

Preparation for the Spring Census, Thursday 20 January 2022



On Thursday 6th of January 2022 the Census Dry run opens and Arbor schools can begin preparation for the spring census, to be run on Thursday 20 January 2022.

School Census Spring 2022 Key Dates

Census day 20/01/2022

- Free School Meal Eligibility collected from 08/10/2021 to 20/01/2022
- Attendance collected from the start of the Autumn term to 31/12/2021
- Exclusions collected from 05/04/2021 to 31/12/2021
- Alternative Provision Placements collected from 01/08/2021 to 20/01/2022
- Learner Support collected from 01/08/2021 to 20/01/2022 (applicable to Special schools and Pupil Referral Units)
- Funding and Monitoring collected from 01/08/2021 to 20/01/2022

New Data Items

The following are new for this census return:

Exclusions

The DfE refers to Fixed Period Exclusions as 'suspensions'. Censuses will display 'suspensions' in data tables so you can make sure you're submitting the correct data.

For Permanent Exclusions that are still going through the review process, tick the **Do not return in school census** box to prevent errors.

Learner funding and monitoring (FAM)

Schools can add funding to Student Profiles to report that they receive Afterschool catch-up funding.

For the Spring Census, schools need to return the cumulative total number of hours (year to date) that students eligible for funding have received school-led tutoring.

Please note that this functionality is not yet live. Arbor are currently putting the final touches to the page that will allow you to manage and input hours recorded for pupils in bulk.

This page will be accessible in time for census day.

Alternative Provision details

Schools have two new areas to record details for students they've sent to Alternative Provision placements, and students they are providing Alternative Provision placements for. See how to record this here:

Recording Alternative Provision placement details

Relationships Education, RSE and Health Education

Classes – new class activity ‘RS – Relationships Education’ added to allow classes on relationships and sex education (RSE) and health education to be recorded

Generating a Dry Run

To navigate to your Census page on Arbor go to **School > Data > Export > Data Returns**.

Here you will see a list of the different censuses for the academic year to date. If you have recently joined Arbor and this is your first time using our Census Returns module then you will still see a list of all the Census return dates for the academic year but these will not contain any Census return data relating to your school.

Selected time of Day for your School

Details are required of all classes running at the selected time on the spring census day (20 January 2022). The ‘selected time’ is based on the last digit of a school’s DfE establishment number as follows:

0, 1 or 5	The selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
4, 7, 8 or 9	the selected time is one hour before the end of morning school

Please read the rules found in the [DfE Guidance on how to Complete the School Census – Class Information](#) about what is deemed to be an acceptable educational activity at the selected time of the day. You can change the selected time to reflect a more appropriate and representative session of the day if required.

Further step by step guidance is available from: <https://support.arbor-education.com/hc/en-us/articles/360013464178-Primary-schools-inc-primary-specials-School-Census-Guide-Spring-2022>

Details of other Arbor resources and webinars

Upcoming Webinars can be found here [Upcoming Webinars – Arbor Help Centre \(arbor-education.com\)](#)

Arbor Census Webinar Registration can be found here [Webinar Registration - Zoom](#)

Past Arbor Webinar Recordings can be found here [Past webinar recordings – Arbor Help Centre \(arbor-education.com\)](#)

Resources

[Set a student as Pupil Premium – Arbor Help Centre \(arbor-education.com\)](#)

[Adding SEN \(Special Educational Needs\) on the Student Profile – Arbor Help Centre \(arbor-education.com\)](#)

[Adding top up funding to a student – Arbor Help Centre \(arbor-education.com\)](#)

[Managing School led tutoring funding and teaching hours – Arbor Help Centre \(arbor-education.com\)](#)

Census Preparation Checklist

Checks to carry out - New or significant changes in red	Check
<p>School Details</p> <p>Check your recorded School Details by going to School > School Details. Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).</p> <p>Establishment Unique Reference Number To find your URN, please visit: https://get-information-schools.service.gov.uk/</p> <p>School Child Care Places –<i>School > School Details</i>. Scroll down to the section on Child Care places. Your school is required to provide information on the number and type of childcare places your school provides. This is required even if you do not provide childcare. We strongly advise schools to pay particular attention to guidance later in these notes and see the <u>DfE Guidance: on how to Complete the School Census – School Childcare</u></p>	
<p>Ethnicity and First Language</p> <p>Are these areas up to date before the Census deadline and have I checked that all pupils have an ethnic code and NOT just 'Not Yet provided' nor 'unknown'? Do not worry about the Home Language field as this is not needed for Census. Please keep these fields maintained even though the Spring and Summer Census do not collect Ethnicity.</p>	
<p>Service Children in Education Indicator</p> <p>The DfE collect the service child in education indicator for all pupils on roll on census day</p> <p>Go to the Student Profile, scroll down to the Background section and click on Service Child.</p>	
<p>Attendance and Exclusions</p> <p>Have I checked for any missing attendance marks for terms 1 and 2 or any outstanding exclusions/suspension entry records for last year's terms 5 and 6 and this year's terms 1 and 2.</p>	
<p>Universal Infant Free School Meals (UIFSM) - primary, infants and all-through schools</p> <p>Do I have an accurate list of those entitled to UIFSM? On the left-hand side of any Census page, you can see a section for Meals if you have Reception, Year 1 or Year 2 students. Before census day, you won't be able to complete this section. We recommend inputting this section manually. This will not affect the meals registers elsewhere in Arbor.</p>	
<p>Free School Meals</p> <p>Have I reviewed the list of Free School Meal eligibility sent to me recently by the Data Validation team and ensured these data are accurately recorded in ARBOR? Along with the "Service Children Indicator" flag, accuracy in the area of Free School Meals is very important for your Pupil Premium Funding.</p> <p>Please ensure there are no future end dates recorded.</p>	

<p>Pupils with Service Parents in Categories 1 or 2 should not also be recorded as being entitled to Free School Meals. <i>An error of 1741 will be generated in the Census if this is true. Call the Service Desk for advice if this occurs.</i></p> <p>When you count the number of 'free school meals taken' on the day, you should ONLY take into account in this figure, pupils recorded as FSM eligible if they meet the FSM eligibility criteria (i.e. as a result of a formal application for entitlement). To avoid errors such as 1310 in your census, make sure you've recorded the right number in the Free Meals Taken section of the Meals page on your census.</p> <p>Make sure the number you are recording in this section includes:</p> <ul style="list-style-type: none"> • Any students who are Free School Meals in year 3 or above • Any students who are Free School Meals and who are also entitled to Universal Free School Meals. <p>Do not include any students who are in receipt of free meals due to the Universal Infant Free School Meal entitlement only.</p>	
<p>Top up funding</p> <p>Have I checked the names of those pupils attracting this funding? We are confident that schools will already know who these pupils are, but where the Bursar/Business Manager or SEN Co-ordinator is unaware of the names then we are advising schools to speak to their local authority SEN contact. This data is entered on the student profile under section Student Funding.</p>	
<p>PLAA (Post Looked After Arrangements)</p> <p>This attracts additional funding to schools. Remember to handle the collection of this data with the utmost discretion. See later in the notes for guidance.</p> <p>On the student's profile, scroll down to the Looked After (In Care) section. Click on the +Add button and select Assign Looked After (In Care) Status.</p>	
<p>Funded Hours and Hours at Setting</p> <p>Have I checked and recorded accurately in ARBOR these hours for pupils – is Year N2 attending my school? Be advised that Data entered in the Autumn Census should be retained but any new pupils will need to be added. (Primary/Infants, and all through Schools). There is no requirement to enter 25 hours for pupils in Year R.</p>	
<p>Disability access fund indicator for pupils aged 3 and 4 (but not applicable to pupils in Year R)</p> <p>The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:</p> <ul style="list-style-type: none"> • They are in receipt of child Disability Living Allowance (DLA) <p>and</p> <ul style="list-style-type: none"> • They access their entitlement to free early learning and childcare, e.g. funded hours. <p>Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.</p>	
<p>Update Funding and Monitoring</p> <p>Please note that this functionality is not yet live. Arbor are currently putting the final touches to the page that will allow you to manage and input hours recorded for pupils in bulk. This page will be accessible in time for census day.</p>	

<p>The funding and monitoring functionality enables schools to record and extract information about pupils who are in receipt of parts of the Education Recovery Package. The first collection of cumulative hours will be in the Spring 2022 census</p>							
<p>Note: All schools (except nursery) with appropriate year groups or age ranges need to send the DfE this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year.</p>							
<p>SEN Provision Have I checked SEN information with the school co-ordinator? Both SEN Support and EHCP – (Education Health and Care Plan) are available for use as SEN provision.</p> <p>Time in SEN UNIT and Resourced Provision – applicable to a few schools</p> <p>SEN Unit / Resource provision. We are aware that some schools are reporting their local Resource provision and SEN Unit arrangement to the DfE via the school census. Students should only be flagged as belonging to one of these provisions if the provision is funded by the Local Authority. See the DfE Guidance: on how to Complete the School Census – Pupil SEN provision for further clarification.</p>							
<p>Pupil Premium Recipients tag 'Pupil Premium' in Arbor is an indicator of whether a student may be eligible for Pupil Premium based on their background, such as being in receipt of Free School Meals. The Pupil Premium tag may not be a true representation of who actually receives Pupil Premium funding in the school (shown by the Pupil Premium Recipients tag). You can see more information in this article: Pupil Premium vs Pupil Premium Recipients.</p>							
<p>Classes The School Census collects a 'snapshot' of information from ARBOR based on a selected time on the Census Day. The selected time is based on the last digit of your DfE establishment number and is calculated as follows:</p> <table border="1" data-bbox="92 1352 1327 1608"> <tr> <td data-bbox="92 1352 256 1429">0, 1 or 5</td> <td data-bbox="256 1352 1327 1429">The selected time is one hour after the start of afternoon school</td> </tr> <tr> <td data-bbox="92 1429 256 1505">2, 3 or 6</td> <td data-bbox="256 1429 1327 1505">the selected time is one hour after the start of morning school</td> </tr> <tr> <td data-bbox="92 1505 256 1608">4, 7, 8 or 9</td> <td data-bbox="256 1505 1327 1608">the selected time is one hour before the end of morning school</td> </tr> </table> <p>Please note that 'Classes & Class Activities' cannot be entered prior to census day School / Data / Export / Data Returns – Classes panel on left hand side of Census page</p> <p>In a Primary school, the Class names have been taken from your school structure as set up during the New School Year Set up. The pupil numbers and classes should be correct. If they are not, it will be necessary to check these and update via Students > Enrolment > Year Groups.</p>	0, 1 or 5	The selected time is one hour after the start of afternoon school	2, 3 or 6	the selected time is one hour after the start of morning school	4, 7, 8 or 9	the selected time is one hour before the end of morning school	
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Dry Runs

As in previous years we strongly advise schools to carry out dry runs in preparation for the Spring Census. Dry runs help with:

- clearing up any gaps in the data, ensuring that there is a high level of data quality
- allowing us to support you in the event of any technical problems in ARBOR well in advance of census day itself.

Note: In some areas, entering data into fields after the date of the census will lead to validation errors even where the data looks correct. This is because ARBOR is date-sensitive and data entered after census day may fail validation rules. Complex editing will then be required to rectify these issues. This particularly applies to ethnicity and SEN data fields.

Submitting the School Census

All schools should use Collect to return their census. Please see the notes [Using Collect to upload census files](#) on the IMS Sharepoint website.

Each school should return just one file for Census to the DfE Collect website which will be named as follows:

- South Gloucestershire Schools: 803xxxx_SC1_803LL22_00x.XML

You should use your login for the DfE Secure Access website.

N.B. The local authority cannot reset any passwords for the secure access website. If you need credentials for the secure access website, please use the service desk request form on the DfE website [DfE Sign-in help \(education.gov.uk\)](#). Note that a response from this site can take some days.

Useful Contacts

IMS Service Desk: 01454 865300 Email: IMSsupport@integra.co.uk

- ARBOR and census queries, please contact the IMS Support team, on 01454 86 **5300**.
- For Free School Meal enquiries: CAHSupportDesk@southglos.gov.uk

After the spring census, the next census is due on 19 May 2022.