

Annual Schools' Census - Completion notes for pupil referral units

General notes

- This form should be completed by pupil referral units which fall within the definition contained in Section 298 of the Education Act 1993.
- The numbers next to boxes are keying indicators. Please do not alter or delete them. Example: ⁹⁹
- 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**
- 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 six pages are completed.**

Section 1: General unit information

1.1 Unit name and address

Postal address (*in full*)

- If possible, enter the address as it would appear on correspondence.
- Please ensure that the Postcode is provided.

E-mail address

- Please give 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 1996. 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, 2.2, 2.3, and 2.4 All full-time pupils on the register on Thursday 15th January 2004

- Only pupils who are entered on an Admission Register (under Regulation 6 of the Education (*Pupil Registration*) Regulations 1995) should be included in **Section 2.1**.
- Only pupils who are entered on an Admission Register (under Regulation 10 of the Education (*Pupil Registration*) Regulations 1995) **or** who are attending on a temporary basis for assessment under the 1993 Education Act should be included in **Section 2.2**.
- Only pupils who are entered on an Admission Register (under Regulation 10 of the Education (*Pupil Registration*) Regulations 1995) and who are attending, for all or part of their time, at an FE college or with a voluntary provider, should be included in **Section 2.3**.
- The age breakdown refers to the age as at 31st August 2003. It is used for calculating Standard Spending Assessment.
- 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.

Section 2: Pupils on the register

2.5 School meal 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 2.5 *(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 Special Educational Needs (SEN) statements and other pupils with SEN without statements *(under the provisions of the 1993 Education Act or 1981 Education Act as appropriate)*.
- Only include pupils with a statement, which is in force as at 15th January 2004.
- Do not include pupils who are still in the process of being considered for a statement.
- Only include pupils on the register of your school. Do not include pupils who attend from other schools.**

Section 4: Pupils' ethnicity

- This section collects information by ethnic group of all pupils.
- The information will be used to produce national and regional breakdowns of the school population by ethnic origin. It will also be considered alongside other school based data such as examination results and the number of permanent exclusions to provide information about the achievement of different ethnic groups and the extent to which the education service is meeting their needs. This information will also provide a basis for policy advice and implementation.

4.1A, and 4.2A Ethnic origin of pupils

- Where the breakdown is unavailable for the subdivision of the 'White' category *(boxes 157 to 159, and 170 to 172)* schools may complete 'White - TOTAL' *(boxes 160, and 173)* covering White - UK, White - European, and White - any other White background without providing the breakdown.
- The aim should be to classify all pupils.** However, where there are pupils of unknown ethnic origin, whom it has not been possible to classify, they should **not** be recorded on the form as pupils of any other ethnic group. Any such pupils should be omitted from this section of the form. We recommend that schools continue to collect information from parents at admission stage. However, classification by the school has been successful, provided that parents have been given the opportunity to amend the classification, if they wished.
- The number of pupils classified according to ethnic group should, **but may not**, be equal to the number of pupils in boxes 41 and 56. If it proves impossible to classify some pupils according to ethnic group, then there will be fewer pupils classified according to ethnic group than pupils in boxes 41 and 56.
- Boxes should be completed as follows *(to show the ethnic group of pupils entered in boxes 41 and 56 in **Section 2.1**, boxes 71 and 86 in **Section 2.2** and 101 and 116 in **Section 2.3**)*:
 - Boxes 157 to 159 and 170 to 172** - Enter the number of white pupils in the appropriate category:
 - White - UK Heritage** includes any pupils whose ethnic origin lies in England, Scotland, Wales or Northern Ireland.

Section 4: Pupils' ethnicity (*continued*)

- **White - European** includes any pupils whose ethnic origin lies in the following countries: Albania, Andorra, Armenia, Austria, Azerbaijan, Republic of Belarus, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, the former Yugoslav Republic of Macedonia, Malta, Moldova, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine.
- **White - other** includes any pupils whose ethnic origin does not fall into the categories White - UK heritage or White - European.
- **Box 160** - Enter the sum of the entries in boxes 157, 158 and 159 or where a sub-division is not possible enter the total number of white pupils.
- **Box 173** - Enter the sum of the entries in boxes 170, 171 and 172 or where a sub-division is not possible enter the total number of white pupils.
- **Boxes 161 to 167, and 174 to 180** - Enter the number of minority ethnic pupils in each of the categories shown.
- **Boxes 168 and 181** - Enter pupils of **minority ethnic origins** classified as belonging to a minority ethnic group not listed in boxes 157 to 167, and 170 to 180.

Note: *Pupils of mixed heritage and any other pupils for whom precise classification has not been possible should be included under 'White - other'; 'Black - other'; or 'Any other minority ethnic group' as appropriate. Where it is not clear which of these categories pupils of **mixed heritage** belong to, they should be included under 'Any other ethnic group'.*

4.1B and 4.2B Number of pupils for whom English is an additional language

- **Boxes 169 and 182** - Enter the number of pupils on the register for whom English is a second or additional language. (*This refers to those pupils of **compulsory school age and above** shown in boxes 41 and 56 in **Section 2.1**, boxes 71 and 86 in **Section 2.2**, and boxes 101 and 116 in **Section 2.3**).*)
- Pupils for whom English is a second or additional language is defined as those pupils for whom English is not their main mother tongue i.e. not their first language, including any bilingual pupils.

Section 5: Unit Contact Time

- 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.
- Contact time is the amount of time spent, in a normal week, in the Pupil Referral Unit.
- For pupils on the unit register only, this figure should be in the range of 21-25 hours. For dually registered pupils, this will be less.

Section 6: 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**.
- Directed hours to include assembly.
- 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.

Note: *The total number of full-time and part-time teaching staff entered in **Section 6.3** must agree with the sum of the boxes in **Sections 6.1** and **6.2**.*

Section 6: Teaching staff (Continued)

6.1 Teaching staff employed in week beginning 12th January 2004

- **Teacher in charge.** 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*).
- An **instructor** is a teacher without QTS appointed to give information in any art or skill the teaching of which requires special qualifications or experience (e.g. *music, sport and any form of vocational training*), if at the time of his/her employment no suitable qualified teacher, graduate and registered teachers (including licensed and overseas trained teachers) is available.

Bilingual assistants and other support staff for minority ethnic pupils should be shown as non-teaching staff and recorded in section 7.1

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

- **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.

6.4 Teachers of minority ethnic pupils

Note: Any teachers included in this section should already have been included in Section 6.1.

- If a teacher is employed at the school full-time or part-time solely for the benefit of minority ethnic pupils, he/she should be recorded as such in **Section 6.1** and **6.4**.
- If a teacher is employed at the school full-time but teaches English as an additional language for only part of the time, he/she should be recorded as being full-time in **Section 6.1** and part-time in **Section 6.4**.
- If a teacher is employed part-time, and his/her hours are split between specific teaching for ethnic minority pupils and another subject, he/she should be recorded as part-time in both **Section 6.1** and **Section 6.4** and the hours spent on each activity should be apportioned appropriately.

Section 7: 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.

7.1 Hours worked by non-teaching staff

- Enter the **cumulative** hours worked by all full-time and part-time non-teaching staff employed in week commencing 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.
- If unusual arrangements occur during the week commencing 12th January 2004, please record the normal situation.
- Show staff who work term time only, but who work normal full-time hours during week commencing 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** ie 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 temporary absence e.g. maternity leave or sick leave.

Section 7: Non-teaching staff employed in week beginning 12th January 2004 (Continued)

- **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 269).*
- A school employs 3 full-time technicians. 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 264).*
- **Teaching assistants** are staff employed to assist teachers in classrooms by helping to supervise pupils and/or attend to their physical needs as well as providing practical assistance to teachers to help them carry out their teaching duties more effectively.
- **Admin/Clerical staff** includes: clerks, typists, receptionists, telephonists, reprographic assistants and other staff who look after the administration of the unit.

7.2 Number of non-teaching staff (included in 7.1) employed

- **Boxes 274 to 275** - Enter the total number of full-time and part-time education support staff and admin/clerical staff employed in the school.

Section 8: Completion time

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

Where to send your completed form

- To the Local Education Authority who will then forward it to:
Data Services Centre, Room 113, Department For Education and Skills, Mowden Hall, Staindrop Road, Darlington DL3 9BG.

Further information

- If you need further guidance or advice on completing any part of this form, please 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 your completed return 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.