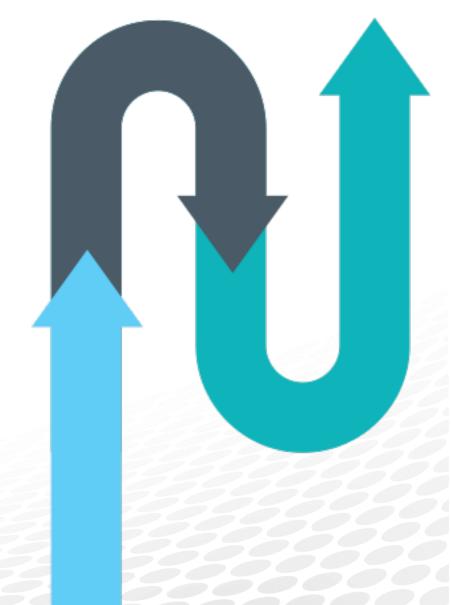# schoolpod

Autumn Census 2021

community brands®

Key Dates

This year, the Autumn Census opens on **Thursday 7th October 2021** and closes on **Wednesday 3rd November 2021.** Your Local Authority may have given you a tighter deadline to return your Census to ensure all their checks are done on time, so try to keep to these requirements. However - the Autumn Census will be available on SchoolPod for the entire duration.

What's New This Autumn Census?

Education Funding Recovery

As part of pandemic recovery, schools can claim additional support by returning Funding and Monitoring information in the Autumn Census. View the government announcement HERE.

- In the Student Profile > Funding tab, there is now a new Census button added.

- This new button allows you to Add/Edit the Census Funding and Monitoring, information which can then be returned in your Autumn Census.

- Learner Funding and Monitoring Hours can be entered now, but will not be collected in until Spring Census 2022.

Programme Aims

From Autumn Census 2021, Programme Aims will be collected for both on and off roll pupils. All QAN Learning Aims will now need to be linked to a Programme Aim to ensure the correct information is returned. When the census is released, this option will be available in Admin > QAN > Add Student to QANs > Manage Students.

Exclusions or Suspensions?

From Autumn 2021, some exclusion terminology is changing. In line with government advice, Fixed Term Exclusions are now referred to as Suspensions. We've made some changes to ensure the correct terminology will be returned in your census file. However, you may want to change some of the terminology of your incident/exclusion-based slips. If you would like any changes, please do not hesitate to email your support team with any new wording you prefer.

What's Changing Now in Preparation for the Spring Census?

Alternative Provision Placements

During the 2021 to 2022 academic year, the DfE are asking schools to submit new voluntary data on alternative provision (AP) placements. The new data, which will provide them with valuable information on placements that have been arranged from the start of the academic year, will be collected termly from Spring 2022. This will allow them to have a better understanding of how the AP system works to support national reforms which aim to deliver significantly improved outcomes for the often vulnerable and disadvantaged children and young people who attend AP.

In SchoolPod, in the student profile, we have added a new tab to record much of this additional information. This is to be used by Alternative Provision providers and state-funded schools to record details of a pupil's placement. If this new tab is not showing on your system, you may need to check your access settings with the Admin user at your school.

Class Activity and Ethnicity Additions

We've now added the Class Activity option of 'RS' Relationships Education, to allow classes on Relationships and Sex Education (RSE) and Health Education to be recorded. This can be set in Admin > School Structure > Classes.

In the student profile the Context tab, we've now added, under the new Ethnicity option of White – Northern Irish in line with DfE requirements.

Update Your Student Data

1. The entirety of last year's **Summer Attendance** is required for the Autumn Census, collecting attendance from **05/04/2021** to **31/07/2021.**

2. Any **Free School Meal** records with no end date or within the period since the last census **17/01/2021** to **07/10/2021** will be counted by the Spring Census.

3. Any **Learning Funding and Monitoring** assigned since the beginning of 2021 to 2022 academic year (from **01/08/2021**) to students who are either on roll or off roll on census day (**07/10/2021**).

4. Any **suspension and permanent exclusion** between **01/01/2021** and **31/07/2021** will be included in the Autumn Census. Please ensure these are stored within your SchoolPod system. You can check these in Monitor > Exclusion Manager.

5. If you are returning **Post-16 Learning Aims** please ensure these are up to date on the system. For the **current academic year** covering the period from **01/08/2021** and for the previous academic year covering the period from **01/08/2020** to **31/07/2021**.

6. The **Funding Conditions for Maths and English** for Post-16 students can be found under the **Funding** tab of the student's profile. There are individual dropdowns for both Maths and English where their eligibility can be defined.

7. **Qualification Hours** need to be completed for students in Post-16. These can be found within the Funding tab within the Student Profile.

8. **Funded Hours** need to be completed for all 2, 3 and 4 year olds. These can be found within the Funding tab of the Student Profile.

Running your Census

1. Navigate to the **Admin** section and scroll down to the **Census and Enrolment** section. You will find this about halfway down the page.

2. Click on **Pupil Census**.

3. Click on **Generate Autumn Census**.

4. Wait whilst the system generates your census file and confirm any pop-up's that may appear.

5. A new window will appear that will generate your **Errors**, **Queries** and **Census Summary**. Feel free to navigate around the SchoolPod system whilst this new window is open as you work your way through your generated census information.

6. Don't forget to make use of the **Resolve** links against several of the errors or queries, it will take your SchoolPod system to the page where you can review and amend data.

Remember

Always refer to the latest online government guidance to help you complete your census.

We will announce the release of all key censuses as they become available in the Product News section of SchoolPod. As the government requirements for these are continuously updated close to the census open date, please bear in mind that there may be delays to censuses becoming available as a result of late changes.