



Department
for Education

Alternative provision census 2019

Guide, version 1.0

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Version history

| Version | Change history | Author / date |
|---------|---|-----------------------------|
| 1.0 | <p><u>Global changes</u></p> <p>All dates rolled forward. References to 'EduBase' amended to 'GIAS' these have not been marked as changes.</p> <p><u>Specific amendments:</u></p> <p>1.6 Data Privacy – Data Protection Act replaced by General Data Protection Regulation (GDPR)</p> <p>4.10 Free school meal eligibility – amended – added information regarding Universal credit transitional arrangements</p> <p>4.13 Early years pupil premium – amended – changed from 'eligible' to 'in receipt' and updated guidance including a new codeset (RFC 1018 refers)</p> <p>4.14 SEN module – Changed code S (Statement) for historical placements only, as discontinued from April 2018 – updated guidance</p> <p>5.2 UPRN – amended – updated wording</p> <p>5.8 Attendance pattern – updated wording</p> | Kirsty Knox 23 July 2018 |

1. Introduction

1.1 Purpose of this document

This document is provided for use by local authorities and providers of alternative provision (AP), so that relevant staff:

- understand the rationale behind and purpose of the AP census (section 1)
- are able to populate their systems with the required data ([section 2](#))
- are able to keep their data up to date during the year and
- are able to complete the AP census return during 2019 ([section 4](#))

It is envisaged that this document will be used as a handbook for data collected and retained by both providers and local authorities for use throughout the year, rather than just as guidance on census day.

This document is published on the department's [website](#).

Local authorities may choose to use it directly with their providers or adapt it to suit their local needs as appropriate. Software suppliers and developers of in-house systems may also find it a useful reference document.

1.2 Census period and data collection

The 'census period' is the time from the day after the previous census day to the current census day, inclusive. For the 2019 alternative provision census, the census period is from 19 January 2018 to 17 January 2019 inclusive.

Pupil records and data collected within the census period are included within the census return on census day.

Providers are requested to provide the latest / last information available to them on census day:

- where pupils are currently in alternative provision, this data is to be returned
- where a pupil has concurrent placements (at more than one provider) all open placements are to be returned
- for any pupils no longer in an active placement, the last placement on record within the census period is to be returned.

1.3 Changes from alternative provision census 2018

1.3.1 Existing data items

(a) SEN Module

The use of the 'statement of special educational needs' (code 'S') was discontinued from 1 April 2018. As such, code 'S' has been removed from SEN provision [4.14 Pupil SEN provision](#).

(b) Early years pupil premium

Data item Early Years Pupil Premium Eligibility is replaced by Early Years Pupil Premium Receipt and as such the guide updated [4.13 Early years pupil premium \[used for funding\]](#)

1.4 Who is in the scope of the alternative provision census?

The census of pupils in alternative provision is a local authority census that requires the return of individual pupil records. The census covers pupils attending a school not maintained by a local authority for whom the authority is paying full tuition fees, or educated otherwise than in schools, pupil referral units, AP academies and AP free schools under arrangements made (and funded) by the authority.

To be included within the AP census, pupils should be aged between 2 (as at 31 December 2018) and 18 (at 31 August 2018) - those pupils born between 1999-09-01 and 2016-12-31.

Pupils should **NOT** be included in the AP census if they are included in one of the following census:

- the school census for maintained nursery, primary, secondary, all-through schools (including academies and free schools) and maintained, non-maintained and hospital special schools, and PRUs (including AP academies and AP free schools) in England
- the annual school census for maintained general hospital schools
- the early years census
- in education in an FE college – such pupils are recorded on the individual learner record (ILR) submitted by the FE college.

Pupils at non-maintained special schools may, however, also be in the scope of the AP census if they are local authority funded (see [paragraph 1.4.3](#) for details).

However, some pupils may legitimately appear on the AP census and also on the schools census (for maintained nursery, primary, secondary and special schools, including hospital special schools). For example, some pupils' main source of education could be in AP, but they could also be registered at a maintained school that has not arranged the AP. In this case, the local authority is taking responsibility for the pupil's

education and to reflect this, the pupil will be recorded on the AP census. The pupil is however registered at the school and so in order to avoid double counting, such pupils should also be recorded at the mainstream school or PRU (including AP academy or AP free school) as having a registration status of 'S' - current subsidiary (dual registration). The pupil will be funded through the dedicated schools grant by way of the high needs block and not the school census registration

Importantly, those pupils registered at a maintained school where the school is responsible for the pupil's education and as part of this has arranged some alternative provision, for example home tuition or attending a FE college, should **NOT** be included in the AP return.

They should only be recorded on the school census, with a registration status of 'C' - current (single registration at this school).

Broadly speaking, for the purposes of this census, 'alternative provision' includes the following provision:

- independent school
- hospital
- non-maintained special school
- not a school
 - further education college
 - one on one tuition
 - other unregistered provider
 - work based placement

with full details provided below in paragraphs 1.4.1 to 1.4.4.

1.4.1 Independent schools

Includes schools in England and Wales for whom the local authority is paying full or part tuition fees. This will include pupils attending independent schools within an authority and pupils attending those in another authority's area for whom the full cost of tuition is paid for by the authority wholly or in conjunction with the health authority.

'Imported' pupils should **NOT** be included: such as, those pupils attending an independent school in an authority's area for whom another authority is paying tuition fees.

1.4.2 Hospital

Refers to children who are in hospital but which is not a hospital school. Those pupils attending 'hospital' in another authority's area but for which the local authority is paying tuition fees should be included. These are sometimes known as 'exported' pupils.

'Imported' pupils (those attending an establishment in the local authority but for whom another authority is paying the fees) should **NOT** be included in the return.

1.4.3 Non-maintained special schools

Includes those pupils attending such establishments in the local authority or another authority's area for whom the local authority is paying full or part tuition fees. This will include those pupils for whom the full cost of tuition is paid for by the local authority wholly or in conjunction with the health authority.

Pupils attending an establishment in the local authority for whom another authority is paying the fees should **NOT** be included in the return.

1.4.4 Not a school

This covers those pupils being educated otherwise than at school or a hospital. This includes groups such as those educated in community homes or units (including pupils in independent residential homes - located either inside or outside the local authority's geographical boundary - where education is provided on site and for whom the local authority is wholly responsible for their educational provision) and where the pupil is not registered as attending a maintained school.

Pupils taught at home only includes those pupils who are receiving local authority funding and also those arrangements made for the education of pupils in travellers' families other than those who are on roll at a school on census day.

One on one tuition is where pupils are receiving local authority funding for such tuition.

Also included are pupils of compulsory school age, not registered at a school, who are being educated at FE colleges and for whom the local authority are financially responsible, and asylum seekers of compulsory school age attending FE colleges or with voluntary sector providers.

Other unregistered provider is where pupils are in a local authority placement that is not registered as a school or hospital. This does not apply to AP providers that should be registered as an independent school if it meets the criteria for registration (that it provides full-time education to five or more full-time pupils of compulsory school age, or one such pupil who is looked-after or has an education health and care plan).

Work based placement is where pupils are placed into a local authority funded work based placement.

Children whose parents have decided to educate them at home are NOT included in the return, unless the local authority is providing significant support to enable the child to attend a college of further education or another alternative provider, or to support their special educational needs.

[Appendix 2](#) gives guidance on different groups of children and whether they should, or should not, be counted as 'alternative provision'.

1.5 Rationale behind the alternative provision census

The following factors are the business drivers behind the alternative provision census:

- the department currently collects individual level data on pupils in mainstream schools through the school census. Analysis of individual pupil records supports the drive to raise standards, provides accurate targeting of funding and assists the monitoring and development of policy. For example: information about pupils with special educational needs (SEN); pupils who require SEN support; those pupils who are eligible to receive free school meals; and pupil's ethnicity are used to monitor the government's social inclusion policy
- the dedicated schools grant requires that accountability for expenditure in this area be demonstrated. Individual level data produces better-quality data and thereby increases confidence that expenditure is being targeted properly and improves the evidence base for formulation and delivery of other policies
- the data collected and transmitted are as defined in the common basic data set (CBDS) database

1.6 Statutory requirement and data sharing

1.6.1 Statutory requirement

The submission of the AP census returns, including a named set of pupil records, is a statutory requirement on alternative provision providers under the [Education \(Information about Children in Alternative Provision\) \(England\) Regulations 2007](#).

Putting the AP census on a statutory basis:

- means that providers do not need to obtain parental or pupil consent to the provision of information
- ensures providers are protected from any legal challenge that they are breaching a duty of confidence to pupils, and
- ensures that returns are completed by providers

1.6.2 Data protection and data sharing

(a) Legal duties under the General Data Protection Regulation: privacy notices

The General Data Protection Regulation (GDPR) mandates certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. GDPR gives rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

For the purposes of data protection legislation, the terms ‘process’, ‘processed’ or ‘processing’ apply to any activity involving the personal data, such as:

- collecting
- storing
- sharing
- destroying
- etcetera – please note: this list is not exhaustive

A ‘privacy notice’ is a good way to be able to meet data subjects rights and therefore DfE recommend they are used to explain to pupils and staff how their data is being used in data collections including the alternative provision census.

The department provides suggested wording for [privacy notices](#) that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as data will be processed that is not solely for use within data collections. As such, to comply with GDPR, the privacy notice should contain details of all uses of data within the school or local authority, which may include, for example, information used locally for pupil achievement tracking and (where relevant) the use of CCTV data.

The privacy notice should also include [this link](#) to the gov.uk webpage, which provides information on how the department processes data.

It is recommended that the privacy notice be included as part of a registration pack for pupils, induction pack for staff and be made easily accessible on websites for pupils / parents, as well as potentially featured on the staff notice board / intranet.

They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

(b) Legal duties under the General Data Protection Regulation: data security

Schools and local authorities have a legal duty under GDPR to ensure that any personal data they process is handled and stored securely. Further information is available from the [Information Commissioners Office](#).

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller extends to those who have access to your data beyond your organisation if working on your behalf, for example, if external IT suppliers can remotely access your information. The '[10 steps to cyber security](#)' and '[Responsible for information](#)' pages provide further guidance and advice.

It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. So you should provide appropriate initial and refresher training. Further information on handling data securely can also be found in the [DfE guidance on data protection for schools consider cloud software services](#).

1.7 Structure of the AP census

The 2019 alternative provision census is comprised of a pupil child level within which the details of individual placements are recorded. The individual data items are listed in [section 3](#).

1.8 Key concepts

1.8.1 Data quality

In order to properly account for pupils in the AP sector, it is important that the data collected by providers and local authorities, for onward transmission to the department, is both accurate and complete.

In [section 3](#) there is a complete list of data items that are required by the census, together with an explanation of each of them. For instance, it is important that a pupil's correct and full name is recorded and not just a shortened version. Where providers of data adhere to this requirement, it will help ensure that duplicate records are quickly identified and thereby aid the speed of the process by which funding is allocated to providers.

1.8.2 Duplicate records

The nature of AP means that pupils can be offered a 'package' that includes provision from more than one provider. The co-ordination of these pupil records by the local authority prior to submission of the return will greatly diminish the double counting of such pupils.

Local authorities are asked to make every effort to avoid duplicate records being submitted. Where duplicate records are discovered during or after the process to allocate funding, discussions will need to take place between the providers concerned and the local authorities involved in order to clarify where the funding for the particular pupil is to be allocated.

2. Completing the census

This section provides guidance on creating a census return. It covers census dates and the steps that will need to be taken on or around each census day.

2.1 Census dates

Every local authority in England completes an individual pupil level census return. The AP census will take place on **Thursday 17 January 2019**.

The deadline for the 2019 census return to reach the department is **Friday 1 March 2019**. Local authorities will want to liaise closely in the weeks running up to the census date to ensure that all appropriate pupils are included and that accurate data is supplied from all providers by the deadline.

2.2 Steps in census generation

- local authority contact liaises with all providers of alternative provision to ensure local authority records of pupils are complete and accurate
- any discrepancies will be resolved between the local authority and the provider
- local authority produces the census return according to the business and technical specification (available on the department's website)
- local authority uploads the return to COLLECT (see glossary at [appendix 3](#))
- further validation takes place in COLLECT and errors resolved before finally submitting the return to DfE via COLLECT no later than Friday 1 March 2019

2.3 Providing the data

Local authorities and providers should ensure that all the data items described in [section 4](#) and [section 5](#) are readily available and accurately recorded via electronic means such as a bespoke MIS or spreadsheet. Providers and local authorities must agree a process for this to take place.

Local authorities should make sure that their data reflects the pupils receiving AP on census day.

2.4 Local authority inputting and validation

Census data is used:

- for funding purposes

- by the department's policy divisions
- by other government departments
- by local authorities
- by schools
- by external agencies, and
- by educational researchers

Accuracy of data is therefore paramount. Local authority software may already contain aids to the cleansing of data such as address validation, pupils with more than one registered base, which will help identify and correct errors and inconsistencies in the data prior to creating the census return.

This will substantially reduce the number of validation errors in the return and, thereby, any effort required to resolve such issues.

2.5 Resolving conflicts

Errors and inconsistencies in the data are to be resolved between the local authority and the provider before the full return for the local authority is created. Local authorities will advise their providers of the means by which this process will be undertaken.

2.6 Generating the AP census (local authorities)

These completion notes are to be read in conjunction with the business and technical specification which is available on the department's [website](#).

For the AP individual level return, local authorities will need to export data from the spreadsheet or database used to record the information and load it into the department's COLLECT system.

The business and technical specification set out the requirement for an AP file. The file must contain data as outlined in the specification in respect of content, structure, and format.

The department can only accept data that conforms to the XML structure defined within the specification. If the data is organised in any other way, it will not load. In these circumstances the data will need to be reformatted in such a way as to bring it in line with the specification.

The department has provided a data entry spreadsheet which enables the input of file header and individual pupil record information. On completion of entry of the data the file can then be converted to XML format, via the spreadsheet, to allow for uploading to COLLECT. The data entry spreadsheet is available on request from the department's service desk, by completing a [data collection service request form](#).

2.7 Sending the census to the department

The local authority will submit the required data to the department via the COLLECT website via the following steps:

1. Log onto the secure website from 17 January 2019
2. Upload the file

Successfully loaded data is automatically validated by the COLLECT system.

After validation is complete the local authority will be able to view its data return, observe the validation outcomes and decide if there is any further action required in response to the validations. For example, the local authority may need to query something and return to COLLECT to make a change to the data. The local authority may wish to run a report from COLLECT or export the validated data set so it can be used in another system. Ultimately, the local authority will need to submit the data so that the department can consider it to be finalised.

The above is a brief outline of the process. Prior to the data collection the local authority will be able to access detailed COLLECT guidance documentation. Availability of this guidance will be announced in the alternative provision census 'early warning' and 'final readiness' news bulletins and published on the department's [website](#).

3. Preparation – data items required

3.1 Introduction

[Section 4](#) provides information on the child / pupil and [section 5](#) provides information on the child / pupil and the child's placement details. These sections contain all the data items that are required for the census.

Most of the data items collected in the AP census are those which the local authority and the provider would be expected to hold for their own purposes. The majority of items should therefore be kept up to date as part of normal business processes.

3.2 Data to be collected in the alternative provision census

The AP census collects individual items of data about pupils who attend AP education.

The data items are fully described in the business specification and its associated tables which can be found on the department's [website](#).

Additionally, code sets for individual data items are given in [appendix 1](#).

Local authorities are encouraged to study these data items well before the full census to ensure data will be available in the correct format.

3.3 Pupils not attached to any school

There are children who are unattached (either temporarily or permanently) to any maintained school in its area, but for whom the local authority has responsibility. These include:

- children receiving alternative provision
- permanently excluded pupils not yet assigned to a new school but are receiving an education provision
- home educated pupils, that is: those requiring SEN support or undertaking FE courses
- SEN pupils attending a non-maintained school

In many cases pupils will have already been allocated a UPN¹ (especially if moving to the AP sector from a maintained school).

Where, exceptionally, a pupil has not previously been in a maintained school or other establishment and hence does not have a UPN then one should be allocated using the national formula with a 'dummy' school number in the range 3950-3999.

It may be appropriate to use different dummy school numbers for each type of pre-school or unattached pupil, but the precise choice of numbers can be at the local authority's discretion - provided all numbers are in the 3950-3999 range. It is essential however that the authority has a single point of control for the allocation of UPNs to all types of pre-school or unattached pupil to ensure that no two pupils are allocated the same UPN. Further details about UPNs and their allocation can be found on the department's [website](#).

¹ The unique pupil number (UPN) is a number that identifies each pupil in England uniquely. A UPN is allocated to each pupil according to a nationally specified formula on first entry to school (or perhaps in some cases earlier), and is intended to remain with the pupil throughout their school career regardless of any change in school or local authority.

4. Pupil / child level

This section lists, in detail, the pupil specific data required for the 2019 alternative provision census:

4.1 Unique pupil number (UPN)

A unique pupil number (UPN) is allocated to each pupil in a maintained school in England. It is an identifier for use in the educational context during a pupil's school career only and is subject to data protection restrictions.

4.2 Unique learner number (ULN)

A unique learner number (ULN) is required for all students in alternative provision aged 14 and over.

ULNs are assigned to students over the age of 14 in publicly funded education and training and the ULN are mandatory for use in English schools. They are allocated and managed by the Learning Records Service (LRS) and will remain with the individual for their lifetime. If a student does not already have a ULN assigned to them, local authorities can sign the learning provider agreement which will provide local authorities with access the LRS system which will enable them to issue and manage ULNs **only** for pupils receiving alternative provision and who are not associated with a school having a UKPRN and access of its own to system.

It is important that if a ULN has been assigned to a student it is included in the AP census return.

4.3 Pupil / child surname

Full legal surname, as the local authority believes it to be (local authorities are not expected to have verified this from a birth certificate or other legal document).

4.4 Pupil / child forename

Full given first name of the child (not common contractions).

4.5 Pupil / child middle name(s)

In full, not shortened or familiar versions; if pupil has no middle name(s) then this field must be left blank.

4.6 Pupil / child preferred surname

The surname (as written) most commonly used in the local authority.

4.7 Date of birth

Date of birth of pupil / child in the format CCYY-MM-DD.

4.8 Gender

Gender of pupil (see codeset in [appendix 1](#))

In exceptional circumstances the local authority / provider may be unsure as to which gender should be recorded for a particular pupil. The advice from the department is to record the gender according to the wishes of the pupil and / or parent.

4.9 Ethnicity

Ethnicity is collected for all pupils and records the ethnicity as stated by the parent / guardian and / or child. Ethnicity is a personal awareness of a common cultural identity and relates to how a person feels and not how they are perceived by others. It is a subjective decision as to which category a person places themselves in and does not infer any other characteristics such as religion or country of origin.

You must not ascribe any ethnicity to the pupil. This information **must** come from the parent / guardian or pupil. Where the ethnicity has not yet been collected this is recorded as 'NOBT' (information not yet obtained). If a pupil or parent has refused to provide ethnicity, 'REFU' (refused) is recorded and returned

The ethnicity codeset reflects categories used in the 2001 national population census, with additional categories for Travellers of Irish heritage, Sri Lankan other and pupils of Gypsy / Roma heritage

4.10 Free school meal eligibility

Important note: Free school meal eligibility data will be used by the department in determining the pupil premium allocations for schools and, as such, it is essential that this data item is correctly recorded on the AP census.

4.10.1 Universal credit

To minimise the impact of the rollout of universal credit and the introduction of a net-earned income threshold to determine eligibility for free school meals, transitional arrangements have been put in place to ensure that no pupil loses a meal as a result of these changes.

4.10.1.1 Transitional arrangements

Transitional protections should be awarded as follows:

- any claimant who is in receipt of free school meals on 31 March 2018 should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least summer 2023, and applies even if their circumstances change and they would no longer meet the eligibility criteria.
- any claimant who gains eligibility for free school meals from 1 April 2018 will continue to receive free school meals until the end of the universal credit rollout period, and then until their phase of education ends. This covers until at least summer 2023, and applies even if their circumstances change and they would no longer meet the eligibility criteria.

4.10.1.2 FSM end dates

Consequently, **it is not expected that FSM end dates will be entered by providers during the transitional period** – with the exceptions being:

- where a parent has been informed of the FSM protection and they have still indicated that they do not wish the child to be recorded as FSM eligible and receive a free school meal. This should not be confused with a parent's request to end a free school meal claim with a change in their circumstances which are now protected
- where a pupil transfers from another UK country – their non-English FSM must have an FSM end date
- claimants who qualify through support under the Immigration & Asylum Act 1999 or the guarantee element of the Pension Credit, their benefit(s) **will not** be replaced by universal credit and therefore the pupil's FSM entitlement **will not** be protected. They will only be entitled to a free school meal as long as they retain the benefit. In such cases where the parent has notified the school that these benefits have ended an FSM end date should be recorded

4.10.2 Data collected

Each of the census collections will require the inclusion of any periods of FSM eligibility since the previous census for those pupils on roll on census day. The following three data items will be used to collect this information:

- FSM eligibility start date
- FSM eligibility end date – please note this will only be expected for FSM periods that end on or before 31 March 2018 or where a valid exception applies (please refer to 4.10.1.2)

- Country of UK (this will be system generated and will not require any data entry by schools)

These data items will be collected for pupils within the scope of the collections with any periods of FSM eligibility since the last census, those with:

- a) an FSM eligibility start date on or before the current census day and no FSM eligibility end date (eligibility on-going on census day); or
- b) an FSM eligibility end date from the first day after the previous census and on or before the current census day – please note this will only be expected for FSM periods that end on or before 31 March 2018 or where a valid exception applies (please refer to section 4.10.1.2)

In respect of b) the FSM eligibility end dates are between 19 January 2018 and 17 January 2019 inclusive.

Multiple FSM eligibility start and end dates falling within the period should be returned where applicable - please note this will only be expected for FSM periods that end on or before 31 March 2018 or where a valid exception applies (please refer to section 4.10.1.2)

For example, if a pupil had been eligible for FSM from 1 February 2017 until 31 March 2018 and then became eligible again from 1 June 2018 then the following would be returned in the 2019 AP census:

For the first period of eligibility:

FSM eligibility start date of 2017-02-01 and FSM eligibility end date of 2018-03-29 and

For the second period of eligibility:

FSM eligibility start date of 2018-06-01 and no FSM eligibility end date

Pupils should only be recorded as FSM eligible if they meet the FSM eligibility criteria (in respect to family income) and make a claim.

Pupils who are **only** in receipt of a free school lunch due to the universal infant free school meal entitlement – should **not** be recorded as FSM eligible and therefore will not be eligible to receive pupil premium.

4.10.3 Pupil premium funding

The provision of additional funding to schools via the deprivation pupil premium is directed to those pupils from deprived backgrounds and is based on their eligibility for free school meals (FSM).

Only pupils aged 4 and above in Reception to Year 11 (or aged 4 to 15 where national curriculum year groups do not apply) are eligible for pupil premium funding.

The terms under which the payment of pupil premium operates are set out in the pupil premium conditions of grant which are available on the department's [website](#).

The provision of additional funding through the pupil premium only covers FSM eligibility in England. Any periods of FSM eligibility in any other country do not count when determining a pupil's eligibility for the pupil premium.

Each period of FSM eligibility will have a system generated Country of UK code attached to enable the department to ensure that those pupils who have only experienced periods of FSM eligibility outside of England do not attract the pupil premium.

For periods of eligibility when a pupil was on roll at a school in England the Country of UK code will be 'ENG'. Pupils who were on roll at a school in Wales, Scotland or Northern Ireland will have been assigned a code of 'WLS', 'SCT' or 'NIR' respectively.

See the frequently asked questions on the pupil premium page of the department's [website](#) for further information.

4.10.4 Eligibility for free school meals

Free school meal eligibility periods will be used by the department in determining the pupil premium allocations for schools and, as such, it is essential that this information is correctly recorded on the AP census.

Periods of 'FSM' eligibility for pupils are recorded where a claim for free school meals has been made by them or on their behalf and either:

- the relevant local authority / school has confirmed that they are entitled to free school meals; or
- the relevant local authority / school has seen the necessary documentation (for example, a TC602 tax credit award notice or confirmation of universal credit) that confirms entitlement to free school meals

[The Education \(School Lunches\) \(Prescribed Requirements\) \(England\) Order 2003](#)

describes an additional requirement for children who have not attained compulsory school age but receive education in a maintained setting. Such children must be registered pupils and be 'receiving education both before and after the lunch period' before being eligible for free school meals.

Children whose parents are in receipt of one of the following are entitled to receive free school meals:

- income support (IS)
- income based job seekers allowance (IBJSA)
- income-related employment and support allowance
- support under Part VI of the Immigration and Asylum Act 1999

- child tax credit (provided they are not entitled to working tax credit) as approved by Her Majesty's Revenue and Customs*
- guarantee element of state pension credit
- universal credit - if claimant's apply on or after 1 April 2018 their household income must be less than £7,400 a year (after tax and not including any benefits they get)

*A parent is entitled to the working tax credit run-on payment for a further four weeks after they stop qualifying for working tax credit. Their children are entitled to free school meals for the period that they are in receipt of this payment.

Children who receive qualifying benefits in their own right are also entitled to receive free school meals.

In addition, as stated above, any claimant who is in receipt of free school meals on or after 31 March 2018 should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least summer 2023, and applies even if their circumstances change and they would no longer meet the eligibility criteria.

It is not necessary for individual schools / local authorities to calculate a family's annual taxable income. HM Revenue and Customs (HMRC) perform this income calculation and this figure is used to determine free school meal entitlement. Each time a tax credit award is calculated, HMRC issue a tax credit award notice (TC602) to the applicant. The award notice details annual income and key family details. This notice includes all information required to assess a child's free school meal eligibility (under the 'tax credit' category) and it is strongly recommended that this document be used to make that assessment. Similarly, it is strongly recommended that the pension credit award notice (issued by the pension service to all those in receipt of pension credits) be used to assess a child's free school meal eligibility under the 'guarantee state pension credit' category.

See the free school meal guidance on the department's [website](#) for further information.

4.10.5 FSM eligibility checking service

The FSM eligibility checking service (ECS) streamlines the FSM eligibility checking process for both local authorities and parents. The ECS allows local authorities to electronically check in a single application all the relevant data held by three government departments (DWP, Home Office and HMRC) in order to confirm pupils' FSM eligibility. Rather than providing paper evidence (TC602) of being in receipt of the relevant benefit, parents simply need to provide their NI number, date of birth and surname. Local authorities are then able to undertake an eligibility check in real time via their on-line link to the system.

The ECS is only accessible by local authorities, who use it on behalf of their schools to check pupils' entitlement to free meals.

Some local authorities also provide a web-based service which enables parents to check their own eligibility via the ECS. Parents of pupils attending academies can use the application on the department's [website](#), to check if their children are eligible for free school meals.

4.11 Service children in education indicator

The service child in education indicator is collected for all pupils and must record the information as stated by the parent / guardian.

You must not ascribe the service child indicator to the pupil. This information **must** come from the parent / guardian. Valid codes are 'Y' (yes), 'N' (no) and 'R' (refused) with an additional code of 'U' (unknown) to indicate no response given or other reason for no information. This field defaults to 'N' to reduce the burden on data providers and you will only need to change entries for children from service families.

The service children indicator will be used by the department in determining pupil premium allocations and also to assist with identifying both the impact that being a service child has on the education of a pupil and the impact that catering for large numbers of service children has on individual schools and local authorities. In the light of the above, it is essential that this data item is correctly recorded on the census.

A 'service child' has parent(s) - or person(s) with parental responsibility - who is / are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England
- exercising parental care and responsibility

Please note that reserve units are not classed as the regular armed forces and such pupils are not recorded as service children on the school census. However, where a reserve soldier is acting in a full-time capacity, this is classified as regular service.

The service children indicator is only relevant to children whose parents are designated as personal category 1 or 2 which are shown on the [GOV.UK website](#). However, all parents will be aware of their personal category. From the above link you will see the following definitions:

Personal category 1 (PStat Cat 1)

Those in PStat Cat 1 will meet one of the following qualifying criteria:

- a) a legally married member of the armed forces, who lives with their spouse, or who would do so but for the exigencies of the armed forces

- b) a member of the armed forces, who is registered in a civil partnership in accordance with the civil partnership act 2004; or is in a civil partnership under an overseas scheme recognised under that act; and who lives with their registered civil partner; or who would do so but for the exigencies of the armed forces

Personal category 2 (PStat Cat 2)

Those in PStat Cat 2 will be a member of the armed forces who has parental responsibility within the terms of the children act 1989 for a child(ren) and who satisfies all of the following conditions:

- a) can properly be regarded as the centre and prime mover in the life of the child(ren)
- b) provides a home where they normally live with the child(ren) except where unable to do so for reasons attributable to their service in the armed forces
- c) provides, where the child(ren) is unable to care for itself, a child carer who can look after the child(ren) during their absences attributable to their service in the armed forces. The child carer must not be the other natural parent of the child(ren). The other natural parent should normally only have staying access to the child(ren) for an aggregate of 56 days in any 12 month period. Staying access greater than this may render the service person ineligible for PStat Cat 2 (these restrictions on access do not apply while on recognised unaccompanied duty)
- d) accepts financial responsibility for the child(ren)

Valid codes are 'Yes', 'No' and 'Refused' with an additional code of 'Unknown' to be held by the school to indicate no response given or other reason for no information.

4.12 Post looked after arrangements

This data item identifies those children on roll on census day have left local authority care in England and Wales immediately before adoption or prior to being subject of a residence / child arrangements order or special guardianship order. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers) to decide if they wish local authority / provider to know whether such children have been adopted, or are under a special guardianship order or a residence / child arrangements order. The local authority / provider will be able to record the information using the following codeset; only one of the values will apply to each pupil:

| Code | Post looked after arrangements |
|-------------|--|
| N | Not declared |
| A | Ceased to be looked after through adoption |
| G | Ceased to be looked after through a special guardianship order (SGO) |
| R | Ceased to be looked after through a residence order (RO) |
| C | Ceased to be looked after through a child arrangement order(CAO) |

The default value will be N, not declared.

A [template letter](#) is available for local authorities to adapt and send out to their providers to help assist with the identification and allocation of the pupil premium to pupils in alternative provision who have left care under an adoption, special guardianship or residential / child arrangements order.

4.13 Early years pupil premium [used for funding]

The early years pupil premium (EYPP) is additional funding to improve the education provided for disadvantaged three and four-year-olds (all three and four year olds are entitled to up to 15 hours per week of government funded free early education for 38 weeks of the year).

Only children **in receipt** of EYPP in census week should be recorded with early years pupil premium receipt equal to “true”.

The data collected via the AP census will be used by the department to determine the early years pupil premium allocation which the department provides to local authorities to fund their early years providers. Award of EYPP is dependent on the application by parents of eligible children to their local authority, which will use the eligibility checking service to verify their application against benefits related data.

Early years pupil premium data is required from all children aged 3 included on the AP census (those born between 2014-09-01 and 2015-12-31 (inclusive)). Children aged 4 at the start of the academic year are eligible for the school age pupil premium and therefore are not eligible for early years pupil premium funding.

Children are eligible to receive EYPP, if they are receiving the universal 15 hours per week of government funded free early education entitlement and either:

- meet the benefits related criteria equivalent to those for Free School Meals (please note: meals provided as part of the universal entitlement are **not** FSM; **receipt of FSM does not automatically qualify a child for EYPP**)²; or
- are in the care of the local authority (in England or Wales); or
- have left care (in England or Wales) through:
 - adoption
 - special guardianship

² Further guidance on EYPP eligibility is available here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/682452/Early_years_entitlements-_Operational_guide_2018_to_2019.pdf

- child arrangement order (formally known as a residence order)

For those pupils in receipt of the early years pupil premium, the reason why is also required against the basis of eligibility field. This should be recorded as follows:

| Code | Early years pupil premium basis for funding |
|------|--|
| RE | In receipt through economic reasons: where they are in receipt via the benefits related criteria for FSM |
| RO | In receipt through other reasons: where they are in receipt due to being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order |
| RB | In receipt through both reasons: where they are in receipt through both economic and other reasons |
| RU | In receipt through unknown basis: where the school or AP provider knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why |

Please note: As there are no year groups in the AP census, 4 year olds are considered to be on the school roll and therefore, in receipt of pupil premium. As such, they will not receive EYPP.

4.14 SEN provision

[The Children and Families Act 2014](#) replaced 'SEN statements' with 'Education, Health and Care plans' (EHC plans).

The AP census collects pupil SEN type for all pupils with SEN, that is, those with:

| Code | Pupil SEN Provision |
|------|---|
| N | No Special Educational Need |
| E | Education, Health and Care Plan |
| K | SEN Support |
| S | Statement - pupils who still have an SEN statement - ONLY for use in historical placements |

The default value will be N, no special educational need

The use of the 'statement of special educational needs' (code 'S') was discontinued from 1 April 2018. As such, code 'S' has been removed from SEN provision **except** where it applies to a historical placement with a leaving date prior to 1 April 2018.

For all new placements from 1 April 2018, we would expect SEN provision to be recorded as 'E', 'K' or 'N'.

4.14.1 Pupil SEN type

The 'pupil SEN type' data item records the nature (type) of the pupil's special educational need. Only two pupil SEN types may be returned in the AP census. These are ranked using the pupil SEN type ranking – see paragraph 4.16.2 below.

Pupil SEN type codes are:

| Code | Description |
|------|--|
| SPLD | Specific learning difficulty |
| MLD | Moderate learning difficulty |
| SLD | Severe learning difficulty |
| PMLD | Profound & multiple learning difficulty |
| SEMH | Social, emotional and mental health |
| SLCN | Speech, language and communication needs |
| HI | Hearing impairment |
| VI | Visual impairment |
| MSI | Multi-sensory impairment |
| PD | Physical disability |
| ASD | Autistic spectrum disorder |
| OTH | Other difficulty / disorder |
| NSA | SEN support but no specialist assessment of type of need |

4.14.2 Pupil SEN type ranking

The 'pupil SEN type ranking' data item records the ranking of the pupil's special educational needs, as recorded in pupil SEN type. The most significant, or primary need, is ranked as '1' with any secondary need ranked '2'. Only two rankings are collected in the school census, with no two needs given the same ranking, that is, if there is more than one SEN type reported they cannot both have a ranking of '1'

4.15 Home information module

All data items should be maintained on an event driven basis and will show the pupil's current address.

Schools are able to provide the department with their addresses in whichever format their data is currently held within their MIS - either SAON, PAON, post town (BS7666 address), or address line 1-5. Postcode should be provided with either format. Schools should not worry if these field names do not mean anything to them - no change is needed to the way in which address information is currently held within their MIS to complete the census returns.

Where the BS7666 format is used then the SAON and street must be provided and at least one of town, locality, administrative area or post town.

The expectation is that schools will be able to provide a valid home address for the great majority of their pupils (including boarding pupils). Boarding pupils from abroad should be recorded with their “home” address as the address where they reside during school term time, which may be the school’s address (If a second address is an overseas address, validation errors on the postcode can be ignored). Where a child has multiple addresses (where the child lives with both parents at different stages of the week) both addresses should be supplied.

Whilst every effort must be made to obtain these pupil details, the department understands that in extreme circumstances this is not always possible. In such extreme cases, these fields can be left blank or a partial address can be supplied and the validation errors ignored.

4.15.1 SAON

SAON, the secondary addressable object name, refers to the flat, apartment name or number or other sub-division of a dwelling.

4.15.2 PAON

PAON, the primary addressable object name, refers to the dwelling name and / or number.

4.15.3 Street

The street name or description. Validation will result in a query where there is a dwelling name / number but no street. If the address legitimately has no street, the query can be ignored.

4.15.4 Locality

The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.

4.15.5 Town

The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.

4.15.6 Administrative area

The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.

4.15.7 Post town

The post office usually assigns these based on sorting office.

4.15.8 Postcode

The code allocated by the post office to identify a group of postal delivery points.

Please note: whilst the postcode remains mandatory – and all efforts should be made to ensure each address has a postcode – to facilitate the “clean data submit” initiative that is running on the AP census, the validation against this requirement has been amended from an “error” to a “query” and, as such, where a postcode cannot be entered, this “query” may now be “Okayed” to allow submission.

4.15.9 Unique property reference number

A unique property reference number (UPRN) is a unique integer identifier for every address in Great Britain and can be found in the Ordnance Survey (OS) AddressBase products. It provides a comprehensive, complete, consistent identifier throughout a property’s life cycle – from planning permission through to demolition.

The UPRN is a voluntary data item to be returned alongside the full address (in either BS7666 or address line structure). However, where UPRN is not populated within systems, the data is not required to be submitted.

4.15.10 Address line 1

First line of address.

4.15.11 Address line 2

Second line of address.

4.15.12 Address line 3

Third line of address.

4.15.13 Address line 4

Fourth line of address.

4.15.14 Address line 5

Fifth line of address.

NB. Regarding addresses above, **only one format is required**. Care should be taken not to mix the two formats.

Where the BS7666 format is used then the SAON and street must be provided and at least one of town, locality, administrative area or post town. In addition, the postcode **must** be provided.

For a line address, the minimum of postcode and **one address line** must be provided. However, up to a maximum of five lines are available for the address, if required.

5. Placement module

This section lists, in detail, the placement specific data items required for the 2019 alternative provision census.

This module records information about the latest / last placement within the 'census period' - see paragraph [1.2](#) above. This will either be:

- the current placement or;
- last placement, where the child is no longer in AP

5.1 URN

The 'URN' data item records the Get Information About Schools (GIAS) unique reference number (URN), where it is available, of establishment within which the pupil has taken up an alternative provision placement.

Please note: The URN and UKPRN are mutually exclusive. Where one is returned, the other is not. Where the provider is not registered on GIAS, this field is left blank.

However, where left blank, and no UKPRN is returned, the 'AP type of setting' (see paragraph [5.3](#) below) must be completed. Where URN is completed, type of setting is left blank.

5.2 UKPRN

The 'UKPRN' data item records the UK provider register number (UKPRN), where available, of establishment within which the pupil has taken up an alternative provision placement.

Please note: The UKPRN and URN are mutually exclusive. Where one is returned, the other is not. Where the provider is not registered with UKPRN, this field is left blank.

However, where left blank, and no URN is returned, the 'AP type of setting' (see paragraph [5.3](#) below) must be completed. Where this field is completed, type of setting is left blank.

5.3 Type of setting

The 'AP setting type' data item records, where the URN or UKPRN are not available (left blank), the type of setting within which the pupil has taken up an alternative provision placement. Allowable values are shown in the table below:

| Code | Description |
|------|--|
| NFE | Non-maintained further education provision |
| OOT | One on one tuition |
| OTH | Other unregistered provider |
| WBP | Work based placement |

Where type of setting is completed, URN and UKPRN must be blank. If URN or UKPRN are completed, type of setting must remain blank

5.4 Primary reason for placement

The 'AP placement reason' data item records the primary (or main) reason why the placement into alternative provision has been commissioned as opposed to what the needs of the pupil are. For example, where a pupil has a mental/physical health need but has also been permanently excluded the primary reason for placement would be the permanent exclusion which triggered the commissioning of the alternative provision. Allowable values are shown in the table below:

| Code | Description |
|------|--|
| EHC | Setting named on EHC plan |
| MHN | Mental health need |
| NEW | New arrival without a school place |
| OTH | Other |
| PCC | Pregnancy / childcare |
| PEX | Permanent exclusion |
| PHN | Physical health need |
| YOI | Pupil in young offender institutes / secure training centres |

5.5 Date of entry into AP

The 'entry date' data item records the pupil's entry date into alternative provision. As children may enter into alternative provision more than once within a census period. Each 'transaction' is to be recorded and returned in the census

5.6 Date of leaving AP

The 'leaving date' data item records the date the pupils leaves alternative provisions. As children may leave alternative provision more than once within a census period. Each 'transaction' is to be recorded and returned in the census.

5.7 Association

The 'AP association' data item records whether the placement is associate with any other services, that are not education, supporting the pupil. The default value should be set to 'NO'. Allowable values are shown in the table below:

| Code | Description |
|------|--|
| YC | Yes – provision linked to a children’s home |
| YH | Yes – provision linked to a healthcare setting |
| YO | Yes – provision linked to other service |
| NO | No – provision is not linked |

5.8 Attendance pattern

The ‘AP attendance pattern’ data item records the pupil’s planned attendance pattern at the alternative provision provider. Allowable values are:

| Code | Description |
|------|---|
| FT | Full time in alternative provision at this provider |
| PT | Part time in alternative provision at this provider |

Where the pupil is in part time provision (attends less than 10 sessions a week in the alternative provision placement), the number of sessions must be provided. Please note that, for the purposes of this data item, part-time is defined as being expected to attend fewer than 10 sessions per week at the placement.

5.9 Sessions per week

The ‘AP sessions per week’ data item records, where the pupil’s attendance pattern is part time (PT) the pupil’s planned number of sessions per week.

5.10 URN of previous school attended

The ‘previous URN’ data item records the GIAS unique reference number (URN) of the school that the pupil attended prior to entering into an alternative provision placement. As this is only recorded once in the record, this should be the latest ‘previous URN’ on record that is held by the alternative provision provider.

6. Further information

For further advice on the completion of any part of the AP census return, local authorities should contact the DfE service desk by completing a ['Data collection service request form'](#).

Appendix 1 – codesets for data items

Gender

| Gender | |
|--------|---|
| 0 | Not known (gender has not been recorded). Also covers gender of unborn child. |
| 1 | Male |
| 2 | Female |
| 9 | Not specified (indeterminate; unable to be classified as either male or female) |

Ethnicity

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|------------------------------------|---------------|------------------------------------|---------------|--|
| WBRI | White - British | WBRI | White - British | White | WBRI may not be used if any of the extended categories below (WCOR-WWEL) are used |
| WCOR | White - Cornish | WBRI | White - British | White | |
| WENG | White - English | WBRI | White - British | White | |
| WSCO | White - Scottish | WBRI | White - British | White | |
| WWEL | White - Welsh | WBRI | White - British | White | |
| WOWB | Other White British | WBRI | White - British | White | If LAs collect information for "White - British" pupils using any of the extended categories above (WCOR-WWEL), this category must be used as a catch all for all other White pupils within the main "White - British" category. If used, cannot have category "White - British" (WBRI). |
| WIRI | White - Irish | WIRI | White - Irish | White | |
| WIRT | Traveller of Irish heritage | WIRT | Traveller of Irish heritage | White | |
| WOTH | Any other white background | WOTH | Any other white background | White | WOTH may not be used if any of the extended categories below (WALB-WWEU) are used. |
| WALB | Albanian | WOTH | Any other white background | White | Excluding Kosovan. |
| WBOS | Bosnian-Herzegovinian | WOTH | Any other white background | White | |
| WCRO | Croatian | WOTH | Any other white background | White | |
| WGRE | Greek/ Greek Cypriot | WOTH | Any other white background | White | If LAs do not wish to distinguish between pupils of Greek and Greek Cypriot heritage they may place all Greek/ Greek Cypriot in this category. If used, cannot have categories "Greek" (WGRK) or "Greek Cypriot" (WGRC). |
| WGRK | Greek | WOTH | Any other white background | White | If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek Cypriot" (WGRC). |
| WGRC | Greek Cypriot | WOTH | Any other white background | White | If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek" (WGRK). |
| WITA | Italian | WOTH | Any other white background | White | |
| WKOS | Kosovan | WOTH | Any other white background | White | |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|------------------------------|---------------|----------------------------|---------------|--|
| WPOR | Portuguese | WOTH | Any other white background | White | |
| WSER | Serbian | WOTH | Any other white background | White | |
| WTUR | Turkish/ Turkish Cypriot | WOTH | Any other white background | White | If LAs do not wish to distinguish between pupils of Turkish and Turkish Cypriot heritage they may place all Turkish/ Turkish Cypriot in this category. If used, cannot have categories "Turkish" (WTUK) or "Turkish Cypriot" (WTUC). |
| WTUK | Turkish | WOTH | Any other white background | White | If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish Cypriot" (WTUC). |
| WTUC | Turkish Cypriot | WOTH | Any other white background | White | If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish" (WTUK). |
| WEUR | White European | WOTH | Any other white background | White | If LAs do not collect information on White European pupils on the basis of country of origin or East/ West European, they may place all White European pupils here. |
| WEEU | White Eastern European | WOTH | Any other white background | White | Including Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegrin and Romanian. |
| WWEU | White Western European | WOTH | Any other white background | White | Including Italian, French, German, Spanish, Portuguese and Scandinavian. |
| WOTW | White other | WOTH | Any other white background | White | If LAs collect information for "Any Other White Background" pupils using any of the extended categories above (WALB-WWEU), this category must be used as a catch all for all other White pupils within the main "Any Other White Background" category. If used, cannot have category "Any Other White Background" (WOTH). |
| WROM | Gypsy / Roma | WROM | Gypsy / Roma | White | This category includes pupils who identify themselves as Gypsies and or Romanies, and or Travellers, and or Traditional Travellers, and or Romanichals, and or Romanichal Gypsies and or Welsh Gypsies / Kaale, and or Scottish Travellers / Gypsies, and or Roma. It includes all children of a Gypsy ethnic background or Roma ethnic background, irrespective of whether they are nomadic, semi nomadic or living in static accommodation. It should not include Fairground (Showman's) children; the children travelling with circuses; or the children of New Travellers or Bargees unless, of course, their ethnic status is that which is mentioned above. Schools would use this where they do not wish to identify Gypsy and Roma pupils separately |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|--------------------------------------|---------------|-----------------------------------|------------------------------|--|
| WROG | Gypsy | WROM | Gypsy/Roma | White | This category enables the separate identification of Gypsy pupils. Gypsy refers to: all pupils who identify themselves as Gypsies. This includes all children of a Gypsy ethnic background, irrespective of whether they are nomadic, semi-nomadic or living in static accommodation |
| WROR | Roma | WROM | Gypsy/Roma | White | This category identifies the separate identification of Roma pupils. Roma refers to: all pupils who identify themselves as Roma or Romany, part of a diverse community of related groups whose ancestors are believed to originate from the Indian sub-continent but who have more recently migrated from Central and Eastern Europe. Many Roma speak a form of dialect of the Romani language as their first language and for many this is in addition to their national language (for example Czech or Romanian). |
| WROO | Other Gypsy/Roma | WROM | Gypsy/Roma | White | This category is for Gypsy/Roma who do not identify with one or the other of the above groups – for example pupils with mixed Gypsy/Roma heritage |
| MWBC | White and Black Caribbean | MWBC | White and Black Caribbean | Mixed/Dual background | |
| MWBA | White and Black African | MWBA | White and Black African | Mixed/Dual background | |
| MWAS | White and Asian | MWAS | White and Asian | Mixed/Dual background | MWAS may not be used if any of the extended categories below (MWAP-MWAI) are used. |
| MWAP | White and Pakistani | MWAS | White and Asian | Mixed/Dual background | |
| MWAI | White and Indian | MWAS | White and Asian | Mixed/Dual background | |
| MWAO | White and any other Asian background | MWAS | White and Asian | Mixed/Dual background | If LAs collect information for "White and Asian" pupils using any of the extended categories above (MWAP-MWAI), this category must be used as a catch all for all other Mixed/Dual background pupils within the main "White and Asian" category. If used, cannot have category "White and Asian" (MWAS). |
| MOTH | Any other mixed background | MOTH | Any other mixed background | Mixed/Dual background | MOTH may not be used if any of the extended categories below (MAOE-MWCH) are used. |
| MAOE | Asian and any other ethnic group | MOTH | Any other mixed background | Mixed/Dual background | |
| MABL | Asian and Black | MOTH | Any other mixed background | Mixed/Dual background | |
| MACH | Asian and Chinese | MOTH | Any other mixed background | Mixed/Dual background | |
| MBOE | Black and any other ethnic group | MOTH | Any other mixed background | Mixed/Dual background | |
| MBCH | Black and Chinese | MOTH | Any other mixed background | Mixed/Dual background | |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|------------------------------------|---------------|-----------------------------------|-------------------------------|--|
| MCOE | Chinese and any other ethnic group | MOTH | Any other mixed background | Mixed/Dual background | |
| MWOE | White and any other ethnic group | MOTH | Any other mixed background | Mixed/Dual background | |
| MWCH | White and Chinese | MOTH | Any other mixed background | Mixed/Dual background | |
| MOTM | Other mixed background | MOTH | Any other mixed background | Mixed/Dual background | If LAs collect information for "any other mixed background" pupils using any of the extended categories above (MAOE-MWCH), this category must be used as a catch all for all other Mixed/Dual background pupils within the main "any other mixed background" category. If used, cannot have category "any other mixed background" (MOTH). |
| AIND | Indian | AIND | Indian | Asian or Asian British | |
| APKN | Pakistani | APKN | Pakistani | Asian or Asian British | APKN may not be used if any of the extended categories below (AMPK-AKPA) are used. |
| AMPK | Mirpuri Pakistani | APKN | Pakistani | Asian or Asian British | |
| AKPA | Kashmiri Pakistani | APKN | Pakistani | Asian or Asian British | |
| AOPK | Other Pakistani | APKN | Pakistani | Asian or Asian British | If LAs collect information for "Pakistani" pupils using any of the extended categories above (AMPK-AKPA), this category must be used as a catch all for all other Pakistani pupils within the main "Pakistani" category. If used, cannot have category "Pakistani" (APKN). |
| ABAN | Bangladeshi | ABAN | Bangladeshi | Asian or Asian British | |
| AOTH | Any other Asian background | AOTH | Any other Asian background | Asian or Asian British | AOTH may not be used if any of the extended categories below (AAFR-ASRO) are used. |
| AAFR | African Asian | AOTH | Any other Asian background | Asian or Asian British | Including East and South African Asians. |
| AKAO | Kashmiri other | AOTH | Any other Asian background | Asian or Asian British | Kashmiri respondents not wishing to be classified under Asian Pakistani should use this category. |
| ANEP | Nepali | AOTH | Any other Asian background | Asian or Asian British | |
| ASNL | Sri Lankan Sinhalese | AOTH | Any other Asian background | Asian or Asian British | All other Sinhalese pupils should be placed wherever appropriate in the categories above. If used MUST also have categories 'Sri Lankan Tamil' (ASLT) and 'Sri Lankan Other' (ASRO). |
| ASLT | Sri Lankan Tamil | AOTH | Any other Asian background | Asian or Asian British | All other Tamil pupils should be placed wherever appropriate in the categories above. If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan other' (ASRO). |
| ASRO | Sri Lankan other | AOTH | Any other Asian background | Asian or Asian British | If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan Tamil' (ASLT). |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|-----------------------------------|---------------|-----------------------------------|-------------------------------|--|
| AOTA | Other Asian | AOTH | Any other Asian background | Asian or Asian British | If LAs collect information for "any other Asian background" pupils using any of the extended categories above (AAFR-ASRO), this category must be used as a catch all for all other Asian pupils within the main "any other Asian background" category. If used, cannot have category "any other Asian background" (AOTH). |
| BCRB | Black Caribbean | BCRB | Black Caribbean | Black or Black British | Including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago. |
| BAFR | Black - African | BAFR | Black - African | Black or Black British | BAFR may not be used if any of the extended categories below (BANN-BSUD) are used. |
| BANN | Black - Angolan | BAFR | Black - African | Black or Black British | |
| BCON | Black - Congolese | BAFR | Black - African | Black or Black British | |
| BGHA | Black - Ghanaian | BAFR | Black - African | Black or Black British | |
| BNGN | Black - Nigerian | BAFR | Black - African | Black or Black British | |
| BSLN | Black - Sierra Leonean | BAFR | Black - African | Black or Black British | |
| BSOM | Black - Somali | BAFR | Black - African | Black or Black British | |
| BSUD | Black - Sudanese | BAFR | Black - African | Black or Black British | Including Sudanese of Egyptian origin. |
| BAOF | Other Black African | BAFR | Black - African | Black or Black British | Including Black South African, Zimbabwean, Ethiopian, Rwandan and Ugandan. If LAs collect information for "Black - African" pupils using any of the extended categories above (BANN-BSUD), this category must be used as a catch all for all other Black African pupils within the main "Black - African" category. If used, cannot have category "Black - African" (BAFR). |
| BOTH | Any other Black background | BOTH | Any other Black background | Black or Black British | BOTH may not be used if any of the extended categories below (BEUR-BNAM) are used. |
| BEUR | Black European | BOTH | Any other Black background | Black or Black British | |
| BNAM | Black North American | BOTH | Any other Black background | Black or Black British | Include Black North American and Canadian. |
| BOTB | Other Black | BOTH | Any other Black background | Black or Black British | If LAs collect information for "any other Black background" pupils using any of the extended categories above (BEUR-BNAM), this category must be used as a catch all for all other Black pupils within the main "any other Black background" category. If used, cannot have category "any other Black background" (BOTH). |
| CHNE | Chinese | CHNE | Chinese | Chinese | CHNE may not be used if any of the extended categories below (CHKC-CTWN) are used. |
| CHKC | Hong Kong Chinese | CHNE | Chinese | Chinese | |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|-------------------------------|---------------|-------------------------------|-------------------------------|--|
| CMAL | Malaysian Chinese | CHNE | Chinese | Chinese | |
| CSNG | Singaporean Chinese | CHNE | Chinese | Chinese | |
| CTWN | Taiwanese | CHNE | Chinese | Chinese | |
| COCH | Other Chinese | CHNE | Chinese | Chinese | If LAs collect information for "Chinese" pupils using any of the extended categories above (CHKC-CTWN), this category must be used as a catch all for all other Chinese pupils within the main "Chinese" category. If used, cannot have category "Chinese" (CHNE). |
| OOH | Any other ethnic group | OOH | Any other ethnic group | Any other ethnic group | OOH may not be used if any of the extended categories below (OAFG-OYEM) are used. |
| OAFG | Afghan | OOH | Any other ethnic group | Any other ethnic group | |
| OARA | Arab other | OOH | Any other ethnic group | Any other ethnic group | Include Palestinian, Kuwaiti, Jordanian and Saudi Arabian. |
| OEGY | Egyptian | OOH | Any other ethnic group | Any other ethnic group | |
| OFIL | Filipino | OOH | Any other ethnic group | Any other ethnic group | |
| OIRN | Iranian | OOH | Any other ethnic group | Any other ethnic group | |
| OIRQ | Iraqi | OOH | Any other ethnic group | Any other ethnic group | |
| OJPN | Japanese | OOH | Any other ethnic group | Any other ethnic group | |
| OKOR | Korean | OOH | Any other ethnic group | Any other ethnic group | |
| OKRD | Kurdish | OOH | Any other ethnic group | Any other ethnic group | Include Kurdish pupils from Iraq, Iran and Turkey. |
| OLAM | Latin/South/ Central American | OOH | Any other ethnic group | Any other ethnic group | Include all pupils from Central/ South America, Cuba and Belize. |
| OLEB | Lebanese | OOH | Any other ethnic group | Any other ethnic group | |
| OLIB | Libyan | OOH | Any other ethnic group | Any other ethnic group | |
| OMAL | Malay | OOH | Any other ethnic group | Any Other Ethnic Group | Including Malaysian other than Malaysian Chinese. |
| OMRC | Moroccan | OOH | Any Other Ethnic Group | Any other ethnic group | |
| OPOL | Polynesian | OOH | Any other ethnic group | Any other ethnic group | Including Fijian, Tongan, Samoan and Tahitian. |
| OTHA | Thai | OOH | Any other ethnic group | Any other ethnic group | |
| OVIE | Vietnamese | OOH | Any other ethnic group | Any other ethnic group | |
| OYEM | Yemeni | OOH | Any other ethnic group | Any other ethnic group | |
| OOEG | Other ethnic group | OOH | Any other ethnic group | Any other ethnic group | If LAs collect information for "any other ethnic group" pupils using any of the extended categories above (OAFG-OYEM), this category must be used as a catch all for all other pupils within the main "any other ethnic group" category. If used, cannot have category "any other ethnic group" (OOH). |
| REFU | Refused | REFU | Refused | Refused | |

| DfE extended codes | Approved extended categories | DfE main code | Sub- category | Main category | Comments |
|--------------------|------------------------------|---------------|------------------------------|------------------------------|----------|
| NOBT | Information not yet obtained | NOBT | Information not yet obtained | Information not yet obtained | |

Pupil SEN provision

| SEN provision | |
|---------------|---|
| N | No special educational need |
| S | Statement - ONLY for use in historical placements. |
| E | Education, health and care plan |
| K | SEN support |

Pupil SEN type

| Code | Description |
|------|--|
| SPLD | Specific learning difficulty |
| MLD | Moderate learning difficulty |
| SLD | Severe learning difficulty |
| PMLD | Profound & multiple learning difficulty |
| SEMH | Social, emotional and mental health |
| SLCN | Speech, language and communication needs |
| HI | Hearing impairment |
| VI | Visual impairment |
| MSI | Multi-sensory impairment |
| PD | Physical disability |
| ASD | Autistic spectrum disorder |
| OTH | Other difficulty / disorder |
| NSA | SEN support but no specialist assessment of type of need |

Primary reason for placement

| Code | Description |
|------|--|
| EHC | Setting named on EHC plan |
| MHN | Mental health need |
| NEW | New arrival without a school place |
| OTH | Other |
| PCC | Pregnancy / childcare |
| PEX | Permanent exclusion |
| PHN | Physical health need |
| YOI | Pupil in young offender institutes / secure training centres |

Type of setting

| Code | Description |
|------|--|
| NFE | Non-maintained further education provision |
| OOT | One on one tuition |
| OTH | Other unregistered provider |
| WBP | Work based placement |

Association

| Code | Description |
|------|--|
| YC | Yes – provision linked to a children’s home |
| YH | Yes – provision linked to a healthcare setting |
| YO | Yes – provision linked to other service |
| NO | No – provision is not linked |

Attendance pattern

| Code | Description |
|------|---|
| FT | Full time in alternative provision at this provider |
| PT | Part time in alternative provision at this provider |

Appendix 2 - guidance on groups to include as 'alternative provision'

The following list shows the types of provision that should, and should not, be included as alternative provision (AP) on the census return.

The underlying principle of the AP census is that it should cover pupils resident in the local authority receiving education with an alternative provider (such as a provider not covered by the other collections - school census, early years census and SLASC).

The local authority will be financially responsible for the education of such pupils either from the schools budget or the schools budget with contributions from the wider local authority budget (for example other part of the children's services budget), health authority or another local authority and where the alternative provider is situated either within or outside the local authority area.

If there are any pupils accessing alternative provision who are not covered by this guidance but who meet the underlying principle of the AP collection then the DfE service desk should be contacted immediately by completing the [Data collection service request form](#) to discuss whether they should be entered on the AP return or not.

Definitions of pupils counted as alternative provision

| Type of pupil | Include? | Category |
|---|----------|---|
| Children who are electively home educated by their parents and do not receive local authority support to attend a college of further education or another alternative provider and / or to support their special educational needs. ¹ | No | Not applicable |
| Children who are electively home educated by their parents and are receiving significant financial support by the local authority to attend a college of further education or other alternative provider and / or in support of the child's special educational needs. ² | Yes | Not a school (NOT) |
| Pupil receiving home tuition for whom the local authority is financially responsible, including those requiring SEN support. | Yes | Not a school (NOT) |
| Pupil attending a designated hospital school. | No | Not applicable - included in school census |
| Pupil receiving tuition whilst in hospital. ³ | Yes | Hospital (HSP) |
| Pupil in local authority maintained general hospital school. | No | Not applicable - included in SLASC collection |

| Type of pupil | Include? | Category |
|---|----------|-------------------------------------|
| Pupil of compulsory school age not registered at a school, being educated at FE Colleges and for whom the local authority is financially responsible. Asylum seekers of compulsory school age attending FE colleges or with voluntary sector providers. | Yes | Not a school (NOT) |
| Pupil with an education, health and care plan or SEN not yet assessed at an independent school for whom the local authority pays the fees. ⁴ | Yes | Independent (IND) |
| Pupil with an education, health and care plan or SEN not yet assessed at an independent boarding school for whom the local authority pays the educational element of the fees (⁴) whether or not the boarding costs are met elsewhere (⁴). | Yes | Independent (IND) |
| Pupil attending a special school not maintained by the local authority or another authority for whom the local authority pays the fees. | Yes | Non-maintained special school (NMS) |
| Pupil not receiving education during the census week: <ul style="list-style-type: none"> • looked after child awaiting a placement at one of the local authority maintained schools at the time of the census • pupil with education health and care plan living in the local authority in the process of being placed into a school but not present on census date • permanently excluded pupil at time of census not allocated to another school, PRU or alternative provider • child awaiting a placement in an AP setting | No | Not applicable |
| Pupil not in the local authority but part funded by the local authority as a goodwill gesture. | No | Not applicable |
| Pupil held in unit for their own safety, where the local authority is paying for the education, although the unit is in another authority. | Yes | Not a school (NOT) |
| Pupil held at a detention centre funded by the Home Office. | No | Not applicable |
| Pupil not on a school roll elsewhere and held at a detention centre where the local authority is fully financially responsible for the pupil. | Yes | Not a school (NOT) |

| Type of pupil | Include? | Category |
|--|----------|--|
| Pupil for whom the local authority is paying for education in any of the alternative providers covered above but taking place outside England ('exported pupils'). | Yes | Not a school (NOT) |
| Pupil accessing alternative provision in the local authority for whom another authority is fully financially responsible for their education ('imported pupils'). | No | Not applicable - Included in the home local authority's return |

¹ Where parents choose to educate their child otherwise than at school at their own expense, then the whole of the provision is at their expense. This includes any additional support or provision that may be required to meet their child's needs, except in circumstances in which local authorities elect to provide support.

² Existing arrangements in which local authorities can draw down funding where they provide significant support for home educated children with special educational needs or to enable a home educated child to attend a college of further education or another alternative provider. Such funding is at the local authority's discretion.

³ The pupil should only be entered if they are not on-roll at a maintained school or other institution covered by school census, early years' census or SLASC.

⁴ The reference to 'fees' is to those cases where a local authority pays the fees for the educational element of a pupil's schooling. It does not apply to the payment of costs such as boarding. A child placed in an independent boarding school, may be included on the AP return, provided the local authority (either from the schools budget, or from the schools budget with contributions from the social services budget) covers the full cost of the education element, being the day fees element (usually the published day fee) less any bursaries awarded by the school specifically in respect of education provision; **or** contributes to the education costs an amount equivalent to the cost of placing the pupil in a maintained school in the authority.

Appendix 3 - glossary

| | |
|---|---|
| CBDS | Common basic data set. A set of data definitions that department, partners, local authorities, and software suppliers use for consistency of data storage and ease of transfer. There are CBDS levels for pupil, school, local authority and school workforce. Each CBDS level contains a number of modules, for example for staff details, for contracts or qualifications. Latest CBDS definitions can be found on the department's website at: Common basic data set (CBDS) database . |
| COLLECT | COLLECT is a web based data collection tool made available by the department which facilitates the data collection process and enables the transfer of census data between schools, local authorities and the department. It supports the management of the collection process, with various reports that monitor the quality and completeness of the return. Validation checking and error reporting is also built into COLLECT. |
| Dedicated schools grant | The dedicated schools grant (DSG) is the mechanism by which all funding for education services is distributed to local authorities. |
| Department for Education website | All documentation relating to the 2019 alternative provision census can be found on the department's website . |
| Privacy notice | Data controllers (those who collect and hold data) have to provide 'data subjects' (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom the data may be passed on. This is referred to as a 'privacy notice'. |
| MIS | Management information system(s) - propriety software system(s) used by schools to collect, validate, store, and analyse a range of pupil, school, and workforce data. |
| SEN | Special educational needs - the list of acceptable codes is in Appendix 1. Assessment of a pupil as having SEN should only be carried out by a qualified teacher. |
| XML | XML is the extensible mark-up language. It improves the functionality of the web by letting you identify your information in a more accurate, flexible, and adaptable way. XML contains a header followed by a repeating group of data. It is more fully described in the context of the alternative provision census in the business specification. Government interoperability framework encourages the use of XML for data. |

Appendix 4 – template letter

Template: letter for local authorities to send to alternative education providers about children adopted from care and the pupil premium

Dear

Children adopted from care and the pupil premium

Children in alternative provision funded by the local authority who were adopted from local authority care or who have left care under a special guardianship or care arrangements order (formally known as a residence order), are eligible to attract the pupil premium. The pupil premium is an additional sum (currently worth £1,900 per pupil) to help provide specific support to raise attainment and address the wider needs of vulnerable children.

To claim the pupil premium the authority must include numbers of eligible children in the alternative provision (AP) census return to the Department for Education by Friday 1 March 2019. To enable this to happen you will need to inform the authority of eligible children in your setting whose place is funded by [name] local authority and who are on roll on census day, Thursday 17 January 2019. To establish eligibility, you should invite parents to self-declare that their child was adopted from care or left care under a guardianship or care arrangements order. Parents should be asked to provide evidence, for example, a copy of the adoption order.

Information on eligible children attending your setting should be provided to the authority by [insert details of preferred local method for securely transferring pupil level data]



Department
for Education

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