

# School Census Newsletter

## School Census Day

Thursday 2<sup>nd</sup> October 2025

1 week until Census Day – Autumn 2025

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

### Management Information Systems – File sets and Patches

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

### 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\*\***

### 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.

For further information, a full briefing paper is available on the Staffordshire Learning Net [Name Changes - Staffordshire County Council](#)

### 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\*\***

### Important Collection Dates

#### Attendance Collection Period:

Ages 4 to 15 as at 31/08/2024

Collection period for Attendance in this census is **21/04/2025 – 31/07/2025**.

#### Exclusions Period:

Collection period for Exclusions in this census is **01/01/2025 – 31/07/2025**.

#### Alternative Provision Period:

Collection period for Alternative Provision in this census is **15/05/2025 – 02/10/2025**.

#### FSM Period:

Started on or before 02/10/2025, where the Free School Meal end date is either not present or between **16/05/2025 and 02/10/2025 (Inclusive)**