



Department  
for Education

# **SLASC independent schools 2016**

**Guide for completing the census**

**December 2015**

# Contents

1. Introduction	4
1.1. Background	4
1.2. Census date	4
1.3. Methods of data entry	4
1.4. General notes	4
1.5. Publication of information	5
2. Page by page guidance	6
2.1. Data items: sections 2 and 3	7
2.2. Data items: sections 4 and 5	8
Section 5: Teaching staff	9
2.3. Pupils on register - full time and part time boys and girls	10
2.4. Data items: sections 6 and 7	15
Section 7: Pupils with Special Educational Needs (SEN)	15
2.5. Sections 8 – 10 Courses - boys and girls aged 15, 16, 17 or 18 and over	18
Data items – section 8	18
2.6. Section 9 key stage 4	21
2.7. Annexes	26
Data items - overall	26
2.7.1. New appointments - teachers (Annex a part a)	27
2.7.2. Leavers - teachers (annex a part b)	27
2.7.3. New appointments - support staff (annex b part a)	28
2.7.4. Leavers - support staff (annex b part b)	29
2.7.5. Individual proprietors (annex c part a)	30
2.7.6. Proprietor body (annex c parts bi, and bii)	30

2.7.7. Newly appointed body members of the proprietor body (annex c part biii) 32

# 1. Introduction

## 1.1. Background

The school level annual school census (SLASC) is a school level return collected annually from registered independent schools on the third Thursday in January. The data collected includes details of teaching and pupil numbers, courses of study, pupils with SEN and children looked after by a local authority. In addition, information is also collected on charitable status, annual fees and boarding accommodation, as well as details of new staff members and proprietors since the last census.

Completion of the school level annual school census by registered independent schools is a statutory requirement under the Education (Independent Educational Provision in England) (Provision of Information) Regulations 2010.

## 1.2. Census date

2. The census date will as usual be the third Thursday in January, **21 January 2016**. Please do not confuse the DfE census with that to be held by the Independent Schools Council on 14 January in the previous week..

## 2.1. Methods of data entry

Census data should be submitted to the department via the COLLECT system – either using XML format, or by direct manual input. To submit an XML file, your school will need its own management information system (MIS). Please contact your MIS software supplier who will be able to advise you further.

All schools must access COLLECT through [Secure Access \(SA\)](#), which gives you a single, secure point of entry to departmental IT systems and ensures that the data that they hold are much better protected. SA will also allow users to manage password resets on a self-serve basis, without helpdesk assistance.

## 2.2. General notes

Please complete all the forms, including annexes a, b and c, giving information about the whole school no earlier than the census day on the third Thursday in January (**ie 21 January 2016**). You will not be able to access the COLLECT system or submit your data before this date.

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).

Guidance and help is provided throughout the completion of the online form, by selecting 'Help' from the top of the screen.

## **2.3. Publication of information**

The information we collect in the school level annual schools census 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 Department for Education (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 census is available through various publications which can be accessed through the [GOV.UK website](#). Any published data will, of course, meet the requirements of the Data Protection Act so, for example, we would not publish any data that could identify an individual.

The Department for Education may pass information about schools to local authorities where this is necessary for them to undertake their statutory duties.

### 3. Page by page guidance

You are required to provide up to date contact information, providing a name telephone number and e-mail address. This person should be the person completing the return who the Department for Education can contact to discuss any issues.

The school contact data items consist of:

<b>Independent schools 2015 - data items</b>	<b>description</b>
Contact name	A contact name, who the DfE can contact for enquiries
Telephone number	A telephone number for the contact, on which the DfE can contact for enquiries
School email address	An email address for the contact, on which the DfE can contact for enquiries

There are two separate sections for school general information: the current details held by the department, which will be pre-populated under the 'current column' and amendments (a) please check that these details are correct, any amendments should be provided in the "amendments" sections (b).

To add data to the amended section the user must select 'Edit' and then select the line they wish to amend. This will automatically save when the user selects another line. The system will remain in 'edit' mode until you select 'View'. Even schools using an XML return will have to use this process to manually amend data.

The fields which can be amended consist of:

<b>Independent schools 2015 - data items</b>	<b>description</b>
School name	If the current school name is incorrect, missing or has changed, please complete this field with amendments.
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.
Telephone STD code	If the standard code for the school telephone number is incorrect, missing or has changed, please complete this field with amendments.
Telephone number	If the telephone number for the school is incorrect, missing or has changed, please complete this field with amendments.
Fax STD code	If the standard code for the school fax number is incorrect, missing or has changed, please complete this field with amendments.
Fax number	If the fax number for the school is incorrect, missing or has changed, please complete this field with amendments.
Headteacher's title	If the headteacher's title is incorrect, missing or has changed, please complete this field with amendments.
Headteacher's first name	If the headteacher's first name is incorrect, missing or has changed, please complete this field with amendments.
Headteacher's surname	If the headteacher's surname is incorrect, missing or has changed, please complete this field with amendments.
Charity name	If the schools charity name is incorrect, missing or has changed, please complete this field with amendments.
Registered number	If the schools registered charity number is incorrect, missing or has changed, please complete this field with amendments.

### 3.1. Data items: sections 2 and 3

You must indicate if there has there been any change in school accommodation or additional school premises which has not been previously notified to the department. If there have been changes, details must also be provided.

<b>Independent schools 2016 - data description items</b>	
<b>Section 2: school accommodation</b>	
Has there been any change in school accommodation or additional school premises not previously notified to the department? (If yes, select true, if no, select false)	If there has been a change that has not been previously notified to the department select 'Yes' otherwise select 'No'.

If yes, please provide details below.	Give details of any changes to accommodation or additional school premises which have not been previously notified to the department in this box. <i>Text on this field is limited to 4000 characters</i>
---------------------------------------	---

### Section 3: Annual fees

Day pupils lowest annual fee	Enter the lowest annual day fee charged per pupil.
Day pupils highest annual fee	Enter the highest annual day fee charged per pupil.
Boarding pupils lowest annual fee	Lowest annual boarding fee charged per pupil.
Boarding pupils highest annual fee	Highest annual boarding fee charged per pupil.

Please note: where only a single flat fee is charged this should be entered in both the 'lowest' and 'highest' fee boxes.

## 3.2. Data items: sections 4 and 5

Section 4a must be completed by all schools with boarding accommodation. Section 4b: if the school is already registered with Ofsted as a children's home, please do not complete this section. The information you supply will be used to determine whether the school is required to register with Ofsted as a children's home.

### Section 4: Boarding schools ONLY

Is the school a registered children's home?	Please select an answer from the drop down menu.
How many beds are available (including those unoccupied on the census date) in boarding accommodation?	Enter the maximum number of pupils who can be accommodated in the boarding (sleeping) provision at one time. Do <b>not</b> enter the number of boarding pupils present on the census day.
<b>How many pupils were provided with accommodation for more than 295 days in each of the preceding 2 years</b>	
Up to 31 December 2014	Number of pupils who were provided with accommodation for more than 295 days between 1 January 2014 and 31 December 2014.
Up to 31 December 2015	Number of pupils who were provided with accommodation for more than 295 days between 1 January 2015 and 31 December 2015.
<b>How many pupils do you intend to provide with accommodation for more than 295 days in the forthcoming year?</b>	
Up to 31 December 2016	Number of pupils whom you intend to provide with accommodation for more than 295 days between 1 January 2016 and 31 December 2016.



## 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, special needs support staff, etc.

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 18 January should be included on the return even if they are not in the school on census day (ie Thursday 21 January 2015). 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, eg 1 teacher employed for 2.5 hours and 1 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:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
<b>Full-time staff</b>	
Number of men	Number of full time male teachers
Number of women	Number of full time female teachers
<b>Part-time staff men</b>	
Number of men	Number of part time male teachers
Total hours per week	Total number of part time hours worked by men teachers per week (excluding lunch hours)
<b>Part-time staff women</b>	
Number of women	Number of part time female teachers
Total hours per week	Total number of part time hours worked by women teachers

per week (excluding lunch hours)
----------------------------------

### 3.3. Pupils on register - full time and part time boys and girls

The 2016 school performance tables will, subject to consultation, again draw upon data to be collected in the annual school census. This will include:

- the number of pupils on roll at the end of KS4;
- the number of pupils on roll aged 15;
- the number of pupils on roll aged 16 and over;
- the total number of pupils on roll;
- the number of KS4 pupils with statements of SEN or supported at school action plus;
- the number of KS4 pupils supported by school action.

The number of pupils on roll at the end of KS4 is particularly critical for performance tables purposes since it is the denominator used to calculate your school's GCSE achievements in percentage terms (e.g. % of pupils at the end of KS4 achieving 5 or more grades A\*- C GCSE and equivalents including English and maths GCSEs ). Pupils identified as being at the end of KS4 are on your school roll and in year 11 at the time of this census.

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

<b>Independent schools 2016 - data items</b>	<b>Description</b>
19 and over	Full time boys aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Full time boys aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Full time boys aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Full time boys aged 16, with a date of birth between 01/09/1998 and 31/08/1999
15	Full time boys aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Full time boys aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Full time boys aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Full time boys aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Full time boys aged 11, with a date of birth between 01/09/2003 and 31/08/2004

<b>Independent schools 2016 - data items</b>	<b>Description</b>
10	Full time boys aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Full time boys aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Full time boys aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Full time boys aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Full time boys aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Full time boys aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Full time boys aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Full time boys aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Full time boys aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Full time boys aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Full time boys aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Full time boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time boys aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time boys aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time boys aged under 1, with a date of birth 01/09/2014 and later
Total	Enter the total number of full time boys

The pupils on roll - full time girls data items (b) consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
19 and over	Full time girls aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Full time girls aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Full time girls aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Full time girls aged 16, with a date of birth between 01/09/1998 and 31/08/1999

<b>Independent schools 2016 - data items</b>	<b>Description</b>
15	Full time girls aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Full time girls aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Full time girls aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Full time girls aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Full time girls aged 11, with a date of birth between 01/09/2003 and 31/08/2004
10	Full time girls aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Full time girls aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Full time girls aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Full time girls aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Full time girls aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Full time girls aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Full time girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Full time girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Full time girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Full time girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Full time girls aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Full time girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time girls aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time girls aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time girls aged under 1, with a date of birth 01/09/2014 and later
Total	Enter the total number of full time girls

The pupils on roll - part time boys data items (b) consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
19 and over	Part time boys aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Part time boys aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Part time boys aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Part time boys aged 16, with a date of birth between 01/09/1998 and 31/08/1999
15	Part time boys aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Part time boys aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Part time boys aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Part time boys aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Part time boys aged 11, with a date of birth between 01/09/2003 and 31/08/2004
10	Part time boys aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Part time boys aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Part time boys aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Part time boys aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Part time boys aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Part time boys aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Part time boys aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time boys aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time boys aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time boys aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time boys aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Part time boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Part time boys aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Part time boys aged 1, with a date of birth between 01/09/2013 and 31/08/2014

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Under 1	Part time boys aged under 1, with a date of birth 01/09/2014 and later
Total	Enter the total number of part time boys

The pupils on roll - part time girls data items (b) consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
19 and over	Part time girls aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Part time girls aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Part time girls aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Part time girls aged 16, with a date of birth between 01/09/1998 and 31/08/1999
15	Part time girls aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Part time girls aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Part time girls aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Part time girls aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Part time girls aged 11, with a date of birth between 01/09/2003 and 31/08/2004
10	Part time girls aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Part time girls aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Part time girls aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Part time girls aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Part time girls aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Part time girls aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Part time girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time girls aged 3, with a date of birth

Independent schools 2016 - data items	Description
	between 01/01/2012 and 31/03/2012
3 lower	Part time girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Part time girls aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Part time girls aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Part time girls aged under 1, with a date of birth 01/09/2014 and later
Total	Enter the total number of part time girls

On completing your data you must select 'Save' to continue or 'Cancel' to delete the data you have just added

### 3.4. Data items: sections 6 and 7

The sections 6 and 7 consists of additional information regarding the pupils on the register as at the census day.

Independent schools 2016 - data items	Description
<b>Section 6: Pupils on the register</b>	
<b>6.3 Boarding pupils on the register on the census date (included in 6.1)</b>	
Number of boys	Enter the number of boy pupils on the register on 21/01/2016 who board
Number of girls	Enter the number of girl pupils on the register on 21/01/2016 who board

Independent schools 2016 - data items	Description
<p><b>6.4 Pupils looked after</b></p> <p>Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the local authority.</p> <p>They fall into 4 main groups:</p> <ul style="list-style-type: none"> <li>(i) children who are accommodated under a voluntary agreement with their parents (Section 20).</li> <li>(ii) children who are the subject of a care order (Section 31) or interim care order (Section 38).</li> <li>(iii) children who are subject of emergency orders for the protection of the child (Section 44 and 46).</li> <li>(iv) children who are compulsory accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (Section 21).</li> </ul>	
<p>Pupils looked after by a local authority</p>	<p>Number of pupils who are in care looked after by a local authority (within the meaning of Section 22 of the Children Act 1989) as at 21/01/2016</p>

## Section 7: Pupils with Special Educational Needs (SEN)

For the purpose of this return, a distinction is required between pupils with statements of SEN or an EHC plan and the other pupils with SEN without statements or EHC plans.

The SEN code of practice provides guidance for schools, local authorities and others. If you are not familiar with the code the following will help you to determine which pupils come within the scope of the arrangements:

for special educational provision to be made for him or her. A child has a learning difficulty if he or she:

- a) has a significantly greater difficulty in learning than the majority of children of the same age;



- b) has a disability which either prevents or hinders the child from making use of educational facilities of a kind provided for children of the same age in schools within the area of the authority;
- c) is under five and falls within the definition at (a) or (b) above or would do if special education provision was not made for the child.

A child must not be regarded as having a learning difficulty solely because the language or form of language of the home is different from the language in which he or she is being taught. “special educational provision” means:

- a) for a child over two, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of the child’s age in maintained schools other than special schools in the area;
- b) for a child under two, educational provision of any kind. A child is identified as having SEN when someone (a teacher at school, a parent, or another professional such as a health or social services worker) makes an “expression of concern” that a child is showing signs of having SEN together with evidence for that concern.

Further information about the code of practice can be obtained from The SEN Disability and Framework Team, Level 1, DfE, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

<b>Section 7: Pupils with Special Educational Needs (SEN)</b>	
Do you have pupils with special educational needs?	<ul style="list-style-type: none"> <li>• Please select an answer from the drop down menu.</li> </ul>
Pupils with SEN or EHC plan maintained by an local authority	<ul style="list-style-type: none"> <li>• Number of pupils where a statement of Special Educational Needs (SEN) is maintained by a local authority. Only include pupils with a statement of SEN or education health care (EHC) plan. Do not include pupils who are being assessed or considered for assessment.</li> </ul>
Pupils with SEN but no statement or EHC plan	<ul style="list-style-type: none"> <li>• Number of pupils with Special Educational Needs (SEN) but no statement. If your school has an SEN register, include only those pupils without statements who are on this register (i.e. not included in section 7.1). Include pupils who are being assessed or considered for assessment.</li> </ul>

NB: If you are in any doubt as to whether a pupil has a statement, you should consult the placing authority (education or social services department) before completing entry.

### 3.5. Sections 8 – 10 Courses - boys and girls aged 15, 16, 17 or 18 and over

#### Data items – section 8

This section shows, by age of boys and girls, the main aim of study for all pupils 15 and over as at 31st August 2015 who are receiving full-time or part-time education: it is not restricted to pupils in the sixth form.

Only enter pupils in one of the rows in sections 8.1 and 8.2. If a pupil is following a mixture of courses, he or she should be entered only once, under the first applicable course in the section.

The courses - boys 15 & 16 data items consist of:

<b>Independent schools 2016 - data items</b>	<b>Description - aged 15</b>	<b>Description - aged 16</b>
Level 4 and above	Enter the number of boys aged 15 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of boys aged 16 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who are no longer studying at this level but remain at school for further studies.
International Baccalaureate	Enter boys aged 15 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter boys aged 16 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject	Enter boys aged 15 not already shown above, who are following GCE 'A' level or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter boys aged 16 not already shown above, who are following GCE 'A' level courses only or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.

AS level/pre-U short courses	Enter boys aged 15 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.	Enter boys aged 16 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.
Other level 3 courses	Enter boys aged 15 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter boys aged 16 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter boys aged 15 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter boys aged 16 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter boys aged 15 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)	Enter boys aged 16 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)
level 1 courses	Enter boys aged 15 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).	Enter boys aged 16 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 15 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter all boys aged 16 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications
Totals	Boys aged 15 total for courses of study. This total must agree with the boys on roll aged 15 in section 6.1	Boys aged 16 total for courses of study. This total must agree with the boys on roll aged 16 in section 6.1

The courses - boys 17 & 18 data items consist of:

<b>Independent schools 2016 – data items</b>	<b>Description - aged 17</b>	<b>Description - aged 18 and over</b>
Level 4 and above	Enter the number of boys aged 17 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter the number of boys aged 18 and over who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.
International Baccalaureate	Enter boys aged 17 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter boys aged 18 and over not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject	Enter boys aged 17 not already shown above, who are following GCE 'A' level or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter boys aged 18 and over not already shown above, who are following GCE 'A' level courses only or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
AS level/pre-U short Courses	Enter boys aged 17 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.	Enter boys aged 18 and over not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.
Other level 3 courses	Enter boys aged 17 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter boys aged 18 and over not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.

GCSE/IGCSE	Enter boys aged 17 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter boys aged 18 and over not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter boys aged 17 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)	Enter boys aged 18 and over not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)
Level 1 courses	Enter boys aged 17 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).	Enter boys aged 18 and over not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 17 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter all boys aged 18 and over who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications
Totals	Boys aged 17 total for courses of study. This total must agree with the boys on roll aged 17 in section 6.1	Boys aged 18 and over total for courses of study. This total must agree with the boys on roll aged 18 and over in section 6.1

The courses - girls 15 & 16 data items consist of:

<b>Independent schools 2016 - data items</b>	<b>Description - aged 15</b>	<b>Description - aged 16</b>
Level 4 and above	Enter the number of girls aged 15 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of girls aged 16 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who are no longer studying at this level but remain at school for further studies.

International Baccalaureate	Enter girls aged 15 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter girls aged 16 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject	Enter girls aged 15 not already shown above, who are following GCE 'A' level or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter girls aged 16 not already shown above, who are following GCE 'A' level courses only or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
AS level/pre-U short courses	Enter girls aged 15 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.	Enter girls aged 16 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.
Other level 3 courses	Enter girls aged 15 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter girls aged 16 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter girls aged 15 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter girls aged 16 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter girls aged 15 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)	Enter girls aged 16 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)

level 1 courses	Enter girls aged 15 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).	Enter girls aged 16 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).
Other courses	Enter all girls aged 15 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter all girls aged 16 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications
Totals	Girls aged 15 total for courses of study. This total must agree with the girls on roll aged 15 in section 6.1	Girls aged 16 total for courses of study. This total must agree with the girls on roll aged 16 in section 6.1

The courses - girls 17 & 18 data items consist of:

<b>Independent schools 2016 – data items</b>	<b>Description - aged 17</b>	<b>Description - aged 18 and over</b>
Level 4 and above	Enter the number of girls aged 17 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter the number of girls aged 18 and over who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.
International Baccalaureate	Enter girls aged 17 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter girls aged 18 and over not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.

GCE A level/pre-U principal subject	Enter girls aged 17 not already shown above, who are following GCE 'A' level or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter girls aged 18 and over not already shown above, who are following GCE 'A' level courses only or the pre-U principal subject courses only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
AS level/pre-U short Courses	Enter girls aged 17 not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.	Enter girls aged 18 and over not already shown above, i.e. those who are doing 'AS' or the pre-U short course only or in combination with a course shown below.
Other level 3 courses	Enter girls aged 17 not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter girls aged 18 and over not included above who are doing other level 3 study (e.g BTEC national diploma/certificate/award, IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter girls aged 17 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter girls aged 18 and over not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter girls aged 17 not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)	Enter girls aged 18 and over not already shown above who are taking level 2 courses (e.g OCR level 2 national first award in ICT)
Level 1 courses	Enter girls aged 17 not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).	Enter girls aged 18 and over not already shown above who are studying level 1 courses (e.g. AQA level 1 certificate in preparation for working life, ASDAN level 1 award in personal and social development).



Other courses	Enter all girls aged 17 who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications.	Enter all girls aged 18 and over who are not included above who are studying other courses. This may include those SEN pupils who complete a course but do not gain any qualifications
Totals	Girls aged 17 total for courses of study. This total must agree with the girls on roll aged 17 in section 6.1	Girls aged 18 and over total for courses of study. This total must agree with the girls on roll aged 18 and over in section 6.1

### 3.6. Section 9 key stage 4

Only include pupils who are expected to complete key stage 4 at the end of the current academic year. In the vast majority of cases these pupils will be in year 11. Do not include pupils who completed key stage 4 last year but are re-taking GCSEs or other public examinations.

The key stage 4 data item consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Boys	Enter the number of boy pupils (regardless of age) who are in the final year of key stage 4 study
Girls	Enter the number of girl pupils (regardless of age) who are in the final year of key stage 4 study

## 3.7. Annexes

### Data items – overall

Independent schools 2015 - data Items	Description
New appointments teachers	If there are any new appointments since 15 January 2015 select 'Yes' otherwise select 'No'. If yes enter details on the 'New appointments - teachers' section.
Leavers teachers	If there are any teachers who left since 15 January 2015 select 'Yes' otherwise select 'No'. If yes enter details on the 'Leavers - teachers' section.
New appointments support staff	If there are any newly appointed support staff since 15 January 2015 select 'Yes' otherwise select 'No'. If yes enter details on the 'New appointments - support staff' section.
Leavers support staff	If any support staff have left since 15 January 2015 select 'Yes' otherwise select 'No'. If 'yes' enter details on the 'Leavers - support staff' section.
Individual proprietors	If your establishment does not have an individual proprietor select 'No'. If it does have an individual proprietor select 'Yes' and enter details on the 'individual proprietors' page.
Proprietors body	If your establishment does not have a proprietor body select 'No'. If it does have a proprietor body select 'Yes' and enter details on the 'proprietor body' section.
Proprietors body chair	If your establishment does not have a proprietor body select 'No'. If it does have a proprietor body select 'Yes' and enter details on the 'proprietors body chair' section.
Newly appointed board members	If there are no new board members since 15 January 2015 select 'No', otherwise select 'Yes' and enter details on the 'board members' page.

### 3.7.1. New appointments - teachers (Annex a part a)

Enter the full names, including previous surname, of all teachers who have been appointed since last year's return (i.e. since 15 January 2015). This must include all headteachers whether or not involved in teaching and proprietor(s) who teach.

Teachers who were appointed and left within the year must be included in both part a and part b.

Staff on maternity leave should not be entered on annex a. Only members of staff who have permanently left the employment of the school should be entered on annex a or b.

All staff working within the school who come into contact with pupils must be entered on to annex a or b, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form, e.g. decorators who have worked in the school during holidays.

The recent Ofsted report 'Safeguarding children: An evaluation of procedures for checking staff appointed by schools' highlighted the importance of schools maintaining accurate and complete records on those they employ and heralded the move to a regulatory framework to require schools to maintain a single, central record of all people working in or with the school.

The new appointments - teachers data items consist of:

Independent schools 2016 - data items	Description
Post	Select if the new appointment is H - headteacher, F - full time teacher or P - part time teacher
Surname	Enter the new appointments surname
Previous surname	Enter if the new appointment has previous surnames. <i>If the new appointment has more than one former surname, record the most recently used.</i>
First name	Enter the new appointments first name

### 3.7.2. Leavers - teachers (annex a part b)

Enter the full names, including previous surname, of all teachers who have left since last year's return (i.e. since 15 January 2015). This must include all headteachers whether or not involved in teaching and proprietor(s) who teach.

Teachers who were appointed and left within the year must be included in both part a and part b.

Staff on maternity leave should not be entered on annex a or b of the form. Only members of staff who have permanently left the employment of the school should be entered on annex a or b.

All staff working within the school who come into contact with pupils must be entered on to annex a or b, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form, e.g. decorators who have worked in the school during holidays.

The recent Ofsted report 'Safeguarding children: An evaluation of procedures for checking staff appointed by schools' highlighted the importance of schools maintaining accurate and complete records on those they employ and heralded the move to a regulatory framework to require schools to maintain a single, central record of all people working in or with the school.

The leaver's - teachers data items consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Post	Select if the leaver was H - headteacher, F - full time teacher or P - part time teacher
Surname	Enter the leavers surname
Previous surname	Enter if the leaver has previous surnames. <i>If the leaver has more than one former surname, record the most recently used.</i>
First name	Enter the leavers first name

### 3.7.3. New appointments - support staff (annex b part a)

Enter the full names, including previous surname, of all support staff who have been appointed since last year's return (i.e. since 15 January 2015).

Support staff who were appointed and left within the year must be included in both part a and part b.

Staff on maternity leave should not be entered on annex a or b of the form. Only members of staff who have permanently left the employment of the school should be entered on annex a or b.

All staff working within the school who come into contact with pupils must be entered on to annex a or b, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form, e.g. decorators who have worked in the school during holidays.

The recent Ofsted report 'Safeguarding children: An evaluation of procedures for checking staff appointed by schools' highlighted the importance of schools maintaining accurate and complete records on those they employ and heralded the move to a regulatory framework to require schools to maintain a single, central record of all people working in or with the school.

The new appointments - support staff data items (b) consist of:

Independent schools 2016 - data items	Description
Post	Select if the new appointment is F - full time teacher or P - part time teacher
Surname	Enter the new appointment's surname
Previous surname	Enter if the new appointment has previous surnames. <i>If the new appointment has more than one former surname, record the most recently used.</i>
First name	Enter the new appointment's first name
Post title	Enter the post of the person within the school

### 3.7.4. Leavers - support staff (annex b part b)

Enter the full names, including previous surname, of all support staff who have been appointed since last year's return (i.e. since 15 January 2015).

Support staff that were appointed and left within the year must be included in both part a and part b.

Staff on maternity leave should not be entered on annex a or b of the form. Only members of staff who have permanently left the employment of the school should be entered on annex a or b.

All staff working within the school who come into contact with pupils must be entered on to annex a or b, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form, e.g. decorators who have worked in the school during holidays.

The recent Ofsted report 'Safeguarding children: An evaluation of procedures for checking staff appointed by schools' highlighted the importance of schools maintaining accurate and complete records on those they employ and heralded the move to a regulatory framework to require schools to maintain a single, central record of all people working in or with the school.

The leavers - support staff data items (b) consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Post	Select if the leaver was F - full time teacher or P - part time teacher
Surname	Enter the leavers surname
Previous surname	Enter if the leaver has previous surnames. <i>If the leaver has more than one former surname, record the most recently used.</i>
First name	Enter the leavers first name
Post title	Enter the post of the person within the school

### **3.7.5. Individual proprietors (annex c part a)**

**Do not complete part a if there is a proprietorial body – complete part b**

The individual proprietors data items consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
<b>Surname</b>	<b>Enter the proprietor's surname</b>
Previous surname	Enter if the proprietor has previous surnames. <i>If the individual has more than one former surname, record the most recently used.</i>
First name	Enter the proprietor's first name
Dob	Enter the date of birth of the proprietor (dd/mm/yyyy)
Residential address	Enter the proprietor's residential address
Residential STD code	Enter the proprietor's telephone STD code
Residential phone number	Enter the proprietor's residential phone number
Email address	Enter the proprietor's email address
Has there been a change since 15 January 2015?	Tick 'Yes' if there has been a change to the proprietor since 15 January 2015 otherwise tick 'No'

Enter the full names, including previous surname, of any individuals who are currently proprietors of the school as at census day (ie 15 January 2015).

### **3.7.6. Proprietor body (annex c parts bi, and bii)**

**Do not complete if you have completed part a for individual proprietors**

If the proprietor is a named body which is a legal entity, whether corporate or unincorporated, complete details at part bi of annex c

The proprietor body data items consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Name of body	Enter the full name of the proprietor body
Address of body	Enter if the mailing address of the proprietor body
STD code	Enter the telephone STD code where the proprietor body could be contacted
Telephone number of body	Enter the telephone number where the proprietor body could be contacted
Email address	Enter the email address of the proprietor body

### **Chair of the proprietor body**

This should be completed in all relevant cases, including the question as to whether the identity of the chair has changed since the 15 January 2015. This should be answered 'yes' if the chair has changed in the past year even if the person concerned was previously a member of the proprietor body.

Where requested, it is vital that dates of birth are supplied for anyone entered on to the form. Failure to do so will result in the department being unable to process the return and the school will be contacted for missing data to be provided.

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Surname	Enter the chair of the proprietor body surname
Previous surname	Enter if the chair of proprietor body has previous surnames. <i>If the individual has more than one former surname, record the most recently used.</i>
First name	Enter the chair of proprietor body first name
Dob	Enter the date of birth of the chair of proprietors body (dd/mm/yyyy)
Residential address	Enter the chair of proprietor body residential address
Residential STD code	Enter the chair of the proprietor body telephone STD code
Residential telephone number	Enter the chair of the proprietor body telephone number
Has there been a change since 15 January 2015?	Please tick yes if there has been a change since the 15 January 2015 otherwise tick 'No'

### 3.7.7. Newly appointed body members of the proprietor body (annex c part biii)

Enter the full names, including previous surname, of all members of the proprietor body (excluding the chair) who have been appointed since last year's return (ie 16 January 2014).

Members of the proprietor body who were appointed and left within the year must be included in this annex.

Where requested, it is vital that dates of birth are supplied for anyone entered on to the form. Failure to do so will result in the department being unable to process the return and the school will be contacted for missing data to be provided.

The newly appointed body members data items (b) consist of:

<b>Independent schools 2016 - data items</b>	<b>Description</b>
Surname	Enter the members surname
Previous surname	Enter if the member has previous surnames. <i>If the individual has more than one former surname, record the most recently used.</i>
First name	Enter the members first name
Dob	Enter the date of birth of the member (dd/mm/yyyy)
Residential address	Enter the members residential address





Department  
for Education

© Crown copyright 2015

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. 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/3](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3)

email [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

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

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

Reference: DFE-00324-2015



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



Like us on Facebook:  
[facebook.com/educationgovuk](https://facebook.com/educationgovuk)