

Autumn 2011
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 01604 824999

If you have any queries relating to the DfE Guidance, please contact IMRS:

Email:

imrs@northamptonshire.gov.uk

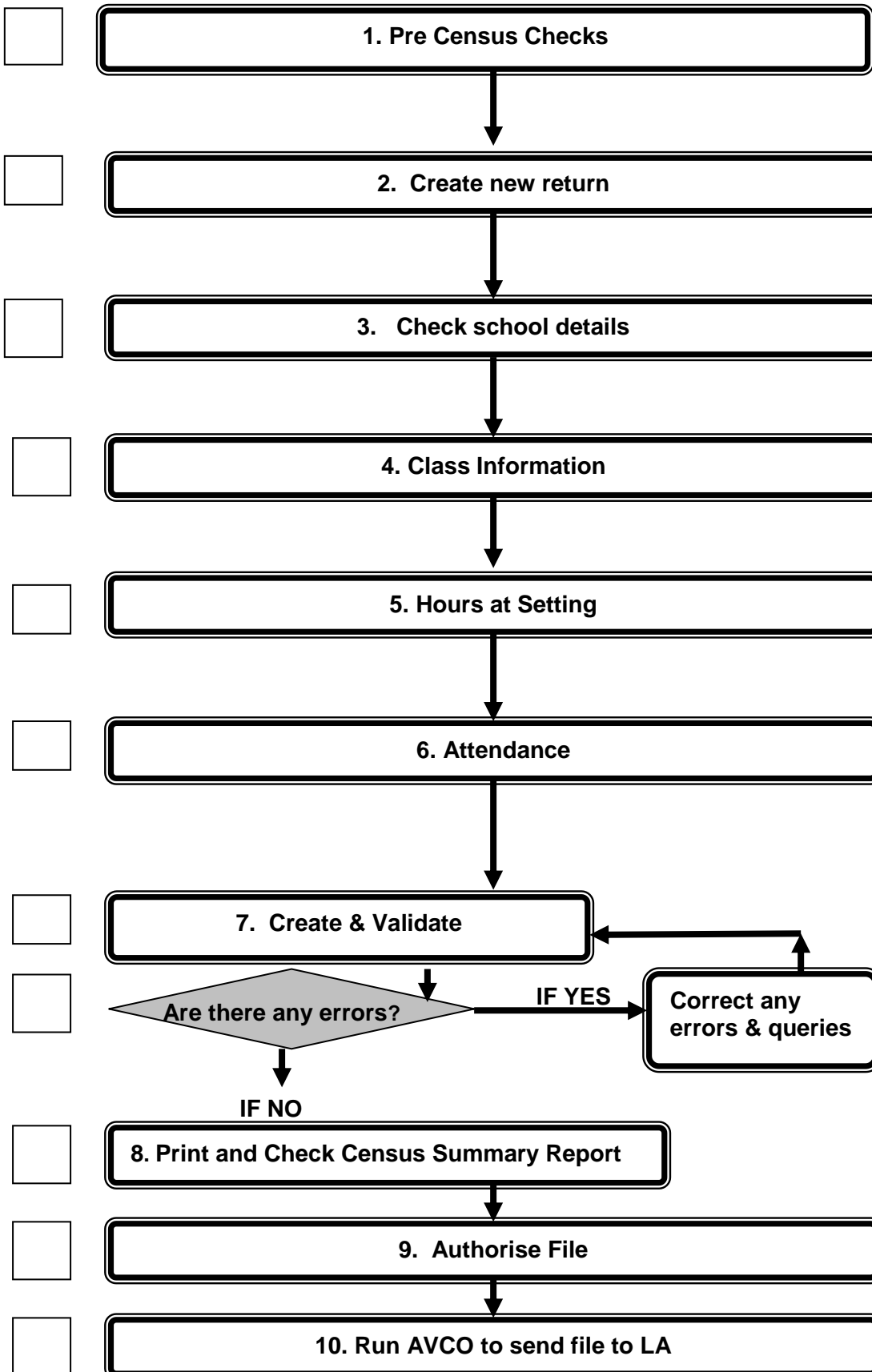
Tel: (01604) 236190

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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 2011.

The Census Dates for 2011 will be as follows:

- (Spring) third Thursday in January (20th January 2011)
- (Summer) third Thursday in May (19th May 2011)
- (Autumn) first Thursday in October (6th October 2011)

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

Module	Spring Census	Summer Census	Autumn Census
Pupil Level			
Pupil ID	✓	✓	✓
Pupil Characteristics	✓	✓	✓
Pupil Status	✓	✓	✓
SEN	✓	One data item	One data item
Exclusions	All exclusions for Terms 5 + 6 (Summer 2009/10)	All exclusions for Terms 1 + 2 (Autumn 2010/11)	All exclusions for Terms 3 + 4 (Spring 2010/11)
Home Information	✓		
Attendance (for pupils of compulsory school age only)	For Terms 1 + 2 (Autumn 2010)	For Terms 3 + 4 (Spring 2011)	For Term 5 (25/04/2011 to 27/05/2011)
School Level			
School Characteristics	✓	✓	✓
Admission Appeals	✓		
Class Information	✓		
Pupil Reconciliation	✓		
Miscellaneous	✓		

This document is designed to help you through the processes required to complete your Autumn Census return using SIMS .net. The notes are designed to be used in conjunction with the 2011 DfE Guidance notes which can be downloaded from the IMRS website:

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

or

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/a0070569/school-census-2011>

IMPORTANT INFORMATION

*SIMS .net **MUST** be on version 7.140 – Summer 2011 - or higher before you can proceed with the Autumn 2011 Census process. To check this, open SIMS and go to Help/About SIMS .net and check the version listed.*

What Does Calculate Details Do?

Using data present in SIMS .net, the system calculates the data to be included in the Census return. Other data is picked up directly from other areas in SIMS .net, 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. net.

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

Pre Census Checks

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

You **MUST** have made sure that attendance data is up-to-date for the period of 24/04/11 to 27/05/11. 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 or Free School Meals. 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 25 of this document.

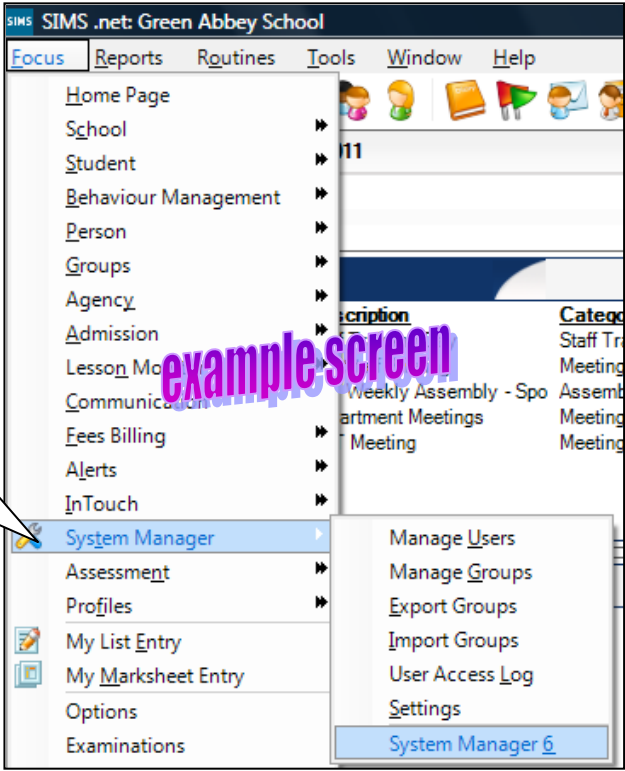
Access Rights for Creating a School Census return

In order to create a School Census return you need to be logged into SIMS .net 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 .net 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 but the process below takes you in via System Manager version 6 which is still accessible for a few months. **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 .net with a user who has access rights to System Manager and from the Focus menu click on **System | Sysytem Manager 6.**

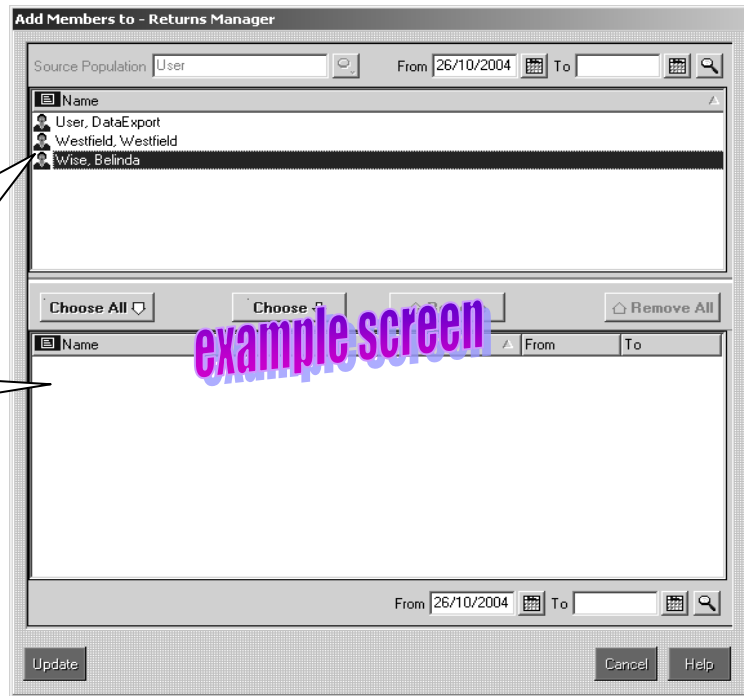


From the Welcome Screen select the **Returns Manager** Group from the drop down list on the right hand side of the **Assign Users to User Group.** Then click on the active button to the left hand side of the row.



NB. The user must have already been activated as a 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

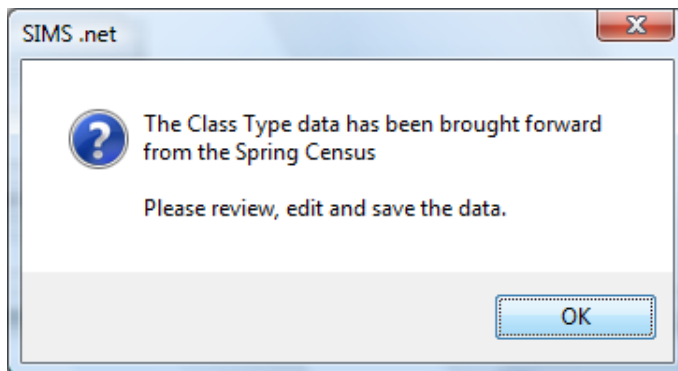
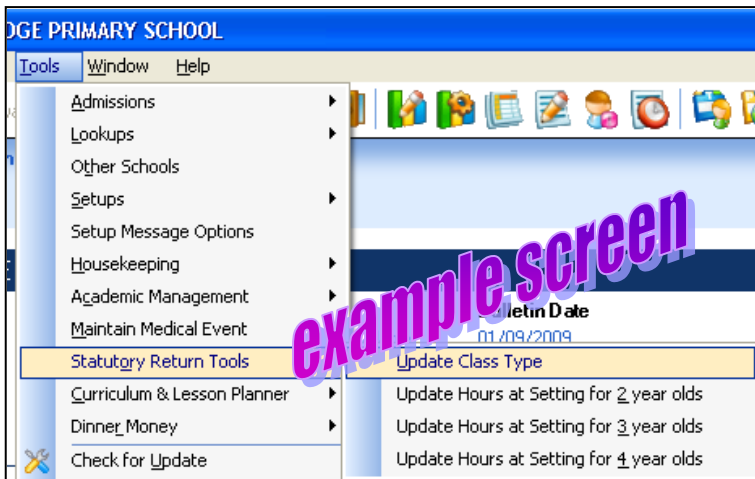
There may be a 24 hour delay before the new permissions take effect.

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 Autumn 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.



Click on the **OK** button

Name	Date of Birth	Gender	AdNo.	Year	Reg		
Aaron, Chris	01/09/2005	Male	001103	1	ELM		
Aaron, Liz	01/09/2005	Female			PINE		✓
Aaron, Sophie	01/09/2005	Female			ASH		✓
Abraham, Jane					PINE		
Ackton, Stanley		Male	000842	4	4ES	✓	
Ackton, Stephen	01/03/2006	Male	001175	R	ELM		✓
Ackton, William	11/06/1998	Male	001040	6	6VC		✓
Acton, Jordan	11/02/2004	Male	000981	2	2JB		✓
Acton, Samantha	25/03/2003	Female	001011	3	3TO		✓
Adams, Adam	31/08/2005	Male	001122	1	ASH		✓

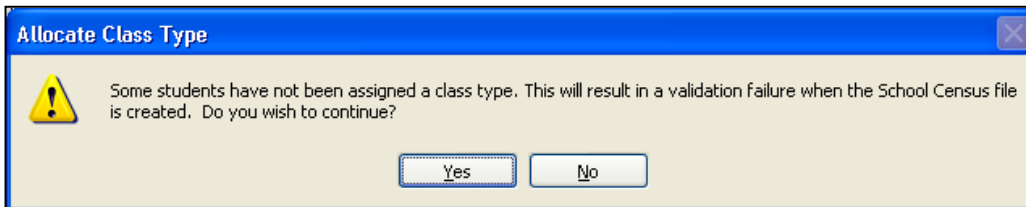
The window displays all the pupils in the school in alphabetical order and their associated class (or registration group). There are two columns at the right-hand side, where a check must be entered, to indicate for each pupil whether their class is a Nursery or Other type of class.

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

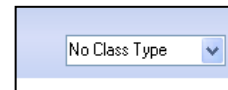
To select the same Class Type for all pupils, right-click on the **Other** column heading and select **Check All** from the menu.

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 4.3.8

Hours at Setting

This item was introduced in 2010 in place of the earlier item on Funded Hours, as it is important to align the counting of hours (already used in the private / voluntary / independent nursery provision sector) in order that the Dedicated Schools Grant is properly allocated. In particular, it removes a barrier that prevents LAs from enabling parents to access free provision in more than one setting.

This data item is collected in all three terms from all schools (with the exception of City Technology Colleges and Non Maintained Special Schools) who have pupils aged 2, 3 and 4.

The validation of the data on the number of hours of nursery education in maintained settings allows up to 25 attended hours to be input. The relevant figure is the number of hours in the Census week and validation will be to the nearest half-hour i.e.

12 Hours 10 Minutes = 12.0 Hours

12 Hours 20 Minutes = 12.5 Hours

This will allow the Department to monitor the hours attended at maintained settings on the same basis as private / voluntary / independent provision. It also enables LAs to implement an accurate Single Formula for all those children who are eligible for the Free Entitlement by providing them with accurate information on the actual levels of provision that each child undertakes.

For dually registered pupils, only record the actual hours attending each school.

Schools should exclude extended schools services for which the parent pays or the LA pays additional costs e.g. Breakfast Club.

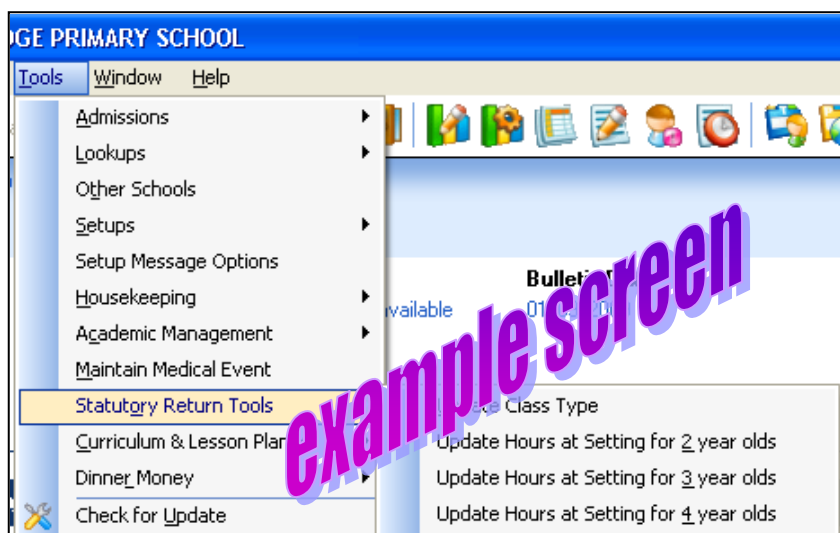
Updating Hours at Setting for 2, 3 and 4 Year Olds

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 on funded hours in order that the Dedicated Schools Grant is properly allocated.

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

Select **Tools | Statutory Return Tools | Update Hours at Setting for 3 year olds** to display the Update Hours at Setting for 3 year olds window.

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



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

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

Click the **Update Hours at Setting** button to display the number of

hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

The screenshot shows the 'Census' panel with the 'Update Hours at Setting' button selected. The table below lists pupils and their details. A large purple watermark 'example screen' is overlaid on the table.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Age	Hours at Setting
Aaron,Chris	01/09/2005	Male	001102	R	ELM		
Aaron,Liz	01/09/2005	Female	001103	R	ELM		
Aaron,Sophie	01/09/2005	Female	001104	R	ELM		12
Ackton,Stephen	12/03/2006	Male		R			12
Adasheji,Mohammed	02/02/2006	Male		R			12
Ansell,Alfie	14/02/2005	Male		R	ASH	4	12
Ansell,Annie	14/02/2005	Female		R	OAK	4	12
Ansell,Archie	14/02/2005	Male	001179	R	ELM	4	12
Avatar,Ahman	14/02/2005	Male	001180	R	PINE	4	12
Barnes,Lucy	13/12/2005	Female	001105	R	OAK	4	12
Barnes,Tommy	13/12/2005	Male	001106	R	ELM	4	12
Barton,David	15/02/2006	Male	001181	R	ASH	4	12
Basra,Jenny	10/01/2006	Female	001182	R	OAK	4	12
Birch,Paige	14/02/2006	Female	001183	R	ELM	4	12
Chappling,Martin	02/11/2005	Male	001107	R	ELM	4	12
DiCaprio,Luisa	11/02/2006	Female	001184	R	PINE	4	12
Dickinson,Sally	22/10/2005	Female	001108	R	ELM	4	12

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 15 hours for 2 and 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. In the **View Students** panel, select as appropriate from the **Year Group** drop-down list, e.g. **N2** for 3 year olds, **R** for 4 year olds. The selected pupils only are displayed in the **Pupils** panel.
- b. Right-click the **Hours at Setting** column and select **Select All** to highlight all records display in the **Pupils** panel.
- c. 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.
- d. Click in the individual cells to amend the entry for the pupils who are receiving a different number of funded hours.

Resetting All Hours at Setting – Right-click in the **Funded Hours** column, then select **Reset All** from the drop-down list. Re-enter correct values as previously described.

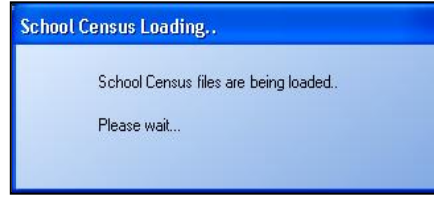
Identifying which Pupils have no Entries for Hours at Setting– Ensure that the required Year Group and Reg has been selected, then select **No Hours at Setting** from the **Status** drop-down list.

Click the **Save** button.

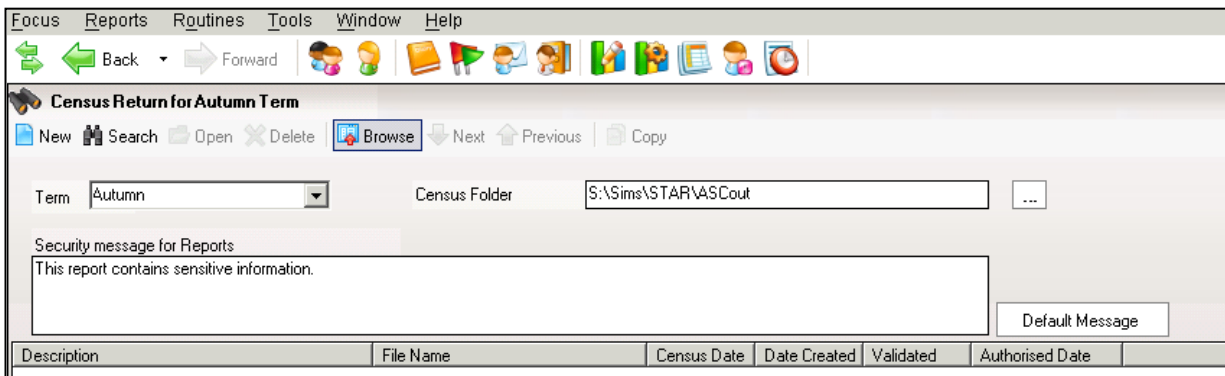
Creating the Return

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

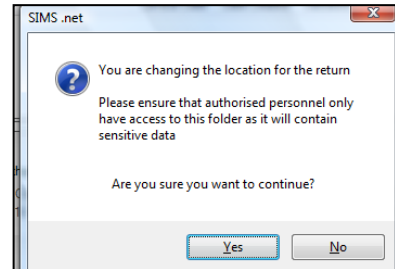
You will see the following message



Ensure that the **Term** states **Summer**. 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:**).



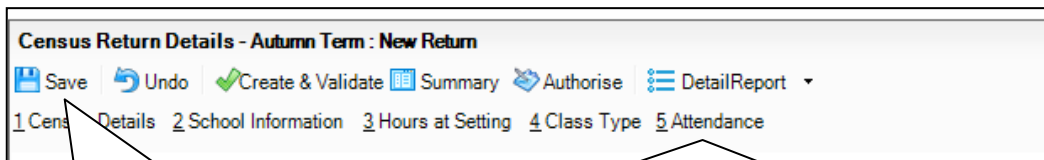
If changing the default directory you will see the following message. Click on **Yes** to continue.



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



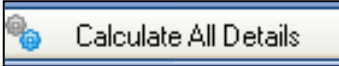
At any point in the return you can click on the **Save** button to save your work to date.

As with any record in SIMS.net, all the information for a School Census return is arranged on panels of information 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.

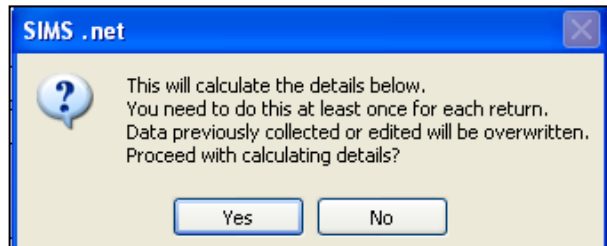
The defaults for your phase of school will be displayed. Ensure that all dates match those displayed below. You can add a different **Description** if required.

1 Census Details				Calculate All Details
Census Date	06/10/2011	Description	School Census Autumn 2011	
Attendance collected from	25/04/2011	Attendance collected to	27/05/2011	
Exclusions collected from	01/01/2011	Exclusions collected to	24/04/2011	

Calculating the School Census Return

Click on  (this has been relocated to the right hand side of Panel 1 Census Details panel as screen above).

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.

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 SI3 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  Save to save the changes and click **OK** to return to your School Census return.

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

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

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

The screenshot shows the 'Hours at Setting' interface. It features a 'Refresh' button at the top right. Below it are two tables, each with a 'Pupil' header. The left table has columns for Name, Year, and Hours at Setting, with data for Aaron (Chris, Liz, Sophie) and Barnes (Lucy, Tommy). The right table has the same columns and data for Abraham (Jane), Adams (Adam), Anderson (Neo), Bellic (Nico), and Bellic (Roman). At the bottom, there are three buttons: 'Update Hours at Setting for 2 year olds', 'Update Hours at Setting for 3 year olds', and 'Update Hours at Setting for 4 year olds'.

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

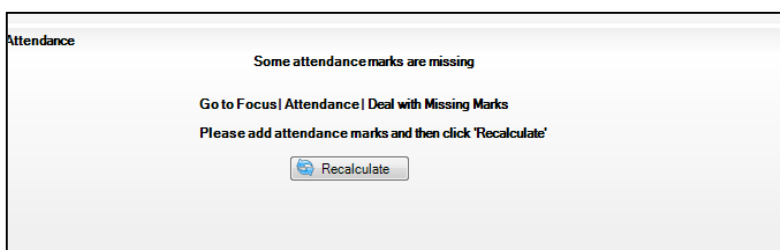
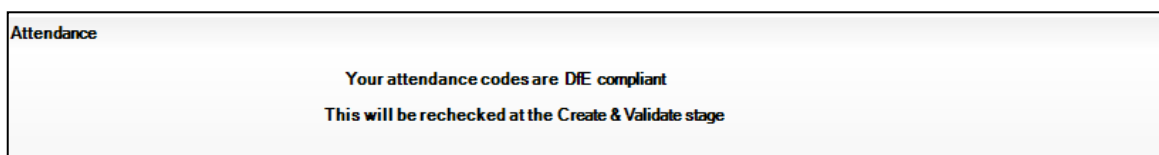
4. Class Type

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.

The screenshot shows the 'Class Type' interface. It features a 'Students' header and a table with columns for Name, Date of Birth, Gender, AdNo, Year, Nursery, and Other. The table contains data for Abraham, Jane; Ackton, Stanley; Ackton, William; Acton, Samantha; Adebayor, Emmanuel; and Adedeji, Payal. A large, stylized purple watermark reading 'example screen' is overlaid on the table. At the bottom, there is a button labeled 'Update Class Type'.

5. Attendance Panel

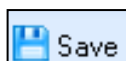
Attendance data for all statutory school aged pupils will automatically be entered directly into the School Census return. You must have made sure that attendance data is up-to-date for the period of 25/04/11 to 27/05/11 as this return collects attendance data for Term 5.



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 01604 824999 before continuing with your return.

Once the information is complete click on



to save the details of the Autumn 2011 School Census return so far.

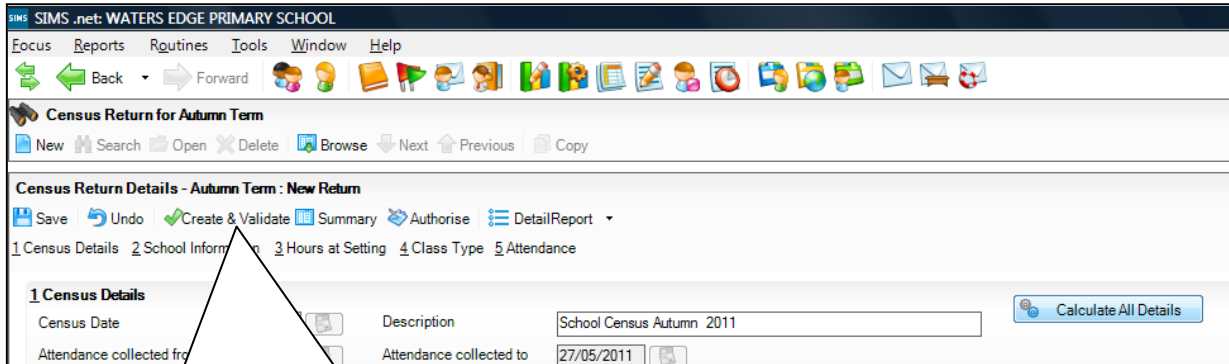
Helpful Hint

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

Creating and Validating the Return

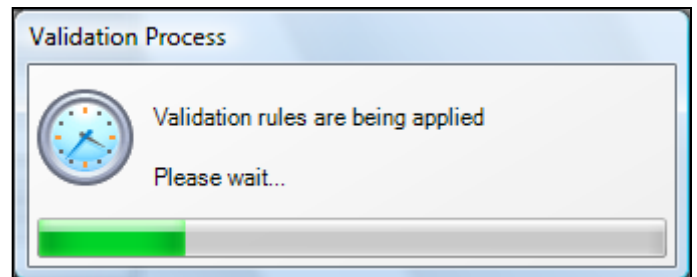
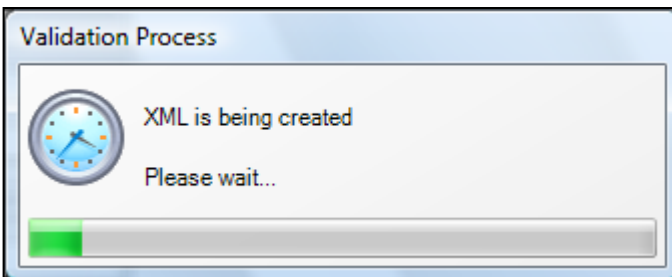
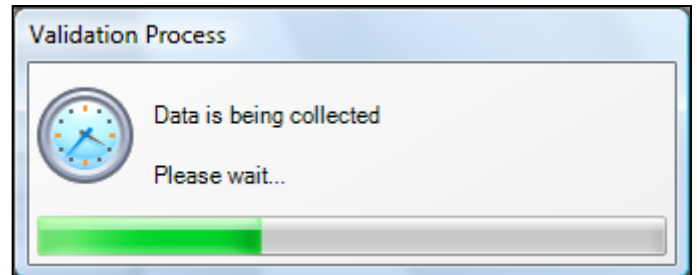
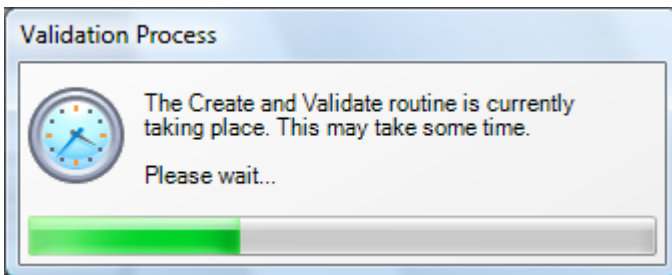
If you have exited from the return you will need to choose the following route to create & validate the return:

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



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

Various validation messages will appear.



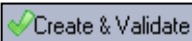
Viewing Errors on the Return

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

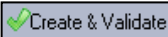
Errors with a **Type** of **F** must be investigated and resolved. Errors with a **Type** of **Q** prefixing the number are queries but these must be checked to ensure that data has not been excluded by mistake, or that the entry you have made is correct as it may not be what the software expected.

The screenshot shows the 'Validation Errors Summary' screen. At the top, it displays 'Return Validated - 26 Validation rules failed (Number of Errors - 17 and Number of Queries - 9)'. Below this is a table with columns: Type, Reference, Message, Location, and Solution. One error is visible with Type 'F', Reference '1730', and Message 'Source of ethnicity incompatible with refused ethnic g'. A callout box points to the '1730' dropdown menu, stating: 'You can order the way you view errors by clicking on the drop down arrow next to all and viewing just 1 type of error at a time'. Another callout box points to the 'Report' icon in the top left, stating: 'You can **Print** your errors for ease of checking by clicking on the **Report** icon.'. A third callout box points to the 'Window' menu in the top left, stating: '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 .net 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 6th October 2011 even though most of the work can be prepared in advance.

Detailed Reports

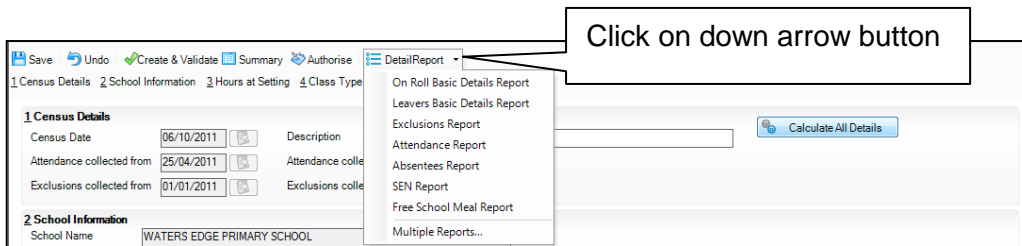
It is possible to produce detailed reports showing On Roll Basic Details, Leavers Basic Details, Exclusions, Attendance, Absentees, SEN and Free School Meals. It is also possible to choose to Print All Reports. These reports enable the checking of data used to generate the School Census return.

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 closed the return you will need to choose the following route to look at the detailed reports:

Routines | Statutory Returns | School Census then choose to open the last validated return



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

School Census Spring - 2011 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Pupils on roll on Census day
Total Pupils: 434

Filename: 8232001_SC1_823LL11_003.UNA Report Created Date: 20/09/2010 XML Version: 1.5 - Released: 15 April 2010

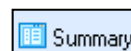
UPN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Ethnicity	Language	Class Type	Boards	Mode of Travel	Hours at Setting	Disability	
YS20200109033	Aaron	Chris	Aaron	-	01/09/2005	Male	-	01/09/2009	Single Registration	White - English	English	-	No	Not a Boarder	No	0	-
J820200109032	Aaron	Liz	Aaron	-	01/09/2005	Female	-	01/09/2009	Single Registration	White - English	English	-	No	Not a Boarder	No	0	-
M820200109034	Aaron	Sophie	Aaron	-	01/09/2005	Female	-	01/09/2009	Single Registration	White - English	English	-	No	Not a Boarder	No	0	-
L820892102001	Abraham	Jane	Abraham	-	02/09/2005	Female	-	02/09/2008	Single Registration	White - English	English	-	No	Not a Boarder	No	Walk	-
M820200105001	Acton	Stanley	Acton	-	18/12/2001	Male	-	05/09/2005	Single Registration	White - English	English	-	No	Not a Boarder	No	Car/Van	-
J820200107001	Acton	William	Acton	-	11/06/1998	Male	-	05/09/2005	Single Registration	White - English	English	-	No	Not a Boarder	No	Car/Van	-
M820200106080	Acton	Jordan	Acton	-	11/02/2004	Male	-	03/09/2007	Single Registration	White - English	English	-	No	Not a Boarder	No	Car/Van	-
B820200106090	Acton	Samantha	Acton	-	25/03/2003	Female	-	03/09/2007	Single Registration	White - English	English	-	No	Not a Boarder	No	Car/Van	-
J820200109003	Adams	Adam	Adams	-	31/08/2005	Male	-	01/09/2009	Single Registration	White - English	English	-	No	Not a Boarder	No	-	-
H820200107008	Adebayor	Emmanuel	Adebayor	-	15/02/2004	Male	-	02/09/2008	Single Registration	Black Caribbean	English	-	No	Not a Boarder	No	Walk	-

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

Producing the Summary report

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

Double click on the final, successfully Validated report. Click the summary.



on to create the summary. This can then be printed.

Section	Information displayed
Section A	displays information about the school
Section B	displays information on the number of pupils on roll by age, gender and mode of attendance
Section C	displays the numbers of pupils on roll in each National Curriculum Year Group
Section D	displays the numbers of pupils whose National Curriculum Year Group is different from that expected by their date of birth
Section E	Ethnicity is not collected in this return
Section F	displays the number of pupils on roll by their first language
Section G	displays the number of pupils on roll by enrolment status
Section H	displays the other types of pupils on roll i.e. number who are eligible for free school meals (this includes Gifted and Talented)
Section J	displays the number of pupils on roll with a SEN provision
Section K	displays the numbers of fixed period exclusions by reason, in care and SEN provision in the Autumn term (Terms 3 and 4) 2011
Section L	displays the number of permanent exclusions by reason, in care and SEN provision in the Autumn term (Terms 3 and 4) 2011
Section M	displays the number of lunchtime exclusions by reason, in care and SEN Provision in the Autumn term (Terms 3 and 4) 2011
Section N	displays Attendance information for Term 5 2011

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.

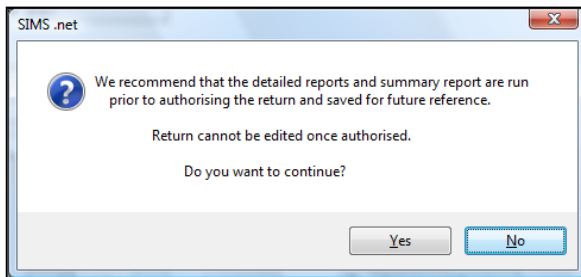
The selected return will be deleted and removed from the **Census Return** browser.

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 IMRS.

Double click on the last, successfully Validated return.

Click on  to authorise the return.

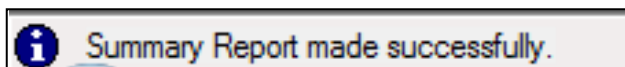
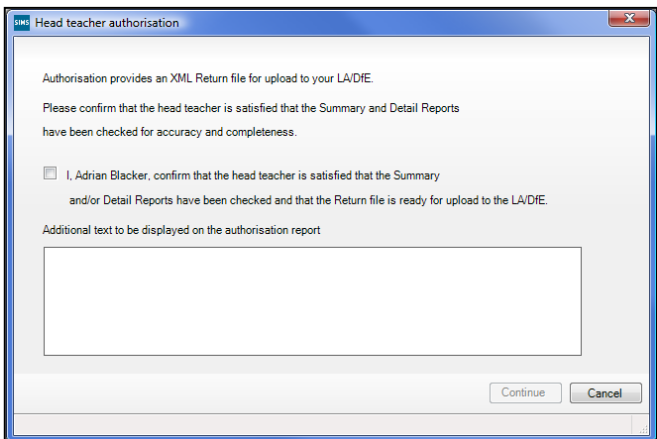


*Once a return has been authorised it is not possible to edit any of the details on it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 25). Click on **Yes**.*

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

Click on the **Continue** button.

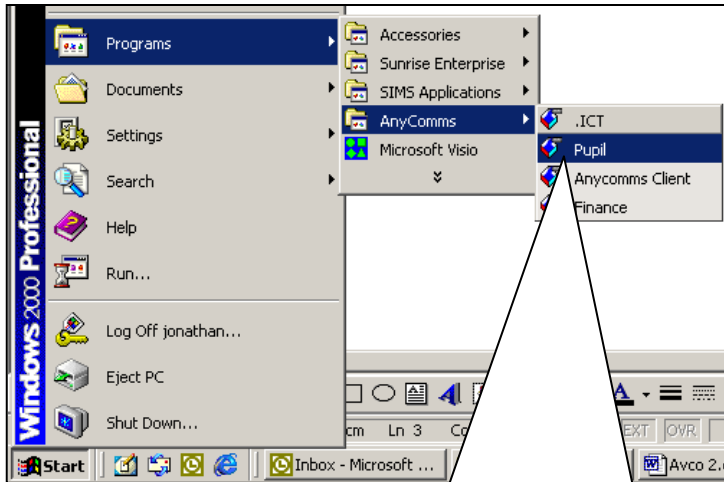
After a short while an Authorisation Report will appear on screen. You may wish to print this off for your records or close the report. The Summary will then appear. Again you may wish to print this off for your records or close the screen down.



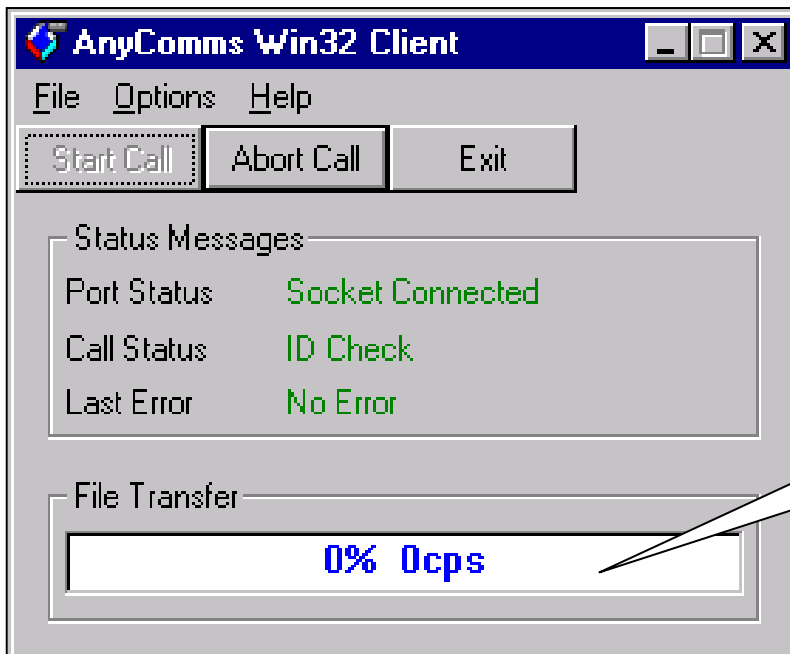
You should see a message in the bottom left hand corner of the screen informing you that your Summary Report has been made successfully.

If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 25.

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.

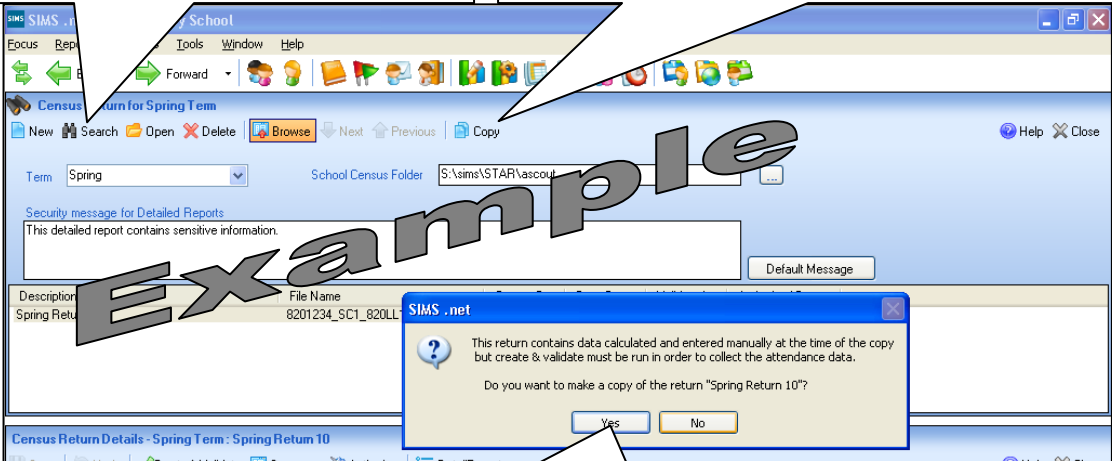
The Summer School Census 2011 return must be completed and returned to the LA by 7th October 2011

Copying and Editing Your Return

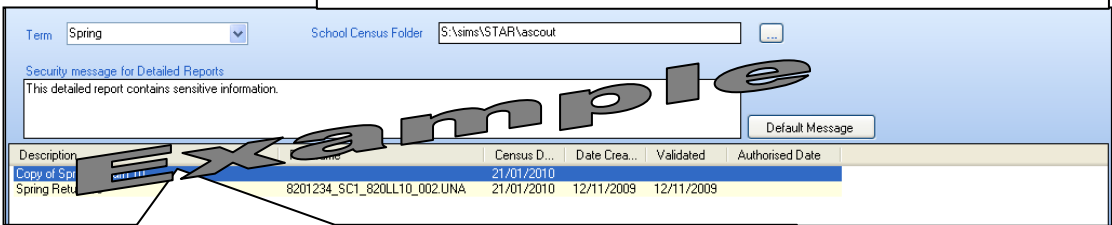
If, after authorising the School Census return, you need to amend it for any reason it is possible to create a brand new one from a copy of the old one. To do this choose route **Routines | Statutory Returns | School Census**.

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.