



Department
for Education

2012 AUTUMN SCHOOL CENSUS

**User Guide for the 2012 Autumn School Census LA
Funding Report**

Last Updated: September 2012

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1. INTRODUCTION

This is the sixth year that the Autumn School Census has been carried out for all schools and the Department for Education (DfE) would like to take this opportunity to remind LAs of the importance of this collection, particularly with respect to the changes made to school funding.

For the first time in 2012, the Autumn School Census will be used in the calculation of the Schools Block of the Dedicated School Grant (DSG) and therefore it is more important than ever that the census data for your schools' are submitted promptly and accurately for all data providers. As the 2012 Autumn School Census data will be used to determine 2013-14 allocations it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the Department and that they are returned by the prescribed timescales.

Data will be made available for your confirmation prior to the DSG allocations being finalised. This will be done via the reports section in COLLECT which will allow LAs to run their own funding report from the School Census COLLECT blade. Data collection staff should endeavour to work closely with their finance officers throughout the collection and checking processes so that these run as smoothly as possible.

2. SCHOOL FUNDING REFORM: ARRANGEMENTS FOR 2013-14

2.1 OVERVIEW

On the 28 June the Secretary of State announced the final details of the reform of the school revenue funding system. This confirms the arrangements to simplify the local funding system for 2013-14 and the new approach to high needs funding that will help to improve transparency, quality and choice for young people and their families. Full details are available on the School Funding pages of the Department's website at the link below:

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00205567/school-funding-reform-final-arrangements-for-2013-14>

For 2013-14 the Dedicated Schools Grant (DSG) will be split into 3 main blocks of funding:

- (i) Schools Block
- (ii) Early Years Block
- (iii) High Needs Block

Only the Schools Block will be allocated based on the Autumn School Census with the Early Years Block still being funded via the January Census collections and the High Needs Block being funded based on the High Needs Tables previously completed by LAs and submitted to the EFA.

Please Note: *The Pupil Premium for 2013-14 will continue to be based on the Spring School Census, PRU Census and Alternative Provision Census collections which take place annually in January.*

2.2 2013-14 DEDICATED SCHOOLS GRANT ALLOCATION: SCHOOLS BLOCK

As described above, only the Schools Block element of the Dedicated Schools Grant will be allocated based on the data returned via the 2012 Autumn School Census with the Early Years Block still being funded via the January Census collections and the High Needs Block being funded based on the High Needs Tables previously completed by LAs and submitted to the EFA.

The Schools Block element of the 2013-14 Dedicated Schools Grant allocation will be based on those **sole and dual main registered** pupils on roll in the Autumn School Census who are attending LA maintained nursery, primary and secondary schools and academies going through

recoupment. The Schools Block covers those pupils who are:

- (i) **Aged 4 and above** as at 31 August 2012 in **National Curriculum Year Group Reception to Year 11** at the time of the census; and
- (ii) **Aged 4 to 15** as at 31 August 2012 where National Curriculum Year Groups do not apply (i.e. recorded on the census in **National Curriculum Year Group X**) at the time of the census.

All pupils will be counted as 1 FTE irrespective of the full time / part time status or funded hours recorded on the census although, as in previous years, the funding will still be split between any unresolved duplicate UPNs.

The Schools Block pupil numbers derived based on the criteria above may include some high needs pupils in special units and specially resourced provision within mainstream schools who will **NOT** be funded via the Schools Block of the Dedicated Schools Grant. These pupils will instead be funded via the High Needs Block of the Dedicated Schools Grant and therefore adjustments may need to be made by the Education Funding Agency (EFA) to the final Schools Block pupil numbers prior to the allocations being finalised in December 2012 based on the data provided by LAs to EFA via their High Needs Table.

2.3 USE OF THE AUTUMN CENSUS FOR FUNDING PURPOSES

DfE would like to take this opportunity to confirm that there will be **NO CHANGE** to the data which will be collected as part of the 2012 Autumn School Census – it will only be how the data is used in funding calculations which will change.

3. HOW SHOULD THE LA FUNDING REPORT BE USED?

The funding report will contain a full breakdown of the pupil numbers from the Autumn School Census which will be used in the calculation of the **Schools Block element** of your Dedicated Schools Grant allocation for 2013-14.

Consequently it is essential that these funding reports are **checked and verified in conjunction with LA Finance Officers** in advance of the Autumn Census database closing to amendments from schools and LAs on **28 November 2012**. Amendments to the database will not be possible after this date and, consequently, this will be your only opportunity to contest your pupil numbers.

Please Note: *As the pupils in special units and specially resourced provision within mainstream schools that will be funded via the High Needs Block cannot be identified from the data collected via the Autumn Census this means that these pupils cannot be excluded from the Autumn Census Schools Block COLLECT Funding Report. Consequently the pupil numbers produced in this funding report will not necessarily match your final Schools Block allocation due to the need to make adjustments based on the data provided to the EFA by LAs via their High Needs Tables.*

4. HOW OFTEN ARE THE LA FUNDING REPORTS UPDATED?

The funding reports should be updated on a daily basis and will be run taking into account the duplicates report. As with the duplicates report, the funding report will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

Separate guidance for the duplicate report is available (see ['2012_Duplicate UPN Report Guidance_Autumn'](#)).

5. WHAT DATA WILL BE INCLUDED IN THE FUNDING REPORT?

For the 2012 Autumn Census there will be two versions of this report available for LAs to run:

(i) Funding Report run against approved data

This version of the funding report will be run to include data from schools whose return status is 'approved' or above and will therefore reflect the data which will be used in your Dedicated Schools Grant allocation as the DfE will only fund based on data which has been approved by LAs.

This differs to the Duplicates report which also includes schools at the submitted status. [To note – if one school is at the submitted status on the duplicate report and one is approved, the contribution will still be split, but the contribution amount will only contribute to the funding report for the school which is approved.]

This version of the funding report can be generated by choosing the '**Funding Report – LA Level (Approved)**' from the reports section in COLLECT.

(ii) Funding Report run against data all loaded data

This version of the funding report will be identical in format to the funding report run against 'approved' data but will include all loaded data from schools in your LA. This version of the report has been introduced as previously, when only a report against approved data was available, many LAs were being required to 'approve' their data in order to run a funding report before reverting the data back to the submitted status to carry out further work on the returns.

This version of the funding report can be generated by choosing the '**Funding Report – LA Level (Loaded)**' from the reports section in COLLECT.

Due to the volatility of the data at the loaded and submitted stage, please do not contact the DfE with queries regarding discrepancies in the data contained in your funding report until the returns are at the 'Approved' stage.

6. CONTENT AND LAYOUT OF THE FUNDING REPORT

The layout of the 2012 Autumn LA Funding Report is contained in [Annex A](#).

[Annex B](#) contains an explanation of how the figures which feed into each box on the funding report are derived.

7. QUERIES WITH THE FUNDING REPORT

If you have any queries specifically related to school funding (e.g. Dedicated Schools Grant, Pupil Premium and COLLECT Funding Reports) which are not covered by the information in the associated guidance notes then please email the Data and Statistics Division (DSD) Customer Services Unit: Funding.CENSUS@education.gsi.gov.uk

ANNEX A – COLLECT FUNDING REPORT TEMPLATE

Dedicated Schools Grant LA Funding Report – Schools Block Pupils from 2012 Autumn School Census

Note: (1) Only pupils aged 4 and above in Year Group R to 11 (or aged 4 to 15 in Year Group X) will be funded as part of the Schools Block via the Dedicated Schools Grant.

(2) The Schools Block pupil numbers provided below may include some high needs pupils in special units and specially resourced provision within mainstream schools who will not be funded via the Schools Block of the Dedicated Schools Grant. These pupils will instead be funded via the High Needs Block of DSG and therefore adjustments may need to be made to the final pupil numbers in this funding report prior to the allocations being finalised in December 2012 based on the data provided by LAs via their High Needs Table.

SETTING:	LA Maintained Nursery (1)	LA Maintained Primary	LA Maintained Secondary	Academies going through recoupment (2)	Total
PUPILS (3)(4):					
a. pupils aged 4 as at 31 August 2012 (born between 01/09/07 and 31/08/08 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00
b. pupils aged 5 to 10 as at 31 August 2012 (born between 01/09/01 to 31/08/07 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00
c. pupils aged 11 to 15 as at 31 August 2012 (born between 01/09/96 to 31/08/01 inclusive) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00
d. pupils aged 16 and above as at 31 August 2012 (born before 01/09/96) in National Curriculum Year Group Reception to Year 11 at the time of the census (headcount)	0.00	0.00	0.00	0.00	0.00
e. pupils aged 4 to 15 as at 31 August 2012 (born between 01/09/96 to 31/08/08 inclusive) in National Curriculum Year Group X at the time of the census (headcount) (5)	0.00	0.00	0.00	0.00	0.00
Total (sum of rows a to e)	0.00	0.00	0.00	0.00	0.00

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Notes:

- Maintained nursery figures also include direct grant nursery schools.
- Includes pupils in Academies which underwent Recoupment in 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13.
- A headcount of all pupils whose registration status is 'C' or 'M' from the School Census are included.
- Funding for unresolved duplicate UPNs will be split between all 'C' and 'M' enrolments for that UPN.
- Pupils not following the National Curriculum are said to be in NC year X.

ANNEX B – COLLECT FUNDING REPORT CALCULATIONS

This report should contain the aggregated totals for the following schools from the **Autumn School Census** within the LA (split into the following columns):

- **LA Maintained Nursery:** Estab range 1000 to 1099 and 1800 to 1899 (*excluding academies*);
- **LA Maintained Primary:** Estab range 2000 to 3999 and 5200 to 5299 and 5940 to 5949 (*excluding academies*);
- **LA Maintained Secondary:** Estab range 4000 to 4999 and 5400 to 5499 and 5900 to 5939 (*excluding academies*);
- **Academies going through recoupment:** This will include a list of schools provided in a look up table from EFA.

Please Note: *The data for any nursery, primary or secondary academies will be excluded from the funding report unless included in the list going through recoupment.*

Pupil calculations as follows: Where DOB, enrol status or National Curriculum Year Group are missing, do not include.

- a. Sum of the contribution amount for pupils where (DOB is between 01.09.07 and 31.08.08 inclusive) and (EnrolStatus = C or M) and (NCYearActual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 4 as at 31 August 2012 in National Curriculum Year Group Reception to Year 11 at the time of the census]

- b. Sum of the contribution amount for pupils where (DOB is between 01.09.01 and 31.08.07 inclusive) and (EnrolStatus = C or M) and (NCYearActual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 5 to 10 as at 31 August 2012 in National Curriculum Year Group Reception to Year 11]

- c. Sum of the contribution amount for pupils where (DOB is between 01.09.96 and 31.08.01 inclusive) and (EnrolStatus = C or M) and (NCYearActual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 11 to 15 as at 31 August 2012 in National Curriculum Year Group Reception to Year 11]

- d. Sum of the contribution amount for pupils where (DOB before 01.09.96) and (EnrolStatus = C or M) and (NCYearActual = R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 or 11)

[Pupils aged 16 and above as at 31 August 2012 in National Curriculum Year Group Reception to Year 11]

- e. Sum of the contribution amount for pupils where (DOB is between 01.09.96 and 31.08.08 inclusive) and (EnrolStatus = C or M) and (NCYearActual = X)

[Pupils aged 4 to 15 as at 31 August 2012 in National Curriculum Year Group X]

- **The Total row for all columns is calculated as follows:**

Row a + Row b + Row c + Row d + Row e