

School Census Guide

Autumn 2021

Primary schools inc. primary specials
- School Census Guide - Summer
2021

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

<u>Preparing for this census</u>	<u>3</u>
<u>Timetable and training for the Autumn School Census</u>	<u>4</u>
<u>What's new this census?</u>	<u>5</u>
<u>Alternative Provision details</u>	<u>5</u>
<u>Learner funding and monitoring (FAM)</u>	<u>5</u>
<u>Exclusions</u>	<u>5</u>
<u>Preparing school data for the Census</u>	<u>6</u>
<u>Preparing student data for the Census</u>	<u>6</u>
<u>Check and update student Identity information</u>	<u>7</u>
<u>Check and update student Demographic information</u>	<u>8</u>
<u>Preparation checklist</u>	<u>10</u>
<u>Running your census</u>	<u>11</u>
<u>Generating a Dry Run</u>	<u>11</u>
<u>Generating the Census on or after Census day</u>	<u>13</u>
<u>Solving Errors or Queries</u>	<u>14</u>
<u>What's the difference between Arbor and DfE errors?</u>	<u>15</u>
<u>Resolving some common errors</u>	<u>16</u>
<u>Language missing or other basic details</u>	<u>16</u>
<u>For Nursery: Funded Hours and 30 hours codes</u>	<u>17</u>
<u>For R, Year 1, Year 2: Meals errors that can't be resolved during the dry run</u>	<u>19</u>
<u>For Nursery: Input details on Part-Time Students</u>	<u>20</u>
<u>Meal information to add on census day</u>	<u>22</u>
<u>Dry Run and Census day Checklist</u>	<u>24</u>
<u>Submitting the census</u>	<u>25</u>
<u>Checking your Census numbers in Arbor</u>	<u>25</u>
<u>Downloading Your PDF Census Summary</u>	<u>26</u>
<u>Uploading the Census to the DfE</u>	<u>26</u>
<u>Mark the census as complete to remove our banners</u>	<u>27</u>
<u>Census Submission Checklist</u>	<u>27</u>
<u>Additional resources</u>	<u>28</u>

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

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).

 Sunnyville School of Product Management	
Educational Institution Details	
Name	Sunnyville School of Product Management ▶
Short name	PM4 ▶
Opening dates	Ongoing ▶
Website	▶
Logo	Loaded ▶
Printable logo	Not Setup ▶
Local authority	Kensington And Chelsea (207) ▶
Establishment number	0000 ▶
Intake gender	▶
School phase	All-Through ▶
School type	Academies ▶
Governance type	Academy ▶
Intake type	Comprehensive ▶
URN	▶
Centre number	00000 ▶

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.

Dashboard

Students

Contact Details
Email Addresses
Telephone Numbers
Postal Addresses

Identity
Assign UPN
Assign UCI

Demographics

Update Basic Details

Bulk Update Basic Student Details

Year group
All enrolled students

Students

Showing 737 results

Download

	Student	Country of Birth	Ethnicity	Native Languages	Nationalities	Religion
<input type="checkbox"/>	Adams Alan	United Kingdom	Pakistani	English	United Kingdom (Citizen)	Jewish
<input type="checkbox"/>	Adams Daisy	United Kingdom	White - British		United Kingdom (Citizen)	Refused Information
<input type="checkbox"/>	Adams Gary	United Kingdom	Black - African	English	United Kingdom (Citizen)	
<input type="checkbox"/>	Adams Hollie		Refused	English	United Kingdom (Citizen)	
<input type="checkbox"/>	Adams Joshua	United Kingdom	White - British	English	United Kingdom (Citizen)	Refused Information
<input type="checkbox"/>	Adams Oscar	United Kingdom	White European	English	United Kingdom (Citizen)	

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.

Bulk Assign UPNs: 2020/2021

The table below shows enrolled students that do not have a UPN, or have a temporary UPN. See the dropdown list. Please Note: assigning UPNs to a large number of students may take some time.

Enrolled Students With No UPN / Temporary UPN

Showing 50 results

	Student	Year Group	Temporary UPN
<input checked="" type="checkbox"/>	Allery Lazar	Reception	
<input type="checkbox"/>	Badsey Brandon	Reception	

Bulk Assign UPN

Please confirm that you would like to assign a permanent UPN to the students listed below. Please note that a UPN will only be assigned to students who do not already have a permanent UPN.

Students

Allery Lazar

Cancel
Bulk Assign UPN

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

Student

Lazar Allery

Current UPN

None recorded

Temporary

☐

Existing UPN

Cancel
Assign UPN

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.

Bulk Update Basic Student Details


Students			
Showing 738 results			
<input type="checkbox"/>	Student	Ethnicity	Ethnicity Source
<input type="checkbox"/>	Bulk Edit Ethnicity	Pakistani	P
<input type="checkbox"/>	Bulk Set Native Language	White - British	P
<input type="checkbox"/>	Bulk Edit Religion	Black - African	P
<input type="checkbox"/>	Adams Hollie	Refused	P
<input type="checkbox"/>	Adams Joshua	White - British	P
<input type="checkbox"/>	Adams Oscar	White European	P
<input type="checkbox"/>	Ahluwalia Kasturi	Indian	P
<input checked="" type="checkbox"/>	Allen Alexander	Other Mixed Background	
<input checked="" type="checkbox"/>	Allen Andy	Pakistani	

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 22:00

Funded hours 15:00

Extended hours 07:00

Thirty hour 12345678911

Cancel

Save Changes


Total hours spent in school.

Hours in school funded by the universal entitlement (max 15).

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.

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
<input type="checkbox"/>		Student	Year Group	Registrati...	Attendanc...	Funded H...	Funded H...	Hours At ...	Extended ...	Thirty Ho...
<input checked="" type="checkbox"/>		Bulk Update Funded Hours & Hours At Setting				15:00		15:00		
<input checked="" type="checkbox"/>		Brown Suzan	Nursery 1	Form 3NF						
<input type="checkbox"/>		Chapman Bar	Nursery 2	Form 3SQ						

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	
<p>Check School Details</p> <p>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).</p>	
<p>Learner funding and monitoring (FAM)</p> <p>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</p>	
<p>Exclusions</p> <p>Have you marked any Permanent Exclusions in review as Do not return in school census?</p>	
<p>Check New Student Details</p> <p>Have all your newest students been entered onto Arbor? Is there anybody you know you need to chase for more information?</p>	
<p>Check Leavers Details</p> <p>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.</p>	
<p>Resolve Duplicate Students</p> <p>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.</p>	
<p>Check for Data Gaps</p> <p>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.</p>	

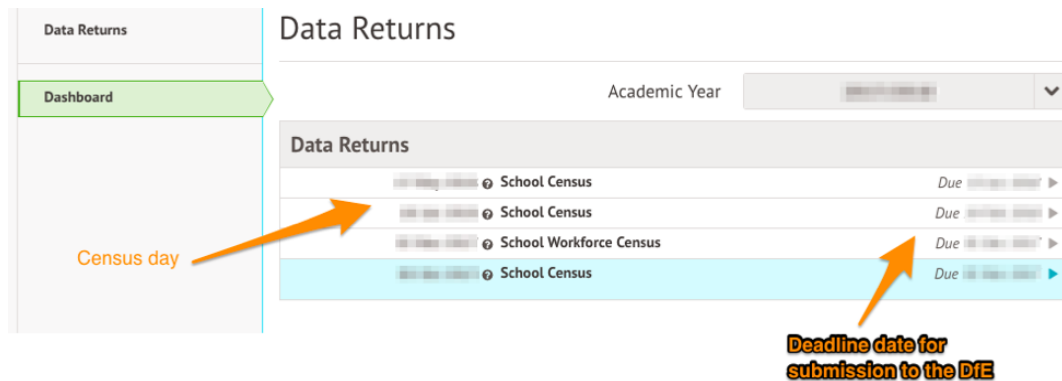
Running your census

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.

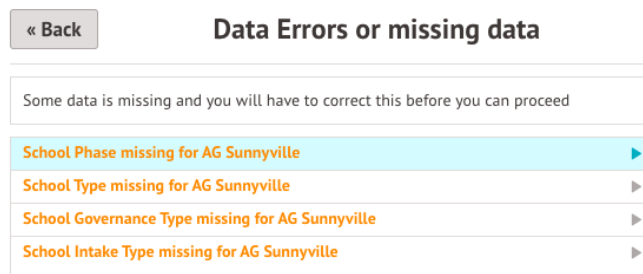
If you have recently joined Arbor and this is your first time using our Census Returns module then you will still see a list of all the Census return dates for the academic year but these will not contain any Census return data relating to your school.

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.**



The screenshot shows the 'Data Returns' page in Arbor. On the left, there is a sidebar with 'Data Returns' and 'Dashboard'. The main content area is titled 'Data Returns' and includes a dropdown for 'Academic Year'. Below this is a table with the following columns: 'Census day', 'Census type', and 'Due'. The table lists four census entries: 'School Census', 'School Census', 'School Workforce Census', and 'School Census'. The last row is highlighted in blue. An orange arrow points from the text 'Census day' to the 'Census day' column. Another orange arrow points from the text 'Deadline date for submission to the DfE' to the 'Due' column.

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



The screenshot shows the 'Data Errors or missing data' page. At the top, there is a '« Back' button. Below it is a message: 'Some data is missing and you will have to correct this before you can proceed'. The main content is a list of missing data items for 'AG Sunnyville':

- School Phase missing for AG Sunnyville
- School Type missing for AG Sunnyville
- School Governance Type missing for AG Sunnyville
- School Intake Type missing for AG Sunnyville

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

[<< Back](#)

School Census, [redacted] ([redacted])

Census date	Mon, [redacted]
Deadline date	Wed, [redacted]

[School Census »](#)

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.

School Census, Autumn, [redacted]

Census date	[redacted]
Deadline date	[redacted]

Census Generation History

There are no results [Download](#)

Census Filename	Generated on	Status
No returns generated		

Next Steps

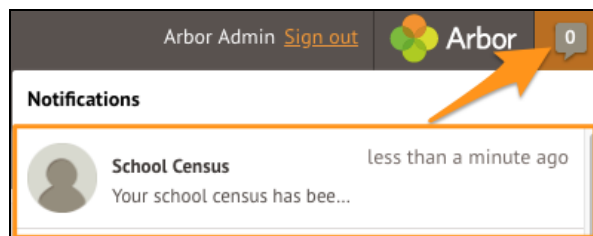
Dry runs are available.

[Generate Census \(Dry Run\)](#)

ULNs

If you have errors that say you need to include ULNs for your students, you can create a CTF containing just the students in the census, which you can then use to obtain your ULNs from S2S [here](#).

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.

Census Generation History		
Showing 2 results		Download ▼
Census Filename	Generated on	Status
SCHOOL_CENSUS_DRY_RUN_██████████	Thu, ██████████, 14:12	Generated with errors
SCHOOL_CENSUS_DRY_RUN_██████████	Wed, ██████████, 14:54	Generated with errors

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.

[« Back](#)

School Census, Autumn

(██████████, ██████████)

Census date	██████████, ██████████
Deadline date	██████████, ██████████
Last generated on	██████████, 15:19 ▶
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission. ▶

[View and fix errors »](#)[School Census »](#)

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

School Census

Data Returns

▼ School Census

Overview

Prior Attainment

Meals

Part Time Students

School Census, Autumn, [redacted]

Census date [redacted]

Deadline date [redacted]

Last generated on [redacted], 15:19

Latest generated status The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Census Generation History

Showing 10 results [Download](#)

Census Filename	Generated on	Status
SCHOOL_CENSUS_DRY_R...	[redacted]	Generated with errors

Next Steps

Once you have fixed the errors, please regenerate the census

Generate Census

Download Census

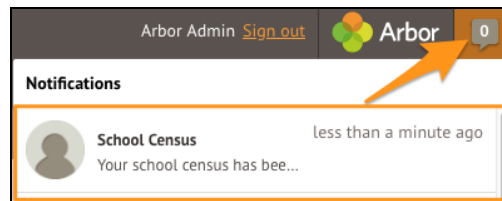
Download DfE Summary

DfE Census Summary Inspection »

ULNs

If you have errors that say you need to

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.

▼ School Census

Overview

Meals

Part Time Students

Generated School Census

DfE Census Summary Inspection

File name	SCHOOL_CENSUS_DRY_RUN_2021_09_16_1231.xml
Generation started	16 September 2021, 12:31
Generation completed	16 September 2021, 12:31
Status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Arbor Validation: Queries, Errors and Missing Information

Showing 674 results [Download](#)

Query/Error Regarding	Arbor Validation: Query/Error
Allen Callum	Unique Learner Number (ULN) missing for student over 14 years of age
Allen Callum	Youth Support Service Agreement (formerly Connexions) missing

To add the missing information, simply click on each individual row in the table. You will need to correct all the errors before you can submit your census on COLLECT. You can correct errors by clicking on each row in the errors table and updating the information, or use the Data Quality Dashboard to update information in bulk.

You don't have to resolve all the queries. For any unresolved queries, you can include a notepad entry when you submit your census.

You will need to regenerate your census to refresh the list of errors and queries. You can do this as many times as you need. To find out more about specific errors or

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.

Census date	
Deadline date	
Last generated on	
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

View and fix errors »

School Census »

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.

Arbor Validation: Queries, Errors and Missing Information	
Showing 11 results Download ▾	
Query/Error Regarding ▲	Arbor Validation: Query/Error
Adams Alan	Language missing

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.

DfE Validation: Queries and Errors	
Showing 43 results Download ▾	
Query/Error Regarding ▲	DfE Validation: Query/Error
Adams Alan	Query 1601Q: Please check: pupil's age is out of range for school type.
Adams Alan	Error 2335: P
Adams Alan	Query 2348Q

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'.

Graham Max	Language missing
Murphy Abbie	Youth Support ... erly Connexi...
Smith Freddie	Home address missing

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.

Add Language Ability

Student Max Graham

Language* Polish

Proficiency Fluent

Options

- ☒ Native language
- ☒ Speaks language
- ☒ Understands language
- ☒ Is spoken at home

Notes

Cancel

Add Language Ability

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 hour s not provided or out of the range 0 to 15 to two decim...
Chapman Barry	Error 1852: Child's funded hour s 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:

Thirty Hour Code missing. A thirty hour code must be entered for students with extend...	
Ethnicity mis...	Thirty Hour Code missing. A thirty hour code must be entered for students with extended hours.
Language mi...	

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


Error 3130: 30-hours eligibility code missing for pupil aged 3 or 4 with extended hour...	
Query 25020...	Error 3130: 30-hours eligibility code missing for pupil aged 3 or 4 with extended hours present.
Error 1840: L...	

Error 3100: Extended childcare hours have been entered where pupil is not in the eligi...	
Error 3130: 30...	Error 3100: Extended childcare hours have been entered where pupil is not in the eligible age range or year groups or does not have a valid 30-hour code.
Error 1852: C...	
Error 1855: H...	

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 entitlement (max 15).

Extended hours 07:00

Thirty hour 12345678911 ← Additional hours taken beyond the Universal Entitlement. Do not include hours paid for by the school or parents.

Cancel Save Changes

← 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 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 ▼
<input type="checkbox"/>	Student	Part time
<input type="checkbox"/>	Atwal Heer	Set automatically
<input type="checkbox"/>	Brown Suzanne	Set automatically
<input type="checkbox"/>	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.

<input type="checkbox"/>		
<input type="checkbox"/>	Set as Part Time Student	
<input checked="" type="checkbox"/>	Set as NOT Part Time Student	
<input type="checkbox"/>	Set Part Time Status from Attendance Pattern	
<input checked="" type="checkbox"/>	Clarke Vicky	
<input checked="" type="checkbox"/>	Davies Wayne	

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.

<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Set as Part Time Student	
<input type="checkbox"/>	Set as NOT Part Time Student	
<input checked="" type="checkbox"/>	Set Part Time Status from Attendance Pattern	
<input type="checkbox"/>	Clarke Vicky	
<input type="checkbox"/>	Davies Wayne	
<input checked="" type="checkbox"/>	Graham Max	

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

Set Part Time Student Status (under 5s only)		
Showing 15 results		Download ▼
<input type="checkbox"/>	Student	Part time
<input type="checkbox"/>	Atwal Heer	No
<input type="checkbox"/>	Brown Suzanne	Yes
<input type="checkbox"/>	Chapman Barry	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**.

1. Click the boxes next to students who took a meal

School Lunch Taken


Auto-set School Lunch Taken

Download ▼


	Student	Year	Form	School Lunch Taken
<input checked="" type="checkbox"/>	Set as School Lunch Taken	Year 2	Form 2QW	No
<input checked="" type="checkbox"/>	Set as School Lunch NOT Taken	Reception	Form 3NF	No
<input checked="" type="checkbox"/>	Chapman Kimberly	Reception	Form 3SQ	No
<input checked="" type="checkbox"/>	Davies Wendy	Reception	Form 3SQ	No
<input checked="" type="checkbox"/>	Ferrett Jonathan	Reception	Form REGF	No
<input checked="" type="checkbox"/>	Griffiths James	Reception	Form 3NF	No
<input type="checkbox"/>	Kelly Poppy	Reception	Form 3SQ	No
<input checked="" type="checkbox"/>	King Eva	Reception	Form 3SQ	No

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**.

School Lunch Taken				
Auto-set School Lunch Taken				
Showing 117 results			Download ▾	
<input type="checkbox"/> 	Student	Year	Form	School Lunch Taken
<input checked="" type="checkbox"/>	Set as School Lunch Taken	Year 1	Form 1YL	No
<input checked="" type="checkbox"/>	Set as School Lunch NOT Taken	Year 1	Form 1YL	No
<input checked="" type="checkbox"/>	Anderson Peter	Year 2	Form 2JO	No
<input type="checkbox"/>	Anderson Zachary	Year 2	Form 2JO	No

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

School Lunch Taken				
Auto-set School Lunch Taken				
Showing 25 results			Download ▾	
<input type="checkbox"/> 	Student	Year	Form	School Lunch Taken
<input type="checkbox"/>	Adams Alice	Year 2	Form 2QW	Yes
<input type="checkbox"/>	Bennett Phoebe	Reception	Form 3NF	No
<input type="checkbox"/>	Chapman Kimberly	Reception	Form 3SQ	Yes
<input type="checkbox"/>	Davies Wendy	Reception	Form 3SQ	Yes
<input type="checkbox"/>	Griffiths James	Reception	Form 3NF	Yes
<input type="checkbox"/>	Kelly Poppy	Reception	Form 3SQ	No
<input type="checkbox"/>	King Eva	Reception	Form 3SQ	Yes

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?	
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.

19 or over	31/08/1998 or earlier	0	0	0
18	01/09/1998 - 31/08/1999	0	0	0
17	01/09/1999 - 31/08/2000	0	0	0
16	01/09/2000 - 31/08/2001	0	0	0
15	01/09/2001 - 31/08/2002	0	0	0
14	01/09/2002 - 31/08/2003	0	0	0
13	01/09/2003 - 31/08/2004	0	0	0
12	01/09/2004 - 31/08/2005	0	0	0
11	01/09/2005 - 31/08/2006	0	0	0
10	01/09/2006 - 31/08/2007	18	29	47
9	01/09/2007 -	26	30	56

« Back

Generated Census Summary Breakdown

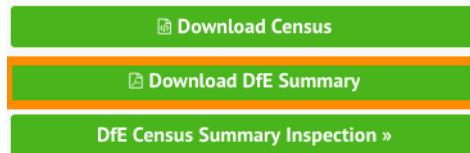
Table 2: Pupils on roll by age and gender [ALL schools]

10

Total: 18	
Brown, Freddie, L207000016238	▶
Collins, Rob, E207000016043	▶
Dutta, Yash, Q207000016289	▶
Ellis, Alexander, N207000016058	▶
Hughes, Kieran, E207000016205	▶
Hunter, Elliot, W207000016327	▶

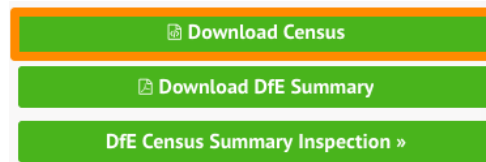
Downloading Your PDF Census Summary

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*

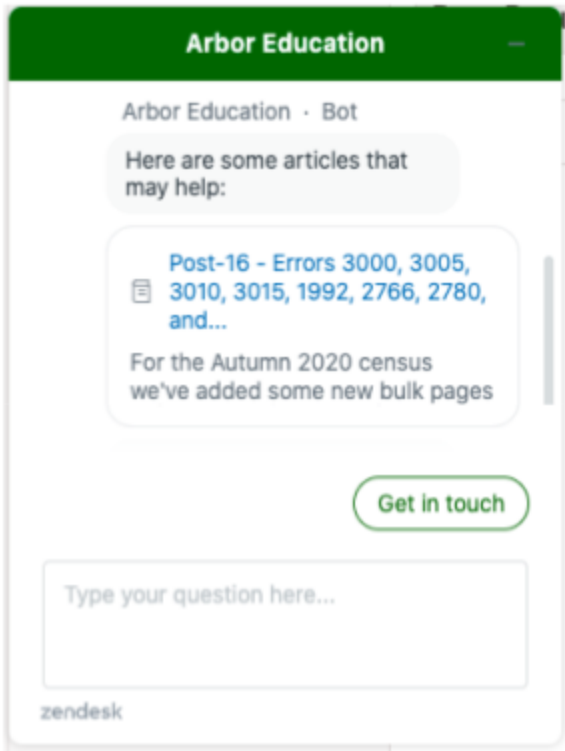
Cancel
Save

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](#).