



4th December 2018

Dear Colleague

CES Census 2019

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2019 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 2018 Census. This is the fifth 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.

CES Census Website

The CES Census website URL is <http://www.cescensus.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 census file has been received and processed.

GDPR and the CES Census

The annual CES Census is the source of all school data collected by the CES. The census files submitted to the CES consist of aggregate totals. No data on individual pupils or teaching and support staff are collected in the census. The only personal details collected in the census are:

- Headteacher name
- Contact name and email address, used solely for census related communications.

A document that describes the extent to which the CES census falls within the General Data Protection Regulation (GDPR) can be downloaded from the CES census website. This document addresses questions that the CES has received from schools that raised concerns about the CES census and privacy of schools' data.

File Submission

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

User id: **censususer**

Password: **census2019**

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

CES Census 2019 Timetable

The CES Census starts on 15th January 2019 in Wales and 17th January in England. Schools should complete and submit their returns during the support period which runs from the start date until Friday 15th February.

Census Helpdesk

Please remember that most support questions can be answered in the Frequently Asked Questions which can be downloaded from the census website.

If you have a support query, please raise a ticket on the online helpdesk at <http://www.cescensus.org.uk/helpdesk/>. We aim to respond to all queries on the day they are raised. The online helpdesk contains an extensive knowledgebase as well as up to date information about ongoing technical issues should any arise during the census.

During the support period you can also phone the CES or your diocesan census representative:

- 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 to this letter)

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.

Completing the Census using SIMS and other MIS systems

Schools that use the SIMS MIS should continue to complete the Census using the tailored CES census application. Some other MIS systems now also produce CES census files. If your school uses an MIS system that produces CES census files and you submitted an Excel form in 2018, we would strongly urge you to use your MIS to produce the census files in future. If you need advice, please contact your MIS supplier or the CES census helpdesk.

Completing the Census using the Excel spreadsheet form

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

The Excel spreadsheet should be renamed so that it has a unique name, typically one that includes your seven 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: **CESCensus2019_8234321**. Please refer to the attached FAQ for further details on renaming your spreadsheet.

If you have any questions about this letter, please email 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	Simon Smith
Shrewsbury	0151 6529855	Damian Cunningham
Southwark	01689 829331	Stephen Bryan
Westminster	0207 798 9005	Greeny Longville
Wrexham	01978 290344	tbc