

Reference Guide

Data Collection Alternative Provision Census

The Alternative Provision (AP) census is a Statutory Local Authority census in England, that requires the return of individual student records. The AP census covers all school age pupils attending a school, not maintained by an authority, for which the authority is paying full tuition fees or education other than in a school and Pupil Referral Unit (PRU), under arrangements made (and funded) by the authority.

The census period is the time from the day after the previous census day to the current census day, inclusive. Pupil records and data collected within the census period are included within the census return on census day.

The census is collected annually on the third Thursday in January and the deadline for the census return to reach the Department for Education (DfE) is March. Local authorities must 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.

The alternative provision placement details are set up on the Student Details page.

The alternative provision census data is validated via Focus | Analysis Reporting | Data Collection.

Recording Student AP Placement Details

To record student alternative provision (AP) placement details:

1. In v4 Client select People | Students | Student Details | Alternative Provision panel.

3	Student Details [(Date of Birth:)]					
💾 Save 📔 New 🥘 Workflow ⊘ Memo 🗖 Data Panels 🦻 Alerts 👸 Sql Mail Merge 🚔 UDF Manager 🎭 Data Conflicts 🙀 ContactPoint Retrieve 💥 Delete						
6	Ol. Student Identifiers 01a. National Hea 02. School History 03. Address Details 04. Addressee 05. Contact Details 06. Student Profile 07. Supporting Details 34. Atternative Provis					
F	34. Alternative Provision					
	Date of Change AP Type AP Setting Type Start Date End Date AP Base (URN) UKPRN Placement Reason Attendance Pattern Sessions per Week Association Base prior to AP (URN)					
2.	Click the Add button to display the Alternative Provision Details dialog.	Alternative Provision Details	prior to AP			
3.	On the School History panel, highlight the base that is the child's AP base and click Select AP Base at the top of the dialog. AP Base (URN) is populated.	Image: Second History 02. AP Detail Image: Other Second History 01. School History Image: Other Second History Image: Other Second History Image: Other Second H				
4.	Highlight the base that is the child's base prior to AP and click Select Base prior to AP at the top of the dialog. Base prior to AP (URN) is populated. On the AP Detail panel, the read-only Date of Change is populated with today's date	02. AP Detail Date of Change AP Type				
5.	Select AP Type (<i>Table_ID 1034</i>) - mandatory for One, but not required as part of the census.	AP Setting Type Start Date AP Base (URN)	End Date UKPRN			
6. -	enabled when AP Type is NOT - Not a School . Start Date populated when AP base is selected.	Attendance Pattern Association Association Association	Sessions per Week			
7.	Enter End Date, if it is <u>before</u> the census date.					
	AP Base (URN) populated in Step 3.	AD Turne (Table ID 1024)	AD Satting Type (Table 10 1015);			
8.	Enter UKPRN number.	AF Type (Table_10 1034).	AF Setting Type (Table_1D 1213).			
	AP Base (URN) and UKPRN mutually exclusive.	• HSP - Hospital	NFE - Non-maintained further education			
9.	Select Placement Reason (Table_ID 1216).	 IND - Independent S 	• OOT - One to one tuition			
10.	Select Attendance Pattern.	 NMS - Non Maintained Special School NOT - Not a School WPR Work based placement 				
11.	Enter number of Sessions per Week - less than <u>10</u> , if Attendance Pattern is PT - Part Time .					
12.	Select Association (Table_ID 1217).					
	Base prior to AP (URN) populated in Step 4.					
13.	Click OK.					

14. Click Save on the Student Details page.



Reference Guide

Data Collection Alternative Provision Census

Validating the AP Census

When validating the AP census data against the data processing rules, local authorities are encouraged to study the data items well before the full census to ensure data will be available and in the correct format.

To validate the census:

- 1. Select Focus | Analysis Reporting | Data Collection | Alternative Provision | Alternative Provision Census Validation to display the Alternative Provision Census Validation page.
- 2. On the **Basic Details** panel, the **Census Date** is automatically populated.
- 3. Click the **Path for Export Files** folder if you wish to change the default location. The XML file is stored here when the **Retrieve** button is clicked.

Alternative Provision Ce		2
🔗 Validate 🕘 Retriev	1	
3 01. Basic Details	02. Exception Log	01. Basic Details 👻 🎉
01. Basic Details		
Census Date	17/01/2013 💌	
Path for Export Files	C:\Users\NDocuments	
Export File Name		

4. Click the Validate button.

The following message displays: Are you sure you want to validate the AP Census?

5. Click the **Yes** button to start the validation process. A message at the bottom of the screens informs you if the validation is successful or not.

If the validation is successful, the following message displays: Validation successful. All Census data validated successfully. If the validation is not successful, the following message displays: Validation is not successful. Please remove the listed errors.

- If the validation is successful, click the Retrieve button. This populates the Export File Name field with the name of the XML file.
- Upload the exported file to the DfE via COLLECT (Collections Online for Learning, Education, Children and Teachers).

Alternative Provision Ce	isus Validation	×			
🖋 Validate 🚋 Retrieve					
S 0 01. Basic Details 02. Exception Log					
01. Basic Details					
Census Date	16/01/2014 💌				
Path for Export Files C:Users monocomments					
Export File Name	820_AP_14_002.xml				

Fixing Errors and Warnings

If the validation is not successful, errors or warnings display in the **Exception Log** panel. An AP census file can be created if the **Error Type** is a **Warning**, but any **Errors** <u>must</u> be removed.

02. Exception Log

- 1. Use the **Looking For** and **Search by** fields to order the browse list.
- 2. Click the **Print** button to display the **Print** dialog. Print the list of errors.
- 3. Select the **Focus | People | Student** record. Use the printout to correct the errors.
- 4. After the errors have been corrected, re-validate the AP census.

Examples of Warnings and Errors

Surname is blank / Date of Birth is out of range for the census Invalid SEN Stage / Ethnic Origin is blank Post Code is blank / Insufficient address details The pupil's attendance pattern is missing or has an invalid value The establishment's association is missing or has an invalid value The pupil's primary reason for placement is missing or has an invalid value Pupil may already have been included in School/PRU census Service Children in Education value is missing, hence set as Unknown

CAPITA

Capita One. Tel: 01234 838080. Email: info@capita-one.co.uk. Web: www.capita-one.co.uk. © Capita Business Services Ltd. 2018. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account. This guide is based on the version of the software (Summer 2018, 3.66) in use at the time of publication.