



Department
for Education

Alternative provision census 2014

Guide for preparing for and completing the
census

December 2013

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Version history

1	Updated dates Removed AP Type ACD (academies) Include new data item – Unique Learner Number (ULN) Updated guidance on Free School Meals and Service Children in Education	Mel Armstrong December 2013
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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 2014(Section 4)

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

This document is published on the [Department's website](#)

LAs 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. Changes from alternative provision census 2013

AP type academy

As pupils attending academies not going through recouplement with individually assigned SEN are now funded via the high needs block of the dedicated schools grant, AP type ACD is no longer required. The pupil level information is provided by the school census.

New data items

Unique learner number (ULN)

ULNs will be required for pupils on roll on census day aged 14 and over.

1.3. Who is in the scope of the alternative provision census?

The AP census 2014 is a mandatory data collection from LAs of all school age pupils attending:

- A school not maintained by a LA 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 LA.

Pupils should be aged between 2 (as at 31st December 2013) and 18 (at 31st August 2013) ie those pupils born between 01/09/1994 and 31/12/2011.

The overriding criterion for inclusion in the AP census is that it is for pupils for whom an English LA has a financial responsibility and is not picked up by any of the following data collections:

- school census
- school level annual school census (SLASC) for maintained general hospital schools
- early years census

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 LA 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 pupil referral unit (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 (DSG) 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

Independent schools

Includes schools in England and Wales for whom the LA 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.

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 LA is paying tuition fees should be included. These are sometimes known as 'exported' pupils.

'Imported' pupils (those attending an establishment in the LA but for whom another authority is paying the fees) should be excluded from the return.

Non-maintained special schools

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

Pupils attending an establishment in the LA for whom another authority is paying the fees should be excluded from the return.

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 LA - where education is provided on site and for whom the LA 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 LA funding and also those arrangements made for the education of pupils in travellers' families other than those who are on the roll of a school on census day.

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

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

1.4. 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 SEN, SEN without statements (school action etc), free school meals (FSM) eligibility and ethnicity is used to monitor the government's social inclusion policy.
- With the introduction of the DSG, there is a need to demonstrate proper accountability for the expenditure in this area. Individual level data will give better-quality data, thereby increasing confidence that expenditure is being targeted properly, as well as improving the evidence base for formulation and delivery of other policies.
- Discussions have been held with policy colleagues in the department to determine the data items that ought to be collected. The intention is to ensure that only those items that are essential, and likely to be held by most settings or LAs, should be included.
- The data collected and transmitted are as defined in the [Common Basic Data Set \(CBDS\) database](#).

The latest version mainly conforms to data standards such as e-gif and the intention is that future versions will become fully e-gif compliant.

1.5. Statutory basis of the census

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
- Helps to ensure that returns are completed by providers.

1.6. Structure of the AP census

The alternative provision census 2014 will mainly consist of Pupil level data. The individual data items are listed in section 3.

1.7. Key concepts

1.7.1.Data Quality

In order to properly account for pupils in the AP sector, it is important that the data collected by providers and LAs, for onward transmission to DfE, 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 aid the speed of the process by which funding is allocated to providers.

1.7.2.Ethnicity

All pupils aged 5 and over as at the previous 31st August should have an ethnic category assigned to them. Where the information has not yet been collected then this needs to be recorded as 'Not obtained'. If the parent or pupil has refused to give the information then 'Refused' should be assigned and not as the LA/provider perceives the pupil. This is really important from a Data Protection point of view. Information on the ethnicity of recipients of AP will be used to monitor inclusion strategies and other government and local initiatives.

There is a list of recognised and acceptable ethnic descriptions and codes in Appendix 1. The codeset reflects categories used in the 2001 National population census.

1.7.3.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 LA prior to submission of the return will greatly diminish the double counting of such pupils.

LAs 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 LAs 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 LA in England is expected to complete an individual pupil level census return. The census will take place on Thursday 16 January 2014.

The deadline for the 2013 census return to reach the DfE is Friday 7 March 2014. LAs 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

- LA contact liaises with all providers of alternative provision to ensure LA records of pupils are complete and accurate.
- Any discrepancies will be resolved between the LA and the provider
- LA produces the census return according to the business and technical specification which can be found on the [department's website](#).
- LA uploads the return to COLLECT (see glossary at Appendix 2)
- Further validation takes place in COLLECT and errors resolved before finally submitting the return to DfE via COLLECT no later than Friday 7 March 2014.

2.3. Providing the data

LAs and providers should ensure that all the data items described in section 4 are readily available and accurately recorded via electronic means eg bespoke MIS or spreadsheet. Providers and LAs should agree a process for this to take place.

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

2.4. LA inputting and validation

Census data is used by DfE policy divisions, other government departments, LAs, schools, external agencies and educational researchers. The data is also used for funding purposes. Accuracy of data is therefore paramount. LA software may already contain aids to the cleansing of data eg address validation, pupils with more than one registered base, that 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 the work you will need to do subsequently to resolve these.

2.5. Resolving conflicts

Errors and inconsistencies in the data should be resolved between the LA and the provider before the full return for the LA is created. LAs should advise their providers of the means by which this process will be undertaken.

2.6. Generating the AP census (LAs)

These completion notes should be read in conjunction with the [business and technical specification](#) which is available on the department's website

For the AP individual level return, LAs will need to export data from the spreadsheet or database used and load it into the DfE COLLECT system.

The business and technical specification outlines 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 as per the specification. If the data is organised in any other way then 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 the department's website.

2.7. Sending the census to DfE

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

1. Log onto the secure website from 16 January 2014.
2. Upload the file.

Successfully loaded data is subjected to validation.

After validation is complete the LA 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 LA may need to query something and return to COLLECT

to make a change to the data. The LA 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 LA 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 LA 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 of all data items that are required for the Census.

Most of the data items collected in the AP Census are those which the LA 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.

LAs 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 LA has responsibility. These include:

- Children receiving AP
- Permanently excluded pupils not yet assigned to a new school but are receiving an education provision
- Home educated pupils eg 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 UPN¹ (especially if moving to the AP sector from a maintained school).

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 (LA).

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 LA'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.

3.4. Data protection and security

Data kept on pupils (in any medium, including within a MIS) is personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998 and all staff that have access to personal data should be aware of their responsibilities under the Act.

As part of their work on reducing burdens on schools and LAs, the department has devised a slimmed down version of the [privacy notice](#) and this is available on the department's website.

LAs need to ensure that any providers that they engage are aware of this privacy notice and how / when to issue it.

Providers should check with their local authority AP census co-ordinator if there is any doubt about whose responsibility it is to issue the privacy notice.

4. Pupil/child level

This section lists in detail the data required for the alternative provision census 2014.

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 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. 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 LAs 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 UK Provider Reference Number (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.

4.3. Pupil / child surname

Full legal surname, as the LA believes it to be (LAs are not necessarily 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 LA.

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 LA/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

Pupil / Child ethnic code (see codeset in Appendix 1).

4.10. Free school meal (FSM) eligibility start date and end date

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.

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 on roll on census day, and with any periods of FSM eligibility since the last census ie those with:

- 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

- an FSM eligibility end date from the first day after the previous census and on or before the current census day. For the AP census 2014, the FSM eligibility end dates are between 18 January 2013 and 16 January 2014 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 2013 until 31 October 2013 and then became eligible again from 1 December 2013 then the following would be returned in the AP census 2014.

For the first period of eligibility:

FSM eligibility start date of 01/04/2013 and FSM eligibility end date of 31/10/2013; and

For the second period of eligibility:

FSM eligibility start date of 01/12/2013 and no FSM eligibility end date.

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 year 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.

For periods of FSM eligibility that are open as at 1 January 2013 and for all subsequent periods thereafter, school management information systems should automatically

populate the Country of UK with the appropriate code for the establishment at which the pupil is on roll.

This data item is not expected to be in systems for periods of FSM eligibility that ended before 1 January 2013 but may be provided if known.

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 LA / school have confirmed that they are entitled to free school meals; or
- the relevant LA / school have seen the necessary documentation (e.g. 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. This requirement was introduced from April 2003.

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) and have an annual income which from 6th April 2013 does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs (HMRC)²
- Guarantee element of State Pension Credit.

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

It is not necessary for individual schools / LAs to calculate a family's annual taxable income.

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.

FSM eligibility checking service

The FSM eligibility checking service (ECS) streamlines the FSM eligibility checking process for both LAs and parents. The ECS allows LAs 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 (e.g.TC602) of being in receipt of the relevant benefit, parents simply need to provide their NI number, date of birth and surname. LAs are then able to undertake an eligibility check in real time via their on-line link to the system.

² 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.

4.11. Service children in education indicator

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

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

The service children indicator recorded on the AP census 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 Territorial Army are not classed as the regular armed forces and, as such, these pupils should not be considered service children on the AP census.

The service children indicator is only relevant to children whose parents are designated as Personal Status Category (PStat Cat) 1 or 2 which are shown on [the GOV.UK website](https://www.gov.uk). However, all parents will be aware of their personnel category. From the above link you will see the following definitions:

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.

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 Cat2 (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.Type of alternative provision

Type of alternative provision, for example independent school, hospital etc (See codeset in Appendix 1).

4.13.SEN provision

Valid provision types under the [Special Education Needs Code of Practice](#).

As part of the special educational needs (SEN) reforms, education health and care plans (EHCPs) will feature in primary legislation that is due for introduction in Parliament during 2013. It is envisaged that these EHCPs will eventually replace SEN statements. Subject to the enactment of the legislation and making of associated regulations, from September 2014 there will be a transition from the use of statements to the use of EHCPs with some children having statements and others EHCPs throughout that transitional period. EHCPs are currently being trialled in pathfinder areas and schools in these areas should record pupils with EHCPs in their MIS as having statements, and return this in the census collections, until such time as EHCPs are introduced nationally.

(See codeset in Appendix 1).

4.14.Sub-dwelling

Flat, apartment name or number, or other sub-division of a dwelling.

4.15.Dwelling

Dwelling name and/or number.

4.16.Street

Street name or street 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.

4.17.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.

4.18.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.

4.19.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.

4.20.Post town

The Post Office usually assigns these based on sorting office.

4.21.Postcode

The code allocated by the Post Office to identify a group of postal delivery points.

4.22.Address line 1

First line of address.

4.23.Address line 2

Second line of address.

4.24.Address line 3

Third line of address.

4.25.Address line 4

Fourth line of address.

4.26.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. Further information

For further advice on the completion of any part of the AP census return, LAs should contact the Helpdesk by completing the [data collections service request form](#).

Appendix 1 – codesets for data items

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)

Ethnic Code	
The codes collected from schools will be those specified for use by the LA which can be found in the latest version of the Common Basic Data Set (CBDS) database or DfE main codes (shown below):	
WBRI	White, British
WIRI	White, Irish
WIRT	Traveller of Irish Heritage
WROM	Gypsy / Roma
WOTH	White, any other White Background
MWBC	Mixed, White and Black Caribbean
MWBA	Mixed, White and Black African
MWAS	Mixed White and Asian
MOTH	Mixed, any other mixed background
AIND	Asian or Asian British, Indian
APKN	Asian or Asian British, Pakistani
ABAN	Asian or Asian British, Bangladeshi
AOTH	Asian or Asian British, Any other Asian Background
BCRB	Black or Black British, Caribbean
BAFR	Black or Black British, African
BOTH	Black or Black British, Any other Black background
CHNE	Chinese
OOTH	Any other ethnic background
REFU	Did not wish to be recorded
NOBT	Not Obtained

SEN Provision	
N	No Special Educational Need
A	School Action or Early Years Action
P	School Action Plus or Early Years Action Plus
S	Statement

Alternative Provision Type	
HSP	Hospital
IND	Independent School
NMS	Non-maintained Special School
NOT	Not a School

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 AP on the census return.

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

The LA will be financially responsible for the education of such pupils either from the schools budget or the schools budget with contributions from the wider LA budget (e.g. other part of the children's services budget), health authority or another LA and where the alternative provider is situated either within or outside the LA 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 the Helpdesk should be contacted by completing the [Data collections 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 LA support to attend a college of further education or another alternative provider and/or to support their special educational needs.*	No	Not applicable
Children who are electively home educated by their parents and are receiving significant financial support by the LA to attend a college of further education or other alternative provider, and/or in support of the child's special educational needs.**	Yes	Not a School (NOT)
Pupil receiving home tuition for whom the LA 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. ***	Yes	Hospital (HSP)
Pupil in LA-maintained general hospital school.	No	Not applicable - included in SLASC collection

Type of pupil	Include?	Category
Pupil of compulsory school age, not registered at a school, being educated at FE Colleges and for whom the LA is financially responsible. Asylum seekers of compulsory school age attending FE colleges or with voluntary sector providers.	Yes	Not a School (NOT)
Statemented or non-statemented pupil at an independent school for whom the LA pays the fees. ****	Yes	Independent (IND)
Statemented or non-statemented pupil at an independent boarding school for whom the LA pays the educational element of the fees (****) whether or not the boarding costs are met elsewhere (****).	Yes	Independent (IND)
Pupil attending a special school not maintained by the LA or another authority for whom the LA pays the fees.	Yes	Non-maintained special school (NMS)
Pupil not receiving education during the census week eg: <ul style="list-style-type: none"> • Looked After Child awaiting a placement at one of the LA maintained schools at the time of the census. • Statemented pupil living in the LA 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 LA but part funded by the LA as a goodwill gesture.	No	Not applicable
Pupil held in unit for their own safety, where the LA is paying for the education, although the unit is in another authority.	Yes	Not a school (NOT)
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 LA is fully financially responsible for the pupil.	Yes	Not a school (NOT)
Pupil for whom the LA 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 LA for whom another authority is fully financially responsible for their education ('imported pupils').	No	Not applicable - Included in the home LAs return

* 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 LAs elect to provide support.

**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.

*** 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.

**** The reference to 'fees' is to those cases where an LA 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 i.e. 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 DfE, partners, LAs, and software suppliers use for consistency of data storage and ease of transfer. There are CBDS Levels for pupil, school, LA 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.
COLLECT	COLLECT is a web based data collection tool made available by DfE which facilitates the data collection process and enables the transfer of census data between schools, LAs 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.
CSV	A comma separated value (CSV) format data file is a text file consisting of a number of text records. Text values are separated by a comma and can optionally be enclosed in double quotes. It is more fully described in the context of the alternative provision census in the business specification.
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 alternative provision census 2014 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 Markup 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.



Department
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Any enquiries regarding this publication should be sent to the [data collection helpdesk](#).

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