



IntegrisG2 News

Spring 2017 - Jan Census Special

For the attention of Headteachers and IntegrisG2 Administrators

Reminders about this term's School Census

School Census - Spring 2017

January Census Reference date is

Thursday 19th January 2017

Your January Census is used to determine Pupil Premium and SEN funding allocations for the April 2017/March 2018 financial year. It is important therefore, that your FSM Start (and End dates where appropriate), Service Children, Post looked after pupils and Looked after pupils indicators have been entered accurately as this impacts on your funding from this April.

Census submission deadline is **Wednesday 15th February 2017** for Academies

Non academies need to check their submission deadlines with their LA

Key things to remember for the January Census

- Proficiency in English for EAL pupils is now a compulsory element of this January's census.
- To help you monitor Proficiency in English along with Country of Birth and Nationality information which are also required, **3 new ad-hoc reports** have been created for you to use to help you check the accuracy of your data
- You will also need to record additional information on class activity, school childcare, number of FSM eligible pupils taking a school meal on census day and admission appeals (for Academies, VA and FO schools)
- Class activity will be based on your allotted '**selected time**' during the school day - look at section 42 in the DataClean Checklist to find out your selected time and collate the class activity information relating to it in good time!
- School Childcare relates to four types: Before and After school, Holiday and Under 5's. You do need to make an entry for each one even if you don't make any provision to avoid those validation errors!
- We strongly recommend that you start working on the DataClean Checklist for Jan 17 Census as soon as possible - this covers all of the above **in detail** and more.....

New to School Census!

If you are a new user to IntegrisG2 and/or have not undertaken a school census before, please get in touch with us so that we can provide you with the support you will need!

Early YearsRegistered 2,3 and 4 year olds in the school are recorded via the school census. Those attending a separate Ofsted registered PVI (private voluntary independent) provider on a school site are recorded via the Early Years Census. Where a child's entitlement is split between two settings, they may appear on the two different censuses.

Making your Census Return

Our recommendation and support documentation follows three stages:

Stage 1 - clean your data! Follow the DataClean Checklist for steps and guidance on ensuring your data is accurate and complete!

Stage 2 - follow the notes for your phase to validate, error check and complete the census module and create the census return for submission

Stage 3 - upload your return to the COLLECT site using our notes to help you with the process of submission, error checking and note entry where required.

All the above are available from the **Essentials Forum** page on www.cbict.org.uk

Checking for duplicate UPNs on COLLECT

Have you used the DfE's 'Duplicate Pupils report on the COLLECT site'? This report has been provided for schools to check whether any of their pupil UPNs are duplicated in other schools. Where duplicate UPNs are found and not resolved, funding for each school concerned is then affected!

You can run the report as many times as you want - and as more schools upload their census returns to COLLECT during the collection period, the report will check your UPNs against more and more records.

Look out for the 'Check Duplicate UPNs Report' guidance on our **Essentials Forum** page on www.cbict.org.uk.



Our support to you

Dear colleagues,

We hope you like our first 'census special' newsletter. Our intention to help school administrators manage this important process by providing as much information and guidance we can. Issues relating to the census can, more often than not, be avoided through being aware of what is required alongside early and thorough preparation of the data you hold.

We hope therefore, you find this '*Census Special*' edition useful.

Our very best wishes for a successful new year.

Best wishes

Cathy & Neil

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