

School Census 2012 Errors and Resolutions

Revision History

Doc. Version	Change Description	Date
1.0	Initial Release.	23/11/2011

Introduction

This guide has been produced to offer advice and suggestions on how to rectify the various validation errors/queries that may be generated when producing the School Census 2012 Returns in England. Included in this document is information relating to the Spring, Summer and Autumn 2012 Returns.

We strongly recommend carrying out dry runs in order to ascertain which validation errors need correcting. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the error can be corrected.

We also recommend making use of the Bulk Update functionality within SIMS to identify missing/invalid data and correct in bulk. For more information, please refer to the *Preparing for the School Census 2012* guide applicable to your school phase. These documents together with this errors and resolutions guide are available on our SupportNet website (<http://support.capitaes.co.uk>) and can be located by entering CENSUS12 in the **Site Search** field on the Home page and clicking the **Go** button.

Please ensure that the Personnel Officer, Returns Manager or System Manager has imported the latest Statutory Returns fileset. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files in between releases and may include updates to the validation errors (derived from files supplied by the Statutory Body).

The fileset is available as a .ZIP file, which should be downloaded from SupportNet, unzipped, then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.

This document has been produced to help users check and correct School Census errors and queries. It has been provided in addition to our usual user documentation (handbooks and online help). It has not however, been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to release it following minimal checking. If you find any errors or inaccuracies in this document, please report them to publications@capita.co.uk.

Using the Validation Errors Summary

Having created and validated a School Census return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated by the return. Errors must be corrected whilst queries should be checked then corrected, if applicable.

Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which <u>must</u> be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected if necessary.
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides suggestions on where and how the failure can be corrected. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.



Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey Co
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student
F	11017	CompleteRole must be present	CompleteRole :	# Go to link "Survey Co
F	11018	Hours must be present	Hours :	# Go to link "Survey Co
F	11035	NYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details: Registration panel an
Q	6009Q	Please check: Sessions Attended is 0	UPN : F620200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lily	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bulcott Forename : Kyrstal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv









To assist in the resolution of any errors and queries:









- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scroll bar located on the right-hand side of the panel to view all items.
- When the pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.
- 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 appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.
- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of errors/queries by clicking the **Report** button (located above the **Validation Errors Summary** panel). The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.
- The details of the Validation Errors Summary can also be transferred to another application, if required.








The errors listed are displayed until they are corrected and the validation routine is run again.








Key to School Census Errors and Resolutions







-  Indicates an error which must be corrected.
-  Indicates a query which should be checked and corrected if necessary.







Type	Code	Error Message	Comment/Resolution
	100	Reference Date must be present and valid for term.	By default, the census date is automatically completed by SIMS. Please contact your Local Support Unit for assistance, quoting validation error code 100.
	110	School name missing.	Enter the school name in the School Name field (Establishment panel on the School Details page) via Focus School School Details . Enter the name in full, including the word School or College if this is part of the school's full name.
	120	Phase is missing or invalid.	The phase of your school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit to obtain a patch.
	130	DfE Number and Phase are not consistent.	<p>After the initial value has been entered and saved during SIMS setup, the Establishment Number and School Phase fields are read-only.</p> <p>Check the Establishment Number and School Phase in the Establishment panel on the School Details page (via Focus School school Details).</p> <ul style="list-style-type: none"> ▪ For Nursery schools, the DfE number should be in the range 1000-1099 or 1800-1899. ▪ For Primary schools, the DfE number should be in the range 2000-3999, 5200-5299 or 5900-5949. ▪ For Middle deemed Primary schools, the DfE number should be in the range 2000-3999, 5200-5299 or 5900-5949. ▪ For Middle-deemed Secondary, the DfE number should be in the range 4000-4899, 5400-5499 or 5900-5949. ▪ For Secondary schools, 4000-4999, 5400-5499, 5900-5949 or 6900-6924. ▪ For Special schools, 7000-7999, 5950-5999 <p>If either value is incorrect, please contact your Local Support Unit to quoting validation error 130.</p>
	140	School Type is missing.	The type of school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit to obtain a patch.
	150	School Type and Phase not consistent.	The type and phase for your school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit to obtain a patch.
	210	School's highest National Curriculum year group is missing or invalid.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.
	220	School's lowest National Curriculum year group is missing or invalid.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.







Type	Code	Error Message	Comment/Resolution
	230	School's lowest National Curriculum Year Group cannot be greater than School's highest National Curriculum Year Group.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.
	240	Intake Type is missing or invalid.	Check that a valid value has been selected in the Intake Type drop-down (Establishment panel on the School Details page) via Focus School School Details .
	260	Governance is missing or invalid.	Check that a valid value has been selected in the School Governance drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	261	If School Type is recorded as an Academy (49) then the School Governance must also be recorded as an Academy with code CA.	Select Focus School School Details then select Academies from the School Governance drop-down list.
	262	If School Governance is recorded as an Academy (CA) then School Type must also be recorded as an Academy with code 49.	Select Focus School School Details then select Academies from the School Type drop-down list.
	263	If School Type is recorded as a CTC (47) then Governance must also be recorded as a CTC with code CT.	Select Focus School School Details then select City Technology College from the School Governance drop-down list.
	264	If Governance is recorded as a CTC (CT) then School Type must also be recorded as a CTC with code 47.	Select Focus School School Details then select City Technology College from the School Type drop-down list.
	270Q	Please check: School email address is missing.	Check the email address entered in the Email field (Contact Details panel on the School Details page) via Focus School School Details . It must be present and include the character @. The email address provided must be for an account that is used on a regular basis and one that is accessible to the Head Teacher, e.g. 'head@' or 'office@'. It would not normally be one that identifies a particular individual by name. This email address may be used for future DfE correspondence.




Type	Code	Error Message	Comment/Resolution
	280	School organisation (day, boarding or hospital) is missing or invalid.	Spring return only Special schools only: Check the value selected in the School Type drop-down (Establishment panel on the School Details page) via Focus School School Details .
	290Q	Please check: day school with a majority of boarding pupils.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The Organisation is defined as Day Pupils (mainly) but the majority of pupil/students within the school are boarders. Either change the value in the Organisation drop-down list or check the boarder status of the pupil/students in the school via Focus Student Student Details .
	300Q	Please check: boarding school with a majority of day pupils.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The Organisation is defined as Boarding Pupils (mainly) but the majority of pupil/students within the school are not boarders. Either change the value in the Organisation drop-down list or check the boarder status of the pupil/students in the school via Focus Student Student Details .
	310	Approved maximum for day pupils missing.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Day Pupils field must be zero or a positive integer.
	320	Approved maximum for boarding pupils is missing (or, for hospital special schools, is provided when it is not required).	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Boarding Pupils field must be zero or a positive integer.
	330Q	Please check: more day pupils on roll than the approved maximum.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Day Pupils field must be greater than or equal to the number of pupil/students on-roll who are not boarders.
	340Q	Please check: more boarding pupils on roll than the approved maximum.	Spring return only Special schools with Boarder pupil/students only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Boarder Pupils field must be greater than or equal to the number of pupil/students on-roll who are boarders.



Type	Code	Error Message	Comment/Resolution
	350	Boys on roll not provided, or age not in range 2 to 27.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Minimum Age and Maximum age fields in the Male students frame must be present and in the range 2-27 if the number of male pupil/students is greater than zero.
	360	Girls on roll not provided, or age not in range 2 to 27.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Minimum Age and Maximum age fields in the Female students frame must be present and in the range 2-27 if the number of female pupil/students is greater than zero.
	370	Approved maximum age (boys) is shown, but there is no minimum or vice versa.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If there is a figure in the Minimum Age field in the Male students frame, there must also be a figure in the Maximum Age field and vice versa.
	380	Approved maximum age (girls) is shown, but there is no minimum or vice versa.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If there is a figure in the Minimum Age field in the Female students frame, there must also be a figure in the Maximum Age field and vice versa.
	390	Approved maximum age (boys) must be equal to or greater than minimum.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If present, the figure in the Maximum Age field in the Male students frame must be greater than the figure in the Minimum Age field.
	400	Approved maximum age (girls) must be equal to or greater than minimum.	Spring return only Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If present, the figure in the Maximum Age field in the Female students frame must be greater than the figure in the Minimum Age field.
	410	Information on SEN school types for which school is approved is missing or invalid.	Spring return only Special schools only: Check that a valid value has been entered in the Special School Information panel on the School Details page via Focus School School Details . Ensure that one or more provisions are entered in the Provisions frame by clicking the New button if necessary.








Type	Code	Error Message	Comment/Resolution
	420	School Telephone Number is missing.	Enter the number in the Telephone Number field (Contact Details panel on the School Details page) via Focus School School Details .
	430	Postcode is missing or invalid.	<p>Spring return only Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details. Ensure that a valid post code has been entered. Valid formats are:</p> <p>An nAA Ann nAA AAAn nAA AAnn nAA AnA nAA AAAn nAA</p> <p>Where A is alphabetic and n is numeric. Also valid are: BFPO n BFPO nn BFPO nnn</p>
	440	Insufficient address information provided.	<p>Spring return only Building Name or Building Number must be provided. Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details.</p>
	470	Where Dwelling is present, Street, Locality, Town, Administrative Area or PostTown must also be present.	<p>Spring return only Ensure that the full address for your school is entered in the Address panel on the School Details page (via Focus School School Details).</p>
	490	Where first line present, at least one other address line must also be present.	<p>Spring return only Ensure that the full address for your school is entered in the Address panel on the School Details page (via Focus School School Details).</p>
	535Q	Address information drawn from two conflicting formats.	<p>Spring return only Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details.</p>






Type	Code	Error Message	Comment/Resolution
	560	There were more appeals withdrawn or heard than were actually lodged.	Spring return only Primary, Middle deemed Primary and Secondary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals panel of the Census Return Details page via Routines Statutory Returns School Census . The total of the figures in the Withdrawn and Heard fields must be less than or equal to the figure in the Lodged field.
	570	Appeals upheld plus appeals rejected should match the number of appeals heard.	Spring return only Primary, Middle deemed Primary and Secondary schools, with Governance = VA or FO: Check the figures entered in the Admission Appeals panel on the Census Return Details page via Routines Statutory Returns School Census . The figures in the Upheld and Rejected fields must total the figure in the Heard field.
	580	Overall appeals lodged less than infant appeals lodged.	Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census . If the figure in the Lodged field of the Infant Appeals panel is greater than zero then the figure in the Lodged field in the Admission Appeals panel must contain a greater or equal value.
	590	Overall appeals withdrawn less than infant appeals withdrawn.	Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census . If the figure in the Withdrawn field of the Infant Appeals panel is greater than zero then the figure in the Withdrawn field in the Admission Appeals panel must contain a greater or equal value.
	600	Overall appeals heard less than infant appeals heard.	Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census . If the figure in the Heard field of the Infant Appeals panel is greater than zero then the figure in the Heard field in the Admission Appeals panel must contain a greater or equal value.
	610	Overall appeals upheld less than infant appeals upheld.	Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census . If the figure in the Upheld field of the Infant Appeals panel is greater than zero then the figure in the Upheld field in the Admission Appeals panel must contain a greater or equal value.

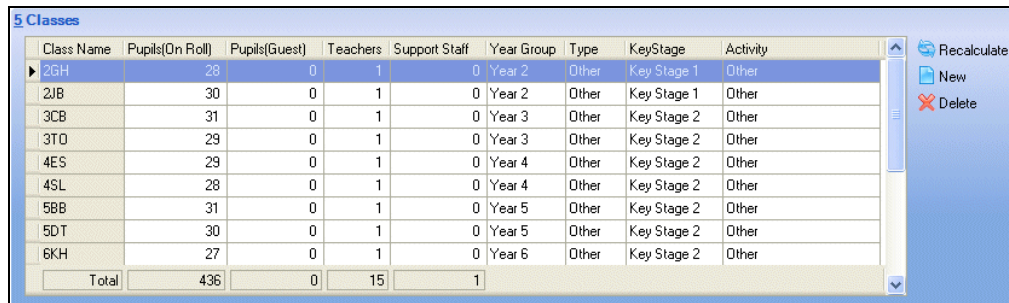
Type	Code	Error Message	Comment/Resolution
	620	Overall appeals rejected less than infant appeals rejected.	<p>Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>If the figure in the Rejected field of the Infant Appeals panel is greater than zero then the figure in the Rejected field in the Admission Appeals panel must contain a greater or equal value.</p>
	630	More appeals withdrawn or heard than were lodged for Infant Classes.	<p>Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Infant Appeals panel of the Census Return Details page via Routines Statutory Returns School Census. The figure in the Withdrawn field + the Heard field must be less than or equal to the figure in the Lodged field.</p>
	640	Appeals upheld plus appeals rejected should match the number of appeals heard.	<p>Spring return only Primary schools only, with Governance = VA or FO: Check the figures entered in the Infant Appeals panel on the Census Return Details page via Routines Statutory Returns School Census. The figure in the Upheld and Rejected fields must total the figure in the Heard field.</p>
	920	Number of Part-Time pupils not at school is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figure entered in the Part time pupils not at school field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>
	930	More part-time pupils not in school than Total Part-time pupils registered.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figure entered in the Part time pupils not at school field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census. This figure should not exceed the total number of pupil/students registered as part-time (recorded in the Registration panel. the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details).</p>
	940	Number of Private Study pupils is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Private study pupils field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>

Type	Code	Error Message	Comment/Resolution
	950	Number of pupils at another school is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils at another school field in the Pupil Reconciliation panel on the Census Return Details panel via Routines Statutory Returns School Census.</p>
	953	Number of Pupils on Work Experience is missing.	<p>Spring return only Secondary schools only: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils on work experience field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>
	957	Number of Pupils at FE Colleges is missing.	<p>Spring return only Secondary schools only: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils at FE colleges field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>






Type	Code	Error Message	Comment/Resolution
	1000	Pupil reconciliation does not tally.	<p>Spring return only Primary and Middle deemed Primary schools: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details page via Routines Statutory School Census. The total of the On roll pupils in classes plus Part time pupils not at school plus Private study pupils plus Pupils at another school must equal the Total pupils figure. The Total pupils figure must agree with the figure in the Pupils On Roll field.</p> <p>Spring return only Secondary schools only: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details page via Routines Statutory School Census. The total of the On roll pupils in classes plus Part time pupils not at school plus Private study pupils plus Pupils at another school plus Pupils on work experience plus Pupils at FE colleges must equal the Total pupils figure. The Total pupils figure must agree with the figure in the Pupils On Roll field.</p> <p>If there are any discrepancies, please check the following:</p> <ol style="list-style-type: none"> 1. Select Focus Pupil (or Student) Education History, then select On-roll from the Status drop down list and click the Search button. The number of on-roll pupil/students will appear in the bottom left hand corner. 2. Use the Population Analysis report to check the year and/or reg groups figures. Select Report Run then choose the Group Focus to find the report. 3. Check in the Find Application browser (Focus Admission Application) for any pupil/students who previously had an Application Status of Accepted. If they were never admitted, ensure that their status is changed to Withdrawn. <p>The School Census should only calculate on-roll pupil/students with admission numbers. Guest students should not be counted. If an admission number has been given to guest students, it is possible to change their enrolment status via Routines Student Change enrolment Status.</p>
	1010Q	Please check: 10% + of pupils not in class at selected time.	<p>Spring return only Primary and Middle deemed Primary schools: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details panel via Routines Statutory School Census. Private study pupils plus Pupils at another school should be less than 10% of the figure in the Pupils on Roll field minus half the number of Part time pupils not at school.</p> <p>Secondary schools only: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details panel via Routines Statutory School Census. Private study pupils plus Pupils at another school plus Pupils on work experience plus Pupils at FE colleges should be less than 10% of the figure in the Pupils on Roll field.</p>




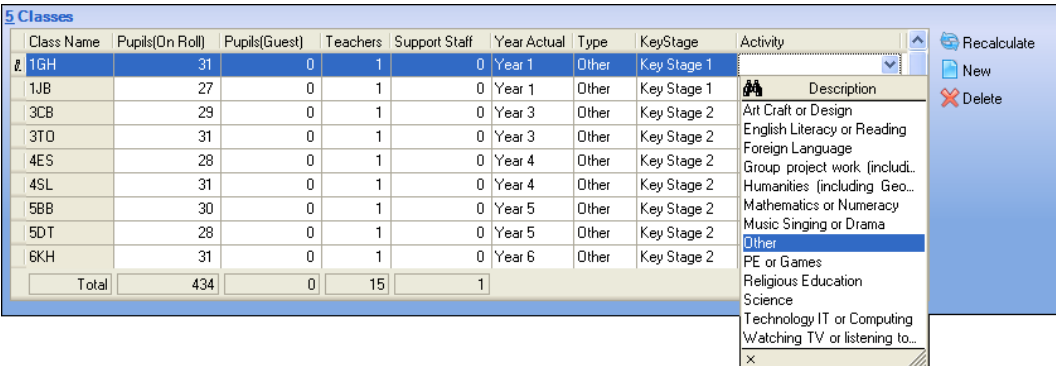
Type	Code	Error Message	Comment/Resolution
	1050	Class name is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: Class names are either extracted from Nova or entered manually and should therefore not be missing. Check the class names displayed in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census .
	1060	Two (or more) classes have the same name.	Spring return only Primary, Middle deemed Primary and Secondary schools: Class names are either extracted from Nova or entered manually and duplicates are not permitted. Check the class names displayed in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census .
	1070	Number of teachers in class is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figures in the Teachers column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census .
	1080Q	Please check: class with more teachers than expected.	Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Teachers column in the Classes panel on the Census Return Details page (via Routines Statutory Returns School Census). For Middle and Secondary schools, the number of teachers per class should be less than five.
	1090	Number of non teachers in class is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figures in the Support Staff column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census .
	1100	Class with no staff.	Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Teachers and Support Staff columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census . The total of the Teachers and Support Staff columns for each class should be in the range 1-99.
	1110Q	Please check: no support staff reported for any class.	Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Support Staff column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census . It is expected that the total of the Support Staff column should be greater than zero.







Type	Code	Error Message	Comment/Resolution
	1130	Class type is missing or invalid.	<p>Spring return only Primary schools) only: These types are defined by SIMS. Check the values in the Type column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. The values should be either Other or Nursery.</p>
	1140	Class Year Group is missing or invalid for this Phase school.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools (not applicable to All-through schools): Check the figures listed in the Year Group column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. Year Groups must be in the range of N1, N2, R, 1-7 or M for Primary schools, 4-9 or M for Middle deemed Primary schools, 4-9 or M for Middle deemed Secondary schools or 6-14 for Secondary schools.</p>
	1150Q	Please check: class type and class year group different.	<p>Spring return only Primary schools only: Check the values in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census. If the value in the Type column is Nursery then the value in the Year Group must begin with N.</p>
	1155Q	Please check: class type and class year group different.	<p>Spring return only Primary schools only: Check the values in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census. If the Year Group value is N1 or N2 then the value in the Type column should be Nursery.</p>
	1160	Class Key Stage not present or invalid.	<p>Spring return only Primary schools only: Check the values in the Key Stage field in the Classes panel (Census Details page via Routines Statutory Returns School Census.</p>













Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity
2GH	28	0	1	0	Year 2	Other	Key Stage 1	Other
2IB	30	0	1	0	Year 2	Other	Key Stage 1	Other
3CB	31	0	1	0	Year 3	Other	Key Stage 2	Other
3TD	29	0	1	0	Year 3	Other	Key Stage 2	Other
4ES	29	0	1	0	Year 4	Other	Key Stage 2	Other
4SL	28	0	1	0	Year 4	Other	Key Stage 2	Other
5BB	31	0	1	0	Year 5	Other	Key Stage 2	Other
5DT	30	0	1	0	Year 5	Other	Key Stage 2	Other
6KH	27	0	1	0	Year 6	Other	Key Stage 2	Other
Total	436	0	15	1				







Type	Code	Error Message	Comment/Resolution																				
	1170	ASC Activity is missing or invalid.	<p>Spring return only Primary, Middle deemed Primary schools:</p> <p>Select the correct activity from the drop-down list in the Activity column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. The default value is Other.</p>																				
	1180Q	Please check: activity shown as Other for all classes.	<p>Spring return only Primary, Middle deemed Primary schools:</p> <p>Check the values listed in the Activity column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>There should be at least one class with an Activity not equal to Other.</p>																				
	1190	Class year group and Key Stage not consistent.	<p>Spring return only Primary schools only:</p> <p>Check the values selected in the Year Group and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census). Must be a permitted combination:</p> <table border="0"> <tr> <td>Year Group = N1 or N2</td> <td>Key Stage = F</td> </tr> <tr> <td>Year Group = R</td> <td>Key Stage = F</td> </tr> <tr> <td>Year Group = 1</td> <td>Key Stage = 1</td> </tr> <tr> <td>Year Group = 2</td> <td>Key Stage = 1</td> </tr> <tr> <td>Year Group = 3</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 4</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 5</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 6</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 7</td> <td>Key Stage = 3</td> </tr> <tr> <td>Year Group = M</td> <td>Key Stage = F, 1, 2, 3 or M</td> </tr> </table>	Year Group = N1 or N2	Key Stage = F	Year Group = R	Key Stage = F	Year Group = 1	Key Stage = 1	Year Group = 2	Key Stage = 1	Year Group = 3	Key Stage = 2	Year Group = 4	Key Stage = 2	Year Group = 5	Key Stage = 2	Year Group = 6	Key Stage = 2	Year Group = 7	Key Stage = 3	Year Group = M	Key Stage = F, 1, 2, 3 or M
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	1200	Number of home pupils in class is missing.	<p>Spring return Primary, Middle deemed Primary and Secondary schools only:</p> <p>Check the Pupils (On Roll) column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The figures in each cell of the Pupils (On Roll) column should be greater than zero.</p>																				
	1210	Number of guest pupils in class is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools:</p> <p>This defaults to 0 and should therefore not be missing. Check the values in the Pupils (Guest) column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>																				


Type	Code	Error Message	Comment/Resolution
	1220	Class with no pupils.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Pupils (On Roll) and Pupils (Guest) columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The sum of the Pupils (On Roll) and Pupils (Guest) columns must be greater than zero.</p>
	1230Q	Please check: KS1 or Reception class with pupil/teacher ratio greater than 30.	<p>Spring return only Primary schools only: Check the values in the Teachers, Pupils (On-Roll), Pupils (Guest) and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Key Stage 1 is selected in the Key Stage column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 30 times the number of Teachers.</p>
	1235	For KS1 or Reception classes ASC Activity must reflect an "academic" activity.	<p>This validation error occurs because the class activity is PE or Games, Watching TV or listening to Radio or Music, Singing or Drama.</p> <p>The DfE does not want the class information to be distorted by these class activities that are often undertaken with unusual combinations of staff and pupils. If these activities are taking place at the time/period specified for the school, the school should select an alternative time/period where only 'normal' class activities are taking place.</p> <p>You can also bypass the error by selecting Other but the DfE finds Other very unhelpful for its analysis.</p> <p>Resolution: Change the Selected Period to reflect a time where 'normal' class activities are taking place.</p> <p>Alternatively, (Not recommended by DfE):</p> <p>In the School Census Classes panel (Routines Statutory Returns School Census), where Key Stage 1 or Reception is displayed in the KeyStage column, ensure that Other is displayed in the Activity column.</p>  <p>To change the value in the Activity column, click in the cell then select Other as required from the drop-down list.</p>







Type	Code	Error Message	Comment/Resolution
	1240Q	Please check: KS2/3/M class with pupil/teacher ratio >35.	<p>Spring return only Primary schools only: Check the values in the Teachers, Pupils (On-Roll), Pupils (Guest) and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Key Stage 2 is selected in the Key Stage column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 35 times the number of Teachers.</p>
	1250Q	Please check: class with pupil/teacher ratio greater than 35.	<p>Spring return only Middle deemed Primary and Secondary schools: Check Total number of pupil/students and Total number of teachers displayed in the Classes panel on the Census Return Details page (via Routines Statutory Returns School Census).</p>
	1260Q	Please check: nursery class with more pupils than expected.	<p>Spring return only Primary schools only: Check the values in the Teachers, Pupils (On-Roll) and Pupils (Guest) columns for any Nursery classes (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Nursery is selected in the Type column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 13 times the number of Teachers plus Support Staff.</p>
	1270Q	Please check: no classes shown for an expected year group.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: The classes displayed in the Classes panel on the Census Return Details page (Routines Statutory Returns School Census) should cover all the expected year groups for your school.</p>
	1280Q	Please check: classes shown for an unexpected year group.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Please check the Classes panel on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>There should not be any classes for year groups less than the lowest NY Year and more than the highest NC year within the school.</p>
	1290Q	Please check: class(es) shown for an unexpected year group (based on School Type).	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures listed in the Year Group column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. Ensure the Year Groups fall within the range for your school for your school type.</p>








Type	Code	Error Message	Comment/Resolution
	1300Q	Please check: Nursery classes shown but no nursery pupil records.	Spring return only Primary schools only: A class displayed in the Classes panel on the Census Return Details page (via Routines Statutory Returns School Census) is recorded as a Nursery class in the Type panel, but there are no nursery pupils recorded against it. Check that the class is nursery and also check the membership of the class using the Tools Statutory Return Tools Update Class Type routine.
	1310	Number of free school meals taken is missing.	Spring return only: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census .
	1320Q	Please check: free meals taken exceeds total eligible pupils.	Spring return only: Check the figure entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . The figure should be less than or equal to the number of pupil/students on-roll with free school eligibility (i.e. they have a free school meal Start Date in the Additional Information panel on the Pupil (or Student) Details page).
	1330Q	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals.	Spring return only: Check the figure entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . You have pupil/students recorded in SIMS as being eligible for free school meals, but have not entered a figure in the General panel. This is the manual entry field and should be the number of pupil/students who have taken a free school meal on the census date (19/01/2012).
	1500	UPN missing.	Enter or issue a UPN (permanent or temporary) in the UPN field (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details .







Type	Code	Error Message	Comment/Resolution
	1510	UPN invalid (wrong check letter at character 1).	<p>Check the UPN in the UPN field (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. To calculate the check letter:</p> <ol style="list-style-type: none"> 1. Multiply the individual digits by their weights as follows: digit 2 by weight 2, digit 3 by weight 3, digit 4 by weight 4, digit 5 by weight 5, digit 6 by weight 6, digit 7 by weight 7, digit 8 by weight 8, digit 9 by weight 9, digit 10 by weight 10, digit 11 by weight 11, digit 12 by weight 12 and digit 13 by weight 13. 2. Sum the individual results, divide the total by 23 and take the remainder. 3. Calculate the check letter from the result as follows: 0 = A, 1 = B, 2 = C, 3 = D, 4 = E, 5 = F, 6 = G, 7 = H, 8 = J, 9 = K, 10 = L, 11 = M, 12 = N, 13 = P, 14 = Q, 15 = R, 16 = T, 17 = U, 18 = V, 19 = W, 20 = X, 21 = Y, 22 = Z <p><i>NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.</i></p>
	1520	More than one pupil record with the same UPN.	<p>Each UPN must be unique across all pupil/students including those on-roll and those no longer on-roll. Check the UPNs stored in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details and correct as necessary.</p>
	1530	UPN invalid (characters 2-4 not a recognised LA code).	<p>Check the UPN in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details. Characters 2-4 of the UPN must be a valid LA Number of the School allocating the UPN.</p> <p><i>NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.</i></p>
	1540	UPN invalid (characters 5-12 not all numeric).	<p>Check the UPN in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details. Characters 5-12 must be numeric as follows:</p> <ul style="list-style-type: none"> ▪ Characters 5-8: DfE Establishment Number of the School ▪ Characters 9-10: The last two digits of the year in which the UPN is allocated ▪ Characters 11-13: A serial number of three digits for UPNs allocated by the school in that year. <p><i>NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.</i></p>
	1550	UPN invalid (character 13 not a recognised value).	<p>Check the UPN in the UPN field (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. Character 13 must be numeric or A-Z (excluding I, O and S).</p> <p><i>NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.</i></p>










Type	Code	Error Message	Comment/Resolution
	1560Q	Please check: former UPN wrongly formatted.	If a former UPN is present in a pupil/student record, it is expected to be correct. However, there is no way to edit a former UPN that may have been incorrectly formatted. This validation error can therefore be ignored.
	1575	ULN Check Digit is incorrect – please check.	Secondary and Special schools only: Correct the Unique Learning Number (ULN) in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . Each ULN must be unique.
	1578	More than one pupil record with the same ULN.	Correct the Unique Learning Number (ULN) in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . Each ULN must be unique.
	1580	Pupil with last name missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1590	Pupil with forename missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1600	Pupil with date of birth missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .





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	1601Q	Please Check: Pupil's age is out of range for School Type.	<p>Check the pupil/student's Date of birth in the Basic panel on the Pupil (or Student) Detail page (via Focus Pupil (or Student) Pupil (or Student) Details). Amend the pupil/student's date of birth, if incorrect.</p> <table border="1"> <thead> <tr> <th>School Type</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td colspan="2">Nursery Schools</td> </tr> <tr> <td>50,51</td> <td>age should not be <2 and >7</td> </tr> <tr> <td colspan="2">Primary schools</td> </tr> <tr> <td>01, 16</td> <td>age should not be <2 and >9</td> </tr> <tr> <td>02</td> <td>age should not be <2 and >10</td> </tr> <tr> <td>03</td> <td>age should not be <2 and >11</td> </tr> <tr> <td>04</td> <td>age should not be <2 and >13</td> </tr> <tr> <td>17</td> <td>age should not be <7 and >12</td> </tr> <tr> <td>18</td> <td>age should not be <2 and >11</td> </tr> <tr> <td>42</td> <td>age should not be <2 and >8</td> </tr> <tr> <td>43</td> <td>age should not be <7 and >11</td> </tr> <tr> <td colspan="2">Middle deemed primary schools</td> </tr> <tr> <td>05</td> <td>age should not be <8 and >13</td> </tr> <tr> <td>06</td> <td>age should not be <9 and >14</td> </tr> <tr> <td>45</td> <td>age should not be <9 and >13</td> </tr> <tr> <td colspan="2">Secondary schools</td> </tr> <tr> <td>07</td> <td>age should not be <9 and >14</td> </tr> <tr> <td>08</td> <td>age should not be <10 and >14</td> </tr> <tr> <td>09</td> <td>age should not be <12 and >17</td> </tr> <tr> <td>10</td> <td>age should not be <12 and >19</td> </tr> <tr> <td>11, 29</td> <td>age should not be <13 and >17</td> </tr> <tr> <td>12, 30, 31</td> <td>age should not be <13 and >20</td> </tr> <tr> <td>21, 27, 28, 48</td> <td>age should not be <11 and >17</td> </tr> <tr> <td>22, 36-39, 47</td> <td>age should not be <11 and >20</td> </tr> <tr> <td>25</td> <td>age should not be <11 and >14</td> </tr> <tr> <td>26</td> <td>age should not be <11 and >15</td> </tr> <tr> <td>32, 33, 44</td> <td>age should not be <14 and >20</td> </tr> <tr> <td>41</td> <td>age should not be <10 and >15</td> </tr> <tr> <td>46</td> <td>age should not be <10 and >17</td> </tr> <tr> <td colspan="2">All through Schools</td> </tr> </tbody> </table>	School Type	Date of Birth	Nursery Schools		50,51	age should not be <2 and >7	Primary schools		01, 16	age should not be <2 and >9	02	age should not be <2 and >10	03	age should not be <2 and >11	04	age should not be <2 and >13	17	age should not be <7 and >12	18	age should not be <2 and >11	42	age should not be <2 and >8	43	age should not be <7 and >11	Middle deemed primary schools		05	age should not be <8 and >13	06	age should not be <9 and >14	45	age should not be <9 and >13	Secondary schools		07	age should not be <9 and >14	08	age should not be <10 and >14	09	age should not be <12 and >17	10	age should not be <12 and >19	11, 29	age should not be <13 and >17	12, 30, 31	age should not be <13 and >20	21, 27, 28, 48	age should not be <11 and >17	22, 36-39, 47	age should not be <11 and >20	25	age should not be <11 and >14	26	age should not be <11 and >15	32, 33, 44	age should not be <14 and >20	41	age should not be <10 and >15	46	age should not be <10 and >17	All through Schools	
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	1610	Pupil gender missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of Birth.	Search for the records and ensure that they are not duplicates. If they are not duplicates, this warning message can be ignored. If one of the records is a duplicate it can be deleted. To delete a pupil/student, select Routines Pupil (or Student) Delete Student .
	1630	Pupil aged 5 and over with ethnic group missing or invalid.	<p>Spring return only All schools except Nursery: Ethnicity must be present and valid for pupil/students aged five or over at 31 August.</p> <p>Select the required ethnicity from the Ethnicity drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details). If several validation errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p> <p><i>NOTE: If this change is made after the census date, click the History button to retrospectively apply the change on the census date.</i></p>
	1640Q	Please check: 100% of pupils aged 5 and over are from a White ethnic background.	<p>Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p>
	1650Q	Please check: 100% of pupils aged 5 and over are from a Mixed/Dual ethnical background.	<p>Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p>
	1660Q	Please check: 100% of pupils aged 5 and over are from an Asian or Asian British ethnic background.	<p>Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p>






Type	Code	Error Message	Comment/Resolution
	1670Q	Please check: 100% of pupils aged 5 and over are form a Black or Black British ethnic background.	Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1680Q	Please check: 100% of pupils aged 5 and over are from a Chinese ethic background.	Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1690Q	Please check: 100% of pupils aged 5 and over are from an ethnic background classified as Other.	Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1700Q	Please check: Percentage of pupils aged 5 and over on roll for whom ethnicity has not been obtained is high.	Spring return only All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1731	Pupil's disability is missing or invalid.	Spring return only Ensure that the disability information displayed in the Welfare panel (via Focus Pupil (or Student) Pupil (or Student) Details) is correct. Click the New button adjacent to the Disabilities panel to add a new record. Alternatively, highlight a record, then click the Open button to edit an existing record.
	1732	Pupil's disability includes 'Not Collected@ or @No disability' but also shows specific disability types.	Spring return only Ensure that the disability information displayed in the Welfare panel (via Focus Pupil (or Student) Pupil (or Student) Details) is correct. Click the New button adjacent to the Disabilities panel to add a new record. Alternatively, highlight a record, then click the Open button to edit an existing record.
	1740	Pupil's free school meals eligibility indicator missing or invalid.	Edit the details in the Eligible for Free Meals section of the Dietary panel (via Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details). The value defaults to false if no eligibility is specified.






Type	Code	Error Message	Comment/Resolution
	1741	Based on Ministry of Defence criteria, Service Children (i.e. parents designated as personnel category 1 or 2) are not eligible for Free School Meals.	Edit the details in the Eligible for Free Meals section of the Dietary panel on the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details). The value defaults to false if no eligibility is specified.
	1750Q	Please check: Percentage of pupils eligible for free school meals is high.	The number of pupils eligible for free school meals is great than 75% of pupils on-roll. Check the figure in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . If required, also check individual free school meal eligibility via the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1760Q	Please check: No pupils in the school eligible for free school meals.	Check the figure in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . If required, also check individual free school meal eligibility via the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1770	Connexions agreement is missing or invalid.	Middle deemed Primary, Secondary and Special schools: A Connexions value must be specified: where the age is between 12 and 25 at the previous 31 August and SEN Status = S (Statemented) OR where the age is between 12 and 20 at previous 31 August and the SEN Status does <u>not</u> = S (Statemented). Use the Bulk Update functionality (Routines Pupil (or Student) Bulk Update) to check and if necessary, amend the Connexions Assent value. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1780Q	Please check: School has not reported a Connexions response for any expected pupils.	Middle deemed Primary, Secondary and Special schools only: Where the school has any pupils aged 12 and over, at least one of these pupils should have a value of Connexions Assent Obtained or Connexions Assent Refused . Check the values using the Bulk Update facility. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1840	Pupil aged 5 and over with language missing or invalid.	All schools except Nursery: First Language must be present for pupil/students aged 5 and over. Select the required First Language from the First Language drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details . If several validation errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).




Type	Code	Error Message	Comment/Resolution
	1850Q	Please check: Percentage of pupils aged 5 and over where language has not been obtained is high.	The number of Not Obtained values in the First Language drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details should not be greater than 10%. Check, and if necessary, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	1851	Child's Funded Hours must not be provided for pupils aged 5 and over.	Select Tools Statutory Return Tools Update Hours for 4 year olds then check Funded Hours. Ensure that Funded Hours are not entered for pupil/students aged 5 and over.
	1852	Child's Funded Hours not provided or out of the range 0 to 15 to the nearest 0.5 for pupils aged 2 and 3.	Select Tools Statutory Return Tools Update Hours for 2 (or 3) year olds then check Funded Hours. Ensure that Funded Hours are entered for pupils aged 2 and 3. Values must be in the range 0 to 15 to the nearest 0.5.
	1854	Child's Hours at Setting must not be provided for pupils aged 5 and over.	Not applicable to CTCs and NMSSs and All Through schools: Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1854.
	1855	Child's Hours at Setting not provided or out of the range 0 – 25 to the nearest .5.	Not applicable to CTCs and NMSSs: Hours at Setting information must be provided for all pupils aged 2, 3 or 4. Check the Hours at Setting column via Tools Statutory Return Tools Update Hours for 2 (or 3 or 4) year olds . It is possible to submit a value higher than 25 hours but a note will need to be added to COLLECT.
	1857	Service Children in Education indicator missing or invalid.	Spring return only: Select a value from the Service Children in Education drop-down list in the Additional Information panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1858	Child's Funded Hours not provided or out of the range 0 to 25 to the nearest 0.5 for pupils aged 4.	Select Tools Statutory Return Tools Update Hours for 4 year olds then check Funded Hours. Ensure that Funded Hours are entered for pupils aged 4. Values must be in the range 0 to 15 to the nearest 0.5.
	1859	Funded hours cannot be more than the hours at Setting.	Funded hours must be less than or equal to the hours at Setting. Select Tools Statutory Return Tools Update Hours for 2 (or 3 or 4) year olds then check Funded Hours and Hours at Setting.
	1860	Enrolment Status is missing or invalid.	This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the Registration Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .






Type	Code	Error Message	Comment/Resolution
	1870Q	Please check: Percentage of pupils with sole registrations at the school is low.	Check the Enrolment Status entered in the Registration Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . It is expected that the number of pupil/students with Single Registration is greater than 95% of the pupil/students on-roll.
	1880	Pupil's entry date to school missing or after Census date.	The date of admission must be on or before the census date. Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details .
	1881Q	Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	<p>Primary, Middle deemed Primary and Secondary schools:</p> <p>Select Focus Pupil (or Student) Pupil (or Student) Details then check the Admission Date in the Registration panel.</p> <p>Spring return only: For on-roll pupil/students whose Admission Date is on or after 1 January prior to the census date, their sessions possible should <u>not</u> be greater than zero.</p> <p>Summer return only: For on-roll pupil/students whose Admission Date is on or after Easter Monday, their sessions possible should <u>not</u> be greater than zero.</p>
	1882	A new entry date should not be given for pupils moving directly from nursery to reception or entering year 12 directly from within the same school. Sessions possible indicate that the pupil attended the school during the term prior to the entry date. If the pupil left and was subsequently readmitted, the error will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	<p>Autumn return only</p> <p>Primary, Middle deemed Primary and Secondary schools:</p> <p>Select Focus Pupil (or Student) Pupil (or Student) Details then check the Admission Date in the Registration panel.</p> <p>For on-roll pupil/students whose National Curriculum Year Actual is R or 12 and whose Admission Date is after the Friday before the Spring Bank Holiday, their sessions possible must <u>not</u> be greater than zero.</p>










Type	Code	Error Message	Comment/Resolution
	1883Q	Please check entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	<p>Autumn return only Primary, Middle deemed Primary and Secondary schools:</p> <p>Select Focus Pupil (or Student) Pupil (or Student) Details then check the Admission Date in the Registration panel.</p> <p>For on-roll pupil/students whose National Curriculum Year Actual is <u>not</u> R or 12 and whose Admission Date is after the Friday before the Spring Bank Holiday, their sessions possible should <u>not</u> be greater than zero.</p>
	1890Q	Please check: Percentage of new admissions in Autumn term in school seems high.	<p>Spring return only:</p> <p>Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. The number of pupil/students with an admission date between 1 September and 31 December prior to the census date, divided by the total number of pupil/students, should not be more than 40% of the pupil/students on-roll.</p>
	1900Q	Please check: Percentage of new admissions in Spring term in school seems high.	<p>Summer return only:</p> <p>Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. The number of pupil/students with an admission date between 1 January and Easter Sunday prior to the census date, divided by the total number of pupil/students, should not be more than 30% of the pupil/students on-roll.</p>
	1910Q	Please check: Percentage of new admissions in Summer term in school seems high.	<p>Autumn return only:</p> <p>Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. The number of pupil/students with an admission date between Easter Monday and 31 August prior to the census date, divided by the total number of pupil/students, should not be more than 25% of the pupil/students on-roll.</p>
	1920	Pupil's leaving date from school is either missing or before entry date or after Census date.	<p>For pupils no longer on-roll:</p> <p>Where present, a leaving date must be on or before the census date.</p> <p>Select Leavers from the Status drop-down list then edit the pupil/student's Date of Leaving in the School History panel via Focus Pupil (or Student) Pupil (or Student) Details.</p>
	1925	Pupil no longer on roll is not required.	<p>All schools except Nursery and Special:</p> <p>Select Focus Pupil (or Student) Pupil (or Student) Details to display the Find Student browser. Select Leavers from the Status drop-down list. Click the Search button then double-click on each name to display their details. Click the School History hyperlink then check their Date of Leaving. Amend if necessary.</p>








Type	Code	Error Message	Comment/Resolution
	1926	Pupil No Longer on Roll record should NOT be submitted if there is no attendance or exclusions data for the required period.	<p>Special schools (including Non-Maintained Special):</p> <p>Select Focus Student Student Details to display the Find Student browser. Select Leavers from the Status drop-down list then click the Search button. Open the required pupil/student's record then check that the Date of Leaving (School History panel) has been entered correctly. Their Admission Date (Registration panel) should also be checked for accuracy.</p> <p>Exclusions can be checked via Focus Pupil (or Student) Exclusions and attendance via Focus Attendance (or Lesson Monitor) Display Marks.</p> <p>A pupil/student's no longer on-roll record must only be present if:</p> <p>Spring return: The pupil/student's Date of Leaving is prior to the census date and at least one termly exclusion exists.</p> <p>Summer return: The pupil/student's Date of Leaving is prior to the census date and at least one termly exclusion exists.</p> <p>Autumn return: The pupil/student's Date of Leaving is prior to the census date and at least one termly exclusion exists or their Admission Date is prior to the Saturday before the late May Bank Holiday, their age is between 5 and 15 inclusive, they were not a Boarder, and their Date of Leaving is after the start of the previous Autumn term and before the current census date.</p>
	1930	Pupil part-time indicator is missing.	The Attendance Mode drop-down list defaults to All Day when the record is saved. If necessary, select a value in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1940Q	Please check: Pupil aged 5 or over is shown as part-time.	<p>It is expected that part-time pupils are less than 5 years old.</p> <p>For the Spring and Summer School Census return, the date of birth must be on or before 31/08/2006. For the Autumn School Census return, the date of birth must be on or before 31/08/2007.</p> <p>Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>
	1950	Part-time pupil shown as boarder.	Check the values selected from the Attendance Mode and the Boarder Status drop-down lists. Attendance Mode must be set to All Day if Boarder Status is set to Boarder, night not specified . Check the details entered on the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1960Q	Please check: Percentage of part-time pupils in school seems high.	<p>Primary (including Middle deemed Primary), Secondary and Special schools:</p> <p>The number of part-time pupil/students on-roll divided by the number of pupil/students on-roll should be less than 35%. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>









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	1970	Pupil boarder indicator is invalid.	Pupil/students are identified as being boarders for schools where this would be unexpected. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	1980Q	Please check: School has reported boarding pupils.	Primary and Secondary schools: Pupil/students are identified as being boarders for schools where this would be unexpected. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	2000	Pupil actual year group is missing or invalid.	This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	2010Q	Please check: 10%+ pupils' yr group differing from their age.	Primary (including Middle deemed Primary) and Secondary schools: No more than 10% of pupil/students should have an NC Year (Year Taught In) different to that suggested by their Age At date, which is: Spring and Summer returns: 31/08/2011 Autumn return: 31/08/2012 Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details page via Focus Pupil (or Student) Pupil (or Student) Details . Alternatively, check the values via Focus School Pastoral Structure Current Structure . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page). The expected year groups are: <table data-bbox="763 954 1861 1129"> <tr> <td>N1 or N2 if age less than 3</td> <td>4 if age = 8</td> <td>10 if age = 14</td> </tr> <tr> <td>N1, N2 or R if age = 3</td> <td>5 if age = 9</td> <td>11 if age = 15</td> </tr> <tr> <td>N1, N2, R or 1 if age = 4</td> <td>6 if age = 10</td> <td>12 if age = 16</td> </tr> <tr> <td>R, 1 or 2 if age = 5</td> <td>7 if age = 11</td> <td>13 if age = 17</td> </tr> <tr> <td>2 if age = 6</td> <td>8 if age = 12</td> <td>14 if age = 18</td> </tr> <tr> <td>3 if age = 7</td> <td>9 if age = 13</td> <td></td> </tr> </table>	N1 or N2 if age less than 3	4 if age = 8	10 if age = 14	N1, N2 or R if age = 3	5 if age = 9	11 if age = 15	N1, N2, R or 1 if age = 4	6 if age = 10	12 if age = 16	R, 1 or 2 if age = 5	7 if age = 11	13 if age = 17	2 if age = 6	8 if age = 12	14 if age = 18	3 if age = 7	9 if age = 13	
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	2020Q	Please check: pupil is shown in year group <NCYearActual>, however pupil is aged [AgeCalc] (date of birth is <DOB>).	Primary (including Middle deemed Primary) and Secondary schools: Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details panel via Focus Pupil (or Student) Pupil (or Student) Details . If several validation errors exist, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page) for more information.																		









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	2030Q	Please check: pupil in unexpected year group for this school.	Check that pupil/students are in the correction National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details panel via Focus Pupil (or Student) Pupil (or Student) Details . If several validation errors exist, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page) for more information.																												
	2040Q	Please check: expected year group with no pupils (apart from Year 14).	All schools except Nursery and Special schools: A school should have at least one pupil in each NC year group covered by their school type (apart from Year 14). Check the school type via the School Details page (Focus School School Details). If necessary, check individual pupil/students dates of birth via the Basic Details panel on the Pupil (or Student) Details page (Focus Pupil (or Student) Pupil (or Student) Details).																												
	2050Q	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	<p>It is expected that not more than 5% pupil/students on-roll are outside the age ranges specified at the end of this section when date of birth is calculated as at:</p> <p>Spring and Summer returns: 31/08/2011</p> <p>Autumn return: 31/08/2012</p> <p>Check the school type via the School Details page (Focus School School Details). If necessary, check individual pupil/students dates of birth via the Basic Details panel on the Pupil (or Student) Details page (Focus Pupil (or Student) Pupil (or Student) Details).</p> <table border="0"> <tr> <td>The expected year groups are:</td> <td><u>Secondary schools</u></td> </tr> <tr> <td><u>Primary schools</u></td> <td>09 = 12-15</td> </tr> <tr> <td>17 = 7-10</td> <td>10 = 12-17</td> </tr> <tr> <td>43 = 7-9</td> <td>11, 29 = 13-15</td> </tr> <tr> <td><u>Middle deemed primary schools</u></td> <td>12, 30, 31 = 13-17</td> </tr> <tr> <td>05 = 8-11</td> <td>21, 27, 28, 48 = 11-15</td> </tr> <tr> <td>06 = 9-12</td> <td>22, 36-39, 47, 49 = 11-17</td> </tr> <tr> <td>45 = 9-11</td> <td>25 = 11-12</td> </tr> <tr> <td><u>Middle deemed secondary schools</u></td> <td>26 = 11-13</td> </tr> <tr> <td>05 = 8-11</td> <td>32, 33, 44 = 14-17</td> </tr> <tr> <td>06, 07 = 9-12</td> <td>46 = 10-15</td> </tr> <tr> <td>08 = 10-12</td> <td><i>NOTE: School types that include Nursery classes are excluded from this rule.</i></td> </tr> <tr> <td>41 = 10-13</td> <td></td> </tr> <tr> <td>45 = 9-11</td> <td></td> </tr> </table>	The expected year groups are:	<u>Secondary schools</u>	<u>Primary schools</u>	09 = 12-15	17 = 7-10	10 = 12-17	43 = 7-9	11, 29 = 13-15	<u>Middle deemed primary schools</u>	12, 30, 31 = 13-17	05 = 8-11	21, 27, 28, 48 = 11-15	06 = 9-12	22, 36-39, 47, 49 = 11-17	45 = 9-11	25 = 11-12	<u>Middle deemed secondary schools</u>	26 = 11-13	05 = 8-11	32, 33, 44 = 14-17	06, 07 = 9-12	46 = 10-15	08 = 10-12	<i>NOTE: School types that include Nursery classes are excluded from this rule.</i>	41 = 10-13		45 = 9-11	
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	2060	Pupil's class type is missing or invalid.	<p>Primary schools only: These values are defined by SIMS. Check the values in the Type column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The values should be either Other or Nursery.</p>
	2070Q	Please check: pupil's class type and year group incompatible.	<p>Primary schools only: If a pupil/student's NC Year (Year Taught In) = N then the pupil Class Type must be Nursery. If necessary, update the pupil's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p> <p><i>NOTE: In exceptional circumstances it is possible for the National Curriculum Year Group to differ from the Class Type if the pupil is being taught the reception National Curriculum.</i></p>
	2080	Pupil aged over 6 shown as in a nursery class.	<p>Primary schools only: Check the Registration Group selected (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. The pupil/student is over 5 and is still a member of a nursery class as their Class Type is Nursery and should be Other. Update the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p>
	2090Q	Please check: Nursery pupils reported but no nursery class records.	<p>Spring return only Primary schools only: There are pupil/students who have a Class Type of Nursery but there are no classes in the Classes panel defined as Nursery. Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page). Check the class Type in Classes panel via Routines Statutory Returns School Census and, if necessary, change the required class to Nursery in the Type column.</p>
	2100Q	Please check: More FT nursery pupils than number on nursery class records.	<p>Spring return only Primary schools only: The number of full-time pupil/students who have a Class Type of Nursery must be less than or equal to the total members of the classes in the Classes panel with a Class Type of Nursery. Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).</p>






Type	Code	Error Message	Comment/Resolution
	2110Q	Please check: more pupils in Nursery classes than nursery pupils.	Spring return only Primary schools only: The number of pupil/students who are members of classes defined as Nursery (in the Classes panel) is more than the pupil/students with a Class Type of Nursery . Check the class Type in Classes panel via Routines Statutory Returns School Census . Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types . For more information, please refer to the applicable <i>Preparing for the School Census 2012</i> guide (enter CENSUS12 on the SupportNet Home page).
	2120	Pupil with missing SEN Provision or invalid value.	Select the Status from the drop-down list in the Basic SEN Details panel (on the Student SEN Details page) via Focus Pupil (or Student) Special Educational Needs .
	2125	Pupil shows SEN information where provision is School Action or None.	Spring return only: If the Status field in the Basic SEN Details panel of the SEN Details page (Focus Pupil (or Student) Special Educational Needs) is A – School Action or N - None then no SEN Need, SEN Rank or SEN Provision Type should be provided.
	2130	Pupil SEN type code required where SEN type ranking provided.	Spring return only: A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via Focus Pupil (or Student) Special Educational Needs .
	2140	Ranking of special educational need is missing or invalid.	
	2150	Pupil has SEN but no SEN type is present.	Spring return only: Ensure that an SEN need has been added in the Basic SEN Details panel of the SEN Details page via Focus Pupil (or Student) Special Educational Needs for all pupil/students with an SEN Status of P or S. This is achieved by clicking the New button adjacent to the Needs frame and selecting a Need Type from the drop-down list, such as Moderate Learning Difficulty .
	2160	If only one SEN type is present it must be the primary need.	Spring return only: The first need entered defaults to the primary need. Check the details via Focus Pupil (or Student) Special Educational Needs .
	2165	Duplicate SEN Type ranking. SEN data should show primary and secondary need.	Spring return only: A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via Focus Pupil (or Student) Special Educational Needs .
	2170	A valid SEN Type must be provided for Pupils with a SEN Provision = P or S.	Spring return only: Ensure that an SEN type has been added in the Basic SEN Details panel of the SEN Details page via Focus Pupil (or Student) Special Educational Needs for all pupil/students with an SEN Status of P or S. This is achieved by clicking the New button adjacent to the Needs frame and selecting a Need Type from the drop-down list, such as Moderate Learning Difficulty .










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	2180	Pupil in special school with no SEN.	Special schools only: Check the pupil/student SEN Status via Focus Pupil (or Student) Special Educational Needs . The status must be A, P or S.
	2190Q	Please check: Percentage of pupils in school with SEN Provision of School Action Plus or Statemented seems high.	Primary, Middle deemed Primary and Secondary schools: Check the pupil/student SEN Status via Focus Pupil (or Student) Special Educational Needs . The number of pupil students with an SEN status of A, P or S should not be greater than 50% of the total pupil/students on-roll.
	2200Q	Please check: There are no pupils in the school with SEN provision.	Primary, Middle deemed Primary and Secondary schools: The number of pupil/students with an SEN Status of A, P or S should be greater than zero. Ensure that any pupil/students with SEN have been added via Focus Pupil (or Student) Special Educational Needs .
	2205Q	Please check: Percentage of pupils in the school with an SEN Provision of School Action seems high. Are the school including Able, Gifted and Talented pupils? (on it's own not a reason to categorise a pupil as SA).	Primary, Middle deemed Primary and Secondary schools: Check the SEN details of any pupil/student's with SEN Provision via Focus Pupil (or Student) Special Educational Needs .
	2210Q	Please check: Percentage of pupils in school with Statement seems low for a special school.	Special schools only: The number of pupil/students with an SEN Status of S should not be less than 70%. Ensure that any pupil/students with SEN have been added via Focus Pupil (or Student) Special Educational Needs .
	2230	Special Provision (SEN Unit) Indicator must be provided if SEN Provision is equal to P or S.	Spring return only All schools except Special schools: Check the Provision Type field in the Provisions panel of the SEN Details page. A value must be provided for pupil/students who have an SEN Status of P – School/Early Years Action+ or S- Statement. Check via Focus Pupil (or Student) Special Educational Need .
	2270	Start Date, SEN Provision, In Care Indicator or Category is missing from Exclusion record.	All schools except Nursery: <i>NOTE: These are permanent exclusions and therefore applicable to pupils no longer on-roll.</i> You should record all permanent exclusions including those pupil/students no longer on-roll. Where a permanent exclusion is recorded, you must ensure that the Exclusion Start Date, SEN provision, In Care Indicator or Exclusion Category are completed. Check the exclusions Start Date via Focus Pupil (or Student) Exclusions . Because the pupil/student is no-longer on-roll, you need to edit the history of this data. For more information, please refer to the <i>Managing Pupil/Students</i> handbook. Alternatively, please refer to Solution KB38421.







Type	Code	Error Message	Comment/Resolution
	2275	Exclusion Category is invalid.	All schools except Nursery: This is selected from a set of valid values and cannot therefore be invalid.
	2280	Where Exclusion Category is present Exclusion Reason must also be provided.	All schools except Nursery: Check the exclusion information recorded via Focus Pupil (or Student) Exclusions . Ensure that a reason has been selected from the Exclusion Reason drop-down list.
	2285	Pupil has more than one permanent exclusion record.	Edit the exclusion information recorded via Focus Pupil (or Student) Exclusions .
	2290	Exclusion start date is invalid.	All schools except Nursery: Edit the exclusion Start Date entered via Focus Pupil (or Student) Exclusions . The exclusion start date must be between: Spring return: Easter Monday and 31 August last year. Summer return: 1 September and 31 December last year. Autumn return: 1 January and Easter Sunday this year.
	2300	Where Exclusion Category is Fixed or Lunch, the number of Sessions must also be provided.	All schools except Nursery: The number of sessions is calculated automatically in SIMS. Check that this information exists via Focus Pupil (or Student) Exclusions . Click the Calculate button on the Exclusion Details panel to ensure the number of sessions appears.
	2320Q	Please check: number of sessions excluded from is greater than 90.	All schools except Nursery: The number of sessions for fixed period and lunchtime exclusions cannot exceed 45 days (90 sessions). Check data in Attendance.
	2330	Where Exclusion Category is Permanent the number of Sessions is not applicable.	All schools except Nursery: The number of sessions are automatically blanked where the exclusion type is Permanent.
	2335	Permanent Exclusion appears for pupil still on roll.	All schools except Nursery: Any pupil/student who has been permanently excluded should be made a leaver so that they are no longer on-roll. This is achieved by adding a Date of Leaving in the School History panel of the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details).







Type	Code	Error Message	Comment/Resolution
	2340	Pupil's postcode is missing or invalid.	Spring return only This information is mandatory in SIMS. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2341	Postcode is missing or invalid for a pupil for whom learning aims data are being submitted.	Autumn return only Schools with Sixth Forms only (except Special schools): If at least one Learning Aims exists then the pupil/student's Post Code must be present and in a valid format. Select Focus Student Student Details then ensure that the Post Code is entered correctly in the Addresses panel.
	2350	Insufficient Address information provided.	Spring return only House Name or House Number must be present. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2355Q	Please check: Pupil Record with no Address.	Spring return only There should be at least one address per pupil/student on-roll. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2380	Where Dwelling is present the Street must also be shown and at least one of Locality, Town, Administrative Area or PostTown.	Spring return only Select Focus Student Student Details then locate the Addresses panel. Ensure that the pupil/student's address is entered correctly and includes the Street name and the District, Town/City or County .
	2400	Address information drawn from two conflicting formats.	Spring return only Ensure that the complete address is entered in the Addresses panel on the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details). Click the Modify Address button to edit an existing address. To check the address location using Windows Internet Explorer, click the Address button.
	2445Q	Address information drawn from two conflicting formats.	Spring return only Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2470	Attendance information is not required for this pupil.	Primary, Middle deemed Primary and Secondary schools: Possible Sessions, Authorised Absences and Unauthorised Absences are <u>not</u> required if a pupil/student's age is less than 5 or older than 15. Check the pupil/student's date of birth in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . This error may occur if a pupil/student is taught out of year. Check their attendance data via Focus Attendance (or Lesson Monitor) .





Type	Code	Error Message	Comment/Resolution
	2475	Attendance code is invalid.	Primary, Middle deemed Primary and Secondary schools: Values are pre-defined in Attendance. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .
	2480	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .
	2490	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	Primary, Middle deemed Primary and Secondary schools: Where absence sessions is provided, a corresponding valid reason must be provided. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .
	2500	For pupils on roll the Attendance sessions possible is missing or invalid.	Primary, Middle deemed Primary and Secondary schools not applicable to Boarders: Select Focus Attendance (or Lesson Monitor) Display Marks then check the attendance marks. Spring return only: The number of possible sessions must be greater than or equal to zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date before 1 January prior to the census date. Summer return only: The number of possible sessions must be greater than or equal to zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date prior to Easter Monday. Autumn return only: The number of possible sessions must be greater than or equal to zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date on or before the Friday before the late May Bank Holiday.






Type	Code	Error Message	Comment/Resolution
	2502Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	<p>Primary, Middle deemed Primary and Secondary schools not applicable to Boarders:</p> <p>Select Focus Attendance (or Lesson Monitor) Display Marks then check the attendance marks.</p> <p>Spring return only: The number of sessions possible should be greater than zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date before 1 January prior to the census date.</p> <p>Summer return only: The number of possible sessions should be greater than zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date prior to Easter Monday.</p> <p>Autumn return only: The number of possible sessions should be greater than zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date on or before the Friday before the late May Bank Holiday.</p>
	2505	Pupil with double reporting of termly absences.	<p>Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks.</p>
	2510	For pupils no longer on roll the Attendance sessions possible is missing or invalid.	<p>Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks, then check the data in Attendance by running the Student Analysis AM/PM report (via Reports Whole Group Student Reports Student Analysis by AM/PM).</p> <p>Spring return only: The number of possible sessions must be greater than or equal to zero for pupil/students on longer on-roll where the leaving date or admission date is in the previous term and their age is between 5 and 15 (inclusive).</p> <p>Summer return only: The number of possible sessions must be greater than or equal to zero for pupil/students on longer on-roll where the leaving date or admission date is in the previous term and their age is between 5 and 15 (inclusive).</p> <p>Autumn return only: The number of possible sessions must be greater than or equal to zero for pupil/students on longer on-roll where the leaving date or admission date is in the previous term and their age is between 5 and 15 (inclusive).</p>
	2520Q	Please check: sessions possible should not be greater than 155.	<p>Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run the Student Analysis AM/PM report (via Reports Whole Group Student Reports Student Analysis by AM/PM).</p>
	2530	Total sessions missed must be less than or equal to sessions possible.	<p>Primary, Middle deemed Primary and Secondary schools: The number of sessions that a pupil/student has missed (both authorised and unauthorised) must be less than or equal to, the number of possible sessions. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences.</p>





Type	Code	Error Message	Comment/Resolution
	2540Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Absences .
	2550Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences .
	2560Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Absences .
	2570Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences .
	2580	Annual attendance information is not required for this pupil.	Autumn return only Special schools only: Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2580.
	2585	Attendance Code is invalid.	Autumn return only Special schools only: Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2585.
	2590	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	Autumn return only Special schools only: Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2590.
	2600	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	Autumn return only Special schools only: Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2600.
	2610	Attendance sessions possible is missing or invalid.	Autumn return only Special schools only: Possible sessions must be greater than or equal to zero for pupil/students aged between 5 and 15 (inclusive), who are on-roll with an Admission Date prior to the Saturday before the late May Bank Holiday. Check data via Focus Attendance or via Routines Statutory Returns School Census (Pupil Attendance) panel on the School Census Details page).






Type	Code	Error Message	Comment/Resolution
	2615Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous academic year for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	<p>Autumn return only Special schools only</p> <p>Select Focus Attendance (or Lesson Monitor) Display Marks then check the attendance marks.</p> <p>A student's Enrolment Status can be checked in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2620	Attendance sessions possible is missing or invalid.	<p>Autumn return only Special schools only:</p> <p>Possible sessions must be greater than or equal to zero for pupil/students aged between 5 and 15 (inclusive), who are <u>no longer</u> on-roll where the Date of Leaving is after 31 August one year prior to the census date and the Admission Date is prior to the Saturday before the late May Bank Holiday.</p> <p>Check data via Focus Attendance or via Routines Statutory Returns School Census (Pupil Attendance panel on the School Census Details page).</p>
	2630Q	Please check: sessions possible should not be greater than 450.	<p>Autumn return only Special schools only:</p> <p>Check data via Focus Attendance (or Lesson Monitor).</p>
	2640	Total annual sessions missed must be less than or equal to sessions possible.	<p>Autumn return only Special schools only:</p> <p>Check data via Focus Attendance (or Lesson Monitor).</p>
	2650Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	<p>Autumn return only Special schools only:</p> <p>Check data in Attendance (via Focus Attendance (or Lesson Monitor)) or on the School Census Pupil Attendance panel.</p> <p>Reports Selected Student Reports Absences</p>
	2655	Pupil with double reporting of annual absences.	<p>Autumn return only Special schools only:</p> <p>Correct data in Attendance (via Focus Attendance (or Lesson Monitor)) or on the School Census Pupil Attendance panel.</p> <p>Select Reports Selected Student Reports Absences to run and view absence information.</p>




Type	Code	Error Message	Comment/Resolution
	2660Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence.	Autumn return only Special schools only: Check data in Attendance (via Focus Attendance (or Lesson Monitor)) or on the School Census Pupil Attendance panel. Select Reports Selected Student Reports Unexplained Absences to run and view unauthorised absence information.
	2670Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	Autumn return only Special schools only: Check data in Attendance (via Focus Attendance (or Lesson Monitor)) or on the School Census Pupil Attendance panel. Select Reports Selected Student Reports Absences to run and view authorised absence information.
	2680Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	Autumn return only Special schools only: Check data in Attendance (via Focus Attendance (or Lesson Monitor)) or on the School Census Pupil Attendance panel. Select Reports Selected Student Reports Unexplained Absences to run and view unexplained absence information.
	2700	Qualification Accreditation Number is missing.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Enter the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). This is a predefined list provided by the DfE.
	2705	Learning Aims data is only required for secondary schools with 6 th forms.	Summer and Autumn return Secondary schools only: Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2705.
	2706Q	Learning aims would not normally be expected for a pupil on roll below Year 12.	Autumn return only Schools with Sixth Forms only Select Focus Student Courses then check the Learning Aims for students below Year 12. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course .


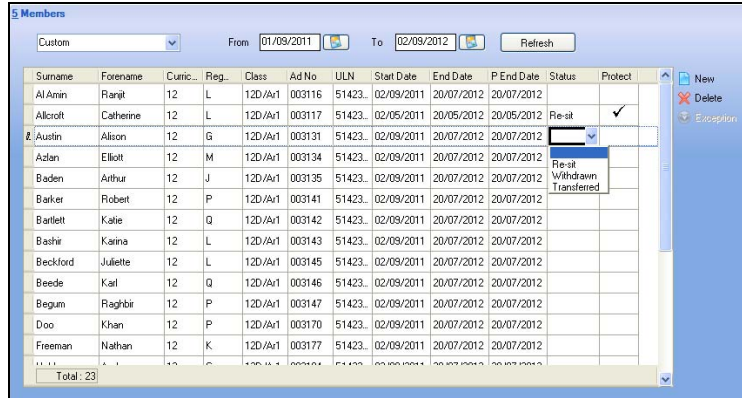

Type	Code	Error Message	Comment/Resolution
	2007Q	Learning aims would not normally be expected for a pupil who was below Year 12 when they left school.	<p>Autumn return only Schools with Sixth Forms only</p> <p>Select Focus Student Courses then check the Learning Aims for leavers below Year 12. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p> <p>Enrolment Status can be checked in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2708Q	Learning aims for the previous academic year would normally be expected for a pupil in Year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims).	<p>Autumn return only Schools with Sixth Forms only</p> <p>Select Focus Student Courses then check Learning Aims for students in Year 13 and above. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p> <p>Enrolment Status can be checked in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2709Q	Learning aims for the previous academic year would normally be expected for a pupil who left the school during the previous academic year when they were in Year 12 or above (unless they had subsidiary registration at the time of the learning aims).	<p>Autumn return only Schools with Sixth Forms only</p> <p>Select Focus Student Courses then check Learning Aims for leavers. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p> <p>Enrolment Status can be checked in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2710	Qualification Accreditation Number has invalid characters or incorrectly formatted.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only:</p> <p>Correct the format of the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). The first and eighth characters must be either numeric (0-9) or from A to Z, upper case.</p> <p>Additionally the first character can be #. Characters 2 through 7 must be numeric.</p> <p>There is a predefined list provided by the DfE.</p>

Type	Code	Error Message	Comment/Resolution
	2711Q	Learning aims for the previous academic year would normally be expected for a pupil who was in Year 13 or above when they left the school this academic year (unless they had subsidiary registration at the time of the learning aims).	<p>Autumn return only Schools with Sixth Forms only</p> <p>Select Focus Student Courses then check Learning Aims for leavers with subsidiary registration. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course. Enrolment Status can be checked in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2715	Learning Aims data should not be provided for pupils with subsidiary registration. Please ensure that all learning aims for subsidiary registered pupils are returned by the school holding the main registration.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>For students with subsidiary registration, check their Enrolment Status in the Registration panel on the Student Details page via Focus Student Student Details.</p>
	2720	Qualification Accreditation Number is not a recognised value.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>Replace the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). This is a predefined list provided by the DfE.</p>
	2730	Learning Start Date is missing or invalid.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>This validation error is unlikely to occur as this information is checked on data entry.</p> <p>Select Focus Student Courses then check the Learning Aim start date. The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p>
	2735	Learning Start Date is after census date.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel, then check the Start Date.

Type	Code	Error Message	Comment/Resolution
	2740Q	Please check: Learning Start Date seems too early.	<p>Autumn return only Schools with Sixth Forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check data in Courses (via Tools Academic Management Course Manager Maintain Course). 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members pane, then check the Start Date.
	2750	Learning Planned End Date is missing or invalid.	<p>Autumn return only Schools with Sixth Forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date). <p>For a course that is Continuing (where the Course Membership End Date is on or after the Census date), or Completed (one where the Course Membership End Date is before the census date), the Census uses the Course Membership End Date as the Planned Completion Date. No value is expected in the P End Date column in Course Manager, and no Completion Status should be entered.</p> <p>For Re-sits, it is the P End Date that is taken both for Start Date and Planned Completion Date, and where the P End Date is before the census date, Actual End Date as well.</p> <p>For Withdrawn or Transferred records, where the Course Membership End Date is before the census date, Course Membership End Date is reported as the Actual End Date and the P End Date is reported as the Planned Completion Date.</p>
	2760	Learning Aim – the Planned End Date must be on or after the Start Date.	<p>Autumn return only Schools with Sixth Forms only: See validation error message 2750 for the relationship between the dates recorded in Course Manager and reported in the Census.</p>
	2761	Learning Aim - the Actual End Date must be on or after the Start Date.	<p>Autumn return only Schools with Sixth Forms only: Select Focus Student Courses then check the Learning Aim actual end date.</p> <p>Check courses data via Tools Academic Management Course Manager Maintain Course. Find the course and members and check the Start Date.</p>

Type	Code	Error Message	Comment/Resolution
	2765	Learning Planned End Date is more than 5 years after census date.	<p>Autumn return only Schools with Sixth Forms only: Check student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date).
	2766	Learning Planned End Date must be on or before the 31 July of the academic year the learner is due to finish.	<p>Autumn return only Schools with Sixth Forms only: Check student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date).
	2770	Learning Aim End Date is not a valid one.	<p>Autumn return only Schools with Sixth Forms only: This validation error is unlikely to occur as this information is checked on data entry. Check the courses data via Tools Academic Management Course Manager Maintain Course. Find the required course and members and check the End Date.</p>
	2780	Learning Aim – the Actual End Date should only be provided where the Completion Status is 0 (resit), 2 (completed), 3 (withdrawn) or 4 (transferred).	<p>Autumn return only Schools with Sixth Forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <p>Completion Status 1 cannot be manually assigned. The system will report any course membership with a current or future End Date as Status 1 (Continuing) and will not report an Actual End Date.</p>
	2790	Learning Aim – the Actual End Date must be provided where the Completion Status is 2 (completed), 3 (withdrawn) or 4 (transferred).	<p>Autumn return only Schools with Sixth Forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <p>Actual End Date is always reported from the Course Membership End Date, which Course Manager ensures is supplied, and is later than or matching the Start Date.</p>

Type	Code	Error Message	Comment/Resolution
	2795	For pupils no longer on roll the Learning Completion Status must be 0 (resit), 2 (completed), 3 (withdrawn), 4 (transferred) or X (input error).	<p>Autumn return only Schools with Sixth Forms only:</p> <p>Select Focus Student Courses then check the completion status.</p>
	2805	Please check: Learning Actual End Date must be the same as, or earlier than, the Census Date.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>Select Focus Student Courses, then check end date.</p>
	2810Q	Please check: Learning Aim Actual End Date should not be later than the pupil's Leaving Date.	<p>Autumn return only Schools with Sixth Forms only:</p> <p>Check Student courses (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check data in Courses (via Tools Academic Management Course Manager Maintain Course). 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel, then check the actual End Date.

Type	Code	Error Message	Comment/Resolution
	2820	Learning Aim Completion Status is missing or invalid.	<p>Autumn return only Schools with Sixth Forms only: Print out the Pupil Learning Aims detailed report for reference – this displays the students, their QANs with dates and Completion Status.</p> <p>Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager:</p> <ol style="list-style-type: none"> 1. Select Tools Academic Management Course Manager Maintain Course then click the Search button to find and select the course. 2. Click the Members hyperlink to display the Members panel. 3. Select Custom from the drop-down list then enter the required From and To dates. 4. Find the student and enter the Completion Status and save. <p>If a student is re-sitting a course, the Start Date and End Date should be entered to enable access to the student's course membership for the period required by your school.</p>  <p>For the School Census, the date entered as the Planned End Date (P End Date) is used for the Start Date as well. Where the P End Date is before the census date, the same date is also used for the Actual End Date.</p>
	2870	Learning aims for the current academic year should be submitted for a pupil in Year 12 or above with single or main registration at the school.	<p>Autumn return only Schools with Sixth Forms only: Check the Learning Aims data for the student (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p> <p>This validation error should <u>not</u> be ignored. The exception to this is where it is given for a student in year 12 and above who is Subsidiary Dual Registered.</p>