

School Census 2010 Errors and Resolutions (5.0)

Revision History

Doc. Version	Change Description	Date
1.0	Initial Release.	13/11/2009
2.0	Dates amended in the Comment/Resolution for error 1925.	10/12/2009
3.0	Change to the suggested resolution for error 1235.	25/01/2010
4.0	Amendments to the following errors/queries: 1835, 1855, 2500, 2510, 2780, 2795.	05/02/2010
5.0	Cosmetic changes only.	08/06/2010

Introduction

This guide has been produced to offer advice and suggestions on how to rectify the various errors/queries that may be generated when producing the School Census 2010 returns in England. Included in this document is information relating to the Spring, Summer and Autumn 2010 returns.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. Direct links are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to open the SIMS record that requires correcting/amending.

We also recommend making use of the Bulk Update functionality within SIMS to identify missing/invalid data and correct in bulk. For more information, please refer to the applicable *Preparing for the School Census 2010* guide, i.e. the *Primary/Middle Deemed Primary, Nursery and Special Schools* or the *Secondary/Middle Deemed Secondary Schools* version. These documents together with the preparation guide are also available on our SupportNet website (<http://support.capitaes.co.uk>) by entering **CENSUS10** in the **Site Search** field on the Home page and clicking the **Go** button.

This document has been produced to help users check and correct School Census errors and queries. It has been provided in addition to our usual user documentation (handbooks and online help). It has not however, been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to release it following minimal checking. If you find any errors or inaccuracies in this document, please report them to publications@capita.co.uk.

Using the Validation Errors Summary

Having created and validated a School Census return, the **Validation Errors Summary** is displayed. The Summary lists all the validation errors and queries generated by the return. Errors must be corrected whilst queries should be checked then corrected, if applicable.

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



Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey Co
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus(Student
F	11017	CompleteRole must be present	CompleteRole :	# Go to link "Survey Co
F	11018	Hours must be present	Hours :	# Go to link "Survey Co
F	11035	NCYearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus(Student Details Registration panel an
Q	6009Q	Please check: Sessions Attended is 0	UPN : F820200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Petr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bukolt Forename : Kystal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jom	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv








To assist in the resolution of any errors and queries:










- 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. A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text. Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.
- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of errors/queries by clicking the **Report** button (located above the **Validation Errors Summary** panel). The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.
- The details of the Validation Errors Summary can also be transferred to another application, if required









The errors listed are displayed until they are corrected and the validation routine is run again.









Key to School Census Errors and Resolutions








-  Indicates an error which must be corrected.
-  Indicates a query which should be checked and corrected if necessary.




Type	Code	Error Message	Comment/Resolution
	100	Reference Date must be present and valid for term.	This default date is automatically completed by SIMS. Please contact your Local Support Unit for assistance, quoting error code 100.
	110	School name missing.	Enter the school name in the School Name field (Establishment panel on the School Details page) via Focus School School Details . Enter the name in full, including the word School or College if this is part of the school's full name.
	120	Phase is missing or invalid.	The phase of your school is specified in SIMS when it is first set up. If this is incorrect, you will need to obtain a patch from your Local Support Unit.
	130	DCSF Number and Phase are not consistent.	<p>Check the Establishment Number and School Phase (Establishment panel on the School Details page) via Focus School School Details.</p> <p>Check the Establishment Number and School Phase fields (Establishment panel on the School Details page) via Focus School School Details.</p> <p>If the Establishment Number (school number) or School Phase is missing, enter the correct values, then click the Save button.</p> <ul style="list-style-type: none"> ▪ For Nursery schools, the DCSF number should be in the range 1000-1099 or 1800-1899. ▪ For Primary schools, the DCSF number should be in the range 2000-3999, 5200-5299 or 5900-5949. ▪ For Middle deemed Primary schools, the DCSF number should be in the range 2000-3999, 5200-5299 or 5900-5949. ▪ For Middle-deemed Secondary, the DCSF number should be in the range 4000-4899, 5400-5499 or 5900-5949. ▪ For Secondary schools, 4000-4999, 5400-5499, 5900-5949 or 6900-6924. ▪ For Special schools, 7000-7999, 5950-5999 <p>After the initial value has been entered and saved, the Establishment Number and School Phase field is read-only. To change an incorrect value, please contact your Local Support Unit to request a patch.</p>
	140	School Type is missing.	The type of school is specified in SIMS when it is first set up. If this is incorrect, you will need to obtain a patch from your Local Support Unit.
	150	School Type and Phase not consistent.	The type and phase for your school is specified in SIMS when it is first set up. If this is incorrect, you will need to obtain a patch from your Local Support Unit.
	155	Gender of Sixth Form is invalid	<p>Secondary and Special schools only:</p> <p>Ensure a value has been selected from the Gender on entry to 6th Form drop-down list (Establishment panel on the School Details page) via Focus School School Details.</p>





Type	Code	Error Message	Comment/Resolution
	160Q	Please check: Less than 90% of Total Pupils Gender in Sixth Form is male, are you sure the Sixth Form gender of entry is male only?	Secondary and Special schools only: Less than 90% of your sixth form school population is male. Check that you have selected the correct gender in the Gender on entry to Sixth form drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	170Q	Please check: Less than 90% of Total Pupils Gender in Sixth Form is female, are you sure the Sixth Form gender of entry is female only?	Secondary and Special schools only: Less than 90% of your sixth form school population is female. Check that you have selected the correct gender in the Gender on entry to Sixth form drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	180	Gender of Entry is missing or invalid.	Secondary and Special schools only: Select a value from the Gender on entry drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	190Q	Please check: Less than 90% of Total Pupils Gender is male, are you sure the school gender is male only?	Secondary and Special schools only: Less than 90% of your school population is male. Check that you have selected the correct gender in the Gender on entry drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	200Q	Please check: Less than 90% of Total Pupils Gender is female, are you sure the school gender is female only?	Secondary and Special schools only: Less than 90% of your school population is female. Check that you have selected the correct gender in the Gender on entry drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	210	School's highest National Curriculum year group is missing or invalid.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.
	220	School's lowest National Curriculum year group is missing or invalid.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.
	230	School's lowest National Curriculum Year Group cannot be greater than School's highest National Curriculum Year Group.	Check the pastoral structure via Focus School Pastoral Structure Current Structure . Click the Go button, right click on Pastoral Structure and select Setup National Curriculum Years . Check the correct years are selected.
	240	Intake Type is missing or invalid.	Check that a valid value has been selected in the Intake Type drop-down (Establishment panel on the School Details page) via Focus School School Details .










Type	Code	Error Message	Comment/Resolution
	250	DCSF number is inconsistent with the Intake Type of Special.	Special schools only: If Special has been selected in the Intake Type drop-down list (Establishment panel on the School Details page) via Focus School School Details , then the Establishment Number must be within the range 5950-5999 or 7000-7999. To change an incorrect value, please contact your Local Support Unit to request a patch.
	260	Governance is missing or invalid.	Check that a valid value has been selected in the School Governance drop-down list (Establishment panel on the School Details page) via Focus School School Details .
	270Q	Please check: School email address is missing.	Check the email address entered in the Email field ((Contact Details panel on the School Details page) via Focus School School Details . It must be present and include the character @. The email address provided must be for an account that is used on a regular basis and one that is accessible to the Head Teacher, e.g. 'head@' or 'office@'. It would not normally be one that identifies a particular individual by name. This email address may be used for future DCSF correspondence.
	280	School organisation (day, boarding or hospital) is missing or invalid	Special schools only: Check the value selected in the School Type drop-down (Establishment panel on the School Details page) via Focus School School Details .
	290Q	Please check: day school with a majority of boarding pupils.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The Organisation is defined as Day Pupils (mainly) but the majority of pupil/students within the school are boarders. Either change the value in the Organisation drop-down list or check the boarder status of the pupil/students in the school via Focus Student Student Details .
	300Q	Please check: boarding school with a majority of day pupils.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The Organisation is defined as Boarding Pupils (mainly) but the majority of pupil/students within the school are not boarders. Either change the value in the Organisation drop-down list or check the boarder status of the pupil/students in the school via Focus Student Student Details .
	310	Approved maximum for day pupils missing.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Day Pupils field must be zero or a positive integer.
	320	Approved maximum for boarding pupils is missing (or, for hospital special schools, is provided when it is not required).	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Boarding Pupils field must be zero or a positive integer.

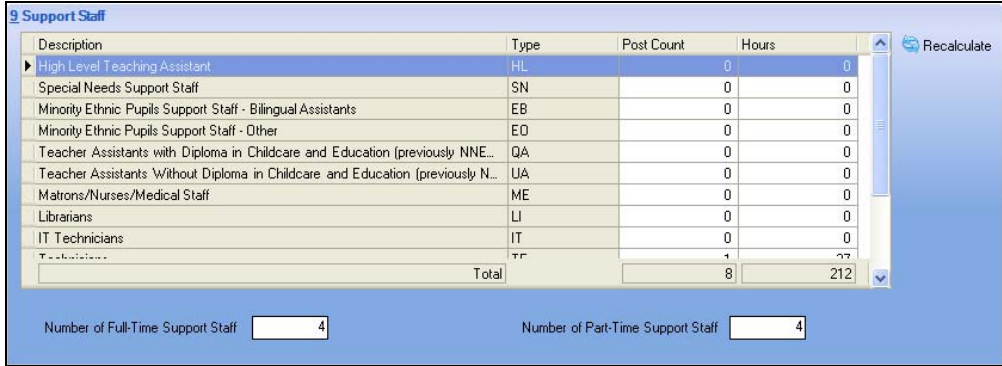
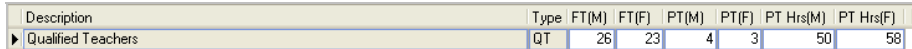
Type	Code	Error Message	Comment/Resolution
	330Q	Please check: more day pupils on roll than the approved maximum.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Day Pupils field must be greater than or equal to the number of pupil/students on-roll who are not boarders.
	340Q	Please check: more boarding pupils on roll than the approved maximum.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Maximum Boarder Pupils field must be greater than or equal to the number of pupil/students on-roll who are boarders.
	350	Boys on roll not provided, or age not in range 2 to 27.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Minimum Age and Maximum age fields in the Male students frame must be present and in the range 2-27 if the number of male pupil/students is greater than zero.
	360	Girls on roll not provided, or age not in range 2 to 27.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . The figure in the Minimum Age and Maximum age fields in the Female students frame must be present and in the range 2-27 if the number of female pupil/students is greater than zero.
	370	Approved maximum age (boys) is shown, but there is no minimum or vice versa.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If there is a figure in the Minimum Age field in the Male students frame, there must also be a figure in the Maximum Age field and vice versa.
	380	Approved maximum age (girls) is shown, but there is no minimum or vice versa.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If there is a figure in the Minimum Age field in the Female students frame, there must also be a figure in the Maximum Age field and vice versa.
	390	Approved maximum age (boys) must be equal to or greater than minimum.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If present, the figure in the Maximum Age field in the Male students frame must be greater than the figure in the Minimum Age field.
	400	Approved maximum age (girls) must be equal to or greater than minimum.	Special schools only: Check the values entered in the Special School Information panel on the School Details page via Focus School School Details . If present, the figure in the Maximum Age field in the Female students frame must be greater than the figure in the Minimum Age field.





Type	Code	Error Message	Comment/Resolution
	410	Information on SEN school types for which school is approved is missing or invalid.	Special schools only: Check that a valid value has been entered in the Special School Information panel on the School Details page via Focus School School Details . Ensure that one or more provisions are entered in the Provisions frame by clicking the New button if necessary.
	420	School Telephone Number is missing.	Enter the number in the Telephone Number field (Contact Details panel on the School Details page) via Focus School School Details .
	430	Postcode is missing or invalid.	Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details . Ensure that a valid post code has been entered. Valid formats are: An nAA Ann nAA AA nAA AAnn nAA AnA nAA AA nAA Where A is alphabetic and n is numeric. Also valid are: BFPO n BFPO nn BFPO nnn
	440	Insufficient address information provided.	Building Name or Building Number must be provided. Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details .
	470	Where Dwelling is present, Street, Locality, Town, Administrative Area or PostTown must also be present.	Ensure that the full address for your school is entered in the Address panel on the School Details page (via Focus School School Details).
	535Q	Address information drawn from two conflicting formats.	Check the school address entered (Current Address Details panel on the School Details page) via Focus School School Details .
	560	There were more appeals withdrawn or heard than were actually lodged.	Spring return only Primary, Middle deemed Primary and Secondary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals panel of the Census Return Details page via Routines Statutory Returns School Census . The total of the figures in the Withdrawn and Heard fields must be less than or equal to the figure in the Lodged field.




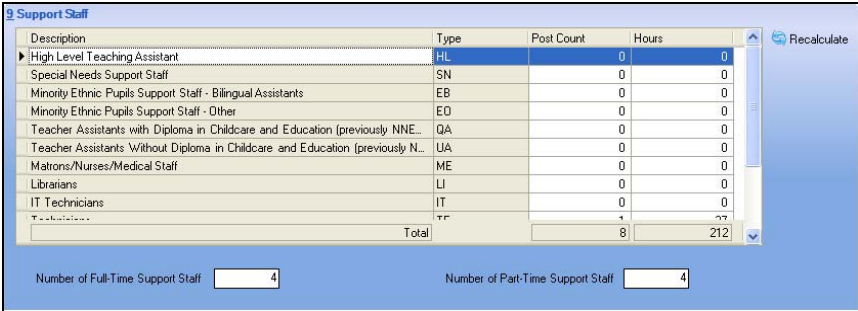


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	570	Appeals upheld plus appeals rejected should match the number of appeals heard.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals panel on the Census Return Details page via Routines Statutory Returns School Census. The figures in the Upheld and Rejected fields must total the figure in the Heard field.</p>																														
	580	Overall appeals lodged less than infant appeals lodged.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <div data-bbox="965 496 1910 644" data-label="Form"> <p>14 Infant Appeals</p> <p>If you are a Foundation or Voluntary Aided school complete this section</p> <table border="0"> <tr> <td>Lodged</td> <td><input type="text" value="7"/></td> <td>Independent Admissions Committee</td> <td>Heard</td> <td><input type="text" value="8"/></td> </tr> <tr> <td>Withdrawn</td> <td><input type="text" value="1"/></td> <td></td> <td>Upheld</td> <td><input type="text" value="6"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Rejected</td> <td><input type="text" value="2"/></td> </tr> </table> </div> <p>If the figure in the Lodged field of the Infant Appeals panel is greater than zero then the figure in the Lodged field in the Admission Appeals panel must contain a greater or equal value.</p> <div data-bbox="965 730 1910 879" data-label="Form"> <p>13 Admission Appeals</p> <p>If you are a Foundation or Voluntary Aided school complete this section</p> <table border="0"> <tr> <td>Lodged</td> <td><input type="text" value="13"/></td> <td>Independent Admissions Committee</td> <td>Heard</td> <td><input type="text" value="13"/></td> </tr> <tr> <td>Withdrawn</td> <td><input type="text" value="3"/></td> <td></td> <td>Upheld</td> <td><input type="text" value="10"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Rejected</td> <td><input type="text" value="3"/></td> </tr> </table> </div>	Lodged	<input type="text" value="7"/>	Independent Admissions Committee	Heard	<input type="text" value="8"/>	Withdrawn	<input type="text" value="1"/>		Upheld	<input type="text" value="6"/>				Rejected	<input type="text" value="2"/>	Lodged	<input type="text" value="13"/>	Independent Admissions Committee	Heard	<input type="text" value="13"/>	Withdrawn	<input type="text" value="3"/>		Upheld	<input type="text" value="10"/>				Rejected	<input type="text" value="3"/>
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	590	Overall appeals withdrawn less than infant appeals withdrawn.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>If the figure in the Withdrawn field of the Infant Appeals panel is greater than zero then the figure in the Withdrawn field in the Admission Appeals panel must contain a greater or equal value.</p>																														




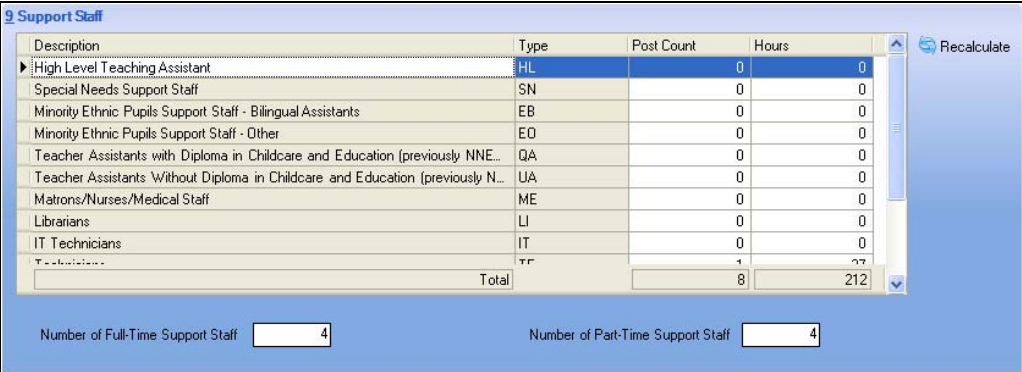


Type	Code	Error Message	Comment/Resolution				
	600	Overall appeals heard less than infant appeals heard.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <div data-bbox="952 352 1921 504" style="border: 1px solid black; padding: 5px;"> <p>14 Infant Appeals</p> <p>If you are a Foundation or Voluntary Aided school complete this section</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Lodged <input style="width: 40px;" type="text" value="7"/> Withdrawn <input style="width: 40px;" type="text" value="1"/> </td> <td style="width: 50%; vertical-align: top;"> Independent Admissions Committee Heard <input style="width: 40px;" type="text" value="8"/> Upheld <input style="width: 40px;" type="text" value="6"/> Rejected <input style="width: 40px;" type="text" value="2"/> </td> </tr> </table> </div> <p>If the figure in the Heard field of the Infant Appeals panel is greater than zero then the figure in the Heard field in the Admission Appeals panel must contain a greater or equal value.</p> <div data-bbox="952 590 1921 742" style="border: 1px solid black; padding: 5px;"> <p>13 Admission Appeals</p> <p>If you are a Foundation or Voluntary Aided school complete this section</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Lodged <input style="width: 40px;" type="text" value="13"/> Withdrawn <input style="width: 40px;" type="text" value="3"/> </td> <td style="width: 50%; vertical-align: top;"> Independent Admissions Committee Heard <input style="width: 40px;" type="text" value="13"/> Upheld <input style="width: 40px;" type="text" value="10"/> Rejected <input style="width: 40px;" type="text" value="3"/> </td> </tr> </table> </div>	Lodged <input style="width: 40px;" type="text" value="7"/> Withdrawn <input style="width: 40px;" type="text" value="1"/>	Independent Admissions Committee Heard <input style="width: 40px;" type="text" value="8"/> Upheld <input style="width: 40px;" type="text" value="6"/> Rejected <input style="width: 40px;" type="text" value="2"/>	Lodged <input style="width: 40px;" type="text" value="13"/> Withdrawn <input style="width: 40px;" type="text" value="3"/>	Independent Admissions Committee Heard <input style="width: 40px;" type="text" value="13"/> Upheld <input style="width: 40px;" type="text" value="10"/> Rejected <input style="width: 40px;" type="text" value="3"/>
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	610	Overall appeals upheld less than infant appeals upheld.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>If the figure in the Upheld field of the Infant Appeals panel is greater than zero then the figure in the Upheld field in the Admission Appeals panel must contain a greater or equal value.</p>				
	620	Overall appeals rejected less than infant appeals rejected.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Admission Appeals and Infant Appeals panels on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>If the figure in the Rejected field of the Infant Appeals panel is greater than zero then the figure in the Rejected field in the Admission Appeals panel must contain a greater or equal value.</p>				
	630	More appeals withdrawn or heard than were lodged for Infant Classes.	<p>Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Infant Appeals panel of the Census Return Details page via Routines Statutory Returns School Census. The figure in the Withdrawn field + the Heard field must be less than or equal to the figure in the Lodged field.</p>				




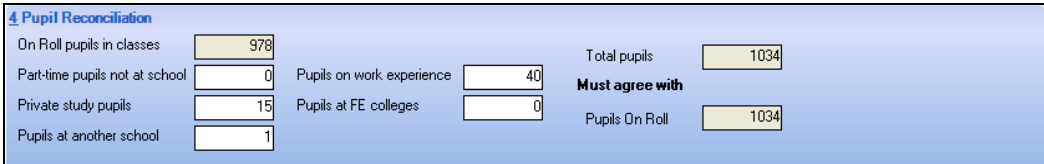



Type	Code	Error Message	Comment/Resolution
	640	Appeals upheld plus appeals rejected should match the number of appeals heard.	Spring return only Primary schools with Governance = VA or FO: Check the figures entered in the Infant Appeals panel on the Census Return Details page via Routines Statutory Returns School Census . The figure in the Upheld and Rejected fields must total the figure in the Heard field.
	650	Teacher Category is missing or invalid.	Spring return only: Caused if no teachers are entered in the Teachers panel (on the Census Return Details page). If your school is not using Personnel 7, totals must be entered manually. If your school <u>is</u> using Personnel 7, check contracts teacher category and post category (via Focus Person Staff).
	660	Teacher Gender is missing or invalid.	Spring return only: This information is mandatory on entry and therefore should not occur. Check Personnel 7, if in use, or SIMS via Focus Person Staff .
	670	Number of Full Time teachers is missing.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check the figures in the FT (M) and FT (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census .
	680	Number of Part Time teachers is missing.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check the figures in the PT (M) and PT (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census .
	690	Teacher Part Time hours are missing.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check the figures in the PT Hrs (M) and PT Hrs (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census .
	700	Number of Full Time non-teachers is missing.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census . Check the figure in the Number of Full Time Support Staff field.
	710	Number of Part Time non-teachers is missing.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census . Check the figure in the Number of Part Time Support Staff field.
	720	Support Category is missing or invalid.	Spring return only: This defaults to 0 in each row and should therefore not be missing. Check Personnel if in use, or SIMS via Focus Person Staff .






Type	Code	Error Message	Comment/Resolution
✘	730	Non-teaching staff head count is missing.	<p>Spring return only: This is automatically calculated and should therefore not be missing. Check the figures in the Post Count column (Support Staff panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> 
✘	740	Non-teaching staff hours is missing.	<p>Spring return only: Check the figures in the hours column (Support Staff panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>
✘	750	Duplicate sets of data for same teacher type and gender.	<p>Spring return only: This table of data is generated by SIMS and this error should therefore not occur. Check the Teachers panel on the Census Details page via Routines Statutory Returns School Census.</p>
✘	760	Part-time teacher hours reported but no numbers.	<p>Spring return only: Check the figures in the PT (M), PT (F), PT Hrs (M) and PT Hrs (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>  <p>If the figures in either the PT (M) or PT (F) columns are zero, then the applicable PT Hrs (M) or PT Hrs (F) column must also be zero.</p>



Type	Code	Error Message	Comment/Resolution																																																																								
	770	Part-time teacher numbers reported but no hours.	<p>Spring return only: Check the figures in the PT Hrs (M) and PT Hrs (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census. If you have entered the number of teachers in PT (M) or PT (F) then you must also specify the number of hours in either the PT Hrs (M) and/or the PT Hrs (F) column(s).</p> <table border="1" data-bbox="981 355 1890 403"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> </tr> </thead> <tbody> <tr> <td>▶ Qualified Teachers</td> <td>QT</td> <td>26</td> <td>23</td> <td>4</td> <td>3</td> <td>50</td> <td>58</td> </tr> </tbody> </table> <p>If the figures in either the PT (M) or PT (F) columns are greater than zero, then the applicable PT Hrs (M) or PT Hrs (F) column must also be greater than zero.</p>	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)	▶ Qualified Teachers	QT	26	23	4	3	50	58																																																								
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	780	Average weekly hours of part-time teachers 32.5 or more.	<p>Spring return only: Check the figures in the PT Hrs (M) and PT Hrs (F) columns (Teachers panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <table border="1" data-bbox="929 608 1944 912"> <thead> <tr> <th colspan="8">Z Teachers</th> <th>Recalculate</th> </tr> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> <th></th> </tr> </thead> <tbody> <tr> <td>▶ Qualified Teacher</td> <td>QT</td> <td>4</td> <td>10</td> <td>0</td> <td>1</td> <td>0</td> <td>26</td> <td></td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Teachers on schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Teachers of Ethnic minorities</td> <td>ET</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Teachers of English as an Additional Language</td> <td>LT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td colspan="2">Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)</td> <td>4</td> <td>11</td> <td>0</td> <td>1</td> <td>0</td> <td>26</td> <td></td> </tr> </tbody> </table> <p>The total number of hours in both columns divided by the total number of part time teachers (PT (M) plus PT (F)) must be less than 32.5.</p>	Z Teachers								Recalculate	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)		▶ Qualified Teacher	QT	4	10	0	1	0	26		Teachers not recognised as qualified	NQ	0	0	0	0	0	0		Teachers on schemes leading to Qualified Teacher Status	LQ	0	1	0	0	0	0		Teachers of Ethnic minorities	ET	0	0	0	0	0	0		Teachers of English as an Additional Language	LT	0	0	0	0	0	0		Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		4	11	0	1	0	26	
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	790Q	Please check: Too many unqualified teachers reported.	<p>Spring return only: Check the figures in the Teachers panel on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>The totals of FT (M) + FT (F) + PT (M) + PT (F) on the Qualified Teachers (QT) row must be greater than the sum for the Teachers on Schemes leading to QTS (LQ) and Teachers not recognised as qualified (NQ) rows.</p>																																																																								
	800	There are more EAL or ethnic minority support teachers reported than the total number of teachers.	<p>Spring return only: Check the figures in the FT (M), FT (F), PT (M) and PT (F) columns in the Teachers of English as an Additional Language (LT) and Teachers of Ethnic Minorities (ET) rows (Teachers panel of the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The sum of the ET and LE columns must be less than the sum of the QT, LQ and NQ columns.</p>																																																																								



Type	Code	Error Message	Comment/Resolution
	810Q	Please check: EAL teacher reported but no ethnic minority pupils.	<p>Spring return only: Check the figures in the FT (M), FT (F), PT (M) and PT (F) columns in the Teachers of English as an Additional Language (LT) row (Teachers panel of the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If there is one or more LTs, there must be at least one pupil/student with a first language (Mother Tongue) of either Other or Believed to be other than English.</p>
	820Q	Please check: ethnic minority teachers but no minority ethnic pupils.	<p>Spring return only: Check the figures in the FT (M), FT (F), PT (M) and PT (F) columns in the Teachers of Ethnic Minorities (ET) row (Teachers panel of the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If there is one or more ETs, there must be at least one pupil/student with an Ethnicity of either White – British, White – English, White – Scottish, White – Welsh, Other White British or White – Cornish.</p>
	830	Duplicate sets of support staff data for same staff type.	<p>Spring return only: This table of data is produced by SIMS and therefore, this error should not occur. Check the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. There should be no duplicate descriptions and types listed.</p> 
	840Q	Please check: EAL Support Staff reported but not EAL pupils.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. If there are Minority Ethnic Pupils Support Staff – Bilingual Assistants – EB then there should be at least one pupil/student with a first language (Mother Tongue) of either Other or Believed to be other than English.</p>
	850Q	Please check: Minority ethnic support staff but no minority ethnic pupils	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. If there is minority ethnic support staff with Type EO, then there should be at least one pupil/student with ethnicity other than WBRI, WENG, WSCO, WWEL, WOWB and WCOR.</p>







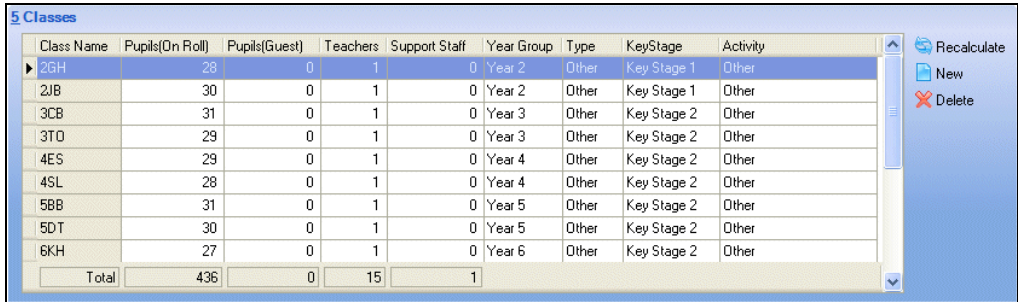
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	860	Headcount of Support staff recorded but no hours.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. Check the Head Count and Hours columns for each Support Staff description. If a head count has been added, the total hours must be greater than zero.</p> <p><i>NOTE: Headcount of support staff in each category – support staff should be counted in each category to which they belong.</i></p>																																																
	870	Support staff hours recorded but no Headcount.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. Check the Head Count and Hours columns for each Support Staff description. If hours have been entered then the head count must be greater than zero.</p>																																																
	880Q	Please Check: Average Support staff hours are outside the range 1-44.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. The total number of Hours divided by the Post Count (head count) must be less than or equal to 44.</p> <div data-bbox="929 651 1948 1024" data-label="Table">  <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Post Count</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>High Level Teaching Assistant</td> <td>HL</td> <td>0</td> <td>0</td> </tr> <tr> <td>Special Needs Support Staff</td> <td>SN</td> <td>0</td> <td>0</td> </tr> <tr> <td>Minority Ethnic Pupils Support Staff - Bilingual Assistants</td> <td>EB</td> <td>0</td> <td>0</td> </tr> <tr> <td>Minority Ethnic Pupils Support Staff - Other</td> <td>EO</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teacher Assistants with Diploma in Childcare and Education (previously NNE...)</td> <td>QA</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teacher Assistants Without Diploma in Childcare and Education (previously N...)</td> <td>UA</td> <td>0</td> <td>0</td> </tr> <tr> <td>Matrons/Nurses/Medical Staff</td> <td>ME</td> <td>0</td> <td>0</td> </tr> <tr> <td>Librarians</td> <td>LI</td> <td>0</td> <td>0</td> </tr> <tr> <td>IT Technicians</td> <td>IT</td> <td>0</td> <td>0</td> </tr> <tr> <td>...</td> <td>TF</td> <td>4</td> <td>177</td> </tr> <tr> <td>Total</td> <td></td> <td>8</td> <td>212</td> </tr> </tbody> </table> <p>Number of Full-Time Support Staff <input type="text" value="4"/> Number of Part-Time Support Staff <input type="text" value="4"/></p> </div>	Description	Type	Post Count	Hours	High Level Teaching Assistant	HL	0	0	Special Needs Support Staff	SN	0	0	Minority Ethnic Pupils Support Staff - Bilingual Assistants	EB	0	0	Minority Ethnic Pupils Support Staff - Other	EO	0	0	Teacher Assistants with Diploma in Childcare and Education (previously NNE...)	QA	0	0	Teacher Assistants Without Diploma in Childcare and Education (previously N...)	UA	0	0	Matrons/Nurses/Medical Staff	ME	0	0	Librarians	LI	0	0	IT Technicians	IT	0	0	...	TF	4	177	Total		8	212
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	890	Total number of part-time + full-time support staff not equal to support staff headcount.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census.</p> <p>The total of the Head Count column should not exceed the total of the figures in the Number of Full Time Support Staff and Number of Part Time Support Staff fields.</p>																																																
	900Q	Please check: no education support staff reported.	<p>Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census. The Hours column total over Support Staff type QA, VA, TA, CQ, CU, SN, EB, EO, ME, LI, TE, IT, SS and HL should be greater than zero.</p>																																																







Type	Code	Error Message	Comment/Resolution																
	910Q	Please check: no admin support staff reported.	Spring return only: Check the figures in the Support Staff panel on the Census Return Details page via Routines Statutory Returns School Census . The Hours column total over Support Staff type AO, BU and AC should be greater than zero.																
	920	Number of Part-Time pupils not at school is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figure entered in the Part time pupils not at school field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .																
	930	More part-time pupils not in school than Total Part-time pupils registered.	Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figure entered in the Part time pupils not at school field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census . This figure should not exceed the total number of pupil/students registered as part-time (recorded in the Registration panel. the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details).																
 <p>Pupil Reconciliation</p> <table border="1"> <tr> <td>On Roll pupils in classes</td> <td><input type="text" value="978"/></td> <td>Total pupils</td> <td><input type="text" value="1034"/></td> </tr> <tr> <td>Part-time pupils not at school</td> <td><input type="text" value="0"/></td> <td>Pupils on work experience</td> <td><input type="text" value="40"/></td> </tr> <tr> <td>Private study pupils</td> <td><input type="text" value="15"/></td> <td>Pupils at FE colleges</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Pupils at another school</td> <td><input type="text" value="1"/></td> <td>Pupils On Roll</td> <td><input type="text" value="1034"/></td> </tr> </table> <p>Must agree with</p>				On Roll pupils in classes	<input type="text" value="978"/>	Total pupils	<input type="text" value="1034"/>	Part-time pupils not at school	<input type="text" value="0"/>	Pupils on work experience	<input type="text" value="40"/>	Private study pupils	<input type="text" value="15"/>	Pupils at FE colleges	<input type="text" value="0"/>	Pupils at another school	<input type="text" value="1"/>	Pupils On Roll	<input type="text" value="1034"/>
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	940	Number of Private Study pupils is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Private study pupils field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .																
	950	Number of pupils at another school is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils at another school field in the Pupil Reconciliation panel on the Census Return Details panel via Routines Statutory Returns School Census .																
	953	Number of Pupils on Work Experience is missing.	Spring return only Secondary schools only: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils on work experience field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .																


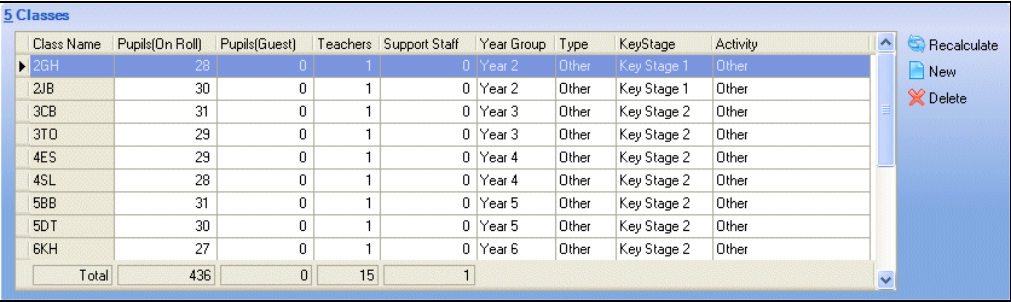



Type	Code	Error Message	Comment/Resolution
	957	Number of Pupils at FE Colleges is missing.	Spring return only Secondary schools only: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Pupils at FE Colleges field (Pupil Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .
	960	Number of Teachers not teaching is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Teachers not teaching field (Teacher Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .
	970	Number of Teachers at Other schools is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Teachers at other schools field (Teacher Reconciliation panel on the Census Return Details page) via Routines Statutory Returns School Census .
	980	Number of Part-Time Teachers not at school is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Part-time teachers not at school field (Teacher Reconciliation panel on the Census Details page) via Routines Statutory Returns School Census .
	990	Number of Teachers from Other schools is missing.	Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Teachers from other schools field (Teacher Reconciliation panel on the Census Details page) via Routines Statutory Returns School Census .


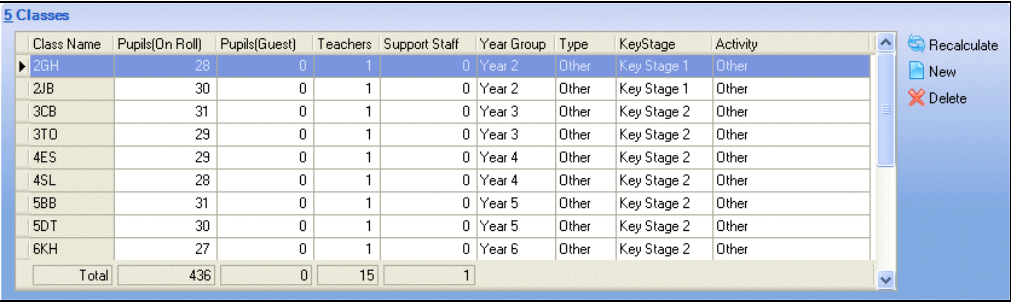



Type	Code	Error Message	Comment/Resolution
	1000	Pupil reconciliation does not tally.	<p>Spring return only Primary and Middle deemed Primary schools: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details page via Routines Statutory School Census. The total of the On roll pupils in classes plus Part time pupils not at school plus Private study pupils plus Pupils at another school must equal the Total pupils figure. The Total pupils figure must agree with the figure in the Pupils On Roll field.</p> <p>Spring return only Secondary schools only: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details page via Routines Statutory School Census. The total of the On roll pupils in classes plus Part time pupils not at school plus Private study pupils plus Pupils at another school plus Pupils on work experience plus Pupils at FE colleges must equal the Total pupils figure. The Total pupils figure must agree with the figure in the Pupils On Roll field.</p> <p>If there are any discrepancies, please check the following:</p> <ol style="list-style-type: none"> 1. Use route Focus Pupil (or Student) Education History. Select On-roll from the Status drop down list and click the Search button. The number of on-roll pupil/students will appear in the bottom left hand corner. 2. Use the Population Analysis Report to check the year and/or reg groups figures. Select Report Run then choose the Group Focus to find the report. 3. Check in the Find Application browser (Focus Admission Application) for any pupil/students who previously had an Application Status of Accepted. If they were never admitted, ensure that their status is changed to Withdrawn. <p>The School Census should only calculate on-roll pupil/students with admission numbers. Guest students should not be counted. If an admission number has been given to guest students, it is possible to change their enrolment status via Routines Student Change enrolment Status.</p>
	1010Q	Please check: 10% + of pupils not in class at selected time.	<p>Spring return only Primary and Middle deemed Primary schools: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details panel via Routines Statutory School Census. Private study pupils plus Pupils at another school should be less than 10% of the figure in the Pupils on Roll field minus half the number of Part time pupils not at school.</p> <p>Secondary schools only: Check the figures entered in the Pupil Reconciliation panel in the Census Return Details panel via Routines Statutory School Census. Private study pupils plus Pupils at another school plus Pupils on work experience plus Pupils at FE colleges should be less than 10% of the figure in the Pupils on Roll field.</p>


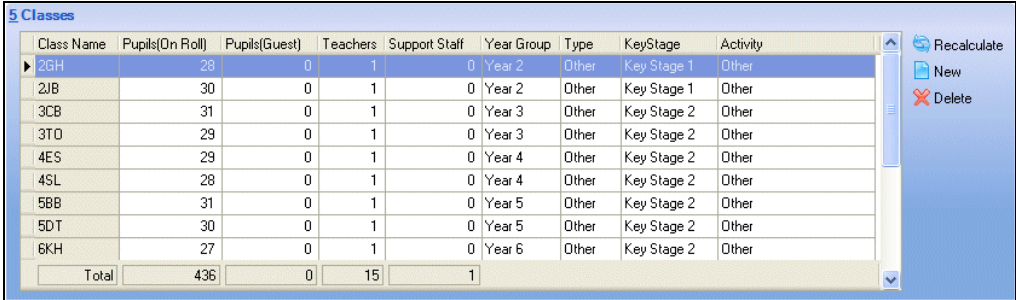


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	1030	Teacher reconciliation does not tally.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures entered in the Teacher Reconciliation panel in the Census Return Details page via Routines Statutory School Census.</p> <p>Total teachers in classes at selected time plus Teachers not teaching plus Teachers at other schools plus Part time teachers not at school minus Less teachers from other schools:</p> <div data-bbox="920 424 1951 616" style="border: 1px solid black; padding: 5px;"> <p>6 Teacher Reconciliation</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total teachers in classes at selected time</td> <td style="width: 10%; text-align: center;">41</td> <td style="width: 50%;">Less teachers from other schools</td> <td style="width: 10%; text-align: center;">0</td> </tr> <tr> <td>Teachers not teaching</td> <td style="text-align: center;">4</td> <td>Total teachers</td> <td style="text-align: center;">58</td> </tr> <tr> <td>Part-time teachers not at school</td> <td style="text-align: center;">11</td> <td colspan="2">Must be less than or equal to</td> </tr> <tr> <td>Teachers at other schools</td> <td style="text-align: center;">2</td> <td>Total teachers in the above grid</td> <td style="text-align: center;">58</td> </tr> </table> </div> <p>Must equal the total of the FT (M), FT (F), PT (M) and PT (F) columns for the teacher categories QT, LQ and NQ in the Teachers panel.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> </tr> </thead> <tbody> <tr> <td>▶ Qualified Teachers</td> <td>QT</td> <td>26</td> <td>23</td> <td>4</td> <td>3</td> <td>50</td> <td>58</td> </tr> <tr> <td>Teachers on Schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Total teachers in classes at selected time	41	Less teachers from other schools	0	Teachers not teaching	4	Total teachers	58	Part-time teachers not at school	11	Must be less than or equal to		Teachers at other schools	2	Total teachers in the above grid	58	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)	▶ Qualified Teachers	QT	26	23	4	3	50	58	Teachers on Schemes leading to Qualified Teacher Status	LQ	0	1	0	0	0	0	Teachers not recognised as qualified	NQ	1	0	0	0	0	0							
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	1040Q	Please check: pupil/teacher ratio outside expected range.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Please check the Teachers panel on the Census Return Details page via Routines Statutory Returns School Census.</p> <ul style="list-style-type: none"> The total number of pupils on roll (Pupils On Roll field in the Pupil Reconciliation panel) <i>divided by</i>: The total of the FT (M) and FT (F) cells in the QT row <i>plus</i>: The total of the figures in the PT Hrs (M) and PT Hrs (F) cells in the QT row <i>divided by</i> 32.5 should be within the range of 8-25. <div data-bbox="927 1086 1944 1394" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Z Teachers</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> </tr> </thead> <tbody> <tr> <td>▶ Qualified Teacher</td> <td>QT</td> <td>4</td> <td>10</td> <td>0</td> <td>1</td> <td>0</td> <td>26</td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers on schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of Ethnic minorities</td> <td>ET</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of English as an Additional Language</td> <td>LT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;">Recalculate</p> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 60%;">Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">11</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%; text-align: center;">26</td> </tr> </table> </div>	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)	▶ Qualified Teacher	QT	4	10	0	1	0	26	Teachers not recognised as qualified	NQ	0	0	0	0	0	0	Teachers on schemes leading to Qualified Teacher Status	LQ	0	1	0	0	0	0	Teachers of Ethnic minorities	ET	0	0	0	0	0	0	Teachers of English as an Additional Language	LT	0	0	0	0	0	0	Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)	4	11	0	1	0	26
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	1050	Class name is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Class names are either extracted from Nova or entered manually and should therefore not be missing. Check the class names displayed in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census.</p>																																																																																																			
	1060	Two (or more) classes have the same name.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Class names are either extracted from Nova or entered manually and duplicates are not permitted. Check the class names displayed in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census.</p>																																																																																																			
	1070	Number of teachers in class is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figures in the Teachers column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>																																																																																																			
	1080Q	Please check: class with more teachers than expected.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Teachers column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. For Middle and Secondary schools, the number of teachers per class should be less than 5.</p>																																																																																																			
	1090	Number of non teachers in class is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the figures in the Support Staff column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>																																																																																																			
	1100	Class with no staff.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Teachers and Support Staff columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <div data-bbox="929 1066 1944 1369" data-label="Table">  <table border="1"> <thead> <tr> <th>Class Name</th> <th>Pupils(On Roll)</th> <th>Pupils(Guest)</th> <th>Teachers</th> <th>Support Staff</th> <th>Year Group</th> <th>Type</th> <th>KeyStage</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>2GH</td> <td>28</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 2</td> <td>Other</td> <td>Key Stage 1</td> <td>Other</td> </tr> <tr> <td>2JB</td> <td>30</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 2</td> <td>Other</td> <td>Key Stage 1</td> <td>Other</td> </tr> <tr> <td>3CB</td> <td>31</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 3</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>3TD</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 3</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>4ES</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 4</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>4SL</td> <td>28</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 4</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>5BB</td> <td>31</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 5</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>5DT</td> <td>30</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 5</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>6KH</td> <td>27</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 6</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>Total</td> <td>436</td> <td>0</td> <td>15</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>The total of the Teachers and Support Staff columns for each class should be in the range 1-99.</p>	Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity	2GH	28	0	1	0	Year 2	Other	Key Stage 1	Other	2JB	30	0	1	0	Year 2	Other	Key Stage 1	Other	3CB	31	0	1	0	Year 3	Other	Key Stage 2	Other	3TD	29	0	1	0	Year 3	Other	Key Stage 2	Other	4ES	29	0	1	0	Year 4	Other	Key Stage 2	Other	4SL	28	0	1	0	Year 4	Other	Key Stage 2	Other	5BB	31	0	1	0	Year 5	Other	Key Stage 2	Other	5DT	30	0	1	0	Year 5	Other	Key Stage 2	Other	6KH	27	0	1	0	Year 6	Other	Key Stage 2	Other	Total	436	0	15	1				
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Total	436	0	15	1																																																																																																		










Type	Code	Error Message	Comment/Resolution
	1110Q	Please check: no support staff reported for any class.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Support Staff column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>It is expected that the total of the Support Staff column should be greater than zero.</p>
	1120	More support staff in classes than reported for school.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Support Staff column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The total of the Support Staff column must be less than or equal to the total in the Number of Full Time Support Staff and the Number of Part-Time Support Staff fields in the Support Staff panel.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Number of Full-Time Support Staff <input type="text" value="6"/> Number of Part-Time Support Staff <input type="text" value="2"/> </div>
	1130	Class type is missing or invalid.	<p>Spring return only Primary schools) only: These types are defined by SIMS. Check the values in the Type column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. The values should be either Other or Nursery.</p>
	1140	Class Year Group is missing or invalid for this Phase school.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures listed in the Year Group column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. Year Groups must be in the range of N1, N2, R, 1-7 or M for Primary schools, 4-9 or M for Middle deemed Primary schools, 4-9 or M for Middle deemed Secondary schools or 6-14 for Secondary schools.</p>
	1150Q	Please check: class type and class year group different.	<p>Spring return only Primary schools only: Check the values in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census. If the value in the Type column is Nursery then the value in the Year Group must begin with N.</p>
	1155Q	Please check: class type and class year group different.	<p>Spring return only Primary schools only: Check the values in the Classes panel on the Census Return Details page via Routines Statutory Returns School Census. If the Year Group value is N1 or N2 then the value in the Type column should be Nursery.</p>

Type	Code	Error Message	Comment/Resolution																				
	1160	Class Key Stage not present or invalid.	<p>Spring return only Primary schools only: Check the values in the Key Stage field in the Classes panel (Census Details page via Routines Statutory Returns School Census).</p> 																				
	1170	ASC Activity is missing or invalid.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to Other. Check the values listed in the Activity column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>																				
	1180Q	Please check: activity shown as Other for all classes.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the values listed in the Activity column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. There should be at least one class with an Activity not equal to Other.</p>																				
	1190	Class year group and Key Stage not consistent.	<p>Spring return only Primary schools only: Check the values selected in the Year Group and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census). Must be a permitted combination:</p> <table border="0"> <tr> <td>Year Group = N1 or N2</td> <td>Key Stage = F</td> </tr> <tr> <td>Year Group = R</td> <td>Key Stage = F</td> </tr> <tr> <td>Year Group = 1</td> <td>Key Stage = 1</td> </tr> <tr> <td>Year Group = 2</td> <td>Key Stage = 1</td> </tr> <tr> <td>Year Group = 3</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 4</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 5</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 6</td> <td>Key Stage = 2</td> </tr> <tr> <td>Year Group = 7</td> <td>Key Stage = 3</td> </tr> <tr> <td>Year Group = M</td> <td>Key Stage = F, 1, 2, 3 or M</td> </tr> </table>	Year Group = N1 or N2	Key Stage = F	Year Group = R	Key Stage = F	Year Group = 1	Key Stage = 1	Year Group = 2	Key Stage = 1	Year Group = 3	Key Stage = 2	Year Group = 4	Key Stage = 2	Year Group = 5	Key Stage = 2	Year Group = 6	Key Stage = 2	Year Group = 7	Key Stage = 3	Year Group = M	Key Stage = F, 1, 2, 3 or M
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Type	Code	Error Message	Comment/Resolution
	1200	Number of home pupils in class is missing.	<p>Spring return Primary, Middle deemed Primary and Secondary schools) only: Check the Pupils (On Roll) column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>  <p>The figures in each cell of the Pupils (On Roll) column should be greater than zero.</p>
	1210	Number of guest pupils in class is missing.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: This defaults to 0 and should therefore not be missing. Check the values in the Pupils (Guest) column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>
	1220	Class with no pupils.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the figures in the Pupils (On Roll) and Pupils (Guest) columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>The sum of the Pupils (On Roll) and Pupils (Guest) columns must be greater than zero.</p>
	1230Q	Please check: KS1 or Reception class with pupil/teacher ratio greater than 30.	<p>Spring return only Primary schools only: Check the values in the Teachers, Pupils (On-Roll), Pupils (Guest) and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Key Stage 1 is selected in the Key Stage column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 30 times the number of Teachers.</p>








Type	Code	Error Message	Comment/Resolution
	1235	For KS1 or Reception classes ASC Activity must reflect an “ordinary” activity.	<p>This error occurs because the class activity is PE or Games, Watching TV or listening to Radio or Music, Singing or Drama.</p> <p>The DCSF does not want the class information to be distorted by these class activities that are often undertaken with unusual combinations of staff and pupils. If these activities are taking place at the time/period specified for the school, the school should select an alternative time/period where only ‘normal’ class activities are taking place.</p> <p>You can also bypass the error by selecting Other but the DCSF finds Other very unhelpful for its analysis.</p> <p>Resolution: Change the Selected Period to reflect a time where 'normal' class activities are taking place.</p> <p>Alternatively, (Not recommended by DCSF):</p> <p>In the School Census Classes panel (Routines Statutory Returns School Census) , where Key Stage 1 or Reception is displayed in the KeyStage column, ensure that Other is displayed in the Activity column.</p>  <p>To change the value in the Activity column, click in the cell then select Other as required from the drop-down list.</p>
	1240Q	Please check: KS2/3/M class with pupil/teacher ratio >35.	<p>Spring return only Primary schools only:</p> <p>Check the values in the Teachers, Pupils (On-Roll), Pupils (Guest) and Key Stage columns (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Key Stage 2 is selected in the Key Stage column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 35 times the number of Teachers.</p>
	1260Q	Please check: nursery class with more pupils than expected.	<p>Spring return only Primary schools only:</p> <p>Check the values in the Teachers, Pupils (On-Roll) and Pupils (Guest) columns for any Nursery classes (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <p>If Nursery is selected in the Type column, then the total of the Pupils (On-Roll) and the Pupils (Guest) columns should be less than or equal to 13 times the number of Teachers plus Support Staff.</p>




Type	Code	Error Message	Comment/Resolution
	1250Q	Please check: class with pupil/teacher ratio greater than 35	<p>Spring return only Middle deemed Primary and Secondary schools:</p> <p>Check Total number of pupil/students and Total number of teachers displayed in the Classes panel on the Census Return Details page (via Routines Statutory Returns School Census).</p>
	1270Q	Please check: no classes shown for an expected year group.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools:</p> <p>The classes displayed in the Classes panel on the Census Return Details page (Routines Statutory Returns School Census) should cover all the expected year groups for your school.</p>
	1280Q	Please check: classes shown for an unexpected year group.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools:</p> <p>Please check the Classes panel on the Census Return Details page via Routines Statutory Returns School Census. There should not be any classes for year groups less than the lowest NY Year and more than the highest NC year within the school.</p>
	1290Q	Please check: class(es) shown for an unexpected year group (based on School Type).	<p>Spring return only Primary, Middle deemed Primary and Secondary schools:</p> <p>Check the figures listed in the Year Group column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census. Ensure the Year Groups fall within the range for your school for your school type.</p>
	1300Q	Please check: Nursery classes shown but no nursery pupil records.	<p>Spring return only Primary schools only:</p> <p>A class displayed in the Classes panel on the Census Return Details page (via Routines Statutory Returns School Census) is recorded as a Nursery class in the Type panel, but there are no nursery pupils recorded against it. Check that the class is nursery and also check the membership of the class using the Tools Statutory Return Tools Update Class Types routine.</p>
	1310	Number of free school meals taken is missing.	<p>Spring return only:</p> <p>This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census.</p>
	1320Q	Please check: free meals taken exceeds total eligible pupils.	<p>Spring return only:</p> <p>Check the figure entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <div data-bbox="927 1262 1944 1337" data-label="Form">  <p>The figure should be less than or equal to the number of pupil/students on-roll with free school eligibility (i.e. they have a free school meal Start Date in the Additional Information panel on the Pupil (or Student) Details page).</p> </div>








Type	Code	Error Message	Comment/Resolution
	1330Q	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals.	Spring return only: Check the figure entered in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . You have pupil/students recorded in SIMS as being eligible for free school meals, but have not entered a figure in the General panel. This is the manual entry field and should be the number of pupil/students who have taken a free school meal on the census date.
	1340	Provision of Extended Services is missing.	Spring return only: If applicable, check the Extended Services selected in the School Information panel on the Census Return Details panel via Routines Statutory School Census .
	1345	Invalid Extended Service provided.	Spring return only: The values are selected from a set of valid values. If required, check the Extended Services selected in the School Information panel on the Census Return Details panel via Routines Statutory School Census .
	1350	Number of extended school 8am-6pm all year round childcare/activity places is missing.	Spring return only All schools except Nursery schools only: Defaults to zero and cannot therefore be missing.
	1355	Childcare places recorded but Extended Services Core offer (Nursery) is missing.	Spring return only Nursery, Special and Primary (but <u>not</u> middle deemed Primary) schools: Select Focus School School Details . In the Establishment panel, select the Extended Services check boxes that are applicable to your school, ensuring that the check box for core nursery is selected.
	1360	Number of extended school 8am-6pm all year round childcare/activity places for three and four year old pupils is missing.	Spring return only Nursery, Special and Primary (but <u>not</u> middle deemed Primary) schools: Defaults to zero and cannot therefore be missing.
	1365	Childcare places recorded but Extended Services Core offer is missing.	Spring return only All schools except Nursery schools: Select Focus School School Details . In the Establishment panel, select the Extended Services check boxes that are applicable to your school, ensuring that the check box for core nursery is selected.
	1370	Extended Services Core offer must also show Before School, After School and Holiday childcare.	Spring return only All schools except Nursery schools: These values are part of a set of valid values.
	1380	Extended Services Core Offer (Nursery) must also show Childcare Integrated with a Nursery Place and Childcare during School Holidays.	Spring return only Nursery, Special and Primary (but <u>not</u> middle deemed Primary) schools: These values are part of a set of valid values.








Type	Code	Error Message	Comment/Resolution																																																											
	1390	Extended services provisions include value "None" but also shows other services provided.	Spring return only Check the extended services selected in the School Information panel on the Census Return Details panel via Routines Statutory School Census .																																																											
	1395	Nursery age extended services provision is on offer, but no children of this age on-roll.	Spring return only Nursery, Special and Primary (but not middle deemed Primary) schools: Check the value entered in the Number of Nursery Childcare Places field in the School Information panel on the Census Return Details panel via Routines Statutory School Census .																																																											
	1400Q	Please check: Number of computers is missing.	Spring return only All schools except Nurseries: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Number of computer for teaching and learning field (ICT panel on the Census Return Details page) via Routines Statutory School Census .																																																											
	1410Q	Please check: Number of whiteboards is missing.	Spring return only All schools except Nurseries: This defaults to 0 and should therefore not be missing. Check that a figure has been entered in the Number of interactive whiteboards in the school field (ICT panel on the Census Return Details page) via Routines Statutory School Census .																																																											
	1420	Number of teachers with access to ICT is missing.	<p>Spring return only All schools except Nurseries: Check the figure entered in the Number of teachers with personal access to a computer field (ICT panel on the Census Return Details page) via Routines Statutory School Census.</p> <div data-bbox="952 893 1921 1008" data-label="Form"> <p>12 ICT</p> <p>Number of computers for teaching and learning <input type="text" value="25"/></p> <p>Number of interactive whiteboards in school <input type="text" value="7"/></p> <p>Number of teachers with personal access to a computer <input type="text" value="17"/></p> </div> <p>This figure must be greater than zero and less than or equal to the total Full Time and Part Time teachers (excluding ET and LT) as displayed in the totals in the Teachers panel.</p> <div data-bbox="952 1093 1921 1385" data-label="Table"> <p>7 Teachers</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Qualified Teacher</td> <td>QT</td> <td>4</td> <td>10</td> <td>0</td> <td>1</td> <td>0</td> <td>26</td> <td rowspan="5">Recalculate</td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers on schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of Ethnic minorities</td> <td>ET</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of English as an Additional Language</td> <td>LT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="2">Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)</td> <td>4</td> <td>11</td> <td>0</td> <td>1</td> <td>0</td> <td>26</td> <td></td> </tr> </tbody> </table> </div>	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)		Qualified Teacher	QT	4	10	0	1	0	26	Recalculate	Teachers not recognised as qualified	NQ	0	0	0	0	0	0	Teachers on schemes leading to Qualified Teacher Status	LQ	0	1	0	0	0	0	Teachers of Ethnic minorities	ET	0	0	0	0	0	0	Teachers of English as an Additional Language	LT	0	0	0	0	0	0	Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		4	11	0	1	0	26	
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	1430Q	Please check: Number of teachers with access to ICT is greater than the number of teachers in school.	Spring return only: Check the figure in the Number of teachers with access to ICT field (ICT panel on the Census Return Details page) via Routines Statutory School Census . It should not be greater than the number of teachers in the school.
	1500	UPN missing.	Enter or issue a UPN (permanent or temporary) in the UPN field (Registration panel on the Student Details page) via Focus Student Student Details . <i>NOTE: A missing UPN will also generate the following errors: 1440, 1450, 1460, 1470 and 1480. Therefore, clearing this error will also clear 1440, 1450, 1460, 1470 and 1480.</i>
	1510	UPN invalid (wrong check letter at character 1).	Check the UPN in the UPN field (Registration panel on the Student Details page) via Focus Student Student Details . To calculate the check letter: <ol style="list-style-type: none">Multiply the individual digits by their weights as follows: digit 2 by weight 2, digit 3 by weight 3, digit 4 by weight 4, digit 5 by weight 5, digit 6 by weight 6, digit 7 by weight 7, digit 8 by weight 8, digit 9 by weight 9, digit 10 by weight 10, digit 11 by weight 11, digit 12 by weight 12 and digit 13 by weight 13.Sum the individual results, divide the total by 23 and take the remainder.Calculate the check letter from the result as follows: 0 = A, 1 = B, 2 = C, 3 = D, 4 = E, 5 = F, 6 = G, 7 = H, 8 = J, 9 = K, 10 = L, 11 = M, 12 = N, 13 = P, 14 = Q, 15 = R, 16 = T, 17 = U, 18 = V, 19 = W, 20 = X, 21 = Y, 22 = Z <i>NOTE: This error can also be generated because of a missing UPN (see error 1430). We recommend clearing all missing UPN errors and validating again.</i>
	1520	More than one pupil record with the same UPN.	Each UPN must be unique across all pupil/students including those on-roll and those no longer on-roll. Check the UPNs stored in the Registration panel on the Student Details page via Focus Student Student Details and correct as necessary.
	1530	UPN invalid (characters 2-4 not a recognised LA code).	Check the UPN in the Registration panel on the Student Details page via Focus Student Student Details . Characters 2-4 of the UPN must be a valid LA Number of the School allocating the UPN. <i>NOTE: This error can also be generated because of a missing UPN (see error 1430). We recommend clearing all missing UPN errors and validating again.</i>
	1540	UPN invalid (characters 5-12 not all numeric).	Check the UPN in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . Characters 5-12 must be numeric as follows: <ul style="list-style-type: none">Characters 5-8: DCSF Establishment Number of the SchoolCharacters 9-10: The last two digits of the year in which the UPN is allocatedCharacters 11-13: A serial number of three digits for UPNs allocated by the school in that year. <i>NOTE: This error can also be generated because of a missing UPN (see error 1430). It is recommended that all missing UPN errors are cleared and validating again.</i>







Type	Code	Error Message	Comment/Resolution
	1550	UPN invalid (character 13 not a recognised value).	Check the UPN in the UPN field (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details . Character 13 must be numeric or A-Z (excluding I, O and S). <i>NOTE: This error can also be generated because of a missing UPN (see error 1430). It is recommended that all missing UPN errors are cleared and validating again.</i>
	1560Q	Please check: former UPN wrongly formatted.	If a former UPN is present in a pupil/student record, it is expected to be correct. However, there is no way to edit a former UPN that may have been incorrectly formatted. This error can therefore be ignored.
	1575	ULN Check Digit is incorrect – please check	Correct the Unique Learning Number (ULN) in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . Each ULN must be unique.
	1578	More than one pupil record with the same ULN	Correct the Unique Learning Number (ULN) in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . Each ULN must be unique.
	1580	Pupil with last name missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1590	Pupil with forename missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1600	Pupil with date of birth missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .











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	1601Q	Please Check: Pupil's age is out of range for School Type.	<p>Check the pupil/student's Date of birth in the Basic panel on the Pupil (or Student) Detail page via Focus Student Student Details. Amend the pupil/student's date of birth.</p> <table border="1"> <thead> <tr> <th>School Type</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td colspan="2">Nursery Schools</td> </tr> <tr> <td>50,51</td> <td>age should not be <2 and >7</td> </tr> <tr> <td colspan="2">Primary schools</td> </tr> <tr> <td>01, 16</td> <td>age should not be <2 and >9</td> </tr> <tr> <td>02</td> <td>age should not be <2 and >10</td> </tr> <tr> <td>03</td> <td>age should not be <2 and >11</td> </tr> <tr> <td>04</td> <td>age should not be <2 and >13</td> </tr> <tr> <td>17</td> <td>age should not be <7 and >12</td> </tr> <tr> <td>18</td> <td>age should not be <2 and >11</td> </tr> <tr> <td>42</td> <td>age should not be <2 and >8</td> </tr> <tr> <td>43</td> <td>age should not be <7 and >11</td> </tr> <tr> <td colspan="2">Middle deemed primary schools</td> </tr> <tr> <td>05</td> <td>age should not be <8 and >13</td> </tr> <tr> <td>06</td> <td>age should not be <9 and >14</td> </tr> <tr> <td>45</td> <td>age should not be <9 and >13</td> </tr> <tr> <td colspan="2">Secondary schools</td> </tr> <tr> <td>07</td> <td>age should not be <9 and >14</td> </tr> <tr> <td>08</td> <td>age should not be <10 and >14</td> </tr> <tr> <td>09</td> <td>age should not be <12 and >17</td> </tr> <tr> <td>10</td> <td>age should not be <12 and >19</td> </tr> <tr> <td>11, 29</td> <td>age should not be <13 and >17</td> </tr> <tr> <td>12, 30, 31</td> <td>age should not be <13 and >20</td> </tr> <tr> <td>21, 27, 28, 48</td> <td>age should not be <11 and >17</td> </tr> <tr> <td>22, 36-39, 47</td> <td>age should not be <11 and >20</td> </tr> <tr> <td>25</td> <td>age should not be <11 and >14</td> </tr> <tr> <td>26</td> <td>age should not be <11 and >15</td> </tr> <tr> <td>32, 33, 44</td> <td>age should not be <14 and >20</td> </tr> <tr> <td>41</td> <td>age should not be <10 and >15</td> </tr> <tr> <td>46</td> <td>age should not be <10 and >17</td> </tr> <tr> <td colspan="2">All through Schools</td> </tr> <tr> <td>49</td> <td>age should not be <3 and >19</td> </tr> </tbody> </table>	School Type	Date of Birth	Nursery Schools		50,51	age should not be <2 and >7	Primary schools		01, 16	age should not be <2 and >9	02	age should not be <2 and >10	03	age should not be <2 and >11	04	age should not be <2 and >13	17	age should not be <7 and >12	18	age should not be <2 and >11	42	age should not be <2 and >8	43	age should not be <7 and >11	Middle deemed primary schools		05	age should not be <8 and >13	06	age should not be <9 and >14	45	age should not be <9 and >13	Secondary schools		07	age should not be <9 and >14	08	age should not be <10 and >14	09	age should not be <12 and >17	10	age should not be <12 and >19	11, 29	age should not be <13 and >17	12, 30, 31	age should not be <13 and >20	21, 27, 28, 48	age should not be <11 and >17	22, 36-39, 47	age should not be <11 and >20	25	age should not be <11 and >14	26	age should not be <11 and >15	32, 33, 44	age should not be <14 and >20	41	age should not be <10 and >15	46	age should not be <10 and >17	All through Schools		49	age should not be <3 and >19
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	1610	Pupil gender missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																																																																
	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of Birth.	Search for the records and ensure that they are not duplicates. If they are not duplicates, this warning message can be ignored. If one of the records is a duplicate it can be deleted. To delete a pupil/student, select Routines Pupil (or Student) Delete Student .																																																																








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	1630	Pupil aged 5 and over with ethnic group missing or invalid.	<p>All schools except Nursery: Ethnicity must be present and a valid for pupil/students aged 5 and over before the start of the academic year.</p> <p>Spring and Summer returns: the date of birth must be on or before 31/08/2004.</p> <p>Autumn return: the date of birth must be on or before 31/08/2005.</p> <p>Select the required ethnicity from the Ethnicity drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details). If several errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p> <p><i>NOTE: If you make this change after the census date, you will need to click the History button to apply the change on the census date.</i></p>
	1640Q	Please check: 100% of pupils aged 5 and over are from a White ethnic background.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1650Q	Please check: 100% of pupils aged 5 and over are from a Mixed/Dual ethnical background.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1660Q	Please check: 100% of pupils aged 5 and over are from an Asian or Asian British ethnic background.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1670Q	Please check: 100% of pupils aged 5 and over are form a Black or Black British ethnic background.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1680Q	Please check: 100% of pupils aged 5 and over are from a Chinese ethnic background.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1690Q	Please check: 100% of pupils aged 5 and over are from an ethnic background classified as Other.	<p>All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>






Type	Code	Error Message	Comment/Resolution
	1700Q	Please check: Percentage of pupils aged 5 and over on roll for whom ethnicity has not been obtained is high.	All schools except Nursery: Use Bulk Update (Routine Pupil (or Student) Bulk Update) to check that Ethnicity has been recorded correctly – there should be values other than Information Not Yet Obtained . For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).
	1710	Source of pupil's ethnic group is missing or invalid.	All schools except Nursery: Select the required ethnicity from the Ethnic Data Source drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details). If several errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).
	1720Q	Please check: High percentage of pupils aged 5 and over in the school who have chosen their own ethnicity.	Primary and middle deemed Primary schools only: Use Bulk Update to check that Ethnic Data Source has been recorded correctly – there should be values other than Provided by the Child . For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).
	1730	Source of ethnicity incompatible with refused ethnic group.	All schools except Nursery: Check the values entered in the Ethnic/Cultural panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . If the value in the Ethnicity drop-down list is Refused then the value in the Ethnic Data Source drop-down list must be Child, Parent or Other .
	1740	Pupil's free school meals eligibility indicator missing or invalid.	This defaults to false if no eligibility is specified. Check the details in the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1750Q	Please check: Percentage of pupils eligible for free school meals is high.	The number of pupils eligible for free school meals is great than 75% of pupils on roll. Check the figure in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . If required, also check individual free school meal eligibility via the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1760Q	Please check: No pupils in the school eligible for free school meals.	Check the figure in the No. of free school meals taken field (General panel on the Census Return Details page) via Routines Statutory Returns School Census . If required, also check individual free school meal eligibility via the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).





Type	Code	Error Message	Comment/Resolution
	1770	Connexions agreement is missing or invalid.	<p>Middle deemed Primary, Secondary and Special schools: A Connexions value must be specified if the Date of Birth is after:</p> <p>Spring and Summer returns:</p> <ul style="list-style-type: none"> ▪ 31/08/1984 (aged under 25) and before 01/09/1997 and SEN Status = S (Statemented) OR ▪ 31/08/1989 (aged under 20) and before 01/09/1997 and the SEN Status does NOT = S (Statemented). <p>Autumn return: A Connexions value must be specified if the Date of Birth is after:</p> <ul style="list-style-type: none"> ▪ 31/08/1985 (aged under 25) and before 01/09/1998 and SEN Status = S (Statemented) OR ▪ 31/08/1990 (aged under 20) and before 01/09/1998 and the SEN Status does NOT = S (Statemented). <p>Use the Bulk Update functionality (Routines Student Bulk Update) to check and if necessary, amend the Connexions Assent value. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1780Q	Please check: School has not reported a Connexions response for any expected pupils.	<p>Middle deemed Primary, Secondary and Special schools only: Where the school has any pupils with a Date of Birth before 01/09/1995 (Spring and Summer returns) or before 01/09/1996 (Autumn return), at least one of these pupils should have a value of Connexions Assent Obtained or Connexions Assent Refused. Check the values using the Bulk Update facility. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1790	In Care indicator missing or invalid.	<p>Spring return only: This defaults to false if no In Care status is specified. Check the details in the Welfare panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>
	1800	Pupil is/was in care and Care Authority is missing or entry does not match a valid value.	<p>Spring return only: A Care Authority must be selected for a pupil/student who is marked as in care. Check the information entered in the Welfare panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>
	1810	In Care at current school indicator missing or invalid.	<p>Spring return only: This defaults to false if no In Care status is specified. Check the details in the Welfare panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>
	1820	In Care at school must be true if In Care indicator is true.	<p>Spring return only: This defaults to true if in care indicator is true. Check the details in the Welfare panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details.</p>

Type	Code	Error Message	Comment/Resolution
	1825	Mode of Travel is invalid.	<p>Spring return only: Check that a valid Modes of Travel check box has been selected in the Additional Information page (via Focus Pupil (or Student) Pupil (or Student) Details). Valid values are: Boarder not applicable, Bus (type not known), Car Share (with Child/Children), Car/Van, Cycle, Dedicated School Bus, London Underground, Metro/Tram/Light Rail, Other, Public Bus Service, Taxi, Train, Walk.</p> <p>If there are multiple errors, use Bulk Update to correct. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1827	Mode of Travel shows pupil as a Boarder, however the pupil's Boarder flag Is not equal to B, 6 Or 7.	<p>Spring return only: Check that Boarder not applicable has not been selected in the Modes of Travel section in the Additional Information page (via Focus Pupil (or Student) Pupil (or Student) Details). If the pupil/student is a boarder, ensure that the Board, Night not Specified is selected in the Board Status field on the Registration panel (via Focus Pupil (or Student) Pupil (or Student) Details).</p>
	1830Q	Please check: Pupils shown without a Mode of Travel completed. If your school is participating in the School Travel Planning initiative, this must be completed for all pupils.	<p>Spring return only: If your school is taking part in the Travel Planning initiative, every pupil student must have a value selected in the Modes of Travel section in the Additional Information panel (via Focus Pupil (or Student) Pupil (or Student) Details). If necessary, use Bulk Update to enter/correct this information. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1835Q	Please Check: Mode of travel is not present for any pupils	<p>Spring return only: Check the Modes of Travel section in the Additional Information panel (via Focus Pupil (or Student) Pupil (or Student) Details) ensuring that the correct check box(es) are selected where applicable. If necessary, use Bulk Update to enter/correct this information. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1840	Pupil aged 5 and over with language missing or invalid.	<p>All schools except Nursery: First Language must be present for pupil/students aged 5 and over. Select the required First Language from the First Language drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. If several errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>
	1850Q	Please check: Percentage of pupils aged 5 and over where language has not been obtained is high.	<p>The number of Not Obtained values in the First Language drop-down list (Ethnic/Cultural panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details should not be greater than 10%. Check, and if necessary, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>





Type	Code	Error Message	Comment/Resolution
	1853	Gifted and Talented indicator is missing or invalid.	Primary, Middle deemed Primary and Secondary schools: The Gifted and Talented indicator defaults to false. Check the details recorded in the Gifted/Talented panel on the SEN Details page via Focus Pupil (or Student) Special Educational Needs . For any gifted and talented pupil/students, ensure the Gifted/Talented check box is selected and a Start Date is displayed.
	1854	Child's Hours at Setting must not be provided for pupils aged 5 and over.	All schools except CTCs and NMSSs and All Through schools: Software issue - please contact your Local Support Unit for assistance, quoting error code 1854.
	1855	Child's Hours at Setting not provided or out of the range 0.5 – 25 to the nearest .5.	All schools except CTCs and NMSSs: Funded hours information must be provided for all pupils aged 4. The ranged must be 0.5 to 25.0 and must be entered to the nearest .5 of an hour. Check the Funded Hours column via Tools Statutory Return Tools Update Hours at Setting .
	1856Q	Please check: Percentage of Gifted and Talented pupils is high.	Primary, Middle deemed Primary and Secondary schools: The number of pupil/students who have been specified as gifted and talented should not be greater than 20% of pupil/students on-roll. Check the details recorded in the Gifted/Talented panel on the SEN Details page via Focus Pupil (or Student) Special Educational Needs .
	1857	Service Children in Education indicator missing or invalid.	Spring return only: Select a value from the Service Children in Education drop-down list in the Additional Information page of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1858	Source of Service Children in Education indicator is missing or invalid.	Spring return only: Enter or edit the Source of Service Children in Education indicator in the Additional Information panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1860	Enrolment Status is missing or invalid.	This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the Registration Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1870Q	Please check: Percentage of pupils with sole registrations at the school is low.	Check the Enrolment Status entered in the Registration Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . It is expected that the number of pupil/students with Single Registration is great than 95% of the pupil/students on-roll.
	1880	Pupil's entry date to school missing or after Census date.	The date of admission must be on or before the Census date. Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details .
	1890Q	Please check: Percentage of new admissions in Autumn term in school seems high.	Spring return only: Check the Admission Date (Registration) panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details . The number of pupil/students with an admission date between 01/09/2009 and 31/12/2009 inclusive should not be more than 40% of the pupil/students on-roll.










Type	Code	Error Message	Comment/Resolution
	1900Q	Please check: Percentage of new admissions in Spring term in school seems high.	Summer return only: Check the Admission Date (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details . The number of pupil/students with an admission date between 01/01/2010 and 12/04/2010 inclusive should not be more than 40% of the pupil/students on-roll.
	1910Q	Please check: Percentage of new admissions in Summer term in school seems high.	Autumn return only: Check the Admission Date (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details . The number of pupil/students with an admission date between 15/04/2010 and 31/08/2010 inclusive should not be more than 40% of the pupil/students on-roll.
	1920	Pupil's leaving date from school is either missing or before entry date or after Census date.	For pupils no longer on-roll: Where present, a leaving date must be on or before the Census date. Edit the pupil/student's Date of Leaving in the School History panel via Focus Pupil (or Student) Pupil (or Student) Details .
	1925	Pupil no longer on roll is not required.	All schools except Nursery: Select Focus Pupil (or Student) Pupil (or Student) Details to display the Find Student browser. Select Leaver from the Status drop-down list. Click the Search button then double-click on each name to display their details. Click the School History hyperlink then check the Date of Leaving . Spring return: It is expected that a pupil/students leaving date is between 13/04/2009 and 31/08/2009. Summer return: It is expected that a pupil/students leaving date is between 01/09/2009 and 31/12/09. Autumn return: It is expected that a pupil/students leaving date is between 01/01/2010 and 04/04/10 (Easter Sunday).
	1930	Pupil part-time indicator is missing.	The Attendance Mode drop-down list defaults to All Day when the record is saved. If necessary, select a value in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1940Q	Please check: Pupil aged 5 or over is shown as part-time	It is expected that part-time pupils are less than 5 years old. For the Spring and Summer School Census return, the date of birth must be on or before 31/08/2004. For the Autumn School Census return, the date of birth must be on or before 31/08/2005. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	1950	Part-time pupil shown as boarder.	Check the values selected from the Attendance Mode and the Boarder Status drop-down lists. Attendance Mode must be set to All Day if Boarder Status is set to Boarder, night not specified . Check the details entered on the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .








Type	Code	Error Message	Comment/Resolution																		
	1960Q	Please check: Percentage of part-time pupils in school seems high	Primary (including Middle deemed Primary), Secondary and Special schools: The number of part-time pupil/students on-roll divided by the number of pupil/students on roll should be less than 35%. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	1970	Pupil boarder indicator is invalid	Pupil/students are identified as being boarders for schools where this would be unexpected. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	1980Q	Please check: School has reported boarding pupils	Primary and Secondary schools: Pupil/students are identified as being boarders for schools where this would be unexpected. Check the part-time details recorded in the Registration panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	2000	Pupil actual year group is missing or invalid.	This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the Basic Details panel on the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .																		
	2010Q	Please check: 10%+ pupils' yr group differing from their age.	Primary (including Middle deemed Primary) and Secondary schools: No more than 10% of pupil/students should have an NC Year (Year Taught In) different to that suggested by their Age At date, which is: Spring and Summer returns: 31/08/2009 Autumn return: 31/08/2010 Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details page via Focus Pupil (or Student) Pupil (or Student) Details . Alternatively, check the values via Focus School Pastoral Structure Current Structure . For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page). The expected year groups are: <table border="0" style="width: 100%;"> <tr> <td>N1 or N2 if age less than 3</td> <td>7 if age = 11</td> </tr> <tr> <td>N1, N2 or R if age = 3</td> <td>8 if age = 12</td> </tr> <tr> <td>N1, N2, R or 1 if age = 4</td> <td>9 if age = 13</td> </tr> <tr> <td>R, 1 or 2 if age = 5</td> <td>10 if age = 14</td> </tr> <tr> <td>2 if age = 6</td> <td>11 if age = 15</td> </tr> <tr> <td>3 if age = 7</td> <td>12 if age = 16</td> </tr> <tr> <td>4 if age = 8</td> <td>13 if age = 17</td> </tr> <tr> <td>5 if age = 9</td> <td>14 if age = 18</td> </tr> <tr> <td>6 if age = 10</td> <td></td> </tr> </table>	N1 or N2 if age less than 3	7 if age = 11	N1, N2 or R if age = 3	8 if age = 12	N1, N2, R or 1 if age = 4	9 if age = 13	R, 1 or 2 if age = 5	10 if age = 14	2 if age = 6	11 if age = 15	3 if age = 7	12 if age = 16	4 if age = 8	13 if age = 17	5 if age = 9	14 if age = 18	6 if age = 10	
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5 if age = 9	14 if age = 18																				
6 if age = 10																					











Type	Code	Error Message	Comment/Resolution
	2020Q	Please check: pupil is shown in year group <NCYearActual>, however pupil is aged [AgeCalc] (date of birth is <DOB>)	Primary (including Middle deemed Primary) and Secondary schools: Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details panel via Focus Pupil (or Student) Pupil (or Student) Details . If several errors exist, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page) for more information.
	2030Q	Please check: pupil in unexpected year group for this school	Check that pupil/students are in the correction National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the Year Taught In drop-down list in the Registration panel on the Pupil Details panel via Focus Pupil (or Student) Pupil (or Student) Details . If several errors exist, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page) for more information.
	2040Q	Please check: expected year group with no pupils (apart from Year 14).	All schools except Nursery and Special schools: A school should have at least one pupil in each NC year group covered by their school type (apart from Year 14). Check the school type via the School Details page (Focus School School Details). If necessary, check individual pupil/students dates of birth via the Basic Details panel on the Pupil (or Student) Details page (Focus Pupil (or Student) Pupil (or Student) Details).
	2050Q	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	It is expected that not more than 5% pupil/students on-roll are outside the age ranges specified at the end of this section when date of birth is calculated as at: Spring and Summer returns: 31/08/2009 Autumn return: 31/08/2010 Check the school type via the School Details page (Focus School School Details). If necessary, check individual pupil/students dates of birth via the Basic Details panel on the Pupil (or Student) Details page (Focus Pupil (or Student) Pupil (or Student) Details).









Type	Code	Error Message	Comment/Resolution																																																																																																			
			<p>The expected year groups are:</p> <p><u>Primary schools</u></p> <p>17 = 7-10</p> <p>43 = 7-9</p> <p><u>Middle deemed primary schools</u></p> <p>05 = 8-11</p> <p>06 = 9-12</p> <p>45 = 9-11</p> <p><u>Middle deemed secondary schools</u></p> <p>05 = 8-11</p> <p>06, 07 = 9-12</p> <p>08 = 10-12</p> <p>41 = 10-13</p> <p>45 = 9-11</p> <p><u>Secondary schools</u></p> <p>09 = 12-15</p> <p>10 = 12-17</p> <p>11, 29 = 13-15</p> <p>12, 30, 31 = 13-17</p> <p>21, 27, 28, 48 = 11-15</p> <p>22, 36-39, 47, 49 = 11-17</p> <p>25 = 11-12</p> <p>26 = 11-13</p> <p>32, 33, 44 = 14-17</p> <p>46 = 10-15</p> <p><i>NOTE: School types that include Nursery classes are excluded from this rule.</i></p>																																																																																																			
✘	2060	Pupil's class type is missing or invalid.	<p>Primary schools only:</p> <p>These values are defined by SIMS. Check the values in the Type column (Classes panel on the Census Return Details page) via Routines Statutory Returns School Census.</p> <table border="1"> <caption>5 Classes</caption> <thead> <tr> <th>Class Name</th> <th>Pupils(On Roll)</th> <th>Pupils(Guest)</th> <th>Teachers</th> <th>Support Staff</th> <th>Year Group</th> <th>Type</th> <th>KeyStage</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>2GH</td> <td>28</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 2</td> <td>Other</td> <td>Key Stage 1</td> <td>Other</td> </tr> <tr> <td>2JB</td> <td>30</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 2</td> <td>Other</td> <td>Key Stage 1</td> <td>Other</td> </tr> <tr> <td>3CB</td> <td>31</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 3</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>3TD</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 3</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>4ES</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 4</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>4SL</td> <td>28</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 4</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>5BB</td> <td>31</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 5</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>5DT</td> <td>30</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 5</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>6KH</td> <td>27</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 6</td> <td>Other</td> <td>Key Stage 2</td> <td>Other</td> </tr> <tr> <td>Total</td> <td>436</td> <td>0</td> <td>15</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>The values should be either Other or Nursery.</p>	Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	Year Group	Type	KeyStage	Activity	2GH	28	0	1	0	Year 2	Other	Key Stage 1	Other	2JB	30	0	1	0	Year 2	Other	Key Stage 1	Other	3CB	31	0	1	0	Year 3	Other	Key Stage 2	Other	3TD	29	0	1	0	Year 3	Other	Key Stage 2	Other	4ES	29	0	1	0	Year 4	Other	Key Stage 2	Other	4SL	28	0	1	0	Year 4	Other	Key Stage 2	Other	5BB	31	0	1	0	Year 5	Other	Key Stage 2	Other	5DT	30	0	1	0	Year 5	Other	Key Stage 2	Other	6KH	27	0	1	0	Year 6	Other	Key Stage 2	Other	Total	436	0	15	1				
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	2070Q	Please check: pupil's class type and year group incompatible.	<p>Primary schools only: If a pupil/student's NC Year (Year Taught In) = N then the pupil Class Type must be Nursery. If necessary, update the pupil's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p> <p><i>NOTE: In exceptional circumstances it is possible for the National Curriculum Year Group to differ from the Class Type if the pupil is being taught the reception National Curriculum.</i></p>																																																																													
	2080	Pupil aged over 6 shown as in a nursery class.	<p>Primary schools only: Check the Registration Group selected (Registration panel on the Pupil (or Student) Details page) via Focus Pupil (or Student) Pupil (or Student) Details. The pupil/student is over 5 and is still a member of a nursery class as their Class Type is Nursery and should be Other. Update the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>																																																																													
	2090Q	Please check: Nursery pupils reported but no nursery class records.	<p>Spring return only Primary schools only: There are pupil/students who have a Class Type of Nursery but there are no classes in the Classes panel defined as Nursery. Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page). Check the class Type in Classes panel via Routines Statutory Returns School Census and if necessary change the required class to Nursery in the Type column.</p>																																																																													
	2100Q	Please check: More FT nursery pupils than number on nursery class records.	<p>Spring return only Primary schools only: The number of full-time pupil/students who have a Class Type of Nursery must be less than or equal to the total members of the classes in the Classes panel with a Class Type of Nursery.</p> <div data-bbox="958 994 1910 1281" data-label="Table"> <table border="1"> <caption>Classes</caption> <thead> <tr> <th>Class Name</th> <th>Pupils(On Roll)</th> <th>Pupils(Guest)</th> <th>Teachers</th> <th>Non Teachers</th> <th>Year Group</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>10x/Ma1</td> <td>30</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>10x/Ma2</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>10x/Ma3</td> <td>25</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>10y/Ma1</td> <td>27</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>10y/Ma2</td> <td>28</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>10y/Ma3</td> <td>27</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 10</td> <td>Mathematics or Num...</td> </tr> <tr> <td>11x/Gg1</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 11</td> <td>Humanities (including...</td> </tr> <tr> <td>11x/Hi1</td> <td>31</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 11</td> <td>Humanities (including...</td> </tr> <tr> <td>11x/Hi2</td> <td>29</td> <td>0</td> <td>1</td> <td>0</td> <td>Year 11</td> <td>Humanities (including...</td> </tr> <tr> <td>Total</td> <td>1027</td> <td>0</td> <td>41</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types. For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).</p>	Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Non Teachers	Year Group	Activity	10x/Ma1	30	0	1	0	Year 10	Mathematics or Num...	10x/Ma2	29	0	1	0	Year 10	Mathematics or Num...	10x/Ma3	25	0	1	0	Year 10	Mathematics or Num...	10y/Ma1	27	0	1	0	Year 10	Mathematics or Num...	10y/Ma2	28	0	1	0	Year 10	Mathematics or Num...	10y/Ma3	27	0	1	0	Year 10	Mathematics or Num...	11x/Gg1	29	0	1	0	Year 11	Humanities (including...	11x/Hi1	31	0	1	0	Year 11	Humanities (including...	11x/Hi2	29	0	1	0	Year 11	Humanities (including...	Total	1027	0	41	0		
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Type	Code	Error Message	Comment/Resolution
	2110Q	Please check: more pupils in Nursery classes than nursery pupils.	Spring return only Primary schools only: The number of pupil/students who are members of classes defined as Nursery (in the Classes panel) is more than the pupil/students with a Class Type of Nursery . Check the class Type in Classes panel via Routines Statutory Returns School Census . Check the pupil/student's class type via Tools Statutory Return Tools Update Class Types . For more information, please refer to the applicable <i>Preparing for the School Census 2010 Guide</i> (enter CENSUS10 on the SupportNet Home page).
	2120	Pupil with missing SEN Provision or invalid value.	Select the Status from the drop-down list in the Basic SEN Details panel (on the Student SEN Details page) via Focus Pupil (or Student) Special Educational Needs .
	2125	Pupil shows SEN information where provision is School Action or None.	Spring return only: If the Status field in the Basic SEN Details panel of the SEN Details page (Focus Pupil (or Student) Special Educational Needs) is A – School Action or N - None then no SEN Need, SEN Rank or SEN Provision Type should be provided.
	2130	Pupil SEN type code required where SEN type ranking provided.	Spring return only: A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via Focus Pupil (or Student) Special Educational Needs .
	2140	Ranking of special educational need is missing or invalid.	
	2150	Pupil has SEN but no SEN type is present.	Spring return only: Ensure that an SEN need has been added in the Basic SEN Details panel of the SEN Details page via Focus Pupil (or Student) Special Educational Needs for all pupil/students with an SEN Status of P or S. This is achieved by clicking the New button adjacent to the Needs frame and selecting a Need Type from the drop-down list, such as Moderate Learning Difficulty .
	2160	If only one SEN type is present it must be the primary need.	Spring return only: The first need entered defaults to the primary need. Check the details via Focus Pupil (or Student) Special Educational Needs .
	2165	Duplicate SEN Type ranking. SEN data should show primary and secondary need.	Spring return only: A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via Focus Pupil (or Student) Special Educational Needs .
	2170	A valid SEN Type must be provided for Pupils with a SEN Provision = P or S.	Spring return only: Ensure that an SEN type has been added in the Basic SEN Details panel of the SEN Details page via Focus Pupil (or Student) Special Educational Needs for all pupil/students with an SEN Status of P or S. This is achieved by clicking the New button adjacent to the Needs frame and selecting a Need Type from the drop-down list, such as Moderate Learning Difficulty .







Type	Code	Error Message	Comment/Resolution
	2180	Pupil in special school with no SEN.	Special schools only: Check the pupil/student SEN Status via Focus Pupil (or Student) Special Educational Needs . The status must be A, P or S.
	2190Q	Please check: Percentage of pupils in school with SEN Provision of School Action Plus or Statemented seems high.	Primary, Middle deemed Primary and Secondary schools: Check the pupil/student SEN Status via Focus Pupil (or Student) Special Educational Needs . The number of pupil students with an SEN status of A, P or S should not be greater than 50% of the total pupil/students on-roll.
	2200Q	Please check: There are no pupils in the school with SEN provision.	Primary, Middle deemed Primary and Secondary schools: The number of pupil/students with an SEN Status of A, P or S should be greater than zero. Ensure that any pupil/students with SEN have been added via Focus Pupil (or Student) Special Educational Needs .
	2205Q	Please check: Percentage of pupils in the school with an SEN Provision of School Action seems high. Are the school including Able, Gifted and Talented pupils? (on it's own not a reason to categorise a pupil as SA).	Primary, Middle deemed Primary and Secondary schools: Check the SEN details of any pupil/student's with SEN Provision via Focus Pupil (or Student) Special Educational Needs .
	2210Q	Please check: Percentage of pupils in school with Statement seems low for a special school.	Special schools only: The number of pupil/students with an SEN Status of S should not be less than 70%. Ensure that any pupil/students with SEN have been added via Focus Pupil (or Student) Special Educational Needs .
	2230	Special Provision (SEN Unit) Indicator must be provided if SEN Provision is equal to P or S.	Spring return only All schools except Special schools: Check the Provision Type field in the Provisions panel of the SEN Details page. A value must be provided for pupil/students who have an SEN Status of P – School/Early Years Action+ or S- Statement. Check via Focus Pupil (or Student) Special Educational Need .
	2250	Special Provision (Resource Provision) Indicator must be provided if SEN Provision is equal to P or S.	Spring return only All schools except Special schools: Check the Provision Type field in the Provisions panel of the SEN Details page. A value must be provided for pupil/students who have an SEN Status of P – School/Early Years Action+ or S- Statement. Check via Focus Pupil (or Student) Special Educational Need .









Type	Code	Error Message	Comment/Resolution
	2270	Start Date, SEN Provision, In Care Indicator or Category is missing from Exclusion record.	All schools except Nursery: <i>NOTE: As these will be permanent exclusions, this is applicable to pupils no longer on-roll.</i> You should record all permanent exclusions including those pupil/students no longer on-roll. Where a permanent exclusion is recorded, you must ensure that the Exclusion Start Date, SEN provision, In Care Indicator or Exclusion Category are completed. Check the exclusions Start Date via Focus Pupil (or Student) Exclusions . Because the pupil/student is no-longer on-roll, you will need to edit the history of this data. For more information, please refer to the <i>How to View/Edit Pupil/Student Historical Information</i> help sheet (SupportNet Resource Number 11046). Alternatively, please refer to Solution KB38421.
	2275	Exclusion Category is invalid.	All schools except Nursery: This is selected from a set of valid values and cannot therefore be invalid.
	2280	Where Exclusion Category is present Exclusion Reason must also be provided.	All schools except Nursery: Check the exclusion information recorded via Focus Pupil (or Student) Exclusions . Ensure that a reason has been selected from the Exclusion Reason drop-down list.
	2285	Pupil has more than one permanent exclusion record.	Edit the exclusion information recorded via Focus Pupil (or Student) Exclusions .
	2290	Exclusion start date is invalid.	All schools except Nursery: Edit the exclusion Start Date recorded via Focus Pupil (or Student) Exclusions .
	2300	Where Exclusion Category is Fixed or Lunch, the number of Sessions must also be provided.	All schools except Nursery: The number of sessions is calculated automatically in SIMS. Check that this information exists via Focus Pupil (or Student) Exclusions . Click the Calculate button on the Exclusion Details panel to ensure the number of sessions appears.
	2320Q	Please check: number of sessions excluded from is greater than 90.	All schools except Nursery: The number of sessions for fixed period and lunchtime exclusions cannot exceed 45 days (90 sessions). Check data in Attendance.
	2330	Where Exclusion Category is Permanent the number of Sessions is not applicable.	All schools except Nursery: The number of sessions are automatically blanked where the exclusion type is Permanent.
	2335	Permanent Exclusion appears for pupil still on roll.	All schools except Nursery: Any pupil/student who has been permanently excluded should be made a leaver so that they are no longer on-roll. This is achieved by adding a Date of Leaving in the School History panel of the Pupil (or Student) Details page (via Focus Pupil (or Student) Pupil (or Student) Details).
	2340	Pupil's postcode is missing or invalid.	This information is mandatory in SIMS. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .









Type	Code	Error Message	Comment/Resolution
	2350	Insufficient Address information provided.	House Name or House Number must be present. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2355Q	Please check: Pupil Record with no Address.	There should be at least one address per pupil/student on-roll. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2400	Where first line is present, at least one other address line must also be present.	There must be at least two address lines present. Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details . Complete the address details.
	2445Q	Address information drawn from two conflicting formats.	Check in the Addresses panel of the Pupil (or Student) Details page via Focus Pupil (or Student) Pupil (or Student) Details .
	2470	Attendance information is not required for this pupil.	Primary, Middle deemed Primary and Secondary schools: Possible Sessions, Authorised Absences and Unauthorised Absences are only required for pupil/students with a Date of Birth before 01/09/1994 or later than 31/08/2005. Check the pupil/student's date of birth in the Registration panel via Focus Pupil (or Student) Pupil (or Student) Details . This may occur if a child is taught out of year. Check data via Focus Attendance (or Lesson Monitor) .
	2475	Attendance code is invalid.	Primary, Middle deemed Primary and Secondary schools: Values are pre-defined in Attendance. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .
	2480	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .
	2490	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	Primary, Middle deemed Primary and Secondary schools: Where absence sessions is provided, a corresponding valid reason must be provided. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks .




Type	Code	Error Message	Comment/Resolution
	2500	For pupils on roll the Attendance sessions possible is missing or invalid	<p>Primary, Middle deemed Primary and Secondary schools: Select Focus Attendance (or Lesson Monitor) Display Marks then check the attendance marks.</p> <p>Spring return only: The number of possible sessions must be greater than zero for pupil/students on-roll with an Admission Date before 01/01/2010 and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p> <p>Summer return only: The number of possible sessions must be greater than zero for pupil/students on-roll with an Admission Date prior to 05/04/10 (Easter Monday) and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p> <p>Autumn return only: The number of possible sessions must be greater than zero for pupil/students on-roll with an Admission Date on or before 31/05/10 (Spring Bank Holiday) and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p>
	2501	Attendance sessions are not required for this pupil. Pupil's entry date is after the attendance collection period for this term.	<p>Spring return only Primary, Middle deemed Primary and Secondary schools: Check the attendance marks for the pupil in question via Focus Attendance (or Lesson Monitor) Display Marks.</p>
	2505	Pupil with double reporting of termly absences.	<p>Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks.</p>
	2510	For pupils no longer on roll the Attendance sessions possible is missing or invalid.	<p>For Pupil/Students No Longer On-Roll Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks, then check data in Attendance by running the Student Analysis AM/PM report (via Reports Whole Group Student Reports Student Analysis by AM/PM).</p> <p>Spring return only: The number of possible sessions must be greater than zero for pupil/students no longer on-roll with an Admission Date before 01/01/2010, a Date of Leaving after 31/08/2009, and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p> <p>Summer return only: The number of possible sessions must be greater than zero for pupil/students no longer on-roll with an Admission Date before 05/04/2010 (Easter Monday), a Date of Leaving after 31/12/2009, and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p> <p>Autumn return only: The number of possible sessions must be greater than zero for pupil/students no longer on-roll with an Admission Date before 31/05/2010 (Spring Bank Holiday), a Date of Leaving after 13/04/2010, and a Date of Birth between 01/09/1994 and 31/08/2005 inclusive.</p>






Type	Code	Error Message	Comment/Resolution
	2520Q	Please check: sessions possible should not be greater than 155.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run the Student Analysis AM/PM report (via Reports Whole Group Student Reports Student Analysis by AM/PM).
	2530	Total sessions missed must be less than or equal to sessions possible.	Primary, Middle deemed Primary and Secondary schools: The number of sessions that a pupil/student has missed (both authorised and unauthorised) must be less than or equal to, the number of possible sessions. Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences .
	2540Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Absences .
	2550Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence.	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences .
	2560Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Absences .
	2570Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	Primary, Middle deemed Primary and Secondary schools: Check attendance data via Focus Attendance (or Lesson Monitor) Display Marks and also run Reports Selected Student Reports Unexplained Absences .
	2575	Invalid Contact Telephone Type.	This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2575.
	2576	Contact Responsibility is either missing or invalid.	This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2576.
	2577	Contact Relationship is not a valid value	This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2577.






Type	Code	Error Message	Comment/Resolution
	2578	<p>If Contact is:</p> <p>CAR Carer</p> <p>CHM Childminder</p> <p>DOC Doctor</p> <p>FAM Other Family Member</p> <p>HTC Head Teacher</p> <p>OTH Other Contact</p> <p>REL Other Relative</p> <p>RLG Religious/Spiritual Contact</p> <p>SWR Social Worker</p> <p>TCH Teacher</p> <p>Then parental responsibility must be equal to True/1</p>	This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2578.
	2580	Annual attendance information is not required for this pupil.	<p>Autumn return only</p> <p>Special schools only:</p> <p>This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2580.</p>
	2585	Attendance Code is invalid.	<p>Autumn return only</p> <p>Special schools only:</p> <p>This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2585.</p>
	2590	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	<p>Autumn return only</p> <p>Special schools only:</p> <p>This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2590.</p>
	2600	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	<p>Autumn return only</p> <p>Special schools only:</p> <p>This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2600.</p>
	2610	Attendance sessions possible is missing or invalid.	<p>Autumn return only</p> <p>Special schools only:</p> <p>Possible sessions must be greater than zero for pupil/students on-roll with an Admission Date before 29/05/2010 and a Date of Birth between 01/09/1994 and 31/08/2004.</p> <p>Check data via Focus Attendance or via Routines Statutory Returns School Census (Pupil Attendance panel on the School Census Details page).</p>



Type	Code	Error Message	Comment/Resolution
	2620	Attendance sessions possible is missing or invalid.	Autumn return only Special schools only: Possible sessions must be greater than zero for pupil/students no longer on-roll where the Date of Leaving is after 31/08/2010 and the Admission Date is before 29/05/2010 and the Date of Birth is between 01/09/1994 and 31/08/2004. Check data via Focus Attendance or via Routines Statutory Returns School Census (Pupil Attendance panel on the School Census Details page).
	2630Q	Please check: sessions possible should not be greater than 450.	Autumn return only Special schools only: Check data via Focus Attendance (or Lesson Monitor).
	2640	Total annual sessions missed must be less than or equal to sessions possible.	Autumn return only Special schools only: Check data via Focus Attendance (or Lesson Monitor).
	2650Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	Autumn return only Special schools only: Check data in Attendance (via Reports Selected Student Reports Absences) or on the School Census Pupil Attendance panel.
	2655	Pupil with double reporting of annual reporting.	Autumn return only Special schools only: Correct data in Attendance (via Reports Selected Student Reports Absences) or on the School Census Pupil Attendance panel.
	2660Q	Please check: There would normally be at least one pupil who would have at least one unauthorized absence.	Autumn return only Special schools only: Check data in Attendance (via Reports Selected Student Reports Unexplained Absences) or on the School Census Pupil Attendance panel.
	2670Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	Autumn return only Special schools only: Check data in Attendance (via Reports Selected Student Reports Absences) or on the School Census Pupil Attendance panel.
	2680Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	Autumn return only Special schools only: Check data in Attendance (via Reports Selected Student Reports Unexplained Absences) or on the School Census Pupil Attendance panel.

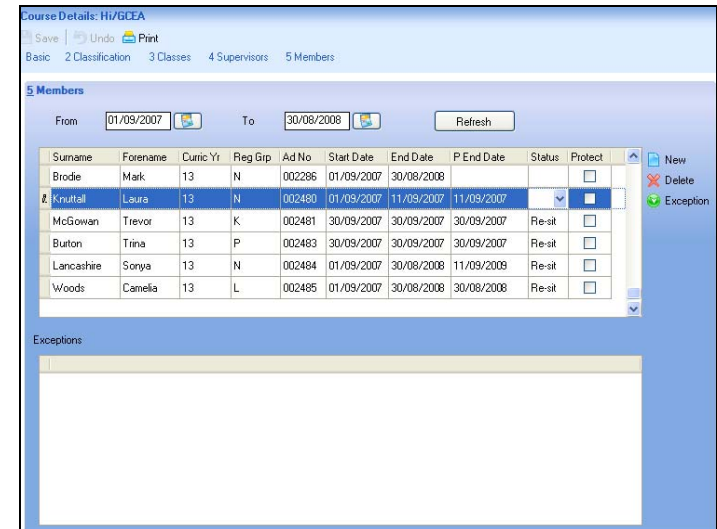
Type	Code	Error Message	Comment/Resolution
	2700	Qualification Accreditation Number is missing.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Enter the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). This is a predefined list provided by the DCSF.
	2705	Learning Aims data is only required for secondary schools with 6 th forms	Summer and Autumn return Secondary schools only: This error should not occur. Please contact your Local Support Unit for assistance, quoting error code 2705.
	2710	Qualification Accreditation Number has invalid characters or incorrectly formatted.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Correct the format of the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). The first and eighth characters must be either numeric (0-9) or from A to Z, upper case. Additionally the first character can be #. Characters 2 through 7 must be numeric. There is a predefined list provided by the DCSF.
	2715	Learning Aims should not be provided for pupils with subsidiary registration.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: For students with subsidiary registration, check their Enrolment Status in the Registration panel on the Student Details page via Focus Student Student Details .
	2720	Qualification Accreditation Number is not a recognised value.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Replace the Qualification Accreditation Number for the course (via Tools Statutory Return Tools Import QANs and Discount Codes From Course Manager). This is a predefined list provided by the DCSF.
	2722	Discount Code is missing.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Enter the Discount Code for the course.
	2724	Discount Code is not a recognised value.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Replace the Discount Code for the course.
	2730	Learning Start Date is missing or invalid.	Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: This error is unlikely to occur as this information is checked on data entry. Check courses data via Tools Academic Management Course Manager Maintain Course . Find the course and members and check the Start Date .




Type	Code	Error Message	Comment/Resolution
	2735	Learning Start Date is after census date	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the Start Date.
	2740Q	Please check: Learning Start Date seems too early.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check data in Courses (via Tools Academic Management Course Manager Maintain Course). 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the Start Date.
	2750	Learning Planned End Date is missing or invalid.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date). <p>For a course that is Continuing (where the Course Membership End Date is on or after the Census date), or Completed (one where the Course Membership End Date is before the Census date), the Census uses the Course Membership End Date as the Planned Completion Date. No value is expected in the P End Date column in Course Manager, and no Completion Status should be entered.</p> <p>For Re-sits, it is the P End Date that is taken both for Start Date and Planned Completion Date, and where the P End Date is before the Census date, Actual End Date as well.</p> <p>For Withdrawn or Transferred records, where the Course Membership End Date is before the Census date, Course Membership End Date is reported as the Actual End Date and the P End Date is reported as the Planned Completion Date.</p>

Type	Code	Error Message	Comment/Resolution
	2760	Learning Aim – the Planned End Date must be on or after the Start Date.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: See error message 2750 for the relationship between the dates recorded in Course Manager and reported in the Census.</p>
	2765	Learning Planned End Date is more than 5 years after census date	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date).
	2766	Learning Planned End Date must be on or before the 31 July of the academic year the learner is due to finish.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check the course data via Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the planned end date (P End Date).
	2770	Learning Aim End Date is not a valid one.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: This error is unlikely to occur as this information is checked on data entry. Check the courses data via Tools Academic Management Course Manager Maintain Course. Find the required course and members and check the End Date.</p>
	2780	Learning Aim – the Actual End Date should only be provided where the Completion Status is 0 (resit), 2 (completed), 3 (withdrawn) or 4 (transferred).	<p>Summer and Autumn return Secondary schools (including Academies) with Sixth forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <p>Completion Status 1 cannot be manually assigned. The system will report any course membership with a current or future End Date as Status 1 (Continuing) and will not report an Actual End Date.</p>

Type	Code	Error Message	Comment/Resolution
	2790	Learning Aim – the Actual End Date must be provided where the Completion Status is 2 (completed), 3 (withdrawn) or 4 (transferred).	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses). The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <p>Actual End Date is always reported from the Course Membership End Date, which Course Manager ensures is supplied, and is later than or matching the Start Date.</p>
	2795	For pupils no longer on roll the Learning Completion Status must be 0 (resit), 2 (completed), 3 (withdrawn), 4 (transferred) or X (input error).	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Select Focus Student Courses then check the completion status.</p>
	2805	Please check: Learning Actual End Date must be the same as, or earlier than, the Census Date.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Select Focus Student Courses then check end date.</p>
	2805	Learning Actual End Date must be the same as, or earlier than, the Census Date.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Course Manager ensures that a Census Date cannot precede an Actual End Date.</p>
	2810Q	Please check: Learning Aim Actual End Date should not be later than the pupil's Leaving Date.	<p>Summer and Autumn return Applicable to students no longer on-roll in Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check data in Courses (via Tools Academic Management Course Manager Maintain Course). 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the actual End Date.

Type	Code	Error Message	Comment/Resolution
	2820	Learning Aim Completion Status is missing or invalid.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Print out the Pupil Learning Aims detailed report for reference – this displays the students, their QANs with dates and Completion Status. Check Student courses (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Check data in Courses (via Tools Academic Management Course Manager Maintain Course). 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Find the student and enter the Completion Status and save. <p>If a student is Re-sitting, the Start Date and End Date should be entered to permit access the student's course membership for whatever period is required for internal purposes. For the Census return, it is the P End Date that is taken both for Start Date and Planned Completion Date, and, where the P End Date is before the Census date, Actual End Date as well.</p>
	2830	Learning Completion Status must be 0 (resitting), 2 (completed), 3 (withdrawn) or 4 (transferred) if Learning Aim Actual End Date is provided.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Status 2 (Completed) is supplied automatically by the SIMS system for any course membership whose End Date precedes the return date and for which no P End Date or Status has been supplied. 0 (Re-sit), 3 (Withdrawn) and 4 (Transferred) must be supplied by the user via Tools Academic Management Course Manager Maintain Course (Members panel on the Course Details page).</p>



Type	Code	Error Message	Comment/Resolution
	2850	Re-sit recorded but Learning Start Date and Learning Planned End Date are not the same.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Student courses (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager.</p> <ol style="list-style-type: none"> 1. Select Tools Academic Management Course Manager Maintain Course. 2. Click the Search button to find the course. 3. Click the Members hyperlink to display the Members panel. 4. Check the Start Date and Planned End Date for the student – these should be the same as for the Re-sit.
	2860Q	Please check: The number of Learning Aim records provided for this pupil seems high. NCY is equal to 11 or below, learning aims should not be greater than 20 or NCY is equal to 12 or above, learning aims should not be greater than 10.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check Learning Aims data for the student (via Focus Student Courses).</p>
	2870	Pupil in NCY Actual >11 but Learning Aims records are not present.	<p>Summer and Autumn return Secondary schools (including CTCs and Academies) with Sixth forms only: Check the Learning Aims data for the student (via Focus Student Courses).</p> <p>The course information displayed in the Student Details dialog is read-only. Any changes that are required must be made in Course Manager via Tools Academic Management Course Manager Maintain Course.</p> <p>This error should <u>not</u> be ignored. The exception to this is where it is given for a student in year 12 and above who is Subsidiary Dual Registered.</p>