

School Census: January 2025

Spring Schools' Census Day is Thursday 16th January 2025

Please submit your data to COLLECT no later than noon on Tuesday 21st January 2025

1 INTRODUCTION

The Schools' Census is a statutory return and an auditable process which informs your budget as well as registering your pupils for end of key stage tests. Schools are responsible for the data they submit. Whereas the LA is able to carry out some validation checks on schools' census data the LA cannot be held responsible for omissions/mistakes made by the school in their census submission. The census summary document which should be sent to the LA is a legal document and must be checked and signed by the headteacher, who is responsible for the accuracy of the census. It is strongly recommended that the summary report is inspected carefully by the school with particular attention paid to those sections that might reveal evidence that some individual pupil data was not entered on to the system prior to generating the return; for example number on roll, free school meal eligibility, funded/extended hours etc. A thorough check of absence data is also highly recommended.

The school census manual for the 2024 to 2025 academic year is available on the [school census website](#)

As in previous years, the spring school census will be used to fund the early year's block of the dedicated schools grant as well as pupil premium (for pupil referral units and alternative provision academies and free schools) and universal infant school meals so it is important that the data submitted is correct.

Privacy Notice information should have been issued to all new parents and pupils age 12 and over. Further details can be found here: [Information sharing \(wokingham.gov.uk\)](https://www.wokingham.gov.uk/information-sharing)

2. Spring census COLLECT familiarisation

A 'beta' release of the 2025 spring school census live COLLECT blade will be available week commencing 16th December 2024 for you to become familiar with. This will remain available until 4pm on Friday 10th January at which point the blade will be removed and cleared out in advance of the start of the live collection on Thursday 16 January.

The DfE would strongly recommend that, if possible, all schools take the chance to load a file output from their management information system (MIS) into COLLECT during the familiarisation process. This will allow schools to check that all the required data is being output correctly from their MIS into the spring census return and whether any validation errors or queries are generated against their data when loaded into COLLECT which need to be resolved before the collection goes live. This will be especially important for any schools completing the spring school census for the first time.

COLLECT familiarisation will take place on the same system as the live collection and, therefore, can be accessed by logging into COLLECT via DfE sign-in in the same manner as you would for the live collection.

In previous collections the use of the school census familiarisation blade has been extremely low, therefore if the number of users continue to be low again this collection, the DfE will look to undertake a consultation about the future of this service.

3. GUIDANCE DOCUMENTATION

It is vital that **all** staff involved in producing the census, including administrative staff responsible for pupil data, read the DfE documentation thoroughly in advance of the spring census **on 16th January 2025**, to gain a full understanding of what is required.

DfE guidance documents can be found on the DfE website. Click on the following link to access the DfE school census home page.

<https://www.gov.uk/guidance/complete-the-school-census>

Over the period of the census please monitor your MIS supplier website for notifications of any fixes or filesets that may need to be applied to your MIS.

4. CHANGES FROM THE 2023/2024 CENSUS

4.1 New Data Items

The 'School Childcare' module has been updated to record if:

- a childcare place is available for every parent who wants one
- the childcare provision is open from 8am or earlier (if before school)
- the childcare provision offers childcare covering 8am to 6pm
- the childcare provision is open to at least 6pm (if after school)
- the holiday childcare provider is open from 8am or earlier and to at least 6pm

4.2. Changes to existing data items

- The learner funding and monitoring (FAM code) associated code set has been updated to cover pupils in receipt of 'tutoring' following the conclusion of the National Tutoring Programme and 16 to 19 Tuition Fund. Code 01 has been extended to include all schools except nurseries, pupils in years 1 to 14 and enrolment statuses. Code 21 has been removed.
- Pupil SEN type code has been updated to include Down Syndrome.
- Expanded hours has been extended to record up to 15 hours for children from 9 months old with working parents.
- For early years pupil premium receipt, the frequency of collection has been increased to termly and extended to children from 9 months old.
- For early years pupil premium basis for funding, the frequency of collection has been increased to termly and extended to children from 9 months old.
- The disability access fund indicator has been extended to children from 9 months old.
- Attendance reason associated code set has been updated to include new codes effective from 19 August 2024.
- References to T Level transition programme have been changed to T Level foundation year.
- Signposting to offsite childcare, the response code 'YF' has been updated from 'including transport' to 'including escort'.
- The ethnicity code set (CS080) has been amended to align with the ONS 2021 census by including ABRI (Asian - British), AWEL (Asian - Welsh), BBRI (Black - British), BWEL (Black - Welsh), and ORAB (Arab). All are main codes except ORAB which is an extended code and covered by the main code of OOTH (Any other ethnic group). The description of WIRT has been updated to 'Irish Traveller'.

4.3 Deleted data items

Learner funding and monitoring (FAM) hours will be discontinued from autumn 2024.

Work placement employer ID will be discontinued from autumn 2024.

Sessions missed for Authorised, Unauthorised, Educational and Exceptional will be discontinued from spring 2025.

5 FURTHER INFORMATION

5.1 UPN's

For a pupil transferring from another school, the previous school should notify the new school of the pupil's UPN. In cases where this does not occur, the new school should make reasonable efforts to ascertain the child's UPN.

If a child's previous school is known the new school should contact it to request the UPN (which can be transferred using the CTF). On receipt, the UPN should be recorded in the normal manner. Where the former school fails to provide a pupil's UPN the receiving school should inform the LA school census contact who may be able to provide assistance. Similarly, in cases where the previous school is not known, the LA may be able to investigate and confirm the pupil's valid UPN. For pupils transferring schools please do not issue a new permanent or temporary UPN without checking the above with the LA first.

One exception to this is when a pupil has been adopted. Standard practice for pupils who are adopted after they have been allocated a UPN is that they should be issued with new permanent UPNs and their previous UPN should be deleted and not recorded under 'former UPN'. As part of this process, it is important that there is no link retained between the pre-adoption record (with the original UPN) and the post-adoption record (with the new UPN).

However in situations where the adoption creates no safeguarding risks to the individual pupil – for example, where the child has remained within the same school before, and after, adoption and has undergone no material change in identity as a result of the adoption, it is permissible to retain previous UPN information for the adopted pupil where express permission has been granted by both the pupil's adopted parents and the designated manager of the local authority's adoption service.

A second exception to this is when a child is deemed to be at risk. Schools may receive pupils who, for their own safety have changed their identity. This will be the case for children in the witness protection programme and for those fleeing from abusive family members. As part of their new identities these pupils should be issued with new permanent UPNs, their previous UPN must be deleted and not recorded under 'former UPN'.

UPNs issued by Welsh schools can be fully integrated into the English system and should therefore be retained as the permanent UPN. UPNs issued by Scottish and Northern Irish schools cannot be integrated into the English system; therefore, schools must allocate new permanent UPNs to pupils transferring from Scotland or Northern Ireland. For further information, refer to the [UPN policy and practice guidance](#).

5.2 Class Information at Reference Date and Reference Time (not collected for nursery schools, special or PRU)

Reference Date will normally be the Census Day (16/01/2025) and Reference Time will normally be determined by the last digit of the school's DfE Establishment Number.

Code	Description
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning School
2, 3 or 6	the selected time is one hour after the start of afternoon school

If the selected time is not appropriate to the school timetable, (for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the head teacher) schools should choose an hour / period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term.

5.3 Infant Class Size Guidance

Only primary and all-through schools need to submit this information for key stage 1 and reception classes. [The School Admissions \(Infant Class Sizes\) \(England\) Regulations 2012](#) limit the size of an infant class during an ordinary teaching session to 30 pupils per schoolteacher. Infant classes are those in which most children turn 5, 6 or 7 during the course of the school year (reception and key stage 1 classes). Primary and all-through schools with infant classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.

An ordinary teaching session does not include school assembly, or any other school activity usually conducted with large groups of children such as:

- PE or games
- music
- singing
- drama
- watching television
- listening to the radio

Where, at the time of the count, infant class children would be involved in such an activity, the count is deferred to the next ordinary teaching session. This change of selected time is enacted for all classes in the school, not just the infant classes.

Where a key stage 1 or a reception class reports a pupil: teacher ratio greater than 30, schools must record in their MIS where this is due to:

- any pupils within the class recorded as excepted
- a teacher being on planning and preparation time or learning manager time and the class is being supervised by a teaching assistant.

The calculation is based on the pupil: teacher ratio not pupil: adult ratio therefore, regardless of the number of teaching assistants, if there are no exceptions or teachers on PPA reported, the class will be treated as unlawful in DfE publications if there are over 30 pupils to 1 teacher.

5.4 Funded, Extended, Expanded Hours and Hours at Setting

Funded early years entitlement hours are collected, for eligible pupils aged 2, 3 and 4 years in nursery provision and record the total number of [free entitlement to early education hours](#) spent in education provision (following the learning and development requirements of the early years foundation stage) at the school.

All children become eligible for funded early education from the term following a child's third birthday irrespective of background or family circumstances (the universal entitlement). A specified subset of disadvantaged 2-year-olds also become eligible from the term following a child's second birthday. The Early Years Team at WBC will confirm which children meet the eligibility criteria should schools not know. In some circumstances, 9-month-olds to 2-year-olds with working parents are also eligible for Expanded funded entitlement hours. Some 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but can only take up one of these entitlements. In those circumstances, children should be recorded against the disadvantaged entitlement (funded hours). Some 3 and 4-year-olds are also eligible for up to an additional 15 hours per week – the extended entitlement. Data collected via the spring census is used by the DfE to determine the early years block of the dedicated schools grant allocation that they provide to local authorities to fund their early year's providers.

- Funded Hours are any hours funded under the free early education entitlements.
- Extended Hours are any hours funded under extended funded entitlement (for working parents)
- Expanded Hours are any hours funded under expanded funded entitlement (for working parents)
- Hours at Setting is the total of Funded Hours plus Extended Hours plus Expanded Hours plus any additional hours of education funded from other sources such as parents.

The table below shows the dates of birth and year groups of children for whom funded entitlement hours are required. Where a child falls into the cohorts listed below but is not in receipt of any funding via the funded early education entitlements, a value of zero is recorded for funded entitlement hours.

Census	Date of birth ranges
Spring	2- and 3-year-olds born between 2020-09-01 and 2022-12-31 (inclusive) all relevant schools and year groups
	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

Pupils aged 4 at the start of the academic year in 'reception' and above are funded as full-time equivalent pupils via the schools block of the dedicated schools grant and therefore funded entitlement hours are not relevant or required for those pupils, as they are not funded via the free entitlement.

For dual registered pupils, record the funded entitlement hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

5.5 Eligibility Code indicator (used for funding)

The eligibility code indicator is an 11-digit integer that is required for pupils who claim extended or expanded funded entitlement hours. This applies to all eligible 9-month-olds to 3-year-olds and those pupils aged 4 in year groups 'E1', 'E2', 'N1' and 'N2' only, who are on roll on census day. The code confirms the eligibility of working parents to receive the 15 extended funded entitlement hours, or the 15 expanded funded entitlement hours. This is particularly important as parents may split this entitlement between 2 providers.

The code, once issued, remains fixed and refers to a single parent / child combination -where a parent has two children, each child will have their own code. However, when the school is presented with the code by the parent, the school must confirm the code's validity with their local authority.

Where a child transfers school, the local authority must be informed of the transfer.

Foster children are eligible for the extended or expanded funded childcare in certain circumstances. Foster parents do not apply through the childcare service due to the additional eligibility checking steps required. The eligibility code indicator will be issued by the local authority to the foster parents. Schools will still check the code in the same way as for any other parent taking up extended or expanded hours. It should be noted that, although it will still be an 11-digit code, it will begin with a different number to HMRC issued codes. This is to allow local management of the reconfirmation process.

It is important to run the code through the Early Years Funding Portal before offering extended or expanded hours to a child. This will ensure that the code is valid for the current term. **In order to be valid, the code must have a start date of before the 31st August for the Autumn term, 31st December for the Spring term and 31st March from the Summer Term.** This is regardless of when the start of term is. Children are unable to start extended or expanded hours if they are in their codes grace period. If you are unsure if a child is eligible contact the Early Years Team for Support.

5.6 2 Year Old basis for Funding

The DfE collects the basis under which a 2 year old has been funded whilst taking up a place in the school. You can enter more than one code if needed.

Code	Description
ECO	Economic criteria
HSD	High-level SEN or disability
LAA	Looked after or adopted from care

5.7 Early Years Pupil Premium Receipt [used for funding]

The [early years pupil premium \(EYPP\)](#) is additional funding for early years settings to improve the education they provide for disadvantaged 9-month-olds to 1-year-olds, 2-year-olds, 3-year-olds and 4-year-olds in 'E1', 'E2', 'N1' and 'N2' only.

Disadvantaged pupils taking the 15 hours expanded entitlement for working parents will become eligible to receive early years pupil premium from the term following the child turning 9 months old.

Disadvantaged pupils taking the 15 hours funded entitlement for disadvantaged 2-year-olds will become eligible to receive early years pupil premium from the term following their 2nd birthday.

Disadvantaged pupils taking the universal 15 hours funded entitlement will become eligible to receive early years pupil premium from the term following their 3rd birthday.

They will retain this entitlement until they move from nursery ('N1' and 'N2') class into reception ('R'), when they become eligible to receive the 'mainstream' pupil premium.

Children in receipt of EYPP in census week should be recorded with early years pupil premium receipt equal to 'true'.

Children are eligible to receive EYPP if they are taking any of the following:

- universal funded entitlement for 3- and 4-year-olds
- disadvantaged entitlement for 2-year-olds
- expanded entitlement for 9-month-olds to 2-year-olds

They must also either:

- meet benefits-related criteria equivalent to those for free school meals ([receipt of free school meals does not automatically qualify a child for EYPP](#))
- be in the care of the local authority (in England or Wales)
- have left care (in England or Wales) through:
 - adoption
 - special guardianship
 - a child arrangements order (formerly known as a residence order)

The DfE will use this data, collected via the spring census, to determine the early year's pupil premium allocation for local authorities to fund their early year's providers. EYPP is not payable on the extended entitlement for 3 and 4-year-old children of working parents.

The table below shows the cohorts of children for whom early years pupil premium data is required.

Census	Age and school type / year group	Date of birth ranges
Spring 2025	9-month-olds to one-year-olds	Born between 2023-01-01 and 2024-03-31 (inclusive)
Spring 2025	2-year-olds	Born between 2022-01-01 and 2022-12-31 (inclusive)
Spring 2025	3-year-olds	Born between 2021-01-01 and 2021-12-31 (inclusive)
Spring 2025	4-year-olds – for schools not equal to phase ‘NS’: pupils in ‘E1’, ‘E2’, ‘N1’ or ‘N2’ only; for phase ‘NS’ only: all pupils within this age group	Born between 2020-01-01 and 2020-08-31 (inclusive)

Pupils aged 4 at the start of the academic year in reception and above are eligible to receive the [school age pupil premium](#) and therefore are not eligible to receive early years pupil premium funding.

For pupils in receipt of the early years’ pupil premium, the DfE also need the reason why they are receiving.

Code	Early years pupil premium basis for funding
RE	In receipt through eligibility for economic reasons: where they are in receipt via eligibility for the benefits related criteria for FSM
RO	In receipt through eligibility for other reasons: where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order
RB	In receipt through eligibility for both reasons: where they are in receipt through eligibility for both economic and other reasons
RU	In receipt through eligibility for unknown basis: where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why

5.8 Disability access fund indicator [used for funding]

The disability access fund (DAF) indicator records whether a child aged from 9 months to 4 years old is in receipt of DAF from the local authority. Receipt of this funding entitles the child to a fixed amount of funding per year from the disability access fund, which is paid direct to the establishment.

To be eligible for DAF, the child must be in receipt of disability living allowance (DLA) and one of the early years entitlements.

Pupils who are aged 4 as at the 31 August in reception and above, who are funded via the schools' block of the dedicated schools grant, are not eligible for DAF funding. Further information on the DAF is available in the [early year's national funding formula \(EYNFF\) operational guidance](#).

The DAF indicator should only be returned for eligible children within the date of birth range, and year groups, outlined below who are on roll on census day.

Census	Date of birth ranges and school type / pupil national curriculum year group
Spring 2025	9-month-olds to one-year-olds born between 2023-01-01 and 2024-03-31 (inclusive) - all relevant schools and year groups
Spring 2025	2-year-olds born between 2022-01-01 and 2022-12-31 (inclusive) - all relevant schools and year groups
Spring 2025	3-year-olds born between 2020-09-01 and 2021-12-31 (inclusive) - all relevant schools and year groups
Spring 2025	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

5.9 Top-Up Funding [used for funding]

The DfE use the top-up funding indicator to calculate high needs funding allocations.

This is a true/false flag to indicate those pupils on roll for whom the school receives, on census day, high-needs top-up funding – either from a local authority or, in the case of a PRU or AP, a local authority or another school. Top-up funding is paid outside a maintained school's budget share or academy's general annual grant and relates to a pupil or student identified as requiring additional support, which costs more than a specified threshold. In many cases, the period for which top-up funding is paid may not be defined but the top-up funding will – as with the SEN provision to which it relates – be subject to periodic review.

5.10 Ethnicity Codes

The LA would recommend that in future all new pupils have their ethnicity recorded in a schools management information system (MIS) using the extended ethnicity codes as defined by the DfE.

Further information about these codes can be found in the link below:

[Complete the school census - Find a school census code - Guidance - GOV.UK \(www.gov.uk\)](#)

5.11 Data collected in spring 2025 schools census

Key Dates for the School Census Spring 2025 Return

Census Date: 16/01/2025

Termly attendance: Attendance collected from 01/08/2024 to 31/12/2024.

Exclusions: Exclusions collected from 1/04/2024 to 31/12/2024

6 RETURNING YOUR CENSUS

We are again asking all maintained schools to submit their spring schools census file to the DfE via the DfE Sign-In **COLLECT** portal and would be grateful if this could be done by noon Tuesday 21st January 2025 at the latest. We would be grateful if all maintained schools could **also** submit their return to WBC via s2s. We appreciate that this is an additional burden for schools, however this then enables us to keep data held in the ONE system up to date with the data held by schools. Both COLLECT and s2s are accessed using the DfE Sign In System.

Please remember that once the return has been uploaded to COLLECT and you have addressed any errors produced, then it is necessary to click the **Submit** button on your home screen to hand over the return to us. Any queries that are generated must be investigated and the data amended as necessary. If the query has a valid reason then you may note this on COLLECT. A full list of acceptable notepad entries for each possible query is available on the DfE Schools Census website. <https://www.gov.uk/guidance/complete-the-school-census/check-your-data>

Please complete and return your Census by the following dates.

Spring Census Day Thursday 16th January 2025:

Return deadline: **Noon of Tuesday 21st January 2025**

Summer Census Day Thursday 15th May 2025:

Return deadline: **Tuesday 20th May 2025**

Autumn Census Day 2025: tbc

7 COLLECT

7.1 COLLECT user guides

COLLECT user guides are available under Generate and submit your return on the DfE [school census website](#) to help COLLECT users.

7.2 COLLECT funding reports

As has been the case previously, funding reports will again be available for schools to run from the reports section of the school census COLLECT blade. We would strongly encourage all schools to ensure that these funding reports are **checked and verified in conjunction with school finance officers** in advance of the spring census database closing. To assist with using and interpreting these funding reports a set of guidance notes will be produced and placed on the DfE's website.

8 What WBC requires from schools for the schools' census

Please return the following:

- ❖ All maintained schools; Census electronic file - To COLLECT website and to s2s via DfE Sign In
- ❖ **A scanned copy of school summary for the January 2025 Census (signed by the Headteacher);** emailed smitha.vinod@wokingham.gov.uk. Please do not include the details sheet as this contains pupil data. This should be received by **Friday 24th January 2025**.

9 Support

CONTACTS

Children's Services	Smitha Vinod:	07827929510 perf.data@wokingham.gov.uk
First Language	Emily Waddilove:	07917 598197
Attendance	Education Welfare Team:	Education.Welfare@wokingham.gov.uk

APPENDIX A: Preparation Tasks

	Preparation Tasks	✓
1	Guidance: Read DfE and Capita guidance carefully. Share all guidance with all staff involved in the Census.	<input type="checkbox"/>
2	Privacy Notice: Ensure notices have been sent to all parents and pupils age 12 and over.	<input type="checkbox"/>
3	Youth Support Services Agreement (YSSA): Record YSSA for all pupils (secondary, special and PRU's only) after sending out Privacy Notice.	<input type="checkbox"/>
4	UPNs: Ensure every pupil has a valid UPN (temporary UPNs should only be used in exceptional circumstances).	<input type="checkbox"/>
5	Enrolment Status: Ensure that the enrolment status is correctly recorded for all pupils	<input type="checkbox"/>
6	Admissions and Leavers: Ensure all pupils' admission/leaver data is up to date.	<input type="checkbox"/>
7	NC Year Groups: Check that all pupils are recorded in the correct National Curriculum year group in SIMS.	<input type="checkbox"/>
8	Class Type: Check that all pupils are recorded in the correct class type.	<input type="checkbox"/>
9	FSM: Check that all eligible pupils are up to date on SIMS, this is included in the calculation of the Pupil Premium.	<input type="checkbox"/>
10	Ethnicity: Ensure all pupils have a valid code.	<input type="checkbox"/>
11	First Language: Ensure all pupils have a valid code.	<input type="checkbox"/>
12	SEN: Liaise with SENCO to ensure both provision and need codes are up to date for all pupils with special needs.	<input type="checkbox"/>
13	Service Children: Ensure all pupils have a valid code. This is an indicator used for the calculation of the Pupil Premium.	<input type="checkbox"/>
14	Post Looked After Arrangements: ensure this has been completed for all post looked after pupils. This is an indicator used for the calculation of the Pupil Premium.	<input type="checkbox"/>
15	Part time pupils: Part-time attendance is anything less than 10 sessions per week and refers to part-time in education and NOT part-time at one or more establishments. Amend part time pupils who are now full time. Please ensure that, however this flag is set, that the hours recorded in the Hours at Setting field corresponds to this flag. Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.	<input type="checkbox"/>
16	Funded Hours: Ensure that this is accurate. 'Funded Hours' should only include the level of free entitlement to education at the setting which is attracted by the child. Any additional hours which are funded by the parent at the establishment should not be included within the 'Funded Hours'.	<input type="checkbox"/>
17	Hours at Setting: The total number of hours spent by children aged under 5 in education provision at the school irrespective of who funded the hours.	<input type="checkbox"/>
18	Extended Hours: for 3 and 4 year old pupils with working parents who hold a valid eligibility code, the number of extended childcare hours.	<input type="checkbox"/>
19	Expanded Hours: for 9 months over and 2-year-old pupils with working parents who hold a valid eligibility code, the number of expanded childcare hours.	<input type="checkbox"/>
20	Eligibility code: indicator required for pupils who claim extended childcare hours.	<input type="checkbox"/>

21	Two year old basis for funding; records the basis on which a 2-year-old has been funded whilst taking up a place in the school	<input type="checkbox"/>
22	Early Years Pupil Premium: Ensure you have up-to-date information as to which children on roll are eligible for Early Years Pupil Premium.	<input type="checkbox"/>
23	Top Up Funding Indicator: A true/false flag to indicate those pupils on roll on census day for whom a school receives top-up funding from the local authority or in the case of a PRU the top-up funding could be from a local authority or a school.	<input type="checkbox"/>
24	ULNs: These will be required for pupils on roll on census day aged 14 and over. ULNs will be collected in each census.	<input type="checkbox"/>
25	Childcare Information: Update information on the provision of, or signposting to the following types of childcare: Before School Childcare, After School Childcare, Holiday Childcare, Under 5s Childcare.	<input type="checkbox"/>
26	Student Addresses: Ensure student addresses have the unique property reference number (UPRN) attached to them. If the address has been validated using validation software the student's address will have the UPRN attached and visible. Please ensure that the address and postcode are recorded correctly as this is used in some LA reporting.	<input type="checkbox"/>
27	School Lunch Taken (UIFSM – collected termly): Ensure you have indicated all individual students in Reception, Year 1 and Year 2 who will be eating a school lunch on census day. This will include all children eating a school lunch irrespective of whether they take this under the universal infant free school meals scheme (UIFSM) or under the free school meal eligibility criteria.	<input type="checkbox"/>
28	Free School Meals Taken: Ensure you aware of the total number of students across all year groups whom took a free school meal on census day. This is the number of free school meals taken on census day by pupils in any year group who are “traditionally” eligible for free school meals i.e. under disadvantaged criteria. Pupils who are only in receipt of a free school lunch due to the infant pupil universal entitlement i.e. in R, Yr1 or Yr2 should not be included.	<input type="checkbox"/>
29	Exclusions: Ensure all exclusions data is up-to-date. In the spring 2025 schools census, exclusion data is collected for the period: 1/04/2024 to 31/12/2024.	<input type="checkbox"/>
30	Attendance: Ensure all attendance data is up-to-date. In the spring 2025 schools' census, attendance data is collected for the period: 01/08/24 to 31/12/2024.	<input type="checkbox"/>
30	Class Size: Check the class sizes in Reception, Year 1 and Year 2. Unless there are 'excepted' pupils in an infant class the class size should not exceed 30.	<input type="checkbox"/>