



11th December 2014

Dear Colleague

CES Census 2015

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2015 Census.

Thanks to the hard work of staff in schools and colleges, together with the invaluable support of dioceses, we have achieved a return rate of 100% for the 2014 Census, the first time in living memory that all Catholic schools in England and Wales have completed the CES Census. This is excellent news since it means we can use the data with confidence at both diocesan and national level.

File Submission

Completed Census files are uploaded using a simple form on the Census website, which is located at <https://www.cesewcensus.org.uk/upload>. You must log in to this page using the login details below:

User id: **as notified by email**

Password: **as notified by email**

When a return has been submitted successfully, an email confirmation will be sent to the email address entered on the upload form.

CES Census 2015 Timetable

The 2015 Census opens on 13th January in Wales and 15th January in England. Schools are encouraged to complete their Census returns as soon as possible after the Census opens. However, if schools need to contact the CES helpdesk for telephone assistance there are four support periods allocated to groups of dioceses. Please see appendix A for details of all support periods. See below for further details of support arrangements.

CES Census Website

The CES has a dedicated Census website which can be found at <https://www.cesewcensus.org.uk>. The main sections of the website are:

- The Census support timetable
- Census guidance documentation and 'frequently asked questions'
- File upload form
- Support page containing contact information and support request form
- Return rates and details of the remaining schools for each diocese, updated regularly

Completing your Census using SIMS

Schools that use the SIMS software should continue to complete the Census using the tailored CES Census application. If your school uses SIMS and you submitted an Excel form in 2014, I would strongly urge you to use the SIMS Census application in 2015. If you need advice, please contact the CES helpdesk (details below).

Completing your Census using the Excel spreadsheet form

As in previous years, schools and colleges (approximately 20% of the total) that do not use SIMS should complete the Census using the Excel spreadsheet. This will be available to download from the CES Census website (see above) from early January.

The Excel spreadsheet should be renamed so that it has a unique name, typically one that includes your 7 digit local authority and establishment number. For example, if your local authority number was 823 and your establishment number was 4321, you would rename the form as follows: **CESCensus2015_8234321**. Please refer to the attached FAQ for further details on renaming your spreadsheet.

Support

Comprehensive guidance notes are available on the Census website.

If you need telephone assistance please call the CES helpdesk during your support period (see appendix A). The helpdesk number is 020 7901 1909 and will be open between 9:30 and 16:00 each day during the support periods. Email queries can be sent at any time to census@catholiceducation.org.uk. You can also send support requests from the Census website support page during and outside your support period.

Diocesan census representatives are able to answer some Census queries. Their contact details are in Appendix B.

If you have any questions about this letter, in the first instance please email Robert Rushworth who can be contacted at census@catholiceducation.org.uk.

Yours sincerely

Robert Rushworth

Data Manager

Annex A: Frequently asked questions

Appendix A: Census Support Periods

The CES Census will be launched on 13th January 2015 in Wales and 15th January 2015 in England. Schools and colleges may complete and submit their returns from then. However, in order to manage demand, telephone support from the CES will be phased. Groups of dioceses have been allocated a one-week time slot during which telephone support will be available to them from the CES Census Helpdesk. The groups are assigned as follows:

19th January to 23rd January

Arundel & Brighton, Brentwood, Cardiff, Middlesbrough, Portsmouth, Salford

26th January to 30th January

East Anglia, Hexham & Newcastle, Lancaster, Liverpool, Menevia, Northampton

2nd February to 6th February

Clifton, Leeds, Plymouth, Shrewsbury, Westminster

9th February to 13th February

Birmingham, Hallam, Nottingham, Southwark, Wrexham

The helpdesk number is 020 7901 1909 and is open between 9:30 and 16:00 during the support periods.

The Census email address is census@catholiceducation.org.uk. If you do not want to wait for your support period you may send email queries earlier if you wish.

Support requests can be raised on the Census website support page:

<https://www.cesewcensus.org.uk/support.html>. Support requests can also be raised outside your support period.

Appendix B: Diocesan Representatives

<i>Diocese</i>	<i>Phone</i>	<i>Contact</i>
Arundel & Brighton	01293 511130	Gill Sajnog
Birmingham	01675 430230	Kate Edwards
Brentwood	01277 265284	Janet Simmons
Cardiff	029 2023 3838	Anne Robertson
Clifton	0117 9025593	Jenny Fitzgerald
East Anglia	01508 495509	Jane Austin
Hallam	0114 2566440	Clare Thorpe
Hexham & Newcastle	0191 2433310	Catherine Joyce
Lancaster	01524 841190	Heather Watts
Leeds	01132 618034	Temp
Liverpool	0151 522 1078	Frances Coldicutt
Menevia	01239 612436	Bernard Stuart
Middlesbrough	01642 850515	Katherine McKeown
Northampton	01908 233121	Chris McCarthy
Nottingham	01332 293833	Gail Neill
Plymouth	01392 671320	John Mannix
Portsmouth	01329 835363	Lesley Wilde
Salford	0161 7361421	Kevin Quigley
Shrewsbury	0151 6529855	Sue Blackwell
Southwark	01689 829331	Stephen Bryan
Westminster	0207 798 9005	Greeny Longville Mike Pittendreigh
Wrexham	01978 290344	Rita Price