Producing the School Census Summer 2021 Return

English Nursery Schools

applicable to 7.198 onwards

Handbook

Revision History

Version	Change Description	Date
7.198 - 1.0	Initial release.	02/03/2021

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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

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Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Summer 2021 Return, which takes place on Thursday 20 May.

The School Census Summer 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. Autumn, Spring and Summer), which collect detailed information about school characteristics and pupil details, e.g. pupil address, free school meals, etc. Different data is collected depending on which return is being prepared, and your school phase.

A list of items collected from Nursery schools in England for the School Census Summer 2021 Return is available in a later section of this handbook (please see *Preparing Data for the School Census Return* on page *6*).

> *NOTE: The content of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.*

How has the School Census Summer Return Changed?

Changes to the School Census Summer Return include the following:

- Census date 20/05/2021
- Free School Meal Eligibility collected from 22/01/2021 to 20/05/2021.

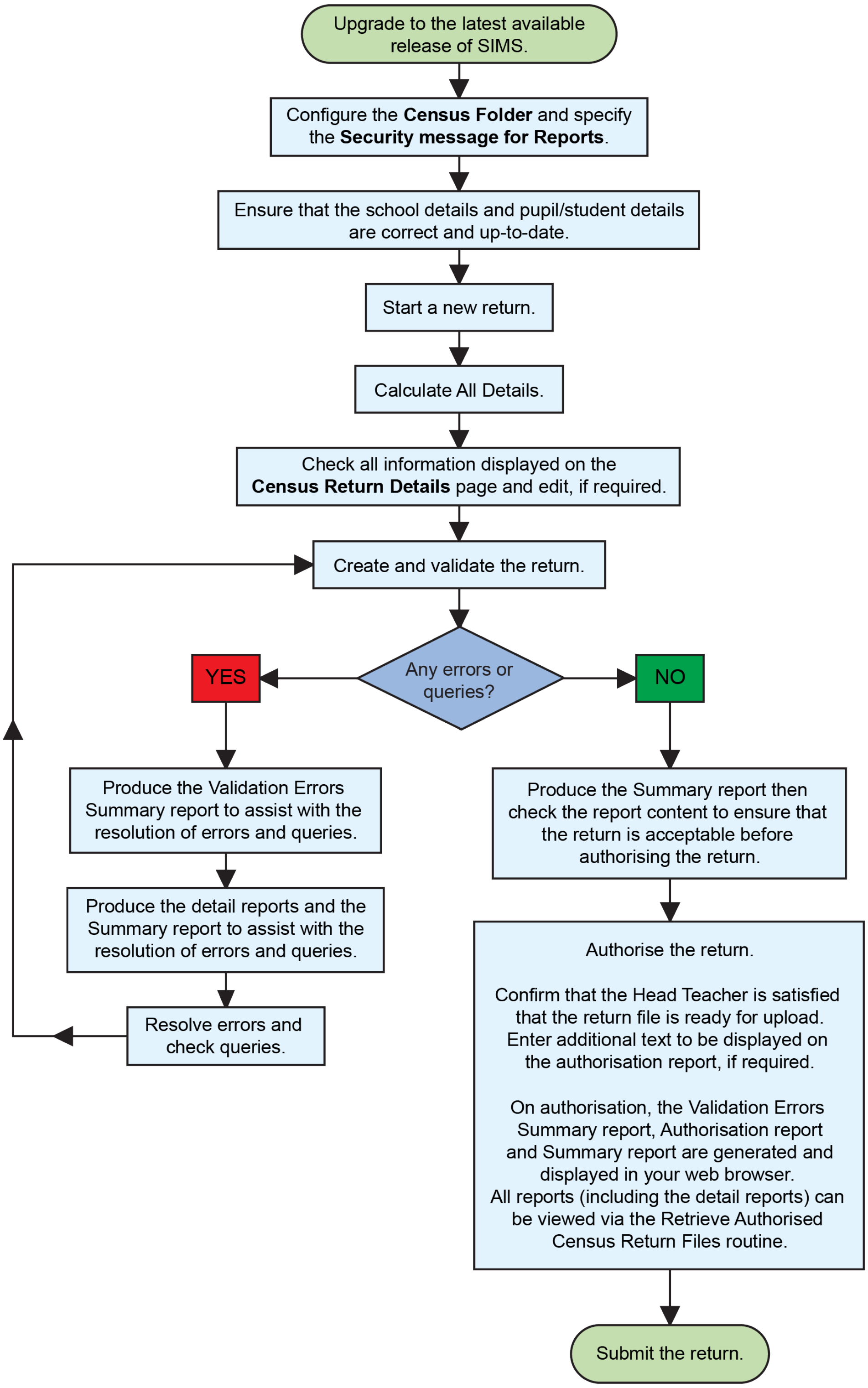
Reporting School Dinners Taken on Census Day

Routines | Statutory Returns | School Census - School Dinner Taken

If pupils in years R, 1 and 2 are not attending school on the School Census Summer 2021 census day, schools can now select an alternative date for reporting of school dinners taken between 05/04/2021 and 31/07/2021. In Special schools, this is also applicable to pupils aged between 4 and 6 who are not following the National Curriculum Year X, and pupils born between 1 September 2013 and 31 August 2016 inclusive.

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 queries?
YES
NO
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.
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.

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 and 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 Summer 2021
- SIMS Newsfeed - DfE CBDS 2020/21
- SIMS Newsfeed - Series 1800 Filesets for SIMS 7 Spring Release 2021.

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Setting SIMS Permissions

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

Running the Return

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

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. pupil 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.

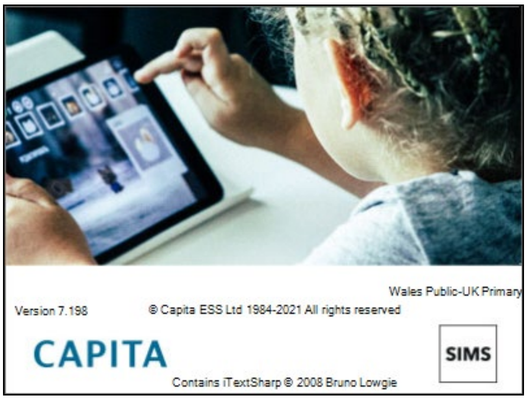
An Excel spreadsheet describing the numerous permissions available in SIMS is available on the support portal (https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0044069).

What Version of SIMS is Required?

To run the return, you must have the SIMS 2021 Spring Release (7.198) 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 7.198 or later.


Wales Public-UK Primary
Version 7.198
© Capita ESS Ltd 1984-2021 All rights reserved
CAPITA
SIMS
Contains iTextSharp © 2008 Bruno Lowgie

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 level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupils have been added to SIMS, all leavers have been recorded, etc.

The following information is collected from Nursery schools for the School Census Summer 2021 Return.

School Level

Characteristics: LA number, DfE establishment number, school name, school phase, school type, highest national curriculum year, lowest national curriculum year, intake type, governance, school email address and telephone number.

Pupil Level

- Pupil Identifiers:
    - unique pupil number (UPN), former UPN
    - surname, forename, middle names, former surname, preferred surname
    - date of birth and gender.

- Characteristics:
    - free school meal eligibility start date, end date and UK country in which the eligibility applies
    - top-up funding indicator, funded hours, extended childcare hours, 30 hour code, disability access fund indicator and hours at setting
    - service children in education indicator
    - post looked after arrangements.
- Status: enrolment status, date of entry, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN Provision, member of SEN unit (sometimes called special class) indicator and member of resourced provision indicator.
- Home Information: pupil's home address, including post code and unique property reference number (UPRN).

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 appropriate *Preparing for the School Census Summer 2021* guide.

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

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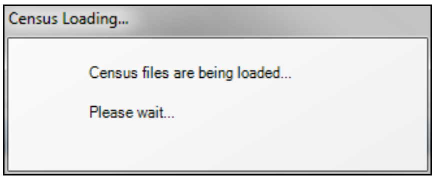
Creating a New School Census Return

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

Data is collected for all pupils on the register on 20/05/2021 (census day).

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

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



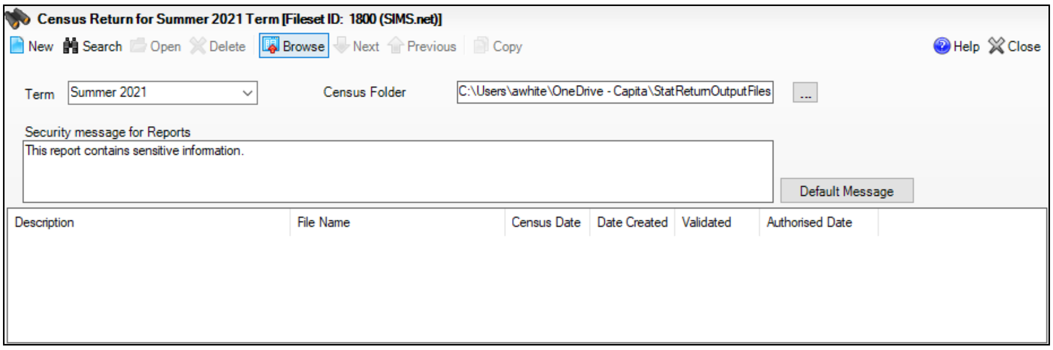
Census Loading...

Census files are being loaded...

Please wait...

> *NOTE: The first time that* ***Routines | Statutory Returns | School Census*** *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.



Census Return for Summer 2021 Term [Fileset ID: 1800 (SIMS.net)]

Term: Summer 2021

Census Folder: C:\Users\awhite\OneDrive - Capita\StatReturnOutputFiles

Security message for Reports: This report contains sensitive information.

By default, **Summer 2021** is displayed in the **Term** field.

> *TIP: To view a previous term (in the current academic year), select from the **Term** drop-down list, then click the **Search** button.*

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

More Information:
Specifying the Security Message for Reports on page *11*

Configuring the Census Folder

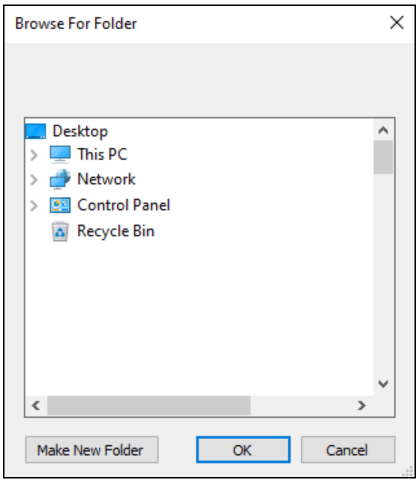
Before creating a return, the folder in which the return file will be saved must be specified.

> ***IMPORTANT NOTES:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.*
>
> *You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (https://www.gov.uk/service-manual/technology/securing-your-information). If you are in any doubt, you should consult with your IT Security Officer before proceeding.*
>
> *The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.*
>
> *Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr).*

1. In the **Census Folder** field, enter the location of the folder where the return files are to be stored.

   Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

   ... *Browse button*

2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then enter a suitable name for the new folder.

   > ***IMPORTANT NOTE:*** *If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as the folder will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Click the **OK** button.

   A message dialog requests confirmation that you want to continue.
4. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.
5. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

The **Security message for Reports** field displays the text that will be included in the header of each report.

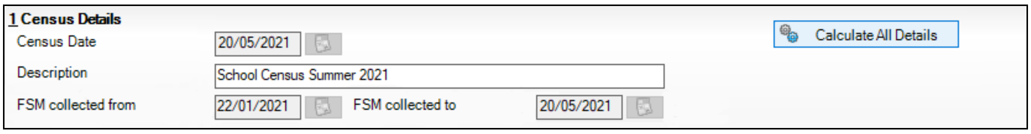
The default text (**This report contains sensitive information**) can be edited, if required. Clicking the **Default Message** button reverts the amended text to the original default text.

When the security message and census folder are specified, a new return can be created. Click the **New** button to display the **School Census Details** page.

Editing Census Details

The **Census Details** panel displays the following read-only information:

- Census Date: 20/05/2021
- FSM (Free School Meal) data collected from 22/01/2021 to 20/05/2021.



1 Census Details
Census Date 20/05/2021
Description School Census Summer 2021
FSM collected from 22/01/2021 FSM collected to 20/05/2021

By default, the return **Description** is displayed as **School Census Summer 2021**.

1. Check the return **Description** and then edit, 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** 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

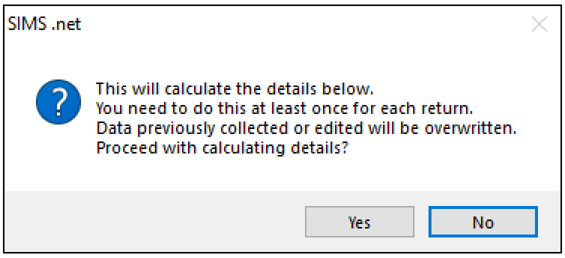
Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

> ***IMPORTANT NOTE:*** *You must calculate all details at least once to populate the various panels for each return.*
>
> *Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.*

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

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

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



SIMS .net

This will calculate the details below.
You need to do this at least once for each return.
Data previously collected or edited will be overwritten.
Proceed with calculating details?

2. Click the **Yes** button to calculate all details.

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

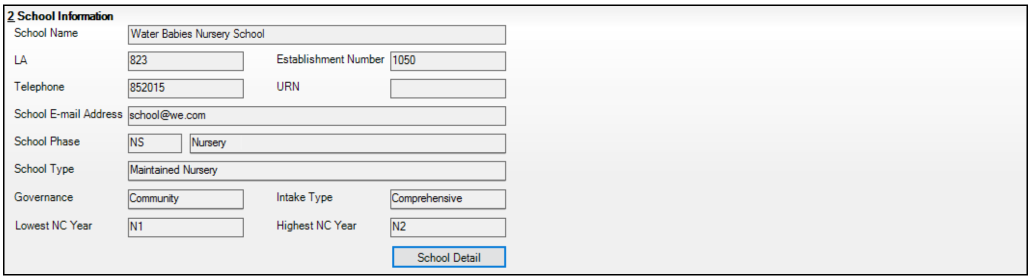
   The applicable panels on the **Census Return Details** page are then populated with data.

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.



2 School Information

School Name: Water Babies Nursery School

LA: 823

Establishment Number: 1050

Telephone: 852015

URN:

School E-mail Address: school@we.com

School Phase: NS Nursery

School Type: Maintained Nursery

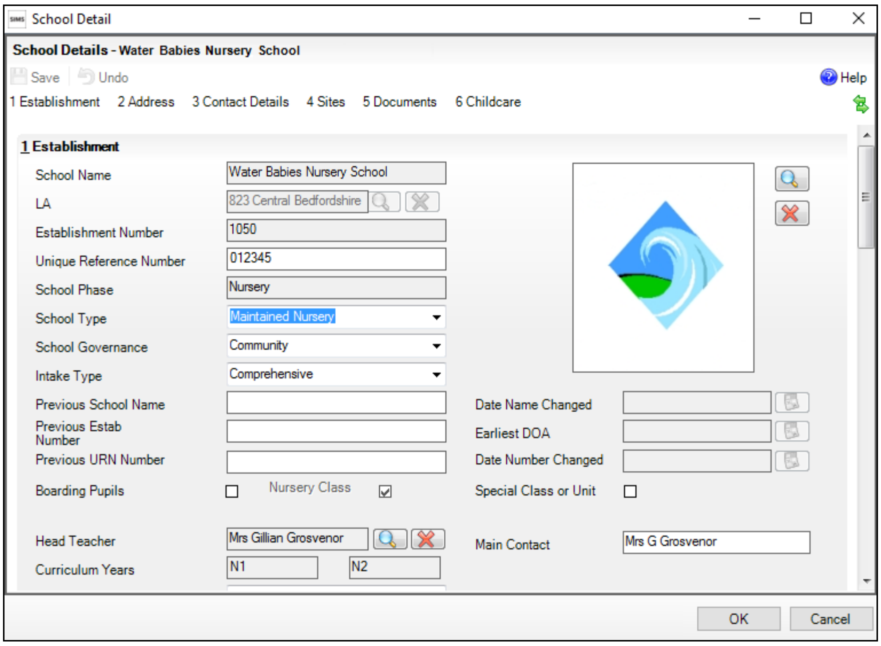
Governance: Community

Intake Type: Comprehensive

Lowest NC Year: N1

Highest NC Year: N2

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.



School Detail

School Details - Water Babies Nursery School

1 Establishment

School Name: Water Babies Nursery School

LA: 823 Central Bedfordshire

Establishment Number: 1050

Unique Reference Number: 012345

School Phase: Nursery

School Type: Maintained Nursery

School Governance: Community

Intake Type: Comprehensive

Previous School Name:

Previous Estab Number:

Previous URN Number:

Date Name Changed:

Earliest DOA:

Date Number Changed:

Boarding Pupils ☐

Nursery Class ☑

Special Class or Unit ☐

Head Teacher: Mrs Gillian Grosvenor

Main Contact: Mrs G Grosvenor

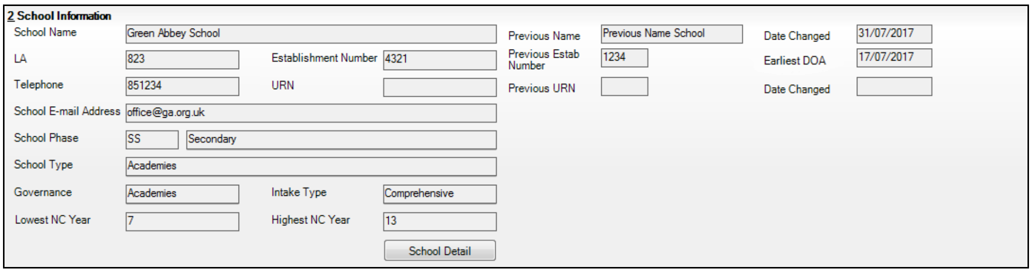
Curriculum Years: N1 N2

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

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

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (https://get-information-schools.service.gov.uk/), which is a register of schools and colleges in England.
4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies



2 School Information

School Name	Green Abbey School			Previous Name	Previous Name School	Date Changed	31/07/2017
LA	823	Establishment Number	4321	Previous Estab Number	1234	Earliest DOA	17/07/2017
Telephone	851234	URN		Previous URN		Date Changed	
School E-mail Address	office@ga.org.uk						
School Phase	SS Secondary						
School Type	Academies						
Governance	Academies	Intake Type	Comprehensive				
Lowest NC Year	7	Highest NC Year	13				

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.

Managing Early Years Data

Applicable to schools with Early Years children only

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).

Editing Early Years

Early Years data is collected from all schools that have early years pupils 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 pupils aged two at 31/03/2021.

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 pupils 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
01/09/2016 to 31/03/2019 inclusive	All relevant schools and year groups.	15 hours
01/09/2015 to 31/08/2016 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 pupils 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 pupils who are in receipt of the fund on census day.

Date of Birth Ranges	School Type and National Curriculum Year Group
01/09/2016 to 31/03/2018 inclusive	All relevant schools and year groups.
01/09/2015 to 31/08/2016 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 pupils only.

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

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

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

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

Date of Birth Ranges	School Type and National Curriculum Year Group	Maximum Funded Universal Free Entitlement and Extended Free Entitlement Hours
01/09/2016 to 31/03/2018 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.
01/09/2015 to 31/08/2016 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.

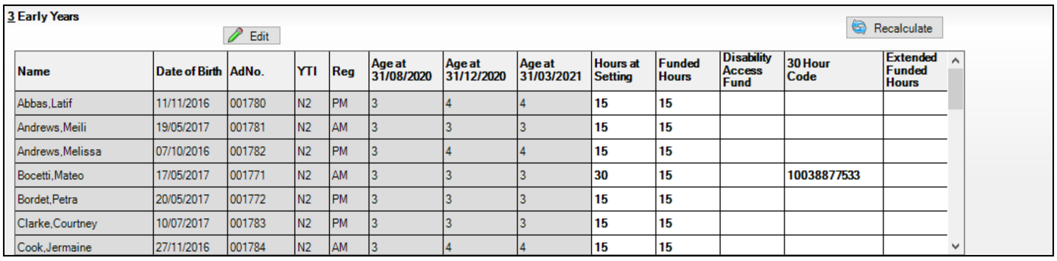
Extended Funded Hours information provided by the DfE can be found on their website (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).

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.

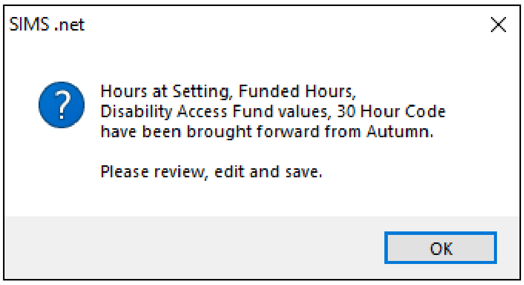
If data has been recorded previously, the values are displayed in the read-only **Early Years** panel. Only cohorts applicable to your school are displayed.



Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	Age at 31/03/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbas,Latif	11/11/2016	001780	N2	PM	3	4	4	15	15			
Andrews,Meili	19/05/2017	001781	N2	AM	3	3	3	15	15			
Andrews,Melissa	07/10/2016	001782	N2	PM	3	4	4	15	15			
Bocetti,Mateo	17/05/2017	001771	N2	AM	3	3	3	30	15		10038877533	
Bordet,Petra	20/05/2017	001772	N2	PM	3	3	3	15	15			
Clarke,Courtney	10/07/2017	001783	N2	PM	3	3	3	15	15			
Cook,Jermaine	27/11/2016	001784	N2	AM	3	4	4	15	15			

> *NOTE: Although SIMS allows schools to enter **Disability Access Fund**, **30 Hour Code** and **Extended Funded Hours** for pupils aged 2 at 31/03/2021, this information is not included in the return file because it is not required by the DfE. SIMS do not enforce such DfE rules in the user interface because this is a relatively complex task and experience has shown that such rules can change at short notice.*

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.

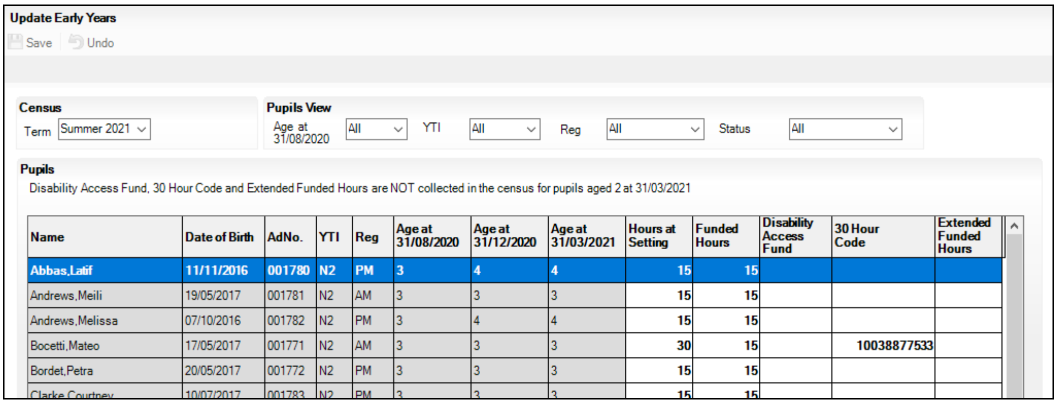


Hours at Setting, Funded Hours,
Disability Access Fund values, 30 Hour Code
have been brought forward from Autumn.

Please review, edit and save.

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.*



Census
Term: Summer 2021

Pupils View
Age at 31/08/2020: 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 31/03/2021

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	Age at 31/03/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbas,Latif	11/11/2016	001780	N2	PM	3	4	4	15	15			
Andrews,Meili	19/05/2017	001781	N2	AM	3	3	3	15	15			
Andrews,Melissa	07/10/2016	001782	N2	PM	3	4	4	15	15			
Bocetti,Mateo	17/05/2017	001771	N2	AM	3	3	3	30	15		10038877533	
Bordet,Petra	20/05/2017	001772	N2	PM	3	3	3	15	15			
Clarke,Courtney	10/07/2017	001783	N2	PM	3	3	3	15	15			

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

   In the **Pupils** panel, highlight the required pupil, 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 pupils 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 pupils 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 pupils.

      This number is then entered automatically for all the selected pupils.
   d. Click to the right of the grid to deselect all.
   e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking the associated **Hours at Setting**, **Funded Hours** or **Extended Funded Hours** cell (as applicable) then entering the required number.

5. Indicate whether the pupils 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 must have a different 30 hour code. Ensure that all 11 digits are entered.*

7. Click the **Save** button.

   If there are any pupils 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 is added in SIMS*
> - *a pupil'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.

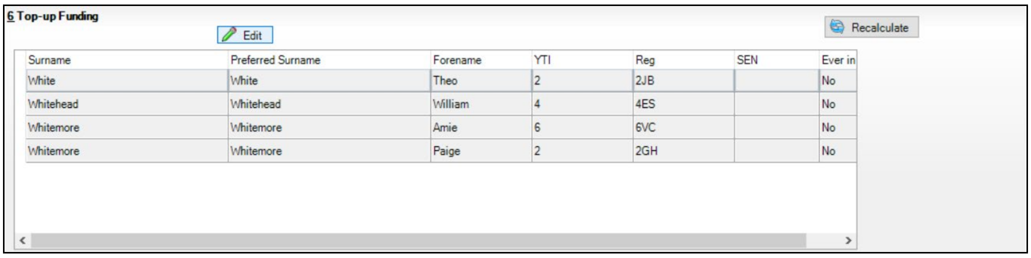
   Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as described previously.
4. Click the **Save** button.

Editing Pupils 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 pupils.

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

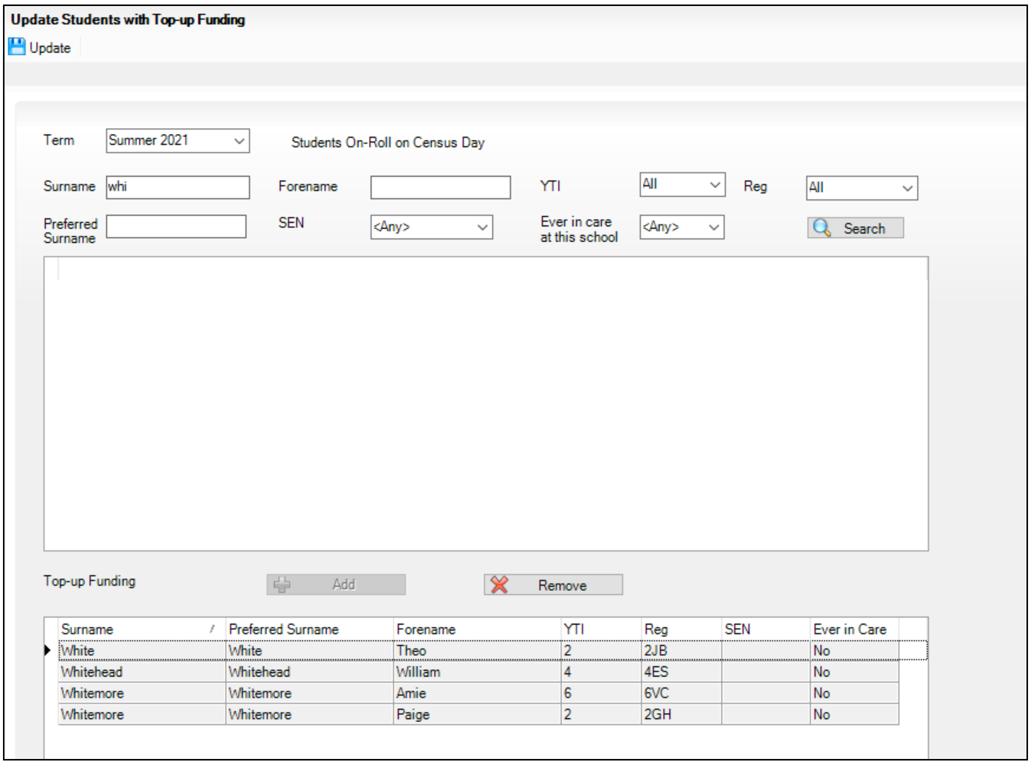
If the pupils with top-up funding have been recorded previously via **Tools | Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel.



Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
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, must be done via the **Edit** button.

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



Term: Summer 2021

Students On-Roll on Census Day

Surname: whi

Forename:

YTI: All

Reg: All

Preferred Surname:

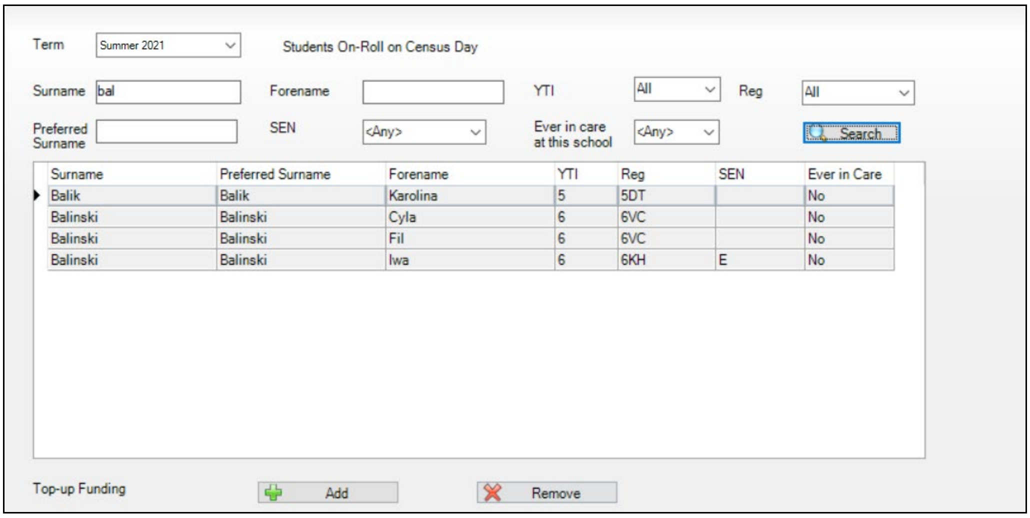
SEN: <Any>

Ever in care at this school: <Any>

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

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

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



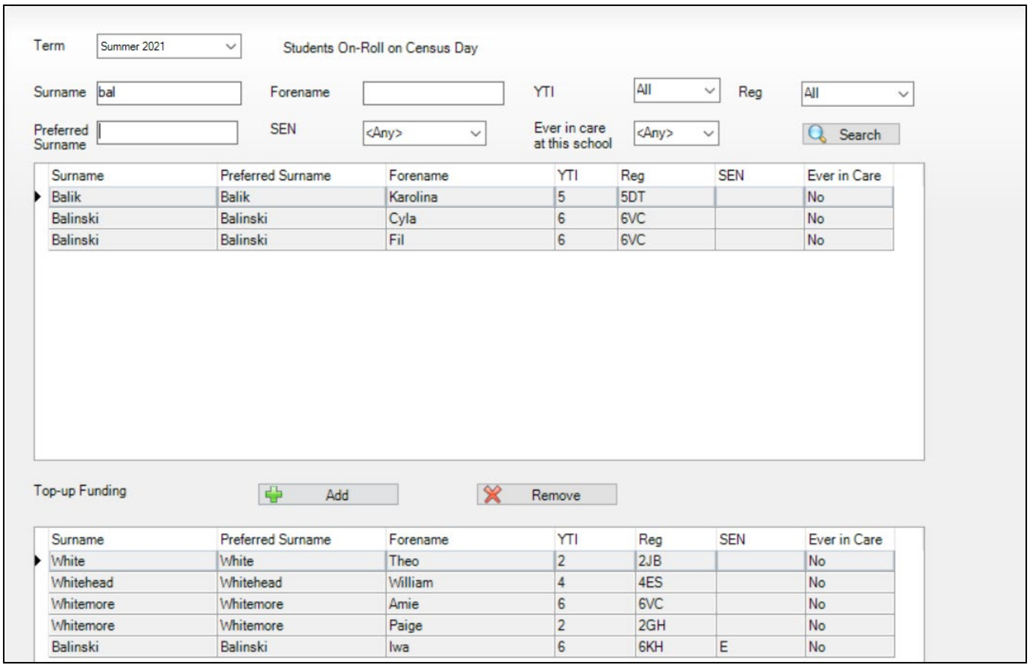
Term: Summer 2021
Students On-Roll on Census Day
Surname: bal
Forename:
YTI: All
Reg: All
Preferred Surname:
SEN: <Any>
Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balik	Balik	Karolina	5	5DT		No
Balinski	Balinski	Cyla	6	6VC		No
Balinski	Balinski	Fil	6	6VC		No
Balinski	Balinski	Iwa	6	6KH	E	No

Top-up Funding

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

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



Term: Summer 2021
Students On-Roll on Census Day
Surname: bal
Forename:
YTI: All
Reg: All
Preferred Surname:
SEN: <Any>
Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balik	Balik	Karolina	5	5DT		No
Balinski	Balinski	Cyla	6	6VC		No
Balinski	Balinski	Fil	6	6VC		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Theo	2	2JB		No
Whitehead	Whitehead	William	4	4ES		No
Whitemore	Whitemore	Amie	6	6VC		No
Whitemore	Whitemore	Paige	2	2GH		No
Balinski	Balinski	Iwa	6	6KH	E	No

4. To remove a pupil from the **Top-up Funding** list, highlight the required pupil, then click the **Remove** button. The pupil'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 pupils 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:

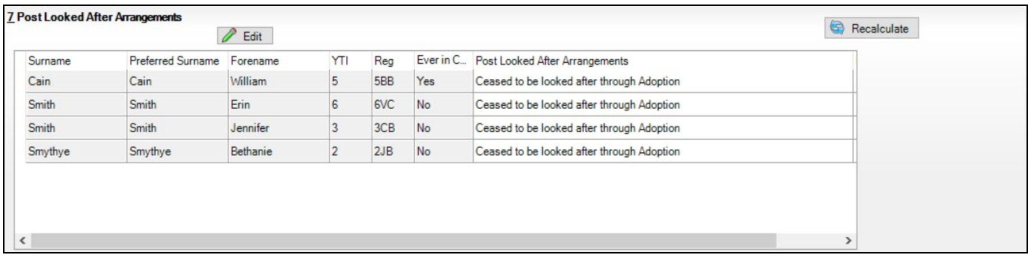
Preparing for the School Census Summer 2021 Return handbook

Editing Pupil Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupils 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 pupils 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.

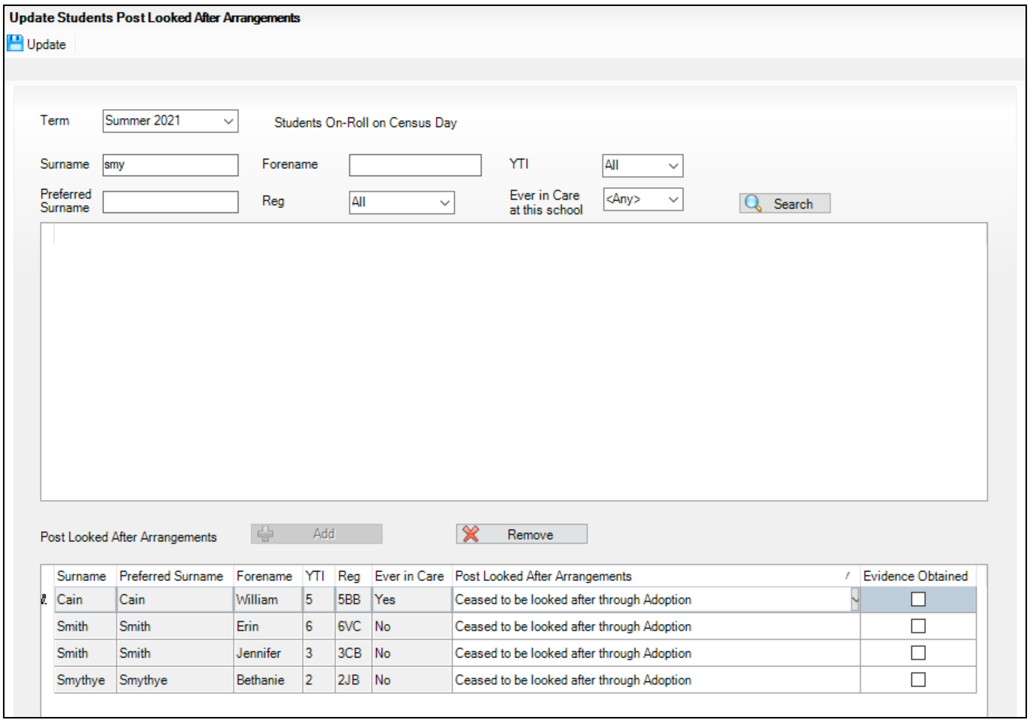
1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all pupils who already have a PLAA status are displayed.



Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Post Looked After Arrangements
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption
Smith	Smith	Erin	6	6VC	No	Ceased to be looked after through Adoption
Smith	Smith	Jennifer	3	3CB	No	Ceased to be looked after through Adoption
Smythye	Smythye	Bethanie	2	2JB	No	Ceased to be looked after through Adoption

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

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



Update Students Post Looked After Arrangements

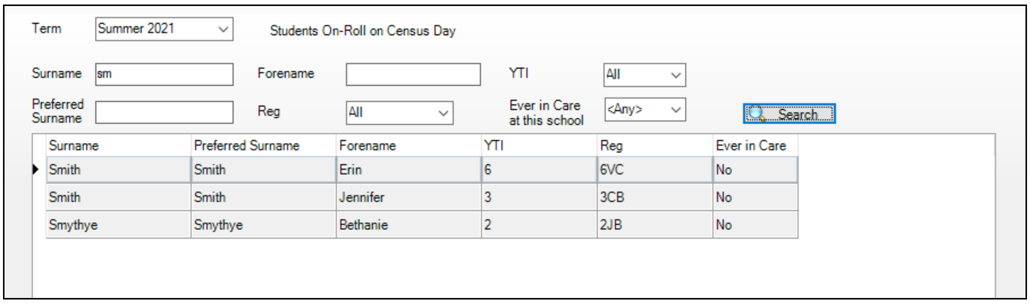
Term: Summer 2021
Students On-Roll on Census Day
Surname: smy
Forename:
YTI: All
Preferred Surname:
Reg: All
Ever in Care at this school: <Any>

Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption	☐
Smith	Smith	Erin	6	6VC	No	Ceased to be looked after through Adoption	☐
Smith	Smith	Jennifer	3	3CB	No	Ceased to be looked after through Adoption	☐
Smythye	Smythye	Bethanie	2	2JB	No	Ceased to be looked after through Adoption	☐

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

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

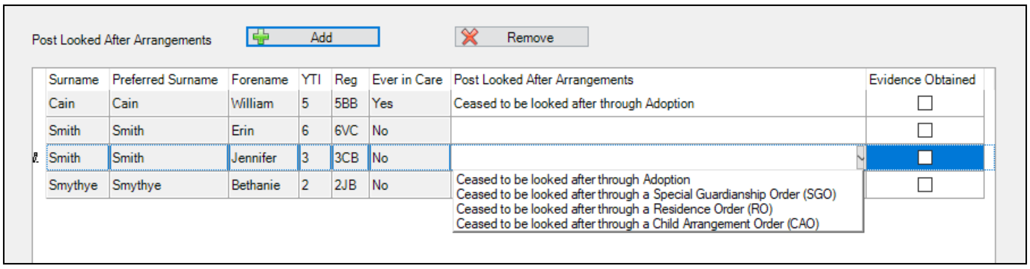


Term: Summer 2021
Students On-Roll on Census Day
Surname: sm
Forename:
YTI: All
Preferred Surname:
Reg: All
Ever in Care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Erin	6	6VC	No
Smith	Smith	Jennifer	3	3CB	No
Smythye	Smythye	Bethanie	2	2JB	No

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

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


Post Looked After Arrangements
Add
Remove
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)

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption	☐
Smith	Smith	Erin	6	6VC	No		☐
Smith	Smith	Jennifer	3	3CB	No		☐
Smythye	Smythye	Bethanie	2	2JB	No		☐

5. For each pupil 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 pupils in surname order.

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

9. Click the **OK** button to continue.
10. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.

Additional Resources:

Preparing for the School Census Summer 2021 Return handbook

More Information:
Post Looked After Arrangements Report on page *32*

04| Creating and Validating the Summer Return

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Creating and Validating the School Census Return

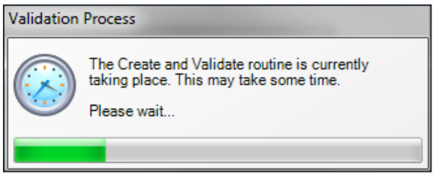
A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

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

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

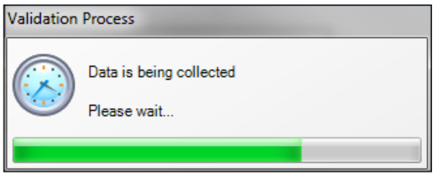
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to start the process.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

A progress bar is displayed, indicating that the Create and Validate process is being performed.


Validation Process

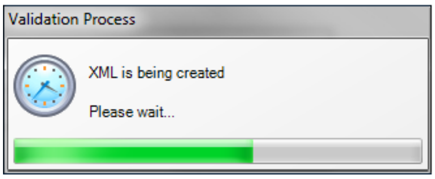
The Create and Validate routine is currently taking place. This may take some time.

Please wait...


Validation Process

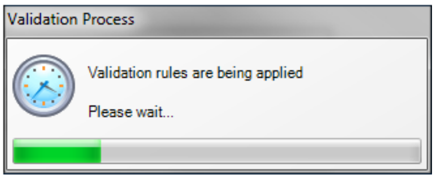
Data is being collected

Please wait...


Validation Process

XML is being created

Please wait...


Validation Process

Validation rules are being applied

Please wait...

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, 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.

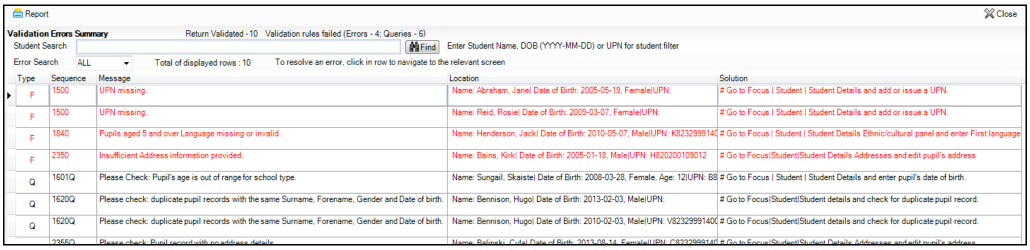
When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

Additional Resources:

Dealing with Missing Marks section in the *Edit Marks Routine* chapter of the *Managing Pupil/Student Attendance* handbook

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.



Validation Errors Summary Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)

Student Search: Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter

Error Search: ALL Total of displayed rows : 10 To resolve an error, click in row to navigate to the relevant screen

Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abraham, Jane| Date of Birth: 2005-05-19, Female|UPN:	# Go to Focus | Student | Student Details and add or issue a UPN.
F	1500	UPN missing.	Name: Reid, Rosie| Date of Birth: 2009-03-07, Female|UPN:	# Go to Focus | Student | Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack| Date of Birth: 2010-05-07, Male|UPN: K823299914C	# Go to Focus | Student | Student Details Ethnic/cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirk| Date of Birth: 2005-01-18, Male|UPN: H820200109012	# Go to Focus|Student|Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaiste| Date of Birth: 2008-03-28, Female, Age: 12|UPN: B8	# Go to Focus | Student | Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo| Date of Birth: 2013-02-03, Male|UPN:	# Go to Focus|Student|Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo| Date of Birth: 2010-02-03, Male|UPN: V82329991400	# Go to Focus|Student|Student details and check for duplicate pupil record.
	2355Q	Please check: Pupil record with no address details.	Name: Balinski, Cyla| Date of Birth: 2013-08-14, Female|UPN: C823299914C	# Go to Focus|Student|Student Details Addresses and edit pupil's address

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

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

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

TIP: Using the Solution hyperlinks

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

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

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

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil.
  a. Enter all or part of a UPN, pupil'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 *34*).

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

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

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

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

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

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

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

More Information:
Transferring Report Data to a Spreadsheet on page *34*

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 Pupils** 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’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: Pupils on-roll on census day.

This report provides the following basic information about pupils who are on-roll on census day: UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), date of admission, enrolment status, part-time status and boarder status.

> *NOTE: Where a pupil is in a year group that is different to that expected (based on their date of birth), the applicable* ***Year Taught In*** *cell is highlighted in yellow.*

SEN Report

Report Criteria: On-roll pupil with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

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

Address Details Report

Report Criteria: Pupils on-roll on census day.

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

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

Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who were eligible for free school meals on or after 22/01/2021 and up to 20/05/2021 (census day).

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

Top-up Funding Report

Report Criteria: On-roll pupils 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.

Early Years Report

Applicable to schools with Early Years children only

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

- All two year old pupils who were born between 01/04/2018 and 31/03/2019 (Hours at Setting and Funded Hours only)
- All three year old pupils who were born between 01/09/2016 and 31/03/2018
- All four year old pupils who were born between 01/09/2015 and 31/08/2016 (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.

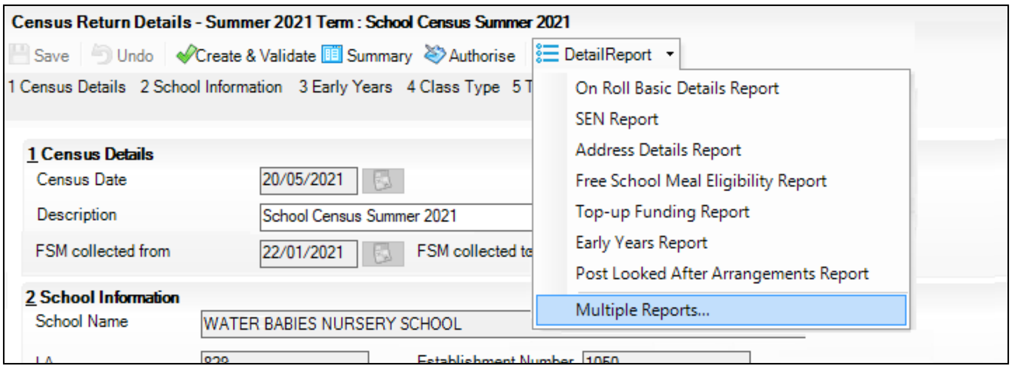
Post Looked After Arrangements Report

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

The report provides the following information about pupils 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.

Generating Detail Reports

To select 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 and displayed in your web browser.



Census Return Details - Summer 2021 Term : School Census Summer 2021

1 Census Details

Census Date 20/05/2021

Description School Census Summer 2021

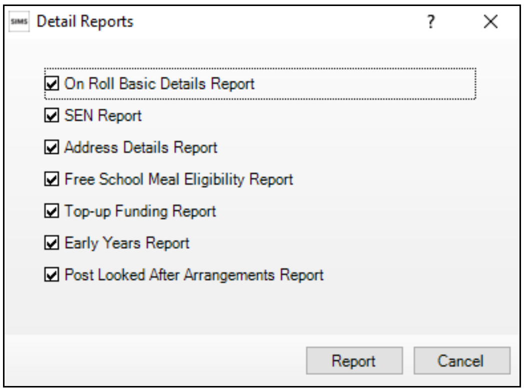
FSM collected from 22/01/2021

2 School Information

School Name WATER BABIES NURSERY SCHOOL

Save
Undo
Create & Validate
Summary
Authorise
DetailReport
1 Census Details
2 School Information
3 Early Years
4 Class Type
FSM collected to
On Roll Basic Details Report
SEN Report
Address Details Report
Free School Meal Eligibility Report
Top-up Funding Report
Early Years Report
Post Looked After Arrangements Report
Multiple Reports...

To select several detail reports, select **Multiple Reports** from the **Detail Report** drop-down list to display the **Detail Reports** dialog.



☑ On Roll Basic Details Report
☑ SEN Report
☑ Address Details Report
☑ Free School Meal Eligibility Report
☑ Top-up Funding Report
☑ Early Years Report
☑ Post Looked After Arrangements Report

By default, all detail reports are selected. If any reports are not required, deselect the associated check box. 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, such as Microsoft® Excel, if required.

The report(s) are saved automatically in the folder specified in the **Census Return** browser, e.g. `S:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

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

For example:
`8201050_SC2_823LL21_001_onroll_basic_details_report.html`.

More Information:
Configuring the Census Folder on page *10*
Transferring Report Data to a Spreadsheet on page *34*

Printing a Report from your Web Browser

IMPORTANT NOTE: *Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include, for example, instructions for the destruction of the printed reports.*

1. With the generated report displayed in your web browser, select the **Print** option (**Ctrl+P**) to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Transferring Report Data to a Spreadsheet

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

With the generated report displayed in your web browser, right-click the report and then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

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

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on your machine, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are not secure because they can still be accessed.

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser, then clear the browsing data history via Settings. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

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

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

Generating the Summary Report

When the return is authorised, the Summary report is automatically generated and displayed in your web browser. However, the report can be run at any time after the return is created and validated.

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, such as Microsoft® Excel, if required.

The report is saved automatically in the folder specified in the **Census Return** browser, e.g. `S:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

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

For example: `8201050_SC2_820LL21_001_Summary_Report.html`.

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.

More Information:
Configuring the Census Folder on page *10*
Generating Detail Reports on page *32*
Transferring Report Data to a Spreadsheet on page *34*
Authorising the Return on page *36*
Deleting an Unauthorised Return on page *40*

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.

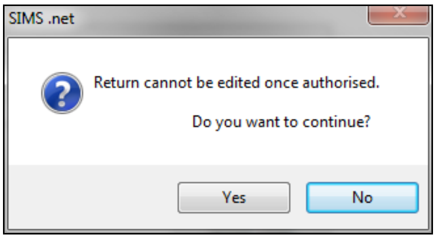
More Information:
Configuring the Census Folder on page *10*
Specifying the Security Message for Reports on page *11*
Resolving Validation Errors and Checking Queries on page *28*
Producing Detail Reports on page *30*
Producing the Summary Report on page *34*

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. A message reminds you that the return cannot be edited once it is authorised.

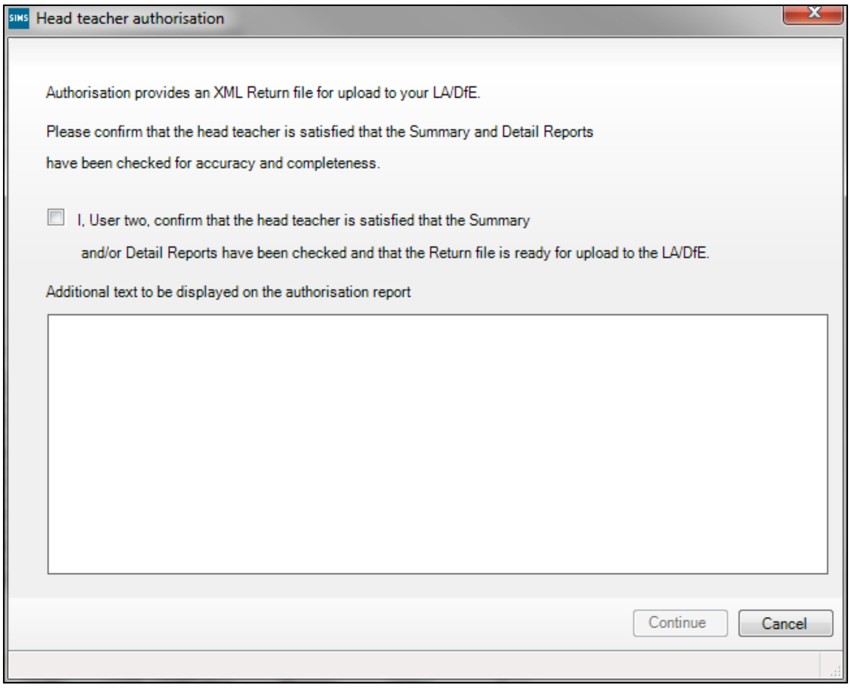


Return cannot be edited once authorised.

Do you want to continue?

2. 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.



Authorisation provides an XML Return file for upload to your LA/DfE.

Please confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked for accuracy and completeness.

☐ I, User two, 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 the LA/DfE.

Additional text to be displayed on the authorisation report

3. 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.

4. 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.

5. 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 Summer 2021 Term** browser.

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

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

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

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

Additional Resources:

Designing and Running Reports handbook

More Information:

Creating a New School Census Return on page *9*
Producing the Summary Report on page *34*
Retrieving Authorised Census Return Files on page *38*
Copying a Return on page *39*

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 school census data is available on the GOV.UK website (https://www.gov.uk/guidance/school-census).

The authorised return file is in the folder previously specified in the return browser. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

> ***IMPORTANT NOTE:*** *An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.*

More Information:
Configuring the Census Folder on page *10*
Copying a Return on page *39*

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:
    a. Click the **Select a Folder** button (**...**) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

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

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

    b. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

    The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.
5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

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

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

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

Additional Resources:

Designing and Running Reports handbook

Copying a Return

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

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

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

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

   A message requests confirmation that you wish to make a copy of the selected return.

   IMPORTANT NOTE: *Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding will not be copied but will be populated from the current values held in the database.*

   The Create & Validate routine must be run to generate a new census file.

4. Click the **Yes** button to make the copy, which is then displayed in the browser as: `Copy of <description of selected file>`.
5. To rename the copied return, highlight it, then click the **Open** button to display the **Census Return Details** page.
6. In the **Census Details** panel, edit the **Description** and then click the **Save** button.

   IMPORTANT NOTE: *A unique description must be used for each return. If duplicate returns are detected, an error 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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