Technical completion notes for local authorities and schools

Pupil Level Annual School Census (PLASC) – January 2016

(Census day: Tuesday, 12 January 2016)

Version 1.0

OGL

Contents

Overview

These notes are for use by all maintained schools (nursery, primary, middle, secondary, and special) and Local Authorities (LAs) in completing the Pupil Level Annual School Census (PLASC) in January 2016. The reason for issuing these notes is so that schools and LAs are aware of the data items required by PLASC, and to assist schools in providing those data items to the required definitions.

All pupils on roll must be included in the PLASC return. PLASC pupil numbers and free school meal eligibility data will be used to finalise funding allocations therefore please thoroughly check the reports created in DEWi as this data will have a major impact on future funding calculations. The contextual information provided (such as school name) will be used on the My Local School Website and in the All Wales Core Data Sets therefore it is very important that the headteacher is content with the accuracy of the PLASC return before submitting it to the Welsh Government (WG).

Schools should work to the following timetable to ensure a return clean of all errors and as accurate as possible is with WG by Tuesday 15 March. After this date no more data submissions will be admissible.

Amendments will only be accepted via a resubmitted PLASC file before the end of the summer term and not during the autumn when WG will be circulating the funding calculations to LAs. Please note only pupils with an enrolment status of M (Main) or C (Current) will be included in funding calculations i.e. pupils with an enrolment status of S (Subsidiary) or G (Guest) will not be included in funding calculations.

Timetable	
Date	**Action**
Tuesday 12 January 2016	January PLASC 2016 Census Day
Tuesday 12 January 2016	DEWi opens for PLASC collection data
LA Defined	Return to LA via DEWi
Tuesday 15 March 2016	Deadline for submissions to WG via DEWi

Major Changes from last year

- **Dates rolled forward (by a year)**
- **New layout of the PLASC completion notes**

1. Introduction

1.1. The Pupil Level Annual School Census (PLASC) requires that individual pupil records, including the pupil's name and "unique pupil number" (UPN) are provided, rather than school totals; as well as information on teaching and non-teaching staff, classes as taught, teaching vacancies and pupil learning activities.

1.2. Analysis of the individual pupil records from PLASC, in conjunction with pupils' Key Stage and examination results, provides schools, LAs and central agencies with a far greater range of information than is possible with school totals; thereby supporting the drive to raise standards, the more accurate targeting of funding, and the monitoring and development of policy.

1.3. PLASC data provides much of the contextual data that is used in the All Wales Core Data Sets (AWCDS). The AWCDS are delivered to schools (primary, middle and secondary) and LAs as useful contextual analysis tools for consideration of accountability and planning within a school's individual circumstances. The AWCDS are also used by Estyn as part of its inspection materials. It is important that the PLASC data is accurately reported by schools to ensure that these tools are useful and appropriate to the school and LA. **Of particular importance are the fields relating to free school meal (FSM) eligibility, the pupil's postcode, English as an Additional Language (EAL) details, special educational needs (SEN) and the medium of delivery in the school, all of which are currently used to determine the school families which underpin these packs.**

1.4. The individual pupil records for PLASC will be generated automatically by your management information software (MIS) and parts of them may not be editable manually. **It is essential therefore for all relevant pupil data to be entered into your system before the PLASC return is created.** Information on teaching and non-teaching staff, classes as taught and teaching vacancies will (as far as possible) also be extracted automatically where the relevant data have previously been entered, but can if necessary be keyed directly into the PLASC return. If you are unsure of the data that are required for PLASC 2016 please contact your Local Authority.

1.5. Your software will carry out an extensive set of validation checks on the PLASC return, and produce reports of errors and queries. **You should attempt to resolve as many of these errors as possible before forwarding the return to your LA.** If there are still errors on the file when the return reaches WG, it may have to be re-submitted (see section 8). The school will be required to amend the errors in their MIS and upload the revised return file through DEWi, the online, secure data transfer system. **Returns will not be edited by WG after being submitted via DEWi.**

1.6. The provision of individual pupil records means that PLASC returns are very large and cannot readily be viewed in their entirety and visually checked for accuracy. The software therefore creates **a 'school summary' of the PLASC return, which should be carefully scrutinised before the return is authorised and forwarded to your LA.**

1.7. The stages to producing your PLASC return are therefore:

   a. ensure that all relevant pupil, school, staff, class and vacancy data have been correctly entered into your management information system.

   b. generate the PLASC return, keying in other non-pupil data as required;

   c. study reports of errors and queries, and resolve as many as possible;

   d. scrutinise the school summary closely, in particular for signs that some pupil data may not have been entered;

   e. obtain headteacher's authorisation and send the return, via the online data transfer system DEWi, and school summary to your Local Authority.

1.8. These completion notes should be read in conjunction with any software specific PLASC user guide available through your LA, and with the documentation provided by your software supplier.

1.9. Whilst in general the term Local Authority (LA) has now replaced Local Education Authority (LEA) throughout this document, the data fields for PLASC that contain "LEA", for example "LEA number", remain unchanged. This document therefore uses LA when referring to the local authority but continues to use the names of the data fields that contain "LEA".

2. Data entry and data checking

2.1. These completion notes provide a full list of all the pupil and school data items that must be entered into your system and submitted in your PLASC return. Please note that the data field references in this document reflect the data values and tags as contained in the data file that your software prepares for transmission to your LA and WG. Be aware that these values and tags may not always coincide with the way the software holds the data internally or presents it to you on screen.

2.2. Your software may contain a series of 'data checks' which will help you to identify and correct errors and inconsistencies in your data prior to generating your PLASC return. Please go through this process carefully as it will substantially reduce the number of validation errors in your return and the subsequent work that you will need to do to resolve these.

2.3. Neither the data checks, nor the validation rules the software subsequently applies to the PLASC return, can establish whether or not you have entered all the pupil data that should have been entered - for example, that all pupils who are registered eligible for free school meals are recorded as such in your system. The validation process will issue a query if none of the pupils in the return are shown as eligible for free school meals, but if some are shown as eligible there will be no query, yet there may still be other pupils who are eligible but have not been entered as such in your system.

2.4. So, although the data checks are very important, you cannot assume that successful completion of them guarantees that all necessary data are present, and that your PLASC return will be correct. Nor does the absence of any validation errors or queries guarantee that. **You must therefore ensure that you have fully entered into your system all of the data set out in the data entry specification.**

2.5. **IMPORTANT NOTE: Unless otherwise stated, all data items described in the following sections are mandatory for PLASC 2016.**

3. Summary of data fields to be returned in January PLASC collection

Please note that the sample data column gives you an example of the type of data that is permissible for that data item and that this list should not be considered exhaustive.

If the 'schools to complete' column is left blank you do not need to return this data item for that school type however if it is greyed out the data item is optional.

All mandatory data items must be submitted if the data is available to the school.

Key

NS =	Nursery School
PS =	Primary School
SS =	Secondary School
SP =	Special School
MS =	Nursery School

School Identifiers

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
LEA number	3	Alphanumeric	660	NS	PS	SS	SP	MS
Establishment number	4	Alphanumeric	4099	NS	PS	SS	SP	MS
School name	100	Alphanumeric	Anglesey Comprehensive School	NS	PS	SS	SP	MS
School phase	2	Alphanumeric	MS	NS	PS	SS	SP	MS
UKPRN	8	Alphanumeric	11000000			SS	SP	MS

School Contact Details

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Email address	254	Alphanumeric	office@anglesey.sch.uk	NS	PS	SS	SP	MS
Telephone number	35	Alphanumeric	01234567890	NS	PS	SS	SP	MS
Internet address	60	Alphanumeric	http://www.angcomp.co.uk	NS	PS	SS	SP	MS
Fax number	35	Alphanumeric	01234567890	NS	PS	SS	SP	MS

School Characteristics

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
School type	2	Alphanumeric	52	NS	PS	SS	SP	MS
Headteaching indicator	1	Alphanumeric	4		PS	SS	SP	MS
School gender mix	1	Alphanumeric	A	NS	PS	SS	SP	MS
Source of funding	4	Alphanumeric	1111			SS		MS
Free school milk taken	4	Alphanumeric	23	NS	PS		SP	MS
School milk bought	4	Alphanumeric	76	NS	PS		SP	MS
Full time attendance on census day	4	Alphanumeric	123	NS	PS	SS	SP	MS
Part time attendance on census day	4	Alphanumeric	12	NS	PS		SP	MS
Morning attendance	4	Alphanumeric	2222	NS	PS		SP	MS
Afternoon attendance	4	Alphanumeric	2222	NS	PS		SP	MS
Other attendance	4	Alphanumeric	2222	NS	PS		SP	MS
Welsh medium school/subjects	2	Alphanumeric	5			SS		MS
Welsh medium school type	2	Alphanumeric	EW		PS	SS		MS
Free school meals taken	4	Alphanumeric	23	NS	PS	SS	SP	MS
Paid school meals taken	4	Alphanumeric	20	NS	PS		SP	MS
LEA designated special classes	2	Alphanumeric	11	NS	PS	SS		MS
Number of pupils in LEA designated special classes from returning school	4	Alphanumeric	2222	NS	PS	SS		MS
Number of pupils in LEA designated special classes from other schools	4	Alphanumeric	2222	NS	PS	SS		MS
Open plan nursery	5	True/False	False	NS				
Free breakfasts on census day	4	Alphanumeric	1080	NS	PS		SP	MS
Free School Meal eligible pupils who took free breakfasts on census day	4	Alphanumeric	1930	NS	PS		SP	MS
Pupils who took free Breakfasts in week prior to census	4	Alphanumeric	1260	NS	PS		SP	MS
Free School Meal eligible pupils who took free breakfasts in week prior to census	4	Alphanumeric	1215	NS	PS		SP	MS

Governance

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
School category	2	Alphanumeric	CO		PS	SS		MS
Headteacher on governing body	5	True/False	False		PS	SS	SP	MS
Male serving governors	2	Alphanumeric	3		PS	SS	SP	MS
Female serving governors	2	Alphanumeric	3		PS	SS	SP	MS
Welsh speaking governors	2	Alphanumeric	3		PS	SS	SP	MS
Governor vacancies	2	Alphanumeric	3		PS	SS	SP	MS
Federated governing body	5	Alphanumeric	F0023		PS	SS	SP	MS

Survey Details

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Survey extraction type	5	Alphanumeric	PLASC	NS	PS	SS	SP	MS
Survey reference date	10	Date	2016-01-12	NS	PS	SS	SP	MS
Person completing survey	2	Alphanumeric	BM	NS	PS	SS	SP	MS
Survey completion time	3	Alphanumeric	005	NS	PS	SS	SP	MS

Special School Details (Special Schools only)

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Organisation of school	1	Alphanumeric	D				SP	
Major (primary) provision type	4	Alphanumeric	VI				SP	
Secondary provision types	4	Alphanumeric	SLCD				SP	

Classes data

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Class name	30	Alphanumeric	OAK	NS	PS	SS	SP	MS
Class category	1	Alphanumeric	O		PS			MS
Class year group	2	Alphanumeric	5		PS	SS	SP	MS
Class key stage	1	Alphanumeric	2		PS	SS	SP	MS
Level of Welsh teaching of the class	1	Alphanumeric	1		PS	SS	SP	MS
SEN pupils in the class	2	Alphanumeric	4	NS	PS	SS	SP	MS
Number of teachers	2	Alphanumeric	1	NS	PS	SS	SP	MS
Number of non teachers	2	Alphanumeric	1	NS	PS	SS	SP	MS
Pupils in the class for whom the school is their home school	3	Alphanumeric	222	NS	PS	SS	SP	MS
Pupils in the class who are guest pupils	3	Alphanumeric	111	NS	PS	SS	SP	MS

Field Name	Field Length	Field Type	Sample Data			Schools to complete		
Pupils subject to class size count exceptions	3	Alphanumeric	25		PS			MS
Reason for exceptions (Infant)	1	Alphanumeric	B		PS			MS
Reason for exceptions (Junior)	1	Alphanumeric	D		PS			MS
Pupils in catchment	2	Alphanumeric	3		PS			MS
Class size count type	1	Alphanumeric	I		PS			MS

Teachers

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Teachers not teaching	3	Alphanumeric	10			SS		MS
Category of teachers	2	Alphanumeric	QT	NS	PS	SS	SP	MS
Gender of teachers	1	Alphanumeric	M	NS	PS	SS	SP	MS
Tenure of teachers	1	Alphanumeric	F	NS	PS	SS	SP	MS
Total hours worked by part time staff	4	Alphanumeric	30	NS	PS	SS	SP	MS
Headcount of teachers	2	Alphanumeric	50	NS	PS	SS	SP	MS
Contracts of qualified teachers	2	Alphanumeric	20	NS	PS	SS	SP	MS
Hours worked by qualified teachers on contracts of one year or less	4	Alphanumeric	20	NS	PS	SS	SP	MS

Teaching of Welsh

Field Name	Field Length	Field Type	Sample Data	Schools to complete			
Category of teaching Welsh	2	Alphanumeric	TC		PS	SS		MS
Gender of teachers	1	Alphanumeric	F		PS	SS		MS
Tenure of teachers teaching Welsh	1	Alphanumeric	F		PS	SS		MS
Teaching Welsh hours	4	Alphanumeric	20		PS	SS		MS
Headcount of teachers teaching Welsh	2	Alphanumeric	50		PS	SS		MS

Support staff data

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Category of support staff	2	Alphanumeric	TA	NS	PS	SS	SP	MS
Gender of support staff	1	Alphanumeric	F	NS	PS	SS	SP	MS
Tenure of support staff	1	Alphanumeric	P	NS	PS	SS	SP	MS
Total hours worked by part time staff	4	Alphanumeric	30	NS	PS	SS	SP	MS
Headcount of support staff	2	Alphanumeric	50	NS	PS	SS	SP	MS

Teacher Recruitment data

Field Name	Field Length	Field Type	Sample Data	Schools to complete			
Vacancy reference number	2	Alphanumeric	1		PS	SS	MS
Vacancy subject	3	Alphanumeric	ART			SS	MS
Key stage	1	Alphanumeric	2		PS	SS	MS
Welsh medium vacancy	5	True/False	False		PS	SS	MS
Total number of applications	3	Alphanumeric	3		PS	SS	MS
Appointment made	5	True/False	False		PS	SS	MS
Cover for unfilled vacancies	2	Alphanumeric	ST			SS	MS

Teacher Retention data

Field Name	Field Length	Field Type	Sample Data	Schools to complete			
Leaver reference number	2	Alphanumeric	1		PS	SS	MS
Subject of vacancy	3	Alphanumeric	ART			SS	MS
Key stage	1	Alphanumeric	2		PS	SS	MS
Teaching experience of leavers	2	Alphanumeric	8		PS	SS	MS
Destination of leavers	3	Alphanumeric	EDU		PS	SS	MS

Individual Pupil Data (on roll)

Pupil Identifiers

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Unique Pupil Number (UPN)	13	Alphanumeric	Z123456789012	NS	PS	SS	SP	MS
Unique Learner Number (ULN)	10	Alphanumeric	8534567891			SS	SP	MS
Former UPN	13	Alphanumeric	A123456789012	NS	PS	SS	SP	MS
Surname	35	Alphanumeric	Jones	NS	PS	SS	SP	MS
Forename	35	Alphanumeric	Marc	NS	PS	SS	SP	MS
Middle name(s)	35	Alphanumeric	Iwan Owen	NS	PS	SS	SP	MS
Date of birth	10	Date	2008-03-31	NS	PS	SS	SP	MS
Gender	1	Alphanumeric	M	NS	PS	SS	SP	MS

Pupil Characteristics

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
National identity	3	Alphanumeric	WAL	NS	PS	SS	SP	MS
Ethnicity	4	Alphanumeric	WOTH	NS	PS	SS	SP	MS
Source of ethnicity	1	Alphanumeric	P	NS	PS	SS	SP	MS
Pupil Free School Meal eligibility	5	True/False	False	NS	PS	SS	SP	MS
In care indicator	5	True/False	False		PS	SS	SP	MS
Care authority	3	Alphanumeric	660		PS	SS	SP	MS
In care_at current	5	True/False	False		PS	SS	SP	MS

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
school								
English as an additional language	1	Alphanumeric	A	NS	PS	SS		MS
Language type	1	Alphanumeric	F		PS	SS	SP	MS
First language code	4	Alphanumeric	ABA		PS	SS	SP	MS
Language source	1	Alphanumeric	P		PS	SS	SP	MS

Pupil Status

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Enrolment status	1	Alphanumeric	C	NS	PS	SS	SP	MS
Date of entry to current school	10	Date	2010-09-01	NS	PS	SS	SP	MS
Part time indicator	5	True/False	False	NS	PS	SS	SP	MS
Boarder indicator	1	Alphanumeric	N				SP	
NC year group	2	Alphanumeric	12	NS	PS	SS	SP	MS
Class name	30	Alphanumeric	OAK		PS			MS
Home postcode	8	Alphanumeric	CF14 5DZ	NS	PS	SS	SP	MS

Special Educational Needs

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Pupil SEN provision	1	Alphanumeric	S	NS	PS	SS	SP	MS
Major (primary) special Need	4	Alphanumeric	BESD	NS	PS	SS	SP	MS
Secondary special needs	4	Alphanumeric	HI	NS	PS	SS	SP	MS
Curriculum & teaching methods	3	Alphanumeric	CT1	NS	PS	SS	SP	MS
Grouping & support	3	Alphanumeric	GS1	NS	PS	SS	SP	MS
Specialised resources	3	Alphanumeric	SR1	NS	PS	SS	SP	MS
Advice & assessment	3	Alphanumeric	AA1	NS	PS	SS	SP	MS

Welsh Language

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Fluency in Welsh	1	Alphanumeric	1		PS	SS		MS
Speaking Welsh in the home	1	Alphanumeric	1		PS	SS		MS
Welsh source	1	Alphanumeric	P		PS	SS		MS
Study of Welsh	1	Alphanumeric	1		PS	SS		MS
Welsh medium education	5	True/False	False			SS		MS

Exclusions Data

Field Name	Field Length	Field Type	Sample Data	Schools to complete				
Start date of exclusion	10	Date	2014-12-15		PS	SS	SP	MS
Exclusion reason	2	Alphanumeric	BU		PS	SS	SP	MS
Exclusion category	4	Alphanumeric	FIXD		PS	SS	SP	MS
Number of sessions missed	3	Alphanumeric	246		PS	SS	SP	MS

4. Individual pupil data

4.1. Individual pupil data is required for all pupils on the register on the census day (Tuesday 12 January 2016) and, with the exception of nursery schools, pupils excluded both permanently and fixed term in the previous school year (2014/2015).

4.2. Where a school has no pupils on roll on the census day the school should be treated as closed.

4.3. Unless specifically stated as being optional, missing values (i.e. blanks) are not allowed for any data item, and, if present, will cause a validation failure. Where possible, "block-entry" or "flood-fill" facilities have been provided within your school MIS software. Please check the software specific documentation provided by your supplier, to see how to use this facility when completing your return.

4.4. The code values shown in Annex A reflect the values contained in the data file that your software prepares for transmission to your LA and WG. These values may not always coincide with the way the software holds the data internally or presents it to you on screen.

How is pupil registration defined?

4.5. The registration of pupils is governed by The Education (Pupil Registration) (Wales) Regulations 2010. Regulation 6 specifies the information that a school's admission register should contain, and Regulation 9 the circumstances under which a pupil can be removed from the register.

4.6. Information should be provided only for pupils on the school's admission register (in accordance with Regulation 6 of The Education (Pupil Registration) (Wales) Regulations 2010) on the Census day.

4.7. Pupils who are dually registered with a special school or Pupil Referral Unit should be included in your return. The enrolment status of such pupils should be set to **M** or **S** as appropriate.

Pupils excluded (both permanently and fixed term) in the 2014/2015 school year[1]

4.8. It is essential that the exclusion data provided is accurate and complete, including data collection from newly merged schools. A true representation across Wales is necessary to reliably inform both current practice and future policy decisions.

4.9. Exclusions should not be counted if they were withdrawn by the headteacher, or the pupil was reinstated by the discipline committee, or by an independent appeal panel.

4.10. Exclusions should be counted if the exclusion date fell within the period 1 September 2014 to 31 August 2015, this includes where the exclusion date is when:

- an independent appeal panel upheld the permanent exclusion; or
- the prescribed period for an appeal expired and the parent had not notified the LA of any intention to appeal; or
- the parent notified the LA in writing that they did not intend to appeal; or
- the parent, having notified the LA of their intention to appeal, subsequently withdrew from the appeal process.

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[1] Exclusions data does not apply to nursery schools

5. Teaching and support staff

5.1. The following teaching and support staff should be included in the return:

- staff temporarily absent (for less than a term);
- staff covering anyone on long term absence/sickness leave or secondment (of a term or longer);
- relief/ supply staff filling a nominal vacancy;
- peripatetic teachers, including area Welsh teachers in school on 12 January 2016.

The following teaching and support staff should be excluded from the return:

- anyone on long term absence/sickness leave or secondment (of a term or longer);
- relief/supply staff covering short term absences and any vacancies not filled by relief/supply staff;
- persons gaining experience prior to possible entry to a Council for Awards in Children's Care and Education (CACHE) course;
- persons engaged as unpaid 'helpers'.

5.2. For **full time** staff, enter the total number of staff by category and, for headteacher, acting headteacher, deputy headteacher, assistant headteacher, and other qualified teachers only, the number of staff on contracts of one year or less.

5.3. For **part time** staff, similarly enter the total number of staff by category and, for headteacher, acting headteacher, deputy headteacher, assistant headteacher, and other qualified teachers only, the number of staff on contracts of one year or less. In addition, enter the **total directed hours per week**.

5.4. Where a member of staff is shared by two schools, the portion of time spent at the establishment should be reported for each school, or, the member of staff's full hours should be reported at one establishment only. The full hours for one member of staff should not be reported at more than one establishment.

5.5. For **teachers teaching Welsh**, enter the number of qualified teachers who are currently involved in teaching Welsh or through the medium of Welsh. **Exclude** any area Welsh teachers who may teach at your school (these will be included under peripatetic teachers). In addition, for both full and part time staff, enter the number of **hours per week** taught through Welsh, or in which Welsh is taught.

5.6. Please record the number of qualified teachers considered **able or qualified to teach Welsh** or through the medium of Welsh but are not doing so. **Exclude** headteachers who do not have a teaching commitment.

5.7. Where qualified teachers form a 'pool' to service schools, they should either be included as **peripatetic** if they visit varying numbers of schools, or as **part time** teachers if they regularly teach in a specified school or schools.

5.8. For **support staff**, enter the number of full time and part time staff, and for part time staff, the total directed hours per week. A full time member of support staff is considered to work 32.5 directed hours per week (there is no need to enter hours for full time staff). Staff who work a full week but only during term time should be entered as full time.

5.9. Support staff who are present in a class specifically for one-to-one work are to be included in this count of staff in the school.

5.10. Where a headcount is skewed by job sharing or part time staff undertaking more than one role in the school, the full time equivalent count should take precedence over the headcount.

5.11. All information on teacher and support staff is required by **gender**.

5.12. The valid categories and codes for teaching and support staff can be found in Annex E.

6. Classes as taught

6.1. Details are required of all registered **classes running during the third period of the school's timetable on Census day** (Tuesday, 12 January 2016) or in the case of nursery and primary schools a normal Tuesday. When the third period is not a 'normal' class, use the nearest normal period. **Include each pupil only once**. For schools without Post-16 provision the sum of pupils in individual classes should equal the numbers of pupils on roll.

6.2. Where a class has both full and part time morning and afternoon pupils, the size of the class should be the number of full time pupils **plus** either the number of morning or afternoon part time pupils, whichever is the greatest. For example, a class with 20 full time pupils, 10 part time morning pupils and 5 part time afternoon pupils should be entered as a class of 30 pupils. Classes with only part time pupils should be treated as separate classes. For example, a school which has one part time class in the morning and one part time class in the afternoon, with no full time pupils in either, should record the morning and afternoon classes separately[2].

6.3. Do not record unusual situations such as class amalgamation or school closure which may have occurred on the Census day due, for example, to staff training or absence, or severe weather conditions. Pupils normally present, but absent on the enumeration day, should be included.

6.4. In the situation where a teacher teaches one class in the morning and a different class in the afternoon, please include the teacher in both classes. This rule also applies to any support staff.

6.5. Classes where two (or more) qualified teachers are present at all times with more than 30 pupils (but fewer than 61) are considered to have met the Limit on Infant Class Sizes and the Junior Class Size Target. Where such classes exist, they should be recorded as two separate classes for the purposes of the class size count and the pupils divided so that each class has 30 or fewer pupils. Furthermore, where there is a Foundation Phase class at a school only fully qualified teachers, employed as teachers in that class are used to calculate the class size. Foundation classes of over 30 pupils will normally be in breach of Section 1 of the School Standard and Framework Act 1998 if they have only one fully qualified teacher, and no excepted pupils, irrespective of the number of classroom assistants.

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[2] Points 6.2 and 6.4 do not apply to secondary schools

6.6. If there is a mixed Nursery/Reception (or other 4-7 age group) class, where the number of pupils exceeds 30, it is in breach of the Regulations if the number of reception (or older) aged children exceeds the number of nursery aged children in any ordinary teaching session. However, if during each session during a school day the number of nursery aged children exceeds the reception aged children then there is no breach, nor where the number of nursery and reception aged children are exactly the same[3].

6.7. Please refer to Annex F for lists of all the possible combinations of year group and Key Stage for each Class Type.

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[3] Points 6.5 and 6.6 only apply to primary and middle schools

7. Teacher recruitment and retention[4]

7.1. This information is used to identify potential areas of staff shortage in the teaching profession and to gauge the extent and effect of staff turnover.

Teacher Recruitment

7.2. For each unique post advertised between 1 January 2015 and 31 December 2015 and for each teacher who left the profession or took early retirement please enter all the valid data items.

7.3. For teacher retention only include teachers who have left the profession or have taken early retirement. Do not include teachers who have retired at normal retirement age, are on maternity leave, secondment or sickness absence. Include teachers who have left the teaching profession to take non-teaching roles in other fields of education.

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[4] This section does not apply to nursery schools

8. Validation and error correction

8.1. Your software will provide a detailed report of validation errors and queries in your return. An *'error'* is the presence of an illegal character or value in a data item, or a logical inconsistency between data items or between different aspects of the return.

'Queries' are of two kinds, they may relate to an unusual feature of the data (for example that no pupils at all are shown as having special needs), which suggests, but does not prove, the presence of some inaccuracy or omission; or they may be used as a prompt in areas where there seems a particularly high risk of omissions occurring – free school meal eligibility, for example. Some schools may not have any pupils on roll eligible for free school meals, but these are exceptions and the software will query such cases. Queries of either kind need to be investigated to establish whether or not there is an inaccuracy or omission, although the conclusion may be that the data are in fact correct.

8.2. It essential for you to resolve as many errors as possible before submitting the return to your LA, and ideally to resolve all of them. It is also essential to investigate all queries, and to amend the data where it transpires that they are incorrect.

8.3. **Returns which, on arrival to WG, contain errors may be rejected and will have to be re-submitted.** The school will be required to amend the errors in their MIS and upload the revised return file through DEWi, the online, secure data transfer system. **Returns will not be edited by WG after being submitted via DEWi. WG will not be applying an error threshold but will evaluate each return on its own merits.** Your LA may be applying an error threshold to the return it receives from you, and you should check the details of that with them.

8.4. WG will also compare the PLASC 2016 return to the one made by the school in January 2015. **Comparisons will be made between numbers of pupils, classes, teachers, free school meal eligibility and pupils with statements of SEN. WG will query any comparison that appears to show greater changes than that suggested by historical trends.**

9. The school summary

9.1. The school summary is generated automatically by the software. Its purpose is to allow the staff preparing the return, and the headteacher authorising it, to assess the likely accuracy and completeness of the return given that the return itself is too large readily to be viewed in its entirety.

9.2. The summary should be checked carefully, paying particular attention to those parts of it that might indicate that some individual pupil data was not entered into your system prior to generating the return, such as[5]:

- number of pupils on the register by gender, age, mode of attendance and enrolment status
- number of pupils by ethnic group and national identity
- number of pupils fluent in Welsh, and the other categories relating to home or spoken language
- number of pupils taught Welsh, by type of Welsh course
- number of pupils eligible for free school meals (with the number reported as having a free meal on Census day also shown for comparison)
- number of pupils reported as taking free milk on Census day
- number of pupils with an SEN statement
- number of pupils with English as an additional language (EAL)
- number of pupils in LA designated special classes
- number of pupils with special needs but no statement
- number of permanent and fixed term exclusions in the 2014/2015 school year

9.3. The summary also provides some key statistics derived from the data in the return on classes as taught, teaching staff and non-teaching staff. These too should be checked carefully for signs that the underlying data might be inaccurate or incomplete.

9.4. Finally the summary shows the total number of unresolved errors and queries in the return, providing some indication of whether the return is likely to be accepted by WG.

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[5] Please note that the school summary varies according to school type and therefore not all of the examples listed will be relevant to your school.

10. Sending the return to your LA

10.1. Once the return has been authorised by the headteacher it should be sent, via DEWi, at the same time as the school summary to your LA. The mechanics of the transmission process will vary from one authority to another, so please contact your LA for details.

10.2. The deadline for submission of your PLASC return to WG is 15 March 2016. Each LA sets a deadline for submission of school returns to the LA. Please check with your LA the deadline for submission of your return to them.

11. Further information

11.1. If you need further advice on the completion of any part of your PLASC return, please contact your LA in the first instance.

11.2. If there are questions which cannot be resolved this way, then they or you should contact WG using the details listed earlier in this document.

11.3. Information concerning funding for post-16 pupils is available at http://gov.wales/topics/educationandskills/learningproviders/post-16-planning-and-funding/?lang=en

Annex A: Detailed completion notes by data field

The purpose of this Annex is to provide full information on each PLASC data field in an easily digestible format. This is not intended to replace the information in Sections 4, 5 and 6 but is to complement the important information provided in those sections, and to assist users of these completion notes when looking quickly for information about a specific field.

In this Annex, each field specified in the January 2016 PLASC Collection is listed with the details regarding that field provided in a standard format. An explanation of what is included in each part of the field template is given below.

Format for Data Fields in Annex

Field name	**Name of field as used in XML file submitted to WG by your software**	Field length	**Length of field in terms of the number of characters**
Field type	**Type of field [Alphanumeric, Numeric, True/False or Date]**	Mandatory for	**Which types of schools must complete this section**

Reason required	Information on why this data is required and how it will be used
Valid entries	List of values, and their descriptions, which may be returned within the data field.
	Note: these are the values required within the file submitted by your software system and they may differ to the way that the data is presented to you by your software.

Notes	Any miscellaneous notes and further details, as well as an example of valid data which may be returned in the field and where this can be found.

Field name	**LEA number**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the local authority with which the returning school is associated.
Valid entries	Consisting of three digits in the range 660-681

660 – Anglesey
661 – Gwynedd
662 – Conwy
663 – Denbighshire
664 – Flintshire
665 – Wrexham
666 – Powys
667 – Ceredigion
668 – Pembrokeshire
669 – Carmarthenshire
670 – Swansea
671 – Neath Port Talbot
672 – Bridgend
673 – Vale of Glamorgan
674 – Rhondda Cynon Taff
675 – Merthyr Tydfil
676 – Caerphilly
677 – Blaenau Gwent
678 – Torfaen
679 – Monmouthshire
680 – Newport
681 – Cardiff

Notes	Sample Data: 660

School Identifiers

Field name	**Establishment number**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the returning school.
Valid entries	Consisting of four digits, in the ranges:

1000 - 1099	Nursery schools
1100 - 1199	Pupil Referral Units
1900 - 1999	EOTAS (used before 2010 - see 9000)
2000 - 2999	Community primary schools
3000 - 3299	Voluntary controlled primary schools
3300 - 3399	Voluntary aided primary schools
4000 - 4499	Community secondary schools
4500 - 4599	Voluntary Controlled secondary schools
4600 - 4699	Voluntary Aided secondary schools
5200 - 5299	Foundation primary schools
5400 - 5499	Foundation secondary schools
5500 - 5699	Community Middle Schools
5700 - 5799	Foundation Middle Schools
5800 - 5899	Voluntary Controlled Middle Schools
5900 - 5999	Voluntary Aided Middle Schools
6000 - 6999	Independent schools
7000 - 7999	Special schools
9000	EOTAS

Notes	Sample Data: 4099

School Identifiers

Field name	**School name**	Field length	**100**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the correct school name for the returning school so as to maintain up-to-date records.
Valid entries	The full name of the school

Notes	Sample Data: Anglesey Comprehensive School
	Check here for the name of your school currently held by the Welsh Government: http://gov.wales/statistics-and-research/address-list-of-schools/?lang=en
	This data will be used in the AWCDS and on the My Local School Website

School Identifiers

Field name	**School phase**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the Phase of Education offered by Mainstream Schools.
Valid entries	**NS** Nursery **PS** Primary **SS** Secondary **SP** Special **MS** Middle School

Notes	Sample Data: MS

School Identifiers

Field name	**UKPRN**	Field length	**8**
Field type	**Alphanumeric**	Mandatory for	**SS/SP/MS**

Reason required	To identify the correct UKPRN for the returning school.
Valid entries	The valid UKPRN number

Notes	Sample Data: 11000000

School Contact Details

Field name	**Email address**	Field length	**254**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the correct email address for the returning school so as to maintain up-to-date records.
Valid entries	The full email address of the school

Notes	Sample Data: office@anglesey.sch.uk
	N@A can be entered if the school does not have a valid email address.

School Contact Details

Field name	**Telephone number**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the correct telephone number for the returning school so as to maintain up-to-date records.
Valid entries	The main contact telephone number of the school

Notes	Sample Data: 01234567890

School Contact Details

Field name	**Internet address**	Field length	**60**
Field type	**Alphanumeric**	Mandatory for	**None; optional for all schools**

Reason required	To identify the main internet address for the returning school so as to maintain up-to-date records.
Valid entries	The main internet address of the school

Notes	Sample Data: http://www.angcomp.co.uk
	This can be left blank if the school does not have one.

School Contact Details

Field name	**Fax number**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**None; optional for all schools**

Reason required	To identify the main fax number for the returning school so as to maintain up-to-date records.
Valid entries	The main fax number of the school

Notes	Sample Data: 01234567890
	This can be left blank if the school does not have one.

School Characteristics

Field name	**School type**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the Type of Education offered by Mainstream Schools.
Valid entries	Nursery – **50**
	Infants – **16** (ages 5-7/8)
	Juniors – **17** (ages 7/8-11)
	Infants & Juniors – **18** (ages 5-11)
	Infant & Nursery – **19**
	Nursery, Infant & Junior – **20**
	Secondary – **21** (ages 11-16)
	Secondary – **22** (ages 11-18)
	Middle School – **51** (ages 3-16)
	Middle School – **52** (ages 3-19)
	Middle School – **53** (ages 4-16)
	Middle School – **54** (ages 4-19)
	Special – **70** (without post-16 provision)
	Special – **71** (with post-16 provision)

Notes	Sample Data: 52

School Characteristics

Field name	**Head teaching indicator**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the teaching role of the headteacher.
Valid entries	**1** none (i.e. does not teach at all, or only exceptionally) **2** on average teaches less than half a week **3** on average teaches at least a half, but less than a full week **4** teaches full time
Notes	Sample Data: 4

School Characteristics

Field name	**School gender mix**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the gender mix of the school.
Valid entries	**A** All (mixed) **F** Female (girls only) **M** Male (boys only)
Notes	Sample Data: A

School Characteristics

Field name	**Source of funding**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify the number of students aged 18 or under at 31 August 2015 who are funded through arrangements other than the mainstream source.
Valid entries	**Franchised** – students on courses delivered at the school which remain the responsibility of an FE institution **Full cost recovery** **Other arrangement**

Notes	Sample Data: 1111

School Characteristics

Field name	**Free school milk taken**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of pupils registered on roll who had free school milk on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 23

School Characteristics

Field name	**School milk bought**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of pupils registered on roll who paid for school milk on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 76

School Characteristics

Field name	**Full time attendance on census day**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the number of full time pupils who were present in school for at least one session on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 123

School Characteristics

Field name	**Part time attendance on census day**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of part time pupils who were present in school for at least one session on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 12
	If part time pupils attend your school in different groups on different days then please ensure that the attendance of all groups is included.

School Characteristics

Field name	**Morning attendance**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of part time pupils on roll who attend the school on mornings only.
Valid entries	The valid number of pupils

Notes	Sample Data: 2222
	Include pupils who were absent from the school on census day.

School Characteristics

Field name	**Afternoon attendance**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of part time pupils on roll who attend the school on afternoons only.
Valid entries	The valid number of pupils

Notes	Sample Data: 2222
	Include pupils who were absent from the school on census day.

School Characteristics

Field name	**Other attendance**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of part time pupils on roll who attend the school under arrangements not covered by the above.
Valid entries	The valid number of pupils

Notes	Sample Data: 2222
	Include pupils who were absent from the school census day.
	The total number of the above three fields must equal the total number of part time pupils on roll, as calculated from the individual pupil level section.

School Characteristics

Field name	**Welsh medium school / subjects**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify the number of subjects consistently taught entirely through the medium of Welsh or bilingually.
Valid entries	The valid number of subjects from the following data:

Mathematics
Science
History
Geography
Technology
Music
Art
Physical Education
Religious Studies
Modern Foreign Languages

Notes	Sample Data: 5

Please note that if any one or more of the Science and Modern Foreign Language subjects are taught through the medium of Welsh or bilingually, these only count as one against the total.

School Characteristics

Field name	**Welsh medium school type**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To describe the school's status as a Welsh/English or Bilingual medium school according to a defined set of values.
Valid entries	**WM –** Welsh Medium **AB –** A Bilingual **BB –** B Bilingual **CB –** C Bilingual **CH –** Ch Bilingual **DS –** Dual Stream **EM –** English Medium **EW –** English (with significant Welsh) **TR –** Transitional

Notes	Sample Data: EW Guidance can be found in information document 023-2007 as issued to LAs and schools. http://gov.wales/topics/educationandskills/publications/guidance/defining-schools-welsh-medium/?lang=en

School Characteristics

Field name	**Free school meals taken**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the number of pupils registered on roll who had a free school meal on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 23

School Characteristics

Field name	**Paid school meals taken**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of pupils registered on roll who paid for a school meal on the census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 20

School Characteristics

Field name	**LEA designated special classes**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SS/MS**

Reason required	To identify the number of LA designated special classes in the school.
Valid entries	The valid number of classes

Notes	Sample Data: 11

LA designated special classes are classes designated by the LA consisting wholly or mainly of pupils with special educational needs.

Classes established on the school's own initiative and consisting of pupils with learning difficulties etc should not be included.

All LA designated special classes should be included whether they exist separately or within a special unit.

School Characteristics

Field name	**Number of pupils in LEA designated special classes**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SS/MS**

Reason required	To identify the number of pupils on roll at the school and from another school who are in LA designated special classes.
Valid entries	The valid number of pupils

Notes	Sample Data: 2222

School Characteristics

Field name	**Open plan nursery**	Field length	**1**
Field type	**True/False**	Mandatory for	**NS**

Reason required	To identify if your nursery operates an open plan system.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False

School Characteristics

Field name	**Free breakfasts on census day**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of pupils who took a free breakfast on census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 1080
	This count should include all pupils (i.e. Free School Meal Eligible and all other pupils).
	This data will relate only to the Welsh Government's Primary School Free Breakfast Initiative. You should not include data relating to any other breakfast sessions that the school may be operating.

School Characteristics

Field name	**Free School Meal eligible pupils who took free breakfasts on census day**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of Free School Meal eligible pupils who took a free breakfast on census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 1930
	This count should include Free School Meal eligible pupils only.
	This data will relate only to the Welsh Government's Primary School Free Breakfast Initiative. You should not include data relating to any other breakfast sessions that the school may be operating.

School Characteristics

Field name	**Pupils who took free breakfasts in week prior to census**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of pupils who took at least one free breakfast in the week prior to census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 1260
	This count should include all pupils (i.e. Free School Meal Eligible and all other pupils).
	Each pupil should only be counted once, whether they had 1 or 5 free breakfasts.
	If the week prior to Census day is not a proper/full school week, then the data should be taken from the nearest typical full week prior to Census day.
	This data will relate only to the Welsh Government's Primary School Free Breakfast Initiative. You should not include data relating to any other breakfast sessions that the school may be operating.

School Characteristics

Field name	**Free School Meal eligible pupils who took free breakfasts in week prior to census**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SP/MS**

Reason required	To identify the number of Free School Meal eligible pupils who took a free breakfast in the week prior to census day.
Valid entries	The valid number of pupils

Notes	Sample Data: 1215
	This count should include Free School Meal eligible pupils only.
	Each pupil should only be counted once, whether they had 1 or 5 free breakfasts.
	If the week prior to Census day is not a proper/full school week, then the data should be taken from the nearest typical full week prior to Census day.
	This data will relate only to the Welsh Government's Primary School Free Breakfast Initiative. You should not include data relating to any other breakfast sessions that the school may be operating.

Governance

Field name	**School category**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the governance of the school as indicated on a school's Instrument of Government
Valid entries	**CO** Community **VA** Voluntary Aided **VC** Voluntary Controlled **FO** Foundation

Notes	Sample Data: CO

Governance

Field name	**Federated governing body**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All federated schools**

Reason required	To indicate the unique federated governing body identifier issued by Welsh Government.
Valid entries	The unique federated governing body identifier

Notes	Sample Data: F0023

Governance

Field name	**Headteacher on governing body**	Field length	**5**
Field type	**True/False**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate if the head teacher is a member of the school's governing body.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False

Governance

Field name	**Male serving governors**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the number of male serving governors on the school governing body on the census day.
Valid entries	The number of male governors

Notes	Sample Data: 3

Governance

Field name	**Female serving governors**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the number of female serving governors on the school governing body on the census day.
Valid entries	The number of female governors

Notes	Sample Data: 3

Governance

Field name	**Welsh speaking governors**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the number of Welsh speaking serving governors on the school governing body on the census day.
Valid entries	The number of Welsh speaking governors

Notes	Sample Data: 3

Governance

Field name	**Governor vacancies**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the number of governor vacancies on the school governing body on the census day.
Valid entries	The number of governor vacancies

Notes	Sample Data: 3

Survey Details

Field name	**Survey extraction type**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify which survey is being submitted to the Welsh Government.
Valid entries	PLASC

Notes	Sample Data: PLASC

Survey Details

Field name	**Survey reference date**	Field length	**10**
Field type	**Date**	Mandatory for	**All Schools**

Reason required	To identify the date on which the survey was completed.
Valid entries	The date of submission to the Welsh Government

Notes	Sample Data: 2016-01-12

Field name	**Person completing survey**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify who completed the survey.
Valid entries	**HT** Headteacher **AC** Acting headteachers **DH** Deputy headteacher **AS** Assistant headteachers **QT** Other qualified teacher **AO** Other administration staff **BM** School Business Manager or equivalent **ON** Other

Notes	Sample Data: BM

Survey Details

Field name	**Survey completion time**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify in hours how long it took to complete the survey by all the different groups of staff who contributed.
Valid entries	The valid number of hours

Notes	Sample Data: 005
	The valid groups of staff are as listed above.
	Under each appropriate heading enter the total time spent contributing to the PLASC return, rounding to the nearest whole hour.

Special School Details

Field name	**Organisation of school**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**SP**

Reason required	To identify the type of accommodation the school offers.
Valid entries	**D** Day Pupils **B** Boarding Pupils **M** Mixed (Day and Boarding) **H** Hospital Special School

Notes	Sample Data: D

Special School Details

Field name	**Major (primary) provision type**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**SP**

Reason required	To identify the type of special need for which the school is formally approved to make a provision.
Valid entries	**DYSL** SPLD – Dyslexia **DYSC** SPLD – Dyscalculia **DYSP** SPLD – Dyspraxia **ADHD** SPLD – Attention Deficit Hyperactivity Disorder **MLD** Moderate Learning Difficulties **GLD** General Learning Difficulties **SLD** Severe Learning Difficulties **PMLD** Profound & Multiple Learning Difficulties **BESD** Behavioural, Emotional &Social Difficulties **SLCD** Speech, Language & Communications Difficulties **HI** Hearing Impairment **VI** Visual Impairment **MSI** Multi-Sensory Impairment **PMED** Physical & Mental Difficulties **ASD** Autistic Spectrum Disorders **DNA** Does not apply

Notes	Sample Data: VI

Special School Details

Field name	**Secondary provision type**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**SP**

Reason required	To identify any additional provision provided by the school.
Valid entries	Please use the same codes as above

Notes	Sample Data: SLCD

Pupil Identifiers

Field name	**Unique Pupil Number (UPN)**	Field length	**13**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To record each pupil's individual UPN.
Valid entries	The valid 13 character UPN for the pupil

Notes	Sample Data: Z123456789012

Pupil Identifiers

Field name	**Unique Learner Number (ULN)**	Field length	**10**
Field type	**Alphanumeric**	Mandatory for	**SS/SP/MS**

Reason required	To record each pupil's individual ULN.
Valid entries	The valid 10 character ULN for the pupil

Notes	Sample Data: 8534567891
	Further information and guidance on ULNs can be found here: http://gov.wales/topics/educationandskills/qualificationsinwales/creditqualificationsframework/uln/?lang=en

Pupil Identifiers

Field name	**Former UPN**	Field length	**13**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To record former UPNs of each pupil.
Valid entries	The valid former 13 character UPN for the pupil

Notes	Sample Data: A123456789012
	This is where the pupil has held another UPN while at your school (for example where a temporary UPN was allocated when the pupil was first admitted but this was subsequently replaced by a permanent UPN retrieved from a previous school).

Pupil Identifiers

Field name	**Surname**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the correct surname for each pupil as to maintain up-to-date records.
Valid entries	The full surname of the pupil as the school believes it to be

Notes	Sample Data: Jones

Pupil Identifiers

Field name	**Forename**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the correct forename for each pupil as to maintain up-to-date records.
Valid entries	The full forename of the pupil, not shortened or familiar versions

Notes	Sample Data: Marc

Pupil Identifiers

Field name	**Middle name(s)**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the correct middle name(s) for each pupil as to maintain up-to-date records.
Valid entries	The full middle name(s) of the pupil, not shortened or familiar versions

Notes	Sample Data: Iwan Owen

Pupil Identifiers

Field name	**Date of birth**	Field length	**10**
Field type	**Date**	Mandatory for	**All Schools**

Reason required	To identify the correct date of birth for each pupil as to maintain up-to-date records.
Valid entries	Date in the format ccyy-mm-dd

Notes	Sample Data: 2008-03-31

Pupil Identifiers

Field name	**Gender**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All Schools**
Reason required	To identify the correct date of gender for each pupil as to maintain up-to-date records.		
Valid entries	**M** - male **F** - female		

Notes	Sample Data: M

Pupil Characteristics

Field name	**National identity**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the national group with which the child identifies her/himself.
Valid entries	**WAL** Welsh **ENG** English **SCO** Scottish **IRE** Irish **BRI** British **OTH** Other **REF** Parent/pupil refused **NOS** No information supplied

Notes	Sample Data: WAL The pupil's national identity, along with ethnic group, are the subject of separate guidance 'Collecting and Recording Data on Pupils' Ethnic Background' (Welsh Government Circular 006/2009). This guidance was published in 2009 and can be used when completing this field (as well as ethnicity and ethnicity source). The guidance can also be found at http://gov.wales/topics/educationandskills/schoolshome/schooldata/ims/?lang=en. This field may be left blank if the child was aged under 5 at 31 August 2015.

Pupil Characteristics

Field name	**Ethnicity**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the ethnic group with which the pupil identifies her/himself.
Valid entries	Valid ethnic background code (see Annex B)

Notes	Sample Data: WOTH
	Revised guidance on 'Collecting and Recording Data on Pupils' Ethnic Background', in-line with the new categories at the main and extended level, was issued in July 2009. The changes to the ethnic categories have been made with a view to strengthening local and national ethnic monitoring and improving the quality and completeness of information available on pupils' ethnic background.
	This field may be left blank if the child was aged under 5 at 31 August 2015.

Pupil Characteristics

Field name	**Source of ethnicity**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the source of ethnic background data provided.
Valid entries	**C** provided by the child (i.e. pupil) **P** provided by the parent **S** ascribed by the current school **T** ascribed by a previous school **O** other (or not known)

Notes	Sample Data: P This field may be left blank if the child was aged under 5 at 31 August 2015.

Pupil Characteristics

Field name	**Pupil free school meal eligibility**	Field length	**5**
Field type	**True/False**	Mandatory for	**All Schools**

Reason required	To identify if the pupil is eligible for free school meals.
Valid entries	**True/1** (eligible) **False/0** (not eligible)

Notes	Sample Data: False

Children whose parents receive the following support payments are eligible to receive free school meals in maintained schools in Wales:

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual income does not exceed £16,190
- Guarantee element of State Pension Credit.
- Working Tax Credit 'run-on'- the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

Young people who receive income related employment and support allowance, Universal Credit, Income Support or Income Based Job Seekers Allowance in their own right are also eligible to receive Free School Meals.

Pupils should only be recorded as eligible if they have applied for free school meals to the local authority and (1) the relevant authority has confirmed their eligibility, or (2) final confirmation of eligibility is still awaited but the school has seen documents that strongly indicate eligibility.

Pupil Characteristics

Field name	**In care indicator**	Field length	**5**
Field type	**True/False**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify if the child is 'looked after' on the day of the Census.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False
	Under the Children's Act 1989, a child is looked after by a Local Authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups: (i) children who are accommodated under a voluntary agreement with their parents (Section 20); (ii) children who are the subject of a care order (Section 31) or interim care order (Section 38); (iii) children who are subject of emergency orders for the protection of the child (Section 44 and 46); (iv) children who are compulsorily accommodated. This includes children remanded to the Local Authority or subject to a criminal justice supervision order with a residence requirement (Section 21). In all cases Social Services would be involved. Pupils 'looked after' who fall into the above groups should be reported as 'Looked after' on the schools PLASC return.

Pupil Characteristics

Field name	**Care authority**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the local authority under which the child is in care.
Valid entries	A value consisting of three digits in the range of 660-681 or a valid UK LEA code or XXX if the child is not in care on the day of the Census but has been in care at some point in time whilst on roll at the current school

Notes	Sample Data: 660

Pupil Characteristics

Field name	**In care at current school**	Field length	**5**
Field type	**True/False**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify if the pupil has ever been in care whilst at the current school.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False

Pupil Characteristics

Field name	**English as an additional language**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**NS/PS/SS/MS**

Reason required	To identify the rate at which pupils are making progress in acquiring English as an additional language.
Valid entries	**A** = New to English **B** = Early acquisition **C** = Developing competence **D** = Competent **E** = Fluent **O** = Not applicable

Notes	Sample Data: A Guidance on 'Collecting and Recording Data on Pupils' First Language', in-line with the categories at the main and extended level, was issued in 2011. Broad stages in this development are identified as descriptions to be applied on a 'best-fit' basis in a similar manner to the National Curriculum level descriptions. Progression from stage A to stage E can take up to 10 years and individuals are likely to show characteristics of more than one 'stage' at a time. A judgement is usually needed over which stage best describes an individual's language development, taking into account age, ability and length of time learning English. For more detailed information on English as an additional language please see Annex C.

Pupil Characteristics

Field name	**First Language code**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the first language of the pupil.
Valid entries	Valid first language codes (see Annex D)

Notes	Sample Data: ABA
	This field may be left blank if the child was aged under 5 at 31 August 2015.
	Guidance on 'Collecting and Recording data on pupils' first language', was issued in 2012 and can be found here: http://gov.wales/topics/educationandskills/publications/guidance/collecting data/?lang=en

Pupil Characteristics

Field name	**Language type**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the language type of the pupil.
Valid entries	The only valid value is **F**

Notes	Sample Data: F
	This field may be left blank if the child was aged under 5 at 31 August 2015.

Pupil Characteristics

Field name	**Language source**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the source of the language data provided.

Valid entries	**C**	provided by the child (i.e. pupil)
	P	provided by the parent
	S	ascribed by the current school
	T	ascribed by a previous school
	O	other (or not known)

Notes	Sample Data: P
	This field may be left blank if the child was aged under 5 at 31 August 2015.

Pupil Status

Field name	**Enrolment status**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the valid enrolment status of the pupil.
Valid entries	**C** Current (single registration) **M** Current main (dual registration) **S** Current subsidiary (dual registration) **G** Guest pupil

Notes	Sample Data: C Data for individuals with an enrolment status of Guest will not be included in the PLASC return, thus the information will not be included in formulae calculations for RSG or the Post-16 Planning and Funding Framework and no results information for such an individual would be included in the calculation of performance statistics.

Pupil Status

Field name	**Date of entry to current school**	Field length	**10**
Field type	**Date**	Mandatory for	**All Schools**

Reason required	To identify the date of entry of the pupil to the current school.
Valid entries	Date in the format ccyy-mm-dd

Notes	Sample Data: 2010-09-01

Pupil Status

Field name	**Part time indicator**	Field length	**5**
Field type	**True/False**	Mandatory for	**All Schools**

Reason required	To identify if the pupil attends the school on a part time basis.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False
	Part time attendance is anything less than 10 sessions per week in education. It is expected that all pupils of statutory school age will be in full time education. Pupils should be marked as full time even if they attend some sessions outside your school, as long as the total number of sessions per week is 10 or more. For pupils aged 5 or over on 31 August 2015, your software should automatically insert a value 'False' (which can be amended to true if this is the case). Pupils aged 5 or over should be marked as full time even if they attend some sessions outside your school, as long as the total number of sessions per week is 10 or more.

Pupil Status

Field name	**Boarder indicator**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**SP**

Reason required	To identify if the pupil boards at the school.
Valid entries	**B** Boarder, nights per week not specified **6** Boarder, six nights a week or less **7** Boarder, seven nights a week **N** Not a boarder

Notes	Sample Data: N If the school is a hospital school this field should be left blank.

Pupil Status

Field name	**NC year group**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the year group in which the pupil is taught for the majority of their time, regardless of their age.
Valid entries	**N1** - nursery, age less than 3 **N2** - nursery, age greater than or equal to 3 but less than 4 **R** - reception **1-13** - year groups 1-13 **14** - beyond year 13

Notes	Sample Data: 12

Pupil Status

Field name	**Class name**	Field length	**30**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the class name/number for each individual pupil.
Valid entries	The valid reference name/number

Notes	Sample Data: OAK
	This data is cross referenced with class size count type data and used to identify exceptions.
	It should also match the class name data entered in the classes section.

Pupil Status

Field name	**Home postcode**	Field length	**8**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the home postcode of the pupil.
Valid entries	An nAA AAn nAA AnA nAA Ann nAA AAnA nAA AAnn nAA

Notes	Sample Data: CF14 5DZ 'A' denotes an upper case letter and 'n' a number from 0-9. Common mistakes when recording postcodes are to confuse letters with similar looking numbers (e.g. letter 'O' with number zero), to omit the central space, or include a trailing full stop. Any of these will cause the postcode to be rejected as invalid. The software should convert any 'O' at the start of the second postcode block to a 0 (zero), and to convert double spaces between postcode blocks to single spaces. An additional check was added in 2012: for the second part of a postcode after the space e.g. XXX **XXX**), the characters CIKMOV are now not allowed. The expectation is that schools will be able to provide a valid home postcode for the great majority of their pupils. However in any individual cases where home postcode is not known, this field should be left blank.

Special Educational Needs

Field name	**Pupil SEN provision**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the valid SEN provision of the pupil.

Valid entries	**N**	No special educational need
	A	School Action or Early Years Action
	P	School Action Plus or Early Years Action Plus
	S	Statemented

Notes	Sample Data: S
	Further guidance can be found in the code of practice issued in 2002: http://learning.wales.gov.uk/resources/browse-all/special-education-needs-code-of-practice/?lang=en

Special Educational Needs

Field name	**Major (primary) special need**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the major special need of a pupil.
Valid entries	**DYSL** SPLD – Dyslexia **DYSC** SPLD – Dyscalculia **DYSP** SPLD – Dyspraxia **ADHD** SPLD – Attention Deficit Hyperactivity Disorder **MLD** Moderate Learning Difficulties **GLD** General Learning Difficulties **SLD** Severe Learning Difficulties **PMLD** Profound & Multiple Learning Difficulties **BESD** Behavioural, Emotional &Social Difficulties **SLCD** Speech, Language & Communications Difficulties **HI** Hearing Impairment **VI** Visual Impairment **MSI** Multi-Sensory Impairment **PMED** Physical & Mental Difficulties **ASD** Autistic Spectrum Disorders **DNA** Does not apply

Notes	Sample Data: BESD

Special Educational Needs

Field name	**Secondary special needs**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify any secondary special needs.
Valid entries	Please use the same codes as above

Notes	Sample Data: HI

Special Educational Needs

Field name	**Curriculum and teaching methods**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the provision of support for the pupil in curriculum and teaching methods.
Valid entries	**CT1** some targeted differentiation **CT2** significant and targeted differentiation **CT3** some curriculum modifications **CT4** signification curriculum modifications

Notes	Sample Data: CT1

Special Educational Needs

Field name	**Grouping and support**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the provision of support for the pupil in grouping and support.
Valid entries	**GS1** occasional additional support in class **GS2** targeted and sustained additional support **GS3** small group class provision **GS4** mostly small group provision
Notes	Sample Data: GS1

Special Educational Needs

Field name	**Specialised resources**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the provision of support for the pupil in specialised resources.
Valid entries	**SR1** periodic access to standard equipment **SR2** individual access to normally available equipment **SR3** individual access to specialised equipment **SR4** dedicated access to highly specialised equipment
Notes	Sample Data: SR1

Special Educational Needs

Field name	**Advice and assessment**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All schools**

Reason required	To identify the provision of support for the pupil in advice and assessment.
Valid entries	**AA1** school based assessment **AA2** external advice/assessment **AA3** specialised assessments **AA4** multi-agency assessments
Notes	Sample Data: AA1

Welsh Language

Field name	**Fluency in Welsh**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify if the pupil is fluent in Welsh.
Valid entries	**1** fluent in Welsh **2** can speak Welsh but not fluently **3** cannot speak Welsh **4** information refused

Notes	Sample Data: 1 This field may be left blank if the child was aged under 5 at 31 August 2015.

Welsh Language

Field name	**Speaking Welsh in the home**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify if the pupil speaks Welsh at home.
Valid entries	**0** does not speak Welsh at home **1** speaks Welsh at home **2** not applicable

Notes	Sample Data: 1 This field may be left blank if the child was aged under 5 at 31 August 2015.

Welsh Language

Field name	**Welsh source**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify if the source of the data provided on use of the Welsh language.
Valid entries	**C** provided by the child (i.e. pupil) **P** provided by the parent **S** ascribed by the current school **T** ascribed by a previous school **O** other (or not known)

Notes	Sample Data: P This field may be left blank if the child was aged under 5 at 31 August 2015.

Welsh Language

Field name	**Study of Welsh**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify how the pupil studies Welsh at school.
Valid entries	**1** taught Welsh as a first language **2** taught Welsh as a second language **5** disapplied from the National Curriculum
Notes	Sample Data: 1 This field may be left blank if the child was aged under 5 at 31 August 2015. Code 5 should be used for pupils in year 12, 13 and 14 not studying Welsh. This data item will be used in the validation of FP, KS2 & KS3 results in the summer of 2016 and it is important that this data item is accurate in PLASC in order to avoid unnecessary work during the collection of these results.

Welsh Language

Field name	**Welsh medium education**	Field length	**5**
Field type	**True/False**	Mandatory for	**SS/MS**

Reason required	To identify if the pupil studies any subject other than Welsh (1st or 2nd language) through the medium of Welsh.
Valid entries	**True/1** **False/0**
Notes	Sample Data: False

Exclusions data

Field name	**Exclusion reason**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the reason why the pupil was excluded.
Valid entries	**PP** Physical assault against a pupil **PA** Physical assault against an adult **VP** Verbal abuse/threatening behaviour against a pupil **VA** Verbal abuse/threatening behaviour against an adult **BU** Bullying **RA** Racist abuse **SM** Sexual misconduct **DA** Drug and alcohol related **DM** Damage **TH** Theft **DB** Persistent disruptive behaviour **OT** Other

Notes	Sample Data: BU

Exclusions data

Field name	**Exclusion category**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the correct exclusion category of the pupil.
Valid entries	**PERM** Permanent **FIXD** Fixed

Notes	Sample Data: FIXD

Exclusions data

Field name	**Start date of exclusion**	Field length	**10**
Field type	**Date**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the date which the exclusion occurred.
Valid entries	The valid date the pupil was excluded

Notes	Sample Data: 2014-12-15

Exclusions data

Field name	**Number of sessions missed**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the number of sessions (half days) missed by the pupil as a result of the exclusion.
Valid entries	The valid number sessions missed

Notes	Sample Data: 246 Not applicable to permanent exclusions.

Teachers

Field name	**Category of teachers**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the valid category of teachers.
Valid entries	**HT** Headteacher **AC** Acting headteacher **DH** Deputy headteacher **AS** Assistant headteacher **QT** Other qualified teachers **OT** Other teachers (not QTS status but not 'unqualified' i.e. those covered by Education Specified Work and Registration) **TT** Trainees on Initial Teacher Training courses **FA** Foreign language assistants **PT** Peripatetic teachers in school on enumeration date **PS** Permanent supply teacher (other than any entered in above categories) (nursery schools only)
Notes	Sample Data: QT Foreign language assistants should only be included if they are funded by the Welsh Government. Please refer to table A and B in Annex E for examples.

Teachers

Field name	**Category of teaching Welsh**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the valid category of teaching Welsh.
Valid entries	**TC** Qualified teachers teaching Welsh as a first language **TW** Qualified teachers teaching Welsh as a second language only **TO** Qualified teachers teaching other subjects through the medium of Welsh **NW** Qualified teachers able to teach Welsh or through the medium of Welsh, but not doing so **NT** Not qualified to teach Welsh or through the medium of Welsh

Notes	Sample Data: TC
	Please do not assign a teaching Welsh category to the headteacher if they do not have a teaching commitment.
	All qualified teachers (codes HT, AC, DH, AS and QT above) with a teaching commitment should be assigned two codes: one for type and one for the teaching of the Welsh language. The total number of qualified teachers will EQUAL the number of teachers with a valid teaching Welsh category, or be ONE LESS THAN where the headteacher does not teach.
	If a teacher teaches both Welsh first and second languages, or both Welsh first language and other subjects through the medium of Welsh, they should be coded as teaching Welsh first language.
	Please refer to table C in Annex E for examples.

Teachers

Field name	**Category of support staff**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the valid category of support staff.
Valid entries	**HL** Higher level teaching assistant **TA** Teaching assistants **SN** Special needs support staff **PS** Pastoral support staff **ME** Matrons/nurses/medical staff (including NHS employees) **TE** Laboratory or workshop technicians **LI** Librarians and library assistants **EO** Examinations officers **AO** Other administration staff **BM** School business manager or equivalent

Notes	Sample Data: TA Support staff should only be reported in the HL category if they have been formally awarded HLTA status having successfully completed the assessment process administered by the Welsh Government in Wales or the equivalent body in England and are deployed in an HLTA capacity for part or all of the week. Where a member of support staff is contracted to work as both an HLTA and a TA for different parts of the week, they should be reported in the HLTA category. Teaching Assistants are those who work directly with pupils to support learning including Cover Supervisors. Special needs support staff are those deployed specifically to support pupils assessed as having ALN/SEN. Pastoral support staff are those who work directly with pupils to support welfare, behaviour, and other pastoral issues, including attendance. Please refer to table D in Annex E for examples.

Teachers

Field name	**Teachers not teaching**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify the valid number of teachers who were present in school but not teaching in the classroom during the third period in the schools timetable on Tuesday, 12 January 2016.
Valid entries	The valid number of teachers

Notes	Sample Data: 10
	You should include any teachers, including the headteacher, for whom it was a non-teaching period.

Classes data

Field name	**Class name**	Field length	**30**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify each class' unique reference name/number.
Valid entries	The valid reference name/number

Notes	Sample Data: OAK
	It should match the class name data entered in the pupil status section.

Classes data

Field name	**Class size count type**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the valid class type.
Valid entries	**I** Infant **J** Junior **N** Nursery

Notes	Sample Data: I
	Please see Annex F for examples

Classes data

Field name	**Class category**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the valid class category.
Valid entries	**N** Nursery class **M** Mixed nursery/reception class **S** Special class **O** Ordinary class

Notes	Sample Data: O
	A nursery class is one which includes amongst its staff a qualified nursery assistant.
	Mixed nursery/reception classes should be coded as 'M' even if they have a qualified nursery assistant. Classes should only be coded as 'M' if they only contain pupils in year groups N1, N2 or R. If there are pupils from other year groups in the class then it should be coded as an ordinary class.
	A special class is one designated as such by either the school or the LA. Include both LA and school designated special classes.
	Please see Annex F for examples

Classes data

Field name	**Class year group**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the year group to which the class relates.

Valid entries	**N1** - nursery, age less than 3 **N2** - nursery, age greater than or equal to 3 but less than 4 **R** - reception **1-13** - year groups 1-7 **14** - beyond year 13 **M** - mixed year groups (only for years N1-6)

Notes	Sample Data: 5 Class Category M refers only to mixed nursery reception class but Year Group M refers to any combination of one or more year groups. Please see Annex F for examples

Classes data

Field name	**Class key stage**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To identify the key stage in which the class relates to.

Valid entries	**F** foundation phase
	2 key stage 2
	3 key stage 3
	4 key stage 4
	B beyond key stage 4
	M mixed key stages/foundation phase

Notes	Sample Data: 2
	Please see Annex F for examples.

Classes data

Field name	**Level of Welsh teaching of the class**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/SP/MS**

Reason required	To indicate the extent to which the Welsh language is used in class.

Valid entries	**1** Welsh is the sole or main medium of instruction
	2 Welsh is used as a teaching medium for part of the curriculum (i.e. less than half)
	3 Welsh is taught as a second language only
	4 no Welsh is used or taught

Notes	Sample Data: 1

Classes data

Field name	**SEN pupils in the class**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the number of pupils in the class with SEN statements.
Valid entries	The valid number of pupils with SEN status **S**

Notes	Sample Data: 4

Classes data

Field name	**Number of teachers**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the number of teachers who are in charge of the class.
Valid entries	The valid number of teachers

Notes	Sample Data: 1
	Include qualified, unqualified or peripatetic teachers, and education support staff
	Exclude teachers in the class wholly or mainly to provide support to individual pupils

Classes data

Field name	**Number of non teachers**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To indicate the number of support staff assisting the main teacher(s) in the class.
Valid entries	The valid number of support staff

Notes	Sample Data: 1
	Include special needs support staff (if not included above), ICT, laboratory, workshop or resource technicians and teaching assistants.
	Exclude support staff in the class wholly or mainly to provide support to individual pupils

Classes data

Field name	**Pupils in the class for whom the school is their home school**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the number of pupils in the class who are registered on roll at the school.
Valid entries	The valid number of pupils

Notes	Sample Data: 222
	Include dually registered pupils and pupils absent on enumeration day

Classes data

Field name	**Pupils in the class who are guest pupils**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Schools**

Reason required	To identify the number of pupils in the class who are not registered on roll at the school.
Valid entries	The valid number of pupils

Notes	Sample Data: 111

Classes data

Field name	**Pupils subject to class size count exceptions**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the total number of each class size exception by code.
Valid entries	The valid number of pupils who are subject to an exception

Notes	Sample Data: 25

Classes data

Field name	**Categories of permitted exceptions (infants)**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the valid exception code for infant classes with more than 30 pupils.
Valid entries	**A** Children whose statements of Special Educational Need (SEN) specify that they should be educated at the school concerned, and who were admitted to the school outside a normal admission round.
	B Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
	E Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
	F Children with SEN who are normally educated in a special unit in a mainstream school, but who receive part of their lesson in a non-special class.
	G Children who are looked after by local authorities (looked after children), or who have ceased to be looked after (previously looked after children) as a result of being adopted or being placed with a family or given a special guardian and are admitted to the school outside a normal admissions round.
	J Children admitted outside the normal admission round who the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
	K Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
	L Children of armed forces personnel who are admitted outside the normal admission round.
	M Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.

Notes   Sample Data: B

                         Children in categories E and F will be treated as excepted pupils only
                         when they are in an infant class at the mainstream school or outside the
                         special unit (as the case may be).

Classes data

Field name   **Categories of**   Field length   **1**
                         permitted
                         exceptions
                         (juniors)

Field type   **Alphanumeric**   Mandatory for   **PS/MS**

Reason   To identify the valid exception code for junior classes with more than 30
required   pupils.

Valid entries   **A** Children whose statements of SEN specify that they should be
                         educated at the school concerned, and who are admitted to the school
                         outside a normal admission round.
                         B Children initially refused admission to a school, but subsequently
                         offered a place outside a normal admission round by direction of an
                         admission appeal panel, or because the person responsible for making
                         the original decision recognises that an error was made in implementing
                         the school's admission arrangements.
                         C Children who cannot gain a place at any other suitable school within a
                         reasonable distance of their home because they move into an area
                         outside a normal admission round.
                         D Children who are admitted to a school after the end of the normal
                         admissions round where the admission number relevant to a child's
                         particular year group has not previously been reached.
                         E Children for whom an education at a school which is Welsh speaking or
                         of a particular religious denomination is desired, where the school
                         concerned is the only such school within a reasonable distance of their
                         home (this also applies to pupils who are admitted outside the normal
                         admission round).
                         F Children who are registered pupils at special schools, but who receive
                         part of their education at a mainstream school.
                         G Children with special educational needs who are normally educated in
                         a special unit in mainstream school, but who receive part of their lessons
                         in a non-special class.
                         H Looked after children who are admitted to schools outside a normal
                         admissions round.

Notes	Sample Data: D
	Children in categories A-E and H will <u>only be treated as excepted pupils during the first academic school year </u>in which they are admitted to the school.
	Children in categories F and G are treated as excepted pupils only when they are in a junior class at the mainstream school or outside the special unit (as the case may be).

Classes data

Field name	**Pupils in catchment**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/MS**

Reason required	To identify the number of pupils within the catchment area for classes with permitted exception codes (infants) J and/or (juniors) C or E.
Valid entries	The valid number of pupils

Notes	Sample Data: 3

Teacher recruitment data

Field name	**Vacancy reference number**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify a unique number for each vacancy.
Valid entries	A number between the range of 1-99

Notes	Sample Data: 1
	Your software should automatically allocate this, but in cases where it does not please ensure that the number is unique.

Teacher recruitment data

Field name	**Vacancy subject**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify the subject to which the vacancy relates.
Valid entries	**ART** Art
	BIO Biology
	CHE Chemistry
	D&T Design & Technology
	ENG English
	GEO Geography
	HIS History
	IT Information Technology
	MAT Mathematics
	MFL Modern Foreign Languages
	MUS Music
	PE Physical Education
	PHY Physics
	REL Religious Education
	SCI Science
	W1L Welsh first language
	W2L Welsh second language
	SEN SEN coordinator
	OTH Other subject
	UNK Unknown
	NA Not applicable (e.g. vacancy is for headteacher or deputy headteacher with no teaching commitment)

Notes	Sample Data: ART

Teacher recruitment data

Field name	**Key stage**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the key stage to which the vacancy relates.
Valid entries	**F** foundation phase **2** key stage 2 **3** key stage 3 **4** key stage 4 **B** beyond key stage 4 **M** mixed key stages/foundation phase

Notes	Sample Data: 2

Teacher recruitment data

Field name	**Welsh medium vacancy**	Field length	**5**
Field type	**True/False**	Mandatory for	**PS/SS/MS**

Reason required	To identify if the successful applicant of the vacancy would be required to teach through the medium of Welsh.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False

Teacher recruitment data

Field name	**Total number of applications**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the total number of applications received for the vacancy.
Valid entries	Valid number of applicants

Notes	Sample Data: 3

Teacher recruitment data

Field name	**Appointment made**	Field length	**5**
Field type	**True/False**	Mandatory for	**PS/SS/MS**

Reason required	To identify if an appointment was made to fill the vacancy.
Valid entries	**True/1** **False/0**

Notes	Sample Data: False

Teacher recruitment data

Field name	**Cover for unfilled vacancy**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify if the vacancy was unfilled how it was covered.
Valid entries	**ST** supply teacher **SM** senior management **NS** non-specialist **OT** other

Notes	Sample Data: ST

Teacher retention data

Field name	**Leaver reference number**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify a unique number for each leaver.
Valid entries	A number between the range of 1-99

Notes	Sample Data: 1
	Your software should automatically allocate this, but in cases where it does not please ensure that the number is unique.

Teacher retention data

Field name	**Subject of vacancy**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**SS/MS**

Reason required	To identify the subject for which the leaver taught.
Valid entries	Please use the same codes above as for vacancy subject

Notes	Sample Data: ART

Teacher retention data

Field name	**Key stage**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the key stage in which the leaver taught.
Valid entries	**F** foundation phase **2** key stage 2 **3** key stage 3 **4** key stage 4 **B** beyond key stage 4 **M** mixed key stages/foundation phase

Notes	Sample Data: 2

Teacher retention data

Field name	**Teaching experience of leavers**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the number of years of teaching experience of the leaver.
Valid entries	Approximate number of years teaching experience

Notes	Sample Data: 8

Teacher retention data

Field name	**Destination of leavers**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**PS/SS/MS**

Reason required	To identify the intended destination of the leaver.
Valid entries	**EDU** Employed in a non-teaching capacity within the education system **OUT** Employed outside education **RET** Early retirement **OTH** Other **UNK** Unknown
Notes	Sample Data: EDU

Annex B: Valid ethnic background codes for 2016

Main codes:

WBRI White - British

WIRT Traveller

WROM Gypsy/Gypsy Roma

WOTH Any other white background

Extended codes:

WITH	Traveller of Irish Heritage
WNAG	'New' Traveller
WOCC	Occupational Traveller
WOTT	Other Traveller
WBGR	British Gypsy/Gypsy Roma
WGRO	Gypsy/Gypsy Roma from Other Countries
WOGR	Other Gypsy/Gypsy Roma
WALB	Albanian
WBOS	Bosnian-Herzegovinian
WBUL	Bulgarian
WCRO	Croatian
WCZE	Czech
WFRE	French
WGER	German
WGRE	Greek/Greek Cypriot
WHUN	Hungarian
WITA	Italian
WKOS	Kosovan
WLAT	Latvian
WLIT	Lithuanian
WMAL	Maltese
WMON	Montenegran
WPOL	Polish
WPOR	Portuguese
WRMA	Romanian
WRUS	Russian
WSCA	Scandinavian
WSER	Serbian
WSVK	Slovakian
WSVN	Slovenian
WSPA	Spanish
WTUR	Turkish/Turkish Cypriot
WUKR	Ukranian
WEUR	White European Other
WOTW	Other White

Main codes:

MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed Background

Extended codes:

MWCH	White And Chinese
MWOE	White -And Any Other Ethnic Group
MABL	Asian And Black
MACH	Asian And Chinese
MAOE	Asian And Any Other Ethnic Group
MBCH	Black And Chinese
MBOE	Black And Any Other Ethnic Group
MCOE	Chinese And Any Other Ethnic Group
MOTM	Other Mixed Background

AIND	Indian
APKN	Pakistani

AMPK	Mirpuri Pakistani
AOPK	Other Pakistani

ABAN	Bangladeshi
AOTH	Any Other Asian Background

AAFR	African Asian
AKAS	Kashmiri
ANEP	Nepali
ASNL	Sinhalese
ASLT	Sri Lankan Tamil
AOTA	Other Asian

BCRB	Caribbean
BAFR	African

BGHA	Ghanaian
BNGN	Nigerian
BSLN	Sierra Leonian
BSOM	Somali
BSUD	Sudanese
BAOF	Other Black African

BOTH	Any other black background

BEUR	Black European
BNAM	Black North American
BOTB	Other Black

CHNE	Chinese or Chinese British

CHKC	Hong Kong Chinese
CMAL	Malaysian Chinese
CSNG	Singaporean Chinese
CTWN	Taiwanese
COCH	Other Chinese

Main codes:		Extended codes:	
OOTH	Any other ethnic background	**OAFG**	Afghanistani
		OARA	Arab
		OEGY	Egyptian
		OFIL	Filipino
		OIRN	Irani
		OIRQ	Iraqi
		OJPN	Japanese
		OKOR	Korean
		OKRD	Kurdish
		OLAM	Latin/South/Central American
		OLIB	Libyan
		OLEB	Lebanese
		OMAL	Malay
		OMRC	Moroccan
		OPOL	Polynesian
		OTHA	Thai
		OVIE	Vietnamese
		OYEM	Yemeni
		OOEG	Other Ethnic Group
REFU	Information refused		
NOBT	Information not obtained		

Annex C: Valid English as an additional language codes with descriptions

A = new to English
May use first language for learning and other purposes. May remain completely silent in the classroom. May be copying/repeating some words or phrases. May understand some everyday expressions in English but may have minimal or no literacy in English. Needs a considerable amount of EAL support.

B = Early Acquisition
May follow day to day social communication in English and participate in learning activities with support. Beginning to use spoken English for social purposes. May understand simple instructions and can follow narrative/accounts with visual support. May have developed some skills in reading and writing. May have become familiar with some subject specific vocabulary. Still needs a significant amount of EAL support to access the curriculum.

C = Developing competence
May participate in learning activities with increasing independence. Able to express self orally in English, but structural inaccuracies are still apparent. Literacy will require ongoing support, particularly for understanding text and writing. May be able to follow abstract concepts and more complex written English. Requires ongoing EAL support to access the curriculum fully.

D = Competent
Oral English will be developing well, enabling successful engagement in activities across the curriculum. Can read and understand a wide variety of texts. Written English may lack complexity and contain occasional evidence of errors in structure. Needs some support to access subtle nuances of meaning, to refine English usage, and to develop abstract vocabulary. Needs some/occasional EAL support to access complex curriculum material and tasks.

E = Fluent
Can operate across the curriculum to a level of competence equivalent to that of a pupil who uses English as his/her first language. Operates without EAL support across the curriculum**.**

0 = Not Applicable

Annex D: Valid first language codes

Main Code:	Sub Code:	Descriptor:
ABA		English and/or Welsh/Cymraeg
ACL		Acholi
ADA		Adangme
AFA		Afar-Saho
AFK		Afrikaans
AKA		Akan/Twi-Fante
AKA	**AKAF**	Akan (Fante)
AKA	**AKAT**	Akan (Twi/Asante)
ALB		Albanian/Shqip
ALU		Alur
AMR		Amharic
ARA		Arabic
ARA	**ARAA**	Arabic (Any Other)
ARA	**ARAG**	Arabic (Algeria)
ARA	**ARAI**	Arabic (Iraq)
ARA	**ARAM**	Arabic (Morocco)
ARA	**ARAS**	Arabic (Sudan)
ARA	**ARAY**	Arabic (Yemen)
ARM		Armenian
ASM		Assamese
ASR		Assyrian/Aramaic
AYB		Anyi-Baule
AYM		Aymara
AZE		Azeri
BAI		Bamileke (Any)
BAL		Balochi
BEJ		Beja/Bedawi
BEL		Belarusian
BEM		Bemba
BHO		Bhojpuri
BIK		Bikol
BIS		Bislama
BLT		Balti Tibetan
BMA		Burmese/Myanma
BNG		Bengali
BNG	**BNGA**	Bengali (Any Other)
BNG	**BNGC**	Bengali (Chittagong/Noakhali)
BNG	**BNGS**	Bengali (Sylheti)
BSL		British Sign Language
BSQ		Basque/Euskara
BUL		Bulgarian
CAM		Cambodian/Khmer
CAT		Catalan

CCE		Caribbean Creole English
CCF		Caribbean Creole French
CGA		Chaga
CGR		Chattisgarhi/Khatahi
CHE		Chechen
CHI		Chinese
CHI	**CHIA**	Chinese (Any Other)
CHI	**CHIC**	Chinese (Cantonese)
CHI	**CHIH**	Chinese (Hokkien/Fujianese)
CHI	**CHIK**	Chinese (Hakka)
CHI	**CHIM**	Chinese (Mandarin/Putonghua)
CKW		Chokwe
CRN		Cornish
CTR		Chitrali/Khowar
CWA		Chichewa/Nyanja
CZE		Czech
DAN		Danish
DGA		Dagaare
DGB		Dagbane
DIN		Dinka/Jieng
DUT		Dutch/Flemish
DZO		Dzongkha/Bhutanese
EBI		Ebira
EDO		Edo/Bini
EFI		Efik-Ibibio
ESA		Esan/Ishan
EST		Estonian
EWE		Ewe
EWO		Ewondo
FAN		Fang
FIJ		Fijian
FIN		Finnish
FON		Fon
FRN		French
FUL		Fula/Fulfulde-Pulaar
GAA		Ga
GAE		Gaelic/Irish
GAL		Gaelic (Scotland)
GEO		Georgian
GER		German
GGO		Gogo/Chigogo
GKY		Kikuyu/Gikuyu
GLG		Galician/Galego
GRE		Greek
GRE	**GREA**	Greek (Any Other)
GRE	**GREC**	Greek (Cyprus)
GRN		Guarani
GUJ		Gujarati
GUN		Gurenne/Frafra
GUR		Gurma

HAU		Hausa
HDK		Hindko
HEB		Hebrew
HER		Herero
HGR		Hungarian
HIN		Hindi
IBA		Iban
IDM		Idoma
IGA		Igala
IGB		Igbo
IJO		Ijo (Any)
ILO		Ilokano
ISK		Itsekiri
ISL		Icelandic
ITA		Italian
ITA	**ITAA**	Italian (Any Other)
ITA	**ITAN**	Italian (Napoletan)
ITA	**ITAS**	Italian (Sicilian)
JAV		Javanese
JIN		Jinghpaw/Kachin
JPN		Japanese
KAM		Kikamba
KAN		Kannada
KAR		Karen (Any)
KAS		Kashmiri
KAU		Kanuri
KAZ		Kazakh
KCH		Katchi
KGZ		Kirghiz/Kyrgyz
KHA		Khasi
KHY		Kihaya/Luziba
KIN		Kinyarwanda
KIR		Kirundi
KIS		Kisi (West Africa)
KLN		Kalenjin
KMB		Kimbundu
KME		Kimeru
KNK		Konkani
KNY		Kinyakyusa-Ngonde
KON		Kikongo
KOR		Korean
KPE		Kpelle
KRI		Krio
KRU		Kru (Any)
KSI		Kisii/Ekegusii (Kenya)
KSU		Kisukuma
KUR		Kurdish
KUR	**KURA**	Kurdish (Any Other)
KUR	**KURM**	Kurdish (Kurmanji)
KUR	**KURS**	Kurdish (Sorani)

LAO		Lao
LBA		Luba
LBA	**LBAC**	Luba (Chiluba/Tshiluba)
LBA	**LBAK**	Luba (Kiluba)
LGA		Luganda
LGB		Lugbara
LGS		Lugisu/Lumasaba
LIN		Lingala
LIT		Lithuanian
LNG		Lango (Uganda)
LOZ		Lozi/Silozi
LSO		Lusoga
LTV		Latvian
LTZ		Luxemburgish
LUE		Luvale/Luena
LUN		Lunda
LUO		Luo (Kenya/Tanzania)
LUY		Luhya (Any)
MAG		Magahi
MAI		Maithili
MAK		Makua
MAN		Manding/Mandekan
MAN	**MANA**	Manding/Mandekan (Any Other)
MAN	**MANB**	Manding (Bambara)
MAN	**MANJ**	Manding (Dyula/Jula)
MAO		Maori
MAR		Marathi
MAS		Maasai
MDV		Maldivian/Dhivehi
MEN		Mende
MKD		Macedonian
MLG		Malagasy
MLM		Malayalam
MLT		Maltese
MLY		Malay/Indonesian
MLY	**MLYA**	Malay (Any Other)
MLY	**MLYI**	Indonesian/Bahasa Indonesia
MNA		Magindanao-Maranao
MNG		Mongolian (Khalkha)
MNX		Manx Gaelic
MOR		Moore/Mossi
MSC		Mauritian/Seychelles Creole
MUN		Munda (Any)
MYA		Maya (Any)
NAH		Nahuatl/Mexicano
NAM		Nama/Damara
NBN		Nubian (Any)
NDB		Ndebele
NDB	**NDBS**	Ndebele (South Africa)
NDB	**NDBZ**	Ndebele (Zimbabwe)

NEP		Nepali
NOR		Norwegian
NUE		Nuer/Naadh
NUP		Nupe
NWA		Newari
NZM		Nzema
OAM		Ambo/Oshiwambo
OAM	**OAMK**	Ambo (Kwanyama)
OAM	**OAMN**	Ambo (Ndonga)
OGN		Ogoni (Any)
ORI		Oriya
ORM		Oromo
OTL		Other Language
PAG		Pangasinan
PAM		Pampangan
PAT		Pashto/Pakhto
PHA		Pahari/Himachali (India)
PHR		Pahari (Pakistan)
PNJ		Panjabi
PNJ	**PNJA**	Panjabi (Any Other)
PNJ	**PNJG**	Panjabi (Gurmukhi)
PNJ	**PNJM**	Panjabi (Mirpuri)
PNJ	**PNJP**	Panjabi (Pothwari)
POL		Polish
POR		Portuguese
POR	**PORA**	Portuguese (Any Other)
POR	**PORB**	Portuguese (Brazil)
PRS		Persian/Farsi
PRS	**PRSA**	Persian/Farsi (Any Other)
PRS	**PRSD**	Persian (Dari)
PRS	**PRST**	Persian (Tajiki)
QUE		Quechua
RAJ		Rajasthani/Marwari
RME		Romany/English Romanes
RMI		Romani (International)
RMN		Romanian
RMN	**RMNM**	Romanian (Moldova)
RMN	**RMNR**	Romanian (Romania)
RMS		Romansch
RNY		Runyakitara
RNY	**RNYN**	Runyankore-Ruchiga
RNY	**RNYO**	Runyoro-Rutooro
RUS		Russian
SAM		Samoan
SCB		Serbian/Croatian/Bosnian
SCB	**SCBB**	Bosnian
SCB	**SCBC**	Croatian
SCB	**SCBS**	Serbian
SCO		Scots
SHL		Shilluk/Cholo

SHO		Shona
SID		Sidamo
SIO		Sign Language (Other)
SLO		Slovak
SLV		Slovenian
SND		Sindhi
SNG		Sango
SNH		Sinhala
SOM		Somali
SPA		Spanish
SRD		Sardinian
SRK		Siraiki
SSO		Sotho/Sesotho
SSO	**SSOO**	Sotho/Sesotho (Southern)
SSO	**SSOT**	Sotho/Sesotho (Northern)
SSW		Swazi/Siswati
STS		Tswana/Setswana
SWA		Swahili/Kiswahili
SWA	**SWAA**	Swahili (Any Other)
SWA	**SWAC**	Comorian Swahili
SWA	**SWAK**	Swahili (Kingwana)
SWA	**SWAM**	Swahili (Brava/Mwiini)
SWA	**SWAT**	Swahili (Bajuni/Tikuu)
SWE		Swedish
TAM		Tamil
TEL		Telugu
TEM		Temne
TES		Teso/Ateso
TGE		Tigre
TGL		Tagalog/Filipino
TGL	**TGLF**	Filipino
TGL	**TGLG**	Tagalog
TGR		Tigrinya
THA		Thai
TIB		Tibetan
TIV		Tiv
TMZ		Berber/Tamazight
TMZ	**TMZA**	Berber/Tamazight (Any Other)
TMZ	**TMZK**	Berber/Tamazight (Kabyle)
TMZ	**TMZT**	Berber (Tamashek)
TNG		Tonga/Chitonga (Zambia)
TON		Tongan (Oceania)
TPI		Tok Pisin
TRI		Traveller Irish/Shelta
TSO		Tsonga
TUK		Turkmen
TUL		Tulu
TUM		Tumbuka
TUR		Turkish
UKR		Ukrainian

UMB		Umbundu
URD		Urdu
URH		Urhobo-Isoko
UYG		Uyghur
UZB		Uzbek
VEN		Venda
VIE		Vietnamese
VSY		Visayan/Bisaya
VSY	**VSYA**	Visayan/Bisaya (Any Other)
VSY	**VSYH**	Hiligaynon
VSY	**VSYS**	Cebuano/Sugbuanon
VSY	**VSYW**	Waray/Binisaya
WAP		Wa-Paraok (South-East Asia)
WCP		West-African Creole Portuguese
WOL		Wolof
WPE		West-African Pidgin English
XHO		Xhosa
YAO		Yao/Chiyao (East Africa)
YDI		Yiddish
YOR		Yoruba
ZND		Zande
ZUL		Zulu
ZZX		Refused
ZZZ		Classification Pending

Annex E: Data required for teaching and support staff

Information is required as per the following tables. Data are not required for those cells which are greyed out. The following tables may not correspond to how it is presented on your screen.

(a) Full time teaching staff

	Male		Female	
	Total	on contracts of one year or less	Total	on contracts of one year or less
Headteacher				
Acting headteacher				
Deputy headteacher				
Assistant hea teacher				
Other qualified teachers				
Other teachers (not QTS status but not 'unqualified')				
Trainees on Initial Teacher Training courses				
Foreign language assistants				
Peripatetic teachers in school on the enumeration date				

(b) Part time teaching staff

	Male				Female			
	All staff		Those on contracts of one year or less		All staff		Those on contracts of one year or less	
	Number	Total directed hours per week	Number	Total directed hours per week	Number	Total directed hours per week	Number	Total directed hours per week
Headteacher								
Acting headteacher								
Deputy headteacher								
Assistant headteacher								
Other qualified teachers								
Other teachers (not QTS status but not 'unqualified')								
Trainees on Initial Teacher Training courses								
Foreign language assistants								
Peripatetic teachers in school on the enumeration date								

(c) Teaching Welsh

Information is only required for headteacher, acting headteacher, deputy headteacher, assistant headteacher and other qualified teachers.

	Full time teachers				Part time teachers			
	Male	Hours per week	Female	Hours per week	Male	Hours per week	Female	Hours per week
Teaching Welsh as a first language								
Teaching other subjects through the medium of Welsh								
Teaching Welsh as a second language only								
Able or qualified to teach Welsh but not doing so								
Not qualified to teach Welsh or through the medium of Welsh								

(d) Support Staff

	Full time staff		Part time staff			
	Male	Female	Male	Total directed hours per week	Female	Total directed hours per week
Higher Level Teaching Assistants (HLTAs)						
Teaching Assistants						
Special needs support staff						
Pastoral support staff						
Matrons/nurses/medical staff (including NHS employees)						
Laboratory or workshop technicians						
Librarians and library assistants						
Examinations Officers						
Other administration staff						
School Business Manager or equivalent						

Annex F: Data required for classes as taught

The table below lists of all the possible combinations of year group and Key Stage for each Class Type which you may find useful when completing this section.

Class Category	Class type	Year group	Key stage	Class consists of:
N	N	N1	F	Year N1 pupils only
N	N	N2	F	Year N2 pupils only
N	N	M	F	N1 and N2 pupils
M	N/I	M	F	Reception age pupils plus either or both N1 and N2 pupils. (If half or more of the pupils are Nursery record the Class Type as 'N', otherwise record as 'I' infant.).
O	I	R	F	Reception aged pupils only
O	N/I	M	F	Any combination of Nursery, Reception, Year 1 and Year 2 pupils. (If half or more of the pupils are Nursery record the Class Type as 'N', otherwise record as 'I' Infant.)
O	I	1	F	Year 1 pupils only
O	I	2	F	Year 2 pupils only
O	J	3	2	Year 3 pupils only
O	J	4	2	Year 4 pupils only
O	J	5	2	Year 5 pupils only
O	J	6	2	Year 6 pupils only
O	J	M	2	Any combination of Year 3, Year 4, Year 5 and Year 6 pupils
O	N/I/J	M	M	Any class with a combination of Foundation Phase and Key Stage 2 pupils, (ie Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. Class can also include Reception and Nursery pupils). (If half or more of the pupils are Nursery record the Class Type as 'N', otherwise record as 'I' Infant or 'J' Junior according

S				to the KS with the majority of pupils.)
S	N	N1	F	Year N1 pupils only
S	N	N2	F	Year N2 pupils only
S	N/I	M	F	Any combination of Nursery, Reception, Year 1 and Year 2 pupils. (If half or more of the pupils are Nursery record the Class Type as 'N', otherwise record as 'I' Infant.)
S	I	R	F	Reception aged pupils only
S	I	1	F	Year 1 pupils only
S	I	2	F	Year 2 pupils only
S	J	3	2	Year 3 pupils only
S	J	4	2	Year 4 pupils only
S	J	5	2	Year 5 pupils only
S	J	6	2	Year 6 pupils only
S	J	M	2	Any combination of year 3, year 4, year 5 and year 6 pupils
S	N/I/J	M	M	Any class with a combination of Foundation Phase and Key stage 2 pupils. (If half or more of the pupils are Nursery record the Class Type as 'N', otherwise record as 'I' Infant or 'J' Junior according to the KS with the majority of pupils.)