



Department  
for Education

# **School census 2019 to 2020: summer**

**School summary report technical  
specification**

**Version 1.2**

**September 2019**

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## Version history

This gives details of changes made in version 1.0 to the specification for 2019 to 2020 and then the changes made in any subsequent versions.

|     |   |  |
|-----|---|--|
| 1.0 | <p>Global changes: All dates rolled forward</p> <p>Table 13 – Updated – Date range amended to Spring &amp; Summer, references to Lunchtime exclusions removed, references to SEN code S removed &amp; rules re-numbered</p> <p>Table 14 – Added - Number of exclusion reviews by result in the 2019 autumn term (terms 1 and 2)</p> <p>Table 23 – Added – Unlawful infant classes – for Spring only</p> | <p>Kirsty Knox<br/>29 April 2019</p>     |
| 1.1 | <p>Table 15 – Updated – footer text corrected</p> <p>Table 16 – Updated – footer text corrected</p>   | <p>Kirsty Knox<br/>24 July 2019</p>      |
| 1.2 | <p>Table 17 – Updated – heading changes from ‘ALL schools’ to ‘Not for: Nursery school, special and PRU’</p>  | <p>Kirsty Knox<br/>23 September 2019</p> |

# 1. Introduction

This specification is for the **2020 summer** school summary report and is designed to provide key school level information from the pupil and school level modules in the return in an easy to read format.

Please note: all references to schools in this document to pupil referral units / alternative provision (PRU / AP) as well.

The school summary report is generated automatically by MIS software. It fulfils a number of purposes:

- to allow school staff preparing the return to check its accuracy and completeness before passing it to the head teacher
- to allow the head teacher authorising the return to check its accuracy and completeness before submitting the return to the local authority or the department as appropriate
- where the summary is forwarded to the local authority, it enables them to check the return from the school
- provides the department with assurance that the return has been subject to plausibility checking by the school and, where appropriate, the local authority
- to allow the head teacher to keep track of absence figures - particularly persistent absentees.

## 2. Presentation

Section 3 of this document specifies the format and content for the school summary report for the 2020 summer school census together with the business rules for calculating the numbers in the cells of each table. The school summary report must use the school census extract file. The data is presented as a series of tables such as Table 1: school characteristics.

XML tags and CBDS numbers have been used in the business rules to identify the data items. Square bracketed numbers, such as [A5], are included in the tables in Section 3 to provide a cross-reference to the business rules. The bracketed numbers should not appear in the summary report itself.

The 'collection (school phase) marker; is used to show the applicability of each table to each school phase where:

Table 5: pupils on roll by their first language

The 'collection (school phase) marker' would indicate:

[ALL schools]

thereby indicating that this table is applicable for all types of school.

The business rules stat the phase codes to which the rule applies so, in this example:

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

Some of the rows within tables apply only to a sub-set of schools. Notes against the business rules indicate if there are particular phases of school for which these rows are or are not generated within a table. For example, within Table 1: 'school characteristics'; the 'provision for child mothers'; 'number of teen mother places' and 'provision for childcare' elements only apply to schools with a phase of 'PR'. This is stated in the business rules for Table 1 and the three rows within the table that correspond to these data items are only generated for schools with a phase of 'PR'.

The business rules have not been given for every cell in the tables to keep the number down to a minimum. Where there are cells containing the same information for different categories, the rule has been given in the first cell for the first category and will need to be adapted for the other categories. For example in Table 2, rule [B1] has been given for the number of full-time male pupils aged 19 and over and this will need to be adapted to give the rules for the total of full-time male pupils for each age shown.

All references to pupils' age are as at 2019-08-31 unless otherwise stated.

There is a summary line at the top of the school summary report that shows the number of errors and queries present in the data. This is equivalent to running the validation rules as shown in the 2019 to 2020 school census business and technical specification and displaying the totals. Those suppliers using the XSLT components supplied by the department will be able to use the validation modules to generate this total and display it at the beginning of the summary report. The two variables [error count] and [query count] refer to these totals and are not defined in the business rules.

### 3. Summary report

**Table 1: School characteristics [ALL schools]**

#### Output

There are [error count] errors and [query count] queries.

**Table 1: School Characteristics [ALL schools]**

| Characteristic                         | Data  |
|--|-------|
| Summary for [School Name]              | [A1]  |
| Local authority code                   | [A2]  |
| Establishment number                   | [A3]  |
| Telephone number                       | [A4]  |
| Email address                          | [A5]  |
| Phase                                  | [A6]  |
| Type                                   | [A7]  |
| Governance                             | [A8]  |
| Intake type                            | [A9]  |
| Lowest national curriculum year group  | [A10] |
| Highest national curriculum year group | [A11] |

#### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification | Notes |
|-------------|--------------------|-------|
| A1          | <SchoolName>       |       |
| A2          | <LEA>              |       |
| A3          | <Estab>            |       |
| A4          | <PhoneNo>          |       |
| A5          | <Email>            |       |
| A6          | <Phase>            |       |
| A7          | <SchoolType>       |       |
| A8          | <Governance>       |       |
| A9          | <Intake>           |       |
| A10         | <LowestNCyear>     |       |
| A11         | <HighestNCyear>    |       |



## Table 2: Pupils on roll by age and gender [ALL schools]

### Output

Table 2: Pupils on roll by age and gender [ALL schools]

|                          |                     | Number of pupils |        |       |           |        |       |       |
|--------------------------|---------------------|------------------|--------|-------|-----------|--------|-------|-------|
| Age as at 31 August 2019 | Date of Birth       | Full-time        |        |       | Part-time |        |       | All   |
|                          |                     | Male             | Female | Total | Male      | Female | Total | Total |
| 19 or over               | 31/08/00 or earlier | [B1]             | [B2]   | [B3]  | [B4]      | [B5]   | [B6]  | [B7]  |
| 18                       | 01/09/00 - 31/08/01 |                  |        |       |           |        |       |       |
| 17                       | 01/09/01 - 31/08/02 |                  |        |       |           |        |       |       |
| 16                       | 01/09/02 - 31/08/03 |                  |        |       |           |        |       |       |
| 15                       | 01/09/03 - 31/08/04 |                  |        |       |           |        |       |       |
| 14                       | 01/09/04 - 31/08/05 |                  |        |       |           |        |       |       |
| 13                       | 01/09/05 - 31/08/06 |                  |        |       |           |        |       |       |
| 12                       | 01/09/06 - 31/08/07 |                  |        |       |           |        |       |       |
| 11                       | 01/09/07 - 31/08/08 |                  |        |       |           |        |       |       |
| 10                       | 01/09/08 - 31/08/09 |                  |        |       |           |        |       |       |
| 9                        | 01/09/09 - 31/08/10 |                  |        |       |           |        |       |       |
| 8                        | 01/09/10 - 31/08/11 |                  |        |       |           |        |       |       |
| 7                        | 01/09/11 - 31/08/12 |                  |        |       |           |        |       |       |
| 6                        | 01/09/12 - 31/08/13 |                  |        |       |           |        |       |       |
| 5                        | 01/09/13 - 31/08/14 |                  |        |       |           |        |       |       |
| 4 (8 - 11 months)        | 01/09/14 - 31/12/14 |                  |        |       |           |        |       |       |
| 4 (5 - 7 months)         | 01/01/15 - 31/03/15 |                  |        |       |           |        |       |       |
| 4 (0 - 4 months)         | 01/04/15 - 31/08/15 |                  |        |       |           |        |       |       |
| 3 (8 - 11 months)        | 01/09/15 - 31/12/15 |                  |        |       |           |        |       |       |
| 3 (5 - 7 months)         | 01/01/16 - 31/03/16 |                  |        |       |           |        |       |       |
| 3 (0 - 4 months)         | 01/04/16 - 31/08/16 |                  |        |       |           |        |       |       |
| 2 or under               | 01/09/16 or later   |                  |        |       |           |        |       |       |
| Total number of pupils   |                     | [B8]             | [B9]   | [B10] | [B11]     | [B12]  | [B13] | [B14] |
| Aged 16 and over         | 31/08/03 or earlier | [B1]             | [B2]   | [B3]  | [B4]      | [B5]   | [B6]  | [B7]  |
| Aged 11 to 15            | 01/09/03 – 31/08/08 |                  |        |       |           |        |       |       |
| Aged 5 to 10             | 01/09/08 – 31/08/14 |                  |        |       |           |        |       |       |
| Aged under 5             | 01/09/14 or later   |                  |        |       |           |        |       |       |

## Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification   | Notes |
|-------------|--|-------|
| B1          | Count pupils on roll where <Gender> equals 'M' and <PartTime> equals 'false' and <DOB> is between the date ranges shown that is before 2000-09-01 for those aged 19 or over and between 2000-09-01 and 2001-08-31 (inclusive) for those aged 18 as at 2019-08-31 |       |
| B2          | Count pupils on roll where <Gender> equals 'F' and <PartTime> equals 'false' and <DOB> is between the date ranges shown that is before 2000-09-01 for those aged 19 or over and between 2000-09-01 and 2001-08-31 (inclusive) for those aged 18 as at 2019-08-31 |       |
| B3          | B1 plus B2   |       |
| B4          | Count pupils on roll where <Gender> equals 'M' and <PartTime> equals 'true' and <DOB> is between the date ranges shown that is before 2000-09-01 for those aged 19 or over and between 2000-09-01 and 2001-08-31 (inclusive) for those aged 18 as at 2019-08-31  |       |
| B5          | Count pupils on roll where <Gender> equals 'F' and <PartTime> equals 'true' and <DOB> is between the date ranges shown that is before 2000-09-01 for those aged 19 or over and between 2000-09-01 and 2001-08-31 (inclusive) for those aged 18 as at 2019-08-31  |       |
| B6          | B4 plus B5   |       |
| B7          | B3 plus B6   |       |
| B8          | Count pupils on roll where <Gender> equals 'M' and <PartTime> equals 'false'   |       |
| B9          | Count pupils on roll where <Gender> equals 'F' and <PartTime> equals 'false'   |       |
| B10         | Count all pupils on roll where <PartTime> equals 'false'   |       |
| B11         | Count pupils on roll where <Gender> equals 'M' and <PartTime> equals 'true'  |       |
| B12         | Count pupils on roll where <Gender> equals 'F' and <PartTime> equals 'true'  |       |
| B13         | Count all pupils on roll where <PartTime> equals 'true'  |       |
| B14         | Count all pupils on roll [should be equal to [B10] where <PartTime> equals 'false' plus [B13] where <PartTime> equals 'true']  |       |

## Table 3: Pupils on roll in each national curriculum year group [ALL schools]

### Output

Table 3: Pupils on roll in each national curriculum year group [ALL schools]

| NC year group                      | Number of pupils |
|------------------------------------|------------------|
| '14'                               | [B15]            |
| '13'                               |                  |
| '12'                               |                  |
| '11'                               |                  |
| '10'                               |                  |
| '9'                                |                  |
| '8'                                |                  |
| '7'                                |                  |
| '6'                                |                  |
| '5'                                |                  |
| '4'                                |                  |
| '3'                                |                  |
| '2'                                |                  |
| '1'                                |                  |
| 'R'                                |                  |
| 'N2'                               |                  |
| 'N1'                               |                  |
| 'E2'                               |                  |
| 'E1'                               |                  |
| 'X' (NC year group not applicable) |                  |
| Total                              | [B16]            |
| Pupil number reconciliation        | [R1]             |

## Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification   | Notes |
|-------------|--|-------|
| B15         | Count all pupils on roll where <NCyearActual> equals 14 etcetera   |       |
| B16         | Count all pupils on roll [should be equal to <NCyearActual> equals 14 plus equals 13 etcetera to equals 'X'] |       |
| R1          | Total pupils at [B16] should equal total pupils at [B14]   |       |

## Table 4: Pupils on roll by their first language [ALL schools]

### Output

Table 4: Pupils on roll by their first language [ALL schools]

| Language code | Description | Number of pupils | Pupil number reconciliation |
|---------------|-------------|------------------|-----------------------------|
| [B17]         | [B18]       | [B19]            | [R2]                        |

## Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| B17         | <Language> – code values from codeset CS005               |       |
| B18         | <Language> – descriptions from codeset CS005              |       |
| B19         | Count of pupils on roll for each <Language> codeset CS005 |       |
| R2          | Total pupils at [B19] should equal total pupils at [B14]  |       |

## Table 5: Pupils on roll by enrolment status [ALL schools]

### Output

Table 5: Pupils on roll by enrolment status [ALL schools]

| Enrolment status   | Number of pupils |
|--|------------------|
| Current (single registration at this school) ('C')           | [B20]            |
| Current main (dual registration) ('M')                       | [B21]            |
| Current subsidiary (dual registration) ('S')                 | [B22]            |
| Number of dually registered pupils (Total 'M' and Total 'S') | [B23]            |
| Total number of pupils excluding 'F' and 'O'                 | [B24]            |
| FE college ('F')   | [B25]            |
| Other provider ('O')   | [B26]            |
| Total number of pupils in 'F' and 'O'                        | [B27]            |
| Total number of pupils                                       | [B28]            |
| Pupil number reconciliation                                  | [R3]             |

### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes                         |
|-------------|---|-------------------------------|
| B20         | Count of pupils on roll where <EnrolStatus> equals 'C'        |                               |
| B21         | Count of pupils on roll where <EnrolStatus> equals 'M'        |                               |
| B22         | Count of pupils on roll where <EnrolStatus> equals 'S'        |                               |
| B23         | Count of pupils on roll where <EnrolStatus> equals 'M' or 'S' |                               |
| B24         | B20 plus B21 plus B22   | All <Phase> not equal to 'PR' |
| B25         | Count of pupils on roll where <EnrolStatus> equals 'F'        | Only for <Phase> equals 'PR'  |
| B26         | Count of pupils on roll where <EnrolStatus> equals 'O'        | Only for <Phase> equals 'PR'  |
| B27         | B25 plus B26  | Only for <Phase> equals 'PR'  |
| B28         | B24 plus B27  |                               |
| R3          | Total pupils at [B28] should equal total pupils at [B14]      |                               |

## Table 6: Specific types of pupils on roll [ALL schools]

### Output

Table 6: Specific types of pupils on roll [ALL schools]

| Pupils on roll  | Number of pupils |
|---|------------------|
| Boarders  | [B29]            |
| Service children  | [B30]            |
| Pupils for whom the school receives top-up funding  | [B31]            |
| Post looked after arrangements – includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order | [B32]            |
| Eligible for free school meals on census day  | [B33]            |
| Unique pupils with <b>any</b> period of eligibility for free school meals reported in the current census (includes those eligible on census day)                | [B34]            |

### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification   | Notes |
|-------------|--|-------|
| B29         | Count of pupils on roll where <Boarder> ) is present and not equals to 'N'   |       |
| B30         | Count of pupils with <ServiceChild> equals 'Y'   |       |
| B31         | Count of pupils with <TopUpFunding> equals '1' or 'true'   |       |
| B32         | Count of pupils with <PLAA> equals 'A', 'G', 'C' or 'R'  |       |
| B33         | Count of pupils on roll where <FSMstartDate> is on or before census day and <FSMendDate> is on census day or not present |       |
| B34         | Count of pupils on roll where <FSMstartDate> is present  |       |

## Table 7: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years [Not for: Non-maintained special school and city technology college]

### Output

Table 7: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years [Not for: Non-maintained special school and city technology college]

| Age   | Number of pupils with: |   |                          |                               |   |                                      |
|---|------------------------|---|--------------------------|-------------------------------|---|--------------------------------------|
|   | zero funded hours      | funded hours greater than zero but less than 15 | funded hours equal to 15 | zero extended childcare hours | extended hours greater than zero but less than 15 | extended childcare hours equal to 15 |
| Aged 2 years at 31 March 2020 (pupils born between 01/04/2017 and 31/03/2018)                               | [B36]                  | [B37]   | [B38]                    |                               |   |                                      |
| Aged 2 years at 31 August 2019 but 3 by 31 March 2020 (pupils born between 01/09/2016 and 31/03/2017)       | [B39]                  | [B40]   | [B41]                    | [B42]                         | [B43]   | [B44]                                |
| Aged 3 years at 31 August 2019 (pupils born between 01/09/2015 and 31/08/2016)                              | [B45]                  | [B46]   | [B47]                    | [B48]                         | [B49]   | [B50]                                |
| Aged 4 years at 31 August 2019 (pupils born between 01/09/2014 and 31/08/2015) who are in nursery provision | [B51]                  | [B52]   | [B53]                    | [B54]                         | [B55]   | [B56]                                |

### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

Does not apply to schools with <SchoolType> equals '47' (CTC) OR schools with <Phase> equals 'SP' AND <Governance> equals 'NM' (non-maintained special school)

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| B36         | Count of pupils on roll where <FundedHours> equals zero and <DOB> between 2017-04-01 and 2018-03-31 |       |

| <b>Rule number</b> | <b>Rule specification</b>   | <b>Notes</b> |
|--------------------|---|--------------|
| B37                | Count of pupils on roll where <FundedHours> is [greater than zero and less than 15] and <DOB> between 2017-04-01 and 2018-03-31   |              |
| B38                | Count of pupils on roll where <FundedHours> equals 15 and <DOB> between 2017-04-01 and 2018-03-31                                 |              |
| B39                | Count of pupils on roll where <FundedHours> equals zero and <DOB> between 2016-09-01 and 2017-03-31                               |              |
| B40                | Count of pupils on roll where <FundedHours> [greater than zero and less than 15] and <DOB> between 2016-09-01 and 2017-03-31      |              |
| B41                | Count of pupils on roll where <FundedHours> equals 15 and <DOB> between 2016-09-01 and 2017-03-31                                 |              |
| B42                | Count of pupils on roll where <ExtendedHours> equals zero and <DOB> between 2016-09-01 and 2017-03-31                             |              |
| B43                | Count of pupils on roll where <ExtendedHours> is [greater than zero and less than 15] and <DOB> between 2016-09-01 and 2017-03-31 |              |
| B44                | Count of pupils on roll where <ExtendedHours> equals 15 and <DOB> between 2016-09-01 and 2017-03-31                               |              |
| B45                | Count of pupils on roll where <FundedHours> equals zero and <DOB> between 2015-09-01 and 2016-08-31                               |              |
| B46                | Count of pupils on roll where <FundedHours> is [greater than zero and less than 15] and <DOB> between 2015-09-01 and 2016-08-31   |              |
| B47                | Count of pupils on roll where <FundedHours> equals 15 and <DOB> between 2015-09-01 and 2016-08-31                                 |              |
| B48                | Count of pupils on roll where <ExtendedHours> equals zero and <DOB> between 2015-09-01 and 2016-08-31                             |              |
| B49                | Count of pupils on roll where <ExtendedHours> is [greater than zero and less than 15] and <DOB> between 2015-09-01 and 2016-08-31 |              |
| B50                | Count of pupils on roll where <ExtendedHours> equals 15 and <DOB> between 2015-09-01 and 2016-08-31                               |              |
| B51                | Count of pupils on roll where <FundedHours> equals zero and <DOB> between 2014-09-01 and 2015-08-31                               |              |
| B52                | Count of pupils on roll where <FundedHours> is [greater than zero and less than 15] and <DOB> between 2014-09-01 and 2015-08-31   |              |
| B53                | Count of pupils on roll where <FundedHours> equals 15 and <DOB> between 2014-09-01 and 2015-08-31                                 |              |
| B54                | Count of pupils on roll where <ExtendedHours> equals zero and <DOB> between 2014-09-01 and 2015-08-31                             |              |
| B55                | Count of pupils on roll where <ExtendedHours> is [greater than zero and less than 15] and <DOB> between 2014-09-01 and 2015-08-31 |              |



| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| B56         | Count of pupils on roll where <ExtendedHours> equals 15 and <DOB> between 2014-09-01 and 2015-08-31 |       |

## **Table 8: Early years pupil premium – nursery schools [For: Schools with phase ‘NS’ ONLY] [used for funding]**

### **Output**

**Table 8: Early years pupil premium – nursery schools [For: Schools with phase ‘NS’ ONLY] [used for funding]**

This table does not apply to the summer census as early years pupil premium data is only collected in the spring census

## **Table 9: Early years pupil premium [For: Primary, middle-deemed primary, middle-deemed secondary, secondary, all- through, special and PRU] [used for funding]**

### **Output**

**Table 9: Early years pupil premium [For: Primary, middle-deemed primary, middle-deemed secondary, secondary, all-through, special and PRU] [used for funding]**

This table does not apply to the summer census as early years pupil premium data is only collected in the spring census

## **Table 10: School childcare [ALL schools]**

### **Output**

**Table 10: School childcare [ALL schools]**

This table does not apply to the summer census as school childcare data is only collected in the spring census

## Table 11: Pupils on roll with SEN provision [ALL schools]

### Output

Table 11: Pupils on roll with SEN provision [ALL schools]

| SEN Provision   | Number of pupils |
|---|------------------|
| SEN Provision – education, health and care plan (code 'E')  | [C3]             |
| SEN Provision – SEN support (code K)  | [C5]             |
| Total number of pupils with SEN (code 'E' and 'K')  | [C6]             |
| No special educational needs (code 'N')   | [C7]             |
| Total pupils on roll  | [C8]             |
| Pupil number reconciliation   | [R4]             |
| Number of SEN Pupils in a mainstream school who are members of a special provision (SEN Unit). * Should be less than or equal to the total number of pupils with SEN (codes 'E' and 'K')            | [C9]             |
| Number of SEN Pupils in a mainstream school who are members of a special provision (resourced provision). * Should be less than or equal to the total number of pupils with SEN (codes 'E' and 'K') | [C10]            |

### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification   | Notes                               |
|-------------|--|-------------------------------------|
| C3          | Count of pupils on roll where <SENprovision> equals 'E'  |                                     |
| C5          | Count of pupils on roll where <SENprovision> equals 'K'  |                                     |
| C6          | Count of pupils on roll where <SENprovision> equals 'E' and 'K'  |                                     |
| C7          | Count of pupils on roll where <SENprovision> equals 'N'  |                                     |
| C8          | Count all pupils on roll [should = <NCyearActual> equals '14' plus <NCyearActual> equals '13' etcetera to <NCyearActual> equals 'X'] | Same as rule B16, Table 3           |
| R4          | Total pupils at [C8] should equal total pupils at [B14]  |                                     |
| C9          | Count of pupils where <SENunitIndicator> is true   | Not for <Phase> equals 'SP' or 'PR' |
| C10         | Count of Pupils where <ResourcedProvisionIndicator> is true  | Not for <Phase> equals 'SP' or 'PR' |

## Table 12: SEN need type for pupils on roll with SEN (SEN provision E or K) [ALL schools]

### Output

Table 12: SEN need type for pupils on roll with SEN (SEN provision E or K) [ALL schools]

This table does not apply to the summer census, as SEN need type is only collected in the spring census

## Table 13: Number of fixed period and permanent exclusions by reason and SEN provision in the 2020 spring term (terms 3 and 4) [Not for: Nursery school]

### Output

Table 13: Number of fixed period and permanent exclusions by reason and SEN provision in the 2020 spring term (terms 3 and 4) [Not for: Nursery school]

| Reason for exclusion  |      | Number of fixed exclusions | Number of permanent exclusions |
|---|------|----------------------------|--------------------------------|
| [D1]  | [D2] | [D3]                       | [D3a]                          |
| SEN Provision of excluded pupil                                 |      | Number of fixed exclusions | Number of permanent exclusions |
| Pupils with SEN provision 'E' – education, health and care plan |      | [D4]                       | [D4a]                          |
| Pupils with SEN provision 'K' – SEN support                     |      | [D5]                       | [D5a]                          |
| Pupils with no SEN provision (code 'N')                         |      | [D6]                       | [D6a]                          |

### Business rules

Applies to schools with <Phase> equals 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| D1          | <Reason> - code values from codeset CS010   |       |
| D2          | <Reason> – descriptions from codeset CS010  |       |
| D3          | Number of exclusions with <Category> equals 'FIXD' and <Reason> equals 'PP', etcetera |       |
| D3a         | Number of exclusions with <Category> equals 'PERM' <Reason> equals 'PP', etcetera     |       |

| Rule number | Rule specification   | Notes |
|-------------|--|-------|
| D3b         | Number of exclusions with <Category> equals 'LNCH' <Reason> equals 'PP', etcetera                |       |
| D4          | Number of exclusions with <Category> equals 'FIXD' and for pupils with <SENprovision> equals 'E' |       |
| D4a         | Number of exclusions with <Category> equals 'PERM' and for pupils with <SENprovision> equals 'E' |       |
| D5          | Number of exclusions with <Category> equals 'FIXD' and for pupils with <SENprovision> equals 'K' |       |
| D5a         | Number of exclusions with <Category> equals 'PERM' and for pupils with <SENprovision> equals 'K' |       |
| D6          | Number of exclusions with <Category> equals 'FIXD' and for pupils with <SENprovision> equals 'N' |       |
| D6a         | Number of exclusions with <Category> equals 'PERM' and for pupils with <SENprovision> equals 'N' |       |

**Table 14: Number of exclusion reviews by result in the 2020 spring term (terms 2 and 3) [Not for: Nursery school]**

## Output

**Table 14: Number of exclusion reviews by result in the 2020 spring term (terms 2 and 3) [Not for: Nursery school]**

| Exclusion review result |      | Number of exclusion reviews |
|-------------------------|------|-----------------------------|
| [P1]                    | [P2] | [P3]                        |

## Business rules

Applies to schools with <Phase> equals 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| P1          | <ReviewResult> - code values from codeset CS105               |       |
| P2          | <ReviewResult> - descriptions from codeset CS105              |       |
| P3          | Number of exclusions with <ReviewResult> equals 'A', etcetera |       |

## Table 15: Attendance information for the 2020 spring term (terms 3 and 4) for all pupils aged between 5 and 15 years as at 31/08/2019 [Not for: Nursery school]

### Output

**Table 15: Attendance information for the 2020 spring term (terms 3 and 4) for all pupils aged between 5 and 15 years as at 31/08/2019 [Not for: Nursery school]**

|  |       |
|--|-------|
| Number of pupils on roll for at least one session in the 2020 spring term  | [E1]  |
| Number of pupils with at least one absence in the 2020 spring term   | [E2]  |
| Percentage of pupils with at least one absence in the 2020 spring term   | [E3]  |
| <b>Total sessions possible for all pupils</b>  | [E4]  |
| Total sessions missed due to authorised absence for all pupils   | [E5]  |
| Total sessions missed due to unauthorised absence for all pupils   | [E7]  |
| <b>Total sessions missed due to overall (authorised plus unauthorised) absence for all pupils</b>  | [E9]  |
| Authorised absence as percentage of total sessions possible  | [E6]  |
| Unauthorised absence as percentage of total sessions possible  | [E8]  |
| <b>Overall (authorised plus unauthorised) absence as percentage of total session possible</b>  | [E10] |
| Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term     | [E11] |
| Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term | [E12] |

Attendance information is not collected for boarding pupils. Information in Table 15 includes those pupils on roll on census day and those who are no longer at the school but who attended at least one session during the term covered.

### Business rules

Applies to schools with <Phase> = PS, MP, MS, SS, AT, SP or PR

| Rule number | Rule specification   | Notes |
|-------------|--|-------|
| E1          | Count cases of on and off roll records for pupils where <SessionsPossible> are greater than zero and <DOB> to derive age greater than or equal to 5 and age less than or equal to 15 as at 2019-08-31 and <Boarder> equals "N" or not present - set these pupil records as scope |       |

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| E2          | Where age is greater than or equal to 5 and age less than or equal to 15 and <Boarder> is "N" or not present count cases of on and off roll records for pupils where one of <SessionsAuthorised>, <SessionsUnauthorised> or [<AbsenceSessions> for any <AttendanceReason> excluding 'Y'] are greater than zero                                  |       |
| E3          | (E2 divided by E1) multiplied by 100 (to 2 decimal places)  |       |
| E4          | Where age is greater than or equal to 5 and age less than or equal to 15 and <Boarder> is "N" or not present, SUM(<SessionsPossible>) for all pupils on and off roll  |       |
| E5          | Where age is greater than or equal to 5 and age less than or equal to 15 and <Boarder> is "N" or not present for each on and off roll records for pupils, IF (E2 > 0)<br>THEN a1 = SUM(<AttendanceReason> codes 'I', 'M', 'R', 'S', 'T', 'H', 'E', 'C')<br>ELSE a1 = <SessionsAuthorised><br>E5 equals SUM (a1)                                 |       |
| E6          | (E5 divided by E4) multiplied by 100 (to 2 decimal places)  |       |
| E7          | Where age is greater than or equal to 5 and age less than or equal to 15 and <Boarder> is "N" or not present for each on and off roll records for pupils, IF (E2 is greater than zero)<br>THEN b1 equals SUM(<AttendanceReason> codes 'G', 'U', 'O', 'N')<br>ELSE b1 equals <SessionsUnauthorised><br>E7 equals SUM (b1)                        |       |
| E8          | (E7 divided by E4) multiplied by 100 (to 2 decimal places)  |       |
| E9          | E5 plus E7  |       |
| E10         | (E9 divided by E4) multiplied by 100 (to 2 decimal places)  |       |
| E11         | Where age is greater than or equal to 5 and age less than or equal to 15 and <Boarder> is "N" or not present, count of pupils where the (sum of <SessionsAuthorised> and <SessionsUnauthorised> or [<AbsenceSessions> for all <AttendanceReason> excluding 'Y']) divided by <SessionsPossible> multiplied by 100 is greater than or equal to 10 |       |
| E12         | (E11 divided by E1) multiplied by 100 (to 2 decimal places)   |       |

## Table 16: Attendance information for the 2020 spring term (terms 3 and 4) for all pupils aged 4 years as at 31/08/2019 [Not for: Nursery school]

### Output

**Table 16: Attendance information for the 2020 spring term (terms 3 and 4) for all pupils aged 4 years as at 31/08/2019 [Not for: Nursery school]**

| Rule   | Number |
|--|--------|
| Number of 4 year old pupils on roll for at least one session in the 2020 spring term | [E1a]  |
| Number of 4 year old pupils with at least one absence in the 2020 spring term        | [E2a]  |
| Percentage of 4 year old pupils with at least one absence in the 2020 spring term    | [E3a]  |
| Total sessions possible for all 4 year old pupils                                    | [E4a]  |
| Total sessions missed due to overall absence for all 4 year old pupils               | [E9a]  |
| Overall absence as percentage of total sessions possible                             | [E10a] |

Attendance information is **NOT** collected for boarding pupils. Information in Table 15 includes those pupils on roll on census day and those who are no longer at the school but who attended at least one session during the term covered.

Pupils aged 4 are of non-compulsory school age and so the concept of unauthorised absence does not apply to them. No distinction is therefore made between unauthorised and authorised absence in Table 16. Schools are not obliged to use individual attendance codes for these pupils. If they do not wish to use the codes they should provide the total number of absences by recording them as authorised. Absences reported this way will be recorded as overall absence. Although it is not anticipated that individual attendance codes for authorised absence will be used for these pupils, the codes ('G', 'U', 'O' and 'N') have been included in the business rules for completeness.

### Business rules

Applies to schools with <Phase> equals 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes |
|-------------|---|-------|
| E1a         | Count cases of on and off roll records for pupils where <SessionsPossible> greater than zero and <DOB> to derive age equals 4 as at 2019-08-31 and <Boarder> is "N" or not present - set these pupil records as scope   |       |
| E2a         | Where age equals 4 and <Boarder> is "N" or not present, count cases of on and off roll records for pupils where one of <SessionsAuthorised> or [<AbsenceSessions> for any <AttendanceReason> excluding 'Y'] are greater than zero   |       |
| E3a         | (E2a divided by E1a) multiplied by 100 (to 2 decimal places)  |       |
| E4a         | Where age equals 4 and <Boarder> is "N" or not present, SUM<SessionsPossible> for all pupils on and off roll  |       |
| E9a         | Where age equals 4 and <Boarder> is "N" or not present, for each on and off roll records for pupils, IF (E2 greater than zero) THEN a1 equals SUM codes 'I', 'M', 'R', 'S', 'T', 'H', 'E', 'C', 'G', 'U', 'O', 'N')<br>ELSE a1 equals <SessionsAuthorised><br>E9a equals SUM (a1) |       |
| E10a        | (E9a divided by E4a) multiplied by 100 (to 2 decimal places)  |       |

### **Table 17: Admission appeals [Not for: Nursery school, special and PRU][Note: Primary admissions appeals include Infant admissions appeals]**

#### **Output**

#### **Table 17: Admission appeals [Not for: Nursery school, special and PRU]**

This table does not apply to the summer census as admission appeals data is only collected in the spring census

### **Table 18: Classes as taught at the school's selected time [For: Primary only]**

#### **Output**

#### **Table 18: Classes as taught at the school's selected time [For: Primary only]**

This table does not apply to the summer census as classes taught information is only collected in the spring census



## **Table 19: Classes as taught at the school's selected time [For: Middle-deemed primary and middle-deemed secondary only]**

### **Output**

**Table 19: Classes as taught at the school's selected time [For: Middle-deemed primary and middle-deemed secondary only]**

This table does not apply to the summer census as classes taught information is only collected in the spring census

## **Table 20: Classes as taught at the school's selected time [For: Secondary only]**

### **Output**

**Table 20: Classes as taught at the school's selected time [For: secondary only]**

This table does not apply to the summer census as classes taught information is only collected in the spring census

## **Table 21: Classes as taught at the school's selected time [For: All-through only]**

### **Output**

**Table 21: Classes as taught at the school's selected time [For: All-through only]**

This table does not apply to the summer census as classes taught information is only collected in the spring census

## **Table 22: Pupil reconciliation [Not for: Nursery school, special and PRU]**

### **Output**

**Table 22: Pupil reconciliation [Not for: Nursery school, special and PRU]**

This table does not apply to the summer census as pupil reconciliation data is only collected in the spring census

## Table 23: Unlawful infant classes – number of reported exceptions by category [For: Primary and All-through – with appropriate pupils]

### Output

Table 23: Unlawful infant classes – number of reported exceptions by category [For: Primary and All-through - with appropriate pupils]

This table does not apply to the summer census as class information is only collected in the spring census

## Table 24: Universal infant school meals [ALL schools – with appropriate pupils]

### Output

Table 24: Universal infant school meals [ALL schools – with appropriate pupils]

| NC Year Group                      | Number of pupils on roll | of which                         |                                      |
|------------------------------------|--------------------------|----------------------------------|--------------------------------------|
|                                    |                          | School lunch taken on census day | Currently FSM eligible on census day |
| Reception                          | [J11]                    | [J12]                            | [J13]                                |
| Year '1'                           |                          |                                  |                                      |
| Year '2'                           |                          |                                  |                                      |
| Year 'X' – pupils aged 4 to 6 only |                          |                                  |                                      |
| <b>Total infant pupils</b>         |                          |                                  |                                      |

### Business rules

Applies to schools with <Phase> equals 'NS', 'PS', 'MP', 'MS', 'SS', 'AT', 'SP' or 'PR'

| Rule number | Rule specification  | Notes                          |
|-------------|---|--------------------------------|
| J11         | Count all pupils on roll where <NCyearActual> equals 'R', etcetera  |                                |
| J12         | Count all pupils on roll where <NCyearActual> equals 'R' AND <SchoolLunchTaken> equals 'true' or '1', etcetera  |                                |
| J13         | Count all pupils on roll where <NCyearActual> equals 'R' AND [<FSMstartDate> is on or before census day and <FSMendDate> is on census day or not present], etcetera |                                |
| Year 'X'    | For Year X pupil born between 2012-09-01 and 2015-08-31 inclusive.  | Date for 4 to 6 year olds only |

## Post 16 learning aims

If learners have dual registration it is important that their learning aims are assigned to the school which holds their main registration. Schools should not submit learning aims in respect of subsidiary registrations. In the following tables figures relating to the previous academic year and / or to learning aims for learners no longer on roll may include learners who were dually registered with the school. Checks may need to be made with relevant staff in the school as to the registration status of such pupils as this information may not be available from the MIS.

### Table 25: Post 16 learning aims - number of learners with learning aims which started this academic year - from 1 August 2019, or which are continuing from previous academic year(s) [For: Secondary, all-through and PRU]

#### Output

**Table 25: Post 16 learning aims - number of learners with learning aims which started this academic year - from 1 August 2019, or which are continuing from previous academic year(s) [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

**Table 26: Post 16 learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2018 to 31 July 2019 [For: Secondary, secondary, all-through and PRU]**

**Output**

**Table 26: Post 16 learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2018 to 31 July 2019 [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

**Table 27: Post 16 learning aims - number of learning aims which started this academic year - from 1 August 2019 or continued from previous academic year(s) [For: Secondary, all-through and PRU]**

**Output**

**Table 27: Post 16 learning aims - number of learning aims which started this academic year - from 1 August 2019 or continued from previous academic year(s) [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

**Table 28: Post 16 learning aims - number of learning aims which were active in the previous academic year from 1 August 2018 to 31 July 2019 [For: Secondary, all-through and PRU]**

**Output**

**Table 28: Post 16 learning aims - number of learning aims which were active in the previous academic year from 1 August 2018 to 31 July 2019 [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

## **Table 29: Maths and English prior attainment (for block 2 disadvantage funding) [For: Secondary, all-through and PRU]**

### **Output**

**Table 29: Maths and English prior attainment (for block 2 disadvantage funding) [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

## **Table 30: Maths and English funding exemptions [For: Secondary, all-through and PRU]**

### **Output**

**Table 30: Maths and English funding exemptions [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as learning aims data is only collected in the autumn census

## **Table 31: Number of pupils by planned learning; planned employability, enrichment and pastoral; and, planned learning and planned employability, enrichment and pastoral hours band [For: Secondary, all-through and PRU]**

### **Output**

**Table 31: Number of pupils by planned learning; planned employability, enrichment and pastoral; and, planned learning and planned employability, enrichment and pastoral hours band [For: Secondary, all-through and PRU]**

This table does not apply to the summer census as planned hours data is only collected in the autumn census



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