



School & Pupil Census – Spring 2019

Important Dates:

Spring School Census Day	Thursday 17 th January 2019
LA Maintained Submission Deadline	Friday 18 th January 2019

LA Maintained Schools must upload and submit to COLLECT no later than Friday 18th January 2019. Any LA Maintained school that cannot meet this deadline must email the Intelligence & Analytics Team (I&A) at bi@norfolk.gov.uk

Academies please note that the Local Authority (LA) is not able to see or assist with your School Census. Academies with any questions relating to completing the school census should contact the DfE helpdesk via email edd.helpdesk@education.gsi.gov.uk

Why is this Census Important?

The census is a key source of data used to calculate schools' funding. It is essential that all schools complete the census accurately and in a timely manner to ensure they are funded correctly. Failure to do so could result in a school missing out on funding to which it is entitled or receiving more funding than it is due and having to repay any overpayment.

Changes to Secure Access

Secure Access has been replaced by DfE Sign-in. Please note COLLECT remains the same, it is only the login process which has now been changed. Please check you can log into COLLECT via DfE Sign-in as a **matter of priority** using the following link:

<https://services.signin.education.gov.uk/>

Census Checklist

Before Census Day	Check you can log into COLLECT using DfE Sign-In	<input type="checkbox"/>
	Check your entry in GIAS	<input type="checkbox"/>
	Ensure that all relevant pupil data is correct on your MIS	<input type="checkbox"/>
	Upload a file into COLLECT during the familiarisation period. This will enable you to check for any unexpected errors and queries that may not necessarily show up in your Management Information System (MIS). Please note this familiarisation period closes 4pm on Friday 11th January 2019, and the Census will not show up when you log into COLLECT. The blade will return on Census day ready for you to upload and submit your return.	<input type="checkbox"/>
Census Day	Upload to COLLECT via Secure Access Once you have had your return approved by your Head/Data manager then: Login to COLLECT via the DfE Sign-in https://services.signin.education.gov.uk/ and upload your xml file.	<input type="checkbox"/>
	Check for Errors & Queries Open your return and check for errors and queries within COLLECT. To clear errors, amendments may need to be made within your MI system and a new file uploaded. Queries need checking and either data amending within COLLECT along with an appropriate note. Please see notepad guidance notes for acceptable wording.	<input type="checkbox"/>
	Submit your file Once you've cleared all errors and attached all notes to queries within COLLECT you can submit your file.	<input type="checkbox"/>
After Census Day	Approval and Authorisation If you are an LA Maintained School, NCC will check through your Census looking for additional errors. We may contact you if we have any questions regarding this. Once we are happy with your Census file we will approve it and send it to the DfE to authorise. If there is a problem with the data the DfE will not approve the file and we will be in touch.	<input type="checkbox"/>
	Post Approval Checking NCC will continue to run checks on the Census data and may still get in touch with you with queries even after the DfE have approved your file.	<input type="checkbox"/>

Guidance

Further guidance on submitting your school Census can be found at [Norfolk Schools website](#) or on the DfE website at www.gov.uk/guidance/school-census