Part of
Education and childcare during coronavirus

Department for Education

Guidance

Reducing burdens on educational and care settings

Updated 10 July 2020

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Continue to use these lists to find out the current status of data collections. The summary section shows what's changed since the last update.

Summary of the latest changes

In April 2020, to help reduce the burden on educational and care settings the Department for Education (DfE) and its agencies cancelled or paused until June 2020 all but the most essential data collections, services and requests. We published the list on 20 April and promised to review those collections that were paused and extend the pause period if necessary. A review of the list has now taken place and the pause period has been extended to September 30 for those collections which remain paused.

Cancelled collections

In addition to those cancelled previously the following collections are now cancelled:

- FE College Contact Details
- Successful applications to the Register of Apprenticeship Training providers
- Autumn Sufficiency Exercise

Due to restart

In addition to those already in place, the following collections are due to restart:

- Assurance of Teaching School and NLE Grants
- Consistent Financial Reporting (CFR) 2019-20
- Section 251 outturn 2019-20
- Secure Children's Homes Accommodation
- DfE initial teacher training early years recruitment data
- DSG CFO Assurance statement
- Budget Forecast Return 3 Year (BFR3Y)
- Children's Social Work Workforce (CSWW) Census
- School Census - Autumn

- Revenue Funding Data Collection

Data collections which will continue

Collection title	Data source	Further information
Assurance of Teaching School and NLE Grants	Schools	Planned opening in April, opened on 8 June, with an extension to the closing date until 17 July
College Financial Data Return	FE colleges	New collection opened 15 June
Consistent Financial Reporting (CFR) 2019-20	Maintained schools or local authorities on their behalf	Planned opening in April, opened on 19 June, with an extension to the closing date until 11 September
Section 251 outturn 2019-20	Local authorities	To open as planned in July
Secure Children's Homes Accommodation	Secure children's homes	Planned opening in April, now opening on 1 July, with an extension to the closing date until 31 July which will be kept under review
DfE initial teacher training early years recruitment data	Providers	Monthly collection, paused from April to July, will resume on 3 August
Capacity and Delivery Fund	Post 16 providers	Collection opening on 17 August
DSG CFO Assurance statement	Local authorities	Will open as planned in September
Children's Social Work Workforce (CSWW) Census	Local authorities	Will open as planned on 1 October
Revenue Funding Data Collection	Academies and Trusts	Will open as planned in October
School Census - Autumn	Schools	Will open as planned on 1 October
Budget Forecast Return 3 Year (BFR3Y)	Academy Trusts	Now due to go live 8 July. The deadline has been extended by 2 months to 29 September 2020
Early years setting form	Local authorities	To be returned bi-weekly by local authorities on behalf of their early years providers
Educational setting status form	Schools and FE colleges	To be returned daily by all schools and FE colleges
Vulnerable children and young people survey	Local authorities	To be returned fortnightly by local authorities
European Social Fund Supplementary Data (ESF supplementary)	FE Settings	Providers are asked to submit the return if they have the resources available to do so
Allocation Business Case Templates	FE, Schools and Academies	None
External Audit Report Returns	ESFA funded providers	None
Children in Need (CIN) Census	Local authorities	Collection to continue but with deadline extended. Further details to be communicated separately.
Individualised Learner Record	FE Settings	This collection will remain open. Providers are asked to submit the return if they have the resources available to do so
Individualised Learner Record (ESF)	FE Settings	Providers are asked to submit the return if they have the resources available to do so
National Professional Qualifications Scholarships	38 providers for scholarships	None
Capital Spend Survey	Local authorities and Academy Trusts	Timelines will be extended into 2021 for the first year of completion. This collection is voluntary for Local authorities.
Teaching internship programme: grant claims for expenses already incurred	Schools	None
Children Looked After (SSDA903) return	Local authorities	Collection to continue but with deadline extended. Further details to be communicated separately.
CIF (Condition improvement fund)	Schools	None
Course Directory	FE Settings	Voluntary during closure period

Qualified Teacher Status (QTS) award exercise.	Training providers	None
Statutory Induction for Newly Qualified Teachers (NQTs) – outcome collection exercise		None
16 to 19 grant returns	Local authorities	None
Local Authority Reports to the Schools Adjudicator	Local authorities	Return to be reduced to minimum statutory requirement
Adoption and Special Guardianship Leadership Board (ASGLB) data return / formerly referred to as Quarterly Adoption Survey	Local authorities, voluntary adoption agencies, and regional adoption agencies	Collection to continue but with deadline extended
Employer Support fund Pilot - T- levels	Post 16 providers	None
Teacher Pension Fund Grant	Local authorities	None
ITT Trainee Number Census	Higher education institutes and school-centred initial teacher training (SCITT) providers	Collection due to go live in October: decision deferred

Data services which will continue

Collection title	Data source	Further information
Application to designate Religious character to a school	Local authority maintained schools	Paused April to June, reopened 1 June to collect data before end of summer term
Extremism in Education Public Referral Form	Public	Resuming on 5 June
National Non Domestic Rates	Academies and Trusts	To enable academies to claim back money on rates
Risk Protection Arrangements	RPA members: Academies, Trusts, Schools and Local Authorities	None
Section 41 Secretary of State Approved list of independent educational institutions	Independent educational institutions in England / independent special schools in Wales / special post-16 institutions	None
Data Sharing Protocols for 16-19 data and MI for local authorities	Local authorities	Return required to receive dataset from the ESFA
Property Transaction form 2: Application for consent to acquire or take on a lease of land or buildings or enter a joint use agreement	Academies	None
Request for a direction to admit a child to an Academy	Local authorities	None
Provide information about your banking and payments to DfE	Academies/ Academy Trusts/ Suppliers and providers	None
Subcontracting Declarations	Training providers	None
Financial Health Check Supplier Registration	Suppliers	None
National Careers Service	Area Based Contractors	None
Child Safeguarding Incident Notification System	Local authorities	The online notification system will remain open
Apprenticeship Service	ESFA Funded Providers, Employers, End-Point Assessment Organisations & Citizens	None
Get Information About Schools	Educational Settings	The database will remain open
Future Teaching Scholars programme - weekly recruitment/selection/retention and contractor website data	Teacher training applicants	None
Declare or seek approval for	Academy Trust	Academies should continue to declare or seek

related party transactions		approval for related party transactions via the online form, even if supporting evidence cannot be provided at this time
National Client Caseload Information System (NCCIS)	Local authorities	Continue (leave open) but voluntary during closure period - Feasibility for collection unknown as some evidence to suggest some local authorities can only access data on-site. As such, already communicated softened approach

Data collections and services which will be cancelled for this academic or financial year

Collection title	Data source	Further information
Autumn Sufficiency Exercise	Local authorities	Collection cancelled: to be replaced by a smaller more targeted survey in September
FE College Contact Details	FE Colleges	Collection cancelled: no longer required due to cancellation of exams and performance table publications in 2020
Successful applications to the Register of Apprenticeship Training providers	Providers, Employers, FE, HEI	Collection cancelled: decision made not to reopen collection which closed on 15 April
School Financial Value Standard CFO statement	Local authorities	None
Early Years Foundation Stage Profile (EYFSP)	Local authorities on behalf of state funded early years settings	None
Key Stage 1 (KS1) assessments	Local authorities on behalf of schools	None
Phonics screening check	Local authorities on behalf of schools	None
National Offer Day Survey	Local authorities	To be replaced by a much shorter collection of essential information
Special Provision Capital Fund (SPCF) – Local Plan Updates	Local authorities	Local authorities will no longer be required to provide an updated local plan in order to receive their 2020 to 2021 SPCF grants
Section 251 Budget 2020-21	Local authorities	Budget return is cancelled for this year. The Section 251 outturn will go ahead as planned in July
School Capacity (SCAP) return	Local authorities	Collection cancelled. Further information will be communicated to local authority SCAP contacts separately. Any queries can be addressed to SCAP.PPP@education.gov.uk
Industry Placements - Capacity and Delivery fund	Post 16 providers	None
School Census - Summer	Schools	None
Key stage 2 National Data Collection School Control File (used in conjunction with the Key Stage 2 Test Outcome Data and Key Stage 2 Teacher Assessments Data)	Schools	None
Key stage 2 Pupil File (used in conjunction with the Key Stage 2 Test Outcome Data and Key Stage 2 Teacher Assessments Data)	Schools	None
Key Stage 2 Teacher assessments	Schools	None
Key Stage 2 Test Outcome Data	Schools	None
Key stage 2 (KS2) Multiplication Tables Check (MTC) check outcomes	Schools	None
Key stage 2 (KS2) Science Sample Test (SST) outcomes	Schools	None
Budget Forecast Return Outturn (BFRO)	Academy Trusts	None

Data collections and services which will be paused

These data collections and services will be paused until 30 September 2020, following a review in June 2020. Each of these will be reviewed, in line with criteria outlined in this communication, to determine if the collections should happen later in the year and, if so, when.

Collection Title	Data source	Further information for publication
ITT Performance Profiles	Higher education institutes and school-centred initial teacher training (SCITT) providers	Collection was due to go live in September: paused until end of October
Subcontracting Fees and Charges Data	ESFA funded providers	Collection paused: extended until at least end of September
Financial Management Governance Self-Assessment (FMGS)	Academy trusts	Collection paused: extended until end of August
LA Capital Grant - Annual Assurance Exercise	Local authorities	Collection paused: extended until September
Teaching School Alliance and National Leaders of Education Data Collections, including reviews of designations	Schools	Collection paused: extended until at least end of December
Academies Capital Grant - Annual Assurance Exercise	Academies	Collection paused: extended until end of September
LCVAP Capital Grant - Annual Assurance Exercise	Diocese	Collection paused: extended until end of September
VA DFC - Annual Assurance Exercise	Diocese and non Diocesan schools	Collection paused: extended until end of September
Childcare and Early Years Providers Survey	Early years providers (school-based nurseries, maintained nurseries, childminders and Private, Voluntary and Independent providers	Collection paused: extended until end of September
Childcare and Early Years Survey of Parents	Parents/ legal guardians	Collection paused: extended until end of September
Devolved Formula Capital Return for Voluntary Aided Schools	Voluntary Aided Schools	Collection paused: data collection not currently in use

Deferred collections and services

Decisions will be deferred until later in 2020 for these data collections and services, and outcomes communicated to educational and care settings.

Collection Title	Data source	Further information for publication
Annual Technical and Vocational Qualification Review Process	Awarding organisations	Collection due to go live in 2020 to 2021 academic year: decision deferred
Parental responsibility measures attendance (PRMA) census	Local authorities	Collection due to go live in September: decision deferred
Academy Trust Account Submission cover sheet	Academy Trusts	Collection due to go live in October: decision deferred
High needs place change request form	All funded institutions in receipt of high needs place funding	Collection due to go live in November: decision deferred
Land and Buildings Collections Tool	Academy Trusts	Collection due to go live in October: decision deferred
Alternative Provision Free School place request	Alternative Provision Free schools	Collection due to go live in November: decision deferred

School Workforce Census	Academies, maintained schools and local authorities (for centrally employed school staff)	Collection due to go live in November: decision deferred
SRMSAT Schools Resource Management Self Assessment Tool	Academy Trusts	Decision deferred
Music education hubs	Music Hubs	Collection due to go live in October: decision deferred
Trialling primary assessment items	Collected in schools by trialling agencies	None
Cadet Expansion Programme Expression of Interest form	Schools and Academies	None
FE workforce data collection	ESFA main contract holder FE providers	New collection currently in development due to go live in January 2021: decision deferred.

Annex: Why data collections were paused or cancelled

Data collections were cancelled or paused unless they were covered by any of these principles.

Principle A

The information is essential for DfE to make decisions on action that needs to be taken to manage the impact of coronavirus (COVID-19).

Principle B

The information is crucial for the running of educational and care settings, to update guidance or business continuity. This includes essential data that is required:

- for ensuring a payment to an institution (where there is no alternative method, for example, using data already held)
- for safety and safeguarding
- by law and where legislation does not allow for a relaxation on the collection of this information or where there is no alternative method, for example, using data already held
- where there is a statutory duty to prepare departmental accounts and to provide financial assurance to the National Audit Office (NAO)
- where the impact of not collecting the information is too great

Principle C

The information is not already collected elsewhere (including by other government departments or external bodies), or the information cannot be reasonably estimated from other data already collected.

Principle D

Staff are likely to travel (where they would not otherwise need to) to collate information or submit the data return (for example, to access paper records), and principles A and B do not apply.

We have also paused all research data collections that are not related to coronavirus. DfE is making every effort to ensure that only essential research data collections proceed, and that these are designed and coordinated to minimise respondent burden. Whilst these are not mandatory data requests, we appreciate your engagement to the greatest extent possible to help DfE respond to our users' needs.

Contact

Email managing.burdens@education.gov.uk if you have any problems with completing returns that are still open.

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