



Department  
for Education

# **General hospital schools census 2017**

**Guide for completing the census**

**December 2016**

# Contents

1. Introduction	3
1.1. Background	3
1.2. Census date	3
1.3. Methods of data entry	3
1.4. General notes	3
1.5. Publication of information	4
2. Page by page guidance	6
2.1. School name and address	6
2.2. Soley registered pupils on register – full time boys and girls	7
2.3. Dual main pupils on register – full time boys and girls	10
2.4. Soley registered pupils on register - part time boys and girls	14
2.5. Dual main registered pupils on register – part time boys and girls	15
2.6. Section 3 Free school meal eligibility	17
2.7. Section 4 Pupils on register with SEN	17
2.8. Section 5 Teaching staff	18
2.7. Section 6 Non teaching staff	20

# 1. Introduction

## 1.1. Background

The school level annual school census (SLASC) is a school level return collected annually from registered general hospital schools on the third Thursday in January. The data collected includes details of pupil numbers, pupils with special educational needs (SEN) and children looked after by a local authority.

Completion of the school level annual school census by registered general hospital schools is a statutory requirement.

## 1.2. Census date

The census date will be the third Thursday in January, 19 January 2017.

## 1.3. Methods of data entry

Census data should be submitted to the department via the COLLECT (Collections Online for Learning, Education, Children and Teachers) system by direct manual input.

All schools and local authorities must access COLLECT through [Secure Access \(SA\)](#), which gives you a single, secure point of entry to departmental IT systems and ensures that the data that they hold are much better protected. Secure Access will also allow users to manage password resets on a self-serve basis, without helpdesk assistance.

## 1.4. General notes

Please complete the collection, giving information about the situation in the school on census day - the third Thursday in January (19 January 2017).

By submitting the data you are declaring the data submitted to be accurate.

You must inform the department immediately if the school closes.

If no entry is necessary, leave the space blank (unless otherwise instructed).

Information and help is provided throughout the completion of the data collection return, by selecting 'Help' from the top of the screen.

## 1.5. Publication of information

The information we collect in the data collection will assist the department with monitoring what is happening in schools and will be used to inform national policy development.

In order to fulfil its duty to protect public funds, the Department for Education (DfE) may use information it holds to prevent and detect fraud. The department may also share such information, for the same purpose, with other organisations that handle public funds.

The department will also share information provided on the census with Ofsted and other inspectorates in so far as it is necessary for them to undertake their statutory duties.

As so many government bodies, agencies, educational researchers and commercial organisations find school data useful, we will, in future, publish more information about individual schools derived from this census and those in previous years. Information from the census is available through various publications which can be accessed through the [GOV.UK website](#). Any published data will, of course, meet the requirements of the Data Protection Act, 1998 so, for example, we would not publish any data that could identify an individual.

The Department for Education may pass information about schools to local authorities.

## 2. Guide to completing the data collection return

For school general information please complete the school name and address, making any necessary changes to the pre populated data in the correct section.

To amend data you must select 'Edit' and then select the line you wish to amend. This will automatically save when the user selects another line. The system will remain in 'Edit' mode until you select 'View'.

### 2.1. School name and address

The fields which can be amended consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
School name	If the current school name is incorrect, missing or has changed, please complete this field with amendments.
School name (cont)	Please use this box if the school name does not fit into the box above.
Address line 1	If the 1st line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 2	If the 2nd line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 3	If the 3rd line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 4	If the 4th line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 5	If the 5th line of the address is incorrect, missing or has changed, please complete this field with amendments.
Postcode	If the postcode for the address is incorrect, missing or has changed, please complete this field with amendments.
UK telephone number	If the telephone number for the school is incorrect, missing or has changed, please complete this field with amendments.
Email address	If the email address for the school is incorrect, missing or has changed, please complete this field with amendments.

## 2.2. Solely registered pupils on register - full time boys and girls

The pupils on roll - full time solely registered boys data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
19 and over	Full time solely registered boys aged 19 or over, with a date of birth of 31/08/1997 and earlier
18	Full time solely registered boys aged 18, with a date of birth between 01/09/1997 and 31/08/1998
17	Full time solely registered boys aged 17, with a date of birth between 01/09/1998 and 31/08/1999
16	Full time solely registered boys aged 16, with a date of birth between 01/09/1999 and 31/08/2000
15	Full time solely registered boys aged 15, with a date of birth between 01/09/2000 and 31/08/2001
14	Full time solely registered boys aged 14, with a date of birth between 01/09/2001 and 31/08/2002
13	Full time solely registered boys aged 13, with a date of birth between 01/09/2002 and 31/08/2003
12	Full time solely registered boys aged 12, with a date of birth between 01/09/2003 and 31/08/2004
11	Full time solely registered boys aged 11, with a date of birth between 01/09/2004 and 31/08/2005
10	Full time solely registered boys aged 10, with a date of birth between 01/09/2005 and 31/08/2006
9	Full time solely registered boys aged 9, with a date of birth between 01/09/2006 and 31/08/2007
8	Full time solely registered boys aged 8, with a date of birth between 01/09/2007 and 31/08/2008
7	Full time solely registered boys aged 7, with a date of birth between 01/09/2008 and 31/08/2009
6	Full time solely registered boys aged 6, with a date of birth between 01/09/2009 and 31/08/2010

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
5	Full time soley registered boys aged 5, with a date of birth between 01/09/2010 and 31/08/2011
4 upper	Full time soley registered boys aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Full time soley registered boys aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Full time soley registered boys aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Full time soley registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Full time soley registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Full time soley registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Full time soley registered boys aged 3, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Full time soley registered boys aged 3, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Full time soley registered boys aged 3, with a date of birth between 01/04/2014 and 31/08/2014
Total	This figure will be calculated

The pupils on roll - full time soley registered girls data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
19 and over	Full time soley registered girls aged 19 or over, with a date of birth of 31/08/1997 and earlier
18	Full time soley registered girls aged 18, with a date of birth between 01/09/1997 and 31/08/1998
17	Full time soley registered girls aged 17, with a date of birth between 01/09/1998 and 31/08/1999

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
16	Full time soley registered girls aged 16, with a date of birth between 01/09/1999 and 31/08/2000
15	Full time soley registered girls aged 15, with a date of birth between 01/09/2000 and 31/08/2001
14	Full time soley registered girls aged 14, with a date of birth between 01/09/2001 and 31/08/2002
13	Full time soley registered girls aged 13, with a date of birth between 01/09/2002 and 31/08/2003
12	Full time soley registered girls aged 12, with a date of birth between 01/09/2003 and 31/08/2004
11	Full time soley registered girls aged 11, with a date of birth between 01/09/2004 and 31/08/2005
10	Full time soley registered girls aged 10, with a date of birth between 01/09/2005 and 31/08/2006
9	Full time soley registered girls aged 9, with a date of birth between 01/09/2006 and 31/08/2007
8	Full time soley registered girls aged 8, with a date of birth between 01/09/2007 and 31/08/2008
7	Full time soley registered girls aged 7, with a date of birth between 01/09/2008 and 31/08/2009
6	Full time soley registered girls aged 6, with a date of birth between 01/09/2009 and 31/08/2010
5	Full time soley registered girls aged 5, with a date of birth between 01/09/2010 and 31/08/2011
4 upper	Full time soley registered girls aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Full time soley registered girls aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Full time soley registered girls aged 4, with a date of birth between 01/04/2012 and 31/08/2012

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
3 upper	Full time soley registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Full time soley registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Full time soley registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Full time soley registered girls aged 3, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Full time soley registered girls aged 3, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Full time soley registered girls aged 3, with a date of birth between 01/04/2014 and 31/08/2014
Total	This figure will be calculated

## **2.3. Full time dual main pupils on register - full time boys and girls**

The pupils on roll - full time dual main registered boys data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
19 and over	Full time dual main registered boys aged 19 or over, with a date of birth of 31/08/1997 and earlier
18	Full time dual main registered boys aged 18, with a date of birth between 01/09/1997 and 31/08/1998
17	Full time dual main registered boys aged 17, with a date of birth between 01/09/1998 and 31/08/1999
16	Full time dual main registered boys aged 16, with a date of birth between 01/09/1999 and 31/08/2000
15	Full time dual main registered boys aged 15, with a date of birth between 01/09/2000 and 31/08/2001
14	Full time dual main registered boys aged 14, with a date of birth between 01/09/2001 and 31/08/2002

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
13	Full time dual main registered boys aged 13, with a date of birth between 01/09/2002 and 31/08/2003
12	Full time dual main registered boys aged 12, with a date of birth between 01/09/2003 and 31/08/2004
11	Full time dual main registered boys aged 11, with a date of birth between 01/09/2004 and 31/08/2005
10	Full time dual main registered boys aged 10, with a date of birth between 01/09/2005 and 31/08/2006
9	Full time dual main registered boys aged 9, with a date of birth between 01/09/2006 and 31/08/2007
8	Full time dual main registered boys aged 8, with a date of birth between 01/09/2007 and 31/08/2008
7	Full time dual main registered boys aged 7, with a date of birth between 01/09/2008 and 31/08/2009
6	Full time dual main registered boys aged 6, with a date of birth between 01/09/2009 and 31/08/2010
5	Full time dual main registered boys aged 5, with a date of birth between 01/09/2010 and 31/08/2011
4 upper	Full time dual main registered boys aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Full time dual main registered boys aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Full time dual main registered boys aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Full time dual main registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Full time dual main registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Full time dual main registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
2 upper	Full time dual main registered boys aged 3, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Full time dual main registered boys aged 3, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Full time dual main registered boys aged 3, with a date of birth between 01/04/2014 and 31/08/2014
Total	This figure will be calculated

The pupils on roll - full time dual main registered girls data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
19 and over	Full time dual main registered girls aged 19 or over, with a date of birth of 31/08/1997 and earlier
18	Full time dual main registered girls aged 18, with a date of birth between 01/09/1997 and 31/08/1998
17	Full time dual main registered girls aged 17, with a date of birth between 01/09/1998 and 31/08/1999
16	Full time dual main registered girls aged 16, with a date of birth between 01/09/1999 and 31/08/2000
15	Full time dual main registered girls aged 15, with a date of birth between 01/09/2000 and 31/08/2001
14	Full time dual main registered girls aged 14, with a date of birth between 01/09/2001 and 31/08/2002
13	Full time dual main registered girls aged 13, with a date of birth between 01/09/2002 and 31/08/2003
12	Full time dual main registered girls aged 12, with a date of birth between 01/09/2003 and 31/08/2004
11	Full time dual main registered girls aged 11, with a date of birth between 01/09/2004 and 31/08/2005
10	Full time dual main registered girls aged 10, with a date of birth between 01/09/2005 and 31/08/2006

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
9	Full time dual main registered girls aged 9, with a date of birth between 01/09/2006 and 31/08/2007
8	Full time dual main registered girls aged 8, with a date of birth between 01/09/2007 and 31/08/2008
7	Full time dual main registered girls aged 7, with a date of birth between 01/09/2008 and 31/08/2009
6	Full time dual main registered girls aged 6, with a date of birth between 01/09/2009 and 31/08/2010
5	Full time dual main registered girls aged 5, with a date of birth between 01/09/2010 and 31/08/2011
4 upper	Full time dual main registered girls aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Full time dual main registered girls aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Full time dual main registered girls aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Full time dual main registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Full time dual main registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Full time dual main registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Full time dual main registered girls aged 3, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Full time dual main registered girls aged 3, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Full time dual main registered girls aged 3, with a date of birth between 01/04/2014 and 31/08/2014
Total	This figure will be calculated

## 2.4. Soley registered pupils on register – part time boys and girls

The pupils on roll - part time soley registered boys data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
4 upper	Part time soley registered boys aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Part time soley registered boys aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Part time soley registered boys aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Part time soley registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Part time soley registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Part time soley registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Part time soley registered boys aged 2, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Part time soley registered boys aged 2, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Part time soley registered boys aged 2, with a date of birth between 01/04/2014 and 31/08/2014
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

The pupils on roll - part time soley registered girls data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
4 upper	Part time soley registered girls aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Part time soley registered girls aged 4, with a date of birth between 01/01/2012 and 31/03/2012

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
4 lower	Part time soley registered girls aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Part time soley registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Part time soley registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Part time soley registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Part time soley registered girls aged 2, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Part time soley registered girls aged 2, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Part time soley registered girls aged 2, with a date of birth between 01/04/2014 and 31/08/2014
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

## **2.5. Dual main registered pupils on register – part time boys and girls**

The pupils on roll - part time dual main registered boys data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
4 upper	Part time dual main registered boys aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Part time dual main registered boys aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Part time dual main registered boys aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Part time dual main registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
3 middle	Part time dual main registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Part time dual main registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Part time dual main registered boys aged 2, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Part time dual main registered boys aged 2, with a date of birth between 01/01/2014 and 31/03/2014
2 lower	Part time dual main registered boys aged 2, with a date of birth between 01/04/2014 and 31/08/2014
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

The pupils on roll - part time dual main registered girls data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
4 upper	Part time dual main registered girls aged 4, with a date of birth between 01/09/2011 and 31/12/2012
4 middle	Part time dual main registered girls aged 4, with a date of birth between 01/01/2012 and 31/03/2012
4 lower	Part time dual main registered girls aged 4, with a date of birth between 01/04/2012 and 31/08/2012
3 upper	Part time dual main registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
3 middle	Part time dual main registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013
3 lower	Part time dual main registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
2 upper	Part time dual main registered girls aged 2, with a date of birth between 01/09/2013 and 31/12/2013
2 middle	Part time dual main registered girls aged 2, with a date of birth between 01/01/2014 and 31/03/2014

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
2 lower	Part time dual main registered girls aged 2, with a date of birth between 01/04/2014 and 31/08/2014
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

## 2.6. Data items: section 3 free school meal (FSM) eligibility

You must identify how many pupils are eligible for free school meals. Only include pupils who meet the eligibility criteria which includes receipt of certain benefits. Full details of the eligibility criteria can be found [here](#).

The free school meals data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
FSM eligibility full time sole registered pupils	Please indicate the number of full time sole registered pupils who are eligible for free school meals.
FSM eligibility full time dual main registered pupils	Please indicate the number of full time dual main registered pupils who are eligible for free school meals.
FSM eligibility part time sole registered pupils	Please indicate the number of part time sole registered pupils who are eligible for free school meals.
FSM eligibility part time dual main registered pupils	Please indicate the number of part time dual main registered pupils who are eligible for free school meals.

## 2.7. Data items: section 4 pupils on register with Special educational needs (SEN)

You must identify how many pupils on the register have special educational needs. Include both full and part time pupils.

<b>General hospital schools 2017 - data items</b>	<b>description</b>
<b>Section 4.1: special educational needs (SEN) with statement or education, health and care (EHC) plans</b>	
Sole registered pupils	Please indicate the number of sole registered pupils with a statement of special educational need (SEN) or education, health and care (EHC) plan which is maintained by the local authority.

<b>General hospital schools 2017 - data items</b>	<b>description</b>
Dual main registered pupils	Please indicate the number of dual main registered pupils with a statement of special educational need (SEN) or education, health and care (EHC) plan which is maintained by the local authority.
<b>Section 4.2: special educational needs (SEN) but no statement or education, health and care (EHC) plans</b>	
Solely registered pupils	Please indicate the number of solely registered pupils with special educational needs (SEN) but no statement or education, health and care (EHC) plan which is maintained by the local authority.
Dual main registered pupils	Please indicate the number of dual main registered pupils with special educational needs (SEN) but no statement or education, health and care (EHC) plan which is maintained by the local authority.

## 2.8. Data items: section 5 teaching staff

Teachers are defined as full-time and part-time staff, who give some curricular instruction on a regular basis. The head teacher should be included whether or not he or she teaches.

Staff engaged solely in extra-curricular instruction should be excluded from this section. Any time spent by full-time or part-time teachers on extra-curricular instruction is also to be disregarded.

Extra-curricular instruction is defined as individual tuition for which an additional fee is payable. All other teaching activity should be regarded as curricular.

Do not include ancillary staff on this form such as classroom assistants, special needs support staff.

Teachers who are employed full-time on normal duties but undertake extra-curricular instruction, for example at lunch time or after the end of the normal school day, are to be entered as full-time. Teachers who are not employed full-time on curricular instruction are to be entered as part-time even if they are in the school full-time but part of which time is spent on extra-curricular instruction.

All part-time teaching staff regularly employed in the week commencing the 16 January should be included on the data return even if they are not in the school on census day (Thursday 19 January 2017).

The total number of hours to the nearest hour excluding lunch breaks (periods of 30 minutes and over being rounded up) worked by all part-time teachers should be entered,

for example 1 teacher employed for 2.5 hours and 1 teacher employed for 6 hours equal 2 part-time teachers employed for 8.5 hours, rounded up to 9 hours for recording purposes.

The teaching staff data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
Head or acting head (full time men)	Please indicate the number of staff in this role.
Other qualified teachers (full time men)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (full time men)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (full time men)	Please indicate the number of staff that meet this criteria.
Graduate/registered teacher scheme (full time men)	Please indicate the number of staff that meet this criteria.
Other qualified teachers (part time men)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (part time men)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (part time men)	Please indicate the number of staff that meet this criteria.
Graduate/registered teacher scheme (part time men)	Please indicate the number of staff that meet this criteria.
Long term paid absence (full time men)	Please indicate the number of staff that meet this criteria.
Relief staff (full time men)	Please indicate the number of staff that meet this criteria.
Long term paid absence (part time men)	Please indicate the number of staff that meet this criteria.
Relief staff (part time men)	Please indicate the number of staff that meet this criteria.
Head or acting head (full time women)	Please indicate the number of staff in this role.
Other qualified teachers (full time women)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (full time women)	Please indicate the number of staff that meet this criteria.

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
Not recognised as qualified (full time women)	Please indicate the number of staff that meet this criteria.
Graduate/registered teacher scheme (full time women)	Please indicate the number of staff that meet this criteria.
Other qualified teachers (part time women)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (part time women)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (part time women)	Please indicate the number of staff that meet this criteria.
Graduate/registered teacher scheme (part time women)	Please indicate the number of staff that meet this criteria.
Long term paid absence (full time women)	Please indicate the number of staff that meet this criteria.
Relief staff (full time women)	Please indicate the number of staff that meet this criteria.
Long term paid absence (part time women)	Please indicate the number of staff that meet this criteria.
Relief staff (part time women)	Please indicate the number of staff that meet this criteria.

## 2.9. Data items: section 5 non teaching staff

You must identify the number of non teaching staff, full and part time in the roles described below. The non teaching staff data items consist of:

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
Higher level teaching assistant (full time)	Please indicate the number of staff in this role.
Teaching assistant (full time)	Please indicate the number of staff that meet this criteria.
Other assistants (full time)	Please indicate the number of staff that meet this criteria.
Admin officers/secretaries (full time)	Please indicate the number of staff that meet this criteria.
Bursars (full time)	Please indicate the number of staff that meet this criteria.

<b>General hospital schools 2017 - data items</b>	<b>Description</b>
Other (full time)	Please indicate the number of staff that meet this criteria.
Full time staff	Please indicate the total number of full time non teaching staff
Higher level teaching assistant (part time)	Please indicate the number of staff in this role.
Teaching assistant (part time)	Please indicate the number of staff that meet this criteria.
Other assistants (part time)	Please indicate the number of staff that meet this criteria.
Admin officers/secretaries (part time)	Please indicate the number of staff that meet this criteria.
Bursars (part time)	Please indicate the number of staff that meet this criteria.
Other (part time)	Please indicate the number of staff that meet this criteria.
Partl Ttme staff	Please indicate the total number of part time non teaching staff



Department  
for Education

© Crown copyright 2016

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit [www.nationalarchives.gov.uk/doc/open-government-licence/version/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)

email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries <https://www.education.gov.uk/form/data-collection-request-form>

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

Reference: DFE-00361-2016



Follow us on Twitter:  
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:  
[facebook.com/educationgovuk](https://facebook.com/educationgovuk)