

SIMS

# Producing the School Census Spring 2012 Return

## English Nursery Schools

Applicable to 7.142 Onwards

**Handbook**



**CAPITA**

## Revision History

Version	Change Description	Date
Spring 2012 - 1.0	Initial Release. Please see <i>How has the School Census Spring Return Changed Since Last Year?</i> on page 1 for details.	20/09/2011

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Capita Doc Ref: CensusSpr12\_Nur/HBK/200911/AW

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

# C Contents

<b>01</b>	<b>Introduction .....</b>	<b>1</b>
	Overview .....	1
	How has the School Census Spring Return Changed Since Last Year? .....	1
	Steps to Producing the School Census Return.....	3
	Where to Find More Information.....	4
<b>02</b>	<b>Preparing for the School Census Spring 2012 Return ....</b>	<b>5</b>
	Permissions Required .....	5
	What Version of SIMS is Required?.....	6
	Checking/Preparing Data for the School Census Return .....	7
<b>03</b>	<b>Completing the School Census Spring 2012 Return .....</b>	<b>9</b>
	Creating a New School Census Return .....	9
	Configuring the School Census Folder.....	10
	Specifying the Security Message for Reports .....	11
	Checking Census Details .....	11
	Calculating Details .....	12
	Checking/Editing School Information.....	13
	Calculating Details .....	14
	Checking/Updating Hours for Nursery Children .....	14
	Identifying which Pupils have no Hours Entered.....	17
	Entering General Information.....	17
<b>04</b>	<b>Creating and Validating the Spring 2012 Return .....</b>	<b>19</b>
	Creating and Validating a School Census Return.....	19
	Resolving Validation Errors and Checking Queries .....	20
	Producing Detail Reports .....	23
	Generating Detail Reports.....	24
	Printing a Report .....	25

Transferring a Report to a Spreadsheet .....	25
Deleting Temporary Web Browser Files .....	25
Producing the Summary Report .....	26
Generating the Summary Report.....	26
Editing an Unauthorised Return .....	27
Authorising the Return .....	28
Submitting the Return to the Local Authority .....	29
Copying a Return .....	30
Deleting an Unauthorised Return.....	31
<b>Index.....</b>	<b>33</b>

# 01 | Introduction

Overview .....	1
How has the School Census Spring Return Changed Since Last Year? .....	1
Steps to Producing the School Census Return.....	3
Where to Find More Information.....	4

## Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Spring 2012 Return, which takes place on Thursday 19 January 2012.

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

For a list of items collected from Nursery schools in the School Census Spring 2012 Return, please see Checking/Preparing Data for the School Census Return on page 7.

## How has the School Census Spring Return Changed Since Last Year?

Changes to the School Census Spring Return include the following:

### Items Removed from the Spring Census

The following items are not collected in any School Census 2012 Return:

- Source of Service Children
- Parental Contacts
- Mode of Travel

## Census Details Panel

- The Census description now defaults to **School Census Spring 2012**.
- The **Calculate All Details** button has been moved from the **School Information** panel to the top right-hand side of the **Census Details** panel.



### More Information:

*Checking Census Details on page 11*

## Update Hours for Nursery Children Panel

*Applicable to schools with 2, 3 and 4 year olds only*

For the first time all schools, except City Technology Colleges, Academies and non maintained special schools, are required to submit the Funded Hours as a separate data item while still providing Hours at Setting (a combination of funded and unfunded hours).

The Hours at Setting data is brought forward from the School Census Autumn 2011 Return.

- **Update Hours for Nursery Children** panel
  - The previously named **Update Hours at Setting** panel has been renamed **Update Hours for Nursery Children** panel.
  - A **Funded Hours** column has been added to the individual 2, 3 and 4 year old grids. By default, no values are displayed in the **Funded Hours** column, as this is the first time that it is being collected.
  - The age at date is now displayed on the **Update Hours for Nursery Children** panel.
- **Update Hours for <age> year olds** page
  - The previously named **Update Hours at Setting for <age> year olds** panel has been renamed **Update Hours for <age> year olds** page.
  - The **Tools | Statutory Returns Tools** menu routes have been renamed to reflect the change in page names.
  - The **Funded Hours** column has been added to the right-hand side of the grid. No values are displayed in this new column, as funded hours data was not collected separately last year.



### More Information:

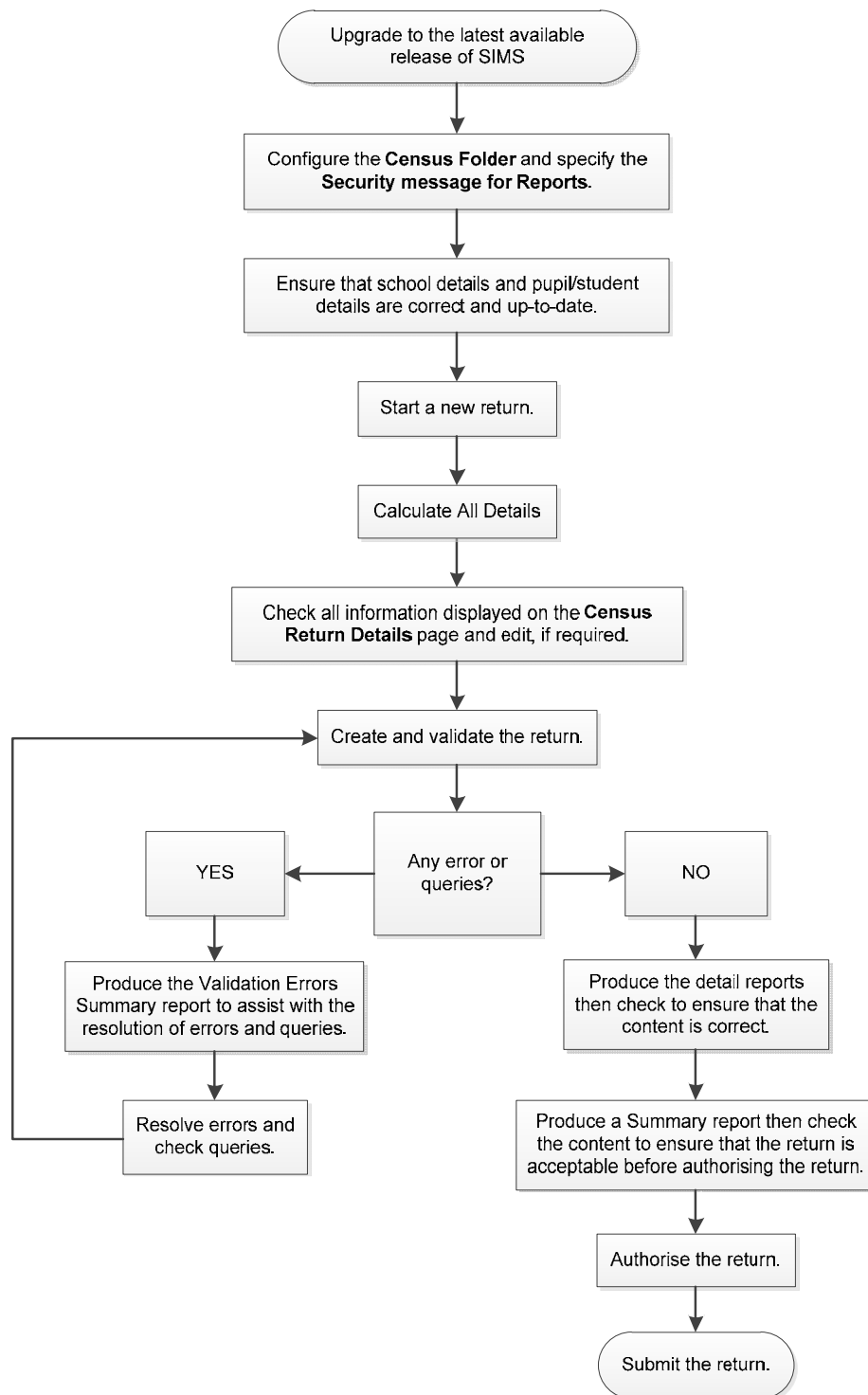
*Checking/Updating Hours for Nursery Children on page 14*

## Contact Details Report

The Contact Details report has been removed, as the data is no longer collected.

## Steps to Producing the School Census Return

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



## Where to Find More Information

In addition to this handbook, a preparation guide outlining how to prepare your data for the School Census, together with an Errors and Resolutions document, which provides suggestions on how to resolve any validation errors or queries, are being prepared. These guides, together with any other useful information, can be found on our SupportNet website (<http://support.capitaes.co.uk>) as soon as they are made available by entering CENSUS12 in the **Site Search** field on the SupportNet Home page and clicking the **Go** button.

A wide range of documentation is available from within SIMS via the **Documentation Centre**. This documentation includes handbooks, tutorials, quick reference sheets, etc. and can be accessed by clicking the **Documentation** button on the SIMS **Home Page**. Once open, click the **Handbooks** button, select the required category then select the required handbook from the **Handbooks** page. References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified. Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

# 02 | Preparing for the School Census Spring 2012 Return

Permissions Required ..... 5  
 What Version of SIMS is Required? ..... 6  
 Checking/Preparing Data for the School Census Return ..... 7

## Permissions Required

The following permissions are applicable to School Census return users.

### Producing the Return

To produce the return, you will need to be a member of the Returns Manager user group in System Manager.

### Editing and Preparing Data

Users editing and preparing data must have permissions to access other areas of SIMS, e.g. pupil details, school details, etc. These users will need to be members of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Revised Filesets

The Import Fileset functionality is provided to enable updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between the SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user group in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the appropriate *Preparing for the School Census Spring 2012 Return* guide, available on our SupportNet website (<http://support.capitaes.co.uk>).

## Where to find More Information about Permissions

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

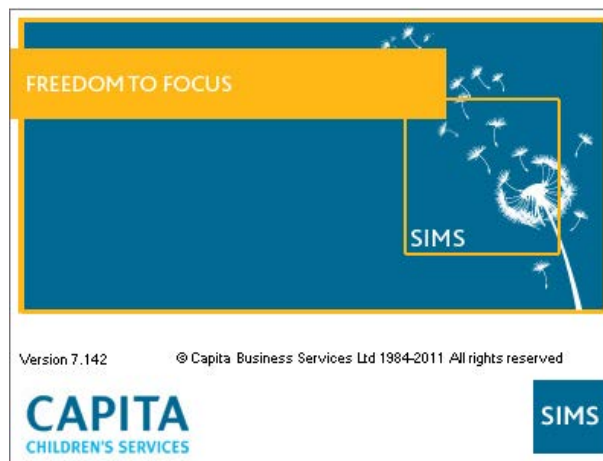
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

## What Version of SIMS is Required?

In order to run the School Census Spring 2012 Return, you must have the SIMS 2011 Autumn Release (7.142) or later installed.

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

The version should read 7.142 or later.



**WARNING:** The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2011 Autumn Release (7.142).

When the SIMS 2011 Autumn Release is applied, the functionality that enabled the 2011 School Census returns to be created, is removed

## Checking/Preparing Data for the School Census Return

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

The following information is collected Nursery schools in the School Census Spring 2012 Return:

### School Level

- Characteristics: LA Number, Establishment Number, School Name, School Phase, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, School Email Address and Telephone Number.
- Location: Address Information.
- Miscellaneous: Free School Meals Taken.

### Pupil Level

- Pupil Identifiers: UPN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Disability, Free School Meal Eligibility, Service Children in Education Indicator, Funded Hours and Hours at Setting.
- Status: Enrolment Status, Date of Entry, Part-time Indicator, Boarder Indicator and Actual National Curriculum Year Group.
- Special Educational Needs: SEN Provision, SEN Type Ranking, SEN Type for each SEN Need, Member of SEN Unit and Member of Resourced Provision Indicator.
- Home Address Information: Full Home Address.

For more information and step by step instructions on the preparations that need to be carried out before the census return is produced, please refer to the *Preparing for the School Census Spring 2012* guide applicable to the phase of your school. The preparation guide, together with other useful School Census documentation can be found on the SupportNet website (<http://support.capitaes.co.uk>), as soon as they are made available, by entering CENSUS12 in the **Site Search** field on the Home page then clicking the **Go** button.



# 03 | Completing the School Census Spring 2012 Return

- Creating a New School Census Return ..... 9
- Configuring the School Census Folder ..... 10
- Specifying the Security Message for Reports ..... 11
- Checking Census Details ..... 11
- Checking/Editing School Information ..... 13
- Checking/Updating Hours for Nursery Children ..... 14
- Entering General Information ..... 17

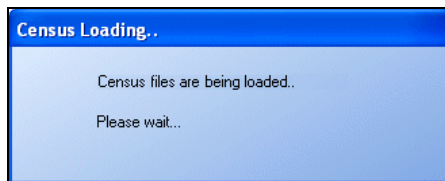
## Creating a New School Census Return

Before creating a new School Census return, ensure that all pupil and school information is present and up-to-date in SIMS.

The **Census Folder** and **Security message for Reports** must be specified before clicking the **New** button to create a new return.

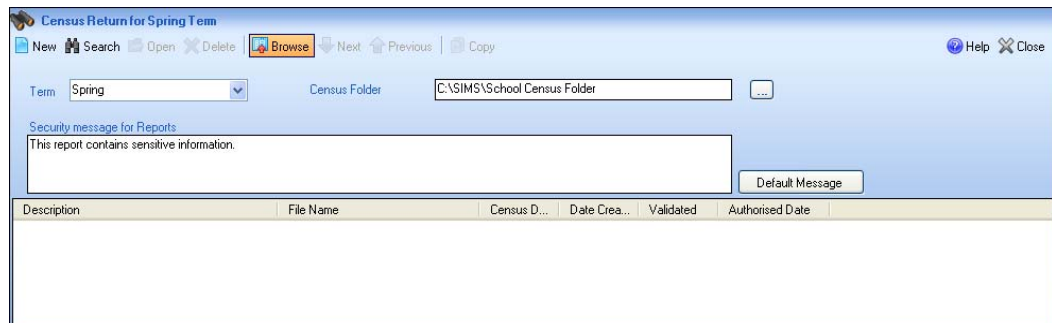
It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page 31.

1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



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

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



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

2. Ensure that the **Census Folder** is configured correctly.

## Configuring the School Census Folder

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



**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, a copy of which can be found at <http://www.itgovernance.co.uk/bs7799.aspx>. If you are in any doubt, you should consult with your IT Security Officer before proceeding.

1. Specify the folder where the School Census files are to be stored by entering the folder location in the **Census Folder** field.

Alternatively, click the **Browse** button to display a standard Windows® **Browse For Folder** dialog.



*Browse button*



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

- Click the **OK** button to select or create the folder and return to the **Census Return for Spring Term** browser. The new folder name is displayed in the **Census Folder** field.



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

- Ensure that the **Security Message for Reports** is appropriate for your school.

## Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each detail report.

- The security message text defaults to This report contains sensitive information, but can be edited (up to 300 characters), if required.
- If any edits are made, you can click the **Default Message** button to return to the default text.
- Click the **New** button to display the **Census Return Details** page.

## Checking Census Details

Census Details				Calculate All Details
Census Date	19/01/2012	Description	School Census Spring 2012	

- The **Census Date** defaults to the correct date for the return, i.e. **19/01/2012**, but can be edited if required.
- By default, the return **Description** is displayed as **School Census Spring 2012**. This description can be edited if required, e.g. to identify a dry run.



**WARNING:** *Each description used must be unique, as an error message is displayed if SIMS identifies a duplicate description.*

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

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

## Calculating Details

Clicking the **Calculate All Details** button (located in the **Census Details** panel) 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.

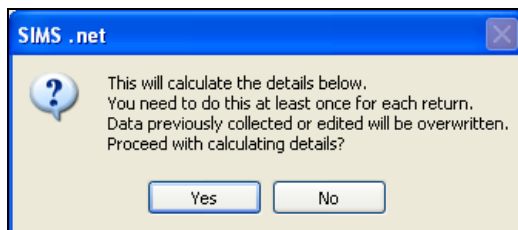
*Do not use this button more than once if you wish to keep any changes you have made, as clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS*

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

## Calculating All Details

1. Click the **Calculate All Details** button in the **Census Details** panel.

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. This may take some time, depending on the number of pupils in the school. Progress is reported in the status bar at the bottom of the screen. When complete, the applicable panels on the **Census Return Details** page are populated with the data extracted from SIMS.
3. The return can be saved at any point by clicking the **Save** button.

## Checking/Editing School Information

The **School Information** panel displays read-only information that has been recorded on the **School Detail** page of SIMS. The **School Information** should always be checked, and can be amended if necessary, by clicking the **School Detail** button.

**2 School Information**

School Name	WATER BABIES NURSERY SCHOOL		
LA	820	Establishment Number	2001
School Address	WATER BABIES NURSERY SCHOOL Ravens Road EAST TOWN SL4 5NP		
Telephone	652015		
School E-mail Address	School@emailaddress.co.uk		
School Phase	NS	Nursery	
School Type	Maintained Nursery		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6

[School Detail](#)

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog.

**SIMS School Detail**

School Details - WATER BABIES NURSERY SCHOOL

Save | Undo | Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

**1 Establishment**

School Name	WATER BABIES NURSERY SCHOOL		
LA	820 Bedfordshire (Pre LG)		
Establishment Number	2001		
Unique Reference Number			
School Phase	Nursery		
School Type	Maintained Nursery		
School Governance	Community		
Intake Type	Comprehensive		
Boarding Pupils	<input type="checkbox"/>		
Nursery Class	<input checked="" type="checkbox"/>		
Special Class or Unit	<input type="checkbox"/>		
Head Teacher			
Curriculum Years	N2	6	
Pupil Genders	Coeducational		
Gender on entry to	Coeducational		

Main Contact: Mrs G Grosvenor

[Save](#) | [OK](#) | [Cancel](#)

2. Add or amend the required information, click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

## Calculating Details

Clicking the **Calculate All Details** button (located in the **School Information** panel) extracts the required information from SIMS and displays the results in the various 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.

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. Therefore, do not use this button more than once if you wish to keep any changes you have made.

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

## Checking/Updating Hours for Nursery Children



**NOTE:** The **Update Hours for Nursery Children** panel is displayed only if 2, 3 or 4 year olds attend your school. If the panel is not displayed, please continue with Entering General Information on page 17.

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 DfE use to fund local authorities for the provision of education.

For the first time all schools (with the exception of City Technology Colleges, Academies and non-maintained Special schools), are required to submit the Funded Hours as a separate data item while still providing Hours at Setting

For the School Census Spring 2012 Return, a pupil's age is determined by their age at 31/08/2011.



**NOTE:** 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.

If Hours at Setting and/or Funded Hours have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Update Hours for Nursery Children** panel.

The **Update Hours for Nursery Children** panel is read-only. However, values can be edited by clicking the appropriate **Update Hours for <age> year olds** button.

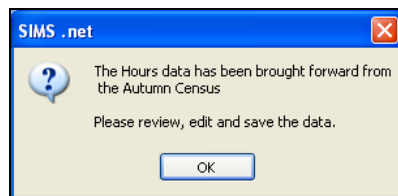
**Update Hours for Nursery Children** Age at date 31/08/2011 Recalculate

Pupil			Pupil			Pupil		
Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours
Clover, Frederick	12		Astwick, William	12		Adams, Laura	0	
			Candy, Tilly	12		Amnar, Tarak	12	
			Ching, Susie	12		Astwick, Gwenneth	12	
			Jackson, Carl	12		Bond, Steve	12	
			Jennings, Adam	12		Cameron, Zara	12	

Update Hours for 2 year olds      Update Hours for 3 year olds      Update Hours for 4 year olds

The method for updating hours for 2, 3 and 4 year olds is the same. The following example describes how to update hours for 3 year olds.

1. Click the **Update Hours for 3 year olds** button. The following dialog is displayed.



2. Click the **OK** button to display the **Update Hours for 3 year olds** page.

The Hours at Setting data is brought forward from the School Census Autumn 2011 Return and **Spring** is displayed in the **Census** panel.

**i** *NOTE: There are no values displayed in the **Funded Hours** column, as this is the first time that Funded Hours is being collected as a separate data item.*

Update Hours for 3 year olds

Save | Undo

Census Term: Spring

Pupils View Year Group: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Astwick, Wilam	02/03/2008	Male	001215	N2	AM	3	12	
Candy, Tilly	05/12/2007	Female	001216	N2	AM	3	12	
Ching, Susie	14/05/2008	Female	001217	N2	AM	3	12	
Jackson, Carl	10/01/2008	Male	001219	N2	PM	3	12	
Jennings, Adam	07/02/2008	Male	001220	N2	PM	3	12	
Jerome, Elvis	03/11/2007	Male	001161	R	PINE	3	12	
Khan, Jahed	02/04/2008	Male	001221	N2	AM	3	12	
Marandom, Jade	12/05/2008	Female	001225	N2	PM	3	12	
Marowicz, Jelena	25/03/2008	Female	001222	N2	PM	3	12	
Molita, Nicola	04/01/2008	Male	001223	N2	AM	3	12	
Rimone, Xavier	11/12/2007	Male	001224	N2	AM	3	12	
Singh, Inderjit	12/09/2007	Male	001226	N2	PM	3	12	
Stevens, Holly	23/12/2007	Female	001227	N2	AM	3	12	
Tanzari, Antonio	12/10/2007	Male	001228	N2	PM	3	12	
Tanzari, Serena	12/10/2007	Female	001229	N2	AM	3	12	
Thomson, Tyra	15/09/2007	Female	001173	R	PINE	3	12	
Warren, Ellie	14/06/2008	Female	001230	N2	PM	3	12	
Wilson, Sabrina	20/04/2008	Female	001231	N2	PM	3	12	
Zazwisko, Anastasia	24/03/2008	Female	001232	N2	AM	3	0	

3. To add or edit the number of **Hours at Setting** or **Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number.



**IMPORTANT NOTE:** The number of hours entered per pupil must be between 0.0 and 99.5. Hours must be entered in increments of 0.5 only.

4. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:
  - a. In the **Pupil View** panel, select the required year group from the **Year Group** drop-down list. The selected pupils only are displayed in the **Pupils** panel.
  - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
  - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** 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.
  - d. Click to the right of the grid to deselect all.
  - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, then clicking in the associated **Hours at Setting** or **Funded Hours** cell (as applicable) and entering the required number.

5. Click the **Save** button.
6. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.



**IMPORTANT NOTE:** *If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located on the top right hand side of the panel) to ensure that the up-to-date data is displayed in the **Update Hours for Nursery Children** panel:*

- *Hours at Setting are edited via the **Tools** menu*
- *Funded Hours are edited via the **Tools** menu*
- *a new pupil is added in SIMS*
- *a pupil's date of birth is amended.*

*Please note that updating hours at setting via the **Update Hours for <age> year olds** buttons on the **Update Hours for Nursery Children** panel, automatically updates the display.*

## Identifying which Pupils have no Hours Entered

1. On the **Census Return Details** page, click the **Update Hours for 3 year olds** button (located in the **Update Hours for Nursery Children** panel) to display the **Update Hours for 3 year olds** page.
2. In the **Pupil View** panel, ensure that the required **Year Actual** and **Reg** group are selected, then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

Any pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.

3. Enter the required values for these pupils as previously described.  
Click the **Save** button.

## Entering General Information

If SIMS Dinner Money is in use, the **Number of free school meals taken on census day** is calculated and displayed automatically.

<p><b>4 General</b></p> <p>Number of free school meals taken on census day <input style="width: 50px;" type="text" value="0"/></p>
--

If Dinner Money is not in use the number of free school meals taken by all on-roll pupils on census day, must be entered manually.

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated.



# 04 | Creating and Validating the Spring 2012 Return

Creating and Validating a School Census Return.....	19
Producing Detail Reports .....	23
Producing the Summary Report .....	26
Editing an Unauthorised Return .....	27
Authorising the Return .....	28
Submitting the Return to the Local Authority .....	29
Copying a Return .....	30
Deleting an Unauthorised Return.....	31

## Creating and Validating a School Census Return

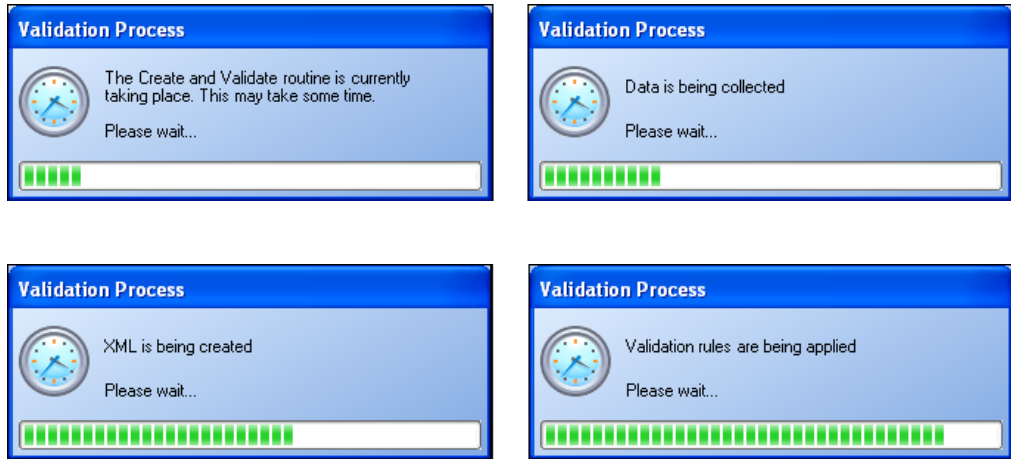
A return must be created, validated and authorised before it can be uploaded to COLLECT or sent to your Local Authority.

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

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

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

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



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

## Resolving Validation Errors and Checking Queries

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

Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey C...
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus(Student)...
F	11017	CompleteRole must be present	CompleteRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NCyearActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus(Student)...
Q	16010	Please Check: Pupil's age is out of range for school type.	Name: Ackton, William   Date of Birth: 1993-06-11, Male Age:	# Go to Focus(Student)...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Gill, Gemmal   Date of Birth: 2002-02-07, Female   UPN: w	# Go to Focus(Student)...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Phillips, Bethany   Date of Birth: 2002-11-18, Female   UP	# Go to Focus(Student)...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Sungal, Skaistel   Date of Birth: 2002-03-28, Female   UPN	# Go to Focus(Student)...
Q	2070Q	Please check: pupil's class type and year group incompatible	Name: Astwick, Gwenneth   Date of Birth: 2002-02-21, Female   UJ	# Go to Tools   Statutory Return Tools   Update Class type ar

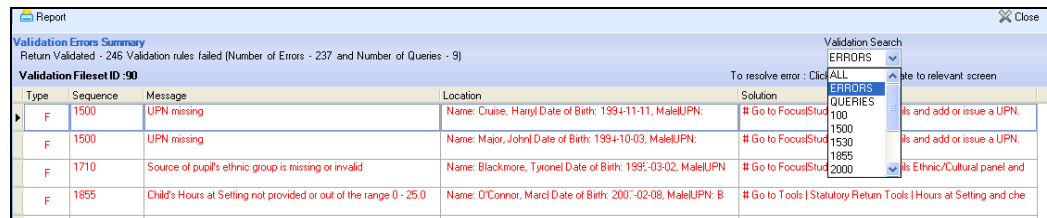
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

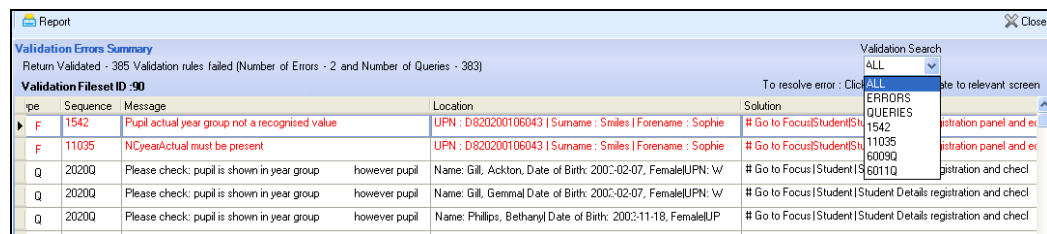
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> <li>Failure (<b>F</b> displayed in red) indicates an error, which must be corrected.</li> <li>Query (<b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.</li> </ul>
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	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.

To assist in the resolution of any errors and queries:

- Use the **Validation 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.



- When the pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.

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

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Smiles, Sophie  Date of Birth: 2000-03-03, Female UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marci  Date of Birth: 2000-02-08, Male UPN: B	# Go to Tools   Statutory Return Tools   Hours at Setting and che
Q	1330Q	Please check: Free School Meals taken equals zero. Your scho		# Check number of free school meals in Census Details General
Q	1601Q	Please Check: Pupil's age is out of range for sc	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals. and check pupil's date of	
Q	2100Q	Please check: More FT nursery pupils than number on nursery c		# Check Part time status of pupils - Go to Focus Student Student
Q	2260Q	Please check: Pupil record with no address details	Name: Dewar, David  Date of Birth: 2000-10-05, Male UPN: A	# Go to Focus Student Student Details Address and telephone



*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.

- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of errors/queries by clicking the **Report** button, located above the **Validation Errors Summary** panel. The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.

The details of the **Validation Errors Summary** can also be transferred to another application, if required.



#### **More Information:**

*Transferring a Report to a Spreadsheet on page 25*

The errors and queries are displayed until they are resolved and the Create and Validate process is run again.

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



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

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

Do not be concerned if the number of errors appears high. Many of the errors generated can be fixed quickly using bulk update functionality (**Routines | Pupil | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

In addition to the **Validation Errors Summary**, the 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 resolve several errors.

The *School Census 2012 Errors and Resolutions* document will be posted to the SupportNet website (<http://support.capitaes.co.uk>) as soon as it is made available, and can be found by entering CENSUS12 in the **Site Search** field on the **Home** page and clicking the **Go** button.

## 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 validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser. The **Report Criteria**, e.g. Pupils on-roll on Census day, and the **Total Pupils** are also shown at the top of the report.

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, name, date of birth, gender, ethnicity, enrolment status, etc.

### SEN Report

Report Criteria: Pupils with SEN Provision/Status = **A** (School Action or Early Years Action), **P** (School Action Plus or Early Years Action Plus) and **S** (Statement).

This report provides a list of pupils who have special educational needs. Displayed are their UPN, name, date of birth, gender, year taught in, on-roll status and SEN Provision.

### Address Details Report

Report Criteria: Pupils on-roll on Census day.

This report provides a list of pupil addresses, together with their full name, UPN and Former UPN (if applicable).

### Free School Meal Report

Report Criteria: Pupils who are eligible for Free School Meals on Census day.

This report provides information on free school meal eligibility, the pupil's UPN, name, date of birth, gender and year group.

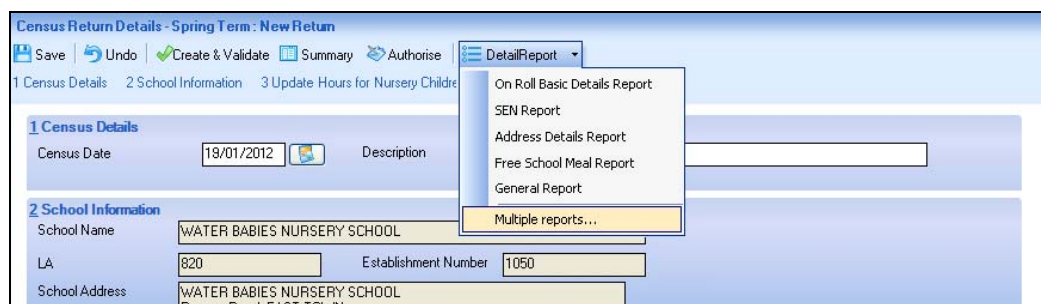
## General Report

Report Criteria: Free School Meals Taken on Census Day and Admissions Appeals 2010/2011 academic year.

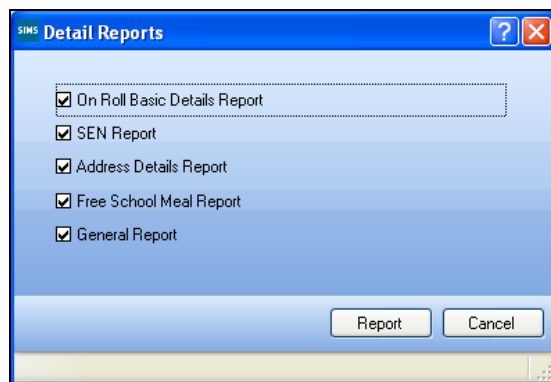
This report provides information about free school meals taken on Census day and appeals, if applicable.

## Generating Detail Reports

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



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



By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

The report(s) are displayed in your web browser, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report(s) are saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS.

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

<LACode><SchoolNumber>\_<SurveyType>\_  
<LACode><LL><Year>\_<SerialNumber>\_<name of the report>\_.html, for example:

8232001\_SC1\_823LL12\_001\_onroll\_basic\_details\_report.html.



#### More Information:

*Configuring the School Census on page 10*

*Transferring a Report to a Spreadsheet on page 25*

## Printing a Report

The generated report is automatically displayed in your web browser.



**IMPORTANT NOTE:** Any printed reports containing a pupil's name or UPN should be used for validation purposes only and should not be retained.

The **Security Message** (displayed at the top of each report) can be customized to include instructions for the destruction of the printed reports.

1. Select **File | Print** to display the **Print** dialog.
2. Ensure that the printer settings are correct then click the **Print** button.
3. Click the **Close** button at the top right-hand corner of the page to close the report and return to the **Census Return Details** page.



#### More Information:

*Specifying the Security Message for Reports on page 11*

## Transferring a Report to a Spreadsheet

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

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

## Deleting Temporary Web Browser Files

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

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are unsecure because they can still be accessed.

To delete the cache in Windows® Internet Explorer® 7:

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Delete Browsing History...** from the drop-down list to display the **Delete Browsing History** dialog.
3. Click the **Temporary Internet Files Delete files...** button to display the following message:

**Are you sure you want to delete all temporary Internet Explorer Files?**

4. Click the **Yes** button to delete all the files held in the local cache on the PC.

If a different web browser is in use, please refer to the help file available with that software package.

## Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

### Generating the Summary Report

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

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS.

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

<LACode><SchoolNumber>\_<SurveyType>\_  
<LACode><LL><Year>\_<SerialNumber>\_<name of the report>\_.html,  
for example:

8232001\_SC1\_820LL12\_001\_Summary\_Report.html.

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



#### **More Information:**

*Configuring the School Census Folder* on page 10  
*Generating Detail Reports* on page 24  
*Transferring a Report to a Spreadsheet* on page 25  
*Authorising the School Census Return* on page 27  
*Deleting an Unauthorised Return* on page 31

## Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation. Unauthorised returns can be recognised by their .UNA suffix.



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

1. Select **Routines | Statutory Returns | School Census** to display the **School Census** browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created School Census returns.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required, then click the **Save** button.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is now correct.



### More Information:

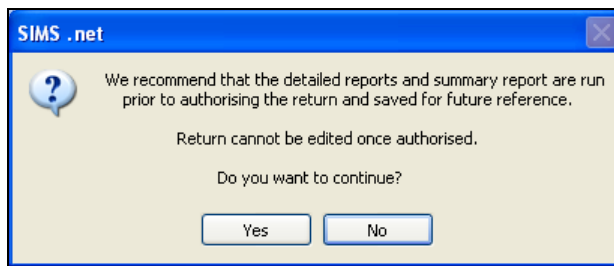
*Configuring the School Census Folder on page 10*  
*Specifying the Security Message for Reports on page 11*  
*Creating and Validating a School Census Return on page 19*  
*Producing Detail Reports on page 23*  
*Producing the Summary Report on page 26*

## Authorising the Return

A return must be authorised before it can be sent to your LA/DfE. Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is best achieved by reviewing the Summary report.

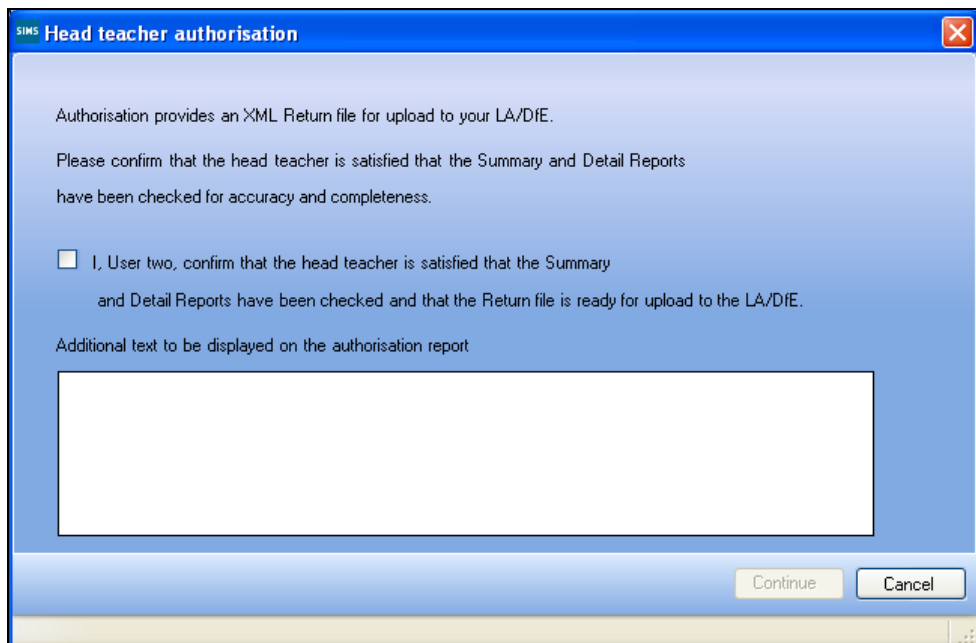
1. Click the **Authorise** button.

A message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.



2. Click the **Yes** button to continue or the **No** button if you want to return to SIMS to run the reports before authorising.

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



3. Enter the additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.

- Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed.

- Click the **Continue** button to authorise the return.



**NOTE:** The Summary report and the Authorisation report are automatically generated and displayed in your web browser at the point of authorisation.

### School Census Autumn 2012 Authorisation Report

School Name: WATER BABIES NURSERY SCHOOL  
 Estab No: 2001

Authorised Autumn School Census 2011: 8232001\_SC3\_823LL12\_001.XML  
 Report Created 19/01/2012 12:10

I, User two, confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8202001\_SC3\_823LL12\_001.XML.

When a return has been authorised, it is no longer possible to edit the details displayed on the **Census Return Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.



#### More Information:

*Creating a New School Census Return* on page 9

*Producing the Summary Report* on page 26

*Copying a Return* on page 30

## Submitting the Return to the Local Authority



**WARNING:** The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn 2011 Release (7.142).

When the SIMS 2011 Autumn Release is applied, the functionality that enabled the School Census 2011 returns to be created, is removed.

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

The authorised return file is located in the folder previously specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS.



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



#### **More Information:**

*Configuring the School Census Folder on page 10*  
*Copying a Return on page 30*

## Copying a Return

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

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



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

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of School Census returns.
3. Highlight the required file and click the **Copy** button.

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

4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:

Copy of <description of selected file>, for example:

Copy of School Census Spring 2012.

5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. The new **Description** must be unique for this return.

## Deleting an Unauthorised Return

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*NOTE: An authorised School Census return cannot be deleted.*

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The delete routine can be used to remove unwanted returns, e.g. dry runs. This can be done at any time prior to authorisation.

During the course of producing a return, a number of copies of the return may have been made, e.g. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required. This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Highlight the return to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to delete the selected return.



# / Index

## A

access rights .....	5
address details report .....	23
authorising	
school census .....	28
the return.....	28

## C

calculating all details .....	12, 14
census	
checking details .....	11
editing census date.....	11
checking	
census details .....	11
school information .....	13
configuring	
school census defaults.....	10
copying	
a school census return .....	30
creating	
and validating the return .....	19
school census return .....	9

## D

default folder	
defining .....	10
deleting	
a school census return .....	31

temporary web browser files .....	25
description	
editing census description .....	11
detail reports	
generating .....	24
producing .....	23
specifying security message .....	11
transferring to a spreadsheet.....	25

## E

editing	
an unauthorised return .....	27
census date .....	11
census description .....	11
school details .....	13
entering	
free school meals.....	17
errors	
resolving .....	20

## F

failures	
resolving .....	20
free school meals	
entering data .....	17
free school meals report .....	23
general report .....	24
funded hours	
updating.....	14

**G**

general information  
     entering data ..... 17  
 general report..... 24

**H**

hour at setting  
     updating ..... 14

**L**

loading  
     school census files ..... 19

**N**

new return  
     starting ..... 9  
 nursery children  
     funded hours ..... 14  
     hours at setting..... 14

**O**

on-roll basic details report ..... 23  
 overview  
     producing the return ..... 3

**P**

permissions ..... 5  
 preparation  
     checking data ..... 7  
     minimum version of SIMS ..... 6  
     permissions ..... 5  
 printing  
     summary report ..... 25  
     validation errors summary ..... 22

producing

    detail reports ..... 23  
     school census return ..... 9  
     summary report ..... 26

**Q**

queries  
     resolving ..... 20

**R**

recalculating  
     all details..... 12, 14  
 reporting  
     deleting temporary files ..... 25  
 reports  
     address details report ..... 23  
     free school meals report ..... 23  
     general report ..... 24  
     generating detail reports..... 24  
     on-roll basic details report..... 23  
     producing detail reports ..... 23  
     SEN report..... 23  
 resolving  
     errors and queries ..... 20

**S**

school census  
     authorising ..... 28  
     configuring the folder ..... 10  
     copying a return ..... 30  
     create & validate ..... 19  
     creating..... 9  
     deleting a return..... 31  
     submitting ..... 29

school information	
checking/editing .....	13
security	
deleting temporary files .....	25
specifying message for detail reports...	11
SEN report .....	23
SIMS	
minimum version required .....	6
starting	
new return .....	9
steps to producing the return	
flowchart .....	3
submitting the return.....	29
summary report	
printing.....	25
producing.....	26
<b>T</b>	
temporary web browser files	
deleting.....	25
transferring	
detail report to a spreadsheet.....	25
the return.....	29
<b>U</b>	
unauthorised return	
editing .....	27
updating	
funded hours.....	14
hour at setting .....	14
hour for nursery children .....	14
uploading the return .....	29
<b>V</b>	
validating school census .....	19
validation errors	
resolving .....	20