

INVICTUS

Education Trust

SCHOOL CENSUS POLICY

Approved by Board of Trustees

7 February 2022

To be reviewed by Board of Trustees

September 2023

School Census Policy	
Committee Approval Level	Board of Trustees
Policy Author/Responsibility	Operations Support Officer – R Lippitt
Policy First Implemented	February 2022
Frequency of Review	Every 12 Months
Policy Approved by Committee	
Next Review Date	September 2023
Policy Approved by Committee	
Next Review Date	
Policy Approved by Committee	
Next Review Date	

Contents

Introduction.....	3
School Census	3
Post-16 Census	3
School Workforce Census	3
Who is Responsible.....	3
Submission Calendar	3
Process	4
School Census/Post-16 Census	4
Workforce Census	5
GDPR and Statutory Requirements	5

School Census Policy

Introduction

The submission of the school census returns, including a set of named student records, is a statutory requirement for schools under Section 537A of the Education Act 1996.

School Census

The school census is a statutory return that takes place during the autumn, spring, and summer terms. The census collects information about individual students and about the schools themselves. Census data forms a significant part of the DfE's evidence base and is used in school performance tables.

Post-16 Census

As part of the autumn School Census return, schools with a sixth form will need to supply information on Post-16 learning aims. This information is used by the Education Funding Agency (EFA) to determine funding levels for schools.

School Workforce Census

The school workforce census is a statutory data collection that takes place each autumn.

This document aims to outline the process followed in schools that are part of Invictus Education Trust.

Who is Responsible

The following members of staff have delegated responsibility for the submission of completed data for the School Census and Post-16 Census (where applicable):

School	Responsible Person
Crestwood School	Zoe Trevis
Ellowes Hall Sports College	Georgia Lewis
Kinver High School	Leanne Fullwood
Leasowes High School	Lesley Veal
Pedmore High School	Joanne Clewes
Rufford Primary School	Pippa Laight
Wombourne High School	Cathy Riley

Submission Calendar

Census returns are due for submission at the following times of the year. The submission deadline date varies year on year, as defined by the Department for Education (DfE)

2021 to 2022 significant dates for School Census are as follows:

Autumn census

census date – Thursday 7 October 2021

return date – Wednesday 03 November 2021

Spring census

census date – Thursday 20 January 2022

return date – Wednesday 16 February 2022

Summer census

census date – Thursday 19 May 2022

return date – Wednesday 15 June 2022

2021 to 2022 significant dates for the School Workforce Census are as follow:

census date – 4th November 2021

return date – 3rd December 2021

source: <https://www.gov.uk/guidance/complete-the-school-census/census-dates>

source: <https://www.gov.uk/government/publications/school-workforce-census-2021-guides>

Process

School Census/Post-16 Census

Although the Census return cannot be submitted until the appropriate date, there are a number of steps that can be done in advance to prepare the data.

The Trust's Central IT Team will ensure that each school is running the latest version of their management information system and up to date census return software in line with the Common Basic Data Set requirements, which change frequently. The majority of the data is entered through screens that are in daily use in schools.

The Software Provider will supply a guide to running the census return. The responsible person will follow the steps in the guide to ensure that the census return is complete, accurate and to the right specification.

The DfE will make available termly census guidance that will summarise the main changes each term which schools should access via the links below. To complement this Dudley MBC offers free census training that schools are encouraged to attend by booking a place on the revolution portal.

A series of 'data health checks' should be carried out prior to the census which will help you to identify and correct errors in your data before the return is generated. Doing these checks will reduce the number of validation errors in your return and the work you need to do to resolve them. Particular attention should be paid to students in Year 7.

The census return software automatically generates a summary of the data in the school census return. The return is too large to be viewed in full, so the school summary will:

- allow you to check that the data is accurate and complete before sending it to the head teacher
- Following the Head Teacher's initial review, the Post-16 data is sent to "Pro 16 Plus" to check. Based on their recommendations the school will make amendments before sending the Post-16 data to the Head Teacher for authorisation.
- allow the head teacher authorising the return to check it's accurate and complete before submitting it to the local authority or DfE
- give schools their only opportunity to check information about persistent absenteeism in their census data before it's used for funding purposes and published in performance tables

We strongly recommended that you inspect the summary report carefully, paying particular attention to the sections that might show that some individual student data was not entered on to the system before generating the return such as:

- free school meal eligibility
- the number of students with SEN
- data items marked 'used for funding'
- absence data

Comparing the summary reports to the previous term or year will show any anomalies between the different census collections.

It is vital that the accuracy of the data in this summary report is checked and that all validation errors are resolved before the final return is produced as it is the data submitted as an accurate record of the situation in your school on census day. The census return should not be uploaded with any errors.

The head teacher is responsible for reviewing and authorising census data before it is submitted. This confirms that the data you submit is correct.

Submission of the complete census return is made through DfE's COLLECT portal, the responsible person will be registered and have a DfE Sign-in.

Further guidance can be found here:

<https://www.gov.uk/guidance/complete-the-school-census>

<https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

Workforce Census

Invictus Education Trust outsources its payroll function to Dudley Metropolitan Borough Council (DMBC) via a Traded Service Agreement. Under that agreement DMBC are obligated to complete submission of the workforce census on behalf of the Trust.

DMBC will request some information from the school regarding vacancies and supply staff etc, this information is supplied by the Headteachers PA by the completing of a form, which is then returned to the nominated person at DMBC.

GDPR and Statutory Requirements

The submission of the school census returns, including a set of named student records, is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or student consent for the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to students
- helps to ensure that returns are completed by schools

source: <https://www.gov.uk/guidance/complete-the-school-census/statutory-requirement-data-sharing-and-regulations>

Please also refer to Invictus Education Trust [Privacy Notice](#)