



Preparation Guide

Applicable to 7.164 onwards'

Preparing for the School Census Autumn 2015 Return (Primary)



School Census Autumn 2015 Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data (please see <i>Setting Permissions</i> on page 1).
<input type="checkbox"/>	Upgrade to the SIMS 2015 Summer Release (7.164) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 2).
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 3).
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated (please see <i>Carrying Out a Dry Run</i> on page 9).
<input type="checkbox"/>	Check school Level information (please see <i>Preparing School Level Information</i> on page 17).
<input type="checkbox"/>	Check that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 25).
<input type="checkbox"/>	Delete any pupils record that have been created in error (please see <i>Deleting Unwanted Pupil Records</i> on page 28).
<input type="checkbox"/>	Check the pupils' basic details (please see <i>Checking a Pupil's Basic Details</i> on page 28).
	Check the pupils' various registration details:
<input type="checkbox"/>	Check their enrolment status, admissions date and boarder status (please see <i>Checking Enrolment Status, Admission Date and Boarder Status</i> on page 30).
<input type="checkbox"/>	Check and correct their UPNs (please see <i>Checking Unique Pupil Numbers</i> on page 32).
<input type="checkbox"/>	Check and correct their Unique Learner Numbers (please see <i>Checking Unique Learner Numbers</i> on page 33). Applicable to Special schools only
<input type="checkbox"/>	Check and correct their part-time information (please see <i>Checking/Correcting Part-Time Pupil Information</i> on page 34).
<input type="checkbox"/>	Check and correct their national curriculum year group (please see <i>Checking National Curriculum Year Groups</i> on page 36).
<input type="checkbox"/>	Check free school meal eligibility information (please see <i>Checking Free School Meals Eligibility</i> on page 42).
<input type="checkbox"/>	Check first language information (please see <i>Checking Ethnic and Cultural Information</i> on page 44). Not applicable to Nursery schools

Complete	Description
<input type="checkbox"/>	Check and correct special educational needs information (please see <i>Checking Special Educational Needs Information</i> on page 46).
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 48 and <i>Checking In Care Details for Excluded Pupils</i> on page 51). Not applicable to Nursery schools
<input type="checkbox"/>	Check attendance data (please see <i>Preparing Attendance Information</i> on page 56). Not applicable to Nursery schools
<input type="checkbox"/>	Check class information (please see <i>Updating Class Types</i> on page 53). Applicable to Primary schools only
<input type="checkbox"/>	Check hours for Early Years children information (please see <i>Checking Hours for Early Years Children</i> on page 57). Applicable to schools that have 2, 3 or 4 year olds pupils only

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01 | Getting Started

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Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Autumn 2015 Return.

The information in this guide applies to all LA maintained Nursery, Primary, Middle deemed Primary, All-Through schools (nursery and primary phase), Special schools and Pupil Referral Units (primary phase). It also applies to Academies that cover any of these school phases.

Information in this guide that relates to a specific school phase is indicated in red, e.g. **Applicable to Special schools only**.

NOTE: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

How has the School Census Autumn Return Changed since Last Year?

Changes to the School Census Autumn Return include the following:

Adopted from Care

Focus | Tools | Statutory Return Tools | Update Adopted from Care

For clarity, the field that was previously labelled **Ever in Care** (in the **Update Students Adopted from Care** panel) has been renamed to **Ever in Care at this school**.

Routines | Statutory Return | School Census

- Adopted from care pupils are now carried forward automatically every term, e.g. from Summer to Autumn.
- If there are no pupils recorded as being adopted from care, a warning message is displayed when the **Create & Validate** button is clicked.

Setting Permissions

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

Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access other areas of SIMS, e.g. pupil details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

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 any of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

Where to find More Information about Permissions

Please see 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.

What Version of SIMS is Required?

In order to run the return, you must have the SIMS 2015 Summer Release (7.164) or later installed.

To check the version of SIMS installed, open SIMS then select **Help | About SIMS**. A dialog similar to the following graphic is displayed.

The version should read 7.164 or later.



Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS, by the Personnel Officer, Returns Manager or System Manager between the SIMS releases.

IMPORTANT NOTE: *The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine.*

If revised files are supplied, the fileset will be available as a ZIP file, which should be downloaded from My Account, unzipped and then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.

TIP: *To check which version of the fileset is currently in use, select **Routines | Statutory Returns | <census name>** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the header of the browser.*

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

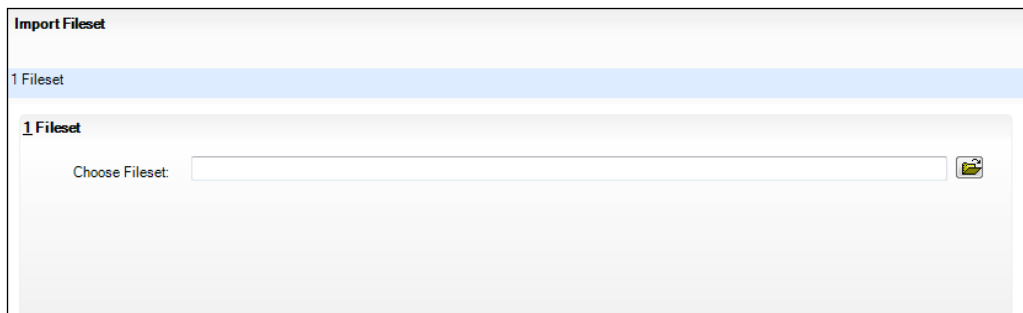


Additional Resources:

Setting up and Administering SIMS handbook

Importing the Revised Files

1. If revised files are supplied, download the required ZIP file to a folder of your choice.
2. Unzip the ZIP file to a folder of your choice.
3. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page.

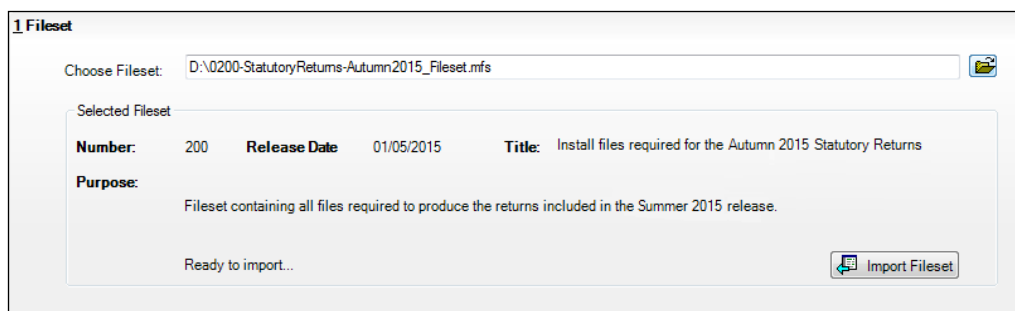


4. Click the **Browse** button to display the **Open** dialog.
5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

IMPORTANT NOTE: *If more than one MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.*

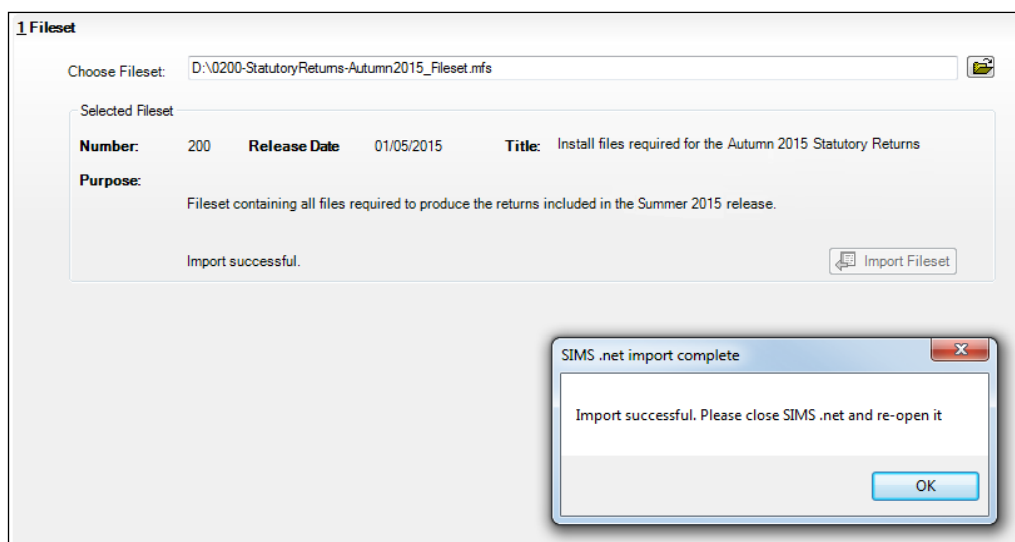
- Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

NOTE: The following graphics show example data only.



Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

- Click the **Import Fileset** button to import the fileset into the DMS. When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel and you are advised to restart SIMS. This ensures that the newly imported data will take effect.



- Click the **OK** button then restart SIMS.
- Run the return in the usual way.

 **Completed**

School Census Return Process Flow

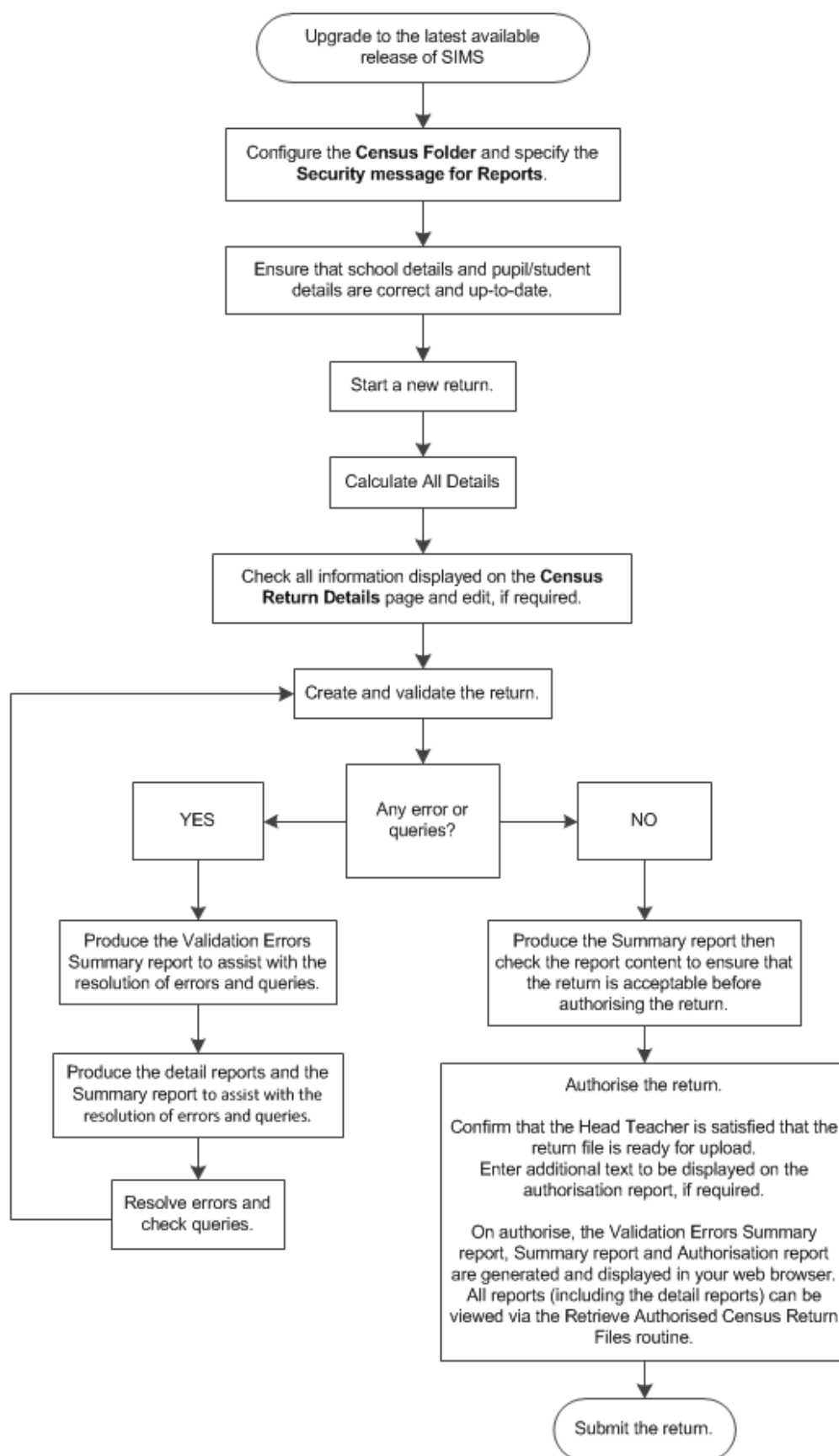
The following provides a brief outline of the steps involved in producing the School Census Autumn 2015 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the data is up-to-date.

1. When the School Census Summer 2015 Return has been submitted, upgrade to the SIMS 2015 Summer Release (7.164) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant pupil and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Pupil | Bulk Update**) to correct missing or invalid data, if required.
4. Complete the information on the **Census Return Details** page.
5. Create and validate the return.
6. Resolve any validation errors/queries and then create and validate the return again.

Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.

7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.
8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.



02 | Carrying Out a Dry Run

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Why Carry out a Dry Run?

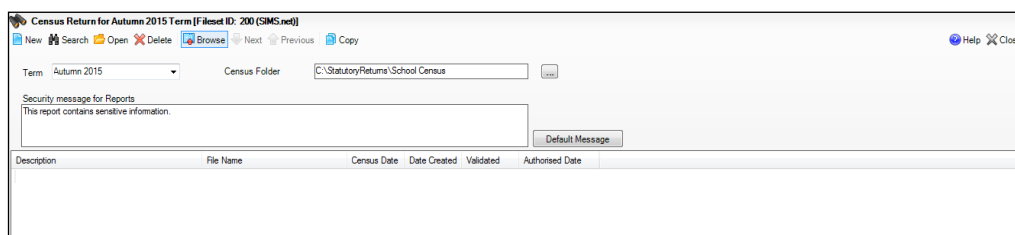
When you have upgraded to the SIMS 2015 Summer Release (7.164), you can carry out one or more dry runs of the return.

The purpose of a dry run is to produce the Validation Errors Summary, which details the corrections that need to be made to your data to make it acceptable for inclusion in the return. To ensure that you are aware of potential issues, it is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to pupils, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 21).

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Autumn Term** browser.



2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purposes of producing a dry run.

IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should 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. The DfE recommends ISO27001 as the standard for information security (<http://www.itgovernance.co.uk/iso27001.aspx>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

02| Carrying Out a Dry Run

3. Click the **New** button to display the **Census Return Details** page.

Census Return Details - Autumn 2015 Term - School Census Autumn 2015

1 Save 2 Undo 3 Create & Validate 4 Summary 5 Authorise 6 DetailReport

1 Census Details 2 School Information 3 Hours for Early Years 4 Class Type 5 Top-up Funding 6 Adopted from Care 7 School Dinner Taken 8 Attendance

1 Census Details

Census Date: 01/10/2015

Description: School Census Autumn 2015

Attendance collected from: 06/04/2015 Attendance collected to: 31/07/2015

Exclusions collected from: 01/01/2015 Exclusions collected to: 05/04/2015

FSM collected from: 22/05/2015 FSM collected to: 01/10/2015

Calculate All Details

2 School Information

School Name: WATERS EDGE PRIMARY SCHOOL

LA: 823 Establishment Number: 2999

Telephone: 852015

School E-mail Address: school@we.com

School Phase: PS Primary

School Type: Infant and Junior School 5-11

Governance: Community Intake Type: Comprehensive

Lowest NC Year: N2 Highest NC Year: 6

School Detail

4. By default, the return **Description** is displayed as **School Census Autumn 2015**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. *Autumn15Test*.
5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added or corrected before the return can be created and validated.
7. Click the **Create & Validate** button to start the validation process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.



Additional Resources:

Detailed information about completing the individual panels on the **Census Return Detail** page is available in the *Producing the School Census Autumn 2015 Return* handbook applicable to your school type.

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 at the bottom of the **Census Return Details** page.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abbot, Hannah Date of Birth: 2002-12-23, Female	# Go to Focus Student Student Details and add or issue
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corma, Deborah Date of Birth: 2001-12-30, Female	# Go to Focus Student Student Details Ethnic/cultural pa
F	2340	Postcode is missing or invalid	Name: Alfrey, Trisal Date of Birth: 2002-02-27, Female	# Go to Focus Student Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Grantson, Nicky Date of Birth: 2002-07-14, Female	# Go to Focus Student Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Stecher, Sallie Date of Birth: 2001-12-12, Female	# Go to Focus Student Student Details Addresses and e
Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male UP	# Go to Focus Student Student details and check for du
Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male UP	# Go to Focus Student Student details and check for du
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Basra, Jilnal Date of Birth: 2001-10-20, Female	# Go to Census panel and edit Top-up Funding
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Keeton, Kail Date of Birth: 2001-10-24, Male UP	# Go to Census panel and edit Top-up Funding
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Malik, Naseem Date of Birth: 2000-08-05, Male	# Go to Census panel and edit Top-up Funding
Q	2020Q	Please check: pupil year group and age inconsistent.	Name: Ackton, William Date of Birth: 2001-06-11, Male	# Go to Focus Student Student Details registration and c

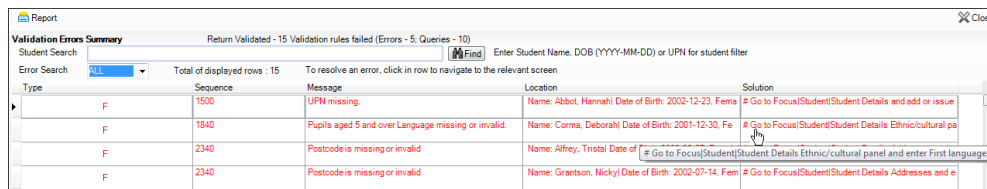
The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel. Details about each of the errors and queries found are displayed in the columns as described in the following table.

Column	Description
Type	Displays the type of validation rule: Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.

02| Carrying Out a Dry Run

To assist in the resolution of any errors and queries:

- When the mouse 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 issue can be checked.

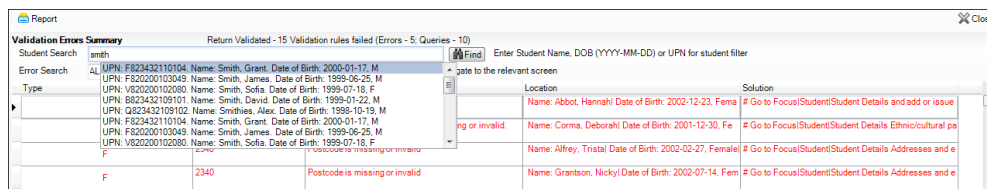


Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abbot, Hannah/ Date of Birth: 2002-12-23, Fema	# Go to Focus/Student/Student Details and add or issue
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corma, Deborah/ Date of Birth: 2001-12-30, Fa	# Go to Focus/Student/Student Details Ethnic/cultural pa
F	2340	Postcode is missing or invalid	Name: Alfrey, Tristal/ Date of Birth: 2002-02-27, Fema	# Go to Focus/Student/Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Grantson, Nicky/ Date of Birth: 2002-07-14, Fem	# Go to Focus/Student/Student Details Addresses and e

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

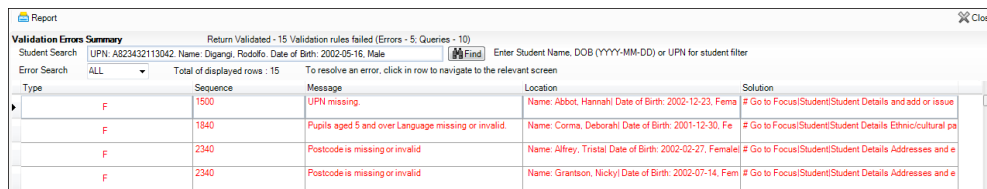
Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked or corrected.

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, 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. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list and click the **Find** button.



Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abbot, Hannah/ Date of Birth: 2002-12-23, Fema	# Go to Focus/Student/Student Details and add or issue
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corma, Deborah/ Date of Birth: 2001-12-30, Fa	# Go to Focus/Student/Student Details Ethnic/cultural pa
F	2340	Postcode is missing or invalid	Name: Alfrey, Tristal/ Date of Birth: 2002-02-27, Fema	# Go to Focus/Student/Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Grantson, Nicky/ Date of Birth: 2002-07-14, Fem	# Go to Focus/Student/Student Details Addresses and e

- Click a **Solution** hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable pupil are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that pupil.



Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abbot, Hannah/ Date of Birth: 2002-12-23, Fema	# Go to Focus/Student/Student Details and add or issue
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corma, Deborah/ Date of Birth: 2001-12-30, Fa	# Go to Focus/Student/Student Details Ethnic/cultural pa
F	2340	Postcode is missing or invalid	Name: Alfrey, Tristal/ Date of Birth: 2002-02-27, Fema	# Go to Focus/Student/Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Grantson, Nicky/ Date of Birth: 2002-07-14, Fem	# Go to Focus/Student/Student Details Addresses and e

- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required failure number from the drop-down list. The total number of rows that relate to the validation failure you have selected is displayed adjacent to the **Error Search** field.

Type	Sequence	Message	Location	Solution
1620Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male/UP	# Go to Focus/Student/Student details and check for du
1840	1840	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male/UP	# Go to Focus/Student/Student details and check for du
1856Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Basra, Jinal Date of Birth: 2001-10-20, Female	# Go to Census panel and edit Top-up Funding
1856Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Keeton, Kail Date of Birth: 2001-10-24, Male/UP	# Go to Census panel and edit Top-up Funding
1856Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Malik, Naseem Date of Birth: 2000-08-05, Male	# Go to Census panel and edit Top-up Funding

- By default, the errors are displayed at the top of the list when **ALL** is selected from the **Errors Search** drop-down list.

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

Type	Sequence	Message	Location	Solution
1500	1500	UPIN missing.	Name: Abbot, Hannah Date of Birth: 2002-12-23, Fema	# Go to Focus/Student/Student Details and add or issue
1840	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corra, Deborah Date of Birth: 2001-12-30, Fe	# Go to Focus/Student/Student Details Ethnic/cultural pa
2340	2340	Postcode is missing or invalid	Name: Alfrey, Trisal Date of Birth: 2002-02-27, Fema	# Go to Focus/Student/Student Details Addresses and e
1856Q	2340	Postcode is missing or invalid	Name: Grantson, Nickyl Date of Birth: 2002-07-14, Fem	# Go to Focus/Student/Student Details Addresses and e
1873Q	2340	Postcode is missing or invalid	Name: Stecher, Sallie Date of Birth: 2001-12-12, Fema	# Go to Focus/Student/Student Details Addresses and e
2020Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male/UP	# Go to Focus/Student/Student details and check for du

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, which is particularly useful if there are a large number of errors/queries, by clicking the **Report** button (located above the **Validation Errors Summary** panel). The report is displayed in your web browser, e.g. Windows® Internet Explorer®, from where it can be printed or be transferred to another application, if required.

The report (Validation Errors Summary.HTML) is saved automatically in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. <LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_ValidationErrorsSummary.HTML), is also stored in this 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.

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 wish 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.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

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 validated.

The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report (**not applicable to Nursery schools**)
- Exclusions Report (**not applicable to Nursery schools**)
- Annual Attendance Report (**applicable to Special schools only**)
- *Attendance Report (1st half term) (**not applicable to Nursery schools**)
- *Attendance Report (2nd half term) (**not applicable to Nursery schools**)
- Absentees Report (**not applicable to Nursery schools**)
- SEN Report
- Address Details Report
- School Dinner Taken Report (**not applicable to Nursery schools**)
- Free School Meal Eligibility Report
- Top-up Funding Report
- Adopted from Care Report.

* Termly attendance is applicable to Primary/middle deemed Primary and All-Through schools and Pupil Referral Units. Annual attendance is applicable to Special schools only.

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.

To select 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.

2. If any reports are not required, deselect the associated check boxes.

02| Carrying Out a Dry Run

3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The report(s) are saved automatically in the folder specified in the **Census Return for Autumn Term** 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.

*TIP: If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed, etc. Right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.*

Completed

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Checking Establishment Details

The following establishment details are required for the return and therefore need to be checked to ensure that they are recorded correctly in SIMS:

- **School Type**
- **School Governance**
- **Intake Type.**

The following read-only items are also collected. Please contact your Local Support Unit if the information displayed in SIMS is incorrect.

- **School Name**
- **LA number**
- **Establishment Number**
- **School Phase**
- **Curriculum Years** (highest and lowest national curriculum year group).

1 Establishment	
School Name	WATERS EDGE PRIMARY SCHOOL
LA	823 Central Bedfordshire
Establishment Number	2999
Unique Reference Number	
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor
Curriculum Years	N2 / 6
Pupil Genders	Coeducational
Gender on entry to school	Coeducational
NC Year Start Date (dd/mm)	1 / 9
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input checked="" type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old...
No. of Childcare Places	0
No. of Childcare Nursery Places	0
Date Name Changed	
Date Number Changed	
Date Number Changed	
Special Class or Unit	<input type="checkbox"/>
Main Contact	Mrs G Grosvenor

03 | Preparing School Level Information

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.
3. Ensure that the **School Type**, **School Governance** and **Intake Type** are displayed correctly. Select the correct value from the drop-down lists, if required.

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

Information for Academies:

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

- The **School Type** and **School Governance**.
Select **Academies** from the applicable drop-down lists.
- The school's **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Date Number Changed** (both used by the School Census).

NOTE for Sponsor-led Academies where the DfE number has changed: If applicable, the date of arrival is reported as the date the DfE number changed and historical information is not collected.



- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.
4. If you have edited the **Establishment** panel, click the **Save** button.

Completed

Checking School Address, Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
 - School **Telephone** Number.
1. Select **Focus | School | School Details** to display the **School Details** page.
 2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

3 Contact Details			
Telephone	<input type="text" value="00234 851234"/>	Fax	<input type="text" value="786542"/>
Email	<input type="text" value="office@ga.org.uk"/> 	Website	<input type="text" value="http://www.theschool.co.uk"/> 

3. Ensure that a **Telephone** number has been recorded (including the STD code).

4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).
The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.
5. Click the **Save** button, if changes have been made.

Completed

04 | Preparing Pupil Level Information

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Checking Pupil Details

Before starting the School Census return, check that all on-roll pupils are recorded in SIMS and that as far as possible the information is up-to-date and accurate. Ensure that:

- new pupils have been added.
- any leavers have been recorded as such.

NOTE: Ensure that a pupil's first language and boarder status are entered before they are recorded as a leaver.

- any duplicate or unwanted pupil records have been deleted.
- part-time details have been checked/updated.
- pupil details have been updated where required.

The following sections in this guide provide additional information and specific instructions on checking and editing pupil level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 21).

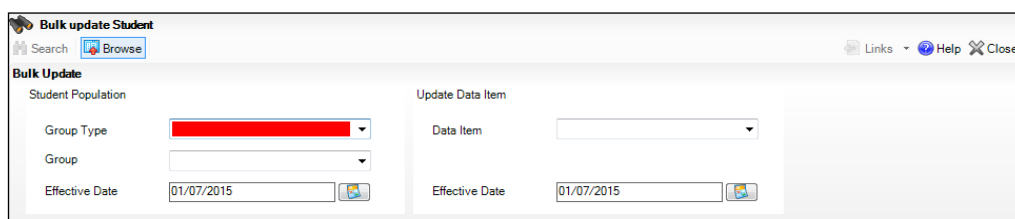
When you have upgraded to the SIMS 2015 Summer Release (7.164), you are strongly advised to carry out one or more dry runs in order to identify any validation errors and queries that must be resolved before the return is submitted (please see *Why Carry out a Dry Run?* on page 9).

Updating Information Using the Bulk Update Routine

To prevent validation errors from occurring, it is advisable to check your SIMS data for accuracy before the return is created and validated.

Many items can be checked using the Bulk Update routine. This functionality enables you to search for missing or invalid data then update in bulk. For example, it is possible to search for all pupils who do not have a First Language recorded against their name. From the pupils found, a value can be assigned to all or several pupils. This prevents the need to enter/change values manually for individual pupils.

1. Select **Routines | Pupil | Bulk Update** to display the **Bulk update Pupil** browser.



2. In the **Bulk Update** panel, select the required **Group Type** and **Group** from the drop-down lists.

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of pupils to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 8**.

If searching for missing information, select the particular data field from the **Group Type** drop-down list, such as **First Language**, and then select a specific **Group**, such as **<NONE>**.

It is also possible to use this functionality to review the data entered for all the pupils in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list and then selecting the required **Data Item**.

04 | Preparing Pupil Level Information

The following table provides some examples of the searches that can be carried out to identify missing data:

Group Type	Group	Data Item	Comment
First Language	<NONE>	First Language	Identifies pupils who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Statemented	SEN Provision Type	Lists pupils with a SEN Status of S enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Boarder Status	Searches for all pupils in Year Group 8 and then displays the boarder status recorded against each pupil's name.

3. Select the required **Data Item** from the drop-down list, e.g. **First Language**.
4. The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

The screenshot shows the 'Bulk update Student' window. It has a search bar at the top with 'Search' and 'Browse' buttons. Below the search bar, there are two main sections: 'Student Population' and 'Update Data Item'. In the 'Student Population' section, 'Group Type' is set to 'Year Group', 'Group' is set to '<ANY>', and 'Effective Date' is '01/07/2015'. In the 'Update Data Item' section, 'Data Item' is set to 'First Language' and 'Effective Date' is '01/07/2015'. There are also 'Links', 'Help', and 'Close' buttons in the top right corner.

5. Click the **Search** button to display the **Members** panel, which displays a list of pupils matching the chosen criteria and the choice of **First Language** types.

Bulk Update First Language (as from 01/07/2015) - Year Group: <ANY> (as at 01/07/2015)

Save Undo Print Help Unpin Close

1 Members

1 Members

Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Alur
Aaron, Chris	3	English							
Aaron, Liz	3	English							
Aaron, Sophie	3	English							
Abdullah, Tamwar	R	English							
Abhra, Abjit	N2	Bengali							
Abhra, Alisha	N2	Bengali							
Abhra, Neel	N2	Bengali							
Abraham, Jane	4	English							
Ackton, Stan	N2	English							
Ackton, Stephen	3	English							
Acton, Jordan	5	English							
Acton, Samantha	6	English							
Adams, Adam	4	English							
Adams, Laura	2	English							
Adasheji, Mohammed	3	Bengali							
Adebayor, Emmanuel	5	English							
Akeman, Rebecca	1	English							
Americana, Kari	5	English							
Amnar, Tarak	2	Turkish							
Amoso, Rosanna	6	Italian							
Amoso, Silv	6	Italian							
Amoso, Stephanie	6	Italian							
Anderson, Neo	4	English							
Andrews, Jasmine	5	English							
Andrews, Paul	6	English							
Angler, Harry	6	English							
Ansell, Alfie	3	English							
Ansell, Annie	3	English							
Ansell, Archie	3	English							
Ariano, Pietro	5	English							
Arkell, Isis	1	English							
Total	436		436	0	0	0	0	0	0

TIPS: Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading then select **Narrow Columns** from the pop-up menu.

Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective way of populating missing data is to fill all the rows with the same data item and then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set the ethnicity of all pupils as **English** then edit the exceptions.

1. Right-click the **English** data entry column header (hover over the heading to see the full title, if required) then select **Check All** from the pop-up menu.

1 Members										
Name	Year Group	Assigned	Iha/Bhutanese	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe
Aaron, Chris	3	English					✓			
Aaron, Liz	3	English					✓			
Aaron, Sophie	3	English					✓			
Abdullah, Tamwar	R	English					✓			
Abhra, Abjit	N2	Bengali								
Abhra, Alisha	N2	Bengali								
Abhra, Neel	N2	Bengali								
Abraham, Jane	4	English					✓			
Ackton, Stan	N2	English					✓			
Ackton, Stephen	3	English					✓			
Acton, Jordan	5	English					✓			
Acton, Samantha	6	English					✓			
Adams, Adam	4	English					✓			
Adams, Laura	2	English					✓			
Adasheji, Mohammed	3	Bengali								
Adebayor, Emmanuel	5	English					✓			
Akeman, Rebecca	1	English					✓			
Americana, Kari	5	English					✓			
Amnar, Tarak	2	Turkish								
Amoso, Rosanna	6	Italian								
Amoso, Silv	6	Italian								
Arkell, Isis	1	English					✓			
Total	436		436	0	0	0	344	0	1	

All the cells within that column are populated with ticks.

2. Edit the exceptions by clicking in the cell associated with the individual pupil and their status, e.g. the first language of Neel Abhra is Estonian.

1 Members										
Name	Year Group	Assigned	Iha/Bhutanese	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe
Aaron, Chris	3	English					✓			
Aaron, Liz	3	English					✓			
Aaron, Sophie	3	English					✓			
Abdullah, Tamwar	R	English					✓			
Abhra, Abjit	N2	English					✓			
Abhra, Alisha	N2	English					✓			
Abhra, Neel	N2	Estonian							✓	
Abraham, Jane	4	English					✓			
Ackton, Stan	N2	English					✓			
Ackton, Stephen	3	English					✓			
Acton, Jordan	5	English					✓			
Acton, Samantha	6	English					✓			
Adams, Adam	4	English					✓			
Adams, Laura	2	English					✓			
Adasheji, Mohammed	3	English					✓			
Adebayor, Emmanuel	5	English					✓			
Akeman, Rebecca	1	English					✓			
Americana, Kari	5	English					✓			
Amnar, Tarak	2	English					✓			
Amoso, Rosanna	6	English					✓			
Amoso, Silv	6	Italian					✓			
Arkell, Isis	1	English					✓			
Total	436		436	0	0	0	346	0	2	

3. Once you have made all the required changes, click the **Save** button to bulk update the records.

Bulk Updating Data for a Selection of Pupils

There are two methods for selecting a number of pupils.

Entering a Value for a Selection of Pupils

1. Highlight the first pupil you wish to select then hold down the **Ctrl** key and highlight the other required pupils.
2. Release the **Ctrl** key and then click one of the highlighted cells in the required data item column.

A tick indicates that the pupil has been assigned that value.

Entering a Value for Sequentially Listed Pupils

This method can be used for assigning a value to a group of sequentially listed pupils. For example, clicking the **Assigned** column heading displays all unassigned pupil at the top of the list.

1. Highlight the first pupil in the group, hold down the **Shift** key then click the last pupil in the group (alternatively, hold down the **Shift** key and press the **Down Arrow** key).
2. Release the **Shift** key then click one of the highlighted cells in the required data item column.

A tick indicates that the pupil has been assigned that value.

Recording Leavers and Re-Admissions

Ensure that all your leavers are taken off-roll and any returning pupils are re-admitted.

The accuracy of pupil numbers can be checked by running the Population Analysis (Dated) report (**Reports | Run Report – Focus – Student**). This is a predefined report that gives a breakdown of the number of pupils (including numbers by gender) for each registration group in each year, together with a grand total.

Recording a Leaver

Not applicable to Nursery schools

The **Date of Leaving** is collected for all schools with the exception of Nursery schools.

1. Select **Routines | Pupil | Leavers** to display the **Find Pupil(s)** (or **Student(s)**) browser.

2. Ensure that the **Status** of **On Roll** is selected.

04| Preparing Pupil Level Information

3. Click the **Search** button to display a list of all on-roll pupils.

SEMH Need Type	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Aron, Chris	4	4SL	001102	01/09/2009			
Aaron, Liz	4	4SL	001103	01/09/2009			
Aaron, Sophie	4	4ES	001104	01/09/2009			
Abdullah, Tamwar	1	ELM	001275	01/09/2012			
Abhra, Abjit	R	ELM	001336	01/09/2013			
Abhra, Alisha	R	PINE	001337	01/09/2013			

4. Highlight the pupil(s) you wish to record as leavers then click the **Select** button. The selected pupil(s) are displayed in the **Students** panel.

SEMH Need Type	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Aron, Chris	4	4SL	001102	01/09/2009			

5. In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button and select the required date.

The date of leaving should be the date that the pupil is actually leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase because Local Authorities normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not to have any gaps between dates and may suggest a date of leaving (the old school) of 4 September and the date of admission (into the new school) of 5 September. If you are in any doubt, please contact your Local Authority for advice.
6. Select the **Reason for Leaving** from the drop-down list, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
7. Optionally, enter the **Destination after Leaving** if known, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
8. To remove a pupil from the list, highlight their name then click the **Remove** button.

9. To clear the contents of the **Date of Leaving, Reason for leaving** and **Destination after Leaving** fields, highlight the required pupil(s) then click the **Clear** button. Re-enter the information as required.
10. Click the **Save** button.

Completed

Re-Admitting a Pupil

Any pupil who leaves the school and subsequently decides to return must be re-admitted.

NOTES: Do not remove the leaving date, as the pupil's period of absence from the school will not be recorded.

However, if a pupil is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Click the **New** button to display the **Add Student** page. It is necessary to enter limited information here as you know that the person already exists.
3. Click the **Continue** button to display a list of **Matched People**, based on the criteria entered on the **Add Student** page.
4. Highlight the required pupil then click the **Open** button. The following warning message is displayed:
The selected student is a leaver. Do you want to re-admit the student?
5. Click the **Yes** button if you are certain that this is the pupil who should be re-admitted. Their details are displayed on the **Student Details** page.
6. Complete the mandatory fields (**Date of birth, Gender, Year Group, Enrolment Status, Year Taught In** and **Admission Date**) and check any other details that may have changed since they were last on-roll, such as their address.
7. Check that the original **UPN** is displayed.
If it did not previously exist, generate a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.
Select either the **Issue Permanent** or **Issue Temporary UPN** radio button then click the **OK** button to return to the **Registration** panel.
The temporary/permanent UPN is issued on save.
8. Click the **Save** button to re-admit the pupil.

*NOTE: If the pupil's registration status has changed from when they were previously on-roll, their enrolment status should be changed via **Routines | Pupil | Change Enrolment Status**.*

Completed

Deleting Unwanted Pupil Records

If there are pupils who have been entered in error (such as duplicates), ensure that they are deleted so that they are not included in the return. This is achieved via **Routines | Pupil | Delete Pupil**. After selecting the required pupil, you have the opportunity to review and print their information before deleting their record permanently.

WARNING: The deletion is irreversible; therefore a pupil's record must only be deleted if they have been entered in error.



Checking a Pupil's Basic Details

Ensure that basic details for all pupils are correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
 - **Middle Names**
 - **Legal Surname** (mandatory information in SIMS)
 - **Former Surname**
 - **Preferred Surname** (mandatory information in SIMS)
 - **Gender** (mandatory information in SIMS)
 - **Date of Birth** (mandatory information in SIMS).
1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
 2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

The screenshot shows a web interface for viewing a pupil's details. On the left, under the heading "1 Basic Details", there are several input fields: "Legal Forename" (containing "Chris"), "Middle Name(s)" (empty), "Legal Surname" (containing "Aaron"), "Preferred Surname" (containing "Aaron"), "Preferred Forename" (containing "Chris"), "Date of birth" (containing "01/09/2005"), "Age" (containing "9 years, 10 months"), "Gender" (a dropdown menu set to "Male"), and "Birth Certificate Seen" (an unchecked checkbox). Below these fields is a "Quick Note" icon. On the right, there is a "Photograph" section with a photo of a young boy in a white shirt and tie. To the right of the photo are two small icons: a print icon and a delete icon. Below the photo is a "History" button.

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and accurate, paying particular attention to the data collected in the return (listed previously).

If a legal change (rather than a correction) is made to the **Legal Forename**, **Middle Name(s)** or **Legal Surname**, a **Reason** and **Date of Change** must be recorded.

4. If you have made any changes, click the **Save** button.

Completed

Recording a Pupil's Change of Surname

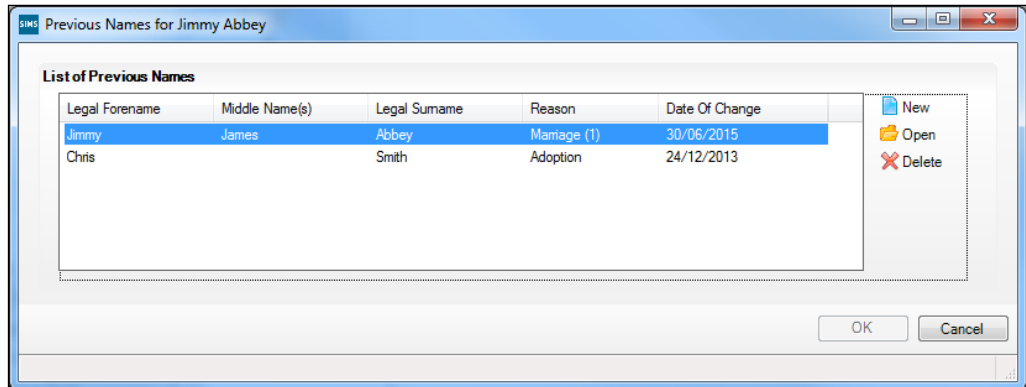
It is a requirement of the return that a history of pupils' previous surname(s) is recorded.

1. In the **Basic Details** panel, edit the pupil's **Legal Surname**.
2. Click the **Save** button. The following message is displayed:
Is this a correction to the name or a legal change to the student's name? If it is a legal change, please select Yes.
3. Click the **Yes** button to display the **Reason For Change** dialog.

4. Select the applicable **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
5. The **Date of Change** defaults to today's date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.
6. Click the **OK** button to return to the **Basic Details** panel.
7. Click the **Save** button.

04 | Preparing Pupil Level Information

- To view a list of the pupil's previous names, click the **History** button to display the **Previous Names for** dialog.



- Click the **Cancel** button to return to the **Basic Details** panel.

Completed

Checking Registration Details

The following registration information is collected in the return and should therefore be checked and corrected, if necessary:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to Secondary/middle deemed Secondary, All-Through, Special schools and Pupil Referral Units)
- Part-Time Indicator.

Checking Enrolment Status, Admission Date and Boarder Status

The following information is collected in the return and should therefore be checked and corrected if necessary:

- **Enrolment Status** (mandatory information in SIMS)
 - **Admission Date** (mandatory information in SIMS)
 - **Boarder Status.**
- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
 - Search for then double-click the name of the required pupil to display the **Pupil Details** page.

- Click the **Registration** hyperlink to display the **Registration** panel.

2 Registration

<u>Class</u>	4SL	<u>House</u>	
<u>Year Group</u>	Year 4	<u>Year Taught In</u>	Curriculum Year 4
<u>Enrolment Status</u>	Single Registration	<u>Boarder Status</u>	
<u>Admission Date</u>	01/09/2009	<u>Admission Number</u>	001102
<u>Former UPN</u>		<u>Attendance Mode</u>	AM only
<u>UPN</u>	Y820200109033	<u>Local UPN</u>	

<u>Part Time Details</u>	<u>Start Date</u>	<u>End Date</u>	<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>
	01/09/2009	31/12/2009	

<u>Early Years Attendance Patterns</u>	<u>Start date</u>	<u>End date</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thu</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>

NOTE: The *Early years Attendance Patterns* section of the **Registration panel is visible to Primary schools only.**

- Check the pupil's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
- Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
- Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
- Click the **Save** button.

Completed

Checking Unique Pupil Numbers

Ensure that all pupils have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only.

A unique UPN should be entered in the **UPN** field. If the UPN entered has an invalid format, the field turns red indicating that the UPN is incorrect and should be re-entered.

- **Permanent UPNs** are issued to a new pupil only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
 - **Temporary UPNs** are issued to a pupil when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701**A**.
4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
6. Click the **OK** button to return to the **Registration** panel.
7. Click the **Save** button to save any changes. The UPN is generated automatically when the record is saved.

NOTE: A pupil who is adopted after being allocated a UPN is often issued with a new permanent UPN. However, the exact process may vary depending on the circumstances and the guidance issued by your LA/DfE.

For information about issuing a new UPN for an adopted child, please seek advice from your LA, if applicable.

DfE guidance is also available on the GOV.UK website

(<https://www.gov.uk/government/publications/unique-pupil-numbers>).

Completed

Checking Unique Learner Numbers

Applicable to Secondary/middle deemed Secondary, All-Through, Special schools and Pupil Referral Units

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the pupil's learning record throughout their lives. Currently, this applies to pupils over the age of 14 involved in UK education or training.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for applicable pupils. ULNs can be obtained in one or more of the following ways:

- The DfE ULN service to upload a CTF file via a web page on the **S2S** website (<http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s>).
- The Learner Registration Service Web Portal to obtain individual ULNs (<https://www.gov.uk/government/collections/learning-records-service>).
- The **Key to Success** website (<https://www.keytosuccess.education.gov.uk/>).

If available, enter a ULN for each pupil over the age of 14.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

- Click the **Registration** hyperlink to display the **Registration** panel.

NOTE: The **Early Years Attendance Patterns** section of the **Registration** panel is visible to Primary schools only. If applicable, Primary schools should complete the **Early Years Attendance Patterns**, as this will help when updating Hours at Setting.

- Check the details in the **Part Time Details** section. A minimum of a **Start Date** must be displayed.
- Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

- Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.
- Click the **Save** button to save any changes.

IMPORTANT NOTE: It is equally important to edit the details of any pupils who are no longer part-time. This is achieved by highlighting the pupil's **Part Time Details** record then clicking the **Open** button to display the **Add Part-time Attendance** dialog. Enter the correct **End Date** then click the **OK** button to return to the **Registration** panel.

Completed

Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the pupil is taught for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the Year Group. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct **Year Taught In** has been recorded in SIMS.

For the School Census Autumn 2015 Return, the collection of attendance data uses the Age at Date as at 31/08/2014. All other data uses 31/08/2015.

The following table shows the Curriculum Year that pupils in England are expected to be taught in, according to their date of birth (during the academic year 2014/2015).

Curriculum Year the Pupil would Normally be Taught in	Date of Birth Range	Age Range
	After 31/08/2014	1 and under
N1	01/09/2012 to 31/08/2013	2 – 3
N2	01/09/2011 to 31/08/2012	3 – 4
R	01/09/2010 to 31/08/2011	4 – 5
1	01/09/2009 to 31/08/2010	5 – 6
2	01/09/2008 to 31/08/2009	6 – 7
3	01/09/2007 to 31/08/2008	7 – 8
4	01/09/2006 to 31/08/2007	8 – 9
5	01/09/2005 to 31/08/2006	9 – 10
6	01/09/2004 to 31/08/2005	10 – 11
7	01/09/2003 to 31/08/2004	11 – 12
8	01/09/2002 to 31/08/2003	12 – 13
9	01/09/2001 to 31/08/2002	13 – 14
10	01/09/2000 to 31/08/2001	14 – 15
11	01/09/1999 to 31/08/2000	15 – 16
12	01/09/1998 to 31/08/1999	16 – 17
13	01/09/1997 to 31/08/1998	17 – 18
	Before 31/08/1996	19+

There are three ways to check a pupil's curriculum year and date of birth in SIMS:

- Via individual pupil records (**Focus | Pupil | Pupil Details**).
- Via the pastoral structure by curriculum year (**Focus | School | Pastoral Structure | Current Structure**).
- Via the pastoral structure for the whole school (**Focus | School | Pastoral Structure | Current Structure**).



Additional Resources:

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

Checking the Pupil's Year Taught In Record

1. Select **Focus | Pupil | Pupil Details** to display the **Pupil Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

2 Registration

Class	4SL	House	
Year Group	Year 4	Year Taught In	Curriculum Year 4
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2009	Admission Number	001102
Former UPN		Attendance Mode	AM only
UPN	Y820200109033	Local UPN	

Part Time Details	New Open Delete				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>01/09/2009</td> <td>31/12/2009</td> </tr> </tbody> </table>	Start Date	End Date	01/09/2009	31/12/2009	History
Start Date	End Date				
01/09/2009	31/12/2009				

Early Years Attendance Patterns	New Open Delete																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start date</th> <th>End date</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center;">!!!</td> </tr> </tbody> </table>	Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	!!!									History
Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun											
!!!																			

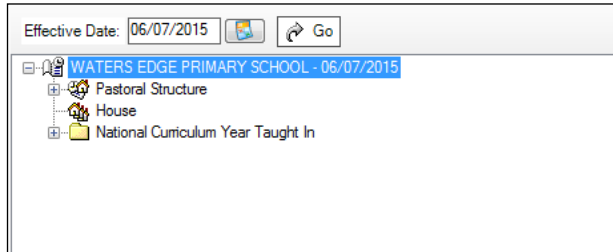
NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only.

4. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the pupil is taught the majority of the time. If necessary, select the correct year from the drop-down list.

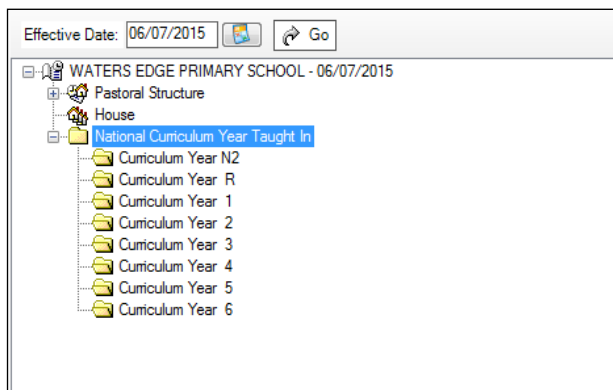
NOTE: Any change made in the Registration panel is effective from today's date. If the Year Taught In change was applicable from an earlier date, click the History button and apply the change from the actual date the change is required.

Checking the Year Taught In via the Pastoral Structure by Curriculum Year

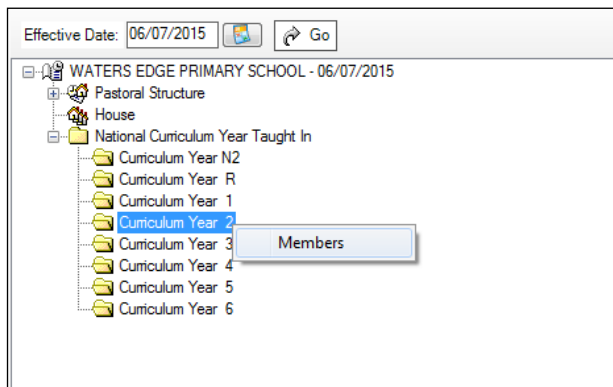
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



3. Expand the **National Curriculum Year Taught In** folder by clicking the **+** icon or double-clicking the folder name. The curriculum years are displayed beneath.



4. Right-click the required curriculum year folder then select **Members** from the pop-up menu.



The **Allocate Pupils/Applicants** dialog is displayed.

Allocate Students/Applicants : Curriculum Year 2

Effective Date Range
 From effective date to end of the academic year (Over the whole academic year (01/09/2014 - 31/08/2015)

Student Status
 Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Akeman, Rebecca	Female	Year 2	2JB	18/09/2007				✓				
Arkell, Isis	Female	Year 2	2JB	02/12/2007				✓				
Astoni, Sonya	Female	Year 2	2JB	22/11/2007				✓				
Astwick, Wills	Male	Year 2	2JB	02/03/2008				✓				
Baker, Fiona	Female	Year 2	2JB	03/10/2007				✓				
Barrett, Anthony	Male	Year 2	2JB	23/11/2008				✓				
Bassett, Joseph	Male	Year 2	2GH	07/05/2008				✓				
Benson, Zachary	Male	Year 2	2JB	22/12/2007				✓				
Candy, Tilly	Female	Year 2	2GH	05/12/2007				✓				
Ching, Susie	Female	Year 2	2JB	14/05/2008				✓				
Clarke, Anabel	Female	Year 2	2JB	14/11/2007				✓				
Total					0	0	0	60	0	0	0	0

OK Cancel

5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the appropriate radio button.
6. Change the memberships of the curriculum year (**Year Taught In**) as required by clicking the required cell in the grid.

*TIP: To sort the pupil names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu.*

The following graphic shows that one pupil is taught in Year 3.

Allocate Students/Applicants : Curriculum Year 2

Effective Date Range
 From effective date to end of the academic year (Over the whole academic year (01/09/2014 - 31/08/2015)

Student Status
 Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Akeman, Rebecca	Female	Year 2	2JB	18/09/2007				✓				
Arkell, Isis	Female	Year 2	2JB	02/12/2007				✓				
Astoni, Sonya	Female	Year 2	2JB	22/11/2007				✓				
Astwick, Wills	Male	Year 2	2JB	02/03/2008				✓				
Baker, Fiona	Female	Year 2	2JB	03/10/2007				✓				
Barrett, Anthony	Male	Year 2	2JB	23/11/2008					✓			
Bassett, Joseph	Male	Year 2	2GH	07/05/2008				✓				
Benson, Zachary	Male	Year 2	2JB	22/12/2007				✓				
Candy, Tilly	Female	Year 2	2GH	05/12/2007				✓				
Ching, Susie	Female	Year 2	2JB	14/05/2008				✓				
Clarke, Anabel	Female	Year 2	2JB	14/11/2007				✓				
Total					0	0	0	59	1	0	0	0

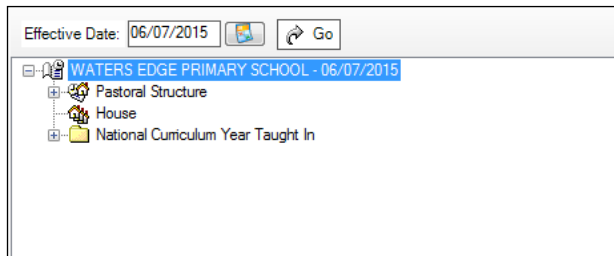
OK Cancel

04 | Preparing Pupil Level Information

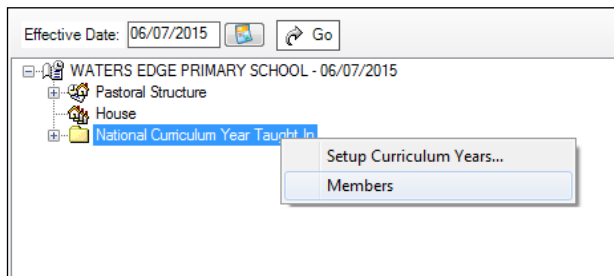
7. Make any further changes then click the **OK** button to close the dialog.
8. Repeat for the other curriculum years, if required.
9. Click the **Save** button.

Checking the Year Taught In via the Pastoral Structure for the Whole School

1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



3. Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.



The **Allocate Pupils/Applicants** dialog is displayed.

The screenshot shows the 'Allocate Students/Applicants' dialog box. It has several sections:

- Effective Date Range:** Two radio buttons: 'From effective date to end of the academic year' (selected) and 'Over the whole academic year (01/09/2014 - 31/08/2015)'.
- Student Status:** Three checked checkboxes: 'Students', 'Accepted Applications', and 'Current Applications (Applied / Offered / Reserved)'.
- Members:** A table with columns for Name, Gender, Year Group, Reg Group, and a grid for curriculum years (N2 to 6). A 'Print' button and an 'Actions' dropdown are also present.

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Aaron, Chris	Male	Year 3	3CB	01/09/2005					✓			
Aaron, Liz	Female	Year 3	3CB	01/09/2005					✓			
Aaron, Sophie	Female	Year 3	3TO	01/09/2005					✓			
Abdullah, Tamwar	Male	Year R	ELM	12/01/2008		✓						
Abhra, Abjit	Male	Year R	AM	20/11/2009		✓						
Abhra, Alisha	Female	Year R	PM	20/11/2009		✓						
Abhra, Neel	Male	Year R	PM	20/11/2009		✓						
Abraham, Jane	Female	Year 4	4SL	19/05/2005						✓		
Ackton, Stan	Male	Year R	AM	22/03/2010		✓						
Ackton, Stephen	Male	Year 3	3TO	12/03/2006					✓			
Acton, Jordan	Male	Year 5	5BB	11/02/2004							✓	
Total					0	80	60	59	60	58	60	59

- Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the appropriate radio button.
By default, the order of the list is alphabetical by surname.
- Right-click the **Year Group** heading and select **Sort By** from the pop-up menu. Sorting the pupil names in year group order assists in finding in the grid any pupils who do not have a **Year Taught In** selected.

The screenshot shows the 'Allocate Students/Applicants' window. At the top, there are radio buttons for 'Effective Date Range': 'From effective date to end of the academic year' (unselected) and 'Over the whole academic year (01/09/2014 - 31/08/2015)' (selected). Below this are checkboxes for 'Student Status': 'Students' (checked), 'Accepted Applications' (checked), and 'Current Applications (Applied / Offered / Reserved)' (checked). A 'Members' section contains a table with the following data:

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Udo, Marcos	Male	Year 1	ELM	22/11/2008			✓					
Vadim, Polino	Male	Year 1	ELM	28/08/2008			✓					
Walker, James	Male	Year 1	ELM	27/02/2009			✓					
Ward, Lucy	Female	Year 1	OAK	04/01/2009			✓					
Westings, Amy	Female	Year 1	ELM	22/05/2009			✓					
Wojciech, Nikolai	Male	Year 1	OAK	12/11/2008			✓					
Akeman, Rebecca	Female	Year 2	2JB	18/09/2007								
Arkell, Isis	Female	Year 2	2JB	02/12/2007								
Astoni, Sonya	Female	Year 2	2JB	22/11/2007				✓				
Astwick, Wills	Male	Year 2	2JB	02/03/2008				✓				
Baker, Fiona	Female	Year 2	2JB	03/10/2007				✓				
Total					20	61	60	60	59	61	58	59

At the bottom of the window are 'OK' and 'Cancel' buttons.

***TIP:** To sort the pupil names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu.*

- Indicate which year the pupils with missing data are taught in by clicking the appropriate cell in the grid.
- Make any required changes for the other pupils listed.
- Click the **OK** button then click the **Save** button.

Completed

Checking Home Address Information

A pupil's current home address is required for the return. Where a pupil has multiple current addresses, details of all addresses should be recorded.

All aspects of the address(es) are collected and therefore all address details should be recorded in order to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available).

04 | Preparing Pupil Level Information

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Addresses** hyperlink to display the **Addresses** panel.

3 Addresses History

Current Home Address Details (Validated)

59 High Street
Bedford
MK40 1RZ
United Kingdom

Note

Start date 01/09/2009 End date

Enter additional address

Post Code Country

House Number/Name

Search Validation Service Search Existing Addresses

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. If you have Windows® Internet Explorer®, these details can be checked by clicking the **Address** button to display the address location on a map.

NOTE: British Forces Post Office numbers can now be added as post codes.

5. If you have edited the address, click the **Save** button.
6. If the pupil has an additional current address, i.e. a **Second Home**, enter the additional address then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

Completed

Checking Free School Meals Eligibility

The number of free school meals taken on census day by pupils who are eligible for Free School Meals, must be entered manually in the **General** panel on the **Census Return Details** page when completing the return.

This information and other free school meal eligibility related data is collected in the return.

Only pupils who have been approved by the LA to receive a free school meal should be recorded in SIMS as being eligible. It is advisable to check that all eligible pupils are recorded.

NOTE for schools with Reception, Year 1 and Year 2:

All pupils in Reception, Year 1 and Year 2 are offered a meal regardless of whether they are eligible for free school meals.

Pupils in Reception, Year 1 and Year 2 must only be recorded as eligible for a free school meal if they meet the criteria for free school meals.

The following free school meal eligibility related data is collected in for the return:

- **Start Date**
- **End Date** (if known)
- UK **Country** in which the eligibility applies.

Meal Patterns are not required for the return but can be recorded for information purposes only. It is perfectly acceptable, for example, for a pupil to be eligible for free school meals, but to bring sandwiches (**PL** (packed lunch)) or to go home (**HO** (home)).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Dietary** hyperlink to display the **Dietary** panel.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
01/09/2014	31/08/2015	SM	SM	SM	SM	SM

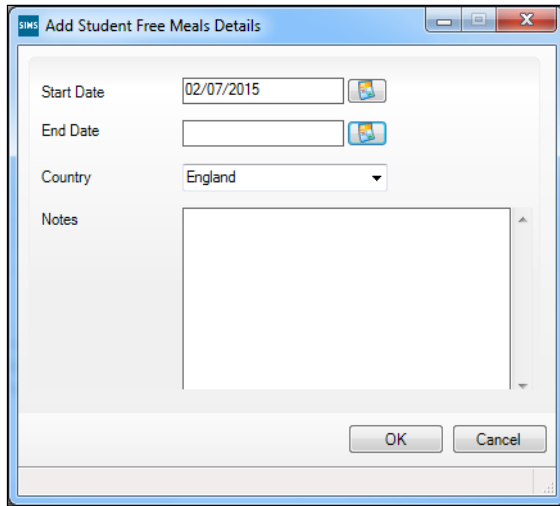
Start Date	End Date	Country	Notes
15/09/2014		England	

FSM Review Date: 31/08/2015

4. Ensure the minimum of a **Start Date** and **Country** are displayed in the **Eligible for Free Meals** panel. If you need to edit the data, highlight the required record then click the **Open** button.

04 | Preparing Pupil Level Information

If a new record is required, click the adjacent **New** button to display the **Add Student Free Meal Details** dialog.



5. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.
6. Ensure that the UK **Country** in which the eligibility applies is correct. Select from the drop-down list, if required.
7. Notes can be entered, if required.
8. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed.
9. Click the **Save** button.

Ensure that this information is checked/amended on a regular basis.

Completed

Checking Ethnic and Cultural Information

Not applicable to Nursery schools

The following ethnic and cultural information is collected in the return:

First Language

- A First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language at home or in the community.
- If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil's proficiency in English.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

4. Select the pupil's **First Language** from the drop-down list.
5. Click the **Save** button.

Completed

Checking Additional Information

Ensure that the following additional information is recorded in SIMS:

Youth Support Services Agreement (YSSA) status (**not applicable to Nursery or Primary schools**)

The YSSA replaces Connexions. It applies to pupils between age 12 and 25 with special educational needs and pupils between age 12 and 20 with no special educational needs.

The Bulk Update routine can be used to assign and edit these values for a specific selection of pupil at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 21).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.

3. Click the **Additional Information** hyperlink to display the **Additional Information** panel.

*NOTE: The **Meals** section will be removed in a future release because the meal information is now entered via the **Dietary** panel.*

4. Select the applicable **Youth Support Services Agreement (YSSA)** status from the drop-down list. YSSA has replaced Connexions Assent.
5. Ensure that the **Pupil Premium Indicator for year 2015/2016** check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.

Although Pupil Premium information is not collected for the return, it is important for school that are in receipt of this funding, which is allocated to children from low-income families, to be able to give a full account of its use. The national school performance tables now include information about the progress of pupils in receipt of Pupil Premium and information is required to be sent to parents about how it has been used and what impact it has had on pupil progress.

Completed

Checking Special Educational Needs Information

The following Special Educational Needs (SEN) items are collected in the return:

SEN **Status** (SEN Provision)

- **N – No Special Educational Need** - No special educational need has been identified.
- **S – Statement** – the LA has reviewed the pupil and a statement has been issued.
- **E – Education, Health and Care Plan (EHCP)** – the LA has reviewed the pupil and a plan has been issued.
- **K – SEN Support** – actions have been put in place or will be put in place to support the pupil with their need, once a SEN need or potential SEN need has been identified.

NOTE: In the School Census Autumn 2015 Return, the SEN Status **A** and **P** remain valid for the recording of SEN provision at time of exclusion only.

- **A - School/Early Years Action**
- **P - School/Early Years Action +**

1. Select **Focus | Pupil | Special Educational Needs** to display the **Find SEN Student** browser.
2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.
3. Click the **Search** button to display a list of pupils who match the criteria.

Name	Year Group	Reg. Group	House	Gender	SEN Status
Ahmad, Cairna	8	8B	Hooke	Female	M - Monitor Language Skills
Allm, Farah	8	8C	Curie	Female	M - Monitor Language Skills
Bagnall, Keith	7	7C	Hooke	Male	A - School/Early Years Action.
Bandaras, Jose	8	8D	Curie	Male	M - Monitor Language Skills
Bandaras, Maria	8	8E	Flemming	Female	M - Monitor Language Skills
Basra, Jill	9	9F	Flemming	Female	S - Statement
Borgia, Matt	11	11C	Curie	Male	A - School/Early Years Action.
Candy, Molly	9	9B	Boyle	Female	P - School/Early Years Action+

4. Double-click the name of the required pupil to display the **Student SEN details** page.
5. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. If necessary, select the correct **Status** from the drop-down list.

3 Basic SEN Details

Status: A - School/Early Years Action. Start Date: 28/11/2012 [Status History]

Statement Pending? []

Needs

Ranking	Need Type	Description	Recorded On	Start Date
1	Specific Learning Difficulty	Numeracy issues	01/09/2010	01/09/2010
2	Hearing Impairment	Slightly deaf in her ri...	01/09/2010	01/09/2010

[Needs History] [Change Log] [Move Up] [Move Down]

Full Descriptions

Attachment	Summary	Type	Owner
[Icon]	Updated IEP	SEN Document	Blackler Adrian
[Icon]	Target Summary - Summer 20...	SEN Document	Blackler Adrian
[Icon]	IEP	SEN Document	Blackler Adrian

Additional Support:

Curriculum and Teaching Methods: Some curriculum modifications

Grouping and Support: Targeted and sustained additional support

Advice and Assessment: School based assessment

Specialised Resources: Individual access to specialised equipment

NOTE: At least one Special Educational Need, e.g. **Visual Impairment**, must be recorded for all pupils with a SEN Status of **S – Statement**, **E – Education, Health and Care Plan (EHCP)** and **K – SEN Support**.

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6. Update the other information on the **Student SEN details** page, if required, then click the **Save** button.

The DfE website

(<http://www.gov.uk/schools-colleges/special-educational-needs>) provides more information about Special Educational Needs, if required.

Completed

Preparing Exclusions Information

Not applicable to Nursery schools

Exclusions information is required for pupils who were subject to any exclusion with a start date during the period 01/01/2015 to 05/04/2015 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the pupil was re-instated by the Discipline Committee or an independent Appeal Panel.

The following exclusion related data items are collected for the return:

- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent).
- Exclusion **Reason** (select one code to provide the main reason).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**) - required for fixed period and lunchtime exclusions.
- SEN Provision (please see *Checking Special Educational Needs Information* on page 46).
- In Care indicator (please see *Checking In Care Details for Excluded Pupils* on page 51).

NOTE: The **Start Date**, **End Date** (if known) and **LA Details** must be entered for any type of exclusion recorded for any pupils in care.

IMPORTANT NOTE about Permanent Exclusions: Any permanently excluded pupils should be marked as leavers as soon as the exclusion has been confirmed by the LA. Before making them a leaver, ensure that you have recorded the following information:

- In Care indicator (if applicable)
- SEN Status (if applicable – note that **Never Assigned** is not an acceptable value for excluded pupils)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission.

Recording an Exclusion

1. Select **Focus | Pupil | Exclusions** to display the **Find Exclusions Student** browser.

2. Search for then double-click the required pupil to display the **Exclusion Details** page.

3. Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.

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4. Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
5. Enter the exclusion **Start Date** and **End Date** or click the appropriate **Calendar** button then select the required date.
6. Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list. This information is optional.
7. Click the **Calculate** button to populate the **Length School Days** field automatically.

The screenshot shows the 'Add Exclusion' window in SIMS. It contains the following fields and values:

- Type: Fixed Term
- Reason: Verbal abuse/threatening behav
- Start Date: 06/02/2015
- End Date: 06/02/2015
- Start Time: PM
- End Time: PM
- Part Time Exclusion:
- Length School Days: 0.50
- Comments: Ongoing bullying against other members of the class.
- Agency Involved: (empty)
- Academic Year: Academic Year 2014/2015
- Term: Spring Term

8. Click the **OK** button to save the exclusion details and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

The screenshot shows the 'Exclusion Details' page for Graham Abbess. It features a table with the following data:

Exclusions	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2014/2015	Spring Term	06/02/2015	06/02/2015	0.5	Fixed Term	Verbal abuse/threatening behaviour a...

On the right side, there is a 'Links' panel with the following options: New, Open, Delete, Linked Documents, Quick letter, Data Collection Sheet, Send Message, Student Teacher View, Student Details, History, Reports.

The Academic Year and the total number of exclusion days in that year are displayed at the bottom of the page.

9. Click the **Save** button to save the exclusion.
For more information about exclusions, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>).

 **Completed**

Checking In Care Details for Excluded Pupils

Not applicable to Nursery schools

In care details are collected for pupils who were subject to any exclusion with a start date during the period 01/01/2015 to 05/04/2015 inclusive.

Any pupil in care (looked after children) should be recorded as such in SIMS. A child is considered 'In Care' or 'Looked After' if he or she is in the care of the Local Authority or is provided with accommodation for more than 24 hours by the authority. Please consult the person at school with the designated authority for in care children, e.g. the SEN Co-ordinator, if you are unsure.

Minimum details are required to set up an in care record, i.e. the **Care Authority** and a **Start Date**.

Adding a New In Care Record

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Welfare** hyperlink to display the **Welfare** panel.

10 Welfare

In Care Not currently in Care

In Care Details

Start Date	End Date	Care Authority	PEP	

New
Open
Delete

Young Carer

Start Date	End Date	Notes	

New
Open
Delete

Child Protection Plan

Start Date	End Date	Authority	Notes

New
Open
Delete

Disabilities

Start Date	End Date	Disability	Notes

New
Open
Delete

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4. Click the **New** button adjacent to the **In Care Details** panel to display the **Add In Care Details** dialog.

The 'Add In Care Details' dialog box is shown. It includes the following sections:

- Care Details:** Fields for 'Care Authority', 'Start Date', and 'End Date', each with a search icon.
- Personal Education Plans:** A table with columns 'Start Date', 'End Date', and 'Notes'. To the right are 'New', 'Open', and 'Delete' buttons.
- Plan Details:** A field for 'Contributor Name'. To the right are 'New' and 'Delete' buttons.
- Associated Documents:** A table with columns 'Attachment', 'Summary', 'Type', and 'Owner'. To the right are 'New', 'Open', and 'Delete' buttons.

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

5. Click the **Care Authority** browser button to display the **Select Local Authority** dialog.
6. Search for the required **Care Authority** by entering all or part of the name in the **LA name** field then click the **Search** button.

The 'Select Local Authority' dialog box is shown. It includes the following sections:

- Search criteria:** Fields for 'LA name', 'LA number', and 'Region' (set to 'England').
- Table of Local Authorities:**

Name	LA number
England	ENG
City of London	201
Camden	202
Greenwich	203
Hackney	204
Hammersmith & Fulham	205
Islington	206
Kensington & Chelsea	207
Lambeth	208
Lewisham	209
Southwark	210
Tower Hamlets	211
Wandsworth	212
Westminster	213
Barking & Dagenham	301

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

7. Double-click the **Name** of the required authority to return to the **Add In Care Details** dialog.
8. Enter the **Start Date** (and **End Date** if known) for the in care period.

*NOTE: If the pupil was imported via CTF, the in care details **Start Date** defaults to the date the CTF was imported. If the actual in care **Start Date** is different, it should be manually amended to the correct date or date of admission. There is also an **Effective Date** button so, for instance, if the file is imported on the 10th of the month but the effective date is set to the 1st, the memberships will start on the 1st.*

Enter additional information, if required, e.g. **Personal Education Plans** (PEP). Although PEP details are not collected in the return, the plan ensures that access to services and adequate support are available for the child whilst also ensuring that stability is maintained and disruption to the child's schooling is kept to a minimum.

9. Click the **OK** button to return to the **Welfare** panel.

The screenshot shows the '10 Welfare' panel. On the left, there are two sections: 'In Care' and 'In Care Details'. The 'In Care' section shows 'Currently in Care'. The 'In Care Details' section contains a table with the following data:

Start Date	End Date	Care Authority	PEP
09/03/2015		England	1

Below the table, there are buttons for 'New', 'Open', and 'Delete'. At the bottom of the panel, there is another table with columns for 'Start Date', 'End Date', and 'Notes', and a 'New' button.

10. The **In Care** status is displayed as **Currently In Care** and a summary is displayed in the **In Care Details** section.

Completed

Updating Class Types

Applicable to Primary schools only

Before starting the return, it is necessary to indicate which classes a pupil is a member of – either **Nursery** (if the pupil is currently in a LA designated Nursery Unit) or **Other** (any other class). This is only needed for newly added pupils where they have transferred from a LA designated Nursery Unit into an 'Other' class.

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

04 | Preparing Pupil Level Information

1. Select **Tools | Statutory Return Tools | Update Class Type** to display the **Update Class Type** page.

Update Class Type

Save Undo

Census Term: Autumn 2015

Pupils View YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	5	5DT		
Aaron, Liz	01/09/2005	Female	001103	5	5DT		
Aaron, Sophie	01/09/2005	Female	001104	5	5BB		
Abdullah, Tamwar	12/01/2008	Male	001275	2	2JB		
Abhra, Abjit	20/11/2012	Male	001336	N2	AM		
Abhra, Alisha	20/11/2012	Female	001337	N2	PM		
Abhra, Neel	20/10/2012	Male	001338	N2	PM		
Abraham, Jane	19/05/2005	Female	001041	6	6KH		
Ackton, Stan	22/03/2013	Male	001339	N2	AM		
Ackton, Stephen	12/03/2006	Male	001175	5	5BB		
Adams, Adam	31/08/2005	Male	001122	6	6VC		
Adams, Laura	03/03/2007	Female	001235	4	4ES		
Adasheji, Mohammed	02/02/2006	Male	001176	5	5DT		
Akeman, Rebecca	18/09/2007	Female	001295	3	3TO		
Akeman, Richard	02/02/2011	Male	001397	R			
Akeman, Steven	02/02/2011	Male	001398	R			
Ammar, Tarak	05/02/2007	Male	001236	4	4ES		
Anderson, Neo	06/05/2005	Male	001042	6	6KH		
Andrews, Josef	26/03/2010	Male	001399	1	ELM		
Ansell, Alfie	14/02/2006	Male	001177	5	5BB		
Ansell, Annie	14/02/2006	Female	001178	5	5DT		

2. To specify the class type for an individual pupil, click in the applicable cell of the **Nursery** or **Other** column to enter a tick. Clicking the cell again removes the tick.
3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
 - a. Right-click the **Other** column header then select **Check All**.

Census Term: Autumn 2015

Pupils View YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	5	5DT		✓
Aaron, Liz	01/09/2005	Female	001103	5	5DT		✓
Aaron, Sophie	01/09/2005	Female	001104	5	5BB		✓
Abdullah, Tamwar	12/01/2008	Male	001275	2	2JB		✓
Abhra, Abjit	20/11/2012	Male	001336	N2	AM		✓
Abhra, Alisha	20/11/2012	Female	001337	N2	PM		✓
Abhra, Neel	20/10/2012	Male	001338	N2	PM		✓
Abraham, Jane	19/05/2005	Female	001041	6	6KH		✓

- b. In the **Pupils View** panel, select, for example, Year **N2** from the **YTI** drop-down list. Year **N2** pupils only are displayed in the **Pupils** panel.

- c. Right-click the **Nursery** column header then select **Check All**.

The screenshot shows the 'Update Class Type' window. The 'Census' section is set to 'Autumn 2015'. The 'Pupils View' section has 'YTI' set to 'N2', 'Reg' set to 'All', and 'Status' set to 'All'. The 'Pupils' table is displayed with columns: Name, Date of Birth, Gender, AdNo., YTI, Reg, Nursery, and Other. The 'Nursery' column header is right-clicked, and a context menu is open with 'Check All' selected. The table contains several rows of pupil data, with the 'Nursery' column containing checkmarks for some pupils.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abhra, Abjit	20/11/2012	Male	001336	N2	AM	✓	
Abhra, Alisha	20/11/2012	Female	001337	N2	PM	✓	
Abhra, Neel	20/10/2012	Male	001338	N2	PM	✓	
Ackton, Stan	22/03/2013	Male	001339	N2	AM	✓	
Beiber, Justin	22/06/2013	Male	001340	N2	AM	✓	

- d. Repeat steps *b* and *c* for any additional Nursery classes.
 e. To check your selections, select **All** from the **Year Group** drop-down list.

The screenshot shows the 'Update Class Type' window. The 'Census' section is set to 'Autumn 2015'. The 'Pupils View' section has 'YTI' set to 'All', 'Reg' set to 'All', and 'Status' set to 'All'. The 'Pupils' table is displayed with columns: Name, Date of Birth, Gender, AdNo., YTI, Reg, Nursery, and Other. The 'YTI' column header is set to 'All'. The table contains several rows of pupil data, with the 'YTI' column containing '5' for some pupils and 'N2' for others. The 'Nursery' and 'Other' columns contain checkmarks for some pupils.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	5	5DT		✓
Aaron, Liz	01/09/2005	Female	001103	5	5DT		✓
Aaron, Sophie	01/09/2005	Female	001104	5	5BB		✓
Abdullah, Tamwar	12/01/2008	Male	001275	2	2JB		✓
Abhra, Abjit	20/11/2012	Male	001336	N2	AM	✓	
Abhra, Alisha	20/11/2012	Female	001337	N2	PM	✓	
Abhra, Neel	20/10/2012	Male	001338	N2	PM	✓	
Abraham, Jane	19/05/2005	Female	001041	6	6KH		✓
Ackton, Stan	22/03/2013	Male	001339	N2	AM	✓	
Ackton, Stephen	12/03/2006	Male	001175	5	5BB		✓
Adams, Adam	31/08/2005	Male	001122	6	6VC		✓

4. Click the **Save** button.

If a message is displayed advising that some pupils have not been assigned a class type, click the **Yes** button then ensure that a class type is allocated to every pupil before saving again.

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

Resetting All Class Types

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

Re-enter the correct class types as previously described.

Identifying which Pupils have no Class Type Specified

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



Preparing Attendance Information

Not applicable to Nursery or Special schools

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils and leavers aged four to 15 inclusive on 31/08/2014, who were on-roll for at least one session during the collection period from the 06/04/2015 to 31/07/2015 inclusive.

The attendance data collected in this return includes:

- Attendance Codes (i.e. the reasons for absence)
- Number of Sessions Missed.

If you use SIMS Attendance or SIMS Lesson Monitor, attendance data is entered in the return automatically, provided that there are no missing marks.

IMPORTANT NOTE: *If you use SIMS Attendance or SIMS Lesson Monitor, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the School Census Return.*

If you do not use SIMS Attendance or SIMS Lesson Monitor and you do not use a software package that writes back to the SIMS database, or if you have not converted to the code of practice for attendance codes, you need to calculate and enter the following information manually on the **Census Details** page (via **Routines | Statutory Returns | School Census**):

- Possible Sessions
- Sessions Missed due to Authorised Absence
- Sessions Missed due to Unauthorised Absence.

For information and advice about school attendance, please refer to the DfE website

(<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>).



Additional Resources:

Producing the School Census Autumn 2015 Return handbook
Managing Pupil/Student Attendance handbook (SIMS Attendance users)
Monitoring Session and Lesson Attendance handbook (SIMS Lesson Monitor users)

Completed

Recording Universal Infant School Meals

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 01/09/2007 and 31/08/2010.

From September 2014, all pupils in Reception, Year 1 and Year 2 in English state-funded schools will be 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 Autumn 2015 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

School dinners taken on the **Reference Date** (by default, census day) can be calculated from the information stored in Dinner Money. Dinner Money users should therefore ensure that school dinners taken are recorded correctly via **Focus | Attendance | Take Register** or **Focus | Dinner Money | Record Pupil Meals**.

- If default meal patterns have been entered (via **Focus | Dinner Money | Pupil Default Meal Patterns**), the Dinner Register is populated automatically with the default meals.

For more information about setting up default meal patterns, please refer to the *Setting up and Maintaining Dinner Money* handbook.

- Where any 'pupil not present' attendance marks have been entered, the Dinner Register is populated automatically with an absent mark.
- Any special meals entered in advance are displayed and are not overwritten by the default meal pattern.

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. Therefore, when completing the School Census **School Dinner Taken** panel, the calculated numbers must be edited to reflect hot meals provided by the school only. Ensure that the pupils listed on the Reception, Year 1 and Year 2 attendance registers are accurate and that the registers are taken on census day morning (before completing the School Census **School Dinner Taken** panel).

Checking Hours for Early Years Children

Applicable to schools with 2, 3 or 4 year old pupils

Hours at Setting and Funded Hours are collected from all schools that have pupils aged 2, 3 and 4 on-roll on census day. The hours collected in this return are for the week in which the census day falls.

Hours at Setting reflects the number of hours that the child attends the setting during census week.

Funded Hours signifies the level of free entitlement of education attracted by the child in that setting. This data is used to determine the Dedicated Schools Grant allocation, which the DfE uses to fund Local Authorities for the provision of education.

04 | Preparing Pupil Level Information

All schools (with the exception of City Technology Colleges and non-maintained Special schools) are required to submit the Funded Hours as a separate data item, while still providing Hours at Setting.

Data is collected about pupils whose date of birth falls in the date range 01/09/2010 to 31/08/2013 inclusive.

Age	Date of Birth Range	Maximum Entitlement to Funded Hours
two and three	01/09/2011 and 31/08/2013 inclusive	15 hours
four	01/09/2010 and 31/08/2011 inclusive	25 hours

1. Select **Tools | Statutory Return Tools | Update Hours for Early Years** to display the **Update Hours** page.

The screenshot shows the 'Update Hours' interface. At the top, there are 'Save' and 'Undo' buttons. Below that, there are filters for 'Census' (Term: Autumn 2015) and 'Pupils View' (Age at: 31/08/2015, YTI: All, Reg: All, Status: All). The main part of the interface is a table with the following columns: Name, Date of Birth, Gender, AdNo., YTI, Reg, Age at 31/08/2015, Age at 31/12/2015, Hours at Setting, and Funded Hours. The first row, 'Akeman, Richard', is highlighted in blue. Other rows include Akeman, Steven; Browne, Miss Lettie; Caster, Evia; DeFeo, Elena; Downham, Monty; Elliott, Sophie; Flint, Ryan; Green, Lily; Harvey, George; Miles, Pheobe; Nabendu, Aadi; Paradis, Kostas; Parveen, Aysha; Rayner, Luke; Regan, Mark; Thompson-Smith, Samiya; Whelan, Ariel; and Zanni, Luca.

2. The **Update Hours** button is available to Primary schools only. It enables Hours at Setting, for pupils who are receiving free nursery care, to automatically update (provided that Early Years Attendance Patterns have been defined via **Focus | Pupil | Pupil Details**).
3. To automatically updated Hours at Setting, click the **Update Hours** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

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

4. To add or edit the number of **Hours at Setting** or **Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number.

IMPORTANT NOTES: A value between 0 and 99.5 must be entered for each pupil. 0 (zero) is a valid value. If the value entered is within this range but higher than expected by the DfE, 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.

Hours must be entered in increments of 0.5 only.

If any cell in either the **Hours at Setting** or **Funded Hours** column is left blank, a validation error is displayed when the return is created and validated. Enter a value between 0 and 99.5.

5. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:
 - a. In the **Pupil View** panel, select the required year group from the **Year Taught In** 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** or **Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.
The number is entered automatically for all selected pupils.
 - d. Click to the right of the grid to deselect all pupils.
 - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil then clicking in the associated **Hours at Setting** or **Funded Hours** cell (as applicable) and entering the required number.
6. Click the **Save** button.

Completed

Identifying which Children have no Hours Recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **Hours for Early Years** panel) to display the **Update Hours for Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at date**, **Year Taught In** and **Reg** group are selected 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 previously described.
4. Click the **Save** button.

Updating 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.

1. Select **Tools | Statutory Return Tools | Update Top-Up Funding** to display the **Update Pupils with Top-up Funding** page.

Any pupils currently recorded as having top-up funding are displayed in the **Top-up Funding** table.

Update Students with Top-up Funding

Update

Term: Autumn 2015 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

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

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Aaron	Aaron	Chris				No
Dexter	Dexter	Bethany				No
Stuart	Stuart	Philippa				No

- Use the search criteria to locate the additional pupils you wish to record as having top-up funding then highlight their details.

Term: Autumn 2015 Students On-Roll on Census Day

Surname: bar Forename: YTI: All Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Barbousci	Barbousci	Harold				No
Barnes	Barnes	Lucy				No
Barnes	Barnes	Tommy				No
Barnett	Barnett	Gary				No
Barnett	Barnett	Gemma				No
Barnett	Barnett	Jamie				No
Barrett	Barrett	Anthony				No
Barton	Barton	David				No

Top-up Funding Add Remove

- Click the **Add** button. The highlighted pupils are displayed in the **Top-up Funding** table.

Term: Autumn 2015 Students On-Roll on Census Day

Surname: bar Forename: YTI: All Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Barbousci	Barbousci	Harold				No
Barnes	Barnes	Tommy				No
Barnett	Barnett	Gary				No
Barnett	Barnett	Gemma				No
Barnett	Barnett	Jamie				No
Barton	Barton	David				No

Top-up Funding Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris				No
Dexter	Dexter	Bethany				No
Stuart	Stuart	Philippa				No
Barnes	Barnes	Lucy				No
Barrett	Barrett	Anthony				No

- To remove a pupil from the list, highlight the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.
- Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

Completed

Updating Pupils Adopted from Care

Information regarding pupils who were looked after immediately before adoption is collected in the return.

1. Select **Tools | Statutory Return Tools | Update Adopted from Care** to display the **Update Pupils Adopted from Care** page.

Any pupils currently recorded as being adopted from care are displayed in the **Adopted from care** table.

Update Students Adopted from Care

Update

Term: Autumn 2015 Students On-Roll on Census Day

Surname: Forename: YTI: All

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

Adopted from care Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
▶ Aaron	Aaron	Chris	11	11A	No	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Cookson	Cookson	Harry	8	8E	No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Jones	Jones	Joe	9	9A	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Talk	Talk	Joe	13	G	No	Ceased to be looked after through Adoption	<input type="checkbox"/>

- Use the search criteria to locate the additional pupils you wish to record as being adopted from care then highlight their details.

Term: Autumn 2015 Students On-Roll on Census Day

Surname: sm Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	12	H	No
Smith	Smith	Amy	10	10B	No
Smith	Smith	Daniel	13	G	No
Smith	Smith	Erin	11	11A	No
Smith	Smith	Jade	8	8E	No
Smith	Smith	Laura	9	9A	No
Smith	Smith	Trinity	13	G	No
Smyth	Smyth	Cheryl	11	11B	No
Smyth	Smyth	Jonathan	8	8E	No
Smith	Smith	Rhianna	9	9A	No

Adopted from care

- Click the **Add** button. The highlighted pupils are displayed in the **Adopted from care** table.

Update Students Adopted from Care

Update

Term: Autumn 2015 Students On-Roll on Census Day

Surname: sm Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	12	H	No
Smith	Smith	Daniel	13	G	No
Smith	Smith	Erin	11	11A	No
Smith	Smith	Jade	8	8E	No
Smith	Smith	Laura	9	9A	No
Smith	Smith	Trinity	13	G	No
Smyth	Smyth	Jonathan	8	8E	No
Smyth	Smyth	Rhianna	9	9A	No
Smythye	Smythye	Vincent	13	G	No

Adopted from care

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
Aaron	Aaron	Chris	11	11A	No	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Cookson	Cookson	Harry	8	8E	No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Jones	Jones	Joe	9	9A	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Talk	Talk	Joe	13	G	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Amy	10	10B	No	Ceased to be looked after through a Child Arrangement Order (CAO)	<input checked="" type="checkbox"/>
Smyth	Smyth	Cheryl	11	11B	No	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)	<input type="checkbox"/>

04 | Preparing Pupil Level Information

4. Ensure that the correct adopted from care status is displayed for all the pupils by clicking the **Adopted from Care** cell then selecting the applicable 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).**
5. To remove a pupil from the list, highlight the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.
6. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

Completed

05 | What Next?

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. pupil basic detail changes, SEN provisions changes, leavers and admissions/re-admissions, etc.) are recorded accurately in SIMS.

You must upgrade to the SIMS 2015 Summer Release (7.164) before completing the School Census Autumn 2015 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary.

You should now be ready to produce the final School Census Autumn 2015 Return. For specific instructions, please refer to the *Producing the School Census Autumn 2015 Return* handbook applicable to your school, i.e. Primary/Middle deemed Primary, Nursery, Special, etc.

Where Can I Get More Information

A wide range of documentation is available from within SIMS via the **Documentation Centre** and can be accessed by clicking the **Documentation** button located at the top right-hand side of the SIMS **Home Page**. Once open, click the required category button and then select the required document.

In addition to this preparation guide, handbooks outlining how to produce the School Census Autumn Return (via **Routines | Statutory Returns | School Census**) and a Validation Errors and Resolutions document (which provides suggestions on how to resolve any validation errors or queries) are available:

- *Producing the School Census Autumn 2015 Return (English Primary/Middle deemed Primary Schools)* handbook
- *Producing the School Census Autumn 2015 Return (English Nursery Schools)* handbook
- *Producing the School Census Autumn 2015 Return (English Special Schools)* handbook
- *Producing the School Census Autumn 2015 Return (English All-Through Schools)* handbook
- *Producing the School Census Autumn 2015 Return (English Pupil Referral Units)* handbook
- *School Census Academic Year 2015/2016 Validation Errors and Resolutions* document.

You may also find the information in the *Managing Pupil/Students* handbook helpful. It provides details about the processes that relate to the management of pupil data in SIMS.

You may also find the 2015/2016 census information provided by the DfE helpful (<https://www.gov.uk/government/publications/school-census-2015-to-2016-guide-for-schools-and-las>).

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schoolbusinessservices.co.uk**

