oneeducation

Alternative Provision Census

last updated for the Autumn 2020 (3.73) release

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01 | Document Change Control

Date	Release	Description
Autumn 2020	**3.73**	The deadline for the census return to reach the Department for Education (DfE) has been amended to Friday 5th March 2021. See *Data Collection* on page *4*. See *Introduction* on page *14*. See *Steps in Census Generation* on page *14*. The links to the gov.uk websites have been updated throughout the document. The Start Date on the AP Detail panel can now be in the future.
February 2020	**3.70**	The deadline for the census return to reach the Department for Education (DfE) has been amended to Friday 28th February 2020. See *Data Collection* on page *4*. See *Introduction* on page *14*. See *Steps in Census Generation* on page *14*.
Autumn 2019	**3.70**	The following changes have been made for the 2020 Census: **Date Changes** Dates have been changed throughout the handbook to reflect the 2020 AP Census return. For the latest guide, click the following link: https://www.gov.uk/government/publications/alternative-provision-census-2020-guide **Updated XML Message Structure** For the latest version of the AP Census XML Message Structure, click the following link: https://www.gov.uk/government/publications/alternative-provision-census-2020-technical-specification **Validation Rules** For the latest version of the AP Census Validation Rules, click the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818595/2020_AP_Validation_Rules_v1.1.xlsx **Other Changes** ■ New data item - <HoursAtSetting> - this is submitted on a voluntary basis for 2020 See *Placement Details* on page *12* See *Student Details* on page *16* ■ SEN Type – VI Code Description has been changed to Vision Impairment See *Pupil/Child SEN* on page *10*

Date	Release	Description
Autumn 2018	**3.67**	The following changes have been implemented for the 2019 Census:
		Date Changes
		Dates have been changed throughout the handbook to reflect the 2019 AP Census return. For the latest DfE specification, click the following link:
		https://www.gov.uk/guidance/alternative-provision-census
		Updated XML Message Structure
		For the latest version of the AP Census XML Message Structure, click the following link:
		https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/727781/2019_AP_Specification_Version_1.1_Publishing.pdf
		Validation Rules
		For the latest version of the AP Census Validation Rules, click the following link:
		https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/729990/2019_AP_Validation_Rules_v1.3.xlsx
		Changes to the Return
		◼ The **AP Type** field is made optional as it is not required for the census. One of the **AP Base (URN)** or **UKPRN** or **AP Setting Type** is mandatory for an AP placement to record against a student. All the fields are re-arranged. For more information, see _d2h_bmk__Ref529960441_23 on page *16*.
		◼ The AP Placement details restriction to start **AP Base (URN)** and **UKPRN** with a 1 has been removed. This is to support students placed in Wales or Scotland where the placement was commissioned by an English Local Authority.
		◼ If a placement ends after the 2019 Census date the place will be classed as an ongoing placement, as such the end date will not be included in the return.
		◼ If a student attends a placement for more than 9 sessions per week this should be recorded as full-time placement pattern.
		◼ Previously Free School Meal (FSM) details are included for all AP Type children except where AP Type is 'Not a School'. From this release, AP Types are not considered and only extracted for students in a current placement as of the Census date.
		◼ Any students that have an active SEN Status **S** (Statement) as of the Census date will be returned with an **E** (Education Health and Care Plan) in the SEN Status in the return and not an **S**.
		◼ Details of Home address where students are/were residing at the time of their AP placements is now included in the return, previously only the students current correspondence address would be returned.
		◼ Children eligible for EYPP will be returned as being in receipt of EYPP according to the new CBDS EYPP Funding Basis code mappings.

02 | 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.
- can populate their systems with the required data.
- can keep their data up to date during the year.
- can complete the AP census return each year.
- can submit the data at the correct time and in the correct format.

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
- recorded on the individual learner record (ILR).

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.

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 *19*.

General Data Protection Regulation

The **General Data Protection Regulation (GDPR)** and the Data Protection Act 2018 (DPA 2018) provides certain safeguards regarding the use of personal data by organisations, including:

- the department
- local authorities
- schools.

The GDPR and DPA 2018 details the rights of those (known as) data subjects about whom data is held, such as:

■ pupils

■ parents

■ teachers.

This includes (amongst other information that we are obliged to provide):

■ the right to know the types of data being held

■ why it is being held

■ to whom it may be communicated.

For more information on how the department processes data, click the following link:
https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

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 (21st January 2021) and the deadline for the census return to reach the Department for Education (DfE) is Friday 5th March 2021. 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.

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.
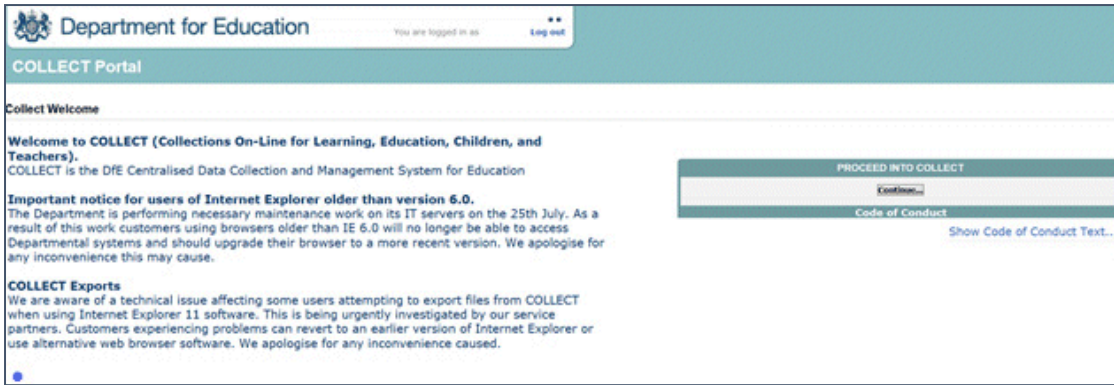
The following processes are carried out via the COLLECT portal:

- **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

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03 | **Alternative Provision Census Files**

Introduction

This section lists, in detail, the pupil/child level specific data required for the 2020 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:

https://www.gov.uk/guidance/alternative-provision-ap-census

Pupil/Child Identifiers

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

- **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 <u>must</u> 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.

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.

Census collections require the inclusion of <u>any</u> 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 2020 AP census, the FSM eligibility dates are between 18th January 2019 and 16th January 2020 inclusive.

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

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

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 to receive EYPP if they are receiving any hours of early education <u>and</u>:

- 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:
  - o adoption
  - o special guardianship
  - o 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.

Children eligible for EYPP will be returned as being in receipt of 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 can record pupils as having either a statement for historical placements prior to 1st of April 2018 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 Educational Need

K	SEN Support
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 (*Table_ID 0123*)	
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	Vision 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.

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

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

- **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 Setting Type** must be completed (*see below*). If **URN** is completed, **UKPRN** and **AP Setting Type** are 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 Setting Type** must be completed (*see below*). If **UKPRN** is completed, **URN** and **AP Setting Type** are left blank.

- **AP Setting Type** – This data item is type of setting and is only required when the **URN** and **UKPRN** are blank.

  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

- **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 (*Table_ID 1265*)	
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.

- **Hours at Setting** – this data item records the number of hours per week the pupil is normally expected to attend the setting.It is recorded on a voluntary basis for the 2020 census.

- **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 (*Table_ID 1217*)	
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

- **AP Type** – this data is optional for the AP census.

  The available values are:

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

- **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.

04 | **Generating the AP Census**

Introduction

The Alternative Provision census (AP census) is collected annually on the third Thursday in January (21st) and the deadline for the census return to reach the department for Education (DfE) is Friday 5th March 2020. 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.

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**.

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 5th March 2021.

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_21_1.xml*

> Where:*820* is the LA number
> *AP* is the Alternative Provision Census
> 21 is the year
> *1* is the month

More Information:

The latest version of the latest XML file is available from the department's website:
https://www.gov.uk/government/publications/alternative-provision-census-2021-technical-specification

The validation rules spreadsheet is also available from the department's website:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880271/2021_AP_Validation_Rules_v1.0.xlsx

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

05 | 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.
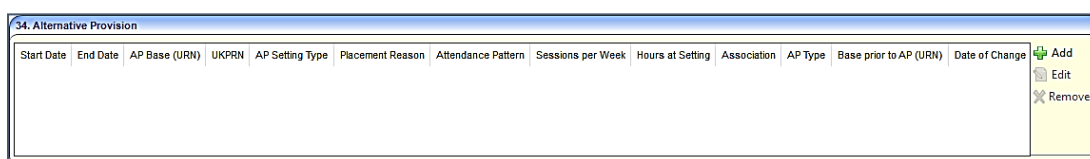
2. Click the **Add** button to display the **Alternative Provision Details** dialog. The **School History** panel displays the child's school history.

   On the **AP Detail** panel, the **Date of Change** is populated with today's date and is read-only.
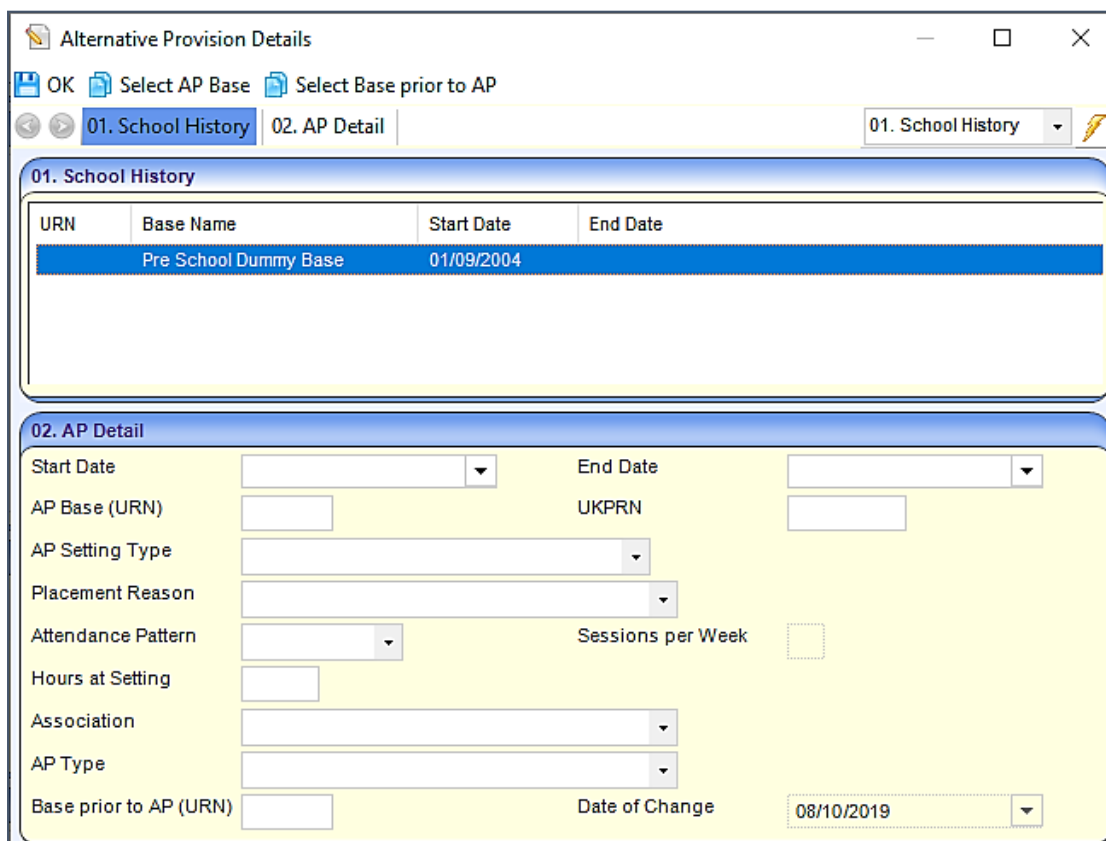
3. On the **School History** panel, highlight the child's AP base and click **Select AP Base** at the top of the dialog.

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

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 an **AP Setting Type** only when the URN or UKPRN is not available, *Table_ID 1215.*

6. Enter an **End Date** only when it is <u>before</u> the census date.

   AP Base (URN) is populated when **AP Base** is selected in *Step 3.*

7. Enter **UKPRN** number.

   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.

   > *One of **AP Base (URN)**, **UKPRN** or **AP Setting Type** is mandatory for an AP placement to record against a student.*

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 <u>9</u>.

11. Enter the number of **Hours at Setting** - this is submitted on a voluntary basis for 2020.

12. Select an **Association** – mandatory, *Table_ID 1217*.

13. Select **AP Type** – this field is optional, as it is not required for the census, *Table_ID 1034*.

14. **Base prior to AP (URN)** is populated when the **Base prior to AP** is selected in *Step 4.*

15. Click the **OK** button.

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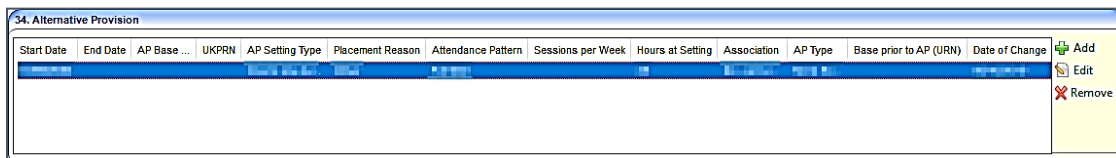
You can edit a record by highlighting it and clicking the **Edit** button to display the **Alternative Provision Details** dialog. Make the required changes, and then click the **OK** button to save.

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 *19.*

06 | **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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/880271/2021_AP_Validation_Rules_v1.0.xlsx

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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.
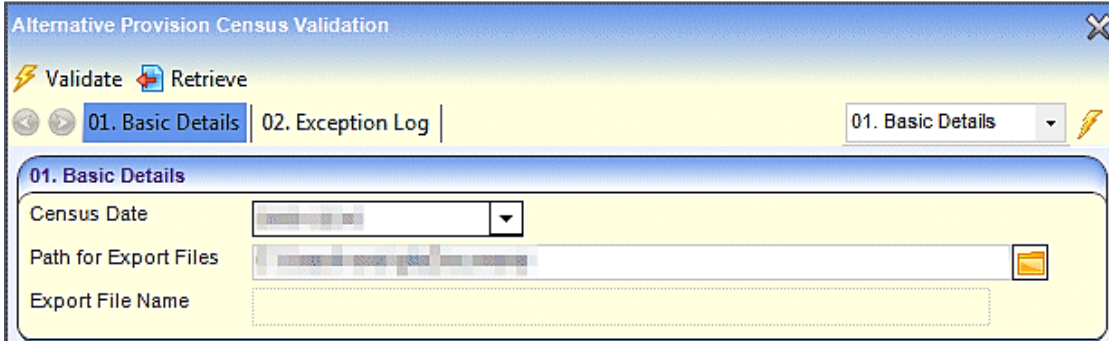

2. On the **Basic Details** panel, the **Census Date** is automatically populated with the third Thursday in January of the academic year.

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** <u>must</u> 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.
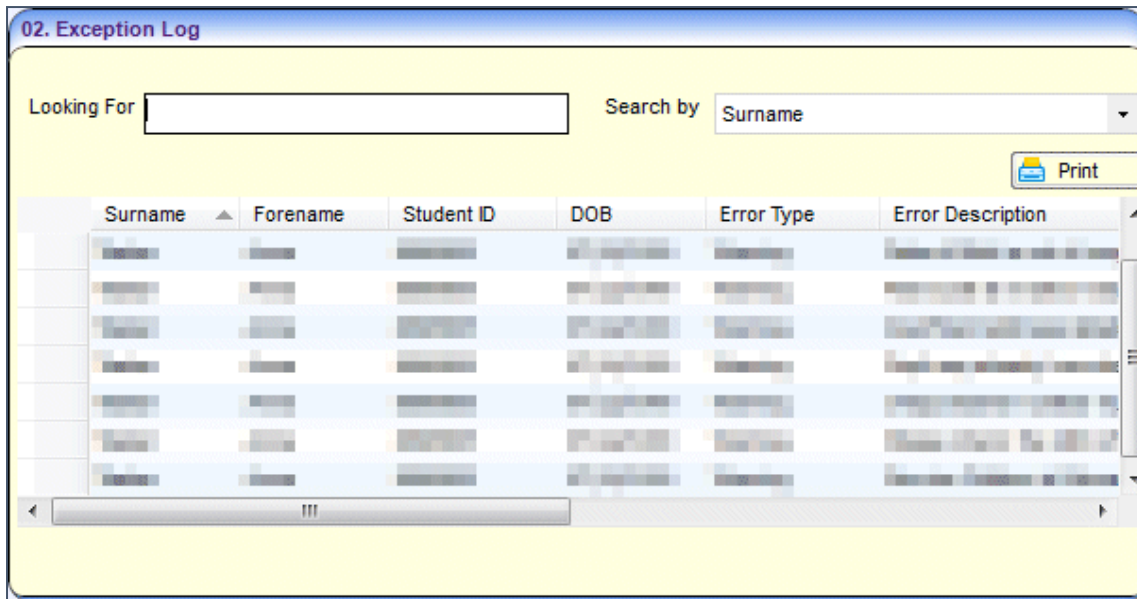
3. Click the **Print** button to display the **Print** dialog. Print the list of errors or warnings.

   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. Click the **Student Details** button to return to the **Student Details** page to correct the listed errors.

5. When all the errors or warnings have been removed the AP Census can be validated again.

07 | 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
Pupil not receiving education during the census week: • 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

The codeset for the data items are listed under the following categories:

- Gender
- Ethnicity
- Pupil SEN Provision
- Pupil SEN Type
- Alternative Provision Type
- Primary Reason for Placement
- Type of Setting
- Association
- Attendance Pattern

> **More Information**: For the latest version of the codesets for the data items, click the following link:
> https://www.gov.uk/guidance/alternative-provision-ap-census

Glossary

CBDS	Common Basic Data Set 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.
COLLECT	Collections Online for Learning, Education, Children and Teachers 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
DfE	Department for Education All documentation relating to the 2020 alternative provision census can be found on the department's website at: https://www.gov.uk/guidance/alternative-provision-census
MIS	Management Information System Propriety software systems used by schools to collect, validate, store, and analyse a range of pupil, school, and workforce data.
SEN	Special Educational Needs 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).
XML	Extensible Mark-up Language 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.

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