

# Annual Schools Census - Completion notes for nursery schools

## General notes

- Three copies of this form should be completed by maintained nursery schools.
- Two copies of this form should be completed by nursery schools in receipt of Direct Grant.
- The numbers next to boxes are keying indicators. Please do not alter or delete them. Example: <sup>99</sup>

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- Please complete in CAPITALS and black ink/ball point pen.
- Numbers should be entered to the right. If more boxes have been provided than you need, do not enter leading zeros. For example, **99** should be entered in a four digit box as follows: 

		9	9
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- If no entry is necessary, leave the space provided blank (*unless otherwise instructed*).
- Where tick boxes appear, please tick those that apply.
- Minutes should be rounded to the nearest full hour (*with periods of 30 minutes or more being rounded up*).
- **Please ensure that all four pages are completed.**

## DfES school number

- Please enter the official school number provided on correspondence from the Department of Education and Skills (*DfES*) in boxes 1-3 and 4-7.

## Section 1: General school information

### 1.1 School name and address

- **School name** (*in full*) - please insert the word 'SCHOOL' after the name if this does not appear in the name.
- **Postcode** (*in full*) - please ensure that the Postcode is provided.
- **E-mail address** - please give the e-mail address for general school communications.
- **Telephone number** - please include STD code.

## Section 2: Pupils on the register

- The registration of pupils is governed by the Education (*Pupil Registration*) Regulations 1995. Regulation 6 specifies what information the Admission Register should contain and Regulation 9 the circumstances under which registered pupils can be taken off the roll. These circumstances include registration at another school, written notification of parental intention to educate at home, long term absence (*four weeks or more*) where both the school and the LEA have failed, after reasonable enquiry, to locate the pupil, and so on.

### 2.1 and 2.2 All full-time and part-time pupils on the register on Thursday 15th January 2004

- Only pupils entered on an Admission Register (under Regulation 6 of the Education (*Pupil Registration*) Regulations 1995) should be included in **Sections 2.1** and **2.2**.
- Include pupils who are dually registered with either a special school or a Pupil Referral Unit and all part-time pupils on the register, whether or not they actually attend the school on Thursday 15th January 2004.
- To avoid double counting Traveller children registered at more than one school should be counted by the school they are attending on the census date. If this is unknown, they should be included by their winter base school (if they have one), regardless of whether they were in attendance on the census date.
- The age breakdown refers to age as at 31st August 2003. It is used for Standard Spending Assessment purposes.
- Full-time pupils attend for 10 sessions per week (*1 session = a half day*);
- Part-time pupils attend for less than 10 sessions per week.

## Section 2: Pupils on the register *(continued)*

### 2.3 School meals arrangements on Thursday 15th January 2004

- Number of day-pupils on the register who are **known to be eligible for a free** school meal:

It is the legal responsibility of LEAs (*and schools who have delegated budgets for the provision of school meals*) to provide a free school meal to **any** pupil who is, or whose parents are, receiving Income Support **or** Income Based Jobseeker's Allowance **or** support provided under Part 6 of the Immigration and Asylum Act 1999.

The numbers recorded in Section 2.3 (*numbers of pupils 'known to be eligible for free school meals'*) must equal the numbers on the LEA lists or school (*with delegated budgets for the provision of free school meals*) list - of such pupils (*including those of asylum seekers*) who at the Census date have, or whose parents have, satisfied the relevant authority that they are receiving that benefit and for whom specific refreshment provision in the middle of the day was made. The inclusion of any other pupil in the numbers returned is not required.

- Number of day-pupils on the register who **took a free** school meal:

Only include day-pupils on the school register (**do not** include boarding pupils).

Record the situation at lunch time on 15th January 2004. If the situation on 15th January 2004 is abnormal, record the position on the next normal day.

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

- For this form, the only distinction required is between pupils with SEN who have statements and pupils with SEN without statements (*under the provisions of the 1993 Education Act or 1981 Education Act as appropriate*).
- Section 3.1** should **only** include pupils with a statement, which is in force as at 15th January 2004.
- Section 3.2** should include all pupils on Early Years Action or Early Years Action Plus (which came into force January 2002) of the SEN Code of Practice and pupils who are being:
  - assessed for a statement;
  - considered for assessment.
- Only include pupils on the register of your school. Do not include pupils who attend from other schools.**

## Section 4: Teaching staff

- Include all part-time teachers and peripatetic teachers** (*who regularly teach at your school*) as qualified teachers, instructors etc, as appropriate. Show the total number of hours worked.  
If absent in the week beginning 12th January 2004 enter the number of hours normally worked.
- For men and women separately enter the number of **directed hours** for which part-time and peripatetic staff are required to attend the school each week on average, excluding their lunch breaks, **to the nearest hour**: periods of 30 minutes and over should be rounded up - **do not enter decimal fractions**.
- For this form, a full-time teacher is considered to work 32.5 directed hours per week on average. The number of directed hours to be entered for a part-time teacher should be calculated on a decimal point basis e.g. .5, .9 etc, by reference to the full-time week of 32.5 hours. This means that a .5 teacher would be recorded as working **16** directed hours (*16.25 rounded down*); a .9 teacher **29** directed hours, (*29.25 rounded down*) etc.
- Directed hours to include assembly.

**Note: The total number of full-time and part-time teaching staff entered in Section 4.3 must agree with the sum of the boxes in Sections 4.1 and 4.2.**

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

- Include teachers on short term paid absence (*e.g. maternity, sick leave, secondment*) for **less than 1 term** and relief teachers providing cover for long term paid absence.
- Head or acting head.** There must be an entry, there should only be one.
- Other qualified teachers** are those who have been awarded Qualified Teacher Status (QTS) following the successful completion of an approved course of initial teacher training or via an alternative route. Include people who are employed as qualified teachers to give special tuition to children with English language difficulties (*e.g. English as an additional language teachers*).

## Section 4: Teaching staff (*continued*)

- A **graduate or registered teacher** is a person who is working towards QTS on the Graduate / Registered Teacher Scheme; including licensed or overseas trained teacher schemes.

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

- Include teachers on long term paid absence (*e.g. maternity, sick leave, secondment*) for **more than 1 term** and relief teachers providing cover for short-term paid absence.

### 4.4 Teachers of minority ethnic pupils

**Note:** Any teachers included in this section should already have been included in Section 4.1.

- If a teacher is employed at the school on a full-time or part-time basis solely for the benefit of minority ethnic pupils, he/she should be recorded as such in **Section 4.1** and **4.3**.
- If a teacher is employed at the school on a full-time basis but teaches English as a second language for only part of the time, he/she should be recorded as being **full-time** in **Section 4.1** and **part-time** in **Section 4.3**.
- If a teacher is employed on a part-time basis, and his/her hours are split between specific teaching for minority ethnic pupils and another subject, he/she should be recorded as **part-time** in both **Section 4.1** and **Section 4.3** and the hours spent on each activity should be apportioned appropriately.

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

- **Do not** include any premises related staff such as caretakers, canteen staff or lunchtime supervisors.
- **Do not** include any unpaid or voluntary work.

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

- Enter the **cumulative** hours worked by all full-time and part-time non-teaching staff employed in week beginning 12th January 2004 in the categories shown.
- Only show full hours - rounded to the nearest hour. Periods of 30 minutes or more should be rounded up: **only round once** (*i.e. after the individual hours have been added together*).
- If a member of staff spends time in more than one specified category enter the number of hours actually spent in **each** category.
- Show staff who work term time only, but who work normal full-time hours during the week beginning 12th January 2004 as full-time staff. **Show only part-time staff who regularly work less than normal full-time hours as part-time staff** i.e. staff who work full time hours during term time (*irrespective of whether they get paid for school holidays*) should be regarded as full time staff and staff who work part-time hours during term time (*irrespective of whether they get paid for school holidays*) should be regarded as part-time.
- For this form a full-time member of the non-teaching staff is considered to work 37 hours per week (*or the equivalent normal working week within the Authority*).
- Include non-teaching staff on paid or unpaid temporary absence (*e.g. maternity leave or sick leave*).
- **Examples:**
  - A school employs 2 part-time special needs support staff working 12½ hours per week and 15¾ hours per week respectively. The total hours per week for this category is therefore 28¼ hours which rounds down to 28. (*This figure would be entered in box 119*).
  - A school employs 3 full-time unqualified nursery assistants in nursery classes. Each person works 32½ hours per week. The total hours worked per week for this category is therefore 97½ hours which rounds up to 98. (*This figure would be entered in box 109*).

### 5.2 Number of non-teaching staff employed

- **Boxes 126 to 127** Enter the total number of full-time and part-time education support staff and admin/clerical staff employed in the school.

## Section 6: Completion time

- Enter the time spent by each person in the school, who helped complete the form, rounded to the nearest whole hour.

### Further information

#### Maintained Nursery Schools.

- If you need further guidance or advice on completing any part of this form, first contact your Local Education Authority.
- For any queries which your Local Education Authority cannot resolve, please contact the Helpline on:  
  
**01325 392626**
- Please send **two** copies to your Local Education Authority by Wednesday, 4th February 2004, who will forward a copy to the Department. You should keep a copy for your records in case we need to contact you.

#### Nursery schools in receipt of Direct Grant:

- If you need any further guidance or advice on completing any part of this form, please contact the Helpline on:  
  
**01325 392626**
- Please send your completed return to: Data Services Centre, Room 113, Department for Education and Skills, Mowden Hall, Staindrop Road, Darlington, DL3 9BG, by Wednesday, 11th February, 2004.
- Please retain **one** copy for your records.