



Department
for Education

School level annual school census (SLASC) - registered independent schools 2019

Guide for completing the census

January 2019

Contents

Introduction	4
1.1. Background	4
1.2. Census date	4
1.3. Methods of data entry	4
1.4. General notes	5
1.5. Publication of information	5
2. Page by page information	6
2.1 Section 1 - general school information	6
2.2 Section 2 – school accommodation	7
2.3 Section 3 – annual fees	8
2.4 Section 4 - pupils on the register	8
2.4.1 All pupils on the register	9
2.4.2 Total number of pupils on the register	15
2.4.3 Boarding school bed availability	15
2.4.4 Boarding pupils on the register	15
2.4.5 Pupils in care	15
2.5 Section 5 - pupils with special educational needs (SEN)	16
2.6 Section 6 – boarding information (all schools to complete)	17
2.7 Section 7 - teaching staff	18
2.8 Section 8 - courses of study for all pupils aged 15 and over as at 31st August	19
2.8.1 Courses of study for boys	20
2.8.2 Courses of study for girls	23
2.9 Section 9 - key stage 4 (KS4)	27
2.10 Section 10 - annexes	28

2.10.1 Annex a – teachers who are newly appointed or have left	28
2.10.2 Annex b - non-teaching staff who are newly appointed or have left	28
2.10.3 Annex c - details of individual proprietors and proprietorial bodies including chair and members	29
2.11 Annexes	30
2.11.1 Annex A part a – new teacher appointments	30
2.11.2 Annex A part b – leavers (teachers)	30
2.11.3 Annex B part a – new non-teaching staff appointments	31
2.11.4 Annex B part b – leavers (non-teaching staff)	32
2.11.5 Annex C part a – individual proprietors	33
2.11.6 Annex C part bi - proprietors which are a corporate or unincorporated body (proprietor body)	34
2.11.7 Annex C part bii - chair of the proprietor body	35
2.11.8 Annex C part biii – newly appointed body members	36

Introduction

1.1. Background

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

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

1.2. Census date

The census date will be the third Thursday in January (17 January 2019). Please do not confuse the DfE census with that to be held by the Independent Schools Council (ISC) on the same day.

1.3. Methods of data entry

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

DfE Sign In (DSI) is replacing Secure Access (SA).

The first time you log into [Secure Access \(SA\)](#) and select the Get Information about Schools (GIAS) application from the list (if you have access to it) or, if you do not have access to it, the Collections Online for Learning, Education, Children and Teachers (COLLECT) application, it will migrate your account from Secure Access (SA) to DfE Sign In (DSI).

Once you have migrated your account from Secure Access (SA) to DfE Sign In (DSI) you will only need to use the DfE Sign In (DSI) webpage portal and your assigned DfE Sign In (DSI) username and DfE Sign In (DSI) password when you re-access the application(s).

1.4. General notes

Please complete all the forms, including annexes a, b and c, giving information about the whole school no earlier than the census day on the third Thursday in January (17 January 2019). You will not be able to access the COLLECT system or submit your data before this date.

By submitting the data you are declaring the data submitted to be accurate.

You must inform the department immediately if the school closes.

If no entry is necessary, leave the space blank (unless otherwise instructed).

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

1.5. Publication of information

The information we collect in the school level annual school census will assist the department with monitoring what is happening in schools and will be used to inform national policy development.

In order to fulfil its duty to protect public funds, the Department for Education (DfE) may use information it holds to prevent and detect fraud. The department may also share such information, for the same purpose, with other organisations that handle public funds.

The department will also share information provided on the census with Ofsted and other inspectorates in so far as it is necessary for them to undertake their statutory duties.

As so many government bodies, agencies, educational researchers and commercial organisations find school data useful, we will, in future, publish more information about individual schools derived from this census and those in previous years. Information from the census is available through various publications. Any published data will, of course, meet the requirements of the Data Protection Act 2018 - so, for example, we would not publish any data that could identify an individual.

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

2. Page by page information

2.1 Section 1 - general school information

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

The school contact data items consist of:

Independent schools 2019 - data items	Description
Contact name	A contact name, who the DfE can contact for enquiries.
Telephone number	A telephone number for the contact, which the DfE can contact for enquiries.
School email address	An email address for the contact, which the DfE can contact for enquiries.

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

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

The fields which can be amended consist of:

Independent schools 2019 - data items	Description
School name	If the current school name is incorrect, missing or has changed, please complete this field with amendments.
Address line 1	If the 1st line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 2	If the 2nd line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 3	If the 3rd line of the address is incorrect, missing or has changed, please complete this field with amendments.

Address line 4	If the 4th line of the address is incorrect, missing or has changed, please complete this field with amendments.
Address line 5	If the 5th line of the address is incorrect, missing or has changed, please complete this field with amendments.
Postcode	If the postcode for the address is incorrect, missing or has changed, please complete this field with amendments.
School e-mail address	All schools must provide an e-mail address. This need not be the same as that given as a contact email address, but should be one which is used to receive general enquiries
Telephone number	If the telephone number for the school is incorrect, missing or has changed, please complete this field with amendments.
Head teacher's title	If the head teacher's title is incorrect, missing or has changed, please complete this field with amendments.
Head teacher's first name	If the head teacher's first name is incorrect, missing or has changed, please complete this field with amendments.
Head teacher's surname	If the head teacher's surname is incorrect, missing or has changed, please complete this field with amendments.
Charity name	If the school's charity name is incorrect, missing or has changed, please complete this field with amendments.
Registered number	If the school's registered charity number is incorrect, missing or has changed, please complete this field with amendments.

2.2 Section 2 – school accommodation

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

Independent schools 2019 - data items	Description
Has there been any change in school accommodation or additional school premises not previously notified to the department? (If yes, select true, if no, select false)	If there has been a change that has not been previously notified to the department select yes otherwise select no.

Independent schools 2019 - data items	Description
If yes, please provide details below.	<p>Give details of any changes to accommodation or additional school premises which have not been previously notified to the department in this box.</p> <p>Please note that the text characters on this field is limited to 4000 characters.</p>

2.3 Section 3 – annual fees

The annual (not termly) fees consist of the following data item:

Independent schools 2019 - data items	Description
Day pupils highest annual fee	Enter the highest annual fee charged per day pupil.
Day pupils lowest annual fee	Enter the lowest annual day fee charged per pupil. The lowest fee shown should be that chargeable before the application of any bursaries or other forms of fee reduction
Boarding pupils highest annual fee	Highest annual boarding fee charged per pupil.
Boarding pupils lowest annual fee	Lowest annual boarding fee charged per pupil. The lowest fee shown should be that chargeable before the application of any bursaries or other forms of fee reduction

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

2.4 Section 4 - pupils on the register

The 2019 school performance tables will, subject to consultation, again draw upon data to be collected in the school level annual school census. This will include:

- the number of pupils on roll at the end of Key Stage 4 (KS4);
- the number of pupils on roll aged 15;
- the number of pupils on roll aged 16 and over;

- the total number of pupils on roll;
- the number of KS4 pupils with (SEN)

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

2.4.1 All pupils on the register

2.4.1.1 Full time boys

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

Independent schools 2019 - data items	Description
19 and over	Full time boys aged 19 or over, with a date of birth of 31/08/1999 and earlier.
18	Full time boys aged 18, with a date of birth between 01/09/1999 and 31/08/2000.
17	Full time boys aged 17, with a date of birth between 01/09/2000 and 31/08/2001.
16	Full time boys aged 16, with a date of birth between 01/09/2001 and 31/08/2002.
15	Full time boys aged 15, with a date of birth between 01/09/2002 and 31/08/2003.
14	Full time boys aged 14, with a date of birth between 01/09/2003 and 31/08/2004.
13	Full time boys aged 13, with a date of birth between 01/09/2004 and 31/08/2005.
12	Full time boys aged 12, with a date of birth between 01/09/2005 and 31/08/2006.
11	Full time boys aged 11, with a date of birth between 01/09/2006 and 31/08/2007.
10	Full time boys aged 10, with a date of birth between 01/09/2007 and 31/08/2008.
9	Full time boys aged 9, with a date of birth between 01/09/2008 and 31/08/2009.
8	Full time boys aged 8, with a date of birth between 01/09/2009 and 31/08/2010.

Independent schools 2019 - data items	Description
7	Full time boys aged 7, with a date of birth between 01/09/2010 and 31/08/2011.
6	Full time boys aged 6, with a date of birth between 01/09/2011 and 31/08/2012.
5	Full time boys aged 5, with a date of birth between 01/09/2012 and 31/08/2013.
4 upper	Full time boys aged 4, with a date of birth between 01/09/2013 and 31/12/2013.
4 middle	Full time boys aged 4, with a date of birth between 01/01/2014 and 31/03/2014.
4 lower	Full time boys aged 4, with a date of birth between 01/04/2014 and 31/08/2014.
3 upper	Full time boys aged 3, with a date of birth between 01/09/2014 and 31/12/2014.
3 middle	Full time boys aged 3, with a date of birth between 01/01/2015 and 31/03/2015.
3 lower	Full time boys aged 3, with a date of birth between 01/04/2015 and 31/08/2015.
2	Full time boys aged 2, with a date of birth between 01/09/2015 and 31/08/2016.
1	Full time boys aged 1, with a date of birth between 01/09/2016 and 31/08/2017.
Under 1	Full time boys aged under 1, with a date of birth 01/09/2017 and later.
Total	Enter the total number of full time boys.

2.4.1.2 Full time girls

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

Independent schools 2019 - data items	Description
19 and over	Full time girls aged 19 or over, with a date of birth of 31/08/1999 and earlier.
18	Full time girls aged 18, with a date of birth between 01/09/1999 and 31/08/2000.
17	Full time girls aged 17, with a date of birth between 01/09/2000 and 31/08/2001.
16	Full time girls aged 16, with a date of birth between 01/09/2001 and 31/08/2002.

Independent schools 2019 - data items	Description
15	Full time girls aged 15, with a date of birth between 01/09/2002 and 31/08/2003.
14	Full time girls aged 14, with a date of birth between 01/09/2003 and 31/08/2004.
13	Full time girls aged 13, with a date of birth between 01/09/2004 and 31/08/2005.
12	Full time girls aged 12, with a date of birth between 01/09/2005 and 31/08/2006.
11	Full time girls aged 11, with a date of birth between 01/09/2006 and 31/08/2007.
10	Full time girls aged 10, with a date of birth between 01/09/2007 and 31/08/2008.
9	Full time girls aged 9, with a date of birth between 01/09/2008 and 31/08/2009.
8	Full time girls aged 8, with a date of birth between 01/09/2009 and 31/08/2010.
7	Full time girls aged 7, with a date of birth between 01/09/2010 and 31/08/2011.
6	Full time girls aged 6, with a date of birth between 01/09/2011 and 31/08/2012.
5	Full time girls aged 5, with a date of birth between 01/09/2012 and 31/08/2013.
4 upper	Full time girls aged 4, with a date of birth between 01/09/2013 and 31/12/2013.
4 middle	Full time girls aged 4, with a date of birth between 01/01/2014 and 31/03/2014.
4 lower	Full time girls aged 4, with a date of birth between 01/04/2014 and 31/08/2014.
3 upper	Full time girls aged 3, with a date of birth between 01/09/2014 and 31/12/2014.
3 middle	Full time girls aged 3, with a date of birth between 01/01/2015 and 31/03/2015.
3 lower	Full time girls aged 3, with a date of birth between 01/04/2015 and 31/08/2015.
2	Full time girls aged 2, with a date of birth between 01/09/2015 and 31/08/2016.
1	Full time girls aged 1, with a date of birth between 01/09/2016 and 31/08/2017.

Independent schools 2019 - data items	Description
Under 1	Full time girls aged under 1, with a date of birth 01/09/2017 and later.
Total	Enter the total number of full time girls.

2.4.1.3 Part time boys

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

Independent schools 2019 - data items	Description
19 and over	Part time boys aged 19 or over, with a date of birth of 31/08/1999 and earlier.
18	Part time boys aged 18, with a date of birth between 01/09/1999 and 31/08/2000.
17	Part time boys aged 17, with a date of birth between 01/09/2000 and 31/08/2001.
16	Part time boys aged 16, with a date of birth between 01/09/2001 and 31/08/2002.
15	Part time boys aged 15, with a date of birth between 01/09/2002 and 31/08/2003.
14	Part time boys aged 14, with a date of birth between 01/09/2003 and 31/08/2004.
13	Part time boys aged 13, with a date of birth between 01/09/2004 and 31/08/2005.
12	Part time boys aged 12, with a date of birth between 01/09/2005 and 31/08/2006.
11	Part time boys aged 11, with a date of birth between 01/09/2006 and 31/08/2007.
10	Part time boys aged 10, with a date of birth between 01/09/2007 and 31/08/2008.
9	Part time boys aged 9, with a date of birth between 01/09/2008 and 31/08/2009.
8	Part time boys aged 8, with a date of birth between 01/09/2009 and 31/08/2010.
7	Part time boys aged 7, with a date of birth between 01/09/2010 and 31/08/2011.
6	Part time boys aged 6, with a date of birth between 01/09/2011 and 31/08/2012.
5	Part time boys aged 5, with a date of birth between 01/09/2012 and 31/08/2013.

Independent schools 2019 - data items	Description
4 upper	Part time boys aged 4, with a date of birth between 01/09/2013 and 31/12/2013.
4 middle	Part time boys aged 4, with a date of birth between 01/01/2014 and 31/03/2014.
4 lower	Part time boys aged 4, with a date of birth between 01/04/2014 and 31/08/2014.
3 upper	Part time boys aged 3, with a date of birth between 01/09/2014 and 31/12/2014.
3 middle	Part time boys aged 3, with a date of birth between 01/01/2015 and 31/03/2015.
3 lower	Part time boys aged 3, with a date of birth between 01/04/2015 and 31/08/2015.
2	Part time boys aged 2, with a date of birth between 01/09/2015 and 31/08/2016.
1	Part time boys aged 1, with a date of birth between 01/09/2016 and 31/08/2017.
Under 1	Part time boys aged under 1, with a date of birth 01/09/2017 and later.
Total	Enter the total number of part time boys.

2.4.1.4 – Part time girls

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

Independent schools 2019 - data items	Description
19 and over	Part time girls aged 19 or over, with a date of birth of 31/08/1999 and earlier.
18	Part time girls aged 18, with a date of birth between 01/09/1999 and 31/08/2000.
17	Part time girls aged 17, with a date of birth between 01/09/2000 and 31/08/2001.
16	Part time girls aged 16, with a date of birth between 01/09/2001 and 31/08/2002.
15	Part time girls aged 15, with a date of birth between 01/09/2002 and 31/08/2003.
14	Part time girls aged 14, with a date of birth between 01/09/2003 and 31/08/2004.
13	Part time girls aged 13, with a date of birth between 01/09/2004 and 31/08/2005.

Independent schools 2019 - data items	Description
12	Part time girls aged 12, with a date of birth between 01/09/2005 and 31/08/2006.
11	Part time girls aged 11, with a date of birth between 01/09/2006 and 31/08/2007.
10	Part time girls aged 10, with a date of birth between 01/09/2007 and 31/08/2008.
9	Part time girls aged 9, with a date of birth between 01/09/2008 and 31/08/2009.
8	Part time girls aged 8, with a date of birth between 01/09/2009 and 31/08/2010.
7	Part time girls aged 7, with a date of birth between 01/09/2010 and 31/08/2011.
6	Part time girls aged 6, with a date of birth between 01/09/2011 and 31/08/2012.
5	Part time girls aged 5, with a date of birth between 01/09/2012 and 31/08/2013.
4 upper	Part time girls aged 4, with a date of birth between 01/09/2013 and 31/12/2013.
4 middle	Part time girls aged 4, with a date of birth between 01/01/2014 and 31/03/2014.
4 lower	Part time girls aged 4, with a date of birth between 01/04/2014 and 31/08/2014.
3 upper	Part time girls aged 3, with a date of birth between 01/09/2014 and 31/12/2014.
3 middle	Part time girls aged 3, with a date of birth between 01/01/2015 and 31/03/2015.
3 lower	Part time girls aged 3, with a date of birth between 01/04/2015 and 31/08/2015.
2	Part time girls aged 2, with a date of birth between 01/09/2015 and 31/08/2016.
1	Part time girls aged 1, with a date of birth between 01/09/2016 and 31/08/2017.
Under 1	Part time girls aged under 1, with a date of birth 01/09/2017 and later.
Total	Enter the total number of part time girls.

2.4.2 Total number of pupils on the register

These figures will be calculated automatically.

2.4.3 Boarding school bed availability

The following is what must be completed for this section:

Independent schools 2019 - data items	Description
How many beds are available (including those unoccupied on the census date) in boarding accommodation?	Enter the maximum number of pupils who can be accommodated in the boarding (sleeping) provision at one time. Do not enter the number of boarding pupils present on the census day.

2.4.4 Boarding pupils on the register

The following is what must be completed for this section:

Independent schools 2019 - data items	Description
Number of boys	Enter the number of boy pupils on the register on 17/01/2019 who board.
Number of girls	Enter the number of girl pupils on the register on 17/01/2019 who board.

2.4.5 Pupils in care

Under the [Children Act 1989](#), a child is looked after by a local authority if he or she is in its care, or is provided with accommodation for more than 24 hours by the local authority.

These children fall into 4 main groups:

- (i) children who are accommodated under a voluntary agreement with their parents (section 20);
- (ii) children who are the subject of a care order (section 31) or interim care order (section 38);
- (iii) children who are subject of emergency orders for the protection of the child (section 44 and section 46);
- (iv) children who are compulsory accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The following is what must be completed for this section:

Independent schools 2019 - data items	Description
Pupils looked after by a local authority	Number of pupils who are in care looked after by a local authority (within the meaning of section 22 of the Children Act 1989) as at 17/01/2019.

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

For the purpose of this return, a distinction is required between pupils with an education, health and care (EHC) plan and the school's other pupils with SEN but without EHC plans.

The Special Educational Needs Code of Practice provides guidance for schools, local authorities and others. If you are not familiar with the code the following will help you to determine which pupils come within the scope of the arrangements.

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

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

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

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

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

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

Below is what must be completed for this section:

Independent schools 2019 - data items	Description
Pupils with an EHC plan maintained by a local authority	<p>Number of pupils where an EHC plan is maintained by a local authority.</p> <p>Only include pupils with an education, health and care (EHC) plan.</p> <p>Do not include pupils who are being assessed or considered for assessment.</p> <p>This is for full time and part time pupils.</p>
Pupils with SEN but no EHC plan	<p>Number of pupils with special educational needs (SEN) but no education, health and care plan.</p> <p>If your school has a SEN register, include only those pupils without EHC plans who are on this register (not included in section 5.1).</p> <p>Include pupils who are being assessed or considered for assessment.</p> <p>This is for full time and part time pupils.</p>

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

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

2.6 Section 6 – boarding information (all schools to complete)

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

Independent schools 2019 - data items	Description
Is your school a children's home?	If your school is registered with Ofsted as a children's home select 'yes', otherwise select 'no'
If yes, please provide your Ofsted registration number	If you selected 'yes' for 'Is your school a children's home?' then enter your Ofsted registration number here.
Have you provided pupils with accommodation for more than 295 days per year in either of the past two years, or do you intend to in the forthcoming year?	This box needs answering 'yes' if that is the case for any of the options in the question. If the answer is 'no' for all options, please move to section 7.
a) How many pupils were provided with accommodation in the period 1st January 2017 to 31st December 2017?	Enter the number of pupils who fit this scenario or leave blank.
b) How many pupils were provided with accommodation in the period 1st January 2018 to 31st December 2018?	Enter the number of pupils who fit this scenario or leave blank.
c) How many pupils will be provided with accommodation in the period 1st January 2019 to 31st December 2019?	Enter the number of pupils who fit this scenario or leave blank.

2.7 Section 7 - teaching staff

Teachers are defined as full-time and part-time staff, who give some curricular instruction on a regular basis. The head teacher should be included whether or not he or she teaches.

Staff engaged solely in extra-curricular instruction should be excluded from this section. Any time spent by full-time or part-time teachers on extra-curricular instruction is also to be disregarded.

Extra-curricular instruction is defined as individual tuition for which an additional fee is payable. All other teaching activity should be regarded as curricular.

Do not include non-teaching staff on this form such as classroom assistants, special needs support staff, etc.

Teachers who are employed full-time on normal duties but undertake extra-curricular instruction, for example at lunch time or after the end of the normal school day, are to be entered as full-time. Teachers who are not employed full-time on curricular instruction are

to be entered as part-time even if they are in the school full-time but part of which time is spent on extra-curricular instruction.

All part-time teaching staff regularly employed in the week commencing 14 January should be included on the return even if they are not in the school on census day (Thursday 17 January 2019). The total number of hours to the nearest hour excluding lunch breaks (periods of 30 minutes and over being rounded up) worked by all part-time teachers should be entered, for example 1 teacher employed for 2.5 hours and 1 teacher employed for 6 hours equal 2 part-time teachers employed for 8.5 hours, rounded up to 9 hours for recording purposes.

The teaching staff data items consist of:

Independent schools 2019 - data items	Description
Full-time staff	
Number of men	Number of full time male teachers.
Number of women	Number of full time female teachers.
Part-time staff men	
Number of men	Number of part time male teachers.
Total hours per week	Total number of part time hours worked by men teachers per week (excluding lunch hours).
Part-time staff women	
Number of women	Number of part time female teachers.
Total hours per week	Total number of part time hours worked by women teachers per week (excluding lunch hours).

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

This section shows, by age of boys and girls, the main aim of study for all pupils aged 15 and over as at 31st August 2018 who are receiving full-time or part-time education. It is not restricted to pupils in the sixth form.

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

2.8.1 Courses of study for boys

The data items consist of:

Independent schools 2019 - data items	Description – aged 15	Description – aged 16
Level 4 and above	Enter the number of boys aged 15 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of boys aged 16 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who but remain at school for further studies at a higher level.
International Baccalaureate	Enter boys aged 15 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter boys aged 16 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject or GCS AS level/pre-U short course subject	Enter boys aged 15 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas.	Enter boys aged 16 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas.
Other level 3 courses	Enter boys aged 15 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter boys aged 16 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter boys aged 15 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter boys aged 16 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.

Independent schools 2019 - data items	Description – aged 15	Description – aged 16
Other level 2 courses	Enter boys aged 15 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).	Enter boys aged 16 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter boys aged 15 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter boys aged 16 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 15 who are not shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all boys aged 16 who are not included shown who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications
Totals	Boys aged 15 total for courses of study. This total must agree with the boys on roll aged 15 in section 4.1.	Boys aged 16 total for courses of study. This total must agree with the boys on roll aged 16 in section 4.1.

Independent schools 2019 - data items	Description – aged 17	Description – aged 18 and over
Level 4 and above	Enter the number of boys aged 17 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of boys aged 18 and over who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who but remain at school for further studies at a higher level

Independent schools 2019 - data items	Description – aged 17	Description – aged 18 and over
International Baccalaureate	Enter boys aged 17 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter boys aged 18 and over not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject or GCS AS level/pre-U short course subject	Enter boys aged 17 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter boys aged 18 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
Other level 3 courses	Enter boys aged 17 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter boys aged 18 and over not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter boys aged 17 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter boys aged 18 and over not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter boys aged 17 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).	Enter boys aged 18 and over not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).

Independent schools 2019 - data items	Description – aged 17	Description – aged 18 and over
Other level 1 courses	Enter boys aged 17 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter boys aged 18 and over not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all boys aged 17 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all boys aged 18 and over who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications
Totals	Boys aged 17 total for courses of study. This total must agree with the boys on roll aged 17 in section 4.1.	Boys aged 18 and over total for courses of study. This total must agree with the boys on roll aged 18 and over in section 4.1.

2.8.2 Courses of study for girls

The data items consist of:

Independent schools 2019 - data items	Description aged 15	Description – aged 16
Level 4 and above	Enter the number of girls aged 15 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of girls aged 16 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who are no longer studying at this level but remain at school for further studies.
International Baccalaureate	Enter girls aged 15 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter girls aged 16 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.

Independent schools 2019 - data items	Description aged 15	Description – aged 16
GCE A level/pre-U principal subject or GCS AS level/pre-U short course subject	Enter girls aged 15 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter girls aged 16 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.
Other level 3 courses	Enter girls aged 15 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter girls aged 16 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter girls aged 15 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter girls aged 16 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter girls aged 15 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).	Enter girls aged 16 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter girls aged 15 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter girls aged 16 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).

Independent schools 2019 - data items	Description aged 15	Description – aged 16
Other courses	Enter all girls aged 15 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all girls aged 16 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.
Totals	Girls aged 15 total for courses of study. This total must agree with the girls on roll aged 15 in section 4.1.	Girls aged 16 total for courses of study. This total must agree with the girls on roll aged 16 in section 4.1.

Independent schools 2019 - data items	Description – aged 17	Description – aged 18 or over
Level 4 and above	Enter the number of girls aged 17 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 but remain at school for further studies at a higher level.	Enter the number of girls aged 18 who have completed an advanced GNVQ, GCE, A/AS level or NVQ3 who are no longer studying at this level but remain at school for further studies.
International Baccalaureate	Enter girls aged 17 not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.	Enter girls aged 18 and over not already shown above, who are following an International Baccalaureate educational programme only or in combination with a course shown below.
GCE A level/pre-U principal subject or GCS AS level/pre-U short course subject	Enter girls aged 17 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.	Enter girls aged 18 not already shown above, who are following a GCE A level/pre-U principal subject or a GCS AS level/pre-U short course only or in combination with a course shown below. Include the AQA Bacc and pre-U diplomas here.

Independent schools 2019 - data items	Description – aged 17	Description – aged 18 or over
Other level 3 courses	Enter girls aged 17 not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.	Enter girls aged 18 and over not already shown above who are doing other level 3 study (for example a BTEC national diploma/certificate/award or a IFS diploma/certificate in financial studies) only in the school or a link scheme with colleges or in combination with a course shown below.
GCSE/IGCSE	Enter girls aged 17 not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.	Enter girls aged 18 and over not already shown above who are doing GCSEs/IGCSEs only or in combination with a lower level course.
Other level 2 courses	Enter girls aged 17 not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).	Enter girls aged 18 and over not already shown above who are taking level 2 courses (for example an OCR level 2 national first award in ICT).
Other level 1 courses	Enter girls aged 17 not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).	Enter girls aged 18 and over not already shown above who are studying level 1 courses (for example an AQA level 1 certificate in preparation for working life and an ASDAN level 1 award in personal and social development).
Other courses	Enter all girls aged 17 who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.	Enter all girls aged 18 and over who are not already shown above who are studying other courses. This may include those special educational needs (SEN) pupils who complete a course but do not gain any qualifications.
Totals	Girls aged 17 total for courses of study. This total must agree with the girls on roll aged 17 in section 4.1.	Girls aged 18 and over total for courses of study. This total must agree with the girls on roll aged 18 and over in section 4.1.

2.9 Section 9 - key stage 4 (KS4)

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

The key stage 4 data items consist of:

Independent schools 2019 - data items	Description
Boys	Enter the number of boy pupils (regardless of age) who are in the final year of key stage 4 study.
Girls	Enter the number of girl pupils (regardless of age) who are in the final year of key stage 4 study.

2.10 Section 10 - annexes

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

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

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

The data items consist of the following:

Independent schools 2019 - data items	Description
New appointments - teachers	<p>If there are any new appointments since 19 January 2018 select 'yes', otherwise select 'no'.</p> <p>If 'yes' enter details on the new appointments - teachers section in Annex a part a.</p>
Leavers - teachers	<p>If there are any teachers who have left since 19 January 2018 select 'yes', otherwise select 'no'.</p> <p>If 'yes' enter details on the leavers – teachers section in Annex a part b.</p>

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

The data items consist of the following:

Independent schools 2019 - data items	Description
New appointments non-teaching staff	<p>If there are any newly appointed non-teaching staff since 19 January 2018 select 'yes', otherwise select 'no'.</p> <p>If 'yes' enter details on the new appointments - non-teaching staff section in Annex b part a.</p>
Leavers non-teaching staff	<p>If any non-teaching staff have left since 19 January 2018 select 'yes', otherwise select 'no'.</p> <p>If 'yes' enter details on the leavers - non-teaching staff section in Annex b, part b.</p>

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

The data items consist of the following:

Independent schools 2019 - data items	Description
Individual proprietors	<p>If your establishment does not have an individual proprietor select 'no'.</p> <p>If it does have an individual proprietor select 'yes' and enter details on the individual proprietors section in Annex c, part a.</p>
Proprietors body	<p>If your establishment does not have a proprietor body select 'no'. A school either has a proprietor body or an individual proprietor, not both.</p> <p>If it does have a proprietor body select 'yes' and enter details on the proprietor body section in Annex c, parts bi to bii.</p>
Newly appointed board members	<p>If there are no new board members since 19 January 2018 select 'no', otherwise select 'yes' and enter details on the board members section in Annex c, part biii.</p>

2.11 Annexes

2.11.1 Annex A part a – new teacher appointments

Enter the full names, including previous surname, of all teachers who have been appointed since last year's return (19 January 2018). This must include all head teachers whether or not involved in teaching and proprietor(s) who teach.

Teachers who were appointed and left within the year covered by the census return must be included in both Annex A, part a and Annex A, part b.

Staff returning from maternity leave should not be entered on Annex A, part a as they will not be new appointees.

All teaching staff working within the school who come into contact with pupils must be entered on to Annex A part a if they were new appointees; this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form - for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2019 - data items	Description
Please select which applies	This refers to the new teacher appointments. The following are the options: H – head teacher; F - full time teacher; P - part time teacher.
Surname	Enter the new teacher appointee's surname.
Previous surname	Enter if the new teacher appointee has previous surnames. If the new teacher appointee has more than one former surname, record the most recently used.
First name(s)	Enter the new teacher appointee's first name(s).

2.11.2 Annex A part b – leavers (teachers)

Enter the full names, including previous surname, of all teachers who have left since last year's return (19 January 2018). This must include all head teachers whether or not involved in teaching, and proprietor(s) who teach.

Teachers who were appointed and left within the year covered by the return must be included in both Annex A, part a and Annex A, part b.

Staff on maternity leave should not be entered on Annex A, part b, as they have not left the school's employ. Only members of staff who have permanently left the employment of the school should be entered on Annex A, part b and Annex B, part b.

All teaching staff working within the school who come into contact with pupils must be entered on to Annex A part b if they were leavers, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form.

The data items consist of:

Independent schools 2019 - data items	Description
Please select which applies	This refers to the teacher leavers. The following are the options: H – head teacher; F - full time teacher; or P - part time teacher.
Surname	Enter the teacher leaver's surname.
Previous surname	Enter if the teacher leaver has previous surnames. If the teacher leaver has more than one former surname, record the most recently used.
First name(s)	Enter the teacher leaver's first name(s).

2.11.3 Annex B part a – new non-teaching staff appointments

Enter the full names, including previous surname, of all non-teaching staff who have been appointed since last year's return (19 January 2018).

Non-teaching staff who were appointed and left within the year covered by the return must be included in both Annex B, part a and Annex B, part b.

Staff returning from maternity leave should not be entered on Annex B, part a as they were not new appointees.

All non-teaching staff working within the school who come into contact with pupils must be entered on to Annex B part a; this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not

therefore come into contact with children, do not need to be entered on to the form, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2019 - data items	Description
Please select which applies	This refers to the new non-teaching staff members. The following are the options: F - full time member of staff; P - part time member of staff.
Surname	Enter the new non-teaching staff appointee's surname.
Previous surname	Enter if the new non-teaching staff appointee has previous surnames. If the new non-teaching staff appointee has more than one former surname, record the most recently used.
First name(s)	Enter the new non-teaching staff appointee's first name(s).
Post title	Enter the post title of the new non-teaching staff appointee within the school.

2.11.4 Annex B part b – leavers (non-teaching staff)

Enter the full names, including previous surname, of all non-teaching staff who have left since last year's return (19 January 2018).

Non-teaching staff who were appointed and left within the year covered by the return must be included in both Annex B, part a and Annex B, part b.

Staff on maternity leave should not be entered on Annex B, part b as they remain in the employ of the school. Only members of staff who have permanently left the employment of the school should be entered on Annex B, part b.

All non-teaching staff working within the school who were leavers and who come into contact with pupils must be entered on Annex B, this includes contract and agency staff. However, contractors who are working in schools when pupils are not in attendance, and do not therefore come into contact with children, do not need to be entered on to the form, for example decorators who have worked in the school during holidays.

The data items consist of:

Independent schools 2019 - data items	Description
Please select which applies	This refers to the post of the non-teaching staff leavers. The following are the options: F - full time member of staff; P - part time member of staff.
Surname	Enter the non-teaching staff leaver's surname.
Previous surname	Enter if the non-teaching staff leaver has previous surnames. If the non-teaching staff leaver has more than one former surname, record the most recently used.
First name(s)	Enter the non-teaching staff leaver's first name(s).
Post title	Enter the post title of the non-teaching staff leavers within the school.

2.11.5 Annex C part a – individual proprietors

Do not complete Annex C, part a if there is a proprietor body. You must complete Annex C, part b.

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

Enter the full names, including previous surname, of any individuals who are currently proprietors of the school as at census day (17 January 2019).

The data items consist of:

Independent schools 2019 - data items	Description
Surname	Enter the proprietor's surname.
Previous surname	Enter if the proprietor has previous surnames. If the proprietor has more than one former surname, record the most recently used.
First name	Enter the proprietor's first name.
Date of birth	Enter the date of birth of the proprietor in the following format: dd/mm/yyyy.
NI number	Enter the proprietor's National Insurance number.
Telephone number	Enter the proprietor's telephone number.

Independent schools 2019 - data items	Description
Email	Enter the proprietor's email address.
Line address information (residential)	You can enter the proprietor's address in the following format: Enter the proprietor's address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the proprietors postcode.
BS7666 address information (residential)	You can enter the proprietors address in the following format: BS7666 Or Via the line address information above.
Has there been a change since 19 January 2018?	Tick yes if there has been a change to the proprietor entry since 19 January 2018, otherwise tick no. You must select an option.

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

Do not complete Annex c, part bi if you have completed Annex C, part a for the individual proprietors.

If the proprietor is a named body which is a legal entity, whether corporate or unincorporated, complete details at part bi of Annex C. There should not be names of individuals recorded here.

The data items consist of:

Independent schools 2019 - data items	Description
Name of body	Enter the full name of the proprietor body.
Telephone number	Enter the telephone number where the proprietor body can be contacted.
Email address	Enter the email address of the proprietor body.

Independent schools 2019 - data items	Description
Line address information (residential)	You can enter the proprietor body main contact address in the following format: Enter the proprietor body's main contact address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the proprietor body contact address postcode.
BS7666 address information (residential)	You can enter the proprietor body's main contact address in the following format: BS7666 Or Via the line address information above.

2.11.7 Annex C part bii - chair of the proprietor body

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

The chair of the proprietor body must be entered in this section, regardless of when he or she was appointed.

The data items consist of:

Independent schools 2019 - data items	Description
Has there been a change since 19 January 2018?	Please use the drop down to select 'yes' if there has been a change since 19 January 2018, otherwise select 'no'.
Surname	Enter the chair of the proprietor body's surname.
Previous surname	Enter if the chair of proprietor body has previous surnames. If the chair of the proprietor body has more than one former surname, record the most recently used.
First name	Enter the chair of proprietor body's first name.

Independent schools 2019 - data items	Description
Date of birth	Enter the date of birth of the chair of proprietor body in the following format: dd/mm/yyyy.
NI Number	Enter the national insurance number of the chair of the proprietor body.
Line address information (residential)	<p>You can enter the chair of the proprietor body contact address in the following format:</p> <p>Enter the chair of the proprietor body contact address using the relevant lines.</p> <p>Or</p> <p>Via the BS7666 format below.</p>
Postcode	Enter the chair of the proprietor body address postcode.
BS7666 address information (residential)	<p>You can enter the chair of the proprietor body contact address in the following format:</p> <p>BS7666</p> <p>Or</p> <p>Via the line address information above.</p>

2.11.8 Annex C part biii – newly appointed body members

Only complete Annex C, part biii if you have not completed Annex C, part a.

Enter the full names, including previous surname, of all members of the proprietor body (excluding the chair) who have been appointed since last year's return (19 January 2018).

Members of the proprietor body who were appointed and left within the year covered by the return must be included in Annex C.

The data items consist of:

Independent schools 2019 - data items	Description
Surname	Enter the proprietor body member's surname.
Previous surname	Enter if the proprietor body member has previous surnames. If the proprietor body member has more than one former surname, record the most recently used.
First name	Enter the proprietor body member's first name.
Date of birth	Enter the date of birth of the proprietor body member in the following format: dd/mm/yyyy.
NI Number	Enter the national insurance number of the proprietor body member.
Line address information (residential)	You can enter the proprietor body member's contact address in the following format: Enter the proprietor body member contact address using the relevant lines. Or Via the BS7666 format below.
Postcode	Enter the proprietor body member's address postcode.
BS7666 address information (residential)	You can enter the proprietor body member's contact address in the following format: BS7666 Or Via the line address information above.



Department
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