Department
for Education

Alternative provision census 2017

Guide, version 1.2

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Contents

Version history

Version	Change history	Author / date
1.0	All dates updated 1.2.1(a) – Language code – added 1.2.1(b) – Pupil country of birth – added 1.2.1(c) – Pupil nationality – added 1.2.1(d) – Unique property register number – added 1.2.2(a) – Ethnicity – changes to this data item 1.2.2(b) – Adopted from care – details of name change to Post looked after arrangements 1.3 – Who is in the scope of the alternative provision census – amended – clarification on pupils in FE colleges 3.5 – Data protection and data shareing – added 4.10 – Language code – added 4.11 – Pupil country of birth – added 4.12 – Pupil nationality – added All following paragraphs in this element renumbered to take account of these additions 4.19.9 – Unique property register number – added All following paragraphs in this element renumbered to take account of this addition Appendix 1 – Language codeset - added	Phil Dent 03/05/2016
1.1	4.11 – Pupil country of birth – amended – additional clarification on why data item is collected added 4.12 – Pupil nationality – amended – additional clarification on why data item is collected added	Phil Dent 12/09/2016
1.2	5 – Further information – Appendix 1 – codesets for data items – Language codes – amended – the Italian sub-codes have been deleted from the codeset (CBDS RFC 918 refers).	Phil Dent 13/10/2016

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 2017 (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 Changes from alternative provision census 2016

1.2.1 New data items

(a)   Language code

This new data item for the AP census records the language code of the pupil and is collected for all pupils including pupils no longer on roll. See paragraph 4.10 for full details.

(b)   Pupil country of birth

This new data item records the country of birth of the pupil, see paragraph 4.11 for full details.

(c)   Pupil nationality

This new data item records the nationality of the pupil, see paragraph 4.12 for full details.

(d)   Unique property reference number

This new data item is added to the home information module and allows the unique property reference number (UPRN) to be returned, see paragraph 4.19.9 for full details.

1.2.2 Existing data items

(a) Ethnicity

The collection of ethnicity has been expanded to include nursery schools. The age restriction which previously only made this data item mandatory for those pupils aged 5 or over has also been removed. As such, this item now applies to all schools and all pupils.

(b) Adopted from care

Following consultation, we have amended the name of this data item from 'Adopted from Care' to 'Post looked after arrangements' to better reflect the usage of this element.

1.3   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 2016) and 18 (at 31 August 2016) ie those pupils born between 01/09/1997 and 31/12/2014.

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 collage – such pupils are recorded on the individual learner record (ILR) submitted by the FE collage.

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 1.3.3 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

with full details provided below in paragraphs 1.3.1 to 1.3.4.

1.3.1 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.

1.3.2 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.

1.3.3 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.

1.3.4 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.

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.

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 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

1.5 Statutory requirement and data sharing

1.5.1 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

1.5.2 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.

1.6 Structure of the AP census

The 2017 alternative provision census is mainly comprised 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 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.

1.7.2 Ethnicity

All pupils ~~aged 5 and over as at the previous 31 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. Ethnicity must not be recorded as the local authority / 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.

Please note: The code for Gypsy / Roma has had three sub-sets added:

- Gypsy
- Roma
- Other Gypsy / Roma

Whilst the main code remains in use, these new codes provide scope for more detailed classification where required.

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 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 is expected to complete an individual pupil level census return. The AP census will take place on **Thursday 19 January 2017.**

The deadline for the 2017 census return to reach the department is **Friday 3 March 2017.** 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 4 March 2016

2.3 Providing the data

Local authorities 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 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 19 January 2017
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 of all 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 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 UPN[1] (especially if moving to the AP sector from a maintained school).

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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.

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.

3.4   Data protection & security

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

As part of their work on reducing burdens on schools and local authorities, the department has devised a slimmed down version of the Privacy Notice and this is available on the department's website.

Local authorities 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.

3.5 Data protection and data sharing

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.

4. Pupil / child level

This section lists in detail the data required for the 2016 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 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 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

Pupil / child ethnic code (see codeset in appendix 1). An ethnicity code is only required if the pupil is aged 5 years and over.

4.10 Language code

The language code is collected for all pupils including pupils no longer on roll. This information enables those schools and authorities who wish to do so to collect and transmit information on the specific languages of those pupils whose first language is other than English. In these instances an extended language code set will be available as an alternative to recording a pupil's language as OTH or OTB. The census includes the value held within the school MIS, whether the school has opted to use extended codes or to use OTH / OTB. School MIS systems should also hold more than one specific language where this is required locally. In this case, the MIS will include the language marked as "First" by the CBDS item language type.

4.11 Pupil country of birth

Country of birth (100589) is collected for all pupils, including pupils no longer on roll; and records the country in which the pupil was born, as stated by the parent / guardian and / or child (in the case of a child without a parent / guardian). The country of birth would be expected to appear on – or be derived from – the child's birth certificate. This may also

appear on, or be derived from, the passport. . However, there is no requirement for the school to request, or see, a copy of the birth certificate or passport.

There is currently a dearth of information held to understand how effective the education sector is for foreign nationals and to effectively measure the impact of foreign nationals on the education sector. This new information, along with the data collected on nationality and proficiency in English, will help bridge that data gap and provide the Department with valuable statistical information on the characteristics of these groups of children and along with their attainment and destinations, will allow the Department to measure whether the individual pupils, or the schools they attend, face additional educational challenges.

The collection of this data is consistent with that which was collected as part of the last UK national census. However although this data source covers the whole population it is only updated every 10 years and, as such, does not provide timely enough data for future policy making hence the requirement to collect this data via the school census.

Where a child is born in unusual circumstances - ie outside of national boundaries (eg in international water) - the pupil may be classified as "stateless".

Schools may also use the following codes:

- 'refused' – where the parent or guardian has refused to provide the information requested

- 'not yet obtained' - where the data has not been obtained by census day

- 'not known' - the 'not known' code is only to be used where a guardian or adoptive parent has taken care of a child and this information is not able to be accessed.

Where a child transfers school, this data will also be transferred via CTF.

Please note: For the autumn 2016 collection, there is no expectation that schools make additional effort to collect this item for off-roll pupils.

4.12 Pupil nationality

Pupil nationality (100588) is collected for all pupils including pupils no longer on roll; and is the nationality of the pupil as stated by the parent / guardian and / or child (in the case of a child without a parent / guardian). The pupil's nationality would be expected to appear on – or be derived from –the passport or european economic area (EEA) identity card. However, there is no requirement for the school to request, or see, a copy of the passport or identity card.

For pupils with 'Multiple Nationality' (also known as 'Dual Nationality') more than one nationality may be recorded.

There is currently a dearth of information held to understand how effective the education sector is for foreign nationals and to effectively measure the impact of foreign nationals on the education sector. This new information, along with the data collected on country of

birth and proficiency in English, will help bridge that data gap and provide the Department with valuable statistical information on the characteristics of these groups of children and along with their attainment and destinations, will allow the Department to measure whether the individual pupils, or the schools they attend, face additional educational challenges.

The collection of this data is consistent with that which was collected as part of the last UK national census. However although this data source covers the whole population it is only updated every 10 years and, as such, does not provide timely enough data for future policy making hence the requirement to collect this data via the school census.

Where the child was born in unusual circumstances ie outside of national boundaries (eg in international water), the pupil may be classified under the nationality of the parent or as "stateless".

Schools may also use the following codes:

- 'refused' – where the parent or guardian has refused to provide the information requested

- 'not yet obtained' - where the data has not been obtained by census day

- 'not known' - the 'not known' code is only to be used where a guardian or adoptive parent has taken care of a child and this information is not able to be accessed.

Where a child transfers school, this data will also be transferred via CTF.

Please note: For the autumn 2016 collection, there is no expectation that schools make additional effort to collect this item for off-roll pupils.

4.13 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.

(a) 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:

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 2016 AP census returns the FSM eligibility end dates are as follows between 16 January 2015 and 21 January 2016 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 2015 until 31 October 2015 and then became eligible again from 1 December 2015 then the following would be returned in the 2016 AP census:

For the first period of eligibility:

FSM eligibility start date of 01/04/2015 and FSM eligibility end date of 31/10/2015 and

For the second period of eligibility:

FSM eligibility start date of 01/12/2015 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.

(b) 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.

(c) 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

* 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 IS or IBJSA 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.

(d) 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 (egTC602) 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.

4.14 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 and the impact that catering for large numbers of service children has on individual schools. In the light of the above, it is essential that this data item is correctly recorded on the school census.

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

The service children indicator recorded on the school 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 Reserve Forces are not classed as the regular armed forces and, as such, these pupils may not be considered service children on the school 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.

4.15 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.

4.16 Early years pupil premium [used for funding]

Early years pupil premium (EYPP) was introduced for disadvantaged three and four year olds in April 2015. 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.

4.17 Type of alternative provision

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

4.18 SEN provision

The 2014 code of practice removed the requirement for separate 'school action or early years action' and 'school action plus or early years action plus' categories – these were replaced by a single 'SEN support' category (code 'K'). 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. Please note: Where an SEN review was started prior to 1 September 2014, the child may have a statement – code 'S' OR and EHC plan – code 'E'. However, assessments begun after 1 September 2014 may only result in an EHC plan - no new statements can be issued.

4.19 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.

4.19.1 SAON

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

4.19.2 PAON

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

4.19.3 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.

4.19.4 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.

4.19.5 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.

4.19.6 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.

4.19.7 Post town

The post office usually assigns these based on sorting office.

4.19.8 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.

4.19.9 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

4.19.10 Address line 1

First line of address.

4.19.11 Address line 2

Second line of address.

4.19.12 Address line 3

Third line of address.

4.19.13 Address line 4

Fourth line of address.

4.19.14 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. 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	

Language code

Code	Description
ACL	Acholi
ADA	Adangme
AFA	Afar-Saho
AFK	Afrikaans
AKA	Akan/Twi-Fante
AKAF	Akan (Fante)
AKAT	Akan (Twi/Asante)
ALB	Albanian/Shqip
ALU	Alur
AMR	Amharic
ARA	Arabic
ARAA	Arabic (any other)
ARAG	Arabic (Algeria)
ARAI	Arabic (Iraq)
ARAM	Arabic (Morocco)
ARAS	Arabic (Sudan)
ARAY	Arabic (Yemen)
ARM	Armenian
ASM	Assamese
ASR	Assyrian/Aramaic
AYB	Anyi-Baule
AYM	Aymara
AZE	Azeri
BAI	Bamileke (any)
BAL	Balochi
BEJ	Beja/Bedawi
BEL	Belarusian
BEM	Bemba
BHO	Bhojpuri
BIK	Bikol
BLT	Balti Tibetan
BMA	Burmese/Myanma
BNG	Bengali
BNGA	Bengali (any other)
BNGC	Bengali (Chittagong/Noakhali)
BNGS	Bengali (Sylheti)
BSL	British Sign Language
BSQ	Basque/Euskara
BUL	Bulgarian

Code	Description
CAM	Cambodian/Khmer
CAT	Catalan
CCE	Caribbean Creole English
CCF	Caribbean Creole French
CGA	Chaga
CGR	Chattisgarhi/Khatahi
CHE	Chechen
CHI	Chinese
CHIA	Chinese (any other)
CHIC	Chinese (Cantonese)
CHIH	Chinese (Hokkien/Fujianese)
CHIK	Chinese (Hakka)
CHIM	Chinese (Mandarin/Putonghua)
CKW	Chokwe
CRN	Cornish
CTR	Chitrali/Khowar
CWA	Chichewa/Nyanja
CYM	Welsh/Cymraeg
CZE	Czech
DAN	Danish
DGA	Dagaare
DGB	Dagbane
DIN	Dinka/Jieng
DUT	Dutch/Flemish
DZO	Dzongkha/Bhutanese
EBI	Ebira
EDO	Edo/Bini
EFI	Efik-Ibibio
ENB	Believed to be English*
ENG	English*
ESA	Esan/Ishan
EST	Estonian
EWE	Ewe
EWO	Ewondo
FAN	Fang
FIJ	Fijian
FIN	Finnish
FON	Fon
FRN	French

Code	Description	Code	Description
FUL	Fula/Fulfulde-Pulaar	KLN	Kalenjin
GAA	Ga	KMB	Kimbundu
GAE	Gaelic/Irish	KME	Kimeru
GAL	Gaelic (Scotland)	KNK	Konkani
GEO	Georgian	KNY	Kinyakyusa-Ngonde
GER	German	KON	Kikongo
GGO	Gogo/Chigogo	KOR	Korean
GKY	Kikuyu/Gikuyu	KPE	Kpelle
GLG	Galician/Galego	KRI	Krio
GRE	Greek	KRU	Kru (any)
GREA	Greek (any other)	KSI	Kisii/Ekegusii (Kenya)
GREC	Greek (Cyprus)	KSU	Kisukuma
GRN	Guarani	KUR	Kurdish
GUJ	Gujarati	KURA	Kurdish (any other)
GUN	Gurenne/Frafra	KURM	Kurdish (Kurmanji)
GUR	Gurma	KURS	Kurdish (Sorani)
HAU	Hausa	LAO	Lao
HDK	Hindko	LBA	Luba
HEB	Hebrew	LBAC	Luba (Chiluba/Tshiluba)
HER	Herero	LBAK	Luba (Kiluba)
HGR	Hungarian	LGA	Luganda
HIN	Hindi	LGB	Lugbara
IBA	Iban	LGS	Lugisu/Lumasaba
IDM	Idoma	LIN	Lingala
IGA	Igala	LIT	Lithuanian
IGB	Igbo	LNG	Lango (Uganda)
IJO	Ijo (any)	LOZ	Lozi/Silozi
ILO	Ilokano	LSO	Lusoga
ISK	Itsekiri	LTV	Latvian
ISL	Icelandic	LTZ	Luxemburgish
ITA	Italian	LUE	Luvale/Luena
JAV	Javanese	LUN	Lunda
JIN	Jinghpaw/Kachin	LUO	Luo (Kenya/Tanzania)
JPN	Japanese	LUY	Luhya (any)
KAM	Kikamba	MAG	Magahi
KAN	Kannada	MAI	Maithili
KAR	Karen (any)	MAK	Makua
KAS	Kashmiri	MAN	Manding/Malinke
KAU	Kanuri	MANA	Manding/Malinke (any other)
KAZ	Kazakh	MANB	Bambara
KCH	Katchi	MANJ	Dyula/Jula
KGZ	Kirghiz/Kyrgyz	MAO	Maori
KHA	Khasi	MAR	Marathi
KHY	Kihaya/Luziba	MAS	Maasai
KIN	Kinyarwanda	MDV	Maldivian/Dhivehi
KIR	Kirundi	MEN	Mende
KIS	Kisi (West Africa)	MKD	Macedonian

Code	Description	Code	Description
MLG	Malagasy	PORA	Portuguese (any other)
MLM	Malayalam	PORB	Portuguese (Brazil)
MLT	Maltese	PRS	Persian/Farsi
MLY	Malay/Indonesian	PRSA	Farsi/Persian (any other)
MLYA	Malay (any other)	PRSD	Dari Persian
MLYI	Indonesian/Bahasa Indonesia	PRST	Tajiki Persian
MNA	Magindanao-Maranao	QUE	Quechua
MNG	Mongolian (Khalkha)	RAJ	Rajasthani/Marwari
MNX	Manx Gaelic	REF	Refused*
MOR	Moore/Mossi	RME	Romany/English Romanes
MSC	Mauritian/Seychelles Creole	RMI	Romani (International)
MUN	Munda (any)	RMN	Romanian
MYA	Maya (any)	RMNM	Romanian (Moldova)
NAH	Nahuatl/Mexicano	RMNR	Romanian (Romania)
NAM	Nama/Damara	RMS	Romansch
NBN	Nubian (any)	RNY	Runyakitara
NDB	Ndebele	RNYN	Runyankore-Ruchiga
NDBS	Ndebele (South Africa)	RNYO	Runyoro-Rutooro
NDBZ	Ndebele (Zimbabwe)	RUS	Russian
NEP	Nepali	SAM	Samoan
NOR	Norwegian	SCB	Serbian/Croatian/Bosnian
NOT	Information not obtained*	SCBB	Bosnian
NUE	Nuer/Naadh	SCBC	Croatian
NUP	Nupe	SCBS	Serbian
NWA	Newari	*SCO*	Scots
NZM	Nzema	SHL	Shilluk/Cholo
OAM	Ambo/Oshiwambo	SHO	Shona
OAMK	Ambo (Kwanyama)	SID	Sidamo
OAMN	Ambo (Ndonga)	SIO	Sign language (other)
OGN	Ogoni (any)	SLO	Slovak
ORI	Oriya	SLV	Slovenian
ORM	Oromo	SND	Sindhi
OTB	Believed to be other than English*	SNG	Sango
OTH	Other than English*	SNH	Sinhala
OTL	Other language	SOM	Somali
PAG	Pangasinan	SPA	Spanish
PAM	Pampangan	SRD	Sardinian
PAT	Pashto/Pakhto	SRK	Siraiki
PHA	Pahari/Himachali (India)	SSO	Sotho/Sesotho
PHR	Pahari (Pakistan)	SSOO	Sotho/Sesotho (Southern)
PNJ	Panjabi	SSOT	Sotho/Sesotho (Northern)
PNJA	Panjabi (any other)	SSW	Swazi/Siswati
PNJG	Panjabi (Gurmukhi)	STS	Tswana/Setswana
PNJM	Panjabi (Mirpuri)	SUN	Sundanese
PNJP	Panjabi (Pothwari)	SWA	Swahili/Kiswahili
POL	Polish	SWAA	Swahili (any other)
POR	Portuguese	SWAC	Comorian Swahili

Code	Description		Code	Description
SWAK	Swahili (Kingwana)		TUR	Turkish
SWAM	Swahili (Brava/Mwiini)		UKR	Ukrainian
SWAT	Swahili (Bajuni/Tikuu)		UMB	Umbundu
SWE	Swedish		URD	Urdu
TAM	Tamil		URH	Urhobo-Isoko
TEL	Telugu		UYG	Uyghur
TEM	Temne		UZB	Uzbek
TES	Teso/Ateso		VEN	Venda
TGE	Tigre		VIE	Vietnamese
TGL	Tagalog/Filipino		VSY	Visayan/Bisaya
TGLF	Filipino		VSYA	Visayan/Bisaya (any other)
TGLG	Tagalog		VSYH	Hiligaynon
TGR	Tigrinya		VSYS	Cebuano/Sugbuanon
THA	Thai		VSYW	Waray/Binisaya
TIB	Tibetan		WAP	Wa-Paraok (South-East Asia)
TIV	Tiv		WCP	West-African Creole Portuguese
TMZ	Berber/Tamazight		WOL	Wolof
TMZA	Berber/Tamazight (any other)		WPE	West-African Pidgin English
TMZK	Berber/Tamazight (Kabyle)		XHO	Xhosa
TMZT	Berber (Tamashek)		YAO	Yao/Chiyao (East Africa)
TNG	Tonga/Chitonga (Zambia)		YDI	Yiddish
TON	Tongan (Oceania)		YOR	Yoruba
TPI	Tok Pisin		ZND	Zande
TRI	Traveller Irish/Shelta		ZUL	Zulu
TSO	Tsonga		ZZZ	Classification pending
TUK	Turkmen			
TUL	Tulu			
TUM	Tumbuka			

*Categories marked with an asterisk - Believed to be English, English, Information not obtained, Believed to be other than English, Other than English and Refused - may be used by schools that have no need to use individual language codes.

Pupil SEN provision

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

Alternative provision type

Alternative provision type	
HSP	Hospital
IND	Independent school
NMS	Non-maintained special school
NOT	Not a school

Nation and states codeset used for nationality and country of birth

Nation States and Countries in Alphabetical Order				
ISO 3166-1 Alpha-3	Nation Short Name	Nation Long Name	Current?	Notes
AFG	Afghanistan	The Transitional Islamic State of Afghanistan	Yes	
ALA	Aland Islands	Aland Islands	Yes	From 2004. Formerly part of (old) Finland.
ALB	Albania	Republic of Albania	Yes	
DZA	Algeria	Democratic and Popular Republic of Algeria	Yes	
ASM	American Samoa	American Samoa	Yes	
AND	Andorra	Principality of Andorra	Yes	
AGO	Angola	Republic of Angola	Yes	
AIA	Anguilla	Anguilla	Yes	From 1985. Formerly part of Saint Kitts-Nevis-Anguilla.
ATA	Antarctica	Antarctica	Yes	
ATG	Antigua and Barbuda	Antigua and Barbuda	Yes	
ARG	Argentina	Argentine Republic	Yes	
ARM	Armenia	Republic of Armenia	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
ABW	Aruba	Aruba	Yes	From 1986. Formerly part of (old) Netherlands Antiles.
AUS	Australia	Commonwealth of Australia	Yes	
AUT	Austria	Republic of Austria	Yes	
AZE	Azerbaijan	Azerbaijani Republic	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
BHS	Bahamas	Commonwealth of The Bahamas	Yes	
BHR	Bahrain	State of Bahrain	Yes	
BGD	Bangladesh	People's Republic of Bangladesh	Yes	
BRB	Barbados	Barbados	Yes	

Nation States and Countries in Alphabetical Order				
BLR	Belarus	Republic of Belarus	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR). Formerly Byelorussian SSR. New name from 1992.
BEL	Belgium	Kingdom of Belgium	Yes	
BLZ	Belize	Belize	Yes	
BEN	Benin	Republic of Benin	Yes	Formerly Dahomey. New name from 1977.
BMU	Bermuda	Bermuda	Yes	
BTN	Bhutan	Kingdom of Bhutan	Yes	
BOL	Bolivia	Republic of Bolivia	Yes	
BES	Bonaire, Sint Eustatius and Saba	Bonaire, Sint Eustatius and Saba	Yes	The code BQ was formerly used for British Antarctic Territory (BQ, ATB, --). See also code element BQAQ. BQ has been reused and reassigned to Bonaire, Sint Eustatius and Saba. The Netherlands Antilles (AN, ANT, 530) was divided into (BQ, BES, 535), (CW, CUW, 531) and (SX, SXM, 534). See also code element ANHH
BIH	Bosnia and Herzegovina	Bosnia and Herzegovina	Yes	From 1993. Formerly part of Yugoslavia.
BWA	Botswana	Republic of Botswana	Yes	
BVT	Bouvet Island	Bouvet Island	Yes	
BRA	Brazil	Federative Republic of Brazil	Yes	
ATB	British Antarctic Territory	British Antarctic Territory	No	From 1979 part of Antarctica.
IOT	British Indian Ocean Territory	British Indian Ocean Territory	Yes	
BRN	Brunei	Negara Brunei Darussalam	Yes	
BGR	Bulgaria	Republic of Bulgaria	Yes	
BFA	Burkina Faso	Burkina Faso	Yes	Formerly Upper Volta. New name from 1984.
BUR	Burma	Burma	No	From 1989 named Mynmar.

Nation States and Countries in Alphabetical Order				
BDI	Burundi	Republic of Burundi	Yes	
BYS	Byelorussian SSR	Byelorussian Soviet Socialist Republic	No	From 1992 named Belarus.
KHM	Cambodia	Kingdom of Cambodia	Yes	Formerly Kampuchea. New name from 1990.
CMR	Cameroon	Republic of Cameroon	Yes	
CAN	Canada	Canada	Yes	
CTE	Canton and Enderbury Islands	Canton and Enderbury Islands	No	From 1984 merged with Kiribati.
CPV	Cape Verde	Republic of Cape Verde	Yes	
CYM	Cayman Islands	Cayman Islands	Yes	
CAF	Central African Republic	Central African Republic	Yes	
TCD	Chad	Republic of Chad	Yes	
CHL	Chile	Republic of Chile	Yes	
CHN	China	People's Republic of China	Yes	
CXR	Christmas Island	Christmas Island	Yes	
CCK	Cocos (Keeling) Islands	Cocos (Keeling) Islands	Yes	
COL	Colombia	Republic of Colombia	Yes	
COM	Comoros	Union of the Comoros	Yes	Formerly named Federal Islamic Republic of the Comoros. New name from 2003.
COG	Congo	Republic of the Congo	Yes	
COD	Congo, Democratic Republic	Democratic Republic of the Congo	Yes	Formerly Zaire. New name from 1997.
COK	Cook Islands	Cook Islands	Yes	
CRI	Costa Rica	Republic of Costa Rica	Yes	
HRV	Croatia	Republic of Croatia	Yes	From 1992. Formerly part of Yugoslavia.
CUB	Cuba	Republic of Cuba	Yes	
CUW	Curaçao	Curaçao	Yes	From 2010. Formerly part of (new) Netherlands Antilles.
CYP	Cyprus	Republic of Cyprus	Yes	

Nation States and Countries in Alphabetical Order

CZE	Czech Republic	Czech Republic	Yes	From 1993. Formerly part of Czechoslovakia.
CSK	Czechoslovakia	Czechoslovak Socialist Republic	No	1993: Became Czech Republic and Slovakia.
DHY	Dahomey	Dahomey	No	From 1977 named Benin.
YMD	Democratic Yemen	People's Democratic Republic of Yemen	No	From 1990 merged with Yemen Arab Republic to form Republic of Yemen.
DNK	Denmark	Kingdom of Denmark	Yes	
DJI	Djibouti	Republic of Djibouti	Yes	Formerly French Territory of Afars and Issas. New name from 1977.
DMA	Dominica	Commonwealth of Dominica	Yes	
DOM	Dominican Republic	Dominican Republic	Yes	
ATN	Dronning Maud Land	Dronning Maud Land	No	From 1983 merged with Antarctica.
TMP	East Timor	East Timor	No	From 2002 named Timor-Leste.
ECU	Ecuador	Republic of Ecuador	Yes	
EGY	Egypt	Arab Republic of Egypt	Yes	
SLV	El Salvador	Republic of El Salvador	Yes	
GNQ	Equatorial Guinea	Republic of Equatorial Guinea	Yes	
ERI	Eritrea	State of Eritrea	Yes	From 1993. Formerly part of (old) Ethiopia.
EST	Estonia	Republic of Estonia	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
ETH	Ethiopia	Federal Democratic Republic of Ethiopia	Yes	From 1993. Formerly part of (old) Ethiopia.
ETH	Ethiopia	Federal Democratic Republic of Ethiopia	No	1993: Became Eritrea and (new) Ethiopia.
FLK	Falkland Islands	Falkland Islands	Yes	
FRO	Faroe Islands	Faroe Islands	Yes	
DEU	Federal Republic of Germany	Federal Republic of Germany	No	From 1990 merged with German Democratic Republic to form (new) Federal Republic of Germany.
FJI	Fiji	Republic of the Fiji Islands	Yes	

Nation States and Countries in Alphabetical Order

FIN	Finland	Republic of Finland	Yes	From 2004. Formerly part of (old) Finland.
FIN	Finland	Republic of Finland	No	2004: Became Aland Islands and (new) Finland.
FRA	France	French Republic	Yes	
GUF	French Guiana	French Guiana	Yes	
PYF	French Polynesia	French Polynesia	Yes	
ATF	French Southern Territories	French Southern Territories	Yes	1979: Changed name from French Southern and Antarctic Territories.
AFI	French Territory of Afars and Issas	French Territory of Afars and Issas	No	From 1977 named Djibouti.
GAB	Gabon	Gabonese Republic	Yes	
GMB	Gambia, The	Republic of The Gambia	Yes	
GEO	Georgia	Georgia	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
DDR	German Democratic Republic	German Democratic Republic	No	From 1990 merged with Federal Republic of Germany to form (new) Federal Republic of Germany.
DEU	Germany	Federal Republic of Germany	Yes	1990: Merger of German Democratic Republic and (old) Federal Republic of Germany.
GHA	Ghana	Republic of Ghana	Yes	
GIB	Gibraltar	Gibraltar	Yes	
GEL	Gilbert and Ellice Islands	Gilbert and Ellice Islands	No	1977: Became Gilbert Islands and Tuvalu.
GEL	Gilbert Islands	Gilbert Islands	No	From 1979 named Kiribati. Formerly part of Gilbert and Ellice Islands (changed 1977).
GRC	Greece	Hellenic Republic	Yes	
GRL	Greenland	Greenland	Yes	
GRD	Grenada	Grenada	Yes	
GLP	Guadeloupe	Guadeloupe	Yes	
GUM	Guam	Guam	Yes	
GTM	Guatemala	Republic of Guatemala	Yes	

Nation States and Countries in Alphabetical Order				
GGY	Guernsey	Guernsey	Yes	From 2006. Previously included in United Kingdom.
GIN	Guinea	Republic of Guinea	Yes	
GNB	Guinea-Bissau	Republic of Guinea-Bissau	Yes	
GUY	Guyana	Co-operative Republic of Guyana	Yes	
HTI	Haiti	Republic of Haiti	Yes	
HMD	Heard Island and McDonald Islands	Heard Island and McDonald Islands	Yes	
VAT	Holy See	Vatican City State	Yes	Formerly named Vatican City State. New name from 1996.
HND	Honduras	Republic of Honduras	Yes	
HKG	Hong Kong	Hong Kong	Yes	
HUN	Hungary	Republic of Hungary	Yes	
ISL	Iceland	Republic of Iceland	Yes	
IND	India	Republic of India	Yes	
IDN	Indonesia	Republic of Indonesia	Yes	
IRN	Iran	Islamic Republic of Iran	Yes	
IRQ	Iraq	Republic of Iraq	Yes	
IRL	Ireland	Ireland	Yes	
IMN	Isle of Man	Isle of Man	Yes	From 2006. Previously included in United Kingdom.
ISR	Israel	State of Israel	Yes	
ITA	Italy	Italian Republic	Yes	
CIV	Ivory Coast	Republic of Côte d'Ivoire	Yes	
JAM	Jamaica	Jamaica	Yes	
JPN	Japan	Japan	Yes	
JEY	Jersey	Jersey	Yes	From 2006. Previously included in United Kingdom.
JTN	Johnston Atoll		No	From 1986 merged with Midway Islands, United States Miscellaneous Pacific Islands and Wake Island to form United States Minor Outlying Islands.
JOR	Jordan	Hashemite Kingdom of Jordan	Yes	

Nation States and Countries in Alphabetical Order				
KHM	Kampuchea	Kampuchea	No	From 1990 named Cambodia.
KAZ	Kazakhstan	Republic of Kazakhstan	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
KEN	Kenya	Republic of Kenya	Yes	
KIR	Kiribati	Republic of Kiribati	Yes	Formerly Gilbert Islands. New name from 1979.
PRK	Korea, North	Democratic People's Republic of Korea	Yes	
KOR	Korea, South	Republic of Korea	Yes	
QOK	Kosovo	Kosovo	Yes	2008: A new category for Kosovo has been added to the classification in acknowledgement of the UK's recognition of Kosovo as an independent nation.
KWT	Kuwait	State of Kuwait	Yes	
KGZ	Kyrgyzstan	Kyrgyz Republic	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
LAO	Laos	Lao People's Democratic Republic	Yes	
LVA	Latvia	Republic of Latvia	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
LBN	Lebanon	Lebanese Republic	Yes	
LSO	Lesotho	Kingdom of Lesotho	Yes	
LBR	Liberia	Republic of Liberia	Yes	
LBY	Libya	Socialist People's Libyan Arab Jamahiriya	Yes	
LIE	Liechtenstein	Principality of Liechtenstein	Yes	
LTU	Lithuania	Republic of Lithuania	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
LUX	Luxembourg	Grand Duchy of Luxembourg	Yes	
MAC	Macao	Macao	Yes	
MKD	Macedonia	The Former Yugoslav Republic of Macedonia	Yes	From 1993. Formerly part of Yugoslavia.
MDG	Madagascar	Republic of Madagascar	Yes	
MWI	Malawi	Republic of Malawi	Yes	

Nation States and Countries in Alphabetical Order				
MYS	Malaysia	Malaysia	Yes	
MDV	Maldives	Republic of Maldives	Yes	
MLI	Mali	Republic of Mali	Yes	
MLT	Malta	Malta	Yes	
MHL	Marshall Islands	Republic of the Marshall Islands	Yes	From 1986. Formerly part of Trust Territory of the Pacific Islands.
MTQ	Martinique	Martinique	Yes	
MRT	Mauritania	Islamic Republic of Mauritania	Yes	
MUS	Mauritius	Republic of Mauritius	Yes	
MYT	Mayotte	Mayotte	Yes	
MEX	Mexico	United Mexican States	Yes	
FSM	Micronesia	Federated States of Micronesia	Yes	From 1986. Formerly part of Trust Territory of the Pacific Islands.
MID	Midway Islands		No	From 1986 merged with Johnston Atoll, United States Miscellaneous Pacific Islands and Wake Island to form United States Minor Outlying Islands.
MDA	Moldova	Republic of Moldova	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
MCO	Monaco	Principality of Monaco	Yes	
MNG	Mongolia	Mongolia	Yes	
MNE	Montenegro	Republic of Montenegro	Yes	From 2006. Formerly part of Serbia and Montenegro.
MSR	Montserrat	Montserrat	Yes	
MAR	Morocco	Kingdom of Morocco	Yes	
MOZ	Mozambique	Republic of Mozambique	Yes	
MMR	Myanmar	Union of Myanmar	Yes	Formerly Burma. New name from 1989.
NAM	Namibia	Republic of Namibia	Yes	
NRU	Nauru	Republic of Nauru	Yes	
NPL	Nepal	Kingdom of Nepal	Yes	
NLD	Netherlands	Kingdom of the Netherlands	Yes	

Nation States and Countries in Alphabetical Order				
ANT	Netherlands Antilles	Netherlands Antilles	No	2010: Following referendums held on the islands, a change in constitutional status In October 2010 dissolved the Netherlands Antilles. It was divided into: Bonaire, Saint Eustatius and Saba, Curaçao and Sint Maarten (Dutch part).
NCL	New Caledonia	New Caledonia	Yes	
NHB	New Hebrides	New Hebrides	No	From 1980 named Vanuatu.
NZL	New Zealand	New Zealand	Yes	
NIC	Nicaragua	Republic of Nicaragua	Yes	
NER	Niger	Republic of Niger	Yes	
NGA	Nigeria	Federal Republic of Nigeria	Yes	
NIU	Niue	Niue	Yes	
NFK	Norfolk Island	Norfolk Island	Yes	
MNP	Northern Mariana Islands	Northern Mariana Islands	Yes	From 1986. Formerly part of Trust Territory of the Pacific Islands.
NOR	Norway	Kingdom of Norway	Yes	
OMN	Oman	Sultanate of Oman	Yes	
PAK	Pakistan	Islamic Republic of Pakistan	Yes	
PLW	Palau	Republic of Palau	Yes	From 1986. Formerly part of Trust Territory of the Pacific Islands.
PSE	Palestine	Palestinian Territory, Occupied	Yes	
PAN	Panama	Republic of Panama	Yes	
PCZ	Panama Canal Zone	Panama Canal Zone	No	From 1980 merged with Panama.
PNG	Papua New Guinea	Independent State of Papua New Guinea	Yes	
PRY	Paraguay	Republic of Paraguay	Yes	
PER	Peru	Republic of Peru	Yes	
PHL	Philippines	Republic of the Philippines	Yes	
PCN	Pitcairn	Pitcairn	Yes	
POL	Poland	Republic of Poland	Yes	

Nation States and Countries in Alphabetical Order				
PRT	Portugal	Portuguese Republic	Yes	
PRI	Puerto Rico	Puerto Rico	Yes	
QAT	Qatar	State of Qatar	Yes	
REU	Reunion	Reunion	Yes	
ROU	Romania	Romania	Yes	
RUS	Russia	Russian Federation	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
RWA	Rwanda	Rwandese Republic	Yes	
BLM	Saint Barthélemy	Saint Barthélemy		Assignment of code elements for Saint Barthélemy and Saint Martin and update of France and other French Territories; following detachment from Guadeloupe on 22/02/2007.
SHN	St Helena, Ascension and Tristan da Cunha	Saint Helena	Yes	
KNA	Saint Kitts and Nevis	Federation of Saint Kitts and Nevis	Yes	From 1985. Formerly part of Saint Kitts-Nevis-Anguilla.
KNA	Saint Kitts-Nevis-Anguilla	Saint Kitts-Nevis-Anguilla	No	1985: Became Saint Kitts and Nevis *and* Anguilla.
LCA	Saint Lucia	Saint Lucia	Yes	
MAF	Saint Martin (French Part)	Saint Martin (French Part)	Yes	Assignment of code elements for Saint Barthélemy and Saint Martin and update of France and other French Territories; following detachment from Guadeloupe on 22/02/2007.
SPM	Saint Pierre and Miquelon	Saint Pierre and Miquelon	Yes	
VCT	Saint Vincent and the Grenadines	Saint Vincent and the Grenadines	Yes	
WSM	Samoa	Independent State of Samoa	Yes	
SMR	San Marino	Republic of San Marino	Yes	
STP	Sao Tome and Principe	Democratic Republic of Sao Tome and Principe	Yes	
SAU	Saudi Arabia	Kingdom of Saudi Arabia	Yes	
SEN	Senegal	Republic of Senegal	Yes	
SRB	Serbia	Republic of Serbia	Yes	From 2006. Formerly part of Serbia and Montenegro.

Nation States and Countries in Alphabetical Order

SCG	Serbia and Montenegro	Serbia and Montenegro	No	2006: Became Serbia and Montenegro
SYC	Seychelles	Republic of Seychelles	Yes	
SLE	Sierra Leone	Republic of Sierra Leone	Yes	
SKM	Sikkim	Sikkim	No	From 1975 merged with India.
SGP	Singapore	Republic of Singapore	Yes	
SXM	Sint Maarten (Dutch Part)	Sint Maarten (Dutch Part)	Yes	From 2010. Formerly part of (new) Netherlands Antilles.
SVN	Slovenia	Republic of Slovenia	Yes	From 1993. Formerly part of Yugoslavia.
SVK	Slovakia	Slovak Republic	Yes	From 1993. Formerly part of Czechoslovakia.
SLB	Solomon Islands	Solomon Islands	Yes	
SOM	Somalia	Somalia	Yes	
ZAF	South Africa	Republic of South Africa	Yes	
SGS	South Georgia	South Georgia and the South Sandwich Islands	Yes	From 1993. Formerly part of the Falkland Islands.
SSD	South Sudan	South Sudan	Yes	Split of Sudan into Sudan (north part) and South Sudan (south part) following Southern Sudan's creation as an independent state in July 2011
VDR	South Vietnam	Democratic Republic of Vietnam	No	From 1977 merged with North Vietnam to form Vietnam.
RHO	Southern Rhodesia	Southern Rhodesia	No	From 1980 named Zimbabwe.
ESP	Spain	Kingdom of Spain	Yes	
ESH	Spanish Sahara	Spanish Sahara	No	From 1985 named Western Sahara.
LKA	Sri Lanka	Democratic Socialist Republic of Sri Lanka	Yes	
SDN	Sudan	Republic of the Sudan	Yes	
SUR	Suriname	Republic of Suriname	Yes	
SJM	Svalbard and Jan Mayen	Svalbard and Jan Mayen	Yes	
SWZ	Swaziland	Kingdom of Swaziland	Yes	
SWE	Sweden	Kingdom of Sweden	Yes	
CHE	Switzerland	Swiss Confederation	Yes	
SYR	Syria	Syrian Arab Republic	Yes	

Nation States and Countries in Alphabetical Order				
TWN	Taiwan	Taiwan	Yes	
TJK	Tajikistan	Republic of Tajikistan	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
TZA	Tanzania	United Republic of Tanzania	Yes	
THA	Thailand	Kingdom of Thailand	Yes	
TLS	Timor-Leste	Timor-Leste	Yes	Formerly East Timor. New name from 2002.
TGO	Togo	Togolese Republic	Yes	
TKL	Tokelau	Tokelau	Yes	
TON	Tonga	Kingdom of Tonga	Yes	
TTO	Trinidad and Tobago	Republic of Trinidad and Tobago	Yes	
PCI	Trust Territory of the Pacific Islands	Trust Territory of the Pacific Islands	No	1986: Became Marshall Islands, Micronesia, Northern Mariana Islands and Palau.
TUN	Tunisia	Republic of Tunisia	Yes	
TUR	Turkey	Republic of Turkey	Yes	
TKM	Turkmenistan	Turkmenistan	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
TCA	Turks and Caicos Islands	Turks and Caicos Islands	Yes	
TUV	Tuvalu	Tuvalu	Yes	Formerly Ellice Islands, part of Gilbert and Ellice Islands. New name from 1977.
UGA	Uganda	Republic of Uganda	Yes	
UKR	Ukraine	Ukraine	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR). Formerly Ukrainian SSR. New name from 1992.
UKR	Ukrainian SSR	Ukrainian Soviet Socialist Republic	No	From 1992 named Ukraine.

Nation States and Countries in Alphabetical Order				
SUN	Union of Soviet Socialist Republics	Union of Soviet Socialist Republics	No	1992: Became Armenia, Azerbaijan, Belarus*, Estonia, Georgia, Kazakstan, Kyrgyzstan, Latvia, Lithuania, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine* and Uzbekistan. * Belarus and Ukraine had separate ISO codes before the USSR break-up.
ARE	United Arab Emirates	United Arab Emirates	Yes	
GBR	United Kingdom	United Kingdom of Great Britain and Northern Ireland	Yes	From 2006 separate entries for Guernsey, Isle of Man and Jersey
USA	United States	United States of America	Yes	
UMI	United States Minor Outlying Islands	United States Minor Outlying Islands	Yes	1986: Merger of Johnston Atoll, Midway Islands, United States Miscellaneous Pacific Islands and Wake Island.
PUS	United States Miscellaneous Pacific Islands		No	From 1986 merged with Johnston Atoll, Midway Islands and Wake Island to form United States Minor Outlying Islands.
HVO	Upper Volta	Upper Volta	No	From 1984 named Burkina Faso.
URY	Uruguay	Oriental Republic of Uruguay	Yes	
UZB	Uzbekistan	Republic of Uzbekistan	Yes	From 1992. Formerly part of Union of Soviet Socialist Republics (USSR).
VUT	Vanuatu	Republic of Vanuatu	Yes	Formerly New Hebrides. New name from 1980.
VAT	Vatican City State	Holy See	No	From 1996 named Holy See.
VEN	Venezuela	Bolivarian Republic of Venezuela	Yes	
VNM	Vietnam	Socialist Republic of Vietnam	Yes	1977: Merger of South Vietnam (separate coding) and North Vietnam (same coding).
VGB	Virgin Islands, British	Virgin Islands, British	Yes	
VIR	Virgin Islands, U.S.	Virgin Islands, U.S.	Yes	

Nation States and Countries in Alphabetical Order

WAK	Wake Island		No	From 1986 merged with Johnston Atoll, Midway Islands and United States Miscellaneous Pacific Islands to form United States Minor Outlying Islands.
WLF	Wallis and Futuna	Wallis and Futuna	Yes	
ESH	Western Sahara	Western Sahara	Yes	Formerly Spanish Sahara. New name from 1985.
YEM	Yemen	Republic of Yemen	Yes	1990: Merger of Democratic Yemen and Yemen Arab Republic.
YEM	Yemen	Yemen Arab Republic	No	From 1990 merged with Democratic Yemen to form Republic of Yemen.
YUG	Yugoslavia	Socialist Federal Republic of Yugoslavia	No	Became Bosnia and Herzegovina (1993), Croatia (1992), Macedonia (1993), Serbia and Montenegro (2003) *and* Slovenia (1993). Numeric code 890 prior to 1993.
ZAR	Zaire	Republic of Zaire	No	From 1997 named Democratic Republic of the Congo.
ZMB	Zambia	Republic of Zambia	Yes	
ZWE	Zimbabwe	Republic of Zimbabwe	Yes	Formerly Southern Rhodesia. New name from 1980.
REF	Refused	These codes have been added to allow schools to record answers other than a country code/name.		
NYO	Not Yet Obtained			
STA	Stateless			
NKO	Not Known			

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.
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 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 3 March 2017. 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 19 January 2017. 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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enquiries https://www.education.gov.uk/form/data-collection-request-form
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