

Spring 2012  
School Census  
Primary, Infant and Junior  
Schools  
Completion Notes

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

0844 8922406

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

on 01604 366190

or email

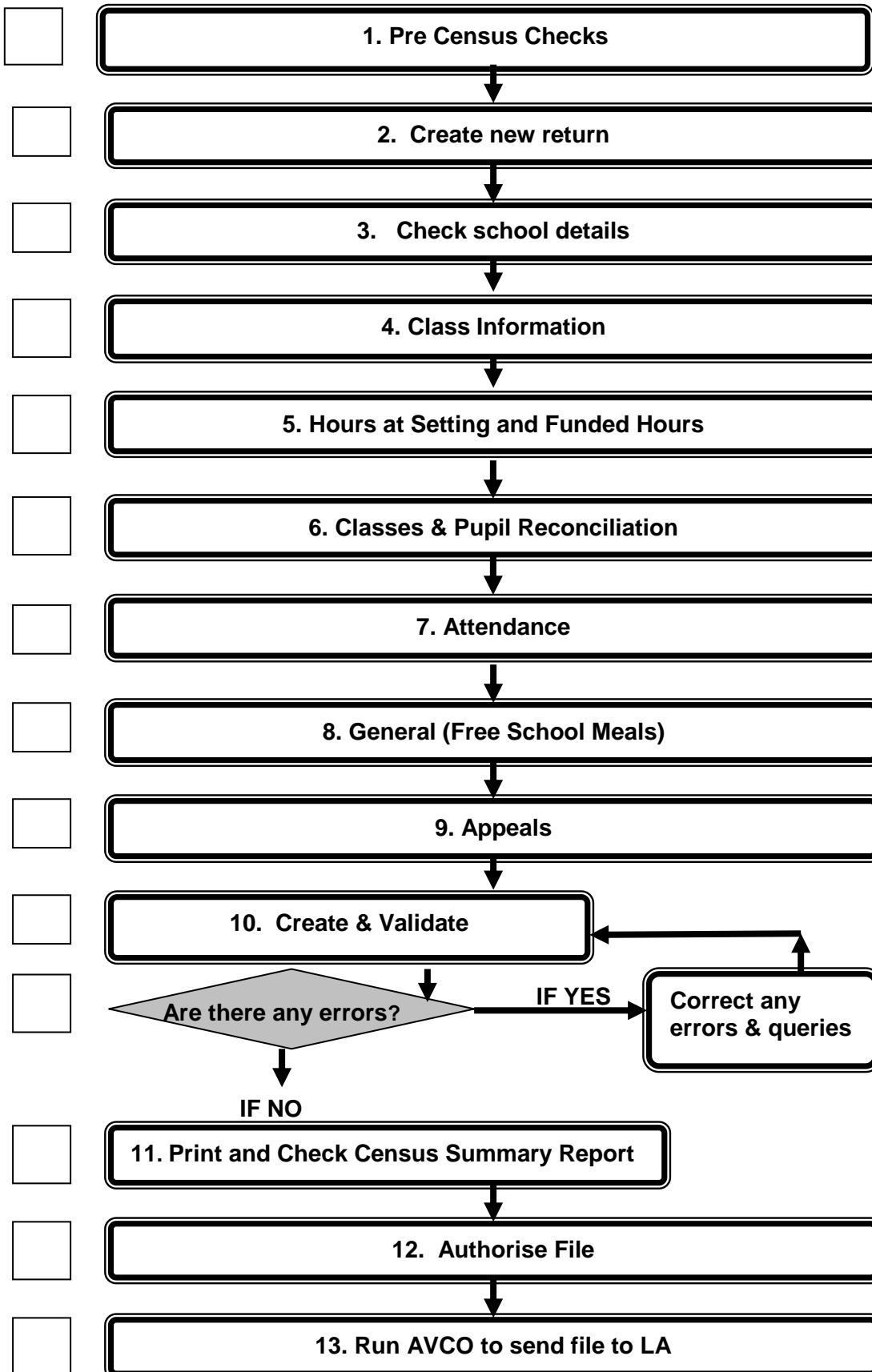
[education@northamptonshire.gov.uk](mailto:education@northamptonshire.gov.uk)

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## STEPS TO CREATE YOUR SCHOOL CENSUS RETURN

Please Follow the Numbered Steps



## Introduction

Every school is expected to complete three Census Returns in the calendar year 2012.

The Census Dates for 2012 will be as follows:

- (Spring)                      third Thursday in January      (19<sup>th</sup> January 2012)
- (Summer)                     third Thursday in May            (17<sup>th</sup> May 2012)
- (Autumn)                     first Thursday in October        (4<sup>th</sup> October 2012)

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

Module	Spring Census	Summer Census	Autumn Census
<b>Pupil Level</b>			
Pupil ID	✓	✓	✓
Pupil Characteristics	✓	✓	✓
Pupil Status	✓	✓	✓
SEN	✓	One data item	One data item
Exclusions	All exclusions for Terms 5 + 6 (Summer 2010/11)	All exclusions for Terms 1 + 2 (Autumn 2011/12)	All exclusions for Terms 3 + 4 (Spring 2011/12)
Home Information	✓		
Attendance (for pupils of compulsory school age only)	For Terms 1 + 2 (Autumn 2011)	For Terms 3 + 4 (Spring 2012)	For Term 5 (09/04/2012 to 01/06/2012)
<b>School Level</b>			
School Characteristics	✓	✓	✓
Admission Appeals	✓		
Class Information	✓		
Pupil Reconciliation	✓		
Miscellaneous	✓		

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

[http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cypd\\_info/Pages/censusguidance.aspx](http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cypd_info/Pages/censusguidance.aspx)

or

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

### **IMPORTANT INFORMATION**

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

## What Does Calculate Details Do?

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

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

## Do You Need to Calculate Details?

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

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

Example:

- School has calculated their return and a new pupil is placed “on roll” or “off roll” just before Census day. The school would NOT **Calculate All**. The **recalculate** button to the right of the classes screen would need to be pressed.
- School has calculated their return and amends details in a pupils record. The school would NOT **Calculate All**.

## Pre Census Checks

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

You MUST have made sure that attendance data is up-to-date for the period of 01/09/11 to 31/12/11. Ensure that you have dealt with all missing marks.

## Detailed Report

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

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

These are described on page 24 of this document.

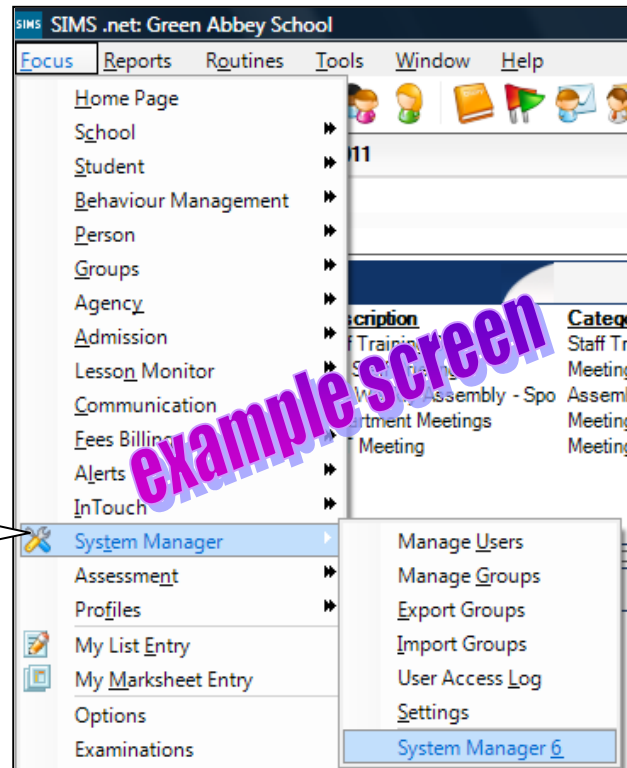
## Access Rights for Creating a School Census return

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

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

Adding a member of staff to the **Returns Manager** permissions Group in System Manager.

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

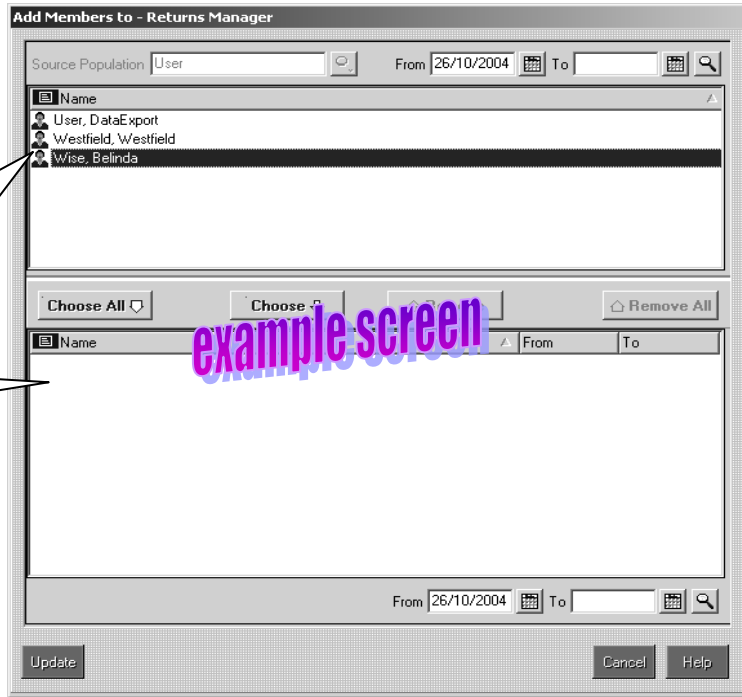


From the Welcome Screen select the **Returns Manager** Group from the drop down list on the right hand side of the **Assign Users to User Group.** Then click on the active button to the left hand side of the row.



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

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



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



Close the Welcome Screen and Close System Manager.

**IMPORTANT INFORMATION**

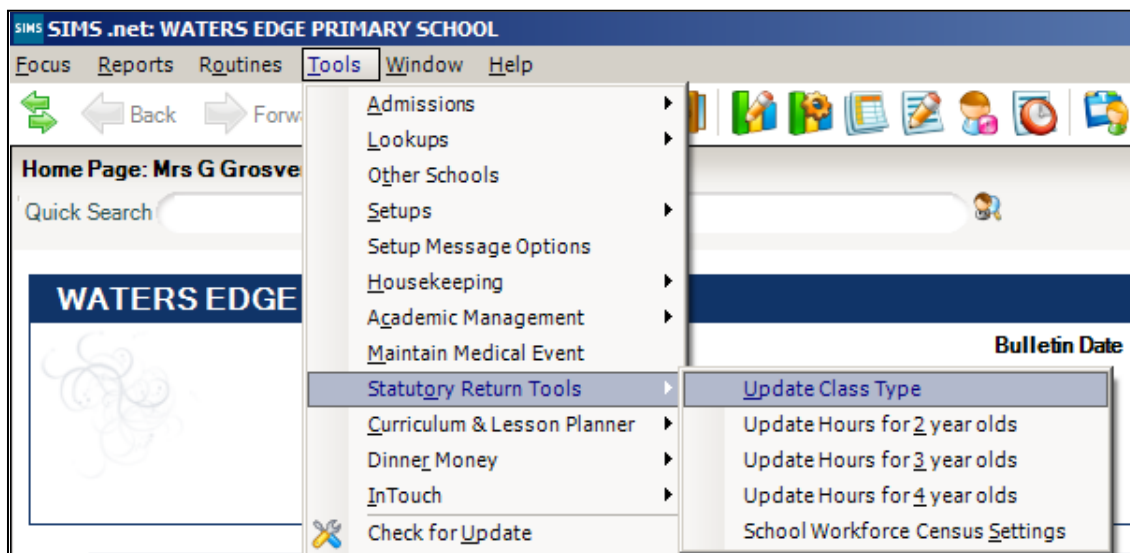
*There may be a 24 hour delay before the new permissions take effect.*

## Setting Pupils' Class Type

You need to indicate the type of class (i.e. **Nursery** or **Other**) that each pupil belongs to on the Census date. This **must** be carried out before you create and validate the return and can be easily and quickly done before you start the Spring School Census return.

**NOTE: A class type must be recorded against each pupil on roll at Census date. Remember – if you add any new pupils at a later stage you will need to return to this.**

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



You may get a message that 'The Class Type data has been brought forward from the Autumn Census. Please review, edit and save the data'. Click on **OK**

The window displays all the pupils in the school in alphabetical order and their associated class (or registration group). There are two columns at the right-hand side, where a check must be entered, to indicate for each pupil whether their class is a Nursery or Other type of class.

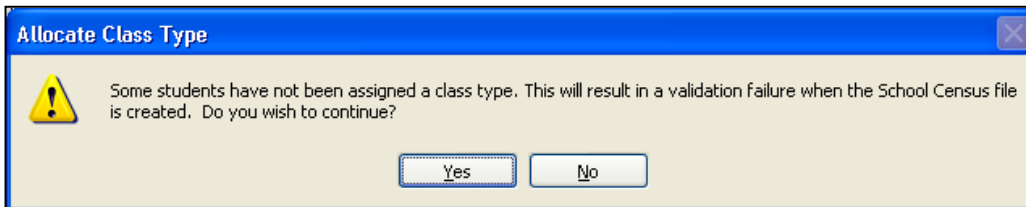
Census		View Students					
Term	Spring	Year Group	All	Class	All	Status	All
Students							
Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Agathocleous, Stelios	18/06/2001	Male	000805	4	4SL		
Ahmad, Arfa	30/11/1998	Female	000654	6	6VC		
Ahmad, Carina	01/09/2000	Female	000781	4	4ES		
Ahmed, Mohan	05/01/1999	Male	000691	6	6KH		
Aldridge, Courtney	27/06/2001	Female	000875	4	4SL		
Allim, Farah	27/12/2000	Female	000804	4	4SL		
Aloia, Paolo	20/07/2002	Male	000844	3	3TO		
Americana, Kari	30/01/2004	Female	001069	1	PINE		
Amiel, Tanzeel	02/07/2000	Female	000733	5	5BB		
Amos, Rosanna	25/05/2003	Female	001012	2	2GH		
Amos, Silv	25/05/2003	Female	001013	2	2GH		
Amos, Stephanie	25/05/2003	Female	001014	2	2GH		
Anderson, Jacob	23/05/1999	Male	000699	6	6VC		
Anderson, Neo	06/05/2005	Male	001042	R	PINE		
Andrews, Jasmine	06/12/2003	Female	001153	1	ELM		
Andrews, Paul	12/04/2003	Male	000922	2	2GH		

2. Ensure the Term in the **Census Date** field states **Spring**.

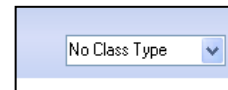
To select the same Class Type for all pupils, right-click on the **Other** column heading and select **Check All** from the menu.

For schools that have Nursery aged pupils, select Year Group **N2** from the **View Students** panel. Right-click in the **Nursery** column heading and select **Check All** from the menu. If you also have a **N1** year group, repeat the process for **N1**. Click on the **SAVE** button.

You may see the following message if you have not allocated a class type to all pupils. Click on **No**.



Change the **Status** filter to show pupils with **No Class Type**. If any pupils appear in the list, allocate them a Class Type of either **Nursery** or **Other** by placing a tick in the appropriate column. Save your changes.



**Extract from DfE Guidance Notes 4.3.7 Hours at Setting**

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

This will allow the Department to monitor the hours attended at maintained settings on the same basis as private / voluntary / independent provision.

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

Hours at Setting should only include the hours the pupil spent in **education provision** (to the nearest 0.5)

**Extract from DfE Guidance Notes 4.3.6 Funded Hours**

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

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

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

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

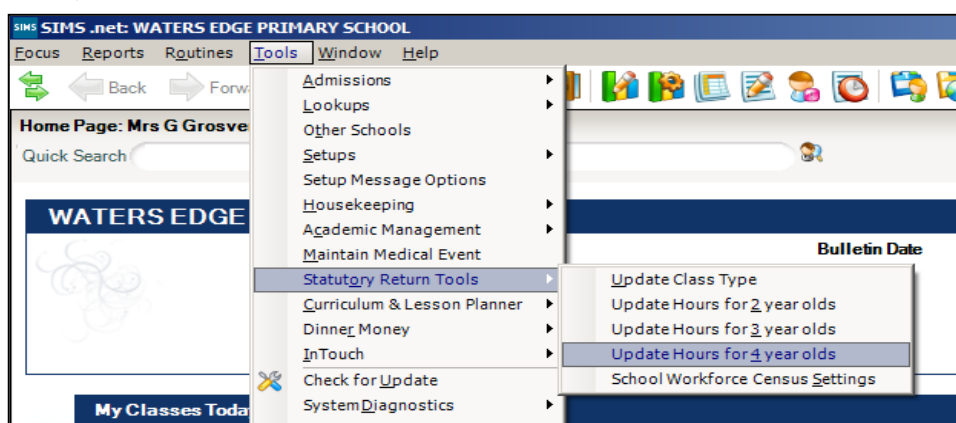
## Updating Hours for 2, 3 and 4 Year Olds (NOT APPLICABLE TO JUNIOR SCHOOLS)

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

Each term the school claims on behalf of the parents for the number of sessions their child will be attending. The Local Authority then pays the funding directly to the school. The Department for Education (DfE) require information for each pupil aged 2, 3 and 4 (as at 31<sup>st</sup> August) on the number of hours they spend in education provision at the school which are funded (known as **Funded Hours**) under the free entitlement to education for under 5's by the Local Authority during Census week in order that the Dedicated Schools Grant is properly allocated.

**In addition to this**, the DfE also require schools to record the total number of hours that pupils spend in education provision at the school irrespective of who funds the hours (i.e. it is the total of any hours funded under the free entitlement to nursery education plus any additional hours of education funded from other sources such as parents) (known as **Hours at Setting**)

Select **Tools | Statutory Return Tools | Update Hours for 4 year olds** to display the Update Hours for 4 year olds window. (Once you have completed the instructions below for 4 year olds, you need to repeat the process for any 3 or 2 year olds if applicable to your school.)



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

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

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

If you have any queries on the Census Return, please contact the Capita .ict helpdesk on 0844 8922406

Provided that **Early Years Attendance Patterns** have been defined (via **Focus | Pupil | Pupil Details | Registration tab**) for part-time pupils who are attending your school, the **Hours at Setting** can be updated automatically. Click the **Update Hours** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their Attendance Pattern).

**NOTE:**

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

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

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

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

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

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

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

### **Funded Hours**

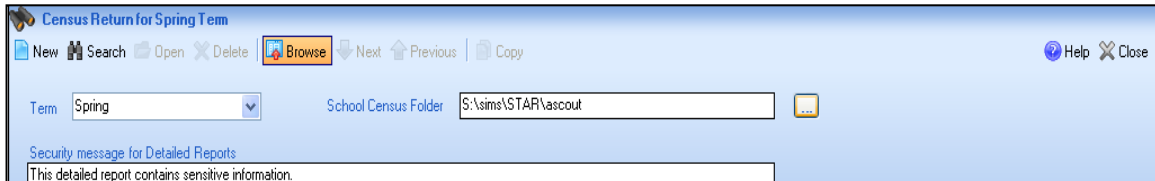
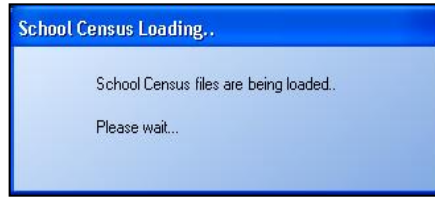
Repeat the above process to update the **Funded Hours** column for all 2, 3 and 4 year olds

Click the **Save** button.

## Creating the Return

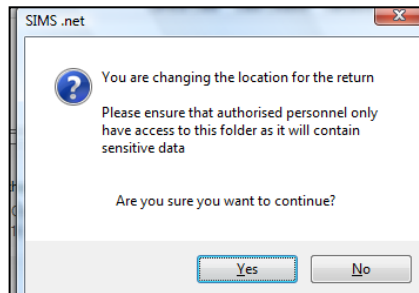
Click on **Routines | Statutory Returns | School Census**

You will see the following message



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

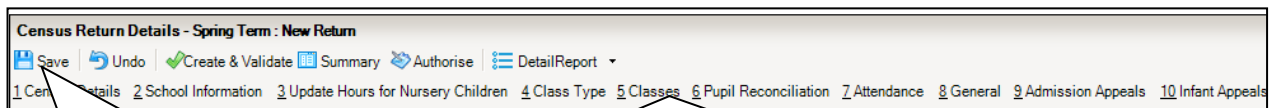
If changing the default directory you will see the following message. Click on **Yes** to continue.



Click on  to create a School Census return.

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

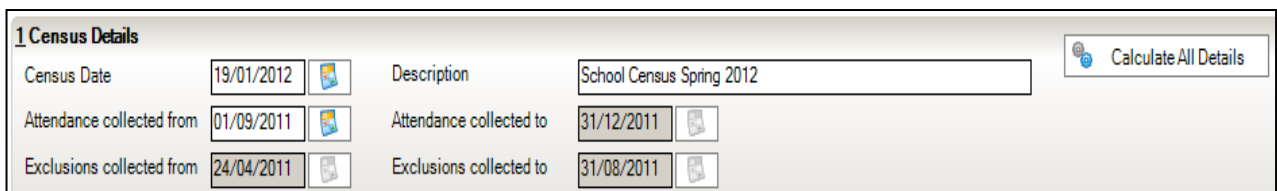
### 1. Census Details



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

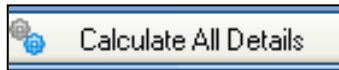
As with any record in SIMS, all the information for a School Census return is arranged on panels with blue hyperlinks at the top of the first panel. It is good practice, but not necessary, to complete each panel before proceeding to the next.

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



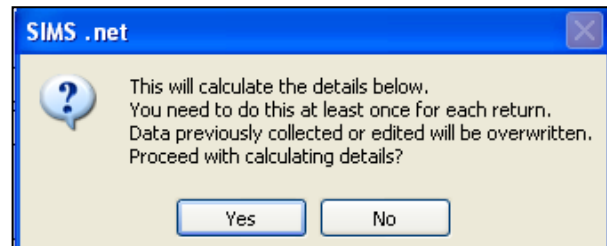
## Calculating the School Census Return

Click on



button at the top of panel 1 Census Details.

You will then see the following message:



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

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

## 2. School Information

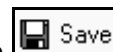
If the **School Details** have not been updated by selecting **Focus | School | School Details**, the **School Details** button at the bottom of the **School Information** panel will access that area enabling the required information to be entered.

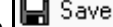
The basic **School Information** will be displayed. Most of the fields on this panel must be completed. If anything is missing or incorrect at this stage you can make any changes/additions before proceeding.

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

2 School Information			
School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823	Establishment Number	2001
School Address	Junior Department Havelock Road Wolverton EAST TOWN Eastshire S13 7ND		
Telephone	852015		
School E-mail Address	school@we.com		
School Phase	PS	Primary	
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Pupil Genders	Coeducational		
Lowest NC Year	N2	Highest NC Year	6
<input type="button" value="School Detail"/>			

Click on the **School Details** button.



After you have finished making changes to the school details click on  to save the changes and click **OK** to return to your School Census return.

### 3. Hours for Nursery Children

It is a DfE requirement that Hours at Setting and Funded Hours for two, three and four year old data is collected for the majority of schools. If the **Update Hours for Nursery Children** panel does not display any pupil names, please proceed to the next panel. If pupils are displayed then their Hours at Setting and Funded Hours can be input by clicking the button marked **Update Hours for 2 year olds**, **Update Hours for 3 year olds**, or **Update Hours for 4 year olds**.

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

Update Hours for Nursery Children			Age at date 31/08/2011			Recalculate		
Pupil			Pupil			Pupil		
Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours
Clover, Frederick	12		Astwick, William	12		Adams, Laura	0	
			Candy, Tilly	12		Amnar, Tarak	12	
			Ching, Susie	12		Astwick, Gwenneth	12	
			Jackson, Carl	12		Bond, Steve	12	
			Jennings, Adam	12		Cameron, Zara	12	

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

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

### 4. Class Type

If you have followed the procedure on page 9 there will be no need to update this area. If you have not (or have new pupils on roll since you followed this procedure) click on the **Update Class Type** button and enter the appropriate data.

Class Type								Recalculate	
Pupil									
Name	Date of Birth	Gender	AdNo	Year	Reg	Nursery	Other		
Aaron, Chris	01/09/2005	Male	001102	1	PINE		✓		
Aaron, Liz	01/09/2005	Female	001103	1	PINE		✓		
Aaron, Sophie	01/09/2005	Female	001104	1	ASH		✓		
Abraham, Jane	19/05/2005	Female	001041	2	2GH		✓		
Ackton, Stanley	18/12/2001	Male	000842	5	5BB		✓		
Ackton, Stephen	12/03/2006	Male	001175	1	ELM		✓		

Update Class Type

## 5. Classes

Details are required of all classes running at the “selected time” on Census day (**Thursday, 19<sup>th</sup> January 2012**). The Classes panel will display details of the classes within the Pastoral section of SIMS.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity
2GH	31	0	1	0	Year 2	Other	Key Stage 1	Other
2JB	28	0	1	0	Year 2	Other	Key Stage 1	Other
3CB	28	0	1	0	Year 3	Other	Key Stage 2	Other
3TD	30	0	1	0	Year 3	Other	Key Stage 2	Other
4ES	29	0	1	0	Year 4	Other	Key Stage 2	Other
4SL	31	0	1	0	Year 4	Other	Key Stage 2	Other
5BB	29	0	1	0	Year 5	Other	Key Stage 2	Other
5DT	28	0	1	0	Year 5	Other	Key Stage 2	Other
6KH	30	0	1	0	Year 6	Other	Key Stage 2	Other
<b>Total</b>	<b>433</b>	<b>1</b>	<b>15</b>	<b>1</b>				

The selected time of a return is based on the last digit of a school’s DfE establishment number as follows:

4,7,8 or 9	= 1 hour/period before the end of morning school
0,1 or 5	= 1 hour/period after the start of afternoon school
2, 3 or 6	= 1 hour/period after the start of morning school

You now need to check and edit, if necessary, the details displayed.

For information that has not been entered automatically you can add or edit it manually. Click in the appropriate column and make the necessary changes.

Clicking in the column for ‘**Teachers**’ enables you, if necessary, to increase the number of teachers normally present with the class at the specified time.

Clicking in the column for ‘**Support Staff**’ for a specific class enables you to add the appropriate number of non teaching staff normally present in the class at the selected time.

Clicking in the column for ‘**Activity**’ enables you to specify the actual activity normally being undertaken by the class at the specified time. An activity must be selected for each class.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity
2GH	31	0	1	0	Year 2	Other	Key Stage 1	Other
2JB	28	0	1	0	Year 2	Other	Key Stage 1	Description
3CB	28	0	1	0	Year 3	Other	Key Stage 2	Art Craft or Design
3TD	30	0	1	0	Year 3	Other	Key Stage 2	English Literacy or Reading
4ES	29	0	1	0	Year 4	Other	Key Stage 2	Foreign Language
4SL	31	0	1	0	Year 4	Other	Key Stage 2	Group project work (includi..
5BB	29	0	1	0	Year 5	Other	Key Stage 2	Humanities (including Geo..
5DT	28	0	1	0	Year 5	Other	Key Stage 2	Mathematics or Numeracy
6KH	30	0	1	0	Year 6	Other	Key Stage 2	Music Singing or Drama
<b>Total</b>	<b>433</b>	<b>1</b>	<b>15</b>	<b>1</b>				Other


On Roll pupils in classes: 433      Total pupils: 433

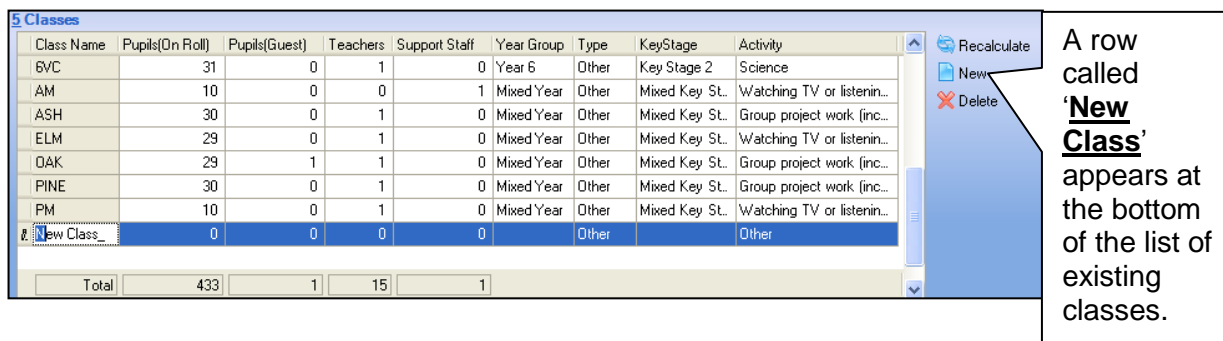
Primary schools with infant classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session. An ordinary teaching session does not include school assembly or any other school activity usually conducted with large groups of children e.g. PE / games, music, singing, drama, watching television or listening to the radio. If, at the time of the count, infant class children would be involved in such an activity the count should be deferred to the next ordinary teaching

*If you have any queries on the Census Return, please contact the Capita .ict helpdesk on 0844 8922406*

session. This change of selected time should be enacted for all classes in the school, not just the infant classes.

It is possible to add any extra classes that may be missing from this panel. It is also possible to delete classes that should not be included on the School Census return. i.e. for a nursery class not taking place at the selected time.

To **Add** details of a missing or additional class, click on  **New** at the right hand side of the panel.

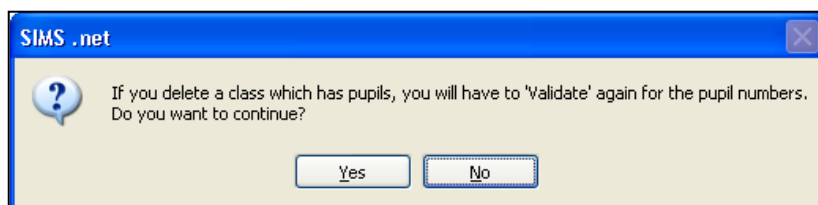


Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity
BVC	31	0	1	0	Year 6	Other	Key Stage 2	Science
AM	10	0	0	1	Mixed Year	Other	Mixed Key St.	Watching TV or listenin...
ASH	30	0	1	0	Mixed Year	Other	Mixed Key St.	Group project work (inc...
ELM	29	0	1	0	Mixed Year	Other	Mixed Key St.	Watching TV or listenin...
OAK	29	1	1	0	Mixed Year	Other	Mixed Key St.	Group project work (inc...
PINE	30	0	1	0	Mixed Year	Other	Mixed Key St.	Group project work (inc...
PM	10	0	1	0	Mixed Year	Other	Mixed Key St.	Watching TV or listenin...
New Class_	0	0	0	0		Other		Other
<b>Total</b>	<b>433</b>	<b>1</b>	<b>15</b>	<b>1</b>				

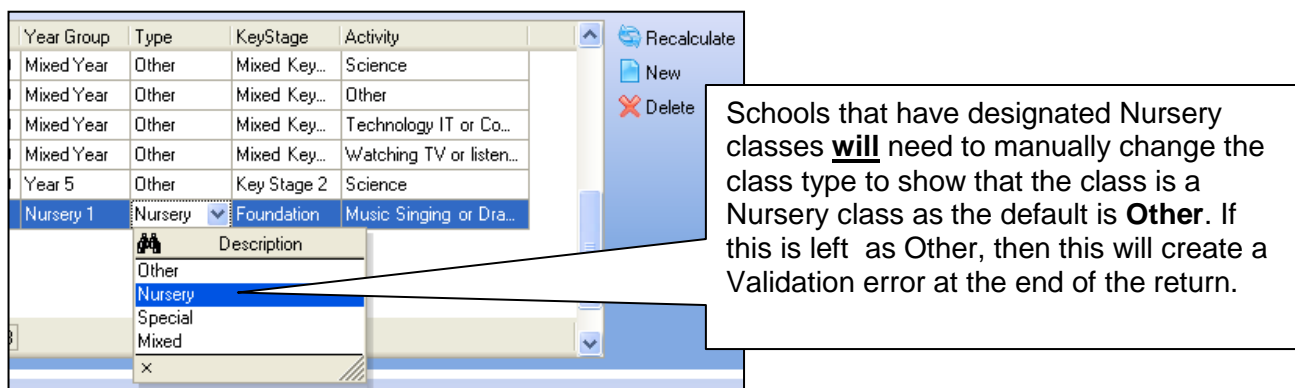
A row called **'New Class'** appears at the bottom of the list of existing classes.

Click in the **'Classes'** column for this class and add the name of this additional class. Press the **Tab** key to move between the other columns and add the details as appropriate.

To Delete a class that does not normally take place at the selected time, highlight the row and click on the **Delete** button at the right hand side of the panel. Choose **Yes** to the following message.



### Nursery classes



Year Group	Type	KeyStage	Activity
Mixed Year	Other	Mixed Key...	Science
Mixed Year	Other	Mixed Key...	Other
Mixed Year	Other	Mixed Key...	Technology IT or Co...
Mixed Year	Other	Mixed Key...	Watching TV or listen...
Year 5	Other	Key Stage 2	Science
Nursery 1	Nursery	Foundation	Music Singing or Dra...

Schools that have designated Nursery classes **will** need to manually change the class type to show that the class is a Nursery class as the default is **Other**. If this is left as Other, then this will create a Validation error at the end of the return.

### **Helpful Hint**

If you amend the school roll numbers after the initial calculation of the return, you will need to recalculate this panel. ***This will overwrite any details that you have manually edited.***

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

## 6. Pupil Reconciliation

The Pupil Reconciliation panel expects you to match the number of students on roll with the number of students in classes at the selected time. In the example shown there is a mismatch of 35 pupils.

6 Pupil Reconciliation			
On Roll pupils in classes	<input type="text" value="433"/>	Total pupils	<input type="text" value="433"/>
Part-time pupils not at school	<input type="text" value="0"/>	Must agree with	
Private study pupils	<input type="text" value="0"/>	Pupils On Roll	<input type="text" value="468"/>
Pupils at another school	<input type="text" value="0"/>		

If the pupils should be in classes you will need to go back to the previous panel and recheck the numbers in each class. If the pupils are normally elsewhere at the selected time the appropriate box(es) should be completed in order to make the numbers balance as shown below.

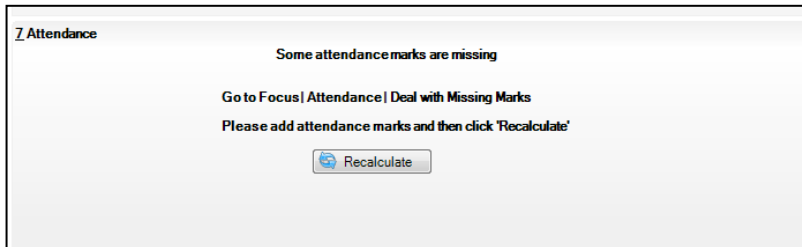
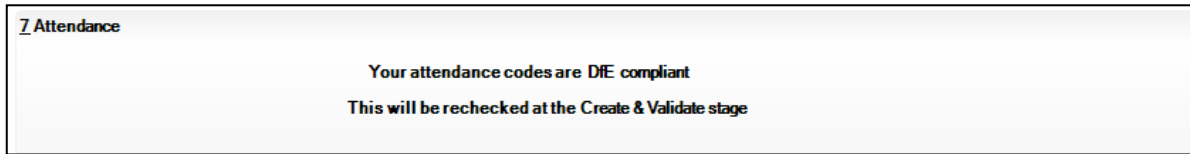
6 Pupil Reconciliation			
On Roll pupils in classes	<input type="text" value="433"/>	Total pupils	<input type="text" value="468"/>
Part-time pupils not at school	<input type="text" value="20"/>	Must agree with	
Private study pupils	<input type="text" value="0"/>	Pupils On Roll	<input type="text" value="468"/>
Pupils at another school	<input type="text" value="15"/>		

### **Helpful Hint**

*If you make any changes you need to click into another editable cell before the pupils will reconcile.*

## 7. Attendance Panel

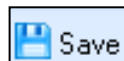
Attendance data for all statutory school aged pupils will automatically be entered directly into the School Census return. You must have made sure that attendance data is up-to-date for the period of 01/09/11 to 31/12/11 as this return collects attendance data for Terms 1 and 2.



If you see a message stating that you have missing marks, please deal with these via route **Focus | Attendance | Deal with Missing Marks** before continuing with the return.

***If you see a message stating that your attendance codes are not DfE compliant, you must ring the Capita .ict helpdesk on 0844 8922406 before continuing with your return.***

Once the information is complete click on



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

## 8. General (Free School Meals)

You need to enter the number of Free School Meals taken on Spring School Census day (19<sup>th</sup> January). This number cannot be greater than the number of students who are **eligible** for a Free Meal.

<b>8 General</b>	
No. of free school meals taken	<input type="text" value="0"/>

## 9. and 10. Admission Appeals Panel

This information should only be provided for schools who are a Foundation, Voluntary Aided or Special Agreement school who had any appeals lodged by parents between March 2010 and July 2011 against non-admission to the school at any time in the academic year 2010/11.

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

Once the information is complete click on  **Save** to save the details of the Spring 2012 School Census return so far.

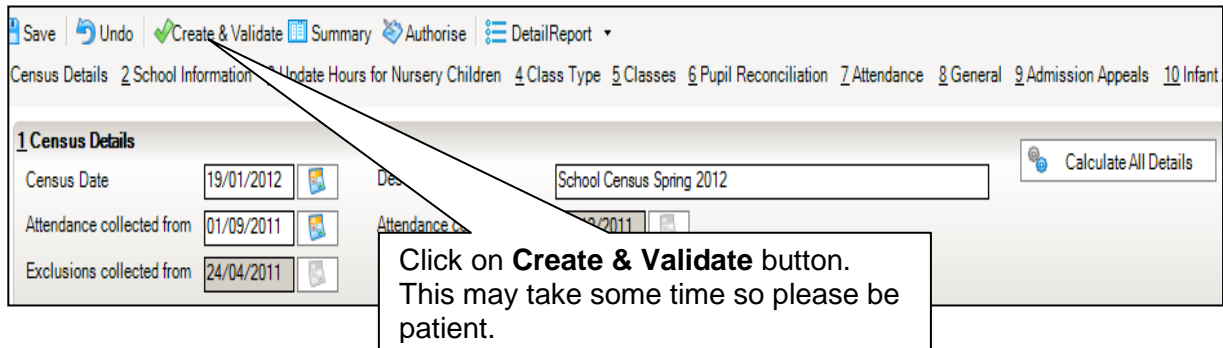
### **Helpful Hint**

*You can save and exit then validate your School Census return at a later stage. Alternatively, click **Create & Validate** at the top of the screen if you wish to continue. Instructions on Validating your return are shown on page 22.*

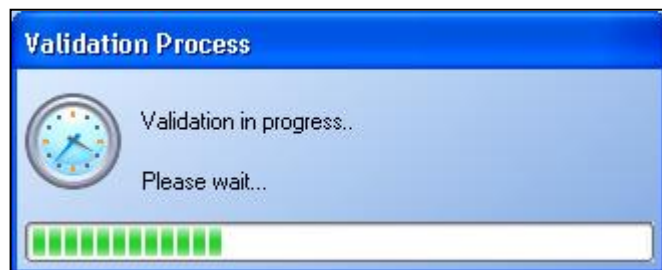
## Creating and Validating the Return

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

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



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



## Viewing Errors on the Return

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

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

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

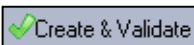
You can **Print** your errors for ease of checking by clicking on the **Report** icon.

Type	Message	Location	Solution
with refused ethnic g	Name: Doo, Khan  Date of Birth: 1995-03		# Go to FocusStudent(Student Details Ethnic/Cult

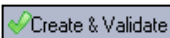
You can click on the error to be taken to the pupil record.

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

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

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

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

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

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

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

## Detailed Reports

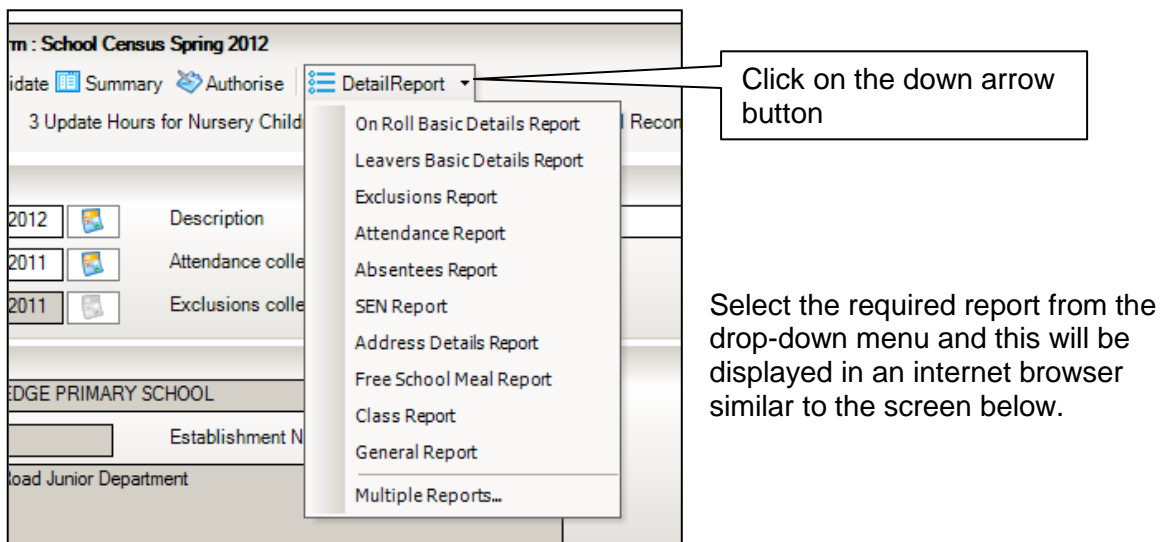
It is possible to produce detailed reports showing On Roll Basic Details, Leavers Basic Details, Exclusions, Attendance, Absentees, SEN, Address Details, Free School Meals, Class or General. It is also possible to choose to Print All Reports. These reports enable the checking of data used to generate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

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

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

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

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



School Census Spring - 2012 (On Roll Basic Data) - Windows Internet Explorer

**School Census Spring - 2012 (On Roll Basic Data)**

**Security Message :** This report contains sensitive information.

**Report Criteria:** Pupils on roll on Census day (19/01/2012)  
**Total Pupils:** 433

Filename: 8232999\_SC1\_823LL12\_001.UNA Report Created Date: 07/12/2011 XML Version: Validation 2012.1.2 - Released: 28 Oct 2011 Summary 2012.1.0 - Released: 09 Sep 2011

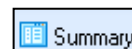
UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In	DOA	Enrolment Status	Ethnicity	Language	Class Type	Part-time Status	Boarder	Hours at Setting	Funded Hours	Disability
Y820200109033	Aaron	Chris	Aaron	-	01/09/2005	Male	1	01/09/2009	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
J820200109032	Aaron	Liz	Aaron	-	01/09/2005	Female	1	01/09/2009	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
M820200109034	Aaron	Sophie	Aaron	-	01/09/2005	Female	1	01/09/2009	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
L820892102001	Abraham	Jane	Abraham	-	19/05/2005	Female	2	02/09/2008	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
M820200105001	Ackton	Stanley	Ackton	Craig	18/12/2001	Male	5	05/09/2005	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
J823200110003	Ackton	Stephen	Ackton	-	12/03/2007	Male	5	09/09/2007	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
M820200106060	Acton	Jordan	Acton	-	03/09/2007	Male	5	03/09/2007	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
B820200106090	Acton	Samantha	Acton	-	03/09/2007	Female	4	03/09/2007	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected
J820200109003	Adams	Adam	Adams	-	31/08/2005	Male	2	01/09/2009	Single Registration	White - English	English	Other	No	Not a Boarder	-	-	Not Collected

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

## Producing the Summary report

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

Double click on the final, successfully Validated report. Click



to create the summary. This can then be printed.

Section	Information displayed
Section 1	displays information about the school
Section 2	displays information on the number of pupils on roll by age, gender and mode of attendance
Section 3	displays the numbers of pupils on roll in each National Curriculum Year Group
Section 4	displays the numbers of pupils whose National Curriculum Year Group is different from that expected by their date of birth
Section 5	displays the number of pupils in each ethnic group
Section 6	displays the number of pupils on roll by their first language
Section 7	displays the number of pupils on roll by enrolment status
Section 8	displays the other types of pupils on roll i.e. number who are eligible for free school meals (this includes Service Children)
Section 9	not applicable to Primary Schools
Section 10	displays Early Years Education (for 2, 3, and 4 year olds)
Section 11	displays the number of pupils on roll with a SEN provision
Section 12	displays the SEN Need for pupils with a SEN provision of P or S
Section 13	displays Pupil Disability
Section 14	displays the numbers of fixed period exclusions by reason, in care and SEN provision in the summer term (Terms 5 and 6) 2011
Section 15	displays the number of permanent exclusions by reason, in care and SEN provision in the summer term (Terms 5 and 6) 2011
Section 16	displays the number of lunchtime exclusions by reason, in care and SEN Provision in the summer term (Terms 5 and 6) 2011
Section 17	displays Attendance information for Terms 1 and 2 2011
Section 18	displays Attendance information for Special Schools only
Section 19	displays Admissions Appeals
Section 20	displays classes as taught at the selected time
Section 21	displays Pupil reconciliation
Section 22 - 26	Applicable to Secondary schools only

**The Head Teacher MUST check and sign the summary report before you move onto the next stage of authorisation.**

## Deleting a School Census Return

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


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

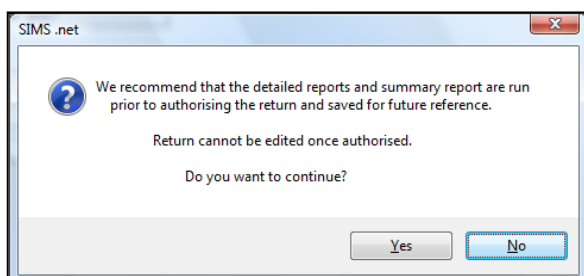
The selected return will be deleted and removed from the **Census Return** browser.

## Authorising the Return

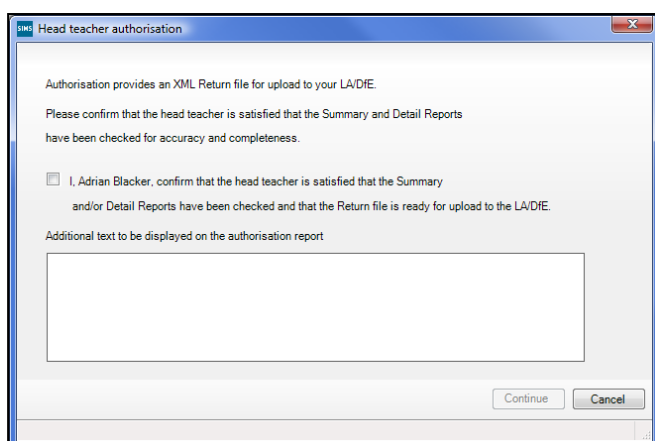
Once all the errors have been resolved and the summary has been checked and any anomalies cleared, it is necessary to authorise the return before it can be sent to BIPI.

Double click on the last, successfully Validated return.

Click on  to authorise the return.



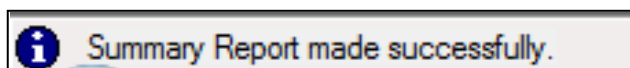
*Once a return has been authorised it is not possible to edit any of the details on it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 28). Click on **Yes**.*



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

Click on the **Continue** button.

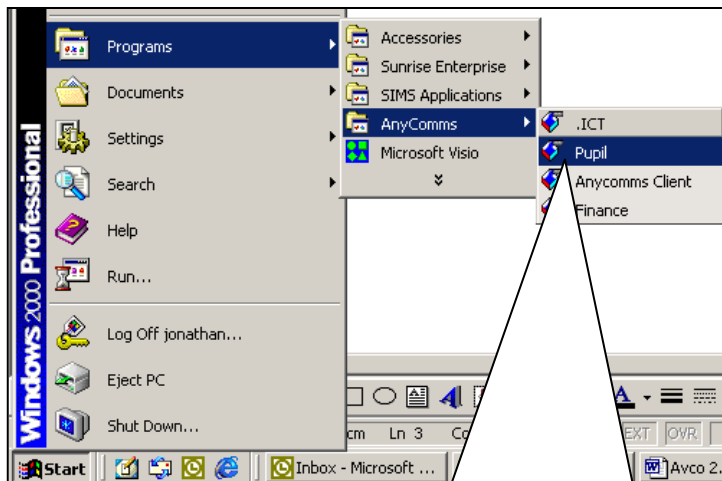
After a short while an Authorisation Report will appear on screen. You may wish to print this off for your records or close the report. The Summary will then appear. Again you may wish to print this off for your records or close the screen down.



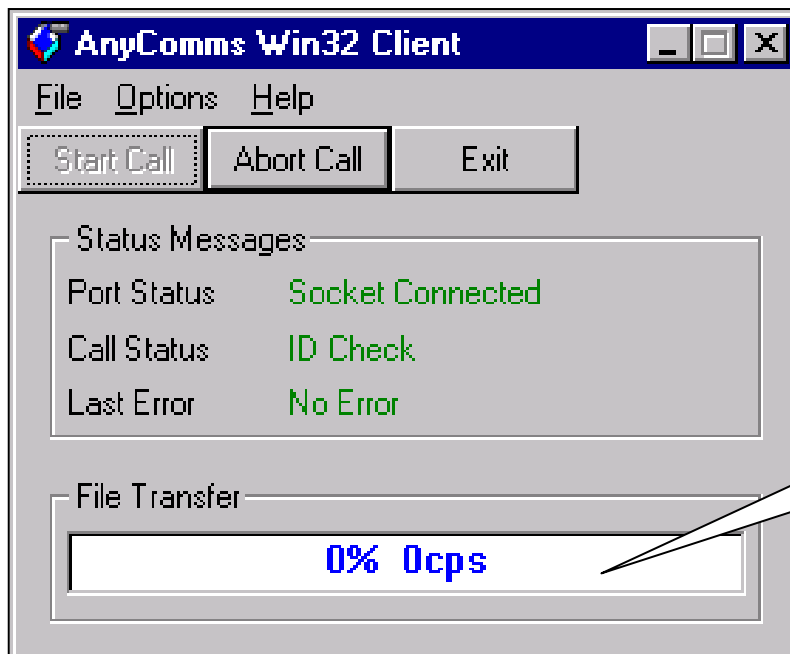
You should see a message in the bottom left hand corner of the screen informing you that your Summary Report has been made successfully.

**If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 28.**

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



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



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

The progress of the transfer will be displayed here.

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

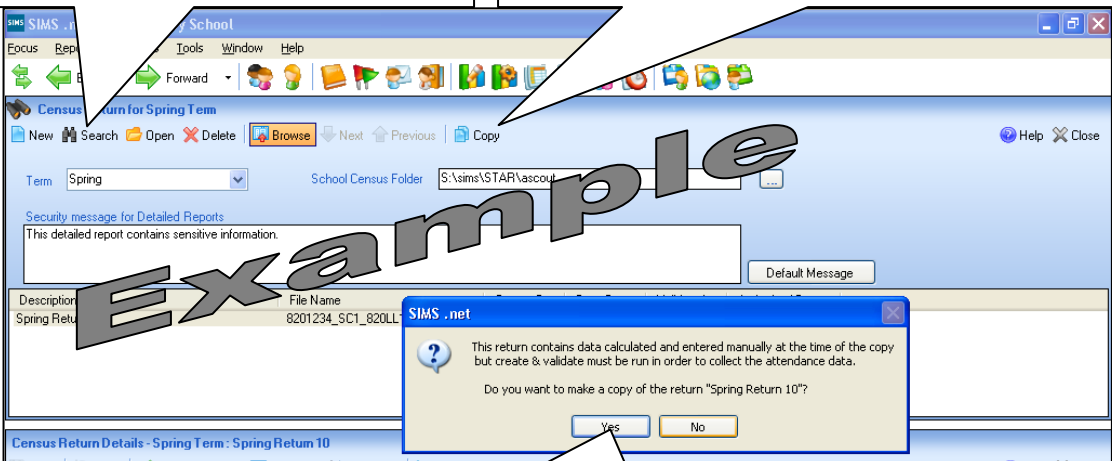
**The Spring School Census 2012 return must be completed and returned to the LA by 20<sup>th</sup> January 2012**

## Copying and Editing Your Return

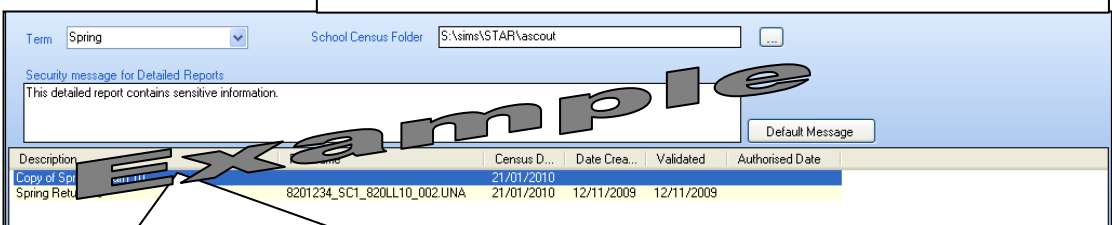
If, after authorising the School Census return, you need to amend it for any reason it is possible to create a brand new one from a copy of the old one. To do this choose route **Routines | Statutory Returns | School Census**.

Click on the **Search** button.

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



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



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

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

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