



Department
for Education

School census 2014

User guide for COLLECT term on term queries

May 2014

School census COLLECT term on term checks

Term on term checks are built into COLLECT and applied to several fields of data to check for substantial increases or decreases between the current term and the previous term. The fields checked are listed below:

1. Headcount of pupils (all terms)
4. % FSM (all terms)
5. % pupils with SEN with a statement (all terms)
6. % pupils with SEN without a statement (all terms)
7. % first language other than English (all terms)
8. % ethnicity white (spring only)
9. % ethnicity not obtained (spring only)
10. % boarders (all terms)

For the purposes of this document, 'sole registered' pupils will include those pupils in FE colleges and with other providers in PRUs.

Calculations for each field are:

1. Headcount of pupils

For all schools other than special schools PRUs:

Sum of pupils who have sole or dual main registration.

For special schools and PRUs only:

Sum of pupils of all registration types.

Headcount change calculations (for check 1)

The headcount figures are calculated for this census (summer 2014) and the previous census (spring 2014).

If both:

the absolute difference¹ is greater than the value given for (A) in the table below

and

the percentage increase on the headcount is greater than the value given for (B),

then a query is produced. Likewise, a query is produced if both the absolute difference is greater than the value given for (A) and the percentage decrease on the headcount is less than the value given for (C).

For headcount checks (1)

Check	Trigger point for Absolute ² difference (A)	Trigger point for percentage increase (B)	Trigger point for percentage decrease (C)
Headcount of pupils	20	5	-5

For example

- headcount of pupils from previous collection = 50
- headcount of pupils in current collection = 80

$$A = 80 - 50 = 30$$

$$B = (80 - 50)/50 * 100 = 60\%$$

→ As A and B both exceed the respective trigger points, a query will be generated.

also

- headcount of pupils from previous collection = 65
- headcount of pupils in current collection = 50

$$A = 50 - 65 = 15 \text{ (ignore the minus sign)}$$

$$C = (50 - 65)/65 * 100 = 60\%$$

→ Although C exceeds the respective trigger point, the absolute change (A) is less than the trigger point (20), therefore a query will not be generated.

¹ Absolute difference is the positive difference between the two collections data ie ignore the minus sign

² Absolute difference is the positive difference between the two collections data ie ignore the minus sign

4. % FSM

Sum of pupils with registration status of sole or dual main (plus those in FE colleges and with other providers in PRUs) where the pupil has at least one FSM period expressed as a percentage of total sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs).

Note: the FSM period is defined where the FSM start date is present and the FSM end date is greater than or equal to census date or is not present, i.e. the pupil is in receipt of free school meals on the census day.

5. % SEN with statements

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) with a statement of SEN expressed as a percentage of the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs).

6. % SEN without statements

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) with SEN who are at school action or school action plus stage expressed as a percentage of the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs).

7. % first language not English

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over whose first language is either known to be other or believed to be other than English expressed as a percentage of the total number of the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over.

8. % ethnicity = white

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over with ethnic category 'white' expressed as a percentage of the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over..

9. % ethnicity = not obtained

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over with ethnic category 'not obtained' expressed as a percentage the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) aged 5 and over.

10. % of pupils who are boarders

Sum of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) with Boarder status 6, 7 or B expressed as a percentage of the total number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs).

Percentage Change calculations (for checks 4 to 10)

The percentage figures are calculated for this census (summer 2014) and the previous census (spring 2014).

If both:

the number of sole and dual main registered pupils, (including those in FE colleges and with other providers in PRUs), is greater than the value given for (A) in the table below

and

the increase in the number of percentage points is greater than the value given for (B), then a query is produced.

Likewise, a query is produced if both the number of sole and dual main registered pupils (plus those in FE colleges and with other providers in PRUs) is greater than the value

given for (A) and the decrease in the number of percentage points is less than the value given for (C).

For percentage checks (4 to10)

Check	Minimum number of sole and dual main registered pupils ³ to trigger check (A)	Trigger point for percentage point increase (B)	Trigger point for percentage point decrease (C)
% Eligible for FSM	50	7	-7
% SEN With Statement	50	3	-3
% SEN Without Statement	50	14	-14
% First Language	50	5	-5
% Ethnicity White	50	8	-8
% Ethnicity not Obtained	50	2	N/A – No Queries for decreases
% Boarder	50	15	-15

For example

- Pupils where enrol status is C, M, F or O = 250
- % FSM from previous collection = 5%
- % FSM in current collection = 14%.

→ As 250 is greater than (A) *and* 9% (14% - 5%) is greater than (B), a query will be generated.

Also,

- Pupils where enrol status is C, M, F or O = 250
- % FSM from previous collection = 11%
- % FSM in current collection = 16%.

→ 250 is greater than (A) however the difference in percentage points is -5%, this is less than the trigger point in (C), therefore a query will not be generated

³ Plus those in FE colleges and with other providers in PRUs

Notepad explanations

Where queries are raised in COLLECT, an explanation will be required for the increase / decrease in the notes field within COLLECT. Please note that DfE will require sufficient detail in these explanations to allow the queries to be accepted and consequently you may be contacted by the Helpdesk for further information should your notepad entries not contain the required detail. Please see the accompanying workbook detailing what is regarded as acceptable notepad entries for queries on the 2014 Summer School Census. Within this workbook there are separate tables for pupil level queries and term on term queries.



Department
for Education

© Crown copyright 2014

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. 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/2

email psi@nationalarchives.gsi.gov.uk

About this publication:

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

download www.gov.uk/government/publications

Reference: DFE-00431-2014



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



Like us on Facebook:
facebook.com/educationgovuk