

## Department for Education School Census - Detailed Guidance

The Spring Term School Census returns are central to resourcing schools in Devon and provides the basis of many inter school comparisons. Schools have a vested interest in the accuracy of these returns. Schools must also submit accurate returns to the Department for Education (DfE) in other terms. These returns are open to the scrutiny of the Council's external auditors.

Information should be provided for all pupils on the school's admission register (in accordance with regulation 5 of the Education (Pupil Registration) (England) Regulations 2006. This Regulation specifies the information that a school's register should contain.

<http://www.legislation.gov.uk/uksi/2006/1751/regulation/5/made>

The registration of pupils is governed by section 434 of the Education Act 1996 that all persons who are pupils at the school must be registered

<http://www.legislation.gov.uk/ukpga/1996/56/section/434> and the Education (Pupil Registration)

Regulations 2006 <http://www.opsi.gov.uk/si/si2006/20061751.htm> Regulation 8 specifies the circumstances under which a pupil can be removed from the register (for example, registration at another school, written notification of parental intention to educate at home, and long term absence (four weeks or more) where both the school and LA have failed after reasonable enquiry to locate the pupil) <http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made> and a

subsequent amendment set out in the Education (Pupil Registration) (England) (Amendment) Regulations 2011 at <http://www.legislation.gov.uk/uksi/2011/1625/made>

**These notes clarify the rules for completing School Census.**

**The admission register is either:**

- a. A book in which the names of pupils and other information required by law is recorded in ink, or
- b. A record of that information held on a computer, with a hard copy being taken at least annually.

Schools must decide which is the prime record and maintain it up to date in accordance with the Regulations. If the Regulations for computer records are not complied with, the Regulations for manual recording must be adhered to.

Pupils must be simultaneously removed from both the admission and class register. It is good practice to cross reference this.

The **admission register** must contain the following information for every pupil:

- a. The pupil's full name;
- b. The pupil's gender;
- c. The pupil's date of birth;
- d. The date the pupil was admitted to the school;
- e. The name of the school the pupil last attended; and
- f. Where applicable, a statement that the pupil is a border

In addition to the above information schools must record the following for each pupil:

- a. The name and address of every parent and carer of the pupil that is known to the school;
- b. Which of these parents and carers the pupil normally lives with; and
- c. Emergency contact details of the parents and carers.

**The admission register should be checked *before* the census date and pupils *only* removed where:**

**1. The pupil has been permanently excluded by the LA or governors.**

A pupil who is permanently excluded is removed from the register when the outcome of any appeal is known. Please note that in SIMS.net the start date for the exclusion is the date the pupil was first excluded by the Headteacher/Principal.

**2. The pupil has been continuously absent for at least 4 weeks and the school and the LA have been unable, after reasonable enquiry, to obtain information concerning the absence.**

Schools should make reasonable efforts to determine the cause of absence of pupils. If their initial enquiries do not resolve the question then the EWS must be involved. Schools should be able to justify the retention on roll of a pupil who is absent without authorisation. Where pupils have "disappeared" schools should automatically involve the EWO. Clearly the outcome of enquiries by the EWO might substantiate claims for pupils to be retained on roll. Schools are required, as a matter of course, to refer to their EWO any absence of two weeks (10 school days) or more. Where a pupil is thought to be at risk involvement at an earlier point may be appropriate. Any pupil who has "permanently disappeared" for more than four weeks should be removed from roll when authorised to do so by the Education Welfare Service.

When the whereabouts of the absent pupil are known and the pupil remains in the local area of the school then the pupil **may not be removed from roll merely due to non attendance**. Where the EWO is working to get the pupil back into school there is an expectation that the school will be fully engaged in that process.

Schools will be advised by the Education Welfare Service on whether a pupil should remain on, or be removed from, roll by means of a 'Direction Concerning Pupil on Roll' form.

**3. Pupils who do not return from extended term time holidays.**

Schools are **not required** to allow leave of absence during term time. The Regulations allow discretion to give up to 10 days leave of absence. This is **a total** for any pupil in any one academic year.

**Exceptionally**, more time may be given. Schools are advised to consider what may be regarded as exceptional, to formalise a policy and to decide what is a reasonable period by which to extend the ten day period. Periods of greater than 2 weeks can only be authorised by the governors. Odd days and half day absences do not meet the holiday criteria.

Schools should consider the duration of the planned absence and their ability to support the child during that absence for example through work packs. Consideration should also be given to repeated and extended absences for "holidays" and the possible need to involve the EWO. Each case should be considered on its merits but a date for return **must always** be agreed **in advance** with the parents and should be confirmed by the school to the parent in writing. If a pupil fails to return within 10 school days of the agreed date and the school have not been notified of a **valid** reason for the failure to return either due to sickness, or other unavoidable cause, the pupil is to be removed from roll at the end of the two week period following the holiday period.

**4. The pupil has been registered at another school or Pupil Referral Unit (Personalised Learning Service) (including *Manage/Negotiated Transfers*) – See Attendance and Absence on page vii**

A pupil may be transferred to another school on a trial basis. In such a case, the original school will maintain the pupil's registration. If the receiving school decide to accept the pupil on a permanent basis then, obviously, the registration will transfer at that time. During the trial period, however, there is no method of indicating this situation in the receiving school. As the data collected during the census are used for future funding purposes, the inability to credit the receiving school is perceived as a disincentive to accept the pupil, often to the pupil's detriment. The financial arrangements between the schools are a matter for their mutual agreement, but it is important to be able to identify pupils in this situation.

It is recommended that for the duration of any trial period:

- The original school maintains the pupil's record with an Enrolment Status of **M** (Main dual registration)
- The receiving school maintains the pupil's record with an Enrolment Status of **S** (Subsidiary dual registration)

Pupils who attend a school temporarily on the census date should not be counted. For example, a pupil may be on the roll of a school but for urgent family reasons may attend a different school on the census date. These circumstances will be rare and if they occur guidance should be sought. Pupils in attendance on an exchange basis may also fall into this category. There are particular complications relating to students from the EU and general guidance is not appropriate. Specific advice should be sought in each case from the Admissions Co-ordinator. If you have recorded a pupil who should **not** be counted in the School Census, amend the Enrolment Status to **Guest**.

One of the purposes of Pupil Referral Units (PRUs or Personalised Learning Service) is to determine the best form of educational provision for pupils. In providing a place in a PRU or Short Stay School for such pupils the LA expects that the outcome will be determined within a reasonable time and that the pupil will return to the referring school or will move on to a different place of Education. Where the PRU or Personalised Learning Service and school are jointly working on a programme of re-integration in mainstream education then the pupil will be marked as present in the class register for those attendances that are made in the mainstream school.

Where the pupil is funded by the school in a PRU or Personalised Learning Service or other similar provision under recognised inclusion arrangements then the pupil will remain on the roll of the sponsoring school.

*(Schools will be contacted by their LA in the event of a pupil being on the roll of more than one school to resolve this issue should it arise.)*

**5. Pupil is in custody for more than four months**

Each pupil should be treated on a case-by-case basis following consultation with the LA and local YOT.

**6. When it has been certified that the pupil's health is such that he or she is unlikely to benefit enough to attend before becoming legally exempted from attendance.**

Pupils who are absent for prolonged periods due to health reasons continue to have educational needs. The means of supporting any pupil who has been or is expected to be continuously absent for more than 12 school weeks should be discussed with the Education Welfare Service so that consideration may be given to the best way of supporting the child. The EWO should be involved and this should happen after no more than 6 weeks of absence. Any decision on keeping the pupil on roll will be subject to term by term review and will depend on the medical prognosis. A child should not normally remain on roll if the period of absence has exceeded or is expected to exceed one academic year. Decisions over the removal of a child from roll will depend on the nature of the support provided

by both school and LA. Such cases will be dealt with on an individual basis and factors such as ongoing study support provided from school will be taken into account.

A pupil who is in receipt of long term hospital education and who is unlikely to return to school during that academic year should be removed from the roll.

**7. The pupil has ceased to attend and the parents have notified the school that he or she is receiving full time education suitable to his or her age ability and aptitude otherwise than at school.**

Where pupils' parents remove pupils from school with the stated intention of educating them otherwise than at school the child is to be removed from roll from the date the parent says they are accepting the responsibility for providing the education. In order to ensure that the pupil is receiving adequate and appropriate education the school must notify the Elective Home Education team, using the Elective Home Education – Pupil Details form (available from January 2012) within 10 days. Please refer any queries to Irene Love on 01392 383916

**8. The pupil is known to have died.**

**9. Pupil leaving the school but future provision not known**

The pupil should be removed from roll once the pupil has completed their final day. *(The pupil's information must be transferred to the Lost Pupil database via the s2s website. The school must notify the LA in advance and in writing (or email using the notification form).*

**10. Having been admitted to a school for nursery education, he or she has not transferred to the reception class**

Generally the reason for this will be one of those in the foregoing paragraphs and the pupil should be removed from the register.

**11. Completion of compulsory school leaving age and the pupil is not continuing their education at the school**

The pupil's date of leaving will be the last Friday in June of the school year in which their 16<sup>th</sup> birthday falls.

**12. School Attendance Order**

If the pupil is the subject of a **School Attendance Order** the school named in the Order can only delete the pupil from the roll if the name of the school on the Order is changed or the Order is revoked.

## **Enrolment Status Guidance**

**1. Consortia Schools See Attendance and Absence on page vii**

Schools often provide courses of study in collaboration with other schools (or other educational establishments). These may be formal or informal arrangements. A pupil registered in one school may have part, or even all, of their academic tuition in the premises of another school.

In such circumstances it is important that the pupil is assigned correctly to the school which holds the pupil's registration. The financial arrangements between the schools are a matter for their mutual agreement but it is important to be able to identify pupils in this situation.

It is recommended that for a sixth form pupil who is receiving tuition at a school other than the registration school:

- The registration school maintains the pupil's record with an Enrolment Status of **M** (Dual Registered, Main)

- The providing school maintains the pupil's record with an Enrolment Status of **S** (Dual Registered, Subsidiary)

It is recommended that for any other pupil (ie not in a sixth form) who is receiving tuition at a school other than the registration school:

- The registration school maintains the pupil's record with an Enrolment Status of **C** (current sole registration)
- The providing school maintains the pupil's record with an Enrolment Status of **G** (Guest registration)

## 2. Traveller Pupils

A traveller pupil may attend another school during periods when his/her parent is travelling in the course of trade or business. In such cases, the school where the pupil ordinarily attended during the immediately preceding 18 months when not travelling, will maintain the pupils registration. It is recommended that for the duration of this period:

- The ordinary school of attendance maintains the pupil's record with an enrolment status of **M** (dual registration – main)
- The receiving school maintains the pupil's record with an Enrolment status of **S** (dual registration – subsidiary)

## 3. Family Units *See Attendance and Absence on page vi*

In many areas nursery school education is being provided in establishments which also provide wider childcare and/or family support services. Often, the establishment wishes to maintain a single management information system for all the children it serves and equally often it is the school management information system which is used for this purpose. When submitting information for census purposes, however, it is important to distinguish between those children who are receiving nursery education from those who are receiving other services.

It is recommended that:

For children receiving nursery education, the school/establishment maintains the pupil's record with an Enrolment Status of **C** (Current registration)

For children receiving childcare provision but not nursery education the school/establishment, if it wishes to do so, maintains the pupil's record with an Enrolment Status of **G** (Guest registration).

For children receiving both nursery education and childcare provision the school/establishment records the pupil as part-time and maintains the pupil's record with an Enrolment Status of **C**

## 4. Inclusion Classes

To foster the inclusion agenda for pupils with special educational needs, 'inclusion classes' have been established whereby pupils who are registered at a special school are taught in classes located in a mainstream school's premises. Tuition is provided, either wholly or partly, by teachers from the special school.

These classes are, effectively, satellite classes of the special school and should not be treated as classes of the mainstream school.

It is recommended that for a pupil who is attending an inclusion class:

- The special school maintains the pupil's record with an Enrolment Status of **C** (Current)
- The mainstream school, if it wishes to do so, maintains the pupil's record with an Enrolment Status of **G** (Guest)

#### **4. External Candidates**

Occasionally, adults are registered at a school in order for them to enter an examination and perhaps receive some level of tuition towards this aim. In such cases it is recommended that the providing school, if it wishes to do so, maintains the adult's record with an Enrolment Status of **G** (Guest registration).

#### **5. Purchased Tuition**

In some schools externally provided tuition may be purchased at another establishment for a registered pupil. If the provider establishment is a maintained school then the situation should be treated as for consortia schools above. If the provider is a commercial organisation, or an organisation outside the maintained school sector, then the pupils should be recorded with an Enrolment Status of **C** (Current registration)

#### **6. Overseas/Exchange Pupils**

Overseas or exchange pupils on the school register at the time of the census should be recorded therein with an Enrolment Status of "G" (Guest), and therefore not included on the school census returns.

#### **7. School-supervised off-site Education**

Some schools have registered pupils who, for varying reasons, receive all or part of their tuition at home, or other suitable premises, under the supervision of the school. The school will support the pupil and staff will carry out regular visits; often, the pupil will have had a computer installed and online tutoring is provided. In such cases, the pupils should be recorded with an Enrolment Status of **C** (Current registration)

#### **8. Hospital Special Schools – Dually Registered Pupils**

For those pupils who may be attending a 'hospital special school' they should only be recorded on the register if they are receiving an education provision. They should **not** be recorded if they are only attending such an establishment for 'hospital check ups', 'day surgery' or any other form of medical appointment or operation.

However, if the pupil receives an education provision from the 'hospital special school' and also attends a mainstream school, then they should be recorded as dually registered. The school of 'ordinary' attendance should be recorded as the 'main' registration. In the majority of cases this will be the mainstream school, and the hospital special school should then record the pupil with a subsidiary registration.

If a pupil is originally solely registered at the 'hospital special school' and also attends a mainstream school as part of a reintegration programme then they should be recorded as dually registered with the hospital special school holding the 'main registration'.

If after consultation with the school, medical advisors, parents and the LA, the conclusion is that the pupil should attend the hospital special school full time to meet the pupil's SEN needs, and that the decision is a permanent arrangement, then the pupil must be removed from the mainstream school and solely registered at the 'hospital special school'. However, if this scenario is only a temporary

measure the pupil should be dually registered, with the mainstream school holding the main registration and the hospital special school recording the subsidiary registration.

### **Attendance and Absence**

From September 2011 the way schools should record attendance and absence for Dually Registered pupils changed.

Attendance code D (Dual registered at another educational establishment) is not counted in the School Census as an attendance. Each school will only record the attendance and absence for the sessions the pupil is required to attend at their school. Each school will use code D to record all of the sessions that the pupil is due to attend at the other school.

For safeguarding reasons, schools must follow up all unexplained and unexpected absences in a timely manner.

For pupils that are present at a supervised educational activity that is off-site and approved by the school it is important the alternative provider and the school have an agreement in place to share attendance information. The onus is on the school to contact the alternative provider and establish these agreements. Schools must not assume that a pupil is present at the “supervised educational activity” just because he/she are expected to be. They must only use the ‘present at approved educational activity’ when it is confirmed that the pupil was present.

For pupils attending another establishment as a ‘guest registration’ it is essential that the school that holds the ‘guest’ registration reports any absences to the home school who must record these absences are part of their School Census return.

Attendance guidance information can be found on the Department’s website at:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendancedata/a0010008/pupil-registration-regulations-and-guidance>

**Note:** It is not possible to record attendance in SIMS.net for pupils who have been given an enrolment status of **G** (Guest).

If a pupil is no longer on the admissions register at your school on the Census day and you have already passed information (including UPN) on to their new school then you must not record the pupil on your School Census return. (This does not affect the attendance and exclusion areas on the Census). This applies whether the information has been passed on verbally, in writing or via the Common Transfer File.

**Remember:** it is a statutory duty to complete a CTF when a pupil leaves you.

All Schools must be able to reconcile School Census to the admission register and any differences resolved before the return is made. Comparison of the various information sources in school will assist in reconciliation of the return.

**In the unlikely event you discover an error in the pupils included in your School Census return, it is essential that you notify the Head of Education and Learning (via School Information Data Services) in writing.**