

The SIMS logo consists of the letters "SIMS" in a bold, white, sans-serif font, centered within a white square border. The background of the entire cover is a dark blue with abstract, flowing green and yellow-green patterns that resemble liquid or smoke.

SIMS

Producing the School Census Spring 2022 Return

**English Secondary and
Middle deemed
Secondary Schools**

applicable to 7.202 onwards

Handbook

Revision History

Version	Change Description	Date
7.202 - 1.0	Initial release.	19/10/2021
7.202 - 1.1	Contact information updated.	14/12/2021

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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

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

C | Contents

01 Introduction	1
Overview	1
How has the School Census Spring Return Changed?	2
Steps to Producing the School Census Return.....	4
Where to Find More Information.....	3
02 Preparing for the School Census Spring Return	5
Setting SIMS Permissions	5
Where to find More Information about Permissions.....	5
What Version of SIMS is Required?	6
Preparing Data for the School Census Return	6
03 Producing the School Census Spring Return	9
Creating a New School Census Return	9
Configuring the Census Folder	11
Specifying the Security Message for Reports	12
Editing Census Details	12
Specifying the Selected Period on Census Day	13
Calculating All Details	14
Editing School Information	14
Information for Academies	16
Editing School Childcare Details.....	16
Editing Students with Top-Up Funding	20
Editing Student Post Looked After Arrangements	22
Editing Class Information	25
Editing Timetabled Classes	25
Recalculating the Classes Information.....	26
Adding Classes.....	27
Deleting Classes.....	27
Editing Student Reconciliation	27
Entering Attendance Information	28
SIMS Attendance/Lesson Monitor Users	29
SIMS Attendance/Lesson Monitor Not in Use.....	30
Entering General Information	31
Entering Secondary Admissions Appeals Totals	31
04 Completing the School Census Spring Return	33
Creating and Validating the School Census Return	33
Resolving Validation Errors and Checking Queries	34

Producing Detail Reports	36
Generating Detail Reports.....	41
Printing a Report from your Web Browser	43
Transferring Report Data to a Spreadsheet.....	44
Deleting Temporary Web Browser Files	44
Producing the Summary Report	44
Generating the Summary Report.....	44
Editing an Unauthorised Return	45
Authorising the Return	46
Submitting the Return	48
Retrieving Authorised Census Return Files	48
Copying a Return	49
Deleting an Unauthorised Return.....	50
Index	53

01 | Introduction

Overview.....	1
How has the School Census Spring Return Changed?.....	2
Where to Find More Information	3
Steps to Producing the School Census Return.....	4

Overview

This handbook provides the information needed by Secondary schools, Middle deemed Secondary schools and Academies with Secondary phase in England to complete the School Census Spring 2022 Return, which takes place on Thursday 20 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 student details, e.g. 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 Secondary/Middle deemed Secondary schools in England for the School Census Spring 2022 Return is available in a later section of this handbook (please see *Preparing Data for the School Census Return* on page 6).

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.



More Information:

Preparing Data for the School Census Return on page 6

How has the School Census Spring Return Changed?

Changes to the School Census Spring Return include the following:

School Census Spring 2022 Key Dates

- Census day 20/01/2022
- Attendance collected from the start of the Autumn term to 31/12/2021
- Exclusions collected from 05/04/2021 to 31/12/2021
- Free School Meal Eligibility collected from 08/10/2021 to 20/01/2022
- Alternative Provision Placements collected from 01/08/2021 to 20/01/2022
- Funding and Monitoring collected from 01/08/2021 to 20/01/2022
- Learner Support collected from 01/08/2021 to 20/01/2022.

Alternative Provision Detail Report

The new Alternative Provision detail report displays information about the school arranged alternative provision placements that fall within the data collection period (01/08/2021 to 20/01/2022).

This report enables schools to check that the data is accurate before supplying the census file to the DfE.



More Information:

Alternative Provision Report on page 41

Exclusions Detail Report

Not applicable to Nursery schools

For the Spring 2022 census, the Exclusions report includes both fixed term exclusions and suspensions.

The report criteria has been updated to reflect this information:

- Students with exclusions from 05/04/2021 to 31/12/2021
- On-roll students and leavers
- Fixed term exclusion/suspensions (excluding lunchtime suspensions) starting from 05/04/2021 to 31/12/2021
- Permanent exclusions from 05/04/2021 to 31/12/2021.

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



More Information:

Exclusions Report on page 37

Update Funding and Monitoring

Tools | Statutory Return Tools | Update Funding and Monitoring

Not applicable to Nursery schools

The funding and monitoring functionality enables schools to record and extract information about students who are in receipt of parts of the Education Recovery Package.



Additional Resources:

Preparing for the School Census Spring 2022 Return handbook

Funding and Monitoring Detail Report

Routines | Statutory Returns | School Census

Not applicable to Nursery schools

The Funding and Monitoring report displays funding and monitoring information for students during the collection period 01/08/2021 to 20/01/2022.

The report enables schools to check that the data is accurate before supplying the census file to the DfE.



More Information:

Funding and Monitoring Report on page 40

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.

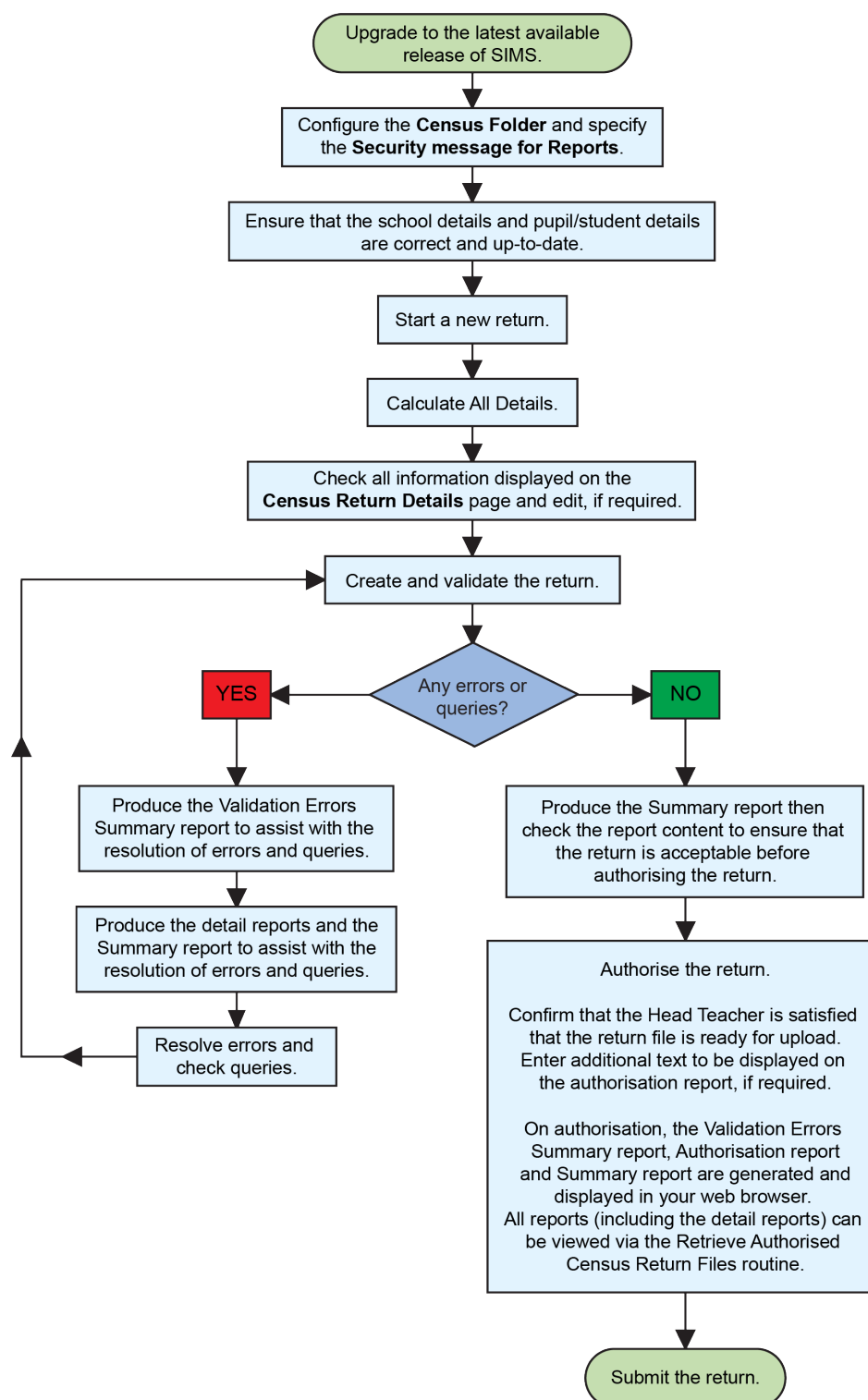
The SIMS Newsfeed - Hub provides links to all the statutory returns related newsfeeds

(https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899).

- SIMS Newsfeed - School Census Spring 2022
- SIMS Newsfeed - DfE CBDS 2021/22
- SIMS Newsfeed - Course Management for SIMS 7 Autumn Release 2021
- SIMS Newsfeed - Series 2000 Filesets for SIMS 7 Autumn Release 2021.

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.



02| Preparing for the School Census Spring Return

Setting SIMS Permissions	5
What Version of SIMS is Required?	6
Preparing Data for the School Census Return	6

Setting SIMS Permissions

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

Running the Return

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

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 5).

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://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0048657).

What Version of SIMS is Required?

To run the return, you must have the SIMS 2021 Autumn Release (7.202) 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 7.202 or later.



Preparing Data for the School Census Return

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

The following information is collected from Secondary/Middle deemed Secondary schools for the School Census Spring 2022 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 email address and school telephone number.
- Secondary Admissions Appeals: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents' favour) and rejected.
- Student Reconciliation: part-time students not at school, private study students, students at another school, students on work experience and students at Further Education colleges.
- Class Information: class name, number of teachers in class, number of adult non-teachers in class, class year group, number of students from the host school in the class and number of students from other schools in the class.

- 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 and number of weeks that the childcare provision is open.

Student Level Data

- Student Identifiers: unique pupil number (UPN) and former UPN, unique learner number (ULN), surname, forename, middle names, former surname, preferred surname, gender and date of birth.
- Student Characteristics:
 - ethnicity, first language
 - free school meal eligibility start date and end date, UK country in which the eligibility applies
 - school dinner taken (**applicable to schools with students in Reception, Year 1 and Year 2**)
 - Youth Support Services Agreement (YSSA) indicator
 - service children in education indicator
 - learner support code
 - top-up funding indicator
 - post looked after arrangements
 - funding and monitoring
 - funded hours, hours at setting (**applicable to schools with students of the applicable age**).
- Student Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN provision, SEN type ranking and SEN type for each SEN need, member of SEN unit indicator, member of resourced provision indicator.
- Alternative Provision Placement (01/08/2021 to 20/01/2022):
 - unique reference number (URN)
 - UK provider register number (UKPRN)
 - setting type
 - 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 (05/04/2021 to 31/12/2021): exclusion category, reason for exclusion, exclusion start date, actual number of sessions from which the student was excluded, SEN provision (formerly stage).

02| *Preparing for the School Census Spring Return*

- Student Home Address: student's home address details, including post code and unique property reference number (UPRN).
- Termly Attendance Information (from the start of the 2021 Autumn term to 31/12/2021):
 - 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, sessions unable to attend due to Coronavirus.

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 2022* guide.

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

03 | Producing the School Census Spring Return

Creating a New School Census Return	9
Configuring the Census Folder	11
Specifying the Security Message for Reports	12
Editing Census Details.....	12
Specifying the Selected Period on Census Day	13
Editing School Information	14
Editing School Childcare Details.....	16
Editing Students with Top-Up Funding	20
Editing Student Post Looked After Arrangements	22
Editing Class Information	25
Editing Student Reconciliation	27
Entering Attendance Information.....	28
Entering General Information	31
Entering Secondary Admissions Appeals Totals	31

Creating a New School Census Return

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

The School Census Spring 2022 Return collects data for:

- all students on the register on 20/01/2022 (census day).
- any additional students not on-roll on census day who:
 - had at least one Attendance session during the collection period from the start of the 2021 Autumn term to 31/12/2021 (please see *Attendance Report* on page 37).
 - had exclusions that started between 05/04/2021 and 31/12/2021 (please see *Exclusions Report* on page 37).
 - had funding and monitoring information during the date range 01/08/2021 to 20/01/2022 (please see *Funding and Monitoring Report* on page 40).
 - had an alternative provision placement between 01/08/2021 and 20/01/2022 (please see *Alternative Provision Report* on page 41).
 - had Learner Support funding from 01/08/2021 to 20/01/2022 (please see *Learner Support Report* on page 39).

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 50).

NOTE: For schools with a November exams season, it is possible for the School Census to be run during an exams embargo period.

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.

*NOTE: The **Fileset ID** is displayed in the browser header (for information only). The following graphic shows the position for the first release in the 2000 series (fileset 2000), where the fileset is obtained from the SIMS .net folder. As soon as any further release in the series are imported, the reference to the SIMS .net folder will no longer be included because the data fileset is then obtained from the document server.*

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

2. Ensure that the **Census Folder** is configured correctly and that the required **Security message for Reports** is specified before creating a **New** return, 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.

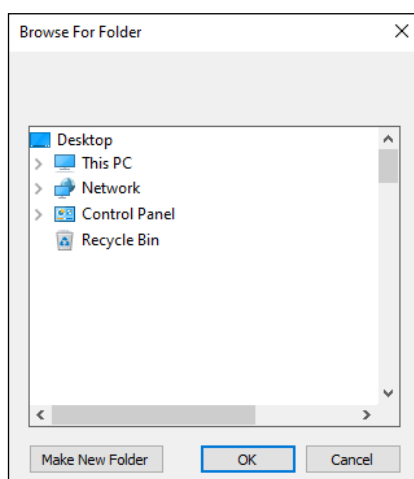
Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

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 20/01/2022.
 - Attendance data collected from the start of the 2021 Autumn term to 31/12/2021.
- 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 05/04/2021 to 31/12/2021.
 - FSM (Free School Meal) data collected from 08/10/2021 to 20/01/2022.
 - AP (Alternative Provision) Placements from 01/08/2021 to 20/01/2022.
 - Learner Support collected from 01/08/2021 to 20/01/2022.

1 Census Details			
Census Date	20/01/2022		
Description	School Census Spring 2022		
Attendance collected from	02/09/2021	Attendance collected to	31/12/2021
Exclusions collected from	05/04/2021	Exclusions collected to	31/12/2021
FSM collected from	08/10/2021	FSM collected to	20/01/2022
AP Placements collected from	01/08/2021	AP Placements collected to	20/01/2022
Learner Support collected from	01/08/2021	Learner Support collected to	20/01/2022

By default, the return **Description** is displayed as **School Census Spring 2022** 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 *School census: guide to submitting data* on the DfE website (<https://www.gov.uk/guidance/school-census>).

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.

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

2 Selected Period on Census Day

Reference Date: 20/01/2022

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

Selected Period: Thu:3

YTI when timetabled classes begin: Curriculum Year 7

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.

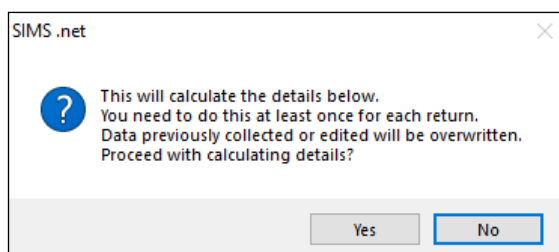
IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.

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 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

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

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

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

Editing 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 Edit Recalculate

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.

School Detail Save Undo Help

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

1 Establishment

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: 137247

UK Provider Reference Number:

School Phase: Secondary

School Type: Comprehensive all-through 11-18

School Governance: Community

Intake Type: Comprehensive

Previous School Name:

Previous Estab Number:

Previous URN Number:

Boarding Pupils: ☐ Nursery Class ☐

Head Teacher: Mr Adrian Blacker

Curriculum Years: 7 13

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

Date Name Changed:

Earliest DOA:

Date Number Changed:

Special Class or Unit: ☐

Main Contact: Mr Adrian Blacker

OK Cancel

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

5 Childcare Open

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes
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 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 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.

Editing Students with Top-Up Funding

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

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

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylvia	12	G	E	No

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

1. Click the **Edit** button to display the **Update Students with Top-up Funding** dialog. The students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

Update Students with Top-up Funding

Update

Term: Spring 2022

Students On-Roll on Census Day

Surname:

Forename:

YTI: All

Reg: All

Preferred Surname:

SEN: <Any>

Ever in care at this school: <Any>

Search

Top-up Funding

Add

Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylvia	12	G	E	No
White	White	Aurora	8	8D		No

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having top-up funding.

***TIP:** Click the **Search** button to display a list of all 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: Spring 2022 Students On-Roll on Census Day

Surname: Forename: YTI: 8 Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Webster	Webster	Mark	8	8E		No
Weddle	Weddle	Kameron	8	8D		No

Top-up Funding Add Remove

3. Highlight the student(s) who you want to record as having top-up funding, then click the **Add** button to move the selected student(s) to the **Top-up Funding** list. One or more students can be selected using the **Ctrl+click** or **Shift+click** functionality.

Term: Spring 2022 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

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

Top-up Funding Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylvia	12	G	E	No
Webster	Webster	Mark	8	8E		No
Weddle	Weddle	Kameron	8	8D		No
White	White	Aurora	8	8D		No
Whiting	Whiting	Courtney	8	8C		No

4. To remove a student from the **Top-up Funding** list, highlight the required student, then click the **Remove** button. The student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
5. Click the **Update** button to save the data and arrange the list of students in **Surname** order.
6. 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 2022 Return handbook

Editing Student Post Looked After Arrangements

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

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

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C.	Post Looked After Arrangements
Jump	Jump	Frederick	10	10B	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)
O'Connor	O'Connor	Marc	9	9A	Yes	Ceased to be looked after through Adoption
Simons	Simons	Christian	8	8C	Yes	Ceased to be looked after through a Residence Order (RO)
Stevens	Stevens	Holly	8	8E	Yes	Ceased to be looked after through Adoption

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

- Click the **Edit** button to display the **Update Students Post Looked After Arrangements** page. Any students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.

Update Students Post Looked After Arrangements

Update

Term: Spring 2022 Students On-Roll on Census Day

Surname: Forename: YTI: All

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

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Jump	Jump	Frederick	10	10B	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	<input checked="" type="checkbox"/>
O'Connor	O'Connor	Marc	9	9A	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Simons	Simons	Christian	8	8C	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Smith	Smith	Alex	11	11E	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Smith	Smith	Amy	11	11D	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Aria	8	8B	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Stevens	Stevens	Holly	8	8E	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>

- Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having PLAA.

TIP: Click the **Search** button to display a list of 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 2022 Students On-Roll on Census Day

Surname: smi Forename: YTI: All



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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smiles	Smiles	George	9	9D	No
Smith	Smith	Christian	11	11C	No
Smith	Smith	Daniel	12	L	No
Smith	Smith	Jade	12	K	No
Smith	Smith	Laura	11	11B	No
Smith	Smith	Osias	12	J	No
Smith	Smith	Stephanie	12	H	No
Smith	Smith	Tabitha	9	9E	No
Smith	Smith	Trinity	12	G	No
Smith	Smith	Tristan	12	G	No

Post Looked After Arrangements Add Remove

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

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

Post Looked After Arrangements  

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Jump	Jump	Frederick	10	10B	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	<input checked="" type="checkbox"/>
O'Connor	O'Connor	Marc	9	9A	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Simons	Simons	Christian	8	8C	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Smith	Smith	Alex	11	11E	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Smith	Smith	Amy	11	11D	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Aria	8	8B	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Stevens	Stevens	Holly	8	8E	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>

Note: The dropdown menu for the 'Post Looked After Arrangements' column shows the following options:

- Ceased to be looked after through Adoption
- Ceased to be looked after through a Special Guardianship Order (SGO)
- Ceased to be looked after through a Residence Order (RO)
- Ceased to be looked after through a Child Arrangement Order (CAO)

- For each student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Post Looked After Arrangements** column, then selecting the required status from the drop-down list:

- **Ceased to be looked after through Adoption**
- **Ceased to be looked after through a Special Guardianship Order (SGO)**
- **Ceased to be looked after through a Residence Order (RO)**
- **Ceased to be looked after through a Child Arrangement Order (CAO).**

NOTE: Ceased to be looked after through a Residence Order (RO) has been replaced by Ceased to be looked after through a Child Arrangement Order (CAO).

You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.

- Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

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

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

- To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.

8. Click the **Update** button to save the information and arrange the list of students in surname order.

If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.

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 2022 Return handbook



More Information:

Post Looked After Arrangements Report on page 40

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 13).

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.



More Information:

Class Report on page 40

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 students and staff are calculated automatically and displayed at the bottom of the panel.

Z Classes						
TT Classes						
Class Name	Students(On Roll)	Students(Guest)	Teachers	Support Staff	YTI	
10x/Bi1	28	0	1	0	Year 10	
10x/Sc2	27	0	1	0	Year 10	
10x/Sc3	26	0	1	0	Year 10	
10y/En1	27	0	1	0	Year 10	
10y/En2	27	0	1	0	Year 10	
10y/En3	26	0	1	0	Year 10	
Total	888	0	38	1		

Check and, if necessary, edit the following information.

- **Students (On Roll)**
The number of students in the timetabled class at the selected period is displayed. The entries in this column can be edited if required. Ensure that:
 - any students temporarily absent on the census day are included.
 - any part-time students not scheduled to be in school at the selected period are excluded. These students should be counted in the **Student Reconciliation** panel instead (please see *Editing Student Reconciliation* on page 27).
- **Students (Guest)**
This column displays any guest students who are normally in the timetabled class at the selected period. Ensure that any guest 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 students.
 - on Planning, Preparation and Assessment (PPA) time.
- **Support Staff**
Include teaching assistants, special needs support staff, support staff for minority ethnic 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 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 students from more than one National Curriculum year.

NOTE: This does not include classes containing any 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 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 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 students, you must recalculate again to ensure that student numbers are correct.

Editing Student Reconciliation

The **Student Reconciliation** panel is used to reconcile the various categories of students with the numbers in the **Classes** panel. The number of on-roll 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 <input type="text" value="937"/>
Private study students	<input type="text" value="0"/>	Students at FE colleges <input type="text" value="0"/>	Students on roll
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 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 students and leavers aged four to 15 inclusive on 31/08/2021, who were on-roll for at least one session during the collection period from the start date of the Autumn term to 31/12/2021.

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 37

SIMS Attendance/Lesson Monitor Users

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

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

Are your Attendance Codes DfE Compliant?

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

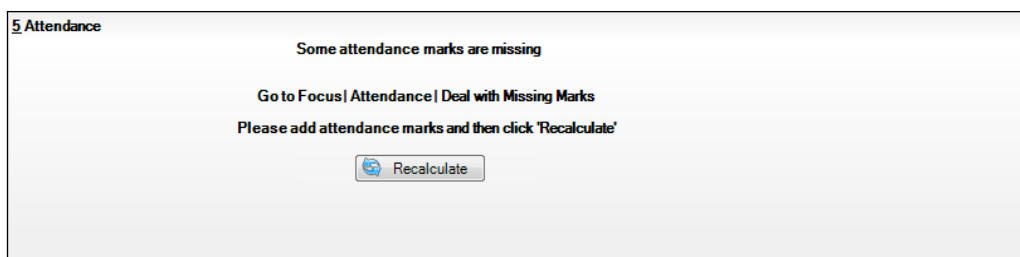
If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.



5 Attendance

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

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.



5 Attendance

Some attendance marks are missing

Go to Focus | Attendance | Deal with Missing Marks
Please add attendance marks and then click 'Recalculate'

Recalculate

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 36

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.

5 Attendance

Your attendance codes are not DfE compliant
Please deal with this lack of compliance and then press 'Check attendance codes'

Check attendance codes

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**)
- Total number of sessions unable to attend due to Coronavirus (**T Corona Sessions**).

8 Attendance

Attendance Application not in use. Manual entry is required.

Check for additional pupil & zero totals

☒ Group By

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

1. To filter the display of students in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.
Alternatively, select **Group by None** to display a list of all students.
2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column header.
3. For each student, enter the correct attendance numbers in the appropriate columns.
4. To clear the attendance information and check for additional students, click the **Check for additional students & zero totals** button.

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

Entering General Information

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

12 General	
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 students, in any year, who are eligible for Free School Meals.

- 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 students of a young age, do not include 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 41

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 01/09/2021 against refusals to admit a student for a place at your school at the start of the 2021/2022 academic year.

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

11 Secondary Admissions Appeals	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)	
Lodged	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>
Independent Admissions Committee	
Heard	<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 01/09/2021 against a refusal to admit a child to the school for a place at the start of the 2021/2022 academic year.

Information about appeals lodged on or after 01/09/2021 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 33).

04 | Completing the School Census Spring Return

Creating and Validating the School Census Return.....	33
Producing Detail Reports	36
Printing a Report from your Web Browser	43
Transferring Report Data to a Spreadsheet.....	44
Deleting Temporary Web Browser Files	44
Producing the Summary Report	44
Editing an Unauthorised Return	45
Authorising the Return.....	46
Submitting the Return	48
Retrieving Authorised Census Return Files	48
Copying a Return	49
Deleting an Unauthorised Return	50

Creating and Validating the School Census Return

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

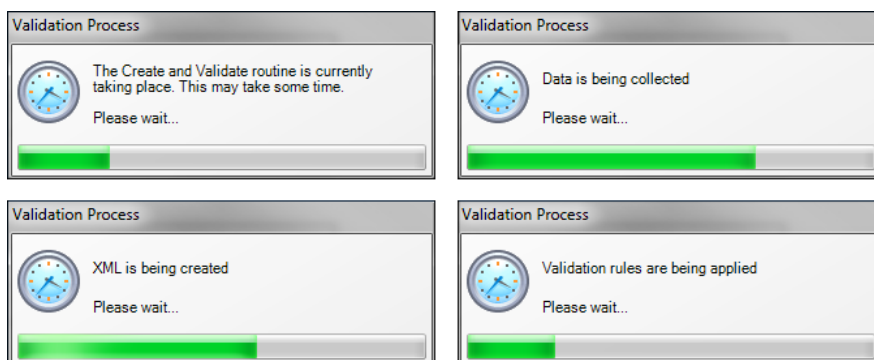
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

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

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

04| Completing the School Census 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://capitaswprod.service-now.com/csm?id=kb_article_view&sysparm_article=KB0047679).

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, Rosal 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 Ethnic/Cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirk Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus Student Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaisle Date of Birth: 2008-03-28, Female, Age: 12/UPN: B8	# Go to Focus Student Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus Student Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V8232991400	# Go to Focus Student Student details and check for duplicate pupil record.
Q	2350Q	Please check: Pupil record with no address details.	Name: Bellows, Chai Date of Birth: 2013-08-14, Female/UPN: F8932880140	# 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 student and error search facility is also available.

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

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

TIP: Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

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

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

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular student.
 - a. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field.
 - b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
 - c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.
 The order of the items in the list can be changed by clicking the appropriate column heading.
 The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page 44).

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

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

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

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE: All errors must be resolved, and all queries must be investigated.

If at any point you want to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

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



More Information:

Transferring Report Data to a Spreadsheet on page 44

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

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

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

The following reports are currently available.

On-Roll Basic Details Report

Report Criteria: Students on-roll on census day.

This report provides basic information about the 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, Youth Support Services Agreement indicator (YSSA), part-time status and boarder status.

Leavers Basic Details Report

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

- Leavers with attendance from the start of the 2021 Autumn term to 31/12/2021
- Leavers with exclusions from 05/04/2021 to 31/12/2021
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded from 01/08/2021 to 20/01/2022
- Leavers with funding and monitoring from 01/08/2021 to 20/01/2022
- Leavers with alternative provision 01/08/2021 to 20/01/2022.

This report provides basic information about leavers, e.g. 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: Students with exclusions from 05/04/2021 to 31/12/2021:

- On-roll students and leavers
- Fixed term exclusion/suspensions (excluding lunchtime suspensions) starting from 05/04/2021 to 31/12/2021
- Permanent exclusions from 05/04/2021 to 31/12/2021.

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

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

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

Attendance Report

Report Criteria: Students with attendance one term ago (from the start of the 2021 Autumn term to 31/12/2021).

NOTE: On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2021.

The Attendance report provides basic student information about the 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).

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)
 - sessions exceptional
 - sessions Coronavirus
 - On Roll Status.

Absentees Report

Report Criteria: On-roll students and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago (start of the Autumn term to 31/12/2021), who were aged four to 15 at 31/08/2021.

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

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

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

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

SEN Report

Report Criteria:

- On-roll student with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).
- SEN Need Types ranked 1 and 2 for students with a Education, Health and Care Plan.
- SEN Support.

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

Address Details Report

Report Criteria: Students on-roll on census day.

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

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

Free School Meal Eligibility Report

Report Criteria: On-roll students on census day who were eligible for free school meals on or after 08/10/2021 and up to census day.

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

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

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

Learner Support Report

Report Criteria: On-roll students and leavers aged 16 plus at 31/08/2021 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2021 to 20/01/2022.

This report provides information about the applicable 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 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 students and leavers with funding and monitoring information for the collection period 01/08/2021 to 20/01/2022.

The report provides the following student details, and funding and monitoring information: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), enrolment status, date of leaving (DOL), funding and monitoring (FAM) type, e.g. NLM (National Learning and Monitoring), funding and monitoring (FAM) code, description and on-roll status.

Funding and Monitoring codes:

01 = Student in receipt of school-led tutoring programme

21 = Student in receipt of 16 to 19 tuition fund

22 = Student is repeating up to one full final 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 2022 Return guide

Post Looked After Arrangements Report

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

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

Class Report

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

This report provides the following class information: class name, number of on-roll students in class, number of guest students in class, number of teachers in class, number of support staff in class and the year taught in (YTI).

Displayed at the bottom of this report is the student reconciliation data:

- part-time students not at school
- private study students
- students at another school
- students on work experience
- students at Further Education colleges
- total 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 secondary admission appeals that were made in the academic year 2020/2021 against a refusal to admit a student into the school for the 2021/2022 academic year.
- childcare provisions during the 2021/2022 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 01/08/2021 to 20/01/2022 (On-roll and leavers).

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

Permanent Exclusions without Final Review Report

Report Criteria: On-roll students and leavers with permanent exclusions and without a final review from 01/01/2021 to 31/12/2021.

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.

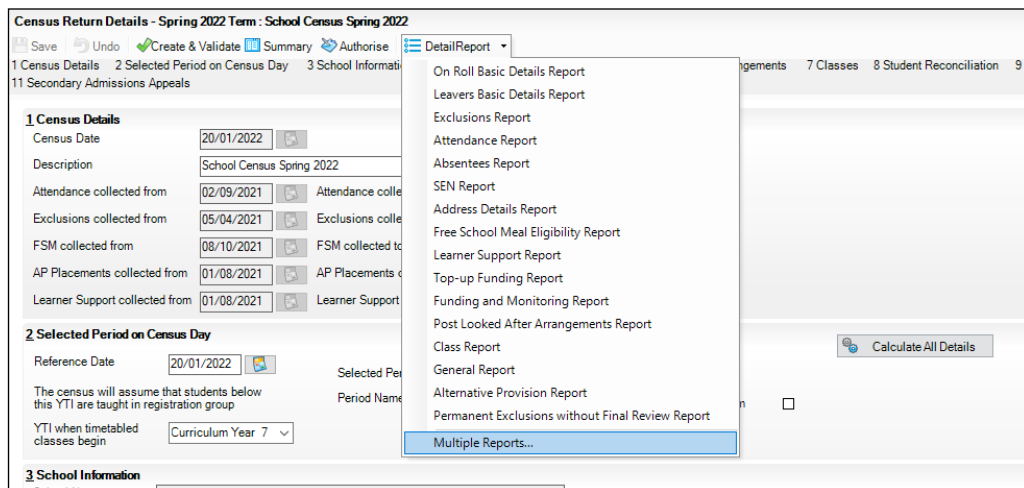
Generating Detail Reports

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.

04| Completing the School Census Spring Return

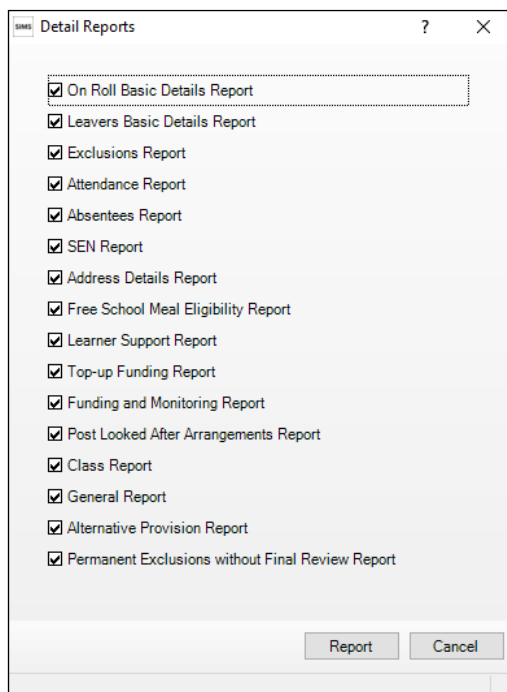
The reports that are available may vary according to your school phase.



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_823LL22_001_onroll1_basic_details_report.html.

Example of an On Roll Basic Details report:

School Census Spring - 2022 (On Roll Basic Data)															
Security Message : This report contains sensitive information.															
Report Criteria: Students on roll on Census day (20/01/2022)															
Total Students: 1000															
School Name: Green Abbey School Fileset Number: 2000 (SIMS.net)															
Filename: 8234321_SC1_823LL22_001.UNA Report Created: 24/09/2021															
XML Version: Validation 2022.1.0 - Updated: 2020-08-19 ErrorList 2022.1.0 - Updated: 2020-08-19 Summary 2022.1.0 - Updated: 2020-08-19															
UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrolment Status	Ethnicity	Language	YSSA	Part-time Status	Boarder
Y820200109033	5142335588	Aaron	Chris	Aaron	-	01/09/2005	Male	11	01/09/2017	Single Registration	White - English	English	Unsought	No	Not a Boarder
C823432117001	5142311344	Aaron	Jason	Aaron	-	08/03/2008	Male	11	01/09/2017	Single Registration	White - Cornish	English	Unsought	No	Not a Boarder
J820200109032	5142335561	Aaron	Liz	Aaron	-	01/09/2005	Female	11	01/09/2017	Single Registration	White - English	English	Unsought	No	Not a Boarder
M820200109034	5142335553	Aaron	Sophie	Aaron	-	01/09/2005	Female	11	01/09/2017	Single Registration	White - English	English	Unsought	No	Not a Boarder
N823299611001	-	Abdullah	Tamwar	Abdullah	-	12/01/2009	Male	8	07/09/2020	Single Registration	Bangladeshi	English	-	No	Not a Boarder
XXXXXXXXXXXX										Single					Not a



More Information:

Configuring the Census Folder on page 11

Transferring Report Data to a Spreadsheet on page 44

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.

Transferring Report Data to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

With the generated report displayed in your web browser, right-click the report and then select the required option from the drop-down list.

IMPORTANT NOTE: *The spreadsheet contains the same level of sensitive information as the original HTML report from which the information was transferred. Therefore, the spreadsheet file must be saved to a folder with the same level of security.*

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 PC in the temporary directory, where they are not secure because they can still be accessed.

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 via Settings. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

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

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

Generating the Summary Report

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser, but can be transferred to a spreadsheet, if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. 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_820LL22_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.



More Information:

Configuring the Census Folder on page 11

Generating Detail Reports on page 41

Transferring Report Data to a Spreadsheet on page 44

Authorising the Return on page 46

Deleting an Unauthorised Return on page 50

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 11

Specifying the Security Message for Reports on page 12

Resolving Validation Errors and Checking Queries on page 34

Producing Detail Reports on page 36

Producing the Summary Report on page 44

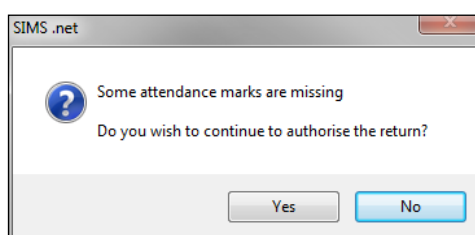
Authorising the Return

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 Summary report can assist in reviewing the information.

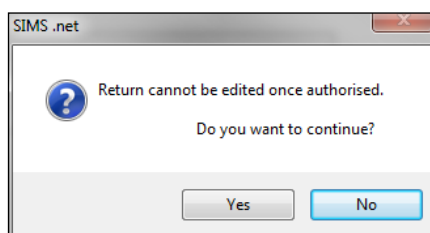
1. Click the **Authorise** button.

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.

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.
 - 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 2022 Term** browser.

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

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

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

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



Additional Resources:

Designing and Running Reports handbook



More Information:

Producing the Summary Report on page 44

Retrieving Authorised Census Return Files on page 48

Copying a Return on page 49

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 is in the folder previously specified in the 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 files **Download to** the folder specified in the census 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 then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

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

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

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

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

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



Additional Resources:

Designing and Running Reports handbook

Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

NOTE: Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you want to copy and then click the **Copy** button.
A message requests confirmation that you wish to make a copy of the selected return.

IMPORTANT NOTE: Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding 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** and 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 wrong return.

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

IMPORTANT NOTES: Any return files that have already been authorised cannot be deleted.
When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also 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.

Index

A

absentees report	38
academies	16
access rights	5
address details report	39
admissions appeals	
secondary	31
alternative provision placements	41
attendance information	
checking/editing	28
compliant codes	29
non-compliant codes	30
authorising	46
retrieving previous authorised census	
returns	48
school census	46

C

calculating all details	14
census details	
checking dates	12
editing description	12
childcare	16
updating	16
classes	
timetabled classes	25
configuring	
school census defaults	11
copying	
school census return	49
creating & validating	33

D

data collected	
school level	6
student level	7
default folder	
defining	12
deleting	

school census return	50
temporary web browser files	44
detail reports	
producing	36
transferring to a spreadsheet	44
DfE compliant codes	29
DfE non-compliant codes	30

E

editing	
an unauthorised return	45
attendance information	28
post looked after arrangements	22
school information	14
entering	
attendance information	28
errors and queries (validation)	
resolving	34
exclusions report	37

F

free school meals	
eligibility report	39
on census day	31
funding and monitoring	40

L

learner support report	39
------------------------------	----

P

permissions	5
post looked after arrangements	
editing	22
report	40
preparation	
checking data	6
minimum version of SIMS	6
permissions	5
previous authorised census returns	48
printing	
reports	43, 48
validation errors summary	34

Q

queries and errors (validation)	
resolving	34

R

reconciliation	
student reconciliation	27
reporting	
deleting temporary web browser files ..	44
designing reports	48
producing detail reports	36
absentees report	38
address details report	39
alternative provision report	41
attendance report	37
exclusions report	37
free school meal eligibility report	39
general report	41
generating detail reports	41
learners support report	39
leavers basic details report	37
on-roll basic details report	36
post looked after arrangements	
report	40
reporting - funding and monitoring	
report	40
SEN report	39
top-up funding report	40
specifying security message	12
resolving	
errors and queries	34
retrieving	
authorised census return files	48
return	
permissions	5

S

school census return	
authorising	46
configuring the storage folder	11
copying	49
deleting	50

new	9
school information	
checking	6, 14
school meals	
taken on census day	31
secondary admissions appeals	31
security	
deleting temporary files	44
specifying security message	12
selected period on census day	13
SEN report	39
SIMS	
version required to create return	6
steps to producing the return	
flowchart	4
student reconciliation	27
submitting the return	48
summary report	
printing	43
producing	44

T

temporary web browser files	
deleting	44
top up funding	
top-up funding report	40
updating	20, 40
transferring	
report data to a spreadsheet	44

U

unauthorised return	
copying	49
deleting	50
editing	45
updating	
post looked after arrangements	22
top-up funding	20

V

validation failures	
resolving	34