

## How to use SIMS for answering the Educational Settings Form

### Questions on the educational setting status form for schools

These are the questions which will appear on the collection form for school settings. They have been reproduced here so you can see the information you'll need to provide.

	Question	Advise	Where in SIMS
1.	What is the current status of your educational setting?	Answers you can choose from: <ul style="list-style-type: none"> <li>• Open for on-site education for vulnerable children and children of critical workers</li> <li>• Closed due to coronavirus (COVID-19) related reasons</li> <li>• Closed due to non-coronavirus (COVID-19) related reasons</li> <li>• Teacher training or inset day</li> </ul>	Manual
2.	How many pupils or students are on roll at your setting?	Nursery pupils should not be included within the on-roll figures.	Reports   Student Analysis Reports or Reports   Run Reports   Student focus   ISC Current Students
3.	Of those pupils or students on roll, how many have an education, health and care (EHC) plan?	Answer guide: Provide the total number of students on roll with an education, health and care (EHC) plan irrespective of whether those pupils or students have a social worker	Special Needs>Filter on EHCP   Search  Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis
4.	Of those pupils or students on roll, how many have a social worker?	Answer guide: Provide the total number of students on roll who are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child. Also, provide the total number of these pupils or students irrespective of whether those pupils or students have an education, health and care (EHC) plan	If the Social Worker is recorded as a Contact the report below will calculate this figure:  Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis

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5.	Of those pupils or students on roll, how many are eligible for benefit related Free School Meals?	Answer guide: Provide the total number of students or pupils on roll at your setting who are eligible to receive benefit related Free School Meals.	Reports   School Report
6.	Have you been able to provide a place on site today for all vulnerable children who were offered and have accepted a place based on DfE guidance?	Yes/No If no: <b>Question: How many vulnerable children are without a place?</b> Answer guide: Please enter appropriate number <b>Question: Provide a reason for those vulnerable children not provided a place:</b> Answer guide: Please give reason in the free text box.	Manual
7.	Have you been able to provide a place on site today for all children of critical workers who requested a place?	Answer guide - Only consider requests for children who have at least one parent or carer working in health and social care or in other key sectors as outlined in guidance on GOV.UK If no: <b>Question: How many children of critical workers are without a place?</b> Answer guide: Please enter appropriate number. <b>Question: Provide a reason for those children of critical workers did not provide a place:</b> Answer guide: Please give reason in the free text box.	Manual

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8.	How many pupils or students are on site at your educational setting today?	<p>Answer guide: Enter the number of pupils or students you have attending the setting today. Of those pupils or students, how many have an education, health and care (EHC) plan?</p> <p>Answer guide: Provide the total number of students attending your setting today with an education, health and care (EHC) plan irrespective of whether those pupils or students have a social worker.</p>	<p>Create two User Defined Group for:</p> <ul style="list-style-type: none"> <li>• Pupils with one parent who is a Critical Worker</li> <li>• Vulnerable pupils</li> </ul> <p>Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis</p>
9.	Of those pupils or students, how many have a social worker?	<p>Answer guide: Include all pupils or students who are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child. Also, provide the total number of these pupils or students irrespective of whether those pupils or students have an education, health and care (EHC) plan</p>	<p>If the Social Worker is recorded as a Contact the report below will calculate this figure:</p> <p>Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis</p>
10.	Of those pupils or students, how many are eligible for benefit related Free School Meals?	<p>Answer guide: Include all pupils or students in attendance today that are eligible for benefit related Free School Meals</p>	Report
11.	Of those pupils or students, how many are children of a critical worker?	<p>Answer guide: Include all pupils or students in attendance today that are children of a critical worker</p>	Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis

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12.	How many pupils or students have notified you that they are unable to attend onsite or undertake remote learning due to Covid-19 reasons?	<ul style="list-style-type: none"> <li>• suspected case of coronavirus (COVID-19)</li> <li>• confirmed case of coronavirus (COVID-19)</li> <li>• requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) within your school</li> <li>• those remaining at home due to close contact with a confirmed case of coronavirus (COVID- 19) from outside your educational setting including self-isolation</li> </ul>	<p>Reports   Run Reports   Student focus   ESS Pupil Educational Settings Analysis</p> <p>This report will look for comments in Attendance that contain one of the following words: Suspect, Confirmed, Requested or Close</p>
13.	Is your setting able to provide minimum hours of remote learning to the pupils or students not on site today?	<p>Answer guide: Yes or No</p> <p>If No: Please provide the reasons for your setting not being able to provide the minimum hours of remote learning to the pupils or students are not on site today.</p>	Manual
14.	For children attending school, are you providing free meals to eligible children?	Answer guide: Yes/No	Manual
15.	For children learning at home, are you providing free school meal support?	<p>Answer guide: Yes/No</p> <p>If yes, select all that apply from:</p> <ul style="list-style-type: none"> <li>• Food parcels</li> <li>• Locally arranged vouchers</li> <li>• Vouchers via the national voucher scheme</li> <li>• Other – please state</li> </ul>	Manual
16.	How many teachers, including school leaders, are on roll at your setting?	Answer guide: Enter the relevant figure. Do not include any supply or agency staff in this figure.	Staff, filter for teachers, search

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17.	How many teaching assistants and other staff are on roll at your setting?		Staff   Support staff all current, search
18.	How many teachers, including school leaders, are on site?		Manual
19.	How many of your teachers, including school leaders are unavailable to teach on site for following reasons?	<p>Choose from the following answers:</p> <ul style="list-style-type: none"> <li>• suspected case of coronavirus (COVID-19)</li> <li>• confirmed case of coronavirus (COVID-19)</li> <li>• requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) inside your educational setting</li> <li>• those remaining at home due to close contact with a confirmed case of coronavirus (COVID- 19) from outside your educational setting including self-isolation</li> <li>• other reasons for absence</li> </ul>	<p>Add four Absence Types linked to Sickness</p> <p>Tools &gt; Lookups&gt; Maintain Tools   Cover   Reason for Absence.</p> <p>Reports   Run Reports   Staff focus   ESS Staff Absent Today</p>
20.	How many of your teaching assistants and other staff are unable to attend the setting today for the following reasons?	<p>Choose from the following answers:</p> <ul style="list-style-type: none"> <li>• suspected case of coronavirus (COVID-19)</li> <li>• confirmed case of coronavirus (COVID-19)</li> <li>• requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) inside your educational setting</li> <li>• those remaining at home due to close contact with a confirmed case of coronavirus (COVID- 19) from outside your educational setting including self-isolation</li> <li>• other reasons for absence</li> </ul>	<p>Reports   Run Reports   Staff focus   ESS Staff Absent Today</p>

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21.	Is there any additional information about your setting's status you wish to provide?	Answer guide: Provide details - there is a 1,000-character limit.	Manual