

## **2008 FAQs – SCHOOL CENSUS - PUPIL DATA**

**Q: *My school knows that some pupils would be eligible for free school meals if they chose to apply. Do I record these pupils as eligible for free school meals?***

No. The parents must apply and a meal must be available.

Note that SCHOOL CENSUS is a statutory return and this guidance on free school meal eligibility therefore has legal force.

**Q: *Do we include asylum seekers receiving free school meals?***

Yes — if in receipt of support under Part 6 of the Immigration and Asylum Act 1999.

**Q: *My school provides Free Schools Meals for all pupils whether they are entitled to free school meals or not, do I include them?***

No. Pupils are only to be recorded if they have applied for a free school meal and meet the necessary criteria. See DCSF guidance notes. A query will be produced if there are more free school meals taken than the total number of pupils who are recorded as eligible for free school meals. This query can be ignored if the entries are correct.

**Q *Do I only include those pupils who actually ate a free school meal on the Census day?***

No. See DCSF guidance notes. The field is for those pupils who:

- 1) Claimed a free school meal and the relevant authority has confirmed eligibility or;
- 2) Pupils who claimed a free school meal and final confirmation of eligibility is still awaited but the school has seen documents that strongly indicate eligibility and on that basis has commenced provision of free meals.

Examples of documentation include an income support order book or (following the introduction of the Child Tax Credit in April 2003), the Tax Credit Award Notice issued by the Inland Revenue. Please see the Guidance Notes for more information on how Child Tax Credits affect free school meal eligibility.

It may also be the case that some pupils are observing Ramadan on the census date so will not take the free school meal that they are entitled to. In this case, record the situation on the nearest normal date to the census.

**Q: *How do I record a pupil with more than one SEN need?***

The system allows for a pupil to have many SEN needs recorded on their pupil record. However only those needs ranked 1 and 2 are recorded in the SCHOOL CENSUS. A full list of valid codes is given in the DCSF Guidance Notes. A table of the needs codes is in the **Preparing SCHOOL CENSUS data using sims net 2008 booklet**.

**Q: *Some of our pupils have been held back a year. In which national curriculum (NC) year group should they be entered?***

They should be entered in the year group in which they are studying. This may trigger a query on the basis of age. Queries are a request to verify unusual data: they do not necessarily indicate errors.

KS1 is up to Year 3, KS2 up to Year 6, and KS3 up to Year 9.

As regards to the section **Classes as Taught**, a class that contains a small minority of pupils held back a year is **not** a mixed key stage (year group) class.

Note: Year taught in field. For all pupils this should be the same as the year group. Both data items are on the Registration panel of the Student Details screen. So if a pupil is in year 1, year taught in should be year 1.

If a pupil is being taught out of year, both of these fields should show the year he/she is actually being taught in. (e.g. A pupil is the age of year 4 pupils but has stayed down in year 3, then show him as year 3 and year taught in would be year 3).

**Q: *I have many records showing NOT (not obtained) for ethnicity. I have sent letters home to parents but they do not return the information.***

The DCSF have emphasised that they do not wish to receive many NOT codes. You must make best endeavours to collect this information by sending home a data checking sheet and alerting parents where the information is still missing.

If there are only a few parents not responding then enter the ethnicity as REF (refused) with P as the data source, but again on a data checking sheet draw their attention to the missing information. You can enter the ethnicity which you believe and should enter data source as school.

If you are having a problem with a number of parents please log a call with the helpdesk and we can put you in touch with the county ethnicity officers.

Add the ethnicity information (including list of codes) to your admission form so that it is collected on pupil admission to school.

**Q: *What should I record for the source if the ethnicity code used is Information not obtained or Refused)***

If the code **Information not obtained** is used, the ethnic source code should be S (school). If the code **Refused** is used, the source code should be P (Parent).

**Q: *Where will I find a UPN for new pupils?***

The information should be recorded on the pupil's Common Transfer File. If you have not received this in time for SCHOOL CENSUS, the quickest way of obtaining it would be to contact the previous school. You can ask the parents for the name of the previous school. If you have done all you can to find out the UPN and still don't know then a temporary UPN will need to be issued. (Note: you can log a call with the helpdesk if you don't know where the pupil has come from, and we can search the 'Lost Pupils' Database set up by the DCSF.)

**Q: *How do I issue a temporary UPN?***

Temporary UPNs can be issued or updated in **Student Details**, in the **Registration** panel of a student record.

As at 17<sup>th</sup> January you should not have any temporary upns in your system, except in the case where a pupil has arrived during SCHOOL CENSUS week and there has not been time to ascertain their permanent UPN.

**Q: *When should I issue a permanent UPN?***

A permanent UPN should only be issued to any pupil joining the school's register where it is believed the pupil has NOT previously been issued a UPN. (Pupils from private schools or abroad will probably not have been issued a permanent UPN.)

**Q: *We have a traveller pupil with no UPN.***

Where a pupil has transferred school, the LA should in general be able to provide the UPN assigned by the school where the pupil was previously registered. Please make every effort to follow this course of action.

In exceptional circumstances when there is no way of finding out the UPN before Census day, the school should issue a temporary UPN. The UPN field must not be left blank.

**Q: *Where do I record Traveller Children***

Traveller children should be included by the school that they are attending on the Census date. If this is unknown, they should be included by their winter base school (if they have one), regardless of whether they were in attendance on the Census date. For example:

- If a traveller pupil is known to be at a Secondary school on the Census date and also registered at a winter base school then the pupil should be recorded by the Secondary school.
- If it is unknown where the traveller pupil is on the Census date, but the pupil is registered at a winter base school then the pupils should be recorded by the winter base school.

**Q: *We have an overseas pupil on our register for six months — do we include that pupil?***

Yes — if the pupil is registered at the school on the census date they should be recorded.

**Q: *Where can I get assistance to find a pupil's postcode?***

Log onto [www.royalmail.com](http://www.royalmail.com) - postcode finder.

**Q: *How do I record a House Name as part of the address***

Record the House Name in the House Name field on the Student Details, Address panel. It is acceptable to modify the address on this occasion if the House name has been recorded incorrectly in the Apartment field.

**Q: *How do I record a pupil that has been excluded from school?***

SCHOOL CENSUS is collecting information on pupils excluded in Summer 2007 term. Exclusions should be entered via Focus, Student, Exclusions. This is fixed term and permanent exclusions.

**Note:** The exclusion date is the date that the pupil was asked to leave the school by the headteacher.

**Q: *Will SCHOOL CENSUS pick all of my data failures for students?***

Use the new \*CBDS Reports and the \*SCHOOL CENSUS Exclusions report in SIMS. net to check for missing data.

**Q: *Some of our pupils attend another school for certain courses. Which school should make returns for pupils who attend more than one school?***

A pupil can only be recorded as 'currently registered' (C) at one school and recorded as Guest at another. This arrangement is different from Dual Registration.

**Q: Do I include Dually Registered pupils?**

Dually registered pupils need to be included in the number of on roll pupils dually registered at Special or PRU whether absent or not.

Where a pupil is registered at two schools, he/she may be recorded as dually registered. This pupil should be recorded as **Main Dual Registration** at one school and **Subsidiary Dual Registration** at the other school. In general the Special school is considered to be the Main Dual Registration. .

Changes to dual registration status should only be made after SEN meetings have formerly documented the changes. Regular or one off visits to your school for integration purposes may not be considered dual registered or a change to the dual registration status.

The dually registered pupil should be on roll. with an admission number and in a class. The pupil will have the same UPN. They will then pull through in the relevant class in SCHOOL CENSUS. If the pupil is absent on the day, they should be removed from the number of pupils in classes and added in the pupil reconciliation section under pupils at another school.

**Q: What do I record for “pupil in care – caring authority”?**

This should be the LA number where the pupil was originally placed in care, not the LA where the pupils attends school.

Carol Laycock in the SEN Service on 01926 461906 at the Council may be able to help with this information.

**Q: What do I record if the pupil is no longer in care?**

It may be the case that a pupil is no longer in care but has previously been in care whilst at their current school. In this case add an end date to the In care details

**Q: Why does the Department share data with Connexions?**

Data is shared with Connexions only where permission has been granted or has been sought from the pupil's parents but no reply has been received by the school. Connexions is the government's support service for all young people aged 13 to 19 in England. It provides integrated advice, guidance and access to personal development opportunities. Connexions do not receive all the data collected by SCHOOL CENSUS. More information on Connexions can be found at [www.connexions.gov.uk](http://www.connexions.gov.uk).

If the field for Connexions is not completed for many pupils, it can be updated using the bulk update routine in sims .net.. Other valid values are:

Connexions Assent Obtained	Permission given by parent/guardian
Connexions Assent Refused	Permission refused by parent/guardian
Unsought	Unsought – school has not yet sent out Fair Processing Notices
Sought No Reply	Use this field when the school has sent out Fair Processing Notices but no response has been received from the pupil's parent/guardian.

**Q: Do I need to complete the Connexions Field?**

Secondary and Special Schools must record this information for students over 13. However the easiest way may be to record it as new students arrive in school from year 7. The field is in Student Details, Additional Information panel or use the bulk update routine for many pupils.

**Q: What is a Fair Processing Notice**

During the year a letter should have been sent home to parents of new pupils outlining Data Protection (Fair Processing Notice) and how data on pupils is used. Sample wording can be found online:

<http://www.warwickshire.gov.uk/Web/corporate/pages.nsf/Links/9FF1D7D8621B3C248025705F00487872>

Or

<http://www.teachernet.gov.uk/management/atoz/d/dataprocessing/>

**Q: I have a query regarding a validation warning message number 1547.**

1547 is a warning message which says that "A school should have at least one pupil in each NC year group covered by their <SchoolType> as given above, where the pupil's year group is that calculated from their <DOB>."

Schools in general may disregard this error – each school type is set up in SCHOOL CENSUS to allow for the full range of possible year groups e.g. a primary school is set up with years N1, N2 up to year 6, so if one or more of those year groups e.g. a nursery year is not present this gives the error 1547.

Similarly secondary schools could range from year 7 to year 14 so if any of those year groups is not present – e.g. in schools without a sixth form, again the error 1547 would occur. Most secondary schools will not have year 14.

For all 'School Type' descriptions which include nursery, the school type covers N1 and N2 year groups as well as others based on the age of pupils the school caters for. This means that for all primary schools which report their school type as 01, 02, 03, 04, 16, 18, and 42, they should have at least one pupil in NCYearGroup N1 and one in N2. However, it will be the case that a lot of these schools will have pupils of minimum age 5 and will not be reporting any pupils as N1 or N2. This will result in a warning appearing for a lot of Primary schools who should check the data they have entered is correct and then disregard the warning.

**Q When should I record a class as a nursery class?**

A class should only be recorded as a nursery class if it is designated as such by the LA. Any other classes who are following 'Foundation' syllabus should be recorded under 'other' i.e Early Years class.

**Q How do I record a mixed nursery class containing N1 and N2 pupils?**

The pupils will have their year group recorded as it is, be it N1 or N2 in the 'Registration panel of the pupil record. In the SCHOOL CENSUS screen Under 'Classes as taught', the class type will be N and the Year group will be M for mixed.

**Q: What are the age ranges for Nursery Pupils**

Nursery (N1)	1.9.03 - 31.8.04	Nursery	Below 3
Nursery (N2)	1.9.02 - 31.8.03	Nursery	Below 4
Reception	1.9.01 - 31.8.02	Infant or Primary	age 4 - 5
Year 1 (KS1)	1.9.00 - 31.8.01	Infant or Primary	age 5 - 6

**Q: Activity for Infant Classes**

January 2008 census the DCSF is very keen to check infant class sizes. If the activity in infant classes at your selected time is **PE/Games, Music / Drama or Radio / TV** you should look at the next session and record the activity for that session.