



# School Census Guide Spring 2022

Secondary schools inc. secondary  
specials

Version	Date	Updates
1	4/1/22	-

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If your MIS is not behaving as expected and  
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[myteam@arbor-education.com](mailto:myteam@arbor-education.com) for help from  
our Support Team.

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# 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
<b>Census Dry run opens Thursday 6th January 2022</b>	<ul style="list-style-type: none"> <li>• Prepare your data</li> <li>• Watch your dry run webinar</li> <li>• Complete a Dry Run</li> <li>• Resolve any errors in batches then regenerate your census as many times as you need to</li> <li>• Complete the dry run Checklist</li> </ul>
<b>Census Day is Thursday 20th January 2022</b>	<ul style="list-style-type: none"> <li>• Watch your census day webinar</li> <li>• Run your Census Return</li> <li>• Add in your census day information</li> <li>• Complete the Checklist</li> </ul>
<b>Census Submission Deadline Wednesday 16th February 2022</b> Unless told otherwise by your LA	<ul style="list-style-type: none"> <li>• Check your Census Return</li> <li>• Download the census to your computer</li> <li>• Upload to COLLECT or your LA</li> </ul>

## 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.
- **Student Profile Language Abilities: Administer All Students** - Add language abilities.
- **Student Profile: In Care: Administer All Students** - Add in care notes for students.
- **Student: Consents: Administer** - Update YSSA

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).

 <b>Sunnyville School of Product Management</b>	
<b>Educational Institution Details</b>	
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	<a href="#">+ Add</a>
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.

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### 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.

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### Add Child Care Place

Name

Breakfast Club

Child care type

Before school

Child care on site

☒

Child care signposting

No

Opening time

07:00

Closing time

08:30

Child care places

100

Child care provider

School

Child care for other schools

No

Weeks open

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.

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### 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.

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### 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 ⓘ ▼

No ⓘ ▼

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						
	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. Select 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

<input type="checkbox"/>	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

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**

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

### Bulk update YSSA

Year group

All enrolled students (aged 11+)

Students		
Showing 287 results		
	Student	Youth Support Services Agreement
<input checked="" type="checkbox"/>	Bulk Assign YSSA	Sixth Form STEM
<input checked="" type="checkbox"/>	Hill Adam	Form SAT

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

Bulk Update

YSSA\*

Unsaught - school has not yet sent out privacy notices, data can be shared with youth support services

Permission has been given by the parent, guardian or pupil

Parent, guardian or pupil has exercised their right to object

Unsaught - school has not yet sent out privacy notices, data can be shared with youth support services

Sought, no reply - school has sent out privacy notices, but received no reply, data can be shared with yo...

Murphy Aaron

Cancel

Bulk Update

## Preparation checklist

Before generating your dry run, go through this checklist to eliminate errors.

Before Generating a Dry Run	
<p><b>Check School Details</b></p> <p>Check your recorded School Details by selecting <b>School &gt; School Details</b>. 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.</p>	
<p><b>Learner funding and monitoring (FAM)</b></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: <a href="#">Managing School led tutoring funding and teaching hours</a></p>	
<p><b>Exclusions</b></p> <p>Marked <a href="#">Permanent Exclusions</a> in review as <b>Do not return in school census?</b></p>	
<p><b>Check New Student Details</b></p> <p>Have all your newest students been entered into Arbor?</p>	
<p><b>Check Leavers Details</b></p> <p>Have all recent school leavers been recorded in Arbor? The date of leaving should be the date they last attended school. <b>Student Profile &gt; Enrolment (from the left-hand menu) &gt; Click on Current Enrolment</b>. 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><b>Resolve Duplicate Students</b></p> <p>Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (<b>School &gt; Data &gt; Data Quality Dashboard &gt; Suspected Duplicates &gt; Student</b>). If there are any students shown in the Unresolved tab, take a look at <a href="#">this article</a> to see how to resolve them.</p>	
<p><b>Check for Data Gaps</b></p> <p>Navigate to <b>School &gt; Data &gt; Data Quality Dashboard</b> to check and fill in any gaps in student data. See the section above for key pages to check.</p>	

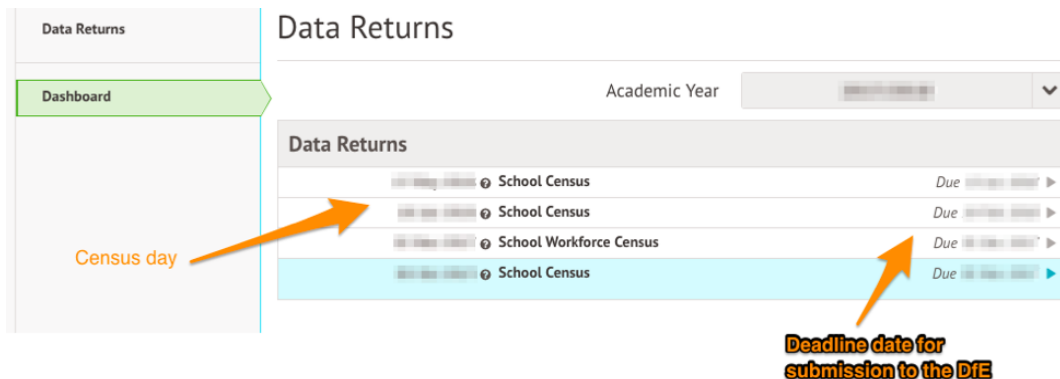
# Running your census

## 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.

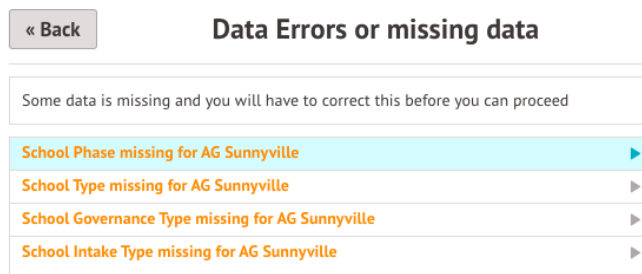
If you have recently joined Arbor and this is your first time using our Census Returns module then you will still see a list of all the Census return dates for the academic year but these will not contain any Census return data relating to your school.

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.**



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.



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### 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.

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**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]

**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](#).


**Census Generation History**

There are no results Download ▼


Census Filename	Generated on	Status
No returns generated		

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.

Arbor Admin [Sign out](#)


0

**Notifications**



**School Census**  
 Your school census has bee...

less than a minute ago

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		<a href="#">Download</a> ▼
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.

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### 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.

Arbor Admin [Sign out](#)  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	<a href="#">Download</a> ▼
Query/Error Regarding ▲	Arbor Validation: Query/Error
Adams Alan	<a href="#">Language missing</a>

**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	<a href="#">Download</a> ▼
Query/Error Regarding ▲	DfE Validation: Query/Error
<a href="#">Adams Alan</a>	<a href="#">Query 1601Q: Please check: pupil's age is out of range for school type.</a>
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'.

<b>Graham</b> Max	Language missing
<b>Murphy</b> Abbie	Youth Support <span>Language missing</span> formerly Connexi...
<b>Smith</b> 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"/>

## 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):

- **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

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.

## Admissions appeals information to input into your census

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

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.

Secondary Admissions Appeals (Year 7-13)		
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 565 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
Heard
Upheld
Rejected
Withdrawn

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

Cancel
Save Changes



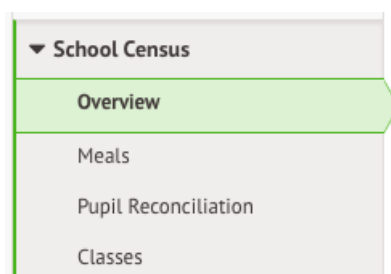
# Information to add on census day

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



## 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.

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 ▶

### School Detail

FSM taken ⓘ

⌵

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

Cancel
Save Changes

## 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 	
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)
- Pupils attending work experience instead of regular classes
- Pupils attending FE college

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 	
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 3 students in year 11 who are doing work experience at 11 am on census day. I can click the Work experience field to add this, and all my other numbers in. Then click **Save Changes**.

### Pupil Reconciliation

Selected time ⓘ 11:00, 03 Dec 2019	
Part time not in ⓘ	<input type="text" value="10"/>
Private study ⓘ	<input type="text" value="0"/>
At other school ⓘ	<input type="text" value="2"/>
Work experience ⓘ	<input type="text" value="3"/>
FE College ⓘ	<input type="text" value="20"/>

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 'but' (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.

Design and Technology - Textiles: Year 11: Y11Set1	
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.

#### Physical Education / Sports: Year 9: Y9Set2

Home pupils given	28
Actual students in class	28
Discrepancy	0

Student already in another 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 an incorrect class, and their year 9 sports class (Sports: Year 9: Y9Set2). I'm going to go to her student profile and remove the enrollment into the incorrect class.

Physical Education / Sports: Year 9: Y9Set2	
Home pupils given	28
Actual students in class	28
Discrepancy	0
Student already in another  Eden Griffiths	
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

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 ▶

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 the **Actual Students in class**.

Physical Education / Sports: Year 9: Y9Set2	
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.

Physical Education / Sports: Year 9: Y9Set2  
 Year group code output in census: 9  
 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
Physical Education / Sports: Year 9: Y9Set2, 11:00

Home pupils 27

Guest pupils 0

Teachers 1

Non-teachers 0

Remove Cancel Save Changes

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



Physical Education / Sports: Year 9: Y9Set2	
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 two 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

### 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

## 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

*Please note that 'Classes & Class Activities' cannot be entered prior to census day.*

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).

Science: Year 7: Y7Set2 No home or guest students, so class will not be output on census.	►
Music: Year 9: Y9Set2 Year group code output in census: 9 Home pupils: 28 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 4 but at 1 pm for key stage 5, 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



Cancel

Save Changes

## Check your teacher and pupil numbers

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).

Lesson / Class
<div> <b>English: Year 8: Y8Set2</b>            Year group code output in census: 8            Home pupils: 28            Guest pupils: 0            Teachers: 1            Non-teachers: 0         </div> <div> <b>Computer Science: Year 10: Y10Set2</b>            Year group code output in census: 10            Home pupils: 26            Guest pupils: 0            Teachers: 1            Non-teachers: 0         </div> <div> <b>Physical Education / Sports: Year 9: Y9Set1</b>            Year group code output in census: 9            Home pupils: 27         </div>

Lesson	English: Year 8: Y8Set2, 03 Dec 2019, 11:00
Home pupils	28
Guest pupils	0
Teachers	1
Non-teachers	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 <a href="#">common Census errors</a> .	
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!	
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 Admissions Appeals numbers?	
Don't Panic! You can continue working on your census up until the submission deadline - <b>Unless told otherwise by your LA</b>	

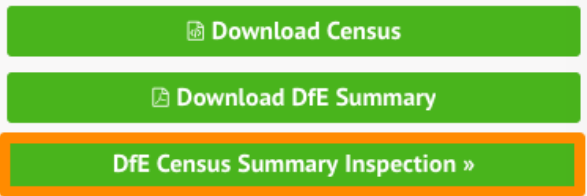
# Submitting the census

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

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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	▶

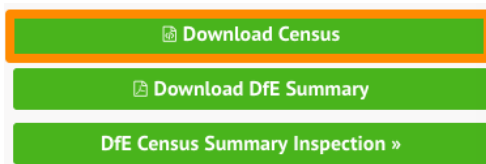
## Downloading Your PDF Census Summary

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 ▶


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### Add Submitted Date

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

Submitted date\*

21st May 2021



Cancel
Save

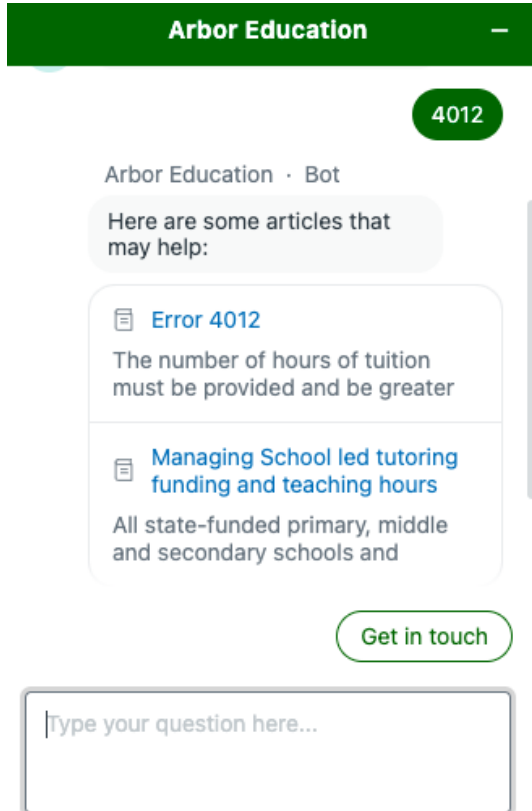
## Census Submission Checklist

Final Checks Before Submitting your Census	
Check all errors have been resolved	
Check our Help Centre for support with <a href="#">common Census errors</a> .	
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 <a href="#">COLLECT guides</a> 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 says 'The number of hours of tuition must be provided and be greater'. The second card is titled 'Managing School led tutoring funding and teaching hours' and says 'All state-funded primary, middle and secondary schools and'. At the bottom right of the chat area is a green button that says 'Get in touch'. At the bottom left is a text input field with the placeholder text '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](#).