



7th December 2020

Dear Colleague

CES Census 2021

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2021 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 2020 Census. This is the seventh 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.

Census Timetable and support period

The CES Census starts on 12th January 2021 in Wales and 21st January in England. Schools should complete and submit their returns during the support period which runs from the start date until Friday 12th February.

Changes to Census Helpdesk due to Covid 19

Please remember that most support questions can be answered in the Frequently Asked Questions which can be downloaded from the census website: <http://cescensus.org.uk/faq.html>

CES staff will be working from home throughout the census period. We cannot guarantee that the telephone helpline will be answered immediately and voicemails will take longer to respond to than in previous years.

You will get **a much quicker response** if you use the online helpdesk. If you have a support query, please raise a ticket at <http://www.cescensus.org.uk/helpdesk/>. We aim to respond to all tickets on the day they are raised and will monitor the helpdesk outside normal working hours. The online helpdesk also contains an extensive knowledgebase as well as up to date information about ongoing technical issues should any arise during the census.

If you have difficulty using the online helpdesk you can also phone the CES or your diocesan census representative during the support period:

- CES helpline: 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.

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. No data on individual pupils is collected in the census. The name of the headteacher is collected, also a contact name and email address which are used solely for census 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: **census2021**

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

Completing the 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 2020, I would strongly urge you to use the SIMS Census application in 2021. If you need advice, please contact the CES helpdesk (details below).

Completing the 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: **CESCensus2021_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 2036 5963	Anne Robertson
Clifton	0117 9025593	Jenny Fitzgerald
East Anglia	01508 495509	Jane Delph
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	01792 652757	Paul White
Middlesbrough	01642 850515	Katherine McKeown
Northampton	01582 723312	Debbie Main
Nottingham	01332 293833	Peter Giorgio
Plymouth	01364 645396	Sarah Barreto
Portsmouth	02392 893600	Fr PJ Smith
Salford	0161 8172222	Simon Smith
Shrewsbury	0151 6529855	Damian Cunningham
Southwark	01689 829331	Stephen Bryan
Westminster	0207 798 9005	Greeny Longville
Wrexham	01978 354257	Wendy White