



CES Census 2024: Guidance for Non-MIS (Excel) Users

Uploaded 5th October 2023 (v11)

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Section 1: Timetable and Support Arrangements

The CES Census starts on 18th January in England and 16th January in Wales. Schools should complete and submit their returns during the telephone support period which runs from the start date until Friday 9th February.

For all support queries please raise a ticket on the online helpdesk at <http://cescensus.org.uk/helpdesk/>. We aim to respond to all support queries on the day they are raised. 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.

During the telephone support period schools can also telephone the helpdesk or the relevant diocesan representative:

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

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 the school to minimise the delay.

Section 2: New in 2024

There are no changes to the census questions for the 2024 census.

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 the following year.

A document that describes the extent to which the CES census falls within the General Data Protection Regulation (GDPR) can be downloaded on the CES website:

<http://catholiceducation.org.uk/ces-census/gdpr-and-the-census>. This document addresses questions that the CES has received from schools that raised concerns about the CES census and privacy of schools' data.

CES Census Website

The CES Census website contains all the resources necessary to complete and upload the Census.

The website is located at: <https://www.cescensus.org.uk/>.

Section 3: Accessing, saving and printing the Form

For schools and colleges not using SIMS, the CES Census form is available as an Excel spreadsheet, compatible with all versions of Excel from 1997 to 2016. Schools and colleges will need to download the CES Census 2024 Master Form from the Census website.

Downloading the file

To download the Census form, which will be available in the week before the census start date, go to <http://www.cescensus.org.uk/excel.html> and click on the 'Excel Form' link in the Downloads section on the right of the page.

The file should be downloaded to the location where it will be worked on and given a new unique name that identifies the school with either the DfE number or the URN. For example, if your school's DfE number is 8234321, change the file name from

RenameMe-CESCensus2024_9999999

To

CESCensus2024_8234321

You may be able to rename the file when downloading it. If not, open it in Excel and save it with a new name.

Printing the file

You can print the CES Census form at any stage during the completion process. Follow these instructions to ensure that you print the entire form including a list of response options for the questions with drop-down menus:

1. Open the form and click on the *Office* button (Office 2007 or later) or the *File* menu in the top left of your screen (Office 2003 or earlier). Select *Print*
2. In the print settings, where you select what to print, ensure that you specify *Entire workbook*. If you do not select *Entire workbook*, only the page that is currently visible will print.

Section 4: Filling in the 2024 CES Census Form

The organisation of the form

Page	Contents
Introduction	Introductory information. Please read first as this will help you to complete the form.
2	Part A: Survey Reference Date Part B: School/College Characteristics Part C: Teaching Staff Information
3	Part C continued: Teaching Staff Information Part D: Education Support Staff in Categories Listed in <i>Guidance</i>
4	Part E: Number and Characteristics of Pupils on Roll
5	Part E continued: Number and Characteristics of Pupils on Roll Part F: Data Collection and Management Information
Validation	Data Validation. IMPORTANT - Please check when you have completed the Census.

Navigation

To enter information, type your answers into the boxes provided. Move to the next answer box by pressing the tab key, or by clicking on the answer box with your mouse.

While it is better to complete the questions in order, you may enter data as it becomes available.

Use the **Next part** and **Previous part** buttons at the bottom of each part of the form to move between parts. If for any reason these buttons do not work, please click on the worksheet tabs at the bottom of the screen to move between pages.

Question types

Drop-down boxes

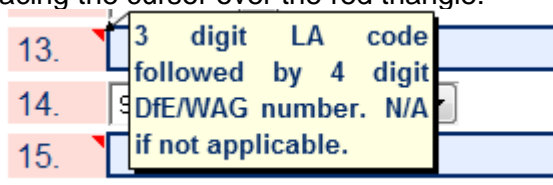
Left click on the arrow of the drop-down box and use the scroll bar down the side of the list to find the correct option. Left click on the option to select it.

Optional questions

Optional questions are marked with an asterisk (*).

Hover-over help text

Questions with a red triangle next to them will have hover-over text which can be viewed by placing the cursor over the red triangle:



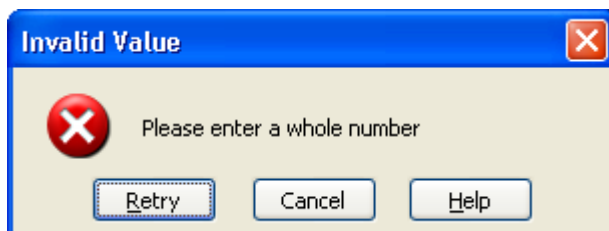
Text questions

Where a text answer is required to a question, the answer field box is washed in pale blue.

Validation

Individual question validation

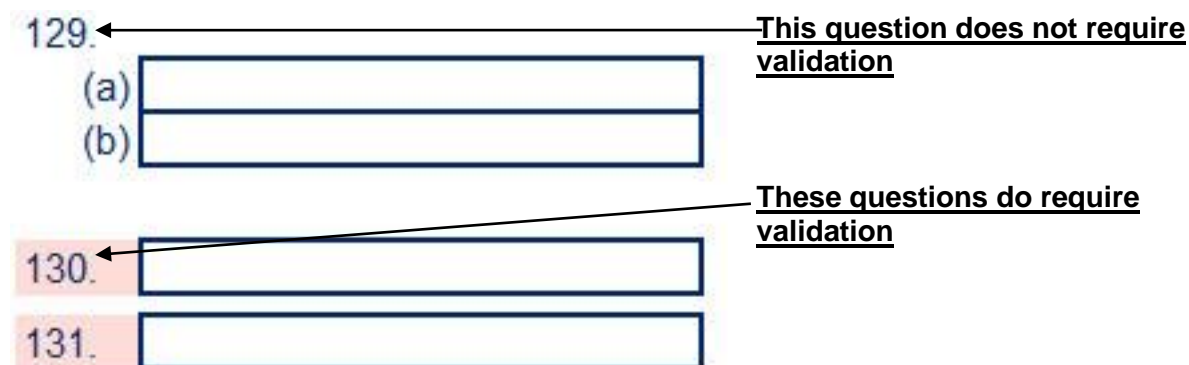
Questions that require a whole number to be entered, for instance pupil or staff numbers, will produce an error message if you attempt to enter a value that is not permitted. If you enter an invalid value (eg 1.5 or 'one') instead of a whole number, the following message will be displayed:



Click on 'Retry' or 'Cancel' to enter the correct value. If the question is not applicable, either enter 0 or leave blank.

Form level validation

Where a question is highlighted in pale red, this indicates that it will appear on the validation sheet at the end of the questionnaire.



When you have completed the form, and you are satisfied that you do not need to go back into the form to change any of the information, click on the *Check* button at the bottom of the last page of questions, under the heading *Submitting your form*. This will take you to the validation form where you can quickly check that you have entered key data correctly.

Errors and Warnings

Information on the validation form falls into two levels of severity: errors and warnings. Errors are caused by data inconsistencies and must be corrected before submitting the form. Warnings indicate a possible error but may be ignored if the data is actually correct, for example if there are more pupils with special needs with a EHCP than there are without a EHCP.

Errors and warnings are highlighted in **red** if the test has failed and **green** if it has passed. Therefore, if there is any red text on the validation sheet you should check the answers before submitting. A summary of errors and warnings is shown at the top of the sheet. Full details are shown further down.

If there are one or more failed warnings which do not require corrections, please tick the box at the end of the summary section to indicate that the warning has been checked and is not in error. (See screenshot below).

Summary of Errors and Warnings

Errors

Mandatory questions not answered **FAILED (see below for details)** ← Error: MUST be corrected

Pupil / Student totals discrepancy **PASSED**

Staff totals discrepancy **PASSED**

If any error tests have failed please correct the relevant questions.

Warnings

Zero staff in leadership group roles **PASSED**

Zero FSM Ever 6 **PASSED**

Potential SEN discrepancy **FAILED (see below for details)** ← Warning: MAY require correction

If any warning tests have failed please correct the relevant questions if applicable.

If the form is submitted with outstanding warnings, please confirm that these questions have been checked and have been answered correctly by ticking this box: ← Tick this box if warnings do not require correction.

Details of Errors

Mandatory Questions (Page Two)

2.	Name of school/college	Completed
3.	Address 1	Completed
5.	Town	MISSING
6.	Postcode	Completed

Section 5: The Census questions

The following table lists every question in the Census with notes on their completion.

Please ensure that you deal with all the questions in the form. Where a question with a drop-down menu is not applicable, you should indicate this by selecting *n/a* from the drop-down box.

At any stage throughout the form you can print and/or save.

No	Question	Notes on completion
Part A. Survey Reference Date		
1	Date for data used	Drop down menu. To match DfE Census and WG PLASC dates England: 18/1/2024 Wales: 16/1/2024
Part B. School/College Characteristics		
2	Name of School/College	Must be entered
3	Address1	Must be entered
4	Address2	Optional
5	Town	Must be entered
6	Postcode	Must be entered
7	Telephone no	Including the STD code
8	Contact name	Name and title of the person responsible for completing the form and to whom enquiries about the CES Census should be directed.
9a & b	Email addresses	Two email addresses that are checked regularly and frequently that can be used by the CES to communicate with the school. We have added a second email address because in some cases, changes of personnel mean that email addresses cease to be valid.
10	Website	Website address for the school or college, leave blank if none.
11	Head teacher	Name and title of the head teacher or principal
12	Diocesan code	Select from drop-down menu (see appendix B). Please double check that you have selected the correct code from the list.
13	Establishment Number	Your four-digit DfE/WG establishment number. Blank if not relevant.
14	Local Authority	Select from drop-down menu (see appendix C).
15	Unique Reference No	The 6-digit Unique Reference Number (URN), used by Ofsted, can be found on the front of inspection reports for individual institutions. Your URN can also be sourced from https://get-information-schools.service.gov.uk/ .
16	Governance	"Governance" is the legal definition of the

No	Question	Notes on completion
		systems and processes in place for governing and managing the school or college, including ownership of land and buildings, employment of staff and sources of financial support. Please select the relevant option from the drop down menu. The entry on the drop-down menu <i>Sixth Form Colleges with a Religious Character</i> is for the use of sixth form colleges only. Independent schools which are neither independent special schools, nor non-maintained special schools should select <i>other independent</i> .
17	Phase	Drop-down menu (See Appendix A)
18	Gender of entry	Male/female
19	Gender of sixth form	Both/male/female/'n/a'
20	Name of trustees	Enter only if not diocesan.
Part C: Teaching Staff Information		
<u>Note:</u> In the following sections pupil, staff and students are categorised as Catholic if they have been baptised or received into the Catholic Church.		
21	Male staff with NPQH qualification (headcount) A – Catholic B – Other	Enter a whole number or leave blank. National Professional Qualification for Headship. Headcount: Number of individuals whether full or part time. 'other': Of other faiths or none.
22	Female staff with NPQH qualification	Enter a whole number or leave blank.
23	Male staff undertaking NPQH qualification	Enter a whole number or leave blank.
24	Female staff undertaking NPQH qualification	Enter a whole number or leave blank.
25	Vacancies in leadership group	Enter whole numbers or leave blank.
26	Duration of vacancies in school terms	The number of terms the role has been vacant. Enter whole numbers or leave blank.
27	Acting head teacher Catholic	Yes/No. The acting role may arise from any cause (e.g. long term sickness), not simply from a vacancy.
28	Ethnicity of head teacher	Drop down menu (see Appendix A) For schools with more than one head teacher, only one may be selected.
29	Number of executive head teachers (male & female)	Enter whole numbers or leave blank.
30	Number of head teachers	Enter whole numbers or leave blank.
31	Number of deputy head teachers	Enter whole numbers or leave blank.
32	Number of assistant head teachers	Enter whole numbers or leave blank.
33	Total Catholic teachers (headcount)	Enter a whole number or leave blank. Headcount: number of teachers whether full or part time. Include peripatetic teachers who normally teach at the school. Exclude teachers on extended (one or more terms) paid or unpaid leave. Exclude supply staff in post for less

No	Question	Notes on completion
		than a term.
34	Total other teachers (headcount)	Enter a whole number or leave blank.
35	Number of staff who have CCRS (headcount)	Enter a whole number or leave blank. CCRS: Catholic Certificate in Religious Studies. Two other qualifications are equivalent to CCRS and may also be included: CTC: Catholic Teachers' Certificate CRE: Certificate in Religious Education
36 - 45	Teachers by ethnic group (headcount) Include members of the leadership group/senior management team.	Enter whole numbers or leave blank. Note for question 40: The Equality and Human Rights Commission defines <i>Mixed</i> as including: White and Black Caribbean, White and Black African, White and Asian, any other Mixed background. (See Appendix G)
46	Number of specialist qualified RE teachers	Enter a whole number or leave blank. The number of specialist qualified Religious Education (RE) teachers whose first degree comprised the study of RE in whole or in part.
47	Total number of staff who teach RE	Enter a whole number or leave blank.
48	The number of staff whose teaching timetable comprises at least 50% of RE teaching.	Enter a whole number or leave blank.
49	Any RE classes taken by teaching assistants	Yes/No Teaching assistants (TAs) and/or higher level teaching assistants (HLTAS) The extracts from the Training and Development Agency for Schools' (TDA) website which follow, describe the work of teaching assistants and higher level teaching assistants: <i>The role of a TA varies from school to school. TAs may work supporting an individual or a group of pupils, or they may support the teacher in the classroom.</i> <i>Some schools employ TAs with a specialism, such as literacy, numeracy, English as an additional language, the creative arts or special education needs. TAs work under the guidance/supervision of the classroom teacher.</i>
Part D – Education Support Staff		
50 - 51	Headcount	Enter whole numbers or leave blank. Please include only the staff in the table at Appendix E. This is drawn from the support staff categories used by DfE and WG. Exclude staff on extended (one or more

No	Question	Notes on completion
		terms) paid or unpaid leave. Exclude supply staff in post for less than a term.

Part E: Number and Characteristics of Pupils on Roll

Information is requested in terms of National Curriculum year groups.

In order to ensure consistent collection of data across users of SIMS and of the Excel spreadsheet, please include the following pupils:

- Single Registration (pupils who solely attend this school)
- Main - Dual Registration (pupils who belong to this school but also attend one or more other schools)

Do not include data for pupils with other Enrolment Statuses as this would introduce double (or more) counting. Do not count pupils with:

- Subsidiary - Dual Registration (pupils who belong to another school but attend this school for some of their lessons)
- Guest (pupils who belong to another school but have attended this school on a single one off occasion)

The year group is the one in which the pupil is taught for the majority of the time regardless of their chronological age. The following values will apply to the majority of cases:

- N1 Nursery, aged less than 3
 N2 Nursery, aged greater than or equal to 3 but less than 4
 R Reception
 1-14 NC year groups 1-14

52 - 119	Number & characteristics of pupils on roll	Enter whole numbers or leave blank.
120 - 129	Number of non-Catholic pupils on roll by religion	Enter whole numbers or leave blank.
130	Number of pupils withdrawn from collective worship:	
a	Overall	Enter a whole number or leave blank.
b	Total numbers in Y12 & Y13	Enter a whole number or leave blank.
131	School uniform	Yes/No
132	If yes, uniform provides for requirements of other religions (eg Sikh)	Yes/No
133	Number of pupils in care / looked after	Enter a whole number or leave blank.
134	A - Free school meals B – Ever 6 FSM	Enter whole numbers or leave blank. FSM: Number of pupils eligible for free school meals Ever 6 FSM: Number of eligible pupils For more information on Pupil Premium and Ever 6 FSM click here
135	Pupils with SEN without EHCP or statement	Enter a whole number or leave blank. SEN: Special Educational Needs
136	Pupils with SEN with EHCP or	Enter a whole number or leave blank.

	statement	
137	Students withdrawn from SRE	Enter whole numbers or leave blank. SRE: Sex and relationship education
138 - 148	Number of pupils on roll by ethnic group	Enter whole numbers or leave blank. See notes for Q38-47

Part F: Data Collection and Management Information		
149	MIS that your school uses	Select from drop-down menu or, if other, enter the name. MIS: Management Information System We are trying to further develop automation of the collection of Census data. In order to do so, it would be helpful to know which system your school or college uses to manage its data.
NOW GO TO THE VALIDATION PAGE		

Section 6: Submitting the Census form

Final steps

When you are ready to return the Census form to CES follow these step-by-step instructions, as set out at the bottom of Page Five (the fifth tab sheet) of the Census form. Please remember to confirm, by clicking on the check boxes that you have:

- re-named your form (see section 4);
- answered all questions relevant to your school/college;
- validated the data by checking that the validation sheet is all correct; and
- obtained the headteacher/principal's sign off.

Once the form has been validated and you are satisfied it has been completed accurately, save your form (see Section 4).

Check boxes

CES Census 2024

Thank you for participating in the CES Census 2024.

Before submitting your form, please confirm that you have:

- re-named your form replacing 9999999 with your unique 7 digit LA and Establishment Number
- answered all questions relevant to your school/college;
- validated the data by checking the validation sheet is all correct; and
- obtained the headteacher/principal's sign off.

To submit your form, log in to <https://cescensus.org.uk/upload> with the id and password sent in the email of December 2023.

You will receive an automated acknowledgement of receipt when the form is successfully uploaded. Additionally, you will be able to check that it has been logged by the CES Census team by reviewing the spreadsheet containing details of returns received, which can be found at www.cescensus.org.uk/rates.php. This will be updated at regular intervals each week, but there may be delays if there is a large volume of returns at one time.

For enquiries about the CES Census please contact:

CES Helpdesk

T 0207 901 1909

E census@catholiceducation.org.uk

THANK YOU FOR YOUR PARTICIPATION IN THE 2024 CES CENSUS

Uploading the file

To submit your census file go to <https://www.cescensus.org.uk/upload> and upload the file using the online form.

You will be prompted for the user id and password. These are sent by email in the December preceding the Census. If you have not received this, please contact your diocesan representative, or the CES Helpdesk (census@catholiceducation.org.uk).

When you have logged in follow these steps:

- Select your diocese from the drop-down list
- Enter the email address to which a receipt confirmation should be sent
- Select the file to be uploaded
- Enter any additional information in the 'Comments' box.
- Click on the 'Upload Now' button

If your file upload is successful you will see a message on the screen and you will receive a confirmation email.

If your file upload is unsuccessful the reason for the failure will be displayed on the screen. The most likely reason will be that you have not entered all the necessary information on the form. Another reason may be that you have attempted to upload the wrong file. If the file upload is unsuccessful you should attempt the upload again. If the problem persists please contact the CES helpdesk on 020 7901 1909.

Catholic Education Service **CES Census 2024**
File Upload

Home **Upload** SIMS EXCEL Support Return Rates

SIMS Users
Upload your XML file. To locate the file in SIMS, go to:
Routines|Statutory Returns|Schools CES Census
Look for 'CES Census Folder' at the top of the screen.
[Click here for diagram](#)

Excel Users
Upload your Excel form after checking the validation tab for errors.
Rename your file before uploading.
[More information](#)

Upload Census File

Diocese: ?

Email: ?
(for confirmation)

File: No file chosen ?

Comments: ?

?

Appendix A: Drop-down menus

Dates – Q1

England – 18/01/24

Wales – 16/01/24

Diocesan Codes – Q12

ARU

BIR

BRE

CAR

CLI

EAN

HAL

HEX

LAN

LEE

LIV

MEN

MID

NOR

NOT

PLY

POR

SAL

SHR

SOU

WRE

WES

Local Authority Codes – Q14

See Appendix C

Governance – Q16

Academy

Foundation

Independent School approved for SEN Pupils

Other Independent Special School

Other Independent

Non-Maintained Special

Sixth Form College with a Religious Character

Voluntary Aided

Voluntary Controlled

Phase – Q17

Nursery/Early Years

Primary

Secondary

Tertiary

All Through

Genders – Qs 18, 19

Male

Female

Both

N/A (Q19 only)

Yes/No – Qs 27, 49, 131, 132

Yes

No

N/A

Ethnicity of head teacher – Q28

White British

White Irish

White Other

Traveller of Irish/Gypsy/Roma Heritage

Mixed Dual Background

Asian/Asian British

Black/Black British

Chinese

Other ethnic group

Not known

Which Management Information System does your school/college use? – Q149

SIMS (Capita)

Integrus (RM)

Facility MIS (Serco)

FCMIS (Serco)

Other (please name)

Appendix B: Diocesan Codes

Diocesan code	Diocese
ARU	Arundel & Brighton
BIR	Birmingham
BRE	Brentwood
CAR	Cardiff
CLI	Clifton
EAN	East Anglia
HAL	Hallam
HEX	Hexham & Newcastle
LAN	Lancaster
LEE	Leeds
LIV	Liverpool
MEN	Menevia
MID	Middlesbrough
NOR	Northampton
NOT	Nottingham
PLY	Plymouth
POR	Portsmouth
SAL	Salford
SHR	Shrewsbury
SOU	Southwark
WES	Westminster
WRE	Wrexham

Appendix C: Local Authority Codes

Local Authority Codes - Q14					
Barking and Dagenham	301	Hampshire	850	Redbridge	317
Barnet	302	Haringey	309	Redcar and Cleveland	807
Barnsley	370	Harrow	310	Rhondda Cynon Taff	674
Bath & North East Somerset	800	Hartlepool	805	Richmond upon Thames	318
Bedford Borough	822	Havering	311	Rochdale	354
Bexley	303	Herefordshire	884	Rotherham	372
Birmingham	330	Hertfordshire	919	Rutland	857
Blackburn with Darwen	889	Hillingdon	312	Salford	355
Blackpool	890	Hounslow	313	Sandwell	333
Blaenau Gwent	677	Isle of Anglesey	660	Sefton	343
Bolton	350	Isle of Wight	921	Sheffield	373
Bournemouth	837	Isles of Scilly	420	Shropshire	893
Bracknell Forest	867	Islington	206	Slough	871
		Jersey	707		
Bradford	380	Kensington and Chelsea	207	Solihull	334
Brent	304	Kent	886	Somerset	933
Bridgend	672	Kingston upon Hull	810	South Gloucestershire	803
Brighton and Hove	846	Kingston upon Thames	314	South Tyneside	393
Bristol, City of	801	Kirklees	382	Southampton	852
Bromley	305	Knowsley	340	Southend-on-Sea	882
Buckinghamshire	825	Lambeth	208	Southwark	210
Bury	351	Lancashire	888	St. Helens	342
Caerphilly	676	Leeds	383	Staffordshire	860
Calderdale	381	Leicester City	856	Stockport	356
Cambridgeshire	873	Leicestershire	855	Stockton-on-Tees	808
Camden	202	Lewisham	209	Stoke-on-Trent	861
Cardiff	681	Lincolnshire	925	Suffolk	935
Carmarthenshire	669	Liverpool	341	Sunderland	394
Central Bedfordshire	823	Luton	821	Surrey	936
Ceredigion	667	Manchester	352	Sutton	319
City of London	201	Medway	887	Swansea	670
Conwy	662	Merthyr Tydfil	675	Swindon	866
Cornwall	908	Merton	315	Tameside	357
Coventry	331	Middlesbrough	806	Telford and Wrekin	894
Croydon	306	Milton Keynes	826	Thurrock	883
Cumbria	909	Monmouthshire	679	Torbay	880
Darlington	841	Neath Port Talbot	671	Torfaen	678
Denbighshire	663	Newcastle upon Tyne	391	Tower Hamlets	211
Derby, City of	831	Newham	316	Trafford	358
Derbyshire	830	Newport	680	Vale of Glamorgan	673
Devon	878	Norfolk	926	Wakefield	384
Doncaster	371	North East Lincolnshire	812	Walsall	335
Dorset	835	North Lincolnshire	813	Waltham Forest	320
Dudley	332	North Somerset	802	Wandsworth	212
Durham	840	North Tyneside	392	Warrington	877
Ealing	307	North Yorkshire	815	Warwickshire	937
East Cheshire	895	Northamptonshire	928	West Berkshire	869
East Riding of Yorkshire	811	Northumberland	929	West Cheshire & Chester	896
East Sussex	845	Nottingham, City of	892	West Sussex	938
Enfield	308	Nottinghamshire	891	Westminster	213
Essex	881	Oldham	353	Wigan	359
Flintshire	664	Oxfordshire	931	Wiltshire	865
Gateshead	390	Pembrokeshire	668	Windsor and Maidenhead	868
Gloucestershire	916	Peterborough, City of	874	Wirral	344
Greenwich	203	Plymouth, City of	879	Wokingham	872
Guernsey	706				
Gwynedd	661	Poole	836	Wolverhampton City	336
Hackney	204	Portsmouth	851	Worcestershire Council	885
Halton	876	Powys	666	Wrexham	665
Hammersmith and Fulham	205	Reading	870	York	816

Appendix D: Phase Categories

CES phase categories are based on Get Information About Schools (GIAS) definitions; please click on this link to refer to the [GIAS glossary of terms](#). The Nursery/Early Years category combines GIAS's nursery and early years phases. The Primary category includes preparatory and middle deemed primary schools. It covers Key Stages 1 and 2. Please select one of the five options from the drop-down menu. If you are unsure which option is most suitable for your school/college, some examples are set out in the following table.

Phase Categories				
Nursery/ Early Years	Primary	Secondary	Tertiary	All Through
Early Years	2-11	11-16	16 Plus	0-18
Nursery	3-11	11-18	Sixth Form College	2.5-16
	4-11	Key Stage 3	Tertiary	3-18
	5-11	Key Stage 4		5-19
	Deemed Primary	Key Stage 5		7-18
	First	Middle (Deemed Secondary)		Lower, Preparatory, Senior
	Foundation	Secondary		Nursery to Sixth Form
	Infant	Secondary with Sixth form		Preparatory and Senior
	Junior	Senior		Primary and Secondary
	Key Stage 1			Primary, Secondary and Tertiary
	Key Stage 2			
	Lower			
	Middle (Deemed Primary)			
	Nursery and Primary			
	Pre-Preparatory			
	Preparatory			
	Primary			

Appendix E: Support Staff

Education Support Staff	
England	
HL QA UA SN TA	Higher Level Teaching Assistant Teaching Assistants with Diploma in Childcare and Education (previously NNEB) or equivalent Teaching Assistants without Diploma in Childcare and Education (previously NNEB) or equivalent Special Needs Support Staff Teaching assistants
Special Schools Support Staff	
CQ CU	Qualified child care staff Unqualified child care staff
Minority Ethnic Pupils Support Staff	
EB EO	Bilingual Assistants Others
Other Education Support Staff	
ME LI SS TE IT	Matrons/Nurses/Medical Staff Librarians Others (including welfare assistants in the classroom, learning mentors (employed at school), study supervisors, cover supervisors, any other education support staff regularly employed at the school (not covered in teaching assistants) Technicians IT Technicians
Wales	
SN ME TA HL TE PS LI	Special Needs Support Staff Matrons/Nurses/Medical Staff (including NHS employees) Teaching Assistants (TAs) Higher Level Teaching Assistants (HLTAs) Laboratory or workshop technicians Pastoral Support Staff Librarians and Library Assistants

Appendix F: National data collection: DfE and WG

In order to reduce the burdens on schools and to ensure comparability of data, where relevant, questions have been revised to align with information sought by DfE and the Welsh Assembly. Similarly, definitions used by these organisations are applicable, as appropriate, to the CES Census (e.g. definitions of full-time and part-time). For ease of reference, links to DfE and Welsh Assembly guidance are provided below.

The DfE link is:

<https://www.gov.uk/guidance/school-census>

The WG link is:

<https://gov.wales/pupil-level-annual-school-census-plasc>

Appendix G: Using minority ethnic categories in the CES Census

The CES Census includes questions on ethnicity. The categories take account of advice on the Equality and Human Rights Commission website and are based on those used in the National Census by the Office for National Statistics, as well as by DfE and the Welsh Assembly.

Local authorities select from national lists of ethnic categories to derive a listing which reflects their area. In some instances, they may use the main category (column C, e.g. White), in others, they may have used a sub-category (column D, e.g. White British), or they may have decided a further level of detail is required (column F, e.g. White Welsh). Consequently, schools in different local authorities (even where they are within the same diocese) may have collected this data in different formats.

Feedback from earlier CES Censuses indicated that some schools had difficulties translating their data into the CES categories because of the diverse range of categories available.

The table on the following pages illustrates how the CES categories (in the first two columns on the left) relate to those used by local authorities and for the collection of national school census data. By identifying the categories used by the local authority and school in the columns to the right (which are in a paler shade) and then referring to the equivalent CES columns (which are in a darker shade), the equivalent CES category will be found.

E.g.: Albanian (WALB), Bosnian-Herzegovinian (WBOS) would fall into the CES Category *White Other*. (All shown as shades of yellow.)

E.g.: Black – Somali (BSOM) or Black – African (BAFR), would fall into the CES category *Black/Black British*. (All shown as shades of green.)

The categories are shown in the tables below:

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCFS Main Category	DCSF Sub- Category / WA Main Category	DCSF Main Code	DCSF Approved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
White	White British	White	White - British	WBRI	White – British*	WBRI
				WBRI	White – Cornish*	WCOR
				WBRI	White - English *	WENG
				WBRI	White – Scottish*	WSCO
				WBRI	White – Welsh*	WWEL
				WBRI	White – Northern Irish*	WNIR
				WBRI	Other White British*	WOWB
White	White Irish	White	White – Irish*	WIRI	White – Irish	WIRI
White	White Other	White	Any Other White Background	WOTH	Any Other White Background	WOTH
				WOTH	Albanian	WALB
				WOTH	Bosnian- Herzegovinian	WBOS
				WOTH	Croatian	WCRO
				WOTH	Greek/ Greek Cypriot	WGRE
				WOTH	Greek*	WGRK
				WOTH	Greek Cypriot*	WGRC
				WOTH	Italian*	WITA
				WOTH	Kosovan	WKOS
				WOTH	Portuguese*	WPOR
				WOTH	Serbian	WSER
				WOTH	Turkish/ Turkish Cypriot	WTUR
				WOTH	Turkish*	WTUK
WOTH	Turkish Cypriot*	WTUC				
WOTH	White European	WEUR				

				WOTH	White Western European	WWEU
				WOTH	White Other	WOTW
White Eastern European	White Other	White	Any Other White Background	WOTH	White Eastern European	WEEU
Traveller of Irish /Gypsy/Roma Heritage		White	Traveller of Irish Heritage	WIRT	Traveller of Irish Heritage	WIRT
			Gypsy / Roma	WROM	Gypsy / Roma	WROM

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCSF Main Category	DCSFSub-Category/WA Main Category	DCSF / WAMain Code	DCSFApproved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
Mixed / Dual Background	White and Black Caribbean	Mixed / Dual Background	White and Black Caribbean	MWBC	White and Black Caribbean	MWBC
	White and Black African	Mixed / Dual Background	White and Black African	MWBA	White and Black African	MWBA
	White and Asian	Mixed / Dual Background	White and Asian	MWAS	White and Asian*	MWAS
				MWAS	White and Pakistani*	MWAP
				MWAS	White and Indian*	MWAI
				MWAS	White and Any Other Asian Background*	MWAO
	Any Other Mixed Background	Mixed / Dual Background	Any Other Mixed Background	MOTH	Any Other Mixed Background	MOTH
				MOTH	Asian and Any Other Ethnic Group*	MAOE
				MOTH	Asian and Black	MABL
				MOTH	Asian and Chinese	MACH
				MOTH	Black and Any Other Ethnic Group	MBOE
				MOTH	Black and Chinese	MBCH
				MOTH	Chinese and Any Other Ethnic Group	MCOE

				MOTH	White and Any Other Ethnic Group	MWOE
				MOTH	White and Chinese	MWCH
				MOTH	Other Mixed Background	MOTM

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCSF Main Category	DCSF Sub-Category / WA Main Category	DCSF/WA Main Code	DCSF Approved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
Asian / Asian British		Asian or Asian British	Indian	AIND	Indian	AIND
		Asian or Asian British	Pakistani	APKN	Pakistani	APKN
				APKN	Mirpuri Pakistani	AMPK
				APKN	Kashmiri Pakistani*	AKPA
				APKN	Other Pakistani	AOPK
		Asian or Asian British	Bangladeshi	ABAN	Bangladeshi	ABAN
		Asian or Asian British	Any Other Asian Background	AOTH	Any Other Asian Background	AOTH
				AOTH	African Asian	AAFR
				AOTH	Kashmiri Other	AKAO
				AOTH	Kashmiri (WA only)	AKAS
				AOTH	Nepali	ANEP
				AOTH	Sri Lankan Sinhalese*	ASNL
		AOTH	Sinhalese (WA only)	ASNL		

				AOTH	Sri Lankan Tamil	ASLT
				AOTH	Sri Lankan Other*	ASRO
				AOTH	Other Asian	AOTA

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCSF Main Category	DCSF Sub- Category / WA Main Category	DCSF/WA Main Code	DCSF Approved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
Black / Black British		Black or Black British	Black Caribbean or Caribbean	BCRB	Black Caribbean or Caribbean	BCRB
		Black or Black British	Black – African or African	BAFR	Black – African or African	BAFR
				BAFR	Black – Angolan*	BANN
				BAFR	Black – Congolese*	BCON
				BAFR	Black - Ghanaian	BGHA
				BAFR	Black - Nigerian	BNGN
				BAFR	Black - Sierra Leonean	BSLN
				BAFR	Black – Somali	BSOM
				BAFR	Black - Sudanese	BSUD
				BAFR	Other Black African	BAOF
		Black or Black British		Any Other Black Background	BOTH	Any Other Black Background

				BOTH	Black European	BEUR
				BOTH	Black North American	BNAM
				BOTH	Other Black	BOTB

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCSF Main Category	DCSF Sub- Category / WA Main Category	DCSF/WA Main Code	DCSF Approved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
Chinese		Chinese	Chinese or Chinese British	CHNE	Chinese or Chinese British	CHNE
				CHNE	Hong Kong Chinese	CHKC
				CHNE	Malaysian Chinese	CMAL
				CHNE	Singaporean Chinese	CSNG
				CHNE	Taiwanese	CTWN
				CHNE	Other Chinese	COCH
Other Ethnic Group		Any Other Ethnic Group	Any Other Ethnic Group	OOTH	Any Other Ethnic Group	OOTH
				OOTH	Afghan	OAFG
				OOTH	Arab Other	OARA
				OOTH	Egyptian	OEGY
				OOTH	Filipino	OFIL
				OOTH	Iranian	OIRN
				OOTH	Iraqi	OIRQ
				OOTH	Japanese	OJPN

				OOTH	Korean	OKOR
				OOTH	Kurdish	OKRD
				OOTH	Latin/ South/ Central American	OLAM
		Any Other Ethnic Group	Any Other Ethnic Group	OOTH	Lebanese	OLEB
		Any Other Ethnic Group	Any Other Ethnic Group	OOTH	Libyan*	OLIB
		Any Other Ethnic Group	Any Other Ethnic Group	OOTH	Malay	OMAL
		Any Other Ethnic Group	Any Other Ethnic Group	OOTH	Moroccan	OMRC
				OOTH	Polynesian	OPOL
				OOTH	Thai	OTHA
				OOTH	Vietnamese	OVIE
				OOTH	Yemeni	OYEM

A	B	C	D	E	F	G
CES Main Category	CES Sub-Category	DCSF Main Category	DCSF Sub- Category / WA Main Category	DCSF/WA Main Code	DCSF Approved Extended Categories/WA Sub-Category	DCSF/WA Extended Codes
Other Ethnic Group		Any Other Ethnic Group	Any Other Ethnic Group	OOH	Other Ethnic Group	OOEG
Not Known		Refused	Refused	REFU	Refused	REFU
		Information Not Yet Obtained	Information Not Yet Obtained	NOBT	Information Not Yet Obtained	NOBT

*Category not applicable to Welsh Assembly

Appendix H: Diocesan Representatives

<i>Diocese</i>	<i>Contact</i>	<i>Title</i>
Arundel & Brighton 01293 511130	Gill Sajnog	Assistant Education Officer
Birmingham 01675 464755 x110	Rebecca Tonks	Admissions and Governance Adviser
Brentwood 01277 265284	Victoria Barnes	Diocesan Schools Commissioner
Cardiff 029 2023 3838	Anne Robertson	Diocesan Schools Commissioner
Clifton 0117 9025593	Jenny Fitzgerald	Administrator
East Anglia 01508 495509	Jane Delph	Secretary
Hallam 0114 2566440	Amanda Bramall	Diocesan Education Officer
Hexham & Newcastle 0191 2433313	Viv Fawcett	Administrative Officer
Lancaster 01524 841190	Heather Watts	Secretary
Leeds 01132 618034	Kieron Flood	Diocesan Schools Commissioner
Liverpool 0151 522 1078	Hannah Blaby	Administrative Officer
Menevia 01239 612436	Paul White	Diocesan Schools Commissioner
Middlesbrough 01642 850515	Katherine McKeoen	Education Administrator
Northampton 01908 233121	Debbie Main	Schools Officer
Nottingham 01332 293833	Julie Sweeney	PA to DSC
Plymouth 01392 671320	Helen Brown	Diocesan Schools Commissioner
Portsmouth 01329 835363	Fr PJ Smith	Diocesan Schools Commissioner
Salford 0161 8172222	Simon Smith	Diocesan Schools Commissioner
Shrewsbury 0151 6529855	Damian Cunningham	Director of Schools
Southwark 01689 829331	Patrick Harrison	Education Officer & Adviser for Religious Education
Westminster 0207 798 9005	Amanda Crowley	Deputy Director
Wrexham 01978 290344	Wendy White	Diocesan Schools Commissioner