

Producing the School Level Annual School Census 2019 Return handbook

Independent Schools



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Introduction

This handbook contains the information required to complete the School Level Annual School Census (SLASC) 2019 Return.

SLASC is a school level return collected from registered Independent schools in England. The data collected includes details of teaching and pupil numbers, courses of study, pupils with SEN and children looked after by a Local Authority. In addition, information is also collected on annual fees and accommodation, as well as details of new staff members and proprietors.

The return is requested by the Department for Education (DfE), once each year. The census date is traditionally the third Thursday in January (the same date as the current School Census in the Maintained sector). The date of the SLASC 2019 Return is Thursday 17 January. The return must be completed and submitted to the DfE by Sunday 17 February 2019.

The information collected in the SLASC Return includes:

- current school information as of 17 January 2019 (census day)
- teaching staff information in the week commencing 14 January 2019
- on-roll pupil information as of 17 January 2019 (census day)
- boarding pupil information as of 17 January 2019 (census day)
- courses of study information for all pupils aged 15 and over as of 31 August 2018.

The return takes the form of an XML file, which can be uploaded to the DfE website COLLECT (the Centralised Data Collection and Management System for Education).

What's New in this Release?

SLASC 2019 Key Dates

- Census date: 17/01/2019
- Age at date: 31/08/2018.

New Data Items

The new data item fields are located in the following panels:

School Information panel:

- School contact email address
- Children's home indicator (check box)
- Ofsted social care register number.

Annex C - Proprietors panel:

- Proprietor national insurance number (**Part A**)
- Chair of proprietorial body National Insurance number (**Part Bii**)
- Newly appointed body member's National Insurance number (**Part Biii**)
- Newly appointed body member's email address (**Part Biii**)
- Newly appointed body member's telephone number (**Part Biii**).

All new data items are included in the Summary report.



More Information:

Editing School Information on page 11

Part Bi: Proprietors which are a Corporate or Unincorporated Body on page 26

Non-Teaching Staff

Support staff are now referred to as non-teaching staff. Changes have been made in the **Annex B** panel and in the Summary report.



More Information:

Checking and Editing New Teacher Appointments and Leavers on page 18

Editing Education Non-teaching Staff New Appointments and Leavers on page 21

Producing the Summary Report on page 31

SEN Changes

SEN information now refers to the SEN status Education, Health and Care Plan (EHCP). Statement (S) has been removed because it is no longer valid and therefore it is not collected in the return.

Changes have been made in the **Pupils with Special Educational Needs** panel, Student Detail report and Summary report.

Calculations for the **Pupils with Special Educational Needs** panel no longer include the Statement (S).



More Information:

Editing the Number of Pupil with Special Educational Needs Information on page 16

Producing Detail Reports on page 29

Producing the Summary Report on page 31

Setting Permissions

You must be a member of one or more of the following System Manager user groups to ensure you have the permissions required to use the functionality outlined in this handbook:

- Returns Manager
- Returns Operator
- School Administrator.

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.

Preparing for the SLASC Return

Before starting the SLASC return, ensure that:

- SIMS is upgraded to the SIMS 2018 Autumn Release (7.184) or later
- the appropriate permissions have been set up for the staff member(s) involved in producing the return.
- the Update Course Memberships routine is run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) to ensure that all pupils, classes and courses are updated and displayed correctly in the census return. For more information, please refer to the *Managing Courses* handbook. (*Applicable to Secondary schools only.*)
- the folders, in which the Independent Return files (SLASC and ISC) will be stored, have been specified.
- all school information is correct and up-to-date. For more information, please refer to the *Setting Up and Administering SIMS* handbook.
- all pupil information is correct and up-to-date. For more information, please refer to the *Managing Pupil/Students* handbook.



Additional Resources:

Preparing for the Independent Schools Statutory Returns 2019 preparation guide

Checking National Curriculum Year Groups

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

The Age at Date for this return is 31/08/2018.

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

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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 pupil's curriculum year and date of birth in SIMS:

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



Additional Resources:

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

Where to Find More Information

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

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

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

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

The search results are displayed automatically.

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Configuring the Return Defaults

Before creating the return, suitable folders in which the Independent Return files will be saved, must be set up.

A storage folder for both the SLASC Return and the ISC Annual Census must be specified. However, the same folder location can be specified for both returns, if required.

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 (<https://www.gov.uk/service-manual/technology/securing-your-information>).

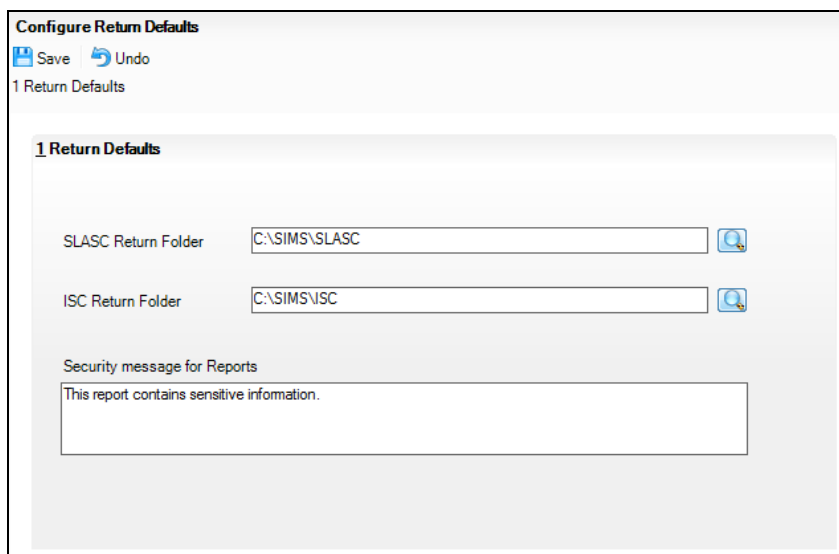
If you are in any doubt, you should consult with your IT Security Officer before proceeding.

The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.

Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

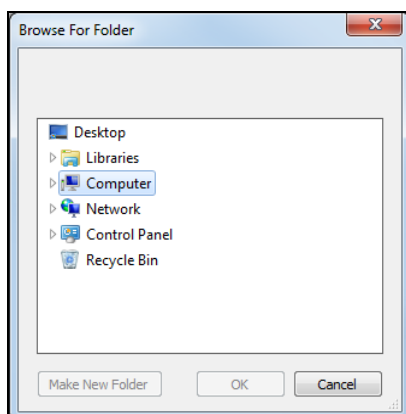
Setting up the Return Folders and Security Message

1. Select **Tools | Statutory Return Tools | Independent Return Defaults** to display the **Configure Return Defaults** page.



2. Enter a storage location for the SLASC Return and the ISC Return files in their respective fields.

Alternatively, click the **Browser** button (adjacent to each field) to display the **Browse For Folder** dialog.



- a. Navigate to the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then name the new folder.
 - b. Click the **OK** button to return to the **Configure Return Defaults** page.
3. Ensure that a location for both the **SLASC Return Folder** and the **ISC Return Folder** are displayed in their respective fields. The same storage folder can be specified for both returns, if required.

IMPORTANT NOTE: If SIMS detects that one or both of the fields are blank or that the path is invalid when you click the **Save** button, you are prompted to enter a valid folder name.

The security message text defaults to **This report contains sensitive information**, but can be edited, if required. This message is displayed in the report headers of the current return only.

4. Click the **Save** button.

Creating a New Return/Searching for an Existing Return

Ensure that suitable folders, in which the Independent Return files will be saved, have been set up before creating a new return. It is essential that authorised personnel only have access to these folders, as they will contain sensitive data.

1. Select **Routines | Statutory Returns | SLASC** to display the **SLASC Census Return** browser.

2. Click the **New** button to create a new return or highlight the required return then click the **Open** button to display the **SLASC Census Return Details** page.

NOTE: The **Authorise Return** panel, which is located at the top of the **SLASC Census Return** page, is populated automatically when the return is authorised at the end of the process.

Recording the Return Details

Data can be entered into the panels on the **SLASC Census Return Details** page in any order. However, it is advisable to start with the **Census Details** panel (panel **2**) to ensure that the **Census Date** is correct.

*NOTE: Panel **1 Authorise Return** is populated automatically when the return is authorised at the end of the process.*

The **Recalculate All** button is also located in the **Census Details** panel and should be clicked to populate the panels with as much data as possible, before continuing with the return process.

Where possible, details for the return, e.g. **School Details** etc. are retrieved directly from SIMS. Other information is calculated automatically from information stored in SIMS, e.g. **Number of Full Time Teaching Staff**. Any details that are calculated automatically should be checked and edited, if necessary.

After editing, the data in some panels can be replaced with the original data held in the SIMS database by clicking the applicable **Recalculate** button. The **Recalculate All** button (located in the **Census Details** panel) performs this action for every panel.

IMPORTANT NOTE: Clicking the **Recalculate All** or the **Recalculate** button overwrites any edited data with the original data stored in SIMS. Do not use either button if you wish to keep any changes you have made.

To navigate between panels, use the right-hand scroll bar or click the hyperlinks at the top of the page.

It is possible to create more than one return, e.g. to carry out a dry run or to train other staff members.

A return can be saved at any time during the process. When saved, it can be revisited at any point and subsequently edited, up until the point the return is authorised. Authorised returns (including those from previous years) are read-only and cannot be edited.

Editing Census Details

Check that the basic details displayed in the **Census Details** panel are correct. The **Age at Date** defaults to **31/08/2018** and the **Census Date** defaults to **17/01/2019**. Both fields are read-only.

The screenshot shows the '2 Census Details' panel. It contains three input fields: 'Age at Date' with the value '31/08/2018', 'Census Date' with the value '17/01/2019', and 'Census Description' with the value 'SLASC 2019'. Each date field has a small calendar icon to its right. Below these fields is a 'Recalculate All' button.

1. The **Census Description** defaults to **SLASC 2019** but can be edited, if required, e.g. to carry out a dry run of the return or to train other members of staff.

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

2. Click the **Save** button.
3. Click the **Recalculate All** button (located in **Census Details** panel) to retrieve and calculate all relevant data stored in SIMS. This data is then displayed automatically in the relevant panels.

*NOTE: If the **Contact Name** is not recorded when the **Recalculate All** button is clicked, the field is displayed in red to alert you that the information is compulsory (please see Editing Census Details on page 10).*

Editing School Information

The **School Information** panel is used to record details about the school and person who should be contacted regarding the return. Additional information is required if the school is a Children's Home.

Any details previously recorded via **Focus | School | School Details** are displayed automatically in the **School Information** panel.

3 School Information

Contact Name	Mr S Contactname
Contact Tel No	851234
School Email	duchyschool@outlook.com
Contact Email	officeschool@outlook.com
Children's Home	<input type="checkbox"/>
Ofsted SC Reg No	

1. The **Contact Name** field is populated automatically with the name of the person who is currently logged into SIMS.
Ensure that the name of the person displayed is the person who should be contacted regarding the SLASC Return. Edit the name, if required.
2. Ensure that the **Contact Tel No** and central **School Email** address are entered correctly.
3. The **Contact Email** address is populated automatically with the address of the person who is currently logged into SIMS, provided that the main work email address has been entered in System Manager.
Ensure that the address of the person displayed is the person who should be contacted regarding the SLASC Return. Edit the name, if required.
4. **Children's Home** and **Ofsted SC Reg No.** are read-only information.
If your school is a children's home, the **Children's Home** check box must be selected and the associated six digit **Ofsted SC Reg No.** must be entered. If you need to add/edit this information, select **Focus | School | School Details**, then navigate to the bottom of the **Establishment** panel, where the details can be amended.

Entering School Accommodation Information

The **School Accommodation** panel enables you to record changes made to the school accommodation or any additions to your school premises that the DfE have not been informed about previously.

4 School Accommodation

Has there been any change in school accommodation or additional school premises which has not been previously notified to the Department?

Yes, there have been changes ☐

If yes, please provide details below

If there have been any changes that the DfE are not aware of, select the **Yes, there have been changes** check box to activate the **If yes, please provide details below** field, then enter the applicable information.

4 School Accommodation

Has there been any change in school accommodation or additional school premises which has not been previously notified to the Department?

Yes, there have been changes ☒

If yes, please provide details below

Additional Portakabin classroom outside while flood water is cleared up.

Entering Annual Fees Information

This panel deals with fees charged per annum for Day and Boarding pupils. The data in this panel must be entered manually.

1. Enter the **Lowest annual fee charged per pupil** for **Day pupils (Annual Rate)** and, if applicable, for **Boarders (Annual Rate)** in the relevant fields.
2. Enter the **Highest annual fee charged per pupil** for **Day pupils (Annual Rate)** and, if applicable, for **Boarders (Annual Rate)** in the relevant fields.

5 Annual Fees

	Day pupils (Annual Rate)	Boarders (Annual Rate)
Lowest annual fee charged per pupil	2400	3600
Highest annual fee charged per pupil	3200	4400

NOTE: Where only a single flat fee is charged, this should be entered in both the **Lowest annual fee charged per pupil** and **Highest annual fee charged per pupil** fields.

Entering the Number of Approved Places and Accommodation

The **Approved Places and Accommodation** panel is used to record the details of pupils who have been provided with accommodation by the school in the current year, and in the previous two years. This information must be entered manually.

5 Approved Places and Accommodation	
How many beds are available (including those unoccupied on Census date) in boarding accommodation?	<input type="text" value="0"/>
How many pupils were provided with accommodation in the period 01/01/2017 to 31/12/2017?	<input type="text" value="0"/>
How many pupils were provided with accommodation in the period 01/01/2018 to 31/12/2018?	<input type="text" value="0"/>
How many pupils will be provided with accommodation in the period 01/01/2019 to 31/12/2019?	<input type="text" value="0"/>

- Enter the number of beds (including those unoccupied on census date) available in the boarding accommodation.
- Enter the number of pupils who were provided with accommodation in the period 01/01/2017 to 31/12/2017.
- Enter the number of pupils who were provided with accommodation in the period 01/01/2018 to 31/12/2018.
- Enter the number of pupils who will be provided with accommodation in the period 01/01/2019 to 31/12/2019.

Editing the Number of Teaching Staff

The **Teaching Staff** panel deals with the number of full and part-time teaching staff (including the Head Teacher) who are employed at the school in the week commencing 14/01/2019 (census week). The total number of hours (to the nearest whole hour) worked by part-time staff is also required. The information must be recorded by gender.

The following guidance is provided by the DfE:

- Teachers are defined as either full-time or part-time staff who give some curricular instruction on a regular basis.

NOTE: The Head Teacher should be included whether or not he/she teaches.

- Staff engaged solely in extra-curricular instruction should be excluded from this section. Any time spent by full-time or part-time teachers on extra-curricular instruction should also be disregarded.
- Extra-curricular instruction is defined as individual tuition for which an additional fee is payable. All other teaching activity should be regarded as curricular.
- Do not include ancillary staff (such as classroom assistants), special needs non-teaching staff, etc.
- Teachers who are employed full-time on normal duties but undertake extra-curricular instruction, for example at lunch time or after the end of the normal school day, should be entered as full-time.

- Teachers who are not employed full-time on curricular instruction should be entered as part-time even if they are in the school full-time but part of the time is spent on extra-curricular instruction.
- All part-time teaching staff regularly employed should be included on the return even if they are not in the school on census day (17/01/2019).
- The total number of hours to the nearest hour excluding lunch breaks (periods of 30 minutes and over being rounded up) worked by all part-time teachers should be entered, e.g. one teacher employed for 2.5 hours and one employed for six hours equals two part-time teachers employed for 8.5 hours, rounded up to nine hours for recording purposes.

If Personnel is in Use

If SIMS Personnel is in use, data is extracted automatically from the contract details entered via **Focus | Person | Staff**. For more information, please refer to the *Managing Staff* handbook.

The data displayed in the **Teaching Staff** panel can be edited, if required.

Z Teaching Staff		
Total staff numbers (including head teacher) employed in week commencing 14 January 2019		
	Male	Female
Number of full-time teaching staff	<input type="text" value="26"/>	<input type="text" value="25"/>
Number of part-time teaching staff	<input type="text" value="3"/>	<input type="text" value="3"/>
Part-time staff. Total hours per week (excluding lunch hours)	<input type="text" value="68"/>	<input type="text" value="68"/>

IMPORTANT NOTE: You can revert to the original data stored in SIMS at any point by clicking the **Recalculate** button (located in the **Teaching Staff** panel). However, clicking this button overwrites any edits you have made in this panel.

If SIMS Personnel is not in use, the information must be entered manually.

If Personnel is Not in Use

If SIMS Personnel is not in use, the total number of teaching staff (including the head teacher) employed in census week must be entered manually.

- Enter the number of full-time **Male** and **Female** teaching staff in the respective fields.
- Enter the number of part-time **Male** and **Female** teaching staff in the respective fields.
- Enter the total hours per week (excluding lunch hours) worked by part-time **Male** and **Female** at your school.

Editing the Number of Pupils on the Register

When creating a new return, the table in the **Pupils on Register** panel is populated automatically with data recorded in SIMS. This data can be edited, if required. The column totals are calculated automatically and recalculated when any data in the table is edited.

8 Pupils on Register Recalculate

Age On 31.08.2018	Birth Date Range	Full-time Boys	Full-time Girls	Part-time Boys	Part-time Girls
19 and over	31.08.99 and earlier	1	0	0	0
18	1.09.99 to 31.08.00	25	30	0	0
17	1.09.00 to 31.08.01	26	31	0	0
16	1.09.01 to 31.08.02	23	30	0	0
15	1.09.02 to 31.08.03	27	23	0	0
14	1.09.03 to 31.08.04	27	41	0	0
13	1.09.04 to 31.08.05	26	35	0	0
12	1.09.05 to 31.08.06	19	19	0	0
11	1.09.06 to 31.08.07	27	28	0	0
10	1.09.07 to 31.08.08	21	21	0	0
9	1.09.08 to 31.08.09	20	16	0	0
8	1.09.09 to 31.08.10	23	22	0	0
7	1.09.10 to 31.08.11	12	26	0	0
6	1.09.11 to 31.08.12	2	2	0	0
5	1.09.12 to 31.08.13	1	0	0	0
4	1.09.13 to 31.12.13	3	1	0	0
4	1.01.14 to 31.03.14	0	2	0	0
4	1.04.14 to 31.08.14	0	1	0	0
3	1.09.14 to 31.12.14	0	0	0	0
3	1.01.15 to 31.03.15	0	0	0	0
3	1.04.15 to 31.08.15	0	0	0	0
2	1.09.15 to 31.08.16	3	1	0	0
1	1.09.16 to 31.08.17	0	0	0	0
under 1	1.09.17 and later	0	0	0	0
		286	329	0	0

Total number of pupils on the register on 17 January 2019 615

Number of boys boarding on the register on 17 January 2019 27 Recalculate

Number of girls boarding on the register on 17 January 2019 34

The number of pupils who as at the 17 January 2019 are looked after by a local authority within the meaning of section 22 of the Children Act 1989. 0

The **Total number of pupils on the register on Thursday 17 January 2019** field displays the total number of pupils recorded in the table. This total is updated automatically if the table is edited.

The first two fields below the table relate to the number of male/female boarders on census day. These fields are populated automatically, provided the **Boarder Status** has been entered in the **Registration** panel (via **Focus | Pupil | Pupil Details**).

The third field requires the number of pupils who are looked after by the Local Authority as at census day to be entered manually.

The data in these three fields can be edited or recalculated, if required.

IMPORTANT NOTE: You can revert to the original data stored in SIMS at any point by clicking the **Recalculate** button (located above the right-hand side of the table). However, clicking this button overwrites any edits you have made in this table.

Editing the Number of Pupil with Special Educational Needs Information

The fields in the **Pupils with Special Educational Needs** panel are populated automatically with data stored in SIMS (providing that the relevant information has been entered via **Focus | Pupil | Special Educational Needs**). This information can be edited, if required.

9 Pupils with Special Educational Needs		Recalculate
Number of pupils (full and part-time) for whom an EHC Plan is maintained by the local authority	8	
Number of pupils (full and part-time) with SEN support but no EHC Plan	43	

If Special Educational Needs information has not been recorded in SIMS, the following must be entered manually:

- **Number of pupils (full time and part time) for whom EHC Plan is maintained by a Local Authority.**
- **Number of pupils (full time and part time) with SEN support (SEN but no EHC Plan).**

Pupils who are being assessed or considered for assessment must be included in the **Number of pupils (both full time and part time) who have SEN support but no EHC Plan** only.

IMPORTANT NOTE: You can revert to the original data stored in SIMS at any point by clicking the **Recalculate** button (located in the **Pupils with special educational needs** panel). However, clicking this button overwrites any edits you have made in this panel.

Checking and Editing Courses of Study Information

This panel deals with the number of pupils who were aged 15 and over as at 31/08/2018.

The number of pupils enrolled on each **Aim of Study** course must be recorded in the applicable gender/age column. The column totals are calculated automatically if any data in the table is added or edited.

If Course Manager is in Use

If SIMS Course Manager and Nova T6 are in use, data is retrieved automatically from the courses information recorded via **Tools | Academic Management | Course Manager**. This data originates in Nova T6, where Levels are attached to courses to indicate which Level the classes are studying towards. For more information, please refer to the *Managing Courses* handbook.

10 Courses of Study

Courses of study for pupils aged 15 and over (ages on 31 August 2018) Recalculate

Aim of Study	Boys 15	Boys 16	Boys 17	Boys 18+	Girls 15	Girls 16	Girls 17	Girls 18+
Level 4 and above	0	0	0	0	0	0	0	0
International Baccalaureate	0	11	10	0	0	14	9	0
GCE 'A' Level/Pre-U Principal Subject	0	0	16	1	0	1	22	0
GCE 'AS' Level/Pre-U Short Course Subject	9	12	0	0	9	15	0	0
Other Level 3 Equivalents (eg BTEC National Diploma)	0	0	0	0	0	0	0	0
GCSE/GCSE	18	0	0	0	14	0	0	0
Other Level 2 Courses	0	0	0	0	0	0	0	0
Other Level 1 Courses	0	0	0	0	0	0	0	0
Other Courses	0	0	0	25	0	0	0	30
	27	23	26	26	23	30	31	30

Number of boys (regardless of age) who are in the final year of Key Stage 4 study (Calculated from pupils taught in NC Year 11)

Number of girls (regardless of age) who are in the final year of Key Stage 4 study

The data displayed in the **Courses of Study** panel (with the exception of the column totals) can be edited, if required.

The values displayed in the **Number of boys (regardless of age) who are in the final year of Key Stage 4 study** field and the **Number of girls (regardless of age) who are in the final year of Key Stage 4 study** field are calculated from pupils taught in National Curriculum Year 11.

IMPORTANT NOTE: You can revert to the original data stored in SIMS at any point by clicking the **Recalculate** button (on the **Courses of Study** panel). However, clicking this button overwrites any edits you have made in this table.

If Course Manager is Not in Use

If SIMS Course Manager is not in use, the number of pupils of the relevant age and gender (indicated by the respective column heading) must be entered manually in the appropriate courses of study fields.

Ensure that all pupils are entered in the highest level course they are studying. Each pupil must be entered in the **Courses of Study** panel once only.

Based on pupils taught in National Curriculum Year 11, calculate then enter the:

- **Number of boys (regardless of age) who are in the final year of Key Stage 4 study.**
- **Number of girls (regardless of age) who are in the final year of Key Stage 4 study.**

Checking and Editing New Teacher Appointments and Leavers

If SIMS Personnel is in use, details of teachers who have either been appointed or have left on or after the previous census are displayed in the **Annex A: Teachers - New appointments and leavers** panel. The teaching staff information can be edited, if required.

The panel is divided into two sections:

- **Teachers who have been appointed on or after previous census**
- **Teachers who have left on or after previous census.**

The teacher appointments and leavers information can be edited in the panel, if required. All Head Teachers (whether or not involved in teaching) and proprietors who teach, must also be included (provided they have been appointed or have left on or after the previous census).

The following example shows that there have been two new teaching appointments and one person who has left on or after the previous census.

11 Annex A Teachers - New appointments and leavers

Teachers who have been appointed on or after previous census

Add Remove Recalculate

Head Teacher	Full-time	Surname	Previous Surname	First Name(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Andrews		Dusty
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foster		Jill

Teachers who have left on or after previous census

Add Remove Recalculate

Head Teacher	Full-time	Surname	Previous Surname	First Name(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fisher		Deborah

The method for managing new teacher appointments and teachers who have left the school is very similar.

Adding a Teacher

1. Click the **Add** button to display the **Teachers Browse** dialog.
2. Enter all or part of the required name then click the **Search** button to display a list of teachers who match the search criteria.

Surname	Name	Gender	DOB
Parker	Anne	Female	12/12/1974
Parkinson	Ann	Female	21/08/1990
Patel	Bina	Female	17/11/1972
Paton	Edwina	Female	06/01/1958
Pearson	Belinda, Jane	Female	08/01/1983
Perrin	Richard	Male	07/09/1976
Peters	Brenda	Female	18/07/1972
Philips	Pat	Female	15/09/1982
Pinkney	Alistair	Male	17/08/1951

3. Highlight the name you want to add then click the **OK** button to return to the **Annex A Teachers - New appointments and leavers** panel where the selected teacher's details are displayed.

Head Teacher	Full-time	Surname	Previous Surname	First Name(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andrews		Dusty
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foster		Jill
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pinkney		Alistair

4. If the member of staff is the **Head Teacher**, select the associated check box.
5. If the teacher is **Full-time**, select the associated check box.
6. The other details (i.e. surname, previous surname and first names) can be amended by clicking the appropriate cell then editing as required.

Removing a Teacher

1. Highlight the teacher's record you want to remove from the **Annex A Teachers - New appointments and leavers** panel.

11 Annex A Teachers - New appointments and leavers

Teachers who have been appointed on or after previous census

Add Remove Recalculate

Head Teacher	Full-time	Surname	Previous Surname	First Name(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andrews		Dusty
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foster		Jill
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pinkney		Alistair

2. Click the **Remove** button.

11 Annex A Teachers - New appointments and leavers

Teachers who have been appointed on or after previous census

Add Remove Recalculate

Head Teacher	Full-time	Surname	Previous Surname	First Name(s)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Andrews		Dusty
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Foster		Jill

*NOTE: Removing the teacher record from the **Annex A Teachers** panel does not affect the information recorded via **Focus | Person | Staff**.*

Recalculating Teacher Information

Each section of the **Annex A Teachers - New appointments and leavers** panel has its own **Recalculate** button.

The applicable **Recalculate** button can be used to display:

- the original data once again, if any errors are accidentally recorded in the **Annex A Teachers** panel.

WARNING: You can revert to the original data stored in SIMS at any point by clicking the appropriate **Recalculate** button. However, clicking this button overwrites any edits you have made in the table immediately below the button.

- the up-to-date information, if edits relating to teachers are made via **Focus | Person | Staff**.

1. Click the applicable **Recalculate** button (located above the teacher appointments table or leavers table).
2. Click the **OK** button on the message dialog to continue. Alternatively, click the **Cancel** button to abandon the process.

Editing Education Non-teaching Staff New Appointments and Leavers

If Personnel is in use, details of the non-teaching staff who have either been appointed or have left on or after the previous census are displayed in the **Annex B: Education Non-teaching Staff - New appointments and leavers** panel. The non-teaching staff information can be edited, if required.

The panel is divided into two sections:

- **Non-teaching staff who have been appointed on or after previous census**
- **Non-teaching staff who have left on or after previous census.**

New appointments and leavers information can be edited in the panel, if required.

The following example shows that there have been three new appointments and two leavers since the previous census.

12 Annex B: Education Non-teaching Staff - New appointments and leavers

Non-teaching staff who have been appointed on or after previous census Add Remove Recalculate

Full-time	Surname	Previous Surname	First name(s)	Post Title
<input checked="" type="checkbox"/>	Anderson		Mary, Elizabeth	
<input type="checkbox"/>	Waters		Edith	
<input checked="" type="checkbox"/>	Beauchene		Marie	

Non-teaching staff who have left on or after previous census Add Remove Recalculate

Full-time	Surname	Previous Surname	First Name(s)	Post Title
<input type="checkbox"/>	Atkinson		John, Henry	
<input type="checkbox"/>	Watson		Linda	Midday Supervisor

The method for managing new non-teaching appointments and non-teaching staff who have left the school is very similar.

Adding Non-teaching Staff

1. Click the **Add** button to display the **Non Teaching Staff Browse** dialog.
2. Enter all or part of the required name then click the **Search** button to display a list of staff who match the search criteria.

Non Teaching Staff Browse

Search Print Links Help

Surname: Forename:

Surname	Name	Gender	DOB
Brooks	Carl, Thomas	Male	04/06/1951
Brown	James	Male	09/11/1977
Brown	Paul, Simon	Male	26/08/1970

OK Cancel

Records found: 3

3. Highlight the name you want to add then click the **OK** button to return to the **Annex B Education Non-teaching Staff - New appointments and leavers** panel where the selected member of staff details are displayed.

12 Annex B: Education Non-teaching Staff - New appointments and leavers

Non-teaching staff who have been appointed on or after previous census

Add Remove Recalculate

Full-time	Surname	Previous Surname	First name(s)	Post Title
<input checked="" type="checkbox"/>	Anderson		Mary, Elizabeth	
<input type="checkbox"/>	Waters		Edith	
<input checked="" type="checkbox"/>	Beauchene		Marie	
<input checked="" type="checkbox"/>	Brown		Paul, Simon	

4. If the member of staff is **Full-time**, ensure that the associated check box is selected.
5. Enter the applicable **Post Title**, e.g. Technician.

NOTE: If Personnel is in use, the **Post Title** column is populated with the **Post Description** recorded in the **Add New Post for** dialog (via **Tools | Staff | Pay Related**).

6. The name of the staff member can be edited, if required.

Removing Non-teaching Staff

1. Highlight the name of the member of staff you want to remove.

12 Annex B: Education Non-teaching Staff - New appointments and leavers

Non-teaching staff who have been appointed on or after previous census

Add Remove Recalculate

Full-time	Surname	Previous Surname	First name(s)	Post Title
<input checked="" type="checkbox"/>	Anderson		Mary, Elizabeth	
<input type="checkbox"/>	Waters		Edith	
<input checked="" type="checkbox"/>	Beauchene		Marie	
<input checked="" type="checkbox"/>	Brown		Paul, Simon	

2. Click the **Remove** button.

12 Annex B: Education Non-teaching Staff - New appointments and leavers

Non-teaching staff who have been appointed on or after previous census

Add Remove Recalculate

Full-time	Surname	Previous Surname	First name(s)	Post Title
<input checked="" type="checkbox"/>	Anderson		Mary, Elizabeth	
<input type="checkbox"/>	Waters		Edith	
<input checked="" type="checkbox"/>	Beauchene		Marie	

NOTE: Removing the non-teacher record from the **Annex B Education Non-teaching Staff - New appointments and leavers** panel does not affect the information recorded via **Focus | Person | Staff**.

Recalculating Non-teaching Staff Information

Each section of the **Annex B Education Non-teaching Staff - New appointments and leavers** panel has its own **Recalculate** button, which can be used to automatically refresh the display with the original data. This process overwrites any manual edits that have been made.

1. Click the **Recalculate** button (located above the non-teacher appointments table or leavers table, as applicable).

WARNING: You can revert to the original data stored in SIMS at any point by clicking the appropriate **Recalculate** button. However, clicking this button overwrites any edits you have made in the table immediately below the button.

2. Click the **OK** button on the message dialog to continue, or the **Cancel** button to abandon the process.

If the content of the **Annex C - Proprietors** panel is not applicable to your school, click the **Save** button to save the return, which can then be created and validated.

Entering Proprietors Information

Initially the **Annex C - Proprietors** panel is blank, as displayed in the following graphic.

13 Annex C - Proprietors

Part A: Individual Proprietors Add Remove

Part Bi: Proprietors which are a Corporate or Unincorporated Body Add Remove

Part Bii - Chair of proprietorial body Add Remove

Part Biii - Newly appointed members of the proprietor body on or after previous census Add Remove

The following information must be entered manually (if applicable to your school):

- **Part A:** information about all individual proprietors.
- **Part Bi:** information about proprietors that are a corporate or unincorporated body.
- **Part Bii:** information about the Chair of proprietorial body.
- **Part Biii:** information about newly appointed members of the proprietor body on or after the previous census.

Part A: Individual Proprietors

1. Click the **Add** button (adjacent to **Part A**) to display the cells of a table in which the required information can be added.

13 Annex C - Proprietors

Part A: Individual Proprietors Add Remove

Surname	Previous	First Na.	DOB	NI No.	Address	Address	Address	Address	Address	Postcode	Telepho.	Email	Changed si.

2. Enter the **Surname**, most recent **Previous Surname** (if applicable) and **First Name(s)** of the first proprietor.
3. Enter their date of birth. Alternatively, click the right-hand side of the **DOB** cell, then select the proprietor's date of birth from the Calendar.

4. Enter the proprietor's National Insurance number (**NI No.**).
5. Enter each line of the proprietor's residential address in the applicable address column, ensuring that the post code is entered in the **Postcode** column. For example:

Address Line 1	Flat/House Number	14
Address Line 2	Street	Green Lane
Address Line 3	Locality	Priory Green
Address Line 4	Town	Cardington
Address Line 5	County	Bedfordshire
Postcode	Postcode	MK44 3JZ

6. Enter the proprietor's **Telephone** number and **Email** address.
7. To enter details of other proprietors, click the **Add** button again then enter their details as previously described.
8. If the proprietor's details have changed since the previous census, select the check box.

To enter details of another proprietor, click the **Add** button again, then enter their details as previously described.

To remove a proprietor's details, highlight their record, then click the associated **Remove** button.

Part Bi: Proprietors which are a Corporate or Unincorporated Body

1. Click the associated **Add** button to display the table cells in which the required information can be entered.
2. Enter the **Body Name**, **Address** (including the **Postcode**), **Telephone** number and **Email** address of the proprietor body.

Part Bi: Proprietors which are a Corporate or Unincorporated Body								
Body Name	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Postcode	Telephone	Email
First ADM	14	Green Lane	Priority Green	Green				

When a Proprietor that has a corporate or unincorporated body is added, the **Add** buttons in **Part Bii** and **Part Biii** are activated.

Part Bii - Chair of proprietorial body

If a proprietor body has been added in **Part Bi**, details should be provide about the Chair.

1. Click the associated **Add** button to display the table cells in which the required information can be entered.

Part Bii - Chair of proprietorial body											
Surname	Previous S...	First Nam...	DOB	NI No.	Address Li...	Address Li...	Address Li...	Address Li...	Address Li...	Postcode	Changed si...
											<input checked="" type="checkbox"/>

2. Enter the **Surname**, most recent **Previous Surname** (if applicable) and **First Name(s)** of the newly appointed member.
3. Enter the member's date of birth. Alternatively, click the right-hand side of the **DOB** cell, then select the date of birth from the Calendar.
4. Enter the chair of the proprietorial body's national insurance number (**NI No.**).
5. Enter each line of the member's residential address, ensuring that the **Postcode** is entered (please see *Part A: Individual Proprietors* on page 24).
6. Select the check box if the proprietor's details have changed since the previous census.

Part Biii - Newly appointed members of the proprietor body on or after previous census

All members of the proprietor body who have been appointed on or after the previous census should be recorded in **Part Biii**.

1. Click the associated **Add** button to display the table cells in which the required information should be entered.
2. Enter the **Surname**, most recent **Previous Surname** (if applicable) and **First Name(s)** of the newly appointed member.

3. Enter the member's date of birth. Alternatively, click the right-hand side of the **DOB** cell, then select the date of birth from the Calendar.

Part Biii - Newly appointed members of the proprietor body on or after previous census

Surname	Previous	First Name	DOB	NI No.	Address	Address	Address	Address	Address	Postcode	Telephone	Email
Smith		John										

Calendar: September 2018. Date 13 is selected.

Buttons: Add, Remove, Today, Clear

4. Enter the National Insurance number (**NI No.**) of the newly appointed proprietorial body member.
5. Enter each line of the member's residential address, ensuring that the **Postcode** is entered (please see *Part A: Individual Proprietors* on page 24).
6. Enter the **Telephone** number and **Email** address of the newly appointed member.
7. Click the **Save** button.

Additional proprietor bodies or newly appointed members can be entered by clicking the applicable **Add** button, then entering the details as previously described.

Removing a Proprietor

1. Highlight the required record then click the **Remove** button, which is located above the applicable section in the **Annex C - Proprietors** panel.
2. Click the **Save** button.

03 | Completing the SLASC Return

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Creating and Validating

IMPORTANT NOTE: The DfE have not supplied validation files this year. Validation checks will be made on upload to COLLECT. However, you must create and validate the return to enable the Summary report to be generated.

When you click the **Create & Validate** button, the **Validation Errors Summary** panel is displayed at the bottom of the screen. A message informs you that the validation checks will be made on upload to the DfE data collection website (COLLECT).

Click the **Close** button (in the **Validation Errors Summary** panel) to return to the **SLASC Census Return Details** page.

Producing Detail Reports

The detail reports are provided to enable the checking of information before the return is submitted.

Each detail report header displays the security message (defined via **Tools | Statutory Return Tools | Independent Return Defaults**), the reference date, the fileset number and the date the report was created.

- **Student Detail Report** – this report provides the following information about the pupils at your school: surname, forename, gender, actual national curriculum year, date of birth, age on date, part-time status (Yes/No), boarder status (Yes/No), In Care status (Yes/No), SEN without EHCP (Yes/No), SEN with EHCP (Yes/No) and each course of study for those aged 15+.

Totals for each applicable column are displayed at the end of the report.

SLASC 2019 Student Detail Report																
Security Message: This report contains sensitive information.																
Reference date: Thursday 17 Jan 2019																
Fileset number: 1100 (SIMS.net)																
Report created: 11/09/2018 15:18:29																
Student	Forename	Gender	Actual NC Year	Date of Birth	Age on 31.08.18	Part-time	Boarder	In Care	SEN without EHCP	SEN with EHCP	Course of Study for those aged 15+					
Surname											Level 4+	IB Level	AS Level	Level 3	GCSE	Level 2
Aaron	Liz	F	8	01.09.2005	12											
Aaron	Sophie	F	8	01.09.2005	12											
Aaron	Chris	M	8	01.09.2005	12											
Abbot	Aaron	M	9	21.03.2005	13											
Abbot	Adam	M	R	01.10.2013	4											
Abbot	Benjamin	M	-	20.07.2000	18				Yes							Yes
Abbot	Benjamin	M	6	18.07.2013	4											

- **Staff Detail Report** – this report provides the following information about staff at your school: surname, previous surname, forename, post, date of arrival at the school (DOA), date of leaving (DOL), full-time status (Yes/No) and part-time hours per week.

The total number of staff is displayed at the end of the report.

SLASC 2019 Staff Detail Report							
Security Message: This report contains sensitive information.							
Reference date: Thursday 17 Jan 2019							
Fileset number: 1100 (SIMS.net)							
Report created: 11/09/2018 15:19:21							
Surname	Previous Surname	Forename	Post	DOA	DOL	Full-time	Part-time hours
Abell	-	Anita	ADVANCED SKILLS TEACHER	01/09/1988	-	Yes	-
Anderson	-	Mary	Assistant Head	01/09/2007	-	Yes	-
Andrews	-	Dusty	-	11/04/2018	-	-	-
Andrews	-	Selina	Teacher	01/04/1991	-	Yes	-
Asher	-	Dawn	Kitchen Staff	20/08/1989	-	No	20.00
Asif	-	Mina	-	01/01/2008	-	-	-
Atkinson	-	John	Teacher	01/09/2009	-	Yes	-

Generating Detail Reports

Select the required report from the **Detail Reports** drop-down list.

The report is displayed in your web browser, e.g. Internet Explorer®, from where it can be printed or transferred to a spreadsheet such as Microsoft® Excel, if required.

The report is saved automatically in the folder defined via **Tools | Statutory Return Tools | Independent Return Defaults**. 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.

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

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

For example:

```
9356896_IND1_935LL19_001_Student_Detail_Report.html
```



More Information:

Printing a Report from your Web Browser on page 31

Transferring Report Data to a Spreadsheet on page 31

Deleting Temporary Web Browser Files on page 31

Producing the Summary Report on page 31

Printing a Report from your Web Browser

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

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

Transferring Report Data to a Spreadsheet

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

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

IMPORTANT NOTE: The spreadsheet contains the same level of sensitive information as the original HTML report from which the information was transferred. Therefore, the spreadsheet file must be saved to a folder with the same level of security.

Deleting Temporary Web Browser Files

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

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

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser then clear the browsing data history via **Settings**. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

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

Generating the Summary Report

IMPORTANT NOTE: You must create and validate the return before running the summary report.

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

The report is saved automatically in the folder defined via **Tools | Statutory Return Tools | Independent Return Defaults**. 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.

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

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

For example: 9356896 IND1 935LL19 001 Summary Report.html

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised.

SLASC 2019 Summary Report

Security message: This report contains sensitive information.

Census date: 17/01/2019

Filename: 8234321_IND1_823LL19_001.UNA

Fileset number: 1100 (SIMS.net)

Report created: 11/09/2018 15:14:01

School Information

Contact name	User two
Telephone number	861234
School Email address	duchyschool@outlook.com
Contact Email address	
Children's home	No
Ofsted social care registration number	

School Accommodation

Has there been any change in school accommodation or additional school premises which has not been previously notified to the Department?	Yes
Details	Three new classrooms.

Annual Fees

Annual Fees	Day pupils	Boarders
Lowest annual fee charged per pupil	2400	3000
Highest annual fee charged per pupil	3200	4400

Approved Places and Accommodation

How many beds are available (including those unoccupied on the census date) in boarding accommodation? (Approved Places)	0
--	---



More Information:

Setting up the Return Folders and Security Message on page 8

Generating Detail Reports on page 30

Transferring Report Data to a Spreadsheet on page 31

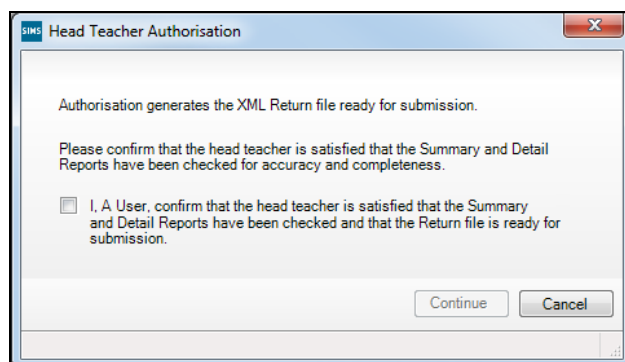
Authorising the Return on page 33

Deleting a SLASC Return on page 35

Authorising the Return

A return must be authorised before it can be submitted. Before authorising the return, you should ensure that all the information displayed on the **SLASC Census Return Details** page is correct and does not require further editing. This is best achieved by reviewing the Summary report.

1. Click the **Authorise** button to display the **Head Teacher Authorisation** dialog.

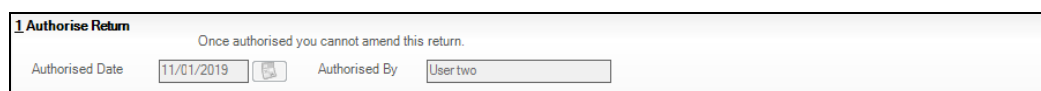


2. Select the check box to confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked and that the return file is ready for submission.

When the confirmation check box is selected, the **Continue** button is activated allowing the authorisation process to be completed.

3. Click the **Continue** button to authorise the return and generate the Summary report.

The **Authorise Return** panel (displayed at the top of the **SLASC Census Return Details** page) is populated automatically with the **Authorised Date** and the name of the person who the return was **Authorised By**.



When a return has been authorised, it is no longer possible to edit the details displayed on the **SLASC Census Return Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.

The authorised return file and reports are saved automatically in the folder previously specified via the **Tools** menu. The return file extension changes from .UNA (unauthorised) to .XML (authorised).

For example: 9356896_IND1_935LL19_001.XML



More Information:

Creating a New Return/Searching for an Existing Return on page 9

Producing the Summary Report on page 31

Copying a SLASC Return on page 34

Submitting the SLASC Return

The authorised XML return file is located in the folder that was set up via **Tools | Statutory Return Tools | Independent Return Defaults**.

The return file should be submitted to the DfE via their COLLECT website, which is their Centralised Data Collection and Management System for Education.

DfE guidance regarding how Independent schools must collect and submit data for the school-level annual school census (SLASC) can be found on the government website

(<https://www.gov.uk/guidance/school-level-annual-school-census>).

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



More Information:

Setting up the Return Folders and Security Message on page 8

Copying a SLASC Return on page 34

Copying a SLASC Return

When a return is authorised, it can no longer be edited. If a change is required to an authorised return, a copy must be created and renamed. The required changes can then be made in the copy, which can be authorised in the usual way.

NOTE: Only returns for the current academic year can be copied.

1. Select **Routines | Statutory Returns | SLASC** to display the **SLASC Census Return** browser.

Description	Filename	Census Date	Created	Validated	Authorised
SLASC 2019	8234321_IND1_823LL19_001.XML	17/01/2019	11/09/2018	11/09/2018	11/09/2018

2. Highlight the return you want to copy and then click the **Copy Return** button.

A confirmation dialog is displayed.

3. Click the **OK** button to create a copy of the selected return, which is then displayed in the **SLASC Census Return** browser.

Description	Filename	Census Date	Created	Validated	Authorised
SLASC 2019	8234321_IND1_823LL19_001.XML	17/01/2019	11/09/2018	11/09/2018	11/09/2018
copy of SLASC 2019		17/01/2019	12/09/2018		

4. Highlight the copy of the return, e.g. copy of SLASC 2019, then click the **Open** button to display the **SLASC Census Return Details** page.
5. In the **Census Details** panel, edit the **Census Description** using a unique name, then click the **Save** button.

6. The renamed return can now be amended, saved and authorised, as required.

Deleting a SLASC Return

NOTE: Only unauthorised returns in the academic current year can be deleted.

1. Select **Routines | Statutory Returns | SLASC** to display the **SLASC Census Return** browser.
2. Click the **Search** button to list all current returns.
3. Highlight the required return then click the **Delete** button.
4. Click the **OK** button on the message dialog to proceed or click the **Cancel** button to abandon the process.

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