



SIMS

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Producing the School Census Autumn 2019 Return

English Primary/Middle deemed
Primary Schools

Applicable to 7.188 onwards

Revision History

Version	Change Description	Date
7.188 - 1.0	Initial release.	02/07/2019

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 / Introduction

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Overview

This handbook provides the information needed by Primary/Middle deemed Primary schools in England to complete the School Census Autumn 2019 Return, which this year takes place on Thursday 3 October.

The School Census Autumn Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

Currently, there are three School Census returns each year (i.e. Spring, Summer and Autumn), which collect detailed information about school characteristics and pupil details. Different data is collected depending on which return is being prepared, and your school phase.

A list of items collected from Primary/Middle deemed Primary schools in England for the School Census Autumn 2019 Return is available in a later section of this handbook (please see *Preparing Data for the School Census Return* on page 6).

NOTE: The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.



Additional Resources:

Preparing for the School Census Autumn 2019 Return handbook

How has the School Census Autumn Return Changed since Last Year?

Changes to the School Census Autumn Return include the following:

- Census Date: 03/10/2019
- Termly attendance collected from 22/04/2019 to 31/07/2019
- Exclusions collected from 01/01/2019 to 31/08/2019
- Free School Meals collected from 17/05/2019 to 03/10/2019.

Exclusions

The collection period for exclusions in the School Census Autumn 2019 Return only is for the Spring and Summer terms (01/01/2019 to 31/08/2019).

Lunchtime exclusions are no longer collected.



More Information:

Exclusions Report on page 40

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** located in the **Popular Searches** list to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

NOTE: You no longer need to use + / - / "" when searching.

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing `pupil showing` as a contact search for the word `contact`.
- Use the **Product Type** filter to refine results further.
- Use the advanced filters located on the left-hand side of the **Search results** page.

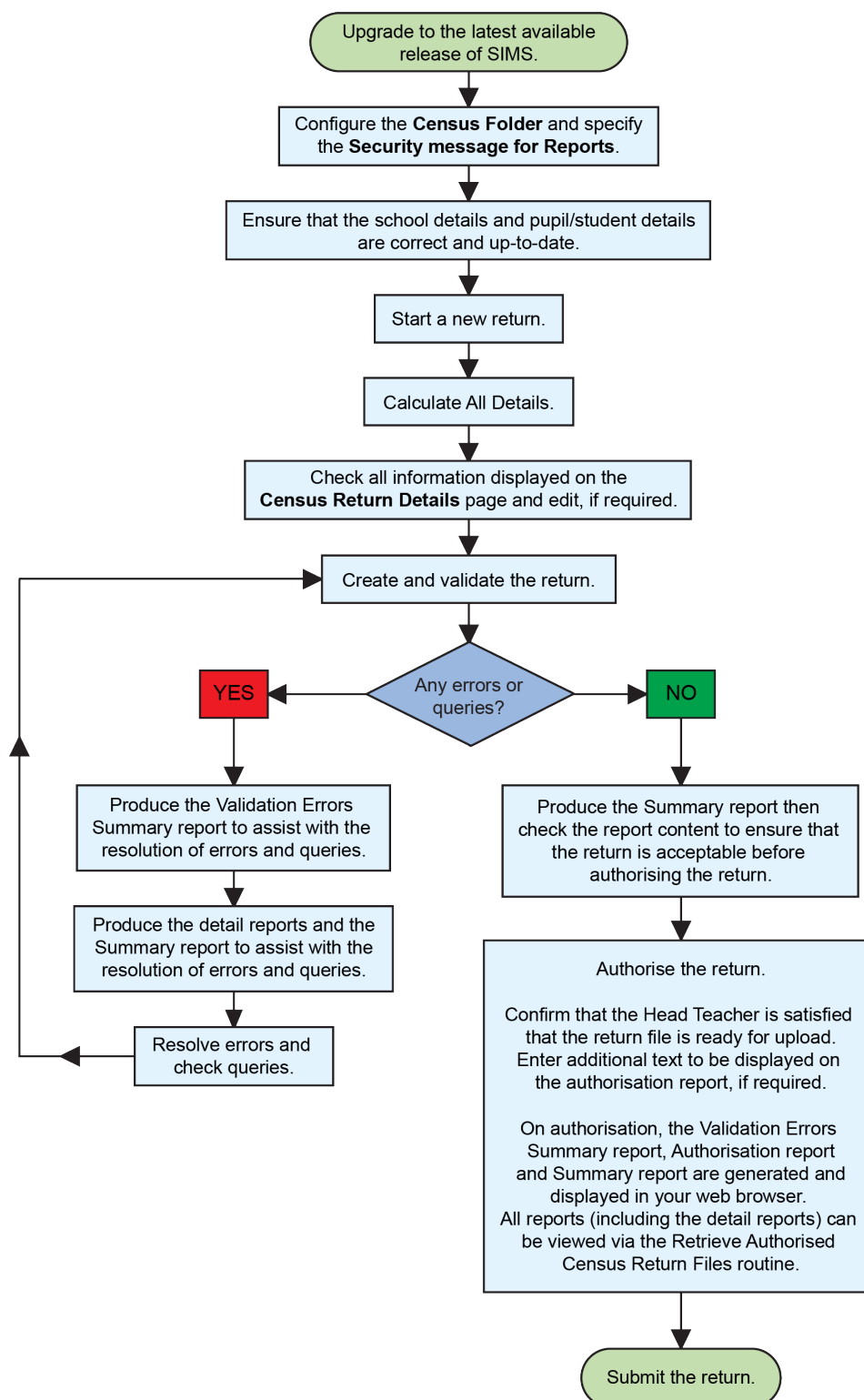
Additional Information

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census, together with an Errors and Resolutions document that provides suggestions on how to resolve any validation errors or queries, are also available.

To access the School Census documents, please search for CENSUS19 in the SIMS **Documentation Centre** or My Account.

Steps to Producing the School Census Return

The process of producing the School Census can be separated into a number of steps, some of which might need to be repeated to eliminate validation errors and queries.



02/ Preparing for the School Census Autumn Return

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Setting SIMS Permissions

The following permissions are applicable to users who deal with returns.

Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. pupil details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 5).

Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, which is available via the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**. Preparation guides are also available on the My Account website (<https://myaccount.capita-cs.co.uk>).

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the My Account website (<https://myaccount.capita-cs.co.uk>).

To find the spreadsheet, search for <sims version> sims permissions, e.g. 7.188 sims permissions.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2019 Summer Release (7.188) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.188 or later.



Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and pupil level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupils have been added to SIMS, all leavers have been recorded and where applicable all exclusions have been recorded, etc.

The following information is collected from Primary/Middle deemed Primary schools for the School Census Autumn 2019 Return.

School Level Data

Characteristics: LA number, DfE establishment Number, school name, school phase, school type, highest national curriculum year, lowest national curriculum year, intake type, governance, school email address and school telephone number.

Pupil Level Data

- Pupil Identifiers: UPN, former UPN, surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Characteristics:
 - first language
 - post looked after arrangements
 - top-up funding indicator, funded free entitlement hours, extended entitlement childcare hours, 30 hour code, disability access fund indicator and hours at setting
 - free school meal eligibility (17/05/2019 to 03/10/2019): start date, end date and UK country in which the eligibility applies

- school dinner taken (applicable to schools with pupils in Reception, Year 1 and Year 2)
- service children in education indicator
- Youth Support Services Agreement (YSSA) indicator (Middle deemed Primary schools only).
- Status:
 - enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group
 - type of class (Primary schools only).
- Special Educational Needs: SEN provision, member of SEN unit (sometimes called special class) indicator and member of resourced provision indicator.
- Home Information: pupil's home address, unique property reference number (UPRN).
- Exclusion Information (01/01/2019 to 31/08/2019): category, reason, SEN provision, start date and actual number of sessions.
- Attendance Information (22/04/2019 to 31/07/2019): possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes and number of sessions missed.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Autumn 2019* guide.

The preparation guide, together with other useful School Census documentation, is available from the SIMS **Documentation Centre** (accessed via the **Documentation** button, which is located on the top right-hand side of the SIMS **Home Page**) and on the My Account website (<https://myaccount.capita-cs.co.uk>).

To access the School Census documents, please search for CENSUS18 in the SIMS **Documentation Centre** or My Account.

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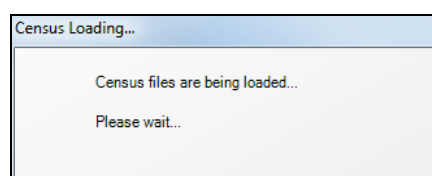
Creating a New School Census Return

Before creating a new return, ensure that all pupil and school information is present and accurate in SIMS.

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

Data is collected for the following pupils:

- All pupils on-roll on 03/10/2019 (census day).
 - Any additional pupils not on-roll on census day who:
 - were on-roll for at least one session during the collection period from 22/04/2019 to 31/07/2019.
 - had an exclusion that started between 01/01/2019 and 31/08/2019.
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



NOTE: The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.

NOTE: The Fileset ID is displayed in the browser header (for information only).

By default, the **Term** field displays the appropriate term for the selected return, in this instance **Autumn 2019**.

2. Ensure that the **Census Folder** is selected correctly and that the required **Security message for Reports** is specified, as described in the following sections.



More Information:

Deleting an Unauthorised Return on page 51

Specifying the Security Message for Reports on page 11

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

IMPORTANT NOTES: Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (<https://www.gov.uk/service-manual/technology/securing-your-information>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

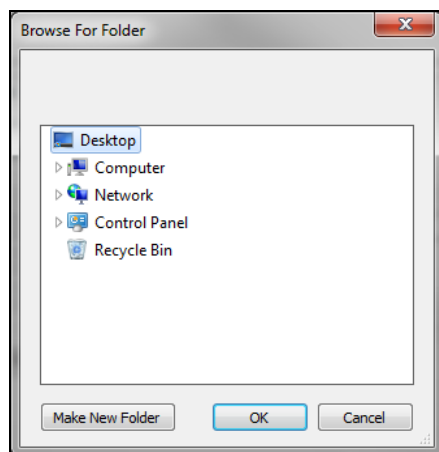
The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.

Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

1. In the **Census Folder** field, enter the location of the folder where the return files are to be stored.

Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

 *Browse button*



2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then enter a suitable name for the new folder.

IMPORTANT NOTE: *If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as the folder will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Click the **OK** button.
A message dialog requests confirmation that you want to continue.
4. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.
5. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is the **Security message for Reports** field. This text displayed in this field is included in the header of each report.

1. The default text (**This report contains sensitive information**) can be edited, if required.
2. If any edits are made, you can click the **Default Message** button to revert to the original default text.
3. Click the **New** button to display the **Census Return Details** page.

Editing Census Details

The **Census Details** panel displays the following read-only information:

- Census Date 03/10/2019.
- Attendance data collected from 22/04/2019 to 31/07/2019.
- Exclusions data collected from 01/01/2019 to 31/08/2019.
- FSM (Free School Meal) data collected from 17/05/2019 to 03/10/2019.

1 Census Details			
Census Date	03/10/2019		
Description	School Census Autumn 2019		
Attendance collected from	22/04/2019	Attendance collected to	31/07/2019
Exclusions collected from	01/01/2019	Exclusions collected to	31/08/2019
FSM collected from	17/05/2019	FSM collected to	03/10/2019

The default **Description (School Census Autumn 2019)** can be edited, if required, e.g. to identify a dry run.

WARNING: Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.

A unique description helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.

Calculating All Details

Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

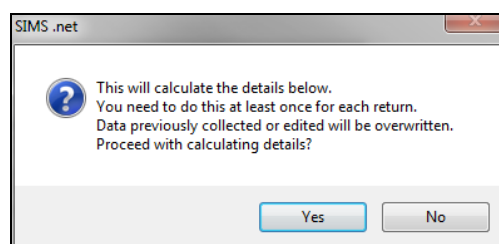
IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.

Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

Any details that are calculated automatically should be checked and edited, if required.

1. Click the **Calculate All Details** button.

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



- Click the **Yes** button to calculate all details.
At this point, depending on the number of pupils in the school, there might be a short delay while details are calculated.
The applicable panels on the **Census Return Details** page are then populated with data.
- The return can be saved at any point by clicking the **Save** button.

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | Pupil | Pupil Details**). The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.

2 School Information			
School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823	Establishment Number	2999
Telephone	852015	URN	123564
School E-mail Address	school@we.com		
School Phase	PS	Primary	
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N1	Highest NC Year	6
School Detail			

- If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.

School Detail	
School Details - WATERS EDGE PRIMARY SCHOOL	
Save Undo Help	
1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare	
1 Establishment	
School Name	WATERS EDGE PRIMARY SCHOOL
LA	823 Central Bedfordshire
Establishment Number	2999
Unique Reference Number	123564
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor
Curriculum Years	N1 6
Pupil Genders	Coeducational
Date Name Changed	
Earliest DOA	
Date Number Changed	
Special Class or Unit	<input type="checkbox"/>
Main Contact	Mrs G Grosvenor
OK Cancel	

2. Add or amend the school details, selecting from the drop-down lists where applicable.

NOTE: The **School Name**, **LA number**, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If any of these details are incorrect, please contact your Local Support Unit for assistance.

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

2 School Information			
School Name	<input type="text" value="Green Abbey School"/>	Previous Name	<input type="text" value="Previous Name School"/>
LA	<input type="text" value="823"/>	Establishment Number	<input type="text" value="4321"/>
Telephone	<input type="text" value="851234"/>	Previous Estab Number	<input type="text" value="1234"/>
School E-mail Address	<input type="text" value="office@ga.org.uk"/>	URN	<input type="text"/>
School Phase	<input type="text" value="SS"/> <input type="text" value="Secondary"/>	Previous URN	<input type="text"/>
School Type	<input type="text" value="Academies"/>		
Governance	<input type="text" value="Academies"/>	Intake Type	<input type="text" value="Comprehensive"/>
Lowest NC Year	<input type="text" value="7"/>	Highest NC Year	<input type="text" value="13"/>
<input type="button" value="School Detail"/>			

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.
Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).
This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected and the earliest date of admission is reported in the School Census.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.
This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Editing Early Years

Early Years data is collected from all schools that have early years pupils on-roll on census day. The following items are collected:

- Hours at Setting
- Funded Hours
- Disability Access Fund
- 30 Hour Code
- Extended Funded Hours.

NOTE: Disability Access Fund, 30 Hour Code and Extended Funded Hours are not collected in the census for pupils aged two at 31/03/2019.

Funded Hours and Hours at Setting

Funded universal free entitlement hours are the total number of free child care hours that a child receives. All three and four year old pupils are eligible for 15 hours funded child care a week. Advice about the eligibility of two year old children for funded child care can be found on the DfE website (<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>).

Hours at Setting include funded free entitlement hours (as described previously) plus any additional hours funded by other means.

The hours collected in this return are for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Funded Universal Free Entitlement Hours Maximum Entitlement
01/09/2015 to 31/08/2017 inclusive	All relevant schools and year groups.	15 hours
01/09/2014 to 31/08/2015 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.	15 hours for pupils where 30 Hour code is present

Disability Access Fund

The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA) and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Date of Birth Ranges	School Type and National Curriculum Year Group
01/09/2015 to 31/08/2016 inclusive	All relevant schools and year groups.
01/09/2014 to 31/08/2015 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.

Extended Funded Hours and 30 Hour Code

Extended Funded Hours are the number of hours that a child can receive in addition to the initial 15 funded hours. Extended Funded Hours are applicable to three and four year old pupils only.

Extended Funded Hours can double the original 15 hours of free child care to 30 hours a week, i.e. 15 funded free entitlement hours + 15 extended entitlement hours = 30 hours, provided that the following criteria are met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than the specified amount.

Parents who meet the extended funded hours criteria must obtain a unique code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours.

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Maximum Funded Universal Free Entitlement and Extended Free Entitlement Hours
01/09/2015 to 31/08/2016 inclusive	Applicable to all relevant schools and year groups A valid 30 Hour Code must be provided.	30 hours (i.e. 15 funded universal free entitlement hours plus 15 extended free entitlement hours)
01/09/2014 to 31/08/2015 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only. A valid 30 Hour Code must be provided.	30 hours (i.e. 15 funded universal free entitlement hours plus 15 extended free entitlement hours)

Extended Funded Hours information provided by the DfE can be found on their website (<https://www.gov.uk/government/publications/30-hours-free-childcare-1a-and-early-years-provider-guide>).

Recording Early Years

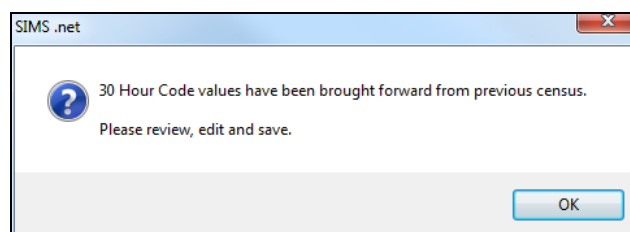
The required data can be recorded:

- via the **Edit** button in the **Early Years** panel
- via **Tools | Statutory Returns Tools | Update Early Years - Update Early Years** page. The data in the **Early Years** panel must be refreshed by clicking the **Recalculate** button after using the Update Early Years routine.

If data has been recorded previously, the values are displayed in the read-only **Early Years** panel. Only cohorts applicable to your school are displayed.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2019	Age at 31/12/2019	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Archer,Liam	16/04/2016	001703	N2	AM	3	3	15	15			
Elverdon,Astrid	27/11/2015	001704	N2	PM	3	4	15	15		10023566666	
Jones,Emmeline	17/03/2016	001705	N1	N1 PM	3	3	15	15			
Joram,Sara	07/01/2016	001706	N2	AM	3	3	15	15			
Parker, Gregory	02/02/2016	001707	N2	PM	3	3	15	15			
Sawyer,George	08/12/2015	001708	N2	AM	3	4	15	15		77785632215	
Woodman,Eira	08/03/2016	001709	N2	PM	3	3	15	15			

- In the **Early Years** panel, click the **Edit** button to display a message informing you that data has been brought forward from the previous census.



- Click the **OK** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2019	Age at 31/12/2019	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Archer,Liam	16/04/2016	001703	N2	AM	3	3	15	15			
Elverdon,Astrid	27/11/2015	001704	N2	PM	3	4	15	15		10023566666	
Jones,Emmeline	17/03/2016	001705	N1	N1 PM	3	3	15	15			
Joram,Sara	07/01/2016	001706	N2	AM	3	3	15	15			
Parker, Gregory	02/02/2016	001707	N2	PM	3	3	15	15			
Sawyer,George	08/12/2015	001708	N2	AM	3	4	15	15		77785632215	
Woodman,Eira	08/03/2016	001709	N2	PM	3	3	15	15			

Primary phase schools that have defined Early Years Attendance Patterns (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care can update Hours at Setting automatically.

- a. Click the **Update Hours** button (applicable to Primary phase schools only).
The number of Hours at Setting that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern) are displayed in the **Pupils** panel.
- b. Edit the values, if required.

NOTE: If your school does not use the Define Early Years Attendance Patterns functionality, the data can be entered in the grid manually.

1. To add or edit the number of **Hours at Setting, Funded Hours** and **Extended Funded Hours** for an individual pupil, select the required criteria in the **Pupils View** panel.

In the **Pupils** panel, highlight the required pupil, click the applicable cell and then enter the required number of hours.

IMPORTANT NOTES: Values for **Funded Hours, Hours at Setting** and **Extended Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.

If the value entered is within the range accepted by SIMS but is higher than what the DfE expects, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

Pupils											
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2019											
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2019	Age at 31/12/2019	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Archer,Liam	16/04/2016	001703	N2	AM	3	3	15	15	No	5000000000	15
Elverdon,Astrid	27/11/2015	001704	N2	PM	3	4	15	15	No	10023566666	15
Jones,Emmeline	17/03/2016	001705	N1	N1 PM	3	3	15	15	Yes		
Joram,Sara	07/01/2016	001706	N2	AM	3	3	15	15	No		
Parker,Gregory	02/02/2016	001707	N2	PM	3	3	15	15	No		
...	15	15	Yes	77785622216	15

2. If most of the pupils are receiving the same number of hours, the following method can be used to populate the column quickly:
 - a. In the **Pupils View** panel, select the required year group from the Year Taught In (YTI) drop-down list. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting, Funded Hours** or **Extended Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.
This number is then entered automatically for all the selected pupils.
 - d. Click to the right of the grid to deselect all.

- e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking the associated **Hours at Setting, Funded Hours** or **Extended Funded Hours** cell (as applicable) then entering the required number.
3. Indicate whether the pupils are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
4. Enter the 11 digit **30 Hour Code**, e.g. 50000000000, in the applicable cell, if in receipt of extended funded hours.

IMPORTANT NOTE: Each pupil must have a different 30 hour code. Ensure that all 11 digits are entered.

5. Click the **Save** button.
If there are any pupils for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
6. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

IMPORTANT NOTES:
If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located at the top right-hand side of the **Early Years** panel) to ensure that the up-to-date data is displayed:

- any information is update via **Tools | Statutory Return Tools | Update Early Years**
- a new pupil is added in SIMS
- a pupil's date of birth is amended.

Please note that when information is updated via the **Edit** button, the **Early Years** panel is refreshed automatically.



More Information:

Early Years Report on page 42

Using the Status to determine if Hours at Setting or Funded Hours are recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.
Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as described previously.
4. Click the **Save** button.

Editing Class Types

The type of class (either **Nursery** or **Other**) that each pupil belongs to on census day must be specified. Pupils in your Nursery class should be specified as **Nursery**, with all other pupils specified as **Other**.

If the class types have been recorded previously via **Tools | Statutory Return Tools | Update Class Type**, the data is displayed in the **Class Type** panel.

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbott, Jessica	17/02/2015	Female	001663	R	ASH		✓
Abdullah, Tamwar	12/01/2010	Male	001275	5	5BB		✓
Abhra, Abjit	20/11/2010	Male	001336	4	4ES		✓
Abhra, Alisha	20/11/2010	Female	001337	4	4ES		✓
Abhra, Shaquib	17/12/2014	Male	001582	R	ELM		✓
Abrams, Paul	15/12/2015	Male	001651	N2	AM	✓	
Ackton, Charlotte	10/02/2015	Female	001590	R	PINE		✓

The **Class Type** panel is read-only. However, you can review, edit and save class types by clicking the **Edit** button.

1. Click the **Edit** button to display the **Update Class Type** dialog.

Update Class Type								
Census		Pupils View						
Term	Autumn 2019	YTI	All	Reg	All	Status	All	
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other	
Abbott, Jessica	17/02/2015	Female	001663	R	ASH		✓	
Abdullah, Tamwar	12/01/2010	Male	001275	5	5BB		✓	
Abhra, Abjit	20/11/2010	Male	001336	4	4ES		✓	
Abhra, Alisha	20/11/2010	Female	001337	4	4ES		✓	
Abhra, Shaquib	17/12/2014	Male	001582	R	ELM		✓	
Abrams, Paul	15/12/2015	Male	001651	N2	AM	✓		
Ackton, Charlotte	10/02/2014	Female	001590	R	PINE		✓	
Ackton, Stan	22/03/2010	Male	001339	4	4SI		✓	

NOTE: If new pupils exist the default class type is displayed as blank.

2. To specify the class type for an individual pupil, click the appropriate cell of the **Nursery** or **Other** column to display a tick. Clicking again removes the tick.

3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
 - a. Right-click the **Other** column header, then select **Check All** from the pop-up menu.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbott, Jessica	17/02/2015	Female	001663	R	ASH		✓
Abdullah, Tamwar	12/01/2010	Male	001275	5	5BB		✓
Abhra, Abjit	20/11/2010	Male	001336	4	4ES		✓
Abhra, Alisha	20/11/2010	Female	001337	4	4ES		✓
Abhra, Shaquib	17/12/2014	Male	001582	R	ELM		✓
Abrams, Paul	15/12/2015	Male	001651	N2	AM		✓

- b. In the **Pupils View** panel, select a Nursery year from the year taught in (**YTI**) drop-down list.
The selected pupils only are displayed in the **Pupils** panel.
 - c. Right-click the **Nursery** column header then select **Check All** from the pop-up menu.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Archer, Liam	16/04/2017	Male	001703	N1	N1 PM	✓	
Elverdon, Astrid	27/11/2016	Female	001704	N1	N1 AM	✓	
Jones, Emmeline	17/03/2017	Female	001705	N1	N1 AM	✓	
Joram, Sara	07/01/2017	Female	001706	N1	N1 PM	✓	
Parker, Gregory	02/02/2017	Male	001707	N1	N1 PM	✓	
Sawyer, George	08/12/2016	Male	001708	N1	N1 AM	✓	

- d. Repeat steps *b* and *c* for any additional Nursery year.
 - e. To ensure that your selection is correct, select **All** from the Year Taught In (**YTI**) drop-down list, then check the data displayed.
4. Click the **Save** button.
5. If a message is displayed advising you that some pupils have not been assigned a class type, click the **No** button then ensure that a class type is allocated to every pupil before saving again.

IMPORTANT NOTE: To prevent validation failures when the School Census file is created, every pupil must be assigned a class type.

6. Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed in the **Class Type** panel.



Additional Resources:

Preparing for the School Census Autumn 2019 Return handbook

Resetting All Class Types

To reset all class types (via the **Update Class Type** page), right-click the **Nursery** (or **Other**) column header, then select **Remove All** from the pop-up list. The **Nursery** (or **Other**) column is cleared of all ticks.

Re-enter the correct class types for all pupils as previously described.

Identifying which Pupils have no Class Type Specified

To ensure that all pupils are assigned to a class type (via the **Update Class Type** page), select **No Class Type** from the **Status** drop-down list in the **Pupils View** panel. Any pupils without a **Class Type** are displayed in the **Pupils** panel.

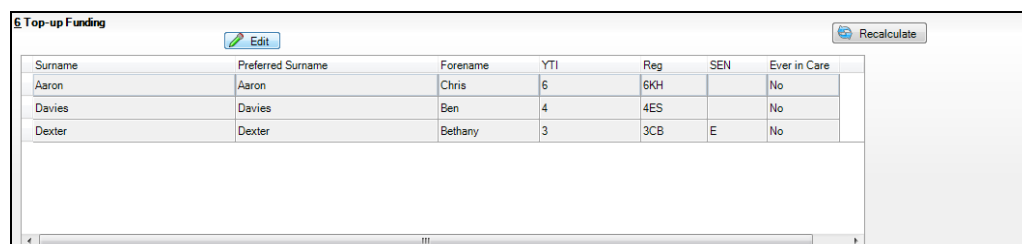
Specify a class type for these pupils, as previously described.

Editing Pupils with Top-Up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs pupils.

The **Top-up Funding** panel enables you to record the on-roll pupils for whom your school is receiving top-up funding on census day.

If the pupils with top-up funding have been recorded previously via **Tools | Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel.



Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB	E	No

The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a pupil, must be done via the **Edit** button.

1. Click the **Edit** button to display the **Update Pupils with Top-up Funding** dialog. The pupils currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

Update Students with Top-up Funding

Update

Term: Autumn 2019 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

Preferred Surname: SEN: <Any> Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB		No

Top-up Funding

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having top-up funding.

*TIP: Click the **Search** button to display a list of all pupils who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.*

Term: Autumn 2019 Students On-Roll on Census Day

Surname: white Forename: YTI: All Reg: All

Preferred Surname: SEN: <Any> Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ White	White	Aurora	4	4SL		No
Whitehead	Whitehead	William	R	ELM		No
Whitemore	Whitemore	Amie	2	2JB		No

Top-up Funding

- Highlight the pupil(s) who you want to record as having top-up funding then click the **Add** button to move the selected pupil(s) to the **Top-up Funding** list.

One or more pupils can be selected using the **Ctrl+click** or **Shift+click** functionality.

The screenshot shows the 'Students On-Roll on Census Day' search interface. At the top, there are search filters for Term (Autumn 2019), Surname (white), Forename, YTI (All), Reg (All), Preferred Surname, SEN (<Any>), and Ever in care at this school (<Any>). Below the filters is a table with the following data:

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Whitehead	Whitehead	William	R	ELM		No

Below this table are 'Add' and 'Remove' buttons. At the bottom, there is a 'Top-up Funding' section with its own table:

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB		No
White	White	Aurora	4	4SL		No
Whitemore	Whitemore	Amie	2	2JB		No

- To remove a pupil from the **Top-up Funding** list, highlight the required pupil then click the **Remove** button. The pupil's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.
- Click the **OK** button located at the bottom right-hand side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.



Additional Resources:

Preparing for the School Census Autumn 2019 Return handbook

Editing Pupil Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupils who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the pupils with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Student Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all pupils who already have a PLAA status are displayed.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C.	Post Looked After Arrangements
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)

The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a pupil, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Pupils Post Looked After Arrangements** page. Any pupils currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.

Update Students Post Looked After Arrangements

Update

Term: Autumn 2019 Students On-Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: <Any> Search

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship...	<input type="checkbox"/>

3. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having PLAA.

*TIP: Click the **Search** button to display a list of pupils who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.*

Term: Autumn 2019 Students On-Roll on Census Day

Surname: sm Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: <Any> Search

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	6	6VC	No
Smith	Smith	Amy	6	6KH	No
Smith	Smith	Erin	1	PINE	No
Smith	Smith	Laura	6	6VC	No
Smyth	Smyth	Cheryl	3	3TO	No
Smyth	Smyth	Jonathan	3	3CB	No
Smyth	Smyth	Rhianna	3	3CB	No
Smythye	Smythye	Vincent	4	4SL	No

Post Looked After Arrangements Add Remove

- Highlight the pupils who you want to record as having PLAA then click the **Add** button to move the selected pupils automatically to the **Post Looked After Arrangements** list.

One or more pupils can be selected using the **Ctrl+click** or **Shift+click** functionality.

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship Order	<input type="checkbox"/>
Smith	Smith	Amy	6	6KH	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smyth	Smyth	Jonathan	3	3CB	No	Ceased to be looked after through a Special Guardianship Order (SGO) Ceased to be looked after through a Residence Order (RO) Ceased to be looked after through a Child Arrangement Order (CAO)	<input type="checkbox"/>

- For each pupil added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Post Looked After Arrangements** column then selecting the required status from the drop-down list:

- Ceased to be looked after through Adoption
- Ceased to be looked after through a Special Guardianship Order (SGO)
- Ceased to be looked after through a Residence Order (RO)
- Ceased to be looked after through a Child Arrangement Order (CAO).

NOTE: Ceased to be looked after through a Residence Order (RO) has been replaced by Ceased to be looked after through a Child Arrangement Order (CAO).

You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.

6. Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

If you indicate that evidence has been obtained, ensure that the applicable documents are stored securely either outside of SIMS or within the Document Management Server.

NOTE: Evidence Obtained is not collected in the School Census return but should be recorded as proof of DfE/Ofsted compliance.

7. To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
8. Click the **Update** button to save the information and arrange the list of pupils in surname order.
If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.
9. Click the **OK** button to continue.
10. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.



Additional Resources:

Preparing for the School Census Autumn 2019 Return handbook



More Information:

Post Looked After Arrangements Report on page 42

Managing School Dinners Taken on Census Day

Applicable to schools with pupils in Reception, Year 1 and Year 2

All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the local authority. The School Census Autumn 2019 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

NOTES: The Reference Date is provided so that your school can report school dinners taken on an alternative date to census day, if required.

The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both of these modules are not in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.

The screenshot shows the 'School Dinner Taken' panel. At the top left, the 'Reference Date' is 03/10/2019. Below it is a 'Group By' dropdown. To the right are two buttons: 'Calculate From Attendance' and 'Calculate From Dinner Money'. The main area is a table with columns: Surname, Forename, YTI, Reg Group, Enrol Status, and School Dinner Taken. The table lists 17 pupils. At the bottom right, there are 'Total Taken: 0' and 'Total Not Taken: 178' fields. A 'Reset' button is located on the right side of the table.

- | | |
|----------|--|
| 1 | By default, the Reference Date is set to 03/10/2019 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the normal situation. |
| 2 | Click the required column header to sort the data. |
| 3 | The Calculate From Attendance button is displayed only if SIMS Attendance is in use. |
| 4 | The Calculate from Dinner Money button is displayed only if SIMS Dinner Money is in use. |
| 5 | When the Reset button is clicked all existing ticks are removed from the School Dinner Taken column enabling you to start the process again. |
| 6 | The Total Taken and Total Not Taken provide an indication of whether the number of school dinners taken is correct or whether edits are required. |

After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.



More Information:

School Dinner Taken Report on page 41

Using Dinner Money to Calculate School Dinners Taken on Census Day

If SIMS Dinner Money is in use, the Dinner Money data recorded for census day can be used to calculate the number of school dinners taken on census day.

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

SIMS Dinner Money takes into account these different meal types and populates the **School Dinner Taken** column with ticks where meals provided by the school only have been taken.

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	R	ASH	Single Registration	
Abhra	Shaquib	R	ELM	Single Registration	
Ackton	Charlotte	R	PINE	Single Registration	
Adams	Nancy	2	2JB	Single Registration	✓
Adams	Sadie	1	ELM	Single Registration	✓
Alala	Candis	2	2GH	Single Registration	✓
Alala	Michael	R	PINE	Single Registration	
Alyona	Tatyana	1	PINE	Single Registration	✓
Andrews	Richard	1	ASH	Single Registration	✓
Barden	Olivia	2	2JB	Single Registration	✓
Bartram	Piers	1	ASH	Single Registration	✓
Bateman	Vincent	2	2GH	Single Registration	✓
Bennet	Eloise	1	PINE	Single Registration	
Benson	Chantal	R	ELM	Single Registration	

1. Click the **Calculate From Dinner Money** button.

WARNING: Clicking the **Calculate From Dinner Money** button overwrites all existing data in the **School Dinner Taken** panel.

If SIMS detects missing information, the following message is displayed:

Dinner Money information is incomplete. Please ensure that meals are recorded in Dinner Money.

2. Click the **Cancel** button to return to SIMS where the missing information can be entered or the **OK** button to continue.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of **School Provided**, with a description such as hot school meal or school sandwich.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

Using Attendance to Calculate School Dinners Taken on Census Day

The School Census Return only requires information about school meals provided by the school on census day. However, if SIMS Attendance is in use, the attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner.

The information calculated from attendance can be edited to so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

WARNING: Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

If missing marks exist, a message is displayed:

Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.

2. Click the **Cancel** button to return to SIMS where missing marks can be entered or the **OK** button to continue.

A tick is entered against each pupil who is marked as present on census day morning (i.e. AM session). It is possible that some of these pupils are not taking meals provided by the school, e.g. they go home for dinner or bring a packed lunch from home. Meals provided by the school only are required for the return.

Use the **Group By** functionality to group pupils by **Year Taught In**, **Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

Using Manual Entry to Record School Dinners Taken on Census Day

If your school is not using SIMS Dinner Money or SIMS Attendance the number of school dinners taken on census day (i.e. meals provided by the school) can be entered manually.

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.
2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).

8 School Dinner Taken

Reference Date: 03/10/2019 All pupils including those eligible for FSM should be included below

Group By - Calculate From Attendance Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	R	ASH	Single Registration	
Abhra	Shaquib	R	ELM	Single Registration	
Ackton	Charlotte	R	PINE	Single Registration	
Adams	Nancy	2	2JB	Single Registration	✓
Adams	Sadie	1	ELM	Single Registration	✓
Alala	Candis	2	2GH	Single Registration	✓
Alala	Michael	R	PINE	Single Registration	
Alyona	Tatyana	1	PINE	Single Registration	✓
Andrews	Richard	1	ASH	Single Registration	✓
Barden	Olivia	2	2JB	Single Registration	✓
Bartram	Piers	1	ASH	Single Registration	✓
Bateman	Vincent	2	2GH	Single Registration	✓
Bennet	Eloise	1	PINE	Single Registration	
Benson	Chantal	R	ELM	Single Registration	

Total Taken: 69 Total Not Taken: 109

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.
4. Continue editing until school dinner taken details are correct.

WARNING: Clicking the **Reset** button removes all existing ticks from the **School Dinner Taken** column.

Entering Attendance Information

Summer term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils aged four to 15 inclusive on 31/08/2018 who were on-roll for at least one session during each Summer half term, i.e. from 22/04/2019 to 26/05/2019 and 27/05/2019 to 31/07/2019.

IMPORTANT NOTE: Clicking the **Calculate All Details** button overwrites any edited data in every panel with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.

After the **Calculate All Details** button is clicked, the information displayed in the **Attendance** panel is dependent on which of the following is applicable to your school:

- Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either missing marks or no missing marks.
- Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.
- Attendance/Lesson Monitor is not in use.

SIMS Attendance Users

If SIMS Attendance is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

TIP: After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

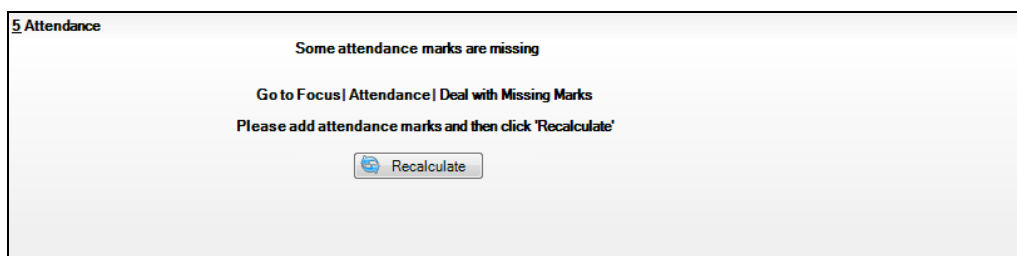
Are your Attendance Codes DfE Compliant?

If Attendance is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are no missing marks.

If all attendance marks have been entered in Attendance, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.



However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.



1. Use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

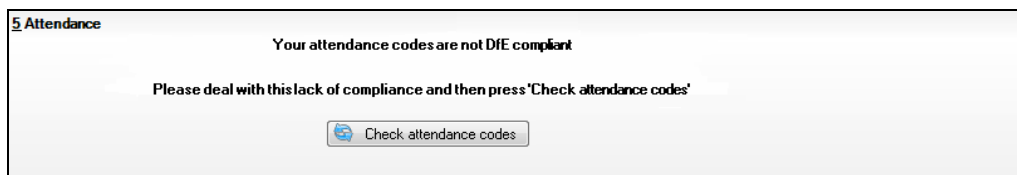


More Information:

Producing Detail Reports on page 39

Are your Attendance Codes DfE Non-Compliant?

If Attendance is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.



1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.

3. Click the **OK** button to continue.

SIMS Attendance Not in Use

If Attendance is not in use, the following data must be entered manually for the two specified collection periods, i.e. from 22/04/2019 to 26/05/2019 and 27/05/2019 to 31/07/2019:

- Total Possible Sessions (**T Poss Sessions**)
- Total Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Total Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

Attendance

Attendance Application not in use. Manual entry is required. Check for additional student & zero totals

Group By Attendance Collection Period (22/04/2019 - 26/05/2019)

Surname	Forename	Year Taught In	Reg Group	Enrol Status	A Poss Sessions	A Auth Absences	A Unauth Absences
Alexanders	Bertina			On Roll	0	0	0
Babe	Bud			On Roll	0	0	0
Bedeau	Sebastiana			On Roll	0	0	0
Benard	Junius			On Roll	0	0	0
Bourdage	June			On Roll	0	0	0
Calzone	Merlin			On Roll	0	0	0
Catapano	Charity			On Roll	0	0	0
Damrell	Glen			On Roll	0	0	0
Doberer	Hilbert			On Roll	0	0	0
Dusel	Ambrogio			On Roll	0	0	0
Frymark	Garnett			On Roll	0	0	0
Garcia	Sally			On Roll	0	0	0
Gaskey	Silvano			On Roll	0	0	0
Gaumont	Allegria			On Roll	0	0	0

Group By Attendance Collection Period (27/05/2019-31/07/2019)

Surname	Forename	Year Taught In	Reg Group	Enrol Status	A Poss Sessions	A Auth Absences	A Unauth Absences
Alexanders	Bertina			On Roll	0	0	0
Babe	Bud			On Roll	0	0	0
Bedeau	Sebastiana			On Roll	0	0	0
Benard	Junius			On Roll	0	0	0
Bourdage	June			On Roll	0	0	0
Calzone	Merlin			On Roll	0	0	0
Catapano	Charity			On Roll	0	0	0
Damrell	Glen			On Roll	0	0	0
Doberer	Hilbert			On Roll	0	0	0
Dusel	Ambrogio			On Roll	0	0	0
Frymark	Garnett			On Roll	0	0	0
Garcia	Sally			On Roll	0	0	0
Gaskey	Silvano			On Roll	0	0	0
Gaumont	Allegria			On Roll	0	0	0

1. To filter the display of pupils in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.
Alternatively, select **Group by None** to display a list of all pupils.
2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.
3. For each pupil, enter the total number of possible sessions (**T Poss Sessions**), authorised absences (**T Auth Absences**) and unauthorised absences (**T Unauth Absences**) for each of the collection periods.
4. To clear the attendance information and check for additional pupils, click the **Check for additional students & zero totals** button.

WARNING: If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.

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Creating and Validating a School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

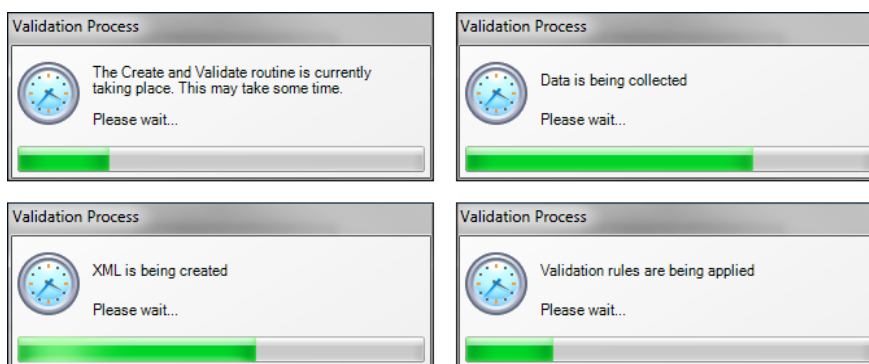
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no pupils with special educational needs.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process. There may be a short delay, depending on the number of pupils at your school.

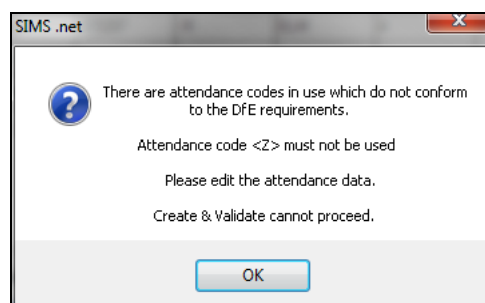
04 | Completing the School Census Autumn Return

A progress bar is displayed indicating that the Create and Validate process is being performed.



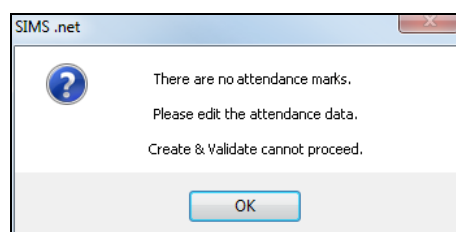
If there is an irregularity in the attendance marks, one of the following messages is displayed:

- If the attendance codes are not DfE compliant, the following message is displayed, informing you which code(s) must not be used.



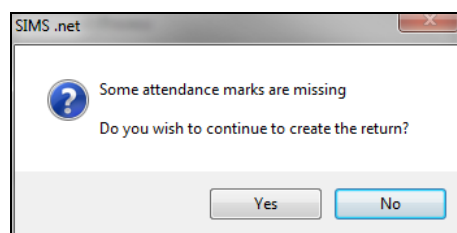
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

- If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the create and validate process cannot proceed.



Click the **OK** button then edit the attendance data before attempting to create and validate the return again.

- If there are any missing attendance marks, the following message is displayed enquiring as to whether you wish to continue with the Create and Validate process.



Click the **Yes** button to continue creating and validating the data.

Alternatively, click the **No** button to cancel the process, then use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes. For more information, please refer to the *Managing Pupil/student Attendance* handbook, as appropriate.

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Jane Date of Birth: 2005-05-19, Female UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing.	Name: Reid, Rosie Date of Birth: 2009-03-07, Female UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male UPN: K823299145	# Go to Focus Student Student Details Ethnolcultural panel and enter First language
F	2350	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male UPN: H82020109012	# Go to Focus Student Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Surgail, Skaisei Date of Birth: 2008-03-28, Female, Age: 12 UPN: B8	# Go to Focus Student Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male UPN:	# Go to Focus Student Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male UPN: V8232999140C	# Go to Focus Student Student details and check for duplicate pupil record.
Q	2050Q	Please check: Pupil record with no address details.	Name: Bellack, Fidel Date of Birth: 2013-08-14, Female UPN: C933089147E	# Go to Focus Student Student Details Addresses and edit pupil's address

The **Validation Errors Summary** displays the following information:

- **Type** - the type of validation rule.
 - Failure (**F** displayed in red) indicates an error that must be resolved.
 - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- **Sequence** - the validation error or query number.
- **Message** - the validation error or query message text.
- **Location** - the specific record in SIMS that contains the error or query.
- **Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

TIP: Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of any errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.
The order of the items in the list can be changed by clicking the appropriate column heading.
The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button (located at the left-hand side and directly above the **Validation Errors Summary** panel). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page 44).
The report (ValidationErrorsSummary.HTML) is saved automatically in the **Census Folder**, which was specified previously in the census browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. <LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_ValidationErrorsSummary.HTML), is also stored in this folder.

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE: All errors must be resolved and all queries must be investigated.

If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Pupil | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.



More Information:

Transferring Report Data to a Spreadsheet on page 44

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupils** who are listed in the report. Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Where a pupil's National Curriculum Year group is different from what their date of birth would suggest, the applicable **YTI** cell is highlighted in yellow.

The following reports are currently available.

On Roll Basic Details Report

Report Criteria: Pupils on-roll on census day.

This report provides the following information about pupils who are on-roll on census day: UPN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, class type, part-time status and boarder status.

Leavers Basic Details Report

Report Criteria: Pupils not on-roll on census day, that is:

- Leavers with attendance one term ago (22/04/2019 to 31/07/2019)
- Leavers with exclusions two terms ago (01/01/2019 to 31/08/2019).

This report provides the following information about pupils not on-roll on census day (Leavers): UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, attendance and exclusions.

Exclusions Report

Report Criteria: On-roll pupils and leavers with exclusions during the period 01/01/2019 to 31/08/2019. Not applicable to pupils who have exclusions with appeal result of **Reinstated** or **Not in the best interests of the child**.

The report includes permanent and fixed term exclusions but not lunchtime exclusions.

This report provides the following details about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), exclusion category, reason for exclusion, exclusion start date, number of session excluded from, SEN provision and on-roll status.

Attendance First Half of Summer Term Report

Report Criteria: Pupils with attendance one term ago (22/04/2019 to 26/05/2019). On-roll pupils and leavers (but not boarders) who were aged four to 15 at 31/08/2018.

This report displays the following information about pupils and their attendance during the first half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

Totals are displayed at the bottom of the applicable columns.

A list of attendance codes and their descriptions are displayed at the bottom of the report.

Attendance Second Half of Summer Term Report

Report Criteria: Pupils with attendance one term ago (27/05/2019 to 31/07/2019). On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2018.

This report displays the following information about pupils and their attendance during the second half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

Totals are displayed at the bottom of the applicable columns and a list of attendance codes and their descriptions are displayed at the bottom of the report.

Absentees Report

Report Criteria: On-roll pupils and leavers (not boarders) who have an absence rate of 10% or above, with attendance one term ago (22/04/2019 to 26/05/2019), who were aged four to 15 at 31/08/2018.

The report does not include data from the second half of the summer term.

An individual pupil's overall absence rate is calculated as follows:

$$\text{Overall absence rate} = \frac{\text{Total overall absence sessions}}{\text{Total sessions possible}} \times 100$$

The report provides the following information about the pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), number of sessions possible, session absence (i.e. the number of authorised plus unauthorised absences), on-roll status and enrolment status.

This report can assist with the tracking of absence (particularly persistent absence) and highlights those absences that might need to be tracked.

SEN Report

Report Criteria: On-roll pupil with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support)

This report provides a list of pupils who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), SEN provision, member of SEN unit, member of resourced provision indicator and on-roll status.

Address Details Report

Report Criteria: Pupils on-roll on census day.

This report provides a list of pupils, their UPN, former UPN, legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

Definition: Unique Property Reference Number (UPRN) is a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

School Dinner Taken Report

Applicable to schools with pupils in Reception, Year 1 and Year 2

Report Criteria: Pupils on-roll on census day, who have taken school dinner on the reference date.

- Pupils in Year Taught In R, 1 and 2.
- Pupils in Year Taught In X who are aged four to six and who were born between 01/09/2012 and 31/08/2015 inclusive (**Special schools only**).

The report header also displays the total number of pupils, the total number of school dinners taken and the total number of school dinners not taken.

This report provides the following information about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and school dinner taken (yes/no).

Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who were eligible for free school meals on or after 17/05/2019 and up to and including Autumn census day.

This report provides information on free school meal eligibility for pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), free school meal eligibility start date, end date and the UK country in which the eligibility applies, and on-roll status.

NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.

Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.

Top-up Funding Report

Report Criteria: On-roll pupils who have been awarded Top-up Funding as at census day.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and SEN provision.

Early Years Report

Report Criteria: Pupils on-roll on census day who have early years data.

- All 2 year olds born between 01/09/2016 and 31/08/2017 (Hours at setting and Funded Hours only)
- All 3 year olds born between 01/09/2015 and 31/08/2016
- All 4 year olds born between 01/09/2014 and 31/08/2015 with Year Taught In E1, E2, N1 or N2.

The report provides the following information for each early years pupil: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, 30 hour code, extended funded hours and disability access fund.

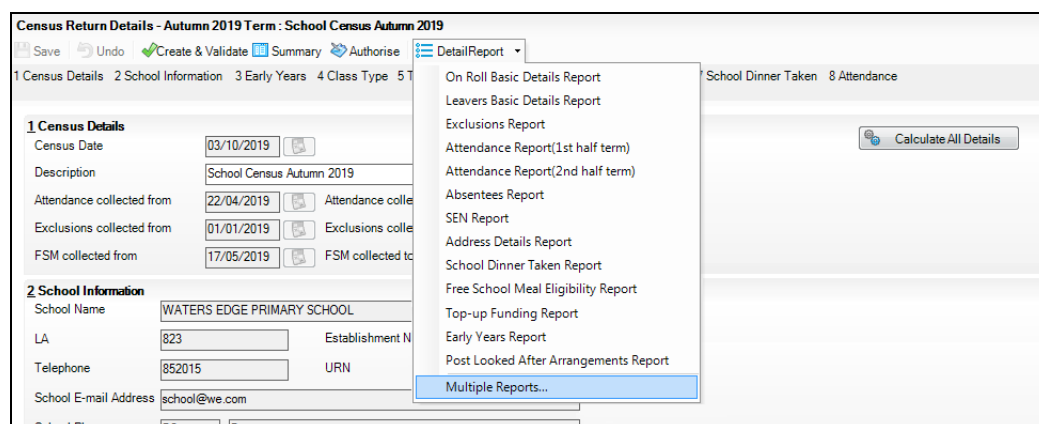
Post Looked After Arrangements Report

Report Criteria: On-roll pupils who have post looked after arrangements as at census day.

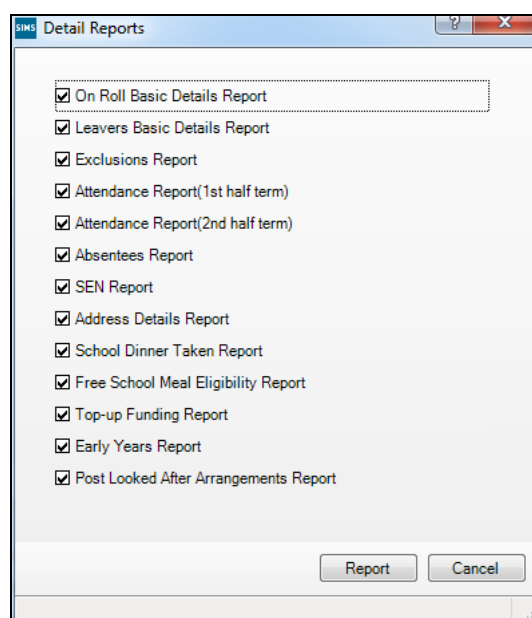
The report provides the following information about pupils who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through a residence order (RO).

Generating Detail Reports

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.



To run several detail reports, select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.



By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports, which are displayed in your web browser from where the data can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report(s) are saved automatically in the **School Census Folder**, which was specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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The report is saved with a filename that is made up of the following data fields separated by underscores ('_'):

<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Report.html

For example: 8232999_SC3_823LL19_001_onroll_pupil_basic_details_report.html.

Example of an **On Roll Basic Details** report:

UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrolment Status	Language	Class Type	Part-time Status	Boarder
F823299918013	Abbott	Jessica	Abbott	-	17/02/2014	Female	-	01/09/2018	Single Registration	English	-	No	Not a Boarder
N823299911001	Abdullah	Tammar	Abdullah	-	12/01/2009	Male	-	01/09/2012	Single Registration	English	-	No	Not a Boarder
K823299911001	Abhra	Abjit	Abhra	-	20/11/2009	Male	-	01/09/2013	Single Registration	Bengali	-	No	Not a Boarder
Z823299913002	Abhra	Alisha	Abhra	-	20/11/2009	Female	-	01/09/2013	Single Registration	Bengali	-	No	Not a Boarder
W823299915081	Abhra	Shaqib	Abhra	-	17/12/2013	Male	-	01/09/2016	Single Registration	Bengali	-	No	Not a Boarder
F823299918001	Abrams	Paul	Abrams	-	15/12/2014	Male	-	01/09/2018	Single Registration	English	-	No	Not a Boarder
D823299917001	Adkison	Charlotte	Adkison	-	10/02/2014	Female	-	01/09/2017	Single Registration	English	-	No	Not a Boarder

Printing a Report from your Web Browser

IMPORTANT NOTE: Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include, for example, instructions for the destruction of the printed reports.

1. With the generated report displayed in your web browser, select the **Print** option (**Ctrl+P**) to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Transferring Report Data to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

With the generated report displayed in your web browser, right-click the report and then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

IMPORTANT NOTE: The spreadsheet contains the same level of sensitive information as the original HTML report from which the information was transferred. Therefore, the spreadsheet file must be saved to a folder with the same level of security.

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on your machine, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are not secure because they can still be accessed.

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser, then clear the browsing data history via Settings. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

The Summary report enables the school staff, who are involved in the return's preparation, to assess the accuracy and completeness of the return data. It should then be passed to the Head Teacher for their review.

NOTE: When the return is authorised, the Summary report is automatically generated and displayed in your web browser.

Generating the Summary Report

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that is made up of the following data fields separated by underscores ('_'):

```
<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Report.html
```

For example: 8232999_SC3_823LL19_001_Summary_Report.html.

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request that a copy of the Summary report (which is automatically generated when the return is authorised) is signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.



More Information:

Configuring the Census Folder on page 10

Generating Detail Reports on page 43

Transferring Report Data to a Spreadsheet on page 44

Authorising the Return on page 46

Deleting an Unauthorised Return on page 51

Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

IMPORTANT NOTE: *An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct, then click the **Search** button to display any previously created returns. Unauthorised return files can be recognised by their .UNA suffix.
3. Double-click the required return. Alternatively, highlight the required return, then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the detail reports and Summary report and then use the information they provide to assist with resolving errors and queries.
7. Repeat the editing and Create & Validate process again, if necessary.
8. Click the **Save** button.



More Information:

Configuring the Census Folder on page 10
Specifying the Security Message for Reports on page 11
Resolving Validation Errors and Checking Queries on page 37
Producing Detail Reports on page 39
Producing the Summary Report on page 45

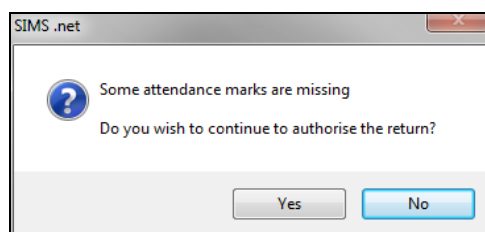
Authorising the Return

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school). If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy, or create a new return.

Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. The Summary report can assist in reviewing the information.

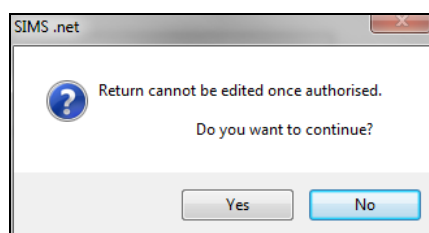
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



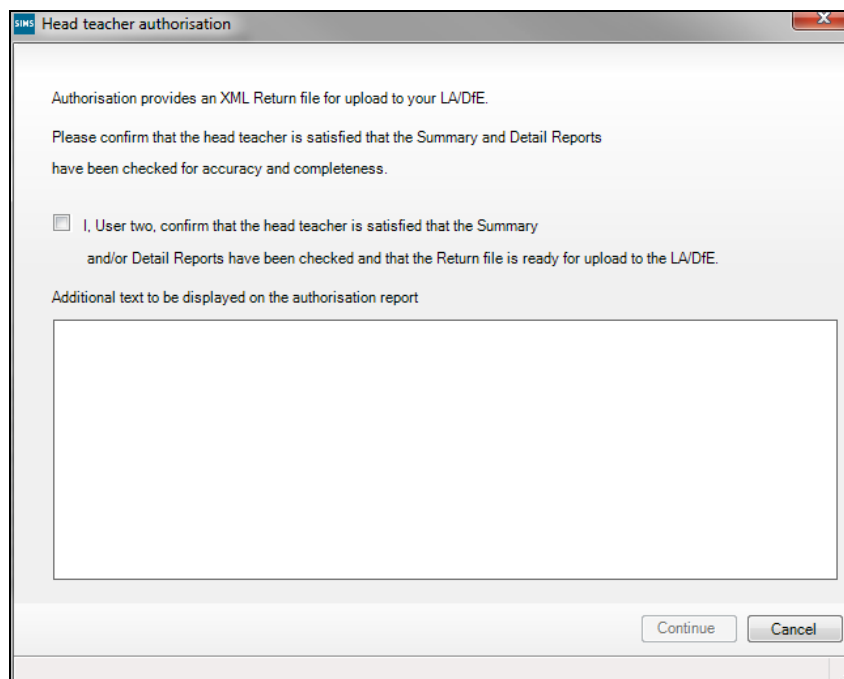
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.



3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

If you choose to continue, the **Head teacher authorisation** dialog is displayed.



4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
5. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.

6. Click the **Continue** button to authorise the return.
 - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
 - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.

All reports (including detail reports) and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for Autumn 2019 Term** browser.

These reports can be viewed using the Retrieve Authorised Census Return Files routine (via **Tools | Statutory Return Tools**). This routine also provides the opportunity to download the files to a different folder.

IMPORTANT NOTE: *The retrieved files contain sensitive information. Ensure that authorised personnel only have access to the download folder.*

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).



Additional Resources:

Designing and Running Reports handbook



More Information:

Producing the Summary Report on page 45

Retrieving Authorised Census Return Files on page 49

Copying a Return on page 50

Submitting the Return

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

Guidance about how Local Authorities, schools and academies should submit school census data is available on the GOV.UK website (<https://www.gov.uk/guidance/school-census>).

The authorised return file is located in the folder previously specified in the return browser. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

IMPORTANT NOTE: An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.



More Information:

Configuring the Census Folder on page 10

Copying a Return on page 50

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:
 - a. Click the **Select a Folder** button (...) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

IMPORTANT NOTE: Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

- b. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.

When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.



Additional Resources:

Designing and Running Reports handbook

Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

NOTE: Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you want to copy and then click the **Copy** button.

A message requests confirmation that you wish to make a copy of the selected return.

IMPORTANT NOTE: Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding will *not* be copied but will be populated from the current values held in the database. The Create & Validate routine must be run to generate a new census file.

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:
Copy of <description of selected file>.
5. To rename the copied return, highlight it, then click the **Open** button to display the **Census Return Details** page.
6. In the **Census Details** panel, edit the **Description** and then click the **Save** button.

IMPORTANT NOTE: A unique description *must* be used for each return. If duplicate returns are detected, an error message is displayed.

Deleting an Unauthorised Return

During the return process, a number of copies of the return may be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the wrong return.

The Delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

IMPORTANT NOTES: Any return files that have already been authorised cannot be deleted.

When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted, then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

The selected return file and associated reports are removed from the browser and the storage folder.

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