School census 2023-24 acceptable notepad entries

Query	Error message	Acceptable notepad entry
270	Please check: School email address is missing	Confirmation that the school does not have an email address.
290	Please check: day school with a majority of boarding pupils	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
300	Please check: boarding school with a majority of day pupils	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
330	Please check: more day pupils on roll than the approved maximum	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
340	Please check: more boarding pupils on roll than the approved maximum	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
564	Please check: Primary admission appeals figures should be provided and are expected to be greater than zero	Confirmation that your school did not have any primary admission appeals. Acceptable note entry 'school did not have any primary admission appeals'
565	Please check: Secondary admission appeals figures should be provided and are expected to be greater than zero	Confirmation that your school did not have any secondary admission appeals. Acceptable note entry 'school did not have any secondary admission appeals'
566	Please check: Infant admissions appeals figures should be provided and are expected to be greater than zero	Confirmation that your school did not have any primary admission appeals. Acceptable note entry 'school did not have any infant admission appeals'
1010	Please check: 10% or more of pupils not in class at selected time	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1070	Please check: Number of teachers in class is missing or invalid	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'
1110	Please check: No support staff reported for any class	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1150	Please check: Class type and class year group different	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1155	Please check: Class type and class year group different	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.

Query	Error message	Acceptable notepad entry
1180	Please check: Activity shown as other for all classes	Confirmation is not acceptable. A reason why all classes are only doing activity equal to (OT) Other must be provided.
1230	Please check: KS1 or Reception class with pupil / teacher ratio greater than 30	Confirmation is not acceptable. If the teacher is on PPA then it is important that this is recorded in the PPA field. If the class/es has pupil 'exceptions' please record under the relevant exception category. Failure to action this will result in the class/es being published as unlawful classes. If the large class/es do not have any exceptions or any teachers on PPA then a reasonable explanation must be provided. For example, the school maybe going through the process of employing an additional member of staff. Failure to comply will result in the school/LA being contacted by the DfE.
1240	Please check the number of guest pupils in the class is equal to or greater than the number of home pupils	Confirmation is not acceptable. A reason must be provided as to why a schools 'guest pupils' is equal to or greater than the number of pupils they have on roll.
1260	Please check: Nursery class with pupils / adult ratio greater than expected	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1270	Please check: No classes shown for an expected year group	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1280	Please check: Classes shown for an unexpected year group	Confirmation is not acceptable. A reason must be provided why there are classes outside the year groups for the school.
1300	Please check: Nursery classes shown but no nursery pupil records	Confirmation is not acceptable. A reason must be provided why there is a nursery class but no pupils with a class type of nursery.
1330	Please check: Free school meals taken equals zero. Your school has one or more pupils who are eligible for free school meals	Confirmation is not acceptable. Schools will be required to specifically confirm that the FSM information. Acceptable notepad entry 'No FSM eligible pupils had a school meal on census day'
1490	Please check: No pupils on roll have been recorded	Confirmation is not acceptable. A reason must be provided.

Query	Error message	Acceptable notepad entry
1495	Please check: No pupils no longer on roll have been recorded	**Spring and summer** No pupils left during this period
1601	Please check: Pupil's age is out of range for school type	Confirmation is not acceptable. A reason must be provided why the school has pupils outside the age range for their school type.
1620	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth	Confirmation is not acceptable. A reason must be provided to ensure these are different pupils.
1700	Please check: Percentage of pupils on roll for whom ethnicity has not been obtained is high (greater than 10%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1741	Based on Ministry of Defence criteria, Service Children (parents designated as personnel category 1 or 2) are not eligible for free school meals	Confirmation is not acceptable. As this impacts on pupil premium funding a reason must be provided why a pupil is both FSM and a service child. Please note the pupil must 'live' with the parent who is in the services to be recorded as a service child.
1750	Please check: Percentage of pupils with periods of free school meal eligibility is high (greater than 45%)	Confirmation is not acceptable. Schools will be required to specifically confirm that the FSM information is correct. Acceptable note entry "The school has confirmed that they do have more than 45% of pupils who are entitled to a FSM".
1751	Please check: Percentage of pupils in Reception with periods of free school meal eligibility is high (greater than 50%)	Confirmation is not acceptable. Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry "The school has confirmed that they do have more than 50% of reception pupils who are entitled to a FSM and they are not just pupils who are entitled to a universal infant free school meal".
1752	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility is high (greater than 50%)	Confirmation is not acceptable. Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry 'The school has confirmed that they do have more than 50% of 'Year 1' pupils who are entitled to a FSM and they are not just pupils who are entitled to a universal infant free school meal'.

Query	Error message	Acceptable notepad entry
1753	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility is high (greater than 50%)	Confirmation is not acceptable. Schools will be required to specifically confirm that the FSM information is correct for the year group. Acceptable note entry 'The school has confirmed that they do have more than 50% of 'Year 7' pupils who are entitled to a FSM'.
1760	Please check: No pupils in the school eligible for free school meals during the period since the last census	Confirmation is not acceptable. Acceptable note entry 'No pupils qualify for FSM'.
1767	Due to FSM protection, FSM periods are not expected to have an end date. Please provide a reason.	Confirmation is not acceptable. A reason must be provided as to why the FSM period has an end date.
1849	Please check: A pupil aged 3 or 4 recorded with post looked after arrangements would be expected to be in receipt of early years pupil premium with a basis for funding of 'RO' or 'RB'	Confirmation is not acceptable. A reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with 'post looked after arrangements'
1850	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	Confirmation is not acceptable. As language can impact funding allocations a reason must be provided as to why a high percentage of pupils have not had their language information obtained.
1853	Please check: A pupil aged 3 or 4 eligible for FSM would be expected to be in receipt of early years pupil premium with a basis for funding of 'RE' or 'RB'	Confirmation is not acceptable. A reason must be provided why the basis for funding is not recorded as RE or RB if the pupil is recorded as FSM eligible.
1870	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	Confirmation is not acceptable. As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
1872	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	Confirmation is not acceptable. Schools are required to specifically confirm that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high . Acceptable notepad entry 'school do have more than 5% of pupils who are ceased to be looked after through adoption, a special guardianship order or a residence order'
1873	Please check: No pupils currently on roll are recorded as being in receipt of the 16-19 bursary - Are you sure?	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.

Query	Error message	Acceptable notepad entry
1877	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	Confirmation is acceptable. Acceptable notepad entry 'confirmed as correct'.
1878	Please check: No infant pupils are recorded as having a school lunch on census day?	Confirmation is not acceptable. A reason must be provided. Do not record aggregated pupil numbers in the notepad as these will not be actioned and may result in loss of funding.
1881	For autumn:

Please check the entry date as the sessions possible indicate that the pupil attended the school during the first half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.

For spring and summer:

Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided. | Confirmation is not acceptable. Acceptable note entry should provide details that the pupil left in x term and then returned in x term. |
| 1883 | Please check entry date as the sessions possible indicate that the pupil attended the school during the second half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided. | Confirmation is not acceptable. Pupils who were on roll in the previous term should not be given a new entry date. Acceptable notepad 'pupil left and was subsequently readmitted'. |
| 1885 | Please check: Percentage of pupils with a new entry date seems high (greater than 50%) | Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'. |

Query	Error message	Acceptable notepad entry
1888	Please check: The sum of previous year's planned learning hours and the previous year's planned employability, enrichment and pastoral hours should not be greater than 1,000 hours.	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1890	Please check: Percentage of new admissions in autumn term in school seems high (greater than 40%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1891	Please check: The pupil has previous year's planned employability, enrichment and pastoral hours but no previous year's planned learning hours	Confirmation is not acceptable. As this information is used to calculate funding a reason must be provided as to why a student on a post 16 study programme does not have any previous year's planned learning hours but does have previous year's planned employabilty, enrichment and pastoral hours.
1892	Please check: No pupils have previous year's planned employability, enrichment and pastoral hours	Confirmation is not acceptable. As this information is used to calculate funding a reason must be provided as to why a student on a post 16 study programme does not have any previous year's planned employabilty, enrichment and pastoral hours but does have previous year's planned learning hours.
1893	Please check: The sum of previous year's planned learning hours and the previous year's planned employability, enrichment and pastoral hours is lower than 40. Total previous year's planned hours should reflect the annual planned hours for the previous academic year	Confirmation is not acceptable. The notepad must indicate that the school have not just recorded the student's weekly hours for the previous year and the hours reported are correct. Acceptable note entry 'The number of planned hours for the previous year represent the annual planned hours for the previous academic year and are not just weekly hours'.
1900	Please check: Percentage of new admissions in spring term in school seems high (greater than 30%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1910	Please check: Percentage of new admissions in summer term in school seems high (greater than 25%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.

Query	Error message	Acceptable notepad entry
1925	Autumn term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, suspensions, permanent exclusions, AP placement details, learner funding and monitoring or post-16 data for the required period Spring term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, suspensions, permanent exclusions, AP placement details, learner funding and monitoring or learner support item for the required period Summer term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, suspensions, permanent exclusions, AP placement details, learner funding and monitoring or learner support item for the required period	Confirmation is not acceptable. Acceptable reason is that the pupil left in 'x' term came back and then left again.
1960	Please check: Percentage of part-time pupils in school seems high (equal to or greater than 35%)	Confirmation is not acceptable. It is only expected that a nursery school would have a high proportion of part time pupils, therefore, for all other school types a reason must be provided.
1980	Please check: School has reported boarding pupils	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1990	Please check: Pupil is in receipt of top-up funding but is not classed as having an EHC Plan?	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1991	Please check: No pupils with an EHC Plan are reported as being in receipt of top-up funding?	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
1996	Please check: The sum of planned learning hour and the planned employability, enrichment and pastoral hours should not be greater than 1,000 hours. Planned hours should reflect the planned hours for the academic year	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.

Query	Error message	Acceptable notepad entry
1998	Please check: The pupil has planned employability, enrichment and pastoral hours but no planned learning hours	Confirmation is not acceptable. As this information is used to calculate funding a reason must be provided why a student on a post 16 study programme does not have any qualification hours.
1999	Please check: No pupils have planned employability, enrichment and pastoral hours	Confirmation is not acceptable. As this information is used to calculate funding a reason must be provided why a student on a post 16 study programme does not have any planned employability, enrichment and pastoral hours.
2010	Please check: 10% or more pupils' year group differing from their age	Confirmation is not acceptable. A reason must be provided why 10% of pupils are outside their expected NC year group.
2020	Please check: pupil year group and age inconsistent	Confirmation is not acceptable. Reason must be provided as to why the pupil is two years outside their expected NC year. For example an acceptable note entry is that pupil has severe SEN **or** language difficulties **or** pupil is academically gifted.
2030	Please check: Pupil in unexpected year group for this school	Confirmation is not acceptable. A reason must be provided as to why the pupil is in a NC year group outside the expected year groups for the type of school.
2040	Please check: Expected year group with no pupils (apart from year 14)	Confirmation is not acceptable. A reason must be provided. For example, school is newly opened and is staggering intake of year groups **or** school is due to close
2050	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2070	Please check: pupil's class type and year group incompatible	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2090	Please check: Nursery pupils reported but no nursery class records	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2100	Please check: More FT nursery pupils on roll than number on nursery class records	Confirmation is not acceptable. A reason must be provided as to why there are more FT nursery pupils on roll then there are recorded in a nursery class.
2110	Please check: More pupils in Nursery classes than nursery pupils on roll	Confirmation is not acceptable. A reason must be provided as to why there are more nursery pupils in the nursery class then there are nursery pupils on roll.

Query	Error message	Acceptable notepad entry
2190	Please check: Percentage of pupils in school with EHC plans seems high (greater than 10%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2200	Please check: There are no pupils in the school with SEN provision	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2205	Please check: Percentage of pupils in school with SEN provision of SEN support seems high (greater than 40%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2210	Please check: Percentage of pupils in school with an EHC plan seems low for a special school (less than 70%)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2320	Please check: number of sessions suspended is greater than 90	Confirmation is not acceptable. A reason must be provided why the pupil has been suspended for more than 90 sessions.
2355	Please check: Pupil record with no address details	Confirmation is not acceptable. A reason must be provided as why no address details have been recorded.
2379	Please check: AP Placement information should not be returned for pupils with main or subsidiary registration. Unless the data relates to a previous term when the pupil had sole registration.	Confirmation that the pupil was previously sole registered (enrolment status C, F or O)
2399	The UKPRN entered relates to an establishment which is not open on GIAS please enter the correct UKPRN or remove this placement record	Confirmation is not acceptable. Acceptable note entry 'The UKPRN is on the UK register of learning providers'.
2485	Pupil attendance indicates they are suspended or permanently excluded but no suspension or permanent exclusion is recorded	Confirmation is not acceptable. Acceptable notepad entry 'pupil has been excluded which is going to appeal, in the meantime they are not receiving any education provision'. Or alternatively the pupil received a suspension at the end of the previous term which extended into the next term and no education provision was provided'.

Query	Error message	Acceptable notepad entry
2502	For autumn: Please check: Zero attendance sessions possible has been recorded for the pupil in the first half of the summer term. Pupil should only be recorded with zero sessions possible if dually registered and they spent all of the period for which attendance data is being collected at the other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT. For spring and summer Please check: Zero attendance sessions possible recorded for the pupil. Pupil should only be recorded with zero sessions possible if dually registered and they spent all of the previous term for which attendance data is being collected at the other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	Confirmation is not acceptable. Acceptable note entry 'pupil is dually registered and though did not attend this establishment in the previous term, they remain on roll'. Please note if the school use 'attendance reasons' it is expected that reason code 'D' is returned for the sessions a dually registered pupil is attending the other school, in such cases the query will disappear.
2520	Please check: sessions possible should not be greater than 150	Confirmation is not acceptable. A reason must be provided as to why the pupil has more than 150 possible sessions.
2540	Please check: There would normally be at least one pupil who would have at least one authorised absence during the previous term	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirm that there was no authorised absence in the previous term'.
2550	Please check: There would normally be at least one pupil who would have at least one unauthorised absence during the previous term	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirm that there was no unauthorised absence in the previous term'.
2560	Please check: Percentage of authorised absence is greater than 30% - are you sure?	The school must confirm that the information is correct. Acceptable note entry 'school confirm that authorised absence in the previous term was more than 30%'

Query	Error message	Acceptable notepad entry
2570	Please check: Percentage of unauthorised absence is greater than 30% - are you sure?	The school must confirm that the information is correct. Acceptable note entry 'school confirm that unauthorised absence in the previous term was more than 30%'.
2576	Please check: Zero attendance sessions possible recorded for pupil on roll in the second half of the summer term. Pupil should only be recorded with zero sessions possible if they spent all of the period which attendance data is being collected at the other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	Confirmation is not acceptable. Acceptable note entry 'pupil is dually registered and though did not attend this establishment in the previous term, they remain on roll'. Please note if the school use 'attendance reasons' it is expected that reason code 'D' is returned for the sessions a dually registered pupil is attending the other school. In such cases the query will disappear.
2583	Please check: There would normally be at least one pupil who would have at least one authorised absence for the second half of the summer term	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirm that there was no authorised absence in the previous term'.
2584	Please check: There would normally be at least one pupil who would have at least one unauthorised absence for the second half of the summer term	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirm that there was no unauthorised absence in the previous term'.
2588	Pupil attendance for second half of summer term indicates they are suspended or permanently excluded but no suspension or permanent exclusion is recorded	Confirmation is not acceptable. Acceptable notepad entry 'pupil has been excluded which is going to appeal, in the meantime they are not receiving any education provision'. Or alternatively 'the pupil received a suspension at the end of the previous term which extended into the next term and no education provision was provided'.
2691	Please check: Unit contact time is greater than normal full time education hours (which is 25 hours per week)	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2692	Pupils would be expected to have some unit contact time with the establishment in the previous week. Please provide a reason	Confirmation is not acceptable. A reason must be provided why the pupil has not had any contact time with the establishment.
2695	Please check: 90% or more of infant pupils have free school meal eligibility	Confirmation is not acceptable. A statement must be included that these infant pupils also meet the FSM criteria and that they have not been recorded as FSM due to receipt of UiFSM. This is to ensure that schools have not made an error which would impact pupil premium funding.

Query	Error message	Acceptable notepad entry
2706	Please check: Post 16 data would not normally be expected for a pupil on roll below year 12	Confirmation is not acceptable. A reason must be provided.
2707	Please check: Post 16 data would not normally be expected for a pupil who was below year 12 when they left school	Confirmation is not acceptable. A reason must be provided.
2708	Please check: Learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims)	Confirmation that the pupil was previously a subsidiary registration.
2709	Please check: Learning aims would normally be expected for a pupil who was on roll in Year 12 and above and left since the last autumn census	Confirmation that the pupil was previously a subsidiary registration.
2715	Please check: Post 16 data should not be provided for pupils with subsidiary registration in the current term. However, if the post 16 data submitted relate to the previous academic year when the pupil had single or main registration then they should be included in the return	Confirmation that the pupil was previously a single or main registration
2740	Please check: Learning start date seems too early	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2767	Please check the learning planned end date as only short courses would be expected to have a planned end date in September	Confirmation is not acceptable. As we only expect short courses to have a planned end date in September, a reason must be provided.
2775	Please check: The sum of planned learning hours and the planned employability, enrichment and pastoral hours is lower than 40. Total planned hours should reflect the annual planned hours for the academic year	Confirmation is not acceptable. As this will impact funding, the notepad must indicate that the school have recorded the student's annual planned hours and not just recorded their weekly hours . Acceptable note entry 'The number of planned hours representive the annual planned hours and are not just weekly hours'.
2810	Please check: Learning aim actual end date should not be later than the pupil's leaving date for pupils no longer on roll	Confirmation is not acceptable. A reason must be provided as to why the student has left the school prior to them completing their learning aim(s).
2858	Please check: your establishment is registered to deliver T Levels however, no T Level Programmes exist	Confirmation is not acceptable a reason must be provided where no T levels have been reported

Query	Error message	Acceptable notepad entry
2905	Please check: the earliest learning aim start date should be equal to the programme aim start date	Confirmation is not acceptable. A reason must be provided why there is not a learning aim which started at the same time as the programme aim.
2905	Please check: the earliest learning aim start date should be equal to the programme aim start date	Confirmation is not acceptable. If it is the case that the student completed, withdrew or transferred prior to previous autumn school census, please record a notepad to this effect otherwise please correct the relevant start dates.
2906	Please check: Programme aim start date seems too early	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2913	The UKPRN entered does not relate to any known UKPRN on GIAS open between: Autumn 19 May 2023 and 05 October 2023 Spring 06 October 2023 and 18 January 2024 Summer 19 January 2024 and 16 May 2024	Confirmation is not acceptable. Acceptable note entry 'The UKPRN is on the UK register of learning providers'.
2937	The UKPRN entered relates to an establishment which was not open on GIAS for the full placement period.	Confirmation is not acceptable. Acceptable note entry 'The UKPRN is on the UK register of learning providers'.
2960	Please check: Opening time is expected to be within the range 06:00 to 09:00	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2965	Please check: Closing time is expected to be within the range 16:00 to 20:00	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
2982	Please check: school time is outside of the expected range	Confirmation is not acceptable. A reason must be provided.

Query	Error message	Acceptable notepad entry
3020	Please check: Maths GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking a valid maths qualification that meets the condition of funding or you have not recorded this re-take in the student's learning aim record, they may have funding removed for being non-compliant with the condition of funding.	Confirmed as correct is not acceptable, as this will impact on Post 16 funding we expect the following action to be undertaken: Check your Maths & English condition of funding report (both previous and current years) to identify any non-compliant students; this available from the report section of COLLECT. Ensure those students are undertaking compliant maths/English delivery and that the specific learning aim has been accurately recorded in your return. Acceptable notepad is an indication that these actions have been taken or provide a reason why they are non-compliant
3025	Please check: Student has achieved A*-C or 9-4 maths GCSE and therefore would not be expected to have a funding exemption of 'L' or 'F'	Confirmation is not acceptable. A reason must be provided as to why a student who has achieved A*-C or 9-4 has a funding exemption of 'L' or 'F'.
3027	Please check: If student has maths GCSE funding exemption of 'O' or 'U', the highest prior attainment should be NR	Confirmation is not acceptable. A reason must be provided as to why a student who has achieved A*-C or 9-4 has a funding exemption of 'O' or 'U'.

Query	Error message	Acceptable notepad entry
3030	Please check: English GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking a valid English qualification that meets the condition of funding or you have not recorded this re-take in the student's learning aim record, they may have funding removed for being non-compliant with the condition of funding.	Confirmed as correct is not acceptable, as this will impact on Post 16 funding we expect the following action to be undertaken: Check your Maths & English condition of funding report (both previous and current years) to identify any non-compliant students; this available from the report section of COLLECT. Ensure those students are undertaking compliant maths/English delivery and that the specific learning aim has been accurately recorded in your return. Acceptable notepad is an indication that these actions have been taken or provide a reason why they are non-compliant
3035	Please check: Student has achieved A*-C or 9-4 English GCSE and therefore would not be expected to have a funding exemption of 'L' or 'F'	Confirmation is not acceptable. A reason must be provided as to why a student who has achieved A*-C or 9-4 has a funding exemption of 'L' or 'F'.
3037	Please check: If student has English GCSE funding exemption of 'O' or 'U', the highest prior attainment should be NR	Confirmation is not acceptable. A reason must be provided as to why a student who has achieved A*-C or 9-4 has a funding exemption of 'O' or 'U'.
3080	Please check: Take up of school lunches for pupils in reception (plus pupils aged 4 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer reception pupils took a school lunch on census day	Confirmation will not be acceptable. As this will impact on the UIFSM funding calculation a reason must be provided why take up is so low for Reception pupils. If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT.

Query	Error message	Acceptable notepad entry
3085	Please check: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer pupils in year 1 took a school lunch on census day	Confirmation will not be acceptable. As this will impact on the UiFSM funding calculation a reason must be provided why take up is so low for Year 1 pupils.

If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT. |
| 3090 | Please check: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer -pupils in year 2 took a school lunch on census day | Confirmation will not be acceptable. As this will impact on the UIFSM funding calculation a reason must be provided why take up is so low for Year 2 pupils.

If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned and will result in loss of funding. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT. |
| 3132 | Where AP Setting Type is provided, <Company number> should also be provided | Confirmation that the AP setting does not have a company number. |
| 4006 | Please check: Learner Funding and Monitoring information should not be returned for 16-19 pupils with subsidiary registration in the current term. Unless the data relates to a previous term when the pupil had single or main registration | Confirmation that the pupil was previously a single or main registration. |
| 4007 | Please check: no pupils on roll are in receipt of National Tutoring Programme (NTP) | Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT. |

Query	Error message	Acceptable notepad entry
4008	Please check: no students on roll are in receipt of 16-19 Learner Funding and Monitoring	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'. If the information recorded is incorrect please do not record aggregated pupil numbers in the notepad as these will not be actioned. Either resubmit your return with the correct data or amend the relevant pupils records in COLLECT.
4015	Please check: no School Arranged Alternative Provision (AP) placements have been provided	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
4016	Please check: no Alternative Provision (AP) placements have been provided.	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
4017	Please check: Number of hours of tuition seem too high. Have previous term's hours of tuition been included? Only the number of hours of tuition provided from the beginning of the autumn term to census day should be returned.	Confirmation will not be acceptable. A reason must be provided as to why the number of tuition hours are so high. The notepad must also include a statement that the number of hours provided are only from the beginning of the autumn term.

If the information recorded is incorrect please either resubmit your return with the correct data or amend the relevant pupils records in COLLECT. |
5240	Please check: The number of hours at setting indicates that the pupil may be attending the school full time. However, they have been recorded as part-time	Confirmation will not be acceptable. A reason must be provided as it is expected that a pupil attending school for 25 hours a week would be full time. Acceptable note entry 'though the pupil attends school for 25 hours or more, they do not attend the school for 10 sessions a week'.
TonT10B	There are significantly more boarding pupils than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this increase in boarding pupils.
TonT10 C	There are significantly fewer boarding pupils than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this decrease in boarding pupils
TonT10 D	Please check: Previous Collection's % of Boarding Pupils is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirms that they did not have any pupils boarding last term'.

Query	Error message	Acceptable notepad entry
TonT11B	There are is a significantly higher percentage of overall absence than last collection (this collection xx, last collection xx).'	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT11 C	There is a significantly lower percentage of overall absence than last collection (this collection xx, last collection xx).'	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT11 D	Please check: Previous Collection's overall absence is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT12B	There is a significantly higher percentage of overall absence (second summer half term) than last collection (this collection xx, last collection xx).'	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT12 C	There is a significantly lower percentage of overall absence (second summer half term) than last collection (this collection xx, last collection xx).'	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT12 D	Please check: Previous Collection's overall absence (second summer half term) is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT13B	There are significantly more infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this increase.
TonT13 C	There are significantly fewer infants taking a school lunch than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this decrease.
TonT13 D	Please check: Previous Collection's % of school lunch taken is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT14B	More suspensions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why more suspensions have been reported than was previously reported for the same period or the data is incorrect and therefore must be amended
TonT14 C	Fewer suspensions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why less suspensions have been reported than was previously reported for the same period, or the data is incorrect and therefore must be amended

Query	Error message	Acceptable notepad entry
TonT14D	Suspensions have been reported in this census but none were reported in the previous census for the same period (Last collection = 0, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why suspensions have been reported when no suspensions were reported previously for the same period or the data is incorrect and therefore must be amended.
TonT15C	Fewer permanent exclusions have been reported in this census than the previous census for the same period (Last collection = X, current collection = X)	Confirmation is not acceptable. Either a reason must be provided why less permanent exclusions have been reported than was previously reported for the same period, or the data is incorrect and therefore must be amended.
TonT16B	There are significantly more pupils with post looked after arrangements than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this increase.
TonT16C	There are significantly fewer pupils with post looked after arrangements than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. As this data will be used in funding calculations a reason must be provided for this decrease.
TonT16D	Please check: Previous Collection's % of pupils with post looked after arrangements is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT1B	There are significantly more pupils than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided for the increase.
TonT1C	There are significantly fewer pupils than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.
TonT1D	Please check: Previous Collection's Total Number of Pupils (headcount) is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT3B	There are significantly more Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided. Please ensure that the school have not mistakenly included infant pupils who are entitled to UiFSM only.
TonT3C	There are significantly fewer Infant pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.

Query	Error message	Acceptable notepad entry
TonT3D	Please check: Previous Collection's % of Infant pupils eligible for FSM is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'the school confirms that there were no infant pupils eligible for FSM last term'
TonT4B	There are significantly more pupils eligible for a FSM than last collection (this collection xx, last collection xx). A reason must be provided for this increase.	Confirmation is not acceptable. A reason must be provided for the increase.
TonT4C	There are significantly fewer pupils eligible for a FSM than last collection (this collection xx, last collection xx).A reason must be provided for this decrease.	Confirmation is not acceptable. A reason must be provided for the decrease.
TonT4D	Please check: Previous Collection's % of Pupils eligible for FSM is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'school confirms that no pupils were eligible for FSM last term'.
TonT5B	There are significantly more pupils with an EHC Plan than last collection (this collection xx, last collection xx).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT5C	There are significantly fewer pupils with an EHC Plan than last collection (this collection xx, last collection xx).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT5D	Please check: Previous Collection's % of Pupils with an EHC Plan is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT6B	There are significantly more pupils with SEN without an EHC Plan than last collection (this collection xx, last collection xx).'	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT6C	There are significantly fewer pupils with SEN without an EHC Plan than last collection (this collection xx, last collection xx).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT6D	Please check: Previous Collection's % of Pupils with SEN without an EHCP is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT7B	There are significantly more pupils whose language is not English than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this increase. Unless there has been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.

Query	Error message	Acceptable notepad entry
TonT7C	There are significantly fewer pupils whose language is not English than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided for this decrease. Unless there has been significant changes to overall pupil numbers it is not expected that this figure will change much from one term to the next.
TonT7D	Please check: previous collections % of pupils with language code not English is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT8B	There are significantly more service children than last collection (this collection xx, last collection xx).	Confirmation is not acceptable. A reason should be provided for this increase in service children.
TonT8C	There are significantly fewer service children than last collection (this collection xx, last collection xx).	Confirmation is not acceptable. A reason should be provided for this decrease in service children.
TonT8D	Please check: Previous Collection's % of service children is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct'.
TonT9B	There are significantly more pupils whose ethnicity is not obtained than last collection (this collection xx, last collection xx).'	Confirmation is not acceptable. A reason must be provided as to why significantly more pupils have an ethnicity 'not obtained' from last year.
TonT9D	Please check: Previous Collection's % of Pupils whose Ethnic Group not obtained is zero (this collection xx, last collection 0).	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry 'confirmed as correct' .