



CES Census 2018: Guidance for Users of the CES-SIMS Application in England

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Section 1: Timetable and Support Arrangements

The CES Census starts on 18th January in England. Schools should complete and submit their returns during the support period which runs from the start date until Friday 9th February.

During the support period schools can contact the helpdesk by these methods:

- raise a support ticket on the online helpdesk at <http://cesewcensus.org.uk/helpdesk/>
- email to census@catholiceducation.org.uk
- telephone: 020 7901 1909 (9:30 – 16:00 Monday to Friday)
- telephone or email diocesan census representatives, who can assist with common support questions (see appendix D)

We aim to respond to emails and support tickets within 24 hours.

If it will not be possible to complete your census before the end of the support period please contact the helpdesk as soon as a delay becomes inevitable. The CES will then work with the school to minimise the delay.

The 2018 CES Census Form and Guidance

The Capita SIMS CES Census module, which was developed for the CES by Capita, enables nearly 90% of the CES Census to be completed from the data contained in the schools' SIMS databases. (This assumes, however, that the necessary data has been input into the system, when pupils or staff join the school, or at the periodic updates.)

The *Guidance* is also available on the [Census website](#).

Section 2: New in 2018

Number and characteristics of pupils on roll

Questions on gender and Catholicity of nursery age children (112 to 119) have been changed as follows:

Question	2017 value	2018 value
112	N2 boys Catholic	N and below boys Catholic
113	N2 girls Catholic	N and below girls Catholic
114	N2 boys Other	N and below boys Other
115	N2 girls Other	N and below girls Other
116	N1 boys Catholic	Other boys Catholic
117	N1 girls Catholic	Other girls Catholic
118	N1 boys Other	Other boys Other
119	N1 girls Other	Other girls Other

N and below includes N1, N2 and below, ie including 2 year olds. Other includes any pupils above year 14, if any. This hopefully covers all pupils in the system and will remove some discrepancies that existed between these totals and the pupil ethnicity totals.

Section 3: CES Census Website

The CES Census website contains all the resources necessary to complete and upload the Census and is located at: <https://www.cesewcensus.org.uk>.

The website sections comprise:

- **Home page:** support timetable; general information; links to the rest of the site.
- **Upload:** secure page for uploading of completed Census files.
- **SIMS:** Online version of this guidance document plus other information and links to downloads for SIMS users.
- **EXCEL:** Online version of this guidance document plus other information and links to downloads for non-SIMS users.
- **Support:** CES helpdesk details.
- **Return Rates:** Progress of the Census, updated regularly during the Census period.

Section 4: Preparation of SIMS

Checklist

There are three checks that you need to make prior to completing your CES Census:

1. **Ensure data in SIMS modules is up-to-date.**
2. **Ensure look-up tables are in place and up to date.**
3. **CES Census folder and security message.**

Check 1: Ensure all the data in the SIMS modules is up-to-date

SIMS data is held within **modules**, eg Staff or Pupil/Student Details. 90% of the data used by the CES Census is held in SIMS modules so it is important to ensure that the data in SIMS is up to date before running the Census. The 10% of data not held in SIMS must be entered in the Census panels each time a Census is completed (eg questions related to teaching of RE).

If the SIMS data is not kept up to date it will need to be entered into the Census panels each time the Census is completed. The Census will therefore take longer to complete.

It is therefore imperative that the fields needed for the CES Census are completed in the appropriate SIMS module in advance of completing the Census.

You should ensure that:

- All new pupils have been assigned a religion and an ethnicity
- All new members of staff have been assigned a religion and an ethnicity
- Free School Meals information is up to date
- Any member of staff with a Catholic Certificate in Religious Studies has this or “CCRS” assigned as a qualification
- Any member of staff with a National Professional Qualification for Headship has this or “NPQH” assigned as a qualification
- In the case of maintained schools, ensure that only members of the leadership team i.e. executive head teacher; head teacher; deputy head teacher and assistant head teacher have been allocated to the leadership category in SIMS. Independent schools and colleges may choose to assign holders of equivalent roles (eg members of the senior management team) to the CES Leadership Team category.
- In the case of support staff, ensure that members of staff carrying out roles listed in Appendix B have been assigned those roles in SIMS.

Bulk Update can be used for entry of religion and ethnicity to several pupils simultaneously. See Appendix H for further information.

Check 2: Lookup tables

There are three lookups that need to have categories assigned to them for the CES Census:

Lookup Table	Category
Pupil religion	Roman Catholic
Staff religion	Roman Catholic
Staff ethnicity	Traveller of Irish / Gypsy / Roma Heritage

Because these categories are not present as part of the standard SIMS lookups the CES Census needs to be told where they are.

If you have used SIMS CES Census before then these lookups will be set up and linked to the CES Census. You can now move on to “Step 3: setting up a folder in which to save files”.

If you have not used SIMS CES Census before then the SIMS Autumn upgrade should have installed any missing categories for you and linked them automatically to the CES Census.

You should, however, check that the update has set up the lookups correctly. Therefore, the first time you run the CES Census using SIMS you will need to follow these two steps:

1. Check SIMS Lookups

Follow the **Tools | Lookups | Maintain** route and check the three lookups:

In Description, type *ethnicity* and in Data Area type *Staff*. Click *Search*, highlight the resulting ‘Ethnicity – Staff’ field and click *Open*. Scroll down the list of values and check whether ‘Traveller of Irish / Gypsy / Roma Heritage’ is present.

In Description, type *Religion* and in Data Area type *Staff*. Click *Search*, highlight the resulting ‘Religion – Staff’ field and click *Open*. Scroll down the list of values and check whether ‘Roman Catholic’ or ‘Catholic’ is present.

In Description, type *Home Religion* and in Data Area type *Student*. Click *Search*, highlight the resulting ‘Home Religion – Student’ field and click *Open*. Scroll down the list of values and check whether ‘Roman Catholic’ or ‘Catholic’ is present.

If any of the above values are missing, see Appendix F for detailed instructions on how to add them.

2. Check CES Census Lookups

Appendix G contains greater detail and more screenshots for this step.

Follow the route: **Tools | Statutory Return Tools | Update CES Census Lookups**.

The SIMS lookups will appear in the drop down menu at the right hand side of each category for which they refer (see screen below).

SIMS .net: Green Abbey School

Focus Reports Routines Tools Window Help

Back Forward

Update CES Census Lookups

Save Undo Links Help Close

1 Staff Lookups Related 2 Pupil Lookups Related

1 Staff Lookups Related

Catholic Religion Catholic *

Traveller of Irish/Gypsy/Roma heritage Ethnicity Traveller of Irish/Gypsy/Roma heritage *

2 Pupil Lookups Related

Catholic Religion Catholic *

If any of these drop down menus do not have a value selected, then they have not been matched to the CES Census. In this case, go to appendix G for detailed instructions on how to complete the process. The screen above shows a set of matched CES lookups.

Check 3: CES Census folder and security message

Follow the route **Routines | Statutory Returns | Schools CES Census**

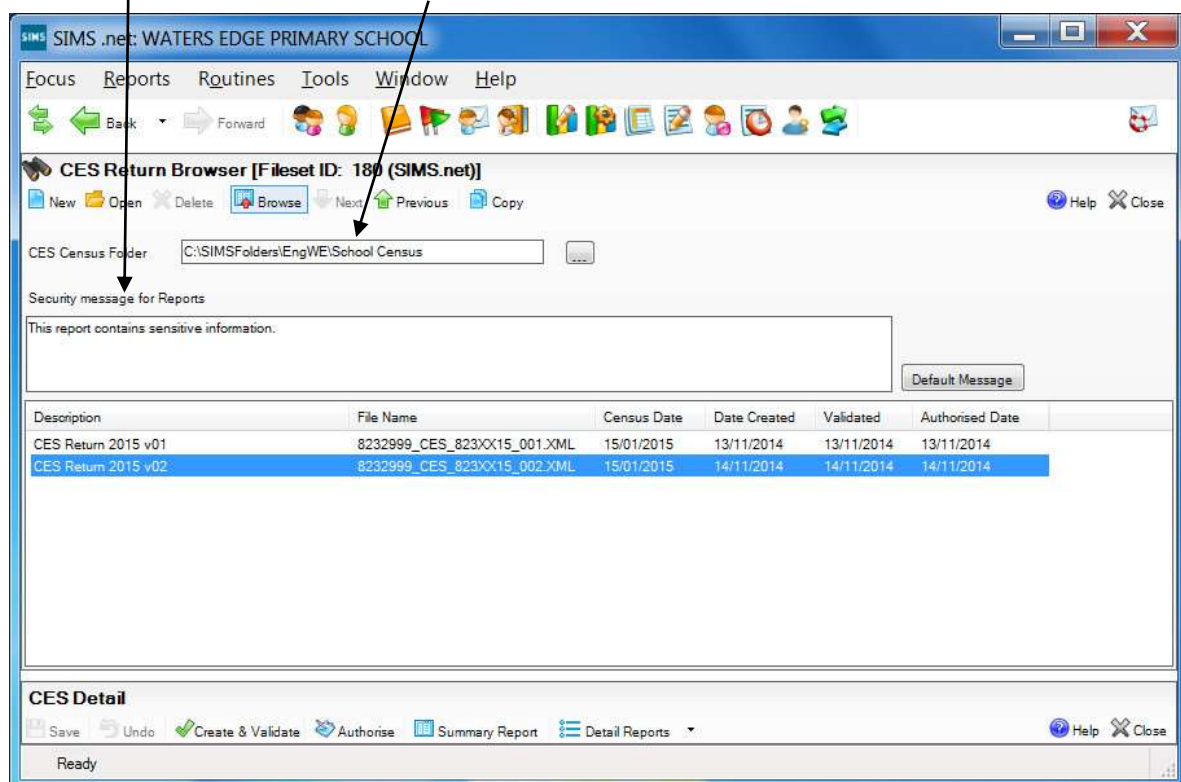
Check that the CES Census folder in which the Census files are saved is a valid file location (see the screen below).

Important note for schools with centrally hosted SIMS. If SIMS is hosted by a local authority it must be ensured that the folder where the files will be saved is accessible from outside SIMS, ie the folder must be on the school network or on a PC. If the folder is on the LA network you will not be able to upload the Census file.

It is good practice to put a security message on files containing data so that it will be displayed on the final report in hard and electronic versions. A default message (*This report contains sensitive information.*) is shown in the screenshot below and can be retained without doing anything. In order to change the security message, click on the *Security Message* box and type in the chosen message.

Security Message

Census Folder



Section 5: Completing the Census

Checklist

To complete the Census follow these steps (further details in this section and section 6):

1. Create a new CES Census
2. Complete missing information in panel 2 (school information)
3. Press 'Calculate all details' button to populate remaining panels

In panels 3 to 11:

4. Complete answers not calculated by SIMS
5. Check answers that SIMS has calculated and correct if necessary
6. Save the Census
7. Create and validate
8. Check the summary report
9. When signed off by head, authorise the Census

The CES Census comprises eleven panels:

1. Census Details
2. School Information
3. Teaching Staff Qualification
4. Leadership Group
5. Teaching Staff Ethnicity
6. RE Teaching
7. Pupil Ethnicity
8. Pupil Withdrawals
9. Pupils FSM
10. School Uniform
11. Headcount of Staff Religion

There is no restriction on the number of Census returns that can be completed, although only one may be submitted. CAPITA strongly suggest doing a 'dry run' before completing the final return. This enables errors and omissions in the set up procedure to be identified and corrected in advance of the Census date.

Starting a new Census return

To start completing the return, follow the route:

[Routines](#) | [Statutory Returns](#) | [Schools CES Census](#)

This will bring up the start screen for completing the return. Clicking the **New** button on the top left hand side of the screen will start a new Census return file.

Box colours

The boxes will be coloured bright yellow if the data is generated from SIMS. If the user edits the data then the box containing the edited data will change to pale yellow (as shown below).

3 Teaching Staff Qualification

Teaching Staff With CCRS

Teaching Staff NPQH	Count
Catholic male teaching staff with qualification	1
Other male teaching staff with qualification	0
Catholic female teaching staff with qualification	0
Other female teaching staff with qualification	1
Catholic male teaching staff undertaking qualification	0
Other male teaching staff undertaking qualification	0
Catholic female teaching staff undertaking qualification	0
Total staff	2

Recalculate

If an answer is not generated by SIMS (eg staff undertaking the NPQH qualification) then the box will be white and once the user has edited the box, it will go pale yellow.

Calculate All Details button

On Panel 2 (School Information – see below) there is a **Calculate All Details** button. When the user clicks on this button, all the data that is generated from SIMS populates the relevant panels. If it is not already in the SIMS database, type the information into each of the blank spaces.

If the **Calculate all Details** button is selected after any editing has taken place then this will recalculate all panels and any editing will be lost.

Recalculate buttons

The **Recalculate** buttons are on each panel where data is generated from SIMS.

The user can make amendments to the data obtained from SIMS. If the user edits the information, then the box will go pale yellow as already described above. If a box changes to red, this indicates that there is a conflict between the information already collected from SIMS and the information which is being added. It will not be possible to do anything further until the error has been corrected. The section at the bottom left of the screen will indicate the nature of the error.

If the user decides the information he or she has added is incorrect, then it can be removed by clicking the **Recalculate** button. The necessary information can be added to a field at this stage, but it will only transfer to the CES Census. It will not update the information held in the SIMS system. Therefore, it is advisable to add the information into the SIMS system in the appropriate area (eg adding staff information on qualifications in the Personnel module).

Hover-over help information


Several boxes will display help information when the mouse is moved over the box, as illustrated below.

3 Teaching Staff Qualification

Teaching Staff With CCRS

1. Catholic Certificate in Religious Studies.
 2. Headcount: Number of individuals whether full or part time.

Teaching Staff NPQH	
Catholic male teaching staff with qualification	1
Other male teaching staff with qualification	0
Catholic female teaching staff with qualification	0
Other female teaching staff with qualification	1
Catholic male teaching staff undertaking qualification	0
Other male teaching staff undertaking qualification	0
Catholic female teaching staff undertaking qualification	0
Total staff	2



More substantial help information will remain displayed until the mouse pointer is moved. It is also possible to change the font size. See below:

3 Teaching Staff Qualification

Teaching Staff With CCRS

Teaching Staff NPQH	Count
Catholic male teaching staff with qualification	
Other male teaching staff with qualification	
Catholic female teaching staff with qualification	
Other female teaching staff with qualification	
Catholic male teaching staff undertaking qualification	
Other male teaching staff undertaking qualification	
Catholic female teaching staff undertaking qualification	
Other female teaching staff undertaking qualification	
Total staff	2

Help

1. National Professional Qualification for headship.
 2. Headcount: Number of individuals whether full or part time.
 3. In this context 'Other' means of other faiths or none.

1 of 1

Panel 1 – Census Details

To move to the first section, click on **1 Census Details** near the top of the screen. This will move the cursor into the first section (see below). The reference date will be automatically set and cannot be changed. A default description has been provided, but this can be updated as necessary to permit more than one return to be attempted, e.g. *Dry Run*.

1 Census Details

Reference Date: 18/01/2018

Description: CES Return 2018

2 School Information

School Name: Green Abbey School

LA Number: 823 Establishment Number: 4321

School Address: Main Office
Monkmoor Road
Bedford
Bedfordshire
SI2 5AP

Telephone Number: 851234 Unique Reference Number: 012345

Head Teacher: Adrian Blacker

School Website: School Email: office@ga.org.uk

School Phase: Secondary School Governance: Community

Gender on entry to school: Both Gender on entry to 6th form: Both

Contact Title: * Contact Name: *

Contact Email: This should not be a personal email address

Diocesan Code: <Select> *

Name of Trustee Body: (if not diocesan)

School Detail

Calculate All Details

Panel 2 – School Information

To move to the next panel click on the label **2 School information** at the top of the screen, or scroll down and position the cursor in the box *Contact Title*. (The previous boxes in this panel will be completed automatically and cannot be changed).

Check the School Details in the School Information panel and use the 'School Detail' button to correct if necessary. Note that County is displayed in the address details but is no longer used by the Census.

Check the other information in the School Information panel and update as necessary – items shown in bright yellow have been obtained from SIMS but may be edited.

When you select your diocesan code please double check that you have not selected the value above or below by mistake.

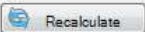
When this panel has been completed click the “Calculate All Details” button to obtain information for the remaining panels.

Panel 3 – Teaching staff qualifications

3 Teaching Staff Qualification

Teaching Staff With CCRS

Teaching Staff NPQH	Count
▶ Catholic male teaching staff with qualification	1
Other male teaching staff with qualification	0
Catholic female teaching staff with qualification	0
Other female teaching staff with qualification	1
Catholic male teaching staff undertaking qualification	0
Other male teaching staff undertaking qualification	0
Catholic female teaching staff undertaking qualification	0
Total staff	2



Teaching staff with CCRS

This is a headcount of all staff with the CCRS qualification (Catholic Certificate in Religious Studies). The figure is calculated automatically by SIMS from the staff professional qualifications details. If 'CCRS' is entered as the name of the qualification it will be counted by the Census.

One other qualification is equivalent to CCRS and may also be included:

CTC: Catholic Teachers' Certificate

This qualification is not counted automatically by SIMS. The panel will need to be amended manually if any staff hold the CTC.

Teaching staff NPQH

This is a headcount of staff with the NPQH qualification (National Professional Qualification for Headship). Unlike the CCRS headcount, this one is broken down by gender and Catholicity. The figures are calculated automatically by SIMS from the staff professional qualifications details. If 'NPQH' is entered as the name of the qualification it will be counted by the Census.

The four headcounts of staff undertaking the NPQH qualification are not calculated by SIMS and must therefore be entered manually.

Panel 4 – Leadership Group

4 Leadership Group

Is Acting Head Teacher a Catholic: Not Applicable

Current Leadership Team

Name	Role	Gender	Ethnicity
Anderson Mary	Assistant Head Teacher	Female	White British
Blacker Adrian	Head Teacher1	Male	White British
Dumbell Steven	Deputy Head Teacher	Male	White Irish
Hatchett Ruth	Deputy Head Teacher	Female	White Irish

New Delete

Leadership Vacancies

Role	Term
Head Teacher1	2

New Delete

Recalculate

Questions in this section relate to the following leadership team roles: head teacher; executive head teacher; deputy head teacher; assistant head teacher.

Is acting head teacher a Catholic?

This question should be answered **only** if there is currently an acting head teacher in the school, otherwise it should be left as 'Not Applicable'.

Current Leadership Team

The leadership team is derived by SIMS. If a member of the team is missing they can be added by clicking on the 'New' button, selecting them from the staff details and assigning the correct role.

Leadership vacancies

Vacancies in the leadership team must be added manually. Under 'Term' enter the number of school terms that the vacancy has been open.

Panel 5 – Teaching staff ethnicity

5 Teaching Staff Ethnicity

Total Teaching Staff: 61

Ethnicity	Count
White British	44
White Irish	6
White Other	4
Traveller of Irish/Gypsy/Roma heritage	0
Mixed/Dual Background	1
Asian/Asian British	3
Black/Black British	2
Chinese	1
Other Ethnic Group	0
Not Known	0
Total	61

Recalculate

This panel is calculated by SIMS. If any figures are incorrect it is advisable to make corrections to the staff details themselves rather than simply correcting the Census totals. If staff details are amended the census totals will be updated by pressing the 'Recalculate' button.

Panel 6 – RE Teaching

6 RE Teaching

Number of Specialist RE Qualified Staff

Number of Staff Teaching RE

Number of Staff with 50% of Timetabled RE

☐ One or more RE Classes are taken by Teaching Assistants

This panel is not calculated by SIMS and must be entered manually.

Number of specialist RE qualified staff

The number of specialist qualified Religious Education (RE) teachers whose first degree comprised the study of RE in whole or in part.

Number of staff teaching RE

The number of staff whose teaching timetable comprises some RE teaching.

Number of staff with 50% timetabled RE

The number of staff whose teaching timetable comprises at least 50% of RE teaching.

Panel 7 – Pupil ethnicity

7 Pupil Ethnicity

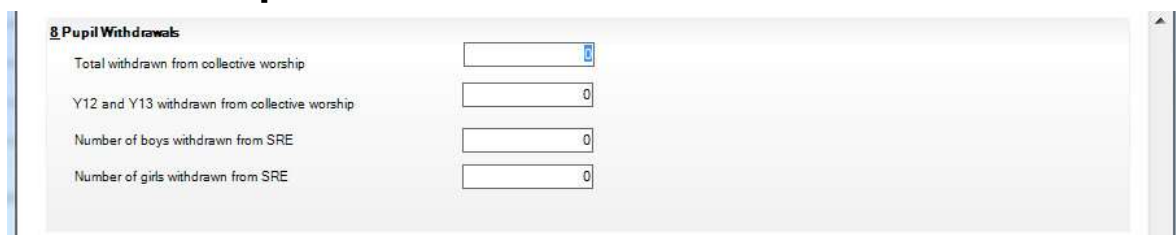
Ethnicity	Count
White British	716
White Irish	23
White Other	87
Traveller of Irish/Gypsy/Roma heritage	3
Mixed/Dual Background	28
Asian/Asian British	63
Black/Black British	42
Chinese	13
Other Ethnic Group	31
Not Known	10
Total	1016

Recalculate

This panel is calculated by SIMS. If any figures are incorrect it is advisable to make corrections to the student details themselves rather than simply correcting the Census totals. If student details are amended the census totals will be updated by pressing the 'Recalculate' button.

Important note: When updating pupil ethnicity ensure that the effective date of the change is set to a date **before** the census date, preferably the date that the pupil started at the school. If the effective date is left as a date after the census date the change will not be detected when the 'Recalculate' button is pressed.

Panel 8 – Pupil withdrawals

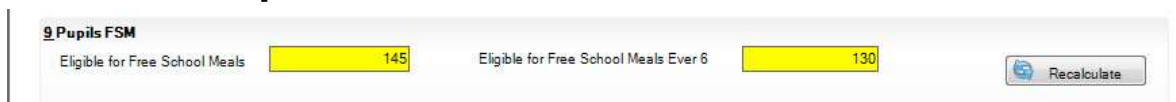


8 Pupil Withdrawals	
Total withdrawn from collective worship	0
Y12 and Y13 withdrawn from collective worship	0
Number of boys withdrawn from SRE	0
Number of girls withdrawn from SRE	0

This panel is not calculated by SIMS and must be entered manually.

SRE: Sex and relationship education.

Panel 9 – Pupils FSM



9 Pupils FSM	
Eligible for Free School Meals	145
Eligible for Free School Meals Ever 6	130

Recalculate

This panel is calculated by SIMS.

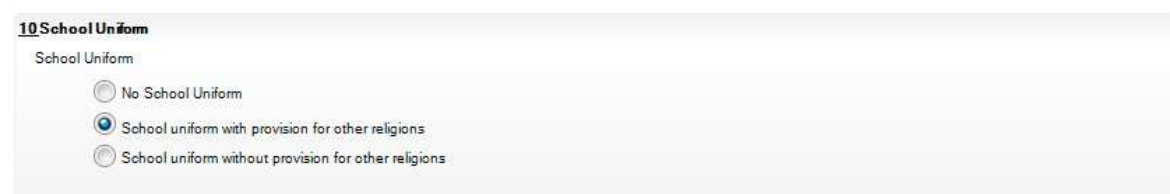
Eligible for Free School Meals

The number of pupils eligible for a free school meal on the census day.

Eligible for Ever 6 FSM

The number of eligible pupils. For more information on Pupil Premium and Ever 6 FSM go to www.education.gov.uk/schools/pupilsupport/premium/b0076063/pp.

Panel 10 – School uniform



10 School Uniform

School Uniform

☐ No School Uniform

☒ School uniform with provision for other religions

☐ School uniform without provision for other religions

This panel is not calculated by SIMS and must be entered manually.


No school uniform provision for other religions

This answer does not necessarily imply that a school has explicitly made no allowance for other religions in its school uniform policy. It may be applicable where a school has no pupils from other religions.

Panel 11 – Headcount of staff religion

11 Headcount of Staff Religion

Teaching Staff	
Catholic	<input type="text" value="8"/>
Other	<input type="text" value="8"/>
Education Support Staff in Categories Listed in CES Guidance	
Catholic	<input type="text" value="1"/> ?
Other	<input type="text" value="2"/> ?



This panel is calculated by SIMS but can be amended.

Help buttons are available for the two support staff figures. When pressed, these display a list of all the relevant support staff categories.

The following staff are excluded from the totals:

- teachers on extended (one or more terms) paid or unpaid leave
- supply staff in post for less than a term.

Always ensure that there are the correct figures for Catholic and non-Catholic staff. If the figures for Catholic staff and support staff are shown as zero then the staff lookups may not have been set up correctly (see appendix G).

Section 6: Saving, Creating and Authorising

Saving the Census

Changes to the census are saved in the SIMS database by pressing the 'Save' icon at the top left of the panel (see below). The Census should be saved regularly to prevent loss of data.

If Create & Validate has already been run, saving will trigger the message "Please remember to run Create & Validate to take account of the changes you have made"

The screenshot shows the SIMS .net application window for Green Abbey School. The main panel is titled 'CES Return Details - New Return'. It contains a 'Save' button at the top left, which is highlighted by a yellow callout bubble with the text: "Click Save to store the information entered in the panels". The form includes various input fields for school information, such as School Name, LA Number, School Address, Telephone Number, Head Teacher, School Website, School Email, School Phase, School Governance, Gender on entry to school, and Gender on entry to 6th form. The 'Save' button is located at the bottom right of the form.

Creating and Validating

When all the panels are complete, press the 'Create and Validate' icon to check for errors and create summary and detail reports.

Important note: any further changes to the panels must be saved before pressing 'create and validate' again.

Validation Errors Summary

If any errors or warnings are found they are displayed at the bottom of the screen.

The screenshot shows the SIMS .net: Green Abbey School interface. The main window is titled 'CES Return Browser [Fileset ID: 800 (SIMS.net)]'. It has a menu bar with 'Focus', 'Reports', 'Routines', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'Back', 'Forward', 'New', 'Open', 'Delete', 'Browse', 'Next', 'Previous', and 'Copy'. The main content area is titled 'CES Return Details - CES Return 2018'. It has a sub-menu bar with 'Save', 'Undo', 'Create & Validate', 'Authorize', 'Summary Report', and 'Detail Reports'. Below the sub-menu bar is a list of tabs: '1 Census Details', '2 School Information', '3 Teaching Staff Qualification', '4 Leadership Group', '5 Teaching Staff Ethnicity', '6 RE Teaching', '7 Pupil Ethnicity', and '8 Pupil Withdrawals'. The '3 Teaching Staff Qualification' tab is selected. It contains a form with a 'Diocesan Code' dropdown set to 'Leeds', a 'Name of Trustee Body' text box, and a 'Calculate All Details' button. Below the form is a section titled '3 Teaching Staff Qualification' with a 'Teaching Staff With CCRS' dropdown set to '2' and a 'Teaching Staff NPQH' dropdown set to 'Count'. At the bottom of the window is a 'Report' section titled 'Validation Errors Summary'. It shows 'Return Validated - 2 Validation rules failed (Number of Errors - 0 and Number of Queries - 2)'. Below this is a table with columns 'Ty...', 'Seque...', 'Message', and 'Solution'.

Ty...	Seque...	Message	Solution
Q	2003Q	Website is missing, but optional	# Go to Focus School School Details and enter Website
Q	2010Q	Total for CCRS is the same as the total for NPQH, please check	# Total for CCRS is the same as the total for NPQH, please check

Summary Report

Once the *Create & Validate* button has been selected, the user clicks the *summary report* button to check the details before authorising.

The report includes some rudimentary validation

CES Census 2018	
Security Message :	This report contains sensitive information.
Filename: 8234321_CES_823XX18_002.UNA	Report Created Date: 26-11-2017 11:39:15
Fileset Number: 800 (SIMS.net)	
A. Survey Reference Date	
1. Date for data used	18-01-2018
B. School/College Characteristics	
2. Name of school/college	Green Abbey School
3. Address 1	Main Office
4. Address 2 *	Monkspar Road
5. Town	Bedford
6. Postcode	MK2 5AP
7. Telephone number (including dialling code)	851234
8. Contact name including title	Mr John Smith
9. (a) Contact email	school@greenabbey.sch.uk
(b) School/College email	office@gs.org.uk
10. Website *	--- Missing this Column ---
11. Head Teacher/Principal (including title)	Mr Adrian Blacker
12. Diocesan code	LEE
13. Establishment number	4321
14. Local Authority	823
15. Unique Reference Number (URN)	012345
16. Governance	Community
17. Phase	Secondary
18. Gender of entry	Both
19. Gender of sixth form	Both
20. Name of trustees (if not diocesan) *	-

The report includes the following features:

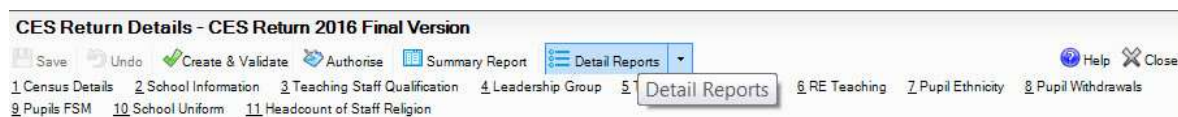
- Totals of pupils by gender and Catholicity (see screen below)
- Warning messages when zero or less than 25% Catholic pupils
- Warning message when zero Catholic teachers or support staff

E. Number and Characteristics of Pupils on Roll								
	Catholic Boys		Catholic Girls		Other Boys		Other Girls	
Y14	52.	0	53.	0	54.	0	55.	0
Y13	56.	32	57.	43	58.	10	59.	4
Y12	60.	27	61.	34	62.	11	63.	8
Y11	64.	58	65.	81	66.	13	67.	9
Y10	68.	63	69.	55	70.	12	71.	29
Y9	72.	75	73.	66	74.	5	75.	14
Y8	76.	67	77.	59	78.	17	79.	16
Y7	80.	63	81.	61	82.	16	83.	19
Y6	84.	0	85.	0	86.	0	87.	0
Y5	88.	0	89.	0	90.	0	91.	0
Y4	92.	0	93.	0	94.	0	95.	0
Y3	96.	0	97.	0	98.	0	99.	0
Y2	100.	0	101.	0	102.	0	103.	0
Y1	104.	0	105.	0	106.	0	107.	0
R	108.	0	109.	0	110.	0	111.	0
N and below	112.	0	113.	0	114.	0	115.	0
Other	116.	0	117.	0	118.	0	119.	0
Total	Total Boys: 385		Total Girls: 399		Total Boys: 64		Total Girls: 99	
	Total Catholic Children: 784				Total Other Children: 183			
					Of which there are:			
					120	Christian - Other		5
					121	Buddhist		18
					122	Hindu		21
					123	Jewish		14
					124	Muslim		30
					125	Sikh		6
					126	Other		3
					127	None		1
					128	Refused		1
					129	Missing		0

Detail Reports

If it is necessary to clarify staff or pupil data there are three detail reports that show all the data used in the Census at individual student, teaching staff and support staff level.

These reports can be used to check figures that do not appear to correspond with school records. For example, pupil numbers by year group and catholicity sometimes show discrepancies which can now be resolved using the student report.



Click on the 'Detail Reports' icon (see above) and select from the student, teaching staff and support staff detail reports.

The student report contains the following information for every student included in the Census:

- Surname
- Forename
- Gender
- Year group
- Ethnicity
- Religion
- In care (yes/no)
- FSM (yes/no)
- FSM Ever 6 (yes/no)
- SEN without statement (yes/no)
- SEN with statement (yes/no)

The teaching staff report contains the following information for every member of the teaching staff included in the Census:


- Surname
- Forename
- Post
- Religion
- Ethnicity
- Staff with CCRS
- Staff with NPQH

The support staff report contains the following information for every member of the support staff included in the Census:

- Surname
- Forename
- Post
- Religion
- Ethnicity

Authorising

When all checking has been completed to the satisfaction of the headteacher, the return is

authorised by clicking the authorise icon  **Authorise** at the top of the screen. The return cannot be edited after this stage. Clicking the “authorise” icon will save the Census in xml and html formats. The xml file is sent via the Census website to the CES. (The xml file is created from the una file at the point when the return is authorised.)

If an error is subsequently found in the data after authorisation, a new return should be created (see next sub-section).

Once the return has been completed and no further editing is needed the SIMS CES Census routine can be closed by pressing the *Close* button at the top right of the screen.

The process for transmitting the saved files to CES is covered in Section 7.

What to do if an error is found after authorisation

If an error is found in the data after authorisation, the Census should be re-opened by creating a copy. The errors can then be corrected. To create a copy, follow these steps:

1. Go to Routines | Statutory Returns | Schools CES Census
2. Click on ‘Browse’ at the top of the screen. A list of all the previous Census returns is displayed.
3. Highlight the current Census and click on ‘Copy’ at the top of the screen
4. A copy of the Census will be created, containing all the current data.
5. Correct the errors and then follow the previous steps to save, create & validate and authorise the return.

Section 7: Uploading the Census

To submit your census file go to <https://www.cesewcensus.org.uk/upload> and upload the file using the online form.

You will be prompted for the user id and password. These are sent by email in the December preceding the Census and also in the week preceding the first week of the census. If you have not received these emails, please contact your diocesan representative, or the CES helpdesk (census@catholiceducation.org.uk).

When you have logged in follow these steps:

- Select your diocese from the drop-down list
- Enter the email address to which a receipt confirmation should be sent
- Select the file to be uploaded
- Enter any additional information in the 'Comments' box.
- Click on the 'Upload Now' button

If your file upload is successful you will see a message on the screen and you will receive a confirmation email.

If your file upload is unsuccessful the reason for the failure will be displayed on the screen. The most likely reason will be that you have not entered all the necessary information on the form. Another reason may be that you have attempted to upload the wrong file. If the file upload is unsuccessful you should attempt the upload again. If the problem persists please contact the CES Helpdesk at census@catholiceducation.org.uk.

Catholic Education Service **CES Census 2018**
File Upload

Home **Upload** SIMS EXCEL Support Return Rates

SIMS Users
Upload your XML file. To locate the file in SIMS, go to:
Routines|Statutory Returns|Schools CES Census
Look for 'CES Census Folder' at the top of the screen.
[Click here for diagram](#)

Excel Users
Upload your Excel form after checking the validation tab for errors.
Rename your file before uploading.
[More information](#)

Upload Census File

Diocese: Select Diocese ?

Email: (for confirmation) ?

File: Choose File No file chosen ?

Comments: Any extra information

UPLOAD NOW ?

Appendix A: Diocesan Codes

Diocesan code	Diocese
ARU	Arundel & Brighton
BIR	Birmingham
BRE	Brentwood
CAR	Cardiff
CLI	Clifton
EAN	East Anglia
HAL	Hallam
HEX	Hexham & Newcastle
LAN	Lancaster
LEE	Leeds
LIV	Liverpool
MID	Middlesbrough
NOR	Northampton
NOT	Nottingham
PLY	Plymouth
POR	Portsmouth
SAL	Salford
SHR	Shrewsbury
SOU	Southwark
WES	Westminster

Appendix B: Support Staff

Education Support Staff	
England	
HL QA UA SN TA	Higher Level Teaching Assistant Teaching Assistants with Diploma in Childcare and Education (previously NNEB) or equivalent Teaching Assistants without Diploma in Childcare and Education (previously NNEB) or equivalent Special Needs Support Staff Teaching assistants
Special Schools Support Staff	
CQ CU	Qualified child care staff Unqualified child care staff
Minority Ethnic Pupils Support Staff	
EB EO	Bilingual Assistants Others
Other Education Support Staff	
ME LI SS TE IT	Matrons/Nurses/Medical Staff Librarians Others (including welfare assistants in the classroom, learning mentors (employed at school), study supervisors, cover supervisors, any other support staff regularly employed at the school (not covered in teaching assistants) Technicians IT Technicians
Wales	
SN ME TA HL TE PS LI	Special Needs Support Staff Matrons/Nurses/Medical Staff (including NHS employees) Teaching Assistants (TAs) Higher Level Teaching Assistants (HLTAs) Laboratory or workshop technicians Pastoral Support Staff Librarians and Library Assistants

Appendix C: National data collection: DfE and WG

In order to reduce the burdens on schools and to ensure comparability of data, where relevant, questions have been revised to align with information sought by DfE and the Welsh Assembly. Similarly, definitions used by these organisations are applicable, as appropriate, to the CES Census (e.g. definitions of full-time and part-time). For ease of reference, links to DfE and Welsh Assembly guidance are provided below.

The DfE link is:

<https://www.gov.uk/guidance/school-census>

The WG link is:

<http://wales.gov.uk/topics/educationandskills/schoolhome/schooldata/ims/datacollections/pupillevelannualschoolcensus/?lang=en>

Appendix D: Diocesan Representatives

<i>Diocese</i>	<i>Contact</i>	<i>Title</i>
Arundel & Brighton 01293 511130	Gill Sajnog	Assistant Education Officer
Birmingham 01675 464755 x110	Rebecca Tonks	Admissions and Governance Adviser
Brentwood 01277 265284	Robert Simpson	Diocesan Schools Commissioner
Cardiff 029 2023 3838	Anne Robertson	Diocesan Schools Commissioner
Clifton 0117 9025593	Jenny Fitzgerald	Administrator
East Anglia 01508 495509	Jane Austin	Secretary
Hallam 0114 2566440	Clare Thorpe	Diocesan Education Officer
Hexham & Newcastle 0191 2433310	Catherine Joyce	Administrative Officer
Lancaster 01524 841190	Heather Watts	Secretary
Leeds 01132 618034	Angela Cox	Diocesan Schools Commissioner
Liverpool 0151 522 1078	Frances Coldicutt	Admin Officer
Middlesbrough 01642 850515	Katherine McKeown	Education Administrator
Northampton 01908 233121	Debbie Main	Schools Officer
Nottingham 01332 293833	Julie Sweeney	
Plymouth 01392 671320	Kate Griffin	Diocesan Schools Commissioner
Portsmouth 01329 835363	Edmund Adamus	Diocesan Schools Commissioner
Salford 0161 8172222	Peter Eavers	Diocesan Schools Commissioner
Shrewsbury 0151 6529855	Damian Cunningham	
Southwark 01689 829331	Stephen Bryan	
Westminster 0207 798 9005	Greeny Longville	PA to Director

Appendix E: CES Census 2018 Questions

The material below reflects the format of the Excel spreadsheet. The CES/SIMS software will generate the same data.

- A. Survey reference Date
 - 1. Date for data used
- B. School/College Characteristics
 - 2. Name of school/college
 - 3. Address 1
 - 4. Address 2
 - 5. Town
 - 6. Postcode
 - 7. Telephone number
 - 8. Contact name
 - 9. Contact email
 - a. School email address
 - b. Contact email address
 - 10. Website
 - 11. Head teacher/Principal
 - 12. Diocesan code
 - 13. Establishment number
 - 14. Local authority
 - 15. Unique reference number
 - 16. Governance
 - 17. Phase
 - 18. Gender of entry
 - 19. Gender of sixth form
 - 20. Name of trustees (if not diocesan)
- C. Teaching staff information
 - 21. Number (headcount) of male staff with NPQH qualification
 - a. Catholic
 - b. Other
 - 22. Number (headcount) of female staff with NPQH qualification
 - a. Catholic
 - b. Other
 - 23. Number (headcount) of male staff undertaking NPQH qualification
 - a. Catholic
 - b. Other
 - 24. Number (headcount) of female staff undertaking NPQH qualification
 - a. Catholic
 - b. Other
 - 25. Number of vacancies in leadership group by role
 - a. Executive Head Teacher
 - b. Head Teacher
 - c. Deputy Head Teacher
 - d. Assistant Head Teacher
 - 26. For each vacancy, please show duration in school terms.
 - 27. Acting head teacher Catholic?
 - 28. Ethnicity of head teacher
 - 29. Number of executive head teachers
 - 30. Number of head teachers

- 31. Number of deputy head teachers
- 32. Number of assistant head teachers
- Total Teachers**
- 33. Total Catholic teachers (headcount)
- 34. Total other teachers (headcount)
- 35. Number of staff who have CCRS
- Teachers by ethnic group:**
- 36. White British
- 37. White Irish
- 38. White Other
- 39. Traveller of Irish/Gypsy/Roma heritage
- 40. Mixed/Dual background
- 41. Asian/Asian British
- 42. Black/Black British
- 43. Chinese
- 44. Other ethnic group
- 45. Not known
- RE Teaching in Schools and Colleges**
- 46. Number of specialist qualified RE teachers
- 47. Total number of staff who teach RE
- 48. Number of staff whose teaching timetable comprises at least 50% RE teaching
- 49. Any RE classes taken by teaching assistants
- D. Education Support Staff in Categories Listed in Guidance
 - 50. Number (headcount) Catholic
 - 51. Number (headcount) other
- E. Number and characteristics of Pupils on Roll
 - 52 – 119 Numbers of Catholic boys and girls, non-Catholic boys and girls, from Nursery to Y14

Number of non-Catholic pupils on roll by religion

- 120. Christian – Other
- 121. Buddhist
- 122. Hindu
- 123. Jewish
- 124. Muslim
- 125. Sikh
- 126. Other
- 127. None
- 128. Refused
- 129. Missing

- 130. Number of pupils (if any) withdrawn from collective worship.
- 131. School uniform
- 132. If yes, uniform provides for requirements of other religions (eg Sikh)
- 133. Number of pupils on roll who are in care/looked after
- 134. Number of pupils who are taking up:
 - a. FSM (free school meals)
 - b. FSM Ever 6 (pupils who have received free school meals within the previous 6 years)
- 135. Number of pupils with SEN without statement
- 136. Number of pupils with SEN with statement or EHCP
- 137. Number of pupils (if any) withdrawn from SRE

Number of pupils on roll by ethnic group

- 138. White British
- 139. White Irish

- 140. White Other
 - 141. Traveller of Irish/Gypsy/Roma heritage
 - 142. Mixed/Dual Background
 - 143. Asian/Asian British
 - 144. Black/Black British
 - 145. Chinese
 - 146. Other ethnic group
 - 147. Not known
- F. Data Collection and Management Information
- 148. Management Information System (MIS) that your school/college uses

Appendix F - Adding Missing Lookups for the CES Census

The SIMS software categorises the religion and ethnicity of a pupil or member of staff according to the DCSF/WG statutory list. The Census requires certain religious and ethnic lookups for staff and students; some SIMS users, however, do not have these lookups. The following process will add the missing categories and confirm that, if they are already present, they are properly set up.

Staff: Traveller of Irish / Gypsy / Roma Heritage

- Follow the [Tools | Lookups | Maintain](#) route.
- In Description, type *Ethnicity* and in Data Area select *Staff*.
- Click *Search*, highlight the resulting “Ethnicity – Staff” field and click *Open*.
- When the list of ethnic categories is displayed under “2. Values,” click on *New* to the right of the list. An “Add/Edit Lookup Value” box will appear.
- Enter *WIRT*, *Traveller of Irish / Gypsy / Roma Heritage*, and *WOTH – White, any other White Background* in the three fields.
- Make sure that the *Active* box is checked, and Click *OK*.
- Click the *Save* button on the left side of the screen. You will see a pop-up message about needing to exit SIMS to allow the changes to take effect; click *OK*.

Staff: Catholic Religion

Some schools already have lookups for Catholic staff.

- Follow the route [Tools | Lookups | Maintain](#).
- In Description, type *Religion* and in Data Area select *Staff*.
- Click *Search*, highlight the resulting “Religion – Staff – Yes” field and click *Open*.

If the school has a lookup value for *Catholic* or *Roman Catholic* staff (usually with a code like RC or ROC), it should be visible here and marked as *Active*; click *Browse* at the top of the screen and move to the next category ([Students: Catholic Religion](#), below). If the list does not have a Catholic category (often there is nothing or “Not Collected” in the Values box), click on *New* to the right of the list. An “Add/Edit Lookup Value” box will appear.

- In Code, enter *RC*.
- In Description, type *Catholic*.
- Make sure that the *Active* box is checked.
- Click *OK*, then click *Save*. You will be reminded to log out to allow the changes to take effect: click *OK*.

Students: Catholic Religion

Most schools will have a *Catholic* or *Roman Catholic* category (usually code RC or ROC) for their students.

The SIMS Autumn release will automatically ensure that a student Catholic religion code is created if one does not already exist. If for any reason this does not happen, follow these steps:

- Go to [Tools | Lookups | Maintain](#)
- In Description, type *Home Religion* and in Data Area select *Student*.
- Click *Search*, highlight the resulting “Home Religion – Student – Yes” field and click *Open*.

If the school has a lookup value for Catholic or Roman Catholic students, it will be visible here. Highlight it and click the *Open* button on the right.

- Confirm that the Category is set to *CH – Christian* and that the *Active* box is checked, and correct them if they are not. Click *OK*.

If the list does not have a Catholic category, click on *New* to the right of the list.

- In Code, enter *RC*.
- In Description, type *Catholic*.
- In Category, select *CH - Christian*.
- Make sure that the *Active* box is checked.
- Click *OK*.
- Click *Save*. You will be reminded to log out to allow the changes to take effect: click *OK*.

Once you have completed these steps, exit SIMS to allow the changes to take effect before re-opening SIMS and continuing.

Appendix G: Matching the CES Census Lookups

The CES Census derives a lot of information from SIMS data that has been entered into SIMS using lookup tables (drop down menus).

Some of the lookup table options must be matched to CES categories so that the data is extracted correctly.

The Lookup tables which need matching for the CES Census are:

For Staff:

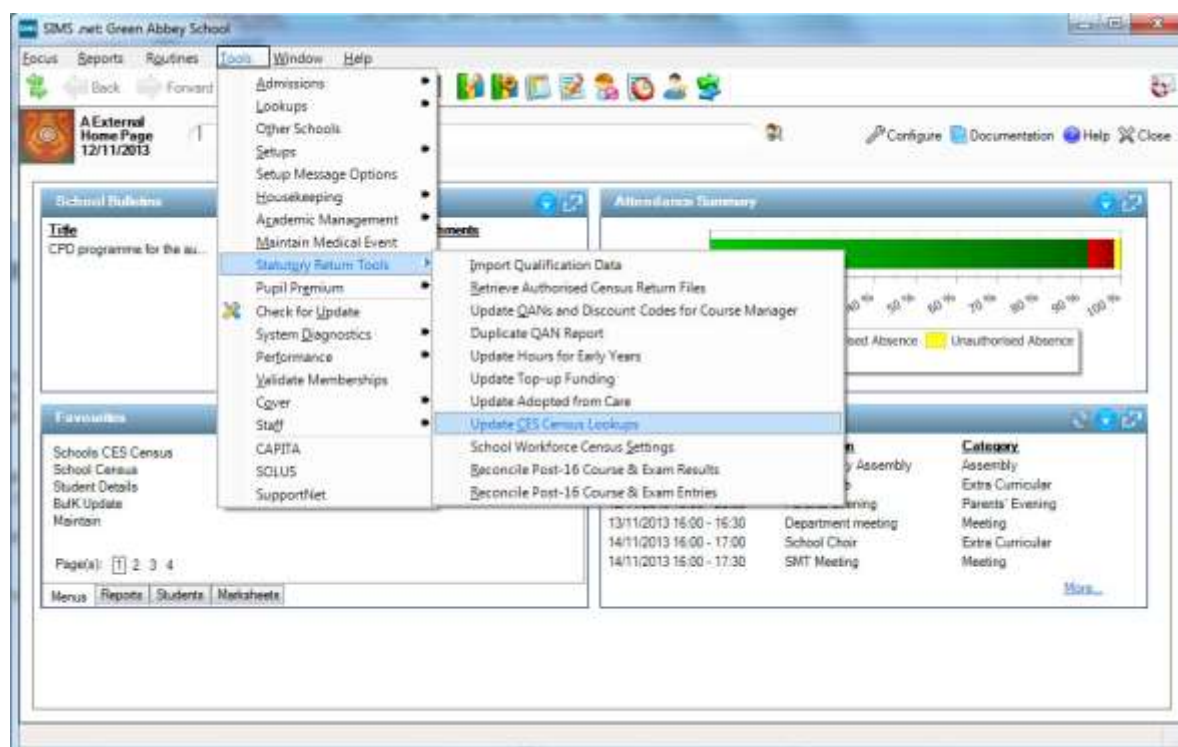
- Catholic Religion
- Traveller of Irish / Gypsy / Roma Heritage Ethnicity

For Pupils:

- Catholic Religion

The route to matching the lookup tables is:

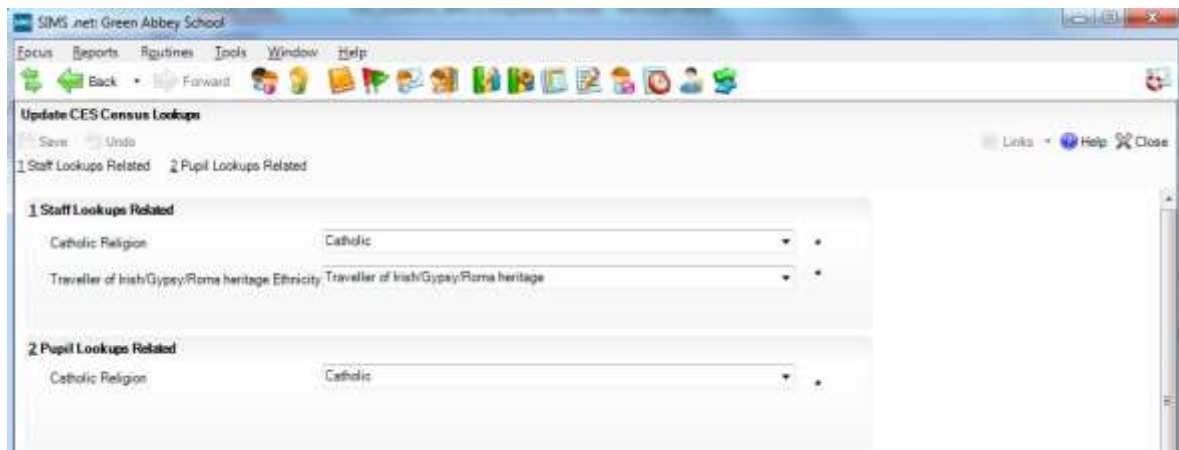
Tools | Statutory Return Tools | Update CES Census Lookups



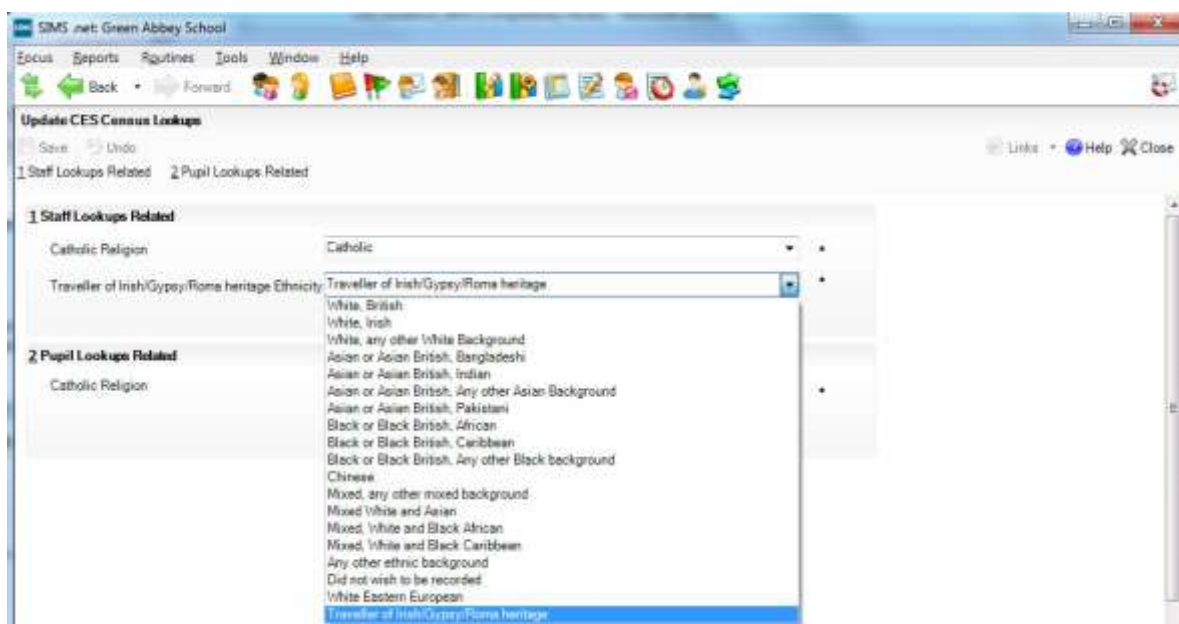
To match Catholic to the look up tables, follow the route shown above; this will bring you to the screen below.

The SIMS lookups will appear in the drop down menu at the right hand side of each category for which they refer.

If you click the down arrow next to Catholic Religion a drop down box appears. Move the cursor to *Catholic* (or *Roman Catholic*) and click on this choice. This will place *Catholic* in the Catholic Religion box.



Now move the cursor to the *Traveller of Irish/Gypsy/Roma Heritage* box and click on *Traveller of Irish/Gypsy/Roma Heritage* as shown in the screen below.



Continue this process for adding *Catholic Pupils*.

Click Save.

Appendix H – Bulk Updates of Pupil Data

Bulk update can be used to assign religion and ethnicity to multiple students.

Follow the route **Routines | Pupil (or Student) | Bulk Update**

The screenshot below shows the bulk update panel used for assigning religion to pupils. Note the options in the drop-down menus:

- Student population, Group Type: Home Religion
- Student population, Group: None
- Student population, Effective Date: a date **before** the Census date
- Update Data Item, Data Item: Home Religion
- Update Data Item, Effective Date: a date **before** the Census date

Bulk Update Student

Search

Bulk Update

Student Population

Group Type: Home Religion

Group: <NONE>

Effective Date: 17/01/2011

Update Data Item

Data Item: Home Religion

Effective Date: 17/01/2011

Bulk Update Home Religion - Home Religion (<NONE>) (17/01/2011)

Save Undo Print Help Unpin Close

1 Members

Name	Year Group	Assigned	Anglican	Baptist	Buddhist	Catholic	Christian	Hindu	Jewish	Methodist	Muslim
Abbot, James	10	Catholic				✓					
Abbot, Susan	8	Catholic				✓					
Able, Benjamin	11	Anglican	✓								
Adair, Geoffrey	11	Catholic				✓					
Adams, James	12	Anglican	✓								
Adams, Kathryn	9	Catholic				✓					
Adams, Louise	11	Anglican	✓								
Adams, Melanie	7	Catholic				✓					
Addison, Aime	11	Catholic				✓					
Addison, Graham	11	Catholic				✓					
Adley, Marc	10	Anglican	✓								
Adkins, Richard	7	Catholic				✓					
Total		610	4	0	0	8	0	0	0	0	0

Click on the **search** icon. A list of all students with no religion assigned will be displayed. Assign the correct religion by clicking in the appropriate box next to their name. When all students have been updated, click on **Save**.

For detailed information on bulk update, please refer to the *Managing Pupil/Students in SIMS .net* handbook:

1. In SIMS, click on the **Documentation** icon at the top of the screen. The **SIMS Documentation Centre** panel will be displayed
2. Click on **Handbooks**
3. In the **Handbooks** panel, click on **Maintaining Pupil/Student Information**
4. Click on **Managing Pupil/Students in SIMS**
5. Scroll down to the section: Updating Pupil / Student Information in Bulk