

## Example Table – for reference

**Table 1: Year 12 Pupils / Year 14 and 15 pupils**

**School Name: A School**

**School Ref: 1234567**

**Number of Year 12/ Year 14 and 15 pupils on census day: 12**

Please see below a list of all Year 12 pupils included on your school’s Annual School Census return in October 2025. Please indicate in the appropriate box(es) those pupils who will not be included in the 2025/26 Summary of Annual Examination Results returns, either because the pupil is ineligible (Condition A), or do not meet the criteria to be included in this academic year (Condition B). Should you have any additional pupils to be included in the 2025/26 data collection, who have joined your school post-Census, who were recorded in a different school on Census day, or who may have been recorded in a different year group at Census, please include their UPNs in the shaded rows at the end of the table (and record their ineligibility status if appropriate).

1			2	3	4	5	6	7	8
Student Details			FSM Status	Ineligibility reason	Condition A. Ineligible Pupils (Reasons 1 - 8)				Condition B. The pupil will be, or should have been, included in the return in a different academic year.
UPN	Forename	Surname	Is the pupil being removed entitled to Free School Meals? Yes/No	Ineligibility reason (1-11)	<b>If Reason 2 (Pregnant):</b> Has the pupil been referred to the School Age Mothers programme? Yes/No	<b>If Reason 3:</b> What school or country?	<b>If Reason 7:</b> Has the pupil been referred to the EA or other agency? Yes/No	<b>If Reason 8:</b> Please indicate the date left. Is there documentary evidence (retained by the school)? Yes/No	Please indicate the academic year if the pupil appeared/ will appear in a different SAER return (not the 2025/26 return). <b>Reason 9 - Previous SAER</b> <b>Reason 10 - Future SAER</b>
1	A000000000001	A	Smith						
2	A000000000002	B	Smith	Yes	2	Yes			
3	A000000000003	C	Smith*						
4	A000000000004	D	Smith						
5	A000000000005	E	Smith	No	10				2026/27
6	A000000000006	F	Smith	Yes	3		School B name		
7	A000000000007	G	Smith	Yes	8			15/2/2025 - Yes	
8	A000000000008	H	Smith						
9	A000000000009	I	Smith						
10	A000000000010	J	Smith	No	7			Yes	
11	A000000000011	K	Smith						

12	A000000000012	L	Smith							
13	B000000000001	M	Smith	No	5					
14	C000000000001	N	Smith							
15	D000000000001	O	Smith							

\* Pupil identified as not meeting criteria in 2024/25, due for inclusion in 2025/26.

Total Number of Year 12 pupils ineligible for / do not meet the criteria to be included in the 2025/26 Summary of Annual Examination Results.....**6**.....

**Confirmation of Pupil Ineligibility**

I am principal of .....*A School*.....

I can confirm that the pupils identified in Table 1 (Year 12 Pupils/Year 14 and 15 pupils) are ineligible for inclusion in, or do not meet the criteria for, the Summary of Annual Examination Results statistical return for the academic year 2025/26 in accordance with Departmental guidelines.

Signed:     *A Principal*     Date:     *09/05/26*    

**In this example:**

- Pupils 1, 3, 4, 8, 9, 11, 12, 14 and 15 will be **included** in the school’s Summary of Annual Examination Results return – it is not necessary to complete any columns in the table for these pupils.
- Pupils 2, 6, 7, 10 and 13 are ineligible (**Condition A**) and will not be included in the school’s performance return; for these pupils please complete column 2 to indicate the pupil’s FSM status, in column 3 please note the reason number under which this pupil is being deemed ineligible and, if appropriate, complete columns 4-7.
- Pupil 5 does not meet the criteria to be included in the 2025/26 Summary of Annual Examination Results return (**Condition B**). Please complete column 2 (pupil’s FSM status), in column 3 add the reason number 10, and in the last column, indicate the academic year in which this pupil was/ will be included in performance returns i.e 2026/27 (next year’s SAER). Note: If the student had been included in a previous year’s SAER, the Reason code = 9.
- Pupil 3 did not meet the criteria for inclusion in last year’s return and is instead included this year, as indicated by the \* after the pupil’s name.
- Pupils 13, 14 and 15 did not appear on the school’s Annual School Census return for either year 12 (or year 14/15), either because they joined the school after the Census was undertaken, were recorded on the Census return for another school, or for any reason during the Census data collection the pupil was recorded in a different year group. Please ensure that all pupils who fall into these categories are recorded in the shaded rows at the end of your table(s) and indicate in the same way if these pupils are to be included in the SAER return of performance data.
- In the above example, 9 out of the 15 pupils will be included in the SAER performance return in September.