



# Business Performance Staying In-Touch Newsletter

## Business Performance Team

This is the sixteenth edition of the Staying In Touch Newsletter produced by the Business Performance Team. Steve Buckingham will be assisting with the census returns and attainment queries in 2021-2022.

For further information please contact him on [SBuckingham@hillington.gov.uk](mailto:SBuckingham@hillington.gov.uk)

## Summer and Autumn 2021 School Census returns

The 2021 Summer Census was completed successfully, the Autumn census is nearing completion. Autumn Census day was Thursday 7<sup>th</sup> October 2021 and Spring Census will open on Thursday 20<sup>th</sup> January 2022. Access to the DfE guidance can be obtained via the following link:

<https://www.gov.uk/guidance/complete-the-school-census>

Note: We advise for any future returns, schools must ensure well in advance that the person uploading the census has access to the relevant COLLECT blade. If you do not have access, you must submit a Data Collections service request form, which can take up to five working days for the DfE to process.

## Assessment Data Collections Summer 2020, 2021 & 2022

Due to the pandemic EYFSP, Phonics and Key Stages 1 & 2 were all cancelled in both 2020 and 2021. The NCER and FFT both made arrangements for schools to upload their Teacher Assessment data for 2021. Schools that uploaded their data to FFT gained access to a range of reports for that data. Schools that supplied their data to us at the Local Authority for uploading to NCER were sent a range of reports generated by the NOVA system.

Unfortunately only a small number of schools took advantage of this service which made local and national comparisons very difficult.

### Phonics Year 2 Autumn Screening Check

The DfE arranged for all Year 2 pupils to sit the Phonics check in the second half of the Autumn Term 2020. They have announced that the same statutory scheme will be applied to Year 2 pupils in the second part of the Autumn term 2021. Once your results are available these should be uploaded via the DfE's S2S system. Please email Steve Buckingham to confirm when your file has been uploaded, we will then download and process them and also

supply performance reports to Head Teachers using the NOVA system.

When uploading your file to S2S it should follow this naming formula:

The filename should be of the form 312####\_CTF\_312LLLL\_\$\$\$.XML, where #### is the 4-digit DfE number of your school, and \$\$\$ is a 3 digit number generated automatically by **SIMS**.

For example

School DfE number **1234**

CTF file is for Phonics – **PHO**

3 digit number generated automatically by **SIMS eg 001**

**Your reference number would look like this:**

**3121234\_PHO\_312LLLL\_001.XML**

See link below for the DfE's guidance:

[Key stage 1: administering the phonics screening check to year 2 pupils - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **Assessment and Reporting Arrangements (ARA) for 2022**

The DfE recently released the ARA's for Key Stages 1 & 2 in 2022. The attached link will take you to these documents.

[2022 key stage 1: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[2022 key stage 2: assessment and reporting arrangements \(ARA\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

We will be writing to schools in the new year with further updates and advice on the attainment procedures in 2022.

## **School Workforce Census 2021**

The date for the next School Workforce Census is Thursday 4<sup>th</sup> November and a link to the Schools guidance is attached below:

[School workforce census: guide to submitting data - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Steve Buckingham will be assisting the Maintained schools with any queries raised by the DfE.

## **Census Dates 2021/2022**

<b>Data collection</b>	<b>Census day</b>	<b>Deadline for returns</b>
<b>Autumn Census 2021</b>	<b>Thursday 7<sup>th</sup> October 2021</b>	<b>5th November 2021</b>

<b>Spring Census 2022</b>	<b>Thursday 20<sup>th</sup> January 2022</b>	<b>16<sup>th</sup> February 2022</b>
<b>Summer Census 2022</b>	<b>19<sup>th</sup> May 2022</b>	<b>15<sup>th</sup> June 2022</b>
<b>School Workforce Census</b>	<b>Thursday 4<sup>th</sup> November 2021)</b>	<b>3<sup>rd</sup> December 2021</b>

*Look out for further updates to keep you informed of the latest information to help prepare you for Key Dates throughout the year.*

Please send a message to Steve via [sbuckingham@hillington.gov.uk](mailto:sbuckingham@hillington.gov.uk) if you have any queries.

### **Admin Network Meeting on 13<sup>th</sup> October 2021**

At the meeting a query was raised as to whether Admin staff in schools could have access to the weekly School Leader briefings. I checked this with LEAP who asked me to confirm that copies of this are sent to each school's office email box. Also they are uploaded to the LEAP website every Monday (see link below),

[Hillingdon LEAP - Leap](#)

## **Key Dates 2021/2022**

**Autumn Census  
2021**

**Closing date is  
now Friday 5<sup>th</sup>  
November 2021**

**Spring Census  
2022**

**Opening date is  
Thursday 20<sup>th</sup>  
January 2022**

**Summer Census  
2022**

**Opening date is  
Thursday 19<sup>th</sup> May  
2022**

**School Workforce  
Census 2021**

**Is Thursday 4<sup>th</sup>  
November 2021**