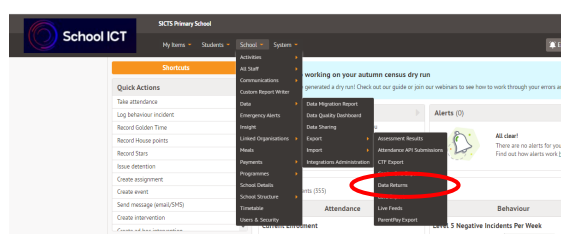# Arbor School Spring Census 18ᵗʰ January 2024

Dear Colleague

We would like to draw your attention to the following important school census information which is informed by current guidance from the DfE.
Any further updates will be shared via email. School ICT customers can also check the news section at https://www.schoolicts.co.uk/latest-news/ .

Accessing the Return

To access the census please follow the route **School|Data|Export|Data Returns** then choose the school census dated 18ᵗʰ January 2024. **(Please note the census will not be available until 2 weeks prior to the census date.)**

Census Dates

Census Date	18/01/2024		
Item	Date from	Date to	Notes
Attendance	Start of Autumn Term	31/12/2023	1 term collected
Exclusions	10/04/2023	31/12/2023	2 terms collected
Alternative Provision	05/10/2023	18/01/2024	
FAM (Funding and Monitoring)	01/08/2023	18/01/2024	
Learner Support	01/08/2023	18/01/2024	
Free School Meals Eligibility*	06/10/2023	18/01/2024	
*Only collected for on roll pupils not leavers			

DfE Submission Deadline

Wednesday 14ᵗʰ February
Your Local Authority may have an earlier deadline, please contact them for further details.

Documentation to Aid with Completing the Return

We have uploaded the latest Arbor guidance to our customer portals.

Please see the links below to access the latest information.

turn IT on Link:
- [Customer Portal](#)

School ICTS Links:
- [Secondary Census Guidance](#)
- [Primary Census Guidance](#)
- [Error & Resolution Guide](#)
- [Dates of Birth & Curriculum Years](#)

Known Issues

We are unaware of any issues at present with the return.

Data Items Included in this Return

Full details of what is included in each return can be found via [DfE spreadsheet](#).

Data Checking and useful Menu Routes

Data Check	Required	Menu route
Address	Address information is entered correctly and includes postcode.	**School/Data/Data Quality Dashboard**
Admissions	Ensure all pupils have been admitted on Roll	Check pupil enrolment numbers **Students/Enrolments/Statistics and show data by Year group**
Childcare	Check you have added childcare details	Whether you provide childcare or not, add details to **School > School Details.**
Class Activity	Ensure recorded at time specified by DfE	School/Data/Export/Data Return select school census then Classes from left hand menu.
Disability access Fund	Ensure all eligible pupils have this completed	**Students/Bulk Update/Bulk Update Student Funding Records/Disability Access Fund**
Early Years	Ensure Hours at Setting, Funded Hours, Disability, Access Fund, 30 Hour code and Extended Funded Hours are recorded where applicable for nursery pupils	**Students/All students/Bulk Update/Bulk** Update funded hours
Early Years Pupil Premium	Ensure all those eligible had this recorded.	**Student Profile/Background/EYPP**
Ethnic Data Source	Check all pupils have this completed	**School/Data/Data Quality Dashboard/Students/Demographics/Update Basic Details**
Ethnicity	Check all pupils have Ethnicity recorded	**School/Data/Data Quality Dashboard/Students/Demographics/Update Basic Details**

Exclusions	Check all have been recorded. If the exclusion review process is still ongoing for this exclusion, then select Do not return in school census	**Student Profile/Behaviour/Permanent Exclusion**
First language	Check all pupils have first language recorded	**School/Data/Data Quality Dashboard/Students/Demographics/Update Basic Details/Native language**
Free School Meal Eligibility	All eligible pupils have a Free school Meal start date recorded.	**Student/Demographics/Free School Meals** **Amend dates to 06/10/23 until 18/01/24.** Select Update Report This will produce a list of all recorded. Pupils are added via the student profile under Background
Leavers	Ensure data items are updated before taking off roll e.g., all ethnicity and language is recorded before taking off roll.	**Student Profile/Enrolment/Current Enrolment/Unenroll Student** List of leavers can be viewed via **Students/all students/Browse Students/Leavers**
National Curriculum year taught in	Check this is recorded correctly for all pupils taught out of year.	**Student Profile/Enrolment/Year group** As flag should appear at the top of the profile when taught out of year To check which pupils, have this recorded go to **Students/Demographics/Derived Indicators/Educational Needs/Out of Age Cohort**
Part Time indicator	All pupils attending less than 10 sessions a week have part time start date recorded.	This will need to be recorded in the School Census **School Census/Part Time Students**

Post Looked after	Check all eligible pupils are recorded (Must have parental/guardian permission & evidence)	Update any pupils to the new field to Adopted from care England & Wales or Adopted from Care outside England & Wales **Students/Demographics/Looked After**
School Time	Compulsory for Spring 24	**School/School Details/Working Hours Open**
School Dinner Taken	Number of Pupils taking School Dinner on census day or specified alternative date who are in Year R,1 and 2	**School/Data/Export/Data Return/School Census/ Meals**
School Dinner taken FSM students	Number of FSM eligible students throughout school taking a school dinner on census day	**School/Data/Export/Data Return/School Census/ Meals**
SEN	Pupils have up to date SEN information recorded. Pupils on roll with SEN provision E or K must have a need type recorded for the same time as the SEN status.	**Students/Demographics/Students with SEN**
Service Children in Education	Check information has been recorded where applicable	**Students/Demographics/Service Child in Education**
Top Up Funding	Check all eligible pupils are recorded.	**Students/All Students/Bulk Update/Bulk Update Student Funding/Top Up funding**
UPN	Check all pupils have UPN (Unique Pupil Number) NB, we advise you obtain the UPN from the previous school and do not allocate a temporary UPN.	For a list of pupils without a UPN go to **Students/Data Quality Dashboard/Identity/Assign UPN**
Young Carer	Ensure recorded for all Young Carers	**Student Profile/Background/Young Carer**

Need further help?

Our Helpdesks are open from 08:00 until 17:00 so please do not hesitate to give us a call or log a ticket and we will help with your query.

turn IT on
Portal: https://portal.turniton.co.uk/
Phone number: 01865 597620 - Option 2
Email: mis.support@turniton.co.uk

School ICT
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