

Arbor School Summer Census 16th May 2024

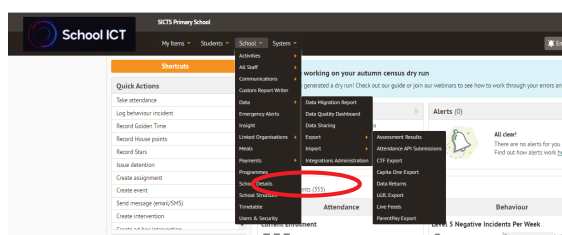
Dear Colleague

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 16th May 2024. **(Please note the census will not be available until 2 weeks prior to the census date.)**



Census Dates

Census Date	16/05/24		
Item	Date from	Date to	Notes
Attendance	01/01/2024	31/03/2024	1 term collected
Exclusions	01/08/2023	31/03/2024	2 terms collected
Alternative Provision	18/01/2024	16/05/2024	
FAM (Funding and Monitoring)	01/08/2023	16/05/2024	
Learner Support	01/08/2023	18/01/2024	
Free School Meals Eligibility*	19/01/2024	18/01/2024	
*Only collected for on roll pupils not leavers			

DfE Submission Deadline

Wednesday 12th June 2024

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

3140 , 3130, 3031 , 3033 – please check nearer census date as awaiting update from DfE

Data Items Included in this Return.

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

Nursery Provision – new for this return

Early Years

Due to change in DfE guidance and the Early Years Provision the terminology and recording has now been changed. All eligible pupils will now use an Eligibility Code not 30 hour code to access the provision which consists of 11 digits.

2 Columns have been added to account for these changes in the census: Extended Hours and Expanded Hours.

Expanded hours are collected for pupils aged 2 at 31/3/2024 if they have an Eligibility Code.

Bulk Update Funded Hours & Hours At Setting

The table below contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the information required and the maximum number of funded hours allowed depends on the student's age and NC year. When you generate the census any incorrect or missing data will be brought to your attention. Please refer to the census documentation for more information on early years funding.

Student	Year Group	Registration F...	Attendance Pa...	Funded Hours	Funded Hour ...	Hours At Setting	Extended Hours	Eligibility Code	Expanded Hours
<input type="checkbox"/>	Beinon Rhys	N1		15:00		15:00			
<input type="checkbox"/>	Bronislaw Natalia	E2				15:00		1234567892	15:00
<input type="checkbox"/>	Carmichael Meghan	N2		15:00		30:00	15:00	3216547895	
<input type="checkbox"/>	Chapman Sai	N2		15:00		15:00			

Updating – You can now search for areas to update in Arbor for example if you type Bulk update in the global search the menu routes appear for you to update.

The screenshot shows the Arbor system interface. At the top, there is an 'Emergency Alert' notification and a search bar containing 'bulk update'. Below the search bar, the breadcrumb path is 'Students > Demographics > Bulk Update YSSA'. A search results dropdown menu is open, showing 41 pages of results. The first few results are highlighted in yellow and include:

- Bulk Update Funded Hours Students > All Students > Bulk Update
- Bulk Update GCSE Attainment for Funding Students > All Students > Bulk Update
- Bulk Update Learning & EEP Hours Students > All Students > Bulk Update
- Bulk Update National Tutoring Programme Hours Students > All Students > Bulk Update
- Bulk Update Programmes of Study Students > All Students > Bulk Update
- Bulk Update Student Funding Records Students > All Students > Bulk Update
- Bulk Update YSSA Students > All Students > Bulk Update
- Bulk Update Basic Details School > Data > Data Quality > Students > Demographics

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	
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 16/05/24. Select Update Report This will produce a list of all recorded. Pupils are added via the student profile under Background	1.

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	2.
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	3.
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 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	
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	

ULN	Unique Learner Number These are required for all students aged 14 or over	Create a CTF via School/Data/Export/CTF Export – select the ULN tab. Select the Year and create CTF this can then be uploaded to LRS. When results are received this can be downloaded and imported via CTF back into arbor.	
Young Carer	Ensure recorded for all Young Carers	Student Profile/Background/Young Carer	
Youth Support Service agreement		Students/All student /Bulk Update	

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

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

Phone number: 0345 222 6802 - Option 1

Email: helpdesk@schoolsict.co.uk