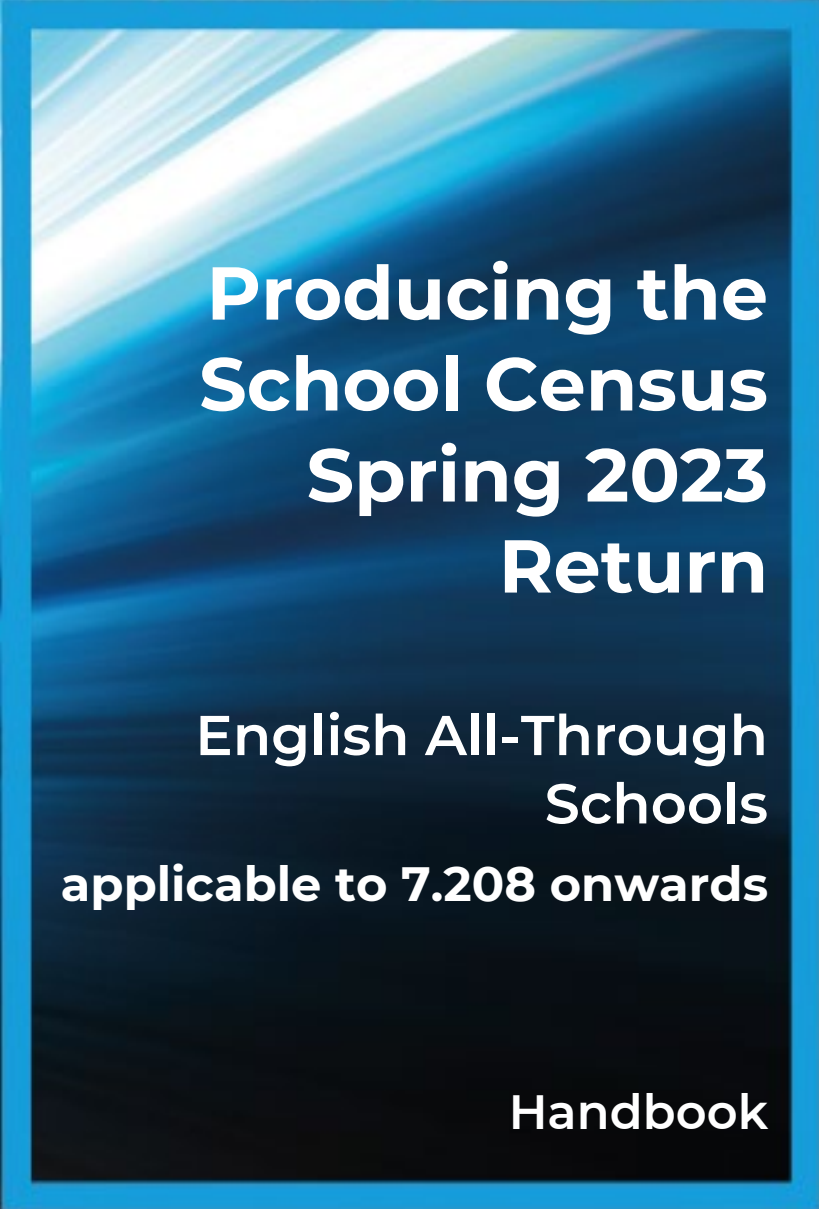




**SIMS**



**Producing the  
School Census  
Spring 2023  
Return**

**English All-Through  
Schools  
applicable to 7.208 onwards**

**Handbook**

## Revision History

Version	Change Description	Date
7.208 - 1.0	Initial release.	06/09/2022

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Doc Ref: SC23\_AT\_7208/HBK/060922/AW

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

[publications@educationsoftwaresolutions.co.uk](mailto:publications@educationsoftwaresolutions.co.uk)

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 All-Through schools in England to complete the School Census Spring 2023 Return, which takes place on Thursday 19 January.

The School Census Spring 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 pupil/student details, e.g. pupil/student address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from All-Through schools in England for the School Census Spring 2023 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.*

## How has the School Census Spring Return Changed?

Changes to the School Census Spring Return include the following:

### School Census Spring 2023 Key Dates

- Census day 19/01/2023
- Attendance collected from 01/09/2022 to 31/12/2022
- Exclusions collected from 18/04/2022 to 31/12/2022
- Alternative Provision Placements collected from 06/10/2022 to 19/01/2023
- Funding and Monitoring collected from 01/08/2022 to 19/01/2023
- Learner Support collected from 01/08/2022 to 19/01/2023
- Free School Meal Eligibility collected from 07/10/2022 to 19/01/2023.

## Attendance Information - Manual Entry

Not applicable to Nursery schools

The number of sessions that a pupil/student is unable to attend due to Coronavirus is no longer being collected. Therefore, the total coronavirus sessions (**T Corona Sessions**) column has been removed from the **Attendance** panel used by schools that enter attendance information manually.



### More Information:

*SIMS Attendance/Lesson Monitor Not in Use on page 52*

## Alternative Provision

Not applicable to Nursery schools

**Focus | Pupil (or Student) | Pupil (or Student) Details  
Routines | Statutory Return | School Census**

Two new Alternative Provision data items are being collected in the Spring census:

- Companies House Number
- Alternative Provision Postcode.

These two new items are also included in the Alternative Provision detail report, which can be accessed via the School Census menu route.



### More Information:

*Alternative Provision Report on page 66*

## Young Carer

Not applicable to Nursery schools

**Focus | Pupil (or Student) | Pupil (or Student) Details  
Routines | Statutory Return | School Census**

**Young Carer** indicator is a new data item collected in the Spring census. If a child is identified as a young carer, two options are available for selection:

- Identified by Parent or guardian
- Identified by School.

A new **Young Carer Identified By** column has been added to the On Roll Basic Details detail report, which can be accessed via the School Census menu route.



### More Information:

*On-Roll Basic Details Report on page 60*

## School Time

Not applicable to Nursery schools

### School | School Details

**School Time** is a new data item being collected in the Spring 2023 census. The collection is currently voluntary but will be mandatory in Spring 2024.

The definition of School Time is the total compulsory time pupil/students spend in school, in a typical five-day week, i.e. from morning registration to the end of the school day (official home time). This includes breaks and lunchtime but not optional activities before or after school.



### Additional Resources:

*Recording/Editing School Details* section in the *General SIMS Setup* chapter of the *Setting up and Administering SIMS* handbook

## 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.

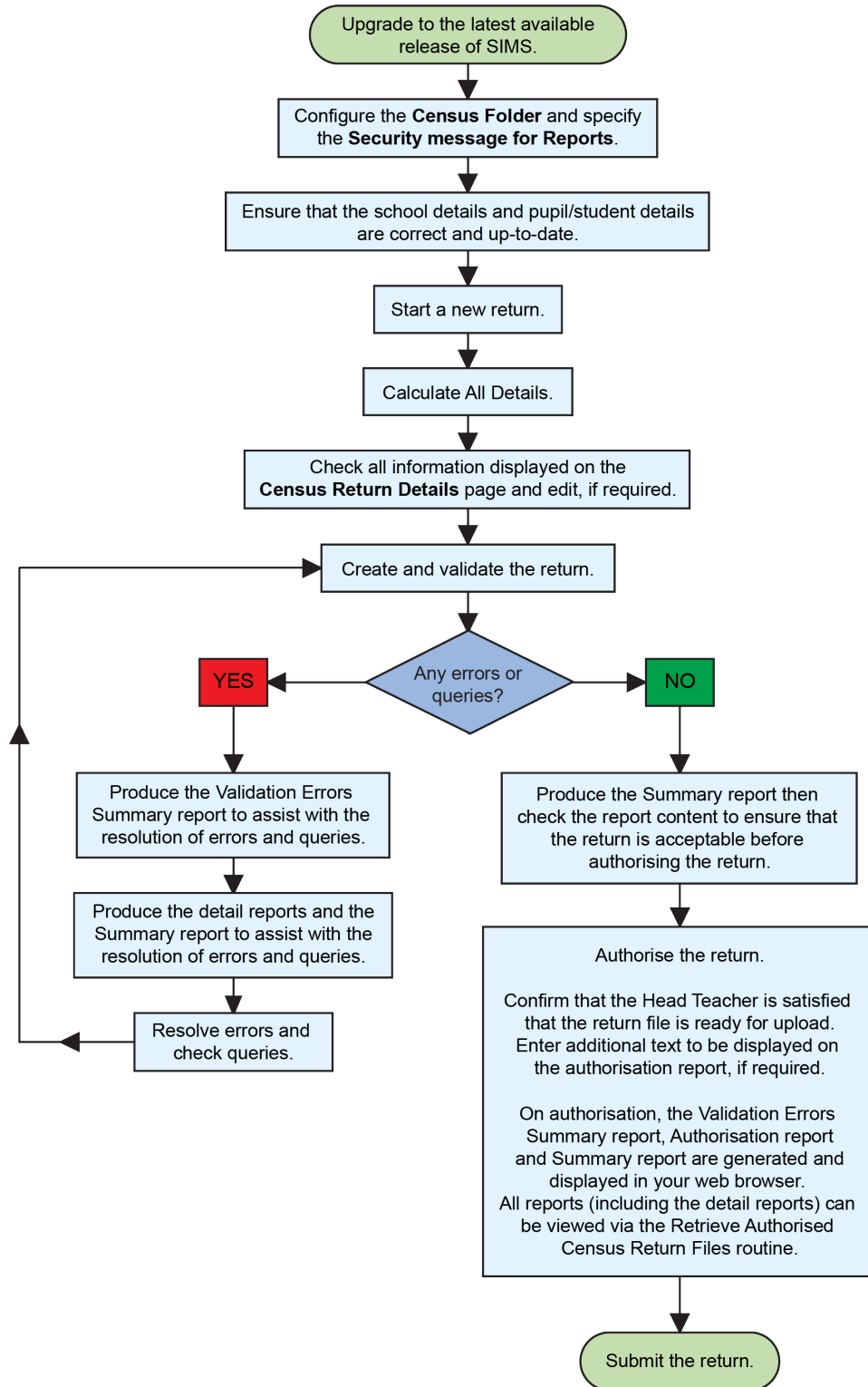
The SIMS Newsfeed - Main Hub provides links to all the statutory returns related newsfeeds

([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 Spring 2023
  - SIMS Newsfeed - DfE CBDS 2022/23
  - SIMS Newsfeed - Course Management for SIMS 7 Autumn Release 2022
- SIMS Newsfeed - Series 2300 Filesets for SIMS 7 Autumn Release 2022.

## 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.





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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. pupil/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 6).

### 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 Autumn Release (7.208) 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 7.208 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 pupil/student level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupil/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 All-Through schools for the School Census Spring 2023 Return.

### School Level Data

- School Characteristics:
  - LA number
  - DfE establishment number
  - school name
  - school phase
  - school type
  - highest and lowest national curriculum year

- intake type
- governance
- school time
- school email address and telephone number.
- Admissions Appeals (if applicable, i.e. Academies, Voluntary Aided schools, etc.):
  - Infant: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
  - Primary: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
  - Secondary: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
- Pupil/Student Reconciliation:
  - part-time pupil/students not at school
  - private study pupil/students
  - pupil/students at another school
  - pupil/students on work experience
  - pupil/students at Further Education (FE) colleges.
- Class Information:
  - class name
  - number of teachers in class
  - number of teachers on planning and preparation time (PPA)
  - number of adult non-teachers in class
  - class year group
  - class type
  - class key stage
  - class activity
  - number of pupil/students in the class from the host school, number of pupil/students in the class from other schools (guest pupil/students)
  - reason for class size exception and number of pupils to which the class size exception reason applies.
- Miscellaneous:
  - free school meals taken
  - childcare provision on site
  - signposted off site childcare provision
  - type of childcare (e.g. before school, after school, etc.)
  - opening time and closing time
  - number of childcare places
  - childcare provider
  - other schools
  - number of weeks that the childcare provision is open.

## **Pupil/Student Level Data**

- Pupil/Student Identifiers:
  - unique pupil number (UPN) and former UPN
  - unique learner number (ULN)
  - surname, forename, middle names, preferred surname and former surname
  - gender
  - date of birth.
- Pupil/Student Characteristics:
  - ethnicity
  - first language
  - free school meal eligibility start date and end date, UK country in which the eligibility applies
  - school dinner taken
  - learner support code
  - Youth Support Services Agreement (YSSA) indicator
  - service children in education indicator
  - top-up funding indicator
  - post looked after arrangements
  - funded hours, extended childcare hours, 30 hour code, disability access fund indicator and hours at setting
  - funding and monitoring
  - early years pupil premium receipt (EYPPR)
  - early years pupil premium basis of funding (EYPPBF)
  - two year old basis for funding
  - young carer identified by parent/guardian or school.
- Pupil/Student Status:
  - enrolment status
  - class type
  - date of entry
  - date of leaving
  - part-time indicator
  - boarder indicator
  - actual national curriculum year group.
- Special Educational Needs:
  - SEN provision
  - SEN type ranking
  - SEN type for each SEN need
  - member of SEN unit indicator
  - member of resourced provision indicator.

- Alternative Provision Placement (06/10/2022 to 19/01/2023):
  - unique reference number (URN)
  - UK provider register number (UKPRN)
  - setting type
  - companies house number
  - alternative provision postcode
  - placement reason
  - placement entry date
  - SEN provision at end of entry
  - placement leaving date
  - SEN provision at placement date of leaving
  - attendance pattern and sessions per week.
- Termly Exclusion Information (18/04/2022 to 31/12/2022):
  - exclusion category
  - reason(s) for exclusion
  - exclusion start date
  - actual number of sessions from which the pupil/student was excluded
  - pupil SEN provision (formerly stage).
- Pupil/Student Home Address: pupil/student's home address details, including post code and unique property reference number (UPRN).
- Termly Attendance Information (from the start of the 2022 Autumn term to 31/12/2022):
  - If SIMS Attendance is in use: all attendance categories are collected in the census.
  - If 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.

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 applicable *Preparing for the School Census Spring 2023* 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 School Census return, ensure that all pupil/student and school information is present and up-to-date in SIMS.

The School Census Spring 2023 Return collects data for:

- all pupil/students on the register on 19/01/2023 (census day).
- any additional pupil/students not on-roll on census day who:
  - had at least one Attendance session during the collection period from 01/09/2022 to 31/12/2022 (please see *Attendance Report* on page 61).
  - had exclusions that started between 18/04/2022 and 31/12/2022 (please see *Exclusions Report* on page 61).
  - had an alternative provision placement between 06/10/2022 and 19/01/2023 (please see *Alternative Provision Report* on page 66).

### 03| Producing the School Census Spring Return

- had funding and monitoring information between 01/08/2022 and 19/01/2023 (please see *Funding and Monitoring Report* on page 64).
- had Learner Support funding during the collection period 01/08/2022 to 19/01/2023 (please see *Learner Support Report* on page 63).

The **Census Folder** and **Security message for Reports** must be specified before clicking the **New** button to create a new return. A message is displayed if a census folder has not been defined.

It is possible to create more than one return. This enables you to carry out dry runs to determine what data needs to be added or updated. Any unwanted returns can be deleted, providing they have not been authorised (please see *Deleting an Unauthorised Return* on page 75).

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

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

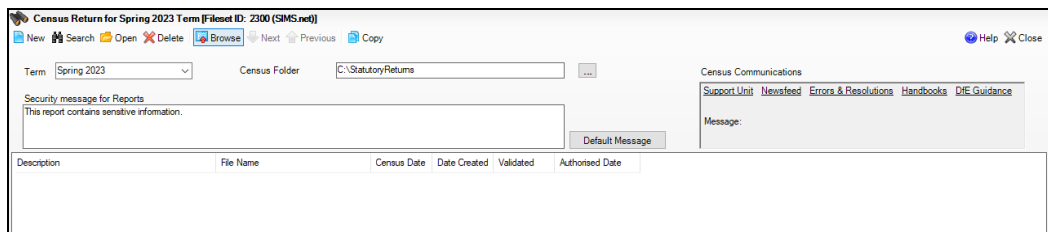
When the files are loaded, the **Census Return** browser is displayed.

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 2300 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 **Spring 2023**. The Fileset ID is displayed in the browser header for information only.



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

## 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*

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 dates (most of which are read-only):

- The census date is displayed as 19/01/2023.
- Attendance data collected from the start of the 2022 Autumn term to 31/12/2022.  
The **Attendance Collected from** date displays the start date of the Autumn term as recorded in the School Diary (via **Focus | School | School Diary**).
- Exclusions data collected from 18/04/2022 to 31/12/2022.
- AP (Alternative Provision) Placements from 06/10/2022 to 19/01/2023.
- FAM (Funding and Monitoring) collected from 01/08/2022 to 19/01/2023.
- Learner Support collected from 01/08/2022 to 19/01/2023.
- FSM (Free School Meal) eligibility collected from 07/10/2022 to 19/01/2023 (**applicable to on-roll pupil/students only**).

1 Census Details		Calculate All Details	
Census Date	19/01/2023		
Description	School Census Spring 2023		
Attendance collected from	01/09/2022	Attendance collected to	31/12/2022
Exclusions collected from	18/04/2022	Exclusions collected to	31/12/2022
AP Placements collected from	06/10/2022	AP Placements collected to	19/01/2023
FAM collected from	01/08/2022	FAM collected to	19/01/2023
Learner Support collected from	01/08/2022	Learner Support collected to	19/01/2023
*FSM collected from	07/10/2022	FSM collected to	19/01/2023
<small>*Only collected for on roll pupils not leavers</small>			

By default, the return **Description** is displayed as **School Census Spring 2023** but 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 for Spring Term** browser and can be particularly useful when creating dry runs or copies of existing returns.

## Specifying the Selected Period on Census Day

The selected period on the census day is used in conjunction with the class information collected in the return. It is based on the last digit of the DfE establishment number and is the period on census day (as defined by the DfE) when your school should run the return.

*NOTE: These times move down by one each year, i.e. a school using 'one hour before the end of morning school' last year will use 'one hour after the start of morning school' this year.*

For more information about the selected period on census day, please refer to the DfE guidance about how to complete the school census (<https://www.gov.uk/guidance/complete-the-school-census/data-items-2022-to-2023>). Navigate to the **Class information** section, where selected period details are documented.

If different parts of the school use different timetable structures, e.g. the Primary part of a school has registration classes years 2 to 6 and the Secondary part of the school has timetabled classes years 7 to 13, the school should return class information for the timetable structure that applies to Key Stage 1. For example, if lunch is at midday for pupil/students following a primary timetable but at 1pm for pupils following a secondary timetable, the end of morning school should be taken to be midday and not 1pm.

By default, the lowest year on your school's timetable is displayed as the year taught in (YTI) when the timetable classes begin.

1. If the required **Reference Date** is different to that displayed (e.g. because the school is closed on census day due to severe weather conditions), enter an alternative date or select a date from the Calendar.
2. Ensure that the lowest year that you want to report as being on the timetable is displayed in the **YTI when timetabled classes begin** field. Select a different YTI from the drop-down list, if required.

Pupil/students in curriculum year groups below that displayed are assumed to be taught in non-timetabled classes, i.e. registration groups.

The example in the following graphic shows an All-Through school with no timetable for years 2 to 6 but where a timetable is set for years 7 to 13.

**2 Selected Period on Census Day** Calculate All Details

Reference Date: 19/01/2023

The census will assume that students below this YTI are taught in registration group

YTI when timetabled classes begin: Curriculum Year 7

Selected Period: Period Name: Thu:3  Include Alternative Curriculum

3. Select the **Selected Period** from the **Period Name** drop-down list. This is the period on census day that your school should run the return, as defined by the DfE.

**NOTE:** The **Selected Period** must be specified before you can **Calculate All Details**.

4. If you want to **Include Alternative Curriculum** periods in the **Classes** panel, select the associated check box.
5. Click the **Calculate All Details** button.

### 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.

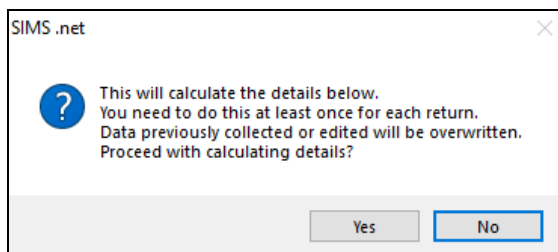
**IMPORTANT NOTE:** You must calculate all details at least once to populate the various panels for each return.

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 pupil/students in the school, there might be a short delay while details are calculated.

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

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

## 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.

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.

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

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 School Childcare Details

School childcare details are collected annually in the School Census Spring return.

Details can be entered via **Focus | School | School Details**, enabling the information to be maintained at any time throughout the year.

The **Childcare** panel (on the **Census Return Details** page) displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the **Edit** button. This provides a direct link to the **School Details** page.

If no childcare information is recorded, a validation error is triggered when the return is run.

Calculated childcare information can be edited, if required.

4 Childcare								
Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School Childcare	Yes	No	07:00		30	School	No	
After School Childcare	Yes	No		18:00	20	School	No	
Holiday Childcare	No	No						
Under Fives Childcare	No	No						

1. Click the **Edit** button in the **Childcare** panel to display the **School Details** page.

2. Click the **Childcare** hyperlink to display the **Childcare** panel, where the current childcare details are displayed.

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	Open
Before School Childcare	Yes	No	07:00		30	School	No			
After School Childcare	Yes	No		18:00	20	School	No			
Holiday Childcare	No	No								
Under Fives Childcare	No	No								

3. Double-click one of the four existing records to display the **Update Childcare Details** dialog. Alternatively, highlight a record then click the **Open** button.

4. Enter the required details.
  - **Type** - based on the record you have opened, the type of childcare being provided is displayed automatically. The four types of childcare collected for the return are:
    - **Before School Childcare**
    - **After School Childcare**
    - **Holiday Childcare**
    - **Under Fives Childcare.**
  - **On Site** - select the applicable option from the drop-down list:
    - **Yes** - select this option if childcare is being provided on the school premises.
    - **No** - select this option if childcare is undertaken off the school premises, i.e. your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation.
  - **Signposted** - one of the following options must always be selected from the drop-down list:
    - **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your pupil/students, including transport to their site.
    - **Yes, list of providers that pick up from school** - select this option if a list of local providers that will pick up pupil/students from the school to help parents is provided.
    - **No**
    - **Not Known.**
  - **Opening Time** - enter the time that the service becomes available (not applicable to after school care).

*NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*
  - **Closing Time** - enter the time that the service closed (not applicable to before school care).

*NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 17:30.*
  - **Number of Childcare Places** - enter the maximum number of childcare places that the service can provide.
  - **Provider** - select the description from the drop-down list that most accurately describes the provider of the service:
    - **School**
    - **School in Partnership** (with another provider)
    - **Other (non-school) Provider.**



- **Other Schools** - is the service made available to children from other schools? Select as applicable from the drop-down list:
    - **Yes**
    - **No**
    - **Unknown.**
  - **Weeks Open** - enter the number of weeks for which childcare is provided (applicable to holiday and under-fives childcare only).
  - **Notes** - notes can be added and then edited later, if required.
5. Click the **OK** button to return to the **School Details** page.
  6. Click the **Save** button and then the **OK** button to return to the **Census Return Details** page.

## Managing Early Years Data

Applicable to schools with Early Years children only

The early years data collected in the School Census is used to determine the amount of the dedicated schools grant (DSG) allocation provided to local authorities to fund their early years providers.

More information about the early years national funding formula (allocations and guidance) is available on the GOV.UK website (<https://www.gov.uk/education/early-years-funding>).

The **Early Years** panel consists of three grids:

- **Early Years**
- **Early Years Pupil Premium Receipt**
- **2 Year Old Basis for Funding.**

## Editing Early Years

Early Years data is collected from all schools that have early years pupil/students on-roll on census day. The following items are collected:

- Hours at Setting
- Funded Hours
- Disability Access Fund
- 30 Hour Code
- Extended Funded Hours.

*NOTE: Disability Access Fund, 30 Hour Code and Extended Funded Hours are not collected in the census for pupil/students aged two at 31/12/2022.*

## Funded Hours and Hours at Setting

Funded universal free entitlement hours are the total number of free childcare hours that a child receives. All three and four year old pupil/students are eligible for 15 hours funded childcare a week. Advice about the eligibility of two year old children for funded childcare can be found on the DfE website (<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>).

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Hours at Setting include funded free entitlement hours (as described previously) plus any additional hours funded by other means.

The hours collected in this return are for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Funded Universal Free Entitlement Hours Maximum Entitlement
01/09/2018 to 31/12/2020 inclusive	All relevant schools and year groups.	15 hours
01/01/2018 to 31/08/2018 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.	15 hours

### Disability Access Fund

The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupil/students who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA) and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

Disability Access Fund data is collected in this return for pupil/students who are in receipt of the fund on census day.

Date of Birth Ranges	School Type and National Curriculum Year Group
01/09/2018 to 31/12/2019 inclusive	All relevant schools and year groups.
01/01/2018 to 31/08/2018 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.

Additional information about the Disability Access Fund is available via the DfE website (<https://www.gov.uk/education/early-years-funding>).

### Extended Funded Hours and 30 Hour Code

**Extended Funded Hours** are the number of hours that a child can receive in addition to the initial 15 funded hours. Extended Funded Hours are applicable to three and four year old pupil/students only.

Extended Funded Hours can double the original 15 hours of free childcare to 30 hours a week, i.e. 15 funded free entitlement hours + 15 extended entitlement hours = 30 hours, provided that the following criteria are met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than the specified amount.

Parents who meet the extended funded hours criteria must obtain a unique code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended childcare hours.

The 11-digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Maximum Funded Universal Free Entitlement and Extended Free Entitlement Hours
01/09/2018 to 31/12/2019 inclusive	Applicable to all relevant schools and year groups.  A valid <b>30 Hour Code</b> must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.
01/01/2018 to 31/08/2018 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.  A valid <b>30 Hour Code</b> must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.

Extended Funded Hours information provided by the DfE can be found on their website

(<https://www.gov.uk/government/publications/30-hours-free-childcare-late-and-early-years-provider-guide>).

## Recording Early Years

The required data can be recorded:

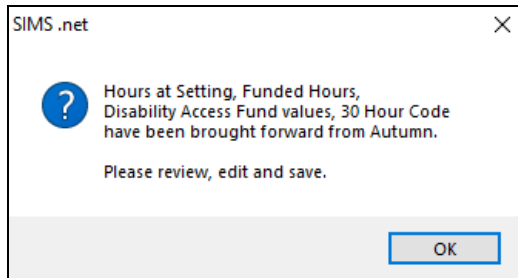
- via the **Edit** button in the **Early Years** panel
- via **Tools | Statutory Returns Tools | Update Early Years - Update Early Years** page. The data in the **Early Years** panel must be refreshed by clicking the **Recalculate** button after using the Update Early Years routine.

If data has been recorded previously, the values are displayed in the read-only **Early Years** panel. Only cohorts applicable to your school are displayed.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins, Eve	28/07/2020	001840	N2	PM	3	3	15	15	No		
Birkett, Scott	03/03/2020	001841	N2	AM	3	3	15	15	No		
Cardale, Luke	17/05/2020	001842	N2	PM	3	3	30	15	No	10038877533	
Carmichael, Meghan	21/06/2020	001843	N2	AM	3	3			No		
Ciobanu, Mitica	23/09/2019	001844	N2	AM	3	4			No		
Clifton, Rhianna	25/04/2020	001845	N2	PM	3	3			No		
Dickinson, Adam	05/12/2019	001846	N2	PM	3	4			No		

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1. In the **Early Years** panel, click the **Edit** button to display a message informing you that data has been brought forward from the previous census.



2. Click the **OK** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.

*TIP: To view the data recorded for a previous term (in the current academic year), select the required **Term** from the drop-down list.*

**Update Early Years**

Save Undo

**Census** Term: Spring 2023 Update Hours

**Pupils View** Age at 31/08/2022: All YTI: All Reg: All Status: All

**Pupils**  
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2022

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins,Eve	28/07/2020	001840	N2	PM	3	3	15	15	No		
Birkett,Scott	03/03/2020	001841	N2	AM	3	3	15	15	No		
Cardale,Luke	17/05/2020	001842	N2	PM	3	3	30	15	No	10038877533	
Carmichael,Meghan	21/06/2020	001843	N2	AM	3	3			No		
Ciobanu,Mitica	23/09/2019	001844	N2	AM	3	4			No		
Clifford,Bianca	26/04/2020	001845	N2	PM	2	2			No		

Primary phase schools that have defined Early Years Attendance Patterns (via **Focus | Pupil | Pupil Details**) for pupil/students who are receiving free nursery care can update Hours at Setting automatically.

- a. Click the **Update Hours** button (applicable to Primary phase schools only).

The number of Hours at Setting that the listed pupil/students are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern) are displayed in the **Pupils** panel.

- b. Edit the values, if required.

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

3. To add or edit the number of **Hours at Setting, Funded Hours** and **Extended Funded Hours** for an individual pupil/student, select the required criteria in the **Pupils View** panel.

In the **Pupils** panel, highlight the required pupil/student, click the applicable cell and then enter the required number of hours.

**IMPORTANT NOTES:** Values for **Funded Hours, Hours at Setting** and **Extended Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.

If the value entered is within the range accepted by SIMS but is higher than what the DfE expects, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

4. If most of the pupil/students are receiving the same number of hours, the following method can be used to populate the column quickly:
  - a. In the **Pupils View** panel, select the required year group from the Year Taught In (**YTI**) drop-down list. The selected pupil/students only are displayed in the **Pupils** panel.
  - b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
  - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting, Funded Hours** or **Extended Funded Hours**, then enter the number of hours that is applicable to most pupil/students.  
This number is then entered automatically for all the selected pupil/students.
  - d. Click to the right of the grid to deselect all.
  - e. Edit the entry for each pupil/student who is receiving a different number of hours. This is achieved by highlighting the required pupil/student, clicking the associated **Hours at Setting, Funded Hours** or **Extended Funded Hours** cell (as applicable) then entering the required number.
5. Indicate whether the pupil/students are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
6. Enter the 11 digit **30 Hour Code** in the applicable cell, if in receipt of extended funded hours.

**IMPORTANT NOTE:** Each pupil/student must have a different 30 hour code. Ensure that all 11 digits are entered.

7. Click the **Save** button.  
If there are any pupil/students for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
8. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

**IMPORTANT NOTES:**

If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located at the top right-hand side of the **Early Years** panel) to ensure that the up-to-date data is displayed:

- any information is updated via **Tools | Statutory Return Tools | Update Early Years**
- a new pupil/student is added in SIMS
- a pupil/student's date of birth is amended.

Please note that when information is updated via the **Edit** button, the **Early Years** panel is refreshed automatically.

### Using the Status to determine if Hours at Setting or Funded Hours are recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

Only pupil/students who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.

3. Enter the required values for these pupil/students as described previously.
4. Click the **Save** button.

### Editing Early Years Pupil Premium Receipt

The data collected in the Spring School Census provides the DfE with information about Early Years Pupil Premium funding allocated to schools.

Information is required regarding three and four year olds who attend school and receive Early Years Pupil Premium (EYPP). Data is required for the following pupils:

- All three year old pupils who were born between 01/01/2019 and 31/12/2019 inclusive.
- Four year old pupils who were born between 01/09/2018 and 31/12/2018 (i.e. in any Nursery school year group).
- Four year old pupils (in years E1, E2, N1 and N2 excluding Nursery schools) and born between 01/01/2018 and 31/08/2018 inclusive.

Children are eligible for Early Years Pupil Premium (EYPP) if they are receiving any hours of funded early education and any of the following:

- they meet the benefits-related criteria for Free School Meals

*NOTE: Meals delivered as part of the universal entitlement are not Free School Meals.*

- they are in care
- they have been adopted from care.

The second grid in the **Early Years** panel deals with a pupil/student's **Early Years Pupil Premium Receipt** only. The pupils displayed in this grid make up a sub-set of the first grid (i.e. relevant three and four year olds).

Early Years Pupil Premium Receipt								
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Atkins,Eve	28/07/2019	001840	N2	PM	3	3	No	Not Eligible
Birkett,Scott	03/03/2019	001841	N2	AM	3	3	No	Receipt - economic
Cardale,Luke	17/05/2019	001842	N2	PM	3	3	No	Not Eligible
Carmichael,Meghan	21/06/2019	001843	N2	AM	3	3	No	Not Eligible
Ciobanu,Mitica	23/09/2018	001844	N2	AM	3	4	No	Not Eligible
Clifton,Rhianna	25/04/2019	001845	N2	PM	3	3	No	Receipt - economic an..
Dickinson,Adam	05/12/2018	001846	N2	PM	3	4	No	Receipt - unknown

Specify the reason why the pupil is receiving EYPP (if applicable) by clicking the cell adjacent to their name, then selecting the required option from the **Basis for EYPP Eligibility** drop-down list:

- **Not Eligible**
- **Receipt - Economic**  
In receipt through eligibility for economic reasons, i.e. where they are in receipt via eligibility for the benefits-related criteria for FSM.
- **Receipt - Other**  
In receipt through eligibility for other reasons, i.e. where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order.
- **Receipt - Economic and Other**  
In receipt through eligibility for both reasons, i.e. where they are in receipt through eligibility for both economic and other reasons.
- **Receipt - Unknown**  
In receipt through eligibility for unknown basis, i.e. where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why.

**WARNING:** If you **Recalculate** or **Calculated All Details** before saving, your **Basis for EYPP Eligibility** edits are lost.



**More Information:**

EYPPR Report on page 65

## Editing Two Year Old Basis for Funding

The **2 Year Old Basis for Funding** grid (located in the **Early Years** panel) enables schools to enter the basis of funding for each pupil/student with a date of birth between 01/01/2020 and 31/12/2020 inclusive.

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High Level SEN or Disability	Looked After or Adopted From Care
Bocetti, Mateo	17/05/2020	001771	N1	N1 AM	Yes	Yes	No
Bordet, Petra	20/05/2020	001772	N1	N1 PM	Yes	No	No
Ellis, Mark	15/02/2020	001773	N1	N1 PM	No	Yes	No
Hussaine, Amyra	12/01/2020	001774	N1	N1 A..	No		
Jameson, Eve	12/04/2020	001775	N1	N1 PM			
Wilson, Jack	07/03/2020	001778	N1	N1 AM			

1. Click a cell in the **Economic Criteria** column, then select **Yes** or **No** from the drop-down list to indicate if this basis for funding applies to the adjacent two year old pupil.
2. Repeat this process in the **High level SEN or Disability** and **Looked After or Adopted From Care** columns.

*NOTE: A pupil might meet one or more of the criterions. Select **Yes** to each applicable basis for funding.*

3. Repeat this process for all two year old pupil/students.



**More Information:**

2 Year Old Basis for Funding Report on page 65

## Editing Class Types

The type of class (either **Nursery** or **Other**) that each pupil/student belongs to on census day must be specified. Pupil/Students in your Nursery class should be specified as **Nursery**, with all other pupil/students specified as **Other**.

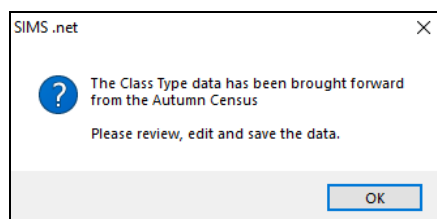
If the class types have been recorded previously via **Tools | Statutory Return Tools | Update Class Type**, the data is displayed in the **Class Type** panel.

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2018	Male	001780	R	ELM		✓
Abbott, Jessica	17/02/2016	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2015	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2016	Male	001651	2	2IB		✓
Ackton, Charlotte	10/02/2016	Female	001590	3	3CB		✓
Ackton, Simon	12/12/2018	Male	001860	R	PINE		✓

The **Class Type** panel is read-only. However, you can review, edit and save class types by clicking the **Edit** button.



1. Click the **Edit** button. A message informs you that the class type data has been brought forward from the previous census.



2. Click the **OK** button to display the **Update Class Type** dialog.

**Update Class Type**

Save Undo

Census Term: Spring 2023

Pupils View YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2018	Male	001780	R	ELM	✓	
Abbott, Jessica	17/02/2016	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2015	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2016	Male	001651	2	2JB		✓
Ackton, Charlotte	10/02/2016	Female	001590	3	3CB		✓
Ackton, Simon	12/12/2018	Male	001860	R	PINE		✓
Adams, Nancy	18/12/2012	Female	001460	E	ERP		✓

*NOTE: If new pupils exist the default class type is displayed as blank.*

3. To specify the class type for an individual pupil, click the appropriate cell of the **Nursery** or **Other** column to display a tick. Clicking again removes the tick.
4. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
  - a. Right-click the **Other** column header, then select **Check All** from the pop-up menu.
  - b. In the **Pupils View** panel, select a Nursery year from the year taught in (**YTI**) drop-down list.  
The selected pupils only are displayed in the **Pupils** panel.
  - c. Right-click the **Nursery** column header then select **Check All** from the pop-up menu.
  - d. Repeat steps *b* and *c* for any additional Nursery year.
  - e. To ensure that your selection is correct, select **All** from the Year Taught In (**YTI**) drop-down list, then check the data displayed.
5. Click the **Save** button.

6. If a message is displayed advising you that some pupils have not been assigned a class type, click the **No** button then ensure that a class type is allocated to every pupil before saving again.

**IMPORTANT NOTE:** To prevent validation failures when the School Census file is created, every pupil/student must be assigned a class type.

7. Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed in the **Class Type** panel.



**Additional Resources:**

*Preparing for the School Census Spring 2023 Return guide*

### Resetting All Class Types

To reset all class types (via the **Update Class Type** page), right-click the **Nursery** (or **Other**) column header, then select **Remove All** from the pop-up list. The **Nursery** (or **Other**) column is cleared of all ticks.

Re-enter the correct class types for all pupil/students as previously described.

### Identifying which Pupils have no Class Type Specified

To ensure that all pupil/students are assigned to a class type (via the **Update Class Type** page), select **No Class Type** from the **Status** drop-down list in the **Pupils View** panel. Any pupil/students without a **Class Type** are displayed in the **Pupils** panel.

Specify a class type for these pupils, as previously described.

### Editing Pupil/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 pupil/students.

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

If the pupil/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	8	8E	K	No
Marsden	Marsden	Olivia	8	8B		No
Terrell	Terrell	Kiara	10	10B		No
Tuner	Tuner	Lacey	11	11E		No

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

1. Click the **Edit** button to display the **Update Pupil (or Student)s with Top-up Funding** dialog. The pupil/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 pupil/students you wish to record as having top-up funding.

***TIP:** Click the **Search** button to display a list of all pupil/students who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.*

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

Preferred Surname:  SEN:  Ever in care at this school:

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

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

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

Preferred Surname:  SEN:  Ever in care at this school:

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

- To remove a pupil/student from the **Top-up Funding** list, highlight the required pupil/student, then click the **Remove** button. The pupil/student's 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 data and arrange the list of pupil/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 Spring 2023 Return guide*

## Editing Pupil/Student Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupil/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 pupil/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 pupil/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 pupil/student, must be done via the **Edit** button.

- Click the **Edit** button to display the **Update Pupil (or Student)s Post Looked After Arrangements** page. Any pupil/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 pupil/students you wish to record as having PLAA.

**TIP:** Click the **Search** button to display a list of pupil/students who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.

Term: Spring 2023 Students On-Roll on Census Day

Surname:  Forename:  YTI: All

Preferred Surname:  Reg: All Ever in Care at this school: <Any>

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	Tabitha	11	11E	No
Smith	Smith	Tristan			No
Smitham	Smitham	Jason	13	Q	No

- Highlight the pupil/students who you want to record as having PLAA, then click the **Add** button to move the selected pupil/students automatically to the **Post Looked After Arrangements** list.

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

Post Looked After Arrangements

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	<input type="text" value="Adoption from England and Wales"/> <ul style="list-style-type: none"> <li>Adoption from state care outside of England and Wales</li> <li>Special guardianship order (SGO) from England and Wales</li> <li>Residence order (RO) from England and Wales</li> <li>Child arrangement order (CAO) from England and Wales</li> </ul>	<input checked="" type="checkbox"/>

- For each pupil/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.

7. 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.
8. Click the **Update** button to save the information and arrange the list of pupil/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.
9. Click the **OK** button to continue.
10. 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 Spring 2023 Return* guide



**More Information:**

*Post Looked After Arrangements Report* on page 65

## Updating Funding and Monitoring

**Not applicable to Nursery schools**

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

From the start of the academic year 2022/2023 (the 1 August is the earliest possible date), 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 pupil/students:

- Pupil/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 pupil/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**.)

- Pupil/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 pupil/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 pupil/student with the following enrolment status: **C, M, F** or **O**. (Funding and Monitoring code = **21**.)
- Pupil/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 pupil/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 pupil/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.

## What Data should be entered?

*NOTE: Before entering tutoring hours, ensure that **Tutoring** is selected for applicable pupil/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.

	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 the start of the Autumn term to the Autumn census date (06/10/2022).	All hours of tutoring from the start of the Autumn term 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 the start of the Autumn term 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 the start of the Autumn term 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.

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	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug
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.

Primary school phase:

Name	YTI	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug
Abbott, Jessica	3	✓	5			
Abhra, Shaqib	3	✓	5			
Abrams, Paul	2	✓	5			
Ackton, Charlotte	3	✓	4.5			
Adams, Nancy	5	✓	0			

Secondary school phase:

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, Abjitt	7			✓	3			
Acton, Jordan	13	✓						
Chapman, Amber	8			✓				
Mollohan, Keara	7			✓				
Smith, Aria	9			✓				

**NOTE:** Only pupil/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.

Primary school phase:

Census																															
Academic Year		2022/2023		On roll and leavers from 01/08/2022 to 31/07/2023																											
Effective Date		16/05/2022																													
Pupils View																															
Age at 31/08/2022		All		YTI		All		Year Group		All		Reg		All		SEN		All		Dep Privation Pupil Premium		All		FSMEver6		All		Pupil Premium Indicator		All	
Pupils																															
Name	Date of Birth	Age at 31/08/2022	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug	Notes														
Abbas,Latif	11/11/2016	5	R	Year R	ELM	Single Registration				No																					
Abbott,Jessica	17/02/2014	8	3	Year 3	3TO	Single Registration			2021/2022	Yes	2021/2022	✓	5																		
Abhra,Shaqib	17/12/2013	8	3	Year 3	3TO	Single Registration				No		✓	5																		
Abrams,Paul	15/12/2014	7	2	Year 2	2JB	Single Registration				No		✓	5																		
Ackton,Charlotte	10/02/2014	8	3	Year 3	3CB	Single Registration				No		✓	4.5																		
Ackton,Simon	12/12/2016	5	R	Year R	PL-	Single Registration				No																					
Ackton,Simon	18/12/2014	8	R	Year 3	3CB	Single Registration			2021/2022	Yes	2021/2022	✓	5																		

Secondary school phase:

Census																															
Academic Year		2022/2023		On roll and leavers from 01/08/2022 to 19/01/2023																											
Effective Date		19/01/2023																													
Students View																															
Age at 31/08/2022		All		YTI		All		Year Group		All		Reg		All		SEN		All		Dep Privation 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																					
Abhra,Abit	10/17/2005	17	12	Year 12	7A	Single Registration				No			✓	✓	✓	3															
Ackton, Jordan	11/02/2004	18	13	Year 13	13	Single Registration			2017/2018	No	2017/2018	✓	✓	✓																	

3. In the **Pupil** (or **Student**) **View** panel, specify the required filters. The content of the **Pupil** (or **Student**) panel changes to reflect the options selected.  
Read-only pupil/student information is displayed in the columns on the left-hand side of the **Pupil** (or **Student**) panel. This information is shown as at the system date.  
Cells with a white background are editable.
4. If applicable, 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 pupil/students have been receiving tuition funding, select the **Check All** option.
  - b. Any pupil/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. If applicable, specify which pupil/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 pupil/student, a completed programme and an additional continuing programme is reported.

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

6. If applicable, specify which Year 12 pupil/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 pupil/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 pupil/student and **Starting New Programme** is not ticked, a continuing programme is reported.

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 pupil/students have been receiving tutoring, select the **Check All** option.
  - b. Any pupil/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 pupil/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 pupil/student(s). Clicking the **Undo** button reverts the changes, if required.  
The cumulative Spring hours only are reported in the Spring 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/publications/recovery-premium-funding/recovery-premium-funding>).

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>).

## Managing School Dinners Taken on Census Day

**Applicable to schools with pupils in Reception, Year 1 and Year 2**

All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the local authority. The School Census Spring 2023 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

*NOTES: The **Reference Date** is provided so that your school can report school dinners taken on an alternative date to census day, if required.*

*The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.*

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If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both modules are not in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.

8 School Dinner Taken

Reference Date: 19/01/2023

All pupils including those eligible for FSM should be included below

Group By

Calculate From Attendance

Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Ackton	Charlotte	1	ELM	Single Registration	
Adams	Nancy	2	2GH	Single Registration	
Adams	Sadie	R	PINE	Single Registration	
Alala	Candis	1	OAK	Single Registration	
Alala	Michael	2	2GH	Single Registration	
Alyona	Tatyana	1	PINE	Single Registration	
Andrews	Richard	1	ELM	Single Registration	
Barden	Olivia	R	ASH	Single Registration	
Bartram	Piers	R	OAK	Single Registration	
Bateman	Vincent	R	PINE	Single Registration	
Bennet	Eloise	1	ASH	Single Registration	
Benson	Chantal	1	OAK	Single Registration	

Total Taken: 0 Total Not Taken: 178

Tick All

Reset

1	By default, the <b>Reference Date</b> is set to 19/01/2023 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the situation. However, the reference date must be within the Spring term date range.
2	Click the required column header to sort the data.
3	The <b>Calculate From Attendance</b> button is displayed only if SIMS Attendance is in use.
4	The <b>Calculate from Dinner Money</b> button is displayed only if SIMS Dinner Money is in use.
5	When the <b>Reset</b> button is clicked all existing ticks are removed from the <b>School Dinner Taken</b> column enabling you to start the process again.
6	The <b>Total Taken</b> and <b>Total Not Taken</b> provide an indication of whether the number of school dinners taken is correct or whether edits are required.

After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.



#### More Information:

*School Dinner Taken Report* on page 63

## Using Dinner Money to Calculate School Dinners Taken on Census Day

If SIMS Dinner Money is in use, the Dinner Money data recorded for census day can be used to calculate the number of school dinners taken on census day.

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

SIMS Dinner Money takes into account these different meal types and populates the **School Dinner Taken** column with ticks where meals provided by the school only have been taken.

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Abrams	Paul	1	ELM	Single Registration	
Ackton	Charlotte	2	2GH	Single Registration	✓
Aditya	Zayan	R	PINE	Single Registration	✓
Ainsley	Charlotte	1	OAK	Single Registration	✓
Alala	Michael	2	2GH	Single Registration	
Alberts	Courtney	1	PINE	Single Registration	
Andrews	Ching	1	ELM	Single Registration	✓
Andrews	Izabel	R	ASH	Single Registration	✓
Armitage	Elise	R	OAK	Single Registration	✓
Atkins	Austin	R	PINE	Single Registration	✓
Atkins	Portia	1	ASH	Single Registration	
Barnes	Isaac	1	OAK	Single Registration	✓

Total Taken: 91 Total Not Taken: 87

1. Click the **Calculate From Dinner Money** button.

**WARNING:** Clicking the **Calculate From Dinner Money** button overwrites all existing data in the **School Dinner Taken** panel.

If SIMS detects missing information, the following message is displayed:

**Dinner Money information is incomplete. Please ensure that meals are recorded in Dinner Money.**

2. Click the **Cancel** button to return to SIMS where the missing information can be entered or the **OK** button to continue.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of **School Provided**, with a description such as hot school meal or school sandwich.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

## Using Attendance to Calculate School Dinners Taken on Census Day

The School Census Return only requires information about school meals provided by the school on census day. However, if SIMS Attendance is in use, the attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner.

The information calculated from attendance can be edited to so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

**WARNING:** Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

If missing marks exist, a message is displayed:

**Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.**

2. Click the **Cancel** button to return to SIMS where missing marks can be entered or the **OK** button to continue.

A tick is entered against each pupil who is marked as present on census day morning (i.e. AM session). It is possible that some of these pupils are not taking meals provided by the school, e.g. they go home for dinner or bring a packed lunch from home. Meals provided by the school only are required for the return.

Use the **Group By** functionality to group pupils by **Year Taught In, Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

## Using Manual Entry to Record School Dinners Taken on Census Day

If your school is not using SIMS Dinner Money or SIMS Attendance the number of school dinners taken on census day (i.e. meals provided by the school) can be entered manually.

**School Dinner Taken**

Reference Date: 19/01/2023

All pupils including those eligible for FSM should be included below

Group By: [v] [Dropdown]

Buttons: Calculate From Attendance, Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Abrams	Paul	1	ELM	Single Registration	
Ackton	Charlotte	2	2GH	Single Registration	✓
Aditya	Zayan	R	PINE	Single Registration	✓
Ainsley	Charlotte	1	OAK	Single Registration	✓
Alala	Michael	2	2GH	Single Registration	
Alberts	Courtney	1	PINE	Single Registration	
Andrews	Ching	1	ELM	Single Registration	✓
Andrews	Izabel	R	ASH	Single Registration	✓
Armitage	Elise	R	OAK	Single Registration	✓
Atkins	Austin	R	PINE	Single Registration	✓
Atkins	Portia	1	ASH	Single Registration	
Barnes	Isaac	1	OAK	Single Registration	✓

Total Taken: 91 Total Not Taken: 87

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.
2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).  
The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.
3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.
4. Continue editing until school dinner taken details are correct.

**WARNING:** Clicking the **Reset** button removes all existing ticks from the **School Dinner Taken** column.

## Editing Class Information

When the School Census is generated, the class information displayed is a 'snapshot' of SIMS data as of the selected period on census day. The selected period is based on the last digit of your DfE establishment number (please see *Specifying the Selected Period on Census Day* on page 15).

*NOTE: If the school is closed on census day, the information displayed is still based on classes as at census day.*

If the **Include Alternative Curriculum** check box is selected (in the **Selected Period on Census Day** panel), Alternative Curriculum periods are included in the list of class names displayed in the **Classes** panel.

For All-Through school with a timetable, the **Classes** panel consists of two sections, the **Reg Classes** (registration classes) panel and the **TT Classes** (timetabled classes) panel.



### More Information:

*Class Report* on page 65

## Editing Registration Classes

Schools with infant classes, i.e. reception and/or Key Stage 1 classes, should ensure that the selected period is one in which their infant classes are engaged in an academic activity rather than that of excepted activities, e.g. games, music, watching television, etc.

An indication as to the **Number of classes with unexplained excess** is displayed at the top of the panel (please see *Recording Reasons for Class Size Exceptions* on page 46).

The registration groups that have been set up in your pastoral structure are displayed in the read-only **Class Name** column. The **Total** numbers of pupil/students and staff are calculated automatically and displayed at the bottom of the panel.

Check and, if necessary, edit the information displayed.

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

The following graphic is an example of the panel for an All-Through school with a timetable.

**10 Classes**  
 Number of classes with unexplained excess:

**Reg Classes**

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
A1	5	0	0	0	0	Year 1	Other	Key Stage 1	
A2	6	0	0	0	0	Year 2	Other	Key Stage 1	
A3	6	0	0	(n/a)	0	Year 3	Other	Key Stage 2	
A4	6	0	0	(n/a)	0	Year 4	Other	Key Stage 2	
AE2	25	0	0	(n/a)	0	Year E2	Other	Foundation	
AN1	5	0	0	(n/a)	0	Year N1	Other	Foundation	
AN2	5	0	0	(n/a)	0	Year N2	Other	Foundation	
AR	6	0	0	0	0	Year R	Other	Foundation	
<b>Total</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				

**TT Classes**  
 Number of classes with unexplained excess:

Class Name	Students(On Roll)	Students(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
10x/En1	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10x/En2	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10x/En3	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10y/Pe1	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10y/Pe2	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10y/Pe3	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
10y/Pe4	20	0	1	(n/a)	0	Year 10	(n/a)	(n/a)	
<b>Total</b>	<b>264</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>1</b>				

The following graphic is an example of the panel for an All-Through school without a timetable.

**9 Classes**  
 Number of classes with unexplained excess:

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
10A	53	0	0	(n/a)	0	Year 10	(n/a)	(n/a)	(n/a)
11A	54	0	0	(n/a)	0	Year 11	(n/a)	(n/a)	(n/a)
12A	53	0	0	(n/a)	0	Year 12	(n/a)	(n/a)	(n/a)
13A	53	0	0	(n/a)	0	Year 13	(n/a)	(n/a)	(n/a)
1A	53	0	1	0	1	Year 1	Other	Key Sta..	Relationships Educati..
2A	53	0	1	0	1	Year 2	Other	Key Sta..	Art Craft or Design
<b>Total</b>	<b>739</b>	<b>1</b>	<b>23</b>	<b>2</b>	<b>12</b>				

Activity dropdown menu:

- Art Craft or Design
- English Literacy or Reading
- Foreign Language
- Group project work (includ..
- Humanities (including Geo..
- Mathematics or Numeracy
- Music Singing or Drama
- Other
- PE or Games
- Relationships Education, R..
- Religious Education
- Science
- Technology IT or Computing
- Watching TV or listening to..

- Pupils (On Roll)**  
 The number of pupil/students in the registration class at the selected period on census day is displayed. The entries in this column can be edited if required. Ensure that:

  - any pupil/students temporarily absent on the census day are included.
  - any part-time pupil/students not scheduled to be in school at the selected period are excluded. These pupil/students should be counted in the **Pupil Reconciliation** panel instead.



- **Pupils (Guest)**  
This column displays any guest pupil/students who are normally in the class at the selected period. Ensure that any guest pupil/students have an **Enrolment Status** of **Guest pupil** in the **Pupil Details** panel (**Focus | Pupil (or Student) | Pupil (or Student) Details**).
- **Teachers**  
Include all qualified and unqualified teachers taking the class at the selected period.  
Exclude teachers who are:
  - wholly or mainly providing support to individual pupil/students.
  - on Planning, Preparation and Assessment (PPA) time.
- **PPA Teachers**  
This column enables you to record the number of teachers on planning, preparation and assessment (PPA) time at the selected time on census day. The information is required for infant classes (i.e. Year Taught In R or Key Stage 1) only.
- **Support Staff**  
Include teaching assistants, special needs support staff, support staff for minority ethnic pupil/students and other education support staff in the class at the selected period.  
Exclude non-teaching staff wholly or mainly providing support to individual pupil/students.
- **Year Taught In (YTI)**  
This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.  
Select **Mixed Year** if a class contains pupils from more than one National Curriculum year.

*NOTE: This does not include classes containing any pupil/students who have been held back, or advanced a year and are of a different chronological age to the rest of the class.*

- **Type**  
This column displays the class type. To edit the class type, click in the cell then select either **Other** or **Nursery** (as appropriate) from the drop-down list.
- **Key Stage**  
This column displays the key stage of each registration class. This can be amended by clicking in the cell and selecting the required Key Stage from the drop-down list.

*NOTE: A **Mixed Key Stage** class is a class containing pupils from different key stages, e.g. Year 2 (Key Stage 1) and Year 3 (Key Stage 2), and not a class containing a child of a different age because they have been held back or advanced a year.*

▪ **Activity**

This column provides the ability to select the activity that the registration class was engaged in at the selected period. This is achieved by clicking in the required cell then selecting the applicable activity from the drop-down list. **Other** should not be selected unless none of the activities listed are appropriate.

**Recording Reasons for Class Size Exceptions**

Schools are required to provide information about exceptional class sizes, i.e. a teacher/pupil ratio of more than 1 teacher to 30 pupils (on-roll pupils plus guest pupils) in Year Taught In R or Key Stage 1.

A reason for the exception and the number of pupils to which the exception reason applies must be recorded.

1. Highlight the class record for which exception reasons need to be recorded.

Class Name	Pupils(On-...)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	Key/Stage	Activity
10A	54	0	0	(n/a)	0	Year 10	(n/a)	(n/a)	(n/a)
11A	54	0	0	(n/a)	0	Year 11	(n/a)	(n/a)	(n/a)
12A	53	0	0	(n/a)	0	Year 12	(n/a)	(n/a)	(n/a)
13A	53	0	0	(n/a)	0	Year 13	(n/a)	(n/a)	(n/a)
1A	33	0	1	0	0	Year 2	Other	Key Sta...	
2A	53	0	1	0	1	Year 2	Other	Key Sta...	
Total	739	1	23	2	12				

The **Class Size Exceptions** button is activated only when a record that displays an exceptional number of pupils is highlighted.

2. Click the **Class Size Exceptions** button to display the **Class Size Exceptions** dialog.

**Class Size Exceptions Details**

Class Name:

Total Pupils in Class:

Excess Pupils:

Total Exceptions Entered:

Unexplained Excess:

Reason Code	No of Pupils	
A	0	
B	0	
C	0	
D	0	
E	0	
F	0	
G	0	
H	0	
Total		0

Reason Code Description: The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school

A read-only summary of the current information is displayed on the left-hand side of the dialog.

3. Enter the **No of Pupils** adjacent to each applicable **Reason Code**.

*TIP: To update the **Total** and the summary information (located on the left-hand side) automatically, click in the white space below the **Reason Code** grid.*

4. Click the **Save** button to retain the information and return to the **Classes** panel.

The **Number of classes with unexplained excess** is updated to reflect the number of exceptions for which a reason must still be entered.

## Editing Timetabled Classes

The timetabled classes previously set up in Nova/Academic Management are displayed in the read-only **Class Name** column. The **Total** numbers of pupil/students and staff are calculated automatically and displayed at the bottom of the panel.

TT Classes		Number of classes with unexplained excess					0	
Class Name	Students(On Roll)	Students(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStag
▶ 10x/En1	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10x/En2	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10x/En3	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10y/Pe1	27	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10y/Pe2	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10y/Pe3	26	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
10y/Pe4	20	0	1	(n/a)	0	Year 10	(n/a)	(n/a)
Total		264	0	16	0	1		

Check and, if necessary, edit the following information.

- **Students (On Roll)**

The number of pupil/students in the timetabled class at the selected period is displayed. The entries in this column can be edited if required. Ensure that:

- any pupil/students temporarily absent on the census day are included.
- any part-time pupil/students not scheduled to be in school at the selected period are excluded. These pupil/students should be counted in the **Student Reconciliation** panel instead (please see *Editing Student Reconciliation* on page 49).

- **Students (Guest)**

This column displays any guest pupil/students who are normally in the timetabled class at the selected period. Ensure that any guest pupil/students have an **Enrolment Status** of **Guest student** in the **Student Details** panel (**Focus | Students | Student Details**).

- **Teachers**

Include all qualified and unqualified teachers taking the timetabled class at the selected period.

Exclude teachers who are:

- wholly or mainly providing support to individual pupil/students.
- on Planning, Preparation and Assessment (PPA) time.

- **Support Staff**

Include teaching assistants, special needs support staff, support staff for minority ethnic pupil/students and other education support staff in the timetabled class at the selected period.

Exclude non-teaching staff wholly or mainly providing support to individual pupil/students.

- **Year Taught In**

This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select **Mixed Year** if a timetabled class contains pupil/students from more than one National Curriculum year.

*NOTE: This does not include classes containing any pupil/students who have been held back, or advanced a year and are of a different chronological age to the rest of the class.*

**PPA Teachers, Type, Key Stage and Activity** (applicable to schools that have timetabled classes for Years Taught In under 7)

These columns are displayed/active only if your school has timetabled classes for Years Taught In under 7. If applicable, enter the required values.

## Recalculating the Classes Information

The data in the **Classes** panel can be replaced with the original data from the database by clicking the appropriate **Recalculate** button.

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

## Adding Classes

It might be necessary to add an additional class if, for example, some pupil/students are receiving additional teaching support. This is achieved by clicking the **New** button then entering the applicable class information in the additional row, which is displayed at the bottom of the table.

*NOTE: Remember to reduce the number of pupil/students in the main class.*

Ensure that you click the **Save** button to save the data and refresh the display.

## Deleting Classes

In some circumstances, classes might need to be deleted, e.g. if they do not normally take place at the selected period. This is achieved by highlighting the class then clicking the **Delete** button.

**IMPORTANT NOTE:** If you delete a class that contains pupil/students, you must recalculate again to ensure that pupil/student numbers are correct.

## Editing Student Reconciliation

The **Student Reconciliation** panel is used to reconcile the various categories of pupil/students with the numbers in the **Classes** panel. The number of on-roll pupil/students who are not in class at the selected period, because they are attending another school, part-time, etc. should be entered in the appropriate fields.

8 Student Reconciliation					
On roll students in classes	<input type="text" value="904"/>		Total students	<input type="text" value="904"/>	
Part-time students not at school	<input type="text" value="0"/>	Students on work experience	<input type="text" value="0"/>	Must agree with	
Private study students	<input type="text" value="0"/>	Students at FE colleges	<input type="text" value="0"/>	Students on roll	<input type="text" value="937"/>
Students at another school	<input type="text" value="0"/>				

For example:

In the previous example there are 937 **Students On Roll** but only 904 **On Roll students in classes**. The difference must be accounted for. This could be the number of pupil/students who are attending another school at the selected period. In which case, 33 should be entered in the **Students at another school** field.

1. If applicable, enter the number of **Part-time students not at school**, the number of **Private study students** and the number of **Students at another school**.
2. If applicable, enter the number of **Students on work experience** and the number of **Students at FE colleges**.
3. Check the values in the **Total students** and **Students On Roll** fields. The two values must be the same.

The value in the **Total students** field is calculated automatically and equals the sum of the following:

- **On roll students in classes**
- **Part-time students not at school**
- **Private study students**
- **Students at another school**
- **Students on work experience**
- **Students at FE colleges.**

4. Amend the values in the editable fields, if necessary.

## Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students and leavers aged four to 15 inclusive on 31/08/2022, who were on-roll for at least one session during the collection period from 01/09/2022 to 31/12/2022.

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.

**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.

The information displayed in the **Attendance** panel (after the **Calculate All Details** button is clicked) is dependent on which of the following is applicable:

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



**More Information:**

Attendance Report on page 61

### 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.

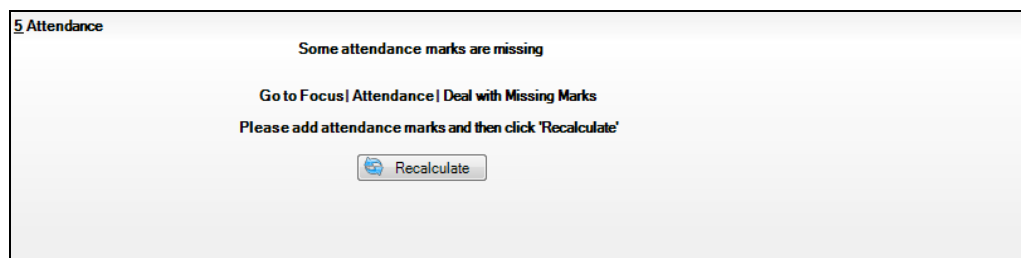
### Are your Attendance Codes DfE Compliant?

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.



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.*

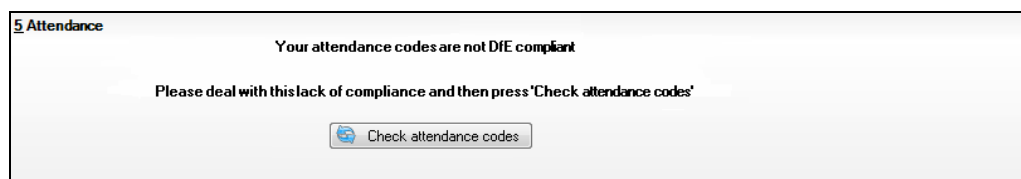


#### More Information:

Producing Detail Reports on page 60

### 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:

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

Surname	Forename	YTI	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences	T AEA Sessions	T Excep Sessions
Abbott	Jessica	Year 2	2JB	On Roll	0	0	0	0	0
Abhra	Abjit	Year 6	6VC	On Roll	0	0	0	0	0
Abhra	Alisha	Year 6	6VC	On Roll	0	0	0	0	0
Abhra	Shaquib	Year 2	2JB	On Roll	0	0	0	0	0
Abrams	Paul	Year 1	ELM	On Roll	0	0	0	0	0
Ackton	Charlotte	Year 2	2GH	On Roll	0	0	0	0	0
Ackton	Stan	Year 6	6KH	On Roll	0	0	0	0	0
Adams	Nancy	Year 4	4ES	On Roll	0	0	0	0	0
Adams	Sadie	Year 3	3CB	On Roll	0	0	0	0	0
Aditya	Zayan	Year R	PINE	On Roll	0	0	0	0	0
Ainsley	Charlotte	Year 1	OAK	On Roll	0	0	0	0	0
Akeman	Richard	Year 5	5BB	On Roll	0	0	0	0	0
Akeman	Steven	Year 5	5DT	On Roll	0	0	0	0	0
Alala	Candis	Year 4	4SL	On Roll	0	0	0	0	0

1. To filter the display of pupil/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 pupil/students.
2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column header.
3. For each pupil/student, enter the correct attendance numbers in the appropriate columns.
4. To clear the attendance information and check for additional pupil/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.



## Entering General Information

The **General** panel deals with the number of pupil/students who receive Free School Meals on census day.

<b>12 General</b>	
Number of free school meals taken on census day <input type="text" value="0"/>	FSM taken excludes the infant pupil universal entitlement (except for pupils in R.1,2 who are eligible for FSM)

Enter the **Number of free school meals taken on census day** by pupil/students, in any year, who are eligible for Free School Meals.

- Pupil/students should be included only if they meet the Free School Meals eligibility criteria (i.e. in respect to family income).
- If your school has pupil/students of a young age, do not include pupil/students taking school meals in Reception, Year 1 and Year 2, if they are not eligible for Free School Meals in respect to family income, e.g. they are receiving a Universal Infant School Meal only.



### More Information:

*General Report* on page 66

## Entering Infant Admissions Appeals Totals

Applicable to Primary and All-Through schools. Schools that were Academies, Voluntary Aided schools or Foundation schools at the time that the appeals were lodged, should also complete this panel.

The **Infant Admissions Appeals** panel deals with appeals lodged before 01/09/2022 against refusals to admit a child for a place at your school at the start of the 2022/2023 academic year.

All fields in this panel are editable and must be populated manually.

<b>13 Infant Admissions Appeals</b>	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section.(this does not include AP Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee
Lodged <input type="text" value="0"/>	Heard <input type="text" value="0"/>
Withdrawn <input type="text" value="0"/>	Upheld <input type="text" value="0"/>
	Rejected <input type="text" value="0"/>

1. Enter the total number of admissions appeals that have been **Lodged** and the total that have been **Withdrawn** before 01/09/2022 against a refusal to admit a child to the school for a place at the start of the 2022/2023 academic year.

Information about appeals lodged on or after 01/09/2022 is not required. Enter information related to entry to the school at the start of the academic year only.

2. Enter the total number of infant admissions appeals **Heard**, **Upheld** and **Rejected** by the **Independent Admission Committee**.

## Entering Primary Admissions Appeals Totals

Applicable to Primary, Middle deemed Primary and All-Through schools. Schools that were Academies, Voluntary Aided schools or Foundation schools at the time that the appeals were lodged, should also complete this panel.

The **Primary Admissions Appeals** panel deals with appeals lodged before 01/09/2022 against refusals to admit a pupil/student for a place at your school at the start of the 2022/2023 academic year.

*NOTE: The appeals records in this panel must include all infant admissions appeals, if applicable to your school.*

All fields in this panel must be populated manually.

14 Primary Admissions Appeals		Independent Admissions Committee	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section. (this does not include AP Academies, AP Free Schools, Academy Special Schools)		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

1. Enter the total number of admissions appeals (including infant admission appeals) that have been **Lodged** and the total that have been **Withdrawn** before 01/09/2022 against a refusal to admit a child to the school for a place at the start of the 2022/2023 academic year.

Information about appeals lodged on or after 01/09/2022 is not required. Enter information related to entry to the school at the start of the academic year only.

2. Enter the total number of admission appeals (including infant admissions appeals) **Heard**, **Upheld** and **Rejected** by the **Independent Admission Committee**.

If there are infants at your school, ensure that the **Infant Admission Appeals** panel is also completed (please see *Entering Infant Admissions Appeals Totals* on page 53).

## Entering Secondary Admissions Appeals Totals

Applicable to Secondary, Middle deemed Secondary and All-Through schools. Schools that were Academies, Voluntary Aided schools or Foundation schools at the time that the appeals were lodged, should also complete this panel.

The **Secondary Admissions Appeals** panel deals with appeals lodged before 01/09/2022 against refusals to admit a pupil/student for a place at your school at the start of the 2022/2023 academic year.

All fields in this panel are editable and must be populated manually.

11 Secondary Admissions Appeals		Independent Admissions Committee	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section. (this does not include AP Academies, AP Free Schools, Academy Special Schools)		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

1. Enter the total number of admissions appeals that have been **Lodged** and the total that have been **Withdrawn** before 01/09/2022 against a refusal to admit a child to the school for a place at the start of the 2022/2023 academic year.

Information about appeals lodged on or after 01/09/2022 is not required. Enter information related to entry to the school at the start of the academic year only.

2. Enter the total number of admissions appeals **Heard, Upheld** and **Rejected** by the **Independent Admission Committee**.

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated (please see *Creating and Validating the School Census Return* on page 57).



# 04 | Completing the School Census Spring Return

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<b>Producing Detail Reports .....</b>	<b>60</b>
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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).

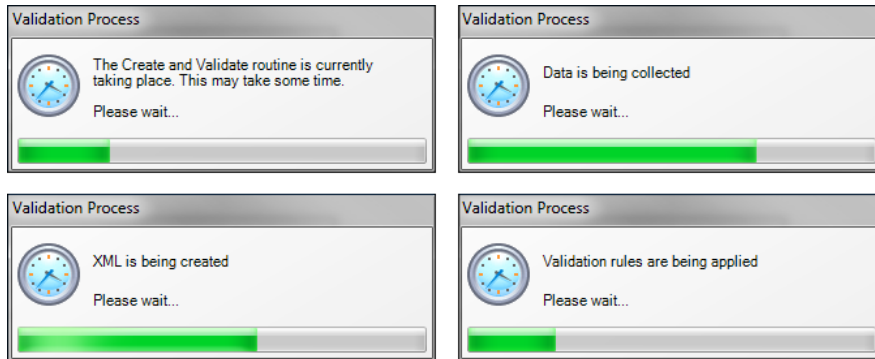
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

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 pupil/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 pupil/students at your school.

## 04| Completing the School Census Spring 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.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Jane  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, Rosel  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, Jack  Date of Birth: 2010-05-07, Male UPN: K823299140	# Go to Focus   Student   Student Details Ethnicultural panel and enter First language.
F	2350	Insufficient Address information provided.	Name: Bains, Kiri  Date of Birth: 2005-01-18, Male UPN: H520200105012	# 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: Sungal, Skaisel  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: V823299140	# Go to Focus Student Student details and check for duplicate pupil record.
Q	2350Q	Please check: Pupil record with no address details.	Name: Baines, Fiala  Date of Birth: 2013-09-14, Female UPN: C823299140	# Go to Focus Student Student Details Addresses and edit 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 pupil/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 pupil/student.
  - a. Enter all or part of a UPN, pupil/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 | Pupil (or 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 Pupil (or Student)s** 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 pupil/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: Pupil/students on-roll on census day.

This report provides basic information about the pupil/students, e.g. UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), date of admission (DOA), enrolment status, ethnicity, language, class type, Youth Support Services Agreement indicator (YSSA), part-time status and boarder status, young carer identified by (parent/guardian, school or not declared).



## Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on census day:

- Leavers with attendance from the start of the 2022 Autumn term to 31/12/2022
- Leavers with exclusions from 18/04/2022 to 31/12/2022
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded from 01/08/2022 to 19/01/2023
- Leavers with funding and monitoring from 01/08/2022 to 19/01/2023
- Leavers with alternative provision from 06/10/2022 to 19/01/2023.

This report provides basic information about 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), ethnicity, language, part-time status, boarder status, attendance, exclusions and learner support status.

## Exclusions Report

Report Criteria: Pupil/students with exclusions from 18/04/2022 to 31/12/2022:

- On-roll pupil/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 pupil/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 pupil/student was excluded, SEN provision and on-roll status.

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

## Attendance Report

Report Criteria: Pupil/students with attendance one term ago (from the start of the 2022 Autumn term to 31/12/2022).

*NOTE: On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2022.*

The Attendance report provides basic pupil/student information about the pupil/students who match the report criteria, i.e. UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA) and year taught in (YTI).

## 04 | Completing the School Census Spring Return

The attendance information included in the report is dependent on whether Attendance/Lesson Monitor is in use.

- Attendance/Lesson Monitor in Use:
  - termly sessions possible
  - on-roll status
  - present codes
  - approved education activity codes
  - attendance codes (divided into authorised and unauthorised sessions)
  - attendance not required codes.
- Attendance/Lesson Monitor Not in Use:
  - sessions possible
  - authorised absence sessions
  - unauthorised absence sessions
  - sessions approved educational activity (AEA)
  - exceptional sessions
  - On Roll Status.

### Absentees Report

Report Criteria: On-roll pupil/students and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago (01/09/2022 to 31/12/2022), who were aged four to 15 at 31/08/2022.

An individual pupil/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 pupil/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 pupil/student with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

This report provides a list of pupil/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, SEN type ranking, SEN type, member of SEN unit and member of resourced provision indicator and on-roll status.

## Address Details Report

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

This report provides a list of pupil/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.

## School Dinner Taken Report

Applicable to schools with pupils in Reception, Year 1 and Year 2

Report Criteria: Pupil/students on-roll on census day, who have taken school dinner on the reference date.

- Pupil/students in Year Taught In R, 1 and 2.
- Pupil/students in Year Taught In X who are aged four to six and who were born between 01/09/2015 and 31/08/2018 inclusive (**Special schools only**).

The report header also displays the total number of pupil/students, the total number of school dinners taken and the total number of school dinners not taken.

This report provides the following information about pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and school dinner taken (yes/no).

## Free School Meal Eligibility Report

Report Criteria: On-roll pupil/students on census day who were eligible for free school meals on or after 07/10/2022 and up to census day.

This report provides information on free school meal eligibility for pupil/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.*

## Learner Support Report

Report Criteria: On-roll pupil/students and leavers aged 16 plus at 31/08/2022 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2022 to 19/01/2023.

This report provides information about the applicable pupil/students: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), learner support and on-roll status.

## Top-up Funding Report

Report Criteria: On-roll pupil/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

**Not applicable to Nursery schools**

Report Criteria: On-roll pupil/students and leavers with funding and monitoring information for the collection period 01/08/2022 to 19/01/2023.

The report provides the following pupil/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 and on-roll status.

Funding and Monitoring key to codes:

01 = Pupil/student in receipt of National Tutoring Programme (NTP)

21 = Pupil/student in receipt of 16 to 19 tuition fund

22 = Pupil/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 Spring 2023 Return guide*

## Early Years Report

**Applicable to schools with Early Years children only**

Report Criteria: Pupils with early years data who are on-roll on census day.

- All two year old pupils who were born between 01/01/2020 and 31/12/2020 (hours at setting and funded hours only)
- All three year old pupils who were born between 01/01/2019 and 31/12/2019
- All four year old pupils who were born between 01/01/2018 and 31/08/2018 (with Year Taught In E1, E2, N1 and N2).

The report displays the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, 30 hour code, extended funded hours and disability access fund.

## EYPPR Report

Applicable to schools with Early Years children only

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

- All 3 year olds born between 01/01/2019 and 31/12/2019 (inclusive)
- 4 year olds (for other than Nursery – in E1, E2, N1 and N2 only) born between 01/01/2018 and 31/08/2018 (inclusive)
- 4 year olds (for Nursery – all pupils).

The Early Years Pupil Premium Receipt (EYPPR) report provides a list of all pupil/students, their UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), post looked after arrangements, hours at setting, funded hours and their basis for EYPP eligibility (e.g. receipt-economic, receipt-other, receipt-economic and other, receipt-unknown or not eligible).

## 2 Year Old Basis for Funding Report

Applicable to schools with Early Years children only

Report Criteria: Pupils on-roll on census day having two year old basis for funding data. All two year olds who were born between 01/01/2020 and 31/12/2020.

The report displays the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, economic criteria, high level SEN or disability and looked after or adopted from care status.

## Post Looked After Arrangements Report

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

The report provides the following information about pupil/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.

## Class Report

Report Criteria: Classes on the selected period on the reference date.

The following class information is provided for the Primary phase: class name, number of on-roll pupil/students in class, number of guest pupil/students in class, number of teachers, number of teachers on planning, preparation and assessment time (PPA), number of support staff, the year taught in (YTI), class type, key stage, class activity and class size exception reasons. A key to class size exception reasons is displayed below the **Classes** table.

The following class information is provided for the Secondary phase: class name, number of on-roll pupil/students in class, number of guests pupil/students in class, number of teachers, number of support staff and the year taught in (YTI).

## **04| Completing the School Census Spring Return**

Displayed at the bottom of the report is the pupil/student reconciliation data:

- part-time pupil/students not at school
- private study pupil/students
- pupil/students at another school
- pupil/students on work experience
- pupil/students at Further Education colleges
- total pupil/students not in class at selected period.

### **General Report**

Where applicable, the General report provides information about:

- the number of free school meals taken on census day.
- all appeals that were made in the academic year 2021/2022 against a refusal to admit a pupil/student into the school for the 2022/2023 academic year:
  - infant admission appeals
  - primary admission appeals
  - secondary admission appeals.
- childcare provisions during the 2022/2023 academic year.

This section of the report displays the following information: childcare type, on site, signposted, opening time, closing time, number of childcare places, provider, other schools and weeks open.

### **Alternative Provision Report**

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

- On-roll (06/10/2022 to 19/01/2023)
- Leavers (06/10/2022 to 18/01/2023).

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, companies house number, alternative provision postcode, 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

Not applicable to Nursery schools

Report Criteria: On-roll pupil/students and leavers with permanent exclusions and without a final review from 01/01/2022 to 31/12/2022.

*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

### Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.

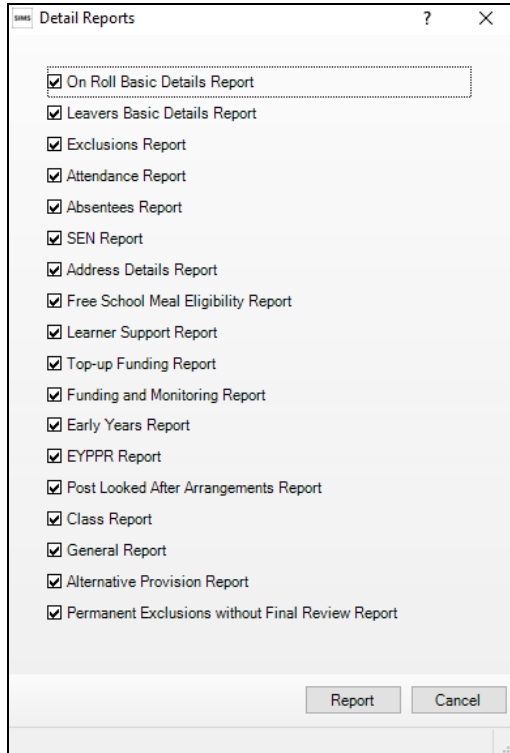
*NOTE: The contents of the graphics are examples only of what you might expect to see when using SIMS to produce the School Census Return.*

The screenshot shows the 'Census Return Details - Spring 2023 Term : School Census Spring 2023' interface. At the top, there are navigation buttons: Save, Undo, Create & Validate, Summary, and Authorise. A 'Detail Report' dropdown menu is open, displaying a list of report options. The 'Permanent Exclusions without Final Review Report' is highlighted in blue. Below the dropdown, the '1 Census Details' section is visible, with fields for Census Date (19/01/2023), Description (School Census Spring 2023), and various collection dates for Attendance, Exclusions, FSM, AP Placements, Learner Support, and \*FSM. The '2 Selected Period on Census Day' section shows a Reference Date of 19/01/2023 and a YTI selection of Curriculum Year 7.

### Selecting Multiple Detail Reports

1. 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.

The reports that are available may vary according to your school phase.



2. If any reports are not required, deselect the associated check box.
3. Click the **Report** button to generate the selected reports.

The report(s) are displayed in your web browser, from where the data can be transferred to a spreadsheet, if required.

The report(s) are saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\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 consists of the following data fields separated by underscores ('\_'):

```
<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_.html
```

For example:

```
8234321_SC1_823LL23_001_onroll_basic_details_report.html.
```



## 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, to display the report in your default web browser.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\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 consists of the following data fields separated by underscores (^'\_):

```
<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_.html
```

For example: 8234321\_SC1\_820LL23\_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 might request that a copy of the Summary report is signed by the Head Teacher and sent to the LA when the return has been authorised.

## 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 13*  
*Specifying the Security Message for Reports on page 14*  
*Resolving Validation Errors and Checking Queries on page 58*  
*Producing Detail Reports on page 60*  
*Producing the Summary Report on page 69*

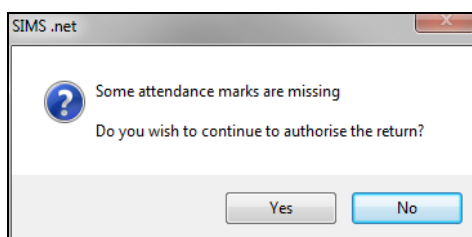
## Authorising the Return

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.

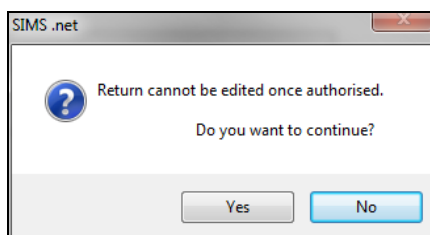
1. Click the **Authorise** button.

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.

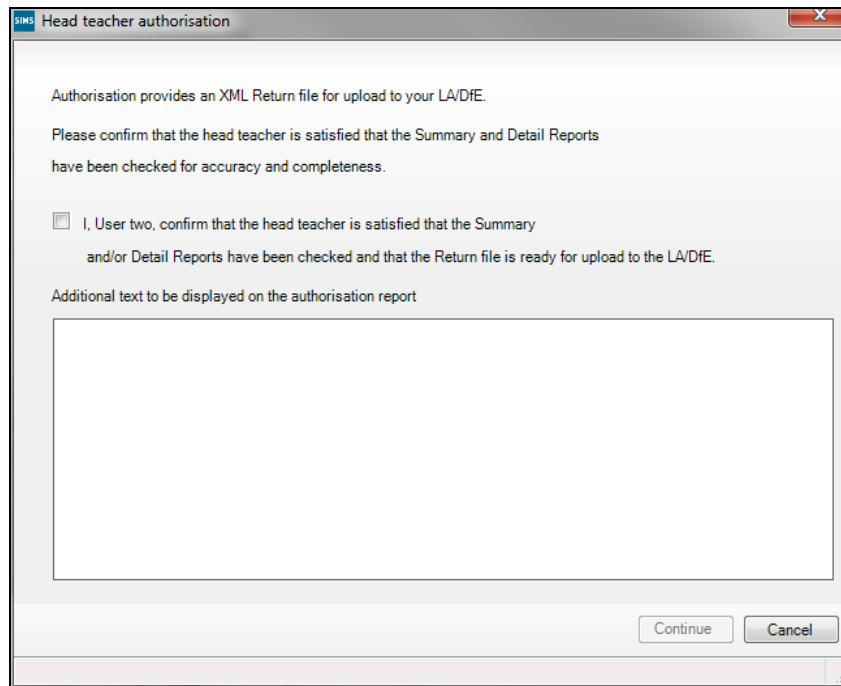
If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.



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.

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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.

All reports (including detail reports) and the XML file are saved in the **Census Folder**, which was specified previously in the **Census Return for Spring 2023 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 69

*Retrieving Authorised Census Return Files* on page 73

*Copying a Return* on page 74

## 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.*

## 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 <cenus 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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