SIMS

Producing the School Census Spring 2022 Return

English Special 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

Doc Ref: SCSpr_SP_7202/HBK/141221/AW

Providing Feedback on Documentation

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

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

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01 | Introduction

Overview

This handbook provides the information needed by Special schools 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 pupil/student details, e.g. pupil/student address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from Special 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 *48*

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:

- Pupil/students with exclusions from 05/04/2021 to 31/12/2021
- On-roll pupil/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 *43*

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 pupil/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 pupil/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 *46*

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.

```
                    ╭──────────────────────────╮
                    │ Upgrade to the latest available │
                    │    release of SIMS.       │
                    ╰──────────────────────────╯
                              │
                    ┌──────────────────────────┐
                    │ Configure the Census Folder and specify │
                    │  the Security message for Reports. │
                    └──────────────────────────┘
                              │
                    ┌──────────────────────────┐
                    │ Ensure that the school details and pupil/student details │
                    │      are correct and up-to-date. │
                    └──────────────────────────┘
                              │
                    ┌──────────────────────────┐
                    │     Start a new return.    │
                    └──────────────────────────┘
                              │
                    ┌──────────────────────────┐
                    │    Calculate All Details.  │
                    └──────────────────────────┘
                              │
                    ┌──────────────────────────┐
                    │ Check all information displayed on the │
                    │ Census Return Details page and edit, if required. │
                    └──────────────────────────┘
                              │
                    ┌──────────────────────────┐
                    │  Create and validate the return.  │
                    └──────────────────────────┘
                              │
              ┌─────┐      ╱Any errors or╲      ┌─────┐
              │ YES │◄─────   queries?    ─────►│ NO  │
              └─────┘      ╲            ╱        └─────┘
```

YES — Produce the Validation Errors Summary report to assist with the resolution of errors and queries.

Produce the detail reports and the Summary report to assist with the resolution of errors and queries.

Resolve errors and check queries.

NO — Produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.

Authorise the return.

Confirm that the Head Teacher is satisfied that the return file is ready for upload. Enter additional text to be displayed on the authorisation report, if required.

On authorisation, the Validation Errors Summary report, Authorisation report and Summary report are generated and displayed in your web browser. All reports (including the detail reports) can be viewed via the Retrieve Authorised Census Return Files routine.

Submit the return.

02| Preparing for the School Census Spring Return

Setting SIMS Permissions

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

Running the Return

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

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. pupil/student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page *6*).

Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

The SIMS Permissions Spreadsheet describing the numerous permissions available in SIMS is available on the support portal (https://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.

Version 7.202

Preparing Data for the School Census Return

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

The following information is collected from Special 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
  - Special school organisation (accommodation), maximum day pupil/students, maximum boarding pupil/students, minimum and maximum age for boys, minimum and maximum age for girls and school SEN type (as used in the School Census).

- Miscellaneous:
    - free school meals taken
    - childcare provision on site, signposted off site childcare provision, type of childcare (e.g. before school, after school, etc.), number of childcare places, childcare provider, number of weeks that the childcare provision is open, other schools, opening time and closing time.

Pupil/Student Level Data

- Pupil/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.
- Pupil/Student Characteristics:
    - ethnicity, first language
    - free school meal eligibility start date and end date, UK country in which the eligibility applies, school dinner taken
    - Learner Support code, Youth Support Services Agreement (YSSA) indicator
    - service children in education indicator
    - top-up funding indicator
    - post looked after arrangements
    - funded hours, extended childcare hours, 30 hour code, disability access fund indicator and hours at setting
    - funding and monitoring
    - early years pupil premium receipt (EYPPR) and early years pupil premium basis of funding (EYPPBF)
    - two year old basis for funding.
- Pupil/Student Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator, actual national curriculum year group.
- Special Educational Needs: SEN provision, SEN type ranking, SEN type for each SEN need.
- 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 pupil/student was excluded, SEN provision (formerly stage).

- Pupil/Student Home Address Information: full 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 <u>not</u> 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

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

The School Census Spring 2022 Return collects data for:

- all pupil/students on the register on 20/01/2022 (census day).
- any additional pupil/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 *43*).
  - had exclusions that started between 05/04/2021 and 31/12/2021 (please see *Exclusions Report* on page *43*).
  - had funding and monitoring information during the date range 01/08/2021 to 20/01/2022 (please see *Funding and Monitoring Report* on page *46*).
  - had an alternative provision placement between 01/08/2021 and 20/01/2022 (please see *Alternative Provision Report* on page *48*).
  - had Learner Support funding from 01/08/2021 to 20/01/2022 (please see *Learner Support Report* on page *46*).

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 *57*).

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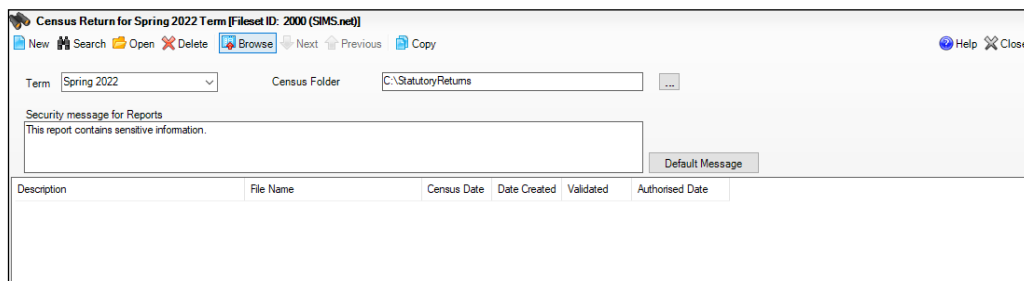
By default, the **Term** field displays the appropriate term for the selected return, in this instance **Spring 2022**.

2. Ensure that the **Census Folder** is configured correctly and that the required **Security message for Reports** is specified, 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).

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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.
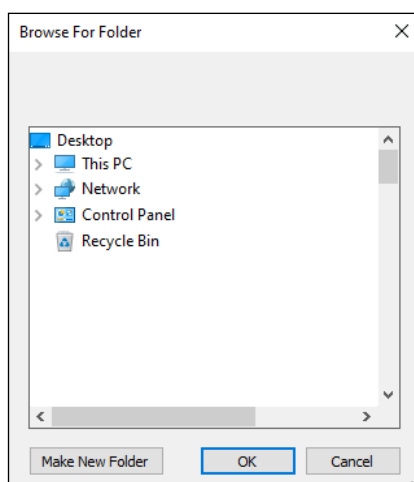
     Browse button

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. 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.*

2. 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 <u>not</u> 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 <u>every</u> panel where details are calculated automatically) with the data currently stored in SIMS.*

Any details that are calculated automatically should be checked and edited, if required.

1. Click the **Calculate All Details** button.

   A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.
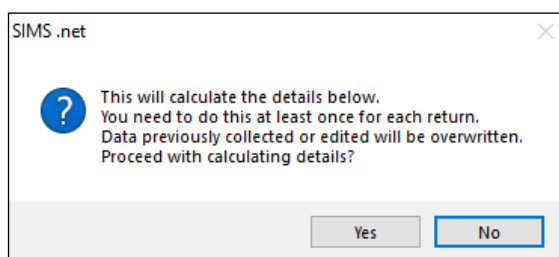
2. Click the **Yes** button to calculate all details.

   At this point, depending on the number of pupil/students in the school, there might be a short delay while details are calculated.

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

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

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | School | School Details**). The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.

2. Add or amend the school details, selecting from the drop-down lists where applicable.

> *NOTE: The **School Name**, **LA** number, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If any of these details are incorrect, please contact your Local Support Unit for assistance.*

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (https://get-information-schools.service.gov.uk/), which is a register of schools and colleges in England.

4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

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

- The **School Type** and **School Governance**.

  Select **Academies** from the applicable drop-down lists.

- The **Previous Name** and **Date Name Changed**.

- The **Previous Estab Number** and **Earliest DOA** (date of admission).

  This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.

- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

  This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Editing School Childcare Details

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

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

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

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

Calculated childcare information can be edited, if required.

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

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

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

4. Enter the required details.

    ▪ **Type** - based on the record you have opened, the type of childcare being provided is displayed automatically. The four types of childcare collected for the return are:

        ▪ **Before School Childcare**

        ▪ **After School Childcare**

        ▪ **Holiday Childcare**

        ▪ **Under Fives Childcare**.

    ▪ **On Site** - select the applicable option from the drop-down list:

        ▪ **Yes** - select this option if childcare is being provided on the school premises.

        ▪ **No** - select this option if childcare is undertaken off the school premises, i.e. your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation.

    ▪ **Signposted** - one of the following options must always be selected from the drop-down list:

        ▪ **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your pupil/students, including transport to their site.

        ▪ **Yes, list of providers that pick up from school** - select this option if a list of local providers that will pick up pupil/students from the school to help parents is provided.

        ▪ **No**

        ▪ **Not Known**.

- **Opening Time** - enter the time that the service becomes available (not applicable to after school care).

> *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*

- **Closing Time** - enter the time that the service closed (not applicable to before school care).

> *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 17:30.*

- **Number of Childcare Places** - enter the maximum number of childcare places that the service can provide.
- **Provider** - select the description from the drop-down list that most accurately describes the provider of the service:
  - **School**
  - **School in Partnership** (with another provider)
  - **Other (non-school) Provider**.
- **Other Schools** - is the service made available to children from other schools? Select as applicable from the drop-down list:
  - **Yes**
  - **No**
  - **Unknown**.
- **Weeks Open** - enter the number of weeks for which childcare is provided (applicable to holiday and under-fives childcare only).
- **Notes** - notes can be added and then edited later, if required.

5. Click the **OK** button to return to the **School Details** page.
6. Click the **Save** button and then the **OK** button to return to the **Census Return Details** page.

Managing Early Years Data

Applicable to schools with Early Years children only

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

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

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

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

Editing Early Years

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

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

NOTE: Disability Access Fund, 30 Hour Code and Extended Funded Hours are not collected in the census for pupil/students aged two at 31/08/2021.

Funded Hours and Hours at Setting

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

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

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

Date of Birth Ranges	School Type and National Curriculum Year Group	Funded Universal Free Entitlement Hours Maximum Entitlement
01/09/2017 to 31/12/2019 inclusive	All relevant schools and year groups.	15 hours
01/09/2016 to 31/08/2017 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.	15 hours

Disability Access Fund

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

- They are in receipt of child Disability Living Allowance (DLA)

  and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

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

Date of Birth Ranges	School Type and National Curriculum Year Group
01/09/2017 to 31/12/2018 inclusive	All relevant schools and year groups.
01/09/2016 to 31/08/2017 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.

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

Extended Funded Hours and 30 Hour Code

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

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

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

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

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

Date of Birth Ranges	School Type and National Curriculum Year Group	Maximum Funded Universal Free Entitlement and Extended Free Entitlement Hours
01/09/2017 to 31/12/2018 inclusive	Applicable to all relevant schools and year groups. A valid **30 Hour Code** must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.
01/09/2016 to 31/08/2017 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only. A valid **30 Hour Code** must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.

Extended Funded Hours information provided by the DfE can be found on their website (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
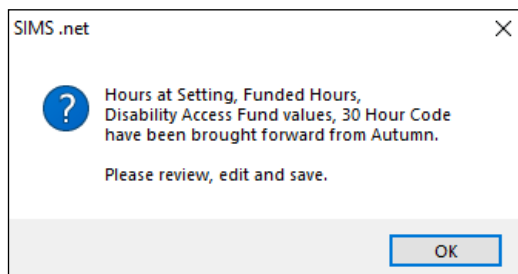
Recording Early Years

The required data can be recorded:

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

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

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins,Eve	28/07/2018	001840	N2	PM	3	3	15	15	No		
Birkett,Scott	03/03/2018	001841	N2	AM	3	3	15	15	No		
Cardale,Luke	17/05/2018	001842	N2	PM	3	3	30	15	No	10038877533	
Carmichael,Meghan	21/06/2018	001843	N2	AM	3	3			No		
Ciobanu,Mitica	23/09/2017	001844	N2	AM	3	4			No		
Clifton,Rhianna	25/04/2017	001845	N2	PM	3	3			No		
Dickinson,Adam	05/12/2017	001846	N2	PM	3	4			No		

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

> **SIMS .net** ✕
>
> ❓ Hours at Setting, Funded Hours, Disability Access Fund values, 30 Hour Code have been brought forward from Autumn.
>
> Please review, edit and save.
>
> [OK]

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

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

Update Early Years

Save   Undo

Census Term: Spring 2022

Pupils View Age at 31/08/2021: All   YTI: All   Reg: All   Status: All

Pupils
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/12/2021

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins,Eve	28/07/2018	001840	N2	PM	3	3	15	15	No		
Birkett,Scott	03/03/2018	001841	N2	AM	3	3	15	15	No		
Cardale,Luke	17/05/2018	001842	N2	PM	3	3	30	15	No	10038877533	
Carmichael,Meghan	21/06/2018	001843	N2	AM	3	3			No		
Ciobanu,Mitica	23/09/2017	001844	N2	AM	3	4			No		
Clifton,Rhianna	25/04/2018	001845	N2	PM	3	3			No		

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

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

   > **IMPORTANT NOTES:** *Values for **Funded Hours**, **Hours at Setting** and **Extended Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.*
   >
   > *If the value entered is within the range accepted by SIMS but is higher than what the DfE expects, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.*

4. If most of the pupil/students are receiving the same number of hours, the following method can be used to populate the column quickly:

   a. In the **Pupils View** panel, select the required year group from the Year Taught In (**YTI**) drop-down list. The selected pupil/students only are displayed in the **Pupils** panel.

   b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.

   c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting**, **Funded Hours** or **Extended Funded Hours**, then enter the number of hours that is applicable to most pupil/students.

      This number is then entered automatically for all the selected pupil/students.

   d. Click to the right of the grid to deselect all.

   e. Edit the entry for each pupil/student who is receiving a different number of hours. This is achieved by highlighting the required pupil/student, clicking the associated **Hours at Setting**, **Funded Hours** or **Extended Funded Hours** cell (as applicable) then entering the required number.

5. Indicate whether the pupil/students are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.

6. Enter the 11 digit **30 Hour Code** in the applicable cell, if in receipt of extended funded hours.

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

7. Click the **Save** button.

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

8. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

> ***IMPORTANT NOTES:***
> *If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located at the top right-hand side of the **Early Years** panel) to ensure that the up-to-date data is displayed:*
> - *any information is updated via **Tools | Statutory Return Tools | Update Early Years***
> - *a new pupil/student is added in SIMS*
> - *a pupil/student's date of birth is amended.*
>
> *Please note that when information is updated via the **Edit** button, the **Early Years** panel is refreshed automatically.*

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

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.

2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

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

3. Enter the required values for these pupil/students as described previously.

4. Click the **Save** button.

Editing Early Years Pupil Premium Receipt

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

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

- All three year old pupils who were born between 01/09/2017 and 31/12/2018 inclusive.
- Four year old pupils (in any Nursery school year group).
- Four year old pupils (in years E1, E2, N1 and N2 <u>excluding</u> Nursery schools) and born between 01/09/2016 and 31/08/2017 inclusive.

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

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

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

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

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

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	In Care	Basis for EYPP Eligibility
Atkins,Eve	28/07/2018	001840	N2	PM	3	3	No	Not Eligible
Birkett,Scott	03/03/2018	001841	N2	AM	3	3	No	Receipt - economic
Cardale,Luke	17/05/2018	001842	N2	PM	3	3	No	Not Eligible
Carmichael,Meghan	21/06/2018	001843	N2	AM	3	3	No	Not Eligible
Ciobanu,Mitica	23/09/2017	001844	N2	AM	3	4	No	Not Eligible
Clifton,Rhianna	25/04/2018	001845	N2	PM	3	3	No	Receipt - economic an...
Dickinson,Adam	05/12/2017	001846	N2	PM	3	4	No	Receipt - unknown

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

- **Not Eligible**

- **Receipt - Economic**

  In receipt through eligibility for economic reasons, i.e. where they are in receipt via eligibility for the benefits-related criteria for FSM.

- **Receipt - Other**

  In receipt through eligibility for other reasons, i.e. where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order.

- **Receipt - Economic and Other**

  In receipt through eligibility for both reasons, i.e. where they are in receipt through eligibility for both economic and other reasons.

- **Receipt - Unknown**

  In receipt through eligibility for unknown basis, i.e. where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why.

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

More Information:
EYPPR Report on page *47*

Editing Two Year Old Basis for Funding

The **2 Year Old Basis for Funding** grid (located in the **Early Years** panel) enables schools to enter the basis of funding for each pupil/student with a date of birth between 01/01/2019 and 31/12/2019 inclusive.

2 Year Old Basis for Funding							
Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Bocetti,Mateo	17/05/2019	001771	N1	N1 AM	Yes	Yes	No
Bordet,Petra	20/05/2019	001772	N1	N1 PM	Yes	No	No
Ellis,Mark	15/02/2019	001773	N1	N1 PM	No	Yes	No
Hussaine,Amyra	12/01/2019	001774	N1	N1 A...	No		
Jameson,Eve	12/04/2019	001775	N1	N1 PM			
Wilsons,Jack	07/03/2019	001778	N1	N1 AM			

1. Click a cell in the **Economic Criteria** column, then select **Yes** or **No** from the drop-down list to indicate if this basis for funding applies to the adjacent two year old pupil.

2. Repeat this process in the **High level SEN or Disability** and **Looked After or Adopted From Care** columns.

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

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

More Information:
2 Year Old Basis for Funding Report on page *47*

Editing Pupil/Students with Top-Up Funding

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

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

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

6 Top-up Funding						
Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
White	White	Theo	2	2JB		No
Whitehead	Whitehead	William	4	4ES		No
Whitemore	Whitemore	Amie	6	6VC		No
Whitemore	Whitemore	Paige	2	2GH		No

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

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

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

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

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

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

4. To remove a pupil/student from the **Top-up Funding** list, highlight the required pupil/student, then click the **Remove** button. The pupil/student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.

5. Click the **Update** button to save the data and arrange the list of pupil/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 Pupil/Student Post Looked After Arrangements

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

If the pupil/students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update 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 pupil/students who already have a PLAA status are displayed.

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

2. Click the **Edit** button to display the **Update Pupil** (or **Student**)**s Post Looked After Arrangements** page. Any pupil/students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.

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

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

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

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

5. For each pupil/student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **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.

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

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

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

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

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

   If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored <u>securely</u> 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 *47*

Managing School Dinners Taken on Census Day

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

> *NOTE for Special schools: The School Dinner Taken routine is applicable to Special schools that have on-roll pupils who have taken a school dinner on census day and who are in Year Taught In Reception, Year 1 or Year 2 and those in Year Taught In X aged four to six who were born between 01/09/2014 and 31/08/2017 inclusive.*

All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the local authority. The School Census Spring 2022 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

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

> *NOTES: The **Reference Date** is provided so that your school can report school dinners taken on an alternative date to census day, if required.*
>
> *The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.*

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

1	By default, the **Reference Date** is set to 20/01/2022 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the situation. However, the reference date must be within the Spring term date range.
2	Click the required column header to sort the data.
3	The **Calculate From Attendance** button is displayed only if SIMS Attendance is in use.
4	The **Calculate from Dinner Money** button is displayed only if SIMS Dinner Money is in use.
5	When the **Reset** button is clicked all existing ticks are removed from the **School Dinner Taken** column enabling you to start the process again.
6	The **Total Taken** and **Total Not Taken** provide an indication of whether the number of school dinners taken is correct or whether edits are required.

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

More Information:
School Dinner Taken Report on page *45*

Using Dinner Money to Calculate School Dinners Taken on Census Day

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

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

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

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

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

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

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

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

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

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

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

Using Attendance to Calculate School Dinners Taken on Census Day

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

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

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

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

If missing marks exist, a message is displayed:

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

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

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

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

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

Using Manual Entry to Record School Dinners Taken on Census Day

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

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.

2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.

4. Continue editing until school dinner taken details are correct.

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

Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students and leavers aged four to 15 inclusive on 31/08/2021, 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 <u>every</u> panel, with the original data stored in SIMS. Do <u>not</u> 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 *43*

SIMS Attendance/Lesson Monitor Users

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

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

Are your Attendance Codes DfE Compliant?

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

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

However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.
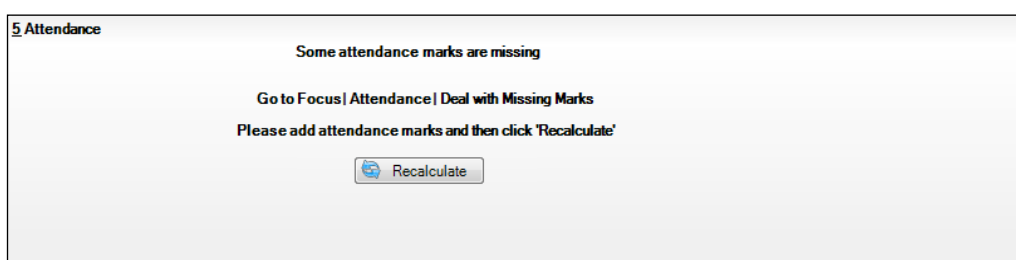
1. Use the Deal with Missing Marks routine (**Focus | Attendance** (or **Lesson Monitor**) **| Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.

2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

> *NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.*

More Information:
Producing Detail Reports on page *42*

Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.
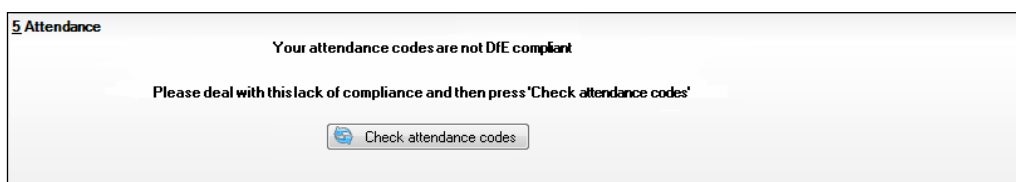
1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.

2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

   If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.

3. Click the **OK** button to continue.

SIMS Attendance/Lesson Monitor Not in Use

If Attendance/Lesson Monitor is not in use, the following data must be entered manually:

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

1. To filter the display of pupil/students in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.

   Alternatively, select **Group by None** to display a list of all pupil/students.

2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column header.

3. For each pupil/student, enter the correct attendance numbers in the appropriate columns.

4. To clear the attendance information and check for additional pupil/students, click the **Check for additional students & zero totals** button.

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

Entering General Information

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

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

- Pupil/students should be included only if they meet the Free School Meals eligibility criteria (i.e. in respect to family income).

- If your school has pupil/students of a young age, do <u>not</u> include pupil/students taking school meals in Reception, Year 1 and Year 2, if they are <u>not</u> 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 *48*

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 *39*).

04| Completing the School Census Spring Return

Creating and Validating the School Census Return

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

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

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

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

A progress bar is displayed, indicating that the Create and Validate process is being performed.
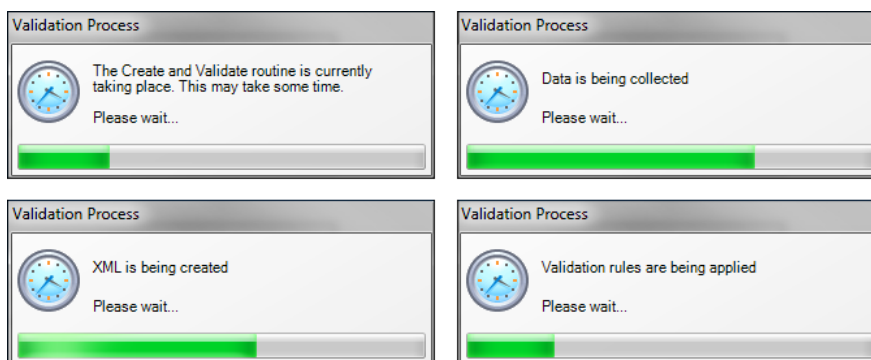
During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly if 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
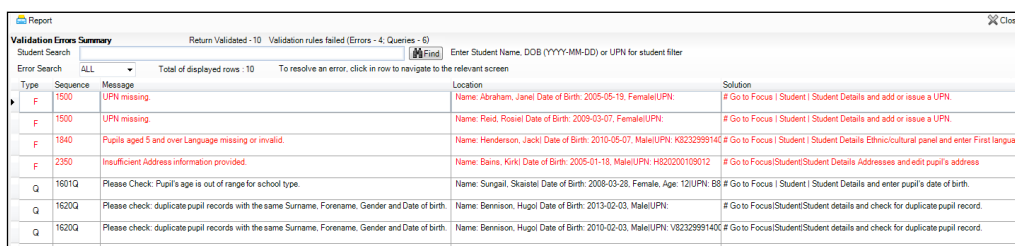
Recording Exclusion chapter of the *Managing Pupil/Students* handbook

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.

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A pupil/student and error search facility is also available.

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

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

> *TIP: Using the Solution hyperlinks*
>
> *When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.*
>
> *A hyperlink is also indicated by a hash symbol (**#**) preceding the **Solution** text.*
>
> *Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.*

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil/student.
    a. Enter all or part of a UPN, pupil/student's surname or date of birth in the **Student Search** field.
    b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
    c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

    The order of the items in the list can be changed by clicking the appropriate column heading.

    The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page *50*).

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 <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

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

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

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

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

More Information:
Transferring Report Data to a Spreadsheet on page *50*

Producing Detail Reports

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

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

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

The following reports are currently available.

On-Roll Basic Details Report

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

This report provides basic information, 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 (YSSA) indicator, part-time status and boarder status.

Leavers Basic Details Report

Report Criteria: Pupil/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 from 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, exclusion and learner support status.

Exclusions Report

Report Criteria: Pupil/students with exclusions from 05/04/2021 to 31/12/2021:

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

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

Attendance Report

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

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

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

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 pupil/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 pupil/student's overall absence rate is calculated as follows:

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

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

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

SEN Report

Report Criteria:

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

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

Address Details Report

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

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

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

School Dinner Taken Report

Applicable to schools with pupils in Reception, Year 1 and Year 2
Report Criteria: Pupil/students on-roll on census day, who have taken school dinner on the reference date.

- Pupil/students in Year Taught In R, 1 and 2.
- Pupil/students in Year Taught In X who are aged four to six and who were born between 01/09/2014 and 31/08/2017 inclusive (Special schools only).

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

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

Free School Meal Eligibility Report

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

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

> *NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.*
>
> *Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.*

Learner Support Report

Report Criteria: On-roll pupil/students and leavers aged 16 plus at 31/08/2021 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 pupil/students: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), learner support and on-roll status.

Top-up Funding Report

Report Criteria: On-roll pupil/students who have been awarded Top-up Funding as at census day.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and SEN provision.

Funding and Monitoring Report

Not applicable to Nursery schools

Report Criteria: On-roll pupil/students and leavers with funding and monitoring information for the collection period 01/08/2021 to 20/01/2022.

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

Funding and Monitoring codes:

01 = Pupil/student in receipt of school-led tutoring programme

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

22 = Pupil/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

Early Years Report

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

- All two year old pupils who were born between 01/01/2019 and 31/12/2019 (hours at setting and funded hours only)
- All three year old pupils who were born between 01/09/2017 and 31/12/2018
- All four year old pupils who were born between 01/09/2016 and 31/08/2017 (with Year Taught In E1, E2, N1 and N2).

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

EYPPR Report

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

- All 3 year olds born between 01/09/2017 and 31/12/2018 (inclusive)
- 4 year olds (for other than Nursery – in E1, E2, N1 and N2 only) born between 01/09/2016 and 31/08/2017 (inclusive)
- 4 year olds (for Nursery – all pupils).

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

2 Year Old Basis for Funding Report

Report Criteria: Pupils on-roll on census day having two year old basis for funding data. All two year olds who were born between 01/01/2019 and 31/12/2019.

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

Post Looked After Arrangements Report

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

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

General Report

Where applicable, the General report provides information about:

- the number of free school meals taken on census day.
- 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 pupil/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.
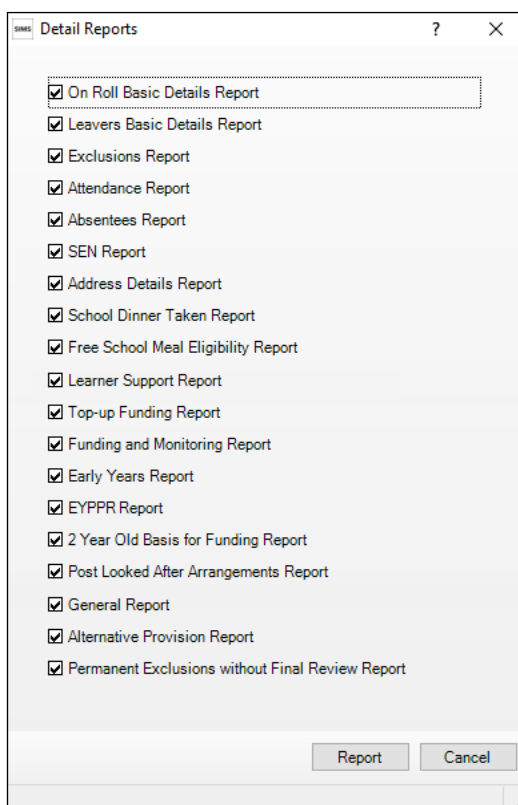
The reports that are available may vary according to your school phase.
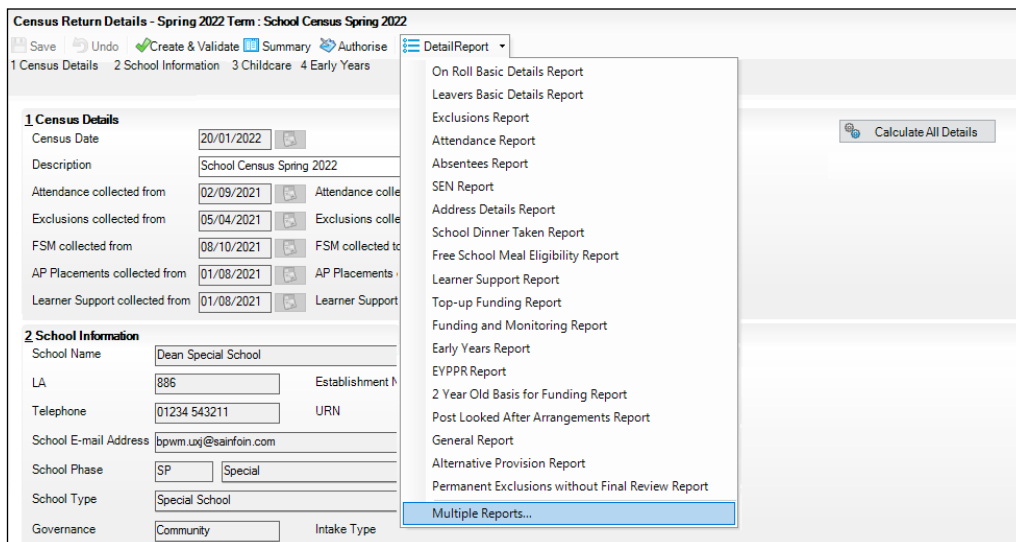
Selecting Multiple Detail Reports

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 <u>Hosted</u> 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:
   `8864676_SC1_886LL22_001_onroll_basic_details_report.html`.

   ⓘ **More Information:**
   Configuring the Census Folder on page *11*
   Transferring Report Data to a Spreadsheet on page *50*

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 <u>only</u> 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 <u>not</u> 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 <u>Hosted</u> 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 `8864676_SC1_886LL22_001_Summary_Report.html`.

It is important that the Head Teacher checks <u>all</u> 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 *48*
Transferring Report Data to a Spreadsheet on page *50*
Authorising the Return on page *52*
Deleting an Unauthorised Return on page *57*

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 *40*
Producing Detail Reports on page *42*
Producing the Summary Report on page *51*

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.
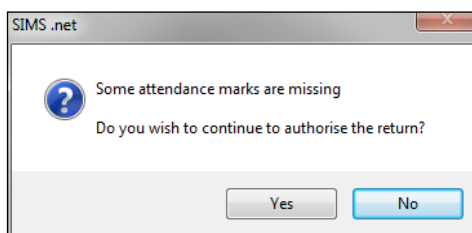
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

   If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.
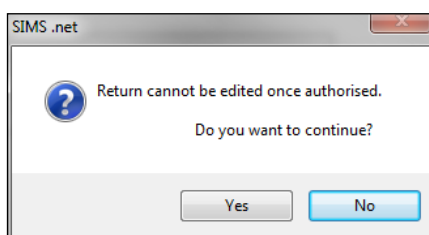
3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

   If you choose to continue, the **Head teacher authorisation** dialog is displayed.
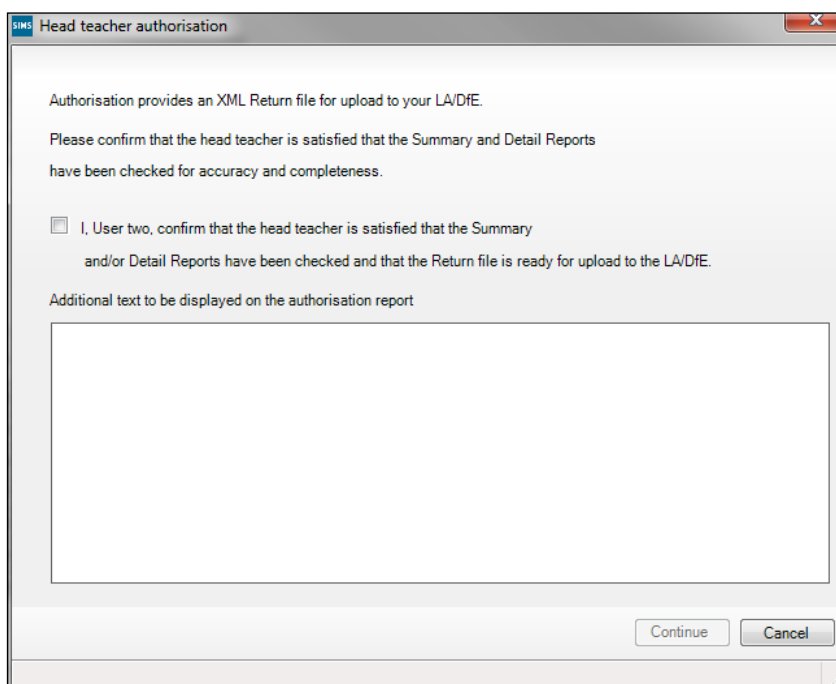
4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.

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 <u>Hosted</u> 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 *51*
   Retrieving Authorised Census Return Files on page *55*
   Copying a Return on page *56*

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 <u>Hosted</u> 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 <u>Hosted</u> 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 <u>not</u> 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 <u>must</u> be used for each return. If duplicate returns are detected, an error is 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.

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