



School Census Return in Bromcom Spring 2026

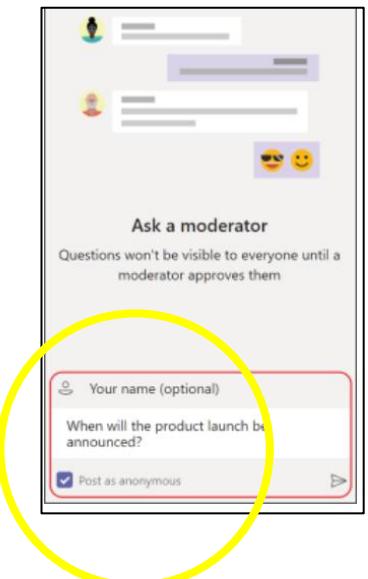
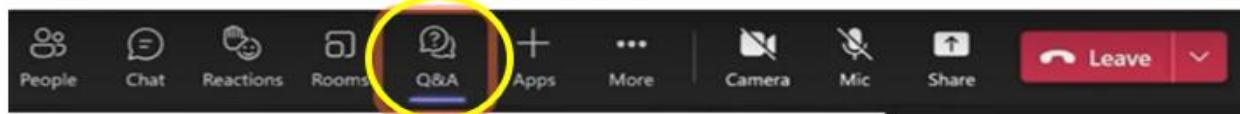
All School Phases

Sheryl Everett - ICT Schools Team



Housekeeping

- Session will be recorded
- Cameras & microphones have been disabled
- Please do ask questions using the Q & A icon
- raise you 'hand' I'll enable your microphone



ICT Schools Team Support

Telephone: **01296 383500 – option 1 (MIS Support)**

Email: ICTSchools@buckinghamshire.gov.uk

SchoolsWeb: <https://schoolsweb.buckinghamshire.gov.uk/ict-zone/>

SchoolsWeb | ICT Zone for:

- Latest filesets.
- Additional copies of the census guidance notes.
- Book Census Workshops.
- Book Training Courses and Workshops.
- Guidance and support documentation.

Childrens & Traded Services

Email:

schoolcensus@buckinghamshire.gov.uk
smst@buckinghamshire.gov.uk

SchoolsWeb:

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

- Data accuracy on returns is the school's responsibility and any changes to information must be made by either uploading a new file or by making manual changes on COLLECT.

DfE COLLECT

- The submission of the School Census for both **LA Maintained Schools** and **Academies** is via **DfE COLLECT**.
- **CTST** “*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 SIMS*”.
- Refer to **CTST COLLECT Guidance for Schools** for detailed instructions for DfE.
- Refer to **DfE School Census 2025-26 Acceptable Notepad Entries Guidelines** document.
- Contact the **Childrens & Traded Services Team** for support uploading the census return to DfE COLLECT.
- Once the Census has been **uploaded**, errors and queries noted, the census must be **submitted**.
- **The ICT Schools Team are unable to assist with any issues relating to DfE COLLECT.**

Agenda

Spring 2026 Census Return:

- Changes to the Spring Return
- Key Dates
- Census Panels
- Preparing Bromcom for Census
- Preparing School and Pupil Data
- Live Demo – Producing, Completing and Authorising the Census Return
- Q&A's

Key Dates

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

DfE COLLECT: Deadline Upload and Submission Dates:

LA Maintained Schools **Friday 16th January @ 5pm**
Academies **Friday 25th January @ 5pm**

All Schools must upload a census onto COLLECT:

- Schools are required to check COLLECT Reports on a weekly basis following submission to check duplicate data and validation errors.
- This does not have to be the final version, as it can be removed and replaced until the final submission deadline date.

Spring Census Collection Dates

Attendance

01/09/2025 – 31/12/2025

Exclusions

From 21/04/2025 – 31/12/2025

AP Placements

from 02/10/2025 – 15/01/2026

Funding and Monitoring

from 01/08/2025 – 15/01/2026

Free School Meal Eligibility

from 03/10/2025 – 15/01/2026

Learner Support

from 01/08/2025 – 15/01/2026

Panels Available for Spring Census

- Census Parameters
- School Details
- Classes Information
- Pupil Reconciliation
- Early Years Funded Hours (if relevant to School)
- School Dinner Taken (*Reception, Year 1 & Year 2*)
- General
- Admission Appeals

Reminders for the Spring Census Return

- Ethnicity is collected for the Spring Census Return
- SEN Need type is collected for the Spring Census Return
- Selected Time/Period for class activities:
 - 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

Reminders for the Spring Census Return

Inclusion of pupils who are not on roll on Census Reference Date (15/01/2026)

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.

Early Years...

The following is an excerpt from version 1.2 of the DfE technical specification.

Autumn 2025	Age ranges	Funded hours	Basis for funding	Expanded hours	Eligibility code	Extended hours
9 months to 1-year-olds	9-month-olds to one-year-olds born between 2024-01-01 and 2025-03-31 (inclusive) - all relevant schools and year groups	X	X	✓	✓	X
Disadvantaged 2-year-olds	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) - all relevant schools and year groups	✓	✓	X	X	X
2-year-olds	2-year-olds born between 2023-01-01 and 2023-12-31 (inclusive) - all relevant schools and year groups	X	X	✓	✓	X
3-year-olds	3-year-olds born between 2021-09-01 and 2022-12-31 (inclusive) - all relevant schools and year groups	✓	X	X	✓	✓
4-year-olds	4-year-olds born between 2021-01-01 and 2021-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	✓	X	X	✓	✓

LIVE DEMONSTRATION

- Preparing/Producing the Spring 2026 Census return

[Bromcom MIS Login](#)