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Preparing and Producing the 2026 Spring Census Return in Bromcom

Census Date:
Thursday January 15th 2026

Working in Partnership with

Version Number	Dated
V1 – initial creation of manual for ICT Schools Team	September 2025
Updated for Spring 26 Census	Dec 2025

Preparing and Producing the 2026 Spring Census Return in Bromcom

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

Introduction

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

The information collected is used by the Department for Education (DfE) in the calculation of the Dedicated Schools Grant and the Pupil Premium funding allocations and, for schools with a Sixth form, the Post 16 Funding as specified by the ESFA. Each Census has funding implications and questions regarding which census collects funding data – should be referred to the Schools Management Support Team.

Data collected includes general pupil characteristic information such as sex, free school meal eligibility, Special Needs, ethnicity, and language. Termly absence and attendance data is also collected, and this contributes to the published School Performance tables. Data differs for phase and type of school for each census.

Data is collected three times a year – Autumn (October), Spring (January), and Summer (May).

- Autumn Census - Thursday 2nd October 2025
- **Spring Census – Thursday 15th January 2026**
- Summer Census - Thursday 21st May 2026

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 Bromcom 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 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.

Panels Available in Each Termly Census Return

Autumn	Spring	Summer
Census details	**Census details** **Selected Period on Census Day**	Census details
School Information	**School Information** **Childcare**	School Information
Top-up Funding Post Looked After Arrangements	**Top-up Funding** **Post Looked After Arrangements**	Top-up Funding Post Looked After Arrangements
Attendance	**Attendance**	Attendance
School Dinner Taken [A]	**School Dinner Taken**	School Dinner Taken [A]
Early Years details [A]	**Early Years details**	Early Years details [A]
Post-16 Learning Aims [B]	**Class Type** *(Infant/Primary)* **Classes** **Pupil/Student Reconciliation**	
Funding & Monitoring	**Admissions Appeals** **Funding & Monitoring**	Funding & Monitoring
	General: Free School Meals	
	PRU's only: Time in Unit | Teenage Mothers	

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 Bromcom.*

Schools/Academies where CTST are checking census data:

Checking by Children's and Traded Services (formerly Schools Management Support Team)

LA Maintained Schools – All	Friday 16th January 2026 @ 5:00pm
Primary Academies/Post 16 Schools	Friday 23rd January 2026

DfE COLLECT

Academies – All – 1st Submission to DfE COLLECT Direct	Wednesday 11th February 2026
All Schools & Academies – DfE Final Submission	Wednesday 11th March 2026

Children's and Traded Services (formerly Schools Management Support Team) and Guidance

Contact **Children's and Traded Services (formerly Schools Management Support Team)** for **advice** or **queries** regarding the **funding implications** of each termly **census.**

Email: schoolcensus@buckinghamshire.gov.uk

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

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

- School census process for Schools and Academies.
- Data checking issues to look out for.
- DfE COLLECT guidance for schools.
- Alternative Provision Placements codes.

ICT Schools Team

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

- Entering data into Bromcom.
- Correcting validation errors in Bromcom.

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

Note: we are unable to provide specific statutory guidance or support with issues relating to funding implications or the use of DfE COLLECT.

Changes to the School Census Spring Return

• **Census day**	15/01/2026
• **Attendance collected**	from 01/09/2025 to 31/12/2025
• **Exclusions collected**	from 21/04/2025 to 31/12/2025
• **AP Placements collected**	from 02/10/2025 to 15/01/2026
• **Funding and Monitoring collected**	from 01/08/2025 to 15/01/2026
• **Free School Meal Eligibility**	from 03/10/2024 to 15/01/2026
• **Learner Support collected**	from 01/08/2025 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 Bromcom 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

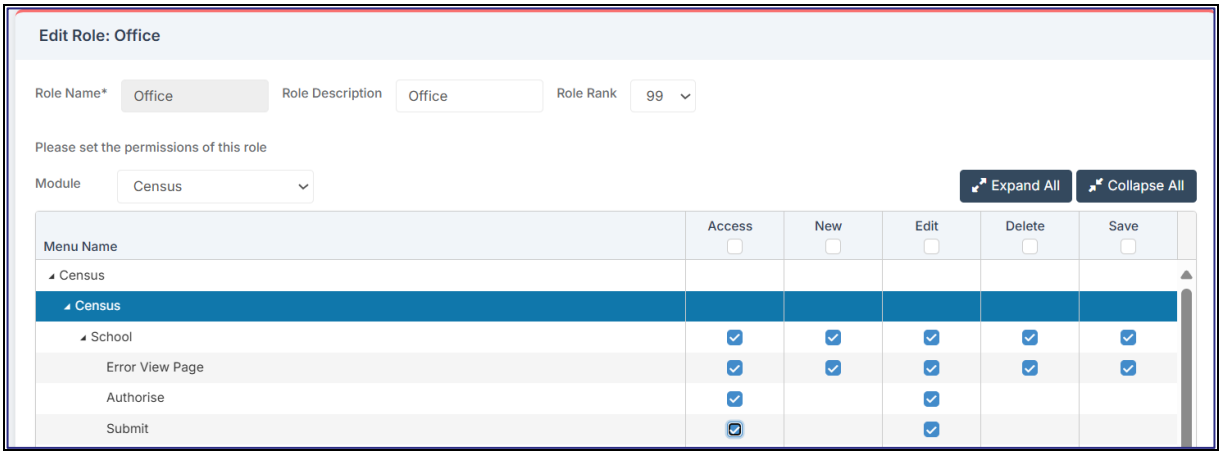
Bromcom Permissions

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

Running the Return

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

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



Steps to Producing the School Census Return

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

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

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

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

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

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

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

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

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

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

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

Chapter 1 Preparing Data for the Census Return

Introduction

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and student level information is present and accurate in your MIS.

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

Data Collected in Spring 2026 Census

The following information is collected from **All School Phases** 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 time, school email address and telephone number.

Admissions Appeals (if applicable, i.e. 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 (e.g. 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, sex, and date of birth.

Pupil/Student Characteristics:

Ethnicity (Spring ONLY), First language,

Free school meal (03/10/2025 to 15/01/2026) eligibility start date and end date (if applicable) and 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, learner support code (Secondary only),

Funded hours, extended childcare hours, 30-hour code, disability access fund indicator and hours at setting,

Early years pupil premium receipt (EYPPR) and early years pupil premium basis of funding (EYPPBF), two-year-old basis for funding

Young carer identified by parent/guardian or school.

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.

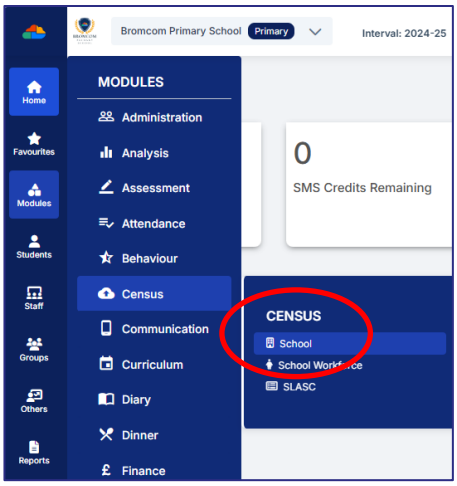
Pupil/Student Home Address: pupil/student's home address details, including post code and unique property reference number (UPRN).

Termly Attendance Information (01/09/2025 to 31/12/2025):
Possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes and number of sessions missed, sessions attending approved educational activity, sessions unable to attend due to exceptional circumstances

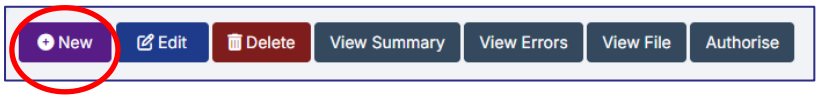
Census Return "Dry Run"

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

Modules / Census / School

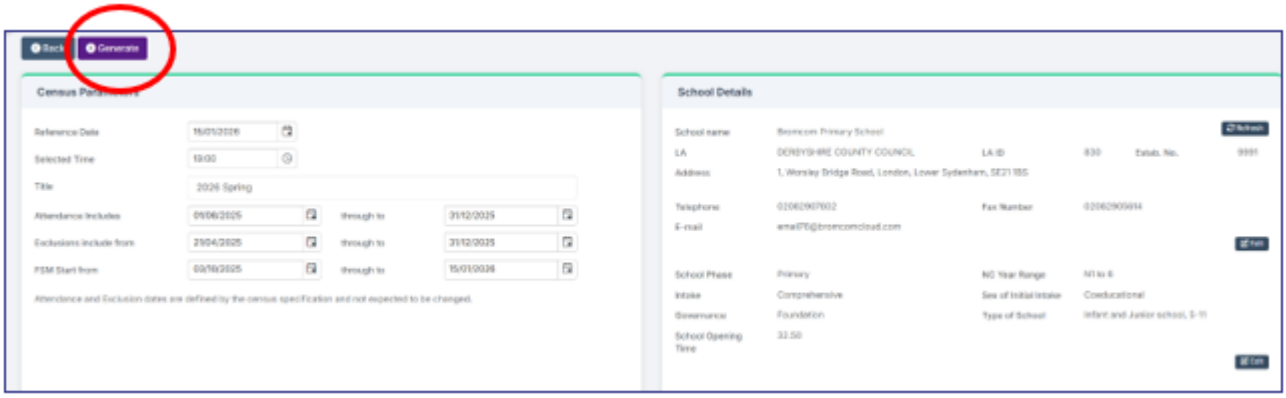


Select **New**



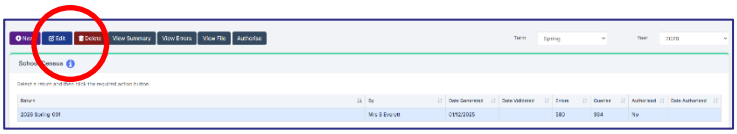
The School Details are editable if not correct. Click the **Edit** buttons, which will take you to either **Core Details** or **Characteristics. If you do make any changes to your Core Details or Characteristics, remember to Save.**

Select the purple **Generate** icon; this will then populate all the Census panels



At this point you can select Save & Validate to work through the errors, or complete the panels and Save & Validate.

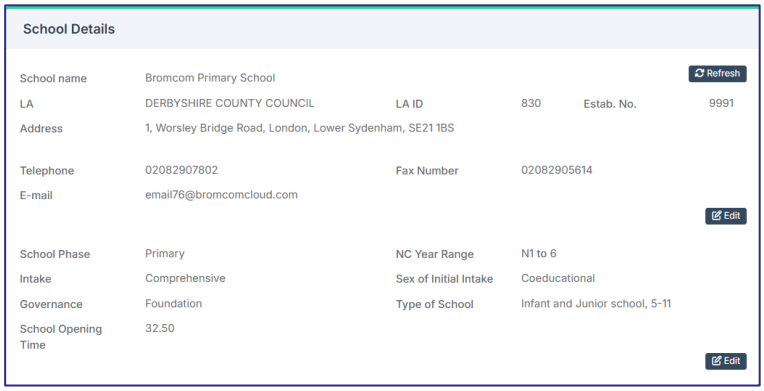
You can edit a Census multiple times to update data or resolve errors.



Checking and Editing School Information

School Details

Check your school's core details, if incorrect, please click on the **'edit'** buttons or go to **Config / Administration / Core Details,**



School Characteristics

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

1. check, and edit if necessary.

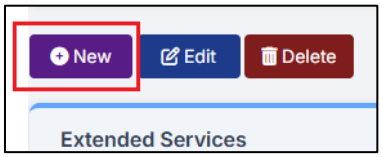
School Opening Time in Hours

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

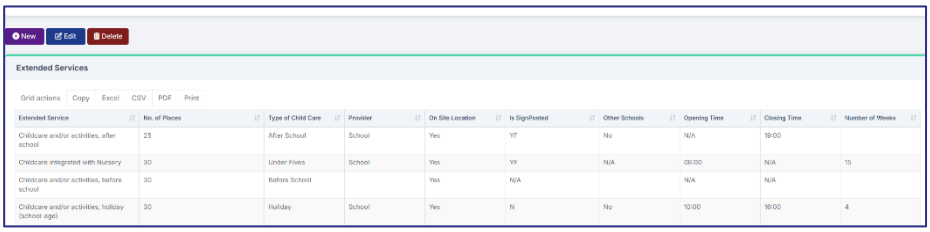
Where provided, the school time must the total compulsory time pupils spend in school, in a typical 5 day week, recorded to 2 decimals and rounded to the nearest 15 minutes. (For example, 32 hours and 40 minutes would be rounded to 32 hours and 45 minutes and recorded as 32.75 hours.)

Extended Services / Childcare

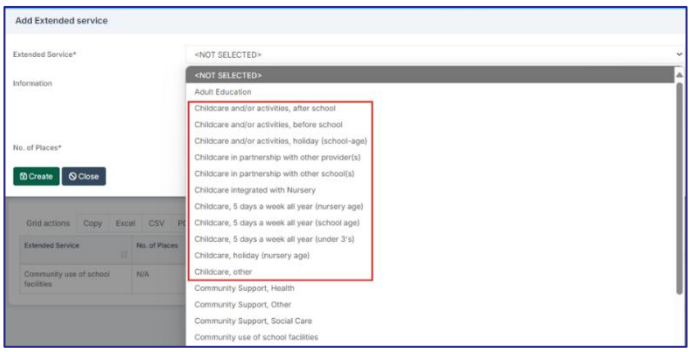
You can also use this page to add/edit or delete any Extended Services, for example School Childcare before or after school.



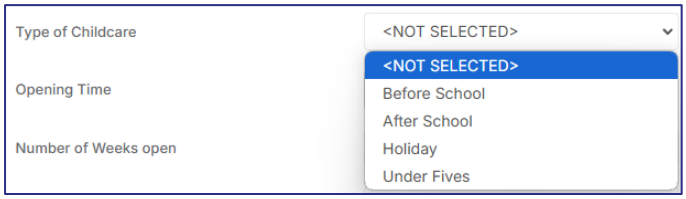
To add a new Extended Service, Click New



Choose the type from the Extended Service drop down and complete all fields as required. Please be aware that the fields visible when creating a new Extended Service differ dependant on the item chosen from the Extended Service drop down

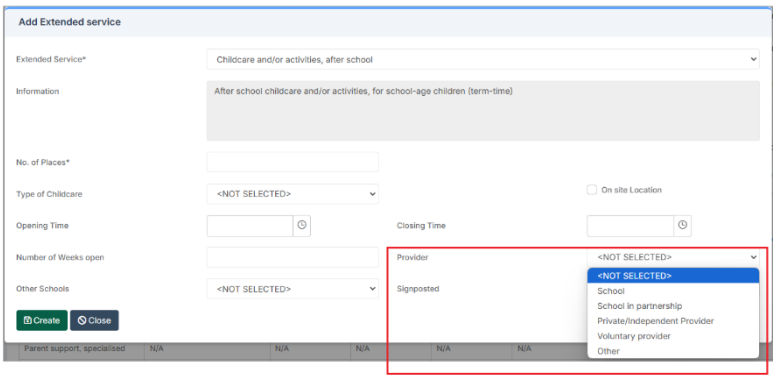


In addition field options will then vary depending on whether the Type of Childcare is Before School, After School, Holiday or Under Fives



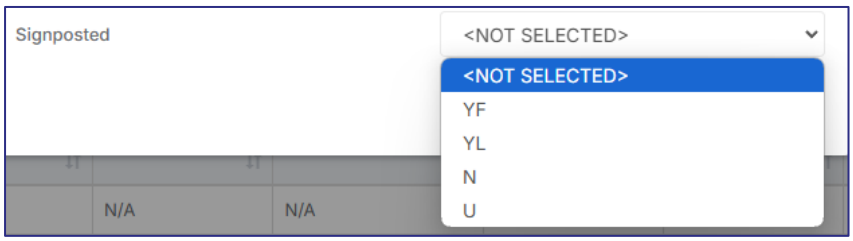
Provider now has the following drop down choices;

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



Signposted drop down choices

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



Checking and Editing Student/Student Level Information

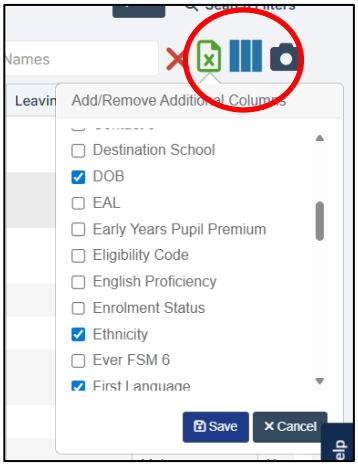
Checking Student/Student Details

Student List Page – Bulk update

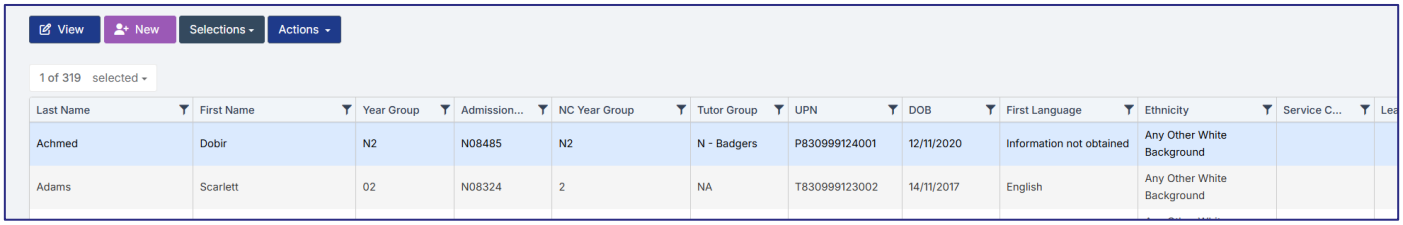
Users can navigate to the Student List Page to check Student Data and quickly run reports on Students data for example Pupil premium or Free School Meals.

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

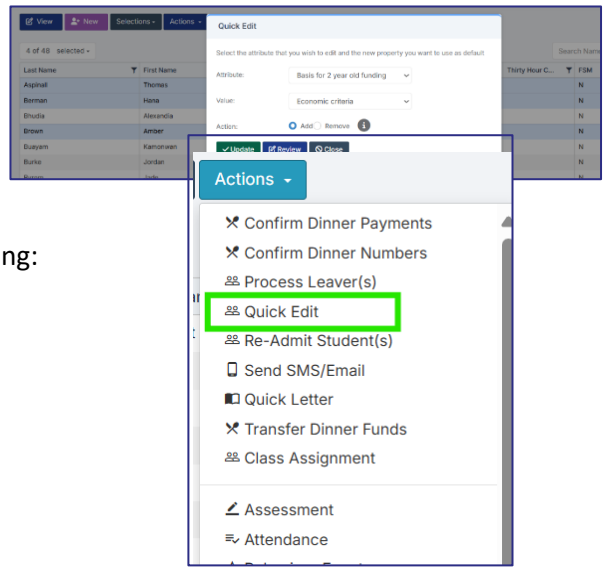
Ethnicity – collected in Spring 2026



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



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



Select the students for Bulk

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

Recording Leavers

Ensure all leavers are taken off-roll.

NOTE: Ensure a pupil/student's **first language, ethnicity** and **boarder status** are entered before they are recorded as a leaver.

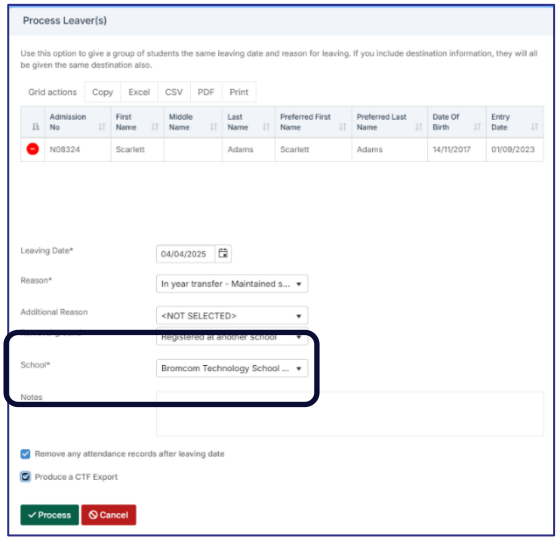
The date of leaving should reflect the date the Student leaves the school and a day that the school was open to students **NOT 31/08/2025**

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

Inclusion data of pupils who are not on roll on Census Date

As is always the case for School Censuses, leavers (pupils who left before the Census Reference Date) are only included where one or more of the following is applicable (all date spans listed below are inclusive)

- Leaver aged between 4 and 15 on **31/08/2025**, with attendance to be reported for the start of the autumn term to **31/12/2025.**
- Leaver with suspensions between **21/04/2025 and 31/12/2025** to be reported.
- Leaver with permanent exclusion with final governor review between **21/04/2025 and 14/01/2026** to be reported.
- Leaver with Vulnerable Group Bursary Award and/or Discretion Bursary Award learner support between **01/08/2025 and 15/01/2026** to be reported.
- Leaver with funding and monitory between **01/08/2025 and 15/01/2026** to be reported.
- Leaver with alternative provisions between **02/10/2025 and 14/01/2026** to be reported.



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

2. Click the **Actions** icon and select **Process Leavers**
3. Complete the relevant details
4. Users can also select the option to produce a CTF and remove any pre-filled attendance records. Press the **Process** icon.

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

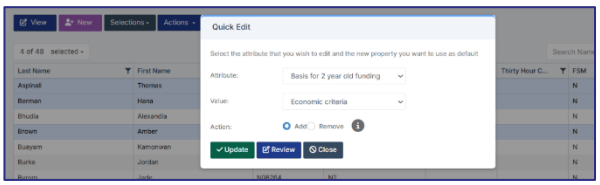
Checking a Student's Details

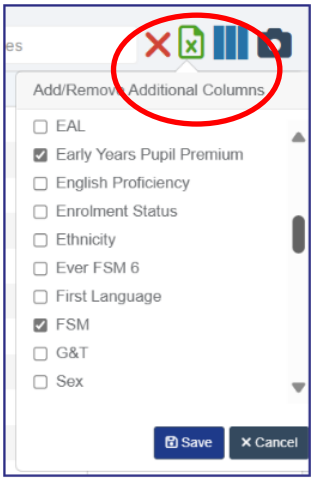
Ensure basic details for all Students are up-to-date and correct and any new students are enrolled/re-admitted. It may be necessary to make changes, eg. to correct inaccurate entered information, legal adoption, change of surname, etc.

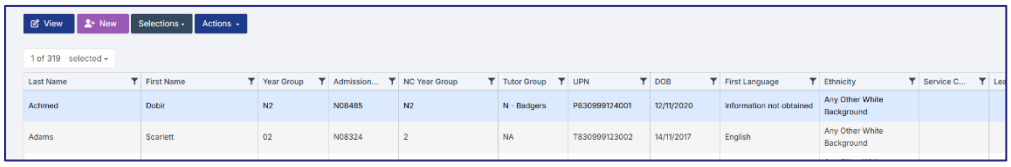
Except for Part Time indicator, boarder status and Former UPN, all can be checked from the Student List page and adding the relevant columns.

The following information is collected in the return:

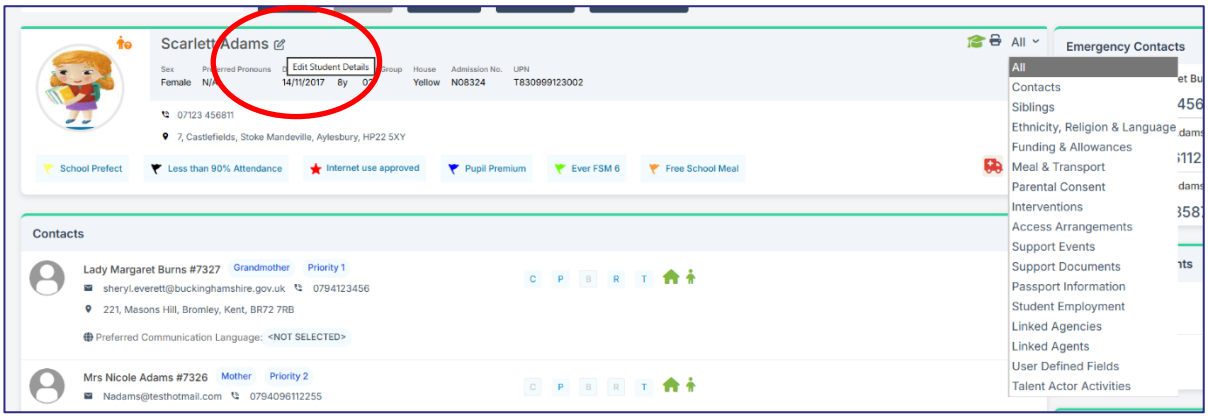
- **Legal Forename**
- **Middle Names**
- **Legal Surname**
- **Preferred Surname**
- **Former Surname**
- **Sex**
- **Date of Birth**





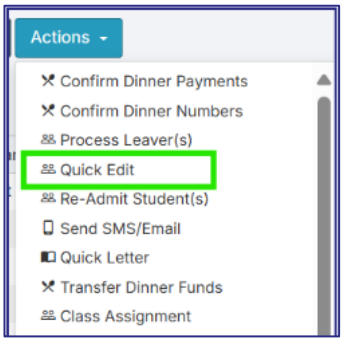


<u>In a pupil record using the pencil icon:</u>

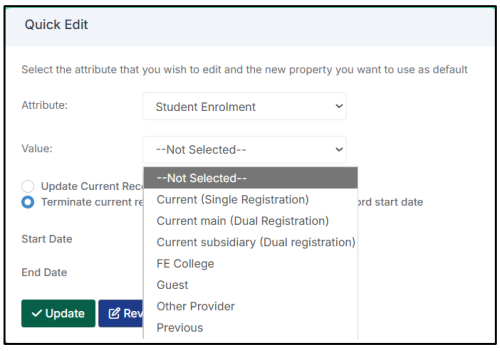


Checking Registration Details

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



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

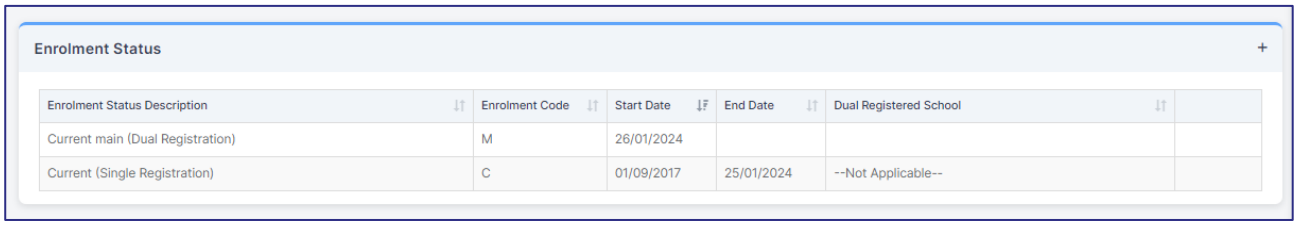


Any missing data can be added individually or in bulk using Action / Quick Edit from the Student page

In a pupil record using the Enrolment link on the left

Enrolment Status

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



Enrolment Status

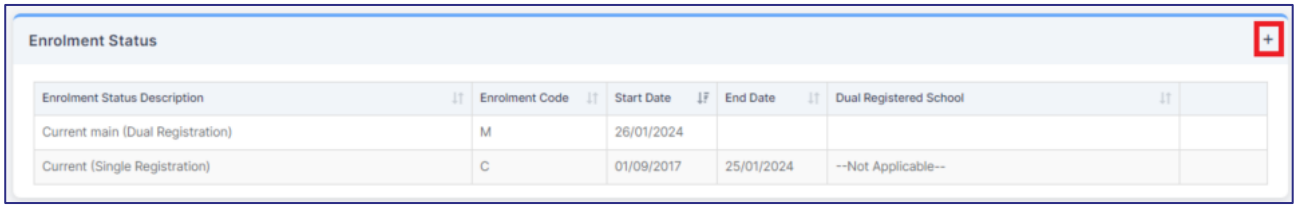
Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School
Current main (Dual Registration)	M	26/01/2024		
Current (Single Registration)	C	01/09/2017	25/01/2024	--Not Applicable--

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

Current main (Dual Registration)	M	26/01/2024		

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

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

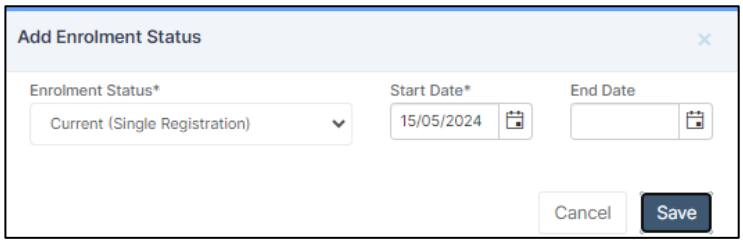


Enrolment Status

Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School
Current main (Dual Registration)	M	26/01/2024		
Current (Single Registration)	C	01/09/2017	25/01/2024	--Not Applicable--

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

Press **Save.**



Add Enrolment Status

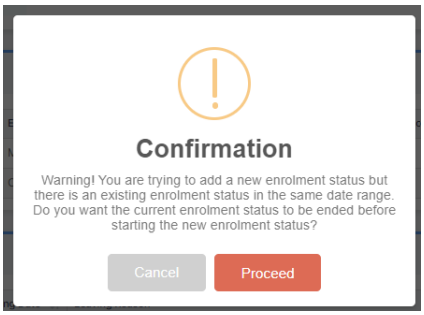
Enrolment Status* Current (Single Registration)

Start Date* 15/05/2024

End Date

Cancel Save

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

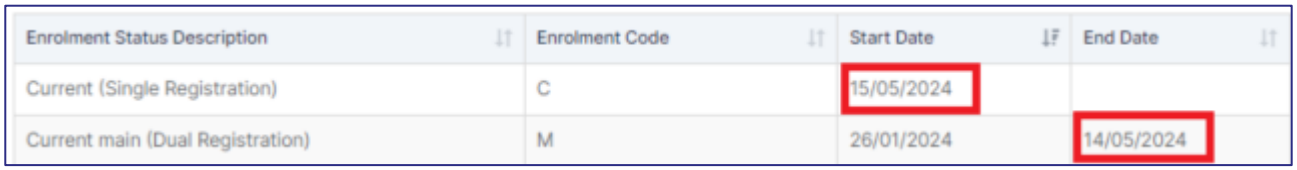


Confirmation

Warning! You are trying to add a new enrolment status but there is an existing enrolment status in the same date range. Do you want the current enrolment status to be ended before starting the new enrolment status?

Cancel Proceed

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



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

Part Time Students

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

"The part time indicator is not based on the number of funded hours; the part time indicator is based on whether the student is attending education provision for 10 sessions a week."

"If they [the students] are not receiving an education provision in the afternoon then they would be recorded as part time; if they are receiving an education provision AM and PM then they would be full time.

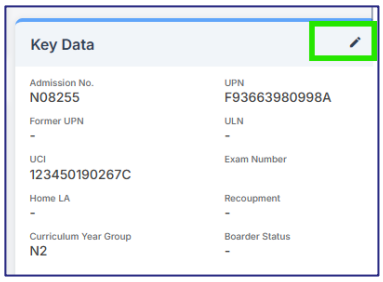
The key is whether the provision is education or childcare."

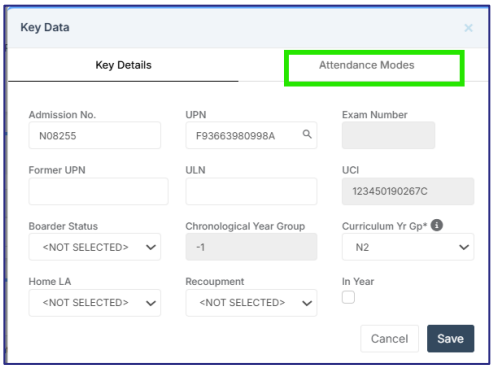
- Part-time details apply mostly to schools with **Nursery age children** or Reception years.
- **Post 16 Learners** who are undertaking employment with training may also be registered as Part-time.
- Dual Registered pupils should not be classified by either school as part-time and the correct dual registration code used.

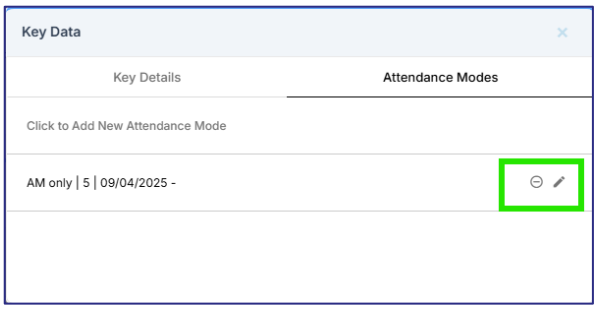
Note: Statutory-aged students cannot be recorded as part-time. Any sessions the student does not attend must have been agreed with the Head Teacher and the relevant attendance code recorded.

Select the Students then click **View**

1. Select the **Enrolment** area and find **Key Data** on right side of your screen.
2. Click the **Edit** button.
3. Select the **Attendance Modes** tab.







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

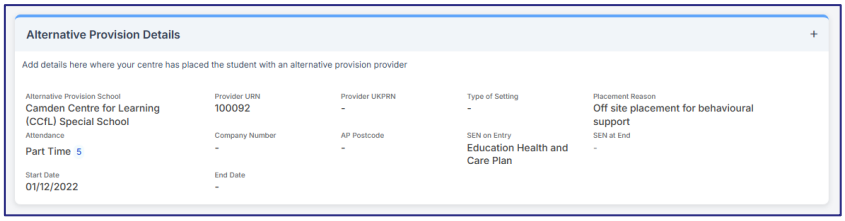
4. Click **Save**.

Checking Alternative Provision Placements

Placements that fall within the data collection period 03/10/2025 to 15/01/2026 (On-roll & leavers).

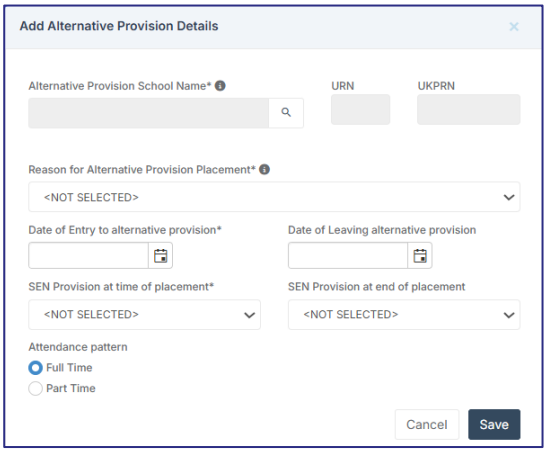
In most cases, placement information should be recorded by the school that arranged the placement. The exception to this is where the alternative provision has been arranged by the Local Authority, but the student remains dual registered with the mainstream school and the Student Referral Unit/Alternative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

The **Alternative Provisions Details Panel** is found via **Students / View Student Details / Enrolment**



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

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



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

URN, UKPRN <u>or</u> Type of Setting.

1. Use the **Search** to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel.
2. Users will be returned to the panel where the school name can be added manually and the UKPRN be added in the field provided, after which the Type of Setting will disappear.
3. If no URN or UKPRN is available, add the Type of Setting from the dropdown selector plus the company house number and postcode.

- **Alternative provision placement reason**: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- **Alternative provision placement date of entry** records the student's entry date into alternative provision.
- **Alternative provision placement SEN provision on entry:** records SEN provision at the time of entry into alternative provision.
- **Alternative provision placement date of leaving** records the date the student leaves alternative provision (where applicable).
- **Alternative provision placement SEN provision on leaving** records SEN provision at the time of leaving alternative provision (where applicable).
- **Alternative provision placement Attendance pattern**: records the student's planned attendance pattern at the alternative provision provider.
- **Alternative provision placement sessions per week**: records, where the student's attendance pattern is part time, the student's planned number of sessions per week.

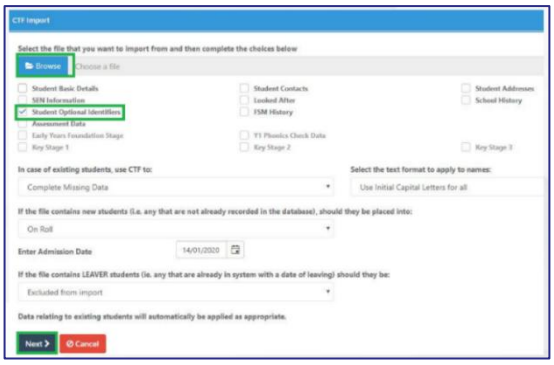
Checking Unique Learner Numbers (ULN) *(Secondary only)*

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student's learning record throughout their lives. Currently, this applies to students **over the age of 14** involved in UK education or training.

It is **mandatory** to have a ULN recorded for all students over the age of 14, that is, all students in Year 9 and above.

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

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



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

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

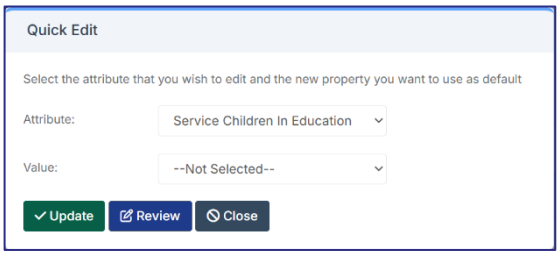
YSSA, Young Carer & Service Children

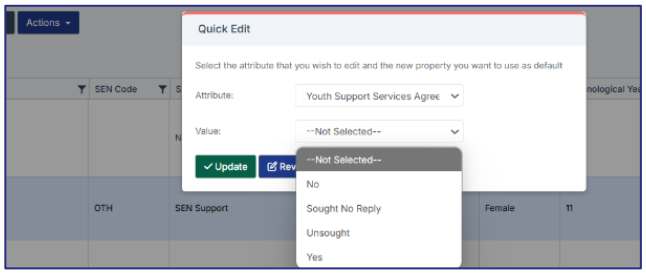
Youth Support Services Agreement (YSSA) status *(Secondary only)*

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

- Parents - or students themselves if aged 16 or over - have the right to object to any information (over and above name, address, and date of birth) being provided to the Youth Support Service.
- By law, all parents (or students age over 16) must be issued with a Privacy Notice soon after their children are admitted to your school. By issuing the Notice, this implies that assent has been sought and the option of '**Sought no reply'** can be recorded.
- All students in Y8 or above should have this recorded.
- It is **not acceptable** to have a blank or 'Unsought' status.
- Please note that at age 16, consent to share information to the Youth Support Services transfers to the student themselves. It would be best practice to re-issue a Privacy Notice to the student at this time. All new joiners should have a privacy notice issued.

YSSA, Young Carer & Service Children can be added via Students / **Actions / Quick Edit**





<u>In a pupil record using the pencil icon:</u>

click to the right of the Student Name to **Edit Student Details**.

Then click in the **Additional Details** tab, from here users will see the various dropdown choices for:

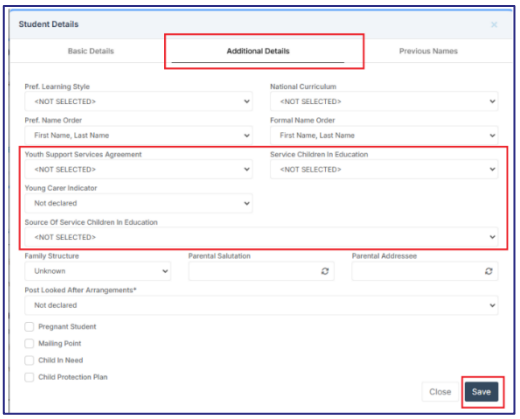
- **Youth Support Services Agreement**
- **Young Carer**

Schools are required to record whether a student has been identified as a young carer and by whom.

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

- **Service Children.**

If the pupil is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the Service Children in Education drop-down list. Service Children in Education



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

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

A 'service child' has parent(s) – or person(s) with exercising parental responsibility – who is (or are) service personnel serving:

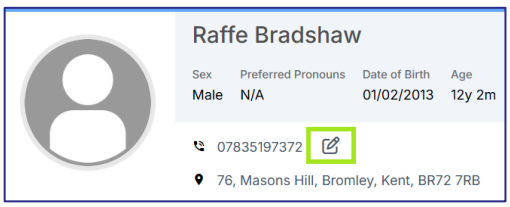
- in regular HM Forces military units
- in full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

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

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

1. Click **Save**

Home Address Information



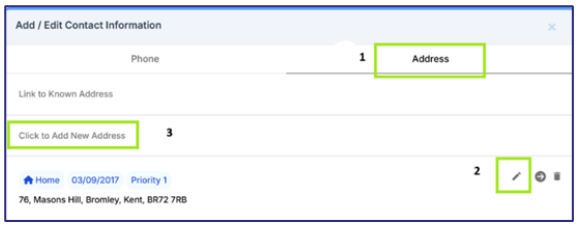
A student's current home address is required for the return (including boarding students). Where a student has multiple current addresses, details of all **term-time** addresses should be recorded. If a child has multiple addresses **(where the child lives with both parents at different stages of the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

All aspects of the address(es) are collected and therefore all address details should be recorded to avoid validation errors.

NOTE: British Forces Post Office numbers can be added as post codes.

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

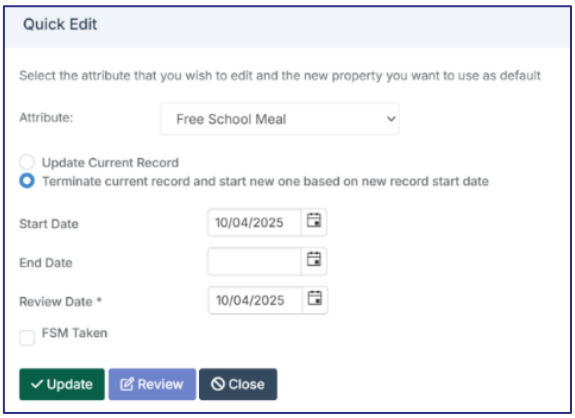
1. Select the address tab
2. Place an end date on the current address
3. Add the new address (the start date defaults to 'today'.)



Free School Meals Eligibility

On roll students on census day who were eligible for free school meals on or after **03/10/2025 and up to census day 15/01/2026.** Check all eligible students are recorded.

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



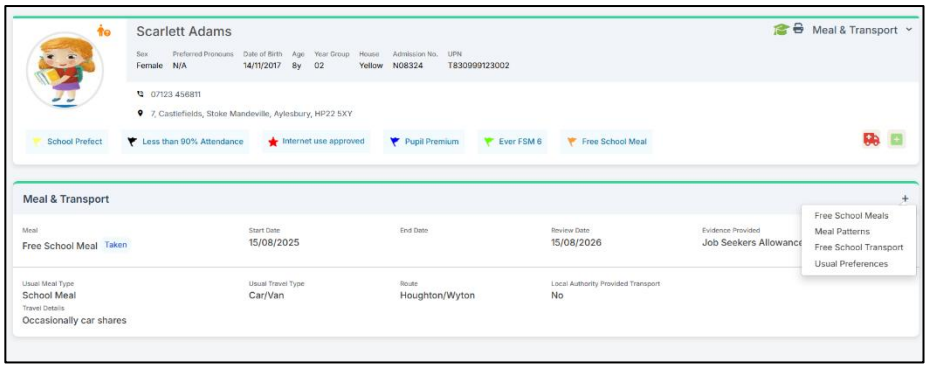
The following free school meal eligibility data is collected

Start Date

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

UK Country in which the eligibility applies.

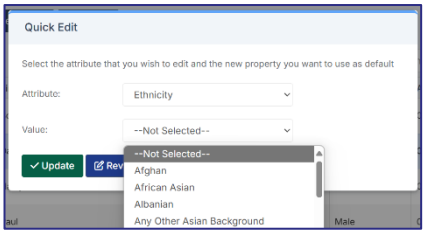
<u>In a pupil record Meals & Transport panel on the pupil profile</u>



Ethnic and Cultural Information

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

- A **First Language** other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.

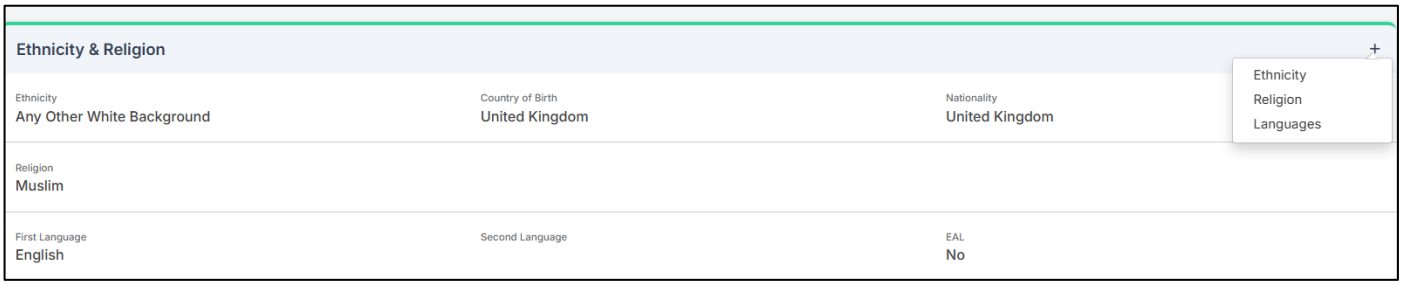


- If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the Student's proficiency in English.
- Where a parent/guardian or student declines to provide a first language, it should record it as 'REF' (refused).

Ethnicity is collected in the Spring Census ONLY

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

Or in the pupil record – Ethnicity & Religion panel on a pupil profile



Special Educational Needs Information

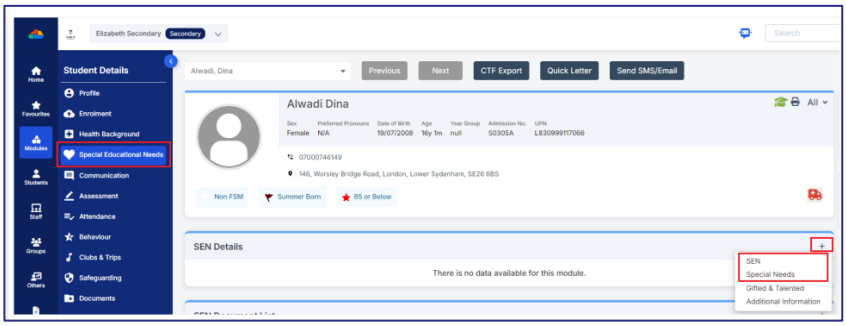
Double check with your **SEN Co-ordinator** that all Students who possess a Special Need are updated in the MIS.

SEN Status (SEN Provision)

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

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

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

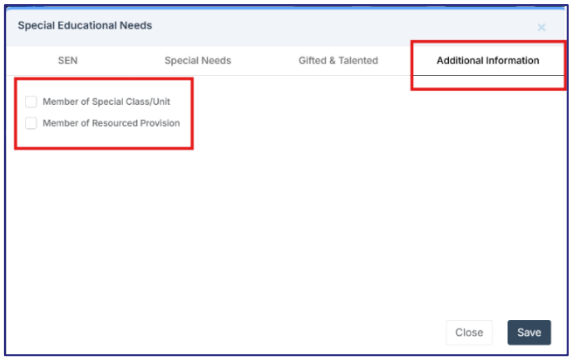


Any Students that have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include the N code for No Special Educational Need.

Any Student with SEN provision (other than N) should also have at least one Need Type defined, where there is no specific type of need NSA (SEN support but no specialist assessment of type of need) can be used. These needs are collected in the Spring Census.

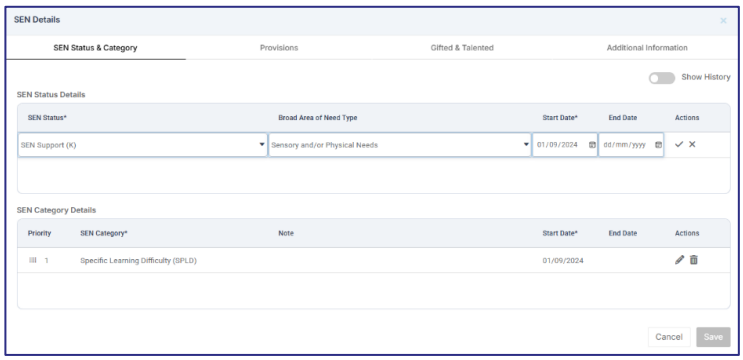
SEN Needs & SEN Category

At least one Special Educational Need type and its ranking, e.g.: Visual Impairment, must be recorded for all students with a SEN Status of, K – SEN Support or E - Education, Health and Care Plan.



The need type and rank is only collected in the Spring Census.

- **Broad area of Type of need**
- **SEN Category for additional needs (optional)**



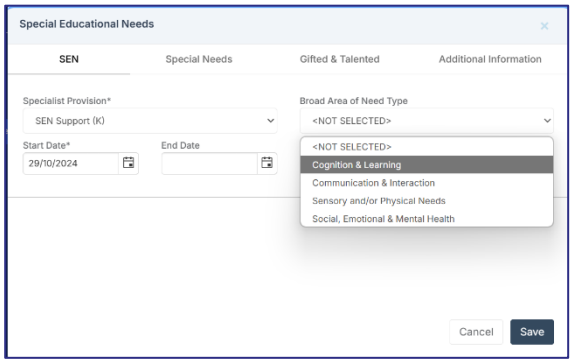
SEN Provision Type

(for Schools with a Designated SEN Unit or ARP)

Not applicable to Special Schools or Student Referral Units.

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

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



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

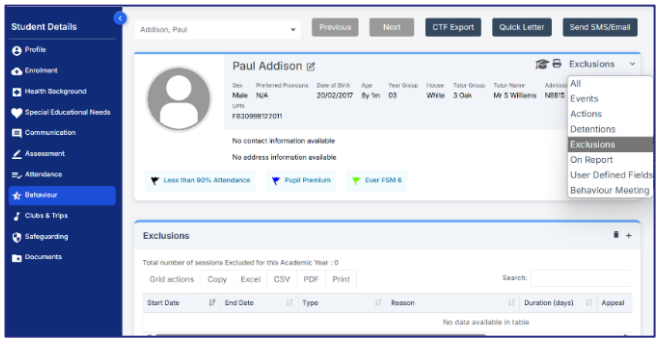
Resourced Provisions are places reserved at a mainstream school for students with a specific type of SEN, taught for at least half of their time within mainstream classes, but requiring a base and some specialist facilities around the school.

Exclusions Information

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

Suspensions (excluding lunchtime suspensions) during the period 21/04/2025 to 31/12/2025

Permanent exclusions with final review from 21/04/2025 to 14/01/2026



Permanent exclusion without final review from 01/01/2025 to 14/01/2026

DfE: We only expect schools to provide data about a permanent exclusion once it has been upheld by the governing body or Independent Review Panel (IRP) following, where applicable, the appeal window.

Therefore, permanent exclusions are only collected if a **Governor Review** has occurred and is recorded in the MIS.

Exclusions are added to the Student Profile using the Behaviour Link on the left

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

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

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

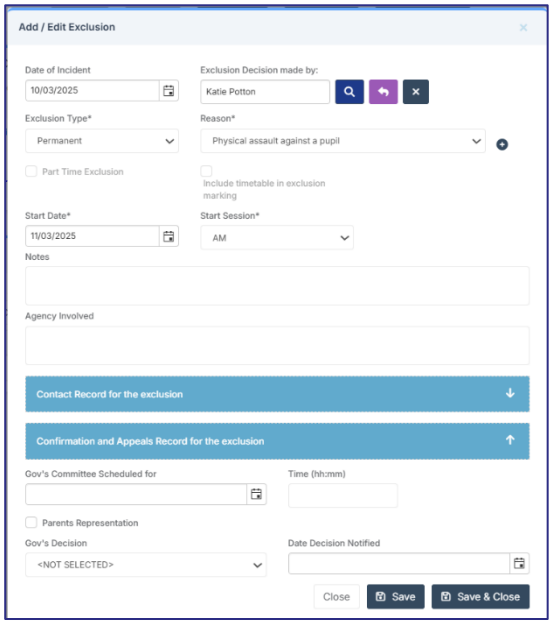
The **Final Governor Review Outcome** should be completed for **all** Permanent exclusions

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

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

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

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



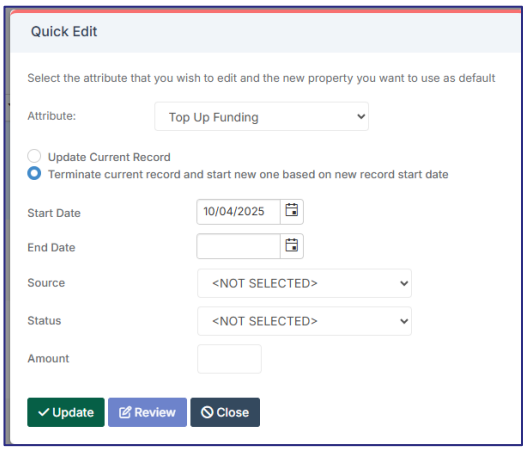
Top Up Funding, EYPP, Learner Support and Learner Monitoring.

Funding can be updated in Student List / Actions / Quick Edit or the Student profile / Funding & Allowances panel

Student List / Actions / Quick Edit to populate:

Top-Up Funding

Students should only be recorded as receiving top-up funding if they meet the following criteria:

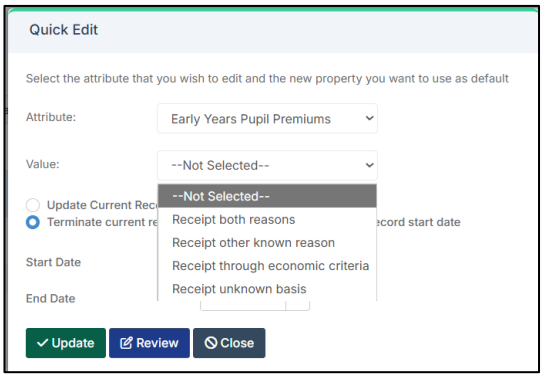


- Primary and Secondary Schools and Academies – student receives more than £6,000 (or 13.5 hours) of funding (not including school budget share), or has applied for High Needs Block Funding
- Special, PRU and ARP students – student receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).
- To confirm whether a student is receiving top-up funding, refer to the **SSA List** (usually issued twice a year in April and October).
- Please refer any top-up funding queries to your **School Bursar, SENCO,** or the **SEN Team.**

Early Years Pupil premium (EYPP)

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

Record start and end dates

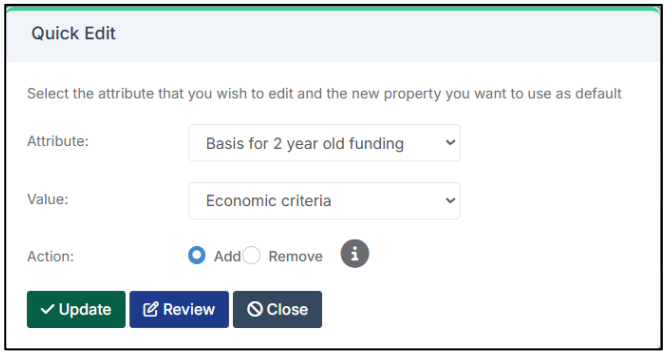


2 Year Old Basis for Funding

To add or remove:

Record start and end dates

- **Economic Criteria**
- **High level SEN or Disability**
- **Looked After or Adopted From Care**



Early Years Funding

The following items are collected:

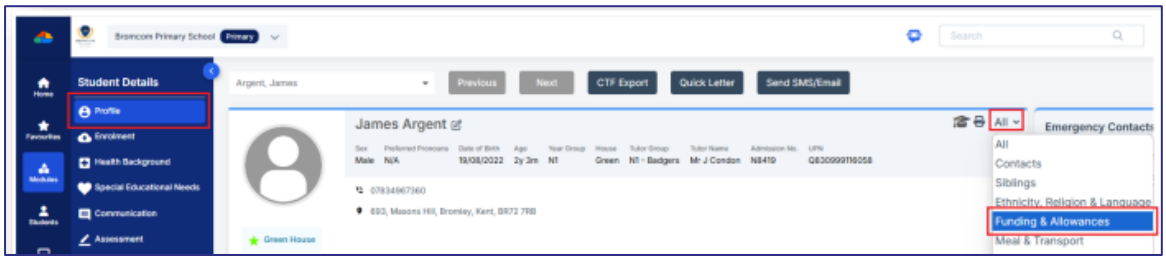
- **Hours at Setting** *(ie. the **total** number of **all** hours at setting)*
- **Funded Hours** *(the **total** number of (universal funded (free) hours at setting)*
- **Disability Access Fund (DAF)**
  (applicable if the child is in receipt of disability living allowance and received funded hours)
- **Eligibility Code**
  (where applicable, obtained from HMRC by parents who meet extended or expanded funding criteria)
- **Extended Funded Hours**

(up to 15 additional hours for children who are 3 & 4 year olds as at 31.08.2025 - must have an eligibility code)

- **Expanded Funded Hours**
  (up to 15 hours for children who are 9 months - 2 year olds as at 31.08.2025 – must have an eligibility code)

Student Profile / Funding and Allowances / Additional Information.

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



The Basis of funding should be selected from the options shown

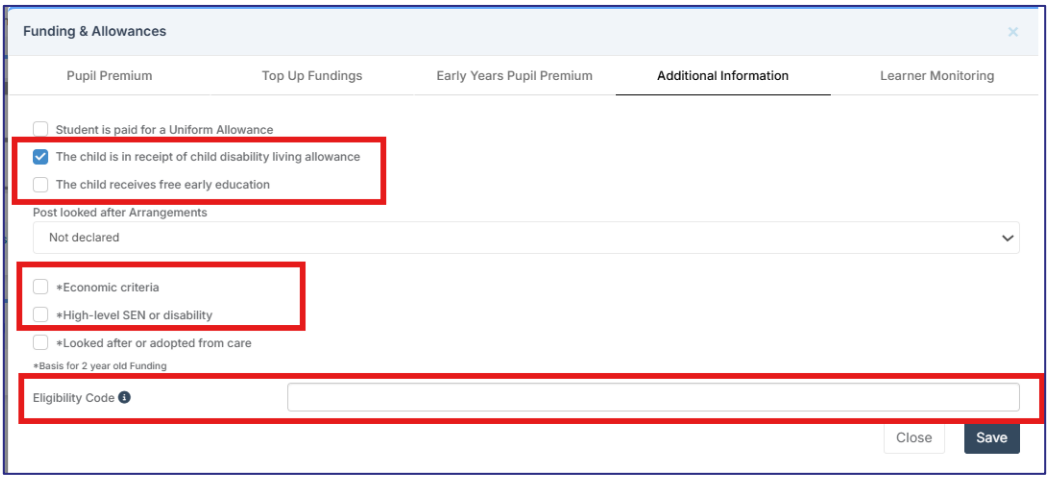
The **Disability funding indicator** is derived from Students who have a valid check against both of:
• The child is in receipt of child disability living allowance.
• The child receives free early education.

The **Eligibility Code indicator** is an 11-digit integer that is required for students who claim extended or expanded funded entitlement hours.

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

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

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



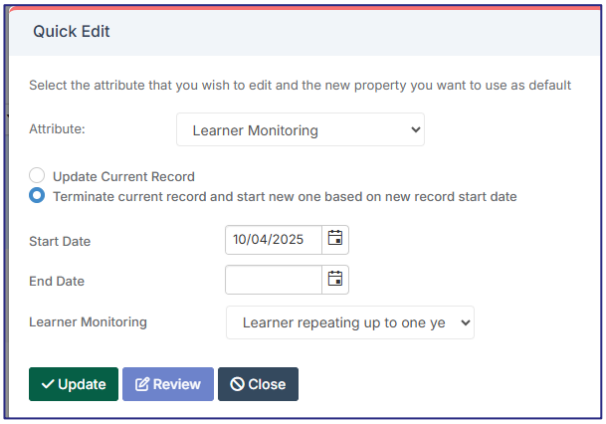
- **The hours at setting are returned from within the School Census**.

- **Primary and All Through schools should be recording the above items of data for their students for funding purposes.**

Learner Funding and Monitoring

Only pupils recorded for **2025/26 academic year** where **Tutoring is funded by the school** either:

- Tutoring for **Years 1** to **14** **or** Post 16 pupils repeating up to one year of 16-19 funded provision.



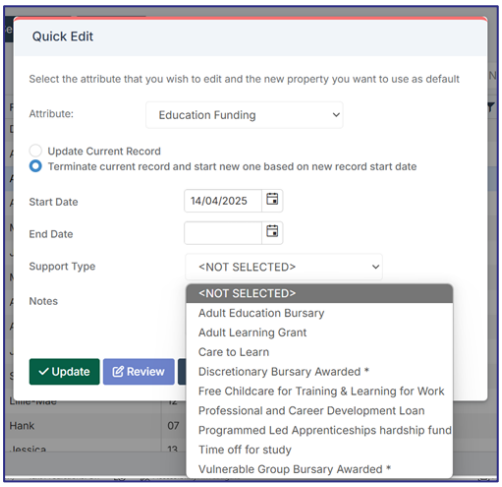
Code	Description	Applicable pupils
01	In receipt of tutoring	Schools: All schools (except nursery and PRU or AP) with appropriate year group or age ranges. Pupils: only applicable to NC Year Actual 1-14 or above with current single registration ('C') or current main dual registration ('M'). PRU or AP: applicable to any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'. Where national curriculum year groups do not apply: applicable to students aged 5 to 19 (as at 31/08) in NC Year Actual 'X'.
22	Learner repeating up to one full year of 16 to 19 funded provision	Schools: secondary, all-through and PRU or AP with appropriate year groups. Pupils: only applicable to students in NC Year Actual 12 or above with current single registration ('C') or current main dual registration ('M'). PRU or AP: applicable to any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

Learner Support (Bursary Funding)

(16-19 year olds)

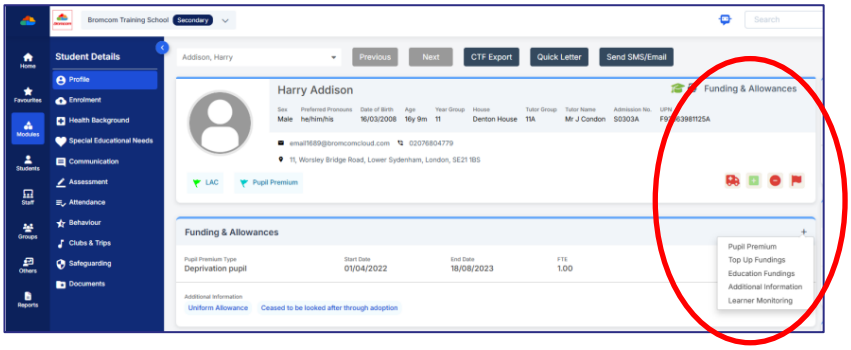
DfE: ***The learner support code is collected for all pupils who have been awarded bursary funding in the current academic year. This may include pupils who have left the school since the start of the academic year. For dual-registered pupils, the school holding the main registration for the pupil is responsible for awarding the bursary fund and return the required data.***

Individually this can also be done via **Student Profile / Funding & Allowances** to see tabs for choosing Top Up Funding, EYPP, Education Funding or Learner Monitoring



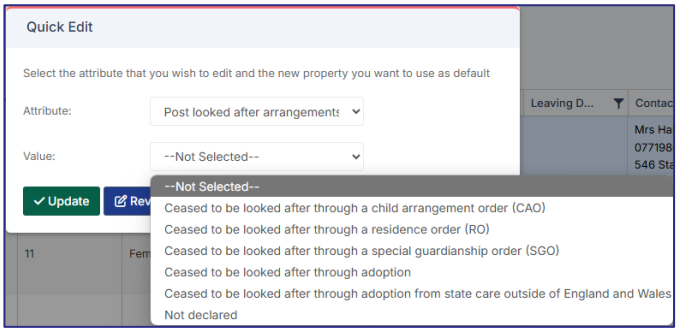
<u>update in a pupil record / Funding & Allowances panel</u>

Student Profile Funding and Allowances:

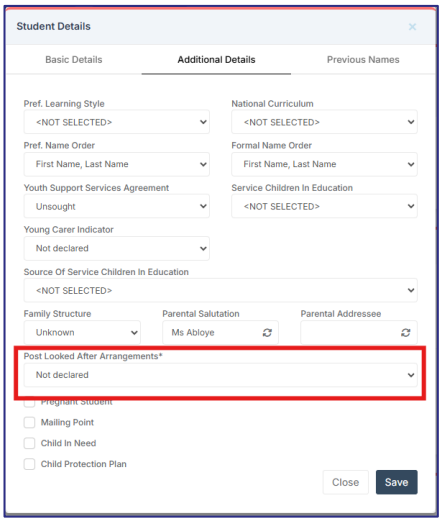


Post Looked After Arrangements

Post Looked After Arrangements (previously named Adopted from Care) is collected for students who are on-roll on census day and the information is then used for funding purposes.



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



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

Alternatively on a student's record, **via the Edit pencil on a student's profile**

NOTE: Evidence is not collected in the School Census return but should be obtained as proof of DfE/Ofsted compliance.

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

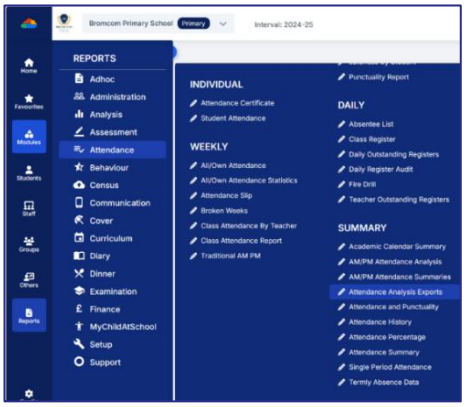
Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers **aged 4 - 15** who were on-roll for at least one session from 01/09/2025 **to 31/12/2025.**

The attendance data collected includes:

- All attendance codes
- Total sessions possible
- Total sessions missed due to authorised absence
- Total sessions missed due to unauthorised absence

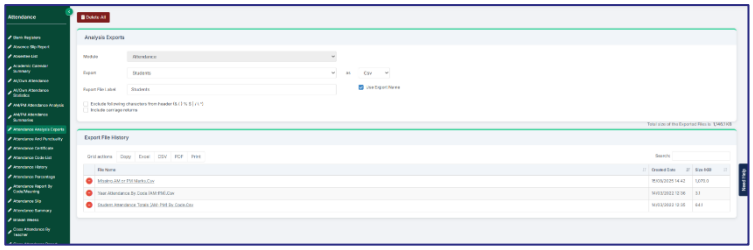
- Total sessions attending an approved educational activity
- Total sessions unable to attend due to an exceptional circumstance.

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



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

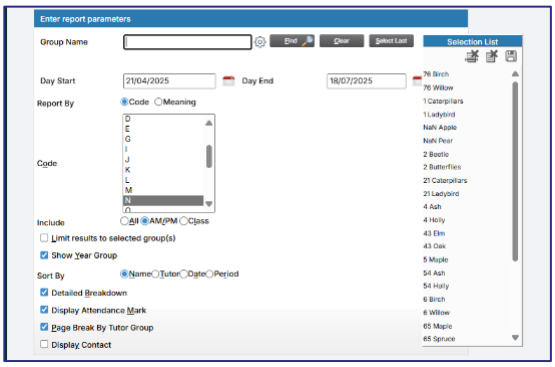
The report then outputs to a csv file and identifies the date and session of the missing marks.

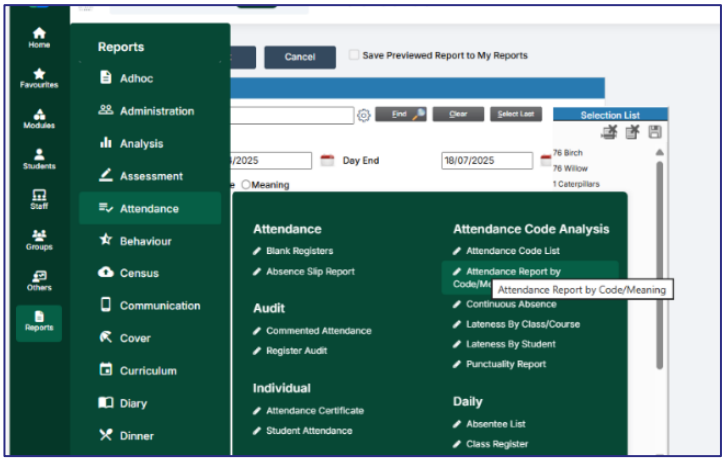


To check for N Codes

Reports / Attendance / Attendance Report by Code

Select the date range and the group to report on





NOTE: DfE Working Together to improve school Attendance (August 24), paragraph 398, states;

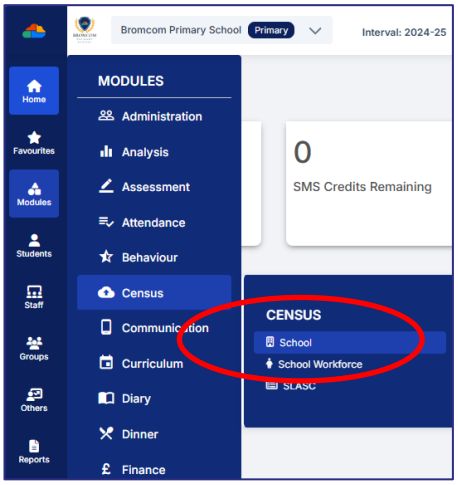
Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the student's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

Chapter 2 Generating the School Census Summer Return

Introduction

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

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

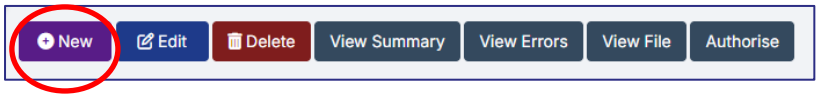


Census Return

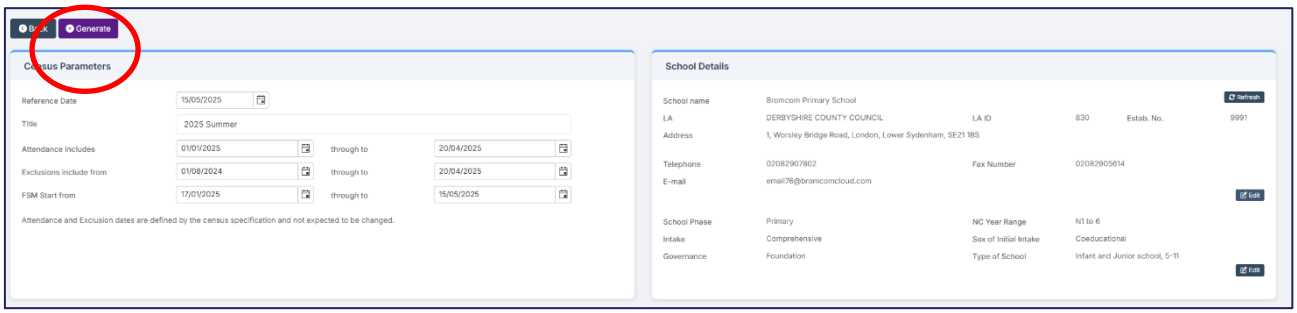
To enable schools to refer to the in-built Census reports, schools should carry out a 'dry run' prior to census day.

Modules / Census / School

Select **New (or open existing 'Dry Run')**



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



Select the purple **Generate** icon; this will then populate all the Census panels

At this point you can select Save & Validate to work through the errors, or complete the panels and Save & Validate.

You can edit a Census multiple times to update data or resolve errors.

Class Information

This section will display the snapshot information on the Classes that take place on the Census date, at the reference time. It will have been drawn from the information from within Curriculum but may still need editing or adjustment.

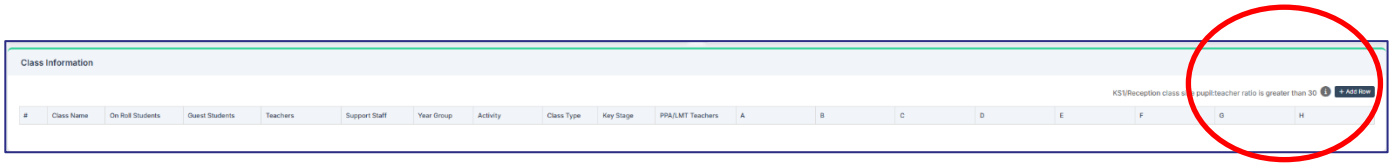
Last digit of your DfE number	Selected time
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school

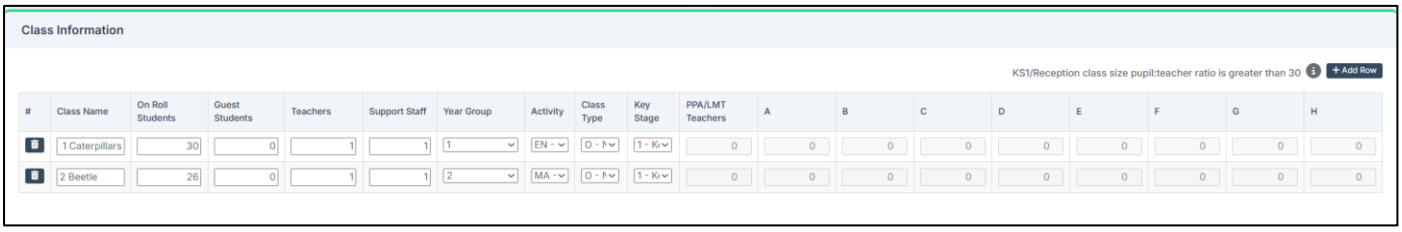
Note: On Bromcom, most of the time only Secondaries use Teaching Classes while Primaries only use Tutor Groups. The table will display the Class name, the number of On Roll Students detected in the Class, the number of Guest Students detected in the Class, the number of Teachers associated with the Class, the number of Support Staff and the Year Group of the Class.

Any of these items can be edited.

- If you adjust the On Roll Students values, then please note that this will change the pupils on roll and in classes value within the Pupil Reconciliation panel below.
- All Classes must have at least one Teacher or Support Staff member assigned to them, and the system will provide feedback errors if any of the Classes are left blank.
- The Reset to MIS button (if available) will rescan the system for the date and time of Census and reset the detail within the panel to match the MIS data.
- For Primary Schools there will be additional columns for Activity, Class Type, Key Stage and PPA/LMT Teachers.

<u>Primary Phase Schools -</u> If your system has no timetable in Curriculum for the date of Census, then you can use the Add Row option to create entries in order to simulate the timetable for each Reg Group in your School.





Editing Registration Classes (Primary)

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.

On Roll Students

The number of pupils in the registration class at the selected period on census day is displayed. The entries in this column can be edited if required. Ensure that:

- any pupils temporarily absent on the census day are included.
- any part-time pupils not scheduled to be in school at the selected period are excluded. These pupils should be counted in the **Pupil Reconciliation** panel instead.

Pupils (Guest)

This column displays any guest pupils who are normally in the class at the selected period.

Ensure that any guest pupils have an **Enrolment Status** of **Guest pupil.**

Teachers

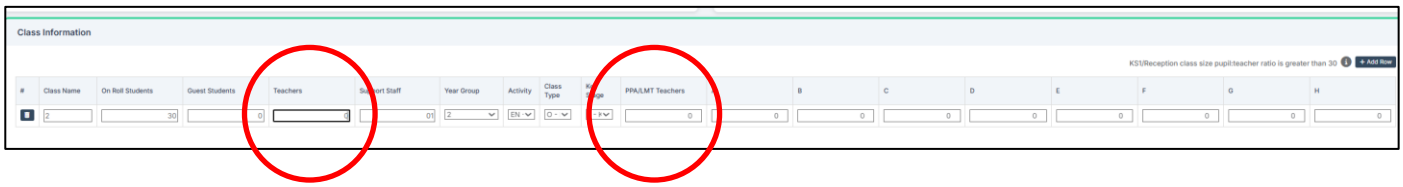
Include all **qualified** and **unqualified teachers** taking the class at the selected period.

Exclude teachers who are:

- wholly or mainly providing support to individual pupils.
- on Planning, Preparation and Assessment (PPA) time.

PPA Teachers

This column enables you to record the number of teachers on planning, preparation and assessment (PPA) time at the selected time on census day. The information is required for **Infant classes** (i.e. Year Taught In R or Key Stage 1) only. This field will only be active if Teacher count field equals 0



Support Staff

Include teaching assistants, special needs support staff, support staff for minority ethnic pupils and other education support staff in the class at the selected period.

Exclude non-teaching staff wholly or mainly providing support to individual pupils.

Year Group

This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select **M** if a class contains a true mix of pupils from more than one National Curriculum year. (not to be used for one or two pupils who are taught out of year; Year 2 student in a Year 1 Reg Group)

Type

This column displays the class type. To edit the class type, click in the cell then select either **Other** or **Nursery** (as appropriate) from the drop-down list.

Key Stage

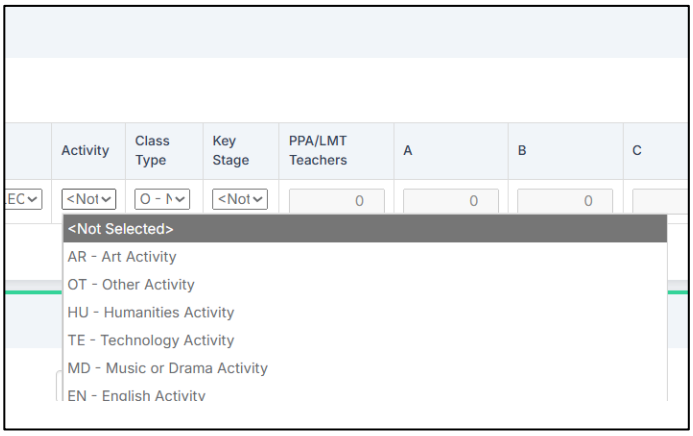
This column displays the key stage of each registration class. This can be amended by clicking in the cell and selecting the required Key Stage from the drop-down list.

A **Mixed Key Stage** class is a class containing pupils from different key stages, e.g. Year 2 (Key Stage 1) and Year 3 (Key Stage 2), and not a class containing a child of a different age because they have been held back or advanced a year.

Activity

This column provides the ability to select the activity that the registration class was engaged in at the selected period. This is achieved by clicking in the required cell then selecting the applicable activity from the drop-down list.

Other should not be selected unless none of the activities listed are appropriate.

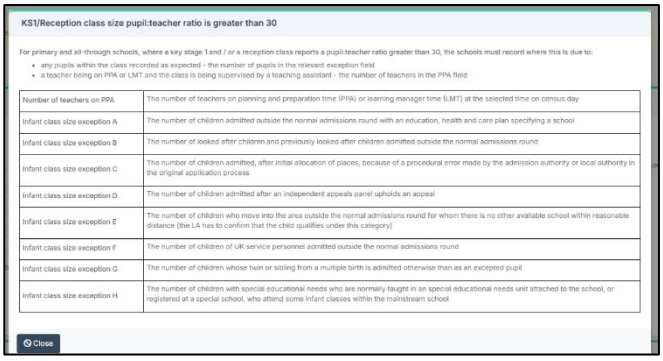


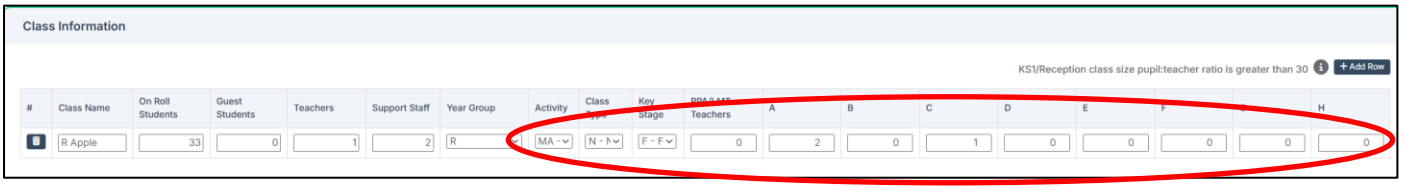
Recording Reasons for Class Size Exceptions (Reception or Key Stage 1)

Schools are required to provide information about exceptional class sizes, i.e. a teacher/pupil ratio of more than 1 teacher to 30 pupils (on-roll pupils plus guest pupils) in Year Taught In **YR** or **Key Stage 1**.

A **reason for the exception** and the **number of pupils** to which the exception reason applies **must be recorded in the relevant column. Click on the *i* to the right hand side will provide exception reason guidance**

Enter the **Number of Pupils** adjacent to each applicable **Reason Code**.





Deleting Classes – Secondary phase with timetabled classes

In some circumstances, classes might need to be deleted, e.g. if they do not normally take place at the selected period. This is achieved by highlighting the class then clicking **Delete**.

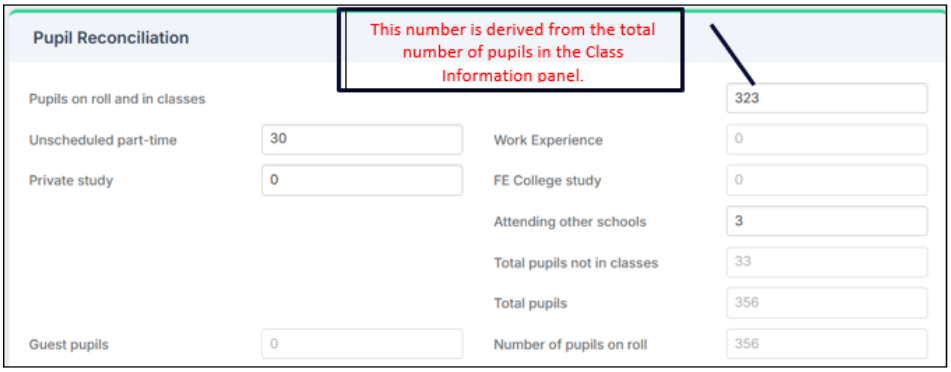
If you delete a class that contains pupils, you justify in the Pupil Reconciliation panel to ensure that pupil numbers are correct.

Pupil Reconciliation

The **Pupil Reconciliation** panel is used to reconcile the various categories of pupils with the numbers in the **Classes** panel. The number of on-roll pupils who are not in class at the ***selected time***, because they are attending another school, part-time, etc. must be entered in the appropriate fields.

- Unscheduled part-time = pupils not at school due to part time hours (i.e Nursery pupils attending AM only)
- Private Study / Work Experience / FE College (Secondary Phase)
- Attending other schools = Dual registered pupils / pupils at AP
- **Total pupils** and **Pupils On Roll** fields. The two values must be the same.

If the numbers in the Pupil Reconciliation panel do not match you can **Save** the Census Return and check the numbers from **Reports / Census / Student Consolidation Discrepancy Report**



Early Years Funded Hours

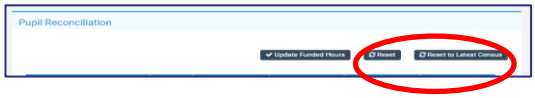
This panel needs to be completed. Funded Hours needs to be collected for Students aged 2, 3 and 4 from all schools with pupils of these ages except City Technology Colleges and Non-Maintained Special.

Early Years Funded Hours and Hours at Setting (Primary and All Through Only)

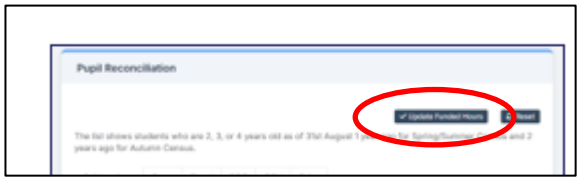
Primary Schools with Early Years provision will need to fill in the Student Reconciliation panel for Early Years Childcare hours.

See Appendix A Error! Reference source not found. **&** Error! Reference source not found.

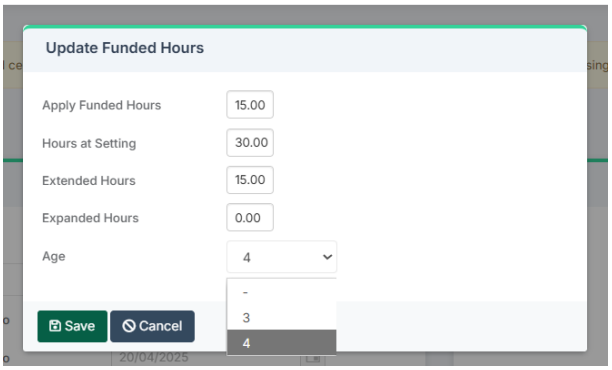
If you have used **Save and Validate** on a previous Census, when running a new Census, you will have an option on this Panel for "**Reset to Latest Census**" which will enter the Hours set in the previous Census – so you do not have to enter them all again.

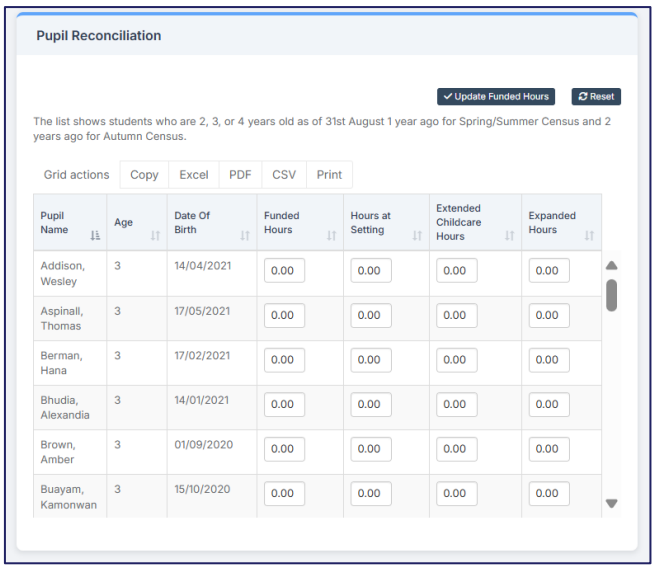


To apply in Bulk –



1. Click on **Update Funded Hours to** apply the **Funded Hours**, **Hours at Setting and Extended Childcare Hours** to the relevant **Age** group.
2. Once completed click the **Save** button.
3. Users will now need to **repeat this process** for the remaining Age groups.
4. Individual Student hours can be edited by clicking on the individual cell and overtyping with a new value.





Important:

2 Year Olds - Funded Hours + Expanded Hours MUST = Hours at Setting

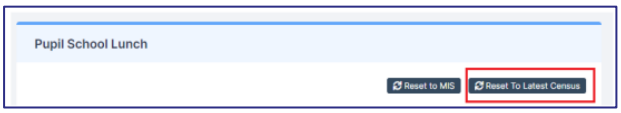
3- & 4-Year Olds – Funded + Extended Childcare Hours MUST = Hours at Setting

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

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

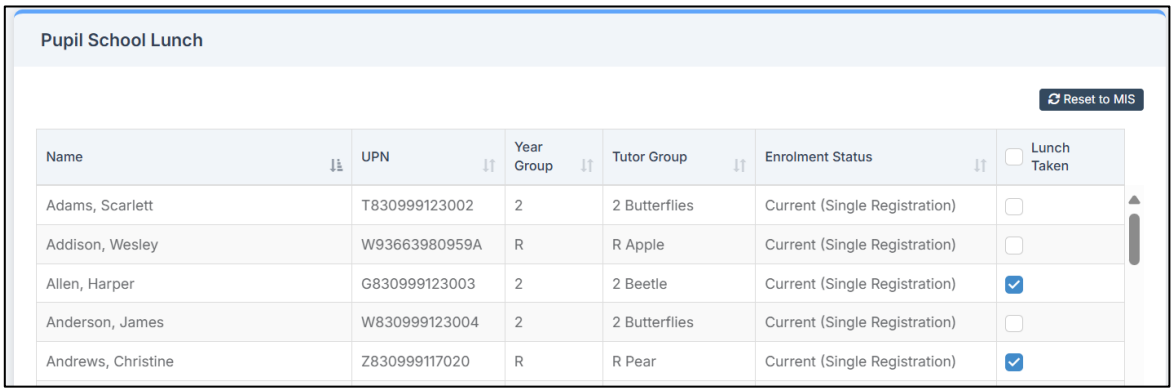
Confirm your **Dinner Numbers** on Census Day for this information to populate. **Only students who actually took a school lunch should be recorded on the final return.**

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



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

If you are not using the Dinner Module,



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

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

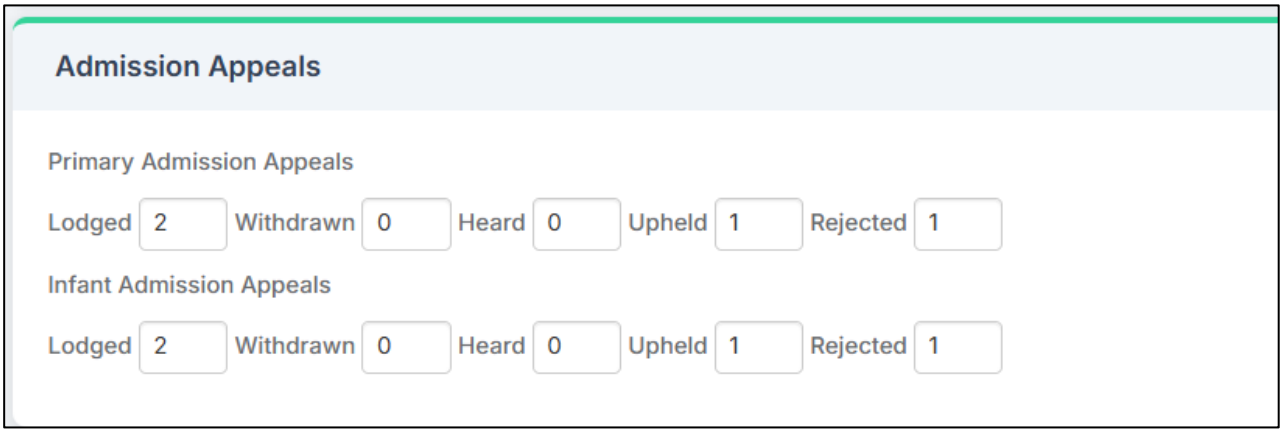
Infant, Primary and Secondary Appeals Panels

- Applicable to Primary, Middle deemed Primary, All-Through Schools and Secondary Schools.
- Schools that were Academies, Voluntary Aided schools or Foundation schools at the time that the appeals were lodged, should also complete this panel.

Infant Admissions Appeals

The **Infant Admissions Appeals** panel deals with appeals lodged before 01/09/2025 against refusals to admit a child for a place at your school at the start of the 2025/2026 academic year.

All fields in this panel are editable and must be populated manually.



1. Enter the total number of admissions appeals that have been **Lodged** and the total that have been **Withdrawn** before **01/09/2025** against a refusal to admit a child to the school for a place at the start of **the 2025/2026** academic year.
2. Information about appeals lodged on or after 01/09/2025 is *not* required.
3. Enter the total number of infant admissions appeals **Heard**, **Upheld** and **Rejected** by the **Independent Admission Committee**.

Primary Admissions Appeals

As with Infant Admissions, the **Primary Admissions Appeals** panel deals with appeals lodged before **01/09/2025** to admit a pupil for a place at your school at the start of **the 2025/2026** academic year.

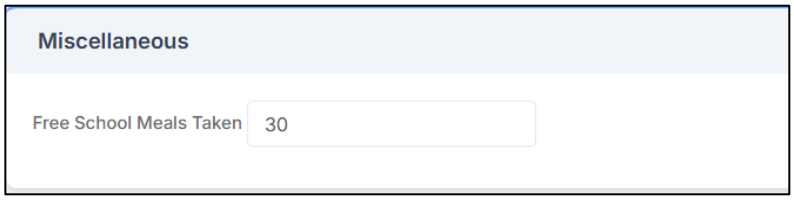
Miscellaneous Panel

The Miscellaneous panel deals with the number of pupil/students who receive Free School Meals on census day.

Enter the **Number of free school meals taken on census day** by pupil/students, **in any year,** who are eligible for Free School Meals.

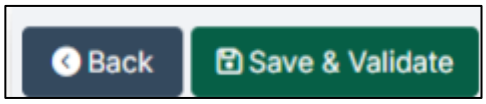
- Pupil/students should be included only if are eligibility for FSM.

- this includes all pupils from Reception to Year 11. If your school has pupils in Years Reception, Year 1 and Year 2, do not include the pupil taking school meals, if they are not eligible for Free School Meals in respect to family income, (i.e. they are receiving a Universal Infant School Meal only).



Validate the Census

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



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

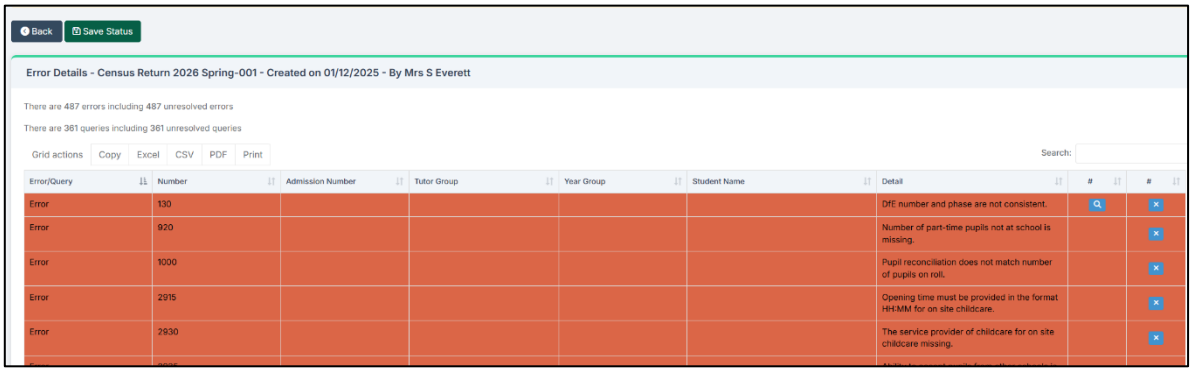
You will now be returned to the Census page. You will be able to see the file that has been generated and have the following options available to you.

- **View Summary** – This gives you the summary page for the Return. You may want to print this off and use it as a starting point to check your data.
- **View Errors** - This shows you any errors or queries that the validation process has found. You can access a full list of errors and queries in the Bromcom School Census Error Resolutions 2025 Guide available on the Bromcom Support Centre.
- **View File –** This gives you the option to view and save the Census XML file. You will not need to do this until you are ready to send the return to the LA or upload to Collect

Working within the Error Details Screen

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

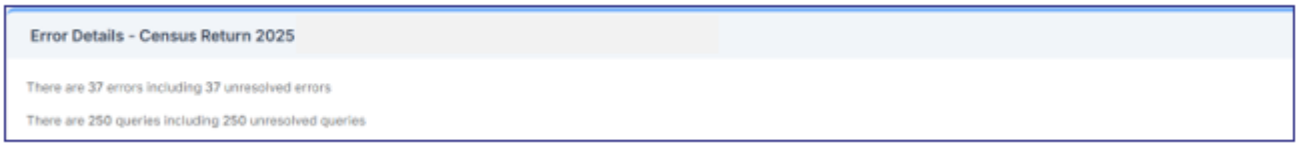
Select the relevant return and click the **View Errors** button



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

Census Return Summary Area

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



Errors and Queries Data Grid

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

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	130					DfE number and phase are not consistent.		
Error	5155	N2206	3 Oak	03	Jackson, Chloe	UPN: W830999122032. Name: Jackson, Chloe. Date of Birth: 2017-07-05, Female UPRN is not in the correct format (12 numeric characters).		
Error	1500					UPN: . Name: Johnson, Noah. Date of Birth: 2021-02-10, Male UPN missing.		
Error	1852					UPN: . Name: Johnson, Noah. Date of Birth: 2021-02-10, Male Child's funded hours not provided or out of the range 0 to 15 to two decimal places.		
Error	1855					UPN: . Name: Johnson, Noah. Date of Birth: 2021-02-10, Male Hours at setting is missing or outside of the valid range (0 to 70) for under 4 year olds.		

Searching the Data Grid:

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

Export, Copy or Print the Data Grid:

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

Dealing with Errors and Queries:

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

- Click on the Magnifying Glass icon to link to the required MIS Page to deal with the Error or Query, this page will open in a new window.

- From any new window opened via the link, correct the Error/Query, then Save and close that window.

Marking an Error or Query as Resolved:

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

- To change the Status of an Error/Query, click on the Unresolved icon

The Error/Query will change to the Resolved icon and the row will highlight green

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

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

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

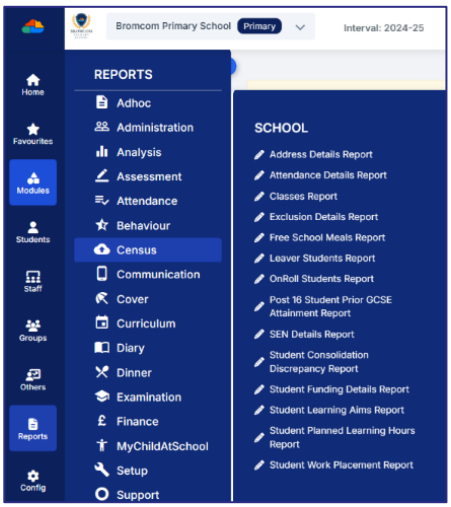
Running Census Reports in Bromcom

To run Census Reports you must first have generated a Census

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

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

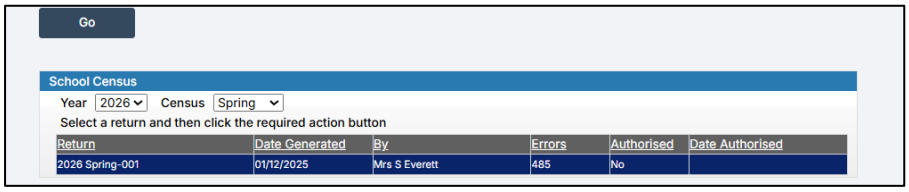
Example reports for checking Summer Census data follow:



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

Reports / Census

For each report there ensure the correct year and Census is highlighted, as per below:



Reports / Census / Attendance Details Report

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

Attendance Details Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Attendance Details on Census day, 15 Jan 2026

UPN	Legal Surname	Legal Forename	DOB	Sex	Join Date	NC YG	Termly Sessions	Termly Absence	On Roll Status
R204639823038	Abadi	Aisha	12/11/2012	Female	01/09/2024	7	25	28	On Roll
C204639814210	Abiye	Bettina	13/08/2009	Female	30/08/2020	11	0	0	On Roll
J204639814023	Addison	David	19/05/2009	Male	30/08/2020	11	0	0	On Roll
F93663981125A	Addison	Harry	16/03/2010	Male	02/09/2019	10	2	4	On Roll

Termly Attendance

UPN	Present Sessions: /\	L	Total	Authorised Sessions: C	E	H	I	J	M	R	S	T	Total	Unauthorised Sessions: G	N	O	U	Total	Educational Sessions: B	J	P	V	W	Total	Cancelled Sessions: D	X	Y	Total
R204639823038	8	-	16	-	-	-	13	-	4	-	-	-	28	-	-	-	-	0	-	-	-	-	-	0	-	-	-	0
C204639814210	-	-	0	-	-	-	-	-	-	-	-	-	0	-	-	-	-	0	-	-	-	-	-	0	-	-	-	0
J204639814023	-	-	0	-	-	-	-	-	-	-	-	-	0	-	-	-	-	0	-	-	-	-	-	0	-	-	-	0
F93663981125A	-	-	0	-	-	-	2	-	-	-	-	-	4	-	-	-	-	0	-	-	-	-	-	0	-	-	-	0

Reports / Census / Address Details Report

Address Details Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Address Details on Census day, 15 Jan 2026

UPN	Former UPN	Legal Surname	Legal Forename	Middle Names	Post Code	Address Line1	Address Line2	Address Line3	Address Line4	Address Line5	UPRN
R204639823038		Abadi	Aisha		BR4 0JJ	546	Station Road	West Wickham	West Wickham	Bromley	
C204639814210		Abiye	Bettina		SE23 3BS	Flat 12	Ashton Heights 51	Horniman Drive	London		100021970410
J204639814023		Addison	David		SE21 1BS	11	Worsley Bridge Road	Lower Sydenham	London		
F93663981125A		Addison	Harry		BA21 3ET	25	St. Annes Gardens	Yeovil			000030122745
R20463982201A		Addison-Augustine	Tony		SE25 5BS	45	Worsley Bridge Road	Lower Sydenham	London		

Reports / Census / Classes Report

Classes Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Class information summary on Census day, 15 Jan 2026

ClassName	On Roll Students	Guest Students	Teachers	Support Staff	NCYear	Class Type	Key Stage	ASC Activity
R Apple	33	0	1	2	R	Nursery	F	Mathematics Activity

Reports / Census / Exclusions Report

Exclusion Details Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Details of Exclusion on Census day, 15 Jan 2026

UPN	Legal Surname	Legal Forename	DOB	Sex	Join Date	Category	Reason1	Reason2	Reason3	Exclusion Start Date	Sessions	SENProvision	EnrolmentStatus
T830999123002	Adams	Scarlett	2017-11-14	Female	2023-09-01	SUSP	BU			2025-06-10	3	SEN Support	Current (Single Registration)

Reports / Census / Free School Meals Report

Free School Meals Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Unique pupils with any period of eligibility for free school meals since the last census

UPN	Legal Surname	Legal Forename	DOB	Sex	NCYear Actual	On Roll Status
T830999123002	Adams	Scarlett	2017-11-14	Female	2	On Roll
J204639814023	Addison	David	2015-11-25	Male	5	On Roll
G830999123003	Allen	Harper	2018-07-20	Female	3	On Roll

Reports / Census / Leavers

Leaver Students Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Details of Leaver Students on Census day, 15 Jan 2026

UPN	ULN	Former UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Sex	Join Date	Enrolment Status	Part Time Status	Boarder	Ethnicity	Language	YSSA

Reports / Census / On Roll Students Report

OnRoll Students Report

Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Details of Students on Roll on Census day, 15 Jan 2026

UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Sex	Join Date	Enrolment Status	Part Time Status	Boarder	Ethnicity	Language	YSSA	Service Child	Young Carer
P830999124001		Achmed	Dobir			2020-11-12	Male	2025-09-08	Current (Single Registration)	No	Not a Boarder	Any Other White Backgrou nd	Information not obtained		N	N
T830999123002		Adams	Scarlett	Adams		2017-11-14	Female	2023-09-01	Current (Single	No	Not a Boarder	Any Other	English		N	N

Reports / Census / SEN Details Report

SEN Details Report

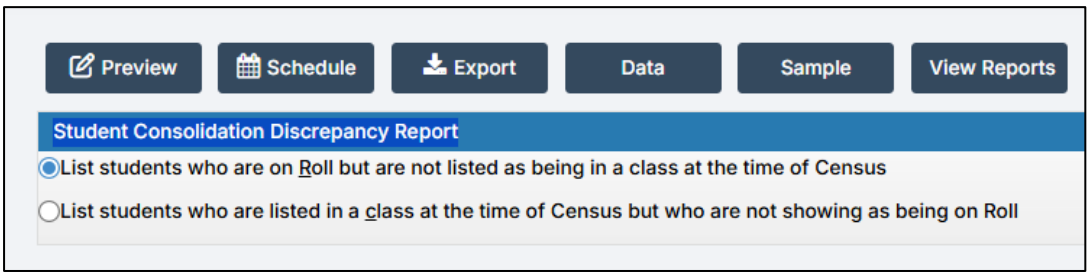
Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

SEN Data Details on Census day, 15 Jan 2026

UPN	Legal Surname	Legal Forename	DOB	Sex	Join Date	NC Year	SEN Provision	SEN Type Ranking	SENType	Member of SEN Unit	Resourced Provision	On Roll Status
P830999124001	Achmed	Dobir	2020-11-12	Male	2025-09-08	N2	No Special Educational Need					On Roll
T830999123002	Adams	Scarlett	2017-11-14	Female	2023-09-01	2	SEN Support			No	No	On Roll
N830999117019	Adams	Thomas	2019-09-23	Male	2025-04-23	2	SEN Support			No	No	On Roll
J204639814023	Addison	David	2015-11-25	Male	2019-09-02	5	SEN Support	1	Autistic Spectrum Disorder	No	No	On Roll
J204639814023	Addison	David	2015-11-25	Male	2019-09-02	5	SEN Support	2	Visual	No	No	On Roll

Reports / Census / Student Consolidation Discrepancy Report



Student Consolidation Discrepancy Report

School Census Spring 2026

Students on Roll not listed as being in Class at the time of Census, 15 Jan 2026

Admission Number	Surname	Forename	Sex	Date of Birth	NC Year	Enrolment Start Date	Enrolment End Date
N08485	Achmed	Dobir	Male	12/11/2020	N2	08/09/2025	
N08324	Adams	Scarlett	Female	14/11/2017	2	01/09/2023	
N8467	Adams	Thomas	Male	23/09/2019	2	23/04/2025	
N2209	Addison	Peter	Male	20/02/2017	4	04/09/2006	

Reports / Census / Student Funding Detail Report

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

Student Funding Detail Report Census file reference - 8309991_SC1_830LL26_001.UNA

School Census Spring 2026

Details of Student Funding as on Census day, 15 Jan 2026

UPN	ULN	Former UPN	Legal Surname	Legal Forename	Preferred Surname	DOB	Join Date	Enrol	EYPP Receipt	EYPP Basis	Top Up Funding	Support Code	Funding Basis	DAF	Eligibility Code	Learner Monitoring	FAM Hours	Extended Hours
P830999124001			Achmed	Dobir		2020-11-12	2025-09-08	C	No		No			No				
T830999123002			Adams	Scarlett	Adams	2017-11-14	2023-09-01	C	No		Yes			No				
N830999117019			Adams	Thomas	Adams	2019-09-23	2025-04-23	C	No		No			No				
J204639814023			Addison	David	Addison	2015-11-25	2019-09-02	C	No		No			No				
R204639814211			Addison	Harry	Addison	2014-05-06	2019-09-02	C	No		Yes			No				
F830999122011			Addison	Paul	Addison	2017-02-20	2006-09-04	C	No		No			No				

Summary Report

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

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

School census collection: spring 2026

Version 2025.1.0 - Updated: 2025-08-22

There are 485 errors and 361 queries.

Table 1: School characteristics [ALL schools]

Summary for: Bromcom Primary School

Local authority code: 830

Establishment number: 9991

Telephone number: 02082907802

Email address: email76@bromcomcloud.com

Phase: PS

Type: 18

Governance: FO

Intake type: COMP

Lowest national curriculum year group: N1

Highest national curriculum year group: 6

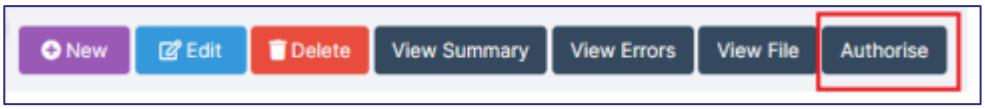
School time: 32.50

Authorise and View Census File

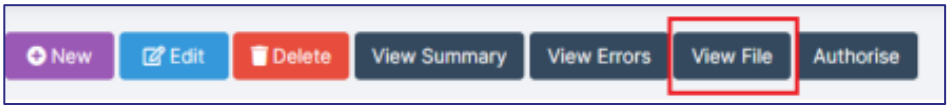
Once users have dealt with ALL the Errors and are happy with any of the outstanding Queries it is IMPORTANT TO RE-RUN THE CENSUS.

Generate a new Summary report if necessary.

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



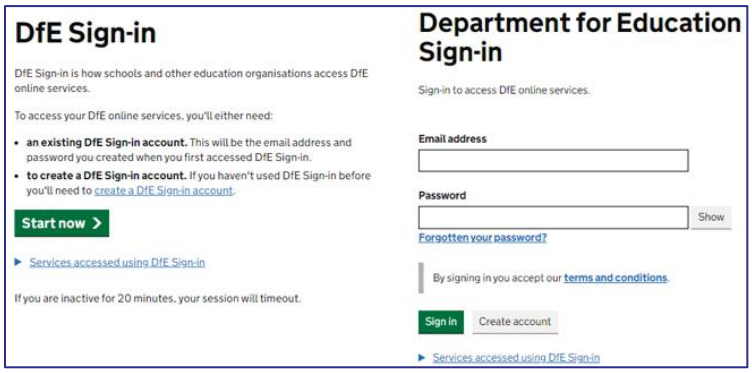
- This will convert the Census Return file into the correct format (XML) to upload to the Collect website.
- There may be multiple Authorised files; each will be date stamped to help distinguish which file to submit.
- The file is now ready to be exported, which can be done by clicking on the **View File** button. This will export a copy of the file to the downloads folder on your machine, ready to be uploaded to collect



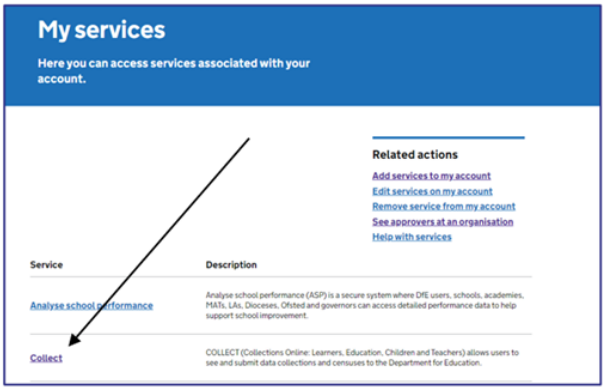
Submitting the Authorised Census Return to DfE Collect

Important Upload Information for Local Authority Maintained Schools and Academies

- The submission of the School Census for both LA Maintained Schools and Academies is via DfE Collect.
- Contact Business Intelligence – Children's and Traded Services Team for support uploading the census to DfE Collect.
- Refer to previously published guidance issues by Business Intelligence – Children's and Traded Services Team for detailed instructions for DfE Collect.



- Refer to Business Intelligence – Children's and Traded Services Team guidance for the deadline dates for upload to DfE Collect.
- The ICT Schools Team are unable to assist with any upload issues to DfE Collect.



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

Delete an Unauthorised Census Return

NOTE: An **authorised** School Census return **cannot** be deleted.

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

Highlight the unwanted return and click **Delete**

Appendix A Dates of Birth/Year Group for Students in 2025/26 Academic Year

Year Group	Date of Birth Range for 2025-2026 Academic Year	Age Range
E1	01/09/2024 to 31/08/2025	0 – 1
E2	01/09/2023 to 31/08/2024	1 – 2
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
14	01/09/2006 to 31/08/2007	18 – 19
	before 31/08/2006	19+

Appendix B Early Years Funded Hours Information

Early Years Date of Birth Matrix 2025/2026

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.**

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

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Func	Expanded Hours	EYPPR	2 Year basis for funding
01/04/2025 - 30/06/2025		0	N	N	N	N	N	N
and after								

Y* = subset of disadvantaged 2-year-olds may be eligible for funded hours.
4* = 4-year-old in E1, E2, N1, N2 only.
0* = 9 months old.

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

Hours at Setting

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

- Any hours funded via universal hours entitlement **+ Plus a**ny extended hours **+ Plus a**ny additional hours of education funded from other sources e.g. Parents.

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

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

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

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

Decimal Conversion Table

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

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

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

The hours collected in this return are for the week in which the census day falls and for pupils who fall into the categories:

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 childcare hours. This code can be carried forward from the previous year, as it will not change for a pupil even if the eligibility changes.

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

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

Extended Funded Hours information provided by the DfE can be found on their website:
https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years- .

NOTE: Parents can split the universal and extended hours between two settings.

The **Parent Provider Agreement** forms must be signed and dated by the parents and it must list all settings the pupil attends recording explicitly which setting is to receive the universal funded hours and which setting is to receive the extended hours and how many of each type.

Further guidance is available on the Buckinghamshire Council Website.
https://earlyyears.buckscc.gov.uk/early-years-funding-entitlement/

Disability Access Fund

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

- They are in receipt of child Disability Living Allowance (DLA)
  AND
- They access their entitlement to free early learning and childcare, e.g. 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 C Buckinghamshire Council Useful Contacts

Team	Contacts	Can provide help on / and any other related issues	Telephone / Email
ICT Schools Team	• **MIS Support & Training**	All supported MIS related issues	01296 383500 option 1 ICTSchools@buckinghamshire.gov.uk
	• **Schools Technical Support**	Technical related issues	01296 383500 option 3 schooltst@buckinghamshire.gov.uk
Buckinghamshire LA Business Intelligence – Children's and Traded Services	**Sarah Sewell, Education Insight Lead**	Performance Analysis (SPA) system and other data analysis	01296 382640 Sarah.Sewell@buckinghamshire.gov.uk
		School Census Advice on Free School Meals	schoolcensus@buckinghamshire.gov.uk
Buckinghamshire LA County Attendance Team		The County Attendance Team is a countywide service that primarily supports children, families, and schools to reduce non-attendance	01296 387393 CountyAttendanceTeam@buckinghamshire.gov.uk
Buckinghamshire LA Children Missing Education Team			childrenmissingeducation@buckinghamshire.gov.uk