



School Census Guide Spring 2022

Primary schools inc. primary specials

Version	Date	Updates
1	4/1/22	-

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>4</u>
<u>Timetable and Training for the Spring School Census</u>	<u>5</u>
<u>What's new this census?</u>	<u>6</u>
<u>Alternative Provision details</u>	<u>6</u>
<u>Learner funding and monitoring (FAM)</u>	<u>6</u>
<u>Exclusions</u>	<u>6</u>
<u>What permissions do I need?</u>	<u>7</u>
<u>Preparing school data for the Census</u>	<u>8</u>
<u>Add childcare provision details</u>	<u>8</u>
<u>Preparing student data for the Census</u>	<u>11</u>
<u>Check and update student Identity information</u>	<u>12</u>
<u>Check and update student Demographic information</u>	<u>13</u>
<u>Preparation checklist</u>	<u>14</u>
<u>Running your census</u>	<u>16</u>
<u>Generating a Dry Run</u>	<u>16</u>
<u>Generating the Census on or after Census day</u>	<u>18</u>
<u>Solving Errors or Queries</u>	<u>20</u>
<u>What's the difference between Arbor and DfE errors?</u>	<u>21</u>
<u>Resolving some common errors</u>	<u>22</u>
<u>Language missing or other basic details</u>	<u>22</u>
<u>For Nursery: Funded Hours and 30 hours codes</u>	<u>23</u>
<u>Errors that can't be resolved during the dry run</u>	<u>25</u>
<u>Information to input into your census</u>	<u>26</u>
<u>For Nursery: Input details on Part-Time Students</u>	<u>26</u>
<u>Admissions appeals</u>	<u>28</u>
<u>Information to add on census day</u>	<u>30</u>
<u>Meals</u>	<u>30</u>
<u>Adding in Free Meals Taken</u>	<u>31</u>
<u>Adding in which students took Universal Free School Meals</u>	<u>32</u>
<u>Pupil reconciliation</u>	<u>33</u>

<u>Step 1 - Add in your pupil reconciliation numbers</u>	<u>34</u>
<u>Step 2 - Check your class numbers using the Reconciliation status section</u>	<u>35</u>
<u>Step 3 - Resolve students enrolled in more than one class</u>	<u>37</u>
<u>Step 4 - Resolve students enrolled but not in class</u>	<u>40</u>
<u>Classes</u>	<u>43</u>
<u>The selected census time</u>	<u>43</u>
<u>Step 1 - Check your teacher and pupil numbers and class activities</u>	<u>44</u>
<u>Step 2 - More than 30 pupils</u>	<u>47</u>
<u>Dry Run and Census day Checklist</u>	<u>49</u>
<u>Submitting the census</u>	<u>50</u>
<u>Checking your Census numbers in Arbor</u>	<u>50</u>
<u>Downloading Your PDF Census Summary</u>	<u>51</u>
<u>Uploading the Census to the DfE</u>	<u>51</u>
<u>Mark the census as complete to remove our banners</u>	<u>52</u>
<u>Census Submission Checklist</u>	<u>52</u>
<u>Additional resources</u>	<u>53</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 Spring 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 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?month=2022-01>

Key Dates & Actions	What you need to do
Census Dry run opens Thursday 6th January 2022	<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 20th January 2022	<ul style="list-style-type: none"> • Watch your census day webinar • Run your Census Return • Add in your census day information • Complete the Checklist
Census Submission Deadline Wednesday 16th February 2022 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 or your LA

What's new this census?

For 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 for. See how to record this here: [Recording Alternative Provision placement details](#)

The data from the Autumn term is being collected in the Spring school census. **Please note that these areas are optional.**

Learner funding and monitoring (FAM)

Schools can add funding to Student Profiles to report they receive Afterschool catch-up funding. You can see how to add this to students here: [Managing School led tutoring funding and teaching hours](#)

For the Spring census, schools need to return the cumulative total number of hours (year to date) that students eligible for funding have received school-led tutoring.

Please note that this functionality is not yet live. We are currently putting the final touches to the page that will allow you to manage and input hours recorded for students in bulk. This page will be accessible in time for census day.

Exclusions

The DfE refers to Fixed Period Exclusions as 'suspensions'. 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, tick the **Do not return in school census** box to prevent errors.

What permissions do I need?

You will need the **School: Data Returns: Administer** permission to be able to access and run the School census.


You'll also need specific permissions to resolve certain errors and queries, depending on the area you're resolving the error for. Some example permissions you might need are:

- **Student Profile: Admin: Administer All Students** - Add student funding or early years pupil premium eligibility.
- **Student Profile Language Abilities: Administer All Students** - Add language abilities.
- **Student Profile: In Care: Administer All Students** - Add in care notes for students.

If you do not have permission to complete an action, you would need to ask a member from your admin team to assign you the required permissions following [this article](#).

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 ▶

Add childcare provision details

Your school is required to provide information on the number and type of childcare places your school provides. **This is required even if you do not provide childcare.**

There are four types of childcare that you have to provide information on:

- B - Before school
- A - After school
- H - Holiday provision
- U - Nursery for ages 0-4 (for more than 9 hours/day, not a provision that is only available during school hours or where children can only attend for a morning or afternoon session).

For each type of childcare, you will need to add the type to the **Child Care Places** section by clicking **+Add**.

Child Care Places	+ Add
No child care places recorded	


Please note that certain information is not required, and may flag an error if you add it:

- **Closing Time is not required for Before School Childcare**
- **Opening Time is not required for After School Childcare**
- **Weeks Open is not required for either Before or After School Childcare**


If you do not offer a type of childcare, set the Childcare signposting and Childcare for other schools fields to No, leaving the others blank.




[« Back](#)


Add Child Care Place


Name 


Child care type
Under five


Child care on site  ☐


Child care signposting 
No





Opening time 





Closing time 







Child care places 






Child care provider 



Child care for other schools 
No



Weeks open 

[Cancel](#)
[Add Child Care Place](#)

If you do offer this type of childcare, add the details specific to your school's situation.

« Back

Add Child Care Place

Name ⓘ

Child care type

Child care on site ⓘ ☒

Child care signposting ⓘ

Opening time ⓘ

Closing time ⓘ

Child care places ⓘ

Child care provider ⓘ

Child care for other schools ⓘ

Weeks open ⓘ

Before school

☒

No

07:00

08:30

100

School

No

36

Cancel
Add Child Care Place

If your school offers childcare for under 5s, and it is for more than 9 hours, add your Under 5s childcare to reflect the start and end times.

« Back

Child Care Place

Name ⓘ

Child care type* ⓘ

Child care on site ⓘ ☒

Child care signposting ⓘ

Opening time ⓘ

Closing time ⓘ

Child care places ⓘ

Child care provider. Only required if child care is on-site. ⓘ

Child care for other schools. Only required if child care is on-site. ⓘ

Weeks open ⓘ

Under five

☒

No

07:00

17:00

20

School

No

30

Delete
Cancel
Save Changes

If your school offers childcare for under 5s but it is less than 9 hours, you do not need to report this, so set your childcare as shown below.

« Back
Child Care Place

Name ⓘ

Child care type* ⓘ

Under five

✖ ▼

Child care on site ⓘ
☐

Child care signposting ⓘ

No

✖ ▼

Opening time ⓘ⌚

Closing time ⓘ⌚

Child care places ⓘ⬆ ⬇ ⬆

Child care provider. Only ⓘ
required if child care is on-site.▼

Child care for other schools. ⓘ
Only required if child care is on-site.

No

✖ ▼

Weeks open ⓘ⬆ ⬇ ⬆

Delete
Cancel
Save Changes

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 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
Update Funded Hours

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)	
<input type="checkbox"/>	Ahluwalia Kasturi	United Kingdom	Indian	English	United Kingdom (Citizen)	Christian

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.

Current UPN

None recorded

Temporary

☐

Existing UPN

Leave blank to assign UPN automatically

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

Year group All enrolled students ▼


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

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 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

You can also add some information in bulk, but you will still need to add the codes 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

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). Check you've added childcare details - whether you provide childcare or not.

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: [Managing School led tutoring funding and teaching hours](#)

Exclusions

Have you marked any [Permanent Exclusions](#) in review as **Do not return in school census**?

Check New Student Details

Have all your newest students been entered into Arbor? Is there anybody you know you need to chase for more information?

Check Leavers Details

Have all recent school leavers been recorded in 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.

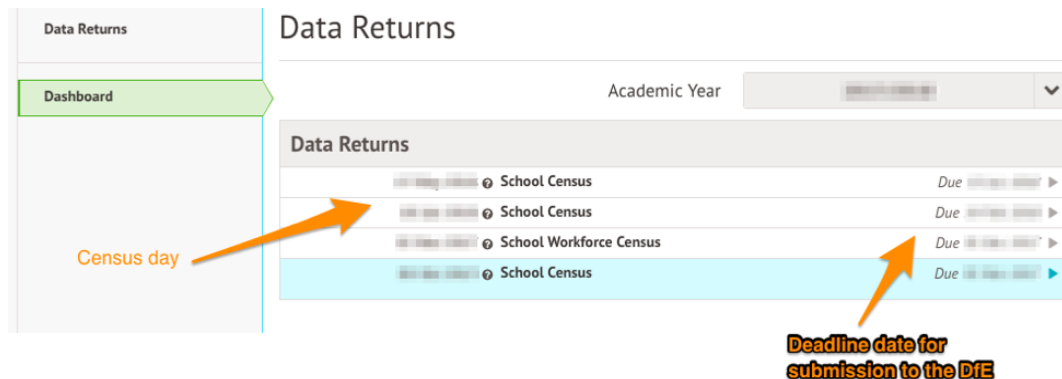
Running your census

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.

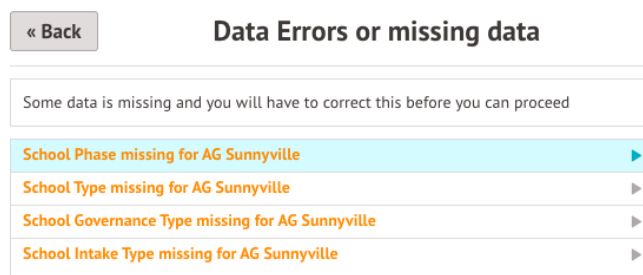
If you have recently joined Arbor and this is your first time using our Census Returns module then you will still see a list of all the Census return dates for the academic year but these will not contain any Census return data relating to your school.

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.**



Data Returns	
Academic Year	
Data Returns	
School Census	Due
School Census	Due
School Workforce Census	Due
School Census	Due

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



« Back

Data Errors or missing data

Some data is missing and you will have to correct this before you can proceed

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

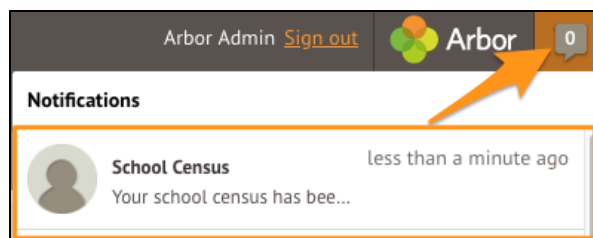
Dry runs are available.

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_ [redacted]	Thu, [redacted], 14:12	Generated with errors
SCHOOL_CENSUS_DRY_RUN_ [redacted]	Wed, [redacted], 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

([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. ▶

[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.

Arbor Admin [Sign out](#)

Arbor

0

Notifications



School Census

less than a minute ago

Your school census has bee...

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 on your generated Census.

School Census

Data Returns

▼ School Census

Overview

Prior Attainment

Meals

Part Time Students

Generated School Census

...

School Census, Autumn, [redacted]

Census date [redacted]

Deadline date [redacted]

File name 2070000_SC3_207LL19_001.XML

Generation started [redacted], 12:53

Generation completed [redacted], 12:53

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 17 results

Download

Query/Error Regarding	Arbor Validation: Query/Error
Adams Emma	Youth Support Service Agreement (formerly Connexions) missing

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	<input type="text"/>
Deadline date	<input type="text"/>
Last generated on	<input type="text"/> ▶
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 Language missing
Smith Freddie	Home address 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*	<input type="text" value="Polish"/>
Proficiency	<input type="text" value="Fluent"/>
Options	<input checked="" type="checkbox"/> Native language <input checked="" type="checkbox"/> Speaks language <input checked="" type="checkbox"/> Understands language <input checked="" type="checkbox"/> Is spoken at home
Notes	<input type="text"/>

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 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...
Language mi...

Thirty Hour Code missing. A thirty hour code must be entered for students with extended hours.

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: Pupil on ro...
Error 1840: L...

Error 3130: 30-hours eligibility code missing for pupil aged 3 or 4 with extended hours present.


Error 3100: Extended childcare hours have been entered where pupil is not in the eligi...
Error 3130: 30-hours eligibility code missing for pupil aged 3 or 4 with extended hour...
Error 1852: C...
Error 1855: H...

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.

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 student's 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 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

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.

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 section below to resolve them. This includes (but is not limited to):

- **Query 1878:** No infant pupils are recorded as 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
- **Error 1310:** The number of free school meals taken is missing.
- **Error 5160:** Class information is missing
- **Error 1000:** Pupil reconciliation does not match the number of pupils on roll
- **Query 1270:** No classes shown for an expected year group
- **Query 1110:** No support staff reported for any class
- **Error 1170:** Class activity is missing or invalid
- **Query 1180:** Please check: activity shown as other for all classes
- **Query 2090:** Nursery pupils reported but no nursery class records
- **Query 2100:** More FT nursery pupils than the number on nursery class records
- **Query 1230:** Please check: KS1 or reception class with pupil/teacher ratio greater than 30.

If it is census day and you have put in your meals and class numbers information (as shown in the **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.

Information to input into your census

On the left-hand side of any Census page, you can see areas where you can input your other information. You don't need to wait until census day to add these in:

- Part-Time Students (schools with Nursery students)
- Admissions appeals (what will show on this page depends on whether you have infant, primary or secondary pupils)

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 will not show if you do not 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 practice, 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

Admissions appeals

The DfE asks you to add in the number of admissions appeals numbers for the last year - you will need to fill in these fields even if you did not have any appeals. This includes:

- **Lodged** - Appeals lodged by parents during the academic year.
- **Heard** - Appeals heard by an Independent Appeals Committee.
- **Upheld** - Appeals decided in the parent's favour.
- **Rejected** - Appeals rejected.
- **Withdrawn** - Appeals withdrawn by parents before reaching an Appeals Committee.

The sections that will show on this page depend on whether you have infant (Reception, Year 1, Year 2) or secondary (Year 7-13) pupils.

Please note that infant appeals numbers must be included under both infant and primary appeals totals and they are counted twice.

Infant Admissions Appeals (Reception, Year 1-2)	
Lodged ⓘ	Calculated automatically ▶
Heard ⓘ	Calculated automatically ▶
Upheld ⓘ	Calculated automatically ▶
Rejected ⓘ	Calculated automatically ▶
Withdrawn ⓘ	Calculated automatically ▶

Primary Admissions Appeals (Reception, Year 1-6)	
Lodged ⓘ	Calculated automatically ▶
Heard ⓘ	Calculated automatically ▶
Upheld ⓘ	Calculated automatically ▶
Rejected ⓘ	Calculated automatically ▶
Withdrawn ⓘ	Calculated automatically ▶

By default, these numbers will be set automatically based on your numbers of admissions appeals if you use the **Admissions Appeals** part of Arbor. They can be left blank and they will be output in the census. However, this will only work if you have [recorded Admissions Appeals](#) for every student who appealed.

As such, we advise manually set these numbers yourself to avoid any incorrect numbers being accidentally output if you have not recorded your admissions correctly or completely.

You also cannot use the automatically calculated functionality in combination with manually entered numbers. Either none or all of the numbers must be entered manually.

To manually set these numbers, click one of the fields. In the slide over, add in the numbers of appeals then click **Save Changes**.

If you did not have any appeals, put 0 in the box - you will have Query 564, 565 and/or 566 appear and you will need to add an explanation to COLLECT.

If your school uses the Student Application functionality to log applications and admissions appeals within Arbor the number of lodged, withdrawn, heard, upheld and rejected admissions appeals will be automatically calculated as the census is generated. If not (if the admissions process is handled by the LA, for example), the admissions appeals numbers can instead input directly here.

Infant Admissions Appeals include appeals from Reception, Year 1-2.

Please note that infant appeals numbers must be included under both infant AND primary appeals (infant appeals being counted twice).

Please note that you cannot use the automatically calculated functionality in combination with manually entered numbers. Either none OR all of the manual admissions appeals must be entered.

Lodged	<input type="text" value="Calculate automatically"/>
Heard	<input type="text" value="Calculate automatically"/>
Upheld	<input type="text" value="Calculate automatically"/>
Rejected	<input type="text" value="Calculate automatically"/>
Withdrawn	<input type="text" value="Calculate automatically"/>

Total number of admission appeals withdrawn by parents before reaching an Independent Appeals Committee.

Information to add on census day

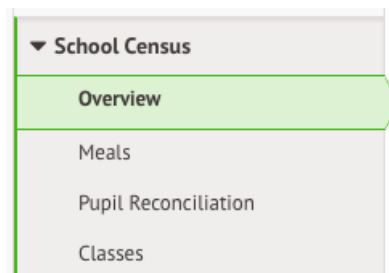
There's some information that can't be entered until census day itself. This section will walk you through how to enter and check this data.

On the left-hand side of any Census page, you can see areas where you can input your on-the-day information. What appears will depend on your school type - [click here](#) for further details from the DfE.

All schools will need to complete:

- **Pupil reconciliation**
- **Classes**
- The number of free school meals taken, from the **Meals** page

Schools with Reception, Year 1 or Year 2 pupils will also need to complete which students have taken their Universal Free School Meal Entitlement, from the **Meals** page



Meals

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.

Adding in Free Meals Taken

On census day, the DfE asks you to return information for the number of free school meals taken on census day. [Click here](#) for further details from the DfE.

Pupils are 'FSM' eligible where they meet the 'FSM' eligibility criteria and make a claim. [Click here](#) to take a look at the DfE's guidance on how a student qualifies for free school meals.

You will need to manually add the correct number. You can do this by clicking the **Free Meals Taken** field to add in the total number of free school lunch meals taken by students with FSM eligibility at lunchtime on census day.

- If the lunchtime situation on census day is abnormal, please see the DfE's [Unusual circumstance guidance](#).
- If you have boarders, include both day and boarding pupils to reflect what occurred on census day.

Free Meals Taken
FSM taken ⓘ Please specify ▶

Make sure the number you are recording in this section includes:

- Any students who are Free School Meals in year 3 or above
- Any students who are Free School Meals **and** who are also entitled to Universal Free School Meals.

To avoid errors, such as 1320, **do not include** any students who receive free meals due to the Universal Infant Free School Meal entitlement **only**.

School Detail

FSM taken ⓘ	<input type="text"/>	▶
-------------	----------------------	---

The number of free school meals actually taken on the census day

Cancel Save Changes

Adding in which students took Universal Free School Meals

The DfE wants to know which Reception, Year 1 and Year 2 students have taken their Universal Free School Meal Entitlement. [Click here](#) for further details from the DfE.

- If the lunchtime situation on census day is abnormal, please see the DfE's [Unusual circumstance guidance](#).
- Be sure to set any students who are absent for reasons other than Covid or who have chosen to have a packed lunch as **No**.

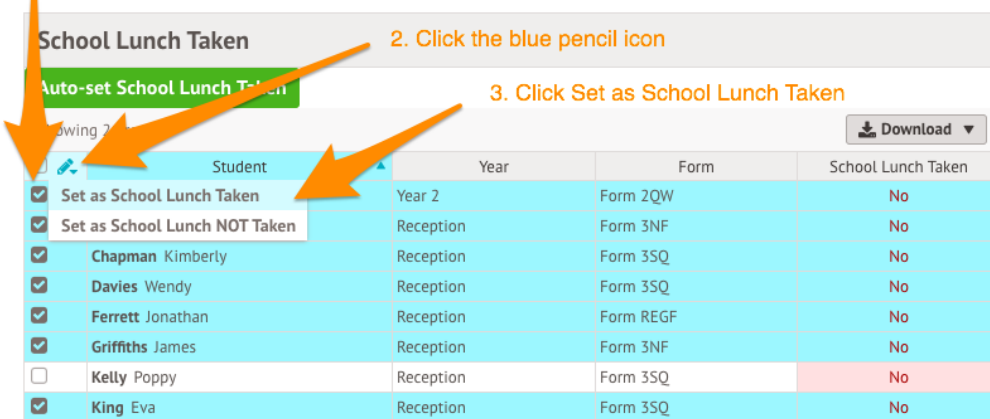
We recommend inputting this section manually. This will not affect the meals registers elsewhere in Arbor.

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

2. Click the blue pencil icon

3. Click Set as School Lunch Taken



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.

Pupil reconciliation

On census day, you'll need to reconcile the number of pupils on roll with the number of pupils enrolled in your classes. This is what the page will look like before census day:

Pupil Reconciliation
Please note that 'Pupil Reconciliation' cannot be entered prior to census day.

On census day, you'll see a count of the number of students enrolled at your school and the number of students scheduled to be in class at the time of your census.

Pupil Reconciliation at 11:00 on [REDACTED]	
Pupils on roll	625
Pupils in class	568

- If the number of students enrolled and the number of students scheduled to be in class is the same, then no further action is needed.
- If the number of students enrolled and the number of students scheduled to be in class is different, you'll need to reconcile the number of pupils on roll with the number of pupils in classes or elsewhere. Use the section below to do this.

Step 1 - Add in your pupil reconciliation numbers


You'll need to enter the number of pupils in each of the following groups at the time of the census:

- Part-time students who were not required to be in school
- Pupils engaged in private study at the selected time
- Pupils attending another school at the selected time (such as dual-registered students)



To add the number of students in each group, click one of the fields and add in the number.


Pupil Reconciliation at 11:00 on [REDACTED]	
Pupils on roll	625
Pupils in class	568
Part time not in	0
Private study	0
At other school	0
Work experience	0
FE College	0

For example, I know that I have 5 students in nursery school who are not required to be in school on census day. I can click the **Part time not in** field to add this, and all my other numbers in. Then click **Save Changes**.



Part time not in 


5



Private study 


0



At other school 


0



Work experience 

0

FE College 




0

Cancel

Save Changes

Check your pupil reconciliation numbers again.

Pupil Reconciliation at 11:00 on 	
Pupils on roll 	625
Pupils in class 	568

- If the number of students enrolled and the number of students scheduled to be in class is the same, then no further action is needed.
- If the number of students enrolled and the number of students scheduled to be in class is different, you'll need to use the reconciliation status section of the census. Use the section below to do this.

Step 2 - Check your class numbers using the Reconciliation status section

On the **Pupil Reconciliation** page, click the **Reconciliation status** field.

Reconciliation status 

Pupil numbers not reconciled. [Click for more info.](#)



You'll see the number of students that are enrolled in your school that are **not reconciled**. This number is pupils on roll minus the number of pupils in class, private

study, at another school, work experience, college or part-time. An example can be seen below.

Before you submit your census, you'll need to get this number down to 0. To help you do this, we've included information on the numbers of students enrolled in each class on census day in the slide over.

[« Back](#)

Cross Reference Pupils

Information

This cross references the pupils found in the classes with the pupils enrolled on census date and will output messages that may hint at why the pupil numbers are not reconciled if that is the case.

Pupil Reconciliation

Not reconciled 79

The number of students 'out' (ie. not reconciled). The pupil numbers will be reconciled once the number of enrolled students (not including guest students) match with the number of students who should be in class plus the number of student counted as 'Part time not in', 'Private study', 'At other school', 'Work experience' or 'FE College'.

For classes where the numbers of **Home pupils given** and **Actual students in class** match, no action is needed.

Home pupils given	28
Actual students in class	28
Discrepancy	0

Any students who are scheduled to be in more than one class at the time of the census will be flagged to you. You'll need to resolve this issue, as shown in the next section.

Home pupils given	28
Actual students in class	28
Discrepancy	0



Student already in another class Eden Griffiths

The student is enrolled in more than one class at the same time.

Step 3 - Resolve students enrolled in more than one class

Children should only be enrolled in one class at a time (this does not include internal exclusions, interventions, trips etc.), so you will need to remove the extra enrollment for any children enrolled on more than one class at the time of the census.

For the example below, I can see Eden Griffiths has been accidentally enrolled in both the Reception registration class (Registration: Reception: Form REEZ), and a year 9 sports class (Sports: Year 9: Y9Set2). As she is a reception student, this is most definitely wrong. I'm going to go to her student profile and remove the enrollment into the incorrect year 9 class.


Home pupils given	28
Actual students in class	28
Discrepancy	0
Student already in another  Eden Griffiths	
class  Also in Registration: Reception: Form REEZ	
The student is enrolled in more than one class at the same time.	

For this example, go to the **Enrolment** section of the **Student Profile**. You'll see the student's enrollment into the school, academic year, year group, registration form, house etc. The action you'll need to take will depend on how they've been enrolled incorrectly. In this example, the student has been enrolled in the wrong course by mistake, so I'm going to select the course from the Courses section to delete the enrolment.

2019/2020 Courses  Add		
Showing 4 results		 Download ▼
Course ▼	Course Lead(s)	Enrolment Dates
Registration: Reception: Form REEZ	Ava Owen	01 Sep 2019 - 31 Aug 2020
<u>Physical Education / Sports: Year 9: Y9Set2</u>	<u>Francesca Reid</u>	<u>01 Sep 2019 - 31 Aug 2020</u>

In the slide over, click the **Edit** button.

« Back
Course Enrolment
Edit



Eden Griffiths

Form	REEZ ▶
Year	Reception ▶
House	Ladbroke
Date of Birth	18 Apr 2016 (3y 7m)
Father	Mohammed Griffiths ▶


Academic year	2019/2020
Course	Physical Education / Sports: Year 9: Y9Set2
Lead(s)	Francesca Reid
Enrolment period	01 Sep 2019 - 31 Aug 2020

Transfer »
Withdraw »
Amend »
View Course »

You can then amend the enrolment dates, or remove the enrolment. Click the red button to delete the enrolment **(only do this if they were added to the course by mistake and they never attended)**.


From*

1st Sep 2019



Until*

31st Aug 2020



Delete
Cancel
Save Changes

You'll then need to confirm the changes. As noted above, you should only do this if the student was enrolled by mistake and never attended this class.

Delete record?

✕

You are about to irreversibly delete this record. You should only do this if Eden Griffiths was added to Physical Education / Sports: Year 9: Y9Set2 by mistake. If you just want to change the dates for the enrolment, please use the date fields and the 'Save Changes' button instead.

Continue with deletion?

Once you've made this change, the pupil reconciliation slide over will show a discrepancy between the number of **Home pupils given** and **Actual Students in class**.

Registration: Year 1: Form 1IB	
Home pupils given	28
Actual students in class	27
Discrepancy	-1

Resolve this discrepancy by going to the **Classes** section of the census from the left-hand side of the census pages. Scroll down to the right class and click on it to amend the numbers.

Registration: Year 1: Form 1IB
Year group code output in census: 1
Activity: General Studies
Home pupils: 28
Guest pupils: 0
Teachers: 1
Non-teachers: 0

In the slide over, adjust the numbers of students to the right number, then click **Save Changes**. This number must reflect the actual number of students in the class.

Lesson / Class

Lesson
Registration: Year 1: Form 1IB, 03 Dec 2019, 09:00

Activity
General Studies

Home pupils
27

Guest pupils
0

Teachers
1

Non-teachers
0

Back in the **Pupil Reconciliation** section, the numbers in this class will now be reconciled.

Registration: Year 1: Form 1IB	
Home pupils given	27
Actual students in class	27
Discrepancy	0

Step 4 - Resolve students enrolled but not in class

In the **Pupil Reconciliation** section, you will also be shown a list of students who are not scheduled into any classes at the time of the census.

You can click on their name to access their timetable and add them to classes or complete further actions.

Students enrolled but not in class	
We found 115 student(s) who were enrolled on census date, but who are not in any session/class counted in the census. These are listed below - clicking on the students will take you to their calendar so you can inspect what activity they were doing at the time.	
Dean Bell	▶
Becky Harris	▶

There's several reasons why a student would show as not being enrolled in a class at the time of the census. We're going to work through how to resolve the four most common:

1. The student should not be on-roll and has been enrolled in the year incorrectly
2. The student has been missed off from being enrolled in a class
3. Your school has not scheduled classes correctly for primary age students
4. You've added nursery students from a legally separate school to your site

Scenario 1

Sometimes, a student who was meant to attend your school but never actually attended may have stayed enrolled and had attendance marks put in. You'll need to unenroll the student and remove all their attendance marks to stop them from showing in your list of students to reconcile. To do this, you can use the instructions in [this handy article!](#)

Scenario 2

If a student is meant to be in a class at the time of the census but has accidentally been missed, you should add in their enrolment. When you click their name in the **Students enrolled but not in a class** list, you'll be able to see the gap in their calendar on census day.

You'll need to add enrolments for the student. To do this, you can use the instructions here: [Adding missing class enrolments](#)

08:00					
09:00	08:45-09:00 09:00-09:45 Design and Technology:	08:45-09:00 09:00-09:45 Physical Education /	08:45-09:00 09:00-09:45 English: Year 8: Y8Set1	08:45-09:00 09:00-09:45 Citizenship: Year 8:	08:45-09:00 09:00-09:45 Physical Education /
10:00	10:00-10:45 Science: Year 8: Y8Set1	10:00-10:45 Italian: Year 8: Y8Set1	10:00-10:45 Science: Year 8: Y8Set1	10:00-10:45 History: Year 8: Y8Set1	10:00-10:45 Computer Science: Year 8:
11:00		11:00-11:45 Music: Year 8: Y8Set1	11:00-11:45 Geography: Year 8:		11:00-11:45 Art and Design / Art: Year

Scenario 3

When clicking on Dean Bell, I can see his calendar looks very empty!

08:00					
09:00	08:45-09:00	08:45-09:00	08:45-09:00	08:45-09:00	08:45-09:00
10:00					
11:00					
12:00					
13:00	13:00-13:10	13:00-13:10	13:00-13:10	13:00-13:10	13:00-13:10
14:00					14:00-16:00 Swimming club
15:00					
16:00					

As primary classes often only have one class in each room with the same teacher and don't move around, registers are only required for AM and PM statutory roll call. For the census, you'll need to make sure your classes span the whole morning, and the whole afternoon, rather than only the roll call period. You'll need to amend your timetable slots for your primary classes to make sure the morning session lasts the whole morning (until the start of lunch), and your afternoon session lasts the whole afternoon (until the end of the day).

To amend the timetable slots, go to **School > Timetable > Timetable Administration > Timetable Slots**.

☐ 2021/2022
 ☐ Registration
 ☐ All Groups
 ☐ All Rooms
 ☐ All Staff

Showing 30 results

<input type="checkbox"/>	Day	Effective Dates	Time Slot	Event	Staff	Room
<input type="checkbox"/>	Monday	01 Sep 2021 - 31 Aug 2022	08:00 - 08:30	Registration: Reception: Form RE...		
<input type="checkbox"/>	Monday	01 Sep 2021 - 31 Aug 2022	08:00 - 08:30	Registration: Reception: Form RE...	Amy Reynolds	

Here I can see that all the morning slots are set to end at 8:30 when they should end at the beginning of lunch. To amend this, select all the morning periods, and click the blue pencil icon to choose **Edit Start and End Time**.

Showing 30 results

<input type="checkbox"/>	Day	Effective Dates	Time Slot
<input checked="" type="checkbox"/>	Edit Effective Dates	01 Sep 2021 - 31 Aug 2022	08:00 - 08:30
<input checked="" type="checkbox"/>	Bulk End Timetable Slots	01 Sep 2021 - 31 Aug 2022	08:00 - 08:30
<input type="checkbox"/>	Edit Start and End Time	01 Sep 2021 - 31 Aug 2022	12:30 - 13:00

In the slide over, amend the end time to the correct time, then click **Save Changes**.

Once you regenerate your census, any of the students in the class you've amended the slots for, who were showing as having no class at the time of the census, will no longer show in the list.

Start time*

08:00

End time*

12:00

Scenario 4

You may have nursery students who have not been enrolled in classes if you only use Arbor to record their information and not take attendance.





To exclude them from your census, you will need to set them as **Guest pupils** and set the number of guest pupils in your Pupil reconciliation. You can see how to do this [here](#).

Classes

On census day, you can see the courses and classes running at the time selected on census day in this section. **Please note that this information cannot be entered until census day or after.** This is what the page will look like before census day:




Classes & Class Activities
<i>Please note that 'Classes & Class Activities' cannot be entered prior to census day.</i>

You can use this section to amend the time of your census, reconcile teacher numbers and input pupil numbers (as shown in the section on Pupil Reconciliation above).

Classes & Class Activities at 11:00 on 	 Add
Registration: Year 5: Form 5YS Year group code output in census: 5 Activity: Not set Home pupils: 31 Guest pupils: 0 Teachers: 1 Non-teachers: 0	
Registration: Year 6: Form 6JT Year group code output in census: 6 Activity: Not set Home pupils: 30 Guest pupils: 0 Teachers: 1 Non-teachers: 0	

The selected census time

The 'selected time' of the census is based on the last digit of a school's departmental establishment number (found in **School > School Details**):

Local authority	Kensington And Chelsea (207)	
Establishment number	0000	
Centre number	00000	

- 0, 1 or 5 - one hour before the end of morning school
- 2, 3 or 6 - one hour after the start of afternoon school


- 4, 7, 8 or 9 - one hour after the start of morning school

Classes & Class Activities at 11:00

- If different parts of the school use different timetable structures, you should use the time that applies to key stage 1. For example, if lunch is at 12 pm for key stage 1 but at 1 pm for key stage 2, then the end of morning school should be taken as 12 pm and not 1 pm.
- Where the selected time is not appropriate to the school timetable, for example, where the selected time is when the whole school or a large proportion of the school is in an assembly with the headteacher; schools can choose an hour/period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term.
- If the census time and date are not reflective of a typical day at your school, for example, if a large proportion of the school is in an assembly at the selected time, you can choose a time that better reflects a 'normal' class situation that applies at the selected time each Thursday.

For more information on this, see the DfE's guidance [here](#).

You can amend the time by clicking **+Add** and changing the information in the slide over.

Date/time*	11:00	21st Jan 2021	
------------	-------	---------------	---

CancelSave Changes

Step 1 - Check your teacher and pupil numbers and class activities

On the classes page for your census, double-check the number of teachers and students in the class:

- **Home pupils** - Number of pupils in the class (including any pupils temporarily absent). Part-time pupils not scheduled to be in the school at the selected time

should be excluded from this number - add this number to the Pupil

Reconciliation page instead.

- **Guest pupils** - Number of pupils from other schools in the class who normally attend this class at the time of the census.
- **Teachers** - Number of qualified or unqualified teachers in the class (excluding teachers wholly or mainly providing support to individual pupils).
- **Non-teachers** - Number of adult non-teachers in the class (including teaching assistants, special needs support staff, minority ethnic pupils support staff, and other education support staff but excluding non-teaching staff wholly or mainly providing support to individual pupils).

English: Year 8: Y8Set2
 Year group code output in census: 8
 Home pupils: 28
 Guest pupils: 0
 Teachers: 1
 Non-teachers: 0

Computer Science: Year 10: Y10Set2
 Year group code output in census: 10
 Home pupils: 26
 Guest pupils: 0
 Teachers: 1
 Non-teachers: 0

Physical Education / Sports: Year 9: Y9Set1
 Year group code output in census: 9
 Home pupils: 27

Lesson / Class

Lesson	English: Year 8: Y8Set2, 03 Dec 2019, 11:00
Home pupils	<input type="text" value="28"/>
Guest pupils	<input type="text" value="0"/>
Teachers	<input type="text" value="1"/>
Non-teachers	<input type="text" value="0"/>

Remove
Cancel
Save Changes

You'll be notified of any classes that need more information added. You'll also get the Arbor error or DfE error below when working through your census errors, you can resolve them from the **Classes** page.

Sunnyville School of Magic	Where a Reception, Y1 or Y2 class has more than 30 pupils per teacher in the classroom...
Sunnyville School of Magic	Lesson: Class
Sunnyville School of Magic	Lesson: Class
Sunnyville School of Magic	Child care pl
Sunnyville School of Magic	Child care pl

Where a Reception, Y1 or Y2 class has more than 30 pupils per teacher in the classroom, a reason for this must be provided. Please use the Infant Class Information to provide information about teachers on PPA/LMT and student exceptions.

Class Name: stration: Reception: Form REEZ	Query 1230Q: Please check: KS1 or reception class with pupil / teacher ratio greater th...
Class Name: stration: Reception: Form RETL	Error 1170: C
Sunnyville School of Magic	Error 100: Re

Query 1230Q: Please check: KS1 or reception class with pupil / teacher ratio greater than 30.

For example, the class below needs an activity to be set, and a reason to be given as to why Arbor is registering more than 30 pupils in the class. Click the class to add in this information.

Registration: Reception: Form REEZ ▶

Year group code output in census: R

Activity: Not set

Home pupils: 31

Guest pupils: 0

Teachers: 1

Non-teachers: 0

PPA teachers: 0

Pupil exceptions: 0

Where a Reception, Y1 or Y2 class has more than 30 pupils per teacher in the classroom, a reason for this must be provided. Please use the Infant Class Information to provide information about teachers on PPA/LMT and student exceptions.

First, select the class Activity. Select the class activity that best matches what this class is doing at the time of the census.

For example, my Reception REEZ group does Spelling from 10:30 am until 11:30 am on a Thursday, so I should choose the activity of **English Literacy or Reading**.

Lesson / Class

Lesson

Registration: Reception: Form REEZ,
 03 Dec 2019, 09:00
 ▶

Activity ⓘ

Please select class activity

▼

English Literacy or Reading

Art, Craft or Design

Foreign Language

Group Project work (including mixed activities in other categories and library work)

General Studies

Humanities (including Geography, History, Economics or Business Studies)

Mathematics or Numeracy

Other

Personal, Social or Leisure Education

Private Studies

Religious Education

Science

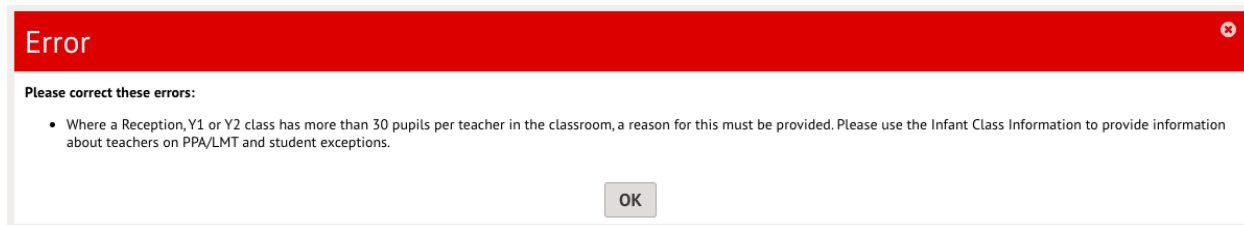
Technology, IT or Computing

Step 2 - More than 30 pupils

Next, If you have more than 30 pupils in Reception, Year 1 or Year 2, you should add in some further information. There may be a few scenarios as to why you need to fix this:

1. There are not more than 30 pupils, but a student was accidentally enrolled and does not attend, and has not yet been removed
2. The number of teachers is incorrect and there is more than 1 teacher in the class
3. There are more than 30 pupils in the class but there is an Exception that needs to be added as to why the student is in this class, or the usual teacher is on PPA or LMT at the time of the census.

If you've not resolved the number of teachers or students correctly, you'll receive this error message. Click **OK** and resolve the numbers to save your changes and continue with the census.



Scenario 1

Sometimes, a student who was meant to attend your school but never actually attended may have stayed enrolled and had attendance marks put in. You'll need to unenroll the student and remove all their attendance marks to stop them from showing in your list of students to reconcile. To do this, you can use the instructions in [this handy article!](#)

Scenario 2

If you have two teachers (qualified or unqualified) that are usually present in the class at the time of the census, amend the number of teachers, then click the **Save Changes** button.

Lesson / Class

Lesson	Registration: Reception: Form REEZ, 03 Dec 2019, 09:00		▶
Activity ⓘ	English Literacy or Reading	✕	▼
Home pupils ⓘ	31	▲▼	
Guest pupils ⓘ	0	▲▼	
Teachers ⓘ	2	▲▼	
Non-teachers ⓘ	1	▲▼	

Scenario 3

If there are more than 30 pupils in the class but there is an exception that needs to be added as to why the student is in this class, or a teacher is in PPA at that time, you can add this in. You can see a list of the available exceptions and their explanations [here](#).

For example, in my class I have one student who could not attend any other schools within a reasonable distance, so has had to join this class so I will add this number in.

Teachers on PPA or LMT ⓘ	0	▲▼
Exception A ⓘ	0	▲▼
Exception B ⓘ	0	▲▼
Exception C ⓘ	0	▲▼
Exception D ⓘ	0	▲▼
Exception E ⓘ	1	▲▼
Exception F ⓘ	0	▲▼
Exception G ⓘ	0	▲▼
Exception H ⓘ	0	▲▼

Remove
Cancel
Save Changes

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 allow 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.	
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!	
Primary only - Have you entered information for the Universal Free School Meals taken up on census Day including students who did NOT take UFSM?	
Have you added in your Free Meals Taken (the number of free school lunch meals taken by students with FSM eligibility at lunchtime on census day)?	
Have you completed the Pupil Reconciliation section so the number of students enrolled at your school and students scheduled in classes match?	
Have you added your Classes' activities and any exceptions?	
Nursery only - Have you checked and set your Part-Time Student Statuses?	
Have you added your Admissions Appeals numbers?	
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]

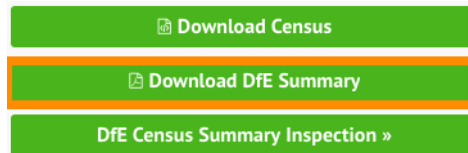
10

Total: 18

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

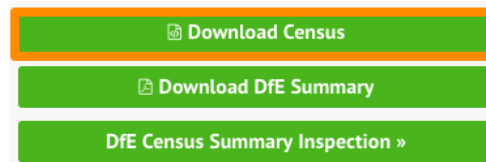
Downloading Your PDF Census Summary

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 it to your computer. We are unable to advise you where this will have been 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 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*

📅

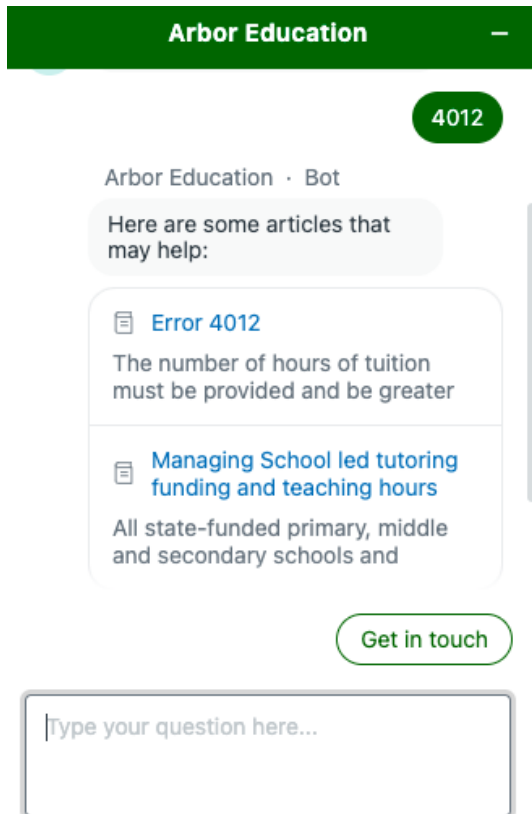
Cancel
Save

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.



The screenshot shows the Arbor Education chat interface. At the top is a green header with 'Arbor Education' and a minus sign. Below it is a green bubble with the number '4012'. The chat area shows a message from 'Arbor Education · Bot' that says 'Here are some articles that may help:'. Below this are two article cards. The first card is titled 'Error 4012' and describes a problem with tuition hours. The second card is titled 'Managing School led tutoring funding and teaching hours' and describes state-funded schools. At the bottom of the chat area is a green 'Get in touch' button and a text input field with the placeholder 'Type your question here...'.

You can get support from us in-app! Just click on the **Chat** bubble in the bottom left of your site. Take a look at how to get the most out of our chat functionality here: [Using Webchat](#)

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](#).