



12th December 2016

Dear Colleague

CES Census 2017

I am writing to update you on the outcomes from this year's CES Census and to inform you of our plans for the 2017 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 2016 Census. This is the third 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.

File Submission

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

User id: **censususer**

Password: **census2017**

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

CES Census 2017 Timetable

The 2017 Census will commence on 10th January in Wales and 19th January in England. Schools are expected to complete their Census returns on this date if possible.

Schools can contact the helpdesk at any time by email to census@catholiceducation.org.uk or by raising a support ticket on the online helpdesk which is located at <http://cesewcensus.org.uk/helpdesk/>. We aim to respond to emails and support tickets within 24 hours.

However, as with previous years, if schools need to contact the CES helpdesk for telephone assistance there are four support periods allocated to groups of dioceses. Details of the support periods are in Appendix A.

Diocesan census representatives are able to assist with common support questions. See appendix B.

CES Census Website

The CES Census website URL is <http://www.cesewcensus.org.uk>. The main sections of the website are:

- The Census support timetable
- Census guidance documentation and 'frequently asked questions'
- File upload form
- Support page containing contact information and support request form
- Return rates and details of the remaining schools for each diocese, updated regularly

Completing your Census using SIMS

Schools that use the SIMS software should continue to complete the Census using the tailored CES Census application. If your school uses SIMS and you submitted an Excel form in 2015, I would strongly urge you to use the SIMS Census application in 2017. If you need advice, please contact the CES helpdesk (details below).

Completing your Census using the Excel spreadsheet form

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

The Excel spreadsheet should be renamed so that it has a unique name, typically one that includes your 7 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: **CESCensus2017_8234321**. Please refer to the attached FAQ for further details on renaming your spreadsheet.

If you have any questions about this letter, please email Robert Rushworth who can be contacted at census@catholiceducation.org.uk.

Yours sincerely

Robert Rushworth

Data Manager, Catholic Education Service

Appendix A: Census Support Periods

The CES Census will be launched on 10th January 2017 in Wales and 19th January 2017 in England. Schools and colleges may complete and submit their returns from then. However, in order to manage demand, telephone support from the CES will be phased. Groups of dioceses have been allocated a one-week time slot during which telephone support will be available to them from the CES Census Helpdesk. The groups are assigned as follows:

10th January to 18th January

Cardiff, Menevia, Wrexham

19th January to 27th January

East Anglia, Lancaster, Liverpool, Middlesbrough, Northampton, Portsmouth, Southwark

30th January to 3rd February

Arundel & Brighton, Brentwood, Clifton, Leeds, Shrewsbury, Westminster

6th February to 10th February

Birmingham, Hallam, Hexham & Newcastle, Nottingham, Plymouth, Salford

The helpdesk number is 020 7901 1909 and is open between 9:30 and 16:00 during the support periods.

The Census email address is census@catholiceducation.org.uk. If you do not want to wait for your support period you may send email queries at any time.

Support tickets can be raised on the Census website helpdesk page:

<http://www.cesewcensus.org.uk/helpdesk>. Support tickets can also be raised outside your support period.

Appendix B: Diocesan Representatives

<i>Diocese</i>	<i>Phone</i>	<i>Contact</i>
Arundel & Brighton	01293 511130	Gill Sajnog
Birmingham	01675 464755 x110	Rebecca Tonks
Brentwood	01277 265284	Janet Simmons
Cardiff	029 2023 3838	Anne Robertson
Clifton	0117 9025593	Jenny Fitzgerald
East Anglia	01508 495509	Jane Austin
Hallam	0114 2566440	Clare Thorpe
Hexham & Newcastle	0191 2433310	Catherine Joyce
Lancaster	01524 841190	Heather Watts
Leeds	01132 618034	Angela Cox
Liverpool	0151 522 1078	Frances Coldicutt
Menevia	01239 612436	Patrick Mansfield
Middlesbrough	01642 850515	Katherine McKeown
Northampton	01908 233121	Debbie Main
Nottingham	01332 253831	Peter Giorgio
Plymouth	01392 671320	John Mannix
Portsmouth	01329 835363	Edmund Adamus
Salford	0161 8172204	Peter Eavers
Shrewsbury	0151 6529855	Damian Cunningham
Southwark	01689 829331	Stephen Bryan
Westminster	0207 798 9005	Greeny Longville
Wrexham	01978 290344	Rita Price