

School Census Preparation Checklist

No.	Before Generating a Dry Run	✓
1.	<p>Check School Details</p> <p>Check your recorded School Details by selecting School > School Details. Are all fields complete and correct? Ensure that your LA is filled in, Establishment Number, School telephone number and email address, Intake Gender, School phase, School type, Governance type, Intake type and URN all have information present (especially important to check if you have recently become an Academy).</p>	
2.	<p>(Spring census only) Check you've added childcare details</p> <p>Whether you provide childcare or not, add details to School > School Details: Recording Childcare for the Spring Census</p>	
3.	<p>(Spring census for PRUs or Alternative Provisions only) PRU or Alternative Provision indicators</p> <p>Add details to School > School Details: PRU or Alternative Provision indicators</p>	
4.	<p>(Spring census only) School Time for Weekly Hours Open</p> <p>Add details to School > School Details and fill in the Weekly Hours Open field: Recording School Time for Weekly Hours Open</p>	
5.	<p>(Spring census only) Young Carer</p> <p>Record which students are Young Carers from the Background section of their student profile: Logging and reporting on student Young Carers</p>	
6.	<p>Alternative Provision (AP) placements</p> <p>Record which students have had placements: Alternative Provision placement details</p>	
7.	<p>National Tutoring Programme</p> <p>Have you added funding records and teaching hours? You can see how to add this to students here: National and School Led Tutoring funding and teaching hours</p>	
8.	<p>Exclusions</p> <p>Mark Permanent Exclusions in review as Do not return in school census</p>	
9.	<p>Check New Student Details</p> <p>Have all your newest students been added to Arbor? Is there anybody you know you need to chase for more information?</p>	

10.	<p>Check Leavers Details</p> <p>Have all recent school leavers been recorded in Arbor? The date of leaving should be the date they last attended school. Student Profile > Enrolment (from the left-hand menu) > Click on Current Enrolment. In the slide over box select the orange 'Unenroll Student' and enter the leaving date, leaving reason and grounds for removal from the available options listed.</p>	
11.	<p>Resolve Duplicate Students</p> <p>Make sure there are no duplicate student records in Arbor. You can check this by going to the Data Quality Dashboard (School > Data > Data Quality Dashboard > Suspected Duplicates > Student). If there are any students shown in the Unresolved tab, take a look at this article to see how to resolve them.</p>	
12.	<p>Check for Data Gaps</p> <p>Navigate to School > Data > Data Quality Dashboard to check and fill in any gaps in student data. See the section above for key pages to check.</p>	
13.	<p>(Autumn census only) Post-16 Programmes of Study</p> <p>Have you filled in programme details for all students, and checked whether the right Programme Aim Type has been added for each student? Take a look at our central guidance: Programmes of Study and Core Learning Aims for Post-16.</p>	
14.	<p>(Autumn census only) Post-16 Prior Attainment</p> <p>Have you filled in students' previous grades for English and Mathematics? Take a look at our guidance here: Adding prior attainment for English and Maths</p>	