School Census in Bromcom

Autumn 2024

Data Protection Disclaimer

Screenshots used in this presentation

have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.

- Data collected is determined by central government

- There are three (pupil) censuses each year – **Autumn**, **Spring** and **Summer,** there is also a school workforce census too.

- It is a snapshot of data in your system on census day – along with some historical data from previous periods.

- Different ranges and types of data are collected at each census – but the process to run the census in your MIS is broadly the same each time.

- A wider variety of data is collected in the Spring census.

- MIS providers incorporate changes to data requirements in each census by upgrading their software.

Today's objectives

- By the end of today's session, you will be able to:
  - Check your data to make sure its ok for census
  - Enter the relevant data for census
  - Start a census return
  - Create and validate your return
  - Correct and validation errors by editing individual pupil records or using the bulk update tool.
  - Authorise your return (a crucial step required to verify your data)
  - Print detailed reports
  - Print a summary of the census

Statutory Requirement

- The submission of school census individual pupil records is a statutory requirement on schools under:
  - Section 537A of the Education Act 1996
  - The Education (Information about individual Pupils) (England) Regulations 2013
  - Section 99 of the Childcare Act 2006
  - Childcare (Provision of Information About Young Children (England) Regulations 2009
- This means
  - Schools do not need to obtain parental or pupil consent to the provision of information.
  - Ensures that schools are protected from legal challenge that they are breading a duty of confidence to pupils
  - Helps to ensure that returns are completed by schools.

Key Dates

- Census Day – **3rd October 2024**

- Deadline for return to the LA – **14th October 2024**

- Attendance data - **1st April 2024 to 31st July 2024**

- Exclusions – **1st January 2024 to 31st August 2024**

- Free School Meal Eligibility – **17th May 2024 to 3rd October 2024**

- AP Placements – 16th May 2024 **- 3rd October 2024**

- Funding and Monitoring **- 1st August 2024 to 3rd October 2024**

- Learning Aims (Secondary Only) **- 1st October 2023 to 3rd October 2024**

- Learner Support (Special Schools Only) **- 1st August 2024 to 3rd October 2024**

Future Census Dates

Dates for your diary

- School Workforce Census – **Thursday 7th November 2024**

- Spring Census – **Thursday 16th January 2025**

- Summer Census - **Thursday 15th May 2025**

Webinar dates will be announced nearer to the census.

Pupils in Scope

- All pupils on the register on census data

- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Summer 2024 and Spring 2024)

- Any additional pupils who attended the school in the previous term for which termly attendance data is required (not nursery schools).

- Any additional pupils who attended the school in the previous academic year for which learning aims are submitted (Secondary, All through and AP schools).

- Any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) (not nursery schools)

- Any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year. (not nursery schools)

Collection of pupil characteristics

- Parents can't opt out of the census

- **Ethnicity, First Language, Service Child Indicator** must always be reported as declared by the parent.

- When collecting these data items from parents/guardians, schools must ensure that parents/guardians are made aware that they can decline to provide these items – where this happens schools should record on their MIS using the **refused** code.

Early Years

- Schools with funded early years provision make their return via either the school census or the early years census but **NOT** both.
    - **Registered Pupils of a school** –> **include on the school census**
    - Children who attend a **separate Ofsted registered** private, voluntary or independent provider on a school site -> **include on the early years' census.**
    - Children attending provision provided by a **school governing body** under Section 27 of the Education Act 2002 **or** provision that is **run or managed by an academy** or academy trust under **charitable objectives** -> **include on the School Census**
- **But** if a child's free entitlement is split between more than one place they **may appear on the two different censuses**, depending on where and **how the pupil is registered**.

Expanded Funded Hour

- The 30-Hour Code which is issued to parents when they have successfully applied for the Early Years funding has been changed to Eligibility Code. This Eligibility code is now also applicable for 2-year-olds who have applied for Expanded Hours.

- From April 2024, working parents of 2-year-olds will be able to access 15 hours of free childcare per week (over 38 weeks a year) from the term after their child's 2nd birthday. A new column has been added to the Census Returns for pupils aged 2 at 31/03/2024 and if they have an eligibility code. **Expanded Funded Hours do not apply to 3 or 4-year-olds.**

Alternative Provision

- Alternative provision should be recorded on the school census if it takes place in:

  - a pupil referral unit
  - an alternative provision academy
  - an alternative provision free school
  - an early years setting (private, voluntary or independent)
  - state-funded schools

Changes to existing data items (1)

- The learner funding and monitoring (FAM code) associated code set has been updated so that Code 01 has been extended to include appropriate pupils, school types, and the National Tutoring Programme (NTP) has been replaced with tutoring. Code 21 has been removed.

- Pupil SEN type code has been updated to include Down Syndrome.

- Expanded hours has been extended to record up to 15 hours for children from 9 months old with working parents.

- For early years pupil premium receipt, the frequency of collection has been increased to termly and extended to children from 9 months old.

Changes to existing data items (2)

- The disability access fund indicator has been extended to children from 9 months old.

- References to T Level transition programme have been changed to T Level foundation year.

- Signposting to offsite childcare, the response code 'YF' has been updated from 'including transport' to 'including escort'.

New Data Items

- The 'School Childcare' module has been updated to record if:

    - a childcare place is available for every parent who wants one
    - the childcare provision is open from 8am or earlier (if before school)
    - the childcare provision offers childcare covering 8am to 6pm
    - the childcare provision is open to at least 6pm (if after school)
    - the holiday childcare provider is open from 8am or earlier and to at least 6pm

Deleted data items

- These data items are being removed from Autumn 2024
  - Learner Funding and Monitoring (FAM) hours
  - Work Placement Employer ID

  - Sessions missed for Authorised, Unauthorised, Education and Exception will be discontinued from Spring 2025.

Data Areas to Check

Bromcom Census

Extended Services
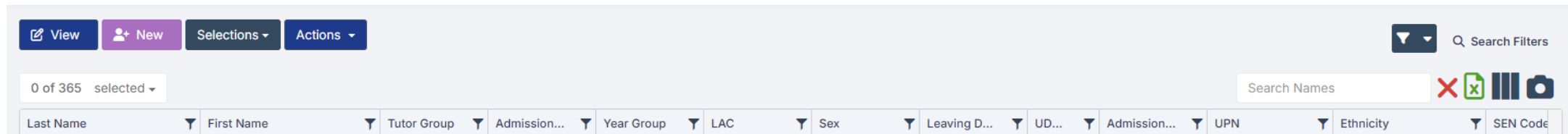
- Ensure that your childcare services are recorded in the Extended Services module – this is available through **Config > Administration > Characteristics**

- Edit the existing rows if data has changed.

- Add a new Service, if necessary, complete the relevant boxes for each service that you add.

Basic Checks
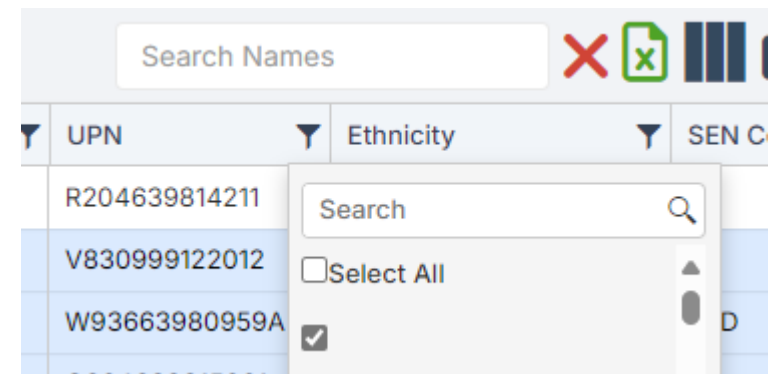
- All students should have a valid **UPN (Unique Pupil Number).**

- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.

- All students should have a **valid address.**

- Students should have **first language** and **ethnicity entered**.

- All correct students should be admitted.

- Any students who did not attend (any session) but who were admitted should be deleted.

- Leavers should have their date of leaving entered correctly.

- Any students with an exclusion (in the previous 2 terms) should have their data checked and missing items entered.

Student Browse

- From the student list you can add additional columns, e.g.
  - FSM, UPN, Ethnicity, First Language, SEN
  - It is possible to filter the list using the funnel icon, on each column to select entries which are blank

Adding information in bulk

- Some data items can be entered in bulk from the Student List screen.

- Open the list and select the students you want to edit. (Double check to make sure you only have the correct students selected).

- Click **Actions > Quick Edit**

- Choose the **Attribute** to edit, e.g. Ethnicity, Home Language, etc

- Choose the **Value** you want to change it to and click **Review**

- Make sure the items of data you are editing is what you expected and click Update. You can make individual changes by ticking the row and updating using the dropdown menu.

- **Warning:** Its really easy here to update a whole host of data without meaning too. Please double and triple check what you are doing. There is no undo button.

Generating UPNs in bulk

- From the pupil browse, add the UPN column.

- Use the filter to filter for students with missing UPNs

- Select all students (without UPNs) and click Actions > Quick Edit

- Select **Attribute** and select **UPN**, select **Value** and select **Permanent** and click **Update**

- UPNs should only be generated for students who have never had one before.

Ask the data team if they have a UPN for children who may have been at state school in England before.

Attendance

- Autumn Census looks back at Attendance data from the Start of the Summer Term

Summer Term 2023-2024 (first half) data is collected from Easter **Monday 1st April 2024 to Sunday 25th May 2024**
Summer Term 2023-2024 (second half) is collected from Late summer bank holiday **Monday 26th May 2024 to 31st July 2024**

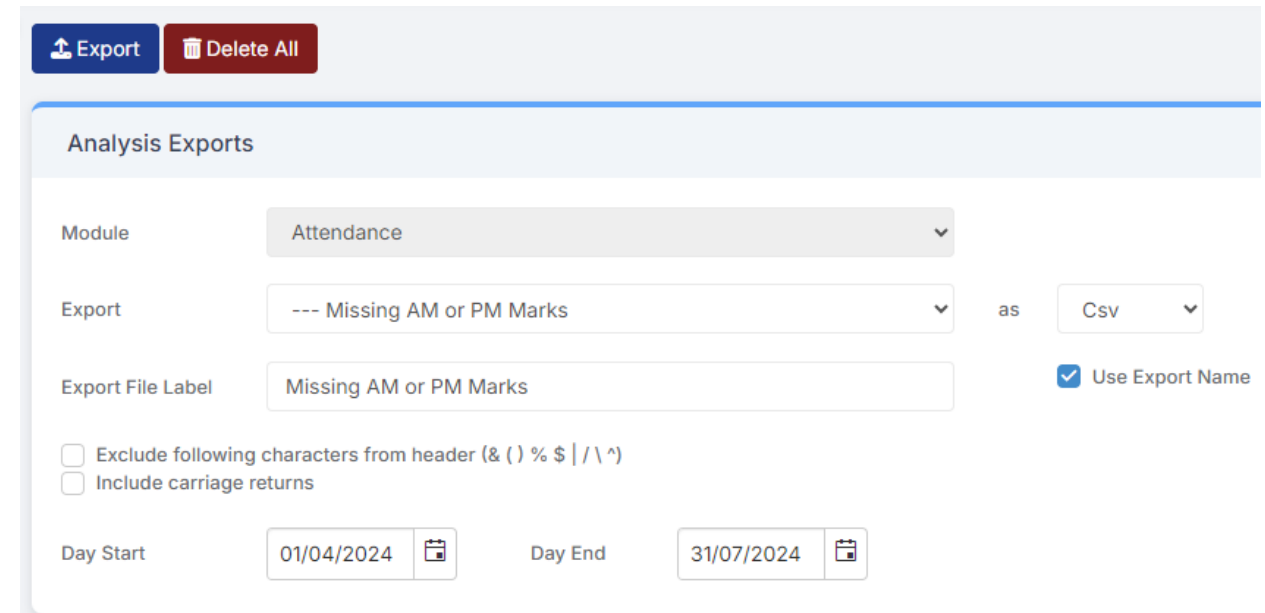- Check for missing marks, N codes, and students with any gaps in their attendance.

Attendance Report by Code/Meaning

- Locate missing marks and N codes that have not yet been dealt with

- **Reports>Attendance>Attendance Report by Code/Meaning**

  - Run the report separately for each year group for the date ranges
  - i.e. **01/04/2024 to 25/05/2024** and **26/05/2024 to 31/07/2024**
  - Choose the code **N**
  - Run the report again with **Meaning Selected** and choose **Missing Mark**

- Update the attendance through **Modules > Attendance > Manage Attendance**

Missing Attendance Marks (1)

- Go to Reports > Attendance > Attendance
  Analysis Exports

- Change the Export drop down to ---
  Missing AM or PM Marks

- Enter date range as 01/04/2024 –
  31/07/2024

- Press Export

Missing Attendance Marks (2)

- Export appears in the **Export File History** box at the bottom of the screen.

- Click it to export it, Open in Excel to see the missing marks.

- Use **Modules > Attendance > Manage Attendance** to fix the missing marks.
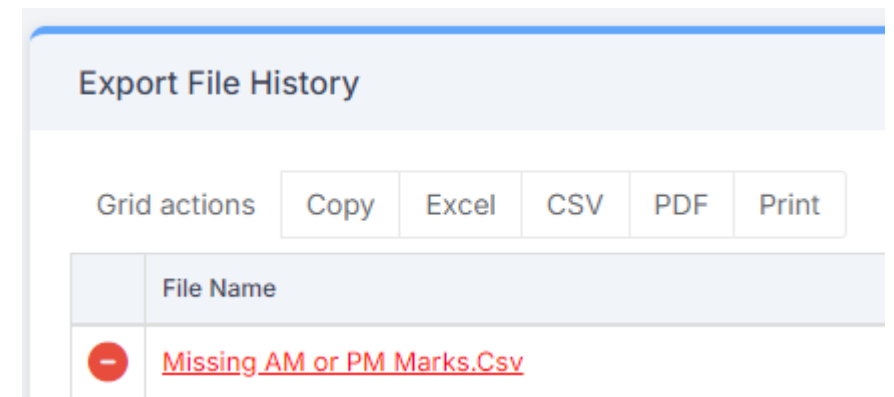
Special Educational Needs

- Check with your SEN Co-Ordinator that all children with a special need are marked as such.
  - All Students with current SEN Provisions should have an SEN record with the code K (SEN Support).
  - Any Students who have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include an N code for No Special Educational Need.
  - Any Student in possession of an SEN Provision (other than N) should also have at least one Need defined.
  - Students with a provision but no specific type of need should be entered with the SEN Type of NSA (SEN Support but no specialist assessment of type of need).

- To update, go to **Pupil Details > Open desired pupil > Special Educational Needs Panel**

Dual Registered Pupils

- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**

- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.

- The corresponding periods at the **Main** school should be populated with the attendance code **D**

- You can alter the student's enrolment status in Student Profile > Enrolment, **Enrolment Status** Panel

Free School Meals

- Free school meal information is collected for pupils with the following periods of eligibility
    - Start date is on or before **03/10/2024**
    - End date is either blank or between **17/05/2024 and 03/10/2024**

- Student free school mean information can be edited from the **Student Profile via the Meal & Transport panel > Free School Meals**

FSM determines the deprivation element of pupil premium

Early Years Extended Hours

- Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three- and four-year-olds only.

- Can double the original 15 hours of free childcare to 30 hours per week.

- Eligibility criteria
  - Parents must obtain a 30-hour code from HM Revenues and Customs and provide this to the school.
  - Both parents must be working (or a sole parent working) and live in England.
  - Each parent earn a weekly minimum equivalent to 16 hours (minimum wage or living wage)
  - Each parent must have an income below the specified amount (cira £100,000)

- Pupils aged 4 at the start of the academic year are funded as standard pupils and funded hours are no longer relevant.

- For dual registered pupils record the hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary school recording funded hours in education at the subsidiary registration.

Eligibility Code

- Eligibility codes can be added via the Student Record

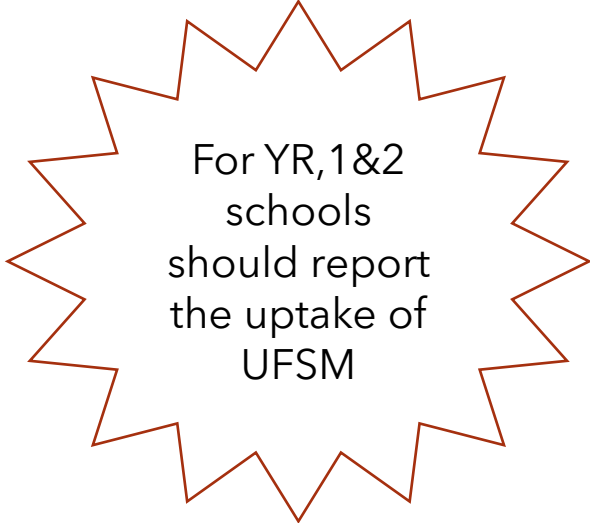- Student **Profile > Funding & Allowances > Additional Information**

Basis of Funding

- Primary Schools should record these data items for their funding
  - Basis of Funding
  - Receipt of Extended hours
  - 2-Year-old Basis for Funding
  - Disability Funding

- For a student to be correctly in receipt of extended hours of funding (entered via the pupil reconciliation section of Census) they should also have been provided with a valid 11-digit Eligibility code. This code should be entered in the provided Eligibility Code box within the funding & allowances panel.
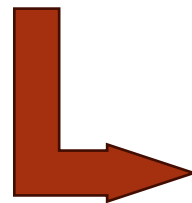
- The **Disability funding** indicator is derived from students who have a valid check against both of:
  - The child is in receipt of child disability living allowance
  - The child receives free early education

Confirm your Dinners

- On Census day you should confirm your dinners before you run the census.

- Confirm dinners helps to ensure that pupils are charged the correct amount for their meals and that the information is recorded on the census.
  - Once the dinner registers have been taken
  - From the student list screen, click Actions > Confirm Dinners

For YR,1&2 schools should report the uptake of UFSM

Disability Access Fund

- Payable as a lump sum once a year and awarded to three- and four-year-olds who meet the following criteria
  - In receipt of disability living allowance (DLA) and they access their entitlement to early learning and childcare, e.g. funded hours
  - Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day
  - Added via **Student Profile > Funding & Allowances > Additional Information**

Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
Autumn 2024	9-month-olds to one-year-olds born between 2022-09-01 and 2023-11-30 (inclusive) - all relevant schools and year groups
Autumn 2024	2-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) - all relevant schools and year groups
Autumn 2024	3-year-olds born between 2020-09-01 and 2021-08-31 (inclusive) - all relevant schools and year groups
Autumn 2024	4-year-olds born between 2019-01-01 and 2020-08-31 (inclusive) - all relevant schools and year groups - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

Alternative Provision (1)

The Alternative Provisions Panel is found in **Students>View Student Details>Enrolment**

- If the school phase is PRU you will see two panels - Alternative Provision and Alternative Provision details. If the school is a mainstream school, you will only see Alternative Provision Detail

- For school collecting Alternative Provision Company Number and Alternative Provision Placement Postcode,
  - URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
  - Alternative provision reason records the main or primary reason why the AP was arranged.
  - Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.

Alternative Provision (2)

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

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.

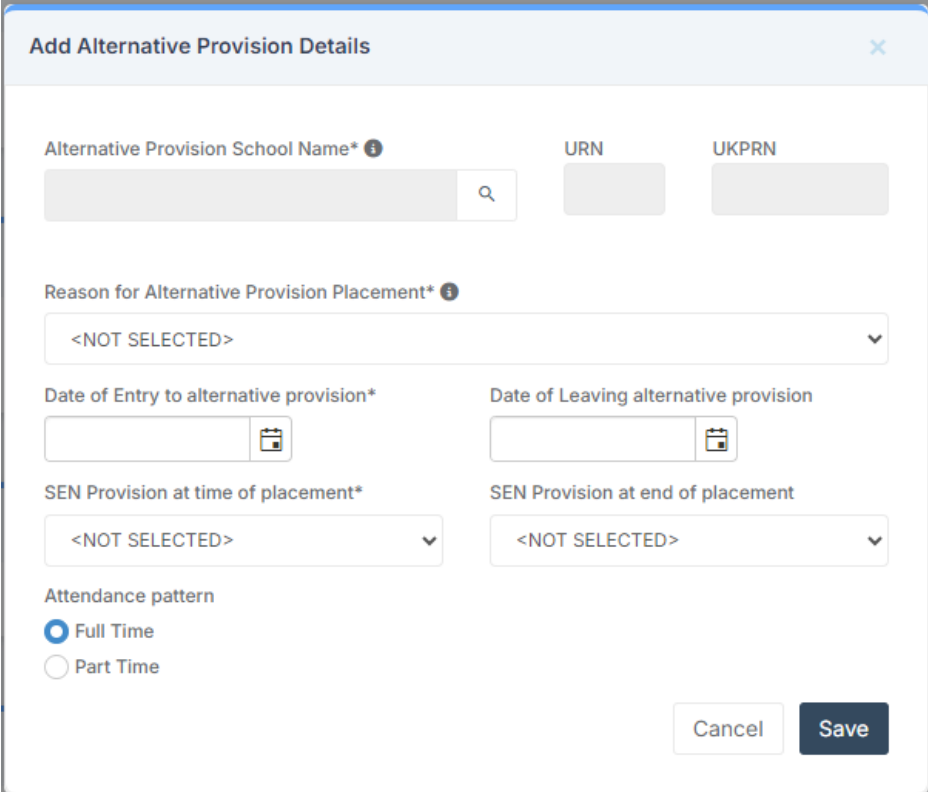- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.

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

Alternative Provision (3)

- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel. You will be returned to the panel where the School name can be added manually and the UKPRN may be added in the field provided, whereupon the Type of Setting will disappear. Finally, 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 pupil'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 (4)

- Alternative provision placement date of leaving: records the date the pupil 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 pupil's planned attendance pattern at the alternative provision provider.

- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week

Adding Alternative Provision

- Student **Details > Enrolment > Alternative** provision

- You'll need to choose the school. If the school does not exist use the Unknown school button. This is shown at the bottom right side of the School Search window.

- You can get details of schools from the **Get Information About Schools** (GIAS) website.

Top Up Funding Indicator

- This is a true/false flag to indicate those pupils on roll for whom the school receives, on census day, high-needs top-up funding – either from a local authority or, in the case of a PRU or AP, a local authority or another school.

- Usually, but not always, the pupils for whom a primary or secondary mainstream school receives top-up funding are those with an education, health and care (EHC) plan.

- Top up funding indicator can be added via **Pupil Profile > Funding & Allowances + Top Up Fundings**

Part Time Indicator

- Collected for on and off roll pupils

- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.

- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.

- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

Funding and Monitoring

- For the 2024 to 2025 academic year, it will identify pupils:
    - in receipt of tutoring
    - resitting or retaking up to one year of 16 to 19 funded provision
- **There is no action required by schools where none of these attributes applies to the pupil.**

Adding FAM (Funding and Monitoring)

- Go to **Student Profile > Funding & Allowances > Learner Monitoring**

Post Looked After

- Go to the Student's Profile, and hover over the name and click the edit. Select **Additional Details**

Pupil Premium

- To see a list of PP children you can do this by adding the additional data column for Pupil Premium to the student details screen.

- You can't enter pupil premium status flag yourself, Bromcom calculates this based on other data entered using this criteria.

- **Note: Bromcom recalculates this flag every evening.**
    1. Any entry against 'Post Looked After Arrangements'
    2. Ever 6
    3. Free School Meals Eligibility is yes (this also triggers the Ever6 flag)
    4. Member of armed forces – marked against a Parental Contact
    5. Service Children in Education ticked
    6. Anything entered against Pupil Premium Type within Funding & Allowances.

Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.

- Exclusion data is required for **01/01/2024 to 31/08/2024**

- You can add exclusions through Student Profile, **Behaviour > Exclusions**

- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed

- See for detailed information on how to add an exclusion
  https://docs.bromcom.com/knowledge-base/how-to-add-exclusions-to-a-student/
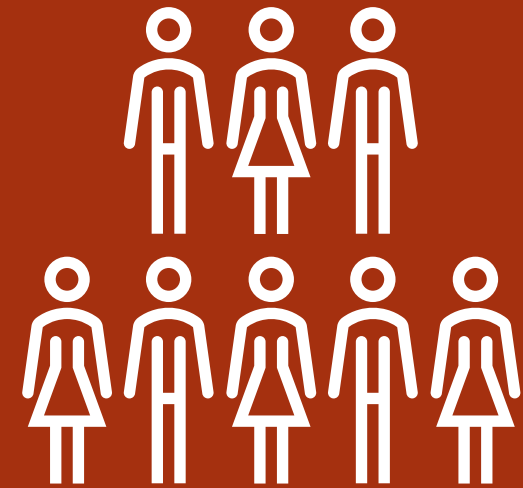
Generate your census

You'll create multiple census files as you work through the errors

Use the edit button to edit school details if necessary

- Go to **Modules > Census > School**

- Click **New** (check information provided is correct) & click **Generate**

Census Parameters

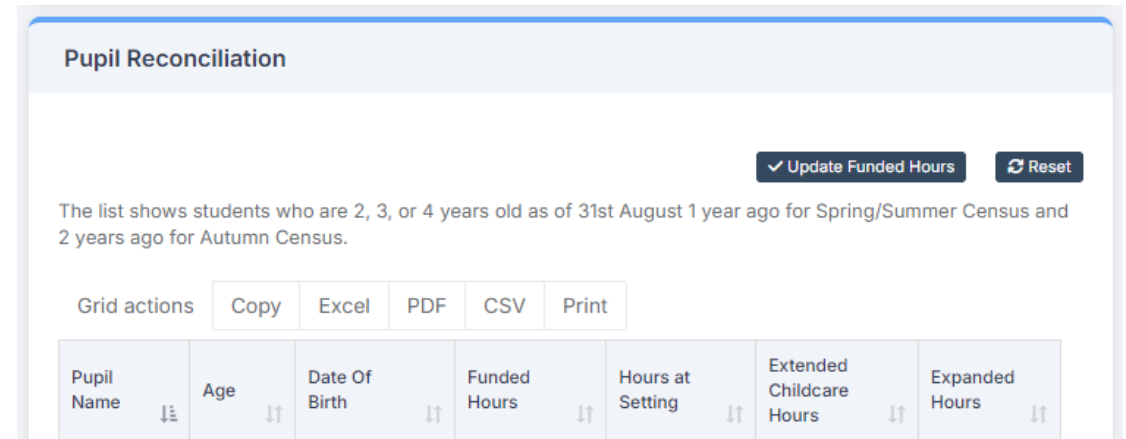|		
Reference Date	03/10/2024	
Title	2024 Autumn	
Attendance Includes	01/04/2024	through to	25/05/2024
Second Half Term from	26/05/2024	through to	31/07/2024
Exclusions include from	01/01/2024	through to	31/08/2024
FSM Start from	17/05/2024	through to	03/10/2024

Attendance and Exclusion dates are defined by the census specification and not expected to be changed.

School Details

Refresh

School name	Bromcom Primary School		
LA	DERBYSHIRE	LA ID	830	Estab. No.	9991
Address	1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS		
Telephone	02082907802	Fax Number	02082905614
E-mail	email76@bromcomcloud.com		

Edit

School Phase	Primary	NC Year Range	E2 to 6
Intake	Religious School	Sex of Initial Intake	Coeducational
Governance	Community	Type of School	Infant and Junior school, 5-11

Edit

Pupil Reconciliation / Funded Hours

- Pupil Reconciliation – this deals with students who are 2, 3 or 4 years of age on 31st August. Here you need to enter their hours at setting, Funding hours and expanded hours.

- Click **Update Funded Hours** and complete the box to update the hours as necessary. You can also complete the information individually against each pupil.
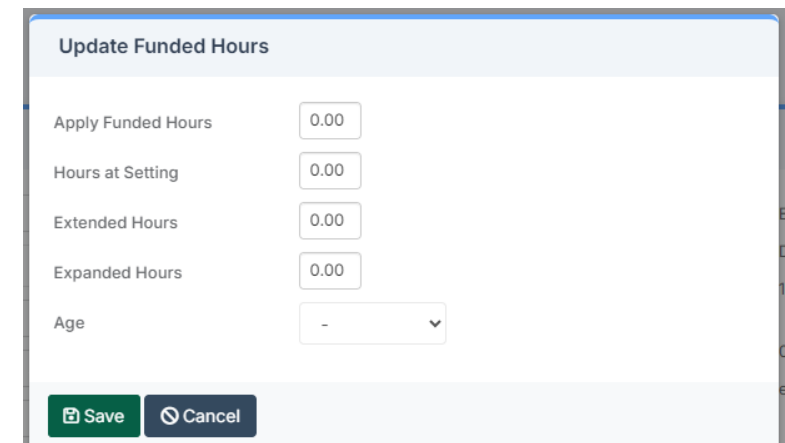
Funded Hours (1)

- The following data is collected:
  - **Funded Hours** - Funded Hours are the total number of free childcare hours that a child receives.
  - **Hours at Setting** - Hours at setting include funded hours plus any additional hours funded by other means.
  - **Extended Childcare Hours** - up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).
  - **Expanded Hours** - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).

- **2 Year Olds** - Funded Hours + Expanded Hours MUST equal Hours at Setting

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

Funded Hours (2)

- Funded early years entitlement hours are collected for eligible pupils aged 2, 3 and 4 in nursery provision.

- All children become eligible for funded early education from the term following their third birthday.

- Funded hours are recorded as decimals and not hours and minutes. E.g. 10.5 is (10 hours 30 minutes), 10.33 (10 hours 20 minutes).

Funded Universal Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2024	2- and 3-year-olds born between 2020-09-01 and 2022-08-31 (inclusive) - all relevant schools and year groups	15 hours
Autumn 2024	4-year-olds born between 2019-09-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Extended Funded Entitlement Hours (2)

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2024	3-year-olds born between 2020-09-01 and 2021-08-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
Autumn 2024	4-year-olds born between 2019-09-01 and 2020-08-31 (inclusive) with an eligibility code - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours

Funded Expanded Entitlement Hours (1)

- Expanded funded entitlement hours are collected for 9-month-olds to 2-year-olds with working parents (where the parent has an eligibility code), who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.

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

Funded Expanded Entitlement Hours (2)

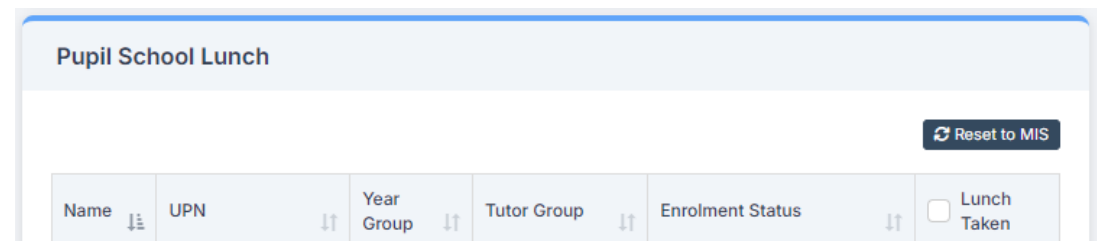| Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2024	9-month-olds to one-year-olds born between 2022-09-01 and 2023-11-30 (inclusive) with an eligibility code - all relevant schools and year groups	15 hours
Autumn 2024	2-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 hours

Stretched Funded Hours

- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.

- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended hours or expanded hours irrespective of how many weeks of the year over which the entitlement is spread.

- However, where a child takes only part of the funded universal or extended entitlement a conversion is required to calculate how many hours, they take over the year.

- For example, a child takes 11 hours a week over 45 weeks in the year, totalling 495 hours. To convert the funded universal or extended entitlement to the number of hours a child would attend each week if they were taking it over 38 weeks, divide 495 by 38 to get 13.03 hours.

Pupil School Lunch

- This panel records which students in R, Y1 and Y2 took a school meal on census day.

- You can pull this information through from the MIS if you have confirmed your dinners in the system. Otherwise, you can enter this information manually by ticking each student that took a meal on that date.

- Click **Reset to MIS** to populate the information from the MIS
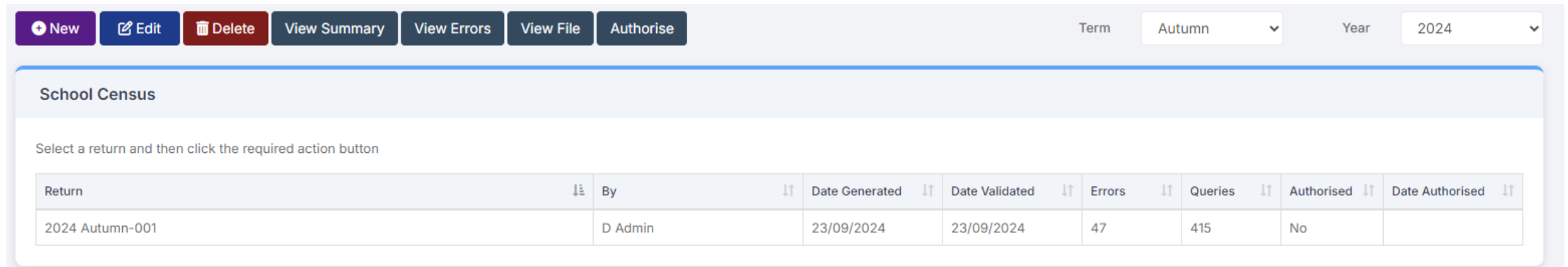
Subsequent Census Attempts

- Following your first census file, each time you create a new file you will be able to pull the Pupil Reconciliation and Pupil School Lunches through from the previous census (in the same term) that you have created. This will save you filling in the details again.

- Click the **Reset to Latest Census** button to pull that information through.
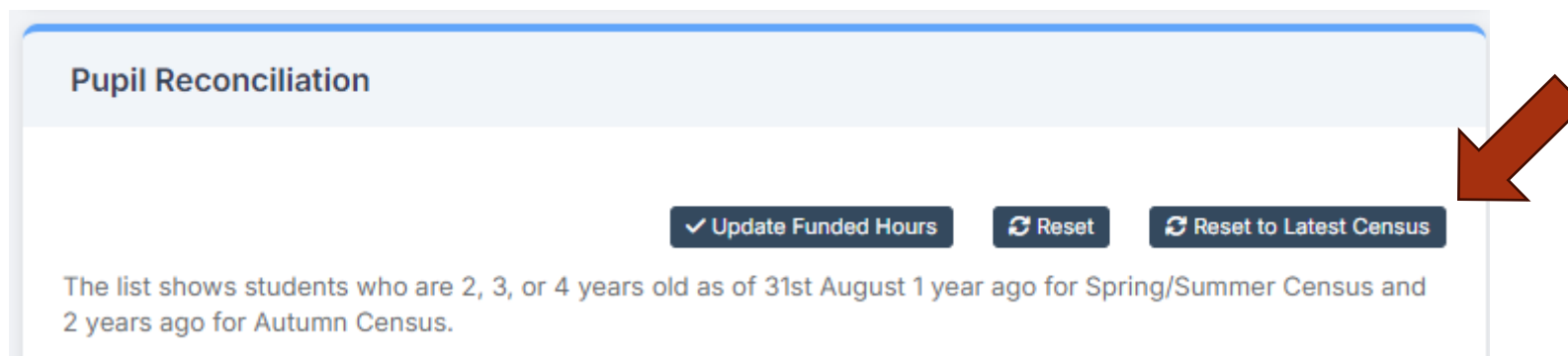
Validate the census

- Once you have entered the information into the panels click **Save and Validate** This may take a while.

- You'll be taken to a list of returns you have created. You should work on the most recent return.

Reports

- Once you have saved and validated a census return, you can run the census reports.

- The reports are found under **Reports > Census** we recommend that you run each report and check it for errors.

Errors vs Queries

- Errors must be fixed.

- Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

Dealing with errors & queries (1)

- Click the return and click **View Errors,** make a note of the error and click the **magnifying glass** to open the affected record to fix it.

- Change the **x** to a ✔ by clicking it, this only has the effect of marking the item as complete. (You still need to fix the issue).

- From the list of errors, you can sort the list by each column heading.

Dealing with errors & queries (2)

- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.

- Don't be alarmed if more errors appear, this is normal.

- You should deal with all your errors and as many queries as possible.

- **Remember:** The errors and queries screen can only do so much; these errors and queries may not alert you to data you have haven't entered (missing pupils) or if there is too much data (e.g. pupils that shouldn't be on roll).

Authorise the Return

Using Bromcom

Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
  - View the summary of the return.
  - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
  - The return will have an effect on your school's funding, so it's imperative that it is correct.
- Once you are happy the data is correct, you can authorise the return.

Upload the return

- Once authorised, click the return and click **View File** this will download the file to your machine.

- The file name will be in the formation
  - **3314567_SC3_331LL24_001.XML**
    - Where 3314567 is your school's DfE number

- You should now upload this file to COLLECT.

- You can only upload .XML files to collect, don't try to upload any other file.

Further guidance & Help

- **DfE Guidance – complete the school census**

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

- **DfE Guidance – Generate and submit the return**

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

- **Data Queries – Contact Data Team**

  - datateam.pd@coventry.gov.uk

- **Issues with Bromcom – Contact Digital Services**

  - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you
for your time