

Spring 2012
School Census
PRU
Completion Notes

If you have any queries on using your MIS (SIMS) system to complete your Census return, please contact the **Capita .ict** helpdesk on 0844 8922406

If you have any queries relating to the DfE Guidance, please contact the Business Intelligence and Performance Improvement Team (formerly IMRS)

on 01604 366190

or email

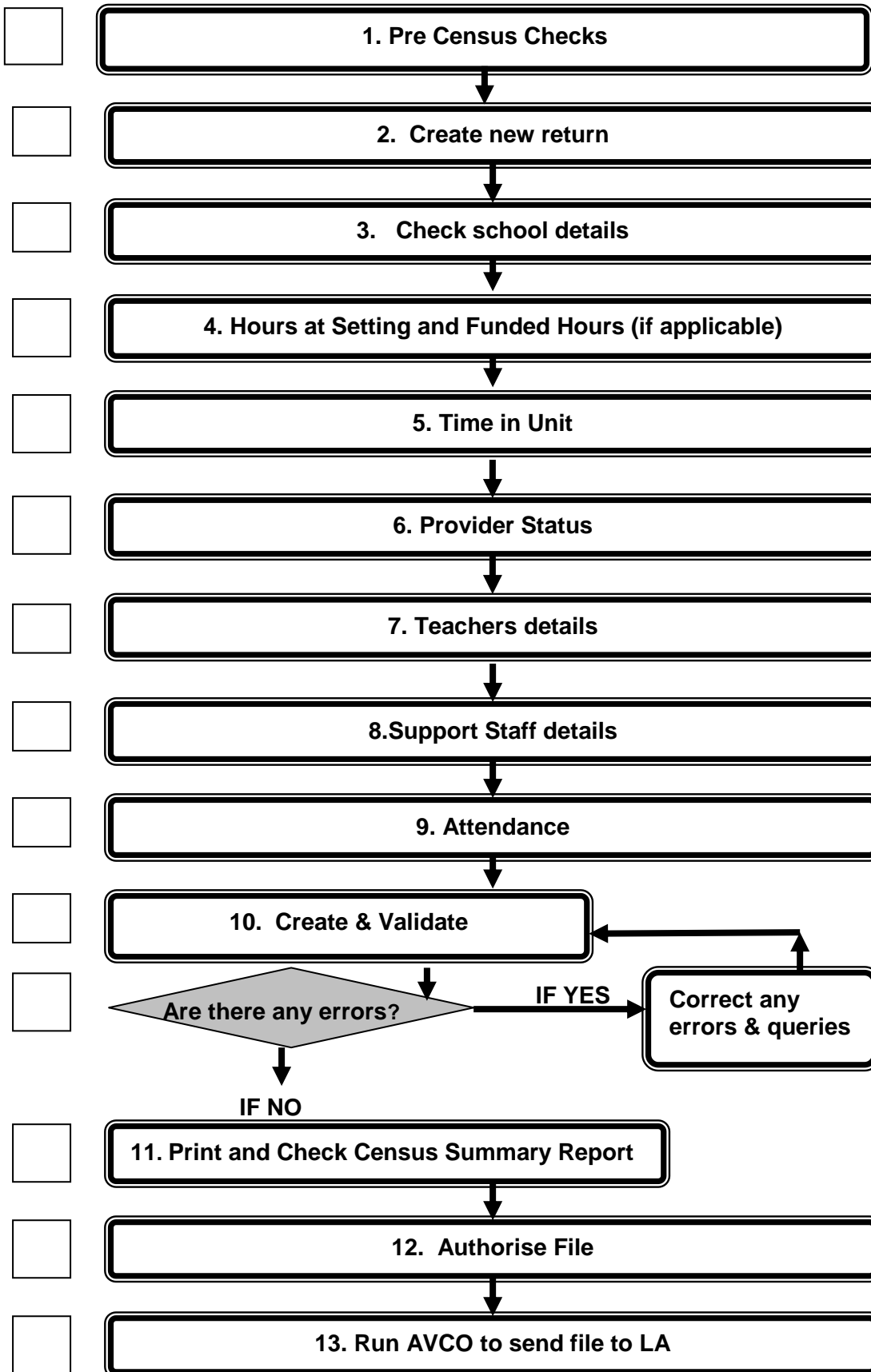
education@northamptonshire.gov.uk

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STEPS TO CREATE YOUR SCHOOL CENSUS RETURN

Please Follow the Numbered Steps



Introduction

Every PRU is expected to complete an electronic Census Return in the calendar year 2012.

The Census Date for 2012 is as follows:

- (Spring) third Thursday in January (19th January 2012)

The table below gives a summary of which data areas will be collected.

Module	Spring Census
Pupil Level	
Pupil ID	✓
Pupil Characteristics	✓
Pupil Status	✓
SEN	✓
Exclusions	✓
Home Information	✓
School Level	
School Characteristics	✓
Miscellaneous	✓

This document is designed to help you through the processes required to complete your Spring Census return using SIMS. The notes are designed to be used in conjunction with the 2012 DfE Guidance notes which can be downloaded from the BIPI website:

http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cy_pd_info/Pages/censusguidance.aspx

or

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0076969/school-census-2012>

IMPORTANT INFORMATION

*SIMS **MUST** be on version 7.142 – Autumn 2011 - or higher before you can proceed with the Spring 2012 Census process. To check this, open SIMS and go to Help | About SIMS and check the version listed.*

NOTE – Please see Appendix 1 on page 34 regarding the correct Enrolment Status of Pupils/Students in your unit.

What Does Calculate Details Do?

Using data present in SIMS, the system calculates the data to be included in the Census return. Other data is picked up directly from other areas in SIMS, e.g. school details, pupil names, addresses, UPNs, etc. and therefore do not need to be calculated.

The data collected during the Calculate Details process will be displayed in the panels that appear below the School Information panel.

Do You Need to Calculate Details?

School Census details **must** be calculated at least once for each return to collate the relevant information entered in SIMS.

If you need to edit data in SIMS, related to the School Census return after **Calculate All**, then you should not normally need to **Calculate All** again.

Example:

- School has calculated their return and a new pupil is placed “on roll” or “off roll” just before Census day. The school would NOT **Calculate All**.
- School has calculated their return and amends details in a pupils record. The school would NOT **Calculate All**.

Pre Census Checks

Ensure that all student data is present and up-to-date in SIMS before producing the School Census return.

You **MUST** have made sure that attendance data is up-to-date for the period of 01/09/10 to 31/05/11. Ensure that you have dealt with all missing marks.

Detailed Reports

It is possible to produce detailed reports showing On Roll Basic Details, Leavers Basic Details, Exclusions, Attendance, Absentees, SEN, Address Details, Free School Meals, Staff or Teenage Mothers. It is also possible to choose to Print All Reports. These reports enable the checking of data used to generate the School Census return.

It is strongly recommended that you print each of these out and check the data for accuracy.

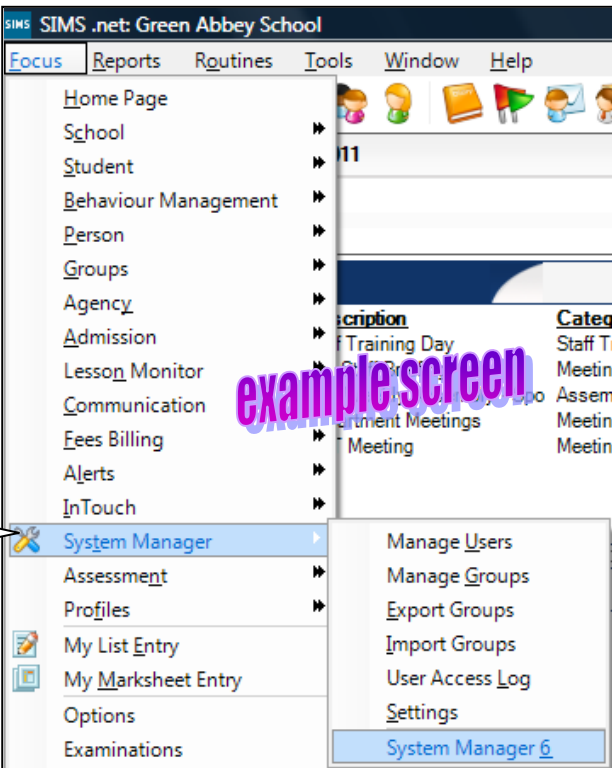
These are described on page 28 of this document.

Access Rights for Creating a School Census return


In order to create a School Census return you need to be logged into SIMS as a user who is a member of the **Returns Manager** Group as defined in System Manager. In order to resolve School Census errors you will also require access to other areas of SIMS e.g. Student Basic Details and Students SEN (Please liaise with your System Manager).

This process assumes that the user has access to the System Manager Module itself. System Manager has now been updated to version 7. The process below takes you in via System Manager version 6 which is still accessible for the moment. **We strongly advise you to book on an appropriate training course for System Manager 7.**

Log into SIMS with a user who has access rights to System Manager and from the Focus menu click on **System Manager | System manager 6.**

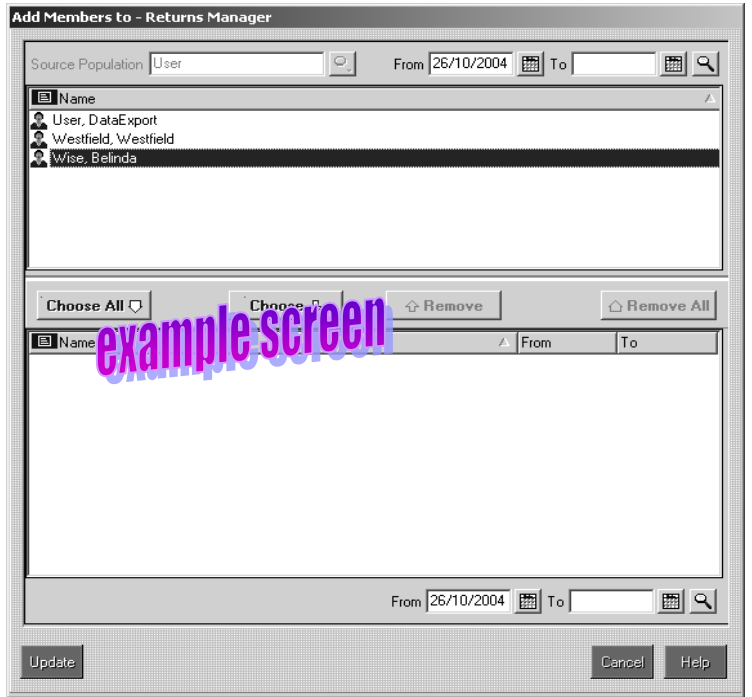


From the Welcome Screen select the **Returns Manager** Group from the drop down list on the right hand side of the **Assign Users to User Group.** Then click on the active button to the left hand side of the row.



NB. The user must have already been activated as an SQL module user through the top option 'Add existing people as users of the system'.

In the top half of the screen, left click on the name of the person(s) who will be responsible for creating the School Census return and click on **Choose**. This will move the users name into the bottom window.



Once the details are correct click on **Update** to refresh the membership of the Returns Manager Permissions Group



Close the Welcome Screen and Close System Manager.

IMPORTANT INFORMATION

There may be a 24 hour delay before the new permissions take effect.

Extract from DfE Guidance Notes**4.2.7 Funded Hours**

This data item records for each pupil aged 2, 3 and 4 (as at 31st August) the total number of hours they spent in **education provision** at the school which are **funded under the free entitlement to education for under 5's**. Any additional hours which are funded by other means e.g. the parent, should **NOT** be included against Funded Hours.

Funded Hours will be used to determine the Dedicated Schools Grant and Pupil Premium allocations for pupils aged Under 5 and consequently it is essential that this is recorded correctly for all pupils as part of the PRU Census.

The allocation of Dedicated Schools Grant (DSG) and Pupil Premium funding for pupils aged Under 5 for 2012-13 will be based on the Funded Hours recorded on the 2012 PRU Census and not the full time / part time indicator (the funding methodology will be the same as for 2011-12 except Funded Hours rather than Hours at Setting will be used). Consequently it is essential that the Funded Hours recorded on the census accurately reflect the hours at the setting (to the nearest 0.5) **funded under the free entitlement to education for under 5's** as this will be used to determine the funding allocation from DfE.

For funding purposes, the Funded Hours recorded on the PRU Census will be capped at 12.5 hours per week for 2 year olds with SEN and 15 hours per week (i.e. the free entitlement) for rising 3s and pupils aged 3 at 31 August 2011. All pupils aged 4 as at the 31 August 2011 are also entitled to 15 hours free entitlement education provision. However the Department fully supports LAs who choose to fund 4 year olds full time and, therefore, Funded Hours will be capped at 25 hours for pupils aged 4 at 31 August 2011.

Funded Hours should only include the hours the pupil spent in **education provision** and should therefore exclude any hours of 'childcare' and breaks where the pupils are not receiving education. Extended schools services (e.g. breakfast clubs and after school clubs) should also be excluded as they are not considered to be education provision.

4.2.8 Hours at Setting

This data item records, for each pupil aged 2, 3 and 4 (as at 31 August) the total number of hours they spent in **education provision** at the school irrespective of who funded the hours (i.e. it is the total of any hours funded under the free entitlement to nursery education plus any additional hours of education funded from our sources such as parents).

For dually registered pupils only the actual hours attending each school should be recorded. The main registration should **only** include the hours spent in education at the main registration. The subsidiary registration should **only** include the hours spent in education there.

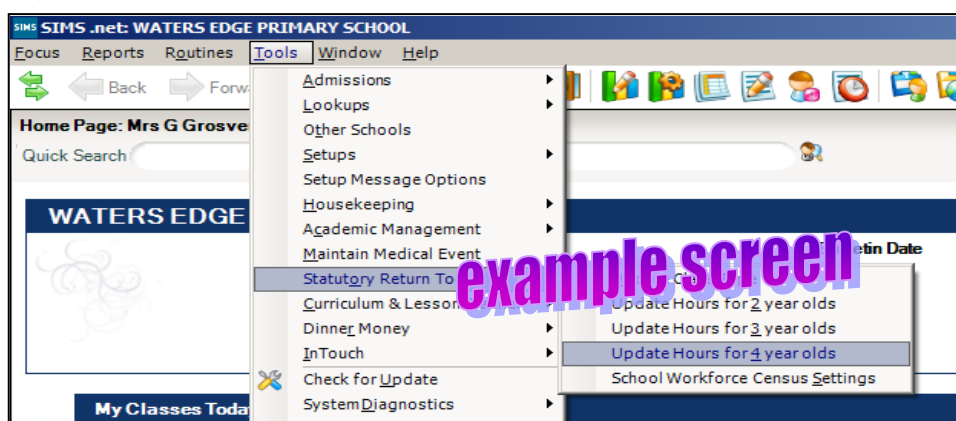
This will allow the Department to monitor the hours attended at maintained settings on the same basis as private/voluntary/independent provision
Hours at Setting should only include the hours the pupil spent in **education provision**

Updating Hours at Setting for 2, 3 and 4 Year Olds

Applicable to PRU's that have pupils aged 2, 3 and 4 on-roll on census day (their age is determined by their date of birth as at 31/08/11)

The DfE directly funds Local Authorities for the provision of education for 2, 3 and 4 year olds (as at 31st August) in English maintained schools/PRUs. The funding is based on the number of hours they spend in education provision at the school (known as **Funded Hours**) under the free entitlement to education for under 5's by the Local Authority during Census week in order that the Dedicated Schools Grant is properly allocated.

In addition to this, the DfE also require schools to record the total number of hours that pupils spend in education provision at the school/PRU irrespective of who funds the hours (i.e. it is the total of any hours funded under the free entitlement to nursery education plus any additional hours of education funded from other sources such as parents) (known as **Hours at Setting**)
If applicable to your unit, select **Tools | Statutory Return Tools | Update Hours for 4 year olds** to display the Update Hours for 4 year olds window. (Once you have completed the instructions below for 4 year olds, you need to repeat the process for any 3 or 2 year olds if applicable to your unit.)



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

If **Funded hours** have previously been recorded they are displayed in the **Hours at Setting** column and can be updated as required.

Census		Pupils View						
Term	Spring	Update Hours		Year Group	All	Reg	All	
Pupils								
Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Adams, Laura	03/03/2007	Female	001235	R	ELM	4	0	
Amnar, Tarak	05/02/2007	Male	001236	R	ELM	4	12	
Astwick, Gwenneth	21/02/2007	Female	001155	R	ELM	4	12	
Bond, Steve	10/10/2006	Male	001237	R	ELM	4	12	
Cameron, Zara	25/02/2007	Female	001156	R	PINE	4	12	
Carter, Hannah	28/04/2007	Female	001238	R	ELM	4	12	

Provided that **Early Years Attendance Patterns** have been defined (via **Focus | Pupil | Pupil Details | Registration tab**) for part-time pupils who are attending your school, the **Hours at Setting** can be updated automatically. Click the **Update Hours** 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.

Enter the number of **Hours at Setting** appropriate to each pupil by double-clicking in the cell and entering the required number. (see below)

IMPORTANT NOTE: Hours must be entered in increments of 0.5. and can be up to:
12.5 hours for 2 year olds,
15 hours for 3 year olds and
25 hours for 4 year olds.

The easiest way to populate the information is to enter the hours applicable to most pupils, then edit the hours for the individual pupils who have a different number of funded hours. This is achieved as follows:

- a. Right-click the **Hours at Setting** column and select **Select All** to highlight all records display in the **Pupils** panel.
- b. Click in one of the highlighted cells in the **Hours at Setting** column then enter the number of hours that is correct for the majority of pupils.
- c. Click away from the highlighted cells.
- d. Click in the individual cells to amend the entry for the pupils who are receiving a different number of funded hours.

Identifying which Pupils have no Entries for Hours at Setting

Select **No Hours at Setting** from the **Status** drop-down list.

Funded Hours

Repeat the above process to update the **Funded Hours** column for all 2, 3 and 4 year olds if applicable to your unit.

Click the **Save** button.

Extract from DfE Guidance Notes

4.2.9 Unit Contact Time

This item should indicate the number of contact hours the pupil spent with the PRU in Census week. This should include time in the PRU and, in the case of pupils receiving their education through home visits (or being educated in hospital), time spent in contact with staff members of the PRU.

Where the PRU has arranged for the pupil to receive their education via another establishment (eg an FE college or work-placement) then the time spent under the supervision of this establishment should be counted as part of the contact time. The PRU is also responsible for recording attendance at the other establishment.

In some cases pupils will remain in their registered school while being visited by PRU staff (through an outreach programme). This should not be included in the Unit Contact Time.

Updating Time in Unit Information

Time in Unit, also referred to as Contact Time, is the total number of expected hours that a child spends at a Pupil Referral Unit in census week.

The Time in Unit must be recorded for all pupil/students who are on-roll on census day. Select **Tools | Statutory Return Tools | Update Time in Unit** to display the **Update Time in Unit** page.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Abbey, Jimmy	17/04/1998	Female	003599	8	8A	0
Abbot, Claire	22/04/1997	Female	003460	9	9A	0
Abbot, Clarissa	22/06/1995	Female	003100	11	11A	0
Abbot, Hannah	23/12/1998	Female	003762	7	7B	6
Abbot, James	27/04/1996	Male	003270	10	10B	0
Abbot, Susan	21/06/1998	Female	003200	10	10B	0
Abdelkoder, Mohamed	15/02/1995	Male	002915	12	P	0
Able, Benjamin	19/02/1995	Male	003101	11	11A	0
Abu-Koash, Frederik	05/08/1995	Male	003102	11	11C	0
Ackroyd, Marcus	21/01/1996	Male	003271	10	10B	0
Ackroyd, Mary	10/11/1995	Female	003272	10	10B	0
Adair, Geoffrey	22/09/1994	Male	003103	11	11B	0
Adams, James	13/12/1993	Male	002916	12	N	0
Adams, Kathryn	13/11/1996	Female	003461	9	9B	0
Adams, Louise	01/10/1994	Female	003104	11	11C	0
Adams, Melanie	06/06/1999	Female	003763	7	7D	0
Adams, Owen	15/03/1994	Male	002917	12	K	0
Addison, Avril	03/03/1995	Female	003105	11	11D	0
Addison, Graham	17/09/1994	Male	003106	11	11E	0

Use the available options to sort and filter the display, as required.

To specify the time in unit for an individual pupil/student, click the required pupil/student record to highlight it, then click the associated cell in the **Time in Unit** column and enter the required value.

IMPORTANT NOTE: The number of hours entered per pupil/student must be between zero and 99. Whole hours only can be entered.

When all entries/updates have been made, click the **Save** button.

Click the **OK** button to return to the **Census Return Details** page, where the updated time in unit values are displayed.

Resetting Time in Unit Values

To reset all timer in unit values, right-click in the **Time in Unit** column header, then select **Reset All** from the drop-down list. All values are reset to zero.

Re-enter correct values as previously described, then click the **Save** button.

Identifying which Pupil/Students have no Time in Unit Specified

To ensure that all pupil/students have a time in unit enter against their record, select **No Time in Unit** from the **Status** drop-down list in the **View Students** panel. Any pupil/students without a time in unit value are displayed in the **Students** panel.

Enter a time in unit value for these pupil/students, as previously described, then click the **Save** button.

Extract from DfE Guidance Notes

4.3.1 Pupil Enrolment Status

Indicates the enrolment status of a pupil using one of the registration codes supplied in the code set: C (Current – single registration at this school), M (Current Main – dual registration), S (Current Subsidiary – dual registration), F (FE College) or O (Other Provider).

It is important that each pupil recorded on the PRU Census is assigned the correct enrolment status as that will ensure that they are correctly registered at a school in line with the Pupil Registration Regulations and ensures that funding is accurately targeted in line with published funding methodologies. The MIS will automatically default the value of this field to C for (Current – single registration at this school).

(j) School-supervised off-site Education

Some PRUs have registered pupils who, for varying reasons, receive all or part of their tuition at home or other suitable premises, under the supervision of the PRU. The school will support the pupil and staff will carry out regular visits; often, the pupil will have had a computer installed and online tutoring is provided. In such cases, the pupil should be recorded with an Enrolment Status of 'C' (Current - single registration at this school).

Some PRUs will have registered pupils who receive all or part of their education at an FE college or other establishment where the staff deal with the day-to-day teaching. In such cases, the pupil should be recorded with an Enrolment Status of 'O' (Other Provider) or 'FE' (FE College).

Updating Provider Status Information

Some PRUs have registered pupil/students who receive all or part of their education at a Further Education college or other establishment where the staff deal with the day-to-day teaching. In such cases, the pupil/student should be recorded with an enrolment status of 'O' (**Other Provider**) or 'FE' (**FE College**).

NOTE: Guest pupil/students are not included in the census and are therefore not displayed in any list.

1. Select **Tools | Statutory Return Tools | Update Provider Status** to display the Update Provider Status page.

Name	Date of Birth	Gender	AdNo.	Year	Reg	FE College	Other Provider
Abbey, Jimmy	17/04/1998	Female	003599	8	8A	✓	
Abbot, Claire	22/04/1997	Female	003460	9	9A		
Abbot, Clarissa	22/06/1995	Female	003100	11	11A		
Abbot, Hannah	23/12/1998	Female	003762	7	7B		
Abbot, James	27/04/1996	Male	003270	10	10C		
Abbot, Susan	21/06/1998	Female	003600	8	8B		
Abdelkoder, Mohamed	15/03/1994	Male	002915	12	P		
Able, Benjamin	19/02/1995	Male	003101	11	11A		
Abu-Koash, Frederik	05/08/1995	Male	003102	11	11C		
Ackroyd, Marcus	21/01/1996	Male	003271	10	10B		
Ackroyd, Mary	10/11/1995	Female	003272	10	10B		✓
Adair, Geoffrey	22/09/1994	Male	003103	11	11B		

2. Use the available options to sort and filter the display, as required.
5. To specify the provider status for an individual pupil/student, click the appropriate cell of the FE College or Other Provider column to enter a tick. Clicking again removes the tick, if necessary.
6. If all pupil/students listed are educated at the same provider, right-click the appropriate column heading (i.e. FE College or Other Provider), then select **Check All**. All records in that column are then ticked.
7. When all entries/updates have been made, click the Save button.
8. Click the **OK** button.

Resetting Provider Status Values

To reset all provider status values, right-click in the FE College or Other Provider column header, then select Remove All from the drop-down list. The column is cleared of all ticks. Re-enter correct provider status values as previously described, then click the **Save** button.

Identifying which Pupil/Students have no Provider Status Specified

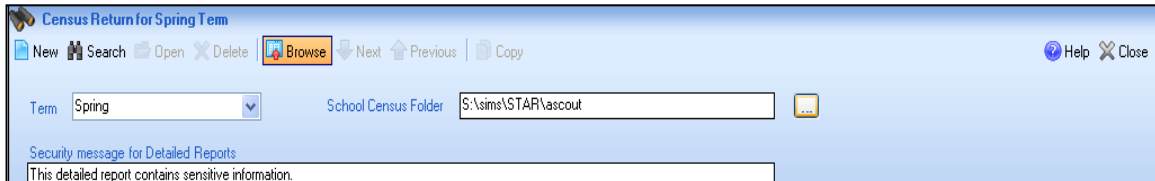
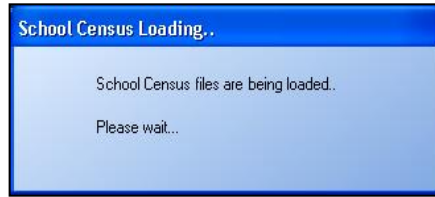
To view which pupil/students have no provider status assigned to them, select No Provider Status from the Status drop-down list in the View Students panel. Any pupil/students without a provider status are displayed in the Students panel.

If applicable, a provider status can be entered for these pupil/students, as previously described, then click the **Save** button.

Creating the Return

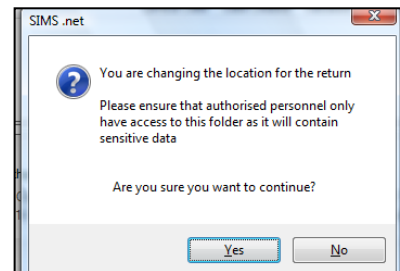
Click on **Routines | Statutory Returns | PRU Census**


You will see the following message



Ensure that the **Term** states **Spring**. The **School Census Folder** should be set as shown: **(n:\sims\star\ascout)** where **n:** is the drive letter of your sims directory (usually **c:** or **s:**).

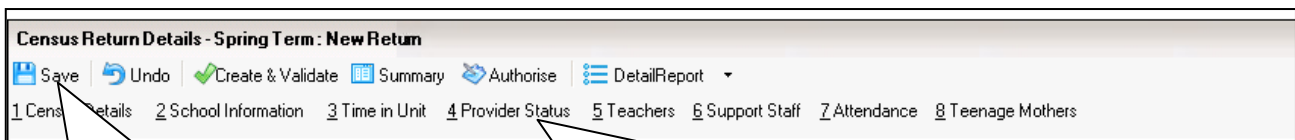
If changing the default directory you will see the following message. Click on **Yes** to continue.



Click on  **New** to create a School Census return.

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

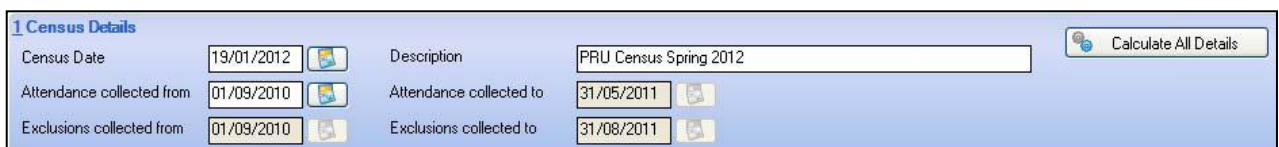
1. Census Details



At any point in the return you can click on the **Save** button to save your work to date.

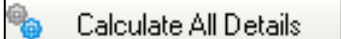
As with any record in SIMS.net, all the information for a School Census return is arranged on panels with blue hyperlinks at the top of the first panel. It is good practice, but not necessary, to complete each panel before proceeding to the next.

The defaults for your phase of PRU will be displayed. Ensure that all dates match those displayed below. **DO NOT AMEND ANY OF THE DEFAULT DATES UNLESS THEY DO NOT MATCH THE SCREEN BELOW.** You can add a different **Description** if required.

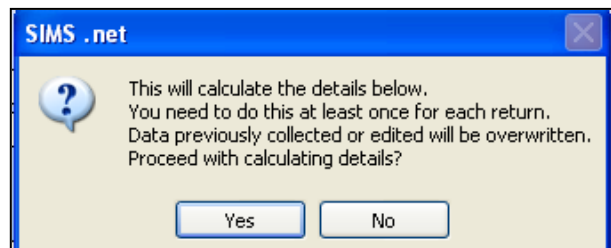


Calculating the School Census Return

1 Census Details				Calculate All Details
Census Date	19/01/2012	Description	PRU Census Spring 2012	
Attendance collected from	01/09/2010	Attendance collected to	31/05/2011	
Exclusions collected from	01/09/2010	Exclusions collected to	31/08/2011	

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

You will then see the following message:



The first time you create a School Census return you **MUST** click on **Yes** to populate the relevant information on the subsequent panels of information. If you click on **Yes** after an initial calculation, this would overwrite any details that you may have manually entered on any of the other panels.

If you need to edit data in SIMS, related to the School Census return please refer to page 6 Do You Need to Calculate Details?

2. School Information

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

The basic **School Information** will be displayed. Most of the fields on this panel must be completed. If anything is missing or incorrect at this stage you can make any changes/additions before proceeding.

You must make sure that all applicable areas are populated and a School e-mail Address is entered as this is a compulsory field for School Census. The e-mail address should be one to which the headteacher has regular access.

After you have finished making changes to the school details

click on  **Save** to save the changes and click **OK** to return to your School Census return.

3. Hours for Nursery Children

If the **Update Hours for Nursery Children** panel does not display any pupil names, please proceed to the next panel. If pupils are displayed then their Hours at Setting and Funded Hours can be input by clicking the button marked **Update Hours for 2 year olds**, **Update Hours for 3 year olds**, or **Update Hours for 4 year olds**.

Initially the screen will show the hours that you have input by selecting **Tools | Statutory Return Tools | Update Hours for 2 year olds**, **Update Hours for 3 year olds**, or **Update Hours for 4 year olds**.

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

If you need to update this information, click on the relevant **Update Hours** Button, amend and save the amended data.

4. Time in Unit

If Time in Unit has previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Time in Unit** panel. The **Time in Unit** panel is read-only. However, values can be updated by clicking the **Update Time In Unit** button and following the instructions on page 13.

5. Provider Status

If Provider Status has previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Provider Status** panel. The **Provider Status** panel is read-only. However, values can be updated by clicking the **Update Provider Status** button and following the instructions on page 15.

You can save the work that you have done on your return at any time by clicking on the **Save** button.

Extract from DfE Guidance Notes 5.3.1 Teachers

Include all teachers who normally work at the PRU (during the school day, not including teachers working in extended school services), including all outreach and peripatetic teachers. The source of funding is immaterial for the purposes of the PRU Census return and teachers funded from any source should be included: the fact that the teacher normally works at the school is the crucial factor.

Information is required for

- a) all teachers normally employed at the PRU as at the Census week (week beginning 16 January 2012) unless unusual arrangements occur in that week, in which case the normal situation should be recorded (an example of an unusual situation may be flooding),
- b) as a subset of a) teachers normally employed who are teachers of ethnic minority pupils.

The information required for each of these groups is set out in a series of diagrams below. These diagrams do not necessarily correspond exactly to any screen displayed by your software, although there may be some similarities. It may be that information in precisely the format required cannot be generated from the personnel module of your software, even if you have fully populated it with data, and that you will therefore need to carry out some manual adjustments or data entry.

For all the teacher categories below, the information required includes the total weekly directed hours of part-time staff. 'Directed hours' are the average hours per week for which a teacher is required to attend the PRU, including assembly but excluding lunch breaks. A full-time teacher is considered to work 32.5 directed hours per week, and the weekly directed hours of part-time teachers should be calculated on a pro rata basis. For each category of teacher for which a figure is required, the directed hours of each part-time teacher in that category should be calculated in this way and then added up. The total should be rounded to the nearest whole number of hours (rounding 0.5 upwards).

Teachers normally employed at the PRU as at the Census week

Include:

- peripatetic teachers who regularly teach at your school
- staff on short term paid absence (less than a term)
- relief staff covering long term absence (a term or more)
- relief staff filling nominal vacancies

Exclude:

- staff on long term paid absence (a term or more); for example on maternity or sick leave or
- staff on secondment. In these cases the absent teacher is, by virtue of the length of absence no longer regarded as 'normally employed'
- relief staff covering short term absence (less than a term); in these cases the absent teacher is still regarded as 'normally employed'
- any vacancies not filled by relief staff
- student teachers on School Centred Initial Teacher Training (SCITT) courses.

Information required for these teachers is as per the following diagram (a): Teacher Category (see below)	Full-time staff				Part-time staff			
	Number of Men	Number of Women	Men		Women			
			Number	Directed Hours per week	Number	Directed Hours per week		
QT (qualified teacher)	Teachers who have been awarded Qualified Teacher Status (QTS), following the successful completion of an approved course of initial teacher training (ITT), or via an alternative route (even if they have not passed induction)							
NQ (teachers not recognised as qualified)	Any person without QTS teaching as an "unqualified teacher or instructor" (even if they are on the qualified teacher pay spine) but excluding anyone on any scheme leading to Qualified Teacher Status.							
LQ (Teachers on schemes leading to Qualified Teacher Status)	A person who is either waiting to start an ITT course for which they've been accepted, is currently undertaking an ITT course, or has completed an ITT course but has not yet been awarded QTS. Students on teaching practice, however, should not be included.							

6. Teachers

The **'Teachers'** panel displays the totals of teaching staff as picked up from Personnel. These details can be updated manually if necessary by clicking in the appropriate box and updating the details.

Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)
Qualified Teacher	QT	28	26	3	3	73	68
Teachers not recognised as qualified	NQ	0	0	0	0	0	0
Teachers on schemes leading to Qualified Teacher Status	LQ	0	0	0	0	0	0
Teachers of Ethnic minorities	ET	0	0	0	0	0	0
Teachers of English as an Additional Language	LT	0	0	0	0	0	0
Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		28	26				

Recalculate

You **ONLY** need to record hours of part time staff in the columns indicated.

Teaching staff may be entered as **QT**, **NQ** or **LQ**. However, if they teach ethnic minorities and/or English as an additional language they must **ALSO** be entered into the **ET** and/or **LT** column(s) highlighted in blue. They will not be double counted in the overall totals. (See *DfE guidance notes on previous page on who should be included*)

Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)
Qualified Teacher	QT	28	26	3	3	73	68
Teachers not recognised as qualified	NQ	0	0	0	0	0	0
Teachers on schemes leading to Qualified Teacher Status	LQ	0	0	0	0	0	0
Teachers of Ethnic minorities	ET	0	0	1	2	16	30
Teachers of English as an Additional Language	LT	0	0	0	1	0	15
Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		28	26	3	3	73	68

Recalculate

Extract from DfE Guidance Notes 5.3.2 Education Support Staff

Include all appropriate education support staff who normally work at the PRU (during the school day, not including teachers working in extended school services), regardless of how they are funded. Information should relate to staff employed in the Census week (the week beginning 16 January 2012) unless unusual arrangements occur in that week, in which case the normal situation should be recorded (an example of which may be flooding).

Include

- staff on short term paid absence (less than a term);
- relief staff covering long term absence (a term or more)

Exclude

- staff on long term paid/unpaid absence (a term or more); - for example on maternity or sick leave. In these cases the absent staff member is, by virtue of the length of absence, no longer regarded as 'normally employed'.
- relief staff covering short term absence (less than a term); in these cases the absent staff member is still regarded as 'normally employed'
- premises related staff such as caretakers;
- canteen staff, lunchtime supervisors and lunchtime welfare assistants
- anyone doing unpaid voluntary work
- any support staff appointed to manager or support an Early Years or Children's Centre provision where the children are not pupils of the school e.g. Children's Centre and Early Years Centre Manager.

The information required is set out in the diagram below, which may resemble, but probably not correspond exactly to, a screen displayed by your software. This information consists of:

- for each of a series of staff types, the cumulative hours worked per week for all staff doing work of that type
- for each of a series of staff types, a headcount of the staff doing work of that type
- the total number of staff, taking all staff types together

Higher Level Teaching Assistant (HLTA) status was introduced in PLASC 2005. HLTA is not a qualification. It is possible that someone could be using HLTA as a job title even though the person concerned has not been awarded HLTA status. Only those individuals who have been awarded HLTA status by the Training and Development Agency for Schools (TDA), formerly Teacher Training Agency, on behalf of the Secretary of State (SoS) should be counted.

HLTA status is awarded to individuals who have demonstrated that they meet the national professional standards for HLTAs by successfully completing an HLTA programme at one of the providers who have been approved to deliver HLTA assessment and training programmes by the TDA. On successful completion of an HLTA programme they will be sent a letter awarding HLTA status by the TDA on behalf of the SoS.

It is unlikely that information in this table can be derived directly from the personnel module of your software, even if you have fully populated it with data.

Any information generated by your software is therefore likely to require manual adjustments.

Note that:

- staff should be recorded and their weekly hours counted on the basis of their normal working arrangements during term time, whether or not they work or get paid during school holidays;
- for each staff type, once the weekly hours (excluding lunch breaks) of staff doing work of that type have been added up, the total should be rounded to the nearest whole number (rounding 0.5 upwards)
- a member of staff may be recorded in more than one area under headcount.

A full-time member of education support staff is considered to work 37 hours per week (excluding lunch breaks), unless a different figure is specified by your LA. Where a member of staff does work of more than one type, their total hours, taking all types of work together, should be used to determine whether they are full-time or part-time. They, and their hours, should then be counted on that basis throughout.

Examples: A member of staff works 22 hours per week as a secretary and 15 as a librarian. Their total hours are therefore 37 per week, making them full-time. In the diagram below, they contribute 22 hours to the cumulative hours of admin officers/secretaries and the post count would reflect them under this category, and 15 hours to the cumulative hours of librarians and the post count would reflect them under this category. In part (Section 5.4.6) they are counted as one full-time member of staff. Another member of

staff works 10 hours per week as a bilingual assistant and 8 as a nurse – total hours 18 per week, making them part-time. In part (Section 5.4.5) of the diagram they contribute 10 hours to the cumulative hours of bilingual assistants and the post count would reflect them under this category, and 8 to the cumulative hours of matrons/nurses/medical staff and the post count would reflect them under this category. In part (Section 5.4.6) they are counted as one part-time member of staff.

Cumulative Weekly Hours of Education Support Staff by Staff Type

Cumulative Weekly Hours (excluding lunch breaks)	Post count
Education Support Staff	
HL	Higher Level Teaching Assistant
TA	Teaching Assistants (include nursery nurses, nursery assistants, literacy and numeracy support and any non-teaching staff regularly employed to support teachers in the classroom but not special needs and minority ethnic pupils support staff)
SN	Special Needs Support Staff
Minority Ethnic Pupils Support Staff	
EB	Bilingual Assistants
EO	Others
Other Education Support Staff	
ME	Matrons/Nurses/Medical Staff
LI	Librarians
IT	IT Technicians
TE	Technicians (including laboratory assistants, design technology assistants, home economics and craft technicians)
SS	Others (including welfare assistants in the classroom*, learning mentors (employed at the school), study supervisors, cover supervisors, any other education support staff regularly employed at the school (not covered in teaching assistants))
Admin/Clerical Staff (including only those who look after the administration of the school)	
AO	Admin Officers/Secretaries
BU	Bursars (including School Business Managers)
AC	Other Admin/Clerical Staff

* Any staff designated 'welfare assistants' who only work lunchtimes are NOT to be included on this return


Total Number of Education Support Staff (including admin and clerical staff)

Total number of full-time education support staff	
Total number of part-time education support staff	

7. Support Staff

The **Support Staff** panel expects you to enter a Head Count of all the non-teaching staff that are employed in each of the categories appropriate to your school. If you use the Personnel Module, some of the details may have been completed for you. You may need to manually edit some of the categories. Click in the appropriate column to add/edit the number of people employed in the category. Clicking in the Hours column enables you to add/edit the total number of hours worked by people in each category. (See *DfE guidance notes on previous pages on who should be included*).

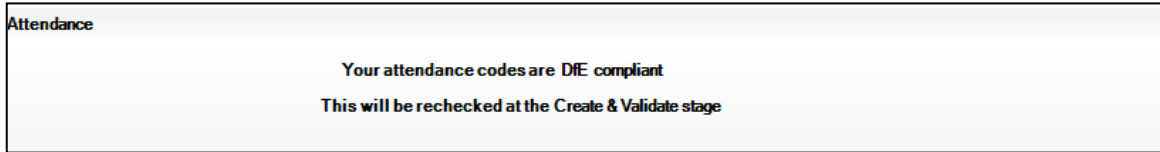
At the bottom of this panel you will have to declare the total numbers of Full and Part Time Support Staff. It is possible for a person to appear in more than one of the above categories. The total Head Count will not necessarily be the same as the total number of Full and Part Time Support Staff.

Description	Type	Post Count	Hours	
High Level Teaching Assistant	HL	0	0	 Recalculate
Teacher Assistants	TA	0	0	
Special Needs Support Staff	SN	0	0	
Minority Ethnic Pupils Support Staff - Bilingual Assistants	EB	0	0	
Minority Ethnic Pupils Support Staff - Other	EO	0	0	
Matrons/Nurses/Medical Staff	ME	0	0	
Librarians	LI	0	0	
IT Technicians	IT	0	0	
Technicians	TE	0	0	
Other Education Support Staff	OC	0	0	
Total		0	0	

Number of Full-Time Support Staff Number of Part-Time Support Staff

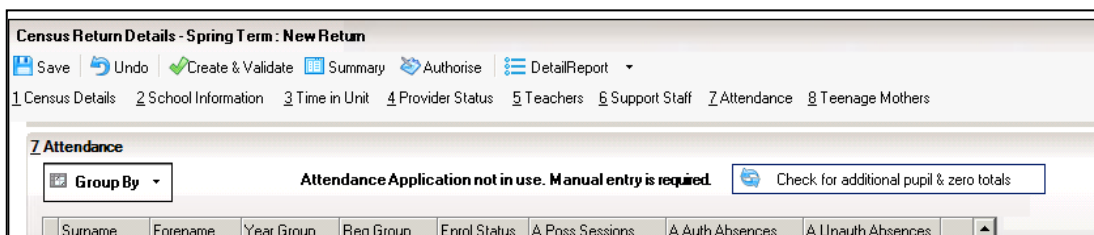
8. Attendance

Attendance data for all statutory school aged pupils/students will automatically be entered directly into the School Census return. You **must** have made sure that attendance data is up-to-date for the period of 01/09/10 to 31/05/2011 as this return collects attendance data for the last academic year.



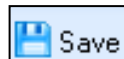
If you have not used the attendance module you will see that the Attendance panel will be populated with pupils/students that are both currently on roll and those that have left. You will have to manually enter the following information for every student:

- Total Possible Sessions
- Authorised Absences
- Unauthorised Absences



If you see a message stating that your attendance codes are not DfE compliant, you must ring the Capita .ict helpdesk on 0844 892246 before continuing with your return.

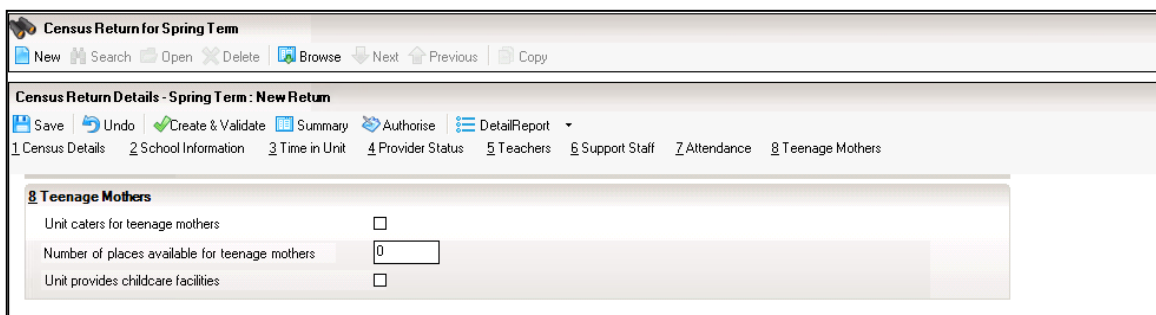
Once the information is complete click on



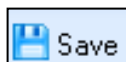
to save the details of the Spring 2012 School Census return so far.

9. Teenage Mothers

If the unit does not cater for teenage mothers, this should be set to zero; otherwise the number of places should be given.



Once the information is complete click on



to save the details of the Spring 2012 School Census return so far.

Helpful Hint

You can save and exit then validate your School Census return at a later stage. Alternatively, click **Create & Validate** at the top of the screen if you wish to continue. Instructions on Validating your return are shown overleaf.

Creating and Validating the Return

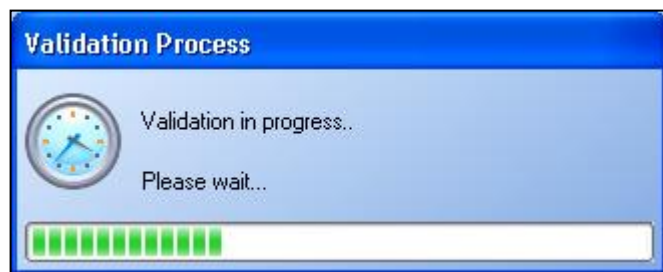
If you have exited from the return you will need to choose the following route to Create & Validate the return:

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



Click on **Create & Validate** button.
This may take some time so please be patient.

A message will appear stating that the Validation is in process.



Viewing Errors on the Return

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

Errors with a **Type** of **F** must be investigated and resolved. Errors with a **Type** of **Q** prefixing the number are queries but these must be checked to ensure that data has not been excluded by mistake, or that the entry you have made is correct as it may not be what the software expected.

BIPI will be verifying with schools, all queries as part of the Local Authority validation process.

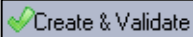
You can order the way you view errors by clicking on the drop down arrow next to all and viewing just one type of error at a time.

You can **Print** your errors for ease of checking by clicking on the **Report** icon.


You can click on the error to be taken to the student record.

If, once you have accessed the student record from the Validate screen, you need to check the details of the Validation error again then choose **Window** from the tool bar, you can click back on the **Census Return Details** to view the Validation errors again. Alternatively you can use the **Back** and **Forward** buttons.

Errors which pertain to the school information area of the return cannot be amended by double clicking on them. You must go into route **Focus | School | School Details** to amend these. If, by double clicking onto any of the other errors it does not take you to the appropriate record you may need to enter SIMS at the appropriate place and check and amend any details as necessary.

You can re-run the Validation routine by clicking on  without creating a new version of the return.

When you have amended any errors, you must create & validate the return again to clear the previous errors.

As you correct data that has failed you may need to  the return on a number of occasions in order to ensure that the corrected data passes the appropriate validation checks.

You must Create & Validate the return again on or after 19th January 2012 even though most of the work can be prepared in advance.

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

Detailed Reports

It is possible to produce detailed reports showing On Roll Basic Details, Leavers Basic Details, Exclusions, Attendance, Absentees, SEN, Address Details, Free School Meals, Staff or Teenage Mothers. It is also possible to choose to Print All Reports. These reports enable the checking of data used to generate the School Census return.

It is strongly recommended that you print each of these out and check the data for accuracy.

NOTE: You must have validated your return before you can access any of the reports.

If you have exited from the return you will need to choose the following route to look at the detailed reports:

Routines | Statutory Returns | School Census and open the required Census return.



Select the required report from the drop-down menu and this will be displayed in an internet browser similar to the screen below.

PRU Census - 2012 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Pupils on roll on Census day (19/01/2012)
Total Pupils: 16

Filename: 8861112_PRU_886LL12_001.UNA Report Created Date: 06/09/2011 Released: 20 October 2010

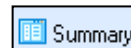
UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Sex	Religion	JA	Enrolment Status	Ethnicity	Language	Connexions	Part-time Status	Boarder	Hours at Setting	Funded Hours	Time in Unit
C886110310008	-	Blough	Nikhil			01/04/1998	Male	-	20/09/2010	Other Provider	-	-	Unsought	No	Not a Boarder	-	-	0
F886110310008	-	Carlson	Faysal	Carlson	-	20/06/1999	Male	-	20/09/2010	Single Registration	-	-	Unsought	No	Not a Boarder	-	-	0
W886110310002	-	Clasen	Fabien	Clasen	-	06/01/1999	Male	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
Y886234401054	-	Foppe	Tyshavn	Foppe	-	21/05/1997	Male	-	11/03/2009	Subsidiary - Dual Registration	-	-	Unsought	No	Not a Boarder	-	-	0
R886110310007	-	Gest	Sabina	Gest	-	14/06/1998	Female	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
N886110310005	-	Hillsgrove	Oran	Hillsgrove	-	03/11/1997	Male	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
K886318200001	-	Meeter	Hercule	Meeter	-	17/10/1995	Male	-	15/07/2009	FE College	White - English	-	Unsought	No	Not a Boarder	-	-	0
...	Other	No	Not a Boarder

These reports can be printed or alternatively you can copy the information and paste it into Excel.

Producing the Summary report

Once the errors have been resolved and the return has been validated for the final time, it is necessary to produce a paper copy of the Summary report for the Headteacher to check. All the details **must** be checked thoroughly and then the paper copy signed by the Headteacher. **It is strongly recommended that this copy be kept in school for audit purposes.**

Double click on the final, successfully Validated report. Click



to create the summary. This can then be printed.

<p>The Head Teacher MUST check and sign the summary report before you move onto the next stage of authorisation.</p>

Deleting a School Census Return

A return can be deleted at any time prior to authorisation. An authorised school census return file cannot be deleted.

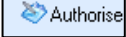
1. Select **Routines | Statutory Returns| PRU Census** to display the **Census Return** browser.
2. Select the census return file that you want to delete and click the Delete button.
3. Confirm that you want to delete the selected return.

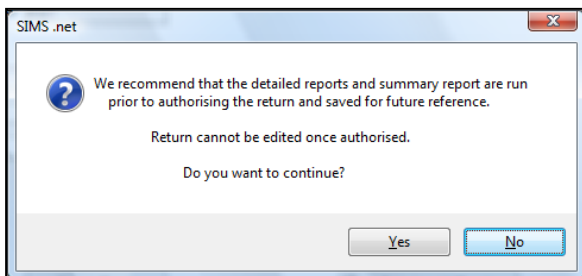
The selected return will be deleted and removed from the **Census Return** browser.

Authorising the Return

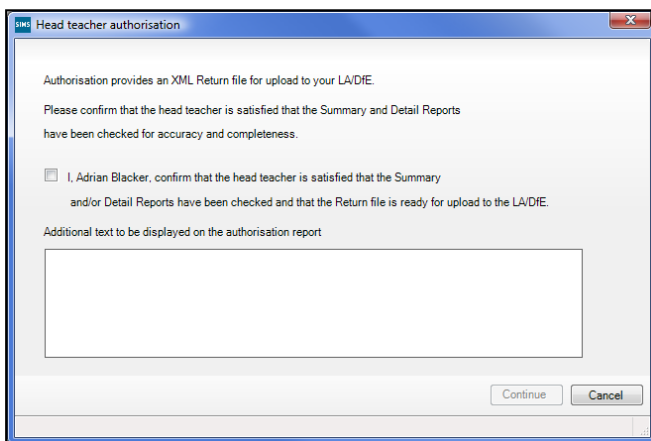
Once all the errors have been resolved and the summary has been checked and any anomalies cleared, it is necessary to authorise the return before it can be sent to BIPI.

Double click on the last, successfully Validated return.

Click on  to authorise the return.



Once a return has been authorised it is not possible to edit any of the details on it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 32). Click on **Yes**.



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

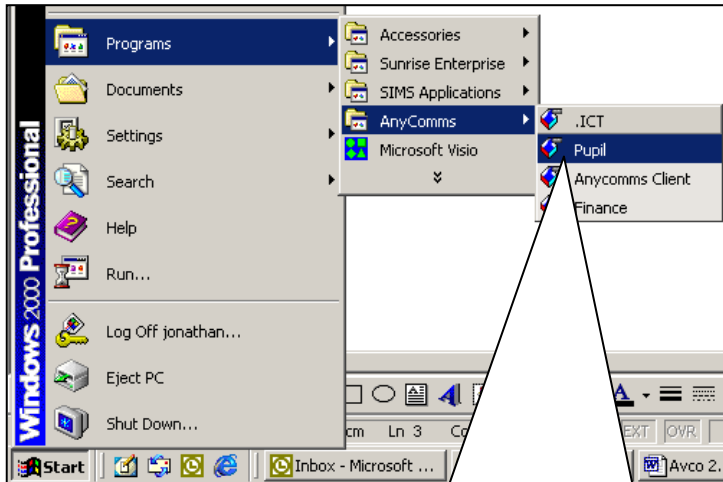
Click on the **Continue** button.

After a short while an Authorisation Report will appear on screen. You may wish to print this off for your records or close the report. The Summary will then appear. Again you may wish to print this off for your records or close the screen down.

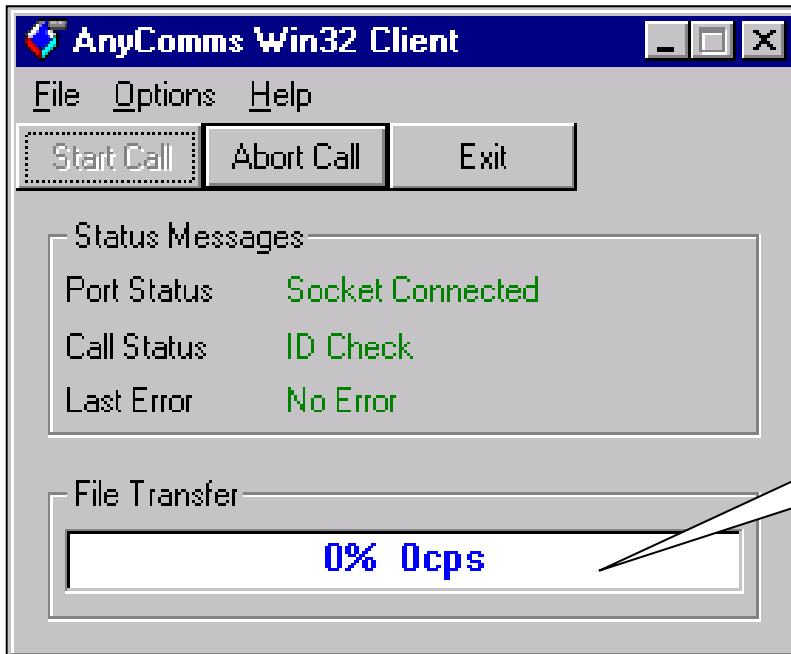
You should see a message in the bottom left hand corner of the screen informing you that your Report has been generated successfully.

If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 32.

Sending / Receiving files to the LA via AVCO Secure File Transfer



Follow route **Start | Programs | Anycomms | Left click on Pupil.**



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

The progress of the transfer will be displayed here.

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

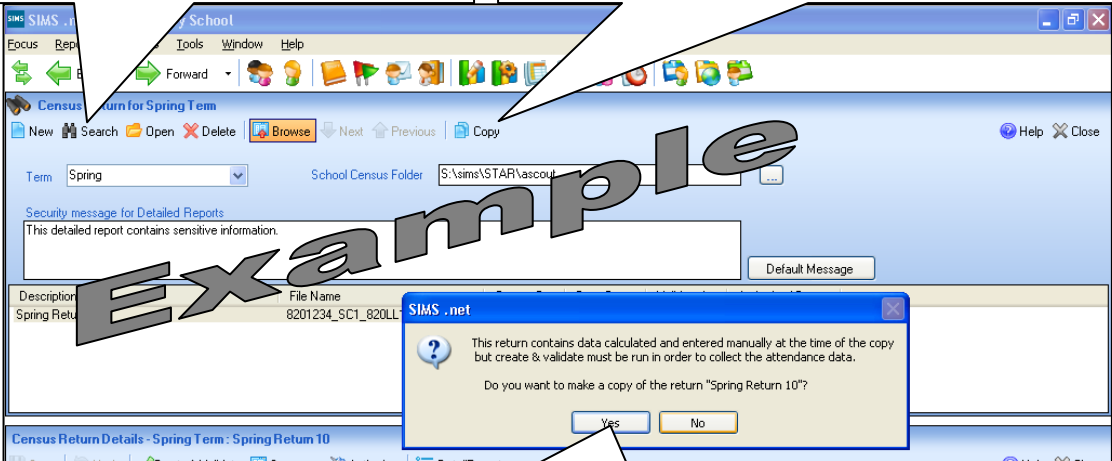
The Spring PRU Census 2012 return must be completed and returned to the LA by 20th January 2012

Copying and Editing Your Return

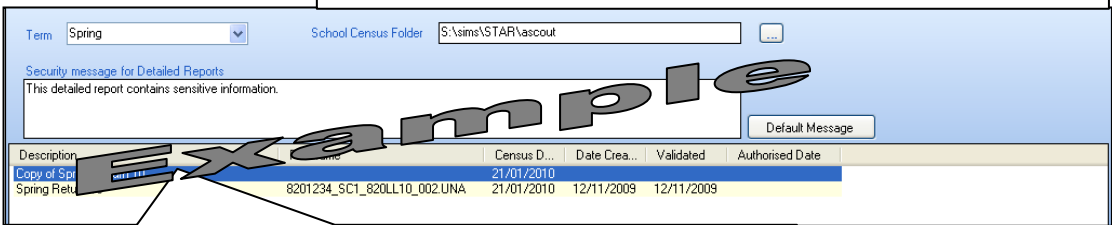
If, after authorising the School Census return, you need to amend it for any reason it is possible to create a brand new one from a copy of the old one. To do this choose route **Routines | Statutory Returns | PRU Census**.

Click on the **Search** button.

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



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



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

You **MUST** **Create & Validate**, **Summarise** and then **Authorise** the new return.

You will now need to run AVCO as normal (see previous page) to send the re-created return and the summary file to the Local Authority.

APPENDIX 1 – Enrolment Status

Managed Transfers (ie during the trial period)	Original school	Main dual-registration
	Receiving school	Subsidiary dual-registration
Consortia Schools (ie pupil receiving tuition at a school other than the registration school; includes Post 16 pupils)	Registration school	Current registration
	Providing school	Guest registration
Traveller Pupils (based on the preceding 18 months when not travelling)	School that the pupil ordinarily attended	Main dual-registration
	Receiving school	Subsidiary dual-registration
Family Units	Child receiving nursery education only	Current registration
	Child receiving childcare provision only	Guest registration
	Child receiving both nursery education and childcare provision	Current registration (and part time)
Specialised Units (ie pupil receiving tuition at a specialised unit at a school other than the registration school)	Registration school	Current registration
	Providing school	Guest registration
Inclusion Classes (ie pupil from a special school receiving tuition at a mainstream school)	Special school	Current registration
	Mainstream school	Guest registration
Dually Registered Pupils – Hospital & Outreach Schools (ie pupil receiving an education provision from a Hospital & Outreach school as a temporary measure)	School that the pupil ordinarily attends	Main dual-registration
	Other school	Subsidiary dual-registration
Dually Registered Pupils – Hospital & Outreach Schools (ie pupil receiving an education provision from a Hospital & Outreach school as a permanent arrangement)	Hospital & Outreach school	Current registration
	Mainstream school	Removed from the register
Overseas/ Exchange Pupils	School attending	Guest registration