



Department
for Education

School level annual school census (SLASC): registered independent schools 2018

Guide for completing the census, version 1.0

January 2018

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Version history

Version number	Description of change	Author, team and date
Version 0.1	<ul style="list-style-type: none">• Changes to dates from previous year dates.	Alex Miller; Data Outputs Division, Pupil and School Finance Data team; November 2017
Version 0.2	<ul style="list-style-type: none">• Additions of more detailed information in the page by page section;• Addition of links to guidance and legislation;• Addition of version history;• Clearer definitions of wording in places and abbreviations.	Alex Miller; Data Outputs Division, Pupil and School Finance team and Claire French; Education Data Division; November 2017
Version 0.3	Update to reflect new layout and COLLECT changes	Alex Miller

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 special educational needs (SEN) and children looked after (CLA) 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

The census date will be the third Thursday in January (18 January 2018). Please do not confuse the DfE census with that to be held by the Independent Schools Council (ISC) on the same day.

1.3. 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 protected. Secure Access will also allow users to manage password resets on a self-serve basis, without helpdesk assistance.

1.4. 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 (18 January 2018). 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).

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

1.5. Publication of information

The information we collect in the school level annual school 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. Any published data will, of course, meet the requirements of the [Data Protection Act 1998](#) 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.

2. Page by page information

2.1 Section 1 - general school information

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:

Independent schools 2018 - data items	Description
Contact name	A contact name, who the DfE can contact for enquiries.
Telephone number	A telephone number for the contact, which the DfE can contact for enquiries.
School email address	An email address for the contact, which the DfE can contact for enquiries.

There are two separate further areas within this section for school information: the current details held by the department, which will be pre-populated under the current column and amended details. Please check that these details are correct, any amendments should be provided in the amended section.

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 view is selected. Schools using an XML return will have to use this process to manually amend data.

The fields which can be amended consist of:

Independent schools 2018 - data items	Description
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.

Independent schools 2018 - data items	Description
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 number	If the telephone 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.

2.2 Section 2 – school accommodation

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.

Independent schools 2018 - data items	Description
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. Please note that the text characters on this field is limited to 4000 characters.

2.3 Section 3 – annual fees

The annual fees consist of the following data item:

Independent schools 2018 - data items	Description
Day pupils lowest annual fee	Enter the lowest annual day fee charged per pupil. The lowest fee shown should be that chargeable before the application of any bursaries or other forms of fee reduction
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. The lowest fee shown should be that chargeable before the application of any bursaries or other forms of fee reduction
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.

2.4 Section 4 - pupils on the register

The 2018 school performance tables will, subject to consultation, again draw upon data to be collected in the school level annual school census. This will include:

- the number of pupils on roll at the end of Key Stage 4 (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 (SEN)

The number of pupils on roll at the end of KS4 is particularly critical for performance table purposes since it is the denominator used to calculate your school's GCSE achievements in percentage terms (for example % of pupils at the end of KS4 achieving 5 or more grades A* to 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.

2.4.1 All pupils on the register

2.4.1.1 Full time boys

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

Independent schools 2018 - data items	Description
19 and over	Full time boys aged 19 or over, with a date of birth of 31/08/1998 and earlier.
18	Full time boys aged 18, with a date of birth between 01/09/1998 and 31/08/1999.
17	Full time boys aged 17, with a date of birth between 01/09/1999 and 31/08/2000.
16	Full time boys aged 16, with a date of birth between 01/09/2000 and 31/08/2001.
15	Full time boys aged 15, with a date of birth between 01/09/2001 and 31/08/2002.
14	Full time boys aged 14, with a date of birth between 01/09/2002 and 31/08/2003.
13	Full time boys aged 13, with a date of birth between 01/09/2003 and 31/08/2004.
12	Full time boys aged 12, with a date of birth between 01/09/2004 and 31/08/2005.
11	Full time boys aged 11, with a date of birth between 01/09/2005 and 31/08/2006.
10	Full time boys aged 10, with a date of birth between 01/09/2006 and 31/08/2007.
9	Full time boys aged 9, with a date of birth between 01/09/2007 and 31/08/2008.
8	Full time boys aged 8, with a date of birth between 01/09/2008 and 31/08/2009.
7	Full time boys aged 7, with a date of birth between 01/09/2009 and 31/08/2010.
6	Full time boys aged 6, with a date of birth between 01/09/2010 and 31/08/2011.
5	Full time boys aged 5, with a date of birth between 01/09/2011 and 31/08/2012.
4 upper	Full time boys aged 4, with a date of birth between 01/09/2012 and 31/12/2012.
4 middle	Full time boys aged 4, with a date of birth between 01/01/2013 and 31/03/2013.

Independent schools 2018 - data items	Description
4 lower	Full time boys aged 4, with a date of birth between 01/04/2013 and 31/08/2013.
3 upper	Full time boys aged 3, with a date of birth between 01/09/2013 and 31/12/2013.
3 middle	Full time boys aged 3, with a date of birth between 01/01/2014 and 31/03/2014.
3 lower	Full time boys aged 3, with a date of birth between 01/04/2014 and 31/08/2014.
2	Full time boys aged 2, with a date of birth between 01/09/2014 and 31/08/2015.
1	Full time boys aged 1, with a date of birth between 01/09/2015 and 31/08/2016.
Under 1	Full time boys aged under 1, with a date of birth 01/09/2016 and later.
Total	Enter the total number of full time boys.

2.4.1.2 Full time girls

The pupils on roll full time girls data items consist of:

Independent schools 2018 - data items	Description
19 and over	Full time girls aged 19 or over, with a date of birth of 31/08/1998 and earlier.
18	Full time girls aged 18, with a date of birth between 01/09/1998 and 31/08/1999.
17	Full time girls aged 17, with a date of birth between 01/09/1999 and 31/08/2000.
16	Full time girls aged 16, with a date of birth between 01/09/2000 and 31/08/2001.
15	Full time girls aged 15, with a date of birth between 01/09/2001 and 31/08/2002.
14	Full time girls aged 14, with a date of birth between 01/09/2002 and 31/08/2003.
13	Full time girls aged 13, with a date of birth between 01/09/2003 and 31/08/2004.
12	Full time girls aged 12, with a date of birth between 01/09/2004 and 31/08/2005.
11	Full time girls aged 11, with a date of birth between 01/09/2005 and 31/08/2006.

Independent schools 2018 - data items	Description
10	Full time girls aged 10, with a date of birth between 01/09/2006 and 31/08/2007.
9	Full time girls aged 9, with a date of birth between 01/09/2007 and 31/08/2008.
8	Full time girls aged 8, with a date of birth between 01/09/2008 and 31/08/2009.
7	Full time girls aged 7, with a date of birth between 01/09/2009 and 31/08/2010.
6	Full time girls aged 6, with a date of birth between 01/09/2010 and 31/08/2011.
5	Full time girls aged 5, with a date of birth between 01/09/2011 and 31/08/2012.
4 upper	Full time girls aged 4, with a date of birth between 01/09/2012 and 31/12/2012.
4 middle	Full time girls aged 4, with a date of birth between 01/01/2013 and 31/03/2013.
4 lower	Full time girls aged 4, with a date of birth between 01/04/2013 and 31/08/2013.
3 upper	Full time girls aged 3, with a date of birth between 01/09/2013 and 31/12/2013.
3 middle	Full time girls aged 3, with a date of birth between 01/01/2014 and 31/03/2014.
3 lower	Full time girls aged 3, with a date of birth between 01/04/2014 and 31/08/2014.
2	Full time girls aged 2, with a date of birth between 01/09/2014 and 31/08/2015.
1	Full time girls aged 1, with a date of birth between 01/09/2015 and 31/08/2016.
Under 1	Full time girls aged under 1, with a date of birth 01/09/2016 and later.
Total	Enter the total number of full time girls.

2.4.1.3 Part time boys

The pupils on roll part time boys' data items consist of:

Independent schools 2018 - data items	Description
19 and over	Part time boys aged 19 or over, with a date of birth of 31/08/1998 and earlier.
18	Part time boys aged 18, with a date of birth between 01/09/1998 and 31/08/1999.
17	Part time boys aged 17, with a date of birth between 01/09/1999 and 31/08/2000.
16	Part time boys aged 16, with a date of birth between 01/09/2000 and 31/08/2001.
15	Part time boys aged 15, with a date of birth between 01/09/2001 and 31/08/2002.
14	Part time boys aged 14, with a date of birth between 01/09/2002 and 31/08/2003.
13	Part time boys aged 13, with a date of birth between 01/09/2003 and 31/08/2004.
12	Part time boys aged 12, with a date of birth between 01/09/2004 and 31/08/2005.
11	Part time boys aged 11, with a date of birth between 01/09/2005 and 31/08/2006.
10	Part time boys aged 10, with a date of birth between 01/09/2006 and 31/08/2007.
9	Part time boys aged 9, with a date of birth between 01/09/2007 and 31/08/2008.
8	Part time boys aged 8, with a date of birth between 01/09/2008 and 31/08/2009.
7	Part time boys aged 7, with a date of birth between 01/09/2009 and 31/08/2010.
6	Part time boys aged 6, with a date of birth between 01/09/2010 and 31/08/2011.
5	Part time boys aged 5, with a date of birth between 01/09/2011 and 31/08/2012.
4 upper	Part time boys aged 4, with a date of birth between 01/09/2012 and 31/12/2012.
4 middle	Part time boys aged 4, with a date of birth between 01/01/2013 and 31/03/2013.

Independent schools 2018 - data items	Description
4 lower	Part time boys aged 4, with a date of birth between 01/04/2013 and 31/08/2013.
3 upper	Part time boys aged 3, with a date of birth between 01/09/2013 and 31/12/2013.
3 middle	Part time boys aged 3, with a date of birth between 01/01/2014 and 31/03/2014.
3 lower	Part time boys aged 3, with a date of birth between 01/04/2014 and 31/08/2014.
2	Part time boys aged 2, with a date of birth between 01/09/2014 and 31/08/2015.
1	Part time boys aged 1, with a date of birth between 01/09/2015 and 31/08/2016.
Under 1	Part time boys aged under 1, with a date of birth 01/09/2016 and later.
Total	Enter the total number of part time boys.

2.4.1.4 – Part time girls

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

Independent schools 2018 - data items	Description
19 and over	Part time girls aged 19 or over, with a date of birth of 31/08/1998 and earlier.
18	Part time girls aged 18, with a date of birth between 01/09/1998 and 31/08/1999.
17	Part time girls aged 17, with a date of birth between 01/09/1999 and 31/08/2000.
16	Part time girls aged 16, with a date of birth between 01/09/2000 and 31/08/2001.
15	Part time girls aged 15, with a date of birth between 01/09/2001 and 31/08/2002.
14	Part time girls aged 14, with a date of birth between 01/09/2002 and 31/08/2003.
13	Part time girls aged 13, with a date of birth between 01/09/2003 and 31/08/2004.
12	Part time girls aged 12, with a date of birth between 01/09/2004 and 31/08/2005.
11	Part time girls aged 11, with a date of birth between 01/09/2005 and 31/08/2006.

Independent schools 2018 - data items	Description
10	Part time girls aged 10, with a date of birth between 01/09/2006 and 31/08/2007.
9	Part time girls aged 9, with a date of birth between 01/09/2007 and 31/08/2008.
8	Part time girls aged 8, with a date of birth between 01/09/2008 and 31/08/2009.
7	Part time girls aged 7, with a date of birth between 01/09/2009 and 31/08/2010.
6	Part time girls aged 6, with a date of birth between 01/09/2010 and 31/08/2011.
5	Part time girls aged 5, with a date of birth between 01/09/2011 and 31/08/2012.
4 upper	Part time girls aged 4, with a date of birth between 01/09/2012 and 31/12/2012.
4 middle	Part time girls aged 4, with a date of birth between 01/01/2013 and 31/03/2013.
4 lower	Part time girls aged 4, with a date of birth between 01/04/2013 and 31/08/2013.
3 upper	Part time girls aged 3, with a date of birth between 01/09/2013 and 31/12/2013.
3 middle	Part time girls aged 3, with a date of birth between 01/01/2014 and 31/03/2014.
3 lower	Part time girls aged 3, with a date of birth between 01/04/2014 and 31/08/2014.
2	Part time girls aged 2, with a date of birth between 01/09/2014 and 31/08/2015.
1	Part time girls aged 1, with a date of birth between 01/09/2015 and 31/08/2016.
Under 1	Part time girls aged under 1, with a date of birth 01/09/2016 and later.
Total	Enter the total number of part time girls.

2.4.2 Total number of pupils on the register

These figures will be calculated automatically.

2.4.3 Boarding school bed availability

The following is what must be completed for this section:

Independent schools 2018 - data items	Description
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 not enter the number of boarding pupils present on the census day.

2.4.4 Boarding pupils on the register

The following is what must be completed for this section:

Independent schools 2018 - data items	Description
Number of boys	Enter the number of boy pupils on the register on 18/01/2018 who board.
Number of girls	Enter the number of girl pupils on the register on 18/01/2018 who board.

2.4.5 Pupils in care

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.

They fall into 4 main groups:

- (i) children who are accommodated under a voluntary agreement with their parents (section 20);
- (ii) children who are the subject of a care order (section 31) or interim care order (section 38);
- (iii) children who are subject of emergency orders for the protection of the child (section 44 and section 46);
- (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).

The following is what must be completed for this section:

Independent schools 2018 - data items	Description
Pupils looked after by a local authority	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 18/01/2018.

2.5 Section 5 - pupils with special educational needs (SEN)

For the purpose of this return, a distinction is required between pupils with statements of special educational needs (SEN) or an education, health and care (EHC) plan and the other pupils with SEN without statements or EHC plans.

The Special Educational Needs 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 local 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 special educational needs 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 special educational needs together with evidence for that concern.

Further information about the code of practice can be obtained from:

The special educational needs (SEN) disability and framework team, Level 1, DfE, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.

Below is what must be completed for this section:

Independent schools 2018 - data items	Description
Pupils with SEN or EHC plan maintained by a local authority	<p>Number of pupils where a statement of special educational needs (SEN) is maintained by a local authority.</p> <p>Only include pupils with a statement of SEN or an education, health and care (EHC) plan.</p> <p>Do not include pupils who are being assessed or considered for assessment.</p> <p>This is for full time and part time pupils.</p>
Pupils with SEN but no statement or EHC plan	<p>Number of pupils with special educational needs (SEN) but no statement and no education, health and care plan.</p> <p>If your school has a SEN register, include only those pupils without statements who are on this register (not included in section 5.1).</p> <p>Include pupils who are being assessed or considered for assessment.</p> <p>This is for full time and part time pupils.</p>

If you are in any doubt as to whether a pupil has a statement or education, health and care (EHC) plan, you should consult the placing local authority (education or social services department) before completing entry.

On completing your data, you must select save to continue or cancel to delete the data you have just added.

2.6 Section 6 – boarding schools

Section 6 must be completed by all schools with boarding accommodation only. The information you supply will be used to determine whether the school is required to register with Ofsted as a children's home.

Independent schools 2018 - data items	Description
Have you provided pupils with accommodation for more than 295 days per year in either of the past two years, or do you intend to in the forthcoming year?	This box needs answering yes if any of the options are the case in the question. If the answer is no please move to section 7.
i) How many pupils were provided with accommodation in the period 1st January 2016 to 31st December 2016?	Enter the number of pupils who fit this scenario or leave blank.
ii) How many pupils were provided with accommodation in the period 1st January 2017 to 31st December 2017?	Enter the number of pupils who fit this scenario or leave blank.
iii) How many pupils will be provided with accommodation in the period 1st January 2018 to 31st December 2018?	Enter the number of pupils who fit this scenario or leave blank.

2.7 Section 7 - 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 15 January should be included on the return even if they are not in the school on census day (Thursday 18 January 2018). 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, for example 1 teacher employed for 2.5 hours and 1 teacher 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:

Independent schools 2018 - data items	Description
Full-time staff	
Number of men	Number of full time male teachers.
Number of women	Number of full time female teachers.
Part-time staff men	
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).
Part-time staff women	
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).

2.8 Section 8 - courses of study for all pupils aged 15 and over as at 31st August

This section shows, by age of boys and girls, the main aim of study for all pupils aged 15 and over as at 31st August 2017 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.

2.8.1 Courses of study for boys

The data items consist of:

Independent schools 2018 - data items	Description – aged 15	Description – aged 16
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 but remain at school for further studies at a higher level.
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 or GCS AS level/pre-U short course subject	Enter boys aged 15 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas.	Enter boys aged 16 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas.
Other level 3 courses	Enter boys aged 15 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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.

Independent schools 2018 - data items	Description – aged 15	Description – aged 16
Other level 2 courses	Enter boys aged 15 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).	Enter boys aged 16 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter boys aged 15 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter boys aged 16 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 15 who are not shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all boys aged 16 who are not included shown who are studying other courses. This may include those special educational needs (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 4.1.	Boys aged 16 total for courses of study. This total must agree with the boys on roll aged 16 in section 4.1.

Independent schools 2018 - data items	Description – aged 17	Description – aged 18 and over
Level 4 and above	Enter the number of boys aged 17 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 18 and over who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who but remain at school for further studies at a higher level

Independent schools 2018 - data items	Description – aged 17	Description – aged 18 and over
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 or GCS AS level/pre-U short course subject	Enter boys aged 17 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter boys aged 18 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
Other level 3 courses	Enter boys aged 17 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 (for example an OCR level 2 national first award in ICT).	Enter boys aged 18 and over not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).

Independent schools 2018 - data items	Description – aged 17	Description – aged 18 and over
Other level 1 courses	Enter boys aged 17 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an 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 (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 17 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all boys aged 18 and over who are not already shown above who are studying other courses. This may include those special educational needs (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 4.1.	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 4.1.

2.8.2 Courses of study for girls

The data items consist of:

Independent schools 2018 - data items	Description aged 15	Description – aged 16
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.

Independent schools 2018 - data items	Description aged 15	Description – aged 16
GCE A level/pre-U principal subject or GCS AS level/pre-U short course subject	Enter girls aged 15 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course 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 a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
Other level 3 courses	Enter girls aged 15 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 (for example an OCR level 2 national first award in ICT).	Enter girls aged 16 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter girls aged 15 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter girls aged 16 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).

Independent schools 2018 - data items	Description aged 15	Description – aged 16
Other courses	Enter all girls aged 15 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all girls aged 16 who are not already shown above who are studying other courses. This may include those special educational needs (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 4.1.	Girls aged 16 total for courses of study. This total must agree with the girls on roll aged 16 in section 4.1.

Independent schools 2018 - data items	Description – aged 17	Description – aged 18 or over
Level 4 and above	Enter the number of girls aged 17 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 18 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 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 or GCS AS level/pre-U short course subject	Enter girls aged 17 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter girls aged 18 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.

Independent schools 2018 - data items	Description – aged 17	Description – aged 18 or over
Other level 3 courses	Enter girls aged 17 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a 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 (for example an OCR level 2 national first award in ICT).	Enter girls aged 18 and over not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter girls aged 17 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an 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 (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all girls aged 17 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all girls aged 18 and over who are not already shown above who are studying other courses. This may include those special educational needs (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 4.1.	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 4.1.

2.9 Section 9 - key stage 4 (KS4)

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 items consist of:

Independent schools 2018 - data items	Description
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.

2.10 Section 10 - annexes

This section must be completed before you move onto the main annexes (a, b and c).

Where requested, it is vital that dates of birth are supplied for anyone entered onto 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.

2.10.1 Annex a – teachers who are newly appointed or have left

The data items consist of the following:

Independent schools 2018 - data items	Description
New appointments teachers	If there are any new appointments since 20 January 2017 select yes, otherwise select no. If yes enter details on the new appointments - teachers' section in annex a part a.
Leavers teachers	If there are any teachers who have left since 20 January 2017 select yes, otherwise select no. If yes enter details on the leavers – teachers section in annex a part b.

2.10.2 Annex b - non-teaching and ancillary staff who are newly appointed or have left

The data items consist of the following:

Independent schools 2018 - data items	Description
New appointments support staff	<p>If there are any newly appointed support staff since 20 January 2017 select yes, otherwise select no.</p> <p>If yes enter details on the new appointments - support staff section in annex b part a.</p>
Leavers support staff	<p>If any support staff have left since 20 January 2017 select yes, otherwise select no.</p> <p>If yes enter details on the leavers - support staff section in annex b, part b.</p>

2.10.3 Annex c - details of individual proprietors and proprietorial bodies including chair and members

The data items consist of the following:

Independent schools 2018 - data items	Description
Individual proprietors	<p>If your establishment does not have an individual proprietor select no.</p> <p>If it does have an individual proprietor select yes and enter details on the individual proprietors section in annex c, part a.</p>
Proprietors body	<p>If your establishment does not have a proprietor body select no.</p> <p>If it does have a proprietor body select yes and enter details on the proprietor body section in annex c, parts bi to bii.</p>
Newly appointed board members	<p>If there are no new board members since 20 January 2017 select no, otherwise select yes and enter details on the board members section in annex c, part biii.</p>

2.11 Annexes

2.11.1 Annex a part a – new teacher appointments

Enter the full names, including previous surname, of all teachers who have been appointed since last year's return (20 January 2017). 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 annex a, part a and annex a, part b.

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

All staff working within the school who come into contact with pupils must be entered on to annex a, 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, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2018 - data items	Description
Please select which applies	This refers to the new teacher appointments. The following are the options: H – headteacher; F - full time teacher; P - part time teacher.
Surname	Enter the new teacher appointments surname.
Previous surname	Enter if the new teacher appointment has previous surnames. If the new teacher appointment has more than one former surname, record the most recently used.
First name(s)	Enter the new teacher appointments first name(s).

2.11.2 Annex a part b – leavers (teachers)

Enter the full names, including previous surname, of all teachers who have left since last year's return (20 January 2017). 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 annex a, part a and annex a, part b.

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

All staff working within the school who come into contact with pupils must be entered on to annex a, 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, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2018 - data items	Description
Please select which applies	This refers to the teacher leavers. The following are the options: H – headteacher; F - full time teacher; or P - part time teacher.
Surname	Enter the teacher leavers surname.
Previous surname	Enter if the teacher leaver has previous surnames. If the teacher leaver has more than one former surname, record the most recently used.
First name(s)	Enter the teacher leavers first name(s).

2.11.3 Annex b part a – new support staff appointments

Enter the full names, including previous surname, of all support staff who have been appointed since last year's return (20 January 2017).

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

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

All staff working within the school who come into contact with pupils must be entered on to annex 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, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2018 - data items	Description
Please select which applies	This refers to the new support staff members. The following are the options: F - full time teacher; P - part time teacher.
Surname	Enter the new support staff appointment's surname.
Previous surname	Enter if the new support staff appointment has previous surnames. If the new support staff appointment has more than one former surname, record the most recently used.
First name(s)	Enter the new support staff appointments first name(s).
Post title	Enter the post title of the new support staff appointment within the school.

2.11.4 Annex b part b – leavers (support staff)

Enter the full names, including previous surname, of all support staff who have left since last year's return (20 January 2017).

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

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

All staff working within the school who come into contact with pupils must be entered on annex 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, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2018 - data items	Description
Please select which applies	This refers to the post of the support staff leavers. The following are the options: F - full time teacher; P - part time teacher.
Surname	Enter the support staff leavers surname.
Previous surname	Enter if the support staff leaver has previous surnames. If the support staff leaver has more than one former surname, record the most recently used.
First name(s)	Enter the support staff leavers first name(s).
Post title	Enter the post title of the support staff leavers within the school.

2.11.5 Annex c part a – individual proprietors

Do not complete annex c, part a if there is a proprietor body. You must complete annex c, part b.

All individual proprietors of the school must be entered in this section, regardless of when they were appointed.

Enter the full names, including previous surname, of any individuals who are currently proprietors of the school as at census day (18 January 2018).

The data items consist of:

Independent schools 2018 - data items	Description
Surname	Enter the proprietor's surname.
Previous surname	Enter if the proprietor has previous surnames. If the proprietor has more than one former surname, record the most recently used.
First name	Enter the proprietor's first name.
Date of birth	Enter the date of birth of the proprietor in the following format: dd/mm/yyyy.
Telephone number	Enter the proprietors telephone number.
Email	Enter the proprietor's email address.
Line address information (residential)	You can enter the proprietor's address in the following format: Enter the proprietor's address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the proprietors postcode.
BS7666 address information (residential)	You can enter the proprietors address in the following format: BS7666 Or Via the line address information above.
Has there been a change since 20 January 2017?	Tick yes if there has been a change to the proprietor entry since 20 January 2017, otherwise tick no. You must select an option.

2.11.6 Annex c part bi - proprietors which are a corporate or unincorporated body (proprietor body)

Do not complete annex c, part bi if you have completed annex c, part a for the 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. There should not be names of individuals recorded here.

The data items consist of:

Independent schools 2018 - data items	Description
Name of body	Enter the full name of the proprietor body.
Telephone number	Enter the telephone number where the proprietor body can be contacted.
Email address	Enter the email address of the proprietor body.
Line address information (residential)	<p>You can enter the proprietor body main contact address in the following format:</p> <p>Enter the proprietor body's main contact address using the relevant lines.</p> <p>Or</p> <p>Via the BS7666 format below.</p>
Postcode	Enter the proprietor body contact address postcode.
BS7666 address information (residential)	<p>You can enter the proprietor body's main contact address in the following format:</p> <p>BS7666</p> <p>Or</p> <p>Via the line address information above.</p>

2.11.7 Annex c part bii - chair of the proprietor body

Do not complete annex c, part bii if you have completed annex c, part a for the individual proprietors.

The chair of the proprietor body must be entered in this section, regardless of when they were appointed.

The data items consist of:

Independent schools 2018 - data items	Description
Has there been a change since 20 January 2017?	Please use the drop down to select yes if there has been a change since the 20 January 2017, otherwise select no.
Surname	Enter the chair of the proprietor body surname.
Previous surname	Enter if the chair of proprietor body has previous surnames. If the chair of the proprietor body has more than one former surname, record the most recently used.
First name	Enter the chair of proprietor body's first name.
Date of birth	Enter the date of birth of the chair of proprietor body in the following format: dd/mm/yyyy.
Line address information (residential)	You can enter the chair of the proprietor body contact address in the following format: Enter the chair of the proprietor body contact address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the chair of the proprietor body address postcode.
BS7666 address information (residential)	You can enter the chair of the proprietor body contact address in the following format: BS7666 Or Via the line address information above.

2.11.8 Annex c part biii – newly appointed body members

Only complete annex c, part biii if you have not completed annex c, part a.

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 (20 January 2017).

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

The data items consist of:

Independent schools 2018 - data items	Description
Surname	Enter the proprietor body member's surname.
Previous surname	Enter if the proprietor body member has previous surnames. If the proprietor body member has more than one former surname, record the most recently used.
First name	Enter the proprietor body member's first name.
Date of birth	Enter the date of birth of the proprietor body member in the following format: dd/mm/yyyy.
Line address information (residential)	You can enter the proprietor body member's contact address in the following format: Enter the proprietor body member contact address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the proprietor body member's address postcode.
BS7666 address information (residential)	You can enter the proprietor body member's contact address in the following format: BS7666 Or Via the line address information above.



Department
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