**Census**

# How to Run the Spring Census 2024 Version 1

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**Contents**

# Before you run the Census

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

Any examples or screenshots used in this guide are for **ILLUSTRATION PURPOSES ONLY** and may differ from your schools view.
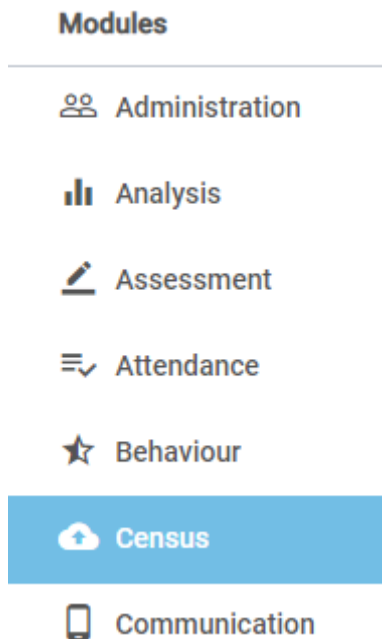
**Further guidance;**

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

- To access **Bromcom** guidance including free webinars see Spring 2024 School Census

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

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

## This cannot be over emphasised.

**Modules**

- 👥 Administration
- 📊 Analysis
- ✏️ Assessment
- ☑️ Attendance
- ⭐ Behaviour
- ☁️ **Census**
- 📱 Communication

## What's New

Learner Funding and Monitoring ( FAM)  See **here** for **DfE** guidance on Learner Monitoring.

For the **2023 to 2024** academic year, it will identify pupils:

- in receipt of school led tutoring (not tutoring provided via the National Tutoring Programme (NTP)
- in receipt of post 16 tuition fund
- resitting or retaking full or part of their 16 to 19 study programme

**There is no action required by schools where none of these attributes applies to the pupil.**

**Learner funding and monitoring (FAM) code**

| Code | Description | Applicable pupils |
|------|-------------|-------------------|
| 01 | In receipt of National Tutoring Programme | Applicable to all schools, except nursery, with appropriate year groups or age ranges. For pupils in NC Year Actual 1 to 11 or aged 5 to 15 (as at 2023-08-31) in NC Year Actual 'X'. |
| 21 | Learner in receipt of 16 to 19 tuition fund | Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 12 and above with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'. |
| 22 | Learner repeating up to one full year of 16 to 19 funded provision | Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 13 or above, with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'. |

# Areas to Check

The following areas are specifically important to check for the **Spring 2024 Census**.

## Attendance

The Attendance collection Dates for the **Spring 2024 Census** are as follows;

| Collection | Dates |
|---|---|
| Spring 2024 | Autumn term 2023 to 2024 data is collected from 01-08-2023 to 31-12-2023 |

For **Students** aged <u>between 4 to 15 as at 31-08-2023</u> with a leaving date between <u>01-01-2024 and 31-07-2024 and are not a boarder.</u>

## Dual Registered Students

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

Actual attendance data for **Dual Registered Students** should only be entered at the **Subsidiary** school for the sessions they are expected to be attending the **Subsidiary** school.

The corresponding periods at the **Main** school should be populated with the attendance code **D**.

A **Students** enrolment status can be amended by opening the **Enrolment** panel in the Student Profile. See How to Change a Students Enrolment Status.
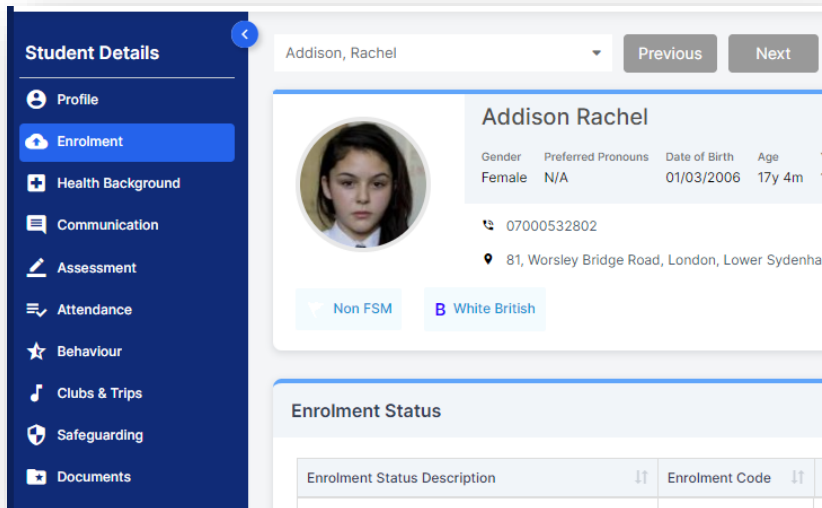
## Special Education Needs

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

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

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

## Free School Meals

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

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

Pupil **Free School Meal** statuses will be retrieved in the **Spring 2024 Census**.

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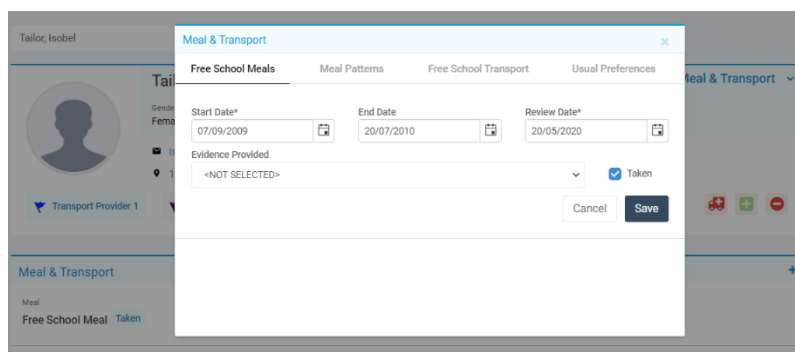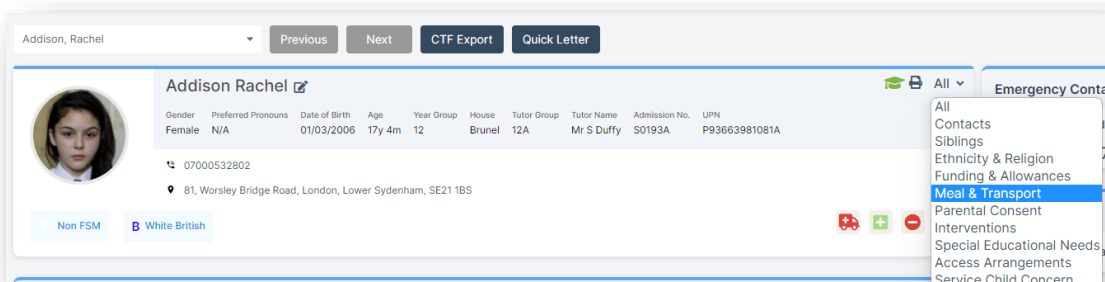




For schools with intake within the NC Years R, 1 and 2 there will also be a requirement to deliver the information on take up of **Universal Infant Free School Meals**.

# Class Reconciliation

The **Spring 2024 Census** return retrieves all the information for the snapshot presentation of class delivery. Therefore, it is important to ensure that your curriculum provision is accurately entered within the **Curriculum** module. This is for **Secondary/All Through Schools**. **Staff** should be correctly related to the classes that they are responsible for taking on the timetable, this should include support staff as well as teaching staff where possible.

The **Census** process will provide you with the opportunity to adjust this data before you validate the file so you will still be able to adjust the information before submittal.

Staff association with classes should be checked from the **Groups > Teaching Class > View Group Details > Associated Staff** option.

The **Associated Staff** panel will show you which **Staff** members are associated with the class in general and the **Associated Timetables** panel will provide you with the specific information of who is responsible for the class on any particular period in the week.

See How to Add Staff to Teaching Classes

## Student Ethnicity

**Ethnicity** is collected as part of the pupil collection in the **Spring 2024 Census**. You should double check that all current **Students** have correct **Ethnicity** data by reviewing the **Student** record from within the **Students** option.

The **Quick Edit** option can be used to swiftly assign **Ethnicity Codes** to multiple **Students** at once if required.

The **Quick Edit** option is located by clicking **Students** on the left hand menu then **Select Students** > **Actions** > **Quick Edit**
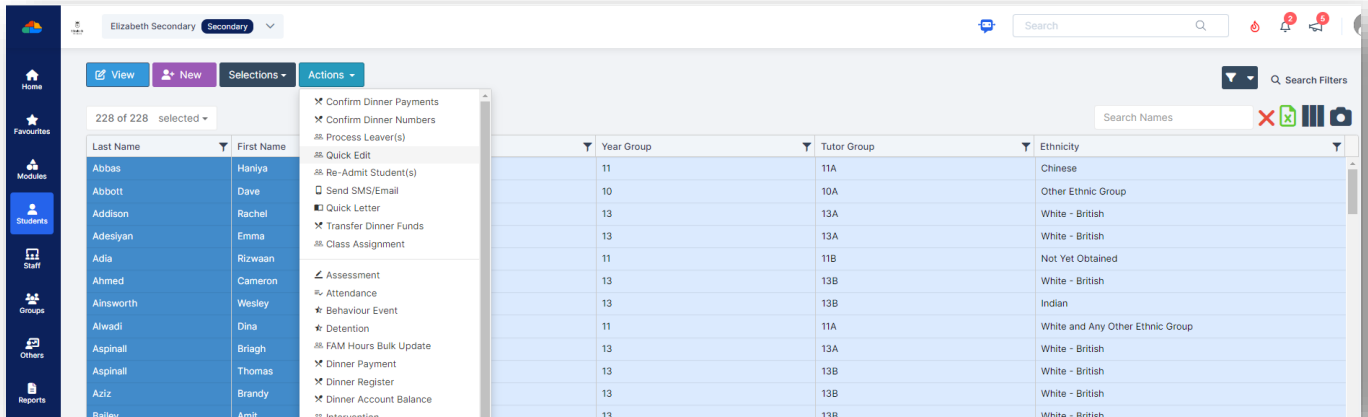




See How to use Quick Edit for Bulk Changes

## Student Funding

Various elements of **Student Funding** are retrieved as part of the **Census** data collection.

The most recent of these is the addition of the collection of **Early Years Pupil Premium** information for **Students** of the appropriate age.

**Early Years Pupil Premium** (**EYPP**) was introduced for disadvantaged three and four year olds in April 2015. All three and four year olds are entitled to up to 15 hours per week of government funded early education for 38 weeks of the year.

Children become eligible for **Early Years Pupil Premium** from the term following a child's third birthday and retain this entitlement until they move from **Nursery** (**N1** and **N2**) class into **Reception**, when they become eligible for the mainstream **Pupil Premium**.

You should enter the information for a **Student's** eligibility for **EYPP** via the **Funding and Allowances** panel in the **Student Profile**.
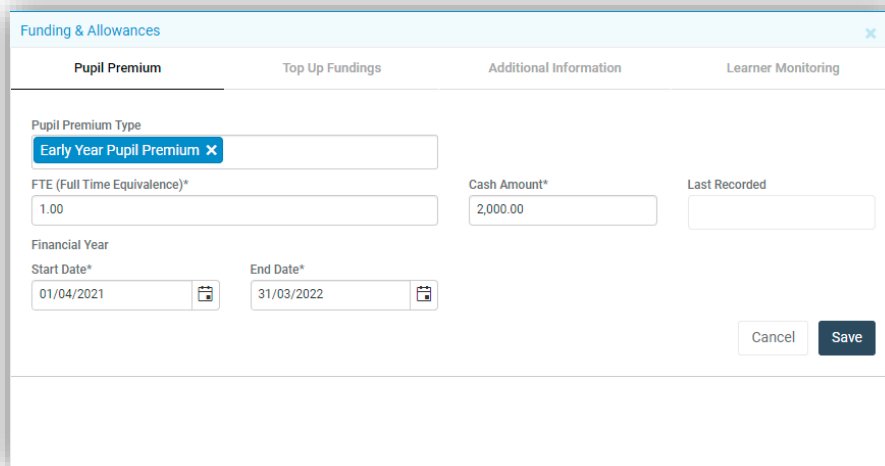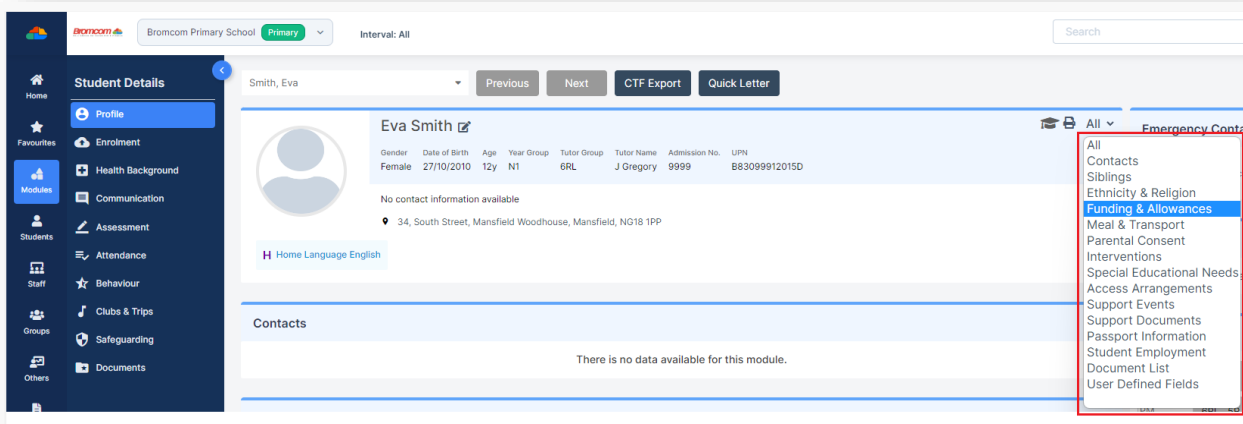




You can enter this data for any **Student** but only those **Students** who fulfil the reporting criteria will have this information included in their **Census** outputs.

The information below taken from **DfE** School Census Data Items explains which **Students** the data is expected to be retrieved for.

| Census | Age, school type and year group | Date of birth ranges |
|---|---|---|
| **Spring 2024 only** | all 3-year-olds and 4 year olds who have turned 4 since the start of the academic year – irrespective of school type and year group | Born between 2019-09-01 and 2020-12-31 (inclusive) |
| **Spring 2024 only** | 4-year-olds who were also 4 at the start of the academic year - for nursery schools (phase equals 'NS') – all year groups | Born between 2019-01-01 and 2019-08-31 (inclusive) |
| **Spring 2024 only** | 4-year-olds who were also 4 at the start of the academic year - for all schools other than nurseries (phase does not equal 'NS') – pupil national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | Born between 2019-01-01 and 2019-08-31 (inclusive) |

## Childcare Provisioning

The **Spring Census** now includes the mandatory collection of information regarding a schools **Childcare Provisioning**.

For **DfE** guidance on **School Childcare** see here.

You should use the **School Characteristics** page **Config > Administration > Characteristics>Extended Services** to record any detail regarding the provisioning of **Childcare Service**, either on or off site, which the school is involved with.

Pick an item from the list of **Extended Services**, ensuring that one of the **Childcare** items is selected. It is advisable that you pick an item whose title reflects the type of **Childcare** you are defining, as long as you pick different items for each different **Provision**.
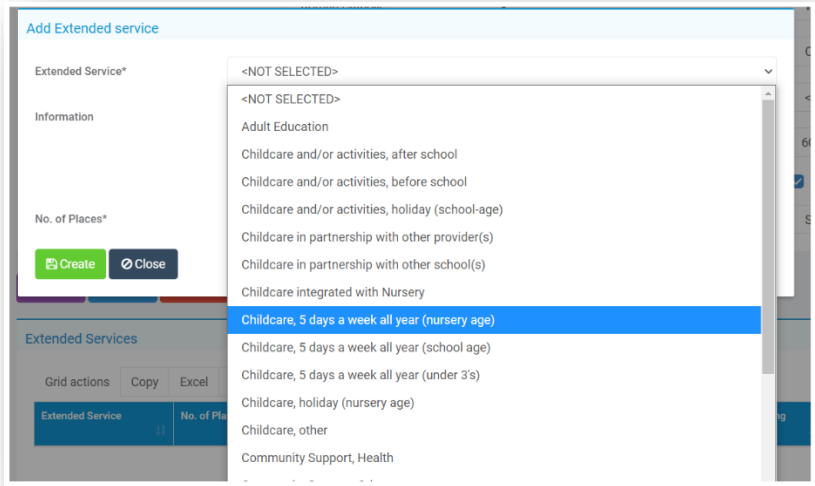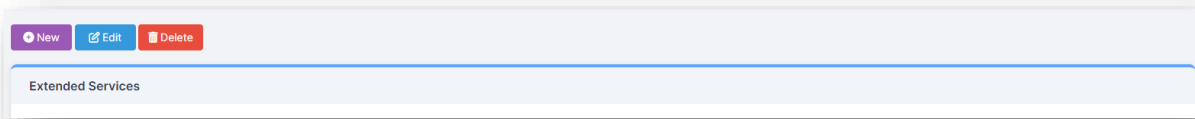




Choose the type of **Childcare** and then fill in the available data items for that item. Different types of **Childcare** will limit your choices of which items you can populate.

For example, a **Before school** type will require the entry of an opening time but no closing time.
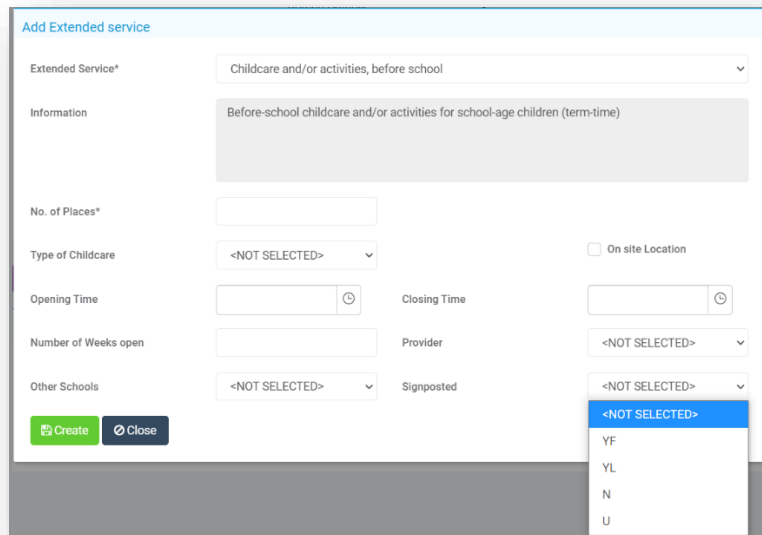
Extra attention should be paid to the choice in the **Signposted** section. Each of the 4 items within the dropdown are defined as below and in the event, you are defining an off-site **Childcare Provision** a selection of **N** will indicate the school does not deliver any **Childcare** of the chosen type.

| Signposting off-site childcare provision |
|---|
| This may include a service provided by another school, a voluntary setting, a private provider (which could include childminders). If you signpost to off-site services for any of the types of childcare, we will ask: |
| Is there a regular off-site service that the school promotes or signposts parents towards? ('YF' / 'YL' / 'N' / 'U') |
| • 'YF' means – yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including transport from their site to the school |
| • 'YL' means – yes, we keep a list of other local providers that will provide transport to the school to help parents |
| • 'N' means no |
| • 'U' means not known |

In the event that a particular type of **Childcare** is delivered both on and off-site, you should provide separate entries for each item.

If you do not provide any information for a specific type of **Childcare,** then the system will enter detail into the **Census** to indicate that you do not deliver that **Childcare** type at all.

## Alternative Provision

The **Alternative Provisions Panel** is found via the **Enrolment** tab in the **Student Profile** and should only be visible to Schools who have their **school phase** set to PRU within **Config>Administration>Characteristics**.

The **Alternative Provisions Details Panel** is also found via **the Enrolment** tab in the **Student Profile** and should be visible to all Schools regardless of the **school phase** set within **Config>Administration>Characteristics**

For schools collecting **Alternative Provision Company Number** and **Alternative Provision Placement Postcode** these new items will be collected from the **Spring Census 2023  See DfE** guidance on Alternative Provision Setting Type here. For the **Spring 2022 Census** the **DfE** added two new **voluntary** modules to collect data on **Alternative Provision** (AP) placements, see **DfE** guidance on changes here.

These Modules were voluntary as of the 2021/2022 Academic Year, but will they **become mandatory from the 2022/2023 Academic Year onwards** and have been added to the system as two Panels.

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

- URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
- Alternative provision reason: records the main or primary reason the AP was arranged.
- Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.
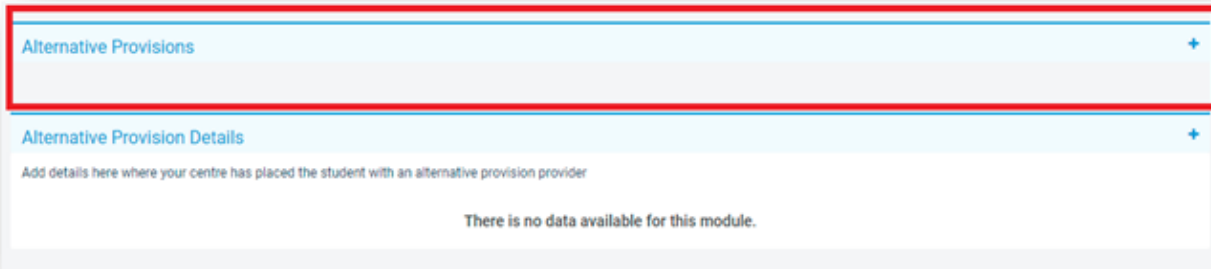
Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement.
- You MUST only return ONE of the AP Identifiers: **URN, UKPRN** or **Type** of Setting. The system process has been designed to assist with this. Use the **Search** to add a School which will automatically add the **URN**, alternatively select **Unknown School** within the **Available Schools search panel**. You will be returned to the panel where the School name can be added manually and the **UKPRN** may be added in the field provided, whereupon the **Type** of Setting will disappear. Finally, if no **URN** or **UKPRN** is available, add the **Type** of Setting from the **dropdown selector** plus the **company house number** and **postcode.**
- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason the AP was arranged.
- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.
- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.
- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).
- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).
- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.
- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week.

# Generating the School Census
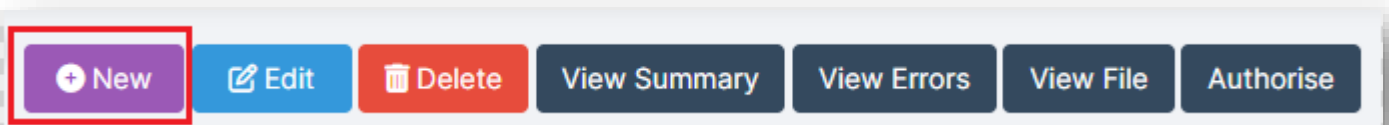
To run the **Census,** from the left hand menu go to **Modules** > **Census** > **School**.
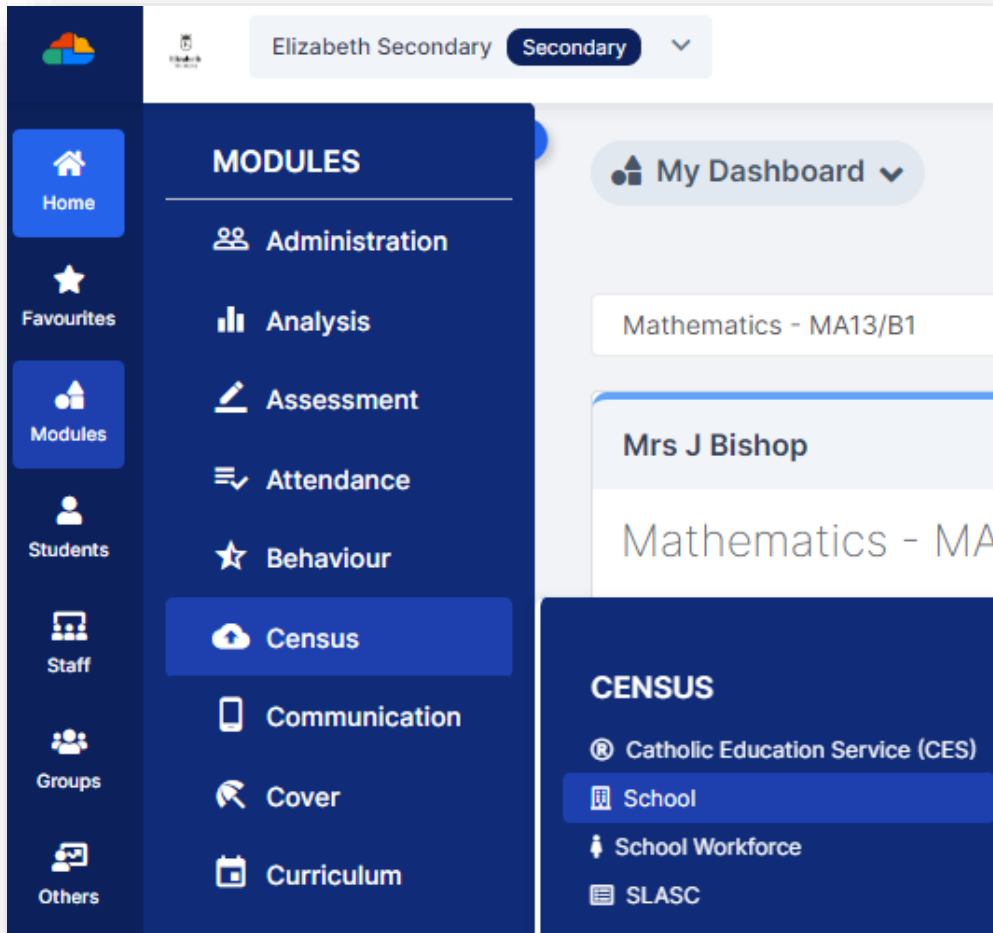


Check the **Term** is **Spring,** and the **Year is 2024**
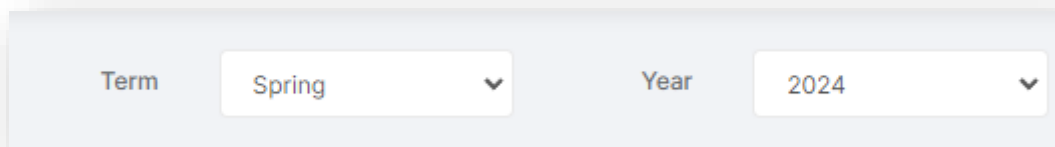


**Then** click on the top left **New** button to create a new **Census Return**.

You will now see the **Census Parameters** screen. This is pre populated for you, but you can change this if required due to special circumstances arranged with the **DfE.**



The section to the right of the **Census Parameters** shows your **School Details**. Make sure these details are correct, paying attention to the **LA ID** and **Estab. No.** You also need to make sure your School Phase, Intake, Governance, and other details are correct. Failure to do so will cause issues with your **Return**. All the details on the page below can be edited by clicking the **Edit** buttons. Remember to click the **Refresh** button if you use the edit buttons, otherwise the data will not update in the census file

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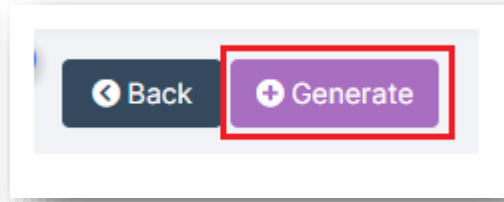


Your return will now be generated. This may take a while, be patient and wait for it to complete.

## Pupil Reconciliation Funded Hours

This is for **Primary/All Through Schools** only.

Further down the screen on the **Census Data Entry** page you may see that the **Pupil Reconciliation Funded Hours** area needs to be filled in.

**Funded Hours** needs to be collected for **Students aged 2, 3 and 4** from all schools with pupils of these ages **except City Technology Colleges and non-maintained special schools.**

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

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded entitlement hours |
|--------|---------------------------------------------------------------------------|----------------------------------|
| Spring 2024 | 2 and 3 year olds born between 2019-09-01 and 2021-12-31 (inclusive) all relevant schools and year groups | 15 hours |
| Spring 2024 | 4 year olds born between 2019-01-01 and 2019-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 hours |

The table below shows the entitlement for **extended funded hours**

| Census | Date of birth ranges, school type and pupil national curriculum year group | Maximum funded free entitlement hours + extended free entitlement hours |
|--------|---------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Spring 2024 | 3 year olds born between 2019-09-01 and 2020-12-31 (inclusive), with a **valid 30 Hour Code** - all relevant schools and year groups | 15 funded universal free entitlement hours + 15 extended free entitlement hours = 30 hours |
| Spring 2024 | 4 year olds born between 2019-01-01 and 2019-08-31 (inclusive), with a **valid 30 Hour Code** - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 funded universal free entitlement hours + 15 extended free entitlement hours = 30 hours |

Using the **Update Funded Hours** button you can apply the **Funded Hours** and **Hours at Setting** to the relevant **Age** group. Once you have selected the hours for the particular age click on the **Save** button**.** You will now need to repeat this process for the remaining age groups. Once completed **Funded Hours** and **Hours at Setting** will be populated with information against each of the **Students**. If required individual **Students** hours can be edited by clicking on the individual cell and overtyping with a new value.



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

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

Students will only show in the Pupil Reconciliation Panel if they have a UPN.

As an example; **Funded Hours** + **Extended Hours = Hours at Setting.** So, *FOR EXAMPLE* if the Student has 15 Funded, and 15 extended, then **Hours at Setting** would be 30.

The page would then look like 15 30 15 (Column A + Column C = Column B).

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

## Pupil School Lunch

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

For **DfE** guidance on **School Lunches Taken** see here.

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

Please ensure you confirm the dinner numbers **on census day before running the Census**, so this information gets picked up correctly. See How to Confirm and Save Dinner Numbers.

Simply enter a tick against all the **Students** who are going to be taking (or have taken) school lunch on **Census** day. It may be quicker for you to bulk tick all the **Students** using the tick box option on the **Lunch Taken** column header, then deselect **Students** that did not take lunch.

This information will also be used to derive the **Universal Free School Meal information**.



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

## Class Information

**Primaries**, please also see

This section will display the snapshot information on the **Classes** that take place on the **Census** date, at the reference time. It will have been drawn from the information from within **Curriculum** but may still need editing or adjustment.

**Note:** On Bromcom, most of the time only Secondaries use **Teaching Classes** while Primaries only use **Tutor Groups**.

The table will display the **Class** name, the number of **On Roll Students** detected in the **Class**, the number of **Guest Students** detected in the **Class**, the number of **Teachers** associated with the **Class**, the number of **Support Staff** and the **Year Group** of the **Class**.



Any of these items can be edited.

If you adjust the **On Roll Students** values, then please note that this will change the **pupils on roll and in classes** value within the **Pupil Reconciliation** panel.

All **Classes** must have at least one **Teacher** or **Support Staff** member assigned to them, and the system will provide feedback errors if any of the **Classes** are left blank.

If your system has no timetable in **Curriculum** for the date of **Census,** then you can use the **Add Row** option to create entries in order to simulate the timetable.

The **Reset to MIS** button will rescan the system for the date and time of **Census** and reset the detail within the panel to match the MIS data.

For **Primary Schools** there will be additional columns for **Activity**, **Class Type**, **Key Stage** and **PPA/LMT Teachers**.

Note: If Key Stage equals 1 or Year Group equals R then Activity **must not equal** TV, PE or MD for more information please see **Class Information** in DFE School Census Data Items 2023/24
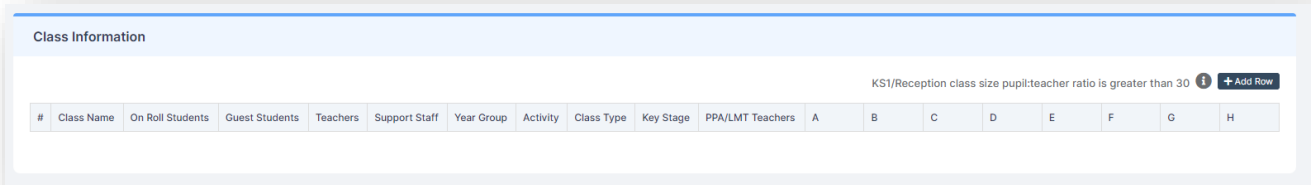
See below for **DfE** information on columns **A-H** for **Primary Schools.**

| Code | Description |
|---|---|
| Infant class size exception A | The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school |
| Infant class size exception B | The number of looked after children and previously looked after children admitted outside the normal admissions round |
| Infant class size exception C | The number of children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process |
| Infant class size exception D | The number of children admitted after an independent appeals panel upholds an appeal |
| Infant class size exception E | The number of children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (the local authority has to confirm that the child qualifies under this category) |
| Infant class size exception F | The number of children of UK service personnel admitted outside the normal admissions round |
| Infant class size exception G | The number of children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil |
| Infant class size exception H | The number of children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school |

## Class Information (continued)

The purpose of **Class Information** is to show which Classes are taking place as of the Census Reference Date and Time (this is calculated based on DfE Number and this time can be found each time you Run a new Census).

As standard, the system will include Classes that it finds based on your School timetable. If more need to be added, click **Add Row,** and populate the relevant information for the Class/Classes that are taking place.

This section should only reflect the Classes that run as of the Census Reference Date/Time. **Primaries would only need to reflect their Tutor Groups, while Secondaries would need to reflect their Teaching Classes.**

Make sure to check these numbers, as it automatically populates the **Pupil Reconciliation Section**. Once you have checked the numbers and are happy that they align, you can proceed.

If the numbers in the **Pupil Reconciliation** panel do not match you can **Save** the **Census Return** and check the numbers from **Reports>Census>Pupil Reconciliation**.

## Validate the Census

Once you have completed checking/entering the necessary data then click the top left **Save & Validate** button to generate the **Census** file



This will generate the **Census** file and run the validation process that will identify if there are any errors or queries with your **Return**. This validation process may take a while so please be patient.

## Census Views

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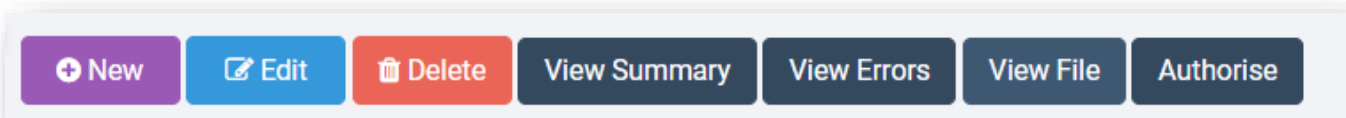


- **View Summary** – This gives you the **Summary** page for the return. You may want to print this and use it as a starting point to check your data.

- **View Errors** - This shows you any **Errors** or **Queries** that the validation process has found. The **Census** 2020 Error Resolution guide.

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

- **Authorise** - You must **Authorise** your Census before you use this to upload to the **DfE**. You can have more than one Authorised file- but do this at the end, once you are happy with your Errors/ Summary.

- **Return** Name
- Return Created **By**
- **Date Generated**
- **Date Validated**
- No. of **Errors**
- No. of **Queries**
- Authorised (Yes/No)
- **Date Authorised**

## Select the Return

To select a **Return** simply click on the **Return**, the selected **Return** will then colour Blue.

## View Errors

Click on the required **Return** file to select, this will now highlight in blue. Then click **View Errors** and the screen will update showing like the example below. Each **Query** and **Error** will now be displayed ready to be dealt with.

# Working within the error summary screen

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

## Census Return Summary Area

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

Error Details - Census Return 2024 Spring-001 - Created on 01/12/2023 - By BromcomUser

There are 3887 errors including 3887 unresolved errors

There are 1615 queries including 1615 unresolved queries

## Errors and Queries Data Grid

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

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

## Navigating the Data Grid

| Grid actions | Copy | Excel | CSV | PDF | Print | | | | | Search: |
|---|---|---|---|---|---|---|---|---|---|---|

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

The grid column headers read as follows; Error/Query, Number, Admission Number, Tutor Group, Year Group, Student Name, Detail or Status (unlabelled dropdown menu to the right) you can **sort columns in the Data Grid by left clicking on the column header.**

You can use the top right **Search** box to enter a student name or error/query number, and this will filter the grid to only show data that relates to the search entry

Note: the column titled **Number** will display the query/error **Number** which can be referenced against School Census Error Resolutions 2024 Guide.

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

Across the top there are options to copy, export or print the data grid, such as Excel, CSV, or PDF.

## Dealing with Errors and Queries

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

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

## Using the Error/Query Link to MIS Page

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

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

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

From any new window which you have opened via the link, correct the **Error/Query**, then **Save** and close that window.

From the **Error** and **Query Data Grid**, you should now mark that you have **Resolved** that particular **Error/Query**.

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

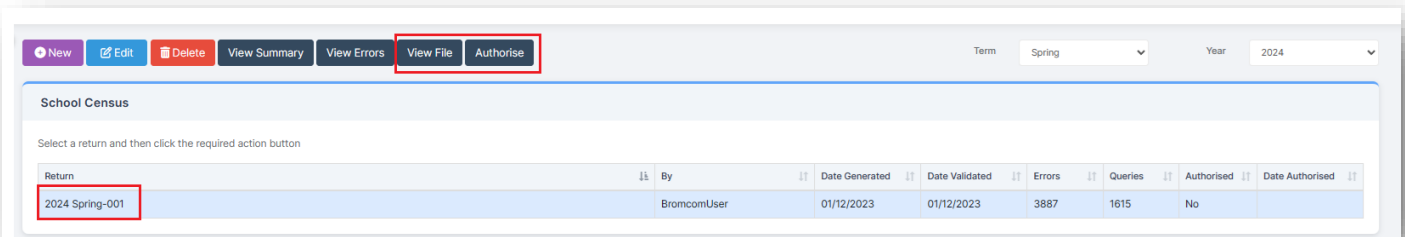| Error/Query | Number | Admission Number | Tutor Group | Year Group | Student Name | Detail | # | # |
|---|---|---|---|---|---|---|---|---|
| Error | 1840 | 8475 | N1 | 4 | Wragg, Codie | UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value. |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

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

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

IMPORTANT: Marking a query or error as resolved in the data grid does not actually clear the error or query from the data grid. This is only a checklist to work through. You will need to **re a new census** to re-check the data ( remember to use **Save & Validate** for the errors or queries to update/clear

**Authorise and View File**

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

| Return | By | Date Generated | Date Validated | Errors | Queries | Authorised | Date Authorised |
|---|---|---|---|---|---|---|---|
| 2024 Spring-001 | BromcomUser | 01/12/2023 | 01/12/2023 | 3887 | 1615 | No | |

### This is the end of the Spring 2024 Census Guide.

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