

School census 2025-26 acceptable notepad entries guidelines

If the following guidelines are followed the Department will be able to process school census returns to 'authorised' stage without having to contact school census contacts

- The validation checks contained in this document are for queries not errors triggered on the school census return
- The query number should always be returned in the notepad at the front of any notes for example 1990q Confirmed as correct
- It is acceptable to return one notepad entry for numerous queries, however we would ask providers to start a separate line for each query they are returning a notepad entry for
- Notepad entries can be provided from the moment a provider uploads their return, schools and local authorities do not have to wait for the DfE to contact them
- Ensure that there is a notepad for each outstanding query
- Please ensure the notepad provided is clear, concise and corresponds to the relevant query
- Some queries request specific wording - please avoid short version of this wording
- If the notepad entry states that a reason must be provided, please do not return 'confirmed', 'correct', 'data is correct' etc. This would be an insufficient notepad entry, and the Department will be unable to process the return to 'authorised' stage
- Do not record aggregated data in the notepad for example number of infant pupils having a school meal. If the data is incorrect, please update your return by recording the correct data for the specific pupil. Aggregated pupil numbers recorded in the notepad will not be action by the Department, therefore could impact funding allocations.
- If you think your data is correct, but your return has not been authorised by the Department, please check if we have provided an action note, which will direct you on what further action is required.
- Please ensure that the data is accurate before providing notepads, once the database has closed, no further amendments can be made to your data and funding allocations will not be readjusted.

REASONS NEEDED ARE IN RED

Acceptable notepad entries, in normal font - please copy onto the return in COLLECT

Query	Module	Validation check	Error message	Acceptable notepad entry
1490	Pupil Identifiers	There should be at least one <PupilOnRoll> record present	Please check: No pupils on roll have been recorded	Confirmation is not acceptable. A reason must be provided.
1495	Pupil Identifiers	There should be at least one <PupilNoLongerOnRoll> record present	Please check: No pupils no longer on roll have been recorded	1495Q - No pupils left during this period
1601	Pupil Identifiers	For all Phases where age cannot be less than 9 months the age should be calculated as follows: Autumn - aged 9 months as at 30 November 2024 Spring - aged 9 months as at 31 March 2025 Summer - aged 9 months as at 30 June 2025 For all other Phases, for all terms, age as at 31 August should be used	Please check: Pupil's age is out of range for school type	Confirmation is not acceptable. A reason must be provided why the school has pupils outside the age range for their school type.
1620	Pupil Identifiers	There should be no two or more pupils (that is: including both PupilOnRoll and PupilNoLongerOnRoll) with the same <Surname>, <Forename>, <Sex> and <DOB>	Please check duplicate pupil records with the same Surname, Forename, Gender and Date of birth	Confirmation is not acceptable. A reason must be provided to ensure these are different pupils.
1700	Pupil Characteristics	Number of PupilsOnRoll with <Ethnicity> equals Not Obtained divided by number of PupilsOnRoll is greater than 10%	Please check: Percentage of pupils on roll for whom ethnicity has not been obtained is high (greater than 10%)	1700Q - Confirmed as correct
1741	Pupil Characteristics	Where <ServiceChild> equals 'Y', <FSMperiod> node must not be present OR <FSMendDate> must be present and prior to <ReferenceDate>	Based on Ministry of Defence criteria, Service Children (parents designated as personnel category 1 or 2) are not eligible for free school meals	1741Q - I confirm that the pupil(s) listed as being eligible for FSMs and Service Pupil Premium do live with the Service parent on a (part)/(full)-time basis. Or 1741Q - pupil is eligible under the FSM category even though the pupil's parent(s) are in the military. We claim under the FSM category as home residence is with parent who is not military, and the pupil qualifies for both as resides with FSM parent but lives with the service parent on a part time basis.
1750	Pupil Characteristics	Where number of PupilsOnRoll is greater than or equal to 25: Number of PupilsOnRoll with an <FSMperiod> node present divided by number of PupilsOnRoll is greater than 45%	Please check: Percentage of pupils with periods of free school meal eligibility is high (greater than 45%)	1750Q - The school has confirmed that they do have more than 45% of pupils who are entitled to a FSM.
1751	Pupil Characteristics	Where number of PupilsOnRoll with <NCyearActual> equal to 'R' is greater than or equal to 10: [number of PupilsOnRoll with <NCyearActual> equal to 'R' with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NCyearActual> equal 'R'] is greater than 50%	Please check: Percentage of pupils in Reception with periods of free school meal eligibility is high (greater than 50%)	1751Q - The school has confirmed that they do have more than 50% of reception pupils who are entitled to a FSM.
1752	Pupil Characteristics	Where number of PupilsOnRoll with <NCyearActual> equal to 1 is greater than or equal to 10: [number of PupilsOnRoll with <NCyearActual> equal 1 with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NCyearActual> equal 1] is greater than 50%	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility is high (greater than 50%)	1752Q - The school has confirmed that they do have more than 50% of 'Year 1' pupils who are entitled to a FSM.

1753	Pupil Characteristics	Where number of PupilsOnRoll with <NYearActual> equal 7 is greater than or equal to 10: [number of PupilsOnRoll with <NYearActual> equal 7 with a <FSMperiod> node present] divided by [number of PupilsOnRoll with <NYearActual> equal 7] is greater than 50%	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility is high (greater than 50%)	1753Q - The school has confirmed that they do have more than 50% of 'Year 7' pupils who are entitled to a FSM.
1760	Pupil Characteristics	Number of PupilsOnRoll with no <FSMperiod> nodes present should be greater than zero	Please check: No pupils in the school eligible for free school meals during the period since the last census	1760Q - No pupils qualify for FSM
1767	Pupil Characteristics	For each <FSMperiod> node, where <UKcountry> value is ENG or blank <FSMendDate> should not be present	Due to FSM protection, FSM periods are not expected to have an end date. Please provide a reason.	Confirmation is not acceptable. A reason must be provided as to why the FSM period has an end date. You MUST NOT enter end dates unless: 1767Q - The parent has said they do not wish the child to be recorded as eligible for free school meals and receive a free school meal 1767Q - The pupil transfers from another UK country – their non-English free school meals must have an end date 1767Q - The parent notifies the school that their support under the Immigration and Asylum Act 1999 or the pension credit has ended 1767Q - The parent notifies the school that they no longer qualify for free school meals under the criteria for families with no recourse to public funds (NRPF)
1849	Pupil Characteristics	For all pupils where <FundedHours> or <ExpandedHours> are greater than 0 and <EYPPR> is present: Where <PLAA> equals 'A', 'G', 'C' <EYPPR> should equal 'Y' and <EYPPBF> should be present and equal to 'RO' or 'RB'	Please check: A pupil with post looked after arrangements would be expected to be in receipt of early years pupil premium with a basis for funding of 'RO' or 'RB'	Confirmation is not acceptable. A reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with 'post looked after arrangements'
1850	Pupil Characteristics	Number of pupils where (<Language> equals NOT) divided by total number of <PupilOnRoll> should not be greater than 10%	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	Confirmation is not acceptable. As language can impact funding allocations a reason must be provided as to why a high percentage of pupils have not had their language information obtained.
1853	Pupil Characteristics	For all pupils where <FundedHours> or <ExpandedHours> are greater than 0 and <EYPPR> is present: Where a <FSMperiod> node is present with either <FSMendDate> not present or <FSMendDate> equal to <ReferenceDate>, <EYPPR> must equal 'Y' and <EYPPBF> should be present and equal to 'RE' or 'RB'	Please check: A pupil with FSM would be expected to be in receipt of early years pupil premium with a basis for funding of 'RE' or 'RB'	Confirmation is not acceptable. A reason must be provided why the basis for funding is not recorded as RE or RB if the pupil is recorded as FSM eligible.
1870	Pupil Status	Number of PupilsOnRoll with <EnrolStatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	Confirmation is not acceptable. As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
1872	Pupil Characteristics	Number of PupilsOnRoll with <PLAA> not equal to 'N' (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1872Q - school do have more than 5% of pupils who are ceased to be looked after through adoption, a special guardianship order or a residence order.

1877	Pupil Characteristics	[(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2 AND <SchoolLunchTaken> equal 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2018-09-01 and 2021-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true)] divided by [(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2018-09-01 and 2021-08-31 inclusive)] should be less than or equal to 95%	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	1877Q - Confirmed as correct
1878	Pupil Characteristics	Where count of pupils [in <NCyearActual> equals 'R', 1 or 2] or [in <NCyearActual> equals 'X' and born between 2018-09-01 to 2021-08-31 inclusive] is greater than 0 then there should be at least one pupil with <SchoolLunchTaken> equal to 'true' or '1'	Please check: No infant pupils are recorded as having a school lunch on census day?	Confirmation is not acceptable. A reason must be provided. Do not record aggregated pupil numbers in the notepad as these will not be actioned and may result in loss of funding.
1881	Pupil Status	Spring only: For PupilsOnRoll with <EntryDate> after 2025-12-31 then <SessionsPossible> should not be greater than zero	Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	1881Q (1882) - the pupil left [add date/term] and was subsequently readmitted [add date/term]
1885	Pupil Status	Spring only: More than 50% of PupilsOnRoll have an <EntryDate> between 2026-01-01 and reference date	Please check: Percentage of pupils with a new entry date seems high (greater than 50%)	1885Q - Confirmed as correct
1890	Pupil Status	Number of <PupilOnRoll> nodes with <EntryDate> between 2025-08-01 and 2025-12-31 divided by total number of <PupilOnRoll> nodes should not be greater than 40%	Please check: Percentage of new admissions in autumn term in school seems high (greater than 40%)	1890Q - Confirmed as correct
1925	Pupil Status	PupilNoLongerOnRoll records must only be present if Spring term: <LeavingDate> is prior to <ReferenceDate> of 2026-01-15 and at least one <TermlyExclusion> node exists or <EntryDate> is before start of current term (2025-01-01), <LeavingDate> is between start of the Autumn Term (2025-08-01) and Spring Census <ReferenceDate> (2026-01-15) and age is between 4 and 15 (inclusive) and <Boarder> equals 'N' or where at least one <LearnerSupportItem> node is present or where at least one <LearnerFAM> node is present or where at least one <APPlacementDetails> node is present	Spring term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, suspensions, permanent exclusions, AP placement details, learner funding and monitoring or learner support item for the required period	1925Q - the pupil left [add date/term] and then subsequently left again [add date/term]
1960	Pupil Status	Number of PupilsOnRoll with <PartTime> equals 'true' divided by total number of PupilsOnRoll should be less than 35%	Please check: Percentage of part-time pupils in school seems high (equal to or greater than 35%)	Confirmation is not acceptable. It is only expected that a nursery school would have a high proportion of part time pupils, therefore, for all other school types a reason must be provided.
1980	Pupil Status	Number of <PupilOnRoll> nodes with <Boarder> equal to 'B' should not be greater than zero	Please check: School has reported boarding pupils	1980Q - Confirmed as correct
1990	Pupil Characteristics	<TopUpFunding> is 'true' or '1' but <SENprovision> does not equal 'E'	Please check: Pupil is in receipt of top-up funding but is not classed as having an EHC Plan?	1990Q - Confirmed as correct
1991	Pupil Characteristics	<TopUpFunding> is 'false' or '0' for all pupils with an <SENprovision> equal to 'E'	Please check: No pupils with an EHC Plan are reported as being in receipt of top-up funding?	1991Q - Confirmed as correct

2010	Pupil Status	No more than 10% of pupils in school should have <NYearActual> different to that suggested by their age For Spring 9 months to 1 year old as at 2025-12-31 E1 and E2 For Spring for pupils aged 2 and 3 as at 2025-12-31 E1, E2, N1 and N2 For all other ages, for all terms as at 2025-08-31	Please check: 10% or more pupils' year group differing from their age	Confirmation is not acceptable. A reason must be provided why 10% of pupils are outside their expected NC year group.
2020	Pupil Status	<NYearActual> should be : (a) if age is between 6 and 15 (inclusive) then <NYearActual> should be between age in years minus 3 and age in years minus 5 and NOT 'E1', 'E2', 'N1', 'N2' or 'R' (b) if age equals 5 then <NYearActual> should be 'R' or '1' (c) if age is 2, 3 then <NYearActual> should be 'E1', 'E2', 'N1', 'N2' (d) if age is 4 then <NYearActual> should be 'E1', 'E2', 'N1', 'N2' or 'R' (e) if age is 9 months to 1 year old then <NYearActual> should be E1 or E2	Please check pupil year group and age inconsistent	Confirmation is not acceptable. Reason must be provided as to why the pupil is two years outside their expected NC year. For example, an acceptable note entry is that pupil has severe SEN or language difficulties or pupil is academically gifted.
2030	Pupil Status	<NYearActual> should be an expected value given the school's <SchoolType>.	Please check: Pupil in unexpected year group for this school	Confirmation is not acceptable. A reason must be provided as to why the pupil is in a NC year group outside the expected year groups for the type of school.
2040	Pupil Status	A school should have at least one pupil in each NC year group covered by their <SchoolType>, where the pupil's year group is that calculated from their <DOB> on 2025-08-31	Please check: Expected year group with no pupils (apart from year 14)	Confirmation is not acceptable. A reason must be provided. For example, school is newly opened and is staggering intake of year groups or school is due to close
2050	Pupil Status	<SchoolType>: There should not be more than 5% of pupils on roll outside of the age ranges for each School Type when DOB is calculated on 2025-08-31	Please check: Is school type, correct? Some pupils are outside the expected age range for this type.	2050Q - Confirmed as correct
2070	Pupil Status	Where <NYearActual> equals 'E1', 'E2', 'N1' or 'N2' <TypeOfClass> if present, must equal 'N'. Where <NYearActual> does not equal 'E1', 'E2', 'N1' or 'N2' <TypeOfClass> if present, must not equal 'N'.	Please check pupil's class type and year group incompatible	2070Q - Confirmed as correct
2090	Pupil Status	If the number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' is greater than zero, then either a) there should be at least one <Classes> with <ClassType> equal to 'N' or b) <PartTimeNotIn> should be greater than zero	Please check: Nursery pupils reported but no nursery class records	2090Q - Confirmed as correct
2100	Pupil Status	If the number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' and <PartTime> equals false is greater than zero, then this number should be less than or equal to the sum of <HomePupils> for <Classes> with <ClassType> equals 'N'	Please check: More FT nursery pupils on roll than number on nursery class records	Confirmation is not acceptable. A reason must be provided as to why there are more FT nursery pupils on roll than there are recorded in a nursery class.
2110	Pupil Status	The number of <PupilOnRoll> nodes where <TypeOfClass> equals 'N' should be greater than or equal to the sum of <HomePupils> for <Classes> with <ClassType> equal to 'N'	Please check: More pupils in Nursery classes than nursery pupils on roll	Confirmation is not acceptable. A reason must be provided as to why there are more nursery pupils in the nursery class than there are nursery pupils on roll.
2190	SEN	Number of PupilsOnRoll with <SENprovision> equals 'E' divided by total number of PupilsOnRoll greater than 10%	Please check: Percentage of pupils in school with EHC plans seems high (greater than 10%)	2190Q - Confirmed as correct
2200	SEN	Number of PupilsOnRoll where <SENprovision> equals 'K' or 'E' are equal to zero	Please check: There are no pupils in the school with SEN provision	2200Q - Confirmed as correct

2205	SEN	Number of PupilsOnRoll with <SENprovision> equals 'K' divided by total number of PupilsOnRoll greater than 40%	Please check: Percentage of pupils in school with SEN provision of SEN support seems high (greater than 40%)	2205Q - Confirmed as correct
2210	SEN	Number of PupilsOnRoll where <SENprovision> equals 'E' divided by total number of PupilsOnRoll should not be less than 70%	Please check: Percentage of pupils in school with an EHC plan seems low for a special school (less than 70%)	2210Q - Confirmed as correct
2320	Termly Exclusions	<Sessions> should be less than or equal to 90	Please check number of sessions suspended is greater than 90	Confirmation is not acceptable. A reason must be provided why the pupil has been suspended for more than 90 sessions.
2355	Home Information	There should be at least one <Address> node per <PupilOnRoll>	Please check: Pupil record with no address details	Confirmation is not acceptable. A reason must be provided as why no address details have been recorded.
2379	Alternative Provision Placements	Where pupil <EnrolStatus> equals 'M' or 'S', <APProvisionDetail> node should not exist	Please check: AP Placement information should not be returned for pupils with main or subsidiary registration. Unless the data relates to a previous term when the pupil had sole registration.	2379Q - Confirmed that the pupil was previously sole registered
2485	Termly Attendance	Spring If <AttendanceReason> = E there should be at least one exclusion or suspension record with a <StartDate> between 2025-08-01 and 2025-12-31 inclusive	Pupil attendance indicates they are suspended or permanently excluded but no suspension or permanent exclusion is recorded	2485Q - pupil has been excluded which is going to appeal, in the meantime they are not receiving any education provision. Or 2485Q - the pupil received a suspension at the end of the previous term which extended into the next term and no education provision was provided
2502	Termly Attendance	Where <SessionsPossible> is equal to zero then either <AttendanceReason> 'X', 'Y1-7', 'D' or 'Q' should be greater than zero	Please check: Zero attendance sessions possible recorded for the pupil. Please provide a reason why the pupil has zero possible sessions.	Confirmation is not acceptable. As schools must provide attendance codes, a reason must be provided why the pupil has 'zero' possible sessions
2520	Termly Attendance	Spring and Summer:where <SessionsPossible> present, should be less than 151	Please check sessions possible should not be greater than 150	Confirmation is not acceptable. A reason must be provided as to why the pupil has more than 150 possible sessions.
2540	Termly Attendance	There should be at least one <TermlyAttendance> node with total of <Sessions> where <AttendanceReason> is one of ['I', 'J1', 'M', 'R', 'S', 'T', 'E', 'C', 'C1', 'C2'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one authorised absence during the previous term	2540Q - school confirm that there was no authorised absence in the previous term.
2550	Termly Attendance	There should be at least one <TermlyAttendance> node with total of <Sessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] and greater than zero	Please check: There would normally be at least one pupil who would have at least one unauthorised absence during the previous term	2550Q - school confirm that there was no unauthorised absence in the previous term.
2560	Termly Attendance	Spring and summer: The sum of: All <Sessions> where <AttendanceReason> is one of ['I', 'J1', 'M', 'R', 'S', 'T', 'E', 'C', 'C1', 'C2'] should be less than or equal to 30% of the total of <SessionsPossible> for all pupils	Please check: Percentage of authorised absence is greater than 30% - are you sure?	2560Q - school confirm that authorised absence in the previous term was more than 30%.
2570	Termly Attendance	Spring and summer - The sum of: All <Sessions> where <AttendanceReason> is one of ['G', 'U', 'O', 'N'] should be less than or equal to 30% of the total of <SessionsPossible> for all pupils	Please check: Percentage of unauthorised absence is greater than 30% - are you sure?	2570Q - school confirm that unauthorised absence in the previous term was more than 30%.
2691	Pupil Characteristics	<UnitContactTimePupil> should not be greater than 25 hours per week	Please check: Unit contact time is greater than normal full time education hours (which is 25 hours per week)	2691Q - Confirmed as correct
2692	Pupil Characteristics	<UnitContactTimePupil> must be greater than zero	Pupils would be expected to have some unit contact time with the establishment in the previous week. Please provide a reason	Confirmation is not acceptable. A reason must be provided why the pupil has not had any contact time with the establishment.

2695	Pupil Characteristics	Where [(Number of PupilsOnRoll with <NYearActual> equals 'R', 1 or 2) PLUS (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2018-09-01 and 2021-08-31 inclusive) and (pupil has at least one FSM period where [<FSMstartDate> is present] AND [FSMendDate is greater than or equal to <ReferenceDate> or not present])] divided by [(Number of PupilsOnRoll with <NYearActual> equals 'R', 1 or 2) PLUS (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2018-09-01 and 2021-08-31 inclusive)] should be less than 90%	Please check: 90% or more of infant pupils have free school meal eligibility	Confirmation is not acceptable. A statement must be included that these infant pupils also meet the FSM criteria and that they have not been recorded as FSM due to receipt of UifSM. This is to ensure that schools have not made an error which would impact pupil premium funding.
3080	Pupil Characteristics	Where Number of PupilsOnRoll with <NYearActual> equals 'R' PLUS Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2020-09-01 and 2021-08-31 inclusive is greater than or equal to 10: [(Number of PupilsOnRoll with <NYearActual> equals 'R' AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2020-09-01 and 2021-08-31 (inclusive) AND <SchoolLunchTaken> equals 1 or true) divided by ((Number of PupilsOnRoll with <NYearActual> equals 'R') plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2020-09-01 and 2021-08-31 (inclusive)))] should be 50% or more	Please check: Take up of school lunches for pupils in reception (plus pupils aged 4 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer reception pupils took a school lunch on census day	Confirmation will not be acceptable. As this will impact on the UifSM funding calculation a reason must be provided why take up is so low for Reception pupils. If the information recorded is incorrect, please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils' records in COLLECT.
3085	Pupil Characteristics	Where Number of PupilsOnRoll with <NYearActual> equals 1 PLUS Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2019-09-01 and 2020-08-31 inclusive is greater than or equal to 10: [(Number of PupilsOnRoll with <NYearActual> equals 1 AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2019-09-01 and 2020-08-31 (inclusive) AND <SchoolLunchTaken> equals 1 or true) divided by ((Number of PupilsOnRoll with <NYearActual> equals 1) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2019-09-01 and 2020-08-31 (inclusive)))] should be 50% or more	Please check: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer pupils in year 1 took a school lunch on census day	Confirmation will not be acceptable. As this will impact on the UifSM funding calculation a reason must be provided why take up is so low for Year 1 pupils. If the information recorded is incorrect, please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils' records in COLLECT.
3090	Pupil Characteristics	Where Number of PupilsOnRoll with <NYearActual> equals 2 PLUS Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2018-09-01 and 2019-08-31 (inclusive) is greater than or equal to 10: [(Number of PupilsOnRoll with <NYearActual> equals 2 AND <SchoolLunchTaken> equals 1 or true) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2018-09-01 and 2019-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true) divided by ((Number of PupilsOnRoll with <NYearActual> equals 2) plus (Number of PupilsOnRoll with <NYearActual> equals 'X' AND pupil born between 2018-09-01 and 2019-08-31 (inclusive)))] should be 50% or more	Please check: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer pupils in year 2 took a school lunch on census day	Confirmation will not be acceptable. As this will impact on the UifSM funding calculation a reason must be provided why take up is so low for Year 2 pupils. If the information recorded is incorrect, please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils' records in COLLECT.
3132	Alternative Provision Placements	Where <APSettingType> is present, <CompanyNumber> should be present	Where AP Setting Type is provided, <Company number> should also be provided	3132Q - Confirmed that the AP setting does not have a company number.
4006	Pupil Characteristics	Where <LearnFAMCode> is equal to '02', '03', '04', '05' or '22', pupil <EnrolStatus> should not be equal to 'S'	Please check: Learner Funding and Monitoring information should not be returned for 16-19 pupils with subsidiary registration in the current term. Unless the data relates to a previous term when the pupil had single or main registration	4006Q - Confirmed that the pupil was previously a single or main registration.
5240	Pupil Characteristics	Where <HoursAtSetting> is greater than or equal to 25, <PartTime> should equal 'false'	Please check: The number of hours at setting indicates that the pupil may be attending the school full time. However, they have been recorded as part-time	5240Q - though the pupil attends school for 25 hours or more, they do not attend the school for 10 sessions a week.

SCHOOL LEVEL QUERIES

Query	Module	Validation check	Error message	Acceptable notepad entry
270	Characteristics	<Email> should be present	Please check: School email address is missing	270Q - Confirmed as correct, the school does not have an email address
290	Characteristics	If <Accommodation> equals 'D' then number of PupilsOnRoll with <Boarder> equal to 'N' should be greater than number with <Boarder> equal to '6' or '7'	Please check day school with a majority of boarding pupils	290Q - Confirmed as correct
300	Characteristics	If <Accommodation> equals 'B' then the number of PupilsOnRoll with <Boarder> equal to '6' or '7' should be greater than number with <Boarder> equal to 'N'	Please check boarding school with a majority of day pupils	300Q - Confirmed as correct
330	Characteristics	<MaxDayPupils> should be greater than or equal to the number of PupilsOnRoll with <Boarder> equal to 'N'	Please check: more day pupils on roll than the approved maximum	330Q - Confirmed as correct
340	Characteristics	<MaxBoarders> should be greater than or equal to the number of PupilsOnRoll with <Boarder> equal to '6' or '7'	Please check more boarding pupils on roll than the approved maximum	340Q - Confirmed as correct
564	Primary Admission Appeals	For <Governance> equal to 'VA', 'FO' or 'CA': <PrimaryAdmissionsAppeals><Lodged> must be present and greater than zero	Please check: Primary admission appeals figures should be provided and are expected to be greater than zero	564Q - school did not have any primary admission appeals
565	Secondary Admission Appeals	For <Governance> equal to 'VA', 'FO' or 'CA': <SecondaryAdmissionsAppeals><Lodged> must be present and greater than zero	Please check: Secondary admission appeals figures should be provided and are expected to be greater than zero	565Q - school did not have any secondary admission appeals
566	Infant Admission Appeals	For <Governance> equal to 'VA', 'FO' or 'CA': Where <LowestNCyear> is in the range ('E1' to 2) <InfantAdmissionsAppeals><Lodged> should be greater than zero	Please check: Infant admissions appeals figures should be provided and are expected to be greater than zero	566Q - school did not have any infant admission appeals
1010	Pupil reconciliation	For <Phase> equals 'PS' or 'MP': Primary and middle deemed primary schools (<PrivateStudy> plus <AtOtherSchool>) should be less than 10% of (the total number PupilsOnRoll minus half the number of PupilsOnRoll with <PartTime> equals true) For <Phase> equals 'MS': (<PrivateStudy> plus <AtOtherSchool> plus <WorkExperience> plus <FEcollege>) should be less than 10% of the total number of <PupilOnRoll> nodes For <Phase> equals 'SS' or 'AT': (<PrivateStudy> plus <AtOtherSchool> plus <WorkExperience> plus <FEcollege>) should be less than 10% of (the total number PupilsOnRoll minus half the number of PupilsOnRoll with <PartTime> equals true)	10% or more of pupils not in class at selected time.	1010Q - Confirmed as correct Please check:
1070	Class information	<Teachers> must be present and greater than or equal to zero and less than 6 for primary schools and all through; less than 5 for middle deemed primary and secondary schools	Please check: Number of teachers in class is missing or invalid	1070Q - Confirmed as correct
1110	Class information	<NonTeachers> summed over all <Classes> should be greater than zero	Please check: No support staff reported for any class	1110Q - Confirmed as correct
1150	Class information	<ClassType> equals N then <YearGroup> should be 'E1', 'E2', 'N1', 'N2' or 'M'	Please check: Class type and class year group different	1150Q - Confirmed as correct
1155	Class information	If <YearGroup> equals 'E1', 'E2', 'N1' or 'N2' then <ClassType> should equal 'N'	Please check: Class type and class year group different	1155Q - Confirmed as correct
1180	Class information	There should be at least one Class with <ClassActivity> NOT equal to 'OT' (Other)	Please check: Activity shown as other for all classes	Confirmation is not acceptable. A reason why all classes are only doing activity equal to (OT) Other must be provided.

1230	Class information	Please check: KS1 or Reception class with pupil / teacher ratio greater than 30 If (<KeyStage> equals 1 or <YearGroup> equals 'R') and (<ClassActivity> does NOT equal 'TV', 'PE' or 'MD') then (<HomePupils> plus <GuestPupils>) minus (<ExceptionA> plus <ExceptionB> plus <ExceptionC> plus <ExceptionD> plus <ExceptionE> plus <ExceptionF> plus <ExceptionG> plus <ExceptionH>) should be less than or equal to 30 times (<Teachers> plus <PPATeachers>)	Confirmation is not acceptable. If the teacher is on PPA then it is important that this is recorded in the PPA field and not in the notepad. If the class/es has pupil 'exceptions' please record under the relevant exception category and not in the notepad. Failure to action this will result in the class/es being published as unlawful classes. If the large class/es do not have any exceptions or any teachers on PPA then a reasonable explanation must be provided. For example, the school maybe going through the process of employing an additional member of staff. Failure to comply will result in the school/LA being contacted by the DfE.
1240	Class information	Where present, <GuestPupils> must be less than <HomePupils>	Please check the number of guest pupils in the class is equal to or greater than the number of home pupils Confirmation is not acceptable. A reason must be provided as to why a schools 'guest pupils' is equal to or greater than the number of pupils they have on roll.
1260	Class information	(<HomePupils > plus <GuestPupils>) should be less than or equal to 13 times (<Teachers> plus <NonTeachers>) for each <Class> with <ClassType> equals 'N'	Please check: Nursery class with pupils / adult ratio greater than expected 1260Q - Confirmed as correct
1270	Class information	The set of classes should cover all the expected year groups. So either there should be one (or more) class with <YearGroup> equal to 'M' or there should be classes present for each year group between <LowestNYear> and <HighestNYear>. Examples: - if a school has <LowestNYear> equal to 'R' and <HighestNYear> equal to 4 then there should be classes for <YearGroup> equal to 'R', 1, 2, 3 and 4; - if a school has <LowestNYear> equal to 7 and <HighestNYear> equal to 11 then there should be classes for <YearGroup> equal to 7, 8, 9, 10 and 11	Please check: No classes shown for an expected year group 1270Q - Confirmed as correct
1280	Class information	Classes should not be lower than <LowestNYear> OR higher than <HighestNYear> Example: If <LowestNYear> equals 4, there should not be any class where <YearGroup> less than or equal to 3	Please check: Classes shown for an unexpected year group Confirmation is not acceptable. A reason must be provided why there are classes outside the year groups for the school.
1300	Class information	If there is one or more <Classes> with <ClassType> equals 'N' then the number of PupilsOnRoll with <TypeOfClass> equals 'N' should be greater than zero	Please check: Nursery classes shown but no nursery pupil records Confirmation is not acceptable. A reason must be provided why there is a nursery class but no pupils with a class type of nursery.
1330	Miscellaneous	<FreeMealsTaken> should be greater than zero if the number of <PupilOnRoll> with <FSMperiod> present and <FSMendDate> not present is greater than zero	Please check: Free school meals taken equals zero. Your school has one or more pupils who are eligible for free school meals 1330Q - No FSM eligible pupils had a school meal on census day
1873	Miscellaneous	Where count of pupils aged between 16 to 19 as at 31 August 2024 is greater than 10 there should be at least one <SupportCode> node present	Please check: No pupils currently on roll are recorded as being in receipt of the 16-19 bursary - Are you sure? 1873Q - Confirmed as correct
2960	Miscellaneous	Where <OnSite> equals 'Y' and <TypeOfChildcare> equals 'B', 'H' or 'U' <OpeningTime> should be within the range: 06:00 to 09:00	Please check: Opening time is expected to be within the range 06:00 to 09:00 2960Q - Confirmed as correct
2965	Miscellaneous	Where <OnSite> equals 'Y' and <TypeOfChildcare> equals 'A', 'H' or 'U' <ClosingTime> should be within the range 16:00 to 20:00	Please check: Closing time is expected to be within the range 16:00 to 20:00 2965Q - Confirmed as correct
2982	Miscellaneous	Where present, <SchoolTime> should be within the range 10.00 to 99.00	Please check school time is outside of the expected range Confirmation is not acceptable. A reason must be provided.
2983	Miscellaneous	<SchoolTime> should be present	School time missing 2983Q - Confirmed as correct
4007	Miscellaneous	Where count of on roll pupils in <NYearActual> 1-11 or aged 5-15 as at 2025-08-31 (DOB is between 2009-09-01 and 2020-08-31 inclusive) in <NYearActual> 'X' is greater than zero, then at least one <LearnerFAM> node with <LearnFAMCode> = 01 should be present	Please check: no pupils on roll are in receipt of Tutoring 4007Q - Confirmed as correct
4008	Miscellaneous	Where count of on roll pupils in <NYearActual> 12 or above is greater than zero, then at least one <LearnerFAM> node with <LearnFAMCode> equal to 01 or 22 should be present	Please check: no 16-19 students on roll are in receipt of tuition or repeating up to one full year of 16 to 19 funded provision 4008Q - Confirmed as correct
4015	Miscellaneous	At least one <SchoolArrangedAPDetail> node should be present	Please check: no School Arranged Alternative Provision (AP) placements have been provided 4015Q - Confirmed as correct
4016	Miscellaneous	At least one <APProvisionDetail> node should be present	Please check: no Alternative Provision (AP) placements have been provided. 4016Q - Confirmed as correct
5028	Miscellaneous	A school should have at least one pupil on roll where <YoungCarer> = 'S' or 'P'	Please check: There are no pupils on roll identified as a young carer. 5028Q - Confirmed as correct

COLLECT-SPECIFIC QUERIES

Query	Module	Validation check	Error message	Acceptable notepad entry
2399	Alternative Provision Placements	Where placement <LeavingDate> IS NULL (Open Placement), the UKPRN matches with reference list and CloseDate <ReferenceDate	The UKPRN entered relates to an establishment which is not open on GIAS please enter the correct UKPRN or remove this placement record	2399Q - The UKPRN is on the UK register of learning providers.
2913	Alternative Provision Placements	<SchoolArrangedAPDetail>, UKPRN is not present dbo.ReferenceURNList	The UKPRN entered does not relate to any known UKPRN on GIAS open between – Spring - 02 October 2025 and 14 January 2026	2913Q - The UKPRN is on the UK register of learning providers.
2937	Alternative Provision Placements	For each <SchoolArrangedAPDetail> node, where <LeavingDate> is not null (Closed Placement) and UKPRN matches with reference list and CloseDate <LeavingDate	The UKPRN entered relates to an establishment which was not open on GIAS for the full placement period.	2937Q - The UKPRN is on the UK register of learning providers.
2918	Query	A school should have at least one pupil for each NC year group between their declared <LowestNCyear> and <HighestNCyear> inclusive	Please check: There are no pupils on roll for the following NC group/s: The check will list any missing year groups	Confirmation is not acceptable. A reason must be provided why there are missing NC year groups. This would normally be because the school is new and there is gradual increase of year groups or the school is closing, and some year groups have already left. Pupils in a mixed year group class is not an acceptable notepad; such pupils should be recorded to their appropriate NC year actual.
Reports	Query	One or more of the reports that match the school attributes as listed in COLLECT only specification, have not been run since either: the return was last uploaded OR the return was last amended	You must run the following reports to check the accuracy of your data. Failure to do so can impact funding allocations. List the reports they need to run, possibly on a new line for each report Then either of the following as closing line: These reports have not been run since you last uploaded your return, or These reports have not been run since you last amended your return.	If the local authority run reports and check the data on behalf of schools, then for audit purposes only this can be stated in the notepad. However, this will not resolve the query, until the school have run all relevant reports the query will continue to trigger. Please note this will not prevent the return from being authorised by the Department.

TERM-ON-TERM COLLECT SPECIFIC QUERIES

Query	Error message	Minimum notepad entry
TonT1B	There are significantly more pupils than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided for the increase.
TonT1C	There are significantly fewer pupils than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.
TonT1D	Please check: Previous Collection's Total Number of Pupils (headcount) is zero (this collection xx, last collection 0).	TonT1D - Confirmed as correct
TonT3B	There are significantly more Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided. Please ensure that the school have not mistakenly included infant pupils who are entitled to UifSM only.
TonT3C	There are significantly fewer Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.
TonT3D	Please check: Previous Collection's % of Infant pupils eligible for FSM is zero (this collection xx, last collection 0).	TonT3D - the school confirms that there were no infant pupils eligible for FSM last term.
TonT4B	There are significantly more pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided for the increase.
TonT4C	There are significantly fewer pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.
TonT4D	Please check: Previous Collection's % of Pupils eligible for FSM is zero (this collection xx, last collection 0).	TonT4D - school confirms that no pupils were eligible for FSM last term
TonT5B	There are significantly more pupils with an EHC Plan than last collection (this collection xx, last collection xx).	TonT5B - Confirmed as correct
TonT5C	There are significantly fewer pupils with an EHC Plan than last collection (this collection xx, last collection xx).	TonT5C - Confirmed as correct

TonT5D	Please check: Previous Collection's % of Pupils with an EHC Plan is zero (this collection xx, last collection 0).	TonT5D - Confirmed as correct
TonT6B	There are significantly more pupils with SEN without an EHC Plan than last collection (this collection xx, last collection xx).'	TonT6B - Confirmed as correct
TonT6C	There are significantly fewer pupils with SEN without an EHC Plan than last collection (this collection xx, last collection xx).	TonT6C - Confirmed as correct
TonT6D	Please check: Previous Collection's % of Pupils with SEN without an EHCP is zero (this collection xx, last collection 0).	TonT6D - Confirmed as correct
TonT7B	There are significantly more pupils whose language is not English than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this increase. Unless there have been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.
TonT7C	There are significantly fewer pupils whose language is not English than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this decrease. Unless there have been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.
TonT7D	Please check: previous collections % of pupils with language code not English is zero (this collection xx, last collection 0).	TonT7D - Confirmed as correct
TonT8B	There are significantly more service children than last collection (this collection xx, last collection xx).	Confirmation is not acceptable. A reason should be provided for this increase in service children.
TonT8C	There are significantly fewer service children than last collection (this collection xx, last collection xx).	Confirmation is not acceptable. A reason should be provided for this decrease in service children.
TonT8D	Please check: Previous Collection's % of service children is zero (this collection xx, last collection 0).	TonT8D - Confirmed as correct
TonT9B	There are significantly more pupils whose ethnicity is not obtained than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided as to why significantly more pupils have an ethnicity 'not obtained' from last year.
TonT9D	Please check: Previous Collection's % of Pupils whose Ethnic Group not obtained is zero (this collection xx, last collection 0).	TonT9D - Confirmed as correct
TonT10D	Please check: Previous Collection's % of Boarding Pupils is zero (this collection xx, last collection 0).	TonT10D - school confirms that they did not have any pupils boarding last term.
TonT11B	There are a significantly higher percentage of overall absence than last collection (this collection xx, last collection xx).'	TonT11B - Confirmed as correct
TonT11C	There is a significantly lower percentage of overall absence than last collection (this collection xx, last collection xx).'	TonT11C - Confirmed as correct
TonT11D	Please check: Previous Collection's overall absence is zero (this collection xx, last collection 0).	TonT11D - Confirmed as correct
TonT13B	There are significantly more infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this increase.
TonT13C	There are significantly fewer infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this decrease.
TonT13D	Please check: Previous Collection's % of school lunch taken is zero (this collection xx, last collection 0).	TonT13D - Confirmed as correct
TonT14B	More suspensions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why more suspensions have been reported than was previously reported for the same period or the data is incorrect and therefore must be amended
TonT14C	Fewer suspensions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why less suspensions have been reported than was previously reported for the same period, or the data is incorrect and therefore must be amended
TonT14D	Suspensions have been reported in this census, but none were reported in the previous census for the same period (Last collection = 0, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why suspensions have been reported when no suspensions were reported previously for the same period, or the data is incorrect and therefore must be amended.
TonT15C	Fewer permanent exclusions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why fewer permanent exclusions have been reported than was previously reported for the same period, or the data is incorrect and therefore must be amended.
TonT16B	There are significantly more pupils with post looked after arrangements than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this increase.
TonT16C	There are significantly fewer pupils with post looked after arrangements than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this decrease.
TonT16D	Please check: Previous Collection's % of pupils with post looked after arrangements is zero (this collection xx, last collection 0).	TonT16D - Confirmed as correct