

MIS AUTUMN 1 NEWSLETTER 2026

Welcome back and here's to a great new term!

We can't wait to catch up with you all.



Are you new to school or new to your role?

We're here to help you get up to speed with Arbor. Whether you'd prefer a site visit or a remote support session, our team can provide the guidance you need. Just let us know how we can help!

What's ahead this term!

This term, we have **two statutory returns** to complete. As always, we will be holding training sessions with the **Daisi Team** to support you with these returns. We strongly recommend attending, as there are **several new data items** being collected in this return. Please **book your place as soon as possible** to avoid disappointment.

[Link to book onto our training session.](#)

If you are **new to Arbor** and this is your first time completing either return, please get in touch. We can arrange a **1-to-1 session** to guide you through the process and answer any questions you may have.

Autumn Census

Census Day – 1st October 2026

Deadline to upload to the LA - tbc

Training – 24th September 2026

What's New – *new pupil data fields – Kinship care, free breakfast clubs, managed moves, cancelled exclusions, FSM expanded criteria*

School Workforce Census

Census Day – 5th November 2026

Deadline to upload to the LA - tbc

Training – 14th October 2026

What's New – tbc

NEW Free Breakfast Club Update - From Autumn 2026

From **Autumn 2026**, schools taking part in the government-funded **Free Breakfast Club programme** must record daily attendance for eligible pupils from **Reception to Year 6**.

Schools will need to record:

- The number of **possible sessions**
- The number of **sessions attended**

This information will be collected in the **Spring 2027 School Census**.

Arbor is adding support for this in the **Clubs module**. Please see their guidance for setting up free breakfast clubs.

[Link to Arbor DfE Breakfast Club Update](#)

NEW Kinship Care Status - Collected Autumn Census

Kinship Care Status is being collected for funding purposes in the **Autumn Census** for pupils who are on roll on Census Day. Please note that **this does not apply to Nursery pupils**.

Arbor will output one of the following values, depending on the status recorded for the pupil on Autumn Census Day:

- **ND** – No status recorded or status is Not Declared
- **KF** – A formal kinship arrangement is recorded
- **KI** – An informal kinship arrangement is recorded
- **KU** – Kinship has been identified, but the type of arrangement is unknown

Please ensure that the appropriate **Kinship Care Status** is recorded accurately in the pupil's **Arbor Student Profile – Background** section.

[Link to Schools IT Instructions for Adding Kinship Care Status in Arbor](#)

NEW Managed Moves – Collected in the Autumn Census

From **Autumn 2026**, schools in England must record managed moves for the **Department for Education (DfE)**. This information will be collected in all School Census returns.

A managed move is a **permanent, voluntary and planned move** to another school. It is agreed by both schools and the pupil's family, usually to help avoid exclusion or following a cancelled exclusion or review of an off-site direction placement.

In Arbor, managed moves are recorded against the **destination school** in the pupil's **Enrolment – Leaving Process** section.

Please ensure all managed moves are recorded accurately in Arbor.

[Link to Schools IT Instructions for Adding a Managed Move in Arbor](#)

NEW Cancelled Exclusions

From the **2026/27 academic year**, the Department for Education (DfE) is introducing new requirements for recording **cancelled and rescinded suspensions and permanent exclusions** in the School Census.

These changes **will not be included in the Autumn Census**. Cancelled exclusions will first be collected in the **Spring Census**.

What is a cancelled exclusion?

A suspension or permanent exclusion that is withdrawn by the headteacher **before the governing board meets to consider reinstatement**.

What will schools need to record?

- The **reason for cancellation**
- The **reinstatement date**
- The **exclusion review category**

When will this be collected?

Cancellations from the **Autumn Term 2026** will be reported in the **Spring 2027 Census**.

[Link to Schools IT Instructions for removing and updating Exclusions](#)

New FSM Categories

The School Census collects information about pupils' **Free School Meals (FSM)** eligibility, including start dates and annual checks.

From **September 2026**, eligibility for both FSM categories must be **checked annually**.

You can add **Targeted and Expanded FSM records**, including review dates, in bulk:

Students | All Students | Bulk Update | Bulk Update Basic Details | FSM

For further guidance see links below:

[Link to Arbor guidance for Managing the 2026 changes to Free School Meals \(FSM\) Eligibility](#)

[Link to DfE guidance Free school meals](#)

Training & Webinars

As well as the School and Workforce census training this term, we also have the following on-line webinars:

15 th September 2026	10:30 – 11:00 am	Pupil Data – New starters and leavers
6 th October 2026	10:00 – 10:30 am	How to set up parents evening
10 th November 2026	10:30 – 11:00 am	How to upload pupil school photos
24 th November 2026	10:00 - 10:30 am	Using the Calendar & Creating Events
8 th December 2026	1:30 – 2:00 pm	Creating UDF & Custom Groups

To book your place and to view our training schedule, click the Bookwhen link below.

[Link to Bookwhen to book your place for Schools IT Training and webinars](#)

HR Top Tips

We have two helpful tips for you at the start of the Academic Year.

Staff Leavers

When a member of staff leaves, click in the contract area of their profile (on the left). In the top right you will be able to click on **End Staff Employment**. Add appropriate details, then click **Next** and you will be able to bulk end their roles and responsibilities.

Standard Hours – in readiness for the School Workforce Census

You can set the standard hours per week for different positions to save time when adding contracts. Use **School > All Staff > HR Admin > Positions**. Click into a position, E.G. Teaching staff, click Edit and add the standard hours for that position – **you must add the hours with a decimal not a colon – e.g.: 27.5**. This will ensure consistency across your standard hours for each position.

Handy Hints & Tips

In Arbor you can open more than one window so you don't lose the page you are working on if want to view another - Hold the Shift key and click any menu item to launch a separate pop-up window so you can multitask.

Did you Know?

Did you know you can do a fast refresh in Arbor. For example, if you update any student enrolment and it doesn't immediately show up – Press **F5**.

What's new and upcoming in Arbor

In Autumn 2026 look out for:

- Seeing meals on the register
- Logging behaviour faster
- Viewing more pupil information in "My Classroom"

Contact Details

 **Phone 0115 9150900 option 1**

 **Email MIS@Nottinghamcity.gov.uk**