

Census Upload and Checking Service 2024/25

The provision of a census upload and checking service covering all 3 termly school census returns for academies (school workforce census is not included).

For further details email Tracy_James@sandwell.gov.uk or call Tracy James on 07920 751708.

School sends file
to LA via
MOVEit Transfer

LA uploads file to Collect
and performs key checks
and resolves errors

LA approves the return and
monitors and manages the
process up to the close

Key checks performed against LA records:

- ◆ FSM Eligibility
- ◆ Top up / Resourced Provision
- ◆ Suspensions and permanent exclusions
- ◆ Registration Status for Dual Registered pupils
- ◆ Education Health Care Plans are all identified correctly
- ◆ Termly Attendance
- ◆ Admission Appeals
- ◆ Post 16 Student data / learning aims (secondary schools only)
- ◆ Universal Hours / Extended hours and 2YO funding (Infant & Primary only)
- ◆ Early Years Pupil Premium (EYPP) (Infant & Primary only)
- ◆ Disability Access Funding (Infant & Primary only)

Management of the return includes:

- ◆ Resolution of validation queries of return level errors
- ◆ Adding appropriate notepads and supplementary information to Collect
- ◆ Running duplicate reports to resolve issues relating to registration status, failure to resolve duplicates will impact on funding calculations

Notes:

- ◆ The school will be required to set up a Secure Access account for Tracy James to take advantage of this service. Full instructions on this will be provided.
- ◆ The Academy retains responsibility for the accuracy of the census return, the checks listed above should be regarded as additional to the academies own data quality checks.
- ◆ The data files provided to the Local Authority as part of this service will only be used as part of a contract to check the census data and will not be shared with any other party until the data has been authorised by the Department for Education. The data files and details of any checks made will only be retained for the current academic year +1 year in order to answer queries.