



Department
for Education

**Business and technical specification:
2014 Spring and Summer School Census
Version 1.1, 14 June 2013**

Contents

Version history	4
1. Introduction	10
1.1 Technical specification documentation	11
1.2 Business rationale	12
1.3 Structure of the collections	12
1.4 Snapshot and continuous data	12
1.5 Collection timing	13
1.6 Changes from 2013 School Census specification	13
2. Message header	16
3. Guidance section - School Level	17
3.1 Overall description and scope	17
3.2 Outline data content	17
3.3 Coverage and Timing	21
4. Guidance section - Pupil Level	22
4.1 Overall description and scope	22
4.2 Categories of pupil for which data are required	22
4.3 Outline data content	22
4.4 Data collected for pupils no longer on roll	35
4.5 Coverage and timing	36
5 XML Message Structure	37
5.1 Available formats	37
5.2 XML format submission	37
5.3 Header XML Message Structure	37
6. Validation Checks	39

7. XML/XSLT Features	40
8. General Notes	41
8.1 Data items with no values	41
8.2 Block entry	41
8.3 Selected time on Census Day	41
8.4 Special Characters	42
8.5 XML File Generic Naming Conventions	42
Annex A School XML Message Structure	44
Annex B Pupil XML Message Structure	52
Annex C Census Collection Dates and Data Periods	63
Annex D Pupil Ages and Dates of Birth	64
Annex E School Level Collection Schedule	66
Annex F Pupil Level Collection Schedule	71

Version history

1.0	<p>Changes to the specification for the 2013 School Census and Pupil Referral Unit Census have been made as listed below.</p> <p>Throughout the document, where the text relates to the School Census in general rather than a specific collection, references to 2014 have been removed.</p> <p>1. Introduction</p> <ul style="list-style-type: none">▪ Explanation that the specification relates to the 2014 Spring and Summer School Census collections▪ Coverage extended to include PRUs and small drafting changes made to clarify the coverage▪ School categories includes explanation of categorisation of schools according to their phase <p>1.4 Snapshot and continuous data</p> <ul style="list-style-type: none">▪ Removal of diagram as did not add much value <p>1.6.1 Collections covered</p> <ul style="list-style-type: none">▪ Explanation that this specification only includes 2104 Spring and Summer School Census <p>1.6.2 Change in scope</p> <ul style="list-style-type: none">▪ Inclusion of PRUs in the School Census <p>1.6.3 New data items</p> <ul style="list-style-type: none">▪ Top-up funding indicator▪ Adopted from Care▪ DfE Establishment Number▪ School phase <p>1.6.4 Existing data items</p> <ul style="list-style-type: none">▪ Changes to admission appeals, infant admission appeals, unique learner number, funded hours and hours at setting▪ Provision of attendance data by PRUs on a termly basis and for four year olds <p>2. Message Header</p>	Gill Turner 27 March 2013
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	<ul style="list-style-type: none"> ▪ Reference for <Estab> changed from 200002 to 200636 ▪ Data item names updated so they are consistent with the CBDS <p>3.2 Outline data content</p> <ul style="list-style-type: none"> ▪ Changes to outline data content diagram removing staff information and adding infant admission appeals <p>3.2.1 School Characteristics module</p> <ul style="list-style-type: none"> ▪ Explanation of which schools should use which phases ▪ Explanation of which schools should use which school types ▪ Addition of valid values for Governance <p>3.2.3 Admission Appeals module</p> <ul style="list-style-type: none"> ▪ Explanation of changes of scope to include academies and exclude in-year appeals ▪ Clarification of which schools, defined by governance and phase, are required to return admission appeals <p>3.2.4 Infant Admission Appeals module</p> <ul style="list-style-type: none"> ▪ Clarification of which schools, defined by governance and phase, are required to return admission appeals <p>3.2.6 Class information module</p> <ul style="list-style-type: none"> ▪ Clarification of the data required and that class activity is not required for middle deemed primary schools <p>4.3 Outline data content diagram</p> <ul style="list-style-type: none"> ▪ Removal of annual attendance, annual exclusions and post-16 learning aims modules <p>4.3.1 Pupil identifiers module</p> <ul style="list-style-type: none"> ▪ Explanation that ULN must now be returned for all pupils aged 14 and over and on roll on Census Day <p>4.3.2 Pupil characteristics module</p> <ul style="list-style-type: none"> ▪ (b) Free School Meal Eligibility: details of how funding 	
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	<p>allocations are made for the Pupil Premium; clarification that the data returned should reflect the position on Census Day and the requirements for FSM Start and End Dates</p> <ul style="list-style-type: none"> ▪ (f) Funded Hours and (g) Hours at Setting - extension of requirement for funded hours and hours at setting to children aged 2 as at 31/12/2013 and further clarification of the ages of the children for whom these data items are required and the maximum free entitlement each age group attracts ▪ (i) Learner support code – additional explanation about the registration types of pupils for which schools and PRUs should return this data item ▪ (j) Top-up funding indicator – explanation of this new data item ▪ (k) Adopted from Care – explanation of this new data item <p>4.3.4 Special Educational Needs module</p> <ul style="list-style-type: none"> ▪ Insertion of words “be provided and” which had inadvertently excluded in the previous version ▪ Advice added about the recording of Education, Health and Care Plans in pathfinder areas ▪ Advice added on the number of Pupil SEN Types that should be returned and on the use of Pupil SEN Type Ranking <p>4.3.7 Termly attendance module</p> <ul style="list-style-type: none"> ▪ Superfluous text removed ▪ Confirmation that PRUs are required to provide attendance data on a termly basis and for four year olds <p>4.5 Coverage and timing</p> <ul style="list-style-type: none"> ▪ Title changed for consistency and superfluous text removed <p>5. XML message structure</p> <ul style="list-style-type: none"> ▪ 5.1 Available formats: reference to conversion tool 	
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	<p>removed as not relevant to the specification</p> <ul style="list-style-type: none"> ▪ 5.3 Header XML Message Structure: reference for <Estab> changed from 200002 to 200636 <p>6. Validation checks</p> <ul style="list-style-type: none"> ▪ Superfluous text removed and additional information given about the validation used in COLLECT <p>7. XML/XSLT Features</p> <ul style="list-style-type: none"> ▪ Removal of provision of xml error reports from the sets of XSL transformations <p>8.3 Selected time on Census Day</p> <ul style="list-style-type: none"> ▪ Note added to state that this is not relevant for PRUs ▪ Advice added for schools using different timetable structures for different pupils <p>ANNEX A – School XML Message Structure</p> <ul style="list-style-type: none"> ▪ Addition of advice for all-through schools ▪ Addition of column for all-through schools ▪ PRUs included as a phase of school ▪ Removal of Autumn Census column ▪ Removal of staff information module for PRUs ▪ CBDS number for <Phase> changed from 200006 to 200638 <p>ANNEX B – Pupil XML Message Structure</p> <ul style="list-style-type: none"> ▪ Addition of advice for all-through schools ▪ Addition of column for all-through schools ▪ PRUs included as a phase of school ▪ Removal of Autumn Census column ▪ Removal of annual attendance module ▪ Removal of annual exclusions module ▪ Removal of post 16-learning aims module ▪ Addition for pupils on roll only of <TopUpFunding> and <AdoptedFromCare> in the Pupil Characteristics module 	
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	<ul style="list-style-type: none"> ▪ Addition of an example for <AdministrativeArea> in the <HomeInformation> container for <PupilsOnRoll> as otherwise the tag is empty and would not be included in the return <p>ANNEX C – Census collection dates and data periods</p> <ul style="list-style-type: none"> ▪ All dates updated <p>ANNEX D – Pupil ages and dates of birth</p> <ul style="list-style-type: none"> ▪ All dates updated <p>ANNEX E – School level collection schedule</p> <ul style="list-style-type: none"> ▪ Addition of column for all-through schools ▪ PRUs included as a phase of school ▪ Removal of Autumn Census column ▪ Infant admission appeals included as a separate module ▪ LA Number and DfE Estab Number removed as these are part of the header ▪ CBDS number for <Phase> changed from 200006 to 200638 ▪ Names of CBDS data items 200354 and 200024 corrected from “No. of places for Teenage Mothers” to “Teenage Mother Places” and “No. of Childcare places” to “Childcare Facilities Indicator” respectively <p>ANNEX F – Pupil level collection schedule</p> <ul style="list-style-type: none"> ▪ Addition of column for all-through schools ▪ PRUs included as a phase of school ▪ Removal of Autumn Census column ▪ Removal of annual exclusions and attendance, and post-16 learning aims ▪ Addition of Top-Up Funding Indicator and Adopted from Care 	
1.1	Updated to reflect CBDS RFC 618 which introduces new data item 100518 for Attendance Code, AttendanceReason> and codeset D00225 which does not include code F –	Gill Turner 14 June 2013

	<p>extended family holiday authorised by the school, as follows:</p> <ul style="list-style-type: none">▪ 1.6.3 New data items – explanation of new attendance code▪ 4.3.7 Termly attendance module – references to Attendance Code updated to refer to the new data item also▪ Annex B Pupil xml message structure – data item 100481 replaced by 100518▪ Annex F Pupil Level Collection Schedule – data item 100481 replaced with 100518	
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This specification must be read in conjunction with the [Excel workbook giving the current version of the Common Basic Data Set \(CBDS\)](#).

1. Introduction

This document is the specification for the data to be returned to the Department in the 2014 Spring and Summer School Census collections.

(a) Coverage

This Census covers information to be provided to the Department by maintained nursery, primary, middle, secondary, all-through and special schools, pupil referral units (PRUs), CTCs and academies (including free schools) in England. Non-maintained special schools are also required to participate in the School Census.

Local authority maintained PRUs, alternative provision (AP) academies and AP free schools are to return data in the termly School Census returns from 2014. In previous years there was a separate annual PRU Census which has now been discontinued following the decision to include PRUs as part of the School Census.

PRUs are legally defined as schools. References to “schools” in this document should be regarded as referring to PRUs as well as all other types of schools within the scope of the School Census.

Service Children Education schools, both primary and secondary, may participate on a voluntary basis.

Academies (including AP academies and AP free schools), CTCs, and non-maintained special schools will submit their data directly to the Department. Depending on local arrangements, local authority maintained schools will either submit their data directly to the Department or local authorities will collate and return it on their behalf.

(b) School categories

Different data items are required from specific categories of schools participating in the School Census. These categories of schools are defined by the CBDS data item School Phase (200638) as shown in the table below.

School Phase	Code	Notes
Nursery	NS	Includes those with maintained or direct grant status
Primary	PS	
Middle (Deemed Primary)	MP	
Middle (Deemed Secondary)	MS	
Secondary	SS	
Special	SP	Maintained and non-maintained special schools, including hospital special schools and academy special schools

School Phase	Code	Notes
All-Through	AT	Excludes PRUs and special schools
Pupil Referral Unit	PR	Includes AP academies and AP free schools

AP academies and AP free schools should provide the data required for PRUs. Academy special schools should provide the data required for special schools. All other academies (including free schools) should provide the data for the phase appropriate to the age range of their pupils.

Annexes E and F (School and Pupil Level Collection Schedules respectively) provide details of which data items apply to each school phase.

Different validation rules also apply to different phases of schools as defined above.

(c) Provision of technical files by DfE

In order to reduce the burdens on software suppliers, DfE will provide various XML-related components which will facilitate the creation and validation of the XML files generated from the school management information system (MIS). See Section 7 for more details of the XML based features.

1.1 Technical specification documentation

The technical specification for the School Census consists of the following documents:

- This Word document containing a narrative and sample XML messages;
- The Common Basic Data Set (CBDS) Excel workbook;
- The validation rules Excel workbook, and
- XML schemas and XSLT validations.

A separate specification for the School Summary Report together with the associated XSLTs will also be supplied. All of this documentation is made available on the [Department's website](#).

This word document, and not the validation rules and XSLT, defines the scope of each Census collection i.e. those schools, pupils and data items that should be included. The validation rules and XSLT are provided so that suppliers can develop their systems to check the data extracted for each Census collection.

1.2 Business rationale

The following factors are the business drivers behind this approach:

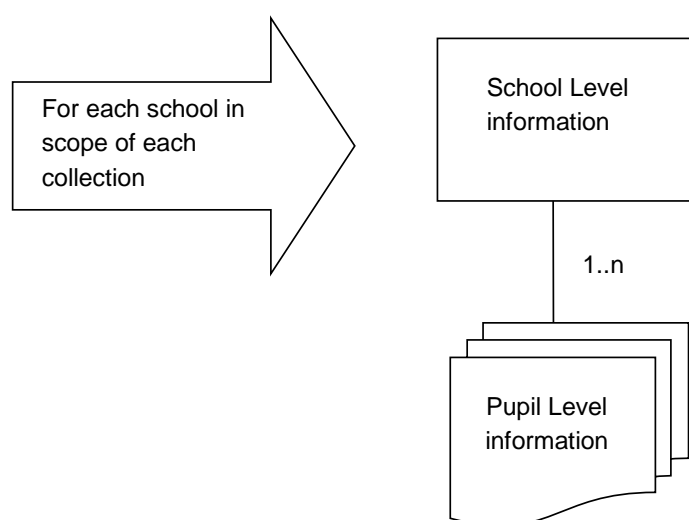
- the assumption that virtually all data is already held in schools' MIS ready for transfer on Census day and so the need for additional data entry will be kept to a minimum; and
- the principle that schools are expected to hold / manage data for their own purposes, or have data held on their behalf so that they can access and extract it.

1.3 Structure of the collections

The School Census collects school and pupil level data. Each level comprises one or more modules i.e. groups of data items.

The School Census consists of three termly collections with different data required in each collection. Generally whole modules of data items will be collected each term. However on occasions a few individual data items from within a module, rather than the whole module, will also be collected (See Annexes A and B).

Both levels (school and pupil) will be returned together as a single data return for each School Census collection. So for each school, in each collection the following will be returned:



1.4 Snapshot and continuous data

Much of the data to be collected represents some characteristic or status at a point in time. There are also continuous items which will capture data for a term or a year - examples of these are pupil attendance, exclusions and free school meal eligibility

periods. Note these may legitimately include data for pupils who have left school prior to the relevant Census Day. Successive instances of the Census collections are thus designed to build up a continuous picture of, for example, a pupil's attendance and exclusion history.

It is recognised that some schools have six term years. Where this is the case, for data collection purposes, the terms are considered to be as follows:

- Terms 1 and 2 - Autumn Term
- Terms 3 and 4 - Spring Term
- Terms 5 and 6 - Summer Term

1.5 Collection timing

The School Census will be collected on a termly basis.

Within the School Census there are specific periods (e.g. a particular term, terms or academic year) that apply to the collection of data items such as:

- Free School Meal eligibility
- Learner Support (Bursary Funding for 16-19 year olds)
- Exclusions
- Attendance

All of the dates in respect of the above can be found at Annex C (Census Collection Dates and Data Periods).

1.6 Changes from 2013 School Census specification

1.6.1 Collections covered

This specification only covers the 2014 Spring and Summer School Census collections. This is because the collections covered in the specification has changed from the Census collections in a calendar year (Spring, Summer and Autumn) to the Census collections in an academic year (Autumn, Spring and Summer).

The first specification for an academic year will be in respect of 2014/15 and will cover the 2014 Autumn and 2015 Spring and Summer School Census collections. The first draft of the academic year 2014/15 specification will be released by the end of August 2013. The baselined version is scheduled for release by the end of November 2013.

1.6.2 Change in scope

Pupil Referral Units (PRUs) are to submit termly data as part of the School Census returns from Spring 2014. In previous years there was a separate annual PRU Census which has now been discontinued following the decision to include PRUs as part of the School Census

Staffing information for teachers and support staff in PRUs will **not** be collected as part of the School Census.

1.6.3 New data items

(a) Top-up funding indicator (100511)

A true/false flag has been introduced to the Census to indicate those pupils on roll on Census Day for whom a school receives top-up funding from the local authority or in the case of a PRU another school. Top-up funding is supplied by local authorities from their high needs budget directly, or in the case of PRUs through other schools, to meet the additional costs of support for individual pupils. This data item will be used for post-16 funding allocation purposes, to inform the development of the high needs funding system in the future, to monitor changes in high-cost pupil numbers over time and for estimating future costs and allocations.

(b) Adopted from Care (100512)

This data item will identify those children on roll on Census Day who were looked after immediately before adoption. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers) to decide if they wish schools to know whether such children have been adopted, or are under a special guardianship order or a residence order. This data item will have a default value of N, not declared.

(c) DfE Establishment Number (200636)

Data item 200002, DfES Establishment Number, has been replaced by a new data item, 200636, DfE Establishment Number. This new data item was approved for use in the 2014 School Census in CBDS RFC 506.

(d) School Phase (200638)

Data item 200006, School Phase, has been replaced by a new data item, 200638, also called School Phase. 'All-through' has been added to the new codeset D00215 for School Phase (replacing D00067) to allow schools that make provision for pupils aged under 7 and over 14 to identify themselves correctly and to be able to submit all the required data for their pupils in the School Census.

(e) Attendance Codes (100518)

CBDS RFC 618 replaced (a) CBDS codeset D00202, Pupil Attendance Code, with codeset D00225 which does not include code F – extended family holiday authorised by the school and (b) data item 100481, Attendance Codes, with data item 100518 which takes its values from the new codeset D00225. This specification has been updated to replace data item 100481 with 100518. The Department appreciates that due to the late notice of this change not all software suppliers will be able to implement it in their systems for September 2013. However, the Department asks such suppliers to advise their schools not to use code F from September 2013 and use code H – authorised absence due to family holiday - instead. The guide for schools will also make this clear. As per the CBDS RFC we would expect suppliers to have implemented the new data item in systems by 1 January 2014. There is no validation to exclude code F and any that are returned will be re-coded to code H by the Department.

1.6.4 Existing data items

(a) Admission Appeals and Infant Admission Appeals

From 2014, the collection of admission appeals and infant admission appeals data is being extended to also include academies, except AP academies, AP free schools or academy special schools. Information will be collected that relates to appeals against a refusal to admit a pupil for a place at the school at the start of the 2013/14 academic year.

(b) Unique Learner Number

The collection of a Unique Learner Number (ULN) is required for pupils on roll on Census Day aged 14 and over. Previously the return of ULNs has been voluntary.

(c) Funded hours and hours at setting

Funded hours and hours at setting will now be collected for all children aged 2 as at 31 December 2013. Previously these were only collected for those with SEN and rising 3s (those aged 2 years at 31 August but are 3 by 31 December).

(d) Termly Attendance

PRUs will be required to provide attendance data on a termly basis from Spring 2014 and attendance data for 4 year olds.

2. Message header

A standard XML Message Header is required for each School Census file. Section 5.2 contains a sample XML Message Header. The data items required within the Header are as follows:

Collection <Collection> (800001) will be 'SC' for School Census. <i>Description: Name of the data collection e.g. SC</i>
Survey Term <Term> (800002) will be 'SPR' or 'SUM' <i>Description: Whether the collection is from the Spring or Summer terms.</i>
Survey Year <Year> (800003) will be '2014'. <i>Description: The year of the collection.</i>
Survey Reference Date <ReferenceDate> (800004) will be '2014-01-16' or '2014-05-15'. <i>Description: The reference date is the day of the Census collection. This is used as the baseline date from which comparisons with other dates in the return can be made.</i>
Source Level <SourceLevel> (800005) will be 'S' or 'L' <i>Description: The source of the data submission. Schools will always use 'S'. PRUs can use either 'S' for (School) or 'L' for a local authority system.</i>
LA Number <LEA> (200001) is the LA Number. <i>Description: Standard DfE three digit Local Authority number.</i>
DfE Establishment Number <Estab> (200636) will be mandatory and the tags should be included in the XML. <i>Description: Standard DfE four digit Establishment number.</i>
Software Code <SoftwareCode> (800006) is the code indicating the Software Supplier. This is allocated by the supplier. <i>Description: Software product identification. Suppliers should advise DfE of the code used.</i>
Release <Release> (800008) is a code / date (or combination) provided by the Software Supplier to assist in identification.
X Version <Xversion> (800009) <i>Description: Version number of the XML / XSLT provided by DfE if used or "not used" if the Software Supplier produces their own XSLT.</i>
Serial No <SerialNo> (800007) will start at '001' and then be incremented by 1 each time a new file is prepared for submission. <i>Description: An incremented number generated by a provider's software. Enables data collection systems to identify re-submissions.</i>
Date and Time <DateTime> (800010) is the Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format. <i>Description: Date and Time of generation of the return.</i>
CBDS Level <CBDSLevel> (800011) will be 'School' or 'Pupil' and both levels of data should be provided. <i>Description: Shows which of the defined CBDS levels are present within a data return.</i>

3. Guidance section - School Level

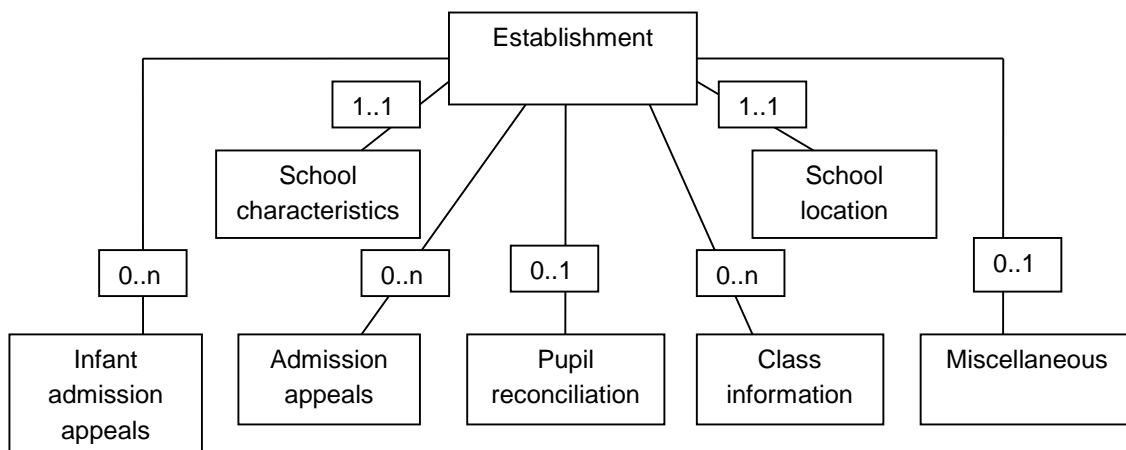
3.1 Overall description and scope

The details below describe the School Level modules of the School Census.

3.2 Outline data content

The return will contain a number of modules for each school. The data items included in each of the modules can be found in the School Level Collection Schedule at Annex E and in the [Common Basic Data Set database](#).

An outline of the structure for each establishment in the School Census collection broken down by module is as follows:



In previous years, infant admission appeals have wrongly not been included in this diagram as a separate module. This is not a change in the specification. It can be seen from Annex A, which contains the School XML Message Structure showing which modules and data items are required in each Census collection from each phase of school, that infant admission appeals is a separate module.

The following sections provide guidance about specific data items in the School Level modules.

3.2.1 School Characteristics module

This module contains information about a school's name and specific characteristics (e.g. phase and type) and is required each term.

(a) School Phase

PRUs, AP academies and AP free schools should use the phase PR. Academy special schools should use the phase SP.

All other academies should use the phase appropriate to their establishment number (e.g. if the academy has an establishment number appropriate for a primary school then they should return under the primary phase). Where an academy has converted and extended its age range intake and it is not clear what phase it should use, the Department will advise. Traditional Sponsor-led academies (i.e. those with establishment numbers in the range of 6905-6999) should use phase of SS or AT, as appropriate.

All-through schools (except for PRUs or special schools) should use the phase AT.

(b) School Type

As **all** Academies cannot be identified by the establishment number alone, the School Type of 49 and Governance code of 'CA' will be used to denote them. Validation rules have been set up to ensure that academies (including AP academies and AP free schools) return this combination of codes.

Other PRUs should use School Type of 54 (LA maintained PRU).

(c) Governance

The valid values for the CBDS data item Governance (200015) are given in codeset D00070. However, the value IN – Independent is not valid for the School Census.

3.2.2 School Location module

This module contains information about the geographical location of a school.

For the School Address, the Postcode must always be supplied (200096) together with the remainder of the address in **either** BS7666 Version 1.4 or in Line Address format. Depending on the nature of the address not all items are necessary - for example an address in Line Address format might only consist of two out of the five Line Address items.

Items from BS7666 to be collected (verified and unverified) are:

- SAON (200089)
- PAON (200090)
- Street (200091)
- Locality (200092)
- Town (200093)
- Administrative Area (200094)
- Post Town (200095)

Or Line Address Format items

- Address Line 1 (200101)
- Address Line 2 (200102)
- Address Line 3 (200103)
- Address Line 4 (200104)
- Address Line 5 (200105)

3.2.3 Admissions Appeals module

This module contains information about admissions appeals and is required from the following schools in the Spring Census:

- Phase: primary (PS), middle deemed primary (MP), secondary (SS), middle deemed secondary (MS) or all-through (AT)

with

- Governance: voluntary aided (VA), foundation (FO) or academy (CA)

Information is required on the number of appeals lodged, withdrawn, heard, rejected and decided in favour of the parents for all appeals lodged before 1 September 2013 against a refusal to admit a pupil to the school for a place at the school at the start of the 2013/14 academic year. Information about appeals lodged on or after 1 September 2013 is not required. Nor is information required about in-year appeals (i.e. appeals against a refusal to admit a pupil during the course of the 2013/14 academic year) - just those that relate to entry at the start of the academic year.

3.2.4 Infant Admission Appeals module

This module contains information about infant admissions appeals and is required from the following schools in the Spring Census:

- Phase: primary (PS) or all-through (AT)
with
- Governance: voluntary aided (VA), foundation (FO) or academy (CA)

These schools are required to also provide the counts of appeals for infant classes. For Spring 2014 these will also relate to appeals lodged before 1 September 2013 against a refusal to admit a pupil at the start of the 2013/14 academic year. Information about appeals lodged on or after 1 September 2013 and in-year appeals are also not required.

3.2.5 Pupil Reconciliation module

This module contains information about pupil reconciliation and details can be found at Annex F.

3.2.6 Class Information module

This module contains information about classes.

Class Type (200552), Class KeyStage (200562) and Class Activity (200195) are only required from primary schools and all-through schools for classes following the primary curriculum.

With regard to Class Activity (200195), primary and all-through schools with infant classes are to ensure that the selected period is one when the infant class (KS1 and/or Reception) are engaged in academic activity rather than one of the excepted activities of PE, Music, Singing, Drama and watching TV or listening to the radio. This selected period should be enacted for all primary classes (and not just for the infant classes). This data item is not required for middle deemed primary schools as was wrongly indicated in the specification for the 2013 School Census.

The Class Activity code (200195) should not be defaulted to 'OT' (Other). The code of 'OT' should only be used if none of the other categories are appropriate.

3.2.7 Miscellaneous module

This module contains information about Free Schools Meals Taken.

3.3 Coverage and Timing

Different data are to be collected each term. Details are provided at Annex E of when the School Level modules and data items are to be collected.

4. Guidance section - Pupil Level

4.1 Overall description and scope

The details below describe the Pupil Level modules of the School Census.

4.2 Categories of pupil for which data are required

In general, records are to be generated for all pupils who are on roll (i.e. registered at the school and who should have a current record on the school's MIS) at the school on the Census Day.

Please note that records for Guest pupils are NOT required and should NOT be returned.

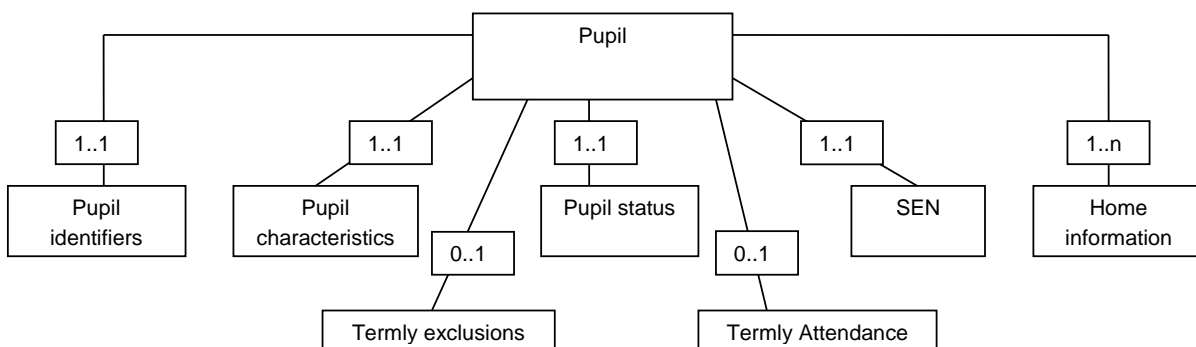
There are particular cases where records are required for pupils no longer on roll (e.g. where they have been excluded and subsequently left the school prior to Census Day).

The Pupil Level Collection Schedule at Annex G indicates, by school phase, the modules and individual data items required for on and off roll pupils.

4.3 Outline data content

The return will contain a number of modules for each pupil within the school. Each module comprises data items which refer to the same subject (e.g. attendance) for ease of reference and scheduling of collection. The data items included in each of the modules can be found in the Pupil Level Collection Schedule at Annex G and also in the [Common Basic Data Set \(CBDS\)](#).

An outline of the pupil structure for each school in the School Census collection broken down by module is as follows:



Annex B contains the Pupil XML Message Structure showing the modules and data items required in each Census collection and from each phase of school.

The following paragraphs provide guidance about specific data items in the Pupil Level modules.

4.3.1 Pupil Identifiers module

This module contains information about the identity of a pupil e.g. gender, date of birth and will be collected for all pupils on roll (registered at the school on the Census Day).

Additionally, this data will be required for those pupils not on roll on Census Day and for whom information is collected in respect of exclusions, attendance and learner support (Bursary Funding for 16-19 year olds).

Unique Learner Number (ULN)

From the 2014 Spring School Census onwards, a ULN is required for pupils on roll aged 14 and over on School Census Day.

Unique Learner Numbers (ULNs) are assigned to students over the age of 14 in publicly funded education and training. They are allocated and managed by the Learning Records Service (LRS) and will remain with the individual for their lifetime. A Common Transfer File (CTF) file from the schools MIS can be uploaded to the ULN Provisioning Service containing the details of learners every academic year. Once this file is uploaded, the ULN Provisioning Service retrieves the ULNs for those pupils from the LRS. The school can then download the file with ULNs, which can then be communicated to pupils, included within the School Census and supplied to awarding organisations, local authorities and other education-related organisations to benefit pupils throughout their learning journey.

The ULN Provisioning Service, part of the [Department for Education](#), is responsible for enabling schools to retrieve ULNs. The [Learning Records Service](#) is part of the Skills Funding Agency and is responsible for the creation and management of the ULNs.

4.3.2 Pupil Characteristics module

This module contains information about the characteristics of a pupil.

(a) Ethnicity

Ethnicity Code (100319) is required for pupils aged 5 and over. This will include those no longer on roll for whom some other data is being submitted as well as those on roll.

(b) Free school meal eligibility

The provision of additional funding via the Pupil Premium directs extra funding to those children from deprived backgrounds and is based on their eligibility for Free School Meals (FSM) in any Census in the last six years - known as 'FSM Ever'.

The actual allocation of the Pupil Premium for 2014-15 will be based on pupils on a school's roll in the 2014 Spring School Census who are aged 4 and over at 31 August 2013 in reception to year 11 (or aged 4 to 15 where the national curriculum does not apply) in local authority maintained primary, secondary and special schools, CTCs, academies (including free schools) and PRUs who were recorded as known to be eligible for Free School Meals on any School Census, PRU Census or AP Census collection since Summer 2008.

The Department will determine eligibility for the Pupil Premium by matching the 2014 January Census to previous census collections in the National Pupil Database (NPD).

Funding allocations will be based on pupils whose enrolment status (100060) is 'C', 'M', 'F' and 'O' in the Spring School Census (although 'F' and 'O' are only relevant for PRUs). All pupils will be counted as 1 FTE irrespective of whether they are recorded as part-time or the number of funded hours returned for them in the Census. However, as in previous years, the funding will still be split between any unresolved duplicate UPNs. Therefore, although management information systems should be able to provide schools with an indicative headcount of the number of pupils who will attract funding it will not be possible for systems to inform what the funding FTE would be.

The Pupil Premium only covers England and so periods of FSM eligibility in any other country do not count when determining a pupil's eligibility for the Pupil Premium. CTFs received from schools outside of England (e.g. Wales) when children transfer to English schools may include FSM eligibility whilst the pupil was at the school outside of England. It is important that the FSM Eligibility End Date reflects the date the pupil left the "foreign" school and that the appropriate country code e.g. Wales, is associated with the period of FSM Eligibility. This will enable the Department to exclude any pupils from Pupil Premium funding who have only experienced FSM Eligibility in any country other than England and for schools to see in their systems that these pupils will not attract funding.

The following three data items are collected in the Spring and Summer School Census collections:

- FSM Eligibility Start Date (100484)
- FSM Eligibility End Date (100485)
- Country of UK (200634)

These data items will be collected for pupils within the scope of the collections and who are on roll on Census Day and have periods of FSM eligibility since the last Census i.e. those with:

- (a) An FSM Eligibility Start Date and no FSM Eligibility End Date (eligibility on-going on Census Day); or
- (b) An FSM Eligibility End Date since the previous Census and on or before the current Census Day

In respect of (b) for the 2014 School Census the FSM Eligibility End Date would be:

- For the Spring Census for schools between 4 October 2013 and 16 January 2014 (inclusive) and for PRUs between 18 January 2013 and 16 January 2014 (inclusive)
- For the Summer Census for schools and PRUs between 17 January 2014 and 15 May 2014 (inclusive)

The data returned should reflect the position as at Census Day. If a system holds a period of FSM eligibility that matches the criteria for the return but that period has a stored FSM Eligibility End Date that is after the Census Day, then the returned version of that period should include an FSM Eligibility Start Date but **no** FSM Eligibility End Date. Similarly FSM Eligibility Start Dates returned in the Census should be on or before Census Day, not after it. Stored start or end dates after Census Day could not have been known on Census Day and so should not be returned.

Multiple FSM Eligibility Start and End Dates falling within the period should be returned. For example, if a pupil had been eligible for FSM from 1 September 2011 until 31 October 2013 and then became eligible again from 1 December 2013 then the following would be returned:

For the first period of eligibility: FSM Eligibility Start Date of 2011-09-01 and FSM Eligibility End Date of 2013-10-31, and for the second period of eligibility: FSM Eligibility Start Date of 2013-12-01 and no FSM Eligibility End Date

Each period of FSM eligibility should have an associated country of UK attached to enable the Department to ensure that those pupils who have only experienced periods of FSM eligibility outside of England do not attract the Pupil Premium.

(c) Youth Support Services Agreement Indicator

The Youth Support Services Agreement Indicator (100488) applies to pupils aged between 12 and 25.

(d) Language Code

The Language Code (100047) is collected in the School Census for those pupils aged 5 and over who are no longer on roll as well as pupils on roll. This information enables those schools and authorities who wish to do so to collect and transmit information on the specific languages of those pupils whose first language is other than English. In these instances an extended language code set will be available as an alternative to recording a pupil's language as OTH or OTB. The Census should include the value held within the school MIS, whether the school has opted to use extended codes or to use OTB/OTH. School MIS systems should also hold more than one specific language where this is required locally. In this case, the MIS should include in the Census the language marked as "First" by the CBDS item Language Type (100327).

This item may appear in nursery school systems but is **NOT** required to be returned as part of the Census.

(e) Service Children in Education Indicator

Responses to the Service Children in Education Indicator (100330) data item are 'Yes', 'No' and 'Refused'. An additional code of 'Unknown' should be used to indicate no response given or other reason for no information. In order to reduce the burden on schools, MIS systems should provide a default value of 'No' in all schools for the Indicator. Systems should allow for bulk editing so that schools which do have a lot of service children can set all pupils with a value of 'Yes' and then change to 'No' for any who are not service children.

Whilst schools should return this data item for all their pupils, PRUs should only return it for those pupils whose enrolment status is not S - current subsidiary (dual registration).

(f) Funded Hours

Funded Hours (100290) is collected each term for pupils aged 2, 3 and 4 and from all schools with pupils of these ages except City Technology Colleges and non-maintained special schools. The data item signifies the level of free entitlement to education attracted by the child in that setting and the Spring Census data will be used to determine the Early Years Block of the Dedicated Schools Grant allocation which the Department uses to fund local authorities for the provision of education. Four year olds attract a maximum free entitlement of 25 hours, two and three year olds attract a maximum of 15 hours. Please see the table below for details of the ages and dates of birth of children for whom funded hours and hours at setting are required.

(g) Hours at Setting

Hours at Setting (100291) is collected each term for pupils the same pupils for whom Funded Hours are collected – see above. This data item reflects the number of hours that the child attends the setting during Census week.

Age range for Spring Census	Date of birth ranges	Maximum entitlement to funded hours
2 at 31/12/2013 to 3 at 31/08/2013	01/09/2009 and 31/12/2011 inclusive	15 hours
4 at 31/08/2013	01/09/2008 and 31/08/2009 inclusive	25 hours
Age range for Summer Census	Date of birth ranges	Maximum entitlement to funded hours
2 at 31/03/2014 to 3 at 31/08/2013	01/09/2009 and 31/03/2012 inclusive	15 hours
4 at 31/08/2013	01/09/2008 and 31/08/2009 inclusive	25 hours

Dates of birth ranges for pupils for whom funded hours and hours at setting are required

(h) Unit Contact Time

Unit Contact Time (100418) indicates the number of Contact hours that pupils should have in Census week.

(i) Learner Support Code (Bursary Funding for 16-19 year olds)

This data item (100491) relates to the bursary fund to help the most vulnerable 16-19 year olds in full-time education. The scheme is made up of two parts as follows:

- a guaranteed payment by the provider of £1,200 to the most vulnerable groups of students; and
- a discretionary award for other students needing financial support.

Data will be collected in respect of pupils, aged 16 to 19 as at 31 August 2013, who are on roll as at Census Day and became off roll since the start of the academic year. Note that this may include some pupils not currently within the scope of the School Census e.g. off roll pupils for whom learning aims information is not being submitted in a special school.

Information will need to be recorded by schools from the start of the Autumn 2013 term (from 1 August 2013).

The data collected will seek to identify whether or not a pupil has been awarded bursary funding in the **current academic year**. During the period covered by a collection it may

be possible that the circumstances of a pupil awarded the discretionary element may have changed and they become part of a designated vulnerable group. In such circumstances the pupil would qualify for the award of the guaranteed payment (on a pro-rata basis for the academic year). Due to possible changing circumstances of pupils, returns should allow for submission of both bursary fund categories awarded since the start of the academic year.

The Census collection will **not** require information about whether a pupil is actually in receipt of funding. The purpose of the collection is to establish how many pupils have been **awarded** bursary funding in the academic year.

The school holding the current single registration (C) or current main dual registration (M) for the pupil will be responsible for awarding the bursary fund and it is they who must return the required data. PRUs must return the required data for any pupils with the following enrolment status: C, M, F or O.

To facilitate the identification of bursary funding awarded during the academic year of the Census the collection of data in the School Census will be on a cumulative basis during this period as follows:

Spring Term - Any bursaries awarded since the beginning of the 2013/14 academic year to students who are either on roll on Census Day or became off roll since the start of the academic year.

Summer Term - Any bursaries awarded since the beginning of the 2013/14 academic year to students who on are either on roll on Census Day or became off roll since the start of the academic year

(j) Top-up funding indicator (100511)

A true/false flag to indicate those pupils on roll for whom the school receives top-up funding from the local authority, or in the case of a PRU another school, on Census Day. This data item is required for pupils of all ages and in all schools. The time period the top-up funding relates to is the period that a pupil or student is identified as requiring additional support which is over the specified cost threshold. In many cases such a period may not be defined but the top-up funding will, as with a SEN statement, be subject to periodic review.

(k) Adopted from care (100512)

This data item will identify those children on roll on Census Day who were looked after immediately before adoption. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers) to decide if they wish schools to know whether such children have been adopted, or are under a special guardianship order or a

residence order. Schools will be able to record the information using the following codeset, only one of the values will apply to each pupil:

D00219	Adopted from care
N	Not declared
A	Ceased to be looked after through adoption
G	Ceased to be looked after through a special guardianship order (SGO)
R	Ceased to be looked after through a residence order (RO)

The default value will be N, not declared.

4.3.3 Pupil Status module

This module gives information about a pupil in relation to the school e.g. enrolment status and date of entry.

In addition, for pupils no longer on roll on Census Day and included in the return because of attendance or exclusion, the following data fields are required:

- Pupil Date of Entry (100063)
- Pupil Date of Leaving (100064)
- Pupil Part-time Indicator (100065)
- Boarder indicator (100067)

Boarder indicator (100067) is not required from hospital special schools.

4.3.4 Special Educational Needs module

This module gives information on the special educational needs (SEN) of a pupil.

Pupil SEN Provision (100472) is collected in all three Census collections. All the other data items in this module are collected in the Spring Census and should only be available on schools' MIS for those pupils with Pupil SEN Provision equal to P (School Action Plus or Early Years Action Plus) or S (Statement). If SEN Provision (100472) = A (School Action or Early Years Action) or N (No Special Educational Need) then the other items in the module should **NOT** be provided and should be omitted from the XML message.

As part of the Special Educational Needs (SEN) reforms, Education, Health and Care Plans (EHCPs) will feature in primary legislation that is due for introduction in Parliament during 2013. It is envisaged that these EHCPs will eventually replace SEN statements. EHCPs are currently being trialled in pathfinder areas and schools in these areas should record pupils with EHCPs in their MIS as having statements, and return this in the 2014 Spring and Summer School Census collections.

SEN Provision at the time of any exclusion is also required, for all schools apart from nursery schools (see 4.3.5 for more details).

Only two Pupil SEN Types (100081) should be returned in the Spring Census. These should be ranked using Pupil SEN Type ranking (100080) to show the primary and secondary need of the pupil. Pupil SEN Types cannot be given the same ranking. If there is more than one Pupil SEN Type reported, they cannot both have a ranking of 1.

Please note this information is used to determine funding levels for schools. Incorrect data may result in incorrect levels of funding.

4.3.5 Termly Exclusions module

This module gives information on permanent, fixed period and lunchtime exclusions.

For permanent, fixed period and lunchtime exclusions the Exclusion Start Date (100090) and Exclusion Reason (100088) will be collected. For fixed period and lunchtime exclusions the Exclusion Actual Number of Sessions (100093) will also be collected.

All exclusions during the relevant time period (See Annex C) must be included. For pupils who are subject to more than one exclusion during the relevant time period, multiple exclusion records are required.

The Exclusion Start Date should reflect the date the exclusion starts rather than, in the event of an appeal, the date an independent review panel (the governing body, an independent appeal panel, first-tier tribunal or the county court) upholds the exclusion. Exclusion Start Date is unlikely to be the same as the Pupil Leaving Date as the pupil will remain on the school's roll for a period after the Exclusion Start Date. This will be of importance to software suppliers if they have validation rules in their systems relating to Exclusion Start Date and Pupil Leaving Date.

Software systems should allow schools to manually adjust the number of sessions from which a pupil has been excluded where this has been derived from the start and end date of an exclusion. This is because the number of sessions from which a pupil has been excluded cannot necessarily be derived from the start and end dates of an exclusion. The period of an exclusion only covers the number of sessions the pupil is expected to be at the school. For example, if a pupil was excluded for 10 sessions starting on a Monday but is registered at another school on the Wednesday then the exclusion should include the following Monday. It is, therefore, necessary for schools to be able to manually adjust the number of sessions from which a pupil has been excluded.

The exclusion return may legitimately include pupils who have left the school prior to the Census Day. To make the data required clear, there is a separate section of the XML messages, <PupilsNoLongerOnRoll>.

Any exclusions with Exclusion Appeal Result (100096) equal to R (Reinstatement) or O (Reinstatement would be appropriate but not in the best interests of the child given other circumstances) are **NOT** to be included in the collection. Exclusion Appeal Result is **not** collected as part of the Census.

Where the data items of In Care Indicator (100038) and SEN Provision (100472) appear within either of the <Exclusion> nodes in the return these should be populated with values that reflect the position *at the time of the exclusion*, and not at the time of the Census. Thus, for example, a pupil may have a different value of SEN Provision (100472) within the <SpecialEducationNeeds> node to that within an <Exclusion> node.

Where a school is not using an integral exclusions package - whereby relevant data can be extracted at pupil level and incorporated into the School Census return - then a facility must be available for the school to manually input that data as part of completing the School Census return. The manual entry facility for exclusion data will need to allow for the data items of Exclusion Category, Exclusion Reason, Exclusion Start Date, Exclusion Sessions, In Care Indicator and SEN Provision.

Termly data is required on permanent, fixed period and lunchtime exclusions for the term but one prior to the census date e.g. for the Summer Term census, those with Exclusion Start Date in the previous Autumn Term.

4.3.6 Home Information module

This module gives information about where a pupil lives **during term time**, and will be a **UK address** (In some cases this may be the school address).

This information is used to identify the number of children resident in an area and has an impact on local government funding for areas such as health and transport as well as education. The only exception to this is in the case of children attending Service Schools overseas, where validation is in place in COLLECT to accept their international addresses as valid.

Address data should only be provided for current addresses (i.e. where Pupil Address Type (100102) = C). Multiple current addresses should be provided where available.

Post Code (100121) must be provided together with the remainder of the address in either BS7666 Version 1.4 or Line Address format.

Depending on the nature of the address not all items are necessary - for example an address in Line Address format might only consist of two out of the five Line Address items. For addresses in BS7666 format the PAON and Street must be present and at least one of Locality, Town, Administrative Area or Post Town.

BS7666 Format items

- SAON (100103)
- PAON (100109)
- Street (100115)
- Locality (100116)
- Town (100117)
- Administrative Area (100118)
- Post Town (100119)

Or, Line Address Format Items

- Address Line 1 (100128)
- Address Line 2 (100129)
- Address Line 3 (100130)
- Address Line 4 (100131)
- Address Line 5 (100132)

The Department recognises that schools may not have enough time to convert all their pupils' addresses to BS7666 format. Address details can be supplied in either BS7666 Format or Line Address Format, with Postcode to be supplied regardless of format used.

4.3.7 Termly attendance module

Pupil Coverage

The 2014 Spring and Summer School Census collections will collect attendance data on pupils who are aged from 4 to 15 years as at 31 August 2013 and who were on the school roll for at least one session during the specified collection period for attendances. This may include pupils who have left the school prior to the Census Day.

Attendance data is only required for non-boarder pupils (where Pupil Boarder Indicator 100067 is equal to 'N').

For pupils registered at more than one school, see Dual Registration below.

School coverage

All schools, with the exception of those with phase of nursery or special, are required to submit attendance data for the above pupils in each Census collection. From Spring 2014 attendance data will be collected from PRUs on a termly basis. Previously, as part

of the PRU Census, such data was collected on an annual basis for the previous academic year.

Nursery schools are **NOT** required to submit attendance data even if they have children aged 4 or 5 years who are attending. Special schools submit annual attendance data in the Autumn School Census.

Periods covered

The dates for the periods of attendance covered by the Spring and Summer Census collections can be found at Annex C.

Recording of attendance sessions and absences

Every pupil should have an entry for the number of Sessions Possible (100228).

For those pupils **aged 4 years**, the number of possible sessions to be recorded are those that the pupil is expected to attend and will vary from child to child and from school to school. This is particularly relevant to pupils aged 4 who attend part-time. Attendance code 'X - Non- compulsory school age absence (not counted in possible attendances)' should be used for those sessions when a 4 year old pupil is not expected to attend. PRUs will be required to provide attendance data for 4 year olds for the first time in Spring 2014.

Zero possible sessions can only be recorded where a dual registered pupil has spent all of the previous term for which attendance data is being collected at the other registration. For example, if a dually registered pupil spent all of the Autumn Term at his / her subsidiary registration then the main registration would have zero possible sessions recorded in the Spring Census.

For absences there are two ways for a school's MIS to populate their data:

- Schools using an electronic attendance package integrated with their main MIS must return one or more Attendance codes entries (100518) against each pupil, along with a number of sessions missed (100233). The exception is where the pupil has had no absences during the term (or half term) in question. This data will be generated by the attendance package from the reason selected by the school each time a pupil is absent. These schools are not required to provide the number of sessions missed due to Authorised Absence (100230) or Unauthorised Absence (100231); OR
- For schools not using an integrated attendance package a facility must be available for them to manually input, against each pupil, the number of sessions missed due to Authorised and Unauthorised absences (100230 and 100231 respectively) as part of completing the School Census return. These schools are

not required to provide the number of sessions missed (100233) for each Attendance code (100518).

The new data item 100518 was approved by CBDS RFC 618. It takes its values from CBDS codeset D00225 which does not include code F, extended family holiday authorised by the school. The Department appreciates that due to the late notice of this change not all software suppliers will be able to implement it in their systems for September 2013. However, the Department asks such suppliers to advise their schools not to use code F from September 2013 and use code H – authorised absence due to family holiday - instead. The guide for schools will also make this clear. As per the CBDS RFC we would expect suppliers to have implemented the new data item in systems by 1 January 2014. There is no validation to exclude code F and any that are returned will be re-coded to code H by the Department.

For pupils **aged 4 years**, schools are not obliged to use individual Attendance codes <AttendanceReason> (100518) but are encouraged to use these for recording each period of absence. However, if schools do not wish to use these codes then they should just provide the total number of absences for each term or half term by recording these as 'Authorised' (Absences recorded this way will be reported as overall absence).

Attendance dates

The dates for attendance information are set out in Annex C. The start of the Autumn Term (and academic year) may be any date from 1 August. If schools do not use electronic registration systems the data will need to be manually calculated for each pupil. The aggregates for each pupil will then need to be entered into the return.

Dual registration

Measures have been introduced to avoid the double counting of attendance and absence for pupils who are registered at more than one school (referred to as dual registered).

Each school only marks the register, present or absent, for the sessions that the pupil is due to attend their school.

The remaining session(s) when the pupil is attending another school will be marked in the register using code D but are not included in the Census collection.

The number of 'Sessions Possible' for a dual registered pupil against the main school should **exclude** those when the pupil is due to attend the subsidiary school and vice versa.

Attendance codes

The Attendance Codes required for the Census are those that equate to either authorised or unauthorised absence.

Suppliers should be aware of the full range of Attendance Codes contained in codeset D00202 of the [CBDS](#).

The following Attendance codes are used for monitoring attendance in systems but are not counted as part of national attendance statistics.

Attendance code D: Dual registered (at another educational establishment) - not counted in possible attendances. This code is used for monitoring attendance in systems but is **not** collected as part of the Census and is not included in Possible Sessions or absence figures.

Attendance code Y: Unable to attend due to exceptional circumstances - not counted in possible attendances. This code is included in the Census collection but is not included in Possible Sessions and is excluded from counts of absences.

Attendance Code #: Planned whole or partial school closure - not counted in possible attendances. From September 2011 the use of this code was changed and it should be used for planned whole or partial school closures where the dates are known to the school at least a term in advance – such as:

- School term and half term holidays
- Bank holidays (e.g. royal weddings/jubilees)
- Weekends (if required by the system)
- Use of schools as polling stations
- Staggered school year starts (induction days)

Attendance code Y is collected in the School Census. Attendance codes D and # are not.

4.4 Data collected for pupils no longer on roll

Some modules are collected for pupils no longer on roll i.e. those that left the school prior to Census Day.

- Pupil identifiers
- Pupil characteristics
- Pupil status
- Termly exclusions
- Termly attendance

4.5 Coverage and timing

Annex C shows the collection dates for each School Census and the periods relating to attendance, exclusions, bursary funding for 16-19 year olds and free school meal eligibility. Annex E shows the School Level collection schedule. This indicates which school level data items and modules will be collected in which Census. Annex F shows the Pupil Level collection schedule. This indicates which pupil level data items and modules will be collected in which Census.

5 XML Message Structure

5.1 Available formats

The School Census return should be submitted to the Department in XML format, as described in this section.

5.2 XML format submission

A standard XML message header is required for each Census file. The data items should be populated according to guidance in Section 2. The layout is as follows:

Overall Message Structure

<Message>
<Name>School Census</Name>
<Header> See 5.2 below for details
<School> See Annex A for details
<Pupils> See Annex B for details
</Message>

5.3 Header XML Message Structure

A standard XML Message Header is required for each Census file. The data items should be populated according to the guidance in Section 2. The layout is as follows:

Header Structure

	<Header>
	<CollectionDetails>
800001	<Collection>SC</Collection>
800002	<Term>SPR</Term>
800003	<Year>2014</Year>
800004	<ReferenceDate>2014-01-16</ReferenceDate>
	</CollectionDetails>
	<Source>
800005	<SourceLevel>S or L</SourceLevel>
200001	<LEA>303</LEA>
200636	<Estab>2040</Estab>
800006	<SoftwareCode>DfE</SoftwareCode>
800008	<Release>1.0 2013-10-13</Release>

800009	<Xversion>1.0</Xversion>
800007	<SerialNo>001</SerialNo>
800010	<DateTime>2014-01-22T11:14:05</DateTime>
	</Source>
	<Content>
	<CBDSLevels>
800011	<CBDSLevel>School</CBDSLevel>
800011	<CBDSLevel>Pupil</CBDSLevel>
	</CBDSLevels>
	</Content>
	</Header>

Pupil and School XML message structures are given in Annexes A and B respectively.

6. Validation Checks

An Excel workbook specifies the validation rules that are applied to the data. These rules will also be used to produce the XSLT.

Please note that validation rules and XSLT do not define the scope of which data are to be included in each collection - this Word document provides that information.

The Excel workbook is available on the [Department website](#).

It is assumed that all data held in MIS Systems will be validated on entry to conform to the definitions within the Common Basic Data Set (CBDS) spreadsheet as indicated in the columns for the 2014 Spring and Summer Census collections.

A validation rule should only be applied to phases of schools to which it relates, and in the term or terms when it is appropriate.

Validations are classified as either Errors or Queries.

An Error is a failed validation check that must be corrected before the return is submitted. There may be rare scenarios where a few errors can be incorrectly triggered. The Department will assess these scenarios on a case by case basis and, where appropriate, allow the error to be 'okable' in COLLECT.

A Query is one which must be investigated, and potentially corrected, as it identifies data that would usually be:

- invalid, or
- missing (e.g. a Census return which does not contain any records for pupils on roll)

Queries may be accepted with appropriate notepad entries. The Department will accept notes at return level which include the relevant query numbers and pupil identifiers.

Additional validation is carried out in COLLECT, checking the data submitted by a school against that provided for a previous term or year. The rules for these validation checks will be published on the [Department's website](#).

7. XML/XSLT Features

A number of XML based components are to be made available. The use of these by Software Suppliers is optional but it is believed that if these are utilised the effort required to develop the Census will be reduced.

The use of the <Xversion> tag in the header will make it clear whether a DfE provided XML/XSLT has been used and if so which version has been used.

The first of these components is a set of XML Schemas (i.e. XSD files, based on the W3C XML Schemas Second Edition, October 2004 Standard), which will define the content of the XML Census return.

Separate Schemas will be supplied for each of the Spring and Summer School Census returns.

Additionally, sets of XSL Transformations (based on W3C XSLT V1.0 Standard) will be provided to validate the School Census XML files, according to the rules specified within the Technical Specification, and produce HTML Error Reports (which can be read using a suitable browser).

All of these reports will contain the error message and key information regarding the data which is in error. For example, for an error relating to a pupil, the UPN, DOB, Surname, Forename and Gender will be provided. This key information from the XML Error Report can then be utilised within the School MIS to direct the user (possibly by means of hyperlinks or similar) to the particular detail in error.

Further sets of XSL Transformations (also based on the W3C XSLT V1.0 Standard) will be provided to process the XML return and produce a School Summary Report.

Once baselined (v1.0), COLLECT will maintain compatibility with the baselined version unless agreed by internal Departmental change control procedures.

8. General Notes

8.1 Data items with no values

There are three scenarios when there may be no values for particular data items. These are:

- Values shown as not applicable (as denoted with an 'x' in the XML Message Structures at Annexes A and B).
- Values contingent on the contents of other tags (for example the <SENtypeRank> tag is only required where <SENprovision> has particular values).
- Values which may be missing for any school / pupil (for example the <MiddleNames> tag is only required where a pupil has a middle name).

In these scenarios the XML tag is not required to be present in the Census return. In all other scenarios, a missing or blank value will result in an error being output.

Instances may arise where all of the data items within an XML container have no value. In such cases, the XML container is not required to be present in the return. For example, if a pupil has no periods of FSM eligibility then as well as the <FSMstartDate>, <FSMendDate> and <UKcountry> not being required, <FSMperiod> and <FSMeligibility> would also not be present.

8.2 Block entry

For suppliers creating applications for local authorities, schools or PRUs, a block entry facility for fields is highly desirable in order to reduce burdens. This should allow a user to choose a selection (e.g. a year group) and specify a value to be applied to all. However, it should also allow data to be edited on an individual basis

8.3 Selected time on Census Day

The selected time on the Census day, used for the class information module, is based on the last digit of the DfE school number. Please note these times move down by 1 each year i.e. a school using "one hour before the end of morning school" in 2013 will use "one hour after the start of morning school" in 2014. This is not relevant for PRUs as they are not required to submit class information.

If different parts of the school use different timetable structures, then systems should allow the school to return class information for the timetable structure that applies to Key Stage 1. For example, if lunch is at 12 o'clock for pupils following a primary timetable but

at 1 o'clock for pupils following a secondary timetable, then the end of morning school should be take to be 12 o'clock and not 1 o'clock.

Last digit of DFE number	Selected time
0, 1 or 5	The selected time is one hour before the end of morning school
2, 3 or 6	The selected time is one hour after the start of afternoon school
4, 7, 8 or 9	The selected time is one hour after the start of morning school

However, for primary schools, if school assembly or a break occurs at the time specified above, details of the class structure immediately prior to the assembly or break should be provided.

8.4 Special Characters

The XML convention should be followed for special characters which is to use & for &, > for >. For special characters such as é use a character reference such as é. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation - see for example Section 2.2. of Extensible Markup Language (XML) 1.0 (Third Edition) on the [World Wide Web Consortium \(W3C\) website](http://www.w3.org/).

It is expected that all numeric data will be supplied as integers except where specified otherwise (e.g. Funded Hours and Hours at Setting).

8.5 XML File Generic Naming Conventions

The following file naming conventions apply:

- The file extension will be XML
- The file name shall be constructed from the following components:
 - Origin Identifier consisting of the LA Number followed by the Estab Number (7 digits)
 - Census / Data Extraction Type where 'SC1' indicates that it is a School Census File containing Pupil and School data relating to the Spring Term and 'SC2' for the Summer Term.
 - Destination Identifier where the first three characters are the LA Number, fourth / fifth characters are LL and the sixth / seventh characters are the last two digits of the year (7 characters)
 - Serial Number (3 digits)
- The components should be separated by underscore characters (" _ ")

- An example of a School Census file name sent from a school to its LA would be: 8012000_SC1_801LL14_001.XML. The total file name length = 27 characters

Annex A School XML Message Structure

If a data item is required from an all-through school but not **all** other phases, please refer to Section 3 for further information about which schools, pupils or year groups the data item applies.

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<School>	Each <Message> group contains one and only one <School> group.	√	√	√	√	√	√	√	√	√	√
	<SchoolCharacteristics>	Each <School> group contains one and only one <SchoolCharacteristics> group.	√	√	√	√	√	√	√	√	√	√
200039	<SchoolName>Brighton & Hove High School</SchoolName>		√	√	√	√	√	√	√	√	√	√
200638	<Phase>SS</Phase>		√	√	√	√	√	√	√	√	√	√
200632	<SchoolType>11</SchoolType>		√	√	√	√	√	√	√	√	√	√
200013	<HighestNCyear>14</HighestNCyear>		√	√	√	√	√	√	√	√	√	√
200012	<LowestNCyear>7</LowestNCyear>		√	√	√	√	√	√	√	√	√	√
200014	<Intake>COMP</Intake>		√	√	√	√	√	√	√	√	√	√
200015	<Governance>CO</Governance>		√	√	√	√	√	√	√	√	√	√
200022	<Email>theschool@sch.gov.uk</Email>		√	√	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
200118	<PhoneNo>01642512512</PhoneNo>		√	√	√	√	√	√	√	√	√	√
	<SpecialSchool>	Each <SchoolCharacteristics> group contains 0..1 <SpecialSchool> group.	√	x	x	x	x	x	x	x	√	x
200030	<Accommodation>D</Accommodation>		√	x	x	x	x	x	x	x	√	x
200031	<MaxDayPupils>140</MaxDayPupils>		√	x	x	x	x	x	x	x	√	x
200032	<MaxBoarders>0</MaxBoarders>		√	x	x	x	x	x	x	x	√	x
200033	<MinMaleAge>4</MinMaleAge>		√	x	x	x	x	x	x	x	√	x
200035	<MaxMaleAge>16</MaxMaleAge>		√	x	x	x	x	x	x	x	√	x
200034	<MinFemaleAge>4</MinFemaleAge>		√	x	x	x	x	x	x	x	√	x
200036	<MaxFemaleAge>16</MaxFemaleAge>		√	x	x	x	x	x	x	x	√	x
	<Provisions>		√	x	x	x	x	x	x	x	√	x
200085	<SpecialSchoolType>HI</SpecialSchoolType>	Each <Provisions> group contains 1..12 <SpecialSchoolType> elements	√	x	x	x	x	x	x	x	√	x
	</Provisions>		√	x	x	x	x	x	x	x	√	x
	</SpecialSchool>		√	x	x	x	x	x	x	x	√	x

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
200023	<ChildMothers>1</ChildMothers>		√	x	x	x	x	x	x	x	x	√
200354	<TeenMotherPlaces>25</TeenMotherPlaces>		√	x	x	x	x	x	x	x	x	√
200024	<ChildcarePlaces>0</ChildcarePlaces>		√	x	x	x	x	x	x	x	x	√
	</SchoolCharacteristics>		√	√	√	√	√	√	√	√	√	√
	<SchoolLocation>		√	x	√	√	√	√	√	√	√	√
	<AddressInformation>	Each <SchoolLocation> group contains one and one only <AddressInformation> group	√	x	√	√	√	√	√	√	√	√
200096	<PostCode>TS13 4ZR</PostCode>		√	x	√	√	√	√	√	√	√	√
	EITHER <BS7666Format>	Each <AddressInformation> group contains 0..1 <BS7666Format> group. Note that either <BS7666Format> or <LineAddressFormat> should be provided, but not both.	√	x	√	√	√	√	√	√	√	√
200089	<SAON> 2 Flat</SAON>		√	x	√	√	√	√	√	√	√	√
200090	<PAON> 123 </PAON>		√	x	√	√	√	√	√	√	√	√
200091	<Street>Kirk Lane</Street>		√	x	√	√	√	√	√	√	√	√
200092	<Locality>Inner Area</Locality>		√	x	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
200093	<Town>Redborough</Town>		√	x	√	√	√	√	√	√	√	√
200094	<AdministrativeArea>An Area</AdministrativeArea>		√	x	√	√	√	√	√	√	√	√
200095	<PostTown>Marske</PostTown>		√	x	√	√	√	√	√	√	√	√
	</BS7666Format>		√	x	√	√	√	√	√	√	√	√
	OR <LineAddressFormat>	Each <AddressInformation> group contains 0..1 <LineAddressFormat> group. Note that either <BS7666Format> or <LineAddressFormat> should be provided, but not both.	√	x	√	√	√	√	√	√	√	√
200101	<AddressLine1>123 Kirk Lane</AddressLine1>		√	x	√	√	√	√	√	√	√	√
200102	<AddressLine2>Redborough</AddressLine2>		√	x	√	√	√	√	√	√	√	√
200103	<AddressLine3>Yorkshire</AddressLine3>		√	x	√	√	√	√	√	√	√	√
200104	<AddressLine4>Elsewhere</AddressLine4>		√	x	√	√	√	√	√	√	√	√
200105	<AddressLine5>And Another</AddressLine5>		√	x	√	√	√	√	√	√	√	√
	</LineAddressFormat>		√	x	√	√	√	√	√	√	√	√
	</AddressInformation>		√	x	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	</SchoolLocation>		√	x	√	√	√	√	√	√	√	√
	<AdmissionsAppeals>	Includes academies for the phases ticked Each <School> group contains 0..1 <AdmissionsAppeals> group.	√	x	x	√	√	√	√	√	x	x
200139	<Lodged>29</Lodged>		√	x	x	√	√	√	√	√	x	x
200140	<Withdrawn>14</Withdrawn>		√	x	x	√	√	√	√	√	x	x
200141	<Heard>15</Heard>		√	x	x	√	√	√	√	√	x	x
200142	<Upheld>7</Upheld>		√	x	x	√	√	√	√	√	x	x
200143	<Rejected>8</Rejected>		√	x	x	√	√	√	√	√	x	x
	</AdmissionsAppeals>		√	x	x	√	√	√	√	√	x	x
	<InfantAdmissionsAppeals>	Includes academies for the phases ticked Each <School> group contains 0..1 <InfantAdmissionsAppeals> group.	√	x	x	√	x	x	x	√	x	x
200139	<Lodged>29</Lodged>		√	x	x	√	x	x	x	√	x	x
200140	<Withdrawn>14</Withdrawn>		√	x	x	√	x	x	x	√	x	x
200141	<Heard>15</Heard>		√	x	x	√	x	x	x	√	x	x

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
200142	<Upheld>7</Upheld>		√	x	x	√	x	x	x	√	x	x
200143	<Rejected>8</Rejected>		√	x	x	√	x	x	x	√	x	x
	</InfantAdmissionsAppeals>		√	x	x	√	x	x	x	√	x	x
	<Reconciliation>	Each <School> group contains one and only one <Reconciliation> group.	√	x	x	√	√	√	√	√	x	x
	<PupilReconciliation>	Each <Reconciliation> group contains one and only one <PupilReconciliation> group.	√	x	x	√	√	√	√	√	x	x
200169	<PartTimeNotIn>20</PartTimeNotIn>		√	x	x	√	√	√	√	√	x	x
200170	<PrivateStudy>22</PrivateStudy>		√	x	x	√	√	√	√	√	x	x
200171	<AtOtherSchool>0</AtOtherSchool>		√	x	x	√	√	√	√	√	x	x
200172	<WorkExperience>0</WorkExperience>		√	x	x	x	x	√	√	√	x	x
200173	<FEcollege>1</FEcollege>		√	x	x	x	x	√	√	√	x	x
	</PupilReconciliation>		√	x	x	√	√	√	√	√	x	x
	</Reconciliation>		√	x	x	√	√	√	√	√	x	x
	<Classes>	Each <School> group contains one and only one <Classes> group	√	x	x	√	√	√	√	√	x	x

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<Class>	Each <Classes> group contains 0..n <Class> groups	√	x	x	√	√	√	√	√	x	x
200185	<ClassName>OAK</ClassName>		√	x	x	√	√	√	√	√	x	x
200190	<Teachers>1</Teachers>		√	x	x	√	√	√	√	√	x	x
200191	<NonTeachers>1</NonTeachers>		√	x	x	√	√	√	√	√	x	x
200560	<YearGroup>6</YearGroup>		√	x	x	√	√	√	√	√	x	x
200552	<ClassType>N</ClassType>		√	x	x	√	x	x	x	√	x	x
200562	<KeyStage>2</KeyStage>		√	x	x	√	x	x	x	√	x	x
200195	<ASCactivity>MA</ASCactivity>		√	x	x	√	x	x	x	√	x	x
200201	<HomePupils>24</HomePupils>		√	x	x	√	√	√	√	√	x	x
200202	<GuestPupils>0</GuestPupils>		√	x	x	√	√	√	√	√	x	x
	</Class>		√	x	x	√	√	√	√	√	x	x
	</Classes>		√	x	x	√	√	√	√	√	x	x
	<Miscellaneous>	Each <School> group contains one and only one <Miscellaneous> group	√	x	√	√	√	√	√	√	√	x

CBDS Ref	2014 Spring and Summer School Census collections - School XML Message Structure	Cardinality (<i>Note: item level elements occur only once unless otherwise stated</i>)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
200147	<FreeMealsTaken>6</FreeMealsTaken>		√	x	√	√	√	√	√	√	√	x
	</Miscellaneous>		√	x	√	√	√	√	√	√	√	x
	</School>		√	√	√	√	√	√	√	√	√	√

Annex B Pupil XML Message Structure

If a data item is required from an all-through school but not **all** other phases, please refer to Section 4 for further information about which pupils the data item applies.

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<Pupils>		√	√	√	√	√	√	√	√	√	√
	<PupilsOnRoll>	Each <Pupils> group contains one and only one <PupilsOnRoll> group	√	√	√	√	√	√	√	√	√	√
	<PupilOnRoll>	Each <PupilsOnRoll> group contains 1..n <PupilOnRoll> groups	√	√	√	√	√	√	√	√	√	√
	<Pupilldentifiers>	Each <PupilOnRoll> group contains one and only one <Pupilldentifiers> group	√	√	√	√	√	√	√	√	√	√
100001	<UPN>A123981456002</UPN>		√	√	√	√	√	√	√	√	√	√
100016	<UniqueLearnerNumber>1234567890</UniqueLearnerNumber>		√	√	x	x	x	√	√	√	√	√
100002	<FormerUPN>X34876124987B</FormerUPN>		√	√	√	√	√	√	√	√	√	√
100003	<Surname>York</Surname>		√	√	√	√	√	√	√	√	√	√
100004	<Forename>Tiffany</Forename>		√	√	√	√	√	√	√	√	√	√
100006	<MiddleNames>Georgja</MiddleNames>		√	√	√	√	√	√	√	√	√	√
100011	<PreferredSurname>Rivers</PreferredSurname>		√	√	√	√	√	√	√	√	√	√
100009	<FormerSurname>Plains</FormerSurname>		√	√	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
100008	<Gender>F</Gender>		√	√	√	√	√	√	√	√	√	√
100007	<DOB>1998-01-01</DOB>		√	√	√	√	√	√	√	√	√	√
	</PupilIdentifiers>		√	√	√	√	√	√	√	√	√	√
	<PupilCharacteristics>	Each <PupilOnRoll> group contains one and only one <PupilCharacteristics> group	√	√	√	√	√	√	√	√	√	√
100319	<Ethnicity>WSCO</Ethnicity>		√	x	x	√	√	√	√	√	√	√
	<FSMeligibility>	Each <PupilCharacteristics> group contains 0..1 <FSMeligibility> group	√	√	√	√	√	√	√	√	√	√
	<FSMperiod>	Each <FSMeligibility> group contains 1..n <FSMperiod> groups	√	√	√	√	√	√	√	√	√	√
100484	<FSMstartDate>2013-10-09</FSMstartDate>		√	√	√	√	√	√	√	√	√	√
100485	<FSMendDate>2013-11-16</FSMendDate>	May be missing in one and only one <FSMperiod> group	√	√	√	√	√	√	√	√	√	√
200634	<UKcountry>ENG</UKcountry>		√	√	√	√	√	√	√	√	√	√
	</FSMperiod>		√	√	√	√	√	√	√	√	√	√
	</FSMeligibility>		√	√	√	√	√	√	√	√	√	√
100488	<YSSA>UNS</YSSA>		√	√	x	x	√	√	√	√	√	√
100047	<Language>OTH</Language>		√	√	x	√	√	√	√	√	√	√
100330	<ServiceChild>N</ServiceChild>		√	x	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
100290	<FundedHours>8</FundedHours>	Not collected from Non-maintained Special Schools and CTCs	√	√	√	√	√	√	√	√	√	√
100291	<HoursAtSetting>8.5</HoursAtSetting>	Not collected from Non-maintained Special Schools and CTCs	√	√	√	√	√	√	√	√	√	√
100418	<UnitContactTimePupil>8</UnitContactTimePupil>		√	x	x	x	x	x	x	x	x	√
	<LearnerSupport>	Each <PupilCharacteristics> group contains 0..1 <LearnerSupport> group	√	√	x	x	x	√	√	√	√	√
	<LearnerSupportItem>	Each <LearnerSupport> group contains 1..2 <LearnerSupportItem> groups	√	√	x	x	x	√	√	√	√	√
100491	<SupportCode>55</SupportCode>		√	√	x	x	x	√	√	√	√	√
	</LearnerSupportItem>		√	√	x	x	x	√	√	√	√	√
	</LearnerSupport>		√	√	x	x	x	√	√	√	√	√
100511	<TopUpFunding>>true</TopUpFunding>		√	√	√	√	√	√	√	√	√	√
100512	<AdoptedFromCare>N</AdoptedFromCare>		√	√	√	√	√	√	√	√	√	√
	</PupilCharacteristics>		√	√	√	√	√	√	√	√	√	√
	<PupilStatus>	Each <PupilOnRoll> group contains one and only one <PupilStatus> group	√	√	√	√	√	√	√	√	√	√
100060	<EnrolStatus>C</EnrolStatus>		√	√	√	√	√	√	√	√	√	√
100325	<TypeOfClass>O2</TypeOfClass>		√	√	x	√	x	x	x	√	x	x
100063	<EntryDate>2012-09-03</EntryDate>		√	√	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
100065	<PartTime>>false</PartTime>		√	√	√	√	√	√	√	√	√	√
100067	<Boarder>N</Boarder>		√	√	√	√	√	√	√	√	√	√
100068	<NCyearActual>5</NCyearActual>		√	√	√	√	√	√	√	√	√	√
	</PupilStatus>		√	√	√	√	√	√	√	√	√	√
	<SpecialEducationalNeeds>	Each <PupilOnRoll> group contains one and only one <SpecialEducationalNeeds> group	√	√	√	√	√	√	√	√	√	√
100472	<SENprovision>P</SENprovision>		√	√	√	√	√	√	√	√	√	√
	<SENneeds>	Each <SpecialEducationalNeeds> group contains 0..1 <SENneeds> group	√	x	√	√	√	√	√	√	√	√
	<SENneed>	Each <SENneeds> group contains 1..2 <SENneed> groups	√	x	√	√	√	√	√	√	√	√
100080	<SENtypeRank>1</SENtypeRank>		√	x	√	√	√	√	√	√	√	√
100081	<SENtype>ASD</SENtype>		√	x	√	√	√	√	√	√	√	√
	</SENneed>		√	x	√	√	√	√	√	√	√	√
	</SENneeds>		√	x	√	√	√	√	√	√	√	√
100075	<SENunitIndicator>>false</SENunitIndicator>		√	x	√	√	√	√	√	√	x	x
100076	<ResourcedProvisionIndicator>>false</ResourcedProvisionIndicator>		√	x	√	√	√	√	√	√	x	x
	</SpecialEducationalNeeds>		√	√	√	√	√	√	√	√	√	√
	<Exclusions>	Each <PupilOnRoll> group contains 0..1 <Exclusions> group	√	√	x	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<TermlyExclusion>	Each <Exclusions> group contains 1..n <TermlyExclusion> group	√	√	*	√	√	√	√	√	√	√
100087	<Category>LNCH</Category>		√	√	*	√	√	√	√	√	√	√
100088	<Reason>RA</Reason>		√	√	*	√	√	√	√	√	√	√
100090	<StartDate>2013-05-08</StartDate>		√	√	*	√	√	√	√	√	√	√
100093	<Sessions>20</Sessions>		√	√	*	√	√	√	√	√	√	√
100038	<InCare>>true</InCare>		√	√	*	√	√	√	√	√	√	√
100472	<SENprovision>A</SENprovision>		√	√	*	√	√	√	√	√	√	√
	</TermlyExclusion>		√	√	*	√	√	√	√	√	√	√
	</Exclusions>		√	√	*	√	√	√	√	√	√	√
	<HomeInformation>	Each <PupilOnRoll> group contains one and only one <HomeInformation> group	√	√	√	√	√	√	√	√	√	√
	<Address>	Each <HomeInformation> group contains 1..n <Address> groups	√	√	√	√	√	√	√	√	√	√
100121	<PostCode>TS13 3DW</PostCode>		√	√	√	√	√	√	√	√	√	√
	EITHER <BS7666Format>	Each <Address> group contains 0..1 <BS7666Format> group. Note that either <BS7666Format> or <LineAddressFormat> should be provided, but not both.	√	√	√	√	√	√	√	√	√	√
100103	<SAON> 2 Flat</SAON>		√	√	√	√	√	√	√	√	√	√
100109	<PAON> 123 </PAON>		√	√	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
100115	<Street>Kirk Lane</Street>		√	√	√	√	√	√	√	√	√	√
100116	<Locality>Inner Area</Locality>		√	√	√	√	√	√	√	√	√	√
100117	<Town>Redborough</Town>		√	√	√	√	√	√	√	√	√	√
100118	<AdministrativeArea>An Area</AdministrativeArea>		√	√	√	√	√	√	√	√	√	√
100119	<PostTown>Marske</PostTown>		√	√	√	√	√	√	√	√	√	√
	</BS7666Format>		√	√	√	√	√	√	√	√	√	√
	OR <LineAddressFormat>	Each <Address> group contains 0..1 <LineAddressFormat> group. Note that either <BS7666Format> or <LineAddressFormat> should be provided, but not both.	√	√	√	√	√	√	√	√	√	√
100128	<AddressLine1>123 Kirk Lane</AddressLine1>		√	√	√	√	√	√	√	√	√	√
100129	<AddressLine2>Redborough</AddressLine2>		√	√	√	√	√	√	√	√	√	√
100130	<AddressLine3>Yorkshire</AddressLine3>		√	√	√	√	√	√	√	√	√	√
100131	<AddressLine4>SomewhereElse</AddressLine4>		√	√	√	√	√	√	√	√	√	√
100132	<AddressLine5>AndAnother</AddressLine5>		√	√	√	√	√	√	√	√	√	√
	</LineAddressFormat>		√	√	√	√	√	√	√	√	√	√
	</Address>		√	√	√	√	√	√	√	√	√	√
	</HomeInformation>		√	√	√	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<Attendance>	Each <PupilOnRoll> group contains 0..1 <Attendance> group	√	√	x	√	√	√	√	√	x	√
	EITHER <TermlyAttendance>	Each <Attendance> group contains 0..1 <TermlyAttendance>. group	√	√	x	√	√	√	√	√	x	√
100228	<SessionsPossible>120</SessionsPossible>		√	√	x	√	√	√	√	√	x	√
100230	<SessionsAuthorised>6</SessionsAuthorised>		√	√	x	√	√	√	√	√	x	√
100231	<SessionsUnauthorised>0</SessionsUnauthorised>		√	√	x	√	√	√	√	√	x	√
	</TermlyAttendance>		√	√	x	√	√	√	√	√	x	√
	OR <TermlyAttendance>	Each <Attendance> group contains 0..1 <TermlyAttendance>. group	√	√	x	√	√	√	√	√	x	√
100228	<SessionsPossible>120</SessionsPossible>		√	√	x	√	√	√	√	√	x	√
	<SessionDetails>	Each <TermlyAttendance> group contains one and only one <SessionDetails> group	√	√	x	√	√	√	√	√	x	√
	<SessionDetail>	Each <SessionDetails> group contains 1..n <SessionDetail> groups	√	√	x	√	√	√	√	√	x	√
100518	<AttendanceReason>l</AttendanceReason>		√	√	x	√	√	√	√	√	x	√
100233	<AbsenceSessions>6</AbsenceSessions>		√	√	x	√	√	√	√	√	x	√
	</SessionDetail>		√	√	x	√	√	√	√	√	x	√
	</SessionDetails>		√	√	x	√	√	√	√	√	x	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	</TermlyAttendance>		√	√	x	√	√	√	√	√	x	√
	</Attendance>		√	√	x	√	√	√	√	√	x	√
	</PupilOnRoll>		√	√	√	√	√	√	√	√	√	√
	</PupilsOnRoll>		√	√	√	√	√	√	√	√	√	√
	<PupilsNoLongerOnRoll>	Each <> contains 0..1 <PupilsNoLongerOnRoll> group	√	√	x	√	√	√	√	√	√	√
	<PupilNoLongerOnRoll>	Each <PupilsNoLongerOnRoll> group contains 1..n <PupilNoLongerOnRoll> groups	√	√	x	√	√	√	√	√	√	√
	<PupilIdentifiers>	Each <PupilNoLongerOnRoll> group contains one and only one <PupilIdentifiers> group	√	√	x	√	√	√	√	√	√	√
100001	<UPN>A123981456002</UPN>		√	√	x	√	√	√	√	√	√	√
100002	<FormerUPN>X348764987B</FormerUPN>		√	√	x	√	√	√	√	√	√	√
100003	<Surname>York</Surname>		√	√	x	√	√	√	√	√	√	√
100004	<Forename>Tiffany</Forename>		√	√	x	√	√	√	√	√	√	√
100006	<MiddleNames>Georgia</MiddleNames>		√	√	x	√	√	√	√	√	√	√
100009	<FormerSurname>Plains</FormerSurname>		√	√	x	√	√	√	√	√	√	√
100008	<Gender>F</Gender>		√	√	x	√	√	√	√	√	√	√
100007	<DOB>1998-01-01</DOB>		√	√	x	√	√	√	√	√	√	√
	</PupilIdentifiers>		√	√	x	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<PupilCharacteristics>	Each <PupilNoLongerOnRoll> group contains one and only one <PupilCharacteristics> group	√	√	x	√	√	√	√	√	√	√
100319	<Ethnicity>WSCO</Ethnicity>		√	x	x	√	√	√	√	√	√	√
100047	<Language>OTH</Language>		√	√	x	√	√	√	√	√	√	√
	<LearnerSupport>	Each <PupilCharacteristics> group contains 0..1 <LearnerSupport> group	√	√	x	x	x	√	√	√	√	√
	<LearnerSupportItem>	Each <LearnerSupport> group contains 1..2 <LearnerSupportItem> groups	√	√	x	x	x	√	√	√	√	√
100491	<SupportCode>55</SupportCode>		√	√	x	x	x	√	√	√	√	√
	</LearnerSupportItem>		√	√	x	x	x	√	√	√	√	√
	</LearnerSupport>		√	√	x	x	x	√	√	√	√	√
	</PupilCharacteristics>		√	√	x	√	√	√	√	√	√	√
	<PupilStatus>	Each <PupilNoLongerOnRoll> group contains one and only one <PupilStatus> group	√	√	x	√	√	√	√	√	√	√
100063	<EntryDate>2008-09-04</EntryDate>		√	√	x	√	√	√	√	√	√	√
100064	<LeavingDate>2013-12-21</LeavingDate>		√	√	x	√	√	√	√	√	√	√
100065	<PartTime>>false</PartTime>		√	√	x	√	√	√	√	√	√	√
100067	<Boarder>N</Boarder>		√	√	x	√	√	√	√	√	√	√
	</PupilStatus>		√	√	x	√	√	√	√	√	√	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	<Exclusions>	Each <PupilNoLongerOnRoll> group contains 0..1 <Exclusions> group	√	√	x	√	√	√	√	√	√	√
	<TermlyExclusion>	Each <Exclusions> group contains 1..n <TermlyExclusion> groups	√	√	x	√	√	√	√	√	√	√
100087	<Category>LNCH</Category>		√	√	x	√	√	√	√	√	√	√
100088	<Reason>RA</Reason>		√	√	x	√	√	√	√	√	√	√
100090	<StartDate>2013-06-10</StartDate>		√	√	x	√	√	√	√	√	√	√
100093	<Sessions>20</Sessions>		√	√	x	√	√	√	√	√	√	√
100038	<InCare>>true</InCare>		√	√	x	√	√	√	√	√	√	√
100472	<SENprovision>A</SENprovision>		√	√	x	√	√	√	√	√	√	√
	</TermlyExclusion>		√	√	x	√	√	√	√	√	√	√
	</Exclusions>		√	√	x	√	√	√	√	√	√	√
	<Attendance>	Each <PupilNoLongerOnRoll> group contains one and only one <Attendance> group	√	√	x	√	√	√	√	√	x	√
	EITHER <TermlyAttendance>	Each <Attendance> group contains 0..1 <TermlyAttendance>. group	√	√	x	√	√	√	√	√	x	√
100228	<SessionsPossible>120</SessionsPossible>		√	√	x	√	√	√	√	√	x	√
100230	<SessionsAuthorised>6</SessionsAuthorised>		√	√	x	√	√	√	√	√	x	√
100231	<SessionsUnauthorised>0</SessionsUnauthorised>		√	√	x	√	√	√	√	√	x	√
	</TermlyAttendance>		√	√	x	√	√	√	√	√	x	√

CBDS Ref	2014 Spring and Summer School Census collections - Pupil XML Message Structure	Cardinality (Note: item level elements occur only once unless otherwise stated)	Spring	Summer	Nursery	Primary	Middle / Primary	Middle / Secondary	Secondary	All-Through	Special	Pupil Referral Unit
	OR <TermlyAttendance>	Each <Attendance> group contains 0..1 <TermlyAttendance>. group	√	√	x	√	√	√	√	√	x	√
100228	<SessionsPossible>120</SessionsPossible>		√	√	x	√	√	√	√	√	x	√
	<SessionDetails>	Each <TermlyAttendance> group contains one and only one <SessionDetails> group	√	√	x	√	√	√	√	√	x	√
	<SessionDetail>	Each <SessionDetails> group contains 1..n <SessionDetail> groups	√	√	x	√	√	√	√	√	x	√
100518	<AttendanceReason> </AttendanceReason>		√	√	x	√	√	√	√	√	x	√
100233	<AbsenceSessions>6</AbsenceSessions>		√	√	x	√	√	√	√	√	x	√
	</SessionDetail>		√	√	x	√	√	√	√	√	x	√
	</SessionDetails>		√	√	x	√	√	√	√	√	x	√
	</TermlyAttendance>		√	√	x	√	√	√	√	√	x	√
	</Attendance>		√	√	x	√	√	√	√	√	x	√
	</PupilNoLongerOnRoll>		√	√	x	√	√	√	√	√	√	√
	</PupilsNoLongerOnRoll>		√	√	x	√	√	√	√	√	√	√
	</Pupils>		√	√	√	√	√	√	√	√	√	√

Annex C Census Collection Dates and Data Periods

SPRING	SUMMER
Census Day <ReferenceDate> 16/01/2014	Census Day <ReferenceDate> 15/05/2014
Term dates 01/01/2014 to Easter Sunday 20/04/2014	Term dates Easter Monday 21/04/2014 to 31/07/2014
Free School Meal Eligibility Periods of eligibility for Free School meals with: <ul style="list-style-type: none"> a. An FSM Eligibility Start Date and no FSM Eligibility End Date; or b. An FSM Eligibility End Date since the previous Census and up to and including the Spring Census Day. For schools this would be from 04/10/2013 to 16/01/2014 inclusive and PRUs from 18/01/2013 to 16/01/2014 inclusive. 	Free School Meal Eligibility Periods of eligibility for Free School meals with: <ul style="list-style-type: none"> a. An FSM Eligibility Start Date and no FSM Eligibility End Date or b. An FSM Eligibility End Date since the previous Census i.e. on or after 17/01/2014 and up to and including the Summer Census Day
Learner Support (Bursary Funding for 16-19 year olds) Any bursaries awarded since the beginning of the 2013/14 academic year (from 01/08/2013) to students who are either on roll or off roll on Spring Census Day.	Learner Support (Bursary Funding for 16-19 year olds) Any bursaries awarded since the beginning of the 2013/14 academic year (from 01/08/2013) to students who on are either on roll or off roll on Summer Census Day.
Termly Exclusions Easter Monday 01/04/2013 to 31/08/2013	Termly Exclusions 01/09/2013 to 31/12/2013
Termly Attendance Start of the Autumn term (from 01/08/2013) to 31/12/2013	Termly Attendance 01/01/2014 to Easter Sunday 20/04/2014

Annex D Pupil Ages and Dates of Birth

This Annex shows the date of birth ranges that apply to pupils' ages as part of the 2014 Spring and Summer School Census collections, unless otherwise stated in the specification or validation rules.

Age group as at 31 August 2013	Date range
Pupil aged 5 and over	DOB is on or before 2008-08-31
Pupil aged 6 or over	DOB is on or before 2007-08-31
Pupil aged 12 and over	DOB is on or before 2001-08-31
Pupil aged between 5 and 15	DOB is between 1997-09-01 and 2008-08-31 inclusive
Pupil aged between 12 and 25	DOB is between 1987-09-01 and 2001-08-31 inclusive
Pupil aged between 12 and 20	DOB is between 1992-09-01 and 2001-08-31 inclusive
Pupil aged between 16 and 18	DOB is between 1994-09-01 and 1997-08-31 inclusive
Pupil age under 20	DOB is on or after 1993-09-01
Pupil age under 25	DOB is on or after 1988-09-01
Pupil aged less than 3	DOB is on or after 2010-09-01
Pupil aged 2	DOB is between 2010-09-01 and 2011-08-31 inclusive
Pupil aged 3	DOB is between 2009-09-01 and 2010-08-31 inclusive
Pupil aged 4	DOB is between 2008-09-01 and 2009-08-31 inclusive
Pupil aged 5	DOB is between 2007-09-01 and 2008-08-31 inclusive
Pupil aged 6	DOB is between 2006-09-01 and 2007-08-31 inclusive
Pupil aged 7	DOB is between 2005-09-01 and 2006-08-31 inclusive
Pupil aged 8	DOB is between 2004-09-01 and 2005-08-31 inclusive
Pupil aged 9	DOB is between 2003-09-01 and 2004-08-31 inclusive
Pupil aged 10	DOB is between 2002-09-01 and 2003-08-31 inclusive
Pupil aged 11	DOB is between 2001-09-01 and 2002-08-31 inclusive
Pupil aged 12	DOB is between 2000-09-01 and 2001-08-31 inclusive
Pupil aged 13	DOB is between 1999-09-01 and 2000-08-31 inclusive

Age group as at 31 August 2013	Date range
Pupil aged 14	DOB is between 1998-09-01 and 1999-08-31 inclusive
Pupil aged 15	DOB is between 1997-09-01 and 1998-08-31 inclusive
Pupil aged 16	DOB is between 1996-09-01 and 1997-08-31 inclusive
Pupil aged 17	DOB is between 1995-09-01 and 1996-08-31 inclusive
Pupil aged 18	DOB is between 1994-09-01 and 1995-08-31 inclusive

Annex E School Level Collection Schedule

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
School characteristics module																		
200039	School Name	SchoolName	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200638	School Phase	Phase	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200632	Type of School	SchoolType	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200013	Maximum Year Group	HighestNCyear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200012	Minimum Year Group	LowestNCyear	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200014	Intake Type	Intake	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200015	Governance	Governance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200022	School Email Address	Email	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200118	School Telephone Number	PhoneNo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
200030	Special School Organisation	Accommodation	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200031	Maximum Day Pupils	MaxDayPupils	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200032	Maximum Boarding Pupils	MaxBoarders	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200033	Minimum Age – Boys	MinMaleAge	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
200034	Minimum Age – Girls	MinFemaleAge	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200036	Maximum Age – Boys	MaxMaleAge	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200035	Maximum Age – Girls	MaxFemaleAge	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200085	School SEN Type (as used in School Census)	SpecialSchoolType	x	x	x	x	x	x	x	x	x	x	x	x	✓	x	x	x
200023	Child Mother Indicator	ChildMothers	x	x	x	x	x	x	x	x	x	x	x	x	x	x	✓	x
200354	Teenage Mothers Places	TeenMotherPlaces	x	x	x	x	x	x	x	x	x	x	x	x	x	x	✓	x
200024	Childcare Facilities Indicator	ChildcarePlaces	x	x	x	x	x	x	x	x	x	x	x	x	x	x	✓	x
School location module																		
200089	Sub-dwelling	SAON	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200090	Dwelling	PAON	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200091	Street	Street	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200092	Locality	Locality	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200093	Town	Town	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200094	Administrative Area	AdministrativeArea	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200095	Post Town	PostTown	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
200096	Postcode	PostCode	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200101	Address Line 1	AddressLine1	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200102	Address Line 2	AddressLine2	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200103	Address Line 3	AddressLine3	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200104	Address Line 4	AddressLine4	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
200105	Address Line 5	AddressLine5	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x
Admission appeals module																		
200139	Admissions appeals lodged	Lodged	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200140	Admissions appeals withdrawn	Withdrawn	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200141	Admissions appeals heard by Independent Admissions Committee	Heard	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200142	Admissions appeals heard by Independent Admissions Committee - decided in parent's favour	Upheld	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200143	Admissions appeals heard by Independent Admissions Committee – rejected	Rejected	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
Infant admission appeals module																		
200139	Admissions appeals lodged	Lodged	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
200140	Admissions appeals withdrawn	Withdrawn	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200141	Admissions appeals heard by Independent Admissions Committee	Heard	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200142	Admissions appeals heard by Independent Admissions Committee - decided in parent's favour	Upheld	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200143	Admissions appeals heard by Independent Admissions Committee – rejected	Rejected	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
Pupil reconciliation module																		
200169	Part-Time pupils not at school	PartTimeNotIn	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200170	Private Study pupils	PrivateStudy	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200171	Pupils at Another School	AtOtherSchool	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200172	Pupils on Work Experience	WorkExperience	x	x	x	x	x	x	✓	x	✓	x	✓	x	x	x	x	x
200173	Pupils at FE Colleges	FEcollege	x	x	x	x	x	x	✓	x	✓	x	✓	x	x	x	x	x
Class information module																		
200185	Class Reference Name	ClassName	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200190	No of Teachers in the Class	Teachers	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200191	No of Adult Non-Teachers in the Class	NonTeachers	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
200560	Class Year group	YearGroup	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200552	Class Type	ClassType	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200562	Class KeyStage	KeyStage	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200195	Class Activity	ASCactivity	x	x	✓	x	x	x	x	x	x	x	✓	x	x	x	x	x
200201	No of Pupils from the host school in the class	HomePupils	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
200202	No of Pupils from other schools in the class	GuestPupils	x	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x	x	x
Miscellaneous module																		
200147	Free School Meals Taken	FreeMealsTaken	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	✓	x	x	x

Annex F Pupil Level Collection Schedule

“On” denotes pupils on roll on Census Day, “off” denotes pupils off roll on Census Day, and “both” denotes pupils on roll on Census Day and pupils off roll on Census Day.

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
Pupil identifiers module																		
100001	Unique Pupil Number (UPN)	UPN	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100016	ULN	UniqueLearnerNumber	*	*	*	*	*	*	On	On	On	On	On	On	On	On	On	On
100002	Pupil's Former UPN	FormerUPN	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100003	Pupil Surname	Surname	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100004	Pupil Forename	Forename	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100006	Pupil Middle Names	MiddleNames	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100009	Pupil former Surname	FormerSurname	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100011	Pupil Preferred Surname	PreferredSurname	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100007	Pupil Date of Birth	DOB	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100008	Pupil Gender	Gender	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
Pupil characteristics module																		
100319	Ethnicity	Ethnicity	*	*	B	*	B	*	B	*	B	*	B	*	B	*	B	*

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
100484	Free School Meal Eligibility Start Date	FSMstartDate	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100485	Free School Meal Eligibility End Date	FSMendDate	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
200634	Country of UK	UKcountry	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100488	Youth Support Services Agreement Indicator	YSSA	x	x	x	x	On	On	On	On	On	On	On	On	On	On	On	On
100047	Language Code	Language	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100330	Service Children in Education Indicator	ServiceChild	On	x	On	x	On	x	On	x	On	x	On	x	On	x	On	x
100290	Funded Hours	FundedHours	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100291	Hours at Setting	HoursAtSetting	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100418	Unit Contact Time Pupil	UnitContactTimePupil	x	x	x	x	x	x	x	x	x	x	x	x	x	x	On	x
100491	Learner Support Code	SupportCode	x	x	x	x	x	x	B	B	B	B	B	B	B	B	B	B
100511	Top Up Funding Indicator	TopUpFunding	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100512	Adopted from Care	AdoptedFromCare	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
Pupil status module																		
100060	Pupil Enrolment status	EnrolStatus	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
100063	Pupil Date of Entry	EntryDate	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100064	Pupil Date of Leaving	LeavingDate	*	*	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off	Off
100065	Pupil Part-time Indicator	PartTime	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100067	Pupil Boarder Indicator	Boarder	On	On	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100068	Pupil's Actual National Curriculum Year Group	NCyearActual	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100325	Class Type (v2)	TypeOfClass	*	*	On	On	*	*	*	*	*	*	On	On	*	*	*	*
SEN module																		
100472	Pupil SEN Provision (formerly stage)	SENprovision	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100080	Pupil SEN Type ranking	SENtypeRank	On	*	On	*	On	*	On	*	On	*	On	*	On	*	On	*
100081	Pupil SEN Type	SENtype	On	*	On	*	On	*	On	*	On	*	On	*	On	*	On	*
100075	Member of SEN Unit (sometimes called special class) indicator	SENunitIndicator	On	*	On	*	On	*	On	*	On	*	On	*	*	*	*	*
100076	Member of resourced provision indicator	ResourcedProvisionIndicator	On	*	On	*	On	*	On	*	On	*	On	*	*	*	*	*
Termly exclusions module																		
100087	Exclusion Category	Category	*	*	B	B	B	B	B	B	B	B	B	B	B	B	B	B

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU	
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su
100088	Exclusion Reason	Reason	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100038	In Care Indicator	InCare	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100472	Pupil SEN Provision (formerly stage)	SENprovision	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100090	Exclusion Start Date	StartDate	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
100093	Exclusion actual number of sessions	Sessions	x	x	B	B	B	B	B	B	B	B	B	B	B	B	B	B
Home information module																		
100103	SAON	SAON	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100109	PAON	PAON	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100115	Street	Street	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100116	Locality	Locality	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100117	Town	Town	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100118	Administrative Area	AdministrativeArea	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100119	Post Town	PostTown	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100121	Postcode	PostCode	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On
100128	Address Line 1	AddressLine1	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On

Ref	Title	XML	Nursery		Primary		Middle deemed Primary		Middle deemed Secondary		Secondary		All-through		Special		PRU		
			Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	Sp	Su	
100129	Address Line 2	AddressLine2	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	
100130	Address Line 3	AddressLine3	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	
100131	Address Line 4	AddressLine4	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	
100132	Address Line 5	AddressLine5	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	On	
Termly attendance module																			
100228	Possible Sessions	SessionsPossible	*	*	B	B	B	B	B	B	B	B	B	B	B	*	*	B	B
100230	Sessions missed due to Authorised Absence	SessionsAuthorised	*	*	B	B	B	B	B	B	B	B	B	B	B	*	*	B	B
100231	Sessions missed due to Unauthorised Absence	SessionsUnauthorised	*	*	B	B	B	B	B	B	B	B	B	B	B	*	*	B	B
100518	Attendance codes	AttendanceReason	*	*	B	B	B	B	B	B	B	B	B	B	B	*	*	B	B
100233	Number of sessions missed	AbsenceSessions	*	*	B	B	B	B	B	B	B	B	B	B	B	*	*	B	B



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