



Applicable to 7.168 onwards

# Producing the School Census Summer 2016 Return

## Nursery Schools

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# C | Contents

<b>01  Introduction .....</b>	<b>1</b>
<b>Overview .....</b>	<b>1</b>
<b>How has the School Census Summer Return Changed?.....</b>	<b>2</b>
<b>Steps to Producing the School Census Return.....</b>	<b>3</b>
<b>Where to Find More Information.....</b>	<b>4</b>
<b>02  Preparing for the School Census Summer Return .....</b>	<b>5</b>
<b>Setting Permissions .....</b>	<b>5</b>
<b>What Version of SIMS is Required? .....</b>	<b>6</b>
<b>Preparing Data for the School Census Return .....</b>	<b>6</b>
<b>03  Producing the School Census Summer Return .....</b>	<b>9</b>
<b>Creating a New School Census Return .....</b>	<b>9</b>
<b>Configuring the Census Folder .....</b>	<b>10</b>
<b>Specifying the Security Message for Reports .....</b>	<b>11</b>
<b>Editing Census Details .....</b>	<b>11</b>
<b>Calculating All Details .....</b>	<b>12</b>
<b>Editing School Information .....</b>	<b>12</b>
<b>Updating Early Years Data .....</b>	<b>14</b>
<b>Adding/Editing Early Years Data.....</b>	<b>14</b>
<b>Identifying which Children have no Hours Recorded.....</b>	<b>16</b>
<b>Updating Pupils with Top-Up Funding .....</b>	<b>17</b>
<b>Updating Pupils Adopted from Care .....</b>	<b>19</b>
<b>04  Creating and Validating the Summer Return .....</b>	<b>23</b>
<b>Creating and Validating a School Census Return.....</b>	<b>23</b>
<b>Resolving Validation Errors and Checking Queries .....</b>	<b>24</b>
<b>Producing Detail Reports .....</b>	<b>27</b>
<b>Generating Detail Reports.....</b>	<b>28</b>
<b>Printing a Report from your Web Browser .....</b>	<b>29</b>
<b>Transferring Report Data to a Spreadsheet.....</b>	<b>30</b>
<b>Deleting Temporary Web Browser Files .....</b>	<b>30</b>
<b>Deleting the cache in Windows Internet Explorer 10 .....</b>	<b>30</b>
<b>Deleting the cache in Windows Internet Explorer 8 and 9 ....</b>	<b>30</b>
<b>Producing the Summary Report .....</b>	<b>31</b>
<b>Generating the Summary Report.....</b>	<b>31</b>
<b>Editing an Unauthorised Return .....</b>	<b>32</b>
<b>Authorising the Return .....</b>	<b>32</b>
<b>Submitting the Return .....</b>	<b>34</b>

<b>Retrieving Authorised Census Return Files .....</b>	<b>35</b>
<b>Copying a Return .....</b>	<b>36</b>
<b>Deleting an Unauthorised Return.....</b>	<b>37</b>
<b>Index .....</b>	<b>39</b>

# 01 | Introduction

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

## Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Summer 2016 Return, which takes place on Thursday 19 May 2016.

The School Census Summer 2016 Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

Currently, there are three School Census returns each year (i.e. Autumn, Spring and Summer), which collect detailed information about school characteristics and pupil details, e.g. pupil address, free school meals, etc. Different data is collected depending on which return is being prepared, and your school phase.

A list of items collected from Nursery schools in England for the School Census Summer 2016 Return is available in a later section of this handbook (please see *Preparing Data for the School Census Return* on page 6).

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

## How has the School Census Summer Return Changed?

Changes to the School Census Summer Return include the following:

### Key Dates for the School Census 2016 Summer Return

Census Date: 19/05/2016

Free School Meal Eligibility collection period: 22/01/2016 to 19/05/2016

Age at Date: 31/08/2015.

### Improved Validation Errors Summary Display

#### Routines | Statutory Returns | School Census

The width of the columns in the **Validation Errors Summary** panel have been adjusted to enable as much information as possible to be displayed.



#### More Information:

*Resolving Validation Errors and Checking Queries on page 24*

### On-Roll Basic Detail Report - Display Change

#### Routines | Statutory Returns | School Census

In the On Roll Basic Report, the identification of pupils who are in a year group that is different to that expected (based on their date of birth) has been simplified. In such cases, the background colour of the applicable cell in the **Year Taught In** column is now yellow.



#### More Information:

*On-Roll Basic Details Report on page 27*

### Providing Cohort Information when Designing Reports

#### Reports | Design Reports

To enable schools to create reports based on cohorts so that items (e.g. pupil premium) collected in the School Census return can be tracked, a new sub-report has been made available.

The Statutory Returns sub-report is located in the Student data area (the last node). Three options are available for selection under the sub-report:

**Authorised Date, File Name and Description.**



#### More Information:

*Retrieving Authorised Census Return Files on page 35*

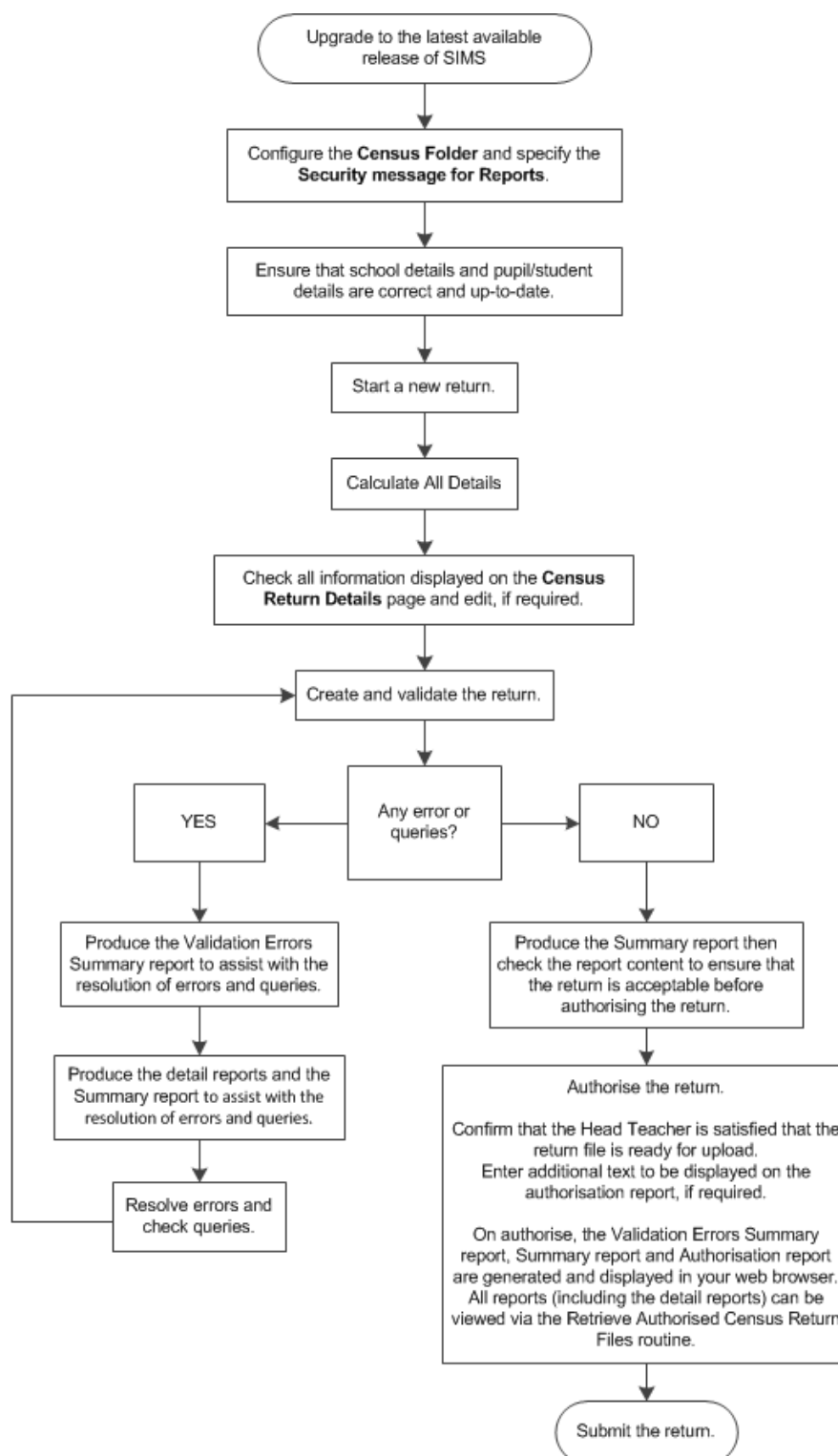


#### Additional Resources:

*Designing and Running Reports handbook*

## Steps to Producing the School Census Return

The process of producing the School Census can be separated into a number of steps, some of which might need to be repeated in order to eliminate validation errors and queries.



## Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the required document. A search facility is available on the top right-hand corner of each page of the **Documentation Centre**.

These and other documents are also available from the My Account website (<https://myaccount.capita-cs.co.uk>). The most popular documents can be located by selecting **Knowledge Base | SIMS Publications** (located in the **Popular Searches** list). Alternatively, use the **Knowledge Base** search facility to display a list of all **Documents** containing the search criteria.

- **Search for:**
  - Surround a phrase with "double quotes" to find an exact phrase.
  - Prefix words with **+** to make them essential, e.g. "Behaviour Management" +Primary +Training.
- **Product:** Select the required product from the drop-down list.
- **From** and **To:** Entering a date or date range when the document was uploaded helps to filter the search results further.

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census, together with an Errors and Resolutions document that provides suggestions on how to resolve any validation errors or queries, are also available.

To access the School Census documents, please search for CENSUS16 in the SIMS **Documentation Centre** or My Account.

# 02 | Preparing for the School Census Summer Return

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

## 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 additional 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:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available on our My Account website (<https://myaccount.capita-cs.co.uk>).

### Where to find More Information about Permissions

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

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the My Account website (<https://myaccount.capita-cs.co.uk>).

To find the spreadsheet, search for <sims version> sims permissions spreadsheet, e.g. 7.168 sims permissions spreadsheet.



## What Version of SIMS is Required?

In order to run the return, you must have the SIMS 2016 Spring Release (7.168) 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 7.168 or later.



## Preparing Data for the School Census Return

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

The following information is collected from Nursery schools for the School Census Summer 2016 Return.

### School Level

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

### Pupil Level

- Pupil Identifiers: unique pupil number (UPN), former UPN, surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Characteristics: free school meal eligibility start date, end date and UK country in which the eligibility applies, funded hours, hours at setting, top up funding indicator and adopted from care indicator.
- Status: enrolment status, date of entry, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN Provision.
- Home Information: pupil's home address.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Summer 2016* guide. The preparation guide, together with other useful School Census documentation, can be found on the My Account website (<https://myaccount.capita-cs.co.uk>) by using the search facility to find CENSUS16.

# 03 | Producing the School Census Summer Return

Creating a New School Census Return .....	9
Configuring the Census Folder .....	10
Specifying the Security Message for Reports .....	11
Editing Census Details.....	11
Editing School Information .....	12
Updating Early Years Data .....	14
Updating Pupils with Top-Up Funding .....	17
Updating Pupils Adopted from Care .....	19

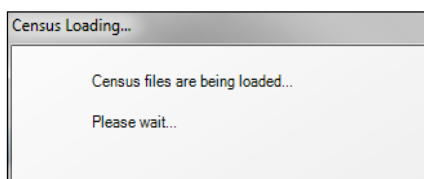
## Creating a New School Census Return

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

Data is collected for all pupils on the register on 19/05/2016 (census day).

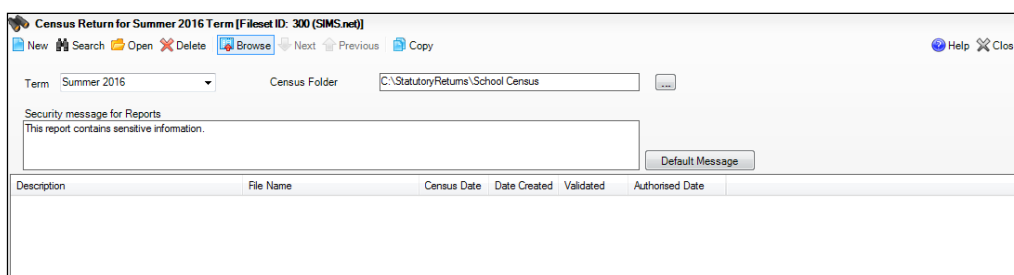
It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

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



**NOTE:** The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.



By default, **Summer 2016** is displayed in the **Term** field.

*TIP: To view a Spring return, select from the **Term** drop-down list then click the **Search** button.*

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



**More Information:**

*Specifying the Security Message for Reports on page 11*

## Configuring the Census Folder

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

**IMPORTANT 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.*

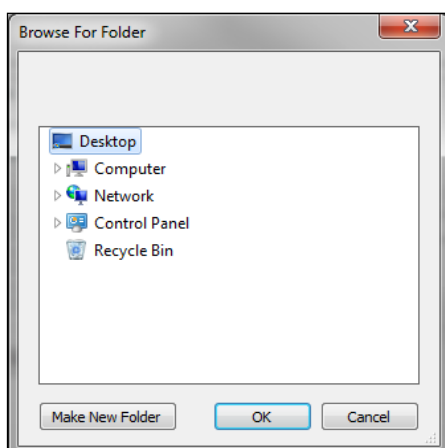
*You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (<http://www.itgovernance.co.uk/iso27001.aspx>). If you are in any doubt, consult with your IT Security Officer before proceeding.*

1. Specify the folder where the return files are to be stored by entering the folder location in the **Census Folder** field.

Alternatively, click the **Browse** button to display a standard Windows® **Browse For Folder** dialog.



*Browse button*



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

2. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.

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

3. Ensure that the **Security Message for Reports** is appropriate for your school.

## Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each report.

1. The security message text defaults to `This report contains sensitive information`, but can be edited, if required.
2. If any edits are made, you can click the **Default Message** button to revert to the default text.
3. Click the **New** button to display the **Census Return Details** page.

## Editing Census Details

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

- Census Date: 19/05/2016
- FSM (Free School Meal) data collected from 22/01/2016 to 19/05/2016.

1 Census Details		Calculate All Details	
Census Date	19/05/2016		
Description	School Census Summer 2016		
FSM collected from	22/01/2016	FSM collected to	19/05/2016

1. By default, the return **Description** is displayed as **School Census Summer 2016**. This description can be edited, if required, e.g. to identify a dry run.

**WARNING:** *Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.*

*A unique description also helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.*

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

## Calculating All Details

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

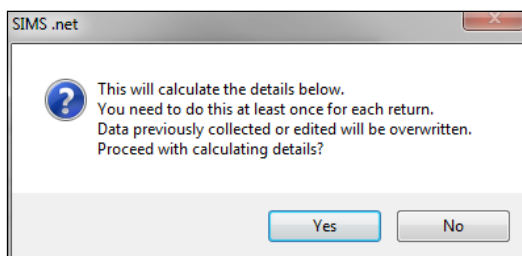
**IMPORTANT NOTE:** You must calculate all details at least once to populate the various panels for each return.

Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

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

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

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



2. Click the **Yes** button to calculate all details. At this point, depending on the number of pupils in the school, there may be a short delay while details are calculated.

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

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

## Editing School Information

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

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

<b>2 School Information</b>		
School Name	WATER BABIES NURSERY SCHOOL	
LA	820	Establishment Number 1050
Telephone	852015	
School E-mail Address	school@we.com	
School Phase	NS	Nursery
School Type	Maintained Nursery	
Governance	Community	Intake Type Comprehensive
Lowest NC Year	N2	Highest NC Year 1
School Detail		

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

**School Details - Water Babies Nursery School**

Save Undo Help

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

**1 Establishment**

School Name: Water Babies Nursery School

LA: 823 Central Bedfordshire

Establishment Number: 1050

Unique Reference Number: [Empty]

School Phase: Nursery

School Type: Maintained Nursery

School Governance: Community

Intake Type: Comprehensive

Previous School Name: [Empty]

Previous Estab Number: [Empty]

Previous URN Number: [Empty]

Boarding Pupils:  Nursery Class  Special Class or Unit

Head Teacher: Mrs Gillian Grosvenor

Curriculum Years: N2 6

Date Name Changed: [Empty]

Date Number Changed: [Empty]

Date URN Changed: [Empty]

Main Contact: Mrs G Grosvenor

OK Cancel

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

**NOTE:** The **Establishment Number** and the **School Phase** cannot be edited. If the information displayed is incorrect, please contact your Local Support Unit.

**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 from before this is not collected.*

- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.
3. Click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

## Updating Early Years Data

Hours at Setting and Funded Hours data is collected from all schools that have early years pupils on-roll on census day. The hours collected in this return are for the week in which the census day falls.

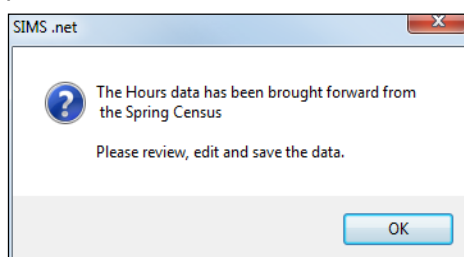
The required data can be recorded via the **Edit** button in the **Hours for Early Years** panel or via **Tools | Statutory Returns Tools | Early Years - Update Early Years** page.

If data has been recorded previously, the values are displayed in the **Hours for Early Years** panel, which is read-only.

Hours for Early Years											
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2015	Age at 31/12/2015	Age at 31/03/2016	Hours at Setting	Funded Hours	
Adams, Nancy	18/12/2011	Female	001460	N2	PM	3	4	4	15	15	
Akeman, Richard	02/02/2011	Male	001397	R	ELM	4	4	5	25	25	
Akeman, Steven	02/02/2011	Male	001398	R	ELM	4	4	5	25	25	
Alala, Candis	02/10/2011	Female	001461	N2	PM	3	4	4	15	15	
Alamilla, Sofia	02/12/2010	Female	001480	R	PINE	4	5	5	25	25	
Balik, Karolina	15/02/2011	Female	001481	R	ASH	4	4	5	25	25	
Banin, Valeriya	22/10/2010	Female	001482	R	OAK	4	5	5	25	25	

## Adding/Editing Early Years Data

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





- Click the **OK** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.
- Select the required **Term** from the drop-down list, if you want to view the data recorded for a previous term (in the current calendar year).

**Update Early Years**  
Save Undo

**Census** Term: Summer 2016

**Pupils View** Age at 31/08/2015: All YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2015	Age at 31/12/2015	Age at 31/03/2016	Hours at Setting	Funded Hours
Adams, Nancy	18/12/2011	Female	001460	N2	PM	3	4	4	15	15
Akeman, Richard	02/02/2011	Male	001397	R	ELM	4	4	5	25	25
Akeman, Steven	02/02/2011	Male	001398	R	ELM	4	4	5	25	25
Alala, Candis	02/10/2011	Female	001461	N2	PM	3	4	4	15	15
Alamilla, Sofia	02/12/2010	Female	001480	R	PINE	4	5	5	25	25
Baik, Karolina	15/02/2011	Female	001481	R	ASH	4	4	5	25	25
Banin, Valeriya	22/10/2010	Female	001482	R	OAK	4	5	5	25	25
Banks, Chloe	04/04/2011	Female	001483	R	OAK	4	4	4	25	25
Barrick, Molly	10/01/2011	Female	001484	R	ASH	4	4	5	25	25
Browne, Miss Lettie	26/12/2010	Female	001405	R	PINE	4	5	5	25	25
Broz, Konrad	12/01/2012	Male	001462	N2	AM	3	3	4	15	15
Cain, William	05/12/2010	Male	001485	R	ELM	4	5	5	25	25
Carlton, Eleanor	15/05/2012	Female	001463	N2	PM	3	3	3	15	15
Carter, Ryan	20/09/2010	Male	001486	R	PINE	4	5	5	25	25
Castagno, Luca	21/03/2011	Male	001487	R	ASH	4	4	5	25	25
Caster, Evia	06/10/2010	Female	001408	R	OAK	4	5	5	25	25
Chaban, Julia	16/05/2012	Female	001464	N2	AM	3	3	3	15	15
Cichy, Viktor	20/06/2011	Male	001488	R	OAK	4	4	4	25	25
Clarke, Emma	15/01/2011	Female	001489	R	ASH	4	4	5	25	25

- To add or edit the number of **Hours at Setting** (or **Funded Hours**) for an individual pupil, select the required criteria in the **Pupils View** panel. In the **Pupils** panel, highlight the required pupil then click the applicable cell and enter the required number of hours.

**IMPORTANT NOTE:** The number of hours entered per pupil must be between 0.0 and 99.5. Hours must be entered in increments of 0.5 only.

**Census** Term: Summer 2016

**Pupils View** Age at 31/08/2015: All YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2015	Age at 31/12/2015	Age at 31/03/2016	Hours at Setting	Funded Hours
Adams, Nancy	18/12/2011	Female	001460	N2	PM	3	4	4	15	15
Akeman, Richard	02/02/2011	Male	001397	R	ELM	4	4	5	25	25
Akeman, Steven	02/02/2011	Male	001398	R	ELM	4	4	5	25	25
Alala, Candis	02/10/2011	Female	001461	N2	PM	3	4	4	15	15
Alamilla, Sofia	02/12/2010	Female	001480	R	PINE	4	5	5	25	25
Baik, Karolina	15/02/2011	Female	001481	R	ASH	4	4	5	25	25
Banin, Valeriya	22/10/2010	Female	001482	R	OAK	4	5	5	25	25
Banks, Chloe	04/04/2011	Female	001483	R	OAK	4	4	4	25	25
Barrick, Molly	10/01/2011	Female	001484	R	ASH	4	4	5	25	25
Browne, Miss Lettie	26/12/2010	Female	001405	R	PINE	4	5	5	25	25
Broz, Konrad	12/01/2012	Male	001462	N2	AM	3	3	4	15	15
Cain, William	05/12/2010	Male	001485	R	ELM	4	5	5	25	25
Carlton, Eleanor	15/05/2012	Female	001463	N2	PM	3	3	3	15	15
Carter, Ryan	20/09/2010	Male	001486	R	PINE	4	5	5	25	25
Castagno, Luca	21/03/2011	Male	001487	R	ASH	4	4	5	25	25
Caster, Evia	06/10/2010	Female	001408	R	OAK	4	5	5	25	25
Chaban, Julia	16/05/2012	Female	001464	N2	AM	3	3	3	15	15
Cichy, Viktor	20/06/2011	Male	001488	R	OAK	4	4	4	25	25
Clarke, Emma	15/01/2011	Female	001489	R	ASH	4	4	5	25	25

5. If most of the pupils are receiving the same number of hours, the following method can be used to populate the column quickly:
  - a. In the **Pupils View** panel, select the required year group from the **Year Taught In** drop-down list. Only the selected pupils 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.  
This number is then entered automatically for the remaining pupils.
  - d. Click to the right of the grid to deselect all.
  - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking in the associated **Hours at Setting** or **Funded Hours** cell as applicable, then entering the required number.
6. Click the **Save** button. If there are any pupils for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
7. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

**IMPORTANT NOTES:**

*If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located on the top right-hand side of the panel) to ensure that the up-to-date data is displayed in the **Early Years** panel:*

- *Hours at Setting or Funded Hours are edited via the **Tools** menu*
- *a new pupil is added in SIMS*
- *a pupil's date of birth is amended.*

*Please note that updating Hours at Setting or Funded Hours on the **Update Early Years** page updates the display in the **Early Years** panel automatically.*

## 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 Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** 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 described previously.
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.

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

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Aaron	Aaron	Chris	5	5DT		No
Davies	Davies	Ben	3	3TO		No
Dexter	Dexter	Bethany	2	2GH		No

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

1. Click the **Edit** button to display the **Update Pupils with Top-up Funding** dialog. The pupils currently recorded as having top-up funding are displayed in the **Top-up Funding** section.

**Update Students with Top-up Funding**

Update

Term: Summer 2016 Students On-Roll on Census Day

Surname:  Forename:  YTI: All Reg: All

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

Top-up Funding

Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Aaron	Aaron	Chris	5	5DT		No
Davies	Davies	Ben	3	3TO		No
Dexter	Dexter	Bethany	2	2GH		No

### 03| Producing the School Census Summer Return

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

Term: Summer 2016 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
Barnes	Barnes	Lucy	5	5DT		No
Barnes	Barnes	Tommy	5	5BB		No
Barrett	Barrett	Anthony	3	3TO		No
Barrick	Barrick	Molly	R	ASH		No
Barton	Barton	David	5	5BB		No

Top-up Funding Add Remove

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

Term: Summer 2016 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
Barnes	Barnes	Tommy	5	5BB		No
Barrick	Barrick	Molly	R	ASH		No
Barton	Barton	David	5	5BB		No

Top-up Funding Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris	5	5DT		No
Davies	Davies	Ben	3	3TO		No
Dexter	Dexter	Bethany	2	2GH		No
Barnes	Barnes	Lucy	5	5DT		No
Barrett	Barrett	Anthony	3	3TO		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.

6. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.



#### Additional Resources:

*Preparing for the School Census Summer 2016 Return* handbook



#### More Information:

*Top-up Funding Report* on page 28

## Updating Pupils Adopted from Care

The Adopted from Care routine enables you to record which pupils were looked after immediately before adoption and whether documentary evidence exists to prove DfE/Ofsted compliance. It is not compulsory for adoptive parents, etc. to inform the school of this information.

If the pupils who have been adopted from care have been recorded previously via **Tools | Statutory Return Tools | Update Adopted from Care**, the data is displayed in the **Adopted from Care** panel.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C.	Adopted from Care
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)

The information displayed in the **Adopted from Care** panel is read-only. Updating the adopted from care information, e.g. editing the **Adopted from Care** status or adding a pupil to the list of pupils adopted from care, must be done via the **Edit** button.

**03| Producing the School Census Summer Return**

1. Click the **Edit** button to display the **Update Pupils Adopted from Care** dialog. The pupils currently recorded as being adopted from care are displayed in the **Adopted from care** table.

**Update Students Adopted from Care**

Update

Term: Summer 2016 Students On-Roll on Census Day

Surname:  Forename:  YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>

Adopted from care Add Remove

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

Term: Summer 2016 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	6	6VC	No
Smith	Smith	Amy	6	6KH	No
Smith	Smith	Erin	1	PINE	No
Smith	Smith	Laura	6	6VC	No
Smyth	Smyth	Cheryl	3	3TO	No
Smyth	Smyth	Jonathan	3	3CB	No
Smyth	Smyth	Rhianna	3	3CB	No
Smythye	Smythye	Vincent	4	4SL	No

Adopted from care Add Remove

3. Click the **Add** button. The highlighted pupils are transferred to the **Adopted from care** table.

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

Term: Summer 2016 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	6	6VC	No
Smith	Smith	Erin	1	PINE	No
Smith	Smith	Laura	6	6VC	No
Smyth	Smyth	Cheryl	3	3TO	No
Smyth	Smyth	Rhianna	3	3CB	No
Smythye	Smythye	Vincent	4	4SL	No

Adopted from care Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Smith	Smith	Amy	6	6KH	No	<input type="text" value=""/>	<input type="checkbox"/>
Smyth	Smyth	Jonathan	3	3CB	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"/>

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).**

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

*You do not need to change any existing residence orders but new adopted from care records must be recorded as child arrangement orders.*

5. If applicable, select the **Evidence Obtained** check box to indicate that document(s) have been obtained that provide evidence that the pupil has been adopted from care. Such documents are confidential and must be stored securely.

### 03| Producing the School Census Summer Return

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

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

8. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Adopted from Care** panel.

*NOTE: The **Evidence Obtained** information is not collected in the return and is therefore not displayed in the **Adopted from Care** panel.*



#### **Additional Resources:**

*Preparing for the School Census Summer 2016 Return handbook*



# 04 | Creating and Validating the Summer Return

Creating and Validating a School Census Return .....	23
Producing Detail Reports .....	27
Printing a Report from your Web Browser .....	29
Transferring Report Data to a Spreadsheet .....	30
Deleting Temporary Web Browser Files .....	30
Producing the Summary Report .....	31
Editing an Unauthorised Return .....	32
Authorising the Return.....	32
Submitting the Return .....	34
Retrieving Authorised Census Return Files .....	35
Copying a Return .....	36
Deleting an Unauthorised Return .....	37

## Creating and Validating a School Census Return

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

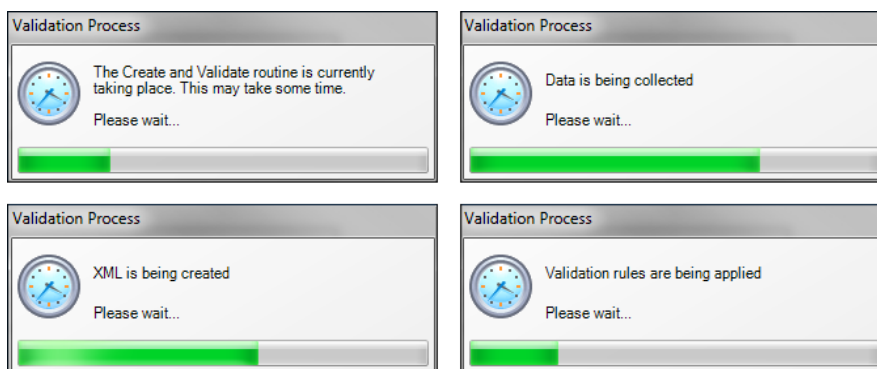
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

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

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

## 04| Creating and Validating the Summer Return

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



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

### 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: Abraham, Janel Date of Birth: 2005-05-15, Female/UPN	# Go to Focus   Student   Student Details and add or issue a UPN
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN	# Go to Focus   Student   Student Details and add or issue a UPN
F	1840	Pupils aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K823299914029	# Go to Focus   Student   Student Details Ethnicultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Baine, Kirki Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus   Student   Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type	Name: Sungail, Skastel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200109088	# Go to Focus   Student   Student Details and enter pupil's date of birth
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN:	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V823299914006	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	2355Q	Please check: Pupil record with no address details.	Name: Balinski, Cyla Date of Birth: 2010-03-14, Female/UPN: C823299914005	# Go to Focus   Student   Student Details Addresses and edit pupil's address
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Liz Date of Birth: 2005-05-01, Female/UPN: J820200109032	# Go to Focus   Attendance (Lesson Monitor)   Display Marks and check the attendance marks
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, Female/UPN: M820200109034	# Go to Focus   Attendance (Lesson Monitor)   Display Marks and check the attendance marks

The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel.

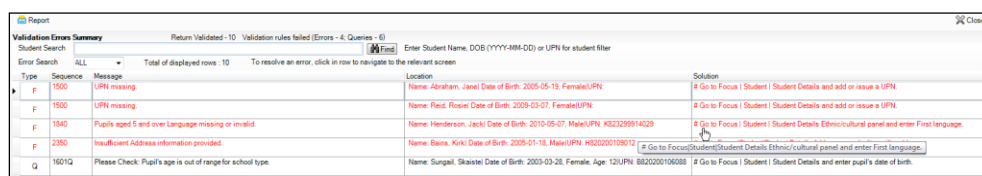
Details about each of the errors and queries found are displayed in the columns as described in the following table.

Column	Description
<b>Type</b>	Displays the type of validation rule: Failure ( <b>F</b> displayed in red) indicates an error, which must be corrected. Query ( <b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
<b>Sequence</b>	Shows the error or query number.
<b>Message</b>	Displays the text of the error or query message.
<b>Location</b>	Lists the specific record containing the error or query.

Column	Description
<b>Solution</b>	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:

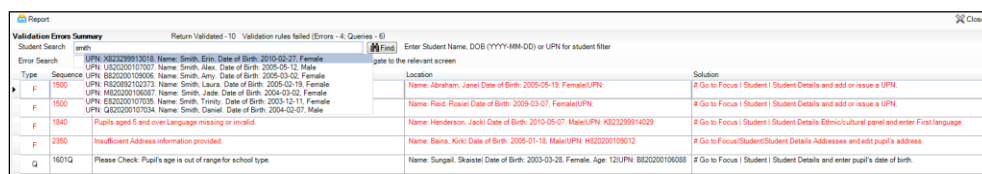
- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.
- When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.



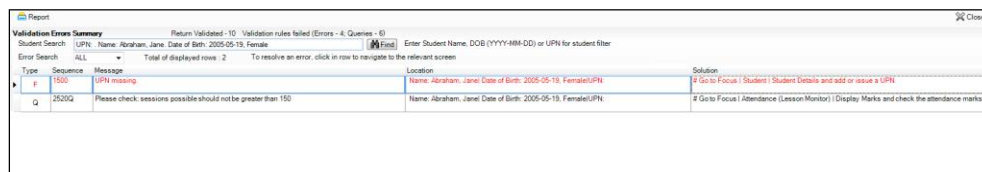
**NOTE:** A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.

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

- 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 to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.



- 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.



## 04| Creating and Validating the Summer Return

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

Type	Seq	Message	Location	Solution
Q	1601Q	Pupil's age is out of range for school type	Name: Sungeal, Skanster Date of Birth: 2003-03-28, Female, Age: 12U/URN: 8820200106088	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1625Q	check duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Berrinson, Hugol Date of Birth: 2010-02-03, Male/URN: V632299914008	# Go to Focus   Student   Student Details and check for duplicate pupil record.
Q	1625Q	check duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Berrinson, Hugol Date of Birth: 2010-02-03, Male/URN: V632299914008	# Go to Focus   Student   Student Details and check for duplicate pupil record.
Q	2355Q	Pupil record with no address details.	Name: Balinski, Cytal Date of Birth: 2010-03-14, Female/URN: C820299914005	# Go to Focus   Student   Student Details Address and add pupil's address.
Q	2525Q	check sessions possible should not be greater than 150	Name: Aaron, Lizi Date of Birth: 2008-09-01, Female/URN: J820200109632	# Go to Focus   Attendance (Lesson Monitor)   Display Marks and check the attendance marks.
Q	2525Q	Please check sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, Female/URN: M820200109034	# Go to Focus   Attendance (Lesson Monitor)   Display Marks and check the attendance marks.

- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list. The order of the items in the list can be changed by clicking the appropriate column heading.

Type	Seq	Message	Location	Solution
F	1500	ing	Name: Anaham, Janel Date of Birth: 2005-05-19, Female/URN:	# Go to Focus   Student   Student Details and add or issue a UFN.
F	1500	ing	Name: Reed, Rosal Date of Birth: 2009-03-07, Female/URN:	# Go to Focus   Student   Student Details and add or issue a UFN.
F	1540	ed 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/URN: K822299914029	# Go to Focus   Student   Student Details Ethno/cultural panel and enter First language.
F	2348	# Address information provided.	Name: Bains, Kivi Date of Birth: 2006-01-18, Male/URN: H820200109612	# Go to Focus   Student   Student Details Address and add pupil's address.
Q	1601Q	check: Pupil's age is out of range for school type	Name: Sungeal, Skanster Date of Birth: 2003-03-28, Female, Age: 12U/URN: 8820200106088	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1625Q	check duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Berrinson, Hugol Date of Birth: 2010-02-03, Male/URN:	# Go to Focus   Student   Student Details and check for duplicate pupil record.

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 on the left-hand side and directly 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 transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page 30).

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.



#### More Information:

*Transferring Report Data to a Spreadsheet* on page 30

## Producing Detail Reports

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

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupils** that are listed in the report.

Also shown at the top of the report is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

The following reports are currently available:

### On-Roll Basic Details Report

Report Criteria: Pupils on-roll on census day.

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

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

### SEN Report

Report Criteria: Pupils with SEN Provision/Status = **S** (Statement), **E** (Education), Health and Care Plan, **K** (SEN Support).

This report provides a list of pupils who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN Provision and on-roll status.

## Address Details Report

Report Criteria: Pupils on-roll on census day.

This report provides a list of pupils, their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), address and the administrative area/county.

## Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who were eligible for free school meals on or after 22/01/2016 and up to and including census day (19/05/2016).

This report provides information on free school meal eligibility for pupils who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, Year Taught In, on-roll status and free school meal eligibility start date, end date and the UK country in which the eligibility applies.

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

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

## Top-up Funding Report

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

The following information is displayed on the report: UPN, legal surname, legal forename, date of birth, gender, year taught in and SEN provision.

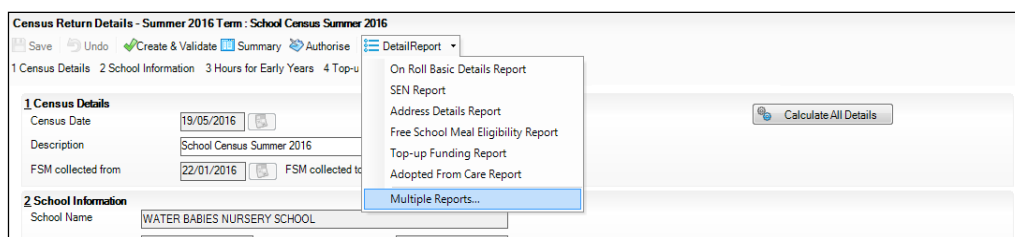
## Adopted from Care Report

Report Criteria: On-roll pupils who have been adopted from care as at census day.

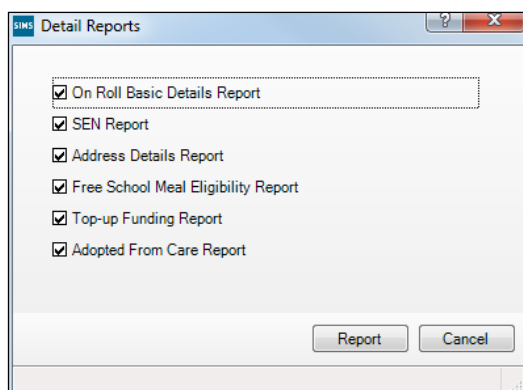
The report displays the following information about pupils who have been adopted from care: UPN, legal surname, legal forename, date of birth, gender, year taught in and adopted from care status, e.g. ceased to be looked after through a residence order (RO).

## Generating Detail Reports

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser, e.g. Windows® Internet Explorer®.



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



By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

The report(s) are displayed in your web browser, from where the data can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

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

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

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

For example:

```
8201050_SC2_823LL16_001_onroll_basic_details_report.html.
```



#### **More Information:**

*Configuring the Census Folder on page 10*

*Transferring Report Data to a Spreadsheet on page 30*

## Printing a Report from your Web Browser

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

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

## Transferring Report Data to a Spreadsheet

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

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

The spreadsheet contains the same level of sensitive information as the original HTML report from which it was transferred therefore, it is important that the file is saved to a folder with the same level of security.

## Deleting Temporary Web Browser Files

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

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

### Deleting the cache in Windows Internet Explorer 10

1. Select **Tools | Internet options** to display the **Internet Options** dialog.
2. Select the **General** tab.
3. In the **Browsing history** section, click the **Delete...** button to display the **Delete Browsing History** dialog.
4. Ensure that the **Temporary Internet Files and website files** check box is selected then click the **Delete** button.

All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

5. Click the **OK** button.

### Deleting the cache in Windows Internet Explorer 8 and 9

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Internet options** from the drop-down list to display the **Internet Options** dialog.
3. Select the **General** tab.
4. In the **Browsing history** section, click the **Delete...** button to display the **Delete Browsing History** dialog.
5. Ensure that the **Temporary Internet Files** check box is selected then click the **Delete** button.

All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

6. Click the **OK** button.



## Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

*NOTE: When the return is authorised, the Summary report is automatically generated and displayed in your web browser, e.g. Windows® Internet Explorer.*

## Generating the Summary Report

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

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser, e.g. Windows® Internet Explorer®, but can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

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

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

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

For example: 8201050\_SC2\_820LL16\_001\_Summary\_Report.html.

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



### **More Information:**

*Configuring the Census Folder on page 10*

*Generating Detail Reports on page 28*

*Transferring Report Data to a Spreadsheet on page 30*

*Authorising the Return on page 32*

*Deleting an Unauthorised Return on page 37*

## Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

**IMPORTANT NOTE:** *An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | <census name>** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created returns. Unauthorised returns can be recognised by their .UNA suffix.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
7. Repeat the editing process again, if necessary.
8. Click the **Save** button.



### **More Information:**

*Configuring the Census Folder on page 10*

*Specifying the Security Message for Reports on page 11*

*Resolving Validation Errors and Checking Queries on page 24*

*Producing Detail Reports on page 27*

*Producing the Summary Report on page 31*

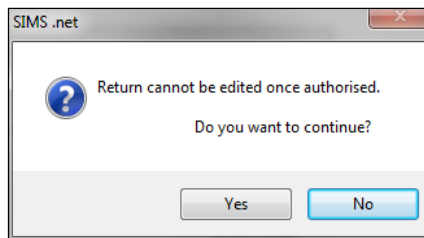
## Authorising the Return

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

Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. The Summary report can assist in reviewing the information.

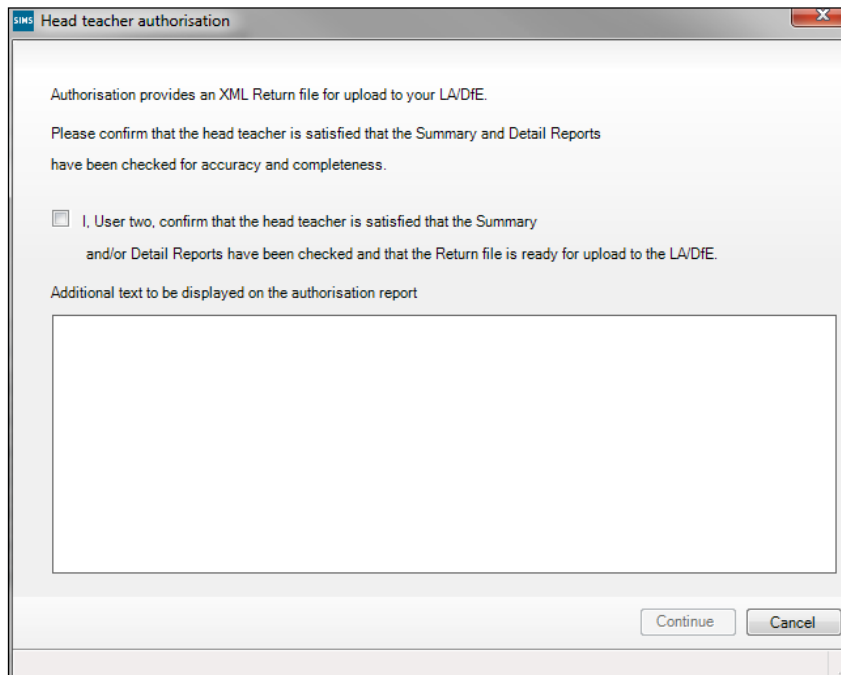
1. Click the **Authorise** button.

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



2. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

If you choose to continue, the **Head teacher authorisation** dialog is displayed.



3. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
4. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.

5. Click the **Continue** button to authorise the return.
  - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.
  - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).

- All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser.

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

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

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

If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy, or create a new return.

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



**Additional Resources:**

*Designing and Running Reports* handbook



**More Information:**

*Creating a New School Census Return* on page 9

*Producing the Summary Report* on page 31

*Retrieving Authorised Census Return Files* on page 35

*Copying a Return* on page 36

## Submitting the Return

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

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

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



**More Information:**

*Configuring the Census Folder* on page 10

*Copying a Return* on page 36

## Retrieving Authorised Census Return Files

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

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

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

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

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

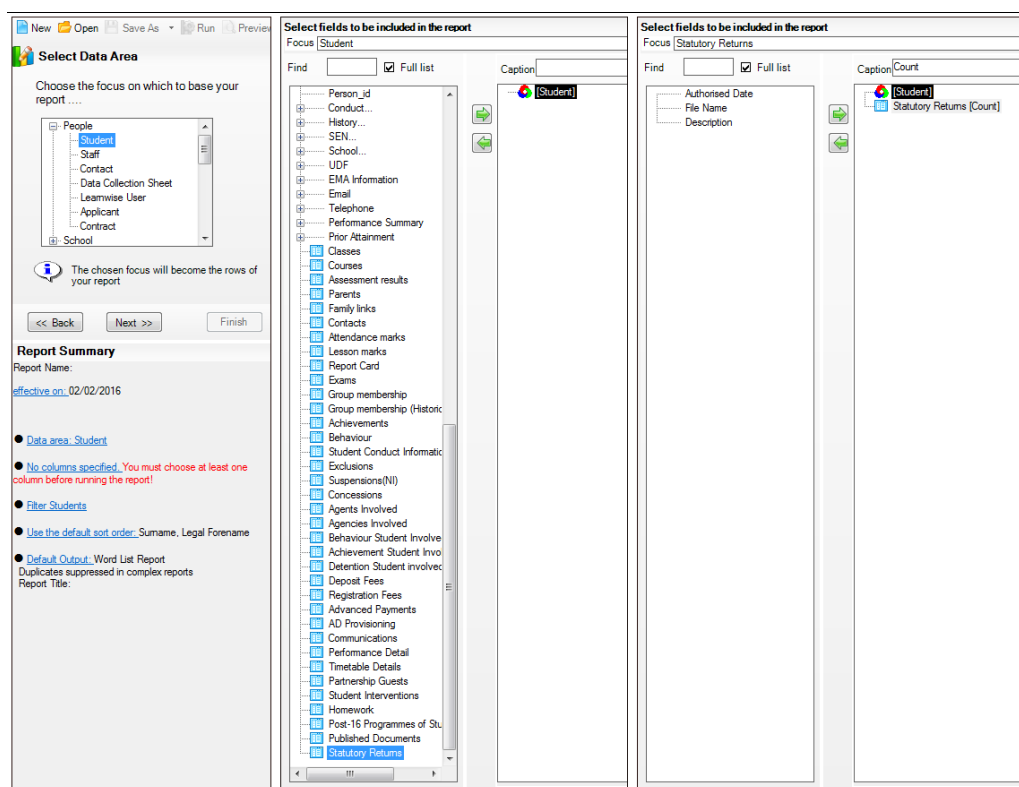
The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

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

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

## 04| Creating and Validating the Summer Return

The Statutory Returns sub-report is available if **Student** has been selected as the Data Area. When selecting the fields to be included in the report, the Statutory Returns sub-report is located at the bottom of the list (the last node). Three options are available for selection under the sub-report: **Authorised Date**, **File Name** and **Description**.



The screenshot displays three panels from a report configuration tool. The first panel, 'Select Data Area', shows a tree view with 'Student' selected. The second panel, 'Select fields to be included in the report' (Focus: Student), shows a list of fields with 'Statutory Returns' selected at the bottom. The third panel, 'Select fields to be included in the report' (Focus: Statutory Returns), shows a list of fields with 'Statutory Returns (Count)' selected. A 'Report Summary' section is also visible, showing the report name and effective date.



### Additional Resources:

*Designing and Running Reports handbook*

## Copying a Return

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

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

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

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

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

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

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

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

**IMPORTANT NOTE:** The new **Description** must be unique for this return. SIMS will not save the data if a duplicate return description is found.

## Deleting an Unauthorised Return

During the return process, a number of copies of the return may be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the wrong return.

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

**IMPORTANT NOTES:** When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.

Any return files that have already been authorised cannot be deleted.

1. Select **Routines | Statutory Returns | <Return name>** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

#### **04| *Creating and Validating the Summer Return***

The deleted return file is removed from the browser and the storage folder, along with any associated reports.



# Index

## A

access rights.....	5
address details report .....	27
adopted from care .....	19, 28
authorising .....	32
retrieving previous authorised census returns .....	35
school census.....	32

## C

calculating all details.....	12
census details	
checking dates .....	11
editing description .....	11
configuring	
school census defaults.....	10
copying	
school census return .....	36
creating & validating .....	23

## D

data collected	
school level.....	6
pupil level .....	6
default folder	
defining .....	11
deleting	
school census return .....	37
temporary web browser files .....	30
detail reports	
producing .....	27
transferring to a spreadsheet .....	30

## E

early years data	
funded hours.....	14
hours at setting .....	14
pupil premium.....	14
report.....	14

updating .....	14
editing	
an unauthorised return .....	32
errors and queries (validation)	
resolving .....	24

## F

free school meals	
eligibility report .....	28
funded hours	
no hours recorded.....	16
updating .....	14

## H

hours at setting	
no hours recorded.....	16
updating .....	14

## P

permissions .....	5
preparation	
checking data.....	6
minimum version of SIMS .....	6
permissions.....	5
previous authorised census returns.....	35
printing	
reports .....	29, 35
validation errors summary .....	24

## Q

queries and errors (validation)	
resolving .....	24

## R

reporting	
deleting temporary web browser files ..	30
designing reports.....	35
producing detail reports.....	27
address details report.....	27
adopted from care report .....	28
free school meal eligibility report .....	28
generating detail reports.....	28

## I | Index

on-roll basic details report.....	27
SEN report .....	27
top-up funding report .....	28
specifying security message .....	11
resolving	
errors and queries .....	24
retrieving	
authorised census return files.....	35
<b>S</b>	
school census return	
authorising .....	32
configuring the storage folder.....	10
copying .....	36
deleting .....	37
new .....	9
submitting .....	34
school information	
checking.....	6, 12
security	
deleting temporary files.....	30
specifying security message.....	11
SEN report.....	27
SIMS	
version required to create return .....	6
steps to producing the return	
flowchart .....	3
submitting the return .....	34
summary report	
printing .....	29
producing .....	31
<b>T</b>	
temporary web browser files	
deleting .....	30
top up funding	
updating.....	17, 28
transferring	
report data to a spreadsheet.....	30
submitting the return .....	34
<b>U</b>	
unauthorised return	
copying .....	36
deleting.....	37
editing.....	32
updating	
adopted from care .....	19
early years data .....	14
top-up funding .....	17
uploading the return .....	34
<b>V</b>	
validation failures	
resolving .....	24



Contact the Service Desk today on  
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