**IMPORTANT INFORMATION FOR ALL SCHOOLS / PRUS / ACADEMIES REGARDING THE OCTOBER 2014 CENSUS RETURN – NEW DATA ITEMS THAT MAY AFFECT FUNDING**

1. This is the first time that **Pupil Referral Units (PRUs)** will have to make an autumn census return to the DfE (previously a return was only required for the January Census)
2. The October 2014 Census (Thursday 2 October) will be used to calculate funding allocations for the **Universal Infant Free School Meals (UIFSM)** entitlement for the 2014-15 academic year; this will use the new “school lunch taken” data item.
	* The “**school lunch taken**” item will be collected from all school types which have infant pupils on roll (i.e. all pupils in reception, year 1 and year 2 plus any pupils aged 4 to 6 not following the national curriculum (i.e. year group X)) in each census. Data collected via this new data item will be used to inform the allocation of funding following the introduction of universal infant meal funding from September 2014.
	* The provisional UIFSM allocation was based on pupil data from the January 2014 Schools Census planning assumption that:
		1. 87% of newly eligible pupils will take meals, and
		2. those pupils will take 190 school meals in the course of a full academic year.
	* The final allocation will be based on actual take-up data derived from an average of the October 2014 and January 2015 schools censuses. Funding will be updated in the 2015/16 financial year (DfE will confirm allocations in May 2015).
	* In future an average of figures from previous census returns will be used. It is recognised that schools will experience some fluctuations in pupil take-up due to pupil migration, absence etc. but it is expected that a pattern of meal take-up will be established fairly quickly. Schools will be expected to monitor any changing take-up and manage this appropriately within their existing budget.
	* Further information is available in section 4.3.3 (page 49) of the [DfE’s census guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357303/2014_to_2015_School_Census_Guide_V1_3.pdf).
3. Schools are reminded that the **top-up funding indicator** should be completed as **True** to indicate those pupils on roll for whom the school receives (on census day) top-up funding either from a local authority or, in the case of a PRU, a local authority or another school. This data item is required for pupils of all ages and in all schools. The DfE plans to use this data item for funding allocation purposes, and to inform the development of the high needs funding system, in the future. Top-up funding relates to a pupil or student identified as requiring additional support which costs more than a specified threshold (this threshold varies according to the type of school).
	* For primary and secondary mainstream schools and academies, the threshold from April 2014 is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold.
	* However, where there is a designated special unit or resourced provision attached to a mainstream school or academy, the school or academy receives £10,000 per place which is intended to cover not only a proportion of the pupil’s additional support costs, but also their core education as well. For any such unit or resourced provision at a school or academy, and for all special schools, special academies and special free schools, the funding they receive is £10,000 per place, and the top-up funding will be for costs in excess of this amount.
	* For PRUs, AP academies and AP free schools, which are in receipt of funding of £8,000 per AP place, the top-up funding will be for costs over this threshold.
	* Further information is available in section 4.3.11 (page 57) of the [DfE’s census guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357303/2014_to_2015_School_Census_Guide_V1_3.pdf).
4. Schools should note that the **Adopted from care** data item has been extended to include ALL children who have been adopted from care. In the January 2014 Census, this item only collected data on children adopted from care from 30 December 2005. Pupil Premium allocations for 2015/16 will be based on the January 2015 Census.

Further information is available in section 4.3.12 (page 57) of the [DfE’s census guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357303/2014_to_2015_School_Census_Guide_V1_3.pdf).

*Primary and Secondary schools and academies should also see the note giving information on the data items used to calculate formula funding allocations for the Schools Block (Reception – Year 11), available* [*here*](https://bso.bradford.gov.uk/userfiles/file/School%20Funding%20Team/Importance%20of%20Oct%2014%20Census.docx)*.*