

Preparation guide Applicable to 7.182 onwards Preparing for the School Census Autumn 2018 Return

English Secondary Phase Schools



School Census Autumn 2018 Preparation Check List

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

Complete	Description
	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data (please see <i>Setting Permissions</i> on page 2).
	Upgrade to the SIMS 2018 Summer Release (SIMS 7.182) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page <i>3</i>).
	Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 4).
	Carry out a dry run to determine what information needs to be updated (please see <i>Why Carry out a Dry Run?</i> on page 9).
	Check School Level information (please see <i>Preparing School Level Information</i> on page <i>17</i>).
	Check that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 26).
	Delete any student records that have been created in error (please see <i>Deleting Student Records Entered in Error</i> on page <i>30</i>).
	Check the students' basic details (please see Checking Student Details on page 21).
	Check the enrolment status, admission date and boarder status (please see Checking Enrolment Status, Admission Date and Boarder Status on page 39).
	Check and correct UPNs (please see Checking Unique Pupil Numbers on page 40).
	Check and correct unique learner numbers (please see <i>Checking Unique Learner Numbers</i> on page 43).
	Check and correct part-time student information (please see <i>Checking Student's Part-Time Details</i> on page 44).
	Check and correct the national curriculum year group (please see <i>Checking National Curriculum Year Groups</i> on page <i>30</i>).
	Check and correct each student home address (please see <i>Checking Home Address Information</i> on page 45).
	Check free school meal eligibility information (please see <i>Checking Free School Meals Eligibility</i> on page 46).
	Check ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 48).

Complete	Description
	Check the Youth Support Services Agreement (YSSA) status (please see <i>Checking Additional Information</i> on page 49).
	Check and correct special educational needs information (please see <i>Checking Special Educational Needs Information</i> on page 50).
	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 53).
	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 59).
	Check Post 16 information recorded in Course Manager (please see <i>Preparing Post 16 Information in Course Manager</i> on page 60) (applicable to Secondary schools with a Sixth Form only).
	Refer to the Preparing Post 16 Data for the School Census Autumn 2018 guide,

Notes	

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01 Getting Started

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Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Autumn 2018 Return.

The information in this guide applies to all LA maintained Secondary schools, Middle deemed Secondary schools, All-Through schools (secondary phase) and Pupil Referral Units (secondary phase). It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs) also, Service Children's Education (Secondary schools) and on a voluntary basis.

For schools with a sixth form, an additional Preparation guide is available, which deals specifically with Post 16 data: *Preparing Post 16 Data for the School Census Autumn 2018 Return* guide.

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

NOTE: The content of the graphics (dates, names, etc.) are examples <u>only</u> of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

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

Changes to the School Census Autumn Return include the following:

Key Dates for the School Census Autumn 2018 Return

- Census Date: 04/10/2018
- Termly attendance collected from 02/04/2018 to 31/07/2018
- Exclusions collected from 01/01/2018 to 01/04/2018
- Free School Meals collected from 18/05/2018 to 04/10/2018
- Learning Aims collected from 01/08/2017 to 04/10/2018.

Changes to Data Items Collected

The Service Children in Education indicator is now collected for all three School Census returns and is applicable to all students and school phases. The DfE no longer require the following data items to be collected for any School Census return:

- Student Nationality
- Student Country of Birth.

More Information: Checking Additional Information on page 49

Provider Status for Pupil Referral Units

Applicable to Pupil Referral Units only

Routines | Statutory Returns | School Census Tools | Statutory Return Tools | Update Provider Status

A student's Provider Status can be changed via **Routines | Student | Change Provider Status**. Therefore, the following functionality has been removed from all school census returns:

- The Provider Status panel in the School Census area.
- The dedicated **Update Provider Status** menu route.

Alternative Provision Placement

The collection date range for pupil placements in Alternative Provisions (**AP Placements**) is now displayed in the **Census Details** panel.

A new detail report (**AP Placements**) is available from the **Detail Report** drop-down list.

There is no requirement from the DfE for this data to be collected or held. Should schools decide to collect, process or retain data on Alternative Provision Placements for their own purposes, a lawful basis for this processing must be identified by the school, as outlined in GDPR articles 6 and 9. More information on lawful bases for processing can be found on the ICO website

(<u>https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3</u>).

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

- Administration Assistant
- Admissions Officer
- School Administrator.
- 2 Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards

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.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available via the **Documentation** button on the SIMS **Home Page**.

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 2018 Summer Release (7.182) or later installed.

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

The version should read 7.182 or later.



Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager

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

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

IMPORTANT NOTE: Ensure that the Document Management Server (DMS) is configured correctly before attempting to import the files.

 authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

IMPORTANT NOTE: In SOLUS3, administrators must ensure that the SIMS user details (SIMS username and password) and SIMS database are set up in **Targets**.

For more information, please refer to the *SOLUS3 for Local Authorities* handbook.

TIP: To check which version of the fileset is currently in use, select **Routines | Statutory Returns | School Census** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the browser header.

Before Importing the Revised Files

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

If the connection is unsuccessful, check the following details:

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

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

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Importing the Revised Files

1. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page, where the current fileset number is displayed.

Import Fileset		
1 Fileset		
<u>1</u> Fileset		
Current Fileset Nu	mber is 900	
Choose Fileset:		

- 2. Click the **Browse** button to display the **Open** dialog.
- Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset

Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

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

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

NOTE: The following graphics show example data <u>only</u>.

set	
Choose Fileset:	C:\1000-StatutoryRetums-Autumn 2018_Fileset.mfs
Selected Fileset	
Number:	1000 Release Date 06/07/2018 Title: Install files required for the Autumn 2018 Statutory Returns
Purpose:	
	Fileset containing all files required to produce the returns included in the Summer 2018 release.
	Ready to import

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

5. Click the **Import Fileset** button to import the fileset into the DMS.

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

<u>1</u> Fileset			
Choose Fileset:	C:\1000-StatutoryReturns-Au	utumn 2018_Fileset.mfs	
Selected Fileset			
Number:	1000 Release Date	06/07/2018 Title	Install files required for the Autumn 2018 Statutory Returns
Purpose:			
	Fileset containing all files re	equired to produce the returns	s included in the Summer 2018 release.
	Import successful.		Import Fileset
			SIMS .net import complete
			Import successful. Please close SIMS .net and re-open it
			ОК

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

Completed

School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Autumn 2018 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

- 1. Upgrade to the SIMS 2018 Summer Release (7.182) or later.
- 2. Carry out one or more dry runs to identify any errors that may exist in your data.
- Ensure that the relevant student and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (Routines | Student | Bulk Update) to add missing or correct invalid data, if required.
- 4. Complete the information on the **Census Return Details** page.
- 5. Create and validate the return.
- 6. Resolve any validation errors/queries and then create and validate the return again.

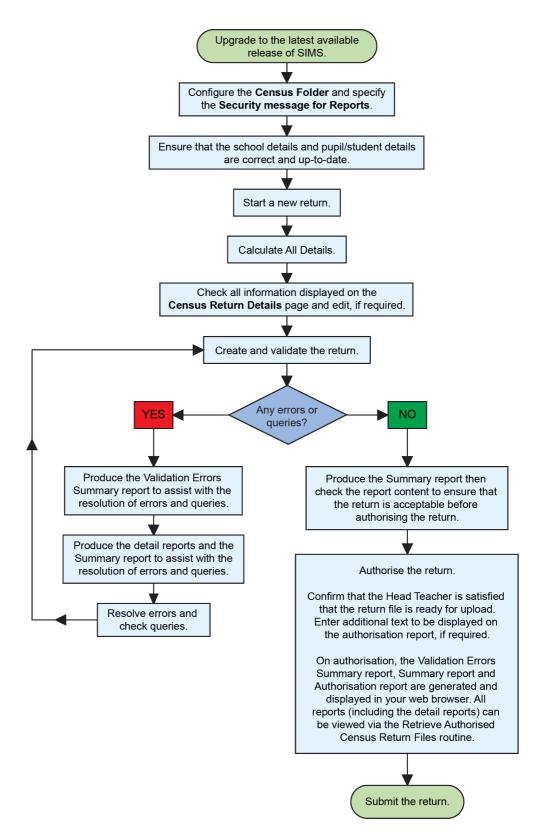
Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

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

6 Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards 7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

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

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



02 Carrying out a Dry Run

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The Dry Run Process

Why Carry out a Dry Run?

When you have upgraded to the SIMS 2018 Summer Release (7.182), you can carry out one or more dry runs of the return.

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

Whilst a significant number of errors may be generated, many of the errors that relate to students, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 22).

The Dry Run Process

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

🥎 Ce	🐞 Census Return for Autumn 2018 Term [Fileset ID: 1000 (SIMS.net)]								
📄 New 🙀 Search 📁 Open 💥 Delete 🛛 🐺 Browse 🚽 Next 👚 Previous 💼 Copy							😨 Help 💥 Close		
Tern	Autumn 2018	•	Census Folder	C:\Statu	toryReturnFolder	s\School Censu	IS		
Secu	rity message for Report	ts							
This	report contains sensitive	information.							
								Default Messa	ige
Descrip	otion		File Name		Census Date	Date Created	Validated	Authorised Date	

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

IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security.

Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (<u>https://www.gov.uk/service-manual/technology/securing-your-information</u>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

3. Click the **New** button to display the **Census Return Details** page.

Census Return Details	- Autumn 2018 Term : Schoo	l Census Autumn 2018			
💾 Save 🏾 🔄 Undo 🛛 🖋	Create & Validate 🛄 Summa	y 💐 Authorise 🗦 Deta	ilReport -		
1 Census Details 2 Schoo	ol Information 3 Top-up Fund	ing 4 Post Looked After Arr	angements 5 Attendanc	e 6 Learning Aims	
<u>1</u> Census Details					Calculate All Details
Census Date	04/10/2018]			Calculate All Details
Description	School Census Autur	nn 2018			
Attendance collected fr	rom 02/04/2018 🕟	Attendance collected to	31/07/2018 🖏		
Exclusions collected fr	rom 01/01/2018 🔂	Exclusions collected to	01/04/2018		
FSM collected from	18/05/2018	FSM collected to	04/10/2018		
AP Placements collected	ed from 18/05/2018	AP Placements collected	to 04/10/2018 🔝		
Learning Aims collecte	ed from 01/08/2017	Learning Aims collected t	04/10/2018		
2 School Information					
School Name	Green Abbey School				
LA	823	Establishment Number 4	321		
Telephone	851234	URN 1	37247		
School E-mail Address	office@ga.org.uk				
School Phase	SS Secondary				
School Type	Comprehensive all-through 11	-18			
Governance	Community	Intake Type	omprehensive		
Lowest NC Year	7	Highest NC Year 1	3		
			01.10.11		

- By default, the return **Description** is displayed as **School Census Autumn 2018**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Autumn18Test.
- 5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
- 6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added or corrected before the return can be created and validated.
- Click the Create & Validate button to start the validation process. This may take some time. Any missing or invalid data is listed in the Validation Errors Summary panel, located at the bottom of the page.



Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Autumn 2018 Return (English Secondary/Middle deemed Secondary Schools)*.

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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.

G	Report				X Close
/a	lidation	Errors Summ	ary Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)		
S	Student Se	earch	M Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	Error Sear	rch ALL	 Total of displayed rows : 10 To resolve an error, click in row to navigate to the 	a relevant screen	
	Туре	Sequence	Message	Location	Solution
	F	1500	UPN missing.	Name: Abraham, Jane) 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, Hugo 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, Cylal 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, Liz Date of Birth: 2005-09-01, Female UPN: J820200109032	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks
	Q	2520Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophiel Date of Birth: 2005-09-01, Female/UPN: M820200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

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

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

Column	Description
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.

6	💼 Report 😤 Clos						
		Errors Summ					
	itudent Se			Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter			
E	irror Sear		 Total of displayed rows : 10 To resolve an error, click in row to navigate to th 	e relevant screen			
	Type	Sequence	Message	Location	Solution		
•	F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.		
1	F	1500	UPN missing.	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female(UPN:	# Go to Focus I Student I Student Details and add or issue a UPN.		
	F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, MaleiUPN: 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.		
	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			

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 student. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.

a Report					X Close
Validation					
Student Se	arch smith	1	Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Error Searc		IPN: X823299913018. Name: Smith, Erin. Date of Birth: 2010-02-27, Female	gate to th	e relevant screen	
Туре		IPN: U820200107007. Name: Smith, Alex. Date of Birth: 2005-05-12, Male IPN: B820200109006. Name: Smith, Amy, Date of Birth: 2005-03-02. Female		Location	Solution
• F	ŭ	IPN: R820892102373. Name: Smith. Laura. Date of Birth: 2005-02-19, Female IPN: 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		IPN: E820200107035. Name: Smith. Trinity. Date of Birth: 2003-12-11, Female IPN: Q820200107034. Name: Smith, Daniel. Date of Birth: 2004-02-07, Male		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, Jacki Date of Birth: 2010-05-07, Male(UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
F	2350	Insufficient Address information provided.		Name: Bains, Kirkl 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: dunlicate runil records with the same Sumame, Ecrename, Gender and D	ate of hirth	Name: Bennison, Hugol Date of Birth: 2010-02-03, MalelUPN:	# Go to FocusiStudent/Student details and check for duplicate nunil 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 student are displayed in the Student Search field. Click the Find button to display all errors and queries relating to that student.

6	Report				X Close				
Validation Errors Summary Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)									
S	udent Se	arch UPN:	. Name: Abraham, Jane. Date of Birth: 2005-05-19, Female	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter					
E	ror Sean	ah ALL	 Total of displayed rows : 2 To resolve an error, click in row to navigate to the 	relevant screen					
1	ype	Sequence	Message	Location	Solution				
۱	F	1500	UPN missing.	Name: Abraham, Jane) Date of Birth: 2005-05-19, Female/UPN:	# 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. Female/UPN:	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks				

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

a Report	1						Close
Validation		Summary		Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)			
Student S	Search			M Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter		
Error Sea	arch	QUERIE	s 💌	Total of displayed rows : 6 To resolve an error, click in row to navigate to th	e relevant screen		
Type	Seque	ar ALL			Location	Solution	
Q			S N	ck: 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		1500 1840	e	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:	# Go to FocusIStudent/Student details and check for duplicate pupil record.	
Q		2350 1601Q	e	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		1620Q 2355Q	e	ck: Pupil record with no address details.	Name: Balinski, Cylal Date of Birth: 2010-03-14, Female/UPN: C823299914005	# Go to Focus Student Student Details Addresses and edit pupil's address	
Q	25200	25200	e	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 attend	ance marks
Q	25200	a Pl	ease che	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 attend	ance marks

¹² Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards

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.

	Report						X Close
			Summary		Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)		
Stu	udent S	earch			M Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Err	ror Sea	ch	ALL	-	Total of displayed rows : 10 To resolve an error, click in row to navigate to the	e relevant screen	
T:	ype	Sequer	ALL			Location	Solution
•	F		ERRORS QUERIES		na.	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	1500 1840	, i	ng.	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	2350 1601Q		1.5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male(UPN: K823299914029	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language.
	F	2350	1620Q 2355Q		Address information provided.	Name: Bains, Kirkl Date of Birth: 2005-01-18, MalelUPN: H820200109012	# Go to FocusIStudentIStudent Details Addresses and edit pupil's address
	Q	1601Q	2520Q	×	sck: Pupil's age is out of range for school type.	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Female, Age: 12(UPN: 8820200106088	# Go to Focus Student Student Details and enter pupil's date of birth.
	Q	1620Q	Plea	ise che	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.
		16200	Dise		also downloads a will assess to with the same Summers, Economics, Condex and Date of birth	Name: Respires Hunst Date of Right 2010 02 02 Metall IRM, V222200014000	# On the Energy (Student) Student details and shareh for during the scale speed

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.

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 | Student | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

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

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 validated.

The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report (1st half term)
- Attendance Report (2nd half term)
- Absentees Report
- SEN Report
- Address Detail Report
- Free School Meal Eligibility Report
- AP Placements Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Learning Aims by Status Report
- Post-16 Programmes of Study report
- Prior Attainment report
- Top-up Funding Report
- Post Looked After Arrangements Report.

To select a single detail report:

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

Census Return Details	- Autumn 2018 Term : School C	ensus Autumn 201	018
💾 Save 🛛 🔄 Undo 🛛 🎸	Create & Validate 🧾 Summary 🤞	🏷 Authorise 📒	E DetailReport 👻
Census Details 2 Scho 1 Census Details Census Date Description Attendance collected fr Exclusions collected fr FSM collected from	04/10/2018 04/10/2018 School Census Autumn 2 rom 02/04/2018 18/05/2018 F	g 4 Post Loo 2018 Ittendance colle ixclusions colle SM collected to	DetailReport On Roll Basic Details Report Leavers Basic Details Report Exclusions Report Attendance Report(1st half term) Atsendance Report SEN Report SEN Report Address Details Report Free School Meal Eligibility Report
AP Placements collect		P Placements o earning Aims c	AP Placements Report On Roll Learning Aims Report
2 School Information School Name	Corner Althous Colored		Leavers Learning Aims Report
School Name	Green Abbey School		Learning Aims by Status Report
LA	823 E	stablishment N	Post-16 Programmes of Study Report
Telephone School E-mail Address	001201	IRN	Prior Attainment Report Top-up Funding Report Post Looked After Arrangements Report
School Phase	SS Secondary		Multiple Reports
School Type	Comprehensive all-through 11-18		
Governance	Community	take Type	Commentación

14 Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards To select multiple detail reports:

1. Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.

Detail Reports	? ×
☑ On Roll Basic Details Report	
Leavers Basic Details Report	
Exclusions Report	
Attendance Report(1st half term)	
Attendance Report(2nd half term)	
Absentees Report	
SEN Report	
Address Details Report	
Free School Meal Eligibility Report	
AP Placements Report	
On Roll Learning Aims Report	
Leavers Learning Aims Report	
Learning Aims by Status Report	
Post-16 Programmes of Study Report	
✓ Prior Attainment Report	
Top-up Funding Report	
Post Looked After Arrangements Report	
Report	Cancel

- 2. If any reports are <u>not</u> required, deselect the associated check boxes.
- 3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The reports are saved automatically in the folder specified in the **Census Return for Autumn Term** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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

Completed

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Checking Establishment Details

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

- Unique Reference Number (URN)
- School Type
- School Governance
- Intake Type.

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

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

<u>1</u> Establishment			
School Name	Green Abbey School 823 Central Bedfordshire		
LA		5	
Establishment Number	4321	3	
Unique Reference Number		4	
UK Provider Reference Number		2	Cart Frank &
School Phase	Secondary		and Front
School Type	Comprehensive all-through 11-18 🔹		
School Governance	Community -		
Intake Type	Comprehensive -		
Previous School Name		Date Name Changed	
Previous Estab Number		Earliest DOA	
Previous URN Number		Date Number Changed	
Boarding Pupils	Nursery Class	Special Class or Unit	
Head Teacher	Mr Adrian Blacker	Main Contact	Mr Adrian Blacker
Curriculum Years	7 13	Main Contact	
Pupil Genders	Coeducational 🗸		
Gender on entry to school	Coeducational -		
Gender on entry to 6th form	Coeducational 👻		
NC Year Start Date (dd/mm)	1 / 9		
School Specialism	Arts		<u>^</u>
	Business and Enterprise Engineering		
	Humanities		-
Extended Services	Defense on based while here and (see with a		
Extended Services	 Before school childcare and/or activitie After school childcare and/or activitie 		
	Childcare and/or activities, for school	-	
	Childcare integrated with a nursery ed	ducation place for three and fo	our year old 👻
No. of Childcare Places	0		

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

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

- Ensure that the establishment's six digit Unique Reference Number (URN) is entered. The number is available via the Get information about schools website (<u>https://get-information-schools.service.gov.uk/</u>), which is a register of schools and colleges in England.
- 5. If you have edited any information in the **Establishment** panel, click the **Save** button.



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 Previous Name and Date Name Changed.
- The Previous Estab Number and Earliest DOA (date of admission).
 This information is used by School Census. If the establishment number (DfE number) has changed for <u>sponsor-led</u> Academies, historical

information is not collected and the earliest date of admission is reported in the School Census.

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

This information is used by the School Workforce Census. For <u>all</u> types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Checking School Telephone and Email Information

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

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

<u>3</u> Contact Details			
Telephone	00234 851234	Fax	786542
Email	office@ga.org.uk	Website	http://www.theschool.co.uk

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

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

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

ъ				
	Cor	nnl	oto	А
	CUI	יקיי	CLC	u

04 Preparing Student Level Information

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Checking Student Details

Before starting the School Census return, check that all on-roll students are recorded in SIMS and that as far as possible the information is up-to-date and accurate. Ensure that:

- new students records have been added (for more information, please refer to the *Recording a New Pupil/Student* section in the *Managing Pupil/Student* handbook).
- any leavers have been recorded as such (please see *Recording Leavers* and *Re-Admissions* on page 26).

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

- any duplicate student records have been deleted (please see *Deleting Student Records Entered in Error* on page *30*).
- part-time details have been checked/updated.
- student details have been updated where required.

The following sections in this guide provide additional information and specific instructions on checking and editing student level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 22).

When you have upgraded to the SIMS 2018 Summer Release (7.182), you are strongly advised to carry out one or more dry runs in order to identify any validation errors and queries that must be resolved before the return is submitted (please see *Why Carry out a Dry Run?* on page 9).

Updating Information Using the Bulk Update Routine

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

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

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

Bulk update Student			@ II	nks 🔻 😨 Help 💥 Close
Bulk Update				
Student Population		Update Data Item		
Group Type	•	Data Item	•	
Group	· · · · · · · · · · · · · · · · · · ·			
Effective Date	20/06/2018	Effective Date	20/06/2018	

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

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

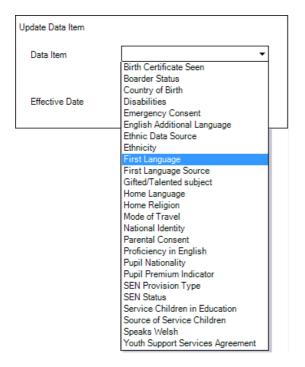
If searching for missing information, select the particular data field from the **Group Type** drop-down list, such as **First Language**, and then select a specific **Group**, such as **<NONE>**.

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

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

Group Type	Group	Data Item	Comment
First Language	<none></none>	First Language	Identifies students who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Education, Health and Care Plan	SEN Provision Type	Lists students with a SEN Status of E enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Boarder Status	Searches for all students in Year Group 8 and then displays the boarder status recorded against each student's name.

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



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

Bulk update Student				@ L	Links 🔻 😨 Help 💥	Close
Bulk Update						
Student Population		Update Data Item				
Group Type	Year Group 👻	Data Item	First Language	•		
Group	< <u><any></any></u>					
Effective Date	20/06/2018	Effective Date	20/06/2018			

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

🖹 Save 🛛 🏐 Undo 📥 Pri	nt									🕗 Hel	lp 🛃 Unpin 🖇	🕻 Close
Members												
Members												
Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Alur	Ambo/Oshiwam bo	Amharic	A .
Aaron, Chris	7	English										
Aaron, Jason	7	English										
Aaron, Liz	7	English										
Aaron, Sophie	7	English										
Abbess, Graham	10	English										
Abbey, Grenetta	13	English										
Abbey, Sean	10	English										
Able, Cameron	12	English										
Ackrington, Robert	12	English										
Ackton, Bill	13	English										
Ackton, Stan	11	English										
Ackton, Stephen	7	English										
Acton, Jordan	9	English										
Acton, Samantha	10	English										
Adams, Adam	8	English										
Adams, George	9	English										
Adasheji, Mohammed	7	Bengali										
Adebayi, Emmanuel	9	English										
Adedeji, Payal	12	English										
Adrianson, Robert	11	English										
Total S	69	969	0	0	0	0	0	2	0	0	0	

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

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

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

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

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

1 Members												
Name	Year Group	Assigned	Bhut	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ewondo	Fang
Aaron, Chris	7	English					~	Narrow Colun	ins			
Aaron, Jason	7	English					√	Check All				
Aaron, Liz	7	English					 ✓ 	UnCheck All				
Aaron, Sophie	7	English					 Image: A set of the set of the					
Abbess, Graham	10	English					✓					
Abbey, Grenetta	13	English					 ✓ 					
Abbey, Sean	10	English					✓					
Able, Cameron	12	English					✓					
Ackrington, Robert	12	English					✓					
Ackton, Bill	13	English					✓					
Ackton, Stan	11	English					~					
Ackton, Stephen	7	English					✓					
Acton, Jordan	9	English					✓					
Acton, Samantha	10	English					✓					
Adams, Adam	8	English					~					
Adams, George	9	English					✓					
Adasheji, Mohammed	7	Bengali										
Adebayi, Emmanuel	9	English					✓					
Adedeji, Payal	12	English					√					
Adrianson, Robert	11	English					√					
Total 969		969	0	0	0	0	868	0	0	0	0	0
•		m										F

All the cells within that column are populated with ticks.

2. Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. the first language of Cameron Able is Estonian.

1 Members												
Name	Year Group	Assigned	Bhut	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ewondo	Fang
Aaron, Chris	7	English					✓					
Aaron, Jason	7	English					✓					
Aaron, Liz	7	English					✓					
Aaron, Sophie	7	English					✓					
Abbess, Graham	10	English					✓					
Abbey, Grenetta	13	English					✓					
Abbey, Sean	10	English					✓					
Able, Cameron	12	Estonian							\checkmark			
Ackrington, Robert	12	English					✓					
Ackton, Bill	13	English					✓					
Ackton, Stan	11	English					✓					
Ackton, Stephen	7	English					✓					
Acton, Jordan	9	English					✓					
Acton, Samantha	10	English					✓					
Adams, Adam	8	English					✓					
Adams, George	9	English					✓					
Adasheji, Mohammed	7	Bengali										
Adebayi, Emmanuel	9	English					✓					
Adedeji, Payal	12	English					✓					
Adrianson, Robert	11	English					✓					
Total 9	59	969	0	0	0	0	867	0	1	0	0	0
•		m										÷.

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

Bulk Updating Data for a Selection of Students

There are two methods for selecting a number of students.

Entering a Value for a Selection of Students

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

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

Entering a Value for Sequentially Listed Students

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

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

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

Recording Leavers and Re-Admissions

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

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

Recording a Leaver

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

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

rind Student(s)							
📫 Search 🚔 Print 🛛 🐺 Browse	🗁 Select 🔹					📄 Links 🔻 🔞 He	lp 💥 Close
Surname	Fo	rename	Status	On Roll 👻			
Year Group <any> 👻</any>	Re	g Group <any> 🔻</any>	Effective Date				
Name	Year Group Reg. Group	Adm. No. Date of Admission	Date of Leaving Reason for Leaving	Destination	Expected Start	Grounds for Removal	

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

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

Find Student(s)										
Mi Search 📥 Print 🚺 Browse	C Select	•								📄 Links 🔻 😨 Help 💥 Close
Surname		Fo	rename			Status	On Roll 👻			
Year Group <any> 💌</any>		Re	g Group	<any> 🔻</any>		Effective Date				
Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Expected Start	Grounds for Removal	*
Aaron, Chris	7	7A	004986	01/09/2017						
Aaron, Jason	7	7B	004987	01/09/2017						
Aaron, Liz	7	7C	004988	01/09/2017						
Aaron, Sophie	7	7D	004989	01/09/2017						
Abbess, Graham	10	10A	004504	03/09/2014						
Abbev, Grenetta	13	G	003979	01/09/2011						-

4. Highlight the students you wish to record as leavers, then click the **Select** button. The selected students are displayed in the **Students** panel.

anage Pupil(s) L	eaving Details									
Save 📥 Print										
eaving Information	2 Students	i i								
Leaving Informa	tion									
Date of Leaving				Reason for a second	or leaving		- 55	Assign to Al		
-					_					
Destination after l	eaving						đ	Assign to Selecter	d	
Destination Institu	ition				[×				
Destination Exper Start Date	ted			Grounds	for Removal		•			
Students	_									
Name	Year Group		Adm. No.	Date of Admission	n Date of Leaving	Reason for Leaving	Destination	Institution	Eq	Remove
Abhra, Abjit Abhra, Alisha	3 3	3TO 3TO	001336 001337	01/09/2013 01/09/2013						🔄 Clear
nage Student/e) Leaving Det	aile								
Save 📥 Print			_							_
Save 🔁 Print saving Information	2 Students									
Save Print eaving Information	2 Students			🔝 Reason f	or leaving		- 88	Assign to A	11	
Save Save Print saving Information Leaving Information Date of Leaving	ation			S. Reason f	or leaving			Assign to A		
Save Save Print eaving Information Leaving Information Date of Leaving	ation			S. Reason f						
anage Student(s Save Aring Information Leaving Information Destination after I Destination Institut Destination Expe Start Date Learning Aim Writt Reason	2 Students					×				_
Save Print eaving Information Leaving Information Destination after I Destination Institu Destination Exper Start Date Learning Aim With	2 Students			Grounds		×	đ			_
Save Print aving Information Leaving Information Date of Leaving Destination after I Destination Exper Start Date Learning Aim With Reason Students	a 2 Students ation			Grounds	for Removal		-	Assign to Selecte	d	
Save Print aaving Information Leaving Information Date of Leaving Destination after I Destination Institt Destination Exper- Start Date Learning Aim With Reason Students Name	2 Students ation	Reg. Group	Adm. No.	Grounds	for Removal	Reason for Leaving	-			Remove
Save Print saving Information Leaving Information Destination after I Destination Exper Start Date Learning Aim With	a 2 Students ation			Grounds	for Removal		-	Assign to Selecte	d	Remove

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

The date of leaving should be the date that the student is actually leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase because Local Authorities normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not to have any gaps between dates and may suggest a date of leaving the old school of 4 September and the date of admission into the new school (destination expected start date) of 5 September. If you are in any doubt, please contact your Local Authority for advice. **IMPORTANT NOTE:** It is recommended that Year 11 students are not given a **Date of Leaving** until it is confirmed that they will actually be leaving the school at the end of the Summer term and are not returning to Year 12.

For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their **Date of Admission** to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.

- 6. Select the **Reason for Leaving** from the drop-down list, e.g. **Elective Home Education**, then either:
 - highlight the students to whom this information applies (for multiple selection, use the Ctrl or Shift functionality) and then click the Assign to Selected button; or
 - if the information applies to all the students in the list, click the Assign to All button.
- 7. Enter the **Destination after Leaving**, if known, then use the **Assign to All** or **Assign to Selected** options, as required.
- 8. Specify the **Destination Institution**, if known.
 - a. Click the **Browse** button (adjacent to the **Destination Institution** field) to display the **School Browse** dialog.
 - b. **Search** for and then select the relevant institution. Alternatively, click the **New** button to add a new institution.
 - c. Click the **OK** button(s) to return to the **Leaving Information** panel.
 - d. Use the **Assign to All** or **Assign to Selected** options, as required.
- 9. Enter the **Destination Expected Start Date** (or select the relevant date from the Calendar), then use the **Assign to All** or **Assign to Selected** options, as required.
- If the student is a child deemed missing in education, select the Grounds for Removal from the drop-down list, e.g. E - Distance, then use the Assign to All or Assign to Selected options, as applicable.

IMPORTANT NOTE: To comply with the Children Missing in Education legislation, schools are required to record this information for all students on leaving the school.

11. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Personal**, (applicable to Secondary, All-Through and Pupil Referral Units only).

The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of **Withdrawn**.

- 12. Click the **Assign to All** button or **Assign to Selected** button, as applicable.
- 13. Click the **Save** button.

TIPS: To remove a student from the **Students** list, highlight their record, then click the **Remove** button.

To correct details enter in error, highlight the applicable student, then click the **Clear** button. This remove the details drawn from the **Leaving Information** panel for the selected student only. Re-enter the information as required.

The **Learning Aim Reason** column remains populated after clicking the **Clear** button. However, the data is updated automatically if a different reason is selected and assigned.

Completed

Re-Admitting a Student

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

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

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

- 1. Select Focus | Student | Student Details to display the Find Student browser.
- 2. Click the **New** button to display the **Add Student** page. It is necessary to enter limited information here as you know that the person already exists.
- 3. Click the **Continue** button to display a list of **Matched People**, based on the criteria entered on the **Add Student** page.
- 4. Highlight the required student then click the **Open** button. The following warning message is displayed:

The selected student is a leaver. Do you want to re-admit the student?

- 5. Click the **Yes** button if you are certain that this is the student who should be re-admitted. Their details are displayed on the **Student Details** page.
- Complete the mandatory fields (Date of birth, Gender, Year Group, Enrolment Status, Year Taught In and Admission Date) and check any other details that may have changed since they were last on-roll, such as their address.
- 7. Check that the original **UPN** is displayed.

If it did not previously exist, generate a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.

Select either the **Issue Permanent** or **Issue Temporary UPN** radio button then click the **OK** button to return to the **Registration** panel.

The temporary/permanent UPN is issued on save.

8. Click the **Save** button to re-admit the student.

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



Deleting Student Records Entered in Error

If there are student records that have been entered in error (such as those resulting in duplicates), ensure that the record is deleted, so that it is not included in the return. This is achieved via **Routines | Student | Delete Student**.

After selecting the required student, you have the opportunity to review and print their details before deciding to delete their record permanently.

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

Completed

Checking National Curriculum Year Groups

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

For the School Census Autumn 2018 Return, the collection of attendance data uses the Age at Date as at 31/08/2017. All other data uses 31/08/2018.

The following table shows the Curriculum Year that students in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year <u>2018/2019</u>). This table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2016	1 and under
N1	01/09/2015 to 31/08/2016	2 - 3
N2	01/09/2014 to 31/08/2015	3 - 4
R	01/09/2013 to 31/08/2014	4 – 5
1	01/09/2012 to 31/08/2013	5 - 6
2	01/09/2011 to 31/08/2012	6 – 7
3	01/09/2010 to 31/08/2011	7 - 8
4	01/09/2009 to 31/08/2010	8 – 9
5	01/09/2008 to 31/08/2009	9 - 10
6	01/09/2007 to 31/08/2008	10 - 11
7	01/09/2006 to 31/08/2007	11 - 12
8	01/09/2005 to 31/08/2006	12 - 13
9	01/09/2004 to 31/08/2005	13 - 14
10	01/09/2003 to 31/08/2004	14 - 15
11	01/09/2002 to 31/08/2003	15 - 16
12	01/09/2001 to 31/08/2002	16 - 17
13	01/09/2000 to 31/08/2001	17 - 18
	Before 31/08/2000	19+

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

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



Additional Resources:

Managing Pupil/Students handbook *Setting up and Administering SIMS* handbook

Checking the Student's Year Taught In Record

Year Taught In is mandatory information in SIMS.

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

		•	House		Boyle	
Year 9		•	<u>Year Taught In</u>		Curriculum Year 9	
Single Registration	n	Q	Boarder Status		Not a Boarder	
03/09/2015			Admission Number	r	004811	
		×	Attendance Mode		All day	
L820200107039		9	Local UPN			
5142336606						
			Exam Number			
Start Date	End Date					Dele
Start Date E	nd Date AF	^o Attendan	ice AP Sessions	AP Reason	AP Association	AP New
•						> X Dele
	Single Registration 03/09/2015 L820200107039 5142336606 Start Date Start Date	Single Registration 03/09/2015 L820200107039 5142336606 Start Date End Date Start Date End Date AF	Single Registration 03/09/2015 1 1 1 1 1 1	Single Registration Boarder Status 03/09/2015 Status 03/09/2015 Admission Numbe 2 Attendance Mode L820200107039 Local UPN 5142336606 Exam Number Start Date End Date Start Date End Date	Single Registration Boarder Status 03/09/2015 S Admission Number Image: Status 03/09/2015 Image: Status Image: St	Single Registration Boarder Status Not a Boarder 03/09/2015 Status Not a Boarder 03/09/2015 Admission Number 004811 2 Attendance Mode All day 1 2 Attendance Mode All day 1 2 Attendance Mode All day 1 2 Exam Number Status 5142336606 Exam Number Status Start Date End Date Attendance Start Date End Date AP Attendance

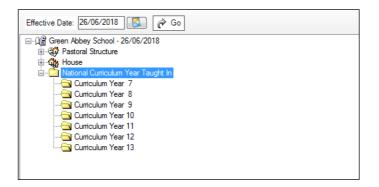
4. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. Select a different year from the drop-down list, if required.

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

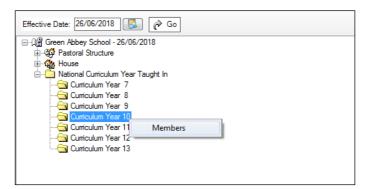
Checking the Year Taught In via the Pastoral Structure by Curriculum Year

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

32 Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards 3. Expand the **National Curriculum Year Taught In** folder by clicking the **+** icon or double-clicking the folder name. The curriculum years are displayed.



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



The Allocate Students/Applicants dialog is displayed.

Students		Accepted Ap	plications	V (urren	t Anni	icatio	ns (Ar	onlied	/ Offe	red / R	Reserved)
		Accepted A	pricationa		June	- App	icalio	10 (74	prica	/ 0110		(courvey)
embers Print 🏶 Actions 👻												
Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13	
Abbess, Graham	Male	Year 10	10A	29/09/2002				\checkmark				
Abbey, Sean	Male	Year 10	10B	19/09/2002				\checkmark				1
Acton, Samantha	Female	Year 10	10A	25/03/2003				\checkmark				1
Alsop, Jeremy	Male	Year 10	10C	24/09/2002				✓				1
Amoso, Rosanna	Female	Year 10	10F	25/05/2003				\checkmark				1
Amoso, Silv	Female	Year 10	10A	25/05/2003				✓				1
Amoso, Stephanie	Female	Year 10	10A	25/05/2003				\checkmark				1
Anderson, Fred	Male	Year 10	10D	12/09/2002				\checkmark				1
Andrews, Paul	Male	Year 10	10F	12/04/2003				✓				1
Angler, Harry	Male	Year 10	10A	24/05/2003				√				1
Apple, Gavin	Male	Year 10	10E	15/09/2002				✓				-
Total					0	0	0	159	0	0	0	

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

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

The following graphic shows that one **Year 10** student is taught in Year **11**.

From effective	ve date to en	d of the acade	emic year (Ove	r the v	vhole	acade	emic ye	ear (C	1/09/2	2017 -	31/08/2018)		
tudent Status														
Students	¥	Accepted Ap	plications	☑ (Curren	it Appl	icatio	ns (Ap	plied	/ Offer	ed / R	eserved)		
lembers												Print	🇞 Ac	ctions 🔹
Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13			^
Abbess, Graham	Male	Year 10	10A	29/09/2002				\checkmark						
Abbey, Sean	Male	Year 10	10B	19/09/2002				\checkmark						
Acton, Samantha	Female	Year 10	10A	25/03/2003					V					
Alsop, Jeremy	Male	Year 10	10C	24/09/2002				\checkmark						
Amoso, Rosanna	Female	Year 10	10F	25/05/2003				\checkmark						
Amoso, Silv	Female	Year 10	10A	25/05/2003				\checkmark						
Amoso, Stephanie	Female	Year 10	10A	25/05/2003				\checkmark						
Anderson, Fred	Male	Year 10	10D	12/09/2002				\checkmark						
Andrews, Paul	Male	Year 10	10F	12/04/2003				\checkmark						
Angler, Harry	Male	Year 10	10A	24/05/2003				✓						
Apple, Gavin	Male	Year 10	10E	15/09/2002				\checkmark						-
Total					0	0	0	158	1	0	0			
•					111									•

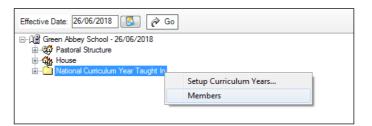
- Ensure that <u>all</u> students are allocated membership to the correct National Curriculum Year Taught In and then click the OK button to return to the Current Academic Year Pastoral Structure page.
- 8. Repeat for the other curriculum years, where applicable.
- 9. Click **Save** button.

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

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

Effective Date: 26/06/2018 🚱 🌈 Go
□-12 Green Abbey School - 26/06/2018
⊕-& Pastoral Structure ⊕-∰ House
national Curriculum Year Taught In

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



The Allocate Students/Applicants dialog is displayed.

From effective	e date to end	of the acader	nic year (Over	the w	nole a	caden	nic ye	ar (01	/09/20)17 - 3	1/08/2018)	
tudent Status													
Students	¥	Accepted App	lications	✓ C	urrent	Applic	cation	s (App	lied /	Offere	d / Re	served)	
lembers												Print &	Actions 🔹
Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13		^
Aaron, Liz	Female	Year 7	7C	01/09/2005	\checkmark								
Aaron, Sophie	Female	Year 7	7D	01/09/2005	✓								
Abbess, Graham	Male	Year 10	10A	29/09/2002				✓					
Abbey, Grenetta	Female	Year 13	G	24/07/2000							\checkmark		
Abbey, Sean	Male	Year 10	10B	19/09/2002				✓					
Able, Cameron	Male	Year 12	G	10/12/2000						<			
Ackrington, Robert	Male	Year 12	Н	29/12/2000						~			
Ackton, Bill	Male	Year 13	К	11/06/1998							✓		
Ackton, Stan	Male	Year 11	11A	18/12/2001					<				
Ackton, Stephen	Male	Year 7	7E	12/03/2006	✓								
Acton, Jordan	Male	Year 9	9F	11/02/2004			✓						-
Total					159	159	160	159	161	80	90		
•				"	1								4

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

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

04| Preparing Student Level Information

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

tudent Status												
Students	¥	Accepted Ap	oplications	C C	urrent	Applic	ation	s (App	lied /	Offere	d / Re	served)
lembers												Print 🆓 Actions 🔻
Name	Gender	Year Grou	p Reg Group	DOB	7	8	9	10	11	12	13	
Aaron, Chris	Male	Year 7	Sort By	05								
Aaron, Jason	Male	Year 7	Check Al	06								
Aaron, Liz	Female	Year 7	Remove	All 005	\checkmark							
Aaron, Sophie	Female	Year 7	7D	01/09/2005	✓							
Ackton, Stephen	Male	Year 7	7E	12/03/2006	√							
Adasheji, Mohammed	Male	Year 7	7F	02/02/2006	√							
Amelia, Goss	Female	Year 7	7F	21/12/2005	√							
Amis, Harold	Male	Year 7	7E	15/11/2005	√							
Angel, Tina	Female	Year 7	7D	14/06/2006	\checkmark							
Ansell, Alfie	Male	Year 7	7C	14/02/2006	√							
Ansell, Annie	Female	Year 7	7B	14/02/2006	✓							
Total					159	159	160	159	161	80	90	
•				I	1							4

- 6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
- 7. Make any required changes for the other students.
- 8. Click the **OK** button then click the **Save** button.



Checking a Student's Basic Details

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

The following information is collected in the return:

- Legal Forename (mandatory information in SIMS)
- Middle Names
- Legal Surname (mandatory information in SIMS)
- Former Surname
- Preferred Surname (mandatory information in SIMS)
- **Gender** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS).

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

<u>1</u> Basic Details				
Legal Forename	Graham		Photograph	
Middle Name(s)				
Legal Surname	Abbess			
Preferred Surname	Abbess			and the second se
Preferred Forename	Graham			(- F
Date of birth	29/09/2002			
Age	14 years, 8 months			
Gender	Male	•		
Birth Certificate Seen				History
🖶 Quick Note				

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

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

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



1

More Information:

Recording a Student's Change of Surname on page 37

Recording a Student's Change of Surname

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

- 1. In the **Basic Details** panel, edit the student's **Legal Surname**.
- 2. Click the **Save** button. The following message is displayed:

Is this a correction to the name or a legal change to the student's name? If it is a legal change, please select Yes.

3. Click the **Yes** button to display the **Reason For Change** dialog.

sins Reason For Change	
Details	
Reason	
Date of Change	07/02/2017
	OK Cancel

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

egal Forename	Middle Name(s)	Legal Sumame	Reason	Date Of Change	New
uke uke		Travers Smith	Maniage Adoption	01/09/2015 07/02/2017	Copen

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



Checking Registration Details

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

Enrolment Status (mandatory information in SIMS).

The **Student** area of SIMS displays read-only enrolment status information only. A student's enrolment status can be changed via **Routines | Pupil | Change Enrolment Status**.

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

Completed

Checking Enrolment Status, Admission Date and Boarder Status

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

Enrolment Status (mandatory information in SIMS)

NOTE: SIMS uses the information in the enrolment status change log to determine enrolment on census day.

From the SIMS 2018 Summer Release, changing of Enrolment Status is available via **Routines | Student | Change Enrolment Status** only. PRUs can select **FE College** and **Other Provider**, in addition to the Enrolments Statuses available to non-PRU establishments.

- Admission Date (mandatory information in SIMS)
- Boarder Status.
- 1. Select Focus | Student | Student Details to display the Find Student browser.
- 2. Search for then double-click the name of the required student to display the **Student Details** page.
- 3. Click the **Registration** hyperlink to display the **Registration** panel.

9A Year 9 Single Registra 03/09/2015 			House Year Taught In Boarder Status Admission Number Attendance Mode Local UPN	Boyle Curriculum Year 9 Not a Boarder 004811 All day	
Single Registra 03/09/2015 L82020010703			<u>Boarder Status</u> Admission Number Attendance Mode Local UPN	Not a Boarder 004811	
03/09/2015 L82020010703			Admission Number Attendance Mode Local UPN	004811	
L82020010703	39		Attendance Mode Local UPN		
	39		Local UPN	All day	
	39				
5142336606					
			Exam Number		
Start Date	End Dat	te			New
					Coper 💥 Delet
Start Date	End Date	AP Attenda	ance AP Sessions AP Reas	son AP Association AP	New 📔
					Oper
•				4	💥 Delet
•	1				

4. Check the student's **Enrolment Status**. A history of the **Enrolment Status Changes** can be viewed by clicking the adjacent **Search** button. SIMS uses the information in the enrolment status change log to determine enrolment on census day.

To change a student's Enrolment Status, select **Routines | Student | Change Enrolment Status** (please see *Changing an Enrolment Status* on page 40).

- 5. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
- 6. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
- 7. Click the **Save** button.



Changing an Enrolment Status

A student **Enrolment Status** defaults to **Single Registration** but can be changed, if required.

The following enrolment statuses are available:

- Single Registration this status represents a normal, full-time student who is only registered as on-roll at your school.
- Guest Pupil this status represents a student who is on-roll at another school, but attends your school for certain lessons. There is no need to register them as on-roll at your school.
- Main-Dual Registration this status indicates that the student is registered at another school for some of their timetable, but the majority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- Subsidiary-Dual Registration this status indicates that the student is registered at another school for the majority of their timetable and only a minority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- **FE College** (applicable to Pupil Referral Units in England only) this status indicates that the student is registered at an Further Education College and only a minority of their time is spent at your school.
- **Other Provider** (applicable to Pupil Referral Units in England only) this status indicates that the student is registered at another provider and only a minority of their time is spent at your school.

NOTE: SIMS uses the information in the enrolment status change log to determine enrolment on census day.

- 1. Select Routines | Student | Change Enrolment Status to display the Find Student browser.
- 2. Search for, then double-click the name of the required student to display the **Change Enrolment Status** page.

The student's basic details are displayed for information only. Edits to basic details can be made via **Focus | Student | Basic Details**.

- 3. In the **Registration** panel, select the applicable **Enrolment Status** from the drop-down list.
- 4. If the student's enrolment status has been changed before, a history of the **Enrolment Status Changes** can be viewed by clicking the adjacent **Search** button.

2 Registration		
Enrolment Status	Single Registration 👻 🔍	
Student Date of Change	18/04/2018 This date is used for statutory returns and reporting only.	
Notes		

04| Preparing Student Level Information

- 5. The **Student Date of Change** defaults to today's date but can be edited by selecting the required date from the adjacent Calendar. This date is for information only and does not impact any other part of SIMS.
- 6. Enter any associated **Notes**.
- 7. Click the **Save** button.

If the student's enrolment status is changed from **Guest Student** to **Single Registration**, **Main Dual Registration** or **Subsidiary Dual Registration**, a message dialog is displayed.

Click the **Yes** button to allocate a new admission number to the student.

NOTE: You might need to check/correct the applicable attendance marks, if the enrolment status change has taken place during the academic year.



Checking Unique Pupil Numbers

The following information is collected in the return:

- UPN
- **Former UPN** (this is a read-only field, which is automatically populated if the UPN is changed).

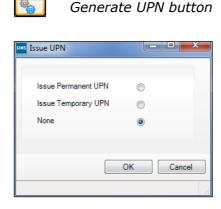
Ensure that all students have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

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

Registration Group	9A		•	House	E	Boyle	
Year Group	Year 9		•	Year Taught In	C	Curriculum Year 9	
Enrolment Status	Single Registra	ation		Boarder Status	Ν	Not a Boarder	
Admission Date	03/09/2015			Admission Numbe	er O	04811	
Former UPN				Attendance Mode	A	NI day	
UPN	L8202001070	39	6	Local UPN	Γ		
Unique Learner Number	5142336606						
UCI				Exam Number			
Part Time Details	Start Date	End Da	ate				New
							🗇 Oper
							💥 Dele
Alternative Provision	Start Date	End Date	AP Attenda	ance AP Sessions	AP Reason	AP Association	AP New
Placements							Oper
	•						> X Dele
							History

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- **Permanent UPNs** are issued to a new student only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
- **Temporary UPNs** are issued to a student when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701**A**.
- 4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



- 5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
- 6. Click the **OK** button to return to the **Registration** panel.

The UPN is generated automatically when the record is saved and the previous UPN is displayed in the **Former UPN** field, if applicable.

7. Click the **Save** button.

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

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

DfE guidance is also available on the GOV.UK website (<u>https://www.gov.uk/government/publications/unique-pupil-numbers</u>).

Completed

Checking Unique Learner Numbers

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

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

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

 The DfE ULN service to upload a CTF file via a web page on the S2S website

(<u>http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s</u>).

The **Learner Registration Service** Web Portal to obtain individual ULNs

(<u>https://www.gov.uk/government/collections/learning-records-service</u>).

 The Key to Success website (<u>https://www.keytosuccess.education.gov.uk/</u>).

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

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

2 Registration					
Registration Group	9A	•	House	Boyle	-
Year Group	Year 9	•	Year Taught In	Curriculum Year	9 🗸
Enrolment Status	Single Registration	Q	Boarder Status	Not a Boarder	-
Admission Date	03/09/2015		Admission Number	004811	
Former UPN		×	Attendance Mode	All day	-
UPN	L820200107039	O	Local UPN		
Unique Learner Number	5142336606				
UCI			Exam Number		
Part Time Details	Start Date End Da	ate			New 📄
					🖙 Open
					💥 Delete
Alternative Provision	Start Date End Date	AP Attend	ance AP Sessions AP F	eason AP Associatio	on AP New
Placements	Statt Date End Date	AF Allend	ance Ar Jessions Ar h		Open
	•	111			Delete
					History

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

NOTE: The **UCI** (Unique Candidate Identifier) and **Exam Number** information is read only. The fields are populated with data held in Examinations Organiser.

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

Checking Student's Part-Time Details

Part-time details apply mostly to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any student can be marked as part-time if their attendance is anything less than 10 sessions per week.

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

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

egistration							
Registration Group	9A		•	House		Boyle	
Year Group	Year 9		•	Year Taught In		Curriculum Year 9	
Enrolment Status	Single Registration		Q	Boarder Status		Not a Boarder	
Admission Date	03/09/2015		5	Admission Numbe	r	004811	
Former UPN			×	Attendance Mode		All day	
UPN	L820200107039		9 <mark>0</mark>	Local UPN			
Unique Learner Number	5142336606						
UCI				Exam Number			
Part Time Details	Start Date	End Date					New
Alternative Provision Placements			Attendar	AP Sessions	AP Reasor	AP Association	AP New
	•						•
	1						History

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be displayed for each record.

⁴⁴ Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards

5. Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

Mage Add Part-time	Attendance
Start Date	29/09/2017
End Date	31/08/2018
	OK Cancel

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

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

Completed

Checking Home Address Information

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

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

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

The Unique Property Reference Number (**UPRN**) is a unique identifier that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

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

<u>3</u> Addresses				History
Current Home Address Deta	ails (Validated)			
Address	Dalwood Lodge 1 Ely Road Milton Cambridge CB24 6DD United Kingdom UPRN: 10003191315		 ★ Delete ➢ Modify Address Move House S Validate 	
Note				
Start date	25/10/2012	End date		
Enter additional address				
Post Code		Country	United Kingdom 👻	Continue
House Number/Name	Search Validation Service		Search Existing Addresses	X Advanced

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

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

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

- 5. If the Unique Property Reference Number (**UPRN**) is not displayed below the **Current Home Address Details**,
 - a. Click the **Validate** button to display the **Find Matching Addresses** dialog.
 - b. Highlight the required address then click the **OK** button to return to the **Addresses** panel, where the **UPRN** is displayed below the address.
- 6. If you have edited the address, click the **Save** button.
- If the student has an additional <u>current</u> address, i.e. a Second Home, enter the additional address then click the Continue button (adjacent to the address) to display the New Address Details panel.
- 8. Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.



Checking Free School Meals Eligibility

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

Free school meal guidance for schools and Local Authorities is available from the GOV.UK website

(<u>https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities</u>).

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

- Start Date
- 46 Preparing for the School Census Autumn 2018 Return (English Secondary Phase Schools) preparation guide, applicable to 7.182 onwards

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

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

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

<u>6</u> Dietary								
Meal Patterns	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	New
	01/09/2017	31/08/2019	SM	SM	SM	SM	SM	Copen
								💥 Delete
Eligible for Free Meals	Start Date	End Date	Country		١	lotes		New
	27/09/2017		England					Copen
								💥 Delete
	•			111				Þ.
FSM Review Date	21/01/2019	5						

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

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

Minis Add Student F	ree Meals Details	
Start Date	03/09/2018	5
End Date		3
Country	England	•
Notes		*
		OK Cancel

- 5. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.
- 6. Ensure that the UK **Country** in which the eligibility applies is correct. Select from the drop-down list, if required.
- 7. Notes can be entered, if required.

- 8. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed.
- Click the Save button.
 Ensure that this information is checked/amended on a regular basis.



Checking Ethnic and Cultural Information

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

First Language

- A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
- If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.
- 1. Select Focus | Student | Student Details to display the Find Student browser.
- 2. Search for, then double-click the required student to display the **Student Details** page.
- 3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

Asylum Status Traveller Status Asylum Status Traveller Status English Speaks Welsh Country of Birth United Kingdom Q	
Asylum Status Asylum Status Traveller Status Asylum Status English English Country of Birth United Kingdom Nationality Passport Number Passport Expiry da	
National Identity Speaks Welsh English Country of Birth United Kingdom Nationality and Passport Nationality Passport Number Passport Expiry day 	
Home Language English Country of Birth United Kingdom Nationality and Passport Nationality Petails Passport Expiry data	
Country of Birth United Kingdom Q Nationality and Passport Number Passport Expiry da Details	
Nationality and Passport Nationality Passport Number Passport Expiry da	
Details Passport Number Passport Number	
	date 📄 New
	🔁 Open
	💥 Delete
Proficiency in English Date of Assessment Level	New
05/09/2016 E - Fluent	🔁 Open
	💥 Delete

- 4. Select the student's **First Language** from the drop-down list.
- 5. Click the **Save** button.

TIPS:

It is possible to bulk update **First Language** for a selected group of students by selecting the relevant option from the **Data Item** drop-down list via **Routines | Student | Bulk Update**.

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

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

Completed

Checking Additional Information

Ensure that the following additional information is recorded in SIMS:

Youth Support Services Agreement (YSSA) status

The YSSA applies to students between age 12 and 25 with special educational needs and students between age 12 and 20 with no special educational needs.

• Service Children in Education information.

The Bulk Update routine can be used to assign and edit these values for a specific selection of students at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 22).

- 1. Select Focus | Student | Student Details to display the Find Student browser.
- 2. Search for, then double-click the required student to display the **Student Details** page.
- 3. Click the **Additional Information** hyperlink to display the **Additional Information** panel.

9 Additional Information					
Meals	Free Meal	*	Recoupment	England	
	Home		Youth Support Services	Obtained	
	Sandwiches	*	Agreement	Obtained	•
Modes of travel	Boarder - not applicable	*	Route	East Town	•
	Bus (type not known)				
	Car Share (with child/children)	Ŧ	LA Provided Transport	\checkmark	
Service Children in Education	Yes	•	Source of Service Children in Education	Provided by the parer	nt 💌
Uniform Allowance					
Pupil Premium Indicator for year 2017/2018	☑ Notes Waiting for documenta	tion.			
Learner Support	Learner Support Code		Award Date Notes		📄 New
	Vulnerable Group Bursary Awarded		12/09/2016		🔁 Open
					💥 Delete
	•			•	
Fligible for Free School	Cited Data				New

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

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

- If the student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.
- Select how the school was notified about the Service Children in Education information by selecting from the Source of Service Children in Education drop-down list.
- Ensure that the Pupil Premium Indicator for year 2017/2018 check box is selected, if applicable. To enter a note related to the applicable year, click the Search button adjacent to the Notes field.

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

Completed

Checking Special Educational Needs Information

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

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

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

- **Provision Type** (not applicable to Pupil Referral Units or Special schools)
 - Time in SEN Unit member of SEN Unit
 - Resourced Provision
- 1. Select Focus | Student | Special Educational Needs to display the Find SEN Student browser.
- 2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.
- 3. Click the **Search** button to display a list of students who match the criteria.

•	EN Student ▼ 📴 Open 📥 Print 📮	Browse 😽 Next	Previous	🔲 View 🝷						🖌 Links 👻 🐵 Help 💥 Close
Surname Tier	<any></any>	Forename Year Group &	Any>	•	Status Reg Group	Current <any></any>	SEN Status House	<any sen=""> <any></any></any>	✓✓	
Name			Year Group	Reg. Group	House	Gender	SEN Status			
Ahmad, Cari	ina		8	8B	Hooke	Female	M - Monitor Languag	je Skills		
Allim, Farah			8	8C	Curie	Female	M - Monitor Languag	je Skills		
Bagnall, Kei	th		7	7C	Hooke	Male	A - School/Early Yea	ars Action.		
Bandaras, J	lose		8	8D	Curie	Male	M - Monitor Languag	e Skills		
Bandaras, N	Maria		8	8E	Flemming	Female	M - Monitor Languag	e Skills		
Basra, Jill			9	9F	Flemming	Female	S - Statement			
Borgia, Matt	t		11	11C	Curie	Male	A - School/Early Yea	ars Action.		
Candy, Molt	by .		9	9B	Boyle	Female	P - School/Early Yea	ars Action+		

- Double-click the name of the required student to display the Student SEN details page.
- 5. Click the **Basic SEN Details** hyperlink to display the **Basic SEN Details** panel.

Basic SEN Details		
Status	K - SEN Support Start Date 05/02/2	015
	Status History	
Statement Pending?		
Current Needs	Rank Start Date Need Type	Description
	1 19/04/2016 Visual Impairment 2 05/02/2015 Speech, Language or Communication Need	Requires glasses for As English is Tamwar'
	Needs History Change Log	Move Up
Full Descriptions	Attachment Summary Type	Owner
	IEP May 2015 SEN Document	Grosvenor Gillian
	< III	4
lditional Support: Curriculum and Teaching		
Methods	Some targeted differentiation	•
Grouping and Support	Targeted and sustained additional support	-
Advice and Assessment	External advice/assessment	-

6. Ensure that the SEN **Status** and **Start Date** are correct.

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

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

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

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

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7. Click the **Provisions** hyperlink to display the **Provisions** panel.

			Frequency	New 📄
Time in SEN Unit	08/09/2014		Twice per week	📂 Open
Resourced Provision	04/09/2012		1 x daily for 1	💥 Delete

8. Ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly. To edit an existing record, highlight the required record and then click the **Open** button.

Alternatively, to create a new record, click the **New** button to display the **Add/Edit SEN Provision** dialog.

Provision				
Provision Type	Time in SEN Unit			
Start Date	Time in SEN Unit	End Date		
Start Date	Not Specified	End Date		
Cost	Time in Specialist Class			
Frequency	Resourced Provision			
	IT Provision			
Comments	Specialist Literacy Group			*
	Specialist Maths Group			
	Non Teaching Assistant (General)			
	Physiotherapy Site Access Facilities			_
	Specialist Language Group			
eople Involved	Special Needs Support Assistant			
copie intoited	Speech Therapy			
	Зрееси тнегару	Roles		New 🔀 Delete
	оресси пенару	Roles		
lotes/Documents				× Delete
lotes/Documents	Attachment Summary	Type	Owner	
lotes/Documents			Owner	Delete
lotes/Documents			Owner	Delete
lotes/Documents			Owner	Delete
lotes/Documents	Attachment Summary	Туре	Owner	Delete
otes/Documents			Owner	Delete
lotes/Documents	Attachment Summary	Туре	Owner	Delete
lotes/Documents	Attachment Summary	Туре	Owner	Delete

- 9. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
- 10. Click the **OK** button to return to the **Provisions** panel.
- 11. Update the other information on the **Student SEN details** page, if required and then click the **Save** button.

The DfE website

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



Preparing Exclusions Information

Exclusions information is required for students who were subject to any exclusion with a start date during the period 01/01/2018 to 01/04/2018 inclusive. Exclusions should <u>not</u> be counted if the Head Teacher withdrew them, or if the student was re-instated by the Discipline Committee or an independent Appeal Panel.

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

- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent).
- Exclusion **Reason** (select one code to provide the main reason).
- Exclusion Start Date.
- Actual number of sessions (Length) required for fixed period and lunchtime exclusions.
- SEN Provision (please see *Checking Special Educational Needs Information* on page 50).

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

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

Recording an Exclusion

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

🐝 Find Ex	clusions Student							
M Search	• 🖆 Open 🚔 Print 📗	😽 Browse 🕂 I	Next 👚 Previous	View •				🔄 Links 👻 😨 Help 💥 Close
Surname		Forename		Admission Number		Status	Current -	
Tier	<any> 👻</any>	Year Group	<any></any>	✓ Reg Group	<any> 🗸</any>	House	<any> 👻</any>	
Name		Year Group	YTI	Reg. Group House	Gender Adn	nission Numbe	er	

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

Exclusion Details : Gra							🖗 Links 👻 🕹 Help 🏙	Unpin 💥 Close
Exclusions Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason		New Open

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

xclusion Details					
Туре		-	Reason		•
Start Date			End Date		
Start Time		•	End Time		•
Part Time Exclusion			Length School Days		alculate
Comments					
Agency Involved					
Academic Year			Term		
iscipline Committee					
Committee Date					
Committee Result		•	Reinstatement Date		
Parents Representation					
ppeal Details					
Appeal Received					
Appeal Date			Appeal Result		-
Result Date			Reinstatement Date		
lotes/Documents					
Attachment Summary	Ту	pe	Owner	Last Modified	O 📄 New
					Open
					Delete

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

cclusion Details			
Гуре	Fixed Term 🔹	Reason	Verbal abuse/threatening behavi 👻
Start Date	05/01/2018	End Date	08/01/2018
Start Time	PM 👻	End Time	AM 👻
Part Time Exclusion		Length School Days	1.00 Calculate
Comments			
gency Involved			

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

clusion Details : Chris Aar	on						
Save 🄄 Undo 📥 Print						🗲 Links 🔻 🙆 Help 🛃	Unpin 💥 Cl
xclusions							
Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason	New
Academic Year 2017/2018	Spring Term	05/01/2018	08/01/2018	1	Fixed Term	Verbal abuse/threatening behaviour a	📂 Open
							💥 Delete

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

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

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

Completed

Updating Students with Top-Up Funding

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

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

Any students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

Ferm	Autumn 2018	 Students Or 	n-Roll on Census Day					
Surname		Forename		ΥTI	All	▼ Reg	All 🗸	1
Preferred Surname		SEN	<any> 👻</any>	Ever in care at this school	<any></any>	•	Q Search	_
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04| Preparing Student Level Information

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

ferred	SEN	<any> 🗸</any>	Ever in care at this scho		•	Q. Search
Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Smith	Smith	Daniel	8	8E	E	No
Smith	Smith	Jade	8	8A		No
Smith	Smith	Osias	8	8A		No
Smith	Smith	Stephanie	8	8A		No
Smith	Smith	Trinity	8	8E		Yes
Smith	Smith	Trinity	8	8A	K	No

3. Click the **Add** button to move the highlighted student(s) to the **Top-up Funding** list.

serier ed umame SEN Any> Ever in care at this school Any> Search Sumame Preferred Sumame Forename YTI Reg SEN Ever in Care Smith Smith Jade 8 8A No Smith Smith Osias 8 8A No Smith Smith Stephanie 8 8A No Smith Smith Stephanie 8 8A No Smith Smith Tristan 8 8A No Somame Preferred Sumame Forename YTI Reg SEN Ever in Care Sumame Preferred Sumame Forename YTI Reg SEN Ever in Care Abbess Abbess Graham 9 9A E No Shistol Bristol Andrew 11 11C Yes Vhiting Whiting Kellyann 11 11E No Smith Smith Daniel 8 8C E No	urnam	e smith	Forename		YTI	В	▼ Reg	All	•
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- To remove a student from the **Top-up Funding** list, highlight the required student then click the **Remove** button. The student'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 students in **Surname** order.



Updating Students Post Looked After Arrangements

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

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

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

Any students currently recorded as having post looked after arrangements are displayed in the **Post Looked After Arrangements** list (located in the bottom half of the page).

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2. Use the **Students On-Roll on Census Day** search criteria to locate the students you want to record as having PLAA.

iurname s	Students C Forename Reg	on-Roll on Census Day d All –	YTI Ever in Care at this school	13 ▼ <any> ▼</any>	Q Sea	irch
Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	
Sampson	Sampson	Delilah	13		No	
Smith	Smith	David	13		No	

3. Highlight the required students, then click the **Add** button to move the selected students to the **Post Looked After Arrangements** list.

	Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
	De Souza	De Souza	Luciano	12		Yes	Ceased to be looked after through Adoption	
	Noble	Noble	Natasha	12		No	Ceased to be looked after through a Special Guardianship Order (SGO)	
F	Sampson	Sampson	Delilah	13		No	Ceased to be looked after through a Special Guardianship Order (SGO)	V
Ø.	Smith	Smith	David	13		No		
							Ceased to be looked after through Adoption Ceased to be looked after through a Special Guardianship Order (SGO) Ceased to be looked after through a Residence Order (RO) Ceased to be looked after through a Child Arrangement Order (CAO)	

- 4. Ensure that the correct post looked after arrangement is displayed for each student by clicking the applicable **PLAA** cell then selecting the applicable status from the drop-down list:
 - Ceased to be looked after through Adoption
 - Ceased to be looked after through a Special Guardianship Order (SGO)
 - Ceased to be looked after through a Residence Order (RO)
 - Ceased to be looked after through a Child Arrangement Order (CAO).
- 5. Select the **Evidence Obtained** check box, if documents have been obtained that provide evidence of the post looked after arrangements.

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

- 6. To remove a student from the **Post Looked After Arrangements** list, highlight the required student then click the **Remove** button. The student's record is automatically moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- 7. Click the **Update** button to save the information and arrange the names in surname order.

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

Completed

Preparing Termly Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers aged four to 15 inclusive on 31/08/2017, who were on-roll for at least one session during the collection period from 02/04/2018 to 31/07/2018.

The attendance data collected in this return includes:

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

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

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

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

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

For information and advice about school attendance, please refer to the DfE website

(http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance).



Additional Resources:

Producing the School Census Autumn 2018 Return handbook Managing Pupil/Student Attendance handbook (SIMS Attendance users) Monitoring Session and Lesson Attendance handbook (SIMS Lesson Monitor users)

Completed

Preparing Post 16 Information in Course Manager

Applicable to schools with a Sixth Form only

Learning Aims data is collected from English maintained Secondary/middle deemed Secondary and All-Through schools, Pupil Referral Units, CTCs and Academies that have sixth form students.

The Post 16 Learning Aims are collected only once a year (in the School Census Autumn Return) for students who were/are in National Curriculum Year Group (Year Taught In) 12 or above during the period from 01/08/2017 to 04/10/2018.

IMPORTANT NOTES:

Learning Aims are collected for students for whom the school wishes to claim Post 16 funding from the Education and Skills Funding Agency (ESFA). These students must be/have been in National Curriculum Year Group (Year Taught In) 12 or above during the previous/current academic year as stated previously.

Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.

Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.

It is important to ensure that the information entered in Course Manager is up-to-date and accurate before starting the return.

When creating the School Census Autumn 2018 Return, the **Learning Aims** panel is provided to deal with the Post 16 information required for the return. Detailed information about the functionality provided in this panel is available in the *Producing the School Census Autumn 2018 Return (English Secondary and Middle deemed Secondary)* handbook.

A document dedicated to the preparation of Post 16 data (*Preparing Post 16 Data for the School Census Autumn 2018 Return* guide) can be accessed from the SIMS **Documentation Centre** (via the **Documentation** button on the top right-hand side of the SIMS **Home Page**.

Completed

05 What Next?

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

The SIMS 2018 Summer Release (7.182) must be installed <u>before</u> completing the School Census Autumn 2018 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary, as it may include updates applicable to the forthcoming return.

You should now be ready to produce the final School Census Autumn 2018 Return.

Where Can I Get More Information?

In addition to this preparation guide, the following information is also available:

- Producing the School Census Autumn 2018 Return (English Secondary/Middle deemed Secondary Schools) handbook This handbook outlines the School Census process in SIMS for Secondary and Middle deemed Secondary schools.
- Producing the School Census Autumn 2018 Return (English All-Through Schools) handbook
 This handbook outlines the School Census process in SIMS for All-Through schools.
- Producing the School Census Autumn 2018 Return (English Pupil Referral Units) handbook
 This handbook outlines the School Census process in SIMS for Pupil Referral Units.
- School Census Academic Year 2017/2018 Validation Errors and Resolutions document This guide provides suggestions on how to resolve any validation errors or queries.
- Preparing Post 16 Data for the School Census Autumn 2018 Return guide This guide deals specifically with preparing Post 16 data for the School Census Return.
- Managing Pupil/Students handbook
 This handbook provides details about the processes that relate to the management of student data in SIMS.

Guidance about data protection and how student data is shared is available from the GOV.UK website

(<u>https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data</u>).

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.
- 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.

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or email us on misservicedesk@ schoolbusinessservices.co.uk