

School Census Newsletter

School Census Day

Thursday 15 May 2025

2 week until Census Day – Summer 2025

The Summer school census is two weeks away, please see the information below with preparations to get you ready for Census Day.

Management Information Systems – File set and Patches

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

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 May 2025 School census

- F - female
- M - male

Learning and funding monitoring (FAM)

All schools (except nursery) with appropriate year groups or age ranges need to provide this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year.

For the 2024 to 2025 academic year, it will identify pupils:

- in receipt of tutoring
- resitting or retaking up to one year of 16 to 19 funded provisions
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There is no action required by schools where none of these attributes applies to the pupil.

These data items are linked to individual pupil records within MIS, may be implemented and named in different ways. We recommend you consult your MIS guidance for further information.

Exclusions

Suspensions and Permanent Exclusions

- Check your pupil/student suspension data for the period **01/08/2024 – 20/04/2025** to ensure all suspensions/exclusions have been recorded. correctly.

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

[May Census - Staffordshire County Council](#)

Further guidance and date Items on the Dfe website

Further data items and guidance can be found on the Dfe website for the May 2025 census located here [Complete the school census - Data items 2024 to 2025 - Guidance - GOV.UK](#)