

Headteachers Confirmation Sheet May 2025 School Census

**Please return this sheet to the Schools Data Team by
Thursday 22nd May 2025**

Return Methods:

Email to: schools.capitadatateam@staffordshire.gov.uk OR Upload to Perspective Lite

Please complete the form below and ask the Headteacher to check the summary and sign the declaration (there is no need to return the full summary).

DfE Number: _____ **School:** _____

School Census contact name: _____

Headteacher's declaration

Please note that you should thoroughly check the summary report from the School Census return before signing this declaration.

Key items to check are:

- **All notepads have been added to collect and are in the DfE format.**
- **All required COLLECT reports have been run, including duplicates and actioned appropriately.**
- No temporary UPNs should be on your return (these end with a letter and should be replaced with a permanent UPN before submission).
- All enrolment status of pupils have been checked and are correct.
- Post Looked After Children checks have been completed and can confirm all have been included.
- Free School Meals – You can confirm this data is up to date.
- All exclusion data has been entered according to the requirements from the DfE.

I certify that I have actioned the key items above and checked the census summary report and all data in the Summer 2025 School Census is complete and accurate to the best of my knowledge:

Signed: _____

Date: _____