

Spring 2012
School Census
Secondary/Middle Schools
Completion Notes

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

0844 8922406

If you have any queries relating to the **DfE Guidance**, please contact the **Business Intelligence and Performance Improvement Team (formerly IMRS)**

on **01604 366190**

or email

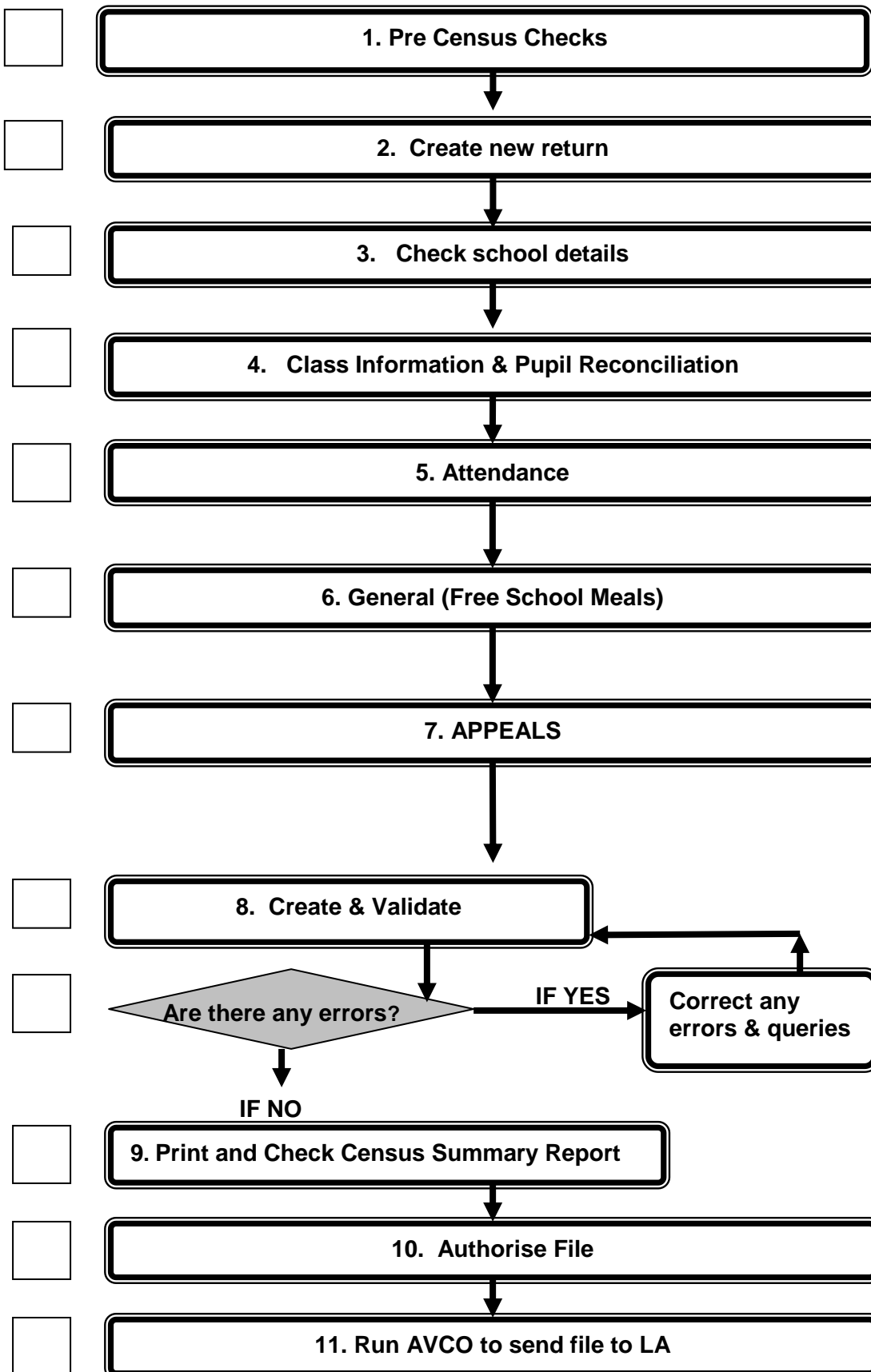
education@northamptonshire.gov.uk

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STEPS TO CREATE YOUR SCHOOL CENSUS RETURN

Please Follow the Numbered Steps



Introduction

Every school is expected to complete three Census Returns in the calendar year 2012.

The Census Dates for 2012 will be as follows:

- (Spring) third Thursday in January (19th January 2012)
- (Summer) third Thursday in May (17th May 2012)
- (Autumn) first Thursday in October (4th October 2012)

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

| Module | Spring Census | Summer Census | Autumn Census |
|---|---|---|---|
| Pupil Level | | | |
| Pupil ID | ✓ | ✓ | ✓ |
| Pupil Characteristics | ✓ | ✓ | ✓ |
| Pupil Status | ✓ | ✓ | ✓ |
| SEN | ✓ | One data item | One data item |
| Exclusions | All exclusions for Terms 5 + 6 (Summer 2010/11) | All exclusions for Terms 1 + 2 (Autumn 2011/12) | All exclusions for Terms 3 + 4 (Spring 2011/12) |
| Attendance (for pupils of compulsory school age only) | For Terms 1 + 2 (Autumn 2011) | For Terms 3 + 4 (Spring 2012) | For Term 5 (09/04/2012 to 01/06/2012) |
| Home Information | ✓ | | |
| Post 16 Courses | | | ✓ |
| School Level | | | |
| School Characteristics | ✓ | ✓ | ✓ |
| Admission Appeals | ✓ | | |
| Class Information | ✓ | | |
| Pupil Reconciliation | ✓ | | |
| Miscellaneous | ✓ | | |

This document is designed to help you through the processes required to complete your Spring Census return using SIMS. The notes are designed to be used in conjunction with the 2012 DfE Guidance notes which can be downloaded from the BIPI website:

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

or

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0076969/school-census-2012>

IMPORTANT INFORMATION

*SIMS **MUST** be on version 7.142 – Autumn 2011 - or higher before you can proceed with the Spring 2012 Census process. To check this, open SIMS and go to Help/About SIMS and check the version listed.*

What Does Calculate Details Do?

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

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

Do You Need to Calculate Details?

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

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

Example:

- School has calculated their return and a new pupil is placed “on roll” or “off roll” just before Census day. The school would NOT **Calculate All**. The **recalculate** button to the right of the classes screen (Spring Census only) would need to be pressed.
- School has calculated their return and amends details in a pupils record. The school would NOT **Calculate All**.

Pre Census Checks

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

You **MUST** have made sure that attendance data is up-to-date for the period of 01/09/11 to 31/12/11. Ensure that you have dealt with all missing marks.

Detailed Reports

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

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

These are described on page 19 of this document.

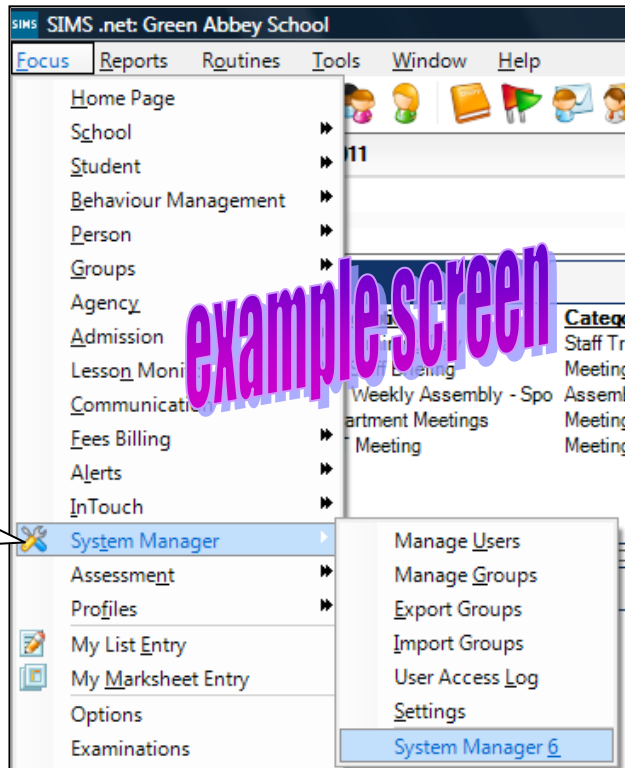
Access Rights for Creating a School Census return

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

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

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

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

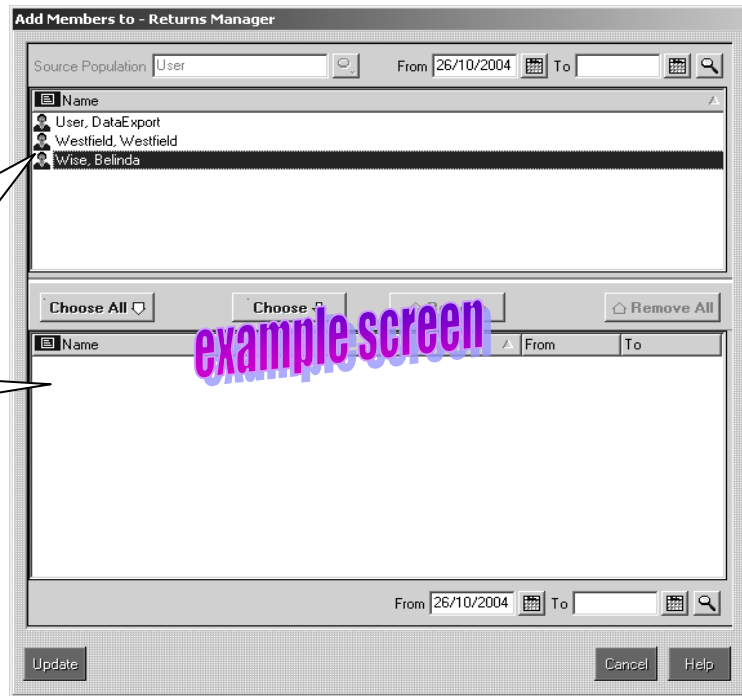


From the Welcome Screen select the **Returns Manager** Group from the drop down list on the right hand side of the **Assign Users to User Group**. Then click on the active button to the left hand side of the row.



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

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



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



Close the Welcome Screen and Close System Manager.

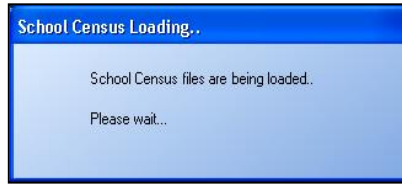
IMPORTANT INFORMATION

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

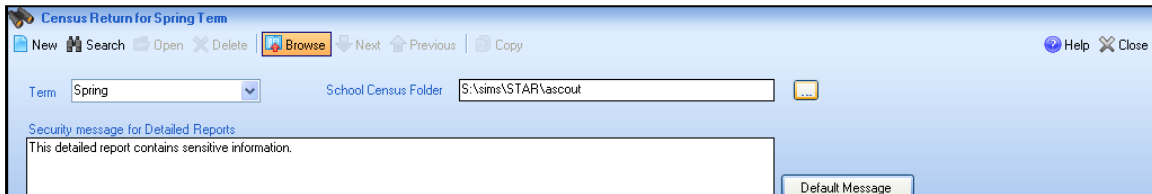
Creating the Return

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

You will see the following message



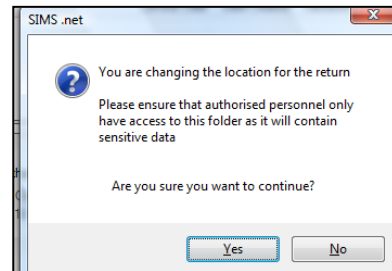
The **School Census Returns** browser will open. Ensure that the **Term** states **Spring**. The **School Census Folder** should be set to the one as shown: **(s:\sims\star\ascout)**.



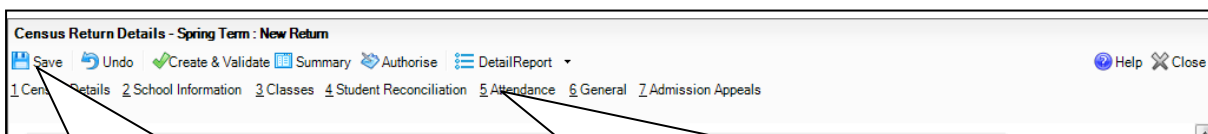
If you have changed the location of the School Census folder you will receive a message. Click on **Yes**.

Click on  to create a School Census return.

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



1. Census Details

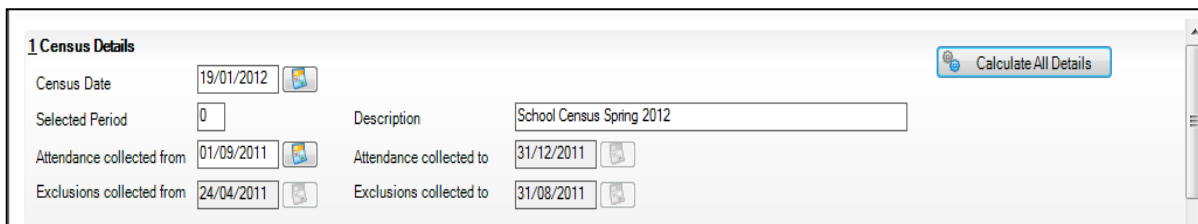


At any point in the return you can click on the **Save** button to save your work to date.

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

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

DO NOT AMEND ANY OF THE DEFAULT DATES UNLESS THEY DO NOT MATCH THE SCREEN BELOW



1 Census Details

Census Date: 19/01/2012

Selected Period: 0

Attendance collected from: 01/09/2011

Exclusions collected from: 24/04/2011

Selected Period is the details of all classes running at the **selected time on the Spring School Census Day (19th January 2012)**. Details on calculating your selected period are given below.

Calculate All Details

The 'selected time' is based on the last digit of a school's DfE establishment number as follows:

| | |
|------------|---|
| 4,7,8 or 9 | = 1 hour/period before the end of morning school |
| 0,1 or 5 | = 1 hour/period after the start of afternoon school |
| 2, 3 or 6 | = 1 hour/period after the start of morning school |

Example: School DfE Establishment Number is 4269. School has a one week timetable with 6 periods a day, 4 in the morning and 2 in the afternoon.

The 'selected time' for this school would be (as shown in the grid) 1 period before the end of morning school as their school number ends in the number 9.

It could then be calculated in the following way:

| | 1 | 2 | 3 | 4 | 5 | 6 |
|------|----|----|----|----|----|----|
| Mon | 1 | 2 | 3 | 4 | 5 | 6 |
| Tues | 7 | 8 | 9 | 10 | 11 | 12 |
| Wed | 13 | 14 | 15 | 16 | 17 | 18 |
| Thu | 19 | 20 | 21 | 22 | 23 | 24 |
| Fri | 25 | 26 | 27 | 28 | 29 | 30 |

3x6 periods to account for Monday to Wednesday and then +4 periods to take them up to the period before the end of morning school on the Census Thursday. Therefore the selected time for this school would be period 22.

Extract from DfE Guidance Notes 5.5 Class Information module

If the selected time is not appropriate to the school timetable (for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the head teacher) schools should choose an hour / period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term (see Section 2.1) Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on the Census Day due, for example, to staff training or absence, severe weather conditions or religious observances.

Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

This module will be collected in the **Spring Census only**.

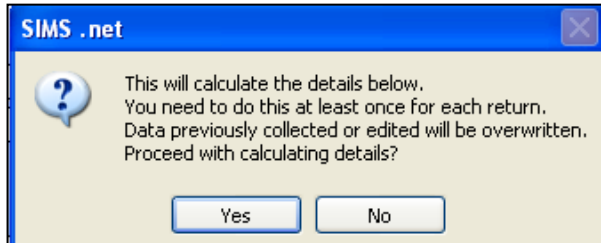
Calculating the School Census Return

Click on the



button at the top of panel 1 Census Details.

You will then see the following message:



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

If you need to edit data in SIMS, related to the School Census return please refer to page 6 Do You Need to Calculate Details?

2. School Information

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

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

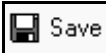
You must make sure that a School e-mail Address is entered as this is a compulsory field for School Census. The e-mail address should be one to which the head teacher has regular access.

Click on the **School Details** button.

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

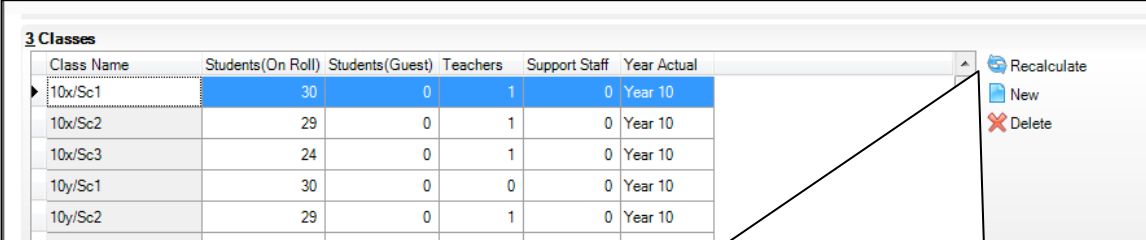
NOTE:

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

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

3. Classes

It is important to note that the Class Activity information is **no longer** collected for the Spring Census.



You will only need to click on the **Recalculate** button if any details are amended in academic management or you have admitted new students on roll or taken students off roll since the initial calculation of the census return.
NOTE. If you choose to recalculate you will lose any manual amendments.

The system will pick up details of all the classes it can find that are scheduled to take place at the 'selected period'. You now need to check and edit, if necessary, the details displayed. For each class you should record the following information:

Class Name - This is the Class Name and can be any character string up to 30 characters.

Students (On Roll) - This is the number of students from the school scheduled to be in the class at the selected time. Include any students temporarily absent on the Census day. Part-time pupils not scheduled to be in the school at the selected time should be excluded and counted instead in the student reconciliation.

Students (Guest) - This is the number of students from other schools scheduled to be in the class at the scheduled time. Include pupils from other schools for whom attendance in this class at the selected time is the normal arrangement.

Teachers - This is the number of teaching staff taking the class. Include all qualified or unqualified teachers; exclude teachers wholly or mainly providing support to individual pupils.

Support Staff - This is the number of education support staff present in the class. Include teaching assistants, special needs support staff, minority ethnic pupils support staff, and other education support staff. Exclude non-teaching staff wholly or mainly providing support to individual pupils.

Year Actual - Enter one value only from the following:

| | |
|---|----------------------|
| Year 7, 8, 9, 10, 11, 12, 13 | year groups 7-13 |
| 14 | year group beyond 13 |
| Mixed | mixed year groups |

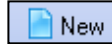
This should refer to the curriculum followed by the class and hence the values of the National Curriculum (NC) Year Groups for students in the class, rather than their dates of birth. Mixed year groups are those containing pupils from more than one NC Year Group. The presence of the odd pupil who has been held back or advanced a year, and so is of a different chronological age to the rest of the class, does not render the class as a mixed year group class.

At this point it is possible to add any extra classes that may be missing from this panel. It is also possible to delete classes that should not be included on the School Census return eg classes that are not actually taught at the 'selected' time.

NOTE:

Classes set up in Alternative Curriculum are not automatically picked up by the calculate routine.

To **Add** details of a missing or additional class, click



on to the right hand side of the panel.

A row called 'New Class' appears at the bottom of the list of existing classes.

| Class Name | Students(Dn Roll) | Students(Guest) | Teachers | Support Staff | Year Group |
|------------|-------------------|-----------------|----------|---------------|------------|
| 8y/En3 | 27 | 0 | 1 | 0 | Year 8 |
| 9y/En1 | 27 | 0 | 1 | 0 | Year 9 |
| 9y/En2 | 28 | 0 | 1 | 0 | Year 9 |
| 9y/En3 | 28 | 0 | 1 | 0 | Year 9 |
| 9y/Ar1 | 28 | 0 | 1 | 0 | Year 9 |
| 9y/Dr1 | 28 | 0 | 1 | 0 | Year 9 |
| 9y/Mu1 | 28 | 0 | 1 | 0 | Year 9 |
| New Class | 0 | 0 | 0 | 0 | |
| Total | 921 | 1 | 36 | 0 | |

Click in the 'Class Name' column for this class and add the name of this additional class. Press the Tab key to move between the other columns and add the details as appropriate.

To **Delete a class** that does not normally take place at the selected time, highlight the row and click on to the right hand side of the panel.

You can save the work that you have done on your return at any time by clicking on the **Save** button.

4. Student Reconciliation

The Student Reconciliation panel expects you to match the number of students on roll with the number of students in classes at the selected time. In the example shown there is a mismatch of 116 pupils.

| 4 Student Reconciliation | | | |
|----------------------------------|----------------------------------|-----------------------------|-----------------------------------|
| On Roll students in classes | <input type="text" value="921"/> | Total students | <input type="text" value="921"/> |
| Part-time students not at school | <input type="text" value="0"/> | Students on work experience | <input type="text" value="0"/> |
| Private study students | <input type="text" value="0"/> | Students at FE colleges | <input type="text" value="0"/> |
| Students at another school | <input type="text" value="0"/> | Must agree with | <input type="text" value="1037"/> |
| | | Students On Roll | <input type="text" value="1037"/> |

If the students should be in classes you will need to go back to the previous panel and recheck the numbers in each class. If the students are normally elsewhere at the selected time the appropriate box(es) should be completed in order to make the numbers balance as shown below.

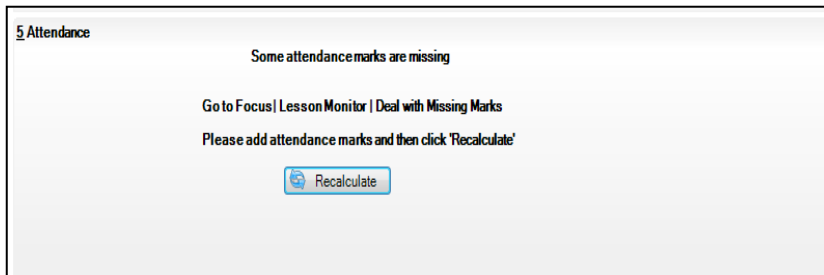
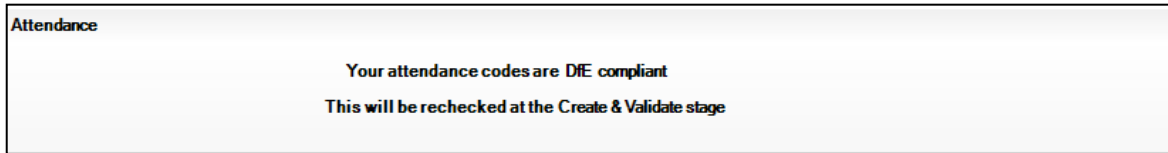
| 4 Student Reconciliation | | | |
|----------------------------------|----------------------------------|-----------------------------|-----------------------------------|
| On Roll students in classes | <input type="text" value="921"/> | Total students | <input type="text" value="1037"/> |
| Part-time students not at school | <input type="text" value="0"/> | Students on work experience | <input type="text" value="60"/> |
| Private study students | <input type="text" value="50"/> | Students at FE colleges | <input type="text" value="0"/> |
| Students at another school | <input type="text" value="6"/> | Must agree with | <input type="text" value="1037"/> |
| | | Students On Roll | <input type="text" value="1037"/> |

Helpful Hint

If you make any changes you need to click into another editable cell before the students will reconcile.

5. Attendance

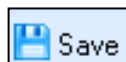
Attendance data for all statutory school aged students will automatically be entered directly into the School Census return. You must have made sure that attendance data is up-to-date for the period of 01/09/11 to 31/12/11 as this return collects attendance data for Terms 1 and 2.



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

If you see a message stating that your attendance codes are not DfE compliant, you must ring the Capita .ict helpdesk on 0844 8922406 before continuing with your return.

Once the information is complete click on



to save the details of the Spring 2012 School Census return so far.

6. General (Free School Meals)

You need to enter the number of Free School Meals taken on Spring School Census day (19th January). This number cannot be greater than the number of students who are **eligible** for a Free Meal.

| General | |
|--------------------------------|--------------------------------|
| No. of free school meals taken | <input type="text" value="0"/> |

7. Admission Appeals Panel

This information should only be provided for schools who are a Foundation, Voluntary Aided or Special Agreement school who had any appeals lodged by parents between March 2010 and July 2011 against non-admission to the school at any time in the academic year 2010/11.

| Admission Appeals | | Independent Admissions Committee | |
|---|--------------------------------|----------------------------------|--------------------------------|
| If you are a Foundation, Voluntary Aided or Special Agreement school, complete this section | | | |
| Lodged | <input type="text" value="0"/> | Heard | <input type="text" value="0"/> |
| Withdrawn | <input type="text" value="0"/> | Upheld | <input type="text" value="0"/> |
| | | Rejected | <input type="text" value="0"/> |

Once the information is complete click on  **Save** to save the details of the Spring 2012 School Census return so far.

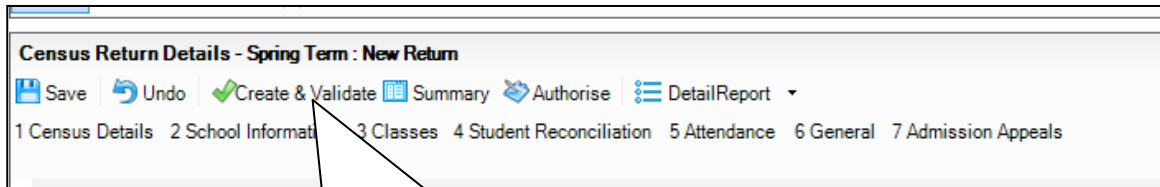
Helpful Hint

You can save and exit then validate your School Census return at a later stage. Alternatively, click **Create & Validate** at the top of the screen if you wish to continue. Instructions on Validating your return are shown on page 17.

Creating and Validating the Return

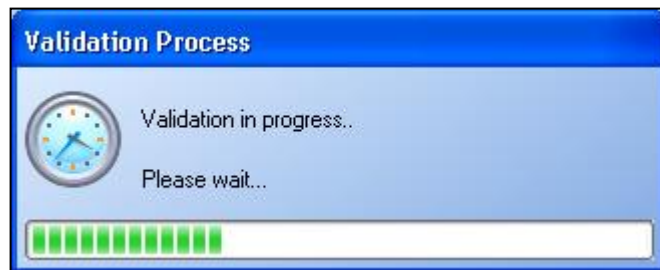
If you have exited from the return you will need to choose the following route to Create & Validate the return:

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



Click on the **Create & Validate** button. This may take some time so please be patient.

A message will appear stating that the Validation is in process.



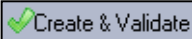
Viewing Errors on the Return

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

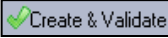
Errors with a **Type of F must** be investigated and resolved. Errors with a **Type of Q** prefixing the number are queries but these **must** be checked to ensure that data has not been excluded by mistake, or that the entry you have made is correct as it may not be what the software expected. **BIPI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

The screenshot shows a software interface for viewing validation errors. At the top, there's a header with 'LA: 820' and 'Establishment Number: 1234'. Below that, a 'Report' icon is visible. The main area displays a table of errors with columns for 'Type', 'Message', 'Location', and 'Solution'. One error is highlighted in red: '# refused ethnic g Name: Doo, Khand Date of Birth: 1995-03 # Go to Focus(Student)Student Details Ethnic/Cult'. A callout box points to the 'Report' icon, stating: 'You can **Print** your errors for ease of checking by clicking on the **Report** icon.' Another callout points to a dropdown arrow next to the number '1730', stating: 'You can order the way you view errors by clicking on the drop down arrow next to all and viewing just one type of error at a time.' A third callout points to the highlighted error row, stating: 'You can click on the error to be taken to the student record.' A fourth callout points to a 'Window' menu in the top left, listing 'Student Details: Khan Doo', 'Census Return Details - Spring Te...', 'Home Page: Mr A Blacker, 12/11/20...', and 'Close All', with the text: 'If, once you have accessed the student record from the Validate screen, you need to check the details of the Validation error again then choose **Window** from the tool bar, you can click back on the **Census Return Details** to view the Validation errors again. Alternatively you can use the **Back** and **Forward** buttons.'

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

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

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

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

You **must** **Create & Validate** the return again **on or after 19th January 2012** even though most of the work can be prepared in advance.

You are required to email BIPI at:
education@northamptonshire.gov.uk
 with an explanation of all outstanding queries.

Detailed Reports

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

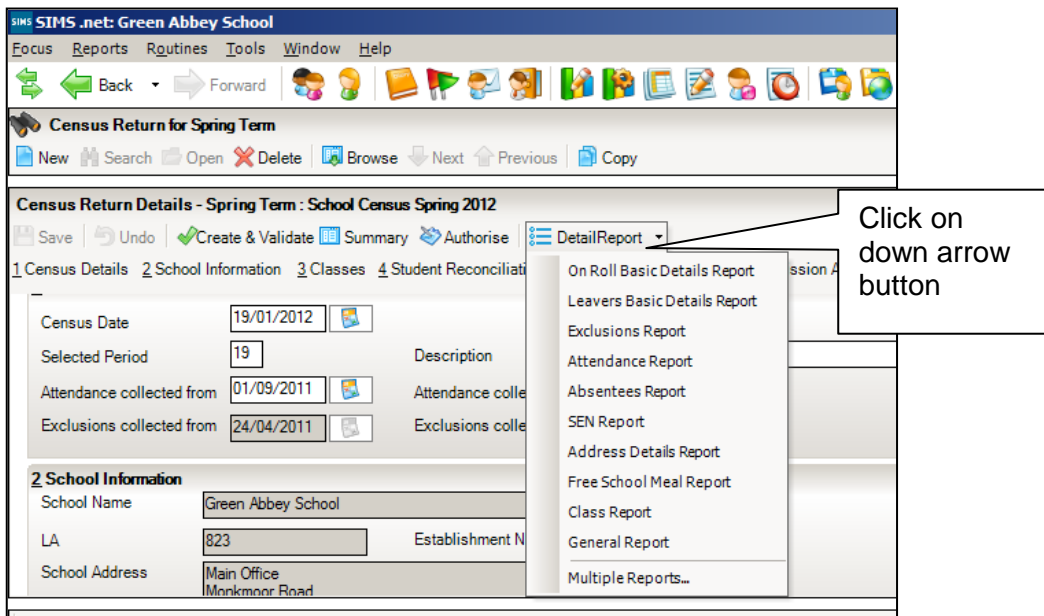
It is strongly recommended that you print each of these out and check the data for accuracy.

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

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

Routines | Statutory Returns | School Census

Open the return that has been created.



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

School Census Spring - 2012 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Students on roll on Census day (19/01/2012)
Total Students: 1017

Filename: 8234321_SC1_823LL12_001.UNA Report Created Date: 05/12/2011 XML Version: Validation 2012.1.2 - Released: 28 Oct 2011 Summary 2012.1.0 - Released: 09 Sep 2011

| UPN | ULN | Legal Surname | Legal Forename | Preferred Surname | Former Surname | DOB | Gender | Year Taught In | DOA | Enrolment Status | Ethnicity | Lang | Part-time Status | Boarder | Disability | |
|---------------|------------|---------------|----------------|-------------------|----------------|------------|--------|----------------|------------|---------------------|-----------------|---------|----------------------------|---------|---------------|---------------|
| B823432110001 | - | Abbey | Grenetta | Abbey | - | 24/07/2000 | Female | 7 | 01/09/2011 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |
| B820432109001 | 5142370030 | Abbey | Jimmy | Abbey | - | 17/04/1998 | Male | 9 | 01/09/2007 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |
| Q823432111003 | - | Abbot | Benjamin | Abbot | - | 20/07/2000 | Male | 11 | 01/09/2011 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |
| P820432108010 | 5142371843 | Abbot | Claire | Abbot | - | 22/04/1999 | Female | 12 | 02/09/2008 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |
| J820444405032 | 5142375504 | Abbot | Claire | Abbot | - | 22/06/1995 | Female | 12 | 05/09/2006 | Single Registration | White - English | English | Connexions Assent Obtained | No | Not a Boarder | Not Collected |
| P823432109001 | - | Abbot | Hannah | Abbot | - | 23/12/1998 | Female | 8 | 01/09/2010 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |
| D820432106007 | 5142373866 | Abbot | James | Abbot | - | 27/04/1998 | Male | 11 | 03/09/2007 | Single Registration | White - English | English | Connexions Assent Refused | No | Not a Boarder | Not Collected |
| Q820432109002 | 5142370022 | Abbot | Susan | Abbot | - | 21/06/1998 | Female | 9 | 01/09/2009 | Single Registration | White - English | English | Un sought | No | Not a Boarder | Not Collected |

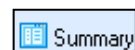
These reports can be printed or alternatively you can copy the information and paste it into Excel.

If you have any queries on the Census Return, please contact the Capita .ict helpdesk on 0844 8922406

Producing the Summary report

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

Double click on the final, successfully Validated report. Click



to create the summary. This can then be printed.

| Section | Information displayed |
|-----------------|--|
| Section 1 | displays information about the school |
| Section 2 | displays information on the number of Pupils on roll by age, gender and mode of attendance |
| Section 3 | displays the numbers of Pupils on roll in each National Curriculum Year Group |
| Section 4 | displays the numbers of Pupils whose National Curriculum Year Group is different from that expected by their date of birth |
| Section 5 | displays the number of Pupils in each ethnic group |
| Section 6 | displays the number of Pupils on roll by their first language |
| Section 7 | displays the number of Pupils on roll by enrolment status |
| Section 8 | displays the other types of Pupils on roll ie number who are eligible for free school meals (this includes Service Children) |
| Section 9 | displays the number of Pupils aged 12 or over at 31 August 2011, with Connexions Agreement |
| Section 10 | Displays Early Years Education (for 2, 3 and 4 year olds) - <i>Not applicable to Secondary Schools.</i> |
| Section 11 | displays the number of Pupils on roll with a SEN provision |
| Section 12 | displays the number of Pupils broken down by SEN provision |
| Section 13 | Displays Pupil Disability |
| Section 14 | displays the numbers of fixed period exclusions by reason, in care and SEN provision in the summer term (Terms 5 and 6) 2011 |
| Section 15 | displays the number of permanent exclusions by reason, in care and SEN provision in the summer term (Terms 5 and 6) 2011 |
| Section 16 | displays the number of lunchtime exclusions by reason, in care and SEN Provision in the summer term (Terms 5 and 6) 2011 |
| Section 17 | displays Attendance information for Terms 1 and 2 2011/2012 |
| Section 18 | displays Attendance Information for Academic Year 2011/12 - <i>Only applicable to Special Schools</i> |
| Section 19 | displays Admissions Appeals |
| Section 20 | displays classes as taught at the selected time |
| Section 21 | displays Pupil reconciliation |
| Section 22 – 26 | displays Post 16 Learning Aims – <i>Only collected in the Autumn Term Census</i> |

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

Deleting a School Census Return

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


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

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

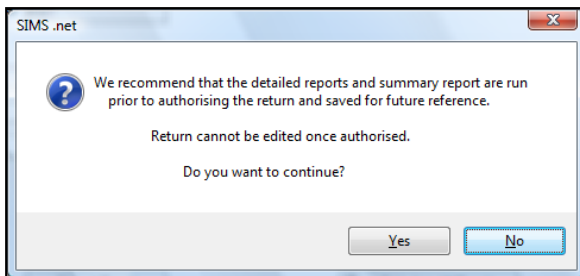
Authorising the Return

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

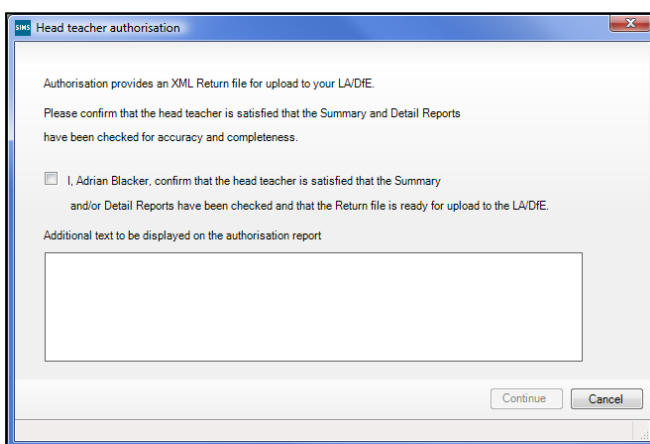
Double click on the last, successfully Validated return.

Click on  to authorise the return.

Once a return has been authorised it is not possible to edit any of the details in it. It is possible to reprint the summary sheet. (If the return needs amending a new one can be created and copied from the old one – see page 23).



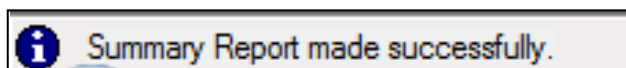
Click on **Yes**.



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

Click on the **Continue** button.

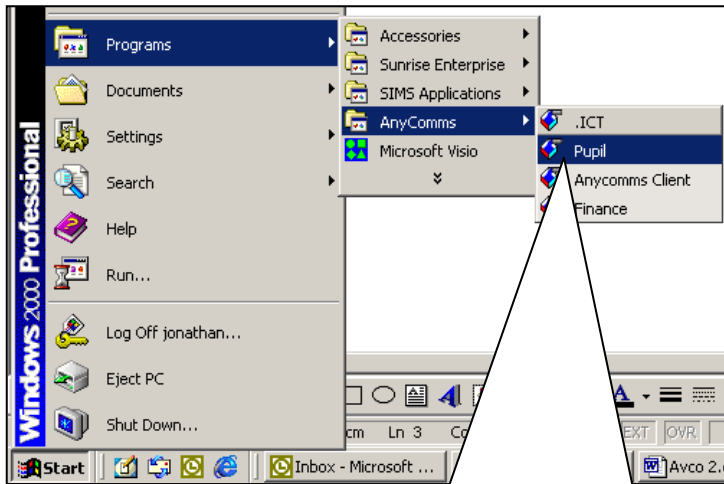
After a short while an Authorisation Report will appear on screen. You may wish to print this off for your records or close the report. The Summary will then appear. Again you may wish to print this off for your records or close the screen down.



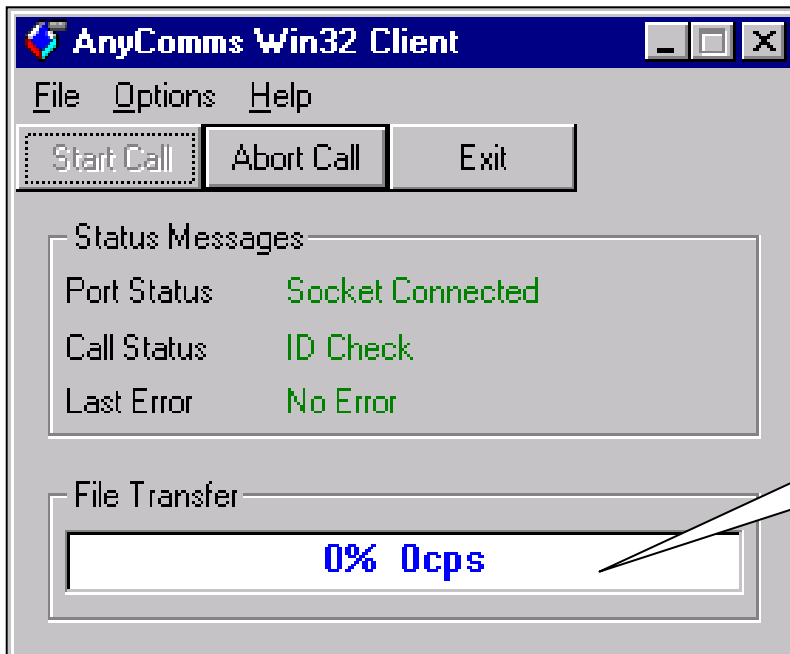
You should see a message in the bottom left hand corner of the screen informing you that your Summary Report has been made successfully.

If the return needs amending after Authorisation it will have to be recreated from a copy of the original one – see Page 23.

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



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



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

The progress of the transfer will be displayed here.

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

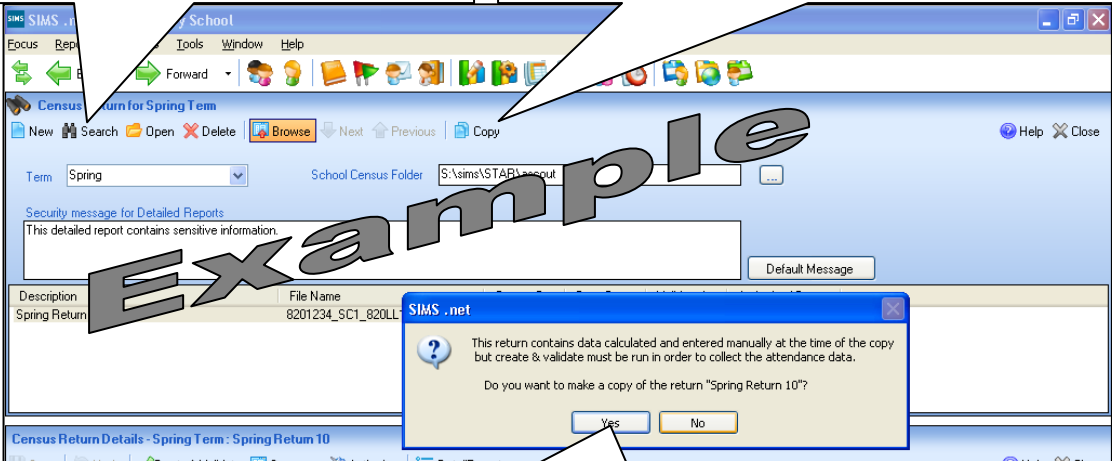
The Spring School Census 2012 return must be completed and returned to the LA by 20th January 2012

Copying and Editing Your Return

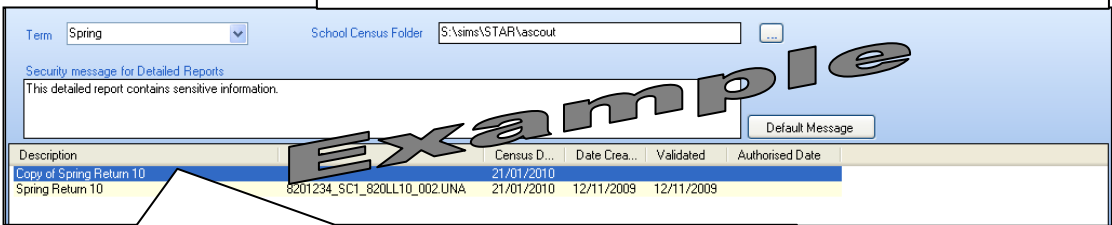
If, after authorising the School Census return, you need to amend it for any reason it is possible to create a new one from a copy of the old one. To do this choose route **Routines | Statutory Returns | School Census**.

Click on the **Search** button.

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



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



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

You **MUST** Create & Validate, Produce a **Summary Report** and then **Authorise** the new return.

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