



Department  
for Education

# **School Census Summer 2014**

## **School Summary Report Technical Specification**

### **Version 1.0, June 2013**

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## Version history

This gives details of changes made in version 1.0 to the specification for 2013 and then the changes made in any subsequent versions.

1.0	<p>Initial draft using new Departmental template for external documents.</p> <p>Inclusion of PRUs and all-through schools.</p> <p>Layout changed to improve ease of use.</p> <p>All dates, including dates of birth, updated.</p> <p>Major changes to tables in Section 3 listed below:</p> <ul style="list-style-type: none"> <li>▪ Table 2 – note removed from within the table and separate total row removed. Age groupings changed. Addition of columns for total number of full-time and part-time pupils by each age group. Cells added for total number of part-time and full-time pupils by gender</li> <li>▪ Table 4 – rule numbers B10 and B11 swapped over</li> <li>▪ Table 7 – addition of FE College and Other Provider for PRUs. Total row added.</li> <li>▪ Table 8 – addition of pupils for whom the school receives top-up funding and pupils looked after prior to adoption. Re-order and numbering of rows within the table</li> <li>▪ Table 10 <ul style="list-style-type: none"> <li>○ all those aged 2 at 31 December 2013 included in first row of the table, not just those with SEN</li> <li>○ cells renumbered to be sequential</li> <li>○ business rule B34 amended as 2 years are now entitled to a maximum of 15 rather than 12.5 funded hours</li> </ul> </li> <li>▪ Tables 15 and 16 – new business rules introduced for these tables: D3a to D7a and D3b to D7b respectively</li> <li>▪ Table 18 – the word old has been removed from the heading to make it consistent with other headings</li> <li>▪ Table 17 – CBDS references for &lt;AttendanceReason&gt; updated from 100481 to 100518 in business rules E5 and E7 to reflect the change approved in CBDS RFC 618 – the removal of code F – extended family holiday authorised by the school. Code F remains included in the business rules</li> </ul>	<p>Gill Turner 14 June 2013</p>
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	<p>for those suppliers who were unable to remove it due to the late notice of the change by the Department. Schools will be advised to use code H rather than code F and any code Fs that are returned in the Census will be re-coded as code H by the Department.</p> <ul style="list-style-type: none"> <li>Table 18 - CBDS references for &lt;AttendanceReason&gt; updated from 100481 to 100518 in business rule E9a.</li> </ul>	
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# 1. Introduction

This specification is for the 2014 Summer School Census school summary report which is designed to provide key school level information from the pupil and school level modules in the return in an easy to read format.

From 2014 the School Census includes pupil referral units (PRUs) and so all references to schools in this document should be regarded as referring to PRUs as well.

The school summary report should be generated automatically by MIS software. It fulfils a number of purposes:

- to allow school staff preparing the return to check its accuracy and completeness before passing it to the head teacher
- to allow the head teacher authorising the return to check its accuracy and completeness before submitting the return to the local authority or the Department as appropriate
- where the summary is forwarded to the local authority, it enables them to check the return from the school
- provides the Department with assurance that the return has been subject to plausibility checking by the school and, where appropriate, the local authority
- to allow the head teacher to keep track of absence figures - particularly persistent absentees.

Content, but not format changes from the 2013 School Summary Report technical specification have been highlighted in yellow and deletions struck through.

## 2. Presentation

Section 3 of this document specifies the format and content for the school summary report for the 2014 Summer School Census together with the business rules for calculating the numbers in the cells of each table. The school summary report must use the School Census extract file. The data is presented as a series of tables e.g. Table 1 - School Characteristics.

XML tags and CBDS numbers have been used in the business rules to identify the data items. Square bracketed numbers e.g. [A5] have been included in the tables in Section 3 to provide a cross-reference to the business rules. The bracketed numbers should not appear in the summary report itself.

Some of the tables do not apply to all schools within the scope of the School Census. Notes under each table indicate which schools, using the CBDS data item <Phase> (200638), each table applies to. For those schools that a whole table does not apply, the summary report should generate the heading of the table and the text provided beneath the table which explains the phases of schools to which the table does or does not apply. For example, for schools with a phase of NS the following should be generated for Table 5:

Table 5: Pupils on roll by ethnic group – aged 5 years and over at 31/08/2013 by each ethnicity code

Table 5 does not apply to schools with phase of NS (nursery).

Any other text given below a table should not be generated for any school to which the whole table does not apply.

Some of the rows within tables apply only to a sub-set of schools. Notes against the business rules indicate if there are particular phases of school for which these rows should or should not be generated within a table. For example, in Table 1 provision for child mothers, number of teen mother places and provision for childcare only apply to schools with a phase of PR. This is stated in the business rules for Table 1 and the three rows within the table that correspond to these data items should only be generated for schools with a phase of PR.

The table for admission and infant admission appeals has been split into two separate tables (Tables 19 and 20) for greater clarity and ease of presentation.

Previously for classes as taught, three different versions of the table were specified for different phases of schools. These have now been split into separate tables, one for each phase, and an extra table added for all-through school and so these have now been presented as separate tables – Tables 21 to 24.

The business rules have not been given for every cell in the tables to keep the number down to a minimum. Where there are cells containing the same information for different categories, the rule has been given in the first cell for the first category and will need to be adapted for the other categories. For example in Table 2, rule [B1] has been given for the number of full-time male pupils aged 19 and over and this will need to be adapted to give the rules for the total of full-time male pupils for each age shown.

All references to pupils' age are as at 31 August 2013 unless otherwise stated.

There is a summary line at the top of the school summary report that shows the number of errors and queries present in the data. This is equivalent to running the validation rules as shown in the 2014 Spring School Census Business and Technical Specification and displaying the totals. Those suppliers using the XSLT components supplied by the Department will be able to use the validation modules to generate this total and display it at the beginning of the summary report. The two variables [Error Count] and [Query count] refer to these totals and are not defined in the business rules.

# 3. Summary Report

## Table 1: School Characteristics

### Output

There are [Error Count] errors and [Query Count] queries.

### Table 1: School Characteristics

Summary for [School Name]:	[A1]
LA Code:	[A2]
Establishment Number:	[A3]
School Address and Postcode:	[A4]
Telephone Number:	[A5]
Email Address:	[A6]
Phase:	[A7]
Type:	[A8]
Governance:	[A9]
Intake Type:	[A10]
Lowest National Curriculum Year Group:	[A14]
Highest National Curriculum Year Group:	[A15]
Provision for child mothers:	[A16]
Number of teen mother places:	[A17]
Provision for childcare:	[A18]

## Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
A1	<SchoolName> (200039)	
A2	<LEA> (200001)	
A3	<Estab> (200636)	
A4	<SAON> (200089), <PAON> (200090), <Street> (200091), <Locality> (200092), <Town> (200093), <AdministrativeArea> (200094), <PostTown> (200095) and <PostCode> (200096) OR <AddressLine1> (200101), <AddressLine2> (200102), <AddressLine3> (200103), <AddressLine4> (200104), <AddressLine5> (200105) and <PostCode> (200096)	
A5	<PhoneNo> (200118)	
A6	<Email> (200022)	
A7	<Phase> (200638)	
A8	<SchoolType> (200632)	
A9	<Governance> (200015)	
A10	<Intake> (200014)	
A14	<LowestNCyear> (200012)	
A15	<HighestNCyear> (200013)	
A16	<ChildMothers> (200023)	Only for <Phase> (200638) = PR
A17	<TeenMotherPlaces> (200354)	Only for <Phase> (200638) = PR
A18	<ChildcarePlaces> (200024)	Only for <Phase> (200638) = PR

## Table 2: Pupils on roll by age and gender

### Output

**Table 2: Pupils on roll by age and gender**

		Number of pupils						
Age as at 31 August 2013	Date of Birth	Full-time			Part-time			All
		Male	Female	Total	Male	Female	Total	Total
19 or over	31/08/94 or earlier	[B1]	[B2]	[B3]	[B4]	[B5]	[B6]	[B7]
18	01/09/94 - 31/08/95							
17	01/09/95 - 31/08/96							
16	01/09/96 - 31/08/97							
15	01/09/97 - 31/08/98							
14	01/09/98 - 31/08/99							
13	01/09/99 - 31/08/00							
12	01/09/00 - 31/08/01							
11	01/09/01 - 31/08/02							
10	01/09/02 - 31/08/03							
9	01/09/03 - 31/08/04							
8	01/09/04 - 31/08/05							
7	01/09/05 - 31/08/06							
6	01/09/06 - 31/08/07							
5	01/09/07 - 31/08/08							
4 (8 - 11 months)	01/09/08 - 31/12/08							
4 (5 - 7 months)	01/01/09 - 31/03/09							
4 (0 - 4 months)	01/04/09 - 31/08/09							
3 (8 - 11 months)	01/09/09 - 31/12/09							
3 (5 - 7 months)	01/01/10 - 31/03/10							
3 (0 - 4 months)	01/04/10 - 31/08/10							
2 or under	01/09/10 or later							
Total number of pupils		[B8]	[B9]	[B10]	[B11]	[B12]	[B13]	[B14]
Aged 16 and over	31/08/97 or earlier	[B1]	[B2]	[B3]	[B4]	[B5]	[B6]	[B7]
Aged 11 to 15	01/09/97 – 31/08/02							
Aged 5 to 10	01/09/02 – 31/08/08							
Aged under 5	01/09/08 - 31/08/11							

## Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B1	Count pupils on roll where <Gender> (100008) = M and <PartTime> (100065) = false and <DOB> (100007) is between the date ranges shown e.g. before 01/09/1994 for those aged 19 or over and between 01/09/1994 and 31/08/1995 (inclusive) for those aged 18 as at 31/08/2013	
B2	Count pupils on roll where <Gender> (100008) = F and <PartTime> (100065) = false and <DOB> (100007) is between the date ranges shown e.g. before 01/09/1994 for those aged 19 or over and between 01/09/1994 and 31/08/1995 (inclusive) for those aged 18 as at 31/08/2013	
B3	B1 + B2	
B4	Count pupils on roll where <Gender> (100008) = M and <PartTime> (100065) = true and <DOB> (100007) is between the date ranges shown e.g. before 01/09/1994 for those aged 19 or over and between 01/09/1994 and 31/08/1995 (inclusive) for those aged 18 as at 31/08/2013	
B5	Count pupils on roll where <Gender> (100008) = F and <PartTime> (100065) = true and <DOB> (100007) is between the date ranges shown e.g. before 01/09/1994 for those aged 19 or over and between 01/09/1994 and 31/08/1995 (inclusive) for those aged 18 as at 31/08/2013	
B6	B4 + B5	
B7	B3 + B6	
B8	Count pupils on roll where <Gender> (100008) = M and <PartTime> = false	
B9	Count pupils on roll where <Gender> (100008) = F and <PartTime> = false	
B10	Count all pupils on roll where <PartTime> (100065) = false	
B11	Count pupils on roll where <Gender> (100008) = M and <PartTime> = true	
B12	Count pupils on roll where <Gender> (100008) = F and <PartTime> = true	
B13	Count all pupils on roll where <PartTime> (100065) = true	
B14	Count all pupils on roll [should be equal to [B10] where <PartTime> (100065) = false plus [B13] where <PartTime> (100065) = true]	

## Table 3: Pupils on roll in each national curriculum year group

### Output

**Table 3: Pupils on roll in each national curriculum year group**

NC Year Group	Number of pupils
14	[B8]
13	
12	
11	
10	
9	
8	
7	
6	
5	
4	
3	
2	
1	
R	
N2	
N1	
X (NC Year Group not applicable)	
Total	[B9]

## Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B8	Count all pupils on roll where NCyearActual (100068)=14 etc	
B9	Count all pupils on roll [should be equal to NCyearActual (100068)=14 plus 100068=13 etc to 100068=X]	

## Table 4: Pupils whose national curriculum year group is different from that expected for their date of birth

### Output

**Table 4: Pupils whose national curriculum year group is different from that expected for their date of birth**

National Curriculum Year Group	Number of pupils
[B10]	[B11]

## Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B10	<NCyearActual> (100068) – code values as shown in Table 3	
B11	For all values of <NCyearActual> (100068) between 1 and 14, count all pupils on roll where (age at 31/08/2013 minus 4) not = <NCyearActual> (100068) If <NCyearActual> (100068) = N1, count all pupils where age at 31/08/2013 is not between 0 and 4 inclusive If <NCyearActual> (100068) = N2, count all pupils where age at 31/08/2013 is not between 0 and 4 inclusive If <NCyearActual> (100068) = R, count all pupils where age at 31/08/2013 is not between 3 and 5 inclusive	

## Table 5: Pupils on roll by ethnic group – aged 5 years and over at 31/08/2013 by each ethnicity code

### Output

#### Table 5: Pupils on roll by ethnic group – aged 5 years and over at 31/08/2013 by each ethnicity code

This table does not apply to the Summer Census as ethnicity data is only collected in the Spring Census.

## Table 6: Pupils on roll by their first language – aged 5 years and over at 31/8/2013

### Output

#### Table 6: Pupils on roll by their first language – aged 5 years and over at 31/8/2013

Language Code	Description	Number of pupils
[B15]	[B16]	[B17]

Table 6 does not apply to schools with phase of NS (nursery).

### Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B15	<Language> (100047) – code values from codeset D00011	
B16	<Language> (100319) – descriptions from codeset D00011	
B17	Count of pupils on roll aged 5 and over <DOB> (100007) is before 01/09/2008) for each <Language> (100319) code	

## Table 7: Pupils on roll by enrolment status

### Output

**Table 7: Pupils on roll by enrolment status**

Enrolment status	Number of pupils
Current (single registration at this school) (C)	[B20]
Current Main (dual registration) (M)	[B21]
Current Subsidiary (dual registration) (S)	[B22]
Number of dually registered pupils (Total M and Total S)	[B23]
FE College (F)	[B23a]
Other Provider (O)	[B23b]
Total number of pupils (should match total in Table 2)	[B23c]
Total number of pupils (should match total in Table 2)	[B23d]

### Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B20	Count of pupils on roll where <EnrolStatus> (100060) = C	
B21	Count of pupils on roll where <EnrolStatus> (100060) = M	
B22	Count of pupils on roll where <EnrolStatus> (100060) = S	
B23	Count of pupils on roll where <EnrolStatus> (100060) = M or S	
B23a	Count of pupils on roll where <EnrolStatus> (100060) = F	Only for <Phase> (200638) = PR
B23b	Count of pupils on roll where <EnrolStatus> (100060) = O	Only for <Phase> (200638) = PR
B23c	B20 + B21 + B22 + B23	All <Phase> (200628) not = PR
B23d	B20 + B21 + B22 + B23 + B23a + B23b	Only for <Phase> (200638) = PR

## Table 8: Specific types of pupils on roll

### Output

**Table 8: Specific types of pupils on roll**

Pupils on roll	Number of pupils
Boarders	[B24]
Pupils for whom the school receives top-up funding	[B26]
Pupils adopted from care – includes children ceased to be looked after through adoption, special guardianship or residence order	[B26a]
Eligible for Free School Meals on Census Day	[B27]
Pupils eligible for Free School Meals at any point since the last Census Day (Includes those eligible on Census Day)	[B27a]

### Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B24	Count of pupils on roll where <Boarder> (100067) is present and not equal to N	
B26	Count of pupils with <TopUpFunding> (100511) = 1 or true	
B26a	Count of pupils with <AdoptedFromCare> (100512) = A, G or R	
B27	Count of pupils on roll where <FSMstartDate> (100484) is on or before Census Day and <FSMendDate> (100485) is on Census Day or not present	
B27a	Count of pupils on roll where <FSMstartDate> (100484) or <FSMendDate> (100485) is present	

## Table 9: Pupils on roll aged 12 years or over at 31/08/2013 with Youth Support Services Agreement

### Output

**Table 9: Pupils on roll aged 12 years or over at 31/08/2013 with Youth Support Services Agreement**

Youth Support Services Agreement	Number of pupils
Permission has been given by the parent or guardian	[B28]
Parent or guardian has refused permission	[B29]
Unsought - school has not yet sent out Privacy Notices (Data cannot be shared with Youth Support Services)	[B30]
Sought, No Reply - School has sent out Privacy Notices, but has received no reply from parent or guardian (Data can be shared with Youth Support Services)	[B31]

Table 9 does not apply to schools with phase of NS or PS (nursery or primary).

### Business rules

Applies to schools with <Phase> (200638) = MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B28	Count of pupils on roll where <YSSA> (100488) = Yes and <DOB> (100007) is on or before 31/08/2001	
B29	Count of pupils on roll where <YSSA> (100488) = No and <DOB> (100007) is on or before 31/08/2001	
B30	Count of pupils on roll where <YSSA> (100488) = UNS and <DOB> (100007) is on or before 31/08/2001	
B31	Count of pupils on roll where <YSSA> (100488) = SNR and <DOB> (100007) is on or before 31/08/2001	

## Table 10: Pupils on roll aged 2, 3 and 4 years who are eligible for the early years block of the Dedicated Schools Grant

### Output

**Table 10: Pupils on roll aged 2, 3 and 4 years who are eligible for the early years block of the Dedicated Schools Grant**

Age	Number of pupils with zero Funded Hours	Number of pupils with positive Funded Hours	Maximum Permissible Funded Hours	Actual Number of Funded Hours	Number of Hours at Setting
Aged 2 years at 31 March 2014 (i.e. pupils born between 01/04/2011 and 31/03/2012)	[B32]	[B33]	[B34]	[B35]	[B36]
Aged 2 years at 31 December 2013 but 3 by 31 March 2014 (i.e. pupils born between 01/12/2010 and 31/03/2011) (Rising 3's)	[B37]	[B38]	[B39]	[B40]	[B41]
Aged 3 years at 31 August 2013 (i.e. pupils born between 01/09/2009 and 31/08/2010)	[B42]	[B43]	[B44]	[B45]	[B46]
Aged 4 years at 31 August 2013 (i.e. pupils born between 01/09/2008 and 31/08/2009)	[B47]	[B48]	[B49]	[B50]	[B51]

Table 10 does not apply to non-maintained special schools (phase of SP and governance of NM) or city technology colleges (School Type = 47).

Please note that Table 2 provides details of pupils on roll by age. Table 10 only provides the number of pupils who are eligible for the early years block of the Dedicated Schools Grant. The Dedicated Schools Grant funding is allocated by local authorities and it is their responsibility to decide how to distribute this funding to schools.

## Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Does not apply to schools with <SchoolType> (200632) = 47 (CTC) OR schools with <Phase> (200638) = SP AND <Governance> (200015) = NM (non-maintained special school)

Rule Number	Rule specification	Notes
B32	Count of pupils on roll where <FundedHours> (100290) is equal to 0 and <DOB> (100007) between 01/04/2011 and 31/03/2012	
B33	Count of pupils on roll where <FundedHours> (100290) is greater than 0 and <DOB> (100007) between 01/04/2011 and 31/03/2012	
B34	B33*15	
B35	Sum of <FundedHours> (100290) for each pupil on roll where <DOB> (100007) is between 01/04/2011 and 31/03/2012	
B36	Sum of <HoursAtSetting> (100291) for each pupil on roll where <DOB> (100007) is between 01/04/2011 and 31/03/2012	
B37	Count of pupils on roll where <FundedHours> (100290) is equal to 0 and <DOB> (100007) is between 01/09/2010 and 31/03/2011	
B38	Count of pupils on roll where <FundedHours> (100290) is greater than 0 and <DOB> (100007) between 01/09/2010 and 31/03/2011	
B39	B37*15	
B40	Sum of <FundedHours> (100290) for each pupil on roll and <DOB> (100007) is between 01/09/2010 and 31/03/2011	
B41	Sum of <HoursAtSetting> (100291) for each pupil on roll and <DOB> (100007) is between 01/09/2010 and 31/03/2011	
B42	Count of pupils on roll where <FundedHours> (100290) is equal to 0 and <DOB> (100007) is between 01/09/2009 and 31/08/2010	
B43	Count of pupils on roll where <FundedHours> (100290) is greater than 0 and <DOB> (100007) is between 01/09/2009 and 31/08/2010	
B44	B42*15	
B45	Sum of <FundedHours> (100290) for each pupil on roll and where <DOB> (100007) is between 01/09/2009 and 31/08/2010	
B46	Sum of <HoursAtSetting> (100291) for each pupil on roll and where <DOB> (100007) is between 01/09/2009 and 31/08/2010	

B47	Count of pupils on roll where <FundedHours> (100290) is equal to 0 and <DOB> (100007) is between 01/09/2008 and 31/08/2009	
B48	Count of pupils on roll where <FundedHours> (100290) is greater than 0 and <DOB> (100007) is between 01/09/2008 and 31/08/2009	
B49	B47*25	
B50	Sum of <FundedHours> (100290) for each pupil on roll and where <DOB> (100007) is between 01/09/2008 and 31/08/2009	
B51	Sum of <HoursAtSetting> (100291) for each pupil on roll and where <DOB> (100007) is between 01/09/2008 and 31/08/2009	

**Table 11: Bursary funding awarded to all 16-19 year olds since the beginning of the current academic year (i.e. 01/08/2013)**

### Output

**Table 11: Bursary funding awarded to all 16-19 year olds since the beginning of the current academic year (i.e. 01/08/2013)**

Description	Number of Pupils
Awarded a Vulnerable Group Bursary	[B52]
Awarded a Discretionary Bursary	[B53]
Awarded both a Vulnerable Group and Discretionary Bursary	[B54]
Total number of pupils awarded one or more bursaries	[B55]

Table 11 does not apply to schools with phase of NS, MP or PS (nursery, middle deemed primary or primary).

## Business rules

Applies to schools with <Phase> (200638) = MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
B52	Count of on and off roll records for pupils where <SupportCode> (100491) is equal to 55 and <DOB> (100007) is between 01/09/1993 and 31/08/1997	
B53	Count of on and off roll records for pupils where <SupportCode> (100491) is equal to 56 and <DOB> (100007) is between 01/09/1993 and 31/08/1997	
B54	Count of on and off roll records for pupils where <SupportCode> (100491) is equal to 55 and 56 and <DOB> (100007) is between 01/09/1992 and 31/08/1996	
B55	$B52 + B53 - B54$	

## Table 12: Pupils on roll with SEN provision

### Output

**Table 12: Pupils on roll with SEN provision**

SEN Provision	Number of pupils
Provision Type A = School Action or Early Years Action	[C1]
Provision Type P = School Action Plus or Early Years Action Plus	[C2]
Total number of SEN pupils without statement (i.e. Total number of pupils with SEN A or P)	[C3]
Provision Type S = Statement	[C4]
Total number Pupils with SEN (i.e. Total number of pupils with SEN A, P or S)	[C5]
No Special Educational Need	[C6]

### Business rules

Applies to schools with <Phase> (200638) = NS, PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
C1	Count of pupils where <SENprovision> (100472) = A	
C2	Count of pupils where <SENprovision> (100472) = P	
C3	Count of pupils where <SENprovision> (100472) = A or P	
C4	Count of pupils where <SENprovision> (100472) = S	
C5	Count of pupils where <SENprovision> (100472) = A, P or S	
C6	Count of pupils where <SENprovision> (100472) = N	

## Table 13: SEN need type for pupils on roll with SEN provision P or S

### Output

#### Table 13: SEN need type for pupils on roll with SEN provision P or S

This table does not apply to the Summer Census as Pupil SEN Type is only collected in the Spring Census.

## Table 14: Number of fixed period exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)

### Output

#### Table 14: Number of fixed period exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)

Reason for fixed period exclusion		Number of exclusions
[D1]	[D2]	[D3]
Fixed Period Exclusions		Number of exclusions
In Care pupils		[D4]
Pupils with SEN provision A School Action or Early Years Action		[D5]
Pupils with SEN provision P School Action Plus or Early Years Action Plus		[D6]
Pupils with SEN provision S Statement		[D7]

Table 14 does not apply to schools with phase of NS (nursery).

## Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
D1	<Reason> (100088) - code values from codeset D00024	
D2	<Reason> (100088) – descriptions from codeset D00024	
D3	Number of exclusions with <Category> (100087) = FIXD and <Reason> (100088) = PP, etc	
D4	Number of exclusions with <Category> (100087) = FIXD and for pupils with <InCare> (100038) = true	
D5	Number of exclusions with <Category> (100087) = FIXD and for pupils with <SENprovision> (100472) = A	
D6	Number of exclusions with <Category> (100087) = FIXD and for pupils with <SENprovision> (100472) = P	
D7	Number of exclusions with <Category> 100087 = FIXD and for pupils with <SENprovision> (100472) = S	

## Table 15: Number of permanent exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)

### Output

**Table 15: Number of permanent exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)**

Reason for permanent exclusion		Number of exclusions
[D1]	[D2]	[D3a]
Permanent Exclusions		Number of exclusions
In Care pupils		[D4a]
Pupils with SEN provision A School Action or Early Years Action		[D5a]
Pupils with SEN provision P School Action Plus or Early Years Action Plus		[D6a]
Pupils with SEN provision S Statement		[D7a]

Table 15 does not apply to schools with phase of NS (nursery).

### Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
D1	<Reason> (100088) - code values from codeset D00024	
D2	<Reason> (100088) – descriptions from codeset D00024	
D3a	Number of exclusions with <Category> (100087) = PERM <Reason> (100088) = PP, etc	
D4a	Number of exclusions with <Category> (100087) = PERM and for pupils with <InCare> (100038) = true	
D5a	Number of exclusions with <Category> (100087) = PERM and for pupils with <SENprovision> (100472) = A	
D6a	Number of exclusions with <Category> (100087) = PERM and for pupils with <SENprovision> (100472) = P	
D7a	Number of exclusions with <Category> 100087 = PERM and for pupils with <SENprovision> (100472) = S	

## Table 16: Number of lunchtime exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)

### Output

**Table 16: Number of lunchtime exclusions by reason, in care and SEN provision in the 2013 autumn term (terms 1 and 2)**

Reason for lunchtime exclusion		Number of exclusions
[D1]	[D2]	[D3b]
Lunchtime Exclusions		Number of exclusions
In Care pupils		[D4b]
Pupils with SEN provision A School Action or Early Years Action		[D5b]
Pupils with SEN provision P School Action Plus or Early Years Action Plus		[D6b]
Pupils with SEN provision S Statement		[D7b]

Table 16 does not apply to schools with phase of NS (nursery).

### Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT, SP or PR

Rule Number	Rule specification	Notes
D1	<Reason> (100088) - code values from codeset D00024	
D2	<Reason> (100088) – descriptions from codeset D00024	
D3b	Number of exclusions with <Category> (100087) = LNCH <Reason> (100088) = PP, etc	
D4b	Number of exclusions with <Category> (100087) = LNCH and for pupils with <InCare> (100038) = true	
D5b	Number of exclusions with <Category> (100087) = LNCH and for pupils with <SENprovision> (100472) = A	
D6b	Number of exclusions with <Category> (100087) = LNCH and for pupils with <SENprovision> (100472) = P	
D7b	Number of exclusions with <Category> 100087 = LNCH and for pupils with <SENprovision> (100472) = S	

## Table 17: Attendance information for the 2014 spring term (terms 3 and 4) for all pupils aged between 5 and 15 years as at 31/08/2013

### Output

#### Table 17: Attendance information for the 2014 spring term (terms 3 and 4) for all pupils aged between 5 and 15 years as at 31/08/2013

Number of pupils on roll for at least one session in the 2013 autumn term	[E1]
Number of pupils with at least one absence in the 2013 autumn term	[E2]
Percentage of pupils with at least one absence in the 2013 autumn term	[E3]
<b>Total sessions possible for all pupils</b>	[E4]
Total sessions missed due to Authorised Absence for all pupils	[E5]
Total sessions missed due to Unauthorised Absence for all pupils	[E7]
<b>Total sessions missed due to Overall (Authorised plus Unauthorised) Absence for all pupils</b>	[E9]
Authorised absence as percentage of total sessions possible	[E6]
Unauthorised absence as percentage of total sessions possible	[E8]
<b>Overall (Authorised plus Unauthorised) absence as percentage of total session possible</b>	[E10]

Warning Messages	
Overall (Authorised plus Unauthorised) absence rate in term is high (i.e. greater than 5%)	[E17]
Number of pupils who have missed 14 sessions and whose absence may need to be tracked	[E19]

Table 17 does not apply to schools with phase of NS (nursery) or SP (special).

Attendance information is not collected for boarding pupils. Information in Table 17 includes those pupils on roll on Census Day and those who are no longer at the school but who attended at least one session during the term covered.

## Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT or PR

Rule Number	Rule specification	Notes
E1	Count cases of on and off roll records for pupils where <SessionsPossible> (100228) > 0 and <DOB> (100007) to derive age >= 5 and age <= 15 as at 31/08/2013 and <Boarder> (100067) = "N" or not present - set these pupil records as scope.	
E2	Where age >= 5 and age <= 15 and <Boarder> (100067) is "N" or not present, count cases of on and off roll records for pupils where one of <SessionsAuthorised> (100230), <SessionsUnauthorised> (100231) or <AbsenceSessions> (100233) are greater than zero	
E3	$(E2/E1)*100$	
E4	Where age >= 5 and age <= 15 and <Boarder> (100067) is "N" or not present, SUM(<SessionsPossible> (100228))	
E5	Where age >= 5 and age <= 15 and <Boarder> (100067) is "N" or not present for each on and off roll records for pupils, IF (E2>0) THEN a1 = SUM(<AttendanceReason> (100518) codes I, M, R, S, T, H, F, E, C) ELSE a1 = <SessionsAuthorised> (100230). E5 = SUM (a1)	
E6	$(E5/E4)*100$ (to 2 decimal places)	
E7	Where age >= 5 and age <= 15 and <Boarder> (100067) is "N" or not present for each on and off roll records for pupils, IF (E2>0) THEN b1 = SUM(<AttendanceReason> (100518) codes G, U, O, N) ELSE b1 = <SessionsUnauthorised> (100231) E7 = SUM (b1).	
E8	$(E7/E4)*100$ (to 2 decimal places)	
E9	$E5 + E7$	
E10	$(E9/E4)*100$ (to 2 decimal places)	
E17	IF (E10>4) set to "Warning - check", else "OK"	
E19	Count of pupils where the sum of <SessionsAuthorised> (100230) and <SessionsUnauthorised> (100231) or <AbsenceSessions> (100233) is >= 12	

## Table 18: Attendance information for the 2014 spring term (terms 3 and 4) for all pupils aged 4 years as at 31/08/2013

### Output

#### Table 18: Attendance information for the 2013 autumn term (terms 1 and 2) for all pupils aged 4 years as at 31/08/2013

Number of 4 year old pupils on roll for at least one session in the 2013 autumn term	[E1a]
Number of 4 year old pupils with at least one absence in the 2013 autumn term	[E2a]
Percentage of 4 year old pupils with at least one absence in the 2013 autumn term	[E3a]
Total sessions possible for all 4 year old pupils	[E4a]
Total sessions missed due to overall absence for all 4 year old pupils	[E9a]
Overall absence as percentage of total sessions possible	[E10a]

Table 18 does not apply to schools with phase of NS (nursery) or SP (special).

Attendance information is not collected for boarding pupils. Information in Table 18 includes those pupils on roll on Census Day and those who are no longer at the school but who attended at least one session during the term covered.

Pupils aged 4 are of non-compulsory school age and so the concept of “unauthorised” absence does not apply to them. No distinction is therefore made between unauthorised and authorised absence in Table 18. Schools are not obliged to use individual attendance codes for these pupils. If they do not wish to use the codes they should provide the total number of absences by recording them as authorised. Absences reported this way will be recorded as overall absence. Although it is not anticipated that individual attendance codes for authorised absence will be used for these pupils, the codes (G, U, O and N) have been included in the business rules for completeness.

## Business rules

Applies to schools with <Phase> (200638) = PS, MP, MS, SS, AT or PR

Rule Number	Rule specification	Notes
E1a	Count cases of on and off roll records for pupils where <SessionsPossible> (100228) >0 and <DOB> (100007) to derive age = 4 as at 31/08/2013 and <Boarder> (100067) is "N" or not present - set these pupil records as scope.	
E2a	Where age = 4 and <Boarder> (100067) is "N" or not present count cases of on and off roll records for pupils where one of <SessionsAuthorised> (100230) or <AbsenceSessions> (100233) are greater than zero	
E3a	$(E2a/E1a)*100$	
E4a	Where age = 4 and <Boarder> (100067) is "N" or not present $SUM(<SessionsPossible> (100228))$	
E9a	Where age = 4 and <Boarder> (100067) is "N" or not present for each on and off roll records for pupils, IF (E2>0) THEN a1 = $SUM(<AttendanceReason> (100518) \text{ codes I, M, R, S, T, H, F, E, C, G, U, O, N})$ ELSE a1 = <SessionsAuthorised> (100230) E9a = $SUM(a1)$ .	
E10a	$(E9a/E4a)*100$ (to 2 decimal places)	

## Table 19: Admission appeals

### Output

This table does not apply to the Summer Census as admission appeals data is only collected in the Spring Census.

## Table 20: Infant admission appeals

### Output

This table does not apply to the Summer Census as infant admission appeals data is only collected in the Spring Census.

## **Table 21: Classes as taught at the school's selected time – primary**

### **Output**

This table does not apply to the Summer Census as class information is only collected in the Spring Census.

## **Table 22: Classes as taught at the school's selected time – middle**

### **Output**

This table does not apply to the Summer Census as class information is only collected in the Spring Census.

## **Table 23: Classes as taught at the school's selected time – secondary**

### **Output**

This table does not apply to the Summer Census as class information is only collected in the Spring Census.

## **Table 24: Classes as taught at the school's selected time – all-through**

### **Output**

This table does not apply to the Summer Census as class information is only collected in the Spring Census.

## **Table 25: Pupil reconciliation**

### **Output**

This table does not apply to the Summer Census as pupil reconciliation only applies to the Spring Census.



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