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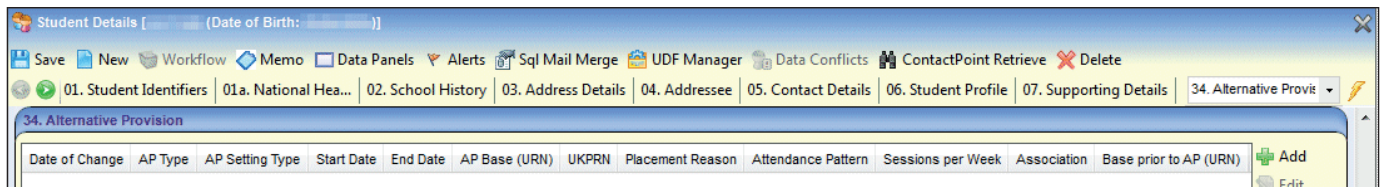
The alternative provision placement details are set up on the **Student Details** page.

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.

2. Click the **Add** button to display the **Alternative Provision Details** dialog.

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.

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.

5. Select **AP Type** (*Table_ID 1034*) - mandatory for One, but not required as part of the census.

6. Select **AP Settting Type** (*Table_ID 1215*) - enabled when **AP Type** is **NOT - Not a School**.
   Start Date populated when AP base is selected.

7. Enter **End Date**, if it is before the census date.
   AP Base (URN) populated in Step 3.

8. Enter **UKPRN** number.
   AP Base (URN) and UKPRN mutually exclusive.

9. Select **Placement Reason** (*Table_ID 1216*).

10. Select **Attendance Pattern**.

11. Enter number of **Sessions per Week** - less than 10, 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.
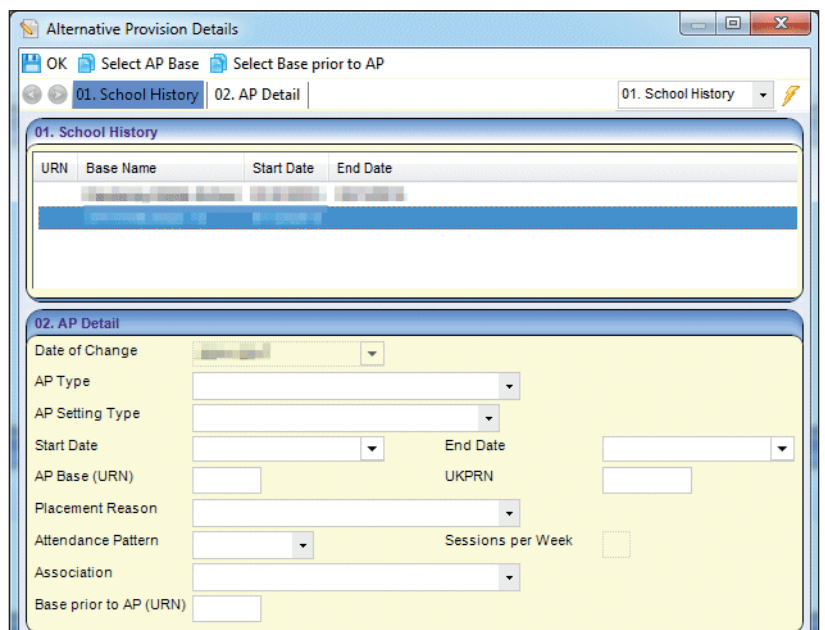
AP Type (*Table_ID 1034*):
- HSP - Hospital
- IND - Independent School
- NMS - Non Maintained Special School
- NOT - Not a School

AP Setting Type (*Table_ID 1215*):
- NFE - Non-maintained further education
- OOT - One to one tuition
- OTH - Other unregistered provider
- WBP - Work based placement

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.

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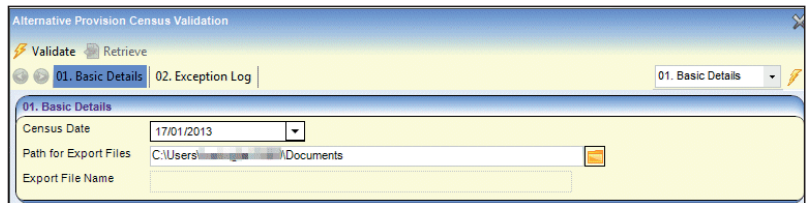
> If the validation is successful, the following message displays: *Validation successful. All Census data validated successfully*.
>
> If the validation is not successful, the following message displays: *Validation is not successful. Please remove the listed errors*.

6. If the validation is successful, click the **Retrieve** button. This populates the **Export File Name** field with the name of the XML file.

7. Upload the exported file to the DfE via COLLECT (Collections Online for Learning, Education, Children and Teachers).

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.

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.
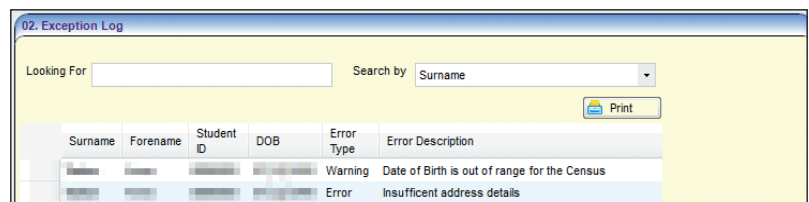
<u>Examples of Warnings and Errors</u>

- 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