

Preparation guide Applicable to 7.188 onwards Preparing for the School Census Autumn 2019 Return

English Secondary phase schools



School Census Autumn 2019 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 SIMS Permissions</i> on page 2).
	Upgrade to the SIMS 2019 Summer Release (SIMS 7.188) 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 <i>3</i>).
	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 15).
	Check that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 23).
	Delete any student records that have been created in error (please see <i>Deleting Student Records Entered in Error</i> on page 27).
	Check the students' basic details (please see Checking Student Details on page 19).
	Check the enrolment status, admission date and boarder status (please see <i>Checking Enrolment Status, Admission Date and Boarder Status</i> on page 36).
	Check and correct UPNs (please see Checking Unique Pupil Numbers on page 38).
	Check and correct unique learner numbers (please see <i>Checking Unique Learner Numbers</i> on page 40).
	Check and correct part-time student information (please see <i>Checking Student's Part-Time Details</i> on page 41).
	Check and correct the national curriculum year group (please see <i>Checking National Curriculum Year Groups</i> on page 27).
	Check and correct each student home address (please see <i>Checking Home Address Information</i> on page 42).
	Check free school meal eligibility information (please see <i>Checking Free School Meals Eligibility</i> on page <i>43</i>).
	Check ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 45).

Complete	Description				
	Check the Youth Support Services Agreement (YSSA) status (please see <i>Checking Additional Information</i> on page <i>46</i>).				
Check and correct special educational needs information (please see <i>Checking Special Educational Needs Information</i> on page <i>48</i>).					
	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 50).				
	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 56).				
	Check Post 16 information recorded in Course Manager (please see <i>Preparing Post 16 Information in Course Manager</i> on page <i>57</i>) (applicable to Secondary schools with a Sixth Form only).				

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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 2019 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 2019 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 2019 Return

- Census Date: 03/10/2019
- Termly attendance collected from 22/04/2019 to 31/07/2019
- Exclusions collected from 01/01/2019 to 31/08/2019
- Free School Meals collected from 17/05/2019 to 03/10/2019
- Learning Aims collected from 01/08/2018 to 03/10/2019.

Exclusions

The collection period for exclusions in the School Census Autumn 2019 Return only is for the Spring and Summer terms (01/01/2019 to 31/08/2019).

Lunchtime exclusions are no longer collected.



More Information:

Preparing Exclusions Information on page 50

Prior Attainment

Tools | Statutory Return Tools | Update Prior Attainment

A new exemption code is now available, i.e. **Functional skills level 2**.

Students with a pass grade in maths or English **Functional skills level 2** can be recorded in the School Census Autumn 2019 onwards as an exemption (i.e. code **F** - **Functional skills L2** in the **Maths** or **English GCSE funding exemption**).

The highest grades for maths and English for the previous year (2018/2019) are included in the Autumn census.

Schools can now make corrections to the highest grades for the previous academic year and re-submit in the Autumn census.



Additional Resources:

Preparing Post 16 Data for the School Census Autumn 2019 Return guide

Post-16 Planned Hours

Tools | Academic Management | Course Manager | Post-16 Programmes of Study

The Planned Hours for the previous year (2018/2019) are included in the Autumn School Census.

Schools can now make corrections to the planned hours for the previous academic year and re-submit in the Autumn Census.



Additional Resources:

Preparing Post 16 Data for the School Census Autumn 2019 Return guide

Setting SIMS Permissions

The following permissions are applicable to users who deal with returns.

Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

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 the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 3).

Permissions Required to Import a Revised Fileset

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 one of the following user groups in System Manager:

- Returns Manager
- System Manager.

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2019 Summer Release (7.188) 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 7.188 or later.

		R	2	
		R		
Version 7.188 © Capita Busi	iess Services	Ltd 1984-2019	All rights res	helping schools inspire

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.

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.



Additional Resources:

Setting up and Administering SIMS handbook

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 Nun	nberis 1300		
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.

4 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards

Completed

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 only.

<u>1</u> File	set						
	Choose Fileset:	C:\\130	0-StatutoryReturns-A	utumn2019_Fileset			
	Selected Fileset						
	Number:	1300	Release Date	05/07/2019	Title:	Install files required for the Autumn 2019 Statutory Returns	
	Purpose:	Fileset o	containing all files re	quired to produce th	he returns ir	cluded in the Summer 2019 release	
		Ready to	o import			Import Fileset	

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:\\1300-StatutoryRetums-Autumn2019_Fileset
Selected Fileset	
Number:	1300 Release Date 05/07/2019 Title: Install files required for the Autumn 2019 Statutory Returns
Purpose:	
	Fileset containing all files required to produce the returns included in the Summer 2019 release
	Import successful.
	SIMS .net import complete SIMS .net import successful. Please close SIMS .net and re-open it OK

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

School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Autumn 2019 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 2019 Summer Release (7.188) 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.

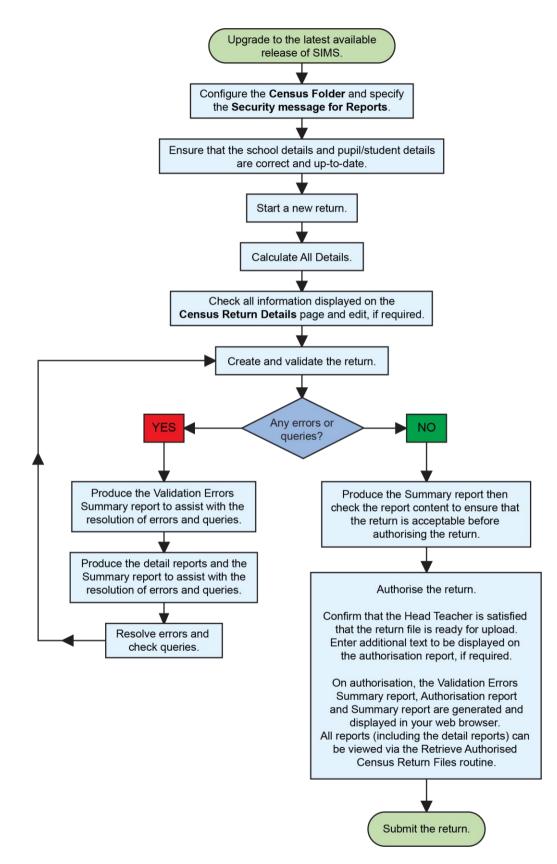
Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

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

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

Why Carry out a Dry Run?	
The Dry Run Process	

Why Carry out a Dry Run?

When you have upgraded to the SIMS 2019 Summer Release (7.188), 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 20).

The Dry Run Process

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

	19 Term [Fileset ID: 1300 (SIM			
Search 🗁 Open 💥 De	elete 😽 Browse 🕂 Next 👚	Previous 📄 Copy		🔞 Help 💥 Close
utumn 2019	✓ Census Folde	r C:\StatutoryRetumFolders\School Census		
nessage for Reports				
contains sensitive informat	tion.			
			Default Message	
	File Name	Census Date Date Created Validated	Authorised Date	
	Search 🖆 Open 💥 De tumn 2019 essage for Reports	Search 🖆 Open 💥 Delete 😱 Browse 🗣 Next 😭 turnn 2019 - Census Folde essage for Reports contains sensitive information.	Search 🖆 Open 🛠 Delete 😱 Browse 🗣 Next 🏫 Previous 🗟 Copy tumn 2019 Census Folder C:\StatutoryRetumFolders\School Census essage for Reports contrains sensitive information.	Search 🚰 Open 🔆 Delete 😱 Browse 🦤 Next 💮 Previous 🗃 Copy tumn 2019 Census Folder C:\StatutoryRetumFolders\School Census essage for Reports contrains sensitive information. Default Message

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 - Autur	umn 2019 Term : School Census Autumn 2019	
Save Oldo Create	te & Validate 🎟 Summary 🔌 Authorise 🔚 DetailReport 👻	
	ormation 3 Top-up Funding 4 Post Looked After Arrangements 5 Attendance 6 Learning Aims	
1 Census Details		
Census Date	03/10/2019 🔂	alculate All Details
Description	School Census Autumn 2019	
Attendance collected from	22/04/2019 Attendance collected to 31/07/2019	
Exclusions collected from	01/01/2019 Exclusions collected to 31/08/2019	
FSM collected from	17/05/2019 SSM collected to 03/10/2019	
Learning Aims collected from	m 01/08/2018 🔂 Learning Aims collected to 03/10/2019	
2 School Information		
School Name Green	en Abbey School	
LA 823	Establishment Number 4321	
Telephone 85123	234 URN 137247	
School E-mail Address office@	e@ga.org.uk	
School Phase SS	Secondary	
School Type Compo	anabanaiya all they ush 11.10	

- By default, the return **Description** is displayed as **School Census Autumn 2019**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Autumn19Test.
- 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 2019 Return (English Secondary/Middle deemed Secondary Schools)*.

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.

🚔 Repor	rt			X Close
	n Errors Summ			
Student S	Search	in Find	Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Error Sea	arch ALL	 Total of displayed rows : 10 To resolve an error, click in row to navigate to the 	e relevant screen	
Туре		Message		Solution
F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing.	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female(UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male UPN: K823299914	# 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: 2008-03-28, Female, Age: 12 UPN: BE	# 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, Hugol Date of Birth: 2013-02-03, Male(UPN:	# Go to Focus Student Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugol Date of Birth: 2010-02-03, Male(UPN: V8232999140	# Go to Focus Student Student details and check for duplicate pupil record.
	22550	Plance check: Pupil record with no address datails	Name: Palinski, Culal Date of Birth: 2012;09:14 Esmalell IDN: C9222999140	If Go to Ecourt Student Student Datails Addresses and edit public address

10 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards The **Validation Errors Summary** displays the following information:

- **Type** the type of validation rule.
 - Failure (**F** displayed in red) indicates an error that must be resolved.
 - Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- Sequence the validation error or query number.
- **Message** the validation error or query message text.
- **Location** the specific record in SIMS that contains the error or query.
- **Solution** the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

TIP: Using the Solution hyperlinks

When the 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 problem can be checked.

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

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing 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.
- 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.
- 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.
- 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.

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 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, from where it can be printed or transferred to another application, if required.

02| Carrying out a Dry Run

The report (Validation Errors Summary.HTML) is saved automatically in the **Census Folder**, which was specified previously in the census 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
- 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 2019 Term : School Census Autumn	2019	
💾 Save 🏾 🗐 Undo 🛛 🛷	Create & Validate 🧰 Summary 🔌 Authorise	8 DetailReport ▼	_
1 Census Details 2 School	Information 3 Top-up Funding 4 Post Looke	On Roll Basic Details Report Leavers Basic Details Report	
<u>1</u> Census Details		Exclusions Report	Calculate All Details
Census Date	03/10/2019	Attendance Report(1st half term)	Calculate All Details
Description	School Census Autumn 2019	Attendance Report(2nd half term)	
Attendance collected fro	om 22/04/2019 Attendance col	le Absentees Report	
Exclusions collected fro	om 01/01/2019 🔂 Exclusions col		
FSM collected from	17/05/2019 SSM collected	to Free School Meal Eligibility Report	
Learning Aims collected	from 01/08/2018 🕓 Learning Aims	c On Roll Learning Aims Report	
2 School Information		Leavers Learning Aims Report	
School Name	Green Abbey School	Learning Aims by Status Report	
LA	823 Establishment		
Telephone	851234 URN	Prior Attainment Report Top-up Funding Report	
School E-mail Address	office@ga.org.uk	Post Looked After Arrangements Report	
School Phase	SS Secondary	Multiple Reports	
School Type	Comprehensive all-through 11-18		

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
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

02| Carrying out a Dry Run

- 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

03 Preparing School Level Information

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		Q
LA	823 Central Bedfordshire	2	
Establishment Number	4321	13	
Unique Reference Number		4	
UK Provider Reference Number		15	Currens ?
School Phase	Secondary		and Har
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		
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		A
	Business and Enterprise Engineering		
	Humanities		-
Extended Services	Before school childcare and/or activit	ing for only of any children Ar	erm-time)
Extended Services	After school childcare and/or activities		
	Childcare and/or activities, for school-		
	Childcare integrated with a nursery ed	ucation place for three and fo	bur 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.
- 3. 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	852015	Fax	857898
Email	school@we.com	Website	

- 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.

Completed

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 23).

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 *27*).
- 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 20).

When you have upgraded to the SIMS 2019 Summer Release (7.188), you are strongly advised to carry out one or more dry runs 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				Links 🔻 🕲 Help 💥 Close
Bulk Update				
Student Population		Update Data Item		
Group Type	•	Data Item	•	
Group	· · · · · · · · · · · · · · · · · · ·			
Effective Date	26/06/2019	Effective Date	26/06/2019	

2. 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.

04| Preparing Student Level Information

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**.
- 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				6	Links 👻 🥹 Help 💥 Close
Bulk Update					
Student Population		Update Data Item			
Group Type	Year Group 👻	Data Item	First Language	•	
Group	<any> ✓</any>]			
Effective Date	26/06/2019	Effective Date	26/06/2019		

 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 📥 Print										🕑 He	lp 谢 Unpin 🕻	💥 Clo
Members												
Members												
Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Alur	Ambo/Oshiwam bo	Amharic	4
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 969		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 and 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 Colu	mns			
Aaron, Jason	7	English					✓	Check All				
Aaron, Liz	7	English					✓	UnCheck All				
Aaron, Sophie	7	English					 Image: A second s					
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
4		III	1 1									÷.

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		Ewe	Ewondo	Fang 2
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		Estonian										
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 96	э	969	0	0	0	0	867	0	1	0	0	0
•												۲

- 3. Once you have made all the required changes, click the **Save** button to bulk update the records.
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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 want 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 and 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 Student(s)** browser.

懒 Find Stu	dent(s)											
M Search 🚍	Print	Browse	🔁 Select	-							🕘 Links 🔻 😨 H	elp 💥 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.

04| Preparing Student Level Information

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

Na Search 🚔 Print 🗔 Brow									📄 Links 🔻 😨 Help 🖇	•
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	
Abbey, Sean	11	11B	004505	03/09/2014						
Able, Cameron	13	G	004164	03/09/2012						
Ackrington, Robert	13	н	004165	03/09/2012						
Ackton, Stanley	12	G	004343	01/09/2013						
Ackton, Stephen	8	8E	004990	01/09/2017						
Acton, Jordan	10	10F	004664	03/09/2015						

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

Manage Student(s)) Leaving Deta	ils									
💾 Save 🛛 📥 Print											
1 Leaving Information	2 Students										
<u>1</u> Leaving Information Date of Leaving	tion			Reason for	leaving		•		Assign to All		
Destination after L	eaving							g 1	Assign to Selected		
Destination Institut Destination Expec Start Date				Grounds fo	r Removal		•				
Learning Aim With Reason	drawal			•							
2 Students											
Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destinat	ion	Institution	Exq	Remove
Ackton, Stanley	12	G	004343	01/09/2013							🔄 Clear
Ackton, Stephen	8	8E	004990	01/09/2017							
Yeo, Carys	9	9C	004983	01/09/2016							

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. 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.
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- 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, 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.
- 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 2019 Return, the collection data uses the Age at Date as at 31/08/2018 for attendance data and 31/8/2019 for all other data.

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>2019/2020</u>). This table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2017	1 and under
N1	01/09/2016 to 31/08/2017	2 - 3
N2	01/09/2015 to 31/08/2016	3 - 4
R	01/09/2014 to 31/08/2015	4 – 5
1	01/09/2013 to 31/08/2014	5 - 6
2	01/09/2012 to 31/08/2013	6 – 7
3	01/09/2011 to 31/08/2012	7 – 8
4	01/09/2010 to 31/08/2011	8 – 9
5	01/09/2009 to 31/08/2010	9 - 10

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Year Taught In	Date of Birth Range	Age Range
6	01/09/2008 to 31/08/2009	10 - 11
7	01/09/2007 to 31/08/2008	11 - 12
8	01/09/2006 to 31/08/2007	12 - 13
9	01/09/2005 to 31/08/2006	13 - 14
10	01/09/2004 to 31/08/2005	14 - 15
11	01/09/2003 to 31/08/2004	15 - 16
12	01/09/2002 to 31/08/2003	16 - 17
13	01/09/2001 to 31/08/2002	17 - 18
	Before 31/08/2001	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.

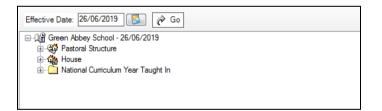
3. In the **Registration** panel, ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. Select a different year from the drop-down list, if required.

2 Registration						
Registration Group	8A		•	House	Hooke	•
Year Group	Year 8		•	<u>Year Taught In</u>	Curriculum Year 8	•
Enrolment Status	Single Registration		Q	Boarder Status	Not a Boarder	•
Admission Date	01/09/2017			Admission Number	004986	
Former UPN			()	Attendance Mode	All day	•
UPN	Y820200109033		6 0	Local UPN		
Unique Learner Number	5142335588					
UCI				Exam Number		
Part Time Details	Start Date	End Date				New 📄
	25/06/2019	01/09/201	9			🔁 Open
						₩ Delete

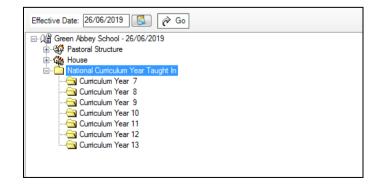
NOTE: Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

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

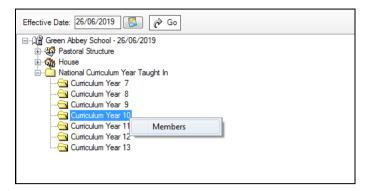
- 1. Select Focus | School | Pastoral Structure | Current Structure to display the Current Academic Year Pastoral Structure page.
- 2. Click the **Go** button.



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 c	urren									
					t Appli	cation	is (Ap	olied /	Offer	ed / Re	eserved)		
embers											,		
											Print	🎨 Act	ions 🔹
Name Gend	er Year Group	Reg Group	DOB	7	8	9	10	11	12	13			^
Acton, Jordan Male	Year 10	10F	11/02/2004				V						
Adams, George Male	Year 10	10B	01/12/2003				✓						
Adebayi, Emmanuel Male	Year 10	10F	15/02/2004				✓						
Americana, Kari Femal	e Year 10	10D	30/01/2004				\checkmark						
Amos, Rachael Femal	e Year 10	10E	04/05/2004				✓						
Anderson, Ethan Male	Year 10	10F	11/02/2004				\checkmark						
Andrews, Jasmine Femal	e Year 10	10F	06/12/2003				✓						
Ankonkule, Cheryl Femal	e Year 10	10E	08/11/2003				\checkmark						
Anton, Tiger Femal	e Year 10	10A	09/02/2004				\checkmark						
Ariano, Pietro Male	Year 10	10E	22/01/2004				✓						
Baker, Alexandra Femal	e Year 10	10D	01/08/2004				\checkmark						-
Total				0	0	0	160	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**.

tudent Status	Accepted Ap	plications	v c										
	Accepted Ap	plications											
embers				Jurrent	Appli	catior	ns (App	plied /	Offere	ed / Re	eserved)		
												-00	
											Print	Actio	ons •
Name Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13			^
Acton, Jordan Male	Year 10	10F	11/02/2004				✓						
Adams, George Male	Year 10	10B	01/12/2003				\checkmark						
Adebayi, Emmanuel Male	Year 10	10F	15/02/2004				\checkmark						
Americana, Kari Female	Year 10	10D	30/01/2004				\checkmark						
Amos, Rachael Female	Year 10	10E	04/05/2004				\checkmark						
Anderson, Ethan Male	Year 10	10F	11/02/2004				\checkmark						
Andrews, Jasmine Female	Year 10	10F	06/12/2003				\checkmark						
Ankonkule, Cheryl Female	Year 10	10E	08/11/2003				\checkmark						
Anton, Tiger Female	Year 10	10A	09/02/2004					\checkmark					
Ariano, Pietro Male	Year 10	10E	22/01/2004				\checkmark						
Baker, Alexandra Female	Year 10	10D	01/08/2004				\checkmark						-
Total		í I		0	0	0	159	1	0	0			

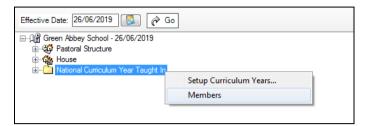
- Ensure that <u>all</u> students are allocated membership to the correct National Curriculum Year Taught In and then click the OK button to return to the Current Academic Year Pastoral Structure page.
- 8. Repeat for the other curriculum years, where applicable.
- 9. Click **Save** button.

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: 26/06/2019 🚱 🎓 Go
금-야열 Green Abbey School - 26/06/2019
🗄 🖓 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.

udent Status									ar (01			
Students		Accepted App	lications	v c	urrent	Applic	ation	s (Ann	lied / (Offere	d/Re	eserved)
		Accepted App	incationa	E 0	uncin	Abbird	Janon	, (UPP	incu / i	oncre		Scived)
embers												Print Actions -
Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13	
Aaron, Chris	Male	Year 8	8A	01/09/2005		\checkmark						
Aaron, Jason	Male	Year 8	8B	08/03/2006		\checkmark						
Aaron, Liz	Female	Year 8	8C	01/09/2005		\checkmark						
Aaron, Sophie	Female	Year 8	8D	01/09/2005		\checkmark						
Abbess, Graham	Male	Year 11	11A	29/09/2002					\checkmark			
Abbey, Sean	Male	Year 11	11B	19/09/2002					\checkmark			
Able, Cameron	Male	Year 13	G	10/12/2000							\checkmark	
Ackrington, Robert	Male	Year 13	н	29/12/2000							\checkmark	
Ackton, Stan	Male	Year 12	G	18/12/2001						✓		
Ackton, Stephen	Male	Year 8	8E	12/03/2006		\checkmark						
Acton, Jordan	Male	Year 10	10F	11/02/2004				✓				*
Fotal					159	159	159	160	160	80	80	
٠ ["	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.

³² Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards

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.

		of the dedder	nic year (Cver	the wi	nole a	cauen	iic ye		103/20	10 - U	1/09/2019)		
tudent Status														
Students	V	Accepted App	olications	C C	urrent	Applic	ation	s (App	lied /	Offere	d / Re	served)		
lembers												Print	🆏 Acti	ons 🔻
Name	Gender	Year Group	Rea Group	DOB	7	8	9	10	11	12	13			Â
Quirke, Grace	Female	Year 7	Check All	2007										
Radic, Aleksandar	Male	Year 7	Remove Al	2007										
Amnar, Tarak	Male	Year 7	10	05/02/2007	\checkmark									
Andrews, Maya	Female	Year 7	7D	23/07/2007	\checkmark									
Andrews, Wyatt	Male	Year 7	7E	28/12/2006	\checkmark									
Aston, Finlay	Male	Year 7	7F	12/01/2007	\checkmark									
Astwick, Gwenneth	Female	Year 7	7F	21/02/2007	\checkmark									
Avolon, Skyla	Female	Year 7	7E	02/01/2007	\checkmark									
Bond, Steve	Male	Year 7	7D	10/10/2006	\checkmark									
Broden, Ellis	Male	Year 7	7C	10/09/2006	\checkmark									
Brompton, Fletcher	Male	Year 7	7B	24/12/2006	✓									*
Total					159	159	159	160	160	80	80			
•				1	11									•

- 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	Chris	Photograph	
Middle Name(s)			
Legal Surname	Aaron		
Preferred Surname	Aaron		
Preferred Forename	Chris		
Date of birth	01/09/2005		
Age	13 years, 9 months		
Gender	Male 👻		
Birth Certificate Seen	V		History
Protect from Bulk Data Deletion			
🖶 Quick Note			

 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. A List of Previous Names can be viewed/edited via the History button.

- 4. If you want to prevent the selected student's data from being deleted by the Bulk Delete Student Data process, select the **Protect from Bulk Data Deletion** check box.
- 5. If you have made any changes, click the **Save** button.



More Information:

Recording a Student's Change of Surname on page 34

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.

Reason For Change		
Details		
Reason		•
Date of Change	23/10/2019	
Date of change		
	ОК	Cancel

- 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 📄
hris		Aaron	Adoption	23/10/2019	Copen
					💥 Delete

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** (please see **Changing an Enrolment Status** on page *37*).

• 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.

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.

Editing of Enrolment Status must be carried out via **Routines** | **Student | Change Enrolment Status**. 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.

2 Registration						
Registration Group	8A		•	House	Hooke	-
Year Group	Year 8		•	Year Taught In	Curriculum Year 8	•
Enrolment Status	Single Registration			Boarder Status	Not a Boarder	-
Admission Date	01/09/2017			Admission Number	004986	
Former UPN			\mathbf{X}	Attendance Mode	All day	-
UPN	Y820200109033		0	Local UPN		
Unique Learner Number	5142335588					
UCI]	Exam Number		
Part Time Details	Start Date	End Date				New 📔
	25/06/2019	01/09/20	19			🔁 Open
						W Delete

 In the Registration panel, 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 *37*).

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



Changing an Enrolment Status

A student **Enrolment Status** defaults to **Single Registration** but can be changed via the **Routines** menu, 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.

NOTE: 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.

2 Registration	
Enrolment Status	Main - Dual Registration 👻 🔍
Student Date of Change	25/06/2019 This date is used for statutory returns and reporting only.
Notes	Enrolment status might change in the near future.

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.

- 4. 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.
- 5. Enter any associated **Notes**.
- 6. Click the **Save** button. A confirmation message is displayed.

WARNING: The details of the confirmation message is different depending on the change of enrolment status. For example:

- If the enrolment status is changed to **Guest student**, all previously recorded session attendance marks are deleted.
- *If the enrolment status change has taken place during the academic year, the applicable attendance marks might need to be corrected.*

In some circumstances a new admission number is allocated to the student if you confirm the enrolment status change.

7. Click the **Yes** button if you want to continue.



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. Navigate to the **Registration** panel.

2 Registration						
Registration Group	8A		•	House	Hooke	•
Year Group	Year 8		•	Year Taught In	Curriculum Year 8	•
Enrolment Status	Single Registration		Q	Boarder Status	Not a Boarder	•
Admission Date	01/09/2017			Admission Number	004986	
Former UPN			X	Attendance Mode	All day	•
UPN	Y820200109033		6	Local UPN		
Unique Learner Number	5142335588					
UCI]	Exam Number		
Part Time Details	Start Date	End Date				New
	25/06/2019	01/09/20	19			🔁 Open
						W D L L

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.

ssue UPN	
Issue Permanent UPN	
Issue Temporary UPN	0
None	0
None	۲
	OK Cancel

Generate UPN button

- 5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
- 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.

9

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 (Secondary phase) and Pupil Referral Units (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/</u> a0064650/school-to-school-s2s).
- 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.

2 Registration						
Registration Group	8A		•	House	Hooke	•
Year Group	Year 8		•	Year Taught In	Curriculum Year 8	•
Enrolment Status	Single Registration		Q	Boarder Status	Not a Boarder	•
Admission Date	01/09/2017			Admission Number	004986	
Former UPN			\otimes	Attendance Mode	All day	•
UPN	Y820200109033		6	Local UPN		
Unique Learner Number	5142335588					
UCI]	Exam Number		
Part Time Details	Start Date	End Date				New
	25/06/2019	01/09/20	19			🔁 Open
						W Delete

40 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards 3. In the **Registration** panel, 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.

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

٦.	
	Completed

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. Navigate to the **Registration** panel.

2 Registration						
Registration Group	8A		•	House	Hooke	•
Year Group	Year 8		 Year Taught In 		Curriculum Year 8	•
Enrolment Status	Single Registration	n	Q	Boarder Status	Not a Boarder	•
Admission Date	01/09/2017			Admission Number	004986	
Former UPN			*	Attendance Mode	All day	•
UPN	Y820200109033		6	Local UPN		
Unique Learner Number	5142335588]			
UCI]	Exam Number		
Part Time Details	Start Date	End Date				New
	25/06/2019	01/09/20	19			📂 Open
						W Delete

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

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

Md Part-time	Attendance 🗆 🗆 💌	
Start Date	25/06/2019	
End Date	01/09/2019	
	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 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.
- 3. In the **Addresses** panel, check that the **Post Code** and **House Number/Name** exist and that they are valid.

⁴² Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards

These details can be checked by clicking the **Address** button to launch the selected mapping website (specified via **Tools | Setups | User Options**), where a map of the area surrounding the address is displayed.

<u>3</u> Addresses				History
Current Home Address Detai	ils (Validated)			
Address	1 Ely Road Miton Cambridge CB24 6DD United Kingdom UPRN: 10003191315		父 Delete ॐ Modify Address ┣ Move House ☜ Validate	
Note				
Start date	04/05/2017	End date		
Additional persons	Full Name	Role	Relationship	A
at this address	Mr Jonas Aaron Liz Aaron Sophie Aaron	Contact Student, Applicant Student, Applicant	Father	~
Enter additional address				
Post Code	CB24 6DD	Country	United Kingdom 🗸	Continue
House Number/Name	1 Search Validation Service		Search Existing Addresses	Advanced

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

- 4. 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.
- 5. If you have edited the address, click the **Save** button.
- 6. If the student has an additional <u>current</u> address, i.e. a **Second Home**, enter the additional address and then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
- 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>).

04| Preparing Student Level Information

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

- Start Date
- End Date (if known)

The DfE does not expect free school meal (FSM) end dates to be entered by schools during the transitional period to universal credit. There are exceptions to this expectation; the DfE states:

- where a parent has been informed of the FSM protection and they have still indicated that they do not wish the child to be recorded as FSM eligible and receive a free school meal. This should not be confused with a parent's request to end a free school meal claim with a change in their circumstances which are now protected;
- where a student transfers from another UK country their non-English FSM must have an FSM end date;
- claimants who qualify through support under the Immigration & Asylum Act 1999 or the guarantee element of the Pension Credit, their benefit(s) will not be replaced by universal credit and therefore the student's FSM entitlement will not be protected. They will only be entitled to a free school meal as long as they retain the benefit. In such cases where the parent has notified the school that these benefits have ended an FSM end date should be recorded.
- 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. In the **Dietary** panel, 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 and then click the **Open** button.

<u>6</u> Dietary									
Meal Patterns	Start Date	End Date	Mon	Tue	Wed	Thu	Fri		New 📄
	01/09/2017	31/08/2020	SM	SM	SM	SM	SM		Copen
									💥 Delete
Eligible for Free Meals	Start Date	End Date	Country		N	lotes			New
	27/09/2017		England						🔁 Open
									💥 Delete
	•			111				•	
FSM Review Date	21/01/2020	<u></u>							

44 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards If a new record is required, click the adjacent **New** button to display the **Add Student Free Meals Details** dialog.

Add Student F	ree Meals Details	
Start Date	25/09/2019	
End Date]
Country	England 👻	
Notes		*
		*
		OK Cancel
		H.

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

h i	
	Completed

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. Navigate to the **Ethnic/Cultural** panel.

8 Ethnic/Cultural				
Ethnicity	White - English 👻	Ethnic Data Source	Provided by the parent 🔹	
First Language	English -	Religion	Christian 👻	
First Language Source	-	English Additional Language	No 👻	
Asylum Status	•	Traveller Status		
National Identity	English 👻	Speaks Welsh	-	
Home Language	English 👻			
Country of Birth	United Kingdom			
Nationality and Passport	AL	D IN I D	New Street	

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

TIPS:

It is possible to bulk update **Ethnicity** and **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 20).

- 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.

Additional Information			_	_					
<u>Meals</u>	Free Mea		^	Recoupt	ment				
	Home	Sandwiches			pport Service	Obtained			
	Sandwich	es	Ŧ	Agreeme	ent				
Modes of travel	Boarder -	not applicable		Route			Shooter's	Hill	
		not known)							
	Car Share	(with child/childrer	n) 🔻	LA Provi	ded Transport		☑		
Service Children in Education	Yes		•		of Service Chil	dren in	Provided	by the parer	nt
				Educatio	n				
Service Children Concerns	Date	Moving Schools	Deploy	ment S	eparation	Detail	s	DfE N	New 📄
	24/10/2019	Concerns relat	No con	concerns No concerns 823					📂 Open
									💥 Delete
	•							1	
Uniform Allowance									
Pupil Premium Indicator	✓ Notes V	Vaiting for docume	ntation						
for year 2019/2020		-							
Learner Support	Leamer Supp	ort Code		Award Date	Notes				📄 New
	Vulnerable Group Bursary Awarded			10/09/2019)				📂 Open
		-							X Delete
	•							•	

3. Navigate to the **Additional Information** panel.

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.
- 5. 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.
- 7. Ensure that any **Service Children Concerns** are recorded. Click the adjacent **New** or **Open** button, as required.
- 8. Ensure that the **Pupil Premium Indicator for year 2018/2019** 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.



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..

IMPORTANT NOTE: SEN Provisions/Statuses A, P and S 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.

🖌 Search 🔹 📂 Open 📥 F	Print 🛛 🐺 Browse 😽 Nex	t 👚 Previous	🔟 View 🔹						碞 Links 🔻 🥹 Help 💥 Clos
Surname	Forename			Status	Current	✓ SEN Status	<any sen=""></any>	▼	
Tier <any></any>	✓ Year Group	<any></any>	▼	Reg Group	<any></any>	▼ House	<any></any>	▼	
Name		Year Group	Reg. Group	House	Gender	SEN Status			
Abbess, Graham		11	11A	Boyle	Male	E - Education, Health	n and Care Plan		
Ackton, Stan		12	G	Hooke	Male	K - SEN Support			
Ackton, Stephen		8	8E	Curie	Male	E - Education, Health	n and Care Plan		
Aloia, Paolo		12	N	Hooke	Male	K - SEN Support			
Amos, Rachael		10	10E	Boyle	Female	K - SEN Support			
Amoso, Rosanna		11	11F	Boyle	Female	K - SEN Support			
Andrews, Jasmine		10	10F	Curie	Female	E - Education, Health	n and Care Plan		
Andrews, Wyatt		7	7E		Male	K - SEN Support			

4. Double-click the name of the required student to display the **Student SEN details** page.

<u>3</u> Basic S Status	SEN Details	E - Education, Health and Care Plan Status History	Start Date 07/01/2016	📄 New 🧪 Edit
Stateme Current	ent Pending? t Needs			
Rank	Start Date	Need Type	Description	📄 New
1	03/11/2015	Specific Learning Difficulty	Has some difficulty with mathematical concepts.	🔁 Open
2	03/11/2015	Vision Impairment	Very short sighted and wears glasses.	💥 Delete 📥 Report
Full De	scriptions	Needs History Change Log	Move Up	_
Attach	ment Summa	ny Tune	Owner Last Modified Op	New

48 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards 5. In the **Basic SEN Details** panel, 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) and K – SEN Support.

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

6. In the **Provisions** panel, ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly.

<u>8</u> Provis	sions					
Provi	ision Type	Start Date	End Date	Cost	Frequency	📄 New
Non	Teaching Assistant (General)	23/05/2018			1 x 1/2 hr to t	🔁 Open
Time	in SEN Unit	08/01/2016			Every moming	💥 Delete

7. To edit an existing record, highlight the required record and then click the **Open** button.

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

rovision					
Provision Typ	e Time in SEN Unit		-		
Start Date	Time in SEN Unit		ate		
	Not Specified				
Cost	Time in Specialist Clas	S			
Frequency	Resourced Provision				
	IT Provision				
Comments	Specialist Literacy Gro				~
	Specialist Maths Group				
	Non Teaching Assistan	it (General)			
	Physiotherapy				
	Site Access Facilities				Ŧ
	Specialist Language Gr				
eople Involved	Special Needs Support	Assistant			
Name	Speech Therapy	110163			New Xelete
		1003			
		Туре	Owner	Last Modified On	
otes/Documen	tts		Owner	Last Modified On	New
otes/Documen	tts		Owner	Last Modified On	Delete
otes/Documen	tts		Owner	Last Modified On	New
lotes/Documen	tts		Owner	Last Modified On	Delete
otes/Documen	tts		Owner	Last Modified On	Delete
lotes/Documen	tts		Owner	Last Modified On	Delete
lotes/Documen	tts		Owner	Last Modified On	Delete

- 8. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
- 9. Click the **OK** button to return to the **Provisions** panel.
- 10. 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 01/01/2019 to 31/08/2019 inclusive. Exclusions should <u>not</u> be counted if they were withdrawn by the Head Teacher, or if the student was re-instated by the Discipline Committee or an independent Appeal Panel. Lunchtime exclusions are no longer collected for the return.

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

- Exclusion **Type** (category, e.g. fixed period or permanent).
- Exclusion Reason (select one code to provide the main reason).
- Exclusion Start Date.
- Actual number of sessions (Length).
- SEN Provision (please see *Checking Special Educational Needs Information* on page *48*).

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.

	clusions Student											
M Search	• 💼 Open 💼 Print	🙀 Browse 🔶	Next 👚 Prev	rious	View 🔹							📄 Links 🔻 😵 Help 💥 Close
Surname		Forename			Admis	ssion Number			Status	Current	-	
Tier	<any> •</any>	Year Group	<any></any>	-	Reg 0	àroup	<any></any>	•	House	<any></any>	•	
Name		Year Group	YTI	Re	g. Group	House	Gender	Admi	ssion Numbe	a.		

50 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards 2. Search for, then double-click the required student to display the **Exclusion Details** page.

Exclusions								
Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason	*	New 📄
Academic Year 2018/2019 Academic Year 2017/2018 Academic Year 2016/2017 Academic Year 2016/2017	Autumn Tem Autumn Tem Summer Tem Autumn Tem	12/09/2018 01/12/2017 10/05/2017 14/10/2016	12/09/2018 01/12/2017 10/05/2017 14/10/2016	1 1 1	Fixed Term Fixed Term Fixed Term Fixed Term	Physical assault against an adult Verbal abuse./threatening behaviour a Physical assault against a pupil Physical assault against an adult	E	🖆 Open 🂢 Delete
Total in Academic Year 201	8/2019			1 day(s))		*	

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

Add Exclusion			
Exclusion Details Type	•	Reason	▼
Start Date		End Date	
Start Time	_	End Time	•
Part Time Exclusion		Length School Days	Calculate
Comments			
Agency Involved			
Academic Year		Term	
Governor Review			
Review Date			
Review Result	-	Reinstatement Date	
Parents Representation			
ndependent Review Panel (IRP)			
IRP Review Requested		SEN Expert Requested	
Review Date		Review Result	-
Result Date		Reinstatement Date	
Final Governor Review Outcome			
Review Date			
Review Result			¥
Notes/Documents			
Attachment Summary	Туре	Owner	
			Open
•			> Delete
			OK Cancel

- 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.
- Click the Calculate button to populate the Length School Days field automatically.

cclusion Details			
Туре	Fixed Term 👻	Reason	atening behaviour against a pupil 🔻
Start Date	26/06/2019	End Date	28/06/2019
Start Time	PM 👻	End Time	PM 👻
Part Time Exclusion		Length School Days	2.50 Calculate
Comments			
Agency Involved			
Agency Involved Academic Year	Academic Year 2018/2019	Term	Summer Term
Academic Year	Academic Year 2018/2019	Term	Summer Term
Academic Year		Term	Summer Term
Academic Year	Academic Year 2018/2019	Term	Summer Term
Academic Year		Term Reinstatement Date	Summer Term

 Ensure that the Governor Review/Independent Review Panel details are entered, if applicable.

	<i>re that the Final Governor Review Outcome details are permanent exclusions recorded from September 2019</i>
Final Governor Rev	iew Outcome
Review Date	28/09/2019
Review Result	Exclusion upheld by initial governor review (confirmed)

 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.

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

10. 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>).



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).

urname		Forename SEN	<any></any>	 YTI Ever in at this 	All school <any></any>	▼ Reg▼	All	•
referred urname		SEN	<any></any>			•	Q Search	
		Add		💥 Remov				
Surname	Prefe	rred Surname	Forename	Y	1 Reg	SEN	Ever in Care	
Surname Abbess	Prefe	rred Surname ss	Forename Graham	YI 9	1 Reg 9A	SEN E	No	
	Prefe	rred Surname ss	Forename	Y	1 Reg 9A 11C			

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.

erred	SEN	<any> 🔻</any>	Ever in care at this schoo		▼ Reg	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	
mith	Smith	Trinity	8	8E		Yes	
Smith	Smith	Trinity	8	8A	K	No	
-up Funding	Add		Remove	7			

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

Surname	smith	Forename		YTI	8	▼ Reg	All 👻	
referrec iurname		SEN	<any> 🔻</any>	Ever in care at this scho	<any></any>	•	Q Search	
Surna	me	Preferred Surname	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	Tristan	8	8A		No	
Гор-up F	unding	Add		Remove				
		Add Add		Remove				
Surna	me	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care	
Surna Abbes	me is	Preferred Surname Abbess	Forename Graham	YTI 9	9A	SEN E	No	
Surna Abbes Bristo	me is	Preferred Surname Abbess Bristol	Forename Graham Andrew	YTI 9 11	9A 11C		No Yes	
Surna Abbes Bristo Whitir	me is I	Preferred Surname Abbess Bristol Whiting	Forename Graham Andrew Kellyann	YTI 9 11 11	9A 11C 11E	E	No Yes No	
Surna Abbes Bristo	me is I Ig	Preferred Surname Abbess Bristol	Forename Graham Andrew	YTI 9 11	9A 11C		No Yes	

- 4. To remove a student from the **Top-up Funding** list, highlight the required student and 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).

ferm Surnam Preferm	9	For	Students On- Forename Reg	s On-Roll on Cen	ensus Day	YTI Ever in Care at this school	All • <any> •</any>		Search	Links - 🕲 Help 💥 (
ournam Preferro	9	For	Forename			Ever in Care	<anv> 🔻</anv>		Search	
ournam Preferro	9	For	Forename			Ever in Care	<anv> 🔻</anv>		Search	
referre					•	Ever in Care	<anv> 🔻</anv>		Search	
referre		Reg	Reg	All	•		<any> 🗸</any>	 ▼ Q 	Search	
Surnam						at this school				
Post Lo	igeme	gements	🖶 Add	Add	×	Remove]			
					x in Care Post I o					Evidence Obtained
Surr	d Surr	d Surname Forena	ename YTI F	TI Reg Everi		ooked After Arrang		potion		Evidence Obtained
	d Surr	d Surname Forena	ename YTI F iano 12	TI Reg Everin 2 Yes	Ceased	ooked After Arrang d to be looked afte	ter through Adopti	option Decial Guardianship	hip Order (SGC	

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

ame s	Forename	d	YTI	13 👻	
ame	Reg	All	 Ever in Care at this school 	<any> 💌</any>	Q Search
urname	Preferred Surname	Forename	YTI	Reg	Ever in Care
ampson	Sampson	Delilah	13		No
mith	Smith	David	13		No

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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	v
	Noble	Noble	Natasha	12		No	Ceased to be looked after through a Special Guardianship Order (SGO)	
	Sampson	Sampson	Delilah	13		No	Ceased to be looked after through a Special Guardianship Order (SGO)	V
P.	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 and 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 (DMS).

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 31/08/2018, who were on-roll for at least one session during the collection period from 22/04/2019 to 31/07/2019.

The attendance data collected in this return includes:

- Attendance Codes (i.e. the reasons for absence)
- Number of Sessions Missed.
- 56 Preparing for the School Census Autumn 2019 Return guide (English Secondary phase schools), applicable to 7.188 onwards

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 2019 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 01/08/2018 to 03/10/2019.

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 2019 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 2019 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 2019 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**)





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 2019 Summer Release (7.188) must be installed <u>before</u> completing the School Census Autumn 2019 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 2019 Return.

Where Can I Get More Information?

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

- Producing the School Census Autumn 2019 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 2019 Return (English All-Through Schools) handbook
 This handbook outlines the School Census process in SIMS for All-Through schools.
- Producing the School Census Autumn 2019 Return (English Pupil Referral Units) handbook
 This handbook outlines the School Census process in SIMS for Pupil Referral Units.
- School Census Academic Year 2019/2020 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 2019 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.

IMPORTANT NOTE: If you receive support from a local authority or third party support team, check with them before using any of the solutions.

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or email us on misservicedesk@ schoolbusinessservices.co.uk