

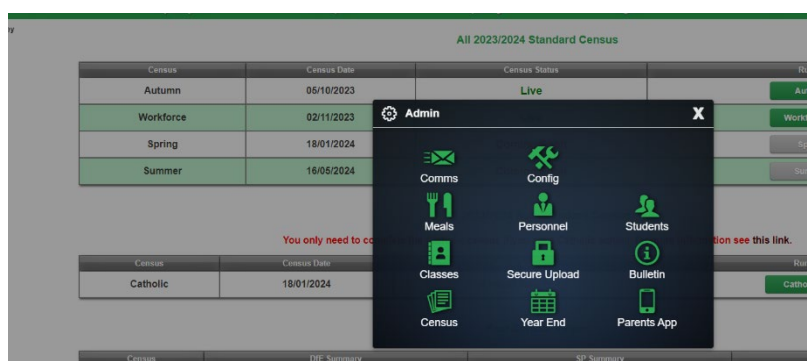
# ScholarPack School Spring Census 18th January 2024

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



## 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			

Class Information Times

## Class information

The class information module requires you to input details of all classes running at a selected time on census day.

## This time is based on the last digit of your establishment number:

The 'selected time' is based on the last digit of a school's departmental establishment number.

Last digit of your departmental number	Selected time
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school

To input this data into ScholarPack these go to Admin > Census > Spring Census > Class Details

Class Details

Classes and Activities on Census day

Name of Class	Teachers Present	Support Staff Present	Year Group	Activity	Pupils in Class	Guest Pupil Number	Type of Class	Key Stage	Actions
Y3	1	1	3	Mathematics or Numeracy	30	0	Not a nursery class	Key Stage 2	
N2	1	1	N2	Mathematics or Numeracy	25	0	Nursery class	Early Years Foundation	
Nursery	1	1	N2	Mathematics or Numeracy	25	0	Nursery class	Key Stage 1	
Mixed	1	1	R	Mathematics or Numeracy	20	0	Not a nursery class	Mixed Class	
Total	4	4			100	0			

Part Time Students not in School:

Students in Private Study:

Students at another School:

Students on Work Experience:

Students at F.E. College:

Total pupils in reconciliation:

0

0

0

0

0

0

Total number of pupils in classes:

Total pupils in classes + reconciliation:

Total number of pupils on roll:

100

100

251

You have more students on roll (251) than in your total classes + pupil reconciliation (100).

You are missing 151 students.

Add New

Save

## DfE Submission Deadline

**Wednesday 14<sup>th</sup> 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 Scholarpack guidance to our customer portals. You can also access their full census guidance and book onto the ScholarPack training webinars [here](#).

Please see the links below to access the latest information.

**turn IT on Link:**

- [Customer Portal](#)

**School ICT Links:**

- [Census Guidance](#)
- [Error & Resolution Guide](#)
- [Dates of Birth & Curriculum Years](#)

**Known Issues**

When you open the census screen in ScholarPack a pop-up window will advise of any current known issues.

**Data Items Included in this Return**

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

**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](mailto:mis.support@turniton.co.uk)

**School ICT**

Portal: <https://my.schoolicts.co.uk/>

Phone number: 0345 222 6802 - Option 1

Email: [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)