



**Buckinghamshire
Council**

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Preparing and Producing Spring 2026 Census Return in Arbor

All Phases

**Census Date:
Thursday 15th January 2026**

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



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

Revision History

Version	Change Description	Date
Version 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



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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 16 th January 2026 @ 5.00pm
Academies -	Friday 23 rd January 2026 @ 5.00pm

DfE Collect Direct:

Academies – All – 1 st Submission to DfE COLLECT Direct	Wednesday 11 th February 2026
All Schools & Academies – DfE Final Submission	Wednesday 11 th 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
<input type="checkbox"/>	<p>Check School Details</p> <p>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).</p>
<input type="checkbox"/>	<p>(Spring Census Only) Check you've added Childcare details</p> <p>Whether you provide childcare or not, add details to School>School Details</p>
<input type="checkbox"/>	<p>Alternative Provision (AP) placements</p> <p>Record which students have had placements: Alternative Provision placement details</p>
<input type="checkbox"/>	<p>(Spring Census Only) School time for Weekly Hours Open</p> <p>Add details to School>School Details and fill in Weekly Hours Open</p>
<input type="checkbox"/>	<p>Young Carer</p> <p>Record which students are Young Carers from the Background section of their student profile</p>
<input type="checkbox"/>	<p>National Tutoring Programme</p> <p>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</p>
<input type="checkbox"/>	<p>Check Exclusions</p> <p>Have all suspensions been recorded?</p>
<input type="checkbox"/>	<p>Check New Student Details</p> <p>Have all your newest students been added to Arbor? Is there anybody you know you need to chase for more information?</p>
<input type="checkbox"/>	<p>Check Leavers Details</p> <p>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.</p>
<input type="checkbox"/>	<p>Resolve Duplicate Students</p> <p>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).</p>
<input type="checkbox"/>	<p>Check for Data Gaps</p> <p>Navigate to School > Data > Data Quality Dashboard to check and fill in any gaps in student data.</p>



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.

Sunnyville School of Product Management

Educational Institution Details	
Name	Sunnyville School of Product Management
Short name	PM44
Opening dates	Ongoing
Website	
Logo	Loaded
Printable logo	Not Setup
Local authority	Kensington And Chelsea (207)
Establishment number	0000
Intake gender	
School phase	All-Through
School type	Academies
Governance type	Academy
Intake type	Comprehensive
URN	
Centre number	00000

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.)



Educational Institution Details

Arbor Application ID	uk_demo_phillipa1
Name	Buckinghamshire Council Primary
Short name	
Opening dates	Ongoing
Website	
Logo	Loaded
Printable logo	Loaded
Local authority	Buckinghamshire (825)
Establishment number	0001
Centre number	00000
URN	569/88523
Provider reference number (UKPRN)	
School phase	Primary
School type	Infant and Junior school, 5-11
Governance type	Community
Intake type	Comprehensive
Intake sex	
Weekly Hours Open	32h 50m

Weekly Hours Open

Hours open per week	32:50
<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>	

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.

Opening Dates - Buckinghamshire Council Primary

If you are converting with a change in Establishment Number, please fill in Opening date and New Establishment Details fields.
If you are converting without a change in Establishment Number, you only need to update the Opening date field.
A Closing date is only required if your school is closing and not reopening.
Opening date* <input type="text"/> <input checked="" type="radio"/> We opened with a new Establishment Number on the above date. <input type="radio"/> We converted on the above date but kept our existing Establishment Number. Closing date <input type="text"/>
New Establishment Details
These fields are only required if the establishment number has changed.
Establishment name <input type="text"/> Establishment number <input type="text"/> URN <input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>

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**.

Child Care Places

+ **Add**

No child care places recorded

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.

[« Back](#)

Add Child Care Place

Name i Breakfast Club

Child care type Before school

Child care on site

Child care signposting i No

Opening time i 07:00

Closing time i 08:30

Child care places i 100

Child care provider i School

Child care for other schools i No

Weeks open i 36

Cancel Add Child Care Place



B. Signpost this type of childcare:

1. Select the childcare type, location and signposting

Childcare type*	After school	<input type="button" value="x"/>	<input type="button" value="▼"/>
Childcare location*	Off-site	<input type="button" value="x"/>	<input type="button" value="▼"/>
Childcare signposting*	Yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including escort to/from the site		

Childcare Overview

Name*	<input type="text"/>
Childcare type	After school
Childcare location	Off-site
Childcare signposting	Yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including escort to/from the site

Off-site Childcare Details

Childcare until 6pm*	<input type="text" value="Yes"/> <input type="button" value="x"/> <input type="button" value="▼"/>
----------------------	--

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

[« Back](#) **Add Childcare Place - Step 1**

Childcare type* <small>?</small>	Before school	<input type="button" value="x"/> <input type="button" value="▼"/>
Childcare location* <small>?</small>	On-site	<input type="button" value="x"/> <input type="button" value="▼"/>
Childcare signposting <small>?</small>	Yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including escort to/from the site	

[Cancel](#) [Next Step](#)

2. Click on **Next Steps**

[« Back](#) **Add Child Care Place**

Name <small>?</small>	Breakfast Club
Child care type	Before school
Child care on site <small>?</small>	<input checked="" type="checkbox"/>
Child care signposting <small>?</small>	No
Opening time <small>?</small>	07:00
Closing time <small>?</small>	08:30
Child care places <small>?</small>	100
Child care provider <small>?</small>	School
Child care for other schools <small>?</small>	No
Weeks open <small>?</small>	36

[Cancel](#) [Add Child Care Place](#)

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.



« Back

Child Care Place

Name ? Under 5s childcare

Child care type* ? Under five

Child care on site

Child care signposting ? No

Opening time ? 07:00

Closing time ? 17:00

Child care places ? 20

Child care provider. Only ? required if child care is on-site. School

Child care for other schools. ? Only required if child care is on-site. No

Weeks open ? 30

Delete **Cancel** **Save Changes**

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.

« Back

Child Care Place

Name ? Under 5s childcare

Child care type* ? Under five

Child care on site

Child care signposting ? No

Opening time ?

Closing time ?

Child care places ?

Child care provider. Only ? required if child care is on-site.

Child care for other schools. ? Only required if child care is on-site. No

Weeks open ?

Delete **Cancel** **Save Changes**

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 *Unenrol Student* button.
3. Select the leaving date. Leaving reason and grounds for removal from the available options listed, then click one of the *Unenrol* options.

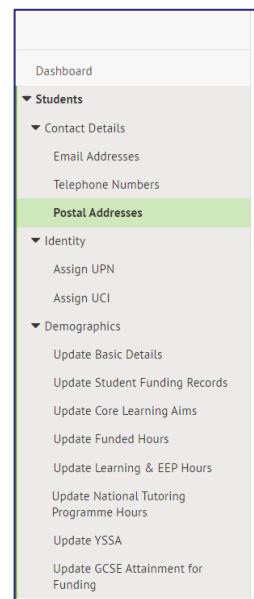
Bulk Update

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





Current & Future Students - Postal Address - Data Quality Grid

All Result Types All Result Descriptions Settings

Name	Postal Address	Result Type	Description
Kate Smith		Incomplete	Missing Post
Pavan Chaudry		Incomplete	Missing Post
Tammy Johnson		Incomplete	Missing Post
Timmy Johnson		Incomplete	Missing Post
Sam Jones		Incomplete	Missing Post
Carmela George		Incomplete	Missing Post

Add Postal Address

Occupant
Student: Kate Smith

Address details

Address 1*
Address 2
Address 3
City/town*
State
Post code*

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.

Bulk Assign UPNs: 2022/2023

The table below shows enrolled students that do not have a UPN, or have a temporary UPN. Select the dropdown list. Please Note: assigning UPNs to a large number of students may take some time.

Enrolled Students With No UPN / Temporary UPN		
<input type="button" value="Bulk action"/>	<input type="button" value=""/>	<input type="button" value=""/>
Student	Year Group	Temporary UPN No.
<input checked="" type="checkbox"/> Brown Abbie	N1	
<input type="checkbox"/> Jones Stevie	N2	

Bulk Assign UPN

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

Students

Brown Abbie

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

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

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

Assign UPN

Please note!

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

Student Lazar Allery
Current UPN None recorded
Temporary
Existing UPN Leave blank to assign UPN automatically



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.

- ▼ Demographics
- Update Basic Details
- Update Student Funding Records
- Update Core Learning Aims
- Update Funded Hours
- Update Learning & EEP Hours
- Update National Tutoring Programme Hours
- Update YSSA
- Update GCSE Attainment for Funding

- 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.

Students

Bulk action ▾ Hide columns ▾

Search this table

Download

Year group: All enrolled students

Ethnicity	Ethnicity Source	Native Languages	Religion
Other Mixed Background	Not set - P or C assumed		
White European	Not set - P or C assumed		Christian

Update Basic Details

Update Student Funding Records

Update Core Learning Aims

Update Funded Hours

Bulk Edit Ethnicity

Bulk Set Native Language

Bulk Edit Religion

Bulk Edit Ethnicity Source

Bulk Update Basic Student Details

Students

Bulk action ▾ Hide columns ▾

Search this table

Download

Year group: All enrolled students

Student	Ethnicity	Ethnicity Source	Native Languages	Religion
Adams_Adam	Black - African	P	English	Refused Information
Adams_Jade	White - British	P	English	
Allen_Callum	White - British	P	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.

Bulk Update Student Funding Records

Add Student Funding

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

Student Funding Type

Start Date 27th Apr 2023, End Date 31st Aug 2023

Student Funding Type

Top-up Funding

Student	Reg Form	Start Date	End Date	Funding Type
Adams_Antie	Form 12YK	27 Apr 2023	Ongoing	16-19 Bursary Fund
Adams_Antie	Form 12YK	27 Apr 2023		Adult Education Bursary
Adams_Dan	Form 10U	27 Apr 2023		Adult Learning Grant
Adams_Yasmine	Form 90L	27 Apr 2023		Care to Learn
Allen_Ary	Form 13EG	27 Apr 2023		Disability Access Fund (DAF)
Andres_Ethan	Form 11UN	27 Apr 2023		Discretionary Bursary Awarded
Bell_Rachel	Form 10SP	27 Apr 2023		Exceptional Needs Funding
Bell_Sally	Form 10W	27 Apr 2023		Free Childhood for Training & Learning for Work
Butler_Ella	Form 09A	27 Apr 2023		Leaver repayment up to one full year of 16-19 National programme
				National Tutoring Programme
				Professional and Career Development Loan
				Programmed Led Apprenticeships bursary fund
				School led tutoring programme (inactive)
				Time off for study
				Top-up Funding
				Vulnerable Group Bursary Awarded

Bulk action ▾ Hide columns ▾

Search this table

Download

Year group: All enrolled students

Update Basic Details

Update Student Funding Records

Update Core Learning Aims

Update Funded Hours

Update Learning & EEP Hours

Update National Tutoring Programme Hours

Update YSSA

Update GCSE Attainment for 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.

Funded Hours & Hours At Setting									
The table below contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the information required and the maximum number of funded hours allowed depends on the student's age and NC year. When you generate the census any incorrect or missing data will be brought to your attention. Please refer to the census documentation for more information on early years funding.									
Bulk Update Funded Hours & Hours At Setting		Year Group	Registration ...	Attendance P...	Funded Hours	Funded Hour ...	Hours At Sett...	Extended Ho...	Thirty Hour C...
<input checked="" type="checkbox"/>	Brown Abbie	N1	Nursery	Afternoon O...					
<input checked="" type="checkbox"/>	Jones Stevie	N2	Nursery						



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.



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.

Hours at setting

Funded hours

Extended hours

Thirty hour code

Expanded hours

Cancel **Save Changes**

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:

Hours at setting

Funded hours

2-Year-Old Funding Basis

Extended hours

Eligibility code

Expanded hours

Fill in the full amount of hours the student attends the setting here

Leave these blank

Fill in the hours due to the new entitlement for working parents here along with the eligibility code.

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.

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

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

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

Hours at setting	17:00
Funded hours	15:00
2-Year-Old Funding Basis	Economic criteria

Update National Tutoring Programme Hours												
Week beginning...												
	Student	Reg. Form	Total Hours	17 Apr 20...	24 Apr 20...	02 May 20...	09 May 20...	15 May 20...	22 May 20...	05 Jun 20...	12 Jun 20...	19 Jun 20...
Update YSSA	Allery Lazar	Form 2PT	6	1	1	1	1	1	1	N/A	N/A	N/A
Update GCSE Attainment for Funding	Badsey Brandon	Form 2PT	6	1	1	1	1	1	1	N/A	N/A	N/A
Guardians	Bengafeld Vi	Form 2ED	6	1	1	1	1	1	1	N/A	N/A	N/A

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

A screenshot of the 'Bulk update YSSA' interface in Arbor. The interface has a header 'Bulk update YSSA' and a dropdown 'Year group' set to 'All enrolled students (aged 11+)'. Below is a table titled 'Students' with columns: 'Bulk action', 'Student', 'Registration Form', and 'Youth Support Services Agreement'. The first row for 'Roberts Aaron' has a checked checkbox in the 'Bulk action' column. The second row for 'Knight Abbie' has an unchecked checkbox. The 'Registration Form' column shows 'Form 7BG' for Aaron and 'Form 12ZN' for Abbie. The 'Youth Support Services Agreement' column shows 'Unsought - school has not yet sent out privacy notice...' for both.

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**.

A screenshot of the 'Suspected Student Duplicates' interface in Arbor. The interface has a header 'Suspected Student Duplicates' and tabs for 'Unresolved', 'Resolved', and 'Pending approval'. Below is a table with columns: 'Student A', 'Student B', and 'Resolution'. The first row shows 'Student A' as 'Ms. Rebecca Allen' and 'Student B' as 'Rebecca Allen' with 'Resolution' 'Not resolved'. The second row shows 'Student A' as 'Student A' and 'Student B' as 'Student B' with 'Resolution' 'Not resolved'.



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.

The screenshot shows the Arbor navigation bar with 'Students' selected in the dropdown. The 'Demographics & Educational Needs' option is highlighted. To the right, a 'To Do' list shows 76 items, including 1 pending student absence and 4 staff affected by duplicates.

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:

Eligibilities		Free School Meal Eligibilities							
Free School Meal									
Free School Meal Eligibilities									
Hide columns ▾ Search this table									
Student	▼	Year Group	▼	Reg. Form	▼				
Allen Charlotte		Year 5		Form 5TO	16 Sep 2022				
Bailey Adam		Year 3		Form 3TB	20 Mar 2023				

- **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.

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

- **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

Service Children		Service Child in Education			
Dashboard		Service Child in Education			
27 Apr 2022 - 27 Apr 2023 All students enrolled 27 Apr 2022 - 27 Apr 2023 Settings					
Student	Year Group	Reg. Form	Service Child Status	Start Date	
James Barry	Year 1	Form 1KO		03 Apr 2023	
Carter Jack	Year 6	Form 6SP			
James Tanya	Year 3	Form 3TL			



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 under the age of 18 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	Students with SEN					
Students with SEN	<p>Start Date 27th Apr 2023. End Date 27th Apr 2023. Change</p> <p>Hide columns Search this table Download Print Settings Help X</p>					
▼ Statistics						
SEN Statuses	Student	Reg. Form	SEN Status	Start Date	End Date	SEN Needs
SEN Needs	Adams_Mia	6HY	Education, Health and Care P...	01 Sep 2020	Ongoing	
Setup	Allen_Adam	5QT	SEN Support	20 Mar 2023	Ongoing	Selective mutism
	Allen_Tiffany	5QT	Education, Health and Care P...	06 Sep 2021	Ongoing	

SEN Status (SEN Provision)

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

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

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

SEN Need Type and SEN Need Rank

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

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

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

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

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/datalddatam/s2s/a0064650/school-to-school-s2s>). Instructions are available here: [LRS: batch load documents for schools and providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/learner-registration-service)
- 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.

Add Alternative Provision Placement

Location: Example PRU (BD4 8BD)

Location Details: Example PRU
Address: 3 Example Way, Bradford, BD4 8BD
Email: example.pru@arbor-mail.com
Telephone: None recorded

Placement reason*

Off-site placement for behavioural support

Medical condition (mental health need)
Medical condition (physical health need)
Off-site placement for behavioural support
Other
Permanent exclusion (where still going through the review process)
Suspension

Start date*: 6th Sep 2021
End date: 30th Nov 2021

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

SEN status at the end of the placement: Education, Health and Care Plan (04 Oct 2021 - ongoing)

Attendance pattern: Full time in alternative provision at this provider

Sessions per week:

Save

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

Suspensions																																	
Add Suspension																																	
Mon, 10 Apr 2023 - Thu, 28 Mar 2024 Settings																																	
Reporting																																	
Statistics																																	
Permanent exclusions																																	
Point Awards																																	
Behaviour Setup																																	
<table border="1"> <thead> <tr> <th style="width: 40px;"></th> <th style="width: 100px;">Student</th> <th style="width: 50px;">UPN</th> <th style="width: 50px;">Year</th> <th style="width: 50px;">Form</th> <th style="width: 50px;">Suspended from</th> <th style="width: 50px;">Suspended until</th> <th style="width: 50px;">Notes</th> <th style="width: 50px;">Days Lost</th> <th style="width: 50px;">Sessions Lost</th> <th style="width: 50px;">Suspension ...</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Adams, Leo</td> <td>A20700002...</td> <td>Year 10</td> <td>Form 10SP</td> <td>Mon, 12 Jun 2023, 12:00</td> <td>Tue, 13 Jun 2023, 16:00</td> <td></td> <td>1.5</td> <td>3</td> <td>Challenging/unacceptable behaviour</td> </tr> </tbody> </table>													Student	UPN	Year	Form	Suspended from	Suspended until	Notes	Days Lost	Sessions Lost	Suspension ...	<input type="checkbox"/>	Adams, Leo	A20700002...	Year 10	Form 10SP	Mon, 12 Jun 2023, 12:00	Tue, 13 Jun 2023, 16:00		1.5	3	Challenging/unacceptable behaviour
	Student	UPN	Year	Form	Suspended from	Suspended until	Notes	Days Lost	Sessions Lost	Suspension ...																							
<input type="checkbox"/>	Adams, Leo	A20700002...	Year 10	Form 10SP	Mon, 12 Jun 2023, 12:00	Tue, 13 Jun 2023, 16:00		1.5	3	Challenging/unacceptable behaviour																							

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.

Permanent Exclusions																									
Add Permanent Exclusion																									
Thu, 01 Sep 2022 - Thu, 31 Aug 2023 Settings																									
Student																									
Behaviour																									
Incidents																									
Detentions																									
Internal exclusions																									
Fixed period exclusions																									
Exclusions																									
Statistics																									
Permanent exclusions																									
Point Awards																									
Behaviour Setup																									
<table border="1"> <thead> <tr> <th style="width: 40px;"></th> <th style="width: 100px;">Student</th> <th style="width: 50px;">Year</th> <th style="width: 50px;">Form</th> <th style="width: 50px;">Decision date</th> <th style="width: 50px;">Start date</th> <th style="width: 50px;">Exclusion reasons</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Khan, Abbie</td> <td>Year 5</td> <td>SQT</td> <td>19th Dec 2022</td> <td>Mon, 19th Dec 2022</td> <td>Alcohol related</td> </tr> </tbody> </table>													Student	Year	Form	Decision date	Start date	Exclusion reasons	<input type="checkbox"/>	Khan, Abbie	Year 5	SQT	19th Dec 2022	Mon, 19th Dec 2022	Alcohol related
	Student	Year	Form	Decision date	Start date	Exclusion reasons																			
<input type="checkbox"/>	Khan, Abbie	Year 5	SQT	19th Dec 2022	Mon, 19th Dec 2022	Alcohol related																			

Exclusions should **not** be counted if they were withdrawn by the Head Teacher, or if the student was reinstated 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 Autumn Census day will be correctly reported in Summer Census.

IMPORTANT NOTE:

Any **permanently excluded** students should be marked as leavers once the exclusion has been confirmed by the Local Authority.

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

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

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.

Raw Attendance Marks							
Start Date 1st Sep 2023, End Date 31st Dec 2023, Mark Type Statutory/Roll Call, Specific Marks No Reason (N)							
<input type="button" value="Change"/> <input type="button" value="Download"/> <input type="button" value="Print"/> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Delete"/>							
Student	Year	Form	Date	Roll Call	Mark	Description	
Abbas_Latif	Reception	REIP	Thu, 14 Sep 2023	Morning	N	No Reason	
Abbas_Latif	Reception	REIP	Wed, 27 Sep 2023	Afternoon	N	No Reason	
Abbas_Latif	Reception	REIP	Thu, 05 Oct 2023	Morning	N	No Reason	
Abbas_Latif	Reception	REIP	Fri, 20 Oct 2023	Afternoon	N	No Reason	
Abbas_Latif	Reception	REIP	Thu, 02 Nov 2023	Morning	N	No Reason	
Abbas_Latif	Reception	REIP	Wed, 15 Nov 2023	Afternoon	N	No Reason	



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.

The screenshot shows the 'Data Returns' page. On the left, a sidebar has 'Dashboard' selected. The main area shows a list of censuses: 'School Census' (Due *19/01/2024*), 'School Census' (Due *19/01/2024*), 'School Workforce Census' (Due *19/01/2024*), and 'School Census' (Due *19/01/2024*). An orange arrow points from the text 'Census day' to the first 'School Census' entry. Another orange arrow points from the text 'Deadline date for submission to the DfE' to the 'Due' date for the fourth 'School Census' entry.

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.

The screenshot shows the 'Data Errors or missing data' page. It lists errors for 'AG Sunnyville': 'School Phase missing for AG Sunnyville', 'School Type missing for AG Sunnyville', 'School Governance Type missing for AG Sunnyville', and 'School Intake Type missing for AG Sunnyville'. A 'Back' button is at the top left.

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**.

School Census, [REDACTED]
([REDACTED])

« Back

Census date	Mon, [REDACTED]
Deadline date	Wed, [REDACTED]

School Census »

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

Census date	Thu 19 Jan 2023
Deadline date	Wed 15 Feb 2023
Last generated on	Wed, 18 Jan 2023, 10:08
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

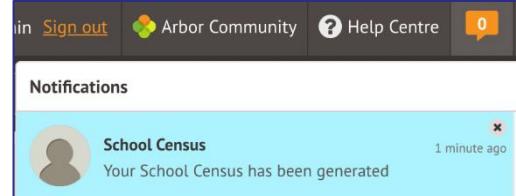
Next Steps

Once you have fixed the errors, please regenerate the census

Generate Census

Download Census

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.

Census Generation History

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

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

School Census, [REDACTED]

Census date	Thu, 06 Oct 2022
Deadline date	Wed, 02 Nov 2022
Last generated on	Tue, 20 Sep 2022, 11:13
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Next Steps

Once you have fixed the errors, please regenerate the census

Generate Census (Dry Run)

Download Census



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.

« Back
School Census, Autumn
EXAMPLE

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

View and fix errors »
School Census »

School Census
▼ School Census / ▼ School Census / Generated School Census

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

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.

Arbor Validation: Queries, Errors and Missing Information

Hide columns ▾
Search this table
Download ▾
⚙️
💡
✖️

Query/Error Regarding	Arbor Validation: Query/Error
Adams, Mia	Student has SEN status but SEN need is missing

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.

School Census
▼ School Census / ▼ School Census / Generated School Census

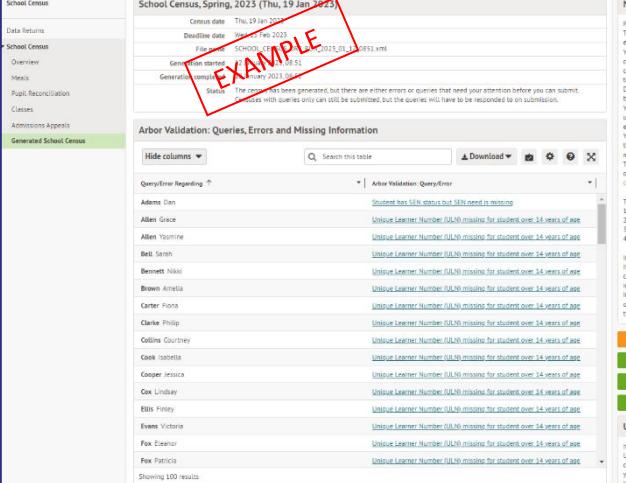
EXAMPLE
School Census

Data Returns	
▼ School Census	
Overview	
Meals	
Pupil Reconciliation	
Classes	
Admissions Appeals	
Generated School Census	



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.



EXAMPLE

Next Steps

Please review the errors and queries listed below. To add the missing information, simply click on the error message. You will need to correct all the errors before you can submit your census on COLLECT. You can regenerate the census by clicking the 'Regenerate Census' button. This will regenerate the census table and update the information or use the Data Quality Dashboard to update information in the census.

You don't have to resolve all the queries. For any unresolved queries, you can include a note and ignore the message. You will need to regenerate your census to refresh the list of errors and queries. You can do this as follows:

To submit your census:

1. Click the 'Regenerate Census' button
2. Ensure there are no errors
3. Click the 'Download Census' button
4. Upload this file to COLLECT

Important note:

If you receive a message that there are errors to correct, but there are no errors showing, you can ignore this message. These errors are relating to students who are not on the census on the day of the census. They are 'hidden' during dry runs as they cannot be read before census day.

[Regenerate Census](#)
[Download Census](#)
[Download DfE Summary](#)
[DfE Census Summary Inspection](#)

ULNs

If you have errors that say you need to include ULNs for your students, you can create a CTF (consolidated file) with the students in the census, which can then be uploaded you can do this [here](#).

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.

School Census

Data Returns

► **School Census**

Overview

Meals

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.

Free Meals Taken

FSM taken ● Please specify

School Lunch Taken

Auto-set School Lunch Taken

Bulk action ▲ **Hide columns** ▼

School Lunch Taken	Year	Form	School Lunch Taken
<input checked="" type="checkbox"/> Allery Lazar	Year 2	Form 2PT	No
<input checked="" type="checkbox"/> Badsey Brandon	Year 2	Form 2PT	No
<input checked="" type="checkbox"/> Baker Amber	Year 1	Form 1TU	No
<input checked="" type="checkbox"/> Basu Supriya	Year 2	Form 3TB	No
<input checked="" type="checkbox"/> Bell Alice	Year 1	Form 1KO	No
<input checked="" type="checkbox"/> Bell Archie	Year 1	Form 1TU	No
<input checked="" type="checkbox"/> Bell Elliott	Year 1	Form 1TU	No



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.

A screenshot of a left-hand navigation menu for 'School Census'. The menu items are: School Census (highlighted in grey), Data Returns, School Census (highlighted in grey), Overview, Meals, and Pupil Reconciliation.

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.

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

Census date: Thu, 19 Jan 2023
 Deadline date: Wed, 15 Feb 2023
 Last generated on: Wed, 18 Jan 2023, 10:08
 Latest generated status: The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Pupil Reconciliation at 09:45 on 19 Jan 2023

Pupils on roll: 339
 Pupils in class: 333
 Part time not in: 0
 Private study: 0
 At other school: 0
 Reconciliation status: Pupil numbers not reconciled. Click for more info.

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**.



School Census, Spring, 2023 (Tue, 03 Jan 2023) <p>Census date: Tue, 03 Jan 2023 Deadline date: Wed, 15 Feb 2023 Last generated on: Tue, 03 Jan 2023, 10:02 Latest generated status: The census has been generated, but there are either errors or queries still to be submitted, but the queries will have to be responded to before the census can be submitted.</p> <p>Pupil Reconciliation at 09:45 on 03 Jan 2023</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Pupils on roll</td> <td style="width: 10%;">563</td> </tr> <tr> <td>Pupils in class</td> <td>280</td> </tr> <tr> <td>Part time not in</td> <td>0</td> </tr> <tr> <td>Private study</td> <td>0</td> </tr> <tr> <td>At other school</td> <td>0</td> </tr> <tr> <td>Work experience</td> <td>0</td> </tr> <tr> <td>FE College</td> <td>0</td> </tr> </table> <p>Reconciliation status: Pupil numbers not reconciled. Click for more info.</p>	Pupils on roll	563	Pupils in class	280	Part time not in	0	Private study	0	At other school	0	Work experience	0	FE College	0	<h3>Pupil Reconciliation</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Selected time</td> <td style="width: 10%;">0</td> </tr> <tr> <td>Part time not in</td> <td>5</td> </tr> <tr> <td>Private study</td> <td>0</td> </tr> <tr> <td>At other school</td> <td>0</td> </tr> <tr> <td>Work experience</td> <td>0</td> </tr> <tr> <td>FE College</td> <td>0</td> </tr> </table> <p style="text-align: right;">Cancel Save Changes</p>	Selected time	0	Part time not in	5	Private study	0	At other school	0	Work experience	0	FE College	0
Pupils on roll	563																										
Pupils in class	280																										
Part time not in	0																										
Private study	0																										
At other school	0																										
Work experience	0																										
FE College	0																										
Selected time	0																										
Part time not in	5																										
Private study	0																										
At other school	0																										
Work experience	0																										
FE College	0																										

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.

Classes	
Year 4: Form 4SU	
Home pupils given	26
Actual students in class	26
Discrepancy	0

EXAMPLE

Cross Reference Pupils	
Information	
This cross references the pupils found in the classes with the pupils enrolled on census date and will output messages that may hint at why the pupil numbers are not reconciled if that is the case.	
Pupil Reconciliation	
Not reconciled: 6	
Classes	
Year 6: Form 6HY (2022/2023)	
Home pupils given	29
Actual students in class	29
Discrepancy	0
Year 1: Form 1TU (2022/2023)	
Home pupils given	30
Actual students in class	28
Discrepancy	-2
Year 2: Form 2ED (2022/2023)	
Home pupils given	25
Actual students in class	25
Discrepancy	0

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.

Physical Education / Sports: Year 9: Y9Set2	
Home pupils given	28
Actual students in class	28
Discrepancy	0
Student already in another class: Eden Griffiths Also in Registration: Reception: Form REEZ	
The student is enrolled in more than one class at the same time.	



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.

School Census, Spring, 2023 (Tue, 03 Jan 2023)

Census date	Tue, 03 Jan 2023
Deadline date	Wed, 15 Feb 2023
Last generated on	Tue, 03 Jan 2023, 10:02
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Pupil Reconciliation at 09:45 on 03 Jan 2023

Pupils on roll	563
Pupils in class	280
Part time not in	0
Private study	0
At other school	0
Work experience	0
FE College	0

Reconciliation status: Pupil numbers not reconciled. Click for more info.

[« Back](#)

Cross Reference Pupils

Nursery: Wednesday AM	
Home pupils given	9
Actual students in class	9
Discrepancy	0

Students enrolled but not in class

We found 283 student(s) who were enrolled on census date, but who are not in any session/class counted in the census. These are listed below - clicking on the students will take you to their calendar so you can inspect what activity they were doing at the time.

Adam Kelly
Martin Robertson
Beth Mason
Elizabeth Harrison
Paula Martin

Classes

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

School Census, Spring, 2023 (Tue, 03 Jan 2023)

Census date	Tue, 03 Jan 2023
Deadline date	Wed, 15 Feb 2023
Last generated on	Tue, 03 Jan 2023, 10:02
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Classes & Class Activities at 09:45 on 03 Jan 2023

Year 4: Form 4SU
Year group code output in census: 4
Activity: Not set
Home pupils: 26
Guest pupils: 0
Teachers: 1
Non-teachers: 0
Year 2: Form 2QH
Year group code output in census: 2
Activity: Not set
Home pupils: 17
Guest pupils: 0
Teachers: 1
Non-teachers: 0

EXAMPLE

School Census

- Data Returns
- School Census**
- Overview
- Meals
- Pupil Reconciliation
- Classes

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).

School Census, Spring, 2023 (Tue, 03 Jan 2023)		Lesson / Class	
Census date: Tue, 03 Jan 2023 Deadline date: Wed, 15 Feb 2023 Last generated on: Tue, 03 Jan 2023, 10:02 Latest generated status: The census has been generated, but there are either errors or queries still to be submitted, but the queries will have to be responded to or		Lesson: Year 4: Form 4SU, 18 Jan 2023, 08:30 Activity: Please select class activity Home pupils: 26 Guest pupils: 0 Teachers: 1 Non-teachers: 0	
Classes & Class Activities at 09:45 on 03 Jan 2023		Recalculate Cancel Save Changes	
Year 4: Form 4SU Year group code output in census: 4 Activity: Not set Home pupils: 26 Guest pupils: 0 Teachers: 1 Non-teachers: 0			

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**.

School Census, Spring, 2023 (Tue, 03 Jan 2023)		Lesson / Class	
Census date: Tue, 03 Jan 2023 Deadline date: Wed, 15 Feb 2023 Last generated on: Tue, 03 Jan 2023, 10:02 Latest generated status: The census has been generated, but there are either errors or queries still to be submitted, but the queries will have to be responded to or		Lesson: Year 4: Form 4SU, 18 Jan 2023, 08:30 Activity: Please select class activity Art, Craft or Design English Literacy or Reading Foreign Language Group Project work (including mixed activities in other categories and library work) General Studies Humanities (including Geography, History, Economics or Business Studies) Mathematics or Numeracy Music, Singing or Drama Other PE or Games Personal, Social or Leisure Education Private Studies Religious Education	
Classes & Class Activities at 09:45 on 03 Jan 2023			
Year 4: Form 4SU Year group code output in census: 4 Activity: Not set Home pupils: 26 Guest pupils: 0 Teachers: 1 Non-teachers: 0 Year 2: Form 2QH Year group code output in census: 2			

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.

Nursery: Wednesday AM
Year group code output in census: M
Activity: Not set
Home pupils: 9
Guest pupils: 0
Teachers: 0
Non-teachers: 0
PPA teachers: 0
Pupil exceptions: 0

Please note that this infant class size could be considered unlawful. Where a Reception, Y1 or Y2 class has more than 30 pupils per teacher in the classroom, a reason for this must be provided. Please use the Infant Class Information to provide information about teachers on PPA/LMT and student exceptions. If the DfE options provided don't fit your case you can still submit your census, but you will be required to provide a reasonable explanation when you upload to COLLECT

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.

EXAMPLE

Lesson / Class

Lesson	Registration: Reception: Form REEZ, 03 Dec 2019, 09:00
Activity	English Literacy or Reading
Home pupils	31
Guest pupils	0
Teachers	2
Non-teachers	1



- **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.

Infant Class Information

Where a Reception, Y1 or Y2 class has 31 or more pupils per teacher in the class room, a reason for this must be provided. Accepted reasons are if the teacher is PPA or LMT, or if one or more pupils are covered by one of the pupil specific exceptions (see tooltips for full information).

Teachers on PPA or LMT	0
Exception A	0
Exception B	0
Exception C	0
Exception D	0
Exception E	1
Exception F	0
Exception G	0
Exception H	0

[Remove](#)

[Cancel](#)

[Save Changes](#)

Part-Time Students

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

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

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

Set Part Time Student Status (under 5s only)	
Bulk action	Search this table
Hide columns	Download
<input type="checkbox"/> Student	Part time
<input type="checkbox"/> Brown Abbie	Set automatically
<input type="checkbox"/> Jones Stevie	Set automatically
<input type="checkbox"/> Keith Eileen	Set automatically



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

Set Part Time Student Status (under 5s only)		
<input style="width: 100px; height: 25px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; margin-right: 10px;" type="button" value="Bulk action"/> ← → Hide columns Search this table Download Print Settings X		Part time
<input type="checkbox"/> Set as Part Time Student <input type="checkbox"/> Set as NOT Part Time Student <input type="checkbox"/> Set Part Time Status from Attendance Pattern		Set automatically
<input type="checkbox"/> Jones Stevie <input checked="" type="checkbox"/> Keith Eileen <input checked="" type="checkbox"/> Melia Sky		Set automatically

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.

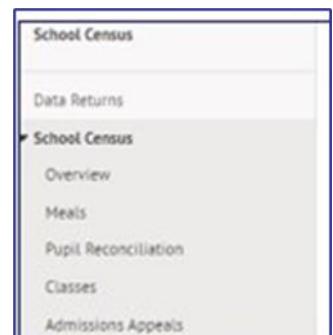
Admission Appeals

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.

Infant Admissions Appeals (Reception, Year 1-2)	
Lodged	Calculated automatically
Heard	Calculated automatically
Upheld	Calculated automatically
Rejected	Calculated automatically
Withdrawn	Calculated automatically

Primary Admissions Appeals (Reception, Year 1-6)	
Lodged	Calculated automatically
Heard	Calculated automatically
Upheld	Calculated automatically
Rejected	Calculated automatically
Withdrawn	Calculated automatically

Secondary Admissions Appeals (Year 7-13)	
Lodged	Calculated automatically
Heard	Calculated automatically
Upheld	Calculated automatically
Rejected	Calculated automatically
Withdrawn	Calculated automatically



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.

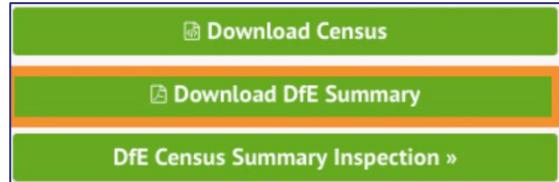
Top Tip: Always regenerate your Census before leaving the Census pages to ensure that any work you have done is saved and recorded.



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.

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	

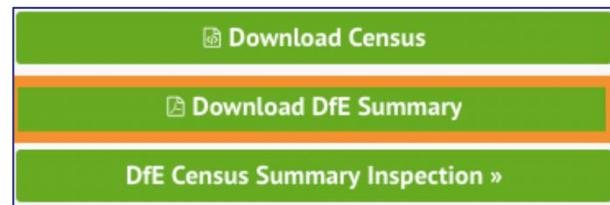
Table 2: Pupils on roll by age and gender ALL schools							
Age as at 31 August	Date of Birth	Number of pupils					
		Full-time			Part-time		
19 or over	31/08/2003 or earlier	0	0	Total	Male	Female	Total
18	01/09/2003 - 31/08/2004	0	0	0	0	0	0
17	01/09/2004 - 31/08/2005	0	0	0	0	0	0

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.

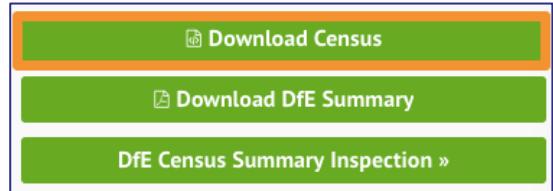




IMPORTANT: It is important that the Head Teacher checks *all* the information on the Summary report before the return is authorised. Your Local Authority / DfE might request that a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher 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 unable to assist with any upload issues to DfE Collect.**



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

DfE Sign-in

DfE Sign-in is how schools and other education organisations access DfE online services.

To access your DfE online services, you'll either need:

- **an existing DfE Sign-in account.** This will be the email address and password you created when you first accessed DfE Sign-in.
- **to create a DfE Sign-in account.** If you haven't used DfE Sign-in before you'll need to [create a DfE Sign-in account](#).

Start now >

► [Services accessed using DfE Sign-in](#)

If you are inactive for 20 minutes, your session will timeout.

Department for Education Sign-in

Sign-in to access DfE online services.

Email address
[Forgotten your password?](#)

Password
[Forgot your password?](#)

By signing in you accept our [terms and conditions](#).

► [Services accessed using DfE Sign-in](#)

My services

Here you can access services associated with your account.

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

Related actions

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

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: **10% hours** - record as **10.50**
10 hours & 20 minutes - record as **10.33**

Decimal Conversion Table

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: $2.5 \times 5 = 12.5$ in the morning, $2.5 \times 5 = 12.5$ 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">DataProtection@buckinghamshire.gov.uk

