

Census
Quick Guide



How to Run the Summer Census 2024

Bromcom Computers Plc.

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<https://bromcom.microsoftcrmportals.com/>

Contents

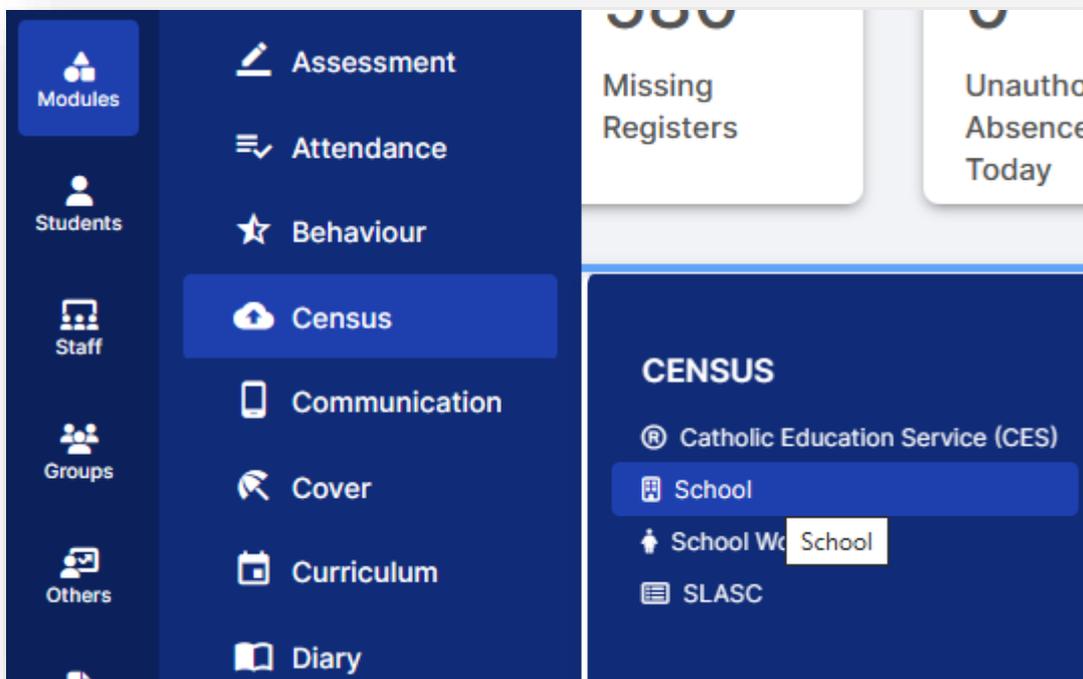
Before you run the Census	1
What's New	2
Sex and Gender Identity	2
Expanded hours	2
Existing Data Items Changing	2
30 hour code	2
EYPP Early Years Pupil Premium	3
DAF Disability Access Fund	3
Areas to Check	4
Alternative Provision	4
Young Carer	5
Learner Funding and Monitoring (FAM)	6
Attendance	6
Dual Registered Students	6
Special Education Needs	8
Free School Meals	9
Post Looked After	10
Pupil Premium	11
Thirty Hour Code	11
Student List Page	12
Suspensions & Permanent Exclusions	12
Generating the School Census	13
Pupil Reconciliation Funded Hours (Primary and All Through Only)	15
Pupil School Lunch (Primary and All Through Only)	17
Validate the Census	18
Census Views	18
View Summary	18
View Errors	19
Authorise and View File	20
Running Reports	20

Before you run the Census

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

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

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



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

What's New

Sex and Gender Identity

The **Gender** current data item has been replaced by the new **Sex** data item.

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

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

Expanded hours

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

Existing Data Items Changing

30 hour code

For Summer 2024 census only.

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

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

The screenshot shows the 'Student Details' interface. On the left, the 'Profile' menu item is highlighted with a red box. The main content area shows the 'Funding & Allowances' section with several tabs: 'Pupil Premium', 'Top Up Fundings', 'Early Years Pupil Premium', 'Additional Information', and 'Learner Monitoring'. The 'Additional Information' tab is selected and highlighted with a red box. Below the tabs, there are several checkboxes and a dropdown menu. The 'Thirty Hour Code' field is highlighted with a red box. At the bottom right, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted in red.

2 year old basis for funding

For Summer 2024 census only.

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

The screenshot shows the 'Student Details' interface. On the left, the 'Profile' menu item is highlighted with a red box. The main content area shows the 'Funding & Allowances' section with several tabs: 'Pupil Premium', 'Top Up Fundings', 'Early Years Pupil Premium', 'Additional Information', and 'Learner Monitoring'. The 'Additional Information' tab is selected and highlighted with a red box. Below the tabs, there are several checkboxes and a dropdown menu. The 'Economic criteria', 'High-level SEN or disability', and 'Looked after or adopted from care' checkboxes are highlighted with a red box. At the bottom right, there are 'Close' and 'Save' buttons, with the 'Save' button highlighted in red.

EYPP Early Years Pupil Premium

For Summer 2024 census only

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

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

The screenshot shows the Bromcom Primary School interface. The student profile for 'Ria Barnes' is displayed. The 'Funding & Allowances' dropdown menu is open, showing options: Pupil Premium, Top Up Fundings, **Early Years Pupil Premium**, Additional Information, and Learner Monitoring. The 'Early Years Pupil Premium' option is highlighted with a red box.

The screenshot shows the 'Funding & Allowances' form for 'Early Years Pupil Premium'. The 'Receipt Reason*' dropdown menu is open, showing options: <NOT SELECTED>, Receipt both reasons, Receipt other known reason, Receipt through economic criteria, and Receipt unknown basis. The 'Early Years Pupil Premium' tab is selected. The form includes fields for 'Start Date*' (01/04/2024) and 'End Date' (31/03/2025). There are 'Cancel' and 'Save' buttons at the bottom right.

DAF Disability Access Fund

For summer 2024 census only

The DfE are extending the Disability Access Fund (DAF) indicator from summer 2024 onwards to 2 year olds.

The panel for **Disability Living Allowance** is located in the **Student Profile>Funding & Allowances>Additional Information**.

Areas to Check

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

See also: [DFE Complete the School Census](#)

Alternative Provision

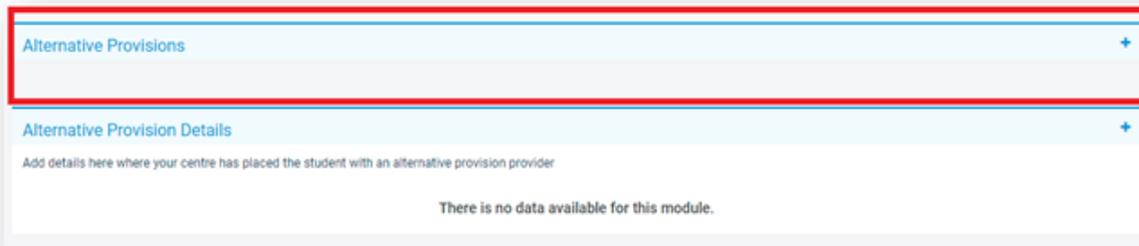
The DfE collect data on **Alternative Provision (AP)** placements using the following 2 panels;

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

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

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

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



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

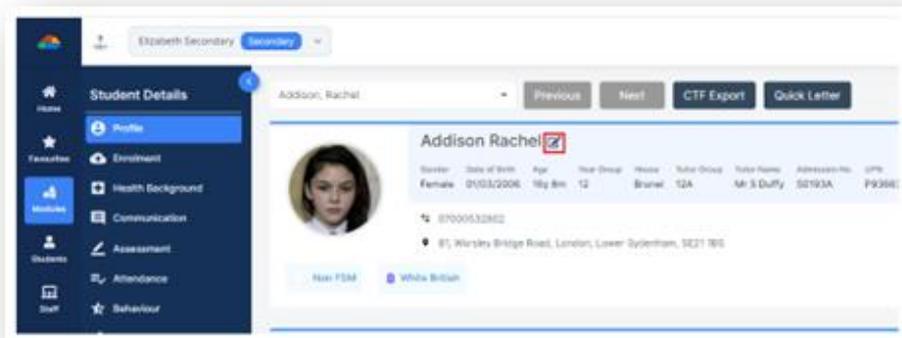
- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative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

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

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

Young Carer

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



Learner Funding and Monitoring (FAM)

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

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

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

Attendance

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

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

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

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

Use the information to guide your amendment to student data.

Dual Registered Students

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

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

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

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

2 of 186 selected

Last Name	First Name	Admission Number
Abbas	Haniya	S0302A
Abbott	Dave	00145
Addison	Rachel	S0193A
Adia	Rizwaan	S0304A
Ahmed	Cameron	S0123A

Student Details: Abbott, Dave

Enrolment

Abbott Dave

Gender: Male, Preferred Pronouns: N/A, Date of Birth: 09/09/2008, Age: 15y 6m, Year Group: 10, Tutor Group: 10A, Tutor Name: Mrs K de Matos, Admission No.: 00145, UPN: R204639814020

No contact information available

200, Worsley Bridge Road, London, Lower Sydenham, SE20 0BS

Non FSM, Poor Behaviour

Enrolment Status

Enrolment Status Description	Enrolment Code	Start Date	End Date	Dual Registered School
Current main (Dual Registration)	M	06/09/2019		Bromcom Arts Academy

Elizabeth Secondary Secondary

Student Details: Abbott, Dave

Abbott Dave

Gender: Male, Preferred Pronouns: N/A

No contact information available

200, Worsley Bridge Road

Non FSM, Poor Behaviour

Edit Enrolment Status

Enrolment Status*: Current main (Dual Registration)

Start Date*: 06/09/2019

End Date:

<NOT SELECTED>

Current (Single Registration)

Current main (Dual Registration)

Current subsidiary (Dual registration)

Guest

Previous

Cancel Save

See [How to Change a Students Enrolment Status](#)

Special Education Needs

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

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

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

See [How to Add SEN information to a Students Record](#)

The screenshot shows the 'Student Details' page for 'Abbott, Dave'. The page includes a navigation menu on the left with options like Profile, Enrolment, Health Background, Communication, Assessment, Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area displays personal information such as Gender (Male), Preferred Pronouns (N/A), Date of Birth (09/09/2008), Age (15y 6m), Year Group (10), Tutor Group (10A), Tutor Name (Mrs K de Matos), Admission No. (00145), and UPN (R204639814020). There is also a 'Contacts' section showing 'Mr dave smith #3126' as the father with priority 1. A dropdown menu is open on the right, listing various categories including 'Special Educational Needs'.

The screenshot shows the 'Special Educational Needs' modal window. It has four tabs: 'SEN', 'Special Needs', 'Gifted & Talented', and 'Additional Information'. The 'SEN' tab is selected. Under 'SEN Provision*', there is a dropdown menu with options: 'No Special Educational Need (N)', 'Education Health and Care Plan (E)', and 'SEN Support (K)'. The 'Broad Area of Need Type' dropdown is currently set to '<NOT SELECTED>'. There are 'Cancel' and 'Save' buttons at the bottom right of the modal.

Free School Meals

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

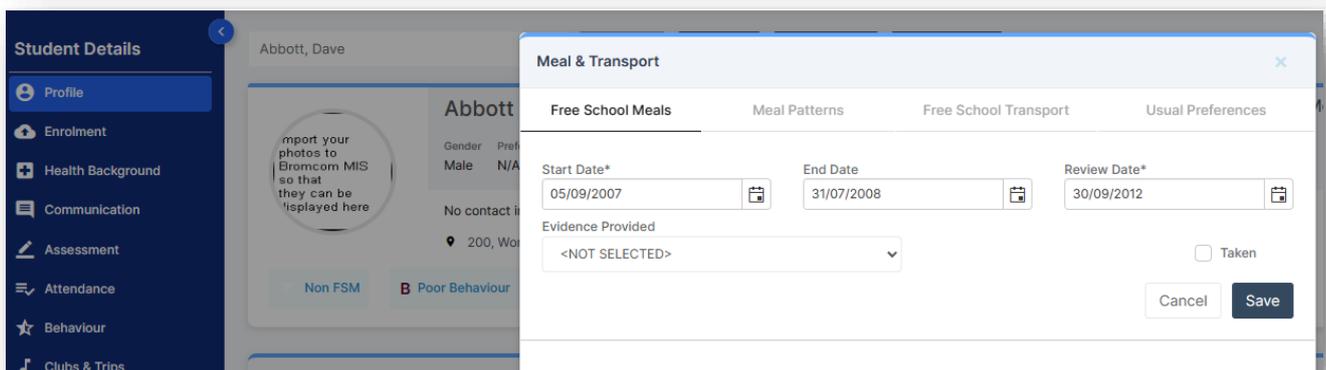
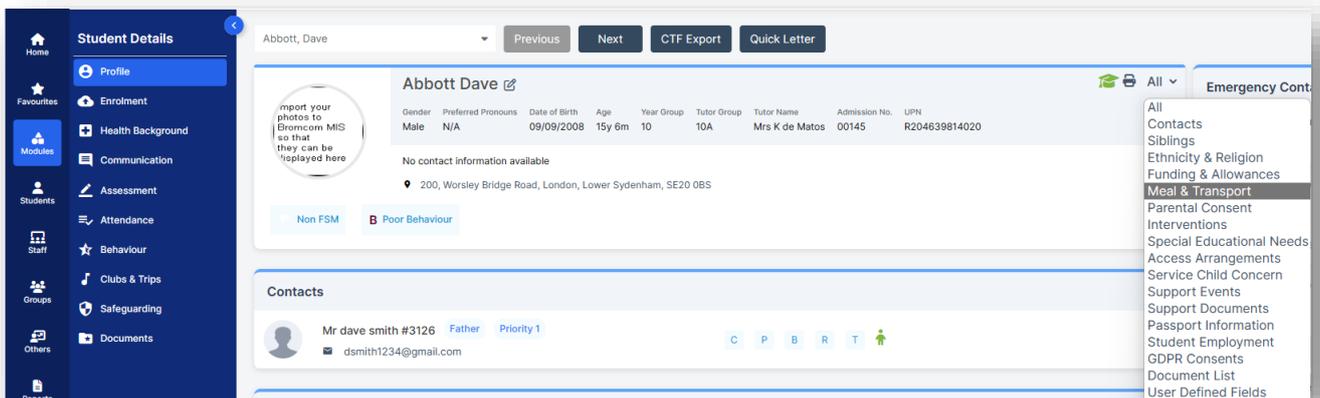
Therefore, it is important that you double check **Student Free School Meal** details and eligibility.

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

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

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

See [How to FSM Eligibility to a Student](#)

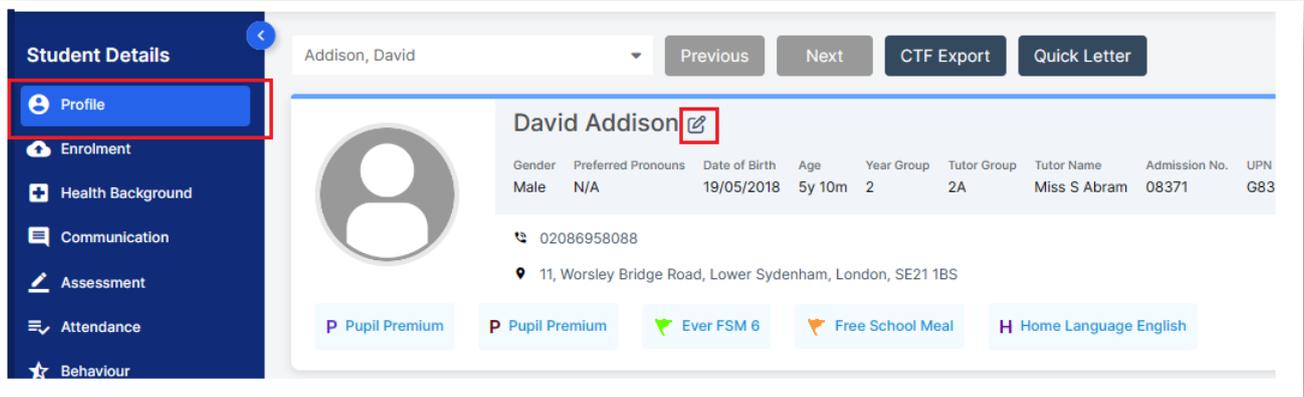


For schools with intake within the **NC Years R, 1 and 2** there will also be a requirement to deliver the information on take up of **Universal Infant Free School Meals**.

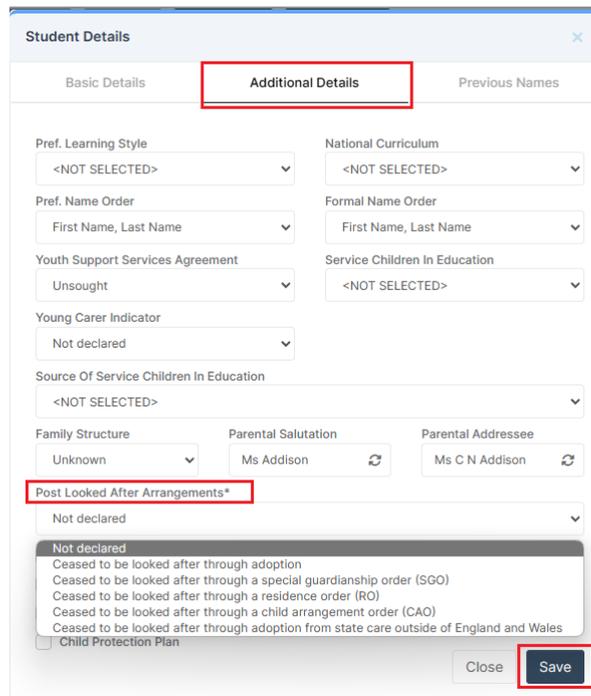
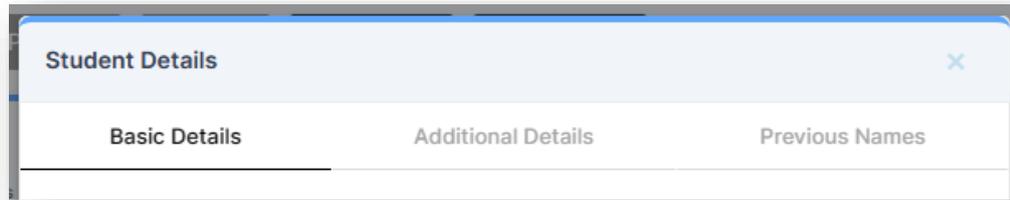
Post Looked After

See [here](#) for DfE guidance on **Post Looked After**

Go to **Student Profile** and hover to the right of the **Student Name** to see **Edit Student Details**



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



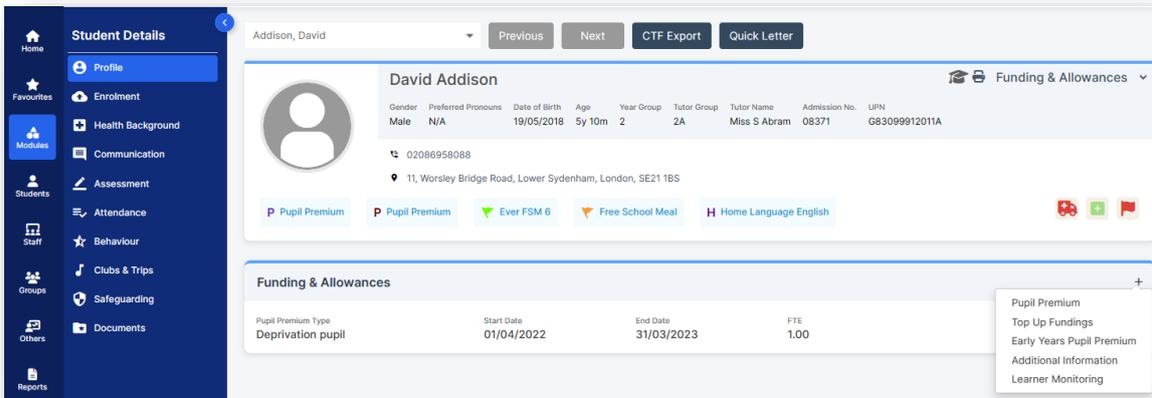
Pupil Premium

See [here](#) for DfE guidance on Pupil Premium.

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

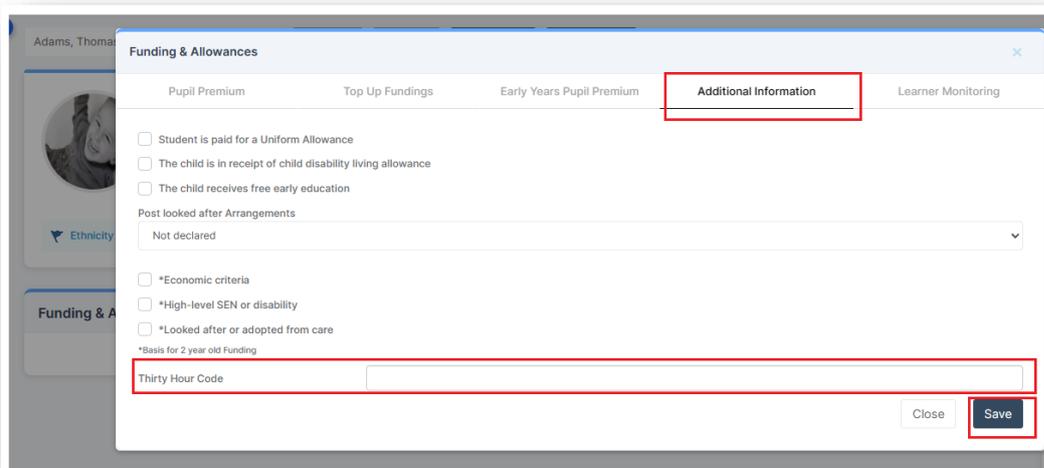
For detailed **Bromcom** guidance see [How to Manage Pupil Premium Students & How to Add Top Up Funding to a Student Record](#)

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



Thirty Hour Code

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



Student List Page

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

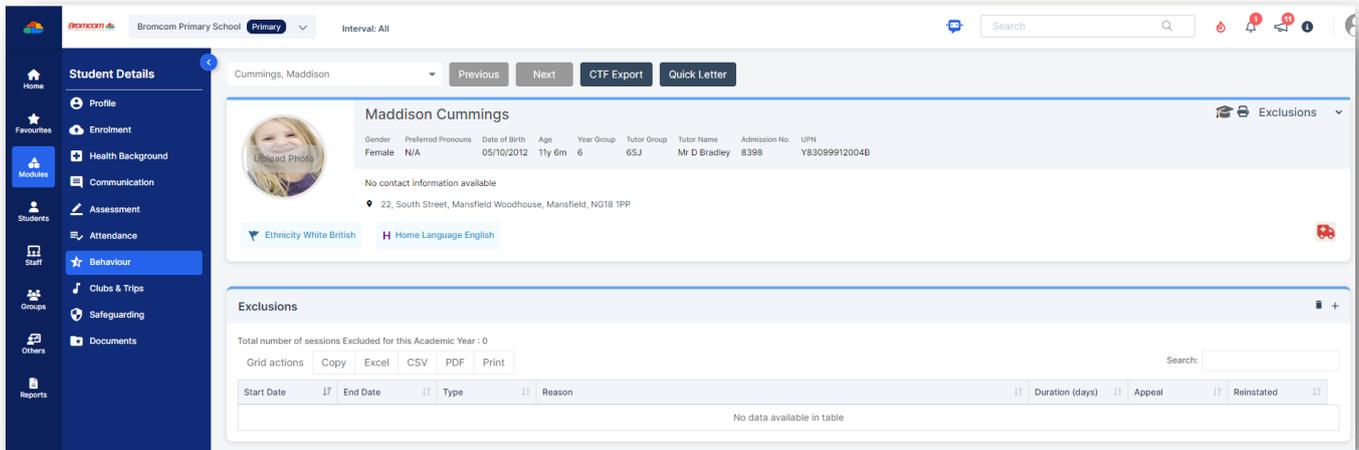
Suspensions & Permanent Exclusions

For DfE guidance on **Suspensions & Permanent Exclusions** see [here](#)

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

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

For guidance on adding **Exclusions** see [How to add Exclusions to the Student Profile](#)

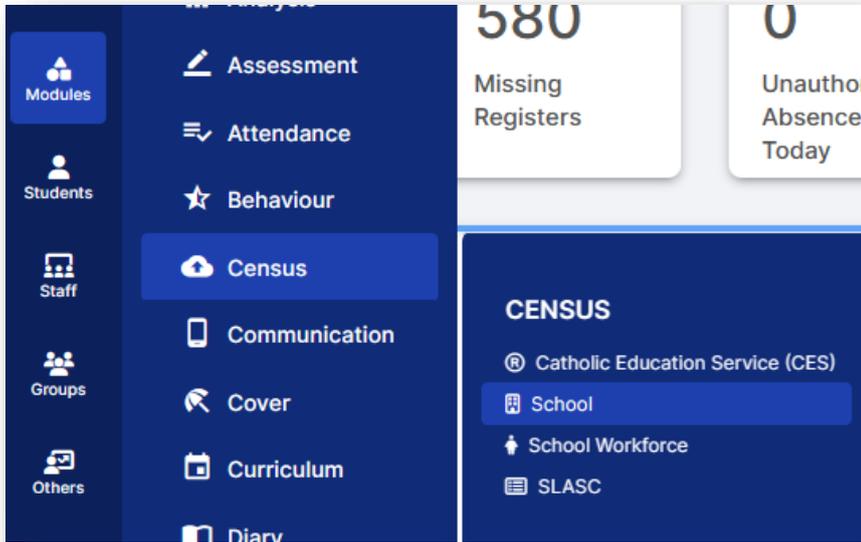


The screenshot shows the Bromcom Student Profile page for Maddison Cummings. The page is titled 'Student Details' and includes a navigation menu on the left with options like Profile, Enrolment, Health Background, Communication, Assessment, Attendance, Behaviour, Clubs & Trips, Safeguarding, and Documents. The main content area displays the student's profile information, including a photo, name, gender, preferred pronouns, date of birth, age, year group, tutor group, tutor name, admission number, and UPI. Below the profile information, there is an 'Exclusions' section. The Exclusions section shows a table with columns for Start Date, End Date, Type, Reason, Duration (days), Appeal, and Reinstated. The table is currently empty, with a message 'No data available in table' at the bottom. There are also buttons for 'Grid actions', 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'.

This is the end of the Section '**Areas to Check**' please continue to [Generating the School Census](#) in this guide

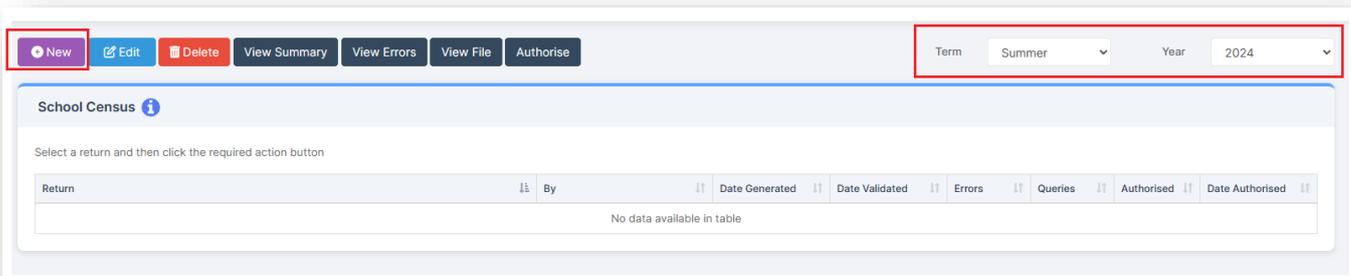
Generating the School Census

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



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

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



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

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

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

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

School Details

School name	Elizabeth Secondary				Refresh
LA	HACKNEY	LA ID	204	Estab. No.	6398
Address	Rutland House 44, Masons Hill, Bromley, BR2 9JG				
Telephone	004420 8290 7171	Fax Number	020 8290 7199		
E-mail	info@bromcom.com				Edit
School Phase	Secondary	NC Year Range	7 to 14		
Intake	Religious School	Gender of Initial Intake	Coeducational		
Governance	Community	Type of School	Comprehensive all-through, 11-18		
Gender Post 16	Coeducational				Edit

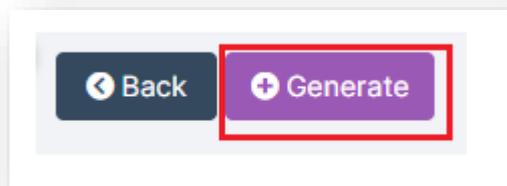
Once you have confirmed the details are correct you can **Generate** your **Census**, to do this click the **Generate** button.

[New](#) [Edit](#) [Delete](#) [View Summary](#) [View Errors](#) [View File](#) [Authorise](#)
Term: Summer Year: 2024

School Census

Select a return and then click the required action button

Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised
2024 Summer-001	Ms J Bishop	25/04/2024	25/04/2024	170	975	No	
2024 Summer-002	Ms J Bishop	25/04/2024	25/04/2024	170	975	No	



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

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

Pupil Reconciliation Funded Hours (Primary and All Through Only)

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

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

[Back](#)

Census Parameters

Reference Date: 16/05/2024

Title: 2024 Summer

Attendance Includes: 01/01/2024 through to 31/03/2024

Exclusions include from: 01/08/2023 through to 31/03/2024

FSM Start from: 19/01/2024 through to 16/05/2024

Attendance and Exclusion dates are defined by the census specification and not expected to be changed.

[Refresh](#) No. 9991 [Edit](#) [Edit](#)

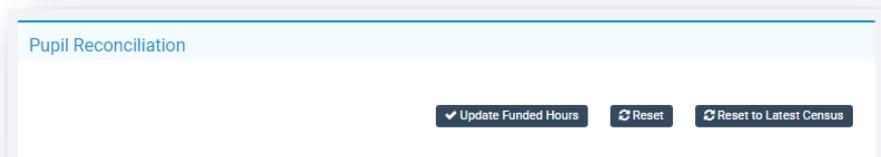
Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2024	2 and 3 year olds born between 2019-09-01 and 2022-03-31 (inclusive) - all relevant schools and year groups	15 hours
Summer 2024	4 year olds born between 2019-04-01 and 2019-08-31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

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

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

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

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



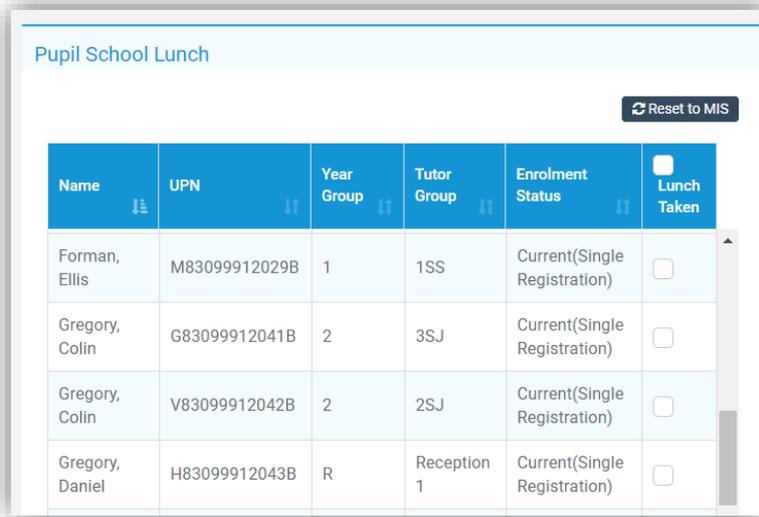
Pupil School Lunch (Primary and All Through Only)

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

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

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

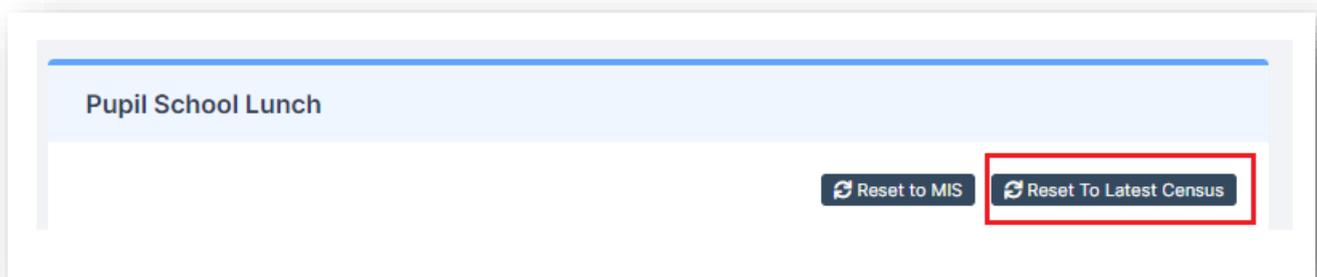
If you are not using the **Dinner** Module, simply enter a tick against all the **students** who are going to be taking (or have taken) school lunch on **Census Day**. It may be quicker for you to bulk tick all the **students** using the tick box option on the **Lunch Taken Column Header**, then deselect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



Name	UPN	Year Group	Tutor Group	Enrolment Status	Lunch Taken
Forman, Ellis	M83099912029B	1	1SS	Current(Single Registration)	<input type="checkbox"/>
Gregory, Colin	G83099912041B	2	3SJ	Current(Single Registration)	<input type="checkbox"/>
Gregory, Colin	V83099912042B	2	2SJ	Current(Single Registration)	<input type="checkbox"/>
Gregory, Daniel	H83099912043B	R	Reception 1	Current(Single Registration)	<input type="checkbox"/>

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

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



Validate the Census

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

Back Save & Validate

Census Parameters

Reference Date 16/05/2024

Title 2024 Summer

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

Census Views

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

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

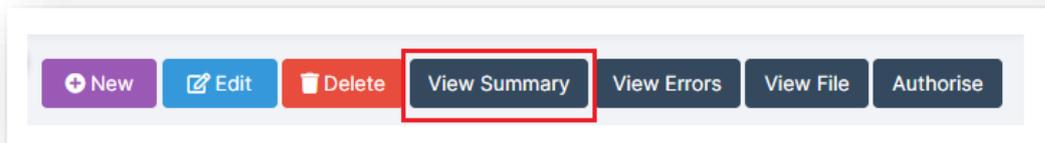
View Errors - This shows you any errors or queries that the validation process has found. You can access a full list of errors and queries in the **Bromcom School Census Error Resolutions 2024 Guide** [here](#).

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



View Summary

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



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

School census collection: summer 2023

Version 2023.1.4 - Updated: 2022-12-23

There are 106 errors and 356 queries.

Table 1: School characteristics [ALL schools]

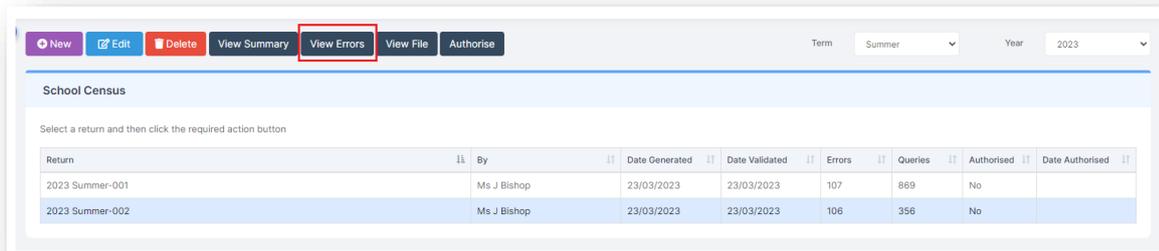
Summary for: Fitzwilliam Primary	
Local authority code:	530
Establishment number:	9991
Telephone number:	004420 8290 7171
Email address:	info@bromcom.com
Phase:	PS
Type:	18
Governance:	CA
Intake type:	SEL4
Lowest national curriculum year group:	E1
Highest national curriculum year group:	6

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2022	Date of Birth	Number of pupils					
		Full-time			Part-time		
		Male	Female	Total	Male	Female	Total
19 or over	31/08/2003 or earlier	0	0	0	0	0	0
18	01/09/2003 - 31/08/2004	0	0	0	0	0	0
17	01/09/2004 - 31/08/2005	0	0	0	0	0	0
16	01/09/2005 - 31/08/2006	0	0	0	0	0	0
15	01/09/2006 - 31/08/2007	0	0	0	0	0	0
14	01/09/2007 - 31/08/2008	0	0	0	0	0	0
13	01/09/2008 - 31/08/2009	0	0	0	0	0	0
12	01/09/2009 - 31/08/2010	0	0	0	0	0	0
11	01/09/2010 - 31/08/2011	37	37	74	0	0	74
10	01/09/2011 - 31/08/2012	22	24	46	0	0	46
9	01/09/2012 - 31/08/2013	29	42	0	0	0	42
8	01/09/2013 - 31/08/2014	2	4	0	0	0	4
7	01/09/2014 - 31/08/2015	11	21	13	4	25	
6	01/09/2015 - 31/08/2016	12	21	0	0	0	21

View Errors

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



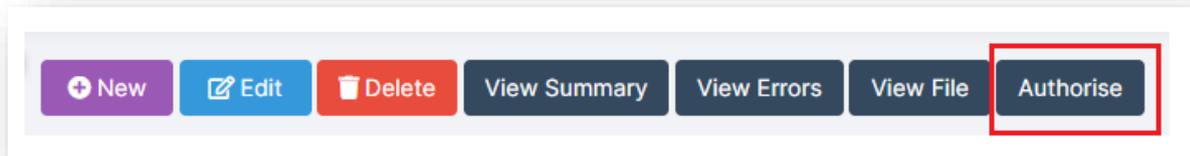
Each **Query** and **Error** will now be displayed ready to be dealt with.

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

Authorise and View File

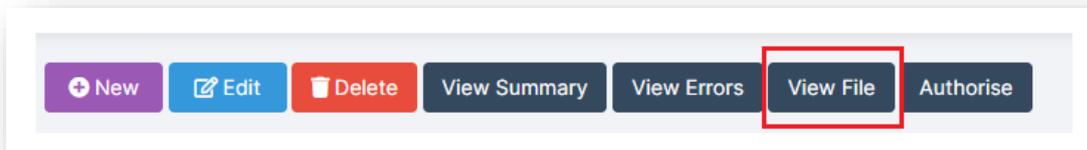
Once you have dealt with **ALL** the **Errors** and are happy with any of the outstanding **Queries** **it is IMPORTANT TO PLEASE RE-RUN THE CENSUS**

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



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

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



Running Reports

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

This is the end of the Summer Census 2024 Guide

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