

Applicable to 7.176 onwards Producing the School Census Autumn 2017 Return

English Nursery Schools



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01 Introduction

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Overview

This handbook provides the information needed by Nursery schools in England to complete the School Census Autumn 2017 Return, which this year takes place on Thursday 5 October.

The School Census Autumn 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 pupil details. Different data is collected depending on which return is being prepared, and your school phase.

A list of items collected from Nursery schools in England for the School Census Autumn 2017 is available in a later section of this handbook.

NOTE: The contents of the graphics (dates, names, panel numbers, etc.) are examples <u>only</u> 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 Autumn Return Changed since Last Year?

Changes to the School Census Autumn Return include the following: Census day: 05/10/2017 FSM (Free School Meal) data collected from 19/05/2017 to 05/10/2017.

Changes to Early Years

Applicable to schools with early years children only

Tools | Statutory Return Tools | Update Early Years Routines | Statutory Returns | School Census

Disability Access Fund

This new option provides the ability to record whether three- and four-year-old pupils are in receipt of the **Disability Access Fund**.

30 Hour Code

This new option provides the ability to record the 11 digit **30 Hour Code** for three and four-year-old pupils.

Extended Funded Hours

This new option provides the ability to record the number of **Extended Funded Hours** that are in addition to the initial funded hours that the child receives.

Hours and Minutes Format

Values for Funded Hours, Hours at Setting and Extended Funded Hours can now be entered in hours and minutes using two decimal places, e.g. 1 hour 15 minutes should be entered as 1.25.

NOTE: **Disability Access Fund**, **30 Hour Code** and **Extended Funded Hours** for pupils aged two at 31/08/2017 are <u>not</u> collected in the School Census return.



More Information:

Adding/Editing Early Years Data on page 18

Early Years Attendance

Tools | Setups | Attendance Setup | Early Years Provisions Setup

The provision **Start Time** and **End Time** are no longer restricted to half an hour intervals.



Additional Resources:

Managing Pupil/Student Attendance handbook

Update Hours

Tools | Statutory Return Tools | Update Early Years Routines | Statutory Returns | School Census

Hours and minutes are now calculated to two decimal places, provided Early Years Provisions are in use.

More Information: Updating Early Years Data on page 16

Early Years Report

Routines | Statutory Returns | School Census

This new report displays information regarding hours at setting, funded hours, 30 hour code, extended funded hours and disabled access fund for pupils with early years data only.

On Roll Basic Details Report

Routines | Statutory Returns | School Census

This existing report no longer displays hours at setting, funded hours and proficiency in English.



More Information:

On Roll Basic Details Report on page 31

Special Educational Needs

The following new items are collected for all the School Census Returns and displayed in the SEN Detail report:

- Member of SEN unit (sometimes called special class) indicator
- Member of resourced provision indicator.



More Information: SEN Report on page 31

Establishment Unique Reference Number

Focus | School | School Details

The school's **Unique Reference Number** (URN) is collected for the first time in the Autumn return.

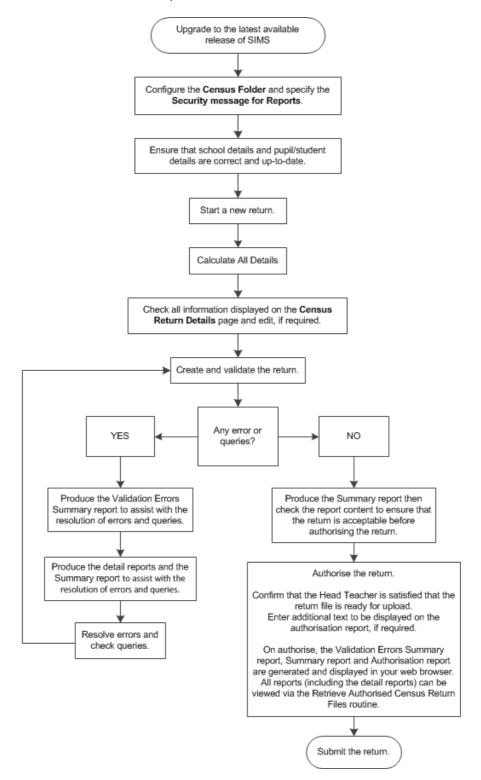


More Information:

Editing School Information on page 15

Steps to Producing the School Census Return

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



Where to Find More Information

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

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

- 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.

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

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

- Returns Manager
- System Manager.

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.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2017 Summer Release (7.176) 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.

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The version should read 7.176 or later.



Preparing Data for the School Census Return

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

The following information is collected from Nursery schools for the School Census Autumn 2017 Return.

School Level Data

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

Pupil Level Data

- Pupil Identifiers: UPN, former UPN, surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Characteristics:
 - language, nationality, country of birth
 - post looked after arrangements.
 - top-up funding indicator, funded hours, extended childcare hours, 30 hour code, disability access fund indicator and hours at setting
 - school dinner taken (applicable to schools with pupils in Reception, Year 1 and Year 2)
 - free school meal eligibility (19/05/2017 to 05/10/2017): start date, end date and UK country in which the eligibility applies.
- Status: enrolment status, date of entry, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN provision, member of SEN unit (sometimes called special class) indicator and member of resourced provision indicator.
- Home Information: Pupil's home address, unique property reference number (UPRN).

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For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Autumn 2017* guide.

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Creating a New School Census Return

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

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

Data is collected for all pupils on-roll on the census day (05/10/2017).

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

Census Loading]	
Cen	isus files are being loaded	
Plea	ase wait	

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

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

NOTE: The Fileset ID is displayed in the browser header (for information only).

★ Census Return for Autumn 2017 Term [I New ∰ Search ☐ Open ☆ Delete		сору		😢 Help 💥 Close
Term Autumn 2017 Security message for Reports This report contains sensitive information.	Census Folder C:\Stat	.toryRetums\School Census	Default Message	
Description	File Name	Census Date Date Created Validated	Authorised Date	

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

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



More Information:

Deleting an Unauthorised Return on page 41 Specifying the Security Message for Reports on page 13

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 <u>https://www.gov.uk/service-manual/technology/securing-your-information</u> 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 the **Browse For Folder** dialog.

Browse	For Folder		×
	Desktop Computer Network Control Panel Recycle Bin		
Mał	e New Folder	ОК	Cancel

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.

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Editing Census Details

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

- Census Date 05/10/2017.
- Free School Meal (FSM) from 19/05/2017 to 05/10/2017.

1 Census Details			
Census Date	05/10/2017		Calculate All Details
Description	School Census Autumn 2017		
FSM collected from	19/05/2017 FSM collected to	05/10/2017	

The default **Description** (School Census Autumn 2017) can be edited, if required, e.g. to identify a dry run.

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

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

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 <u>not</u> 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 <u>every</u> 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.

SIMS .net	
?	This will calculate the details below. You need to do this at least once for each return. Data previously collected or edited will be overwritten. Proceed with calculating details?
	Yes No

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

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

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

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | Pupil | Pupil 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.

2 School Information			
School Name	Water Babies Nursery School	1	
LA	823	Establishment Number	1050
Telephone	852015		
School E-mail Address	school@we.com		
School Phase	NS Nursery		
School Type	Maintained Nursery		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6
			School Detail

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

sims School Detail				
School Details - Water Babies N	lursery School			
💾 Save 🏼 🔄 Undo				🕗 Help
1 Establishment 2 Address 3 C	ontact Details 4 Sites 5 Documents	6 Childcare		魯
<u>1</u> Establishment				Â
School Name	Water Babies Nursery School			Q
LA	823 Central Bedfordshire 🔍 💥			
Establishment Number	1050			
Unique Reference Number				
School Phase	Nursery			
School Type	Maintained Nursery -			
School Governance	Community -			
Intake Type	Comprehensive -			
Previous School Name		Date Name Changed		
Previous Estab Number		Date Number Changed		
Previous URN Number		Date Number Changed		
Boarding Pupils	□ Nursery Class 🖌	Special Class or Unit		
Head Teacher	Mrs Gillian Grosvenor	Main Contact	Mrs G Grosvenor	
Curriculum Years	N1 N2			Ŧ
•				•
			ОК	Cancel

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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.

Ensure that the establishment's six digit Unique Reference Number (URN) is entered. The number is available via the EduBase website (<u>http://www.education.gov.uk/edubase/home.xhtml</u>).

3. Click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

Academies should also 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 date is <u>not</u> collected.

 The Previous URN Number (used by other census returns) and Date Number Changed.

Updating Early Years Data

Early Years data is collected from all schools that have early years pupils on-roll on census day.

Funded Hours and Hours at Setting

Funded hours are the total number of free child care hours that a child receives. All two, three and four year old pupils are eligible for 15 hours funded child care a week.

Hours at Setting include funded hours (as described previously) plus any additional hours funded by other means.

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

Date of Birth Ranges	Phase and Year Group	Free Entitlement
01/09/2013 to 31/08/2015 inclusive	All relevant schools and year groups	15 hours
01/09/2012 to 31/08/2013 inclusive	Nursery schools – all year groups	15 hours

Disability Access Fund

The Disability Access Fund is a payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA) and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Date of Birth Ranges	Phase and Year Group
01/09/2013 to 31/08/2014 inclusive	All relevant schools and year groups
01/09/2012 to 31/08/2013 inclusive	Nursery schools – all year groups

Extended Funded Hours and 30 Hour Code

Extended Funded Hours are the number of hours that are in addition to the initial 15 funded hours that a child receives and is applicable to three and four year old pupils only.

Extended Funded hours can double the original 15 hours of free child care to 30 hours a week, provided that the following criteria are met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than the specified amount.

Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours.

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Date of Birth Ranges	Phase and Year Group	Free Entitlement
01/09/2013 to 31/08/2014 inclusive	All relevant schools and year groups	15 hours
01/09/2012 to 31/08/2013 inclusive	Nursery schools – all year groups	15 hours

Extended Funded Hours information provided by the DfE can be found on their website

https://www.gov.uk/government/publications/30-hours-free-childcare-la-an d-early-years-provider-guide.

Adding/Editing Early Years Data

The required data can be recorded:

- via the Edit button in the Early Years panel
- via Tools | Statutory Returns Tools | Update Early Years Update
 Early Years page. The data in the Early Years panel must be refreshed
 by clicking the Recalculate button.

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

	[🖉 Edit									Re
Name	Date of Birth	AdNo.	YTI	Age at 31/08/2017	Age at 31/12/2017	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours	
Abhra,Shaquib	17/12/2013	001582		3	4						1
Delanve,Millicent	10/02/2014	001583		3	3	30	15	No	5000000000	15	=
Ellis,Paul	08/02/2014	001584		3	3	30	10	Yes			
Kaur,Aafia	04/04/2014	001585		3	3						-
Lin,Jian	22/01/2014	001586		3	3						-
Martin,Araminta	02/01/2014	001587		3	3						
McCann.Austin	18/02/2014	001588		3	3						-

NOTE: Although SIMS allows schools to enter **Disability Access Fund**, **30 Hour Code** and **Extended Funded Hours** for pupils aged 2 at 31/08/2017, this information is not included in the return file because it is not required by the DfE. SIMS do not enforce such DfE rules in the user interface, as this is a relatively complex task and experience has shown that such rules can change at very short notice.

1. In the **Early Years** panel, click the **Edit** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.

date Early Years											
Save 🏐 Undo											
ensus		Pupils V			_						
erm Autumn 2017 👻		Age at 31/08/20	017	All	▼ YTI	All 👻	Reg	All	 Status 	All	•
upils									_		
Disability Access Fund,	30 Hour Code and Ext	ended Fur	nded Ho	ours are	NOT collected	in the census for	or pupils ageo	d 2 at 31/08/201	7		
							-	_	1		
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Hours at	Funded	Disability Access	30 Hour	Extended
				1	51/00/2017	31/12/2017	Setting	Hours	Fund	Code	Funded Hours
Abhra, Shaquib	17/12/2013	001582			3	4	Setting	Hours	Fund	Code	Hours
Abhra, Shaquib Delanve, Millicent		001582 001583			3 3	4 3	Setting 30	Hours 15	Fund	Code 50000000000	Hours
	10/02/2014				3	4			Fund		Hours
Delanve,Millicent	10/02/2014	001583			3 3	4 3	30	15	Fund No		Hours
Delanve,Millicent Ellis,Paul	10/02/2014 08/02/2014 04/04/2014	001583 001584			3 3 3	4 3 3	30	15	Fund No		Hours
Delanve,Millicent Ellis,Paul Kaur,Aafia	10/02/2014 08/02/2014 04/04/2014 22/01/2014	001583 001584 001585			3 3 3 3	4 3 3 3	30	15	Fund No		Hours
Delanve,Millicent Ellis,Paul Kaur,Aafia Lin,Jian	10/02/2014 08/02/2014 04/04/2014 22/01/2014 02/01/2014	001583 001584 001585 001586			3 3 3 3 3 3	4 3 3 3 3 3	30	15	Fund No		Hours

 To add or edit the number of Hours at Setting, Funded Hours and Extended Funded Hours (i.e. the number of hours in addition to the initial funded hours) for an individual pupil, select the required criteria in the Pupils View panel.

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

IMPORTANT NOTES: Values for **Funded Hours**, **Hours at Setting** and **Extended Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.

If the value entered is within the accepted range but higher than expected by the DfE, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

- 3. 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 (**YTI**) drop-down list. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting**, **Funded Hours** or **Extended Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.

This number is then entered automatically for all the 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 the associated **Hours at Setting**, **Funded Hours** or **Extended Funded Hours** cell (as applicable) then entering the required number.
- 4. Indicate whether the pupils are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
- 5. Enter the 11 digit **30 Hour Code**, e.g. 5000000000, in the applicable cell, if in receipt of extended funded hours.
- 6. Click the **Save** button.

If there are any pupils for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.

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

IMPORTANT NOTES:

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

- any information is update via Tools | Statutory Return Tools | Update Early Years
- a new pupil is added in SIMS
- a pupil's date of birth is amended.

Please note that when information is updated via the Edit button, the Early Years panel is refreshed automatically.

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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 and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.

- 3. Enter the required values for these pupils as described previously.
- 4. Click the **Save** button.

Updating Pupils with Top-Up Funding

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

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

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

op-up Funding	/ Edit					🔄 Reca	Iculate
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	
٠		III				4	

The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a pupil, must be done via the **Edit** button. 1. Click the **Edit** button to display the **Update Pupils with Top-up Funding** dialog. The pupils currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

Term Surname Preferred Surname	Autumn 2017	 Students O Forename SEN 	n-Roll on Census	Day					
Preferred									
Preferred Surname		SEN			YTI	AII	▼ Reg	All	•
			<any></any>	•	Ever in care at this school	<any></any>	¥	Q Search	
Top-up Fu	ıding	Add		×	Remove				
				×		Reg	SEN	Ever in Care	
Top-up Fu Surnam	e Pi	Add Add	Forename	×	Remove YTI 6	Reg	SEN	Ever in Care	
Surnam	e Pi	referred Surname	Forename	×	YTI 6	6KH	SEN		
Aaron	e Pr Ai D	referred Surname aron	Forename Chris	×	YTI		SEN	No	

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having top-up funding.

TIP: Click the **Search** button to display a list of all pupils who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.

	me white	Forename		YTI	All 🗸	Reg	All 👻	
refei urna	me	SEN <ar< th=""><th></th><th>Ever in care at this school</th><th><any> 👻</any></th><th>]</th><th>Search</th><th></th></ar<>		Ever in care at this school	<any> 👻</any>]	Search	
Su	rname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care	
W	nite	White	Aurora	4	4SL		No	
W	nitehead	Whitehead	William	R	ELM		No	
W	nitemore	Whitemore	Amie	2	2JB		No	

3. Highlight the pupil(s) who you want to record as having top-up funding then click the **Add** button to move the selected pupil(s) to the **Top-up Funding** list.

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

Preferred Surname Surnar White	ne	SEN Preferred Surname Whitehead	<any></any>	Ever in care at this schoo		•	Q Search
			Forename				
Whiteh	ead	Whitehead		YTI	Reg	SEN	Ever in Care
			William	R	ELM		No
op-up F	unding	🖶 Add		Remove			
op-up Fi Surnar		Preferred Surname	Forename	Remove	Reg	SEN	Ever in Care
			Forename Chris	YTI 6	6KH	SEN	No
Surna	ne	Preferred Surname	Forename Chris Ben	YTI 6 4	6KH 4ES	SEN	No No
Aaron Davies Dexter	ne	Preferred Surname Aaron Davies Dexter	Forename Chris Ben Bethany	YTI 6 4 3	6KH 4ES 3CB	SEN	No No No
Surnar Aaron Davies	ne	Preferred Surname Aaron Davies	Forename Chris Ben	YTI 6 4	6KH 4ES	SEN	No No

- 4. To remove a pupil from the **Top-up Funding** list, highlight the required pupil then click the **Remove** button. The pupil's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- 5. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.
- 6. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Additional Resources:

Preparing for the School Census Autumn 2017 Return handbook

More Information: Top-up Funding Report on page 32

Editing Pupils Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupils 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 pupils 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 pupils who already have a PLAA status are displayed.

Surname Preferred Surname Forename YTI Reg Ever in C Post Looked After Arra	ngements
Cain Cain William R ELM Yes Ceased to be looked at	ter through Adoption
Franklin Franklin Ethan 2 2JB Yes Ceased to be looked af	ter 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, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Pupils Post Looked After Arrangements** page. Any pupils currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list (located in the bottom half of the page).

urname			ionia c	n-Koll	on Census Day	y.				
		Forena	ame			YTI	All 👻			
referred urname		Reg		All	•	Ever in Care at this school	<any> 💌</any>	🔍 Se	arch	
ost Looke	d After Arrangements		Ado	ł		X Remove				
Surname	Preferred Surname	Forename	YTI	Reg		Post Looked After Arrange			Evidence Obtained	
Surnam Cain	Preferred Surname Cain	Forename William	YTI R	Reg ELM	Yes	Post Looked After Arrange Ceased to be looked after	through Adoption		✓	
Surname	Preferred Surname Cain	Forename	YTI	Reg		Post Looked After Arrange	through Adoption	ardianship		
Surnam Cain	Preferred Surname Cain	Forename William	YTI R	Reg ELM	Yes	Post Looked After Arrange Ceased to be looked after	through Adoption	ardianship	✓	

3. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having PLAA.

TIP: Click the **Search** button to display a list of pupils who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.

vrname sm referred vrname	Forename Reg	All 👻	YTI Ever in Care at this school	All ▼ <any> ▼</any>	Q Search
Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	6	6VC	No
Smith	Smith	Amy	6	6KH	No
Smith	Smith	Erin	1	PINE	No
Smith	Smith	Laura	6	6VC	No
Smyth	Smyth	Cheryl	3	3TO	No
Smyth	Smyth	Jonathan	3	3CB	No
Smyth	Smyth	Rhianna	3	3CB	No
Smythye	Smythye	Vincent	4	4SL	No

4. Highlight the pupils who you want to record as having PLAA then click the **Add** button to move the selected pupils automatically to the **Post Looked After Arrangements** list.

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

	Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
	Cain	Cain	William	R	ELM	Yes	Ceased to be looked after through Adoption	
	Franklin	Franklin	Ethan	2	2JB	Yes	Ceased to be looked after through a Special Guardianship O	
1	Smith	Smith	Amy	6	6KH	No		
	Smyth	Smyth	Jonathan	3	3CB	No	Ceased to be looked after through Adoption Ceased to be looked after through a Special Guardianship Ord	er (SGO)
							Ceased to be looked after through a Residence Order (RO) Ceased to be looked after through a Child Arrangement Order	

- 5. For each pupil added to the **Post Looked After Arrangements** list, 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.

- To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- 8. Click the **Update** button to save the information and arrange the list of pupils in surname order.

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

- 9. Click the **OK** button to continue.
- 10. 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 Autumn 2017 Return handbook



More Information:

Post Looked After Arrangements Report on page 33

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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 pupils 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 pupils at your school.

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

Validation Process	Validation Process
The Create and Validate routine is currently taking place. This may take some time.	Data is being collected
Please wait	Please wait
Validation Process	Validation Process
XML is being created	Validation rules are being applied
Please wait	Please wait

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.

¢	🛋 Repor	t			X Clos
	alidation Student S	n Errors Summ		Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
			(M Find)		
	Error Sea		 Total of displayed rows : 10 To resolve an error, click in row to navigate to the 		
	Туре		Message	Location	Solution
•	F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1500	UPN missing.	Name: Reid, Rosie Date of Birth: 2009-03-07, Female UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male(UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
	F	2350	Insufficient Address information provided.	Name: Bains, Kirk Date of Birth: 2005-01-18, Male(UPN: H820200109012	# Go to Focus Student Student Details Addresses and edit pupil's address
	Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
	Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male(UPN:	# Go to Focus/Student/Student details and check for duplicate pupil record.
	Q	1620Q	Please check: duplicate pupil records with the same Surname. Forename, Gender and Date of birth	Name: Bennison, Hugol Date of Birth: 2010-02-03, Male(UPN: V823299914008	# Go to Focus!Student!Student details and check for duplicate pupil record.
	Q	2355Q	Please check: Pupil record with no address details.	Name: Balinski, Cyla Date of Birth: 2010-03-14, Female UPN: C823299914005	# Go to Focus Student Student Details Addresses and edit pupil's address
	Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Lizi Date of Birth: 2005-09-01, Female(UPN: J820200109032	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance mark
	Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophiel Date of Birth: 2005-09-01, Female/UPN: M820200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance mark

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

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

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

To assist in the resolution of any errors and queries:

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

🚔 Re	eport				X Close
		Errors Summ			
Stude	ent Sea	arch	M Find.	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Error	Searc	ch ALL	 Total of displayed rows : 10 To resolve an error, click in row to navigate to the 	e relevant screen	
Туре		Sequence	Message	Location	Solution
) F	-	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, Femalel/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	-	1500	UPN missing.	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female(UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	-	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male/UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
F	-	2350	Insufficient Address information provided.	Name: Bains, Kirk Date of Birth: 2005-01-18, Male/UPN: H820200109012 @ Go to Focus	Student Student Details Ethnic/cultural panel and enter First language.
G	2	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
		16300	Please checks during the stand with the same Surgame Foregame. Grader and Date of high	Name: People on Hundi Date of Picthy 2010 02:02, Malall IPM	# Costs Formal Student Student details and shack for duringto purily report

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

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

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

	Report					X Close
Valie	dation I	Errors Summ	ary Return Validated - 10 Validation rules failed (Errors - 4; Querie	is - 6)		
Stu	dent Sei	arch smith		Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Em	or Searc		PN: X823299913018. Name: Smith. Erin. Date of Birth: 2010-02-27, Female PN: U820200107007. Name: Smith. Alex. Date of Birth: 2005-05-12. Male	gate to th	e relevant screen	
Ty	pe :	Sequence U	PN: B820200109006. Name: Smith. Amy. Date of Birth: 2005-03-02. Female		Location	Solution
•	P	Ŭ	PN: R820892102373. Name: Smith, Laura. Date of Birth: 2005-02-19. Female PN: M820200106087. Name: Smith, Jade. Date of Birth: 2004-03-02, Female		Name: Abraham, Janel Date of Birth: 2005-05-19, Female(UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1500 U	PN: E820200107035. Name: Smith, Trinity, Date of Birth: 2003-12-11, Female PN: Q820200107034. Name: Smith, Daniel. Date of Birth: 2004-02-07, Male		Name: Reid, Rosiel Date of Birth: 2008-03-07, Female(UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1840	Pupils aged 5 and over Language missing or invalid.		Name: Henderson, Jack Date of Birth: 2010-05-07, Male/UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
	F	2350	Insufficient Address information provided.		Name: Bains, Kirk Date of Birth: 2005-01-18, Male UPN: H820200109012	# Go to Focus(Student)Student Details Addresses and edit pupil's address
	Q	1601Q	Please Check: Pupil's age is out of range for school type.		Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
		16200	Please check: duplicate supil records with the same Surgame Ecrepanes. Gender and Da	to of hirth	Name: Reprison Husel Date of Pirth: 2010-02-02 Malal IDM	# Go to Ecourt Student Student details and check for duplicate pupil record

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

ć	Report				X Close
		Errors Summ			
	tudent Se			Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	rror Sear		 Total of displayed rows : 2 To resolve an error, click in row to navigate to the 	e relevant screen	
			Message	Location	Solution
۲	F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, FemaleIUPN:	# Go to Focus Student Student Details and add or issue a UPN.
	Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Abraham, Janel Date of Birth: 2005-05-19, FemalelUPN:	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

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 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.

🚔 Report						Close
alidation I Student Sei	Errors Summa arch	жу	Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter		
Error Searc	h QUER	IES 💌	Total of displayed rows : 6 To resolve an error, click in row to navigate to th	e relevant screen		
Type :	Sequer ALL			Location	Solution	
4	1601Q ERRO	RS I	ack: Pupil's age is out of range for school type.	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12IUPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.	
u	1620Q 1500 1840		ck: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo) Date of Birth: 2010-02-03, Male(UPN:	# Go to Focus Student Student details and check for duplicate pupil record.	
Q	1620Q 2350 1601G	2	ck: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugol Date of Birth: 2010-02-03, Male(UPN: V823299914008	# Go to Focus Student Student details and check for duplicate pupil record.	
Q	2355Q 1620G 2355G		ck: Pupil record with no address details.	Name: Balinski, Cylal Date of Birth: 2010-03-14, FemalelUPN: C823299914005	# Go to FocusIStudentIStudent Details Addresses and edit pupil's address	
Q	2520Q 2520Q		ck: sessions possible should not be greater than 150	Name: Aaron, Liz Date of Birth: 2005-09-01, Female(UPN: J820200109032	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendar	nce mark
Q	2520Q	Please ch	ck: sessions possible should not be greater than 150	Name: Aaron, Sophiel Date of Birth: 2005-09-01, Female(UPN: M820200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendar	nce mari

 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.

6	Report					💥 Close
v	lidation	Errors :	Summary	Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)		
1	Student Se	arch		M Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
	Error Sear	ch	ALL	 Total of displayed rows : 10 To resolve an error, click in row to navigate to the 	e relevant screen	
		Sequer	ALL		Location	Solution
۲	F	1500	QUERIES	sing.	Name: Abraham, Janej Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1500	1500 1840	king.	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female(UPN:	# Go to Focus Student Student Details and add or issue a UPN.
	F	1040	2350 1601Q	ed 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male/UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
		2350	1620Q 2355Q	nt Address information provided.	Name: Bains, Kirkl Date of Birth: 2005-01-18, MaleIUPN: H820200109012	# Go to FocusIStudentIStudent Details Addresses and edit pupil's address
	Q	1601Q	2520Q	heck: Pupil's age is out of range for school type.	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12/UPN: B820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
	Q	1620Q	Please	a check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male UPN:	# Go to Focus Student Student details and check for duplicate pupil record.
		16200	Plane	a check: duplicate pupil records with the same Surrame. Ecrementer, Gender and Date of hith	Name: Reprison, Musci Date of Birth: 2010-02-02, MalelURN: V822299914008	# Go to Ecourt Student Student details and check for duplicate pupil record

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

View a summary of validation failures, which is particularly useful if there are a large number of errors/queries, by clicking the **Report** button (located at the left-hand side and directly above the **Validation Errors Summary** panel). The report is displayed in your web browser, e.g. Internet Explorer[®], where it can be printed or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page *34*).

The report (Validation Errors Summary.HTML) is saved automatically in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. <LACode><SchoolNumber>_<SurveyType>_

<LACode><LL><Year> <SerialNumber>

ValidationErrorsSummary.HTML), is also stored in this folder.

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

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

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

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

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

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



More Information:

Transferring Report Data to a Spreadsheet on page 34

Producing Detail Reports

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

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupils** 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: Pupils on-roll on census day.

This report provides the following information about pupils who are on-roll on census day: UPN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, nationality, country of birth, part-time status and boarder status.

SEN Report

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

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

This report provides a list of pupils who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), SEN Provision, on-roll status, member of SEN unit and member of resourced provision indicator.

Address Details Report

Report Criteria: Pupils on-roll on census day.

This report provides a list of pupils, their UPN, former UPN, 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.

Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who were eligible for free school meals on or after 19/05/2017 and up to and including census day.

This report provides information on free school meal eligibility for pupils 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.

Top-up Funding Report

Report Criteria: On-roll pupils 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.

Early Years Report

Report Criteria: Pupils on-roll on census day who have early years data.

- All 2 year olds born between 01/09/2014 and 31/08/2015 (Hours at setting and Funded Hours only)
- All 3 year olds born between 01/09/2013 and 31/08/2014
- All 4 year olds born between 01/09/2012 and 31/08/2013 with Year Taught In E1, E2, N1 or N2.

The report provides the following information for each early years pupil: UPN, legal name, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, 30 hour code, extended funded hours and disability access fund.

Post Looked After Arrangements Report

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

The report provides the following information about pupils 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).

Generating Detail Reports

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

Census Return Details	- Autumn 2017 Term : School Census Autumn 2	2017
💾 Save 🏼 🔄 Undo 🛛 🖌	Create & Validate 🧰 Summary 🔌 Authorise	E DetailReport
1 Census Details 2 Scho	ool Information 3 Early Years 4 Top-up Fund	nd On Roll Basic Details Report
<u>1</u> Census Details Census Date Description FSM collected from	05/10/2017 5 School Census Autumn 2017 19/05/2017 5SM collected to	SEN Report Address Details Report Free School Meal Eligibility Report Top-up Funding Report It c Early Years Report
2 School Information School Name	Water Babies Nursery School	Post Looked After Arrangements Report Multiple Reports Number 1999

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

Detail Reports
☑ On Roll Basic Details Report
SEN Report
Address Details Report
✓ Free School Meal Eligibility Report
☑ Top-up Funding Report
☑ Early Years Report
Post Looked After Arrangements Report
Report Cancel

All detail reports are selected by default. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports, which are displayed in your web browser from where the data can be transferred to a spreadsheet, such as Microsoft[®] Excel, if required.

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

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

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

For example:

8201050_SC3_820LL17_001_onroll_pupil_basic_details_report. html.



More Information:

Configuring the Census Folder on page 12 *Transferring Report Data to a Spreadsheet* on page 34

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 <u>only</u> 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 <u>not</u> secure because they can still be accessed.

Deleting the cache in 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 Internet Explorer 8 and 9

- 1. Click the **Tools** button located at 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. 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. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

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

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

For example: 8201050_SC3_820LL17_001_Summary_Report.html.

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



More Information:

Configuring the Census Folder on page 12 Generating Detail Reports on page 33 Transferring Report Data to a Spreadsheet on page 34 Authorising the Return on page 37 Deleting an Unauthorised Return on page 41

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 28 Producing Detail Reports on page 31 Producing the Summary Report on page 35

Authorising the Return

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

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

1. Click the **Authorise** button. A message reminds you that the return cannot be edited once it is authorised.

SIMS .net	×
?	Return cannot be edited once authorised. Do you want to continue?
	Yes No

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

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

Head teacher authorisation	
Authorisation provides an XML Return file for upload to your LA/	DfE.
Please confirm that the head teacher is satisfied that the Summa	ary and Detail Reports
have been checked for accuracy and completeness.	
I, User two, confirm that the head teacher is satisfied that the	ne Summary
and/or Detail Reports have been checked and that the Retu	urn file is ready for upload to the LA/DfE.
Additional text to be displayed on the authorisation report	
	Continue
	Continue

3. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.

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4. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

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

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

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

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

For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> 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 35 Copying a Return on page 40

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 <u>Hosted</u> 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.

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More Information:

Configuring the Census Folder on page 12 *Copying a Return* on page 40

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 the **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 <u>Hosted</u> 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.

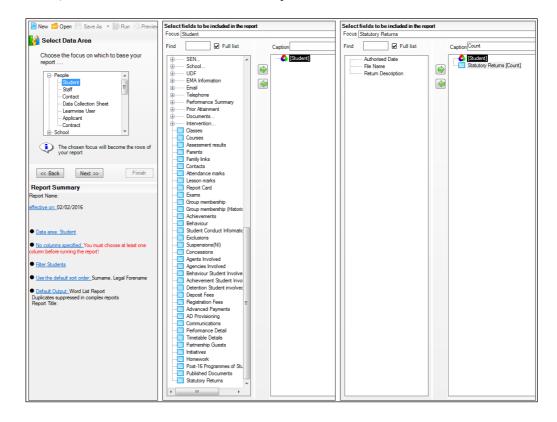
The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

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 for selection only if **Student** has been selected as the Data Area.

When you **Select 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 this sub-report: **Authorised Date, File Name** and **Return Description**.





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 <u>not</u> 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.

 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 0345 222 1551 • option 3

or email us on misservicedesk@ schoolbusinessservices.co.uk