

SIMS

# Producing the School Census Summer 2011 Return

## English Special Schools

Applicable to 7.138 Onwards

**Handbook**



**CAPITA**

## Revision History

Version	Change Description	Date
Summer 2011 - 1.0	Initial Release. Please see <i>How has the School Census Summer Return Changed?</i> on page 2 for details.	07/03/2011

© Capita Business Services Ltd 2011. All rights reserved.  
No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Capita Doc Ref: CensusSum11\_Spec/HBK/070311/AW

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[Publications@capita.co.uk](mailto:Publications@capita.co.uk)

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

# C Contents

<b>01</b>	<b>Introduction .....</b>	<b>1</b>
	Overview .....	1
	Where to Find More Information.....	1
	How has the School Census Summer Return Changed?.....	2
	Steps to Producing the School Census Return.....	3
<b>02</b>	<b>Preparing for the School Census Summer 2011 Return .</b>	<b>5</b>
	Permissions Required .....	5
	What Version of SIMS is Required?.....	6
	Checking/Preparing Data for the School Census Return .....	6
<b>03</b>	<b>Completing the School Census Summer 2011 Return ....</b>	<b>9</b>
	Creating a New School Census Return .....	9
	Specifying the School Census Folder.....	10
	Specifying the Security Message for Reports .....	11
	Checking/Editing Census Details .....	12
	Checking/Editing School Information.....	12
	Calculating All Details .....	13
	Checking/Updating Hours at Setting .....	15
	Identifying which Pupils have no Entries for Hours at Setting	17
<b>04</b>	<b>Creating and Validating the Summer 2011 Return .....</b>	<b>19</b>
	Creating and Validating a School Census Return.....	19
	Resolving Validation Errors and Checking Queries .....	20
	Producing Detail Reports .....	23
	Generating Detail Reports.....	24
	Printing a Report .....	25
	Transferring a Report to a Spreadsheet .....	26
	Deleting Temporary Web Browser Files .....	26

<b>Producing the Summary Report .....</b>	<b>26</b>
<b>Generating the Summary Report.....</b>	<b>26</b>
<b>Editing an Unauthorised Return .....</b>	<b>28</b>
<b>Authorising the School Census Return .....</b>	<b>29</b>
<b>Submitting the Return to the Local Authority .....</b>	<b>30</b>
<b>Copying a School Census Return.....</b>	<b>30</b>
<b>Deleting an Unauthorised Return.....</b>	<b>31</b>
<b>Index.....</b>	<b>33</b>

# 01 | Introduction

Overview .....	1
Where to Find More Information.....	1
How has the School Census Summer Return Changed?.....	2
Steps to Producing the School Census Return.....	3

## Overview

This handbook provides the information needed by Special schools in England to complete the School Census Summer 2011 Return, which takes place on Thursday 19 May 2011.

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

## 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 then 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.

## How has the School Census Summer Return Changed?

Changes to the School Census Summer return include the following:

### 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:

*Checking/Editing School Information on page 12*

### 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.



#### More Information:

*Checking/Updating Hours at Setting on page 15*

### 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.

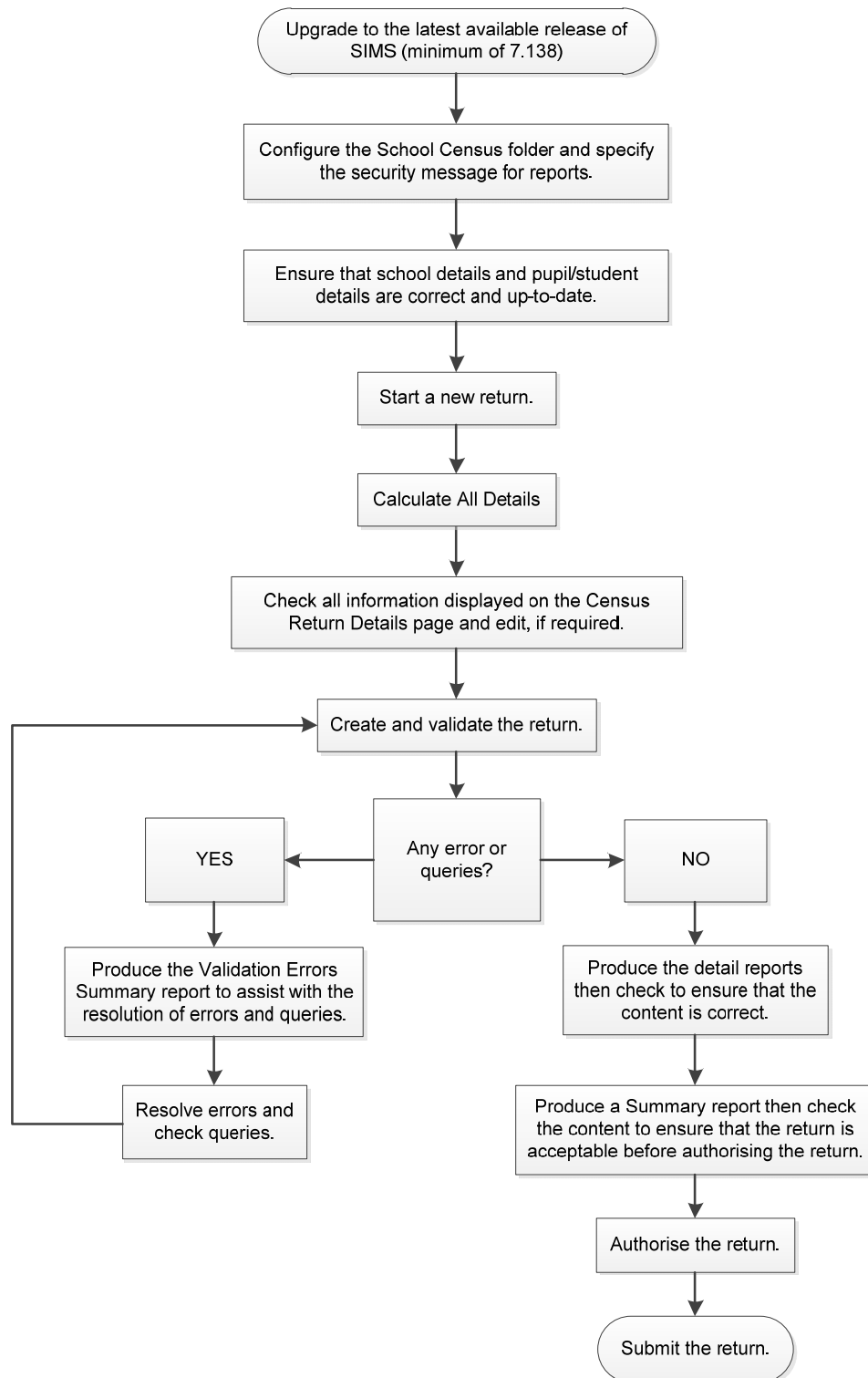


#### More Information:

*Authorising the School Census Return on page 29*

## Steps to Producing the School Census Return

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





# 02 | Preparing for the School Census Summer 2011 Return

Permissions Required .....	5
What Version of SIMS is Required? .....	6
Checking/Preparing Data for the School Census Return .....	6

## 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. pupil/student details, school details, etc. These users will need to be members of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Revised Files for Validation and Reports

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 groups 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 Spring 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.

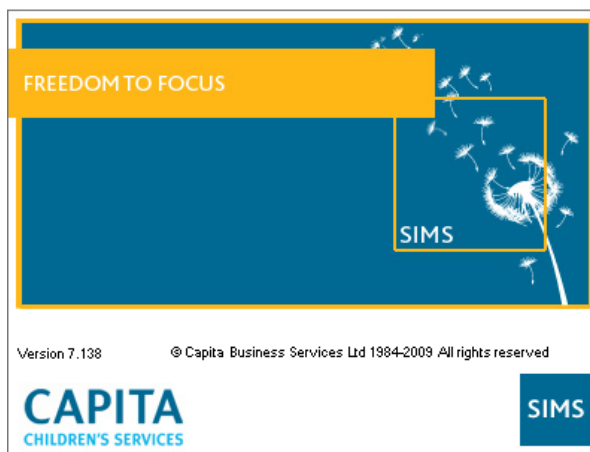
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

## What Version of SIMS is Required?

In order to run the School Census Summer 2011 Return, you must have the SIMS 2011 Spring Release (7.138) 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 7.138 or later.



## Checking/Preparing Data for the School Census Return

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

The following information is collected from Special schools for the School Census Summer 2011 Return:

### School Level

- Characteristics: LA Number, Establishment Number, Name, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, Email Address, Telephone Number, and Gender on Entry to Sixth Form and School.

## Pupil/Student Level

- Pupil/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, 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 (01/09/2010 to 31/12/2010): Category, Reason, In Care Indicator, SEN Provision, Start Date, and Actual Number of Sessions.

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 Summer 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 Summer 2011 Return

- Creating a New School Census Return ..... 9
- Specifying the School Census Folder ..... 10
- Specifying the Security Message for Reports ..... 11
- Checking/Editing Census Details ..... 12
- Checking/Editing School Information ..... 12
- Checking/Updating Hours at Setting ..... 15

## Creating a New School Census Return

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

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

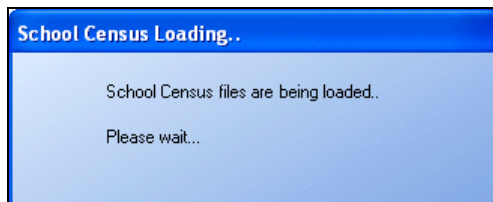


**More Information:**

*Deleting an Unauthorised Return on page 31*

Data is collected for the following pupil/students:

- all pupil/students on the register on the census day (19/05/2011).
  - any additional pupil/students subject to any type of exclusion in the previous Autumn term (01/09/2010 to 31/12/2010).
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



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

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

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

2. Ensure that the **Census Folder** is selected correctly and that the required **Security message for Reports** is specified.



#### More Information:

*Specifying the Security Message for Reports on page 11*

## 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 Summer 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.



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

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



**IMPORTANT NOTE:** *If you are changing the folder location, 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 any edits are made or the security message is deleted, you can click the **Default Message** button to return to the default text, if required.
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:

- **Exclusions collected from** – set to 01/09/2010.  
This is the exclusion start date for the previous Autumn term.
- **Exclusions collected to** – set to 31/12/2010.  
This is the exclusion end date for the previous Autumn term.

1 Census Details			
Census Date	19/05/2011	Description	School Census Summer 2011
Exclusions collected from	01/09/2010	Exclusions collected to	31/12/2010

1. By default, the **Census Date** is displayed as **19/05/2011**.
2. By default, the return **Description** is displayed as **School Census Summer 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.

## Checking/Editing School Information

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

2 School Information			
School Name	Sunflower Small School (Special)		
LA	820	Establishment Number	4321
Telephone	851234		
School E-mail Address	office@ga.org.uk		
School Phase	SP	Special	
School Type	Maintained Special (day)		
Governance	Community	Intake Type	Special
Gender on Entry to 6th Form	Coeducational	Gender on Entry to School	Coeducational
Lowest NC Year	7	Highest NC Year	13
			<input type="button" value="School Detail"/> <input type="button" value="Calculate All Details"/>

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

The screenshot shows the 'School Detail' dialog box in SIMS. The title bar reads 'SIMS School Detail'. The main window title is 'School Details - Sunflower Small School (Special)'. The dialog is divided into several sections:

- Establishment:** School Name (Sunflower Small School (Special)), LA (820 Bedfordshire (Pre LG)), Establishment Number (4321), Unique Reference Number (empty), School Phase (Special), School Type (Maintained Special (day)), School Governance (Community), Intake Type (Special).
- Other Fields:** Boarding Pupils (checkbox), Nursery Class (checkbox), Special Class or Unit (checkbox), Head Teacher (Dr John Myler), Curriculum Years (7 and 13), Pupil Genders (Coeducational), Gender on entry to (Coeducational).
- Contact Information:** Main Contact (S. Smith).
- Visuals:** A logo for 'Sunflower Special School' featuring a sun with a face and rays.

Buttons for 'Save', 'Undo', 'OK', and 'Cancel' are visible.

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

## Calculating All Details

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

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 pupil/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 pupil/students.

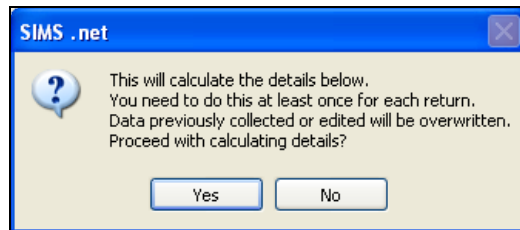


**IMPORTANT NOTE:** Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in every panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you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

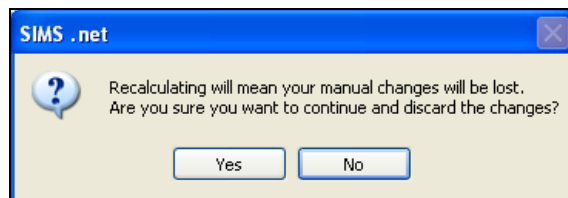
Any details that are calculated automatically should be checked and, if necessary, edited.

1. Click the **Calculate All Details** button in the **School Information** 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 pupil/students in the school. Progress is reported in the status bar at the bottom of the screen. When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.
3. The return can be saved at any point by clicking the **Save** button.

## Checking/Updating Hours at Setting

**i** *NOTE: It is a 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 Summer 2011 Return, a student's age is determined by their age at 31/08/2010.

**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.

Hours at Setting			Age at date 31/08/2010			Recalculate		
Pupil			Pupil			Pupil		
Name	Year	Hours at Setting	Name	Year	Hours at Setting	Name	Year	Hours at Setting
Jerome, Elvis	N2	12	Astwick, Gwenneth	N2	12	Aaron, Chris	R	12
Thomson, Tyra	N2	12	Cameron, Zara	N2	12	Aaron, Liz	R	12
			Dolittle, Susy	N2	12	Aaron, Sophie	R	12
			Jackson, Chloe	N2	12	Ackton, Stephen	R	12
			Jacob, Tristan	N2	12	Adashej, Mohammed	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. By default, **Summer** is displayed in the **Census** panel.

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

If you wish to view the data recorded for the previous term again, select **Spring** from the **Term** drop-down list.

Update Hours at Setting for 3 year olds

Save | Undo

Census Term: Summer

Pupils View Year Group: All Reg: All Status: All

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	12
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
Ostark, Zhivka	01/03/2007	Female	001168	N2	AM	3	12
Ricci, Clara	23/03/2007	Female	001169	N2	PM	3	
Roberts, Lauren	26/04/2007	Female	001170	N2	AM	3	12
Smyth, Vincent	25/05/2007	Male	001171	N2	PM	3	12
Stock, Peter	27/10/2006	Male	001172	N2	AM	3	12
Wong, Janet	11/08/2007	Female	001174	N2	AM	3	12

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



**IMPORTANT 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.

- 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:
  - 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.
  - Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
  - 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.
  - 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.



# 04 | Creating and Validating the Summer 2011 Return

Creating and Validating a School Census Return.....	19
Producing Detail Reports .....	23
Producing the Summary Report .....	26
Editing an Unauthorised Return .....	28
Authorising the School Census Return .....	29
Submitting the Return to the Local Authority .....	30
Copying a School Census Return.....	30
Deleting an Unauthorised Return.....	31

## Creating and Validating a School Census Return

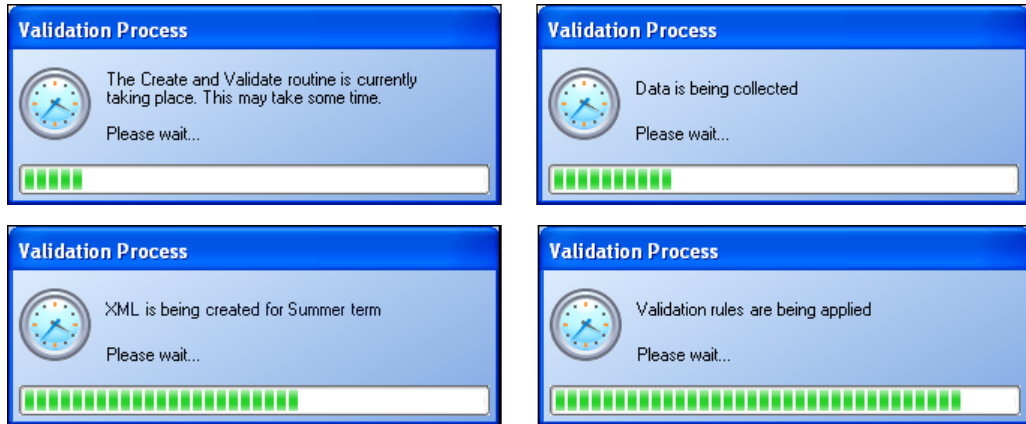
A return must be created, validated and authorised before it can be sent to your Local Authority.

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 pupil/students showing as having 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 start the process, which may take some time depending on the number of pupil/students at your school.

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



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	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1994-11-11, MaleUPN:	# Go to FocusStudentDetails and add or issue a UPN.
F	1500	UPN missing	Name: Major, John Date of Birth: 1994-10-03, MaleUPN:	# Go to FocusStudentDetails and add or issue a UPN.
F	1500	UPN missing	Name: Robinson, Tony Date of Birth: 1999-05-03, MaleUPN:	# Go to FocusStudentDetails and add or issue a UPN.
F	1840	Pupil aged 3 and over with Language missing or invalid	Name: Abbey, David Date of Birth: 1995-09-07, MaleUPN: P82	# Go to FocusStudentDetails Ethnic/cultural panel and
F	1855	Child's Hours at Setting not provided or out of the range 0 -	Name: O'Connor, Marci Date of Birth: 1997-02-08, MaleUPN: B	# Go to Tools   Statutory Return Tools   Hours at Setting and che
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Smith, Ann Date of Birth: 1997-02-20, Female Age: 3U	# Go to FocusStudentDetails and check pupil's date of
Q	2020Q	Please check: pupil is shown in year group - 1 however pup	Name: Slack, Peter Date of Birth: 1996-01-29, MaleUPN: U820	# Go to FocusStudentDetails registration and check Ye

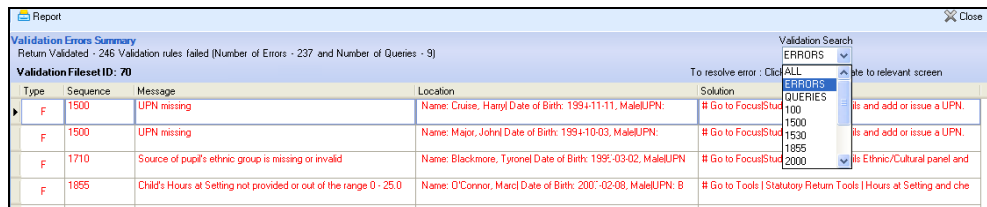
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

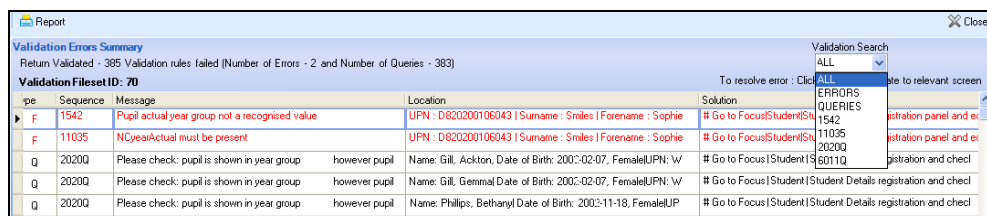
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> <li>Failure (<b>F</b> displayed in red) indicates an error, which must be corrected.</li> <li>Query (<b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered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

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Smiles, Sophie Date of Birth: 2000-03-03, FemaleUPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marci Date of Birth: 2000-02-08, MaleUPN: B	# Go to Tools   Statutory Return Tools   Hours at Setting and che
Q	1330Q	Please check: Free School Meals taken equals zero your scho		# Check number of free school meals in Census Details General
Q	1601Q	Please Check: Pupil's age is out of range for sc Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals. and check pupil's date of		
Q	2100Q	Please check: More FT nursery pupils than number on nursery c		# Check Part time status of pupils - Go to Focus Student Student



**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 26.

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 unless specific instructions to the contrary are received from your LA.

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

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

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries 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 Students** are also shown at the top of the report.

The following reports are currently available:

### On Roll Basic Details Report

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

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

### Leavers Basic Details Report

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

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

### SEN Report

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

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

## Free School Meal Report

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

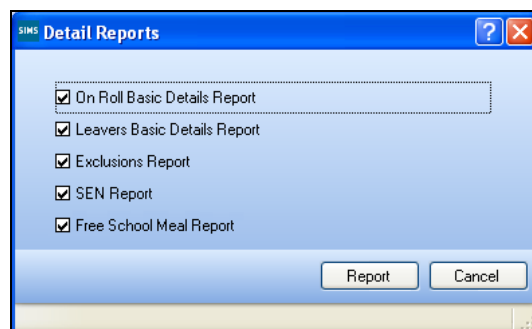
This report provides information on free school meal eligibility, the pupil/student's UPN, name, date of birth, gender and year group.

## Generating Detail Reports

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



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



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

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

The report(s) are saved automatically in the folder 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\_SC2\_823LL11\_001\_onroll\_basic\_details\_report.html.

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

UPN	ULN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Language	Connexions	Part-time status	Boarder	Mode of Travel	Hours at Setting
P820432108006	-	Abbey	David	Abbey	-	07/09/1995	Male	8	03/09/2007	Single Registration	-	Unsought	false	Not a Boarder	-	-
X820432104001	-	Abbot	Benjamin	Abbot	Abbott	12/07/1993	Male	11	01/09/2004	Single Registration	English	Connexions Assent Obtained	false	Not a Boarder	-	-
D820432108007	-	Abbot	James	Abbot	-	27/04/1996	Male	8	03/09/2007	Single Registration	English	Unsought	false	Not a Boarder	-	-
J82044405032	-	ABBOT	Clarissa	ABBOT	-	22/06/1995	Female	9	05/09/2006	Single Registration	English	Unsought	false	Not a Boarder	-	-
H820432109001	-	Abdelkoder	Mohamed	Abdelkoder	-	15/03/1994	Male	10	05/09/2005	Single Registration	English	Connexions Assent Obtained	false	Not a Boarder	-	-
T820432103005	-	Able	Matthew	Able	-	06/08/1990	Male	-	01/09/2001	Single Registration	English	Unsought	false	Not a Boarder	-	-
V82044405031	-	ABLE	Benjamin	ABLE	-	19/02/1995	Male	9	05/09/2006	Single Registration	English	Unsought	false	Not a Boarder	-	-
G820432103008	-	Ablatt	Michael	Ablatt	-	29/12/1991	Male	12	01/09/2003	Single Registration	English	Unsought	false	Not a Boarder	-	-



**More Information:**

*Configuring the School Census on page 10*  
*Transferring a Report to a Spreadsheet on page 26*

**Printing a Report**

The generated report is displayed in your web browser.



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

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

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



**More Information:**

*Specifying the Security Message for Reports on page 11*

## 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

When the return is authorised, the Summary report is automatically generated and displayed in your web browser. However, the report can be run at any time after the return is created and validated.

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 folder 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:

8207213\_SC2\_820LL11\_001\_Summary\_Report.html.

## School Census Collection: Summer 2011

Version 2011.1.2 - Released: 10 December 2010

**There are 0 errors and 1 queries.**

### A. School Characteristics

**Summary for:** Grimes Special School

**LA Code:** 820 **Establishment Number:** 7213

**School Address and Postcode:**  
 Grimes Special School  
 Monk Lane  
 East Town  
 SL4 5NP

**Telephone Number:** 854534

**Email Address:** Grimes.Special@school.com

**Phase:**

**Type:**

**Governance:** CO

**Intake Type:** SPEC

**Gender of Entry:** C

**Gender of Sixth Form:** C

**Lowest National Curriculum Year Group:** N2

**Highest National Curriculum Year Group:** 14

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

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
19 or over	31/8/91 or earlier	0	0	0	0

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request 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 10*  
*Generating Detail Reports on page 24*  
*Transferring a Report to a Spreadsheet on page 26*  
*Authorising the School Census Return on page 28*  
*Deleting an Unauthorised Return on page 31*

## 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.



*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:**

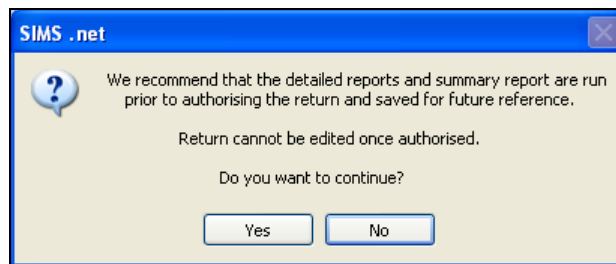
*Specifying the School Census Folder on page 10*  
*Specifying the Security Message for Reports on page 11*  
*Creating and Validating a School Census Return on page 19*  
*Producing Detail Reports on page 23*  
*Producing the Summary Report on page 26*

## 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.

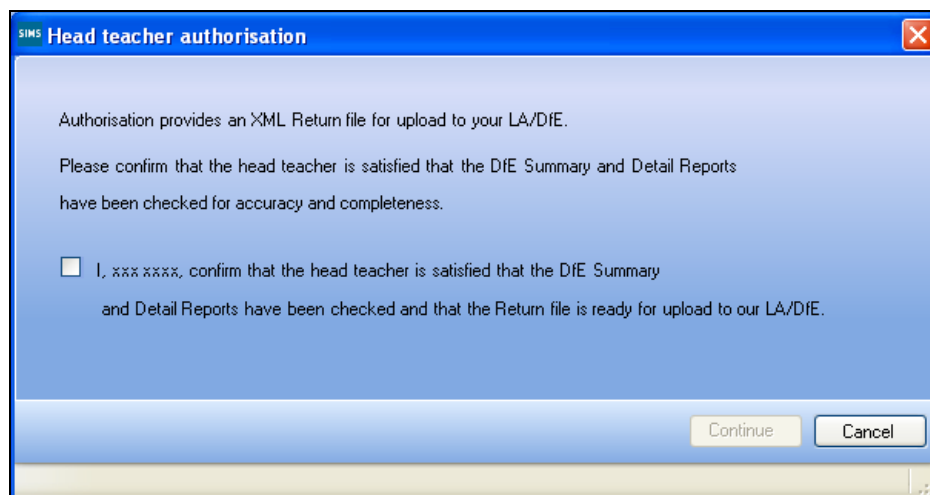
1. Click the **Authorise** button.

A message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.



2. 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.



To complete the authorisation process, you must confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked for accuracy and completeness.

3. Select the check box to confirm that the 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.

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



*NOTE: The Summary report is automatically generated and displayed in your web browser when the return is authorised.*

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. 8207213\_SC2\_820LL11\_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 9*

*Producing Detail Reports on page 23*

*Producing the Summary Report on page 26*

*Copying a School Census Return on page 30*

## Submitting the Return to the Local Authority

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 10*

*Copying a School Census Return on page 30*

## 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/DfE.



*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 Summer 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. A unique **Description** must be used.

## Deleting an Unauthorised Return



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

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

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

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



# / Index

## A

access rights .....	5
authorising	
school census .....	29

## C

calculating all details .....	13
census details	
checking details .....	12
editing description .....	12
checking	
census details .....	12
school information .....	12
configuring	
school census defaults.....	10
copying	
a school census return .....	30
creating	
and validating the return .....	19
the return.....	9

## D

default folder	
defining .....	10
deleting	
a school census return .....	31
temporary web browser files .....	26
description	

editing census description .....	12
----------------------------------	----

## detail reports

generating .....	24
producing .....	23
transferring to a spreadsheet.....	26

## E

### editing

an unauthorised return .....	28
census description .....	12
school details .....	12

### errors

resolving .....	20
exclusions report.....	23

## F

### failures

resolving .....	20
free school meals report .....	24

## H

### hours at setting

no values entered .....	17
updating.....	15

## L

leavers basic details report .....	23
------------------------------------	----

### loading

school census files .....	19
---------------------------	----

**N**

new return  
 starting ..... 9

**O**

on-roll basic details report ..... 23  
 overview  
 producing the return ..... 3

**P**

permissions ..... 5  
 preparation  
 checking data ..... 6  
 minimum version of SIMS ..... 6  
 permissions ..... 5  
 printing  
 summary report ..... 25  
 validation errors summary ..... 22  
 producing  
 detail reports ..... 23  
 summary report ..... 26  
 the return ..... 9

**Q**

queries  
 resolving ..... 20

**R**

reporting  
 deleting temporary files ..... 26  
 reports  
 exclusions report ..... 23  
 free school meals report ..... 24  
 generating detail reports ..... 24

leavers basic details report ..... 23  
 on-roll basic details report ..... 23  
 producing detail reports ..... 23  
 SEN report ..... 23  
 specifying security message ..... 11

resolving  
 errors and queries ..... 20

return  
 creating ..... 9

**S**

school census  
 authorising ..... 29  
 copying a return ..... 30  
 create & validate ..... 19  
 deleting a return ..... 31  
 submitting ..... 30

school census return  
 configuring the storage folder ..... 10  
 creating ..... 9

school details  
 editing ..... 12

school information  
 checking ..... 12

security  
 deleting temporary files ..... 26  
 specifying security message ..... 11

SEN report ..... 23

starting  
 new return ..... 9

steps to producing the return  
 flowchart ..... 3  
 submitting the return ..... 30

summary report		
printing .....	25	
producing .....	26	
<b>T</b>		
temporary web browser files		
deleting .....	26	
transferring		
detail report to a spreadsheet .....	26	
the return.....	30	
<b>U</b>		
unauthorised return		
editing .....	28	
updating		
hours at setting .....	15	
uploading the return .....	30	
<b>V</b>		
validating school census .....	19	
validation errors		
resolving .....	20	