

Applicable to 7.172 onwards

# Producing the School Census Spring 2017 Return

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English Pupil Referral Units



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## Overview

This handbook provides the information needed by Pupil Referral Units in England to complete the School Census Spring 2017 Return, which takes place on Thursday 19 January 2017.

The School Census Spring 2017 Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

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

A list of items collected from Pupil Referral Units in England for the School Census Spring 2017 Return is available in a later section of this handbook.

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



### More Information:

Preparing Data for the School Census Return on page 8

## How has the School Census Spring Return Changed?

- Census date is 19/01/2017
- Attendance collected from the start of the Autumn term (e.g. 01/09/2016) to 31/12/2016
- Exclusions collected from 28/03/2016 to 31/08/2016
- Free School Meals collected from 07/10/2016 to 19/01/2017
- Learner Support collected from 01/08/2016 to 19/01/2017.

Changes to the census include the following:

### Data Items New to the Spring Return

#### Focus | Pupil (or Student) | Pupil (or Student) 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:

*Producing Detail Reports on page 46*

### Data Items Removed from the Census

#### Focus | School | School Details - Address panel

#### Focus | Pupil (or Student) | Pupil (or Student) 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:

Editing School Childcare Details on page 17

## 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**.



#### More Information:

Updating Early Years Data on page 20  
Early Years Report on page 50

## 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**.



#### More Information:

Editing Pupil/Students Post Looked After Arrangements on page 25

## 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.

## Where to Find More Information

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

A wide range of documentation is available from the **SIMS Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the **SIMS Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

## Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.
- The following rules can be applied to your search terms:
  - Surround a word or phrase with "double quotes" to return results containing that exact phrase.
  - Prefix a words or phrases with **+** to make them essential.

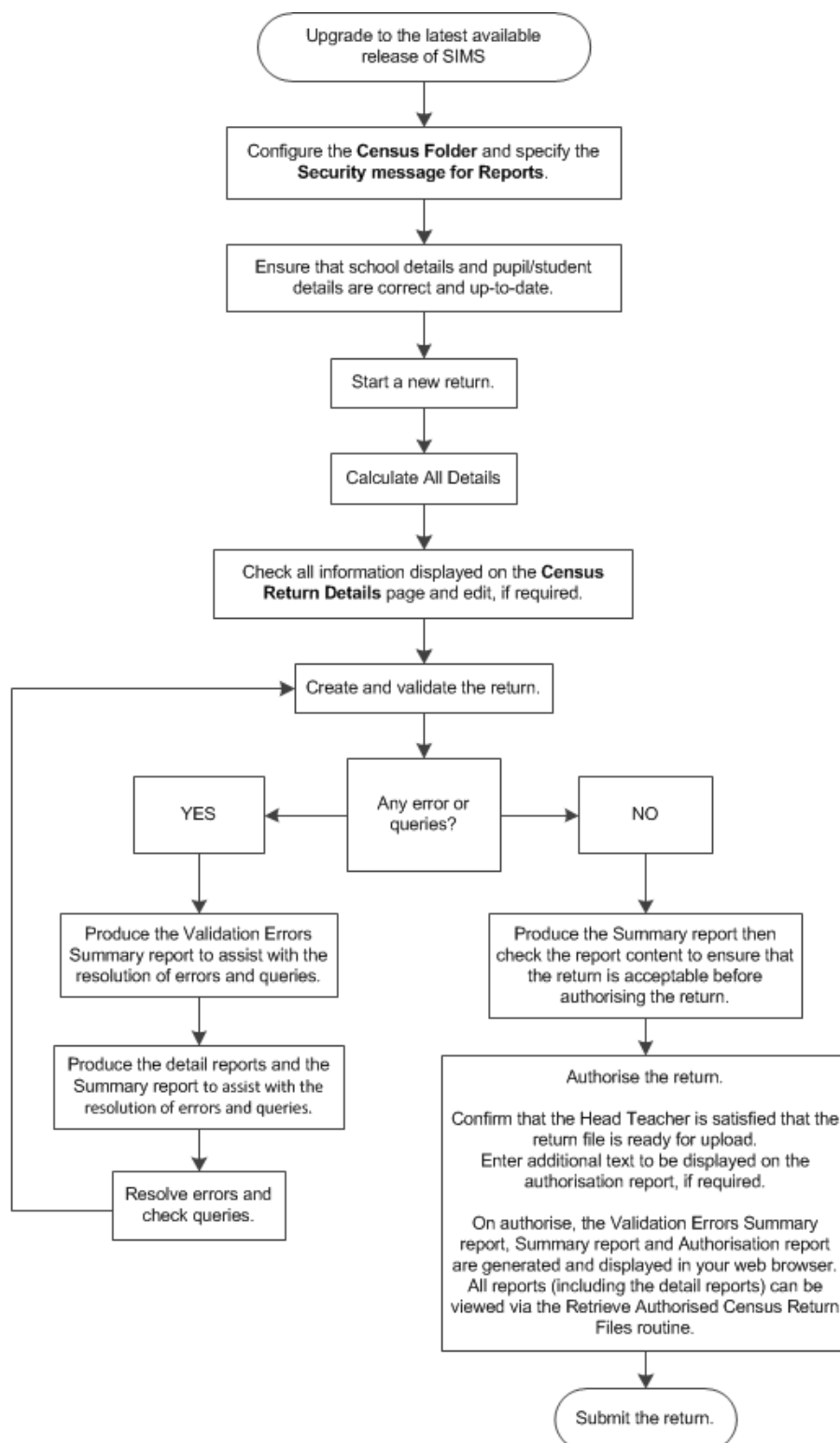
For example: "end of year procedures" +primary +detailed

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

To access the School Census documents, please search for **CENSUS17** in the **SIMS Documentation Centre** or My Account.

## Steps to Producing the School Census Return

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





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## 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/student details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS 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 <sims 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.



## Preparing Data for the School Census Return

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

The following information is collected from Pupil Referral Units for the School Census Spring 2017 Return.

### School Level Data

- School Characteristics:
  - LA number, DfE establishment number, school name, school phase, school type, highest and lowest national curriculum year, intake type, governance, school email address and school telephone number
  - child mother indicator, teenage mothers places and childcare facility indicator.
- Miscellaneous:
  - free school meals taken
  - childcare provision on site, signposted off site childcare provision, type of childcare (e.g. before school, after school, etc.), opening time and closing time, number of childcare places, childcare provider, other schools and number of weeks that the childcare provision is open.

**Pupil/Student Level Data**

- Pupil/Student Identifiers: unique pupil number (UPN) and former UPN, unique learner number (ULN), surname, forename, middle names, preferred surname, former surname, gender and date of birth.
- Pupil/Student Characteristics:
  - nationality, country of birth, proficiency in English, ethnicity, first language
  - free school meal eligibility start date and end date, UK country in which the eligibility applies, school dinner taken
  - Youth Support Services Agreement (YSSA) indicator, post looked after arrangements
  - service children in education indicator
  - funded hours, hours at setting, top-up funding indicator, learner support code
  - unit contact time (time in unit)
  - early years pupil premium eligibility (EYPPE) and early years pupil premium basis of funding (EYPPBF).
- Pupil/Student Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN provision, SEN type ranking and SEN type for each SEN need.
- Termly Exclusion Information (28/03/2016 to 31/08/2016): category, reason, in care indicator, SEN provision, exclusion start date, exclusion actual number of sessions.
- Pupil/Student Home Address: pupil/student's home address details, including post code and unique property reference number (UPRN).
- Termly Attendance Information (from the start of the 2016 Autumn term to 31/12/2016): possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes (reason for absence) and number of sessions missed.

For more information and step by step instructions on the preparations that need to be carried out before the census return is produced, please refer to the *Preparing for the School Census 2017 Return* guide. The preparation guide, together with other useful School Census documentation, can be found on the My Account website (<https://myaccount.capita-cs.co.uk>) by using the search facility to find CENSUS17 documentation.

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## Creating a New School Census Return

Before creating a new School Census return, ensure that all pupil/student and school information is present and up-to-date in SIMS.

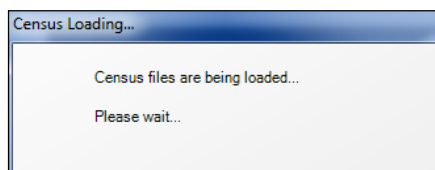
The School Census Spring 2017 Return collects data for:

- all pupil/students on the register on census day (19/01/2017).
- any additional pupil/students not on-roll on census day who:
  - were on-roll for at least one session during the collection period from the start of the 2016 Autumn term to 27/12/2016.
  - had an exclusion that started between 28/03/2016 and 31/08/2016.
  - were awarded Learner Support funding from 01/08/2016 to 19/01/2017.

The **Census Folder** and **Security message for Reports** must be specified before clicking the **New** button to create a new return.

It is possible to create more than one return. This enables you to carry out dry runs to determine what data needs to be added or updated. Any unwanted returns can be deleted, providing they have not been authorised (please see *Deleting an Unauthorised Return* on page 60).

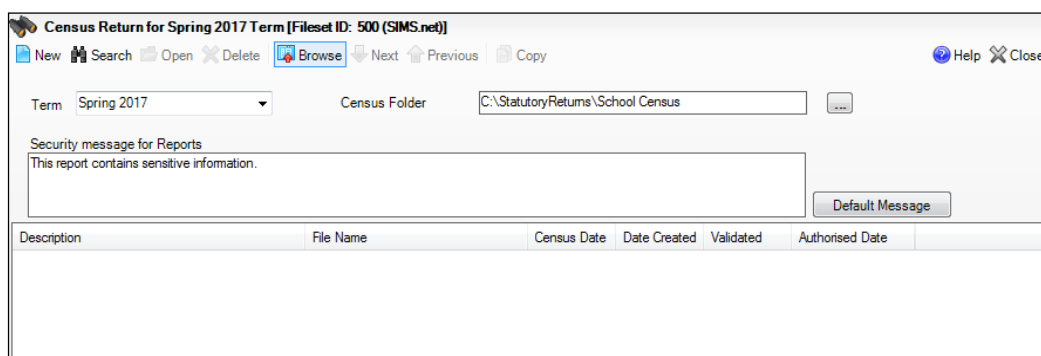
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



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

When the files are loaded, the **Census Return for Spring 2017 Term** browser is displayed.

The Fileset ID is displayed in the browser header for information only.



By default, the **Term** field displays the appropriate term for the selected return, in this instance **Spring 2017**.

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

## Configuring the Census Folder

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

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

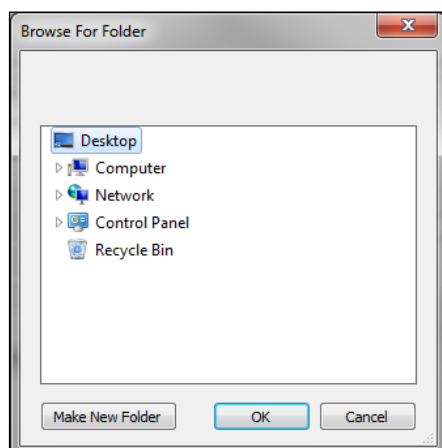
You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the DfE website (<https://www.gov.uk/service-manual/technology/securing-your-information>)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

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

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



*Browse button*



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

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

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

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

## Specifying the Security Message for Reports

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

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

## Editing Census Details

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

- The census date is displayed as 19/01/2017.
- Attendance data collected from the start of the 2016 Autumn term to 31/12/2016.
- Exclusions data collected from 28/03/2016 to 31/08/2016.
- FSM (Free School Meal) data collected from 07/10/2016 to 19/01/2017.
- Learner Support funding collected from 01/08/2016 to 19/01/2017.

1 Census Details			
Census Date	19/01/2017		
Description	School Census Spring 2017		
Attendance collected from	01/09/2016	Attendance collected to	31/12/2016
Exclusions collected from	28/03/2016	Exclusions collected to	31/08/2016
FSM collected from	07/10/2016	FSM collected to	19/01/2017
Learner Support collected from	01/08/2016	Learner Support collected to	19/01/2017

1. By default, the return **Description** is displayed as **School Census 2017**. This description can be edited, if required, e.g. to identify a dry run.

***WARNING:*** Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description. A unique description also helps to identify the required return when displayed in the **Census Return for Spring 2017 Term** browser and can be particularly useful when creating dry runs or copies of existing returns.

2. The **Attendance collected from** date defaults to **01/09/2016**. This date can be edited if the start of your school's Autumn term is different.
3. Click the **Calculate All Details** button.

## Calculating All Details

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

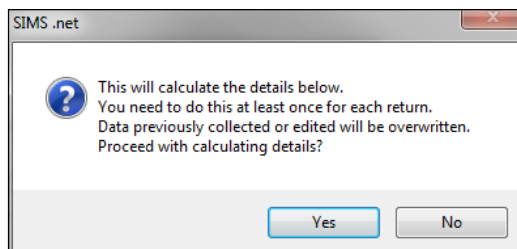
***IMPORTANT NOTE:*** You must calculate all details at least once to populate the various panels for each return.

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

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

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

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



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

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

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

## Editing School Information

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

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

 A screenshot of the "School Information" panel in the SIMS system. It displays various fields for school details:
 

- School Name: Green Abbey School
- LA: 823
- Establishment Number: 4321
- Telephone: 851234
- School E-mail Address: office@ga.org.uk
- School Phase: PR (Pupil Referral Unit (PRU))
- School Type: Comprehensive all-through 11-18
- Governance: Community
- Intake Type: Comprehensive
- Lowest NC Year: 7
- Highest NC Year: 13

 At the bottom right of the panel is a button labeled "School Detail".



### 03| Producing the School Census Spring Return

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

The screenshot shows the 'School Detail' dialog box for 'Green Abbey School'. The dialog is titled 'School Details - Green Abbey School' and has a 'Save' button and an 'Undo' button. It contains several tabs: '1 Establishment', '2 Address', '3 Contact Details', '4 Sites', '5 Documents', and '6 Childcare'. The '1 Establishment' tab is active, showing fields for 'School Name' (Green Abbey School), 'LA' (823 Central Bedfordshire), 'Establishment Number' (1149), 'Unique Reference Number', 'UK Provider Reference Number', 'School Phase' (Pupil Referral Unit (PRU)), 'School Type' (LA Maintained PRUs), 'School Governance' (Community), 'Intake Type' (Comprehensive), 'Previous School Name', 'Previous Estab Number', 'Previous URN Number', 'Boarding Pupils' (Nursery Class), 'Head Teacher' (Mr Adrian Blacker), and 'Main Contact' (Mr Adrian Blacker). There is a section for 'Pupil Referral Unit' with a photo and a label. The dialog has 'OK' and 'Cancel' buttons at the bottom.

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

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

#### Information for Academies:

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

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

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

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

## Editing School Childcare Details

School childcare details are collected annually in the School Census Spring return.

Details can be entered via **Focus | School | School Details**, enabling the information to be maintained at any time throughout the year.

The **Childcare** panel (on the **Census Return Details** page) displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the **Edit** button. This provides a direct link to the **School Details** page.

If no childcare information is recorded, a validation error is triggered when the return is run.

3 Childcare									
Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	
Before School Childcare	Yes	No	07:00		40	School	Yes		
After School Childcare	Yes	No		18:00	25	School	No		
Holiday Childcare	Yes	Yes, form...	08:30	16:30	40	Other (non-school) Pr...	Yes	5	
Under Fives Childcare	No	No							

1. Click the **Edit** button in the **Childcare** panel to display the **School Details** page.

**School Detail**

**School Details - Green Abbey School**

Save Undo Help

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

**1 Establishment**

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 1149

Unique Reference Number:

UK Provider Reference Number:

School Phase: Pupil Referral Unit (PRU)

School Type: LA Maintained PRUs

School Governance: Community

Intake Type: Comprehensive

Previous School Name:

Previous Estab Number:

Previous URN Number:

Boarding Pupils: ☐ Nursery Class ☐

Head Teacher: Mr Adrian Blacker

Date Name Changed:

Date Number Changed:

Date Number Changed:

Special Class or Unit: ☐

Main Contact: Mr Adrian Blacker

OK Cancel

2. Click the **Childcare** hyperlink to display the **Childcare** panel, where the current childcare details are displayed.

6 Childcare										Open
Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	
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, form...	08:30	16:30	40	Other (non-s...	Yes	5		
Under Fives Childcare	No	No								

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

SIMS

Update Childcare Details

X

Childcare Details

Type

Before School Childcare

On Site

Yes

Signposted

No

Opening Time

07 : 00

hh:mm (24 hrs)

Closing Time

hh:mm (24 hrs)

No of Childcare Places

40

Provider

School

Other Schools

Yes

Weeks Open

Notes

Parent and carers help with childcare.

OK

Cancel

4. Enter the required details.
  - **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 the 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 pupil/students, including transport to their site.
    - **Yes, list of providers that pick up from school** - select this option if a list of local providers that will pick up pupil/students from the school to help parents is provided.
    - **No**
    - **Not Known.**
  - **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.
5. Click the **OK** button to return to the **School Details** page.
  6. Click the **Save** button and then the **OK** button to return to the **Census Return Details** page.

## Updating 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.

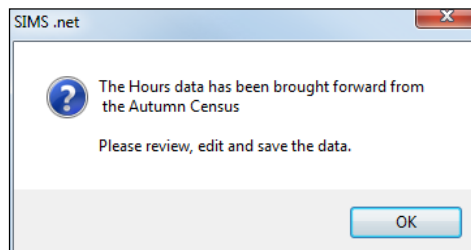
If data has been recorded previously via **Tools | Statutory Return Tools | Update Early Years**, the values are displayed in the **Early Years** panel.

4 Early Years								
Edit								
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016	Age at 31/12/2016	Hours at Setting
Abhra,Shoaib	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	

The **Early Years** panel is read-only. However, you can review and edit the data by clicking the **Edit** button.

## Adding/Editing Hours at Setting or Funded Hours

1. Click the **Edit** button to display a message that informs you that hours data has been brought forward from the previous census.



- Click the **OK** button to display the **Update Early Years** page. By default, the current **Term** is displayed in the **Census** panel.

**Update Early Years**

Save Undo

**Census**  
Term Spring 2017

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

**Pupils**

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016	Age at 31/12/2016	Hours at Setting	Funded Hours
Abhra, Shaquib	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		

If you wish to view the data recorded for a previous term (in the current calendar year), select as required from the drop-down list.

- 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.

In the **Pupils** panel, highlight the required pupil record, click the applicable cell and then enter the required number of hours.

**IMPORTANT NOTE:** Hours must be entered in increments of 0.5 only.

**Census**  
Term Spring 2017

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

**Pupils**

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2016	Age at 31/12/2016	Hours at Setting	Funded Hours
Abhra, Shaquib	17/12/2013	Male	001582			2	3	12.5	12.5
Adams, Sadie	20/03/2013	Female	001521	N2	AM	3	3	15	15
Alyona, Tatyana	21/12/2012	Female	001522	N2	PM	3	4	10	10
Andrews, Richard	02/12/2012	Male	001523	N2	AM	3	4	15	15
Bronislaw, Tomaz	06/04/2013	Male	001524	N2	PM	3	3	15	15
Clarke, Harriette	09/11/2012	Female	001525	N2	AM	3	4	15	15
Davies, Adam	01/12/2012	Male	001526	N2	AM	3	4	12.5	12.5
Delanve, Millicent	10/02/2014	Female	001583			2	2	15	15

4. If most of the pupils are receiving the same number of hours, the following method can be used to populate the column quickly:
  - a. In the **Pupils View** panel, select the required year group from the **Year Taught In** drop-down list. Only the selected pupils are displayed in the **Pupils** panel.
  - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
  - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** (or **Funded Hours**), then enter the number of hours that is applicable to the majority of pupils.  
The number is entered automatically for all selected 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. If there are any pupils for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page where the number of hours can be entered before saving.
6. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed in the **Early Years** panel.

**IMPORTANT NOTES:**

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

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

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

## Identifying which Children have no Hours Recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **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 Pupil/Students with Top-Up Funding

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

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

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB		No

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

1. Click the **Edit** button to display the **Update Pupil (or Student)s with Top-up Funding** dialog. The pupil/students currently recorded as having top-up funding are displayed in the **Top-up Funding** section.

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
Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB		No



### 03| Producing the School Census Spring Return

- Use the search criteria to locate the additional pupil/students 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: All Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Aurora	4	4SL		No
Whitehead	Whitehead	William	R	ELM		No
Whitemore	Whitemore	Amie	2	2JB		No

Top-up Funding

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

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>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Whitehead	Whitehead	William	R	ELM		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris	6	6KH		No
Davies	Davies	Ben	4	4ES		No
Dexter	Dexter	Bethany	3	3CB		No
White	White	Aurora	4	4SL		No
Whitemore	Whitemore	Amie	2	2JB		No

4. To remove a pupil/student from the list, highlight the required pupil/student then click the **Remove** button. The pupil/student's record is displayed in the first table, providing a chance to reselect the pupil/student, if required.
5. Click the **Update** button to save the data and arrange the list of pupil/students in **Surname** order.
6. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.



#### Additional Resources:

*Preparing for the School Census Spring 2017 Return handbook*



#### More Information:

*Top-up Funding Report on page 49*

## Editing Pupil/Students Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupil/students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the pupil/students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Student Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all pupil/students who already have a PLAA status are displayed.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C.	Post Looked After Arrangements
De Souza	De Souza	Luciano	12		Yes	Ceased to be looked after through Adoption
Noble	Noble	Natasha	12		No	Ceased to be looked after through a Special Guardianship Order (SGO)

The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a pupil/student, must be done via the **Edit** button.

- Click the **Edit** button to display the **Update Pupil (or Student)s Post Looked After Arrangements** page. Any pupil/students currently recorded as having PLAA are displayed in the second panel.

**Update Students Post Looked After Arrangements**

Update Links Help Close

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
De Souza	De Souza	Luciano	12		Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Noble	Noble	Natasha	12		No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>

Post Looked After Arrangements Add Remove

- Click the **Search** button to display a list of all pupil/students who have not been defined as having PLAA.

Alternatively, enter all or part of the required search criteria then click the **Search** button.

Term: Spring 2017 Students On-Roll on Census Day

Surname: s Forename: d YTI: 13

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Sampson	Sampson	Delilah	13		No
Smith	Smith	David	13		No

Post Looked After Arrangements Add Remove

4. Highlight the pupil/students who you want to record as having PLAA then click the **Add** button to move the selected pupil/students to the second panel. One or more pupil/students can be selected using **Ctrl**+click or **Shift**+click functionality.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
De Souza	De Souza	Luciano	12		Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Noble	Noble	Natasha	12		No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Sampson	Sampson	Delilah	13		No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input checked="" type="checkbox"/>
Smith	Smith	David	13		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 checked="" type="checkbox"/>

5. For each pupil/student added to the second panel, select the post looked after arrangement status by clicking in the applicable cell in the **Post Looked After Arrangements** column then selecting the required status from the drop-down list:
- **Ceased to be looked after through Adoption**
  - **Ceased to be looked after through a Special Guardianship Order (SGO)**
  - **Ceased to be looked after through a Residence Order (RO)**
  - **Ceased to be looked after through a Child Arrangement Order (CAO).**

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

*You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.*

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 proof of DfE/Ofsted compliance.**

7. To remove a name from the list, highlight it then click the **Remove** button. The record is displayed in the first panel, from where it can be reselected, if required.

8. Click the **Update** button to save the information and arrange the list of pupil/students 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. Click the **OK** button to continue.

9. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.



#### Additional Resources:

*Preparing for the School Census Spring 2017 Return handbook*



#### More Information:

*Post Looked After Arrangements Report on page 49*

## Managing School Dinners Taken on Census Day

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

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 2017 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

*NOTES: The **Reference Date** is provided so that your school can report school dinners taken on an alternative date to census day, if required.*

*The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.*

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both of these modules are not in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.

The screenshot shows the 'School Dinner Taken' form. Callout 1 points to the 'Reference Date' field set to 19/01/2017. Callout 2 points to the 'Group By' dropdown. Callout 3 points to the 'Calculate From Attendance' button. Callout 4 points to the 'Calculate From Dinner Money' button. Callout 5 points to the 'Reset' button. Callout 6 points to the 'Total Taken' and 'Total Not Taken' fields at the bottom right.

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abhra	Abjit	2	2JB	Single Registration	
Abhra	Alisha	2	2JB	Single Registration	
Abhra	Neel	2	2GH	Single Registration	
Ackton	Stan	2	2GH	Single Registration	
Adams	Nancy	R	ELM	Single Registration	
Akeman	Richard	1	ELM	Single Registration	
Akeman	Steven	1	ELM	Single Registration	
Alala	Candis	R	PINE	Single Registration	
Alamilla	Sofa	1	PINE	Single Registration	
Andrews	Josef	2	2GH	Single Registration	
Bailey	Eve	2	2JB	Single Registration	
Balik	Karolina	1	ASH	Single Registration	
Balinski	Cyla	2	2JB	Single Registration	
Balinski	Fil	2	2JB	Single Registration	

Total Taken: 0 Total Not Taken: 180

1	By default, the <b>Reference Date</b> is set to 19/01/2017 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the normal situation.
2	Click the required column header to sort the data.
3	The <b>Calculate From Attendance</b> button is displayed only if SIMS Attendance is in use.
4	The <b>Calculate from Dinner Money</b> button is displayed only if SIMS Dinner Money is in use.
5	When the <b>Reset</b> button is clicked all existing ticks are removed from the <b>School Dinner Taken</b> column enabling you to start the process again.
6	The <b>Total Taken</b> and <b>Total Not Taken</b> provide an indication of whether the number of school dinners taken is correct or whether edits are required.

After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.



#### More Information:

*School Dinner Taken Report* on page 48

## Using Dinner Money to Calculate School Dinners Taken on Census Day

If SIMS Dinner Money is in use, the Dinner Money data recorded for census day can be used to calculate the number of school dinners taken on census day.

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

SIMS Dinner Money takes into account these different meal types and populates the **School Dinner Taken** column with ticks where meals provided by the school only have been taken.

**School Dinner Taken**

Reference Date: 19/01/2017 All pupils including those eligible for FSM should be included below

Group By: [v] Calculate From Attendance Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abhra	Abjit	2	2JB	Single Registration	✓
Abhra	Alisha	2	2JB	Single Registration	✓
Abhra	Neel	2	2GH	Single Registration	✓
Ackton	Stan	2	2GH	Single Registration	
Adams	Nancy	R	ELM	Single Registration	
Akeman	Richard	1	ELM	Single Registration	✓
Akeman	Steven	1	ELM	Single Registration	✓
Alala	Candis	R	PINE	Single Registration	
Alamilla	Sofia	1	PINE	Single Registration	
Andrews	Josef	2	2GH	Single Registration	✓
Bailey	Eve	2	2JB	Single Registration	
Balik	Karolina	1	ASH	Single Registration	
Balinski	Cyla	2	2JB	Single Registration	
Balinski	Fil	2	2JB	Single Registration	✓

Total Taken: 85 Total Not Taken: 95

1. Click the **Calculate From Dinner Money** button.

**WARNING:** Clicking the **Calculate From Dinner Money** button overwrites all existing data in the **School Dinner Taken** panel.

If SIMS detects missing information, the following message is displayed:

**Dinner Money information is incomplete. Please ensure that meals are recorded in Dinner Money.**

2. Click the **Cancel** button to return to SIMS where the missing information can be entered or the **OK** button to continue.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of **School Provided**, with a description such as hot school meal or school sandwich.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

## Using Attendance to Calculate School Dinners Taken on Census Day

The School Census Return only requires information about school meals provided by the school on census day. However, if SIMS Attendance is in use, 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.

The information calculated from attendance can be edited so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

**WARNING:** Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

If missing marks exist, a message is displayed:

**Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.**

2. Click the **Cancel** button to return to SIMS where missing marks can be entered or the **OK** button to continue.

A tick is entered against each pupil who is marked as present on census day morning (i.e. AM session). It is possible that some of these pupils are not taking meals provided by the school, e.g. they go home for dinner or bring a packed lunch from home. Meals provided by the school only are required for the return.

Use the **Group By** functionality to group pupils by **Year Taught In, Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

## Using Manual Entry to Record School Dinners Taken on Census Day

If your school is not using SIMS Dinner Money or SIMS Attendance the number of school dinners taken on census day (i.e. meals provided by the school) can be entered manually.

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.
2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).

Reference Date: 19/01/2017 All pupils including those eligible for FSM should be included below

Group By:

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abhra	Abjit	2	2JB	Single Registration	✓
Abhra	Alisha	2	2JB	Single Registration	✓
Abhra	Neel	2	2GH	Single Registration	✓
Ackton	Stan	2	2GH	Single Registration	
Adams	Nancy	R	ELM	Single Registration	
Akeman	Richard	1	ELM	Single Registration	✓
Akeman	Steven	1	ELM	Single Registration	✓
Alala	Candis	R	PINE	Single Registration	
Alamilla	Sofia	1	PINE	Single Registration	
Andrews	Josef	2	2GH	Single Registration	✓
Bailey	Eve	2	2JB	Single Registration	
Balik	Karolina	1	ASH	Single Registration	
Balinski	Cyla	2	2JB	Single Registration	
Balinski	Fil	2	2JB	Single Registration	✓

Total Taken: 85 Total Not Taken: 95

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.



- Continue editing until school dinner taken details are correct.

**WARNING:** Clicking the **Reset** button removes all existing ticks from the **School Dinner Taken** column.

## Updating Time in Unit

Time in Unit, also referred to as Contact Time, is the total number of expected hours that a child spends at a Pupil Referral Unit in census week.

The Time in Unit must be recorded for all pupil/students who are on-roll on census day.

If time in unit has previously been recorded via **Tools | Statutory Return Tools | Update Time in Unit**, the values are displayed in the **Time in Unit** panel, otherwise the values default to zero.

5 Time in Unit Edit Recalculate

Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Abbey, Grenetta	24/07/2002	Female	003979	10	10F	0
Abbey, Jimmy	17/04/2000	Male	003599	12	G	0
Abbey, Sean	19/09/2004	Male	004505	7	7B	10
Abbot, Andrew	13/12/2002	Male	004163	9	9E	0
Abbot, Benjamin	20/07/2002	Male	004161	10	10A	0
Abbot, Claire	22/04/1999	Female	003460	13	H	0

The data displayed in the **Time in Unit** panel is read-only. However, values can be updated by clicking the **Edit** button to display the **Update Time in Unit** page where all pupil/students who are on-roll on census day are displayed.

Update Time in Unit Save Undo

Census Term: Spring 2017

Pupils View: Year Group: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Abbey, Grenetta	24/07/2002	Female	003979	10	10F	0
Abbey, Jimmy	17/04/2000	Male	003599	12	G	0
Abbey, Sean	19/09/2004	Male	004505	7	7B	10
Abbot, Andrew	13/12/2002	Male	004163	9	9E	0
Abbot, Benjamin	20/07/2002	Male	004161	10	10A	0
Abbot, Claire	22/04/1999	Female	003460	13	H	0
Abbot, Hannah	23/12/2000	Female	003762	11	11B	0
Abbot, Susan	21/06/2001	Female	003600	12	L	0
Able, Cameron	10/12/2002	Male	004164	9	9A	0
Abrahams, Jacqui	12/10/2001	Female	003980	10	10B	0
Ackrington, Robert	29/12/2002	Male	004165	9	9D	0
Ackton, Stanley	18/12/2001	Male	004343	10	10A	0
Ackton, William	11/06/2000	Male	003923	12	G	0
Acton, Samantha	25/03/2005	Female	004604	7	7A	0
Adams, Melanie	06/06/2001	Female	003763	11	11D	0
Adedeji, Payal	03/03/2003	Male	004166	9	9C	0
Adkins, Richard	23/03/2001	Male	003764	11	11E	0
Adriansson, Robert	10/09/2003	Male	004344	8	8B	0
Affelay, Brian	09/09/2003	Male	004345	8	8C	0

1. The following options can be used to sort and filter the display:
  - The options available in the **Pupils View** panel can be used to restrict the list of pupil/students displayed. **Year Group**, **Reg** group and the **Status** of the data displayed, e.g. **No Time in Unit**, can be selected.
  - The display can be sorted by **Name**, **Date of Birth**, **Gender**, admissions number (**AdNo.**), **Year** group taught in, and **Reg** group. Right-click the applicable column heading then select **Sort By** from the drop-down list. The list of pupil/students is then re-arranged into your chosen sort order.
2. To specify the time in unit for an individual pupil/student, click the required pupil/student record to highlight it then click the associated cell in the **Time in Unit** column and enter the required value.

**IMPORTANT NOTE:** The number of hours entered per pupil/student must be between 0.0 and 99. Whole hours only can be entered.

3. If most of the pupil/students are expected to be in the Pupil Referral Unit for the same number of hours in census week, the following method can be used to quickly populate the column:
  - a. In the **Pupils View** panel, select the required year group from the **Year Group** drop-down list. The selected pupil/students only are displayed in the **Pupils** panel.
  - b. Right-click the **Time in Unit** column header then select **Select All** from the drop-down list.
  - c. Click in one of the highlighted cells of the **Time in Unit** column then enter the number of hours that is applicable to the majority of pupil/students.
  - d. The number is entered automatically for all selected pupil/students.
  - e. Click to the right of the **Time in Unit** column to deselect all.
  - f. Edit the entry for each pupil/student whose hours are expected to be different. This is achieved by highlighting the required pupil/student, then clicking the associated **Time in Unit** cell and entering the required number.
4. When all entries/updates have been made, click the **Save** button.
5. Click the **OK** button (located bottom right-hand side of screen) to return to the **Census Return Details** page, where the updated time in unit hours are displayed.

## Resetting Time in Unit Values

To reset all time in unit values, right-click the **Time in Unit** column header, then select **Reset All** from the drop-down list. All values are reset to zero. Re-enter correct values as previously described, then click the **Save** button.

## Identifying which Pupils have no Hours Specified

To ensure that all pupil/students have a time in unit entered against their record, select **No Time in Unit** from the **Status** drop-down list (located in the **View Pupils** panel). Any pupil/students without a time in unit value are displayed.

Enter a time in unit value for these pupil/students, as previously described, then click the **Save** button.

## Updating Provider Status

The term Provider Status is an indicator of where a PRU pupil/student is educated, i.e. Further Education College (**FE College**) or **Other Provider**. Where applicable, a Provider Status should be recorded for each pupil/student who is on-roll on census day.

*NOTE: Guest pupil/students are not included in the census and are therefore not displayed in any list.*

If provider status values have previously been recorded via **Tools | Statutory Return Tools**, they are displayed automatically in the **Provider Status** panel. Otherwise the **FE College** and **Other Provider** columns are blank.

Name	Date of Birth	Gender	AdNo	Year	Reg	Enrolment Status	FE College	Other Provider
Abbess, Graham	24/07/2002	Male	004504	10	10F	FE College	✓	
Abbey, Grenetta	17/04/2000	Female	003979	12	G	Single Registration		
Abbey, Jimmy	19/09/2004	Male	003599	7	7B	Other Provider		✓
Abbey, Sean	13/12/2002	Male	004505	9	9E	Single Registration		
Abbot, Andrew	20/07/2002	Male	004163	10	10A	FE College	✓	
Abbot, Benjamin	22/04/1999	Male	004161	13	H	Single Registration		

The data displayed in the **Provider Status** panel is read-only. However, values can be updated by clicking the **Edit** button to display the **Update Provider Status** page where all pupil/students who are on-roll on census day are displayed.

- To update the values click the **Update Provider Status** button to display the **Update Provider Status** page, where all pupil/students who are on-roll on census day are displayed.

Update Provider Status

Save

Undo

Census

Term

Spring 2017

Pupils View

Year Group

All

Reg

All

Status

All

Pupils

Name	Date of Birth	Gender	AdNo.	Year	Reg	Enrolment Status	FE College	Other Provider
Abbess, Graham	24/07/2002	Male	004504	10	10F	FE College	✓	
Abbey, Grenetta	17/04/2000	Female	003979	12	G	Single Registration		
Abbey, Jimmy	19/09/2004	Male	003599	7	7B	Other Provider		✓
Abbey, Sean	13/12/2002	Male	004505	9	9E	Single Registration		
Abbot, Andrew	20/07/2002	Male	004163	10	10A	FE College	✓	
Abbot, Benjamin	22/04/1999	Male	004161	13	H	Single Registration		
Abbot, Claire	22/04/1999	Female	003460	13	H	Single Registration		
Abbot, Hannah	23/12/2000	Female	003762	11	11B	Single Registration		
Abbot, Susan	21/06/2001	Female	003600	12	L	Single Registration		
Able, Cameron	10/12/2002	Male	004164	9	9A	Single Registration		
Abrahams, Jacqui	12/10/2001	Female	003980	10	10B	Single Registration		
Ackrington, Robert	29/12/2002	Male	004165	9	9D	Single Registration		
Acton, Stanley	18/12/2001	Male	004343	10	10A	Single Registration		
Acton, William	11/06/2000	Male	003923	12	G	Single Registration		
Acton, Samantha	25/03/2005	Female	004604	7	7A	Single Registration		
Adams, Melanie	06/06/2001	Female	003763	11	11D	Single Registration		
Adediji, Payal	03/03/2003	Male	004166	9	9C	Single Registration		
Adkins, Richard	23/03/2001	Male	003764	11	11E	Single Registration		
Adrianson, Robert	10/09/2003	Male	004344	8	8B	Other Provider		✓
Affellay, Brian	09/09/2003	Male	004345	8	8C	Single Registration		
Affleck, Alexis	20/07/2003	Female	004346	9	9D	FE College	✓	

2. The following options can be used to sort and filter the display:
  - The options available in the **Pupils View** panel can be used to restrict the list of pupil/students displayed. **Year Group**, **Reg** group taught in and the **Status** of the data displayed, e.g. **No Provider Status**, can be selected.
  - The display can be sorted by **Name**, **Date of Birth**, **Gender**, admission number (**AdNo.**), **Year** group, and **Reg** group. Right-click the applicable column heading, then select **Sort By** from the drop-down list. The pupil/students are then re-arranged into your chosen sort order.
3. To specify the provider status for an individual pupil/student, click the **FE College** or **Other Provider** cell adjacent to the pupil/student's details to display a tick. Clicking again removes the tick, if required.
4. If all pupil/students listed are educated at the same provider, right-click the appropriate column heading (i.e. **FE College** or **Other Provider**), then select **Check All** from the drop-down list. All records in that column are ticked.
5. When all updates have been made, click the **Save** button to save your changes and refresh the **Enrolment Status** list to reflect the updated provider statuses.

The values displayed in the **Enrolment Status** column are those collected in the return.

**IMPORTANT NOTE:** The **Enrolment Status** is recorded in the **Registration** panel via **Focus | Pupil (or Student) | Pupil (or Student) Details**. It is unusual for PRUs to change the enrolment status.

Any update(s) made on the **Update Provider Status** page are for School Census purposes only and do not change the details recorded via the **Focus** menu.

6. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated provider status values are displayed.

## Resetting Provider Status Values

To reset all provider status values, right-click in the **FE College** or **Other Provider** column header, then select **Remove All** from the drop-down list. The column is cleared of all ticks.

Re-enter correct values as previously described, then click the **Save** button.

## Identifying which Pupil/Students have no Provider Status Recorded

To view which pupil/students have no provider status assigned to them, select **No Provider Status** from the **Status** drop-down list in the **Pupils View** panel. Any pupil/students without a provider status are displayed in the **Pupils** panel.

If applicable, a provider status can be entered for these pupil/students, in the way described previously before clicking the **Save** button.

## Entering 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 to 31/12/2016.

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.

**IMPORTANT NOTE:** Clicking the **Calculate All Details** button overwrites any edited data, in every panel, with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.

The information displayed in the **Attendance** panel (after the **Calculate All Details** button is clicked) is dependent on which of the following is applicable:

- SIMS Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either:
  - no missing marks
  - or
  - missing marks.
- SIMS Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.
- SIMS Attendance/Lesson Monitor is not in use.



### More Information:

Attendance Report on page 47

## SIMS Attendance/Lesson Monitor Users

If SIMS Attendance/Lesson Monitor is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

**TIP:** After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

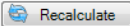
## Are your Attendance Codes DfE Compliant?

If Attendance/Lesson Monitor is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are no missing marks.

If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.

<div>5 Attendance</div> <div> <p>Your attendance codes are DfE compliant</p> <p>This will be rechecked at the Create &amp; Validate stage</p> </div>
--

However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.

<div>5 Attendance</div> <div> <p>Some attendance marks are missing</p> <p>Go to Focus   Attendance   Deal with Missing Marks</p> <p>Please add attendance marks and then click 'Recalculate'</p> <p></p> </div>
--

1. Use the Deal with Missing Marks routine (**Focus | Attendance (or Lesson Monitor) | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

*NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.*




#### More Information:

Producing Detail Reports on page 46

### Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, e.g. the **F**, **Z** or **@** code is in use, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.

<div>5 Attendance</div> <div> <p>Your attendance codes are not DfE compliant</p> <p>Please deal with this lack of compliance and then press 'Check attendance codes'</p> <p></p> </div>
--

### 03| Producing the School Census Spring Return

1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.

3. Click the **OK** button to continue.

### SIMS Attendance/Lesson Monitor Not in Use

If Attendance/Lesson Monitor is not in use, the following data must be entered manually:

- Termly Possible Sessions (**T Poss Sessions**)
- Termly Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Termly Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

The screenshot shows the 'Attendance' panel in SIMS. At the top, it states 'Attendance Application not in use. Manual entry is required.' and has a button 'Check for additional student & zero totals'. Below this is a 'Group By' dropdown menu and an 'Attendance Collection Period' field set to '(01/09/2016-31/12/2016)'. The main part of the panel is a table with the following columns: Surname, Forename, Year Taught In, Reg Group, Enrol Status, T Poss Sessions, T Auth Absences, and T Unauth Absences. The table lists 15 students, all with 'On Roll' status and zero values in the attendance columns.

Surname	Forename	Year Taught In	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences
Alexanders	Bertina			On Roll	0	0	0
Babe	Bud			On Roll	0	0	0
Bedeau	Sebastiana			On Roll	0	0	0
Benard	Junius			On Roll	0	0	0
Bourdage	June			On Roll	0	0	0
Calzone	Merlin			On Roll	0	0	0
Catapano	Charity			On Roll	0	0	0
Damrell	Glen			On Roll	0	0	0
Doberer	Hilbert			On Roll	0	0	0
Dusel	Ambrogio			On Roll	0	0	0
Frymark	Garnett			On Roll	0	0	0
Garcia	Sally			On Roll	0	0	0
Gaskay	Silvano			On Roll	0	0	0
Gaumont	Allegria			On Roll	0	0	0

1. To filter the display of pupil/students in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.  
Alternatively, select **Group by None** to display a list of all pupil/students.
2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column header.
3. For each pupil/student, enter the correct attendance numbers in the **T Poss Sessions**, **T Auth Absences** and **T Unauth Absences** columns.
4. To clear the attendance information and check for additional pupil/students, click the **Check for additional students & zero totals** button.

**WARNING:** If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.

## Entering Information about Teenage Mothers

The required information about teenage mothers should be recorded in the **Teenage Mothers** panel.

8 Teenage Mothers	
Unit caters for teenage mothers	<input checked="" type="checkbox"/>
Number of teenage mothers expected to attend in Census week	<input type="text" value="8"/>
Unit provides childcare facilities	<input checked="" type="checkbox"/>

1. If the **Unit caters for teenage mothers**, select the associated check box.
2. Enter the **Number of teenage mothers expected to attend in Census week**.
3. If the **Unit provides childcare facilities**, select the associated check box.

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated.



### More Information:

*Generating Detail Reports on page 51*

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated (please see *Creating and Validating a School Census Return* on page 41).



# 04| Completing the School Census Return

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## Creating and Validating a School Census Return

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

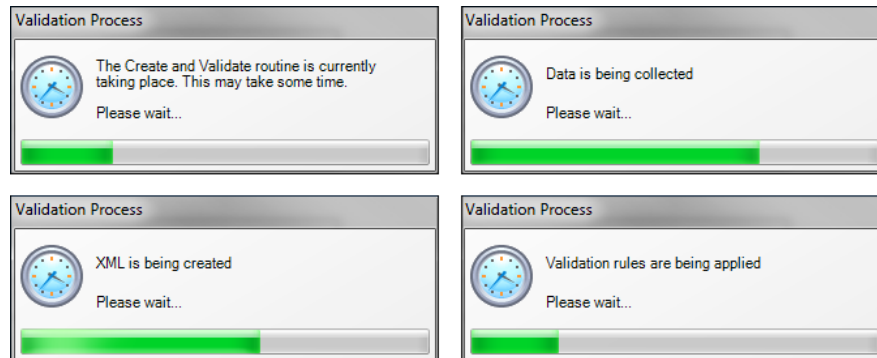
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no pupil/students with special educational needs.

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

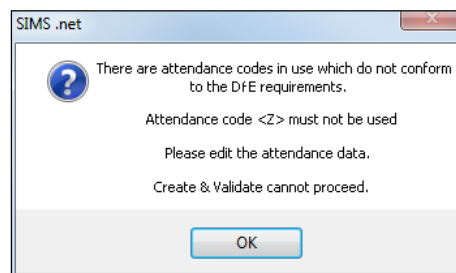
#### 04| Completing the School Census Return

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



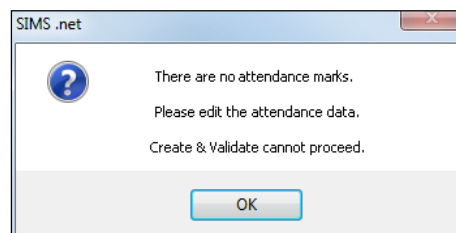
If there is an irregularity in the attendance marks, one of the following messages is displayed:

- If the attendance codes are not DfE compliant, the following message is displayed informing you which code(s) must not be used.



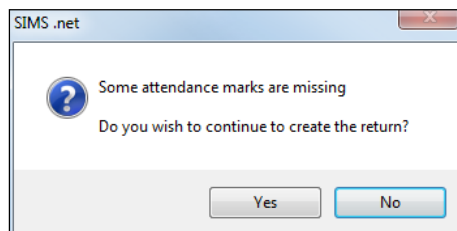
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

- If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the Create and Validate process cannot proceed.



Click the **OK** button then edit the attendance data before attempting to create and validate the return again.

- If there are any missing attendance marks, the following message is displayed enquiring as to whether you wish to continue with the Create and Validate process.



Click the **Yes** button to continue creating and validating the data.

Alternatively, click the **No** button to cancel the process, then use the Deal with Missing Marks routine (**Focus | Attendance** (or **Lesson Monitor**) | **Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes. For more information, please refer to the *Managing Pupil/Student Attendance or Monitoring Session and Lesson Attendance* handbook, as appropriate.

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

## Resolving Validation Errors and Checking Queries

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

Validation Errors Summary			
Return Validated - 10		Validation rules failed (Errors - 4; Queries - 6)	
Student Search		Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Error Search	ALL	Total of displayed rows: 10	To resolve an error, click in row to navigate to the relevant screen
Type	Sequence	Message	Location
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN
F	1940	Pupils aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K823299914029
F	2350	Insufficient Address information provided	Name: Bains, Kiril Date of Birth: 2005-01-18, Male/UPN: M820200109012
Q	1601Q	Please Check: Pupil's age is out of range for school type	Name: Sungail, Skaisel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088
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
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
Q	2355Q	Please check: Pupil record with no address details	Name: Baliraki, Cyhal Date of Birth: 2010-03-14, Female/UPN: C823299914005
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Liz Date of Birth: 2005-09-01, Female/UPN: J820200109032
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, Female/UPN: M820200109034

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

## 04| Completing the School Census Return

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

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

To assist in the resolution of any errors and queries:

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

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-18, Female/UPN: 1820200107007	# 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: 1820200106006	# Go to Focus   Student   Student Details and add or issue a UPN
F	1501	Pupils aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: 1820200106029	# Go to Focus   Student   Student Details Ethnic/cultural panel and enter First language
F	1502	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: 1820200106012	# Go to Focus   Student   Student Details Addresses and add or issue a UPN
Q	1503	Please Check: Pupil's age is out of range for school type	Name: Sungai, Skasael Date of Birth: 2003-03-28, Female, Age: 12/UPN: 1820200106088	# 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/student. Enter all or part of a UPN, pupil/student'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: 2005-05-18, Female/UPN: 1820200107007	# 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: 1820200106006	# Go to Focus   Student   Student Details and add or issue a UPN
F	1501	Pupils aged 5 and over Language missing or invalid	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: 1820200106029	# Go to Focus   Student   Student Details Ethnic/cultural panel and enter First language
F	1502	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: 1820200106012	# Go to Focus   Student   Student Details Addresses and add or issue a UPN
Q	1503	Please Check: Pupil's age is out of range for school type	Name: Sungai, Skasael Date of Birth: 2003-03-28, Female, Age: 12/UPN: 1820200106088	# Go to Focus   Student   Student Details and enter pupil's date of birth

- 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/student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that pupil/student.

Report Close

**Validation Errors Summary** Records Validated - 10 Validation rules failed (Errors - 4, Queries - 6)

Student Search UPLN: Name: Abraham, Jane, Date of Birth: 2005-05-19, Female Find Enter Student Name, DOB (YYYY-MM-DD) or UPLN for student filter

Error Search ALL Total displayed rows - 2 To resolve an error, click in row to navigate to the relevant screen

Type	Sequence	Message	Location	Solution
#	1000	UPLN missing	Name: Abraham, Jane, Date of Birth: 2005-05-19, Female:UPLN	# Go to Focus / Student / Student Details and add or issue a UPLN
Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Abraham, Jane, Date of Birth: 2005-05-19, Female:UPLN	# 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.

[illegible]

- 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.

**Validation Errors Summary**

Relates Validated - 10 Validation rules failed (Errors - 4, Queries - 6)

Enter Student Name, DOB (YYYY-MM-DD) or UPIN for student filter

Error Search ALL Total displayed rows: 10 To resolve an error, click in row to navigate to the relevant screen

Type	Section	Location	Solution
F 1500	ERRORS	Name: Abraham; Janet Date of Birth: 2005-05-18; FemaleUPIN:	I Go to Focus   Student   Student Details and add or issue a UPIN.
G 1500	QUERIES	Name: Reid; Fiscal Date of Birth: 2009-03-07; FemaleUPIN:	I Go to Focus   Student   Student Details and add or issue a UPIN.
F 1500	1500		
F 1540	2200	and e address information missing or invalid.	I Go to Focus   Student   Student Details: Edit/correct address and enter first language.
F 2300	1601Q	Name: Henderson, Jack Date of Birth: 2010-06-07; MaleUPIN: K23239914029	I Go to Focus   Student   Student Details: Addresses and add pupil's address
F 2300	1601Q	Name: Bains, KimL Date of Birth: 2005-01-18; MaleUPIN: HD20020108012	I Go to Focus   Student   Student Details: Add pupil's date of birth.
F 2300	1601Q	Name: Sungeil, Shailesh Date of Birth: 2003-03-28; Female Age: 12UPIN: BBK2000106083	I Go to Focus   Student   Student Details and check for duplicate/pupil record.
F 2300	1601Q	Name: Benson, HugoJ Date of Birth: 2010-02-03; Female	

Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.

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

- View a summary of validation failures, which is particularly useful if there are a large number of errors/queries, by clicking the **Report** button (located on the left-hand side and directly above the **Validation Errors Summary** panel). The report is displayed in your web browser, e.g. Windows® Internet Explorer®, from where it can be printed, or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page 52).

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

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

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

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

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

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

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



**More Information:**

*Transferring Report Data to a Spreadsheet on page 52*

## Producing Detail Reports

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

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupil (or Student)s** who are listed in the report.

Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

The following reports are currently available:

### On-Roll Basic Details Report

Report Criteria: Pupil/students on-roll on census day.

This report provides basic information about the pupil/students: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, Year Taught In (YTI), date of admission (DOA), enrolment status, ethnicity, language, proficiency in English, nationality, country of birth, Youth Support Services Agreement indicator (YSSA), part-time status, boarder, hours at setting, funded hours, time in unit, etc.

## Leavers Basic Details Report

Report Criteria: Pupil/students not on roll on census day:

- leavers with attendance one term ago (from the start of the 2016 Autumn term to 31/12/2016) and/or
- leavers with exclusions two terms ago (from 28/03/2016 to 31/08/2016) and/or
- leavers with Learner Support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded (from 01/08/2016 to 19/01/2017).

This report provides basic information about leavers: UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), ethnicity, language, nationality, country of birth, part-time status, boarder, attendance, exclusion and Learner Support.

## Exclusions Report

Report Criteria: On-roll pupil/students and leavers with exclusions two terms ago (23/03/2016 to 31/08/2016). Not applicable to pupil/students who have exclusions with appeal result of **Reinstated** or **Not in the best interests of the child**.

This report provides the following details about pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), exclusion category, reason for exclusion, exclusion start date, number of session excluded from, SEN provision and on-roll status.

## Attendance Report

Report Criteria: Pupil/students with attendance one term ago (from the start of the 2016 Autumn term to 31/12/2016). On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2016.

This report displays the following information about pupil/students and their attendance: UPN, legal surname, legal forename, date-of-birth (DOB), gender, Year Taught In (YTI), termly sessions possible, termly absence sessions, on-roll status, termly attendance codes (divided into authorised and unauthorised sessions) and attendance not required (Y). Column totals are displayed at the bottom of the columns.

A list of codes and their descriptions are displayed at the end of the report.

## Absentees Report

Report Criteria: Pupil/students who have missed 14 sessions and whose absence might need to be tracked. On-roll pupil/students and leavers (not boarders) with attendance one term ago (from the start of the 2016 Autumn term to 31/12/2016) who were aged four to 15 at 31/08/2016.

The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the pupil/students are shown on this report.

The report also provides the following basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), on-roll status and enrolment status.

## SEN Report

Report Criteria: On-roll pupil/student with SEN Provision/Status = **S** (Statement), **E** (Education), Health and Care Plan, **K** (SEN Support). SEN Need Types ranked 1 and 2 for pupil/students with EHCP, Statement or SEN Support.

*NOTE: **A** and **P** are invalid for this return.*

This report provides a list of pupil/students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), SEN Provision, SEN type ranking, SEN type, member of SEN unit, member of resourced provision indicator and on-roll status.

## Address Details Report

Report Criteria: Pupil/students on-roll on census day.

This report provides a list of pupil/students, their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

### Definition:

Unique Property Reference Number (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.

## School Dinner Taken Report

Report Criteria: Pupil/students on-roll on census day, who have taken school dinner on the reference date.

- Pupil/students in Year Taught In R, 1 and 2.
- Pupil/students in Year Taught In X who are aged four to six and who were born between 01/09/2009 and 31/08/2012 inclusive (**Special schools only**).

The report header also displays the total number of pupil/students, the total number of school dinners taken and the total number of school dinners not taken.

This report provides the following information about pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI) and school dinner taken (yes/no).



## Free School Meal Eligibility Report

Report Criteria: On-roll pupil/students on census day who were eligible for free school meals on or after 07/10/2016 and up to and including census day.

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

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

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

## Learner Support Report

Report Criteria: On-roll pupil/students and leavers aged 16 plus at 31/08/2016 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2016 to 19/01/2017.

This report provides information about the applicable pupil/students: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI), Learner Support and on-roll status.

## Top-up Funding Report

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

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI) and SEN provision.

## Post Looked After Arrangements Report

Report Criteria: On-roll pupil/students who have post looked after arrangements as at census day.

The report provides the following information about pupil/students who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, Year Taught In (YTI) and post looked after arrangements, e.g. ceased to be looked after through a special guardianship order (SGO).

## General Report

Where applicable, the General report provides information about:

- teenage mothers
- unit caters for teenage mothers
- number of teenage mothers expected.

## Early Years Report

Report Criteria:

- Pupils who are on-roll on census day:
  - All three years old pupils who were born between 01/09/2012 and 31/12/2013 (inclusive).
  - Four years old pupils (in years E1, E2, N1 and N2 only) and born between 01/09/2011 and 31/08/2012 (inclusive).
  - Four years old pupils (in Nursery only).

The report displays the following information: UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, Year Taught In (YTI), post looked after arrangements, hours at setting, funded hours and basis for early years pupil premium eligibility (EYPPE).

*NOTE for Middle Deemed Primary schools: Although the Early Years report is not available to Middle Deemed Primary schools, information regarding Funded Hours and Hours at Setting can be viewed in the On-Roll Basic Details report.*

## Teenage Mothers Report

Report Criteria: The number of teenage mothers expected to attend the Pupil Referral Unit in the week that the census takes place.

This report displays the following information:

- Whether the unit caters for teenage mothers.
- The number of teenage mothers expected to attend the unit in census week.
- Whether the unit provides childcare facilities.

The report data is taken from the information entered in the **Teenage Mothers** panel on the **Census Return Details** page.



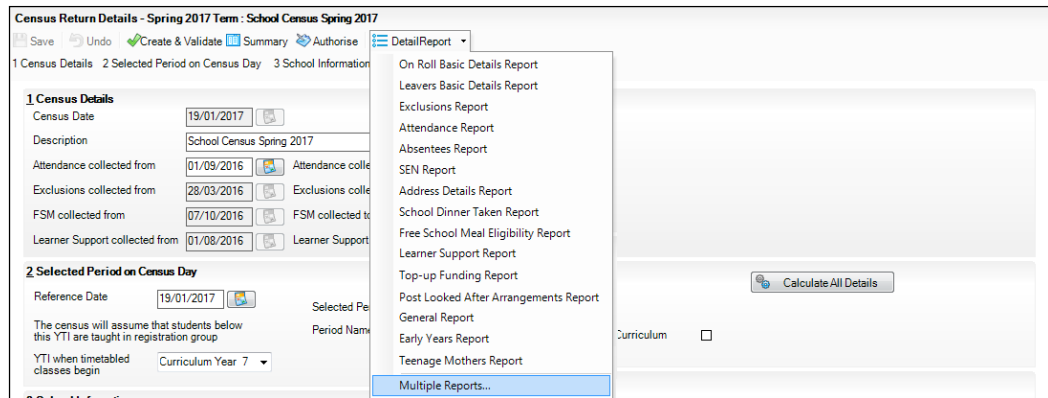
### **More Information:**

*Entering Information about Teenage Mothers on page 39*

## Generating Detail Reports

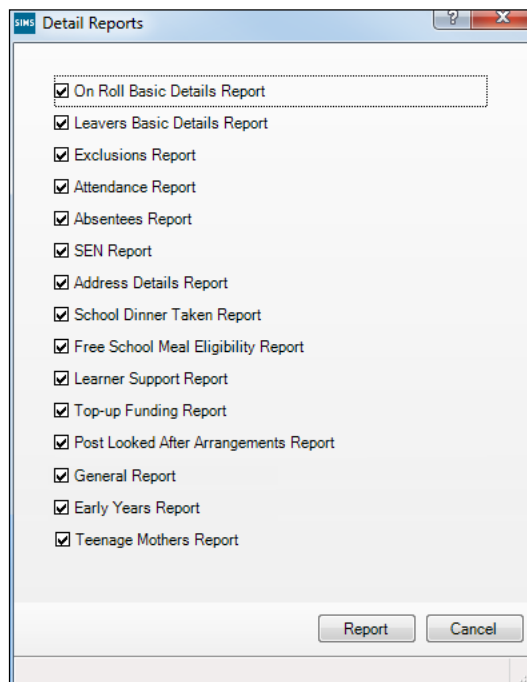
### Selecting a Single Detail Report

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.



### 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 box.
3. Click the **Report** button to generate the selected report(s).
4. The report(s) are displayed in your web browser, e.g. Windows® Internet Explorer®, from where the data can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report(s) are saved automatically in the **Census Folder**, which was specified in the **Census Return for Spring Term** browser, e.g. C:\SCHOOL CENSUS.

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

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

For example:

8234321\_SC1\_823LL17\_001\_onroll\_pupil\_basic\_details\_report.html.



**More Information:**

Configuring the Census Folder on page 12

Transferring Report Data to a Spreadsheet on page 52

## Printing a Report from your Web Browser

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

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

## Transferring Report Data to a Spreadsheet

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

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

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

## Deleting Temporary Web Browser Files

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

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

## Deleting the cache in Windows Internet Explorer 10

1. Select **Tools | Internet options** to display the **Internet Options** dialog.
2. Select the **General** tab.
3. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
4. Ensure that the **Temporary Internet Files and website files** check box is selected then click the **Delete** button.  
All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
5. Click the **OK** button.

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

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Internet options** from the drop-down list to display the **Internet Options** dialog.
3. Select the **General** tab.
4. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
5. Ensure that the **Temporary Internet Files** check box is selected then click the **Delete** button.  
All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
6. Click the **OK** button.

## Producing the Summary Report

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

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

## Generating the Summary Report

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

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS.

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

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

For example: 8234321\_SC1\_823LL17\_001\_Summary\_Report.html.

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



**More Information:**

*Configuring the Census Folder on page 12*  
*Generating Detail Reports on page 51*  
*Transferring Report Data to a Spreadsheet on page 52*  
*Authorising the Return on page 55*  
*Deleting an Unauthorised Return on page 60*

## Editing an Unauthorised Return

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

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

1. Select **Routines | Statutory Returns | <census name>** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created returns. Unauthorised returns can be recognised by their .UNA suffix.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Ensure that the correct value for historical spot allowances has not been specified via **Tools | Setups | Employment Parameters**.
6. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
7. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
8. Repeat the editing process again, if necessary.
9. Click the **Save** button.



**More Information:**

*Configuring the Census Folder on page 12*  
*Specifying the Security Message for Reports on page 13*  
*Resolving Validation Errors and Checking Queries on page 43*  
*Producing Detail Reports on page 46*  
*Producing the Summary Report on page 53*

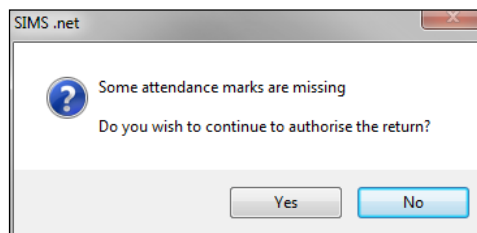
## Authorising the Return

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

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

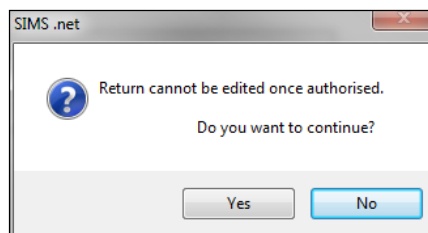
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

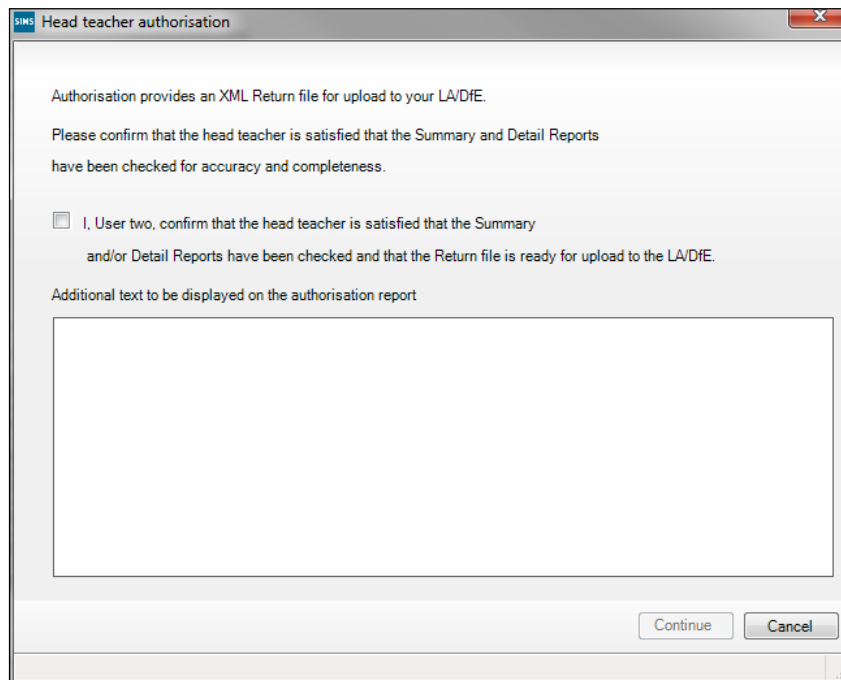
If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.



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

#### 04| Completing the School Census Return

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



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

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

6. Click the **Continue** button to authorise the return.
  - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.
  - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
  - All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser.

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

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



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

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

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



#### Additional Resources:

*Designing and Running Reports* handbook



#### More Information:

*Producing the Summary Report* on page 53

*Retrieving Authorised Census Return Files* on page 57

*Copying a Return* on page 59

## Submitting the Return

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

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

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

## Retrieving Authorised Census Return Files

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

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.

3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:
  - a. Click the **Select a Folder** button (...) to display a standard Windows® **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

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

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

- b. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button. The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.
5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

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

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

The screenshot displays the report design interface with three main panels:

- Select Data Area:** Shows a tree view with 'People' selected, and 'Student' highlighted. Below the tree, it states 'The chosen focus will become the rows of your report'. Navigation buttons include '<< Back', 'Next >>', and 'Finish'. A 'Report Summary' section shows 'Report Name:' and 'effective on: 02/02/2016'. It lists several options: 'Data area: Student', 'No columns specified... You must choose at least one column before running the report!', 'Filter: Students', 'Use the default sort order: Surname, Legal Forename', and 'Default Output: Word List Report'. A note mentions 'Duplicates suppressed in complex reports' and 'Report Title:'.
- Select fields to be included in the report (Focus: Student):** A list of fields is shown, including 'Person\_id', 'Conduct...', 'History...', 'SEN...', 'School...', 'UDF', 'EMA Information', 'Email', 'Telephone', 'Performance Summary', 'Prior Attainment', 'Classes', 'Courses', 'Assessment results', 'Parents', 'Family links', 'Contacts', 'Attendance marks', 'Lesson marks', 'Report Card', 'Exams', 'Group membership', 'Group membership (Historic)', 'Achievements', 'Behaviour', 'Student Conduct Informatic', 'Exclusions', 'Suspensions(NI)', 'Concessions', 'Agents Involved', 'Agencies Involved', 'Behaviour Student Involve', 'Achievement Student Invo', 'Detention Student involve', 'Deposit Fees', 'Registration Fees', 'Advanced Payments', 'AD Provisioning', 'Communications', 'Performance Detail', 'Timetable Details', 'Partnership Guests', 'Student Interventions', 'Homework', 'Post-16 Programmes of St', 'Published Documents', and 'Statutory Returns'.
- Select fields to be included in the report (Focus: Statutory Returns):** A list of fields is shown, including 'Authorised Date', 'File Name', 'Return Description', and 'Statutory Returns [Count]'.



### Additional Resources:

*Designing and Running Reports handbook*

## Copying a Return

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

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

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

1. Select **Routines | Statutory Returns | <name of census>** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.

3. Highlight the file you wish to copy then click the **Copy** button.  
A message requests confirmation that you wish to make a copy of the selected return.

**IMPORTANT NOTE:** Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding will not be copied but will be populated from the current values held in the database. The Create & Validate routine must be run to generate a new census file.

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

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

## Deleting an Unauthorised Return

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

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

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

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

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

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

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Contact the Service Desk today on  
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