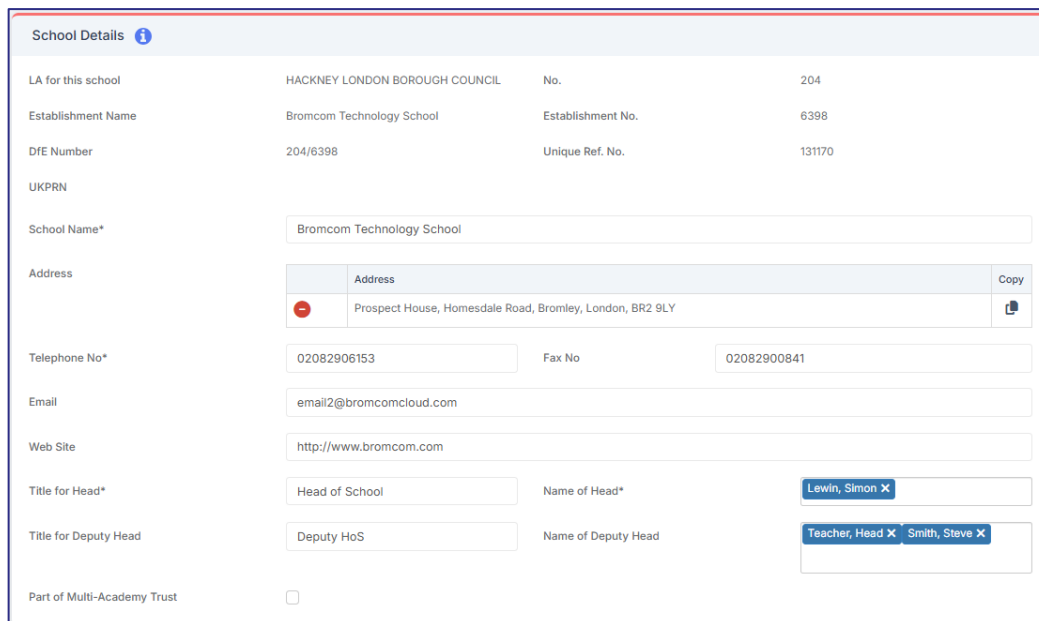
Attendance Information collected: 21/04/2025 to 31/07/25

Funding and Monitoring: type code (Tutoring).

Checking and Editing School Information

School Details

To check your school's core details, go to **Config / Administration / Core Details,** check, and edit if necessary.

School Characteristics

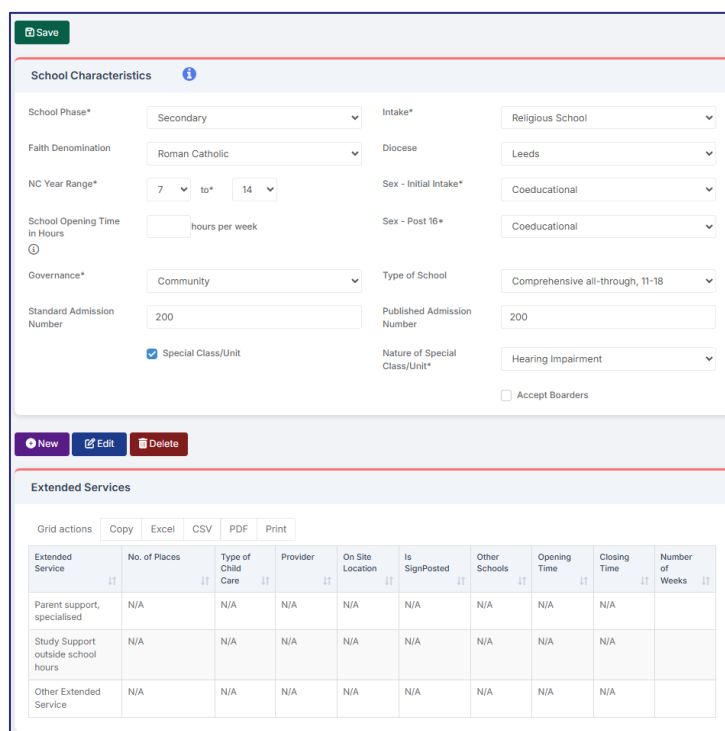Go to **Config / Administration / Characteristics,**

1. check, and edit if necessary.

School Opening Time in Hours

School time (inclusive of breaks and lunchtime) for a typical 5-day week will be collected from all schools, but only in Spring school censuses.

Where provided, the school time must the total compulsory time pupils spend in school, in a typical 5 day week, recorded to 2 decimals and rounded to the nearest 15 minutes. (For example, 32 hours and 40 minutes would be rounded to 32 hours and 45 minutes and recorded as 32.75 hours.)

Extended Services

You can also use this page to add/edit or delete any Extended Services, for example School Childcare before or after school.
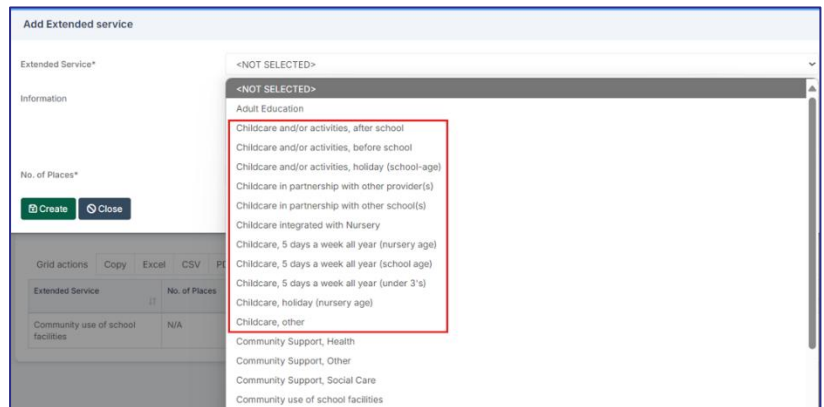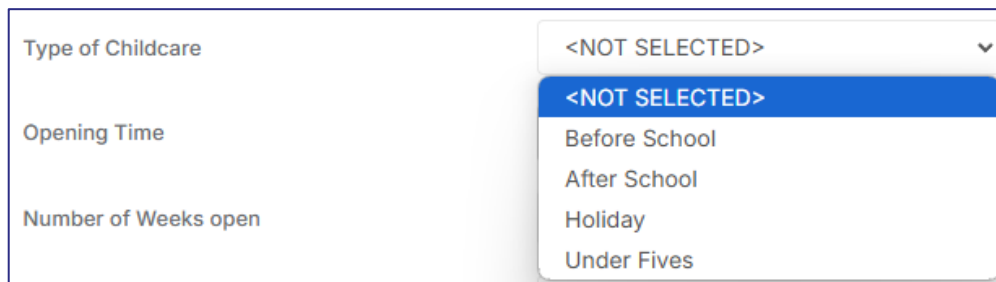
To add a new Extended Service, Click New

Choose the type from the Extended Service drop down and complete all fields as required. Please be aware that the fields visible when creating a new Extended Service differ dependant on the item chosen from the Extended Service drop down
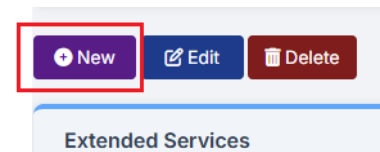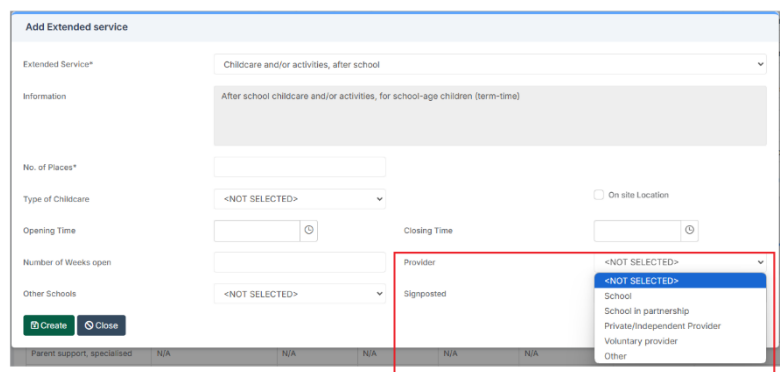
In addition field options will then vary depending on whether the Type of Childcare is Before School, After School, Holiday or Under Fives
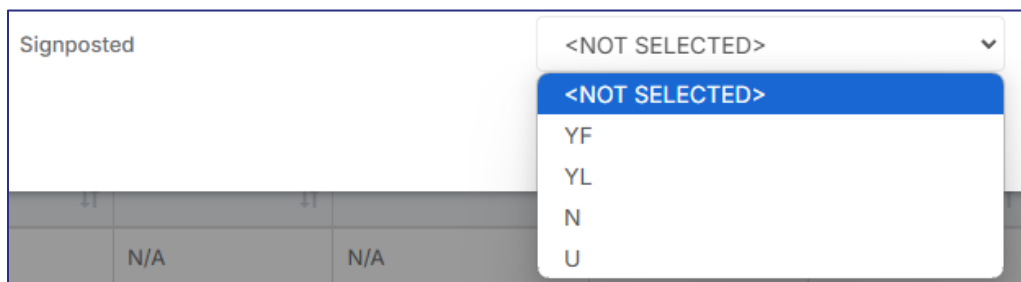
Provider now has the following drop down choices;

- School (SCH)
- School in Partnership (SIP)
- Private/Independent Provider (PIP) New
- Voluntary Provider (VOL) New
- Other (OTH)

Signposted drop down choices

- ○ '**YF**' : Yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including escort to or from the site
- ○ '**YL**' :Yes, we keep a list of other local providers that will pick up from our school to help parents
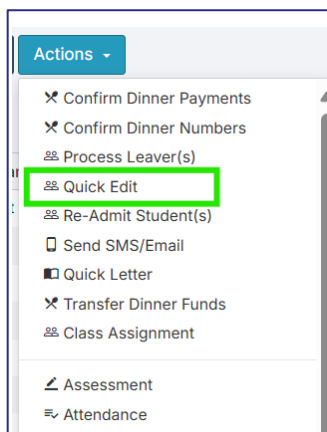- ○ '**N**' : No
- ○ '**U**' : Not known

Checking and Editing Student/Student Level Information

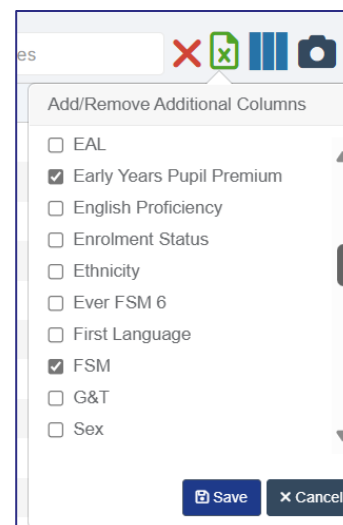## Checking Student/Student Details

Student List Page

Users can navigate to the Student List Page to check Student Data and quickly run reports on Students data for example Pupil premium or Free School Meals.

Select the three lines on the right of the Student List page to add columns relevant for checking census data.
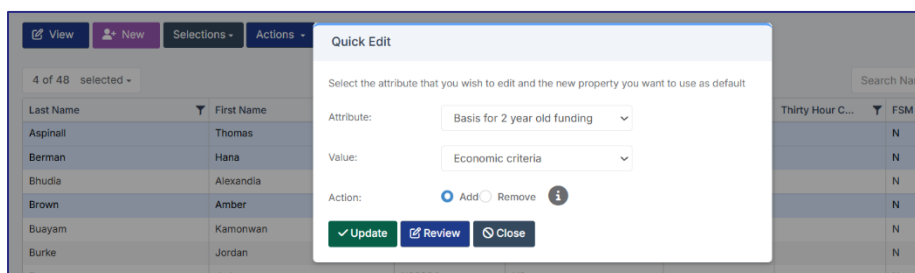

The list can be exported to Excel or filter added within the student list area.

The **Quick Edit** function in Actions icon on the Student List Page can be used to update Students data in bulk.

Select the students for Bulk Updating, then select Quick Edit and chose the attribute for editing:
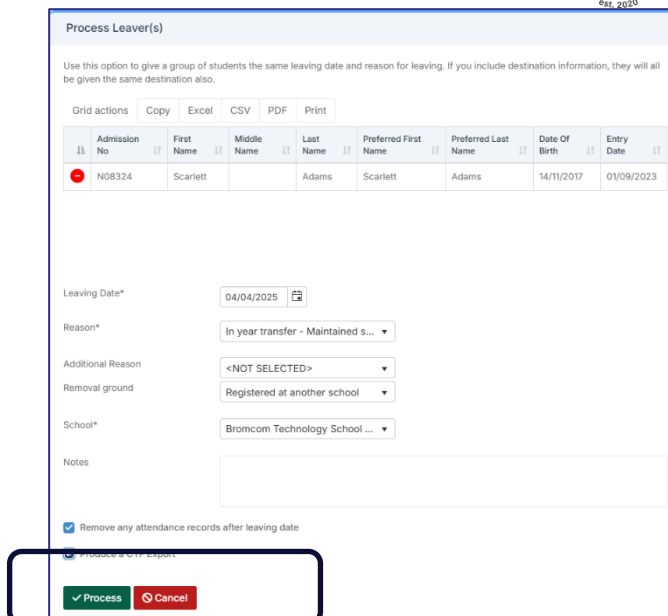

Recording Leavers

Ensure all leavers are taken off-roll.

The date of leaving should reflect the date the Student leaves the school and a day that the school was open to students **NOT 31/08/2025**

** **Destination Expected Start Date** and **Grounds for Removal** are not applicable for student's leaving due to "End of Phase".

1. Via the student list, select the student(s) that are leaving.

2. Click the **Actions** icon and select **Process Leavers**

3. Complete the relevant details

4. Users can also select the option to produce a CTF and remove any pre-filled attendance records.

5. Press the **Process** icon.

NOTE: Before making a student a leaver, if students have left due to moving out of the area, ensure an end date is entered for the student's address and any contacts living at that address. Enter the new address (if known). There may be occasions where the student's address is not shared for safeguarding reasons; the student has been located as out of County but address not known; or student has moved overseas. In these circumstances enter the address as: Country – Not known (or Not yet obtained) and indicate in Address Line one Out of County or Overseas.

Deleting Unwanted Student Records

If there are any Students entered in error (such as duplicates), ensure they are deleted so they are not included in the return. Follow the guidance linked below:

[How to Resolve Duplicate Students – Bromcom – Documentation Centre](#)

Please contact the ICT Schools Team if you have any doubts about this process.

WARNING: The deletion is irreversible; therefore, a Student should <u>only</u> be deleted if they have been entered in error.
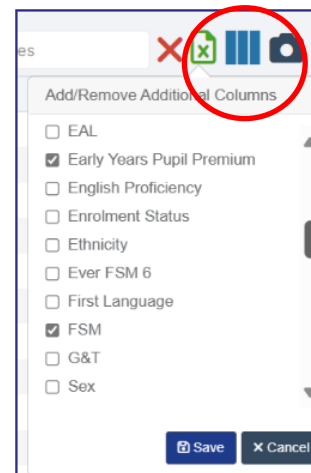
Checking a Student's Basic Details

Ensure basic details for all Students are up-to-date and correct and any new students are enrolled/re-admitted. It may be necessary to make changes, eg. to correct inaccurate entered information, legal adoption, change of surname, etc.

Except for Part Time indicator, boarder status and Former UPN, all can be checked from the Student List page and adding the relevant columns.

The following information is collected in the return:

- **Legal Forename**
- **Middle Names**
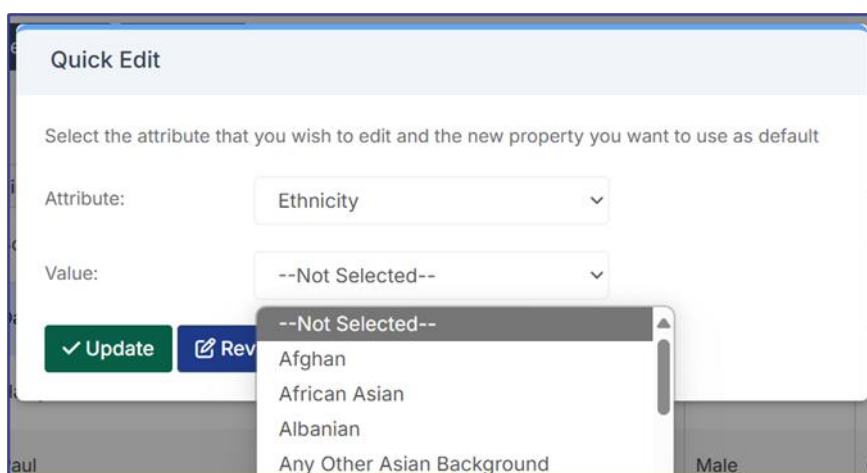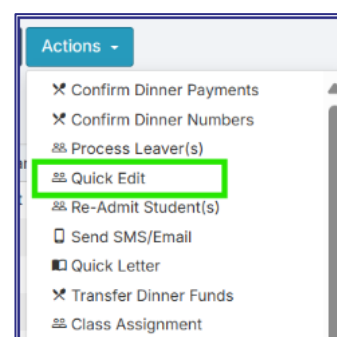- **Legal Surname**
- **Preferred Surname**
- **Former Surname**

- **Sex**
- **Date of Birth**

Checking Registration Details

The following registration information is collected in the return and should therefore be checked and corrected, if necessary:

- **NC Year Group**, (National Curriculum Year Group)
- **Enrolment Status**
- **Admission Date**
- **Boarder Status**
- **UPN** (Unique Student Number)
- **Former UPN**
- **ULN** (Unique Learner Number, for Students aged over 14 years on Census Day)
- **Part-Time Indicator** (only applicable for Students aged 2, 3, or 4 and relevant Post 16 learners)
- **Youth Support Services Agreement (YSSA)** status *(Secondary only)*

Any missing data can be added individually or in bulk using Action / Quick Edit from the Student page

Changing Enrolment Status

The **Enrolment Status** panel will display the Students **Current Enrolment Status** along with any previous **Enrolment Status'.**

To **Edit** or **Delete** an enrolment status hover over the **Enrolment Status** you would like to change and clicking the **Pencil Icon** to **Edit**, or the **Bin Icon** to **Delete**.

Note: Under most circumstances it is recommended that users *do not* **Edit** or **Delete** an **Enrolment Status** as this can cause loss of **Attendance Data,** if the **Enrolment Status** of a **Student** has changed, please **Add a New Enrolment Status**.

Select the **+ icon** in the top right-hand corner of the panel to add a new **Enrolment Status**

In the pop-up, select the new **Enrolment Status** from the dropdown, enter the **Start Date**, if you wish to add a status **End Date** enter this here.

Press **Save.**

If the **New Enrolment Status** is replacing an existing **Enrolment Status** you will receive the following **Confirmation** message, press **Proceed.**

The previous **Enrolment Status** has got an **End Date** of the day before the **Start Date** of the **New Enrolment Status.**

Enrolment Status Description	Enrolment Code	Start Date	End Date
Current (Single Registration)	C	15/05/2024	
Current main (Dual Registration)	M	26/01/2024	14/05/2024

Part Time Students

Refer to **DfE guidance** regarding the **Student Part-Time Indicator**:

"The part time indicator is not based on the number of funded hours; the part time indicator is based on whether the student is attending education provision for 10 sessions a week."
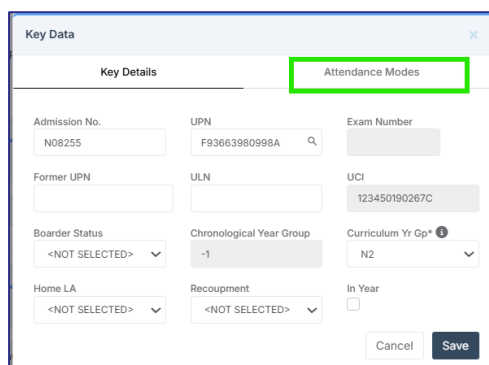
"If they [the students] are not receiving an education provision in the afternoon then they would be recorded as part time; if they are receiving an education provision AM and PM then they would be full time.

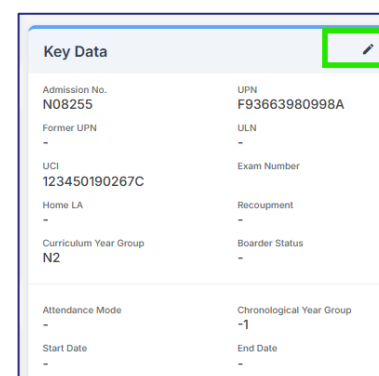***The key is whether the provision is education or childcare.****"*

- Part-time details apply mostly to schools with **Nursery age children** or Reception years.

- **Post 16 Learners** who are undertaking employment with training may also be registered as Part-time.

- Dual Registered pupils should no<u>t</u> be classified by either school as part-time and the correct dual registration code used.

> Note: **Statutory-aged students** cannot be recorded as part-time. Any sessions the student does not attend must have been agreed with the Head Teacher and the relevant attendance code recorded.
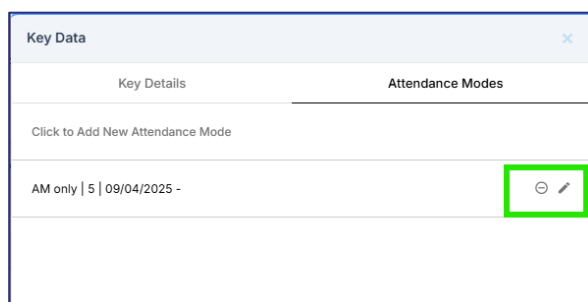
1. To edit a Students Attendance Mode, go to **Students**

2. Select the Students then click **View**

3. Select the **Enrolment** area and find **Key Data** on right side of your screen.

4. Click the **Edit** button.

5. Select the **Attendance Modes** tab.

From here users can **Click to Add New** Attendance as well as **Edit or Delete** existing records by hovering over the one to be edited/deleted and clicking the pencil icon.

6. Click **Save**.

Checking Unique Learner Numbers (ULN) *(Secondary 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.   Currently, this applies to students **over the age of 14** involved in UK education or training. It is mandatory to have a ULN recorded for all students over the age of 14, that is, all students in Year 9 and above.
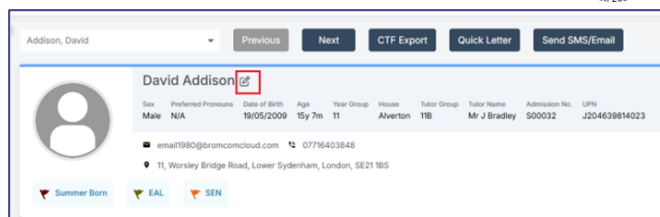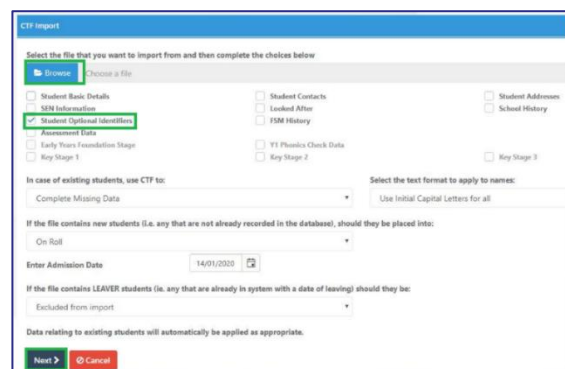
Learning Records Service issues and maintains a ULN record for applicable students. ULNs can be obtained from:

- 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 (www.gov.uk)

- The **Learner Registration Service** Web Portal to obtain individual ULNs (https://www.gov.uk/government/collections/learning-records-service).

ULN's can be individually updated from the **Key Data** area of the student profile: go to

1. **Students / Select Students / View / Enrolment Tab / Key Data**

They can also be imported via a CTF from the DfE Secure Access website and selecting **Student Optional Identifiers** for import.
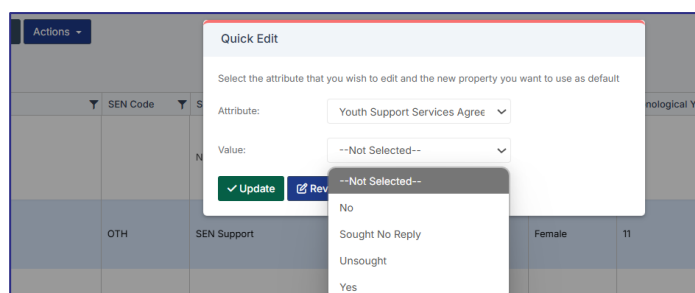

Youth Support Services Agreement (YSSA) status
(Secondary only)

There is a legal requirement under the Education and Skills Act 2008 for schools to pass information on request to the Youth Support Service for students in or approaching the age of 13.

- Parents - or students themselves if aged 16 or over - have the right to object to any information (over and above name, address, and date of birth) being provided to the Youth Support Service.

- By law, all parents (or students age over 16) 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 student themselves. It would be best practice to re-issue a Privacy Notice to the student at this time. All new joiners should have a privacy notice issued.

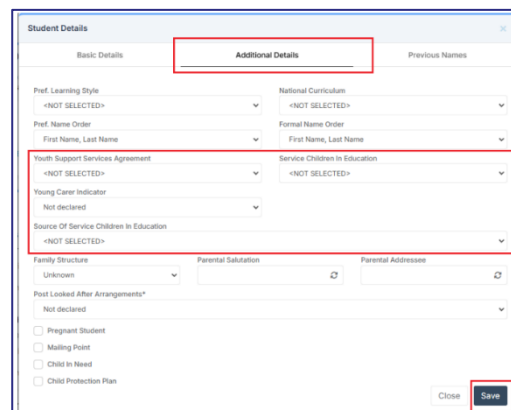YSSA can be added via Students / **Actions / Quick Edit**

Alternatively, In the Student Profile click to the right of the Student Name to **Edit Student Details**.

Then click in the **Additional Details** tab, from here users will see the various dropdown choices for Youth Support Services Agreement, Young Carer and Service Children.

Click **Save**

Checking Alternative Provision Placements

Placements that fall within the data collection period 15/05/2025 to 02/10/2025 (On-roll & leavers).

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 student remains dual registered with the mainstream school and the Student Referral Unit/Alternative Provision school. In such cases, the mainstream school should record the required information.

The data is recorded in Bromcom using the following two panels.

PRU Schools
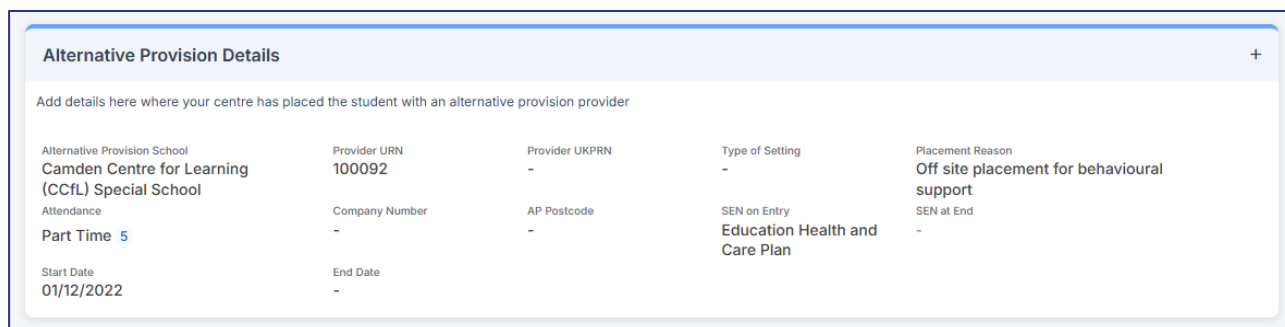
The **Alternative Provisions Panel** is found via **Students / View Student Details / Enrolment** and should only be visible to Schools who have their school phase set to PRU within **Config / Administration / Characteristics**.

Alternative Provision module for single-registered students (PRU and AP).

- **URN of Previous School**: records the URN of the establishment that the student attended prior to attending the AP school.

- **Alternative provision reason** records the main or primary reason why the AP was arranged.

- **Alternative provision placement SEN provision on entry**: record SEN provision at the time of entry into the PRU or AP.
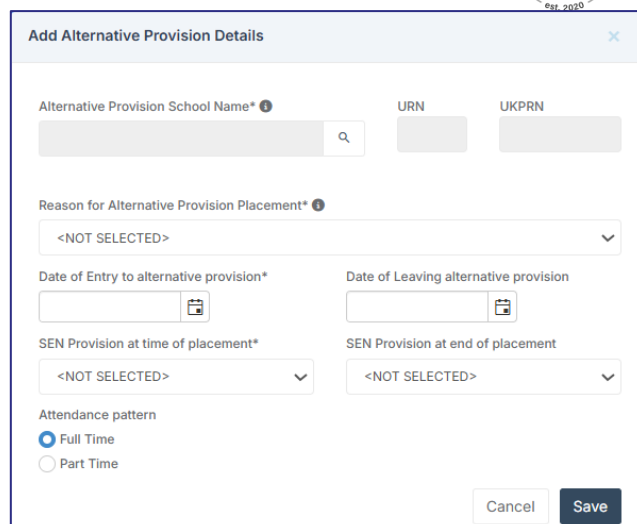
Other Schools

The **Alternative Provisions Details Panel** is also found via **Students / View Student Details / Enrolment** and should be visible to all Schools regardless of the school phase set within **Config / Administration / Characteristics**

Alternative Provision module for placements arranged by schools (all schools)

• **Alternative provision placement URN**: records the URN, where available, of establishment within which the student has taken up an alternative provision placement.

• **Alternative provision placement UKPRN**: records the UKPRN, where available, of establishment within which the student has taken up an alternative provision placement.

• **Alternative provision placement type of setting**: records, where neither the URN nor UKPRN are available, the type of setting within which the student has taken up an alternative provision placement.

Add Alternative Provision Details

Alternative Provision School Name* ⓘ URN UKPRN

🔍

Reason for Alternative Provision Placement* ⓘ

`<NOT SELECTED>` ⌄

Date of Entry to alternative provision*   Date of Leaving alternative provision

📅   📅

SEN Provision at time of placement*   SEN Provision at end of placement

`<NOT SELECTED>` ⌄   `<NOT SELECTED>` ⌄

Attendance pattern
◉ Full Time
◯ Part Time

Cancel   Save

Only complete ONE of the AP Identifiers - The system process has been designed to assist with this.

URN, UKPRN or Type of Setting.

1. Use the **Search** to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel.

2. Users will be returned to the panel where the school name can be added manually and the UKPRN be added in the field provided, after which the Type of Setting will disappear.

3. If no URN or UKPRN is available, add the Type of Setting from the dropdown selector plus the company house number and postcode.

• **Alternative provision placement reason**: records, for school commissioned placements, the main or primary reason why the AP was arranged.

• **Alternative provision placement date of entry** records the student's entry date into alternative provision.

• **Alternative provision placement SEN provision on entry:** records SEN provision at the time of entry into alternative provision.

• **Alternative provision placement date of leaving** records the date the student leaves alternative provision (where applicable).

• **Alternative provision placement SEN provision on leaving** records SEN provision at the time of leaving alternative provision (where applicable).

• **Alternative provision placement Attendance pattern**: records the student's planned attendance pattern at the alternative provision provider.

• **Alternative provision placement sessions per week**: records, where the student's attendance pattern is part time, the student's planned number of sessions per week.

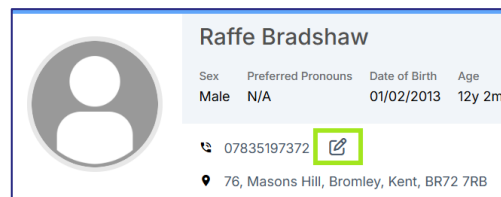## Checking Home Address Information

A student's current home address is required for the return (including boarding students). Where a student has multiple current addresses, details of all **term-time** addresses should be recorded. If a child has multiple addresses **(where the child lives with both parents at different stages of the week)** both addresses should be supplied.

All aspects of the address(es) are collected and therefore all address details should be recorded to avoid validation errors.
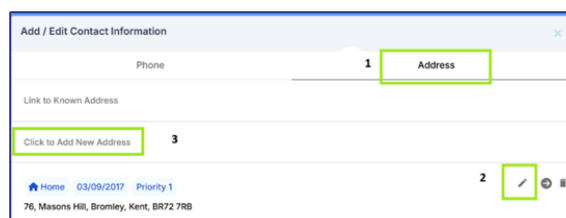
NOTE: British Forces Post Office numbers can be added as post codes.

To edit a student's address, go to the student profile and hover over the telephone number. The Edit pencil will appear.

1. Select the address tab
2. Place an end date on the current address
3. Add the new address (the start date defaults to 'today'.)

Checking Free School Meals Eligibility

On roll students on census day who were eligible for free school meals on or after **01/08/2025 and up to census day 02/10/2025.** Check all eligible students are recorded.
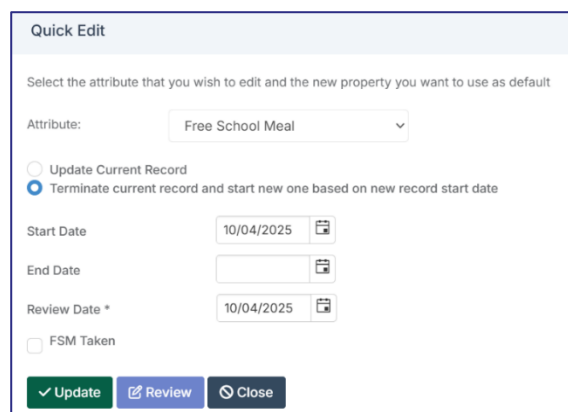
The following free school meal eligibility related data is collected in for the return:

Start Date

End Date** (if applicable; see **exception reasons**)

UK Country in which the eligibility applies.

Free Schools Meals can be updated from the Student list **Actions / Quick Edit**

IMPORTANT: As FSM rules have changed, refer to **DfE/ Business Intelligence – Children's and Traded Services Team** guidance on SchoolsWeb, which gives more detailed information on checking eligibility.

https://schoolsweb.buckinghamshire.gov.uk/school-management-support/free-school-meals/free-school-meal-eligibility-for-students-transferring-between-schools/

** FSM End Date Exception Reasons

• If the student's parents explicitly remove their claim for a free meal, having been made aware of their entitlement to transitional protection.

• If the 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 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.

Nursery students should <u>not</u> be recorded as eligible for free school meals until they are in school for at least **one full day** – even if older siblings are eligible.

Free School Meal eligibility should <u>not</u> be confused with the Universal Infant Free School Meals (UIFSM) for **Reception and Key Stage 1** students. These are recorded in a separate panel on the Census.

Service Children with parents with joint custody/access and equal residency – the MoD website states that each parent can claim only one of the benefits (ie. FSM or Service child indicator) if they are not living together but have joint access. Confirmation of entitlement is:
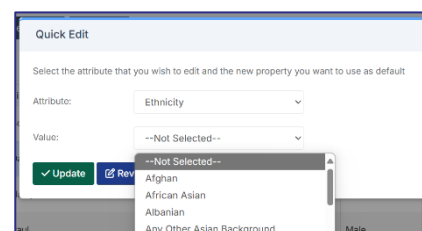
"If the personnel category is 1 or 2 for the service personnel and their child still resides with them (even though it is part of the week) – they can be recorded as a service child. If they are also FSM, they will still trigger Error 1741; however, this will be accepted if an appropriate notepad is eg. student has FSME protection and parent joins the forces or student's parents have separated, one parent is in the Forces, the other is receiving a qualifying benefit".

Checking Ethnic and Cultural Information

The following **First Language** information should be recorded in preparation for the return:

- 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.
- Where a parent/guardian or student declines to provide a first language, it should record it as 'REF' (refused).

Use the Student list to add Ethnicity column then by highlighting individual students where Ethnicity is missing, use **Actions / Quick Edit** to complete this information**.**

Service Children in Education

The DfE collect the service child in education indicator for all on-roll students as at census day.
This information must only be recorded if it has come from the parent or guardian; or the child.

It is *essential* that you record this data item correctly on the school census, as it is used to determine the service pupil premium allocations for schools.

A 'service child' has parent(s) – or person(s) with exercising parental responsibility – who is (or are) service personnel serving:
- in regular HM Forces military units
- in full commitment as part of the full-time reserve service
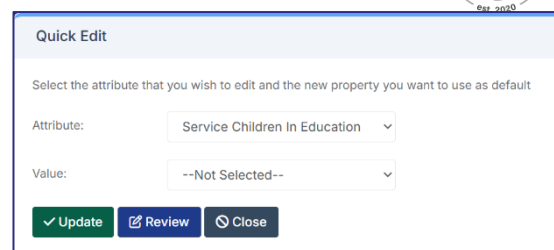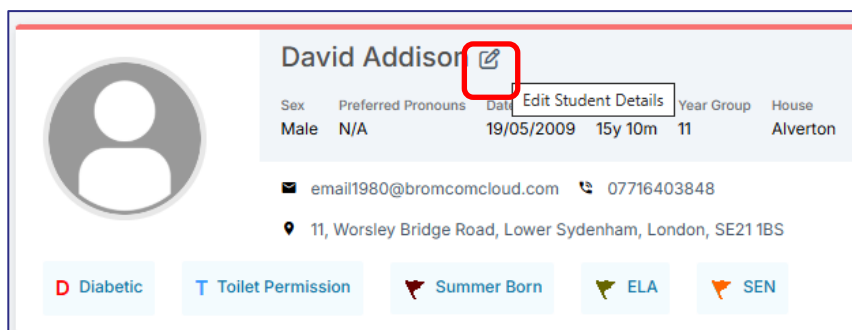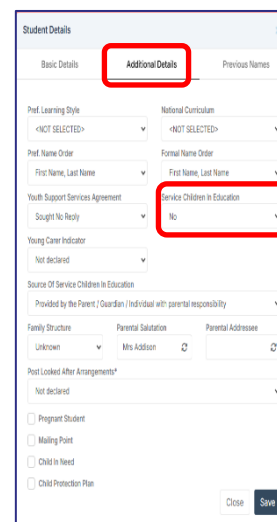- in the armed forces of another nation and stationed in England

Reserve units are not classed as the regular armed forces and such students are not recorded as service children on the school census. However, where a reserve soldier is acting in a full-time capacity, this is classified as regular service.

The service children indicator is only relevant to children whose parents are designated as personal category 1 or 2. All serving parents will be aware of their personal category.

This item can be updated from the **Student List**, add the column for Service Children and then select the appropriate student(s) and use **Actions / Quick Edit** to add/edit this information.
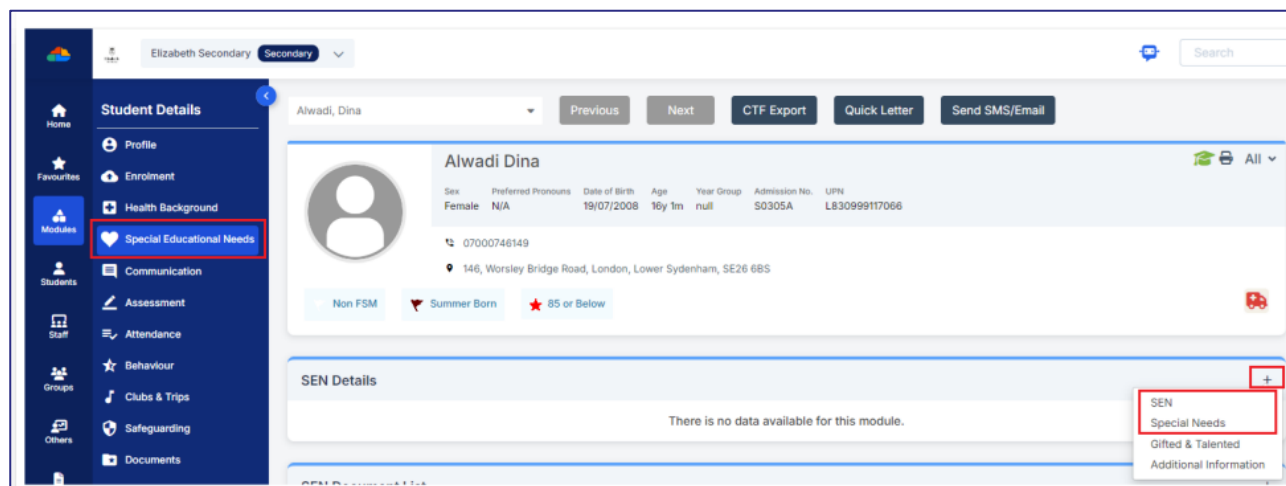
This can also be eidted from the individual student profile by selecting the edit pencil next to the student name:

1. Change the details in the Additional Details tab

Checking Special Educational Needs Information

Double check with your **SEN Co-ordinator** that all Students who possess a Special Need are updated in the MIS.
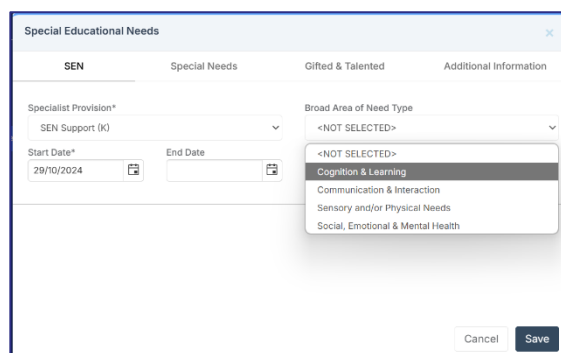
SEN Status (SEN Provision)

All Students with current SEN Provisions should have a SEN record.

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.

Any Students that have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include the N code for No Special Educational Need.
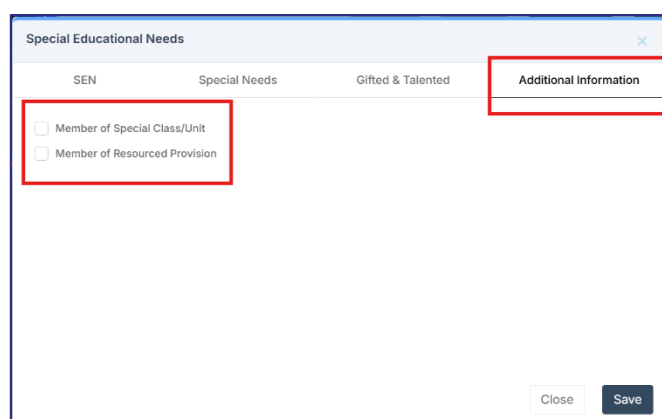
Any Student with SEN provision (other than N) should also have at least one Need Type defined, where there is no specific type of need NSA (SEN support but no specialist assessment of type of need) can be used. These needs are collected in the Spring Census.

SEN Provision Type *(for Schools with a Designated SEN Unit or ARP)*

Not applicable to Special Schools or Student Referral Units.

- **Time in SEN Unit** - **Member of SEN Unit**

- **Resourced Provision**

•Where a Student is a member of a Special Class/Unit or Resourced Provision this can be recorded within Additional Information

A Student's SEN Provision and SEN Need can both be adjusted via the Special Educational Needs tab in the Student Profile.

SEN Units are special provisions within a mainstream school, where the students with SEN are taught within separate classes for at least half of their time.

Resourced Provisions are places reserved at a mainstream school for students with a specific type of SEN, taught for at least half of their time within mainstream classes, but requiring a base and some specialist facilities around the school.

Preparing Exclusions Information

Exclusions information is required for students who were subject to any exclusion or suspension within the dates below:

Suspensions (excluding lunchtime suspensions) during the period 01/01/2025 to 31/07/2025
Permanent exclusions with final review from 01/01/2025 to 01/10/2025

> *DfE: We only expect schools to provide data about a permanent exclusion once it has been upheld by the governing body or Independent Review Panel (IRP) following, where applicable, the appeal window.*
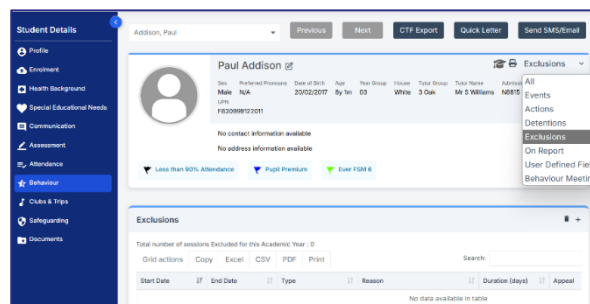
Therefore, permanent exclusions are only collected if a **Governor Review** has occurred and is recorded in the MIS.

Exclusions are added to the Student Profile

Exclusions should **not** be counted if they were withdrawn by the Head Teacher, or if the student was re-instated by the Discipline Committee or an Independent Appeal Panel.

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

- Exclusion **Type** (category, eg. Suspension or Permanent Exclusion).
- 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.
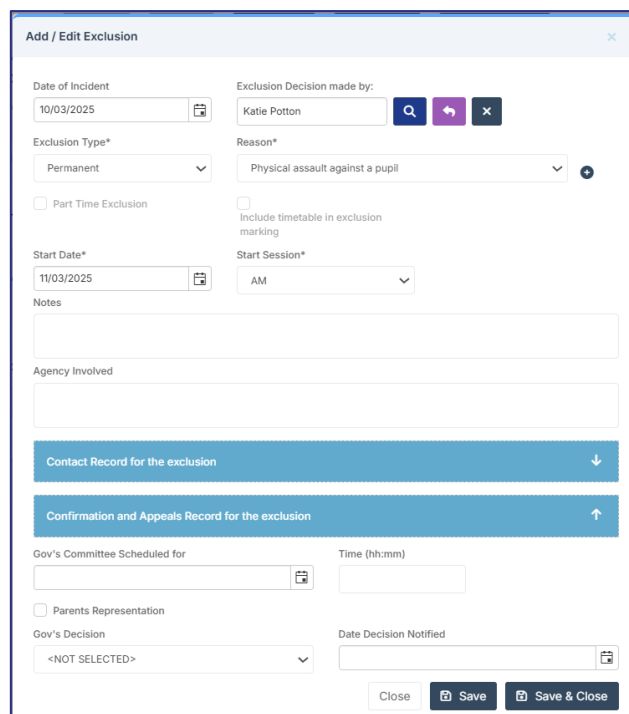
The **Final Governor Review Outcome** should be completed for **all** Permanent exclusions

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 May census day will be correctly reported in Autumn Census.

Note: Permanently excluded students should be marked as leavers once the exclusion has been confirmed by the Local Authority.

Before making the student a leaver, ensure the following information is recorded:

- SEN Status (if applicable)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission.

Preparing Termly Attendance Information *(not applicable to Nursery Schools)*

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers **aged 4 - 15** who were on-roll for at least one session from **21/04/2025 to 31/07/2025.**

The attendance data collected 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
- Total sessions unable to attend due to an exceptional circumstance.

IMPORTANT: Ensure all missing marks and unexplained absences for the previous term have been dealt with before starting the School Census. Attendance data is reported in the return automatically.

To check for any missing attendance marks for the selected census period. **Reports / Attendance / Summary / Attendance Analysis Exports / Missing AM** or **PM Marks.**

The report then outputs to a csv file and identifies the date and session of the missing marks.
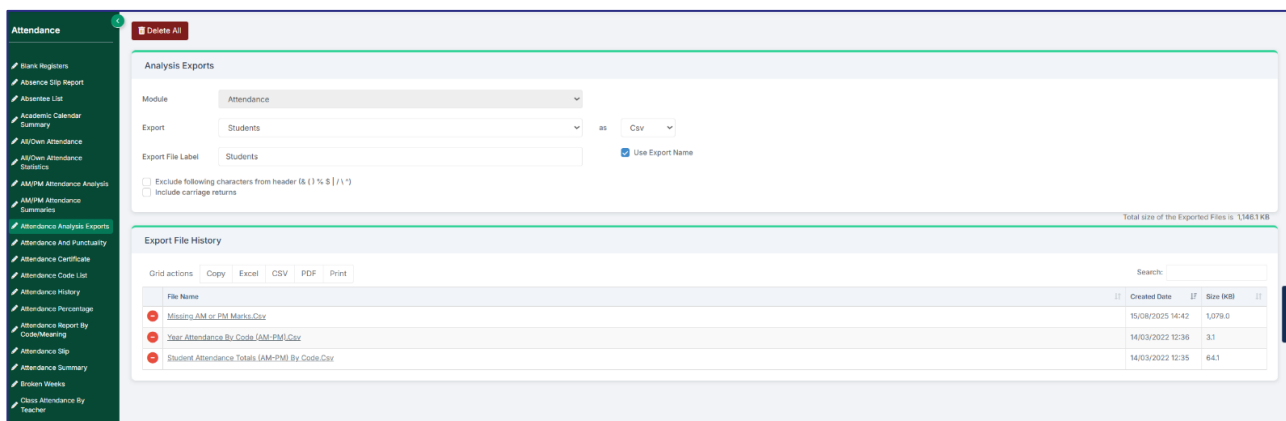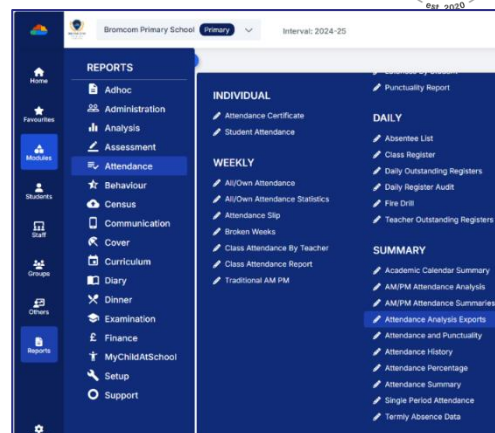
To check for N Codes

Reports / Attendance / Attendance Report by Code

Select the date range and the group to report on
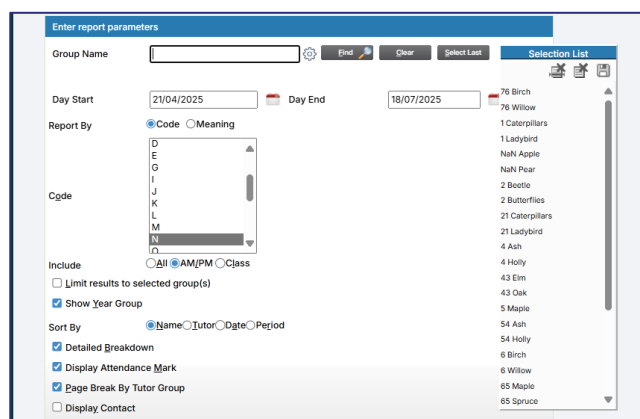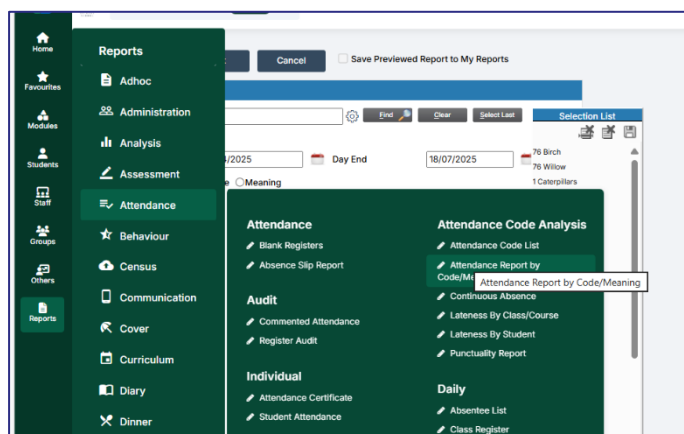
NOTE: DfE Working Together to improve school Attendance (August 24), paragraph 398, states;

Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the student's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the student's record to Code O

Top Up Funding, EYPP, Learner Support and Learner Monitoring.
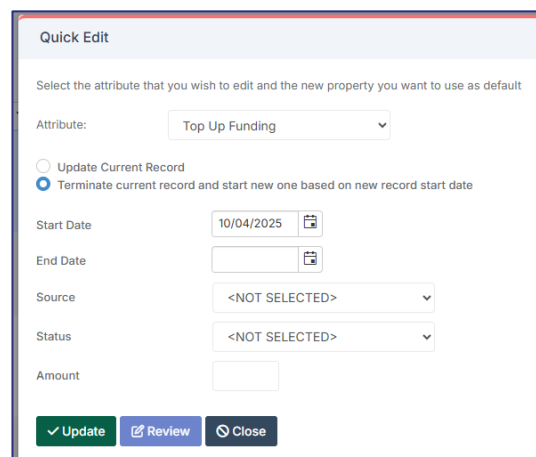
There are two methods to record this:

Use the student list area. Highlight relevant student and use Actions / Quick Edit to populate:

Top-Up Funding

Students should only be recorded as receiving top-up funding if they meet the following criteria:
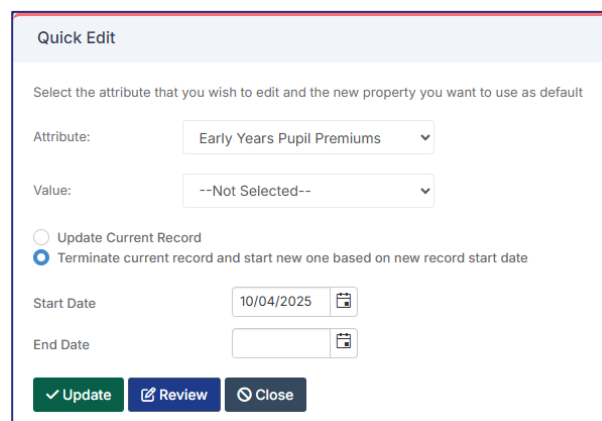
- Primary and Secondary Schools and Academies – student receives more than £6,000 (or 13.5 hours) of funding (not including school budget share), or has applied for High Needs Block Funding
- Special, PRU and ARP students – student receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).
- To confirm whether a 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.**

Early Years Pupil premium (EYPP)

DfE: *Children in receipt of EYPP in census week should be recorded with early years pupil premium receipt equal to 'true'.*

Record start and end dates
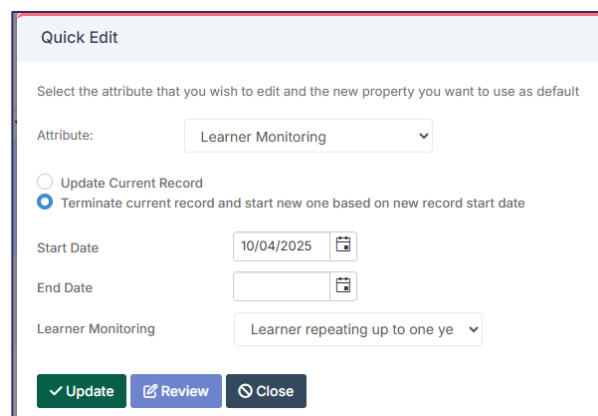
Learner Funding and Monitoring

DfE: *For the school census, tutoring is defined as intensive one-to-one or small group targeted academic support, used to improve the attainment of pupils and students. This is in line with existing definitions in the education sector.*

Schools should only report tutoring that is funded through the school. The tutoring may be delivered through use of the school's resources and staff, or through the use of external providers.

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

Where students' 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. These students must only make up a small percentage of the total 16 to 19 student cohort.

You must record all eligible pupils repeating all or part of their year in your school census return.

Learner Support (Bursary Funding)
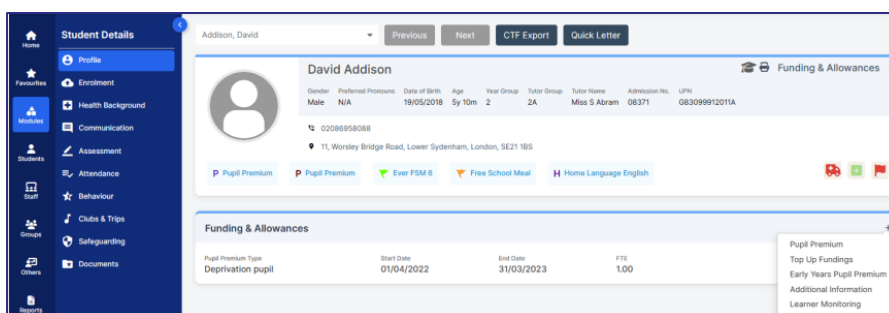
 (16-19 year olds)

DfE: *The learner support code is collected for all pupils who have been awarded bursary funding in the current academic year. This may include pupils who have left the school since the start of the academic year. For dual-registered pupils, the school holding the main registration for the pupil is responsible for awarding the bursary fund and return the required data.*
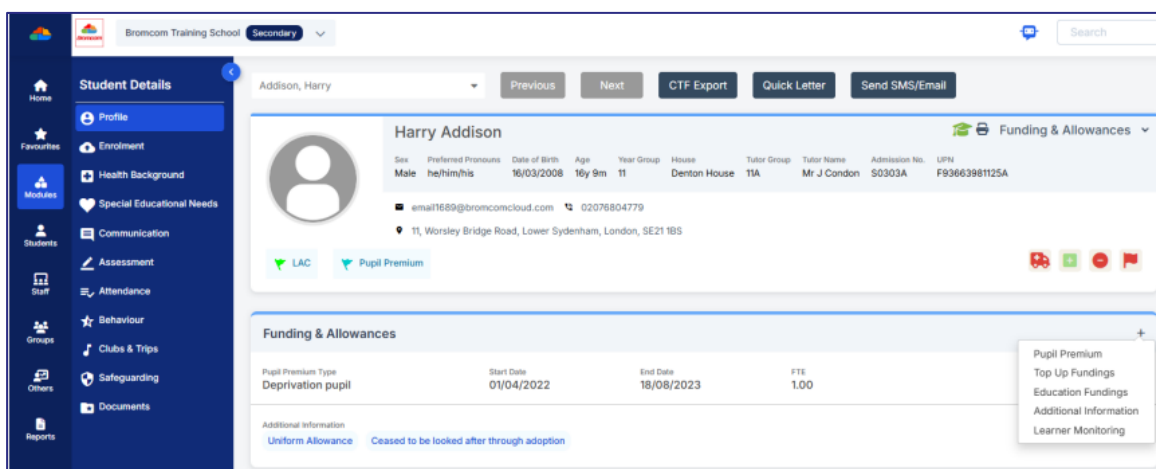
Individually this can also be done via **Student Profile / Funding & Allowances** to see tabs for choosing Top Up Funding, EYPP, Education Funding or Learner Monitoring

Student Profile Funding and Allowances **Primary view**:

Student Profile Funding and Allowances **Secondary View**:
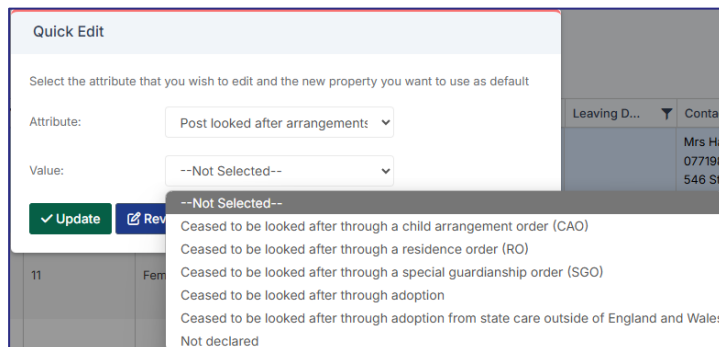
Post Looked After Arrangements

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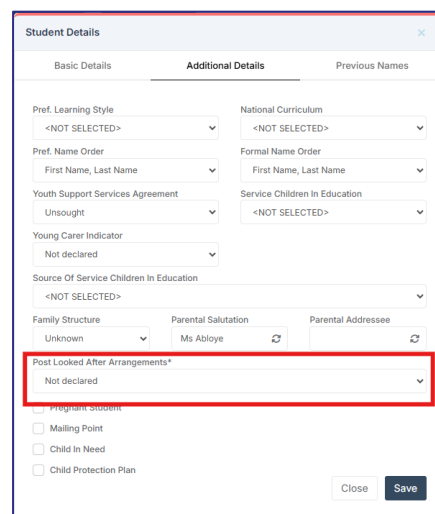
The values available for selection enable schools to indicate which students were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.

Student records can be updated either from the Student list Actions / Quick Edit

Alternatively enter the Edit pencil on a student's profile

NOTE: Evidence is not collected in the School Census return

but should be obtained as proof of DfE/Ofsted compliance.

Early Years Funding
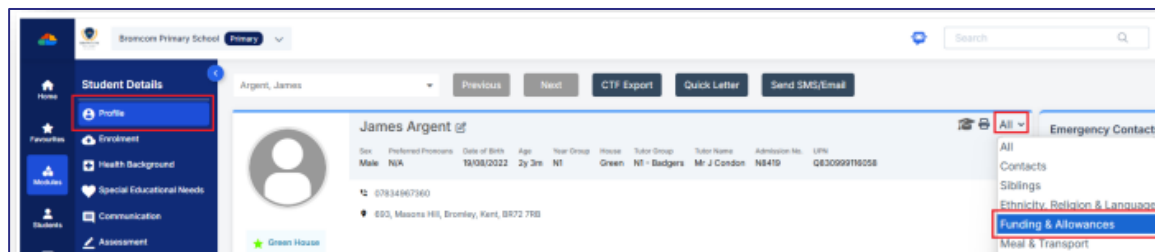
The following items are collected:

- **Hours at Setting** *(ie. the **total** number of **all** hours at setting)*
- **Funded Hours** *(the **total** number of (universal funded (free) hours at setting)*
- **Disability Access Fund (DAF)**
  (applicable if the child is in receipt of disability living allowance and received funded hours)
- **Eligibility Code**
  (where applicable, obtained from HMRC by parents who meet extended or expanded funding criteria)
- **Extended Funded Hours**
  (up to 15 additional hours for children who are 3 & 4 year olds as at 31.08.2025 - must have an eligibility code)
- **Expanded Funded Hours**
  (up to 15 hours for children who are 9 months - 2 year olds as at 31.08.2025 – must have an eligibility code)

Basis of Funding, Receipt of Extended/Expanded hours, 2-Year-Old Basis for Funding and Disability Funding Indicator

Primary and All Through schools should be recording the above items of data for their students for funding purposes. Go to **Students / View / Student Profile / Funding and Allowances / Additional Information**.

This information can also be entered directly on the School Census.

The Basis of funding should be selected from the options shown

The **Disability funding indicator** is derived from Students who have a valid check against both of:
• The child is in receipt of child disability living allowance.
• The child receives free early education.
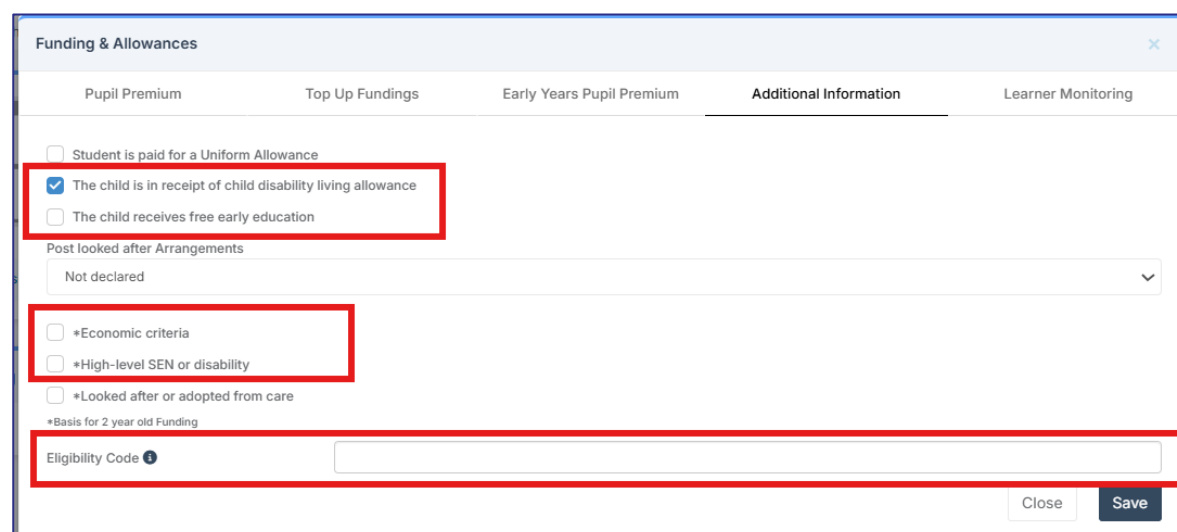
The **Eligibility Code indicator** is an 11-digit integer that is required for students who claim extended or expanded funded entitlement hours.

This applies to all eligible 9-month-olds to 3-year-olds and those students aged four in year groups 'E1', 'E2', 'N1' and 'N2' only, who are on roll on census day.

The code confirms the eligibility of working parents to receive the fifteen extended funded entitlement hours, or the fifteen expanded funded entitlement hours. This is particularly important as parents may split this entitlement between two providers.

To add an Eligibility Code, this can be entered in the Student Record via: **Profile / Funding & Allowances / Additional Information**

The hours at setting are returned from within the School Census.

1. Early Years Date of Birth Matrix

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Func	Expanded Hours	EYPPR	2 Year basis for funding
before 31/08/2020		5	N	N	N	N	N	N
01/09/2020 - 31/12/2020	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/01/2021 - 31/03/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/04/2021 - 31/08/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/09/2021 - 31/12/2021		3	Y	Y	Y	N	Y	N
01/01/2022 - 31/03/2022		3	Y	Y	Y	N	Y	N
01/04/2022 - 31/08/2022		3	Y	Y	Y	N	Y	N
01/09/2022 - 31/12/2022		2	Y*	N	Y	Y	Y	Y
01/01/2023 - 31/03/2023		2	Y*	N	Y	Y	Y	Y
01/04/2023 - 31/08/2023		2	Y*	N	Y	Y	Y	Y
01/09/2023 - 31/12/2023		1	N	N	Y	Y	Y	N
01/01/2024 - 31/03/2024		1	N	N	Y	Y	Y	N
01/04/2024 - 01/08/2024		1	N	N	Y	Y	Y	N
01/09/2024 - 30/11/2024		0*	N	N	Y	Y	Y	N
01/12/2024 - 31/03/2025		0	N	N	N	N	N	N
01/04/2025 - 30/06/2025 and after		0	N	N	N	N	N	N

Y* = subset of disadvantaged 2-year-olds may be eligible for funded hours.

4* = 4-year-old in E1, E2, N1, N2 only.

0* = 9 months old.

NOTE: In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and 15 hours of working parent entitlement.

Chapter 2   Post 16 Learning Aims

Introduction

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

If not relevant to your School, please go the Chapter 3 – Generating the School Census.

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 as well as those that are started or continued during the academic year 2024/2025. Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period (01/08/2024 to 02/10/2025). 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 regulations for post-16 provision 2024 to 2025 - GOV.UK (www.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

Please take the time to double check the setup of your Learning Aims as THIS WILL AFFECT YOUR FUNDING.

What Post 16 Data is Collected?

The following Post 16 information is collected in the School Census Autumn 2024 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

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

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.

Funding and Monitoring

• Student in receipt of Tutoring

• Student repeating Post-16 year

NOTE: All Learning Aims are collected regardless of their duration, provided the dates are within the collection period, i.e., from 01/08/2024 to 02/10/2025, except for T Levels from 01/08/2023 to 31/07/2025.

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.

Resit, or retaking, full or part academic year funding

- Where students' 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. These students must only make up a small percentage of the total 16 to 19 student cohort.

- Where a learner is repeating a year 13 study programme, the DfE expects the study programme and learning aims for the repeat year to be reported separately to the learners' previous study programme and learning aims. (This funding is not applicable to T-level or Foundation T-Level programmes.)

- You must record all eligible pupils repeating all or part of their year in your school census return.

- Students in Year 13 who are repeating Year 12 with the same subjects should be reported as continuing these learning aims, those who are taking different subjects should be withdrawn from the previous year's learning aims and new ones started.

Data items collected:

- Funding and monitoring code
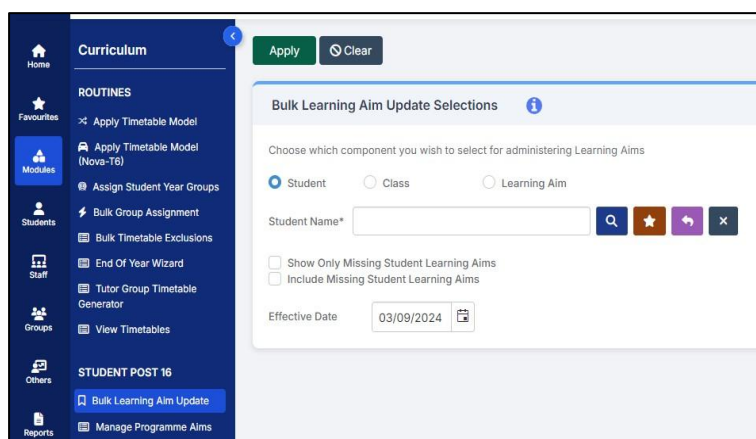
The list of pupils would be restricted to those who are on roll on the relevant census reference date plus pupils who left between 01/08/2025 and the relevant census reference date (inclusive).

Post 16 Data Preparation

Based **on current DFE Advice Learning Aims** are for **Post 16 Students only**, namely students in NC Year Group 12 and above.

Any Learning Aims attached to other Year Groups can be **deleted in bulk** via **Modules / Curriculum / Bulk Learning Aim Update**

- Each Post 16 class should have at least one **Learning Aim** associated with it, either directly within its own class definition from **Groups / Teaching Class** or via its association with a course that has a learning aim from **Groups / Course**.

- The students will be assigned to these **Learning Aims** as part of their membership to the class.

Student **Learning Aim** details can then be double checked and edited in various places, the main one that you should use at this time of year would be the **Bulk Learning Aim Update** page from **Modules / Curriculum / Routines / Bulk Learning Aim Update.**

- On this page you can select by **Student, Class,** or individual **Learning Aim**. The information related to the choice will then be displayed and you will be able to double check and amend the detail of **Learning Aim** start date, end date, **Learning Aim** status and others.

- If a student is on a **two year course of study**, then the current status of their **Learning Aims** is **likely to be continuing** during their first year of study and, dependent on the timing of the Census, continuing or completed during their second year of study.

- Additionally, any student who is undertaking a traineeship as part of their **Learning Aim** should have this indicated via the trainee check box against the learning aim.

See How to Manage Learning AIMS.

Student Learning Hours

The **Autumn Census** expects you to include **Learning Hours** in your return. These are the expected **Planned Qualification** hours and **non-qualification** hours that a student will be expected to be undertaking as part of the coming curriculum year.

We recommend that you set these times up at the **course level** from **Groups / Group Type = Course / View /** to then use this information to cascade down to the students that are members of the classes associated to the course.

Then go to **the Learning AIM Details** panel and enter the required information and click Save.

To perform the cascade from **Course to Class to Student**, or any other amendment or addition of Learning Hours to students on courses or otherwise, you should go to **Module / Census / Routines / Learning Hours Maintenance**

Select the **Academic Year** you wish to work within from the dropdown and then select the **Students** whose **Learning Hours** you wish to maintain by clicking the blue find button to open the Student Selector List
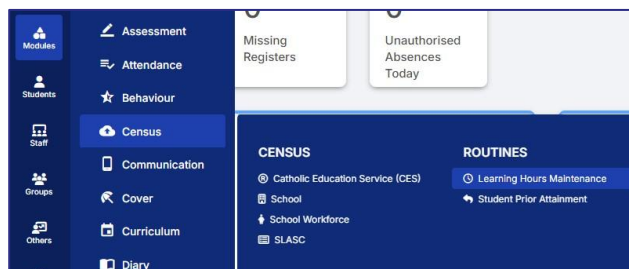
As this is a post 16 data item you are most likely going to be selecting your year 12 and 13 Students.

Once you have selected the **Academic Year** and **Students** click **Go.**
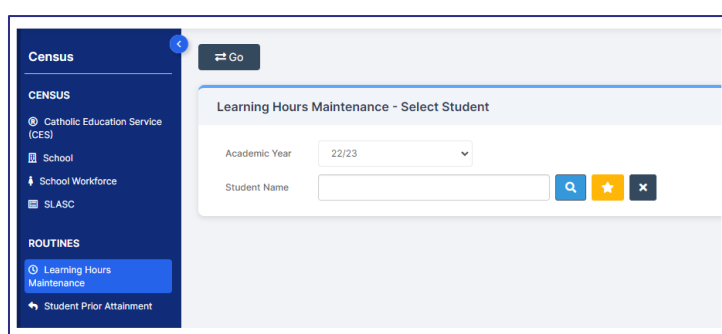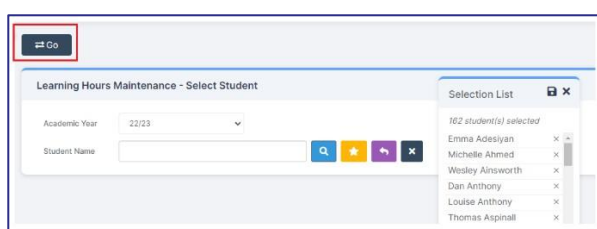
You can then use the tools on the **Planned Learning Hours Maintenance** screen to update the data from the student's courses (**Calculate** button) and then to manually amend any exceptions or deviations from the standard. Once this is saved it will then be retrievable by the Census processes and included in the **Autumn Return**.

Programme Aim

There are 3 types of 16-19 programmes:
- **Study programme** (including traineeships)

- **T Level transition** programme (for those students who will move on to a T Level but need targeted support to prepare them for T Level study)

- T Level

The programme aim captures information about the whole program. Therefore, **the start and end dates** reflect the overall programme duration, and the completion status reflects whether all the components in that programme were completed or not

Programme Type

The Programme Type indicates the type of Programme each Learning Aim belongs to. This should be the **same type** as selected for the **parent Programme Aim** now that they are linked.
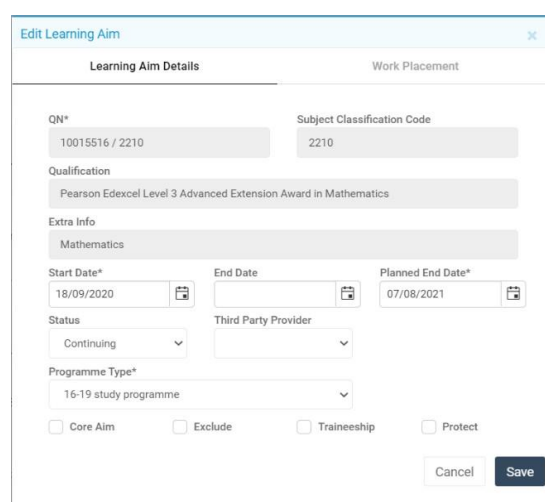
This is important to include as the data will be used to determine funding for post 16 students as well as exemption from funding criteria for those students who have achieved an equivalent recognised qualification

Note: The Learning Aim cannot be attached to the Programme Aim if the Programme Type is different
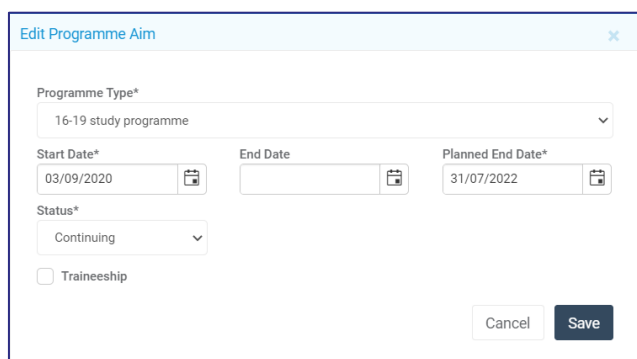
The process of assigning a Student to Programme Aims can now be performed EITHER in bulk via **Modules / Curriculum / Manage Programme Aims**
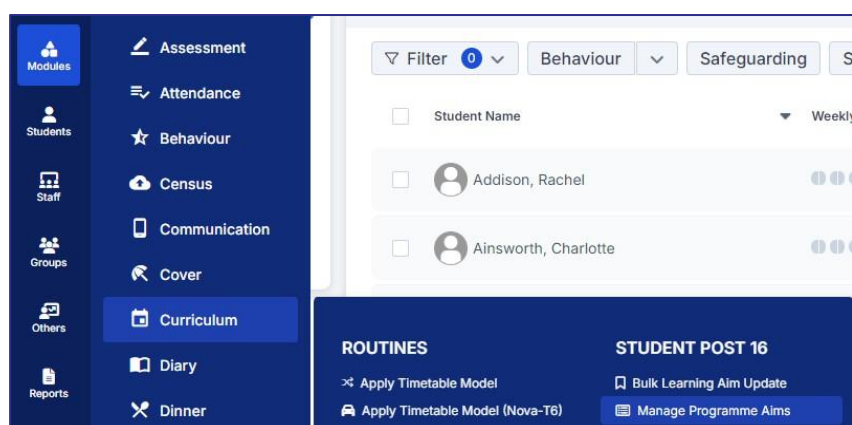
OR individually you will be able to add the **Programme Aim** and the **Programme Type** from within the Student Profile under **Enrolment / Programme Aim and Learning Aims.**

Student Prior Attainment

The **Autumn Census** also requires the inclusion of the student's **prior attainment in English and Maths GCSE** or equivalent qualifications.

Student **Prior Attainment** is required for 2 years. Current and previous year.
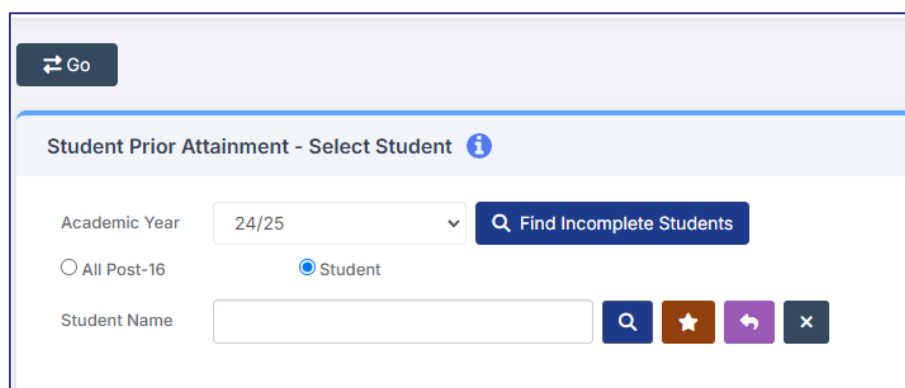
The table below outlines the **Data required**.

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
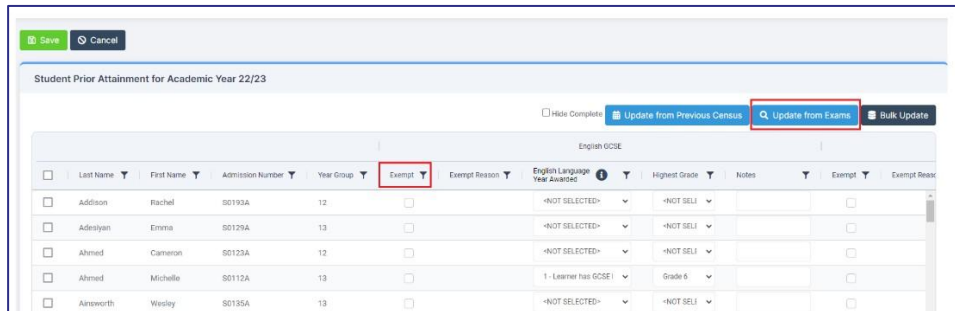
To administer this information, go to **Modules / Census / Routines / Student Prior Attainment.**
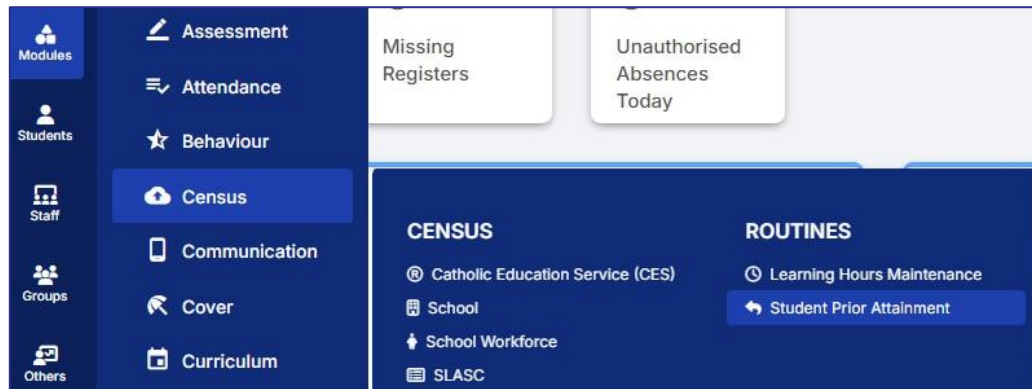
Then EITHER choose **Students** and select the Student you want to administer with the **blue find icon** OR choose **All Post 16** and then **Go.**

Preparing and Producing the 2025 Autumn Census Return in Bromcom

Then either edit their data directly to include their qualifications or, as is preferable, use the top right **Update from Exams** button which will retrieve student qualifications from the student exam results information.

Note; Update from Exams is only going to work if the Student was a Candidate at the school while in Y11 – if they're a NEW Y12 Student, this won't get anything.

Update from Previous Census is useful for your Y13 Students who returned this information last year.

If a student is **Exempt** from the requirements for funding in either English or Mathematics, then check the **Exempt** box against the appropriate subject and enter a reason for exemption.

Chapter 3   Generating the School Census Summer Return

Introduction

In this chapter, we will be looking at generating the School Census and each of the individual areas within. It may not be the same person carrying out this task who has been responsible for checking student data.

It is possible to create more than one return, enabling you to carry out 'dry runs' so that you can check what data needs to be added or updated prior to census day.

Census Return "Dry Run"
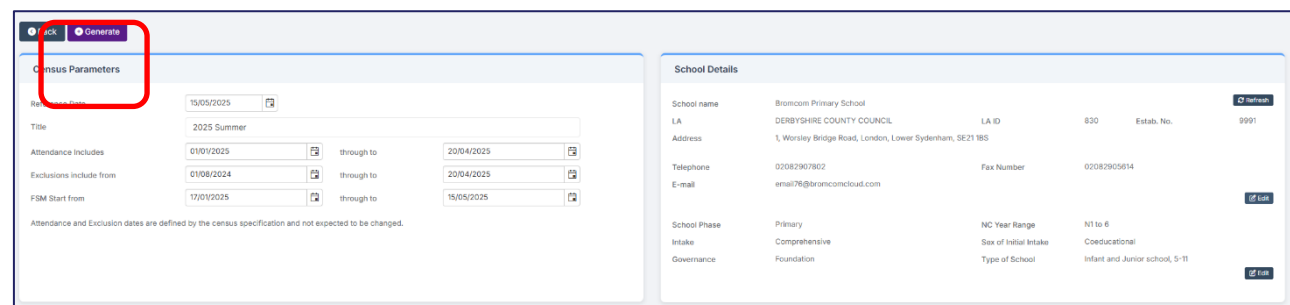
To enable schools to refer to the in-built Census reports, schools should carry out a 'dry run' prior to census day.

Modules / Census / School

Select **New**
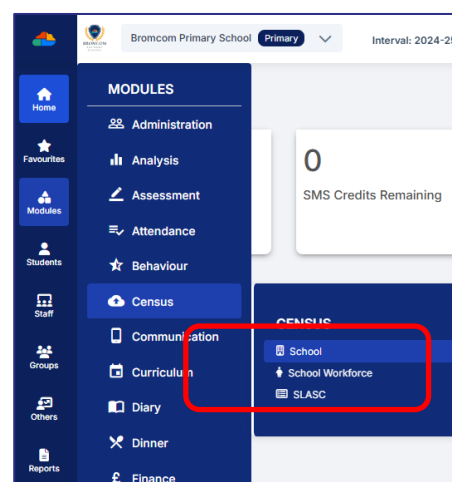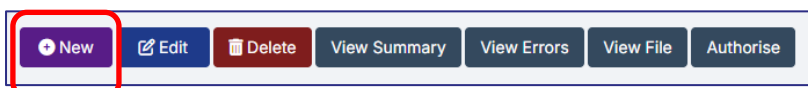
The School Details are editable if not correct. Click the **Edit** buttons, which will take you to either **Core Details** or **Characteristics. If you do make any changes to your Core Details or Characteristics, remember to Save.**

Select the purple **Generate** icon

This will then populate two further panels in the Summer Census (depending on your school phase):

PRIMARY VIEW

Early Years Funded Hours

This panel needs to be filled in. Funded Hours needs to be collected for Students aged 2, 3 and 4 from all schools with pupils of these ages except City Technology Colleges and Non-Maintained Special.
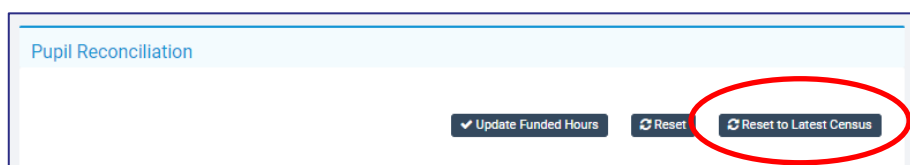
Early Years Funded Hours and Hours at Setting (Primary and All Through Only)

Primary Schools with Early Years provision will need to fill in the Student Reconciliation panel for Early Years Childcare hours.

See Page 30 Early Years Date of Birth Matrix

Please note: hours are recorded to two decimal places, **see Appendix B Decimal Table Conversion**

If you have used **Save and Validate** on a previous Census, when running a new Census, you will have an option on this Panel for "**Reset to Latest Census**" which will enter the Hours set in the previous Census – so you do not have to enter them all again.
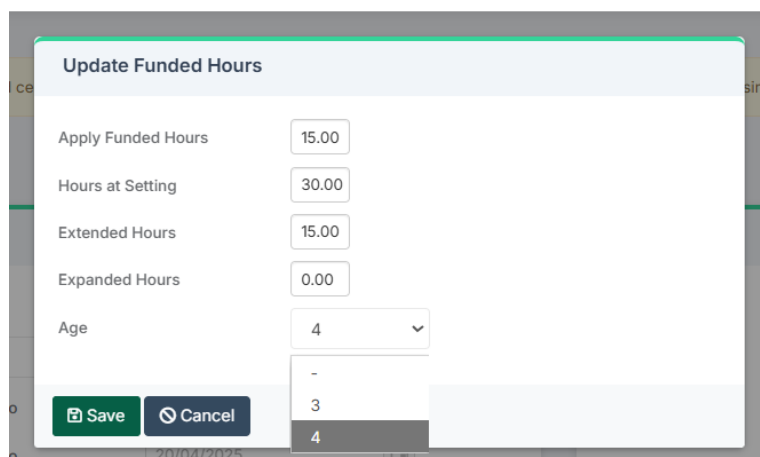

To apply in Bulk –

1. Click on **Update Funded Hours to** apply the **Funded Hours**, **Hours at Setting and Extended Childcare Hours** to the relevant **Age** group.
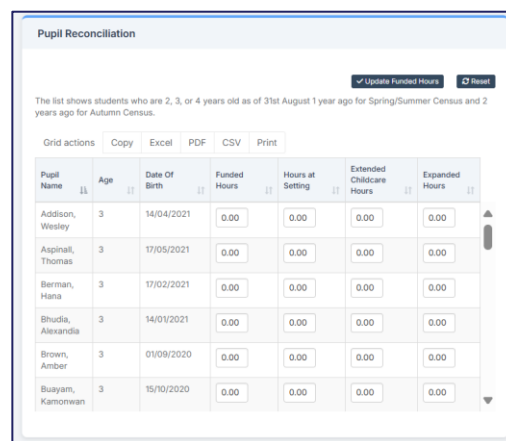
2. Once completed click the **Save** button.

3. Users will now need to **repeat this process** for the remaining Age groups.

4. When completed, **Funded Hours** and **Hours at Setting** will be populated with information against each of the students.

5. If required, individual Student hours can be edited by clicking on the individual cell and overtyping with a new value.

Important:

2 Year Olds - Funded Hours + Expanded Hours MUST = Hours at Setting
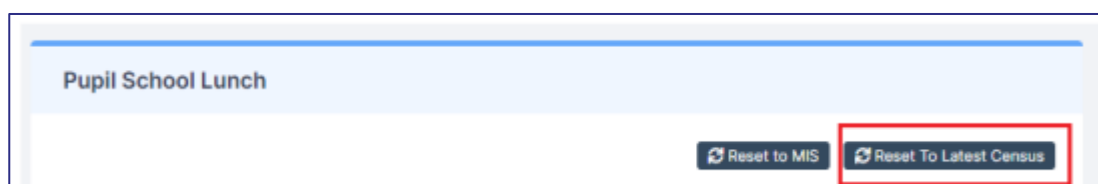
3- & 4-Year Olds – Funded + Extended Childcare Hours MUST = Hours at Setting

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Infant School Lunch (Primary and All Through Only) (UIFSM)

For schools using the Dinner module, the **Lunch Taken** column may already be populated with information indicating the students who took (or are expected to take) school lunch on the date of the Census.

Confirm your **Dinner Numbers** on Census Day for this information to populate. **Only students who actually took a school lunch should be recorded on the final return.**

For subsequent generations of the Census file within the same term, click the **Reset to Latest Census** button to retrieve the edited data from the previous Census file. This prevents users from having to enter the data repeatedly for subsequent runs of the Census within the same term.

Clicking the **Reset to MIS button** will restore the information in this panel to the condition it is in within the MIS before any user adjustments were undertaken.

If you are not using the Dinner Module,

1. Enter a tick against all the students who have taken a school lunch on Census Day.

   It may be quicker for you to bulk tick all the students using the tick box option on the Lunch Taken Column Header, then deselect Students that did not take lunch. This information will also be used to derive the Universal Free School Meal Information.

Validate the Census

Users will now need to Validate the Census by clicking on the Save & Validate button. This will Generate the Census file and run the Validation process that will in turn identify if there are any errors or queries with your return.

Please note: This validation process may take a while so please bear with it and wait for the process to complete.

You will now be returned to the Census page. You will be able to see the file that has been generated and have the following options available to you.
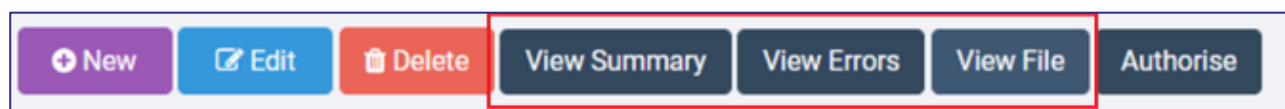
- **View Summary** – This gives you the summary page for the Return. You may want to print this off and use it as a starting point to check your data.

- **View Errors** - This shows you any errors or queries that the validation process has found. You can access a full list of errors and queries in the Bromcom School Census Error Resolutions 2025 Guide available on the Bromcom Support Centre.

- **View File –** This gives you the option to view and save the Census XML file. You will not need to do this until you are ready to send the return to the LA or upload to Collect

Working within the Error Details Screen

Errors will need to be corrected before authorising and submitting the return.

Select the relevant return and click the **View Errors** button

The Error Details screen has two distinct areas to it. **Census Return Summary** and **Errors and Queries Data Grid**

Census Return Summary Area

The Census Return Summary Area displays the Summary Information for your selected Return, most importantly it clearly **identifies and updates** the Number of **Currently unresolved** errors queries. This is not editable, but the numbers should change upon each **Save and Validate** after correction of data.

Errors and Queries Data Grid

The Errors and Queries Data Grid clearly identifies each Error and Query row by row.

Searching the Data Grid:

- Use the right-hand scrollbar to move up and down through the Errors.
- Each column can be sorted using the Sort Arrows in the bottom right of each column header.
- Use the top right Search box to search for any items in the Data Grid. The Data Grid will update automatically as you type and will now display the entered information only. This can be used to search by Student, Tutor Group or Error/Query Number.

Export, Copy or Print the Data Grid:

- Click on the top left Grid Actions to either Copy, Export in either Excel, CSV or PDF or Print the Data Grid

Dealing with Errors and Queries:

Within the Grid, it is possible to link directly to the MIS Page where the Error/Query can be resolved; this is possible for all those Errors/Queries where there is a Magnifying Glass icon.

- Click on the Magnifying Glass icon to link to the required MIS Page to deal with the Error or Query, this page will open in a new window.
- From any new window opened via the link, correct the Error/Query, then Save and close that window.

Marking an Error or Query as Resolved:

There is no Refresh option in this grid and therefore, it is advisable that you mark each Error and Query you deal with as **Resolved**; this will make it easier to track those Errors and Queries you still need to deal with.

- To change the Status of an Error/Query, click on the Unresolved icon
The Error/Query will change to the Resolved icon and the row will highlight green

Tutor Group	Year Group	Student Name	Detail		
13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖
13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, Male A valid SEN type must be provided for pupils with a SEN provision = K or E.		✔
13B	13	Bailey, Andrew	UPN: Q204639814056. Name: Bailey, Andrew. Date of Birth: 2003-05-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖

- Users can change a Resolved Error/Query to Unresolved; to do this click on the Resolved icon which will now toggle back to Unresolved, removing the green row highlight as well.

IMPORTANT: For the Resolved Error/Query to be removed from the list you would need to generate a new Census and remember to use save & validate for the errors/queries to update/clear.

Running Census Reports in Bromcom

To run Census Reports you must first have generated a Census

There are several reports for checking student data available within Bromcom.

Before authorising the return, it is best practice to run these reports and pass over to the relevant member of staff with responsibility for that area to check.

Example reports for checking Summer Census data follow:

When these reports are selected ensure that you are running the report for the very latest Census return and if you have generated more than one, remember to select the appropriate census.

Reports / Census / Attendance Details Report

This report is best taken out to an excel document as it runs over two pages.   Use this to check the expected number of termly sessions per student.

Reports / Census / Address Details Report

Reports / Census / Exclusions Report

Reports / Census / Free School Meals Report

Reports / Census / On Roll Students Report

The last three columns in this report are no longer collected in the School Census

Reports / Census / SEN Details Report

Reports / Census / Student Funding Detail Report

This report that may be more useful to users in .csv format to enable filtering on each column for checking.

Summary Report

Select the appropriate return (if more than one has been generated) and click **View Summary**. This will download the summary report in HTML version. Which can be viewed/printed to check data, ensure your Head Teacher checks the Summary Report before the Census is Authorised.

IMPORTANT: It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your Local Authority / DfE may request that a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher and sent to the Local Authority or DfE when the return has been authorised.

School census collection: su~~mm~~er 2025

Version 2024.2.1 - Updated: 2024-12-

EXAMPLE

There are 37 errors and 250 queries.

Table 1: School characteristics [ALL schools]

Summary for: Bromcom Primary School
Local authority code: 830
Establishment number: 9991
Telephone number: 02082907802
Email address: email76@bromcomcloud.com
Phase: PS
Type: 18
Governance: FO
Intake type: COMP
Lowest national curriculum year group: N1
Highest national curriculum year group: 6

**Table 2: Pupils on roll by age and sex [ALL schools]**

| Age as at 31 August 2024	Date of Birth	Full-time			Part-time			All
		Male	Female	Total	Male	Female	Total	Total
19 or over	31/08/2005 or earlier	0	0	0	0	0	0	0
18	01/09/2005 - 31/08/2006	0	0	0	0	0	0	0
17	01/09/2006 - 31/08/2007	0	0	0	0	0	0	0
16	01/09/2007 - 31/08/2008	0	0	0	0	0	0	0
15	01/09/2008 - 31/08/2009	0	0	0	0	0	0	0
14	01/09/2009 - 31/08/2010	0	0	0	0	0	0	0
13	01/09/2010 - 31/08/2011	0	0	0	0	0	0	0
12	01/09/2011 - 31/08/2012	0	0	0	0	0	0	0
11	01/09/2012 - 31/08/2013	0	0	0	0	0	0	0
10	01/09/2013 - 31/08/2014	24	20	44	0	0	0	44
9	01/09/2014 - 31/08/2015	23	27	50	0	0	0	50
8	01/09/2015 - 31/08/2016	12	13	25	0	0	0	25
7	01/09/2016 - 31/08/2017	29	33	62	0	0	0	62
6	01/09/2017 - 31/08/2018	22	25	47	0	0	0	47
5	01/09/2018 - 31/08/2019	11	10	21	0	0	0	21
4 (8 - 11 months)	01/09/2019 - 31/12/2019	13	14	27	0	0	0	27

Authorise and View Census File

Once users have dealt with ALL the Errors and are happy with any of the outstanding Queries it is IMPORTANT TO RE-RUN THE CENSUS.

Generate a new Summary report if necessary.

Then click on the appropriate Return and click the Authorise button. Generate a new Summary report if necessary.

| New | Edit | Delete | View Summary | View Errors | View File | **Authorise** |
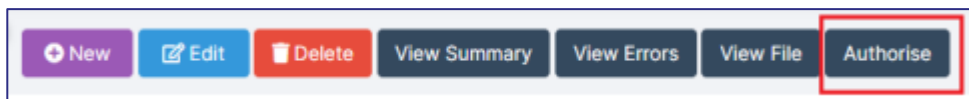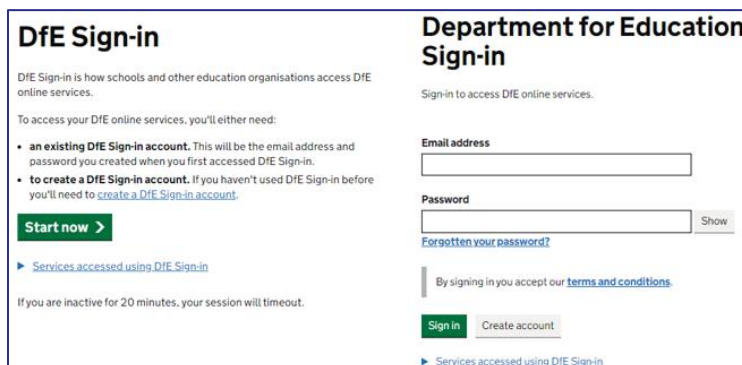
- This will convert the Census Return file into the correct format (XML) to upload to the Collect website.

- There may be multiple Authorised files; each will be date stamped to help distinguish which file to submit.

- The file is now ready to be exported, which can be done by clicking on the **View File** button. This will export a copy of the file to the downloads folder on your machine, ready to be uploaded to collect

| New | Edit | Delete | View Summary | View Errors | **View File** | Authorise |
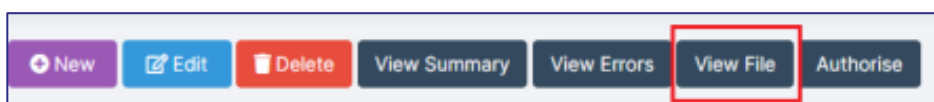
Submitting the Authorised Census Return to DfE Collect

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 Business Intelligence – Children's and Traded Services Team for support uploading the census to DfE Collect.

- Refer to previously published guidance issues by Business Intelligence – Children's and Traded Services Team for detailed instructions for DfE Collect.

- Refer to Business Intelligence – Children's and Traded Services Team 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 the green button.

2. Enter your email address and password then click the green button.

3. Click **Collect.**

Delete an Unauthorised Census Return
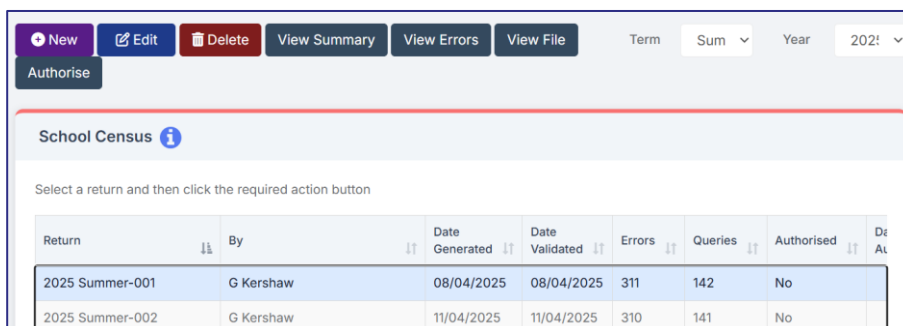
NOTE: An **authorised** School Census return **cannot** be deleted.

The delete routine can be used to remove unwanted returns, eg. dry runs. This can be done at any time prior to authorisation.

During the course of producing a return, a number of copies of the return may have been made, eg. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required.

This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

Highlight the unwanted return and click **Delete**

Appendix A   Dates of Birth/Year Group for Students in 2024/25 Academic Year

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	01/09/2021to 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 Decimal Table Conversion

Decimal Conversion Table

Min	Dec		Min	Dec		Min	Dec		Min	Dec		Min	Dec		Min	Dec
1	0.02		11	0.18		21	0.35		31	0.52		41	0.68		51	0.85
2	0.03		12	0.20		22	0.37		32	0.53		42	0.70		52	0.87
3	0.05		13	0.22		23	0.38		33	0.55		43	0.72		53	0.88
4	0.07		14	0.23		24	0.40		34	0.57		44	0.73		54	0.90
5	0.08		15	0.25		25	0.42		35	0.58		45	0.75		55	0.92
6	0.10		16	0.27		26	0.43		36	0.60		46	0.77		56	0.93
7	0.12		17	0.28		27	0.45		37	0.62		47	0.78		57	0.95
8	0.13		18	0.30		28	0.47		38	0.63		48	0.80		58	0.97
9	0.15		19	0.32		29	0.48		39	0.65		49	0.82		59	0.98
10	0.17		20	0.33		30	0.50		40	0.67		50	0.83			

Appendix C 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**	SIMS Technical related issues (Patch releases)	01296 383500 option 3 schooltst@buckinghamshire.gov.uk
Buckinghamshire LA Business Intelligence – Children's and Traded Services	**Sarah Sewell, Education Insight Lead**	Performance Analysis (SPA) system and other data analysis	01296 382640 Sarah.Sewell@buckinghamshire.gov.uk
		School Census Advice on Free School Meals	schoolcensus@buckinghamshire.gov.uk
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 Children Missing Education Team			childrenmissingeducation@buckinghamshire.gov.uk