

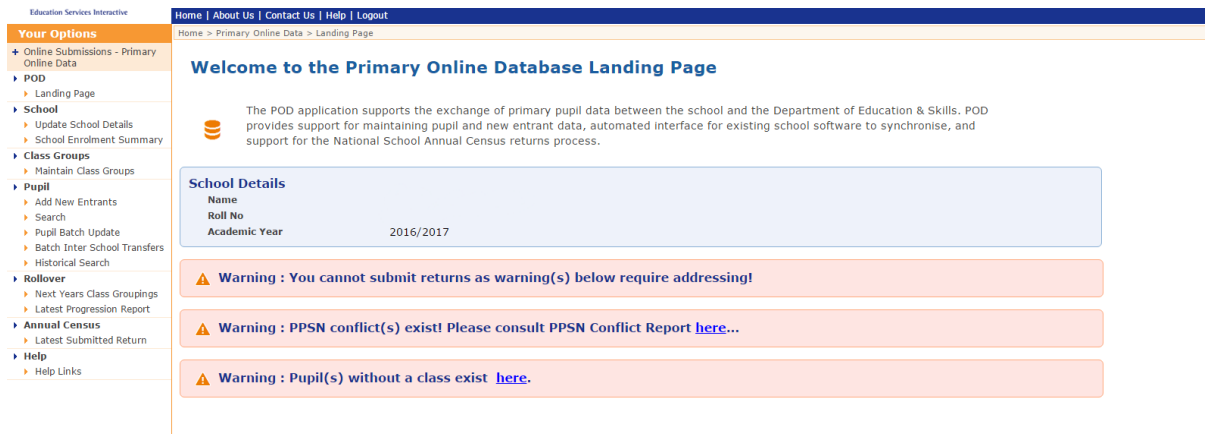
# POD Annual Census- Instructions for Special Schools

## Pre-Return Checks

Before the Annual Census Returns become available to your school, you must ensure that your school's POD passes the conditions below:

- Your school must be progressed to the 2016/2017 academic year
- All PPSN conflicts must be resolved
- All inbound pupil transfers must be either accepted or rejected
- Any outbound transfers that have been rejected must be resolved
- All pupils must be assigned to a class

If your school does not meet one or more of these criteria, the Annual Census Returns will remain unavailable until the issue(s) have been resolved. (Fig 1)



The screenshot shows the 'Primary Online Database Landing Page' for the 2016/2017 academic year. The page features a navigation menu on the left with options like 'Your Options', 'Online Submissions - Primary', 'POD', 'School', 'Class Groups', 'Pupil', 'Rollover', and 'Annual Census'. The main content area includes a welcome message, a 'School Details' box with fields for Name, Roll No, and Academic Year (2016/2017), and three warning messages:

- Warning : You cannot submit returns as warning(s) below require addressing!
- Warning : PPSN conflict(s) exist! Please consult PPSN Conflict Report [here...](#)
- Warning : Pupil(s) without a class exist [here.](#)

Fig 1.

## Classes

Before you begin the returns process, please ensure that your classes have been set up correctly.

To check this, go into the "Maintain Class Groups" screen and check to see that you have the correct number of teachers each teaching the correct number of pupils. The number of class groupings in this screen should be equal to the number of classes in your school.

Only teaching teachers should be listed in the maintain class groups screen- any additional non-class teachers in your school should not be included

## Second Level Programme

If any pupils in your school are following a second level programme- i.e. they are doing the Junior Cert, JCSP, Leaving Certificate, LCA, or are following any other NFQ programme, this should be recorded on the “Programme” tab of their record. (Fig 2)

The screenshot shows the 'Maintain New Entrant' form with the 'Programme' tab selected. At the top, there are navigation links: Home | About Us | Contact Us | Help | Logout. Below that is a breadcrumb: Home > Primary Online Data > Maintain Pupil Enrolment Record. The form has a header 'Maintain New Entrant' and a search bar with fields for Forename (Second Level), Surname (Pupil), and Pupil ID (104460). Below the search bar are tabs for Personal, Enrolment, Programme (highlighted with a red box), and History. The 'Programme Details' section includes a dropdown for 'Junior or Leaving Certificate Programme' (Leaving Certificate) and another dropdown for 'Other programme on the National Framework of Qualifications' (Please Select...). A 'Save' button is at the bottom left.

Fig 2

## Submitting the Return

Once you have met all the conditions above, and checked that your classes are correct, go to your POD landing page where you will see a banner saying:

**Attention: Annual Census Returns are open for submission [here](#)** (Fig 3)

The screenshot shows the 'Primary Online Database Landing Page'. At the top, there are navigation links: Home | About Us | Contact Us | Help | Logout. Below that is a breadcrumb: Home > Primary Online Data > Landing Page. The page has a header 'Welcome to the Primary Online Database Landing Page' and a sub-header 'The POD application supports the exchange of primary pupil data between the school and the Department of Education & Skills. POD provides support for maintaining pupil and new entrant data, automated interface for existing school software to synchronise, and support for the National School Annual Census returns process.' Below this is a 'School Details' section with a table:

School Details	
Name	
Roll No	
Academic Year	2016/2017

Below the table is a yellow banner with an information icon and the text: 'Attention : Annual Census Returns are open for submission. For preview click [here](#)...'.

On the left side, there is a 'Your Options' menu with the following items:

- Online Submissions - Primary Online Data
- POD
  - Landing Page
- School
  - Update School Details
  - School Enrolment Summary
- Class Groups
  - Maintain Class Groups
- Pupil
  - Add New Entrants
  - Search
  - Pupil Batch Update
  - Batch Inter School Transfers
  - Historical Search
- Rollover
  - Next Years Class Groupings
  - Latest Progression Report
- Annual Census
  - Latest Submitted Return
- Help
  - Help Links

Fig 3

If you click on “here” it will bring you to the **Submit Annual Census Return** screen. (Fig 4) It has three sections: **Capitation Eligibility**, **Annual Census Return Preview** and **Submit Return**.

**Capitation Eligibility**

Pupils who were enrolled on or before the 30th of September and who were still enrolled on the 30th of September are eligible for capitation. Pupils who left prior to the 30th of September are not eligible for capitation. The number of eligible and ineligible pupils for this school are as follows

- Pupils eligible for capitation : 216
- Pupils ineligible for capitation : 000

Only pupils who are eligible for capitation are included in the return preview below

**Eligibility Breakdown**

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**Annual Census Return Preview : 2016/2017**

Print PDF Excel Copy

Capitation Category	Total	Under Twelve Years of age	Twelve Years of age and Over
Capitation Category 1 (under 12 544 euro/over 12 819 euro)	81	30	51
Capitation Category 2 (819 euro)	18	3	15
Capitation Category 3 (840 euro)	117	62	55
<b>Totals</b>	<b>216</b>	<b>95</b>	<b>121</b>

Note :

- For capitation purposes pupils' ages are calculated as of the 1st of January 2017

**Preview Breakdown**

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**Submit Return**

I, Hillary Clinton (school principal) confirm that the above Primary School Annual Census is correct.

**Submit**

Fig 4

## Capitation Eligibility

Here you will see the totals of pupils eligible for capitation and those ineligible for capitation. Pupils eligible for capitation are all those enrolled in your school on 30<sup>th</sup> September 2016. The Department will examine and refer to An Garda Síochána any deliberate overstatement of pupil numbers for the purpose of claiming additional resources from the Department. Pupils who left before 30<sup>th</sup> September, or enrolled on 1st October or later are ineligible for capitation. The ineligible pupils count will show the reason they are not counted for the census i.e. whether they have a pre-census leaving date or a post-census enrolment date. (Fig 5)

**Ineligible Pupils**

Show All entries Filter results:

Pupil ID	Name (DOB)	Post-Census Enrolment Date	Pre-Census Leaving Date
<b>Junior Infants</b>			
104120	Entrant New (01-01-2005)	01-10-2016	
<b>First Class</b>			
12765544	Pupil Leaving (22-09-2009)		30-06-2016

Showing 1 to 2 of 2 pupils Previous 1 Next

Fig 5

The **Eligibility Breakdown** button brings you to a list of all eligible and ineligible pupils. The totals given at the end of the lists will match the numbers that are on the **Submit Annual Census Return** page. You may use the **Filter Results** box to filter your eligible pupils by name, date of birth or pupil ID if you wish.

**Please Note:** Any time you change something that may change the Census totals, please be sure to go back to the landing page and click on the **Annual Census** link to recalculate the totals. The totals will not recalculate if you just use the **Back** button.

Pupils who were enrolled in your school on September 30<sup>th</sup> but subsequently left the school and enrolled in another school, are still eligible to be counted in the Census. If this is the case with your school, a column with the heading **Transferred Out** will appear in the **Eligible Pupils** section of the **Capitation Eligibility Breakdown** table. The pupils you have transferred will have a **Yes** in that column.

**Note:** To quickly find pupils who have transferred out, you can type **Yes** into the **Filter Results** box.

### Annual Census Return Preview

This area shows your pupil numbers by capitation category and whether they are under or over 12 years of age. (Fig 6)

Annual Census Return Preview : 2016/2017

Print PDF Excel Copy

Capitation Category	Total	Under Twelve Years of age	Twelve Years of age and Over
Capitation Category 1 (under 12 544 euro/over 12 819 euro)	81	30	51
Capitation Category 2 (819 euro)	18	3	15
Capitation Category 3 (840 euro)	117	62	55
<b>Totals</b>	<b>216</b>	<b>95</b>	<b>121</b>

Note :

- For capitation purposes pupils' ages are calculated as of the 1st of January 2017

Preview Breakdown

Fig 6

To print a copy of the table, click on the **Print** button above the **Annual Census Return Preview** table. To save a **PDF** or **Excel** version, click on the **PDF** or **Excel** button above the **Annual Census Return Preview** table. To take a copy of the table, click on the **Copy** button above the **Annual Census Return Preview Table** – you'll get a message to say that the table has been copied. You can then paste it into an Excel sheet.

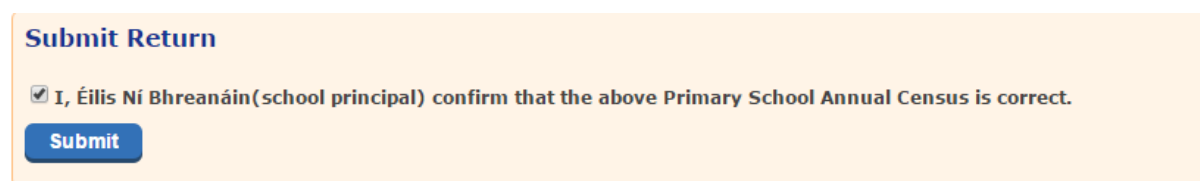
## Annual Census Preview Breakdown

Clicking on the “Preview Breakdown” button gives a breakdown of the individual pupils who are on the **Annual Census Return Preview**.

Please note that you can review the eligibility breakdown and annual census return preview as many times as you want- no figures are submitted until the **Submit Return** button is clicked.

## Submit Return

To submit your return, ensure that all the figures are correct as of Friday 30th September 2016. Tick the box beside the declaration note **I, (principal name) confirm that the above Primary School Annual census is correct** and click the **Submit** button. (Fig 7) If the principal’s name is incorrect this can be changed in the “Update School Details” page on POD, accessible through the menu on the left hand side.



**Submit Return**

I, Éilis Ní Bhreanáin (school principal) confirm that the above Primary School Annual Census is correct.

**Submit**

Fig 7

If you notice a mistake in your figures after the census has been submitted, please contact the Helpdesk immediately so that this can be rectified.

## Signature Page

Schools are required to print out a sign-off sheet confirming these figures and return it, duly signed by both the School Principal and the Chairperson/Manager of the Board of Management, to the Statistics Section of the Department.

## **Delays in returning the signature page may result in delays to payments to schools.**

To access the signature page, click on **Latest Submitted Return** under **Annual Census** in the **Options** menu on the left-hand side of the screen and click on **Signature Page**. Check that the school name and address are correct and check the figures in the table at the bottom of the page are correct.

If the details for your school or BOM Chairperson are incorrect please correct them in the “Update Schools Details” screen, and this will update the signature page.

### Principal

I, Hillary Clinton, certify that the particulars set forth in this return are correct. I also certify that student's personal data, including any sensitive personal data, has been collected in compliance with the Data Protection Acts, 1988 and 2003.

#### School Name and Address:

Marlborough Street  
Dublin 1

D01 RC96

#### Phone

018892311

#### Signature:

#### Date:

### Chairperson (or Manager) of BOM

I, Donald Trump, have examined this return and believe that the particulars set forth below are correct.

#### Address:

Talbot Street  
Dublin 1

#### Phone

01 8892311

#### Signature:

#### Date:

#### Notes :

- Both principal and chairperson are required to sign and date!
- Delays in returning this page (duly signed) may result in delays to payments to schools

Capitation Category	Total Pupils In Class	Under Twelve Years of age	Twelve Years of age and Over
Capitation Category 1 (under 12 544 euro/over 12 819 euro)	50	46	4
Capitation Category 2 (819 euro)	2	1	1
<b>Totals</b>	<b>52</b>	<b>47</b>	<b>5</b>

Print

Click **Print** at the bottom of the Signature Page and, when it is signed by the Principal and Chairperson of the Board of Management, post it to the following address:

Statistics Section  
Block 2  
Department of Education and Skills  
Marlborough Street  
Dublin 1  
D01 RC96

## Post-Submission Checks

You can see the submitted Annual Census Return screen by clicking on **Annual Census Return** in the **Your Options** menu. The user ID of the person who submitted the Census and the date and time it was submitted are shown.

If you wish to see a list of all pupils included in your Census return, you can click on the **Submitted Breakdown** button.

Please note that pupils included in your census cannot be deleted, or marked as leaving prior to the 30<sup>th</sup> September.