Further to your Freedom of Information request FOI67884 please find your questions and our responses below:

1- Are Data Collection Sheets designed centrally by the local authority or independently by each school?  **Independently by each school.**

2- How is the collected data processed within the local authority once received back from schools and before it is sent to the Department of Education for the annual pupil census?  **RBWM does not process the data before it is sent to the Department of Education.**

3- How, if relevant, is the collected data used within/by the local authority?  **N/A.**

4- Who within the local authority processes and/or analyses the data collected (name, position and telephone & email contact details)?  **Karin Taylor, Education Information Officer, 01628 685795 karin.taylor@rbwm.gov.uk**

If you are unhappy with the information we have provided in response to your request please write to:

Information Management Team Manager
Royal Borough of Windsor & Maidenhead
Town Hall, St Ives Road
Maidenhead
SL6 1RF

or send an e-mail to martin.tubbs@rbwm.gov.uk

We are proud to be one of the leading authorities in England for consistently responding to information requests within the 20 working days set down by statute. Information about our performance and summaries of requests received can be found on our website:

**http://www.rbwm.gov.uk/web/foi_information_requests.htm**

We are keen to hear about your experience with the Information Management Team here at the Royal Borough of Windsor & Maidenhead and look forward to receiving any comments you have about the way your information request was processed.
Please send any feedback to the Information Management Team Manager either by e-mail martin.tubbs@rbwm.gov.uk or in writing to the address above.

Yours sincerely

**David Davies**
Information Management Officer
Legal Department
Corporate Directorate
Royal Borough of Windsor & Maidenhead
Town Hall, St.Ives Road
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