

SIMS

Producing the School Census Spring 2011 Return

English Special Schools

Applicable to 7.136 Onwards

Handbook



CAPITA
CHILDREN'S SERVICES

Revision History

Version	Change Description	Date
Spring 2011- 1.0	Initial Release. Please see <i>How has the School Census Spring Return Changed Since Last Year?</i> on page 1 for details.	28/09/2010
Spring 2011 – 2.0	Graphics amended in <i>Creating and Validating a School Census Return</i> on page 19.	10/12/2010

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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:

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

C Contents

01	Introduction	1
	Overview	1
	How has the School Census Spring Return Changed Since Last Year?	1
	Steps to Producing the School Census Return.....	3
	Where to Find More Information.....	4
02	Preparing for the School Census Spring 2011 Return	5
	Permissions Required	5
	What Version of SIMS is Required?.....	6
	Checking/Preparing Data for the School Census Return	7
03	Completing the School Census Spring 2011 Return	9
	Creating a New School Census Return	9
	Configuring the School Census Folder.....	10
	Specifying the Security Message for Reports	11
	Checking Census Details	11
	Checking/Editing School Information	12
	Calculating Details	13
	Checking/Updating Hours at Setting	14
	Resetting All Hours at Setting	16
	Identifying which Pupils have no Entries for Hours at Setting	17
	Entering General Information	17
04	Creating and Validating the Spring 2011 Return	19
	Creating and Validating a School Census Return.....	19
	Resolving Validation Errors and Checking Queries	21
	Producing Detail Reports	24
	Generating Detail Reports.....	25
	Printing a Report	27

Transferring a Report to a Spreadsheet	28
Deleting Temporary Web Browser Files	28
Producing the Summary Report	28
Generating the Summary Report.....	28
Editing an Unauthorised Return	30
Authorising the Return	30
Submitting the Return to the Local Authority	31
Copying a Return	31
Deleting an Unauthorised Return.....	32
Index.....	33

01 | Introduction

Overview	1
How has the School Census Spring Return Changed Since Last Year?	1
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 Spring 2011 Return, which takes place on Thursday 20 January 2011.

Currently, there are three School Census returns each year (i.e. Spring, Summer and 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.

For a list of items collected from Special schools in the School Census Spring 2011 Return, please see *Checking/Preparing Data for the School Census Return* on page 7.

How has the School Census Spring Return Changed Since Last Year?

Changes to the School Census Spring Return include the following:

Pupil/Student Disability

Pupil/student disability is a new item to be collected once a year as part of the Spring School Census. Where a pupil/student's record contains multiple disability entries, all entries are collected in the return.

For the School Census Spring 2011 Return, disability data is collected on a voluntary basis.

School Level Items

The following items have been removed from the School Census Spring Return:

- Extended Services
- ICT (Information and Communications Technology).

Pupil/Student Level Items

The following items have been removed from the School Census Spring Return:

- Source of Ethnicity
- Source of Service Children
- In-Care Data
- Parental Contacts.

Teachers and Support staff

Teachers and support staff information is no longer collected for the School Census Spring Return.

The following panels have been removed:

- **Teachers**
- **Support Staff**

Free School Meals

If the Dinner Money license has been applied, the free school meals on census day data is calculated automatically and displayed in the **General** panel (**Routines | Statutory Returns | School Census**). If Dinner Money is not in use, the data must be entered manually.



More Information:

Entering General Information on page 17

Hours at Setting

Tools | Statutory Return Tools | Hours at Setting

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

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

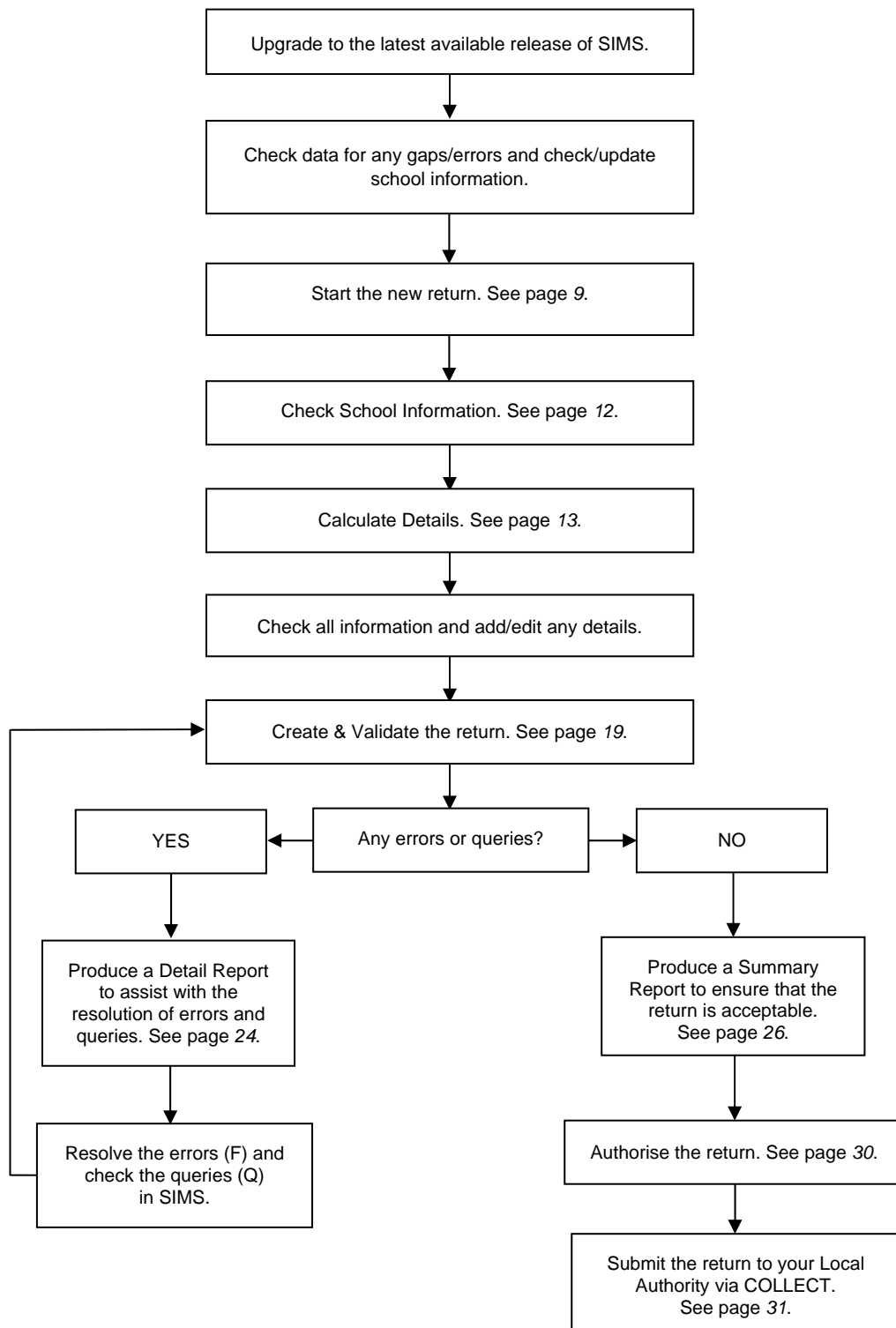


More Information:

Checking/Updating Hours at Setting on page 14

Steps to Producing the School Census Return

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



Where to Find More Information

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

A wide range of documentation is available from within SIMS via the **Documentation Centre**. This documentation includes handbooks, help sheets, 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.

02 | Preparing for the School Census Spring 2011 Return

Permissions Required	5
What Version of SIMS is Required?	6
Checking/Preparing Data for the School Census Return	7

Permissions Required

The following permissions are applicable to School Census return users.

Producing the Return

To produce the return, you will need to 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 Filesets

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

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the appropriate *Preparing for the School Census 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.

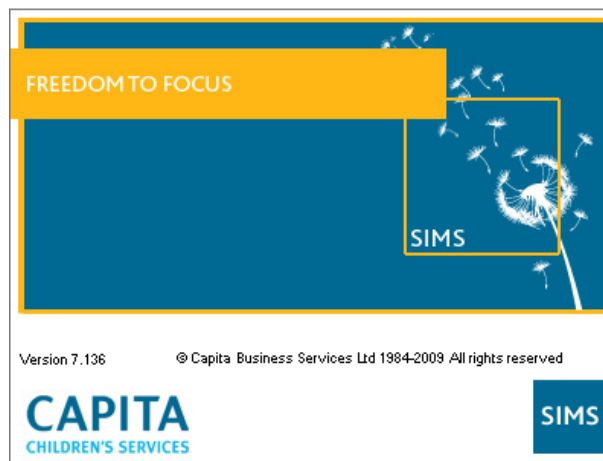
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the School Census Spring 2011 Return, you must have the SIMS 2010 Autumn Release (7.136) 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 7.136 or later.



WARNING: The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2010 Autumn Release (7.136).

When the SIMS 2010 Autumn Release is applied, the 2010 School Census returns are removed.

Checking/Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and 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 Spring 2011 Return:

School Level

- Characteristics: LA Number, Establishment Number, Name, Gender of pupil/students on entry to school, Gender of pupil/students on entry to sixth form, School Type, Highest NC Year, Lowest NC Year, Intake, Governance, Email and Telephone Number, Accommodation, Maximum Day Pupil/students, Maximum Boarders, Minimum Age for Boys, Minimum Age for Girls, Maximum Age for Boys, Maximum Age for Girls and School Type.
- Location: Address Information.
- Miscellaneous: Free Meals Taken.

Pupil/Student Level

- Pupil/student Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth, Gender.
- Characteristics: Ethnicity, Disability, Free School Meal Eligibility, Language, Usual Mode of Transport, Service Children in Education indicator, Hours at Setting and Connexions Agreement.
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part-Time, Boarder, National Curriculum Year.
- Special Educational Needs: SEN Provision, SEN Type Ranking, SEN Type.
- Exclusion Information (05/04/10 to 31/08/10): Category, Reason, In Care, SEN Provision, Start Date, Actual Number of Sessions.
- Home Information: Address.

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 Spring 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 Spring 2011 Return

- Creating a New School Census Return 9
- Configuring the School Census Folder 10
- Specifying the Security Message for Reports 11
- Checking Census Details 11
- Checking/Editing School Information 12
- Checking/Updating Hours at Setting 14
- Entering General Information 17

Creating a New School Census Return

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

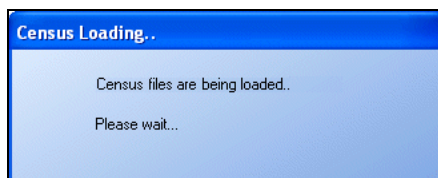
The School Census Spring 2011 Return collects data for:

- all pupil/students on the register on census day (20/01/2011).
- any additional pupil/students subject to any type of exclusion in the Summer term (05/04/2010 to 31/08/2010).

The **Census Folder** and **Security Message for Reports** must be specified before clicking the **New** button to start a new return.

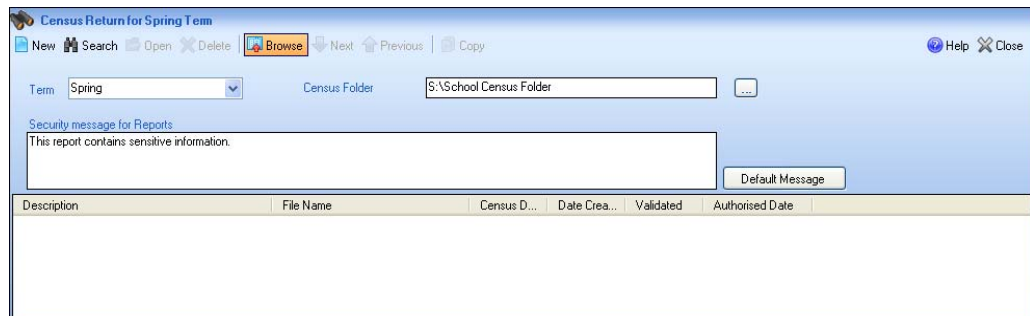
It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page 32.

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 for Spring Term** browser is displayed.



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

2. Ensure that the **Census Folder** is configured correctly.

Configuring the School Census Folder

Before creating a School Census return, the folder in which the return file will be saved must be specified.



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. census returns, imported and exported CTFs, etc.

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

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

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



Browse button



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

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



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

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

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each detail report.

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

Checking Census Details

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

- **Exclusions collected from** – set to 05/04/2010.
This is the exclusion start date for the School Census Spring 2011 Return.
- **Exclusions collected to** – set to 31/08/2010.
This is the exclusion end date for the School Census Spring 2011 Return.

1 Census Details			
Census Date	20/01/2011	Description	Spring Return 2011
Exclusions collected from	05/04/2010	Exclusions collected to	31/08/2010

1. The **Census Date** defaults to the correct date for the 2011 return, i.e. **20/01/2011**, but can be edited if required.
2. By default, the return **Description** is displayed as **Spring Return 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 been recorded on the **School Detail** page of SIMS. The **School Information** should always be checked, and amended if necessary, by clicking the **School Detail** button.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog.

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 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.



IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.

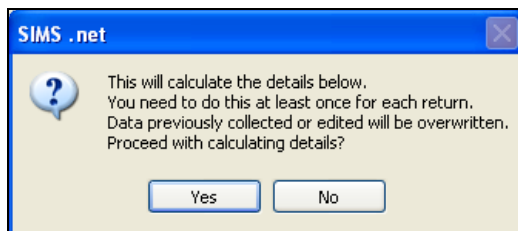
Clicking the **Calculate All Details** button overwrites any previously collected or edited data, in *every* panel where details are calculated automatically, with the data currently stored in SIMS. Therefore, do not use this button more than once if you wish to keep any changes you have made.

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

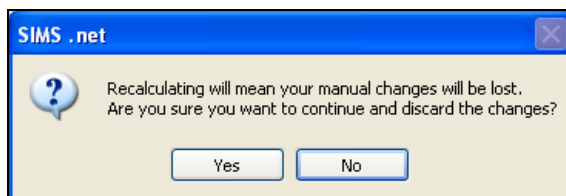
Calculating All Details

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 (previously known as Funded Hours) is the total number of LA funded and unfunded hours that a pupil spends at the Early Years setting to the nearest 0.5 hour.

For the School Census Spring 2011 Return, a pupil'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.

The screenshot shows the 'Hours at Setting' panel with the following data:

Name	Year	Hours at Setting
Aaron,Chris	N	12
Aaron,Liz	N	12
Aaron,Sophie	N	12
Barnes, Lucy	N	12
Barnes, Tommy	N	12

Name	Year	Hours at Setting
Abraham,Jane	R	12
Adams,Adam	R	12
Anderson,Neo	R	12
Bains,Kirk	R	12
Bellic,Nico	R	12

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.

The Hours at Setting data is brought forward from the School Census Autumn 2010 Return and **Spring** is displayed by default in the **Census** panel.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Age	Hours at Setting
Aaron,Chris	01/09/2006	Male	001102	N	AM	3	12
Aaron,Liz	01/09/2006	Female	001103	N	AM	3	12
Aaron,Sophie	01/09/2006	Female	001104	N	AM	3	12
Barnes, Lucy	13/12/2006	Female	001105	N	PM	3	12
Barnes, Tommy	13/12/2006	Male	001106	N	PM	3	12
Chappling, Martin	02/11/2006	Male	001107	N	PM	3	12
Dickinson, Sally	22/10/2006	Female	001108	N	AM	3	12
Eagle, Ruby	20/03/2007	Female	001109	N	PM	3	12
Fell, Mia	28/09/2006	Female	001110	N	AM	3	12
Glass, Ella	30/12/2006	Female	001111	N	PM	3	12
Idle, Dylan	08/03/2007	Male	001112	N	AM	3	12
Junn, Eirian	15/06/2007	Male	001113	N	PM	3	12

TIP: As an alternative to using the scroll bars, click the **Maximize** button (located on the right-hand side of the dialog header) to view all aspects of the **Update Hours at Setting for 3 year olds** dialog.

Provided that Early Years Attendance Patterns have been defined (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care, the **Hours at Setting** can be updated automatically.

2. Click the **Update Hours at Setting** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

NOTE: If your school does not use the Define Early Years Attendance Patterns functionality, the data can be entered in the grid manually.

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



IMPORTANT NOTE: *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.*

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

Resetting All Hours at Setting

To reset all hours at setting, right-click in the **Hours at Setting** column, then select **Reset All** from the drop-down list. All values revert to zero.

Re-enter correct values as previously described.

Identifying which Pupils have no Entries for Hours at Setting

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. Enter the values for these pupils as previously described.

Entering General Information

If SIMS Dinner Money is in use, the **No. of free school meals taken** is calculated automatically from the data held in SIMS.



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

If Dinner Money is not in use the number of free school meals taken by all on-roll pupil/students on census day, must be entered manually.

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated.

04 | Creating and Validating the Spring 2011 Return

Creating and Validating a School Census Return.....	19
Producing Detail Reports	24
Producing the Summary Report	28
Editing an Unauthorised Return	30
Authorising the Return	30
Submitting the Return to the Local Authority	31
Copying a Return	31
Deleting an Unauthorised Return.....	32

Creating and Validating a School Census Return

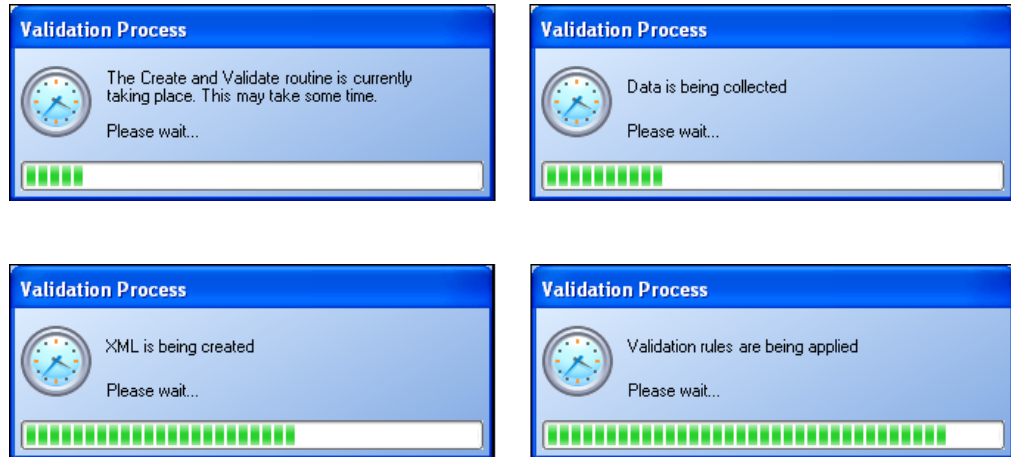
A return must be created, validated and authorised before it can be sent to your Local Authority.

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 with special educational needs.

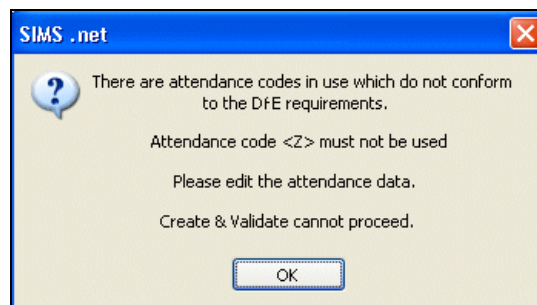
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process.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

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



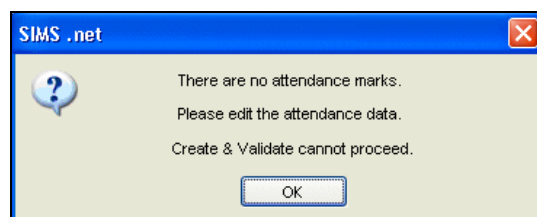
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



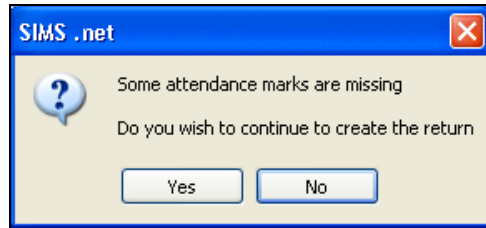
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

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



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

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



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

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

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

Resolving Validation Errors and Checking Queries

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

Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey C...
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student...
F	11017	CompleteRole must be present	CompleteRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NCyearsActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel an...
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Ackton, William Date of Birth: 1996-06-11, Male Age:	# Go to Focus Student Student Details and check pupil's dat...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Gill, Gemmal Date of Birth: 2003-02-07, Female UPN: W	# Go to Focus Student Student Details registration and check...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Phillips, Bethany Date of Birth: 2003-11-18, Female UPN	# Go to Focus Student Student Details registration and check...
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female UPN	# Go to Focus Student Student Details registration and check...
Q	2070Q	Please check: pupil's class type and year group incompatible	Name: Astwick, Gwenneth Date of Birth: 2007-02-21, Female UJ	# Go to Tools Statutory Return Tools Update Class type ar...

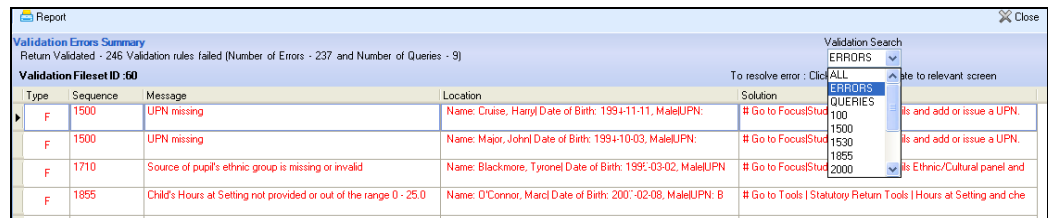
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

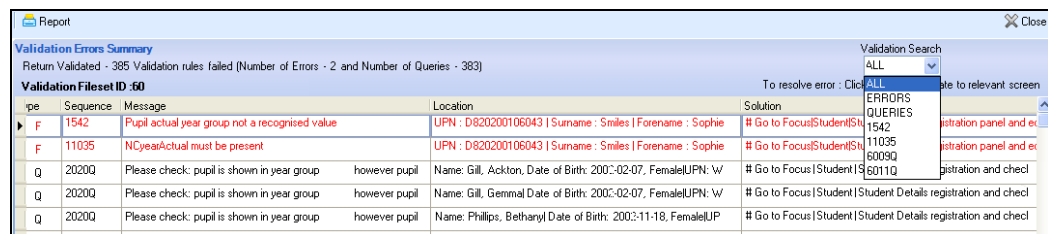
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error 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, Marc 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 scPlease check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals. Ind 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
Q	2065Q	Please check: Pupil record with no address details	Name: Douglas, David Date of Birth: 2003-02-05, MaleUPN: A	# Go to Focus(Student)Student Details: Address and add pupil



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.



More Information:

Transferring a Report to a Spreadsheet on page 28

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

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



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

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

Do not be concerned if the number of errors appears high. Many of the errors generated can be fixed quickly using bulk update functionality (**Routines | Pupil (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/warnings that can be generated is being produced. Explanations and information on how to resolve the errors or whether the warnings can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

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

Producing Detail Reports

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

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

The following reports are currently available:

On Roll Basic Details Report

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

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

Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on Census day - Leavers with exclusions two terms previously.

This report provides basic information about leavers, e.g. UPN, name, date of birth, ethnicity, 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.

Address Details Report

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

This report provides a list of pupil/student addresses, together with their full name, UPN and Former UPN (if applicable).

Contact Details Report

Although this report option is visible, no contact details data is collected for the School Census Spring 2011 Return, therefore no data is displayed.

This is because ContactPoint, the government database which held information on all children under 18 in England, has been discontinued by the current government.

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.

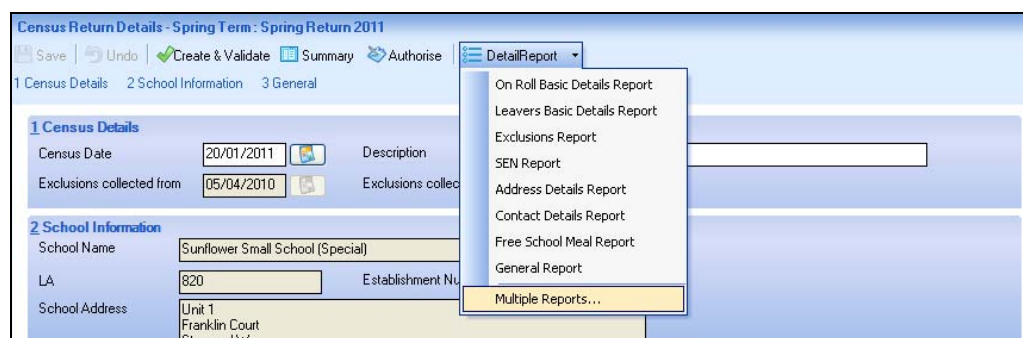
General Report

Report Criteria: Manually entered values for School Census.

This report provides information about items that have been entered manually on the **School Census Details** page.

Generating Detail Reports

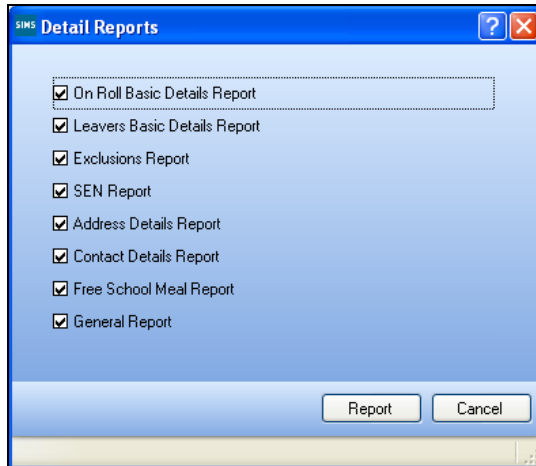
To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.





NOTE: Although the **Contact Details Report** option is visible, no contact details data is collected for the School Census Spring 2011 Return.

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, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

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

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

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

8204321_SC1_823LL11_001_onroll_basic_details_report.html.

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

School Census Spring - 2011 (On Roll Basic Data)																	
Security Message : This report contains sensitive information.																	
Report Criteria: Pupils on roll on Census day																	
Total Pupils: 40																	
Filename: 8204321_SC1_820LL11_001.UNA Report Created Date: 17/09/2010 XML Version: 1.5 - Released: 15 April 2010																	
UPN	ULN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Ethnicity	Language	Connexions	Part-time status	Boarder	Mode of Travel	Disability
H820432105001	-	Adams	Amy	Adams	-	08/12/1993	Female	-	01/09/2005	Single Registration	White - British	English	Unsought	No	Not a Boarder	-	Not Collected
-	-	Adams	Natalie	Adams	-	23/04/1992	Female	-	14/01/2004	Single Registration	-	-	Unsought	No	Not a Boarder	-	Not Collected
-	-	Aster	Alex	Aster	-	11/11/1996	Female	-	04/09/1997	Single Registration	-	-	Unsought	No	Not a Boarder	-	Not Collected
J820432105019	-	Atherton	Penelope	Atherton	-	20/02/1994	Male	-	01/09/2005	Single Registration	-	-	Unsought	No	Not a Boarder	-	Not Collected
X820432105002	-	Bannister	Bruce	Bannister	-	19/05/1994	Male	-	01/09/2005	Single Registration	White - British	English	Unsought	No	Not a Boarder	-	Not Collected
R820432105016	-	Bell	Tinker	Bell	-	15/12/1993	Female	-	01/09/2005	Single Registration	White - British	English	Unsought	No	Not a Boarder	-	Not Collected
-	-	BRACKEN	Bertram	BRACKEN	-	19/02/1992	Male	-	14/01/2004	Single Registration	White - British	Other than English	Unsought	No	Not a Boarder	-	Not Collected
-	-	BRAEBURN	Betty	BRAEBURN	-	19/08/1991	Female	-	03/09/2002	Single Registration	White - British	English	Unsought	No	Not a Boarder	-	Not Collected
-	-	Brown	Sally	Brown	-	01/01/1997	Female	-	28/04/2008	Single Registration	-	-	Unsought	No	Not a Boarder	-	Not Collected
-	-	BROWN	Michael	BROWN	-	11/08/1991	Male	-	03/09/2002	Single Registration	White - British	English	Unsought	No	Not a Boarder	-	Not Collected
-	-	Cramer	John	Cramer	-	07/09/2000	Male	-	12/09/2008	Single Registration	-	-	Unsought	No	Not a Boarder	-	Not Collected



More Information:

Configuring the School Census on page 10
 Transferring a Report to a Spreadsheet on page 28

Printing a Report

The generated report is automatically 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

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

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

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

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

8204321_SC1_820LL11_001_Summary_Report.html.

School Census Collection: Spring 2011

Version 2010.08.20 - Released: 20 August 2010

There are 133 errors and 41 queries.

A. School Characteristics

Summary for: Sunflower Small School (Special)

LA Code: 820 **Establishment Number:** 4321

School Address and Postcode:
 Unit 1
 Franklin Court
 Stannard Way
 Bedford
 Bedfordshire
 MK44 3JZ

Telephone Number: 01234 838080

Email Address: admin@school.com

Phase: SP

Type: 52

Governance: CO

Intake Type: SPEC

Gender of Entry: C

Gender of Sixth Form: C

Lowest National Curriculum Year Group: 7

Highest National Curriculum Year Group: 13

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

Age	Date of Birth	Number of pupils

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



More Information:

- Configuring the School Census Folder on page 10*
- Generating Detail Reports on page 25*
- Transferring a Report to a Spreadsheet on page 28*
- Authorising the School Census Return on page 30*
- Deleting an Unauthorised Return on page 32*

Editing an Unauthorised Return

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



IMPORTANT NOTE: *An authorised School Census Return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) 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. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is now correct.



More Information:

Configuring 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 24
Producing the Summary Report on page 28

Authorising the Return

A return must be authorised before it can be sent to your LA. 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 generating then reviewing the Summary report.

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.

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. 8204321_SC1_823LL11_001.XML.



More Information:

Creating a New School Census Return on page 9
Producing the Summary Report on page 28
Copying a Return on page 31

Submitting the Return to the Local Authority



WARNING: *The School Census Autumn 2010 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn Release (7.136).*

When the SIMS 2010 Autumn Release is applied, the 2010 School Census returns are removed.

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

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



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



More Information:

Configuring the School Census Folder on page 10
Copying a Return on page 31

Copying a Return

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

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



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

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of School Census returns.
3. Highlight the required file and click the **Copy** button.
A message requests confirmation that you wish to make a copy of the selected return.
4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:
Copy of <description of selected file>, for example:
Copy of Spring Return 2011.
5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. The new **Description** must be unique for this return.

Deleting an Unauthorised Return



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
address details report	25
authorising	
school census	30

C

calculating all details	13
census	
checking details	11
editing census date	11
checking	
census details	11
school information	12
configuring	
school census defaults	10
copying	
a school census return	31
creating	
and validating the return	19
school census return	9

D

default folder	
defining	10
deleting	
a school census return	32
temporary web browser files	28

description	
editing census description	11
detail reports	
generating	25
producing	24
specifying security message	11
transferring to a spreadsheet	28

E

editing	
an unauthorised return	30
census date	11
census description	11
school details	12
entering	
free school meals	17
errors	
resolving	21
exclusions report	24

F

failures	
resolving	21
free school meals	
entering data	17
free school meals report	25
general report	25
funded hours	
see hours at setting	14

G

general information

entering data 17

general report..... 25

H

hours at setting

updating 14

L

leavers basic details report 24

loading

school census files 19

N

new return

starting 9

O

on-roll basic details report 24

overview

producing the return 3

P

permissions 5

preparation

checking data 7

minimum version of SIMS 6

permissions 5

printing

summary report 27

validation errors summary 23

producing

detail reports 24

school census return 9

summary report 28

Q

queries

resolving 21

R

recalculating

all details..... 13

reporting

deleting temporary files 28

reports

address details report..... 25

exclusions report 24

free school meals report 25

general report 25

generating detail reports..... 25

leavers basic details report..... 24

on-roll basic details report..... 24

producing detail reports 24

SEN report..... 25

resolving

errors and queries 21

S

school census

authorising 30

configuring the folder 10

copying a return 31

create & validate 19

creating..... 9

deleting a return..... 32

submitting 31

school information		deleting.....	28
checking/editing.....	12	transferring	
security		detail report to a spreadsheet.....	28
deleting temporary files.....	28	the return.....	31
specifying message for detail reports...	11	U	
SEN report	25	unauthorised return	
starting		editing	30
new return	9	updating	
steps to producing the return		hours at setting	14
flowchart.....	3	uploading the return	31
submitting the return.....	31	V	
summary report		validating school census	19
printing.....	27	validation errors	
producing.....	28	resolving	21
T			
temporary web browser files			