

School Census Newsletter

School Census Day

Thursday 02 October 2025

2 weeks until Census Day – October 2025

The Autumn 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.

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**.

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 October 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 2025 to 2026 academic year, it will identify pupils:

- in receipt of tutoring

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.

Learning and funding monitoring (FAM) Code

- Learner funding and monitoring (FAM) code:
The linking code set CS130 has been created to record English and maths minimum hours.
The linking code set CS117 has been updated to record English and maths minimum hours.

Exclusions

Suspensions and Permanent Exclusions

- Check your pupil/student suspension data for the period **01/01/2025 – 31/07/2025** to ensure all suspensions/exclusions have been recorded. correctly.

Deleted Data Items for 2025/2026

Post 16

- Information about traineeships will be discontinued from autumn 2025.

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

[October census - Staffordshire County Council](#)

Further guidance and data Items on the Dfe website

Further data items and guidance can be found on the Dfe website for the October 2025 census located here [Complete the school census - Data items 2025 to 2026 - Guidance - GOV.UK](#)