

SIMS

Producing the School Census Summer 2011 Return

English Primary/Middle
deemed Primary Schools

Applicable to 7.138 Onwards

Handbook



CAPITA

Revision History

Version	Change Description	Date
Summer 2011 - 1.0	Initial Release. Please see <i>How has the School Census Summer Return Changed?</i> on page 2 for details.	07/03/2011

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Introduction

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Overview

This handbook provides the information needed by Primary/Middle deemed Primary schools in England to complete the School Census Summer 2011 Return, which takes place on Thursday 19 May 2011.

Currently, there are three School Census returns each year (i.e. Spring, Summer, Autumn), which collect detailed information about school characteristics and pupil details, e.g. pupil address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared, and your school type.

Update Where to Find More Information

In addition to this handbook, a preparation guide outlining how to prepare your data for the School Census, together with an Errors and Resolutions document, which provides suggestions on how to resolve any validation errors or queries, are being prepared. These guides, together with any other useful information, can be found on our SupportNet website (<http://support.capitaes.co.uk>) as soon as they are made available by entering CENSUS11 in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

A wide range of documentation is available from within SIMS via the **Documentation Centre**. This documentation includes handbooks, mini guides, quick reference sheets, etc. and can be accessed by clicking the **Documentation** button on the SIMS **Home Page**. Once open, click the **Handbooks** button, select the required category then select the required handbook from the **Handbooks** page. References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified. Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

How has the School Census Summer Return Changed?

Changes to the School Census Summer return include the following:

School Information

Routines | Statutory Returns | School Census

The **School Information** panel now displays information collected in the return only, e.g. the school address is no longer displayed.



More Information:

Checking/Editing School Information on page 13

Hours at Setting

Tools | Statutory Return Tools | Hours at Setting

- By default, the Hours at Setting value has changed from zero to blank.

A value must be entered for each pupil however, **0** (zero) is a valid value. The number of hours entered per pupil can be between 0.0 and 99.5.

If any Hours at Setting value is left blank, a validation error is displayed when the return is created and validated.

- If Early Years Attendance Patterns have been defined (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care, then Hours at Setting can be calculated automatically.

This can be achieved by clicking the **Update Hours at Setting** button accessed via **Tools | Statutory Return Tools | Hours at Setting** or via the **Update Hours at Setting for 2 (3 or 4) year olds** button in the **Hours at Setting** panel.



More Information:

Checking/Updating Hours at Setting on page 15

Authorising the Return

Routines | Statutory Returns | School Census

- The **Head teacher authorisation** dialog has been introduced to enable the user to confirm that the Head Teacher has checked the Summary and detail reports and that the return file is ready for upload to the LA/DfE.

When the confirmation check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed.

- On completion of the authorisation process, the Summary report is generated and displayed in your web browser from where it can be saved for future reference or printed and sent to your LA/DfE, if requested.

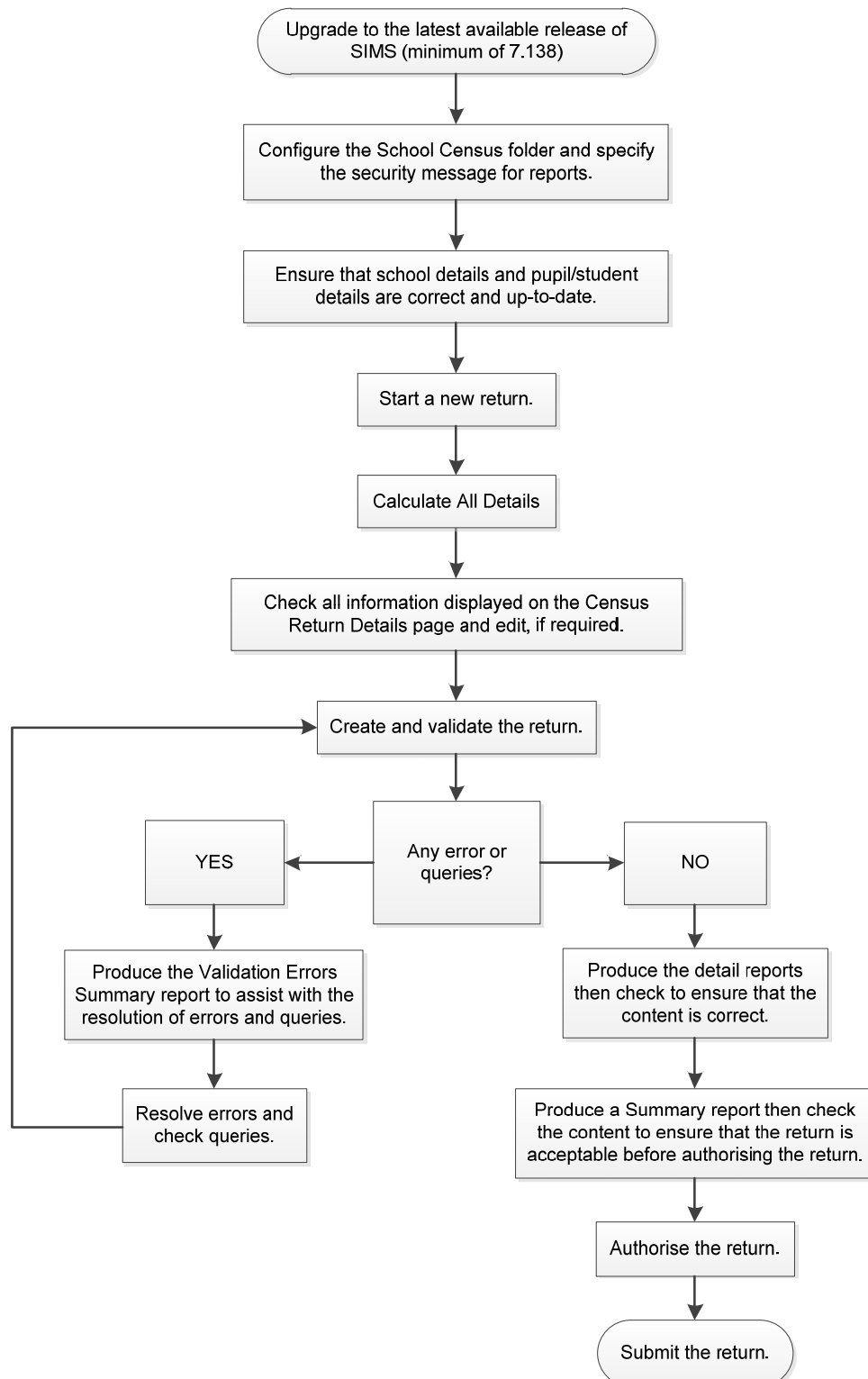


More Information:

Authorising the School Census Return on page 35

Steps to Producing the School Census Return

The process of producing the School Census can be separated into a number of steps, some of which might have to be repeated in order to eliminate errors in the return.



02 | Preparing for the School Census Summer 2011 Return

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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 the Returns Manager user group in System Manager.

Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files for Validation and Reports

The Import Fileset functionality is provided to enable updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between the SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the appropriate *Preparing for the School Census Spring 2011 Return* guide, available on our SupportNet website (<http://support.capitaes.co.uk>).

Where to find More Information about Permissions

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

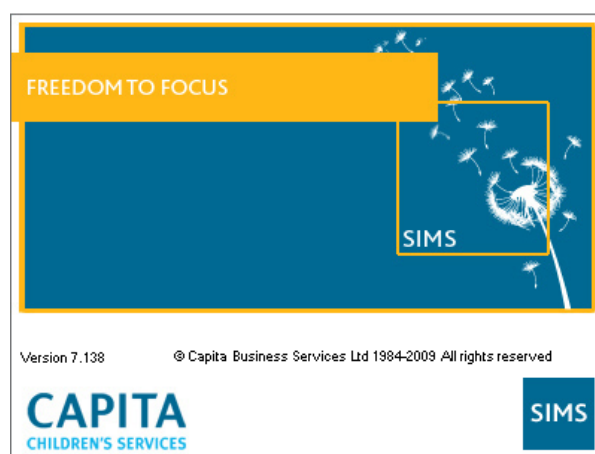
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the School Census Summer 2011 Return, you must have the SIMS 2011 Spring Release (7.138) 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 7.138 or later.



Checking/Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and pupil level information is present and up-to-date in SIMS. For example, ensure that school details are correct, all new pupils have been added to SIMS, all leavers have been recorded, all exclusions have been recorded, etc.

The following information is collected from Primary/Middle deemed Primary schools for the School Census Summer 2011 Return:

School Level

- Characteristics: LA Number, Establishment Number, Name, Phase, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, Email Address and Telephone Number.

Pupil Level

- Pupil Identifiers: UPN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Free School Meal Eligibility, Language Code, Gifted and Talented Indicator, and Hours at Setting and Connexions Agreement (**Middle deemed Primary only**).
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part-time Indicator, Boarder Indicator, Actual National Curriculum Year and Class Type (**Primary only**).
- Special Educational Needs: SEN Provision.
- Exclusion Information (01/09/2010 to 31/12/2010): Category, Reason, In Care Indicator, SEN Provision, Start Date and Actual Number of Sessions.
- Attendance Information (01/01/2011 to 24/04/2011): Possible Sessions, Sessions Missed due to Authorised Absence, Sessions Missed due to Unauthorised Absence, Attendance Codes and Number of Sessions Missed.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Summer 2011* guide. This, together with other useful School Census documentation can be found on the SupportNet website (<http://support.capitaes.co.uk>), as soon as they are made available, by entering CENSUS11 in the **Site Search** field on the Home page then clicking the **Go** button.

03 | Completing the School Census Summer 2011 Return

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Creating a New School Census Return

Before creating a new return, ensure that all pupil and school information is present and up-to-date in SIMS.

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).



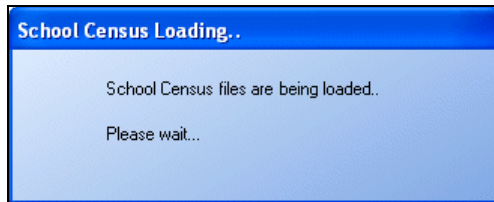
More Information:

Deleting an Unauthorised Return on page 38

Data is collected for the following pupils:

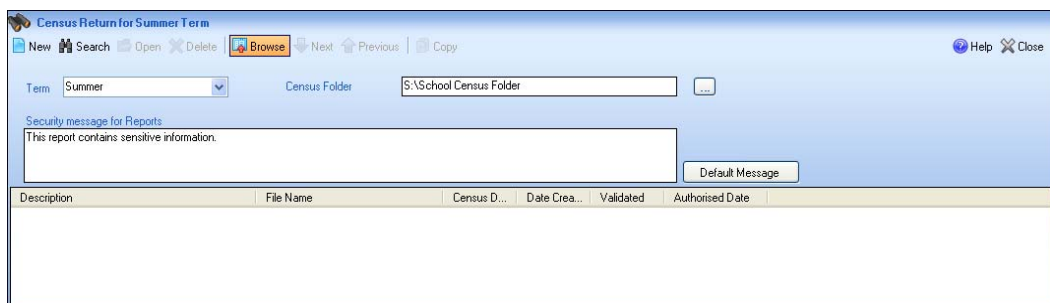
- all pupils on the register on the census day (19/05/2011).
- all pupils who attended school in the previous term (01/01/2011 to 24/04/2011).
- any additional pupils subject to any type of exclusion in the previous Autumn term (01/09/2010 to 31/12/2010).

1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



NOTE: The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.



By default, the **Term** field displays the appropriate term for the selected return, in this instance **Summer**.

2. Ensure that the **Census Folder** is selected correctly and that the required **Security message for Reports** is specified.



More Information:

Specifying the Security Message for Reports on page 11

Specifying the School Census Folder

Before the return can be created, a folder in which the return file and the associated reports will be saved must be specified. The folder must be available to all workstations on which the School Census Summer 2011 Return will be run.



IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. statutory returns, imported and exported CTFs, etc.

You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security, a copy of which can be found at <http://www.itgovernance.co.uk/bs7799.aspx>. If you are in any doubt, you should consult with your IT Security Officer before proceeding.

1. Specify the folder where the School Census files are to be stored by entering the folder location in the **School Census Folder** field.

Alternatively, click the **Browse** button to display a standard Windows® **Browse For Folder** dialog.



Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button and enter a suitable name for the new folder.

2. Click the **OK** button to select or create the folder and return to the **Census Return** browser. The new folder name is displayed in the **School Census Folder** field.



IMPORTANT NOTE: *If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed in the header of most reports.

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

Checking/Editing Census Details

The **Census Details** panel displays the following read-only information:

- **Attendance collected from** – set to 01/01/2011.
- **Attendance collected to** – set to 24/04/2011.
- **Exclusions collected from** – set to 01/09/2010.
This is the exclusion start date for the previous Autumn term.
- **Exclusions collected to** – set to 31/12/2010.
This is the exclusion end date for the previous Autumn term.

1 Census Details			
Census Date	19/05/2011	Description	School Census Summer 2011
Attendance collected from	01/01/2011	Attendance collected to	24/04/2011
Exclusions collected from	01/09/2010	Exclusions collected to	31/12/2010

1. By default, the **Census Date** is displayed as **19/05/2011**.
2. By default, the return **Description** is displayed as **School Census Summer 2011**. This description can be edited, if required, e.g. to identify a dry run.



WARNING: Each description used must be unique, as an error message is displayed if SIMS identifies a duplicate description.

*A unique description also helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.*

Checking/Editing School Information

The **School Information** panel displays read-only information that has previously been recorded in the **School Detail** page of SIMS. The **School Information** should always be checked, and amended if necessary, by clicking the **School Detail** button.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog where information applicable to your school is displayed.

2. Add or amend the required information, click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Calculating All Details

Clicking the **Calculate All Details** button (located in the **School Information** panel) extracts the required information from SIMS and displays the results in the various panels of the **Census Return Details** page.

You must calculate all details at least once to populate the various panels for the return. Subsequent calculations can be done on an individual panel basis.

However, calculate all details also populates the census with the students who meet the census criteria. Therefore, if pupils have joined or left the school since you calculated all details, you should click the **Calculate All Details** button again to ensure that the census includes the correct pupils.

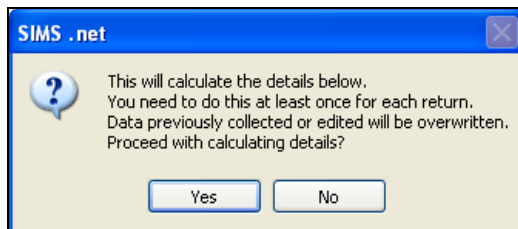


IMPORTANT NOTE: Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in every panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you have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

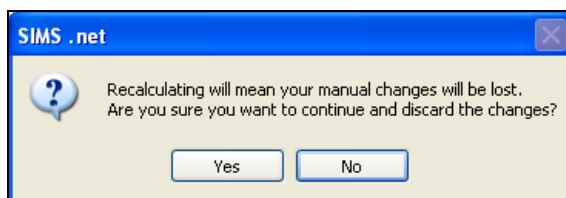
Any details that are calculated automatically should be checked and, if necessary, edited.

1. Click the **Calculate All Details** button in the **School Information** panel.

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



If you have previously calculated all details, the following message is displayed:



2. Click the **Yes** button to calculate all details. This may take some time, depending on the number of pupils in the school. Progress is reported in the status bar at the bottom of the screen. When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.
3. The return can be saved at any point by clicking the **Save** button.

Checking/Updating Hours at Setting

i *NOTE: It is a DfE requirement that the Hours at Setting data for 2, 3 and 4 year olds is collected for the majority of schools.*

*If the **Hours at Setting** panel is not displayed, please proceed to the next panel.*

The DfE directly funds Local Authorities for the provision of education for 2, 3 and 4 year olds in English maintained schools.

Hours at Setting is the total number of LA funded and unfunded hours that a student spends at the Early Years setting to the nearest 0.5 hour.

For the School Census Summer 2011 Return, a student's age is determined by their age at 31/08/2010.


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

If Hours at Setting have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Hours at Setting** panel.

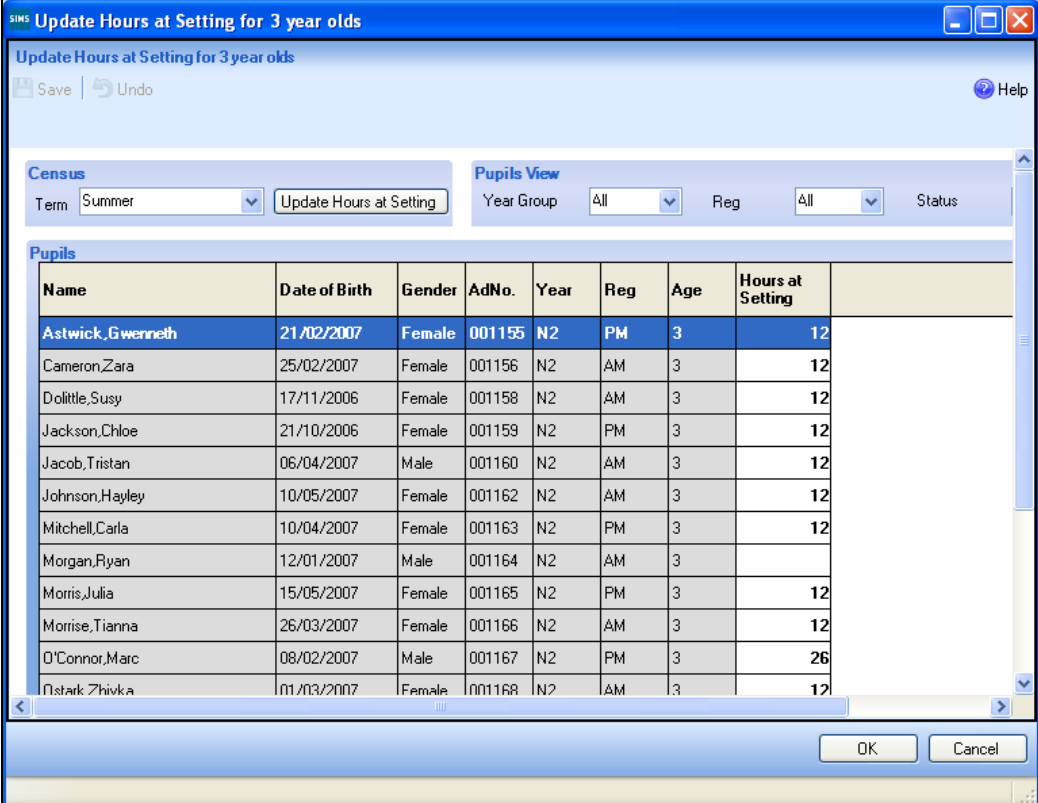
The **Hours at Setting** panel is read-only. However, values can be updated by clicking the appropriate **Update Hours at Setting** button.

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

1. Click the **Update Hours at Setting for 3 year olds** button to display the **Update Hours at Setting for 3 year olds** dialog. By default, **Summer** is displayed in the **Census** panel.

 **NOTE:** The Hours at Setting data is brought forward from the School Census Spring 2011. This data should be reviewed, then edited, if necessary, before saving.


If you wish to view the data recorded for the previous term again, select **Spring** from the **Term** drop-down list.



Name	Date of Birth	Gender	AdNo.	Year	Reg	Age	Hours at Setting
Astwick, Gwenneth	21/02/2007	Female	001155	N2	PM	3	12
Cameron, Zara	25/02/2007	Female	001156	N2	AM	3	12
Dolittle, Susy	17/11/2006	Female	001158	N2	AM	3	12
Jackson, Chloe	21/10/2006	Female	001159	N2	PM	3	12
Jacob, Tristan	06/04/2007	Male	001160	N2	AM	3	12
Johnson, Hayley	10/05/2007	Female	001162	N2	AM	3	12
Mitchell, Carla	10/04/2007	Female	001163	N2	PM	3	12
Morgan, Ryan	12/01/2007	Male	001164	N2	AM	3	
Morris, Julia	15/05/2007	Female	001165	N2	PM	3	12
Morrise, Tianna	26/03/2007	Female	001166	N2	AM	3	12
O'Connor, Marc	08/02/2007	Male	001167	N2	PM	3	26
Ostark, Zhivka	01/03/2007	Female	001168	N2	AM	3	12

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

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

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

3. To manually add or edit the number of **Hours at Setting** appropriate to each pupil, select the required pupil then double-click in the cell and enter the required number.



IMPORTANT NOTES: *The number of hours entered per pupil must be between 0.0 and 99.5. Hours must be entered in increments of 0.5 only.*

*A value must be entered for each pupil listed. If any cell in the **Hours at Setting** column is blank, a validation error is displayed when the return is created and validated.*

4. If most of the pupils are receiving the same number of Hours at Setting, the following method can be used to quickly populate the **Hours at Setting** column:
 - a. In the **Pupils View** panel, select as appropriate from the **Year Group** drop-down list, e.g. **AM** or **PM** for 2 year olds, **N** for 3 year olds, **R** for 4 year olds. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the **Hours at Setting** column then enter the number of hours that is correct for the majority of pupils.
The number is automatically entered for all selected pupils.
 - d. Click to the right of the grid to deselect all.
 - e. Amend the entry for each pupil who is receiving a different number of Hours at Setting. This is achieved by highlighting the required pupil, then clicking in the associated **Hours at Setting** cell and entering the required number.
5. Click the **Save** button.
6. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.



IMPORTANT NOTE: *If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located on the top right-hand side of the panel) to ensure the up-to-date data is displayed in the **Hours at Setting** panel:*

- *Hours at Setting are edited via the **Tools** menu*
- *a new pupil is added in SIMS*
- *a pupil's date of birth is amended.*

*Please note that updating Hours at Setting via the buttons on the **Hours at Setting** panel automatically updates the display.*

Identifying which Pupils have no Entries for Hours at Setting

1. On the **Census Returns Details** page, click the **Update Hours at Setting for 3 year olds** button (located in the **Hours at Setting** panel) to display the **Update Hours at Setting for 3 year olds** dialog.
2. In the **Pupil View** panel, ensure that the required **Year Group** and **Reg** group is selected then select **No Hours at Setting** from the **Status** drop-down list.

Any pupils who do not have an entry for Hours at Setting are displayed.

3. Enter the required values for these pupils as previously described.

Checking/Updating Class Types

Primary schools must specify the type of class (**Nursery** or **Other**) that each pupil belongs to on the census date. Pupils in your Nursery class should be specified as **Nursery**, with all other pupils specified as **Other**.

If the class types have previously been recorded via **Tools | Census Return Tools | Update Class Type**, the data is displayed in the **Class Type** panel. To ensure that the information displayed in the **Class Type** panel is up-to-date, the **Recalculate** button (located in the **Class Type** panel) can be clicked at any time.

Name	Date of Birth	Gender	AdNo	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	N	AM	✓	
Aaron, Liz	01/09/2005	Female	001103	N	AM		✓
Aaron, Sophie	01/09/2005	Female	001104	N	AM		✓
Abraham, Jane	19/05/2005	Female	001041	R	PINE		✓
Ackton, Stanley	18/12/2001	Male	000842	3	3TD		✓
Ackton, William	11/06/1998	Male	001040	5	5BB		✓

The **Class Type** panel is read-only. However, the class types can be updated by clicking the **Update Class Type** button, if required.

Updating the Pupils' Class Type

1. Click the **Update Class Type** button (located in the **Class Type** panel) to display the **Update Class Type** page.

By default, **Summer** is displayed in the **Census** panel. If you wish to view the data recorded for the previous term, select **Spring** from the **Term** drop-down list.

Update Class Type

Update Class Type

Save Undo

Census

Term: Summer

View Students

Year Group: All Class: All Status: All

Students

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	R	ELM		✓
Aaron, Liz	01/09/2005	Female	001103	R	PINE		✓
Aaron, Sophie	01/09/2005	Female	001104	R	ASH		✓
Abraham, Jane	19/05/2005	Female	001041	1	PINE		
Ackton, Stanley	18/12/2001	Male	000842	4	4ES	✓	
Ackton, Stephen	12/03/2006	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		✓
Adasheji, Mohammed	02/02/2006	Male	001176	R	PINE		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	2	2GH		✓
Adediji, Payal	03/03/2001	Male	000797	5	5BB		✓
Affleck, Alexis	20/07/2002	Female	000843	4	4SL		✓
Agathocleous, Stelios	18/06/2001	Male	000805	5	5DT		✓
Ahmad, Carina	01/09/2000	Female	000781	5	5BB		✓
Aldridge, Courtney	27/06/2001	Female	000875	5	5DT		✓
Allin, Farah	27/12/2000	Female	000804	5	5DT		✓
Aloia, Paolo	20/07/2002	Male	000844	4	4ES		✓
Americana, Kari	30/01/2004	Female	001069	2	2GH		✓
Amiel, Tanzeel	02/07/2000	Female	000733	6	6VC		✓

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 a class type, the easiest way to populate the class type columns is to mark all pupils as being members of the **Other** class type, then specify pupils who are members of **Nursery** classes. This is achieved as follows:
 - a. In the **Students** panel, right-click the **Other** column 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 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.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	R	ELM		✓
Aaron, Liz	01/09/2005	Female	001103	R	PINE		✓
Aaron, Sophie	01/09/2005	Female	001104	R	ASH		✓
Abraham, Jane	19/05/2005	Female	001041	1	PINE		
Ackton, Stanley	18/12/2001	Male	000842	4	4ES	✓	
Ackton, Stephen	12/03/2006	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	3TD		✓
Adams, Adam	31/08/2005	Male	001122	1	ASH		✓
Adasheji, Mohammed	02/02/2006	Male	001176	R	PINE		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	2	2GH		✓
Adedeji, Payal	03/03/2001	Male	000797	5	5BB		✓
Affleck, Alexis	20/07/2002	Female	000843	4	4SL	✓	
Agathocleous, Stelios	18/06/2001	Male	000805	5	5DT		✓
Ahmad, Carina	01/09/2000	Female	000781	5	5BB		✓
Aldridge, Courtney	27/06/2001	Female	000875	5	5DT		✓
Allim, Farah	27/12/2000	Female	000804	5	5DT		✓
Aloia, Paolo	20/07/2002	Male	000844	4	4ES	✓	
Americana, Kari	30/01/2004	Female	001069	2	2GH		✓
Amiel, Tanzeel	02/07/2000	Female	000733	6	6VC		✓

4. 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 all pupils before saving again.

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

Resetting All Class Types

On the **Update Class Type** page, 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 correct class types as previously described.

Identifying which Pupils have no Class Type Specified

On the **Update Class Type** page, 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.

Checking/Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students aged 5 to 15 inclusive on 31/08/2010 (i.e. where their date of birth falls between 01/09/1994 and 31/08/2005 inclusive) who were on-roll for at least one session during the period 01/09/2010 to 31/12/2010.

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.



IMPORTANT NOTE: Clicking the **Calculate All Details** button overwrites any edited data in every panel with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.

The information displayed in the **Attendance** panel after **Calculate All Details** button is clicked is dependent on which of the following is applicable:

- Attendance is in use, the attendance codes being used are DfE compliant and there are either:
 - no missing marks
 - or
 - missing marks.
- Attendance is in use and the attendance codes being used are DfE non-compliant.
- Attendance is not in use.

Attendance Users



IMPORTANT NOTE: If Attendance is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the Census return.

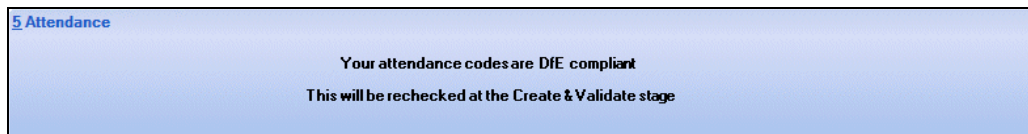


TIP: After the Create and Validate process is run, the **Attendance** detail report can be used to assist with the checking of the attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

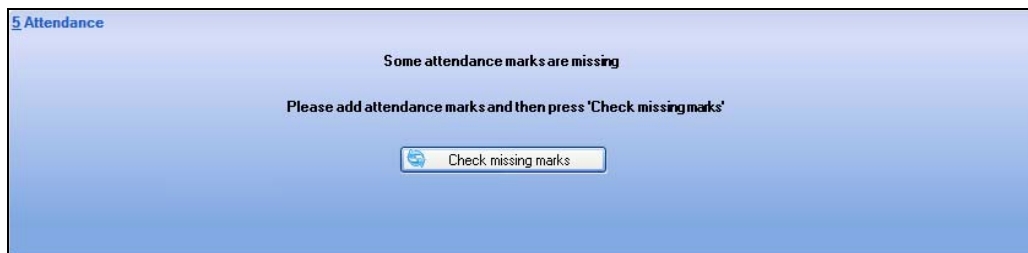
Are your Attendance Codes DfE Compliant?

If Attendance is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return providing that there are no missing marks.

If all attendance marks have been entered in Attendance, the following message is displayed in the **Attendance** panel informing you that your attendance codes are DfE compliant but will be rechecked at the **Create & Validate** stage.



However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel requesting that you add the missing attendance marks.



1. Use the **Deal with Missing Marks** routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.



NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

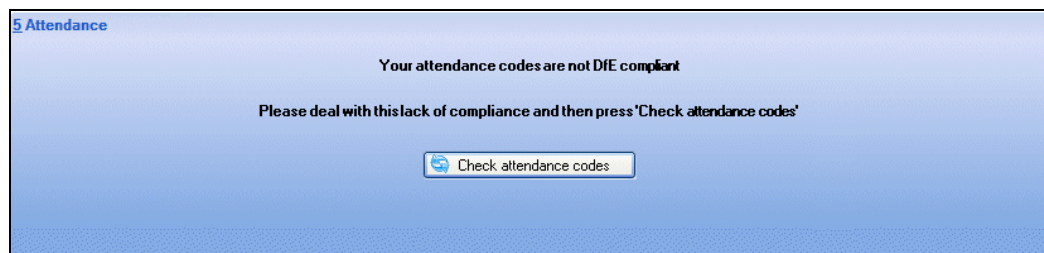


More Information:

Creating and Validating a School Census Return on page 25
Producing Detail Reports on page 29

Are your Attendance Codes Non DfE Compliant?

If Attendance is in use but one or more incorrect attendance codes have been detected, e.g. the **Z** or **@** code is in use, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.



1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.

3. Click the **OK** button to continue.

Attendance Not in Use

If Attendance is not in use, the following data must be entered manually:

- Total Possible Sessions (**T Poss Sessions**)
- Total Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Total Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

Surname	Forename	Year Group	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences
Abu-Koash	Frederik			On Roll	0	0	0
Ackton	Stanley			On Roll	0	0	0
Ackton	William			On Roll	0	0	0
Acton	Samantha			On Roll	0	0	0
Adedeji	Payal			On Roll	0	0	0
Affleck	Alexis			On Roll	0	0	0
Agathocleo...	Stelios			On Roll	0	0	0
Ahmad	Arfa			On Roll	0	0	0
Ahmad	Carina			On Roll	0	0	0
Ahmed	Mohan			On Roll	0	0	0
Aldridge	Courtney			On Roll	0	0	0
Allcroft	Catherine			On Roll	0	0	0
Allen	Megan			On Roll	0	0	0
Allim	Farah			On Roll	0	0	0
Aloia	Paolo			On Roll	0	0	0
Amiel	Tanzeel			On Roll	0	0	0
Amos	Rosanna			On Roll	0	0	0
Amos	Siv			On Roll	0	0	0
Amos	Stephanie			On Roll	0	0	0
Andersson	Jacoh			On Roll	0	0	0

1. To filter the display of pupils in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.

Alternatively, select **Group by None** to display a list of all pupils.

2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.
3. For each pupil, enter the correct attendance numbers in the **T Poss Sessions**, **T Auth Absences** and **T Unauth Absences** columns.
4. To clear the attendance information and check for additional pupils, click the **Check for additional students & zero totals** button.



WARNING: *If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.*

04 | Creating and Validating the Summer 2011 Return

Creating and Validating a School Census Return.....	25
Producing Detail Reports	29
Producing the Summary Report	33
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Creating and Validating a School Census Return

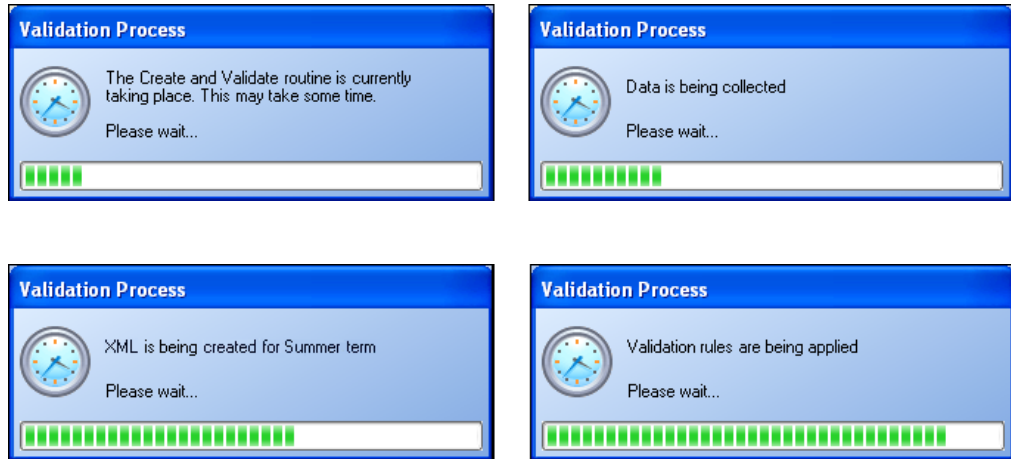
A return must be created, validated and authorised before it can be sent to your Local Authority.

Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

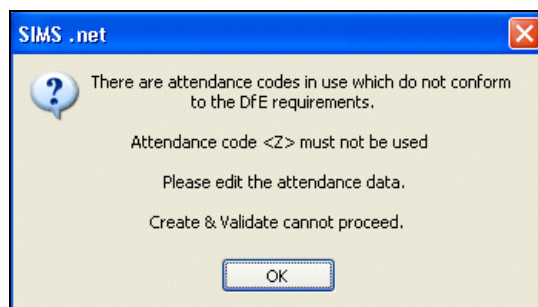
An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no pupils showing as having special educational needs.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process, which may take some time depending on the number of pupils at your school.

A progress bar is displayed indicating that the Create and Validate process is being performed.

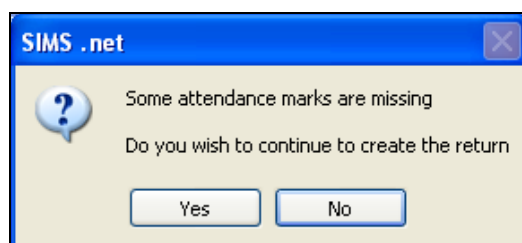


If the attendance codes are not DfE compliant, the following message is displayed informing you which code(s) must not be used.



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

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



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

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

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

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1994-11-11, MaleUPN:	# Go to FocusStudent Details registration and check: Yes and add or issue a UPN.
F	1500	UPN missing	Name: Major, John Date of Birth: 1954-10-03, MaleUPN:	# Go to FocusStudent Details registration and check: Yes and add or issue a UPN.
F	1500	UPN missing	Name: Robinson, Tony Date of Birth: 1959-05-03, MaleUPN:	# Go to FocusStudent Details registration and check: Yes and add or issue a UPN.
F	1840	Pupil aged 5 and over with Language missing or invalid	Name: Abbey, David Date of Birth: 1975-09-07, MaleUPN: P82	# Go to FocusStudent Student Details Ethnic/cultural panel and
F	1855	Child's Hours at Setting not provided or out of the range 0 -	Name: O'Connor, Marci Date of Birth: 1977-02-08, MaleUPN: B	# Go to Tools Statutory Return Tools Hours at Setting and che
Q	1801Q	Please Check: Pupil's age is out of range for school type.	Name: Smith, Anni Date of Birth: 1977-02-20, Female Age: 3U	# Go to FocusStudent Student Details registration and check: Ye
Q	2020Q	Please check: pupil is shown in year group: 1 however pup	Name: Slack, Peter Date of Birth: 1956-01-29, MaleUPN: U820	# Go to FocusStudent Student Details registration and check: Ye

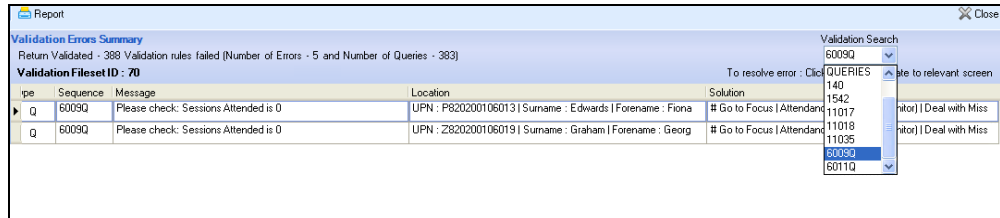
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

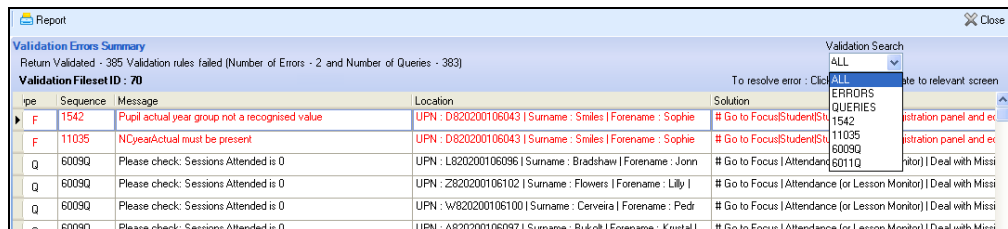
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.

To assist in the resolution of any errors and queries:

- Use the **Validation Search** to display the required error or query you want to view. This is achieved by selecting **ALL, ERRORS, QUERIES** or the required number from the drop-down list.



- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scroll bar located on the right-hand side of the panel to view all items.



- When the pointer is hovered over a **Message, Location** or **Solution** cell, hover help displays the entire content of that cell.
- When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

Message	Location	Solution
NCYearActual must be present	CompleterRole :	# Go to link "Survey Completion" panel, and make sure there is a
Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Details Registration panel and ed
Please check: Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Please check: Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona DateOfBirth : 2003-03-03 Gender : F SessionsAttended : 0	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Please check: Sessions Attended is 0	UPN : Q820200106004 Surname : Bradbury Forename : Chris	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Please check: Sessions Attended is 0	UPN : H820200106007 Surname : Burns Forename : Janet D	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Please check: Sessions Attended is 0	UPN : V820200106091 Surname : Burns Forename : Matthew	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi



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. For more information, please see *Transferring a Report to a Spreadsheet* on page 33.

The errors and queries are displayed until they are resolved and the Create and Validate process is run again.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.



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

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

Do not be concerned if the number of errors appears high. Many of the errors generated can be fixed quickly using bulk update functionality (**Routines | Pupil | Bulk Update**). For more information, please refer to the *Managing Pupil/Students in SIMS* handbook.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

The *School Census 2011 Errors and Resolutions* document will be posted to the SupportNet website (<http://support.capitaes.co.uk>) as soon as it is made available, and can be found by entering CENSUS11 in the **Site Search** field on the **Home** page and clicking the **Go** button.

Producing Detail Reports

Detail Reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser. The **Report Criteria**, e.g. Students on-roll on Census day, and the **Total Students** are also shown at the top of the report.

The following reports are currently available:

On Roll Basic Details Report

Report Criteria: Pupils on-roll on Census day.

This report provides basic information about the pupils, e.g. ULN, name, date of birth, gender, enrolment status, etc.

Leavers Basic Details Report

Report Criteria: Pupils not on-roll on Census day but who attended school in the previous term or had exclusions in the previous two terms.

This report provides basic information about leavers, e.g. UPN, ULN, name, date of birth, language, etc. The report also displays the date of admission and the date of leaving.

Exclusions Report

Report Criteria: Pupils with exclusions two terms previously (on-roll and leavers).

This report provides details regarding pupils who have been excluded from school, including the reason for, and the duration of, the exclusion.

Attendance Report

Report Criteria: Pupils with attendance one term previously (on-roll and leavers).

This report provides basic information about the pupils, i.e. UPN, name, date of birth, gender, year group and on-roll status, as well as the number of sessions possible, authorised absences and unauthorised absences.

Absentees Report

Report Criteria: Pupils who are missing more than 27 sessions in the previous term and therefore may be on track to become persistent absentees (including those who are already persistent absentees).

This report provides basic information about the pupils, i.e. UPN, name, date of birth, gender, year group, on-roll status and on-roll status, as well as the number of sessions possible, and the number of sessions that the pupil was absent from (authorised plus unauthorised).

SEN Report

Report Criteria: Pupils with SEN Provision/Status = **A** (School Action or Early Years Action), **P** (School Action Plus or Early Years Action Plus) and **S** (Statement).

This report provides a list of pupils who have special educational needs. Displayed are their UPN, name, date of birth, gender, year group, on-roll status and SEN Provision.

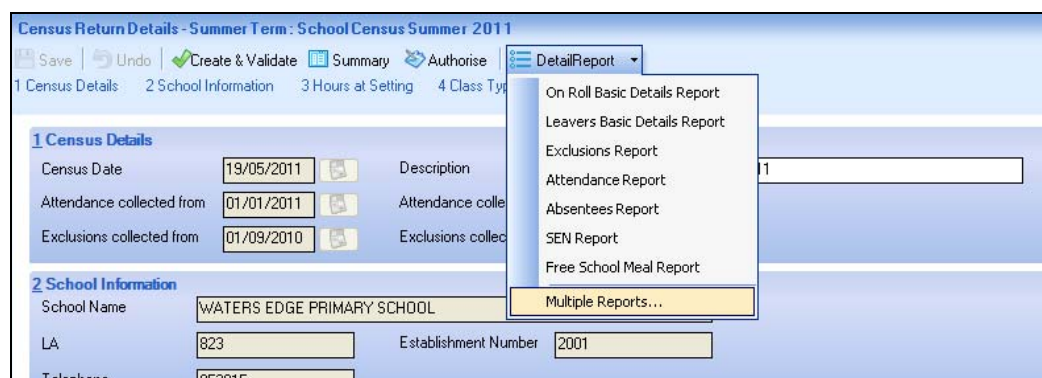
Free School Meal Report

Report Criteria: Pupils who are eligible for Free School Meals.

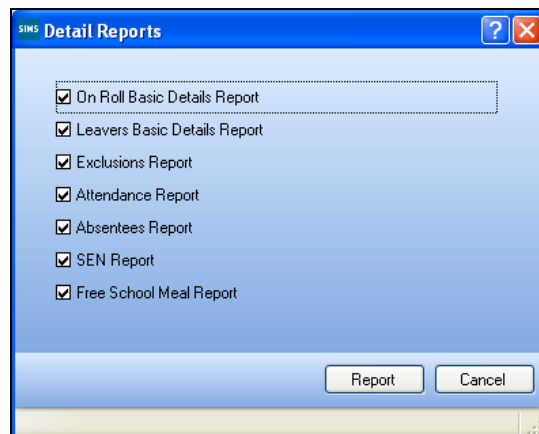
This report provides information on free school meal eligibility, the pupil's UPN, name, date of birth, gender and year group.

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, e.g. Windows® Internet Explorer.



To select several detail reports, select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.



By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

The report(s) are displayed in your web browser but can be transferred to a spreadsheet such as Microsoft® Excel, if required.

The report(s) are saved automatically in the folder specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS.

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

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

8232001_SC2_823LL11_001_onroll_basic_details_report.html.

Example of an **On Roll Basic Details** report:

School Census Summer - 2011 (On Roll Basic Data)															
Security Message : This report contains sensitive information.															
Report Criteria: Pupils on roll on Census day															
Total Pupils: 432															
Filename: 8232001_SC2_823LL11_001.UNA Report Created Date: 06/01/2011 XML Version: 1.5 - Released: 20 August 2010															
UPN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Language	Class Type	Part-time status	Boarder	G&T	Hours at Setting
J820200109032	Aaron	Liz	Aaron	-	01/09/2005	Female	R	01/09/2009	Single Registration	English	Other	No	Not a Boarder	No	12
M820200109034	Aaron	Sophie	Aaron	-	01/09/2005	Female	R	01/09/2009	Single Registration	English	Other	No	Not a Boarder	No	12
Y820200109033	Aaron	Chris	Aaron	-	01/09/2005	Male	R	01/09/2009	Single Registration	English	Other	No	Not a Boarder	No	12
LS20892102001	Abraham	Jane	Abraham	-	19/05/2005	Female	1	02/09/2009	Single Registration	English	-	No	Not a Boarder	No	-
J820200107001	Acton	William	Acton	-	11/08/1998	Male	6	05/09/2005	Single Registration	English	Other	No	Not a Boarder	No	-
M820200105001	Acton	Stanley	Acton	Craig	18/12/2001	Male	4	05/09/2005	Single Registration	English	Nursery	No	Not a Boarder	No	-
J823200110003	Acton	Stephen	Acton	-	12/03/2008	Male	R	01/09/2010	Single Registration	English	Other	No	Not a Boarder	No	12
B820200109090	Acton	Samantha	Acton	-	25/03/2003	Female	3	03/09/2007	Single Registration	English	Other	No	Not a Boarder	No	-
M820200106080	Acton	Jordan	Acton	-	11/02/2004	Male	2	03/09/2007	Single Registration	English	Other	No	Not a Boarder	No	-
J820200109003	Adams	Adam	Adams	-	31/08/2005	Male	1	01/09/2009	Single Registration	English	Other	No	Not a Boarder	No	-
N823200110025	Adasheji	Mohammed	Adasheji	-	02/02/2009	Male	R	01/09/2010	Single Registration	Bengali	Other	No	Not a Boarder	No	12



More Information:

Configuring the School Census on page 10
Transferring a Report to a Spreadsheet on page 33

Printing a Report

The generated report is displayed in your web browser.



IMPORTANT NOTE: Any printed reports containing a pupil's name or UPN should be used for validation purposes only and should not be retained.

The **Security Message** (displayed at the top of each report) can be customized to include instructions for the destruction of the printed reports.

1. Select **File | Print** to display the **Print** dialog then ensure that the printer settings are correct.
2. Click the **Close** button at the top right-hand corner of the page to close the report and return to the **Census Return Details** page.



More Information:

Specifying the Security Message for Reports on page 11

Transferring a Report to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

In the web browser, right-click in the report then, select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on the PC itself, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are unsecure because they can still be accessed.

To delete the cache in Windows® Internet Explorer® 7:

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Delete Browsing History...** from the drop-down list to display the **Delete Browsing History** dialog.
3. Click the **Temporary Internet Files Delete files...** button to display the following message:

Are you sure you want to delete all temporary Internet Explorer Files?
4. Click the **Yes** button to delete all the files held in the local cache on the PC.

If a different web browser is in use, please refer to the help file available with that software package.

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

Generating the Summary Report

When the return is authorised, the Summary report is automatically generated and displayed in your web browser. However, the report can be run at any time after the return is created and validated.

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet such as Microsoft® Excel, if required.

The report is saved automatically in the folder specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS.

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

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

8202001_SC2_820LL11_001_Summary_Report.html.

School Census Collection: Summer 2011

Version 2011.1.2 - Released: 10 December 2010

There are 0 errors and 1 queries.

A. School Characteristics

Summary for: WATERS EDGE PRIMARY SCHOOL

LA Code: 823 Establishment Number: 2001

Telephone Number: 852015

Email Address: school@we.com

Phase: PS

Type: 18

Governance: CO

Intake Type: COMP

Gender of Entry: --

Gender of Sixth Form: --

Lowest National Curriculum Year Group: N2

Highest National Curriculum Year Group: 6

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

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
19 or over	31/8/91 or earlier	0	0	0	0
18	1/9/91 - 31/8/92	0	0	0	0
17	1/9/92 - 31/8/93	0	0	0	0
16	1/9/93 - 31/8/94	0	0	0	0

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.



More Information:

- Specifying the School Census Folder on page 10*
- Generating Detail Reports on page 31*
- Transferring a Report to a Spreadsheet on page 33*
- Authorising the School Census Return on page 35*
- Deleting an Unauthorised Return on page 38*

Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation. Unauthorised returns can be recognised by their .UNA suffix.



NOTE: An authorised School Census Return cannot be edited. If changes are required to an authorised return, a new return (with a unique description) must be produced in which the changes can be made.

1. Select **Routines | Statutory Returns | School Census** to display the **School Census** browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created School Census returns.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required, then click the **Save** button.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the Summary report and detail reports to assist with resolving errors and checking queries.
7. Run the Summary report and detail reports again to ensure that the information is now correct.



More Information:

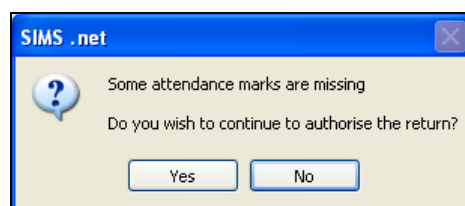
Specifying the School Census Folder on page 10
Specifying the Security Message for Reports on page 11
Creating and Validating a School Census Return on page 25
Producing Detail Reports on page 29
Producing the Summary Report on page 33

Authorising the School Census Return

A return must be authorised before it can be sent to your LA/DfE. Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is best achieved by reviewing the Summary report.

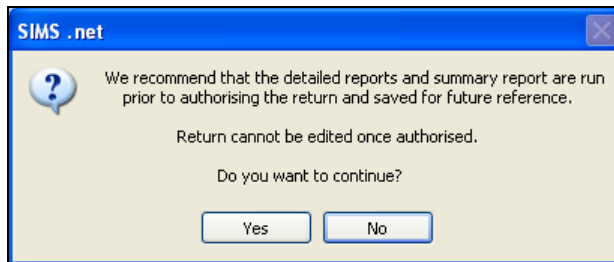
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



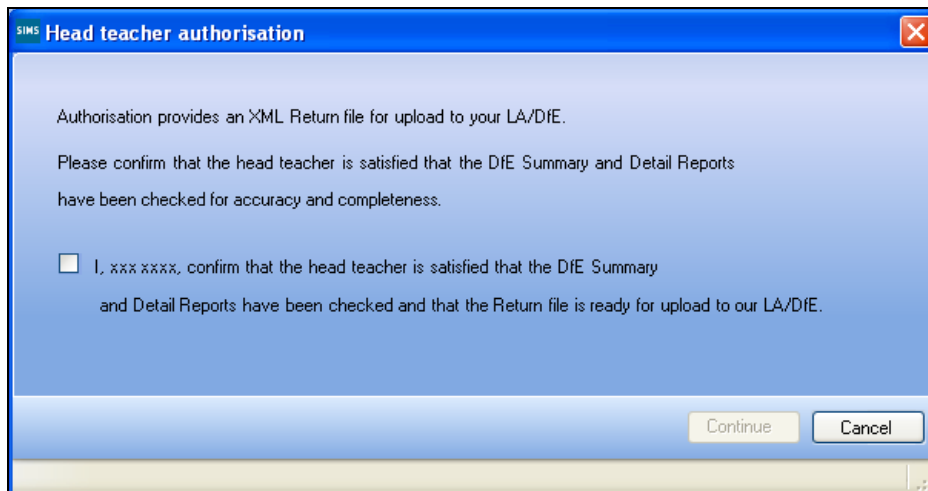
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

If you choose to continue, a message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.



3. Click the **Yes** button to continue or the **No** button if you want to return to SIMS to run the reports before authorising.

If you choose to continue, the **Head teacher authorisation** dialog is displayed.



To complete the authorisation process, you must confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked for accuracy and completeness.

4. Select the confirmation check box to confirm that the reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed.

5. Click the **Continue** button to authorise the return.



NOTE: The Summary report is automatically generated and displayed in your web browser when the return is authorised.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8202001_SC2_823LL11_001.XML.

When a return has been authorised, it is no longer possible to edit the details displayed on the **Census Return Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.



More Information:

Creating a New School Census Return on page 9
Producing the Summary Report on page 33
Copying a School Census Return on page 37

Submitting the Return to the Local Authority

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

The authorised return file is located in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS.



NOTE: An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.



More Information:

Specifying the School Census Folder on page 10
Copying a School Census Return on page 37

Copying a School Census Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting to the LA/DfE.



NOTE: Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of School Census returns.

3. Highlight the required file and click the **Copy** button.
A message requests confirmation that you wish to make a copy of the selected return.
4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:
Copy of <description of selected file>, for example:
Copy of School Census Summer 2011.
5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. A unique **Description** must be used.

Deleting an Unauthorised Return



NOTE: An authorised School Census return cannot be deleted.

The delete routine can be used to remove unwanted returns, e.g. dry runs. This can be done at any time prior to authorisation.

During the course of producing a return, a number of copies of the return may have been made, e.g. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required. This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Highlight the return to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to delete the selected return.

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