



Preparation guide

Applicable to 7.172 onwards

Preparing for the School Census Spring 2017 Return

English Primary, Nursery
and Special school phase



School Census Spring 2017 Preparation Check List

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

Complete	Task Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data (please see <i>Setting Permissions</i> on page 4).
<input type="checkbox"/>	Upgrade to the SIMS 2016 Autumn Release (SIMS 7.172) or later as soon as possible to enable dry runs to be carried out.
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 5).
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated (please see <i>Why Carry out a Dry Run?</i> on page 11).
<input type="checkbox"/>	Check School Level information, e.g. establishment details, school email, etc. (please see <i>Checking Establishment Details</i> on page 17).
<input type="checkbox"/>	Check school childcare information (please see <i>Checking School Childcare Details</i> on page 19).
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 30), and that any pupil records created in error have been deleted (please see <i>Deleting Unwanted Pupil Records</i> on page 33).
<input type="checkbox"/>	Check the pupils' basic details, e.g. name, date of birth, gender, etc. (please see <i>Checking a Pupil's Basic Details</i> on page 33).
<input type="checkbox"/>	Check the pupils' various registration details, e.g. enrolment status, admission date year taught in, UPN, part-time information, etc. (please see <i>Checking Registration Details</i> on page 35).
<input type="checkbox"/>	Check the pupils' home address information (please see <i>Checking Home Address Information</i> on page 47).
<input type="checkbox"/>	Check the pupils' eligibility for free school meals (please see <i>Checking Free School Meals Eligibility</i> on page 48).
<input type="checkbox"/>	Check the pupils' ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 49).
<input type="checkbox"/>	Check the applicable information recorded in the Additional Information panel (please see <i>Checking Additional Information</i> on page 51).
<input type="checkbox"/>	Check Special Educational Needs information (please see <i>Checking Special Educational Needs Information</i> on page 53).
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 55) (not applicable to Nursery schools).

Complete	Task Description
<input type="checkbox"/>	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 58) (not applicable to Nursery or Special schools).
<input type="checkbox"/>	Check class type information (please see <i>Updating Class Types</i> on page 60).
<input type="checkbox"/>	Check Hours at Setting and Funded Hours information (please see <i>Checking Early Years Data</i> on page 62) (applicable to schools that have 2, 3 or 4 year olds pupils only).
<input type="checkbox"/>	Check top-up funding information (please see <i>Updating Pupils with Top-Up Funding</i> on page 64).
<input type="checkbox"/>	Check adopted from care information (please see <i>Updating Pupils Post Looked After Arrangements</i> on page 66).

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Introduction

This preparation guide has been produced to help to identify the most common tasks that need to be carried out before running the School Census Spring 2017 Return.

The information in this guide applies to all English LA maintained Nursery, Primary, Middle deemed Primary and Special school phases. It also applies to Academies and Pupil Referral Units that cover any of these school phases.

Where the information relates to a specific school phase, it is indicated in red, e.g. **Applicable to Special schools only**.

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

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

Routines | Statutory Return | School Census

Census date is 19/01/2017

- Free School Meals collected from 07/10/2016 to 19/01/2017
- Attendance collected from the start of the Autumn term (e.g. 01/09/2016) to 31/12/2016 (**applicable to Primary schools and Pupil Referral Units only**)
- Exclusions collected from 28/03/2016 to 31/08/2016 (**applicable to Primary and Special schools, and Pupil Referral Units only**)
- Learner Support collected from 01/08/2016 to 19/01/2017 (**applicable to Special and Pupil Referral Units only**).

Changes to the return include the following:

Data Items New to the Spring Return

Focus | Pupil | Pupil Details

The following new data items (recorded in the **Ethnic/Cultural** panel) are collected in the School Census Spring 2017 Return:

- **Nationality**
- **Country of Birth**
- **Proficiency in English.**

The **UPRN** (Unique Property Reference Number), which is displayed below the address details in the **Addresses** panel once the address has been selected and validated, is also collected in the Spring return.

The following data items are collected for the first time for Nursery schools:

- **First Language**
- **Ethnicity.**



Additional Resources:

Managing Pupil/Students handbook



More Information:

Checking Ethnic and Cultural Information on page 49

Data Items Removed from the Census

Focus | School | School Details - Address panel

Focus | Pupil | Pupil Details - Welfare panel

The following data items are no longer collected for the return:

- **School Address**
- **In Care for exclusions.**

School Address Details

Routines | Statutory Return | School Census

The school address is no longer collected for the return and has been removed from the **School Information** panel.

Childcare Information

Routines | Statutory Return | School Census Focus | School | School Details

One record for each of the four childcare types is required by the DfE, even if that childcare type is not provided. Therefore, the way in which childcare is recorded has been updated.

The **Childcare** panel now displays a separate row for each of the four childcare types.

The **Update Childcare Details** dialog now includes the following changes:

- **Site** has been renamed **On Site**, with a choice of **Yes** and **No** available for selection from the drop-down list.
- A new field is available for **Notes**, if required.

IMPORTANT NOTE: The information recorded in **School Details** for School Census Spring 2016 is incompatible with the requirement for School Census Spring 2017, so the details default to blank for all schools.

Therefore, all schools must enter the information ready for School Census Spring 2017. This means that even schools completely uninvolved with childcare will need to fill in eight items of information to indicate this position.



Additional Resources:

Setting up and Administering SIMS handbook



More Information:

Checking School Childcare Details on page 19

Early Years Pupil Premium Eligibility (EYPPE)

Routines | Statutory Return | School Census

The Early Years Pupil Premium Eligibility (EYPPE) has been separated from Hours at Setting and Funded Hours information, so that the correct cohorts are displayed for each of the data items collected in the return (three and four year olds only are considered for EYPPE, whereas funded hours also includes two year olds).

The **Early Years** panel now includes a second grid that deals with **Early Years Pupil Premium Eligibility**.

Adopted from Care Renamed

Tools | Statutory Return Tools | Update Post Looked After Arrangements

Routines | Statutory Return | School Census

Adopted from Care is now known as Post Looked After Arrangements; the user interface has been updated accordingly. Related column headers (e.g. in reports) are displayed as **PLAA**.

Special School Attendance Data

Routines | Statutory Return | School Census

In the School Census Spring 2017 Return, the DfE requires termly attendance data to be collected for Special schools.

The collection dates are consistent with other school phases, e.g. from the start of the Autumn term (e.g. 01/09/2016) to 31/12/2016.

Admission Appeals

Routines | Statutory Return | School Census

The original **Admissions Appeals** panel has been split into three separate panels:

- **Infant Admissions Appeals**
- **Primary Admissions Appeals**
- **Secondary Admissions Appeals.**

The panels displayed depend on your school phase.



More Information:

Collating Admission Appeals Information on page 23

Setting Permissions

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

Producing the Return

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

Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of any of the following user groups in System Manager:

- Returns Manager
- System Manager.

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

Where to find More Information about Permissions

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

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

To find the spreadsheet, search for <sim version> sims permissions, e.g. 7.172 sims permissions.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2016 Autumn Release (7.172) or later installed.

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

The version should read 7.172 or later.



Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager

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

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

IMPORTANT NOTE: *The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine. A newsfeed will be posted to the My Account website (<https://myaccount.capita-cs.co.uk>) (under **Notifications**), if updated files are available for import.*

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

*TIP: To check which version of the fileset is currently in use, select **Routines | Statutory Returns | <census name>** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the header of the browser. For information about the latest available Fileset version, please check the applicable newsfeed on the My Account website (<https://myaccount.capita-cs.co.uk>).*

Before Importing the Revised Files

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

If the connection is unsuccessful, check the following details:

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

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



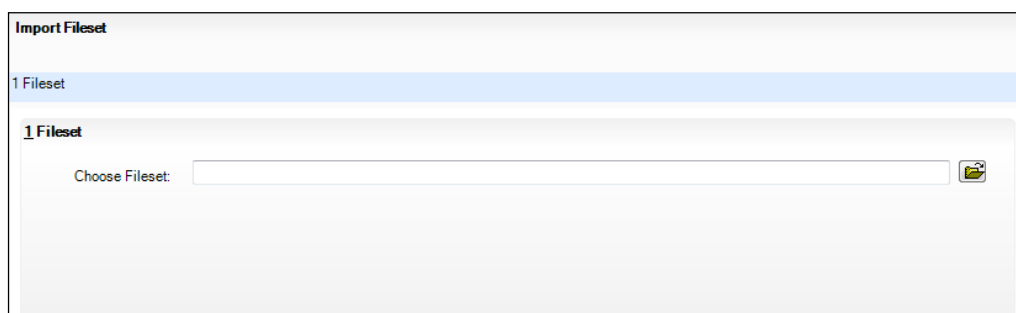
Additional Resources:

Setting up and Administering SIMS handbook

Importing the Revised Files

1. If revised files are supplied, download the required ZIP file from the My Account website (<https://myaccount.capita-cs.co.uk>) to a folder of your choice.
2. Unzip the ZIP file to a folder of your choice.

- In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page.

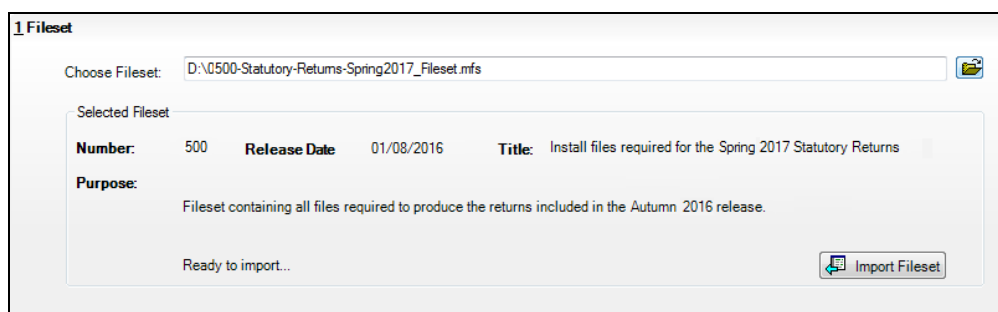


- Click the **Browse** button to display the **Open** dialog.
- Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

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

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

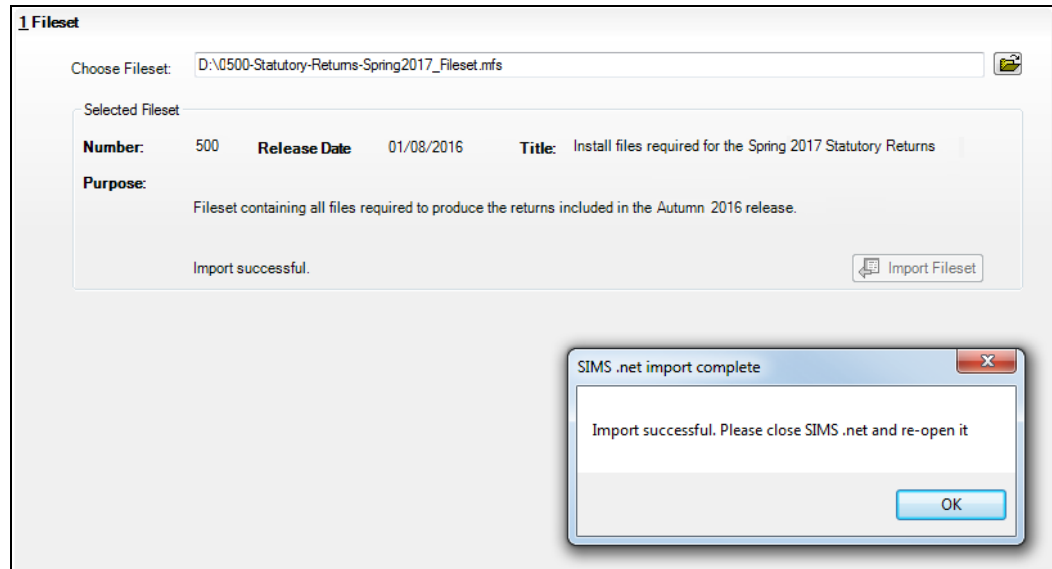
NOTE: The following graphics show example data only.



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

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



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

 **Completed**

School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Spring 2017 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

- Upgrade to the SIMS 2016 Autumn Release (7.172) or later.
- Carry out one or more dry runs to identify any errors that may exist in your data.
- Ensure that the relevant pupil and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Pupil | Bulk Update**) to add missing or correct invalid data, if required.
- Complete the information on the **Census Return Details** page.
- Create and validate the return.
- Resolve any validation errors/queries and then create and validate the return again.

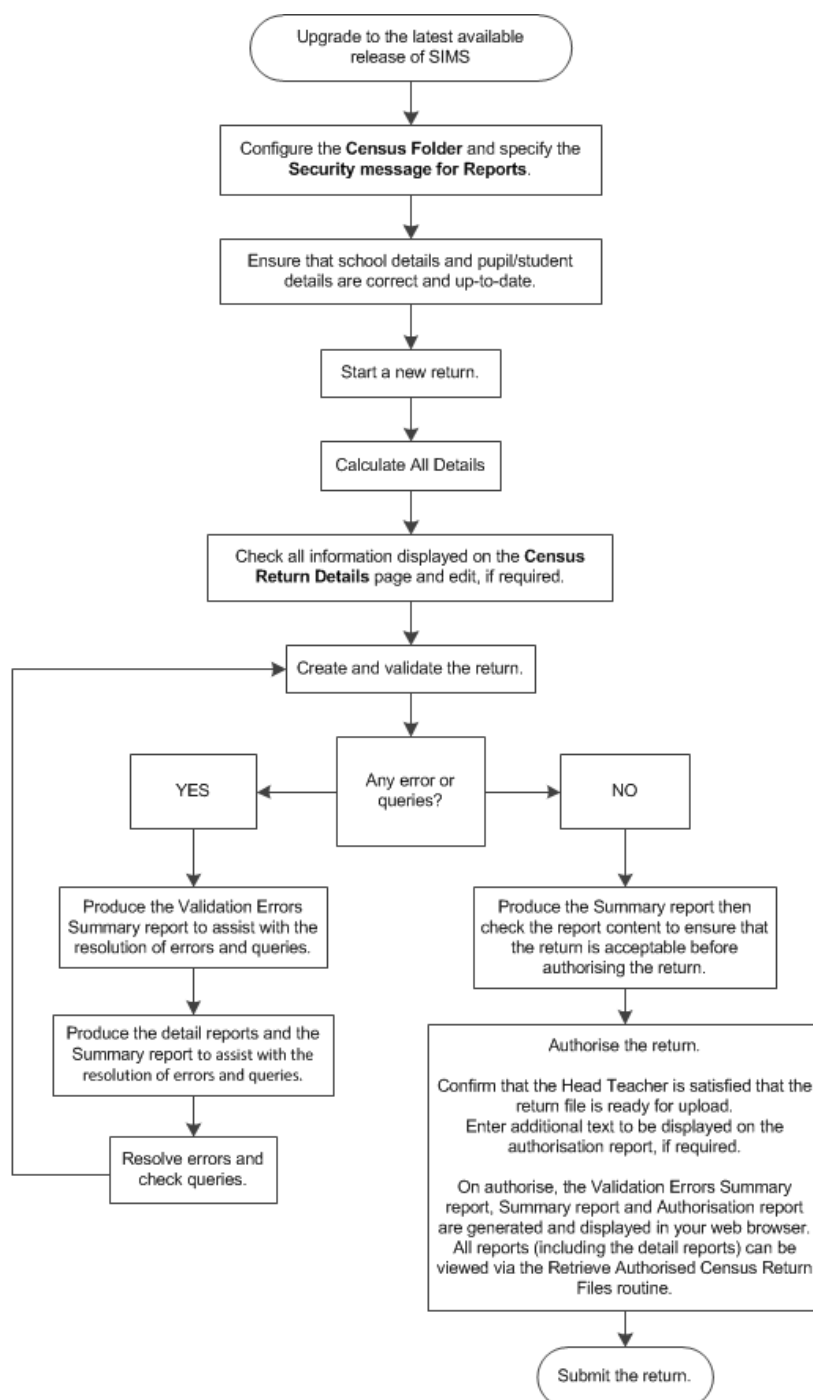
Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

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

7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

The Summary report can be used in conjunction with the detail reports.

8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.



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Why Carry out a Dry Run?

When you have upgraded to the SIMS 2016 Autumn Release (7.172), you can carry out one or more dry runs of the return.

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

Whilst a significant number of errors may be generated, many of the errors that relate to pupils, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 26).

The Dry Run Process

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

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

IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the DfE website (<https://www.gov.uk/service-manual/technology/securing-your-information>) for securing information guidance. If you are in any doubt, consult with your IT Security Officer before proceeding.

3. Click the **New** button to display the **Census Return Details** page.
4. By default, the return **Description** is displayed as **School Census Spring 2017**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Spring17Test.
5. Click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.
7. Click the **Create & Validate** button to start the validation process, which may take some time depending on the amount of data. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.



Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Spring 2017 Return* handbook applicable to your school phase.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN	# Go to Focus Student Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K823299914029	# Go to Focus Student Student Details Ethnic/Cultural panel and enter First language.
F	2350	Insufficient Address information provided.	Name: Bains, Kiril Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus/Student/Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaiste Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200109088	# Go to Focus Student Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN:	# Go to Focus/Student/Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V823299914008	# Go to Focus/Student/Student details and check for duplicate pupil record.
Q	2356Q	Please check: Pupil record with no address details.	Name: Balinski, Cyhal Date of Birth: 2010-03-14, Female/UPN: C823299914005	# Go to Focus/Student/Student Details Addresses and edit pupil's address
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Lizi Date of Birth: 2005-09-01, Female/UPN: J820200109002	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, Female/UPN: M820200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

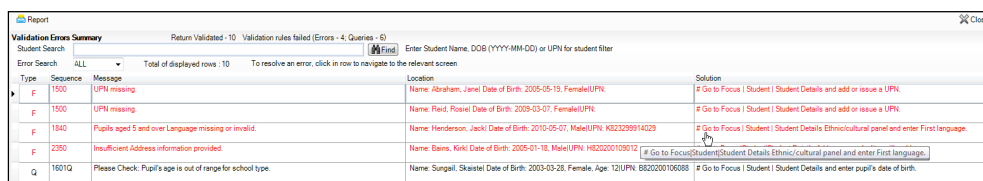
The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel.

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

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

To assist in the resolution of any errors and queries:

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

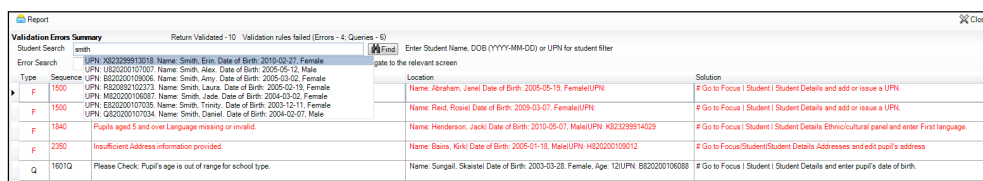


Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1340	Pupil's aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K82329914029	# Go to Focus Student Student Details Ethnical/cultural panel and enter First language
F	2350	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus Student Student Details Addresses and enter First language
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sumpall, Skastel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth

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

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

- The Student Search functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.



Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1340	Pupil's aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K82329914029	# Go to Focus Student Student Details Ethnical/cultural panel and enter First language
F	2350	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus Student Student Details Addresses and enter pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sumpall, Skastel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth

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

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, FemaleUPN:	# Go to Focus Student Student Details and add or issue a UPN
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Abraham, Janel Date of Birth: 2005-05-19, FemaleUPN:	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

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

Type	Sequence	Message	Location	Solution
Q	1601Q	check: Pupil's age is out of range for school type.	Name: Sungail, Skasael Date of Birth: 2003-03-28, Female, Age: 12UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth
Q	1602Q	check: Duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, MaleUPN:	# Go to Focus Student Student Details and check for duplicate pupil record.
Q	1603Q	check: Duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, MaleUPN: V823299914008	# Go to Focus Student Student Details and check for duplicate pupil record.
Q	2350Q	check: Pupil record with no address details.	Name: Balinski, Cytel Date of Birth: 2010-03-14, FemaleUPN: C823299914005	# Go to Focus Student Student Details Addresses and edit pupil's address
Q	2520Q	check: sessions possible should not be greater than 150	Name: Aaron, Liz Date of Birth: 2005-09-01, FemaleUPN: J820200109032	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, FemaleUPN: M820200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

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

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

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, FemaleUPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1500	UPN missing	Name: Reid, Rosie Date of Birth: 2009-03-07, FemaleUPN:	# Go to Focus Student Student Details and add or issue a UPN
F	1540	and 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, MaleUPN: K823299914029	# Go to Focus Student Student Details Ethnolinguistic panel and enter First language.
F	2300	Address information provided.	Name: Barne, Kirki Date of Birth: 2005-01-18, MaleUPN: H820200109012	# Go to Focus Student Student Details Addresses and edit pupil's address
Q	1601Q	check: Pupil's age is out of range for school type.	Name: Sungail, Skasael Date of Birth: 2003-03-28, Female, Age: 12UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
Q	1602Q	check: Duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, MaleUPN:	# Go to Focus Student Student Details and check for duplicate pupil record.
Q	1603Q	check: Duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, MaleUPN: V823299914008	# Go to Focus Student Student Details and check for duplicate pupil record.

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

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

The report (Validation Errors Summary .HTML) is saved automatically in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. <LA Code><School Number>_<Survey Type>_<LA Code><LL><Year>_<Serial Number>_ValidationErrorsSummary.HTML), is also stored in this folder.

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

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

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

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

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

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

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return.

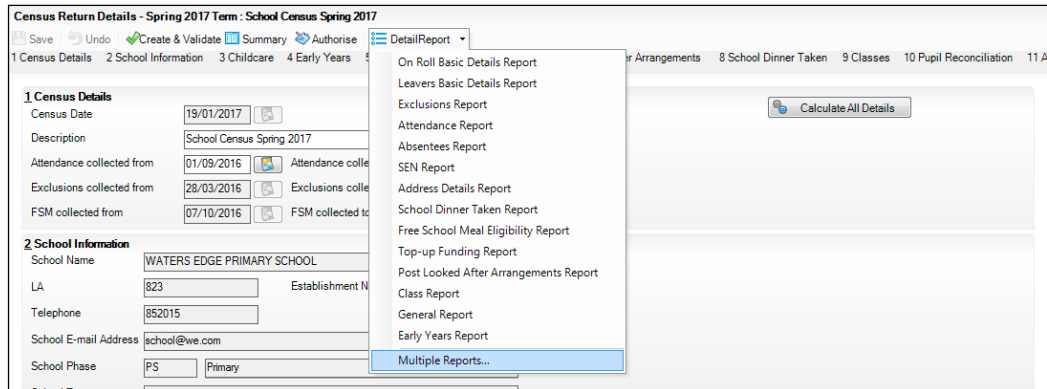
The following reports are currently available, depending on your school's phase:

- On-Roll Basic Detail Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- Top up Funding Report
- Post Looked After Arrangements Report
- School Dinner Taken Report
- General Report
- Early Years Report
- Class Report (applicable Primary schools only)
- Teenage Mothers Report (applicable to Pupil Referral Units only)
- Attendance Report (applicable to Primary schools and Pupil Referral Units only)
- Absentees Report (applicable to Primary schools and Pupil Referral Units only)
- Leavers Basic Details Report (applicable to Primary and Special schools, and Pupil Referral Units only)
- Exclusions Report (applicable to Primary and Special schools, and Pupil Referral Units only)
- Learner Support Report (applicable to Special and Pupil Referral Units only).

Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.

The following example displays the reports available for Primary schools.



Selecting Multiple Detail Reports

Selecting Multiple Detail Reports

1. Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check boxes.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

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

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

Completed

03 | Preparing School Level Information

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Checking Establishment Details


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

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

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

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

1 Establishment	
School Name	WATERS EDGE PRIMARY SCHOOL
LA	823 Central Bedfordshire
Establishment Number	2999
Unique Reference Number	
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor
Curriculum Years	N1 6
Pupil Genders	Coeducational
Gender on entry to school	Coeducational
NC Year Start Date (dd/mm)	1 / 9
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old...
No. of Childcare Places	0
No. of Childcare Nursery Places	0



Date Name Changed	<input type="text"/>		
Date Number Changed	<input type="text"/>		
Date Number Changed	<input type="text"/>		
Special Class or Unit	<input type="checkbox"/>		

Main Contact	<input type="text" value="Mrs G Grosvenor"/>
--------------	--

03 | Preparing School Level Information

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

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

Information for Academies:

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

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

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



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

Completed

Checking School Telephone and Email Information

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

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

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

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.

- Click the **Save** button, if changes have been made.



Checking School Childcare Details

The childcare details can be recorded via the **Focus** menu, enabling the information to be maintained at any time throughout the year.

- Select **Focus | School | School Details** to display the **School Details** page.
- Click the **Childcare** hyperlink to display the **Childcare** panel, where the current childcare details are displayed.

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	Open
Before School Childcare	Yes	No	07:00		40	School	Yes		Parent and...	
After School Childcare	Yes	No		18:00	25	School	No			
Holiday Childcare	Yes	Yes, fom...	08:30	16:30	40	Other (non-s...	Yes	5		
Under Fives Childcare	No	No								

- Double-click one of the four existing records to display the **Update Childcare Details** dialog. Alternatively, highlight a record then click the **Open** button.

Update Childcare Details

Childcare Details

Type:

On Site:

Signposted:

Opening Time: : hh:mm (24 hrs)

Closing Time: : hh:mm (24 hrs)

No of Childcare Places:

Provider:

Other Schools:

Weeks Open:

Notes:

4. Enter the applicable details.

*NOTE: To avoid validation errors, the **Site** and **Signposted** options must be specified for all four childcare types.*

- **Type** - based on the record you have opened, the type of childcare being provided is displayed automatically. The four types of childcare collected for the return are:
 - **Before School Childcare**
 - **After School Childcare**
 - **Holiday Childcare**
 - **Under Fives Childcare.**
- **On Site** - select as applicable option from the drop-down list:
 - **Yes** - select this option if childcare is being provided on the school premises.
 - **No** - select this option if childcare is not being provided on the school premises.
- **Signposted** - one of the following options must always be selected from the drop-down list:
 - **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your pupils, 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 pupils from the school to help parents is provided.
 - **No**
 - **Not Known.**
- **Opening Time** - enter the time that the service becomes available (not applicable to after school care).

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.
- **Closing Time** - enter the time that the service closed (not applicable to before school care).

NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 17:30.
- **Number of Childcare Places** - enter the maximum number of childcare places that the service can provide.
- **Provider** - select the description from the drop-down list that most accurately describes the provider of the service:
 - **School**
 - **School in Partnership** (with another provider)
 - **Other (non-school) Provider.**

- **Other Schools** - is the service made available to children from other schools? Select as applicable from the drop-down list:
 - **Yes**
 - **No**
 - **Unknown.**
 - **Weeks Open** - enter the number of weeks for which childcare is provided (applicable to holiday and under-fives childcare only).
 - **Notes** - notes can be added and then edited later, if required (not collected in for the return).
5. Click the **OK** button to return to the **School Details** page.
 6. Repeat the process to edit other records, if required.

Childcare provisions are included in the General detail report, which is available from the **Detail Report** drop-down list via **Routines | Statutory Returns | School Census**.



Additional Resources:

Setting up and Administering SIMS handbook

Checking Special School Information

Applicable to Special schools only

The following Special school information is collected for the return:

- Special school **Organisation**
- **Maximum Day Pupils**
- **Maximum Boarding Pupils**
- **Minimum Age** for **Male students**
- **Minimum Age** for **Female students**
- **Maximum Age** for **Male students**
- **Maximum Age** for **Female students**
- **SEN Provision** (formerly stage)

03| Preparing School Level Information

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Click the **Special Schools Information** hyperlink to display the **Special Schools Information** panel.

The screenshot shows the 'Special School Information' panel. It contains the following fields and controls:

- Organisation:** A dropdown menu currently set to 'Day Pupils (mainly)'.
- Maximum Day Pupils:** A text input field containing '165'.
- Maximum Boarding Pupils:** A text input field containing '0'.
- Male students:** Fields for 'Minimum Age' (5) and 'Maximum Age' (19).
- Female students:** Fields for 'Minimum Age' (5) and 'Maximum Age' (19).
- Provision:** A table with two columns: 'Rank' and 'Provision'.

Rank	Provision
1	Speech, Language and Communication Difficulties
2	Hearing Impairment

 To the right of the table are buttons for 'New' (with a plus icon) and 'Delete' (with a red X icon). Below the table are 'Move Up' and 'Move Down' buttons with arrows.

3. Check that all fields in the **Special Schools Information** panel are populated with the correct information:
 - Ensure that the correct **Organisation** is selected (**Day Pupils (mainly)**, **Boarding Pupils (mainly)** or **Hospital Special School**). Reselect from the drop-down list, if necessary.
 - Ensure that all minimum and maximum values are displayed correctly. Edit if necessary.
 - Ensure that any SEN **Provision(s)** listed are correct.
 - If a provision description is wrong, highlight the record then click the **Delete** button. The record is deleted immediately.
 - To add a SEN **Provision**, click the **New** button then select the required **Provision** from the displayed list. Click the **OK** button to return to the **Special School Information** panel.
 - To rank the SEN **Provision** in the required order, highlight a record then click either the **Move Up** or **Move Down** button.
4. Click the **Save** button, if you have made any changes.

Completed

Collating Admission Appeals Information

Applicable to Foundation, Voluntary Aided schools and Academies only

NOTE: Academies that were Voluntary Aided or Foundation Schools at the time that the appeals were lodged should complete this panel.

The admissions appeals information is collected from Primary/Middle deemed Primary and All-Through schools that are responsible for their own admission appeals (i.e. Voluntary Aided and Foundation schools).

Data is required for appeals in the academic year 2015/2016, where a refusal to admit a pupil into the school was for a place during the academic year 2016/2017.

The following admission appeals information is collected in the return:

- Admission appeals lodged
- Admission appeals withdrawn
- Admission appeals heard by independent admissions committee
- Admission appeals upheld by independent admissions committee
- Admission appeals rejected by independent admissions committee.

Admission appeals are dealt with by the LA and consequently there is no specific functionality in SIMS relating to this area of admissions. Therefore, the information must be entered manually in the **Admission Appeals** and the **Infant Appeals** panels when completing the School Census Spring 2017 Return (via **Routines | Statutory Returns | School Census**).

14 Primary Admissions Appeals		Independent Admissions Committee	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section. (this does not include AP Academies, AP Free Schools, Academy Special Schools)		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

The infant appeals information is collected from Primary and All-Through schools that are responsible for their own admission appeals (i.e. Voluntary Aided and Foundation schools).

Any infant appeals should be included in the overall count of appeals entered in the **Admission Appeals** panel. They should also be recorded separately in the **Infant Appeals** panel.

13 Infant Admissions Appeals		Independent Admissions Committee	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section. (this does not include AP Academies, AP Free Schools, Academy Special Schools)		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

Ensure that the admission appeals information is easily accessible to the member of staff who will be completing the return.

Completed

04 | Preparing Pupil Level Information

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Checking Pupil Details

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

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

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

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

The following sections provide additional information and specific instructions on checking and completing Pupil Level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 26).

When you have upgraded to the SIMS 2016 Autumn Release (SIMS 7.172), it is strongly recommended that one or more dry runs are carried out in order to identify the validation errors and queries that need to be resolved.

Updating Information Using the Bulk Update Routine

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

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

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

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

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

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

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

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

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

3. Select the required **Data Item** from the drop-down list, e.g. **First Language**.

Update Data Item

Data Item

Effective Date

- Birth Certificate Seen
- Boarder Status
- Country of Birth
- Disabilities
- Emergency Consent
- English Additional Language
- Ethnic Data Source
- Ethnicity
- First Language**
- First Language Source
- Gifted/Talented subject
- Home Language
- Home Religion
- Mode of Travel
- National Identity
- Parental Consent
- Proficiency in English
- Pupil Nationality
- Pupil Premium Indicator
- SEN Provision Type
- SEN Status
- Service Children in Education
- Source of Service Children
- Speaks Welsh

4. The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

Bulk update Student

Search Browse

Links Help Close

Bulk Update

Student Population

Group Type: Year Group

Group: <ANY>

Effective Date: 15/06/2016

Update Data Item

Data Item: First Language

Effective Date: 15/06/2016

04 | Preparing Pupil Level Information

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

Bulk Update First Language (as from 15/06/2016) - Year Group: <ANY> (as at 15/06/2016)

Save Undo Print Help Unpin Close

1 Members

1 Members

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

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

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

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

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

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

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

All the cells within that column are populated with ticks.

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

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

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

Bulk Updating Data for a Selection of Pupils

There are two methods for selecting a number of pupils.

Entering a Value for a Selection of Pupils

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

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

Entering a Value for Sequentially Listed Pupils

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

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

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

Recording Leavers and Re-Admissions

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

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

Recording a Leaver

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

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

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
------	------------	-------	----------	-------------------	-----------------	--------------------	-------------

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

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

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Aaron, Chris	6	6KH	001102	01/09/2009			
Aaron, Liz	6	6KH	001103	01/09/2009			
Aaron, Sophie	6	6VC	001104	01/09/2009			
Abdullah, Tamwar	3	3TO	001275	01/09/2012			
Abhra, Abjit	2	2JB	001336	01/09/2013			
Abhra, Alisha	2	2JB	001337	01/09/2013			

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

1 Leaving Information

Date of Leaving: Reason for leaving: [Reason] Assign to All

Destination after Leaving: Assign to Selected

2 Students

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Abdullah, Tamwar	3	3TO	001275	01/09/2012			

Remove Clear

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

The date of leaving should be the date that the pupil is actually leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase because Local Authorities normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not to have any gaps between dates and may suggest a date of leaving (the old school) of 4 September and the date of admission (into the new school) of 5 September. If you are in any doubt, please contact your Local Authority for advice.

- Select the **Reason for Leaving** from the drop-down list, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
- Optionally, enter the **Destination after Leaving** if known, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
- To remove a pupil from the list, highlight their name then click the **Remove** button.
- To clear the contents of the **Date of Leaving**, **Reason for leaving** and **Destination after Leaving** fields, highlight the required pupil(s) then click the **Clear** button. Re-enter the information as required.
- Click the **Save** button.

 **Completed**

Re-Admitting a Pupil

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

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

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

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

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

Completed

Deleting Unwanted Pupil Records

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

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




Completed

Checking a Pupil's Basic Details

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

The following information is collected in the return:

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

1 Basic Details		Photograph
Legal Forename	<input type="text" value="Chris"/>	 <div style="text-align: right;"> <input type="button" value="Print"/> <input type="button" value="Close"/> </div>
Middle Name(s)	<input type="text"/>	
Legal Surname	<input type="text" value="Aaron"/>	
Preferred Surname	<input type="text" value="Aaron"/>	
Preferred Forename	<input type="text" value="Chris"/>	
Date of birth	<input type="text" value="01/09/2005"/> <input type="button" value="Calendar"/>	
Age	<input type="text" value="11 years, 1 month"/>	
Gender	<input type="text" value="Male"/> ▼	
Birth Certificate Seen	<input type="checkbox"/>	
<input type="button" value="Quick Note"/>		<input type="button" value="History"/>

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

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

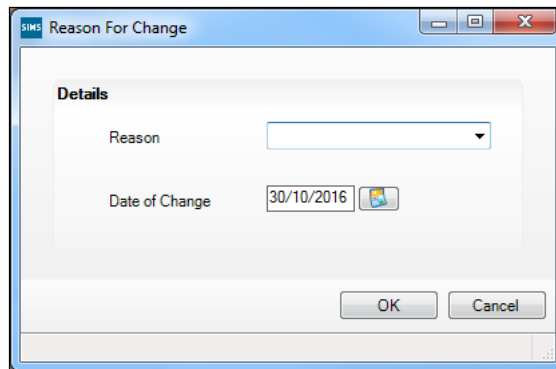
4. If you have made any changes, click the **Save** button.

Completed

Recording a Pupil's Change of Surname

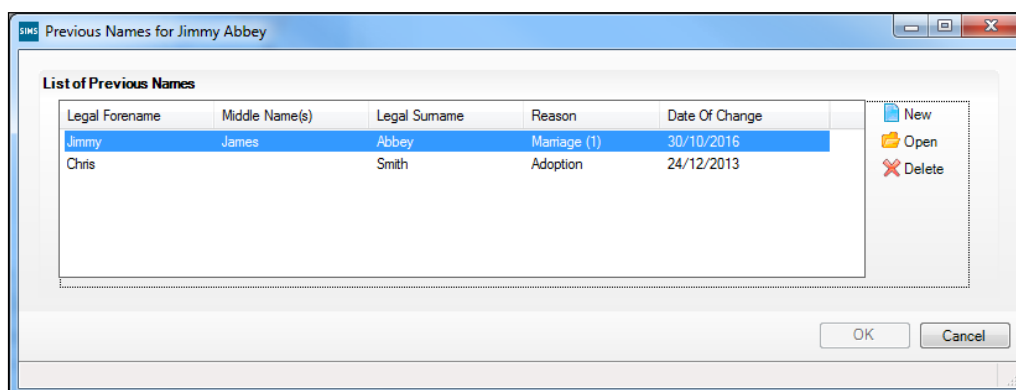
It is a requirement of the return that a history of pupils' previous surname(s) is recorded.

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



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

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



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



Checking Registration Details

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

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

Checking Enrolment Status, Admission Date and Boarder Status

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

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

2 Registration

Class 6KH **House** **Year Group** Year 6 **Year Taught In** Curriculum Year 6

Enrolment Status Single Registration **Boarder Status** Not a Boarder

Admission Date 01/09/2009 **Admission Number** 001102

Former UPN **Attendance Mode** All day

UPN Y820200109033 **Local UPN**

Part Time Details

Start Date	End Date
01/09/2009	31/12/2009

Early Years Attendance Patterns

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Buttons: New, Open, Delete, History

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

4. Check the pupil's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
5. Ensure that the **Admission Date** is entered correctly (dd/mm/yyyy). Edit the date or click the **Calendar** button and select a different date, if required.
6. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the pupil is taught the majority of the time (please see *Checking National Curriculum Year Groups* on page 41).
7. Check the pupil's **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
8. Click the **Save** button.

Completed

Checking Unique Pupil Numbers

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

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

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

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

2 Registration

Class: 6KH | House: | Year Group: Year 6 | Year Taught In: Curriculum Year 6 | Enrolment Status: Single Registration | Boarder Status: Not a Boarder | Admission Date: 01/09/2009 | Admission Number: 001102 | Former UPN: | Attendance Mode: All day | UPN: Y820200109033 | Local UPN: |

Part Time Details

Start Date	End Date
01/09/2009	31/12/2009

Buttons: New, Open, Delete

History

Early Years Attendance Patterns

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun
[Empty table with scroll bar]								

Buttons: New, Open, Delete

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

- **Permanent UPNs** are issued to a new pupil only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
 - **Temporary UPNs** are issued to a pupil when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

Issue UPN

Issue Permanent UPN

Issue Temporary UPN

None

OK Cancel

04 | Preparing Pupil Level Information

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

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

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

DfE guidance is also available on the GOV.UK website

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

Completed

Checking Unique Learner Numbers

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

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

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






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

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

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

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

2 Registration

<u>Registration Group</u>	9A		<u>House</u>	Boyle							
<u>Year Group</u>	Year 9		<u>Year Taught In</u>	Curriculum Year 9							
<u>Enrolment Status</u>	Single Registration		<u>Boarder Status</u>	Not a Boarder							
<u>Admission Date</u>	03/09/2014		<u>Admission Number</u>	004504							
<u>Former UPN</u>			<u>Attendance Mode</u>	All day							
<u>UPN</u>	N823432113104		<u>Local UPN</u>								
<u>Unique Learner Number</u>	1111176638		<u>Exam Number</u>								
<u>UCI</u>											
<u>Part Time Details</u>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Start Date</th> <th style="width: 30%;">End Date</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Start Date	End Date					 New  Open  Delete
Start Date	End Date										
<input type="button" value="History"/>											

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

*NOTE: The **UCI** (Unique Candidate Identifier) and **Exam Number** fields are displayed. These are read only and are populated from the information held in Examinations Organiser.*

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

Completed

Checking/Correcting Part-Time Pupil Information

The collection of part-time details is mainly relevant to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any pupil can be marked as part-time if their attendance is anything less than 10 sessions per week.

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

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

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

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

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

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

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

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

Completed

Checking National Curriculum Year Groups

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

For the School Census Spring 2017 Return, the collection of data uses the Age at Date as at 31/08/2016.

The following table shows the Curriculum Year that pupils in England are expected to be taught in, according to their date of birth (during the academic year 2016/2017). This table is provided for reference only.

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

04 | Preparing Pupil Level Information

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

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



Additional Resources:

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

Checking the Pupil's Year Taught In Record

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

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun
01/09/2009	31/12/2009							

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

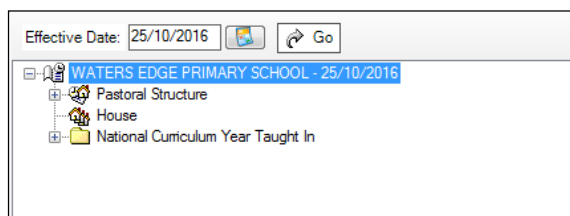
NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only.

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

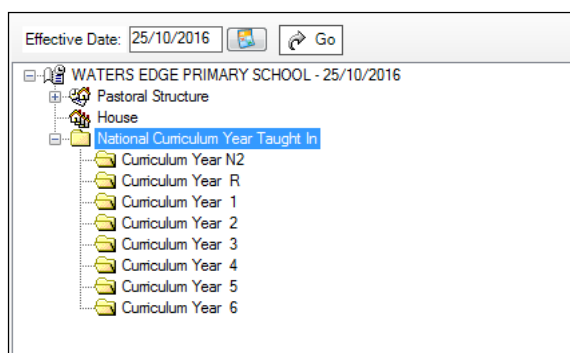
NOTE: Any change made in the Registration panel is effective from today's date. If the Year Taught In change was applicable from an earlier date, click the History button and apply the change from the actual date the change is required.

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

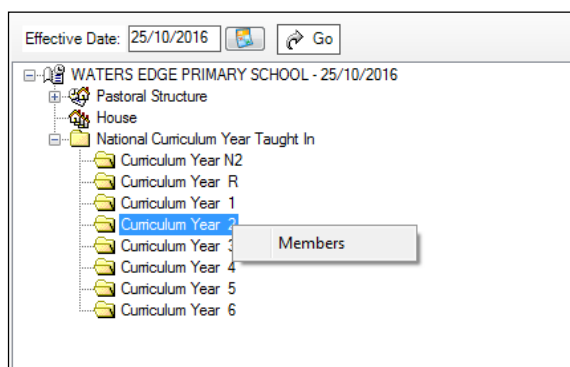
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



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

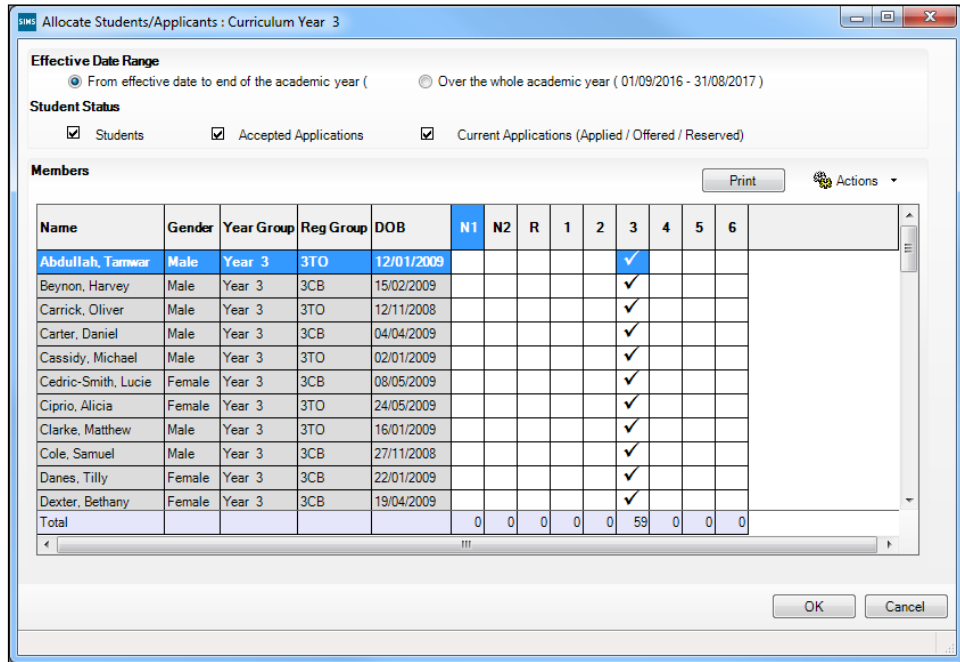


4. Right-click the required curriculum year folder and then select **Members** from the pop-up menu.



04 | Preparing Pupil Level Information

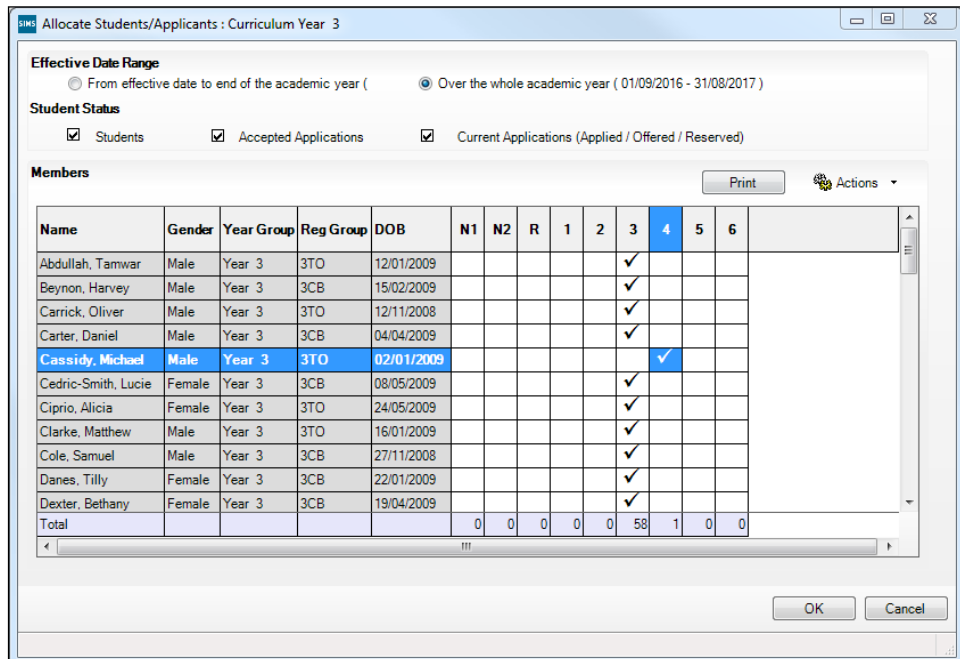
The **Allocate Pupils/Applicants** dialog is displayed.



5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the applicable radio button.
6. To change a pupil's memberships of the **National Curriculum Year Taught In**, click the applicable cell in the grid.

By default, the records are displayed in alphabetical surname order. To sort the pupil names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu.

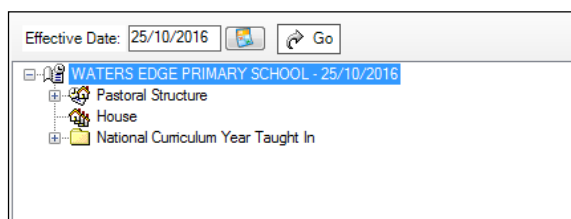
The following graphic shows that one pupil is taught in Year **4**.



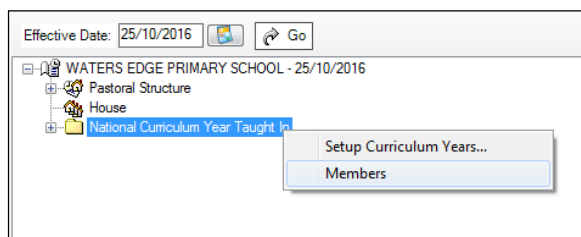
7. Ensure that all pupils are allocated membership to the correct **National Curriculum Year Taught In** and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Repeat for the other curriculum years, where applicable.
9. Click the **Save** button.

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

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



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



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

Name	Gender	Year Group	Reg Group	DOB	N1	N2	R	1	2	3	4	5	6
Aaron, Chris	Male	Year 6	6KH	01/09/2005									✓
Aaron, Liz	Female	Year 6	6KH	01/09/2005									✓
Aaron, Sophie	Female	Year 6	6VC	01/09/2005									✓
Abdullah, Tamwar	Male	Year 3	3TO	12/01/2009						✓			
Abhra, Abjit	Male	Year 2	2JB	20/11/2009					✓				
Abhra, Alisha	Female	Year 2	2JB	20/11/2009					✓				
Abhra, Neel	Male	Year 2	2GH	20/11/2009					✓				
Abhra, Shaquib	Male	Year N1	N1 AM	17/12/2013	✓								
Ackton, Stan	Male	Year 2	2GH	22/03/2010					✓				
Ackton, Stephen	Male	Year 6	6VC	12/03/2006									✓
Adams, Laura	Female	Year 5	5BB	03/03/2007								✓	
Total					8	20	59	59	63	59	60	59	61

04 | Preparing Pupil Level Information

4. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the applicable radio button.

By default, the records are displayed in alphabetical surname order. Sorting the names in year group order assists in locating pupils who do not have a **Year Taught In** selected.

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

The screenshot shows a software window titled "Allocate Students/Applicants". At the top, there are two radio buttons for "Effective Date Range": "From effective date to end of the academic year" (unselected) and "Over the whole academic year (01/09/2015 - 31/08/2016)" (selected). Below this are three checked checkboxes for "Student Status": "Students", "Accepted Applications", and "Current Applications (Applied / Offered / Reserved)".

The main area is a table with columns: Name, Gender, Year Group, Reg Group, DOB, N2, R, 1, 2, 3, 4, 5, 6. A context menu is open over the "Year Group" column, with options: "Sort By", "Check All", and "Remove All". The "Sort By" option is highlighted. The table contains several rows of pupil data, including Abhra, Abjit; Abhra, Alisha; Abhra, Neel; Ackton, Stan; Andrews, Josef; Bailey, Eve; Balinski, Cyla; Balinski, Fil; Balinski, Iwa; Bennisson, Hugo; and Bennisson, Hugo. A "Total" row is at the bottom with numerical values in the N2, R, and numbered columns.

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

6. Indicate which year the pupils with missing data are taught in by clicking the appropriate cell in the grid.
7. Ensure that all pupils have been allocated a year taught in and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Click the **Save** button.

 **Completed**

Checking Home Address Information

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

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

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

The Unique Property Reference Number (**UPRN**) for on-roll pupils and leavers is included in the School Census Spring Return for the first time. UPRN a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

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

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

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

5. If the Unique Property Reference Number (**UPRN**) is not displayed below the **Current Home Address Details**,
 - a. Click the **Validate** button to display the **Find Matching Addresses** dialog.
 - b. Highlight the required address then click the **OK** button to return to the **Addresses** panel, where the **UPRN** is displayed below the address.
6. If you have edited the address, click the **Save** button.

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



Checking Free School Meals Eligibility

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

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

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

NOTE for schools with Reception, Year 1 and Year 2:
All pupils in Reception, Year 1 and Year 2 are offered a meal regardless of whether they are eligible for free school meals.
Pupils in Reception, Year 1 and Year 2 must only be recorded as eligible for a free school meal if they meet the criteria for free school meals.

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

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

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

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

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

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

FSM Review Date: 31/08/2015

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

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

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

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

Completed

Checking Ethnic and Cultural Information

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

- **Ethnicity**
- **First Language**
 - A First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language at home or in the community.
 - If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil's proficiency in English.
- **Country of Birth** included in the School Census Spring Return for the first time.

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- Nationality (**Nation**) included in the School Census Spring Return for the first time.
- **Proficiency in English** included in the School Census Spring Return for the first time. It is collected only where the pupil's language code indicates that the pupil's first language is other than English.

Teachers assess these pupils according to the impact that their Proficiency in English has on their ability to engage with full class activities (and the corresponding level of support that the pupil requires).

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

8 Ethnic/Cultural

Ethnicity: Bangladeshi

First Language: Bengali

First Language Source: [Empty]

Asylum Status: Asylum Seeker

National Identity: Not supplied

Home Language: [Empty]

Country of Birth: Bangladesh

Ethnic Data Source: Provided by the parent

Religion: Muslim

English Additional Language: Yes

Traveller Status: [Empty]

Speaks Welsh: [Empty]

Nationality and Passport Details

Nationality	Passport Number	Passport Expiry date	
			New
			Open
			Delete

Proficiency in English

Date of Assessment	Level	
15/06/2016	C - Developing competence	New
		Open
		Delete

History

4. Select the pupil's **Ethnicity** from the drop-down list.
5. Select the pupil's **First Language** from the drop-down list.
6. Select the pupil's **Country of Birth**:
 - a. Click the **Browse** button to display the **Nation Browse** dialog.
 - b. Highlight the required country then click the **OK** button to return to the **Ethnic/Cultural** panel.
7. If the pupil's Nationality is not recorded:
 - a. Click the **New** button adjacent to the **Nationality and Passport Details** section to display the **Add Student Nationality** dialog.
 - b. In the **Nation Details** panel, click the **Browse** button to display the **Nation** browser.
 - c. Highlight the required nation then click the **OK** button to return to the **Add Student Nationality** dialog.
 - d. Enter **Passport Detail**, if known.
 - e. Enter **Tier4 Details**, if applicable to your school.
 - f. Click the **OK** button to the **Ethnic/Cultural** panel.

8. Ensure that the pupil's **Proficiency in English** record is up-to-date:
 - a. Click the **New** button adjacent to the **Proficiency in English** section. Alternatively, highlight an existing record then click the **Open** button to display the **Edit Proficiency in English** dialog.
 - b. Enter the required **Date of Assessment** or select the required date from the Calendar.
 - c. Select the **Level** from the drop-down list.
 - d. Click the **OK** button to the **Ethnic/Cultural** panel.
9. Click the **Save** button.

TIPS:

*It is possible to bulk update **Ethnicity, First Language, Country of Birth, Proficiency in English** and **Pupil Nationality** for a selected group of pupils by selecting the relevant option from the **Data Item** drop-down list via **Routines | Pupil | Bulk Update**.*

*Home language is no longer collected in the School Census. Users with School Administrator permissions can remove the **Home Language** field from the **Student Details** and **Application** pages, if required. This is achieved by selecting the **Hide Home Language** check box in the **School Options** panel via **Tools | Setups | School Options**.*

*Home language is always included in CTF imports, CTF exports and the Reporting Dictionary, even if it is not displayed on the **Student Details** and **Application** pages.*

**Completed**

Checking Additional Information

Ensure that the following additional information is recorded in SIMS:

- **Youth Support Services Agreement (YSSA)** status (**not applicable to Nursery or Primary schools**)
The YSSA replaces Connexions. It applies to pupils between age 12 and 25 with special educational needs and pupils between age 12 and 20 with no special educational needs.
- **Learner Support Code**, e.g. Post 16 Bursary of Vulnerable Group Bursary Awarded, Discretionary Bursary Awarded, etc. for 16 to 19 year olds (**applicable to All-Through schools, Special schools and Pupil Referral Units**)
- **Service Children in Education** information.

The Bulk Update routine can be used to assign and edit these values for a specific selection of pupils at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 26).

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

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

9 Additional Information

Meals

- Free Meal
- Home
- Sandwiches

Modes of travel

- Boarder - not applicable
- Bus (type not known)
- Car Share (with child/children)

Service Children in Education: Yes

Uniform Allowance:

Pupil Premium Indicator for year 2016/2017: Notes: Waiting for documentation.

Learner Support

Learner Support Code	Award Date	Notes
Vulnerable Group Bursary Awarded	12/09/2016	

Eligible for Free School: []

Recoupment: England

Youth Support Services Agreement: Obtained

Route: East Town

LA Provided Transport:

Source of Service Children in Education: Provided by the parent

New, Open, Delete buttons

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

4. Select the applicable **Youth Support Services Agreement (YSSA)** status from the drop-down list.

NOTE: YSSA replaced Connexions Assent.

5. If the pupil is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.
6. Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.
7. Ensure that the **Pupil Premium Indicator for year 2016/2017** check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.

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

8. Check that the **Learner Support** details are correct.

Adding a new Learner Support record:

- a. Click the **New** button to display the **Student Learner Support Code Details** dialog.
- b. Select the applicable **Learner Support Code** from the drop-down list.
- c. Enter an **Award Date** or click the **Calendar** button then select the required date. **Notes** can be entered, if required.

Updating an existing Learner Support record:

- a. Highlight the required record then click the **Open** button **Student Learner Support Code Details** dialog.
- b. Amend the **Learner Support** details, as required.



Checking Special Educational Needs Information

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

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

IMPORTANT NOTE: SEN Provisions/Statures A and P are no longer valid.

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

Name	Year Group	Class	House	Gender	SEN Status
Abdullah, Tamwar	2	2JB		Male	K - SEN Support
Balinski, Iwa	1	ASH		Female	E - Education, Health and Care Plan
Chappling, Martin	5	5BB		Male	K - SEN Support
Dorota, Imber	3	3TO		Female	K - SEN Support
Haddon, Connor	3	3CB		Male	K - SEN Support
Jackson, Chloe	4	4SL		Female	K - SEN Support
Khan, Surjeeta	3	3TO		Female	K - SEN Support
Mastropiero, Elena	3	3CB		Female	K - SEN Support

4. Double-click the name of the required pupil to display the **Student SEN details** page.

04 | Preparing Pupil Level Information

5. Click the **Basic SEN Details** hyperlink to display the **Basic SEN Details** panel.

3 Basic SEN Details

Status: Start Date: New Edit

Status History

Statement Pending?

Current Needs

Rank	Start Date	Need Type	Description
1	05/02/2015	Speech, Language or Communication Need	As English is Tamwar...
2	10/02/2016	Hearing Impairment	Slightly deaf in left ear

New Open Delete Report

Needs History Change Log Move Up Move Down

Full Descriptions

Attachment	Summary	Type	Owner
	IEP May 2015	SEN Document	Grosvenor Gillian

New Open Delete

Additional Support:

Curriculum and Teaching Methods:

Grouping and Support:

Advice and Assessment:

Specialised Resources:

6. Ensure that the SEN **Status** and **Start Date** are correct.
To amend an error in the current **Status** or **Start Date**, click the **Edit** button. Select the required **Status** from the drop-down list and edit the **Start Date**, if required.

Alternatively, click the **New** button. This removes the original **Status** and the **Start Date** defaults to today's date. Select the applicable **Status** and change the **Start Date**, if required.

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

To view changes that have taken place to the pupil's SEN Status, click the **Status History** button to display the **Status History** page.

7. Ensure that the **Current Needs** information is up-to-date and correct.
 - a. To add a **Need Type**, click the **New** button (adjacent the **Current Needs** panel) to display the **Add SEN Need** dialog.
A temporary **Ranking** is calculated automatically.
 - b. By default, today's date is displayed as the **Start Date** but this can be edited, if required.

- c. Select the **Need Type** from the drop-down list then enter a **Description** (optional).

- d. Click the **OK** button to return to the **Basic SEN Details** panel.
- e. To rank the SEN Needs in the required order, highlight a record then click the **Move Up** or **Move Down** button, as required.
- f. To edit the **SEN Need** or **Description**, highlight the record then click the **Open** button to display the **Edit SEN Need** dialog. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.
8. Click the **Provisions** hyperlink to display the **Provisions** panel.

Provision Type	Start Date	End Date	Cost	Frequency
Time in SEN Unit	08/09/2014			Twice per week
Resourced Provision	04/09/2012			1 x daily for 1 ...

Ensure that records with a **Provision Type** of **Resourced Provision** are recorded correctly.

To edit an existing record, highlight it then click the **Open** button. Alternatively, click the **New** button to create a new record.

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

The DfE website

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

 **Completed**

Preparing Exclusions Information

Not applicable to Nursery schools

Exclusions information is required for pupils who were subject to any exclusion with a start date during the period 28/03/2016 to 31/08/2016 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the pupil was re-instated by the Discipline Committee or an independent Appeal Panel.

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

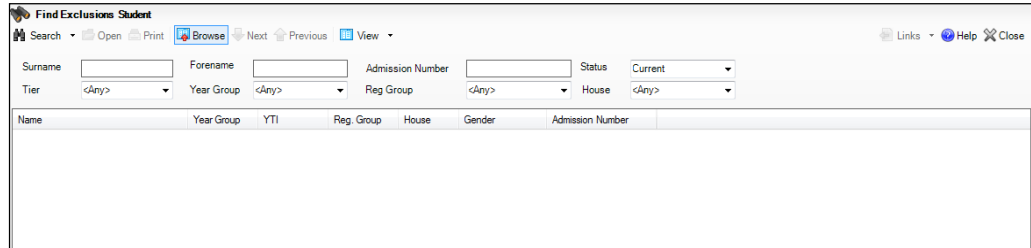
- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent).
- Exclusion **Reason** (select one code to provide the main reason).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**) - required for fixed period and lunchtime exclusions.
- SEN Provision (please see *Checking Special Educational Needs Information* on page 53).

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

- SEN Status (if applicable)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission.

Recording an Exclusion

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



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



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

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

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

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2016/2017	Autumn Term	18/10/2016	18/10/2016	1	Fixed Term	Verbal abuse/threatening behaviour against a pupil

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

- Click the **Save** button to save the exclusion.

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

Completed

Preparing Termly Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students and leavers aged four to 15 inclusive on 31/08/2016, who were on-roll for at least one session during the collection period from the start of the Autumn term (e.g. 01/09/2016) to 31/12/2016.

The attendance data collected in this return includes:

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

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

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

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

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

For information and advice about school attendance, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>).



Additional Resources:

Producing the School Census Spring 2017 Return handbook
Managing Pupil/Student Attendance handbook (SIMS Attendance users)
Monitoring Session and Lesson Attendance handbook (SIMS Lesson Monitor users)



Completed

Recording Universal Infant School Meals

Applicable to schools with pupils in Reception, Year 1 and Year 2

NOTE for Special schools: The School Dinner Taken routine is applicable to Special schools that have on-roll pupils who have taken a school dinner on census day and who are in Year Taught In Reception, Year 1 or Year 2 and those in Year Taught In X aged four to six who were born between 01/09/2009 and 31/08/2012.

All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the Local Authority. The School Census Spring Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

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

- If default meal patterns have been entered (via **Focus | Dinner Money | Pupil Default Meal Patterns**), the Dinner Register is populated automatically with the default meals.
 For more information about setting up default meal patterns, please refer to the *Setting up and Maintaining Dinner Money* handbook.
- Where any 'pupil not present' attendance marks have been entered, the Dinner Register is populated automatically with an absent mark.
- Any special meals entered in advance are displayed and are not overwritten by the default meal pattern.

The attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner. Therefore, when completing the School Census **School Dinner Taken** panel, the calculated numbers must be edited to reflect hot meals provided by the school only. Ensure that the pupils listed on the Reception, Year 1 and Year 2 attendance registers are accurate and that the registers are taken on census day morning (before completing the School Census **School Dinner Taken** panel).

Updating Class Types

Applicable to Primary schools only

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

The values displayed on the **Update Class Type** page default to those of the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

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

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

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	6	6KH		✓
Aaron, Liz	01/09/2005	Female	001103	6	6KH		✓
Aaron, Sophie	01/09/2005	Female	001104	6	6VC		✓
Abdullah, Tamwar	12/01/2009	Male	001275	3	3TO	✓	
Abhra, Abjit	20/11/2009	Male	001336	2	2JB	✓	
Abhra, Alisha	20/11/2009	Female	001337	2	2JB	✓	

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

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	6	6KH		✓
Aaron, Liz	01/09/2005	Female	001103	6	6KH		✓
Aaron, Sophie	01/09/2005	Female	001104	6	6VC		✓
Abdullah, Tamwar	12/01/2009	Male	001275	3	3TO	✓	
Abhra, Abjit	20/11/2009	Male	001336	2	2JB	✓	
Abhra, Alisha	20/11/2009	Female	001337	2	2JB	✓	

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

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

Census		Pupils View					
Term	Spring 2017	YTI	N2	Reg	All	Status	All
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Adams, Sadie	20/03/2013	Female	001521	N2	AM	✓	
Alyona, Tatyana	21/12/2012	Female	001522	N2	PM	✓	
Andrews, Richard	02/12/2012	Male	001523	N2	AM	✓	
Bronislaw, Tomaz	06/04/2013	Male	001524	N2	PM	✓	
Clarke, Harriette	09/11/2012	Female	001525	N2	AM	✓	

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

Census		Pupils View					
Term	Spring 2017	YTI	All	Reg	All	Status	All
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	6	6KH		✓
Aaron, Liz	01/09/2005	Female	001103	6	6KH		✓
Aaron, Sophie	01/09/2005	Female	001104	6	6VC		✓
Abdullah, Tamwar	12/01/2009	Male	001275	3	3TO		✓
Abhra, Abjit	20/11/2009	Male	001336	2	2JB		✓
Abhra, Alisha	20/11/2009	Female	001337	2	2JB		✓
Abhra, Neel	20/11/2009	Male	001338	2	2GH		
Abhra, Shaquib	17/12/2013	Male	001582	N1	N1 AM	✓	
Ackton, Stan	22/03/2010	Male	001339	2	2GH		✓
Ackton, Stephen	12/03/2006	Male	001175	6	6VC		✓
Adams, Laura	03/03/2007	Female	001235	5	5BB		✓
Adams, Nancy	18/12/2011	Female	001460	R	ELM		✓
Adams, Sadie	20/03/2013	Female	001521	N2	AM	✓	

4. Click the **Save** button.

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

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

Resetting All Class Types

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

Re-enter the correct class types as previously described.

Identifying which Pupils have no Class Type Specified

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



Completed

Checking Early Years Data

Hours at Setting and Funded Hours can be recorded in the **Early Year** panel (on the **Census Return Details** page) or via **Tools | Statutory Returns Tools | Early Years - Update Early Years** page.

The hours are collected from all school phases that have early years pupils on-roll on census day.

The hours collected in this return are for the week in which the census day falls.

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

Where available, the hours data is brought forward from the previous Autumn Census.

Update Early Years

Save Undo

Census Term Spring 2017 Update Hours

Pupils View Age at 31/08/2016 All YTI All Reg All Status All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016	Age at 31/12/2016	Hours at Setting	Funded Hours
Abhra, Shaqab	17/12/2013	Male	001582			2	3		
Adams, Sadie	20/03/2013	Female	001521	N2	AM	3	3		
Alyona, Tatyana	21/12/2012	Female	001522	N2	PM	3	4		
Andrews, Richard	02/12/2012	Male	001523	N2	AM	3	4		
Bronislaw, Tomaz	06/04/2013	Male	001524	N2	PM	3	3		
Clarke, Harriette	09/11/2012	Female	001525	N2	AM	3	4		
Davies, Adam	01/12/2012	Male	001526	N2	AM	3	4		
Delanve, Millicent	10/02/2014	Female	001583			2	2		
Elliott, Josef	15/02/2013	Male	001527	N2	PM	3	3		
Ellis, Paul	08/02/2014	Male	001584			2	2		
Erikson, Finley	23/12/2012	Male	001528	N2	AM	3	4		
Gilbey, Clarissa	10/04/2013	Female	001529	N2	AM	3	3		
Gorev, Edgar	20/05/2013	Male	001530	N2	AM	3	3		
Haddon, Magdalene	21/02/2013	Female	001531	N2	AM	3	3		
Hellerton, Brooke	10/03/2013	Female	001532	N2	PM	3	3		
Jones, Daniel	16/11/2012	Male	001533	N2	PM	3	4		
Kaur, Aafia	04/04/2014	Female	001585			2	2		
Lin, Jian	22/01/2014	Male	001586			2	2		
Lowes, Ching	01/02/2013	Male	001534	N2	PM	3	3		

The **Update Hours** button is available to Primary schools only. It enables Hours at Setting, for pupils who are receiving free nursery care, to be updated automatically (provided that Early Years Attendance Patterns have been defined via **Focus | Pupil | Pupil Details**).

2. Click the **Update Hours** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

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

3. To add or edit the number of **Hours at Setting** or **Funded Hours** for an individual pupil, select the required criteria from the options in the **Pupils View** panel. Highlight the required pupil, click the applicable cell and then enter the required number of hours.

IMPORTANT NOTES: A value between 0 and 99.5 must be entered for each pupil. 0 (zero) is a *valid* value. If the value entered is within this range but higher than expected by the DfE, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

Hours must be entered in multiples of 0.5 *only*.

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

4. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:
 - a. In the **Pupils View** panel, select the required year group from the **YTI** (Year Taught In) drop-down list. Only the selected pupils are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** or **Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.
This number is then entered automatically for the remaining pupils.
 - d. Click to the right of the grid to deselect all.
 - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking in the associated **Hours at Setting** or **Funded Hours** cell as applicable, then entering the required number.
5. Click the **Save** button.

The Early Years report is available from the **Detail Report** drop-down list via **Routines | Statutory Returns | School Census**.

Completed

Identifying which Children have no Hours Recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at date**, **YTI** and **Reg** group are selected then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.
Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as described previously.
4. Click the **Save** button.

Updating Pupils with Top-Up Funding

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

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

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

Update Students with Top-up Funding

Update

Term: Spring 2017 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

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

Top-up Funding Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Abbess	Abbess	Graham	9	9A	E	No
Bristol	Bristol	Andrew	11	11C		Yes
Whiting	Whiting	Kellyann	11	11E		No

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

Term: Spring 2017 Students On-Roll on Census Day

Surname: Forename: YTI: 8 Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Smith	Smith	Daniel	8	8C	E	No
Smith	Smith	Jade	8	8A		No
Smith	Smith	Osias	8	8A		No
Smith	Smith	Stephanie	8	8A		No
Smith	Smith	Trinity	8	8E		Yes
Smith	Smith	Tristan	8	8A		No

Top-up Funding

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

Term: Spring 2017 Students On-Roll on Census Day

Surname: Forename: YTI: 8 Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Smith	Smith	Jade	8	8A		No
Smith	Smith	Osias	8	8A		No
Smith	Smith	Stephanie	8	8A		No
Smith	Smith	Tristan	8	8A		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Abbess	Abbess	Graham	9	9A	E	No
Bristol	Bristol	Andrew	11	11C		Yes
Whiting	Whiting	Kellyann	11	11E		No
Smith	Smith	Daniel	8	8C	E	No
Smith	Smith	Trinity	8	8E		Yes

04 | Preparing Pupil Level Information

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



Updating Pupils Post Looked After Arrangements

Post Looked After Arrangements (previously named Adopted from Care) is collected for pupils who are on-roll on census day and the information is then used for funding purposes.

The values available for selection enable schools to indicated which pupils were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.

1. Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements** to display the **Update Students Post Looked After Arrangements** page.

Any pupils currently recorded as having post looked after arrangements are displayed in the second panel.

Update Students Post Looked After Arrangements

Update

Term: Spring 2017 Students On-Roll on Census Day

Surname: Forename: YTI: All

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

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
▶ Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship...	<input type="checkbox"/>

- Use the search criteria to locate the pupils you want to record as having PLAA and then highlight their details.

Term: Students On-Roll on Census Day

Surname: Forename: YTI:

Preferred Surname: Reg: Ever in Care at this school:

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	6	6VC	No
Smith	Smith	Amy	6	6KH	No
Smith	Smith	Erin	1	PINE	No
Smith	Smith	Laura	6	6VC	No
Smyth	Smyth	Cheryl	3	3TO	No
Smyth	Smyth	Jonathan	3	3CB	No
Smyth	Smyth	Rhianna	3	3CB	No
Smythye	Smythye	Vincent	4	4SL	No

Post Looked After Arrangements

- Highlight the pupils who you want to define as having PLAA and then click the **Add** button. The selected pupils are displayed in the second panel.

Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Smith	Smith	Amy	6	6KH	No		<input type="checkbox"/>
Smyth	Smyth	Jonathan	3	3CB	No	Ceased to be looked after through Adoption Ceased to be looked after through a Special Guardianship Order (SGO) Ceased to be looked after through a Residence Order (RO) Ceased to be looked after through a Child Arrangement Order (CAO)	<input type="checkbox"/>

- Ensure that the correct post looked after arrangement is displayed for each pupil by clicking the applicable **PLAA** cell then selecting the applicable status from the drop-down list:
 - Ceased to be looked after through Adoption**
 - Ceased to be looked after through a Special Guardianship Order (SGO)**
 - Ceased to be looked after through a Residence Order (RO)**
 - Ceased to be looked after through a Child Arrangement Order (CAO).**
- To remove a record from the list, highlight the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, from where it can be reselected, if required.

04 | Preparing Pupil Level Information

6. Select the **Evidence Obtained** check box, if documents have been obtained that provide evidence of the post looked after arrangements.

*NOTE: **Evidence Obtained** is not collected in the School Census return but should be recorded as prove of DfE/Ofsted compliance.*

7. Click the **Update** button to save the information and arrange the names in surname order.

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

Completed

05 | What Next?

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

The SIMS 2016 Autumn Release (7.172) must be installed before completing the School Census Spring 2017 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary, because it might include updates applicable to the forthcoming return.

You should now be ready to produce the final School Census Spring 2017 Return. For specific instructions, please refer to the *Producing the School Census Spring 2017 Return* handbook applicable to your school phase, i.e. Nursery, Primary/Middle deemed Primary, Special, All-Through or Pupil Referral Unit.

Where Can I Get More Information?

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

- *Producing the School Census Spring 2017 Return (English Nursery Schools)* handbook
- *Producing the School Census Spring 2017 Return (English Primary/Middle deemed Primary Schools)* handbook
- *Producing the School Census Spring 2017 Return (English All-Through Schools)* handbook
- *Producing the School Census Spring 2017 Return (English Special Schools)* handbook
- *Producing the School Census Spring 2017 Return (English Pupil Referral Units)* handbook
- *School Census 2016/2017 Errors and Resolutions* document.

You may also find the information in the *Managing Pupil/Students* handbook helpful, as it provides details about the processes that relate to the adding and editing of pupil data in SIMS.

These documents, together with any other useful information, e.g. news items, can be found on the My Account website (<https://myaccount.capita-cs.co.uk>) by using the search facility to find CENSUS17. Please check My Account on a regular basis because documents will be uploaded as soon as they become available.

05| What Next?

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

There is a comprehensive online help system available in SIMS, accessed by clicking the applicable **Help** button or by pressing **F1** from anywhere in the software.

The My Account website (<https://myaccount.capita-cs.co.uk>) also includes a **Knowledge Base** (search by keywords or Knowledge Base ID to find answers for queries already logged with our customer support desk) and **Hot Topics** (a collections of articles from our Knowledge Base and other resources surrounding popular topical subjects such as preparing for the new school year).

IMPORTANT NOTE: *If you receive support from a local authority or third party support team, check with them before using any of the solutions.*

You may also find useful the School census 2016 to 2017 Guide (<https://www.gov.uk/government/publications/school-census-2016-to-2017-guide-for-schools-and-las>), which is provided by the DfE.

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