

**SIMS**

**Producing the  
School Census  
Autumn 2022  
Return**

**English Secondary/  
Middle deemed  
Secondary Schools**

**applicable to 7.206 onwards**

**Handbook**

## Revision History

Version	Change Description	Date
7.206 - 1.0	Initial release.	01/07/2022

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### Providing Feedback on Documentation

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

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# 01 | Introduction

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## Overview

This handbook provides the information needed by Secondary/Middle deemed Secondary schools in England to complete the School Census Autumn 2022 Return, which this year takes place on Thursday 6 October.

The School Census Autumn Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

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

A list of items collected from Secondary/Middle deemed Secondary schools in England for the School Census Autumn 2022 Return is available in a later section of this handbook.

*NOTE: The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.*



### Additional Resources:

*Preparing for the School Census Autumn 2022 Return handbook*

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

Changes to the School Census Autumn Return include the following:

### Key Dates for the School Census Autumn 2022 Return

- Census Date: 06/10/2022
- Attendance collected from 18/04/2022 to 31/07/2022
- Exclusions collected from 01/01/2022 to 31/07/2022
- Alternative Provision Placements collected from 19/05/2022 to 06/10/2022
- Funding and Monitoring collected from 01/08/2022 to 06/10/2022
- Learning Aims collected from 01/08/2021 to 06/10/2022
- Free School Meals collected from 20/05/2022 to 06/10/2022.

### Alternative Provision Placement

Although Alternative Provision Placement (APP) details are still voluntary for the Autumn 2022 return, all APP data items will be collected on a mandatory basis in the Spring 2023 return onwards.



#### More Information:

*Alternative Provision Report on page 60*



#### Additional Resources:

*Preparing for the School Census Autumn 2022 guide*

### Post Looked After Arrangements

The following changes have been made to codes and descriptions:

- The codeset for Post Looked After Arrangements (PLAA) has been extended to include 'O' (Adopted from state care outside of England and Wales). The code can be used from the start of the 2022/2023 academic year, for collection in the Autumn school census onwards.
- The descriptions of all ceased to be looked after options have been revised:
  - Adoption from England and Wales
  - Adoption from state care outside of England and Wales
  - Special guardianship order (SGO) from England and Wales
  - Residence order (RO) from England and Wales
  - Child arrangement order (CAO) from England and Wales.



#### More Information:

*Editing Student Post Looked After Arrangements on page 23*

## Funding and Monitoring

### Tools | Statutory Return Tools | Update Funding and Monitoring

- Cumulative hours for the Autumn term are collected for the first time in the School Census Autumn 2022 return.
- To enable a school to record that a student is repeating a year of post-16 study (i.e Year Taught In 12 or above), the functionality and labelling of the previously named **Repeating Year 13** column has been amended. The column header is now displayed as **Repeating Post-16 Year**.
- A new **Starting New Programme** column has been added to the **Students** panel. This column becomes active only when the **Repeating Post-16 Year** column is ticked for Year 12 students.
- For clarity, the labelling of the previously named **School Led Tutoring** column has been changed to **Tutoring**. The rules for this column have been expanded to include externally provided tutoring as well as school led tutoring.

This change has also been made in the **Funding and Monitoring** census panel and the associated detail report.

- For clarity, the labelling of the previously name **Total Hrs for the Acad Yr** column has been changed to **Cumulative Hrs at 31 Aug**.



#### More Information:

*Editing Funding and Monitoring on page 25*

## Exclusions Terminology

### Tools | Lookups | Maintain

Because Fixed Term exclusion is no longer used the following changes have been made to Exclusion Type values:

- The **Fixed Term** exclusion type has been set to inactive.
- The description for **Reinstated from Fixed Term/Suspension** has been changed to **Reinstated from Suspension**.

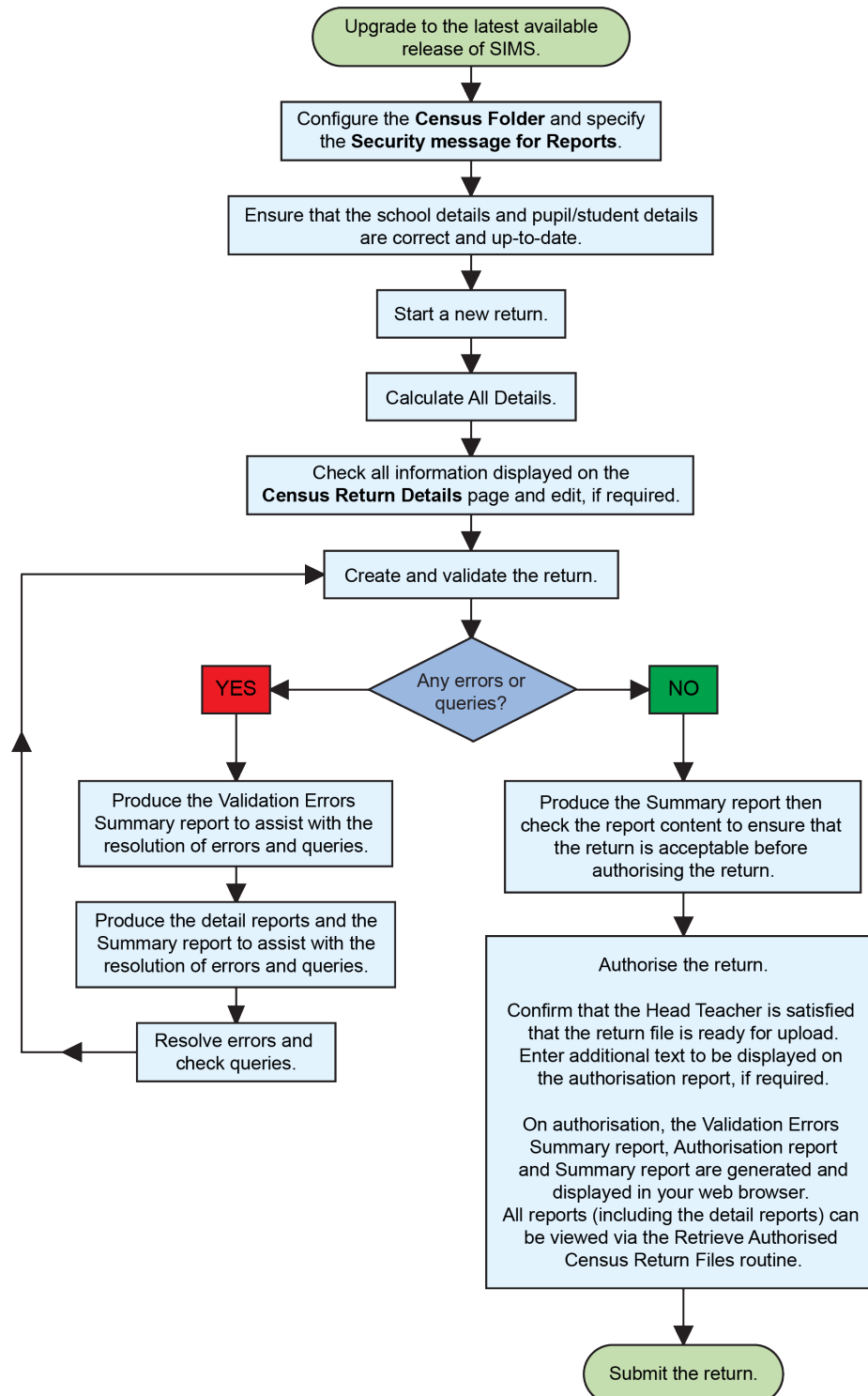


#### Additional Resources:

*Setting Up and Administering SIMS handbook*

## Steps to Producing the School Census Return

The process of producing the School Census can be separated into several steps, some of which might need to be repeated to eliminate validation errors and queries.





## Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

### Additional Information

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census, is also available from the SIMS **Documentation Centre**.

You are strongly advised to check the following SIMS Newsfeeds because they provide a range of explanatory text, presentations, videos and spreadsheets that you may find useful. These newsfeeds are updated regularly to provide the latest news and answers to enquiries. In particular, the newsfeeds for School Census provide the latest iteration of our spreadsheet for DfE validation rules and SIMS solutions.

The SIMS Newsfeed - Main Hub provides links to all the statutory returns related newsfeeds ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035899)).

- SIMS Newsfeed - School Census Autumn 2022
- SIMS Newsfeed - DfE CBDS 2021/22
- SIMS Newsfeed - Course Management for SIMS 7 Summer Release 2022
- SIMS Newsfeed - Series 2200 Filesets for SIMS 7 Summer Release 2022.



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## Setting SIMS Permissions

The following permissions are applicable to users who deal with returns.

### Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

### Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 8).

### Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables 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 SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

## Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

The SIMS Permissions spreadsheet describing the numerous permissions available in SIMS is available on the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0036819)).

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2022 Summer Release (7.206) or later installed.

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

The version should read 7.206 or later.



## Preparing Data for the School Census Return

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

The following information is collected from Secondary schools for the School Census Autumn 2022 Return.

### School Level Data

Characteristics:

- LA number
- DfE establishment number
- school name, school phase
- school type
- highest national curriculum year
- lowest national curriculum year
- intake type

- governance
- school email address
- school telephone number.

### Student Level Data

- Student Identifiers: unique pupil number (UPN) and former UPN, unique learner number (ULN), surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Characteristics:
  - Study Programme planned learning hours for the current year and previous year (**applicable to Secondary schools only**)
  - Study Programme planned employability, enrichment and pastoral hours for the current year, and Study Programme planned employability, enrichment and pastoral hours for the previous year (**applicable to Secondary schools only**)
  - T-Level Programme planned learning hours for the current year (**applicable to Secondary schools only**)
  - T-Level Programme planned employability, enrichment and pastoral hours for the current year (**applicable to Secondary schools only**)
  - Prior Attainment Maths (**applicable to Secondary schools only**):
    - Highest grade in GCSE Maths achieved as at the current year
    - Year taught in for achieving GCSE Maths prior attainment as at the current year
    - Maths GCSE funding exemption
    - Year taught in for achieving GCSE Maths prior attainment as at the previous year.
  - Prior Attainment English (**applicable to Secondary schools only**):
    - Whichever is the highest of the grades in GCSE English Language or GCSE English Literature achieved as at the current year
    - Year taught in for achieving GCSE English Language prior attainment as at the current year
    - English GCSE funding exemption
    - Year taught in for achieving GCSE English Language prior attainment as at the previous year.
- first language
- free school meal eligibility start date, end date and UK country in which the eligibility applies
- service children in education indicator
- top-up funding indicator
- post looked after arrangements
- funded free entitlement hours, extended childcare hours, 30 hour code, disability access fund indicator and hours at setting (**applicable to schools with students of the applicable age**)
- learner funding and monitoring type, code and hours
- Youth Support Services Agreement (YSSA) indicator.

## 02| Preparing for the School Census Autumn Return

- Status:
  - enrolment status
  - date of entry and date of leaving
  - part-time indicator
  - boarder indicator and actual national curriculum year group
  - actual national curriculum year group (year taught in) on leaving (**applicable to Secondary schools only**).
- Alternative Provision Placement (19/05/2022 to 06/10/2022):
  - unique reference number (URN)
  - UK provider register number (UKPRN)
  - setting type
  - placement reason
  - placement entry date
  - SEN provision at placement date of entry
  - placement leaving date
  - SEN provision at placement date of leaving
  - attendance pattern and sessions per week.
- Special Educational Needs:
  - SEN provision
  - member of SEN unit (sometimes called special class) indicator
  - member of resourced provision indicator.
- Home Information:
  - student's home address
  - unique property reference number (UPRN).
- Exclusion Information (01/01/2022 to 31/07/2022):
  - category
  - reasons (up to three)
  - SEN provision
  - exclusion start date
  - actual number of sessions from which the student was excluded.
- Attendance Information (18/04/2022 to 31/07/2022):
  - If the SIMS Attendance is in use: all attendance categories are collected in the census.
  - If the SIMS Attendance is not in use: possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes and number of sessions missed, sessions attending approved educational activity, sessions unable to attend due to exceptional circumstances, sessions unable to attend due to Coronavirus.

- Programme Aims for students taught in year twelve and above during the academic year 2022/23:
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - programme type (Study, T-Level, T-Level Transition)
  - start date, planned end date and actual end date
  - completion status
  - withdrawal reason
  - traineeship.
- Learning Aims (01/08/2021 to 06/10/2022) applicable to Secondary schools with a Sixth Form:
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - Discount Code (also known as Subject Classification Code)
  - learning aim start date, planned end date and actual end date
  - learning aim status
  - core aim
  - partner UKPRN
  - withdrawal reason
  - traineeship.
- Work Placements for students taught in year twelve and above during the academic year 2022/23:
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - start date and end date
  - employer ID
  - mode and planned hours.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Autumn 2022* guide.

The preparation guide, together with other useful School Census documentation, is available from the SIMS **Documentation Centre** (accessed via the **Documentation** button, which is located on the top right-hand side of the SIMS **Home Page**).





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## Creating a New School Census Return

Before creating a new return, ensure that all student and school information is present and accurate in SIMS.

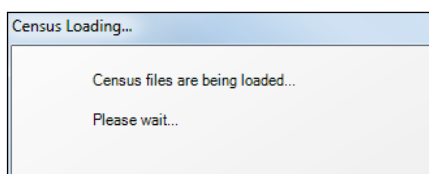
It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

Data is collected for the following students:

- All students on-roll on 06/10/2022 (census day).
- Any additional students not on-roll on census day who:
  - were expected to attend or provide a reason for absence for at least one session during the collection period from 18/04/2022 to 31/07/2022.
  - had an exclusion that started between 01/01/2022 and 31/07/2022.
  - had an alternative provision placement that started between 19/05/2022 to 06/10/2022.
  - had funding and monitoring information between 01/08/2022 and 06/10/2022.
  - had Learning Aims during the date range 01/08/2021 to 06/10/2022.

### 03| Producing the School Census Autumn Return

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



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

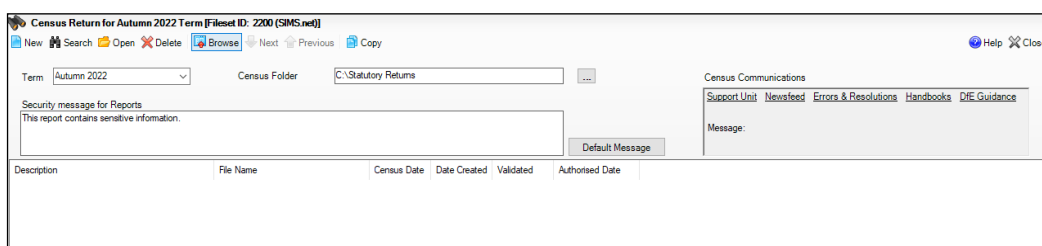
When the files are loaded, the **Census Return** browser is displayed.

The **Census Communications** message box includes links to the newsfeed, errors and resolutions document, handbooks, DfE guidance and Support Unit website (if available). Any additional information to help with the completion of the return is also displayed, if applicable.

#### NOTES:

The **Fileset ID** is displayed in the browser header (for information only). The following graphic shows the position for the first release in the 2200 fileset series, where the fileset is obtained from the SIMS .net folder. As soon as any further release in the series is imported, the reference to the SIMS .net folder is no longer displayed. This is because the fileset data is then obtained from the document server. Instead the import date is displayed adjacent to the **Fileset ID**.

If a post-release consolidated database patch is applied, the patch ID and run date are also displayed in the browser.



By default, the **Term** field displays the appropriate term for the selected return, in this instance **Autumn 2022**.

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



#### More Information:

*Deleting an Unauthorised Return on page 70*

*Specifying the Security Message for Reports on page 16*

## Configuring the Census Folder

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

**IMPORTANT NOTES:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration must 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. Please refer to the government website for more information about securing your information (<https://www.gov.uk/service-manual/technology/securing-your-information>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

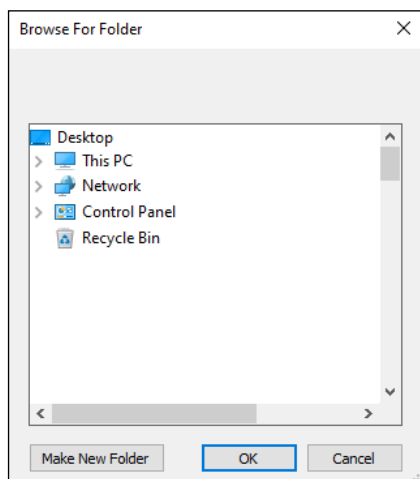
The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.

Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

1. In the **Census Folder** field, enter the location of the folder where the return files are to be stored.

Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

 *Browse button*



### 03| Producing the School Census Autumn Return

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

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

3. Click the **OK** button.  
A message dialog requests confirmation that you want to continue.
4. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.
5. Ensure that the **Security Message for Reports** is appropriate for your school.

## Specifying the Security Message for Reports

The **Security message for Reports** field displays the text that will be included in the header of each report.

The default text (**This report contains sensitive information**) can be edited, if required. Clicking the **Default Message** button reverts the amended text to the original default text.

When the security message and census folder are specified, a new return can be created. Click the **New** button to display the **Census Return Details** page.

## Editing Census Details

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

- Census Date 06/10/2022
- Attendance data collected from 18/04/2022 to 31/07/2022
- Exclusions data collected from 01/01/2022 to 31/07/2022
- Alternative Provision Placements collected from 19/05/2022 to 06/10/2022
- Funding and Monitoring collected from 01/08/2022 to 06/10/2022
- Learning Aims collected from 01/08/2021 to 06/10/2022
- FSM (Free School Meal) data collected from 20/05/2022 to 06/10/2022 (applicable to on-roll students only).

The screenshot shows the '1 Census Details' panel with the following information:

Census Date	06/10/2022	Calculate All Details
Description	School Census Autumn 2022	
Attendance collected from	18/04/2022	Attendance collected to 31/07/2022
Exclusions collected from	01/01/2022	Exclusions collected to 31/07/2022
AP Placements collected from	19/05/2022	AP Placements collected to 06/10/2022
FAM collected from	01/08/2022	FAM collected to 06/10/2022
Learning Aims collected from	01/08/2021	Learning Aims collected to 06/10/2022
*FSM collected from	20/05/2022	FSM collected to 06/10/2022

\*Only collected for on roll pupils not leavers

The default **Description** (**School Census Autumn 2022**) can be edited, if required, e.g. to identify a dry run.

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

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

## Calculating All Details

Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

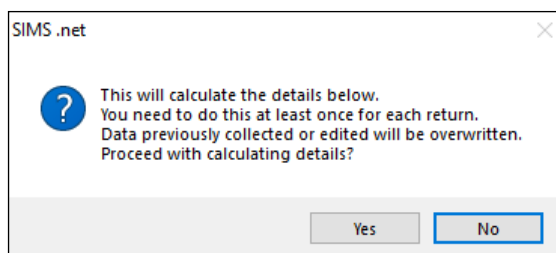
**IMPORTANT NOTE:** You must calculate all details at least once to populate the various panels for each return.

Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. 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.

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

1. Click the **Calculate All Details** button.

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



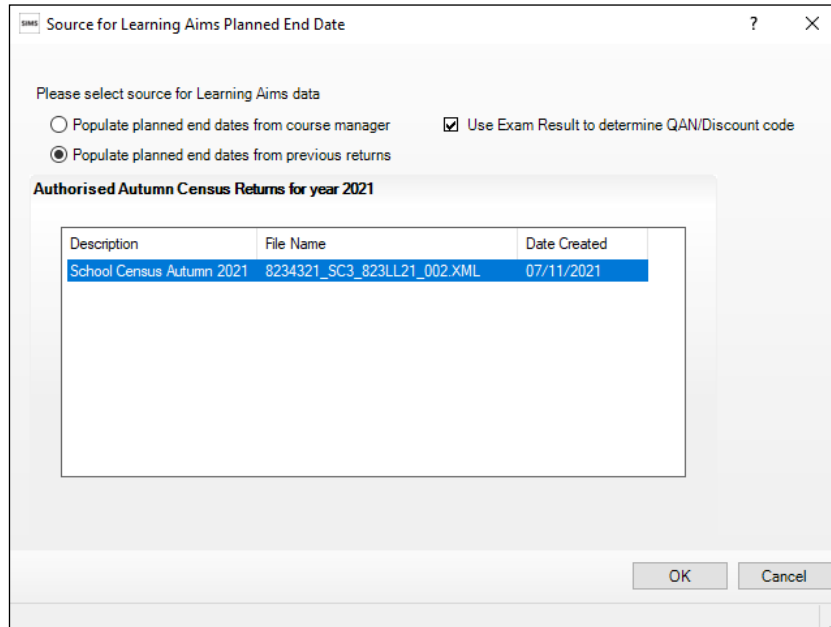
2. Click the **Yes** button to calculate all details.

At this point, depending on the number of students in the school, there might be a short delay while details are calculated.

When the Calculate All Details process is complete, the **Source for Learning Aims Planned End Date** dialog is displayed.

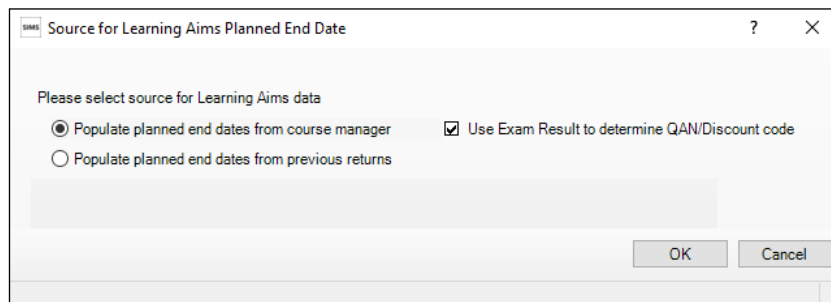
**03| Producing the School Census Autumn Return**

- 3. Specify the required source for the Learning Aims data:
  - **Populate planned end dates from previous returns** (default option)  
Ensure that the **Populate planned end dates from previous returns** radio button is selected then highlight the required authorised Autumn Census Return.



If more than one authorised School Census Autumn 2021 Return exists, the returns are listed in authorised date order.

- **Populate planned end dates from course manager**  
An example of when this option could be useful:  
If any two year Learning Aims were inadvertently given an end date last year that indicated a one year Learning Aim, selecting **Populate planned end dates from course manager** could save your school some time. This is only acceptable when correcting a mistake and not where it has been decided to change the length of time in which to deliver the Learning Aim.  
Select the **Populate planned end dates from course manager** radio button.



- If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.

If QAN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of QWS QAN/Discount Codes, it may be best to deselect **Use Exam Result to determine QAN/Discount code**.

If the check box is deselected, the QWS QAN code in Course Manager is reported rather than the Awarding Organisation (AO) QAN linked to the exam result.

- Click the **OK** button.

*NOTE: If you choose to **Cancel** at this point in the process, Learning Aims Planned End Dates will be calculated from Course Manager.*

The applicable panels on the **Census Return Details** page are then populated with data.

- The return can be saved at any point by clicking the **Save** button.



**More Information:**

Checking Post 16 Learning Aims Data on page 32

## Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | School | School Details**). The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.

2 School Information			
School Name	Green Abbey School		
LA	823	Establishment Number	4321
Telephone	851234	URN	
School E-mail Address	office@ga.org.uk		
School Phase	SS	Secondary	
School Type	Comprehensive all through 11-18		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	7	Highest NC Year	13
<a href="#">School Detail</a>			

### 03| Producing the School Census Autumn Return

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

**School Details - Green Abbey School**

Save Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare 7 Support Unit Details

**1 Establishment**

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: 137247

UK Provider Reference Number: [Empty]

School Phase: Secondary

School Type: Comprehensive all-through 11-18

School Governance: Community

Intake Type: Comprehensive

Previous School Name: [Empty]

Previous Estab Number: [Empty]

Previous URN Number: [Empty]

Boarding Pupils:  Nursery Class

Head Teacher: Mr Adrian Blacker

Curriculum Years: 7 13

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

Date Name Changed: [Empty]

Earliest DOA: [Empty]

Date Number Changed: [Empty]

Special Class or Unit:

Main Contact: Mr Adrian Blacker

OK Cancel

2. Add or amend the school details, selecting from the drop-down lists where applicable.

**NOTE:** The **School Name**, **LA** number, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If any of these details are incorrect, please contact your Local Support Unit for assistance.

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.



## Information for Academies

2 School Information							
School Name	Green Abbey School		Previous Name	Previous Name School	Date Changed	31/07/2017	
LA	823	Establishment Number	4321	Previous Estab Number	1234	Earliest DOA	17/07/2017
Telephone	851234	URN		Previous URN		Date Changed	
School E-mail Address	office@ga.org.uk						
School Phase	SS Secondary						
School Type	Academies						
Governance	Academies		Intake Type	Comprehensive			
Lowest NC Year	7		Highest NC Year	13			
<input type="button" value="School Detail"/>							

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.  
 Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).  
 This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.  
 This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

## Editing Students with Top-Up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs students.

The **Top-up Funding** panel enables you to record the on-roll students for whom your school is receiving top-up funding on census day.

If the students with top-up funding have been recorded previously via **Tools | Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel.

3 Top-up Funding						
Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Abdullah	Abdullah	Tamwar			K	No
Marsden	Marsden	Olivia				No
Terrell	Terrell	Kiara				No
Tuner	Tuner	Lacey				No

The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a student, must be done via the **Edit** button.

### 03| Producing the School Census Autumn Return

1. Click the **Edit** button to display the **Update Students with Top-up Funding** dialog. The students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).
2. Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having top-up funding.

Term: Autumn 2022 Students On-Roll on Census Day

Surname: smith Forename: YTI: All Reg: All

Preferred Surname: SEN: <Any> Ever in care at this school: <Any> Search

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Smith	Smith	Alex	13	L		No
Smith	Smith	Aria	10	10B		No
Smith	Smith	Daniel				No
Smith	Smith	Erin	8	8B		No
Smith	Smith	Jade				No
Smith	Smith	Osias				No
Smith	Smith	Tabitha	11	11E		No
Smith	Smith	Tristan				No
Smitham	Smitham	Jason	13	Q		No

3. Highlight the student(s) who you want to record as having top-up funding, then click the **Add** button to move the selected student(s) to the **Top-up Funding** list.

One or more students can be selected using the **Ctrl+click** or **Shift+click** functionality.

**Update Students with Top-up Funding**

Update

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Smith	Smith	Alex	13	L		No
Smith	Smith	Aria	10	10B		No
Smith	Smith	Erin	8	8B		No
Smith	Smith	Jade				No
Smith	Smith	Osias				No
Smith	Smith	Tabitha	11	11E		No
Smith	Smith	Tristan				No
Smitham	Smitham	Jason	13	Q		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abdullah	Abdullah	Tamwar	9	9A	K	No
Marsden	Marsden	Olivia	9	9B		No
Terrell	Terrell	Kiara	10	10D		No
Tuner	Tuner	Lacey	12			No
Smith	Smith	Daniel				No

4. To remove a student from the **Top-up Funding** list, highlight the required student, then click the **Remove** button. The student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
5. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

- Click the **OK** button located at the bottom right-hand side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.



### Additional Resources:

*Preparing for the School Census Autumn 2022 Return guide*

## Editing Student Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

- Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all students who already have a PLAA status are displayed.

4 Post Looked After Arrangements						
Surname	Preferred Surname	Forename	YTI	Reg	Ever in C.	Ceased to be looked after through
Aaron	Aaron	Chris	12		No	Adoption from England and Wales
Adams	Adams	Adam	13	G	No	Adoption from state care outside of England and Wales
Celestena	Celestena	Romano	9	9F	No	Special guardianship order (SGO) from England and Wales
Formichella	Formichella	Rosetta	12		No	Adoption from England and Wales
France	France	Damon	12		No	Adoption from England and Wales

The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a student, must be done via the **Edit** button.

- Click the **Edit** button to display the **Update Students Post Looked After Arrangements** page. Any students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.
- Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having PLAA.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	13	L	No
Smith	Smith	Aria	10	10B	No
Smith	Smith	Daniel			No
Smith	Smith	Erin	8	8B	No
Smith	Smith	Jade			No
Smith	Smith	Osias			No
Smith	Smith	Stephanie			No
Smith	Smith	Tabitha	11	11E	No
Smith	Smith	Tristan			No
Smitham	Smitham	Jason	13	Q	No

### 03| Producing the School Census Autumn Return

- Highlight the students who you want to record as having PLAA, then click the **Add** button to move the selected students automatically to the **Post Looked After Arrangements** list. One or more students can be selected using the **Ctrl+click** or **Shift+click** functionality.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
Aaron	Aaron	Chris	12		No	Adoption from England and Wales	<input checked="" type="checkbox"/>
Adams	Adams	Adam	13	G	No	Adoption from state care outside of England and Wales	<input type="checkbox"/>
Celestena	Celestena	Romano	9	9F	No	Special guardianship order (SGO) from England and Wales	<input checked="" type="checkbox"/>
Formichella	Formichella	Rosetta	12		No	Adoption from England and Wales	<input checked="" type="checkbox"/>
France	France	Damon	12		No	Adoption from England and Wales	<input type="checkbox"/>
Smith	Smith	Erin	8	8B	No	Adoption from England and Wales	<input checked="" type="checkbox"/>

- For each student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Ceased to be looked after through** column, then selecting the required status from the drop-down list:
  - Adoption from England and Wales
  - Adoption from state care outside of England and Wales
  - Special guardianship order (SGO) from England and Wales
  - Residence order (RO) from England and Wales
  - Child arrangement order (CAO) from England and Wales.
- Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

If you indicate that evidence has been obtained, ensure that the applicable documents are stored securely either outside of SIMS or within the Document Management Server.

**NOTE: Evidence Obtained** is not collected in the School Census return but should be recorded as proof of DfE/Ofsted compliance.

- To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- Click the **Update** button to save the information and arrange the list of students in surname order.  
If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.
- Click the **OK** button to continue.
- Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.



#### Additional Resources:

*Preparing for the School Census Autumn 2022 Return* guide



#### More Information:

*Post Looked After Arrangements Report* on page 60

## Updating Funding and Monitoring

The pupil level Update Funding and Monitoring functionality is provided to enable schools to record aspects of the Education Recovery Package.

From 1 August 2022 schools should record tutoring that was delivered via any of the following National Tutoring Programme (NTP) delivery routes:

- tuition partners
- academic mentors
- school-led tutoring.

In the previous academic year school-led tutoring only was collected.

More information about the National Tutoring Programme is available on the GOV.UK website (<https://www.gov.uk/government/publications/national-tutoring-programme-ntp>).

The information can be recorded via the **Tools** menu and maintained at any time during the academic year.

The information required is based on individual students:

- Student in receipt of tutoring programme: Applicable to all schools (except Nursery schools), with the appropriate year groups or age groups, i.e. pre-16. For students in National Curriculum Year Actual 1 to 11, or aged 5 to 15 as at 31/08/2022 in National Curriculum Year Actual 'X' for special schools. (Funding and Monitoring code = **01**.)
- Student in receipt of 16 to 19 tuition fund: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For students in National Curriculum Year Actual 12 and above with current single registration (**C**) or current main dual registration (**M**). Pupil Referral Units or Alternative Provision for any student with the following enrolment status: **C, M, F** or **O**. (Funding and Monitoring code = **21**.)
- Student repeating up to one full year of 16 to 19 funded provision: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For students in National Curriculum Year Actual 12 and above with current single registration (**C**) or current main dual registration (**M**). Pupil Referral Units or Alternative Provision for any student with the following enrolment status: **C, M, F** or **O**. (Funding and Monitoring code = **22**.)

Detailed guidance about the expectations and conditions attached to tutoring funding is available on the GOV.UK website.

### What Data should be entered?

*NOTE: Before entering tutoring hours, ensure that **Tutoring** is selected for applicable students only. When a tick is displayed, values can be entered in the corresponding 'cumulative hour' cells.*

The following table describes the values that should be entered in each 'hours' column.

### 03| Producing the School Census Autumn Return

	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug
Description of expected values	All hours of tutoring from 01/08/2022 to the Autumn census date (06/10/2022).	All hours of tutoring from 01/08/2022 to the Spring census date (19/01/2023). The number of hours entered must be greater than or equal to the Autumn hours.	All hours of tutoring from 01/08/2022 to the Summer census date (18/05/2023). The number of hours entered must be greater than or equal to the Spring hours.	All hours of tutoring from 01/08/2022 to the Summer census date plus any additional hours that occurred after the Summer census date. The number of hours entered must be greater than or equal to the Summer hours.
Scenario	Five hours tuition received from 01/08/2022 to 06/10/2022.	Three hours received after 06/10/2022 to 19/01/2023.	Two hours received after 19/01/2023 to 18/05/2023.	One additional hour after 18/05/2023 to 31/07/2023. Not applicable to the census but required for ESFA reporting.
Example values for each column	5	8	10	11

A red 'cumulative hours' cell indicates that the value entered has failed the validation. A message providing more details is displayed in the status bar at the bottom of the **Update Funding and Monitoring** page.

## Editing Funding and Monitoring

If funding and monitoring details have been recorded previously via **Tools | Statutory Return Tools | Update Funding and Monitoring**, the information is displayed in the **Funding and Monitoring** panel.

Funding and Monitoring								
Name	YTI	16-19 Tuition Fund	Repeating Post-16 Year	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug
Aaron,Liz	11			✓	4			
Aaron,Sophie	11			✓	5			
Abhra,Abjit	7			✓	3			
Acton,Jordan	13	✓						
Chapman,Amber	8			✓				
Mollohan,Keara	7			✓				
Smith,Aria	9			✓				

**NOTE: Only students with funding and monitoring information are displayed in the **Funding and Monitoring** panel.**

1. Click the **Recalculate** button (in the **Funding and Monitoring** panel) to ensure that the latest details are displayed.
2. If you wish to update the information, click the **Edit** button to display the **Update Funding and Monitoring** page.

Census																				
Academic Year		On roll and leavers from 01/08/2022 to 31/07/2023																		
Effective Date		13/05/2022																		
Students View																				
Age at	All	YTI	All	Year Group	All	Reg	All	SEN	All	Deprivation Pupil Premium	All	FSMEver6	All	Pupil Premium Indicator	All					
Students																				
Name	Date of Birth	Age at 31/08/2022	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	16-19 Tuition Fund	Repeating Post-16 Year	Starting New Programme	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug	Notes
Aaron,Chris	01/09/2005	16	11	Year 11	11A	Single Registration			2021/2022	Yes	2021/2022									
Aaron,Jason	08/03/2006	16	11	Year 11	11B	Single Registration				No										
Aaron,Liz	01/09/2005	16	11	Year 11	11C	Single Registration			2021/2022	Yes	2021/2022				✓	4				
Aaron,Sophie	01/09/2005	16	11	Year 11	11D	Single Registration			2021/2022	Yes	2021/2022				✓	5				
Abdullah,Tamwar	12/01/2009	13	8	Year 8	8A	Single Registration		K		No										
Abhis,Abhit	10/17/2005	17	12	Year 12	7A	Single Registration				No			✓	✓	✓	3				
Adnan,Isabelle	11/02/2004	18	13	Year 13	6	Single Registration			2017/2018	No	2017/2018	✓	✓	✓						

3. In the **Student View** panel, specify the required filters. The content of the **Student** panel changes to reflect the options selected.

Read-only student information is displayed in the columns on the left-hand side of the **Student** panel. This information is shown as at the system date. Cells with a white background are editable.

4. Right-click anywhere in the **16-19 Tuition Fund** column, then select the required option from the pop-up menu.
  - a. If most or all of the students have been receiving tuition funding, select the **Check All** option.
  - b. Any students who have not been receiving tuition funding can then be deselected by clicking the **16-19 Tuition Fund** cell adjacent to their name.
5. Specify which students are **Repeating Post-16 Year** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.

Bulk or Individual entry can be achieved using the same method as described for 16-19 tuition funding.

Where **Repeating Post-16 Year** has been ticked for a Year 13 and above student, a completed programme and an additional continuing programme is reported.

If a Year 12 student is repeating their Post 16 year, the **Starting New Programme** column is activated.

6. Specify which Year 12 students are **Starting New Programme** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.

Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** has also been ticked, the XML return file will report a completed programme and an additional continuing programme.

Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** is not ticked, a continuing programme is reported.

### 03| Producing the School Census Autumn Return

7. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
  - a. If most or all of the students have been receiving tutoring, select the **Check All** option.
  - b. Any students who have not been receiving tutoring can then be deselected by clicking the **Tuition** cell adjacent to their name.
8. When a tick is entered in a **Tutoring** cell, the corresponding 'cumulative hour' cells are then editable. The number of tutoring hours (to the nearest 0.5) that the student has received as at the applicable census date should be entered.

After entering a value in the **Cumulative Hrs at Aut Census** column it is possible to auto-populate the 'hours' cells to the right. The associated spring cell turns red.

When you click in (or tab to) the **Cumulative Hrs at Spr Census** cell, the autumn value is copied to all the 'hours' cells to the right. This value is the minimum cumulative hours possible.

These values can be edited when you know the hours that have been delivered for spring.

**IMPORTANT NOTE:** To deselect tutoring, all of the existing hours must be removed for the selected student(s). Clicking the **Undo** button reverts the changes, if required.

The cumulative Autumn hours only are reported in the Autumn census.

9. In the **Cumulative Hrs at 31 Aug** column, enter the total number of tutoring hours for the whole academic year up until 31 August, which includes the summer holidays. The value entered must be greater than or equal to that entered in the **Cumulative Hrs at Sum Census** column.  
A red cell indicates that the value is less than that entered in the **Cumulative Hrs at Sum Census** column and must be amended.

*NOTE: The values entered in the **Cumulative Hrs at 31 Aug** column are not reported in the census. This functionality has been provided to enable schools to record data required by the Education and Skills Funding Agency (ESFA) (<https://www.gov.uk/government/organisations/education-and-skills-funding-agency>).*

10. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
11. Click the **Save** button and then click the **OK** button to return to the **Census Return Details** page.

*NOTE: All validation errors (red cells) must be resolved before saving the data.*

DfE guidance about Learner funding and monitoring (FAM) is available on the GOV.UK website (<https://www.gov.uk/guidance/complete-the-school-census/data-items-2022-to-2023>).



## Entering Attendance Information

Summer term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students aged four to 15 inclusive on 31/08/2021 who were on-roll for at least one session during each Summer half term, i.e. from 18/04/2022 to 29/05/2022 and 30/05/2022 to 31/07/2022.

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

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

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

### SIMS Attendance/Lesson Monitor Users

If SIMS Attendance/Lesson Monitor is in use, data is collected on all categories of school attendance. Ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

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

### Are your Attendance Codes DfE Compliant?

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

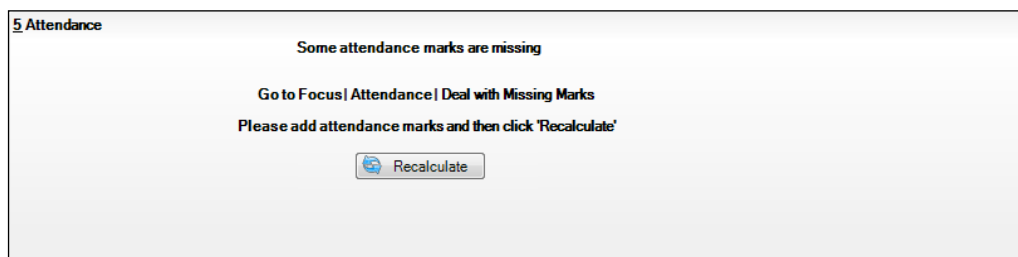
If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.

5 Attendance

Your attendance codes are DfE compliant  
This will be rechecked at the Create & Validate stage

### 03| Producing the School Census Autumn Return

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



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

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

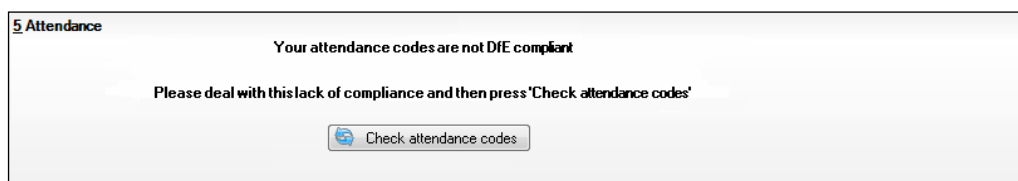


#### More Information:

Producing Detail Reports on page 52

### Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.



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

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

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

## SIMS Attendance/Lesson Monitor Not in Use

If Attendance/Lesson Monitor is not in use, the following data must be entered manually for the two specified collection periods, i.e. from 18/04/2022 to 29/05/2022 and 30/05/2022 to 31/07/2022:

- Total Possible Sessions (**T Poss Sessions**)
- Total Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Total Sessions Missed due to Unauthorised Absence (**T Unauth Absences**)
- Total number of sessions attending approved educational activity (**T AEA Sessions**)
- Total number of sessions unable to attend due to exceptional circumstances (**T Excep Sessions**)
- Total number of sessions unable to attend due to Coronavirus (**T Corona Sessions**).

**Attendance**

Attendance Application not in use. Manual entry is required. Check for additional pupil & zero totals

Group By Attendance Collection Period (18/04/2022-29/05/2022)

Surname	Forename	YTI	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences	T AEA Sessions	T Excep Sessions	T Corona Se
Abbas	Latif			On Roll	0	0	0	0	0	0
Abbott	Jessica			On Roll	0	0	0	0	0	0
Abhra	Shaquib			On Roll	0	0	0	0	0	0
Abhra	Alisha			On Roll	0	0	0	0	0	0
Abhra	Abjit			On Roll	0	0	0	0	0	0
Abrams	Paul			On Roll	0	0	0	0	0	0
Ackton	Charlotte			On Roll	0	0	0	0	0	0
Ackton	Stan			On Roll	0	0	0	0	0	0
Adams	Sadie			On Roll	0	0	0	0	0	0
Adams	Nancy			On Roll	0	0	0	0	0	0
Aditya	Zayan			On Roll	0	0	0	0	0	0
Ainsley	Charlotte			On Roll	0	0	0	0	0	0
Akeman	Steven			On Roll	0	0	0	0	0	0

Group By Attendance Collection Period (30/05/2022-31/07/2022)

Surname	Forename	YTI	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences	T AEA Sessions	T Excep Sessions	T Corona Se
Abbas	Latif			On Roll	0	0	0	0	0	0
Abbott	Jessica			On Roll	0	0	0	0	0	0
Abhra	Shaquib			On Roll	0	0	0	0	0	0
Abhra	Alisha			On Roll	0	0	0	0	0	0
Abhra	Abjit			On Roll	0	0	0	0	0	0
Abrams	Paul			On Roll	0	0	0	0	0	0
Ackton	Charlotte			On Roll	0	0	0	0	0	0
Ackton	Stan			On Roll	0	0	0	0	0	0
Adams	Sadie			On Roll	0	0	0	0	0	0
Adams	Nancy			On Roll	0	0	0	0	0	0
Aditya	Zayan			On Roll	0	0	0	0	0	0
Ainsley	Charlotte			On Roll	0	0	0	0	0	0
Akeman	Steven			On Roll	0	0	0	0	0	0

- To filter the display of students in the **Attendance** panel, select **Year Group, Registration Group** or **Enrolment Status** from the **Group By** drop-down list.  
Alternatively, select **Group by None** to display a list of all students.
- To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.

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3. For each student, enter the total number of sessions applicable in each column for each of the two collection periods.
4. To clear the attendance information and check for additional students, click the **Check for additional students & zero totals** button.

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

## Checking Post 16 Learning Aims Data

The Post 16 Learning Aims are collected once a year only, in the School Census Autumn Return. Learning Aims are collected from the previous year, i.e. any that were active in 2021/2022, and those for the current academic year 2022/2023.

All Learning Aims in the specified period (01/08/2021 to 06/10/2022) are included in the return, regardless of whether the minimum qualifying period of six weeks, for a one or two year course, was achieved.

Exam results, e.g. A, A\*, etc. and the outcome of the previous year's Learning Aims (pass, fail or result not known) are not collected in this year's Autumn return. However, results are displayed in the **Learning Aims** panel for identification purposes only, provided that the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details.

Discount Codes (also known as Subject Classification Code) are collected in the School Census Autumn 2022 Return.

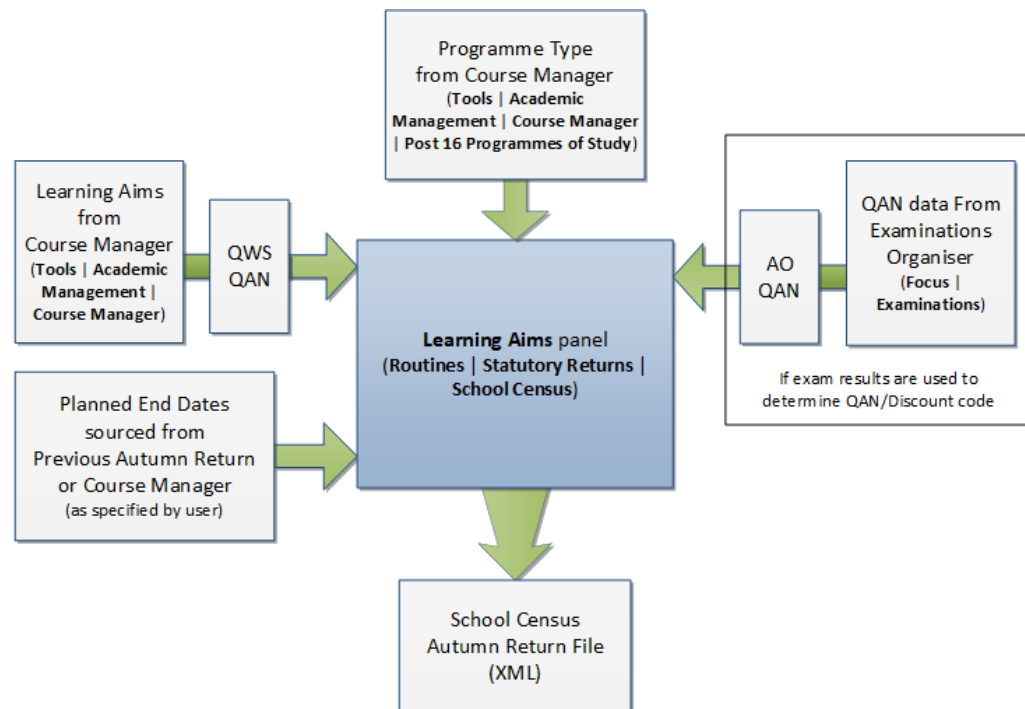
### **IMPORTANT NOTES:**

*Learning Aims are required for learners in National Curriculum Year Group (Year Taught In) 12 or above, who have an enrolment status of Single Registration or Dual Registration, and for whom the school wishes to claim Post 16 funding from the Education and Skills Funding Agency (ESFA).*

*Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.*

*Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.*

The **Learning Aims** panel is provided to enable you to check the Learning Aims that will be included in the School Census Autumn 2022 Return.



In the previous graphic, QWS QAN refers to the Qualification Accreditation Number obtained from the DfE QAN website and AO QAN refers to the Awarding Organisation QAN imported with the Exams Basedata from the Awarding Organisation.

The **Learning Aims** panel includes the following functionality:

- **QAN** - also known as Qualification Number (QN).
- **Discount Code** - also known as Subject Classification Code (SCC).
- **Result** for identification purposes only.
- Comprehensive filtering of data (please see *Finding your way Around the Learning Aims Panel* on page 35).
- Recalculating data in the **Learning Aims** panel refreshes the display with data from Course Manager and Examinations Organiser. Any saved edits are preserved when the Recalculate routine is run (please see *Recalculating Learning Aims Information* on page 40).
- The provision of the following reports to assist with the checking of information:
  - Learning Aims Comparison with Course Manager report (please see *Comparing Learning Aims Information with Course Manager Data* on page 39).
  - Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page 39).

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- By default, the data in the **Learning Aims** panel cannot be edited. Full editing of the Learning Aims start date, end date, planned end date, core aim, status, withdrawal reason, QAN, discount code, provider UKPRN and traineeship, can be achieved by clicking the **Padlock** icon to unlock the **Learning Aims** panel. A white background indicates that the column can be edited.



Locked/Unlocked Padlock icon

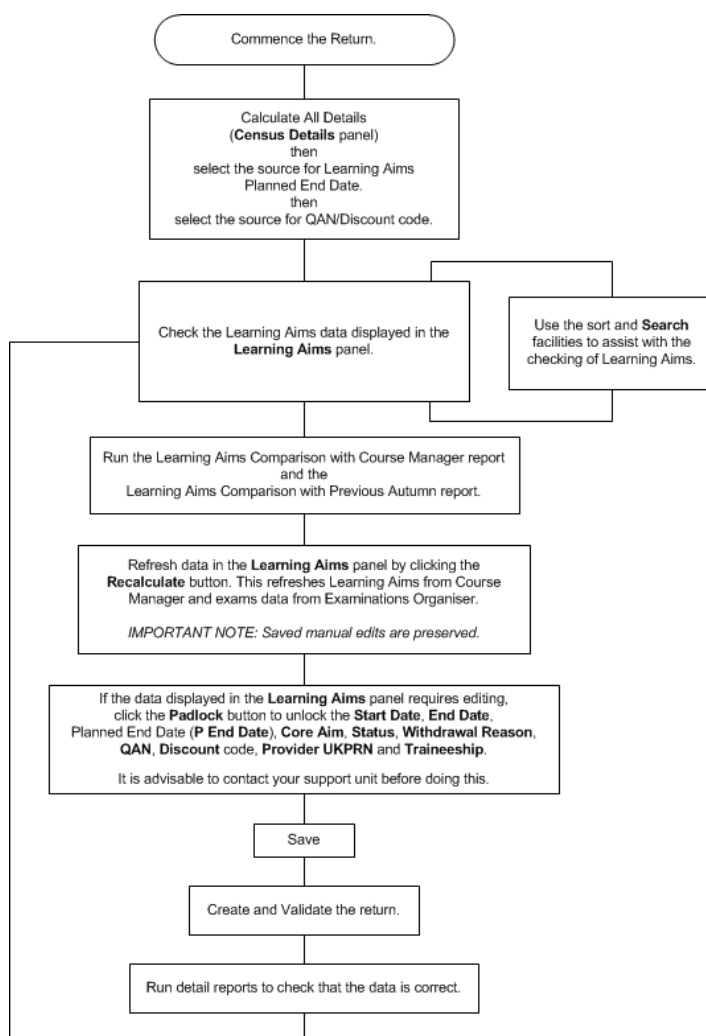


#### Additional Resources:

*Preparing Post 16 Data for the School Census Autumn 2022 Return preparation guide*

### Learning Aims Flow

Before commencing the return, you must ensure that your Post 16 programmes of study are calculated for the return you are running. The programmes of study can be calculated via **Tools | Academic Management | Course Manager | Post 16 Programme of Study**.



## Finding your way Around the Learning Aims Panel

The Learning Aims panel includes the following components:

- 1**: Surname input field
- 2**: Forename input field
- 3**: YTI dropdown menu
- 4**: ULN input field
- 5**: QAN input field
- 6**: Disc Code input field
- 7**: Search button
- 8**: Lock icon
- 9**: Select Columns button
- 10**: Compare with Previous Autumn button
- 11**: Compare with Course Manager button
- 12**: Add button
- 13**: Exclude button
- 14**: Recalculate button
- 15**: Start Date input field
- 16**: End Date input field
- 17**: P End Date input field
- 18**: Status dropdown menu
- 19**: Total: 695 label
- 20**: Table grid
- 21**: Table grid

Surname	Forena...	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core...	Status	Withdrawal Re...	QAN	Disc...	Provider UK...	Trainee...	Programme...	Result
Acton	Jordan	13	5142336...	Chemistry	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60152...	1110			Study Progr...	
Acton	Jordan	13	5142336...	Mathematics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60311...	2210			Study Progr...	
Acton	Jordan	13	5142336...	Physics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60147...	1210			Study Progr...	
Adams	Adam	13	5142335...	Chemistry	GCE Advanced Two Year...	02/09/2021		31/07/2023		Contin...		60152...	1110			Study Progr...	
Adams	Adam	13	5142335...	English	GCE Advanced Two Year...	02/09/2021		31/07/2023		Contin...		60146...	5030			Study Progr...	
Adams	Adam	13	5142335...	Mathematics	GCE Advanced Two Year...	02/09/2021		31/07/2023		Contin...		60311...	2210			Study Progr...	
Adams	Adam	13	5142335...	Physics	GCE Advanced Two Year...	02/09/2021		31/07/2023		Contin...		60147...	1210			Study Progr...	
Adams	George	13	1111166...	Geography	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60189...	3910			Study Progr...	
Adebayi	Emman...	13	5142336...	Art	GCE Advanced Two Year...	03/09/2020	22/07/2022	22/07/2021		Compl...		60144...	3510			Study Progr...	
Adebayi	Emman...	13	5142336...	Computer Scie...	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60145...	2610			Study Progr...	
Adebayi	Emman...	13	5142336...	Mathematics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60311...	2210			Study Progr...	
Adebayi	Emman...	13	5142336...	Physics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60147...	1210			Study Progr...	
Americana	Kari	13	5142336...	Construction	BTEC Certificate Level 3	03/09/2020	22/07/2022	31/07/2022		Compl...		50071...	TG1			Study Progr...	
Americana	Kari	13	5142336...	History	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60149...	4010			Study Progr...	
Americana	Kari	13	5142336...	Physics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60147...	1210			Study Progr...	
Anderson	Ethan	13	1111165...	Construction	BTEC Certificate Level 3	03/09/2020	22/07/2022	31/07/2022		Compl...		50071...	TG1			Study Progr...	
Anderson	Ethan	13	1111165...	French	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60187...	5650			Study Progr...	
Andrews	Jasmine	13	5142336...	Construction	BTEC Certificate Level 3	03/09/2020	22/07/2022	31/07/2022		Compl...		50071...	TG1			Study Progr...	
Andrews	Jasmine	13	5142336...	Physics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60147...	1210			Study Progr...	
Andrews	Jasmine	13	5142336...	Product Design	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		50022...	9080			Study Progr...	
Ankonkule	Cheryl	13	5142365...	Art	GCE Advanced Two Year...	03/09/2020	22/07/2022	22/07/2021		Compl...		60144...	3510			Study Progr...	
Ankonkule	Cheryl	13	5142365...	Geography	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60189...	3910			Study Progr...	
Anton	Tiger	13	5142336...	Mathematics	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60311...	2210			Study Progr...	
Anton	Tiger	13	5142336...	Physical Ed	GCE Advanced Two Year...	03/09/2020	22/07/2022	31/07/2022		Compl...		60186...	7210			Study Progr...	

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1	To sort the displayed data by column data, e.g. <b>Surname, Forename, YTI, ULN</b> , etc, click the applicable column heading.
2	The Compare with Previous Autumn report can be run to compare the Learning Aims in the School Census Autumn 2021 Return with the Learning Aims to be reported in the School Census Autumn 2022 Return. The differences are highlighted in yellow (please see <i>Comparing Learning Aims Information with the Previous Autumn Data</i> on page 39).
3	The Compare with Course Manager report can be run to compare Learning Aims to be reported in the School Census Autumn 2022 Return with data held in Course Manager (please see <i>Comparing Learning Aims Information with Course Manager Data</i> on page 39).
4	<b>Add</b> button is active only when the <b>Unlock Padlock</b> icon is displayed. Learning Aims records can be added to the list by clicking the <b>Add</b> button splay the <b>Add Learning Aims</b> dialog, from where the required student's Learning Aim(s) can be selected (please see <i>Adding a New Learning Record</i> on page 44).
5	The <b>Exclude/Restore</b> toggle button is active only when the <b>Unlock Padlock</b> icon is displayed. A Learning Aim record can be excluded from the list, and consequently from the return, by highlighting it then clicking the <b>Exclude</b> button. The excluded Learning Aim record is then highlighted in dark grey and is read-only.  To restore the Learning Aim record, click the record to ensure that the focus is on the Learning Aim then click the <b>Restore</b> button (please see <i>Excluding Learning Aim Records</i> on page 46).
6	The data in the <b>Learning Aims</b> panel can be filtered using one or more of the <b>Search</b> options, i.e. <b>Surname, Forename, YTI</b> (Year Taught In), <b>ULN, QAN, Discount Code (Disc Code), Subject, Level, Status</b> and date range (by default <b>From</b> 01/08/2021 <b>To</b> 06/10/2022).  Using these filters restricts the data displayed in the <b>Learning Aims</b> panel only. They do not restrict the data that is collected in the School Census. To view all the Learning Aims data that is collected in the School Census, remove all filter conditions then click the <b>Search</b> button.
7	Clicking the <b>Recalculate</b> button refreshes the <b>Learning Aims</b> panel with Learning Aims from Course Manager and exams data from Examinations Organiser (please see <i>Recalculating Learning Aims Information</i> on page 40).  <i>IMPORTANT NOTE: Clicking the <b>Recalculate</b> button preserves any manual edits that have already been saved (<b>Learning Aims</b> panel only).</i>
8	The <b>Programme Type</b> column displays the programme type values collected from the <b>Programmes of Study</b> screen ( <b>Tools   Academic Management   Course Manager   Post-16 Programmes of Study</b> ).  The read-only column has been provided to display which Programme Type is associated with each Learning Aim.



9	<p>The <b>Locked Padlock</b> icon indicates that editing of Learning Aims data is <u>unavailable</u>. Click the <b>Padlock</b> icon to toggle between locked and unlocked. It is advisable to check with your support unit before unlocking the Learning Aims.</p> <p>If you wish to edit the Learning Aims data, including adding and/or excluding Learning Aim records, ensure that the <b>Unlocked Padlock</b> icon is displayed. Full editing capabilities are then available for the data in the rows displayed with a white background (please see <i>Editing Learning Aim Details</i> on page 42).</p>
10	<p>The <b>Result</b> column is displayed only if the <b>Use Exam Result to determine QAN/Discount code</b> check box has been selected (in the <b>Source for Learning Aims Planned End Date</b> dialog) when calculating all details.</p> <p>The data in the <b>Result</b> column is displayed for reference only. Exam Results are not collected in the Autumn 2022 Return.</p>
11	<p>A <b>Traineeship</b> is an education and training programme. Traineeships (designed for 16 to 24 year olds) include the work preparation training, English and/or Maths and the work experience needed to secure an apprenticeship or employment.</p> <p>An indication as to whether each Post 16 Learning Aim is part of a Traineeship is required for the School Census Autumn Return. The indicator can be set in the <b>Membership and Results</b> panel via <b>Tools   Academic Management   Course Manager   Maintain Course</b>.</p>
12	<p>The AO QAN and <b>Discount</b> code are reported in the census where an exam result exists. QWS QANs are reported only where an exam result is not available. The AO QAN and QWS QAN for the student can be viewed by selecting <b>Focus   Student   Courses</b>, double-clicking the required course to display the <b>Course Details</b> page then navigating to the <b>Memberships and Results</b> panel.</p>
13	<p>The DfE/ESFA use the QAN for matching the Learning Aim. The QAN data is included in the On Roll Learning Aims report and Leavers Learning Aims report (please see <i>Producing Detail Reports</i> on page 52).</p>
14	<p>The <b>Provider UKPRN</b> (sub-contracting UK partner) should be recorded where the school sub-contracts the provision of learning or training for post 16 students.</p>
15	<p>The reason for withdrawal is required for Learning Aims ending in the collection period.</p> <p>When a student has withdrawn from a Learning Aim prior to the census day, the Learning Aim is recorded with a completion status of <b>Withdrawn</b>. The reason for withdrawal should also be recorded.</p>
16	<p>The <b>Status</b> shows if a Learning Aim has been completed, withdrawn or is continuing. A cell with a yellow background is highlighted when the status has been edited manually (please see <i>Editing Learning Aim Details</i> on page 42). A yellow highlight does <u>not</u> indicate an error.</p>

17	<p>The <b>Core Aim</b> is the primary Learning Aim being undertaken in a student's programme of study. The School Census Autumn 2022 requires that the core aim is identified for each year where a vocational Education and Skills Funding Agency (ESFA) study programme is being followed. If a student is following an academic programme, a core aim does not need to be identified.</p> <p>It is possible to have a different Core Aim for 2021/2022 than for 2022/2023. Although Course Management only allows one Core Aim per student per academic year, there are certain unusual circumstances where more than one Core Aim is allowed. The additional Core Aims can be entered directly into this panel by clicking the <b>Add</b> button then completing the details in the different columns.</p>
18	<p>The Planned End Date (<b>P End Date</b>) included in the return must always be the date agreed when the Learning Aim commenced and must not reflect any change of plan for the Learning Aim. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then, it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year.</p> <p>If plans change and the student is expected to complete the Learning Aim <u>earlier</u> than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this earlier than originally expected end date is eventually reflected in the actual <b>End Date</b>.</p> <p>If plans change and the student is expected to complete the Learning Aim <u>later</u> than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this later than originally expected end date is eventually reflected in the actual <b>End Date</b>.</p> <p>If the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.</p>
19	<p>The <b>Total</b> number of Learning Aim records is displayed at the bottom left-hand side of the <b>Learning Aims</b> panel.</p>
20	<p>Double-clicking a student's name displays the <b>Student Courses</b> page, where all student Learning Aims are displayed. Clicking one of these Learning Aims displays the <b>Members</b> panel on the <b>Course Details</b> page (<b>Tools   Academic Management   Course Manager   Maintain Course</b>), where edits can be made to the Learning Aim record.</p>
21	<p>Clicking the <b>Select Columns</b> button displays the <b>Select Student Column to Display</b> dialog, where columns can be selected or deselected. This provides additional data for information only. Select from <b>YTI, Reg, Ad No, ULN, UCI</b> and <b>Int Cand No</b>. The <b>YTI</b> and <b>ULN</b> columns are displayed by default. The data in these columns is read-only.</p>

*NOTE: This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only.*

## Comparing Learning Aims Information with Course Manager Data

The Learning Aims Comparison with Course Manager report is provided for checking purposes only. It enables you to compare Learning Aims reported for the School Census Autumn 2022 Return with data held in Course Manager.

The report displays the following information:

- Each student's surname and forename, YTI (Year Taught In), UPN, subject, level, QAN and discount code.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider and traineeship for each Learning Aim to be reported for Autumn 2022.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider, traineeship, AO QAN/discount code and QWS QAN/discount code for each Learning Aim held in Course Manager.

A cell with a yellow background highlights a difference between the data to be reported for the School Census Autumn 2022 Return and that currently held in Course Manager. A yellow highlight does not indicate an error.

- Ensure that the School Census data has been saved before running the report.
- Click the **Compare with Course Manager** button to generate the report, which is then displayed in your web browser, from where it can be printed, if required.

School Census Autumn 2022 (Learning Aims Comparison with Course Manager)																											
Security Message :This report contains sensitive information.																											
Report criteria : Learning Aims to be reported for School Census Autumn 2022 compared with course manager																											
Total Students : 219																											
Report created 12/05/2022 13:01:00																											
To be reported for Autumn 2022												Course Manager															
Surname	Forename	YTI	UPN	Subject	Level	QAN	Disc	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reason	Provider	Traineeship	Start Date	End date	P End Date	Core Aim	Status	Withdrawal Reason	Provider	Traineeship	AO QAN/Disc	QWS QAN/Disc		
Abdess	Graham	13	N833432113104	General Studies	GCSE Advanced Two Year Course	80021848	7810	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	-	-	80021848/7810
Abdess	Graham	13	N833432113104	Health & Social	GCSE Advanced Two Year Course	80062570	0003	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	-	-	80062570/0003
Abbey	Sean	13	C823432113105	General Studies	GCSE Advanced Two Year Course	80021848	7810	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	-	-	80021848/7810
Abbey	Sean	13	C823432113105	Geography	GCSE Advanced Two Year Course	8018940X	3910	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	-	-	8018940X/3910
Abbey	Sean	13	C823432113105	Law	GCSE Advanced Two Year Course	80310081	4770	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	-	-	80310081/4770
Aston	Jordan	12	M82020100800	Physics	GCSE Advanced Two Year Course	80147471	1210	03/09/2021	-	31/07/2023	-	Continuing	-	-	-	03/09/2021	31/07/2023	31/07/2023	-	Continuing	-	-	-	-	-	-	80147471/1210

## Comparing Learning Aims Information with the Previous Autumn Data

The Learning Aims Comparison with the Previous Autumn report is provided for checking purposes only. This routine enables you to check that the data for the return is accurate and that any manual edits that have been made are correct. It enables you to compare the Learning Aims reported for the School Census Autumn 2021 with the Learning Aims to be reported for the School Census Autumn 2022.

The data displayed in the report will be included in the School Census Autumn 2022 Return unless it is updated using one of the methods provided in the **Learning Aims** panel.

The report displays the following information:

- Each student's surname and forename, YTI (Year Taught In), UPN, ULN, subject, level, QAN and discount code.
- The start date, end date, planned end date and completion status for each Learning Aim to be reported for Autumn 2022.
- The start date, end date, planned end date and completion status for each Learning Aim reported for Autumn 2021.

A cell with a yellow background highlights a difference between the data reported for Autumn 2021 and the data to be reported for Autumn 2022. A yellow highlight does not indicate an error.

**IMPORTANT NOTE:** This report reflects the data from the **Learning Aims** panel and not the values held in Course Manager.

1. Ensure that the School Census data has been saved before running the report.
2. Click the **Compare with Previous Autumn** button to generate the report, which is displayed in your web browser, from where it can be printed, if required.

School Census Autumn 2022 (Compare with Previous Autumn)																
Security Message : This report contains sensitive information.																
Report criteria : Learning Aims to be reported for School Census Autumn 2022 compared with the learning aims reported for the previous Autumn Census (2021)																
Total Students : 219																
Authorised Autumn 2021 School Census : School Census Autumn 2021 8234321_SC3_823LL21_002.XML																
Autumn School Census 2022 : School Census Autumn 2022 8234321_SC3_823LL22_001.UNA																
Report created 13/05/2022 16:10:00																
To be reported for Autumn 2022										Reported for Autumn 2021						
Surname	Forename	YTI	UPN	ULN	Subject	Level	QAN	Discount Code	Start Date	End Date	Planned End Date	Completion Status	Start Date	End date	Planned End Date	Completion Status
Acton	Jordan	13	M820200106080	5142339830	Physics	GCE Advanced Two Year Course	80147477	1210	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Acton	Jordan	13	M820200106080	5142339830	Chemistry	GCE Advanced Two Year Course	80162652	1110	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Acton	Jordan	13	M820200106080	5142339830	Mathematics	GCE Advanced Two Year Course	80311842	2210	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Adams	Adam	13	J820200109003	5142339537	English	GCE Advanced Two Year Course	80148400	5030	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142339537	Physics	GCE Advanced Two Year Course	80147477	1210	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142339537	Chemistry	GCE Advanced Two Year Course	80162652	1110	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142339537	Mathematics	GCE Advanced Two Year Course	80311842	2210	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing



**More Information:**

Producing Detail Reports on page 52

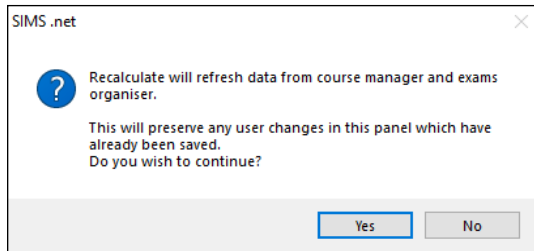
Producing the Summary Report on page 64

### Recalculating Learning Aims Information

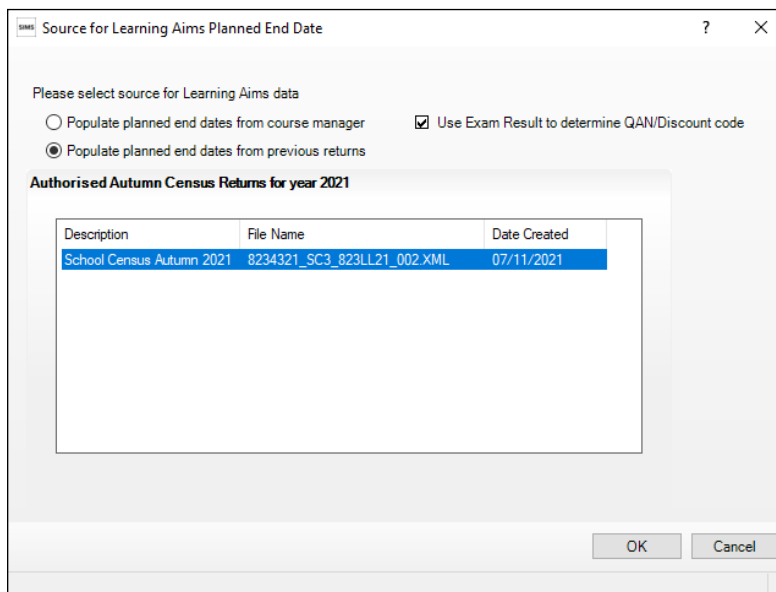
The data displayed in the **Learning Aims** panel can be refreshed with data retrieved from Course Manager and Examinations Organiser. Any edits you have made in the **Learning Aims** panel are preserved during the Refresh process, provided they have been saved.

If the data retrieved from Course Manager and Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background. A yellow highlight does not indicate an error.

1. Ensure that any data that has been edited in the **Learning Aims** panel has been saved. Saved changes are preserved when the data is recalculated.
2. Click the **Recalculate** button to display the Recalculate message.



3. Click the **Yes** button to display the **Source for Learning Aims Planned End Date** dialog.



4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.
5. Specify the required source for the Learning Aims data:
  - **Populate planned end dates from previous returns** (default option)  
Ensure that the **Populate planned end dates from previous returns** radio button is selected, then highlight the required **Authorised Autumn Census Return for year 2021**.
  - **Populate planned end dates from course manager**  
Select the **Populate planned end dates from course manager** radio button.

### 03 | Producing the School Census Autumn Return

- Click the **OK** button to update the data displayed in the **Learning Aims** panel.

**Learning Aims**

Surname:  Forename:  YTI: <Any> ULN:  QAN:  Disc Code:

Subject: <Any> Level: <Any> Status: <Any> From: 01/08/2021 To: 06/10/2022 Search

Select Columns Compare with Previous Autumn Compare with Course Manager Add Exclude Recalculate

Surname	Forena..	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core..	Status	Withdrawal Re..	QAN	Disc..	Provider UK..	Trainee..	Programme..	Result
Acton	Jordan	13	5142336..	Chemistry	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60152..	1110				
Acton	Jordan	13	5142336..	Mathematics	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60311..	2210				
Acton	Jordan	13	5142336..	Physics	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60147..	1210				
Adams	Adam	13	5142335..	Chemistry	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60152..	1110				
Adams	Adam	13	5142335..	English	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60146..	5030				
Adams	Adam	13	5142335..	Mathematics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60311..	2210				
Adams	Adam	13	5142335..	Physics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60147..	1210				
Adams	George	13	1111166..	Geography	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60189..	3910				
Adams	George	13	5142336..	Art	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60144..	3510				

### Editing Learning Aim Details

If the **Unlock Padlock** icon is displayed, the **Start Date**, **End Date**, **Planned End Date (P End Date)**, **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship** associated with each Learning Aim can be edited manually.

Manually edited data is highlighted in yellow, for example:

- If the Learning Aim end date is changed to before the planned end date and the status has been edited manually to complete, the **End Date** cell and **Status** cell are highlighted in yellow.
- If a QAN or discount code is accidentally edited to an incorrect value.

Data is also highlighted in yellow if:

- Learning Aims retrieved from Course Manager or the exams data retrieved from Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background.
- the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

*NOTE: Yellow highlights indicate a difference between values collected for the census and values recorded in Course Manager. Yellow highlights do not indicate errors.*

**Learning Aims**

Surname:  Forename:  YTI: <Any> ULN:  QAN:  Disc Code:

Subject: <Any> Level: <Any> Status: <Any> From: 01/08/2021 To: 06/10/2022 Search

Select Columns Compare with Previous Autumn Compare with Course Manager Add Exclude Recalculate

Surname	Forena..	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core..	Status	Withdrawal Re..	QAN	Disc..	Provider UK..	Trainee..	Programme..	Result
Acton	Jordan	13	5142336..	Chemistry	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60152..	1110				
Acton	Jordan	13	5142336..	Mathematics	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60311..	2210				
Acton	Jordan	13	5142336..	Physics	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60147..	1210				
Adams	Adam	13	5142335..	Chemistry	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60152..	1110				
Adams	Adam	13	5142335..	English	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60146..	5030				
Adams	Adam	13	5142335..	Mathematics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60311..	2210				
Adams	Adam	13	5142335..	Physics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60147..	1210				
Adams	George	13	1111166..	Geography	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60189..	3910				
Adams	George	13	5142336..	Art	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60144..	3510				

If the editing of Learning Aims data is required:

- Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel. Click the padlock icon to toggle between locked and unlocked, if necessary.  
Editable columns are displayed with a white background.
- To edit the Learning Aim **Start Date**, **End Date** or **P End Date**, click the required cell then click the down arrow and select the date from the Calendar.

**IMPORTANT NOTE:** Care must be taken when entering/editing dates. You will be prevented from saving the Learning Aims data if:

- a start date that is after 06/10/2022 (Autumn census date) has been entered unless the programme type is a T Level
- an end date that is before 01/08/2021 (Learning Aims collection start date) has been entered.

Bulk entry options can be used to edit data in the date columns, e.g. to edit several Planned End Dates:

- a. Click the **P End Date** column header to sort into date order.
- b. Use the **Shift**+click (to highlight sequentially listed dates) or **Ctrl**+click (to highlight individual dates).

ite	End Date	P End Date	Core...	Status	Withd
b20	22/07/2022	31/07/2022		Compl...	
b20	22/07/2022	31/07/2022		Compl...	
b20	22/07/2022	31/07/2022		Compl...	
b21		31/07/2...		Contin...	
b21					
b21					
b21					
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022				
b20	22/07/2022	31/07/2022		Compl...	
b20	22/07/2022	31/07/2022		Compl...	

- c. Edit the last date in the highlighted group. All the highlighted dates are changed to the date you have entered.
3. To indicate that a course is the student's **Core Aim**, click the required cell to display a tick. Clicking the cell again removes the tick.
  4. To edit the Learning Aim **Status**, click the required cell then click the down arrow and select **Continuing**, **Completed**, **Withdrawn** or **Transferred**, from the drop-down list.
  5. To edit the reason for withdrawal from a Learning Aim, click the required **Withdrawal Reason** cell then click the down arrow and select the required reason from the drop-down list.
  6. To edit the **QAN** or **Discount** code, click the required cell then edit the number.
  7. To edit the **Provider UKPRN**, click the required cell then click the down arrow and select as required from the drop-down list.
  8. To indicate that a student is undertaking a traineeship, click the required **Traineeship** cell to display a tick. Clicking the cell again removes the tick.

**NOTE:** Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager or Examinations Organiser.

If the **Unlock Padlock** icon is displayed, it is also possible to **Add** and/or **Exclude** Learning Aim records from the return.

**NOTE:** This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only. This new functionality in Maintain Course is described in the Preparation guide.

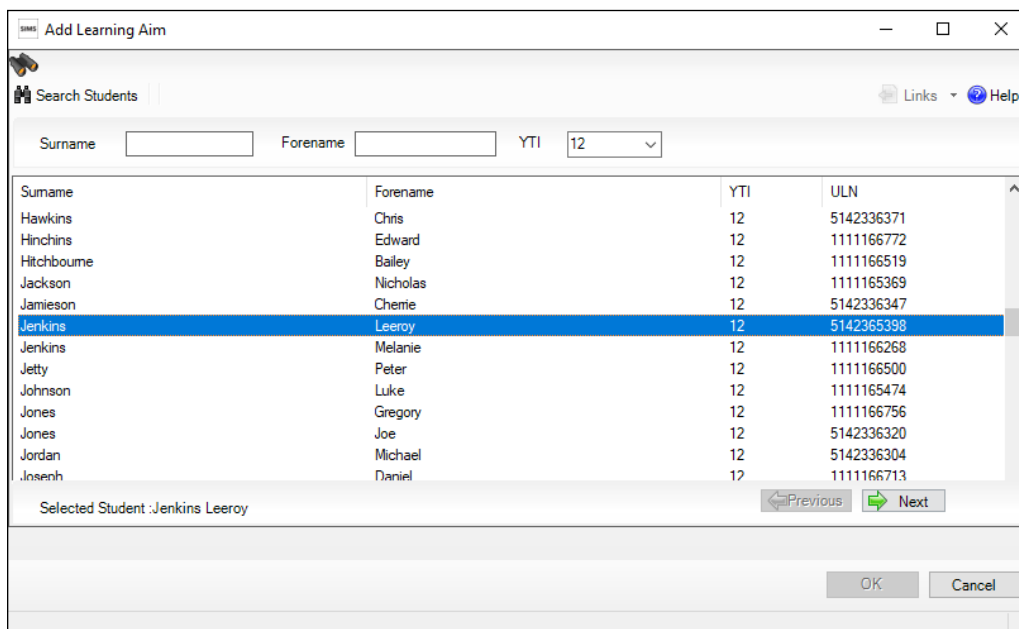
## Adding a New Learning Aim Record

A new Learning Aim record can be added to the list displayed in the **Learning Aims** panel, provided that the **Unlock Padlock** icon is displayed. You may want to add a Learning Aim if, for example, your school holds the main registration for dual registered students. All Learning Aims must be returned by the school that holds the student's main registration because it will receive funding for that student and it is responsible for their performance.

*NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager.*

The Add Learning Aim routine enables you to select the required student then the applicable QAN/Discount Code.

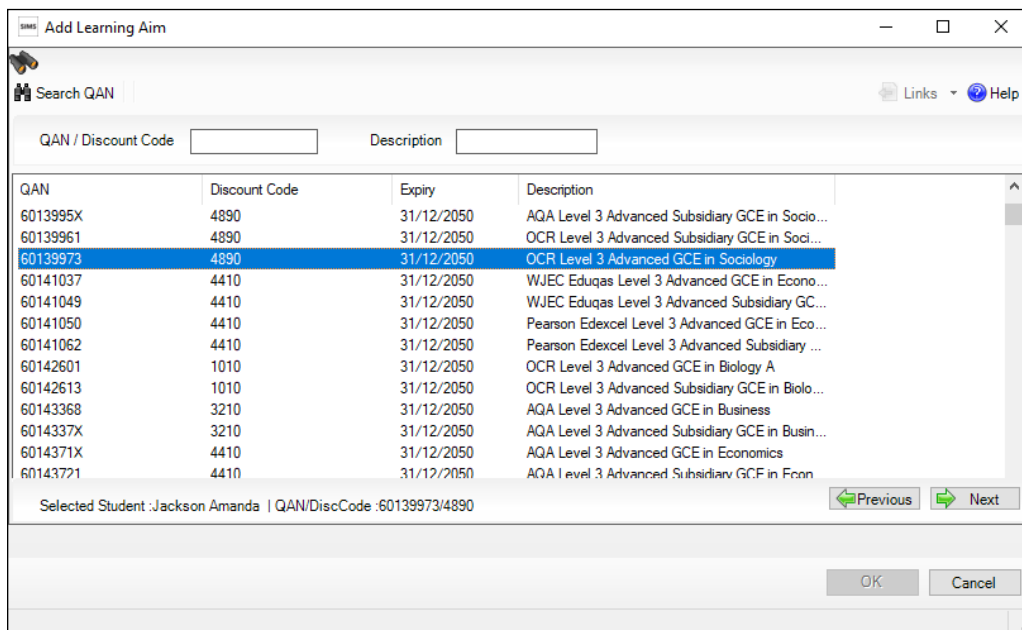
1. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
2. Click the **Add** button to display the first of the **Add Learning Aim** dialogs. The search criteria, i.e. **Surname**, **Forename** and year taught in (**YTI**), can be used to filter the student records, if required.
3. Click the **Search Students** button to display a list of students who match the search criteria.



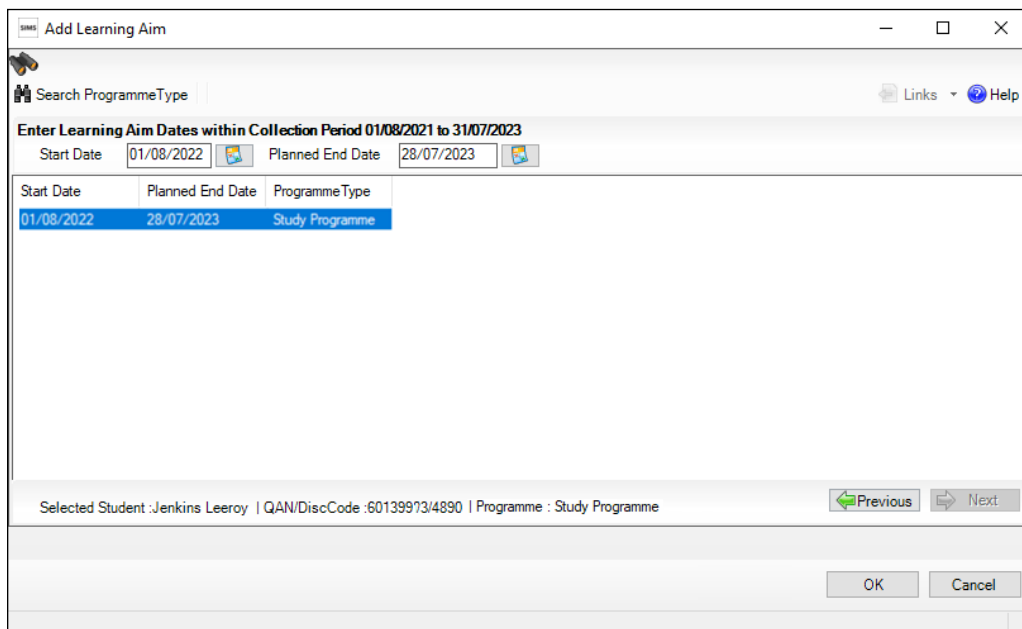
4. Highlight the student whose record you wish to add, then click the **Next** button to display the second of the **Add Learning Aim** dialogs, where the required QAN/Discount Code can be selected. The search criteria, i.e. **QAN/Discount Code** and **Description**, can be used to filter the Learning Aim records, if required.



- Click the **Search QAN** button to display a list of QAN/Discount Codes that match the search criteria.



- Highlight the required QAN/Discount Code, then click the **Next** button to display the third of the **Add Learning Aim** dialogs, where a Programme Type can be selected.
- Enter the Learning Aim **Start Date** and **Planned End Date**. Alternatively, selected the dates from the associated Calendar.  
The dates must be within the collection period (01/08/2021 to 31/07/2023). This date range caters for T Levels, which can start after census day.
- Click the **Search Programme Type** button to display a list of Programme Types that match the search criteria.



9. Highlight the Programme Type record you wish to add.  
If a Programme Type is not displayed, select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to add a **Programme Type** for this student. For more information, please refer to the *Managing Courses* handbook, available on the support portal ([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035739](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035739)).  
The details of the Learning Aim record you have selected are displayed towards the bottom of the dialog.
10. Click the **OK** button to return to the **Learning Aims** panel, where the new record is added to the bottom of the list and is highlighted in yellow. When the data is saved, the new record is sorted into alphabetical order.
11. The **Start Date, End Date, Planned End Date (P End Date), Core Aim, Status, Withdrawal Reason, QAN, Discount** code, **Provider UKPRN** and **Traineeship** can be edited, if required.
12. Click the **Save** button.

*NOTE: This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only.*

## Excluding Learning Aim Records

Learning Aim records can be excluded from the School Census Autumn Return, provided that the **Unlock Padlock** icon is displayed. The exclusion of a record might be necessary if, for example, your school has a dual registered student but they have their main registration at another school and therefore your school does not wish to claim Post 16 funding for that student.

The **Exclude/Restore** toggle button is provided to enable you to exclude Learning Aim(s) from the return and, if necessary, restore them again, e.g. if they were excluded in error. An excluded record cannot be edited but remains visible for reference only.

*NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager or Examinations Organiser.*

1. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
2. Click the name of the student whose Learning Aim record you wish to exclude. An arrow to the left of the student's name indicates that the record has been selected.

- Click the **Exclude** button. The excluded Learning Aim record is highlighted in dark grey.

**Z Learning Aims**

Surname:  Forename:  YTI:  ULN:  QAN:  Disc Code:

Subject:  Level:  Status:  From:  To:  Search

Select Columns Compare with Previous Autumn Compare with Course Manager Add Restore Recalculate

Surname	Forena..	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core..	Status	Withdrawal Re..	QAN	Disc..	Provider UK..	Trainee..	Programme..	Result
Acton	Jordan	13	5142336..	Chemistry	GCE Advanced Two Year..	03/09/2020	22/07/2022	22/07/2023		Compl..		60152	1110				
Acton	Jordan	13	5142336..	Mathematics	GCE Advanced Two Year..	03/09/2020	22/07/2022	22/07/2023		Compl..		60311	2210				
Adams	Adam	13	5142335..	Physics	GCE Advanced Two Year..	03/09/2020	22/07/2022	22/07/2023		Compl..		60147	1210				
Adams	Adam	13	5142335..	Chemistry	GCE Advanced Two Year..	02/09/2021		22/07/2023		Contin..		60152	1110				
Adams	Adam	13	5142335..	English	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60146	5030				
Adams	Adam	13	5142335..	Mathematics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60311	2210				
Adams	Adam	13	5142335..	Physics	GCE Advanced Two Year..	02/09/2021		31/07/2023		Contin..		60147	1210				
Adams	George	13	1111166..	Geography	GCE Advanced Two Year..	03/09/2020	22/07/2022	31/07/2022		Compl..		60189	3910				
Adebayi	Emman..	13	5142336..	Art	GCE Advanced Two Year..	03/09/2020	22/07/2022	22/07/2021		Compl..		60144	3510				

- Click the **Save** button.  
To re-instate the excluded Learning Aim record, click to select it, click the **Restore** button and then click the **Save** button.

**NOTE:** The **Restore** button is displayed when the focus is on an excluded record only.

**IMPORTANT NOTE:** This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only.



# 04 | Completing the School Census Autumn Return

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## Creating and Validating the School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

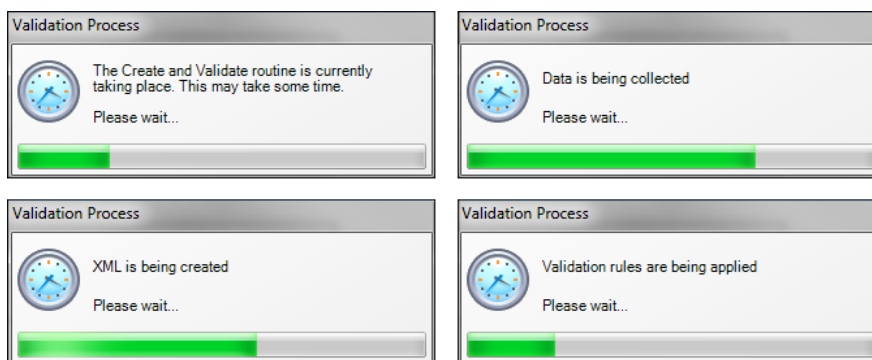
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

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

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

## 04| Completing the School Census Autumn Return

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



During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly is found, a message is displayed, which provides the opportunity to continue to create and validate or cancel the process, so that details can be checked. Detail reports are available to assist you when checking details.

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



### Additional Resources:

*Dealing with Missing Marks* section in the *Edit Marks Routine* chapter of the *Managing Pupil/Student Attendance* handbook or the *Monitoring Session and Lesson Attendance* handbook

*Recording Exclusion* chapter of the *Managing Pupil/Students* handbook

The *DfE Validations and SIMS Solutions Excel* workbook

([https://customer.support-ess.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0050590](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0050590)).

## 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.

The screenshot shows the 'Validation Errors Summary' panel with the following data:

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K822999140	# Go to Focus   Student   Student Details Ethnic/cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H820200709012	# Go to Focus   Student   Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaisle Date of Birth: 2008-03-28, Female, Age: 12/UPN: B8	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V82329991400	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	2350Q	Please check: Pupil record with no address details.	Name: Dolniko, Chika Date of Birth: 2013-09-14, Female/UPN: C83229991400	# Go to Focus   Student   Student Details Addresses and add pupil's address

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A student and error search facility is also available.

The following information is provided to help with the resolution of validation failures:

- **Type** - the type of validation rule.
  - Failure (**F** displayed in red) indicates an error that must be resolved.
  - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- **Sequence** - the validation error or query number.
- **Message** - the validation error or query message text.
- **Location** - the specific record in SIMS that contains the error or query.
- **Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

*TIP: Using the Solution hyperlinks*

*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.*

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

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

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular student.
  - a. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field.
  - b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
  - c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL, ERRORS, QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.  
The order of the items in the list can be changed by clicking the appropriate column heading.  
The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required.

The report is saved automatically in the **Census Folder** (specified previously via the census browser). The original report, which was generated when the **Create & Validate** button was clicked is also stored in this folder.

- Your generated report file name: Validation Errors Summary.HTML
- Original report file name:  
<LACode><SchoolNumber>\_<SurveyType>\_<LACode><LL><Year>  
\_<SerialNumber>\_ValidationErrorsSummary.HTML

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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 want 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.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Student | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

## 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 created and validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Students** who are listed in the report. Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Where a student's National Curriculum Year group is different from what their date of birth would suggest, the applicable **YTI** cell is highlighted in yellow.

The reports available for selection may vary depending on your school phase.

### On Roll Basic Details Report

Report Criteria: Students on-roll on census day.

This report provides the following information about students who are on-roll on census day: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, Youth Support Services Agreement (YSSA), part-time status and boarder status.



## Leavers Basic Details Report

Report Criteria: Students not on-roll on census day:

- Leavers with attendance (18/04/2022 to 31/07/2022)
- Leavers with exclusions (01/01/2022 to 31/07/2022)
- Leavers with Learning Aims (01/08/2021 to 06/10/2022)
- Leavers with funding and monitoring (01/08/2022 to 06/10/2022)
- Leavers with alternative provision (19/05/2022 to 05/10/2022).

This report provides the following information about students not on-roll on census day (Leavers): UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, attendance, exclusions, Learning Aims, funding and monitoring and alternative provision.

## Exclusions Report

Report Criteria: Students with exclusions from 01/01/2022 to 31/07/2022:

- On-roll students and leavers
- Suspensions (excluding lunchtime suspensions)
- Permanent Exclusions with final review.

*NOTE: Permanent exclusions are collected only if a final review exists.*

The following details about students who match the report criteria are displayed: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), exclusion category, reason(s) for exclusion, exclusions start date, number of sessions from which the student was excluded, SEN provision and on-roll status.

*NOTE: Suspension is the new name for a Fixed Term Exclusion.*

## Attendance Reports for Schools that use SIMS Attendance

If SIMS Attendance is in use, the following two reports are available:

- **Attendance First Half of Summer Term Report**

**Applicable to users of SIMS Attendance only**

Report Criteria: Students with attendance one term ago (18/04/2022 to 29/05/2022). On-roll students and leavers (but not boarders) who were aged four to 15 at 31/08/2021.

This report displays the following information about students and their attendance during the first half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, date of admission (DOA), year taught in (YTI), number of termly sessions possible, on-roll status, number of sessions present at school, number of approved educational activity (AEA) sessions, number of authorised and unauthorised absence sessions and number of attendance not required sessions.

Totals are displayed at the bottom of the applicable columns.

- **Attendance Second Half of Summer Term Report**

Applicable to users of SIMS Attendance only

Report Criteria: Students with attendance one term ago (30/05/2022 to 31/07/2022). On-roll students and leavers (but not boarders) who were aged four to 15 at 31/08/2021.

This report displays the following information about students and their attendance during the second half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, date of admission (DOA), year taught in (YTI), number of termly sessions possible, on-roll status, number of sessions present at school, number of approved educational activity (AEA) sessions, number of authorised and unauthorised absence sessions and number of attendance not required sessions.

Totals are displayed at the bottom of the applicable columns.

### Attendance Reports for Schools that do not use SIMS Attendance

If SIMS Attendance is not in use, the following two reports are available:

- **Attendance First Half of Summer Term Report**

Applicable to Non-SIMS Attendance users only

Report Criteria: Students with attendance one term ago (18/04/2022 to 29/05/2022). On-roll students and leavers (but not boarders) who were aged four to 15 at 31/08/2021.

This report displays the following information about students and their attendance during the first half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, date of admission (DOA), year taught in (YTI), number of termly sessions possible, number of authorised absence sessions, number of unauthorised absence sessions, number of approved educational activity (AEA) sessions, number of exceptional circumstance sessions, number of sessions students unable to attend due to Coronavirus and on-roll status.

Totals are displayed at the bottom of the applicable columns.

- **Attendance Second Half of Summer Term Report**

Applicable to Non-SIMS Attendance users only

Report Criteria: Students with attendance one term ago (30/05/2022 to 31/07/2022). On-roll students and leavers (but not boarders) who were aged four to 15 at 31/08/2021.

This report displays the following information about students and their attendance during the second half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, date of admission (DOA), year taught in (YTI), number of termly sessions possible, number of authorised absence sessions, number of unauthorised absence sessions, number of approved educational activity (AEA) sessions, number of exceptional circumstance sessions, number of sessions students unable to attend due to Coronavirus and on-roll status.

Totals are displayed at the bottom of the applicable columns.

## Absentees Report

Report Criteria: On-roll students and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago (18/04/2022 to 29/05/2022), who were aged four to 15 at 31/08/2021.

An individual student's overall absence rate is calculated as follows:

$$\text{Overall absence rate} = \frac{\text{Total overall absence sessions}}{\text{Total sessions possible}} \times 100$$

The report provides the following information about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), number of sessions possible, session absence (i.e. the number of authorised plus unauthorised absences), on-roll status and enrolment status.

This report can assist with the tracking of absence (particularly persistent absence) and highlights those absences that might need to be tracked.

## SEN Report

Report Criteria: On-roll student with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

This report provides a list of students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), SEN provision, member of SEN unit and member of resourced provision indicator and on-roll status.

## Address Details Report

Report Criteria: Students on-roll on census day.

This report provides a list of students, their UPN, former UPN, legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

Definition: Unique Property Reference Number (UPRN) is a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

## Free School Meal Eligibility Report

Report Criteria: On-roll students on census day who were eligible for free school meals on or after 20/05/2022 and up to census day.

This report provides information on free school meal eligibility for students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), free school meal eligibility start date, end date and the UK country in which the eligibility applies, and on-roll status.

*NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.*

*Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.*

## On Roll Learning Aims Report

Report Criteria: On-roll students in Year 12 or above with Learning Aims during 01/08/2021 to 06/10/2022 (census day) who have an enrolment status of **C** (Current – Single Registration) or **M** (Current Main – Dual Registration).

This report provides the following information:

- basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship, an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

### Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.
- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and Maths, if required.



### More Information:

On Roll Basic Details Report on page 52

## Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims during 01/08/2021 to 06/10/2022 who had an enrolment status of **C** (Current – Single Registration) or **M** (Current Main – Dual Registration).

This report provides the following information:

- Basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship, an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

### Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.
- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and Maths, if required.

## Learning Aims by Status Report

Report Criteria: Learning Aims from 01/08/2021 to 06/10/2022 (including both on-roll and leavers).

*NOTE: Large discrepancies between last year's and this year's data might indicate mistakes.*

The report provides the following information:

- Each Learning Aim code and title.
- The total number of each Learning Aim in use for academic year 2021/2022 and 2022/2023.
- The number of each Learning Aim completed, continuing, withdrawn and transferred in the academic year 2021/2022 and 2022/2023.

*NOTE: A Learning Aim may appear more than once in this table: for example, a continuing Learning Aim which began last year will be counted as continuing in both years.*

## Post-16 Programmes of Study Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the School Census Autumn 2022 (01/08/2021 to 06/10/2022) who had an enrolment status of **C** (Current – Single Registration) or **M** (Current Main – Dual Registration).

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2022/2023) and previous year (2021/2022).

Also displayed are the student's UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

### Definition:

Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours. T Level Planned Qualification Hours and T Level Planned Non-Qualification Hours are displayed for T level programmes.

*NOTE: To ensure that the total Planned Qualification Hours and Planned Non-Qualification Hours are submitted in the Autumn School Census, information relating to Programmes of Study for Post 16 students should be recorded via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**.*

## Post-16 Programmes of Study and Learning Aims Report

Report Criteria: On-roll students and Leavers in Year 12 or above with Programmes of Study and Learning Aims. Enrolment status of **C** (Current – Single Registration) or **M** (Current Main – Dual Registration).

The report header displays the total students, the total students with programmes of study and the total learning activities.

Each programme for each student is displayed in the report with a light-yellow background. The associated learning aims are displayed with a light blue background below the programme.

The report provides the following information:

- Basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender and year taught in (YTI).
- Post-16 programme of Study and Learning Aims: QAN/Discount, description, programme type, core aim and provider UKPRN.
- Additional information: start date, end date, planned end date, completion status, withdrawal reason, traineeship and on-roll status.

## Work Placements Report

Report Criteria: On-roll students and leavers in year taught in 12+ with Work Placement learning aims included in the census for the following QNs: ZWRKX001, ZWRKX002 and ZWRKX003.

This report provides the following information: legal surname, legal forename, year taught in (YTI), unique learner number (ULN), qualification number (QN), start date, end date, employer ID, mode, planned hours and on-roll status.

## Prior Attainment Report

Report Criteria: On-roll and leavers in year taught in 12+ with learning aims in the School Census Autumn 2022 (01/08/2021 to 06/10/2022).

This report provides the following information:

- UPN, legal surname, legal forename, year taught in (YTI), enrolment status.
- Maths information (i.e. highest grade, prior attainment, and funding exemption).
- English information (i.e. highest grade for English Language or English Literature, prior attainment, and funding exemption).
- Maths previous year highest grade.
- English Language previous year highest grade.
- On-roll status.

**IMPORTANT NOTE:** Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-edi results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via **Tools | Statutory Return Tools | Update Prior Attainment**.

## Top-up Funding Report

Report Criteria: On-roll students who have been awarded Top-up Funding as at census day.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and SEN provision.

## Funding and Monitoring Report

Report Criteria: On-roll students and leavers with funding and monitoring information for the collection period 01/08/2022 to 31/07/2023.

The report provides the following student details, and funding and monitoring information: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), enrolment status, date of leaving (DOL), funding and monitoring (FAM) type, e.g. NLM (National Learning and Monitoring), funding and monitoring (FAM) code, description, cumulative hours (i.e. all hours of tutoring from 01/08/2022 to 06/10/2022) and on-roll status.

Funding and Monitoring key to codes:

01 = Student in receipt of National Tutoring Programme (NTP)

21 = Student in receipt of 16 to 19 tuition fund

22 = Student is repeating up to one year of 16 to 19 funded provision.

The code(s) displayed in the report vary depending on your school phase.



### Additional Resources:

*Preparing for the School Census Autumn 2022 Return* guide

## Post Looked After Arrangements Report

Report Criteria: On-roll students who have post looked after arrangements as at census day.

The report provides the following information about students who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through adoption.

## Alternative Provision Report

Report Criteria: School Arranged Alternative Provision Placements that fall within the Alternative Provision Placement data collection period:

- On-roll (19/05/2022 to 06/10/2022)
- Leavers (19/05/2022 to 05/10/2022).

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), Alternative Provision URN, Alternative Provision UKPRN, alternative provision setting, alternative provision reason, start date, SEN on start date, end date, SEN on end date, alternative provision attendance, alternative provision sessions and on-roll status.

## Permanent Exclusions without Final Review Report

Report Criteria: On-roll students and leavers with permanent exclusions and without a final review from 01/01/2022 to 31/07/2022.

*NOTE: The date range for this report does not match the collection dates for the school census. This is intentional to enable all instances of permanent exclusions without final review to be checked.*

This report details permanent exclusions that do not have a final review and will not be included in the census, either because the exclusion process is still ongoing or because the school has not recorded the final review result. The report has been provided to assist schools in checking whether details have been recorded accurately.

The following information is included in the report: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), reason for exclusion, exclusion start date, SEN expert requested (Yes/No) and on-roll status.



## Generating Detail Reports

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

*NOTE: The contents of the graphics are examples only of what you might expect to see when using SIMS to produce the School Census Return.*

The screenshot shows the 'Census Return Details - Autumn 2022 Term : School Census Autumn 2022' interface. At the top, there are navigation tabs: '1 Census Details', '2 School Information', '3 Top-up Funding', and '4 Post Looked After Arrangements'. A 'Detail Report' dropdown menu is open, listing various report types. The 'Multiple Reports...' option is highlighted in blue.

**1 Census Details**

Census Date	06/10/2022	
Description	School Census Autumn 2022	
Attendance collected from	18/04/2022	Attendance collected to
Exclusions collected from	01/01/2022	Exclusions collected to
AP Placements collected from	19/05/2022	AP Placements collected to
FAM collected from	01/08/2022	FAM collected to
Learning Aims collected from	01/08/2021	Learning Aims collected to
*FSM collected from	20/05/2022	FSM collected to
*Only collected for on roll pupils not leavers		

**2 School Information**

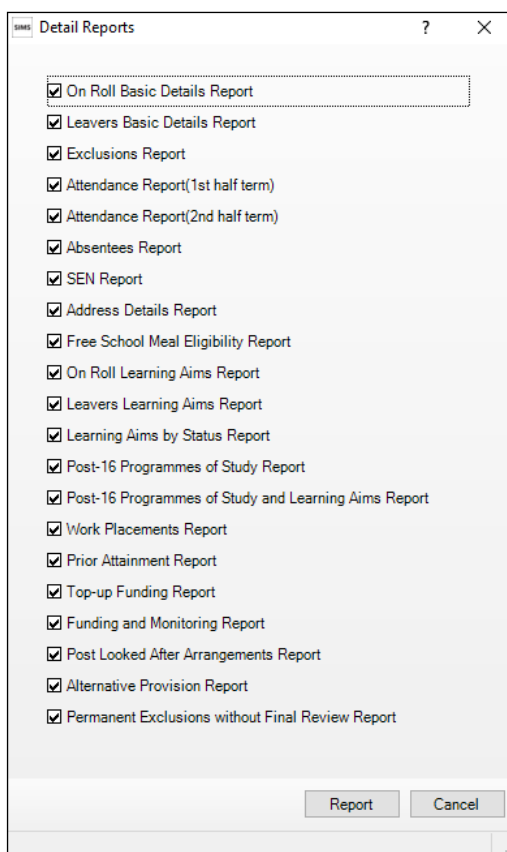
School Name	Green Abbey School	
LA	823	Establishment Number
Telephone	851234	URN
School E-mail Address	office@ga.org.uk	
School Phase	SS	Secondary
School Type	Comprehensive allthrough 11-18	
Governance	Community	Intake Type
Lowest NC Year	7	Highest NC Year
		12

**Detail Report** dropdown menu options:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report(1st half term)
- Attendance Report(2nd half term)
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Learning Aims by Status Report
- Post-16 Programmes of Study Report
- Post-16 Programmes of Study and Learning Aims Report
- Work Placements Report
- Prior Attainment Report
- Top-up Funding Report
- Funding and Monitoring Report
- Post Looked After Arrangements Report
- Alternative Provision Report
- Permanent Exclusions without Final Review Report
- Multiple Reports...**

## 04| Completing the School Census Autumn Return

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



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

The report(s) are saved automatically in the **School Census Folder**, which was specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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>_Report.html
```

For example:

```
8234321_SC3_823LL22_001_onroll_pupil_basic_details_report.html.
```

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

School Census Autumn - 2022 (On Roll Basic Data)														
<b>Security Message :</b> This report contains sensitive information.														
Report Criteria: Students on roll on Census day (06/10/2022)														
Total Students: 995														
School Name:		Green Abbey School		Fileset Number:		2200 (SIMS.net)								
Filename:		8234321_SC3_823LL22_001.UNA		Report Created:		10/05/2022								
XML Version:		Validation 2022.1.3 - Updated: 2022-04-04 ErrorList 2022.1.3 - Updated: 2022-04-04 Summary 2022.1.3 - Updated: 2022-04-04												
UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrolment Status	Language	YSSA	Part-time Status	Boarder
Y820200106033	5142335588	Aaron	Chris	Aaron	-	01/09/2005	Male	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
C823432117001	5142311344	Aaron	Jason	Aaron	-	09/03/2006	Male	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
J820200109032	5142335581	Aaron	Liz	Aaron	-	01/09/2005	Female	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
M820200109034	5142335583	Aaron	Sophie	Aaron	-	01/09/2005	Female	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
N823298911001	-	Abdullah	Tamwar	Abdullah	-	12/01/2009	Male	-	07/09/2020	Single Registration	English	Obtained	No	Not a Boarder
X823306613001	-	Abba	Abba	Abba	-	20/11/2006	Male	-	03/09/2015	Single Registration	Bosnian	Obtained	No	Not a Boarder



### More Information:

Configuring the Census Folder on page 15

## Printing a Report from your Web Browser

**IMPORTANT NOTE:** Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include, for example, instructions for the destruction of the printed reports.

1. With the generated report displayed in your web browser, select the **Print** option (**Ctrl+P**) to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

## 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 your machine, 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 device in the temporary directory, where it is not secure.

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser, then clear the browsing data history. For more information, please refer to the documentation applicable to the web browser you are using.

## Producing the Summary Report

The Summary report enables the school staff, who are involved in the return's preparation, to assess the accuracy and completeness of the return data. It should then be passed to the Head Teacher for their review.

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

### 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, but can be transferred to a spreadsheet, if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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>_Report.html
```

For example: 8234321\_SC3\_823LL22\_001\_Summary\_Report.html.

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



#### More Information:

*Specifying the Security Message for Reports on page 16*

*Generating Detail Reports on page 61*

*Authorising the Return on page 65*

*Deleting an Unauthorised Return on page 70*

## 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.

**IMPORTANT NOTE:** *An authorised 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 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 returns. Unauthorised return files can be recognised by their .UNA suffix.

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.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the detail reports and Summary report and then use the information they provide to assist with resolving errors and queries.
7. Repeat the editing and Create & Validate process again, if necessary.
8. Click the **Save** button.



#### More Information:

*Configuring the Census Folder on page 15*

*Specifying the Security Message for Reports on page 16*

*Resolving Validation Errors and Checking Queries on page 50*

*Producing Detail Reports on page 52*

*Producing the Summary Report on page 64*

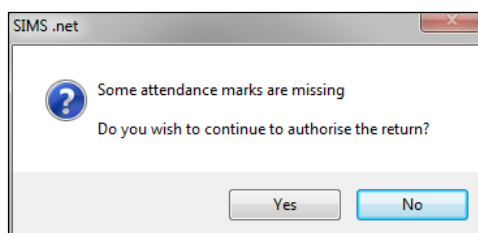
## Authorising the Return

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school). If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy or create a new return.

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 because it is not possible to edit details after the return is authorised. The content of the Summary report can be useful when reviewing the information.

1. Click the **Authorise** button.

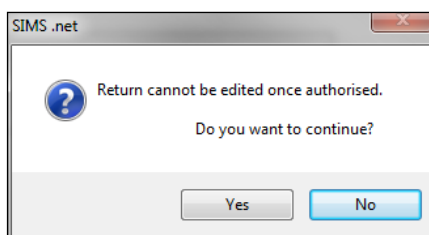
If missing marks exist, the following message is displayed.



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

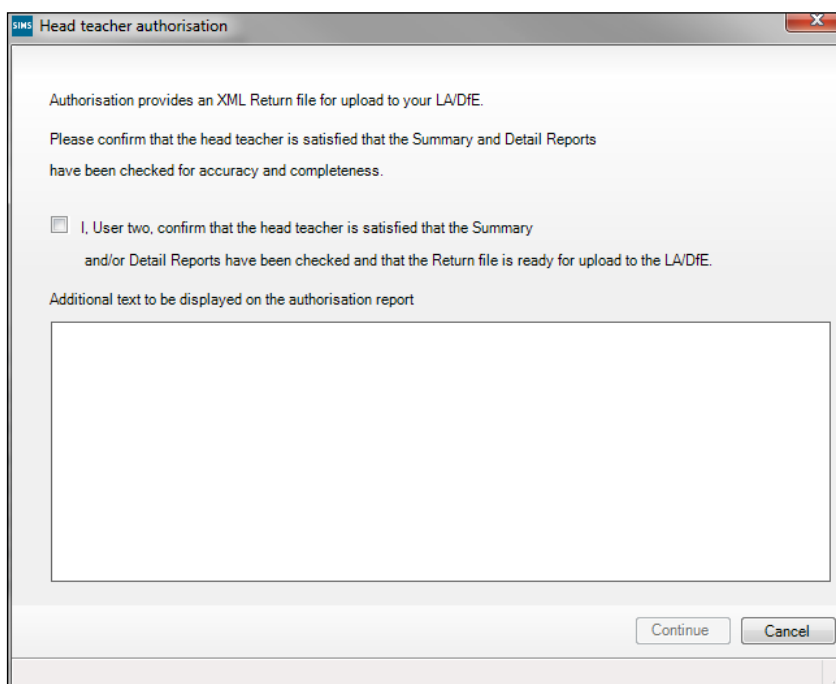
## 04| Completing the School Census Autumn Return

If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.



3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

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



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

When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.

6. Click the **Continue** button to authorise the return and prompt the following actions:
- The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
  - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.
  - The Learning Aims Comparison with Course Manager report and Learning Aims Comparison with the Previous Autumn report are generated automatically and displayed in your web browser, from where they can be printed, if required.

All reports (including detail reports) and the XML file are saved in the **Census Folder**, which was specified previously in the **Census Return for Autumn 2022 Term** browser.

These reports can be viewed using the Retrieve Authorised Census Return Files routine (via **Tools | Statutory Return Tools**). This routine also provides the opportunity to download the files to a different folder.

**IMPORTANT NOTE:** *The retrieved files contain sensitive information. Ensure that authorised personnel only have access to the download folder.*

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).



#### Additional Resources:

*Designing and Running Reports* handbook



#### More Information:

*Producing the Summary Report* on page 64

*Retrieving Authorised Census Return Files* on page 68

*Copying a Return* on page 69

## Submitting the Return

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.

Guidance about how Local Authorities, schools and academies should submit the census data is available on the GOV.UK website (<https://www.gov.uk/guidance/school-census>).

The authorised return file can be located in the folder previously specified in the **Census Return** browser. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

**IMPORTANT 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 Census Folder on page 15

Copying a Return on page 69

## Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the **Download to** field displays the folder specified previously in the **Census Return** browser. To specify a different folder:
  - a. Click the **Select a folder** button (...) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

**IMPORTANT NOTE:** Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

- b. Click the **OK** button to select or create the folder and then return to the **Retrieve Authorised Return Files for <census name>** page, where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.



When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.



#### Additional Resources:

*Designing and Running Reports handbook*

## 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 or DfE 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.

*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 browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you want to copy then click the **Copy** button.

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

**IMPORTANT NOTE:** Any values for Early Years, Top-up Funding, Post Looked After Arrangements, Funding and Monitoring, and Attendance (where applicable), will not be copied but will be populated from the current values held in the database.

*The Create & Validate routine must be run to generate a new census file.*

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:  
Copy of <description of selected file>.
5. To rename the copied return, highlight it, then click the **Open** button to display the **Census Return Details** page.
6. In the **Census Details** panel, edit the **Description** then click the **Save** button.

**IMPORTANT NOTE:** A unique description must be used for each return. If duplicate returns are detected, an error message is displayed.

## Deleting an Unauthorised Return

During the return process, several copies of the return might be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the incorrect return.

The Delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

**IMPORTANT NOTES:** *When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.*

*Any return files that have already been authorised cannot be deleted.*

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file 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 permanently delete the selected return file and all associated report files.

The selected return file and associated reports are removed from the browser and the storage folder.

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