









# Statutory Census Returns

## Schools Information Bulletin 1/2011

	<p><b>Welcome back</b> – Schools Information Bulletins provide information relating to the two main statutory census returns, the School &amp; Pupil Census and the School Workforce Census, which schools have to make each year. This follows on from the appreciative comments received about previous bulletins.</p>						
	<p><b>Data Roadshows</b> – These have proved popular in the past and have been very useful. We have arranged 12 roadshows across the county during the autumn term. Each day we will host two roadshows, 10:00am – 12:00am and 1:00pm – 3:00pm and will limit the numbers to 30 delegates per session. The main aims of the sessions will be the practicalities of the statutory returns and will be aimed at school administrative staff who deal with the census returns. Please note there is no charge. The following workshops have been arranged:</p> <table border="0"> <tr> <td><b>19/09/2011</b> – West Norfolk PDC, King's Lynn</td><td><b>27/09/2011</b> – Holt Hall</td></tr> <tr> <td><b>21/09/2011</b> – Broom Hall County Hotel, Watton</td><td><b>28/09/2011</b> – George Hotel, Norwich</td></tr> <tr> <td><b>22/09/2011</b> – The Imperial Hotel, Great Yarmouth</td><td><b>30/09/2011</b> – George Hotel, Norwich</td></tr> </table> <p>If you would like to reserve a place please let us know asap by email to <a href="mailto:irc.data@norfolk.gov.uk">irc.data@norfolk.gov.uk</a>.</p>	<b>19/09/2011</b> – West Norfolk PDC, King's Lynn	<b>27/09/2011</b> – Holt Hall	<b>21/09/2011</b> – Broom Hall County Hotel, Watton	<b>28/09/2011</b> – George Hotel, Norwich	<b>22/09/2011</b> – The Imperial Hotel, Great Yarmouth	<b>30/09/2011</b> – George Hotel, Norwich
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	<p><b>School &amp; Pupil Census</b> – The next census date is <b>6 October 2011</b>. As always, guidance notes are available for download on the <a href="#">DfE website</a>. Could you please send your completed census return to us on or before the <b>7 October 2011</b>. If you have any problems with this deadline, please let us know. Please note there are no changes to the data items collected in the Autumn Census return.</p>						
	<p><b>UPNs are important</b> – They are used to facilitate the tracking of pupils' movement and progress within the maintained school system in England. Therefore when a child joins a school all efforts should be made to allocate a <b>permanent</b> UPN as soon as possible. Some of you will notice a file available to download from Anycomms named <b>eschl_temporaryUPNs</b> – this will contain a list of any temporary UPNs recorded by your school as part of the May School Census requiring correction. If your school was affected by this issue we will have contacted you separately via e-mail. These should be corrected before the October Census date.</p>						
	<p><b>Post 16 Learning Aims</b> – There were again problems with the Post 16 Learning Aims for many of the sixth form schools. If your MI system requires you to manually import qualifications data, it is important to regularly download the most up to date QAN codes from the DfE <a href="#">QAN website</a> (at the very least before each census return) as these are constantly updated. Ensure you do not select QANs that have expired. The website also contains information advising of any errors or changes to the qualifications data. The DfE have also produced a Post 16 Learning Aims quick reference guide which can be downloaded from the <a href="#">DfE website</a> (highly recommended).</p>						
	<p><b>Recording of attendance data for dually registered pupils</b> – From September 2011 there has been a change in the way schools should record dually registered pupils: schools should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. The remaining session(s) when the pupil is attending another school will be marked in the register using Code D which should not be included within the attendance data submitted in the Census for that school. The number of sessions possible for a dual registered pupil against the main school should exclude those when the pupil is due to attend the subsidiary school and vice versa. This does not change schools' obligations with respect to safeguarding and they must follow up all unexplained and unexpected absences in a timely manner. This is a change from previous guidance.</p>						
	<p><b>School Workforce Census</b> – The next census date is <b>3 November 2011</b>. The DfE have produced an updated set of <a href="#">preparation and guidance notes and FAQs</a> which you may find useful. The return will capture snapshot data for staff employed on census day and historical data on contract changes and absences for the period 1st September 2010 to 31st August 2011. If you need to update the contract data held in your MI systems, we plan to provide an updated HR data extract after the September payroll run. This will be available to download from Anycomms in week commencing 19<sup>th</sup> September 2011. Further details can be found on the <a href="#">School Workforce Census web pages</a> where you will find background information, contacts, guidance, workshop documentation and copies of the staff privacy notice.</p>						
	<p><b>Further help</b> – The Information &amp; Intelligence Team is always pleased to answer queries on the census returns and give support to schools. If you need help please contact us:</p> <ul style="list-style-type: none"> <li>• <a href="#">Louise Hodgson</a> tel: 01603 222352</li> <li>• <a href="#">Gill Williamson</a> tel: 01603 222355</li> </ul> <p><b>Please remember that you need to refer queries regarding your MI system to your software provider.</b></p>						

For further information or feedback please contact the [Information & Intelligence Team](#)