



Department
for Education

General hospital schools census 2016

Guide for completing the census

January 2016

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1. Introduction

1.1. Background

The school level annual school census is a school level return collected annually from registered general hospital schools on the third Thursday in January. The data collected includes details of pupil numbers, pupils with SEN and children looked after by a local authority.

Completion of the school level annual school census by registered general hospital schools is a statutory requirement.

1.2. Census date

The census date will as usual be the third Thursday in January, **21 January 2016**.

1.3. Methods of data entry

Census data should be submitted to the department via the COLLECT system by direct manual input.

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.

1.4. General notes

Please complete the collection, giving information about the situation in the school on census day - the third Thursday in January (**ie 21 January 2016**).

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 form, by selecting 'Help' from the top of the screen.

1.5. 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.

2. Page by page guidance

School general information please complete the school name and address, making any necessary changes to the pre populated data.

To amend data 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'.

The fields which can be amended consist of:

General hospital schools 2016 - data items	description
School name	If the current school name is incorrect, missing or has changed, please complete this field with amendments.
School name (cont)	Please use this box if the school name does not fit into the box above.
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.
UK Telephone number	If the telephone number for the school is incorrect, missing or has changed, please complete this field with amendments.
Email Address	If the email address for the school is incorrect, missing or has changed, please complete this field with amendments.

2.1. Solely registered pupils on register - full time boys and girls

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

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

General hospital schools 2016 - data items	Description
3 lower	Full time solely registered boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time solely registered boys aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time solely registered boys aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time solely registered boys aged under 1, with a date of birth 01/09/2014 and later
Total	This figure will be calculated

The pupils on roll - Full time solely registered girls data items (b) consist of:

General hospital schools 2016 - data items	Description
19 and over	Full time solely registered girls aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Full time solely registered girls aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Full time solely registered girls aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Full time solely registered girls aged 16, with a date of birth between 01/09/1998 and 31/08/1999
15	Full time solely registered girls aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Full time solely registered girls aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Full time solely registered girls aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Full time solely registered girls aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Full time solely registered girls aged 11, with a date of birth between 01/09/2003 and 31/08/2004
10	Full time solely registered girls aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Full time solely registered girls aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Full time solely registered girls aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Full time solely registered girls aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Full time solely registered girls aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Full time solely registered girls aged 5, with a date of birth between 01/09/2009 and 31/08/2010

General hospital schools 2016 - data items	Description
4 upper	Full time solely registered girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Full time solely registered girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Full time solely registered girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Full time solely registered girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Full time solely registered girls aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Full time solely registered girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time solely registered girls aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time solely registered girls aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time solely registered girls aged under 1, with a date of birth 01/09/2014 and later
Total	This figure will be calculated

2.2. Dual main pupils on register - full time boys and girls

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

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

General hospital schools 2016 - data items	Description
10	Full time dual main registered boys aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Full time dual main registered boys aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Full time dual main registered boys aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Full time dual main registered boys aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Full time dual main registered boys aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Full time dual main registered boys aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Full time dual main registered boys aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Full time dual main registered boys aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Full time dual main registered boys aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Full time dual main registered boys aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Full time dual main registered boys aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Full time dual main registered boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time dual main registered boys aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time dual main registered boys aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time dual main registered boys aged under 1, with a date of birth 01/09/2014 and later
Total	This figure will be calculated

The pupils on roll - Full time dual main registered girls data items (b) consist of:

General hospital schools 2016 - data items	Description
19 and over	Full time dual main registered girls aged 19 or over, with a date of birth of 31/08/1996 and earlier
18	Full time dual main registered girls aged 18, with a date of birth between 01/09/1996 and 31/08/1997
17	Full time dual main registered girls aged 17, with a date of birth between 01/09/1997 and 31/08/1998
16	Full time dual main registered girls aged 16, with a date of birth between 01/09/1998 and 31/08/1999

General hospital schools 2016 - data items	Description
15	Full time dual main registered girls aged 15, with a date of birth between 01/09/1999 and 31/08/2000
14	Full time dual main registered girls aged 14, with a date of birth between 01/09/2000 and 31/08/2001
13	Full time dual main registered girls aged 13, with a date of birth between 01/09/2001 and 31/08/2002
12	Full time dual main registered girls aged 12, with a date of birth between 01/09/2002 and 31/08/2003
11	Full time dual main registered girls aged 11, with a date of birth between 01/09/2003 and 31/08/2004
10	Full time dual main registered girls aged 10, with a date of birth between 01/09/2004 and 31/08/2005
9	Full time dual main registered girls aged 9, with a date of birth between 01/09/2005 and 31/08/2006
8	Full time dual main registered girls aged 8, with a date of birth between 01/09/2006 and 31/08/2007
7	Full time dual main registered girls aged 7, with a date of birth between 01/09/2007 and 31/08/2008
6	Full time dual main registered girls aged 6, with a date of birth between 01/09/2008 and 31/08/2009
5	Full time dual main registered girls aged 5, with a date of birth between 01/09/2009 and 31/08/2010
4 upper	Full time dual main registered girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Full time dual main registered girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Full time dual main registered girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Full time dual main registered girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Full time dual main registered girls aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Full time dual main registered girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2	Full time dual main registered girls aged 2, with a date of birth between 01/09/2012 and 31/08/2013
1	Full time dual main registered girls aged 1, with a date of birth between 01/09/2013 and 31/08/2014
Under 1	Full time dual main registered girls aged under 1, with a date of birth 01/09/2014 and later
Total	This figure will be calculated

2.3. Solely registered pupils on register – part time boys and girls

The pupils on roll - part time solely registered boys data items consist of:

4 upper	Part time solely registered boys aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time solely registered boys aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time solely registered boys aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time solely registered boys aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time solely registered boys aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Part time solely registered boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2 upper	Part time solely registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012
2 middle	Part time solely registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
2 lower	Part time solely registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

The pupils on roll - Part time girls data items consist of:

4 upper	Part time solely registered girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time solely registered girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time solely registered girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time solely registered girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time solely registered girls aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Part time solely registered girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2 upper	Part time solely registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
2 middle	Part time solely registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013

2 lower	Part time solely registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

2.4. Dual main registered pupils on register – part time boys and girls

The pupils on roll - part time dual main registered boys data items consist of:

4 upper	Part time dual main registered boys aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time dual main registered boys aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time dual main registered boys aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time dual main registered boys aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time dual main registered boys aged 3, with a date of birth between 01/01/2012 and 31/03/2012
3 lower	Part time dual main registered boys aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2 upper	Part time dual main registered boys aged 3, with a date of birth between 01/09/2012 and 31/12/2012
2 middle	Part time dual main registered boys aged 3, with a date of birth between 01/01/2013 and 31/03/2013
2 lower	Part time dual main registered boys aged 3, with a date of birth between 01/04/2013 and 31/08/2013
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

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

4 upper	Part time dual main registered girls aged 4, with a date of birth between 01/09/2010 and 31/12/2011
4 middle	Part time dual main registered girls aged 4, with a date of birth between 01/01/2011 and 31/03/2011
4 lower	Part time dual main registered girls aged 4, with a date of birth between 01/04/2011 and 31/08/2011
3 upper	Part time dual main registered girls aged 3, with a date of birth between 01/09/2011 and 31/12/2011
3 middle	Part time dual main registered girls aged 3, with a date of birth between 01/01/2012 and 31/03/2012

3 lower	Part time dual main registered girls aged 3, with a date of birth between 01/04/2012 and 31/08/2012
2 upper	Part time dual main registered girls aged 3, with a date of birth between 01/09/2012 and 31/12/2012
2 middle	Part time dual main registered girls aged 3, with a date of birth between 01/01/2013 and 31/03/2013
2 lower	Part time dual main registered girls aged 3, with a date of birth between 01/04/2013 and 31/08/2013
Subtotal (part-time pupils)	This figure will be calculated
Total	This figure will be calculated

2.5. Data items: section 3 FSM eligibility

You must identify how many pupils are eligible for free school meals. You should not include pupils as FSM eligible if they do not meet the criteria for free school meals which can be found [\[insert link\]](#).

General hospital schools 2016 - data items	description
FSM eligibility full time solely registered pupils	Please indicate the number of full time solely registered pupils who are eligible for free school meals.
FSM eligibility full time dual main registered pupils	Please indicate the number of full time solely registered pupils who are eligible for free school meals.
FSM eligibility part time solely registered pupils	Please indicate the number of full time solely registered pupils who are eligible for free school meals.
FSM eligibility part time dual main registered pupils	Please indicate the number of full time solely registered pupils who are eligible for free school meals.

2.6. Data items: section 4 Pupils on register with SEN

You must identify how many pupils on the register have special educational needs.

General hospital schools 2016 - data items	description
Section 4.1: With statements / EHC plans	
Solely registered pupils	Please indicate the number of solely registered pupils with a statement of SEN or EHC plan is maintained by the local authority.

Dual main registered pupils	Please indicate the number of dual main registered pupils with a statement of SEN or EHC plan is maintained by the local authority.
Section 4.2: SEN but no statement / EHC plans	
Solely registered pupils	Please indicate the number of solely registered pupils with SEN but no statement / EHC plan is maintained by the local authority.
Dual main registered pupils	Please indicate the number of dual main registered pupils with SEN but no statement / EHC plan is maintained by the local authority.

2.7. Data items: 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:

General hospital schools 2016 - data items	description
Head or acting head (full time men)	Please indicate the number of staff in this role.
Other qualified teachers (full time men)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (full time men)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (full time men)	Please indicate the number of staff that meet this criteria.
Graduate / Registered Teacher Scheme (full time men)	Please indicate the number of staff that meet this criteria.
Other qualified teachers (part time men)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (part time men)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (part time men)	Please indicate the number of staff that meet this criteria.
Graduate / Registered Teacher Scheme (part time men)	Please indicate the number of staff that meet this criteria.
Long Term Paid Absence (full time men)	Please indicate the number of staff that meet this criteria.
Relief Staff (full time men)	Please indicate the number of staff that meet this criteria.
Long Term Paid Absence (part time men)	Please indicate the number of staff that meet this criteria.
Relief Staff (part time men)	Please indicate the number of staff that meet this criteria.
Head or acting head (full time women)	Please indicate the number of staff in this role.
Other qualified teachers (full time women)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (full time women)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (full time women)	Please indicate the number of staff that meet this criteria.
Graduate / Registered Teacher Scheme (full time women)	Please indicate the number of staff that meet this criteria.

General hospital schools 2016 - data items	description
Other qualified teachers (part time women)	Please indicate the number of staff that meet this criteria.
Entitled to qualify by service (part time women)	Please indicate the number of staff that meet this criteria.
Not recognised as qualified (part time women)	Please indicate the number of staff that meet this criteria.
Graduate / Registered Teacher Scheme (part time women)	Please indicate the number of staff that meet this criteria.
Long Term Paid Absence (full time women)	Please indicate the number of staff that meet this criteria.
Relief Staff (full time women)	Please indicate the number of staff that meet this criteria.
Long Term Paid Absence (part time women)	Please indicate the number of staff that meet this criteria.
Relief Staff (part time women)	Please indicate the number of staff that meet this criteria.

2.8. Data items: section 5 Non teaching staff

The non teaching staff data items consist of:

General hospital schools 2016 - data items	description
Higher Level Teaching Assistant (full time)	Please indicate the number of staff in this role.
Teaching Assistant (full time)	Please indicate the number of staff that meet this criteria.
Other Assistants (full time)	Please indicate the number of staff that meet this criteria.
Admin Officers / Secretaries (full time)	Please indicate the number of staff that meet this criteria.
Bursars (full time)	Please indicate the number of staff that meet this criteria.
Other (full time)	Please indicate the number of staff that meet this criteria.
Full Time Staff	Please indicate the total number of full time non teaching staff

Part Time Staff	Please indicate the total number of part time non teaching staff
Higher Level Teaching Assistant (part time)	Please indicate the number of staff in this role.
Teaching Assistant (part time)	Please indicate the number of staff that meet this criteria.
Other Assistants (part time)	Please indicate the number of staff that meet this criteria.
Admin Officers / Secretaries (part time)	Please indicate the number of staff that meet this criteria.
Bursars (part time)	Please indicate the number of staff that meet this criteria.
Other (part time)	Please indicate the number of staff that meet this criteria.



Department
for Education

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