

## 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, divil 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 porson responsible for making the return and postal address, of the establishment

### NOTICE

- 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.
- 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 particular's 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.
- 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 wilfully 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

(Census Night), and v the night in this estab	vho, whether as s dishment or in an	are alive at midnight on Sustaff, residents, visitors, pati by premises within its groun as the next day include him	ents or ds. If a	inmate inyone	s, spend	All married, widowed or divorced women.  Write at (i) the total	All married women.  Write at (i)	Widowed or divorced women; OR women married more than once,	Country of birth	For persons NOT born in Great Britain or Northern Ireland See Nate 8.	Information required only in returns made in Wales and Monmouth-
Write in this column the names and surnames of all the persons to be included before you go on to the other columns.  See Note 1.  Babics should be included. If they have not been given a name, write "Baby" and the surname.	Relationship to Head of Establish- ment, or position in Establishment, e.g. Head Wife, Son or other relative of head; Resident, Visitor, Visitor's Wife, Officer, Employee, Patient, Inmate.	If this establishment is the person's usual address write "Here"; If not write the more usual address in full.  See Note 2.	a A A in ) at at birt a comp mo since	or "F" and age years last thday nd pleted nths then. Note 3.	Persons 16 years or over. Write "Single". "Midowed". or "Divorced". See Note 4.	number of children born alive to her in marriage.  See Note 5.  Were any of these children born after 23rd April, 1950?  Writse "Yes" or "No" at (ii).	the date of her present marriage.  Has she been married more? Write "Yes" or "No" at (ii). If "Yes" fill in column H.	Write at (i) the date of first or only marriage. Write at (ii) the date when that marriage ended. See Note 6.	If born in Groat 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".	(a) If a citizen of the Common-wealth 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, naturalization, registration, marriage, etc.  (c) For other persons state at (i) nationality, e.g. Italian, Polish, Yugoslav.	shire  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 ().
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			Sex :	Months		(i)	(i)	(i)		(i)	
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			Sex:	Months		(i)	(i)	(i)		(1)	
3.			Tears	rioneis		(ii)	(ii)	(ii)		(ii)	
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			Years	Months			17				
4.				<u> </u>		(ii)	(ii)	(ii)		(ii)	j
			Sex :			(i)	(1)	(A)		(1)	
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5.				ļ	*******************************	(ii)	(ii)	(ii)		(ii)	
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			Years	Months		(1)		(7)		(i)	
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			Sex:			(1)	(i)	(1)		(i)	
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e.			SOUTH STATE	AC MERCULA PROPERTY.		(ii)	(ii)	(ii)		(9)	METABLE SERVE SEA SHAP HE

the If he i the	e repeat here the name and surname of a above person. (she) is under 15 years you need only fill in a adjoining column N and sign the claration.	23rd April, I C? Write If "Yes" state to that addr write " birt! See Note I	at (iii) the fuil ususl addre	icated in column o he (she) move shere since birti	The remaining particulars require in columns O and and sections R, S and T, are for persons 15 years and over.	school, colleg university, etc.,	full See Note 13.  13 State at (i) the academic and/or professional qualifications held.  ich State at (ii) the main branch of
l in of t	only, ONE If in the week anding 12r the sections or T, below,	(ii) (ii) d April, 1961, th	pot in (	ymanč et ally ti lection R, but til en:pluyment b f these, fill in S.	at intending to get mor	e or casusi employmen loyed on retired during R, or wholly recired,	c), whather or not actually the week fill in Section 5;
₹	For persons who in the week end fill in this section in respect of the	ling 22nd April nat employment.	, 1961, were in employ: If the person became	ment at any tir unemployed or	ne (including any part-tir ratired during the week	ne or casual employme do not fill in this secti	nt), whether or not actually at work, on, but fill in Section S. See Note 16.
	State the name and business of the employer, but it self-employed write either "self-employed, employed whous employees"; and also the nature of the business; if a trading name is used give that famine as well.  See Notes 16, 19, 20 and 23.	material workers at a mainly above Note 21.  If applicable we "Learner" "Articled Price", "Gr" "Managemia	lyment given in column the precise occupation, here appropriate the ricked or dealt in, and for anines whether employed e or below ground. See "ite at (ii)" Apprentice", (only if in skilled craft), upil', "Student Apprendicate Apprendicate Apprendicate Apprendicate Carlos Note 22.	building we and persons of work, see lifthe work home write	ostal address of the place for transport workers, rkers, dockers, seamen with no regular place Note 24.) is carried on mainly at "at home", employed in this estab- rite "Here",	State at (i) whether this employment was full-time or part-time. See Notes 15 and 17. 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.	MALES ONLY  If you have written "part-time" in column (d) give details of the last full-time employment, showing at (f) the business of the employer or details of self-employment and at (ii) the occupation.
	1	b (i)		c		d (1)	e (i)
S	For persons who, at the end of the weel but intending to get work or who full-time employment. See Note I	cending 22nd Ap Ily retired, fill i 8.	ril, 1961, were not in em n this section in respect	ployment of the last			Information to be given to the Enumerator.
	Write: "Wholly state the name an the last full-time to five the control of work and sick or injured or self-employees" and employees and sick or injured or self-employees." and employees and employees and employees and employees and employees and employees." and employees and employees and employees and employees and employees and employees and employees."	ne employer, od write either mploys others" ved without	For the employment gives (g) give the precise of showing, where appro- material worked or di- for workers at mine	ccupation, opriate, the calt in, and es whether	this establishme filled up to	nedules relating to nt is/are correctly the best of my	Type of establishment
	week write "Out of work; sick":  of the business name is used giv well, See Notes 16, 19,	that name as	employed mainly above ground.  See Note 21.	g or be.50w	knowledge and Signature	belief.	Number of rooms in a hotel or boarding house
					additional sch	e the number of adules; if only s used delete the s.	Number of persons
T	For other persons write "Housew duties", "at school" "Studen applicable.	ife", "Home t", etc., as				ign only the is of schedules.	Schedule No.



# CENSUS ENGLAND & WALES 1961

Notes and Examples for Schedule I

The schedule which accompanies this leaflet is in two parts. The first part provides for particulars in respect of all persons who spend Census Night in the establishment. The second part is a special sample enquiry which applies to one person only out of ten and thus relieves nine persons in every ten from giving these additional particulars.

In order that the sample enquiry may give a true picture of the whole country you are asked to observe a strict routine when entering the names in Part I of the schedule avoiding any pre-selection of the person for whom the additional sample particulars are required. This can be done, for example, by entering the names of guests in the order of their room numbers in hotels, or by ward and position of beds in hospitals.

The notes will help you to give the particulars asked for. There is a reference to the number of each note in the column headings on the schedule. Please read the appropriate note and study the examples in this leaflet before you fill in the answers.

### CONFIDENTIALITY.

No information about any individual person or family, will be given to anyone not employed on the Census.

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### NOTES

### I. 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 diffing 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".

### , 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 I 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 at (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).

### II. 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 evicuation.

### 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 selence 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

University degree or University Diploma of equivalent standard. (It is not necessary to list qualification higher than a First degree or diploma)

Associateship or Diploma of Dip.
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awarded by an educational instiaution other than a university. Scient

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.

or University Diploma.

Examples

B.Sc. or B.A.

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) Civil and Structural including Biochemistry Engineering
Geology Efectrical Engineering

Mathematics
Physics
General Science

Mechanical Engineering
Mining Engineering
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 5.

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 the 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 holldays.

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.

[7. For sick persons who were off work but still have their job write "fulltime" 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,

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 Youcher 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 Youcher 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.