



Alternative Provision Census Handbook

last updated for the Autumn 2017 (3.64) release

Handbook

CAPITA

Revision History

Version	Published on
Autumn 2017 (3.64) - 1.0	15/01/2018

Doc Ref

Alternative Provision Census Handbook/One Autumn 2017/2018-01-15

© 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. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

www.capita-one.co.uk

Contacting One Application Support

You can log a call with One Application Support via the Customer Service tool available on [My Account](#).

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

onepublications@capita.co.uk

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.

Contents

01 / Alternative Provision Census (AP Census)	1
Overview	1
What's New in this Release?	1
Introduction	1
Data Collection.....	2
02 / Alternative Provision Census Files	5
Introduction	5
Pupil/Child Identifiers	5
Pupil/Child Characteristics	6
Pupil/Child SEN	8
Home Information	9
Placement Details	10
03 / Generating the Alternative Provision Census	13
Introduction	13
Steps in Census Generation	13
Generating the AP Census	13
04 / Recording Student Alternative Provision Placement Details	19
Student Details	19
05 / Validating the Alternative Provision Census	21
Introduction	21
Basic Details	21
Exception Log	22
06 / Appendix	25
Groups to Include as Alternative Provision	25
Codesets for Data Items	27
Glossary	36
Index	37

01 / Alternative Provision Census (AP Census)

Overview

This handbook is for use by local authorities and providers of alternative provision (AP), so that relevant staff:

- understand the rationale and purpose of the AP census.
- are able to populate their systems with the required data.
- are able to keep their data up to date during the year.
- are able to complete the AP census return each year.
- are able to submit the data at the correct time and in the correct format.

What's New in this Release?

This is a new handbook for the **Statutory** module.

The latest DfE Alternative Provision census guide, technical specification and validation rules can be found here:

<https://www.gov.uk/government/publications/alternative-provision-census-2018-guide>

IMPORTANT NOTE: *As there have been many changes for the 2018 census, it is appreciated that as local authorities will not have had sufficient warning to facilitate the collection of this data over the complete census period, they are requested as a minimum, to provide the latest/last information available to them.*

Introduction

The Alternative Provision (AP) census is a Statutory Local Authority census in England, that requires the return of individual student records, under the [Education \(Information about Children in Alternative Provision\) \(England\) Regulations 2007](#).

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 alternative provision census (AP census) does not cover any student who is registered at an establishment for which one of the following is completed:

- 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).
- the annual school census for maintained general hospital schools.
- the early years census.

Pupils at non-maintained special schools may however, also be in the scope of the AP Census if they are LA funded.

The alternative provision placement details are set up on the [Student Details](#) page.

Alternative Provision Census (AP Census)

The alternative provision census data is validated via **Analysis Reporting | Data Collection**. For more information see [Introduction](#) to validating the alternative provision census on page 21.

Data Collection

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
- by educational researchers.

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 (18th January 2018) and the deadline for the census return to reach the Department for Education (DfE) is 2nd March 2018. 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.

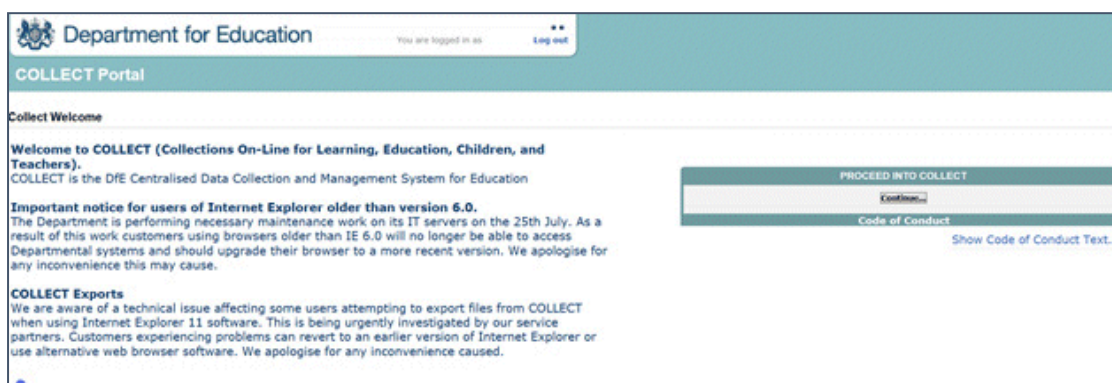
IMPORTANT NOTE: As there have been many changes for the 2018 census, it is appreciated that as local authorities will not have had sufficient warning to facilitate the collection of this data over the complete census period, they are requested as a minimum, to provide the latest/last information available to them.

Local authorities must collect the data from AP providers and send it to the DfE via Collections Online for Learning, Education, Children and Teachers ([COLLECT](#)).

COLLECT

The COLLECT portal is used by schools, local authorities and the Department for Education (DfE) for processing data collection returns. COLLECT is responsible for the initial submission of data, data validation and the final approval by the DfE.

Access to COLLECT is via the Secure Access Portal. This enables registered users access the DfE's systems.



The following processes are carried out via the COLLECT portal:

- **Upload Return** – import a file into your data return.
- **Add Return** – add a new return using a web form.
- **Open Return** – open your data return.
- **Submit Return** – submit your completed data return.
- **Export to File** – export your data return to a file.
- **Launch Reports** – enables you to report on your data return.
- **Delete Return** – delete your data return.

More Information:

<https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

02 / Alternative Provision Census Files

Introduction

This section lists, in detail, the pupil/child level specific data required for the 2018 AP census. The alternative provision census file consists of the following five modules for each pupil:

- Pupil/Child Identifiers
- Pupil/Child Characteristics
- Placement Details
- Pupil/Child SEN
- Home Information.

More Information:

Full details of all the data items are available by clicking the link to the following document: [2018 AP Specification Version 1.1.docx](#)

The *AP Census 2018 Guide* is available from the DfE's website:

<https://www.gov.uk/government/publications/alternative-provision-census-2018-guide>

Pupil/Child Identifiers

This module records the following information in the v4 Client via **Focus | People | Students | Student Details:**

The screenshot shows the 'Student Details' window in the v4 Client. The window title is 'Student Details [(Date of Birth:)]'. The menu bar includes 'Save', 'New', 'Memo', 'Data Panels', 'Alerts', 'Sql Mail Merge', and 'UDF Manager'. The breadcrumb trail is '01. Student Identifiers | 01a. National Hea... | 02. School History'. The current view is '01. Student Identifier'. The form contains the following fields:

- Family Name
- Given Name
- Given Name 2
- Chosen Family Name
- Chosen Given Name
- Date of Birth
- Gender
- Gussed DOB
- Current Age
- Person ID
- Unique Pupil Number
- Local UPN
- Left England

The '06. Student Profile' section includes:

- Active
- Inactive Reason
- Inactive Date
- Offset: 0
- Age on 01/09/2018
- NCY (incl offset)
- Not following NCY
- Unique Learner No

- **UPN** (unique pupil number) – this information is recorded in the **Student Identifiers** panel.
If the pupil has a UPN, then it should be provided. If the pupil does not have a UPN, then the LA should generate one.
- **ULN** (unique learner number) – this information is recorded in the **Student Profile** panel.
The ULN should be returned for those pupils aged 14 and over on the census date. If a child is not assigned a ULN and is aged 14 and over on census day, the following warning message is displayed:
Unique learning number must be provided for pupils aged 14 and over on census day.
ULNs are managed by the Learning Records Service (LRS). If a student has not been assigned a ULN, local authorities are required to sign the Learning Provider Agreement which will provide LAs with access to the LRS system, which enables them to issue and manage ULNs for pupils receiving alternative provision.
- **Surname** – this information is recorded in the **Student Identifiers** panel.
The full legal surname, as the local authority believes it to be (LAs are not required to verify this information).
- **Forename** – this information is recorded in the **Student Identifiers** panel.
This is the full given first name of the child.
- **Middle name** – this information is recorded in the **Student Identifiers** panel.
This is the full, not shortened or familiar versions; if the pupil has no middle names, then this field must be left blank.
- **Date of birth** – this information is recorded in the **Student Identifiers** panel.
The date of birth is recorded in the format CCYY-MM-DD.
- **Gender** – this information is recorded in the **Student Identifiers** panel.
In exceptional circumstances the local authority or provider may be unsure as to which gender should be recorded for a particular pupil. The advice from the DfE is to record the gender according to the wishes of the pupil or parent.

Pupil/Child Characteristics

This module records the following information in the v4 Client via **Focus | People | Students | Student Details**:

- **Ethnicity** – this information is recorded in the **Ethnicity, Religion and Culture** panel.

The screenshot shows a form titled "Ethnicity, Religion and Culture". It contains the following fields:

- Country of Origin: dropdown menu
- Country of Birth: dropdown menu
- Student Ethnicity: dropdown menu
- Ethnic Source: dropdown menu
- Religion: dropdown menu
- Culture: dropdown menu
- Student Nationality: large text input field with a search icon and a small box containing the number "0"
- Nationality (if not British): dropdown menu

If ethnicity is not recorded, One displays the following error message:

Ethnic Origin is blank.

- Free School Meal (FSM) Eligibility – this information is recorded in the **Supporting Details** panel, if the **FSM History** panel is populated.

The screenshot shows the '07. Supporting Details' panel with the following fields and values:

Social Services	<input checked="" type="checkbox"/>	Care Order	<input checked="" type="checkbox"/>
Student Carer	<input type="checkbox"/>	PEP	<input type="checkbox"/>
Service Family	<input checked="" type="checkbox"/>	FSM Eligibility	<input checked="" type="checkbox"/>
Gifted and Talented	<input checked="" type="checkbox"/>	G+B FSM	<input checked="" type="checkbox"/>
Mode of Travel	<input type="text"/>		
SEN Status	<input type="text"/>		
Youth Support Services Agreement Indicator	<input type="text"/>		
Post Looked After Arrangements	<input type="text"/>		

Census collections require the inclusion of any periods of FSM eligibility since the previous census for those pupils on roll on census day.

Start date and **End date** of FSM eligibility – in respect of the 2018 AP census, the FSM eligibility dates are between 19th January 2017 and 18th January 2018 inclusive.

- Service Children in Education** – this information is recorded in the **Supporting Details** panel, if the **Service Family History** panel is populated.

The screenshot shows the '07. Supporting Details' panel with the following fields and values:

Social Services	<input checked="" type="checkbox"/>	Care Order	<input checked="" type="checkbox"/>
Student Carer	<input type="checkbox"/>	PEP	<input type="checkbox"/>
Service Family	<input checked="" type="checkbox"/>	FSM Eligibility	<input checked="" type="checkbox"/>
Gifted and Talented	<input checked="" type="checkbox"/>	G+B FSM	<input checked="" type="checkbox"/>
Mode of Travel	<input type="text"/>		
SEN Status	<input type="text"/>		
Youth Support Services Agreement Indicator	<input type="text"/>		
Post Looked After Arrangements	<input type="text"/>		

- Post Looked After Arrangements** – this information is recorded in the **Supporting Details** panel.

The screenshot shows the '07. Supporting Details' panel with the following fields and values:

Social Services	<input checked="" type="checkbox"/>	Care Order	<input checked="" type="checkbox"/>
Student Carer	<input type="checkbox"/>	PEP	<input type="checkbox"/>
Service Family	<input checked="" type="checkbox"/>	FSM Eligibility	<input checked="" type="checkbox"/>
Gifted and Talented	<input checked="" type="checkbox"/>	G+B FSM	<input checked="" type="checkbox"/>
Mode of Travel	<input type="text"/>		
SEN Status	<input type="text"/>		
Youth Support Services Agreement Indicator	<input type="text"/>		
Post Looked After Arrangements	<input type="text"/>		

The available values are:

Post Looked After Arrangements (Table_ID 1200)	
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)

- **Early Years Pupil Premium** – this information is recorded in the **Early Years Additional Information** panel.

All 3 and 4 year olds are entitled to up to 15 hours per week of government funded early education. Children are eligible for EYPP if they are receiving any hours of early education and:

- meet the benefits related criteria for free school meals
- are in the care of the local authority for at least one day
- have left care (in England or Wales) through:
 - adoption
 - special guardianship
 - subject of a child arrangement order (formally known as a residence order).

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.

Pupil/Child SEN

This module contains the pupil’s SEN provision, SEN type and SEN type ranking, including the Education, Health and Care Plan (EHCP). Schools are able to record pupils as having either a statement or an EHC plan; a pupil cannot have both.

If the LA is licensed to record SEN needs, the information is taken from the **SEN Needs – Statutory Assessment** panel. Otherwise, the information is taken from the **SEN Needs – Other** panel.

This module records the following information:

- **SEN Provision** – this data item records the pupil’s **SEN Status**. The active latest **SEN Status Start Date** is returned in the AP census.

SEN Stage (Table_ID 0608)	
N	No special provision
K	SEN Support
S	Statement
E	Education Health and Care Plan

- **SEN Type** – this data item records the type of pupil’s special educational need. Only two pupil SEN types may be returned in the AP census. Pupil SEN type codes are:

Special Needs (<i>Table_ID 0123</i>)	
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound and multiple learning difficulty
SEMH	Social, emotional and mental health
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Visual impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
OTH	Other difficulty/disorder
NSA	SEN support but no specialist assessment of type of need

- **SEN Type Ranking** – this data item records the ranking of the pupil’s special educational needs, as recorded in SEN Type (*Table_ID 0123*). The most significant, or primary need, is ranked as ‘1’ with any secondary need ranked ‘2’. Only two rankings are collected in the school census, with no two needs given the same ranking.

Home Information

This module contains information about where a pupil lives during term time; it should display the pupil’s current address only. In some cases this may be a school address.

The following information is recorded:

- **SAON** – the secondary addressable object name (SAON) refers to the flat, apartment name or other sub-division of a dwelling.
- **PAON** – the primary addressable object name (PAON) refers to the dwelling name or number.
- **Street** – the street name or description.
- **Locality** – the locality name refers to a neighbourhood, suburb, district, village, estate, settlement or parish that forms part of a town.
- **Town** – the town refers to a city or town that is not an administrative area.
- **Administrative Area** – this is a geographic area that may be a county, a unitary authority or an island.
- **Post Town** – this is usually assigned by the post office based on the sorting office.
- **Postcode** – this is the code allocated by the post office to identify a group of postal delivery points; this is a mandatory field.
- **UPRN** – the unique property reference number (UPRN) is the unique identifier for every address; it is included on a voluntary basis.

Placement Details

This module records details of the pupil's alternative provision placement.

NOTE: Whilst the XML structure provides for multiple placements to be recorded, only the latest/last placement data is required for the 2018 census.

The data for this module is entered in the v4 Client via **People | Students | Student Details | Alternative Provision | Alternative Provision Details | AP Detail** panel.

- **AP Type** – this data is not required for the AP census, but it is mandatory in One Education.

The available values are:

AP Type (Table_ID 1034)	
HSP	Hospital
IND	Independent school
NMS	Non-maintained special school
NOT	Not a school

This section of the file lists, in detail, the following placement specific data items:

- **AP Setting Type** – this data item records, where the URN or UKPRN are not available (left blank), the type of setting within which the pupil has taken up an alternative provision placement.

NOTE: If **AP Setting Type** is completed, **URN** and **UKPRN** must be blank. If **URN** or **UKPRN** are completed, **AP Setting Type** must be blank.

The available values are:

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

- **Start Date** – this data item records the pupil's entry date in alternative provision. As children may enter into alternative provision more than once within a census period, each period is to be recorded and returned in the census.
- **End Date** – this data item records the date the pupil leaves alternative provision. As children may leave alternative provision more than once within a census period, each period is to be recorded and returned in the census.

- **AP Base (URN)** – this data item records the EduBase unique reference number (URN), where available, of the establishment within which the child has taken up an alternative provision placement.

The URN and UKPRN (*see below*) are mutually exclusive; where one is returned, the other is not. Where the provider is not registered on EduBase, this field is left blank.

NOTE: If neither the URN nor the UKPRN are returned, then the **AP Type of Setting** must be completed (*see below*). If **URN** is completed, type of setting is left blank.

- **UKPRN** – this data item records the UK provider register number (UKPRN), where available, of the establishment within which the pupil has taken up an alternative provision placement.

The UKPRN and URN (*see above*) are mutually exclusive; where one is returned, the other is not. Where the provider is not registered with UKPRN, this field is left blank.

NOTE: If neither the UKPRN nor the URN is returned, then the **AP Type of Setting** must be completed (*see below*). If **UKPRN** is completed, type of setting is left blank.

- **Placement Reason** – this data item records the primary reason why the placement into alternative provision has been commissioned, as opposed to what the needs of the pupil are.

The available values are:

Placement Reason (<i>Table_ID 1265</i>)	
EHC	Setting named on EHC Plan
MHN	Mental health need
NEW	New arrival without a school place
OTH	Other
PCC	Pregnancy/childcare
PEX	Permanent exclusion
PHN	Physical health need
YOI	Pupil in young offender institute/secure training centre

- **Attendance Pattern** – this data item records the pupil’s planned attendance pattern at the alternative provision provider. Select from full or part time.
- **Sessions per week** – this data item records, where the pupil’s attendance pattern is part time (PT), the planned number of sessions per week. This must be less than 10, as 10 is full time.
- **Association** – this data item records whether the placement is associated with any other services that are not education, supporting the pupil. The default value is ‘No’.

Association (<i>Table_ID 1217</i>)	
YC	Yes – provision linked to a children’s home
YH	Yes – provision linked to a healthcare setting
YO	Yes – provision linked to other service
NO	No – provision is not linked

- **Base prior to AP (URN)** - this data item records the EduBase unique reference number (URN) of the school that the pupil attended prior to entering into an alternative provision placement. As this is only recorded once in the record, this should be the latest previous URN on record that is held by the alternative provision provider.

03 / Generating the Alternative Provision Census

Introduction

The Alternative Provision census (AP 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 Friday 2nd March. 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.

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.

IMPORTANT NOTE: *As there have been many changes for the 2018 census, it is appreciated that as local authorities will not have had sufficient warning to facilitate the collection of this data over the complete census period, they are requested as a minimum, to provide the latest/last information available to them.*

The AP census process is divided into the following processes:

- The alternative provision placement details are set up on the Student Details page.
- The alternative provision census data is validated via **Analysis Reporting | Data Collection | Validating the Alternative Provision Census**.

Steps in Census Generation

Each local authority (LA) must adhere to the following steps:

1. The LA contact liaises with all providers of alternative provision to ensure local authority records of pupils are complete and accurate.
2. Any discrepancies are to be resolved between the LA and the provider.
3. The LA produces the census return via the One Education system.
4. The LA uploads the return to COLLECT (Collections Online for Learning, Education, Children and Teachers).
5. Further validation takes place in COLLECT and any errors are resolved.
6. The LA submits the return to the DfE via COLLECT, no later than Friday 2nd March 2018.

Generating the AP Census

For the AP individual level return, LAs must export the data from the One Education database (used to record the information) and load it into the DfE's COLLECT system.

A .xml file is generated as follows:

820_AP_18_1.xml

Where: 820 is the LA number
 AP is the Alternative Provision Census
 18 is the year
 1 is the month

More Information:

The latest version of the latest XML file is available from the department's website:
[2018 AP Specification Version 1.1.docx](#)

The department only accepts data that conforms to the defined XML structure.

Note: Example data shown in this section is for illustration purposes only.

Overall Message Structure
<?xml version="1.0" encoding="UTF-8"?>
<Message>
<Header>
<APpupilsChildren>
</Message>

An XML submission is a single message consisting of the following message structures:

Header Structure	
	<Header>
	<CollectionDetails>
800001	<Collection>APC</Collection>
800002	<Term>SPR</Term>
800003	<Year>2018</Year>
800004	<ReferenceDate>2018-01-18</ReferenceDate>
	</CollectionDetails>
	<Source>
800005	<SourceLevel>L</SourceLevel>
200001	<LEA>999</LEA>
800006	<SoftwareCode>Software Supplier Reference</SoftwareCode>
800008	<Release>1.4 2017-10-11</Release>
800007	<SerialNo>001</SerialNo>
800010	<DateTime>2018-01-18T11:14:05</DateTime>
	</Source>
	<Content>
	<CBDSLlevels>
800011	<CBDSLevel>Pupil</CBDSLevel>
	</CBDSLlevels>
	</Content>
	</Header>

Generating the Alternative Provision Census

Pupil/Child XML Message Structure		Cardinality (Note: item level elements occur only once unless otherwise stated)
	<APpupilsChildren>	Each <Message> group contains one and only one <APpupilsChildren> group.
	<PupilChild>	Record returned for all pupils placed with the provider within the census period – that is: from the last census to the current census day
	<PupilChildIdentifiers>	
100001	<UPN>X1234567898765</UPN>	
100016	<UniqueLearnerNumber>1234567890</UniqueLearnerNumber>	
100003	<Surname>Familyname</Surname>	
100004	<Forename>Firstname</Forename>	
100006	<MiddleNames>Middlename</MiddleNames>	
100011	<PreferredSurname>Familyname</PreferredSurname>	
100292	<PersonBirthDate>1066-03-24</PersonBirthDate>	
100287	<GenderCurrent>2</GenderCurrent>	
	</PupilChildIdentifiers>	
	<PupilChildCharacteristics>	
100563	<Ethnicity>WBRI</Ethnicity>	
	<FSMeligibility>	Each <PupilChildCharacteristics> group contains 0..1 <FSMeligibility> group
	<FSMperiod>	Each <FSMeligibility> group contains 1..n <FSMperiod> groups
100484	<FSMstartDate>1087-10-09</FSMstartDate>	
100485	<FSMendDate>1087-11-16</FSMendDate>	May be missing in one and only one <FSMperiod> group
200634	<UKcountry>ENG</UKcountry>	
	</FSMperiod>	
	</FSMeligibility>	
100559	<EYPPE>Y</EYPPE>	Applies all pupils aged 3 ONLY
100560	<EYPPBF>EE</EYPPBF>	Applies all pupils aged 3 ONLY
100330	<ServiceChild>N</ServiceChild>	

Generating the Alternative Provision Census

100587	<PLAA>N</PLAA>	
	</PupilChildCharacteristics>	
	<SpecialEducationalNeeds>	
100580	<SENprovision>E</SENprovision>	
	<SENneeds>	Each <SpecialEducationalNeeds> group contains 0..1 <SENneeds> group
	<SENneed>	Each <SENneeds> group contains 1..2 <SENneed> groups
100547	<SENtype>SLD</SENtype>	
100080	<SENtypeRank>1</SENtypeRank>	
	</SENneed>	
	</SENneeds>	
	</SpecialEducationalNeeds>	
	<HomeInformation>	Each <HomeInformation> group contains 0..1 <BS7666Format> group. Note that either <BS7666Format> or <LineAddressFormat> should be provided, but not both.
100121	<PostCode>ZZ99 9XX</PostCode>	
100586	<UniquePropertyReferenceNumber>123456789102</UniquePropertyReferenceNumber>	
	EITHER	
	<BS7666Format>	
100103	<SAON>2 Flat</SAON>	
100109	<PAON> 123</PAON>	
100115	<Street>Street Lane</Street>	
100116	<Locality>Localarea</Locality>	
100117	<Town>Townbury</Town>	
100118	<AdministrativeArea></AdministrativeArea>	
100119	<PostTown>Postaltown</PostTown>	
	</BS7666Format>	
	OR	
	<LineAddressFormat>	
100128	<AddressLine1>123 Street Lane</AddressLine1>	
100129	<AddressLine2>Localarea</AddressLine2>	
100130	<AddressLine3>Townbury</AddressLine3>	

Generating the Alternative Provision Census

100131	<AddressLine4>Postaltown</AddressLine4>	
100132	<AddressLine5>Countyshire</AddressLine5>	
	</LineAddressFormat>	
	</HomeInformation>	
	<PlacementDetails>	Each <PupilChild> will have 1 <PlacementDetails> group
	<PlacementDetail>	Each <PlacementDetails> group will have 1..n <PlacementDetail> groups
200635	<URN>999999</URN>	
200917	<UKPRN>99999999</UKPRN>	Where <URN> is present, <UKPRN> is not required
200918	<APSettingType>WBP</APSettingType>	Where <URN> or <UKPRN> are present, <APSettingType> is not required
100618	<APAssociation>PEX</APAssociation>	
100513	<EntryDate>2017-03-03</EntryDate>	
100617	<APPlacementReason>EHC</APPlacementReason>	
100616	<PrevURN>999999</PrevURN>	
100619	<APAttendancePattern>PT</APAttendancePattern>	
100620	<APSessionsPerWeek>12</APSessionsPerWeek>	Applies only where <APAttendancePattern> = PT
100514	<LeavingDate>2017-05-03</LeavingDate>	Left blank where pupil remains in AP placement
	</PlacementDetail>	
	</PlacementDetails>	
200635	</PupilChild>	
200917	</APpupilsChildren>	

More Information:

The latest version of the XML message structure is available from the department's website:

[2018 AP Specification Version 1.1.docx](#)

The validation rules spreadsheet is also available from the department's website:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/671515/2018_AP_Validation_Rules_V1_5.xlsx

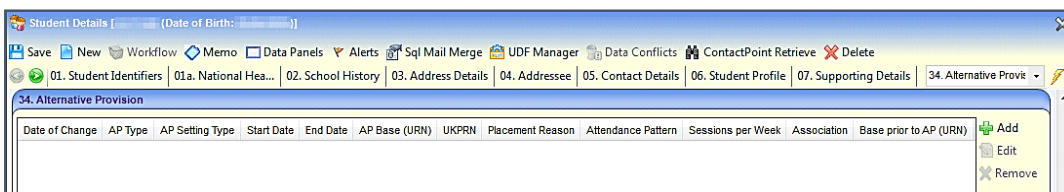
04 / Recording Student Alternative Provision Placement Details

Student Details

For the AP individual level return, local authorities will need to export data from the One Education database used to record the alternative provision information.

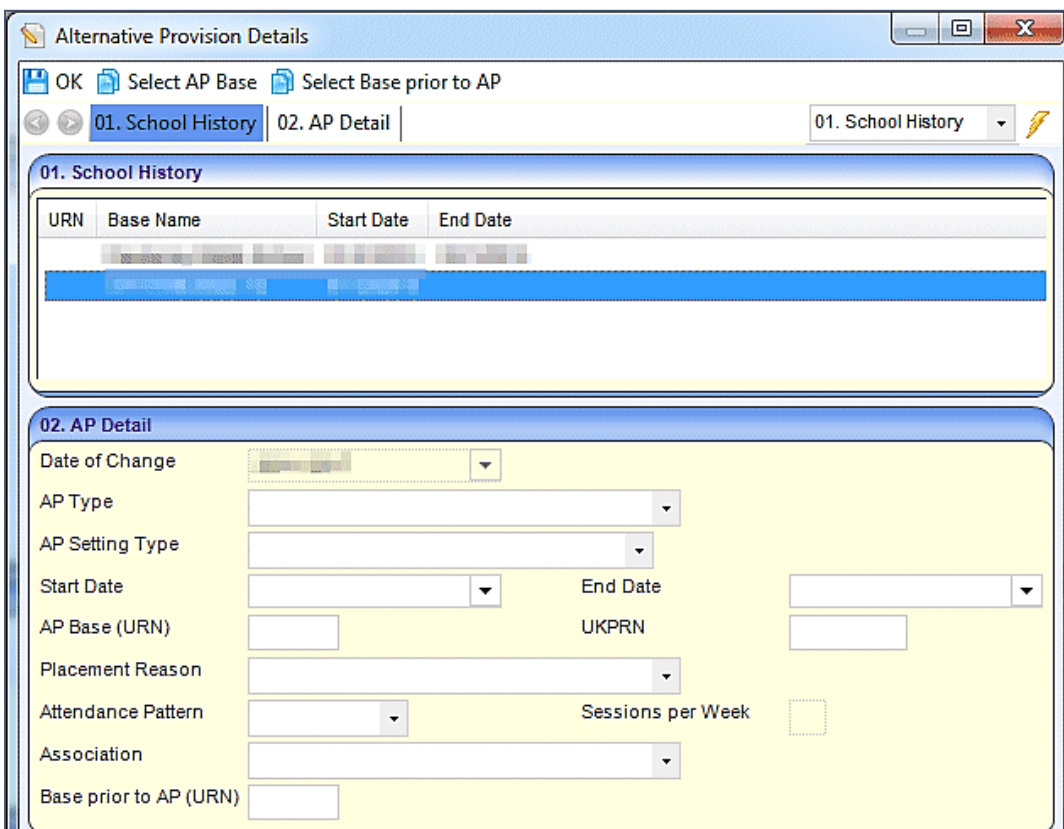
The alternative provision (AP) placement details are set up on the **Student Details** page. To record a student's AP details:

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



2. Click the **Add** button to display the **Alternative Provision Details** dialog. The **School History** panel displays the child's school history.

On the **AP Detail** panel, the **Date of Change** is populated with today's date and is read-only.



3. On the **School History** panel, highlight the child's AP base and click **Select AP Base** at the top of the dialog.

This populates the **Start Date** and the **AP Base (URN)** or **UKPRN**, if available, on the **AP Detail** panel.

Recording Student Alternative Provision Placement Details

4. On the **School History** panel, 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.

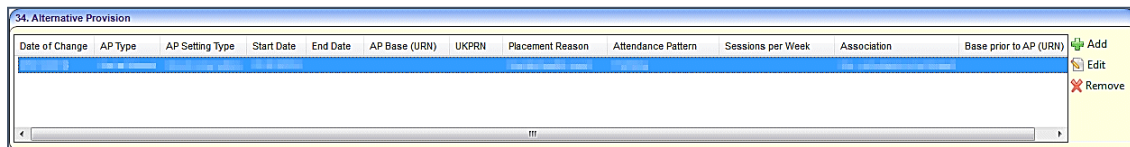
This populates the **Base prior to AP (URN)**, if available, on the **AP Detail** panel.

5. Select **AP Type** – This is a mandatory field for One Education, but it is no longer required as part of the census, *Table_ID 1034*.
6. Select an **AP Setting Type** - enabled when **AP Type** is **NOT – Not a School**, *Table_ID 1215*.
Start Date is populated when the AP base is selected. This date cannot be in the future.
7. Enter an **End Date** only when it is before the census date.

AP Base (URN) or **UKPRN** are auto-populated, if available, when the AP base is selected in Step 3.

AP Base (URN) and **UKPRN** are mutually exclusive and only one should be returned. Where the provider is not registered and does not have a **URN** or **UKPRN**, then the **AP Setting Type** must be selected.

8. Select a **Placement Reason** - mandatory, *Table_ID 1216*.
9. Select an **Attendance Pattern** – mandatory, full time or part time.
10. Enter the number of **Sessions per Week** – mandatory when **Attendance Pattern** is **PT – Part Time**, up to a maximum of 10.
11. Select an **Association** – mandatory, *Table_ID 1217*.
12. **Base prior to AP (URN)** is populated when the base prior to AP is selected in Step 4.
13. Click the **OK** button.
14. Click **Save** on the student details.



You can edit a record by highlighting it and clicking the **Edit** button to display the **Alternative Provision Details** dialog. Make the required changes, and then click the **OK** button to save.

To remove a record, highlight it then click the **Remove** button.

When the alternative provision details have been entered for all students, the next process is to validate the alternative provision census. For more information, see [Validating the Alternative Provision Census](#) on page 21.

05 / Validating the Alternative Provision Census

Introduction

Local authorities (LAs) should 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.

LAs should make sure that their data reflects the pupils receiving alternative provision on census day.

Errors and inconsistencies in the data are to be resolved between the LA and the provider before the full return for the local authority is created.

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.

More Information: The validation rules spreadsheet is available from the DfE's website: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/671515/2018_AP_Validation_Rules_V1_5.xlsx

After validation is complete, the LA can 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 LA may need to query something and return to COLLECT to make a change to the data.
- The LA may wish to run a report from COLLECT or export the validated data set so it can be used in another system.

The LA should only submit the data to the DfE when it is considered to be finalised.

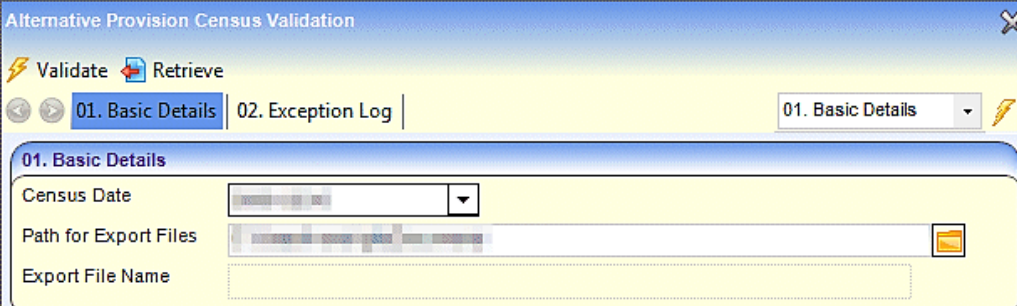
Note: Prior to the data collection, the LA can access detailed COLLECT guidance documentation from the following website: <https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

Availability of this guidance is announced in the alternative provision census 'early warning' and 'final readiness' news bulletins published on the website.

Basic Details

To validate the AP census:

1. Select **Focus | Analysis Reporting | Data Collection | Alternative Provision | Alternative Provision Census Validation** to display the **Alternative Provision Census Validation** page.



Validating the Alternative Provision Census

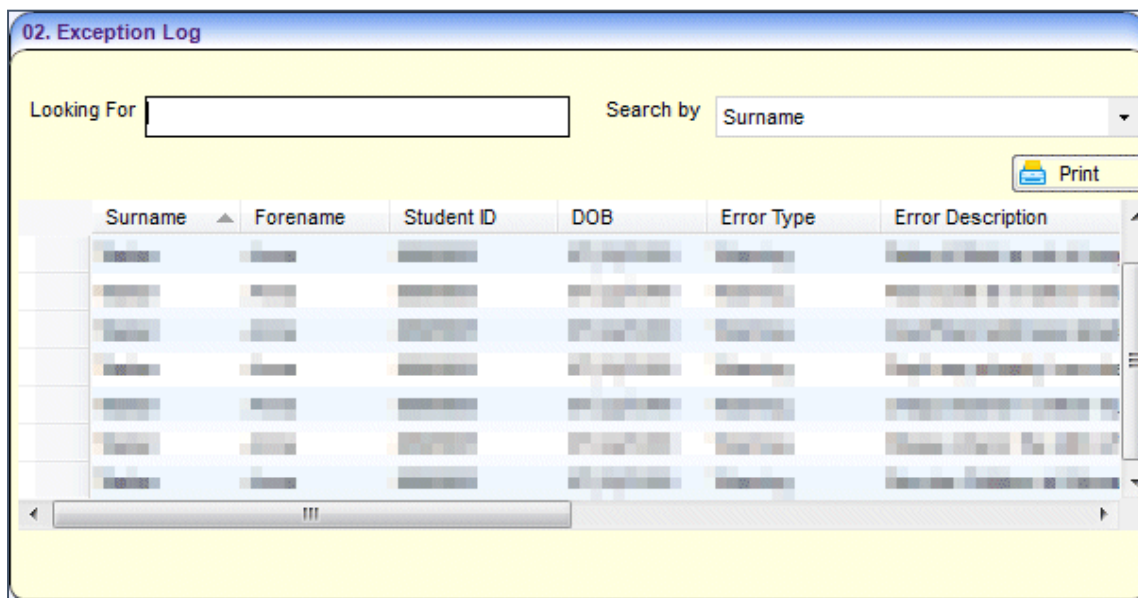
2. On the **Basic Details** panel, the **Census Date** is automatically populated with the third Thursday in January of the academic year.
3. Click the **Path for Export Files** folder if you wish to change the default location. The XML file is stored here when the **Retrieve** button is clicked.
4. 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. When the process has finished, one of the following messages, at the bottom of the screen, informs you if the validation is successful or not:
Validation successful. All census data validated successfully.
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.

Exception Log

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** must be removed.

To view and correct any errors or warnings:

1. Select **Focus | Analysis Reporting | Data Collection | Alternative Provision | Alternative Provision Census Validation** to display the **Alternative Provision Census Validation** page.
2. On the **Exception Log** panel, use the **Looking For** and **Search by** fields to order the browse list.



3. Click the **Print** button to display the **Print** dialog. Print the list of errors or warnings.

Examples of warnings and errors:

- Surname is blank
- Date of Birth is out of range for the census
- Post Code is blank

- Insufficient address details
 - Invalid SEN Stage
 - Ethnic Origin is blank
 - 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 the School/PRU census
 - Service Children in Education value is missing, hence set as Unknown.
4. Select **Focus | People | Students** to find the pupil's record. Use the printout to correct the errors.
 5. After the errors have been corrected, re-validate the AP Census.

06 / Appendix

Groups to Include as Alternative Provision

The following list displays the types of provision that should, and should not, be included as alternative provision on the census return.

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.	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.	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.	Yes	Hospital (HSP)
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.	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 whether or not the boarding costs are met elsewhere.	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)

Type of pupil	Include?	Category
<p>Pupil not receiving education during the census week:</p> <ul style="list-style-type: none"> • 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)
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

Codesets for Data Items

Gender

Code	Description
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	
WGRC	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).

Appendix

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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	
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, Montenegrin 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).

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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
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 (e.g. 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 - e.g. 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	

Appendix

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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	
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.

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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).
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).

Appendix

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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.

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
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	
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).
OOZH	Any other ethnic group	OOZH	Any other ethnic group	Any other ethnic group	OOZH may not be used if any of the extended categories below (OAFG-OYEM) are used.
OAFG	Afghan	OOZH	Any other ethnic group	Any other ethnic group	
OARA	Arab other	OOZH	Any other ethnic group	Any other ethnic group	Include Palestinian, Kuwaiti, Jordanian and Saudi Arabian.
OEGY	Egyptian	OOZH	Any other ethnic group	Any other ethnic group	
OFIL	Filipino	OOZH	Any other ethnic group	Any other ethnic group	
OIRN	Iranian	OOZH	Any other ethnic group	Any other ethnic group	
OIRQ	Iraqi	OOZH	Any other ethnic group	Any other ethnic group	
OJPN	Japanese	OOZH	Any other ethnic group	Any other ethnic group	

Appendix

DfE Extended Codes	Approved Extended Categories	DfE Main Code	Sub Category	Main Category	Comments
OKOR	Korean	OOH	Any other ethnic group	Any other ethnic group	
OKRD	Kurdish	OOH	Any other ethnic group	Any other ethnic group	Include Kurdish pupils from Iraq, Iran and Turkey.
OLAM	Latin/South/Central American	OOH	Any other ethnic group	Any other ethnic group	Include all pupils from Central/ South America, Cuba and Belize.
OLEB	Lebanese	OOH	Any other ethnic group	Any other ethnic group	
OLIB	Libyan	OOH	Any other ethnic group	Any other ethnic group	
OMAL	Malay	OOH	Any other ethnic group	Any Other Ethnic Group	Including Malaysian other than Malaysian Chinese.
OMRC	Moroccan	OOH	Any Other Ethnic Group	Any other ethnic group	
OPOL	Polynesian	OOH	Any other ethnic group	Any other ethnic group	Including Fijian, Tongan, Samoan and Tahitian.
OTHA	Thai	OOH	Any other ethnic group	Any other ethnic group	
OVIE	Vietnamese	OOH	Any other ethnic group	Any other ethnic group	
OYEM	Yemeni	OOH	Any other ethnic group	Any other ethnic group	
OPEG	Other ethnic group	OOH	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" (OOH).
REFU	Refused	REFU	Refused	Refused	
NOBT	Information not yet obtained	NOBT	Information not yet obtained	Information not yet obtained	

Pupil SEN Provision

Code	Description
N	No special educational need
S	Statement
E	Education, health and care plan (EHCP)
K	SEN support

Pupil SEN Type

Code	Description
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound & multiple learning difficulty
SEMH	Social, emotional and mental health
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Visual impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
OTH	Other difficulty / disorder
NSA	SEN support but no specialist assessment of type of need

Alternative Provision Type

Code	Description
HSP	Hospital
IND	Independent school
NMS	Non-maintained special school
NOT	Not a school

Primary Reason for Placement

Code	Description
EHC	Setting named on EHC plan
MHN	Mental health need
NEW	New arrival without a school place
OTH	Other
PCC	Pregnancy / childcare
PEX	Permanent exclusion
PHN	Physical health need
YOI	Pupil in young offender institutes / secure training centres

Type of Setting

Code	Description
NFE	Non-maintained further education provision
OOT	One on one tuition
OTH	Other unregistered provider
WBP	Work based placement

Association

Code	Description
YC	Yes – provision linked to a children's home
YH	Yes – provision linked to a healthcare setting
YO	Yes – provision linked to other service
NO	No – provision is not linked

Attendance Pattern

Code	Description
FT	Full time in alternative provision at this provider
PT	Part time in alternative provision at this provider

Glossary

CBDS	<p>Common Basic Data Set</p> <p>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.</p>
COLLECT	<p>Collections Online for Learning, Education, Children and Teachers</p> <p>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. The guides can be found on the COLLECT website at: https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities</p>
DfE	<p>Department for Education</p> <p>All documentation relating to the 2018 alternative provision census can be found on the department's website at: https://www.gov.uk/government/publications/alternative-provision-census-2018-guide</p>
MIS	<p>Management Information System</p> <p>Propriety software systems used by schools to collect, validate, store, and analyse a range of pupil, school, and workforce data.</p>
SEN	<p>Special Educational Needs</p> <p>The assessment of a pupil as having SEN should only be carried out by a qualified teacher. The list of acceptable codes is available at Codesets for Data Items (Pupil SEN Type).</p>
XML	<p>Extensible Mark-up Language</p> <p>This 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.</p>

Index

Alternative Provision Census	1
COLLECT	2
Introduction	1
Overview	1
Alternative Provision Census Files	5
Home Information	9
Placement Details	10
Pupil/Child Characteristics	6
Pupil/Child Identifiers	5
Pupil/Child SEN	8
AP Census	
Generating the Census	13
Recording Student Placement Details	19
Student Details	19
Validating the Census	21
Validation (Basic Details)	21
Validation (Exception Log)	22
Appendix	25
Codesets for data items	27
Glossary	36
Groups to include as alternative provision	25