



School Census Guide

Autumn 2020

Primary schools inc. primary specials



Version	Date	Updates
1	16/09/20	-

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 cannot find a solution in the help centre, please don't hesitate to contact

myteam@arbor-education.com

for assistance from your 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 and Saudi Arabia also do not need to complete this Census.** Schools must submit it to the DfE three times over the course of 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'. Prior to this Arbor allows you to carry out what we call a 'dry run' census to test your data quality. The ability to start creating dry runs opens 2 weeks before the official Census date is due.

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 dry run Census can be generated as many times as you wish.

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

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

Timetable and Training for the Autumn School Census

Key Dates & Actions	What you need to complete
Dry Run Opens Thursday 17th September 2020	<ul style="list-style-type: none"> • Complete a Dry Run • Complete the Checklist
Census Day is Thursday 1st October 2020	<ul style="list-style-type: none"> • Run your Census Return • Complete the Checklist
Census Submission Deadline Wednesday 28th October 2020 Unless told otherwise by your LA	<ul style="list-style-type: none"> • Check your Census Return • Upload to COLLECT

Training

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

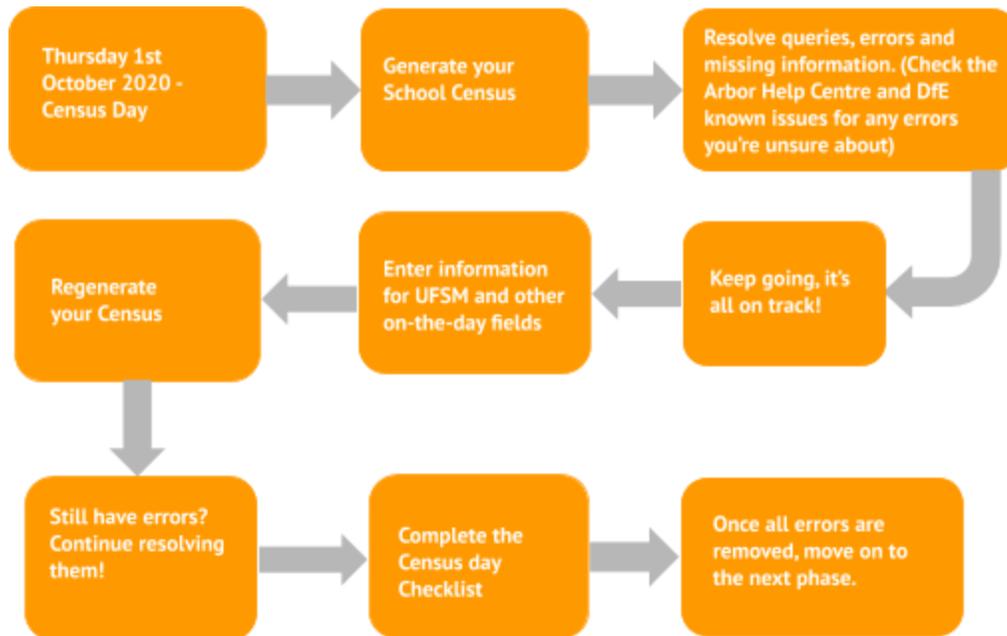
You can also **book in a 15-minute session** with our expert support team to help resolve some of your more complex errors and check your Census before you submit it. [Click here](#) to sign up for a session.

Timelines for Completing your Census Successfully

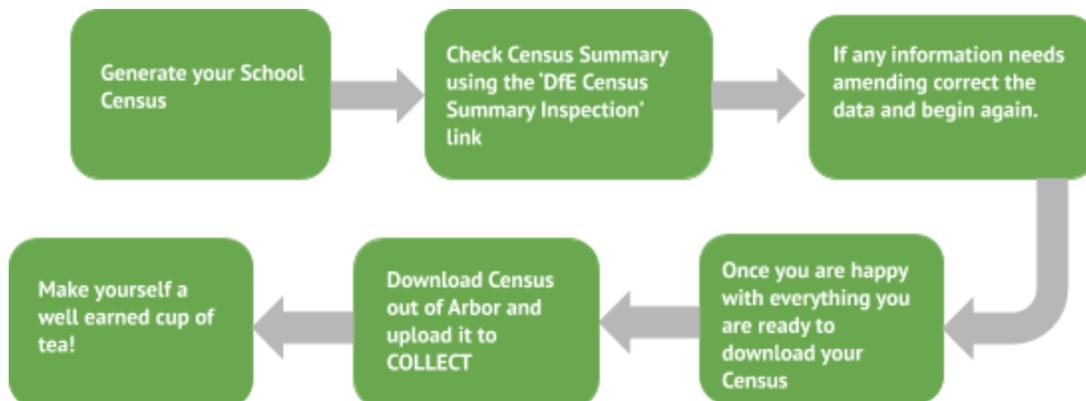
Dry Run



Census Day and beyond



Submitting the Census



What's new for the 2020/2021 Censuses?

For information detailing what data each type of school must return in the census for the Autumn term, [click here](#). Here are some things that were changed by the DfE for this year's censuses:

Attendance

Data from Summer 2020 will not be collected in the Autumn 2020 census. Attendance from Autumn term will be collected in the Spring Census, so make sure you are using [the correct attendance codes](#) this term.

Exclusions

1. For this Autumn 2020 census, the DfE will be collecting [exclusion data](#) for the full academic year of 2019-2020. This includes the pupil's exclusion review date, result, reinstatement date and whether a SEN expert was requested.
2. We have removed the **Other** exclusion reason, and added the ability to record up to 3 reasons for an exclusion.
3. For future censuses, we've added the new exclusion reasons of **OW - Use or threat of use of an offensive weapon or prohibited item**, **LG - Abuse against sexual orientation and gender identity**, **DS - Abuse relating to disability**, **MT - Inappropriate use of social media or online technology** and **PH - Wilful and repeated transgression of protective measures in place to protect public health** to use when [recording exclusions](#) in the autumn term.

Before generating a dry run

Start preparing for Census by heading over to your Data Quality Dashboard for an overview of possible duplicates or issues with the data that is in Arbor.

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.

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 ▼

<input type="checkbox"/>	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 UPNs

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

<input type="checkbox"/>	Student	Year Group	Temporary
<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.

Assign UPN

Please note!

If you want to assign an existing UPN from another school, you must enter it into the 'Existing UPN' field. If the 'Existing UPN' field is left empty a new UPN will be generated for this school, and assigned to the student automatically.

Student Lazar Allery

Current UPN None recorded

Temporary

Existing UPN

Cancel

Assign UPN

Check and update student Demographic information

1. Update Basic Details

This allows you to quickly check that you have filled in some key information regarding students. To add or change any of the information, just click on the cell you wish to edit and a slide over will appear where you can add or update the correct information.

For example, to add an Ethnicity source, select the students then select **Bulk Set Ethnicity** to choose the source.

Bulk Update Basic Student Details

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

« Back **Bulk Edit Ethnicity**

Ethnicity

Students

Allen Alexander	<i>Other Mixed Background</i>
Allen Andy	<i>Pakistani</i>

Cancel Save Changes

Bulk Edit Ethnicity Source

Ethnicity source*

Cancel Save Changes

2. For Nursery years: Update Funded Hours

Clicking on this will take you to a table that contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not

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

Please note, for students that are not entitled to extended hours, do not enter anything into the **Extended hours** field.

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

Change Hours at Setting

Suzanne Brown

Form **3NF** ▶

Year **N1** ▶

House **Rose**

Date of Birth **21 Jul 2016 (3y 2m)**

Father **Sean Brown** ▶

EAL **Pupil Premium**

Total hours in school (Funded + Extended Hours)

Hours at setting 30:00

Funded hours 15:00

Extended hours 15:00

Thirty hour code 12345678911

Hours in school funded by the Universal Entitlement (max 15)

Additional hours taken beyond the Universal Entitlement (Hours at Setting - Funded hours)

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

Cancel **Save Changes**

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

Showing 24 results Download ▾

<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 Bai	Nursery 2	Form 3SQ						

Bulk Update

Funded hours ⌵	<input type="text" value="15:00"/>
Hours at setting ⌵	<input type="text" value="15:00"/>
Extended hours ⌵	<input type="text" value="hh:mm"/>

Students

Adams Alex
 Funded hours: Not set
 Hours at setting: Not set

Atwal Heer
 Funded hours: Not set
 Hours at setting: Not set

Cancel

Bulk Update

Preparation Checklist

Before generating your first Dry Run Census, go through this checklist.

Before Generating a Dry Run	
<p>Check School Details</p> <p>Check your recorded School Details by selecting School > School Details. Are all fields complete and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).</p>	
<p>Check New Students Details</p> <p>Have all your newest students been entered onto Arbor? Is there anybody you know you need to chase for more information?</p>	
<p>Check Leavers Details</p> <p>Have all recent school leavers have been recorded on Arbor? The date of leaving should be the date they last attended school. Student Profile > Enrolment (from the left hand menu) > Click on Current Enrolment. In the slide over box select the orange 'Unenrol Student' and enter the leaving date, leaving reason and grounds for removal from the available options listed.</p>	
<p>Resolve Duplicate Students</p> <p>Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (School > Data > Data Quality Dashboard > Suspected Duplicates > Student). If there are any students shown in the Unresolved tab, take a look at this article to see how to resolve them.</p>	
<p>Check for Data Gaps</p> <p>Navigate to School > Data > Data Quality Dashboard to check and fill in any gaps in student data.</p>	

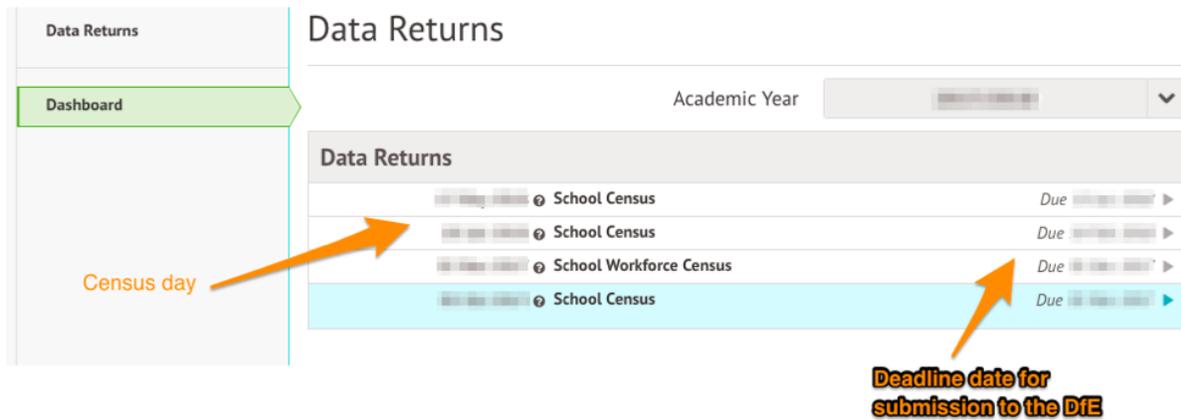
Using the Census pages

Generating a Dry Run

To navigate to your Census page on Arbor go to *School > Data > Export > Data Returns*. Here you will see a list of the different censuses for the academic year to date.

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

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

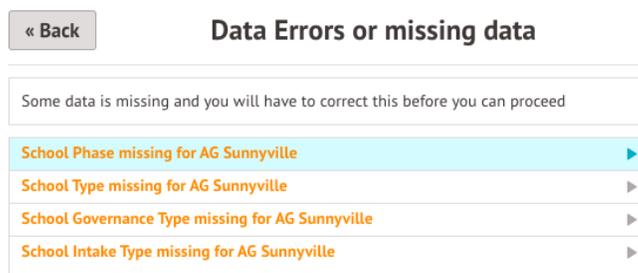


The screenshot shows the 'Data Returns' page in Arbor. On the left, there is a sidebar with 'Data Returns' and 'Dashboard' tabs. The main content area is titled 'Data Returns' and includes a dropdown for 'Academic Year'. Below this is a table with the following structure:

Data Returns	
[Date]	School Census Due [Date]
[Date]	School Census Due [Date]
[Date]	School Workforce Census Due [Date]
[Date]	School Census Due [Date]

An orange arrow points from the label 'Census day' to the date in the first column of the table. Another orange arrow points from the label 'Deadline date for submission to the DfE' to the date in the 'Due' column of the last row in the table.

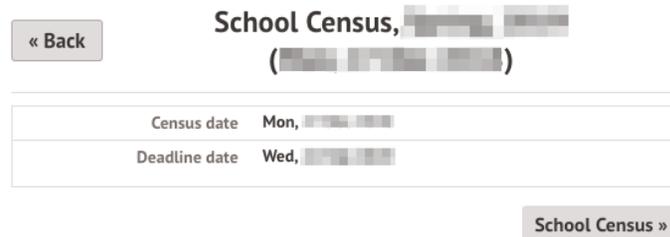
You may be asked to fill in some missing data on your school site first. Just click it to add this in.



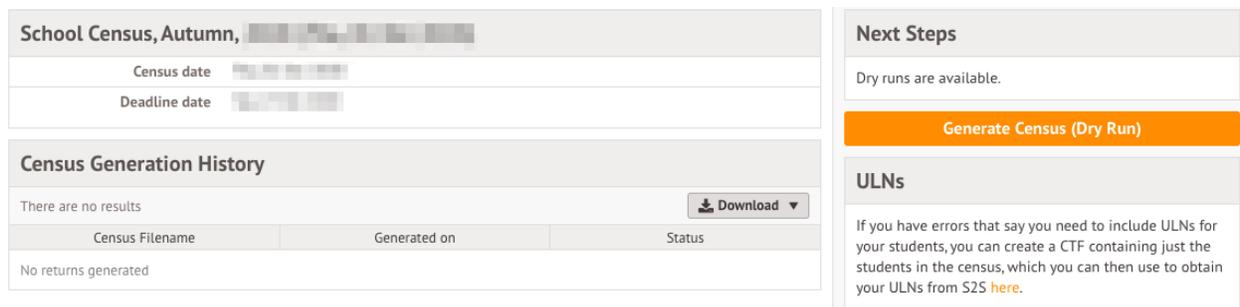
The screenshot shows the 'Data Errors or missing data' page. It features a '« Back' button and a message: 'Some data is missing and you will have to correct this before you can proceed'. Below the message is a list of missing data items, each with a right-pointing arrow:

- 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

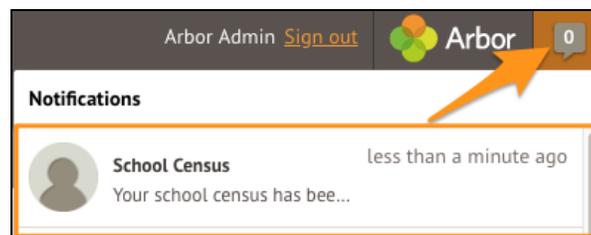
Once you have selected the Census date, click on the grey 'School Census' button to navigate to that specific Census' overview page.



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



A pop up will appear to confirm the Census you are generating. Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen letting you know that the Census generation is complete.



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





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

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

Generating the Census on or after Census day

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

« Back

School Census, Autumn

(...)

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

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

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

School Census

Data Returns

▼ **School Census**

Overview

Prior Attainment

Meals

Part Time Students

School Census, Autumn, [REDACTED]

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

Census Generation History

Showing 10 results Download ▼

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

Next Steps

Once you have fixed the errors, please regenerate the census

Generate Census

Download Census

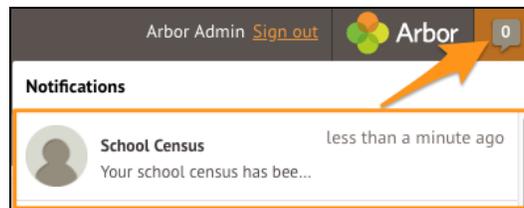
Download DfE Summary

DfE Census Summary Inspection »

ULNs

If you have errors that say you need to 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](#).

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



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



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

School Census

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
Bell Jim	Planned learning hours missing for [REDACTED]
Bell Jim	Planned EEP hours missing for [REDACTED]
Brown Suzanne	Funded Hours missing
Brown Suzanne	Hours at setting missing
Chapman Barry	Funded Hours missing
Chapman Barry	Hours at setting missing
Clarke Vicky	Funded Hours missing
Graham Max	Language missing
Murphy Abbie	Youth Support Service Agreement (formerly Connexions) missing

Next Steps

We have identified some missing bits of information, which will need to be added before you will be able to submit the census.

To add the missing information, simply click on each individual row in the table.

Some of the information you will be able to add directly from this page, in which case a slide over will open. In other cases you may be taken to the student's profile page to correct it. There may be some errors (such as missing ethnicity and missing UPNs) which you can correct in bulk from the Students > All Students > Bulk Update menu.

Please note that the missing information indicated **will not disappear** from the list as they are corrected. This is because the list is compiled of information that was missing for this particular census generation. Once you have added the missing information and/or corrected the errors, you will need to generate a new school census.

Regenerate Census

Download Census

Download DfE Summary

DfE Census Summary Inspection »

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 [notepad entries for COLLECT queries](#) guide 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	[REDACTED]
Deadline date	[REDACTED]
Last generated on	[REDACTED] ▶
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!



Resolve your Arbor Errors first.

This will often clear a lot of your 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 Query 1601Q: Please check: pupil's age is out of range for school type. information...

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



Remember, 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.

Language missing or other basic details

In the example you can see that Max has been flagged as 'Language Missing'.

Graham Max	Language missing
Murphy Abbie	Youth Support [redacted] Property Connexi...
Smith Freddie	Home address missing

Click on the box beside the student name and a slide over will appear where you can enter the information relating to this student's language ability. Then click the green **Add Language Ability** button and move on to the next error.

Add Language Ability

Student Max Graham

Language* ▼

Proficiency ▼

Options

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

Notes



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

Brown Suzanne	Funded Hours missing
Brown Suzanne	Hours at setting missing
Chapman Barry	Funded Hours missing
Chapman Barry	Hours at setting missing

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

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

If you have 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**.

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

Funded Hours & Hours At Setting

The table below contains hours and funding information required in the School Census for Early Years and Nursery students. This data is not reported for 4-years-olds in Reception, so Reception students are not included in the table. For each individual student the information required and the maximum number of funded hours allowed depends on the student's age and NC year. When you generate the census any incorrect or missing data will be brought to your attention. Please refer to the census documentation for more information on early years funding.

Showing 20 results Download ▾

<input checked="" type="checkbox"/>	Student	Year Group	Registration Form	Attendance Pattern	Funded Hours	Funded Hour Basis	Hours At Setting	Extended Hours	Thirty Hour Code
<input checked="" type="checkbox"/>	Bulk Update Funded Hours & Hours At Setting in Form STEM								
<input checked="" type="checkbox"/>	Atwal Heer	Nursery 2	Form 3SQ						
<input checked="" type="checkbox"/>	Brown Suzanne	Nursery 1	Form 3NF						
<input checked="" type="checkbox"/>	Chapman Barry	Nursery 2	Form 3SQ						

For students that are not entitled to extended hours, Funded hours and Hours at setting should be the same. **Do not enter anything into the Extended hours field.**

Bulk Update

Funded hours Ⓞ	<input type="text" value="15:00"/>
Hours at setting Ⓞ	<input type="text" value="15:00"/>
Extended hours Ⓞ	<input type="text" value="hh:mm"/>

Students
Adams Alex Funded hours: Not set Hours at setting: Not set
Atwal Heer Funded hours: Not set Hours at setting: Not set

If you have any students that do have extended hours, you may 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:

<u>Thirty Hour Code missing. A thirty hour code must be entered for students with extend...</u>
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:

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

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

<u>Error 3100: Extended childcare hours have been entered where pupil is not in the eligi...</u>
Error 3130: 3...
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.

For students that are entitled to funded extended hours, click the error in the Arbor Validations section and update the slide over with the 30 hours code, the total number of hours the student attends (Hours at setting) and the number of Funded hours (maximum 15).

Hours at setting ⓘ	<input type="text" value="18:00"/>
Funded hours ⓘ	<input type="text" value="15:00"/>
Extended hours ⓘ	<input type="text" value="03:00"/>
Thirty hour code ⓘ	<input type="text" value="16492644961"/>

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

Some queries and errors about meals can only be resolved on census day. On Census Day or after, you'll need to follow the instructions in the [Meals information to add on census day](#) 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

If it is Census day and you have put in your Meals information, and you are sure the information is correct, you can still submit your census with the queries. You will just need to make a note of this in COLLECT.

For Nursery: Part-Time Students Information to input

On the left-hand side of any Census page, you can see a section for Part-Time Students for schools with Nursery 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.**

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

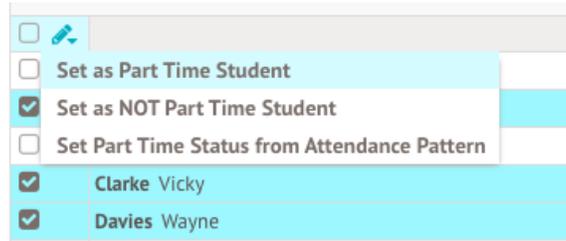
By default, the attendance patterns will be set automatically from the information on the Student Profile. However, this will only work if you use [Regular Attendance Patterns](#) for your students. A Regular Attendance Pattern is where a student attends every day either all AM sessions, all PM sessions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

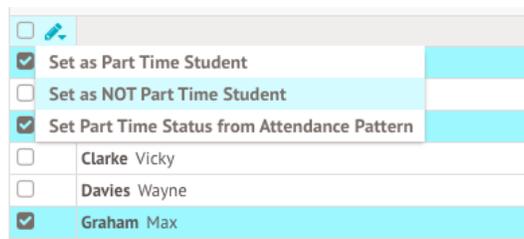
If students attend only part of the day or on different days the 'Part-time Status' cannot be set automatically, so **we advise all schools to manually set these part-time statuses yourself to avoid any mistakes being made.**

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

For Reception, Year 1, Year 2: Meals information to add on census day

On the left-hand side of any Census page, you can see a section for Meals if you have Reception, Year 1 or Year 2 students. Before census day, you won't be able to complete this section. This is what the page will look like before census day:

School Lunch Taken

Please note that 'School Lunch Taken' cannot be entered prior to census day.

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

If you use the Meals module of Arbor [in the standard way](#), you can automatically set the school lunches taken. However, this will only work if you've set up different meal provisions on your site.

Your teachers or admins will have also needed to have selected a meal for each student in the meal registers on census day.

« Back

Meals 2019/2020: Lunch Provisions

Lunch Provisions		
Absent	Absent (no meal)	▶
Hot Meal	A hot meal prepared by the school	▶
Packed Lunch	A packed meal that the student has brought with them	▶
School Packed Lunch	A packed meal prepared by the school	▶

Lunch taken will be 'Yes'

Lunch taken will be 'No'



- Any student that has been given a meal on census day with the **Meal type** of 'Absent' or 'A packed meal the student has brought with them' will automatically be set as having not taken a lunch (No).
- Any student that has been given a meal on census day with the **Meal type** of 'A packed meal prepared by the school' or 'A hot meal prepared by the school' will automatically be set as having taken a lunch (Yes).

For example in the class below, Carmen will be automatically set to **No**, and Bethany and Yvonne's will automatically be set to **Yes**.

Showing 17 results Download ▾

<input type="checkbox"/>	Student	Meal Choice	Dietary Requirements
<input type="checkbox"/>	Allen Carmen	Absent	
<input type="checkbox"/>	Campbell Bethany	Hot Meal	
<input type="checkbox"/>	Fox Yvonne	School Packed Lunch	

To set the meals automatically, click the green button at the top to **'Auto set School Lunch taken'** for all the listed students. You can also set the meals manually if you're not sure if your school has set up and records meals correctly, to avoid any mistakes being made.

School Lunch Taken

Auto-set School Lunch Taken

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'**.

The Census collects information from your site as it was on the date of census day, so make sure you add the students' meals as they occurred on census day.

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

School Lunch Taken

Auto-set School Lunch Taken

Showing 20 results Download ▾

<input type="checkbox"/>	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 35Q	No
<input checked="" type="checkbox"/>	Davies Wendy	Reception	Form 35Q	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 35Q	No
<input checked="" type="checkbox"/>	King Eva	Reception	Form 35Q	No

2. Click the blue pencil icon

3. Click Set as School Lunch Taken

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



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

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

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 give you the opportunity to fix these before Census day. On census day you can add in your UFSM numbers.

Before submitting your Census	
Generate your Dry Run Census on or after 17th September 2020 and resolve as many errors as possible, then generate your Census on or after 1st October 2020.	
Check our Help Centre for support with the most common Census queries .	
Work through the Arbor Validations first. Clicking on the query or error will allow you to fill in any missing information. Fixing Arbor Validations first should remove a large number of the DfE Validations when you regenerate the Census.	
Regenerate the Census after you have entered information completing a batch of queries/errors to remove them from your list.	
Nursery only - Have you checked and set your Part Time Student Statuses?	
Some errors will remain in your Dry Run as these relate to specific on-the-day data that can only be entered on Census Day, so don't worry if you haven't cleared them all!	
Have you entered information for the Universal Free School Meal numbers taken up on Census Day? Have you entered those students who did NOT take UFSM?	
Don't Panic! You can continue working on your census up until the submission deadline of the 28th October - Unless told otherwise by your LA	

Submitting the Census

Using the DfE Census Summary Inspection

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'.

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 > select the correct Census date.*

On the next screen click on the green 'DfE Census Summary Inspection' button on the right hand side. This will display your Census Summary on Arbor.

Next Steps

Once you have fixed the errors, please regenerate the census

[Generate Census](#)
[Download Census](#)
[Download DfE Summary](#)
[DfE Census Summary Inspection »](#)

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

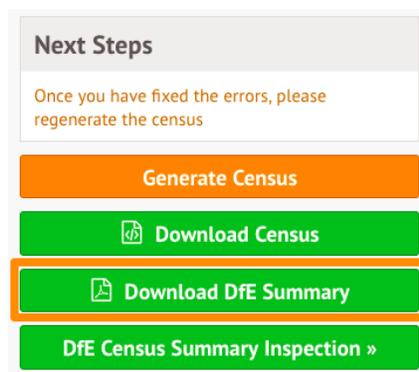
Brown, Freddie, L207000016238	▶
Collins, Rob, E207000016043	▶
Dutta, Yash, Q207000016289	▶
Ellis, Alexander, N207000016058	▶
Hughes, Kieran, E207000016205	▶
Hunter, Elliot, W207000016327	▶

Downloading Your Completed Census Summary

To view, download and check your Census Summary on paper you need to navigate to your Census.

Go to *School > Data > Export > Data Returns > select the correct Census date.*

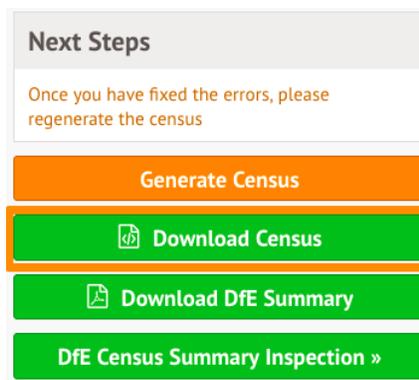
Click on the green '**Download DfE Summary**' button on the right hand side. This will trigger your Census Summary to download from Arbor.



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. Go to *School > Data > Export > Data Returns > click into the correct Census date.*

Click on the green **Download Census** button on the right hand side to download it out of Arbor.





When you download the Census, it will automatically save to your computer. We are unable to advise you where this will have saved as it will depend on the configuration of your computer. However, this will most likely be set to save in your Downloads folder by default.

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. There is login support available on the DfE website which you can access by clicking [here](#).

We recommend you login 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.

Census Submission Checklist

Final Checks Before Submitting your Census	
Check all errors have been resolved	
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 notepad entries for COLLECT queries guide 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

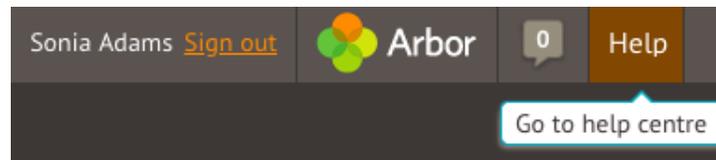
The DfE now provides their Census information in a searchable format on their website. [Click here](#) to access the DfE Census information. For information detailing what data each type of school must return in the census for the Autumn term, [click here](#).

Our resources

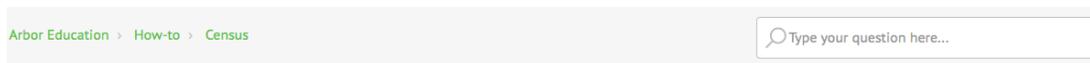
Join our [Live Census Webinars](#) for a quick run-through of the process. You'll also have the opportunity to ask questions. After the session, the recording of the video will be posted [here](#).

You can also **book in a 15-minute session** with our expert support team to help resolve some of your more complex errors and check your Census before you submit it. [Click here](#) to sign up for a session.

We've also made some resources available on our Help Centre at support.arbor-education.com/hc. You can also access our Help Centre by clicking **Help** from your Arbor site!



For guidance on resolving your Census Errors, take a look at the **Census** section. From the home page, click **How-to > Census**.



Census

Follow

[On-the-day Errors](#)

[Most Common School Census Error Codes](#)

[Resolving errors regarding childcare places](#)

[Free School Meal Errors \(1741, 1761, 1762, 1763, 1766, 1767, 1768\)](#)

[Funded Hours and 30 hours codes - Errors 3130, 3100, 1852 and 1855](#)

[Query 1601Q](#)

[Error 1840](#)

[Error 1846](#)

[Error 1630](#)

[Error 2470](#)

[Error 2250](#)

[Error 2230](#)