

SIMS

# Producing the School Census Autumn 2011 Return

English Secondary/Middle  
deemed Secondary Schools

applicable to 7.140 onwards

Handbook



CAPITA

## Revision History

Version	Change Description	Date
Autumn 2011 - 1.0	Initial Release. <i>Please see How has the School Census Autumn Return Changed Since Last Year?</i> on page 2 for details.	19/05/2011

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

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## Overview

This handbook provides the information needed by Secondary/Middle deemed Secondary schools in England to complete the School Census Autumn 2011 Return, which takes place on Thursday 6 October 2011.

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




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### More Information:

*Checking/Preparing Data for the School Census Return on page 9*

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

Changes to the School Census Autumn Return include the following:

### Calculating All Details

The **Calculate All Details** button has been moved from the **School Information** panel to the top right-hand side of the **Census Details** panel. This is purely a cosmetic change to make the button for this important piece of functionality more visible.



#### More Information:

*Calculating All Details on page 14*

### School Information

#### Routines | Statutory Returns | School Census

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



#### More Information:

*Calculating All Details on page 14*

### Hours at Setting

#### Tools | Statutory Return Tools | Hours at Setting

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

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

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

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

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



#### More Information:

*Checking/Updating Hours at Setting on page 17*

## Updating Learning Aims

### Routines | Statutory Returns | School Census

The **Update Learning Aims** panel supersedes the **Previous Summer Census** panel, which was included in the Autumn 2010 return. This new panel includes the following new functionality:

- Learning Aims submitted in error in the previous Summer return are automatically indicated by a tick but can be manually edited, if required.
- If the Planned End Date for Summer 2011 differs from that of Autumn 2011, the Planned End Date for Summer 2011 is displayed.
- The automatic update of information with that taken from Course Manager. Two options are available:
  - **Update from Course Manager** preserving manual edits.
  - **Recalculate** overwriting manual edits.

The ability to edit information within the panel. The colour of cells within the grid indicate if the information can be edited. For more information, please see *Finding your way Around the Update Learning Aims Panel* on page 26.

- the provision of the following reports to assist with the checking of information:
  - **Learning Aims comparison with Course Manager report**  
The Learning Aims Comparison with Course Manager report enables you to compare Learning Aims reported for School Census Autumn 2011 with values held in course manager.
  - **Learning Aims Comparison report**  
The Learning Aims Comparison report enables you to compare Learning Aims reported for the School Census Summer 2011 with Learning Aims to be reported for School Census Autumn 2011.



#### More Information:

*Updating Learning Aims* on page 23

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## Authorising the Return

### Routines | Statutory Returns | School Census

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

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

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



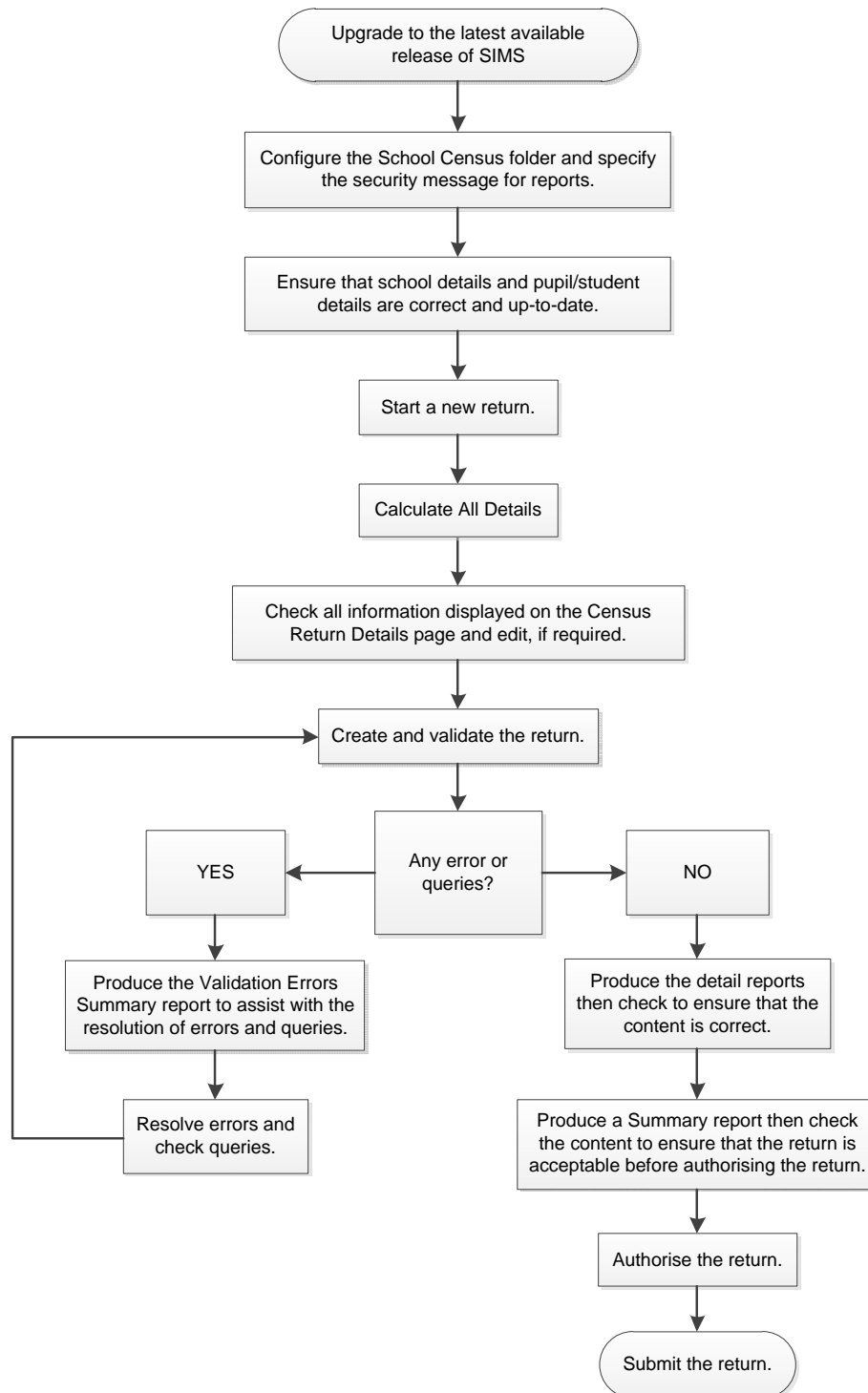
#### More Information:

*Authorising the School Census Return* on page 46

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## Steps to Producing the School Census Return

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



## Where to Find More Information

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

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



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## Permissions Required

The following permissions are applicable to School Census return users.

### Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

### Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Revised Filesets

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

- Personnel Officer
- Returns Manager
- System Manager.

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

## Where to find More Information about Permissions

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

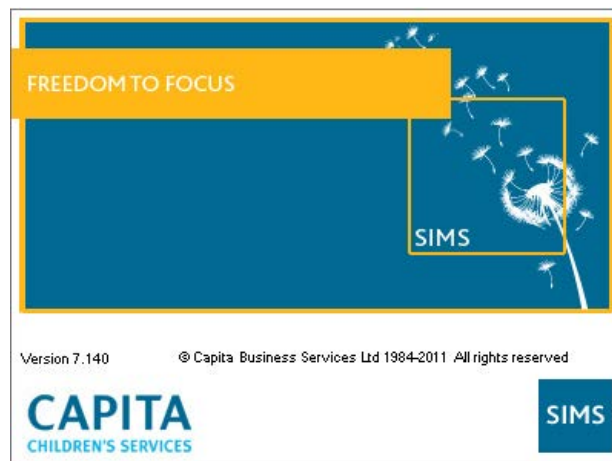
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

## What Version of SIMS is Required?

In order to run the School Census Autumn 2011 Return, you must have the SIMS 2011 Summer Release (7.140) or later installed.

To check which version of SIMS you have installed, open SIMS then select **Help | About SIMS**. A dialog similar to the following graphic is displayed.

The version should read 7.140 or later.



**WARNING:** The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2011 Autumn Release (7.142).

When the SIMS 2011 Autumn Release is applied, the 2011 School Census returns are removed.

## Checking/Preparing Data for the School Census Return

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

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

### School Level

- Characteristics: LA Number, Establishment Number, Name, Phase, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, Email Address, Telephone Number, and Gender on Entry to Sixth Form and School (not applicable to Middle deemed Secondary schools).

### Student Level

- Student Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Free School Meal Eligibility, Language Code, Gifted and Talented Indicator, Hours at Setting and Connexions Agreement.
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part-time Indicator, Boarder Indicator and Actual National Curriculum Year.
- Special Educational Needs: SEN Provision.
- Exclusion Information (01/01/2011 to 24/04/2011): Category, Reason, In Care Indicator, SEN Provision, Start Date and Actual Number of Sessions.
- Attendance Information (25/04/2011 to 27/05/2011): Possible Sessions, Sessions Missed due to Authorised Absence, Sessions Missed due to Unauthorised Absence, Attendance Codes and Number of Sessions Missed.
- Learning Aims (20/05/2011 to 06/10/2011) **applicable to Secondary schools only with a sixth form only**: QAN, Start Date, Planned End Date, Actual End Date, Completion Status and Discount Code.

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



# 03 | Completing the School Census Autumn 2011 Return

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## Creating a New School Census Return

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

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



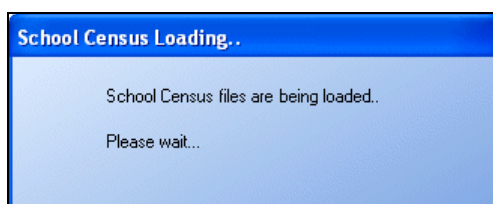
**More Information:**

*Deleting an Unauthorised Return on page 50*

Data is collected for the following students:

- all students on the register on the census day (06/10/2011).
- all students who attended school in the previous term (25/04/2011 to 27/05/2011).
- any additional students subject to any type of exclusion in the previous Spring term (01/01/2011 – 24/04/2011)
- all Post 16 students who had Learning Aims during the date range 20/05/2011 to 06/10/2011.

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





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

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

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



**NOTE:** The Spring or Summer census can be selected and run, if required.

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



#### More Information:

*Specifying the Security Message for Reports on page 13*

## Specifying the School Census Folder

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



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

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

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

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

 *Browse button*



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

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



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

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

## Specifying the Security Message for Reports

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

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

## Checking/Editing Census Details

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

- **Census Date** – set to 06/10/2011
- **Attendance collected from** – set to 25/04/2011.
- **Attendance collected to** – set to 27/05/2011.
- **Exclusions collected from** – set to 01/01/2011.  
This is the exclusion start date for the Autumn School Census return.
- **Exclusions collected to** – set to 24/04/2011.  
This is the exclusion end date for the Autumn School Census return.
- **Learning Aims collected from** – set to 20/05/2011.
- **Learning Aims collected to** – set to 06/10/2011.

Census Details		Description		Calculate All Details
Census Date	06/10/2011	Description	School Census Autumn 2011	
Attendance collected from	25/04/2011	Attendance collected to	27/05/2011	
Exclusions collected from	01/01/2011	Exclusions collected to	24/04/2011	
Learning Aims collected from	20/05/2011	Learning Aims collected to	06/10/2011	

By default, the return **Description** is displayed as **School Census Autumn 2011**. This description can be edited, if required, e.g. to identify a dry run.



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

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

## Calculating All Details

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

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

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

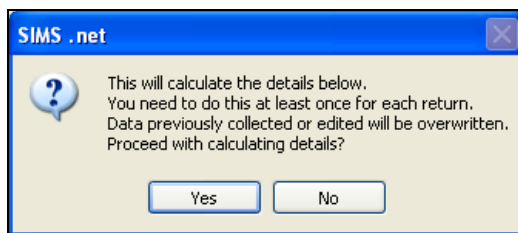


**IMPORTANT NOTE:** Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in every panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you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

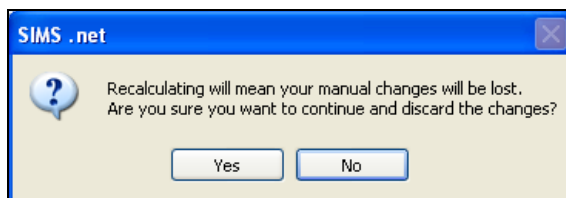
Any details that are calculated automatically should be checked and, if necessary, edited.

1. Click the **Calculate All Details** button (located in the **Census Details** panel).

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



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



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

## Checking/Editing School Information

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

<b>2 School Information</b>	
School Name	Green Abbey School
LA	823 Establishment Number 4321
Telephone	851234
School E-mail Address	office@ga.org.uk
School Phase	SS Secondary
School Type	Comprehensive all-through 11-18
Governance	Community Intake Type Comprehensive
Gender on Entry to 6th Form	Coeducational Gender on Entry to School Coeducational
Lowest NC Year	7 Highest NC Year 13
School Detail	

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

**SIMS School Detail**

SchoolDetails - WATERS EDGE PRIMARY SCHOOL

Save Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

**1 Establishment**

School Name	WATERS EDGE PRIMARY SCHOOL	
LA	823 Central Bedfordshire	
Establishment Number	2001	
Unique Reference Number		
School Phase	Primary	
School Type	Infant and Junior School 5-11	
School Governance	Community	
Intake Type	Comprehensive	
Boarding Pupils	<input type="checkbox"/>	
Nursery Class	<input checked="" type="checkbox"/>	
Special Class or Unit	<input type="checkbox"/>	
Head Teacher	Mrs Gillian Grosvenor	Main Contact Mrs G Grosvenor
Curriculum Years	N2 6	
Pupil Genders	Coeducational	
Gender on entry to	Coeducational	

OK Cancel

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

## Checking/Updating Hours at Setting

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

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

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

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

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

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

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

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

Pupil			Pupil			Pupil		
Name	Year	Hours at Setting	Name	Year	Hours at Setting	Name	Year	Hours at Setting
Aaron,Chris	N	12	Abraham,Jane	R	12			
Aaron,Liz	N	12	Adams,Adam	R	12			
Aaron,Sophie	N	12	Anderson,Neo	R	12			
Barnes,Lucy	N	12	Bains,Kirk	R	12			
Barnes,Tommy	N	12	Bellic,Nico	R	12			

Update Hours at Setting for 2 year olds      Update Hours at Setting for 3 year olds      Update Hours at Setting for 4 year olds

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

1. Click the **Update Hours at Setting for 3 year olds** button to display the **Update Hours at Setting for 3 year olds** dialog.



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

If you wish to view the data recorded for the previous terms, select either **Spring** or **Summer** from the **Term** drop-down list.

The screenshot shows a window titled "Update Hours at Setting for 3 year olds". At the top, there are "Save" and "Undo" buttons. Below that, there are two sections: "Census" with a "Term" dropdown set to "Autumn", and "Pupils View" with "Year Group" set to "All", "Reg" set to "All", and a "Status" dropdown. The main area is a table with the following data:

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

At the bottom of the dialog, there are "OK" and "Cancel" buttons.

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



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

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

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



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

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

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

## Identifying which Pupils have no Entries for Hours at Setting

1. On the **Census Returns Details** page, click the **Update Hours at Setting for 3 year olds** button (located in the **Hours at Setting** panel) to display the **Update Hours at Setting for 3 year olds** dialog.
2. In the **Pupil View** panel, ensure that the required **Year Group** and **Reg** group is selected then select **No Hours at Setting** from the **Status** drop-down list.  
Any pupils who do not have an entry for Hours at Setting are displayed.
3. Enter the required values for these pupils as previously described.

## Checking/Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students aged 5 to 15 inclusive on 31/08/2010 (i.e. where their date of birth falls between 01/09/1994 and 31/08/2005 inclusive) who were on-roll for at least one session during the period from 25/04/2011 to 27/05/2011 inclusive.



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

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

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

### Attendance Users



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

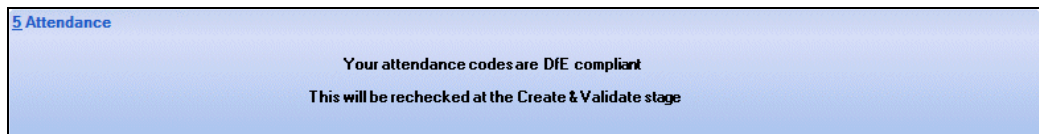


**TIP:** After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of the attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

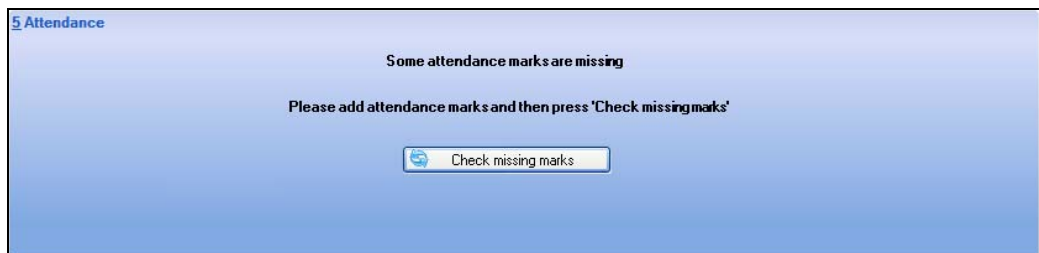
## Are your Attendance Codes DfE Compliant?


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

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




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



 **NOTE:** The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return (please see Creating and Validating a School Census Return on page 35).

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

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

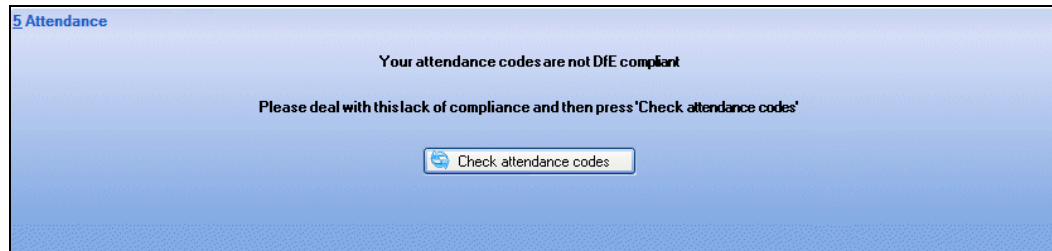


### More Information:

Creating and Validating a School Census Return on page 35  
Producing Detail Reports on page 40

## Are your Attendance Codes Non DfE Compliant?

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



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

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

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

## Attendance Not in Use

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

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


Surname	Forename	Year Group	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences
Ackton	Stanley			On Roll	0	0	0
Ackton	William			On Roll	0	0	0
Acton	Jordan			On Roll	0	0	0
Acton	Samantha			On Roll	0	0	0
Adebayor	Emmanuel			On Roll	0	0	0
Adedeji	Payal			On Roll	0	0	0
Affleck	Alexis			On Roll	0	0	0
Agathocleo...	Stelios			On Roll	0	0	0
Ahmad	Arifa			On Roll	0	0	0
Ahmad	Carina			On Roll	0	0	0
Ahmed	Mohan			On Roll	0	0	0
Aldridge	Courtney			On Roll	0	0	0
Allim	Farah			On Roll	0	0	0
Aloia	Paolo			On Roll	0	0	0
Americana	Kari			On Roll	0	0	0
Amiel	Tanzeel			On Roll	0	0	0
Amos	Rosanna			On Roll	0	0	0
Amos	Silv			On Roll	0	0	0
Amos	Stephanie			On Roll	0	0	0
Anderson	Jacob			On Roll	0	0	0


1. To filter the display of students in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.  
  
Alternatively, select **Group by None** to display a list of all students.
2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.
3. For each student, enter the correct attendance numbers in the **T Poss Sessions**, **T Auth Absences** and **T Unauth Absences** columns.
4. To clear the attendance information and check for additional students, click the **Check for additional students & zero totals** button.

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

## Updating Learning Aims

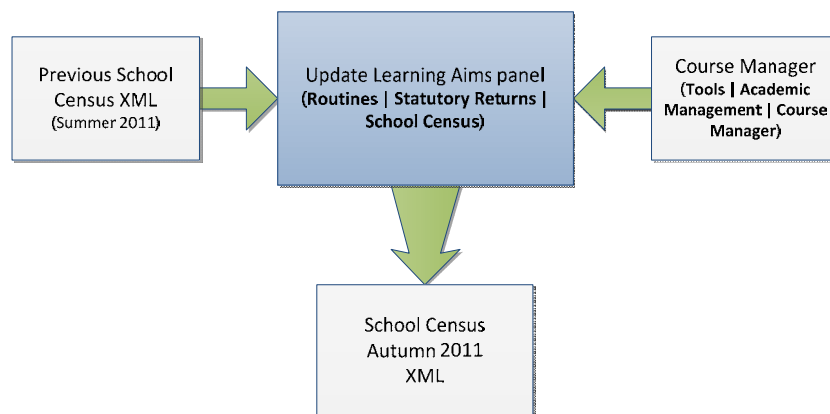
Not applicable to Middle deemed Secondary schools

 **NOTE:** Learning Aims data is collected from Secondary schools (including City Technology Colleges (CTCs) and academies) with sixth forms only.

 **IMPORTANT NOTE:** In order to mark and include Post 16 information that was submitted in error in the previous Summer return, you must ensure that an authorised Summer 2011 return file was completed.

The DfE have made it clear that maintaining the Planned End Date between the Censuses is more important than the accuracy of that date. Course Manager still operates as previously but the Learning Aims section of the School Census has been changed to make use of this clarification.

If the Planned End Date from the previous Census differs from the Planned End Date in Course Manager, it is the Planned End Date from the previous Census that is copied to the Autumn 2011 Census. **Completed** can be entered as the status in the Update Learning Aims grid, even if the End Date is before the Planned End Date.



This new panel includes the following new functionality:

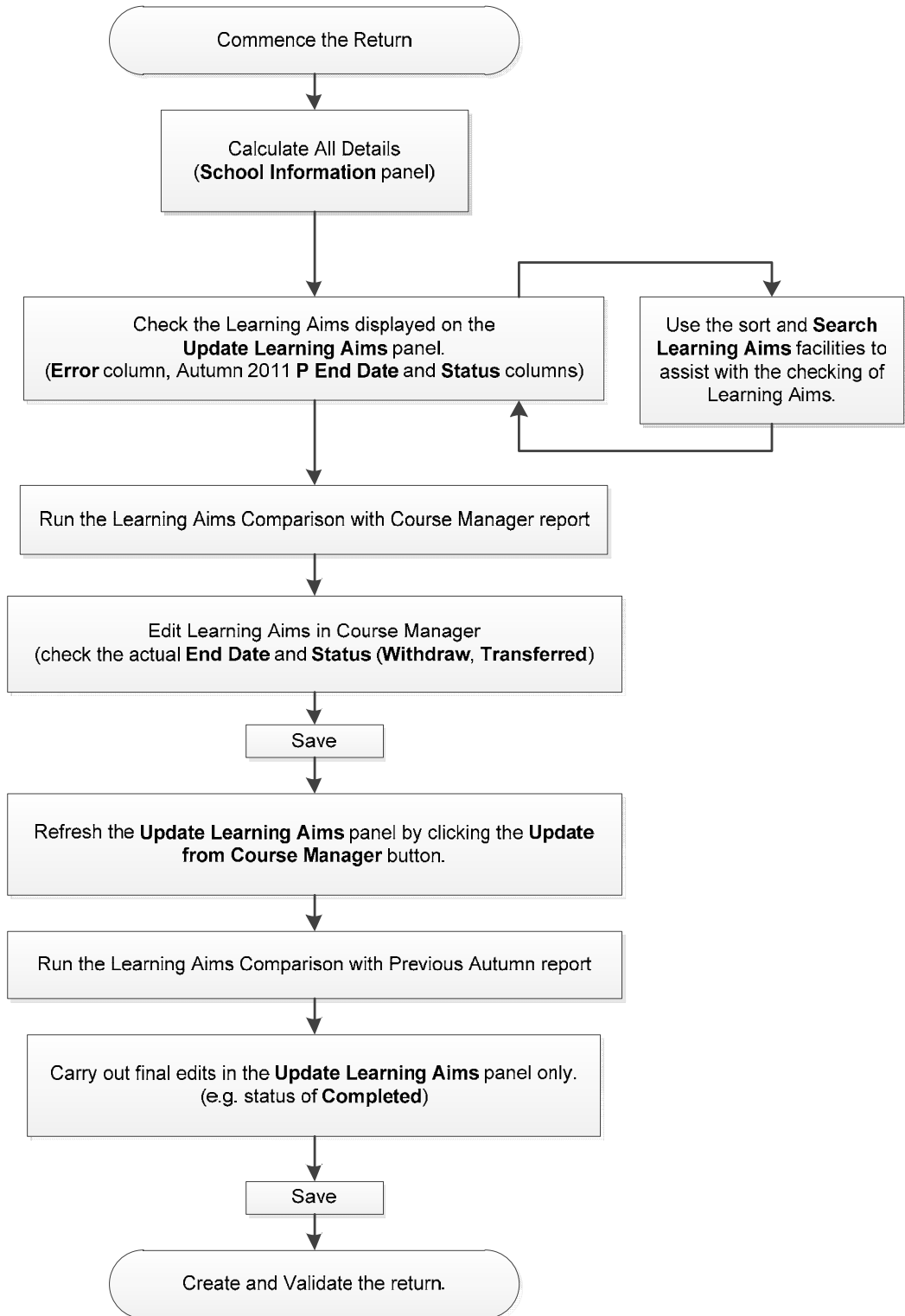
- Learning Aims submitted in error in the previous Summer return are automatically indicated by a tick but can be manually edited, if required.
- If the Planned End Date for Summer 2011 differs from that of Autumn 2011, the Planned End Date for Summer 2011 is displayed.
- The automatic update of information with that taken from Course Manager. Two options are available:
  - **Update from Course Manager** preserving manual edits. For more information, please see *Updating Learning Aims Information with Data from Course Manager* on page 32.
  - **Recalculate** overwriting manual edits. For more information, please see *Recalculating Learning Aims Information* on page 33.
- The ability to edit information within the panel. The colour of cells within the grid indicate if the information can be edited. For more information, please see *Finding your way Around the Update Learning Aims Panel* on page 26.
- The provision of the following reports to assist with the checking of information:
  - Learning Aims comparison with Course Manager report. For more information, please see *Comparing Learning Aims Information with Course Manager Data* on page 31.
  - Learning Aims Comparison report. For more information, please see *Comparing Learning Aims Information with the Previous Summer Data* on page 32.



**IMPORTANT NOTE for New Secondary schools:** The **Update Learning Aims** panel is populated when the **Calculate All Details** button (located in the **Census Details** panel) is clicked. Learning Aims information from Course Manager that meets the criteria for collection is automatically displayed.

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## Update Learning Aims Flow



## 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 School Census Summer Return

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

### Finding your way Around the Update Learning Aims Panel

Error	Surname	Forena...	NC...	UPN	QAN/Disc	Subject	Level	PREVIOUS SUMMER				AUTUMN 2011			
								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/...	CD T.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				
1	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 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.
- Hovering over the **P End Date** (Autumn 2011 Planned End Date) or **Status** (Autumn 2011 Completion Status) columns displays the information held in Course Manager. This information might be different to that displayed in the **Update Learning Aims** panel.

- A tick indicates a Learning Aim that was submitted in error in the previous Summer return. The **Error** column is editable.
- The **Search Learning Aims** option can be used to find a sub-set of the students or courses listed.
- A cell with a bright yellow background indicates that the value in the cell has been calculated from the previous Summer return (this is not an error). The value in the cell is editable.
- A cell with a white background indicates that the value in the cell is editable.
- A cell with a pale yellow background indicates that the value in the cell has been manually entered. The value in the cell remains editable.

5 Update Learning Aims

Open the authorised Summer Census that you wish to mark

Search Learning Aims:

Compare Learning Aims Information:

Update Learning Aims Information:

Error	Surname	Forena...	NC...	UPN	QAN/Disc	Subject	Level	PREVIOUS SUMMER				AUTUMN 2011				
								Start Date	End Date	P End Date	Status	Start Date	End Date	P End Date	Status	
	Abbot	Benjamin	13	X820432...	100036057...	General St...	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010	18/01/2011	22/07/2011	Completed
	Abbot	Benjamin	13	X820432...	100018157...	Geography	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abbot	Benjamin	13	X820432...	100019797...	Physics	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010	18/01/2011	22/07/2011	Completed
	Abdelko...	Mohamed	12	H820432...	100058337...	Biology	GCE Adva...						03/09/2010		22/07/2011	Continuing
<input checked="" type="checkbox"/>	Abdelko...	Mohamed	12	H820432...	100058337...	Biology	GCE Adva...	02/09/2010			22/07/2011	Continuing				
	Abdelko...	Mohamed	12	H820432...	100036547...	Chemistry	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	100058577...	General St...	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	100341107...	Mathemati...	GCE Adva...	02/09/2009			22/07/2011	Continuing	02/09/2009		22/07/2011	Continuing
	Abdelko...	Mohamed	12	H820432...	100497827...	Sociology	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010	13/12/2010	22/07/2011	
	Able	Benjamin	11	V820444...	100341107...	Mathemati...	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Adam	Briony	13	L820432...	100017487...	Art	GCE Adva...						04/09/2010		22/07/2011	Continuing
	Adam	Briony	13	L820432...	100036057...	General St...	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Adam	Briony	13	L820432...	100018157...	Geography	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Adam	Briony	13	L820432...	100429457...	Health & S...	GCE Adva...	02/09/2009	22/07/2010	22/07/2010	Completed					
	Adam	Briony	13	L820432...	100035517...	History	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Adam	Briony	13	L820432...	100049777...	Law	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		22/07/2011	Continuing
	Adams	James	12	X820432...	100058337...	Biology	GCE Adva...	02/09/2010			22/07/2011	Continuing	02/09/2010		08/07/2011	Continuing

The **Start Date** for this course has changed. The old record was submitted in error in the previous Summer return.

Both the old and new record are displayed here.

This student finished the course early but the course **Status** is missing in Course Manager.

It is recommended that you select the **Status** in Course Manager then click the **Update from Course Manager** button in this panel to display the updated information.

This Learning Aims is included for the Autumn census but was not included for the previous Summer.

This student completed their course last year when they were in Year 12.

The option to flag as submitted in error in the previous Autumn return is available, if required.

**IMPORTANT NOTE:** Edits made in the **Update Learning Aims** panel will not overwrite data in Course Manager.

The information displayed in the **Update Learning Aims** panel is included in the School Census Autumn 2011 Return.

## 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 August/September 2011, the planned end date should be no later than 31 July 2012. Another example, for two year courses which started in August/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 Status

The Learning Aim Status indicates the degree of completion of the learning activities and the success or failure of the Learning Aim.

Code	Description	Explanation
0	Re-sit	The learner is re-sitting the examination or coursework only. The learner is not attending the full course of study for this Learning Aim. (The student may be attending some revision classes.)
1	Continuing	The learner is continuing or intending to continue the learning activities leading to the Learning Aim.
2	Completed	The learner has completed the learning activities leading to the Learning Aim.
3	Withdrawn	The learner has withdrawn from the learning activities leading to the Learning Aim. If a student leaves one Learning Aim and does not as a direct result, at the same time, starts studying for another Learning Aim with the same provider then Withdrawn should be recorded rather than Transfer. Withdrawals will adversely affect a school's retention rate. If a student leaves a school without completing the Learning Aims then Withdrawn should be recorded for their Learning Aim(s).
4	Transferred	The learner has transferred to a new Learning Aim. If a student leaves one Learning Aim and as a direct result, at the same time, starts studying for another Learning Aim with the same provider then Transferred should be recorded rather than Withdrawn. Transfers will not adversely affect a school's retention rate.
X	Error	Data input error.

### 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	-	10001815	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	-	10003605	7910	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	5142376940	10003654	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	5142376940	10005633	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	5142376940	10005667	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	5142376940	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	5142376940	10049782	4990	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	Brony	13	L820432104002	-	10001815	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.URA

Report created 11/05/2011 14:08:00

Surname	Forename	Year Group	UPN	ULN	GAN	Discount Code	GAN Description	Error	Reported for School Census Summer			To be reported for School Census Autumn				
									Start Date	End Date	Planned End Date	Completion Status	Start Date	End Date	Planned End Date	Completion Status
Abbot	Benjamin	13	820432104001	-	10001815	3910	EDEXCEL Advanced OCE in Geography A	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	820432104001	-	10001819	1210	EDEXCEL Advanced OCE in Physics	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	820432104001	-	10003005	7810	EDEXCEL Advanced OCE in General Studies	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abbot	Benjamin	13	820432104001	-	10005778	1210	EDEXCEL Advanced Subsidiary OCE in Physics	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	820432104001	-	10005957	7810	EDEXCEL Advanced Subsidiary OCE in General Studies	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	820432104001	-	10005959	3910	EDEXCEL Advanced Subsidiary OCE in Geography A	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abbot	Benjamin	13	820432104001	-	10042878	0002	EDEXCEL Advanced Subsidiary OCE in Applied Business (Double Award) (Revised NCF Level)	-	02/09/2009	23/07/2010	23/07/2010	Completed	-	-	-	-
Abdelkader	Mohamed	12	H020432105001	8142378640	10003954	1110	EDEXCEL Advanced Subsidiary OCE in Chemistry	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abdelkader	Mohamed	12	H020432105001	8142378640	10005933	1030	EDEXCEL Advanced Subsidiary OCE in Biology and Biology (Human)	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing
Abdelkader	Mohamed	12	H020432105001	8142378640	10005987	7810	EDEXCEL Advanced Subsidiary OCE in General Studies	-	02/09/2010	-	22/07/2011	Continuing	02/09/2010	-	22/07/2011	Continuing



**More Information:**

*Producing Detail Reports on page 40*  
*Producing the Summary Report on page 44*

**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.



# 04 | Creating and Validating the Autumn 2011 Return

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## Creating and Validating a School Census Return

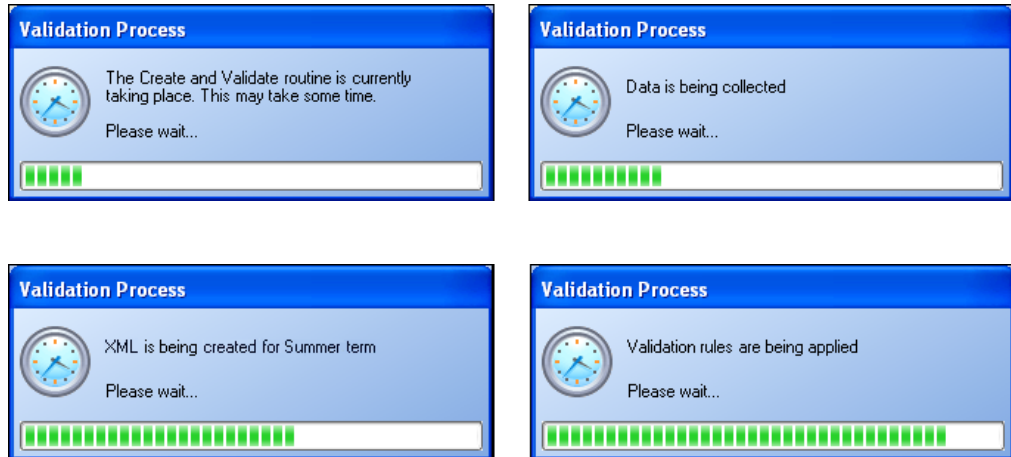
A return must be created, validated and authorised before it can be sent to your Local Authority.

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

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

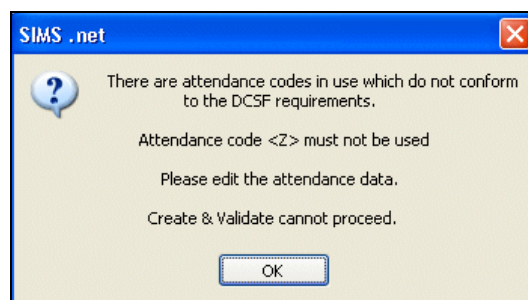
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process.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

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



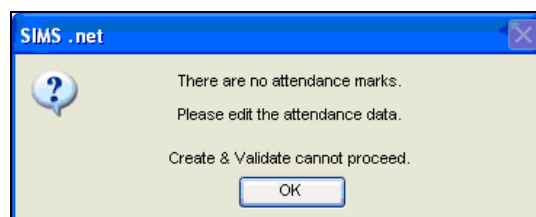
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



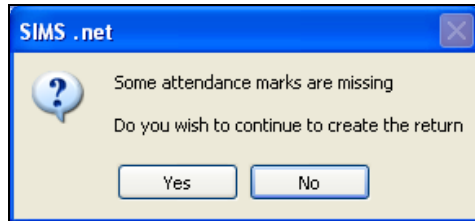
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

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



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

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



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

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

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

## Resolving Validation Errors and Checking Queries

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

Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey C...
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus Student...
F	11017	CompleterRole must be present	CompleterRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NYearActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus Student 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 M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102   Surname : Flowers   Forename : Lilly	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100   Surname : Corveira   Forename : Pedr	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097   Surname : Bukor   Forename : Krystal	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096   Surname : Bradshaw   Forename : Jonn	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...

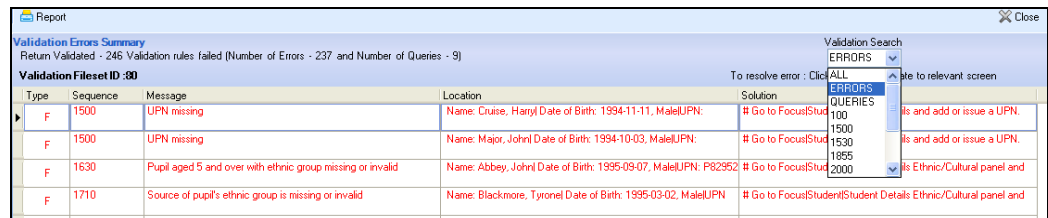
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

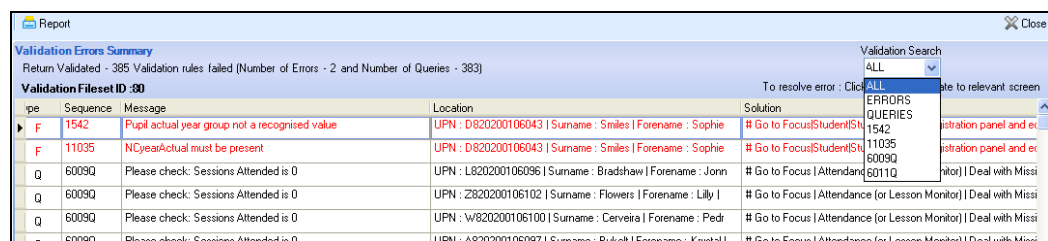
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> <li>Failure (<b>F</b> displayed in red) indicates an error, which must be corrected.</li> <li>Query (<b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered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

To assist in the resolution of any errors and queries:

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



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



- When the pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.

- When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

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



**NOTE:** A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.

Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.

- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of errors/queries by clicking the **Report** button, located above the **Validation Errors Summary** panel. The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.

The details of the **Validation Errors Summary** can also be transferred to another application, if required. For more information, please see *Transferring a Report to a Spreadsheet* on page 44.

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

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



**NOTE:** All errors must be resolved and all queries must be investigated.

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

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

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

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

## Producing Detail Reports

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

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

The following reports are currently available:

### On Roll Basic Details Report

Report Criteria: Students on-roll on Census day.

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

### Leavers Basic Details Report

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

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

### Exclusions Report

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

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

## Attendance Report

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

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

## Absentee Report

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

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

## SEN Report

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

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

## Free School Meal Report

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

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

## On Roll Learning Aims Report

Report Criteria: On-roll students with Learning Aims - Year 12 or above, Year 11 or below studying level 3 qualification – on-roll for at least one session between the day after the Autumn Census to the day of the Summer Census - Learning Aims submitted in error in the previous Learning Aim return.

This report provides basic information about the on-roll students, i.e. name, year group, date of birth, date of admission and date of leaving (if applicable), as well as student Learning Aims information, including QAN numbers and descriptions, course dates and completion status.

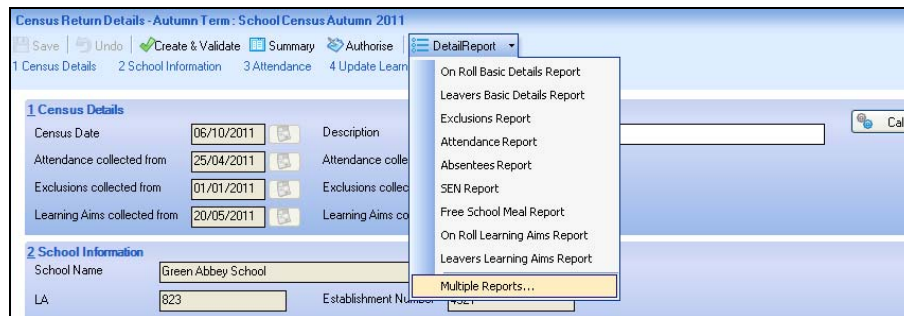
## Leavers Learning Aims Report

Report Criteria: Leavers with Learning Aims - Year 12 or above, Year 11 or below studying level 3 qualification – on-roll for at least one session between the day after the Autumn Census to the day of the Summer Census – Learning Aims submitted in error in the previous Learning Aim return.

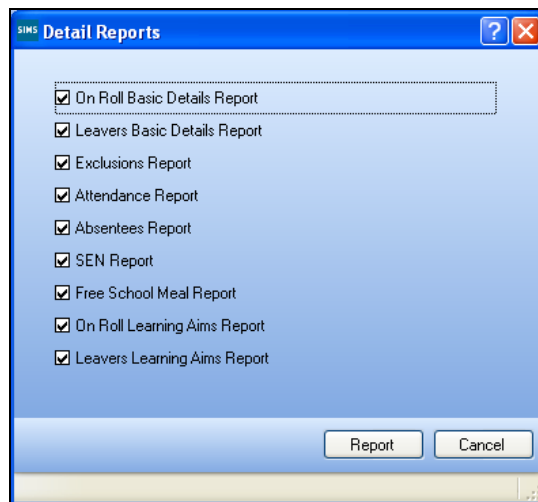
This report provides basic information about leavers, i.e. name, year group, date of birth, date of admission and date of leaving (if applicable), as well as student Learning Aims information, including QAN numbers and descriptions, course dates and completion status.

## Generating Detail Reports

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser, e.g. Windows® Internet Explorer.



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



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

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

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

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

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

8232001\_SC3\_823LL11\_001\_onroll\_pupil\_basic\_details\_report.html.

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

School Census Autumn - 2011 (On Roll Basic Data)															
<b>Security Message</b> : This report contains sensitive information.															
Report Criteria: Students on roll on Census day															
Total Students: 1030															
Filename: 8234321_SC3_823LL11_001.UNA      Report Created Date: 11/05/2011      XML Version: 2011.1.3 - Released: 12 January 2011															
UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Actual IIC Year	DOA	Enrolment Status	Language	Connexions	Part-time status	Boarder	G&T
B820432109001	5142370030	Abbey	Jimmy	Abbey	-	17/04/1998	Male	9	01/09/2009	Single Registration	English	Unsought	No	Not a Boarder	No
Q820432109002	5142370022	Abbot	Susan	Abbot	-	21/06/1998	Female	9	01/09/2009	Single Registration	English	Unsought	No	Not a Boarder	No
P823432109001	-	Abbot	Hannah	Abbot	-	23/12/1998	Female	-	01/09/2010	Single Registration	English	Unsought	No	Not a Boarder	No
D820432109007	5142373868	Abbot	James	Abbot	-	27/04/1998	Male	11	03/09/2007	Single Registration	English	Connexions Assent Refused	No	Not a Boarder	No
J82044405032	5142375604	Abbot	Clarissa	Abbot	-	22/06/1995	Female	12	05/09/2008	Single Registration	English	Connexions Assent Obtained	No	Not a Boarder	No
P820432108010	5142371843	Abbot	Claire	Abbot	-	22/04/1997	Female	10	02/09/2008	Single Registration	English	Unsought	No	Not a Boarder	No
X820432104001	-	Abbot	Benjamin	Abbot	Abbott	12/07/1993	Male	-	01/09/2004	Single Registration	English	Connexions Assent Obtained	No	Not a Boarder	Yes
H820432109001	5142370540	Abdalkoder	Mohamed	Abdalkoder	-	16/01/1994	Male	13	05/09/2008	Single Registration	English	Connexions Assent	No	Not a Boarder	No



**More Information:**

Configuring the School Census on page 12  
Transferring a Report to a Spreadsheet on page 44

**Printing a Report**

The generated report is automatically displayed in your web browser.



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

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

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



**More Information:**

Specifying the Security Message for Reports on page 13

## Transferring a Report to a Spreadsheet

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

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

## Deleting Temporary Web Browser Files

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

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

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

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Delete Browsing History...** from the drop-down list to display the **Delete Browsing History** dialog.
3. Click the **Temporary Internet Files Delete files...** button to display the following message:  
**Are you sure you want to delete all temporary Internet Explorer Files?**
4. Click the **Yes** button to delete all the files held in the local cache on the PC.

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

## Producing the Summary Report

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

## Generating the Summary Report

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

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

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

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

8202001\_SC3\_820LL11\_001\_Summary\_Report.html.

## School Census Collection: Autumn 2011

Version 2011.1.3 - Released: 12 January 2010

**There are 1208 errors and 5 queries.**

**A. School Characteristics**

Summary for: Green Abbey School

LA Code: 823 Establishment Number: 4321

Telephone Number: 851234

Email Address: office@ga.org.uk

Phase: SS

Type: 22

Governance: CO

Intake Type: COMP

Gender of Entry: C

Gender of Sixth Form: C

Lowest National Curriculum Year Group: 7

Highest National Curriculum Year Group: 13

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

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
19 or over	31/8/92 or earlier	0	0	0	0
18	1/9/92 - 31/8/92	28	70	0	0

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



**More Information:**

- Specifying the School Census Folder on page 12*
- Generating Detail Reports on page 42*
- Transferring a Report to a Spreadsheet on page 44*
- Authorising the School Census Return on page 46*
- Deleting an Unauthorised Return on page 50*

## Editing an Unauthorised Return

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



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

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



### More Information:

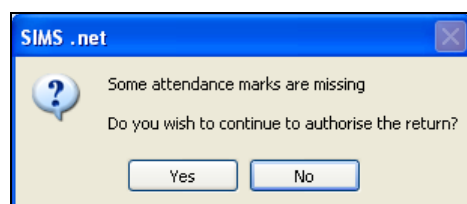
*Specifying the School Census Folder on page 12*  
*Specifying the Security Message for Reports on page 13*  
*Creating and Validating a School Census Return on page 35*  
*Producing Detail Reports on page 40*  
*Producing the Summary Report on page 44*

## Authorising the School Census Return

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

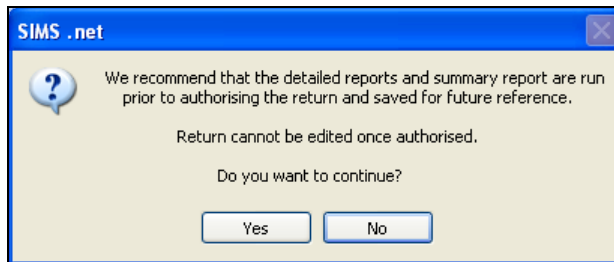
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



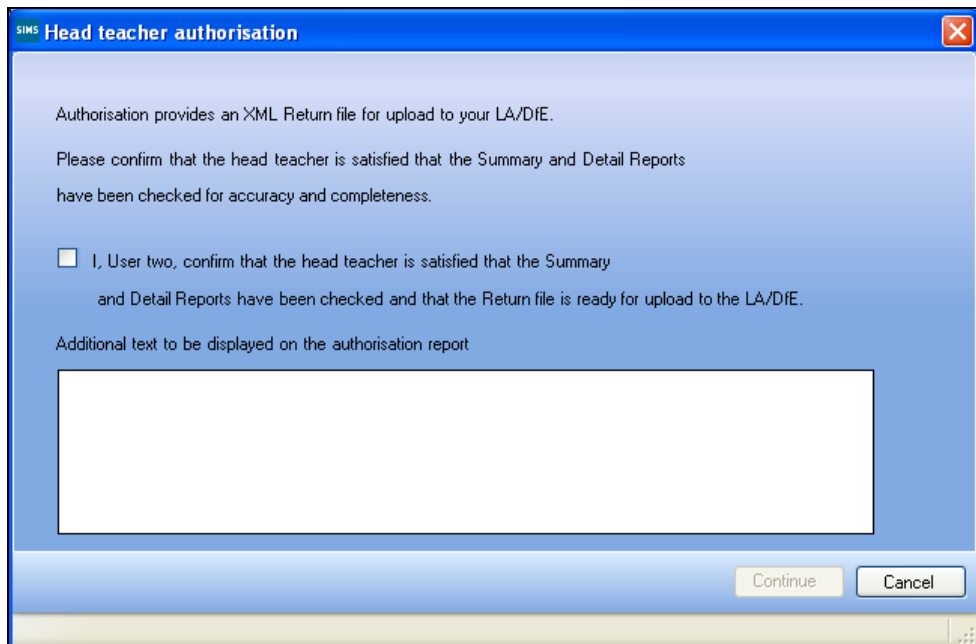
- Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

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



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

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



- Enter the additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
- Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and Detail reports have been checked and that the return file is ready for upload to your LA/DfE.

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

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



**NOTE:** The Summary report and the Authorisation report are automatically generated and displayed in your web browser at the point of authorisation.

**School Census Autumn 2011 Authorisation Report**

School Name: WATERS EDGE PRIMARY SCHOOL  
 Estab No: 2001

Authorised Autumn School Census 2011: 8232001\_SC3\_823LL11\_001.XML  
 Report Created 10/5/2011 14:23

I, User two, confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8202001\_SC3\_823LL11\_001.XML.

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



#### More Information:

*Creating a New School Census Return on page 11*

*Producing the Summary Report on page 44*

*Copying a School Census Return on page 49*

## Submitting the Return to the Local Authority



**WARNING:** The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2011 Autumn Release (7.142).

*When the SIMS 2011 Autumn Release is applied, the 2011 School Census returns are removed.*

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

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



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



#### More Information:

*Specifying the School Census Folder on page 12*  
*Copying a School Census Return on page 49*

## Copying a School Census Return

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

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



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

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of School Census returns.
3. Highlight the required file and click the **Copy** button.

A message requests confirmation that you wish to make a copy of the selected return.

4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:

Copy of <description of selected file>, for example:

Copy of School Census Autumn 2011.

5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. The new **Description** must be unique for this return.

## Deleting an Unauthorised Return

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*NOTE: An authorised School Census return cannot be deleted.*

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

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

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

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