

**Census**  
**Quick Guide**



## How to Run the Autumn Census 2022

**Bromcom Computers Plc.**

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## Before you run the Census

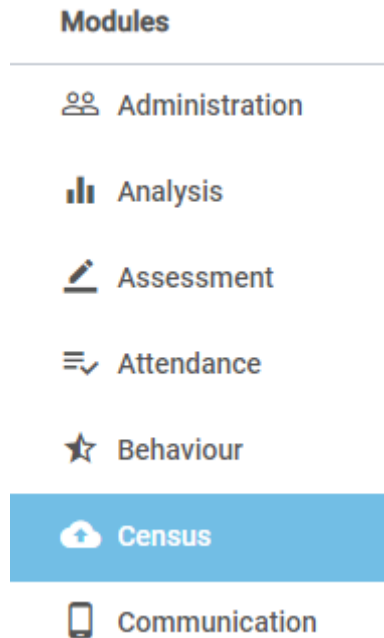
This section will take you through the areas you will need to double check before running the **Census**.

To read **DfE guidance** on the data items needed see [here](#). You can also download a spreadsheet of all the information asked for [here](#).

You can execute the **Census** without these checks but you will simply be producing a **Census Return** with a large number of 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**

**This cannot be over emphasised.**



## What's New Autumn 2022

### Changes to existing data items:

- **Students>Funding and Allowances – Learning Monitoring Types** name changes as below;  
01 : In receipt of school led tutoring has been renamed to **In receipt of National Tutoring Programme NTP**  
22 : Post 16 repeat year funding has been renamed to **Learner repeating up to one year of 16-19 funded provision**
- **Post Looked After Arrangements (PLAA)** From Autumn 2022, the DfE have extended these options to include code 'O' - children adopted from state care outside of England and Wales. 'State care' is care provided by a public authority, a religious organisation, or any other organisation whose sole or main purpose is to benefit society. It is intended these pupils will also attract the pupil premium in 2022 to 2023. See [DfE](#) guidance for further information.

### New data items;

- **Young Carer Indicator.** This data item records whether the pupil has been identified as a young carer and by whom. The first collection of this data will be in the **Spring 2023** census however, school will need the ability to add this information into the MIS from **Autumn 2022**. This data item can be added via the **Student Profile>Student Details>Additional Details> Young Carer Indicator** and choose from the following codes;

Code	Young carer indicator
N	Not declared
P	Identified as a young carer by parent or guardian
S	Identified as a young carer by school – including where the pupil self declares

- **Child in Need and Child Protection plan.** These 2 items have been added to the **Student Profile>Additional Details** however, these items are not currently being collected by the DfE.

**Student Details**
✕

Basic Details
**Additional Details**
Previous Names

---

Prof. Learning Style

Prof. Name Order

Youth Support Services Agreement

Young Carer Indicator

Source Of Service Children In Education

Family Structure

Post Looked After Arrangements\*

Pregnant Student

Mailing Point

Child In Need

Child Protection Plan

National Curriculum

Formal Name Order

Service Children In Education

Parental Salutation

Parental Addressee

- **Summary Report:** from Autumn 2022 the DfE have introduced a new table to the summary report for **Funding and Monitoring (FAM)**

## Areas to Check

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

### Attendance

The attendance collection dates for the **Autumn Census** are split in to two areas, **Attendance** and **Second Half Term**. The Attendance collection Dates are as follows;

Collection	Dates
<b>Autumn 2022</b>	Summer term 2021 to 2022 data is collected from Easter Monday 2022-04-18 to the Sunday 2022-05-29 before the usual late spring bank holiday
<b>Autumn 2022</b>	Summer second half-term data is collected from the usual late spring bank holiday Monday 2022-05-30 to 2022-07-31

For students aged between 4 to 15 as at 2021-08-31 with a leaving date between 01/01/2022 and 31/07/2022 and are not a boarder.

### 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 enrolment status can be amended by opening the **School and Enrolment History** panel on the student record. See [How to Change a Students Enrolment Status](#).

**Add / Edit School & Enrolment**

**Enrolment Status** | **School**

Enrolment Status\*  
Current(Single Registration) ▼

-NOT SELECTED-  
Current main (Dual Registration)  
Current subsidiary (Dual registration)  
**Current(Single Registration)**  
Guest  
Previous

Start Date\* 04/09/2017 | End Date

Cancel Save

**School & Enrolment History**

School Name	Date of Entry	Date of Leaving	Leaving Reason
Bromcom Technology School			
Bromcom Primary School			
Tonge Moor Primary School	19/02/2008	23/09/2008	Nursery to Infant

### Pupil data items removed from the Census collection

There are three items that are no longer collected within the **School Census**.

#### Nationality, Country of Birth and Proficiency in English.

It is no longer required to collect these items within the **Census** returns and no data checking will take place in relation to the delivery of this information.

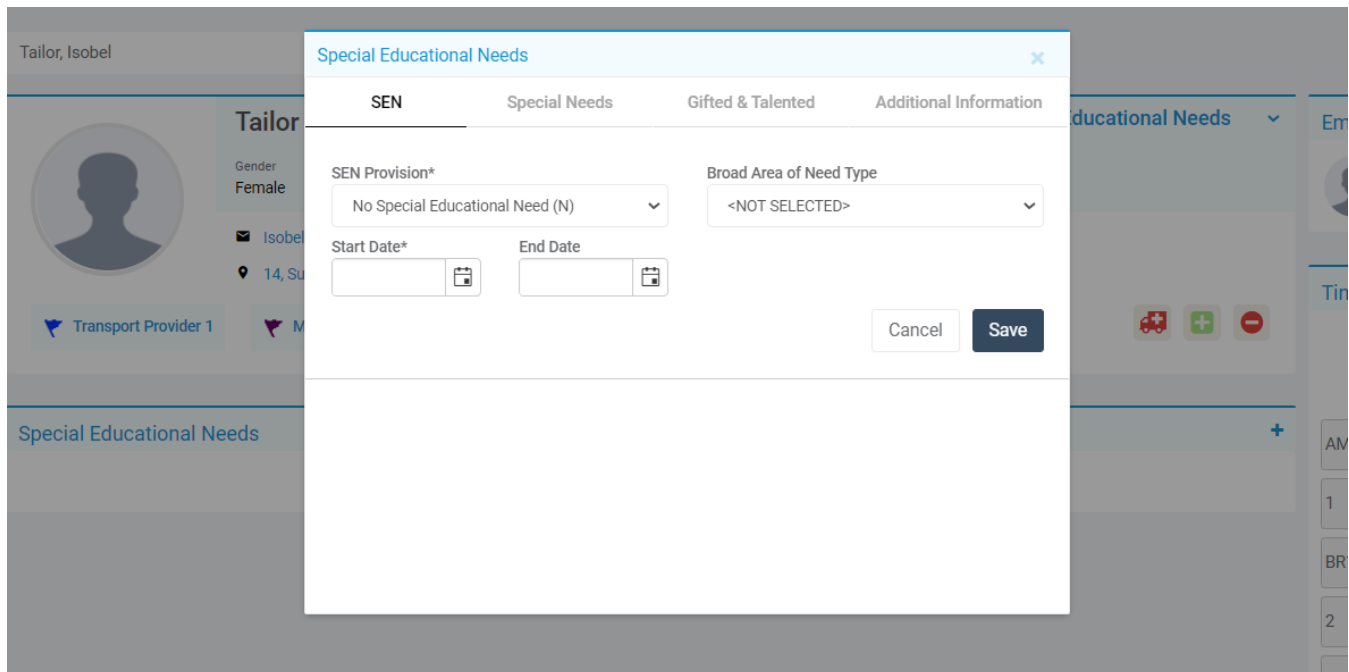
Please note that if your only reason for collecting this data was for the purpose of **School Census** then you should no longer request this information from parents or retain the data within your system.

### 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 Record** page.



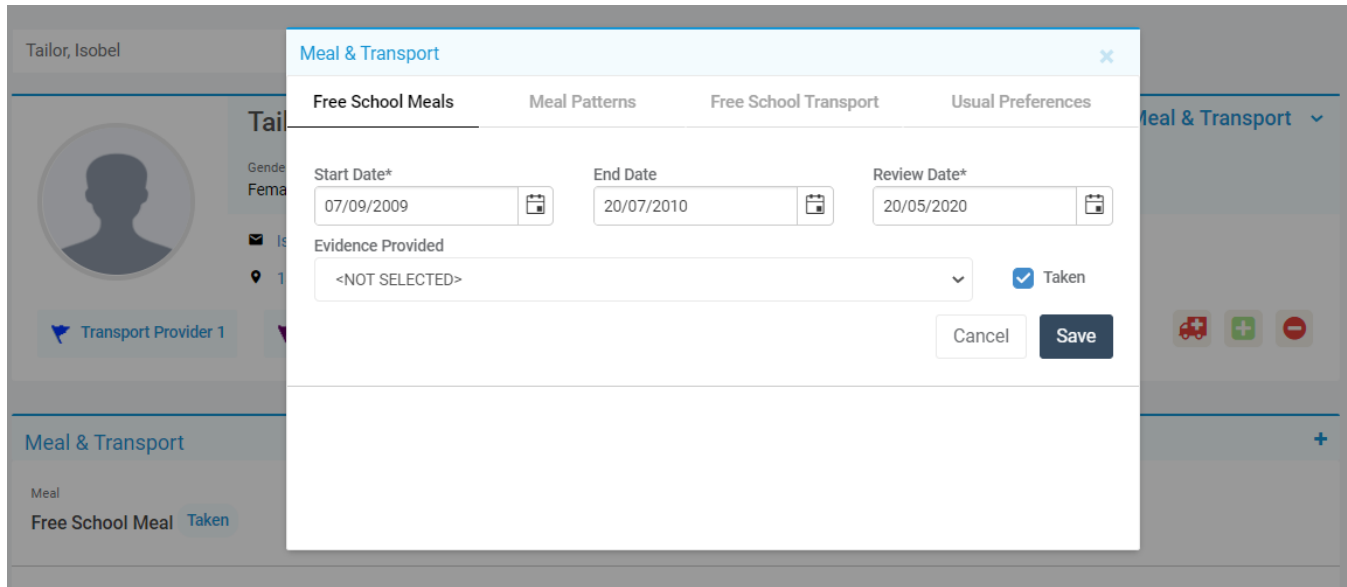


### Free School Meals

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 **Autumn 2022 Census**.

A student’s **Free School Meal** information can be reviewed and adjusted from the **Free School Meals** section which is located in the **Meal & Transport** panel on the **Student Record** page.



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**.

## Dinners

If you use Bromcom to record your Dinners, please ensure you have confirmed your meals for Census Day, see [How to Confirm and Save Dinner Numbers](#)

**Confirm Dinner Numbers**

Place a check against the dinner items you wish to confirm and click the Confirm button to commit.

Grid actions: [Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#)

<input type="checkbox"/>	Last Name	First Name	Ad. No	Tutor Group	FSM	Dietary	Meal Type	Dinner Date	
<input type="checkbox"/>	Wood	Daniel	00796	N1	No	DINOFORK	Absent	18/11/2019	
<input type="checkbox"/>	Wilson	Katy	01142	6LPK	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Beau	08323	6LPK	No	DIBT	School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Rocco	08328	6LPK	No	DINUT	School Meal	18/09/2020	
<input type="checkbox"/>	Wilson	Jack	08413	ZBC	Yes		School Meal	18/09/2020	
<input type="checkbox"/>	Williams	Amanda	8394	N1	No		School Meal	18/09/2020	
<input type="checkbox"/>	Williams	Jordan	01236		No		Packed Lunch	18/12/2019	
<input type="checkbox"/>	Wilkins	Lewis	8473	SDS	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wild	Rebecca	08369	N2	No		School Meal	18/09/2020	
<input type="checkbox"/>	Wickes	Peter	8418	3SJ	No		School Meal	18/09/2020	
<input type="checkbox"/>	Whittle	Polly	08368	N2	No		School Meal	18/09/2020	
<input type="checkbox"/>	White	Perri	8356	1AB	Yes	DINUT	School Meal	18/09/2020	

**Summary**  
Absent: 120, School Meal: 973, Packed Lunch: 291, Home: 1, School Sandwich: 12, Cash Cafeteria: 4

[✔ Confirm](#) [✖ Delete](#) [⌛ Cancel](#)

## Post 16 Learning Aims

At the core of post 16 returns are the correct definition and maintenance of the student learning aims. Please take the time to double check the setup of your **Learning Aims**.

Note: **Based on current DFE Advice Learning Aims are for Post 16 Students only**, namely students in NC Year Group 12 and above. Any Learning Aims attached to other Year Groups can be deleted in bulk via **Modules > Curriculum > Bulk Learning Aim Update**

Each class should have at least one **Learning Aim** associated with it, either directly within its own class definition **Groups > Teaching Class** or via its association with a course that has a learning aim **Groups > Course**.

The students will be assigned to these **Learning Aims** as part of their membership to the class.

Student **Learning Aim** details can then be double checked and edited in various places, the main one that you should use at this time of year would be the **Bulk Learning Aim Update** page **Modules > Curriculum > Routines > Bulk Learning Aim Update**.

On this page you can select by class, student or individual **Learning Aim**. The information related to the choice will then be displayed and you will be able to double check and amend the detail of **Learning Aim** start date, end date, **Learning Aim** status and others.

If a student is on a two year course of study then the current status of their **Learning Aims** is likely to be continuing during their first year of study and, dependent on the timing of the Census, continuing or completed during their second year of study.

Additionally any student who is undertaking a traineeship as either part of their **Learning Aim** should have this indicated via the trainee check box against the learning aim.

Pay close attention to the details as their accuracy will affect your funding.

Student Learning Aims

Last Name	First Name	Class	QN	Start Date	End Date	Planned End Date	Status	Exclude	Protect	Core	Trainee	Withdrawal Reason	Third Par
Abbott	Dave		50029524 / 1010	13/11/2014	13/11/2014	31/07/2015	Withdrawn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Addison	David						<NOT SELECTED>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Addison	Harry						<NOT SELECTED>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Addison	Rachel						<NOT SELECTED>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adia	Rizwaan						<NOT SELECTED>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Student Learning Hours

The **Autumn Census** expects you to include **Learning Hours** in your return.

These are the expected **Planned Qualification** hours and **non-qualification** hours that a student will be expected to be undertaking as part of the coming curriculum year.

We recommend that you set these times up at the course level **Groups > Courses** and use this information to cascade down to the students that are members of the classes associated to the courses.

**Basic Group Details**

Name*	<input type="text" value="Art&amp;Design/GCEA"/>	Description*	<input type="text" value="Art &amp; Desigb GCE Advanced One Year"/>
Start Date*	<input type="text" value="09/09/2013"/>	End Date	<input type="text"/>

---

**Additional Group Details**

Planned Hours Qualification*	Planned Hours Non-Qualification*
<input type="text" value="180"/>	<input type="text"/>

---

**Learning Aim Details**

Type	Code	Description	Planned End Date	Core	
<span style="color: red;">-</span> QN Code	60000041 / EC1	CILEx Level 2 Certificate In Criminal Prosecution Administration (QCF)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
QN Code	<NOT SELECTED>		23/07/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To perform this cascade, or any other amendment or addition of learning hours to students on courses or otherwise, you should go to **Census module > Routines > Learning Hours Maintenance** page.

Select the academic year you wish to work within and then select the students whose learning hours you wish to maintain. As this is a post 16 data item you are most likely going to be selecting your year 12 and 13 students.

### Planned Learning Hours Maintenance for Academic Year 20/21

Update Qual and Non-Qual Hours for the selected student  
The courses listed are calculated based on student membership as at Autumn School census date for the chosen academic year. For students starting after this date the Planned hours will have to be input manually.

Qual Hours 
 Non-Qual Hours 

 Overwrite existing values

	Last Name	First Name	UPN	Year Group	Tutor Group	Courses	Qual Hours	Non-Qual Hours	Total Hours
<input type="checkbox"/>	Abbott	Dave	R 204639814020	10	10B		<input type="text" value="0"/>	<input type="text" value="0"/>	0
<input type="checkbox"/>	Addison	David	J 204639814023	07	07B		<input type="text" value="0"/>	<input type="text" value="0"/>	0
<input type="checkbox"/>	Addison	Harry	F 93663981125 A	08	08A		<input type="text" value="0"/>	<input type="text" value="0"/>	0
<input type="checkbox"/>	Addison	Rachel	P 93663981081 A	10	10B		<input type="text" value="0"/>	<input type="text" value="0"/>	0

You can use the tools on the **Learning Hours Maintenance** screen to update the data from the student's courses (**Calculate hours from courses** button) and then to manually amend any exceptions or deviations from the standard. Once this is saved it will then be retrievable by the Census processes and included in the **Autumn Return**.

## Programme Aim

From **Autumn 2020** there will be 3 types of 16-19 programme:

- **Study programme** (including traineeships)
- **T Level transition** programme (for those students who will move on to a T Level but need targeted support to prepare them for T Level study)
- **T Level**

The programme aim captures information about the whole programme. Therefore, the start and end dates reflect the overall programme duration, and the completion status reflects whether all the components in that programme were completed or not

## Programme Type

The Programme Type indicates the type of Programme each Learning Aim belongs to. This should be the same type as selected for the parent Programme Aim now that they are linked.

**Note:** The Learning Aim cannot be attached to the Programme Aim if the Programme Type is different.

The process of assigning a Student to Programme Aims can now be performed in bulk via **Modules > Curriculum > Manage Programme Aims** – See **What’s New Page 5** of this guide.

Or individually you will be able to add the **Programme Aim** and the **Programme Type** from within the student record under **Enrolment>Programme Aim and Learning Aims**.

**George Abrahall** Georgei Abrahall

Gender: Female, Date of Birth: 22/07/2004, Year Group: 12, Admission No.: 00042090, House: Talbot

sonali.sankpal@bromcom.com | 07459625632

787, Marshal wall, Street, locality, London, BR2 9LY

DOB, Female Test, Disadvantaged (PP), Service Child PP, Attendance Concern, Gifted & Talented

**Programme Aims**

Programme Type	Start Date	End Date	Planned End Date
T level Continuing	03/09/2020	-	31/07/2022

**Student Prior Attainment**

The **Autumn Census** also requires the inclusion of the student’s prior attainment in English and Maths GCSE or equivalent qualifications.

This is important to include as the data will be used to determine funding for post 16 students as well as exemption from funding criteria for those students who have achieved an equivalent recognised qualification.

In order to administer this information, you should go to **Modules > Census > Routines > Student prior Attainment** screen. Select the students that you wish to administer and either edit their data directly to include their qualifications or, as is preferable, use the **Update from Exams** button which will retrieve student qualifications from the student exam results information.

If a student is exempt from the requirements for funding in either English or Mathematics then check the box against the appropriate subject and enter a reason for exemption.

[Update from Exams](#) [Bulk Update](#)

	First Name	Last Name	Admission Number	English GCSE					Mathematics GCSE				
				Exempt	Exempt Reason	Grade	Year Award	Notes	Exempt	Exempt Reason	Grade	Year Award	Notes
<input type="checkbox"/>	Michelle	Ahmed	S0112A	<input type="checkbox"/>		<NOT SE	<NOT SE		<input type="checkbox"/>		<NOT SE	<NOT SE	
<input type="checkbox"/>	Michael	Aziz	S0113A	<input type="checkbox"/>		<NOT SE	<NOT SE		<input type="checkbox"/>		<NOT SE	<NOT SE	
<input type="checkbox"/>	Selina	Barnes	S0115A	<input type="checkbox"/>		<NOT SE	<NOT SE		<input type="checkbox"/>		<NOT SE	<NOT SE	
<input type="checkbox"/>	Ned	Belchier	S0072A	<input type="checkbox"/>		<NOT SE	<NOT SE		<input type="checkbox"/>		<NOT SE	<NOT SE	
<input type="checkbox"/>	Robyn	Buleni	S0118A	<input type="checkbox"/>		<NOT SE	<NOT SE		<input type="checkbox"/>		<NOT SE	<NOT SE	

### Basis of Funding, Receipt of Extended hours and Disability Funding

Primary schools should be recording the above items of data for their students in order to deliver the data for funding purposes.

Funding & Allowances

Pupil Premium    Top Up Fundings    Early Years Pupil Premium    Additional Information

Student is paid for a Uniform Allowance

The child is in receipt of child disability living allowance

The child receives free early education

Post looked after Arrangements

Not declared

\*Economic criteria

\*High-level SEN or disability

\*Looked after or adopted from care

\*Basis for 2 year old Funding

Thirty Hour Code

Close    Save

The Basis of funding should be selected from the 3 options shown

In order for a student to be correctly in receipt of extended hours of funding (entered via the pupil reconciliation section of **Census**) they should also have been provided with a valid 11-digit **Thirty Hour code**. This code should be entered in the provided box within the funding & allowances panel.

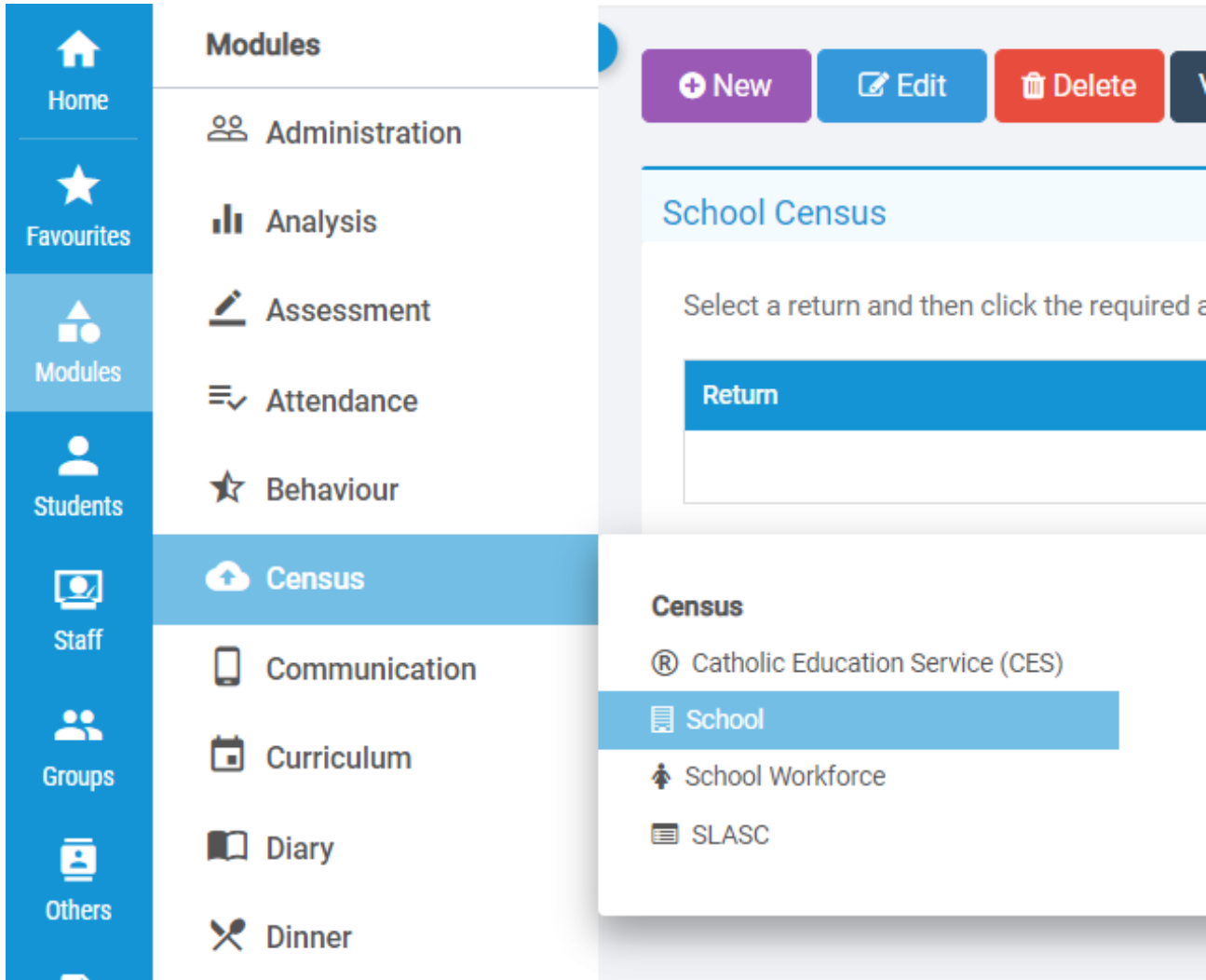
Finally the Disability funding indicator is derived from students who have a valid check against both of:

- The child is in receipt of child disability living allowance
- The child receives free early education

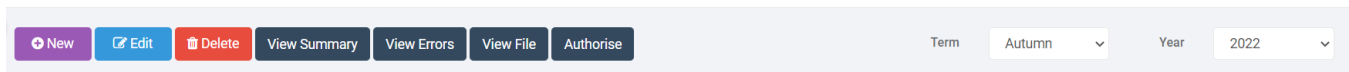


## Generating the School Census

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



Select the Academic **Year** and **Census** term.



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

You will now see the **Census Parameter** screen. This is pre populated for you but it is worth checking that all the details are correct.

### Census Parameters

Reference Date	<input type="text" value="06/10/2022"/>		
Title	<input type="text" value="2022 Autumn"/>		
Exclusions include from	<input type="text"/>		through to <input type="text"/>

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

The section to the right of the **Census Parameters** shows your **School Details**. Make sure these 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.

### School Details

School name	Bromcom School of Technology			<a href="#">Refresh</a>
LA	DERBYSHIRE	LA ID	830	Estab. No. 9991
Address	1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS			
Telephone	004420 8290 7171	Fax Number	020 8290 7199	
E-mail	info@bromcom.com			<a href="#">Edit</a>
School Phase	Primary	NC Year Range	N1 to 6	
Intake	Religious School	Gender of Initial Intake	Coeducational	
Governance	Academy	Type of School	Academy	
				<a href="#">Edit</a>

Once you have confirmed that the details are correct click the **Generate** button to generate your **Census**.

The screenshot shows a web interface for 'Census Parameters'. At the top left, there are two buttons: 'Back' and 'Generate'. The 'Generate' button is highlighted with a red rectangular box. Below the buttons, the form contains the following fields:

- Reference Date:** A date input field containing '06/10/2022' with a calendar icon to its right.
- Title:** A text input field containing '2022 Autumn'.
- Exclusions include from:** A date input field (empty) with a calendar icon, followed by the text 'through to', another date input field (empty) with a calendar icon.

Below the form fields, there is a note: 'Attendance and Exclusion dates are defined by the census specification and not expected to be changed.'

Your return will now be generated. This may take a while, be patient and wait for it to complete.

Once the **Return** has been generated you will have the option to **Save**. This will save the entered **Census** information and allows it to be edited later. Clicking the **Save & Validate** button will generate the **Census** file.

This screenshot shows the same 'Census Parameters' form as above, but with different values and additional buttons. At the top left, there are three buttons: 'Back', 'Save', and 'Save & Validate'. The form fields are:

- Reference Date:** A date input field containing '01/09/2021' with a calendar icon to its right.
- Title:** A text input field containing '2021 Autumn'.
- Exclusions include from:** A date input field (empty) with a calendar icon, followed by the text 'through to', another date input field (empty) with a calendar icon.

Below the form fields, there is a note: 'Attendance and Exclusion dates are defined by the census specification and not expected to be changed.'

### Pupil Reconciliation Funded Hours

Further down the screen on the **Census Data Entry** page you may see that 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 schools.

The table below shows the entitlement to **funded hours**.

DoB ranges and school type / pupil NC year group	Maximum funded universal free entitlement hours
2 and 3 year olds born between 01/09/2018 and 31/08/2020 (inclusive) - all relevant schools and year groups	15
4 year olds born between 01/09/2017 and 31/08/2018(inclusive) For pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15

The table below show the entitlement for **extended funded hours**.

DoB ranges and school type / pupil national curriculum year group	Maximum funded universal free entitlement and extended free entitlement hours
Extended funded entitlement hours are available for pupils aged 3 and those pupils aged 4 who are in year groups 'E1', 'E2', 'N1' or 'N2' only.	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
3 year olds Born between 2018-09-01 and 2019-08-31 (inclusive) - with a valid 30-hour code - all relevant schools and year groups	
4 year olds Born between 2017-09-01 and 2018-08-31 (inclusive) - with a valid 30-hour code - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	
Pupils who are in 'reception' (or above) are not recorded as receiving the extended funded entitlement as they are in full time education.	

Using the **Update Funded Hours** button you can apply the **Funded Hours** and **Hours at Setting** to the relevant **Age** group. Once you have selected the hours for the particular age click on 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.

Pupil Reconciliation

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours
Addy, Makoto	4	24/06/2016	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Arkowski, Andrzej	4	02/09/2015	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Aziz, Amanda	4	07/02/2016	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Bailey, Elliot	3	15/07/2017	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Barnes, Matthew	3	07/11/2016	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Ben-Harch, Selina	4	03/01/2016	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Brown, Zara	3	23/04/2017	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**Note:** The **Pupil Reconciliation Panel** for entering funded hours will only show students who are under the Age of 5 and not in the **Reception Year Group**. Students under the age of 5 and in the **Reception Year Group** will not appear in this panel.

The funded hours required by the **DfE** to be returned in this **Census** are for students in the **N1** or **N2** year group and under the age of 5.

### Pupil School Lunch

For some school phases the collection of pupil lunch information is a requirement in the **Autumn 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 those students who took (or are expected to take) school lunch on the date of **Census**.

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**.

Pupil School Lunch

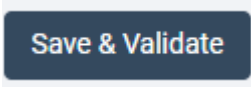
Name	UPN	Year Group	Tutor Group	Enrolment Status	<input type="checkbox"/> Lunch Taken
Adam, Sarah	Z830999120252	2	2SL	Current(Single Registration)	<input type="checkbox"/>
Adams, Andy	N830999120253	2	2SJ	Current(Single Registration)	<input checked="" type="checkbox"/>
Addison, David	C830999120254	2	2SJ	Current(Single Registration)	<input checked="" type="checkbox"/>
Addison, Oliver	R830999120255	2	2SJ	Current(Single Registration)	<input type="checkbox"/>
Alsop, Steven	B830999120263	1	1LN	Current(Single Registration)	<input type="checkbox"/>
Andrews, Christine	Q830999120264	1	1SA	Current(Single Registration)	<input checked="" type="checkbox"/>
Angell, Charlotte	E830999120265	1	1SA	Current(Single Registration)	<input checked="" type="checkbox"/>
Argent, James	U830999120266	2	2SJ	Current(Single Registration)	<input type="checkbox"/>
Arkowski, Andrzej	H830999120267	1	1SA	Current(Single Registration)	<input checked="" type="checkbox"/>
Arojojoye, Alexandra	L830999120269	1	1SA	Current(Single Registration)	<input checked="" type="checkbox"/>

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

For subsequent generations of the **Census** file within the same term you may 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** to do this click the **Save & Validate** button. This will generate the **Census** file and run the validation process that will identify if there are any errors or queries with your **Return**.



This validation process may take a while so please be patient.

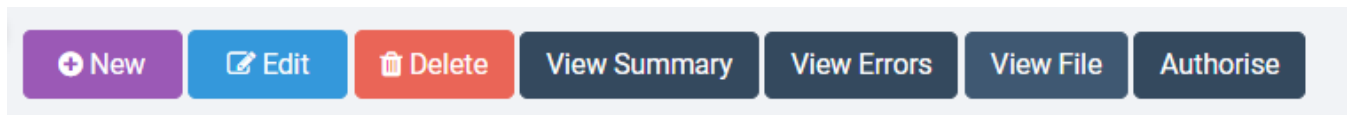
### Census Views

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

**View Summary** – This gives you the **Summary** page for the return. You may want to print this 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. The **Census 2020 Error Resolution** guide.

**View 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**.



### Select Year and Census

Now you have generated a **School Census Return**, you will need to deal with the **Errors** before **Authorising** and **Submitting** the **Return**.

From the **Year**-dropdown menu, make sure that the **Year** for which you want access your **Generated Census** is selected. By default, you should not have to change as it will show the **Current Year**. i.e. Term is **Autumn** , Year is **2022**.

You should now select the appropriate **Season** from the **Census** dropdown menu; the options are:

- Spring
- Summer
- Autumn

**(Note:** The **Year** you select here is the **Calendar Year** and **NOT** the **Academic Year**)

### Select the Return

Having made your selections, you will see that the screen updates to show any **Returns** which have already been generated. Each **Return** will clearly identify:

- Return Name
- Created Date
- Return Created By
- No. of Errors
- Authorised (Yes/No)
- Date Authorised

Click on the required **Return** file to select, this will now highlight blue.

### View Errors

Click> **View Errors** and the screen will update showing similar to the example below but for Autumn 2022.

**Error Details - Census Return 2021 Autumn-001 - Created on 01/09/2021 - By Mrs M Kutlay**

There are 456 errors including 456 unresolved errors

There are 523 queries including 523 unresolved queries

Grid actions: Copy Excel CSV PDF Print Search:

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	100					Reference date must be present and valid for the term.		✕
Error	2120	00009	08B	08	Gaston, Olive	UPN: C204639814100. Name: Gaston, Olive. Date of Birth: 2009-07-17, Female SEN provision is missing or invalid.	🔍	✕

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



## Working within the error summary screen

The Error Summary page has two sections, **Census Return Summary and Errors** and the **Queries Data Grid**.

### Census Return Summary Area

**Error Details - Census Return 2021 Autumn-001 - Created on 01/09/2021 - By Mrs M Kutlay**

There are **456** errors including **456** unresolved errors

There are **523** queries including **523** unresolved queries

The **Census Return Summary and Errors** displays a summary of the **Return** including the number of **Errors** and **Queries** resolved and unresolved.

### Errors and Queries Data Grid

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	100					Reference date must be present and valid for the term.		X
Error	130					DfE number and phase are not consistent.	Q	X
Error	2475	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Attendance code is invalid.	Q	X
Error	2490	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Pupil reporting number of sessions missed with no corresponding reason (attendance code).	Q	X
Error	2572	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Attendance code is invalid for absence reported for the second half of the summer term.	Q	X
Error	2574	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Pupil reporting number of sessions missed with no corresponding reason (attendance code) for the second half of the summer term.	Q	X
Error	2475	00796	N1	6	Wood, Daniel	UPN: F93663980770A. Name: Wood, Daniel. Date of Birth: 2009-09-10, Male Attendance code is invalid.	Q	X
Error	2490	00796	N1	6	Wood, Daniel	UPN: F93663980770A. Name: Wood, Daniel. Date of Birth: 2009-09-10, Male Pupil reporting number of sessions missed with no corresponding reason (attendance code).	Q	X
Error	2572	00796	N1	6	Wood, Daniel	UPN: F93663980770A. Name: Wood, Daniel. Date of Birth: 2009-09-10, Male Attendance code is invalid for absence reported for the second half of the summer term.	Q	X

The **Queries Data Grid** displays each unresolved **Error** or **Query** row by row.

## Navigating the Data Grid



Grid actions: Copy Excel CSV PDF Print Search:

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	2475	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Attendance code is invalid.	Q	X
Error	2490	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Pupil reporting number of sessions missed with no corresponding reason (attendance code).	Q	X

Columns in the **Data Grid** can be sorted by **Error/Query, Number, Admission Number, Tutor Group, Year Group, Student Name, Detail** or **Status** (unlabelled dropdown menu to the right).

Enter the name or number in the **Search** box and press enter, the **Data Grid** will now display the entered information only.

Note: The **Number** filter option displays the **Sequence/Error Number** which can be referenced against the [School Census Error Resolutions 2020 Guide](#).

The **Status** columns can be sorted so you can see which items you have marked as resolved. **Resolved** issues , **Unresolved** issues .


Across the top there are options to export the data, such as Excel.

## Dealing with Errors and Queries


In regards to dealing with the Errors/Queries shown, you are able to use the **Errors and Queries** Data Grid to:

- Link directly to the required MIS Page in order to correct the **Error/Query** (this is not available on all **Errors/Queries** however)
- Mark **Errors/Queries** as **Resolved** or **Unresolved** (initially all will be **Unresolved**)

## Using the Error/Query Link to MIS Page

Within the **Errors and Queries Data Grid**, it is possible to link directly to the MIS Page where the **Error/Query** can be resolved; this is possible for all those **Errors/Queries** where you see a **Magnifying Glass** icon .

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.	Q	✓
Error	1840	8476	5JP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.	Q	X
Error	1840	8477	5JP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.	Q	✓
Error	1840	8478	5JP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.	Q	X
Error	1840	8479	5DS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.	Q	X

Click on the **Magnifying Glass** icon  to link to the required MIS Page in order to deal with the **Error** or **Query**, this page will open in a new window.


From any new window which you have opened via the link, correct the **Error/Query**, then **Save** and close that window. From the **Error and Query Data Grid**, you should now mark that you have **Resolved** that particular **Error/Query**.

## Marking an Error or Query as Resolved

As at this time there is no refresh option for the **Census** you are running, it is advisable that you mark each **Error** and **Query** you deal with as **Resolved**; this will make it easier to track those **Errors** and **Queries** you still need to deal with.

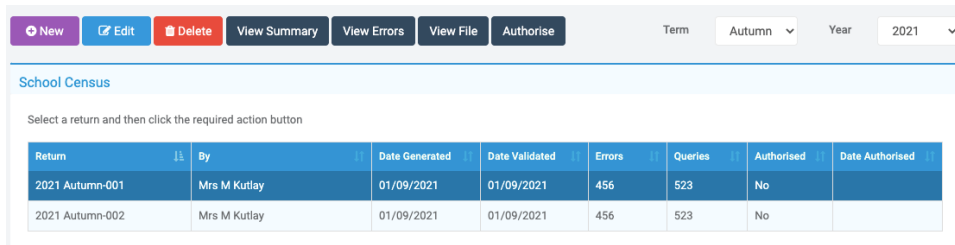
Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.	Q	✓
Error	1840	8476	5JP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.	Q	✗
Error	1840	8477	5JP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.	Q	✓
Error	1840	8478	5JP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.	Q	✗
Error	1840	8479	SDS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.	Q	✗

To change the **Status** of an **Error/Query**, click on the **Unresolved** icon  the **Error/Query** will change to the green **Resolved** icon  and the row will highlight green.

If required, you can change a **Resolved Error/Query** to **Unresolved**; to do this click on the **Resolved** icon  which will now toggle back to **Unresolved**, removing the green row highlight as well.

## Authorise and View File

Once you have dealt with all of the errors and are happy with any of the outstanding queries please re-run the **Census** and click the **Authorise** button. The file is now ready to be submitted, click the **View File** button and save a copy to a location on your machine.



Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised
2021 Autumn-001	Mrs M Kutlay	01/09/2021	01/09/2021	456	523	No	
2021 Autumn-002	Mrs M Kutlay	01/09/2021	01/09/2021	456	523	No	

**This is the end of the Autumn 2022 Census Guide.**

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