Buckinghamshire Council

ICT SCHOOLS TEAM
MIS, Financial Systems and Technical Support
01296 383500
ictschools@buckinghamshire.gov.uk

Preparing and Producing Spring 2026 Census Return in Arbor

All Phases

Census Date:
Thursday 15th January 2026

Working in Partnership with

SIMS Approved Support Unit | Arbor Accredited Partner | ACCREDITED | Private Funds Manager From ISTEK UK LIMITED | SCOMIS Your ICT Partner

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

Revision History

Version	Change Description	Date
Version 2	Buckinghamshire Council ICT Schools Team edit Source: DfE, ICT Schools Team, Arbor	Dec 2024
Version 3	Buckinghamshire Council ICT Schools Team edit Source: DfE, ICT Schools Team, Arbor	Dec 2026

Preparing and Producing Spring 2026 Census Return in Arbor All Phases

Contents

Introduction **5**
DfE Collect - Deadline Upload and Submission Dates 5
Changes to the School Census Spring Return 6
Spring Census Return Key Dates: 6
EYPP (Early Years Pupil Premium) 6
Selected Time/Period 6
Setting Arbor Permissions 6
Check List 7

Chapter 1 Preparing School Level and Pupil Data for the School Census Return **8**
Introduction 8
Data Collected in Spring 2026 Census 8
School Level Data 8
Pupil/Student Data Collected 9
Checking National Curriculum Year Groups 9
Dry Run 10
Checking and Editing School Information 10
School Time 10
Information for Academies: 11
Childcare 11
Checking and Editing Student Level Information 15
Checking Student Details 15
Check Leaver Details 16
..... 16
Bulk Update 16
Contact Details 16
Postal Address 17
Identity 17
Assign UPN 17
Demographics 18
Update Student Funding Records 18
Top Up Funding, Disability Access Fund and all types of Learner Support & Funding (Secondary Phase) 18
Update National Tutoring Programme Hours (Funding & Monitoring / School Led Tutoring) 22
Update YSSA For Secondary Schools ONLY 23
Suspected Duplicates 23
Additional Pupil Checks 24
..... 24
Demographics 24
Checking Young Carer Status 26
Adding Young Carer status 26
Special Educational Needs Information 27
SEN Provision Type (for Schools with a Designated SEN Unit or ARP only) 27
Unique Learner Numbers (ULN's) (Secondary Phase only) 27
Alternative Provision Placements 28
Exclusions 29

Students | Attendance 30

Chapter 2 Producing the Spring 2026 Census 31

Introduction 31
Generating a Dry Run 31
Generating the Census on Census day 33
Unique Learners Code (ULN – Secondary Phase) 33
Further details you need to check or fill in on the Census 33
Overview 34
Meals - Universal Infant School Meals 34
Pupil Reconciliation 35
..... 37
Classes 37
Part-Time Students 40
Admission Appeals 41
Solving Errors or Queries 43
What's the difference between Arbor and DfE errors? 43

Chapter 3 Submitting The Census 45

Introduction 45
Checking your Census numbers in Arbor 45
Downloading Your PDF Census Summary 45
Downloading the census file 46
After The Census has been submitted. 46
Uploading to DfE Collect 46
Important Upload Information for Local Authority Maintained Schools and Academies 46

Appendix A Early Years Funded Hours Information 48

Hours at Setting 48
Funded Hours 48
Decimal Conversion Table 48
30 Hour Code and Extended Funded Hours 49
Disability Access Fund 49

Appendix B Buckinghamshire Council Useful Contacts 50

Introduction

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

- For **advice** or **queries** regarding the **funding implications** of each termly **census**, please contact the **Schools Management Support Team.**
- For assistance entering data into **Arbor**, please contact the **ICT Schools Team**.

Data collected includes general pupil characteristic information such as gender, free school meal eligibility, Special Needs, ethnicity, and language. Termly absence and attendance data are also collected and this contributes to the published School Performance tables. Data differs for phase and type of school for each census. Data is collected three times a year. Autumn (October), Spring (January), and Summer (May).

- **Autumn Census - Thursday 2nd October 2026**
- **Spring Census – Thursday 15th January 2026**
- **Summer Census - Thursday 21st May 2026**

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

Once completed the Census must be uploaded to the DfE via Secure Access portal (COLLECT).

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

Collect has reports available that should also be 'run' to ensure correct data. Further details of these reports can be found at the following website:

https://www.gov.uk/guidance/complete-the-school-census/check-your-data

MIS software has validation errors 'built in' which identifies any errors or unusual data. All errors should be corrected. Any errors or queries that cannot be rectified should then be noted on Collect upon upload. The link above also contains information on the acceptable 'notes' for each error.

DfE Collect - Deadline Upload and Submission Dates

CTST advise: *It is recommended to upload a file on COLLECT as soon as possible after census date, even if it is not complete, to check for additional DfE validation errors and queries not evident in Arbor.*

Schools/Academies where SMST are checking Census data:
Checking by Children's and Traded Services (formerly Schools Management Support Team)

LA Maintained Schools All	Friday 16th January 2026 @ 5.00pm
Academies -	Friday 23rd January 2026 @ 5.00pm
DfE Collect Direct:	
Academies – All – 1st Submission to DfE COLLECT Direct	Wednesday 11th February 2026
All Schools & Academies – DfE Final Submission	Wednesday 11th March 2026

Changes to the School Census Spring Return

Spring Census Return Key Dates:

Census day	15/01/2026
Attendance collected	from 01/09/2026 to 31/12/2026
Exclusions collected	from 21/04/2026 to 31/12/2026
AP Placements collected	from 02/10/2026 to 15/01/2026
Free School Meal Eligibility	from 03/10/2026 to 15/01/2026
Funding and Monitoring collected	from 01/08/2026 to 15/01/2026
Learner Support collected	from 01/08/2026 to 15/01/2026

EYPP (Early Years Pupil Premium)

This has been restricted to 4 year old's for all school phases apart from the Nursery School phase. This changes for School Census Spring 2026 and onwards so that the 4 year old restriction also applies to Nursery School phase.

This means that for School Census Spring 2026 onwards eligibility for EYPP is restricted to 4 year old's taught in years E1, E2, N1 or N2 for all school phases.

Selected Time/Period

The January School Census collects a 'snapshot' of information from SIMS based on a selected time on census day. The **selected time** is based on the **last digit** of your **DfE establishment number**:

Last digit of your DfE number	Selected time
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school

Setting Arbor Permissions

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

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

Check List

Complete	Before Generating a Dry Run
☐	**Check School Details** Check your recorded School Details by selecting School > School Details. Are all fields complete, and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).
☐	**(Spring Census Only) Check you've added Childcare details** Whether you provide childcare or not, add details to **School>School Details**
☐	**Alternative Provision (AP) placements** Record which students have had placements: Alternative Provision placement details
☐	**(Spring Census Only) School time for Weekly Hours Open** Add details to **School>School Details** and fill in **Weekly Hours Open**
☐	**Young Carer** Record which students are Young Carers from the Background section of their su
☐	**National Tutoring Programme** Have you added funding records and teaching hours? You can see how to add this to students here: National and School Led Tutoring funding and teaching hours
☐	**Check Exclusions** Have all suspensions been recorded?
☐	**Check New Student Details** Have all your newest students been added to Arbor? Is there anybody you know you need to chase for more information?
☐	**Check Leavers Details** Have all recent school leavers been recorded in Arbor? Student Profile > Enrolment (from the left-hand menu) > Click on Current Enrolment. In the slide over box select the orange 'Unenroll Student' and enter the leaving date, leaving reason and grounds for removal from the available options listed.
☐	**Resolve Duplicate Students** Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (School > Data > Data Quality Dashboard > Suspected Duplicates > Student).
☐	**Check for Data Gaps** Navigate to School > Data > Data Quality Dashboard to check and fill in any gaps in student data.

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

Introduction

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

Data Collected in Spring 2026 Census

The following information is collected for the **School Census Spring 2026 Return**.

School Level Data

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

Admissions Appeals (if applicable, ie. Academies, Voluntary Aided schools, etc.):

- **Infant**: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
- **Primary**: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
- **Secondary**: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.

Pupil/Student Reconciliation: part-time pupil/students not at school, private study pupil/students, pupil/students at another school, pupil/students on work experience and pupil/students at Further Education (FE) colleges.

Class Information: class name, number of teachers in class, number of teachers on planning and preparation time (PPA), number of adult non-teachers in class, class year group, class type, class key stage, class activity, number of pupil/students in the class from the host school, number of pupil/students in the class from other schools (guest pupil/students), reason for class size exception and number of pupils to which the class size exception reason applies.

Miscellaneous:

Free school meals taken: count for the number of pupils eligible for free school meals taken on the day.

Childcare provision on site, signposted off site childcare provision, type of childcare (eg. before school, after school, etc.), opening time and closing time, number of childcare places, childcare provider, other schools and number of weeks that the childcare provision is open.

Pupil/Student Data Collected

Pupil/Student Identifiers:

Unique pupil number (UPN) and former UPN, unique learner number (ULN), surname, forename, middle names, preferred surname, former surname, gender, and date of birth.

Pupil/Student Characteristics:

Ethnicity, first language, free school meal eligibility start date and end date, UK country in which the eligibility applies, school lunches taken (UIFSM), Youth Support Services Agreement (YSSA) indicator, service children in education indicator, top-up funding indicator, post looked after arrangements, funded hours, extended childcare hours, 30 hour code, disability access fund indicator, hours at setting.

Funding and monitoring: Funding and monitoring type, code, Tutoring, 16-19 Tuition Fund, Repeating Year post 16 year, Cumulative Hours for Tutoring from 01/08/2025 to 15/01/2026.

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

Special Educational Needs: SEN provision, SEN type ranking, SEN type for each SEN need, member of SEN Unit indicator and member of Resourced Provision indicator.

Alternative Provision Placement (02/10/2025 to 15/01/2026): unique reference number (URN), UK provider register number (UKPRN), setting type, placement reason, companies house number, alternative provision postcode, placement entry date, SEN provision at end of entry, placement leaving date, SEN provision at placement date of leaving, attendance pattern and sessions per week.

Exclusion Information (21/04/2025 to 31/12/2025): exclusion category, reason(s) for exclusion, exclusion start date, actual number of sessions from which the pupil/student was excluded, pupil SEN provision.

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

Attendance Information (from the start of the 2025 Autumn term to 31/12/2025):

Checking National Curriculum Year Groups

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

The table shows the Curriculum Year that students in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year 2025/2026). This table is provided for reference only.

Year Groups for Academic Year 2025/26		
Expected Year Taught In	**Date of Birth Range**	**Age Range**
		1 and under
N1	01/09/2022 - 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8

4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
14	01/09/2006 to 31/08/2007	18 - 19
	Before 31/08/2006	19+

Dry Run

A 'dry run' checks the data held in Arbor against the DfE validation requirements and the **validation errors summary** details the **errors** and **queries** that do not meet these.

An **error** is caused by either missing or inaccurate data.

A **query** highlights data that is unusual or not as expected, e.g. there are no students showing as having special educational needs.

No errors and queries do not always mean you are returning accurate data.

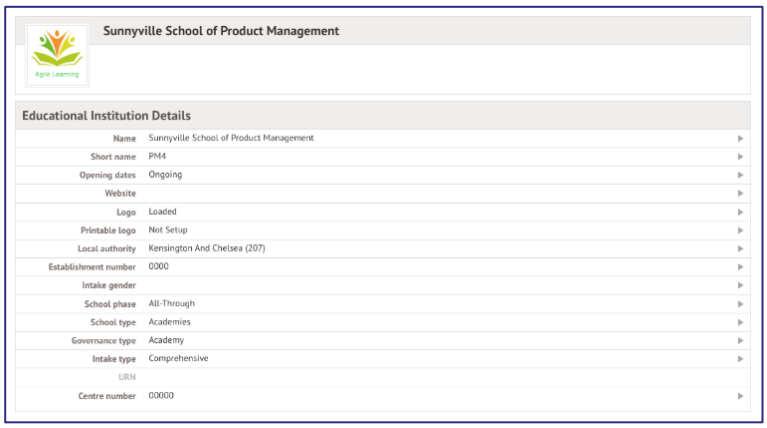
The reports contained within the **DfE Inspection Report** should be used to identify any errors that may require correcting using the information in this chapter.

Checking and Editing School Information

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

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

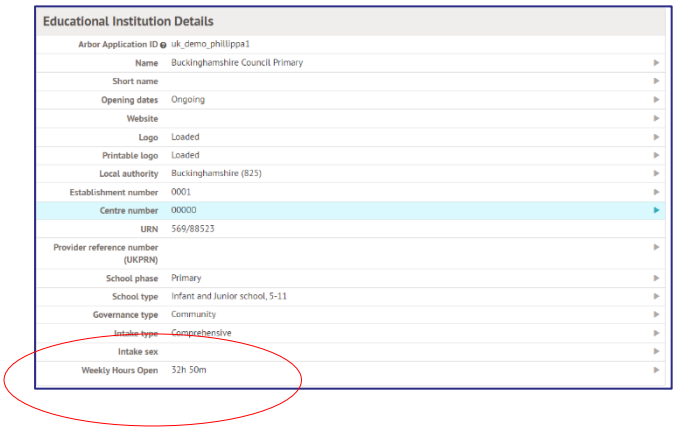
1. Ensure that the **School Type**, **Governance**, and **Intake Type** are displayed correctly.
2. **Add** or **amend** the school details, selecting from the drop-down lists where applicable.

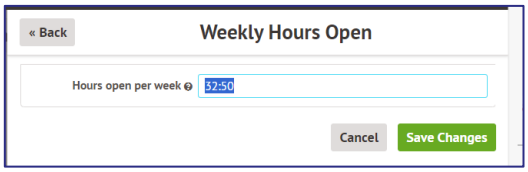


School Time

School time (inclusive of breaks and lunchtime) for a **typical 5-day week** will be collected from all schools.

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.)





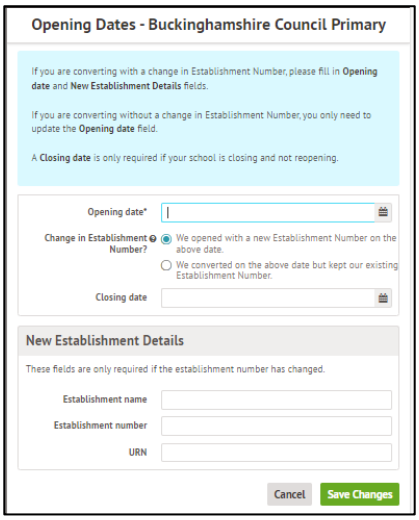
Information for Academies:

Academies should ensure that the following information is recorded, if applicable:

1. Click on **Opening Dates** and fill in the relevant information, as appropriate

2. Click on **Governance Type** and select **Academies** from the applicable drop-down lists.

   This information is used by School Census. If the DfE number has changed for sponsor-led Academies, historical information is not collected, and the date of arrival is reported as the date the DfE number changed.



NOTE: *The date the establishment's URN changed is used by other census returns.*

Childcare

School childcare details are collected annually in the School Census Spring return.

You must input this information into your site, even if you don't offer this type of childcare or any childcare.

There are four types of childcare that you have to provide information on:

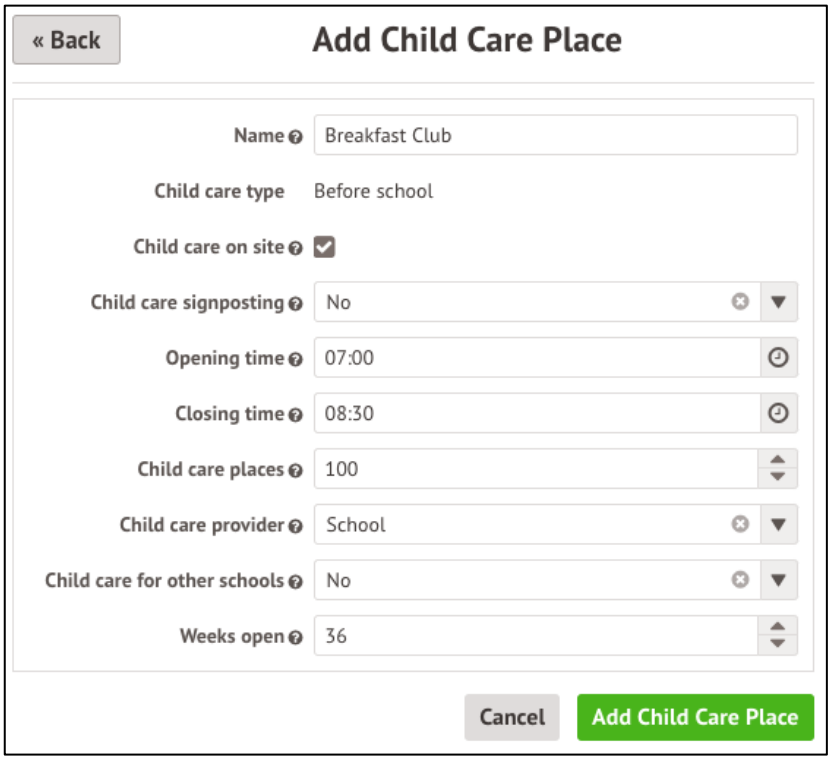
- B - Before school
- A - After school
- H - Holiday provision
- U - Nursery for ages 0-4 (for more than 9 hours/day, not a provision that is only available during school hours or where children can only attend for a morning or afternoon session).

1. For each type of childcare, you must add the type to the **Child Care Places** section by clicking **+Add**.

2. Select the childcare type, location and signposting, based on the following scenarios:

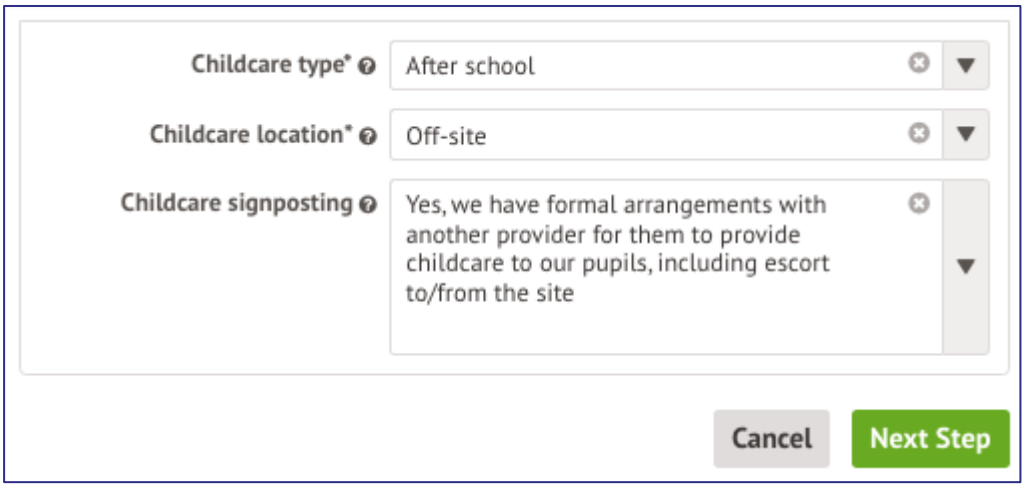
A. We don't provide this type of childcare

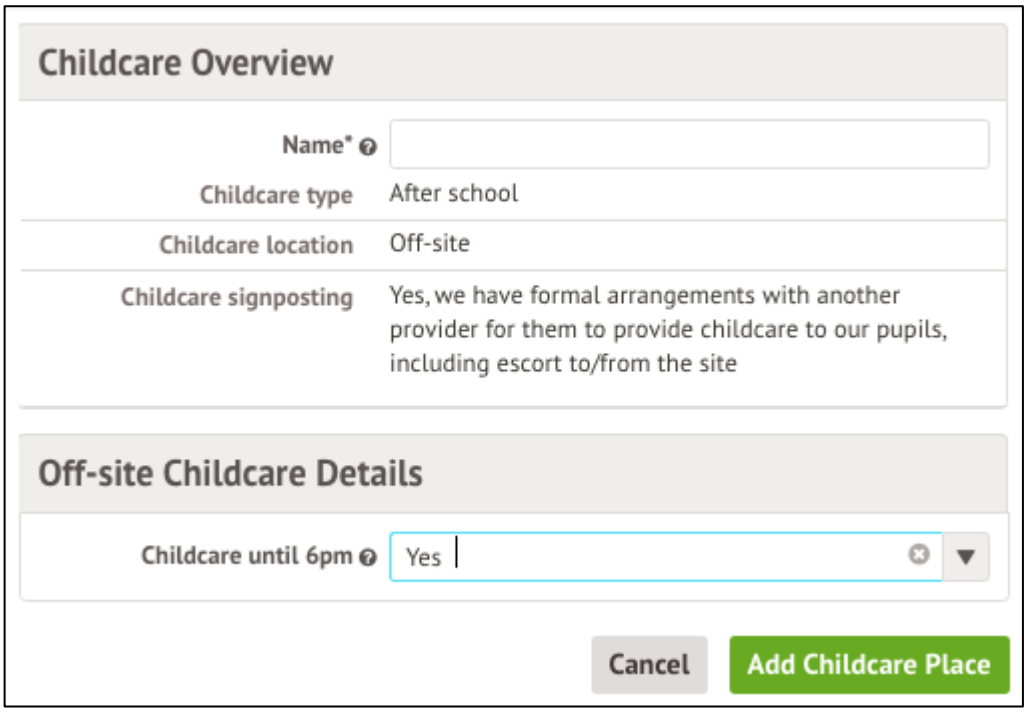
1. If you do not offer this type of childcare, set the **Childcare signposting** and **Childcare for other schools** fields to **No**, leaving the others blank.



B. Signpost this type of childcare:

1. Select the childcare type, location and signposting





2. Click **Add Childcare Place**.

C. Do provide this type of childcare

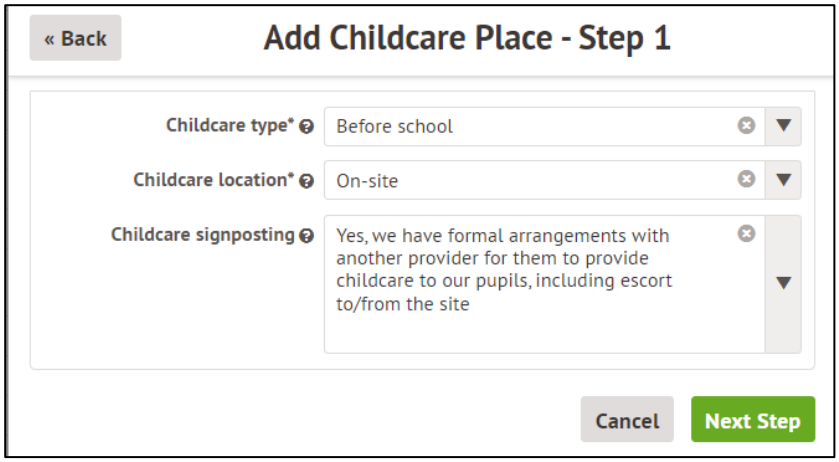
If you do offer this type of childcare, add the details specific to your school's situation.

Please note that this information will flag an error if you add it:

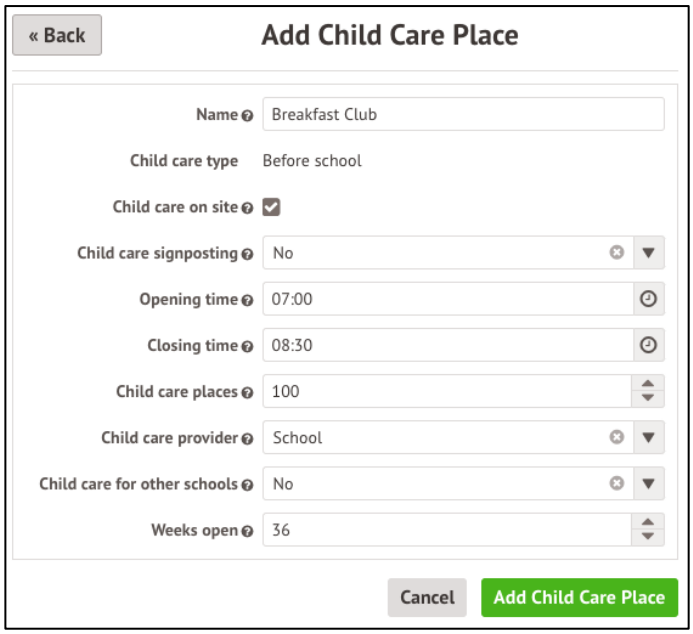
- **Closing Time for Before School Childcare** - The closing time is not needed as the school day will start whenever the club is set to end.

- **Opening Time for After School Childcare** - The opening time is not needed as the school day will end whenever the club is set to start.
- **Weeks Open for either Before or After School Childcare** - This is because the clubs will run during the school term so it will match the number of weeks that the school is open for.

1. Select the childcare type, location and signposting

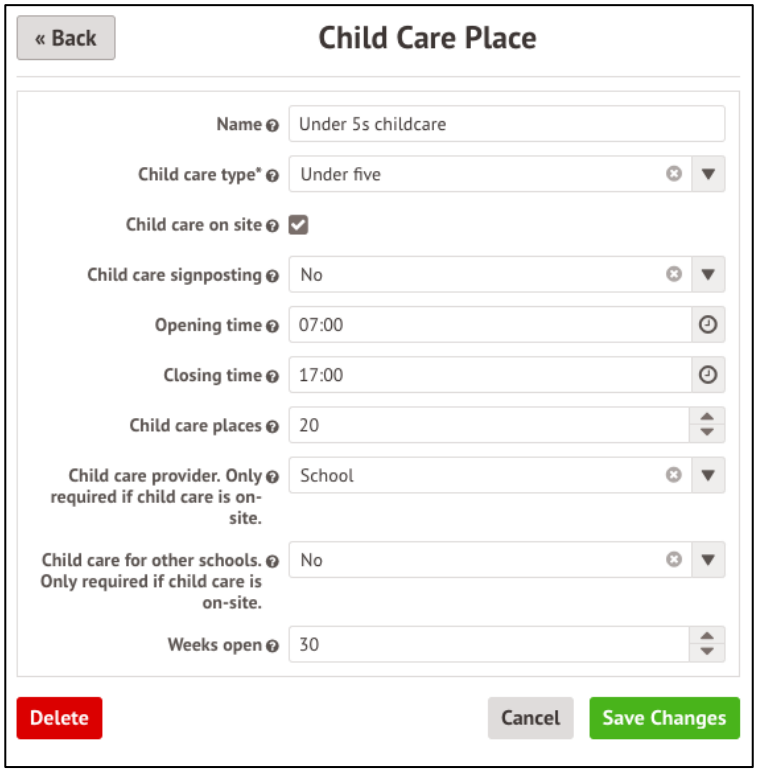


2. Click on **Next Steps**



D. Offers childcare for under 5s, and it is for more than 9 hours

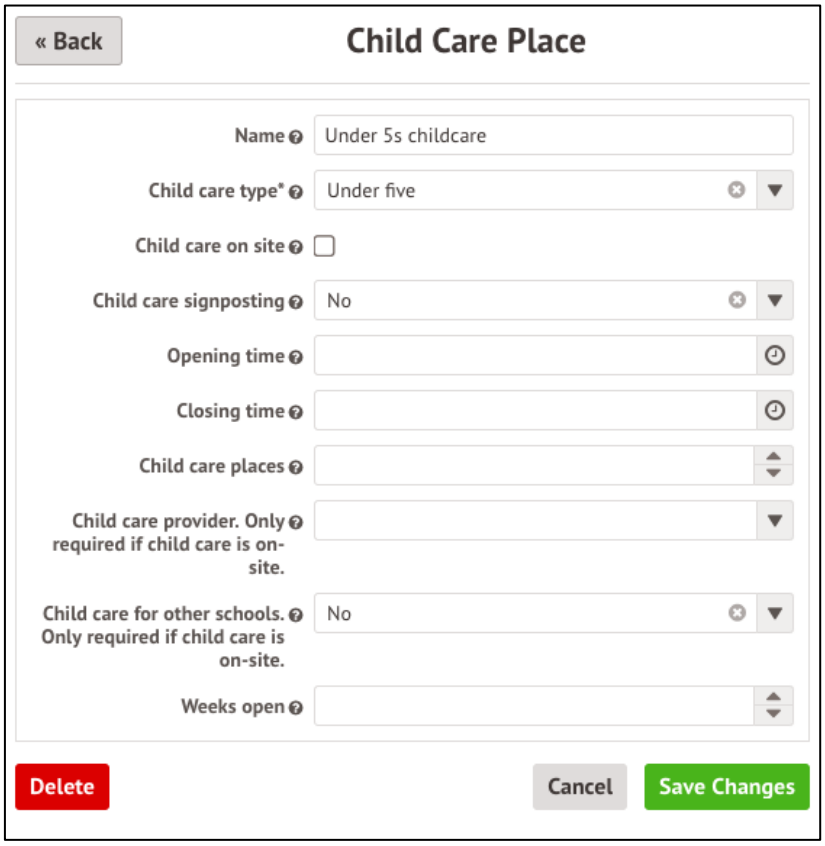
If your school offers childcare for under 5s, and it is for more than 9 hours, add **Under five** childcare to reflect the start and end times.



E. School offers childcare for under 5s, but it is for less than 9 hours

If your school offers childcare for under 5s but it is less than 9 hours, you do not need to report this.

Set your Under five childcare as in the screenshot below.



Checking and Editing Student Level Information

Checking Student Details

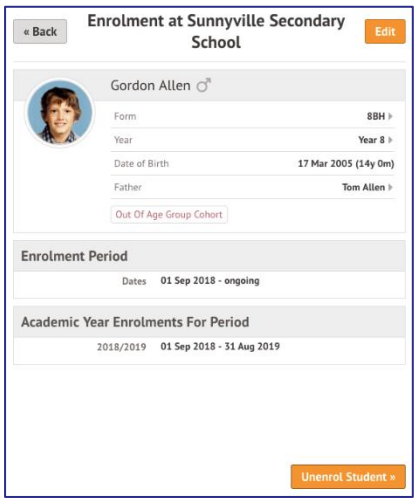
Before starting the School Census return, check that all on-roll students are recorded in Arbor and that as far as possible, the information is up to date and accurate. For each area that follows we will identify the report that will assist you to check your data. Ensure that:

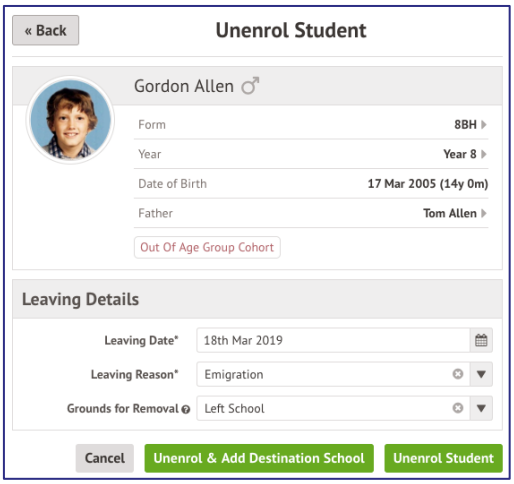
- New Pupils have been added
- Leavers have been recorded
- Any duplicate or unwanted Pupil records have been actioned
- Pupil details have been updated where required
- Part-time details have been updated and checked

Check Leaver Details

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

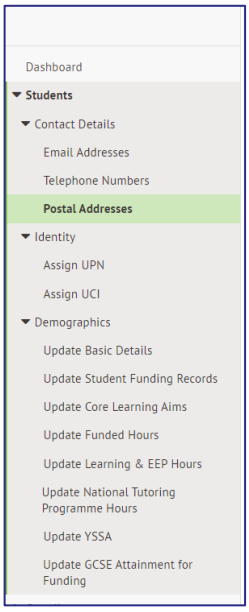
1. To end a student's enrolment, go to the *Enrolment* section of the student's *Student Profile*. Click on the student's current enrolment.
2. In the slide over, click on the orange Unenroll Student button.
3. Select the leaving date. Leaving reason and grounds for removal from the available options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





Bulk Update

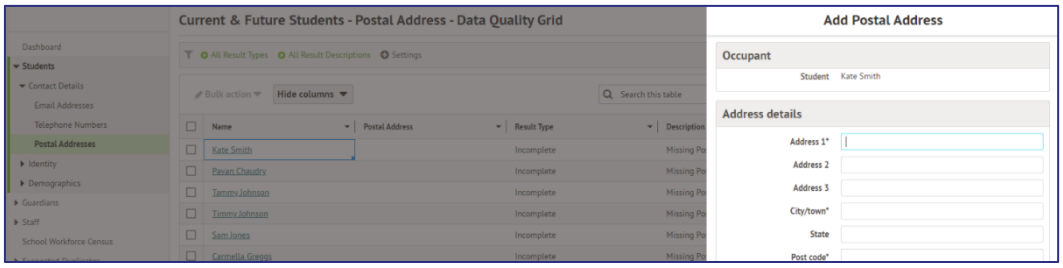
To check that all students have information entered for key Census fields, go to **School > Data > Data Quality Dashboard > Students**. This will open three sections where you can update and add information - **Contact Details**, **Identity** and **Demographics**. Click into each to check your student data.



Top Tip: You'll need the School: General Admin: Administer permission to access this area. If you don't have permission, ask your office team.

Contact Details

Email Addresses, Telephone Numbers and Postal Addresses



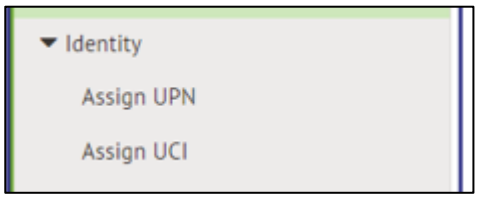
Postal Address – check for any invalid or missing student addresses. Addresses can be updated by clicking on the student name. A slide over will allow entering or updating.

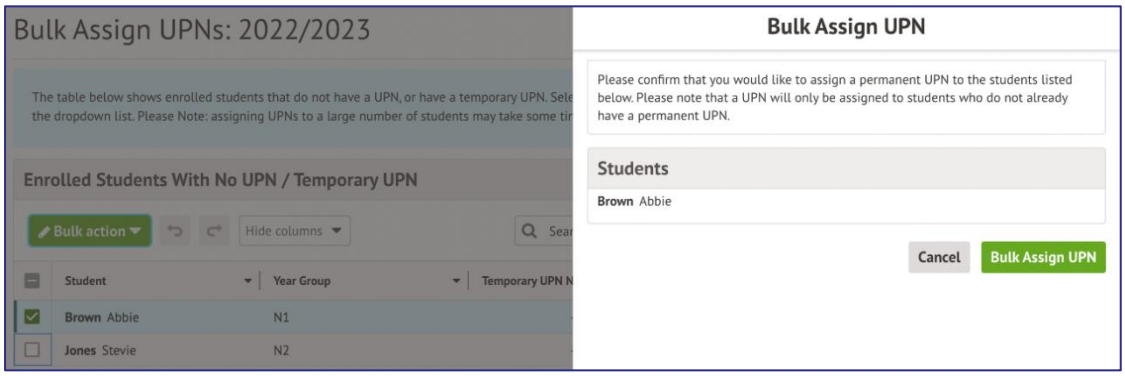
DfE Guidance states: *Whilst every effort must be made to obtain these pupil details, if it is not possible to get the address, you should leave these fields blank or add a partial address and ignore the validation errors. Address fields should not be used to record notes such as 'protected address'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

Identity

Assign UPN

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

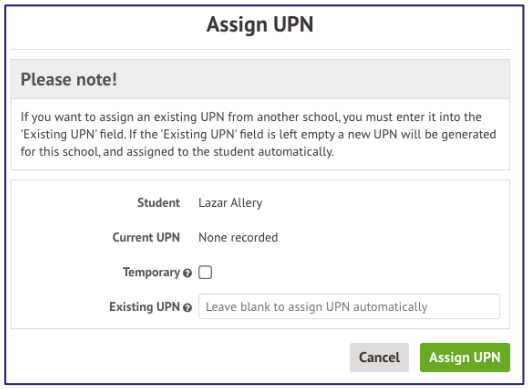




New UPNs should <u>only</u> be issued after consultation with your Local Authority. Schools can check for pupil/student's UPN numbers via **DfE Get Information About Pupils**.

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

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

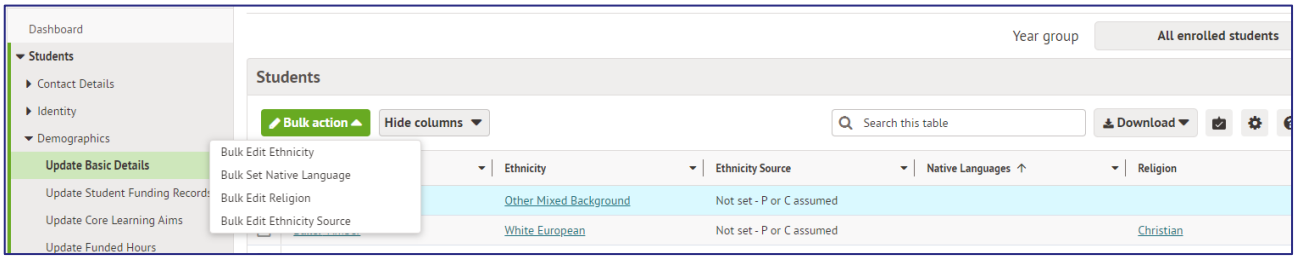


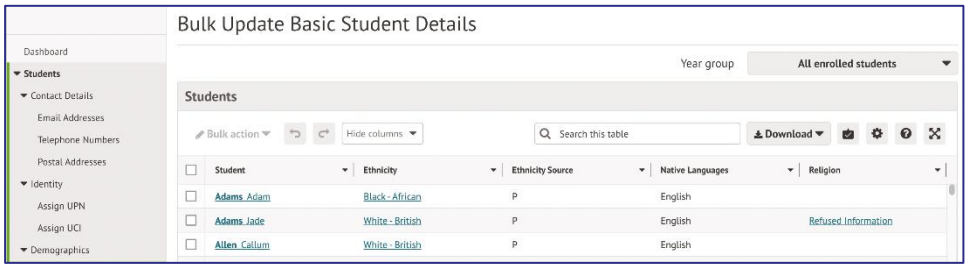
Demographics

This allows you to quickly check that you have filled in some key information regarding students.

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

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

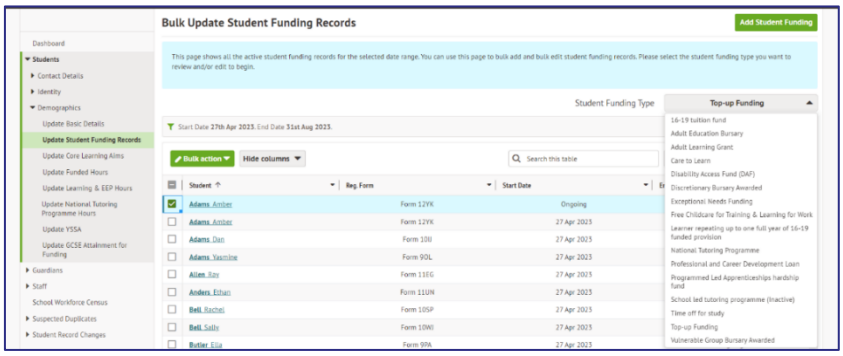




Update Student Funding Records

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

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

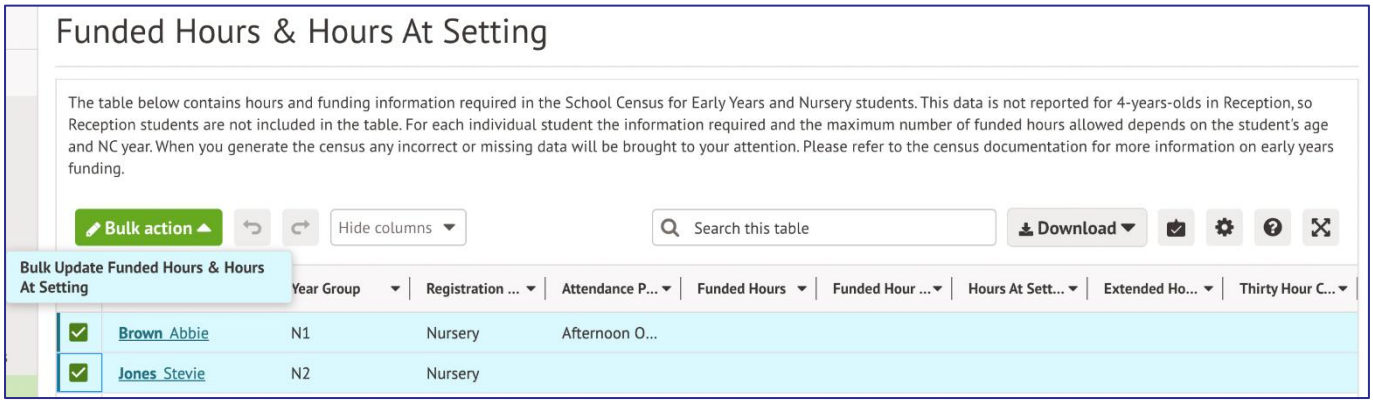


The information required is based on individual pupils/students:

- Top Up Funding: **:** pupils should only be recorded as receiving top-up funding if they meet the following criteria:
    - Primary and Secondary Schools and Academies – pupil receives more than £6,000 (or 13.5 hours) of funding (not including school budget share), or has applied for High Needs Block Funding
    - Special, PRU and ARP pupils – pupil receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).
    - To confirm whether a pupil/student is receiving top-up funding, refer to the **SSA List** (usually issued twice a year in April and October).
    - Please refer any top-up funding queries to your **School Bursar, SENCO,** or the **SEN Team.**
- Learner Support: Bursary Support for 16 to 19 year olds. There are two types of funding:
    - A vulnerable bursary of up to £1,200 a year for young people in one of the designated vulnerable groups (code '55')
    - discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment tuition fund.
- Learner funding and monitoring (FAM): All schools (except nursery) with appropriate year groups or age ranges need to send us this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year.
    - in receipt of tutoring funded by the National Tutoring Programme funding (this tutoring could be delivered via school-led tutoring, an academic mentor or a tuition partner)
    - in receipt of tutoring funded by the 16 to 19 tuition fund
    - resitting or retaking full or part of their 16 to 19 study programme. Student repeating up to one full year of 16 to 19 funded provision: Applicable to Secondary, All Through and Pupil Referral Units or Alternative Provision schools with a sixth form.

- Disability access fund (DAF) indicator records whether a 3 or 4 year old child is in receipt of DAF from the local authority. Receipt of this funding entitles the child (whilst they are 3 or 4 years of age) to a fixed amount of funding per year from the disability access fund, which is paid direct to the establishment.

Update Funded Hours (Nursery years) - Clicking on this will take you to a table that contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the number of funded hours allowed depends on the student's age and NC year.



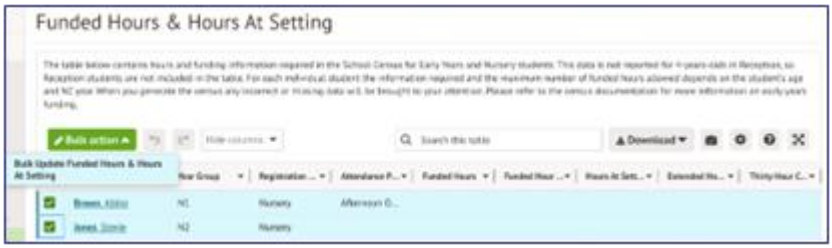
You can also add some information in bulk, but you will still need to add the codes in by clicking on the students profile.

- **Hours at Setting** *(ie. the **total** number of **all** hours at setting)*
- **Funded Hours** *(ie. the **total** number of universal funded hours at setting)*
- **Disability Access Fund** *(if applicable)*
- **Eligibility Code** *(where applicable)*
- **Extended Funded Hours** *(3 & 4 year olds @ 31.08.2025 - must have an eligibility code)*
- **Expanded Funded Hours** *(9 months - 2 year olds @ 31.08.2025 – must have an eligibility code)*

Update Funded Hours (Nursery years)

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

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



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

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

10 and a half hours, this is recorded as 10.50

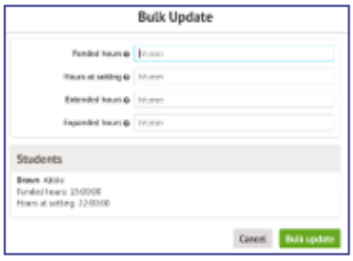
10 hours and 20 minutes, this is recorded as 10.33

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

for example:

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

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



2. In the slide over, you can add the funded hours, hours at setting, extended hours and expanded hours, then click **Bulk update**.
3. The table will then update in the background - you may need to refresh your page if you've updated many students.

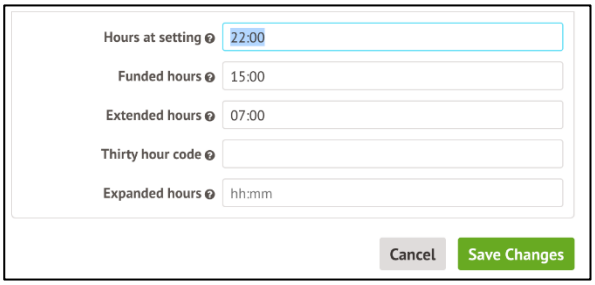
Student	Year Group	Registratio...	Attendanc...	Funded Ho...	Funded Ho...	Hours At S...	Extended ...	Thirty Hou...	Expanded ...
Brown Abbie	N2	Nursery		15:00		22:00	07:00		

NOTE: The Funded Hour Basis and Thirty Hour Code columns will be blank. These need to be completed for each individual student and cannot be done in bulk.
It is not possible to use both Expanded hours and Extended hours on a student profile at the same time, although a student can be eligible for both at the same time. As per the DfE Census guidance:

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

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

- **Funded hours** - Hours in school funded by the universal entitlement (maximum 15).
- **Hours at setting** - Total number of hours they spent in education at the school, no matter who funded the hours. To calculate this, add the Funded Hours, Extended Hours or Expanded Hours and any additional hours paid for by the school or parents.
- **Extended hours** - Additional hours taken above and beyond the universal entitlement (maximum 15) for 3 and 4-year-olds with working parents. Do not include expanded hours or hours paid for by the school or parents in this number.
- **Expanded hours** - Additional hours taken above and beyond the universal entitlement (maximum 15) for 2-year-olds with working parents. Do not include extended hours or hours paid for by the school or parents in this number.
- **Thirty hour code** - Also called the **Eligibility Code**. This 11-digit code entitles children of working parents to an extra 15 hours of childcare funding. You need to fill in this field if the number in the Extended or Expanded hours fields are greater than 0.



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

Updating a single student – 30hr code and funding basis

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

From here you can also add the 30hr code. You'll need to ask the parents if you do not know a child's code.

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

- **Economic criteria**
- **High-level SEN or disability** - If this option is selected, you should record a SEN status of E (Education, Health and Care Plan): https://support.arbor-education.com/hc/en-us/articles/203863481-Adding-SEN-Special-Educational-Need-for-a-student - permissions-0-0
- **Looked after or adopted from care**

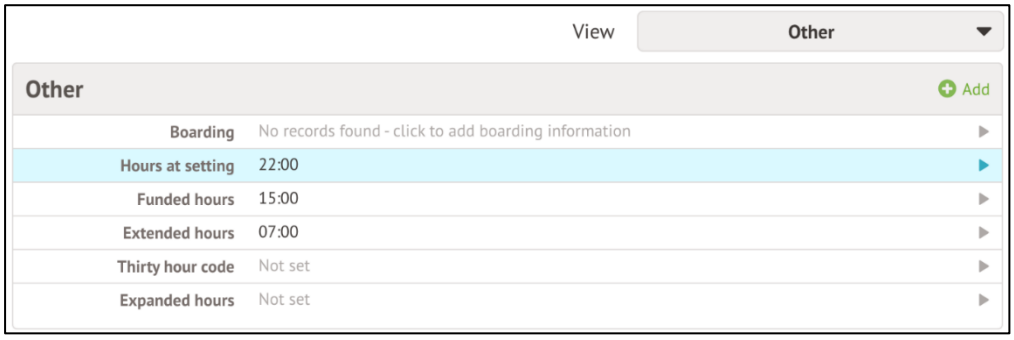
No extended or expanded hours

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

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

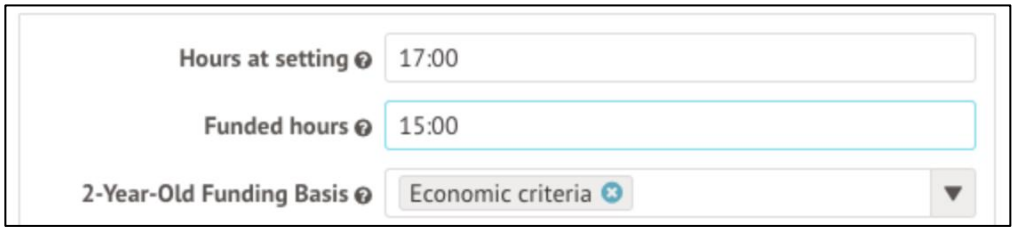
On the student profile

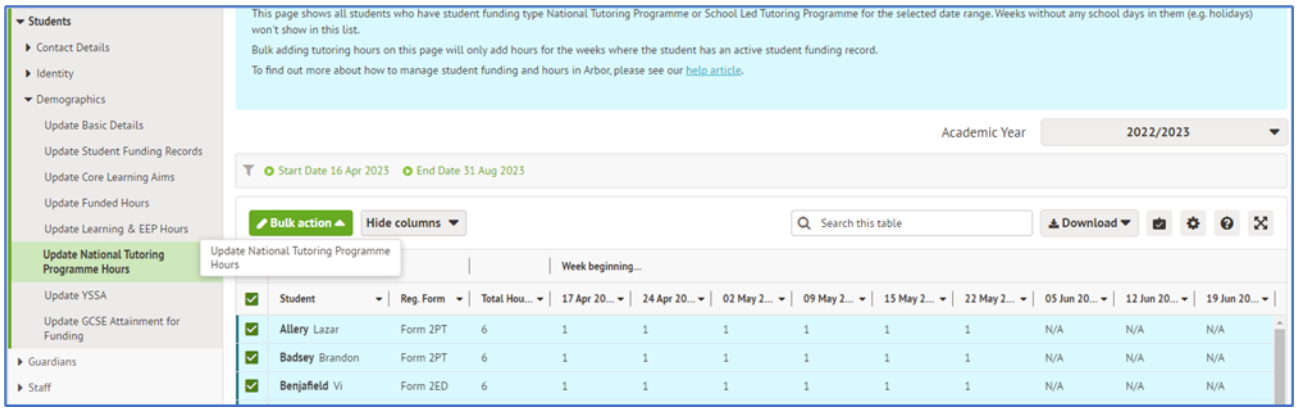
Go to the **Other** section of the student's profile and click on the fields.



You can then update the Hours at setting, Funded hours, Extended hours, Expanded hours, 30 hour code and Funding basis (if required), then click **Save Changes**.

Update National Tutoring Programme Hours (Funding & Monitoring / School Led Tutoring)





Note: *You'll need to use the* ***National Tutoring Programme*** *Student Funding Type to record new funding, as Arbor has deactivated* ***School Led Tutoring Programme.***

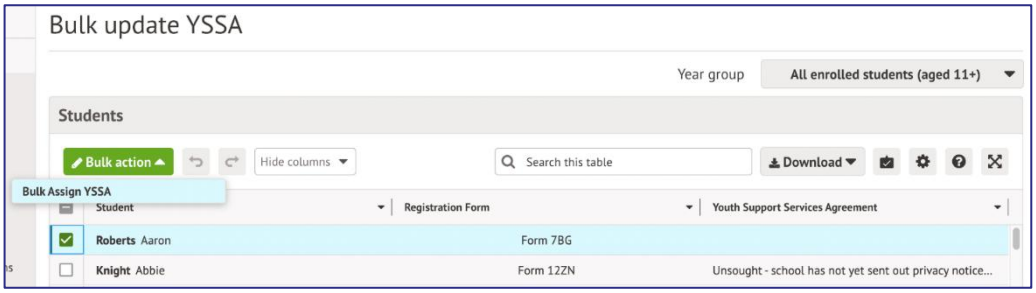
The pupil level Update Funding and Monitoring functionality is provided to enable schools to record aspects of the Education Recovery Package required by the DfE.

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

- Tuition Partners
- Academic Mentors
- School-led Tutoring

Bulk adding tutoring hours on this page will only add hours for the weeks where the student has an active student funding record. Use the **Update Student Funding Record** to add a new funding to a student.

Update YSSA For Secondary Schools ONLY

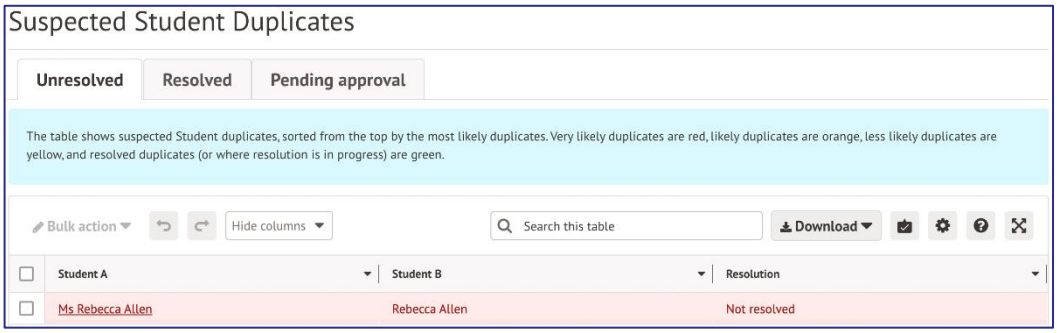


If you have students whose information you are sharing with Connexions etc make sure that this is noted in the Youth Support Services Agreement section.
Parents - or pupils themselves if aged 16 or over - have the right to object to any information (over and above name, address, and date of birth) being provided to the Youth Support Service.

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

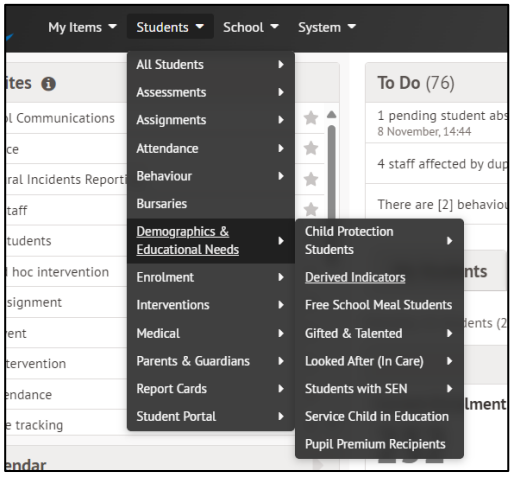
Suspected Duplicates

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



Additional Pupil Checks

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



Demographics

Student | Demographics

Free School Meal

On roll pupils/students on census day who were eligible for free school meals on or after **06/10/2023** and up to census day **18/01/2026**. Check all eligible pupils/students are recorded.

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

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

**** FSM End Date Exception Reasons**

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

IMPORTANT: As FSM rules have changed, refer to **DfE/CTST** 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-pupils-transferring-between-schools/

Universal Infant Free School Meals are **not** recorded in Arbor – unless the pupil meets the criteria for eligibility for free school meals in their own right.

NOTES: Nursery pupils should not 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 not be confused with the Universal Infant Free School Meals (UIFSM) for **Reception and Key Stage 1** pupils. 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 (i.e. FSM or Service child indicator) if they are not living together but have joint access. Confirmation of entitlement is:

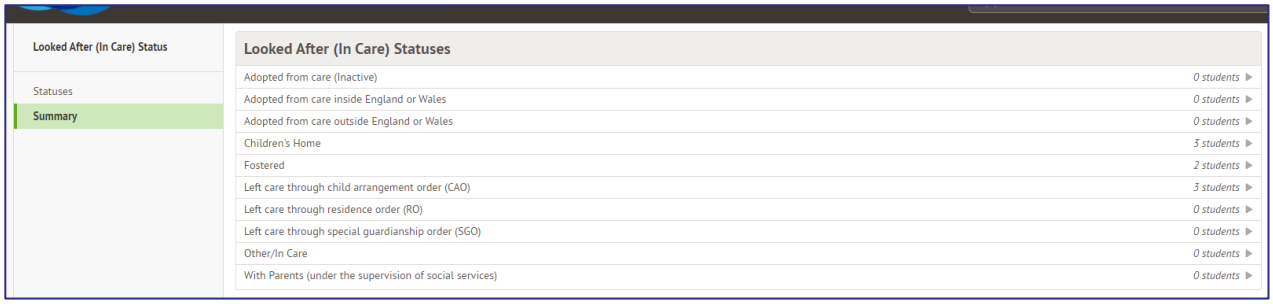
"If the personnel category is 1 or 2 for the service personnel and their child still resides with them (even though it is part of the week) – they can be recorded as a service child. If they are also FSM, they will still trigger Error 1741; however, this will be accepted if an appropriate notepad is e.g. pupil has FSME protection and parent joins the forces or pupil's parents have separated, one parent is in the Forces, the other is receiving a qualifying benefit".

Post Looked After (Looked After)

Student | Demographics

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.

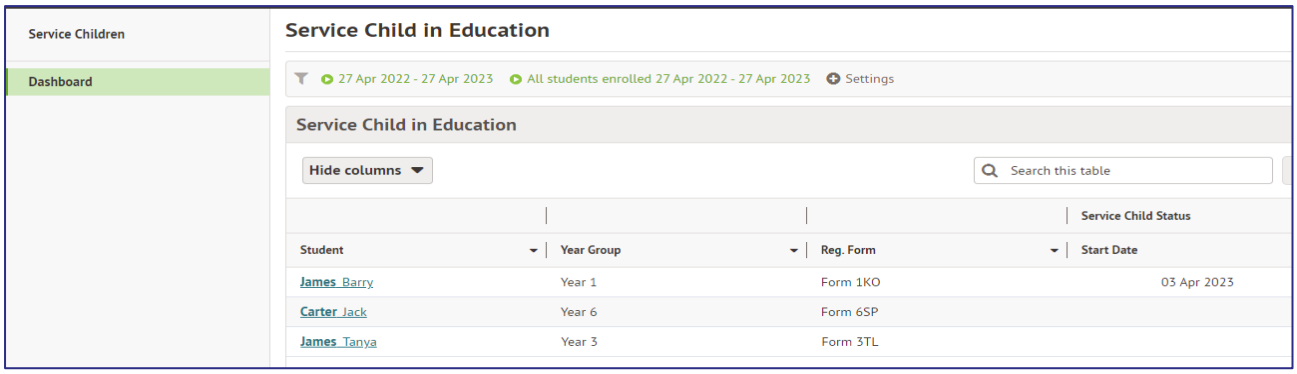
The values available for selection enable schools to indicate which students were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.



- **Adoption from England and Wales**
- **Adoption from state care outside of England and Wales**
- **Special Guardianship Order (SGO) from England and Wales**
- **Residence Order (RO) from England and Wales**
- **Child Arrangement Order (CAO) from England and Wales.**

Service Children in Education

Student | Demographics



The dashboard produces a list of pupils indicated as Service Children. To add these details, go to the student's profile and go to the **Background** section. Click on the **Service Child** field

In the slide over you can add details add the dates then click **Save.** The student will then have a demographic indicator tag for Service Child.

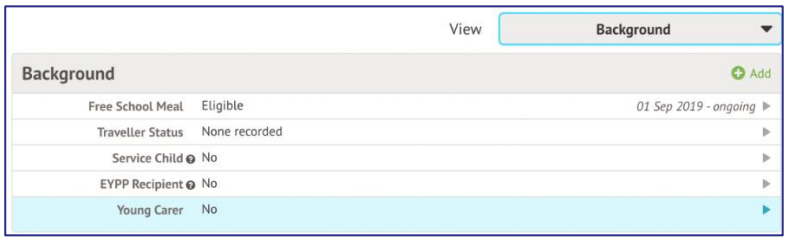
Checking Young Carer Status

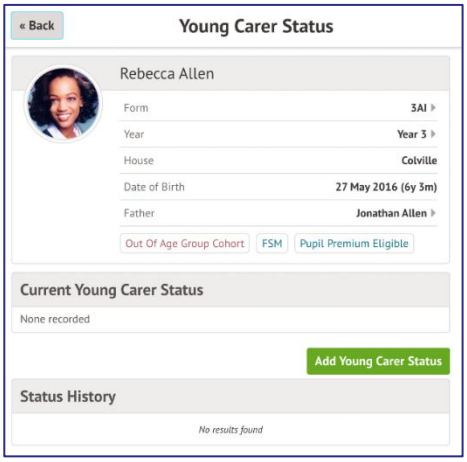
For the Spring School census, schools should record which of their students are Young Carers. Schools are required to record whether a student has been identified as a young carer and by whom.

A young carer is a person **<u>under the age of 18</u>** who provides care and support for another person at home (not a contract or voluntary work).

Adding Young Carer status

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



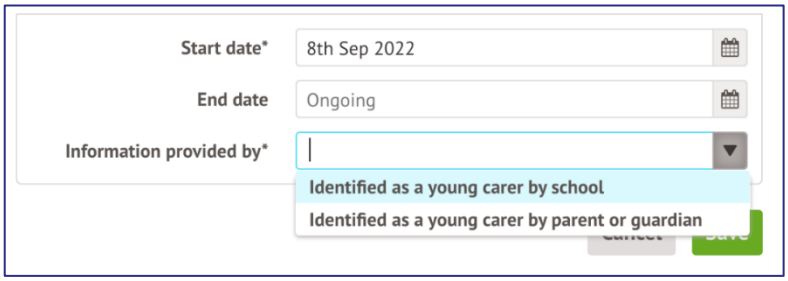


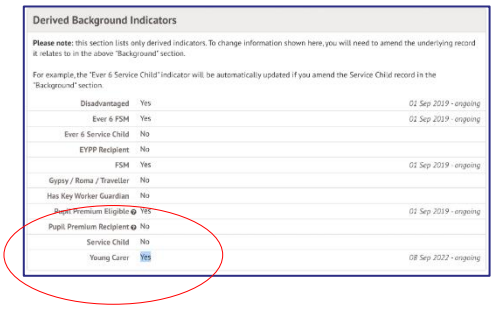
In the slide over you can see any past statuses and record a new one with the **Add Young Carer Status** button.

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

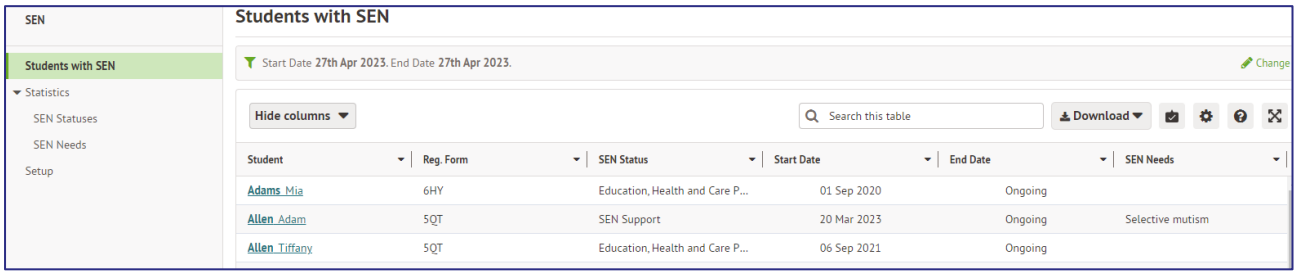
The student will then have a demographic indicator tag for Young Carer. **Please note that this tag will not show in My Classroom.**

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





Special Educational Needs Information



SEN Status (SEN Provision)

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

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

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

SEN Need Type and SEN Need Rank

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

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

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

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

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

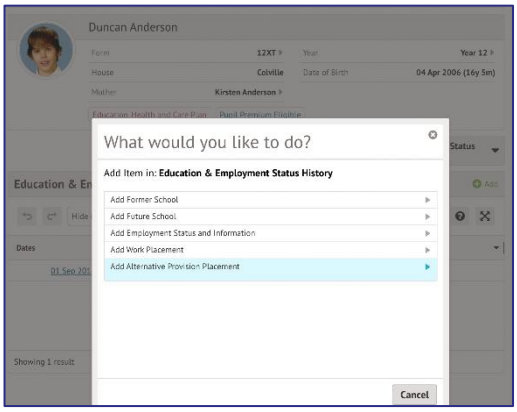
A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student's learning record throughout their lives. ULNs are mandatory for all students on roll aged 14 and over (i.e. all students in Year 9 and above) on census day; and for pupils no longer on roll who were aged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

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

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

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

Alternative Provision Placements



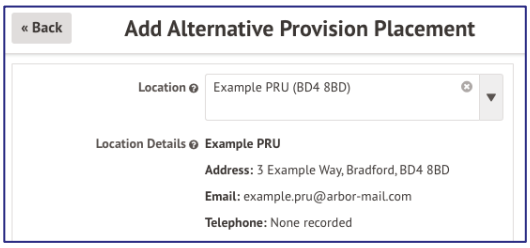
In most cases, placement information should be recorded by the school that arranged the placement. The exception to this is where the alternative provision has been arranged by the Local Authority but the pupil remains dual registered with the mainstream school and the Pupil Referral Unit/Alternative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

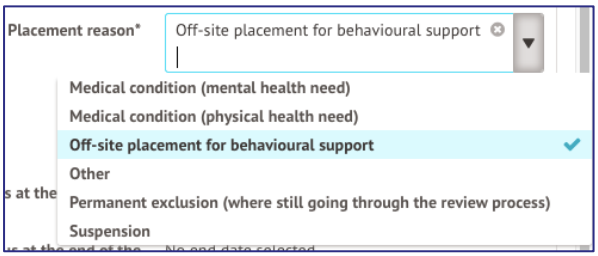
For schools that are sending students to Alternative Provision placements at other schools, you'll need to record details of the placements for each student that a placement has been arranged for.

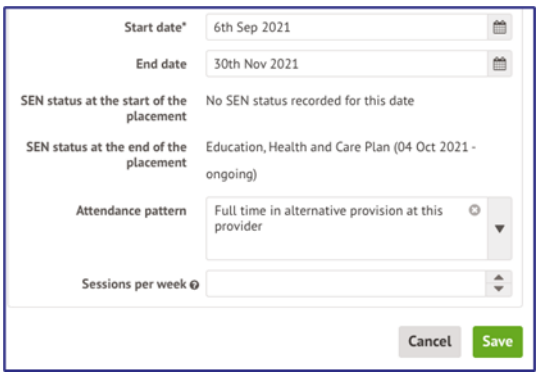
A student can have one or many alternative provision placements, which can be full or part-time. The school census will output details of the placements the student was attending during the date range of the data collection.

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

1. In the slide over, select the location of the placement.
2. If the placement is not at an educational institution, you can select the **setting type**.
3. Add a placement reason.
4. Add the date range the student will be attending the placement for - this will automatically include any active SEN statuses.







Then select whether the student will attend the placement Full-Time or Part-Time - sessions per week are only needed if the student is part-time at the placement.

Exclusions

Students | Behaviour | Suspensions and Permanent Exclusions

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

- **Suspensions (excluding lunchtime suspensions)**
- **Permanent exclusions**
- **Note:** Permanent exclusions are only collected if a **Final Governor Review** exists.

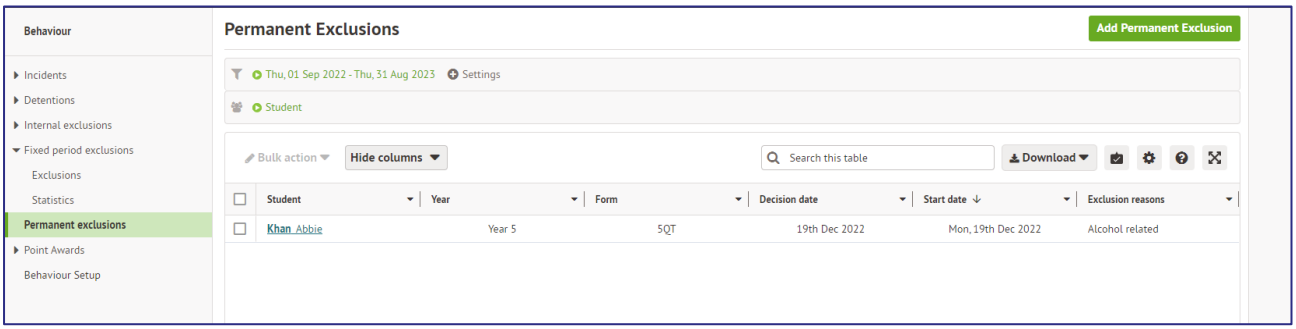
Suspensions | Reporting

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

Permanent Exclusions

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

Note: Permanent exclusions are only collected if a **Final Governor Review** exists.



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

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

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

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

IMPORTANT NOTE:
Any **permanently excluded** students should be marked as leavers once the exclusion has been confirmed by the Local Authority.
Before making them a leaver, ensure the following information is recorded:

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

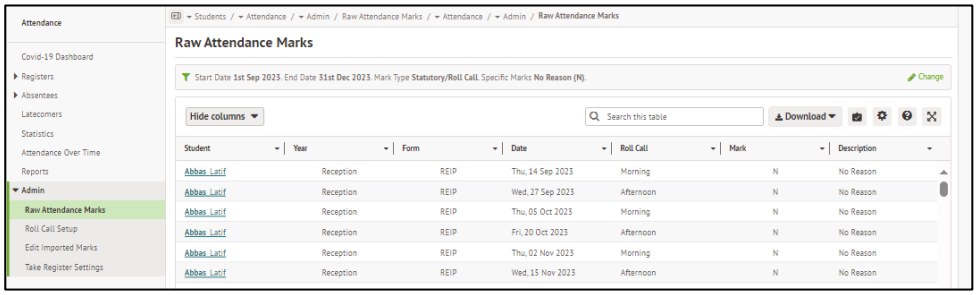
Students | Attendance

Spring Term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils aged 4 to 15 inclusive on 31/08/2025 who were on-roll for at least one session during Spring term;

The attendance data collected for the Spring term includes:

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

Please check that there are no N codes or missing marks.



Chapter 2 Producing the Spring 2026 Census

Introduction

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

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

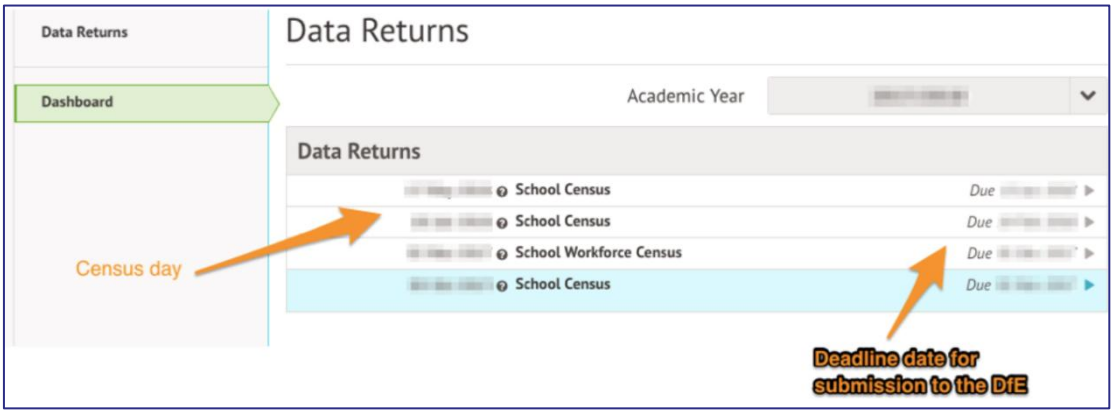
- Make sure you have the right permissions to be able to access the census and edit data
- Prepare your data for the census, including filling in any gaps, mistakes and duplicates
- Make sure you're recording data in line with DfE guidance by taking a look at what is new for this year's censuses

Generating a Dry Run

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

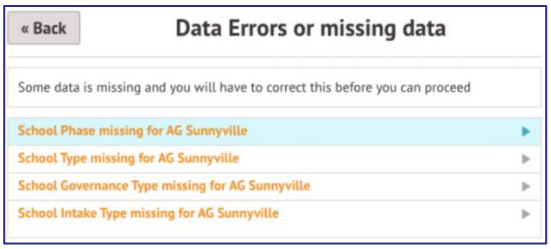
The date on the left-hand side of the page is the official census day and the date in italics to the right-hand side of the screen is the deadline date for submission to the DfE.

Please be aware that Buckinghamshire Council have a submission deadline of Friday 19th January 2024 @ 5pm to upload to Collect.



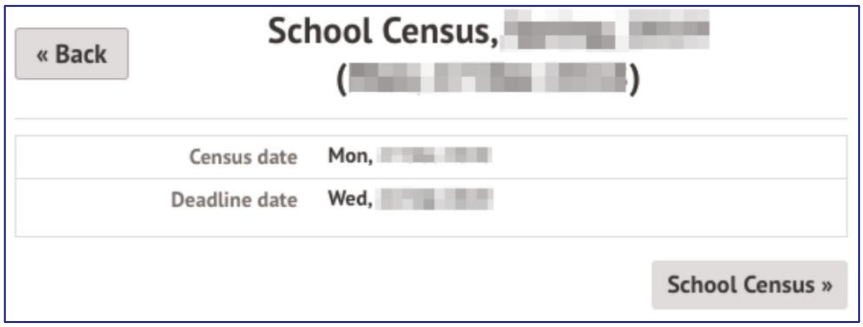
You may be asked to fill in some missing data on your school site first. Just click it to add this in.

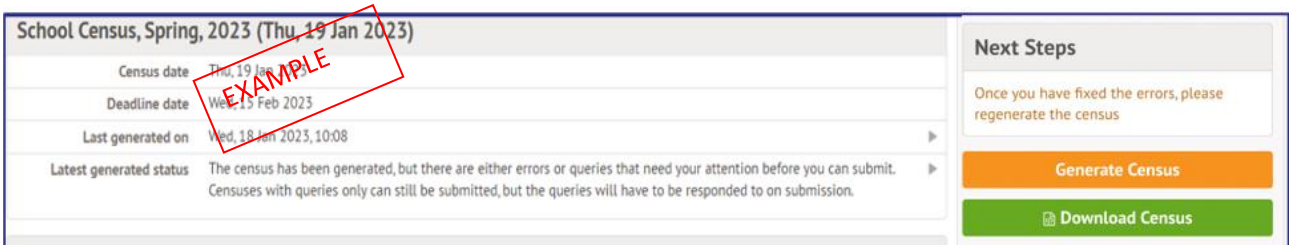
You won't be able to proceed until these errors are resolved.

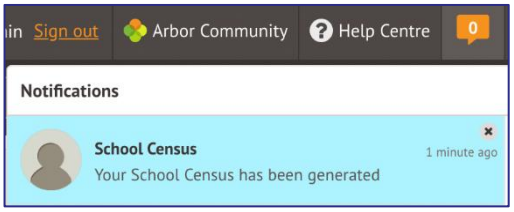


Once you have selected the Census date, click on the grey **School Census** button to navigate to that specific Census overview page.

You will be taken to the ***Census Overview*** page. Start your Dry Run by clicking the orange button to **Generate Census.**





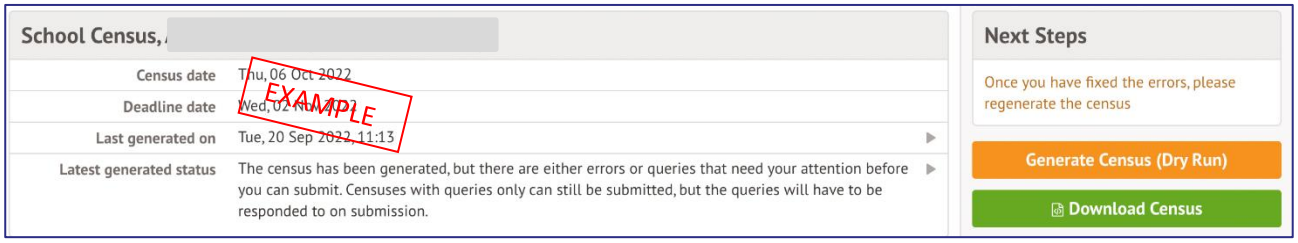


A pop up will appear to confirm the Census you are generating. Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen letting you know that the Census generation is complete.

Refresh your screen (by clicking on the circular arrow beside the web browser address or selecting F5 on your keyboard).

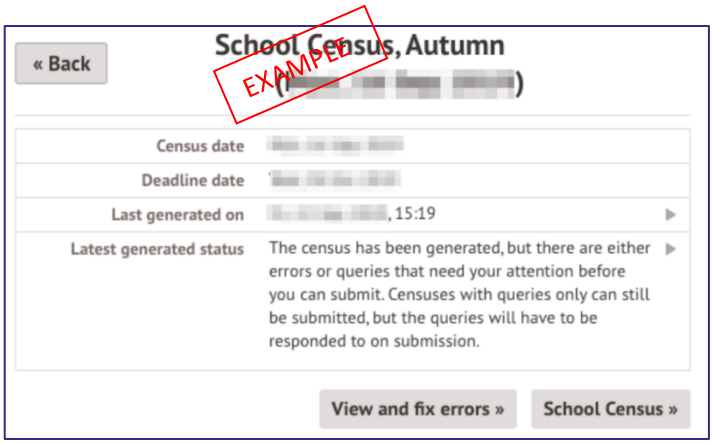
Scroll down to the most recently generated Census and click on it to start resolving your errors.

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



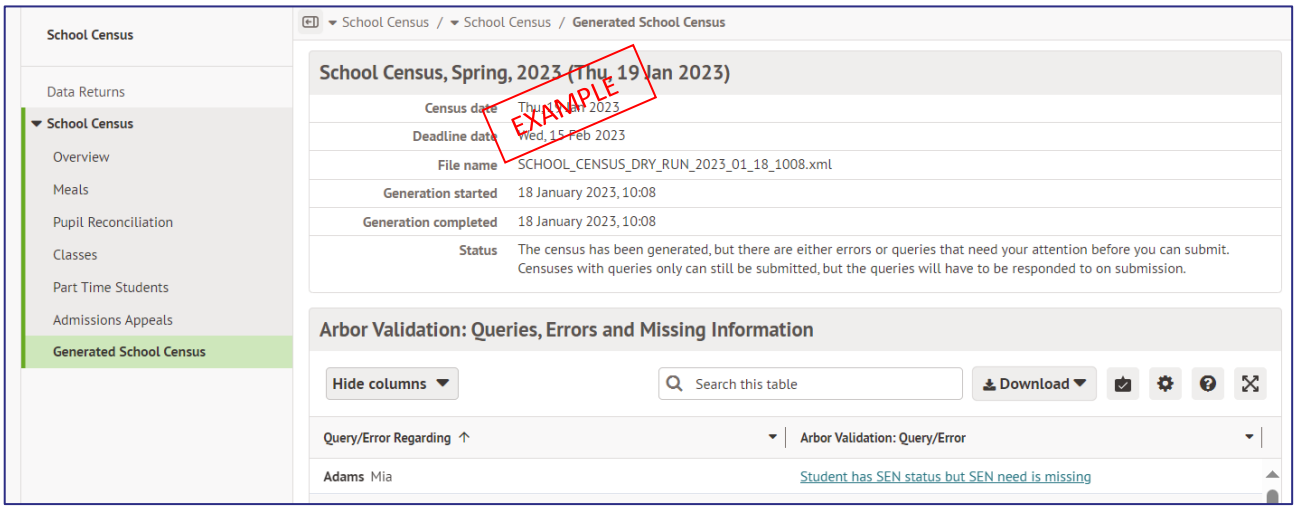
Generating the Census on Census day

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



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

Once selected, you will now see on the left-hand side menu that you are working in your generated Census.



Unique Learners Code (ULN – Secondary Phase)

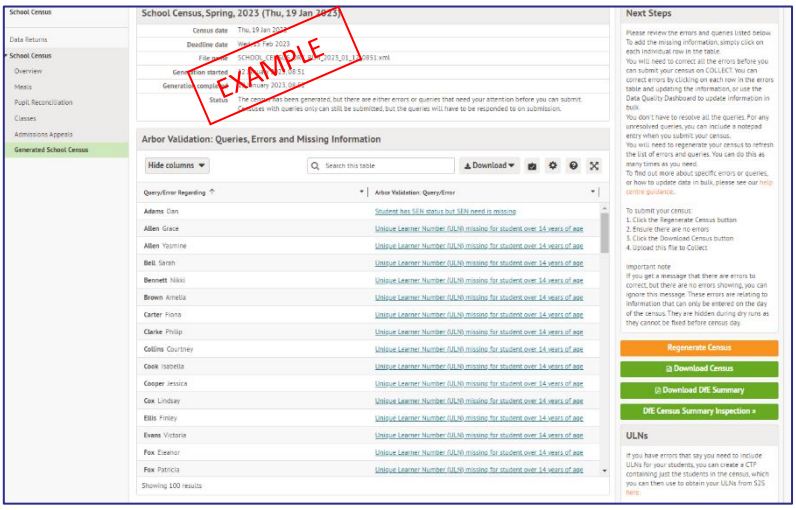
If you have errors that say you need to include ULNs for your students, you can create a CTF containing just the students in the census, which you can then use to obtain your ULNs from S2S.

Further details you need to check or fill in on the Census

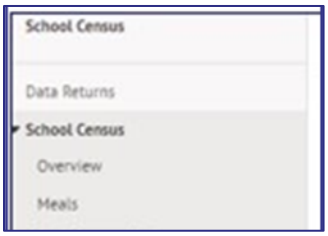
On the left-hand side of any Census page, you can see areas where you can input your on-the-day information. What appears will depend on your school type.

Overview

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



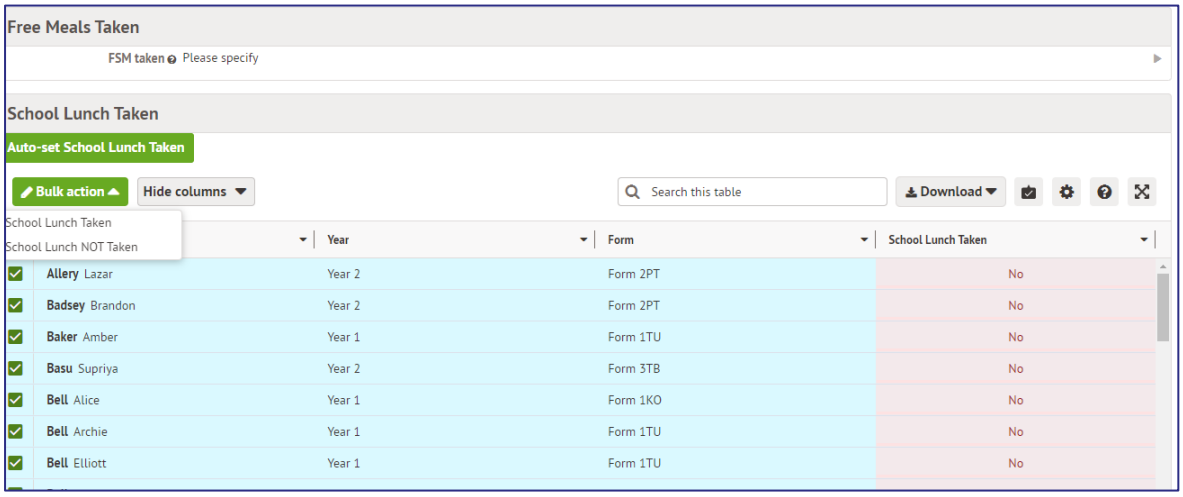
Meals - Universal Infant School Meals



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

The Spring School Census 2024 Return collects information about pupils receiving a Universal Infant School Dinner on census day. The **School Lunch Taken** panel displays all pupils in **Reception, Year 1** and **Year 2** who are **on-roll** on census day.

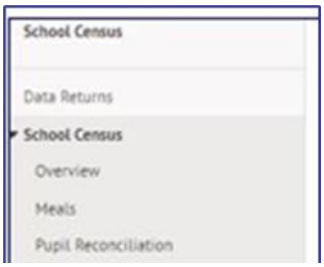
Select students and select Bulk Action to update.



Pupil Reconciliation

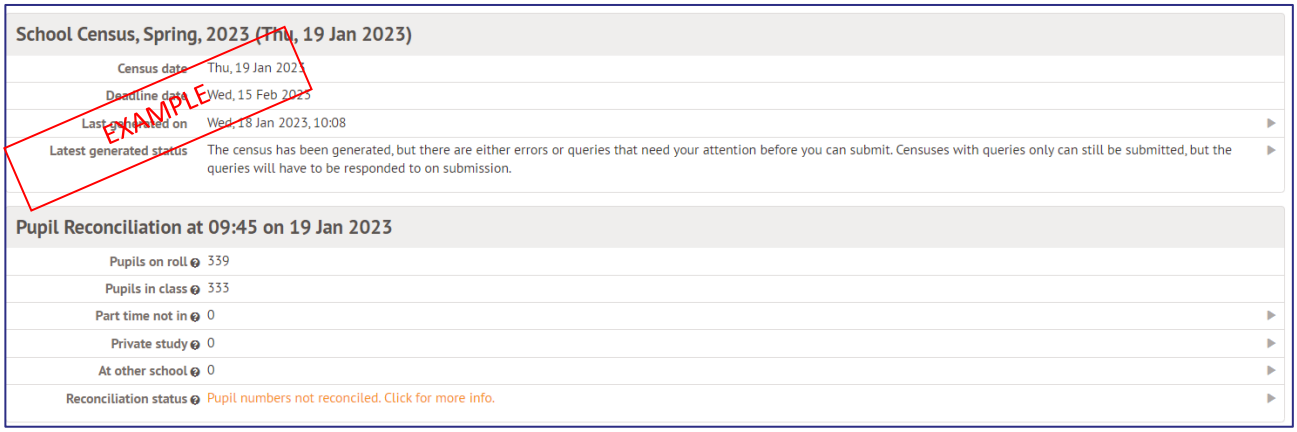
On Spring Census day, you'll need to reconcile the number of pupils on roll with the number of pupils enrolled in your classes.

Go to the ***Pupil Reconciliation*** section from the left-hand menu of your census. This is what the page will look like before census day.



On census day, you'll see a count of the number of students enrolled at your school and the number of students scheduled to be in class at the time of your census.

- If the number of students enrolled and the number of students scheduled to be in class is the same, then no further action is needed.
- If the number of students enrolled and the number of students scheduled to be in class is different, you'll need to reconcile the number of pupils on roll with the number of pupils in classes or elsewhere. Use the section below to do this.

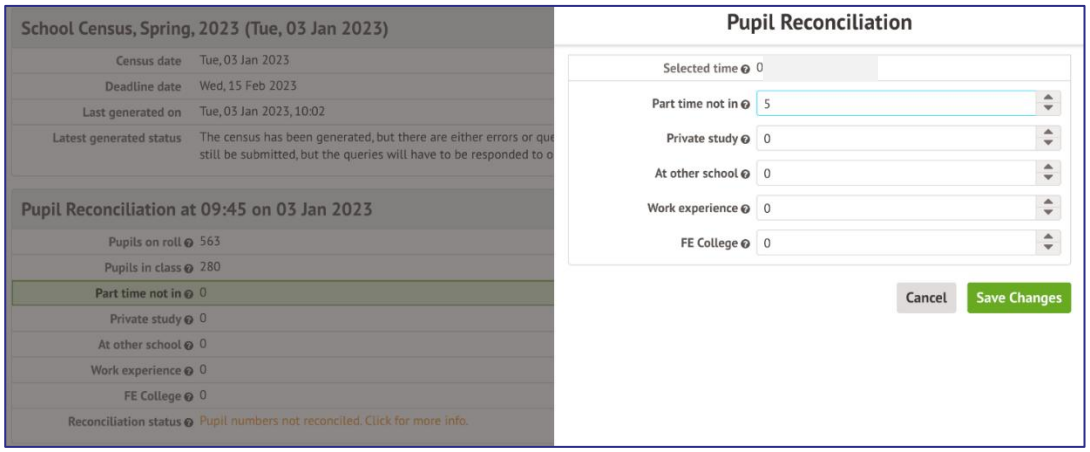


You'll need to enter the number of pupils in each of the following groups at the time of the census:

- Part-time students who were not required to be in school
- Pupils engaged in private study at the selected time
- Pupils attending another school at the selected time (such as dual-registered students)
- Pupils attending work experience instead of regular classes
- Pupils attending FE college

To add the number of students in each group, click one of the fields and add in the number.

For example, 5 students in nursery school who are not required to be in school on census day. You can click the **Part time not in** field to add this. Then click **Save Changes**.



Then check your pupil reconciliation numbers again.

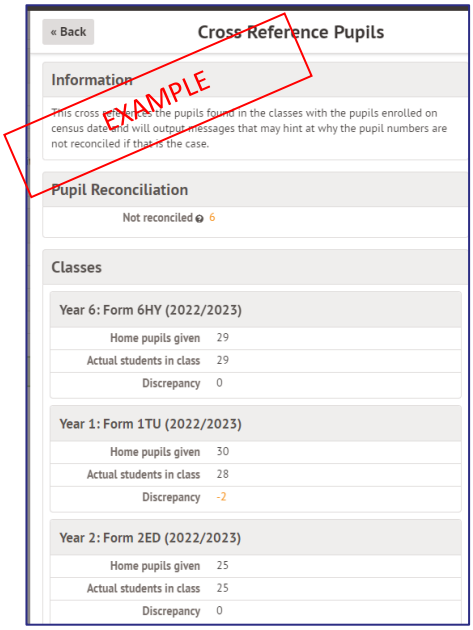
- If the number of students enrolled and the number of students scheduled to be in class is the same, then no further action is needed.
- If the number of students enrolled and the number of students scheduled to be in class is different, you'll need to use the reconciliation status section of the census.

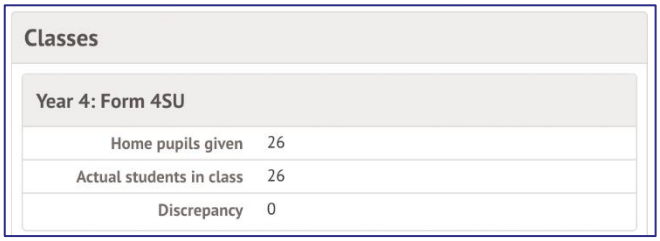
Check your class numbers using the Reconciliation status section

On the ***Pupil Reconciliation*** page, click the **Reconciliation status** field.

You'll see the number of students that are enrolled in your school that are **not reconciled**. This number is pupils on roll minus the number of pupils in class, private study, at another school, work experience, college or part-time. An example can be seen below. Before you submit your census, you'll need to get this number down to 0.

For classes where the numbers of **Home pupils given** and **Actual students in class** match, no action is needed.



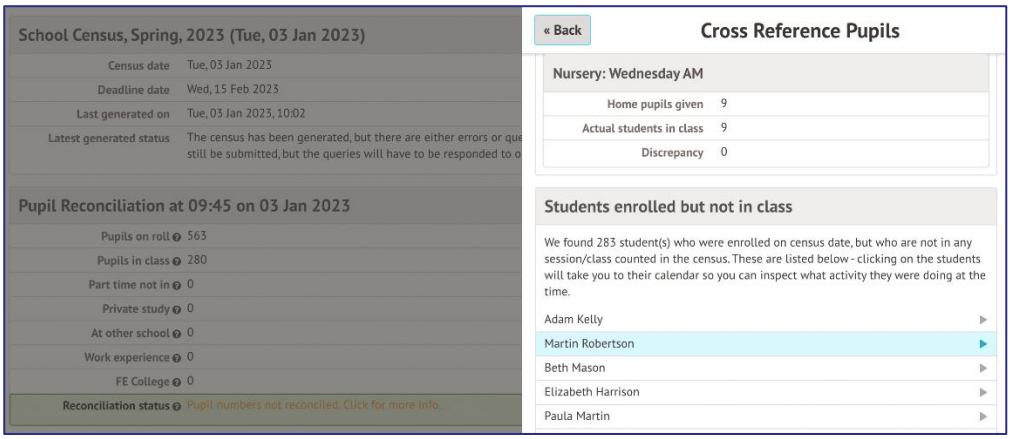


Any students who are scheduled to be in more than one class at the time of the census will be flagged to you. You'll need to resolve this issue.

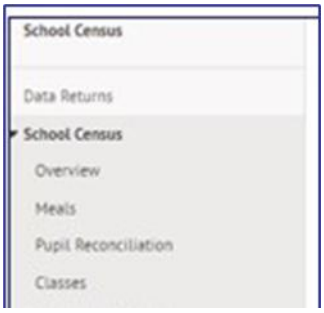
Resolve Students Enrolled but Not in Class

In the Pupil Reconciliation section, you will also be shown a list of students who are not scheduled into any classes at the time of the census.

You can click on their name to access their timetable and add them to classes or complete further actions.



Classes



On census day, you can use this section to amend the time of your census, reconcile teacher numbers and input pupil numbers.

Check the selected census time

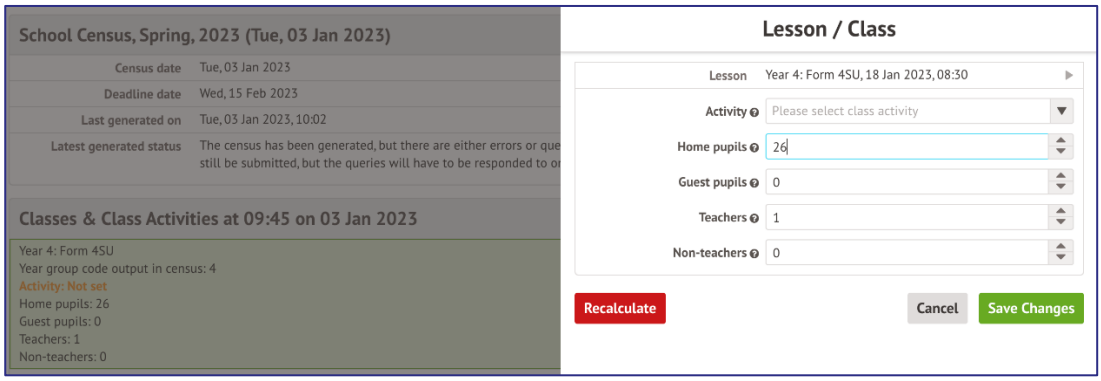
If the school is closed on census day, the information displayed is still based on classes as at census day.

Last digit of your DfE number	Selected time
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school

Check your teacher and pupil numbers

On the classes page for your census, double-check the number of teachers and students in the class:

- **Home pupils** - Number of pupils in the class (including any pupils temporarily absent). Part-time pupils not scheduled to be in the school at the selected time should be excluded from this number.
- **Guest pupils** - Number of pupils from other schools in the class who normally attend this class at the time of the census.
- **Teachers** - Number of qualified or unqualified teachers in the class (excluding teachers wholly or mainly providing support to individual pupils).
- **Non-teachers** - Number of adult non-teachers in the class (including teaching assistants, special needs support staff, minority ethnic pupils support staff, and other education support staff but excluding non-teaching staff wholly or mainly providing support to individual pupils).



Check your Class Activities

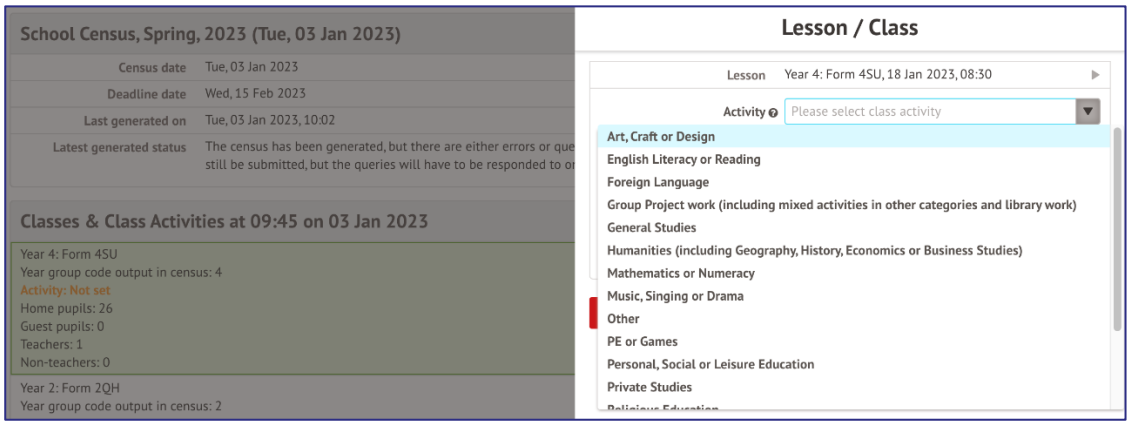
Schools need to include the activity of each class at the time of the spring census.

Schools with Infant classes, i.e. Reception and/or Key Stage 1 classes, should ensure the selected period is one in which their infant classes are engaged in an **academic** activity.

- **Secondaries** - Only primaries are required to submit this information, so you won't see this field, and you won't need to select the activity.

Click into a class with an orange **Activity: Not set flag** to add it.

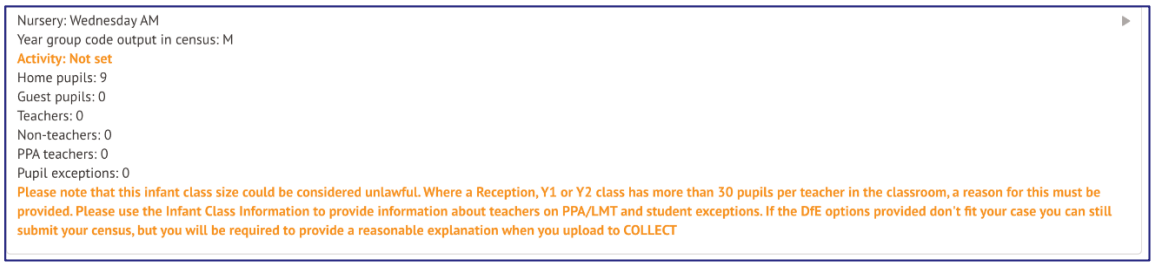
Select the class activity that best matches what this class is doing at the time of the census. For example, this group does Spelling at this time on a Thursday, so choose the activity of **English Literacy or Reading**.



Check if there are more than 30 pupils per teacher

If you have more than 30 pupils in a Reception, Year 1 or Year 2 class, you'll see an orange flag on your ***Classes*** page.

You'll need to resolve your numbers, or add some further information, depending on the scenario.



If this is correct submit a validation note when submitting your census.

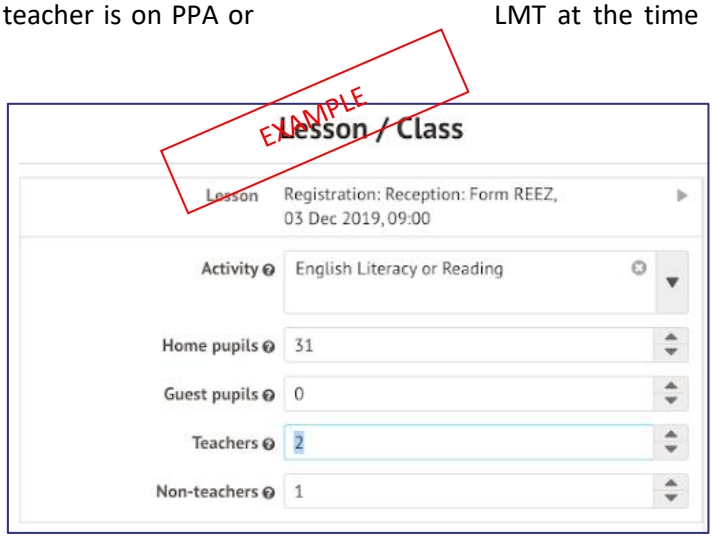
- If this is not correct, follow the instructions below.

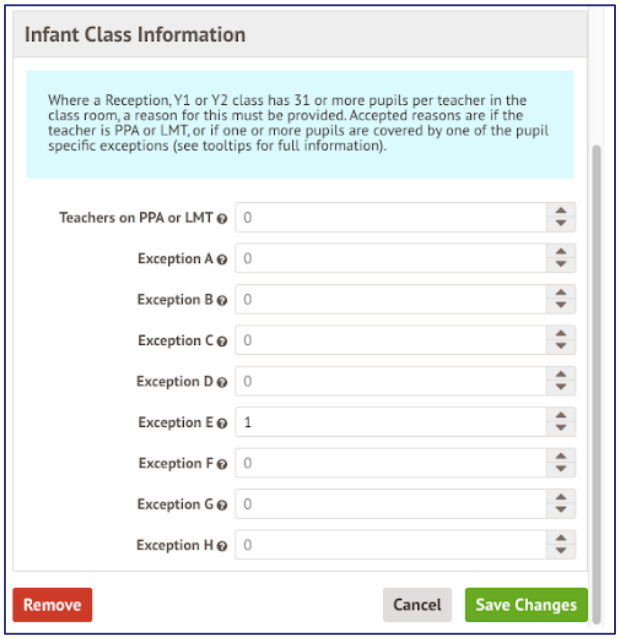
If you have more than 30 pupils in Reception, Year 1 or Year 2, you should add in some further information. There may be a few scenarios as to why you need to fix this:

1. There are not more than 30 pupils, but a student was accidentally enrolled and does not attend, and has not yet been removed
2. The number of teachers is incorrect and there is more than 1 teacher in the class
3. There are more than 30 pupils in the class but there is an Exception that needs to be added as to why the student is in this class, or the usual teacher is on PPA or LMT at the time of the census.

If there are more than 30 pupils in the class but there is an exception that needs to be added as to why the student is in this class, or a teacher is in PPA at that time, you can add this in.

- **Teachers on PPA or LMT** - If the class is being supervised by a teaching assistant due to teachers being on PPA or LMT, record the number of teachers on PPA or LMT in this field.





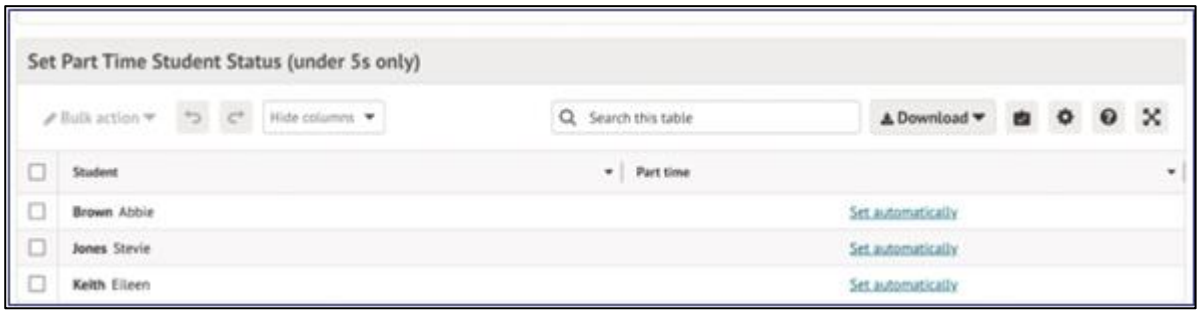
- **Exception A** - The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school.
- **Exception B** - The number of looked after children and previously looked after children admitted outside the normal admissions round.
- **Exception C** - The number of children admitted, after the initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process.
- **Exception D** - The number of children admitted after an independent appeals panel upholds an appeal.
- **Exception E** - The number of children who move into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (the LA has to confirm that the child qualifies under this category).
- **Exception F** - The number of children of UK service personnel admitted outside the normal admissions round.
- **Exception G** - The number of children whose twin or sibling is admitted otherwise than as an excepted pupil.
- **Exception H** - The number of children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Part-Time Students

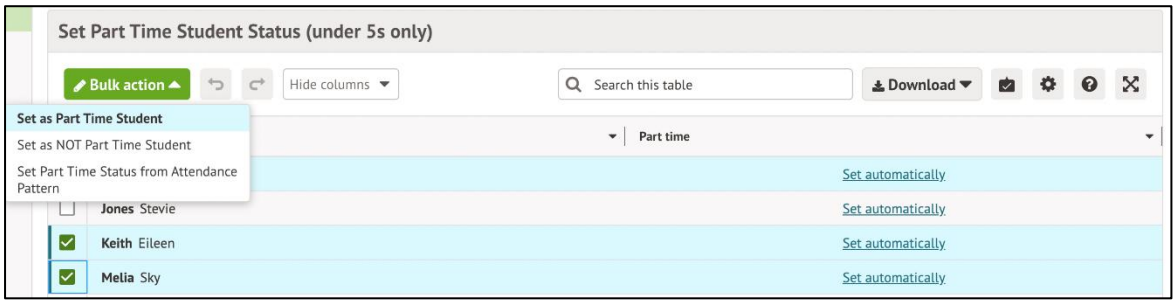
Part-time details apply mostly to schools with **Nursery age children** or Reception years. In addition, Post 16 Learners who are undertaking employment with training may also be registered as Part-time.

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

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

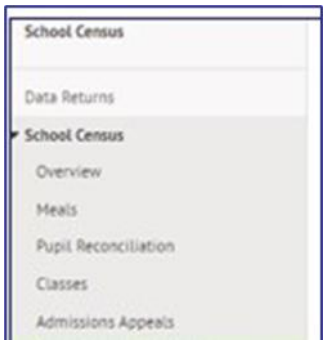


To manually set the statuses, click the boxes next to the students who are part-time students. Then click the **Bulk action** button to set them as part-time.



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

Admission Appeals



Schools are required to submit numbers of their admissions appeals in the Spring Census.

Logging Appeal Numbers in Bulk

If you don't have any appeals, or use another system to record appeal details, you only need to add the overall numbers into your Spring Census in Arbor. This includes:

- **Lodged** - Appeals lodged by parents during the academic year.
- **Heard** - Appeals heard by an Independent Appeals Committee.
- **Upheld** - Appeals decided in the parent's favour.
- **Rejected** - Appeals rejected.
- **Withdrawn** - Appeals withdrawn by parents before reaching an Appeals Committee.

To add this, go to ***School > Data > Export > Data Returns*** and select your census. Click the **School Census** button. Go to ***Admissions Appeals*** from the left-hand menu.

The sections that will show on this page depend on whether you have infant (Reception, Year 1, Year 2), primary (Reception, Year 1-6) or secondary (Year 7-13) pupils.

Please note that infant appeals numbers must be included under both infant and primary appeals totals and they are counted twice.

By default, these numbers will be set automatically based on your numbers of admissions appeals if you use the **Admissions Appeals** part of Arbor. They can be left blank and they will be output in the census. However, this will only work if you have recorded Admissions Appeals for every student who appealed.

We advise manually setting these numbers yourself to avoid any incorrect numbers being accidentally output if you have not recorded your admissions correctly or completely.

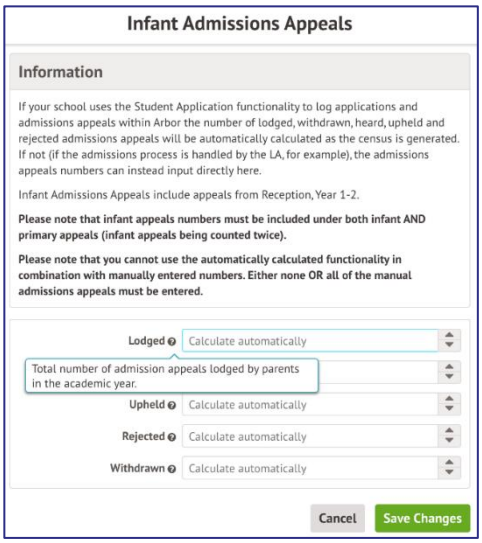
You also cannot use the automatically calculated functionality in combination with manually entered numbers. Either none or all of the numbers must be entered manually.

To manually set these numbers, click one of the fields. In the slide over, add in the numbers of appeals then click **Save Changes**.

If you did not have any appeals, put 0 in the box

Logging Individual Appeals

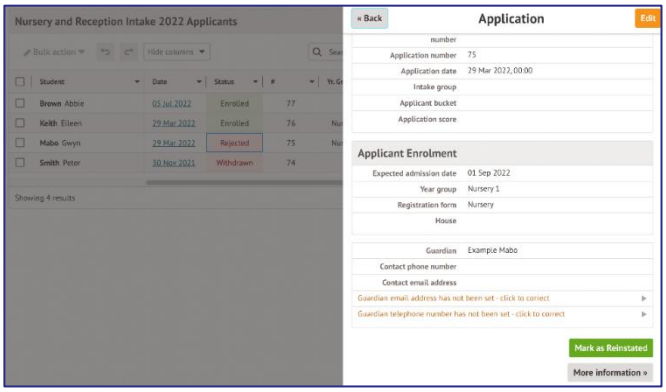
Logging the admissions appeals process in Arbor properly means you can more quickly complete your Spring Census. You can use admissions appeals in Arbor to log appeals and their outcomes.



You can log admissions appeals against any applicants you have already added and rejected.

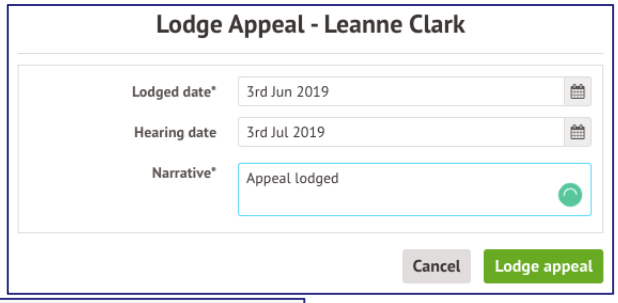
To log an admissions appeal, go to ***Students > All Students > Applicants***. Select the intake season, then click ***Applicants*** from the left-hand menu.

Click on the student you have rejected and in the slide over, select the **More information** button.

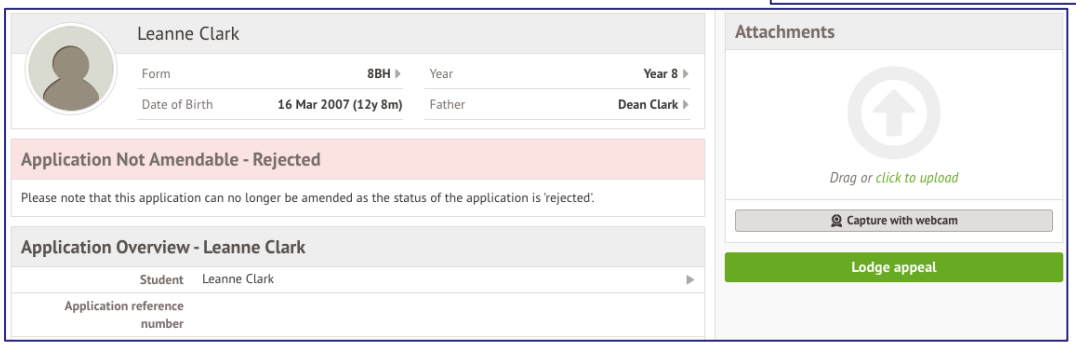


You will be taken to the ***Application Overview***. To log an appeal, click the **Lodge Appeal** button.

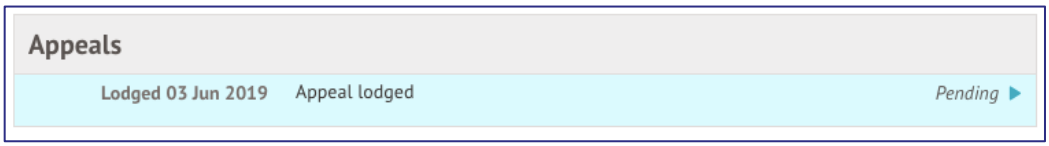
In the slide over, add in the lodged date, the hearing date if you know it, and a narrative, then click **Lodge appeal**.



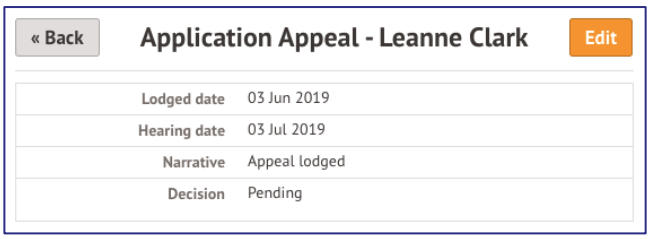
The bottom of the ***Application Overview*** page will then show the appeal as lodged and **Pending**.

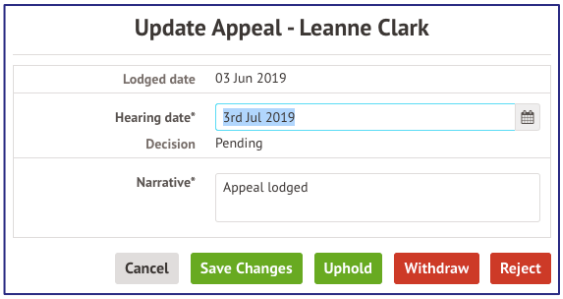


Once the appeal hearing has taken place, you can click on the appeal to add a resolution. In the slide over, click the orange **Edit** button.



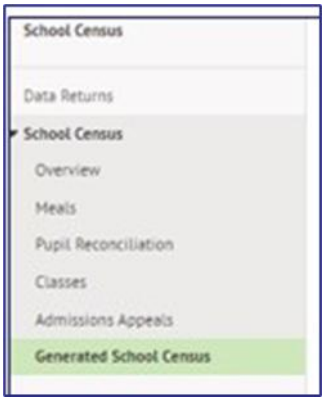
You can then log whether the appeal was upheld, withdrawn or rejected. Select one of the options, or select **Cancel** to make no changes.



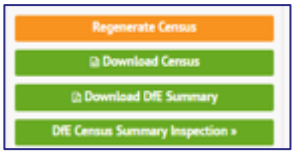


If you select **Uphold**, **Withdraw** or **Reject**, this will then display against the appeal.

Solving Errors or Queries



Once you have updated the relevant areas click back on the Overview and open the Census file to start working on your errors and queries.

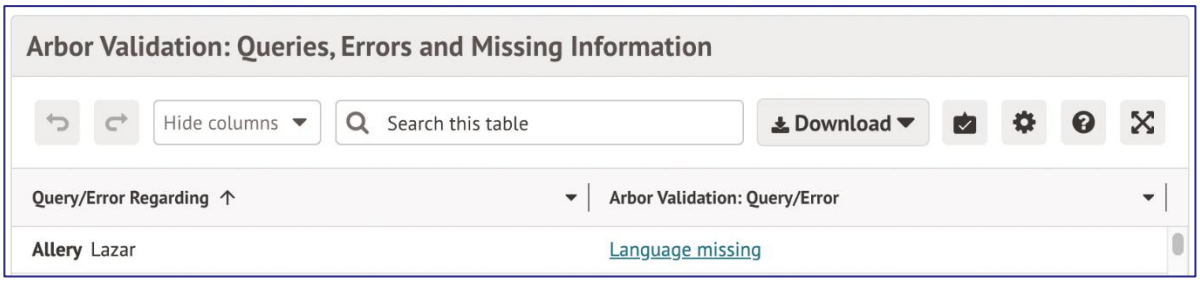


To regenerate your Census / Dry Run after resolving errors, just click the orange button on the right-hand side of your page.

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

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

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



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

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

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

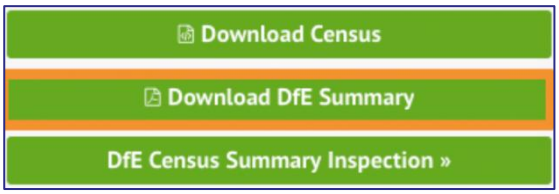
All DfE errors will have a specific error code supplied by the DfE that you can use to find more information. To find out more about what certain error codes mean and how to fix them, head over to our Census Help Articles where you can find detailed steps on how to address some of the most common errors and queries.

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

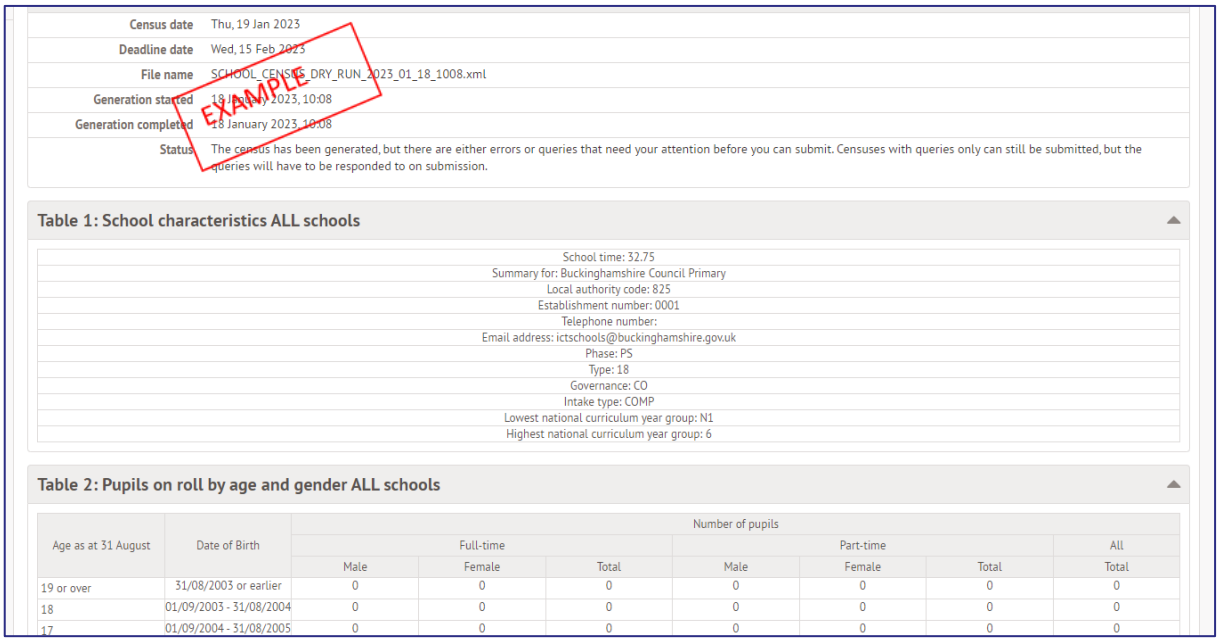
Chapter 3 Submitting The Census

Introduction

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



DfE Census Summary Inspection



Census date	Thu, 19 Jan 2023
Deadline date	Wed, 15 Feb 2023
File name	SCHOOL_CENSUS_DRY_RUN_2023_01_18_1008.xml
Generation started	18 January 2023, 10:08
Generation completed	18 January 2023, 10:08
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.

EXAMPLE

Table 1: School characteristics ALL schools

School time: 32.75
Summary for: Buckinghamshire Council Primary
Local authority code: 825
Establishment number: 0001
Telephone number:
Email address: ictschools@buckinghamshire.gov.uk
Phase: PS
Type: 18
Governance: CO
Intake type: COMP
Lowest national curriculum year group: N1
Highest national curriculum year group: 6

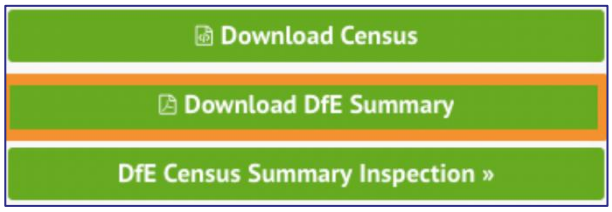
Table 2: Pupils on roll by age and gender ALL schools

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

Checking your Census numbers in Arbor

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

Downloading Your PDF Census Summary

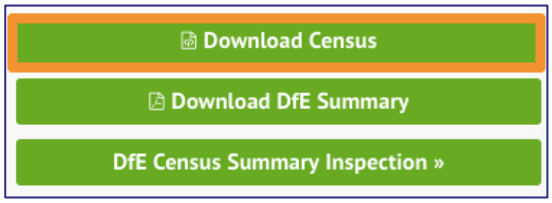


To view, download and check your Census Summary on paper you need to navigate to your Census and click on the green **Download DfE Summary** button on the right-hand side. This will trigger your Census Summary to download from Arbor.

IMPORTANT: It is important that the Head Teacher checks *all* the information on the Summary report before the return is authorised. Your Local Authority / DfE might 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.

Downloading the census file

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



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

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

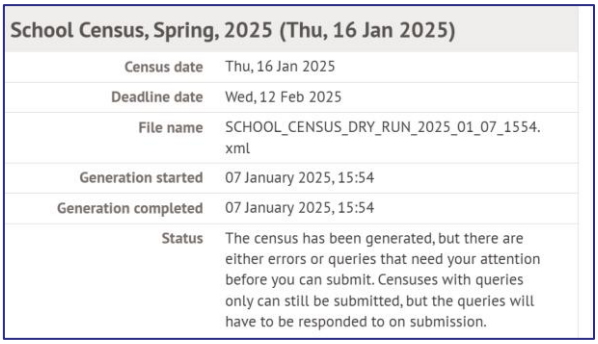
Do not open the file!

After The Census has been submitted.

To mark the census as complete in Arbor and remove the banner on the home page follow these steps:

School / Data / Export / Data Returns and select the census.

Click the View and fix errors button to School Census button.



School Census, Spring, 2025 (Thu, 16 Jan 2025)

Census date	Thu, 16 Jan 2025
Deadline date	Wed, 12 Feb 2025
File name	SCHOOL_CENSUS_DRY_RUN_2025_01_07_1554.xml
Generation started	07 January 2025, 15:54
Generation completed	07 January 2025, 15:54
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.

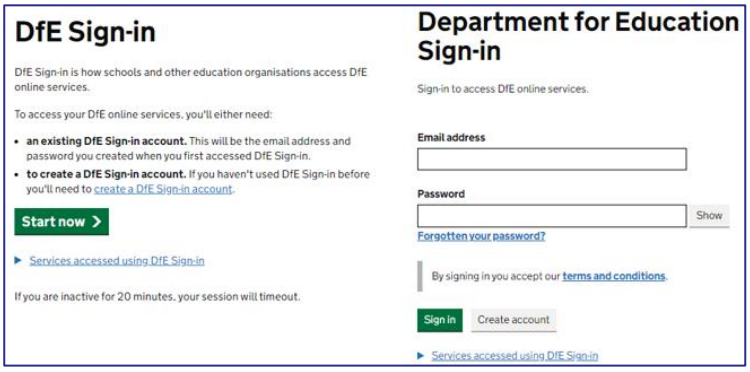
Click the **Submitted date** field.

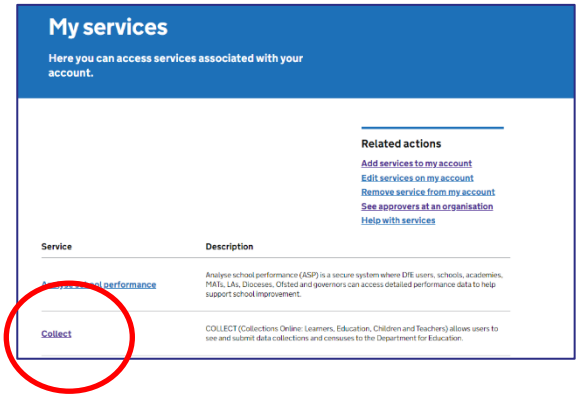
Uploading to DfE Collect

Important Upload Information for Local Authority Maintained Schools and Academies

- The submission of the School Census for both LA Maintained Schools and Academies is via **DfE Collect**.
- Contact the **CTST** for support uploading the census return to DfE Collect.
- Refer to previously published guidance issues by CTST for detailed instructions for DfE.
- Refer to CTST guidance for the deadline dates for upload to DfE Collect.
- **The ICT Schools Team are <u>unable</u> to assist with any upload issues to DfE Collect.**

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





Appendix A Early Years Funded Hours Information

Hours at Setting

Hours at Setting include the **Total** of:

- Any hours funded via universal hours entitlement
  + Plus
- Any extended hours.
  + Plus
- Any additional hours of education funded from other sources eg. Parents.

Funded Hours

All **3** and **4 year old** pupils are eligible for (universal) **15 hours** funded Early Education and Childcare.
Funded hours will only be required for:

- All pupils aged 2, 3 and 4 in a **'Nursery Schools'**
- For pupils aged 2, 3 and 4 in year group E1, E2, N1 and N2 in an **Infant or Primary School**
- Any pupils aged 3 and under in Reception in an **Infant** or **Primary School.**

Advice regarding the eligibility of 2 year old children for funded childcare can be found on the Buckinghamshire Council website:

https://www.buckscc.gov.uk/services/education/early-years-and-childcare/funded-early-education-and-childcare/funded-childcare-for-2-year-olds/

It is important that the funded free entitlement hours recorded on the census accurately reflect the hours at the setting to two decimal places. It should be noted that this is a decimal of hours and therefore does not record hours and minutes. For example:

Where a pupil has: **10½ hours** - record as **10.50**
10 hours & 20 minutes - record as **10.33**

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		

NOTE: DfE guidance on recording Pupil Part-Time Indicator states: The part time indicator is not based on the number of funded hours, it is based on whether the pupil is attending education provision for 10 sessions a week. If they [the pupils] are not receiving an education provision in the afternoon, then they would be recorded as part time. If they are receiving an education provision, they would be full time.

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

30 Hour Code and Extended Funded Hours

Extended Funded Hours are **applicable to 3 and 4 year old pupils only.** It is the number of hours that are **in addition** to the initial universal 15 funded hours that a child receives.

Extended Funded hours can double the original 15 hours of free child care to 30 hours a week, provided that the following criteria are met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than the specified amount.

Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue and Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours. This code can be carried forward from the previous year, as it will not change for a pupil even if the eligibility changes.

NOTE: With respect to the 30 hours of childcare (funded hours plus extended hours), it should be noted that a lunch break can be considered to be educational and therefore can be included.
As such, a child may attend, say, a 2½ hour morning and afternoon session, with an hour for lunch, the following would apply: 2.5 x 5 = 12.5 in the morning, 2.5 x 5 = 12.5 in the afternoon plus 5 hours for lunch = 30 hours. The child is full-time, based on the number of sessions (10) having attended morning and afternoon session each day for 5 days. Again, there is no link between hours and sessions.

Extended Funded Hours information provided by the DfE can be found on their website:
https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years- .
NOTE: Parents can split the universal and extended hours between two settings.
The **Parent Provider Agreement** forms must be signed and dated by the parents and it must list all settings the pupil attends recording explicitly which setting is to receive the universal funded hours and which setting is to receive the extended hours and how many of each type.
Further guidance is available on the Buckinghamshire Council Website.
https://earlyyears.buckscc.gov.uk/early-years-funding-entitlement/

Disability Access Fund

The **Disability Access Fund** is payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA)
  AND
- They access their entitlement to free early learning and childcare, eg. funded hours.

Disability Access Fund data is collected in this return for pupils who are in receipt of DAF on census day.

NOTE: If schools plan to record any pupils as being in receipt of DAF, they must also send a copy of any evidence of eligibility to the **Early Years Team** or funding will not be paid.

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 LA Children's & Traded Services	**Sarah Sewell, Education Insight Lead**	Performance Analysis (SPA) system and other data analysis	schoolcensus@buckinghamshire.gov.uk
	Amy Mitchell Information Analyst	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