School census 2018 to 2019

User guide for COLLECT term-on-term queries

December 2018

Contents

School census COLLECT term-on-term checks

Term-on-term checks are built into COLLECT and applied to several fields of data to check for substantial increases or decreases between the current term and the previous term. The fields checked are listed below:

1.   Headcount of pupils (all terms)

3.   % FSM for infant pupils (all terms)

4.   % FSM (all terms)

5.   % Pupils with SEN with an EHCP (all terms)

6.   % Pupils with SEN without an EHCP (all terms)

7.   % First language other than English (all terms)

8.   % Service children (all terms)

9.   % Ethnicity not obtained (spring only)

10.   % Boarders (all terms)

11.   % overall absence (all terms)

12.   % overall absence summer half term (autumn only)

13.   % school lunch taken (all terms)

Please note that for the purposes of this document, 'sole registered' pupils includes those pupils in FE colleges and with other providers in PRUs.

Calculations for each field

Calculations for each field are:

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1.   Headcount of pupils

For all schools other than special schools and PRUs
Sum of pupils who have sole or dual main registration

Special schools and PRUs only
Sum of pupils of all registration types

Headcount Change calculations (for check 1)

The headcount figures are calculated for this census and the previous census .

If both:

the absolute difference is greater than the value given for (A) in the table below

AND

the percentage increase on the headcount is greater than the value given for (B)

then a query is produced. Likewise, a query is produced if both the absolute difference is greater than the value given for (A) AND the percentage decrease on the headcount is less than the value given for (C).

For headcount checks (1):

Check	Trigger point for absolute difference (A)	Trigger point for percentage increase (B)	Trigger point for percentage decrease (C)
Headcount of pupils	20	5	-5

For example,

- headcount of pupils from previous collection = 50
- headcount of pupils in current collection = 80

A = 80 – 50 = 30

B = 100*(80 – 50)/50 = 60%

As A and B both exceed the respective trigger points, a query will be generated.

also,

- headcount of pupils from previous collection = 65
- headcount of pupils in current collection = 50

A = 50 – 65 = 15 (ignore the minus sign)

C = (50 – 65)/65*100 = -23.1%

Although C exceeds the respective trigger point, the absolute change (A) is less than the trigger point (20), therefore a query will *not* be generated.

3.   % FSM for infant pupils

Sum of pupils where the pupil is in NC Year R or 1 or 2 or pupil is in NC Year X and aged 4 to 6 and has at least one FSM period expressed as a percentage of pupils in NC Year R or 1 or 2 or pupil is in NC Year X and aged 4 to 6

[Please note that the FSM period is defined where the FSM start date is present AND the FSM end date is greater than or equal to census date or is not present, ie the pupil is eligible for free school meals on census day]

4.   % FSM

Sum of pupils where the pupil has at least one FSM period expressed as a percentage of all pupils

[Please note that the FSM period is defined where the FSM start date is present AND the FSM end date is greater than or equal to census date or is not present, i.e. the pupil is eligible for free school meals on the census day]

5.   % Pupils with SEN with an EHC plan

Sum of pupils with a SEN provision of 'E' expressed as a percentage of total pupils.

6.   % Pupils with SEN without an EHC plan

Sum of pupils with a SEN provision of 'K' expressed as a percentage of total pupils.

7.   % First language other than English

Sum of pupils whose first language is either known to be other or believed to be other than English expressed as a percentage of the total number of pupils.

8.   % Service children

Sum of pupils recorded as a service child expressed as a percentage of the total number of pupils.

9.   % Ethnicity = not obtained (spring term only)

Sum of pupils with ethnic category 'not obtained' expressed as a percentage of the total number of pupils.

10.   % pupils who are boarders

Sum of pupils with boarder status 6, 7 or B expressed as a percentage of the total number of pupils.

11.   % overall absence

Sum of absence sessions for pupils aged between 4 and 15 expressed as a percentage of the total number of possible sessions for pupils aged between 4 and 15.

[Please note that for the autumn census this check only includes absence sessions recorded within the termly or annual attendance module. Sessions reported against the summer second half term are excluded from this check]

12.   % overall absence summer half term (autumn term only)

Sum of absence sessions in the summer 2nd half term for pupils aged between 4 and 14 expressed as a percentage of the total number of possible sessions in the summer 2nd half term for pupils aged between 4 and 14.

13.   % school lunch taken

Sum of pupils where the pupil is in NC Year R or 1 or 2 or pupil is in NC Year X and aged 4 to 6 and school lunch taken is 'true' on census day expressed as a percentage of pupils in NC Year R or 1 or 2 or pupils in NC Year X and aged 4 to 6

Percentage change calculations (for checks 3 to 13)

The percentage figures are calculated for this census and the previous census.

If both:

the total number pupils is greater than the value given for (A) in the table below

AND

the increase in the number of percentage points is greater than the value given for (B)

then a query is produced. Likewise, a query is produced if both the total number of pupils is greater than the value given for (A) AND the decrease in the number of percentage points is less than the value given for (C).

For percentage checks (3 to13):

Check	Trigger point for absolute difference – pupils on roll (A)	Trigger point for percentage point increase (B)	Trigger point for percentage point decrease (C)
% FSM for infant pupils	30*	7	-7
% Eligible for FSM	50	7	-7
% SEN With EHCP	50	3	-2
% SEN Without EHCP	50	14	-12
% First Language	50	5	-7
% Ethnicity not Obtained	50	2	N/A – No Queries for decreases
% Service children	50	20	20
% Boarder	50	15	-10
% overall absence	-	10	-10
% overall absence summer half term	-	10	-10
% school lunch taken	30*	25	15

* includes infant pupils only

For example,

total pupils = 250

- % FSM from previous collection = 5%
- % FSM in current collection = 14%

As 250 is greater than (A) *and* 9% (14% - 5%) is greater than (B), a query will be generated.

Also,

Total pupils = 250

- % FSM from previous collection = 11%
- % FSM in current collection = 16%.

250 is greater than (A) however the difference in percentage points is -5% which is less than the trigger point in (C), therefore a query will not be generated.

Notepad explanations

Where queries are raised in COLLECT, an explanation will be required for the increase / decrease in the notes field within COLLECT. Please note that DfE will require sufficient detail in these explanations to allow the queries to be accepted and consequently you may be contacted by the data collection helpdesk for further information should your notepad entries not contain the required detail. Please see the acceptable notepad entries document on the [school census website](#) which details what is regarded as acceptable notepad entries for queries. Within this workbook there are separate tables for pupil level queries and term-on-term queries.

Department for Education

About this publication:

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