

Autumn 2011
School Census
Secondary/Middle Schools
Completion Notes

If you have any queries on using your MIS (SIMS) system to complete your Census return, please contact the **Capita .ict** helpdesk on 01604 824999

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

Email:

imrs@northamptonshire.gov.uk

Tel: (01604) 236190

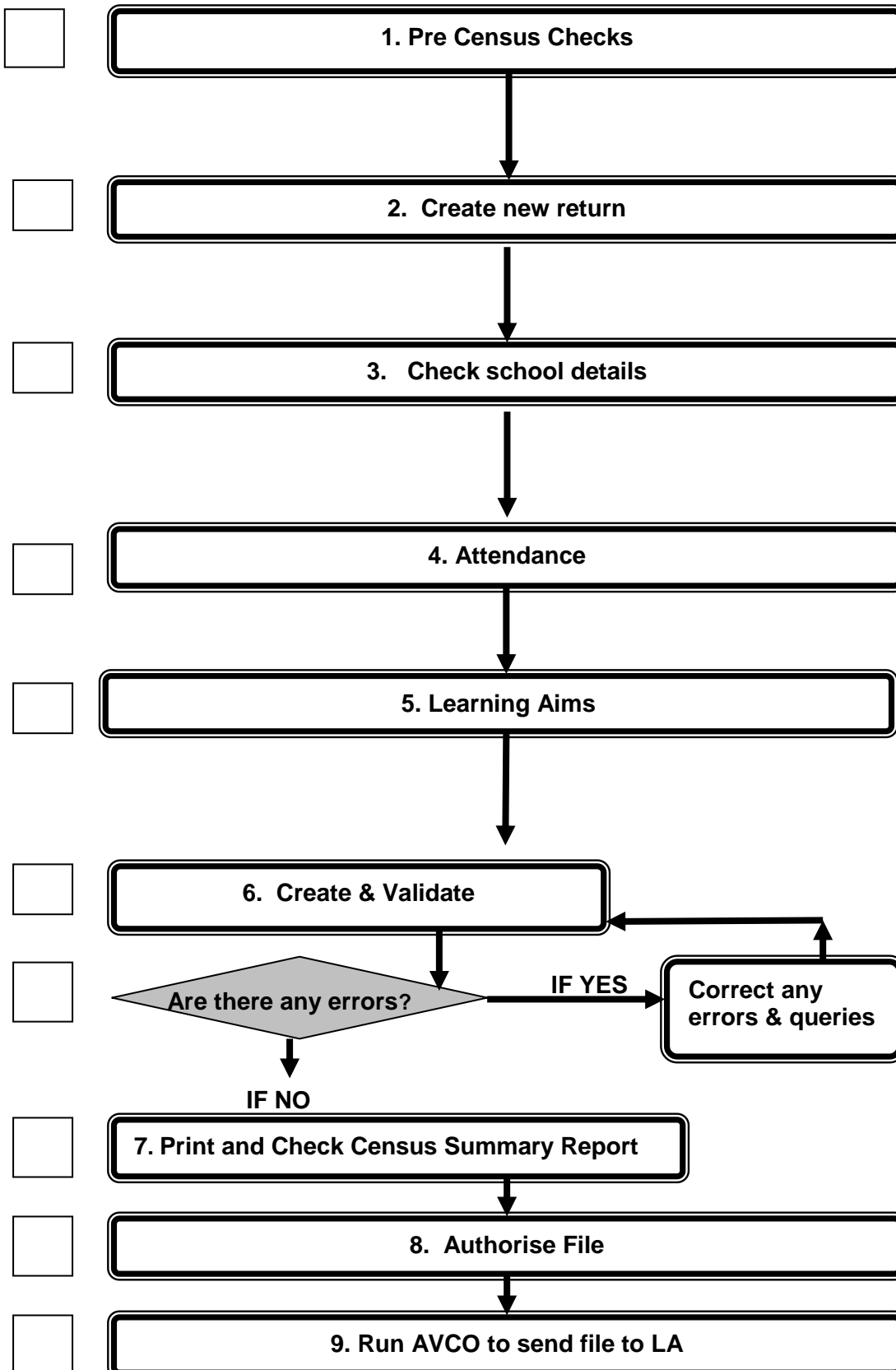
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STEPS TO CREATE YOUR SCHOOL CENSUS RETURN

Please Follow the Numbered Steps



Introduction

Every school is expected to complete three Census Returns in the calendar year 2011.

The Census Dates for 2011 will be as follows:

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

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

Module	Spring Census	Summer Census	Autumn Census
Pupil Level			
Pupil ID	✓	✓	✓
Pupil Characteristics	✓	✓	✓
Pupil Status	✓	✓	✓
SEN	✓	One data item	One data item
Exclusions	All exclusions for Terms 5 + 6 (Summer 2009/10)	All exclusions for Terms 1 + 2 (Autumn 2010/11)	All exclusions for Terms 3 + 4 (Spring 2010/11)
Attendance (for pupils of compulsory school age only)	For Terms 1 + 2 (Autumn 2010)	For Terms 3 + 4 (Spring 2011)	For Term 5 (25/04/2011 to 27/05/2011)
Home Information	✓		
Post 16 Courses		✓	✓
School Level			
School Characteristics	✓	✓	✓
Admission Appeals	✓		
Class Information	✓		
Pupil Reconciliation	✓		
Miscellaneous	✓		

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

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

or

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

IMPORTANT INFORMATION

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

What Does Calculate Details Do?

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

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

Do You Need to Calculate Details?

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

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

Pre Census Checks

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

You **MUST** have made sure that attendance data is up-to-date for the period of 25/04/11 to 27/05/11. Ensure that you have dealt with all missing marks.

Detailed Report

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

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

These are described on page 21 of this document.

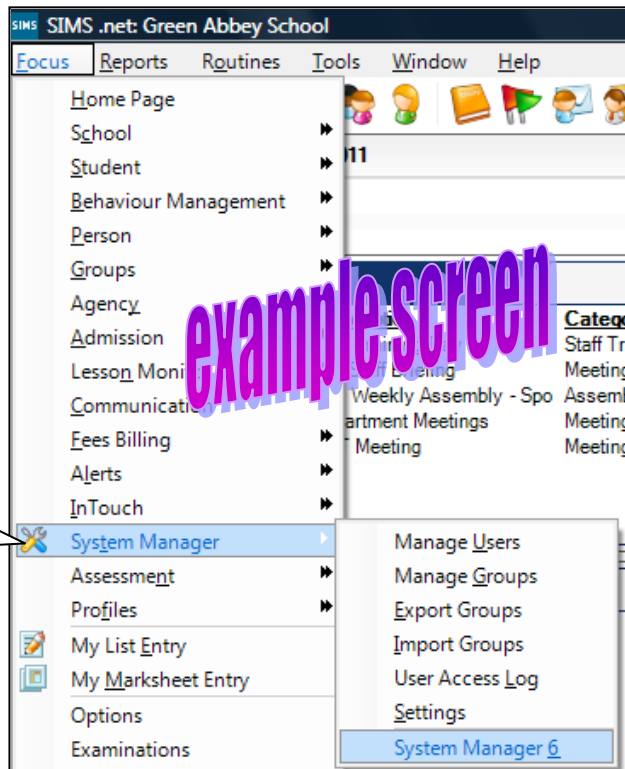
Access Rights for Creating a School Census return

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

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

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

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

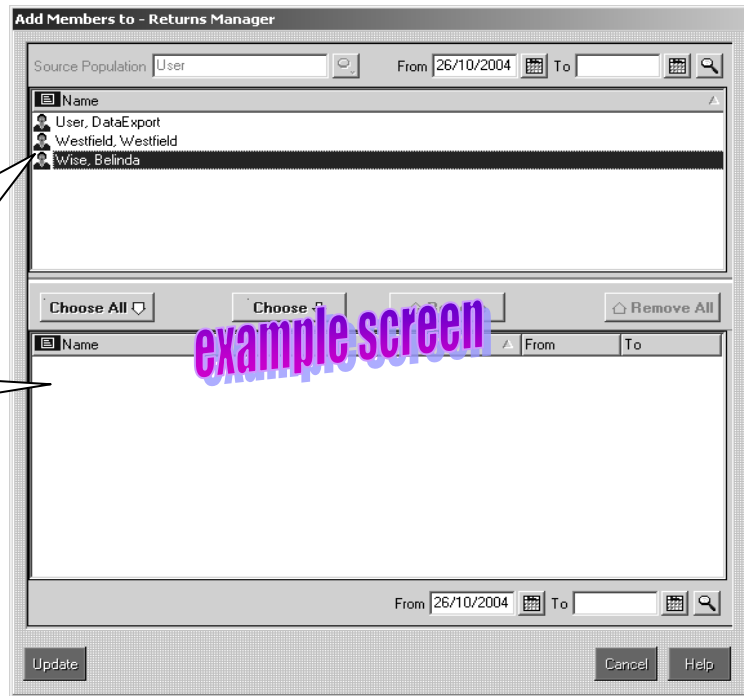


From the Welcome Screen select the **Returns Manager** Group from the drop down list on the right hand side of the **Assign Users to User Group.** Then click on the active button to the left hand side of the row.



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

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



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



Close the Welcome Screen and Close System Manager.

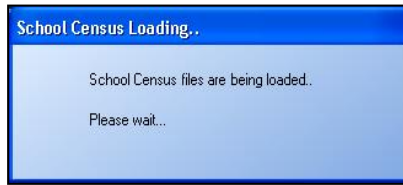
IMPORTANT INFORMATION

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

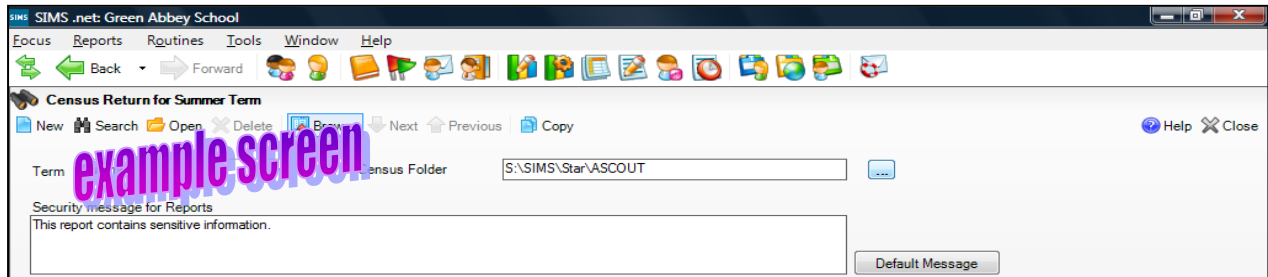
Creating the Return


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

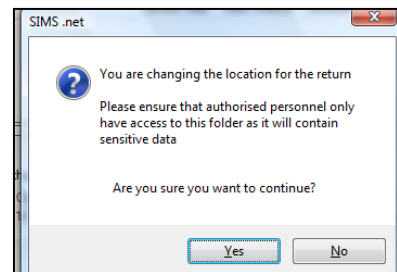
You will see the following message



The **School Census Returns** browser will open. Ensure that the **Term** states **Autumn**. The **School Census Folder** should be set to the one as shown: (**s:\sims\star\ascout**).

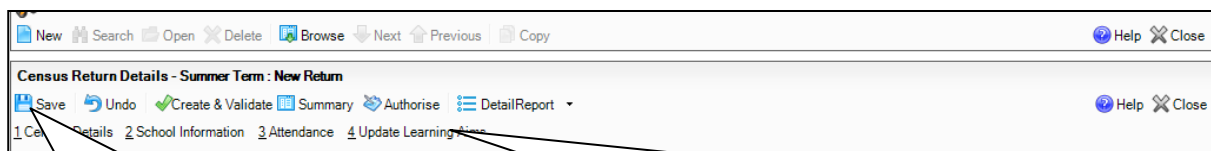


If you have changed the location of the School Census folder you will receive a message. Click on **Yes**.
Click on  to create a School Census return.



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

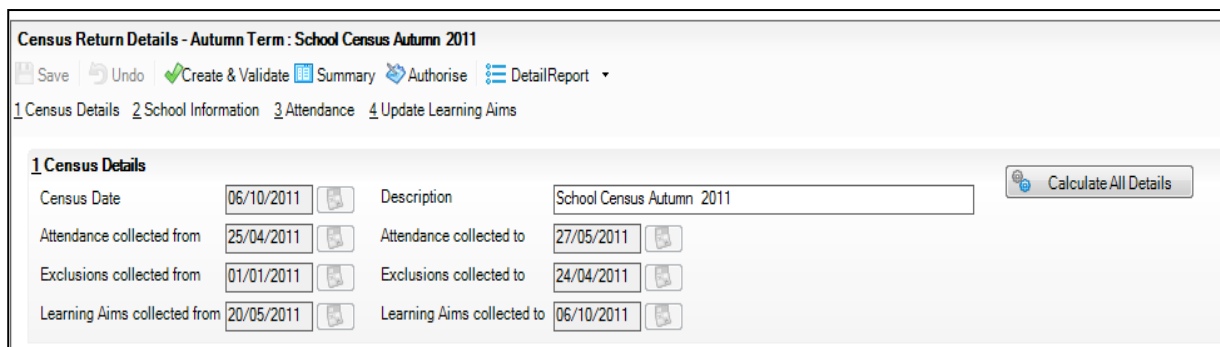
1. Census Details



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

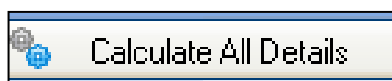
As with any record in SIMS.net, all the information for a School Census return is arranged on panels of information with blue hyperlinks at the top of the first panel. It is good practice, but not necessary, to complete each panel before proceeding to the next.

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



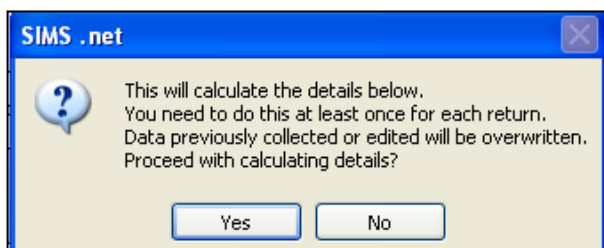
Calculating the School Census Return

Click on



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

You will then see the following message:



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

2. School Information

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

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


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

Click on the **School Details** button.

Select the appropriate **Gender on entry to school** and **Gender on entry to 6th Form** (if applicable).

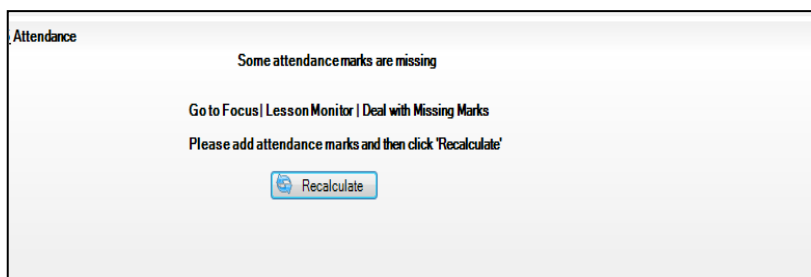
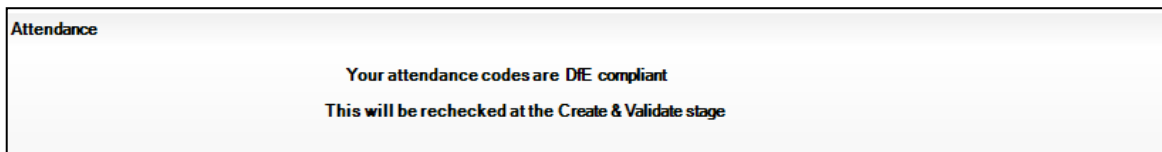
NOTE:

Extended Services are no longer collected as part of the School Census returns.

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

3. Attendance

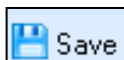
Attendance data for all statutory school aged pupils will automatically be entered directly into the School Census return. You must have made sure that attendance data is up-to-date for the period of 25/04/11 to 27/05/11 as this return collects attendance data for Term 5 .



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

If you see a message stating that your attendance codes are not DfE compliant, you must ring the Capita .ict helpdesk on 01604 824999 before continuing with your return.

Once the information is complete click on



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

4. Update Learning Aims

Completing the Update Learning Aims Panel

If only one authorised Summer 2011 Return exists, the **Update Learning Aims** panel is populated automatically. However, if there is more than one authorised Summer 2011 Return, the panel remains unpopulated until the relevant return is selected.

Selecting the Relevant Authorised Summer Census Return

Click the **Open** button to display the **Authorised Summer Census Returns** dialog. Highlight the required return then click the **OK** button to return to the **Update Learning Aims** panel where the Summer 2011 Census Learning Aims information is displayed.

Finding your way Around the Update Learning Aims Panel

Error	Surname	Forename	NC	UPN	QAN/Disc	Subject	Level	Start Date	End Date	P End Date	Status	Start Date	End Date	P End Date	Status
	Abbot	Benjamin	13	X820432...	10042878/..	Business...	GCE ASB	02/09/2009	23/07/2010	23/07/2010	Completed				
	Abbot	Benjamin	13	X820432...	10003605/..	General St...	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abbot	Benjamin	13	X820432...	10005857/..	General St...	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
	Abbot	Benjamin	13	X820432...	10001815/..	Geography	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abbot	Benjamin	13	X820432...	10005869/..	Geography	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
	Abbot	Benjamin	13	X820432...	10001979/..	Physics	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abbot	Benjamin	13	X820432...	10005778/..	Physics	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
✓	Abdelko...	Mohamed	12	H820432...	10005833/..	Biology	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	10003654/..	Chemistry	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	10005857/..	General St...	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	10034110/..	Mathemati...	GCE Adva...	02/09/2009		22/07/2011	Continuing	02/09/2009		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	10049782/..	Sociology	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Able	Benjamin	11	V820444...	10034110/..	Mathemati...	GCE Adva...	02/09/2010		22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Ablett	Michael	13	G82043...	10001797/..	CDT.Des...	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
	Ablett	Michael	13	G82043...	10001761/..	Chemistry	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
	Ablett	Michael	13	G82043...	10003587/..	English	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				
	Ablett	Michael	13	G82043...	10003605/..	General St...	GCE Adva...	02/09/2009	23/07/2010	23/07/2010	Completed				

The following data is displayed:

(1) Learning Aims that were submitted in error in the previous return (indicated by a tick in the **Error** column)
 (2) all Learning Aims reported for the previous Summer School Census
 (3) all Learning Aims to be reported for the School Census Autumn 2011 Return, i.e. Learning Aims active between 20/05/2011 – 06/10/2011.
 The data is read-only with the exception of the **Error** column, the Autumn 2011 **P End Date** column and the Autumn 2011 **Status** column (if an actual end date exists).

The background colour of the cells within the grid indicate the following:
 Bright yellow background = Value calculated from the Summer 2011 Return but can be edited by the user
 Pale yellow background = Value manually enter by the user and can be edited if required
 White background = Editable information
 Grey background = Read only information

NOTE: The above background colours do not indicate errors.

The following options are provided to assist with the location of Learning

If you have any queries on the Census Return, please contact the Capita .ict helpdesk on 01604 824999

Aims information:

Selecting from the **Search Learning Aims** drop-down list enables you to search for students in the following categories:

- **All**
- **All Summer**
- **Non Matching Autumn**
- **Non Matching Summer**
- **Submitted in Error**
- **Custom**

If **Custom** is selected, the **Custom** button is displayed to the right of the **Search Learning Aims** field. When clicked the **Search** dialog is displayed.

Enter all or part of the required details, then click the **Search** button to display the records that match the specified criteria.

Single-clicking a column heading changes the sort order. Alternatively, the sort order can be selected by right-clicking a column heading and selecting from the drop-down list.

Double-clicking a **Surname** or **Forename** provides a link to the **Student Courses** page, where the courses for that student are displayed.

Hovering over a reference number in the **QAN/DISC** column displays the subject name and type, e.g. EDEXCEL Advanced GCE in General Studies.

Post 16 Learning Aims Rules (DfE/YPLA)

The DfE/YPLA have stated the following rules for Post 16 Learning Aims in School Census. These rules are not in line with current Course Manager functionality, but this issue has been addressed for the School Census Autumn 2011 by introducing a new panel (**Update Learning Aims**) that makes it possible to adhere to these rules.

QAN plus Discount Code

QAN plus Discount Code must be chosen from the active codes on the QWS website and they should be in line with the QAN plus Discount Code for the examination entry/result. The DfE/YPLA use the QAN for matching the Learning Aim with the examination result and funding can only take account of success where the examination result can be found.

Learning Aim Start Date

The Learning Aim Start Date is the date on which the student began the learning activity necessary to achieve the Learning Aim. This date should be no later than the collection reference date. It should not change unless it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. it is a short learning activity of less than six weeks. Again, the DfE/YPLA use the Start Date for cohort matching purposes. Re-sits must have the Start Date set to the same date as the Planned End Date. The DfE have made it clear that the Start Date should be the same as for the previous Return.

Learning Aim Planned End Date

The date by which the school and student plan to complete the activities relating to this Learning Aim, as agreed when the learning activity commenced. The planned end date should reflect the length of the course being undertaken. It should not be more than 5 years

in the future and must be a valid date on or before 31 July in the academic year in which the Learning Aim is planned to end. For example, for one year courses which started in September 2011, the planned end date should be no later than 31 July 2012. Another example, for two year courses which started in September 2011, the planned end date should be no later than 31 July 2013. The planned end date included in returns is always the date agreed when the learning activity commenced and it does not reflect any change of plan for the learning activity. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year. If plans change and the student is expected to complete the learning activity earlier than the Planned End Date agreed when the learning activity commenced, that Planned End Date is not changed, but this earlier than originally expected end date is eventually reflected in the Actual End Date.

If plans change and the student is expected to complete the learning activity later than the Planned End Date agreed when the learning activity commenced, that Planned End Date is not changed, but this later than originally expected end date is eventually reflected in the Actual End Date. The constant value for Planned End Date is important as the DfE/YPLA use it for cohort matching purposes. Re-sits must have the Planned End Date set to the same date as the Start Date.

Learning Aim Actual End Date

The Learning Aim Actual End Date is the date that the student completed the learning activities necessary to achieve the Learning Aim or the date the student withdrew from the learning activities. This date cannot be earlier than the Start Date, but it can be before, on or after the Planned End Date.

Marking Learning Aims Submitted in Error in the Previous Summer

Any Learning Aims submitted in error in the previous Summer return are automatically indicated in the **Update Learning Aims** panel by a tick in the **Error** column. These Learning Aims submitted in error can be edited, if required.

1. Click the required cell in the **Error** column to display a tick.
2. Click the **Save** button. The selected Learning Aims are then included in the School Census Autumn 2011 Return when the Create and Validate process is run.

*NOTE: Any edits made in the **Update Learning Aims** panel are saved and included in the return but will not overwrite data in Course Manager.*

The Learning Aims data can be checked by running the On Roll Learning Aims report. The **Completion Status** of the marked Learning Aims are displayed in the report as 'submitted in error'. When generating the Summary report, any Learning Aims records marked as 'submitted in error' are excluded from all calculations.

Comparing Learning Aims Information with Course Manager Data

The Learning Aims Comparison with Course Manager report is provided for checking purposes only. It enables you to compare Learning Aims reported for the School Census Autumn 2011 Return with values held in Course Manager. The values held in the two locations could be the same or different to each other.

The background colour of the cells within the report indicate the following:

Bright yellow background = Planned End Date value has been edited.

Red background = Status value missing. Edit in Course Manager.

Ensure that the data has been saved before running the report. Click the

Compare with Course Manager button.

The report is displayed in your web browser, where it can be printed, if required.

School Census Autumn 2011 (Learning Aims Comparison with course manager)															
Security Message :This report contains sensitive information.															
Report criteria : Learning Aims reported for School Census Autumn 2011 compared with course manager															
Report created 11/05/2011 14:08:00															
To be Reported for School Census Autumn										Course Manager					
Surname	Forename	Year Group	UPN	ULN	QAN	Discount Code	QAN Description	Start Date	End Date	Planned End Date	Completion Status	Start Date	End date	Planned End Date	Completion Status
Abbot	Benjamin	13	X820432104001	-	10001915	3910	EDEXCEL Advanced GCE in Geography A	02/09/2010	-	23/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Abbot	Benjamin	13	X820432104001	-	10001979	1210	EDEXCEL Advanced GCE in Physics	02/09/2010	-	23/07/2011		02/09/2010	22/07/2011	22/07/2011	Continuing
Abbot	Benjamin	13	X820432104001	-	10003805	7810	EDEXCEL Advanced GCE in General Studies	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378940	10003854	1110	EDEXCEL Advanced Subsidiary GCE in Chemistry	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378940	10005833	1030	EDEXCEL Advanced Subsidiary GCE in Biology and Biology (Human)	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378940	10005857	7810	EDEXCEL Advanced Subsidiary GCE in General Studies	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378940	10034110	2210	EDEXCEL Advanced Subsidiary GCE in Mathematics	02/09/2009	-	22/07/2011	Continuing	02/09/2009	22/07/2011	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378940	10049782	4890	WJEC Advanced Subsidiary GCE in Sociology (Revised NQF Level)	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Able	Benjamin	11	V820444405031	5142375490	10034110	2210	EDEXCEL Advanced Subsidiary GCE in Mathematics	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing
Adam	Briony	13	L820432104002	-	10001615	3910	EDEXCEL Advanced GCE in Geography A	02/09/2010	-	22/07/2011	Continuing	02/09/2010	22/07/2011	22/07/2011	Continuing

Updating Learning Aims Information with Data from Course Manager

This process can be used to refresh the Autumn Learning Aims without losing any manual edits previously made in the **Update Learning Aims** panel. Manual edits are indicated by a pale yellow background. Examples of when to use this button:

While checking data in the **Update Learning Aims** panel, if changes are made in Course Manager they can be reflected in the grid by clicking the **Update from Course Manager** button. For example, where the Completion Status is missing, it is advisable to update the Status (Withdrawn, Transferred) in Course Manager then refresh the data displayed in the **Update Learning Aims** panel by using this button.

If other users have made changes in Course Manager, the **Update from Course Manager** button can be clicked to reflect these changes in the **Update Learning Aims** panel.

1. Click the **Update from Course Manager** button to update the information displayed in the **Update Learning Aims** panel.
2. Click the **Yes** button on the message dialog to continue. The Autumn Learning Aims are refreshed with those retrieved from Course Manager while preserving all edits (including the ticks in the **Errors** column).

Comparing Learning Aims Information with the Previous Summer Data

The Learning Aims Comparison report is provided for checking purposes only. It enables you to compare Learning Aims reported for School Census Summer 2011 with Learning Aims to be reported for School Census Autumn 2011. Those Learning Aims submitted in error in the previous Autumn return are displayed as a **Y** in the **Error** column on the report. The data displayed in the report will be included in the Autumn 2011 Return unless it is updated by using one of the methods provided in the **Update Learning Aims** panel.

IMPORTANT NOTE: This report reflects the data from the **Update Learning Aims** panel and not those values held in Course Manager.

Ensure that the data has been saved before running the report.

Click the **Compare with previous Summer** button. The report is displayed in your web browser, where it can be printed, if required.

School Census Autumn 2011 (Learning Aims Comparison)																
Security Message :This report contains sensitive information.																
Report criteria : Learning Aims reported for School Census Summer 2011 compared with learning aims to be reported for School Census Autumn 2011																
Authorised Summer 2011 School Census :																
Autumn School Census : School Census Autumn 2011 8234321_SC3_823LL11_001.UNA																
Report created 11/05/2011 14:08:00																
										Reported for School Census Summer		To be reported for School Census Autumn				
Surname	Forename	Year Group	UPN	ULN	QAN	Discount Code	QAN Description	Error	Start Date	End Date	Planned End Date	Completion Status	Start Date	End date	Planned End Date	Completion Status
Abbot	Benjamin	13	X820432104001	-	1001815	3910	EDEXCEL Advanced GCE in Geography A	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	X820432104001	-	1001979	1210	EDEXCEL Advanced GCE in Physics	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	X820432104001	-	1003805	7610	EDEXCEL Advanced GCE in General Studies	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	X820432104001	-	10005778	1210	EDEXCEL Advanced Subsidiary GCE in Physics	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	X820432104001	-	10005857	7610	EDEXCEL Advanced Subsidiary GCE in General Studies	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	X820432104001	-	10005889	3910	EDEXCEL Advanced Subsidiary GCE in Geography A	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	X820432104001	-	10042878	0002	EDEXCEL Advanced Subsidiary GCE in Applied Business (Double Award) (Revised NCF Level)	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abdelkoder	Mohamed	12	H820432105001	5142378640	10003854	1110	EDEXCEL Advanced Subsidiary GCE in Chemistry	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378640	10005833	1030	EDEXCEL Advanced Subsidiary GCE in Biology and Biology (Human)	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abdelkoder	Mohamed	12	H820432105001	5142378640	10005857	7610	EDEXCEL Advanced Subsidiary GCE in General Studies	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing

Recalculating Learning Aims Information

IMPORTANT NOTE: All edits are lost during the recalculate process.

The Recalculate process should only be used in circumstances where you do not want to keep any Learning Aims information that has been edited.

1. Click the **Recalculate** button to update the information displayed in the **Update Learning Aims** panel.
2. Click the **Yes** button on the message dialog to continue.

All edits are overwritten, the Autumn Learning Aims are refreshed with those retrieved from Course Manager and any ticks in the submitted in **Error** column are refreshed.

Note: IMRS will run additional checks on Post 16 Learning Aims data. These checks enable IMRS to identify errors that are not highlighted by the school MIS or the COLLECT validation but nevertheless have a direct impact on school funding. The checking process is complex and time-consuming, so sixth forms are advised to submit census files at the earliest opportunity so that, in turn, IMRS can feedback with any queries.

As with previous collections, if there are any Post 16 Learning Aims queries, IMRS will send you a file via AVCO, along with an email to notify you that the file has been sent.

You can find more information in the **Guidance Notes on the QAN Website & Resolving Common Post 16 Learning Aims Issues** on the NCC website: http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/cypd_info/Pages/censusguidance.aspx

Once the information is complete click on



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

Helpful Hint

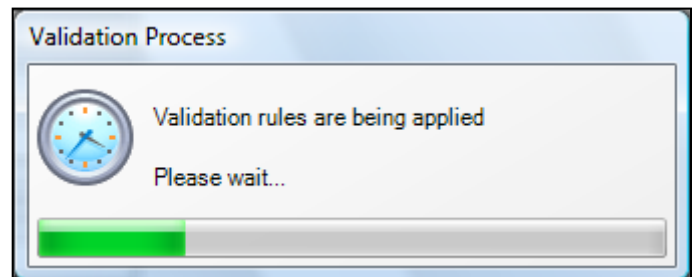
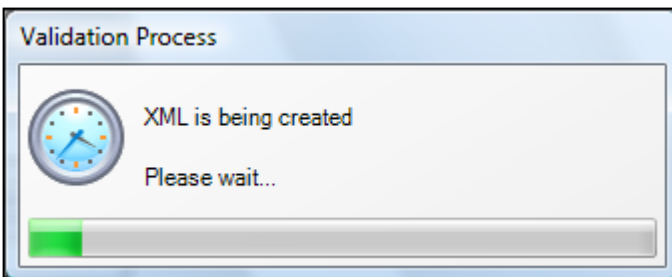
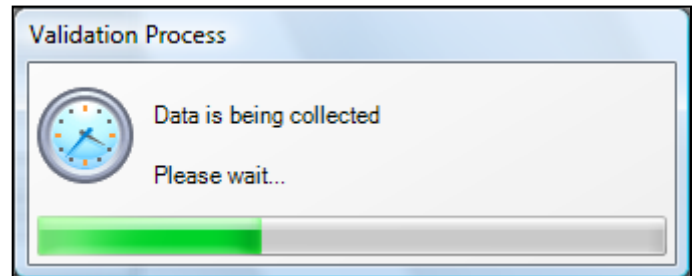
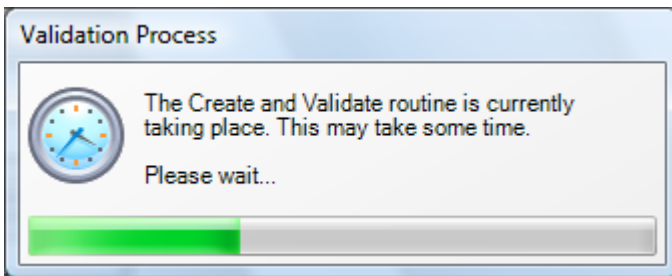
*You can save and exit then validate your School Census return at a later stage. Alternatively, click **Create & Validate** at the top of the screen if you wish to continue. Instructions on Validating your return are shown overleaf.*

Creating and Validating the Return

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

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

Various validation messages will appear.




Viewing Errors on the Return

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


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

The screenshot shows a software interface for viewing validation errors. At the top, there are fields for 'LA' (820) and 'Establishment Number' (1234). Below this is a 'Report' icon and a 'Validate Errors Summary' section. A message states: 'Return failed - 26 Validation rules failed (Number of Errors - 17 and Number of Queries - 9)'. A dropdown menu is set to '1730'. A table lists errors with columns for 'Type', 'Message', 'Location', and 'Solution'. One error is visible: 'with refused ethnic g', 'Name: Doo, Khan|Date of Birth: 1995-03', and '# Go to Focus|Student|Student Details|Ethnic/Cult'. A callout box points to the 'Report' icon, stating: 'You can **Print** your errors for ease of checking by clicking on the **Report** icon.' Another callout points to the dropdown menu, stating: 'You can order the way you view errors by clicking on the drop down arrow next to all and viewing just 1 type of error at a time'. A third callout points to a 'Window' menu in the top left, listing 'Student Details: Khan Doo', 'Census Return Details', 'Home Page: Mr A Blacker, 12...', and 'Close All'. A fourth callout points to the 'Census Return Details' option, stating: 'If, once you have accessed the pupil record from the Validate screen, you need to check the details of the Validation error again then choose **Window** from the tool bar, you can click back on the **Census Return Details** to view the Validation errors again. Alternatively you can use the **Back** and **Forward** buttons.'

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

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

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

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

You are required to email IMRS at imrs@northamptonshire.gov.uk for explanations of all outstanding queries.

You must Create & Validate the return again on or after 6th October 2011 even though most of the work can be prepared in advance.

Detailed Reports

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

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

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

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

Routines | Statutory Returns | School Census then highlight and open the latest return.

The screenshot shows the SIMS .net interface for Green Abbey School. The main window is titled 'Census Return Details - Autumn Term: School Census Autumn 2011a'. The interface includes a menu bar with 'Focus', 'Reports', 'Routines', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with navigation buttons like 'Back', 'Forward', and 'Copy'. The main content area is divided into sections: '1 Census Details' and '2 School Information'. The '1 Census Details' section contains a table with the following data:

Field	Value	Description
Census Date	06/10/2011	Description
Attendance collected from	25/04/2011	Attendance collected from
Exclusions collected from	01/01/2011	Exclusions collected from
Learning Aims collected from	20/05/2011	Learning Aims collected from

The '2 School Information' section shows the following details:

School Name	Green Abbey School
LA	823
Establishment Number	4021

A 'DetailReport' menu is open, listing the following options:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Free School Meal Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Multiple Reports...

A callout box points to the 'DetailReport' menu item with the text: 'Click on the down arrow button'.

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

School Census Spring - 2011 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Students on roll on Census day
Total Students: 1030

Filename: 8234321_SC1_823LL11_001.UIA Report Created Date: 08/12/2011 Released: 20 August 2010

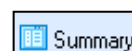
UPN	ULN	Surname	Forename	Preferred Surname	Former Surname	Gender	Year Group	DOB	Enrolment Status	Ethnicity	Language	Connexions	Part-time status	Boarder
P820432106006	5142373676	Abbey	Abbey	Abbey	-	Female	10	03/09/2007	Single Registration	-	-	Connexions Assent Refused	No	Not a Boarder
B820432109001	5142370030	Abbey	Jimmy	Abbey	-	Male	8	01/09/2009	Single Registration	White - English	English	Unsought	No	Not a Boarder
X320432104001	-	Abbot	Benjamin	Abbot	Abbott	Male	13	01/09/2004	Single Registration	White - English	English	Connexions Assent Obtained	No	Not a Boarder
P820432108010	5142371843	Abbot	Claire	Abbot	-	Female	9	02/09/2008	Single Registration	White - English	English	Unsought	No	Not a Boarder

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

Producing the Summary report

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

Double click on the final, successfully Validated report. Click



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

Section	Information displayed
Section A	displays information about the school
Section B	displays information on the number of students on roll by age, gender and mode of attendance
Section C	displays the numbers of students on roll in each National Curriculum Year Group
Section D	displays the numbers of students whose National Curriculum Year Group is different from that expected by their date of birth
Section E	Ethnicity is not collected in this census
Section F	displays the number of students on roll by their first language
Section G	displays the number of students on roll by enrolment status
Section H	displays the other types of students on roll ie number who are eligible for free school meals (this includes Gifted and Talented)
Section I	displays the number of students aged 12 or over at 31 August 2011, with Connexions Agreement
Section J	displays the number of students on roll with a SEN provision
Section K	displays the numbers of fixed period exclusions by reason, in care and SEN provision in the Spring term (Terms 3 and 4) 2011
Section L	displays the number of permanent exclusions by reason, in care and SEN provision in the Spring term (Terms 3 and 4) 2011
Section M	displays the number of lunchtime exclusions by reason, in care and SEN Provision in the Spring term (Terms 3 and 4) 2011
Section N	displays Attendance information for Summer term (Term 5 only)
Section O	displays Post 16 Learning Aims (number of pupils)
Section P	displays Post 16 Learning Aims (number of learning aims)

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

Deleting a School Census Return

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

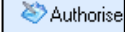
1. Select **Routines | Statutory Returns| School Census** to display the **Census Return** browser.
2. Select the census return file that you want to delete and click the Delete button.
3. Confirm that you want to delete the selected return.

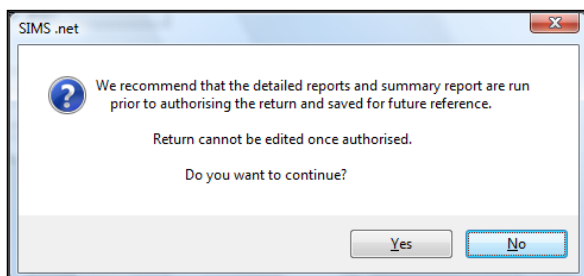
The selected return will be deleted and removed from the **Census Return** browser.

Authorising the Return

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

Double click on the last, successfully Validated return.

Click on  to authorise the return.

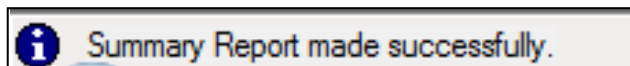
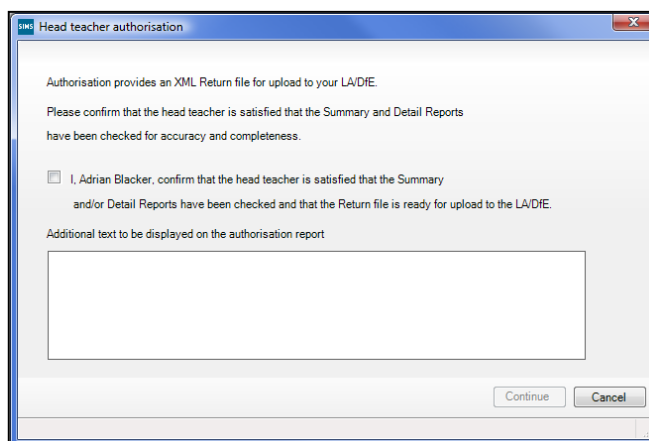


*Once a return has been authorised it is not possible to edit any of the details on it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 26). Click on **Yes**.*

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

Click on the **Continue** button.

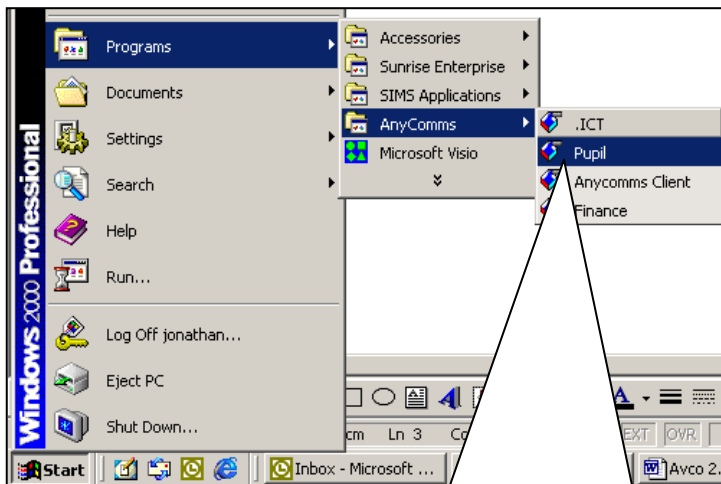
After a short while an Authorisation Report will appear on screen. You may wish to print this off for your records or close the report. The Summary will then appear. Again you may wish to print this off for your records or close the screen down.



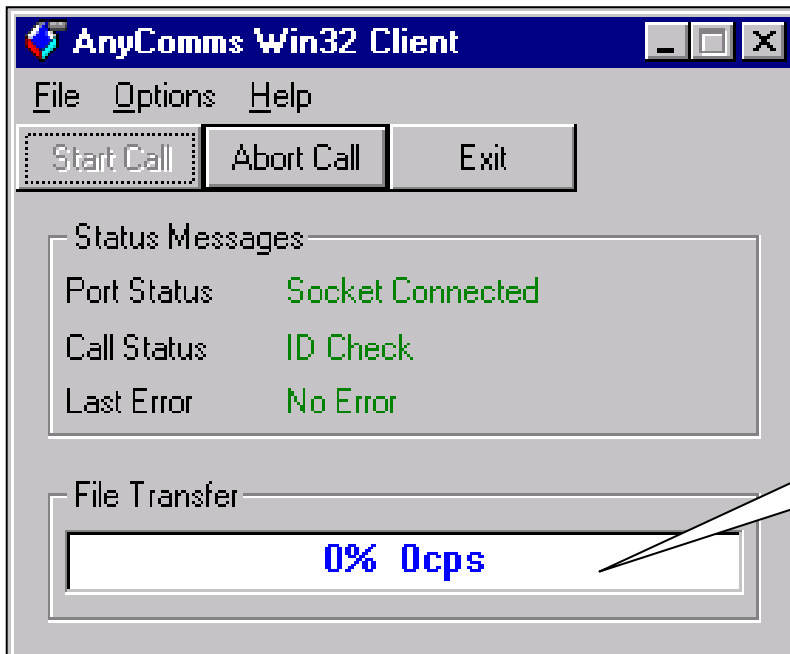
You should see a message in the bottom left hand corner of the screen informing you that your Summary Report has been made successfully.

If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 26.

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



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



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

The progress of the transfer will be displayed here.

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

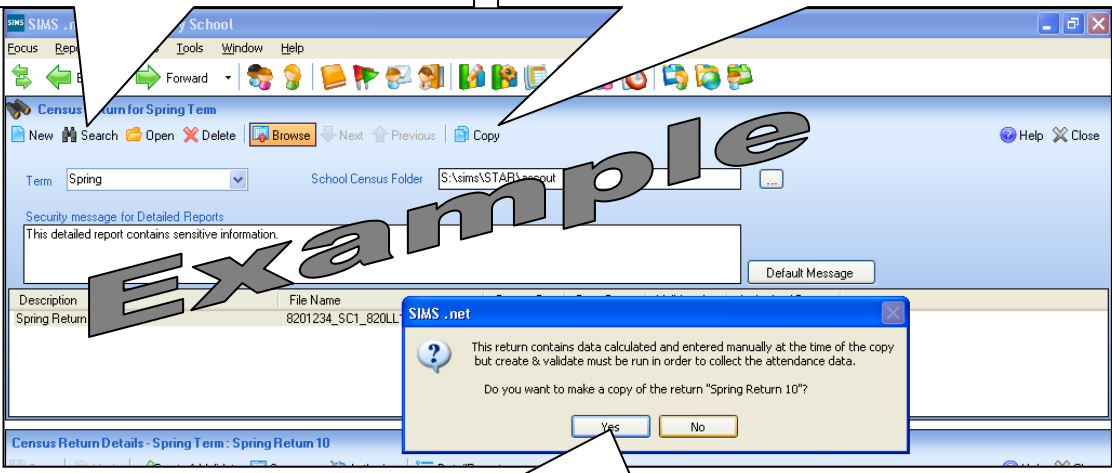
The Autumn School Census 2011 return must be completed and returned to the LA by 7th October 2011

Copying and Editing Your Return

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

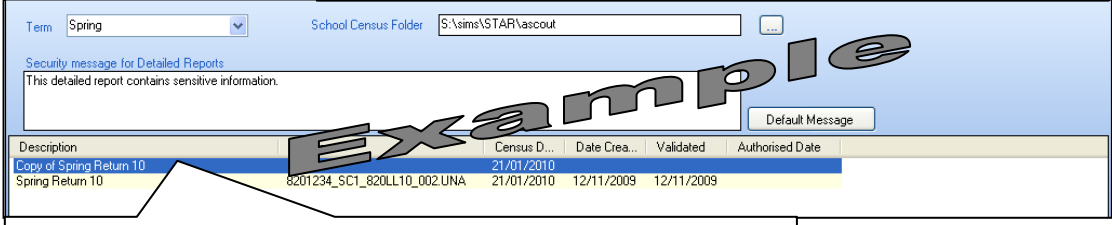
Click on the **Search** button.

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



Example

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



Example

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

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

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