

## Bromcom School Summer Census 16<sup>th</sup> May 2024

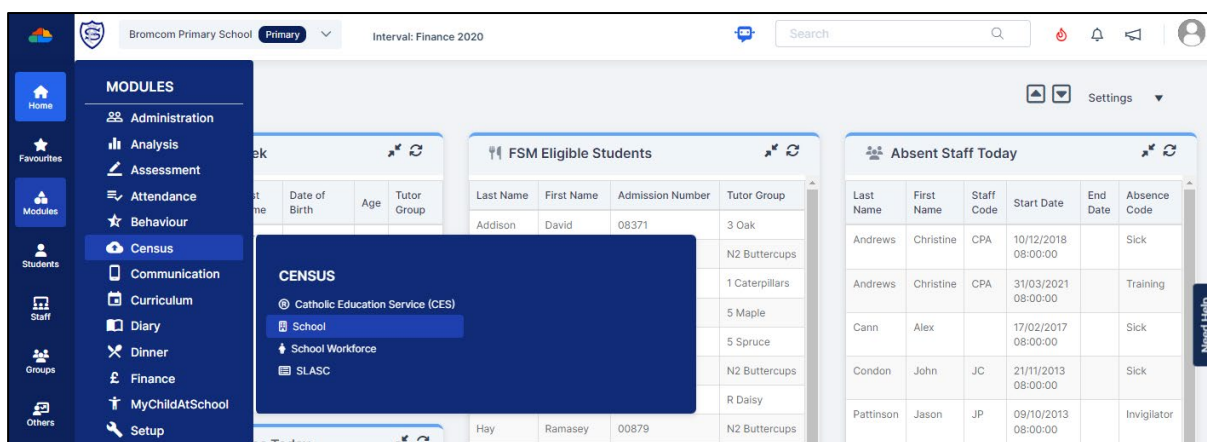
Dear Colleague

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

**Modules > Census > School**



### Census Dates

Census Date	16/05/2024		
Item	Date From	Date to	Notes
Attendance	01/01/24	31/03/24	
Suspensions and permanent Exclusions	01/08/23	31/03/24	2 Terms collected
Free School Meals	19/01/24	16/05/24	
Leavers with attendance	01/01/24	31/03/24	
FAM	01/08/23	16/05/24	
Leavers with permanent exclusion and final governor review	01/08/23	15/05/24	
Leavers with suspensions	01/08/23	31/03/24	
Leavers with funding and monitoring	01/08/23	16/05/24	
Leavers with alternative provision	18/01/24-15/05/24	17/01/24	

### DfE Submission Deadline

**Wednesday 12<sup>th</sup> June**

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 Bromcom guidance to our customer portals. You can also access their full census guidance and book onto the Bromcom 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](#)

New Feature: In addition to the above guidance documents you can now **search for detailed guidance** on resolving the most common errors or queries in Bromcom [Help Centre](#). Simply type in the **Error** or **Query Number** into the Search box

## **Known Issues**

When you open the census screen in Bromcom a pop-up window will advise of any current known issues. Currently they are aware of



3031
3032
3033
3034
3036
3038
3039
1846
3100
3130
3140
1848

## **Data Items Included in this Return**

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

### **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 30hour 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.

## 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)