

Annual Schools' Census - Nursery schools

- For completion by Maintained Nursery Schools and Nursery Schools in receipt of Direct Grant.
- Please read the completion notes for nursery schools before completing this form.

DfES school number

LEA code

Etab code

Overview: The information we collect in the annual schools' census helps us monitor what is happening in schools, and informs national policy development.

For example, information about the number of pupils, teachers and non-teaching staff is used to monitor child:adult ratios; data on pupil numbers are used to provide information about places for under fives.

As so many government bodies, agencies, educational researchers and commercial organisations find school data useful, we will in future publish more information about individual schools derived from this census than in previous years. We want to reduce the likelihood of schools and education authorities being contacted directly for information that has already been provided in the census. Any published data will, of course, meet the requirements of the Data Protection Act so, for example, we would not publish any data that could identify an individual.

Maintained Schools

Please complete your census form and return it to your Local Education Authority by Wednesday, 4th February 2004.

Nursery Schools in Receipt of Direct Grant

Please complete your census form and return to the DfES by Wednesday, 11th February 2004

These data are collected under Section 29 of the Education Act 1996 and Section 42 of the School Standards and Framework Act 1998.

Section 1: General school information**1.1 Unit name and address**

School name (in full)

Contact name (for enquiries)

Postal address (in full)

Postcode

Tel. no. (inc. STD code)

E-mail address

Data Collection

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Management and Finance

Headteachers

Status: Compulsory

Action by: 15/01/2004

Date of Issue:
November 2003

Ref: LEA/0417/2003/NUR

Excellence
in schools

Section 2: Pupils on the register

- Only show those pupils who are entered on an Admission Register (under Regulation 6 of the Education (Pupil Registration) Regulations 1995).

2.1 All full-time and part-time pupils on the register on Thursday 15th January 2004

- Do not enter zeros in the boxes where no entry is required.

Age on 31.8.02	Date of birth	Full-time		Part-time	
		boys	girls	boys	girls
7 and over	31.8.96 and earlier	20	31		
6	1.9.96 to 31.8.97	21	32		
5	1.9.97 to 31.8.98	22	33		
4	1.9.98 to 31.12.99	23	34	42	50
	1.1.99 to 31.3.99	24	35	43	51
	1.4.99 to 31.8.99	25	36	44	52
3	1.9.99 to 31.12.99	26	37	45	53
	1.1.00 to 31.3.00	27	38	46	54
	1.4.00 to 31.8.00	28	39	47	55
2	1.9.00 to 31.8.01	29	40	48	56
TOTAL		30	41	49	57

2.2 Total number of full-time and part-time pupils on the register on Thursday 15th January 2004

- This figure must agree with the sum of the TOTAL boxes in 2.1

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2.3 School meal arrangements on Thursday 15th January 2004

- Enter the number of **day** pupils on the register who:

- are known to be eligible* for a **free** school meal
- took a **free** meal

Full-time	Part-time
58	60
59	61

*all and only those pupils who have, or whose parents have, satisfied the relevant authority that they are receiving Income Support **or** income based Jobseeker's Allowance **or** support provided under Part 6 of the Immigrations and Asylum Act 1999 and for whom specific refreshment provision in the middle of the day was made.

Note: Pupils should be recorded under 'known to be eligible for a free school meal' only where parents have indicated that they wish their child to have a free meal **and** have confirmed benefit receipt with the LEA or school. The numbers to be recorded under 'took a free school meal' should be those pupils 'known to be eligible for a free school meal' who actually ate a free school meal on the Census day.

Section 3: Pupils on the register with Special Educational Needs (SEN)

3.1 Number of pupils (full-time and part-time) for whom a statement of SEN is maintained by a LEA

62				
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3.2 Number of pupils (full-time and part-time) with special educational needs *but no statement*

63				
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4.1 Teaching staff employed in week beginning 12th January 2004

Include:

- staff on short term paid absence (*less than a term*);
- relief staff filling nominal vacancies;
- relief staff covering long term paid absence (*a term or more*);
- Ethnic Minority and Traveller Achievement Grant (EMTAG) teachers and teachers funded under the single Regeneration Budget.

Exclude:

- staff on long term paid absence (*a term or more*);
- relief staff covering short term paid absence;
- any other vacancies not filled by relief staff;
- non-teaching staff;
- student teachers on school centred ITT courses.

	Full-time staff		Part-time staff			
	Number of: men	women	Number of men	Total directed hours per week*	Number of women	Total directed hours per week*
Head or acting head	64 <input type="text"/>	68 <input type="text"/>				
Other qualified teachers	65 <input type="text"/>	69 <input type="text"/>	72 <input type="text"/>	75 <input type="text"/>	78 <input type="text"/>	81 <input type="text"/>
Unqualified teachers	66 <input type="text"/>	70 <input type="text"/>	73 <input type="text"/>	76 <input type="text"/>	79 <input type="text"/>	82 <input type="text"/>
Graduate and registered teachers on Graduate / Registered Teacher Scheme (<i>including those on Licensed or Overseas Trained Teacher Schemes</i>)	67 <input type="text"/>	71 <input type="text"/>	74 <input type="text"/>	77 <input type="text"/>	80 <input type="text"/>	83 <input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.2 Other teaching staff employed in week beginning 12th January 2004 (*not included in 4.1*)

	Full-time staff		Part-time staff			
	Number of: men	women	Number of men	Total directed hours per week*	Number of women	Total directed hours per week*
Staff on long term paid absence (<i>a term or more</i>)	84 <input type="text"/>	86 <input type="text"/>	88 <input type="text"/>	90 <input type="text"/>	92 <input type="text"/>	94 <input type="text"/>
Relief staff covering short term paid absence (<i>less than one term</i>)	85 <input type="text"/>	87 <input type="text"/>	89 <input type="text"/>	91 <input type="text"/>	93 <input type="text"/>	95 <input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.3 Total number of full-time and part-time teaching staff employed in week beginning 12th January 2004 (*sum of total men and women in 4.1 and 4.2*)

(*excluding lunch hours)

4.4 Teachers of minority ethnic pupils

- Of the teachers included in 4.1, how many are employed as teachers:

	Full-time staff		Part-time staff			
	Number of: men	women	Number of men	Total directed hours per week*	Number of women	Total directed hours per week*
• of English as an additional language	96 <input type="text"/>	98 <input type="text"/>	100 <input type="text"/>	102 <input type="text"/>	104 <input type="text"/>	106 <input type="text"/>
• to meet other needs particular to minority ethnic pupils	97 <input type="text"/>	99 <input type="text"/>	101 <input type="text"/>	103 <input type="text"/>	105 <input type="text"/>	107 <input type="text"/>

Section 5: Non-teaching staff employed in week beginning 12th January 2004

- **Only** staff who regularly work less than normal full-time hours during term time should be shown as part-time staff. (Staff who work term time only but who work normal full-time hours during the week beginning 12th January 2004 should be shown as full-time staff).
- Fractions of hours worked by part-time staff should be shown to the nearest hour; periods of 30 minutes and over being rounded up.
- **Do not include** any canteen staff, lunch time supervisors or premises related staff such as caretakers.
- **Do not include** any unpaid or voluntary work.

5.1 Hours worked by non-teaching staff during week beginning 12th January 2004

Enter the total hours worked (excluding lunch hours) by full-time and part-time Education Support staff and Admin/Clerical staff in each of the categories below. (If a member of staff spends time in more than one category, enter the number of hours spent in each category). If unusual arrangements occur during the week beginning 12th January 2004, please record the normal situation.

(i) Education Support staff

Nursery assistants in

Nursery classes

Holders of the Diploma in Childcare & Education
Without Diploma in Childcare & Education

Special Needs Support staff

Minority ethnic pupils support staff

Bilingual assistants
Other

*Other Education Support staff
(*Include: matrons/nurses; medical staff; welfare assistants; librarians and other non-teaching staff regularly employed at the school).

Cumulative hours worked per week by:

full-time staff	part-time staff
108	117
109	118
110	119
111	120
112	121
113	122

(ii) Admin/Clerical staff

Only include staff who look after the administration of the school

Admin Officers/Secretaries
Bursars
Other

Cumulative hours worked per week by:

full-time staff	part-time staff
114	123
115	124
116	125

5.2 Number of non-teaching staff employed

During the week beginning 12th January 2004, enter the number of:

- **full-time** education support staff and admin/clerical staff employed (box numbers 108-116)
- **part-time** education support staff and admin/clerical staff employed (box numbers 117-125)

126	
127	

Section 8: Completion time

Enter the amount of time spent by each person completing this form, rounded to the nearest hour.

	Hours
Headteacher	128
Deputy headteacher	129
Other teacher(s)	130
School secretary	131
Bursar	132
Other	133
TOTAL	134

Declaration

To the best of our knowledge, the details on this form are correct.

Signed (Headteacher) _____

Date _____

Name _____

Signed (LEA) _____

Date _____

Name _____