



I
CENSUS,
ENGLAND & WALES, 1961

SCHEDULE

Prescribed by Regulations under the Census Act, 1920, as the form to be used for the purpose of returns in respect of any hotel, boarding house, common or other lodging house, hospital, nursing home, religious or charitable community, residential school, college, civil prison, lock-up or other place of detention, remand home or approved school, or residential establishment of any other kind and premises in respect of which the Registrar General is satisfied that special arrangements ought to be made.

For Enumerator's Use	
Census District No.	Enumeration District No.
Name of person responsible for making the return and postal address of the establishment	

NOTICE

1. The manager, chief resident officer or other person for the time being in charge of the premises is required by law to make a return in this form in respect of all persons who are present at midnight on the night of Sunday, 23rd April, 1961, in the establishment, and all persons who arrive at the establishment on Monday, 24th April, 1961, before the collection of the schedule and who have not been enumerated elsewhere.
2. Every such person is required by law to give to the person responsible for making the return such information as may be necessary to enable the return to be made. No use may, however, be made of such information by the person to whom it is given except for the purpose of making the return.
3. A person who has applied in the prescribed manner to make a separate confidential return will not be liable to give information to the manager, chief resident officer, etc., who will only be liable to include in his return in respect of that person the particulars required in Columns A and B within.
4. The schedule will be called for on MONDAY, 24th APRIL, by the appointed enumerator; in order that he may not be delayed it must be ready with the answers written in the proper columns early on the morning of that day. If the answers appear to be incomplete or inaccurate, the enumerator must ask any questions necessary to enable him to correct the schedule.
5. The person responsible for making the return may, if unable to deliver the schedule to the enumerator personally, arrange for some other person to do so on his behalf. If desired, the schedule may be handed to the enumerator under cover.
6. If any person whose duty it is to make a return or to give information refuses to do so, or willfully gives false information, or uses otherwise than for the purpose of making the return any information given him for that purpose, he will be liable to a fine not exceeding Ten Pounds.
7. The contents of the schedule are strictly confidential.

E. M. T. FIRTH,
Registrar General

Include in this schedule all persons who are alive at midnight on Sunday, 23rd April, 1961 (Census Night), and who, whether as staff, residents, visitors, patients or inmates, spend the night in this establishment or in any premises within its grounds. If anyone who has not been enumerated elsewhere arrives the next day include him or her also.

PART I				Sex "M" or "F" and Age in years at last birthday and completed months since then. See Note 3.	Persons 16 years or over. Write "Single", "Married", "Widowed", or "Divorced". See Note 4.	All married, widowed or divorced women. Write at (i) the total number of children born alive to her in marriage. See Note 5. Were any of these children born after 23rd April, 1960? Write "Yes" or "No" at (ii).	All married women. Write at (i) the date of her present marriage. Has she been married more than once? Write "Yes" or "No" at (ii). If "Yes" fill in column H.	Widowed or divorced women; OR women married more than once. Write at (i) the date of first or only marriage. Write at (ii) the date when that marriage ended. See Note 6.	Country of birth. If born in Great Britain write "England", "Scotland", or "Wales", whichever applies. See Note 7. If born in Ireland write "Northern Ireland" or "Irish Republic". If born elsewhere give the country of birth, e.g., Trinidad, Poland, or write "At sea".	For persons NOT born in Great Britain or Northern Ireland. See Note 8. (a) If a citizen of the Commonwealth state at (i) citizenship, e.g., United Kingdom and Colonies, Indian, Canadian. (b) If a citizen of the U.K. and Colonies state at (ii) whether citizen by birth, descent, naturalisation, registration, marriage, etc. (c) For other persons state at (i) nationality, e.g. Italian, Polish, Yugoslav.	Information required only in returns made in Wales and Monmouthshire. If able to speak Welsh only, write "Welsh". If able to speak English and Welsh, write "Both". For all children under age 3 and for persons unable to speak Welsh, insert a dash (-).
A	B	C	D	E	F	G	H	I	J	K	L
1.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
2.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
3.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
4.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
5.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
6.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
7.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
8.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
9.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	
10.			Sex : Years Months		(i) (ii)	(i) (ii)	(i) (ii)			(i) (ii)	

PART II

ADDITIONAL PARTICULARS REQUIRED IN RESPECT OF THE PERSON ENTERED ON LINE I, OVERLEAF

<p>Please repeat here the name and surname of the above person.</p> <p>If he (she) is under 15 years you need only fill in the adjoining column N and sign the declaration.</p>	<p>Was this person's usual address a year ago (i.e. on 23rd April, 1960) the same as that indicated in column C? Write "Yes" or "No" as (4).</p> <p>If "Yes" state at (ii) how many years ago he (she) moved to that address. (If he (she) has lived there since birth write "birth"). See Note 11.</p> <p>If "No" state at (iii) the full usual address on 23rd April, 1960. See Note 2.</p>	
	<p>N (i)</p>	<p>(iii)</p>
	<p>(ii)</p>	

The remaining particulars required in columns O and Q and sections R, S, and T, are for persons 15 years and over.

<p>For a person not now receiving full-time education at school, college, university, etc., write the age at which such education ended. See Note 12.</p>	<p>Persons with qualifications in science and technology. See Note 13.</p> <p>State at (i) the academic and/or professional qualifications held.</p> <p>State at (ii) the main branch of science or technology in which the qualifications are held.</p>
<p>O</p>	<p>Q (i)</p>
	<p>(ii)</p>

Fill in only ONE If in the week ending 22nd April, 1961, this person was—in employment at any time (including any part-time or casual employment), whether or not actually at work, fill in Section R, but if the person became unemployed or retired during the week fill in Section S; —not in employment but intending to get work, or wholly retired, fill in Section S; —none of these, fill in Section T. See Note 14.

<p>R For persons who in the week ending 22nd April, 1961, were in employment at any time (including any part-time or casual employment), whether or not actually at work, fill in this section in respect of that employment. If the person became unemployed or retired during the week do not fill in this section, but fill in Section S. See Note 16.</p>				
<p>State the name and business of the employer, but if self-employed write either "self-employed, employs others" or "self-employed without employees", and also the nature of the business: if a trading name is used give that name as well. See Notes 16, 19, 20 and 23.</p>	<p>For the employment given in column (a) give at (i) the precise occupation, showing where appropriate the material worked or dealt in, and for workers at mines whether employed mainly above or below ground. See Note 21.</p> <p>If applicable write at (ii) "Apprentice", "Learner" (only if in skilled craft), "Articled Pupil", "Student Apprentice", "Graduate Apprentice", or "Management Trainee". See Note 22.</p>	<p>State the full postal address of the place of work. (For transport workers, building workers, dockers, seamen and persons with no regular place of work, see Note 24.)</p> <p>If the work is carried on mainly at home write "at home".</p> <p>For persons employed in this establishment, write "Here".</p>	<p>State at (i) whether this employment was full-time or part-time. See Notes 15 and 17.</p> <p>If part-time state at (ii) the number of hours, excluding meal breaks, worked in this employment during the week ending 22nd April, 1961. See Note 15.</p>	<p>MALES ONLY</p> <p>If you have written "part-time" in column (d) give details of the last full-time employment, showing at (i) the business of the employer or details of self-employment and at (ii) the occupation.</p>
<p>a</p>	<p>b (i)</p>	<p>c</p>	<p>d (i)</p>	<p>e (i)</p>
	<p>(ii)</p>		<p>(ii)</p>	<p>(ii)</p>

<p>S For persons who, at the end of the week ending 22nd April, 1961, were not in employment but intending to get work or wholly retired, fill in this section in respect of the last full-time employment. See Note 18.</p>		
<p>Write "Wholly retired" or "Out of Work" or, if out of work and sick or injured for the whole week, write "Out of work, sick".</p>	<p>State the name and business of the last full-time employer, but if self-employed write either "self-employed employs others" or "self-employed without employees", and also the nature of the business: if a trading name is used give that name as well. See Notes 16, 19, 20 and 23.</p>	<p>For the employment given in column (g) give the precise occupation, showing, where appropriate, the material worked or dealt in, and for workers at mines whether employed mainly above or below ground. See Note 21.</p>
<p>f</p>	<p>g</p>	<p>h</p>

<p>T For other persons write "Housewife", "Home duties", "at school", "Student", etc., as applicable.</p>
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I declare that this schedule and the other *schedules relating to this establishment is/are correctly filled up to the best of my knowledge and belief.

Signature

*Insert here the number of additional schedules; if only one schedule is used delete the words in italics.

You need sign only the first of a series of schedules.

Information to be given to the Enumerator.

Type of establishment

Number of rooms in a hotel or boarding house

Number of persons

Males

Females

Schedule No.

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NOTES

1. Names and surnames (Column A)

- (a) Names are wanted only to help in taking the Census.
- (b) Write first the name of the head of the establishment (if present) or acting head and then the names of relatives, employees, residents, patients, etc.
- (c) If a husband and wife are both present on Census Night write their names on consecutive lines.

2. Usual address (Column C)

- (a) School children, students, etc., who live away from home during term should give their home address not their term-time address.
- (b) Members of H.M. Forces should give the address of their married quarters or other home address.
- (c) Resident staff should regard the hotel, hospital or other premises where they live as their usual address.
- (d) For persons with no settled address write "None".

3. Age (Column D)

- (a) If the age is not known exactly, give it as accurately as possible.
- (b) Even where the birthday is only a few days after Census day, the required age is the number of years at the last birthday and 11 months.
- (c) For babies under one month old write "Under 1 month".

4. Marriage, etc. (Column E)

If a person is legally separated, not divorced, write "Married".

5. Children (Column F)

Include in the number of children born alive to the mother in marriage, any children of a previous marriage and any that have died.

6. End of first marriage (Column H)

Write as (ii) the date of her first or only husband's death or date of divorce.

Country of birth (Column J)

For the purposes of the Census, persons born in Monmouthshire should write "Wales".

Citizenship or nationality (Column K)

- (a) For citizens of the Irish Republic write "Irish".
- (b) For British protected persons give the protectorate or trust territory, e.g., Uganda, Tanganyika.

(Notes 9 and 10 do not apply to this Schedule)

11. Change of address, etc. (Column N)

- (a) "Years" means completed years, e.g., for 4 years 11 months write "4 years".
- (b) Give the whole period since the person moved to the address indicated in column C even if he or she has since been temporarily away, e.g. owing to National Service, other war service, or evacuation.

12. End of full-time education (Column O)

For persons not now receiving full-time education, but intending to resume it later, state the age at which education was discontinued. For students actually enrolled in a course of full-time study which involves spending part of the time in employment, make no entry in this column.

13. Scientific qualifications (Column Q)

- (a) The information required is in respect of all persons, irrespective of present occupation, who hold one or more of the qualifications listed below in a branch of science or technology excluding medicine, dentistry, pharmacy, optics, veterinary science, architecture, economics, geography and the social sciences.
- (b) For all persons holding one or more of the following qualifications in a branch of science or technology, give particulars for the type of qualification as indicated below—

Qualifications	Examples
University degree or University Diploma of equivalent standard. (It is not necessary to list qualifications higher than a First degree or diploma)	B.Sc. or B.A. or University Diploma.
Associateship or Diploma of University Degree standard awarded by an educational institution other than a university.	Dip. Tech. (N.C.T.A.) or A. of Camborne School of Mines, or A. of Manchester College of Science and Technology, or A. of Heriot-Watt College.
Graduate or Corporate membership of a professional institution.	Grad. M. of Institution of Electrical Engineers, or Corp. M. of Institution of Civil Engineers.
(c) One of the following branches of science or technology should be entered at (ii) of column Q.	
Agriculture (including dairying, estate management, forestry and horticulture).	
Biology (all branches)	Chemical Engineering
Chemistry (other than pharmacy) including Biochemistry	Civil and Structural Engineering
Geology	Electrical Engineering
Mathematics	Mechanical Engineering
Physics	Mining Engineering
General Science	Metallurgy

Any other science, engineering or technology (please specify) except those excluded by definition in para. (a) above.

Industry and Occupation (Sections R, S and T)

- 14. In employment means that the person had a job during the week ending Saturday, 22nd April, 1961, even if he was away from work because of holidays, sickness, strikes, etc. That is, a sick person is in employment if his job is waiting for him when he gets well.

For persons temporarily laid off by their employer throughout the week, answer the questions in Section R and not in Section S.

For persons who retired or became out of work during the week, complete Section S and not Section R.

"Employment" includes any service in the Armed Forces, and also jobs at which a person worked for only a few hours; e.g. for a housewife who helped in her husband's shop or did some office cleaning, answer the questions in Section R and not Section T.

For persons who are at school or university full-time during term answer Section T and not Section R, even if they did paid work during the holidays.

- 15. "Part-time" means less than the normal hours in the employment. Employment which is normally full-time but which was interrupted by sickness, holidays, short-time working, strikes or lockouts, or which was started or stopped part way through the week should be returned as "full-time" in Section R, column (d).

Hours worked. For part-time workers whose employment was interrupted by sickness, etc., state the hours usually worked.

- 16. More than one employment. If the person changed his employment during the week give details of the employment in the later part of the week.

If the person normally follows more than one employment during the week give details of the main employment only.

- 17. For sick persons who were off work but still have their job write "full-time" or "part-time" in Section R, column (d), according to whether they would have worked full or part-time if they had not been ill.

If they have been discharged by their employer answer the questions in Section S, and not in Section R.

- 18. For persons who have never had full-time employment, write in Section S details of the last part-time employment. If the person is looking for a first job, write "Out of work" in Section S, column (f), and "None" in columns (g) and (h).

19. Employer and employer's business

These details are required only to help in classifying the industry or service. Describe the business fully and try to avoid using abbreviations or initials.

The following are examples of terms insufficient by themselves:—

Manufacturer, Merchant, Agent, Broker, Factor, Dealer, Engineering, Iron Works, etc.

- 20. Employs others means having one or more employees other than his (her) relatives in the same household.

- 21. Occupation. Full and precise details of the occupation should be given in columns (b) or (h). Terms such as scientist, technician, engineer, machinist, foreman, inspector, checker, civil servant, are too vague and should not be used by themselves. Managers or foremen should give the department where applicable; civil servants and other public officials should give their rank and the department or branch in which they are serving.

If a job is known in the trade or industry by a special name, use that name.

- 22. Apprentices, trainees, etc. An entry should be made at (ii) of column (b) only if persons are undergoing training for a period fixed in advance, leading to recognition as a skilled worker or technician and/or to a recognised technical, commercial or professional qualification or managerial post. Boys undergoing probationary training who have not yet entered into formal apprenticeship or learnership should be excluded.

- 23. Domestic servants. If in private domestic service give the occupation (e.g. Cook) in columns (b) or (h) but write only "Private" in columns (a) or (g). But complete these columns as required by the questions for persons employed in hotels, restaurants, boarding houses, etc.

24. Place of Work

Persons with no regular place of work such as sales representatives, inspectors, and building workers, who do not work daily from or at a fixed address or depot should state "No fixed place". Those working daily from or at a fixed address or depot, e.g. certain transport workers, and building workers employed on a site for a long period, should give the address of the depot or site or other fixed address.

Dock workers registered under the National Dock Labour Scheme, who are in possession of a Pay Voucher Book issued by the National Dock Labour Board, should give the address of the call stand or control point where they are required to prove attendance. Registered dock workers not issued with a Pay Voucher Book by the Board, and other dock workers should give the name and address of the dock or wharf at which they are usually employed.

Seamen should give the name of their ship and the port in which it is lying.