

School Census Newsletter

School Census Day

Thursday 15 January 2026

1 week until Census Day

The Spring school census is one week away, please see the information below with preparations to get you ready for Census Day.

SLN Staffordshire Learning net

All our school census guidance notes are on the Staffordshire learning net for you to access, please check that you have access to this. To reset your password, please select the reset option on the homepage.

[SLN Website link - January Census - Staffordshire County Council](#)

What time to run your census

Details are required of all classes running at a selected time on spring census day. The selected period is based on the last digit of a schools' DfE establishment number as follows:

- 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 before the start of morning school

Dual Registration

Where a pupil is dual registered, they will be included in the school census for both schools, there are two types of enrolment status that **must** be recorded, in combination on the school census.

M Main dual registration by one establishment, and
S Subsidiary dual registration by the other establishment

The two schools must liaise to agree which is the 'Main' and which is the 'Subsidiary' base.

If the two schools generate the same enrolment status this will create a 'conflict' on the school census which must be corrected before the school census is approved.

****Please ensure you run your COLLECT reports regularly through the census period to check for conflicts if you have any dual registration students/pupils****

Management Information Systems – Filesets and Patches

School should contact their MIS supplier to ensure they have the most up to date file set imported and any patches applied.

Legal and Known As Names

When a school receives a request to change either a 'Legal name' or 'Known as name' they must confirm with all individuals with parental responsibility that they agree with the change. Any request to change a child's details on a school management information system should be supported with evidence of relevant consent or documentation

Temporary UPNs

Every child on the School Census should have an allocated permanent UPN.

The formula for temporary UPNs is identical to that for permanent UPNs, except that characters 11-13 are a two-digit serial number plus a letter, rather than a three-digit serial number, for example, X001800017**01A**.

Temporary UPNs should be replaced immediately once the valid UPN is known with the temporary UPN being reported in the 'former UPN' field.

Notepad entries

When your school census return has been submitted, COLLECT will run a series of validation checks against the data. It will highlight any errors or queries in red against the relevant data item. **It is the school's responsibility** to add a note to the return which matches the DfE list of acceptable notepad entries for all errors and queries that are not resolved.

The DfE list of acceptable notepad entries can be found on the Staffordshire Learning Net.

Support in identifying your errors/queries and adding a notepad entry can be found in the additional guidance section of the Staffordshire Learning Net.

****Please ensure all notepad entries are added before submitting your census return****

Sex

We (mandatory) require data on sex for all pupils. For census purposes, 'sex' is the sex of a person as recognised in law. Please ensure you record the correct Sex for each of your students for the January 2026 School census

- F - female
- M - male

Important Collection Dates

Attendance Collection Period:

Ages 4 to 15 as at 31/08/2025

Collection period for Attendance in this census is **01/09/2025 – 31/12/2025**.

Exclusions Period:

Collection period for Exclusions in this census is **21/04/2025 – 31/12/2025**.

Alternative Provision Period:

Collection period for Alternative Provision in this census is **02/10/2025 – 15/01/2026**.

FSM Period:

Collection period for FSM in this census is **03/10/2025 and 15/01/2026 (Inclusive)**

Early Years Maintained

Remember this is only if there is a nursery child at your setting, that has an EHCP

Please ensure that you are only recording pupils on SIMS or other management system (and therefore your Census return) if they are attending an LA designated nursery class **and have an EHCP**. You should not record any pupils solely attending a private setting on school grounds. If you are in any doubt about which pupils to record on your return, please email the Schools Data Team at schools.capitadatateam@staffordshire.gov.uk.

Early Years ACADEMIES ONLY

All early year's pupils attending early years provision led by an academy must be recorded as registered pupils of the school and must be recorded on the school census.

Early Years – Expanded Hours

Expanded hours has been amended to allow up to **30 hours** to be claimed, following the policy change from **September 2025**.