School census 2018-2019

Acceptable notepad entries

Acceptable notepad entries for pupil level queries

Query	Validation check	Error message	Census			Minimum notepad entry
			Autumn	Spring	Summer	
1490	There should be at least one <PupilOnRoll> record present	Please check: No pupils on roll have been recorded	1	1	1	Reason will be requested: acceptable explanation is the school is still officially open but is due to close and the pupils have already been allocated to other schools or this is a newly open school but the pupils have not yet started.
1601	Validation will compare pupil's age against the school type.

For all Phases where age cannot be <2 the age should be calculated as follows:
Autumn - aged 2 as at 31 August
Spring - aged 2 as at 31 December
Summer - aged 2 as at 31 March | Please Check: pupil's age is out of range for school type | 1 | 1 | 1 | Confirmation that the information is correct, however a reason will be sought if the pupil's age is significantly out of range for the school type. |
1620	There should be no two or more pupils (that is: including both PupilOnRoll and PupilNoLongerOnRoll) with the same <Surname>, <Forename>, <Gender> and <DOB>	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth	1	1	1	Reason will be requested to ensure that pupils are different. For example pupils could be twins where the same name etc is shared
1633	Where <EnglishGCSEFundingExemption> is equal to 'L', <SENprovision> must equal 'E'	Please check: Pupil has an exemption for English GCSE funding due to learning difficulties but does not have an education, health and care plan (EHCP)	1	0	0	As this impacts on funding a reason will be sought why a student who does not have an EHC plan would have a funding exemption which states the student has a learning disability which prevents them from studying the qualification
1634	Where <MathsGCSEFundingExemption> is equal to 'L', <SENprovision> must equal 'E'	Please check: Pupil has an exemption for Maths GCSE funding due to learning difficulties but does not have an education, health and care plan (EHCP)	1	0	0	As this impacts on funding a reason will be sought why a student who does not have an EHC plan would have a funding exemption which states the student has a learning disability which prevents them from studying the qualification
1640	Number of PupilsOnRoll with an <Ethnicity> that maps to White equals the total number of PupilsOnRoll	Please check: 100% of pupils are from a White ethnic background	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1650	Number of PupilsOnRoll with an <Ethnicity> that maps to Mixed / Dual Background equals the total number of PupilsOnRoll	Please check: 100% of pupils are from a Mixed / Dual ethnic background	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1660	Number of PupilsOnRoll with an <Ethnicity> that maps to Asian or Asian British equals the total number of PupilsOnRoll	Please check: 100% of pupils are from an Asian or Asian British ethnic background	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'

1670	Number of PupilsOnRoll with an <Ethnicity> that maps to Black or Black British equals the total number of PupilsOnRoll	Please check: 100% of pupils are from a Black or Black British ethnic background	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1680	Number of PupilsOnRoll with an <Ethnicity> that maps to Chinese equals the total number of PupilsOnRoll	Please check: 100% of pupils are from a Chinese ethnic background	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1690	Number of PupilsOnRoll with an <Ethnicity> that maps to Any Other Ethnic Group equals the total number of PupilsOnRoll	Please check: 100% of pupils are from an ethnic background classified as Other	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1700	Number of PupilsOnRoll with <Ethnicity> equals Not Obtained divided by number of PupilsOnRoll is greater than 10%	Please check: Percentage of pupils on roll for whom ethnicity has not been obtained is high (greater than 10%)	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1745	Within each <FSMperiod> node, <FSMstartDate> should not be the same date as <FSMendDate>	Please check: The start date and end date are the same within a single Free School Meal period	1	1	1	Reason will be requested why a pupil only has one day FSM. Due to pupil premium funding this is to ensure that schools have not made an error
1750	Where number of PupilsOnRoll is greater than or equal to 25: Number of PupilsOnRoll with an <FSMperiod> node present divided by number of PupilsOnRoll is greater than 45%	Please check: Percentage of pupils with periods of free school meal eligibility is high (greater than 45%)	1	1	1	Schools will be required to specifically confirm that the FSM information is correct. Acceptable note entry "The school has confirmed that they do have more than 45% of pupils who are entitled to a FSM".
1751	Where number of PupilsOnRoll with <NCyearActual> equal to 'R' is greater than or equal to 10: [number of PupilsOnRoll with <NCyearActual> equal to 'R' with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NCyearActual> equal 'R'] is greater than 50%	Please check: Percentage of pupils in Reception with periods of free school meal eligibility is high (greater than 50%)	1	1	1	Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry "The school has confirmed that they do have more than 50% of reception pupils who are entitled to a FSM and they are not just pupils who are entitled to a universal free school meal".
1752	Where number of PupilsOnRoll with <NCyearActual> equal to 1 is greater than or equal to 10: [number of PupilsOnRoll with <NCyearActual> equal 1 with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NCyearActual> equal 1] is greater than 50%	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility is high (greater than 50%)	1	1	1	Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry 'The school has confirmed that they do have more than 50% of 'Year 1' pupils who are entitled to a FSM and they are not just pupils who are entitled to a universal free school meal'.
1753	Where number of PupilsOnRoll with <NCyearActual> equal to 7 is greater than or equal to 10: [number of PupilsOnRoll with <NCyearActual> equal 7 with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NCyearActual> equal 7] is greater than 50%	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility is high (greater than 50%)	1	1	1	Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry 'The school has confirmed that they do have more than 50% of 'Year 7' pupils who are entitled to a FSM'.
1760	Number of PupilsOnRoll with no <FSMperiod> nodes present should not be equal to zero	Please check: No pupils in the school eligible for free school meals during the period since the last census	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry "No pupils qualify for FSM'
1767	Where <FSMendDate> is present and <UKcountry> value is ENG or blank <FSMendDate> must not be present	Due to FSM protection we would not expect FSM periods to have an end date. Please provide a reason.	1	1	1	Confirmation will not be acceptable, a reason must be provided as to why FSM period has an end date.

1849	For all pupils where <EYPPR> is present: Where <PLAA> equals 'A', 'G' or 'C', <EYPPR> must equal 'Y' and <EYPPBF> must be present and equal to 'RO' or 'RB'	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as post looked after arrangements would be expected to have reason 'RO' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with 'post looked after arrangements'
1850	Number of pupils where (<Language> equals NOT) divided by total number of <PupilOnRoll> should not be greater than 10%	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	1	1	1	Confirmation that information is correct is acceptable, however, additional information would be helpful i.e school still awaiting response from parents
1853	For all pupils where <EYPPR> is present: Where a <FSMperiod> node is present with either <FSMendDate> not present or <FSMendDate> equal to <ReferenceDate>, <EYPPR> must equal 'Y' and <EYPPBF> must be present and equal to 'RE' or 'RB'	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of 'RE' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded as FSM eligible
1870	Number of PupilsOnRoll with <EnrolStatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	1	1	1	As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
1872	Number of PupilsOnRoll with <PLAA> not equal to 'N' (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1	1	1	Schools will be required to specifically confirm that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high . Acceptable note entry 'The school has confirmed that more than 5% of their pupils were post looked after from local authority care in England or Wales.
1877	[(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2 AND <SchoolLunchTaken> equal 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true)] divided by [(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive)] should be less than or equal to 95%	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
1878	Where count of pupils [in <NCyearActual> equals 'R', 1 or 2] or [in <NCyearActual> equals 'X' and born between 2011-09-01 to 2014-08-31 inclusive] is greater than 0 then there should be at least one pupil with <SchoolLunchTaken> equal to 'true' or '1'	Please check: No infant pupils are recorded as having a school lunch on census day?	1	1	1	Confirmation will not be acceptable. A reason must be provided. Do not record aggregated pupil numbers in the notepad as these will not be actioned and may result in loss of funding.

1881	Autumn only: For PupilsOnRoll with <EntryDate> after 2018-05-27 then <SessionsPossible> should not be greater than zero Spring only: For PupilsOnRoll with <EntryDate> after 2018-12-31 then <SessionsPossible> should not be greater than zero Summer only: For PupilsOnRoll with <EntryDate> after 2019-04-21 (Easter Sunday) then <SessionsPossible> should not be greater than zero	For autumn: Please check the entry date as the sessions possible indicate that the pupil attended the school during the first half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided. For spring and summer: Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	1	1	1	Confirmation will not be acceptable. Acceptable note entry should provide details that the pupil left in x term and then returned in x term.
1883	For PupilsOnRoll where <NCyearActual> is not equal to 'R' or 12 and <EntryDate> is after 2018-07-31 (the end of the previous academic year) then <SessionsPossible> in the summer second half term module should not be present	Please check entry date as the sessions possible indicate that the pupil attended the school during the second half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	1	0	0	Confirmation will not be acceptable. Acceptable note entry should provide details that the pupil left in x term and then returned in x term.
1885	Autumn only: More than 50% of PupilsOnRoll have an <EntryDate> between 2018-08-01 and reference date Spring only: More than 50% of PupilsOnRoll have an <EntryDate> between 2019-01-01 and reference date Summer only: More than 50% of PupilsOnRoll have and <EntryDate> between 2019-04-21 and reference date	Please check: Percentage of pupils with a new entry date seems high (greater than 50%)	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
1890	Number of <PupilOnRoll> nodes with <EntryDate> between 2018-08-01 and 2018-12-31 divided by total number of <PupilOnRoll> nodes should not be greater than 40%	Please check: Percentage of new admissions in autumn term in school seems high (greater than 40%)	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1900	Number of <PupilOnRoll> nodes with <EntryDate> between 2019-01-01 and 2019-04-21 (Easter Sunday) inclusive divided by total number of <PupilOnRoll> nodes should not be greater than 30%	Please check: Percentage of new admissions in spring term in school seems high (greater than 30%)	0	0	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1910	Number of <PupilOnRoll> nodes with <EntryDate> between 2018-04-02 (Easter Monday) and 2018-07-31 inclusive divided by total number of <PupilOnRoll> nodes should not be greater than 25%	Please check: Percentage of new admissions in summer term in school seems high (greater than 25%)	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'

1925	PupilNoLongerOnRoll records must only be present if Autumn term: <LeavingDate> is prior to <ReferenceDate> of 2018-10-04 and at least one <TermlyExclusion> node exists or <EntryDate> is before start of current term (2018-08-01), <LeavingDate> is between start of the summer term (2018-04-02) and autumn census <ReferenceDate> (2018-10-04) and age is between 4 and 15 (inclusive) and <Boarder> equals 'N' or where at least one <LearningAims> node exists Spring term: <LeavingDate> is prior to <ReferenceDate> of 2019-01-17 and at least one <TermlyExclusion> node exists or <EntryDate> is before start of current term (2019-01-01), <LeavingDate> is between start of the Autumn Term (2018-08-01) and Spring Census <ReferenceDate> (2019-01-17) and age is between 4 and 15 (inclusive) and <Boarder> equals 'N' or where at least one <LearnerSupportItem> node is present Summer term: <LeavingDate> is prior to <ReferenceDate> of 2019-05-16 and at least one	Autumn term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, exclusions or post-16 learning aims data for the required period Spring term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period Summer term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period	1	1	1	Only acceptable reason is that the pupil left in 'x' term came back and then left again. Confirmation is not acceptable.
1960	Number of PupilsOnRoll with <PartTime> equals 'true' divided by total number of PupilsOnRoll should be less than 35%	Please check: Percentage of part-time pupils in school seems high (at greater than 35%)	1	1	1	It is only expected that a Nursery school would have a high proportion of part time pupils therefore for other school types a reason would be sought.
1980	Number of <PupilOnRoll> nodes with <Boarder> equal to 'B' should not be greater than zero	Please check: School has reported boarding pupils	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1990	<TopUpFunding> is 'true' or '1' but <SENprovision> does not equal 'E'	Please check: Pupil is in receipt of top-up funding but is not classed as having an EHCP?	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1991	<TopUpFunding> is 'false' or '0' for all pupils with an <SENprovision> equal to 'E'	Please check: No pupils with an EHCP are reported as being in receipt of top-up funding?	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1996	The sum of [<QualHrs> and <Non_qualHrs>] is less than 4,000 hours but should not be greater than 1,000 hours	Please check: The sum of planned learning hour and the planned employability, enrichment and pastoral hours must not be greater than 1,000 hours. Planned hours should reflect the planned hours for the academic year	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'

1998	<Non_qualHrs> is greater than or equal to 1 but <QualHrs> equal zero	Please check: The pupil has planned employability, enrichment and pastoral hours but no planned learning hours	1	0	0	As this information is used to calculate funding, confirmation alone is not acceptable. A reason should be provided why a student on a post 16 study programme does not have any qualification hours.
1999	Where count of pupils with <QualHrs> is greater than or equal to 1 then there should be at least one pupil with <Non_qualHrs> greater than or equal to 1	Please check: No pupils have planned employability, enrichment and pastoral hours	1	0	0	As this information is used to calculate funding, confirmation alone is not acceptable. A reason should be provided why a student on a post 16 study programme does not have any planned employability, enrichment and pastoral hours.
2010	No more than 10% of pupils in school should have <NCyearActual> different to that suggested by their age	Please check: 10% or more pupils' year group differing from their age	1	1	1	Though confirmation would be acceptable a reason would be advisable. DfE may query at a later date if data looks 'odd' in additional analysis.
2020	<NCyearActual> should be : (a) if age is between 6 and 15 (inclusive) then <NCyearActual> should be between age in years minus 3 and age in years minus 5 and NOT 'E1', 'E2', 'N1', 'N2' or 'R' (b) if age equals 5 then <NCyearActual> should be 'R' or '1' (c) If age is 2, 3 or 4 then <NCyearActual> should be 'E1', 'E2', 'N1', 'N2' or 'R'	Please check: pupil year group and age inconsistent	1	1	1	Reason will be sought why the pupil is two years outside their expected NC year. For example an acceptable note entry is that pupil has severe SEN **or** language difficulties **or** pupil is academically gifted
2030	<NCyearActual> should be an expected value given the school's <SchoolType>.	Please check: Pupil in unexpected year group for this school	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2040	A school should have at least one pupil in each NC year group covered by their <SchoolType> , where the pupil's year group is that calculated from their <DOB> on 2018-08-31	Please check: Expected year group with no pupils (apart from year 14)	1	1	1	Confirmation with reason i.e school is newly opened and is staggering intake of year groups. Or school is due to close
2050	<SchoolType> (200008): There should not be more than 5% of pupils on roll outside of the age ranges specified below for each school type when DOB (100007) is calculated on the 31st August prior to <ReferenceDate> (200125)	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2070	Where <NCyearActual> equals 'E1', 'E2', 'N1' or 'N2' <TypeOfClass> if present, must equal 'N'. Where <NCyearActual> does not equal 'E1', 'E2', 'N1' or 'N2' <TypeOfClass> if present, must not equal 'N'.	Please check: pupil's class type and year group incompatible	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2090	If the number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' is greater than zero, then **either** a) there should be at least one <Classes> with <ClassType> equal to 'N' **or** b) <PartTimeNotIn> should be greater than zero	Please check: Nursery pupils reported but no nursery class records	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'

2100	If the number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' and <PartTime> equals false is greater than zero then this number should be less than or equal to the sum of <HomePupils> for <Classes> with <ClassType> equals 'N'	Please check: More FT nursery pupils than number on nursery class records	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2110	The number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' should be greater than or equal to the sum of <HomePupils> for <Classes> with <ClassType> equal to 'N'	Please check: more pupils in Nursery classes than nursery pupils	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2190	Number of PupilsOnRoll with <SENprovision> equals 'E' divided by total number of PupilsOnRoll greater than 10%	Please check: Percentage of pupils in school with EHCPs seems high (greater than 10%)	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
2200	Number of PupilsOnRoll where <SENprovision> equals 'K' or 'E' are equal to zero	Please check: There are no pupils in the school with SEN provision	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
2205	Number of PupilsOnRoll with <SENprovision> equals 'K' divided by total number of PupilsOnRoll greater than 40%	Please check: Percentage of pupils in school with SEN provision of SEN support seems high (greater than 40%)	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
2210	Number of PupilsOnRoll where <SENprovision> equals 'E' divided by total number of PupilsOnRoll should not be less than 70%	Please check: Percentage of pupils in school with an EHCP seems low for a special school (less than 70%)	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
2320	<Sessions> should be less than or equal to 90	Please check: number of sessions excluded is greater than 90	1	1	1	Reason should be provided why the pupil has been excluded for more than 90 sessions.
2355	There should be at least one <Address> node per <PupilOnRoll>	Please check: Pupil record with no address details	1	1	1	Reason will be sought why no address details have been provided

2502	Autumn only: If present<SessionsPossible> should be greater than zero for PupilsOnRoll where <EntryDate> is on or before 2018-05-27 and age is between 4 and 15 (inclusive) and <Boarder> equals 'N' Spring only: If present <SessionsPossible> should be greater than zero for PupilsOnRoll where <EntryDate> is on or before 2018-12-31 and age is between 4 and 15 (inclusive) and <Boarder> equals 'N' Summer only: If present <SessionsPossible> should be greater than zero for PupilsOnRoll where <EntryDate> is on or before 2019-04-21 (Easter Sunday) and age is between 4 and 15 (inclusive) and <Boarder> equals 'N'	For autumn: Please check: Zero attendance sessions possible recorded for the summer half term for pupil on roll. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT For spring and summer: Please check: Zero attendance sessions possible recorded for pupil on roll. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	1	1	1	For autumn Confirmation is not acceptable. Acceptable note entry 'pupil is dually registered and though did not attend this establishment in the previous first half of the summer term, they remain on roll'. For spring and summer Confirmation is not acceptable. Acceptable note entry 'pupil is dually registered and though did not attend this establishment in the previous term, they remain on roll'.
2520	Autumn only: Where termly <SessionsPossible> plus second half of the summer term <SessionsPossible> present, should be less than 151 Spring and Summer: Where <SessionsPossible> present, should be less than 151	Please check: sessions possible should not be greater than 150	1	1	1	Reason will be sought why number of possible sessions are greater than 150.
2540	There should be at least one <TermlyAttendance> node with either a) <SessionsAuthorised> present and greater than zero OR b) total of <AbsenceSessions> where <AttendanceReason> is one of ['I', 'M', 'R', 'S', 'T', 'H', 'E', 'C'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one authorised absence during the previous term	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry school confirm that there was no authorised absence in x term
2550	There should be at least one <TermlyAttendance> node with either a) <SessionsUnauthorised> present and greater than zero OR b) total of <AbsenceSessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one unauthorised absence during the previous term	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirm that there was no unauthorised absence in x term'

2560	Autumn only: The sum of: a) all <SessionsAuthorised> OR b) all <AbsenceSessions> where <AttendanceReason> is one of ['I', 'M', 'R', 'S', 'T', 'H', 'E', 'C'] including the second half of the summer term - should be less than or equal to 30% of the total of <SessionsPossible> for all pupils Spring and summer: The sum of: a) all <SessionsAuthorised> OR b) all <AbsenceSessions> where <AttendanceReason> is one of ['I', 'M', 'R', 'S', 'T', 'H', 'E', 'C'] should be less than or equal to 30% of the total of <SessionsPossible> for all pupils	Please check: Percentage of authorised absence is greater than 30% - are you sure?	1	1	1	The school must confirm that the information is correct. Acceptable note entry 'school confirm that authorised absence in x term was more than 30%'
2570	Autumn only: The sum of: a) all <SessionsUnauthorised> OR b) all <AbsenceSessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] including the second half of the summer term - should be less than or equal to 30% of the total of <SessionsPossible> for all pupils Spring and summer: The sum of: a) all <SessionsUnauthorised> OR b) all <AbsenceSessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] should be less than or equal to 30% of the total of <SessionsPossible> for all pupils	Please check: Percentage of unauthorised absence is greater than 30% - are you sure?	1	1	1	The school must confirm that the information is correct. Acceptable note entry 'school confirm that unauthorised absence in x term was more than 30%'
2576	If present <SessionsPossible> should be greater than zero for PupilsOnRoll where <EntryDate> is on or before 2018-07-31 and age is between 4 and 15 (inclusive) and <Boarder> equals 'N'	Please check: Zero attendance sessions possible recorded for pupil on roll in the second half of the summer term. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	1	0	0	Confirmation is not acceptable. Acceptable notepad entry 'pupil is dually registered and therefore did not attend this establishment in the previous second half of the summer term though remained on roll'.

2583	There should be at least one <SummerHalfTerm2Attendance> node with either a) <SessionsAuthorised> present and greater than zero OR b) total of <AbsenceSessions> where <AttendanceReason> is one of ['I', 'M', 'R', 'S', 'T', 'H', 'E', 'C'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one authorised absence for the second half of the summer term	1	0	0	Confirmation is not acceptable. Acceptable notepad entry 'pupil is dually registered and therefore did not attend this establishment in the previous second half of the summer term though remained on roll'.
2584	There should be at least one <SummerHalfTerm2Attendance> node with either a) <SessionsUnauthorised> present and greater than zero OR b) total of <AbsenceSessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one unauthorised absence for the second half of the summer term	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2691	<UnitContactTimePupil> should not be greater than 25 hours per week	Please check: Unit contact time is greater than normal full time education hours (which is 25 hours per week)	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2695	Where [(Number of PupilsOnRoll with <NCYearActual> equals 'R', 1 or 2) PLUS (Number of PupilsOnRoll with <NCYearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive) and (pupil has at least one FSM period where [<FSMstartDate> is present] AND [FSMendDate is greater than or equal to <ReferenceDate> or not present])] divided by [(Number of PupilsOnRoll with <NCYearActual> equals 'R', 1 or 2) PLUS (Number of PupilsOnRoll with <NCYearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive)] should be less than 90%	Please check: 90% or more of infant pupils have free school meal eligibility	1	1	1	Confirmation is not acceptable. A statement must be included that these infant pupils also meet the FSM criteria and that they have not been recorded as FSM due to receipt of UiFSM. Due to pupil premium funding this is to ensure that schools have not made an error.
2706	For pupils on roll, if <NCyearActual> is less than 12 then Learning Aims are not expected to be present and <QualHrs> <Non_qualHrs> <FTEmp> <MathsGCSEHighestPriorAttainment> <MathsGCSEPriorAttainmentYearGroup> <EnglishGCSEHighestPriorAttainment> <EnglishGCSEPriorAttainmentYearGroup> <MathsGCSEFundingExemption> <EnglishGCSEFundingExemption> should not be present	Please check: Post 16 data would not normally be expected for a pupil on roll below year 12	1	0	0	Confirmation is not acceptable - example would be an unusual situation where the pupil started a post 16 programme of study in Year 12 but for whatever circumstances was transferred back to Year 11.
2707	For pupils off roll, if <NCyearLeaving> is less than 12 then Learning Aims are not expected to be present and <QualHrs> <Non_qualHrs> <FTEmp> <MathsGCSEHighestPriorAttainment> <MathsGCSEPriorAttainmentYearGroup> <EnglishGCSEHighestPriorAttainment> <EnglishGCSEPriorAttainmentYearGroup> <MathsGCSEFundingExemption> <EnglishGCSEFundingExemption> should not be present	Please check: Post 16 data would not normally be expected for a pupil who was below year 12 when they left school	1	0	0	Confirmation is not acceptable - example would be an unusual situation where the pupil started a post 16 programme of study in Year 12 but for whatever circumstances was transferred back to Year 11.

2708	For pupils on roll, if <NCyearActual> is greater than 12 and if <EnrolStatus> equals 'C' 'F', 'O' or 'M' and <EntryDate> is before 2018-08-01 then Learning Aims for the previous academic year (<LearningStartDate> is before the 2018-08-01) to should be present	Please check: Learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims)	1	0	0	Confirmation that the pupil was previously a subsidiary registration.
2709	For pupils off roll, if <NCyearLeaving> is greater than 11 and <LeavingDate> is between 2017-10-05 and 2018-10-03 inclusive then at least one Learning Aim would be expected to be present	Please check: Learning aims would normally be expected for a pupil who were on roll in Year 12 and above and left since the last autumn census	1	0	0	Confirmation that the pupil was previously a subsidiary registration.
2715	If <EnrolStatus> equals 'S' then: Post-16 Learning aims node must not be present and also PLUS <QualHrs> <Non_qualHrs> <FTEmp> <MathsGCSEHighestPriorAttainment> <MathsGCSEPriorAttainmentYearGroup> <EnglishGCSEHighestPriorAttainment> <EnglishGCSEPriorAttainmentYearGroup> <MathsGCSEFundingExemption> <EnglishGCSEFundingExemption> should not be present	Please check: Post 16 data should not be provided for pupils with subsidiary registration. Please ensure that all post 16 data for subsidiary registered pupils are returned by the school holding the main registration. However, if the post 16 data submitted relate to the previous academic year when the pupil had single or main registration then they should be included in the return	1	0	0	Confirmation that the pupil was previously a single or main registration
2740	<LearningStartDate> should be later than 31st July prior to (<ReferenceDate> minus 4 years)	Please check: Learning start date seems too early	1	0	0	Confirmation that the information is correct
2767	<LearningPlannedEndDate> not expected to fall in the month of September	Please check the learning planned end date as only short courses would be expected to have a planned end date in September	1	0	0	Confirmation is not acceptable. We would only expect short courses to have a planned end date in September
2775	On Roll pupils only: Where present, the sum of [<QualHrs> and <Non_qualHrs>] is less than 40 hours Off Roll pupils only: Where at least one learning aim has a <LearningActualEndDate> on or after the 2018-08-01 the sum of [<QualHrs> and <Non_qualHrs>] is less than 40 hours	Please check: The sum of planned learning hours and the planned employability, enrichment and pastoral hours is lower than 40. Total planned hours should reflect the annual planned hours for the academic year	1	0	0	Confirmation that the information is correct
2810	If present, <LearningActualEndDate> should be less than or equal to <LeavingDate>	Please check: Learning aim actual end date should not be later than the pupil's leaving date for pupils no longer on roll	1	0	0	Confirmation that information is correct. Though additional information would be helpful i.e awaiting for assessment to be completed
2830	COLLECT ONLY validation rule <LearningStartDate> is after the QWS AppEndDate	Please check: the learning aim start date is after the learning aim approval end date. Pupils should not be enrolled on learning aims that are no longer approved for new enrolments. Please check you have the correct QAN for the course enrolled on.	1	0	0	Confirmation that the information is correct

3020	Where <MathsGCSEHighestPriorAttainment> is present and the grade equals 'D'-'G' / '3'-'1', 'U' or 'NR' <MathsGCSEFundingExemption> should not equal 'N'	Please check: Maths GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations.	1	0	0	Confirmation alone is not acceptable. As this will impact on Post 16 funding a reason must be provided. For example the student is studying an approved Maths GCSE
3025	Where <MathsGCSEHighestPriorAttainment> is present and the grade equals 'A*'-'C' / '9'-'4' <MathsGCSEFundingExemption> should equal 'N'	Please check: Where maths GCSE achieved is grade 'A*'-'C' / '9'-'4', funding exemption should equal 'N'	1	0	0	Confirmation that the information is correct
3030	Where <EnglishGCSEHighestPriorAttainment> is present and the grade equals 'D'-'G' / '3'-'1', 'U' or 'NR' <EnglishGCSEFundingExemption> should not equal 'N'	Please check: English GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations	1	0	0	Confirmation alone is not acceptable. As this will impact on Post 16 funding a reason must be provided. For example the student is studying an approved English GCSE
3035	Where <EnglishGCSEHighestPriorAttainment> is present and the grade equals 'A*'-'C' / '9'- '4' <EnglishGCSEFundingExemption> should equal 'N'	Please check: Where English GCSE achieved is grade 'A*'-'C' / '9'-'4', funding exemption should equal 'N'	1	0	0	Confirmation that the information is correct
3080	Where Number of PupilsOnRoll with <NCyearActual> equals 'R' PLUS Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2013-09-01 and 2014-08-31 inclusive is greater than or equal to 10: [(Number of PupilsOnRoll with <NCyearActual> equals 'R' AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2013-09-01 and 2014-08-31 (inclusive) AND <SchoolLunchTaken> equals 1 or true) divided by [(Number of PupilsOnRoll with <NCyearActual> equals 'R') plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2013-09-01 and 2014-08-31 (inclusive))] should be 50% or more	Please check: Take up of school lunches for pupils in reception (plus pupils aged 4 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of reception pupils took a school lunch on census day	1	1	1	Confirmation alone will not be acceptable. As this will impact on the UIFSM funding calculation a reason must be provided why take up is so low for Reception pupils. If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT.
3085	Where Number of PupilsOnRoll with <NCyearActual> equals 1 PLUS Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2012-09-01 and 2013-08-31 inclusive is greater than or equal to 10: [(Number of PupilsOnRoll with <NCyearActual> equals 1 AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2012-09-01 and 2013-08-31 (inclusive) AND <SchoolLunchTaken> equals 1 or true) divided by [(Number of PupilsOnRoll with <NCyearActual> equals 1) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2012-09-01 and 2013-08-31 (inclusive))] should be 50% or more	Please check: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of pupils in year 1 took a school lunch on census day	1	1	1	Confirmation alone will not be acceptable. As this will impact on the UIFSM funding calculation a reason must be provided why take up is so low for Year 1 pupils. If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT.

| 3090 | Where Number of PupilsOnRoll with <NCyearActual> equals 2 PLUS Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2012-08-31 (inclusive) is greater than or equal to 10: [(Number of PupilsOnRoll with <NCyearActual> equals 2 AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2012-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true) divided by [(Number of PupilsOnRoll with <NCyearActual> equals 2) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2012-08-31 (inclusive))] should be 50% or more | Please check: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of pupils in year 2 took a school lunch on census day | 1 | 1 | 1 | Confirmation alone will not be acceptable. As this will impact on the UIFSM funding calculation a reason must be provided why take up is so low for Year 2 pupils. If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT. |
| 5240 | Where <HoursAtSetting> is greater than or equal to 25, <PartTime> should equal 'false' | Please check: The number of hours at setting indicates that the pupil may be attending the school full time. However, they have been recorded as part-time | 1 | 1 | 1 | Confirmation alone will not be acceptable. A reason must be provided as it is expected that a pupil attending school for 25 hours a week would be full time. Acceptable note entry though the pupil attends school for 25 hours or more, they do not attend the school for 10 sessions a week. |

Acceptable notepad entries for school level queries

Query	Validation check	Error message	Autumn	Spring	Summer	Minimum notepad entry
270	<Email> should be present	Please check: School email address is missing	1	1	1	Confirmation that the school does not have an email address
290	If <Accommodation> equals 'D' then number of PupilsOnRoll with <Boarder> equal to 'N' should be greater than number with <Boarder> equal to '6' or '7'	Please check: day school with a majority of boarding pupils	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
300	If <Accommodation> equals 'B' then the number of PupilsOnRoll with <Boarder> equal to '6' or '7' should be greater than number with <Boarder> equal to 'N'	Please check: boarding school with a majority of day pupils	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
330	<MaxDayPupils> should be greater than or equal to the number of PupilsOnRoll with <Boarder> equal to 'N'	Please check: more day pupils on roll than the approved maximum	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
340	<MaxBoarders> should be greater than or equal to the number of PupilsOnRoll with <Boarder> equal to '6' or '7'	Please check: more boarding pupils on roll than the approved maximum	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
564	For <Governance> equal to 'VA', 'FO' or 'CA': <PrimaryAdmissionsAppeals><Lodged> must be present and greater than zero	Please check: Primary admission appeals figures should be provided and and are expected to be greater than zero	0	1	0	Confirmation that your school did not have any Primary admission appeals.

565	For <Governance> equal to 'VA', 'FO' or 'CA': <SecondaryAdmissionsAppeals><Lodged> must be present and greater than zero	Please check: Secondary admission appeals figures should be provided and are expected to be greater than zero	0	1	0	Confirmation that your school did not have any Secondary admission appeals.
566	For <Governance> equal to 'VA', 'FO' or 'CA': Where <LowestNCyear> is in the range ('E1' to 2) <InfantAdmissionsAppeals><Lodged> should be greater than zero	Please check: Infant admissions appeals figures should be provided and are expected to be greater than zero	0	1	0	Confirmation that your school did not have any infant admission appeals.
1010	For <Phase> equals 'PS' or 'MP': Primary and middle deemed primary schools (<PrivateStudy> plus <AtOtherSchool>) should be less than 10% of (the total number PupilsOnRoll minus half the number of PupilsOnRoll with <PartTime> equals true) For <Phase> equals 'MS': (<PrivateStudy> plus <AtOtherSchool> plus <WorkExperience> plus <FEcollege>) should be less than 10% of the total number of <PupilOnRoll> nodes For <Phase> equals 'SS' or 'AT': (<PrivateStudy> plus <AtOtherSchool> plus <WorkExperience> plus <FEcollege>) should be less than 10% of (the total number PupilsOnRoll minus half the number of PupilsOnRoll with <PartTime> equals true)	Please check:10% or more of pupils not in class at selected time	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1070	<Teachers> must be present and greater thans or equal to zero and less than 6 for primary schools and all through; less than 5 for middle deemed primary and secondary schools	Please check: Number of teachers in class is missing or invalid	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'

1110	<NonTeachers> summed over all <Classes> should be greater than zero	Please check: No support staff reported for any class	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1150	<ClassType> equals N then <YearGroup> should be 'E1', 'E2', 'N1', 'N2' or 'M'	Please check: Class type and class year group different	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1155	If <YearGroup> equals 'E1', 'E2', 'N1' or 'N2' then <ClassType> should equal 'N'	Please check: Class type and class year group different	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1180	There should be at least one Class with <ClassActivity> NOT equal to 'OT' (Other)	Please check: Activity shown as other for all classes	0	1	0	Reason why all classes are only doing activity equal to (OT) Other.
1230	If (<KeyStage> equals 1 or <YearGroup> equals 'R') and (<ClassActivity> does NOT equal 'TV', 'PE' or 'MD') then (<HomePupils> plus <GuestPupils>) should be less than or equal to 30 times <Teachers>	Please check: KS1 or Reception class with pupil / teacher ratio greater than 30	0	1	0	If the teacher is on PPA then it is important that this is recorded in the relevant field on COLLECT. If the class/es has pupil 'exceptions' again it is important to record this under the relevant exception category on COLLECT – failure to action this will result in the class/es being published as unlawful classes. If the large class/es do not have any exceptions or any teachers on PPA then a reasonable explanation must be provided – for example the school maybe going through the process of employing an additional member of staff – failure to comply will result in the school/LA being contacted by the DfE - please refer to separate document 'Infant Class Size Validation' for further guidance.
1240	Where present, <GuestPupils> must be < <HomePupils>	Please check the number of guest pupils in the class is equal to or greater than the number of home pupils	0	1	0	A reason must be provided as to why a schools 'guest pupils' is equal to the number of pupils they have on roll. Confirmation will not be acceptable

1260	(<HomePupils > plus <GuestPupils>) should be less than or equal to 13 times (<Teachers> plus <NonTeachers>) for each <Class> with <ClassType> equals 'N'	Please check: Nursery class with more pupils than expected	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1270	The set of classes should cover all the expected year groups. So either there should be one (or more) class with <YearGroup> equal to 'M' or there should be classes present for each year group between <LowestNCyear> and <HighestNCyear> Examples: - if a school has <LowestNCyear> equal to 'R' and <HighestNCyear> equal to 4 then there should be classes for <YearGroup> equal to 'R', 1, 2, 3 and 4; - if a school has <LowestNCyear> equal to 7 and <HighestNCyear> equal to 11 then there should be classes for <YearGroup> equal to 7, 8, 9, 10 and 11	Please check: No classes shown for an expected year group	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1280	Classes should not be lower than <LowestNCyear> OR higher than <HighestNCyear> Example: If <LowestNCyear> equals 4, there should not be any class where <YearGroup> less than or equal to 3	Please check: Classes shown for an unexpected year group	0	1	0	Reason needs to be provided why there are classes outside the year groups for the school.
1300	If there is one or more <Classes> with <ClassType> equals 'N' then the number of PupilsOnRoll with <TypeOfClass> equals 'N' should be greater than zero	Please check: Nursery classes shown but no nursery pupil records	0	1	0	Reason needs to be provided why there is a nursery class but no pupils with a class type of nursery

1330	<FreeMealsTaken> should be greater than zero if the number of <PupilOnRoll> with <FSMperiod> present and <FSMendDate> not present is greater than zero	Please check: Free school meals taken equals zero. Your school has one or more pupils who are eligible for free school meals	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1873	Where count of pupils aged between 16 to 19 as at 31 August 2018 is greater than 10 there should be at least one <SupportCode> node present	Please check: No pupils currently on roll are recorded as being in receipt of the 16-19 bursary - Are you sure?	0	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
2960	Where <OnSite> equals 'Y' and <TypeOfChildcare> equals 'B', 'H' or 'U' <OpeningTime> should be within the range: 06:00 to 09:00	Please check: Opening time is expected to be within the range 06:00 to 09:00	0	1	0	Confirmation that the information has been confirmed as correct. Acceptable note entry 'confirmed as correct'
2965	Where <OnSite> equals 'Y' and <TypeOfChildcare> equals 'A', 'H' or 'U' <ClosingTime> should be within the range 16:00 to 20:00	Please check: Closing time is expected to be within the range 16:00 to 20:00	0	1	0	Confirmation that the information has been confirmed as correct. Acceptable note entry 'confirmed as correct'

Acceptable notepad entries for term on term queries

Query	Error message	Autumn	Spring	Summer	Minimum notepad entry
TonT1B	There are significantly more pupils than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	1	1	1	A reason will sought if there is significant increase of pupils.
TonT1C	There are significantly fewer pupils than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	1	1	1	A reason will sought if there is significant decrease of pupils.
TonT1D	Please check: Previous Collection's Total Number of Pupils (headcount) is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT3B	There are significantly more Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	1	1	1	Confirmation alone is not sufficient, a reason must be provided. Please ensure that the school have not mistakenly included infant pupils who are entitled to UIFSM only.
TonT3C	There are significantly fewer Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	1	1	1	Confirmation alone is not sufficient, a reason must be provided.
TonT3D	Please check: Previous Collection's % of Infant pupils eligible for FSM is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry the school confirms that there were no infant pupils eligible for FSM last term
TonT4B	There are significantly more pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	1	1	1	Confirmation alone is not sufficient, a reason must be provided.

TonT4C	There are significantly fewer pupils eligible for a FSM than last collection (this collection xx, last collection xx).A reason must be provided for this decrease.	1	1	1	Confirmation alone is not sufficient, a reason must be provided.
TonT4D	Please check: Previous Collection's % of Pupils eligible for FSM is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry school confirms that no pupils were eligible for FSM last term
TonT5B	There are significantly more pupils with an EHCP than last collection (this collection xx, last collection xx).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT5C	There are significantly fewer pupils with an EHCP than last collection (this collection xx, last collection xx).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT5D	Please check: Previous Collection's % of Pupils with an EHCP is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT6B	There are significantly more pupils with SEN without an EHCP than last collection (this collection xx, last collection xx).'	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT6C	There are significantly fewer pupils with SEN without an EHCP than last collection (this collection xx, last collection xx).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT6D	Please check: Previous Collection's % of Pupils with SEN without an EHCP is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT7B	There are significantly more pupils whose language is not English than last collection (this collection xx, last collection xx).'	1	1	1	A reason would be sought for this increase. Unless there has been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.
TonT7C	There are significantly fewer pupils whose language is not English than last collection (this collection xx, last collection xx).'	1	1	1	A reason would be sought for this decrease. Unless there has been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.

TonT7D	Please check: previous collections % of pupils with language code not English is zero (this collection xx, last collection 0).	1	1	1	A reason would be sought, unless there has been significant changes to overall pupil numbers or in the previous term the school had a high percentage of not obtained, it is not expected that this figure will change much from one term to the next .
TonT8B	There are significantly more service children than last collection (this collection xx, last collection xx).	1	1	1	Confirmation alone is not acceptable. A reason should be provided for this increase in service children.
TonT8C	There are significantly fewer service children than last collection (this collection xx, last collection xx).	1	1	1	Confirmation alone is not acceptable. A reason should be provided for this decrease in service children.
TonT8D	Please check: Previous Collection's % of service children is zero (this collection xx, last collection 0).	1	1	1	Confirmation alone is not acceptable. A reason should be provided for this change in service children.
TonT9B	There are significantly more pupils whose ethnicity is not obtained than last collection (this collection xx, last collection xx).'	0	1	0	A reason will be sought as to why significantly more pupils have an ethnicity not known from last term.
TonT9C	There are significantly fewer pupils whose ethnicity is not obtained than last collection (this collection xx, last collection xx).'	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT9D	Please check: Previous Collection's % of Pupils whose Ethnic Group not obtained is zero (this collection xx, last collection 0).	0	1	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT10B	There are significantly more boarding pupils than last collection (this collection xx, last collection xx).'	1	1	1	A reason will be sought for this increase of boarding pupils
TonT10C	There are significantly fewer boarding pupils than last collection (this collection xx, last collection xx).'	1	1	1	A reason will be sought for this decrease of boarding pupils

TonT10D	Please check: Previous Collection's % of Boarding Pupils is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry school confirms that they did not have any pupils boarding last term
TonT11B	There are is a significantly higher percentage of overall absence than last collection (this collection xx, last collection xx).'	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
TonT11C	There is a significantly lower percentage of overall absence than last collection (this collection xx, last collection xx).'	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
TonT11D	Please check: Previous Collection's overall absence is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct
TonT12B	There is a significantly higher percentage of overall absence (second summer half term) than last collection (this collection xx, last collection xx).'	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT12C	There is a significantly lower percentage of overall absence (second summer half term) than last collection (this collection xx, last collection xx).'	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT12D	Please check: Previous Collection's overall absence (second summer half term) is zero (this collection xx, last collection 0).	1	0	0	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
TonT13B	There are significantly more infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	1	1	1	As this data will be used in funding calculations a reason must be provided for this increase.
TonT13C	There are significantly fewer infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	1	1	1	As this data will be used in funding calculations a reason must be provided for the decrease.
TonT13D	Please check: Previous Collection's % of school lunch taken is zero (this collection xx, last collection 0).	1	1	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry confirmed as correct