



Business Performance Staying In-Touch Newsletter

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Newsletter

January
2022

Business Performance Team

This is the seventeenth edition of the Staying In Touch Newsletter produced by the Business Performance Team. Steve Buckingham and Marc Sherman will be assisting with the census returns and attainment queries in 2021-2022. **NB** Steve will be retiring at the end of February 2022 at which time Marc will become the main contact for education data queries.

For further information please contact them on SBuckingham@hillington.gov.uk
MSherman@hillington.gov.uk

Autumn 2021 School Census returns

The 2021 Autumn Census was completed successfully and all DfE queries resolved by deadline day. The 2022 Spring Census opened on Thursday 20th 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.

When responding to queries raised on the census returns schools are advised to enter return level notes to cover these. Attached at the end of this newsletter is an appendix showing where to locate the icon to use when entering such notes. We have also attached a link to the DfE's "Acceptable Notepad Entries documents. We would request that you use this whenever submitting your census returns as this will allow us to approve them more quickly and save the need for follow up queries.

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 announced a statutory scheme whereby all schools would be expected to carry out the Phonics Check for all Year 2 pupils in the second part of the Autumn term 2021. All results have now been uploaded to the DfE and we will be sending reports to Head Teachers detailing how well your schools have performed in relation to all Hillingdon Schools and Nationally. Thanks to you all for your cooperation on this.

Assessment and Reporting Arrangements (ARA) for 2022

The DfE recently released the ARA's for Key Stages 1 & 2 in 2022 as well as the Early Years Foundation Stage handbook 2022. The attached link will take you to these documents.

[Early years foundation stage profile handbook - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[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 all schools later in the Spring Term with further updates and advice on the attainment procedures in 2022.

FFT Online Training Sessions in February

FFT are providing us with 2 free online training sessions in February 2022 – these will provide a basic run through of the services FFT provide. Primaries will be on the morning of Tuesday 8th February 2022 and Secondaries on the morning of Tuesday 22nd February 2022. If you wish to attend these sessions via Zoom you would need to get the approval of your Head Teacher. Once this is obtained please email Steve Buckingham who will send further details and a link to the relevant meeting nearer the time.

School Workforce Census 2021

The 2021 School Workforce Census was successfully completed within the DfE deadline and all queries resolved to their satisfaction.

Steve and Marc assisted the Maintained schools with any queries raised by the DfE.

Census Dates 2021/2022

Data collection	Census day	Deadline for returns
School Workforce Census	Thursday 4 th November 2021)	3 rd December 2021
Spring Census 2022	Thursday 20 th January 2022	16 th February 2022

Summer Census 2022	19th May 2022	15th June 2022

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 if you have any queries.

Admin Network Meeting on 13th 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),

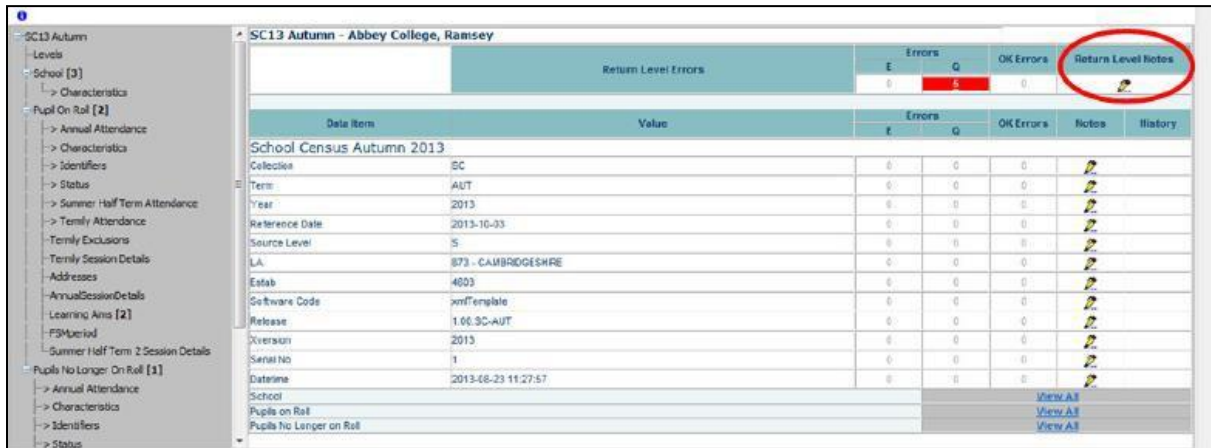
[Hillingdon LEAP - Leap](#)

Key Dates 2021/2022

Spring Census 2022
Opening date is Thursday 20th January
2022

Summer Census 2022
Opening date is Thursday 19th May
2022

APPENDIX 1: To add a return level note double-click on the pen icon in the return level notes section



Click **Add New Note**



Type your explanatory note and the error number in the box provided and click **Create**.



Please ensure there is a note for all queries/errors remaining on your return.

You can enter one note to cover numerous queries:
 e.g. 3 x 2020Q – Confirmed correct, 1 x 1780Q – Confirmed correct, 2 x 2502Q – Pupils are dually registered and did not attend this establishment in the summer term.

Notepad Entry guidance

NB - The DFE have provided a guidance document which provides examples of the exact wording which they will accept when addressing any queries. This can be viewed via the link below and should be used whenever writing service level notes.

[School Census Notepad entries 2021 22 v.1.2.ods \(live.com\)](#)