Alternative provision census 2018

Guide, version 1.3

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1.3	4.14 AP type – deleted – this data item was removed from the census.	Phil Dent 09 October 2017
	Appendix 1 – AP type (codeset) - deleted	

1. Introduction

1.1 Purpose of this document

This document is provided for use by local authorities and providers of alternative provision (AP), so that relevant staff:

- understand the rationale behind and purpose of the AP census (section 1)

- are able to populate their systems with the required data (section 2)

- are able to keep their data up to date during the year and

- are able to complete the AP census return during 2018 (section 4)

It is envisaged that this document will be used as a handbook for data collected and retained by both providers and local authorities for use throughout the year, rather than just as guidance on census day.

This document is published on the department's website.

local authorities may choose to use it directly with their providers or adapt it to suit their local needs as appropriate. Software suppliers and developers of in-house systems may also find it a useful reference document.

1.2 Census period and data collection

The 'census period' is the time from the day after the previous census day to the current census day, inclusive. For the 2018 alternative provision census, the census period is from 20 January 2017 to 18 January 2018 inclusive.

Pupil records and data collected within the census period are included within the census return on census day.

However, it is appreciated that providers will not have had sufficient warning of this change to the way census data it collected for providers to facilitate the collection of this data over the complete census period.

As such, providers are requested to provide the latest / last information available to them on census day:

- where pupils are currently in alternative provision, this data is to be returned
- where a pupil has concurrent placements (at more than one provider) all open placements are to be returned
- for any pupils no longer in an active placement, the last placement on record within the census period is to be returned where possible

1.3 Changes from alternative provision census 2017

1.3.1 New data items

1.3.1.1 Pupil SEN type

The 'pupil SEN type' data item records the pupil's type of SEN, see paragraph 4.15.1 for full details.

1.3.1.2 Pupil SEN type ranking

The 'pupil SEN type ranking' data item records the pupil's SEN type ranking, see paragraph 4.15.2 for full details.

1.3.1.3 URN of previous school attended

The 'URN of previous school' data item records, where known, the EduBase URN of the pupil's previous educational establishment, see paragraph 5.10 for full details.

1.3.1.4 Primary reason for placement

The 'primary reason for placement' data item records the primary reason the pupil has been placed into alternative provision, see paragraph 5.4 for full details.

1.3.1.5 Date of entry into AP

The 'date of entry into AP' data item records the date the pupil entred into alternative provision, see paragraph 5.5 for full details.

1.3.1.6 Date of leaving AP

The 'date of leaving AP' data item records the date the pupil left alternative provision, see paragraph 5.6 for full details.

1.3.1.7 URN

The 'URN' data item records the EduBase unique reference number (URN), where available, of establishment where the pupil is placed, see paragraph 5.1 for full details.

1.3.1.8 UKPRN

Data item 'UKPRN' records the UK provider register number (UKPRN) where available, of establishment where the pupil is placed, see paragraph 5.2 for full details.

1.3.1.9 Type of setting

The 'type of setting' data item records, where the URN is not available, the type of setting within which the pupil is placed, see paragraph 5.3 for full details.

1.3.1.10 Association

The 'association' data item records details of any associated provision for the alternative provision provider, see paragraph 5.7 for full details.

1.3.1.11 Attendance pattern

The 'attendance pattern' data item records the pupil's planned attendance pattern, see paragraph 5.8 for full details.

1.3.1.12 Sessions per week

The 'sessions per week' data item records, where 'attendance pattern' is part time, the pupil's planned number of sessions per week, see paragraph 5.9 for full details.

1.4 Who is in the scope of the alternative provision census?

The census of pupils in alternative provision is a local authority census that requires the return of individual pupil records. The census covers pupils attending a school not maintained by an local authority for whom the authority is paying full tuition fees, or educated otherwise than in schools and pupil referral units, under arrangements made (and funded) by the authority.

To be included within the AP census, pupils should be aged between 2 (as at 31 December 2017) and 18 (at 31 August 2017) - those pupils born between 01/09/1998 and 31/12/2015.

Pupils should **NOT** be included in the AP census if they are included in one of the following census:

- the school census for maintained nursery, primary, secondary, all-through schools (including academies and free schools) and maintained, non-maintained and hospital special schools, and PRUs (including AP academies and AP free schools) in England

- the annual school census for maintained general hospital schools

- the early years census

- in education in an FE college – such pupils are recorded on the individual learner record (ILR) submitted by the FE college.

Pupils at non-maintained special schools may, however, also be in the scope of the AP census if they are local authority funded (see paragraph 1.4.3 for details).

However, some pupils may legitimately appear on the AP census and also on the schools census (for maintained nursery, primary, secondary and special schools, including hospital special schools). For example, some pupils' main source of education could be in AP, but they could also be registered at a maintained school that has not arranged the AP. In this case, the local authority is taking responsibility for the pupil's education and to reflect this, the pupil will be recorded on the AP census. The pupil is however registered at the school and so in order to avoid double counting, such pupils should also be recorded at the mainstream school or PRU (including AP academy or AP free school) as having a registration status of 'S' - current subsidiary (dual

registration).The pupil will be funded through the dedicated schools grant by way of the high needs block and not the school census registration

Importantly, those pupils registered at a maintained school where the school is responsible for the pupil's education and as part of this has arranged some alternative provision, for example home tuition or attending a FE college, should **NOT** be included in the AP return.

They should only be recorded on the school census, with a registration status of 'C' - current (single registration at this school).

Broadly speaking, for the purposes of this census, 'alternative provision' includes the following provision:

- independent school

- hospital

- non-maintained special school

- not a school

  - further education college

  - one on one tuition

  - other unregistered provider

  - work based placement

with full details provided below in paragraphs 1.4.1 to 1.4.4.

1.4.1 Independent schools

Includes schools in England and Wales for whom the local authority is paying full or part tuition fees. This will include pupils attending independent schools within an authority and pupils attending those in another authority's area for whom the full cost of tuition is paid for by the authority wholly or in conjunction with the health authority.

'Imported' pupils should **NOT** be included: ie those pupils attending an independent school in an authority's area for whom another authority is paying tuition fees.

1.4.2 Hospital

Refers to children who are in hospital but which is not a hospital school. Those pupils attending 'hospital' in another authority's area but for which the local authority is paying tuition fees should be included. These are sometimes known as 'exported' pupils.

'Imported' pupils (those attending an establishment in the local authority but for whom another authority is paying the fees) should **NOT** be included in the return.

1.4.3 Non-maintained special schools

Includes those pupils attending such establishments in the local authority or another authority's area for whom the local authority is paying full or part tuition fees. This will include those pupils for whom the full cost of tuition is paid for by the local authority wholly or in conjunction with the health authority.

Pupils attending an establishment in the local authority for whom another authority is paying the fees should **NOT** be included in the return.

1.4.4 Not a school

This covers those pupils being educated otherwise than at school or a hospital. This includes groups such as those educated in community homes or units (including pupils in independent residential homes - located either inside or outside the local authority's geographical boundary - where education is provided on site and for whom the local authority is wholly responsible for their educational provision) and where the pupil is not registered as attending a maintained school.

Pupils taught at home only includes those pupils who are receiving local authority funding and also those arrangements made for the education of pupils in travellers' families other than those who are on roll at a school on census day.

One on one tuition is where pupils are receiving local authority funding for such tuition.

Also included are pupils of compulsory school age, not registered at a school, who are being educated at FE colleges and for whom the local authority are financially responsible, and asylum seekers of compulsory school age attending FE colleges or with voluntary sector providers.

Other unregistered provider is where pupils are in a local authority placement that is not registered as a school or hospital. This does not apply to AP providers that should be registered as an independent school if it meets the criteria for registration (that it provides full-time education to five or more full-time pupils of compulsory school age, or one such pupil who is looked-after or has a statement of SEN).

Work based placement is where pupils are places into a local authority funded work based placement.

Children whose parents have decided to educate them at home are NOT included in the return, unless the local authority is providing significant support to enable the child to attend a college of further education or another alternative provider, or to support their special educational needs.

Appendix 2 gives guidance on different groups of children and whether they should, or should not, be counted as 'alternative provision'.

1.5 Rationale behind the alternative provision census

The following factors are the business drivers behind the alternative provision census:

- the department currently collects individual level data on pupils in mainstream schools through the school census. Analysis of individual pupil records supports the drive to raise standards, provides accurate targeting of funding and assists the monitoring and development of policy. For example: information about pupils with special educational needs (SEN); pupils who require SEN support; those pupils who are eligible to receive free school meals; and pupil's ethnicity are used to monitor the government's social inclusion policy

- the introduction of the dedicated schools grant requires that accountability for expenditure in this area be demonstrated. Individual level data produces better-quality data and thereby increases confidence that expenditure is being targeted properly and improves the evidence base for formulation and delivery of other policies

- the data collected and transmitted are as defined in the common basic data set (CBDS) database

1.6 Statutory requirement and data sharing

1.6.1 Statutory requirement

The submission of the AP census returns, including a named set of pupil records, is a statutory requirement on alternative provision providers under the [Education (Information about Children in Alternative Provision) (England) Regulations 2007](#).

Putting the AP census on a statutory basis:

- means that providers do not need to obtain parental or pupil consent to the provision of information

- ensures providers are protected from any legal challenge that they are breaching a duty of confidence to pupils, and

- ensures that returns are completed by providers

1.6.2 Data protection and data sharing

(a) Legal duties under the data protection act: privacy notices

The 'Data Protection Act 1998' puts in place certain safeguards regarding the use of personal data by organisations, including the department for education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:

- the right to know the types of data being held

- why it is being held
- to whom it may be communicated

A 'privacy notice' is a good way to be able to meet data subjects rights and therefore DfE recommend they are used to explain to pupils and staff how their data is being used in the census collections including the school workforce and school census. DfE have drafted template privacy notices that schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include this link to the gov.uk webpage on how DfE collect and share data.

It is recommended that the privacy notice be included as part of an induction pack for staff and be put on the school website for parents, as well as potentially featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new pupils and staff are made aware of the notices and they are readily available electronically or in paper format.

(b) Legal duties under the data protection act: data security

Schools and local authorities have a legal duty under the data protection act to ensure that any personal data they process is handled and stored securely. Further information is available from the Information Commissioners Office.

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller extends to those who have access to your data beyond your organisation if working on your behalf, eg if external IT suppliers can remotely access your information. The '10 steps to cyber security' and 'Responsible for information' pages provide further guidance and advice.

It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. So you should provide appropriate initial and refresher training. Further information on handling data securely can also be found in the DfE guidance on data protection for schools consider cloud software services.

1.7   Structure of the AP census

The 2018 alternative provision census is comprised of a pupil child level within which the detals of individual placements are recorded. The individual data items are listed in section 3.

1.8   Key concepts

1.8.1 Data quality

In order to properly account for pupils in the AP sector, it is important that the data collected by providers and local authorities, for onward transmission to the department, is both accurate and complete.

In [section 3](#) there is a complete list of data items that are required by the census, together with an explanation of each of them. For instance, it is important that a pupil's correct and full name is recorded and not just a shortened version. Where providers of data adhere to this requirement, it will help ensure that duplicate records are quickly identified and thereby aid the speed of the process by which funding is allocated to providers.

1.8.2 Duplicate records

The nature of AP means that pupils can be offered a 'package' that includes provision from more than one provider. The co-ordination of these pupil records by the local authority prior to submission of the return will greatly diminish the double counting of such pupils.

Local authorities are asked to make every effort to avoid duplicate records being submitted. Where duplicate records are discovered during or after the process to allocate funding, discussions will need to take place between the providers concerned and the local authorities involved in order to clarify where the funding for the particular pupil is to be allocated.

2 Completing the census

This section provides guidance on creating a census return. It covers census dates and the steps that will need to be taken on or around each census day.

2.1 Census dates

Every local authority in England completes an individual pupil level census return. The AP census will take place on **Thursday 18 January 2018.**

The deadline for the 2018 census return to reach the department is **Friday 2 March 2018.** Local authorities will want to liaise closely in the weeks running up to the census date to ensure that all appropriate pupils are included and that accurate data is supplied from all providers by the deadline.

2.2 Steps in census generation

- local authority contact liaises with all providers of alternative provision to ensure local authority records of pupils are complete and accurate

- any discrepancies will be resolved between the local authority and the provider

- local authority produces the census return according to the business and technical specification (available on the department's website)

- local authority uploads the return to COLLECT (see glossary at appendix 3)

- further validation takes place in COLLECT and errors resolved before finally submitting the return to DfE via COLLECT no later than Friday 2 March 2018

2.3 Providing the data

Local authorities and providers should ensure that all the data items described in section 4 and section 5 are readily available and accurately recorded via electronic means such as a bespoke MIS or spreadsheet. Providers and local authorities must agree a process for this to take place.

Local authorities should make sure that their data reflects the pupils receiving AP on census day.

2.4 Local authority inputting and validation

Census data is used:

- for funding purposes

- by the department's policy divisions

- by other government departments

- by local authorities

- by schools

- by external agencies, and

- by educational researchers

Accuracy of data is therefore paramount. Local authority software may already contain aids to the cleansing of data eg address validation, pupils with more than one registered base, which will help identify and correct errors and inconsistencies in the data prior to creating the census return.

This will substantially reduce the number of validation errors in the return and, thereby, any effort required to resolve such issues.

2.5   Resolving conflicts

Errors and inconsistencies in the data are to be resolved between the local authority and the provider before the full return for the local authority is created. Local authorities will advise their providers of the means by which this process will be undertaken.

2.6   Generating the AP census (local authorities)

These completion notes are to be read in conjunction with the business and technical specification which is available on the department's website.

For the AP individual level return, local authorities will need to export data from the spreadsheet or database used to record the information and load it into the department's COLLECT system.

The business and technical specification set out the requirement for an AP file. The file must contain data as outlined in the specification in respect of content, structure, and format.

The department can only accept data that conforms to the XML structure defined within the specification. If the data is organised in any other way, it will not load. In these circumstances the data will need to be reformatted in such a way as to bring it in line with the specification.

The department has provided a data entry spreadsheet which enables the input of file header and individual pupil record information. On completion of entry of the data the file can then be converted to XML format, via the spreadsheet, to allow for uploading to COLLECT. The data entry spreadsheet is available on request from the department's service desk, by completing a data collection service request form.

2.7 Sending the census to the department

The local authority will submit the required data to the department via the COLLECT website via the following steps:

1. Log onto the secure website from 18 January 2018
2. Upload the file

Successfully loaded data is automatically validated by the COLLECT system.

After validation is complete the local authority will be able to view its data return, observe the validation outcomes and decide if there is any further action required in response to the validations. For example, the local authority may need to query something and return to COLLECT to make a change to the data. The local authority may wish to run a report from COLLECT or export the validated data set so it can be used it in another system. Ultimately, the local authority will need to submit the data so that the department can consider it to be finalised.

The above is a brief outline of the process. Prior to the data collection the local authority will be able to access detailed COLLECT guidance documentation. Availability of this guidance will be announced in the alternative provision census 'early warning' and 'final readiness' news bulletins and published on the department's website.

3 Preparation – data items required

3.1 Introduction

Section 4 provides information on the child / pupil and section 5 provides information on the child / pupil and the child's placement details. These sections contain all the data items that are required for the census.

Most of the data items collected in the AP census are those which the local authority and the provider would be expected to hold for their own purposes. The majority of items should therefore be kept up to date as part of normal business processes.

3.2 Data to be collected in the alternative provision census

The AP census collects individual items of data about pupils who attend AP education.

The data items are fully described in the business specification and its associated tables which can be found on the department's website.

Additionally, code sets for individual data items are given in appendix 1.

Local authorities are encouraged to study these data items well before the full census to ensure data will be available in the correct format.

3.3 Pupils not attached to any school

There are children who are unattached (either temporarily or permanently) to any maintained school in its area, but for whom the local authority has responsibility. These include:

- children receiving alternative provision

- permanently excluded pupils not yet assigned to a new school but are receiving an education provision

- home educated pupils, that is: those requiring SEN support or undertaking FE courses

- SEN pupils attending a non-maintained school

In many cases pupils will have already been allocated a UPN[1] (especially if moving to the AP sector from a maintained school).

Where, exceptionally, a pupil has not previously been in a maintained school or other establishment and hence does not have a UPN then one should be allocated using the national formula with a 'dummy' school number in the range 3950-3999.

It may be appropriate to use different dummy school numbers for each type of pre-school or unattached pupil, but the precise choice of numbers can be at the local authority's discretion - provided all numbers are in the 3950-3999 range. It is essential however that the authority has a single point of control for the allocation of UPNs to all types of pre-school or unattached pupil to ensure that no two pupils are allocated the same UPN. Further details about UPNs and their allocation can be found on the department's website.

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[1] The unique pupil number (UPN) is a number that identifies each pupil in England uniquely. A UPN is allocated to each pupil according to a nationally specified formula on first entry to school (or perhaps in some cases earlier), and is intended to remain with the pupil throughout their school career regardless of any change in school or local authority.

4 Pupil / child level

This section lists, in detail, the pupil specific data required for the 2018 alternative provision census:

4.1 Unique pupil number (UPN)

A Unique Pupil Number (UPN) is allocated to each pupil in a maintained school in England. It is an identifier for use in the educational context during a pupil's school career only and is subject to Data Protection restrictions.

4.2 Unique learner number (ULN)

A Unique Learner Number (ULN) is required for all students in alternative provision aged 14 and over on census day.

ULNs are assigned to students over the age of 14 in publicly funded education and training and the ULN are mandatory for use in English schools. They are allocated and managed by the [Learning Records Service](#) (LRS) and will remain with the individual for their lifetime. If a student does not already have a ULN assigned to them, local authorities can sign the learning provider agreement which will provide local authorities with access the LRS system which will enable them to issue and manage ULNs **only** for pupils receiving alternative provision and who are not associated with a school having a UKPRN and access of its own to system. These users will need to complete an [Organisation Registration form](#) to nominate a super user for the system.

It is important that if a ULN has been assigned to a student it is included in the AP census return.

Please note: whilst a ULN remains mandatory – and all efforts should be made to ensure each appropriate student has a ULN – to facilitate the "clean data submit" initiative that is running on the AP census, the validation against this requirement has been amended from an "error" to a "query" and, as such, where a ULN cannot be allocated, this "query" may now be "OKed" to allow submission.

4.3 Pupil / child surname

Full legal surname, as the local authority believes it to be (local authorities are not expected to have verified this from a birth certificate or other legal document).

4.4 Pupil / child forename

Full given first name of the child (not common contractions).

4.5   Pupil / child middle name(s)

In full, not shortened or familiar versions; if pupil has no middle name(s) then this field must be left blank.

4.6   Pupil / child preferred surname

The surname (as written) most commonly used in the local authority.

4.7   Date of birth

Date of birth of pupil/child in the format CCYY-MM-DD.

4.8   Gender

Gender of pupil (see codeset in appendix 1)

In exceptional circumstances the local authority / provider may be unsure as to which gender should be recorded for a particular pupil. The advice from the department is to record the gender according to the wishes of the pupil and / or parent.

4.9   Ethnicity

Ethnicity is collected for all pupils and records the ethnicity as stated by the parent / guardian and / or child. Ethnicity is a personal awareness of a common cultural identity and relates to how a person feels and not how they are perceived by others. It is a subjective decision as to which category a person places themselves in and does not infer any other characteristics such as religion or country of origin.

You must not ascribe any ethnicity to the pupil. This information **must** come from the parent / guardian or pupil. Where the ethnicity has not yet been collected this is recorded as 'NOBT' (information not yet obtained). If a pupil or parent has refused to provide ethnicity, 'REFU' (refused) is recorded and returned

The ethnicity codeset reflects categories used in the 2001 national population census, with additional categories for Travellers of Irish heritage, Sri Lankan other and pupils of Gypsy/Roma heritage

4.10 Free school meal eligibility start date and end date

Important note: Known free school meals will be used by the department in determining the pupil premium allocations for schools and, as such, it is essential that this data item is correctly recorded on the AP census.

4.10.1 Data collected

Each of the census collections will require the inclusion of any periods of FSM eligibility since the previous census for those pupils on roll on census day. The following three data items will be used to collect this information:

- FSM eligibility start date

- FSM eligibility end date

Country of UK (this will be system generated and will not require any data entry by schools)

These data items will be collected for pupils within the scope of the collections with any periods of FSM eligibility since the last census, those with:

a) an FSM eligibility start date on or before the current census day and no FSM eligibility end date (eligibility on-going on census day); or

b) an FSM eligibility end date from the first day after the previous census and on or before the current census day

In respect of b) for the 2018 AP census returns the FSM eligibility end dates are as follows between 19 January 2017 and 18 January 2018 inclusive

Multiple FSM eligibility start and end dates falling within the period should be returned where applicable.

For example, if a pupil had been eligible for FSM from 1 April 2017 until 31 October 2017 and then became eligible again from 1 December 2017 then the following would be returned in the 2018 AP census:

For the first period of eligibility:

FSM eligibility start date of 01/04/2017 and FSM eligibility end date of 31/10/2017 and

For the second period of eligibility:

FSM eligibility start date of 01/12/2017 and no FSM eligibility end date

Pupils should only be recorded as FSM eligible if they meet the FSM eligibility criteria (ie in respect to family income) and make a claim. Pupils who are **only** in receipt of a free school lunch due to a universal entitlement - such as the infant pupil universal entitlement – should **not** be recorded as FSM eligible and therefore will not be eligible to receive pupil premium.

4.10.2 Pupil premium funding

The provision of additional funding to schools via the deprivation pupil premium is directed to those pupils from deprived backgrounds and is based on their eligibility for free school meals (FSM).

Only pupils aged 4 and above in Reception to Year 11 (or aged 4 to 15 where national curriculum year groups do not apply) are eligible for pupil premium funding. Pupils attending nursery schools or non-maintained special schools are not eligible for the pupil premium.

The terms under which the payment of pupil premium operates are set out in the pupil premium conditions of grant which are available on the department's website.

The provision of additional funding through the pupil premium only covers FSM eligibility in England. Any periods of FSM eligibility in any other country do not count when determining a pupil's eligibility for the pupil premium.

Each period of FSM eligibility will have a system generated Country of UK code attached to enable the department to ensure that those pupils who have only experienced periods of FSM eligibility outside of England do not attract the pupil premium.

For periods of eligibility when a pupil was on roll at a school in England the Country of UK code will be 'ENG'. Pupils who were on roll at a school in Wales, Scotland or Northern Ireland will have been assigned a code of 'WLS', 'SCT' or 'NIR' respectively.

4.10.3 Eligibility for free school meals

Free school meal eligibility periods will be used by the department in determining the pupil premium allocations for schools and, as such, it is essential that this information is correctly recorded on the AP census.

Periods of FSM eligibility for pupils should be recorded ONLY if a claim for free school meals has been made by them or on their behalf and either

- the relevant local authority / school have confirmed that they are entitled to free school meals; or

- the relevant local authority / school have seen the necessary documentation (eg a TC602 Tax Credit Award Notice) that shows that they are entitled to free school meals

Conversely, if pupils are in receipt of a free school meal but there is confirmation that they are no longer eligible and entitlement will be revoked then the period of eligibility should be ended (with the recording of an appropriate FSM eligibility end date).

The Education (School Lunches) (Prescribed Requirements) (England) Order 2003 sets out an additional requirement for children who have not attained compulsory school age but receive education. These children must be registered pupils and be 'receiving education both before and after the lunch period' before being eligible for free school meals.

Children whose parents are in receipt of one of the following are entitled to receive free school meals:

- income support (IS)

- income based job seekers allowance (IBJSA)

- an income-related employment and support allowance

- support under part VI of the Immigration and Asylum Act 1999

- child tax credit (provided they are not entitled to working tax credit) as approved by Her Majesty's Revenue and Customs*

- guarantee element of state pension credit

- universal credit

* A parent is entitled to the working tax credit run-on payment for a further four weeks after they stop qualifying for working tax credit. Their children are entitled to free school meals for the period that they are in receipt of this payment.

Children who receive qualifying benefits in their own right are also entitled to receive free school meals.

It is not be necessary for individual schools / local authorities. As to calculate a family's annual taxable income. HM Revenue and Customs (HMRC) will perform this income calculation and it is this figure that should be used to determine free school meal entitlement. Each time a tax credit award is calculated, the HMRC will automatically issue a tax credit award notice (TC602) to the applicant. The award notice will set out the annual income and key family details. This notice includes details of all the information that is required to assess a child's free school meal eligibility (under the 'tax credit' category') and it is strongly suggested that this document is used to make that assessment. Similarly, it is strongly suggested that the pension credit award notice (issued automatically by the pension service to all those in receipt of pension credits) is used to assess a child's free school meal eligibility under the 'guarantee state pension credit' category.

See the frequently asked questions on the pupil premium page of the department's [website](#) for further information.

4.10.4 FSM eligibility checking service

The FSM eligibility checking service (ECS) streamlines the FSM eligibility checking process for both local authorities and parents. The ECS allows local authorities to electronically check in a single application all the relevant data held by three government departments (DWP, Home Office and HMRC) in order to confirm pupils' FSM eligibility. Rather than providing paper evidence (TC602) of being in receipt of the relevant benefit, parents simply need to provide their NI number, date of birth and surname. Local authorities are then able to undertake an eligibility check in real time via their on-line link to the system.

The ECS is only accessible by local authorities, who use it on behalf of their schools to check pupils' entitlement to free meals. Academies are not able to access the ECS

themselves and may not have easy access even when the local authority in which they are based is using it. Some academies have made arrangements with an local authority (often for a fee) for them to check eligibility via the ECS on their behalf. The service available, and its cost, varies between local authorities.

Some local authorities also provide a web-based service which enables parents to check their own eligibility via the ECS. Parents of pupils attending academies can use, the application on the department's [website](#) or [myfreeschoolmeals](#), to check if their children are eligible for free school meals.

4.11 Service children in education indicator

The service child in education indicator is collected for all pupils and must record the information as stated by the parent / guardian.

You must not ascribe the service child indicator to the pupil. This information **must** come from the parent / guardian. Valid codes are 'Y' (yes), 'N'(no) and 'R' (refused) with an additional code of 'U' (unknown) to indicate no response given or other reason for no information. This field defaults to 'N' to reduce the burden on data providers and you will only need to change entries for children from service families.

The service children indicator will be used by the department in determining pupil premium allocations and also to assist with identifying both the impact that being a service child has on the education of a pupil and the impact that catering for large numbers of service children has on individual schools and local authorities. In the light of the above, it is essential that this data item is correctly recorded on the census.

Please note that data on individual pupils is not being shared with the Ministry of Defence.

The service children indicator indicates if a child has a parent or parents who is/are service personnel serving in regular HM Forces military units of all forces; or in the armed forces of another nation and stationed in England; and exercising parental care and responsibility.

Please note that the Reserve Forces are not classed as the regular armed forces and, as such, these pupils may not be considered service children on the census.

The service children indicator is only relevant to children whose parents are designated as personal category 1 or 2 which are shown on the [GOV.UK website](#). However, all parents will be aware of their personal category. From the above link you will see the following definitions:

Personal category 1 (PStat Cat 1)
Those in PStat Cat 1 will meet one of the following qualifying criteria:

    a) a legally married member of the armed forces, who lives with their spouse, or who would do so but for the exigencies of the armed forces

b) a member of the armed forces, who is registered in a civil partnership in accordance with the civil partnership act 2004; or is in a civil partnership under an overseas scheme recognised under that act; and who lives with their registered civil partner; or who would do so but for the exigencies of the armed forces

Personal category 2 (PStat Cat 2)

Those in PStat Cat 2 will be a member of the armed forces who has parental responsibility within the terms of the children act 1989 for a child(ren) and who satisfies all of the following conditions:

a) can properly be regarded as the centre and prime mover in the life of the child(ren)

b) provides a home where they normally live with the child(ren) except where unable to do so for reasons attributable to their service in the armed forces

c) provides, where the child(ren) is unable to care for itself, a child carer who can look after the child(ren) during their absences attributable to their service in the armed forces. The child carer must not be the other natural parent of the child(ren). The other natural parent should normally only have staying access to the child(ren) for an aggregate of 56 days in any 12 month period. Staying access greater than this may render the service person ineligible for PStat Cat 2 (these restrictions on access do not apply while on recognised unaccompanied duty)

d) accepts financial responsibility for the child(ren)

Valid codes are 'Yes', 'No' and 'Refused' with an additional code of 'Unknown' to be held by the school to indicate no response given or other reason for no information.

4.12 Post looked after arrangements

This data item identifies those children on roll on census day who were looked after immediately before adoption or prior to being subject of a residence / child arrangements order or special guardianship order. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers) to decide if they wish local authority / provider to know whether such children have been adopted, or are under a special guardianship order or a residence / child arrangements order. The local authority / provider will be able to record the information using the following codeset; only one of the values will apply to each pupil:

Code	Post looked after arrangements
N	Not declared
A	Ceased to be looked after through adoption
G	Ceased to be looked after through a special guardianship order (SGO)
R	Ceased to be looked after through a residence order (RO)
C	Ceased to be looked after through a child arrangement order(CAO)

The default value will be N, not declared.

A template letter is available for local authorities to adapt and send out to their providers to help assist with the identification and allocation of the pupil premium to pupils in alternative provision who have left care under an adoption, special guardianship or residential/ child arrangements order.

4.13 Early years pupil premium [used for funding]

All three and four year olds are entitled to up to 15 hours per week of government funded early education. Children will be eligible for EYPP if they are receiving any hours of early education and:

- meet the benefits related criteria for Free School Meals (please note: meals delivered as part of the universal entitlement are **not** FSM)

- are in the care of the local authority for at least one day

- have left care (in England or Wales) through:

    o adoption

    o special guardianship

    o subject of a child arrangement order (formally known as a residence order)

This field also records the basis of eligibility:

- [EE] – eligible through economic reasons

- [EO] – eligible through other reasons

- [EB] – eligible through both reasons

- [EU] – eligible through unknown reasons

Please note: As there are no year groups in the AP census, 4 year olds are considered to be on the school roll and therefore, in receipt of pupil premium. As such, they will not receive EYPP.

4.14 SEN provision

The Children and Families Act 2014 replaced 'SEN statements' with 'Education, Health and Care plans' (EHC plans).

During the transitional period - to April 2018 - schools will be able to record pupils as having either 'S' (statement) or 'E' (EHC plan). Schools may have some pupils with statements and some who have already moved to EHC plans but no individual pupil can have both. An EHC plan is not just the rebadging of a statement. To ensure that EHC plans are person-centred and focused on outcomes, an EHC plan must only be issued

following a 'transfer review' – an EHC needs assessment. For further information see the statutory guidance chapter 6.

Code 'S' may be retained for existing pupils up to April 2018 - no new statements can be issued.

4.14.1 Pupil SEN type

The 'pupil SEN type' data item records the nature (type) of the pupil's special educational need. Only two pupil SEN types may be returned in the AP census. These are ranked using the pupil SEN type ranking – see paragraph 4.16.2 below.

Pupil SEN type codes are:

Code	Description
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound & multiple learning difficulty
SEMH	Social, emotional and mental health
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Visual impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
OTH	Other difficulty / disorder
NSA	SEN support but no specialist assessment of type of need

4.14.2 Pupil SEN type ranking

The 'pupil SEN type ranking' data item records the ranking of the pupil's special educational needs, as recorded in pupil SEN type. The most significant, or primary need, is ranked as '1' with any secondary need ranked '2'. Only two rankings are collected in the school census, with no two needs given the same ranking, that is, if there is more than one SEN type reported they cannot both have a ranking of '1'

4.15 Home information module

All data items should be maintained on an event driven basis and will show the pupil's current address only.

Schools are able to provide the department with their addresses in whichever format their data is currently held within their MIS - either SAON, PAON, post town etc (BS7666 address), or address line 1-5. Postcode should be provided with either format. Schools should not worry if these field names do not mean anything to them - no change is needed to the way in which address information is currently held within their MIS to complete the census returns.

Where the BS7666 format is used then the SAON and street must be provided and at least one of town, locality, administrative area or post town.

The expectation is that schools will be able to provide a valid home address for the great majority of their pupils (including boarding pupils). Boarding pupils from abroad should be recorded with their "home" address as the address where they reside during term time, which may be the school's address (If a second address is an overseas address, validation errors on the postcode can be ignored). Where a child has multiple addresses (ie where the child lives with both parents at different stages of the week) both addresses should be supplied.

Whilst every effort must be made to obtain these pupil details, the department understands that in extreme circumstances this is not always possible. In such extreme cases, these fields can be left blank or a partial address can be supplied and the validation errors ignored.

4.15.1 SAON

SAON, the secondary addressable object name, refers to the flat, apartment name or number or other sub-division of a dwelling.

4.15.2 PAON

PAON, the primary addressable object name, refers to the dwelling name and/or number.

4.15.3 Street

The street name or description. Validation will result in a query where there is a dwelling name/number but no street. If the address legitimately has no street, the query can be ignored.

4.15.4 Locality

The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.

4.15.5 Town

The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.

4.15.6 Administrative area

The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.

4.15.7 Post town

The post office usually assigns these based on sorting office.

4.15.8 Postcode

The code allocated by the post office to identify a group of postal delivery points.

Please note: whilst the postcode remains mandatory – and all efforts should be made to ensure each address has a postcode – to facilitate the "clean data submit" initiative that is running on the AP census, the validation against this requirement has been amended from an "error" to a "query" and, as such, where a postcode cannot be entered, this "query" may now be "OKed" to allow submission.

4.15.9 Unique property reference number

The unique property reference number ('UPRN'); introduced on a voluntary basis from 2017; is defined by Ordnance Survey as: 'The unique identifier for every spatial address in Great Britain. It provides a comprehensive, complete, consistent identifier throughout a property's life cycle – from planning permission through to demolition'.

The 'UPRN' is returned on a termly basis – as with all address information.

Or

4.15.10 Address line 1

First line of address.

4.15.11 Address line 2

Second line of address.

4.15.12 Address line 3

Third line of address.

4.15.13 Address line 4

Fourth line of address.

4.15.14 Address line 5

Fifth line of address.

NB. Regarding addresses above, **only one format is required**. Care should be taken not to mix the two formats.

Where the BS7666 format is used then the SAON and street must be provided and at least one of town, locality, administrative area or post town. In addition, the postcode **must** be provided.

For a line address, the minimum of postcode and **one address line** must be provided. However, up to a maximum of five lines are available for the address, if required.

5 Placement module

This section lists, in detail, the placement specific data items required for the 2018 alternative provision census.

Whilst this new module records each placement the pupil has with the provider, it is appreciated that providers may not have been able to record all placements within the new 'census period' - see paragraph 1.2 above. As such, for the 2018 census, only the latest / last placement details are required.

5.1 URN

The 'URN' data item records the EduBase unique reference number (URN), where it is available, of establishment within which the pupil has taken up an alternative provision placement.

Please note: The URN and UKPRN are mutually exclusive. Where one is returned, the other is not. Where the provider is not registered on EduBase, this field is left blank.

However, where left blank, and no UKPRN is returned, the 'AP type of setting' (see paragraph 4.3 below) must be completed. Where URN is completed, type of setting is left blank.

5.2 UKPRN

The 'UKPRN' data item (100586) records the UK provider register number (UKPRN), where available, of establishment within which the pupil has taken up an alternative provision placement.

Please note: The UKPRN and URN are mutually exclusive. Where one is returned, the other is not. Where the provider is not registered with UKPRN, this field is left blank.

However, where left blank, and no URN is returned, the 'AP type of setting' (see paragraph 4.3 below) must be completed. Where this field is completed, type of setting is left blank.

5.3 Type of setting

The 'AP setting type' data item records, where the URN or UKPRN are not available (left blank), the type of setting within which the pupil has taken up an alternative provision placement. Allowable values are shown in the table below:

Code	Description
NFE	Non-maintained further education provision
OOT	One on one tuition
OTH	Other unregistered provider
WBP	Work based placement

Where type of setting is completed, URN and UKPRN must be blank. If URN or UKPRN are completed, type of setting must remain blank

5.4 Primary reason for placement

The 'AP placement reason' data item records the primary (or main) reason why the placement into alternative provision has been commissioned as opposed to what the needs of the pupil are. For example, where a pupil has a mental/physical health need but has also been permanently excluded the primary reason for placement would be the permanent exclusion which triggered the commissioning of the alternative provision. Allowable values are shown in the table below:

Code	Description
EHC	Setting named on EHC plan
MHN	Mental health need
NEW	New arrival without a school place
OTH	Other
PCC	Pregnancy / childcare
PEX	Permanent exclusion
PHN	Physical health need
YOI	Pupil in young offender institutes / secure training centres

5.5 Date of entry into AP

The 'entry date' data item records the pupil's entry date into alternative provision. As children may enter into alternative provision more than once within a census period. Each 'transaction' is to be recorded and returned in the census

5.6 Date of leaving AP

The 'leaving date' data item records the date the pupils leaves alternative provisions. As children may leave alternative provision more than once within a census period. Each 'transaction' is to be recorded and returned in the census.

5.7 Association

The 'AP association' data item records whether the placement is associate with any other services, that are not education, supporting the pupil. The default value should be set to 'NO'. Allowable values are shown in the table below:

Code	Description
YC	Yes – provision linked to a children's home
YH	Yes – provision linked to a healthcare setting
YO	Yes – provision linked to other service
NO	No – provision is not linked

5.8 Attendance pattern

The 'AP attendance pattern' data item records the pupil's planned attendance pattern at the alternative provision provider. Allowable values are:

Code	Description
FT	Full time in alternative provision at this provider
PT	Part time in alternative provision at this provider

Where the pupil is in part time provision, the number of sessions must be provided.

5.9 Sessions per week

The 'AP sessions per week' data item records, where the pupil's attendance pattern is part time (PT) the pupil's planned number of sessions per week.

5.10 URN of previous school attended

The 'previous URN' data item records the EduBase unique reference number (URN) of the school that the pupil attended prior to entering into an alternative provision placement. As this is only recorded once in the record, this should be the latest 'previous URN' on record that is held by the alternative provision provider.

6 Further information

For further advice on the completion of any part of the AP census return, local authorities should contact the DfE service desk by completing a ['Data collection service request form'.](#)

Appendix 1 – codesets for data items

Gender

Gender	
0	Not known (gender has not been recorded). Also covers gender of unborn child.
1	Male
2	Female
9	Not specified (indeterminate; unable to be classified as either male or female)

Ethnicity

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
WBRI	**White - British**	**WBRI**	**White - British**	**White**	**WBRI may not be used if any of the extended categories below (WCOR-WWEL) are used**
WCOR	White - Cornish	WBRI	White - British	White	
WENG	White - English	WBRI	White - British	White	
WSCO	White - Scottish	WBRI	White - British	White	
WWEL	White - Welsh	WBRI	White - British	White	
WOWB	Other White British	WBRI	White - British	White	If LAs collect information for "White - British" pupils using any of the **extended** categories above (WCOR-WWEL), this category must be used as a catch all for all other White pupils within the main "White - British" category. If used, cannot have category "White - British" (WBRI).
WIRI	**White - Irish**	**WIRI**	**White - Irish**	**White**	
WIRT	**Traveller of Irish heritage**	**WIRT**	**Traveller of Irish heritage**	**White**	
WOTH	**Any other white background**	**WOTH**	**Any other white background**	**White**	**WOTH may not be used if any of the extended categories below (WALB-WWEU) are used.**
WALB	Albanian	WOTH	Any other white background	White	Excluding Kosovan.
WBOS	Bosnian-Herzegovinian	WOTH	Any other white background	White	
WCRO	Croatian	WOTH	Any other white background	White	
WGRE	Greek/ Greek Cypriot	WOTH	Any other white background	White	If LAs do not wish to distinguish between pupils of Greek and Greek Cypriot heritage they may place all Greek/ Greek Cypriot in this category. If used, cannot have categories "Greek" (WGRK) or "Greek Cypriot" (WGRC).
WGRK	Greek	WOTH	Any other white background	White	If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek Cypriot" (WGRC).
WGRC	Greek Cypriot	WOTH	Any other white background	White	If used, cannot have category "Greek/ Greek Cypriot" (WGRE). If used, must also have category "Greek" (WGRK).
WITA	Italian	WOTH	Any other white background	White	
WKOS	Kosovan	WOTH	Any other white background	White	

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
WPOR	Portuguese	WOTH	Any other white background	White	
WSER	Serbian	WOTH	Any other white background	White	
WTUR	Turkish/ Turkish Cypriot	WOTH	Any other white background	White	If LAs do not wish to distinguish between pupils of Turkish and Turkish Cypriot heritage they may place all Turkish/ Turkish Cypriot in this category. If used, cannot have categories "Turkish" (WTUK) or "Turkish Cypriot" (WTUC).
WTUK	Turkish	WOTH	Any other white background	White	If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish Cypriot" (WTUC).
WTUC	Turkish Cypriot	WOTH	Any other white background	White	If used, cannot have category "Turkish/ Turkish Cypriot" (WTUR). If used, must also have category "Turkish" (WTUK).
WEUR	White European	WOTH	Any other white background	White	If LAs do not collect information on White European pupils on the basis of country of origin or East/ West European, they may place all White European pupils here.
WEEU	White Eastern European	WOTH	Any other white background	White	Including Russian, Latvian, Ukrainian, Polish, Bulgarian, Czech, Slovak, Lithuanian, Montenegran and Romanian.
WWEU	White Western European	WOTH	Any other white background	White	Including Italian, French, German, Spanish, Portuguese and Scandinavian.
WOTW	White other	WOTH	Any other white background	White	If LAs collect information for "Any Other White Background" pupils using any of the **extended** categories above (WALB-WWEU), this category must be used as a catch all for all other White pupils within the main "Any Other White Background" category. If used, cannot have category "Any Other White Background" (WOTH).
WROM	**Gypsy / Roma**	**WROM**	**Gypsy / Roma**	**White**	This category includes pupils who identify themselves as Gypsies and or Romanies, and or Travellers, and or Traditional Travellers, and or Romanichals, and or Romanichal Gypsies and or Welsh Gypsies / Kaale, and or Scottish Travellers / Gypsies, and or Roma. It includes all children of a Gypsy ethnic background or Roma ethnic background, irrespective of whether they are nomadic, semi nomadic or living in static accommodation. It should not include Fairground (Showman's) children; the children travelling with circuses; or the children of New Travellers or Bargees unless, of course, their ethnic status is that which is mentioned above. Schools would use this where they do not wish to identify Gypsy and Roma pupils separately

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
WROG	Gypsy	WROM	Gypsy/Roma	White	This category enables the separate identification of Gypsy pupils. Gypsy refers to: all pupils who identify themselves as Gypsies. This includes all children of a Gypsy ethnic background, irrespective of whether they are nomadic, semi-nomadic or living in static accommodation
WROR	Roma	WROM	Gypsy/Roma	White	This category identifies the separate identification of Roma pupils. Roma refers to: all pupils who identify themselves as Roma or Romany, part of a diverse community of related groups whose ancestors are believed to originate from the Indian sub-continent but who have more recently migrated from Central and Eastern Europe. Many Roma speak a form of dialect of the Romani language as their first language and for many this is in addition to their national language (eg Czech or Romanian).
WROO	Other Gypsy/Roma	WROM	Gypsy/Roma	White	This category is for Gypsy/Roma who do not identify with one or the other of the above groups - eg pupils with mixed Gypsy/Roma heritage
MWBC	**White and Black Caribbean**	**MWBC**	**White and Black Caribbean**	**Mixed/Dual background**	
MWBA	**White and Black African**	**MWBA**	**White and Black African**	**Mixed/Dual background**	
MWAS	**White and Asian**	**MWAS**	**White and Asian**	**Mixed/Dual background**	**MWAS may not be used if any of the extended categories below (MWAP-MWAI) are used.**
MWAP	White and Pakistani	MWAS	White and Asian	Mixed/Dual background	
MWAI	White and Indian	MWAS	White and Asian	Mixed/Dual background	
MWAO	White and any other Asian background	MWAS	White and Asian	Mixed/Dual background	If LAs collect information for "White and Asian" pupils using any of the **extended** categories above (MWAP-MWAI), this category must be used as a catch all for all other Mixed/Dual background pupils within the main "White and Asian" category. If used, cannot have category "White and Asian" (MWAS).
MOTH	**Any other mixed background**	**MOTH**	**Any other mixed background**	**Mixed/Dual background**	**MOTH may not be used if any of the extended categories below (MAOE-MWCH) are used.**
MAOE	Asian and any other ethnic group	MOTH	Any other mixed background	Mixed/Dual background	
MABL	Asian and Black	MOTH	Any other mixed background	Mixed/Dual background	
MACH	Asian and Chinese	MOTH	Any other mixed background	Mixed/Dual background	
MBOE	Black and any other ethnic group	MOTH	Any other mixed background	Mixed/Dual background	
MBCH	Black and Chinese	MOTH	Any other mixed background	Mixed/Dual background	

DfE extended codes	Approved extended categories	DfE main code	Sub-category	Main category	Comments
MCOE	Chinese and any other ethnic group	MOTH	Any other mixed background	Mixed/Dual background	
MWOE	White and any other ethnic group	MOTH	Any other mixed background	Mixed/Dual background	
MWCH	White and Chinese	MOTH	Any other mixed background	Mixed/Dual background	
MOTM	Other mixed background	MOTH	Any other mixed background	Mixed/Dual background	If LAs collect information for "any other mixed background" pupils using any of the **extended** categories above (MAOE-MWCH), this category must be used as a catch all for all other Mixed/Dual background pupils within the main "any other mixed background" category. If used, cannot have category "any other mixed background" (MOTH).
AIND	**Indian**	**AIND**	**Indian**	**Asian or Asian British**	
APKN	**Pakistani**	**APKN**	**Pakistani**	**Asian or Asian British**	**APKN may not be used if any of the extended categories below (AMPK-AKPA) are used.**
AMPK	Mirpuri Pakistani	APKN	Pakistani	Asian or Asian British	
AKPA	Kashmiri Pakistani	APKN	Pakistani	Asian or Asian British	
AOPK	Other Pakistani	APKN	Pakistani	Asian or Asian British	If LAs collect information for "Pakistani" pupils using any of the **extended** categories above (AMPK-AKPA), this category must be used as a catch all for all other Pakistani pupils within the main "Pakistani" category. If used, cannot have category "Pakistani" (APKN).
ABAN	**Bangladeshi**	**ABAN**	**Bangladeshi**	**Asian or Asian British**	
AOTH	**Any other Asian background**	**AOTH**	**Any other Asian background**	**Asian or Asian British**	**AOTH may not be used if any of the extended categories below (AAFR-ASRO) are used.**
AAFR	African Asian	AOTH	Any other Asian background	Asian or Asian British	Including East and South African Asians.
AKAO	Kashmiri other	AOTH	Any other Asian background	Asian or Asian British	Kashmiri respondents not wishing to be classified under Asian Pakistani should use this category.
ANEP	Nepali	AOTH	Any other Asian background	Asian or Asian British	
ASNL	Sri Lankan Sinhalese	AOTH	Any other Asian background	Asian or Asian British	All other Sinhalese pupils should be placed wherever appropriate in the categories above. If used MUST also have categories 'Sri Lankan Tamil' (ASLT) and 'Sri Lankan Other' (ASRO).
ASLT	Sri Lankan Tamil	AOTH	Any other Asian background	Asian or Asian British	All other Tamil pupils should be placed wherever appropriate in the categories above. If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan other' (ASRO).
ASRO	Sri Lankan other	AOTH	Any other Asian background	Asian or Asian British	If used MUST also have categories 'Sri Lankan Sinhalese' (ASNL) and 'Sri Lankan Tamil' (ASLT).

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
AOTA	Other Asian	AOTH	Any other Asian background	Asian or Asian British	If LAs collect information for "any other Asian background" pupils using any of the **extended** categories above (AAFR-ASRO), this category must be used as a catch all for all other Asian pupils within the main "any other Asian background" category. If used, cannot have category "any other Asian background" (AOTH).
BCRB	**Black Caribbean**	**BCRB**	**Black Caribbean**	**Black or Black British**	**Including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago.**
BAFR	**Black - African**	**BAFR**	**Black - African**	**Black or Black British**	**BAFR may not be used if any of the extended categories below (BANN-BSUD) are used.**
BANN	Black - Angolan	BAFR	Black - African	Black or Black British	
BCON	Black - Congolese	BAFR	Black - African	Black or Black British	
BGHA	Black - Ghanaian	BAFR	Black - African	Black or Black British	
BNGN	Black - Nigerian	BAFR	Black - African	Black or Black British	
BSLN	Black - Sierra Leonean	BAFR	Black - African	Black or Black British	
BSOM	Black - Somali	BAFR	Black - African	Black or Black British	
BSUD	Black - Sudanese	BAFR	Black - African	Black or Black British	Including Sudanese of Egyptian origin.
BAOF	Other Black African	BAFR	Black - African	Black or Black British	Including Black South African, Zimbabwean, Ethiopian, Rwandan and Ugandan. If LAs collect information for "Black - African" pupils using any of the **extended** categories above (BANN-BSUD), this category must be used as a catch all for all other Black African pupils within the main "Black - African" category. If used, cannot have category "Black - African" (BAFR).
BOTH	**Any other Black background**	**BOTH**	**Any other Black background**	**Black or Black British**	**BOTH may not be used if any of the extended categories below (BEUR-BNAM) are used.**
BEUR	Black European	BOTH	Any other Black background	Black or Black British	
BNAM	Black North American	BOTH	Any other Black background	Black or Black British	Include Black North American and Canadian.
BOTB	Other Black	BOTH	Any other Black background	Black or Black British	If LAs collect information for "any other Black background" pupils using any of the **extended** categories above (BEUR-BNAM), this category must be used as a catch all for all other Black pupils within the main "any other Black background" category. If used, cannot have category "any other Black background" (BOTH).
CHNE	**Chinese**	**CHNE**	**Chinese**	**Chinese**	**CHNE may not be used if any of the extended categories below (CHKC-CTWN) are used.**
CHKC	Hong Kong Chinese	CHNE	Chinese	Chinese	

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
CMAL	Malaysian Chinese	CHNE	Chinese	Chinese	
CSNG	Singaporean Chinese	CHNE	Chinese	Chinese	
CTWN	Taiwanese	CHNE	Chinese	Chinese	
COCH	Other Chinese	CHNE	Chinese	Chinese	If LAs collect information for "Chinese" pupils using any of the **extended** categories above (CHKC-CTWN), this category must be used as a catch all for all other Chinese pupils within the main "Chinese" category. If used, cannot have category "Chinese" (CHNE).
OOTH	**Any other ethnic group**	**OOTH**	**Any other ethnic group**	**Any other ethnic group**	**OOTH may not be used if any of the extended categories below (OAFG-OYEM) are used.**
OAFG	Afghan	OOTH	Any other ethnic group	Any other ethnic group	
OARA	Arab other	OOTH	Any other ethnic group	Any other ethnic group	Include Palestinian, Kuwaiti, Jordanian and Saudi Arabian.
OEGY	Egyptian	OOTH	Any other ethnic group	Any other ethnic group	
OFIL	Filipino	OOTH	Any other ethnic group	Any other ethnic group	
OIRN	Iranian	OOTH	Any other ethnic group	Any other ethnic group	
OIRQ	Iraqi	OOTH	Any other ethnic group	Any other ethnic group	
OJPN	Japanese	OOTH	Any other ethnic group	Any other ethnic group	
OKOR	Korean	OOTH	Any other ethnic group	Any other ethnic group	
OKRD	Kurdish	OOTH	Any other ethnic group	Any other ethnic group	Include Kurdish pupils from Iraq, Iran and Turkey.
OLAM	Latin/South/ Central American	OOTH	Any other ethnic group	Any other ethnic group	Include all pupils from Central/ South America, Cuba and Belize.
OLEB	Lebanese	OOTH	Any other ethnic group	Any other ethnic group	
OLIB	Libyan	OOTH	Any other ethnic group	Any other ethnic group	
OMAL	Malay	OOTH	Any other ethnic group	Any Other Ethnic Group	Including Malaysian other than Malaysian Chinese.
OMRC	Moroccan	OOTH	Any Other Ethnic Group	Any other ethnic group	
OPOL	Polynesian	OOTH	Any other ethnic group	Any other ethnic group	Including Fijian, Tongan, Samoan and Tahitian.
OTHA	Thai	OOTH	Any other ethnic group	Any other ethnic group	
OVIE	Vietnamese	OOTH	Any other ethnic group	Any other ethnic group	
OYEM	Yemeni	OOTH	Any other ethnic group	Any other ethnic group	
OOEG	Other ethnic group	OOTH	Any other ethnic group	Any other ethnic group	If LAs collect information for "any other ethnic group" pupils using any of the **extended** categories above (OAFG-OYEM), this category must be used as a catch all for all other pupils within the main "any other ethnic group" category. If used, cannot have category "any other ethnic group" (OOTH).
REFU	**Refused**	**REFU**	**Refused**	**Refused**	

DfE extended codes	Approved extended categories	DfE main code	Sub- category	Main category	Comments
NOBT	Information not yet obtained	NOBT	Information not yet obtained	Information not yet obtained	

Pupil SEN provision

SEN provision	
N	No special educational need
S	Statement
E	Education, health and care plan
K	SEN support

Pupil SEN type

Code	Description
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound & multiple learning difficulty
SEMH	Social, emotional and mental health
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Visual impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
OTH	Other difficulty / disorder
NSA	SEN support but no specialist assessment of type of need

Primary reason for placement

Code	Description
EHC	Setting named on EHC plan
MHN	Mental health need
NEW	New arrival without a school place
OTH	Other
PCC	Pregnancy / childcare
PEX	Permanent exclusion
PHN	Physical health need
YOI	Pupil in young offender institutes / secure training centrtes

Type of setting

Code	Description
NFE	Non-maintained further education provision
OOT	One on one tuition
OTH	Other unregistered provider
WBP	Work based placement

Association

Code	Description
YC	Yes – provision linked to a children's home
YH	Yes – provision linked to a healthcare setting
YO	Yes – provision linked to other service
NO	No – provision is not linked

Attendance pattern

Code	Description
FT	Full time in alternative provision at this provider
PT	Part time in alternative provision at this provider

Appendix 2 - guidance on groups to include as 'alternative provision'

The following list shows the types of provision that should, and should not, be included as alternative provision (AP) on the census return.

The underlying principle of the AP census is that it should cover pupils resident in the local authority receiving education with an alternative provider (ie a provider not covered by the other collections - school census, early years census and SLASC).

The local authority will be financially responsible for the education of such pupils either from the schools budget or the schools budget with contributions from the wider local authority budget (eg other part of the children's services budget), health authority or another local authority and where the alternative provider is situated either within or outside the local authority area.

If there are any pupils accessing alternative provision who are not covered by this guidance but who meet the underlying principle of the AP collection then the DfE service desk should be contacted immediately by completing the Data collection service request form to discuss whether they should be entered on the AP return or not.

Definitions of pupils counted as alternative provision

Type of pupil	Include?	Category
Children who are electively home educated by their parents and do not receive local authority support to attend a college of further education or another alternative provider and / or to support their special educational needs.[1]	No	Not applicable
Children who are electively home educated by their parents and are receiving significant financial support by the local authority to attend a college of further education or other alternative provider and / or in support of the child's special educational needs.[2]	Yes	Not a school (NOT)
Pupil receiving home tuition for whom the local authority is financially responsible, including those requiring SEN support.	Yes	Not a school (NOT)
Pupil attending a designated hospital school.	No	Not applicable - included in school census
Pupil receiving tuition whilst in hospital. [3]	Yes	Hospital (HSP)

Type of pupil	Include?	Category
Pupil in local authority maintained general hospital school.	No	Not applicable - included in SLASC collection
Pupil of compulsory school age not registered at a school, being educated at FE Colleges and for whom the local authority is financially responsible. Asylum seekers of compulsory school age attending FE colleges or with voluntary sector providers.	Yes	Not a school (NOT)
Pupil with an education, health and care plan or SEN not yet assessed at an independent school for whom the local authority pays the fees. [4]	Yes	Independent (IND)
Pupil with an education, health and care plan or SEN not yet assessed at an independent boarding school for whom the local authority pays the educational element of the fees ([4]) whether or not the boarding costs are met elsewhere ([4]).	Yes	Independent (IND)
Pupil attending a special school not maintained by the local authority or another authority for whom the local authority pays the fees.	Yes	Non-maintained special school (NMS)
Pupil not receiving education during the census week eg: • looked after child awaiting a placement at one of the local authority maintained schools at the time of the census • pupil with education health and care plan living in the local authority in the process of being placed into a school but not present on census date • permanently excluded pupil at time of census not allocated to another school, PRU or alternative provider • child awaiting a placement in an AP setting	No	Not applicable
Pupil not in the local authority but part funded by the local authority as a goodwill gesture.	No	Not applicable
Pupil held in unit for their own safety, where the local authority is paying for the education, although the unit is in another authority.	Yes	Not a school (NOT)

Type of pupil	Include?	Category
Pupil held at a detention centre funded by the Home Office.	No	Not applicable
Pupil not on a school roll elsewhere and held at a detention centre where the local authority is fully financially responsible for the pupil.	Yes	Not a school (NOT)
Pupil for whom the local authority is paying for education in any of the alternative providers covered above but taking place outside England ('exported pupils').	Yes	Not a school (NOT)
Pupil accessing alternative provision in the local authority for whom another authority is fully financially responsible for their education ('imported pupils').	No	Not applicable - Included in the home local authority's return

[1] Where parents choose to educate their child otherwise than at school at their own expense, then the whole of the provision is at their expense. This includes any additional support or provision that may be required to meet their child's needs, except in circumstances in which local authorities elect to provide support.

[2] Existing arrangements in which local authorities can draw down funding where they provide significant support for home educated children with special educational needs or to enable a home educated child to attend a college of further education or another alternative provider. Such funding is at the local authority's discretion.

[3] The pupil should only be entered if they are not on-roll at a maintained school or other institution covered by school census, early years' census or SLASC.

[4] The reference to 'fees' is to those cases where an local authority pays the fees for the educational element of a pupil's schooling. It does not apply to the payment of costs such as boarding. A child placed in an independent boarding school, may be included on the AP return, provided the local authority (either from the schools budget, or from the schools budget with contributions from the social services budget) covers the full cost of the education element ie the day fees element (usually the published day fee) less any bursaries awarded by the school specifically in respect of education provision; **or** contributes to the education costs an amount equivalent to the cost of placing the pupil in a maintained school in the authority.

Appendix 3 - glossary

CBDS	Common basic data set. A set of data definitions that department, partners, local authorities, and software suppliers use for consistency of data storage and ease of transfer. There are CBDS levels for pupil, school, local authority and school workforce. Each CBDS level contains a number of modules, for example for staff details, for contracts or qualifications. Latest CBDS definitions can be found on the department's website at: Common basic data set (CBDS) database.
COLLECT	COLLECT is a web based data collection tool made available by the department which facilitates the data collection process and enables the transfer of census data between schools, local authorities and the department. It supports the management of the collection process, with various reports that monitor the quality and completeness of the return. Validation checking and error reporting is also built into COLLECT.
Dedicated schools grant	The dedicated schools grant (DSG) is the mechanism by which all funding for education services is distributed to local authorities.
Department for Education website	All documentation relating to the 2017 alternative provision census can be found on the department's website.
Privacy notice	Data controllers (those who collect and hold data) have to provide 'data subjects' (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data fair, including any third parties to whom the data may be passed on. This is referred to as a 'privacy notice'.
MIS	Management information system(s) - propriety software system(s) used by schools to collect, validate, store, and analyse a range of pupil, school, and workforce data.
SEN	Special educational needs - the list of acceptable codes is in Appendix 1. Assessment of a pupil as having SEN should only be carried out by a qualified teacher.
XML	XML is the extensible mark-up language. It improves the functionality of the web by letting you identify your information in a more accurate, flexible, and adaptable way. XML contains a header followed by a repeating group of data. It is more fully described in the context of the alternative provision census in the business specification. Government interoperability framework encourages the use of XML for data.

Appendix 4 – template letter

Template: letter for local authorities to send to alternative education providers about children adopted from care and the pupil premium

Dear

Children adopted from care and the pupil premium

Children in alternative provision funded by the local authority who were adopted from local authority care or who have left care under a special guardianship or care arrangements order(formally known as a residence order), are eligible to attract the pupil premium. The pupil premium is an additional sum (currently worth £1,900 per pupil) to help provide specific support to raise attainment and address the wider needs of vulnerable children.

To claim the pupil premium the authority must include numbers of eligible children in the alternative provision (AP) census return to the Department for Education by Friday 2 March 2018. To enable this to happen you will need to inform the authority of eligible children in your setting whose place is funded by [name] local authority and who are on roll on census day, Thursday 18 January 2018. To establish eligibility, you should invite parents to self-declare that their child was adopted from care or left care under a guardianship or care arrangements order. Parents should be asked to provide evidence, for example, a copy of the adoption order.

Information on eligible children attending your setting should be provided to the authority by [insert details of preferred local method for securely transferring pupil level data]

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