



Department
for Education

School census: autumn 2014

**User guide for COLLECT term on term
queries**

September 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)
3. % FSM for infant pupils (all terms)
4. % FSM (all terms)
5. % Pupils with SEN with a statement or EHCP (all terms)
6. % Pupils with SEN without a statement or EHCP (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)
11. % overall absence (all terms)
12. % overall absence summer half term (autumn only)

Please note that for the purposes of this document, 'sole registered' pupils includes 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 and PRUs

Sum of pupils who have sole or dual main registration

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 and the previous census .

If both:

- a. the absolute difference is greater than the value given for (A) in the table below

AND

- b. 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 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

$$A = 80 - 50 = 30$$

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

→ 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

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

$$C = (50 - 65) / 65 \times 100 = -23.1\%$$

→ 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.

3. % FSM for infant pupils

Sum of pupils where the pupil is in NC Year R or 1 or 2 and has at least one FSM period expressed as a percentage of pupils in NC Year R or 1 or 2

[Please note that 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 eligible for free school meals on census day]

4. % FSM

Sum of pupils where the pupil has at least one FSM period expressed as a percentage of all pupils

[Please note that 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 eligible for free school meals on the census day]

5. % Pupils with SEN with a statement or EHCP

Sum of pupils with a SEN provision of 'S' or 'E' expressed as a percentage total pupils.

6. % Pupils with SEN without a statement or EHCP

Sum of pupils with a SEN provision of 'A', 'P' or 'K' expressed as a percentage of total pupils.

7. % First language other than English

Sum of pupils 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 pupils aged 5 and over.

8. % Ethnicity = white (spring term only)

Sum of pupils aged 5 and over with ethnic category 'white' expressed as a percentage of the total number of pupils aged 5 and over.

9. % Ethnicity = not obtained (spring term only)

Sum of pupils aged 5 and over with ethnic category 'not obtained' expressed as a percentage of the total number of pupils aged 5 and over.

10. % pupils who are boarders

Sum of pupils with boarder status 6, 7 or B expressed as a percentage of the total number of pupils.

11. % overall absence

Sum of absence sessions for pupils aged between 4 and 15 expressed as a percentage of the total number of possible sessions for pupils aged between 4 and 15.

[Please note that for the autumn census this check only includes absence sessions recorded within the termly or annual attendance module. Sessions reported against the summer second half term are excluded from this check]

12. % overall absence summer half term (autumn term only)

Sum of absence sessions in the summer 2nd half term for pupils aged between 4 and 14 expressed as a percentage of the total number of possible sessions in the summer 2nd half term for pupils aged between 4 and 14.

Percentage change calculations (for checks 3 to 12)

The percentage figures are calculated for this census and the previous census.

If both:

- a. the total number pupils is greater than the value given for (A) in the table below

AND

- b. 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 total number of pupils 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 (3 to12):

Check	Minimum number of pupils to trigger check (A)	Trigger point for percentage point increase (B)	Trigger point for percentage point decrease (C)
% FSM for infant pupils	50	7	-7
% 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	-6
% Ethnicity not Obtained	50	2	N/A – No Queries for decreases
% Boarder	50	15	-15
% overall absence	-	10	-10
% overall absence summer half term	-	10	-10

For example,

- total pupils = 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,

- Total pupils = 250
- % FSM from previous collection = 11%
- % FSM in current collection = 16%.

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

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 data collection 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. Within this workbook there are separate tables for pupil level queries and term on term queries.



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