



4th December 2017

Dear Colleague

CES Census 2018

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2018 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 2017 Census. This is the fourth successive year that all schools in England and Wales have completed the Census and 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: **censususer**

Password: **census2018**

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

CES Census 2018 Timetable

The CES Census starts on 9th January 2018 in Wales and 18th January in England. In previous years there were four support periods for groups of dioceses. This year schools should complete and submit their returns during the longer single support period which runs from the start date until Friday 9th February.

During the support period schools can contact the helpdesk by these methods:

- raise a support ticket on the online helpdesk at <http://cesewcensus.org.uk/helpdesk/>
- email to census@catholiceducation.org.uk

- telephone: 020 7901 1909 (9:30 – 16:00 Monday to Friday)
- telephone or email diocesan census representatives, who can assist with common support questions (see appendix)

Online support tickets are monitored and tracked more effectively than emails and phone calls and are therefore the best way for schools to contact the helpdesk. We aim to respond to emails and support tickets within 24 hours. The phone line is expected to be very busy at the start of the support period.

If it will not be possible to complete your census before the end of the support period please contact the helpdesk as soon as a delay becomes inevitable. The CES will then work with you to minimise the delay.

CES Census Website

The CES Census website URL is <http://www.cesewcensus.org.uk>. The website contains user guides on how to complete the census, frequently asked questions, the census upload page and a page where you can check if your file has been received.

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 2017, I would strongly urge you to use the SIMS Census application in 2018. 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: **CESCensus2018_8234321**. Please refer to the attached FAQ for further details on renaming your spreadsheet.

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

Yours sincerely

Robert Rushworth

Data Manager, Catholic Education Service

Appendix: Diocesan Representatives

<i>Diocese</i>	<i>Phone</i>	<i>Contact</i>
Arundel & Brighton	01293 511130	Gill Sajnog
Birmingham	01675 464755 x110	Rebecca Tonks
Brentwood	01277 265284	Robert Simpson
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	Angela Cox
Liverpool	0151 522 1078	Frances Coldicutt
Menevia	01239 612436	Patrick Mansfield
Middlesbrough	01642 850515	Katherine McKeown
Northampton	01908 233121	Debbie Main
Nottingham	01332 253831	Peter Giorgio
Plymouth	01392 671320	Kate Griffin
Portsmouth	01329 835363	Edmund Adamus
Salford	0161 8172222	Peter Eavers
Shrewsbury	0151 6529855	Damian Cunningham
Southwark	01689 829331	Stephen Bryan
Westminster	0207 798 9005	Greeny Longville
Wrexham	01978 290344	Rita Price