



Department
for Education

School census autumn 2015: 16 to 19 reports

User guide

November 2015

Contents

Introduction	3
EFA funded student summary report	5
EFA student detail report	7
EFA 16-19 maths and English GCSE status by student	9
Further questions	11

Introduction

1. This document gives information about the contents of the 16 to 19 school census reports.
2. The reports have been developed to help institutions quality assure their data and make more accurate census returns. Post-16 funding allocations are based on census data from individual institutions, so returning accurate data is a key factor in ensuring that you receive the right allocation.
3. The reports are based on the data submitted in your autumn census, and are provided to aid you in data sense checking, validation and quality assurance. A wide range of scenarios have been run through the reports using test data but this initial release will be the first time substantial volumes of real census data have been run through the reports. Therefore, the categories and values shown in the reports are indicative and will not necessarily directly match those in your 16 to 19 allocation.
4. Please also note that, in order for previous academic year (2014/15) reports to work correctly, some data has been matched in from the Autumn 2014 census return, therefore any incorrect, missing or inconsistent data between the Autumn 2014 and Autumn 2015 census returns is likely to return erroneous results for affected students.
5. If you are unfamiliar with the EFA's funding methodology, further guidance is available online.
 - 5.1. The [school census post-16 interactive guide](#)¹ is designed to help schools and academies understand how school census data is used to calculate post-16 funding, and explain common errors and how they impact on the level of funding.
 - 5.2. The ['Funding rates and formula'](#)² guidance sets out the funding rates and formula that are used in calculating post-16 funding allocations.
 - 5.3. The ['Funding regulations'](#)³ guidance sets out the rules for funded post-16 provision, including the funding principles, student eligibility for funding, and study programme hours.
 - 5.4. We have also published:

¹ 'Post-16 school census interactive tool', Education Funding Agency, August 2015: www.gov.uk/government/publications/interactive-post-16-school-census-tool

² 'Funding guidance for young people academic year 2015 to 16: funding rates and formula': Education Funding Agency, June 2015 (v1.1): www.gov.uk/government/publications/funding-rates-and-formula

³ 'Funding guidance for young people 2015 to 2016: funding regulations', Education Funding Agency, March 2015: www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision

- detailed information on the [condition of funding](#),⁴
- detailed information on [planned hours](#),⁵
- detailed information on [core aims](#).⁶

6. Detailed guidance on returning the school census is available in the '[School census guide 2015 to 2016](#)'.⁷

⁴ '16 to 19 funding: maths and English condition of funding', Education Funding Agency, September 2015: www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding.

⁵ '16 to 19 funding: planned hours in study programmes', Education Funding Agency, August 2015: www.gov.uk/guidance/16-to-19-funding-planned-hours-in-study-programmes.

⁶ '16 to 19 funding: core aims in study programmes', Education Funding Agency, August 2015: www.gov.uk/guidance/16-to-19-funding-core-aims-in-study-programmes.

⁷ 'School census guide 2015 to 2016', Department for Education: www.gov.uk/government/publications/school-census-2015-to-2016-guide-for-schools-and-las.

EFA funded student summary report

7. The EFA funded student summary report shows students who are eligible for EFA funding, according to the data returned in the census. The students are grouped according to their derived funding line type (their age, and whether they are high needs/have an Education, Health and Care Plan) and their funding band.

8. The report only shows students who meet the following criteria.

8.1. Students whose enrolment status is current (C) or main (M). Note that students you record with dual subsidiary status (S) will be funded through other institutions' allocations. Students with guest status (G) will be excluded from the census return, and are not counted as funded students.

8.2. Students who have stayed on their study programmes long enough to count as valid starts.⁸

8.3. Students who are recorded in national curriculum years 12, 13, or 14 in the relevant academic year. The EFA does not expect to fund students in other national curriculum years through post-16 funding.

8.4. Students who have learning aims in the relevant academic year. For example, a student with a set of learning aims where at least one has a planned end date and/or actual end date after 1 August 2015 will be included in the 2015/16 reports. If at least one learning aim has a start date before 1 August 2015, then that student will also be included in the 2014/15 report.

9. The report gives the number of students by funding line type. This allows institutions to make sure that students are correctly recorded in the census with regard to their age and special educational needs (SEN) provision. Funding line type is determined by student age, and the student's SEN provision indicator.

9.1. 16-19 students (including high needs students). All 16-19 students are included in this funding line type, regardless of their SEN provision indicator.

9.2. 19-24 students with an EHCP. The EFA has a statutory duty to fund students who are 19 to 24 years old, and who have an Education, Health

⁸ Students have to stay on their programmes for a certain amount of time before they qualify for funding. This is known as being counted as a 'start'. Further information is available in the ['Funding rates and formula'](#) guidance 2015/16, paragraphs 30 to 34.

and Care Plan (EHCP). Please note that 19-24 year old students not recorded as having an EHCP will be placed into the 19+ continuers type.

9.3. 19+ continuing students (excluding students with an EHCP). The EFA funds students who are 19 and over when they are continuing on a study programme that they started when they were 18 or younger.⁹ This category includes any 19-24 year old students not recorded as having an EHCP.

10. The report also splits students, within funding line types, by funding band. This allows institutions to make sure that the planned hours recorded are correctly recorded in the census. Funding band is determined by the total planned learning hours plus planned employability, enrichment and pastoral hours.

11. The report uses the following fields from your census return.

- Planned learning hours.
- Planned employability, enrichment and pastoral hours.
- Enrolment status.
- Learning start date.
- Learning actual end date.
- Pupil date of birth.
- SEN provision.
- Actual national curriculum year.

⁹ The age definition is set out in the ['Funding regulations' guidance for 2015/16](#), paragraph 38. A student's age on 31 August is used. For example, a student who is 18 on 31 August 2015 will be considered to be 18 for the whole of 2015/16, even if they turn 19 during the course of the year.

EFA student detail report

12. The EFA student detail report shows all students who are recorded in the census, regardless of whether they are qualify as a start (and therefore for EFA funding) or not. This is different to the EFA funded student summary report, which only shows students who are valid starts.

13. However, the report does use the same other criteria as the EFA funded student summary report. It only shows students who meet the following criteria.

13.1. Students whose enrolment status is current (C) or main (M).

13.2. Students who are recorded in national curriculum years 12, 13, or 14 in the relevant academic year.

13.3. Students who have learning aims in the relevant academic year.

14. Information for each student is shown, and they are grouped according to their funding line type.

15. The report shows the following fields.

15.1. Unique learner number (ULN).

15.2. Surname.

15.3. Forename.

15.4. Date of birth.

15.5. Planned learning hours.

15.6. Planned employability, enrichment and pastoral hours.

15.7. Total planned hours: planned learning hours plus planned employability, enrichment and pastoral hours.

15.8. Funding band: determined by the total planned hours.

15.9. Qualifies for funding: students who qualify for funding are shown with the status of '1'. Students who do not qualify are shown with the status of '2'. To qualify for funding, students have to stay on their programmes for a

certain amount of time before they qualify for funding. This is known as being counted as a 'start'.¹⁰

16. The report uses the following fields from your census return.

- Unique learner number (ULN).
- Pupil surname.
- Pupil forename.
- Pupil date of birth.
- Planned learning hours.
- Planned employability, enrichment and pastoral hours.
- SEN provision.
- Actual national curriculum year.
- Pupil enrolment status.
- Learning aim start date.
- Learning aim planned end date.
- Learning aim actual end date.

¹⁰ Further information is available in the ['Funding rates and formula'](#) guidance 2015/16, paragraphs 30 to 34.

EFA 16-19 maths and English GCSE status by student

17. The EFA 16-19 maths and English GCSE status by student report shows the maths and English statuses, according to the condition of funding rules, for individual students.
18. Information for each student is shown, and they are grouped according to their funding line type.
19. The report only shows students who meet the following criteria.
 - 19.1. Students whose enrolment status is current (C) or main (M).
 - 19.2. Students who have stayed on their study programmes long enough to count as valid starts.
 - 19.3. Students who are recorded in national curriculum years 12, 13, or 14 in the relevant academic year.
 - 19.4. Students who have learning aims in the relevant academic year.
20. Information for each student is shown, and they are grouped according to their funding line type.
21. The report shows the following fields.
 - 21.1. Unique learner number (ULN).
 - 21.2. Surname.
 - 21.3. Forename.
 - 21.4. Date of birth.
 - 21.5. Maths status.
 - 21.6. English status.
22. The maths/English field will show one of the following statuses.
 - 22.1. Condition of funding does not apply: for students you record on small part time study programmes (under 150 hours per year), aged 15 or under, or who are continuing a programme from before 2015/16.
 - 22.2. Exempt from the GCSE maths/English A*-C requirement: for students you record as being exempt from the condition of funding.
 - 22.3. Has maths/English, studying maths/English: the student does not have to meet the condition of funding, but is also studying for a valid qualification for

the condition of funding. This status is most likely to show when a student is studying for an A level in maths or English, as these are valid qualifications for the condition of funding.

22.4. Has maths/English, not studying maths/English.

22.5. Doesn't have maths/English, studying maths/English: the student does have to meet the condition of funding, as they do not already hold at least a GCSE grade C in the relevant subject, and is studying for a valid qualification for the condition of funding.

22.6. Has maths/English GCSE grade D, not studying GCSE maths/English: only the 2015/16 report will include this status, as the rule does not apply to 2014/15. Students who start a new full time programme in 2015/16 who hold a grade D in the relevant subject must study for a valid GCSE qualification (not a stepping stone qualification, such as functional skills) in order to meet the condition of funding.

22.7. Doesn't have maths/English, not studying maths/English: students who do not have at least a GCSE grade C in the relevant subject and who are not studying for a valid condition of funding qualification do not meet the condition. These students will be removed from your lagged student numbers when your allocation is calculated.¹¹

23. The report uses the following fields from your census return.

- Unique learner number (ULN).
- Pupil surname.
- Pupil forename.
- Pupil date of birth.
- Planned learning hours.
- Planned employability, enrichment and pastoral hours.
- SEN provision.
- Actual national curriculum year.
- Pupil enrolment status.
- Learning aim start date.
- Learning aim planned end date.
- Learning aim actual end date.

¹¹ You can find detailed information on how we will account for students who did not meet the condition of funding and calculate lagged student numbers for your 2016/17 allocation in in the detailed condition of funding guidance: www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding#institutions-who-did-not-comply-with-the-funding-condition-in-2014-to-2015-academic-year.

- Maths GCSE highest prior attainment.
- Maths GCSE funding exemption.
- English GCSE highest prior attainment.
- English GCSE funding exemption.
- Qualification accreditation number (QAN).

24. The report also uses reference data from [LARS](#)¹² to determine:

24.1. whether the maths/English qualification is valid for the condition of funding or not (only qualifications with the funding validity categories EFACONFUNDENGLISH and EFACONFUNDMATHS can be undertaken to meet the condition of funding),

24.2. whether the qualification is valid for the period during which the student is studying for it, and

24.3. whether the qualification is a GCSE or equivalent, or a stepping stone.

25. You can find information on how to search for condition of funding qualifications [online](#).¹³

Further questions

26. If you have questions about completing the school census, please contact DfE through the [service request form](#).¹⁴

27. If you have questions about the reports, or EFA funding policy and methodology, please contact the EFA through the [enquiries form](#).¹⁵

¹² LARS (Learning Aim Reference System), hub.imservices.org.uk/Learning%20Aims/Pages/default.aspx.

¹³ 'Condition of funding in maths and English: explanatory note', Education Funding Agency, December 2014: www.gov.uk/government/publications/condition-of-funding-on-maths-and-english-qualifications-list.

¹⁴ Data collections service request form: https://form.education.gov.uk/submitform.php?self=1&form_id=hGz7nZcsdnX&noLoginPrompt=1.

¹⁵ EFA enquiry form: https://form.education.gov.uk/submitform.php?self=1&form_id=HR41uA2F8Dh&type=form&ShowMsg=1&form_name=Knowledge+centre+enquiry+form&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1



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