



School & Pupil Census – Autumn 2023

Quick Guide

Important Dates:

Familiarisation Period for test files	Closes at 4pm Friday 29 September 2023
Autumn School Census Day	Thursday 5 October 2023
LA Maintained Submission Deadline	Wednesday 1 November 2023

LA Maintained Schools must upload and submit to COLLECT no later than Thursday 5 October 2023. Any LA Maintained school that cannot meet this deadline must email the Intelligence & Analytics Team (I&A) at i&a@norfolk.gov.uk. It is requested that schools submit their data as soon as they can after the Census day on 5th October so we can begin work on any errors or queries to resolve in time for the Wednesday 1 November 2023 deadline. As well as being the final submission deadline, this is also a deadline for us to get the data approved by.

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 (Department for Education) 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 since the last Census

New Data Items	<p>Sex and Gender Identity</p> <p>The ‘Gender current’ data item has been replaced by the new ‘Sex’ data item. The change from gender current to sex is being rolled out across all DfE collections over the next year or so. They will collect the ‘Sex’ data item (a value which identifies the sex of a person as recognized in law) on a mandatory basis. The ‘Gender ID’ data item has been created so gender identity can be recorded for local use should they want to, but the DfE will not collect this data item.</p>
Deleted Data Items	<p>Gender Current</p> <p>As outlined above, the ‘Gender current’ data item has been replaced by the new ‘Sex’ data item.</p>

DfE Sign in

Please remember to check you can login to COLLECT **before** Census Day, using the following link: <https://services.signin.education.gov.uk/>

Census Checklist

For extended checklist see separate document called *Census Preparation Checklist*

Before Census Day	Check you can log into COLLECT using DfE Sign-In	<input type="checkbox"/>
	Check your entry in GIAS (Get Information About Schools) is correct	<input type="checkbox"/>
	Ensure that all relevant pupil data is correct on your MIS	<input type="checkbox"/>
	<p>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 29th September 2023, 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.</p>	<input type="checkbox"/>
Census Day	<p>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.</p>	<input type="checkbox"/>
	<p>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 (Management Information) system and a new file uploaded. Queries need checking and amending within COLLECT along with an appropriate note. Please see notepad guidance notes for acceptable wording.</p>	<input type="checkbox"/>
	<p>Submit your file Once you have cleared all errors and attached all notes to queries within COLLECT you can submit your file.</p>	<input type="checkbox"/>
After Census Day	<p>Approval and Authorisation If you are an LA Maintained School, NCC (Norfolk County Council) 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.</p>	<input type="checkbox"/>
	<p>Post Approval Checking NCC will continue to run checks on the Census data and may still contact you with queries even after the DfE have approved your file.</p>	<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