



SHARPS COPSE PRIMARY SCHOOL

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Our ref: SCPN Census Day – Jan 2026

8th January 2026

Dear Parents & Carers

Re: Census Day – Thursday, 15th January 2026

It is that time of year when our second Census of the school year is due. I am writing to ask for your help – as you will be aware we have three census days a year in school (once a term) when we are expected to submit our school data to the Department for Education (DfE), giving a 'snap shot' view of our school on a day of their choosing, that usually falls 3-4 weeks after the beginning of each new term. Some of the factors used are number on roll (children), ages of children, SEN provision, number of meals taken, how children travel to school, number of staff etc, all of which are linked to our school funding for the following years' budget share.

Part of this data includes our meal uptake on this day, and in particular children who have a free school meal (FSM) and a universal free school (UFSM), the latter being only available for our children in Years R to 2, and is a decider on how much funding we receive for our FSM and UFSM uptake on this day. **If your child is in Years R to 2, please use this day to get them to try a meal for free !**

With this in mind, please can I ask you to support us by allowing your child(ren) to have a school lunch on **Thursday 15th January**.

The menu will be as follows:

Thursday, 15th January will be: **Red meal = BBQ Chicken with rainbow rice**
Green meal = Cheese and tomato pizza with potato wedges
Blue meal = Tomato Pasta

This is so important and will help us, so that we continue receiving our FSM and UFSM funding. Meals are to be ordered in class at morning registration in the usual way please with payment, if applicable, being made via your child(ren)'s Scopay accounts.

We are also required to identify all children who are adopted, under an SGO (Special Guardianship Order) and those under a CAO (Care Arrangements Order, previously known as a residence order).

This provides school with additional funding to provide specific support to raise attainment and address wider needs of vulnerable children. I would be really grateful if you could notify the school office if there have been any changes since our last Census in October 2025 and this applies to your child by Tuesday 13th January, please.

My final request is regarding 'Service Children' – a 'service child' has parent(s) – or person(s) with exercising parental responsibility- who is or are service personnel serving:

- in regular HM Forces military units
- in full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

Again, if you would please let the office know if this has changed and now applies to you.

Thank you in advance for your continued understanding and support; if you have any concerns or queries with the content of this letter, please don't hesitate to catch me on the playground at the start or end of day.

Yours sincerely



Mike Elsen
Headteacher