School Census Guide
Autumn 2021

All-through schools inc. all-through specials

Version	Date	Updates
1	15/9/21	-

Produced by Arbor Education Partners Ltd. for use with Arbor School MIS.

Please check our Help Centre to ensure you are using the most up to date manual possible.

If your MIS is not behaving as expected and you can't find a solution in the Help Centre, please don't hesitate to contact myteam@arbor-education.com for help from our Support Team.

Contents

Preparing for this census

The Department for Education School and Workforce Census is a statutory requirement for all state-funded schools in England. This includes nursery, primary, secondary, local authority maintained special and non-maintained special schools; academies including free schools; studio schools and university technical colleges and city technology colleges. **Independent schools and schools in the Isle of Man do not need to complete this Census.** Schools must submit it to the DfE three times over an academic year for students (School Census), and once for staff (Workforce Census).

The DfE uses this data to build national statistics, and it also contributes towards establishing your schools' funding allocations. Further guidance on the census can be found on the [DfE website](#).

The Census needs to be run on a day specified by the DfE. In Arbor, this is when we say the Census is 'open'. Before this Arbor allows you to carry out what we call a 'dry run' census to test your data quality.

The dry run lets you generate a mock Census and work through clearing the errors and completing gaps in required data in advance of the official Census date. This helps you save time and quickly complete the official Census when you do generate it. The Census and dry runs can be generated as many times as you wish.

Unless specific instructions are given by your local authority, you do not have to submit the Census on census day. The DfE sets a Census deadline which is visible on your Census page. This is the date by which the Census needs to be generated and clear of errors. It then needs to be downloaded from Arbor and uploaded by your school to either the DfE [COLLECT](#) Website or in some cases to the Local Authority in advance of the deadline date. Check with your local authority or on the [DfE website](#) for further guidance.

When you do get around to running your Census, Arbor will automatically run the programme as though it were the date of Census day. For example, if you have added new starters since the day of the Census, these pupils would be automatically excluded from the Census data collection.

Timetable and training for the Autumn School Census

Join our [Live Census Webinars](#) for a quick run-through of the process. You'll also have the opportunity to ask questions. After the webinar, the recording of the video will be posted [here](#).

You can also book in a 15-minute session with our expert support team to help resolve some of your more complex errors and check your Census before you submit it. Click here to sign up for a session:
https://calendly.com/arborsupport/census-15-minute-support-call

Key Dates & Actions	What you need to do
Census Dry run opens Thursday 23rd September 2021	- Prepare your data - Watch your dry run webinar - Complete a Dry Run - Resolve any errors in batches then regenerate your census as many times as you need to - Complete the dry run Checklist
Census Day is Thursday 7th September 2021	- Watch your census day webinar - Run your Census Return - Add in your census day FSM lunch information - Complete the Checklist
Census Submission Deadline Wednesday 3rd November 2021 Unless told otherwise by your LA	- Check your Census Return - Download the census to your computer - Upload to COLLECT

What's new this census?

For the guidance from the DfE on changes to the census, click here, or for further information detailing what data your school must return in the census, click here.

Alternative Provision details

Schools have two new areas to record details for students they've sent to Alternative Provision placements, and students they are providing Alternative Provision placements to. See how to record this here: Recording Alternative Provision placement details

This data is only being collected in the Spring term School census, but you may wish to start recording these details for the Autumn term now if you want to return this information in Spring. **Please note that these areas are optional.**

Learner funding and monitoring (FAM)

Schools can add the new funding types to Student Profiles to report they are in receipt of catch-up funding. This is required for the Autumn census. You can see how to add this to students here: Adding top up funding to a student

For the Spring census, schools will need to return the cumulative total number of hours the pupil has received of school-led tutoring. We are building this for the Spring census.

Exclusions

The DfE will begin referring to **Fixed Period Exclusions** as 'suspensions' from Autumn 2021. We won't be changing the terminology in Arbor, but censuses will display Suspensions in data tables so you can make sure you're submitting the correct data.

For Permanent Exclusions that are still going through the review process, you can tick the **Do not return in school census** box to prevent errors in your Autumn Census.

Post-16 Programmes

For the Autumn Census, programme aims will be collected for both on and off roll pupils. You'll also need to specify a Programme Aim Type for each student on each Programme. We've made this 16 to 19 Study Programme by default, but you can change this to T level if needed. Take a look at our central guidance: Programmes of Study and Core Learning Aims for Post-16.

Preparing school data for the Census

Check your recorded School Details by going to **School > School Details**. Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).

Preparing student data for the Census

To check that all students have information entered for key Census fields, go to **School > Data > Data Quality Dashboard > Students**. This will open up three sections where you can update and add information - **Contact Details**, **Identity** and **Demographics**. Click into each to check your student data.

Top Tip: You'll need the School: General Admin: Administer permission to access this area. If you don't have the permission, ask your office team to give it to you using these instructions.

Religion, country of birth and nationality are not reported in the census, so these fields are not required.

Check and update student Identity information

Assign UPN - Make sure all students have a UPN. If a student has no UPN against their profile they will show up in the list here. To generate a UPN for a student, use the bulk actions.

To assign a known UPN to a student, add this from the Identity section of their student profile.

Check and update student Demographic information

Update Basic Details - This allows you to quickly check that you have filled in some key information regarding students.

To add or change any of the information, just click on the cell you wish to edit and a slide over will appear where you can add or update the correct information. For example, to add an Ethnicity source, select the students then select **Bulk Set Ethnicity** to choose the source.

For Nursery years: **Update Funded Hours** - Clicking on this will take you to a table that contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the number of funded hours allowed depends on the student's age and NC year.

Please note, for students that are not entitled to extended hours paid for by the government, do not enter anything into the **Extended hours** field. Hours paid for by the child's parents or the school should only contribute to the Hours at setting total.

You can update an individual student's hours by clicking on their name. You can see a video of some examples here. **You'll need to ask the parents if you do not know a child's code.**

Change Hours at Setting

Emily Test

Form	Nursery ▸
Year	N2 ▸
Date of Birth	12 Dec 2016 (3y 9m)

Education, Health and Care Plan · EYPP Recipient
Pupil Premium

Hours at setting ❷   22:00   ← **Total hours spent in school.**

Funded hours ❷   15:00   ← **Hours in school funded by the universal entitlement (max 15).**

Extended hours ❷   07:00

Thirty hour   12345678911

Additional hours taken beyond the Universal Entitlement. Do not include hours paid for by the school or parents.

This 11-digit code entitles children of working parents to an extra 15 hours of childcare. It is required for pupils with extended hours.

Cancel   Save Changes

You can also add some information in bulk, but you will still need to add the codes in by clicking on the students.

Showing 24 results   ⬇ Download ▾

		Student	Year Group	Registrati...	Attendanc...	Funded H...	Funded H...	Hours At ...	Extended ...	Thirty Ho...
☑	✎	Bulk Update Funded Hours & Hours At Setting				15:00		15:00		
☑		**Brown** Suzan	Nursery 1	Form 3NF						
☐		**Chapman** Bar	Nursery 2	Form 3SQ						

For students 11+: Update YSSA - If you have students whose information you are sharing with Connexions etc make sure that this is noted in the Youth Support Services Agreement section.

Bulk update YSSA

		Year group	All enrolled students (aged 11+) ⌄

Students

Showing 287 results   ⬇ Download ▼

☐ ✎	Student	Registration Form	Youth Support Services Agreement
☑	Bulk Assign YSSA	Sixth Form STEM	
☑	**Hill** Adam	Form 8AT	

If you're not requesting this information, you can mark your students as **Unsaught**.

Bulk Update

YSSA* ⓘ   Unsought - school has not yet sent out privacy notices, data can be shared with youth support services   ⊗ ▼

Permission has been given by the parent, guardian or pupil
Parent, guardian or pupil has exercised their right to object
Unsought - school has not yet sent out privacy notices, data can be shared with youth support services ✓
Sought, no reply - school has sent out privacy notices, but received no reply, data can be shared with yo...

Murphy   Aaron   ▶

Cancel   **Bulk Update**

For Post-16: Update Learning & EEP Hours - This page allows you to update student EEP and Learning Hours in bulk. Values with a white background are derived from the sum of the learning hours entered for each student's programme enrolments.

Showing 37 results   ⬇ Download ▼

☐ ✎	Student	Year (2021/2022)	Planned Learning Hours	Planned EEP Hours	Total Planned Hours
☐	**Allen** Leah	Year 13	0		0
☐	**Bennett** Vanessa	Year 13	0		0

You can check the breakdown of student's hours to see which ones are missing from the **Update Learning & EEP Hours** page by clicking a student's name.

To add in any missing hours to programmes, go to **School > School Structure > Programmes of Study**. If this page is blank, see this article to set up your programmes first. Select the programme then the programme instance, then add in the Planned Learning Hours.

If the programme runs for two years, make sure you've set the learning hours for the first and second years. If you don't see the second year here, it means you haven't yet created the next academic year. You can either wait to fill the hours in when the year is created, or create the year by following step 1 in this article.

💡 **Top Tip: Be sure to also include any work placements for students. Record work placements by setting up programme instances with the right qualification award reference, then adding the students to them by following the instructions in this article.**

Values with a yellow background have been input manually. To add in hours manually, tick the students and click the blue pencil icon.

Bulk Update Hours

To set the planned EEP hours at an academic year level for the students below, enter the hours in the fields below.

Planned EEP Hours ? [Leave blank to unset]

Students

Williams Ross	EEP hours: Not set
Wilson Layla	EEP hours: Not set

Cancel   **Bulk Update**

You can also enter this for a single student by clicking their name.

« Back   **Change Planned Learning & EEP Hours**

01 Sep 2020 - 31 Aug 2021 To set the learning hours or planned EEP hours at an academic year level for this student, enter the hours in the fields below. Some students may have learning hours set for their programme enrolments, which will form the default value, if no value is set here.

Academic Year Enrolment Planned Hours

Student   Ross Williams

Enrolment ?   2020/2021 (01 Sep 2020 - 31 Aug 2021)

Planned Learning Hours ?   [   ]

Planned EEP Hours ?   [   ]

For Post-16: **Update GCSE Attainment for Funding** - If you have any post-16 students you'll need to record their prior attainment in English and Maths for the last two years. You'll need to check and update any attainment that has changed.

For last year, if you've done a census with us before, we may have been able to pull this information in for you. If this information hasn't pulled through, you'll need to update it manually (shown below).

For this year there are two ways to update this information. If you use the Learning Records Service we can pull in the information from there. Select the students then add in your username and password.

We advise attempting this option first, as importing from LRS will wipe any other information input on this page.

You can also add individual grades by clicking a student's name, or add this in bulk by ticking students and using the blue pencil actions.

If you don't add in a funding exemption, this will be output in your census as no exemption. For more guidance on what value you should put in this field, see the DfE's guidance.

Preparation checklist

Before generating your dry run, go through this checklist. It will help eliminate a lot of the most common errors and queries schools encounter on the dry run.

Before Generating a Dry Run

Check School Details
Check your recorded School Details by selecting *School > School Details*. Are all fields complete and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).

Learner funding and monitoring (FAM)
Have you added Learner funding and monitoring (FAM) catch-up funding to student profiles? You can see how to add this to students here: Adding top up funding to a student

Exclusions
Have you marked any Permanent Exclusions in review as **Do not return in school census**?

Post-16 Programmes
Have you filled in programme details for all students, and checked whether the right Programme Aim Type has been added for each student? Take a look at our central guidance: Programmes of Study and Core Learning Aims for Post-16.

Check New Student Details
Have all your newest students been entered onto Arbor? Is there anybody you know you need to chase for more information?

Check Leavers Details
Have all recent school leavers been recorded on Arbor? The date of leaving should be the date they last attended school. *Student Profile > Enrolment (from the left-hand menu) > Click on Current Enrolment.* In the slide over box select the orange 'Unenroll Student' and enter the leaving date, leaving reason and grounds for removal from the available options listed.

Resolve Duplicate Students
Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (*School > Data > Data Quality Dashboard > Suspected Duplicates > Student*). If there are any students shown in the Unresolved tab, take a look at this article to see how to resolve them.

Check for Data Gaps
Navigate to *School > Data > Data Quality Dashboard* to check and fill in any gaps in student data. See the section above for key pages to check.
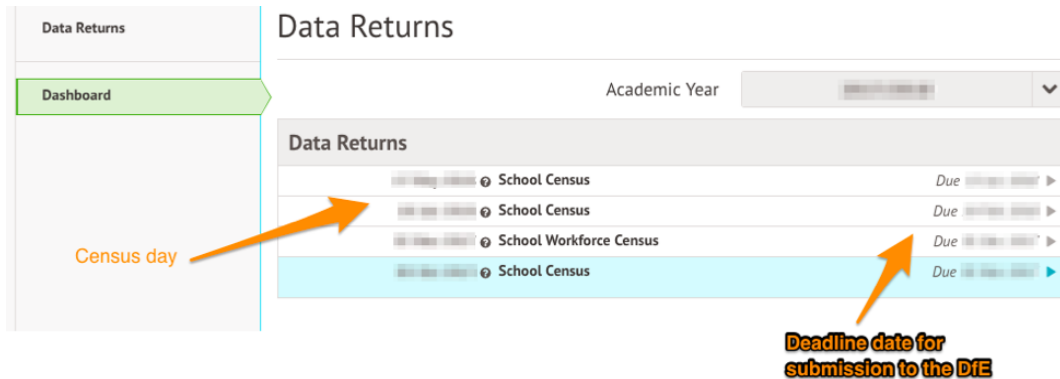
Running your census

Generating a Dry Run

To navigate to your Census page on Arbor go to **School > Data > Export > Data Returns**. Here you will see a list of the different censuses for the academic year to date.
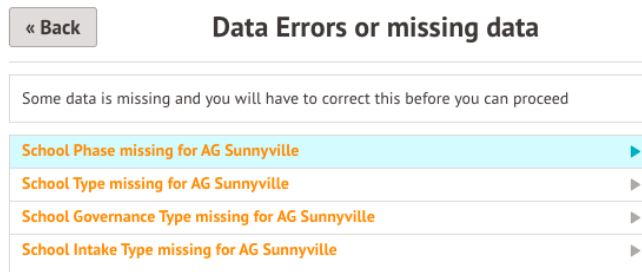
If you have recently joined Arbor and this is your first time using our Census Returns module then you will still see a list of all the Census return dates for the academic year but these will not contain any Census return data relating to your school.

The date on the left-hand side of the page is the official census day and the date in italics to the right-hand side of the screen is the deadline date for submission to the DfE. **Please be aware that some Local Authorities may want you to return your census to them before this date.**

You may be asked to fill in some missing data on your school site first. Just click it to add this in.

Once you have selected the Census date, click on the grey **School Census** button to navigate to that specific Census' overview page.

You will be taken to the Census Overview page. From the Census Overview page you can start to work on your Dry Run. Click the orange button to generate a dry run.

A pop up will appear to confirm the Census you are generating. Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen letting you know that the Census generation is complete.
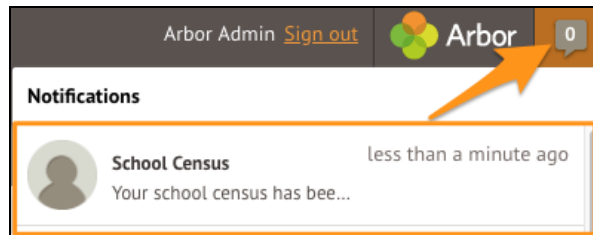
Refresh your screen (by clicking on the circular arrow beside the web browser address).

Scroll down to click into the most recent 'generated' Census. View the Census report you generated by selecting the latest generated Census.

You can then work on your errors (see the next section on how to do this. To regenerate your dry run after resolving errors, just click the orange button on the right-hand side of your page.

Generating the Census on or after Census day

You will be able to generate your Census from the same Census Overview page that you have been using to generate your Dry Runs - *School > Data > Export > Data Returns > Select Census*. Click the **School Census** button.

On the right-hand side of the page, select the orange **Generate Census** button.

Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen.

Refresh your screen (by clicking on the circular arrow beside the web browser address).

On the newly refreshed page, you will now see on the left-hand side menu that you are working in your generated Census.

Solving Errors or Queries

Once your Census or dry run has been generated you'll see errors and queries that need to be resolved. The dry run allows you to start working on these before census day and prepare all your information in advance of the actual Census.

All errors must be resolved during dry run or census, but some queries can be left unresolved if you have a valid reason why this information flagging the query is correct. When submitting your census, an explanation as to why that query exists should also be submitted to COLLECT. You can use the DfE's COLLECT guides for help with what explanations to submit.

To view and amend errors/queries you need to have generated a dry run Census or Census. Go to **School > Data > Export > Data Returns**. Select the date of the Census, then click the **View and Fix errors** button.

You will be taken to your most recently Generated Census where you can resolve your errors and queries.

Top Tip: We recommend that you work through your errors and queries in batches and then regenerate after resolving a few to minimise time spent waiting for regeneration. Remember, the errors will only disappear after you've regenerated your census!

What's the difference between Arbor and DfE errors?

Resolve your Arbor Errors first. This will usually clear one or more DfE errors at the same time.

When you click on an Arbor error, a slide over will open where you can enter the right information.

Once you have resolved as many Arbor errors as you can, start resolving your DfE errors.

Some DfE errors are clickable, and you'll be taken to a page where you can make amendments to resolve the error such as the Student Profile. We're unable to open a slide over to resolve the error directly from the census, as the list of errors for the DfE can change each year, and errors often have multiple methods to resolve them.

All DfE errors will have a specific error code supplied by the DfE that you can use to find more information. To find out more about what certain error codes mean and how to fix them, head over to our Census Help Articles where you can find detailed steps on how to address some of the most common errors and queries.

Top Tip: Always regenerate your Census before leaving the Census pages to ensure that any work you have done is saved and recorded.

Resolving some common errors

Errors will remain in the list until you regenerate the Census. Errors will only clear on each successful regeneration. We recommend that you do not regenerate the Census upon clearing each error as waiting for each regeneration would take up a lot of time - instead, resolve your errors in batches.

Language missing or other basic details

In the example, you can see that Max has an Arbor error flagged as 'Language Missing'.

As you can click Arbor errors, click on the box beside the student's name and a slide over will appear where you can enter the information. Then click the green **Add Language Ability** button and move on to the next error.

For Nursery: Funded Hours and 30 hours codes

If you have a nursery in school, you may need to provide information on their funded hours. **You can see full guidance on what to fill in from the DfE here:** Funded hours

You may encounter messages like this in your Census, in the Arbor Validations section:

| Brown Suzanne | Funded Hours missing |
| Brown Suzanne | Hours at setting missing |

They will also appear in the DfE validations section as error 1852 or 1855:

Brown Suzanne	Error 1852: Child's funded hours not provided or out of the range 0 to 15 to two decim...
Chapman Barry	Error 1852: Child's funded hours not provided or out of the range 0 to 15 to two decim...
Brown Suzanne	Error 1855: Hours at setting is missing or invalid for 2 and 3 year olds.

If you have any students that do have extended hours, you'll need to provide information in the form of a 30-hour code that notifies the system that the student is eligible for extended hours. For more information on getting this code, click here. You may encounter messages like this in your Census, in the Arbor Validations section:

They will also appear in the DfE validations section as error 3130, 3100:

If you have many funded hours errors, we recommend updating your students funded and extended hours in bulk. To do this, go to **Students > All Students > Bulk Update > Bulk Update Funded Hours**. Click the students name to add in the data. You can see a video of some examples here.

This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the information required and the maximum number of funded hours allowed depends on the student's age and NC year.

Change Hours at Setting

Emily Test

Form	Nursery ▸
Year	N2 ▸
Date of Birth	12 Dec 2016 (3y 9m)

Education, Health and Care Plan   EYPP Recipient

Pupil Premium

Hours at setting ❓   22:00   Total hours
                                     spent in school.

Funded hours ❓   15:00   Hours in school funded
                                   by the universal
Extended hours ❓   07:00   entitlement (max 15).

Thirty hour   12345678911|

Cancel   Save Changes

Additional hours taken beyond
the Universal Entitlement. Do
not include hours paid for by
the school or parents.

This 11-digit code entitles children
of working parents to an extra 15
hours of childcare. It is required for
pupils with extended hours.

For Post-16: Enrolment Errors

If you have Post-16 students in your school, you'll need to provide information on their programmes of study. You may encounter errors in your DfE validations section, such as errors 1992, 2766, 2780, and query 2708Q. To resolve these, here's some key things to check in *School > School structure > Programmes of Study*:

1. Check you've set up your programmes of study correctly using this article on our Help Centre. Make sure you've added the planned learning hours for all years the programme is running.
2. Check you've enrolled students into the programme instance.
3. Check the programme instance has been linked to the award correctly. Click into the **Linked Qualification Award** section and make sure you have either linked to an award set up in your qualification offering (see how to set up awards here), or added in a placeholder name and award.

If you've regenerated your census and still have further errors, take a look at [this article](#) on our help centre.

For Post-16: Prior Attainment Errors

If you have any Post 16 students, you must specify their Prior attainment details of the highest grade achieved in the previous year for Maths GCSE and English GCSE.

You may encounter messages like this in your DfE validations section as errors 3000, 3005, 3010 or 3015.

You can resolve these errors from the *Students > All Students > Bulk Update > GCSE Attainment for Funding* page. Take a look at the **GCSE attainment** section for how to do this.

Queries 3020 and 3030 arise when the student has been given a prior attainment grade and the student has not had a funding exemption recorded. Arbor automatically outputs any funding exemptions not recorded as 'None', so:

- If this information is correct, you need not do anything here but will need to provide an explanation to COLLECT.

- If the information is incorrect, go to the *Students > All Students > Bulk Update > Update GCSE Attainment for Funding* page and correct the data there.

Clarke Ken	Query 3020Q: Please check: maths GCSE grade achieved is D-G / 3-1, U or NR and the ...
Clarke Maria	Query 3020Q ...
Cooper Charlotte	Query 3020Q ...
Davies Erin	Query 3020Q ...
Evans Carrie	Query 3020Q ...

> Query 3020Q: Please check: maths GCSE grade achieved is D-G / 3-1, U or NR and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations.

For R, Year 1, Year 2: Meals errors that can't be resolved during the dry run

Some queries and errors can only be resolved on census day. On census day, you'll need to follow the instructions in the **Meal information to add on census day** section below to resolve them. This includes (but is not limited to):

- **Query 1878**: No infant pupils having a school lunch on census day
- **Query 3080Q**: Take up of school lunches for pupils in reception (plus pupils aged 4 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of reception pupils took a school lunch on census day
- **Query 3085Q**: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of pupils in year 1 took a school lunch on census day
- **Query 3090Q**: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of pupils in year 2 took a school lunch on census day

If it is census day and you have put in your meals information (as shown in the **Meal information to add on census day** section below) and you are sure the information is correct, you can still submit your census with queries. You will just need to make a note of this in COLLECT.

For Nursery: Input details on Part-Time Students

On the left-hand side of any Census page, you can see a section for **Part-Time Students**. You don't need to wait until census day to add in this information.

If you have any students in nursery, you must specify whether they are full time or part-time students on this page. **This page won't show if you don't have a nursery year set up on your site.**

Click here for further details from the DfE (sessions here refers to statutory roll call periods - in practise, this usually means students who attend all 10 sessions are classed as full-time).

Set Part Time Student Status (under 5s only)	
Showing 15 results	⬇ Download ▼
☐ ✎ Student	Part time
☐ **Atwal** Heer	Set automatically
☐ **Brown** Suzanne	Set automatically
☐ **Chapman** Barry	Set automatically

By default, the attendance patterns will be set automatically from the information on the Student Profile. However, this will only work if you use Regular Attendance Patterns for your students. A Regular Attendance Pattern is where a student attends every day either all AM sessions, all PM sessions or all-day.

For example, we can see in this example Enrolment section of a Student Profile that the student has an **Afternoon Only** attendance pattern. This information would be collected as 'Part-Time'.

2020/2021 Enrolments		⊕ Add
Academic Year Enrolment	2020/2021	01 Sep 2020 - 31 Aug 2021 ▶
Attendance Pattern	Afternoon Only	14 Sep 2020 - 31 Aug 2021 ▶
Year group	Nursery 2	01 Sep 2020 - 31 Aug 2021 ▶
Registration form	Nursery	01 Sep 2020 - 31 Aug 2021 ▶

If students attend only part of the day or on different days the 'Part-time Status' cannot be set automatically, so **we advise all schools to manually set these part-time statuses yourself to avoid any mistakes being made.**

To manually set the statuses, click the boxes next to the students who are part-time students. Then click the blue pencil icon to set them as part-time.

Then return to the **Part-Time Students** page and click the boxes next to the students who are not part-time students. Then click the blue pencil icon to set them as not part-time.

When you have completed selecting the right choices, they should all say Yes or No.

Meal information to add on census day

Schools with Reception, Year 1 or Year 2 pupils will need to complete which students have taken their Universal Free School Meal Entitlement, from the **Meals** page. Click here for further details from the DfE.

Before census day, you won't be able to complete this section. This is what the page will look like before census day:

Free Meals Taken

Please note that 'Free Meals Taken' cannot be entered prior to census day.

We recommend inputting this section manually. This will not affect the meals registers elsewhere in Arbor.

To manually set the statuses, click the boxes next to the students who have taken a UFSM school lunch on census day. Then click the blue pencil icon to **Set as School Lunch taken**.

Then return to the Census **Meals** page by clicking **Meals** from the left-hand menu.

Click the boxes next to the students who have not taken a UFSM school lunch on census day. Then click the blue pencil icon to select **School Lunch NOT taken**.

When you have completed selecting the right choices, they should all say Yes or No.

If you've completed the Meals section on the left-hand side of your census and are getting queries 1877Q (checking that the number of meals taken should be above 95%), 3080Q, 3085Q or 3090Q you can submit your census. Be sure to add a note when submitting to explain the numbers.

Dry Run and Census day Checklist

Once the Dry Run facility opens you will be able to generate a mock Census. This will flag errors or queries and allows you to fix these before Census day. On census day you can add in more information and reconcile your pupil numbers.

Before submitting your Census	
Generate your Dry Run Census and resolve as many errors as possible, then generate your Census from census day.	
Check our Help Centre for support with common Census errors.	
Work through the Arbor Validations first. Clicking on the query or error will allow you to fill in any missing information. Fixing Arbor Validations removes a large number of the DfE Validations when you regenerate the Census.	
Regenerate the Census after you have entered information completing a batch of queries/errors to remove them from your list.	
Nursery - Have you checked and set your Part-Time Student Statuses?	
Post-16 - Have you checked and added in your Prior Attainment?	
Post-16 - Have you checked and added in your Programme enrolments?	
Some errors will remain in your Dry Run as these relate to specific on-the-day data that can only be entered on Census Day, so don't worry if you haven't cleared them all!	
Reception, Year 1 and/or Year 2 - Have you entered information for the Universal Free School Meals taken up on census Day including students who did NOT take UFSM?	
Don't Panic! You can continue working on your census up until the submission deadline - **Unless told otherwise by your LA**	

Submitting the census

You can either choose to view your Census summary live on your Arbor dashboard using the '**DfE Census Summary Inspection**' or download it in PDF format using the '**Download DfE Summary**'.

Checking your Census numbers in Arbor

The ability to view your live Census summary without having to download a pdf format means that you can quickly and easily see your summary and if any changes are necessary. Go to *School > Data > Export > Data Returns*. Click the Census, then select the most recent generation.

On the census page click on the green **DfE Census Summary Inspection** button on the right-hand side. This will display your Census Summary online, in Arbor.

By clicking on any orange number you can view the data behind the figure. This will help you understand how your data has been aggregated, and check your numbers.

Downloading Your PDF Census Summary

To view, download and check your Census Summary on paper you need to navigate to your Census and click on the green 'Download DfE Summary' button on the right-hand side. This will trigger your Census Summary to download from Arbor.
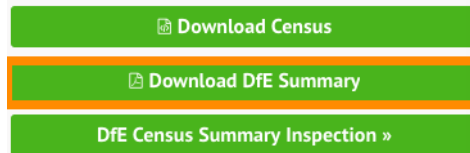
Uploading the Census to the DfE

If you are uploading your Census to the DfE COLLECT website then you need to firstly download your completed Census out of Arbor. Click on the green **Download Census** button on the right-hand side to download it out of Arbor.

When you download the Census, it will automatically save to your computer. We are unable to advise you where this will have saved as it will depend on the configuration of your 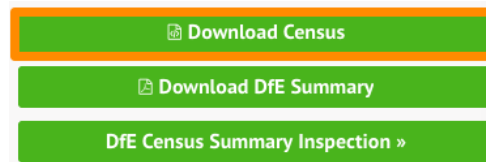computer. However, this will most likely be set to save in your **Downloads** folder by default. **Do not open the file!**

Once the Census is downloaded out of Arbor, it is your responsibility to upload it to the DfE [COLLECT](#) website. Your school will need a COLLECT username and password to upload your Census document to the COLLECT portal which is provided by the DfE.

We recommend you log in to COLLECT in advance of the Census deadline day as the DfE is likely to experience a high volume of requests close to deadline day and you may risk missing the Census deadline.

Mark the census as complete to remove our banners

If you've successfully completed your census upload to COLLECT, return to your census in Arbor.

Click into the Submitted date field and add in the date. This will switch off the census reminder banners on your Homepage.

Submitted date	Not marked as submitted	▶

« Back   **Add Submitted Date**

If you've uploaded your school census file to the DfE successfully, then you can fill in the date that you submitted it in here. We'll stop showing you the census banner on the homepage if there's a Submitted Date for one of your generated censuses.

Submitted date*   21st May 2021   🗓

Cancel   Save

Census Submission Checklist

Final Checks Before Submitting your Census	
Check all errors have been resolved	
Check our Help Centre for support with common Census errors.	
Are you able to explain all queries? You will need to provide explanations for any outstanding queries when you upload to COLLECT. You can use the DfE's COLLECT guides for help with what explanations to submit.	
Have you viewed the DfE Census Summary Inspection?	
Have you downloaded, printed and checked the Census Summary?	
Have you submitted your census to COLLECT?	

Additional resources

The DfE provides their Census information in a searchable format on their website. Click here to access the DfE Census information.
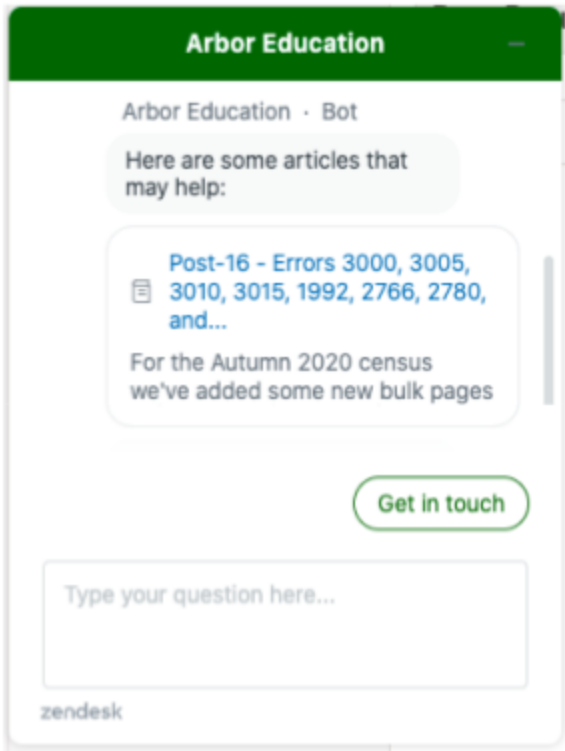
You can get support from us in-app! Just click on the **Chat** bubble in the bottom left of your site.

We've also got articles and videos on our Help Centre to help resolve common errors here. You can also click **Help Centre** from your Arbor site and type your error code into the search bar!

For more support, including how to sign up for our upcoming census webinars or book in a 15-minute session with our expert Support Team, check out our Resources for completing your Census.