



9<sup>th</sup> December 2019

Dear Colleague

### **CES Census 2020**

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2020 Census.

Thanks to the hard work of staff in schools and colleges, together with the invaluable support of dioceses, we have achieved a return rate of 100% for the 2019 Census. This is the sixth successive year that all schools in England and Wales have completed the Census and is excellent news since it means we can use the data with confidence at both diocesan and national level.

### **CES Census 2020 Timetable**

The CES Census starts on 14th January 2020 in Wales and 16th January in England. Schools and colleges should complete and submit their returns during the support period which runs from the start date until Friday 14th February.

### **File Submission**

Completed Census files are uploaded using a simple form on the Census website, which is located at <https://www.cescensus.org.uk/upload>. You must log in to this page using the login details below:

User id: **censususer**

Password: **census2020**

When a return has been submitted successfully, an email confirmation will be sent to the email address entered on the upload form.

### **Census Helpdesk**

Please remember that most support questions can be answered in the Frequently Asked Questions which can be downloaded from the census website.

If you have a support query, please raise a ticket on the online helpdesk at <http://www.cescensus.org.uk/helpdesk/>. We aim to respond to all queries on the day they are raised. The online helpdesk contains an extensive knowledgebase as well as up to date information about ongoing technical issues should any arise during the census.

Schools requiring telephone support should contact the CES helpdesk on 020 7901 1909 during the telephone support period, which runs from the Census start date until Friday 14th February. Additionally, diocesan census representatives can answer common support questions. See the appendix to this letter for contact details for each diocese.

If it will not be possible to complete your census before the end of the telephone support period, please contact the helpdesk as soon as a delay becomes inevitable. The CES will then work with you to minimise the delay.

### **CES Census Website**

The CES Census website URL is <https://www.cescensus.org.uk>. The website contains user guides on how to complete the census, frequently asked questions, the census upload page and a page where you can check if your census file has been received and processed.

### **Chartered College of Teaching Questionnaire**

The Chartered College of Teaching (CCT) is the Chartered professional body for the teaching profession. The CES would like to know the level of membership of the CCT within Catholic schools. We are therefore asking all schools to complete a short questionnaire in addition to the CES census. **You do not need to wait until the census date before completing the CCT questionnaire.**

Download the questionnaire from the census website homepage. Completed questionnaires can be uploaded on the census upload page.

### **Completing the Census using SIMS and other MIS systems**

Schools that use the SIMS MIS should continue to complete the Census using the tailored CES census application. Some other MIS systems now also produce CES census files. If your school uses an MIS system that produces CES census files and you submitted an Excel form in 2018, we would strongly urge you to use your MIS to produce the census files in future. If you need advice, please contact your MIS supplier or the CES census helpdesk.

### **Completing the Census using the Excel spreadsheet form**

As in previous years, schools and colleges (approximately 20% of the total) that do not use an MIS that produces the CES census file should complete the Census using the Excel spreadsheet. This will be available to download from the CES Census website from early January.

The Excel spreadsheet should be renamed so that it has a unique name, typically one that includes your seven digit local authority and establishment number. For example, if your local

authority number was 823 and your establishment number was 4321, you would rename the form as follows: **CESCensus2020\_8234321**. Please refer to the attached FAQ for further details on renaming your spreadsheet.

### **GDPR and the CES Census**

The annual CES Census is the source of all school data collected by the CES. The census files submitted to the CES consist of aggregate totals. No data on individual pupils or teaching and support staff are collected in the census. The only personal details collected in the census are:

- Headteacher name
- Contact name and email address, used solely for census related communications.

A document that describes the extent to which the CES census falls within the General Data Protection Regulation (GDPR) can be downloaded from the CES census website. This document addresses questions that the CES has received from schools that raised concerns about the CES census and privacy of schools' data.

If you have any questions about this letter, please email [census@catholiceducation.org.uk](mailto:census@catholiceducation.org.uk).

Yours sincerely

Robert Rushworth

**Data Manager, Catholic Education Service**

## Appendix: Diocesan Representatives

<i>Diocese</i>	<i>Phone</i>	<i>Contact</i>
<b>Arundel &amp; Brighton</b>	01293 511130	Gill Sajnog
<b>Birmingham</b>	01675 464755 x110	Rebecca Tonks
<b>Brentwood</b>	01277 265284	Robert Simpson
<b>Cardiff</b>	029 2023 3838	Anne Robertson
<b>Clifton</b>	0117 9025593	Jenny Fitzgerald
<b>East Anglia</b>	01508 495509	Jane Delph
<b>Hallam</b>	0114 2566440	Clare Thorpe
<b>Hexham &amp; Newcastle</b>	0191 2433310	Catherine Joyce
<b>Lancaster</b>	01524 841190	Heather Watts
<b>Leeds</b>	01132 618034	Angela Cox
<b>Liverpool</b>	0151 522 1078	Frances Coldicutt
<b>Menevia</b>	01239 612436	Paul White
<b>Middlesbrough</b>	01642 850515	Katherine McKeown
<b>Northampton</b>	01908 233121	Debbie Main
<b>Nottingham</b>	01332 253831	Peter Giorgio
<b>Plymouth</b>	01364 645396	Sarah Barreto
<b>Portsmouth</b>	02392 893600	Edmund Adamus
<b>Salford</b>	0161 8172222	Simon Smith
<b>Shrewsbury</b>	0151 6529855	Damian Cunningham
<b>Southwark</b>	01689 829331	Dr Simon Hughes
<b>Westminster</b>	0207 798 9005	Greeny Longville
<b>Wrexham</b>	01978 290344	Wendy White