

Pupil Level Annual School Census (PLASC) Census day: 16 January 2024

The collection of PLASC data for the 2023/2024 academic year

Technical completion notes

Date of issue: 15 February 2024

Version: 1.1

PLASC data collection 16 January 2024 (census day)

| | |
|----------------------------|---|
| Audience | Headteachers of maintained schools and local authorities. |
| Overview | These technical completion notes are provided by the Welsh Government as guidance to support the above audience in complying with their statutory duties. |
| Action required | All maintained nursery, primary, secondary, middle and special schools in Wales must submit a PLASC collection return. |
| Further information | If you need further advice on the completion of any part of your PLASC collection return, please contact your local authority in the first instance. |

Enquiries about this document should be directed to:

Information Management Strategy
Data Collections Team
School Information and Improvement Branch
The Education Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Tel.: 0300 062 5014 / 0300 025 3358
E-mail: IMS@gov.wales / PLASC@gov.wales



[@WG_Education](https://twitter.com/WG_Education)



[Facebook/EducationWales](https://www.facebook.com/EducationWales)

| | |
|--------------------------|--|
| Additional copies | This document can be accessed from the Welsh Government website at gov.wales . |
|--------------------------|--|

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.



Digital ISBN 978 1 83504 525 6
© Crown copyright February 2024
WG48272

Contents

| | |
|--|------------|
| 1. Overview | 2 |
| Table 1: Timetable for PLASC 2024 | 2 |
| 1.1 Major changes from last year | 2 |
| 2. Changes to PLASC this year | 3 |
| 2.1 Additional new School Language Category data element | 3 |
| 2.2 New Sex data item and removal of Gender data item | 3 |
| 2.3 Gender Mix replaced with Sex Mix | 3 |
| 3. Future developments | 4 |
| 3.1 School Workforce Annual Census (SWAC) introduction and PLASC workforce data | 4 |
| 3.2 Review of national identity and ethnicity data | 4 |
| 3.3 Other developments | 4 |
| 4. Introduction | 5 |
| 5. Data entry and data checking | 7 |
| 6. Summary of data fields to be returned in PLASC collection | 8 |
| 7. Individual pupil data | 14 |
| 7.1 How is pupil registration defined? | 14 |
| 7.2 Pupils excluded (both permanently and fixed term) in the 2022/2023 school year | 14 |
| 8. Teaching and support staff | 16 |
| 9. Classes as taught | 18 |
| 10. Teacher recruitment and retention | 19 |
| 10.1 Teacher Recruitment | 19 |
| 11. Validation and error correction | 20 |
| 12. The school summary | 21 |
| 13. Sending the return to your local authority | 22 |
| Annex A: Detailed completion notes by data field | 23 |
| Annex B: Valid ethnic background codes | 153 |
| Annex C: Valid English as an additional language codes with descriptions | 156 |
| Annex D: Valid first language codes | 157 |
| Annex E: Data required for teaching and support staff | 164 |
| Annex F: Data required for classes as taught | 166 |

1. Overview

These notes are for use by all maintained schools (nursery, primary, middle, secondary, and special) and local authorities in completing the Pupil Level Annual School Census (PLASC) in January 2024. The reason for issuing these notes is so that schools and local authorities 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.

Schools should work to the following timetable to ensure a return clean of all errors and as accurate as possible is with the Welsh Government by **Friday 1 March 2024**. 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 the Welsh Government will be circulating the funding calculations to local authorities. 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.

Table 1: Timetable for PLASC 2024

| Date | Action |
|--------------------------------|---|
| Tuesday 16 January 2024 | January PLASC 2024 census day |
| Tuesday 16 January 2024 | DEWi opens for PLASC collection data |
| Local authority defined | Return to local authority via DEWi |
| Friday 1 March 2024 | Deadline for submissions to the Welsh Government via DEWi |

1.1 Major changes from last year

The following list shows the main changes since the previous PLASC collection period collection:

- dates rolled forward by a year; and
- the addition of a new School Language Category data item.
- the Gender data item has been removed and a new Sex data item has been introduced.
- following the introduction of Sex as a data item, Gender Mix has been replaced with Sex Mix

2. Changes to PLASC this year

2.1 Additional new School Language Category data element

In December 2021, the Welsh Government published revised Guidance on school categories according to Welsh-medium provision. The Welsh Government have reduced the overall number of categories across primary and secondary schools to six, three in the primary and three in the secondary which are English medium, Dual language, and Welsh medium. There are also transitional categories for schools, who in consultation with their local authority are planning the increase in their Welsh medium provision in order to transition to the next category, in line with the local authority's Welsh in Education Strategic Plan.

Schools should refer to the categories within this guidance when reporting on the language category of the school. The new School Language Category data element corresponds to the new categories outlined in this guidance.

[Guidance on School categories according to Welsh-medium provision](#)

2.2 New Sex data item and removal of Gender data item

Following considerations on recording and collecting an individual's sex (as recorded on Birth Certificate or Gender Recognition Certificate), from 2 October 2023 the schools' Management Information Systems (MIS) will collect M (male) or F (female) under the Sex data item.

The Gender data item has been removed. The Welsh Government has provided an optional provision for schools to record gender identity (should the learner wish) in a standardised format within the schools MIS from 2 October 2023. This data will not be collected by the Welsh Government.

This work has included discussions with the Office for National Statistics (ONS), the Government Equalities Office (GEO) and the Department for Education (DfE) to ensure there is a considered and compatible harmonised standard being used by all organisations.

2.3 Gender Mix replaced with Sex Mix

As a result of point 2.2 above, the data item Gender Mix has been replaced with Sex Mix to ensure accuracy in capturing, matching, and transferring data.

3. Future developments

3.1 School Workforce Annual Census (SWAC) introduction and PLASC workforce data

In November 2019 the School Workforce Annual Census (SWAC) was introduced in Wales. This is an individual level census of the school workforce and will be collected on an annual basis. As a result, in the foreseeable future, once the Welsh Government are happy that the SWAC data is reliable and accurate, the workforce elements of the PLASC collection will be removed. Specific timescales have not been agreed but it is anticipated in time for PLASC 2025.

3.2 Review of national identity and ethnicity data

There are ongoing considerations on recording and collecting an individual's national identity and ethnicity in a better way. This work has included discussions with the Office for National Statistics (ONS), the Government Equalities Office (GEO) and the Department for Education (DfE) to ensure there is a considered and compatible harmonised standard being used by all organisations. This will likely result in changes to how these will be recorded in future collections.

3.3 Other developments

At present there are no other specific developments planned for future PLASC data collections.

4. Introduction

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.

Analysis of individual pupil records from PLASC, provides schools, local authorities and central agencies with a far greater range of information than is possible with school totals. This information should be used to guide decisions about how best to progress pupils' learning and not to make school to school comparisons or form part of any accountability system. It should also be used to support school self-evaluation, the more accurate targeting of funding, and the monitoring and development of policy.

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 local authorities 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 local authority.

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 2023 please contact your local authority.

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 local authority.** If there are still errors on the file when the return reaches the Welsh Government, it may 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 the Welsh Government after being submitted via [DEWi](#).**

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 local authority.**

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; and
- e. obtain the headteacher's authorisation and send the return, via the online data transfer system [DEWi](#), and school summary to your local authority.

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

Whilst in general the term local authority has now replaced local education authority throughout this document, the data fields for PLASC that contain local education authority, for example **LEA number**, remain unchanged. This document therefore uses local authority when referring to the local authority but continues to use the names of the data fields that contain local education authority.

5. Data entry and data checking

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 local authority and the Welsh Government. 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.

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.

Neither the data checks, nor the validation rules the software subsequently applies to the PLASC return, can establish whether 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.

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.**

IMPORTANT NOTE: Unless otherwise stated, all data items described in the following sections are mandatory for PLASC 2024.

6. Summary of data fields to be returned in 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 | Middle 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 | | | | |
|------------------|--------------|--------------|-------------|---------------------|----|----|----|----|
| Telephone 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 sex 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 |
| School language category | 2 | Alphanumeric | C1 | | PS | SS | | MS |
| Free school meals taken | 4 | Alphanumeric | 23 | NS | PS | SS | SP | MS |
| Paid school meals taken on the day | 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 | 0 | 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 | 0 | | 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 | 2023-01-17 | 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 type | 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 |
| Pupils subject to class size count exceptions | 3 | Alphanumeric | 25 | | PS | | | MS |
| Reason for exception (Infant) | 1 | Alphanumeric | B | | PS | | | MS |
| Reason for exception (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 |
| Teacher category | 2 | Alphanumeric | QT | NS | PS | SS | SP | MS |
| Sex | 1 | Alphanumeric | M | NS | PS | SS | SP | MS |
| Tenure | 1 | Alphanumeric | F | NS | PS | SS | SP | MS |
| Part time hours | 4 | Alphanumeric | 30 | NS | PS | SS | SP | MS |
| Headcount | 2 | Alphanumeric | 50 | NS | PS | SS | SP | MS |
| Teacher contracts | 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 | | | | |
|-------------------------|--------------|--------------|-------------|---------------------|----|----|--|----|
| Teaching Welsh category | 2 | Alphanumeric | TC | | PS | SS | | MS |
| Sex | 1 | Alphanumeric | F | | PS | SS | | MS |
| Tenure | 1 | Alphanumeric | F | | PS | SS | | MS |
| Part time hours | 4 | Alphanumeric | 20 | | PS | SS | | MS |
| Headcount | 2 | Alphanumeric | 50 | | PS | SS | | MS |

Support staff data

| Field name | Field length | Field type | Sample data | Schools to complete | | | | |
|------------------------|--------------|--------------|-------------|---------------------|----|----|----|----|
| Support staff category | 2 | Alphanumeric | TA | NS | PS | SS | SP | MS |
| Sex | 1 | Alphanumeric | F | NS | PS | SS | SP | MS |
| Tenure | 1 | Alphanumeric | P | NS | PS | SS | SP | MS |
| Part time hours | 4 | Alphanumeric | 30 | NS | PS | SS | SP | MS |
| Headcount | 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 | 0 | | PS | SS | | MS |

| | | | | | | | | |
|------------------------------|---|--------------|----|--|----|----|--|----|
| Total number of applications | 3 | Alphanumeric | 3 | | PS | SS | | MS |
| Appointment made | 5 | True/False | 0 | | 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 | | 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 | 2010-03-31 | NS | PS | SS | SP | MS |
| Sex | 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 | 1 | True/False | 0 | NS | PS | SS | SP | MS |
| Pupil free school meal transitional protection | 1 | True/False | 1 | NS | PS | SS | SP | MS |
| 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 | 2011-09-01 | NS | PS | SS | SP | MS |
| Part time indicator | 5 | True/False | 0 | 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 |
| Special needs | 4 | Alphanumeric | BESD | 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 | 0 | | | SS | | MS |

Exclusions data

| Field name | Field length | Field type | Sample data | Schools to complete | | | | |
|---------------------------|--------------|--------------|-------------|---------------------|----|----|----|----|
| Start date of exclusion | 10 | Date | 2019-12-15 | | 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 |

7. Individual pupil data

Individual pupil data is required for all pupils on the register on the census day (Tuesday 16 January 2024) and, with the exception of nursery schools, pupils excluded both permanently and fixed term in the previous school year (2022/2023).

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

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.

The code values shown in [annex A](#) reflect the values contained in the data file that your software prepares for transmission to your local authority and the Welsh Government. These values may not always coincide with the way the software holds the data internally or presents it to you on screen.

7.1 How is pupil registration defined?

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.

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.

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.

7.2 Pupils excluded (both permanently and fixed term) in the 2022/2023 school year¹

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.

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.

Exclusions should be counted if the exclusion date fell within the period **1 September 2022 to 31 August 2023**, this includes where the exclusion date is when:

¹ Exclusions data does not apply to nursery schools

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

8. Teaching and support staff

IMPORTANT NOTE: despite the introduction of the School Workforce Annuals Census (SWAC), this data is still required as part of your PLASC return currently.

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 temporary vacancy;
- peripatetic teachers, including area Welsh teachers in school on **16 January 2024**.

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 ;
- 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'.

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.

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**.

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.

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.

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.

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.

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). Where part time staff work more than 32.5 hours per week please record their hours. Staff who work a full week but only during term time should be entered as full time.

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.

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.

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

The valid categories and codes for teaching and support staff can be found in [annex E](#).

9. Classes as taught

Details are required of all registered **classes running during the third period of the school's timetable on census day** (Tuesday 16 January 2024) 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.

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 separately².

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.

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.

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.

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 [School Admissions \(Infant Class Sizes\) \(Wales\) Regulations 2013](#) 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, or where the number of nursery and reception aged children are exactly the same³.

Please refer to [annex F](#) for lists of all the possible combinations of year group and key stage for each class type.

² Points 9.2 and 9.4 do not apply to secondary schools

³ Points 9.5 and 9.6 only apply to primary and middle schools

10. Teacher recruitment and retention⁴

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.

10.1 Teacher Recruitment

For each unique post advertised between **1 January 2023 and 31 December 2023** and for each teacher who left the profession or took early retirement please enter all the valid data items.

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.

⁴ This section does not apply to nursery schools

11. Validation and error correction

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 there is an inaccuracy or omission, although the conclusion may be that the data are in fact correct.

It is essential for you to resolve as many errors as possible before submitting the return to your local authority, 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.

Returns which, on arrival to the Welsh Government, 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 the Welsh Government after being submitted via DEWi. The Welsh Government will not be applying an error threshold but will evaluate each return on its own merits.** Your local authority may be applying an error threshold to the return it receives from you, and you should check the details of that with them.

The Welsh Government will also compare the PLASC 2024 return to the one made by the school in January 2023. **Comparisons will be made between numbers of pupils, classes, teachers, free school meal eligibility and pupils with statements of SEN. The Welsh Government will query any comparison that appears to show greater changes than that suggested by historical trends.**

12. The school summary

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.

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 as⁵:

- number of pupils on the register by sex, 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 local authority designated special classes;
- number of pupils with special needs but no statement; and
- number of permanent and fixed term exclusions in the 2020/2021 school year

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.

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 the Welsh Government.

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.

13. Sending the return to your local authority

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 local authority. The mechanics of the transmission process will vary from one authority to another, so please contact your local authorities for details.

The deadline for submission of your PLASC return to Welsh Government is **1 March 2024**. Each local authority sets a deadline for submission of school returns to the local authority. Please check with your local authority the deadline for submission of your return to them.

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 2024 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 | Length of field in terms of the number of characters |
|--|--|--|
| | Type of field [Alphanumeric, Numeric, True/False or Date] | Which types of schools must complete this section |
| Information on why this data is required and how it will be used | | |
| 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. | | |
| 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. | | |

School identifiers

| | | |
|--|---------------------|--------------------|
| Field name | LEA number | 3 |
| | Alphanumeric | All Schools |
| To identify the local authority with which the returning school is associated. | | |
| 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 | |
| Sample data: 660 | | |

School identifiers

| | | |
|------------|-----------------------------|--------------------|
| Field name | Establishment number | 4 |
| | Alphanumeric | All Schools |

To identify the returning school.

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 |
| 9100 | For local authorities completing the SWAC pay, human resource (HR) and absence data return only |

Sample data: **4099**

School identifiers

| | | |
|--|---------------------|--------------------|
| Field name | School name | 100 |
| | Alphanumeric | All Schools |
| <hr/> | | |
| To identify the correct school name for the returning school so as to maintain up-to-date records. | | |
| The full name of the school | | |
| <hr/> | | |
| Sample data: Anglesey Comprehensive School | | |
| Check here for the name of your school currently held by the Welsh Government: | | |
| Address list of schools | | |
| This data will be used in the AWCDs and on the My Local School website. | | |
| <hr/> | | |

School identifiers

| | | |
|--|---------------------|--------------------|
| Field name | School phase | 2 |
| | Alphanumeric | All Schools |
| <p>To indicate the Phase of Education offered by Mainstream Schools.</p> <p>NS Nursery PS Primary SS Secondary SP Special MS Middle School</p> | | |
| Sample data: MS | | |

School identifiers

| | | |
|------------|---------------------|-----------------|
| Field name | UKPRN | 8 |
| | Alphanumeric | SS/SP/MS |

To identify the correct UKPRN for the returning school.

The valid UKPRN number

Sample data: **11000000**

School contact details

| | | |
|------------|------------------|-------------|
| Field name | Telephone number | 35 |
| | Alphanumeric | All Schools |

To identify the correct telephone number for the returning school so as to maintain up-to-date records.

The main contact telephone number of the school

Sample data: **01234567890**

School characteristics

| | | |
|------------|---------------------|--------------------|
| Field name | School type | 2 |
| | Alphanumeric | All Schools |

To indicate the Type of Education offered by Mainstream Schools.

- 50** Nursery
- 16** Infants (ages 5-7/8)
- 17** Juniors (ages 7/8-11)
- 18** Infants & Juniors (ages 5-11)
- 19** Infant & Nursery
- 20** Nursery, Infant & Junior
- 21** Secondary (ages 11-16)
- 22** Secondary (ages 11-18)
- 51** Middle School (ages 3-16)
- 52** Middle School (ages 3-19)
- 53** Middle School (ages 4-16)
- 54** Middle School (ages 4-19)
- 70** Special (without Post-16 provision)
- 71** Special (with Post-16 provision)

Sample data: [52](#)

School characteristics

| | | |
|------------|-------------------------------|--------------------|
| Field name | Headteaching indicator | 1 |
| | Alphanumeric | PS/SS/SP/MS |

To indicate the teaching role of the headteacher.

- 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

Sample data: **4**

School characteristics

| | | |
|------------|-----------------------|--------------------|
| Field name | School sex mix | 1 |
| | Alphanumeric | All Schools |

To indicate the sex mix of the school.

A All (mixed)
F Female (females only)
M Male (males only)

Sample data: **A**

School characteristics

| | | |
|--|--------------------------|--------------|
| Field name | Source of funding | 4 |
| | Alphanumeric | SS/MS |
| <p>To identify the number of students aged 18 or under at 31 August 2023 who are funded through arrangements other than the mainstream source.</p> <p>Franchised – students on courses delivered at the school which remain the responsibility of an FE institution</p> <p>Full cost recovery</p> <p>Other arrangement</p> | | |
| Sample data: 1111 | | |

School characteristics

| | | |
|------------|-------------------------------|--------------------|
| Field name | Free school milk taken | 4 |
| | Alphanumeric | NS/PS/SP/MS |

To identify the number of pupils registered on roll who had free school milk on the census day.

The valid number of pupils

Sample data: **23**

This relates to the [School Milk Subsidy Scheme](#), funded jointly by the Welsh Government, the UK Government and the European Union.

Other milk portions taken through other schemes should not be recorded.

School characteristics

| | | |
|---|---------------------------|--------------------|
| Field name | School milk bought | 4 |
| | Alphanumeric | NS/PS/SP/MS |
| To identify the number of pupils registered on roll who paid for school milk on the census day. | | |
| The valid number of pupils | | |
| Sample data: 76 | | |

School characteristics

| | | |
|---|---|--------------------|
| Field name | Full time attendance on census day | 4 |
| | Alphanumeric | All Schools |
| To identify the number of full time pupils who were present in school for at least one session on the census day. | | |
| The valid number of pupils | | |
| Sample data: 123 | | |

School characteristics

| | | |
|------------|---|--------------------|
| Field name | Part time attendance on census day | 4 |
| | Alphanumeric | NS/PS/SP/MS |

To identify the number of part time pupils who were present in school for at least one session on the census day.

The valid number of pupils

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 | 4 |
| | Alphanumeric | NS/PS/SP/MS |
| <hr/> | | |
| To identify the number of part time pupils on roll who attend the school on mornings only. | | |
| The valid number of pupils | | |
| <hr/> | | |
| Sample data: 2222 | | |
| Include pupils who were absent from the school on census day. | | |
| <hr/> | | |

School characteristics

| | | |
|--|-----------------------------|--------------------|
| Field name | Afternoon attendance | 4 |
| | Alphanumeric | NS/PS/SP/MS |
| <hr/> | | |
| To identify the number of part time pupils on roll who attend the school on afternoons only. | | |
| The valid number of pupils | | |
| <hr/> | | |
| Sample data: 2222 | | |
| Include pupils who were absent from the school on census day. | | |
| <hr/> | | |

School characteristics

| | | |
|------------|------------------|-------------|
| Field name | Other attendance | 4 |
| | Alphanumeric | NS/PS/SP/MS |

To identify the number of part time pupils on roll who attend the school under arrangements not covered by the above.

The valid number of pupils

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 subjects | 2 |
| | Alphanumeric | SS/MS |
| <hr/> | | |
| To identify the number of subjects consistently taught entirely through the medium of Welsh or bilingually. | | |
| The valid number of subjects from the following list: | | |
| Mathematics | | |
| Science | | |
| History | | |
| Geography | | |
| Technology | | |
| Music | | |
| Art | | |
| Physical Education | | |
| Religious Studies | | |
| Modern Foreign Languages | | |
| <hr/> | | |
| 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. | | |
| <hr/> | | |

School characteristics

| | | |
|------------|---------------------------------|-----------------|
| Field name | Welsh medium school type | 2 |
| | Alphanumeric | PS/SS/MS |

To describe the school's status as a Welsh, English or Bilingual medium school according to a defined set of values.

| | |
|-----------|----------------------------------|
| 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 |

Sample data: **EW**

Guidance can be found in information document 023-2007 as issued to local authorities and schools.

<http://gov.wales/topics/educationandskills/publications/guidance/defining-schools-welsh-medium/?lang=en>

School characteristics

| | | |
|------------|---------------------------------|----------------------------|
| Field name | School language category | 2 |
| | Alphanumeric | NS/PS/SS/MS/ SP |

To describe the school's language category according to a defined set of values.

| | |
|-----------|--|
| C1 | English medium school/provision |
| T2 | English medium school/provision or those with a high proportion of Welsh provision transitioning to being a dual language (Welsh and English) school/provision over time |
| C2 | Dual language (Welsh and English) school/provision |
| T3 | Dual language (Welsh and English) school/provision transitioning to being a Welsh medium school/provision over time |
| C3 | Welsh medium school/provision |
| CP | Designated Welsh medium secondary school/provision |

Sample data: **C3**

Schools should refer to the Welsh Government's [Guidance on School categories according to Welsh-medium provision](#) published in 2021 below to see the full description of provision for each category.

Most schools will fall into category 1 English-medium or category 3 Welsh-medium. Unless agreed otherwise with the local authority, English-medium and Welsh medium schools should record the corresponding category under the new arrangements.

Schools currently categorised as bilingual schools: 2A, 2B, 2C or 2D, or English with significant use of Welsh or Welsh with significant English use, could fall into category 2, 3 or into one of the transitional categories (T2 and T3).

As part of the local authority's Welsh in Education Strategic Plan, schools identified as having the potential to increase their provision of Welsh should already be in consultation with the local authority with regard to the school's language category.

Primary and middle schools are able to record more than one category to accurately reflect their provision, e.g., current dual stream schools or newly amalgamated middle schools.

School characteristics

| | | |
|------------|-------------------------|-------------|
| Field name | Free school meals taken | 4 |
| | Alphanumeric | All Schools |

To identify the number of pupils registered on roll who had a free school meal on the census day.

The valid number of pupils

Sample data: 23

This should **not** include pupils who are not eligible under the normal means-tested eligibility but who are only eligible through being Transitional Protected or the Universal Primary FSM offer.

School characteristics

| | | |
|------------|--------------------------------|--------------------|
| Field name | Paid school meals taken | 4 |
| | Alphanumeric | NS/PS/SP/MS |

To identify the number of pupils registered on roll who paid for a school meal on the census day.

The valid number of pupils

Sample data: **20**

Middle schools only need to supply this data for years N1 to 6.

School characteristics

| | | |
|--|---------------------------------------|--------------------|
| Field name | LEA designated special classes | 2 |
| | Alphanumeric | NS/PS/SS/MS |
| <p>To identify the number of local authority designated special classes in the school.</p> <p>The valid number of classes</p> | | |
| <p>Sample data: 11</p> <p>Local authority designated special classes are classes designated by the local authority consisting wholly or mainly of pupils with special educational needs.</p> <p>Classes established on the school's own initiative and consisting of pupils with learning difficulties, etc. should not be included.</p> <p>All local authority designated special classes should be included whether they exist separately or within a special unit.</p> | | |

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 local authority designated special classes. | | |
| Valid entries | The valid number of pupils | | |
| Notes | Sample data: 2222 | | |

School characteristics

| | | | |
|-----------------|---|---------------|-----------|
| Field name | Open plan nursery | Field length | 5 |
| Field type | True/False | Mandatory for | NS |
| Reason required | To identify if your nursery operates an open plan system. | | |
| Valid entries | 1 True 0 False | | |
| Notes | Sample data: 0 | | |

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 | <p>Sample data: 1080</p> <p>This count should include all pupils (i.e. Free School Meal Eligible and all other pupils).</p> <p>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.</p> <p>This item will be validated to check that the number of pupils taking free breakfasts does not exceed the number of pupils on roll.</p> | | |

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 | <p>Sample data: 1930</p> <p>This count should include Free School Meal eligible (eFSM) pupils only.</p> <p>This should not include pupils who are not eligible under the normal means-tested eligibility but who are only eligible through being Transitional Protected or the Universal Primary FSM offer.</p> <p>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.</p> <p>This item will be validated to check that the number of eFSM pupils taking free breakfasts does not exceed the number of eFSM pupils on roll.</p> | | |

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 | <p>Sample data: 1260</p> <p>This count should include all pupils (i.e. free school meal eligible and all other pupils).</p> <p>Each pupil should only be counted once, whether they had 1 or 5 free breakfasts, i.e. this item is asking for the number of pupils, not the number of breakfasts taken.</p> <p>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.</p> <p>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.</p> | | |

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 | <p>Sample data: 1215</p> <p>This count should include free school meal eligible pupils only.</p> <p>This should not include pupils who are not eligible under the normal means-tested eligibility but who are only eligible through being Transitional Protected or the Universal Primary FSM offer.</p> <p>Each pupil should only be counted once, whether they had 1 or 5 free breakfasts, i.e. this item is asking for the number of eFSM pupils, not the number of breakfasts taken.</p> <p>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.</p> <p>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.</p> | | |

Governance

| | | | |
|-----------------|--|---------------|------------------------------------|
| Field name | School category | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | None; optional 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 | <p>Sample data: F0023</p> <p>The federated governing body identifier can be obtained by contacting SMED2@gov.wales.</p> | | |

Governance

| | | | |
|-----------------|--|---------------|---------------------------------------|
| Field name | Headteacher on governing body | Field length | 5 |
| Field type | True/False | Mandatory for | None; optional for PS/SS/SP/MS |
| Reason required | To indicate if the headteacher is a member of the school's governing body. | | |
| Valid entries | 1 True 0 False | | |
| Notes | Sample data: 0 | | |

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 | None; optional 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: 2023-01-17 | | |

Survey details

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

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 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 & Medical 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 | | |
| Note | Sample data: SLCD | | |

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 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 | <p>Sample Data: O</p> <p>A nursery class is one which includes amongst its staff a qualified nursery assistant.</p> <p>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.</p> <p>A special class is one designated as such by either the school or the local authority. Include both local authority and school designated special classes.</p> <p>Please see annex F for examples</p> | | |

Classes data

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Class year group | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | PS/SS/SP/MS |
| Reason required | To identify the NC 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 NC year groups 1-7 14 beyond NC year 13 M mixed year groups (only for years N1-6) | | |
| Notes | <p>Sample data: 5</p> <p>Class category M refers only to mixed nursery reception class but year group M refers to any combination of one or more year groups.</p> <p>Please see annex F for examples</p> <p>Mixed age year groups at year 7 and beyond should be recorded as year 7 and up not M.</p> | | |

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 | <p>Sample data: 1</p> <p>Include qualified, unqualified or peripatetic teachers, and education support staff</p> <p>Exclude teachers in the class wholly or mainly to provide support to individual pupils</p> | | |

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

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 | Reason for exception (Infant) | 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 | <p>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.</p> <p>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.</p> <p>E Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>L Children of armed forces personnel who are admitted outside the normal admission round.</p> | | |

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.

N No valid exception reason

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).

This item may not be left blank.

Classes data

| | | | |
|-----------------|---|---------------|--------------|
| Field name | Reason for exception (Junior) | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | PS/MS |
| Reason required | To identify the valid exception code for junior classes with more than 30 pupils. | | |
| Valid entries | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>F Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.</p> <p>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.</p> <p>H Looked after children who are admitted to schools outside a normal admissions round.</p> <p>N No valid exception reason</p> | | |
| Notes | <p>Sample data: D</p> <p>Children in categories A-E and H will <u>only be treated as excepted pupils during the first academic school year in which they are</u></p> | | |

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).

This item may not be left blank.

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 | | |

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 | | |

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, 16 January 2024. | | |
| Valid entries | The valid number of teachers | | |
| Notes | <p>Sample data: 10</p> <p>You should include any teachers, including the headteacher, for whom it was a non-teaching period.</p> | | |

Teachers

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Teacher category | 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 <i>unqualified</i> , i.e. those covered by the Education Workforce Council (Main Functions) (Wales) Regulations 2015) 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 | Sex | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the sex of teachers. | | |
| Valid entries | M Male F Female | | |
| Notes | Sample data: M Identifies the sex of a person as recognised in law, being that which is recorded on a Birth Certificate or a Gender Recognition Certificate (for individuals over 18 and have lived in their acquired gender for more than two years), using M or F as the available options. | | |

Teachers

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Tenure | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the work pattern of teachers. | | |
| Valid entries | F Full time (average 32.5 hours per week) P Part time (average less than 32.5 hours per week) | | |
| Notes | Sample data: F | | |

Teachers

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Part time hours | Field length | 4 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the number of hours worked by part time staff. | | |
| Valid entries | The total should be rounded to the nearest whole number of hours (rounding 0.5 upwards). | | |
| Notes | Sample data: 30 | | |

Teachers

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Headcount | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the total number of teachers. | | |
| Valid entries | A number in the range of 1-99 | | |
| Notes | Sample data: 50 | | |

Teachers

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Teacher contracts | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the contracts of qualified teachers. Must be present where teacher category is equal to HT, AC, DH, AS or QT | | |
| Valid entries | A number in the range of 1-99 | | |
| Notes | Sample data: 20 | | |

Teachers

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Hours worked by qualified teachers on contracts of one year or less | Field length | 4 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the hours worked by qualified teachers on contracts of one year or less. | | |
| Valid entries | A number in the range of 1-99 | | |
| Notes | Sample data: 20 | | |

Teaching of Welsh

| | | | |
|-----------------|---|---------------|-----------------|
| Field name | Teaching Welsh category | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | PS/SS/MS |
| Reason required | To identify the valid category of teaching Welsh. | | |
| Valid entries | <p>TC Qualified teachers teaching Welsh as a first language</p> <p>TW Qualified teachers teaching Welsh as a second language only</p> <p>TO Qualified teachers teaching other subjects through the medium of Welsh</p> <p>NW Qualified teachers able to teach Welsh or through the medium of Welsh, but not doing so</p> <p>NT Not qualified to teach Welsh or through the medium of Welsh</p> | | |
| Notes | <p>Sample data: TC</p> <p>Please do not assign a teaching Welsh category to the headteacher if they do not have a teaching commitment.</p> <p>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.</p> <p>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.</p> <p>Please refer to table C in annex E for examples.</p> | | |

Teaching of Welsh

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Sex | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the sex of teachers teaching Welsh. | | |
| Valid entries | M Male F Female | | |
| Notes | Sample data: F Identifies the sex of a person as recognised in law, being that which is recorded on a Birth Certificate or a Gender Recognition Certificate (for individuals over 18 and have lived in their acquired gender for more than two years), using M or F as the available options. | | |

Teaching of Welsh

| | | | |
|-----------------|--|---|-------------|
| Field name | Tenure | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the work pattern of teachers teaching Welsh. | | |
| Valid entries | F | Full time (average 32.5 hours per week) | |
| | P | Part time (average less than 32.5 hours per week) | |
| Notes | Sample data: F | | |

Teaching of Welsh

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Part time hours | Field length | 4 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the number of hours worked by part time staff. Must = 0 if the category of teaching Welsh = NW or NT | | |
| Valid entries | Must be > 0 if part time staff entered for tenure. | | |
| Notes | Sample data: 20 | | |

Teaching of Welsh

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Headcount | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the total number of teachers teaching Welsh. | | |
| Valid entries | A number in the range of 1-99 | | |
| Notes | Sample data: 50 Teachers teaching Welsh must not exceed total teachers in school. | | |

Support staff data

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Support staff category | 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 | <p>Sample data: TA</p> <p>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.</p> <p>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.</p> <p>Teaching Assistants are those who work directly with pupils to support learning including Cover Supervisors.</p> <p>Special needs support staff are those deployed specifically to support pupils assessed as having ALN/SEN.</p> <p>Pastoral support staff are those who work directly with pupils to support welfare, behaviour, and other pastoral issues, including attendance.</p> <p>Please refer to table D in annex E for examples.</p> | | |

Support staff data

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Sex | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the sex of support staff. | | |
| Valid entries | M Male F Female | | |
| Notes | Sample data: F Identifies the sex of a person as recognised in law, being that which is recorded on a Birth Certificate or a Gender Recognition Certificate (for individuals over 18 and have lived in their acquired gender for more than two years), using M or F as the available options. | | |

Support staff data

| | | | |
|-----------------|--|---|-------------|
| Field name | Tenure | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the work pattern of support staff. | | |
| Valid entries | F | Full time (average 32.5 hours per week) | |
| | P | Part time (average less than 32.5 hours per week) | |
| Notes | Sample data: P | | |

Support staff data

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Part time hours | Field length | 4 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the total number of hours worked by the part time staff. Entered under 'Tenure'. | | |
| Valid entries | Must be >0 if part time support staff entered. | | |
| Notes | Sample data: 30 | | |

Support staff data

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Headcount | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the number of support staff. | | |
| Valid entries | A number in the range of 1-99 | | |
| Notes | Sample data: 50 | | |

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 in 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 | 1 True 0 False | | |
| Notes | Sample data: 0 | | |

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 | 1 | True | |
| | 0 | False | |
| Notes | Sample data: 0 | | |

Teacher recruitment data

| | | | |
|-----------------|--|---------------|--------------|
| Field name | Cover for unfilled vacancies | 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 in 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 | | |

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/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/allsectorpolicies/learningrecordsservice/?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 | <p>Sample data: A123456789012</p> <p>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).</p> | | |

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: 2010-03-31 | | |

Pupil identifiers

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Sex | Field length | 1 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the correct sex of each pupil to maintain up-to-date records. | | |
| Valid entries | M Male F Female | | |
| Notes | Sample data: M Identifies the sex of a person as recognised in law, being that which is recorded on a Birth Certificate or a Gender Recognition Certificate (for individuals over 18 and have lived in their acquired gender for more than two years), using M or F as the available options. | | |

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 | <p>Sample data: WAL</p> <p>The pupil's national identity, along with ethnic group, is 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).</p> <p>This field may be left blank if the child was aged under 5 at 31 August 2023.</p> | | |

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 | <p>Sample data: WOTH</p> <p>Revised guidance on Collecting and Recording Data on Pupils' Ethnic Background (Welsh Government Circular 006/2009), 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.</p> <p>This field may be left blank if the child was aged under 5 at 31 August 2023.</p> | | |

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 2023. | | |

Pupil characteristics

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Pupil free school meal eligibility | Field length | 1 |
| Field type | True/False | Mandatory for | All Schools |
| Reason required | To identify if the pupil is eligible for free school meals as determined by the local authority after carrying out its checks, e.g. using the Eligibility Checking System. | | |
| Valid entries | 1 True 0 False | | |
| Notes | <p>Sample Data: 0</p> <p>As of 1 April 2019, the eligibility criteria for free school meals is that the applicant must be in receipt of Universal Credit and have an annual income below the threshold of £7,400.</p> <p>In addition to the above criteria, children whose parents receive the following support legacy payments are also eligible to receive free school meals in maintained schools in Wales:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p> | | |

Pupil characteristics

| | | | |
|-----------------|--|---------------|--------------------|
| Field name | Pupil free school meal transitional protection | Field length | 1 |
| Field type | True/False | Mandatory for | All Schools |
| Reason required | To identify if the pupil is transitionally protected for free school meals. | | |
| Valid entries | 1 True 0 False | | |
| Notes | Sample Data: 1 <p>On 1 April 2019 the Welsh Government introduced a new transitional protection for free school meals policy. This was brought in to ensure that pupils have their free school meals protected during the Universal Credit rollout period.</p> <p>This protection applies to individual pupils and will continue until the end of their current schools phase, being the end of primary school or end of secondary school.</p> <p>Any pupil that was eligible for free school meals on the introduction of the policy on 1 April 2019 should also be transitionally protected. In addition, any pupil that has become eligible at any point during the Universal Credit rollout under the new eligibility criteria should also be transitionally protected.</p> <p>This means that is it possible for a pupil to be 0 (false) for free school meals eligible data item, but to be 1 (true) for free school meals transitional protection eligibility.</p> <p>IMPORTANT NOTE: As the free school meal eligibility is used for funding calculations, it is important that the <FSMEligible> and <FSMTransitionalProtect> data items are recorded separately and accurately.</p> | | |

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 | <p>Sample data: A</p> <p>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.</p> <p>For more detailed information on English as an additional language please see annex C.</p> | | |

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 valid values are F First language M Multiple first language H Home T Tuition S Second language C Correspondence language | | |
| Notes | Sample data: F This field may be left blank if the child was aged under 5 at 31 August 2023. | | |

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 | <p>Sample data: ABA</p> <p>This field may be left blank if the child was aged under 5 at 31 August 2023.</p> <p>Guidance on Collecting and Recording Data on Pupils' First Language, was issued in 2012.</p> | | |

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 2023. | | |

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 | <p>Sample data: C</p> <p>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.</p> <p>Learners studying at the school for a short period (i.e. Foreign Exchange) should be recorded as Guest pupils (G) so as not to feature in the PLASC return.</p> | | |

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 | 1 True 0 False | | |
| Notes | Sample data: 0 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 2020, 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 | National curriculum year group | Field length | 2 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify the national curriculum 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 For learners with special needs, national curriculum year group may differ significantly from their age. | | |

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

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 | <p>Sample data: CF14 5DZ</p> <p>'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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | | |

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 or additional learning need A School Action or Early Years Action P School Action Plus or Early Years Action Plus S Statemented C School Maintained Individual Development Plan L Local Authority Maintained Individual Development Plan | | |
| Notes | <p>Sample data: S</p> <p>Codes C and L refer to Individual Development Plans (IDPs) which are statutory plans created under the Additional Learning Needs and Education Tribunal (Wales) Act 2018. A learner may have either a school maintained IDP or a local authority maintained IDP. Any other kind of IDP, such as those created before the introduction of the ALN Act, must not be recorded as C or L. The school's ALNCo is best placed to confirm.</p> <p>Further guidance on SEN can be found in the SEN Code of Practice for Wales at https://gov.wales/special-educational-needs-code-practice.</p> <p>A definition of additional learning needs (ALN) and further guidance can be found in the ALN Code for Wales at https://gov.wales/additional-learning-needs-code.</p> <p>A SEN status or IDP must be recorded for all pupils. Blank entries will not be valid.</p> | | |

Special educational needs

| | | | |
|-----------------|---|---------------|--------------------|
| Field name | Special needs | Field length | 4 |
| Field type | Alphanumeric | Mandatory for | All Schools |
| Reason required | To identify all the special needs of a pupil. | | |
| Valid entries | <p> DYSL SPLD – Dyslexia DYSC SPLD – Dyscalculia DYSP SPLD – Dyspraxia ADHD SPLD – Attention Deficit Hyperactivity Disorder MLD Moderate 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 Vision Impairment MSI Multi-Sensory Impairment PMED Physical & Medical Difficulties ASD Autistic Spectrum Disorders DNA Does not apply </p> | | |
| Notes | <p>Sample data: BESD</p> <p>A special needs category must be reported for each pupil, including pupils with an IDP under the ALN system.</p> | | |

Special educational needs

| | | | |
|-----------------|--|---------------|---|
| Field name | Curriculum and teaching methods | Field length | 3 |
| Field type | Alphanumeric | Mandatory for | All schools where there is SEN / ALN provision |
| 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 A curriculum and teaching methods category should also be completed for pupils with IDPs. | | |

Special educational needs

| | | | |
|-----------------|--|---------------|---|
| Field name | Grouping and support | Field length | 3 |
| Field type | Alphanumeric | Mandatory for | All schools where there is SEN / ALN provision |
| 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 A grouping and support category should also be completed for pupils with IDPs. | | |

Special educational needs

| | | | |
|-----------------|--|---------------|---|
| Field name | Specialised resources | Field length | 3 |
| Field type | Alphanumeric | Mandatory for | All schools where there is SEN / ALN provision |
| 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 A specialised resources category should also be completed for pupils with IDPs. | | |

Special educational needs

| | | | |
|-----------------|--|---------------|---|
| Field name | Advice and assessment | Field length | 3 |
| Field type | Alphanumeric | Mandatory for | All schools where there is SEN / ALN provision |
| 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 An advice and assessment category should also be completed for pupils with IDPs. | | |

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 2023. | | |

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 2023. | | |

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 2023. | | |

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 | <p>Sample data: 1</p> <p>This field may be left blank if the child was aged under 5 at 31 August 2023.</p> <p>Code 5 should be used for pupils in NC year 12, 13 and 14 not studying Welsh.</p> <p>This data item will be used in the validation of the KS3 results in the summer of 2023 and it is important that this data item is accurate in PLASC in order to avoid unnecessary work during the collection of these results.</p> | | |

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 (first or second language) through the medium of Welsh. | | |
| Valid entries | 1 True 0 False | | |
| Notes | Sample data: 0 | | |

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: 2020-12-15 | | |

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 FIXD | Permanent Fixed | |
| Notes | Sample data: FIXD | | |

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. | | |

Annex B: Valid ethnic background codes

Main codes:

WBRI White - British

WIRT Traveller

WRGG Gypsy

WRRR Roma

WOTH Any other white background

Extended codes:

WITH Traveller of Irish Heritage

WNAG 'New' Traveller

WOCC Occupational Traveller

WOTT Other Traveller

WSHP Show Person

WOBG British Gypsy

WOOG Gypsy from Other Countries

WOTG Other Gypsy

WOER EU Roma

WOOR Roma from Other Countries

WOTR Other 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 Montenegrin

WPOL Polish

WPOR Portuguese

WRMA Romanian

WRUS Russian

WSCA Scandinavian

WSER Serbian

WSVK Slovakian

WSVN Slovenian

WSPA Spanish

WTUR Turkish/Turkish Cypriot

WUKR Ukranian

Main codes:

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

| | |
|-------------|----------------------------|
| AIND | Indian |
| APKN | Pakistani |
| ABAN | Bangladeshi |
| AOTH | Any Other Asian Background |

| | |
|-------------|-----------|
| BCRB | Caribbean |
| BAFR | African |

Extended codes:

| | |
|-------------|----------------------|
| WEUR | White European Other |
| WOTW | Other White |

| | |
|-------------|------------------------------------|
| 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 |

| | |
|-------------|-------------------|
| AMPK | Mirpuri Pakistani |
| AOPK | Other Pakistani |

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

| | |
|-------------|---------------------|
| BERI | Eritrean |
| BGHA | Ghanaian |
| BNGN | Nigerian |
| BSLN | Sierra Leonian |
| BSOM | Somali |
| BSUD | Sudanese |
| BAOF | Other Black African |

Main codes:

| | |
|-------------|-----------------------------|
| BOTH | Any other black background |
| CHNE | Chinese or Chinese British |
| OOTH | Any other ethnic background |
| REFU | Information refused |
| NOBT | Information not obtained |

Extended codes:

| | |
|-------------|------------------------------|
| BEUR | Black European |
| BNAM | Black North American |
| BOTB | Other Black |
| CHKC | Hong Kong Chinese |
| CMAL | Malaysian Chinese |
| CSNG | Singaporean Chinese |
| CTWN | Taiwanese |
| COCH | Other Chinese |
| OAFG | Afghan |
| 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 |
| OSAU | Saudi Arabian |
| OSYR | Syrian |
| OTHA | Thai |
| OVIE | Vietnamese |
| OYEM | Yemeni |
| OOEG | Other Ethnic Group |

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 | ARRAY | 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 |
| 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 | | Luvala/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 head 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, (i.e. 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 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.) |