SBS
School Business Services

Preparation Guide
Applicable to 7.164 onwards'

Preparing for the School Census Autumn 2015 Return (Secondary)

SIMS ACCREDITED Support

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
☐	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data (please see *Setting Permissions* on page *2*).
☐	Upgrade to the SIMS 2015 Summer Release (SIMS 7.164) or later as soon as possible to enable dry runs to be carried out (please see *What Version of SIMS is Required?* on page *3*).
☐	Check with your System Administrator/Manager that the latest fileset version has been imported (please see *Importing Revised Filesets for Validation and Reports* on page *4*).
☐	Carry out a dry run to determine what information needs to be updated (please see *Why Carry out a Dry Run?* on page *9*).
☐	Check School Level information (please see *Preparing School Level Information* on page *16*).
☐	Check that leavers and re-admissions have been recorded (please see *Recording Leavers and Re-Admissions* on page *23*).
☐	Delete any student records that have been created in error (please see *Deleting Unwanted Student Records* on page *27*).
☐	Check the students' basic details (please see *Checking Student Details* on page *19*).
	Check the students' various registration details:
☐	Check the enrolment status, admission date and boarder status (please see *Checking Enrolment Status, Admission Date and Boarder Status* on page *29*).
☐	Check and correct UPNs (please see *Checking Unique Pupil Numbers* on page *30*).
☐	Check and correct unique learner numbers (please see *Checking Unique Learner Numbers* on page *32*).
☐	Check and correct part-time student information (please see *Checking Student's Part-Time Details* on page *33*).
☐	Check and correct the national curriculum year group (please see *Checking National Curriculum Year Groups* on page *35*).
☐	Check and correct each student home address (please see *Checking Home Address Information* on page *41*).
☐	Check free school meal eligibility information (please see *Checking Free School Meals Eligibility* on page *42*).

Complete	Description
☐	Check ethnic and cultural information (please see *Checking Ethnic and Cultural Information* on page *44*).
☐	Check the Youth Support Services Agreement (YSSA) status (please see *Checking Additional Information* on page *45*).
☐	Check and correct special educational needs information (please see *Checking Special Educational Needs Information* on page *34*).
☐	Check exclusions information (please see *Preparing Exclusions Information* on page *46* and *Checking In Care Details for Excluded Students* on page *48*).
☐	Check attendance data (please see *Preparing Attendance Information* on page *57*).
☐	If applicable to your school, check the Hours for Early Years children (applicable to schools that have 2, 3 or 4 year olds students only). For more information, please refer to the Primary version of this guide, which is available on the My Account website (https://myaccount.capita-cs.co.uk) by using the search facility to find CENSUS15 documentation.
☐	Check Post 16 information recorded in Course Manager (please see *Preparing Post 16 Information in Course Manager* on page *58*) (applicable to Secondary schools with a Sixth Form only).

Notes

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01 | **Getting Started**

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 Secondary schools, Middle deemed Secondary schools, All-Through schools (secondary phase) and Pupil Referral Units (secondary phase). It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs) also, Service Children's Education (Secondary schools) and on a voluntary basis.

For schools with a sixth form, an additional Preparation guide is available, which deals specifically with Post 16 data: *Preparing Post 16 Data for the School Census Autumn 2015 Return* guide.

Where the information relates to a specific school phase, it is indicated in red, e.g. Applicable to Middle deemed Secondary 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:

Changes to the Learning Aims Panel

Two new columns have been added to the **Learning Aims** panel:

- **Withdrawal Reason** - the withdrawal reason is now collected for 2015/2016 if a Learning Aim completion status of withdrawn has been recorded.
- **Provider UKPRN** - The UK Provider Reference Number is now collected for any partner organisation that provides training for post 16 students.

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

Changes to Detail Reports

Changes to detail reports include the following:

- Prior Attainment report - a new report introduced for the School Census Autumn 2015 Return.
- Learning Aims On-Roll report - addition of two new columns (**Withdrawal Reason** and **Provider UKPRN**).
- Leavers Learning Aims report - addition of two new columns (**Withdrawal Reason** and **Provider UKPRN**).
- Programmes of Study report - the **Planned Qualification Hours** and **Planned Non Qualification Hours** columns for the previous academic year have been removed.

Updating Prior Attainment

Tools | Statutory Return Tools | Update Prior Attainment

Prior attainment in GCSE Maths and English are now collected in the School Census. This data can be viewed, edited and saved via a new option available under the **Tools** menu.

Additional Resources:

Preparing for the School Census Autumn 2015 Return

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. student 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 <u>between</u> 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 <u>between</u> the SIMS releases.

> **IMPORTANT NOTE:** *The report files are not always updated between releases. Therefore, it is <u>not always</u> 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, 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.

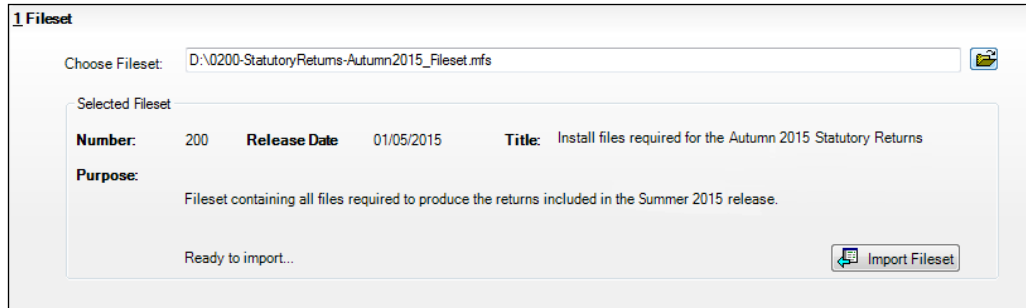| Import Fileset |
|---|
| 1 Fileset |
| **1 Fileset** |
| Choose Fileset: |
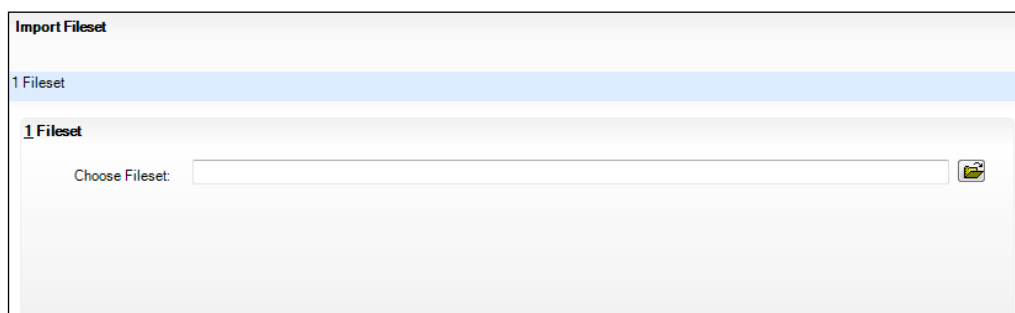
4. Click the **Browse** button to display the **Open** dialog.
5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: `<Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs`.

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

6. 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 <u>only</u>.

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

7. 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.
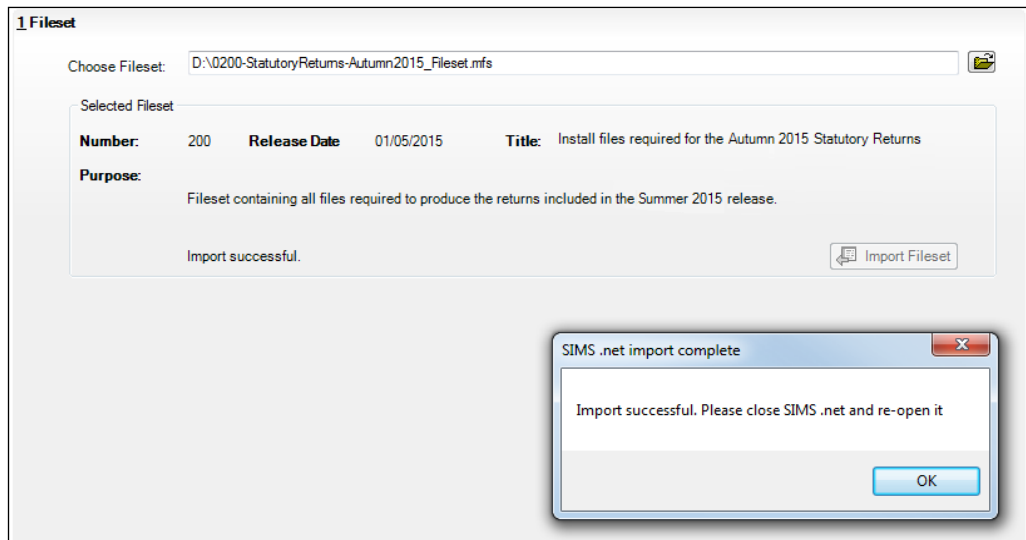
8. Click the **OK** button then restart SIMS.
9. Run the return in the usual way.

☐ **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 student and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Student | 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.

Upgrade to the latest available release of SIMS

↓

Configure the **Census Folder** and specify the **Security message for Reports**.

↓

Ensure that school details and pupil/student details are correct and up-to-date.

↓

Start a new return.

↓

Calculate All Details

↓

Check all information displayed on the **Census Return Details** page and edit, if required.

↓

Create and validate the return.

↓

Any error or queries?

YES ← / → NO

YES:

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

↓

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

↓

Resolve errors and check queries.

NO:

Produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.

↓

Authorise the return.

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

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

↓

Submit the return.

02| Carrying out a Dry Run

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 students, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page *20*).

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Autumn Term** browser.
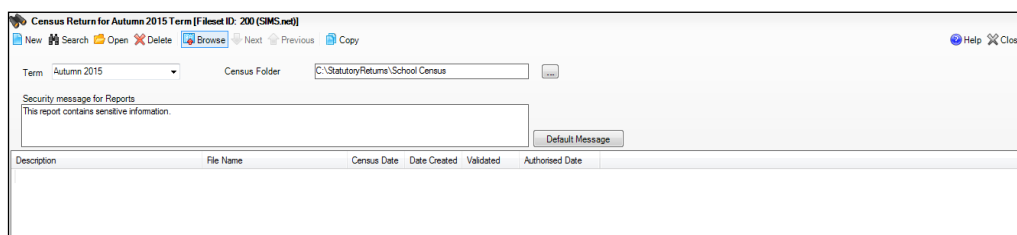
2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purposes of producing a dry run.

> *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.*

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

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 Details** page is available in the *Producing the School Census Autumn 2015 Return (English Secondary/Middle deemed Secondary Schools)*.

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.

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.

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.

> 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 student. Enter all or part of a UPN, student'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.
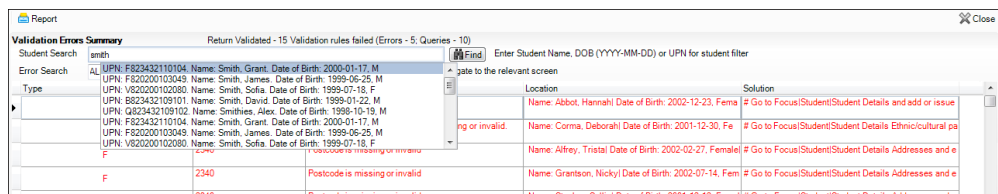
- Click a **Solution** hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that student.
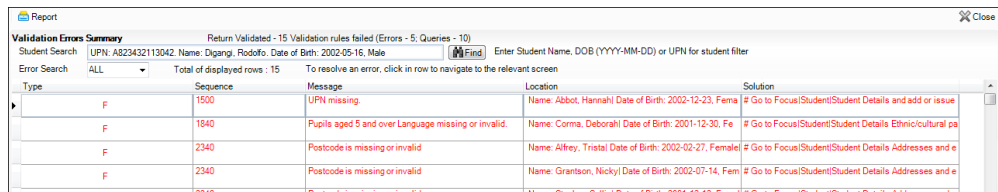
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required failure number from the drop-down list. The total number of rows that relate to the validation failure you have selected is displayed adjacent to the **Error Search** field.
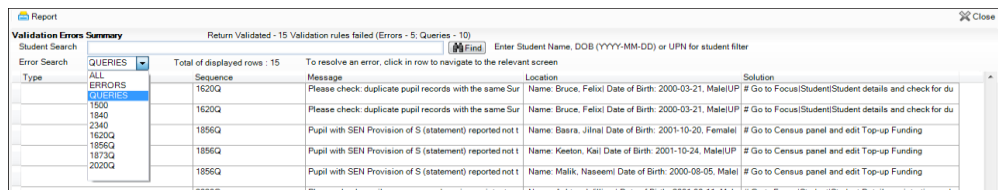
- By default, the errors are displayed at the top of the list when **ALL** is selected from the **Errors Search** drop-down list.

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

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 | Student | 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
- Exclusions Report
- Attendance Report (1st half term)
- Attendance Report (2nd half term)
- Absentees Report
- SEN Report
- Address Detail Report
- Free School Meal Eligibility Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Learning Aims by Status Report
- Programmes of Study report
- Prior Attainment report
- Top-up Funding Report
- Adopted from Care Report.

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.
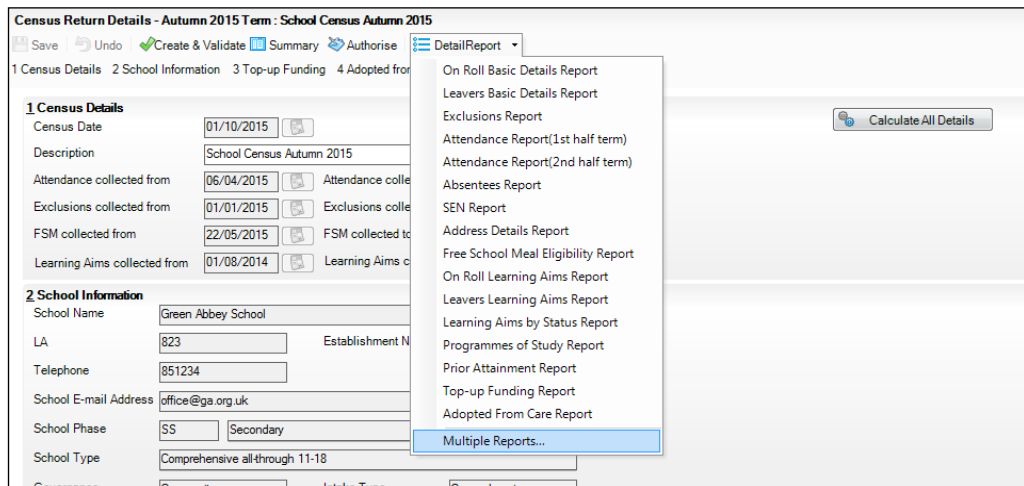
To select multiple detail reports:

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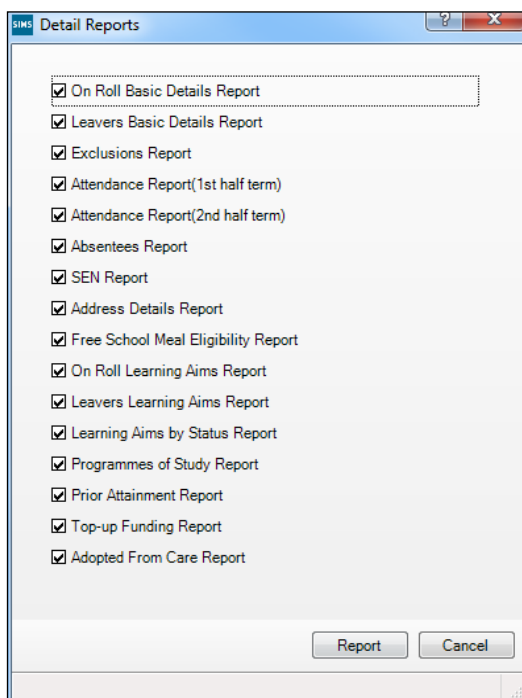
2. If any reports are not required, deselect the associated check boxes.

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

☐ **Completed**

03| Preparing School Level Information

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 <u>read-only</u> 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. 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 <u>not</u> 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. 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 Student Level Information**

Checking Student Details

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

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

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

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

The following sections in this guide provide additional information and specific instructions on checking and editing student 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 *20*).
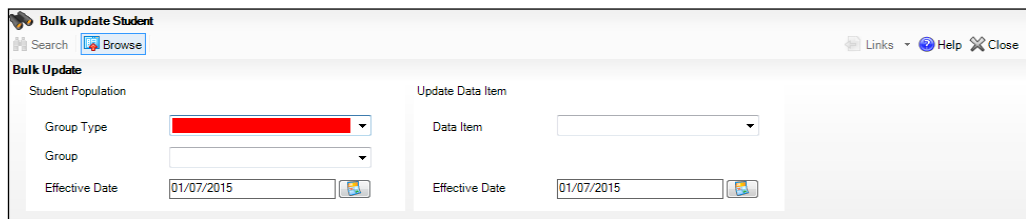
When you have upgraded to the SIMS 2015 Summer Release (7.164), you are strongly advised to carry out one or more dry runs in order to identify any validation errors and queries that must be resolved before the return is submitted (please see *Why Carry out a Dry Run?* on page *9*).

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 students who do not have a First Language recorded against their name. From the students found, a value can be assigned to all or several students. This prevents the need to enter/change values manually for individual students.

1. Select **Routines | Student | Bulk Update** to display the **Bulk update Student** 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 students 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 students 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**.

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 students 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 students with a SEN Status of **S** enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Boarder Status	Searches for all students in Year Group 8 and then displays the boarder status recorded against each student'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.

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

> *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 students 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.

All the cells within that column are populated with ticks.

2. Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. the first language of Cameron Able is Estonian.

Name	Year Group	Assigned	h	Dzongkha/Bhut anese	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ewondo
1 Members												
Abbess, Graham	7	English						✓				
Abbey, Grenetta	10	English						✓				
Abbey, Jimmy	12	English						✓				
Abbey, Sean	7	English						✓				
Abbot, Andrew	9	English						✓				
Abbot, Ben	10	English						✓				
Abbot, Claire	13	English						✓				
Abbot, Hannah	11	English						✓				
Abbot, Susan	12	English						✓				
Able, Cameron	9	Estonian								✓		
Abrahams, Jacqui	10	English						✓				
Ackrington, Robert	9	English						✓				
Ackton, Bill	10	English						✓				
Ackton, Stan	8	English						✓				
Acton, Samantha	7	English						✓				
Adams, Melanie	11	English						✓				
Adedeji, Payal	9	English						✓				
Adkins, Richard	11	English						✓				
Adrianson, Robert	8	English						✓				
Affelay, Brian	8	English						✓				
Affleck, Alexis	8	English						✓				
Agathocleous, Joe	9	English						✓				
Ahmad, Carina	9	English						✓				
Ahmed, Ackmar	10	English						✓				
Ainsworth, Alison	11	English						✓				
Ainsworth, Zoe	12	English						✓				
Akmal, Mohammed	10	English						✓				
Albion, Frederick	9	English						✓				
Alcott, Alwyn	8	English						✓				
Aldridge, Courtney	9	English						✓				
Alfrey, Trista	8	English						✓				
Allen, Megan	13	English						✓				
Total	1016	1016		0	0	0	0	1015	0	1	0	0

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 Students

There are two methods for selecting a number of students.

Entering a Value for a Selection of Students

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

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

Entering a Value for Sequentially Listed Students

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

1. Highlight the first student in the group, hold down the **Shift** key then click the last student 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 student has been assigned that value.

Recording Leavers and Re-Admissions

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

The accuracy of student 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 students (including numbers by gender) for each registration group in each year, together with a grand total.

Recording a Leaver

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

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

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

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

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

The date of leaving should be the date that the student 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.

> **IMPORTANT NOTE:** *It is recommended that Year 11 students are not given a* **Date of Leaving** *until it is confirmed that they will actually be leaving the school at the end of the Summer term and are not returning to Year 12.*
>
> *For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their* **Date of Admission** *to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.*

6. Select the **Reason for leaving** from the drop-down list, then either:
    - highlight the students 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 students in the list, click the **Assign to All** button.
7. Optionally, enter the **Destination after Leaving** if known, then either:
    - highlight the students 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 students in the list, click the **Assign to All** button.
8. To remove a student 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 student(s) then click the **Clear** button. Re-enter the information as required.
10. Click the **Save** button.

☐ **Completed**

Re-Admitting a Student

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

> *NOTES: Do not remove the leaving date, as the student's period of absence from the school will not be recorded.*
>
> *However, if a student 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 | Student | Student Details** to display the **Find Student** 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 student 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 student 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 student.

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

☐ **Completed**

Deleting Unwanted Student Records

If there are students 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 | Student | Delete Student**. After selecting the required student, you have the opportunity to review and print their information before deleting their record permanently.

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

☐ **Completed**

Checking a Student's Basic Details

Ensure that basic details for all students are up-to-date and 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 | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, 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**

> **More Information:**
> *Recording a Student's Change of Surname* on page *28*

Recording a Student's Change of Surname

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

1. In the **Basic Details** panel, edit the student'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.

8. To view a list of the student's previous names, click the **History** button to display the **Previous Names for** dialog.
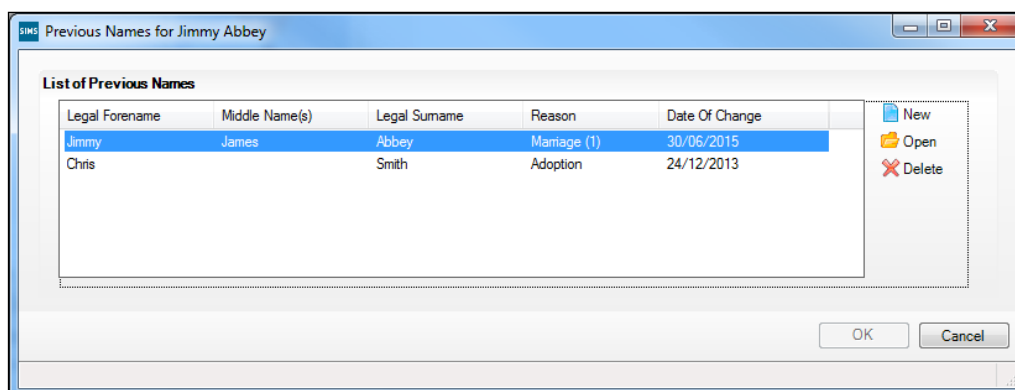
9. Click the **Cancel** button to return to the **Basic Details** panel.

☐ **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 PRUs)
- 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**.

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

2. Search for then double-click the name of the required student to display the **Student Details** page.

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

4. Check the student's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.

5. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.

6. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.

7. Click the **Save** button.

☐ **Completed**

Checking Unique Pupil Numbers

The following information is collected in the return:

▪ **UPN**

▪ **Former UPN** (this is a read-only field, which is automatically populated if the UPN is changed).

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

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

2. Search for then double-click the name of the required student to display the **Student Details** page.

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

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- **Permanent UPNs** are issued to a new student 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 student 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.

    The UPN is generated automatically when the record is saved and the previous UPN is displayed in the **Former UPN** field, if applicable.

7. Click the **Save** button.

> *NOTE: A student 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 student's learning record throughout their lives. Currently, this applies to students 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 students. 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 student over the age of 14.

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

4. Check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.

5. Click the **Save** button to save any changes, if applicable.

☐ **Completed**

Checking Student's Part-Time Details

Part-time details apply mostly to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any student can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered students, time in other schools should be taken into account. For example, three full days in one school and two full days in another school should <u>not</u> be classified by either school as part-time.

When recording part-time details, a minimum of a **Start Date** needs to be entered via the **Part Time Details** section.

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

2. Search for then double-click the name of the required student to display the **Student Details** page.

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

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be shown.

5. Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

6. Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.

7. Click the **Save** button to save any changes.

> *IMPORTANT NOTE: It is equally important to edit the details of any students who are no longer part-time. This is achieved by highlighting the student'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 Special Educational Needs Information

The following Special Educational Needs (SEN) values 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 student and a statement has been issued.
- **E** – **Education, Health and Care Plan (EHCP)** – the LA has reviewed the student and a plan has been issued.
- **K** – **SEN Support** – actions have been put in place or will be put in place to support the student 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 | Student | 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 students who match the criteria.

4. Double-click the name of the required student 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.

---

*NOTE: At least one Special Educational Need, e.g. **Visual Impairment**, must be recorded for all students 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**

Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the student is <u>taught</u> 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 students in England are expected to be taught in, according to their date of birth (during the academic year 2014/2015).

Curriculum Year the Student 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 student's curriculum year and date of birth in SIMS:

- Via individual student records (**Focus | Student | Student 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 Student's Year Taught In Record

Year Taught In is mandatory information in SIMS.

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

4. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student 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.
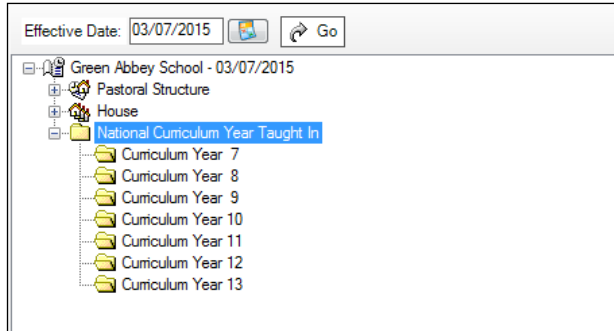
4. Right-click the required curriculum year folder then select **Members** from the pop-up menu.
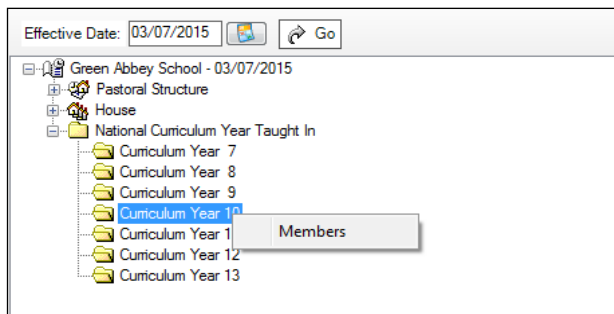
The **Allocate Students/Applicants** dialog is displayed.
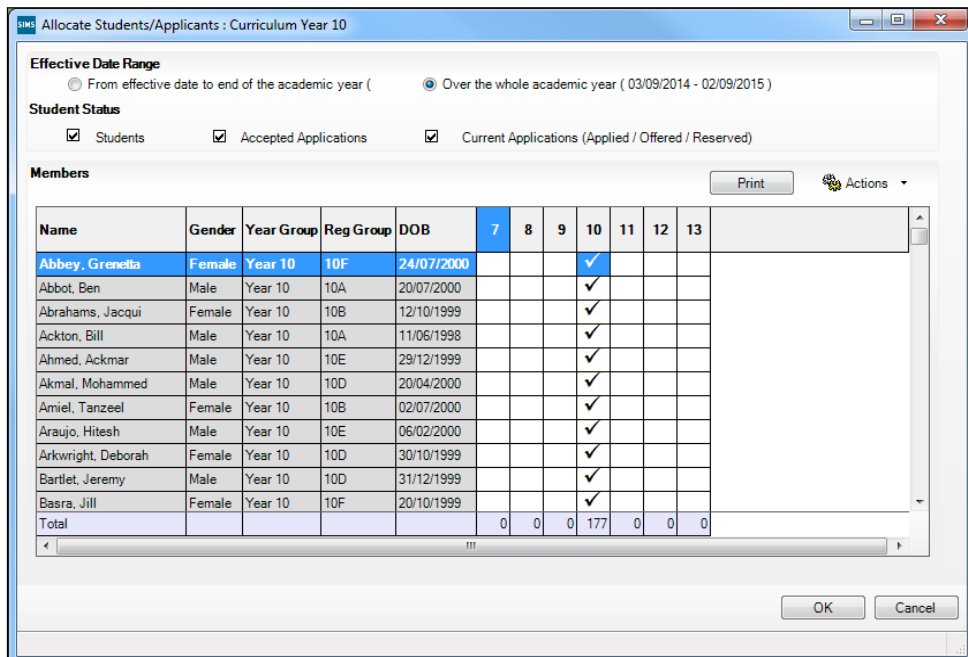
5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.

6. Change the memberships of the curriculum year (Year Taught In) as required by clicking the required cell(s) in the grid.

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

The following graphic shows that one **Year 10** student is taught in Year **11**.

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 **OK** button then 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.
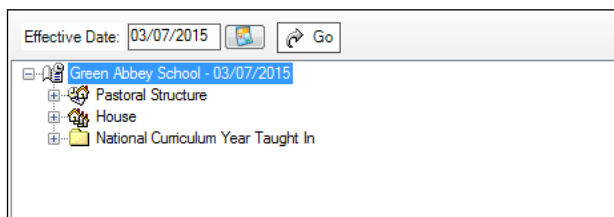
3. Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.
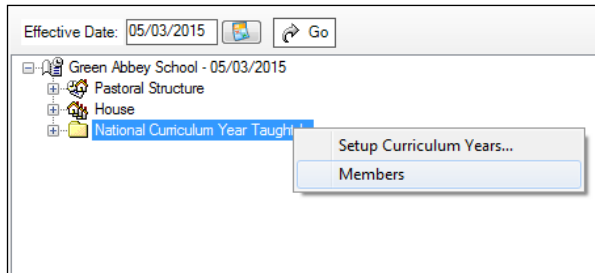
The **Allocate Students/Applicants** dialog is displayed.
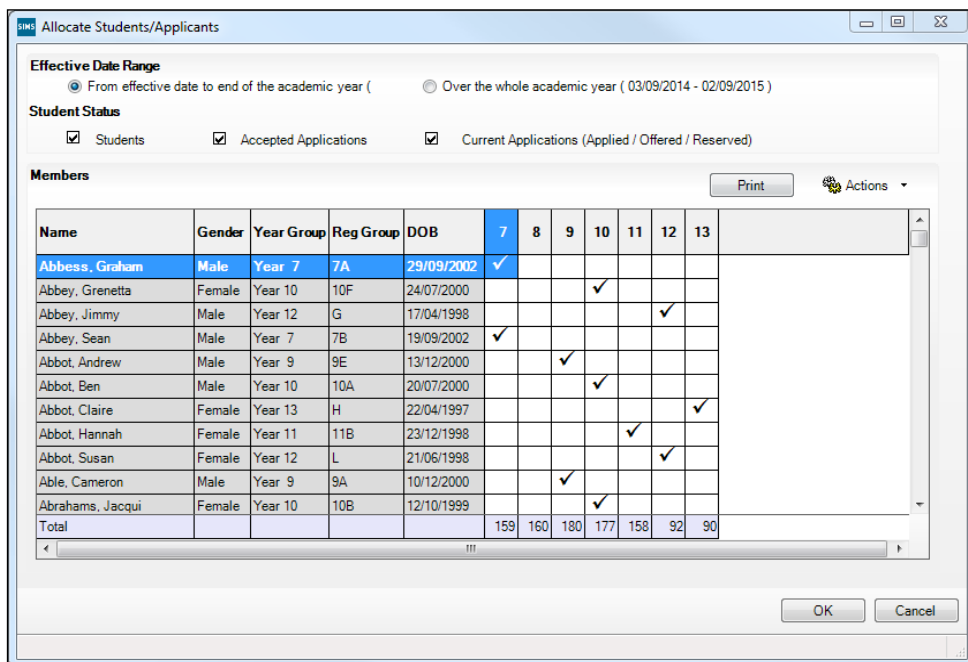
4. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.

By default, the students are listed in alphabetical order by surname. Sorting the students in **Year Group** order assists in the finding of any students who do not have a year taught in specified.

5. Right-click the **Year Group** heading then select **Sort By** from the pop-up menu. Any students who have not been allocated a year taught in are displayed at the top of the list.

6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
7. Make any required changes for the other students.
8. Click the **OK** button then click the **Save** button.

☐ **Completed**

Checking Home Address Information

A student's current home address is required for the return. Where a student 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).

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

3. Click the **Addresses** hyperlink to display the **Addresses** panel.

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 student has an additional <u>current</u> 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 students 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 students 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 students are recorded.

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 student to be eligible for free school meals, but to bring sandwiches (**PL** (packed lunch)) or to go home (**HO** (home)).

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

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.

   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

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

First Language

- A First Language other than English should be recorded where a student 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 student's proficiency in English.

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

2. Search for then double-click the required student to display the **Student Details** page.

3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

4. Select the student'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

The YSSA replaces Connexions. It applies to students between age 12 and 25 with special educational needs and students 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 student at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page *20*).

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

2. Search for then double-click the required student to display the **Student Details** page.

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

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*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 students 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 student progress.

☐ **Completed**

Preparing Exclusions Information

Exclusions information is required for students who were subject to any exclusion with a start date during the period 01/01/2015 to 05/04/2015 inclusive. Exclusions should <u>not</u> be counted if the Head Teacher withdrew them, or if the student 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 *34*).
- In Care indicator (please see *Checking In Care Details for Excluded Students* on page *48*).

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

IMPORTANT NOTE about Permanent Exclusions: *Any permanently excluded students should be marked as leavers as soon as the exclusion has been confirmed by the LA. <u>Before</u> 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 students)*
- *Ethnicity*
- *Ethnic Source*
- *Part-time indicator (if applicable)*
- *Date of Admission.*

Recording an Exclusion

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

2. Search for then double-click the required student to display the **Exclusion Details** page.
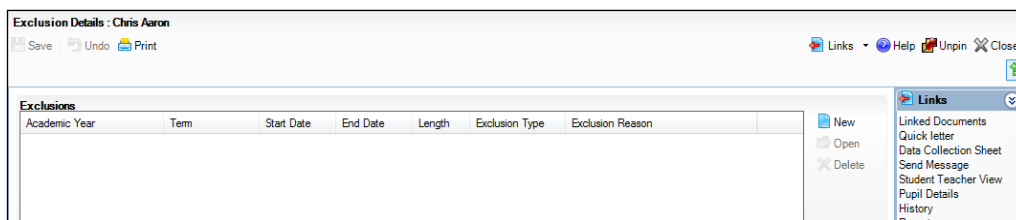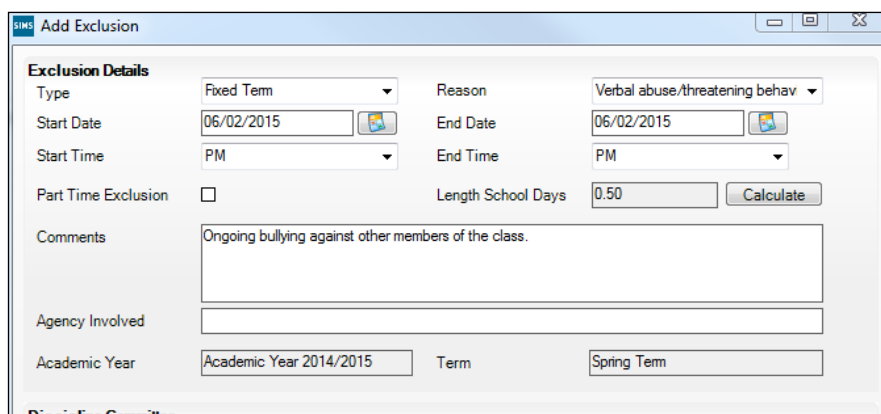
3. Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.
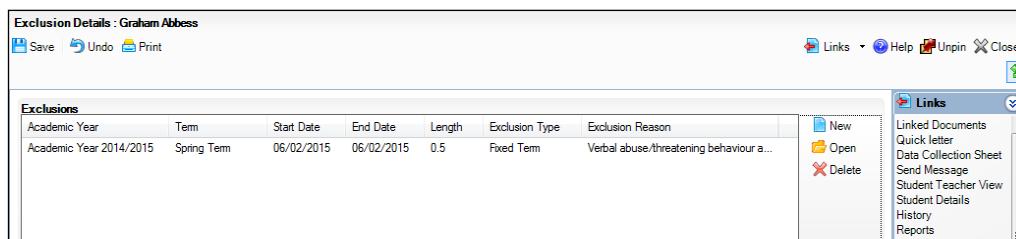
4. Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
5. Enter the exclusion **Start Date** and **End Date** or click the appropriate **Calendar** button then select the required date.
6. Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list. This information is optional.

7.   Click the **Calculate** button to populate the **Length School Days** field automatically.

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 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 Students

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

Any student 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 | Student | Student Details** to display the **Find Student** browser.

2. Search for then double-click the required student to display the **Student Details** page.

3. Click the **Welfare** hyperlink to display the **Welfare** panel.

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

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.
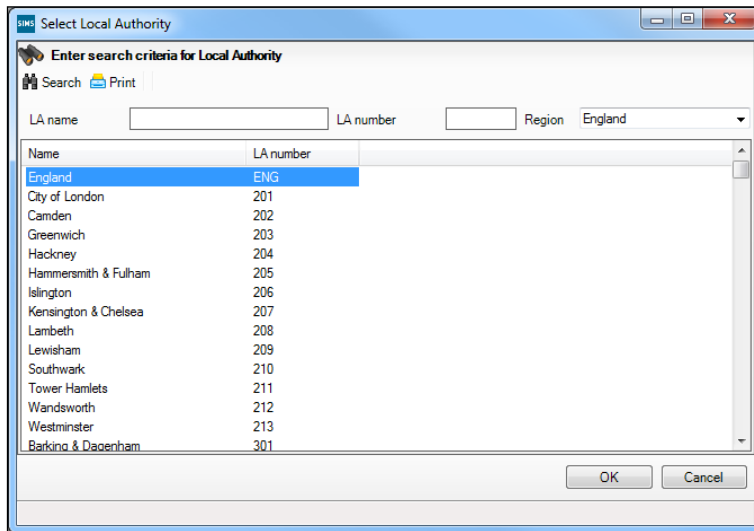
7. Double-click the **Name** of the required authority to return to the **Add In Care Details** dialog.

8. Enter the **Start Date** (and **End Date** if known) for the in care period.

> *NOTE: If the student 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.

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

☐ **Completed**

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.

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.

2. 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 <u>valid</u> 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 <u>only</u>.*
>
> *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.*

3. 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.

4. Click the **Save** button.

☐ **Completed**

Updating Students with Top-Up Funding

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

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

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

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

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

4. To remove a student from the list, highlight the required student then click the **Remove** button. The student's record is displayed in the first table, providing a chance to reselect the student, if required.

5. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

☐ **Completed**

Updating Students Adopted from Care

Information regarding students 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 Students Adopted from Care** page.

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

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

3. Click the **Add** button. The highlighted students are displayed in the **Adopted from care** table.

4. Ensure that the correct adopted from care status is displayed for all the students 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 student from the list, highlight the required student then click the **Remove** button. The student's record is displayed in the first table, providing a chance to reselect the student, if required.

6. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

☐ **Completed**

Preparing Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers aged four to 15 inclusive on 31/08/2014, 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**

Preparing Post 16 Information in Course Manager

Applicable to schools with a Sixth Form only

Learning Aims data is collected from English maintained Secondary/middle deemed Secondary and All-Through schools, Pupil Referral Units, CTCs and Academies that have sixth form students.

The Post 16 Learning Aims are collected only once a year (in the School Census Autumn Return) for students who were/are in National Curriculum Year Group (Year Taught In) 12 or above during the period from 01/08/2014 to 01/10/2015.

> *IMPORTANT NOTES:*
>
> *Learning Aims are collected for students for whom the school wishes to claim Post 16 funding from the Education Funding Agency (EFA). These students must be/have been in National Curriculum Year Group (Year Taught In) 12 or above during the previous/current academic year as stated previously.*
>
> *Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.*
>
> *Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.*

It is important to ensure that the information entered in Course Manager is up-to-date and accurate before starting the return.

When creating the School Census Autumn 2015 Return, the **Learning Aims** panel is provided to deal with the Post 16 information required for the return. Detailed information about the functionality provided in this panel is available in the *Producing the School Census Autumn 2015 Return (English Secondary and Middle deemed Secondary)* handbook.

A document dedicated to the preparation of Post 16 data (*Preparing Post 16 Data for the School Census Autumn 2015 Return* guide) is available

☐ **Completed**

05| **What Next?**

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

The SIMS 2015 Summer Release (7.164) must be installed <u>before</u> completing the School Census Autumn 2015 Return. However, it is advisable to check whether a later version of SIMS is available, then upgrade to the current release, if necessary.

You should now be ready to produce the final School Census Autumn 2015 Return.

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 a handbook outlining how to produce the School Census Autumn 2015 Return (via **Routines | Statutory Returns | School Census**), an Errors and Resolutions document (which provides suggestions on how to resolve any validation errors or queries) and an additional preparation guide dealing specifically with Post 16 data are available:

- *Producing the School Census Autumn 2015 Return (English Secondary/Middle deemed Secondary 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

- *Preparing Post 16 Data for the School Census Autumn 2015 Return* guide.

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 student 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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SBS
School Business Services

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