

SIMS

Producing the School Census Autumn 2011 Return

English Nursery Schools

applicable to 7.140 onwards

Handbook



CAPITA

Revision History

Version	Change Description	Date
Autumn 2011 - 1.0	Initial Release. Please see <i>How has the School Census Autumn Return Changed Since Last Year?</i> on page 1 for details.	19/05/2011

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Providing Feedback on Documentation

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

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01 | Introduction

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Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Autumn 2011 Return, which takes place on Thursday 6 October 2011.

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



More Information:

Checking/Preparing Data for the School Census Return on page 7

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

Changes to the School Census Autumn Return include the following:

Calculating All Details

The **Calculate All Details** button has been moved from the **School Information** panel to the top right-hand side of the **Census Details** panel. This is purely a cosmetic change to make the button for this important piece of functionality more visible.



More Information:

Calculating All Details on page 12

School Information

Routines | Statutory Returns | School Census

The **School Information** panel now displays information collected in the return only, e.g. the school address is no longer displayed.



More Information:

Calculating All Details on page 12

Hours at Setting

Tools | Statutory Return Tools | Hours at Setting

- By default, the Hours at Setting value has changed from zero to blank.

A value must be entered for each pupil however, **0** (zero) is a valid value. The number of hours entered per pupil can be between 0.0 and 99.5.

If any Hours at Setting value is left blank, a validation error is displayed when the return is created and validated.

- If Early Years Attendance Patterns have been defined (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care, then Hours at Setting can be calculated automatically.

This can be achieved by clicking the **Update Hours at Setting** button accessed via **Tools | Statutory Return Tools | Hours at Setting** or via the **Update Hours at Setting for 2 (3 or 4) year olds** button in the **Hours at Setting** panel.



More Information:

Checking/Updating Hours at Setting on page 14

Authorising the Return

Routines | Statutory Returns | School Census

The **Head teacher authorisation** dialog has been introduced to enable the user to confirm that the Head Teacher has checked the Summary and detail reports and that the return file is ready for upload to the LA/DfE.

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

On completion of the authorisation process, the Summary report is generated and displayed in your web browser from where it can be saved for future reference or printed and sent to your LA/DfE, if requested.

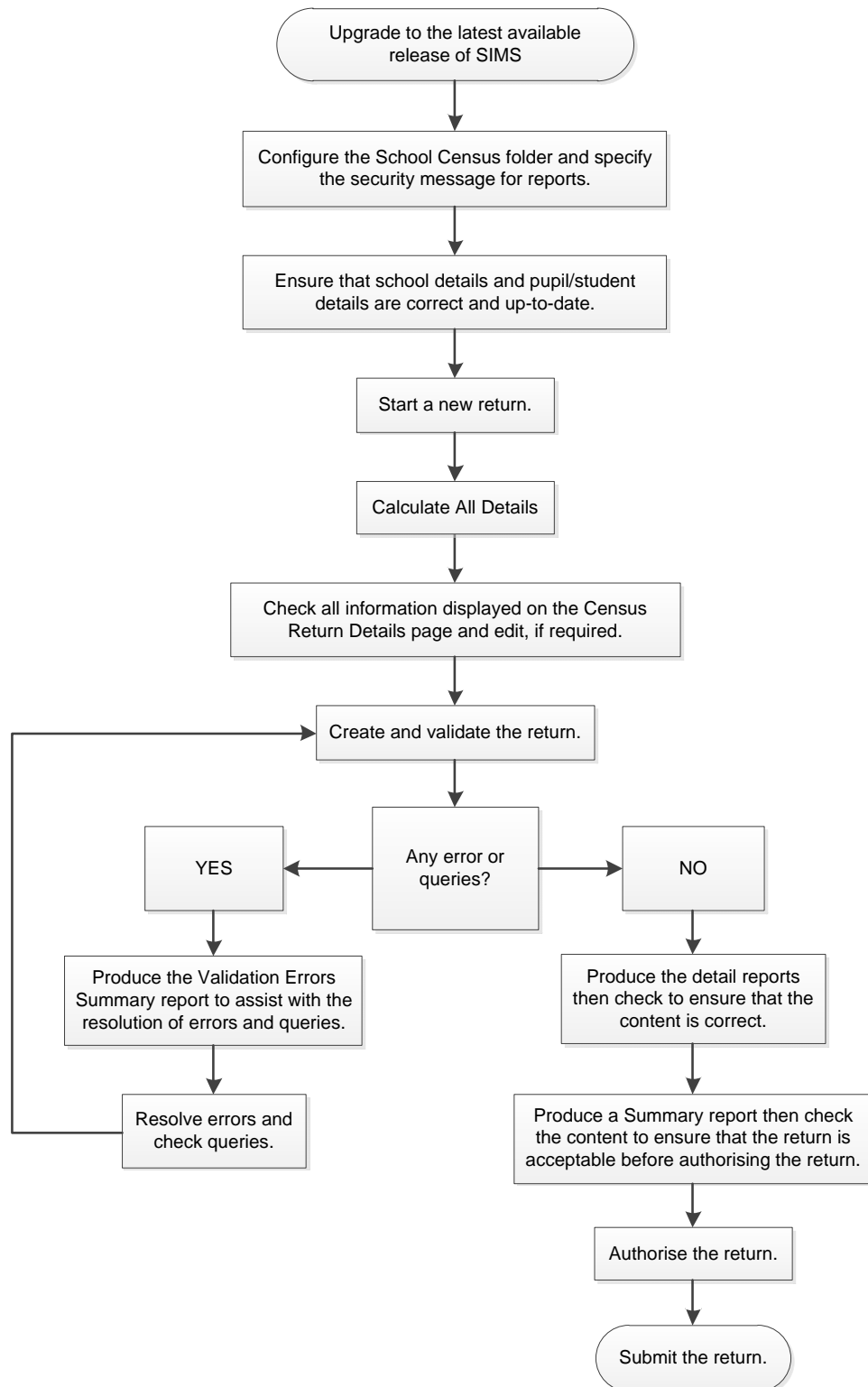


More Information:

Authorising the School Census Return on page 27

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 errors in the return.



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 CENSUS11 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, mini guides, 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 Autumn 2011 Return

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Permissions Required

The following permissions are applicable to School Census return users.

Producing the Return

To produce the return, you must 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 Autumn 2011 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 *System Manager* 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 Autumn 2011 Return, you must have the SIMS 2011 Summer Release (7.140) 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 7.140 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 2011 School Census returns are 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 from Nursery schools for the School Census Autumn 2011 Return:

School Level

- Characteristics: LA Number, Establishment Number, Name, Phase, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, Email Address and Telephone Number.

Pupil Level

- Pupil Identifiers: UPN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Free School Meal Eligibility and Hours at Setting.
- Status: Enrolment Status, Date of Entry, Part-time Indicator, Boarder Indicator and Actual National Curriculum Year.
- Special Educational Needs: SEN Provision.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Autumn 2011* guide. This, 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 CENSUS11 in the **Site Search** field on the Home page then clicking the **Go** button.

03 | Completing the School Census Autumn 2011 Return

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Creating a New School Census Return

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

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

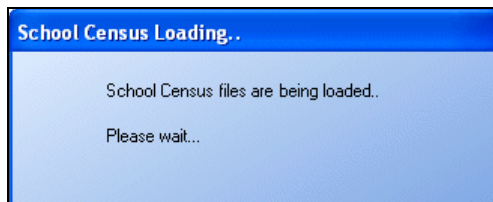


More Information:

Deleting an Unauthorised Return on page 30

Data is collected for all pupils on the register on the census day (06/10/2011).

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



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

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

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



NOTE: The Spring or Summer census can be selected and run, if required.

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



More Information:

Specifying the Security Message for Reports on page 11

Specifying the School Census Folder

Before the return can be created, a folder in which the return file and the associated reports will be saved must be specified. The folder must be available to all workstations on which the School Census Autumn 2011 Return will be run.



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. statutory 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.

2. Click the **OK** button to select or create the folder and return to the **Census Return** 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 authorised personnel only 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.*

3. 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 in the header of most reports.

1. The text of the security message defaults to **This report contains sensitive information**, but can be edited (up to 300 characters), if required.
2. If you edit or delete the security message, you can click the **Default Message** button to revert to the default text.
3. Click the **New** button to display the **Census Return Details** page.

Checking/Editing Census Details

The **Census Details** panel displays the **Census Date** and **Description**.

The screenshot shows a software interface for 'Census Details'. It has two main input fields: 'Census Date' with the value '06/10/2011' and a small calendar icon to its right, and 'Description' with the value 'School Census Autumn 2011'. On the far right, there is a button labeled 'Calculate All Details' with a circular arrow icon.

The **Census Date** is set to 06/10/2011 and is read-only.

By default, the return **Description** is displayed as **School Census Autumn 2011**. 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** browser and can be particularly useful when creating dry runs, or copies of existing returns.

Calculating All 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 various panels of the **Census Return Details** page.

You must calculate all details at least once to populate the various panels for the return. Subsequent calculations can be done on an individual panel basis.

However, calculate all details also populates the census with the pupils who meet the census criteria. Therefore, if pupils have joined or left the school since you calculated all details, you should click the **Calculate All Details** button again to ensure that the census includes the correct pupils.

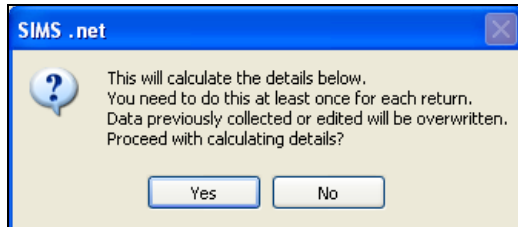


IMPORTANT NOTE: Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in every panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you have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

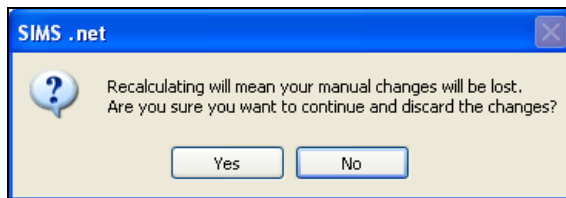
Any details that are calculated automatically should be checked and, if necessary, edited.

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

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



If you have previously calculated all details, the following message is displayed:



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 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 previously been recorded in the **School Detail** page of SIMS. The **School Information** should always be checked, and amended if necessary, by clicking the **School Detail** button.

2 School Information			
School Name	WATER BABIES NURSERY SCHOOL		
LA	B20	Establishment Number	1050
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 where information applicable to your school is displayed.

The screenshot shows the 'School Detail' dialog box for 'WATER BABIES NURSERY SCHOOL'. The fields are as follows:

- School Name: WATER BABIES NURSERY SCHOOL
- LA: 820 Bedfordshire (Pre LG)
- Establishment Number: 1050
- Unique Reference Number: (empty)
- School Phase: Nursery
- School Type: Maintained Nursery
- School Governance: Community
- Intake Type: Comprehensive
- Boarding Pupils:
- Nursery Class:
- Special Class or Unit:
- Head Teacher: (empty)
- Curriculum Years: N2, 6
- Pupil Genders: Coeducational
- Gender on entry to: Coeducational
- Main Contact: Mrs G Grosvenor

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.

Checking/Updating Hours at Setting



NOTE: It is a DfE requirement that the Hours at Setting data for 2, 3 and 4 year olds is collected for the majority of schools.

*If the **Hours at Setting** panel is not displayed, please proceed to the next panel.*

The DfE directly funds Local Authorities for the provision of education for 2, 3 and 4 year olds in English maintained schools.

Hours at Setting is the total number of LA funded and unfunded hours that a pupil spends at the Early Years setting to the nearest 0.5 hour.

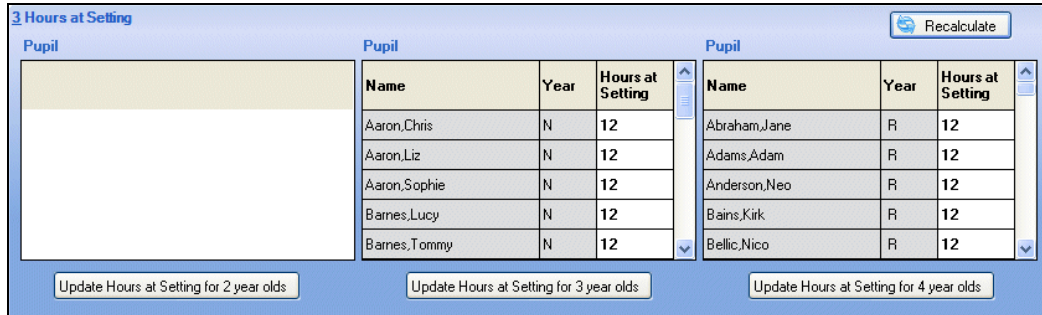
For the School Census Autumn 2011 Return, a pupil's age is determined by their age at 31/08/2011.



NOTE: Hours at Setting is 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 have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Hours at Setting** panel.

The **Hours at Setting** panel is read-only. However, values can be updated by clicking the appropriate **Update Hours at Setting** button.



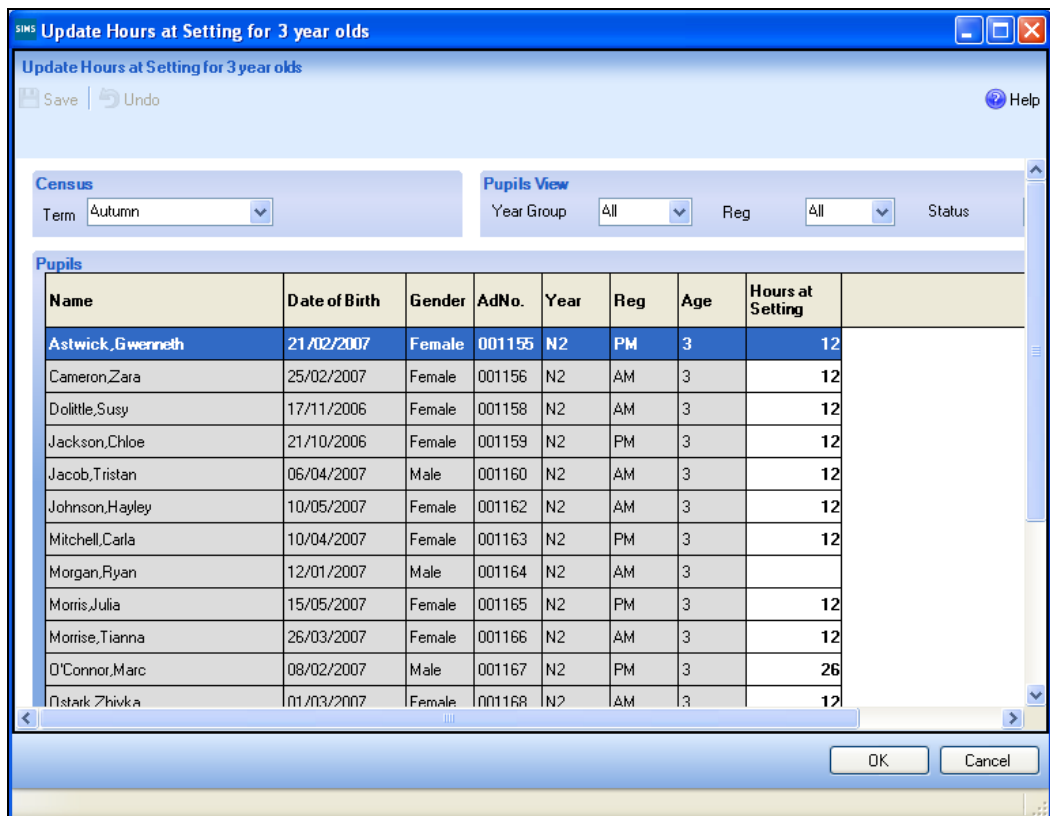
The method for updating Hours at Setting for 2, 3 and 4 year olds is the same. The following example describes how to update data for 3 year olds.

1. Click the **Update Hours at Setting for 3 year olds** button to display the **Update Hours at Setting for 3 year olds** dialog.



NOTE: The Hours at Setting data is brought forward from the School Census Summer 2011. This data should be reviewed, then edited, if necessary, before saving.

*If you wish to view the data recorded for the previous terms, select either **Spring** or **Summer** from the **Term** drop-down list.*



2. To manually add or edit the number of **Hours at Setting** appropriate to each pupil, select the required pupil then double-click in the cell and enter the required number.



IMPORTANT NOTES: *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.*

*A value must be entered for each pupil listed. If any cell in the **Hours at Setting** column is blank, a validation error is displayed when the return is created and validated.*

3. If most of the pupils are receiving the same number of Hours at Setting, the following method can be used to quickly populate the **Hours at Setting** column:
 - a. In the **Pupils View** panel, select as appropriate from the **Year Group** drop-down list, e.g. **AM** or **PM** for 2 year olds, **N** for 3 year olds, **R** for 4 year olds. 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 **Hours at Setting** column then enter the number of hours that is correct for the majority of pupils.
The number is automatically entered for all selected pupils.
 - d. Click to the right of the grid to deselect all.
 - e. Amend the entry for each pupil who is receiving a different number of Hours at Setting. This is achieved by highlighting the required pupil, then clicking in the associated **Hours at Setting** cell and entering the required number.
4. Click the **Save** button.
5. 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 the up-to-date data is displayed in the **Hours at Setting** panel:*

- *Hours at Setting 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 buttons on the **Hours at Setting** panel automatically updates the display.*

Identifying which Pupils have no Entries for Hours at Setting

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

Any pupils who do not have an entry for Hours at Setting are displayed.

3. Enter the required values for these pupils as previously described.

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Creating and Validating a School Census Return

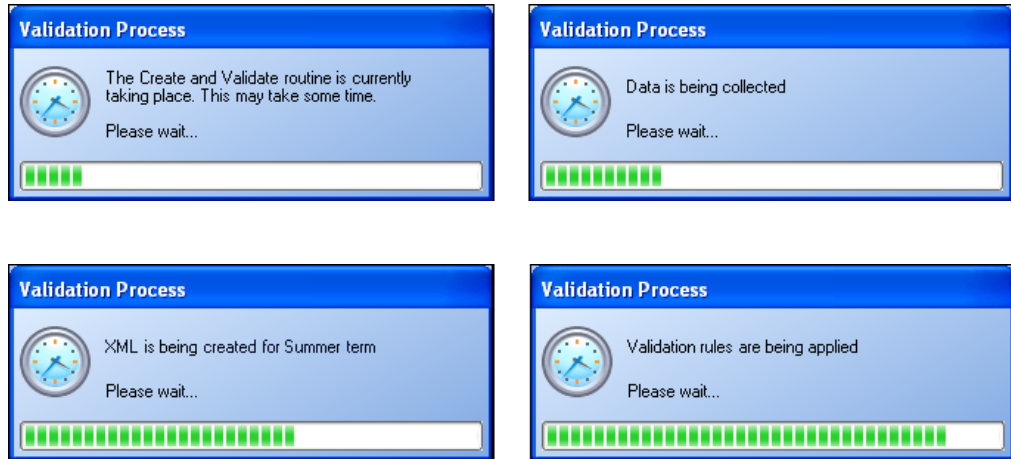
A return must be created, validated and authorised before it can be sent to your Local Authority.

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	NYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel an...
Q	60090	Please check: Sessions Attended is 0	UPN : F820200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bukolt Forename : Krystal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : 7920200106049 Surname : Tenny Forename : Russ	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...

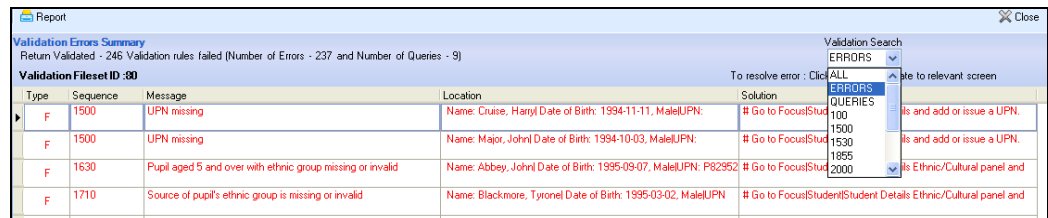
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

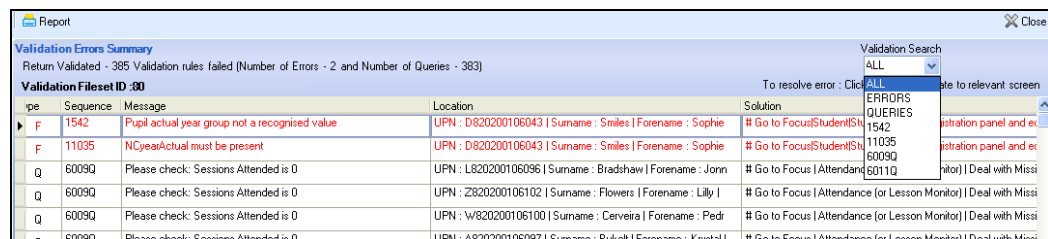
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error 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.

	Location	Solution
Present	CompleterRole :	# Go to link "Survey Completion" panel, and make sure there is a
Present not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel and ed
Present Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Present Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona DateOfBirth : 2003-03-03 Gender : F SessionsAttended : 0	
Present Sessions Attended is 0	UPN : Q820200106004 Surname : Bradbury Forename : Chris	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Present Sessions Attended is 0	UPN : H820200106007 Surname : Burns Forename : Janet D	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi



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. For more information, please see *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 in SIMS* handbook.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/warnings that can be generated is being produced. Explanations and information on how to resolve the errors or whether the warnings 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.

The *School Census 2011 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 CENSUS11 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, 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 group, SEN Provision and on-roll status.

Free School Meal Report

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

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

Generating Detail Reports

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



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



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

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 **School Census Folder**, which was specified in the **Census Return** browser, e.g. S:\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>_detail_report.html, for example:

8232001_SC3_823LL11_001_onroll_pupil_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 then ensure that the printer settings are correct.
2. 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. S:\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>_Summary_Report.html, for example:
```

```
8202001_SC3_820LL11_001_Summary_Report.html.
```

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



More Information:

Specifying 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 26
Deleting an Unauthorised Return on page 30

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, a new return (with a unique description) must be produced 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. Run the Summary report and detail reports to assist with resolving errors and checking queries.
7. Run the Summary report and detail reports again to ensure that the information is now correct.



More Information:

Specifying 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

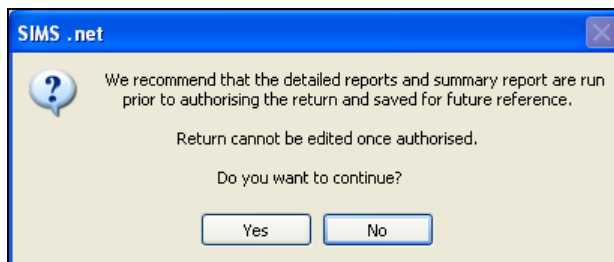
Producing the Summary Report on page 26

Authorising the School Census 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.



- 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.

- 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.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8202001_SC3_823LL11_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 School Census Return on page 29

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 2011 Autumn Release (7.142).*

When the SIMS 2011 Autumn Release is applied, the 2011 School Census returns are 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. S:\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:

Specifying the School Census Folder on page 10
Copying a School Census Return on page 29

Copying a School Census 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 Autumn 2011.

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



NOTE: An authorised School Census return cannot be deleted.

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.

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