



Autumn 2026 School Census

Census Checklist – Primary & Nursery Phase

Use this as the final operational check. Detailed explanations are deliberately kept in the Supporting Guide, while the Quick Guide covers the overall census process and submission route.

1 QUICK GUIDE

Dates, process & submission

2 SUPPORTING GUIDE

Detailed data guidance

3 CHECKLIST

Final actions & sign-off

USE WITH: Quick Guide = process and submission. Supporting Guide = detailed data-item rules. Checklist = confirm the work is complete.

1. Before Census Day

Pupil records

- ☐ **Basic pupil details:** Check name, date of birth, gender, year group, address, enrolment status, first language, ethnicity and service child indicator.
- ☐ **UPNs:** Resolve temporary and duplicate UPNs. Obtain the pupil's earliest permanent UPN from the previous English state-funded school where applicable.
- ☐ **Enrolment status:** Check Current, Dual Main and Dual Subsidiary registration is correct, particularly for dual-registered pupils.
- ☐ **Part-time pupils:** Check the part-time indicator is used appropriately; compulsory-school-age pupils should not normally be recorded as part-time.
- ☐ **SEN Unit / Resourced Provision:** Use these indicators only where the provision has been formally recognised by the Local Authority.

Funding-sensitive checks

- ☐ **Free School Meals:** Reverify live FSM eligibility for Autumn 2026 and check start/end dates, verification date, UK country and Targeted/Expanded FSM category. See Supporting Guide 3.2.
- ☐ **Pupil Premium:** Check pupils attracting Pupil Premium meet Targeted FSM criteria; Expanded FSM alone does not attract Pupil Premium. See Supporting Guide 3.3.
- ☐ **Early Years funding:** Check funded hours, extended/expanded hours, eligibility codes, EYPP and DAF where applicable, and reconcile with the Hackney Provider Portal.
- ☐ **Top-Up Funding:** Check the indicator is correct for applicable pupils.
- ☐ **Pupil numbers:** Check pupils who should be on roll are correctly recorded by 1 October 2026, including Reception and Nursery pupils where applicable.

Attendance, exclusions and placements

- ☐ **Attendance:** Resolve missing marks for the collection period 6 April to 31 July 2026.

- ☐ **Suspensions and permanent exclusions:** Check all relevant records with start dates between 1 January and 31 July 2026 are complete.
- ☐ **Alternative Provision:** Check open placements and placements ending between 21 May and 30 September 2026 inclusive, where applicable.

New for 2026/27

- ☐ **Kinship Care:** Review the indicator for all on-roll pupils as at census day; ND remains the default unless kinship care has been identified.
- ☐ **Managed Moves:** Check applicable managed moves have a start date, destination school URN and reason recorded.
- ☐ **Government-funded Free Breakfast Clubs:** If participating in the government programme, confirm daily electronic attendance recording has started for eligible pupils. First census return: Spring 2027.
- ☐ **Exclusion changes:** Ensure processes are capturing the new/revised exclusion and review information arising from Autumn 2026 for later census returns.

School-level information

- ☐ Check establishment details, school email address, URN and other school-level information are current.

2. On Census Day – 1 October 2026

- ☐ Generate the final census return using the latest MIS census software/version.
- ☐ Resolve errors and investigate queries; add explanations where the data is correct.
- ☐ Review the School Summary Report and compare key figures with previous returns.
- ☐ Obtain Headteacher review and authorisation before submission.
- ☐ Maintained schools: upload the census XML file, Summary Report and Authorisation Report via AnyComms.
- ☐ Maintained schools: send the signed authorised Summary Report in line with the submission instructions in the Quick Guide.

SUBMISSION DETAIL: For the submission route, deadline, MIS support boundaries and contact details, use the Quick Guide. This checklist does not duplicate those instructions.

3. After Census Day

- ☐ Respond promptly to Hackney Education validation or data-quality queries.
- ☐ Make amendments where required and resubmit the corrected return through the agreed route.
- ☐ Review the post-submission quality-assurance summary provided through AnyComms and action any required corrections.
- ☐ Keep the authorised census documentation in accordance with your school's record-management arrangements.

Need more detail?

Do not use this checklist as the detailed guidance source. For rules on FSM, Pupil Premium, Kinship Care, Managed Moves, breakfast clubs, exclusions and funding-sensitive data, refer to the Supporting Guide. For dates, preparation, submission and support routes, refer to the Quick Guide.