School Census - Academic Year 2016/2017

Revision History

Document Version	Change Description	Date
7.172 – 1.0	Initial release	08/11/2016

Introduction

This guide has been produced to offer advice and suggestions on how to resolve the various validation errors/queries that might be generated when producing the School Census Return.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the issues can be resolved.

Please ensure that the Personnel Officer, Returns Manager or System Manager has imported the latest Statutory Returns fileset. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files between releases and may include updates to the validation errors (derived from files supplied by the Statutory Body).

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

For more information about preparing and producing the School Census, please refer to the applicable handbook available on the SIMS **Documentation Centre**. Click the **Documentation** button on the SIMS **Home Page** to display links to a variety of documentation.

Alternatively, visit the My Account website (https://myaccount.capita-cs.co.uk). Enter the required text in the **Search** field to display a list of documents that match the search criteria. To find School Census specific documentation, search for CENSUS17.

NOTE: The contents of the graphics (dates, names, etc.) displayed in this document are examples only of what you might expect to see when using SIMS to produce the School Census Return.

Using the Validation Errors Summary

Having created and validated the return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated in the return. Errors must be corrected and queries should be checked and corrected if you feel they are applicable.

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 checked and corrected, if necessary.
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides suggestions on how the error can be corrected. Many solutions have a hyperlink (indicated by a **#**) to the appropriate area of SIMS.

If at any point you wish to hide the list of errors and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. To view the list again, run the Create and Validate routine.

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

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.

- The Student Search functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a pupil's surname, date of birth (in yyyy-mm-dd format) or UPN in the **Student Search** field then select the required record from the 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/corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable pupil/student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that pupil.

- Use the **Error Search** to display the required error or query you want to view. When **ALL** errors and queries are selected, the errors are displayed at the top of the list. The total number of rows that relate to the validation failure you have selected is displayed adjacent to the **Error Search** field.

- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of validation failures by clicking the **Report** button. The report is displayed in your web browser, from where it can be printed, if required.

Identifying the Types of Validation Code Listed in this Guide

 Indicates an error that requires the data to be corrected.

 Indicates a query that should be checked because unusual data conditions have been detected that might require the data to be corrected.

What does the Validation Code Mean and how do I Resolve it?

Type	Code	Error Message	Comment/Resolution
❌	100	Reference Date must be present and valid for term.	Please contact your Local Support Unit for assistance, quoting validation error code 100.
❌	110	School name missing.	Enter the school name in the **School Name** field (**Establishment** panel on the **School Details** page) via **Focus | School | School Details**. Enter the name in full, including the word **School** or **College** if this is part of the school's full name.
❌	120	Phase is missing or invalid.	The phase of your school is specified in SIMS when the software is first set up. If the phase is incorrect, please contact your Local Support Unit to obtain a patch.
❌	130	DfE Number and Phase are not consistent.	After the initial value has been entered and saved during SIMS setup, the **Establishment Number** and **School Phase** fields are read-only. Check the **Establishment Number** and **School Phase** in the **Establishment** panel on the **School Details** page (via **Focus | School | School Details**).
❌	140	School Type is missing.	The type of school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit to obtain a patch.
❌	150	School Type and Phase not consistent.	The type and phase for your school is specified in SIMS when it is first set up. Check details via **Focus | School | School Details**. If this is incorrect, please contact your Local Support Unit to obtain a patch.
❌	165	No school details have been recorded.	Please contact your Local Support Unit for assistance, quoting validation error code 165.
❌	210	School's highest National Curriculum year group is missing or invalid.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	220	School's lowest National Curriculum year group is missing or invalid.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	221	Intake Type is missing or invalid. Intake Type must be `COMP'.	**Pupil Referral Units only** Select **Focus | School | School Details** then ensure that **Comprehensive** is selected from the **Intake Type** drop-down list (**Establishment** panel on the **School Details** page).
❌	222	Governance is missing or invalid. Governance must be `CO' or 'CA'.	**Pupil Referral Units only** Select **Focus | School | School Details** then ensure that **Comprehensive** or **Academy** is selected from the **School Governance** drop-down list (**Establishment** panel on the **School Details** page).

Type	Code	Error Message	Comment/Resolution
❌	230	School's lowest National Curriculum Year Group cannot be greater than School's highest National Curriculum Year Group.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	240	Intake Type is missing or invalid.	**All phases except Pupil Referral Units** Check that a valid value has been selected in the **Intake Type** drop-down (**Establishment** panel on the **School Details** page) via **Focus | School | School Details**.
❌	260	Governance is missing or invalid. Governance must not be 'IN'.	**All phases except Pupil Referral Units** Select **Focus | School | School Details** then ensure that the correct value is selected from the **School Governance** drop-down list (**Establishment** panel on the **School Details** page). **School Governance** must <u>not</u> be **Independent**.
❌	261	If School Type is recorded as an Academy (49) then the School Governance must also be recorded as an Academy with code CA.	The **Governance** must match the **School Type**. Therefore, select **Focus | School | School Details** then select **Academies** from the **School Governance** drop-down list (**Establishment** panel on the **School Details** page).
❌	262	If School Governance is recorded as an Academy (CA) then School Type must also be recorded as an Academy with code 49.	The **School Type** must match the **Governance**. Therefore, select **Focus | School | School Details** then select **Academies** from the **School Type** drop-down list (**Establishment** panel on the **School Details** page).
❌	263	If School Type is recorded as a CTC (47) then Governance must also be recorded as a CTC with code CT.	**All phases except Pupil Referral Units** The **Governance** must match the **School Type**. Therefore, select **Focus | School | School Details** then select **City Technology College** from the **School Governance** drop-down list (**Establishment** panel on the **School Details** page).
❌	264	If Governance is recorded as a CTC (CT) then School Type must also be recorded as a CTC with code 47.	**All phases except Pupil Referral Units** The **School Type** must match the **Governance**. Therefore, select **Focus | School | School Details** then select **City Technology College** from the **School Type** drop-down list (**Establishment** panel on the **School Details** page).
⚠️	270Q	Please check: School email address is missing.	Check the email address entered in the **Email** field (**Contact Details** panel on the **School Details** page) via **Focus | School | School Details**. It must be present and include the character @. The email address provided must be for an account that is used on a regular basis and one that is accessible to the Head Teacher, e.g. 'head@' or 'office@'. It would not normally be one that identifies a particular individual by name. This email address may be used for future DfE correspondence.

Type	Code	Error Message	Comment/Resolution
❌	280	School organisation (day, boarding or hospital) is missing or invalid.	**Spring return** **Special only** Check the value selected in the **School Type** drop-down (**Establishment** panel on the **School Details** page) via **Focus | School | School Details**.
⚠️	290Q	Please check: day school with a majority of boarding pupils.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The **Organisation** is defined as **Day Pupils (mainly)** but the majority of pupil/students within the school are boarders. Either change the value in the **Organisation** drop-down list or check the boarder status of the pupil/students in the school via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	300Q	Please check: boarding school with a majority of day pupils.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The **Organisation** is defined as **Boarding Pupils (mainly)** but the majority of pupil/students within the school are not boarders. Either change the value in the **Organisation** drop-down list or check the boarder status of the pupil/students in the school via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	310	Approved maximum for day pupils missing.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Maximum Day Pupils** field must be zero or a positive integer.
❌	320	Approved maximum for boarding pupils is missing (or, for hospital special schools, is provided when it is not required).	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Maximum Boarding Pupils** field must be zero or a positive integer.
⚠️	330Q	Please check: more day pupils on roll than the approved maximum.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Maximum Day Pupils** field must be greater than or equal to the number of pupil/students on-roll who are not boarders.

Type	Code	Error Message	Comment/Resolution
⚠	340Q	Please check: more boarding pupils on roll than the approved maximum.	**Spring return** **Special with Boarder pupil/students** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Maximum Boarder Pupils** field must be greater than or equal to the number of pupil/students on-roll who are boarders.
⚠	350	Boys on roll not provided, or age not in range 2 to 27.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Minimum Age** and **Maximum** age fields in the **Male students** frame must be present and in the range two to 27 if the number of male pupil/students is greater than zero.
❌	360	Girls on roll not provided, or age not in range 2 to 27.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. The number in the **Minimum Age** and **Maximum** age fields in the **Female students** frame must be present and in the range two to 27 if the number of female pupil/students is greater than zero.
❌	370	Approved maximum age (boys) is shown, but there is no minimum or vice versa.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. If there is a number in the **Minimum Age** field in the **Male students** frame, there must also be a number in the **Maximum Age** field and vice versa.
❌	380	Approved maximum age (girls) is shown, but there is no minimum or vice versa.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. If there is a number in the **Minimum Age** field in the **Female students** frame, there must also be a number in the **Maximum Age** field and vice versa.
❌	390	Approved maximum age (boys) must be equal to or greater than minimum.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. If present, the number in the **Maximum Age** field in the **Male students** frame must be greater than the number in the **Minimum Age** field.

Type	Code	Error Message	Comment/Resolution
❌	400	Approved maximum age (girls) must be equal to or greater than minimum.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. If present, the number in the **Maximum Age** field in the **Female students** frame must be greater than the number in the **Minimum Age** field.
❌	410	Information on SEN school types for which school is approved is missing or invalid.	**Spring return** **Special only** Check that a valid value has been entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. Ensure that one or more provisions are entered in the **Provisions** frame by clicking the **New** button if necessary.
❌	420	School Telephone Number is missing.	Enter the number in the **Telephone Number** field (**Contact Details** panel on the **School Details** page) via **Focus | School | School Details**.
❌	540	Child Mothers Indicator is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** then navigate to the **Teenage Mothers** panel. If applicable, ensure that the **Unit caters for teenage mothers** check box is selected.
❌	541	Count of places for Teenage Mothers is missing.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** then navigate to the **Teenage Mothers** panel. Enter the **Number of teenage mothers expected to attend in Census week**.
❌	542	Childcare Facilities Indicator is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** then navigate to the **Teenage Mothers** panel. If applicable, ensure that the **Unit provides childcare facilities** check box is selected.
❌	560	There were more Primary admission appeals withdrawn or heard than were actually lodged.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then check the numbers entered in the **Admission Appeals** panel of the **Census Return Details** page. The total of the numbers in the **Withdrawn** and **Heard** fields must be less than or equal to the number in the **Lodged** field.

Type	Code	Error Message	Comment/Resolution
❌	561	There were more Secondary admission appeals withdrawn and / or heard than were actually lodged.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then edit the applicable information in the **Secondary Admission Appeals** panel of the **Census Return Details** page.
⚠️	564Q	Please check: Primary admission appeals figures should be provided and greater than zero.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then enter the required information in the **Admission Appeals** panel of the **Census Return Details** page.
⚠️	565Q	Please check: Secondary admission appeals figures should be provided and greater than zero.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then edit the applicable information in the **Secondary Admission Appeals** panel of the **Census Return Details** page.
⚠️	566Q	Please check: Infant admissions appeals figures have not been provided.	**Spring return** **Primary and All-Through** Select **Routines | Statutory Returns | School Census** then enter the required information in the **Infant Appeals** panel of the **Census Return Details** page.
❌	570	Primary admission appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Admission Appeals** panel of the **Census Return Details** page. The numbers in the **Upheld** and **Rejected** fields must total the number in the **Heard** field.
❌	571	Secondary admission appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then edit the applicable information in the **Secondary Admission Appeals** panel of the **Census Return Details** page.
❌	580	Overall appeals lodged less than infant appeals lodged.	**Spring return** **Primary and All-Through with Governance of VA, FO or CA** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Admission Appeals** and **Infant Appeals** panels of the **Census Return Details** page. If the number in the **Lodged** field of the **Infant Appeals** panel is greater than zero then the number in the **Lodged** field in the **Admission Appeals** panel must contain a greater or equal value.

Type	Code	Error Message	Comment/Resolution
❌	590	Overall appeals withdrawn less than infant appeals withdrawn.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Check the data entered in the **Admission Appeals** and **Infant Appeals** panels on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. If the number in the **Withdrawn** field of the **Infant Appeals** panel is greater than zero then the number in the **Withdrawn** field in the **Admission Appeals** panel must contain a greater or equal value.
❌	600	Overall appeals heard less than infant appeals heard.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Admission Appeals** and **Infant Appeals** panels of the **Census Return Details** page. If the number in the **Heard** field of the **Infant Appeals** panel is greater than zero then the number in the **Heard** field in the **Admission Appeals** panel must contain a greater or equal value.
❌	610	Overall appeals upheld less than infant appeals upheld.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Admission Appeals** and **Infant Appeals** panels of the **Census Return Details** page. If the number in the **Upheld** field of the **Infant Appeals** panel is greater than zero then the number in the **Upheld** field in the **Admission Appeals** panel must contain a greater or equal value.
❌	620	Overall appeals rejected less than infant appeals rejected.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Admission Appeals** and **Infant Appeals** panels of the **Census Return Details** page. If the number in the **Rejected** field of the **Infant Appeals** panel is greater than zero then the number in the **Rejected** field in the **Admission Appeals** panel must contain a greater or equal value.
❌	630	More appeals withdrawn or heard than were lodged for Infant Classes.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Infant Appeals** panel of the **Census Return Details** page. The number in the **Withdrawn** field + the **Heard** field must be less than or equal to the number in the **Lodged** field.
❌	640	Appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** then check the data entered in the **Infant Appeals** panel of the **Census Return Details** page. The number in the **Upheld** and **Rejected** fields must total the number in the **Heard** field.

Type	Code	Error Message	Comment/Resolution
❌	920	Number of Part-Time pupils not at school is missing.	**Spring return** **Primary (including Middle deemed), Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check the number entered in the **Part time pupils not at school** field (**Pupil Reconciliation** panel on the **Census Return Details** page) via **Routines	Statutory Returns	School Census**.
❌	930	More part-time pupils not in school than Total Part-time pupils registered.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the data entered in the **Part time pupils not at school** field (**Pupil Reconciliation** panel on the **Census Return Details** page) via **Routines	Statutory Returns	School Census**. This number should not exceed the total number of pupil/students registered as part-time (recorded in the **Registration** panel. the **Pupil** (or **Student**) **Details** page via **Focus	Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**).
❌	940	Number of Private Study pupils is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **Private study pupils** field (**Pupil Reconciliation** panel on the **Census Return Details** page) via **Routines	Statutory Returns	School Census**.
❌	950	Number of pupils at another school is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **Pupils at another school** field in the **Pupil Reconciliation** panel on the **Census Return Details** panel via **Routines	Statutory Returns	School Census**.
❌	953	Number of Pupils on Work Experience is missing.	**Spring return** **Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **Pupils on work experience** field (**Pupil Reconciliation** panel on the **Census Return Details** page) via **Routines	Statutory Returns	School Census**.
❌	957	Number of Pupils at FE Colleges is missing.	**Spring return** **Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **Pupils at FE colleges** field (**Pupil Reconciliation** panel on the **Census Return Details** page) via **Routines	Statutory Returns	School Census**.

Type	Code	Error Message	Comment/Resolution
❌	1000	Pupil reconciliation does not match number of Pupils on Roll.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** page via **Routines | Statutory | School Census**. The total of the **On roll pupils in classes** plus **Part time pupils not at school** plus **Private study pupils** plus **Pupils at another school** <u>must</u> equal the number of **Total pupils**. The number of **Total pupils** <u>must</u> agree with the number in the **Pupils On Roll** field. If there are any discrepancies, please check the following: 1. Select **Focus | Pupil** (or **Student**) **| Education History**, select **On-roll** from the **Status** drop down list and then click the **Search** button. The number of on-roll pupil/students is displayed in the bottom left-hand corner of the screen. 2. Use the Population Analysis report to check the year and/or registration group numbers. Select **Report | Run** then choose the **Group** Focus to find the report. 3. Check in the **Find Application** browser (**Focus | Admission | Application**) for any pupil/students who previously had an **Application Status** of **Accepted**. If they were never admitted, ensure that their status is changed to **Withdrawn**. The School Census should calculate on-roll pupil/students with admission numbers. Guest pupil/students should not be counted. If an admission number has been given to guest pupil/students, it is possible to change their enrolment status via **Routines | Pupil** (or **Student**) **| Change enrolment Status**.
⚠️	1010Q	Please check: 10% + of pupils not in class at selected time.	**Spring return** **Primary and Middle deemed Primary:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines | Statutory | School Census**. **Private study pupils** plus **Pupils at another school** should be less than 10% of the number in the **Pupils on Roll** field minus half the number of **Part time pupils not at school**. **Middle deemed Secondary:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines | Statutory | School Census**. **Private study pupils** plus **Pupils at another school** plus **Pupils on work experience** plus **Pupils at FE colleges** should be less than 10% of the number in the **Pupils on Roll** field. **Secondary and All-Through:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines | Statutory | School Census**. **Private study pupils** plus **Pupils at another school** plus **Pupils on work experience** plus **Pupils at FE colleges** should be less than 10% of the number in the **Pupils on Roll** field minus half the number of on-roll pupil/students with part-time status.

Type	Code	Error Message	Comment/Resolution
❌	1050	Class name is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Class names are either extracted from Nova or entered manually and should therefore not be missing. Check the class names displayed in the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**.
❌	1060	Two (or more) classes have the same name.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Class names are either extracted from Nova or entered manually and duplicates are not permitted. Open Nova-T6 then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS then delete the duplicate class in the **Classes** panel (**Census Return Details** page).
❌	1070	Number of teachers in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Open Nova-T6 then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS then enter the number of teachers in the **Classes** panel (**Census Return Details** page).
❌	1080	Please check: Class with more teachers than expected.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Open Nova-T6 then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS then check the numbers of **Teachers** displayed in the **Classes** panel (**Census Return Details** page). For Middle and Secondary schools, the number of teachers per class should be less than five.
❌	1090	Number of support staff in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Select **Routines | Statutory Returns | School Census** then check the numbers of **Support Staff** displayed in the **Classes** panel (**Census Return Details** page).
❌	1100	Class with no staff.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Open Nova-T6 then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS then enter the numbers of **Teachers** in the **Classes** panel (**Census Return Details** page). The total of the **Teachers** and **Support Staff** columns for each class should be in the range 1-99.

Type	Code	Error Message	Comment/Resolution
⚠	1110Q	Please check: no support staff reported for any class.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Open Nova-T6 then correct data. Alternatively, select **Routines | Statutory Returns | School Census in** SIMS then check the numbers of **Support Staff** displayed in the **Classes** panel (**Census Return Details** page). It is expected that the total of the **Support Staff** column should be greater than zero.
❌	1130	Class type is missing or invalid.	**Spring return** **Primary and All-Through** These types are defined by SIMS. Check the values in the **Type** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The values should be either **Other** or **Nursery**.
❌	1140	Class Year Group is missing or invalid for this Phase school.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers listed in the **Year Group** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. Year Groups must be in the range of E1, E2, N1, N2, R, 1-7 or M for Primary schools, 4-9 or M for Middle deemed Primary schools, 4-9 or M for Middle deemed Secondary schools or 6-14 for Secondary schools.
⚠	1150Q	Please check: class type and class year group different.	**Spring return** **Primary and All-Through** Check the values in the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. If the value in the **Type** column is **Nursery** then the value in the **Year Group** must begin with **N**.
⚠	1155Q	Please check: class type and class year group different.	**Spring return** **Primary and All-Through** Check the values in the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. If the **Year Group** value is **E1**, **E2**, **N1** or **N2** then the value in the **Type** column should be **Nursery**.
❌	1160	Class Key Stage not present or invalid.	**Spring return** **Primary and All-Through** Check the values in the **Key Stage** field in the **Classes** panel (**Census Details** page via **Routines | Statutory Returns | School Census**.
❌	1170	Class Activity is missing or invalid.	**Spring return** **Primary and All-Through** Select the correct activity from the drop-down list in the **Activity** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The default value is **Other**.

Type	Code	Error Message	Comment/Resolution
⚠	1180Q	Please check: Activity shown as Other for all classes.	**Spring return** **Primary and All-Through** Check the values listed in the **Activity** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. There should be at least one class with an **Activity** not equal to **Other**.
❌	1190	Class year group and Key Stage not consistent.	**Spring return** **Primary and All-Through** Check the values selected in the **Year Group** and **Key Stage** columns (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**). Must be a permitted combination, i.e. one of: Year Group = E1, E2, N1 or N2 and Key Stage = F Year Group = R and Key Stage = F Year Group = 1 and Key Stage = 1 Year Group = 2 and Key Stage = 1 Year Group = 3 and Key Stage = 2 Year Group = 4 and Key Stage = 2 Year Group = 5 and Key Stage = 2 Year Group = 6 and Key Stage = 2 Year Group = 7 and Key Stage = 3 Year Group = M and Key Stage = F, 1, 2, 3 or M
❌	1200	Number of home pupils in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the **Pupils (On Roll)** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The numbers in each cell of the **Pupils (On Roll)** column should be greater than zero.
❌	1210	Number of guest pupils in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check the values in the **Pupils (Guest)** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**.

Type	Code	Error Message	Comment/Resolution
❌	1220	Class with no pupils.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers in the **Pupils (On Roll)** and **Pupils (Guest)** columns (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The sum of the **Pupils (On Roll)** and **Pupils (Guest)** columns must be greater than zero.
⚠️	1230Q	Please check: KS1 or Reception class with pupil/teacher ratio greater than 30.	**Spring return** **Primary and All-Through** Check the values in the **Teachers**, **Pupils (On-Roll)**, **Pupils (Guest)** and **Key Stage** columns (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. If **Key Stage 1** is selected in the **Key Stage** column, then the total of the **Pupils (On-Roll)** and the **Pupils (Guest)** columns should be less than or equal to 30 times the number of Teachers.
❌	1235	For KS1 or Reception classes class activity must reflect an "academic" activity.	**Spring return** **Primary and All-Through** This validation error occurs because the class activity is **PE or Games**, **Watching TV or listening to Radio** or **Music, Singing or Drama**. The DfE does not want the class information to be distorted by these class activities that are often undertaken with unusual combinations of staff and pupils. If these activities are taking place at the time/period specified for the school, the school should select an alternative time/period where 'normal' class activities are taking place. You can also bypass the error by selecting **Other** but the DfE finds **Other** very unhelpful for its analysis. **Resolution:** Change the **Selected Period** to reflect a time where 'normal' class activities are taking place. Alternatively, (**Not recommended by DfE**): In the School Census **Classes** panel (**Routines | Statutory Returns | School Census**), where **Key Stage 1** or **Reception** is displayed in the **KeyStage** column, ensure that **Other** is displayed in the **Activity** column. To change the value in the **Activity** column, click in the cell then select **Other** as required from the drop-down list.
⚠️	1240Q	Please check the number of guest pupils in the class is equal to or greater than the number of home pupils.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Please contact your Local Support Unit for assistance, quoting validation error code 1240Q.

Type	Code	Error Message	Comment/Resolution
⚠	1260Q	Please check: nursery class with more pupils than expected.	**Spring return** **Primary and All-Through** Check the values in the **Teachers**, **Pupils (On-Roll)** and **Pupils (Guest)** columns for any **Nursery** classes (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. If **Nursery** is selected in the **Type** column, then the total of the **Pupils (On-Roll)** and the **Pupils (Guest)** columns should be less than or equal to 13 times the number of **Teachers** plus **Support Staff**.
⚠	1270Q	Please check: no classes shown for an expected year group.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** The classes displayed in the **Classes** panel on the **Census Return Details** page (**Routines | Statutory Returns | School Census**) should cover all the expected year groups for your school.
⚠	1280Q	Please check: classes shown for an unexpected year group.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Please check the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. There should not be any classes for year groups less than the lowest NY Year and more than the highest NC year within the school.
⚠	1290Q	Please check: class(es) shown for an unexpected year group (based on the school type).	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Please check the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**.
⚠	1300Q	Please check: Nursery classes shown but no nursery pupil records.	**Spring return** **Primary and All-Through** A class has been recorded as a **Nursery** class on the **Census Return Details** page but there are no nursery pupils recorded against it. Select **Routines | Statutory Returns | School Census** then check the class type. Also, select **Tools | Statutory Return Tools | Update Class Type** then enter the class type for applicable pupils.
❌	1310	Number of free school meals taken is missing.	**Spring return** **All phases except Pupil Referral Units** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **No. of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**.

Type	Code	Error Message	Comment/Resolution
⚠️	1320Q	Please check: Free meals taken exceeds total eligible pupils.	**Spring return:** **All phases except Pupil Referral Units** Check the number entered in the **No. of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The number should be less than or equal to the number of pupil/students on-roll with free school eligibility (i.e. they have a free school meal **Start Date** in the **Additional Information** panel on the **Pupil** (or **Student**) **Details** page).
⚠️	1330Q	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals.	**Spring return:** **All phases except Pupil Referral Units** Check the number entered in the **No. of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. You have pupil/students recorded in SIMS as being eligible for free school meals, but have not entered a number in the **General** panel. This is the manual entry field and should be the number of pupil/students who have taken a free school meal on the census date.
⚠️	1490Q	Please check: No pupils on roll have been recorded.	Check details via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**. At least one on-roll pupil should be record.
❌	1500	UPN missing.	Enter or issue a UPN (permanent or temporary) in the **UPN** field (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**.
❌	1510	UPN invalid (wrong check letter at character 1).	Check the UPN in the **UPN** field (**Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**. To calculate the check letter: 1. Multiply the individual digits by their weights as follows: digit 2 by weight 2, digit 3 by weight 3, digit 4 by weight 4, digit 5 by weight 5, digit 6 by weight 6, digit 7 by weight 7, digit 8 by weight 8, digit 9 by weight 9, digit 10 by weight 10, digit 11 by weight 11, digit 12 by weight 12 and digit 13 by weight 13. 2. Sum the individual results, divide the total by 23 and take the remainder. 3. Calculate the check letter from the result as follows: 0 = A, 1 = B, 2 = C, 3 = D, 4 = E, 5 = F, 6 = G, 7 = H, 8 = J, 9 = K, 10 = L, 11 = M, 12 = N, 13 = P, 14 = Q, 15 = R, 16 = T, 17 = U, 18 = V, 19 = W, 20 = X, 21 = Y, 22 = Z *NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.*
❌	1520	More than one pupil record with the same UPN.	Each UPN must be unique across all pupil/students including those on-roll and those no longer on-roll. Check the UPNs stored in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** and correct as necessary.

Type	Code	Error Message	Comment/Resolution
❌	1530	UPN invalid (characters 2-4 not a recognised LA code).	Check the UPN in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Characters 2-4 of the UPN must be a valid LA Number of the School allocating the UPN. *NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.*
❌	1540	UPN invalid (characters 5-12 not all numeric).	Check the UPN in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Characters 5-12 must be numeric as follows: ▪ Characters 5-8: DfE Establishment Number of the School ▪ Characters 9-10: The last two digits of the year in which the UPN is allocated ▪ Characters 11-13: A serial number of three digits for UPNs allocated by the school in that year. *NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.*
❌	1550	UPN invalid (character 13 not a recognised value).	Check the UPN in the **UPN** field (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Character 13 must be numeric or A-Z (excluding I, O and S). *NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.*
❌	1560	Former UPN wrongly formatted.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the value in the **Former UPN** field in the **Registration** panel. If a former UPN is present in a pupil/student record, it is expected to be correct. However, there is no way to edit a former UPN that may have been incorrectly formatted. This validation error can therefore be ignored. Alternatively, please contact your Local Support Unit for assistance, quoting validation error code 1560.
❌	1570	Unique Learner Number must be provided for pupils aged 14 and over on Census Day.	**Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then enter the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique. Schools can retrieve the ULN information from Key to Success (K2S) via CTF or from the Managing Information Across Partners (MIAP) website (http://www.miap.gov.uk/).
❌	1573	Unique learner number must be provided for pupils aged 14 and over at date of leaving.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then enter a **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.
❌	1575	ULN format incorrect. Either number is less than 10 digits or the check digit is incorrect - please check.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then correct the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.

Type	Code	Error Message	Comment/Resolution
❌	1578	More than one pupil record with the same ULN.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then correct the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.
❌	1580	Pupil with last name missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	1590	Pupil with forename missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	1600	Pupil with date of birth missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	1601Q	Please Check: Pupil's age is out of range for School Type.	**All phases except Special** Check the pupil/student's **Date of birth** in the **Basic** panel on the **Pupil** (or **Student**) **Detail** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). Amend the pupil/student's date of birth, if incorrect.
❌	1610	Pupil gender missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of Birth.	Search for the records and ensure that they are not duplicates (**Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). If they are not duplicates, this warning message can be ignored. If one of the records is a duplicate it can be deleted. To delete a pupil/student, select **Routines | Pupil** (or **Student**) **| Delete Student**.
❌	1630	Pupil's ethnicity is missing or invalid.	**Spring return** Select the required ethnicity from the **Ethnicity** drop-down list (**Ethnic/Cultural** panel on the **Pupil** (or **Student**) **Details** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). If several validation errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable *Preparing for the School Census guide*.
⚠️	1633	Pupil has an exemption for English GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Funding Exemption** value has been selected for this student.

Type	Code	Error Message	Comment/Resolution
⚠️	1634	Pupil has an exemption for Maths GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Funding Exemption** value has been selected for this student.
❌	1635	Where the learner has not achieved grade A*-C in Maths GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1636	Where learner has achieved grade A*-C in maths the prior attainment stage must be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1637	Where the learner has not achieved grade A*-C in English GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Prior Attainment** value has been selected for this student.
❌	1638	Learner does not have GCSE English (at grade A*-C) therefore the prior attainment stage must not equal 3.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Prior Attainment** value has been selected for this student.
⚠️	1633	Pupil has an exemption for English GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Funding Exemption** value has been selected for this student.
⚠️	1634	Pupil has an exemption for Maths GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Funding Exemption** value has been selected for this student.

Type	Code	Error Message	Comment/Resolution
❌	1635	Where the learner has not achieved grade A*-C in Maths GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1636	Where learner has achieved grade A*-C in maths the prior attainment stage must be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1637	Where the learner has not achieved grade A*-C in English GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Prior Attainment** value has been selected for this student.
❌	1638	Learner does not have GCSE English (at grade A*-C) therefore the prior attainment stage must not equal 3.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment** then check that the correct **English Prior Attainment** value has been selected for this student.
⚠️	1639Q	Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) is lower than 50%. Please confirm that less than 50% of infant pupils took a school lunch on census day.	**Autumn returns** ▪ Select **Routines | Statutory Return | School Census** then check the details in the **School Dinner Taken** panel. The attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner. Therefore, when completing the School Census **School Dinner Taken** panel, the calculated numbers must be edited to reflect hot meals provided by the school only. Ensure that the pupils listed on the Reception, Year 1 and Year 2 attendance registers are accurate and that the registers are taken on census day morning. ▪ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ▪ Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel.
⚠️	1640Q	Please check: 100% of pupils are from a White ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update** then check ethnicity of pupil/students.

Type	Code	Error Message	Comment/Resolution
⚠️	1650Q	Please check: 100% of pupils are from a Mixed / Dual ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
⚠️	1660Q	Please check: 100% of pupils are from an Asian or Asian British ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
⚠️	1670Q	Please check: 100% of pupils are from a Black or Black British ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
⚠️	1680Q	Please check: 100% of pupils are from a Chinese ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
⚠️	1690Q	Please check: 100% of pupils are from an ethnic background classified as Other.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
⚠️	1700Q	Please check: Percentage of pupils on roll for whom ethnicity has not been obtained is high.	**Spring return** Select **Routines | Pupil** (or **Student**) | **Bulk Update** then check ethnicity of pupil/students.
❌	1741	Based on Ministry of Defence criteria, Service Children (i.e. parents designated as personnel category 1 or 2) are not eligible for free school meals.	**Spring return** Select **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** - **Dietary** panel and edit free meal eligibility.
⚠️	1745Q	Please check: The start date and end date are the same within a single Free School Meal period.	Select **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**) then **Search** for and select the required pupil/student. In the **Dietary** panel, check the **Start Date** and **End Date** of each **Eligible for Free Meals** period. The two dates must be different.
⚠️	1750Q	Please check: Percentage of pupils with periods of free school meal eligibility since the last Census is high (greater than 45%).	Where the number of on-roll pupils is greater than or equal to 25, please check the number in the **No. of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. If required, also check individual free school meal eligibility via the **Additional Information** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**.

Type	Code	Error Message	Comment/Resolution
⚠	1751Q	Please check: Percentage of pupils in Reception with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** then check the number entered in the **No. of free school meals taken** field on the **General** panel (**Census Return Details** page) Individual free school meal eligibility can be checked by selecting **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
⚠	1752Q	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** then check the number entered in the **No. of free school meals taken** field on the **General** panel (**Census Return Details** page) Individual free school meal eligibility can be checked by selecting **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
⚠	1753Q	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** then check the number entered in the **No. of free school meals taken** field on the **General** panel (**Census Return Details** page) Individual free school meal eligibility can be checked by selecting **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
⚠	1760Q	Please check: No pupils in the school eligible for free school meals.	Select **Routines | Statutory Returns | School Census** then check the number entered in the **No. of free school meals taken** field on the **General** panel (**Census Return Details** page) Individual free school meal eligibility can be checked by selecting **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
❌	1761	A start date must be provided for each period of free school meal eligibility.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Edit the **Eligibility for Free Meals** details in the **Dietary** panel.
❌	1762	Periods of free school meal eligibility that started after the census day should not be included in the return.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Edit the **Eligibility for Free Meals** details in the **Dietary** panel. For each free school meal period the free school meal **Start Date** must be before or the same as the census date.

Type	Code	Error Message	Comment/Resolution
❌	1763	Periods of free school meal eligibility that ended before or on the previous Census Day or after the current Census Day should not be included in the return.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Edit the **Eligibility for Free Meals** in the **Dietary** panel. For each free school meal period the free school meal **End Date** must either be between the following dates (inclusive) or not present: **Autumn School Census Return:** between 20/05/2016 and 06/10/2016 inclusive **Spring School Census Return:** between 07/10/2016 and 19/01/2017 inclusive **Summer School Census Return:** between 20/01/2016 and 18/05/2017 inclusive
❌	1764	The country code associated with the period of free school meal eligibility is not a valid value.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Edit the **Eligibility for Free Meals** details in the **Dietary** panel. Each free school meal eligibility period must have a valid UK **Country** recorded (i.e. England, Northern Ireland, Scotland or Wales).
❌	1765	Any period of FSM eligibility outside of England, i.e. Country of UK = NIR, SCT or WLS, must have an FSM Eligibility End Date before Census Day.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Edit the **Eligibility for Free Meals** details in the **Dietary** panel. Each period of free school meal eligibility outside of England (i.e. Northern Ireland, Scotland and Wales), must have an **End Date** recorded that is before the census date.
❌	1770	Youth Support Services (previously known as Connexions) agreement is missing or invalid.	**All phases except Nursery and Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Ensure that the **Youth Support Services Agreement** value (located in the **Additional Information** panel) has been selected correctly from the drop-down list. Where SEN provision = S and age is between 12 and 25 at previous 31 August then the **Youth Support Services Agreement** must be **Unsought**, **Obtained**, **Refused** or **Sought no reply**. Where SEN provision is not = S and age is between 12 and 20 at previous 31 August then the **Youth Support Services Agreement** must be **Unsought**, **Obtained**, **Refused** or **Sought no reply**.

Type	Code	Error Message	Comment/Resolution
❌	1840	Language is missing or invalid value.	First Language must be present for pupil/students aged five and over.
			Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to **display the Find Pupil** (or **Student**) browser then search for and select the required pupil/student to display the **Pupil** (or **Student**) **Details** page.
			Make a note of the pupil/students **Admission Date** located in the **Registration** panel.
			In the **Ethnic/Cultural** panel, select the required **First Language** from the drop-down list.
			If several 1840 validation errors are displayed, correct the data using the Bulk Update functionality via **Routines | Pupil** (or **Student**) **| Bulk Update**.
			For more information, please refer to the applicable *Preparing for the School Census* guide available via the **Documentation** button on the SIMS **Home Page**.
			*NOTE: If you make this change after the census date, you will need to click the **History** button (located at the bottom right-hand side of the **Ethnic/Cultural** panel) to apply the change on the census date.*
❌	1843	Early years pupil premium basis for funding is missing or invalid.	**Spring return**
			Select **Tools | Statutory Return Tools | Update Early Years** and check EYPP Eligibility.
❌	1844	Early years pupil premium basis for funding is only required where early years pupil premium eligibility is 'Y'.	**Spring return**
			Select **Tools | Statutory Return Tools | Update Early Years** and check EYPP Eligibility.
❌	1846	Early years pupil premium must be recorded for all 3 year olds.	**Spring return**
			Select **Tools | Statutory Return Tools | Update Early Years** then check EYPP Eligibility.
❌	1847	Early years pupil premium must be recorded for 4 year olds in Nursery provision.	**Spring return**
			Nursery only
			Select **Tools | Statutory Return Tools | Update Early Years** then check EYPP Eligibility.
❌	1848	Early years pupil premium must be recorded for 4 year olds in N1 or N2 provision.	**Spring return**
			Select **Tools | Statutory Return Tools | Update Early Years** then check EYPP Eligibility.
⚠️	1849Q	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as adopted from care would be expected to have reason 'EO' or 'EB'.	**Spring return**
			Select **Tools | Statutory Return Tools | Update Early Years** then check EYPP Eligibility.

Type	Code	Error Message	Comment/Resolution
⚠	1850Q	Please check: Percentage of pupils where language has not been obtained is high.	The number of **Not Obtained** values in the **First Language** drop-down list (**Ethnic/Cultural** panel on the **Pupil** (or **Student**) **Details** page) via **Focus	Pupil** (or **Student**) **	Pupil** (or **Student**) **Details** should not be greater than 10%. Check, and if necessary, correct this data using the Bulk Update functionality. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
✖	1851	Child's funded hours must not be provided for pupil aged 5 and over.	**NOT applicable to CTCs and NMSSs** Select **Tools	Statutory Return Tools	Update Hours for Early Years** then check Funded Hours. Ensure that Funded Hours are not entered for pupil/students aged five and over.
✖	1852	Child's funded hours not provided or out of the range 0 to 15 to the nearest 0.5 for pupils aged 2 or 3.	**NOT applicable to CTCs and NMSSs** Select **Tools	Statutory Return Tools	Update Hours for Early Years** then check Funded Hours. Ensure that Funded Hours are entered for pupils aged three. Values must be in the range 0 to 15 to the nearest 0.5.
⚠	1853Q	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of 'EE' or 'EB'.	**Spring return** Select **Tools	Statutory Return Tools	Update Early Years** then check that the pupil's early years pupil premium has been recorded correctly in the **Basis for EYPP Eligibility** column.
✖	1854	Childs hours at setting must not be provided for pupil aged 5 and over.	**NOT applicable to CTCs and NMSSs** Edit the **Hours at Setting** column via **Tools	Statutory Return Tools	Update Hours for Early Years**.
✖	1855	Hours at setting is missing or invalid for 2 and 3 year olds.	**NOT applicable to CTCs and NMSSs** Edit the data in the **Hours at Setting** column via **Tools	Statutory Return Tools	Update Hours for Early Years**.
✖	1856	Service children in education indicator missing or invalid: This item is required for all pupils except those whose enrolment status is `S' - current subsidiary (dual registration).	**Spring return** **Pupil Referral Units** Select **Focus	Pupil** (or **Student**) **	Pupil** (or **Student**) **Details - Additional information** panel then select the correct **Service Children in Education** status (**Yes**, **No**, **Unknown** or **Refused**) from the drop-down list. Service Children must be recorded and have a valid Service Children in Education status, e.g. **Yes**, <u>unless</u> they are in a Primary phase school and their enrolment status is **S** (subsidiary dual-registration).
✖	1859	Funded hours cannot be more than the hours at Setting.	Funded hours must be less than or equal to the hours at Setting. Select **Tools	Statutory Return Tools	Update Hours for Early Years** then check Funded Hours and Hours at Setting.

Type	Code	Error Message	Comment/Resolution
❌	1860	Enrolment Status is missing or invalid.	This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the **Registration Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	1861	Early years pupil premium must only be recorded for 3 or for 4 year olds that are in Nursery provision, N1 or N2.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** then check that the pupil's early years pupil premium has been recorded correctly in the **Basis for EYPP Eligibility** column.
❌	1864	Learner support code should not be provided for subsidiary pupils.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel then edit Learner Support Code.
❌	1865	Learner support code is invalid.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel then edit Learner Support Code.
❌	1866	The same learner support code should not appear more than once for the same pupil.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel then edit Learner Support Code.
❌	1867	Learner is aged under 16 years as at 31 August 2016 and not eligible for bursary funding.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel then edit Learner Support Code.
❌	1868	Learner is aged 20 years or over as at 31 August 2016 and not eligible for bursary funding.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details - Additional Information** panel then edit Learner Support Code.
❌	1869	Top Up Funding indicator is missing or invalid.	Select **Tools | Statutory Return Tools | Update Top-up Funding** then **Search** for the required pupil/student. In the top panel, highlight the required pupil/student then click the **Add** button. Check details then click the **Update** button.

Type	Code	Error Message	Comment/Resolution
⚠	1870Q	Please check: Percentage of pupils with sole registrations at the school is low.	**All phases except Pupil Referral Units** Check the Enrolment Status entered in the **Registration Details** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. It is expected that the number of pupil/students with Single Registration is great than 95% of the pupil/students on-roll.
❌	1871	Post looked after arrangements indicator is missing or invalid.	Select **Tools | Statutory Return Tools | Adopted from Care** then **Search** for the required pupil/student. In the top panel, highlight the required pupil/student then click the **Add** button. Check details then click the **Update** button.
⚠	1872Q	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%).	Select **Tools | Statutory Return Tools | Adopted from Care** to display the **Update Students Adopted from Care** page. Check details and amend if necessary then click the **Update** button.
⚠	1873Q	No pupils currently on roll are recorded as being in receipt of the 16-19 bursary - Are you sure?	**Spring and Summer return** **Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details |** then check the **Learner Support** details in the **Additional Information** panel. If required, click the **New** button (adjacent to the **Learner Support** panel) to display the **Student Learner Support Code Details** dialog where a new record can be created. Select the **Learner Support Code** from the drop-down list and then enter an **Award Date** and any **Notes** relevant to the record. Click the **OK** button to return to the **Additional Information** panel then click the **Save** button.
❌	1875	School Lunch Taken is missing or invalid.	**Not applicable to Secondary and Middle deemed Secondary** Select **Routines | Statutory Return | School Census**. Edit the details in the **School Dinner Taken** panel.
❌	1876	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%).	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel. Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupil/students who currently have a school dinner taken record.

Type	Code	Error Message	Comment/Resolution
❌	1877Q	Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day.	**Not applicable to Secondary and Middle deemed Secondary** Select **Routines | Statutory Return | School Census**. Check the details in the **School Dinner Taken** panel. Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupil/students who currently have a school dinner taken record. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel.
⚠️	1878Q	Please check: No infant pupils are recorded as having a school lunch on census day?	**Nursery Primary/Middle deemed Primary, All-Through, Special and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**. In the **School Dinner Taken** panel, check that the dinners taken on census day are recorded for the following pupils: all pupils in the actual National Curriculum year Reception, Year 1 and Year 2 OR all pupils in the actual National Curriculum year X and born between 1/9/2008 to 31/08/2011 inclusive.
❌	1880	Pupil's entry date to school missing or after Census date.	The date of admission must be on or before the census date. Check the **Admission Date** (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	1881Q	For autumn: Please check the entry date as the sessions possible indicate that the pupil attended the school during the first half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided. For spring and summer: Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Primary and Secondary (including Middle deemed), All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Check the **Admission Date** in the **Registration** panel. **Autumn return** For on-roll pupil/students whose Admission Date is on or after 30/05/2016, their sessions possible should not be greater than zero. **Spring return** For on-roll pupil/students whose **Admission Date** is on or after 01/01/2017, their sessions possible should <u>not</u> be greater than zero. **Summer return** For on-roll pupil/students whose **Admission Date** is on or after 17/04/2017 (Easter Monday), their sessions possible should <u>not</u> be greater than zero.

Type	Code	Error Message	Comment/Resolution
❌	1882	A new entry date should not be given for pupils moving directly from nursery to reception or entering year 12 directly from within the same school. Sessions possible indicate that the pupil attended the school during the summer second half term. If the pupil left and was subsequently readmitted, the error will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **All phases except Special** Check the **Admission Date** (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil (or Student) Marks** page.*
⚠️	1883Q	Please check entry date as the sessions possible indicate that the pupil attended the school during the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **Primary and Secondary (including Middle Deemed), All-Through and Pupil Referral units** Check the **Admission Date** (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil (or Student) Marks** page.*
⚠️	1884Q	Please check the entry date as the sessions possible indicate that the pupil attended the school during the Summer second half term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **All phases except Nursery** Check the **Admission Date** (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil (or Student) Marks** page.*

Type	Code	Error Message	Comment/Resolution
⚠️	1885Q	Please check the entry date as the sessions possible indicate that the pupil attended the school during the first attendance period (start of autumn term to Sunday before late spring bank holiday). If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **Special only** Check the **Admission Date** (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed.
⚠️	1890Q	Please check: Percentage of new admissions in autumn term in school seems high.	**Spring return** **All phases except Pupil Referral Units** Select **Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the pupil/student's **Admission Date** in the **Registration** panel. Enter a new date, if required.
⚠️	1900Q	Please check: Percentage of new admissions in spring term in school seems high.	**Summer return** **All phases except Pupil Referral Units** Select **Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the pupil/student's **Admission Date** in the **Registration** panel. Enter a new date, if required.
⚠️	1910Q	Please check: Percentage of new admissions in summer term in school seems high.	**Autumn return** **All phases except Pupil Referral Units** Select **Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the pupil/student's **Admission Date** in the **Registration** panel. Enter a new date, if required.
❌	1920	Pupils leaving date is either missing or is either before entry date or equal to or after census date.	**All phases except Nursery** Where present, a leaving date must be on or before the census date. Select **Leavers** from the **Status** drop-down list then edit the pupil/student's **Date of Leaving** in the **School History** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.

Type	Code	Error Message	Comment/Resolution
⚠	1925Q	**Autumn Term** Pupil no longer on roll record should not be submitted if there is no attendance, exclusions or post-16 learning aims data for the required period. **Spring term** Pupil no longer on roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period. **Summer Term** Pupil no longer on roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period.	**Primary and Secondary (including Middle deemed), All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Select **Leavers** from the **Status** drop-down list. Click the **Search** button then double-click on each name to display their details. Click the **School History** hyperlink then check their **Date of Leaving**. Amend if necessary. A Pupil/student's No Longer On-Roll records must be present if: Their **Date of Leaving** is prior to the census date and at least one termly exclusion exists. OR Their **Admission Date** is before the start of the current term, their **Date of Leaving** is between start of the Summer Term and the Autumn census date and their age is between four and 15 (inclusive) and they are <u>not</u> a Border or where at least one Learning Aims exists.
⚠	1926Q	Pupil no longer on roll record should NOT be submitted if there is no attendance, exclusions or learner support item for the required period.	**Autumn return** **Special only** A pupil/student's 'no longer on-roll' record must be present if: The pupil/student's **Date of Leaving** is prior to the census date and at least one termly exclusion exists or where at least one Learner Support item is present. Select **Focus | Student | Student Details** to display the **Find Student** browser. Select Leavers from the **Status** drop-down list then click the **Search** button. **Open** the required pupil/student's record then check that the **Date of Leaving** (**School History** panel) has been entered correctly. Their **Admission Date** (**Registration** panel) should also be checked for accuracy. Exclusions can be checked via **Focus | Pupil** (or **Student**) **| Exclusions** and attendance via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**. Also check Learner Support via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel.
❌	1930	Pupil part-time indicator is missing.	The **Attendance Mode** drop-down list defaults to **All Day** when the record is saved. If necessary, select a value in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.

Type	Code	Error Message	Comment/Resolution
❌	1940	Pupils aged 5-15 cannot be shown as having part-time status.	It is expected that part-time pupils are less than five years old. Check the part-time details recorded in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	1950	Part-time pupil shown as boarder.	Check the values selected from the **Attendance Mode** and the **Boarder Status** drop-down lists. **Attendance Mode** must be set to **All Day** if **Boarder Status** is set to **Boarder, night not specified**. Check the details entered on the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	1960Q	Please check: Percentage of part-time pupils in school seems high.	**All phases except Nursery** The number of part-time pupil/students on-roll divided by the number of pupil/students on-roll should be less than 35%. Check the part-time details recorded in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	1970	Pupil boarder indicator is invalid.	Pupil/students are identified as being boarders for schools where this would be unexpected. Select via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the required pupil/student. Ensure that the correct value is selected from the **Boarder Status** drop-down list in the **Registration** panel.
⚠️	1980Q	Please check: School has reported boarding pupils.	**All phases except Nursery and Special** Pupil/students are identified as being boarders for schools where this would be unexpected. Check the part-time details recorded in the **Registration** panel on the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	1990Q	Please check: Pupil is in receipt of top-up funding but is not classed as having a 'statement' of SEN?	**All phases except Special Pupil Referral Units** Please check student SEN status. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** to display the **Find SEN Student** browser. Use the search criteria to locate the required pupil/student, e.g. if you believe the pupil/student does not have a SEN record, select None from the **SEN Status** drop-down list before clicking the **Search** button. Check the pupil student's SEN **Status** in the **Basic SEN Details** panel. To remove a pupil/student's top-up funding record, select **Tools | Statutory Return Tools | Update Top-up Funding**.
⚠️	1991Q	Please check: No pupils with a statement of SEN or ECHP are reported as being in receipt of top-up funding?	Please check SEN Status of pupils in receipt of top up funding. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** to display the **Find SEN Student** browser. Use the search criteria to locate the required pupil/student, e.g. if you believe the pupil/student does not have a SEN record, select None from the **SEN Status** drop-down list before clicking the **Search** button. Check the pupil student's SEN **Status** in the **Basic SEN Details** panel. To remove a pupil/student's top-up funding record, select **Tools | Statutory Return Tools | Update Top-up Funding**.

Type	Code	Error Message	Comment/Resolution
❌	1992	Pupil has at least one learning aim which was active during the current year but there are no planned learning hours recorded for the current academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	1993	Pupil does not have at least one learning aim recorded therefore planned learning hours and/or planned employability, enrichment and pastoral hours should not be present.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	1996Q	Please check: The sum of planned learning hour and the planned employability, enrichment and pastoral hours must not be greater than 1,000 hours. Planned hours should reflect the planned hours for the academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	1997	The sum of planned learning hours and planned employability, enrichment and pastoral hours must not be greater than 4,000 hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	1998Q	Please check: The pupil has planned employability, enrichment and pastoral hours but no planned learning hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
⚠	1999Q	Please check: No pupils have planned employability, enrichment and pastoral hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2000	Pupil actual year group is missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore should not be missing. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then edit the **Year Taught In** in the **Registration** panel. *NOTE: If this change is made after the census date, click the **History** button to retrospectively apply the change on the census date.*
❌	2005	Pupil's NC year on leaving should be present for pupils who have learning aims.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** This information is mandatory when adding a pupil/student to the database and therefore should not be missing. Please contact your Local Support Unit for assistance, quoting validation error code 2005.
⚠	2010Q	Please check: 10%+ pupils' year group differing from their age.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** No more than 10% of pupil/students should have an NC Year (Year Taught In) different to that suggested by their **Age At** date 31 August prior to the census date. Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the **Year Taught In** drop-down list in the **Registration** panel on the **Pupil Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Alternatively, check the values via **Focus | School | Pastoral Structure | Current Structure**. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**). The expected year groups are: E1 or E2 if age is less than 2 N1 or N2 if age is greater than 2 and less than 3 N1, N2 or R if age = 3 5 if age = 9 10 if age = 14 N1, N2, R or 1 if age = 4 6 if age = 10 11 if age = 15 R, 1 or 2 if age = 5 7 if age = 11 12 if age = 16 2 if age = 6 8 if age – 12 13 if age = 17 3 if age = 7 9 if age = 13 14 if age = 18+ 4 if age = 8

Type	Code	Error Message	Comment/Resolution
⚠	2020Q	Please check: Pupil year group and age inconsistent.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the **Year Taught** In drop-down list in the **Registration** panel on the **Pupil Details** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. If several validation errors exist, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
⚠	2030Q	Please check: pupil in unexpected year group for this school.	**Primary and Secondary (including Middle deemed)** Check that pupil/students are in the correction National Curriculum Year (Year Taught In). This can be done on an individual basis by checking the value in the **Year Taught** In drop-down list in the **Registration** panel on the **Pupil Details** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. If several validation errors exist, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**). *NOTE: If this change is made after the census date, click the **History** button to retrospectively apply the change on the census date.*
⚠	2040Q	Please check: expected year group with no pupils (apart from Year 14).	**Primary and Secondary (including Middle deemed)** A school should have at least one pupil/student in each NC year group covered by their school type (apart from Year 14). Check the school type via the **School Details** page (**Focus | School | School Details**). If necessary, check individual pupil/students dates of birth via the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page (**Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**).

Type	Code	Error Message	Comment/Resolution
⚠	2050Q	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	**Primary and Secondary (including Middle deemed)** It is expected that not more than 5% pupil/students on-roll are outside the age ranges specified at the end of this section when date of birth is calculated on 31 August prior to the census date. Check the school type via the **School Details** page (**Focus | School | School Details**). If necessary, check individual pupil/students dates of birth via the **Basic Details** panel on the **Pupil** (or **Student**) **Details** page (**Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). The expected year groups are: **Primary phase:** 17 = 7-10 43 = 7-9 **Middle deemed primary phase:** 05 = 8-11 06 = 9-12 45 = 9-11 **Middle deemed secondary phase:** 05 = 8-11 06, 07 = 9-12 08 = 10-12 41 = 10-13 45 = 9-11 **Secondary phase:** 09 = 12-15 10 = 12-17 11, 29 = 13-15 12, 30, 31 = 13-17 21, 27, 28, 48 = 11-15 22, 36-39, 47, 49 = 11-17 25 = 11-12 26 = 11-13 32, 33, 44 = 14-17 46 = 10-15 *NOTE: School types that include Nursery classes are excluded from this rule.*
✖	2060	Pupil's type of class is missing or invalid for pupils in primary classes with phase PS or AT.	**Primary and All-Through** Class type must be present and a valid value if the National Curriculum Year Actual = N1, N2, R, or 1-6. These values are defined by SIMS. Check the values in the **Type** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The values should be either **Other** or **Nursery**.
⚠	2070Q	Please check: pupil's class type and year group incompatible.	**Primary and All-Through** If a pupil/student's NC Year (**Year Taught In**) = **N** then the pupil/student Class Type must be **Nursery**. If necessary, update the pupil's class type via **Tools | Statutory Return Tools | Update Class Types**. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**). *NOTE: In exceptional circumstances it is possible for the National Curriculum Year Group to differ from the Class Type if the pupil/student is being taught the reception National Curriculum.*

Type	Code	Error Message	Comment/Resolution
❌	2080	Pupil aged 6 or over shown as in a nursery class.	**Primary and All-Through** Check the **Registration Group** selected (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. The pupil/student is six or over and is still a member of a nursery class as their Class Type is **Nursery** and should be **Other**. Update the pupil/student's class type via **Tools | Statutory Return Tools | Update Class Types**. For more information, please refer to the applicable *Preparing for the School Census guide* available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**).
⚠	2090Q	Please check: Nursery pupils reported but no nursery class records.	**Spring return** **Primary and All-Through** Select **Tools | Statutory Return Tools | Update Class Type** and enter class type.
⚠	2100Q	Please check: More FT nursery pupils than number on nursery class records.	**Spring return** **Primary and All-Through** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details – Registration** panel and check Part time pupil/students status.
⚠	2110Q	Please check: more pupils in Nursery classes than nursery pupils.	**Spring return** **Primary and All-Through** Select **Tools | Statutory Return Tools | Update Class Type** and check class type.
❌	2120	Pupil with missing SEN Provision or invalid value.	Select the **Status** from the drop-down list in the **Basic SEN Details** panel (on the **Pupil** (or **Student**) **SEN Details** page) via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.
❌	2125	Pupil shows SEN information where provision is none.	**Spring return** Please contact your Local Support Unit for assistance, quoting validation error code 2125.
❌	2130	Pupil SEN type code required where SEN type ranking provided.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.
❌	2140	Ranking of special educational need is missing or invalid	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.
❌	2160	If only one SEN type is present it must be the primary need	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.

Type	Code	Error Message	Comment/Resolution
❌	2165	Each SEN type must have a different ranking, e.g. two needs cannot both be ranked as the primary need.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.
❌	2166	A maximum of two types of SEN need should be included in the return.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.
❌	2170	A valid SEN type must be provided for pupils with a SEN provision = P, K, S or E.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** and enter SEN Needs details.
❌	2180	Pupil in special school with no SEN.	**Special only** Check the pupil/student SEN Status via **Focus | Pupil** (or **Student**) **| Special Educational Needs**. The status must be A, P, K, S or E.
⚠️	2190Q	Please check: Percentage of pupils in school with SEN provision of statements or ECHPs seems high.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** then check the **SEN Status** in the **Basic SEN Details** panel. The number of pupil/students with an SEN status of **S** or **E** should not be greater than 10% of the total pupil/students on-roll.
⚠️	2200Q	Please check: There are no pupils in the school with SEN provision.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** The number of pupil/students with an SEN Status of A, P, K, S or E should be greater than zero. Ensure that any pupil/students with SEN have been added via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.
⚠️	2205Q	Please check: Percentage of pupils in school with an SEN Provision of School Action seems high. Are the school including academically more able pupils? (on its own not a reason to categorise a pupil as SA).	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Check the SEN details of any pupil/student's with SEN Provision via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.
⚠️	2210Q	Please check: Percentage of pupils in school with Statement seems low for a Special school.	**Special only** The number of pupil/students with an SEN Status of S should not be less than 70%. Ensure that any pupil/students with SEN have been added via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.

Type	Code	Error Message	Comment/Resolution
❌	2230	Special provision (SEN Unit) indicator must be provided if SEN provision is equal to P, K, E or S.	**Spring return only** **All except Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** then edit SEN provision.
❌	2250	Special provision (resourced provision) indicator must be provided if SEN Provision is equal to P K, E or S.	**Spring return only** **All except Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** then edit SEN provision.
❌	2270	Start Date, SEN Provision or Category is missing from Exclusion record.	**All phases except Nursery** *NOTE: These are permanent exclusions and therefore applicable to pupil/students no longer on-roll.* You should record all permanent exclusions including those pupil/students no longer on-roll. Where a permanent exclusion is recorded, you must ensure that the **Exclusion Start Date**, **SEN provision** or **Exclusion Category** is completed. Check the exclusions **Start Date** via **Focus | Pupil** (or **Student**) **| Exclusions**. Because the pupil/student is no-longer on-roll, you need to edit the history of this data. For more information, please refer to the *Managing Pupil/Students* handbook. Alternatively, please refer to Solution KB38421.
❌	2275	Exclusion Category is invalid.	**All phases except Nursery** This is selected from a set of valid values and cannot therefore be invalid.
❌	2280	Where Exclusion Category is present a valid Exclusion Reason must also be provided.	**All phases except Nursery** Check the exclusion information recorded via **Focus | Pupil** (or **Student**) **| Exclusions**. Ensure that a reason has been selected from the **Exclusion Reason** drop-down list.
❌	2285	Pupil has more than one permanent exclusion record.	**All phases except Nursery** Edit the exclusion information recorded via **Focus | Pupil** (or **Student**) **| Exclusions**.
❌	2290	Exclusion start date is invalid.	**All phases except Nursery** Edit the exclusion **Start Date** entered via **Focus | Pupil** (or **Student**) **| Exclusions**. The exclusion start date must be between: **Autumn return:** 01/01/2016 and 27/03/2016. **Spring return:** 28/03/2016 and 31/08/2016. **Summer return:** 01/09/2016 and 31/12/2016.

Type	Code	Error Message	Comment/Resolution
❌	2300	Where Exclusion Category is Fixed or Lunch, the number of Sessions must also be provided.	**All phases except Nursery** The number of sessions is calculated automatically in SIMS. Check that this information exists via **Focus | Pupil** (or **Student**) **| Exclusions**. Click the **Calculate** button on the **Exclusion Details** panel to ensure the number of sessions appears.
❌	2303	Pupil's leaving date suggests they left the school prior to the start of their exclusion.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Exclusions** then search for and select the required pupil/student and their exclusion record. Ensure that the exclusion **Start Date** is before the date that they left the school. To check the pupil/student's leaving date, select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then search for and select the applicable pupil/student. The **Date of Leaving** is displayed in the **School History** panel.
❌	2310	SEN Provision is not a valid value.	Select **Focus | Pupil** (or **Student**) **| Exclusions** then search for and select the required pupil/student. Edit the required exclusion record, if required. The SEN details of any pupil/students with SEN Provision can be checked via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.
⚠️	2320Q	Please check: number of sessions excluded is greater than 90.	**All phases except Nursery** The number of sessions for fixed period and lunchtime exclusions cannot exceed 45 days (90 sessions). Check data in Attendance.
❌	2330	Where Exclusion Category is Permanent the number of Sessions is not applicable.	**All phases except Nursery** The number of sessions is automatically blanked where the exclusion type is Permanent.
❌	2335	Permanent Exclusion appears for pupil still on roll.	**All phases except Nursery** Any pupil/student who has been permanently excluded should be made a leaver so that they are no longer on-roll. This is achieved by adding a **Date of Leaving** in the **School History** panel of the **Pupil** (or **Student**) **Details** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**).
❌	2340	Pupil's postcode is missing or invalid.	This information is mandatory in SIMS. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the Post Code details in the **Addresses** panel (**Pupil** (or **Student**) **Details** page).
❌	2341	Postcode is missing or invalid for an off roll pupil for whom learning aims data are being submitted.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Select **Leavers** from the **Status** drop-down list then **Search** for and select the required pupil/student to display the **Pupil** (or **Student**) **Details** page. In the **Addresses** panel, ensure that the **Post Code** is recorded correctly.

Type	Code	Error Message	Comment/Resolution
❌	2350	Insufficient Address information provided.	House Name or House Number must be present. Check in the **Addresses** panel of the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠️	2355Q	Please check: pupil record with no address details.	There should be at least one address per pupil/student on-roll. Check in the **Addresses** panel of the **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
❌	2380	Where dwelling is present and at least one of street, locality, town, administrative area or post town must be shown.	Select **Focus | Student | Student Details** then locate the **Addresses** panel. Ensure that the pupil/student's address is entered correctly and includes the **Street** name and the **District**, **Town/City** or **County**.
❌	2400	Where first line present, at least one other address line must also be present.	Ensure that the complete address is entered in the **Addresses** panel on the **Pupil** (or **Student**) **Details** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). Click the **Modify Address** button to edit an existing address. To check the address location using Windows Internet Explorer, click the **Address** button.
❌	2445	Address information drawn from two conflicting formats.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the pupil/student's address details in the **Addresses** panel on the **Pupil** (or **Student**) **Details** page. Click the **Modify Address** button to edit an existing address. To check the address location using Windows Internet Explorer, click the **Address** button.
❌	2470	Attendance information is not required for this pupil as they are either aged less than 4, over 15 or are a boarder.	**All phases except Nursery** Possible Sessions, Authorised Absences, Unauthorised Absences, Attendance Reason or Absence Sessions are <u>not</u> required if a pupil/student's age is less than four or older than 15 or where the pupil/student is a Boarder. Check the pupil/student's date of birth in the **Registration** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. This error may occur if a pupil/student is taught out of year. Check their attendance data via **Focus | Attendance** (or **Lesson Monitor**).
❌	2475	Attendance code is invalid.	**All phases except Nursery (for Special Schools from Spring onwards)** Values are pre-defined in Attendance. Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**.
❌	2480	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	**All phases except Nursery (for Special Schools from Spring onwards)** Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**.
❌	2490	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	**All phases except Nursery (for Special Schools from Spring onwards)** Where an absence session is provided, a corresponding valid reason must be provided. Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**.

Type	Code	Error Message	Comment/Resolution
❌	2500	For pupils on roll the Attendance sessions possible is missing or invalid.	**All phases except Nursery (for Special Schools from Spring onwards)** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then search for and select the required pupil/student. Check the data displayed in the **Attendance Marks** panel and the **Possible Attendances** in the **Analysis of session marks** panel. **Autumn return:** The number of sessions possible must be present and greater than or equal to zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 29/05/2016. **Spring return:** The number of sessions possible must be present and greater than or equal to zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 31/12/2016. **Summer return:** The number of sessions possible must be present and greater than or equal to zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 16/04/2016 (Easter Sunday).
⚠️	2502Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil should be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	**All phases except Nursery (for Special Schools from Spring onwards)** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then search for and select the required pupil/student. Check the data displayed in the **Attendance Marks** panel and the **Possible Attendances** in the **Analysis of session marks** panel. **Autumn return:** The number of sessions possible should be greater than zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 29/05/2016. **Spring return:** The number of sessions possible should be greater than zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 31/12/2016. **Summer return:** The number of sessions possible should be greater than zero for pupil/students aged between four and 15 (inclusive), who are on-roll (not Boarders) with an **Admission Date** on or before 16/04/2016 (Easter Sunday).
❌	2505	Pupil with double-reporting of termly absences.	**All phases except Nursery (for Special Schools from Spring onwards)** Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**.

Type	Code	Error Message	Comment/Resolution
❌	2510	**For autumn:** For pupil no longer on roll in the first summer half term the attendance sessions possible is missing or invalid. **For spring and summer:** For pupil no longer on roll the attendance sessions possible is missing or invalid.	<u>**All phases except Nursery (for Special Schools from Spring onwards)**</u> Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** then search for and select the required pupil/student to display the **Pupil** (or **Student**) **Marks** page. Check the data displayed in the **Attendance marks** and the **Analysis of session marks** panels. Also, select **Reports | Whole Group Student Reports | Student Analysis by AM/PM** then run the Student Analysis AM/PM report and check the report data. <u>**Autumn return:**</u> The number of sessions possible must be present and greater than or equal to zero for pupil/students no longer on-roll (not Boarders), where the **Admission Date** is before 29/05/2016, the **Leaving Date** is between 28/03/2015 and 05/10/2016 (inclusive) and their age is between four and 15 (inclusive). <u>**Spring return:**</u> The number of sessions possible must be present and greater than or equal to zero for pupil/students no longer on-roll (not Boarders), where the **Admission Date** is before 01/01/2017, the **Leaving Date** is between 01/08/2016 and 18/01/2017 (the day before Spring census day) (inclusive) and their age is between four and 15 (inclusive). <u>**Summer return:**</u> The number of possible sessions must be present and greater than or equal to zero for pupil/students on longer on-roll (not Boarders), where the **Admission Date** is before 28/03/2016, the **Leaving Date** is between 01/01/2017 and 17/05/2017 (day before Summer census day) (inclusive) and their age is between four and 15 (inclusive).
⚠️	2520Q	Please check: sessions possible should not be greater than 150.	<u>**Autumn return**</u> <u>**All phases except Nursery (for Special Schools from Spring onwards)**</u> Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** and also run the Student Analysis AM/PM report (via **Reports | Whole Group Student Reports | Student Analysis by AM/PM**).
❌	2530	Total sessions missed must be less than or equal to sessions possible.	<u>**All phases except Nursery (for Special Schools from Spring onwards)**</u> The number of sessions that a pupil/student has missed (both authorised and unauthorised) must be less than or equal to, the number of possible sessions. Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** and also run **Reports | Selected Pupil** (or **Student**) **Reports | Unexplained Absences**.
⚠️	2540Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	<u>**All phases except Nursery (for Special Schools from Spring onwards)**</u> Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** and also run **Reports | Selected Pupil** (or **Student**) **Reports | Absences**.
⚠️	2550Q	Please check: There would normally be at least one pupil who would have at least one unauthorized absence.	<u>**All phases except Nursery (for Special Schools from Spring onwards)**</u> Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** and also run **Reports | Selected Pupil** (or **Student**) **Reports | Unexplained Absences**.

Type	Code	Error Message	Comment/Resolution
⚠	2560Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** and also run **Reports | Selected Pupil** (or **Student**) **Reports | Absences**.
⚠	2570Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	**All phases except Nursery (for Special Schools from Spring onwards)** Check attendance data via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** and also run **Reports | Selected Student Reports | Unexplained Absences**.
❌	2571	Attendance age range or Boarder status out of range.	**Autumn return** **All phases except Nursery** Check the pupil/student's **Date of birth** in the **Basic** panel on the **Pupil** (or **Student**) **Detail** page (via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details**). Amend the pupil/student's date of birth, if incorrect.
❌	2572	Attendance code is invalid for absence reported for the second half of the summer term.	**Autumn return** **All phases except Nursery** Please contact your Local Support Unit for assistance, quoting validation error code 2572.
❌	2573	Pupil reporting zero sessions missed with attendance code for the second half of the summer term. This should be provided and be greater than zero.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2574	Pupil reporting number of sessions missed with no corresponding reason (attendance code) for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2575	For pupils on roll the attendance sessions possible is missing or invalid for the second half of the summer term.	**Autumn return** **All phases except Nursery** Sessions possible must be present and greater than or equal to zero for pupil/students on-roll where the entry date is on or before 31/07/2016 and age is between 4 and 15 (inclusive). Not applicable to boarders. Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.

Type	Code	Error Message	Comment/Resolution
⚠	2576Q	Zero attendance sessions possible recorded for pupil on roll in the second half of the summer term. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	**Autumn return** **All phases except Nursery** Check the pupil/student's **Date of birth** in the **Basic** panel on the **Pupil** (or **Student**) **Detail** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). Amend the pupil/student's date of birth, if incorrect.
❌	2577	Pupil with double-reporting of termly absences in the second half of the summer term.	**Autumn return** **All phases except Nursery** Please contact your Local Support Unit for assistance, quoting validation error code 2577.
❌	2579	For pupils no longer on roll, the attendance sessions possible is missing or invalid for the second half of the summer term.	**Autumn return** **All phases except Nursery** Sessions possible must be present and greater than or equal to zero for pupil/students no longer on-roll where the entry date is before 01/08/2016, the leaving date is between 29/05/2016 and 05/10/2016 (inclusive) and the age is between four and 15 (inclusive). Not applicable to boarders. Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2581	Annual attendance information is not required for this pupil.	**Autumn return** **Special only** Check the pupil/student's **Date of birth** in the **Basic** panel on the **Pupil** (or **Student**) **Detail** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**). Amend the pupil/student's date of birth, if incorrect.
❌	2582	Total sessions missed must be less than or equal to sessions possible for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.

Type	Code	Error Message	Comment/Resolution
⚠	2583Q	Please check: There would normally be at least one pupil who would have at least one authorised absence for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
⚠	2584Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2585	Attendance code is invalid.	**Autumn return** **Special only** Please contact your Local Support Unit for assistance, quoting validation error code 2585.
❌	2590	Pupil reporting zero sessions missed with attendance code. This should be provided and be greater than zero.	**Autumn return** **Special only** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2600	Pupil reporting number of sessions missed with no corresponding reason (attendance code).	**Autumn return** **Special only** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2611	For pupil on roll, attendance sessions possible is missing or invalid.	**Autumn return** **Special only** Sessions possible must be present and greater than or equal to zero for Pupils On-Roll where the entry date is on or before 29/05/2016 and the age is between four and 15 (inclusive). Not applicable to boarders. Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks** then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.

Type	Code	Error Message	Comment/Resolution
⚠️	2616Q	Zero attendance sessions possible recorded for pupil on roll. Pupil should only be recorded with zero sessions possible if dually registered and spent all of the previous academic year for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	**Autumn return** **Special only** If present, sessions possible should be greater than zero for pupil/students on-roll where the entry date is on or before 29/05/2016 and age is between four and 15 (inclusive). Not applicable to boarders. Check the pupil/student's **Date of birth** in the **Basic** panel on the **Pupil** (or **Student**) **Detail** page (via **Focus	Pupil** (or **Student**) **	Pupil** (or **Student**) **Details**). Amend the pupil/student's date of birth, if incorrect.
❌	2621	For pupil no longer on roll, attendance sessions possible is missing or invalid.	**Autumn return** **Special only** The sessions possible must be present and greater than or equal to zero for pupil/students no longer on-roll where the leaving date is on or after 01/08/2015 and the entry date is on or before 29/05/2016 and age is between four and 15 (inclusive). Not applicable to boarders. Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
⚠️	2631Q	Please check: sessions possible should not be greater than 400.	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
❌	2641	Total sessions missed must be less than or equal to sessions possible.	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
⚠️	2651Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.

Type	Code	Error Message	Comment/Resolution
❌	2656	Pupil with double-reporting of annual absences.	**Autumn return** **Special only** Please contact your Local Support Unit for assistance, quoting validation error code 2656.
⚠️	2661Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence.	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
⚠️	2671Q	Please check: Percentage of authorised absence is greater than 30% - are you sure?	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
⚠️	2681Q	Please check: Percentage of unauthorised absence is greater than 30% - are you sure?	**Autumn return** **Special only** Select **Focus	Attendance** (or **Lesson Monitor**)	**Display Marks** then check the attendance marks. To add/edit marks select **Focus	Attendance** (or **Lesson Monitor**)	**Edit Marks**.
❌	2690	Unit contact time is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines	Statutory Returns	School Census** then add Time in Unit.
⚠️	2691Q	Please check: Unit contact time is greater than normal full time education hours (which is 25 hours per week).	**Spring return** **Pupil Referral Units only** Select **Routines	Statutory Returns	School Census** then add Time in Unit.
⚠️	2695Q	Please check: More than 90% of infant pupils have free school meal eligibility.	Check individual free school meal eligibility via the **Additional Information** panel on the **Pupil** (or **Student**) **Details** page via **Focus	Pupil** (or **Student**) **	Pupil** (or **Student**) **Details**.
❌	2700	Qualification number is missing.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser then select **Focus	Basedata** to display the **Basedata for Season** dialog. Enter the **QAN** (also known as Qualification Number) for the applicable course in the **Properties of Element** dialog.

Type	Code	Error Message	Comment/Resolution
❌	2701	A learning aim withdrawal reason is only required where the learner has withdrawn and the learning aim status is recorded as '3'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page. In the **Memberships and Results** panel, ensure that the Learning Aim withdrawal **Reason** has been selected. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2705	Learning aims are only required for schools with 6th forms.	**Autumn return** **All phases except Middle deemed Secondary** Please contact your Local Support Unit for assistance, quoting validation error code 2705.
⚠️	2706Q	Learning aims would not normally be expected for a pupil on roll below year 12.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students below Year 12. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2707Q	Learning aims would not normally be expected for a pupil who was below year 12 when they left school.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students below Year 12. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2708Q	Learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students in Year 13 and above. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
⚠	2709Q	Learning aims would normally be expected for a pupil who were on roll in Year 12 and above and left since the last autumn census.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aims can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2710	Qualification number has invalid characters or incorrectly formatted.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser then select **Focus | Basedata** to display the **Basedata for Season** dialog. In the **Properties of Element** dialog, correct the format of the **QAN** (also known as Qualification Number) for the applicable course.
⚠	2715Q	Learning aims data should not be provided for pupils with subsidiary registration. Please ensure that all learning aims for subsidiary registered pupils are returned by the school holding the main registration. However, if the learning aims submitted relate to the previous academic year when the pupil had single or main registration then they should be included in the return.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page. Check learning aims for leavers with subsidiary registration. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2720	Qualification number is not a recognised value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser then select **Focus | Basedata** to display the **Basedata for Season** dialog. Ensure that the **QAN** (also known as Qualification Number) for the applicable course is entered correctly in the **Properties of Element** dialog.
❌	2722	Subject classification code is missing.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (subject classification code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2724	Subject classification code is not a recognised value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2730	Learning start date is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2735	Learning start date is after the census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2740Q	Please check: Learning start date seems too early.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2750	Learning planned end date is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2760	Learning aim - the planned end date must be on or after the start date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2761	Learning aim - the actual end date must be on or after the start date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2765	Learning planned end date is more than 5 years after census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2766	Learning planned end date must be on or before the 31st July of the academic year the learner is due to finish.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2767Q	Please check the learning planned end date as only short courses would be expected to have a planned end date in September.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2770	Learning aim end date is not a valid date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2775Q	Please check: The sum of planned learning hours and the planned employability, enrichment and pastoral hours is very low. Total planned hours should reflect the annual planned hours for the academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim details can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2780	Learning aim actual end date has incorrectly been provided for a learning aim which is continuing i.e. for which learning aim status = 1.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2785	Learning aim withdrawal reason is missing or invalid value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page. In the **Memberships and Results** panel, ensure that the Learning Aim withdrawal **Reason** has been selected. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2790	Learning aim actual end date must be provided where the learning aim status is 2 (completed), 3 (withdrawn) or 4 (transferred).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2795	For pupils no longer on roll the learning aim status must be 2 (completed), 3 (withdrawn) or 4 (transferred).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2805	Please check: Learning aim actual end date must be the same as, or earlier than the census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2810Q	Please check: Learning aim actual end date should not be later than the pupil's leaving date for pupils no longer on roll.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2820	Learning aim status is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2870	Learning aims for the current academic year should be submitted for a pupil in year 12 or above with single or main registration at the school.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census** then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses** then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aims can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**. Select **Focus | Student | Student Details** then check the student's **Enrolment Status** in the **Registration** panel. The **Enrolment Status** should be displayed as **Single Registration** or **Main - Dual Registration**.
❌	2900	Details of whether Childcare is provided on site is missing.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Select the applicable **Type** of childcare being provided and **Site** location from the drop-down lists: ▪ **On site** - select this option if childcare is being provided on the school premises. ▪ **Off site, signposted** - select this option if your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation. If **On site** is selected, ensure that **Opening Time** (in 24 hour format), the **No of Childcare Places**, the **Provider** of the service and whether the service is made available to **Other Schools** is completed. Click the **OK** button to return to the **School Details** page then click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	2910	Signposting or promotion of off-site childcare is missing.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel then click the **New** button to display the **Update Childcare Detail** dialog. Select the applicable **Type** of childcare being provided and **Site** location from the drop-down lists: ■ **On site** - select this option if childcare is being provided on the school premises. ■ **Off site, signposted** - select this option if your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation. If **Off site** is selected, the applicable **Signposted** option must be selected but additional information, e.g. opening/closing times, number of childcare places, etc. are not required. ■ **Yes, formal arrangements including transport -** select this option if your school has formal arrangements with another provider that provides childcare for your pupil/students, including transport to their site. ■ **Yes, list of providers that pick up from school -** select this option if a list of local providers that will pick up pupil/students from the school to help parents is provided. ■ **No** ■ **Not Known**. Click the **OK** button to return to the **School Details** page then click the **Save** button.
❌	2915	Opening time must be provided in the format HH:MM for on-site childcare.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that the **Opening Time** and **Closing Time** are specified. Click the **OK** button to return to the **School Details** page then click the **Save** button. *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*
❌	2920	Closing time must be provided in the format HH:MM for on-site childcare.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that the **Opening Time** and **Closing Time** are specified. Click the **OK** button to return to the **School Details** page then click the **Save** button. *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*
❌	2925	Number of childcare place for on-site childcare missing.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that the maximum **No. of Childcare Places** is specified. Click the **OK** button to return to the **School Details** page then click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	2930	The Service Provider of childcare for on-site childcare missing.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that the description of the service **Provider** is selected from the drop-down list. Click the **OK** button to return to the **Census Return Details** page then click the **Save** button.
❌	2935	Ability to accept pupils from other schools is missing.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that you state whether the service is made available to children from **Other Schools** by selecting from the drop-down list. Click the **OK** button to return to the **School Details** page then click the **Save** button.
❌	2940	Number of weeks which regular childcare provision is open is missing or out of the range 1 to 38.	**Spring return** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button then complete the **Childcare Details**. Ensure that the number of weeks for which childcare is provided, is entered in the **Weeks Open** field. Click the **OK** button to return to the **School Details** page then click the **Save** button.
❌	2945	Only details on the Type of Childcare and Childcare Signposting are required. Other childcare details are not required where childcare is not provided on site.	**Spring return** Select **Routines | Statutory Returns | School Census**. Use the information in the **Classes** panel to check guest pupils.
❌	2950	Childcare Type '?' has not been provided (the error message should indicate which <TypeOfChildcare> is missing).	**Spring return** Select **Focus | School | School Details** then edit the childcare information in the **Childcare** panel. Ensure that the childcare **Type** is entered correctly, e.g. **Before School Childcare**, **Holiday Childcare**, etc.
❌	2955	The type of childcare has been reported more than once.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 2955.
❌	3000	Maths GCSE attainment grade is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Highest Grade** has been selected correctly for this student.

Type	Code	Error Message	Comment/Resolution
❌	3005	The stage at which the learner achieved a Maths GCSE at grade A*-C / 9 - 4 or not is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Prior Attainment** has been selected correctly for this student, e.g. **Achieved since year 11**.
❌	3010	English GCSE attainment grade is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Highest Grade** has been selected correctly for this student.
❌	3015	The stage at which the learner achieved an English GCSE at grade A*-C / 9 - 4 or not is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Prior Attainment** has been selected correctly for this student, e.g. **Achieved since year 11**.
⚠️	3020Q	Please check: Maths GCSE grade achieved is D, E, F, G or U. There the pupil is not undertaking the mandatory re-take of this subject, Maths GCSE funding exemption must be present and a valid value or the pupil may lose funding.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Funding Exemption** has been selected correctly. Where Maths GCSE highest prior attainment is present and the grade is equal to D, E, F, G or U Maths GCSE funding exemption should be present and a valid value.
⚠️	3025Q	Where maths GCSE achieved is grade A*-C, funding exemption should equal 'N'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Check the value in the **Maths Highest Grade** column. If the grade is A*, A, B or C, the corresponding cell in the **Maths Funding Exemption** column should be left as the default value of **No Exception**. This can be selected from the drop-down list, if required.
⚠️	3030Q	Please check: English GCSE grade achieved is D, E, F, G or U. Where the pupil is not undertaking the mandatory re-take of this subject, English GCSE funding exemption must be present and a valid value or the pupil may lose funding.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment.** Ensure that the **English Funding Exemption** has been selected correctly. Where Maths GCSE highest prior attainment is present and the grade is equal to D, E, F, G or U English GCSE funding exemption should be present and a valid value.

Type	Code	Error Message	Comment/Resolution
⚠	3035Q	Where English GCSE achieved is grade A*-C, funding exemption should equal 'N'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Check the value in the **English Highest Grade** column. If the grade is A*, A, B or C, the corresponding cell in the **English Funding Exemption** column should be left as the default value of **No Exception**. This can be selected from the drop-down list, if required.
❌	3050	Please check: Pupil's Country of Birth is missing or an invalid value.	**Autumn and Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Select the pupil/student's correct **Country of Birth** from the drop-down list.
❌	3055	Please check: Pupil's Nationality is missing or an invalid value.	**Autumn and Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Click the **New** button adjacent to **Nationality and Passport Details** to display the **Add Student Nationality** dialog. Select the **Nation** from the drop-down list.
❌	3060	Please check: Pupil's Country of Birth is an invalid value.	**Autumn and Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Select the pupil/student's correct **Country of Birth** from the drop-down list.
❌	3065	Please check: Pupil's Nationality is an invalid value.	**Autumn and Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Click the **New** button adjacent to **Nationality and Passport Details** to display the **Add Student Nationality** dialog. Select the correct **Nation** from the drop-down list.
❌	3070	Please check: Pupil's Country of Birth is missing or an invalid value.	**Summer return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Select the pupil/student's correct **Country of Birth** from the drop-down list.
❌	3075	Please check: Pupil's Nationality is missing or an invalid value.	**Summer return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Click the **New** button adjacent to **Nationality and Passport Details** to display the **Add Student Nationality** dialog. Select the **Nation** from the drop-down list.

Type	Code	Error Message	Comment/Resolution
⚠️	3080	Take up of school lunches for pupils in reception (plus pupils aged 4 in year X) is lower than 50%. Please confirm that less than 50% of reception pupils took a school lunch on census day.	**Spring and Summer return** ▪ Select **Routines | Statutory Return | School Census** then check the details in the **School Dinner Taken** panel. ▪ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ▪ Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel.
⚠️	3085	Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year X) is lower than 50%. Please confirm that less than 50% of pupils in year 1 took a school lunch on census day.	**Spring and Summer return** ▪ Select **Routines | Statutory Return | School Census** then check the details in the **School Dinner Taken** panel. ▪ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ▪ Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel.
⚠️	3090	Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year X) is lower than 50%. Please confirm that less than 50% of pupils in year 2 took a school lunch on census day.	**Spring and Summer return** ▪ Select **Routines | Statutory Return | School Census** then check the details in the **School Dinner Taken** panel. ▪ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ▪ Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** then check the **Year Taught In** in the **Registration** panel.
❌	5005	Data items in the Special School module are only required from schools with a phase of SP.	**Spring return** **Not applicable to Special** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5005.
❌	5013	Data items in the Primary admission appeals module are only required from schools with governance type of VA, FO or CA.	**Spring return** **Primary (including middle deemed) and All-Through** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5013.
❌	5014	Data items in the Primary admission appeals module are not required from schools with a phase of NS, SP or PR.	**Spring return** **Nursery, Special and Pupil Referral Units** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5014.

Type	Code	Error Message	Comment/Resolution
❌	5018	Data items in the Infant Admission Appeals module are only required from schools with governance type of VA, FO or CA.	**Spring return** **Primary and All-Through** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5018.
❌	5019	Data items in the Infant Admission Appeals module are only required from schools with a phase of PS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5019.
❌	5023	Data items in the pupil reconciliation module are only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5023.
❌	5026	Pupils can only be on work experience if the Census return is from a school with a phase of MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5026.
❌	5027	Pupils can only be attending an FE college if the Census return is from a school with a phase of MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5027.
❌	5032	Data items in the class information module are only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5032.
❌	5036	Class type can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5036.
❌	5037	Class key stage can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5037.

Type	Code	Error Message	Comment/Resolution
❌	5038	Class activity can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5038.
❌	5039	The number of home pupils is only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5039.
❌	5040	The number of guest pupils is only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5040.
❌	5046	Youth Support Services indicator is not required from schools with a phase of NS or PS.	**Nursery and Primary only** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5046.
❌	5048	Pupil's type of class can only be returned from schools with a phase of PS or AT and may be present only for pupils in NC Year E1, E2, N1, N2, R, or 1-7.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5048.
❌	5049	SEN Unit Indicator is not required from schools with a phase of SP or PR.	**Spring return only** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5049.
❌	5050	Resourced provision indicator is not required from schools with a phase of SP or PR.	**Spring return only** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5050.
❌	5051	Exclusions must not be present for Nursery schools.	**Nursery only** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5051.

Type	Code	Error Message	Comment/Resolution
❌	5057	Autumn Attendance information is not required from schools with a phase of NS or SP. Spring and Summer Attendance information is not required from schools with a phase of NS.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5057.
❌	5065	Schools with a phase of NS should not submit any records for pupils no longer on roll.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5065.
❌	5080	Summer half term 2 attendance not required if nursery school.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5080.
❌	5094	Hours at Setting is not required from CTCs (School Type 47) or non-maintained special schools (Phase SP and Governance NM).	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5094.
❌	5095	Funded hours are not required from CTCs (School Type 47) or non-maintained special schools (Phase SP and Governance NM).	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5095.
❌	5103	Absence not required if not special school.	**Autumn return** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** then check the codes used for the applicable pupil/student.
❌	5106	Learning aims are only required for schools with a <Phase> of SS, MS, AT or PR.	**Autumn return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5106.
❌	5125	Secondary admission appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** then edit the applicable information in the **Secondary Admission Appeals** panel of the **Census Return Details** page.

Type	Code	Error Message	Comment/Resolution
❌	5126	Data items in the Secondary admission appeals module are not required from schools with a phase of NS, SP or PR.	**Spring return** **Nursery, Special and Pupil Referral Units** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5126.
❌	5130	Postcode is not required for off role pupils without learning aims.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5130.
❌	5140	Proficiency in English is missing or invalid for child in reception and above with language not equal to ENG (English) or ENB (believed to be English).	**Autumn and Spring return** Select **Focus	Pupil** (or **Student**) **	Pupil** (or **Student**) **Details** then navigate to the **Ethnic/Cultural** panel. Click the **New** button adjacent to **Proficiency in English** to display the **Add Proficiency in English** dialog. Enter the **Date of Assessment** and then select the **Level** of proficiency from the drop-down list.
❌	5155	UPRN is incorrect format.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5155.
❌	5160	Class information is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines	Statutory Returns	School Census** then navigate to the **Classes** panel. Ensure that all class information is recorded.
❌	5165	Traineeship is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5165.
❌	5170	Child's funded hours must not be provided for pupil aged 4 in reception.	Select **Tools	Statutory Returns Tools	Update Early Years** then ensure that funded hours have not been recorded for pupils aged 4 in reception.

Type	Code	Error Message	Comment/Resolution
❌	5180	Child's funded hours not provided or out of the range 0 to 15 to the nearest 0.5 for pupils aged 4 in nursery provision.	Select **Tools | Statutory Returns Tools | Update Early Years** then ensure that funded hours have been recorded for all applicable pupils. Pupils funded through the Funded Hours entitlement are eligible for a maximum of 15 funded hours a week. Hours must be entered in multiples of 0.5 <u>only</u>. A value must be entered; leaving a cell blank, results in a validation error being displayed when the return is created and validated.
❌	5190	Child's hours at setting must not be provided for pupils aged 4 in reception.	Select **Tools | Statutory Return Tools | Update Early Years** then ensure that hours at setting have not been recorded for pupils aged 4 in reception. Hours must be entered in multiples of 0.5 <u>only</u>.
❌	5200	Child's hours at setting is missing for pupils aged 4 in nursery provision.	Select **Tools | Statutory Return Tools | Update Early Years** then ensure that hours at setting has been recorded for pupils aged 4 in nursery classes. Hours must be entered in multiples of 0.5 <u>only</u>.
❌	9999	Module is missing.	A pupil/student characteristic is missing. In most cases this error is triggered by a Leaver with missing ethnicity and or first language. Ensure that the Leaver's ethnicity and first language is present. For more information, please refer to KB106213 via the **Knowledge Base** on the **My Account** website (https://myaccount.capita-cs.co.uk).