Department
for Education

School level annual school census (SLASC) - general hospital schools 2023

Guide for completing the census

November 2022

Contents

1. Version History

Version	Author	Date	Description
1.1	Marcia Merchant	27 June 2022	All dates and links updated

2. Introduction

2.1. Background

The school level annual school census (SLASC) is a school level return collected annually from general hospital schools on the third Thursday in January. The data collected includes details of pupil numbers, pupils eligible for free school meals (FSM), pupils with special educational needs (SEN) and staff numbers.

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

2.2. Census date

The census date is the third Thursday in January, 19 January 2023.

The statutory return date is Friday 17 February 2023.

2.3. Methods of data entry

The data should be submitted to the Department for Education (DfE) 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 DfE Sign-in, which gives you a single, secure point of entry to departmental IT systems and ensures that the data held is much better protected.

2.4. General notes

Please complete the collection, giving information about the situation in the school on census day, Thursday 19 January 2023.

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).

2.5. 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 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 data collection is available through various publications. Any published data will meet the requirements of the General Data Protection Regulation (GDPR); for example, we would not publish any data that could identify an individual.

The DfE may pass information about schools to local authorities.

3. 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.

3.1. School name and address

The fields that can be amended consist of:

General hospital schools 2023 - data items	Description
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

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

3.2.1 Full time solely registered boys on register

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

General hospital schools 2023 - data items	Description
19 and over	Full time solely registered boys aged 19 or over, with a date of birth of 31/08/2003 and earlier
18	Full time solely registered boys aged 18, with a date of birth between 01/09/2003 and 31/08/2004
17	Full time solely registered boys aged 17, with a date of birth between 01/09/2004 and 31/08/2005
16	Full time solely registered boys aged 16, with a date of birth between 01/09/2005 and 31/08/2006
15	Full time solely registered boys aged 15, with a date of birth between 01/09/2006 and 31/08/2007
14	Full time solely registered boys aged 14, with a date of birth between 01/09/2007 and 31/08/2008
13	Full time solely registered boys aged 13, with a date of birth between 01/09/2008 and 31/08/2009
12	Full time solely registered boys aged 12, with a date of birth between 01/09/2009 and 31/08/2010
11	Full time solely registered boys aged 11, with a date of birth between 01/09/2010 and 31/08/2011
10	Full time solely registered boys aged 10, with a date of birth between 01/09/2011 and 31/08/2012
9	Full time solely registered boys aged 9, with a date of birth between 01/09/2012 and 31/08/2013

General hospital schools 2023 - data items	Description
8	Full time solely registered boys aged 8, with a date of birth between 01/09/2013 and 31/08/2014
7	Full time solely registered boys aged 7, with a date of birth between 01/09/2014 and 31/08/2015
6	Full time solely registered boys aged 6, with a date of birth between 01/09/2015 and 31/08/2016
5	Full time solely registered boys aged 5, with a date of birth between 01/09/2016 and 31/08/2017
4 upper	Full time solely registered boys aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Full time solely registered boys aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Full time solely registered boys aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Full time solely registered boys aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Full time solely registered boys aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Full time solely registered boys aged 3, with a date of birth between 01/04/2019 and 31/08/2019
2 upper	Full time solely registered boys aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Full time solely registered boys aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Full time solely registered boys aged 2, with a date of birth between 01/04/2020 and 31/08/2020

General hospital schools 2023 - data items	Description
Total	This figure will be calculated

3.2.2 Full time solely registered girls on register

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

General hospital schools 2023 - data items	Description
19 and over	Full time solely registered girls aged 19 or over, with a date of birth of 31/08/2003 and earlier
18	Full time solely registered girls aged 18, with a date of birth between 01/09/2003 and 31/08/2004
17	Full time solely registered girls aged 17, with a date of birth between 01/09/2004 and 31/08/2005
16	Full time solely registered girls aged 16, with a date of birth between 01/09/2005 and 31/08/2006
15	Full time solely registered girls aged 15, with a date of birth between 01/09/2006 and 31/08/2007
14	Full time solely registered girls aged 14, with a date of birth between 01/09/2007 and 31/08/2008
13	Full time solely registered girls aged 13, with a date of birth between 01/09/2008 and 31/08/2009
12	Full time solely registered girls aged 12, with a date of birth between 01/09/2009 and 31/08/2010
11	Full time solely registered girls aged 11, with a date of birth between 01/09/2010 and 31/08/2011
10	Full time solely registered girls aged 10, with a date of birth between 01/09/2011 and 31/08/2012

General hospital schools 2023 - data items	Description
9	Full time solely registered girls aged 9, with a date of birth between 01/09/2012 and 31/08/2013
8	Full time solely registered girls aged 8, with a date of birth between 01/09/2013 and 31/08/2014
7	Full time solely registered girls aged 7, with a date of birth between 01/09/2014 and 31/08/2015
6	Full time solely registered girls aged 6, with a date of birth between 01/09/2015 and 31/08/2016
5	Full time solely registered girls aged 5, with a date of birth between 01/09/2016 and 31/08/2017
4 upper	Full time solely registered girls aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Full time solely registered girls aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Full time solely registered girls aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Full time solely registered girls aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Full time solely registered girls aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Full time solely registered girls aged 3, with a date of birth between 01/04/2019 and 31/08/2019
2 upper	Full time solely registered girls aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Full time solely registered girls aged 2, with a date of birth between 01/01/2020 and 31/03/2020

General hospital schools 2023 - data items	Description
2 lower	Full time solely registered girls aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Total	This figure will be calculated

3.3. Dual main registered pupils on register - full time boys and girls

3.3.1 Full time dual main registered boys on register

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

General hospital schools 2023 - data items	Description
19 and over	Full time dual main registered boys aged 19 or over, with a date of birth of 31/08/2003 and earlier
18	Full time dual main registered boys aged 18, with a date of birth between 01/09/2003 and 31/08/2004
17	Full time dual main registered boys aged 17, with a date of birth between 01/09/2004 and 31/08/2005
16	Full time dual main registered boys aged 16, with a date of birth between 01/09/2005 and 31/08/2006
15	Full time dual main registered boys aged 15, with a date of birth between 01/09/2006 and 31/08/2007
14	Full time dual main registered boys aged 14, with a date of birth between 01/09/2007 and 31/08/2008
13	Full time dual main registered boys aged 13, with a date of birth between 01/09/2008 and 31/08/2009
12	Full time dual main registered boys aged 12, with a date of birth between 01/09/2009 and 31/08/2010

General hospital schools 2023 - data items	Description
11	Full time dual main registered boys aged 11, with a date of birth between 01/09/2010 and 31/08/2011
10	Full time dual main registered boys aged 10, with a date of birth between 01/09/2011 and 31/08/2012
9	Full time dual main registered boys aged 9, with a date of birth between 01/09/2012 and 31/08/2013
8	Full time dual main registered boys aged 8, with a date of birth between 01/09/2013 and 31/08/2014
7	Full time dual main registered boys aged 7, with a date of birth between 01/09/2014 and 31/08/2015
6	Full time dual main registered boys aged 6, with a date of birth between 01/09/2015 and 31/08/2016
5	Full time dual main registered boys aged 5, with a date of birth between 01/09/2016 and 31/08/2017
4 upper	Full time dual main registered boys aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Full time dual main registered boys aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Full time dual main registered boys aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Full time dual main registered boys aged 3, with a date of birth between 01/09/2019 and 31/12/2019
3 middle	Full time dual main registered boys aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Full time dual main registered boys aged 3, with a date of birth between 01/04/2019 and 31/08/2019

General hospital schools 2023 - data items	Description
2 upper	Full time dual main registered boys aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Full time dual main registered boys aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Full time dual main registered boys aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Total	This figure will be calculated

3.3.2 Full time dual main registered girls on register

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

General hospital schools 2023 - data items	Description
19 and over	Full time dual main registered girls aged 19 or over, with a date of birth of 31/08/2003 and earlier
18	Full time dual main registered girls aged 18, with a date of birth between 01/09/2003 and 31/08/2004
17	Full time dual main registered girls aged 17, with a date of birth between 01/09/2004 and 31/08/2005
16	Full time dual main registered girls aged 16, with a date of birth between 01/09/2005 and 31/08/2006
15	Full time dual main registered girls aged 15, with a date of birth between 01/09/2006 and 31/08/2007
14	Full time dual main registered girls aged 14, with a date of birth between 01/09/2007 and 31/08/2008
13	Full time dual main registered girls aged 13, with a date of birth between 01/09/2008 and 31/08/2009

General hospital schools 2023 - data items	Description
12	Full time dual main registered girls aged 12, with a date of birth between 01/09/2009 and 31/08/2010
11	Full time dual main registered girls aged 11, with a date of birth between 01/09/2010 and 31/08/2011
10	Full time dual main registered girls aged 10, with a date of birth between 01/09/2011 and 31/08/2012
9	Full time dual main registered girls aged 9, with a date of birth between 01/09/2012 and 31/08/2013
8	Full time dual main registered girls aged 8, with a date of birth between 01/09/2013 and 31/08/2014
7	Full time dual main registered girls aged 7, with a date of birth between 01/09/2014 and 31/08/2015
6	Full time dual main registered girls aged 6, with a date of birth between 01/09/2015 and 31/08/2016
5	Full time dual main registered girls aged 5, with a date of birth between 01/09/2016 and 31/08/2017
4 upper	Full time dual main registered girls aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Full time dual main registered girls aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Full time dual main registered girls aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Full time dual main registered girls aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Full time dual main registered girls aged 3, with a date of birth between 01/01/2019 and 31/03/2019

General hospital schools 2023 - data items	Description
3 lower	Full time dual main registered girls aged 3, with a date of birth between 01/04/2019 and 31/08/2019
2 upper	Full time dual main registered girls aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Full time dual main registered girls aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Full time dual main registered girls aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Total	This figure will be calculated

3.4. Solely registered pupils on register – part time boys and girls

3.4.1 Part time solely registered boys on register

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

General hospital schools 2023 - data items	Description
4 upper	Part time solely registered boys aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Part time solely registered boys aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Part time solely registered boys aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Part time solely registered boys aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Part time solely registered boys aged 3, with a date of birth between 01/01/2019 and 31/03/2019

General hospital schools 2023 - data items	Description
3 lower	Part time solely registered boys aged 3, with a date of birth between 01/04/2019 and 31/08/2019
2 upper	Part time solely registered boys aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Part time solely registered boys aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Part time solely registered boys aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

3.4.2 Part time solely registered girls on register

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

General hospital schools 2023 - data items	Description
4 upper	Part time solely registered girls aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Part time solely registered girls aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Part time solely registered girls aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Part time solely registered girls aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Part time solely registered girls aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Part time solely registered girls aged 3, with a date of birth between 01/04/2019 and 31/08/2019

General hospital schools 2023 - data items	Description
2 upper	Part time solely registered girls aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Part time solely registered girls aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Part time solely registered girls aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

3.5. Dual main registered pupils on register – part time boys and girls

3.5.1 Part time dual main registered boys on register

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

General hospital schools 2023 - data items	Description
4 upper	Part time dual main registered boys aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Part time dual main registered boys aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Part time dual main registered boys aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Part time dual main registered boys aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Part time dual main registered boys aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Part time dual main registered boys aged 3, with a date of birth between 01/04/2019 and 31/08/2019

General hospital schools 2023 - data items	Description
2 upper	Part time dual main registered boys aged 2, with a date of birth between 01/09/2019 and 31/12/2019
2 middle	Part time dual main registered boys aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Part time dual main registered boys aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

3.5.2 Part time dual main registered girls on register

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

General hospital schools 2023 - data items	Description
4 upper	Part time dual main registered girls aged 4, with a date of birth between 01/09/2017 and 31/12/2017
4 middle	Part time dual main registered girls aged 4, with a date of birth between 01/01/2018 and 31/03/2018
4 lower	Part time dual main registered girls aged 4, with a date of birth between 01/04/2018 and 31/08/2018
3 upper	Part time dual main registered girls aged 3, with a date of birth between 01/09/2018 and 31/12/2018
3 middle	Part time dual main registered girls aged 3, with a date of birth between 01/01/2019 and 31/03/2019
3 lower	Part time dual main registered girls aged 3, with a date of birth between 01/04/2019 and 31/08/2019
2 upper	Part time dual main registered girls aged 2, with a date of birth between 01/09/2019 and 31/12/2019

General hospital schools 2023 - data items	Description
2 middle	Part time dual main registered girls aged 2, with a date of birth between 01/01/2020 and 31/03/2020
2 lower	Part time dual main registered girls aged 2, with a date of birth between 01/04/2020 and 31/08/2020
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

3.6. 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:

General hospital schools 2023 - data items	Description
FSM eligible full time sole registered pupils	Please indicate the number of full time solely registered pupils who are eligible for free school meals
FSM eligible 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 eligible part time sole registered pupils	Please indicate the number of part time solely registered pupils who are eligible for free school meals
FSM eligible part time dual main registered pupils	Please indicate the number of part time dual main registered pupils who are eligible for free school meals

3.7. 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.

General hospital schools 2023 - data items	Description
Section 4.1: Special educational needs (SEN) with education, health and care (EHC) plans	
Sole registered pupils	Please indicate the number of solely registered pupils with an education, health and care (EHC) plan that is maintained by the local authority
Dual main registered pupils	Please indicate the number of dual main registered pupils with an education, health and care (EHC) plan that is maintained by the local authority
Section 4.2: Special educational needs (SEN) but no statement or education, health and care (EHC) plans	
Sole registered pupils	Please indicate the number of solely registered pupils with special educational needs (SEN) but no education, health and care (EHC) plan that 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 education, health and care (EHC) plan that is maintained by the local authority

3.8. 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 or 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 2023 should be included on the data return even if they are not in the school on census day (Thursday 19 January 2023).

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:

General hospital schools 2023 - data items	Description
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
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
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
Not recognised as qualified (full time women)	Please indicate the number of staff that meet this criteria

General hospital schools 2023 - data items	Description
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
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

3.9. 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:

General hospital schools 2023 - data items	Description
Higher level teaching assistant (full time)	Please indicate the number of staff that meet this criteria
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
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

General hospital schools 2023 - data items	Description
Higher level teaching assistant (part time)	Please indicate the number of staff that meet this criteria
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
Part time staff	Please indicate the total number of part time non teaching staff

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