



# How to Run the Summer Census 2024

**Bromcom Computers Plc.** 

Rutland House 44 Masons Hill Bromley BR2 9JG http://www.bromcom.com https://bromcom.microsoftcrmportals.com/



# Contents

Before you run the Census	1
What's New	2
Sex and Gender Identity Expanded hours	2 2
Existing Data Items Changing	2
30 hour code EYPP Early Years Pupil Premium DAF Disability Access Fund	2 
Areas to Check	4
Alternative Provision Young Carer Learner Funding and Monitoring (FAM)	4 5 6
Attendance Dual Registered Students Special Education Needs	6 6 8
Free School Meals	9
Post Looked After Pupil Premium Thirty Hour Code	10 11 11
Student List Page Suspensions & Permanent Exclusions	
Generating the School Census	13
Pupil Reconciliation Funded Hours (Primary and All Through Only) Pupil School Lunch (Primary and All Through Only) Validate the Census Census Views	
View Summary View Errors	
Authorise and View File Running Reports	



## Before you run the Census

It is your responsibility to read the DfE guidance to check all the information you should be submitting as part of your School Census Return. See here for DfE Guidance

This section will take you through some of the expected areas you will need to check before running the **Census**.

You can execute the **Census** without these checks, but you will simply be producing a **Census** return with many errors or queries that will need to be addressed, it is better to undertake some routine housekeeping and address the errors **before** they are reported in the **Census**.



Ensuring that your data is accurate is the best place from which to launch your Census.



## What's New

#### Sex and Gender Identity

The **Gender** current data item has been replaced by the new **Sex** data item.

The change from **Gender** current to **Sex** is being rolled out across all DfE collections over the next year or so. The DfE will collect the **Sex** data item (a value which identifies the sex of a person as recognised in law) on a mandatory basis.

The Gender ID data item has been created so schools, children's homes, local authorities, and other institutions can record gender identity for local use, should they wish to. The DfE will not collect this item.

#### **Expanded hours**

For Summer 2024 census only. The data item for **Expanded hours** records up to 15 hours for 2-year-olds with working parents.

## **Existing Data Items Changing**

#### 30 hour code

For Summer 2024 census only.

We are changing the data item for **30 hour code** to **Eligibility code**.

The panel for the Eligibility code is located in the Student Profile>Funding & Allowances>Additional Information.

		Pupil Premium	Top Up Fundings	Early Years Pupil Premium	Additional Information	Learner Monitoring
Enrolment						
		Student is paid for a Uniform	Allowance			
Communication		The child is in receipt of child	disability living allowance			
		The child receives free early	education			
Assessment		Post looked after Arrangements				
	👻 Ethnicity	Not declared				~
Clubs & Trips		*Economic criteria				
	Funding & A	*High-level SEN or disability				
Safeguarding		<ul> <li>"Looked after or adopted from "Basis for 2 year old Fundion.</li> </ul>	n care			
Documents		Thirty Hour Code				
						Close Save

#### 2 year old basis for funding

For Summer 2024 census only.

The DfE are increasing the frequency we are collecting the funding basis data item to termly from Summer 2024 onwards. The panel for **2 year old basis for funding** is located in the **Student Profile>Funding & Allowances>Additional Information.** 

		Pupil Premium	Top Up Fundings	Early Years Pupil Premium	Additional Information	Learner Monitoring
Enrolment						
Health Background	1000	Student is paid for a Uniform Al	lowance			
Communication		The child is in receipt of child d	sability living allowance			
A Association		The child receives free early ed	ucation			
Assessment		Post looked after Arrangements				
■ Attendance	Y Ethnicity	Not declared				~
🖈 Behavlour		*Economic criteria				
		*High-level SEN or disability				
Safeguarding	Funding & P	*Looked after or adopted from	care			
		*Basis for 2 year old Funding				
Locuments		Thirty Hour Code				
						Close Save
						onoso onto



#### **EYPP Early Years Pupil Premium**

For Summer 2024 census only

From Summer 2024, the DfE will collect the **EYPP** data item termly.

The panel for EYPP is located in the Student Profile>Funding & Allowances>Early Years Pupil Premium

0000	Student Details	Barnes, Ria	Previous	Next CTF Export	Quick Letter			
•	Profile		Ria Barnes				👔 🖶 Funding	g & Allowances 👻
purites	Enrolment		Gender Preferred Pronouns Date of Birth A	ge Year Group House Tut	tor Group Tutor N	Name Admission No. UPN		9
<b>A</b>	+ Health Background	1257	Female N/A 12/10/2010 13	3y 6m N2 Green Nu	ursery PM Ms E	Vekria 00895 F8309	9912042A	
lules	Communication		<b>©</b> 07000166664					
e dents	🗾 Assessment		• 22, Worsley Bridge Road, London, Lower	r Sydenham, SE22 2BS				· · · · · · · · · · · · · · · · · · ·
_	=, Attendance	H Home Language Englis	h					<b>6</b> 8
aff	🛧 Behaviour							
	🦨 Clubs & Trips	Funding & Allowance	<u></u>					+
ups	😔 Safeguarding	Funding & Allowance	5				Pupil	Premium
3	Documents	Additional Information					Top U	Ip Fundings
815		Hotacarca					Early	ional Information
orts	_			-	-	-	Learn	er Monitoring
Indin	g & Allowances Pupil Premium	Top Up Fundi	ngs Early Years F	Pupil Premium	Additio	nal Information	Learn	er Monitoring
undin	g & Allowances Pupil Premium	Top Up Fundi	ngs Early Years F	Pupil Premium	Additio	nal Information	Learn	er Monitoring
undin eceipt	ig & Allowances Pupil Premium t Reason*	Top Up Fundi	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	Inal Information	Learn	er Monitoring
undin Receipt <nc< td=""><td>g &amp; Allowances Pupil Premium t Reason* DT SELECTED&gt; DT SELECTED&gt;</td><td>Top Up Fundi</td><td>ngs Early Years P Start Date* 01/04/2024</td><td>Pupil Premium</td><td>Additio</td><td>End Date 31/03/2025</td><td>Learn</td><td>er Monitoring</td></nc<>	g & Allowances Pupil Premium t Reason* DT SELECTED> DT SELECTED>	Top Up Fundi	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	End Date 31/03/2025	Learn	er Monitoring
undin ecceipt <nc Reco</nc 	ig & Allowances Pupil Premium t Reason* DT SELECTED> DT SELECTED> DT SELECTED> eipt both reasons	Top Up Fundi	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	nal Information End Date 31/03/2025	Learn	er Monitoring
ndin ecceipt <nc Recc Recc Recc Recc</nc 	Ig & Allowances Pupil Premium t Reason* DT SELECTED> DT SELECTED> eipt both reasons eipt other known reason eipt through economic c	Top Up Fundi	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	Inal Information End Date 31/03/2025	Learn	er Monitoring
eceipi <nc <nc Rece Rece Rece Rece</nc </nc 	Ig & Allowances Pupil Premium t Reason* DT SELECTED> DT SELECTED> DT SELECTED> eipt both reasons eipt other known reason eipt through economic c eipt unknown basis	Top Up Fundi v	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	nal Information End Date 31/03/2025	Learn	er Monitoring
eceip eceip <nc< td=""> <nc< td="">   Reca   Reca   Reca   Reca   Reca   Reca</nc<></nc<>	Ig & Allowances Pupil Premium t Reason* DT SELECTED> DT SELECTED> DT SELECTED> DT SELECTED> eipt both reasons eipt other known reason eipt through economic c eipt unknown basis	Top Up Fundi riteria	ngs Early Years P Start Date* 01/04/2024	Pupil Premium	Additio	nal Information End Date 31/03/2025	Learn	er Monitoring

#### DAF Disability Access Fund

For summer 2024 census only

The DfE are extending the Disability Access Fund (DAF) indicator from summer 2024 onwards to 2 year olds. The panel for **Disability Living Allowance** is located in the **Student Profile>Funding & Allowances>Additional Information.** 



## **Areas to Check**

The following areas are specifically important to check for the **Summer Census**.

See also-: DFE Complete the School Census

#### **Alternative Provision**

The DfE collect data on Alternative Provision (AP) placements using the following 2 panels;

- The Alternative Provisions Panel is found via Students>View Student Details>Enrolment and should only be visible to Schools who have their school phase set to PRU within Config>Administration>Characteristics.
- The Alternative Provisions Details Panel is also found via Students>View Student Details>Enrolment and should be visible to all Schools regardless of the school phase set within Config>Administration>Characteristics

For schools collecting **Alternative Provision** Company Number and **Alternative Provision** Placement Post code see DfE guidance on AP setting here.

#### Alternative Provision module for single-registered pupils (PRU and AP).

- URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
- Alternative provision reason records the main or primary reason why the AP was arranged.
- Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.

Alternative Provisions	+
Alternative Provision Details	+
Idd details here where your centre has placed the student with an alternative provision provider	
There is no data available for this module.	

#### Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement.
- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been
  designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively
  select Unknown School within the Available Schools search panel. You will be returned to the panel where
  the School name can be added manually and the UKPRN may be added in the field provided, whereupon the



**Type** of Setting will disappear. Finally, if no **URN** or **UKPRN** is available, add the **Type** of Setting from the **dropdown selector** plus the **company house number** and **postcode**.

- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.
- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.
- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).
- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).
- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.
- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week.

#### **Young Carer**

This item records whether the pupil has been identified as a young carer and by whom. The Young Carer indicator is found in **Students>View Student Details>Edit Student Details.** See **here** for DfE guidance on the Young Carer Indicator.





#### Learner Funding and Monitoring (FAM)

All schools (except nursery) with appropriate year groups or age ranges need to return this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year. Please **see below for code descriptions** and see **here** for DfE guidance on Learner Monitoring.

In addition, the description, and eligible pupils for **code '22'** have also been updated following the return to business as usual for repeating part or full year of post 16 students.

Code	Description	Applicable pupils
1	In receipt of National Tutoring Programme	Applicable to all schools, except nursery, with appropriate year groups or age ranges. For pupils in NC Year Actual 1 to 11 or aged 5 to 15 (as at 2023-08-31) in NC Year Actual 'X'.
21	Learner in receipt of 16 to 19 tuition fund	Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 12 and above with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.
22	Learner repeating up to one full year of 16 to 19 funded provision	Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 13 or above, with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

#### Attendance

The **Summer Census** looks back at the **Attendance** recorded from the start of the **Spring Term** from 01/01/2024 to 31/03/2024

Please ensure that all **Attendance Registration** is complete for the above period. This will include ensuring that any unexplained **Unauthorised Absences** that are currently recorded against an **N** code are updated to provide an adequate explanation for absence.

We would recommend that you produce reports to highlight the **students** with gaps in their attendance i.e., run an **Attendance Report by Code** for the **N** code and Meaning is **Missing** for Missing Marks from **Reports>Attendance>Attendance Report by Code** (or any other unauthorised absence) separately for each year group for the date range being returned by the **Census** 01/01/2024 to 31/03/2024.

In addition, we recommend running the Missing Marks report from **Reports>Attendance>Summary>Attendance Analysis Exports**. Then from the Students drop down choose **Registration Diagnostics>Missing Am or Pm Marks**.

Use the information to guide your amendment to student data.

#### **Dual Registered Students**

If you have **Students** who are **Dual** registered, please ensure that you have accurately recorded their status at your (and the affiliate) school as either **Main** or **Subsidiary**.

Actual **Attendance Data** for **Dual** registered **Students** should only be entered at the **Subsidiary** school for the sessions they are expected to be attending the **Subsidiary** school.



The corresponding periods at the Main school should be populated with the Attendance Code D.

A Student's Registration Status can be amended by opening the School & Enrolment History panel in the Student Profile Enrolment Tab. Access the Student Profile either from the Students List page to select one or more Students and click View or using the Global Search Tool for a single Student.



See How to Change a Students Enrolment Status



#### **Special Education Needs**

You should double check with your **SEN Co-ordinator** that all **Students** who possess a **special need** are updated in the MIS.

All **Students** with current **SEN Provisions** should have an **SEN** record with the code **K** (**SEN Support**). Any **Students** who have transitioned to no longer having any kind of **SEN** requirement should have their latest record updated to include an **N** code for **No Special Educational Need**. Any **Student** in possession of an **SEN Provision (other than N)** should also have at least one **Need** defined. **Students** with a provision but no specific type of need should be entered with the **SEN Type** of **NSA (SEN Support but no specialist assessment of type of need)**.

A Student's SEN Support and SEN Need can both be adjusted via the Special Educational Needs panel in the Student Profile.

#### See How to Add SEN information to a Students Record





#### **Free School Meals**

This is one of the areas that determine on going funding; specifically, the **Deprivation** element of **Pupil Premium** is determined by a **student's** inclusion in **Free School Meals** over a specified period.

Therefore, it is important that you double check Student Free School Meal details and eligibility.

Pupil **Free School Meal** statuses will be retrieved in the **Summer Census** under the following conditions: Periods of eligibility for free school meals with:

- An FSM eligibility Start Date and no FSM Eligibility end date. or
- An FSM eligibility end date since the previous **Census** i.e., on or after 19/01/2024 and up to including the **Summer Census** Day (16/05/2024)

A **Students Free School Meal** information can be reviewed and adjusted from the **Free School Meals** section which is in the **Meal & Transport** panel in the **Student Profile.** 

#### See How to FSM Eligibility to a Student

n Home	Student Details	Abbott, Dave	- Prev	vious Next CTF Expo	ort Quick Letter					
Favourites Favourites Modules Students Staff	Student Details	Abbott, Dave	Prev	vious Next CTF Expo wate of Birth App Year Group Tub 19/09/2008 15y 6m 10 10/ able d, London, Lower Sydenham, SE20 0BS	ort Quick Letter	Admission No. os 00145	цян R204639814020	28	All ✓ All Contact Siblings Ethnicit Funding Meal & Parenta Interver Special Access Service	Emergency Cont s ( & Religion & Allowances reansport Consent tions Educational Needs Arrangements Child Concern
Groups Others	<ul> <li>Safeguarding</li> <li>Documents</li> </ul>	Contacts Mr dave smith dsmith123	n <b>#3126 Father Priority 1</b> 4@gmail.com	1	СРВ	R T 🛉			Support Support Passpor Student GDPR C Docume User De	Events Documents t Information Employment onsents nt List fined Fields
Stud	lent Details	Abbott, Dave		Meal & Transport						×
С С П н	inrolment lealth Background	mport your photos to Bromcom MIS	Abbott Gender Prefi Male N/A	Free School Meals	Meal Pa	tterns End Date	Free School Transp	ort Review Dat	Usual	Preferences
		so that they can be 'isplayed here	No contact in • 200, Wor	05/09/2007 Evidence Provided		31/07/2008		30/09/20	12	Takan
=, A1	ittendance	Non FSM	B Poor Behaviour	SNOT SELECTED?			•		Can	cel Save
17 B	lehaviour									

For schools with intake within the **NC Years R**, **1** and **2** there will also be a requirement to deliver the information on take up of **Universal Infant Free School Meals**.



#### **Post Looked After**

See here for DfE guidance on Post Looked After Go to Student Profile and hover to the right of the Student Name to see Edit Student Details

0	1						-	
Profile		David Add	lison 🕜					
1 Enrolment		Gender Preferred	Pronouns Date of Birth	Age	Year Group Tutor	Group Tutor Name	Admission No.	UPN
+ Health Background		Male N/A	19/05/2018	5y 10m	2 2A	Miss S Abram	08371	G83
Communication		0208695808	8					
Assessment		• 11, Worsley B	ridge Road, Lower Syde	enham, Lond	ion, SE21 1BS			
≡ Attendance	P Pupil Premium	P Pupil Premium	Y Ever FSM 6	🚩 Free	School Meal	H Home Language	English	
- Dehaviaur								

This will open in the **Basic Details** panel, click on the **Additional Details** header and from within that panel you will see the **Post Looked After Arrangements** drop-down choices> **Save** 

Basic Details	A	dditional	Details		Previous Names
	-	_	_		
Student Details				×	
Basic Details	Additiona	Details	Previous Nan	ies	
Pref. Learning Style		National Curr	iculum		
<not selected=""></not>	~	<not sel<="" td=""><td>ECTED&gt;</td><td>~</td><td></td></not>	ECTED>	~	
Pref. Name Order		Formal Name	Order		
First Name, Last Name	~	First Name	, Last Name	~	
Youth Support Services Agre	ement	Service Child	ren In Education		
Unsought	~	<not sel<="" td=""><td>ECTED&gt;</td><td>~</td><td></td></not>	ECTED>	~	
Young Carer Indicator					
Not declared	~				
Source Of Service Children II	n Education				
<not selected=""></not>				~	
Family Structure	Parental Saluta	ation	Parental Addressee		
Unknown 🗸	Ms Addison	0	Ms C N Addison	2	
Post Looked After Arrangem	ents*				
Not declared				~	
Not declared Not declared Ceased to be looked after Ceased to be looked after Ceased to be looked after Ceased to be looked after Ceased to be looked after Child Protection Plan	through adoption through a special g through a residenc through a child arra through adoption fi	uardianship orda e order (RO) ingement order rom state care o	er (SGO) (CAO) utside of England and W	ales	



#### **Pupil Premium**

See here for DfE guidance on Pupil Premium.

Go to Student Profile>Funding & Allowances to see tabs for Pupil Premium, Top Up Funding, EYPP, Additional Information and Learner Monitoring.

For detailed **Bromcom** guidance see How to Manage Pupil Premium Students & How to Add Top Up Funding to a Student Record

In addition, you can download a Pupil Premium file for your students from the **DfE GIAP** (Get Information About Pupils) website and then import that file into your Bromcom from **Students>Actions>Pupil Premium Import** 

fome	Student Details	Addison, David	-	Previous	Next CTF Exp	Oort Quick Lett	er				
	e Profile		David Addis	on					😭 🔒 . Fu	unding & Allowances	s
ourites	Enrolment		Gender Preferred Pre	onouns Date of Birth	Age Year Group Tul	tor Group Tutor Name	Admission No.	UPN		3	
A	+ Health Background		Male N/A	19/05/2018	5y 10m 2 2A	Miss S Abra	m 08371	G83099912011A			
dules	Communication		<b>©</b> 02086958088								
2 udents	🗾 Assessment		<ul> <li>11, Worsley Brid</li> </ul>	ge Road, Lower Syder	nham, London, SE21 1BS						
											-
	➡ Attendance	P Pupil Premium	P Pupil Premium	Y Ever FSM 6	🚩 Free School Meal	H Home Langua	ge English			68 💷 I	-
<b>T</b> Staff	=√ Attendance	P Pupil Premium	P Pupil Premium	Y Ever FSM 6	Y Free School Meal	H Home Langua	ge English			66 🖬	
Staff	<ul> <li>➡ Attendance</li> <li>★ Behaviour</li> <li>J Clubs &amp; Trips</li> </ul>	P Pupil Premium	P Pupil Premium	Y Ever FSM 6	Y Free School Meal	H Home Langua	ge English			₩ 1	
Staff	<ul> <li>Attendance</li> <li>Behaviour</li> <li>Clubs &amp; Trips</li> <li>Safeguarding</li> </ul>	P Pupil Premium	P Pupil Premium	Y Ever FSM 6	Y Free School Meal	H Home Langua	ge English			Pupil Premium	
Staff roups	<ul> <li>Attendance</li> <li>Behaviour</li> <li>Clubs &amp; Trips</li> <li>Safeguarding</li> <li>Documents</li> </ul>	P Pupil Premium Funding & Allowa Pupil Premium Type Deprivation pupil	P Pupil Premium	Ever FSM 6 Start Date 01/04/2022	Free School Meal	H Home Langua	ge English FTE 1.00			Pupil Premium Top Up Fundings	
Staff Proups	<ul> <li>Attendance</li> <li>Behaviour</li> <li>Clubs &amp; Trips</li> <li>Safeguarding</li> <li>Documents</li> </ul>	P Pupil Premium Funding & Allowa Pupil Premium Type Deprivation pupil	P Pupil Premium	Ever FSM 6 Start Date 01/04/2022	Free School Meal	H Home Langua	ge English FTE 1.00			Pupil Premium Top Up Fundings Early Years Pupil Premii Additional Information	, ,

#### **Thirty Hour Code**

If you need to set a **Student** with a **30 Hour Code**, this can be entered in the **Student Record** via: **Profile > Funding & Allowances > Additional Information.** 

80	Pupil Premium	Top Up Fundings	Early Years Pupil Premium	Additional Information	Learner Monitoring
Sec.	Student is paid for a Uniform	n Allowance			1
1 Car	The child is in receipt of chi	ld disability living allowance			
and the	The child receives free early	y education			
	Post looked after Arrangements	3			
Ethnicity	Not declared				~
	*Economic criteria				
ding & A	*High-level SEN or disability	у			
	*Looked after or adopted fr	om care			
	*Basis for 2 year old Funding				
	Thirty Hour Code				
					Close Save





#### **Student List Page**

You can use the Student List Page to check Student Data. You can quickly run reports on Students data for example Pupil Premium or Free School Meals. See How to use the Student List page to create Simple Reports and you can use the Quick Edit function in the Student List Page to update Students data in bulk see How to use Quick Edit in the Student List Page.

#### **Suspensions & Permanent Exclusions**

For DfE guidance on Suspensions & Permanent Exclusions see here

You can add Exclusions to the Student Profile from Students>View>Behaviour>Exclusions

**IMPORTANT**: for **Permanent Exclusions** they **must have the governor's decision** and date decision notified completed

For guidance on adding Exclusions see How to add Exclusions to the Student Profile



This is the end of the Section 'Areas to Check' please continue to Generating the School Census in this guide



## **Generating the School Census**

580 O ∠ Assessment Modules Missing Unauthor Registers Absences ■ Attendance Today 🖈 Behaviour **...** 1 Census CENSUS Communication \*\* Catholic Education Service (CES)
 🕅 Cover B School School Workforce Others Curriculum SLASC Diary

To run the **Census**, you need to go to **Modules > Census > School**.

In the top right of the screen select the Term and Year, this should be correct by default.

Click the top left **New** button to create a new **Census Return**.

hool Census 🚺						
ect a return and then click the required action button						
turn	J≞ By	11 Date Generated 11	Date Validated	1 Queries	1 Authorised 1	Date Authorised
	No data	available in table				

You will now see the **Census Parameters** and **School Details** page. This is prepopulated for you, but it is worth checking that all the details are correct. If it is present, please leave the **Selected Time** as is.

The **School Details** section shows the details for your school.

Make sure these **School Details** are correct, paying attention to the **LA ID** and **Establishment Number**. You also need to make sure your **School Phase**, **Intake**, **Governance**, and other details are correct. Failure to do so will cause issues with your **Return**. All the details on the page below can be edited by clicking the **Edit** buttons, which will take you to either **Core Details** or **Characteristics**. **If you do make any changes to your Core Details or Characteristics remember to Save**.



Then click **Refresh** when you return to this page to see any changes made.

School Detail	S				
chool name	Elizabeth Secondary				2 Refresh
A	HACKNEY	LA ID	204	Estab. No.	6398
ddress	Rutland House 44, Masons Hill	l, Bromley, BR2 9JG			
elephone	004420 8290 7171	Fax Number	020 82	90 7199	
-mail	info@bromcom.com				🕑 Edit
School Phase	Secondary	NC Year Range	7 to 14		
ntake	Religious School	Gender of Initial Intake	Coeduo	cational	
Governance	Community	Type of School	Compre	ehensive all-throu	gh, 11-18
Gender Post 16	Coeducational				C Edit

Once you have confirmed the details are correct you can **Generate** your **Census**, to do this click the **Generate** button.

©Bromcom Computers Plo



New CEdit Delete View Summary View Errors View Fi	File Auth	horise		1	Term	Sumr	ner	~	Year	2024	
School Census ฤ											
Select a return and then click the required action button											
elect a return and then click the required action button Return	1±	By It	Date Generated 1	Date Validated	Errors		Queries	-↓î -	Authorised 1	Date Authorised	
elect a return and then click the required action button Return 2024 Summer-001	ļ1	By ↓↑ Ms J Bishop	Date Generated 11 25/04/2024	Date Validated 11 25/04/2024	Errors 170		Queries 975	lî I	Authorised 1	Date Authorised	



Your **Return** will now be generated. This may take a while, so please give it a moment and do not refresh the page.

You can create as many versions of the **Census** as you require.

#### Pupil Reconciliation Funded Hours (Primary and All Through Only)

Further down the screen on the **Census Data Entry Page** you will see the **Pupil Reconciliation Funded Hours** area needs to be filled in. **Funded Hours** needs to be collected for **Students** aged 2, 3 and 4 from all schools with pupils of these ages except **City Technology Colleges** and **Non-Maintained Special**.

The table below shows the entitlement criteria to **Funded Hours** for the **Summer Census** taken from **DfE Complete the School Census-Data Items- Funded Entitlement Hours** 

rence Date	Reference Date	16/05/2024						2 Refres
							. No.	99
idance Inc	Title	2024 Summer					- 81	
Start from	Attendance Includes	01/01/2024		through to	31/03/2024		- 81	🕑 Ed
idance and	Exclusions include from	01/08/2023		through to	31/03/2024	(***) 11	- 8	
	FSM Start from	19/01/2024		through to	16/05/2024	0-0 10	- 8	🕑 Ed
	Attendance and Exclusion d	atos ara defined by	the consu	specification and	not ovported to be of	anged		

Summer Census - How to Run the Census

©Bromcom Computers Plo



Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2024	2 and 3 year olds born between 2019-09-01 and 2022-03- 31 (inclusive) - all relevant schools and year groups	15 hours
Summer 2024	4 year olds born between 2019-04-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Using **Update Funded Hours** you can apply the **Funded Hours**, **Hours at Setting and Extended Childcare Hours** to the relevant **Age** group.

Once you have selected the hours for the age click the **Save** button. You will now need to repeat this process for the remaining age groups. Once completed, **Funded Hours** and **Hours Setting** will be populated with information against each of the **students**. If required, individual **Student** hours can be edited by clicking on the individual cell and overtyping with a new value. Important: **Funded Hours + Extended Childcare Hours MUST = Hours at Setting** 

			[	✓ Update Funde	ed Hours 2 Reset
Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours
Addison, David	2	19/05/2018	0.00	0.00	0.00
Addy, Makoto	3	08/10/2017	15.00	15.00	0.00
Ahmed, Lesley	3	16/10/2017	15.00	15.00	0.00

If you have used **Save and Validate** on a **Previous Census**, when running a New Census, you will have an option on this Panel for **"Reset to Latest Census,"** which will enter the Hours that you have set in the **Previous Census** – so you do not have to enter them all again.

Pupil Reconciliation				1
	✓ Update Funded Hours	2 Reset	2 Reset to Latest Census	I
				-



#### Pupil School Lunch (Primary and All Through Only)

For some **School Phases** the collection of **Pupil School Lunch** information is a requirement in the **Summer Census**. The MIS will determine if this is information that you should be recording, and this panel will be used for that purpose.

If you are using the **Dinner** module, then the **Lunch Taken** column may already be populated with information indicating the **students** who took (or are expected to take) school lunch on the date of the **Census**.

You will need to **Confirm your Dinner Numbers** on **Census Day** in order for this information to populate.

If you are not using the **Dinner** Module, simply enter a tick against all the **students** who are going to be taking (or have taken) school lunch on **Census Day**. It may be quicker for you to bulk tick all the **students** using the tick box option on the **Lunch Taken Column Header**, then deselect **Students** that did not take lunch. This information will also be used to derive the **Universal Free School Meal Information**.

ıpil School I	Lunch			6	Reset to I
Name ↓≞	UPN Jt	Year Group	Tutor Group	Enrolment Status	Lunch Taken
Forman, Ellis	M83099912029B	1	1SS	Current(Single Registration)	
Gregory, Colin	G83099912041B	2	3SJ	Current(Single Registration)	
Gregory, Colin	V83099912042B	2	2SJ	Current(Single Registration)	
Gregory, Daniel	H83099912043B	R	Reception 1	Current(Single Registration)	

Clicking the **Reset to MIS** button will restore the information in this panel to the condition it is in within the MIS before any user adjustments were undertaken.

For subsequent generations of the **Census** file within the same term, you can click the **Reset to Latest Census** button to retrieve the edited data from the previous **Census** file. This prevents you from having to enter the data repeatedly for subsequent runs of the **Census** within the same term.

Pupil School Lunch		
	2 Reset to MIS	Reset To Latest Census



#### Validate the Census

You will now need to **Validate** the **Census** by clicking on the **Save & Validate** button. This will **Generate** the **Census** file and run the **Validation** process that will in turn identify if there are any errors or queries with your return.

Save & Val	idate
Census Parameters	
Reference Date	16/05/2024
Title	2024 Summer

The Validation process may take a while so please be patient.

#### **Census Views**

You will now be returned to the **Census** page. You will be able to see the file that has been generated and have the following options available to you.

**View Summary** – This gives you the summary page for the **Return**. You may want to print this off and use it as a starting point to check your data.

**View Errors** - This shows you any errors or queries that the validation process has found. You can access a full list of errors and queries in the **Bromcom School Census Error Resolutions 2024 Guide** here.

**View the File** – This gives you the option to view and save the **Census** XML file. You will not need to do this until you are ready to send the return to the LA or upload to Collect.

15							
	➔ New	🕜 Edit	🛍 Delete	View Summary	View Errors	View File	Authorise

#### **View Summary**

To **View Summary**, click on the appropriate Return if you have generated more than one Return and click **View Summary**.

	Delete	view Summary	VIEW EITOIS	view rile	Authorise

This downloads the **Census Summary** for you to view or print off.



here are 106 err	rors and 356 que	ries.							
able 1: School c	haracteristics [A	LL	school	s]					
Summary for: Fitzwill	iam Primary								
Local authority code:	830								
Establishment number									
Lotaonsnment number									
Telephone number: 00	4420 8290 7171								
Email address: info@b	oromcom.com								
Phase: PS									
Type: 18									
Commence CA									
Governance: CA									
Intake type: SEL4									
Lowest national curric	ulum year group: E1								
Lowest national curric Highest national curri	culum year group: E1 culum year group: 6								
Lowest national curric Highest national curri	ulum year group: El culum year group: 6								
Lowest national curric Highest national curri	ulum year group: E1 culum year group: 6								
Lowest national curric Highest national curri able 2: Pupils on	ulum year group: El culum year group: 6 n roll by age and	gen	ıder [A		sch	oolsl			
Lowest national curric Highest national curri able 2: Pupils or	ulum year group: E1 culum year group: 6 n roll by age and	gen	ıder [A	LL	sch	ools]			
Lowest national curric Highest national curri Table 2: Pupils of	rulum year group: El culum year group: 6 n roll by age and	gen	ider [A	ALL	sch	ools]			
Lowest national curric Highest national curri able 2: Pupils of	culum year group: El culum year group: 6 n roll by age and Date of Birth	gen	ider [A	Numb	sch er of I	ools] pupils ?art-time	e	All	
Lowest national curric Highest national curri Table 2: Pupils on Age as at 31 August 2022	ulum year group: E1 culum year group: 6 n roll by age and Date of Birth	gen Male	ider [A	Numb	sch per of Male	ools] pupils Part-time Female	e Total	All Total	
Lowest national currie Highest national curri Table 2: Pupils on Age as at 31 August 2022	ulum year group: E1 culum year group: 6 n roll by age and Date of Birth 31.08/2003 or earlier	gen Male	ider [A	Numb Total	sch er of Male	ools] pupils Part-time Female	e Total 0	All Total 0	
Lowest national curric Highest national curric Table 2: Pupils of type as at 31 August 2022 9 or over 8 7	ulum year group: E1 ulum year group: 6 n roll by age and Date of Birth [31.08.7003 or earlier 01.09.7003 - 31.08.2004 [01.09.7004 - 31.08.2004]	gen Male 0 0	Ider [A	Numb Total	sch er of Male 0 0	ools] Pupils Part-time Female	e Total 0 0	All Total 0 0	
Lowest national curric Highest national curri able 2: Pupils of the as at 31 August 2022 9 or over 8 7 6	ulum year group: E1 culum year group: 6 n roll by age and Date of Birth 31.08.2003 or earlier 01.09.2003 - 31.08.2004 01.09.2004 - 31.08.2005 01.09.2004 - 31.08.2005	gen Male 0 0	uder [A	Numb Total 0 0 0	sch Frof Male 0 0 0	ools] pupils Part-time Female 0 0	e Total 0 0 0	All Total 0 0 0	
Lowest national curric Highest national curri Table 2: Pupils or Age as at 31 August 2022 9 or over 8 7 6 5	ulum year group: E1 culum year group: 6 n roll by age and Date of Birth 51:06:2003 or earlier 10:09:2004 - 31:08:2005 01:09:2005 - 31:08:2005 01:09:2005 - 31:08:2005	gen Male 0 0 0 0	full-time	ALL Numb Total 0 0 0	sch Fer of Male 0 0 0 0	ools] Pupils Part-time Female 0 0 0	e Total 0 0 0 0	All Total 0 0 0 0 0	
Lowest national curric Highest national curri able 2: Pupils or lage as at 31 August 2022 9 or over 8 7 7 6 5 4	ulum year group: E1 culum year group: 6 n roll by age and Date of Birth 31.08/2003 or earlier 10.08/2003 or earlier	gen Male 0 0 0 0	Full-time	ALL Numb Total 0 0 0 0	sch er of Male 0 0 0 0	ools] Pupils Part-time Female 0 0 0 0 0	e Total 0 0 0 0 0	All Total 0 0 0 0 0 0 0	
Lowert national curric Highest national curri able 2: Pupils or ge as at 31 August 2022 9 or over 8 7 6 5 4 3	alum year group: E1 calum year group: 6 n roll by age and Date of Birth 31.08.2003 or earlier 01.09.2004 - 31.08.2004 01.09.2004 - 31.08.2005 01.09.2004 - 31.08.2005 01.09.2005 - 31.08.2005 01.09.2005 - 31.08.2005 01.09.2005 - 31.08.2005	gen Male 0 0 0 0 0 0	Ider [A	<b>LL</b> Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	sch ver of j Male 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] Pupils Part-time Female 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0	
Lowert national curric Highert national curri able 2: Pupils or yee as at 31 August 2022 9 or over 8 7 7 6 5 5 4 3 2	alum year group: E1 calum year group: 6 n roll by age and Date of Birth 51 05 2003 or earlier 01 05 2003 or earlier 01 05 2003 or earlier 01 05 2003 or 10 82 2004 01 05 2003 - 31 08 2004 01 05 2003 - 31 08 2005 01 05 2003 - 31 08 2005 01 05 2003 - 31 08 2005	gen Male 0 0 0 0 0 0 0 0	Ider [A	XLL Numbb Total 0 0 0 0 0 0 0 0 0 0 0 0 0	sch per of 1 Male 0 0 0 0 0 0 0	ools] Pupils Part-time Female 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 0 0 0 0 0	
Lowert national curric Highert national curri able 2: Pupils or ge as at 31 August 2022 9 or over 5 6 5 5 4 4 3 2 1	ulum year group: E1 culum year group: 6 n roll by age and 0.69 2003 or earlier 0.109 2003 or earlier 0.109 2003 - 31.08 2004 0.109 2003 - 31.08 2007 0.109 2003 - 31.08 2007	gen 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Ider [A	<b>LL</b> <b>Total</b> 0 0 0 0 0 0 0 0 0 0 0 0 0	sch er of 1 Male 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] Pupils Part-time Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 0 74	
Lowest national curric Highest national curri able 2: Pupils or able 2: Pupils or ge as at 31 August 2022 9 or over 8 7 7 6 5 4 4 3 2 2 1 0	alum year group: E1 culum year group: 6 n roll by age and Date of Birth 31 062003 or earlier 10 692003 or earlier 10 692003 - 31 062000 10 692004 - 31 062000 10 692004 - 31 062000 10 692005 - 31 062000	gen Male 0 0 0 0 0 0 0 0 37 22	<b>Full-time</b> Full-time Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LL Numb Total 0 0 0 0 0 0 0 0 0 0 0 0 0	sch per of 1 Male 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] Pupils Part-time 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 74 46	
Lowest national curric Highest national curric able 2: Pupils or able 3: August 2022 9 or over 8 7 7 6 5 7 6 5 3 2 1 1 0	alum year group: E1 cubm year group: 6 n roll by age and Date of Birth 31 (05 2003 or entire (10 69 2003 or entire (10 69 2003 - 31 (05 2005 (10 69 2005 - 31 (05 2005 (10 69 2015 - 31 (05 2015) (10 69 2015 - 31 (05 2015) (10 69 2015 - 31 (05 2015) (10 69 2015 - 31 (05 2015)	gen Male 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Ider [A	XLL Numb Total 0 0 0 0 0 0 0 0 0 0 0 0 0	sch sch Male 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] Part-time Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Lowest national curric Highest national curri able 2: Pupils or age as at 31 August 2022 9 or over 8 7 7 6 5 4 3 2 2 1 0 0 1 0 0 1 0 0 0 0 0 0 0 0 0 0 0	alum year group: E1 culum year group: 6 n roll by age and Date of Birth 31 08 2003 or earlier 01 08 2003 or earlier 01 08 2003 or earlier 01 08 2003 or earlier 01 08 2003 - 31 08 2007 01 09 2003 - 31 08 2007 01 09 2013 - 31 08 2010 01 09 2013 - 31 08 2010 01 09 2013 - 31 08 2010 01 09 2013 - 31 08 2010	gen Male 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 22 13 2	der [A Full-time Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	XLL Numb Total 0 0 0 0 0 0 0 0 0 0 0 0 0	sch sch Male 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] pupils Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Lowest national curric Highest national curric Table 2: Pupils or as at 31 August 2022 9 or over 9 7 7 6 5 4 4 3 2 1 1 0	alum year group: E1 cubm year group: 6 n roll by age and Date of Birth 11 05 2001 or earlier 01 05 2003 or earlier 01 05 2003 or 10 62 2003 10 05 2003 or 10 62 2013 10 05 2013 or 10 62 2013 10 05 2013	gen Male 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	der [A Fulltime Femlen] 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Numb           Total           0<	sch er of 1 Male 0 0 0 0 0 0 0 0 0 0 0 0 0	ools] art-tim Female 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	e Total 0 0 0 0 0 0 0 0 0 0 0 0 0	All Total 0 0 0 0 0 0 0 0 0 0 74 446 42 4 25	

#### **View Errors**

Now you have generated a **School Census Return**, you will need to deal with the **Errors** before **Authorising** and **Submitting** the **Return**. Select the **Return** and click the **View Errors** button the screen will update showing like the example below:

School Cens	sus														
Select a return a	and then click the required ac	ction button													
Return			Įž	Ву		Date Generated	11 Date Validated	Errors	Jî Qu	ieries	Author	rised ↓↑	Date Authorise	d ↓î	
2023 Summer-	r-001			Ms J Bishop		23/03/2023	23/03/2023	107	86	9	No				
2023 Summer-	r-002			Ms J Bishop		23/03/2023	23/03/2023	106	35	6	No				
															- 1
ck 🛛 🖻 Save Stu	tatus														
ck 🖹 Save Sta	tatus														
ack 🛛 🖹 Save Stu	Tatus														
ack 🕒 Save Sta Details - Census	tatus is Return 2022 Summer-00'	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
ack Save St	tatus Is Return 2022 Summer-00'	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
ack Save Sta Details - Census	tatus is Return 2022 Summer-00'	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
Details - Census e are 34 errors inclu	tatus Is Return 2022 Summer-00'	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
ick Bave St Details - Census e are 34 errors inclu e are 668 queries in	tatus Is Return 2022 Summer-00 Iuding 34 unresolved errors Including 668 unresolved queries	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
Details - Census e are 34 errors inclu e are 668 queries in	tatus is Return 2022 Summer-00 uding 34 unresolved errors including 668 unresolved queries	1 - Created on 10/03/2022 - B	By Mrs J Bishop												
ICK Save St Details - Census e are 34 errors inclu e are 668 queries in id actions Copy	tatua Is Return 2022 Summer-00 Juding 34 unresolved errors Including 668 unresolved queries py Excel CSV PDF	1 - Created on 10/03/2022 - 6 Print	By Mrs J Bishop										Search:		
Ck Save Sti Details - Census e are 34 errors inclu e are 668 queries in id actions Copy x/Query	tatus s Return 2022 Summer-00' uding 34 unresolved errors including 668 unresolved queries py Excel CSV PDF 11 Mumber	1 - Created on 10/03/2022 - B Print	By Mrs J Bishop	IJ	Year Group	11 Stur	lent Name	IJ	Detail				Search:	П	
Details - Census re are 34 errors inclu re are 668 queries in rid actions Copy or/Query or	tatus Is Return 2022 Summer-00 Iuding 34 unresolved errors Including 668 unresolved quaries py Excel CSV PDF 10 Number 10	1 - Created on 10/03/2022 - B Print	3y Mrs J Bishop	1	Year Group	II Star	tett Name	IT	Detail School type	e is missing	2		Search:	н	•
Ack El Seve Str Details - Census e are 34 errors inclu e are 668 queries in id actions Copy or/Query or	tatus Is Return 2022 Summer-00 uding 34 unresolved errors Including 668 unresolved queries py Excel CSV PDF 14 Namber 140 1578	1 - Created on 10/03/2022 - 6 Print 11 Admission Number 501344	By Mrs J Bishop	H T	Year Group 13	11 Stor	lerit Name Herit Name	u	Detail School type	e is missing 63981276 <i>A</i>	) A. Name: Ma	aher, Jennif	Search:	11	*
Ack E3 Save St. Details - Census e are 34 errors inclu e are 668 queries in id actions Copy or/Query or or	tatus         2022 Summer-00'           uding 34 unresolved errors	1 - Created on 10/03/2022 - B Print Admination Number 50124A	By Mrs J Bishop	1	Year Group	11 Stor	led Nime Her, Jenny	tt	Detail School type UPN: P9364 Date of Birt	e is missing 639812764 th: 2004-04	3 3. Name: Mi	aher, Jennif	Search:		/
ck E Save Str Details - Census e are 24 errors inclu e are 668 queries in id actions Copy ar/Query or	tatus s Return 2022 Summer-00 uding 34 unvesolved errors including 668 unvesolved quaries py Excel CSV PDF 1 i Namber 140 1573	1 - Created on 10/03/2022 - B Print I Admission Number 50134A	By Mrs J Bishop	ti I	Year Group	11 Stue	Herit Mame	n	Detail School type Date of Birt 827638866	e is missing 639812764 th: 2004-04 19 More tha	) A. Name: Mi -07, Fernale an one pupil	aher, Jennif , ULN record witt	Search:		*
ck El Save Str Details - Census e are 24 errors Inclu e are 668 queries in id actions Copy or or	tatus         2022 Summer-00'           using 34 unresolved errors	1 - Created on 10/03/2022 - B Print Administra Number 50124A	By Mrs J Bishop		<u>Үкөг Осхар</u> 13	II Stur Mal	lent Name Rec. Jenny	n	Detail School type UPN: P9361 Date of Birt 32763865 same ULN	e is missing 639812764 639812764 19 More tha	3 A. Name: Md -07, Femala in one pupil	aher, Jennif , ULN: record with	Search: II II II II II II II I		*
ack ES Save Sti Details - Census e are 24 errors inclu e are 668 queries in id actions Copy or/Query or	tatus s Return 2022 Summer-00 uding 34 unvesolved errors ncluding 668 unvesolved queries ry Excel CSV PDF 11 Nomber 140 1578 1578 1578	1 - Created on 10/03/2022 - B           Print           11         Admission Number           50134A           50286A	By Mrs J Bishop	17	Year Group	11 Shat	net Name	u	Detail School type UPN: P936/ Date of Birt 827638666 same ULN UPN: F936/	e is missing 63981276A th: 2004-04 9 More the 639811476	3 A. Name: Mi -07, Fernale in one pupil	aher, Jennif , ULN: record with	Search:		*
Ck ≧ Save Sti Details - Census e are 34 errors inclu e are 668 queries in id actions Copy ar/Query or or	tatus Is Return 2022 Summer-00' Juding 34 unresolved errors Including 668 unresolved queries py Excel CSV PDF IA Is78 IS78 IS78	1 - Created on 10/03/2022 - B       Print       III       Administra Number       50124A       50286A	3y Mrs J Bishop	1	Year Group 13	ii Sta Mai	kent Name Ner, Jenny Innesux, Elliot	u	Detail School type Date of Birt 32763866 same ULN UPN: P9366 Date of Birt Date of Birt	e is missing 63981276/ 19 More tha 63981147/ 63981147/	3. A. Name: Mi -07, Fernale in one pupil A. Name: Mi	aher, Jennif I, ULN: record witi Jilineaux, El	Search:		
tick 🛛 🔁 Save Sta Details - Census e are 34 errors inclu e are 668 queries in e are 668 queries in did actions Copy or or or	tatus s Retur 2022 Summer-00' uding 34 unvesolved errors ncluding 468 unvesolved queries yp Excel CSV PDF 10 140 140 1578 1578 1578	1 - Created on 10/03/2022 - B           Print           11         Admission Number           50134A           50286A	By Mrs J Bishop	1	Year Oroop 13	11 500 Mail Mail	ind Name	u	Detail School type UPN: P9366 Date of Birt S2763865 same ULN UPN: F9366 Date of Birt S2763866	e is missing 63981276A 19 More tha 63981147A th: 2000-03	3. A. Name: Mi -07, Fernals in one pupil A. Name: Mi -11, Male, U -11, Male, U	aher, Jennif , ULN: record with Jilineaux, El ILN: record with	Search:		/ 181
Ex Ex Exercises Consultations Consultations Consultations Consultations Consultations Consultations of additional additional Consultations of a consultation	tatus Is Return 2022 Summer-00' Juding 34 unvesolved errors Including 648 unvesolved queries py Excel CSV POP IA Nontoer 1878 1878	1 - Created on 10/03/2022 - E       Print.       III       Administra Number       50134A       50286A	By Mrs J Bishop		Year Group 13 10	1) Stat	iert Name ier, Jenny tinesux, Elliot	IT.	Detail School type UPN: P9366 Date of Birt 82763866 same ULN. UPN: F9366 Date of Birt 82763866 same ULN.	e is missing 63981276A th: 2004-04 9 More tha 63981147A th: 2007-03 19 More tha	3 A. Name: Ma -07, Fernale an one pupil 4. Name: Mu -11, Male, U H1 One pupil	aher, Jennif , ULN: record with Jilineaux, El JLN: record with	Search: II • If · If		/ 181
uck (E) Save Sta Details - Census e are 24 errors inclue e are 648 queries in id actions (Copy ar Gary) or or	tatus s Return 2022 Summer-00' uding 34 unvesolved errors ncluding 668 unvesolved quartes py Excel CSV PDF 10 14 140 1578 1578 1578	1 - Created on 10/03/2022 - B           Print           11         Admission Number           50124A           50286A	By Mrs J Bishop		Year Orcup 13	11 Else 5.6.1	init Name er, Jenny Ineaux, Eliot	11	Detail School type Date of Birl 827638866 same ULN UPN: F9360 Date of Birl 827638666 same ULN	e is missing 63981276/ dh: 2004-04 99 More tha 63981147/ 63981147/ dh: 2007-03 99 More tha	3 A. Name: Ma -07, Fernale an one pupil L. Name: Mu -17, Male, U an one pupil	aher, Jennif , ULN: record with Jilineaux, El ILN: record with	Search: fer. h the liket. h the		
ak Bisere Sta Details - Census e are 648 queries in id actions Copy or constructions or or	tatus s Retur 2022 Summer-00' uding 34 unvesolved errors uncluding 648 unvesolved queries y	1 - Created on 10/03/2022 - E           Print           II           Admission Number           50134A           S0286A           S0235A	3y Mrs J Bishop It Tutor Group 13A 10B 11A		Year Group 13 10	i Sin Mai	iert Name ier, Jenny Inesux, Elliot	11	Detail School type UPN: P9366 Date of Birt S2753866 same ULN UPN: F9366 Date of Birt S2753866 same ULN UPN: 29366	e is missing 639812764 19 More tha 63981147A 19 More tha 639812714	3. A. Name: Mt -07, Fernale an one pupil L. Name: Mt -11, Male, U an one pupil A. Name: So	aher, Jennif , ULN; record with JLN: record with pel, June. [	Search:		
uck Details - Census e are 24 errors inclue e are 648 queries in id actions Copy ar Copy or or or	tatus s Retur 2022 Summer-00' uding 34 unvesolved errors ncluding 668 unvesolved errors py Excel CSV PDF 10 14 140 1578 1578 1578 1578 1578 1578 1578 1578	1 - Created on 10/03/2022 - B           Print           11           Admission Number           50124A           50236A           50235A	By Mrs J Bishop		Year Group 10 11	1) 200 5.64 5.69 5.09	init Name ier, Jenny ineaux, Eliot el, June	1	Detail School type UPN: P9366 Date of Birth 22763866 same ULN UPN: F9366 Date of Birth 22763866 same ULN UPN: 29366 of Birth 201	e is missing 639812764 th: 2004-04 19 More tha 63981147A th: 2007-03 19 More tha 63981271A 06-05-18, F	3. A. Name: Mi -07, Female in one pupil 4. Name: Mi -11, Male, U hi one pupil A. Name: So Female, ULN	aher, Jennif , ULN: record with ILN: record with pel, June, D 2 82723136	Search: [ fer. ] fer. ] mot. ] Date ] Date ]		
Lock E) Save Sta Details - Census e are 34 errors inclu # are 668 queries in: id actions Copy or or or or	tatus s Retur 2022 Summer-00' uding 34 unvesolved errors nachading 468 unvesolved errors y Exc  CSV POF 10 10 10 10 10 10 10 10 10 10 10 10 10	1 - Created on 10/03/2022 - E           Print           2           Admission Number           50134A           50236A           50235A	By Mrs J Bishop		Year Decep         10           11	i Ros Mai	led Name leg Jenny lineaux, Elliot el, June		Detail School type UPN: P9366 Date of Birt 827638866 same ULN UPN: P9366 Date of Birt 927638866 same ULN UPN: 29366 of Birth. 20 More than co	e is missing 63981276/4 fr: 2004-04 fr: 2004-04 9 More tha 639811477A 663981271/4 663981271/4 6639518, R.	3 A. Name: Mu -07, Fremale In one pupil A. Name: Mu -111, Maile. Vian One pupil A. Name: So Termale, ULN ecord with th	aher, Jennif I, ULN: record with JLN: record with pel, June. 1 i: 82723134 he same UL	Search: 11 2 2 12 2 2 14 2 14 2 2 14 2 1		1 8 8 8
uck E) Save Sta Details - Census e are 34 errors inclue e are 648 quaries in id actions Copy ar/Gery or or or	tatus  tatus  tatus  s Return 2022 Summer-00'  uding 34 unresolved errors  ncluding 668 unresolved quaries  py Excel CSY POF  1  1  1  1  1  1  1  1  1  1  1  1  1	1 - Created on 10/03/2022 - B           Print           30134A           50134A           50236A           50235A	II Tutor Group II Tutor Group IIA IIA IIA IIA		Year Group 13 10 11	11 Star Mak	iest Name ies: Jenny Ineaux, Elliot el, June rton, D	н	Detail School type Date of Birt 32763866 same ULN UPN: F9366 same ULN UPN: 29366 of Birth, 201 More than o UPN: V924	e is missing 639812767 1: 2004-04 93 More tha 639811477A 639812717 93 More tha 639812717 66 65 18, 6 66 65 18, 6 66 9318, 0 93 80 12017	3 A. Name: Md -07, Fernale in one pupil A. Name: Md A. Name: So Second with II C. Name: So	aher, Jenni JULX Irecord with ILN: In: ercord with Pel, June: 6 : 82723124 : 82723124 : 82783124 : 82785124 :	Search:		
ak E) Save St Details - Census e are 648 queries in el diactions Copy ar Charge or or or or	tatus s Retur 2022 Summer:00 uding 34 unvesolved errors uncluding 44 unvesolved errors y Z Z L Z Z Y POP 10 10 10 10 10 10 10 10 10 10 10 10 10	1 - Created on 10/03/2022 - E           Print           2           Admission Number           50134A           50236A           50235A           50342A	By Mrs J Bishop		Year Group           13           10           11           09	i Ros Mai	let Name let, Jenny lineaux, Elliot el, June erton, D		Detail School type Date of Birt S2763866 same ULN UPN: F9360 Date of Birt S2763866 same ULN UPN: 29360 of Birth; 20 More than so	e is missing 63981204-04 99 More tha 63981147A & 63981221 99 More tha 63981221 06 05-18, F 63981220	3 -07, Fernalesian -07, Fern	aher, Jennii , LLX: record with LX: E 8223134 E 8223134 He same U	Search: 11 2 2 4 9 4 9 4 9 4 9 4 9 4 9 4 9 4 9		
eck E) Save Sta Details - Census e are 34 errors inclue e are 648 queries in id actions Copy ar Copy Copy ar Copy Copy ar Copy Copy Copy Copy Copy Copy Copy C	tatus  tatus  s Retur 2022 Summer-00'  uding 34 unresolved errors  ncluding 668 unresolved quaries  py Excel CSY PDF  14  14  1578 1578	1 - Created on 10/03/2022 - B           Print           6           50134A           50236A           50235A           50342A	By Mrs J Bishop		Year Group           13           10           11           09	II Bhe	Init Name Inites Jenny Ineaux, Elliot el, June Inton, D	II I	Detail School type Date of Birth 927638668 same ULN UPN: 79364 of Birth: 2020 of Birth: 2020 of Birth: 2020	e is missing 69981226/6 99 More tha 69981147/6 60981147/6 60981147/6 60981120 60981120 60981120 60981220 60981220 60980227	3 Name Museum -07; Fernale -07; Fernale -07; Maie, U. Name. So -07; Sernale -01; Maie, U. Name. So -07; Sernale -01; S	aher, Jennit ULX: record with LR: 8.82281928314 Pel, June, G. 8.8228142 8.822814 14.8228144 14.8228144444444444444444444444444444444	Search:		



©Bromcom Computers Plo



Each Query and Error will now be displayed ready to be dealt with.

To see full guidance on using the error summary screen along with a full list of the errors and queries see the **Bromcom Error Resolution Guide** which you can access here.

#### Authorise and View File

Once you have dealt with **ALL** the **Errors** and are happy with any of the outstanding **Queries it is IMPORTANT TO PLEASE RE-RUN THE CENSUS** 

Then **click on the appropriate Return** if you have generated more than one **Return** and click the **Authorise** button.

🕼 Edit	👕 Delete	View Summary	View Errors	View File	Authorise

This will convert your Census Return file into the correct format (XML) to upload to the Collect website.

You can have multiple Authorised files; each will be date stamped to help you distinguish which file you wish to submit. The file is now ready to be submitted, which can be done by clicking on the View File button. This will export a copy of the file to the downloads folder on your machine.

🕀 New	ピ Edit	👕 Delete	View Summary	View Errors	View File	Authorise

#### **Running Reports**

In order to run **Census Reports you must first have generated a Census**. To read guidance on Census Reports see How to View School Census Reports

## This is the end of the Summer Census 2024 Guide

If you require any assistance with running the **Census** or have questions about your **Errors** or **Queries**, please contact the **Bromcom Helpdesk** on **020 8290 7177**.