

Preparing for the School Census Spring 2012 Return

Primary (including Infant and Junior),
Nursery and Special Schools

Applicable to 7.142 Onwards

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School Census Spring 2012 Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data. For more information, please see <i>Permissions Required</i> on page 5.
<input type="checkbox"/>	Upgrade to the SIMS 2011 Autumn Release (SIMS 7.142) or later as soon as possible to enable dry runs to be carried out. For more information, please see <i>What Version of SIMS is Required?</i> on page 5.
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported. For more information, please see <i>Importing Filesets</i> on page 6.
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated. For more information, please see <i>Carrying out a Dry Run</i> on page 11.
<input type="checkbox"/>	Check School Level information, e.g. establishment details, school address, school email, etc. For more information, please see <i>Preparing School Level Information</i> on page 17.
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded, and that any pupil records created in error have been deleted. For more information, please see: <i>Recording Leavers and Re-Admissions</i> on page 27. <i>Deleting Unwanted Pupil Records</i> on page 30.
<input type="checkbox"/>	Check the pupil's basic details, e.g. name, date of birth, gender, etc. For more information, please see <i>Checking/Correcting a Pupil's Basic Details</i> on page 30.
<input type="checkbox"/>	Check the pupil's various registration details, e.g. enrolment status, admission date year taught in, UPN, part-time information, etc. For more information, please see <i>Checking/Correcting Registration Details</i> on page 32.
<input type="checkbox"/>	Check the pupil's home address information. For more information, please see <i>Checking Home Address Information</i> on page 43.
<input type="checkbox"/>	Check the pupil's eligibility for free school meals. For more information, please see <i>Checking Free School Meals Eligibility</i> on page 45.
<input type="checkbox"/>	Check the pupil's ethnic and cultural information. For more information, please see <i>Checking/Correcting Ethnic and Cultural Information</i> on page 46.

School Census Spring 2012 Preparation Check List

Complete	Description
<input type="checkbox"/>	<p>Check the information recorded in the Additional Information panel, e.g. service children in education and Connexions Assent (applicable to Special schools only). For more information, please see <i>Checking/Correcting Additional Information</i> on page 47.</p>
<input type="checkbox"/>	<p>Check the information recorded in the Welfare panel, e.g. disability and In Care details. For more information, please see <i>Checking/Correcting Welfare Information</i> on page 48.</p>
<input type="checkbox"/>	<p>Check Special Educational Needs information. For more information, please see <i>Checking/Correcting Special Educational Needs Information</i> on page 53.</p>
<input type="checkbox"/>	<p>Check exclusions information (not applicable to Nursery schools). For more information, please see <i>Preparing Exclusions Information</i> on page 56.</p>
<input type="checkbox"/>	<p>Check attendance data (not applicable to Nursery or Special schools). For more information, please see <i>Preparing Attendance Information</i> on page 59.</p>
<input type="checkbox"/>	<p>Check class type information. (not applicable to Junior schools) For more information, please see <i>Updating Class Types</i> on page 59.</p>
<input type="checkbox"/>	<p>Check Hours at Setting and Funded Hours information (applicable to schools that have 2, 3 or 4 year olds pupils only). For more information, please see <i>Checking/Correcting Hours for Nursery Children</i> on page 62.</p>

Notes

01 | Introduction

Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Spring 2012 Return.

The information in this guide applies to all LA maintained Nursery, Primary, Middle deemed Primary and Special schools. It also applies to Academies that cover any of these school phases.

Where the information relates to a specific school phase, it is indicated in red, e.g. Applicable to Special schools only.



NOTE: The graphics displayed in this preparation guide are based on a Primary dataset. The contents of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

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

Changes to the School Census Spring Return include the following:

Items Removed from the Spring Census

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

- Source of Service Children
- Parental Contacts
- Mode of Travel
- Source of Ethnicity (applicable to Primary and Special schools only)
- In Care information, except for those with exclusions (applicable to Primary and Special schools only)
- Gifted and Talented (applicable to Primary schools only)
- Gender on entry to school (applicable to Special schools only)
- Gender on entry to Sixth Form (applicable to Special schools only)

Census Details Panel

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

Update Hours for Nursery Children Panel

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

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

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

- **Update Hours for Nursery Children** panel
 - The previously named **Update Hours at Setting** panel has been renamed **Update Hours for Nursery Children**.
 - A **Funded Hours** column has been added to the individual 2, 3 and 4 year old grids. By default, no values are displayed in the **Funded Hours** column, as this is the first time that it is being collected.
 - The **Age at date** is now displayed on the **Update Hours for Nursery Children** panel.

- **Update Hours for <age> year olds** page
 - The previously named **Update Hours at Setting for <age> year olds** panel has been renamed **Update Hours for <age> year olds**.
 - The **Tools | Statutory Returns Tools** menu routes have been renamed to reflect the change in page names.
 - The **Funded Hours** column has been added to the right-hand side of the grid.

Attendance Code Changes

Applicable to Primary schools only

- **Code D: Dual Registration**

The statistical meaning of the session registration code **D** in England has been changed from **Approved Educational Activity** to **Attendance not required**.

Code	Brief Description	Statistical Meaning	Physical Meaning
D	Dual registration (i.e. attending other educational establishment)	Attendance not required	Out for whole session

Each school only marks the register, present or absent, for the sessions that the pupil is due to attend their school. The remaining session(s) when the pupil is attending another school should be recorded using code **D**.

The change to the statistical meaning ensures that when a pupil is marked as **D** at their home school, the mark is not included in the percentage of present marks. Only the school at which the pupil is actually educated is responsible for recording and reporting their session attendance to the LA.

A pupil's percentage attendance can be viewed via **Focus | Pupil | Pupil Teacher View**.

- **Code Y: Unable to Attend due to Exceptional Circumstances**

The description of the **Y** code has changed from Enforced Closure to Enforced/Partial Closure (i.e. Exceptional Circumstances).

The **Y** code can be used where a pupil is unable to attend school because:

- the school site, or part of it, is closed due to an unavoidable cause.
- the transport provided by the school or a Local Authority is not available and where their home is not within walking distance.
- a local or national emergency has resulted in widespread disruption to travel, which has prevented the pupil from attending school.



NOTE: Whole or partial school closures that are known or planned in advance, e.g. half-terms, bank holidays, use as a polling station, curriculum planning/training, etc. should be recorded using code #.

Y codes are collected as part of the School Census Spring 2012 but are excluded from possible sessions. All census reports reflect this change.

Contact Details Report

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

Permissions Required

The following permissions are applicable to School Census return users.

Producing the Return

To produce the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Fileset

A fileset contains the files used to determine the information to be collected in the return. It also enables updates to the Validation Errors Summary and the Summary report (both derived from files supplied by the Statutory Body) and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

It is therefore essential that the correct fileset is imported. The correct fileset can be identified by its accompanying number.

To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please see *Importing Filesets* on page 6.

Where to find More Information about Permissions

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

What Version of SIMS is Required?

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

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

The version should read 7.142 or later.



Importing Filesets

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

A fileset contains the following:

- Files used to determine the information to be collected in the return
- Updates to the Validation Errors Summary (derived from files supplied by the Statutory Body)
- Updates to the Summary report (derived from files supplied by the Statutory Body)
- Updates to detail reports
SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS upgrade process.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS by the Personnel Officer, Returns Manager or System Manager between SIMS releases. For more information, please see *Permissions Required* on page 4.



IMPORTANT NOTE: The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine. You will be informed if a new fileset needs to be imported.

If revised files are supplied, the fileset will be available as a .ZIP file, which should be downloaded from our website (<http://www.capitaess.co.uk>) and choosing Northamptonshire from the drop down list at the top of the page, unzipped then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.



TIP: To check which version of the fileset is currently in use, select **Routines | Statutory Returns | <census name>**, select a return then run the Create and Validate routine. The **Validation Fileset ID** is displayed on the left-hand side of the **Validation Errors Summary** panel header. For information about the latest available Fileset version, please check the School Census Spring 2012 News Feed on SupportNet.

Type	Sequence	Message	Location	Solution
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student SH
F	11035	NYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student SH
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance [or Lesson Monitor] Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance [or Lesson Monitor] Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Ryck Forename : Kevall	# Go to Focus Attendance [or Lesson Monitor] Deal with Missi

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

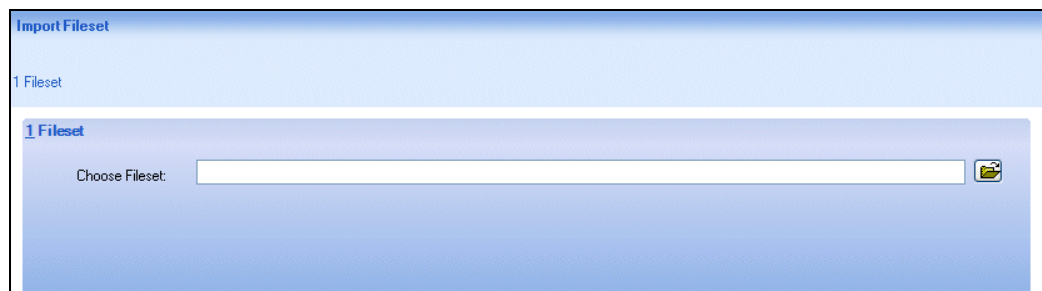
- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

For more information, please refer to the *Setting up and Administering SIMS* handbook.

Importing the Revised Files

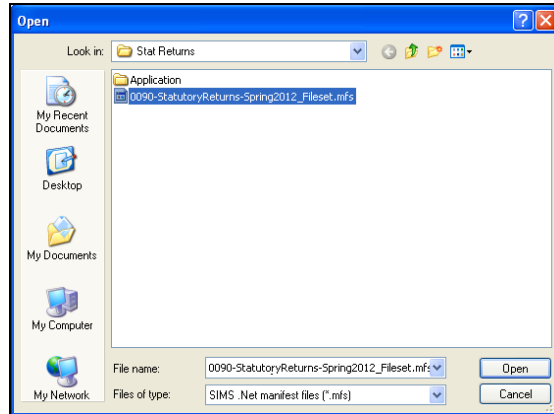
1. If revised files are supplied, download the required .ZIP file from our website to a folder of your choice.
2. Unzip the .ZIP file to a folder of your choice.
3. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page.



4. Click the **Browse** button to display the **Open** dialog.



NOTE: The following graphics show example data only.



5. Navigate to the location of the unzipped fileset. The file name is made up of the following data fields: <Fileset Number>-<Census Name><Term and Year>Fileset.mfs.
6. Highlight the file then click the **Open** button. Alternatively, double-click the required .MFS file to return to the **Import Fileset** page.



IMPORTANT NOTE: If more than one .MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.



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

7. Click the **Import Fileset** button to import the fileset into the DMS. When the import process is finished, **Import complete** is displayed at the bottom left-hand side of the **Fileset** panel.
8. After installing the fileset, re-open SIMS to ensure that the new data takes effect.
9. Run the return in the usual way.



NOTE: A fileset can be re-imported if, for example, during the previous import the data corrupted.

Overview of the School Census Spring 2012 Return Process

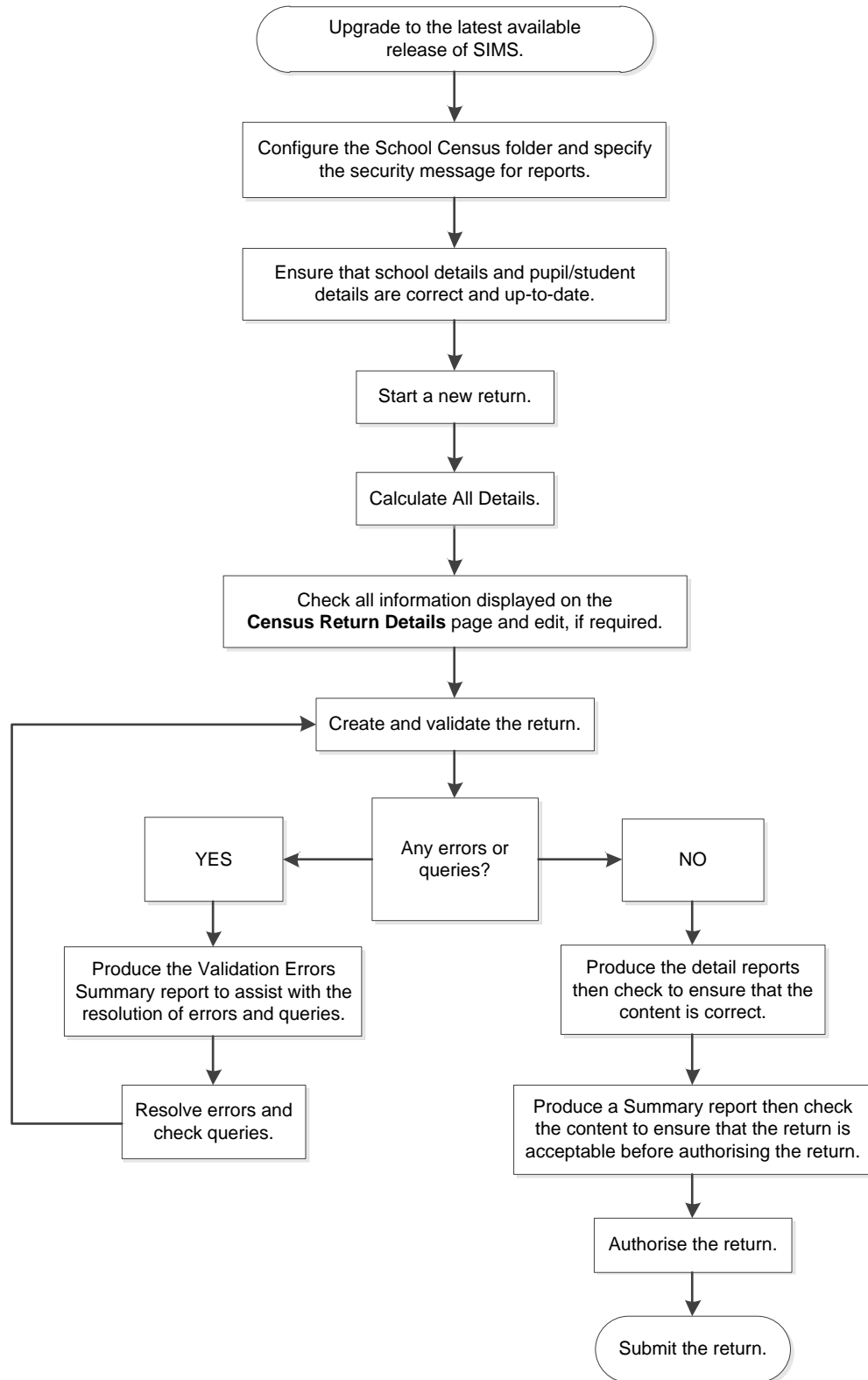
The following list provides a brief outline of the steps involved in producing the School Census Spring 2012 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check that the data is up-to-date.

1. Upgrade to the SIMS 2011 Autumn Release (SIMS 7.142) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant pupil and school data exists in SIMS and that it is complete and correct. Use the SIMS Bulk Update routine (**Routines | Pupil | Bulk Update**) to correct missing/invalid data as required.
4. Complete the required information on the **Census Return Details** page.
 - Enter non-pupil data.
5. Create and Validate the return.
6. Resolve any validation errors/queries then create and validate the return again.

Repeat the resolving of errors/queries and the creating and validating the return routine until you are satisfied that the content of the return is correct.

The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.

7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check the report details and to authorise the return.
8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Submit the return to the Local Authority.



02 | Carrying out a Dry Run

Why Carry out a Dry Run?

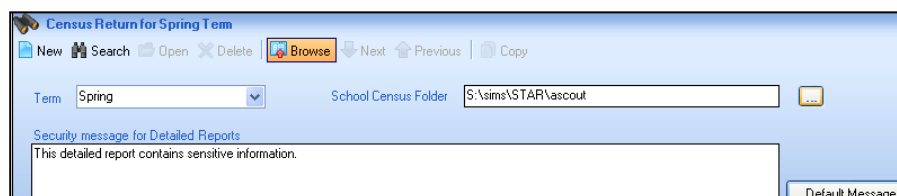
When the SIMS 2011 Autumn Release (SIMS 7.142) has been installed, you can carry out one or more dry runs of the School Census Spring 2012 Return.

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

Whilst a significant number of errors may be generated, many of the errors that relate to pupils, e.g. language, SEN provision type, etc. can be fixed quickly using the Bulk Update routine. For more information, please see *Updating Information Using the Bulk Update Routine on page 23*.

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Spring Term** browser.
2. The School Census Returns browser will open. Ensure that the Term states Spring. The School Census Folder should be set to the one as shown: (usually c: or s:\sims\star\ascout).



- Click the **New** button to display the **Census Return Details** page.

- By default, the return **Description** is displayed as **School Census Spring 2012**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Spring12Test.
- In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
- If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.



More Information:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *School Census Spring 2012 (Primary, Nursery or Special)*

Creating and Validating the Return

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

Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey Co
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 Co
F	11018	Hours must be present	Hours :	# Go to link "Survey Co
F	11035	NCYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel an
Q	6009Q	Please check: Sessions Attended is 0	UPN : F820200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bukolt Forename : Kystal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jorm	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : 7820200106049 Surname : Torrey Forename : Russel	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv

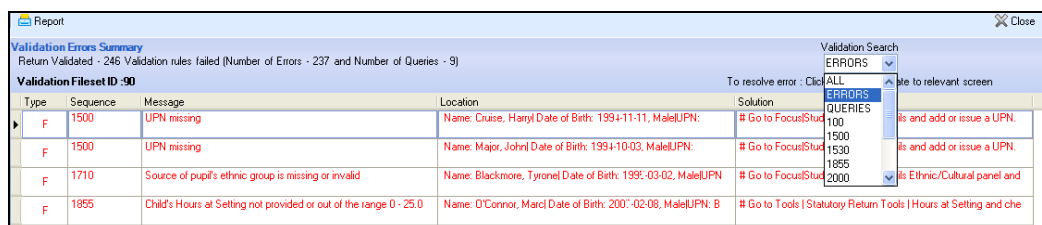
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

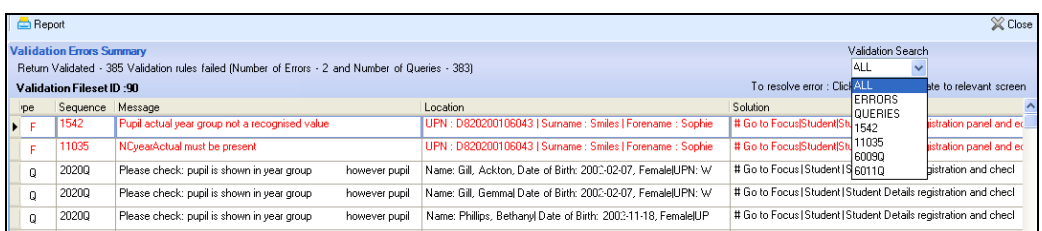
Column	Description
Type	Displays the type of validation rule: Failure (F displayed in red) indicates an error, which <u>must</u> be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and, if necessary, corrected.
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides a suggestion on where and how the failure can be corrected. 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 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: B	# Go to FocusStudent 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, Marcel Date of Birth: 2007-02-08, 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 sch	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 FocusStudent Student
Q	2050Q	Please check: Pupil record with no address details	Name: Davison, David Date of Birth: 2002-02-05, Male UPN: A	# Go to FocusStudent Student Details Address and addres



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.

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.

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

Many of the pupil related errors generated can be fixed quickly using Bulk Update (**Routines | Pupil | Bulk Update**). For more information, please see *Updating Information Using the Bulk Update Routine* on page 23.



NOTE: All errors must be resolved and all queries must be investigated unless specific instructions to the contrary are received from NCC.

In addition to the Validation Errors Summary, the *School Census 2012 Errors and Resolutions* document, which includes explanations and information on how to resolve the errors, can be accessed on our SupportNet website (<http://support.capitaes.co.uk>) by entering CENSUS12 in the **Site Search** field on the Home page then clicking the **Go** button. Please check SupportNet on a regular basis because documents will be posted as soon as they become available.

Once the return has been created and validated, the reports can be run.

Producing Detail Reports

Detail Reports can be used to check the data stored in SIMS that has been used to create the return.

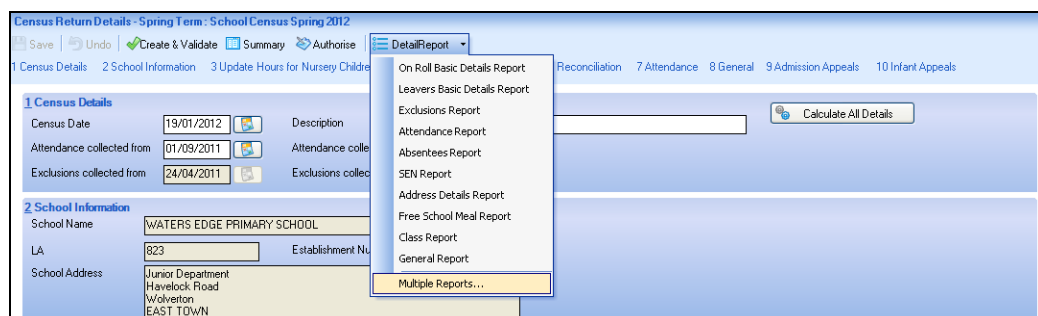
The following reports are currently available:

- On Roll Basic Details Report
- SEN Report
- Address Details Report
- Free School Meal Report
- General Report
- Leavers Basic Details Report (applicable to Primary and Special schools only)
- Exclusions Report (applicable to Primary and Special schools only)
- Attendance Report (applicable to Primary schools only)
- Absentees Report (applicable to Primary schools only)
- Class Report (applicable to Primary schools only).

Generating Detail Reports

To select a single detail report:

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



To select multiple detail reports:

1. Select **Multiple Reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check boxes.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.
4. The report(s) are saved automatically in the folder specified in the **Census Return for Spring Term** browser, e.g. S:\sims\star\ascout



*TIP: If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed, etc. Right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.*

Completed

03 | Preparing School Level Information

Checking Establishment Details

The following establishment details are required for the School Census Spring 2012 Return and therefore need to be checked to ensure that they are correctly recorded in SIMS:








- **School Name**
- **School Type**
- **School Governance**
- **Intake Type.**

The following read-only items are also collected for the School Census Spring 2012 Return.

- **LA number**
- **Establishment Number**
- **School Phase** (not applicable to Special schools)
- **Curriculum Years** (highest and lowest national curriculum year group).

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.

1 Establishment

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823 Central Bedfordshire	 	
Establishment Number	2001		 
Unique Reference Number			
School Phase	Primary		
School Type	Infant and Junior School 5-11		
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	Mrs Gillian Grosvenor	 	Main Contact Mrs G Grosvenor
Curriculum Years	N2	6	
Pupil Genders	Coeducational		
Gender on entry to school	Coeducational		
NC Year Start Date (dd/mm)	1	9	
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input checked="" type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year ol...		
No. of Childcare Places	0		
No. of Childcare Nursery Places	0		

3. Ensure that the **School Name** has been entered correctly.
4. Ensure that the **School Type**, **School Governance** and **Intake Type** have been selected correctly.



NOTE: Academies should select **Academies** from the **School Type** and **Governance** drop-down lists.

5. Check the entries in the **Curriculum Years** fields.
6. Click the **Save** button to save any changes, if applicable.



NOTE: The **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Team for assistance.

Completed

Checking Address, Telephone and Email Information

The following school contact details are collected for the School Census Spring 2012 Return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- **Address Information** (including Post Code)
 - **Email Address**
 - **Telephone Number**
1. Select **Focus | School | School Details** to display the **School Details** page.
 2. Click the **Address** hyperlink to display the **Address** panel.

Ensure that the school address is correct and complete.

3. If necessary, click the **Modify Address** button then make the required changes.
 - A **Building Name** or **Building Number** should be included in the address to avoid errors. If appropriate, *Main Office* can be entered in the **Building Name** field.
 - Ensure that a **Post Code** is entered.
4. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

5. Ensure that a **Telephone** number has been recorded (including the STD code).
6. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.

 **Completed**

Checking/Correcting Special School Information

The following Special school information is collected in the return:

- Special school **Organisation**
 - **Maximum Day Pupils**
 - **Maximum Boarding Pupils**
 - **Minimum Age** for **Male student**
 - **Minimum Age** for **Female student**
 - **Maximum Age** for **Male student**
 - **Maximum Age** for **Female student**
 - SEN **Provision**
1. Select **Focus | School | School Details** to display the **School Details** page.
 2. Click the **Special Schools Information** hyperlink to display the **Special Schools Information** panel.

5 Special School Information

Organisation: Day Pupils (mainly) | Maximum Day Pupils: 165 | Maximum Boarding Pupils: 0

Male students: Minimum Age: 5 | Maximum Age: 19

Female students: Minimum Age: 5 | Maximum Age: 19

Rank	Provision
1	Speech, Language and Communication Difficulties
2	Hearing Impairment

Buttons: New, Delete, Move Up, Move Down

3. Check that all fields in the **Special Schools Information** panel are populated with the correct information:
 - Ensure that the **Organisation** is correct, i.e. **Day Pupils (mainly)**, **Boarding Pupils (mainly)** or **Hospital Special School**. Reselect from the drop-down list, if necessary.
 - Ensure that all minimum and maximum values are displayed correctly. Edit if necessary.
 - Ensure that the SEN **Provision(s)** is correct.
 - If a provision description is wrong, highlight the record then click the **Delete** button. The record is deleted immediately.

- To add a SEN **Provision**, click the **New** button then select the required **Provision** from the displayed list. Click the **OK** button to return to the **Special School Information** panel.
- To rank the SEN **Provision** in the required order, highlight a record then click either the **Move Up** or **Move Down** button.

Completed

Collating Admission and Infant Appeals Information

Applicable to Foundation, Voluntary Aided schools and Academies only



NOTE: Academies that were Voluntary Aided or Foundation Schools at the time that the appeals were logged should complete this panel.

The admissions appeals information is collected only from Primary/Middle deemed Primary schools that are responsible for their own admission appeals. These are Voluntary Aided and Foundation schools.

Data is required for appeals where a refusal to admit a pupil into the school was for a place during the academic year 2010/2011.

The following admission appeals information is collected in the return:

- Admission Appeals Logged
- Admission Appeals Withdrawn
- Admission Appeals Heard by Independent Admissions Committee
- Admission Appeals Upheld by Independent Admissions Committee
- Admission Appeals Rejected by Independent Admissions Committee.

Admission appeals are dealt with by the LA and consequently there is no specific functionality in SIMS relating to this area of admissions. Therefore, the information must be entered manually in the **Admission Appeals** and the **Infant Appeals** panels when completing the School Census Spring 2012 Return (via **Routines | Statutory Returns | School Census**).

9 Admission Appeals		Independent Admissions Committee	
If you are a Foundation or Voluntary Aided school complete this section		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

Any infant appeals should be included in the overall count of appeals entered in the **Admission Appeals** panel. They should also be recorded separately in the **Infant Appeals** panel.

10 Infant Appeals		Independent Admissions Committee	
If you are a Foundation or Voluntary Aided school complete this section		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

Ensure that the admission appeals information is easily accessible to the member of staff who will be completing the return.

Completed

04 | Preparing Pupil Level Information

Checking/Correcting Pupil Details

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

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



NOTE: Ensure that a pupil's first language and boarder status are entered before they are recorded as a leaver.

- any duplicate or unwanted pupil records have been deleted. (Please email BIPI on education@northamptonshire.gov.uk if this is the case and you have to delete a duplicate record.)
- part-time details have been checked/updated.

The following sections provide additional information and specific instructions on checking and completing Pupil Level data. Some of this data can be checked/updated using the Bulk Update routine. For more information, please see *Updating Information Using the Bulk Update Routine* on page 23.

If you have already upgraded to the SIMS 2011 Autumn Release (SIMS 7.142), it is strongly recommended that one or more dry runs are carried out in order to identify the validation errors and queries that need to be resolved.

Updating Information Using the Bulk Update Routine

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

This can be achieved using Bulk Update. This functionality enables you to search for missing or invalid data and then update in bulk. For example, it is possible to search for all pupils who do not have a First Language recorded against their name. From the pupils found, a value can be assigned to all or several pupils. This prevents the need to enter/change values manually for individual pupils.

1. Select **Routines | Pupil | Bulk Update** to display the **Bulk update Student** page.

2. In the **Pupil Population** panel, select the required **Group Type** and **Group** from the drop-down lists.

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of pupils to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 4**.

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

It is also possible to use this functionality to review the data entered for all the pupils in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list, then selecting the required **Data Item**.

The following table provides some examples of the searches that can be carried out to identify missing data:

Group Type	Group	Data Item	Comment
First Language	<NONE>	First Language	Identifies pupils who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Statemented	SEN Provision Type	Lists pupils with a SEN Status of S enabling the SEN Provision to be selected.
SEN Status	School Action Plus	SEN Provision Type	Lists pupils with a SEN Status of P enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Connexions Assent	(Special Schools only) Searches for any pupils who do not have a value selected in the Connexions Assent drop-down. This must be completed for the School Census.

- The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. This can be changed to the start of the academic year, for example, to display pupils who were on-roll on that date.
- In the **Update Data Item** panel, select the required **Data Item** from the drop-down list, e.g. **English Additional Language**. The **Effective Date** in this panel is used to determine the date when the change will become effective and defaults to today's date. In most circumstances, it is best to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

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

Name	Year Group	Assigned	Acholi	Adangne	Afar-Saho	Afrikaans	Akan/Twi/Fa...	Albanian/Sh...	Akur	Ambo/Oshiw...	Amharic	Angrit
Abbeu, Jimmy	8	English										
Abbot, Claire	9	English										
Abbot, Clarissa	11	English										
Abbot, Hannah	7	English										
Abbot, James	10	English										
Abbot, Susan	8	English										
Abdelkoder, Mohamed	12	English										
Able, Benjamin	11	English										
Abu-Koash, Frederik	11	Serbian/Croatian/...										
Ackroyd, Marc	10	English										
Ackroyd, Mary	10	English										
Adair, Geoffrey	11	English										
Adams, James	12	English										
Adams, Kathryn	9	English										
Adams, Louise	11	English										
Adams, Melanie	7	English										
Adams, Owen	12	English										
Addison, Avie	11	English										
Addison, Graham	11	English										
Addison, Millie	10	English										
Adey, Marc	10	English										
Adkins, Richard	7	English										
Agathocleous, George	11	Greek										
Agathocleous, Sulvina	11	Greek										
Ahmad, Arfa	11	Urdu										
Ahmed, Mohan	11	English										
Ainsworth, Alison	7	English										
Ainsworth, Zoe	8	English										
Aikken, Nigel	11	English										
Akhtar, Amanat	11	Urdu										
Akhtar, Mina	11	Urdu										
Total	916	916	0	0	0	0	1	1	0	0	0	



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

Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective method of populating missing data is to fill all the rows with the same data item then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set all the pupils as **English** then edit the exceptions.

1. Right-click the **English** data entry column header (hover over the heading to see the full title, if required) then select **Check All** from the pop-up menu.

All the cells within that column are populated with ticks.

Name	Year Group	Assigned	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Biri	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ew...
Abbey, Jimmy	8	English						✓				
Abbot, Claire	9	English						✓				
Abbot, Clarissa	11	English						✓				
Abbot, Hannah	7	English						✓				
Abbot, James	10	English						✓				
Abbot, Susan	8	English						✓				
Abdelkoder, Mohamed	12	English						✓				
Able, Benjamin	11	English						✓				
Abu-Koash, Frederik	11	English						✓				
Ackroyd, Marc	10	English						✓				
Ackroyd, Mary	10	English						✓				
Adair, Geoffrey	11	English						✓				
Adams, James	12	English						✓				
Adams, Kalbu...	9	English						✓				

2. Edit the exceptions by clicking in the cell associated with the individual pupil and their status, e.g. Marc Ackroyd’s first language is Dutch.

Name	Year Group	Assigned	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Biri	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ew...
Abbey, Jimmy	8	English						✓				
Abbot, Claire	9	English						✓				
Abbot, Clarissa	11	English						✓				
Abbot, Hannah	7	English						✓				
Abbot, James	10	English						✓				
Abbot, Susan	8	English						✓				
Abdelkoder, Mohamed	12	Pahari (Pakistan)										
Able, Benjamin	11	English						✓				
Abu-Koash, Frederik	11	English						✓				
Ackroyd, Marc	10	Dutch/Flemish	✓									
Ackroyd, Mary	10	English						✓				
Adair, Geoffrey	11	English						✓				
Adams, James	12	English						✓				
Adams, Kalbu...	9	English						✓				

3. Once you have made all the required changes, click the **Save** button to bulk update the records.

Bulk Updating Data for a Selection of Pupils

It is also possible to bulk edit data for a selection of pupils as follows:

- Hold down the **Ctrl** key and click the row of each required pupil to highlight them. Release the **Ctrl** key then click one of the highlighted cells in the required column. A tick indicates that the pupil has been selected.

- To enter values for sequentially listed pupils, click the first pupil, hold down the **Shift** key then click the last pupil in the list (alternatively, hold down the **Shift** key and press the **Down Arrow** key). Release the **Shift** key then click one of the highlighted cells in the required column. A tick indicates that the pupil has been selected.

Recording Leavers and Re-Admissions

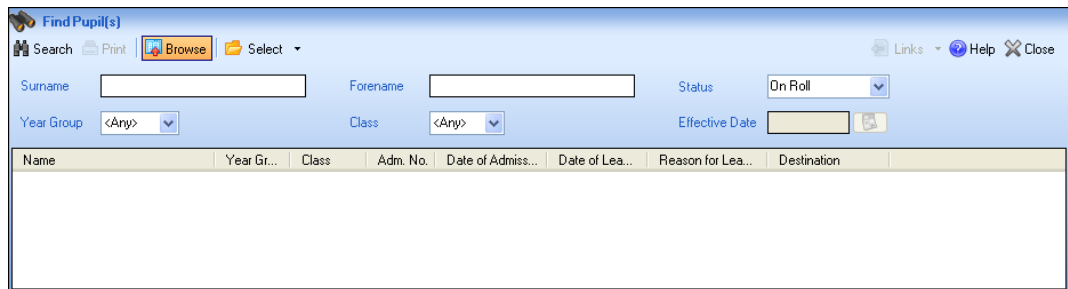
Ensure that all your leavers are taken off-roll and any returning pupils are re-admitted.

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

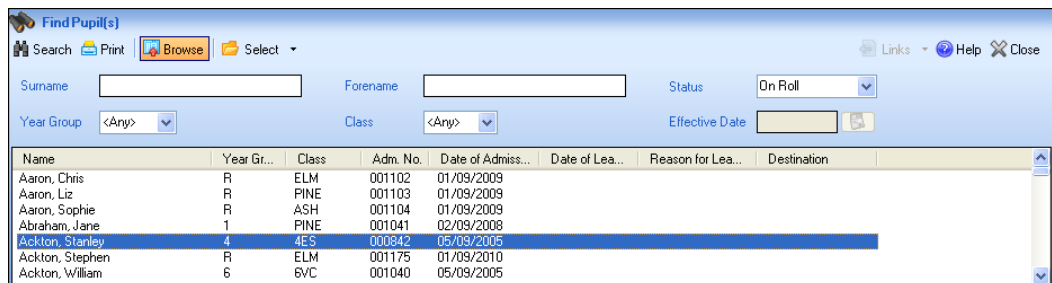
Recording a Leaver

The **Date of Leaving** is collected for all schools with the exception of Nursery schools.

1. Select **Routines | Pupil | Leavers** to display the **Find Pupil(s)** browser.



2. Ensure that the **Status** of **On Roll** is selected.
3. Click the **Search** button to display a list of all on-roll pupils.



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

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


The date of leaving should be the date that the pupil is actually leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase.

- Select the **Reason for Leaving** from the drop-down list, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
- Optionally, enter the **Destination after Leaving** if known, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
- To remove a pupil from the list, highlight their name then click the **Remove** button.
- To clear the contents of the **Date of Leaving**, **Reason for leaving** and **Destination after Leaving** fields, highlight the required pupil(s) then click the **Clear** button. Re-enter the information as required.
- Click the **Save** button.

 **Completed**

Re-Admitting a Pupil

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

 **NOTE:** Do not simply remove the leaving date, as the pupil's period of absence from the school will not be recorded.

However, if a pupil is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

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

The selected pupil is a leaver. Do you want to re-admit the pupil?


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

If it did not previously exist, generated a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.

Select either the **Issue Permanent** (if the student has never been issued with a UPN before) or **Issue Temporary UPN** radio button then click the **OK** button to return to the **Registration** panel.

The temporary/permanent UPN is issued on save.

8. Click the **Save** button to re-admit the pupil.

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

 **Completed**

Deleting Unwanted Pupil Records

If there are pupils who have been entered in error (such as duplicates), ensure that they are deleted so that they are not inadvertently included in the return. This is achieved via **Routines | Pupil | Delete Pupil**. After selecting the required pupil, you have the opportunity to review and print their information before permanently deleting their record.

Please email BIPI on education@northamptonshire.gov.uk if this is the case and you have to delete a duplicate record.



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

Completed

Checking/Correcting a Pupil's Basic Details

Ensure that the basic details for all pupils is up-to-date and correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
- **Middle Names**
- **Legal Surname** (mandatory information in SIMS)
- **Former Surname**
- **Preferred Surname** (mandatory information in SIMS)
- **Gender** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

1 Basic Details

Legal Forename: Christopher

Middle Name(s): John

Legal Surname: Aaron

Preferred Surname: Aaron

Preferred Forename: Chris

Date of birth: 01/09/2005

Age: 6 years, 1 month

Gender: Male

Birth Certificate Seen:

Photograph:

History

[Quick Note](#)

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return (listed previously).

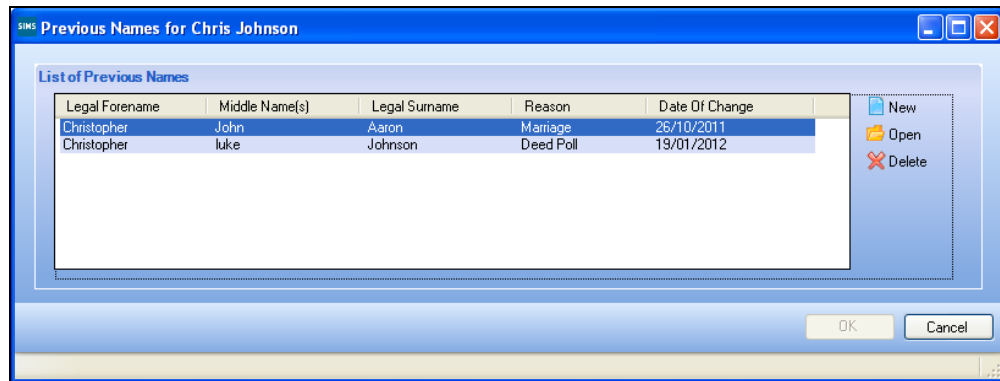
If a legal change (rather than a correction) is made to the **Legal Forename, Middle Name(s) or Legal Surname**, a **Reason** and **Date of Change** must be recorded.

4. If you have made any changes, click the **Save** button.

Recording a Pupil's Change of Surname

It is a requirement of the School Census Spring 2012 Return that a history of pupils' previous surname(s) is recorded.

1. In the **Basic Details** panel, edit the pupil's **Legal Surname**.
2. Click the **Save** button. The following message is displayed:
Is a correction to the name or a legal change to the pupil's name? If it is a legal change, please select Yes.
3. Click the **Yes** button to display the **Reason For Change** dialog.
4. Select the **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
5. The **Date of Change** defaults to today's date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.
6. Click the **OK** button to return to the **Basic Details** panel.
7. Click the **Save** button.
8. To view a list of the pupil's previous names, click the **History** button to display the **Previous Names for** dialog.



Completed

Checking/Correcting Registration Details

The following registration information is collected in the return and should therefore be checked and corrected, if necessary:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In** (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to Special schools only)
- Part-Time Indicator
- **Year Taught In** (National Curriculum Year Group).

Enrolment Status, Admission Date, Year Taught In and Boarder Status

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

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

NOTE: *The Early years Attendance Patterns section of the Registration panel is visible to Primary schools only.*

- Check the pupil's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
- Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
- Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the pupil is taught the majority of the time. For more information, please see *Checking/Correcting the National Curriculum Year Group* on page 37.
- Check the pupil's **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
- Click the **Save** button.

Completed

Checking/Correcting UPNs

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

- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
- Search for then double-click the name of the required pupil to display the **Pupil Details** page.

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

The screenshot shows the 'Registration' panel with the following details:

- Class:** PINE
- Year Group:** Year 1
- Enrolment Status:** Single Registration
- Admission Date:** 01/09/2009
- Former UPN:** (empty)
- UPN:** Y820200109033
- House:** (empty)
- Year Taught In:** Curriculum Year 1
- Boarder Status:** (empty)
- Admission Number:** 001102
- Attendance Mode:** AM only
- Local UPN:** (empty)

Part Time Details table:

Start Date	End Date
01/09/2009	31/12/2009

Early Years Attendance Patterns table:

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

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

- **Permanent UPNs** are issued to a new pupil only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
 - **Temporary UPNs** are issued to a pupil when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
- If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

The 'Issue UPN' dialog box contains the following options:

- Issue Permanent UPN
- Issue Temporary UPN
- None

Buttons: OK, Cancel

- Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
- Click the **OK** button to return to the **Registration** panel.
- Click the **Save** button to save any changes. The UPN is generated automatically when the record is saved.



Checking/Correcting Unique Learner Numbers

Applicable to Special schools only

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the pupil’s learning record throughout their lives. Currently, this applies to pupils over the age of 14 involved in UK education or training. The 14-19 Diploma is the main requirement for ULNs but Functional Skills and routine examination entry are also requesting their use.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for applicable pupils. ULNs can be obtained using one or more of the following methods:

- The new DfE ULN service (to upload a CTF file via a web page on the **S2S** website).
- The **Learner Registration Service** Web Portal (to obtain individual ULNs).
- The **Key to Success** website (<https://www.keytosuccess.education.gov.uk/>).

If available, enter a ULN for each pupil over the age of 14.

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



NOTE: The Early years Attendance Patterns section of the Registration panel is visible to Primary schools only.

4. Check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.
5. Click the **Save** button to save any changes, if applicable.

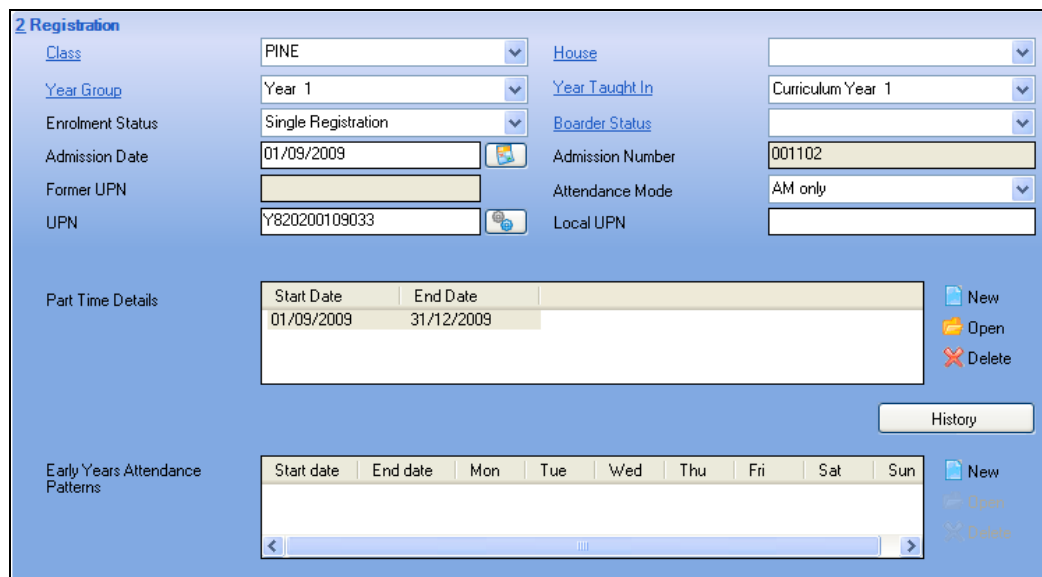
Checking/Correcting Part-Time Pupil Information

This is mostly relevant to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any pupil can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered pupils, time in other schools should be taken into account. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

When recording part-time details, a minimum of a **Start Date** needs to be entered in the **Part Time Details** section.

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



2 Registration

Class: PINE | House: | Year Group: Year 1 | Year Taught In: Curriculum Year 1

Enrolment Status: Single Registration | Boarder Status: | Admission Date: 01/09/2009 | Admission Number: 001102

Former UPN: | Attendance Mode: AM only

UPN: Y820200109033 | Local UPN: |

Part Time Details

Start Date	End Date
01/09/2009	31/12/2009

New Open Delete History

Early Years Attendance Patterns

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

New Open Delete



NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only. If applicable, Primary schools should complete the Early Years Attendance Patterns, as this will help when updating Hours at Setting.

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be shown.

- Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.



- Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.
- Click the **Save** button to save any changes.



IMPORTANT NOTE: It is equally important to edit the details of any pupils who are no longer part-time. This is achieved by highlighting the pupil's **Part Time Details** record then clicking the **Open** button to display the **Add Part-time Attendance** dialog. Enter the correct **End Date** then click the **OK** button to return to the **Registration** panel.

 **Completed**

Checking/Correcting the National Curriculum Year Group

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

The following table shows the Curriculum Year in which the pupils in England are expected to be taught, according to their date of birth (during the academic year 2011/2012):

Curriculum Year pupil would normally be taught in	Age Range	Date of birth range
N1	2 – 3	01/09/2008 to 31/08/2009
N2	3 – 4	01/09/2007 to 31/08/2008
R	4 – 5	01/09/2006 to 31/08/2007
1	5 – 6	01/09/2005 to 31/08/2006
2	6 – 7	01/09/2004 to 31/08/2005
3	7 – 8	01/09/2003 to 31/08/2004
4	8 – 9	01/09/2002 to 31/08/2003
5	9 – 10	01/09/2001 to 31/08/2002
6	10 – 11	01/09/2000 to 31/08/2001
7	11 – 12	01/09/1999 to 31/08/2000
8	12 – 13	01/09/1998 to 31/08/1999
9	13 – 14	01/09/1997 to 31/08/1998
10	14 – 15	01/09/1996 to 31/08/1997
11	15 – 16	01/09/1995 to 31/08/1996
12	16 – 17	01/09/1994 to 31/08/1995
13	17 – 18	01/09/1993 to 31/08/1994

There are three methods of checking this information in SIMS:

- via individual pupil records
- via the pastoral structure by curriculum year
- via the pastoral structure for the whole school.

These methods are described in the following sections.

Checking Individual Records:

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

2 Registration

Class: PINE | House: | Year Taught In: Curriculum Year 1

Year Group: Year 1 | Boarder Status: | Admission Number: 001102

Enrolment Status: Single Registration | Attendance Mode: AM only

Admission Date: 01/09/2009 | Local UPN: | Former UPN: | UPN: Y820200109033

Part Time Details

Start Date	End Date
01/09/2009	31/12/2009

Early Years Attendance Patterns

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

History

New, Open, Delete

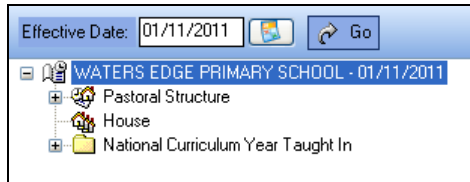
i *NOTE: The **Early Years Attendance Patterns** section of the **Registration** panel is visible to Primary schools only.*

4. Check the **Year Taught In** to ensure that it is correct. If necessary, select the correct year from the drop-down list.

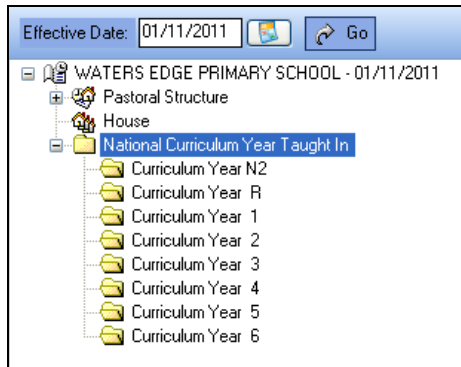
i *NOTE: Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.*

Checking the Year Taught In via the Pastoral Structure by Curriculum Year:

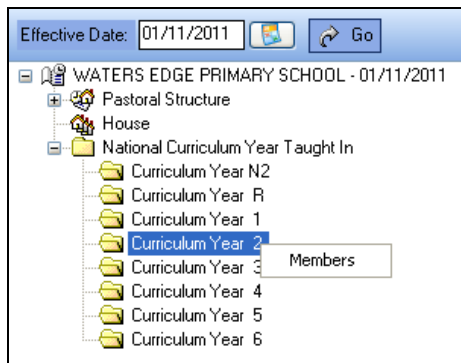
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



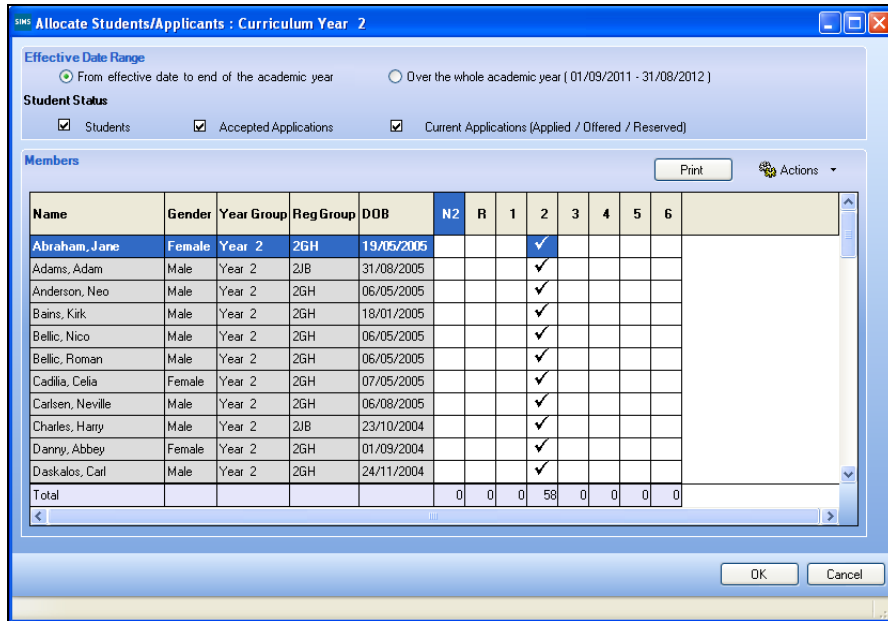
3. Expand the **National Curriculum Year Taught In** folder by clicking the **+** icon or double-clicking the folder name. The curriculum years are displayed beneath.



4. Right-click the required curriculum year folder then select **Members** from the pop-up menu.



The **Allocate Pupils/Applicants** dialog is displayed.

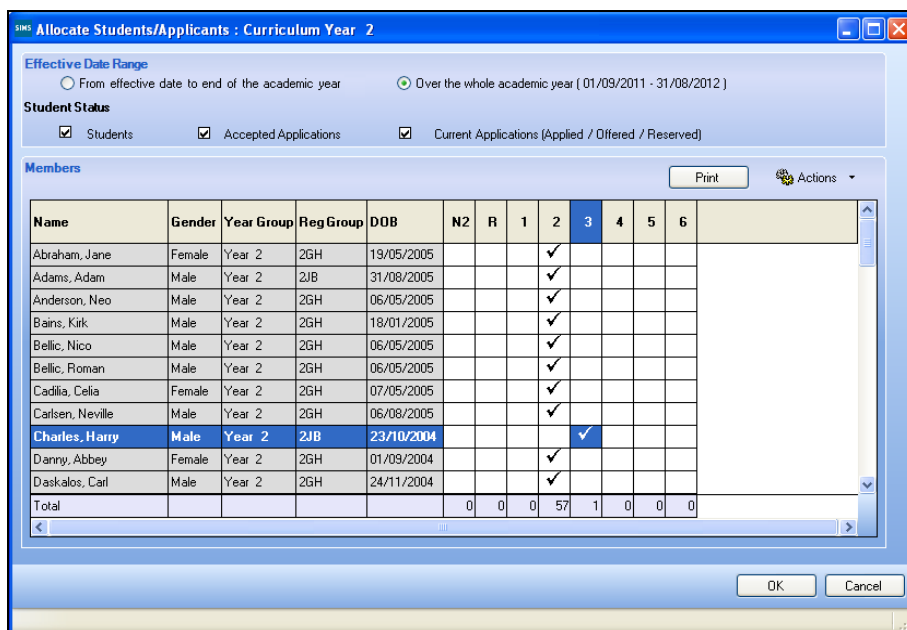


5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.
6. Change the memberships of the curriculum year (**Year Taught In**) as required by clicking in the required cell in the grid.



*TIP: To sort the pupil names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu.*

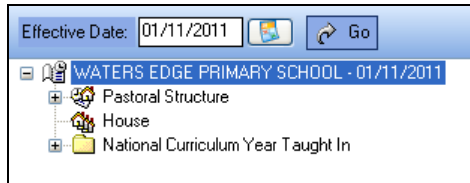
The following graphic shows that one pupil is taught in Year **3**.



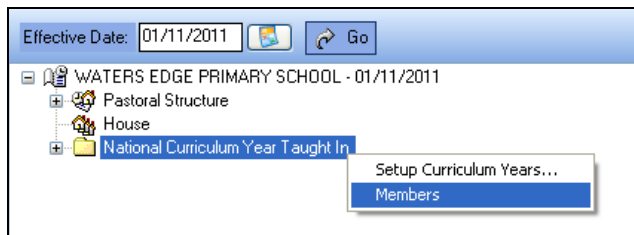
7. Make any further changes then click the **OK** button to close the dialog.
8. Repeat for the other curriculum years, if required.
9. Click the **Save** button to save all the changes.

Checking the Year Taught In via the Pastoral Structure for the Whole School:

1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



3. Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.



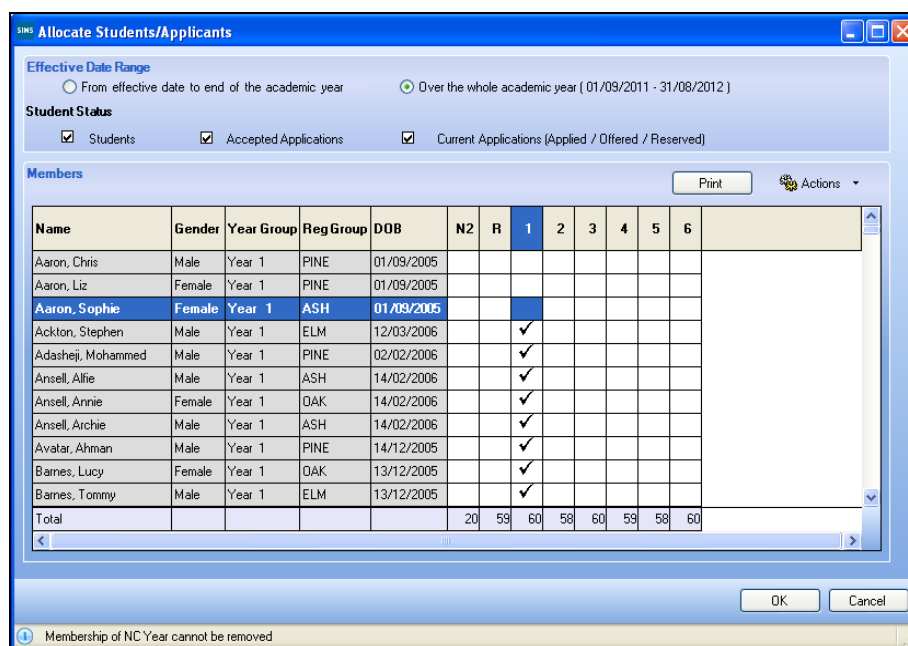
The **Allocate Pupils/Applicants** dialog is displayed.

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Aaron, Chris	Male	Year 1	PINE	01/09/2005			✓					
Aaron, Liz	Female	Year 1	PINE	01/09/2005			✓					
Aaron, Sophie	Female	Year 1	ASH	01/09/2005			✓					
Abraham, Jane	Female	Year 2	2GH	19/05/2005				✓				
Ackton, Stan	Male	Year 5	5BB	18/12/2001							✓	
Ackton, Stephen	Male	Year 1	ELM	12/03/2006			✓					
Acton, Jordan	Male	Year 3	3TO	11/02/2004					✓			
Acton, Samantha	Female	Year 4	4ES	25/03/2003						✓		
Adams, Adam	Male	Year 2	2JB	31/08/2005				✓				
Adams, Laura	Female	Year R	ELM	03/03/2007		✓						
Adasheji, Mohammed	Male	Year 1	PINE	02/02/2006			✓					
Total					20	59	60	58	60	59	58	60

- Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.

By default, the pupils are listed in alphabetical order by surname. Sorting the pupils in **Year Group** order assists in the finding of any pupils who do not have a year taught in specified.

- Right-click the **Year Group** heading and select **Sort By** from the pop-up menu. Any pupils who have not been allocated a year taught in are displayed at the top of the list.



- Indicate which year the pupils with missing years are taught in by clicking the applicable cell in the grid.
- Make any required changes for the other pupils listed then click the **OK** button.

Completed

Checking Home Address Information

Only a pupil’s current home address is required for the Spring 2012 return. Where a pupil has multiple current addresses, these address details should also be recorded in SIMS, as they will be collected in the return.

The full address information is collected and therefore all the address details should be entered in order to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available).

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

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. If you have Windows® Internet Explorer, these details can be checked by clicking the **Address** button to display the address location on a map.



NOTE: British Forces Post Office numbers can be added as post codes.

5. If you have edited the address, click the **Save** button.
6. If the pupil has an additional current address, i.e. a **Second Home**, enter the additional address then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

Completed

Checking Free School Meals Eligibility

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

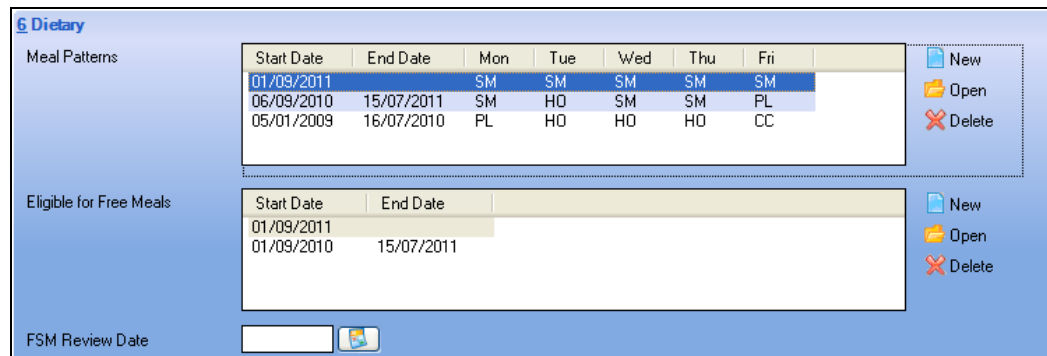
Please ensure you have updated free school meals eligible children from the latest lists from NCC student support.

The free school meal eligibility **Start Date** must be entered, as this is the only mandatory information required for the School Census. An **End Date** must be entered if the student is no longer eligible. To be included in the School Census, students must be eligible on census day. Therefore, the free school meal eligibility **End Date** must not be before the census date.

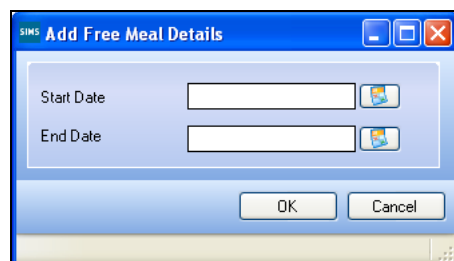
The **Meal Patterns** section is for information purposes only and does not need to be recorded.

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

1. Search for then double-click the required pupil to display the **Pupil Details** page.
2. Click the **Dietary** hyperlink to display the **Dietary** panel.



3. Ensure the minimum of a **Start Date** is displayed in the **Eligible for Free Meals** panel. If a **Start Date** needs to be added, click the adjacent **New** button to display the **Add Free Meal Details** dialog.



4. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.

5. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed in the **Eligible for Free Meals** panel.
6. Click the **Save** button to save any changes.

Ensure that this data is checked/amended (as required) on a regular basis.

Completed

Checking/Correcting Ethnic and Cultural Information

Not applicable to Nursery schools

The following ethnic and cultural information is collected in the return:

- **Ethnicity**
 - **First Language**
 - A First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language in the home or in the community.
 - If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil's proficiency in English.
1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
 2. Search for then double-click the required pupil to display the **Pupil Details** page.
 3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

4. Select the pupil's **Ethnicity** from the drop-down list.
5. Select the pupil's **First Language** from the drop-down list.
6. Click the **Save** button.

Completed

Checking/Correcting Additional Information

The following additional information is collected in the return:

- **Service Children in Education** Indicator.
- **Connexions Assent** (Special schools only)

Checking/Correcting the Service Children in Education Indicator

If a student has a parent or parents who are Service personnel serving in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and exercising parental care and responsibility, this information must be recorded in their SIMS record.

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

4. If the **Service Children in Education** field is blank or the value shown is incorrect, select the applicable value from the drop-down list, i.e. **Yes**, **No**, **Unknown** or **Refused**.
5. Click the **Save** button.

 **Completed**

Checking/Correcting Connexions Assent

Applicable to Special schools only

Connexions is the Government's support service for all young people in England aged 12 to 25. It provides integrated advice, guidance and access to personal development opportunities. Before data can be shared with Connexions, schools are required to send parents a Fair Processing Notice (FPN), advising that data will be shared unless the parent withholds permission.

The applicable selection must be made from the **Connexions Assent** drop-down list to indicate whether the parent’s consent to student data being shared with Connexions has been obtained.

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

4. Indicate whether parent/guardians have given consent to pupil data being shared with Connexions by selecting from the **Connexions Assent** drop-down list. The following options are available:
 - **Unsought:** School has not yet sent out Fair Processing Notices. The number of pupils recorded as **Unsought**, e.g. new starters where the school has not yet had time to write to the parent/guardian, should be minimal.
 - **Connexions Assent Obtained:** Permission has been given by the parent/guardian to share information about the pupil with Connexions.
 - **Connexions Assent Refused:** Permission has been refused by the parent/guardian to share information about the pupil with Connexions.
 - **Sought no Reply:** The school has sent out Fair Processing Notices but has not received a reply.

For information on how to check for any missing Connexions Assent data and to complete fields in bulk, please see *Updating Information Using Bulk Update* on page 23.

Completed

Checking/Correcting Welfare Information

The following welfare information is collected in the return:

- In Care Indicator (applicable to pupils with exclusions during the period 24/04/2011 – 31/08/2011 only)
- Type of Disability.

Checking/Correcting Disability Details

The student disability type is being collected to enable the DfE and LA to fully understand and subsequently respond to the needs of children with disabilities for whom they are responsible.

Although Disability is voluntary for the Spring Census 2012, schools are encouraged to record the data in their MIS at the earliest opportunity.

- Research conducted on behalf of the DfE has found that, "...collecting robust and consistent disability information can help schools better identify and respond to the needs of their disabled pupils, in addition to supporting schools in meeting their duties under disability and equality legislation..."
- A child is considered to have a disability, "...if their parent indicates substantial and long term difficulties with one of the areas listed..., OR that there would be difficulties without medication or supplements currently taken..." Taken from the DfE Parent/ Carer Questionnaire: Explanatory Notes (page 2).

More information, including a Disability Toolkit, can be found on the DfE website. For the Spring return this data is collected on a voluntary basis.

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

10 Welfare

In Care Not currently in Care

In Care Details

Start Date	End Date	Care Authority	PEP

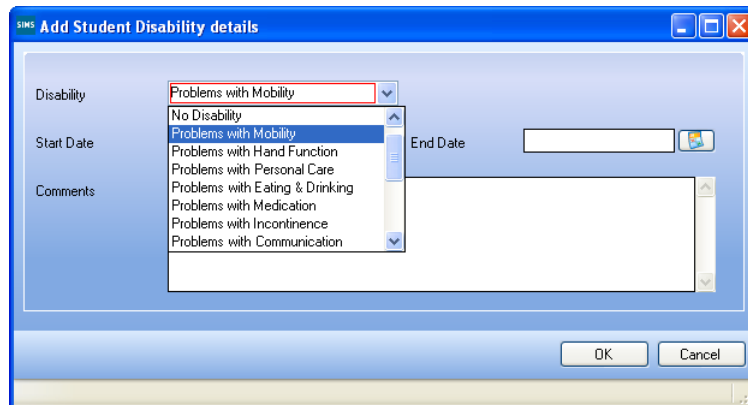
Child Protection Register

Start Date	End Date	Authority	Notes

Disabilities

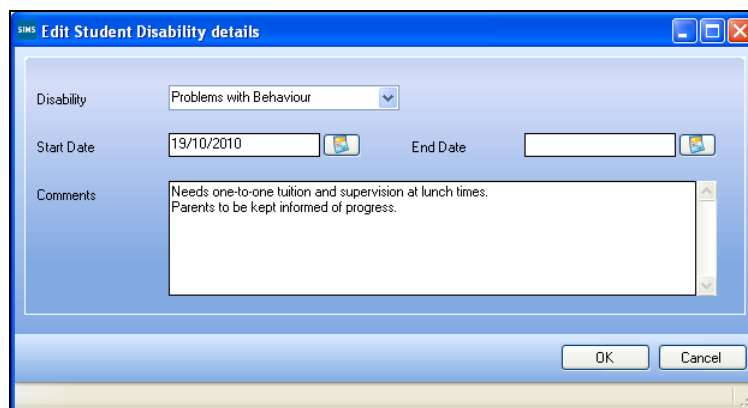
Start Date	End Date	Disability	Notes
19/10/2010		Problems with Behaviour	Needs one-to-one tuiti...

4. Ensure that any existing **Disabilities** information is correct and add new information, if required.
 - a. To add details of a type of disability, click the **New** button adjacent to the **Disabilities** panel to display the **Add Student Disability details** dialog.



Select the required **Disability** from the drop-down list, enter a **Start Date** (if different from today) and add any associated **Comments** then click the **OK** button to return to the **Welfare** panel.

- b. To edit an existing disability record, e.g. enter an end date or add additional comments, highlight the record then click the **Open** button adjacent to the **Disabilities** panel to display the **Add Student Disability details** dialog.



Edit as required, ensuring that an **End Date** is entered if the disability is no longer applicable, then click the **OK** button to return to the **Welfare** panel.

- c. To delete a disability record, e.g. one that has been entered in error or is no longer applicable, highlight the record then click the **Delete** button adjacent to the **Disabilities** panel. The record is deleted immediately.
5. Click the **Save** button.

 **Completed**

Checking/Correcting In Care Details for Excluded Pupils

Not applicable to Nursery Schools

In care details are collected for pupils who were subject to any exclusion with a start date during the period 24/04/2011 – 31/08/2011 inclusive.

Any pupils in care (looked after children) should be recorded as such in SIMS. A child is considered 'In Care' or 'Looked After' if he or she is in the care of the Local Authority or is provided with accommodation for more than 24 hours by the authority. Please consult the person at school with the designated authority for in care children, e.g. the SEN Co-ordinator, if you are unsure.

To set up an in care record, minimum details can be entered, i.e. the **Care Authority** and a **Start Date**.

Adding a New In Care Record

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

10 Welfare

In Care

Not currently in Care

In Care Details

Start Date	End Date	Care Authority	PEP

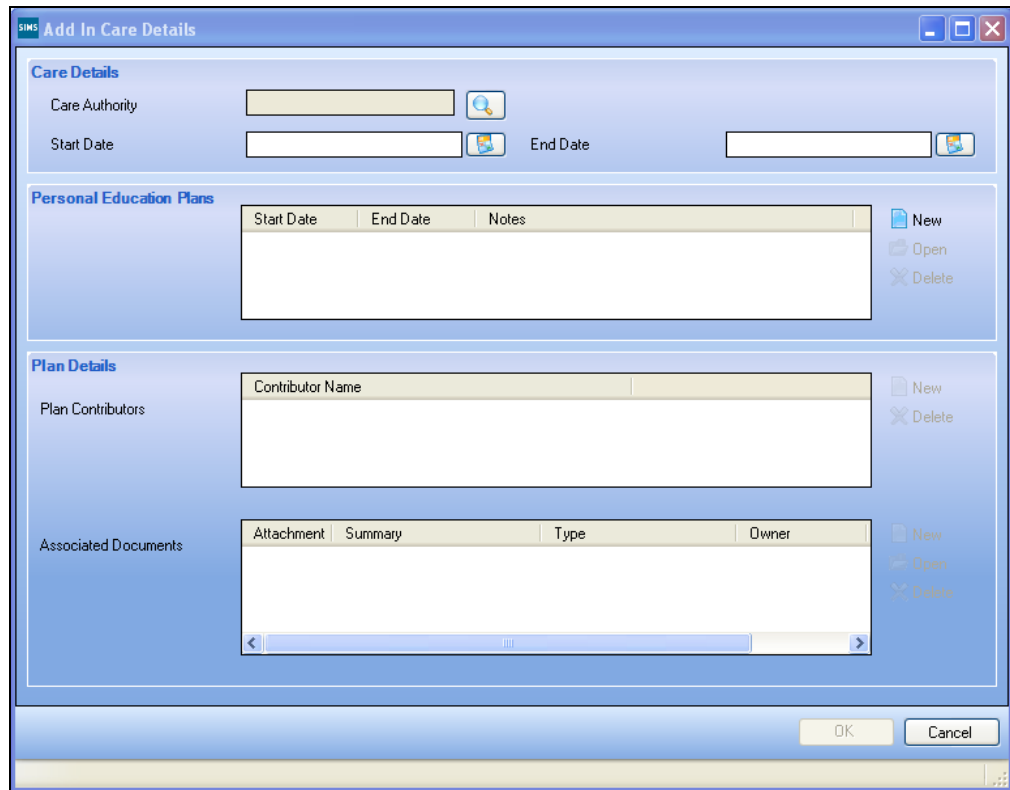
Child Protection Register

Start Date	End Date	Authority	Notes

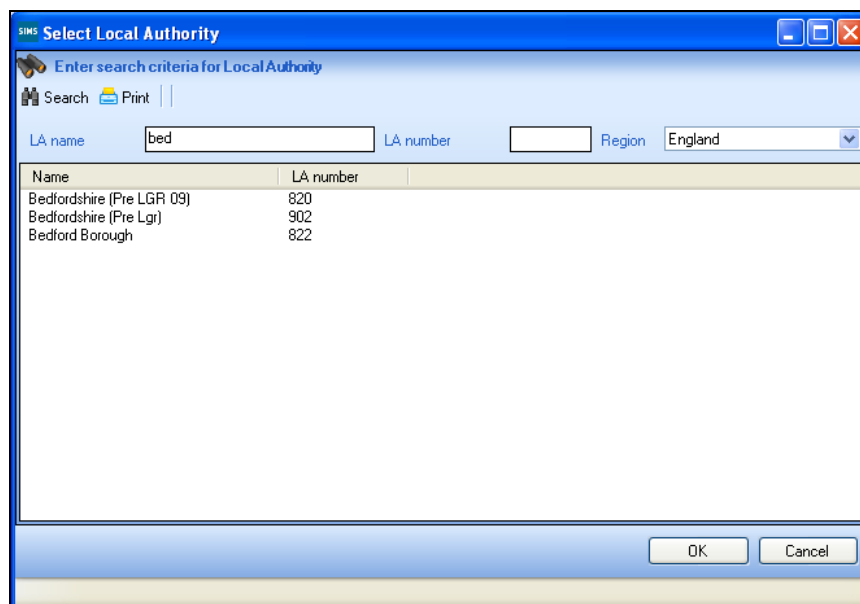
Disabilities

Start Date	End Date	Disability	Notes
19/10/2010		Problems with Behaviour	Needs one-to-one tuit...

4. Click the **New** button adjacent to the **In Care Details** panel to display the **Add In Care Details** dialog.



5. Click the **Care Authority** browser button to display the **Select Local Authority** dialog.
6. Search for the required **Care Authority** by entering all or part of the name in the **LA name** field then click the **Search** button.



7. Double-click the **Name** of the required authority to return to the **Add In Care Details** dialog.

- Enter the **Start Date** (and **End Date** if known) for the in care period.

i *NOTE: If the pupil was imported via CTF, the in care details **Start Date** defaults to the date the CTF was imported. If the actual in care **Start Date** is different, it should be manually amended to the correct date or date of admission. There is also an **Effective Date** button so, for instance, if the file is imported on the 10th of the month but the effective date is set to the 1st, the memberships will start on the 1st.*

Additional information can be recorded, if required, before clicking the **OK** button to return to the **Welfare** panel.

The screenshot shows a software interface for '10 Welfare'. It has two main sections: 'In Care' and 'Currently in Care'. The 'Currently in Care' section contains a table with the following data:

Start Date	End Date	Care Authority	PEP
28/10/2009		Bedfordshire (Pre Lgr)	0

To the right of the table are three buttons: 'New' (with a plus icon), 'Open' (with a magnifying glass icon), and 'Delete' (with a red X icon). Below the table is an 'In Care Details' section which is currently empty.

- The **In Care** status is displayed as **Currently In Care** and a summary is displayed in the **In Care Details** section.

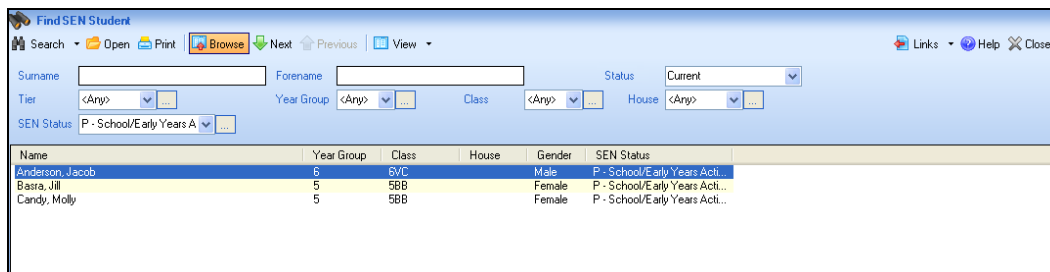
Completed

Checking/Correcting Special Educational Needs Information

The following Special Educational Needs (SEN) items are collected in the return:

- **SEN Status** (SEN Provision)
 - **A - School/Early Years Action**
 - **P - School/Early Years Action+**
 - **S - Statement.**
- **SEN Ranking**
- **SEN Need Type**
- **Resourced Provision**

1. Select **Focus | Pupil | Special Educational Needs** to display the **Find SEN Pupil** browser.
2. Select the required **SEN Status** from the drop-down list then click the **Search** button to display a list of pupils who match the criteria.

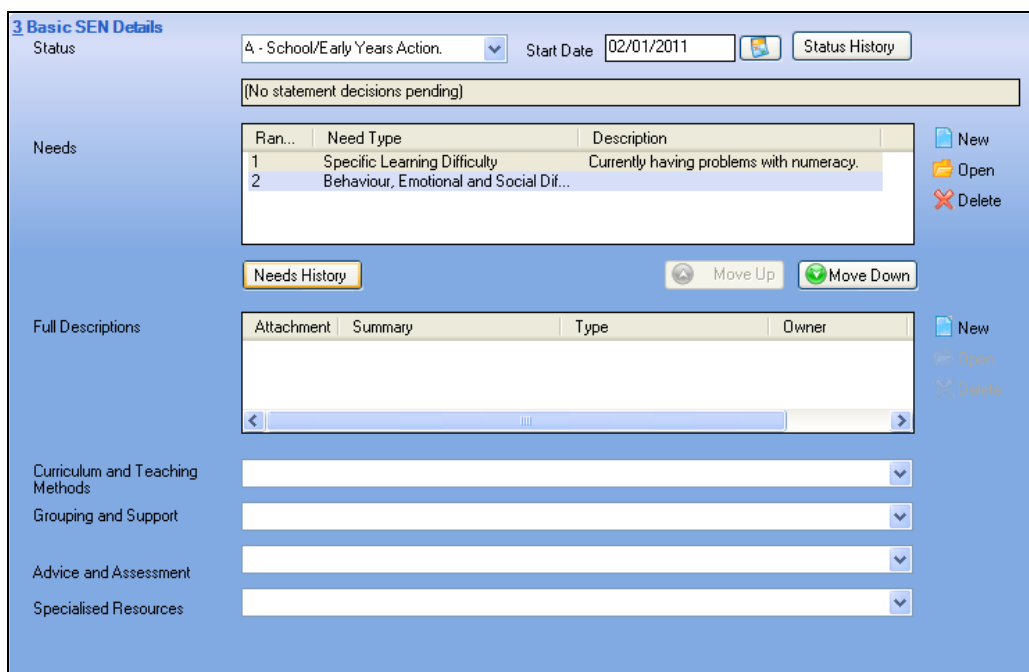


Name	Year Group	Class	House	Gender	SEN Status
Anderson, Jacob	6	6YC		Male	P - School/Early Years Acti...
Bastra, Jill	5	5BB		Female	P - School/Early Years Acti...
Candy, Molly	5	5BB		Female	P - School/Early Years Acti...

3. Double-click the name of the required pupil to display the **Student SEN details** page.
4. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. Select the correct **Status** from the drop-down list, if required.



NOTE: N - No Special Educational Need should be used only if a **SEN Status** was previously assigned and is no longer applicable



Ran...	Need Type	Description
1	Specific Learning Difficulty	Currently having problems with numeracy.
2	Behaviour, Emotional and Social Dif...	



NOTE: At least one Special Educational Need, e.g. Visual Impairment, must be recorded for all pupils with a SEN Status of P - School/Early Years Action+ or S - Statement.

5. Ensure that the **Needs** panel displays the correct information.

- a. To add a **Needs Type**, click the **New** button to display the **Add/Edit SEN Need** dialog. Select the **Need Type** from the drop-down list then enter a **Description**, if required. A temporary **Ranking** is calculated automatically. Click the **OK** button to return to the **Basic SEN Details** panel.
 - b. To rank the SEN Needs in the required order, highlight a record then click either the **Move Up** or **Move Down** button.
 - c. To edit the **SEN Need** or **Description**, highlight the record then click the **Open** button. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.
6. Click the **Provisions** hyperlink to display the **Provisions** panel, where **Resourced Provisions** can be recorded.

Provision Type	Start Date	End Date	Cost	Frequency
Resourced Provi...	04/05/2010	26/09/2011		1 extra sessio...
Resourced Provi...	21/09/2009			1-1 basis twic...
Time in SEN Unit	31/10/2011			2 extra sessio...

Buttons: New, Open, Delete

- a. To add a **Provision Type**, click the **New** button to display the **Add/Edit SEN Provision** dialog. Select the **Provision Type** from the drop-down list then enter the provision **Start Date**. Enter additional information, if required, then click the **OK** button to return to the **Provisions** panel.
 - b. To edit the details of a provision record, highlight the record then click the **Open** button. Edit the details as required then click the **OK** button to return to the **Provisions** panel.
7. Update the other information on the **Student SEN details** page, if required, then click the **Save** button.

For more information about Special Educational Needs, please refer to the following area of the DfE website:


<http://www.education.gov.uk/schools/pupilsupport/sen>

Completed

Preparing Exclusions Information

Not applicable to Nursery schools


Exclusions information is required for pupils who were subject to any exclusion with a start date during the period 24/04/2011 – 31/08/2011 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the pupil was re-instated by the Discipline Committee or an independent Appeal Panel.

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

The following data items are required for the School Census Spring 2012:

- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent)
- Exclusion **Reason** (select one code to provide the main reason)
- Exclusion **Start Date**
- Actual number of sessions (required for fixed period and lunchtime exclusions)
- In Care indicator. For more information please see *Checking/Correcting Welfare Information* on page 48.

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

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

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

Recording an Exclusion

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

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

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

4. Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
5. Enter the exclusion **Start Date** and **End Date**. Alternatively, click the appropriate **Calendar** button then select the required date.
6. Select a **Start Time** from the drop-down list, i.e. **AM** or **PM**.
7. Click the **Calculate** button to populate the **Length School Days** field automatically.

8. Click the **OK** button to save the exclusion and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2010/2011	Summer Term	21/06/2011	23/06/2011	3	Fixed Term	Verbal abuse/threatening behaviour a...

Total in Academic Year 2010/2011: 3 day(s)

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

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

For more information about exclusions, please refer to the following area of the DfE website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

 **Completed**

Preparing Attendance Information

Applicable to Primary schools only

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils aged 5 to 15 inclusive on 31/08/2011 who were on-roll for at least one session during the period from the start of the Autumn term 2011 to 31/12/2011.

The attendance data collected in this School Census return includes:

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

Attendance data is entered in the return automatically, provided that there are no missing marks.



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

For information and advice about school attendance, please refer to the following area of the DfE website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>



More Information:

Producing Detail Reports on page 15
Managing Pupil/Student Attendance handbook
Monitoring Session and Lesson Registration handbook

Completed

Updating Class Types

Applicable to Primary schools only

Before starting the return, it is necessary to indicate which classes a pupil is a member of – either **Nursery** (if the pupil is currently in a LA designated Nursery Unit) or **Other** (any other class). This is only needed for newly added pupils where they have transferred from a LA designated Nursery Unit into an 'Other' class.

The values displayed on the **Update Class Type** page default to those of the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

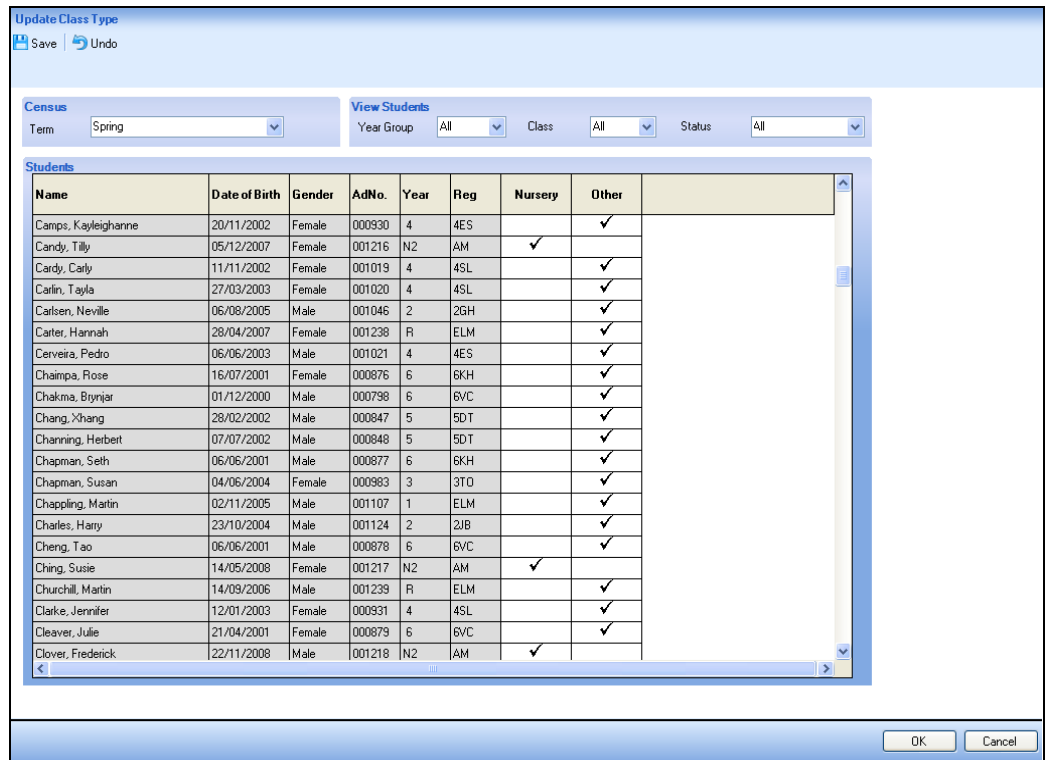


NOTE: *If new pupils exist, the default class type is displayed as blank.*

1. Select **Tools | Statutory Return Tools | Update Class Type** to display the **Update Class Type** page.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	1	PINE		<input checked="" type="checkbox"/>
Aaron, Liz	01/09/2005	Female	001103	1	PINE		<input checked="" type="checkbox"/>
Aaron, Sophie	01/09/2005	Female	001104	1	ASH		<input checked="" type="checkbox"/>
Abraham, Jane	19/05/2005	Female	001041	2	2GH		<input checked="" type="checkbox"/>
Ackton, Stanley	18/12/2001	Male	000842	5	5BB		<input checked="" type="checkbox"/>
Ackton, Stephen	12/03/2006	Male	001175	1	ELM		<input checked="" type="checkbox"/>
Acton, Jordan	11/02/2004	Male	000981	3	3TO		<input checked="" type="checkbox"/>
Acton, Samantha	25/03/2003	Female	001011	4	4ES		<input checked="" type="checkbox"/>
Adams, Adam	31/08/2005	Male	001122	2	2JB		<input checked="" type="checkbox"/>
Adams, Laura	03/03/2007	Female	001235	R	ELM		<input checked="" type="checkbox"/>
Adasheji, Mohammed	02/02/2006	Male	001176	1	PINE		<input checked="" type="checkbox"/>
Adebayer, Emmanuel	15/02/2004	Male	001068	3	3CB		<input checked="" type="checkbox"/>
Adedeji, Payal	03/03/2001	Male	000797	6	BVC		<input checked="" type="checkbox"/>
Affleck, Alexis	20/07/2002	Female	000843	5	5DT		<input checked="" type="checkbox"/>
Agathocleous, Stelios	18/06/2001	Male	000805	6	BKH		<input checked="" type="checkbox"/>
Ahmad, Carina	01/09/2000	Female	000781	6	BVC		<input checked="" type="checkbox"/>
Aldridge, Courtney	27/06/2001	Female	000875	6	BKH		<input checked="" type="checkbox"/>
Allim, Farah	27/12/2000	Female	000804	6	BKH		<input checked="" type="checkbox"/>
Alota, Paolo	20/07/2002	Male	000844	5	5BB		<input checked="" type="checkbox"/>
Americana, Kari	30/01/2004	Female	001069	3	3CB		<input checked="" type="checkbox"/>
Amnar, Tarak	05/02/2007	Male	001236	R	ELM		<input checked="" type="checkbox"/>

2. To specify the class type for an individual pupil, click in the appropriate cell of the **Nursery** or **Other** column to enter a tick. Clicking again removes the tick, if necessary.
3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
 - a. Right-click the **Other** column header and select **Check All**.
 - b. In the **View Students** panel, select **Year N2** from the **Year Group** drop-down list. **Year N2** pupils only are displayed in the **Students** panel.
 - c. Right-click the **Nursery** column header and select **Check All**.
 - d. Repeat steps b and c for any additional Nursery classes.
 - e. To check your selections, select **All** from the **Year Group** drop-down list.



- Click the **Save** button.

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

Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed.

Resetting All Class Types

To reset all class types, right-click in the **Students** grid then select **Remove All** from the drop-down list. The **Nursery** and **Other** columns are cleared of all ticks.

Re-enter the correct class types as previously described.

Identifying which Pupils have no Class Type Specified

To ensure that all pupils are assigned to a class type, select **No Class Type** from the **Status** drop-down list in the **View Students** panel. Any pupils without a **Class Type** are displayed in the **Students** panel.

Completed

Checking/Correcting Hours for Nursery Children

Applicable to schools with 2, 3 or 4 year old pupils only

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

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

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

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



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

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



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

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

1. Select **Tools | Statutory Return Tools | Update Hours for 3 year olds** to display the **Update Hours for 3 year olds** page.

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Astwick, William	02/03/2008	Male	001215	N2	AM	3	12	
Candy, Tilly	05/12/2007	Female	001216	N2	AM	3	12	
Ching, Susie	14/05/2008	Female	001217	N2	AM	3	12	
Jackson, Carl	10/01/2008	Male	001219	N2	PM	3	2	
Jennings, Adam	07/02/2008	Male	001220	N2	PM	3	12	
Jerome, Elvis	03/11/2007	Male	001161	R	PINE	3	12	
Khan, Jahed	02/04/2008	Male	001221	N2	AM	3	12	
Marandom, Jade	12/05/2008	Female	001225	N2	PM	3	2	
Marowicz, Jelena	25/03/2008	Female	001222	N2	PM	3	12	
Molita, Nicola	04/01/2008	Male	001223	N2	AM	3	12	
Rimone, Xavier	11/12/2007	Male	001224	N2	AM	3	12	
Singh, Inderjit	12/09/2007	Male	001226	N2	PM	3	12	
Stevens, Holly	23/12/2007	Female	001227	N2	AM	3	12	
Tanzari, Antonio	12/10/2007	Male	001228	N2	PM	3	12	
Tanzari, Serena	12/10/2007	Female	001229	N2	AM	3	12	
Thomson, Tyra	15/09/2007	Female	001173	R	PINE	3	12	
Warren, Ellie	14/06/2008	Female	001230	N2	PM	3	12	
Wilson, Sabrina	20/04/2008	Female	001231	N2	PM	3	12	
Zazwisko, Anastasia	24/03/2008	Female	001232	N2	AM	3	0	

The **Update Hours** button is available to Primary schools only. It enables Hours at Setting, for pupils who are receiving free nursery care, to be updated automatically (provided that Early Years Attendance Patterns have been defined via **Focus | Pupil | Pupil Details**).

2. To automatically updated Hours at Setting, 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.

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

Update Hours for 3 year olds

Save Undo

Census Term Spring Update Hours

Pupils View Year Group All Reg All Status All

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Astwick, William	02/03/2008	Male	001215	N2	AM	3	12	0
Candy, Tilly	05/12/2007	Female	001216	N2	AM	3	12	6
Ching, Susie	14/05/2008	Female	001217	N2	AM	3	12	6
Jackson, Carl	10/01/2008	Male	001219	N2	PM	3	2	6
Jennings, Adam	07/02/2008	Male	001220	N2	PM	3	12	6
Jerome, Elvis	03/11/2007	Male	001161	R	PINE	3	12	6
Khan, Lahed	02/04/2008	Male	001221	N2	AM	3	12	6
Marandom, Jade	12/05/2008	Female	001225	N2	PM	3	2	6
Marowicz, Jelena	25/03/2008	Female	001222	N2	PM	3	12	6
Molita, Nicola	04/01/2008	Male	001223	N2	AM	3	12	6
Rimone, Xavier	11/12/2007	Male	001224	N2	AM	3	12	6
Singh, Inderjit	12/09/2007	Male	001226	N2	PM	3	12	6
Stevens, Holly	23/12/2007	Female	001227	N2	AM	3	12	6
Tanzari, Antonio	12/10/2007	Male	001228	N2	PM	3	12	6
Tanzari, Serena	12/10/2007	Female	001229	N2	AM	3	12	6
Thomson, Tyra	15/09/2007	Female	001173	R	PINE	3	12	6
Warren, Ellie	14/06/2008	Female	001230	N2	PM	3	12	6
Wilson, Sabrina	20/04/2008	Female	001231	N2	PM	3	12	6
Zazwisko, Anastasia	24/03/2008	Female	001232	N2	AM	3	0	6



IMPORTANT NOTES:

A value between 0 and 99.5 must be entered for each pupil. 0 (zero) is a valid value. If the value entered is within this range but higher than expected by the DfE, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be emailed to [BIPI at education@northamptonshire.gov.uk](mailto:BIPI@northamptonshire.gov.uk)

Hours must be entered in increments of 0.5 only.

If any cell in either the **Hours at Setting** or **Funded Hours** column is left blank, a validation error is displayed when the return is created and validated. Enter a value between 0 and 99.5.

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

Identifying which Pupils have no Hours Entered

1. On the **Census Return Details** page, click the **Update Hours for 3 year olds** button (located in the **Update Hours for Nursery Children** panel) to display the **Update Hours for 3 year olds** page.
2. In the **Pupil View** panel, ensure that the required **Year Actual** and **Reg** group are selected then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.
Any pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as previously described.
4. Click the **Save** button.

Completed

05 | What Next?

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. pupil basic detail changes, SEN provisions changes, leavers and admissions/re-admissions, etc.) are recorded accurately in SIMS.

The SIMS 2011 Autumn Release (7.142) must be installed before completing the School Census Spring 2012 Return. However, it is advisable to check whether a later version of SIMS is available, then upgrade to the current release, if necessary.

You should now be ready to produce the final School Census Spring 2012 Return. For specific instructions, please refer to the *Spring 2012 School Census Primary (or Special or Nursery) Completion Notes*.

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