

Annual Schools' Census - Pupil Referral Units

Please read the completion notes for pupil referral units before completing this form.

DfES school number

LEA code

1-3

Etab code

4-7

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, the pupil numbers are used for funding local authorities and schools.

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.

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

Data Collection

?

Management and Finance

Headteachers

Status: Compulsory

Action by: 15/01/2004

Date of Issue:
November 2003

Ref: LEA/0417/2003/PRU

Section 1: General school information

1.1 Unit name and address

School name (in full)

Contact name (for enquiries)

Postal address (in full)

10 Postcode

12 Tel. no. (inc. STD code)

E-mail address

Excellence
in schools

1.2 Other Unit Facilities

Does the unit cater for teenage mothers?

Yes

No

If Yes, state number of places

15

Does the unit provide childcare facilities?

Yes

No

If Yes, enter only those pupils on 15 January 2004 who are on the unit's register and attend for all or part of their time at an FE College, voluntary provision or some other provider.

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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, or in the case of dually registered pupils, Regulation 10 of the Education (*Pupil Registration*) Regulations 1995).

2.1 Pupils on the unit register only

Enter pupils on the unit's register on Thursday 15th January 2004, who are only on the unit's register (*i.e. not on the register of another school*). If none, leave blank.

2.2 Dually registered pupils

Enter those pupils, on Thursday 15th January 2004, who are on the unit's register and on another school's register. If none, leave blank

2.3 Pupils also with other providers

Enter only those pupils, on Thursday 15th January 2004, who are on the unit's register and attend for all or part of their time at a FE college or with a voluntary provider.

2.4 Total pupils

Enter the total number of pupils on the register on Thursday 15th January 2004 (*i.e. the sum of 2.1, 2.2 and 2.3*). If none, leave blank.

Age on 31.8.03	Date of birth	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
18 & over	31.8.85 & earlier	27	42	57	72	87	102	117	132
17	1.9.85 - 31.8.86	28	43	58	73	88	103	118	133
16	1.9.86 - 31.8.87	29	44	59	74	89	104	119	134
15	1.9.87 - 31.8.88	30	45	60	75	90	105	120	135
14	1.9.88 - 31.8.89	31	46	61	76	91	106	121	136
13	1.9.89 - 31.8.90	32	47	62	77	92	107	122	137
12	1.9.90 - 31.8.91	33	48	63	78	93	108	123	138
11	1.9.91 - 31.8.92	34	49	64	79	94	109	124	139
10	1.9.92 - 31.8.93	35	50	65	80	95	110	125	140
9	1.9.93- 31.8.94	36	51	66	81	96	111	126	141
8	1.9.94 - 31.8.95	37	52	67	82	97	112	127	142
7	1.9.95 - 31.8.96	38	53	68	83	98	113	128	143
6	1.9.96 - 31.8.97	39	54	69	84	99	114	129	144
5	1.9.97- 31.8.98	40	55	70	85	100	115	130	145
Total		41	56	71	86	101	116	131	146

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

2.5 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

Up to and including
minimum school
leaving age

147				
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148				
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Above minimum
school
leaving age

149				
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150				
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* 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 as '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 recorded under 'took a free school meal' should be those pupils 'known to be eligible for a free school meal' who actually ate a school meal on the Census day.

Section 3: Pupils on the register with special educational needs (*SEN*)

3.1 Number of pupils for whom a statement of SEN is maintained by a LEA

Pupils on the register of the unit only (section 2.1)

Pupils who are dually registered at another school or with other providers (section 2.2 & 2.3)

TOTAL

151			
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152			
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153			
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3.2 Number of pupils with Special Educational Needs *but no statement*

Pupils on the register of the unit only (section 2.1)

Pupils who are dually registered at another school or with other providers (section 2.2 & 2.3)

TOTAL

154			
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155			
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156			
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Section 4: Pupils' ethnicity

4.1 Ethnic origin of pupils on the register of the unit only

- For Sections A and B, enter the numbers of pupils of compulsory school age and above as at 31st August 2003.

A. All pupils

White - UK Heritage	White - European	White - other
157	158	159

White - TOTAL

160			
161			
162			
163			
164			
165			
166			
167			
168			

Black - Caribbean heritage

Black - African heritage

Black - Other

Indian

Pakistani

Bangladeshi

Chinese

Any other minority ethnic group

The sum of boxes 160 to 168 **should, but may not be equal to** the sum of boxes 41 and 56 in **Section 2**. Please refer to Section 4 of the Completion Notes.

B. Number of pupils for whom English is an additional language

169			
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Section 4: Pupils' ethnicity

4.2 Ethnic origin of pupils who are dually registered at another school or with other providers

- For Sections A and B, enter the numbers of pupils of compulsory school age and above as at 31st August 2002.

A. All pupils

White - UK Heritage				White - European				White - other				White - TOTAL			
170				171				172				173			
												174			
												175			
												176			
												177			
												178			
												179			
												180			
												181			

Black - Caribbean heritage
 Black - African heritage
 Black - Other
 Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other minority ethnic group

The sum of boxes 173 to 181 should, but may not be equal to the sum of boxes 71, 86, 101 and 116 in **Section 2**. Please refer to Section 4 of the Completion Notes.

B. Number of pupils for whom English is an additional language

182				
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Section 5: Unit contact time

- In the week beginning 12 January 2004 indicate the contact time spent by both solely and dually registered pupils in the unit, at another school, attending FE college or with a voluntary provider.
- Show what amount of contact time, in a normal week, is spent by solely registered pupils (*Section 5.1*) and dually registered pupils (*Section 5.2*) in the unit (*PRU*) by **ticking the appropriate box**.
- This section is intended to collect the **average** amount of contact time, in a normal week, spent by solely registered (*Section 5.1*) and dually registered (*Section 5.2*) pupils in the unit. When completing this section, there should only be **one tick** for 5.1 and/or **one tick** for 5.2 for each appropriate age line.

5.1

Amount of contact time for pupils on the unit register only.

(Note: In a normal week this should be in the range of 21-25 hours, dependent on age.)

5.2

Amount of contact time for pupils dually registered on the unit register and at another school or pupils also with other providers who are on the unit's register and attend for all or part of their time at a FE college or with a voluntary provider.

Age on 31.8.03	Date of birth	5.1				5.2											
		5 hours or less	6-12 hours	13-19 hours	20 hours or more	5 hours or less	6-12 hours	13-19 hours	20 hours or more								
17 and over	31.8.86 and earlier	183		188		193		198		203		208		213		218	
16	1.9.86 to 31.8.87	184		189		194		199		204		209		214		219	
15	1.9.87 to 31.8.88	185		190		195		200		205		210		215		220	
11 to 14	1.9.88 to 31.8.92	186		191		196		201		206		211		216		221	
5 to 10	1.9.92 to 31.8.98	187		192		197		202		207		212		217		222	

6.1 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.

	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*
Teacher in charge	223 <input type="text"/>	226 <input type="text"/>				
Other qualified teachers	224 <input type="text"/>	227 <input type="text"/>	229 <input type="text"/>	231 <input type="text"/>	233 <input type="text"/>	235 <input type="text"/>
Instructors	225 <input type="text"/>	228 <input type="text"/>	230 <input type="text"/>	232 <input type="text"/>	234 <input type="text"/>	236 <input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.2 Other teaching staff employed in week beginning 12th January 2004 (*not included in 6.1*)

	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>)	237 <input type="text"/>	239 <input type="text"/>	241 <input type="text"/>	243 <input type="text"/>	245 <input type="text"/>	247 <input type="text"/>
Relief staff covering short term paid absence (<i>less than one term</i>)	238 <input type="text"/>	240 <input type="text"/>	242 <input type="text"/>	244 <input type="text"/>	246 <input type="text"/>	248 <input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.3 Total number of full-time and part-time teaching staff employed in week beginning 12th January 2004 (*sum of total men and women in 6.1 and 6.2*)
6.4 Teachers of minority ethnic pupils

(*excluding lunch hours)

- Of the teachers included in 6.1, how many are employed as teachers:

- of English as an additional language

- to meet other needs particular to minority ethnic pupils

	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*
	249 <input type="text"/>	251 <input type="text"/>	253 <input type="text"/>	255 <input type="text"/>	257 <input type="text"/>	259 <input type="text"/>
	250 <input type="text"/>	252 <input type="text"/>	254 <input type="text"/>	256 <input type="text"/>	258 <input type="text"/>	260 <input type="text"/>

Section 7: 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 commencing 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.

7.1 Hours worked by non-teaching staff

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

Teaching assistants include literacy and numeracy support staff and any of the other non-teaching staff regularly employed to support teachers in the classroom (except for special needs and minority ethnic pupils support staff).

Special Needs Support staff

Other education support staff (laboratory assistants/technicians, librarians, design technology assistants/technicians, home economic and craft technicians, matrons/nurses and medical staff).

Minority ethnic pupils support staff

Bilingual assistants
Other

Cumulative hours worked per week by:

full-time staff

261

262

263

264

265

266

part-time staff

267

268

269

270

271

272

(ii) Admin/Clerical staff

7.2 Number of non-teaching staff employed

During the week beginning 13th January 2003, enter the number of:

- **full-time** education support staff and admin/clerical staff employed *(box numbers 275-280)*
- **part-time** education support staff and admin/clerical staff employed *(box numbers 281-286)*

273

274

Section 8: Completion time

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

	Hours
Headteacher	275 <input type="text"/> <input type="text"/>
Deputy headteacher	276 <input type="text"/> <input type="text"/>
Other teacher(s)	277 <input type="text"/> <input type="text"/>
School secretary	278 <input type="text"/> <input type="text"/>
Bursar	279 <input type="text"/> <input type="text"/>
Other	280 <input type="text"/> <input type="text"/>
TOTAL	281 <input type="text"/> <input type="text"/>

Declaration

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

Signed *(Headteacher)*

Date

Name

Signed *(LEA)*

Date

Name