

# School Census in Bromcom

Spring 2025



# 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 breaching a duty of confidence to pupils
  - Helps to ensure that returns are completed by schools.

# Key Dates

- Census Day - **16<sup>th</sup> January 2025**
- Deadline for return to the LA - **30<sup>th</sup> January 2025**
- Attendance data - **1<sup>st</sup> August 2024 - 31<sup>st</sup> December 2024**
- Exclusions - **1<sup>st</sup> April 2024 to 31<sup>st</sup> December 2024**
- Free School Meal Eligibility - **4<sup>th</sup> October 2024 to 16<sup>th</sup> January 2025**
- AP Placements - **3<sup>rd</sup> October 2024 and 16<sup>th</sup> January 2025**
- Funding and Monitoring - **4<sup>th</sup> October 2024 to 16<sup>th</sup> January 2025**

# Future Census Dates

Dates for your diary

- Summer Census - **Thursday 15<sup>th</sup> May 2025**
- Autumn Census - **Thursday 16<sup>th</sup> October 2025**
- School Workforce Census - **Thursday 6<sup>th</sup> November 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 Autumn 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)



# Class Information

- The Spring Census collects snapshot information on teaching classes taking place on census day.
- The class information is taken at a selected time based on the last digit of your school's DfE Establishment number e.g. 331/299**6**
- The data collected is:
  - Class name, year group, class type, key stage
  - Number of on roll and guest students
  - Number of teachers and support staff
  - Activity undertaken - e.g. the subject being taught

# Class information - selected time

Last digit of establishment number	Selected time
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
4, 7, 8 or 9	the selected time is one hour after the start of morning school

# Class information - unusual circumstances

- **Where the selected time is not appropriate** to the school timetable - for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the headteacher, schools can **choose an hour or period that reflects a 'normal' class** situation that applies at the selected time each Thursday of the term.
- **Do not record unusual situations** (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances. See the section on unusual circumstances for more information.
- **Any group of pupils receiving instruction outside the normal class framework** at the selected time, such as pupils in a special educational needs (SEN) unit, **are treated as a separate 'class as taught'** unless this is an atypical or temporary arrangement.

# Class Information - Infant Class Guidance (1)

- The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class to 30 pupils per schoolteacher. Applies to Key Stage 1 and reception classes.
- Schools with these classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.
- Ordinary teaching sessions does not include, school assembly, or any other school activity usually conducted with large groups of children such as PE /games, music, Singing, drama, watching television or listening to the radio

# Class Information - Infant Class Guidance (2)

- If at the time of the count, infant class children be involved in a group activity the count should be deferred to the next ordinary teaching session. This change of selected time is for the whole school not just the infant classes.
- Where an infant class has a pupil to teacher ratio greater than 30, schools MUST record in their MIS where this is due to
  - Any pupils within the class record as excepted
  - A teacher being on planning and preparation or learning manager time and the class is being supervised by a teaching assistant.

# Class Information - Infant Class Guidance (3)

- The calculation is based on the pupil:teacher ratio not pupil:adult ratio therefore, regardless of the number of teaching assistants, if there are no exceptions or teachers on PPA reported, the class will be treated as unlawful in Department for Education (DfE) publications if there are more than 30 pupils to one teacher.

# 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.**

# 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.



# 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

- Schools should provide the total compulsory time pupils spend in school in a **typical 5-day week**. The number of hours must be recorded to 2 decimal places to the nearest 15 minutes (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75).

# Deleted data items

- These data items are being removed from Spring 2025
  - 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.

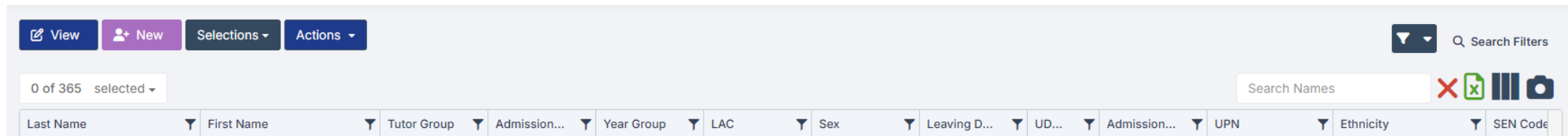


# Basic Checks

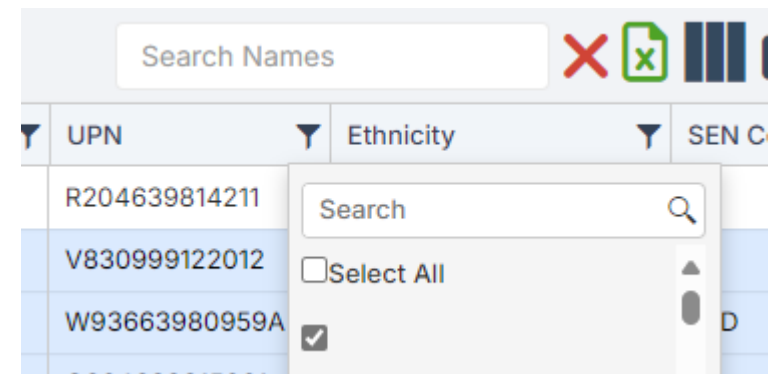
- All students should have a valid **UPN (Unique Pupil Number)**.
- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.
- All students should have a **valid address**.
- Students should have **first language** and **ethnicity 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



The screenshot shows the top of a web application interface. At the top left, there are four buttons: 'View' (with a pencil icon), 'New' (with a plus icon), 'Selections' (with a dropdown arrow), and 'Actions' (with a dropdown arrow). To the right of these buttons is a search bar labeled 'Search Filters' with a dropdown arrow. Below the buttons, there is a status bar that says '0 of 365 selected'. To the right of the status bar is another search bar labeled 'Search Names' with a red 'X' icon, a green 'x' icon, and a camera icon. Below the search bars is a table header with the following columns: Last Name, First Name, Tutor Group, Admission..., Year Group, LAC, Sex, Leaving D..., UD..., Admission..., UPN, Ethnicity, and SEN Code. Each column has a small downward arrow icon.



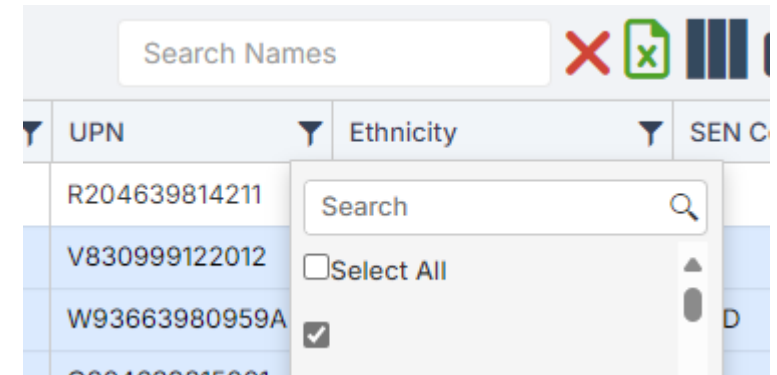
The screenshot shows a close-up of the 'Search Names' search bar. Below the search bar, there is a dropdown menu with the following items: 'UPN', 'Ethnicity', and 'SEN C'. The 'UPN' and 'Ethnicity' items have a small downward arrow icon. The 'UPN' item is selected, and a search filter dropdown menu is open below it. This menu has a search bar with a magnifying glass icon, a 'Select All' checkbox, and a checked checkbox. The 'UPN' column is highlighted in blue in the background table.

# 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.



The screenshot shows a table interface with a search bar at the top containing 'Search Names'. Below the search bar, there are columns for 'UPN', 'Ethnicity', and 'SEN C'. A search filter is applied to the 'UPN' column, showing a search box with 'Search' and a magnifying glass icon. Below the search box, there are two checkboxes: 'Select All' (unchecked) and a checked checkbox. The table rows show UPN values: R204639814211, V830999122012, and W93663980959A.

UPN	Ethnicity	SEN C
R204639814211		
V830999122012		
W93663980959A		

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

# Attendance

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

**1st August 2024 - 31st December 2024**

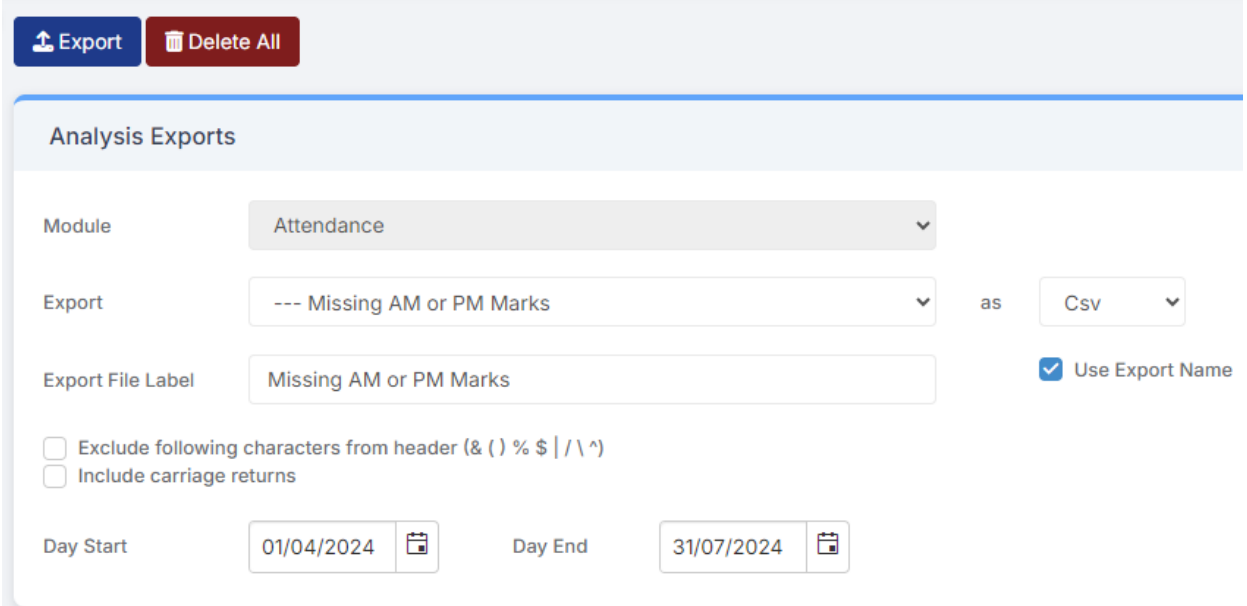
- Check for missing marks, N codes, and students with any gaps in their attendance.

# 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. **02/09/2024 to 31/12/2024**
  - 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 **01/09/2024 - 31/12/2024**
- Press Export

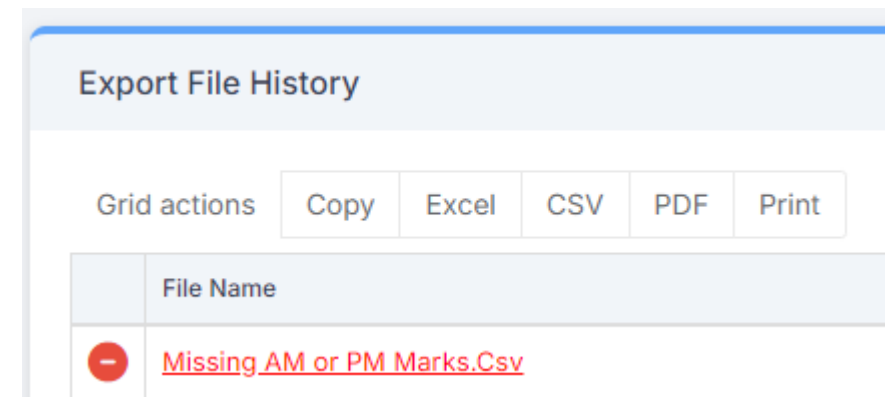


The screenshot displays the 'Analysis Exports' configuration interface. At the top, there are two buttons: 'Export' (blue) and 'Delete All' (red). Below this, the 'Analysis Exports' section contains the following fields and options:

- Module:** A dropdown menu set to 'Attendance'.
- Export:** A dropdown menu set to '--- Missing AM or PM Marks'.
- as:** A dropdown menu set to 'Csv'.
- Export File Label:** A text input field containing 'Missing AM or PM Marks'.
- Use Export Name**
- Exclude following characters from header (& ( ) % \$ | / \ ^)**
- Include carriage returns**
- Day Start:** A date input field set to '01/04/2024' with a calendar icon.
- Day End:** A date input field set to '31/07/2024' with a calendar icon.

# 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 **01/04/2024**
  - End date is either blank or between **04/10/2024 and 15/01/2025**
- Student free school meal 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.

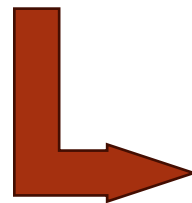
# Eligibility Code

- Eligibility codes can be added via the Student Record
- Student **Profile > Funding & Allowances > Additional Information**

Funding & Allowances

There is no data available for this module.

- Pupil Premium
- Top Up Fundings
- Early Years Pupil Premium
- Additional Information
- Learner Monitoring



Funding & Allowances

Pupil Premium    Top Up Fundings    Early Years Pupil Premium    **Additional Information**    Learner Monitoring

Student is paid for a Uniform Allowance

The child is in receipt of child disability living allowance

The child receives free early education

Post looked after Arrangements

Not declared

\*Economic criteria

\*High-level SEN or disability

\*Looked after or adopted from care

\*Basis for 2 year old Funding

Eligibility Code

Close Save

# 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

# 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
<b>Spring 2025</b>	9-month-olds to one-year-olds born between 2023-01-01 and 2024-03-31 (inclusive) - all relevant schools and year groups
<b>Spring 2025</b>	2-year-olds born between 2022-01-01 and 2022-12-31 (inclusive) - all relevant schools and year groups
<b>Spring 2025</b>	3-year-olds born between 2020-09-01 and 2021-12-31 (inclusive) - all relevant schools and year groups
<b>Spring 2025</b>	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) - 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)

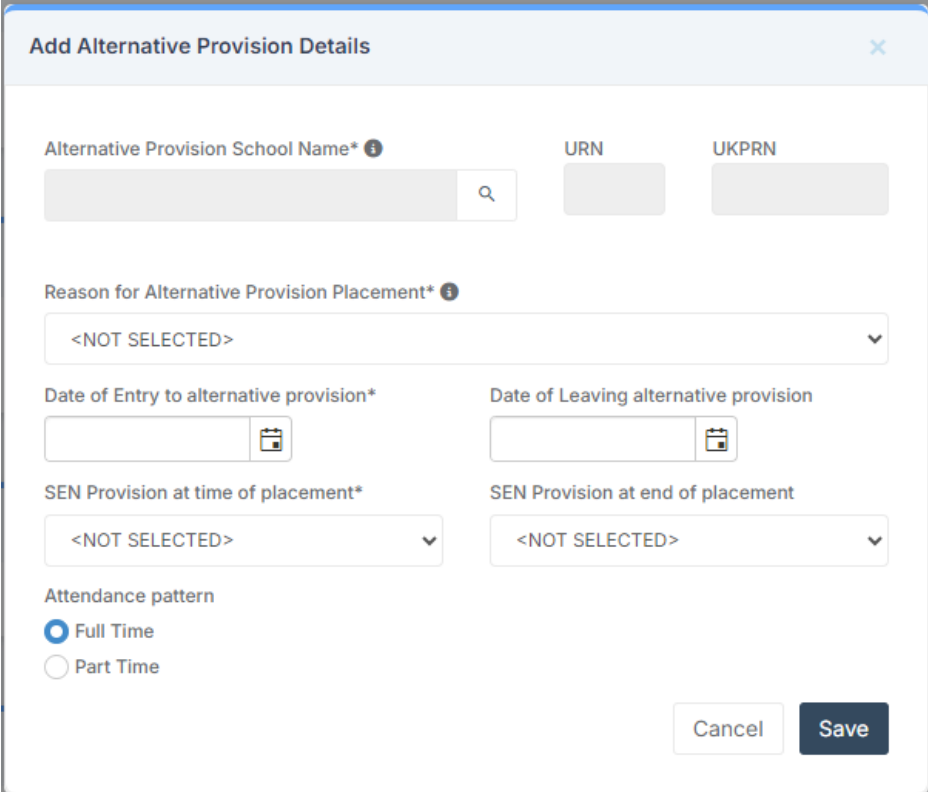
- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel. You will be returned 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.



The screenshot shows a web form titled "Add Alternative Provision Details" with a close button in the top right corner. The form contains the following fields and options:

- Alternative Provision School Name\***: A search input field with a magnifying glass icon.
- URN**: A text input field.
- UKPRN**: A text input field.
- Reason for Alternative Provision Placement\***: A dropdown menu currently showing "<NOT SELECTED>".
- Date of Entry to alternative provision\***: A date picker field.
- Date of Leaving alternative provision**: A date picker field.
- SEN Provision at time of placement\***: A dropdown menu currently showing "<NOT SELECTED>".
- SEN Provision at end of placement**: A dropdown menu currently showing "<NOT SELECTED>".
- Attendance pattern**: Radio buttons for  Full Time and  Part Time.
- Buttons**: "Cancel" and "Save" buttons at the bottom right.

# 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**

Student Details

Alwadi, Dina

Profile

Enrollment

Health Background

Special Educational Needs

Communication

Assessment

Attendance

Behaviour

Clubs & Trips

Safeguarding

Documents

Alwadi Dina

Sex: Female, Preferred Pronouns: N/A, Date of Birth: 19/07/2008, Age: 19y 1m, Year Group: null, Admission No.: S0305A, UPI#: LK30999117066

07000746149

146, Worsley Bridge Road, London, Lower Sydenham, SE26 6BS

Non FSM, Summer Born, 85 or Below

Funding & Allowances

There is no data available for this module.

Pupil Premium

Top Up Fundings

Education Fundings

Additional Information

Learner Monitoring

Funding & Allowances

Pupil Premium

Top Up Fundings

Education Fundings

Additional Information

Learner Monitoring

Learner Funding and Monitoring ⓘ

In receipt of National Tutoring Programme (NTP)

Learner in receipt of 16-19 tuition fund

Learner repeating up to one year of 16-19 funded provision

Start Date\*

31/12/0000

End Date

31/07/00-1

January to May Census

0

Total Hours This Year

0

Cancel Save

# Post Looked After

This affects  
your  
funding.

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

Student Details

Addison, David

Previous Next CTF Export Quick Letter

Profile

Enrolment

Health Background

Communication

Assessment

Attendance

Behaviour

David Addison

Gender	Preferred Pronouns	Date of Birth	Age	Year Group	Tutor Group	Tutor Name	Admission No.	UPN
Male	N/A	19/05/2018	5y 10m	2	2A	Miss S Abram	08371	G83

02086958088

11, Worsley Bridge Road, Lower Sydenham, London, SE21 1BS

P Pupil Premium P Pupil Premium Ever FSM 6 Free School Meal H Home Language English

Student Details

Basic Details Additional Details Previous Names

Prof. Learning Style <NOT SELECTED>

National Curriculum <NOT SELECTED>

Prof. Name Order First Name, Last Name

Formal Name Order First Name, Last Name

Youth Support Services Agreement Unsought

Service Children In Education <NOT SELECTED>

Young Carer Indicator Not declared

Source Of Service Children In Education <NOT SELECTED>

Family Structure Unknown

Parental Salutation Ms Addison

Parental Addressee Ms C N Addison

Post Looked After Arrangements\*

Not declared

Not declared

Ceased to be looked after through adoption

Ceased to be looked after through a special guardianship order (SGO)

Ceased to be looked after through a residence order (RO)

Ceased to be looked after through a child arrangement order (CAO)

Ceased to be looked after through adoption from state care outside of England and Wales

Child Protection Plan

Close Save

# 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 **01/04/2024 to 31/12/2024**
- 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/>

# Creating your census return



Using Bromcom



# Generate your census

- Go to **Modules > Census > School**
- Click **New** (check information provided is correct) & click **Generate**

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

Use the edit button to edit school details if necessary

### Census Parameters

Reference Date: 16/01/2025

Selected Time: 10:59

Title: 2025 Spring-001

Attendance Includes: 01/08/2024 through to 31/12/2024

Exclusions include from: 01/04/2024 through to 31/12/2024

FSM Start from: 04/10/2024 through to 16/01/2025

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

### School Details

School name: Bromcom Primary School [Refresh](#)

LA: DERBYSHIRE COUNTY COUNCIL 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

School Opening Time: 30.00 [Edit](#)

# School opening time

- **Not applicable to Nursery Schools**
- Schools should provide the total compulsory time pupils spend in school in a typical 5-day week. The number of hours must be recorded to 2 decimal places to the nearest 15 minutes (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75).
- This information is added into the **Schools Details** panel



# Special Schools Only

- You may be asked to confirm these details.
- Please enter the correct information in the boxes.
- Ask your Headteacher if you are unsure.

Accommodation	<input type="text" value="Day Pupils (mainly)"/>		
Max Day Pupils*	<input type="text" value="9999"/>	Max Boarders*	<input type="text" value="9999"/>
Minimum Male Age*	<input type="text" value="2"/>	Maximum Male Age*	<input type="text" value="15"/>
Minimum Female Age*	<input type="text" value="2"/>	Maximum Female Age*	<input type="text" value="15"/>

# Admissions Appeals

- **Applicable to schools who are responsible for their own admission appeals.**
- Figures on admission appeals are collected in the spring census from schools that were responsible for their own appeals related to applicants having not received a requested offer of a place for the start of the current academic year.
- DfE do not need information about:
  - appeals lodged on or after 1 September in the current academic year
  - in-year appeals (appeals against a refusal to admit a pupil during the course of the current academic year) - just those that relate to entry at the start of the academic year
- Recent academy converters (including a conversion of an existing school into a sponsored academy) should complete this module if they converted before spring census day.

# Admissions Appeals (2)

- You should only include appeals that are the responsibility of the school's governing body. If a school has contracted another agency, such as their home local authority, to administer their admissions appeals process and the school's governance code is 'VA', 'FO' or 'CA', the school should complete the module. If your school operates arrangements jointly with other schools, your return will include appeals for your school only.

# Admission Appeals (3)

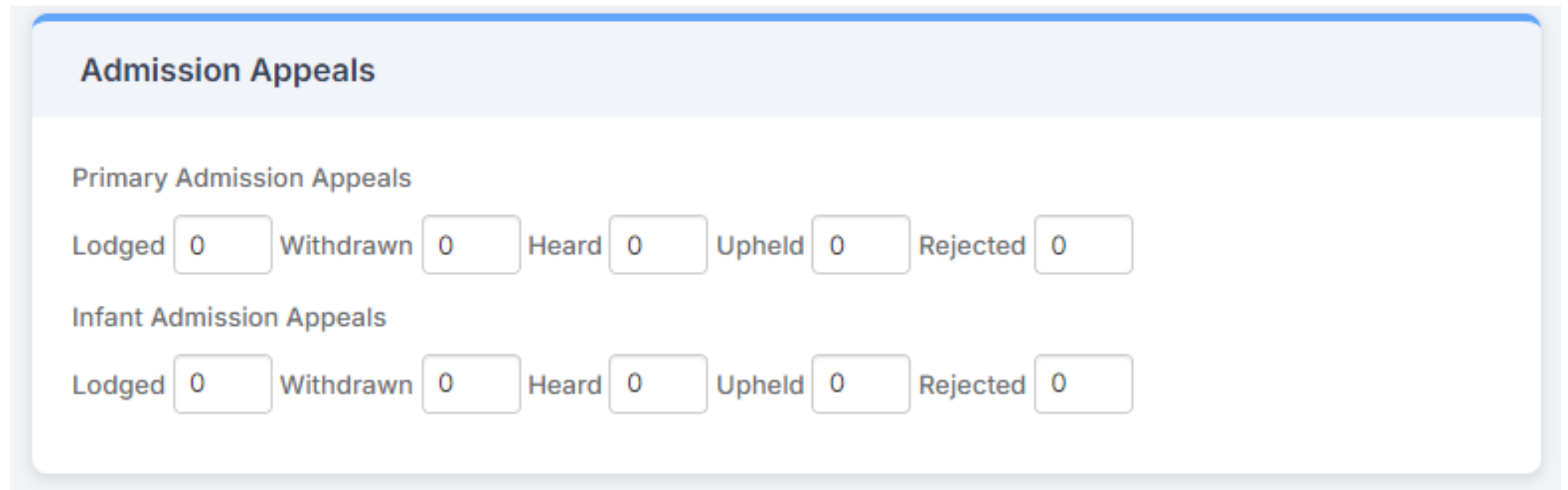
- Information is required on the number of appeals:
  - lodged
  - withdrawn
  - heard
  - rejected
  - decided in favour of the parent

# Admission Appeals (4)

- Total number of admission appeals lodged by parents between March 2024 and August 2024 inclusive against non-admission to the school for the start of the academic (admission) year beginning September 2024.
- Appeals lodged as 'refusal to admit for academic year 2024 to 2025' are included if the appeal was lodged before 1 September 2024.
- This will include:
  - appeals lodged prior to 1 September, where the hearing or decision took place after that date
  - appeals not pursued to the hearing stage, and those not resolved
  - appeals that did not reach a hearing because a place became available (at your school or another) which was accepted by the parent
  - The number of admissions appeals withdrawn and heard should normally be a subset of the number of appeals lodged.
- Further information can be found <https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025>

# Admission Appeals (5)

- The admission appeals panel looks like this:-
- **Primary and all-through schools include their admission appeals figures for infants in both the infant and primary admission appeals modules.**



The screenshot displays a panel titled "Admission Appeals" with two sections: "Primary Admission Appeals" and "Infant Admission Appeals". Each section contains five data points: "Lodged", "Withdrawn", "Heard", "Upheld", and "Rejected", each followed by a text input field containing the number "0".

Category	Lodged	Withdrawn	Heard	Upheld	Rejected
Primary Admission Appeals	0	0	0	0	0
Infant Admission Appeals	0	0	0	0	0



# Class Information : TIPS

- You won't be able to save the census if the numbers on the class information panel and any additional information in the pupil information section does not match the number on roll.



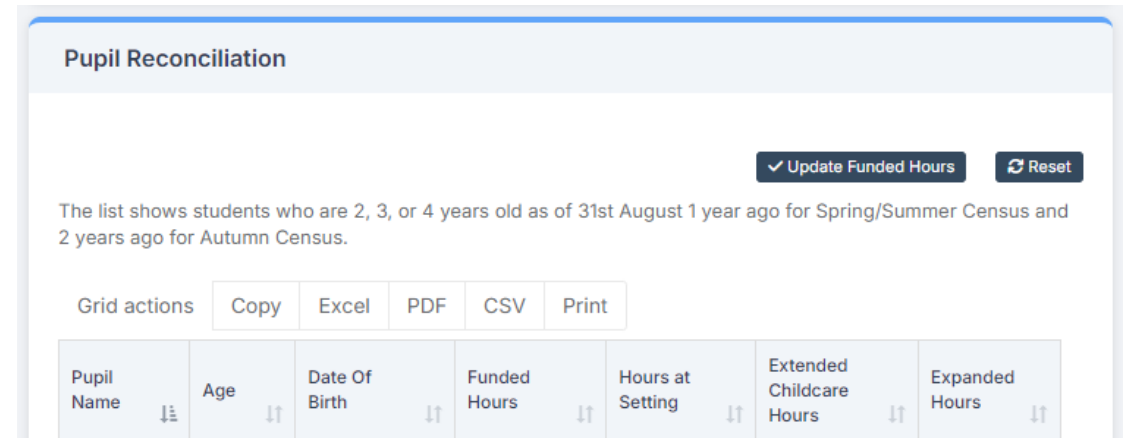
# Pupil Reconciliation : Pupil Numbers

- Much of this information, will be pulled through from the **Class Information** panel.
- So please make sure that is completed first.
- For any information not on the panel, e.g. Private study, unscheduled part time, etc you can enter the data directly.

Pupil Reconciliation			
Pupils on roll and in classes			<input type="text" value="30"/>
Unscheduled part-time	<input type="text" value="0"/>	Work Experience	<input type="text" value="0"/>
Private study	<input type="text" value="0"/>	FE College study	<input type="text" value="0"/>
		Attending other schools	<input type="text" value="0"/>
		Total pupils not in classes	<input type="text" value="0"/>
		Total pupils	<input type="text" value="30"/>
Guest pupils	<input type="text" value="1"/>	Number of pupils on roll	<input type="text" value="273"/>

# Pupil Reconciliation : Funded Hours

- This deals with students who are 2, 3 or 4 years of age on 31<sup>st</sup> August 1 year ago. 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.

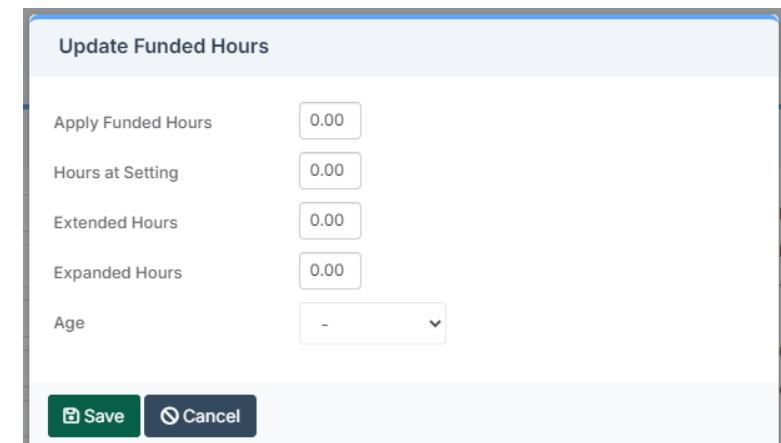


**Pupil Reconciliation**

The list shows students who are 2, 3, or 4 years old as of 31st August 1 year ago for Spring/Summer Census and 2 years ago for Autumn Census.

Grid actions

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours	Expanded Hours
------------	-----	---------------	--------------	------------------	--------------------------	----------------



**Update Funded Hours**

Apply Funded Hours

Hours at Setting

Extended Hours

Expanded Hours

Age

# 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
Spring 2025	2- and 3-year-olds born between 2020-09-01 and 2022-12-31 (inclusive) all relevant schools and year groups	15 hours
Spring 2025	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 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
Spring 2025	3-year-olds born between 2020-09-01 and 2021-12-31 (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
Spring 2025	4-year-olds born between 2020-01-01 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

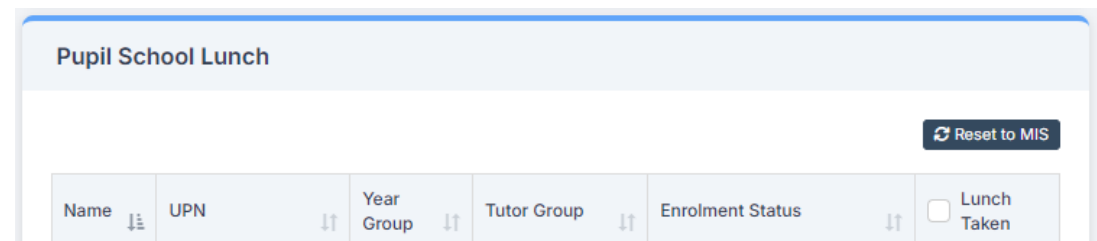
# Stretched Funded Hours

- 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



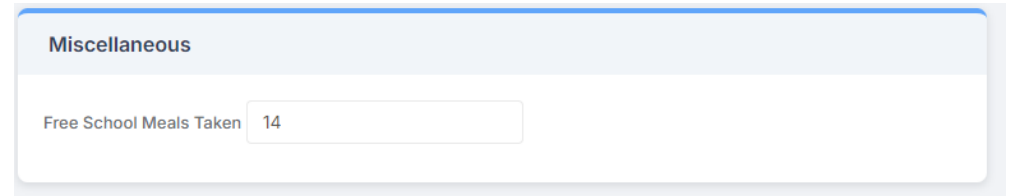
Pupil School Lunch

[Reset to MIS](#)

Name	UPN	Year Group	Tutor Group	Enrolment Status	<input type="checkbox"/> Lunch Taken
------	-----	------------	-------------	------------------	--------------------------------------

# Miscellaneous

- Enter the total number of Free School Meals (FSM not universal free school meals) taken on the census day. **This may populate for you but please check the number is correct.**
- You will find this information on your kitchen statistics report (**Reports > Dinner > Kitchen Statistics**)
- **TIP: Make sure you have entered all meals taken and confirmed all meals.**



The image shows a screenshot of a web form. At the top, there is a light blue header bar with the text "Miscellaneous". Below this, there is a white input field with the label "Free School Meals Taken" and the number "14" entered inside. The input field has a thin border and a small arrow on the right side, indicating it is a text input.

# PRU/APA Unit Contact Time

- If your school is a **PRU or AP academy** you will see the Pupil Unit Contact Time panel.
- Here you need to enter the total number of hours of **unit contact time**. Unit contact time should be recorded as the number of hours the pupil would normally have spent at the unit in the census week.
- This can be entered in bulk and then edited for specific circumstances.

Pupil Unit Contact Time

Apply Unit Contact Time  to All Age  pupils

Name	UPN	Year Group	Tutor Group	Date Of Birth	Age	Unit Contact Time
------	-----	------------	-------------	---------------	-----	-------------------

# Unit Contact Time (2)

- This includes time at the PRU or AP and where pupils receive education through home visits (or in hospital) the time in contact with staff members of the PRU or AP.
- Where the PRU or AP has arranged for the pupil to receive their education via another establishment (for example, an FE college or work placement), then the time under supervision of this establishment is counted as contact time. The PRU or AP remains responsible for recording attendance at the other establishment.
- In some cases, pupils will remain in their registered school while being visited by PRU or AP staff (through an outreach programme). This is not included in the unit contact time.
- Where unusual circumstances affect data items as of census day. Schools should report data based on the 'normal' situation.

# PRU/APA Indicators

- **Child mother indicator**

- Whether an AP school (including PRUs) has provision for child mothers.

- **Teenage mother places**

- How many places for teenage mothers an AP school (including PRUs) has.

- **Childcare facilities indicator**

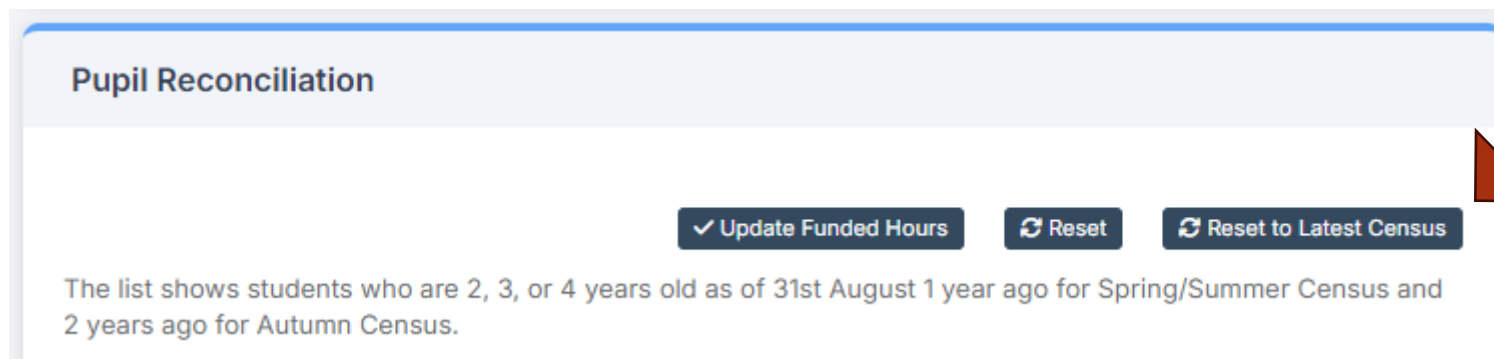
- Whether the PRU or AP has childcare facilities.

# Known Issues

- Census error 5230 <DAFIndicator> missing in file
- Census Reference Time not correct when running Spring 2025 Census.
- Census errors 3110, 3140 and 1852 Extended childcare hours not coming through to the census file
- Census errors 2475 , 2490 and 2531 - Using a multi-character code, such as "Y7" or "C2" brings up errors 2475, 2490 and 2531 incorrectly, as they aren't being recognised as valid codes by the Census
- Exclusions data not pulling to the XML for some secondary schools, and thus not counted in the summary table.
- Learner support data not pulling to the XML for some secondary schools, and thus not counted in the summary table.
- Two-character attendance codes not presenting in the XML, and thus not counted in the summary table.

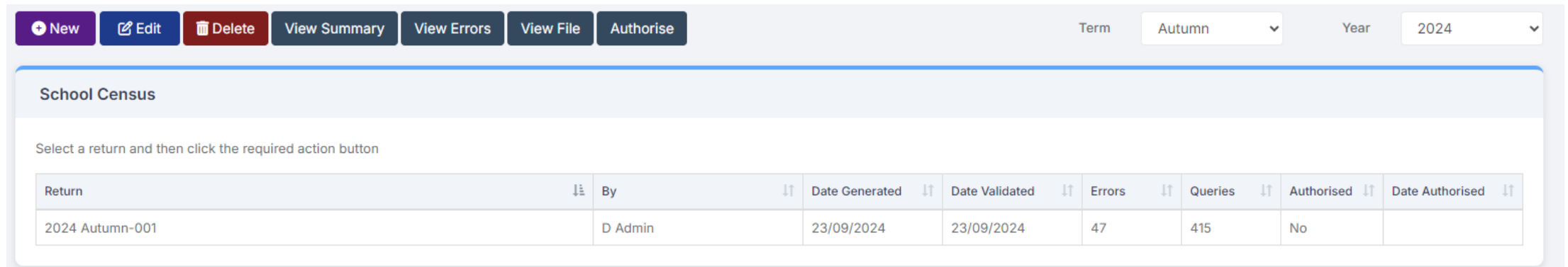
# Subsequent Census Attempts

- 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.



The screenshot shows a web interface for managing school census data. At the top, there is a navigation bar with buttons for 'New', 'Edit', 'Delete', 'View Summary', 'View Errors', 'View File', and 'Authorise'. To the right of these buttons are two dropdown menus: 'Term' set to 'Autumn' and 'Year' set to '2024'. Below the navigation bar is a section titled 'School Census' with the instruction 'Select a return and then click the required action button'. A table below this section displays the following data:

Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised
2024 Autumn-001	D Admin	23/09/2024	23/09/2024	47	415	No	



# Reports

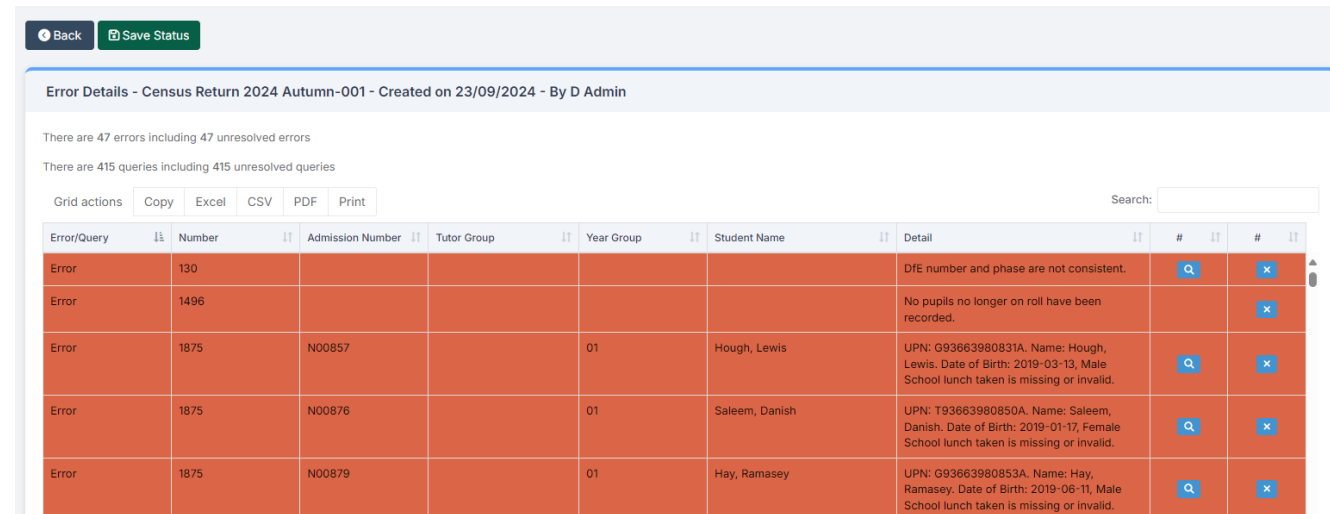
- Once you have saved and validated a census return, you can run the census reports.
- The reports are found under **Reports > Census** we recommend that you run each report and check it for errors.

# 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.



Back Save Status

Error Details - Census Return 2024 Autumn-001 - Created on 23/09/2024 - By D Admin

There are 47 errors including 47 unresolved errors  
There are 415 queries including 415 unresolved queries

Grid actions Copy Excel CSV PDF Print Search:

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	130					DfE number and phase are not consistent.	🔍	✕
Error	1496					No pupils no longer on roll have been recorded.		✕
Error	1875	N00857		01	Hough, Lewis	UPN: G93663980831A. Name: Hough, Lewis. Date of Birth: 2019-03-13, Male School lunch taken is missing or invalid.	🔍	✕
Error	1875	N00876		01	Saleem, Danish	UPN: T93663980850A. Name: Saleem, Danish. Date of Birth: 2019-01-17, Female School lunch taken is missing or invalid.	🔍	✕
Error	1875	N00879		01	Hay, Ramasey	UPN: G93663980853A. Name: Hay, Ramasey. Date of Birth: 2019-06-11, Male School lunch taken is missing or invalid.	🔍	✕

# 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 influence 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\_SC1\_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.

# Deadline

- Maintained schools please make sure you have uploaded your census file to Collect by

**Thursday 30<sup>th</sup> January 2024**

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.
- Academy schools must have uploaded your file to collect by  
**Wednesday 12 February 2025**



# Any Questions?



# 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](mailto:datateam.pd@coventry.gov.uk)
- **Issues with Bromcom - Contact Digital Services**
  - 024 7678 6620 or email [schoolsict@coventry.gov.uk](mailto:schoolsict@coventry.gov.uk)

# Thank you for your time

