Spring 2018
School Census
Guidance
Primary Schools
If you have any queries on using your MIS (SIMS) system to complete your Census return, please contact the **Capita** helpdesk on 0844 8922406

(Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company’s access charge.)

If you have any queries relating to the DfE Guidance, please contact the Business Intelligence and Performance Improvement Team on 01604 366190

or email

education@northamptonshire.gov.uk

We are always interested to hear your views on our documentation to ensure we continue to provide high quality guidance and would welcome your feedback.

Please reply to: support@dotict.co.uk
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</table>
What’s new in this census/SIMS

**New data items** (First collected in Autumn 2017)

**Disability Access Fund** (For Primary Schools with a Nursery)
**Tools | Statutory Return Tools | Update Early Years**

This new option provides the ability to record whether three- and four-year-old pupils (not in Reception) are in receipt of the Disability Access Fund.

**Extended Funded Hours** (For Primary Schools with a Nursery)
**Tools | Statutory Return Tools | Update Early Years**

This new option provides the ability to record the number of Extended Funded Hours that are in addition to the initial funded hours that the child receives. This is available for three and four year olds (not in Reception) with working parents.

**30 Hour Code** (For Primary Schools with a Nursery)
**Tools | Statutory Return Tools | Update Early Years**

This new option provides the ability to record the 11 digit 30 Hour Code for three and four-year-old pupils. This code confirms the eligibility of working parents to access the additional 15 hours of extended childcare.

**Establishment Unique Reference Number**

**Focus | School | School Details**
The school’s Unique Reference Number (URN) is collected for the first time in the Autumn return. This data will be collected from Edubase.

**Hours and Minutes Format** (For Primary Schools with a Nursery)
**Tools | Statutory Return Tools | Update Early Years**

Values for Funded Hours, Hours at Setting and Extended Funded Hours can now be entered in hours and minutes using two decimal places, e.g. 1 hour 15 minutes should be entered as 1.25 and 3 hours 40 minutes should be entered as 3.67.

**2-year old basis for funding (Spring return only)** (For Primary Schools with a Nursery)

This new data item records the basis on which 2 year olds have been funded whilst taking up a place in the school. This data item is not required for 3 and 4-year-olds. 2-year-old children may meet more than one criterion in the table shown below and each relevant criterion is returned in the census.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO</td>
<td>Economic criteria</td>
</tr>
<tr>
<td>HSD</td>
<td>High-level SEN or disability</td>
</tr>
<tr>
<td>LAA</td>
<td>Looked after or adopted from care</td>
</tr>
</tbody>
</table>
Amended data items (From Spring 2018)

Proficiency in English (Spring return only)

This is collected only where the pupil’s language code indicates that the pupil’s first language is not English. This is now only to be collected in the spring census return.

Copying a Return File

Routines | Statutory Returns | School Census - Copy
The message displayed when the Copy button is clicked has been modified for clarity. The message now reads:

Any values for Attendance, Hours for Early Years, Adopted from Care and Top-up Funding WILL NOT BE COPIED but will be populated from the current values held in the database.

Create & Validate must be run in order to generate a new census file.

Do you want to make a copy of the return "<return name>"?

Deadlines

THE DEADLINE FOR AUTUMN CENSUS RETURNS TO NORTHAMPTONSHIRE COUNTY COUNCIL VIA AVCO IS Friday 19th January 2018.
Introduction

Every school is expected to complete three Census Returns in the academic year 2017/2018. The remaining Census Dates for 2017/2018 are:

- (Spring) third Thursday in January (18th January 2018)
- (Summer) third Thursday in May (17th May 2018)

The table below gives a summary of which data areas will be collected in each remaining census.

<table>
<thead>
<tr>
<th>Module</th>
<th>Spring Census</th>
<th>Summer Census</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupil ID</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pupil Characteristics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Pupil Status</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>SEN</td>
<td>✓</td>
<td>One data item</td>
</tr>
<tr>
<td>Exclusions</td>
<td>All exclusions for Terms 5 + 6 (2017)</td>
<td>All exclusions for Terms 1 + 2 (2017)</td>
</tr>
<tr>
<td>FSM eligibility</td>
<td>06/10/17 – 18/01/18</td>
<td>19/01/18 – 17/05/18</td>
</tr>
<tr>
<td>Home Information</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Attendance (for pupils aged 4+ on 31st August)</td>
<td>For Terms 1 + 2 (Autumn 2017)</td>
<td>For Terms 3 + 4 (Spring 2018)</td>
</tr>
<tr>
<td>School Characteristics</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Admission Appeals</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Class Information</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Pupil Reconciliation</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

A more detailed list of data to be collected is provided on page 12.

This document is designed to help you through the processes required to complete your Spring Census 2018 return using SIMS. The notes are designed to be used in conjunction with the 2017/2018 DfE Guidance notes which can be downloaded from:

Important note for Academies
Guidance on the data returns due from academies can be accessed via the following DfE website link:


ALL SCHOOLS INCLUDING ACADEMIES

*Academies should upload their Census file directly onto the Secure Access website but it is requested that AnyComms is then run so that the Census files can also be sent to the LA.*

REMEMBER TO SEND A COPY OF YOUR CENSUS FILE TO NORTHAMPTONSHIRE COUNTY COUNCIL VIA AnyComms – see page 66. The reasons for this request are outlined in the Data Exchange Agreement signed by each Academy.
Data Checklist – Spring Census 2018

<table>
<thead>
<tr>
<th>Tasks to be completed prior to Census day</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ensure Autumn Census has been authorised</strong>&lt;br&gt;The School Census Autumn 2017 Return must be completed and accepted&lt;br&gt;by Northamptonshire County Council or DfE COLLECT (for Academies) before upgrading to the SIMS 2017 Autumn Release (7.178).&lt;br&gt;When the SIMS 2017 Autumn Release is applied, the functionality to run the Autumn 2017 School Census return is removed.</td>
</tr>
<tr>
<td><strong>Upgrade to the SIMS 2017 Autumn Release</strong>&lt;br&gt;Upgrade to a minimum of SIMS 2017 Autumn Release 7.178. To check which version you are using, open SIMS and go to Help</td>
</tr>
<tr>
<td><strong>Check that the latest Fileset has been imported</strong>&lt;br&gt;Check the Capita ESS website to see which, if any, fileset is available. Check Routines</td>
</tr>
<tr>
<td><strong>Check School Details</strong>&lt;br&gt;Ensure that school details have been kept up to date. See page 17 for further help.</td>
</tr>
<tr>
<td><strong>Check Attendance</strong> Not applicable to Nursery&lt;br&gt;Attendance is collected from the start of the autumn term to the last day in December of this academic year. Please ensure that you deal with all missing marks and unexplained absences. See page 85 for further help.</td>
</tr>
<tr>
<td><strong>Update Class Type</strong>&lt;br&gt;Check class type is correct and update if necessary. Go to Tools</td>
</tr>
<tr>
<td><strong>Update Hours for Early Years. Applicable to Primary Schools with a Nursery</strong>&lt;br&gt;Check Hours at Setting and Funded Hours are correct and update if necessary. Go to Tools</td>
</tr>
<tr>
<td><strong>Update Top up Funding</strong>&lt;br&gt;Ensure that you have listed all those pupils who are receiving Top-up Funding. Go to Tools</td>
</tr>
<tr>
<td><strong>Update Post Looked After Arrangements</strong>&lt;br&gt;Ensure that all pupils where you have been notified as being adopted from care are recorded correctly. Go to Tools</td>
</tr>
<tr>
<td><strong>Update Child Care</strong>&lt;br&gt;Ensure that data is up-to-date. Please see page 34 for further information and help.</td>
</tr>
<tr>
<td>Tasks to be completed prior to Census day</td>
</tr>
<tr>
<td>-----------------------------------------</td>
</tr>
<tr>
<td><strong>Create a Dry Run</strong></td>
</tr>
<tr>
<td><strong>Enter Admission Appeals</strong></td>
</tr>
<tr>
<td><strong>Run Detailed Reports</strong></td>
</tr>
<tr>
<td><strong>Check Free School Meal Eligibility Against the FSM report</strong></td>
</tr>
<tr>
<td><strong>Check Exclusions against the Exclusions report</strong></td>
</tr>
<tr>
<td><strong>Check NC Year Actual against the Basic Details report</strong></td>
</tr>
<tr>
<td><strong>Check Enrolment status against the Basic Details report</strong></td>
</tr>
<tr>
<td><strong>Check Leavers and Re-Admissions against the Leavers Report</strong></td>
</tr>
<tr>
<td><strong>Check SEN information against the SEN Report</strong></td>
</tr>
</tbody>
</table>
## Tasks to be completed on Census day

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
<th>Page for further help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter School Dinners Taken details</td>
<td>Reception, Years 1 &amp; 2 only</td>
<td>45</td>
</tr>
<tr>
<td>Enter Class Activities at the DfE defined period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create and Validate Census Return</td>
<td></td>
<td>62</td>
</tr>
<tr>
<td>Rerun Detailed Reports</td>
<td>Print out detailed reports for appointed staff to check and agree, especially where changes have been made or detailed reports were not run prior to census day. For further help see page 55.</td>
<td></td>
</tr>
<tr>
<td>Check the Summary Report</td>
<td>Print out and check the summary report and ask the <strong>Head Teacher</strong> (or equivalent) to check and agree it. For further help see page 64.</td>
<td></td>
</tr>
<tr>
<td>Authorise the Autumn Census return</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td>Upload census file to Collect</td>
<td>Academies only</td>
<td>66</td>
</tr>
<tr>
<td>Upload census file to AnyComms (AVCO)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The figures shown here summarise your census return, and will have an impact on the funding allocated to your school if it is incorrect, so it is imperative that it is checked and all figures are accurate.*
Data to be collected – Spring 2018 only

Pupil Level Data

<table>
<thead>
<tr>
<th>Basic Details</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Forename</td>
<td>Year Taught In</td>
</tr>
<tr>
<td>Middle Name(s)</td>
<td>Enrolment Status</td>
</tr>
<tr>
<td>Legal Surname</td>
<td>Boarder Status</td>
</tr>
<tr>
<td>Preferred Surname</td>
<td>Admission Date</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Former UPN</td>
</tr>
<tr>
<td>Gender</td>
<td>UPN</td>
</tr>
<tr>
<td>Previous Legal Surname</td>
<td>Part Time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Ethnic/Cultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique property reference number</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>Apartment Number</td>
<td>First Language</td>
</tr>
<tr>
<td>House Number</td>
<td>Proficiency in English</td>
</tr>
<tr>
<td>Street</td>
<td>Pupil Nationality</td>
</tr>
<tr>
<td>District</td>
<td>Country of Birth</td>
</tr>
<tr>
<td>Town/City</td>
<td></td>
</tr>
<tr>
<td>County &amp; postcode</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dietary Eligible for Free Meals</th>
<th>Basic SEN Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Status/Provision</td>
</tr>
<tr>
<td>End Date</td>
<td>Need Type</td>
</tr>
<tr>
<td>Country</td>
<td>Type Ranking</td>
</tr>
<tr>
<td></td>
<td>Member of SEN Unit</td>
</tr>
<tr>
<td></td>
<td>Member of Resourced provision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Hours at Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Child</td>
<td>Funded Hours</td>
</tr>
<tr>
<td>Top-up funding</td>
<td>Hours at Setting</td>
</tr>
<tr>
<td>Post Looked After Arrangements</td>
<td>Extended Childcare hours</td>
</tr>
<tr>
<td>School Dinners taken (Census Day)</td>
<td>30-hour code</td>
</tr>
<tr>
<td>Early Years Pupil Premium eligibility</td>
<td>Disability access fund indicator</td>
</tr>
<tr>
<td>Early Years Pupil Premium basis of</td>
<td></td>
</tr>
<tr>
<td>funding</td>
<td></td>
</tr>
<tr>
<td>2-year old funding basis</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Leavers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Type</td>
<td>Date of Leaving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exclusion Last Summer Term</th>
<th>Attendance Last Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Possible Sessions</td>
</tr>
<tr>
<td>Reason</td>
<td>No. Absence Sessions</td>
</tr>
<tr>
<td>Start Date</td>
<td>No. Authorised Absence</td>
</tr>
<tr>
<td>Length School Days (*2 for Sessions)</td>
<td>No. Unauthorised Absence</td>
</tr>
<tr>
<td></td>
<td>No. Absence Reason (Codes)</td>
</tr>
</tbody>
</table>
### School Level Data

#### Spring Census (January)

<table>
<thead>
<tr>
<th>School Details</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>Class Name</td>
</tr>
<tr>
<td>LA</td>
<td>Pupils (On Roll)</td>
</tr>
<tr>
<td>Establishment Number</td>
<td>Pupils (Guest)</td>
</tr>
<tr>
<td>Unique Reference number</td>
<td>Teachers</td>
</tr>
<tr>
<td>School Phase</td>
<td>Support Staff</td>
</tr>
<tr>
<td>School Type</td>
<td>Year Actual</td>
</tr>
<tr>
<td>School Governance</td>
<td>Type</td>
</tr>
<tr>
<td>Intake Type</td>
<td>Key Stage</td>
</tr>
<tr>
<td>Curriculum Years Minimum</td>
<td>Activity</td>
</tr>
<tr>
<td>Curriculum Years Maximum</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Childcare</th>
<th>Pupil Reconciliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Part-time pupils not at school</td>
</tr>
<tr>
<td>Site</td>
<td>Private Study Pupils</td>
</tr>
<tr>
<td>Opening Time</td>
<td>Pupils at another school</td>
</tr>
<tr>
<td>Closing Time</td>
<td></td>
</tr>
<tr>
<td>Places</td>
<td></td>
</tr>
<tr>
<td>Provider</td>
<td></td>
</tr>
<tr>
<td>Other Schools</td>
<td></td>
</tr>
<tr>
<td>Weeks Open</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General</th>
<th>Admission Appeals (Own Admission Authority Schools Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of free school meals taken on census day</td>
<td>Lodged</td>
</tr>
<tr>
<td></td>
<td>Withdrawn</td>
</tr>
<tr>
<td></td>
<td>Heard</td>
</tr>
<tr>
<td></td>
<td>Upheld</td>
</tr>
<tr>
<td></td>
<td>Rejected</td>
</tr>
</tbody>
</table>


SIMS version

In order to run the return, you must have the SIMS 2017 Autumn Release (7.178) or later installed.

To check the version of SIMS installed, open SIMS then select Help | About SIMS.net. A dialog similar to the following graphic is displayed.

The version should read 7.178 or later.

Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager only

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detailed reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS between the SIMS releases.

To use the Import Fileset functionality you must be a member of one of the following user groups in System Manager:

Personnel Officer
Returns Manager
System Manager.

IMPORTANT NOTE: The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine. A news feed will be posted on www.capitaess.co.uk website if updated files are available for import.
If revised files are supplied, the fileset will be available as a .ZIP file, which should be downloaded, 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.

Tip: To check which version of the fileset is currently in use, select Routines | Statutory Returns | School Census to display the Census Return browser. The Validation Fileset ID is displayed in the header of the browser.

Importing the Revised Filesets

1. If revised filesets are supplied, download the required ZIP file from www.capitaess.co.uk website to a folder of your choice.
2. Unzip the ZIP file to a folder of your choice.
3. In SIMS, select Tools | Setups | Import Fileset to display the Import Fileset page.
4. Click the Browse button to display the Open dialog.

NOTE: The following graphics show example data only.

5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-<Census Name>-<Term and Year>_Fileset.mfs.
6. Highlight the file then click the Open button. Alternatively, double-click the required .MFS file to return to the Import Fileset page.
IMPORTANT NOTE: If more than one MFS file is displayed in the Open dialog, care should be taken to select the correct file.

Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

7. Click the **Import Fileset** button to import the fileset. When the import process is finished, **Import successful** is displayed at the bottom of the **Fileset** panel.

8. Click the **OK** button, close SIMS then re-open to ensure that the new file takes effect.

9. Run the return in the usual way
Checking School Level Information

Checking Establishment Details
The following establishment details are required for the School Census Spring 2018 Return and therefore need to be checked to ensure that they are correctly recorded in SIMS:

- School Type
- School Governance
- Intake Type.

The following read-only items are also collected for the School Census Spring 2018 Return. Please contact your Local Support Unit if the information displayed is incorrect.

- School Name
- LA number
- Establishment Number
- School Phase
- Curriculum Years (highest and lowest national curriculum year group).

The panel below is taken from the Census screen showing the information collected in each census return.
New data item from Autumn 2017
The school’s Unique Reference Number is being collected. Whilst this is not collected from SIMS, but from Edubase which schools should check and update via the Secure Access website, it is worthwhile adding the number to the SIMS school details panel as outlined below.

The school’s URN can be found by going to the government’s ‘Get Information about Schools’ website:
https://get-information-schools.service.gov.uk/

On accessing the site, click the Name or Reference Number radio button, enter your DfE number and click Search.
A screen will open showing many details about the school. The URN is at the top of the screen just under the name of the school.

Checking Telephone and Email Information
The following school contact details are collected for the census return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School Email Address
- School Telephone Number (including STD code)

1. Select Focus | School | School Details to display the School Details page.
2. Click the Contact Details hyperlink to display the Contact Details panel.
3. Ensure that a Telephone number has been recorded (including the STD code).
4. Ensure that the school’s official communications Email address has been recorded correctly (it must include the @ character together with a minimum of one full stop).
5. Click on the save button if you have made any amendments.

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it is used for DfE correspondence.
NOTE: Although the school address is not included in the school census from panel 2 on this screen. It is still good practice to ensure that these details are correct and amend if necessary.

Information for Academies:

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

- The School Type and School Governance. Select Academies from the drop-down lists.
- The school's Previous Name and Date Name Changed.
- The Previous Estab Number and Earliest Date of Admission.
- The Previous URN Number and Date Number Changed (if applicable).

The establishment number information is used by School Census. If the DfE number has changed for sponsor-led Academies, the Earliest date of admission is interpreted as the date the academy opened and historical information from before this date is not collected.
Updating Cultural Information

Proficiency in English, Nationality, Country of birth, Ethnicity and First language are all collected in this return. See pages 69 to 71 for extra information from the DfE.

These data items can all be found in the Ethnic/Cultural Panel 8 on a pupil’s record or in the Bulk Update routine.

Proficiency in English was first collected in the Autumn 2016 census return. This is collected only where the pupil’s language code indicates that the pupil’s first language is something other than English and for children of Reception age and above.

Teachers assess these pupils according to the impact that their Proficiency in English has on their ability to engage with full class activities (and the corresponding level of support that the pupil requires). A date of assessment and level is required to be entered, see page 69 for further information on the levels.

The levels available are:

A – New to English
B – Early acquisition
C – Developing competence
D – Competent
E – Fluent
N – Not yet assessed.

A First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language at home or in the community.
If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil’s proficiency in English.

**Using the Quick Search facility**

1. Type `~F` in the **Quick Search** field at the top of the SIMS Home Page, and then press the **Enter** key or click the **Quick Search** icon.

A list of people recorded in SIMS who match the search criteria of missing First Language.

Those pupils with a missing First Language are displayed.

**Editing the pupils record**

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for and then **double-click** the required pupil to display the **Pupil Details** page.
3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

4. Select the pupil’s **First Language** from the drop-down list.
5. Click the **Save** button.
6. To add a **Country of Birth**, click the browser icon to the right of Country of Birth. Choose the required Country and click **OK**.
7. To add a **Nationality**, click **New** to the right of the Nationality and Passport details panel. Click on the **browser icon** to the right of the Nation.
8. Choose the required Nationality and click OK. For pupils with ‘Multiple Nationalities or Dual Nationality’ more than one nationality can be recorded.

For any pupil whose First language is not English, a level is required for their Proficiency in English.

9. To add a Proficiency in English, click New

10. Amend the Date of Assessment, if necessary and choose a Level of Proficiency. Then click OK.

11. Some data in this panel will only have been applied from today’s date. In particular Ethnicity and First Language. However, if the pupil started prior to today, then click the History button.
Changing the History

This screen shows you at what point data was entered onto the system and the date the pupil was admitted. All the orange bars need to completely fill the white space (i.e. the date of admission).

1. **Double click** on the orange bar to be changed. You may need to scroll down the next screen to see the orange bar.

2. Again **double click** on the orange bar to be changed.

3. Change the **Start Date** to the **Date of Admission**.
4. Click **OK**
5. The line should now completely fill the white area. Click **OK**.

6. Repeat this process for any other bars that do not completely fill the white area. Click **Save**.
Updating Class Types

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

1. Click on Tools | Statutory Return Tools | Update Class Type (the data will be displayed automatically in the Class Type panel in the census return).
2. A message informing you that class type data has been brought forward from the previous census may be displayed.

3. Click the OK button to display the Update Class Type page.

**NOTE:** If new pupils exist, the default class type is blank.

To specify the class type for an individual pupil, click the associated Nursery or Other cell to enter a tick. To change your selection, click in a different cell or click again in the current cell to remove the tick.

If all or the majority of pupils need to be assigned the same class type, the following method can be used to populate the Nursery and Other columns quickly:

3. Right-click the Other column header then select Check All.
4. In the View Pupils panel, select Year N2 from the Year Group drop-down list. Year N2 pupils only are displayed in the Pupils panel.
5. Right-click the Nursery column then select Check All.
6. Repeat steps 4 and 5 for any additional Nursery classes.
7. To check your selections, select All from the Year Group drop-down list.
8. Click the Save button.

If a message is displayed advising that some pupils have not been assigned a class type, click the Yes button then ensure that a class type is allocated to all pupils before saving again.

**Resetting All Class Types**

1. On the Update Class Type page, right-click in the Nursery or Other column header, as required, then select Remove All from the drop-down list. The Nursery or Other column is cleared of all ticks.
2. Re-enter the correct class types as described previously.

**Identifying which Pupils have no Class Type Specified**

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

**Hours at Setting** and **Funded Hours** are collected from all schools that have pupils aged 2, 3 and 4 on-roll on census day. The hours collected in this return are for the week in which the census day falls.

**Hours at Setting** reflects the number of hours that the child attends the setting during census week.

**Funded Hours** signifies the level of free entitlement of education attracted by the child in that setting. This data is used to determine the Dedicated Schools Grant allocation, which the DfE uses to fund Local Authorities for the provision of education.

All schools (with the exception of non-maintained Special schools) are required to submit the Funded Hours as a separate data item, while still providing Hours at Setting. Funded hours will only be required for all pupils aged 2, 3 and 4 in ‘nursery schools’ and for pupils aged 2, 3 and 4 in year group E1, E2, N1, N2 and any pupils aged 3 and under in Reception. These attract a maximum free entitlement of 15 hours a week.

Data is collected about pupils whose date of birth falls in the date range **01/09/2012 to 31/08/2015** inclusive.

### Census Phase & year group Date of birth ranges Maximum entitlement to funded hours

<table>
<thead>
<tr>
<th>Census</th>
<th>Phase &amp; year group</th>
<th>Date of birth ranges</th>
<th>Maximum entitlement to funded hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>All relevant schools and year groups</td>
<td>01/09/2013 to 31/08/2015 inclusive</td>
<td>15 hours</td>
</tr>
<tr>
<td></td>
<td>All schools (excluding Nursery Schools) – National Curriculum year groups E1, E2, N1 and N2 only. For Nursery schools – All year groups. <strong>NB No longer applies to Reception (R)</strong></td>
<td>01/09/2012 to 31/08/2013 inclusive</td>
<td>15 hours for pupils where 30-hour code is present or 25 hours for pupils where 30-hour code is NOT present</td>
</tr>
</tbody>
</table>

**Disability**

**Access Fund**

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

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

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.
### Extended Funded Hours and 30 Hour Code

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

Extended Funded hours can double the original 15 hours of free child care to 30 hours a week, provided that the following criteria are met:

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

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

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.
Extended Funded Hours information provided by the DfE can be found on their website https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide.

NOTE: Pupils aged 4 at the start of the academic year in reception and above are funded as full time equivalent pupils via the schools block of the dedicated schools grant and therefore funded hours are not relevant for those pupils as they are not funded via the free entitlement.

For dual registered pupils, record the funded hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

1. Select Tools | Statutory Return Tools | Update Hours for Early Years
   If available, the Hours data is brought forward from the previous census.

2. Click OK

This data should be reviewed and updated, if required.

3. Check all children have the correct Hours at Setting and Funded hours.

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

4. Amend as necessary

NOTE: Although SIMS allows schools to enter Disability Access Fund, 30 Hour Code and Extended Funded Hours for pupils aged 2 at 31/08/2017, this information is not included in the return file because it is not required by the DfE.
5. Click the **Save** button.

**IMPORTANT NOTE: Tools | Statutory Return Tools | Update Early Years**

Values for Funded Hours, Hours at Setting and Extended Funded Hours can now be entered in hours and minutes using two decimal places, e.g. 1 hour 15 minutes should be entered as 1.25 and 3 hours 40 minutes should be entered as 3.67.

If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column using the grid above:

1. Select the required year group from the **Year Taught In** drop-down list. The selected pupils only are displayed in the **Pupils** panel.
2. **Right-click** in the **Pupils** panel then choose **Select All** from the drop-down list.
3. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** (or **Funded Hours**), then enter the number of hours that is applicable to the majority of pupils.
   
The number is entered automatically for all selected pupils.
4. Click to the right of the grid to deselect all.
5. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking in the associated **Hours at Setting** (or **Funded Hours**) cell, as applicable, then entering the required number.
6. Click the **Save** button. If there are any pupils where zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page where the number of hours can be entered.
Updating Pupils with Top-Up Funding

The school needs to indicate those pupils, if any, on roll at census day for whom the school receives top-up funding from the Local Authority. Top-up funding is supplied by Local Authorities from their high needs budget directly.

1. To indicate which pupils receive top-up funding select Tools | Statutory Return Tools | Update Top-Up Funding
2. You may be asked if you wish to copy forward the pupils from Autumn. Click Yes. Any pupils currently recorded as having top-up funding are displayed in the Top-up Funding table.
3. Use the search criteria to locate any additional pupils you wish to record as having top-up funding then highlight their details.
4. Click Search.
5. Click the Add button. The highlighted pupils are displayed in the Top-up Funding table.
6. To remove a pupil from the list, **highlight** the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.

7. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

**Updating Pupils Post Looked After Arrangements**

This data item will identify those pupils on roll on census day who were looked after immediately before adoption, being placed on a special guardianship or residence order. It is up to the adult that has parental responsibility for those pupils to decide if they wish schools to know this information.

1. Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements** to display the **Update Pupils Post Looked After Arrangements** page.
   Any pupils currently recorded as ceased to be looked after are displayed in the **Post Looked After Arrangements** table.

2. **Use the search criteria to locate the additional pupils you wish to record as ceased to be looked after then highlight their details.**
3. Click the **Add** button. The highlighted pupils are displayed in the **Post Looked After Arrangements** table.

4. Ensure that the post looked after arrangements status is displayed for all the pupils by clicking the **PLAA** cell then selecting the applicable status from the drop-down list:
   - **Ceased to be looked after through Adoption**
   - **Ceased to be looked after through a Special Guardianship Order (SGO)**
   - **Ceased to be looked after through a Residence Order (RO)**
   - **Ceased to be looked after through a Child Arrangement Order (CAO).**

5. If you tick the box to say that evidence has been obtained, then you will be warned to ensure that the evidence is kept securely. Click **OK**.

6. To remove a pupil from the list, highlight the required pupil then click the **Remove** button. The pupil’s record is displayed in the first table, providing a chance to reselect the pupil, if required.

7. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

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

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

From 2016 childcare details have been collected annually in the spring return and the information entered via Focus | School | School Details. The Childcare panel (on the Census Return Details page) displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking Edit. This provides a direct link to the School Details page.

**NOTE:** From 2017, childcare details must be provided for each of the four types of childcare. The school must provide an answer to whether there is on-site provision (and any subsequent information) and whether the school signposts off-site provision for each of the four types of childcare. The minimum return from a school which does not provide on-site childcare and also does not signpost off-site provision would be: for each type of childcare a ‘NO’ for on-site and an ‘N’ for signposting.

The DfE definition of Under Fives Childcare is a service that parents can use for at least 9 hours a day if they choose to. This does not include provision which is only available during school hours or where children can only attend for a morning or afternoon session.

You must check that this panel shows the most up-to-date information.

1. Focus | School | School Details
2. Find Panel 6 Childcare, by scrolling or clicking the Panel 6 hyperlink. Each of the four types of childcare will be listed in the panel. The process outlined below needs to be repeated for each childcare type.
3. Open an existing record to display the Update Childcare Details dialog.
2. Select the Site as applicable from the drop-down list:
   a) **On Site** – select this option if childcare is being provided on the school premises.
   b) **Off site, signposted** – select this option if your school promotes or points parents towards a regular off-site childcare service, for example, a private or voluntary organisation.
   c) **Off site, not signposted** - select this option if a regular off-site childcare service is used but your school does not promote or point parents towards the facility.

   **NOTE:** If Off site, signposted or Off site, not signposted is selected then no other details are required, click Save to return to the Census Return Details page.

3. Enter the Opening Time that the service becomes available. (Not applicable for After School Childcare).

   **NOTE:** Ensure that the time is entered in 24-hour format.

4. Enter the Closing Time. (Not applicable for Before School Childcare).

5. Enter the maximum of childcare Places that the service can provide.

6. Select the description from the drop-down list that most accurately describes the Provider of the service:
   a) School
   b) School in Partnership (with another provider)
   c) Other (non-school) Provider.

7. If the service is made available to children from Other Schools select the applicable option from the drop-down list.
   a) Yes
   b) No
   c) Unknown.

8. Enter the number of Weeks Open for which childcare is provided.

   **NOTE:** The number of weeks for which the service operates must be between 1 and 38. Under 5 provision in holiday time is recorded under holiday childcare.

9. Click OK when you have completed the screen.

10. After updating all four childcare options, remember to click Save and then OK to return to the Census panel.

The example below is for a school who only offers After School childcare.
Updating Information Using the Bulk Update Routine

Before beginning the School Census return, ensure that all current pupils are recorded in SIMS and that as far as possible, the information is up-to-date and accurate. Ensure that:

- new pupils have been added.
- any leavers have been recorded as such.

**NOTE:** Ensure that a pupil’s first language, nationality, country of birth, proficiency in English and boarder status are entered before they are recorded as a leaver.

- any duplicate or unwanted pupil records have been deleted.
- part-time details have been checked/updated.

Using the Bulk Update Routine

To prevent validation errors occurring, it is advisable to check the SIMS data for accuracy before the return is created and validated.

Many items can be checked using the Bulk Update routine. This functionality enables you to search for missing or invalid data and then update in bulk.

For example, it is possible to search for all pupils who do not have a Nationality recorded against their name. From the pupils found, a value can be assigned to all or several pupils. This prevents the need to enter/change values manually for individual pupils.

1. Select **Routines | Pupil | Bulk Update** to display the **Bulk Update Pupil** browser.
2. In the **Bulk Update** panel, select the required **Group Type** and **Group** from the drop-down lists. (See table below)

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of pupils to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 7**.

If searching for missing information, select the particular data field from the **Group Type** drop-down list, such as **First Language**, then select a specific **Group**, such as **<NONE>**.

It is also possible to use this functionality to review the data entered for all the pupils in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list, then selecting the required **Data Item**.
The following table provides some examples of the searches that can be carried out to identify missing data:

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Group</th>
<th>Data Item</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Language</td>
<td>&lt;NONE&gt;</td>
<td>First Language</td>
<td>Identifies pupils who do not have a First Language recorded. Can also be used to change existing values as required.</td>
</tr>
<tr>
<td>SEN Status</td>
<td>EHCP</td>
<td>SEN Provision Type</td>
<td>Lists pupils with a SEN Status of E enabling the SEN Provision to be selected.</td>
</tr>
<tr>
<td>SEN Status</td>
<td>SEN Support</td>
<td>SEN Provision Type</td>
<td>Lists pupils with a SEN Status of K enabling the SEN Provision to be selected.</td>
</tr>
</tbody>
</table>

3. Select the required Data Item from the drop-down list, e.g. Pupil Nationality.

4. The Effective Date in the Pupil Population area is the date on which the membership of the group is based and defaults to today’s date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year. However, the Effective Date in the Update Data Item area is the date that the piece of data will be dated/updated. Choose appropriate date(s) for Effective Date.

Clicking on any of the headings, will sort the data. The example below shows sorting using the Assigned column header, so that Unassigned appears at the top.

You may also have some pupils with a Nationality of Not Yet Obtained. These will need to be removed before you assign a new Nationality.

5. When the required criteria have been selected, click the Search button to display the Members panel, which displays a list of pupils matching the chosen criteria and the choice of Pupil Nationality types.

**TIPS:** Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading then select Narrow Columns from the pop-up menu.
Bulk Updating Data for a Selection of Pupils

There are two methods for selecting a number of pupils.

Entering Values for a Selection of Pupils

1. **Highlight** the first pupil you wish to select then hold down the **Ctrl** key and highlight the other required pupils.
2. Release the **Ctrl** key, then click one of the highlighted cells in the required data item column.
A tick indicates that the pupil has been assigned that value.

Entering Values for Sequentially Listed Pupils

This method can be used for assigning a value to a group of pupils. For example, to assign **English** to all unassigned pupils, click the **Assigned** column heading to display all unassigned pupils at the top of the list.

1. **Highlight** the first pupil in the group, hold down the **Shift** key then click the last pupil in the group (alternatively, hold down the **Shift** key and press the **Down Arrow** key).
2. Release the **Shift** key then click one of the highlighted cells in the required data item column.
   A tick indicates that the pupil has been assigned that value.

**NOTE:** Please be aware that a child can have more than one Nationality and if you have previously marked a child as **Not yet obtained**, for example, and then change the value to be their actual nationality, any previously chosen value will not be removed. This must be deselected manually.

The following is an example of a child being given ‘**Not yet obtained**’ prior to the Autumn census return and then having been given a Pupil Nationality of Afghanistan.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year Group</th>
<th>Assigned</th>
<th>Afghanistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSHEJI, Mohammed</td>
<td>6</td>
<td>India</td>
<td></td>
</tr>
<tr>
<td>CANZANO, Michael</td>
<td>R</td>
<td>Italy</td>
<td></td>
</tr>
<tr>
<td>DICALVI, Pasquale</td>
<td>2</td>
<td>Italy</td>
<td></td>
</tr>
<tr>
<td>DICAPRIO, Luisa</td>
<td>6</td>
<td>Italy</td>
<td></td>
</tr>
<tr>
<td>DILorenzo, Antonio</td>
<td>6</td>
<td>Italy</td>
<td></td>
</tr>
<tr>
<td>DIMICHELE, Sara</td>
<td>2</td>
<td>Italy</td>
<td></td>
</tr>
<tr>
<td>ABHIMA, Alinta</td>
<td>2</td>
<td>(2) Not Yet Obtained</td>
<td>Afghanistan</td>
</tr>
<tr>
<td>ALALA, Candia</td>
<td>R</td>
<td>Not Yet Obtained</td>
<td></td>
</tr>
</tbody>
</table>

The **Assigned** column indicates that (2) nationalities have been assigned with ‘**Not yet obtained**’ being the first one assigned. This is clearly not appropriate.
The tick in the **Not Yet Obtained** column must be manually removed.
DRY RUNS

When the SIMS 2017 Autumn Release (SIMS 7.178) has been installed, you can carry out one or more dry runs.

The purpose of a dry run is to produce the Validation Errors Summary, which details the corrections that need to be made to your data. It is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to pupils, e.g. language, SEN provision type, etc. can be fixed quickly using the processes mentioned previously in this guidance.

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the Census Return for Spring Term browser.

2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purpose of producing a dry run. For the main return the School **Census Folder** should be set as `n:sims\star\ascount` where `n:` is the drive letter of your sims directory (usually c: or s:).

**IMPORTANT NOTE:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school’s responsibilities with respect to information security.

Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security ([http://www.itgovernance.co.uk/iso27001.aspx](http://www.itgovernance.co.uk/iso27001.aspx)). If you are in any doubt, you should consult with your IT Security Officer before proceeding.
3. Click the **New** button to display the **Census Return Details** page.

**Editing Census Details – Panel 1**

The **Census Details** panel displays the following dates (most of which are read-only):

- The census date is displayed as 18/01/2018.
- Attendance data collected from 01/08/2017 to 31/12/2017.
- Exclusions data collected from 17/04/2017 to 31/08/2017.
- FSM (Free School Meal) data collected from 06/10/2017 to 18/01/2018.

![Census Details Panel](image)

4. By default, the return **Description** is displayed as **School Census Spring 2018**. This description can be amended, if required.

5. The **Attendance collected from** date defaults to **01/08/2017**. This date can be edited if the start of your Autumn term is different.

**Calculating All Details**

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

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

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

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

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

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.
2. Click the **Yes** button to calculate all details. At this point, depending on the number of pupils in the school, there may be a short delay while details are calculated. The applicable panels on the **Census Return Details** page are populated with data.

3. The return can be saved at any point by clicking the **Save** button.

**Panel 2 School Information**

If the **School Details** have not been updated by selecting **Focus | School | School Details**, the **School Details** button at the bottom of the **School Information** panel will access that area enabling the required information to be entered.

The basic **School Information** will be displayed. Most of the fields on this panel must be completed. If anything is missing or incorrect at this stage you can make any changes/additions before proceeding. You must make sure that a **School e-mail Address** is entered as this is a compulsory field for School Census. The e-mail address should be one to which the headteacher has regular access.

**INFORMATION FOR ACADEMIES**

Select **Academies** from the **School Type** and **School Governance** drop down lists. Academies should ensure that the **Previous School Name** and the **Date Name Changed** are entered if applicable. If the name did not change when the school converted to Academy status, enter the school’s current name in the previous name field.
If the Establishment number and URN Number has changed, please also complete the Previous Estab Number and Earliest DOA, Previous URN Number and Date Number Changed.

After you have finished making changes to the school details click on Save to save the changes and click OK to return to your School Census return.

**Panel 3 Childcare**

The Childcare panel (on the Census Return Details page) displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the Edit button. This provides a direct link to the School Details page.

See page 34 for further details about requirements and how to amend details.

**Panel 4 Hours for Early Years**

This panel is now split into three sections. The top part of the screen will show the hours that you have input by selecting Tools | Statutory Return Tools | Update Hours for Early Years
If you need to update this information, click on the Edit button then OK button. You will now be able to edit/update the Hours for early Years. Please see page 27 for further information. Amend and Save the amended data as necessary.

The second part of this panel shows Early Years Pupil Premium Eligibility.

Only children that could be eligible are visible in this panel. Initially all children are showing as Not Eligible. You will need to amend this data by clicking in the Basis for EYPP Eligibility column for each child that is eligible for Pupil Premium.

The bottom part of this panel shows 2 year old basis for funding. The final three columns will be empty. This is a new data item. The 2 Year Old Basis for Funding grid enables schools to enter the basis of funding for each pupil with a date of birth between 01/01/2015 and 31/12/2015 inclusive.

1. Click a cell in the Economic Criteria column, then select Yes or No from the dropdown list to indicate if this basis for funding applies to the adjacent two year old pupil.
2. Repeat this process in the High level SEN or Disability and Looked After or Adopted From Care columns.

**NOTE:** A pupil might meet one or more of the criterion. Select Yes to each applicable basis for funding.

3. Repeat this process for all two year old pupils.
4. Save the amended data.

Panel 5 Class Type

Initially the screen will show the hours that you have input by selecting Tools | Statutory Return Tools | Update Class Types
If you need to update this information, click on the Edit button then OK button. You will now be able to edit/update the Class Types. Please see page 25 for further information. Amend and Save the amended data as necessary.

**Panel 6 Top-Up Funding**

Initially the screen will show the hours that you have input by selecting Tools | Statutory Return Tools | Update Top-Up Funding

If you need to update this information, click on the Edit button then OK button. You will now be able to edit/update the Top-Up Funding. Please see page 31 for further information. Amend and Save the amended data as necessary.

**Panel 7 Post Looked After Arrangements**

Initially the screen will show the hours that you have input by selecting Tools | Statutory Return Tools | Update Post Looked After Arrangements

If you need to update this information, click on the Edit button then OK button. You will now be able to edit/update the Post Looked After Arrangements. Please see Page 32 for further information. Amend and Save the amended data as necessary.

**Panel 8 School Dinner Taken**

**Entering School Dinners Taken Details**

You need to indicate whether the pupil has taken a school provided lunch. This data item will be used to inform the allocation of funding.

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

Calculate From Attendance will populate the School Dinner Taken column based on whether a pupil is has been marked present on census day. If the pupil did not take a school provided dinner the tick should be removed from the School Dinner Taken column.

Tick All can be used if attendance is not entered directly into SIMS on a daily basis and the ticks removed as necessary for pupils that did not take a meal.

Calculate From Dinner Money will populate the School Dinner Taken column based on whether a pupil has been marked as taking a dinner on census day in the SIMS Dinner Money.
The Reference Date defaults to 18/01/2018 but can be amended only if the situation on census day is abnormal.

**Panel 9 Classes**

**Specifying the Selected Period on Census Day – Panel 2**

Details are required of all classes running at the selected time on census day (18 January 2018). The ‘selected time’ is based on the last digit of a school's DfE establishment number as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0, 1 or 5</td>
<td>The selected time is one hour after the start of morning school</td>
</tr>
<tr>
<td>2, 3 or 6</td>
<td>The selected time is one hour before the end of morning school</td>
</tr>
<tr>
<td>4, 7, 8 or 9</td>
<td>The selected time is one hour after the start of morning school</td>
</tr>
</tbody>
</table>

Where the selected time is not appropriate to the school timetable (for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the head teacher) schools should choose an hour / period that reflects a ‘normal’ class situation that applies at the selected time each Thursday of the term. Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances.

Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, are treated as a separate ‘class as taught’ unless this is an atypical or temporary arrangement.

**NOTE:** If the school is closed on census day, the information displayed is still based on classes as at census day.

Schools with infant classes, i.e. reception and/or Key Stage 1 classes, should ensure that the selected period is one in which their infant classes are engaged in an academic activity rather than that of excepted activities, e.g. games, music, watching television, etc.

Primary schools with infant classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session. An ordinary teaching session does not include school assembly or any other school activity usually conducted with large groups of children such as:
• PE/games
• music
• singing
• drama
• watching television
• listening to the radio

**NOTE:** If, at the time of the count, infant class children would be involved in such an activity the count is deferred to the next ordinary teaching session. This change of selected time is enacted for all classes in the school, not just the infant classes and should be reflected in the period identified in Panel 2.

The registration groups that have been set up in your pastoral structure are displayed in the read-only **Class Name** column. The **Total** numbers of pupils and staff are calculated automatically and displayed at the bottom of the panel.

1. Check and, if necessary, edit the information displayed.

![Image of registration groups]

**Pupils (On Roll)**
The number of pupils in the registration class at the selected period on census day is displayed. The entries in this column can be edited if required. Ensure that:

- any pupils temporarily absent on the census day are included.
- any part-time pupils not scheduled to be in school at the selected period are excluded. These pupils should be counted in the **Pupil Reconciliation** panel instead.

**Pupils (Guest)**
This column displays any guest pupils who are normally in the class at the selected period. Ensure that any guest pupils have an **Enrolment Status** of **Guest pupil** in the **Pupil Details** panel (**Focus | Pupil | Pupil Details**).

**Teachers**
Include all qualified and unqualified teachers taking the class at the selected period.

Exclude teachers who are:

- wholly or mainly providing support to individual pupils.
- on Planning, Preparation and Assessment (PPA) time.
Support Staff
Include teaching assistants, special needs support staff, support staff for minority ethnic pupils and other education support staff in the class at the selected period.

Exclude non-teaching staff wholly or mainly providing support to individual pupils.

Year Taught In
This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select Mixed Year if a class contains pupils from more than one National Curriculum year.

NOTE: This does not include classes containing any pupils who have been held back, or advanced a year and are of a different chronological age to the rest of the class.

Type
This column displays the class type. To edit the class type, click in the cell then select either Other or Nursery (as appropriate) from the drop-down list.

Key Stage
This column displays the key stage of each registration class. This can be amended by clicking in the cell and selecting the required Key Stage from the drop-down list.

NOTE: A Mixed Key Stage class is a class containing pupils from different key stages, e.g. Year 2 (Key Stage 1) and Year 3 (Key Stage 2), and not a class containing a child of a different age because they have been held back or advanced a year.

Activity
This column provides the ability to select the activity that the registration class was engaged in at the selected period. This is achieved by clicking in the required cell then selecting the applicable activity from the drop-down list. Other should not be selected unless none of the activities listed are appropriate.

NOTE: It is expected that where nursery children are not present for the whole day (i.e. AM or PM) that the relevant class(s) should be deleted.
Recalculating the Classes Information
The data in the Classes panel can be replaced with the original data from the database by clicking the appropriate Recalculate button.

IMPORTANT NOTE: Clicking the Recalculate button overwrites any edited data with the original data stored in SIMS. Do not use the Recalculate button if you wish to keep any changes you have made.

Adding Classes
It may be necessary to add an additional class if, for example, some pupils are receiving additional teaching support. This is achieved by clicking the New button then entering the applicable class information in the additional row, which is displayed at the bottom of the table.

NOTE: Remember to reduce the number of pupils in the main class.

2. Ensure that you click the Save button to save the data and refresh the display.

Deleting Classes
In some circumstances, classes may need to be deleted, e.g. if they do not normally take place at the selected period. This is achieved by highlighting the class then clicking the Delete button.

NOTE: If you delete a class that contains pupils, you must recalculate again to ensure that pupil/student numbers are correct.

Panel 10 Pupil Reconciliation
The Pupil Reconciliation panel expects you to match the number of pupils on roll with the number of pupils in classes at the selected time. This panel should be completed on Census day (18th January).

In the example shown there is a mismatch of 14 pupils due to the PM nursery children having been deleted from the classes panel.
If the pupils should be in classes you will need to go back to the previous panel and recheck the numbers in each class. If the pupils are normally elsewhere at the selected time the appropriate box(es) should be completed in order to make the numbers balance as shown below.

**Panel 12 Attendance Panel**

**Attendance Errors**

Attendance data for all statutory school aged pupils will automatically be entered directly into the School Census return. You must have made sure that attendance data is up-to-date for the period of 01/08/17 to 31/12/17 as this return collects attendance data for Terms 1 and 2.

Once the information is complete click on **Save** to save the details of the Spring 2018 School Census return so far.

**Helpful Hint**

You can **save** and **exit** then validate your School Census return at a later stage. Alternatively, click **Create & Validate** at the top of the screen if you wish to continue. **Instructions on Validating your return are shown on the next page.**
Schools not using SIMS Attendance

If Attendance/Lesson Monitor is not in use, the following data must be entered manually for the specified collection periods, 01/08/2017 to 31/12/2017:

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

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

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

Panel 13 General (Free School Meals)

You need to enter the number of Free School Meals taken on Spring School Census day (18th January). This number cannot be greater than the number of pupils who are eligible for a Free Meal on Spring School Census day.

This panel should be completed on Census day (18th January).

Pupils should be included only if they meet the Free School Meals eligibility criteria (i.e. in respect to family income), regardless of what year group they are in. (i.e. Include any children in Reception, Year 1 and Year 2, if they are eligible for Free School Meals in respect to family income.)
If your school has pupils of a young age, do not include pupils taking school meals in Reception, Year 1 and Year 2, if they are not eligible for Free School Meals in respect to family income, e.g. they are receiving a Universal Infant School Meal only.

**Admission Appeals (Panels 14 to 15)**

The information for the last three panels should only be provided for schools who are a Foundation, Voluntary Aided or Academies.

Information will be required that relates to appeals against a refusal to admit a pupil for a place at the school at the start of the 2017 to 2018 academic year. Information about appeals lodged on or after 1 September 2017 will not be required, nor will information be required about in-year appeals (i.e. appeals against a refusal to admit a pupil during the course of the 2017 to 2018 academic year).

**NOTE:** These panel should also be completed by Academies that were previously Voluntary Aided or Foundation Schools at the time that the appeals were lodged.

All fields in the Admission Appeals panels are editable and therefore must be populated manually.

### Panel 14 Infant Admission Appeals

The Infant Appeals panel deals with appeals against refusals to admit infants to your school.

All fields in the Infant Appeals panel are editable and must be populated manually.

<table>
<thead>
<tr>
<th>Infant Admissions Appeals</th>
<th>Independent Admissions Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Schools, Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)</td>
<td>Heard</td>
</tr>
<tr>
<td>Lodged</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>Upheld</td>
<td>0</td>
</tr>
<tr>
<td>Rejected</td>
<td>0</td>
</tr>
</tbody>
</table>

1. Enter the total number of infant appeals that have been **Lodged** and the total that have been **Withdrawn** in the current academic year.
2. Enter the total number of infant appeals **Heard**, **Upheld** and **Rejected** by the Independent Admission Committee.

### Panel 15 Primary Admission Appeals

<table>
<thead>
<tr>
<th>Primary Admissions Appeals</th>
<th>Independent Admissions Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Schools, Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)</td>
<td>Heard</td>
</tr>
<tr>
<td>Lodged</td>
<td>0</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>0</td>
</tr>
<tr>
<td>Upheld</td>
<td>0</td>
</tr>
<tr>
<td>Rejected</td>
<td>0</td>
</tr>
</tbody>
</table>

The Primary Appeals panel deals with appeals against refusals to admit primary children to your school. This includes Infants and Juniors.

All fields in the Primary Appeals panel are editable and must be populated manually.
1. Once the information is complete click on **Save** to save the details of the Spring 2018 School Census return so far. The Census can now be created and validated.

**Create and Validate**

Click the **Create & Validate** button to start the validation process, which may take some time depending on the amount of data. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.

**Resolving Validation Errors and Checking Queries**

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

The **Validation Errors Summary** panel header displays the number of errors and queries found during the **Create and Validate** process.

Details about the errors and queries that have been found are displayed in the following columns.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Displays the type of validation rule:</td>
</tr>
<tr>
<td></td>
<td>Failure (F displayed in red) indicates an error, which must be corrected.</td>
</tr>
<tr>
<td></td>
<td>Query (Q displayed in black) indicates that there are unusual data</td>
</tr>
<tr>
<td></td>
<td>conditions. These should be considered and corrected, if necessary.</td>
</tr>
<tr>
<td><strong>Sequence</strong></td>
<td>Shows the error or query number.</td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td>Displays the text of the error or query message.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Lists the specific record containing the error or query.</td>
</tr>
<tr>
<td><strong>Solution</strong></td>
<td>Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.</td>
</tr>
</tbody>
</table>
To assist in the resolution of any errors and queries:
When the mouse pointer is hovered over a Message, Location or Solution cell, hover help displays the entire content of that cell.

NOTE: 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.

The pupil search functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a UPN, pupil's surname or date of birth in the Pupil Search field then select the required record from the Pupil Search drop-down list and click the Find button.

Click a Solution hyperlink to display the area of SIMS where the associated issue can be checked/corrected. When you return to the Validation Errors Summary panel, the details of the applicable pupil are displayed in the Pupil Search field, the corrected error will not be removed from the list until you next Create and Validate.

Use the Errors Search to display the required error or query you want to view. This is achieved by selecting ALL, ERRORS, QUERIES or the required number from the drop-down list.
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.

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 validation failures (particularly useful if there are a large number of errors/queries) by clicking the Report button, which is located above the Validation Errors Summary panel. The report 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.

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

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

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

Many of the errors generated can be fixed quickly using bulk update functionality (via Routines | Pupil | Bulk Update).

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

Producing Detail Reports

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

Each detail report header displays the Security Message that was defined in the Census Return browser, the Report Criteria and the Total Pupils that are listed in the report.

Also shown at the top of the report is the School Name, the Fileset Number, the Filename, the Report Created date, and the XML Version.
The following reports are currently available:

**On-Roll Basic Details Report**

Report Criteria: Pupils on-roll on census day.

This report provides basic information about the pupils, e.g. UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), date of admission (DOA), enrolment status, ethnicity, language, proficiency in English, nationality, country of birth, part-time status and boarder status.

**Leavers Basic Details Report**

Report Criteria: Pupils not on-roll on census day who are:

- Leavers with attendance 1 term ago (from the start of the 2017 Autumn term to 31/12/2017)
- Leavers with exclusions 2 terms ago (17/04/2017 - 31/08/2017)
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded from 01/08/2017 to 18/01/2018.

This report provides basic information about leavers: UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), ethnicity, language, nationality, country of birth, part-time status, boarder status, attendance, and exclusions.

**Exclusions Report**

Report Criteria: On-roll pupils and leavers with exclusions two terms ago (17/04/2017 to 31/08/2017). Not applicable to pupils who have exclusions with appeal result of Reinstated or Not in the best interests of the child.

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

**Attendance Report**

Report Criteria: Pupils with attendance one term ago (from the start of the 2017 Autumn term to 31/12/2017). On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2017.

This report displays the following information about pupils and their attendance: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), termly sessions possible, termly absence sessions, on-roll status, termly attendance codes (divided into authorised and unauthorised sessions) and attendance not required (Y). Column totals are displayed at the bottom of the columns.

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

**Absentees Report**

Report Criteria: Pupils who have missed 14 sessions and whose absence might need to be tracked. On-roll pupils and leavers (not boarders) with attendance one term ago (from the start of the 2017 Autumn term to 31/12/2017) who were aged four to 15 at 31/08/2017.

The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the pupils are shown on this report.
The report also provides the following basic details about the pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), on-roll status and enrolment status.

**SEN Report**

**Report Criteria:** On-roll pupil/student with SEN Provision/Status = S (Statement), E (Education), Health and Care Plan, K (SEN Support). SEN Need Types ranked 1 and 2 for pupils with EHCP, Statement or SEN Support.

**NOTE:** A and P are invalid for this return.

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

**Address Details Report**

**Report Criteria:** Pupils on-roll on census day.

This report provides a list of pupils, their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), post code, Unique Property Reference Number (UPRN), address details and the administrative area/county.

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

**Free School Meal Eligibility Report**

**Report Criteria:** On-roll pupils on census day who were eligible for free school meals on or after 06/10/2017 and up to and including census day.

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

**NOTES:** This report includes any free school meals recorded outside England, e.g. Wales. Only Free School Meals records where the Country recorded is England or <blank> attract the Pupil Premium.

**Top-up Funding Report**

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

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

**Post Looked After Arrangements Report**

**Report Criteria:** On-roll pupils who have post looked after arrangements as at census day.
The report provides the following information about pupils who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through a special guardianship order (SGO).

**Early Years Report**

**Report Criteria:** Pupils with early years data who are on-roll on census day:

- All two year old pupils who were born between 01/01/2015 and 31/12/2015 (Hours at Setting and Funded Hours only)
- All three year old pupils who were born between 01/09/2013 and 31/12/2014.
- All four year old pupils who were born between 01/09/2012 and 31/08/2013 (in years E1, E2, N1 and N2 only).

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

**EYPPE Report**

**Report Criteria:** Pupils on-roll on census day:

- All 3 year olds born between 01/09/2013 and 31/12/2014 (inclusive)
- 4 year olds (for other than Nursery - in E1, E2, N1 and N2 only) born between 01/09/2012 and 31/08/2013 (inclusive)
- 4 year olds (for Nursery – all pupils)

The report provides a list of pupils, their UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), post looked after arrangements, hours at setting, funded hours and basis for EYPP eligibility.

**2 Year Old Basis for Funding Report**

**Report Criteria:** Pupils on-roll on census day having two year old basis for funding data. All two year olds who were born between 01/01/2015 and 31/12/2015.

This report displays the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, economic criteria, high level SEN or disability and looked after or adopted from care status.

**Class Report**

**Report Criteria:** Classes at the selected period on census day.

This report provides the following class information: class name, number of pupils in class (on-roll and guests), number of staff (teachers and support staff) and the year taught in (YTI). Class type, key stage and class activity are also displayed for the primary curriculum classes.

Displayed at the bottom of this report is the pupil/student reconciliation data:
• part-time pupils not at school
• private study pupils
• pupils at another school
• pupils on work experience
• pupils at Further Education colleges
• total pupils not in class at selected period.

**General Report**
Where applicable, the General report provides information about:

• free school meals taken on census day.
• all appeals that were made in the academic year 2016/2017 against a refusal to admit a pupil/student into the school for the 2017/2018 academic year.
  a. infant admission appeals
  b. primary admission appeals
  c. secondary admission appeals.
• childcare provisions during the 2017/2018 academic year. The report displays the following information: childcare type, on site, signposted, opening time, closing time, number of childcare places, provider, other schools and weeks open.

*It is strongly recommended that you print each report and check the data for accuracy.*

**Generating Detail Reports**

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

The following example displays the reports available for schools.
Selecting Multiple Detail Reports

1. Select Multiple Reports… from the bottom of the Detail Report drop-down list to display the Detail Reports dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check boxes.
3. Click the Report button to generate the selected reports, which are displayed in your web browser.

The report(s) are saved automatically in the folder specified in the Census Return for Spring Term browser.

Creating the Final Return

If you have not created a dry run for this census return, please follow the steps on page 40.

1. If the census file is not already open, click on Routines | Statutory Returns | School Census

You will see the following message

2. Open the census return you have used previously for dry run(s) or click on New to create a new School Census return.

You can create as many trial runs as you like. It is possible to delete unwanted returns before authorisation. You will only Authorise and submit one return once all the data is correct and all the validation errors have been cleared.

At any point in the return you can click on the Save button to save your work to date.
Panel 1 Census Details

The defaults for your phase of school will be displayed. The Census Date should be 18/01/2018. You can add a different Description if required.

Calculating the School Census Return

Only applicable if you are starting a new Census return

1. Click on the Calculate All Details button at the top of panel 1 Census Details.

You will then see the following message:

Please check the warning carefully and choose Yes or No as appropriate.

2. When you are ready to calculate, click the Yes button to calculate all details. At this point, depending on the number of pupils in the school, there may be a short delay while details are calculated.

The applicable panels on the Census Return Details page are populated with data.

3. The return can be saved at any point by clicking the Save button.
Creating and Validating the Return

You must Create & Validate the return again on or after 18th January 2018 even though most of the work can be prepared in advance.

If you have exited from the return you will need to choose the following route to create & validate the return:

Routines | Statutory Returns | School Census and click on Search. Double click on the relevant return to be created & validated to bring the detail panels to screen.

A message will appear stating that the Validation is taking place.
Viewing Errors on the Return

When the validation process is complete, the Validation Errors Summary panel is displayed at the bottom of the Census Return Details page. These should not exist if you have already completed the Dry Run process.

If any errors are generated you will be presented with a screen similar to the one shown below.

Errors with a Type of F must be investigated and resolved. Errors with a Type of Q are queries but these must be checked to ensure that data has not been excluded by mistake, or that the entry you have made is correct as it may not be what the software expected. **BIPI will be verifying with schools, all queries as part of the Local Authority validation process.**

![Validation Errors Summary]

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

You are required to email BIPI at: education@northamptonshire.gov.uk with an explanation of all outstanding queries.

Please add your school name and DfE number in the subject line.
Detailed Reports

These should have been checked as part of the Dry Run process. Please refer to page 55 for further help

Producing the Summary report

Once the errors have been resolved and the return has been validated for the final time, it is necessary to produce a paper copy of the Summary report for the Head Teacher to check.

All the details must be checked thoroughly and then the paper copy signed by the Head Teacher.

The figures shown here summarise your census return, and will have an impact on the funding allocated to your school if it is incorrect, so it is imperative that it is checked and all figures are accurate.

It is strongly recommended that this copy be kept in school for audit purposes.

1. Double click on the final, successfully validated report. Click on the Summary button to create the summary. This can then be printed.

Authorising the Return

Once all the errors have been resolved and the summary has been checked and any anomalies cleared, it is necessary to authorise the return before it can be sent to BIPI/DfE.

1. Ensure that the return is open.
2. Click on Authorise to authorise the return.

Once a return has been authorised it is not possible to edit any of the details on it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 68).
3. Click on **Yes**.

4. Confirm (using the tick box) that the Head Teacher is satisfied that the Summary and detailed reports have been checked.

5. Click on the **Continue** button.
   After a short while the summary and an Authorisation Report will appear on screen. You may wish to print these off for your records or close the reports.

6. **Close** the screen.

7. Click on the **OK** button

If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 68.
Deleting a School Census Return

On occasions, a return may need to be deleted (e.g. you have created one or more dry runs in preparation for the main return.) A return can be deleted at any time prior to authorisation. An authorised school census return file cannot be deleted.

1. Select Routines | Statutory Returns| School Census to display the Census Return browser.
2. Select the census return file that you want to delete and click the Delete button.
3. Confirm that you want to delete the selected return.
4. The selected return will be deleted and removed from the Census Return browser.

Sending / Receiving files to the LA via AnyComms (AVCO)

NOTE FOR ACADEMIES
Academies should upload their Census file directly onto the Secure Access website but it is requested that AVCO is then run so that the Census files can also be sent to the LA.

Using AnyComms

The same process is used to either send or receive files via AVCO Secure File Transfer. The procedure looks for files in the relevant inboxes and outboxes and sends/receives as necessary.

1. To send the file containing the Census return to the LA click on the Start button and select All programs, AnyComms Client and select the route as shown below:

2. Click Pupil
3. Click **Start Call**.

At this point you can follow the progress of the connection by watching for several visible indicators shown in the port status and the call status.

The progress of the transfer will be displayed.

The School Census file and the Summary file will automatically be sent to the Local Authority.

The Spring School Census 2018 return must be completed and returned to the LA by Friday 19th January 2018.
Copying and Editing Your Return

If, after authorising the School Census return, you need to amend it for any reason it is possible to create a new one from a copy of the authorised one. To do this choose route Routines | Statutory Returns | School Census.

The screens below are example screens only.

Click on the **Search** button.

Highlight the return and click on the **Copy** button.

Click on **Yes** to make a copy of the highlighted return.

Double click on the copy of the return to open it. You can now edit or make amendments as necessary.

You **MUST Create & Validate**, **Produce a Summary Report** and then **Authorise** the new return.

You will now need to run AnyComms as normal (see page 66) to send the re-created return and the summary file to the Local Authority or upload the new file to the Secure Website.
Further details regarding Proficiency in English

All schools will be expected to collect information on Proficiency in English for all pupils aged 4 and above (at 31st of August 2017) where their language has been recorded as anything other than ‘English’ or ‘Believed to be English’. EAL pupils will require a proficiency assessment based on a five point scale of reading, writing and spoken language and ‘a best fit’ judgement provided for each pupil.

The DfE’s guidance states:

5.3.3 - Proficiency in English [ALL schools] Following an initial collection during the Autumn 2017 school census, the collection of proficiency in English has moved to an annual collection in the spring census.

Proficiency in English is required for all pupils’ recorded on roll in the census where BOTH of the following conditions apply:

• Language has been recorded as anything other than ‘English’ or ‘Believed to be English’ in that census (<Language> is NOT equal to ‘ENG’ or ‘ENB’) AND

• The actual national curriculum year group recorded is reception or above (or the pupil is aged 4 and above as at 31 August 2017 where national curriculum does not apply)

Whilst the census will validate to ensure that this data is returned for all pupils with English as an additional language (EAL) in reception and above, it is possible that the data item may be present within your MIS for all pupils as feedback has suggested that some schools and local authorities may find this functionality useful locally for all pupils. However, there is no requirement from the Department for schools to assess the English language proficiency for any children outside the specified cohorts.

The data on the English proficiency of EAL pupils will be used to inform policy on this high needs group with the basic rationale being that current data on EAL pupils does not distinguish between pupils who lack a basic command of the English language versus those who are bilingual and have mastered English sufficiently to access the curriculum. English proficiency statistics would therefore provide for the first time important national statistics on the characteristics of this group, along with their attainment and destinations and allow the Department to measure whether the individual pupils, or the schools they attend, face additional educational challenges.

Where ‘Proficiency in English’ is required, it is expected that schools will assess the position of their EAL pupils against a five point scale of reading, writing and spoken language proficiency outlined below and make a ‘best fit’ judgement as to the proficiency stage that a pupil corresponds most closely to:

• **New to English**: May use first language for learning and other purposes. May remain completely silent in the classroom. May be copying/repeating some words or phrases. May understand some everyday expressions in English but may have minimal or no literacy in English. Needs a considerable amount of EAL support.

• **Early acquisition**: May follow day to day social communication in English and participate in learning activities with support. Beginning to use spoken English for social purposes. May understand simple instructions and can follow narrative/accounts with visual support. May have developed some skills in reading and writing. May have become familiar with some subject specific vocabulary. Still needs a significant amount of EAL support to access the curriculum.
• **Developing competence:** May participate in learning activities with increasing independence. Able to express self orally in English, but structural inaccuracies are still apparent. Literacy will require ongoing support, particularly for understanding text and writing. May be able to follow abstract concepts and more complex written English. Requires ongoing EAL support to access the curriculum fully.

• **Competent:** Oral English will be developing well, enabling successful engagement in activities across the curriculum. Can read and understand a wide variety of texts. Written English may lack complexity and contain occasional evidence of errors in structure. Needs some support to access subtle nuances of meaning, to refine English usage, and to develop abstract vocabulary. Needs some/occasional EAL support to access complex curriculum material and tasks.

• **Fluent:** Can operate across the curriculum to a level of competence equivalent to that of a pupil who uses English as his/her first language. Operates without EAL support across the curriculum.

Alongside the scale outlined above, Not Yet Assessed is available for use when the school has not yet had time to assess the proficiency. It is expected that all relevant pupils should have been assessed by the time of the 2018 spring census and therefore the use of the ‘Not yet assessed’ code should be limited to pupils who have joined the school close to census day or are not currently in regular attendance from January 2018 onwards.

Once an EAL pupil has been assessed as fully proficient in English (code ‘E’ – Fluent) it will not be necessary for the school to continue to re-assess the proficiency of that child on an ongoing basis. However, for all proficiency levels below fluent it will be expected that schools should continue to monitor proficiency on an ongoing basis to ensure adequate levels of EAL support are provided to support the child’s education.

As the proficiency in English assessment is concerned with a child’s ability to engage with classroom learning / access to the curriculum, we would expect all settings where the child is currently receiving education to make an assessment of the child’s proficiency. Hence, from a data collection perspective, we would expect the proficiency data to be returned for all EAL pupils on the census irrespective of enrolment status. In cases where a child is on the school roll but not currently in attendance (a dual registered pupil who is attending a special school or PRU full time for a term or year) then we would expect the school where the pupil is not currently attending to record the proficiency as ‘Not yet assessed’ as the school will not be in a position to make an assessment until the child is in regular attendance.

There is no single statutory EAL assessment tool so schools are free to decide which scale they will use, however, an assessment system that provides a detailed assessment of a pupil’s learning needs which can be matched to teaching and learning strategies to support access to learning in the classroom is preferable. For the census, the DFE have chosen to measure EAL proficiency using the welsh EAL system, as defined earlier in this document. Schools may choose to use record two scales, one using the proficiency scale to inform the DFE and the other (NASSEA, a language in common) to inform planning and monitor progress. As with other forms of national assessment, Ofsted has no preference as to how schools should assess pupils who speak English is an additional language. Please also note that the outcomes will not be moderated so it will be for a school to determine its own assessment arrangements and outcomes. EAL assessment training is available from the Learning Improvement team, please do get in touch.
Further details regarding Country of birth

Country of birth is collected for all pupils and records the country in which the pupil was born as stated by the parent / guardian and / or child (in the case of a child without a parent/guardian). The country of birth would be expected to appear on – or be derived from – the child’s birth certificate or passport. However, there is no requirement for the school to see a copy of the birth certificate or passport.

Where a child is born in unusual circumstances - outside of national boundaries (in international water) - the pupil may be classified as “stateless”.

Schools may also use the following codes:
- **refused** – where the parent or guardian has refused to provide the information requested
- **not yet obtained** - where the data has not been obtained by census day
- **not known** - this is only to be used where a guardian or adoptive parent has taken care of the child and this information is not able to be accessed Where a child transfers school, this data will also be transferred via the CTF.

It is expected that schools will collect this information for all children from the start of the academic year and this will be returned for all pupils, including those pupils no longer on roll, via the termly census.

Further details regarding Pupil nationality

Pupil nationality is collected for all pupils and relates to the nationality of the pupil as stated by the parent / guardian and / or child (in the case of a child without a parent / guardian).

Pupil nationality would be expected to appear on – or be derived from – the passport or European economic area (EEA) identity card. However, there is no requirement for the school to see a copy of the passport or identity card. For pupils with ‘Multiple Nationality’ (also known as ‘Dual Nationality’) more than one nationality may be recorded. Where the child was born in unusual circumstances outside of national boundaries (in international water), the pupil may be classified under the nationality of the parent or as “stateless”.

Schools may also use the following codes:
- **refused** – where the parent or guardian has refused to provide the information requested
- **not yet obtained** - where the data has not been obtained by census day
- **not known** - this code is only to be used where a guardian or adoptive parent has taken care of the child and this information is not able to be accessed

Where a child transfers school, this data will also be transferred via CTF. It is expected that schools will collect this information for all children from the start of the academic year and this will be returned for all pupils, including those pupils no longer on roll, via the termly census.
Checking Free School Meals Eligibility

The collection of free school meal eligibility at any point since the last census day (including those eligible on census day) is collected for the return.

Only pupils who have been approved by the LA to receive a free school meal should be recorded in SIMS as being eligible. It is advisable to check that all eligible pupils are recorded.

The following free school meal eligibility related data is collected for the return:

- **Start Date**
- **End Date** (if known)
- **Country** (UK).
- **Meal Patterns** are not required for the return but can be recorded for information purposes only. Select Focus | Pupil | Pupil Details to display the Find Pupil browser.

If you need to make changes to Free school meal data
1. Search for then double-click the required pupil to display the Pupil Details page.
2. Click the Dietary hyperlink to display the Dietary panel.

3. Ensure the minimum of a Start Date is displayed in the Eligible for Free Meals panel. If a new record is required, click the adjacent New button to display the Add Pupil Free Meal Details dialog.
4. Enter the **Start Date** (and **End Date** if applicable) for the free meal period, as supplied by your Local Authority.

5. Ensure that the **Country** in which the eligibility applies is correct. Select from the drop-down list, if required.

6. Notes can be entered, if required.

7. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed.

8. Click the **Save** button to save any changes.

Ensure that this information is checked/amended on a regular basis.

### Checking/Amending Special Educational Needs and Disabilities Information

The following Special Educational Needs and Disabilities (SEND) items are collected in the return:

- **SEN Status** (SEN Provision)
  - **N** – No Special Educational Need - No special educational need has been identified.
  - **S** – Statement – the LA has reviewed the pupil and a statement has been issued *(available for use until April 2018).*
  - **E** – Education, Health and Care Plan (EHCP) – the LA has reviewed the pupil and a plan has been issued.
  - **K** – SEN Support – actions have been put in place or will be put in place to support the pupil with their need, once a SEN need or potential SEN need has been identified.

- **SEN Need Type**
- **SEN Type Ranking**

1. Select **Focus | Pupil | Special Educational Needs** to display the **Find SEN Pupil** browser.

2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.

3. Click the **Search** button to display a list of pupils who match the criteria.

4. Double-click the name of the required pupil to display the **Pupil SEN details** page.

5. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. If necessary, select the correct **Status** from the drop-down list.
NOTE: At least one Special Educational Need, e.g. Visual Impairment, must be recorded for all pupils with a SEN Status of S - Statement, E – Education, Health and Care Plan (EHCP) and K – SEN Support.

6. Ensure that the Needs information is up-to-date and correct.

   To add a Need Type, click the New button (adjacent the Current Needs information) to display the Add/Edit SEN Need dialog.

   A temporary Ranking is calculated automatically.

   By default, today's date is displayed as the Start Date but this can be edited, if required.

   Select the Need Type from the drop-down list then enter a Description, if applicable.

   Click the OK button to return to the Basic SEN Details panel.

   To rank the SEN Needs in the required order, highlight a record then click the Move Up or Move Down button, as required.

   To edit the SEN Need or Description, highlight the record then click the Open button. Edit the details as required, then click the OK button to return to the Basic SEN Details panel.

7. Check the information in the Provisions panel. Ensure that any Resourced Provision records are recorded correctly. To edit an existing record, highlight it then click the Open button. Alternatively, click the New button to create a new record.

8. Update the other information on the Pupil SEN details page, if required, then click the Save button.

The DfE website (https://www.gov.uk/topic/schools-colleges-childrens-services/special-educational-needs-disabilities), provides more information about Special Educational Needs and Disabilities, if required.
Checking Exclusions Information

Exclusions information is required for pupils who were subject to any exclusion with a start date during the period 17/04/2017 (Easter Monday) – 31/08/2017 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the pupil was re-instated by the Discipline Committee or an independent Appeal Panel.

**NOTE:** To ensure that overturned exclusions are not included in the Census, it is important that the Discipline Committee and Exclusion Appeal results are recorded in the Appeal Details panel (via Focus | Pupil | Exclusions).

The following exclusion related data items are collected for the return:

- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent).
- Exclusion **Reason** (select one code to provide the main reason).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**) - required for fixed period and lunchtime exclusions.
- **SEN Provision**.

**NOTE:** The **Start Date**, **End Date** (if known) and **LA Details** must be entered for any type of exclusion recorded for any pupils in care.

**IMPORTANT NOTE about Permanent Exclusions:** Any permanently excluded pupils should be marked as leavers as soon as the exclusion has been confirmed by the LA. **Before** making them a leaver, ensure that you have recorded the following information:

- SEN Status (if applicable – note that **Never Assigned** is not an acceptable value for excluded pupils).
- Ethnicity.
- Ethnic Source.
- Part-time indicator (if applicable).
- Date of Admission.

**Run the Exclusions Report**

A report exists, where you can enter a date range and produce a list of those pupils that have exclusions within those dates.

1. Click on **Report | Run Report | Focus Pupil | EXC – Exclusions with dates**
2. You will be asked for a date range. Use the dates 17/04/2017 – 31/08/2017.
3. Then click **OK**.

A Word document will open showing all the pupils excluded within that time period.
Recording an Exclusion
Any missing exclusions must be added for the time period being picked up by this census – 17/04/2017 – 31/08/2017.

1. Select Focus | Pupil | Exclusions to display the Find Exclusions Pupil browser.

2. Search for then double-click the required pupil to display the Exclusion Details page.

3. Click the New button adjacent to the Exclusions panel to display the Add Exclusion dialog.

4. Select the exclusion Type and the Reason for the exclusion from the respective drop-down lists.

5. Enter the exclusion Start Date and End Date. Alternatively, click the appropriate Calendar button then select the required date.

6. Select a Start Time and End Time from the drop-down list, i.e. AM or PM.

7. Click the Calculate button to populate the Length School Days field automatically.
8. Click the **OK** button to save the exclusion and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

The current Academic Year and the total number of exclusion days in that year are displayed at the bottom of the page.

9. Click the **Save** button to save the exclusion.

**Recording Leavers and Re-Admissions**

Ensure that all your leavers are taken off-roll and any returning pupils are re-admitted.

The accuracy of pupil numbers can be checked by running the **Population Analysis (Dated)** report (**Reports | Run Report – Focus – Pupil**). This is a predefined report that gives a breakdown of the number of pupils (including figures by gender) for each registration group in each year, together with a grand total.

**Recording a Leaver**

The **Date of Leaving** is collected for all schools.

1. Select **Routines | Pupil | Leavers** to display the **Find Pupil(s)** browser.
2. Ensure that the **Status** of **On Roll** is selected.

3. Click the **Search** button to display a list of all on-roll pupils.

4. **Highlight** the pupil(s) you wish to record as leavers then click the **Select** button. The selected pupil(s) are displayed in the **Pupils** panel.

5. In the **Leaving Information** panel, enter the **Date of Leaving** or click the Calendar button and select the required date.

   **The date of leaving should be the date that the pupil is actually leaving the school.**

6. Select the **Reason for Leaving** from the drop-down list

7. Optionally, enter the **Destination after Leaving** and **Destination Expected Start Date**, if known, then either:
   - highlight the pupils to whom this information applies (using the Ctrl or Shift keys) and click the **Assign to Selected** button; or
   - if the information applies to all the pupils in the list, click the **Assign to All** button.

8. To remove a pupil from the list, highlight their name then click the **Remove** button.

9. To clear the contents of the **Date of Leaving**, **Reason for leaving** and **Destination after Leaving** fields, highlight the required pupil(s) then click the **Clear** button. Re-enter the information as required.

10. Click the **Save** button.
Re-Admitting a Pupil

Any pupil who leaves the school and subsequently decides to return must be re-admitted.

**NOTE**: Do not remove the leaving date, as the pupil’s period of absence from the school will not be recorded. However, if a pupil is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select Focus | Pupil | Pupil Details to display the Find Pupil browser.
2. Click the New button to display the Add Pupil page. It is necessary to enter limited information here as you know that the person already exists.
3. Click the Continue button to display a list of Matched People, based on the criteria entered on the Add Pupil page.
4. Highlight the required pupil then click the Open button. The following warning message is displayed:
   
   **The selected pupil is a leaver. Do you want to re-admit the pupil?**

   5. Click the Yes button if you are certain that this is the pupil who should be re-admitted. Their details are displayed on the Pupil Details page.
6. Complete the mandatory fields (Date of birth, Gender, Year Group, Enrolment Status, Year Taught In and Admission Date) and check any other details that may have changed since they were last on-roll, such as their address.
7. Check that the original UPN is displayed.
8. Click the Save button to re-admit the pupil.

**NOTE**: If the pupil’s registration status has changed from when they were previously on-roll, their enrolment status should be changed via Routines | Pupil | Change Enrolment Status.

Deleting Unwanted Pupil Records

If there are pupils who have been entered in error (such as duplicates), ensure that they are deleted so that they are not included in the return. This is achieved via Routines | Pupil | Delete Pupil. After selecting the required pupil, you have the opportunity to review and print their information before deleting their record permanently. You should contact LGSS - Business Systems Team on 01604 366300 if you have to permanently delete a pupil.

**IMPORTANT NOTE**: The deletion is irreversible; therefore a pupil should only be deleted if they have been entered in error.

Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the pupil is taught for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the year group. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct Year Taught In has been recorded in SIMS.

The Age at Date for this return is 31/08/2017
The following table shows the Curriculum Year that pupils in England are expected to be taught in according to their date of birth (during the academic year 2017/2018).

<table>
<thead>
<tr>
<th>Curriculum Year the Pupil would Normally be Taught in</th>
<th>Date of Birth Range</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>01/09/2016 to 31/08/2017</td>
<td>0 - 1</td>
</tr>
<tr>
<td>E2</td>
<td>01/09/2015 to 31/08/2016</td>
<td>1 - 2</td>
</tr>
<tr>
<td>N1</td>
<td>01/09/2014 to 31/08/2015</td>
<td>2 – 3</td>
</tr>
<tr>
<td>N2</td>
<td>01/09/2013 to 31/08/2014</td>
<td>3 – 4</td>
</tr>
<tr>
<td>R</td>
<td>01/09/2012 to 31/08/2013</td>
<td>4 – 5</td>
</tr>
<tr>
<td>1</td>
<td>01/09/2011 to 31/08/2012</td>
<td>5 – 6</td>
</tr>
<tr>
<td>2</td>
<td>01/09/2010 to 31/08/2011</td>
<td>6 – 7</td>
</tr>
<tr>
<td>3</td>
<td>01/09/2009 to 31/08/2010</td>
<td>7 – 8</td>
</tr>
<tr>
<td>4</td>
<td>01/09/2008 to 31/08/2009</td>
<td>8 – 9</td>
</tr>
<tr>
<td>5</td>
<td>01/09/2007 to 31/08/2008</td>
<td>9 – 10</td>
</tr>
<tr>
<td>6</td>
<td>01/09/2006 to 31/08/2007</td>
<td>10 – 11</td>
</tr>
<tr>
<td>7</td>
<td>01/09/2005 to 31/08/2006</td>
<td>11 – 12</td>
</tr>
<tr>
<td>8</td>
<td>01/09/2004 to 31/08/2005</td>
<td>12 – 13</td>
</tr>
<tr>
<td>9</td>
<td>01/09/2003 to 31/08/2004</td>
<td>13 – 14</td>
</tr>
<tr>
<td>10</td>
<td>01/09/2002 to 31/08/2003</td>
<td>14 – 15</td>
</tr>
<tr>
<td>11</td>
<td>01/09/2001 to 31/08/2002</td>
<td>15 – 16</td>
</tr>
<tr>
<td>12</td>
<td>01/09/2000 to 31/08/2001</td>
<td>16 – 17</td>
</tr>
<tr>
<td>13</td>
<td>01/09/1999 to 31/08/2000</td>
<td>17 – 18</td>
</tr>
<tr>
<td>14</td>
<td>31/08/1998 or earlier</td>
<td>19+</td>
</tr>
</tbody>
</table>

The suggested method for checking a pupil’s curriculum year and date of birth in SIMS is:

- via individual pupil records (**Focus | Pupil | Pupil Details**).
Checking the Pupil’s Year Taught In Record

1. Select Focus | Pupil | Pupil Details to display the Find Pupil browser.

2. Search for then double-click the name of the required pupil to display the Pupil Details page.

3. Click the Registration hyperlink to display the Registration panel.

4. Ensure that the Year Taught In field displays the actual National Curriculum year in which the pupil is taught the majority of the time. If necessary, select the correct year from the drop-down list.

   **NOTE:** Any change made in the Registration panel is effective from today’s date. If the Year Taught In change was applicable from an earlier date, click the History button and apply the change from the actual date the change is required. If in any doubt, please contact the Capita helpdesk on 0844 8922406.

   (Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company’s access charge.)

   It is important to thoroughly check any queries that might be listed in the Census dry runs. Any pupil considered to be in the wrong year for their age will appear as a query.

Checking Enrolment Status and Admission Date

1. Select Focus | Pupil | Pupil Details to display the Find Pupil browser.

2. Search for then double-click the name of the required pupil to display the Pupil Details page.

3. Click the Registration hyperlink to display the Registration panel.

4. Check the pupil’s Enrolment Status. Select the correct enrolment status from the drop-down list, if required.
5. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.

6. Click the **Save** button.

### Checking Unique Pupil Numbers

Ensure that all pupils have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

Using the Quick Search facility

1. Type ~U in the **Quick Search** field at the top of the SIMS Home Page, and then press the **Enter** key or click the **Quick Search** icon.

A list of people recorded in SIMS who match the search criteria of missing UPN are displayed.

2. **Double click** on the radio button next to a pupil’s name. The record will open.

3. Click the **Registration** hyperlink to display the **Registration** panel.

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- **Permanent UPNs** are issued to a new pupil only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.

- **Temporary UPNs** are issued to a pupil when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant’s information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.

4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.
5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
6. Click the **OK** button to return to the **Registration** panel.
7. Click the **Save** button to save any changes. The UPN is generated automatically when the record is saved.

**Checking Additional Information**

Ensure that the following additional information is recorded in SIMS:

- **Service Children in Education** information.

The Bulk Update routine can be used to assign and edit these values for a specific selection of pupils at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 36).

1. Select **Focus | Pupil | Pupil Details** to display the Find Pupil browser.
2. Search for then **double-click** the required pupil to display the **Pupil Details** page.
3. Click the **Additional Information** hyperlink to display the Additional Information panel.

4. Ensure that the **Pupil Premium Indicator** for year 2017/2018 check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.
- Although Pupil Premium information is not collected for the return, it is important for schools that are in receipt of this funding to be able to give a full account of its use. The national school performance tables now includes information about the progress of pupils in receipt of Pupil Premium and information is required to be sent to parents about how it has been used and what impact it has had on pupil progress.

5. If the pupil is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.

6. Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.

7. If you have made any changes, click the **Save** button.
Checking Attendance Information

Termly attendance data should be provided for pupils aged 4 to 15 inclusive on 31/08/2017 who were on-roll for at least one session during the period from the start of the autumn term 2017 to the end of December (01/08/2017 to 31/12/17). Please note if the start of the autumn term in your school was not 01/08/2017, then this date should be amended in Panel 1 on the census screen.

The attendance data collected in this school census return includes:

- Attendance Codes (i.e. the reasons for absence)
- Number of Sessions Missed
- Possible Sessions

Attendance data is captured automatically for the return, provided that there are no missing marks.

**IMPORTANT NOTE:** Ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the School Census Return.

Dealing with Missing Marks

1. Click on Focus | Lesson Monitor (or Attendance) | Deal with Missing Marks
2. Amend the date range to reflect the attendance period collected for the census. I.e. Start of the Autumn term 2017 – 31/12/2017
3. Change the Group Type to Whole School
4. Click Search
5. Click on Open for a list of children with missing marks.

6. Enter the appropriate codes within the mark column and Save