

SIMS

Producing the School Census Autumn 2010 Return

English Special Schools

Applicable to 7.132 Onwards

Handbook



CAPITA
CHILDREN'S SERVICES

Revision History

Version	Change Description	Date
Autumn 2010 - 1.0	Initial Release. Please see <i>How has the School Census Autumn Return Changed Since Last Year?</i> on page 2 for details.	13/05/2010
Autumn 2010 - 2.0	References to Learning Aims have been removed.	04/08/2010

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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 Special schools in England to complete the School Census Autumn 2010 Return, which takes place on Thursday 7 October 2010.

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

Information Collected

The following information is collected in the Autumn School Census 2010 Return:

School Level

- Characteristics:

Name, Phase, School Type, Gender of Sixth Form, Gender of Entry, Highest NC Year, Lowest NC Year, Intake, Governance, Email, Telephone Number, Address Information.

Student Level

- Pupil/students on-roll on 07/10/2010:
 - Pupil Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Preferred Surname, Former Surname, Gender, Date of Birth.
 - Characteristics: Ethnicity, Ethnicity Source, Free School Meal Eligibility, Connexions Assent, Language, Hours at Setting.
 - Status: Enrolment Status, Entry Date, Part Time, Boarder, Actual NC Year.
 - SEN Provision.
 - Exclusion Information (Spring term 2010): Category, Reason, in Care, Start Date, Number of Sessions and SEN Provision for each exclusion.

- Home Address Information.
- Contacts Information: Title, Surname, Forename, Middle Names, Relationship, Parental Responsibility, Address, Telephones.
- Attendance Information (Summer term 2010): Possible Sessions, Numbers for each type of absence.
- Pupil/students who have left the school by 07/10/2010 but have historic exclusions and/or attendance information to report:
 - Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Gender, Date of Birth.
 - Characteristics: Ethnicity, Language.
 - Status: Entry Date, Leaving Date, Part Time, Boarder.
 - Exclusion Information (Spring term 2010): Category, Reason, Start Date, Number of Sessions, In Care and SEN Provision for each exclusion.
 - Attendance Information (Summer term 2010): Possible Sessions, Number for each type of absence.

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

Changes to the School Census Autumn Return include the following:

Specifying a Security Message for Reports

Routines | Statutory Returns | School Census

The option to specify a security message to be displayed on all detail reports and the Validation Errors Summary report is available in the **Census Return** browser. The following default security message is displayed: '**This report contains sensitive information**'. This default message can be edited, if required.



More Information:

Specifying the Security Message for Reports on page 13

Census Details Panel

Routines | Statutory Returns | School Census – Census Details panel

By default, the return **Description** (**Census Details** panel) is displayed as **Autumn Return 2010** but can be edited, if required.



More Information:

Checking/Editing Census Details on page 14

Hours at Setting (formerly the Funded Hours)

Tools | Statutory Returns Tools | Hours at Setting for 2 (or 3 or 4) year olds

Routines | Statutory Returns | School Census – Hours at Setting panel

- For improved clarity, the DCSF has changed the name from **Funded Hours** to **Hours at Setting**. The name change is applicable throughout the School Census application, as well as the sub-menus accessed via **Tools | Statutory Returns Tools**.
- In addition to hours at setting for 3 and 4 year olds, the ability to record hours at setting for 2 year olds is now available via **Tools | Statutory Returns Tools**.



More Information:

Checking/Updating Hours at Setting on page 16

Attendance Marks

Routines | Statutory Returns | School Census - Attendance panel

The **Attendance** panel (previously named the **Pupil Attendance** panel) displays the following message if Attendance is in use and your school is using DCSF compliant attendance codes but missing marks are detected:

'Some attendance marks are missing

Please add attendance marks and then click 'Recalculate''

When clicked, the **Recalculate** button (previously **Check missing marks** button) checks to ascertain if all attendance marks are present.



More Information:

Checking/Entering Attendance Information on page 19

Creating and Validating the Return

Routines | Statutory Returns | School Census

- A progress bar is now displayed during the Create and Validate process.
- The **Search** button in the **Validation Errors Summary** panel has been removed, as the display automatically refreshes when filtering by error/query number.
- Queries (indicated on the Validation Errors Summary by **F** (failure)) are no longer referred to as warnings as occasionally happened previously. This change helps to reinforce the point that the information should be checked but could be completely correct.
- An option to display **ALL** errors and queries, just **ERRORS**, or just **QUERIES** has been added to the **Validation Search** drop-down list on the **Validation Errors Summary** panel.

- Single-clicking the validation error is now sufficient to navigate to the relevant screen for resolving the error. Previously double-clicking was required.
- 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.
- The **Print** button has been replaced by a **Report** button. When the **Report** button is clicked, the Validation Errors Summary is displayed in your web browser as HTML rather than being sent directly to your printer. This makes it easier to store the information and/or move to other applications, e.g. a spreadsheet.



More Information:

Creating and Validating a School Census Return on page 23
Resolving Validation Errors and Checking Queries on page 25

Detail Reports

Routines | Statutory Returns | School Census

- An option to select multiple detail reports is available from the **Detail Report** drop-down list.
- A security message is displayed in the header of each detail report and the Validation Errors Summary report. An option to specify the security message is available in the **Census Return** browser.
- A **Report Criteria** has been added to each detail report header, detailing how the data has been collated.
- A **Total** line has been added to the detail reports.
- The **Absentee Report** was originally introduced in the School Census Summer 2010 return. This is the first time that it has been included in the Autumn return. The report shows pupil/students 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).



More Information:

Producing Detail Reports on page 28

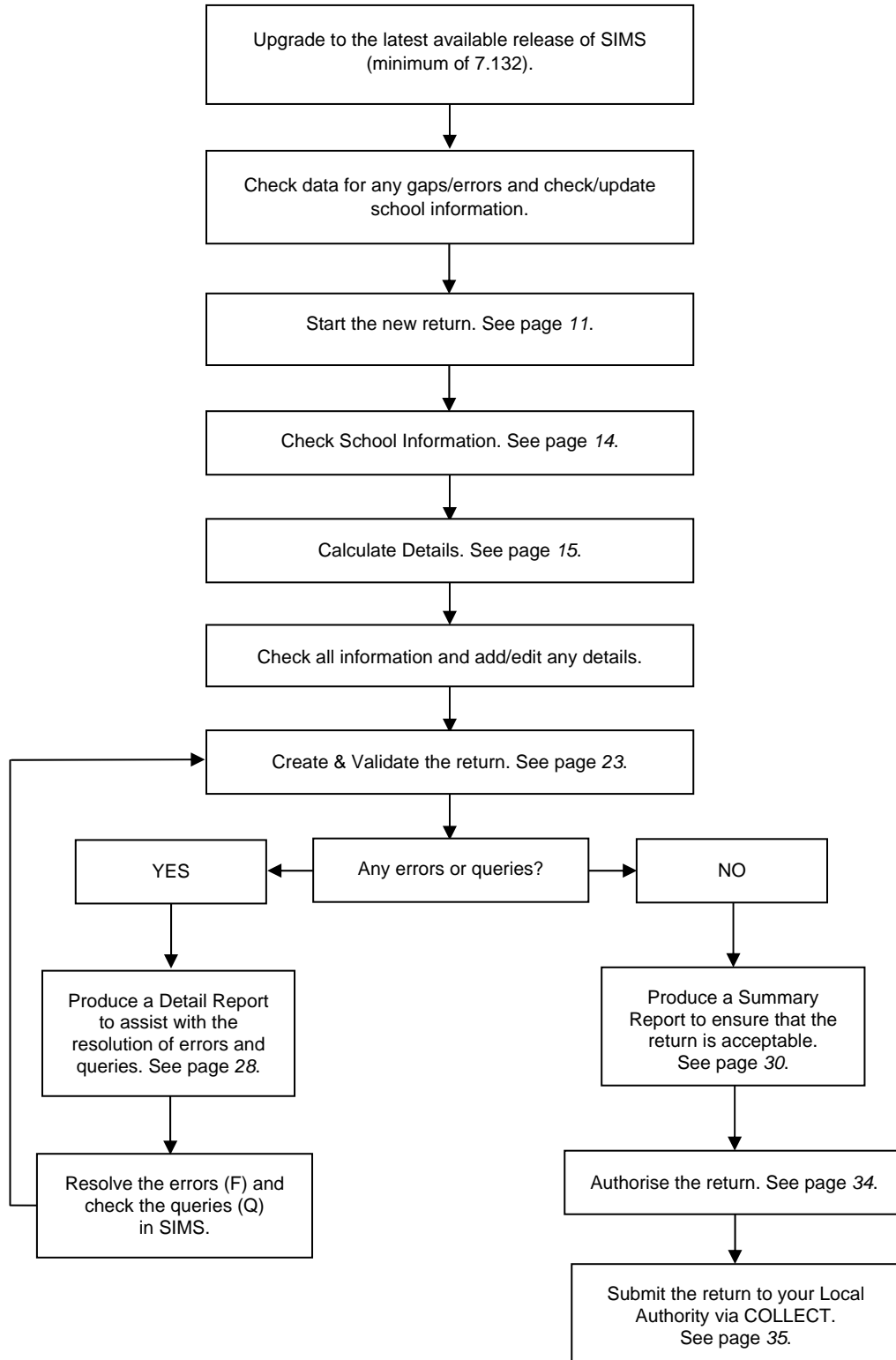
Where to Find More Information

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 CENSUS10 in the **Site Search** field on the SupportNet Home page and clicking the **Go** button.

A wide range of documentation is available from within SIMS via the **Documentation Centre**. This documentation includes handbooks, help sheets, 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.

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 Autumn 2010 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 will need to be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users editing and preparing data must have permissions to access other areas of SIMS, e.g. pupil/student 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 Filesets

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 group in System Manager:

- Personnel Officer
- Returns Manager
- Returns Operator
- System Manager.

For more information about the Import Fileset functionality, please refer to the appropriate *Preparing for the School Census Spring 2010 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.

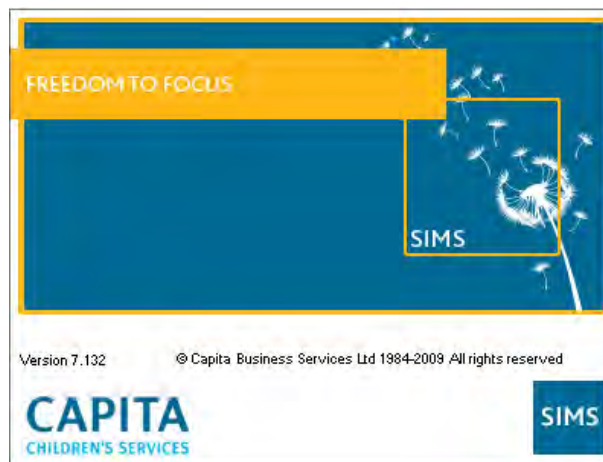
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the School Census Autumn 2010 Return, you must have the SIMS 2010 Summer Release (7.132) 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 7.132 or later.



WARNING: The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn Release (7.136).

When the SIMS 2010 Autumn Release is applied, the 2010 School Census returns are removed.

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/student level information is present and up-to-date in SIMS. For example, ensure that school details are correct, all new pupil/students have been added to SIMS, all leavers have been recorded, all exclusions have been recorded, etc.

The following information must be up-to-date for each pupil/student:

- Basic pupil information, UPN, name, date of birth, free school meal eligibility, Hours at Setting, etc.
- Pupil status, e.g. enrolment status, date of entry, part-time, etc.
- Pupil's home information
- SEN provision
- Contact information
- Attendance data
- Exclusions data

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 Autumn 2010* 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 CENSUS10 in the **Site Search** field on the Home page then clicking the **Go** button.

03 | Completing the School Census Autumn 2010 Return

- Creating a New School Census Return 11
- Checking/Editing Census Details 14
- Checking/Editing School Information 14
- Checking/Updating Hours at Setting 16
- Checking/Entering Attendance Information 19

Creating a New School Census Return

Before creating a new return, ensure that all pupil/student 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).

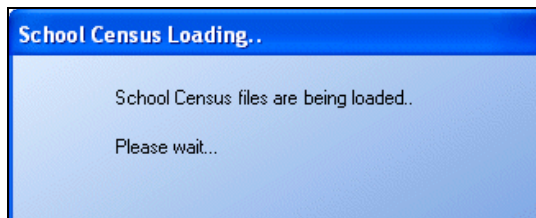


More Information:

Deleting an Unauthorised Return on page 36

Data is collected for the following pupil/students:

- all pupil/students on the register on the census day (07/10/2010).
 - all pupil/students who attended school during the period from the first day of the Autumn term 2010 to 28/05/2010.
 - any additional pupil/students subject to any type of exclusion in the previous Spring term (01/01/2010 to 04/04/2010).
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 **Autumn**.

2. Ensure that the **School Census Folder** is selected correctly and that the required **Security message for Reports** is specified, as described in the following sections.



More Information:

Specifying the Security Message for Reports on page 13

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 Autumn 2010 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 DCSF 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.

 *Browse button*



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 each detail report and the Validation Errors Summary report.

1. The security message text defaults to '**This report contains sensitive information**', but can be edited (up to 300 characters), if required.

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.

2. 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:

- **Census Date** – set to 07/10/2010
- **Attendance collected from** – first day of Autumn term 2009.
- **Attendance collected to** – set to 28/05/2010.
- **Exclusions collected from** – set to 01/01/2010.
This is the exclusion start date for the Autumn School Census return.
- **Exclusions collected to** – set to 04/04/2010.
This is the exclusion end date for the Autumn School Census return.

1 Census Details			
Census Date	07/10/2010	Description	Autumn Return 2010
Attendance collected from	03/09/2009	Attendance collected to	28/05/2010
Exclusions collected from	01/01/2010	Exclusions collected to	04/04/2010

A **Description** for the return is displayed as **Autumn Return 2010**. This description can be changed, e.g. if you are carrying out dry runs, but it must be unique for this return. If SIMS identifies a duplicate description, an error message is displayed.

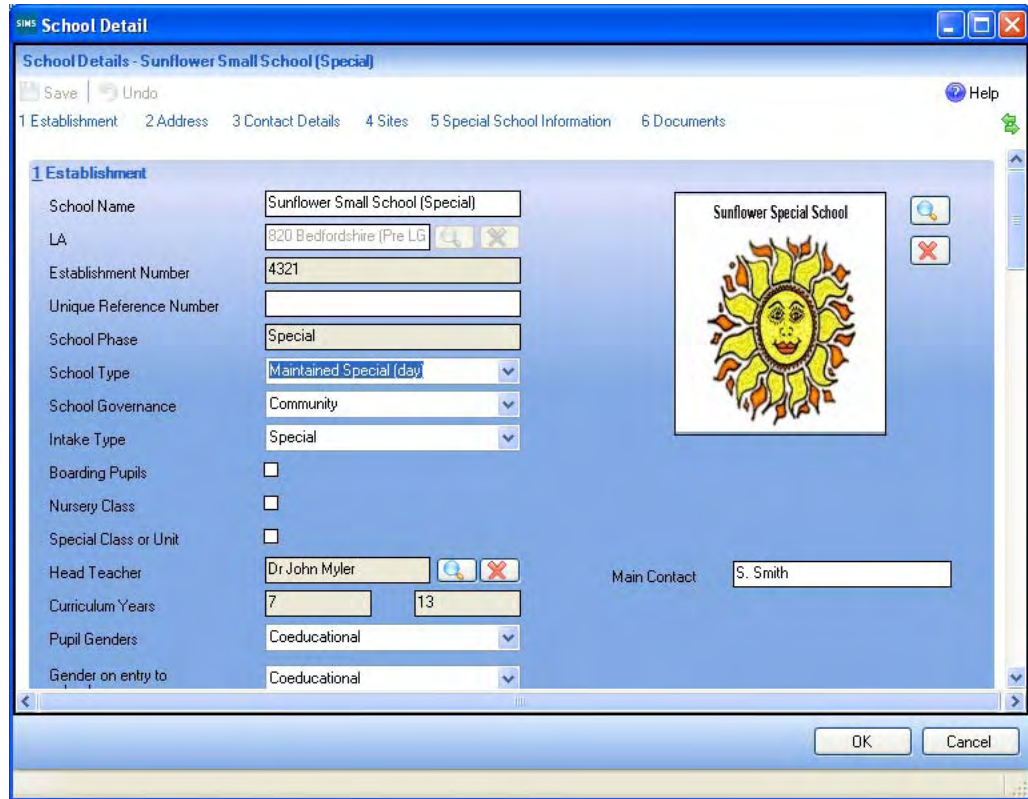
A unique description helps to identify the required return when viewing the **Census Return** browser and can be particularly useful when creating dry runs, or creating copies of existing returns.

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.

2 School Information			
School Name	Sunflower Small School (Special)		
LA	820	Establishment Number	4321
School Address	Unit 1 Franklin Court Stannard Way Bedford		
Telephone	01234 838080		
School E-mail Address	sunflower.school@school.net		
School Phase	SP	Special	
School Type	Maintained Special (day)		
Governance	Community	Intake Type	Special
Pupil Genders	Coeducational	Gender on Entry to School	Coeducational
Gender on Entry to 6th Form	Coeducational		
Lowest NC Year	7	Highest NC Year	13
School Detail			Calculate All Details

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 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.



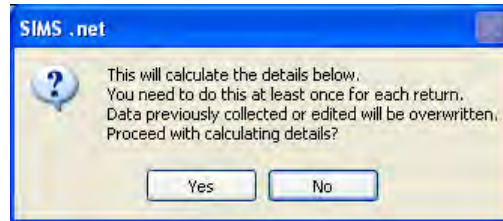
IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.

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.

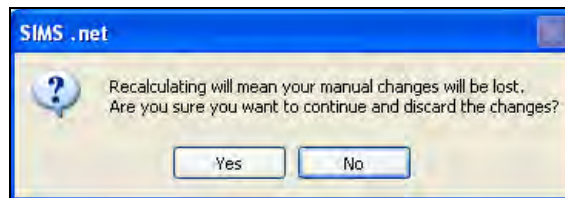
Any details that are calculated automatically should be checked and, if necessary, edited.

1. To calculate all details, click the **Calculate All Details** button in the **School Information** panel.

A message advises that any existing data currently displayed 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 pupil/students 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 DCSF requirement that the Hours at Setting data for 2, 3 and 4 year olds is collected for the majority of schools.*

*The **Hours at Setting** panel is displayed only if 2, 3 or 4 year old pupils attend your school. If the **Hours at Setting** panel is not displayed, please proceed to Checking/Entering Attendance Information on page 19.*

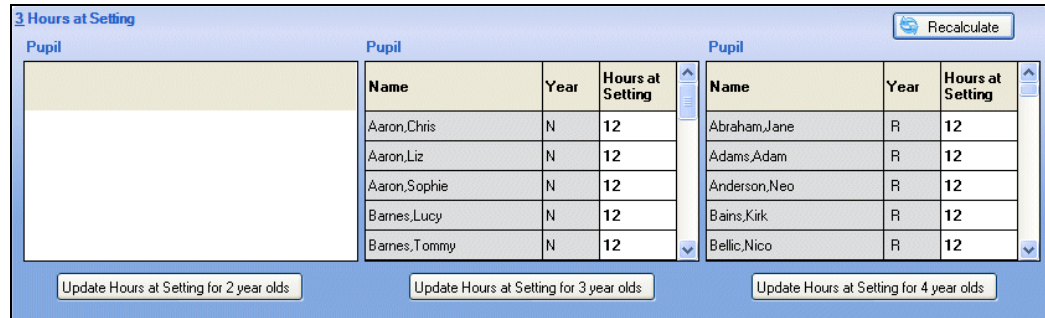
Hours at Setting (previously known as Funded Hours) is the dedicated school grant, through which the DCSF directly funds Local Authorities for the provision of education for two, three and four year olds in maintained schools. This data item is collected from all schools that have pupils aged 2, 3 and 4 on-roll on census day.

For the School Census Autumn 2010, a pupil's age is determined by their age at 31/08/2010.

i *NOTE: 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.

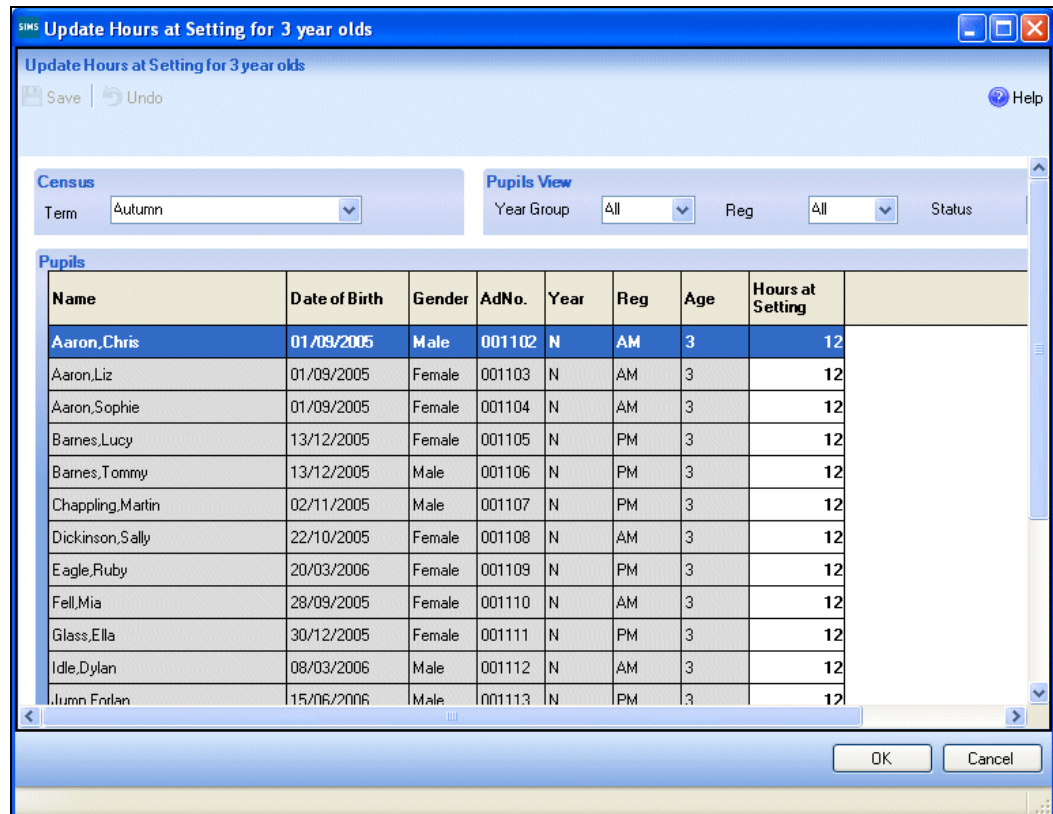
The **Hours at Setting** panel is read-only. However, values can be updated by clicking the appropriate **Update Hours at Setting** button.



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, **Autumn** is displayed in the **Census** panel. If you wish to view the data recorded for the previous term(s), select as required from the **Term** drop-down list.





*TIP: As an alternative to using the scroll bars, click the **Maximize** button (located on the right-hand side of the dialog header) to view all aspects of the **Update Hours at Setting for 3 year olds** dialog.*

2. Enter the number of **Hours at Setting** appropriate to each pupil. This is achieved by highlighting the required pupil then double-clicking in the associated **Hours at Setting** cell and entering the required number.



IMPORTANT NOTE: *Entry of hours is limited to between 0 and 25 in increments of 0.5, as per the DCSF specification. If your school believes that it should be able to enter more than 25 hours, you should contact the DCSF so they can deal with the issue.*

3. 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.
4. Click the **Save** button.
5. 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.*

Resetting All Hours at Setting

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.

To reset all Hours at Setting, right-click in the **Hours at Setting** column then select **Reset All** from the drop-down list. All values revert to zero.

Re-enter correct values as previously described.

Identifying which Pupils have no Entries for Hours at Setting

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.

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. Enter the values for these pupils as previously described.

Checking/Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students aged 5 to 15 inclusive on 31/08/2009 (i.e. where their date of birth falls between 01/09/1993 and 31/08/2004 inclusive) who were on-roll for at least one session during the period from 05/04/2010 to 28/05/2010 inclusive. This includes attendance codes and the number of sessions missed.



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.

After the **Calculate All Details** button is clicked, the information displayed in the **Attendance** panel is dependent on which of the following is applicable to your school:

- Attendance is in use, the attendance codes being used are DCSF compliant and there are either:
 - no missing marks
 - or
 - missing marks.
- Attendance is in use and the attendance codes being used are DCSF 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.

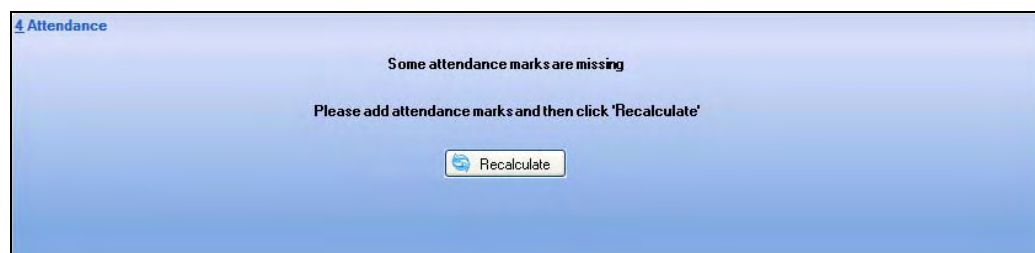
Are your Attendance Codes DCSF Compliant?

If Attendance is in use and your school is using DCSF 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 DCSF 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 marks then click the **Recalculate** button.



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 (please see Creating and Validating a School Census Return on page 23).

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 **Recalculate** button in the **Attendance** panel to check if all missing marks have been dealt with.

One of the following messages is displayed:

- **'Attendance marks are now present. This will be rechecked at Create & Validate.'**

Click the **OK** button to refresh the **Attendance** panel. Attendance marks are then displayed.

- **'Some attendance marks are missing. Please add attendance marks.'**

Click the **OK** button to return to the **Attendance** panel. Deal with the remaining missing marks via **Focus | Attendance | Deal with Missing Marks**, then click the **Recalculate** button (in the **Attendance** panel) again.

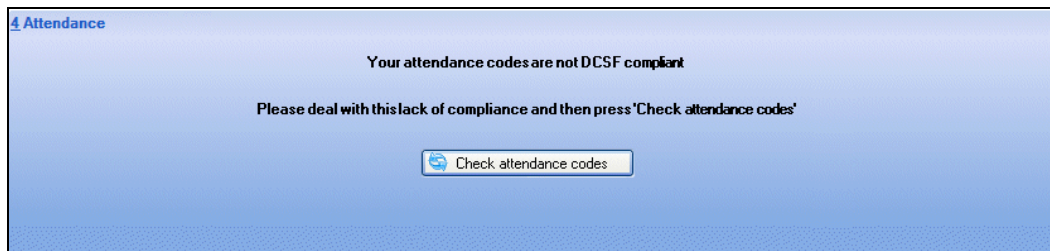


More Information:

Creating and Validating a School Census Return on page 23
Producing Detail Reports on page 28

Are your Attendance Codes Non DCSF 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 DCSF 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 DCSF attendance codes are now in use.

If the attendance codes are now DCSF 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
Ackton	Stanley			On Roll	0	0	0
Ackton	William			On Roll	0	0	0
Acton	Jordan			On Roll	0	0	0
Acton	Samantha			On Roll	0	0	0
Adebayor	Emmanuel			On Roll	0	0	0
Adedeji	Payal			On Roll	0	0	0
Atfleck	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
Allim	Farah			On Roll	0	0	0
Aloia	Paolo			On Roll	0	0	0
Americana	Kari			On Roll	0	0	0
Amiel	Tanzeel			On Roll	0	0	0
Amos	Rosanna			On Roll	0	0	0
Amos	Silv			On Roll	0	0	0
Amos	Stephanie			On Roll	0	0	0
Amrlessnn	Jacoh			On Roll	0	0	0

1. To filter the display of pupil/students 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 pupil/students.

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/student, 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 pupil/students, 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 Autumn 2010 Return

Creating and Validating a School Census Return.....	23
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Authorising the School Census Return	34
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Creating and Validating a School Census Return

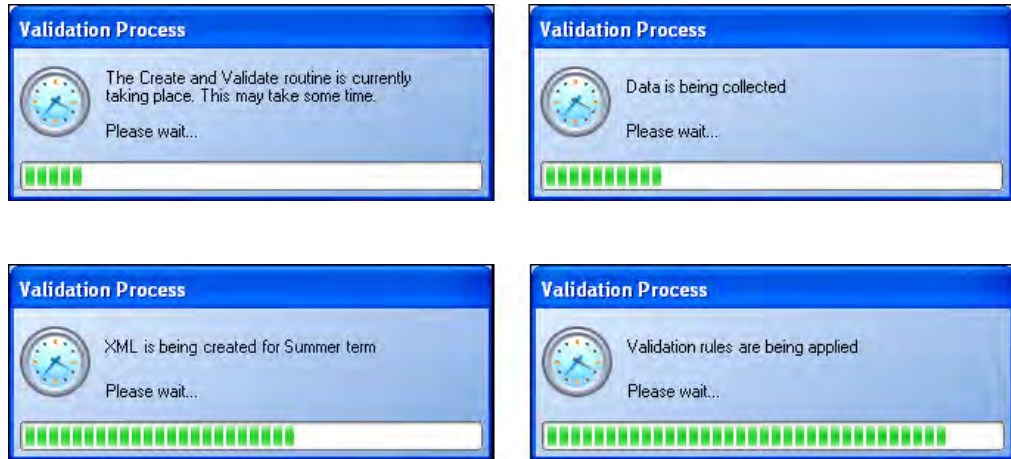
A return must be created, validated and authorised before it can be sent to your Local Authority.

Validating the return creates an unauthorised return file, which is then run against a set of DCSF 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 pupil/students with special educational needs.

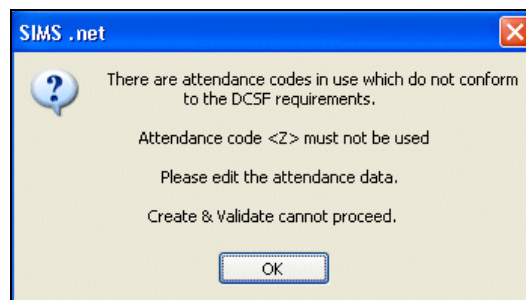
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process.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

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



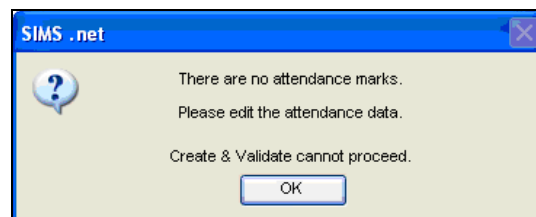
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



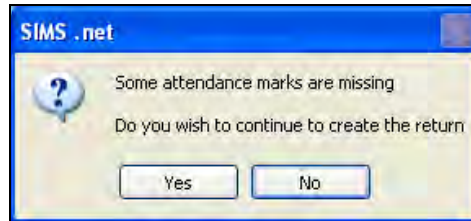
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

- If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the create and validate process cannot proceed.



Click the **OK** button then edit the attendance data before attempting to create and validate the return again.

- 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	140	No completion times provided		# Go to link "Survey C...
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student...
F	11017	CompleterRole must be present	CompleterRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NCYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel an...
Q	60090	Please check: Sessions Attended is 0	UPN : F820200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	60090	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	60090	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	60090	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bukolt Forename : Kyrstal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	60090	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv

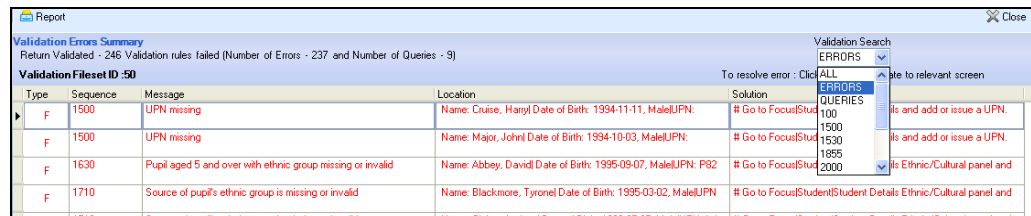
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DCSF fileset currently in use, is also shown (for information only).

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

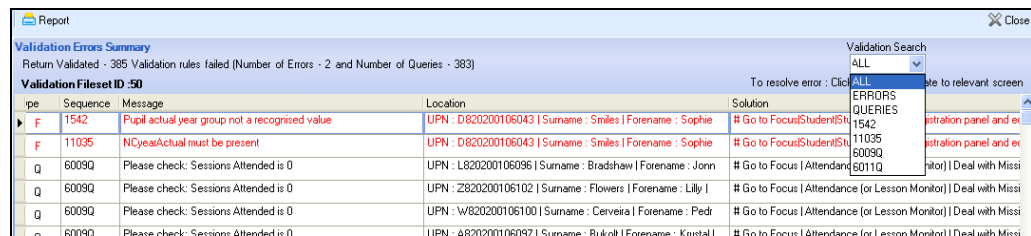
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
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.

	Location	Solution
Present	CompleterRole :	# Go to link "Survey Completion" panel, and make sure there is a
Present not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel and ed
Present Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Present 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
Present Sessions Attended is 0	UPN : Q820200106004 Surname : Bradbury Forename : Chris	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Present Sessions Attended is 0	UPN : H820200106007 Surname : Burns Forename : Janet D	# 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.



More Information:

Transferring a Report to a Spreadsheet on page 32

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.

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 (or Student) | 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/warnings that can be generated is being produced. Explanations and information on how to resolve the errors or whether the warnings 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 2010 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 CENSUS10 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. pupil/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: Pupil/students on-roll on Census day.

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

Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on Census - Leavers with attendance one term previously, with exclusions two terms previously, studying level 3 qualification.

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

Exclusions Report

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

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

Attendance Report

Report Criteria: Pupil/students with attendance one term previously (non-boarders on-roll and leavers aged 5 -15 on 31 August).

This report provides basic information about the pupil/students, 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.

Absentee Report

Report Criteria: Pupil/students 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, non-boarders on-roll and leavers aged 5 -15 on 31 August).

This report provides basic information about the pupil/students, 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/student was absent from (authorised plus unauthorised).

SEN Report

Report Criteria: Pupil/students 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 pupil/students who have special educational needs. Displayed are their UPN, name, date of birth, gender, year group, on-roll status and SEN Provision.

Address Details Report

Report Criteria: Pupil/students on-roll on census day.

This report provides a list of pupil/student addresses, together with their full name, UPN and Former UPN (if applicable).

Contact Details Report

Report Criteria: Parental Contacts for On-Roll pupil/students on census day – Contact relationship codes of Father, Mother, Step Mother, Step Father, Foster Mother, Foster Father and other contacts where the Parental responsibility is selected.

This report provides a list of contact details for each pupil/student. The details include the pupil/student's UPN and name, parental responsibility, and contact's name, address and telephone number.

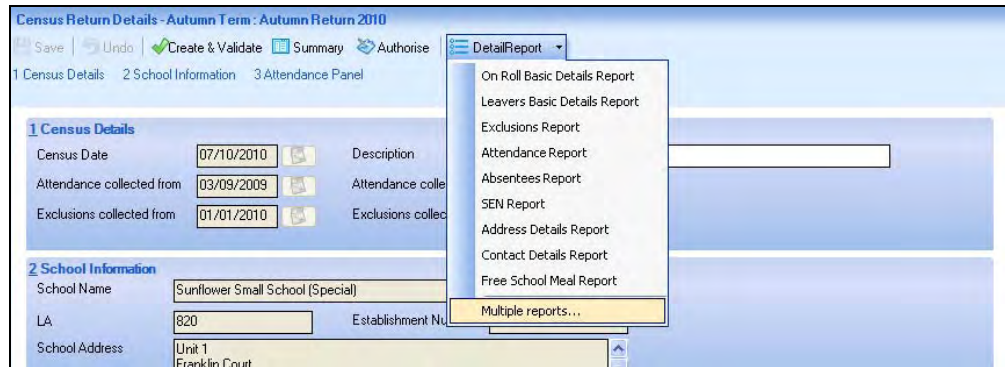
Free School Meal Report

Report Criteria: Pupil/students who are eligible for Free School Meals.

This report provides information on free school meal eligibility, the pupil/student'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.



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, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report(s) are saved automatically in the **School Census Folder**, which was 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 ('_'):

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

8232001_SC3_823LL10_001_onroll_basic_details_report.html.

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

UPN	ULN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Ethnicity	Ethnic Data Source	Language	Connexions	Part-time status	Boarder
-	-	Adams	Natalie	Adams	-	23/04/1992	Female	-	14/01/2004	Single Registration	-	-	-	Unsought	false	Not a Boarder
H820432105001	-	Adams	Amy	Adams	-	08/12/1993	Female	-	01/09/2005	Single Registration	White - British	-	English	Unsought	false	Not a Boarder
-	-	Aster	Alex	Aster	-	11/11/1995	Female	-	04/09/1997	Single Registration	-	-	-	Unsought	false	Not a Boarder
J820432105019	-	Atherton	Penelope	Atherton	-	20/02/1994	Male	-	01/09/2005	Single Registration	-	-	-	Unsought	false	Not a Boarder
X820432105002	-	Bannister	Bruce	Bannister	-	19/05/1994	Male	-	01/09/2005	Single Registration	White - British	-	English	Unsought	false	Not a Boarder
R820432105018	-	Bell	Tinker	Bell	-	15/12/1993	Female	-	01/09/2005	Single Registration	White - British	-	English	Unsought	false	Not a Boarder
-	-	BRACKEN	Bertram	BRACKEN	-	19/02/1992	Male	-	14/01/2004	Single Registration	White - British	-	Other than English	Unsought	false	Not a Boarder
-	-	BRAEBURN	Betty	BRAEBURN	-	19/05/1991	Female	-	03/09/2002	Single Registration	White - British	-	English	Unsought	false	Not a Boarder
-	-	Brown	Sally	Brown	-	01/01/1997	Female	-	28/04/2008	Single Registration	-	-	-	Unsought	false	Not a Boarder
-	-	BROWN	Michael	BROWN	-	11/06/1991	Male	-	03/09/2002	Single Registration	White - British	-	English	Unsought	false	Not a Boarder
-	-	Cramer	John	Cramer	-	07/09/2000	Male	-	12/09/2008	Single Registration	-	-	-	Unsought	false	Not a Boarder
-	-	CROWLEY	Caroline	CROWLEY	-	01/06/1991	Female	-	03/09/2002	Single Registration	White - British	-	English	Unsought	false	Not a Boarder



More Information:

Configuring the School Census on page 12
Transferring a Report to a Spreadsheet on page 32

Printing a Report

The generated report is automatically displayed in your web browser.



IMPORTANT NOTE: Any printed reports containing a pupil/student'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 13

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

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 **School Census Folder**, which was 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 ('_'):

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

8202001_SC3_820LL10_001_Summary_Report.html.

School Census Collection: Autumn 2010

Version 2010.04.14 - Released: 15 April 2010

There are 1 errors and 30 queries.

A. School Characteristics

Summary for: Sunflower Small School (Special)

LA Code: 820 Establishment Number: 4321

School Address and Postcode:
Unit 1
Franklin Court
Stannard Way
Bedford
Bedfordshire
MK44 3JZ

Telephone Number: 01234 838080

Email Address: sunflower.school@school.net

Phase: SP

Type: 52

Governance: CO

Intake Type: SPEC

Gender of Entry: C

Gender of Sixth Form: C

Lowest National Curriculum Year Group: 7

Highest National Curriculum Year Group: 13

B. Number of 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	5	5	0	0
18	1/9/91 - 31/8/92	3	5	0	0
17	1/9/92 - 31/8/93	5	4	0	0
16	1/9/93 - 31/8/94	4	3	0	0
15	1/9/94 - 31/8/95	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 might request that a copy of the Summary report is signed by the Head Teacher and sent to the LA when the return has been authorised.



More Information:

- Specifying the School Census Folder on page 12*
- Generating Detail Reports on page 30*
- Transferring a Report to a Spreadsheet on page 32*
- Authorising the School Census Return on page 34*
- Deleting an Unauthorised Return on page 36*

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.



IMPORTANT NOTE: *An authorised School Census Return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | School Census** to display the **School Census** browser.
2. Ensure that the **School 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. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is now correct.



More Information:

Specifying the School Census Folder on page 12
Specifying the Security Message for Reports on page 13
Creating and Validating a School Census Return on page 23
Producing Detail Reports on page 28
Producing the Summary Report on page 32

Authorising the School Census Return

A return must be authorised before it can be sent to your LA. 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 generating then reviewing the Summary report.

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.

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_SC3_823LL10_001.XML.



More Information:

Creating a New School Census Return on page 11
Producing the Summary Report on page 32
Copying a School Census Return on page 35

Submitting the Return to the Local Authority



WARNING: *The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn Release (7.136).*

When the SIMS 2010 Autumn Release is applied, the 2010 School Census returns are removed.

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 DCSF 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 12
Copying a School Census Return on page 35

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.



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 Autumn Return 2010.
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. The new **Description** must be unique for this return.

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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