

SIMS

# Producing the School Census Spring 2011 Return

## English Nursery Schools

Applicable to 7.136 Onwards

**Handbook**



**CAPITA**  
CHILDREN'S SERVICES

## Revision History

Version	Change Description	Date
Spring 2011 - 1.0	Initial Release. Please see <i>How has the School Census Spring Return Changed Since Last Year?</i> on page 1 for details.	28/09/2010
Spring 2011 - 2.0	Graphics amended in <i>Creating and Validating a School Census Return</i> on page 19.	10/12/2010

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Capita Doc Ref: CensusSpr11\_Nur/HBK/101210/AW

### 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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## Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Spring 2011 Return, which takes place on Thursday 20 January 2011.

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 Special schools in the School Census Spring 2011 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:

### Pupil Disability

Pupil disability is a new item to be collected once a year as part of the Spring School Census. Where a pupil's record contains multiple disability entries, all entries are collected in the return.

For the School Census Spring 2011 Return, disability data is collected on a voluntary basis.

### School Level Items

Extended Services has been removed from the School Census Spring Return.

## Pupil Level Items

The following items have been removed from the School Census Spring Return:

- Source of Service Children
- In-Care Data
- Parental Contacts.

## Teachers and Support staff

Teachers and support staff information is no longer collected for the School Census Spring Return.

The following panels have been removed:

- **Teachers**
- **Support Staff.**

## Free School Meals

If the Dinner Money license has been applied, the free school meals on census day data is calculated automatically and displayed in the **General** panel (**Routines | Statutory Returns | School Census**). If Dinner Money is not in use, the data must be entered manually.



### More Information:

*Entering General Information on page 17*

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## Hours at Setting

### Tools | Statutory Return Tools | Hours at Setting

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 is 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.



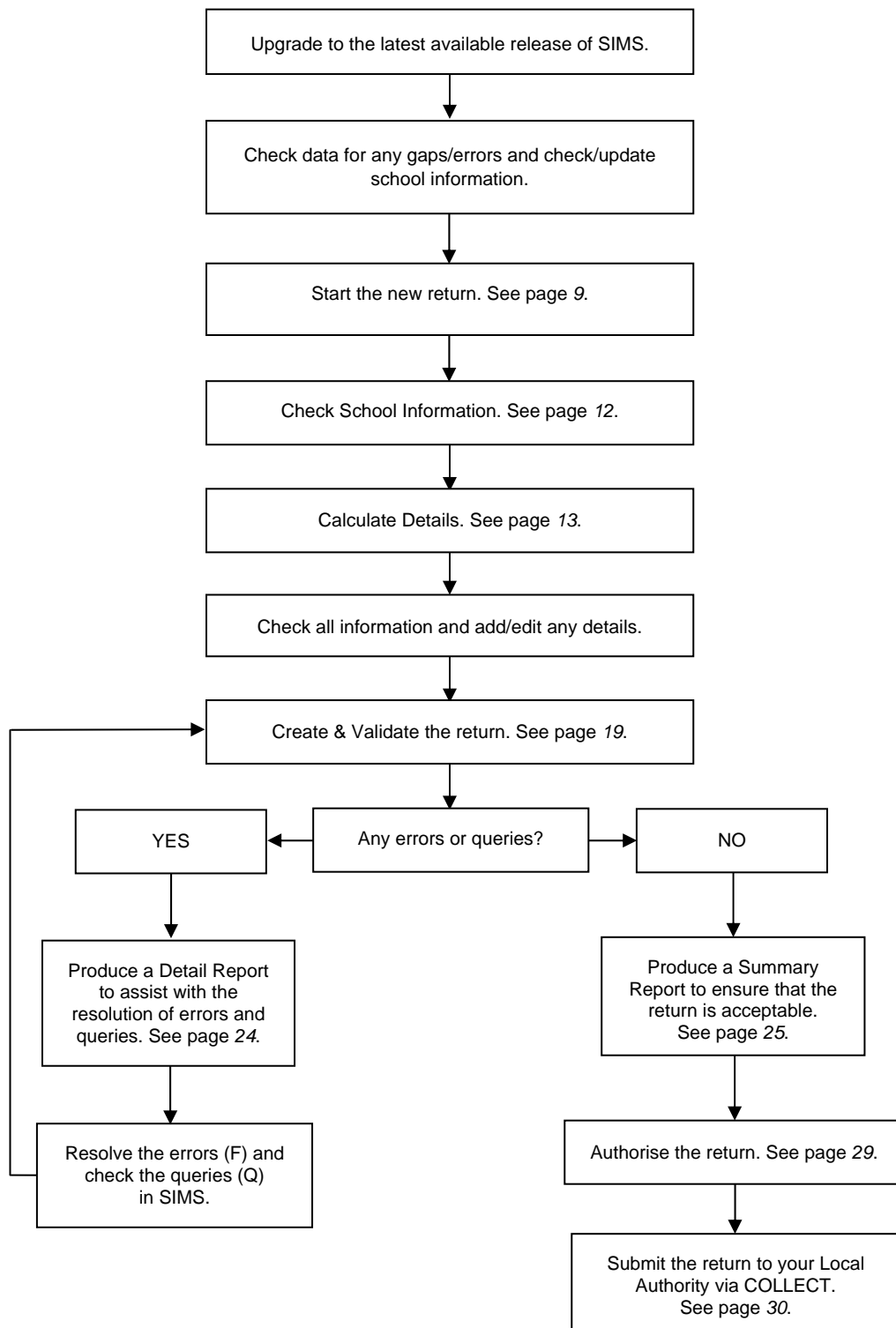
### More Information:

*Checking/Updating Hours at Setting on page 14*

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## 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, help sheets, 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.

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## 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 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.

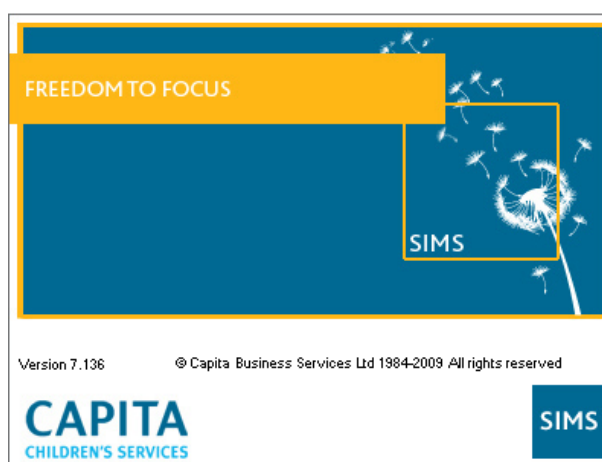
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

## What Version of SIMS is Required?

In order to run the School Census Spring 2011 Return, you must have the SIMS 2010 Autumn Release (7.136) 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 7.136 or later.



**WARNING:** The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2010 Autumn Release (7.136).

When the SIMS 2010 Autumn Release is applied, the 2010 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 Nursery schools in the School Census Spring 2011 Return:

### School Level

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

### Pupil Level

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

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 Spring 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 Spring 2011 Return

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## 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.

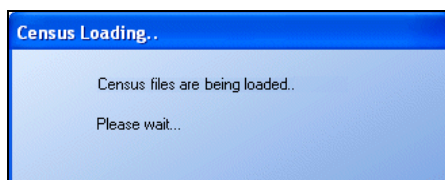
The School Census Spring 2011 Return collects data for:

- all pupils on the register on census day (20/01/2011).
- all pupils who attended school in the previous term (start of Autumn term to 31/12/10).
- any additional pupils subject to any type of exclusion in the Summer term (05/04/2010 to 31/08/2010).

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

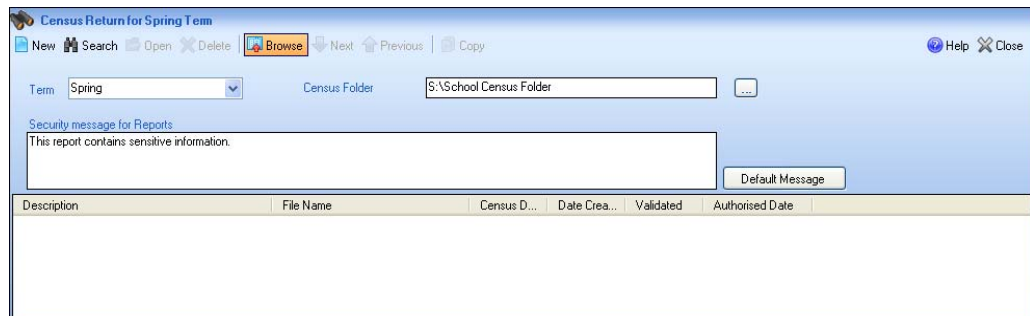
It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page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

2. 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 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 at the top of each detail report.

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

## Checking Census Details

Census Details	
Census Date	20/01/2011 
Description	Spring Return 2011

1. The **Census Date** defaults to the correct date for the return, i.e. **20/01/2011**, but can be edited if required.
2. By default, the return **Description** is displayed as **Spring Return 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.*

## 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 amended if necessary, by clicking the **School Detail** button.

**2 School Information**

School Name	WATER BABIES NURSERY SCHOOL		
LA	820	Establishment Number	1050
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
Pupil Genders	Coeducational	Highest NC Year	6
Lowest NC Year	N2		

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	1050		
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		Main Contact Mrs G Grosvenor	
Curriculum Years	N2	6	
Pupil Genders	Coeducational		
Gender on entry to	Coeducational		

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.

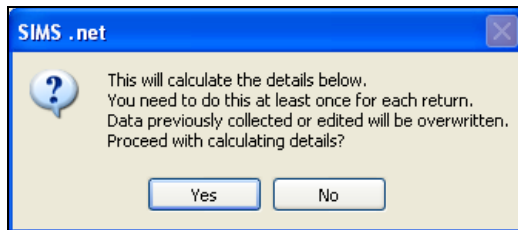
Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in *every* panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you have made.

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

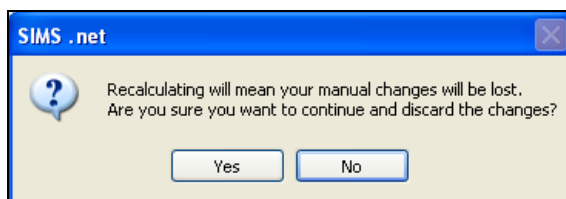
## Calculating All Details

1. Click the **Calculate All Details** button in the **School Information** 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/Updating Hours at Setting

**i** *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 (previously known as Funded Hours) 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 Spring 2011 Return, a pupil's age is determined by their age at 31/08/2010.

**i** *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 screenshot shows the 'Hours at Setting' panel with the following data:

Name	Year	Hours at Setting
Aaron,Chris	N	12
Aaron,Liz	N	12
Aaron,Sophie	N	12
Barnes,Lucy	N	12
Barnes,Tommy	N	12

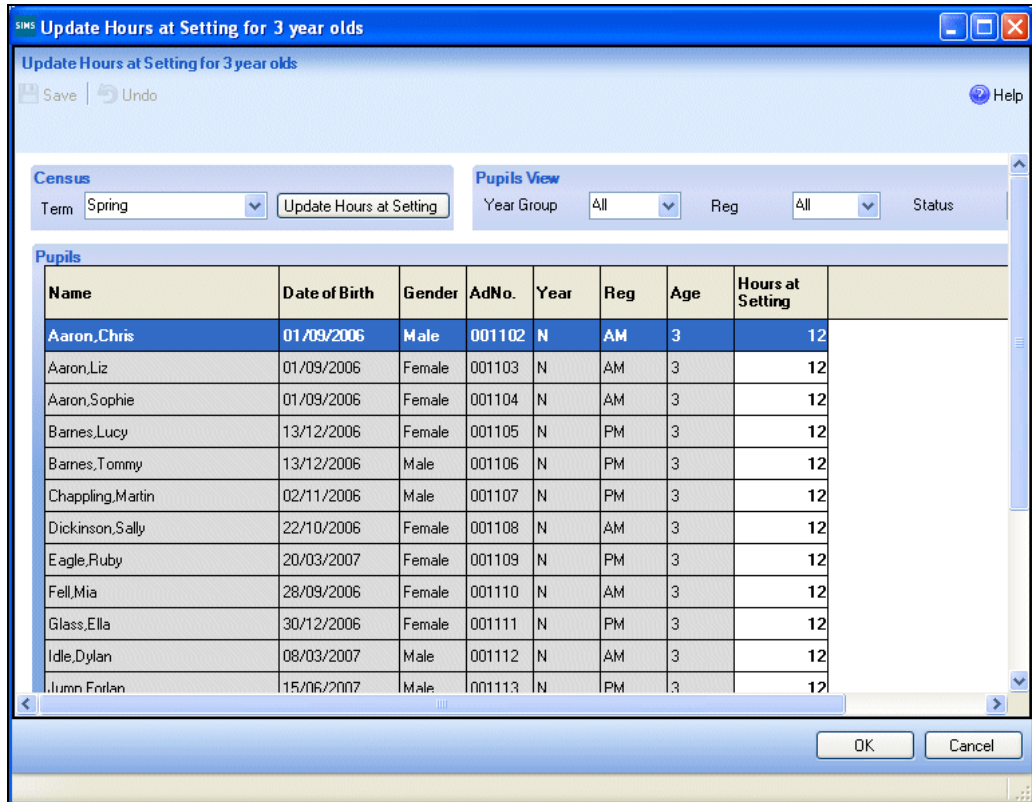
  

Name	Year	Hours at Setting
Abraham,Jane	R	12
Adams,Adam	R	12
Anderson,Neo	R	12
Bains,Kirk	R	12
Bellic,Nico	R	12

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.

The Hours at Setting data is brought forward from the School Census Autumn 2010 Return and **Spring** is displayed by default in the **Census** panel.



**TIP:** As an alternative to using the scroll bars, click the **Maximize** button (located on the right-hand side of the dialog header) to view all aspects of the **Update Hours at Setting for 3 year olds** dialog.

Provided that Early Years Attendance Patterns have been defined (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care, the **Hours at Setting** can be updated automatically.

2. Click the **Update Hours at Setting** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

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

3. 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 entering 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 at setting, the following method can be used to quickly populate the **Hours at Setting** column:
  - a. In the **Pupil 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 the 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 selecting the required pupil, then clicking in the associated **Hours at Setting** cell 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 **Refresh** 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.*

## Resetting All Hours at Setting

To reset all hours at setting, right-click in the **Hours at Setting** column, then select **Reset All** from the drop-down list. All values revert to zero.

Re-enter correct values as previously described.

## Identifying which Pupils have no Entries for Hours at Setting

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. Enter the values for these pupils as previously described.

## Entering General Information

If SIMS Dinner Money is in use, the **No. of free school meals taken** is calculated automatically from the data held in SIMS.

<b>4 General</b>	
No. of free school meals taken	<input type="text" value="0"/>

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 2011 Return

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## Creating and Validating a School Census Return

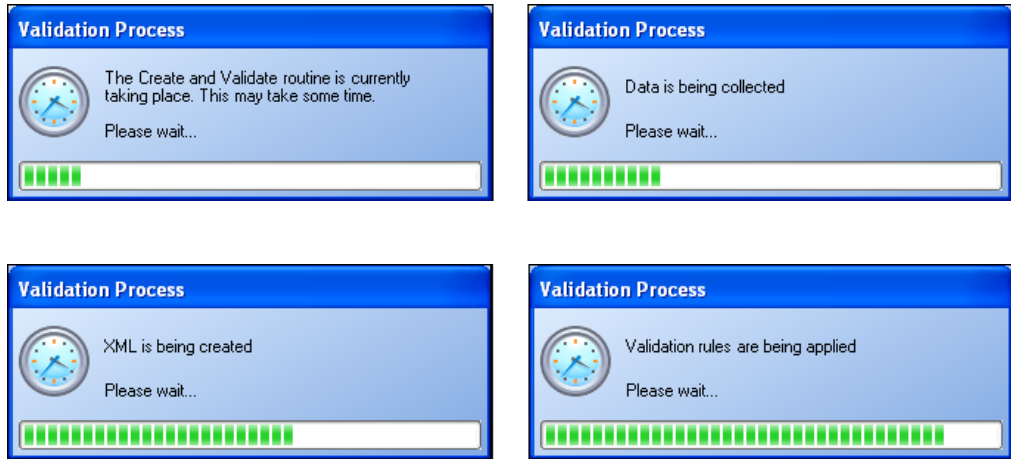
A return must be created, validated and authorised before it can be sent to your Local Authority.

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.

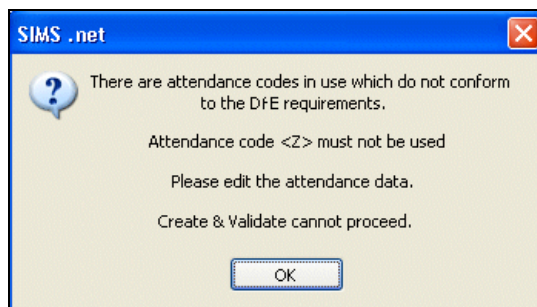
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process. 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.



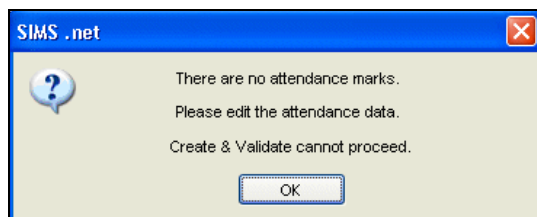
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



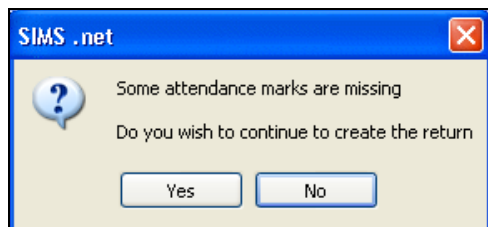
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

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



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

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



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

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

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

## Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel 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	NYearsActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus Student Student Details Registration panel an...
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Ackton, William  Date of Birth: 1996-06-11, Male  Age:	# Go to Focus Student Student Details and check pupil's dat...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Gill, Gemmal  Date of Birth: 2003-02-07, Female  UPN: W	# Go to Focus Student Student Details registration and check...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Phillips, Bethany  Date of Birth: 2003-11-18, Female  UPN	# Go to Focus Student Student Details registration and check...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Sungail, Skaistel  Date of Birth: 2003-03-28, Female  UPN	# Go to Focus Student Student Details registration and check...
Q	2070Q	Please check: pupil's class type and year group incompatible	Name: Astwick, Gwenneth  Date of Birth: 2007-02-21, Female  UJ	# Go to Tools   Statutory Return Tools   Update Class type ar...

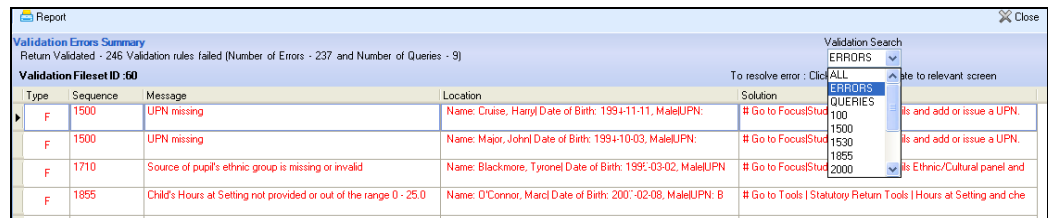
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

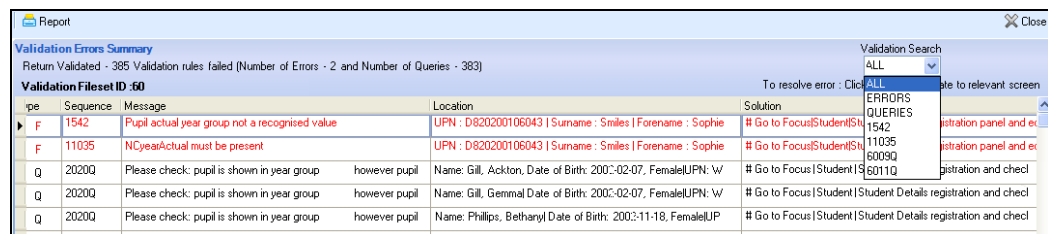
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> <li>Failure (<b>F</b> displayed in red) indicates an error, which must be corrected.</li> <li>Query (<b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered 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. Ind 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 27*

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, 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 group, 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).

### Contact Details Report

Although this report option is visible, no contact details data is collected for the School Census Spring 2011 Return, therefore no data is displayed.

This is because ContactPoint, the government database which held information on all children under 18 in England, has been discontinued by the current government.

### 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 and year group.

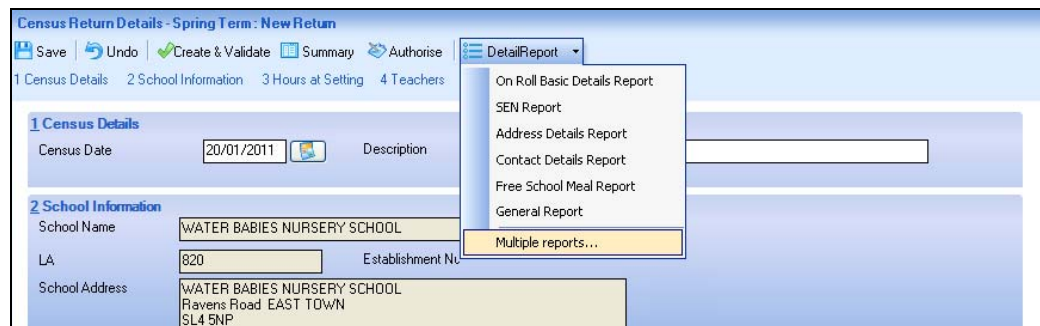
### General Report

Report Criteria: Manually entered values for School Census.

This report provides information about items that have been entered manually on the **School Census Details** page.

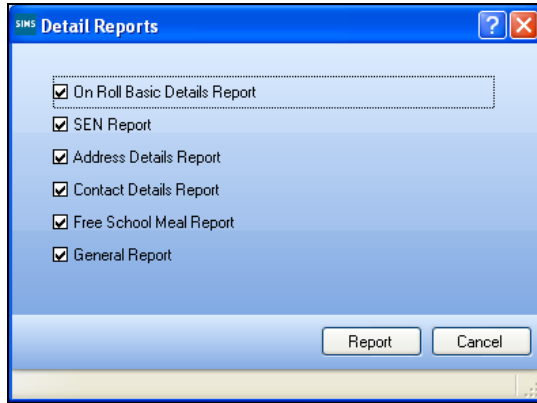
### Generating Detail Reports

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.



**NOTE:** Although the **Contact Details Report** option is visible, no contact details data is collected for the School Census Spring 2011 Return.

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. S:\SCHOOL CENSUS.

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

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

8232001\_SC1\_823LL11\_001\_onroll\_basic\_details\_report.html.



#### **More Information:**

*Configuring the School Census on page 10*

*Transferring a Report to a Spreadsheet on page 27*

## 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>\_.html,  
for example:

8232001\_SC1\_820LL11\_001\_Summary\_Report.html.

### School Census Collection: Spring 2011

Version 2010.08.20 - Released: 20 August 2010

**There are 0 errors and 1 queries.**

**A. School Characteristics**

**Summary for: WATER BABIES NURSERY SCHOOL**

LA Code: 820 Establishment Number: 1050

**School Address and Postcode:**  
WATER BABIES NURSERY SCHOOL  
Ravens Road  
EAST TOWN  
MK45 2DS

Telephone Number: 652015

Email Address: School@emailaddress.co.uk

Phase: NS

Type: 50

Governance: CO

Intake Type: COMP

Gender of Entry: --

Gender of Sixth Form: --

Lowest National Curriculum Year Group: N2

Highest National Curriculum Year Group: 6

**B. Number of Pupils on roll by Age, Gender and Mode of Attendance**

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
4-5	20/09/08 - 31/08/09	0	0	0	0

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 25*  
*Transferring a Report to a Spreadsheet on page 27*  
*Authorising the School Census Return on page 29*  
*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 24*  
*Producing the Summary Report on page 28*

## Authorising the Return

A return must be authorised before it can be sent to your LA. 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 generating then reviewing the Summary report.

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.

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. 8232001\_SC1\_823LL11\_001.XML.



### More Information:

*Creating a New School Census Return on page 9*  
*Producing the Summary Report on page 28*  
*Copying a Return on page 31*

## Submitting the Return to the Local Authority



**WARNING:** *The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn Release (7.136).*

*When the SIMS 2010 Autumn Release is applied, the 2010 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:

*Configuring the School Census Folder on page 10*  
*Copying a Return on page 31*

## 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 Spring Return 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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