



Spring Census 2022



part of the **communitybrands** family

Key Dates

This year, the Spring Census opens on **Thursday 20th January 2022** and closes on **Wednesday 16th February 2022**. 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 Spring Census will be available on SchoolPod for as long as you need it.

We will announce the release of the Spring Census in the product news of SchoolPod.

What's Changed This Spring Census?

Alternative Provision Placements

This census will see the first appearance and collection of the currently voluntary module Alternative Provision Placements. These can be recorded in the **Student Profile** under the new tab **AP Placements**. If you are an AP Provider, please bear in mind we have recently added a Date of Entry, which needs to be entered if there are multiple placements for a student in the same year.

Education Recovery Funding

For Education Recovery Funding, Learner Funding and Monitoring (FAM) Hours will be collected for the first time in the Spring 2022 Census. These can be recorded in the **Student Profile** under the **Funding** tab go to **Funding and Monitoring** and use the **Census** button.

Class Activity of RS

The new Class Activity of RS - Relationships Education, RSE and Health Education can now be added to any relevant classes, as this may need to be returned for some phases of education. To add this to a Class, go to **Admin > School Structure > Classes > Edit Class**.

Ethnicity of WNIR

The list of ethnicities has been updated for both Students and Staff based on new DfE requirements. For Spring Census 2022 you will be able to record and return WNIR - White Northern Irish for the first time. To assign this to a student, go to the first page of the **Student Profile** and use the **Ethnicity** dropdown.

Early Years Entitlements, EYPP and DAF - DOB Ranges Clarified

The DfE has clarified the date of birth ranges for these indicators. For more information, please read the changes at <https://www.gov.uk/government/publications/school-census-2021-to-2022-technical-information>

Queries 4007Q, 4008Q and Errors 1847, 2374, 2377

If any of these are showing and you are unable to remove them, the DfE have confirmed they should disappear upon upload to COLLECT. This is due to an issue in the original information supplied to software suppliers, but the DfE have since been able to resolve this for COLLECT.

Errors 1862 and 1845

These may not trigger in SchoolPod, but may trigger in COLLECT where the validation has since been updated.

Update Your Student Data

1. **Attendance** data will be collected for pupils who were aged 4 to 15 on **31/08/2021**. This will include attendance data between **01/08/2021** and **31/12/2021** for any day pupil on roll for at least one session. This may include pupils who have left the school prior to census day. Attendance data is only required for non-boarder pupils.

2. Any **Suspensions** and **Permanent Exclusions** between **13/04/2021** and **31/12/2021** will be included in the Spring Census. Please ensure that these are all recorded in the relevant slip on your system, as these will not be pulled from Attendance data. Remember that you can now record up to three reasons for each exclusion.

3. Any **Free School Meal** eligibility that started on or before **20/01/2022** with no end date or an end date within the period of **08/10/2021** and **20/01/2022** will be counted by the Census. This information can be found in the student profile within the **Context** tab.

4. **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.

5. **Childcare** is also returned in the Spring Census, you can fill in the childcare details by going to **Admin > Census and Enrolment > Census Settings > Childcare**. This is required to be filled in to show you either provide childcare on site, signpost people to other childcare or both.

6. **Admission Appeals** for the number of appeals lodged, withdrawn, heard, rejected and decided in favour of the parents between **March 2021** and **August 2021** against non-admission to the school for the start of the academic year beginning September 2021 will also be required. These are recorded in **Admin > Census and Enrolment > Admission Appeals**. Information about appeals lodged on or after **2021/09/01** is not required.

7. **Class information** will need to be recorded, you can set up classes by going to **Admin > School Structure > Classes** and then you can timetable the classes by going to **Admin > Timetables > Timetables**.

The census will only return data for the selected time given by the DfE, this time is decided based on the last digit of your establishment number.

Code	Selected Time
0, 1 or 5	One hour after the start of afternoon school
2, 3 or 6	One hour after the start of morning school
4, 7, 8 or 9	One hour before the end of morning school

This means that if you are not currently using SchoolPod to manage your timetable, you need to timetable the classes for the one period described above for Thursday 21st January.

If this is your first time completing the Spring census, we recommend you use the government website to find full information about the data items required to be recorded and returned.

<https://www.gov.uk/guidance/complete-the-school-census/data-items>

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 Spring 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 and 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 errors and queries.
6. Don't forget to make use of the Census pop-up's 'Resolve' links against several of the errors or queries, it will take your SchoolPod system to the page where you can resolve the error.