

Autumn School Census 2018

for

Ealing All-Through Schools

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The Autumn School Census takes place on **4th October 2018**. It is a statutory collection by the DFE. All schools are required to make this return using the school census part of their SIMS.net and are asked to upload their return to COLLECT by **5th October 2018**. There is a great deal of checking that needs to be done before the LA can approve your return and send it to the DFE. Please schedule enough time prior to Census day to update your pupil data items and perform a trial run of Census, so that on 5th October you can make any final changes, and submit your return to the Local Authority.

The data collected in Autumn Census is mostly about pupils, so you will need to make sure that **all the usual pupil data fields** are up to date – especially for pupils new to the school. The LA and the DFE expects that schools will have admitted all their expected pupils by Autumn Census date.

The DFE use the data they receive in Autumn School Census to decide how much Dedicated Schools Grant (DSG) is allocated to the LA for pupils **aged 4 and above** (at 31 August 2018) in **national curriculum year groups Reception to year 11** at the time of the census. This informs the DSG to be passed onto schools in the following school year.

Schools are required to upload details of their On Roll Nursery pupils to the Early Years department monthly to receive funding, so please ensure that all the correct Nursery pupils are admitted in time to be included in the first instalment of funding

NB AS I DO NOT HAVE AN ALL-THROUGH SCHOOL VERSION OF CENSUS ON MY TEST SYSTEM, YOU WILL FIND THAT THE SCREENSHOTS IN THESE NOTES DO NOT ALWAYS MATCH EXACTLY WHAT YOU WILL SEE ON YOUR SCREEN!

Reception Deferred Entry

The DFE have been very clear that pupils on Deferred Entry **may not** be included in School Census if they haven't started to attend the school. If the pupil has deferred their entry until after the Autumn Census, they will not attract DSG funding until the following school year.

Changes to Data Items Collected

Service Children in Education indicator is now collected for all three School Census returns and is applicable to all pupils and school phases. The information is entered via **Focus | Pupil | Pupil Details**, locate the relevant pupil, **Additional Information** section.

9 Additional Information

Meals

☐ Free Meal
☐ Home
☐ Sandwiches

Modes of travel

☐ Boarder - not applicable
☐ Bus (type not known)
☐ Car Share (with child/children)

Service Children in Education

Service Children Concerns

Yes
No
Unknown
Refused

Recoupment

Route

East Town

LA Provided Transport ☒

Source of Service Children in Education

Payment Separation Details DfE N

New
Open
Delete

Pupil Nationality, Country of Birth and Proficiency in English will no longer be extracted by the Census software from SIMS, and you no longer need to enter this information into SIMS for School Census purposes. The DfE say that the two years of data already collected relating to the 2016/17 and 2017/18 academic years is sufficient for their research purposes and they have decided to remove the data collection burden placed on schools and parents.

As these data items are no longer required by DfE as part of the school census, there is no requirement for the data to be stored, or retained, within school management information systems from September 2018 onwards. However, should you decide to continue to collect, process or retain this data for your own purposes locally then it is important that you identify a lawful basis for this processing in accordance with the General Data Protection Regulation (GDPR) and 2018 Data Protection Act.

New Alternative Provision Placement field

You will notice when you follow the route **Routines | Statutory Returns | School Census**, that there is a new item listed in the Census Details, and a new report listed in the Census Detail reports:

Census Return Details - Autumn 2018 Term: New Return

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top up Funding 6 Post Looked After Arrangements 7 School Dinner Taken 8

1 Census Details

Census Date: 09/10/2018

Description: School Census Autumn 2018

Attendance collected from: 02/04/2018 Attendance collected to: 31/03/2019

Exclusions collected from: 01/01/2019 Exclusions collected to: 01/04/2019

FSM collected from: 10/05/2018 FSM collected to: 04/10/2018

AP Placements collected from: 10/05/2018 AP Placements collected to: 04/10/2018

Provisions					New Open Delete
Provision Type	Start Date	End Date	Cost	Frequency	
Time in SEN Unit	08/09/2014			Twice per week	

Access Rights and SIMS.net version

In order to update pupil details in SIMS you need to be logged into SIMS.net as a member of either the **Administration Assistant, Admissions Officer or School Administrator** groups as defined in System Manager (or all of them).

In order to create a School Census return you need to be logged into SIMS.Net as a user who is a member of the **Returns Manager** Group as defined in System Manager.

To use the Import Fileset functionality you must be a member of one of either the **Personnel Officer, Returns Manager or System Manager** Groups as defined in System Manager (or all of them).

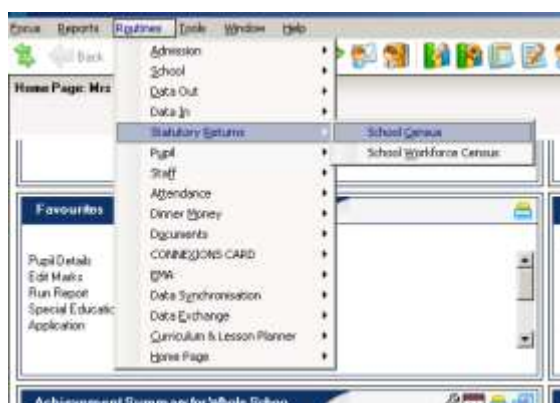
To check the version of SIMS.Net you are using, follow the route click on **Help | About SIMS.Net**

The Autumn School Census became available in SIMS.net with the Summer Main Release (7.182), so you will need to be upgraded to at least this version in order to attempt the Census at all. We already know that **there will be a Fileset to install**. Please keep a look out for more information about this nearer census date.

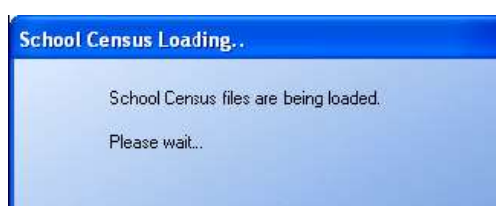


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on the box to close it.

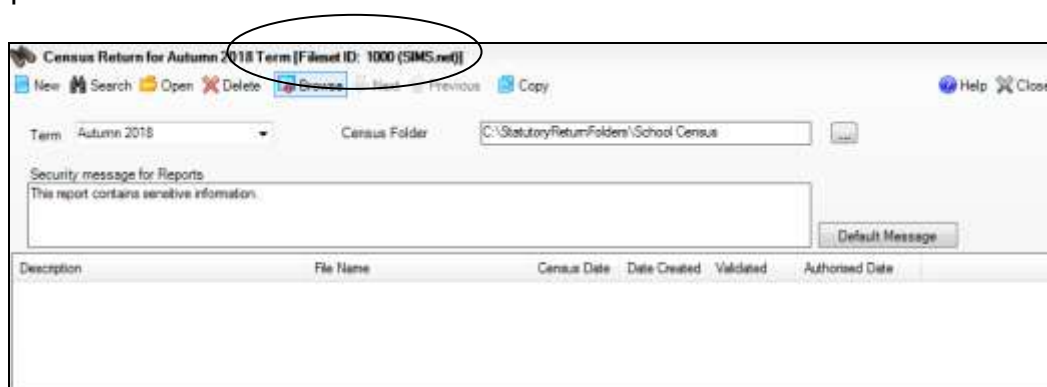
Creating the Return



When you click on **Routines | Statutory Returns | School Census**, SIMS.net begins to load the school census validation and reporting files, and you will see this window:



Once the School Census 'page' has loaded, you can see the Fileset version you have installed on your computer. As well as being on the correct version of SIMS to do a census return, it is important that you have an up-to-date fileset installed. Filesets fix the last minute glitches and tweaks that have come to light once real schools start to run Capita updates.



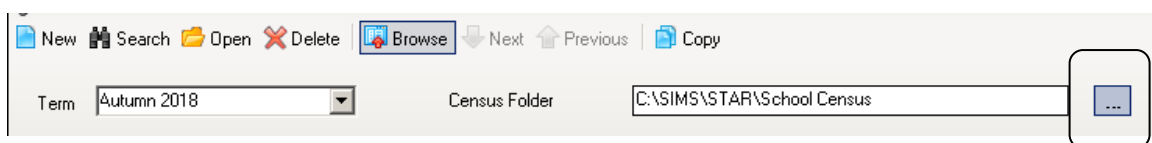
Fileset 1000 shown in the screen shot above was included with the Summer Release – it does not include any validation for the Autumn Census, so if you run a practise return using it you will get a message along the lines of:

Validation Errors Summary			
Return Validated - 1 Validation rules failed (Errors - 1; Queries - 0)			
Student Search	<input type="text"/> Find Enter Student Name, DOB (YYYY-MM-DD) or UPN to		
Error Search	ALL	Total of displayed rows : 1	To resolve an error, click in row to navigate to the relevant screen
Type	Sequence	Message	Location
F	1000000	The DfE has not yet provided the XSLT file to generate the DfE Validation Errors Summary.	

As I write this, Capita have already released Filesets up to 1003, and we know there will be more still to come, so please be on the lookout for information regarding this!

The next thing to do is to check that the location of the Census Folder. In the screen shot below, the Census Folder is still set up to send the census file to a folder called School Census. To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create a new folder called Autumn Census 2018.

The folder should be available to all users who will be involved with the return, but it should also be in a place that is **secure**, as it will hold children's details. In Ealing we recommend that the folder where the census files are stored is created and held on the mapped drive hosting SIMS. This means that only school network users with SIMS access can access the folder.

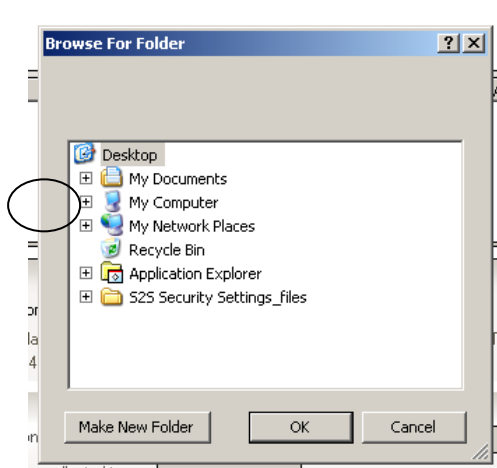


Click on the Browse button to open the Browse for Folder dialog

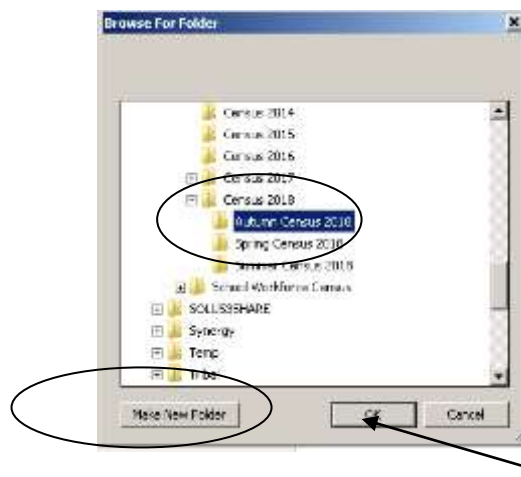
Data Security

The DFE have updated their advice regarding Data Security in the light of GDPR. It is reproduced at the end of this document.

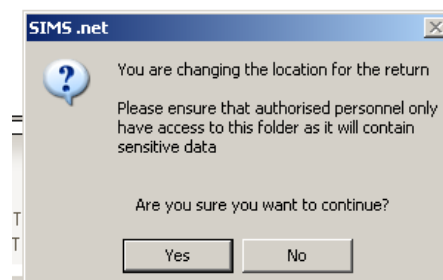
To make a new folder for Autumn Census, click on the **Browse** button to the right of the Census Folder field so that the **Browse for Folder** dialog box appears



Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder. With the **STAR** folder highlighted (or the **School Census** sub-folder within STAR if you have one), click on the **Make New Folder** button.



Rename this folder **Autumn Census 2018** and click on the **OK** button. You will see the following message warning you about taking care with pupil data.

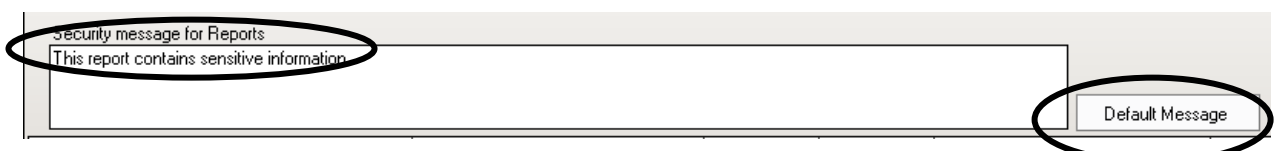


Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.




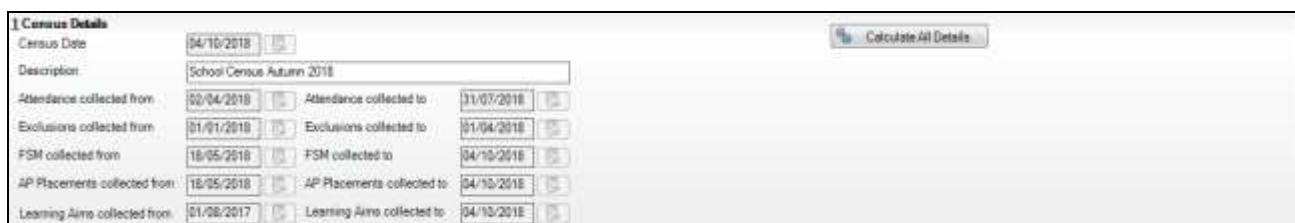
If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.

Changing the message to something like **CONFIDENTIAL INFORMATION** could be a good idea if you are intending to print off any of the reports to hand to teachers to check. It might remind them not to leave the papers lying around where anyone can look at the information about pupils.



The Default message is ***This detailed report contains sensitive information***, but you can change it to anything you like, remembering that whatever you put will be displayed at the top of each detail report you produce. If you have amended the text, and want to return to the default text, click the **Default Message** button.

Click on  in the top LH corner to create a new return. You can create as many returns as you like. It is possible to delete unwanted, unauthorised returns, but you will only Authorise and Submit one of them once all the data is correct and all the validation errors have been cleared.



The Census dates are entered automatically. This panel also lists the period for which the Autumn Census is collecting Attendance, Exclusions, Free School Meal Eligibility information and Learning Aims information. Also you can see the new field **AP Placements collected from** as described on page 4 of this booklet. **At the moment there is no requirement from the DfE for data about AP Placements to be collected or held by schools.** However, if your school decides that it is useful to record this information in a pupil record for your own purposes, a lawful basis for this processing must be identified by the school, as outlined in GDPR articles 6 and 9. More information on lawful bases for processing can be found on the ICO website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>).

Any information recorded in the pupil record for AP placement WILL be pulled through into the census data.

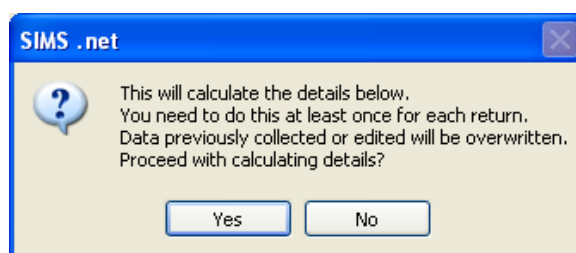
You should give each version of the Autumn census you generate an unique name by amending the Census Description 'School Census Autumn 2018'. If you are having a practice run you could choose a description such as **'Version1'**.

*You can save your work at any time by clicking the **Save** button in the top LH corner of the Census Return Details panel.*

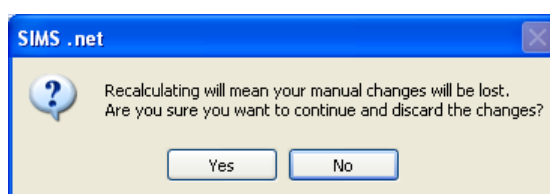
The next thing to do is to click the **Calculate All Details** button.



The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return. You will need to check the details that you can see on the census page and edit them if necessary



The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you re-open a census you have already worked on and choose **Yes to Calculate Details** again, SIMS brings up a warning message reminding you that the information will be reset to what is stored in your SIMS and you will lose any edits you have made on the census screen. If you do not want this to happen choose **No** when asked whether you want to calculate details again.



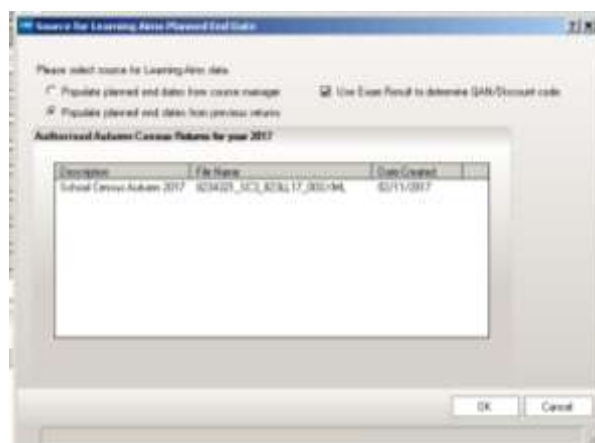
These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite any information you have already entered manually.

On your first run through click on **Yes** to make sure that available information entered elsewhere on your system is brought through to the return.

Calculating details may take some time depending on the number of pupils in the school. Progress is reported in the status bar at the bottom left of the screen.



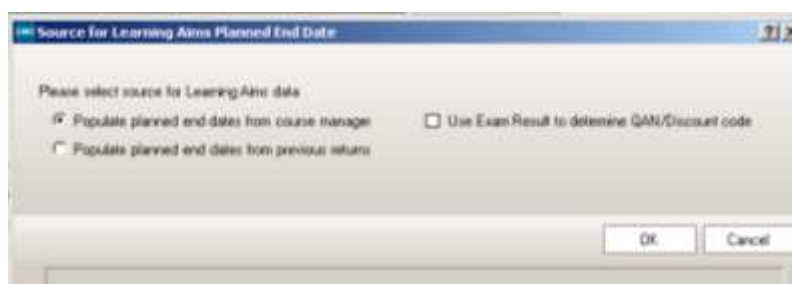
When the Calculate All Details process is complete, the **Source for Learning Aims Planned End Date** dialog is displayed.



The default view is with the **Populate planned end dates from previous returns** radio button selected. If more than one authorised School Census Autumn 2017 Return exists, the returns are listed in authorised date order.

One would use this option if one was absolutely sure that all the planned end dates for courses were totally correct in the version of the 2017 Autumn School Census one had selected, and that nothing had been corrected in Course Manager since.

The alternative is to select the **Populate planned end dates from course manager** radio button. This seems the more sensible option, as Course Manager will most likely have been kept up-to-date on an event driven basis.



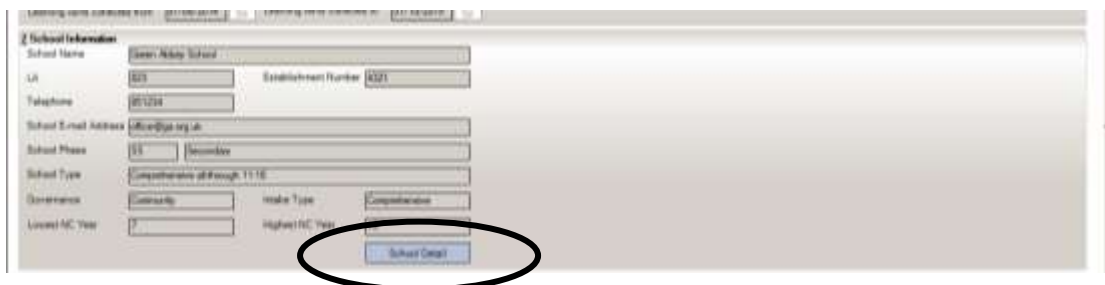
Use the **Use Exam Result to determine QAN/Discount code** tick box to choose whether or not you want the information to come from this source.

Although not collected by the DFE, exam results are shown in the Learning Aims grid on School Census. In some cases the QWS QN differs from the Awarding Body QN. If QN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of QWS QN/Discount Codes, **it may be best to untick the box** and the QWS QN code in Course Manager will be reported rather than the Awarding Organisation (AO) QN linked to the exam result.

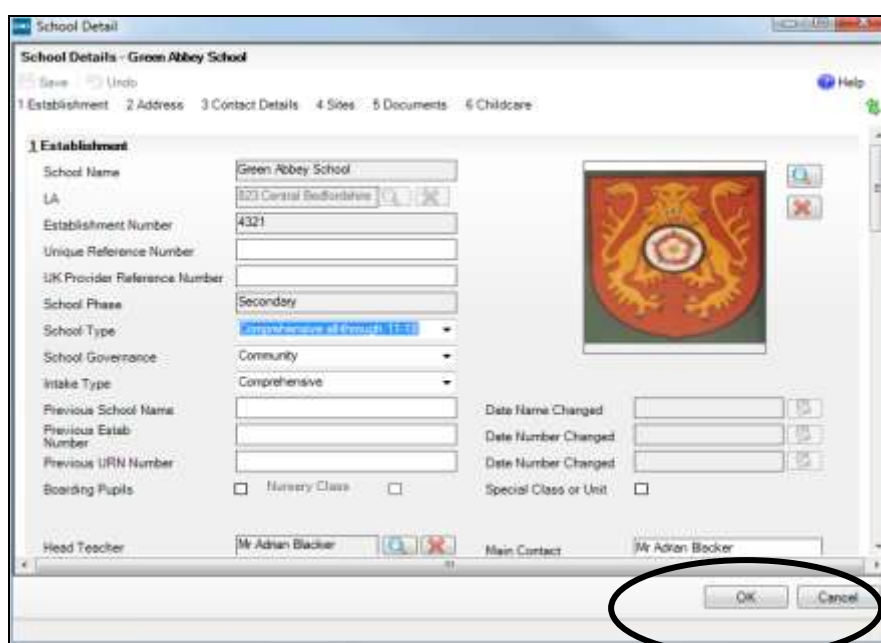
Click the **OK** button.

School Information

In the next panel, the basic **School Information** will be displayed. You will probably find that most of the information is already there, but check it anyway.



Click the **School Detail** button at the bottom of the section to display the **School Detail** dialog, where information applicable to your school is displayed.



The DFE ask that the email address should be one to which the Headteacher has access, **but should not be a personal email address** (that is, one that contains someone's name). When you have made any changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

School address is no longer being collected in census as the DFE expect to get the details from **Get Information About Schools**. You need to verify you're your school details are still correct in **GIAS** every 60 days, or you will be 'locked-out' of the Secure Access modules. However, you should continue to maintain this address information within SIMS for the school's own use, and data extractions requested by other organisations.

When you have made your changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

Updating Early Years Data

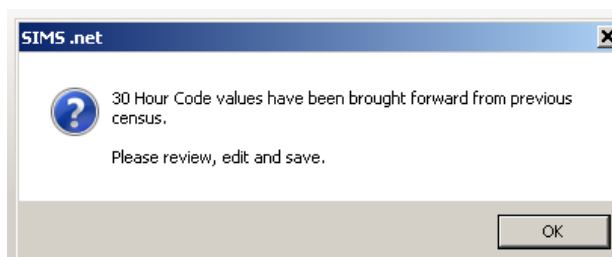
The Early Years grid collects data about **pupils in nursery classes whose date of birth falls in the date range 01/09/2013 to 31/03/2016 and taught in year E1, E2, N1 and N2 only**

Early Years

Edit Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abrens,Paul	15/12/2014	001651	N2	AM	3	4					
Albertz,Courtney	07/03/2015	001652	N2	PM	3	3					
Archer,Liam	16/04/2016	001703	N1	N1 PM	2	2					
Atkins,Portia	12/01/2015	001653	N2	AM	3	3					
Barnes,Isaac	02/03/2015	001654	N2	PM	3	3					
Clark,Felicity	02/02/2015	001642	N2	AM	3	3					
Dennis,Joshua	17/04/2015	001655	N2	PM	3	3					

These children are all shown together on the **Hours for Early Years Children** panel. You cannot update the information on the census screen; you must click on the **Edit** button in order to be taken to the **Update Hours** page.



You will see the above message. A child's 30 Hour Code remains the same, even though their eligibility for the 30 Hours may change according to the family's circumstances.

Click on **OK** to take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Hours for Early Years**.

Name	Date of Birth	AdNo	Y1	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	20 Hour Code	Extended Funded Hours
Alam, Paul	15/12/2014	001651	N2	AM	3	4					
Adams, Courtney	07/03/2015	001852	N2	PM	3	3					
Adler, Liam	16/04/2015	001703	N1	NI PM	2	2					
Akins, Paula	12/01/2015	001893	N2	AM	3	3					
Barnes, Josie	02/10/2015	001854	N2	PM	3	3					
Clark, Felicity	02/02/2015	001642	N2	AM	3	3					
Crane, Joshua	17/04/2015	001895	N2	PM	3	3					
Evenden, David	27/11/2015	001704	N1	NI AM	2	3					
Fitzoy, Rosanne	07/07/2015	001643	N2	AM	3	3					
Fleet, Bradley	22/12/2014	001644	N2	PM	3	4					
Hodden, Beatrix	12/07/2015	001645	N2	AM	3	3					
Holles, Bridget	23/02/2015	001646	N2	PM	3	3					
Hussein, Adiba	16/06/2015	001705	N2	AM	3	3					
Jan, Abdul	06/11/2014	001857	N2	PM	3	4					
Jones, Emeline	17/03/2015	001709	N1	NI AM	2	2					
Jordan, Sara	07/01/2015	001706	N1	NI PM	2	2					
Machobane, Zake	22/10/2014	001898	N2	AM	3	4					
Parker, Gregory	02/02/2016	001707	N1	NI PM	2	2					
Preston, Benjamin	26/07/2015	001899	N2	AM	3	3					

Hours at Setting should reflect the total number of hours that a pupil spends at your nursery each week, regardless of how they are funded.

Use the **Funded Hours** column to show how many of the 15 free hours of nursery provision (the hours that all 3 & 4 year olds are entitled to – the universal hours) the pupil is spending at your nursery.

Children could be entitled to **Disability Access Fund (DAF)** payments if the child's disability or health conditions mean one or both of the following apply:

- they need more looking after than a child of the same age who doesn't have a disability
- they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months. If they're terminally ill (that is, not expected to live more than 6 months), they don't need to have had these difficulties for 3 months.

Children do not have to take up the full 570 hours of early education they are entitled to in order to receive DAF payments, they will be eligible where they take-up any period of free entitlement. Early years providers are responsible for identifying eligible children and are encouraged to speak to parents in order to find out who is eligible for the DAF. Parents of children qualifying for Disability Living Allowance are required to provide documented evidence of this entitlement.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Working Families with 3 & 4 year olds who have made an application should be able to give you (or sometimes the school will make the application for them) their **30 Hours Code** to enter into this column.

Use the **Extended Funded Hours** column where pupils have a **30 Hour Code** to show how many of their extra hours entitled pupils are spending at your nursery.

Because families can choose where they use their hours, how many hours, which are the (universal) free hours and which the extended hours are, you will need to take extra care to record them properly.

It is feasible that the time spent at a particular nursery or setting might run into hours and minutes. If this is the case we have to record them to two decimal places. Here is a conversion table:

Minutes	Decimal minutes
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48
30	0.50
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98

Full and Part time in Nursery

The DFE have specified that full-time and part-time should relate to the number of morning and afternoon sessions a pupil attends in a week, rather than the number of hours they attend.

Pupils who attend ten sessions a week (five mornings and five afternoons) are full-time.

Children who attend less than 10 sessions are part-time. (In this scenario, a child who attends 30 hours a week over 6 sessions/3 days is part-time)

Here are some scenario examples for those schools that are offering 30 hours to their 3 & 4 year old Nursery pupils

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhis, Shaquib	17/12/2013	001582	N2	AM	3	4	30	15	15	12345678901	15
Aickon, Charlotte	10/02/2014	001580	N2	AM	3	3	15	15			
Bryn	20/11/2013	001582	N2	AM	3	4	20.5	15		12345678902	5.5
Delanne, Millicent	10/02/2014	001583	N2	PM	3	3	15	15			
Ellis, Paul	08/02/2014	001584	N2	PM	3	3	15	0		12345678903	15
Gerd, Christi	05/12/2013	001584	N2	PM	3	4	30	15			
Kiran	17/01/2014	001585	N2	PM	3	3	50	15		12345678904	15
Amara	12/01/2014	001586	N2	PM	3	3	15	15		12345678905	0

Shaquib: 30 Hours at Setting consisting of:

15 universal **Funded Hours**, 15 **Extended Hours** (with 30 Hour Code)

Charlotte: 15 Hours at Setting consisting of

15 universal **Funded Hours**. Parents did not apply and so they have no 30 Hour Code.

Bryn: 20.5 Hours at Setting consisting of:

15 universal **Funded Hours**. The family has a 30 Hour Code, but are choosing to only take up 5.5 of their **Extended Funded Hours** at this school.

Millicent: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family are not eligible for the extended hours and so she is using her free entitlement, but needs no eligibility code and no entry in the **Extended Funded Hours** field.

Christi: 30 Hours at Setting consisting of:

15 universal **Funded Hours**. Her family is not entitled to the Extended Funding, so there is no **30 Hour Code** and no entry in the **Extended Funded Hours** box, but her parents are paying for 15 additional hours at the Nursery, which is counted in the total number of **Hours at Setting**.

Kiran: 50 Hours at Setting consisting of:

15 universal **Funded Hours**, 15 **Extended Funded Hours** with **30 Hour Code** and her parents are paying for another 20 hours which are counted in the total number of **Hours at Setting**.

Amara: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family is eligible for the extended hours and have a code, but are not choosing to use them at this school, so there is an entry of zero in the **Extended Funded Hours** field.

Completing the Hours for Early Years Panel

Although some data may be brought through from the Summer Census, you will still need to check it carefully, as children may have changed their hours, become eligible, or no longer be eligible for some of the hours they were then.

In the top LH corner the **Term** field displays **Autumn**. To add or edit the number of **Hours at Setting**, **Funded Hours** and **Extended Funded Hours** for an individual pupil, highlight

the required pupil then click the applicable cell and enter the required number. Hours should reflect what will happen in census week.

Update Early Years

Update Early Years

Save Undo

Census

Term: Autumn 2018 Update Hours

Pupils View

Age at 31/08/2018: All YTI: All Reg: All Status: All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Alkham, Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alkham, Courtney	07/11/2015	001652	N2	PM	3	3					
Alkham, Liam	16/04/2016	001703	N1	NT PM	2	2					
Alkham, Paula	12/01/2015	001653	N2	AM	3	3					
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3					
Clark, Felicity	02/02/2015	001642	N2	AM	3	3					
Dennis, Joshua	17/04/2015	001655	N2	PM	3	3					
Everton, Aodh	27/11/2015	001704	N1	NT AM	2	3					
Fitzoy, Roseanne	07/07/2015	001643	N2	AM	3	3					
Flint, Bradley	22/12/2014	001644	N2	PM	3	4					
Holden, Beance	12/07/2015	001645	N2	AM	3	3					
Hollis, Budget	23/02/2015	001646	N2	PM	3	3					
Hussein, Azza	10/06/2015	001656	N2	AM	3	3					
Ion, Andrei	08/11/2014	001657	N2	PM	3	4					
James, Enawine	17/03/2016	001705	N1	NT AM	2	2					
Joan, Sara	07/01/2016	001706	N1	NT PM	2	2					
Madritch, Zela	22/10/2014	001658	N2	AM	3	4					
Parker, Gregory	02/12/2016	001707	N1	NT PM	2	2					
Pinetun, Benjamin	28/07/2015	001659	N2	AM	3	3					

Rather than filling in the hours for each pupil individually, you could use the **Pupils View** drop down lists to select groups of pupils to work on.

Update Early Years

Update Early Years

Save Undo

Census

Term: Autumn 2018 Update Hours

Pupils View

Age at 31/08/2018: All YTI: All Reg: All Status: All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/12/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Alkham, Paul	15/12/2014	001651	N2	AM	3	4	15	15			
Alkham, Courtney	07/11/2015	001652	N2	PM	3	3					
Alkham, Paula	12/01/2015	001653	N2	AM	3	3					
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3					
Clark, Felicity	02/02/2015	001642	N2	AM	3	3					
Dennis, Joshua	17/04/2015	001655	N2	PM	3	3					
Fitzoy, Roseanne	07/07/2015	001643	N2	AM	3	3					
Flint, Bradley	22/12/2014	001644	N2	PM	3	4					
Holden, Beance	12/07/2015	001645	N2	AM	3	3					
Hollis, Budget	23/02/2015	001646	N2	PM	3	3					
Hussein, Azza	10/06/2015	001656	N2	AM	3	3					
Ion, Andrei	08/11/2014	001657	N2	PM	3	4					
James, Enawine	17/03/2016	001705	N1	NT AM	2	2					
Joan, Sara	07/01/2016	001706	N1	NT PM	2	2					
Madritch, Zela	22/10/2014	001658	N2	AM	3	4					
Pinetun, Benjamin	28/07/2015	001659	N2	AM	3	3					
Gana, Hagen	16/04/2014	001660	N2	AM	4	4					
Ronan, Leon	20/02/2015	001661	N2	AM	3	3					
Sauz, Anwar	17/05/2015	001647	N2	PM	3	3					
Ionin, Marka	21/06/2015	001648	N2	PM	3	3					
Blair, Chloe	18/06/2015	001662	N2	PM	3	3					

You can use the **Age at 31/08/2018** drop-down to look at the pupils by age, or the more familiar **Year Taught In** drop down.

If most of the pupils are accessing the same number of hours, the easiest way to populate the information is to enter the hours applicable to most pupils, then edit the hours for the individual pupils who have a different number of funded hours.

If you right-click the **Hours at Setting** column heading and choose **Select All**, you will find that the whole table is highlighted.

Update Early Years

Update Early Years

Save Undo

Census: Term Autumn 2018 Update Hours

Pupils View: Age at 31/08/2018 YTI N2 Reg All Status All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2018	Age at 31/08/2018	Hours at Setting	Funded	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abramo, Paul	15/12/2014	001651	N2	AM	3	4	15				
Alberts, Courtney	07/03/2015	001652	N2	PM	3	3	15				
Atkins, Posh	12/04/2015	001653	N2	AM	3	3	15				
Barnes, Isaac	02/03/2015	001654	N2	PM	3	3	15				
Clark, Felicity	02/02/2015	001642	N2	AM	3	3	15				
Dennis, Jonathan	17/04/2015	001655	N2	PM	3	3	15				
Evans, Hester	07/02/2015	001643	N2	AM	3	3	15				

You can then click in one of the highlighted cells in the **Hours at Setting** column and enter the number of hours that is correct for the majority of pupils, and straight away do the same in the **Funded Hours** column.

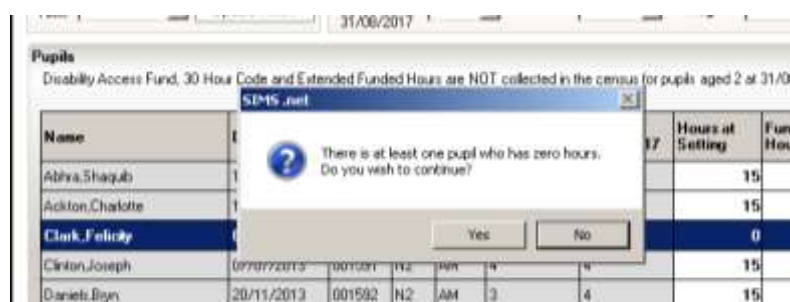
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbas, Shequb	04/01/2015	001582	N2	AM	2	2	3	15	15			
Ackton, Charlotte	10/02/2014	001590	N2	AM	3	3	4	15	15			
Clinton, Joseph	07/07/2013	001591	N2	AM	4	4	4	15	15			
Daniels, Bryn	20/11/2013	001592	N2	AM	3	4	4	15	15			
Delarve, Milcent	10/02/2014	001593	N2	PM	3	3	4	15	15			
Ellis, Paul	08/02/2014	001594	N2	PM	3	3	4	15	15			
Palmer, Michael	20/03/2013	001593	N2	AM	4	4	5	15	15			
Pint, Bradley	22/12/2015	001644	N1	N1 PM	1	2	2	15	15			
Gavil, Christi	05/12/2013	001594	N2	PM	3	4	4	15	15			
Hart, Kean	17/01/2014	001595	N2	PM	3	3	4	15	15			
Holden, Beatrice	12/07/2015	001645	N1	N1 PM	2	2	2	15	15			
Hollins, Bridget	23/02/2015	001646	N1	N1 AM	2	2	3	15	15			

If any of the pupils are doing a different number of Hours at Setting or Funded Hours, click in the individual cells to amend the entry.

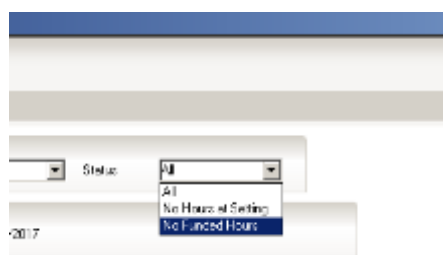
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abba, Shaqib	04/01/2015	001582	N2	AM	2	2	3	15	15			
Ackton, Charlotte	16/02/2014	001590	N2	AM	3	3	4	15	15			
Clinton, Joseph	07/02/2013	001591	N2	AM	4	4	4	15	15			
Daniel, Ben	20/11/2013	001592	N2	AM	3	4	4	15	15	Yes/No		
Delarive, Milani	16/02/2014	001583	N2	PM	3	3	4	15	15			
Ellis, Paul	06/02/2014	001584	N2	PM	3	3	4	15	15			
Falmer, Michael	30/03/2013	001593	N2	AM	4	4	5	1	15			
Ford, Bradley	22/12/2015	001644	N1	N1 PM	1	2	2	15	15			
Govil, Dhish	05/12/2013	001594	N2	PM	3	4	4	15	15			

The **Disability Access Fund** column remains blank unless you click into it, at which point you can choose **Yes** for those children in receipt of DAF on census day. You do not have to choose **No** for every child that is not eligible.

When you have finished, click the **Save** button in the top LH corner of the screen.



If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save**. There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status** drop-down might help you with this.



Once you have saved, you can click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

If during the period when you are working on your census

- ❖ Hours at Setting or Funded Hours are edited via **Tools | Statutory Return Tools | Update Hours for Early Years**
- ❖ a new pupil is added in SIMS
- ❖ a pupil's date of birth is amended,

3 Early Years

Recalculate

Name	Date of Birth	Gender	AdNo	YTI	Reg	Age at 31/08/2015	Age at 31/12/2016	Hours at Setting	Funded Hours
Abbas, Shaqib	17/12/2013	Male	001502	N1	NI AM	2	3	15	15
Adams, Sade	20/03/2013	Female	001521	N2	AM	3	3	15	15
Aljona, Tolana	21/12/2012	Female	001522	N2	PM	3	4	15	15
Andrew, Richard	02/12/2012	Male	001523	N2	AM	3	4	15	15
Braden, Tamar	06/04/2013	Male	001524	N2	PM	3	3	15	15
Clark, Haribo	09/11/2012	Female	001525	N2	AM	3	4	15	15
Davis, Adam	01/12/2012	Male	001526	N2	AM	3	4	15	15

Use the **Recalculate** button at the top RH side of the **Hours for Early Years** section of the School Census page to ensure that the up-to-date data is displayed.

The details are saved when you **Save** your census.

Checking/Updating Class Types

It is necessary for Primary schools with Nursery pupils to specify the type of class each pupil belongs to on the return date. Pupils in your Nursery class should be specified as **Nursery** with all other pupils specified as **Other**. Data can be updated by clicking the **Edit** button.

4 Class Type

Edit Recalculate

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbott, Jessica	17/02/2014	Female	001663	R	ASH		
Abdullah, Tanveer	12/01/2009	Male	001275	S	SRB		
Abba, Abji	20/11/2009	Male	001336	4	4ES		
Abba, Aksha	20/11/2009	Female	001337	4	4ES		
Abba, Shaqib	17/12/2013	Male	001502	R	ELM		
Abrams, Paul	15/12/2014	Male	001651	N2	AM		

Clicking on this button will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Class Type**

Check that the **YTI** (Year Taught In) field is displaying **All**.

Update Class Type

Update Class Type

Save Undo

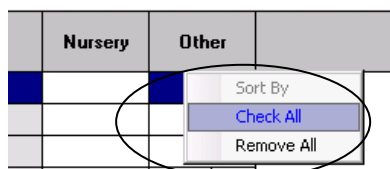
Census Term Autumn 2018

Pupils View YTI All Reg All Status All

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbott, Jessica	17/02/2014	Female	001663	R	ASH		
Abdullah, Tanveer	12/01/2009	Male	001275	S	SRB		
Abba, Abji	20/11/2009	Male	001336	4	4ES		
Abba, Aksha	20/11/2009	Female	001337	4	4ES		✓
Abba, Shaqib	17/12/2013	Male	001502	R	ELM		✓
Abrams, Paul	15/12/2014	Male	001651	N2	AM		✓

Sort By Check All Remove All

Right click on the grey column heading **Other** and choose **Check All** from the options.



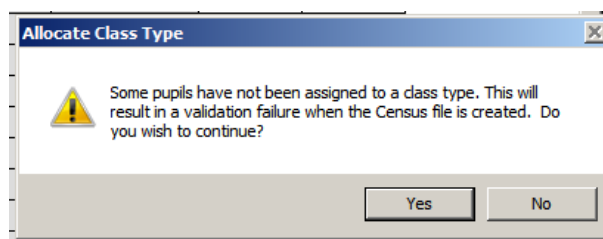
You have now changed all the pupils in the school to Class Type **Other**. If you are a school that has pupils in a Nursery class, you will now need to make sure that they have **Class Type Nursery**. Click on the **Year Group** down arrow and select **N2** from the list.



Right click on the grey column heading **Nursery** and choose **Check All** from the options.

If you have also have an N1 year group in your school, you will need to repeat the process but this time when you click the Year Group drop down arrow, choose N1 from the list.

When you have made all your changes, click on the **Save** button in the top LH corner. If there are still any pupils who do not have a Class Type assigned, you will see the following warning:



To see which pupils these are click on the **Status** drop down arrow and select **No Class Type** from the list. This will display any pupils without a Class Type and you can click in the appropriate box to select their Class Type.

Click the **Save** button in the top **LH** corner and **OK** in the bottom **RH** corner of the screen to return to the **Census Return Details** page

Updating Pupils with Top-Up Funding

From this academic year, the DFE is using the top-up funding indicator in census in the new high needs national funding formula, and for research/benchmarking, therefore it is very important that all schools complete this data item correctly and strictly follows the DFE guidance

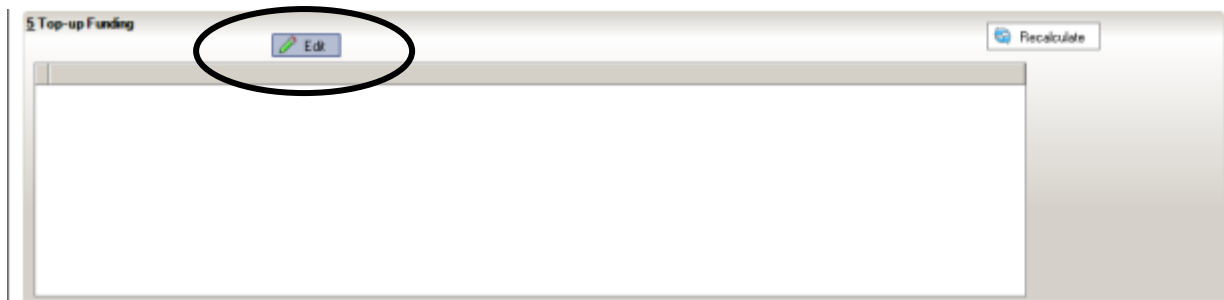
Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who have an EHCP.

Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold.

For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess of this funding. Because the full cost of places in special schools and PRUs usually exceeds £10,000, these types of schools will normally receive top-up funding for most, if not all, of the pupils in the school.

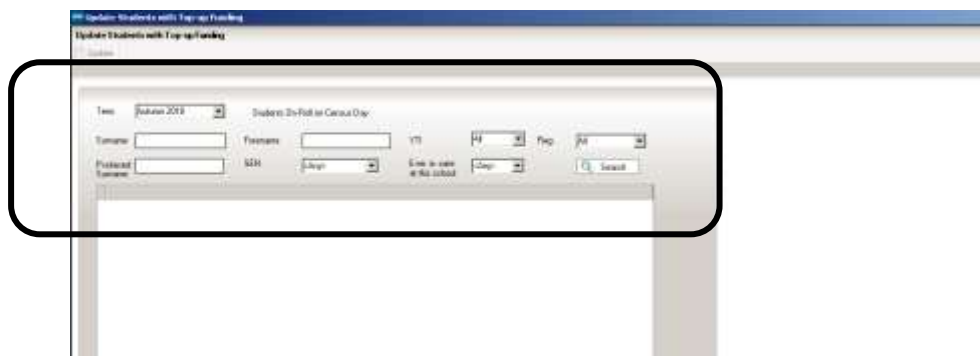
You can access information about your school's Top-Up funding on the EGFL by following this link: <https://www.egfl.org.uk/news/2018/01/sen-final-adjustment-allocation-2017-18>. Your LA contact for enquiries about Top-Up funding is Sarah Guest, squest@ealing.gov.uk, 020 8825 5121.

If the pupils with top-up funding have been recorded previously via **Tools Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel. To check and make changes to this panel, click on the **Edit** button.



This will take you to the same area of SIMS as you would have reached via **Tools | Statutory Return Tools | Update Top-Up Funding**.

Pupils selected previously may be shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.



Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

Surname: Forename: Y11: Reg:

Preferred Surname: SEN: Ever in care at this school:

Surname	Preferred Surname	Forename	Y11	Reg	SEN	Ever in Care
Balrasi	Balrasi	Eve	12	2541	E	No

Top-up Funding:

Surname	Preferred Surname	Forename	Y11	Reg	SEN	Ever in Care
Brown	Brown	Imogen	11	ELM	E	No
Chopping	Chopping	Mateo	8	6VC	E	No
Stock	Stock	Pete	5	588	E	No
Yusuf	Yusuf	Adnan	4	45L	E	No

If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.

Click the **Update** button in the top LH corner to save the data and arrange the list of pupils in **Surname** order.

Update Students with Top-up Funding

Surname	Preferred Surname	Y11	Reg	SEN	Ever in Care
Aaron	Chris	12	3CB		No
Aaron	Sophie	11	3TD		No
Abdullah	Tamwar	11	ELM	A	No
Abraham	Jane	4	45L		No
Adrian	Stan	N2	AM		No
Adrian	Stephen	11	3TD		No
Adrian	Jordan	5	588		No
Adrian	Samantha	6	6VC		No
Adrian	Adnan	4	45L		No
Adishaj	Mohammed	11	3CB		No
Adishaj	Emmanuel	5	SDT		No
Alanman	Rafaela	1	ELM		No
Ameliana	Eve	5	SDT		No

Top-up Funding:

Surname	Preferred Surname	Y11	Reg	SEN	Ever in Care
Adrian	Emmanuel	5	SDT		No
Alanman	Rafaela	1	ELM		No
Ameliana	Eve	5	SDT		No

Top-up Funding:

Surname	Preferred Surname	Y11	Reg	SEN	Ever in Care
Aaron	Chris	12	3CB		No
Aaron	Sophie	11	3TD		No
Abdullah	Tamwar	11	ELM	A	No
Abraham	Jane	4	45L		No
Adrian	Stan	N2	AM		No
Adrian	Stephen	11	3TD		No
Adrian	Jordan	5	588		No
Adrian	Samantha	6	6VC		No
Adrian	Adnan	4	45L		No
Adishaj	Mohammed	11	3CB		No
Adishaj	Emmanuel	5	SDT		No
Alanman	Rafaela	1	ELM		No
Ameliana	Eve	5	SDT		No

Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

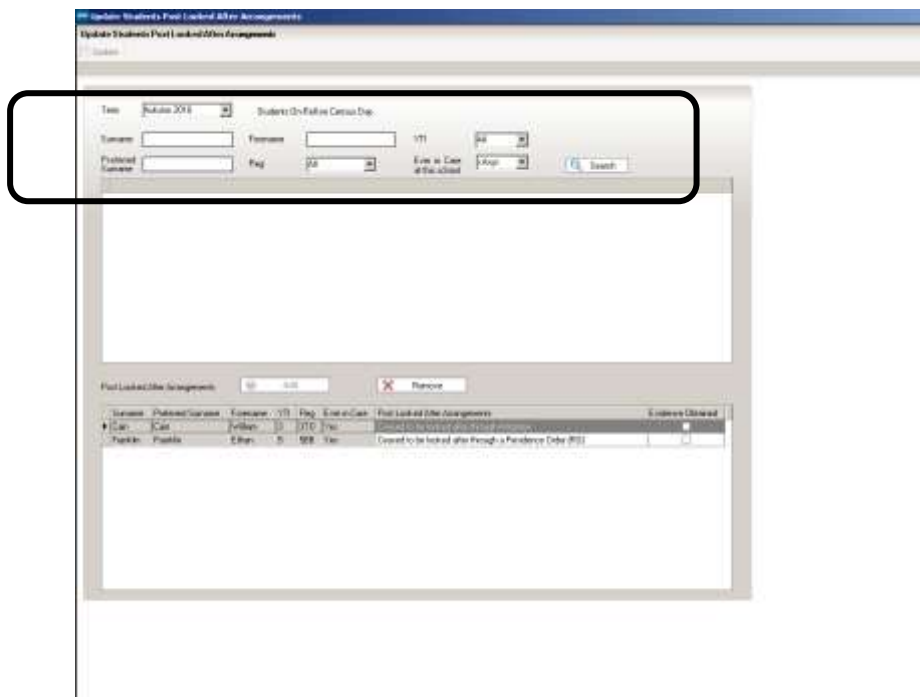
This section of census collects information regarding children on roll on census day that have left care through either adoption, a special guardianship order, a residence order or a child arrangement order. Children who have left care under one of the measures listed above will be eligible for the post looked after element of the pupil premium.

The DFE will collect this information in each census, but you should only enter a pupil's name if the persons with parental responsibility **have self-declared to the school** that their child was In Care immediately before adoption under a **special guardianship order**, a **residence order** or **child arrangement order**. As part of the self-declaration process, parents must show the school evidence of the adoption/special guardianship/residence/child arrangement order.

To make changes to the panel clicking the **Edit** button.

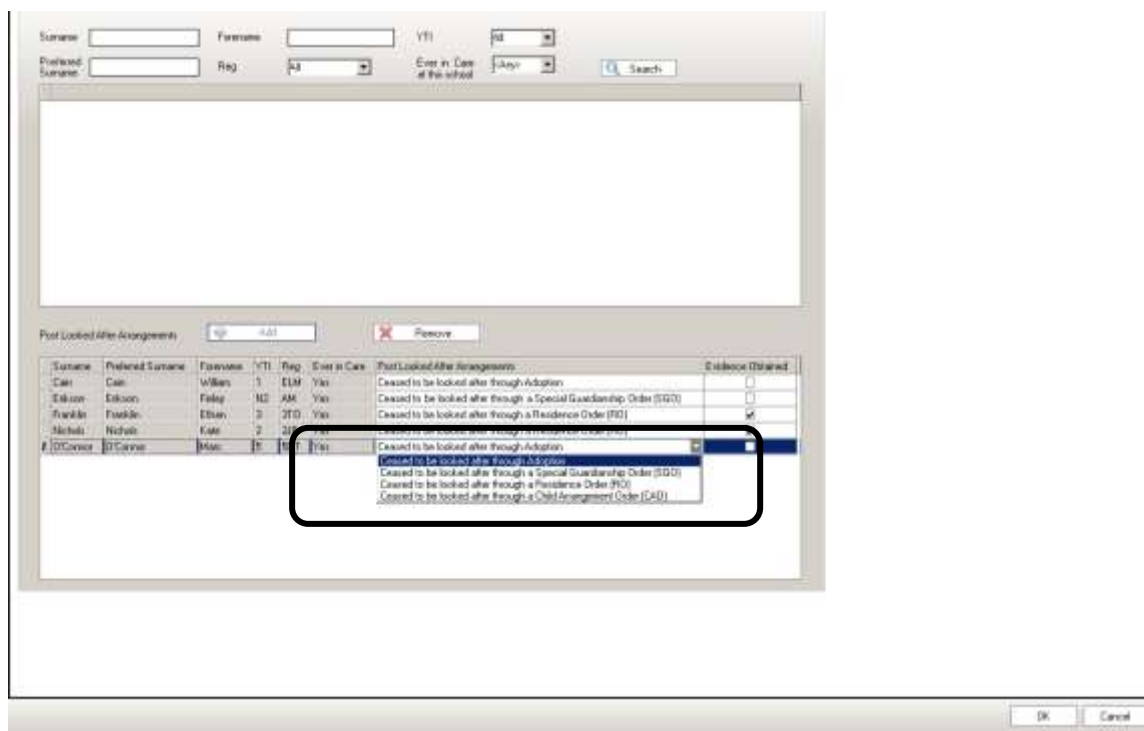


This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.

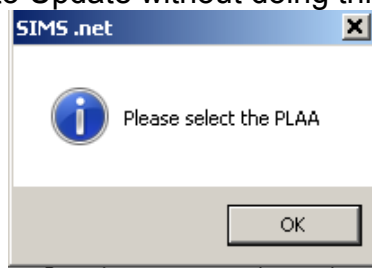


Click on pupil names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



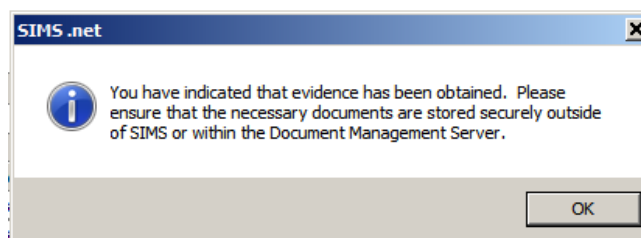
Select the correct Post Looked After status by clicking in the **Post Looked After Arrangements** field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
▶ Cain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Erikson	Erikson	Finley	N2	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Franklin	Franklin	Ethan	3	3T0	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Nichols	Nichols	Kate	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>

Click the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.



If you have ticked the **Evidence Obtained** check box for any of the pupils, you will see the above message reminding you of your obligations regarding this confidential information. Click **OK**.

When you have finished making changes, click the **OK** button located at the bottom RH of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel

School Dinner Taken – Schools with Infant pupils only

In this panel of school census we are recording the number of Universal Free School Meals eaten by pupils in Reception, Year 1 and Year 2. **This will include all the pupils in those curriculum years that ate**, (including those who are eligible for deprivation free school meals).

The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food. Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance pupils are unable to take their universal free dinner on census day, you should amend the **Reference Date** on the **School Dinner Taken** panel to return the number from another day when a more normal number were taken.

Reference Date: 04/05/2018

All pupils including those eligible for Universal Free School Meals

Buttons: Calculate From Attendance, Calculate From Dinner Money

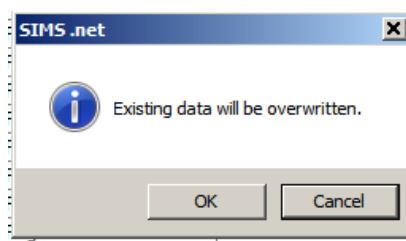
Surname	Forename	Y11	Reg. Date	Enrol Status	School Dinner Taken
Abbott	Jessica	R	ASH	Single Registration	
Abbott	Shagala	R	ELM	Single Registration	
Adkins	Charlene	R	PINE	Single Registration	
Adams	Natalie	2	20H	Single Registration	
Adams	Sadie	1	ELM	Single Registration	
Aida	Carole	2	20H	Single Registration	
Aida	Michael	R	PINE	Single Registration	
Alyson	Talyana	1	PINE	Single Registration	
Andrews	Richard	1	ASH	Single Registration	
Barden	Olivia	2	20H	Single Registration	
Barkley	Peter	1	ASH	Single Registration	
Bateman	Vincent	2	20H	Single Registration	
Barnett	Elaine	1	PINE	Single Registration	
Benson	Charal	R	ELM	Single Registration	

Total Taken: 0 Total Not Taken: 15

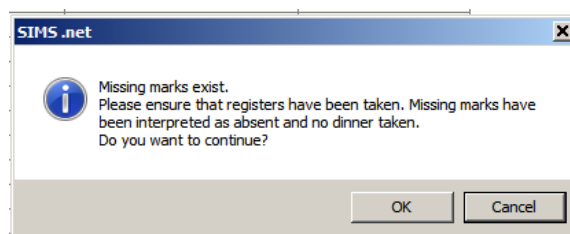
The **School Dinner Taken** panel displays **all the children** on roll on **Census Day in Reception, Year 1 and Year 2**. The **Calculate From ...** buttons are only available if the school has the relevant modules in use otherwise they are greyed-out.

On Census Day (or the alternative day you have chosen by amending the Reference Date), after Attendance or Dinner Money has been updated to reflect who is absent/present, click the relevant **Calculate from...** button at the top of the panel.

The first thing you will see is a warning message reminding you that calculating will overwrite what is already in the table. As this is the first time we are running through our return, and we have not, as yet made any manual edits to the table, we can just click **OK** to close this message.



If the module you are calculating from has not been fully completed for census day you will see a warning message. *(The example below is from using the Calculate from Attendance routine)*



If you prefer, or if there is any problem with getting Attendance or Dinner Money up to date on Census Day, you can opt **not** to use the **Calculate From Attendance** button at all, and just update the panel with who is present/absent manually.

Any children in the relevant years who have chosen **not** to take the universal free meal should be unticked in the panel.

Astoni	Sonyia	2	2/B	Single Registration	✓
Astwick	William	2	2/B	Single Registration	✓
Bailey	Eve	R	DAK	Single Registration	
Baker	Fiona	2	2/B	Single Registration	✓
Balinski	Cyla	R	ELM	Single Registration	✓
Balinski	Fil	R	ASH	Single Registration	✓

Total Taken: Total Not Taken:

At the bottom of the panel check the **Total Taken** and **Total Not Taken** boxes. After the return has been **Created and Validated**, you will be able to run the **School Dinner Taken** Detail Report to make further checks.

Collecting Pupil Attendance

The Autumn School Census 2018 collects Attendance from your Attendance Module for pupils aged four to 15 who were on-roll for at least one session during each Summer half term - from 02/04/2018 to 27/05/2018 and 28/05/2018 to 31/07/2018.

Attendance codes and the number of sessions missed are also collected.

If all your attendance codes are entered and are DFE compliant you will see the following message:



If you have not finished entering the Attendance information you will see the following display:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can ignore the **Attendance** panel warning for now.

To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel. If you have dealt with all the missing marks a message confirming this will be displayed.

The Pupil Attendance panel does not give you any information about pupil names or individual attendance codes. You will be able to check these using the **Detail Reports** button – but only after you have created and validated your Census.

Saving, Closing and Opening the Return

If you need to stop working on your return you can **Save** and close it.

Go back to it by following the route **Tools | Statutory Returns | School Census** and choosing the name from the **Browse** window at the top of the School Census Return panel, and double clicking on the description of your return.



You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

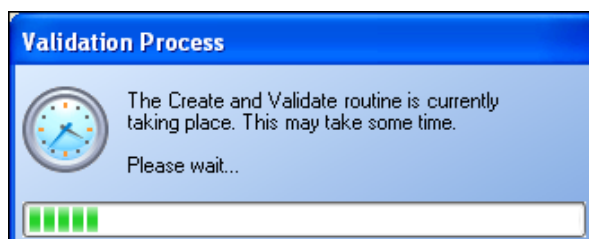


Validating the School Census Return

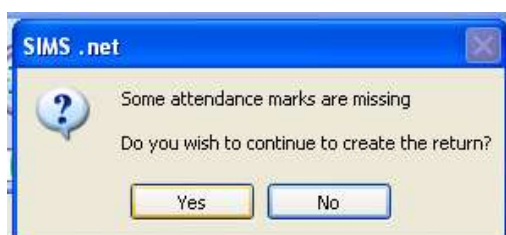
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that **'The Validation Routine is currently taking place. This may take some time.'**

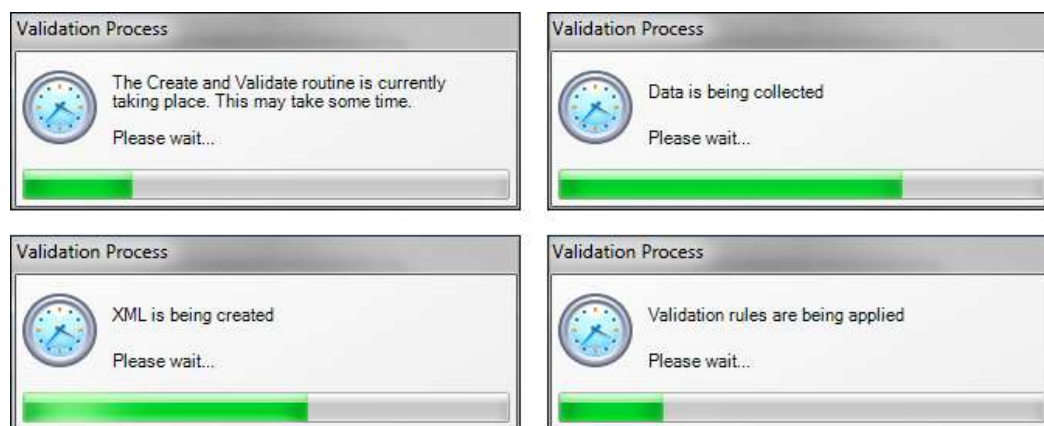


If you still have missing attendance marks you will see this message:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

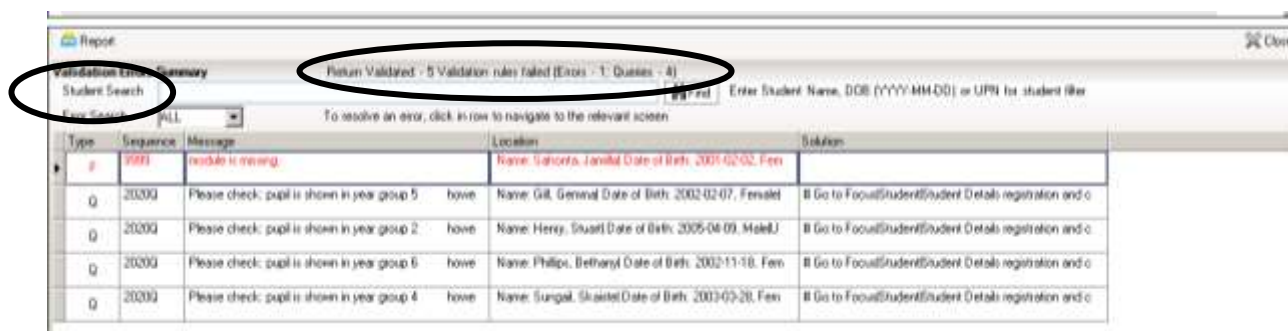
Once **Yes** is selected the display will progress through the validation process.



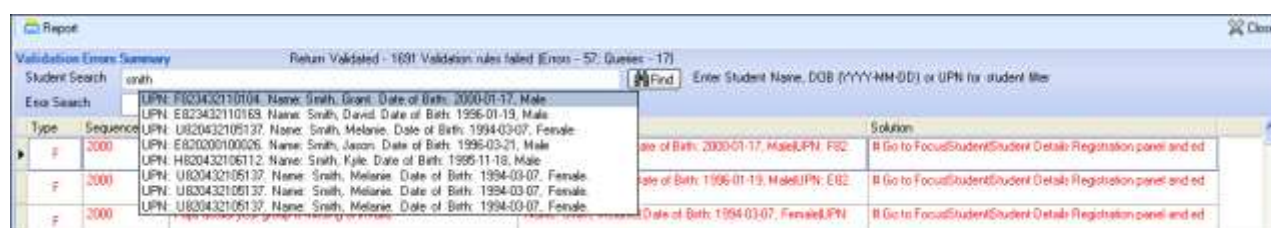
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected.

School Census Return Errors and Queries

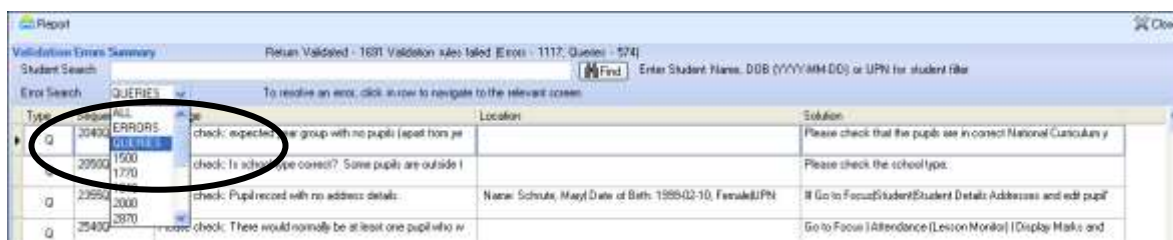
At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.



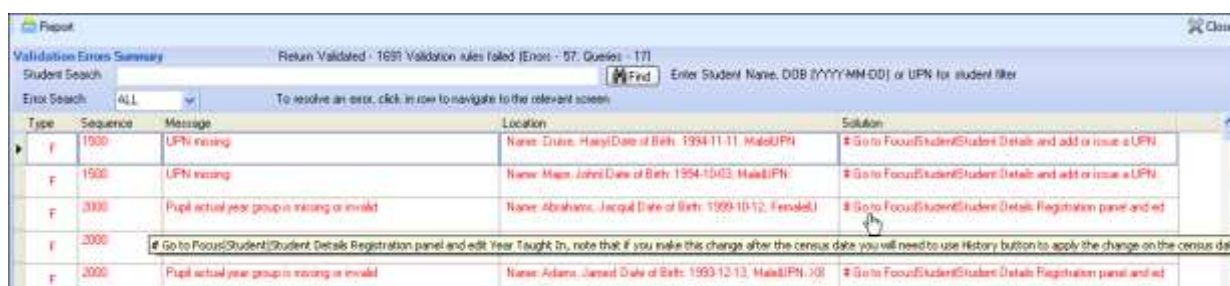
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.



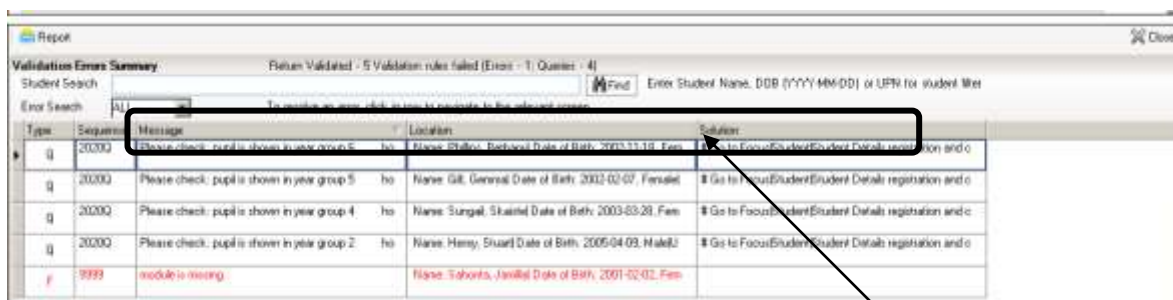
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.



When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.



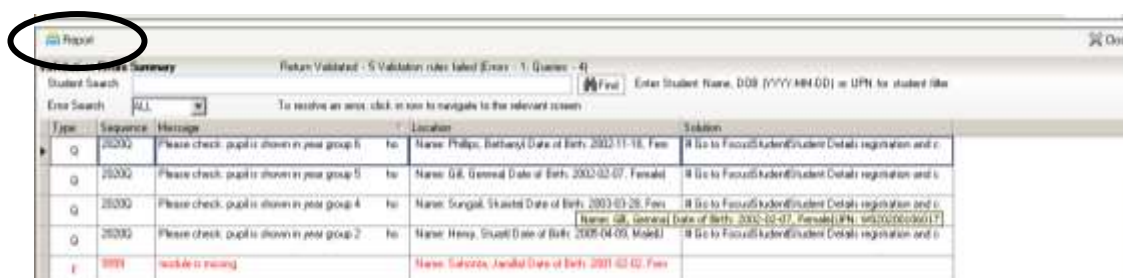
You can change the order of the summary by clicking the appropriate column heading.



If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.





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.

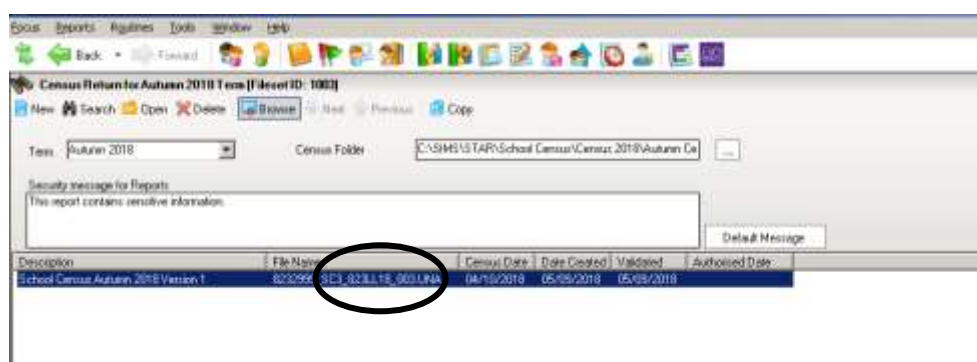
Don't forget that many of the errors can be dealt with in one go by using **Routines | Student | Bulk Update**.

When you have fixed as many errors and queries as you can, you need to press the **Validate** button again to update the **Validation Errors Summary** panel.

The latest version of the Capita booklet **School Census 2018/19 Errors and Resolutions** is available at:

<https://www.egfl.org.uk/school-census>

Each time a return is validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix is .UNA for 'unauthorised'.



Checking Post 16 Learning Aims Data

Use the Capita Booklet **Preparing Post 16 Data for the Autumn Census 2018 Return**, available on the school Census page of the EGFL to guide you through the preparation for collecting Post 16 Learning Aims.

<https://www.egfl.org.uk/finance-and-data/data-collection/school-census>

Tips

- ❖ Ensure that grade achieved by each student in Maths and English GCSE is recorded via **Tools | Statutory Return Tools | Update Prior Attainment**
- ❖ A Withdrawal Reason must be added for any courses that a student has withdrawn from that fall within the time period that the census is covering – that will include courses for this and last academic year.
- ❖ Core Learning Aim is only required where the student is doing only vocational courses, or vocational courses make up the majority of their learning.
- ❖ Download an up-to-date copy of the QN catalogue from the DfE QAN website ([https://collectdata.education.gov.uk/qwsweb/\(S\(m3yssxujswr52i45kkm11h55\)\)/default.aspx](https://collectdata.education.gov.uk/qwsweb/(S(m3yssxujswr52i45kkm11h55))/default.aspx)) and import
- ❖ Check that Post 16 Programmes of Study information has been recorded for both the 2017/2018 academic year and the 2018/2019 academic year

The next pages are reproduced from the Capita Booklet 'Producing the school Census 2018 Return Secondary'

Checking Post 16 Learning Aims Data

Learning Aims data is collected from Secondary schools with Sixth Forms. The Post 16 Learning Aims are collected once a year only, in the School Census Autumn Return. Learning Aims are collected from the previous year, i.e. any that were active in 2017/2018, and those for the current academic year 2018/2019.

All Learning Aims in the specified period (01/08/2017 to 04/10/2018) are included in the return, regardless of whether the minimum qualifying period of six weeks, for a one or two year course, was achieved.

Exam results, e.g. A, A*, etc. and the outcome of the previous year's Learning Aims (pass, fail or result not known) are not collected in this year's Autumn return. However, results are displayed in the **Learning Aims** panel for identification purposes only, provided that the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details. Discount Codes (also known as Subject Classification Code) are collected in the School Census Autumn 2018 Return.

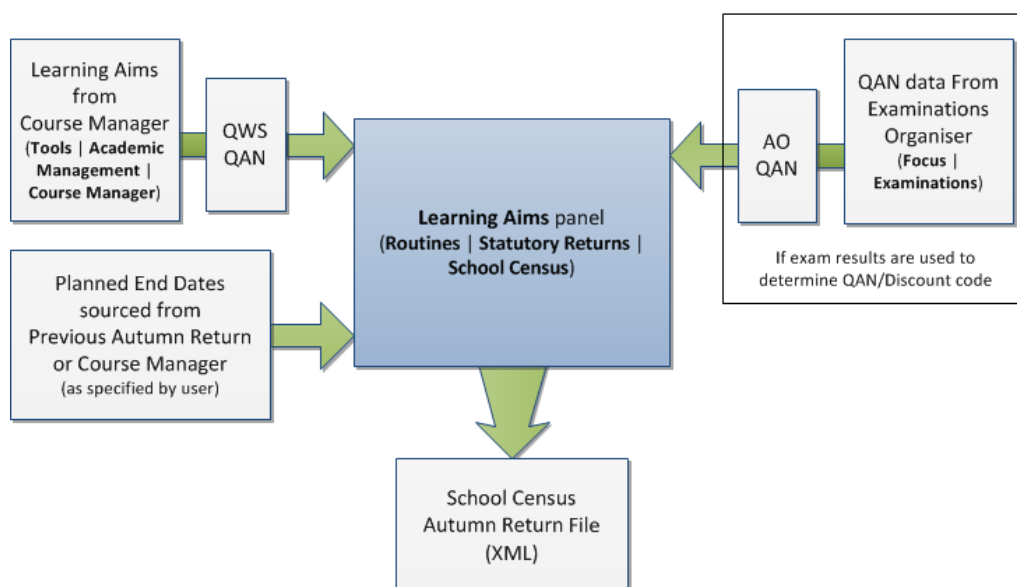
IMPORTANT NOTES:

Learning Aims are required for learners in National Curriculum Year Group (Year Taught In) 12 or above, who have an enrolment status of Single Registration or Dual Registration, and for whom the school wishes to claim Post 16 funding from the Education and Skills Funding Agency (ESFA).

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.

The **Learning Aims** panel is provided to enable you to check the Learning Aims that will be included in the School Census Autumn 2018 Return.



In the previous graphic, QWS QAN refers to the Qualification Accreditation Number obtained from the DfE QAN website and AO QAN refers to the Awarding Organisation QAN imported with the Exams Basedata from the Awarding Organisation.

The **Learning Aims** panel includes the following functionality:

- **QAN** - also known as Qualification Number (QN).
- **Discount Code** - also known as Subject Classification Code (SCC).
- **Result** for identification purposes only.
- Comprehensive filtering of data (please see *Finding your way Around the Learning Aims Panel*).

- Recalculating data in the **Learning Aims** panel refreshes the display with data from Course Manager and Examinations Organiser. Any saved edits are preserved when the Recalculate routine is run (please see *Recalculating Learning Aims Information*).

- The provision of the following reports to assist with the checking of information:

Learning Aims Comparison with Course Manager report (please see *Comparing Learning Aims Information with Course Manager Data*).

Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data*).

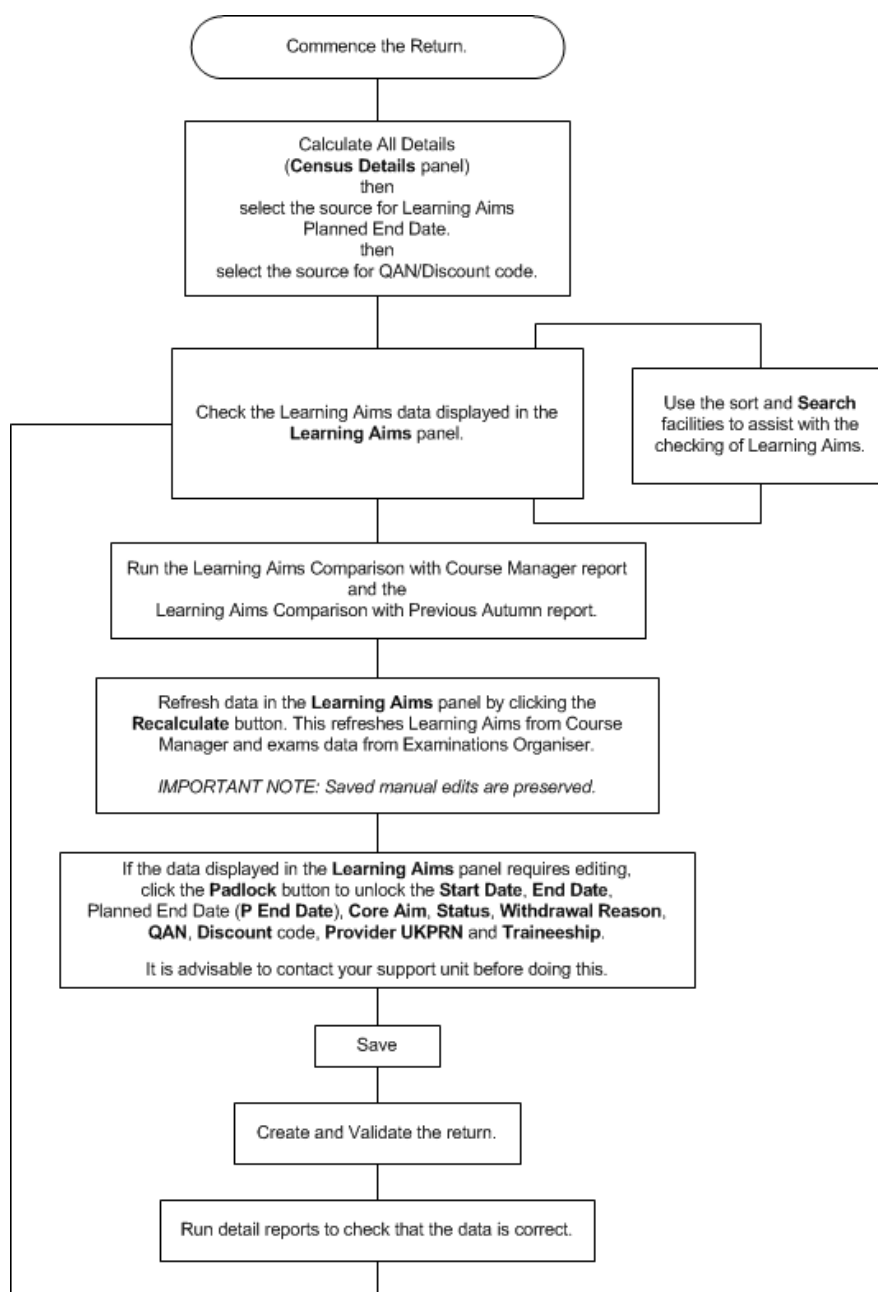
- By default, the data in the **Learning Aims** panel cannot be edited.

Full editing of the Learning Aims start date, end date, planned end date, core aim, status, withdrawal reason, QAN, discount code, provider UKPRN and traineeship, can be achieved by clicking the **Padlock** icon to unlock the **Learning Aims** panel. A white background indicates that the column can be edited.



Locked/Unlocked Padlock icon

Learning Aims Flow



Finding your way Around the Learning Aims Panel

6 Learning Aims

Surname Forename YTI ULN QAN Disc Code **8**

Subject Level Status From To **7**

20 Select Columns Compare with Previous Autumn Compare with Course Manager **3** Add Exclude Recalculate **6**

Surname	Forename	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reas...	QAN	Discount	Provider UKPR...	Traineesh...	Result
Abbey	Grenetta	13	1111171873	Art	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60149589	3510			C
Abbey	Grenetta	13	1111171873	Business Studi...	GCE A Double Award	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60146734	0002			C
Abbey	Grenetta	13	1111171873	CDT:Des & Real	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		50026501	9080		✓	C
Abbey	Grenetta	13	1111171873	Physics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60148482	1210			C
Ackrington	Robert	12	1111173809	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			
Ackton	William	13	1111176603	CDT:Des & Real	GCE Advanced	01/09/2017	03/02/2018	20/07/2018		Withdrawn	Injury/Illness	50026501	9080			C
Ackton	William	13	1111176603	Chemistry	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60156466	1110			C
Ackton	William	13	1111176603	French	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60187025	5650			C
Ackton	William	13	1111176603	Mathematics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		10060145	2330		✓	C
Adediji	Payal	12	1111173795	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			
Ahmed	Ackmar	13	1111171849	Art	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60149589	3510			C
Ahmed	Ackmar	13	1111171849	English Lit	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60150464	5110			C
Ahmed	Ackmar	13	1111171849	Mathematics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		10060145	2330			C
Amiel	Tanzeel	13	1111171822	English	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60150099	5030			C
Amiel	Tanzeel	13	1111171822	Law	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		50023305	4770			C
Amiel	Tanzeel	13	1111171822	Sociology	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60138948	4880			C
Amiel	Tanzeel	13	1111171822	Theatre Studies	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60183020	5210		✓	C
Andrews	Hank	12	1111173701	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			

Total: 280 **18**

17 **16** **15** **14**

1	To sort the displayed data by column data, e.g. Surname, Forename, YTI, ULN , etc, click the applicable column heading.
2	The Compare with Previous Autumn report can be run to compare the Learning Aims in the School Census Autumn 2017 Return with the Learning Aims to be reported in the School Census Autumn 2018 Return. The differences are highlighted in yellow.
3	The Compare with Course Manager report can be run to compare Learning Aims to be reported in the School Census Autumn 2018 Return with data held in Course Manager.
4	The Add button is active only when the Unlock Padlock icon is displayed. Learning Aims records can be added to the list by clicking the Add button to display the Add Learning Aims dialog, from where the required student's Learning Aim(s) can be selected).
5	<p>The Exclude/Restore toggle button is active only when the Unlock Padlock icon is displayed. A Learning Aim record can be excluded from the list, and consequently from the return, by highlighting it then clicking the Exclude button. The excluded Learning Aim record is then highlighted in dark grey and is read-only.</p> <p>To restore the Learning Aim record, click the record to ensure that the focus is on the Learning Aim then click the Restore button.</p>
6	<p>The data in the Learning Aims panel can be filtered using one or more of the Search options, i.e. Surname, Forename, YTI (Year Taught In), ULN, QAN, Discount Code (Disc Code), Subject, Level, Status and date range (by default From 01/08/2017 To 04/10/2018).</p> <p>Using these filters restricts the data displayed in the Learning Aims panel only. They do not restrict the data that is collected in the School Census. To view all the Learning Aims data that is collected in the School Census, remove all filter conditions then click the Search button.</p>
7	<p>Clicking the Recalculate button refreshes the Learning Aims panel with Learning Aims from Course Manager and exams data from Examinations Organiser).</p> <p>IMPORTANT NOTE: Clicking the Recalculate button preserves any manual edits that have already been saved (Learning Aims panel only).</p>
8	<p>The Locked Padlock icon indicates that editing of Learning Aims data is <u>unavailable</u>. Click the Padlock icon to toggle between locked and unlocked. It is advisable to check with your support unit before unlocking the Learning Aims.</p> <p>If you wish to edit the Learning Aims data, including adding and/or excluding Learning Aim records, ensure that the Unlocked Padlock icon is displayed. Full editing capabilities are then available for the data in the rows displayed with a white background.</p>
9	<p>The Result column is displayed only if the Use Exam Result to determine QAN/Discount code check box has been selected (in the Source for Learning Aims Planned End Date dialog) when calculating all details.</p> <p>The data in the Result column is displayed for reference only. Exam Results are not collected in the Autumn 2018 return.</p>

10	<p>A Traineeship is an education and training programme. Traineeships (designed for 16 to 24 year olds) include the work preparation training, English and/or Maths and the work experience needed to secure an apprenticeship or employment.</p> <p>An indication as to whether each Post 16 Learning Aim is part of a Traineeship is required for the School Census Autumn Return. The indicator can be set in the Membership and Results panel via Tools Academic Management Course Manager Maintain Course.</p>
11	<p>The AO QAN and Discount code are reported in the census where an exam result exists. QWS QANs are reported only where an exam result is not available. The AO QAN and QWS QAN for the student can be viewed by selecting Focus Student Courses, double-clicking the required course to display the Course Details page then navigating to the Memberships and Results panel.</p>
12	<p>The DfE/ESFA use the QAN for matching the Learning Aim. The QAN data is included in the On Roll Learning Aims report and Leavers Learning Aims report).</p>
13	<p>The Provider UKPRN (sub-contracting UK partner) should be recorded where the school sub-contracts the provision of learning or training for post 16 students.</p>
14	<p>The reason for withdrawal is required for Learning Aims ending in the collection period.</p> <p>When a student has withdrawn from a Learning Aim prior to the census day, the Learning Aim is recorded with a completion status of Withdrawn. The reason for withdrawal should also be recorded.</p>
15	<p>The Status shows if a Learning Aim has been completed, withdrawn or is continuing. A cell with a yellow background is highlighted when the status has been edited manually. A yellow highlight does <u>not</u> indicate an error.</p>
16	<p>The Core Aim is the primary Learning Aim being undertaken in a student's programme of study. The School Census Autumn 2018 requires that the core aim is identified for each year where a vocational Education and Skills Funding Agency (ESFA) study programme is being followed. If a student is following an academic programme, a core aim does not need to be identified.</p> <p>It is possible to have a different Core Aim for 2017/2018 than for 2018/2019. Although Course Management only allows one Core Aim per student per academic year, there are certain unusual circumstances where more than one Core Aim is allowed. The additional Core Aims can be entered directly into this panel by clicking the Add button then completing the details in the different columns.</p>

17	<p>The Planned End Date (P End Date) included in the return must always be the date agreed when the Learning Aim commenced and must not reflect any change of plan for the Learning Aim. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then, it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year.</p> <p>If plans change and the student is expected to complete the Learning Aim <u>earlier</u> than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this earlier than originally expected end date is eventually reflected in the actual End Date.</p> <p>If plans change and the student is expected to complete the Learning Aim <u>later</u> than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this later than originally expected end date is eventually reflected in the actual End Date.</p> <p>If the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.</p>
18	<p>The Total number of Learning Aim records is displayed at the bottom left-hand side of the Learning Aims panel.</p>
19	<p>Double-clicking a student's name displays the Student Courses page, where all student Learning Aims are displayed. Clicking one of these Learning Aims displays the Members panel on the Course Details page (Tools Academic Management Course Manager Maintain Course), where edits can be made to the Learning Aim record.</p>
20	<p>Clicking the Select Columns button displays the Select Student Column to Display dialog, where columns can be selected or deselected. This provides additional data for information only. Select from YTI, Reg, Ad No, ULN, UCI and Int Cand No. The YTI and ULN columns are displayed by default. The data in these columns is read-only.</p>

The Learning Aims Comparison with Course Manager report is provided for checking purposes only. It enables you to compare Learning Aims reported for the School Census Autumn 2018 Return with data held in Course Manager.

The report displays the following information:

- Each student's surname and forename, YTI (Year Taught In), UPN, subject, level, QAN and discount code.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider and traineeship for each Learning Aim to be reported for Autumn 2018.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider, traineeship, AO QAN/discount code and QWS QAN/discount code for each Learning Aim held in Course Manager.

A cell with a yellow background highlights a difference between the data to be reported for the School Census Autumn 2018 Return and that currently held in Course Manager. A yellow highlight does not indicate an error.

1. Ensure that the School Census data has been saved before running the report.
2. Click the **Compare with Course Manager** button to generate the report, which is then displayed in your web browser, from where it can be printed, if required.

School Census Autumn 2018 (Learning Aims Comparison with Course Manager)																								
Security Message : This report contains sensitive information.																								
Report criteria : Learning Aims to be reported for School Census Autumn 2018 compared with course manager																								
Total Students : 197																								
Report created: 24/04/2019 14:45:00																								
Students	Surname	Y1	EPN	Actual	To be reported for Autumn 2018										Course Manager									
					GPB	Rel	Mat	Lat	P	Eng	Math	Sci	Art	PE	Health and	Physical	Music	Religion	PSHE	Other	GPB	Rel	Mat	P
None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
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None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
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None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
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None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
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None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
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None	Thomas	Y1	2424241188	24241188	None	Approved	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188	2424241188
None	Thomas	Y1	2424241188	24241																				

Comparing Learning Aims Information with the Previous Autumn Data

The Learning Aims Comparison with the Previous Autumn report is provided for checking purposes only. This routine enables you to check that the data for the return is accurate and that any manual edits that have been made are correct. It enables you to compare the Learning Aims reported for the School Census Autumn 2017 with the Learning Aims to be reported for the School Census Autumn 2018.

The report displays the following information:

- A cell with a yellow background highlights a difference between the data reported for Autumn 2017 and the data to be reported for Autumn 2018. A yellow highlight does not indicate an error.

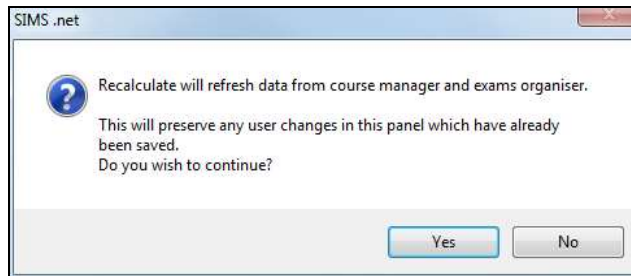
3. Ensure that the School Census data has been saved before running the report.
4. Click the **Compare with Previous Autumn** button to generate the report, which is displayed in your web browser, from where it can be printed, if required.

Recalculating Learning Aims Information

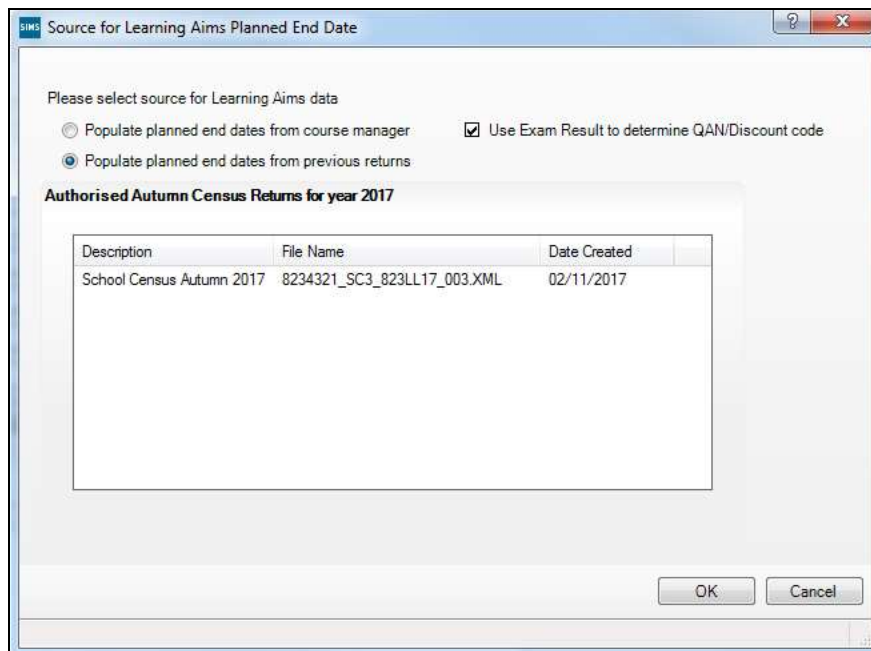
If the data retrieved from Course Manager and Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is

highlighted with a bright yellow background. A yellow highlight does not indicate an error.

5. Ensure that any data that has been edited in the **Learning Aims** panel has been saved.
6. Click the **Recalculate** button to display the Recalculate message.



7. Click the **Yes** button to display the **Source for Learning Aims Planned End Date** dialog.



8. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.
9. Specify the required source for the Learning Aims data:
 - **Populate planned end dates from previous returns** (default option)

Ensure that the **Populate planned end dates from previous returns** radio button is selected then highlight the required **Authorised Autumn Census Return for year 2017**.

■ Populate planned end dates from course manager

Select the **Populate planned end dates from course manager** radio button.

- Click the **OK** button to update the data displayed in the **Learning Aims** panel.

Surname	Forename	YTI	UIN	Subject	Level	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reason	QAN	Discount	Provider UKPRN	Traineeship	Result
Abbott	Geordie	13	1111171873	Art	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60148589	3610			C
Abbott	Geordie	13	1111171873	Business Stud.	GCE A Double Award	31/09/2017	29/07/2018	30/07/2018	Completed			60146734	3032			C
Abbott	Geordie	13	1111171873	ICT Des & Real	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60209981	9086			C
Abbott	Geordie	13	1111171873	Physics	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60148462	1210			C
Adkins	Ruben	12	1111173809	Business Stud.	GCE A&S Double Award	31/09/2017	29/07/2018	30/07/2018	Completed			10042878	3032			C
Adkins	William	13	1111173803	ICT Des & Real	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60209981	9086			C
Adkins	William	13	1111173803	Chemistry	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60158448	1110			C
Adkins	William	13	1111173803	French	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60101025	9650			C
Adkins	William	13	1111173803	Mathematics	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			10060145	2330			C
Adkins	Payal	12	1111173785	Business Stud.	GCE A&S Double Award	31/09/2017	29/07/2018	30/07/2018	Completed			10042878	3032			C
Almeida	Adrian	13	1111171849	Art	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60148589	3610			C
Almeida	Adrian	13	1111171849	English Lit	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60150464	5110			C
Almeida	Adrian	13	1111171849	Mathematics	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			10060145	2330			C
Armit	Tanveer	13	1111171822	English	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60160089	1000			C
Armit	Tanveer	13	1111171822	Law	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60023328	4770			C
Armit	Tanveer	13	1111171822	Sociology	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60138646	4680			C
Armit	Tanveer	13	1111171822	Theatre Studies	GCE Advanced	31/09/2017	29/07/2018	30/07/2018	Completed			60160089	1000			C
Armit	Hadi	12	1111173781	Business Stud.	GCE A&S Double Award	31/09/2017	29/07/2018	30/07/2018	Completed			10042878	3032			C

Editing Learning Aim Details

If the **Unlock Padlock** icon is displayed, the **Start Date**, **End Date**, **Planned End Date (P End Date)**, **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship** associated with each Learning Aim can be edited manually.

Manually edited data is highlighted in yellow, for example:

- If the Learning Aim end date is changed to before the planned end date and the status has been edited manually to complete, the **End Date** cell and **Status** cell are highlighted in yellow.
- If a QAN or discount code is accidentally edited to an incorrect value.

Data is also highlighted in yellow if:

- Learning Aims retrieved from Course Manager or the exams data retrieved from Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background.

- the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

NOTE: Yellow highlights indicate a difference between values collected for the census and values recorded in Course Manager. Yellow highlights do not indicate errors.

Surname	Forename	YTI	UIN	Subject	Level	Start Date	End Date	P End Date	Course Aim	Status	Withdrawal Reason	QAR	Discount	Provider UOPR	Termcode	Result
Abbey	Gravett	13	111171873	Art	GCE Advanced	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		60148288	3010			C
Abbey	Gravett	13	111171873	Business Stud.	GCE A Creative Award	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		60148734	3002			C
Abbey	Gravett	13	111171873	CDT Des & Real	GCE Advanced	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		60026581	3000			C
Abbey	Gravett	13	111171873	Physics	GCE Advanced	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		60148482	3170			C
Abbington	Robert	12	111171869	Business Stud.	GCE A&B Double Award	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		10042878	3002			C
Adcock	William	13	111171865	CDT Des & Real	GCE Advanced	31/09/2017	30/07/2018	30/07/2018	Completed	Completed		60026581	3000			C

If the editing of Learning Aims data is required:

11. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel. Click the padlock icon to toggle between locked and unlocked, if necessary.

Editable columns are displayed with a white background.

12. To edit the Learning Aim **Start Date**, **End Date** or **P End Date**, click the required cell then click the down arrow and select the date from the Calendar.

IMPORTANT NOTE: Care must be taken when entering/editing dates. You will be prevented from saving the Learning Aims data if:

- a start date that is after 04/10/2018 (Autumn census date) has been entered
- an end date that is before 01/08/2017 (Learning Aims collection start date) has been entered.

Bulk entry options can be used to edit data in the date columns, e.g. to edit several Planned End Dates:

1. Click the **P End Date** column header to sort into date order.
2. Use the **Shift**+click (to highlight sequentially listed dates) or **Ctrl**+click (to highlight individual dates).

Start Date	End Date	P End Date	Core Aim	Status	Withd
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2018	✓	Completed	
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2_		Completed	
01/09/2017	03/02/2018	◀ July ▶ ◀ 2018 ▶	rawn	Injury	
01/09/2017	20/07/2018	M T W T F S S 25 26 27 28 29 30 1	leted		
01/09/2017	20/07/2018	2 3 4 5 6 7 8	leted		
01/09/2017	20/07/2018	9 10 11 12 13 14 15	leted		
01/09/2017	20/07/2018	16 17 18 19 21 22	leted		
01/09/2017	20/07/2018	23 24 25 26 27 28 29	leted		
01/09/2017	20/07/2018	30 31 1 2 3 4 5	leted		
01/09/2017	20/07/2018	Today Clear	leted		
01/09/2017	20/07/2018		leted		

3. Edit the last date in the highlighted group. All the highlighted dates are changed to the date you have entered.
13. To indicate that a course is the student's **Core Aim**, click the required cell to display a tick. Clicking the cell again removes the tick.
14. To edit the Learning Aim **Status**, click the required cell then click the down arrow and select **Continuing**, **Completed**, **Withdrawn** or **Transferred**, from the drop-down list.
15. To edit the reason for withdrawal from a Learning Aim, click the required **Withdrawal Reason** cell then click the down arrow and select the required reason from the drop-down list.
16. To edit the **QAN** or **Discount** code, click the required cell then edit the number.
17. To edit the **Provider UKPRN**, click the required cell then click the down arrow and select as required from the drop-down list.
18. To indicate that a student is undertaking a traineeship, click the required **Traineeship** cell to display a tick. Clicking the cell again removes the tick.

NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager or Examinations Organiser.

If the **Unlock Padlock** icon is displayed, it is also possible to **Add** and/or **Exclude** Learning Aim records from the return.

Adding a New Learning Aim Record

A new Learning Aim record can be added to the list displayed in the **Learning Aims** panel, provided that the **Unlock Padlock** icon is displayed.

You may wish to add a Learning Aim if, for example, your school holds the main registration for dual registered students. All Learning Aims must be returned by the school that holds the student's main registration because it will receive funding for that student and it is responsible for their performance.

NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager.

The Add Learning Aim routine enables you to select the required student then the applicable QAN/Discount Code.

19. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
20. Click the **Add** button to display the first of the **Add Learning Aim** dialogs.

The search criteria, i.e. **Surname**, **Forename** and year taught in (**YTI**), can be used to filter the student records, if required.

21. Click the **Search Students** button to display a list of students who match the search criteria.

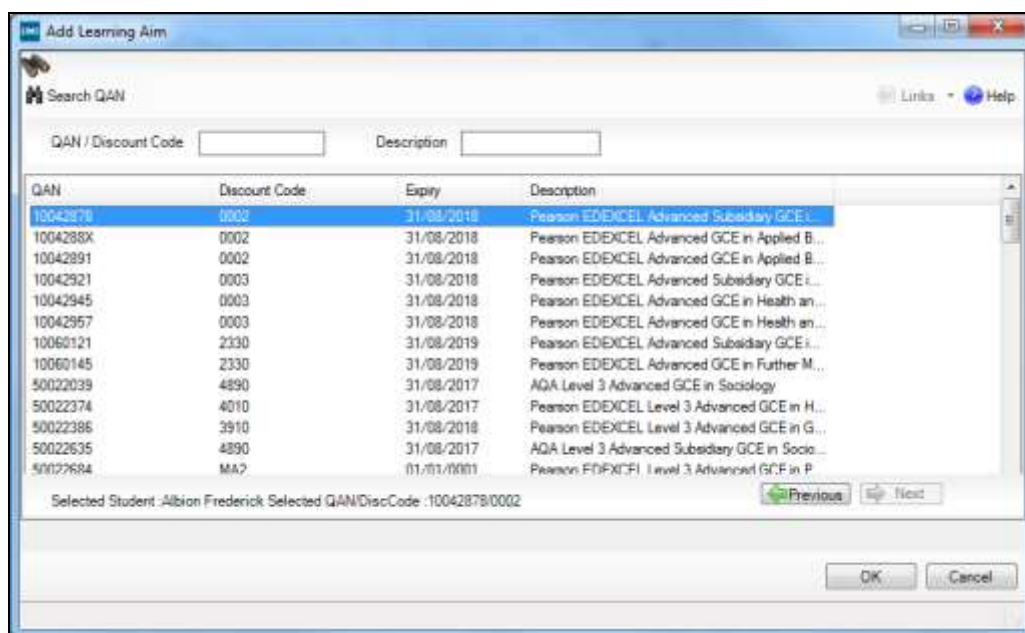
Surname	Forename	YTI	ULN
Oglander	Ralph	12	5142368008
Orton	Natalie	12	5142368990
Osmond	Debbie	12	5142368982
Ouchakov	Anton	12	5142368974
Parker	Joeli	12	5142368966
Parker	Peter	12	5142368958
Perch	Penny	12	5142368931
Peterson	Julie	12	5142368923
Piper	Edwina	12	5142368915
Poynter	Jon	12	5142368907
Prowse	Raggie	12	5142368893
Quinn	Emma	12	5142368885
Rahman	Zena	12	5142368877

Selected Student: Peterson Julie

22. Highlight the student whose record you wish to add then click the **Next** button to display the second **Add Learning Aim** dialog, where the required QAN/Discount Code can be selected.

The search criteria, i.e. **QAN/Discount Code** and **Description**, can be used to filter the Learning Aim records, if required.

23. Click the **Search QAN** button to display a list of QAN/Discount Codes that match the search criteria.



24. Highlight the required QAN/discount code then click the **OK** button to return to the **Learning Aims** panel.

The new record is added to the bottom of the list and is highlighted in yellow. When the data is saved, the new record is sorted into alphabetical order.

25. Edit the **Start Date**, **End Date**, **Planned End Date (P End Date)**, **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship**, if required.
26. Click the **Save** button.

Excluding Learning Aim Records

Learning Aim records can be excluded from the School Census Autumn 2018 Return, provided that the **Unlock Padlock** icon is displayed. The exclusion of a record might be necessary if, for example, your school has a dual registered student but they have their main registration at another school and therefore your school does not wish to claim Post 16 funding for that student.

The **Exclude/Restore** toggle button is provided to enable you to exclude Learning Aim(s) from the return and, if necessary, restore them again, e.g. if they were excluded in error. An excluded record cannot be edited but remains visible for reference only.

NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager or Examinations Organiser.

27. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
28. Click the name of the student whose Learning Aim record you wish to exclude. An arrow to the left of the student's name indicates that the record has been selected.



The screenshot shows the 'Learning Aim' panel with a table of student records. The table has columns for Surname, Forename, Y11, UIN, Subject, Level, Start Date, End Date, P End Date, Core Aim, Status, Withdrawal Pass, QAR, Discount, Provider UPR, Timetable, and Result. The record for 'Abbey, Gwendolyn' is selected, indicated by a yellow arrow to the left of her name. The 'Exclude' button is highlighted in the top right corner.

29. Click the **Exclude** button. The excluded Learning Aim record is highlighted in dark grey.

The **Restore** button is displayed but only when the focus is on an excluded record.



The screenshot shows the 'Learning Aim' panel with the 'Exclude' button highlighted. The record for 'Abbey, Gwendolyn' is now highlighted in dark grey, indicating it has been excluded. The 'Restore' button is now visible in the top right corner.

30. Click the **Save** button.

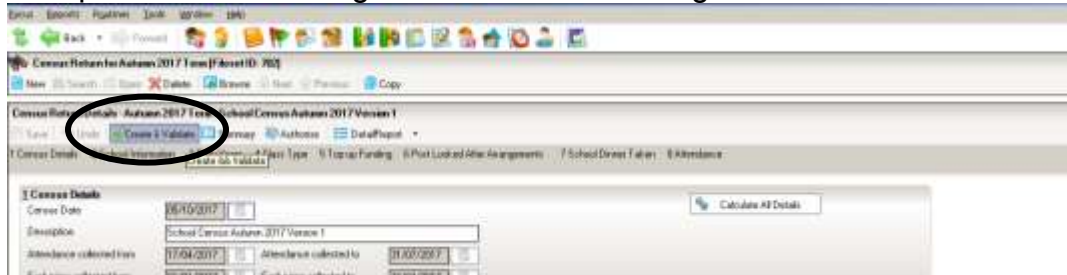
To re-instate the excluded Learning Aim record, click to select it, click the **Restore** button and then click the **Save** button.

There is further documentation relevant to Post 16 on the Capita website. You will need to have a Capita 'My Account' in order to access them here:

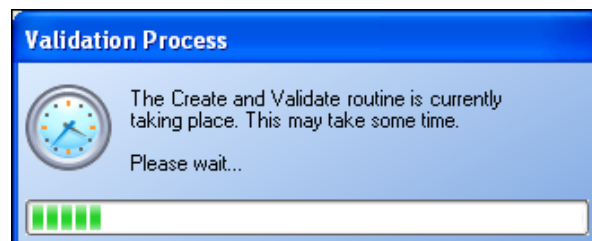
<https://myaccount.capita-cs.co.uk/hot-topics/school-census-england/>

Validating the School Census Return

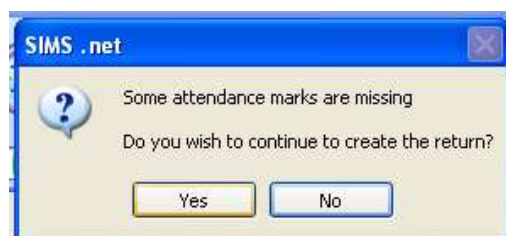
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that **'The Validation Routine is currently taking place. This may take some time.'**

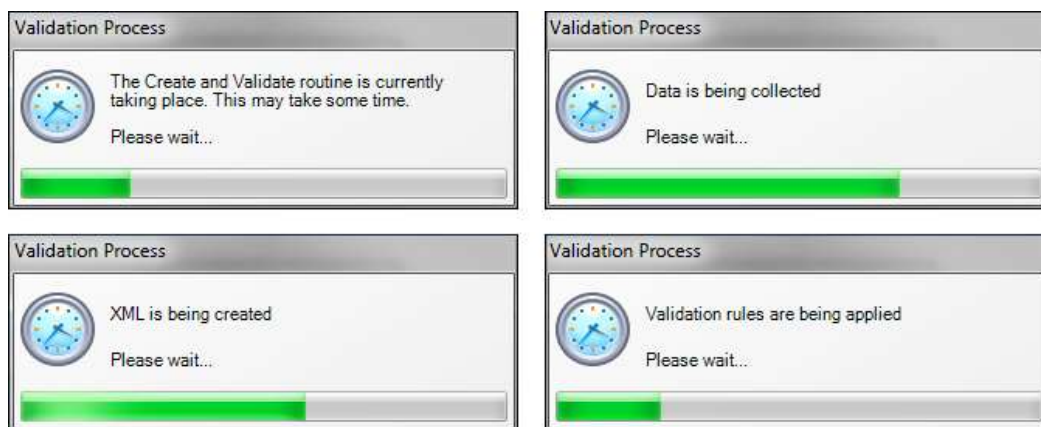


If you still have missing attendance marks you will see this message:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

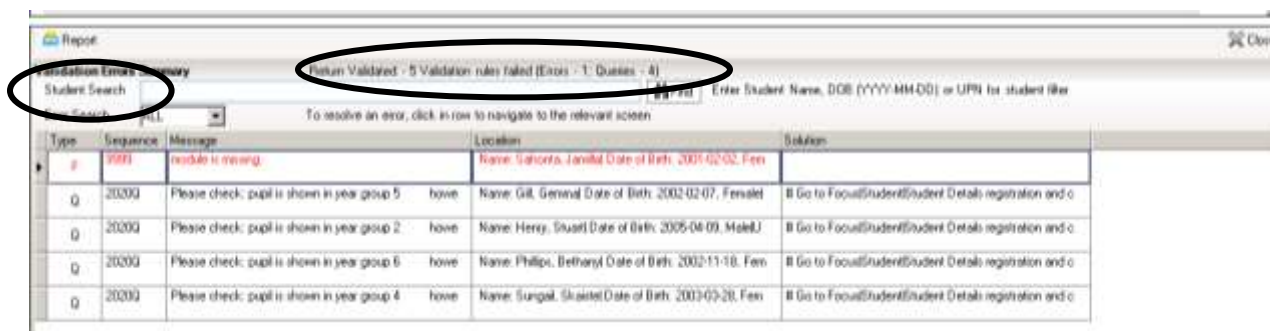
Once **Yes** is selected the display will progress through the validation process.



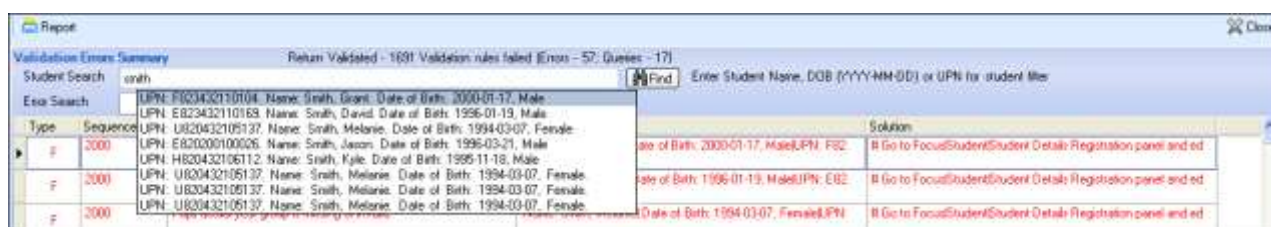
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected.

School Census Return Errors and Queries

At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.



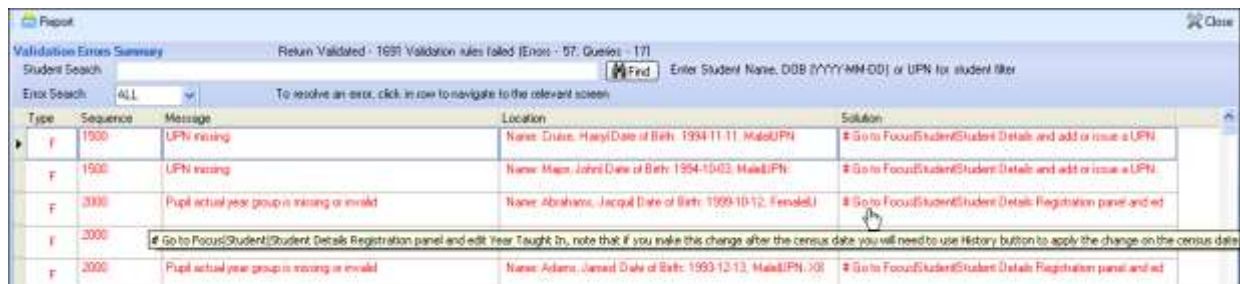
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.



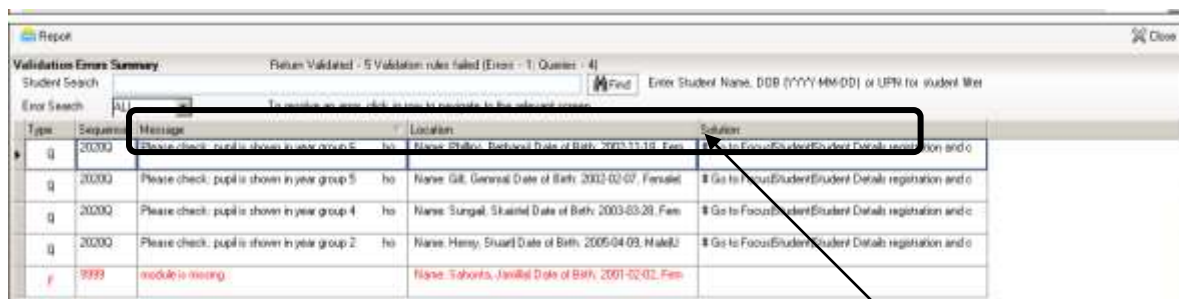
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.



When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

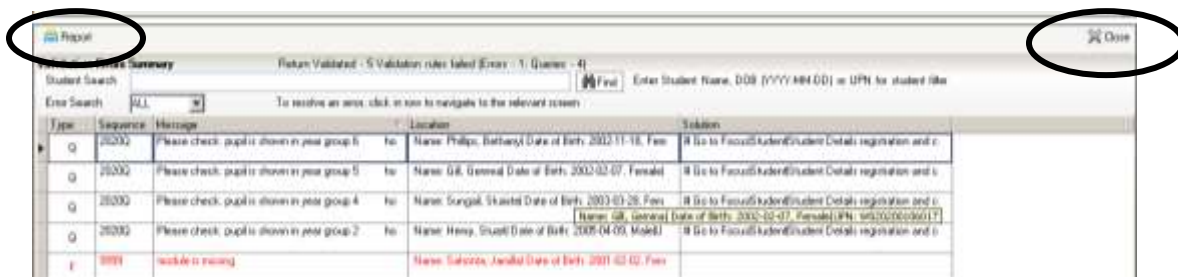


You can change the order of the summary by clicking the appropriate column heading.



If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.



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.

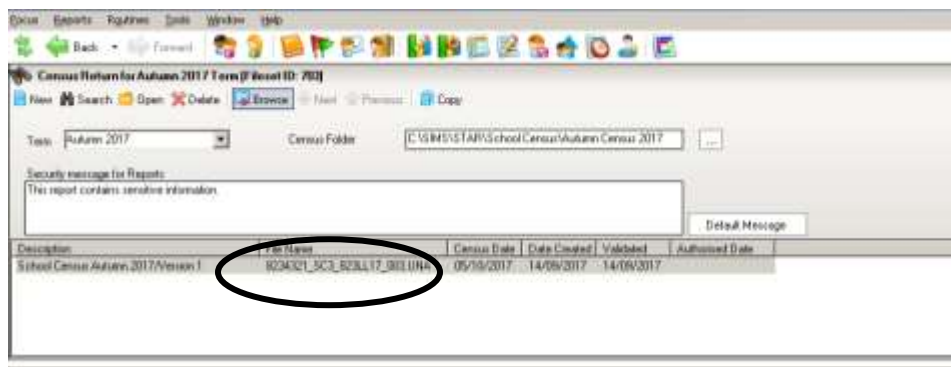
Don't forget that many of the errors can be dealt with in one go by using **Routines | Student | Bulk Update**.

When you have fixed as many errors and queries as you can, you need to press the **Validate** button again to update the **Validation Errors Summary** panel.

The latest version of the Capita booklet **School Census 2018/18 Errors and Resolutions** is available at:

<https://www.egfl.org.uk/school-census>

Each time a return is Validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix is .UNA for 'unauthorised'.



Producing Detail Reports

Detail Reports should be checked carefully to see exactly what information has gone through into the Census return. You cannot select the **Detail Reports** until you have **Saved** and **Created/Validated** your School Census. 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.

The screenshot shows the 'Census Return Details - Autumn 2018 Term' form. The 'Detail Report' dropdown menu is open, displaying a list of reports. The 'Multiple Reports...' option at the bottom of the list is circled. The form includes sections for '1 Census Details' and '2 School Information'.

1 Census Details

Census Date: 04/10/2018
Description: School Census Autumn 2018
Attendance collected from: 02/04/2018
Exclusions collected from: 01/01/2018
FSM collected from: 18/05/2018
AP Placements collected from: 18/05/2018
Learning Aims collected from: 01/08/2017

2 School Information

School Name: Green Abbey School
LA: 023
Establishment N: 1851234
Telephone: 01234 567890
School E-mail Address: office@ga.org.uk
School Phase: AT
School Type: Comprehensive all through 11-18
Governance: Community
Intake Type: 11-18

Detail Report

- 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
- School Dinner Taken 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
- AP Placement Report
- Top-up Funding Report
- Early Years Report
- Post Looked After Arrangements Report
- Multiple Reports...**

To display several detail reports, select **Multiple reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

The screenshot shows the 'Detail Reports' dialog box. It contains a list of reports with checkboxes. The 'AP Placement Report' is circled. The 'Report' button at the bottom is also circled.

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
- ☒ School Dinner Taken 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
- ☒ **AP Placement Report**
- ☒ Top-up Funding Report
- ☒ Early Years Report
- ☒ Post Looked After Arrangements Report

Report **Cancel**

The list includes the **AP Placement Report**. As explained elsewhere in this booklet, at the moment there is no requirement from the DfE for data about AP Placements to be collected or held by schools. However if the school is using the

IMPORTANT NOTE: Any printed reports containing a student's name or UPN should be used and held securely as per the considerations mentioned at the beginning of this booklet.

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.

Security - Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data is removed.

This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed.

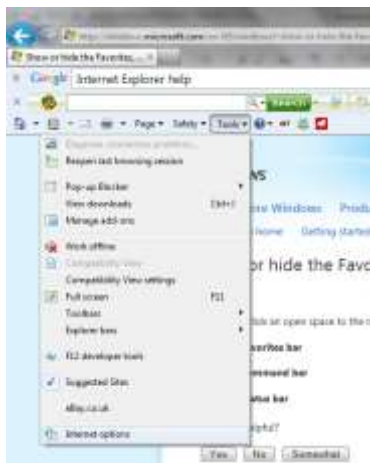
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



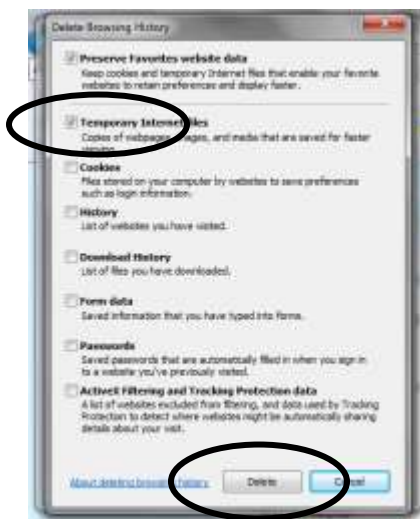
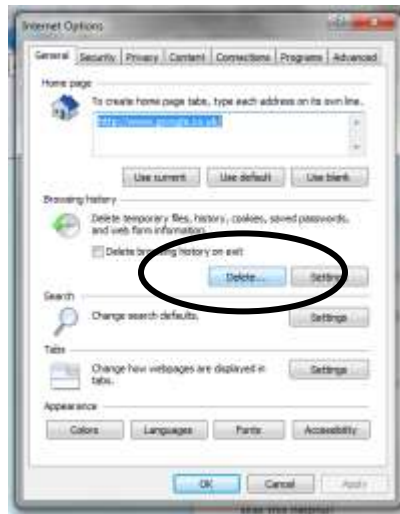
Click the **Close** button

If you find you are using a different browser or version of Internet Explorer and are unsure of how to delete the Temporary Web Browser Files, please consult your SIMS support provider.

Click the **Tools** button and select Internet Options from the drop-down list.



Click the **Delete** button in the middle of the screen:

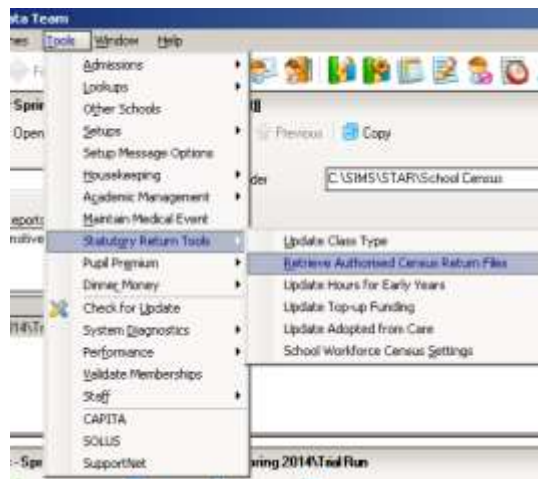


On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

Viewing Previous Authorised Census Returns

It is now possible to view the reports from previous authorised School Census returns in order to make comparisons.

This can be done by following the route **Tools | Statutory Returns Tools | Retrieve Authorised Census Returns**



On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button

A screenshot of the 'Retrieve Authorised Census Return Files for School Census' window. The window displays a table with columns: 'Return Name', 'School Name', 'Return Date', 'Last Census', and 'Authorised Date'. The first row, 'School Census Autumn 2017', is circled in red. Below the table, there is a 'Retrieve Files' button. The window also shows a 'Return Type' dropdown set to 'School Census' and a 'Download to' path: 'C:\SIMS\STAR\School Census\2017\Authorised Census 2017'.

The reports associated with this return will be displayed in your web browser

Producing the Summary Report

The Summary report is provided for school staff and the head teacher authorising the return to check the accuracy and completeness of the data before submitting the return to the LA.

The DfE recommends that the Summary be compared to the one for the previous term or year to highlight any anomalous data between the respective Census

collections. It is vital for a school to check the accuracy of data in this summary as it is this data that is submitted to DfE as an accurate reflection of the situation in the school on Census Day.

Click the **Summary** button to open the **Summary Report**.

The Summary Report opens up in your browser. A copy will also be saved in your School Census folder. **It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.** Right at the top of the Summary is a sentence stating how many failures and queries you have on your Census.

School census collection: autumn 2018

Version 2018.Baseline - Updated: 2018-08-02

TI

Table 1: School characteristics [ALL schools]

Summary for: WATERS EDGE PRIMARY SCHOOL	
Local authority code:	623
Establishment number:	2909
Telephone number:	0152015
Email address:	school@we.com
Phase:	PS
Type:	10
Governance:	CO
Intake type:	COMP
Lowest national curriculum year group:	N1
Highest national curriculum year group:	6

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2018	Date of Birth	Number of pupils					
		Full-time			Part-time		
		Male	Female	Total	Male	Female	Total
10 and over	31/08/1998 or earlier	0	0	0	0	0	0
09	01/09/1998 - 31/08/2000	0	0	0	0	0	0
07	01/09/2000 - 31/08/2001	0	0	0	0	0	0
06	01/09/2001 - 31/08/2002	0	0	0	0	0	0
05	01/09/2002 - 31/08/2003	0	0	0	0	0	0

Check the Summary carefully - you may find some mistakes in it that you have not been warned about in the list of errors and queries.

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2018	Date of Birth	Number of pupils							
		Full-time			Part-time			All	
		Male	Female	Total	Male	Female	Total	Total	
19 or over	31/08/1999 or earlier	0	0	0	0	0	0	0	
18	01/09/1999 - 31/08/2000	0	0	0	0	0	0	0	
17	01/09/2000 - 31/08/2001	0	0	0	0	0	0	0	
16	01/09/2001 - 31/08/2002	0	0	0	0	0	0	0	
15	01/09/2002 - 31/08/2003	0	0	0	0	0	0	0	
14	01/09/2003 - 31/08/2004	0	0	0	0	0	0	0	
13	01/09/2004 - 31/08/2005	0	0	0	0	0	0	0	
12	01/09/2005 - 31/08/2006	0	0	0	0	0	0	0	
11	01/09/2006 - 31/08/2007	0	0	0	0	0	0	0	
10	01/09/2007 - 31/08/2008	29	31	60	0	0	0	60	
9	01/09/2008 - 31/08/2009	33	28	61	0	0	0	61	
8	01/09/2009 - 31/08/2010	30	30	60	0	0	0	60	
7	01/09/2010 - 31/08/2011	29	30	59	0	0	0	59	
6	01/09/2011 - 31/08/2012	30	29	59	0	0	0	59	
5	01/09/2012 - 31/08/2013	31	30	61	0	0	0	61	
4 (8 - 11 months)	01/09/2013 - 31/12/2013	6	9	15	0	0	0	15	
4 (5 - 7 months)	01/01/2014 - 31/03/2014	13	13	26	0	0	0	26	
4 (0 - 4 months)	01/04/2014 - 31/08/2014	9	8	17	1	0	1	18	
3 (8 - 11 months)	01/09/2014 - 31/12/2014	2	0	2	3	0	3	5	
3 (5 - 7 months)	01/01/2015 - 31/03/2015	0	2	2	1	3	4	6	
3 (0 - 4 months)	01/04/2015 - 31/08/2015	2	2	4	2	2	4	8	
2 or under	01/09/2015 or later	0	0	0	4	4	8	8	
Total number of pupils		214	212	426	11	9	20	446	
Aged 16 and over	31/08/2002 or earlier	0	0	0	0	0	0	0	
Aged 11 to 15	01/09/2002 - 31/08/2007	0	0	0	0	0	0	0	
Aged 5 to 10	01/09/2007 - 31/08/2013	182	178	360	0	0	0	360	
Aged under 5	01/09/2013 and later	32	34	66	11	9	20	86	

We have dated the return to give the children's ages as they were on 31st August 2018. Therefore, children in N1 appear as 2 years old. If you have anyone being taught outside their expected year group, don't forget that they appear according to their date of birth in this part on the Summary.

The Summary gives details of how many full time and part time girls and boys appear in each age range. **OTHER THAN IN THE BASIC PUPIL DETAIL REPORT THIS IS THE ONLY PLACE WHERE YOU CAN EASILY CHECK HOW MANY BOYS AND GIRLS ARE APPEARING AS FULL OR PART-TIME IN YOUR SCHOOL!**

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2018	Date of Birth	Number of pupils							
		Full-time			Part-time			All	
		Male	Female	Total	Male	Female	Total	Total	
4 (0 - 4 months)	01/04/2014 - 31/08/2014	9	8	17	1	0	1	18	
3 (8 - 11 months)	01/09/2014 - 31/12/2014	2	0	2	3	0	3	5	
3 (5 - 7 months)	01/01/2015 - 31/03/2015	0	2	2	1	3	4	6	
3 (0 - 4 months)	01/04/2015 - 31/08/2015	2	2	4	2	2	4	8	
2 or under	01/09/2015 or later	0	0	0	4	4	8	8	
Total number of pupils		214	212	426	11	9	20	446	

From this bottom section of the table I can see that I have full time pupils showing in the Nursery at my school which isn't correct, as I only have part-time Nursery children at 'my school'.

Basic Details

Legal Forename

Legal Surname

Preferred Forename

Preferred Surname

Date of Birth


Age

Gender

Birth Certificate Seen

Parental Consent

Photograph



Registration

Date

Enrolment Status

Admission Date

Parental ID No

Start Date

End Date

Registration Status

Admission Number

Admission Mode

Part Time Details

Start Date

End Date

Basic Details

Legal Forename

Legal Surname

Preferred Forename

Preferred Surname

Date of Birth


Age

Gender

Birth Certificate Seen

Parental Consent

Photograph



Registration

Date

Enrolment Status

Admission Date

Parental ID No

Start Date

End Date

Registration Status

Admission Number

Admission Mode

Part Time Details

Start Date

End Date

Going into the Pupil Details of my Nursery children, I can see a pupil has no part-time dates entered in (making them appear as full-time), and another has part-time dates that have expired (again – this will make them appear as full time on the Summary).

Table 3: Pupils on roll in each national curriculum year group [ALL schools]

NC year group	Number of pupils
14	0
13	0
12	0
11	0
10	0
9	0
8	0
7	0
6	60
5	59
4	62
3	59
2	59
1	60
R	59
N2	20
N1	8
E2	0
E1	0
X (NC year group not applicable)	0
Total	446

The next table shows the number of pupils in each curriculum year.

Table 4: Pupils on roll by their first language [ALL schools]

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	12
ENG	English	302
EST	Estonian	1
GAE	Gaelic/Irish	2
GRE	Greek	1
HIN	Hindi	3
ITA	Italian	20
PHR	Pahari (Pakistan)	3
PNJ	Punjabi	12
POL	Polish	30
POR	Portuguese	4
PRS	Persian/Farsi	2
ROM	Romanian	8
RUS	Russian	6
SAM	Samoa	1
SCB	Serbian/Croatian/Bosnian	5
SPA	Spanish	4
TUR	Turkish	1
URD	Urdu	14

First Language and **Ethnicity** are required for all pupils on roll, not just those of statutory school age. However, **Ethnicity** is not a data item in Autumn Census, so the table for it on the Summary is missing this season.

Table 6: Pupils on roll by enrolment status [ALL schools]

Enrolment status	Number of pupils
Current (single registration at this school) (C)	449
Current main (dual registration) (M)	0
Current subsidiary (dual registration) (S)	0
Number of dually registered pupils (Total M and Total S)	0
Total number of pupils excluding F and O	449
Total number of pupils	449
Pupil number reconciliation	449

Table 7: Specific types of pupils on roll [ALL schools]

Pupils on roll:	Number of pupils
Boarders	0
Pupils for whom the school receives top-up funding	4
Post looked after arrangements - Includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order	3
Eligible for free school meals on census day	80
Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)	80

The Specific types of pupils on roll table gives the numbers of children who receive Top-Up Funding and who have **Post Looked After Arrangements**, along with the number of children **Eligible for Free School Meals** on census day because of deprivation. These numbers are collected each census to complete the Ever 6 data the DFE holds

Table 7: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years [Not for: Non-maintained special school and city technology college]

Age	Number of pupils with						
	any hours (code 1)	between 1 and 10 hours (code 2)	between 10 and 15 hours (code 3)	between 15 and 20 hours (code 4)	more than 20 hours (code 5)	any hours (code 1)	any hours (code 1)
Pupils aged 2 years (2017 Autumn 2018)							
Pupils aged 3 years (2017 Autumn 2018)							
Pupils aged 4 years (2017 Autumn 2018)							
Pupils aged 2 years (2017 Spring 2018)							
Pupils aged 3 years (2017 Spring 2018)							
Pupils aged 4 years (2017 Spring 2018)							

Table 8: Early years pupil premium - nursery schools [For: Schools with phase 'N2' only] (used for funding)

This table does not apply to the autumn census, as pupil premium data is only collected in the spring census.

Table 9: Early years pupil premium [Not for: nursery schools] (used for funding)

This table does not apply to the autumn census, as pupil premium data is only collected in the spring census.

Table 10: School childcare [ALL schools]

This table does not apply to the autumn census, as school childcare data is only collected in the spring census.

The table showing Nursery Hours includes Extended Hours. Early Years Pupil Premium and School Childcare details are not collected in Autumn Census.

Table 12: Pupils on roll with SEN provision [ALL schools]

SEN Provision		Number of pupils
SEN Provision - education, health and care plan (code E)		4
SEN Provision - statement (code S)		8
SEN Provision - SEN support (code K)		17
Total number of pupils with SEN (codes E, S and K)		29
No special educational needs (code N)		613
Total pupils on roll		642
Number of SEN pupils in a mainstream school who are members of a special provision (SEN Unit) * (Should be less than or equal to the total number of pupils with SEN (codes E, S and K))		18
Number of SEN pupils in a mainstream school who are members of a special provision (special provision) * (Should be less than or equal to the total number of pupils with SEN (codes E, S and K))		8

Table 13: SEN need type for pupils on roll with SEN (SEN provision E, S, or K) [ALL schools]

This table does not apply to the autumn census, as SEN need type data is only collected in the spring census.

Autumn School Census collects the number of pupils with SEN Provision but not Need Type this time.

Table 14: Number of fixed period, permanent and lunchtime exclusions by reason and SEN provision in the 2017 spring term (terms 3 and 4) [Not for: Nursery school]

Reason for Fixed Period exclusion	Number of fixed period exclusions	Number of permanent exclusions	Number of lunchtime exclusions
No Fixed Period Exclusions (excluded)			
Exclusion SEN type	Number of fixed period exclusions	Number of permanent exclusions	Number of lunchtime exclusions
Pupils with SEN provision S - statement	4	4	0
Pupils with SEN provision E - education, health and care plan	4	4	0
Pupils with SEN provision K - SEN support	4	4	0
Pupils with no SEN provision (code N)	4	4	0

Details of all types of exclusions in the Spring Term are summarised.

You will see several headings for items that are not collected at this time of year, or do not apply to your school phase:

Table 16: Admission appeals [ALL schools] [Note: Primary admissions appeals include infant admissions appeals]

This table does not apply to the autumn census, as primary admission appeals data is only collected in the spring census.

Table 17: Classes as taught at the school's selected time [for: primary only]

This table does not apply to the autumn census, as classes as taught data is only collected in the spring census.

Table 18: Classes as taught at the school's selected time [for: middle-deemed primary and middle-deemed secondary only]

This table does not apply to the autumn census, as classes as taught data is only collected in the spring census.

Table 19: Classes as taught at the school's selected time [for: secondary only]

This table does not apply to the autumn census, as classes as taught data is only collected in the spring census.

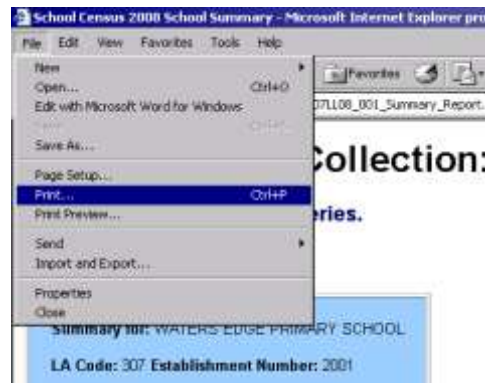
Table 20: Classes as taught at the school's selected time [for: all-through only]

This table does not apply to the autumn census, as classes as taught data is only collected in the spring census.

The Attendance Summary is divided over two tables for pupils of statutory school age in the first, and below statutory school age in the second

The Census Summary is actually summarising what is in the various Detail Reports. You should cross reference to see the pupil data that the Summary is referring to. **During these checks, if you find anything that needs correcting you will need to go to the relevant area of SIMS.net, amend the details and proceed from Validate once again.**

Once you are happy with your return the next step is to produce a paper copy of the Summary report for the Headteacher to check. Either choose **File | Print** or click on the **Print** button.

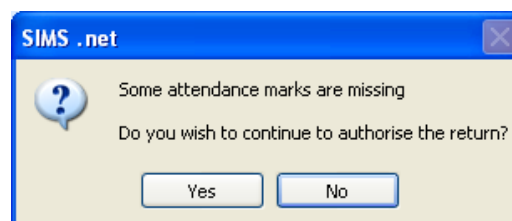


Authorising the return

With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.

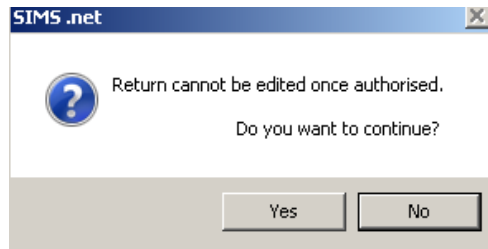


If missing marks exist, the following message is displayed.



Click the **Yes** button to continue with the authorisation process (for example, if you are just on your practice run through) or the **No** button if you want to return to SIMS where the missing marks can be entered.

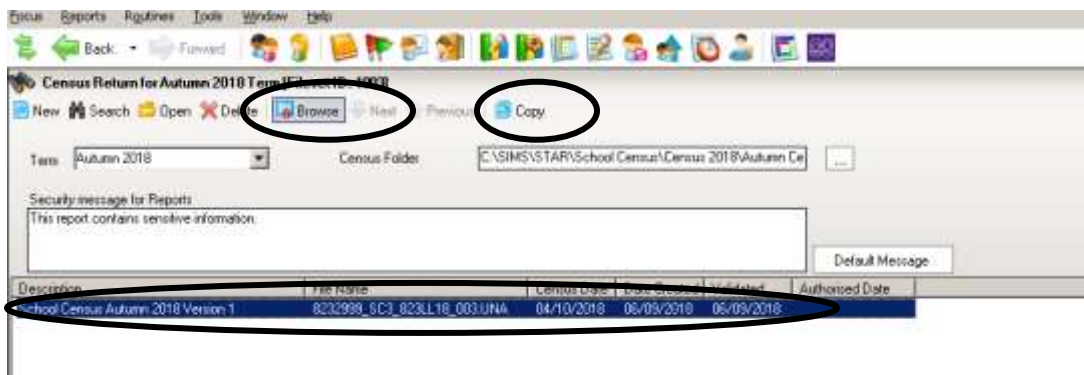
Copying the Return



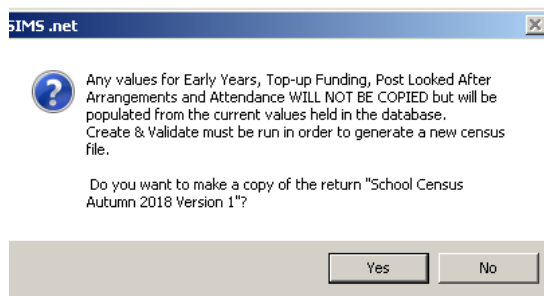
A copy of your return can be useful if issues are found once the return reaches the LA and is checked. Instead of starting again from scratch, you can open up the copy and amend that. Census files can be copied electronically whenever required.

Click on the **No** button to close the dialog and make a copy of your return.

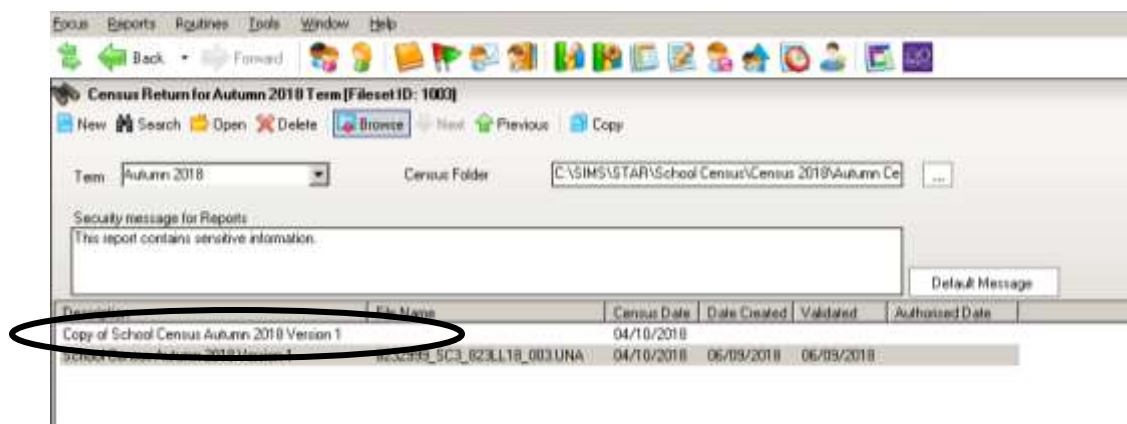
Select the name of the return from the list in the browse window at the top of the Census Return page (I only have one showing, but if you have had several practise runs you will need to choose the version that you want to Authorise). If it is not visible, click on the **Browse** button to reveal it.



Click on the name of the school census return to highlight it. Click on the **Copy** button and you will see the message shown below appear:



Click on **Yes**, and a copy of your final Census version appears in the list in the **Browse** window.



Deleting a School Census Return

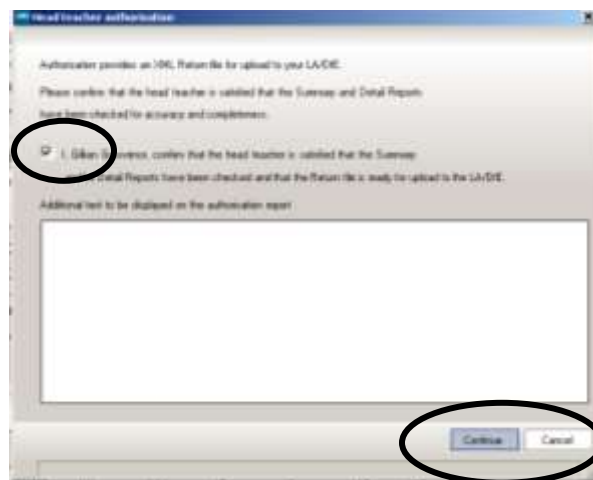
If you have had lots of practice runs, and there are several unauthorized returns showing in the **Browse** window, you can delete them as long as they haven't been authorized. To do this, highlight the census return file that you want to delete and click the **Delete** button.



A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

Once you have copied your census, proceed through the **Authorisation** process again, and this time when you see the dialog box below, click the **Yes** button.

The next thing that is displayed is the Head teacher authorisation dialog. **The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by him/her as correct, and it provides a record of any unusual circumstances or validation failures that might assist an auditor. The LA and the DFE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct.**

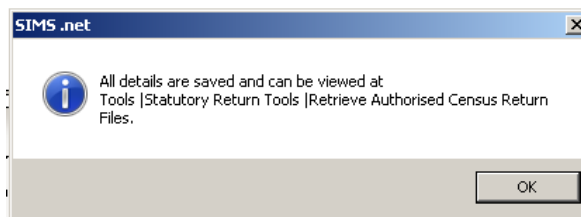


Once the check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter, if required, some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for any remaining queries or validation failures.

The **Headteacher's Authorisation**, and the **Summary and Validation Errors reports** automatically open up in your browser. They may be on separate tabs in the same browser window.

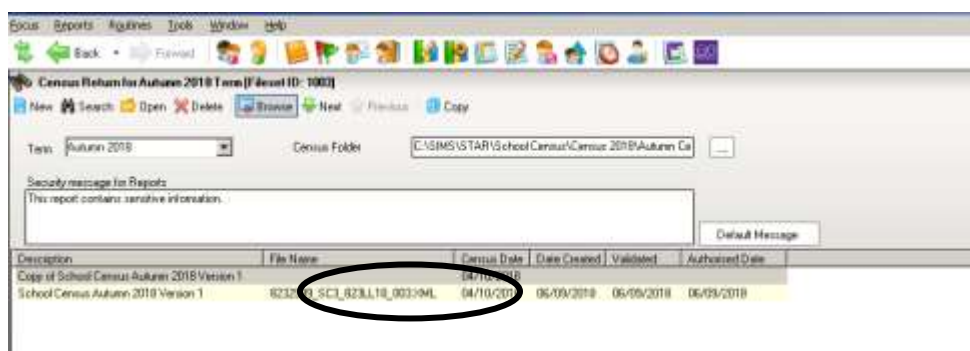


If you have not already printed off the Summary, you may want to **make a paper copy to keep in your files for audit purposes**. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



This message confirms that your Autumn Census 2018 details can be retrieved at a later date if required.

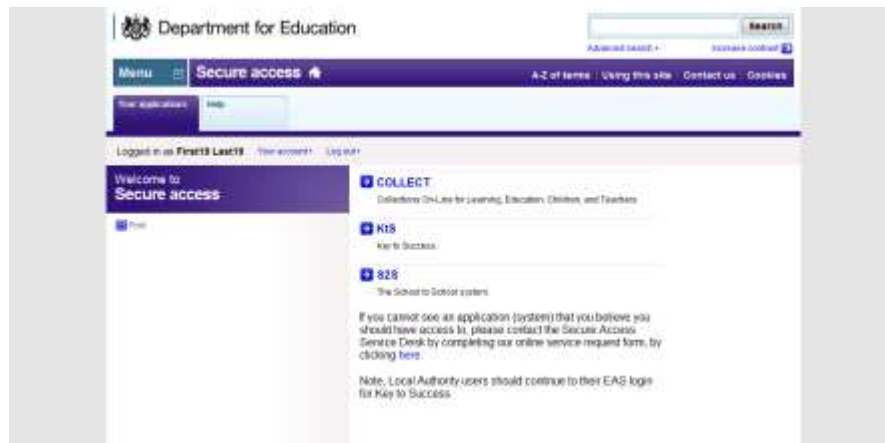
Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:



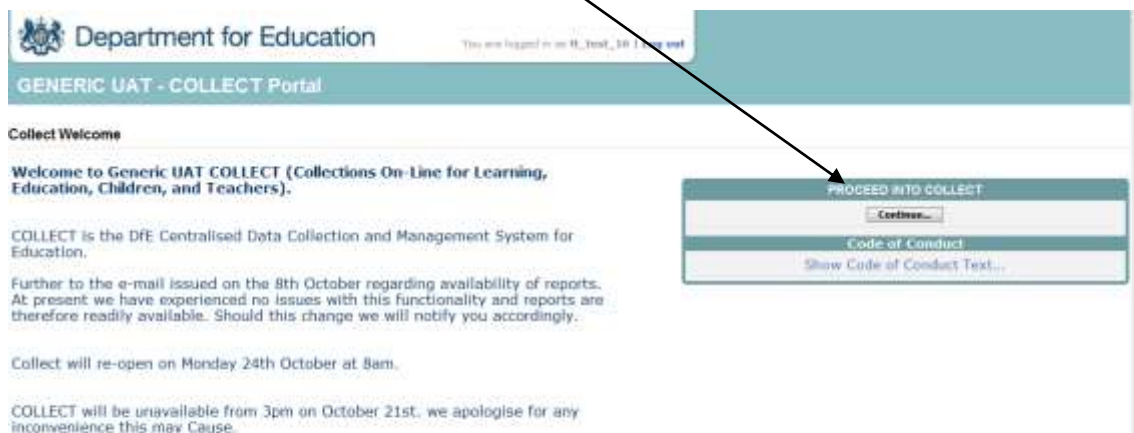
Submitting the Return to the Local Authority

The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT. COLLECT is accessed via the Secure Access portal at:

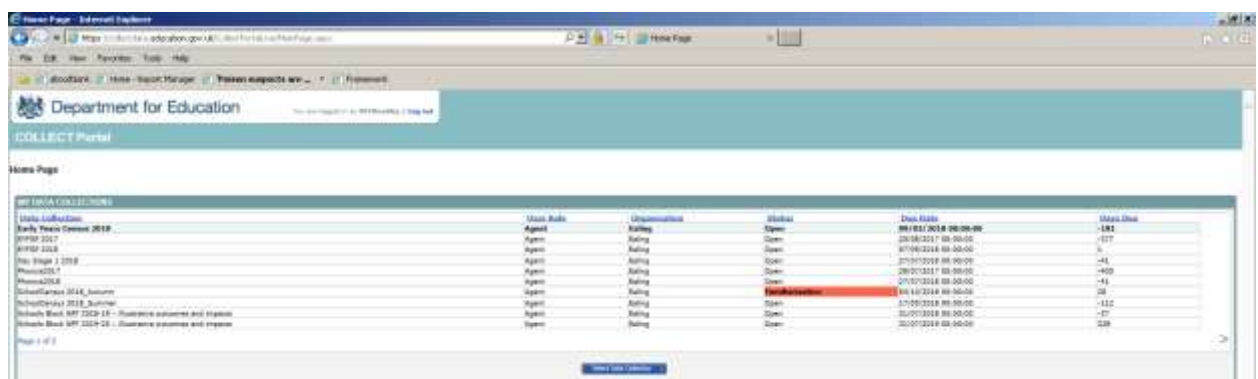
<https://sa.education.gov.uk>. When you log into the site you will see 3 links that will take you onwards to COLLECT, KTS and S2S.



Choose the **COLLECT** option. And **Continue...**



Once you have logged in you will see the list of collections that are currently available to you.

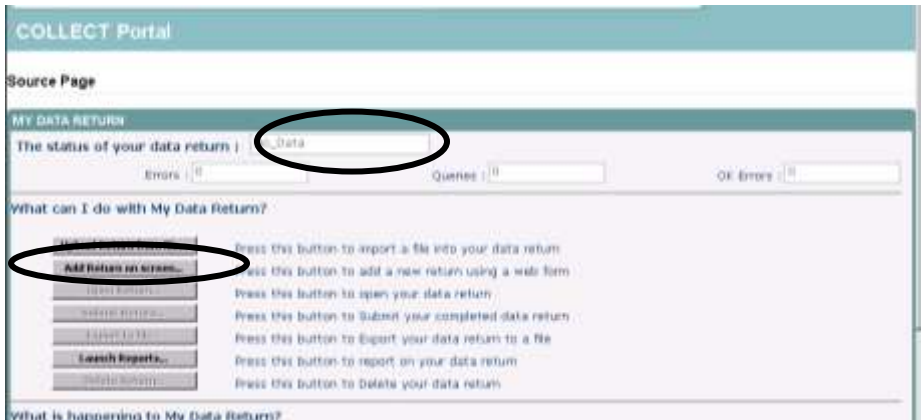


*Today, mine looks like this. I can see the Autumn Census Familiarisation Blade, but the DFE won't change the status to **Open** until Thursday October 4th 2018.*

On 4th October, to upload your Autumn Census, highlight '**School Census 2018_Autumn**' by clicking on it, and then click the blue **Select Data Collection** button.



The **Source Page** that opens up provides information on the current status of your return and presents a number of options dependent on the return that has been selected.

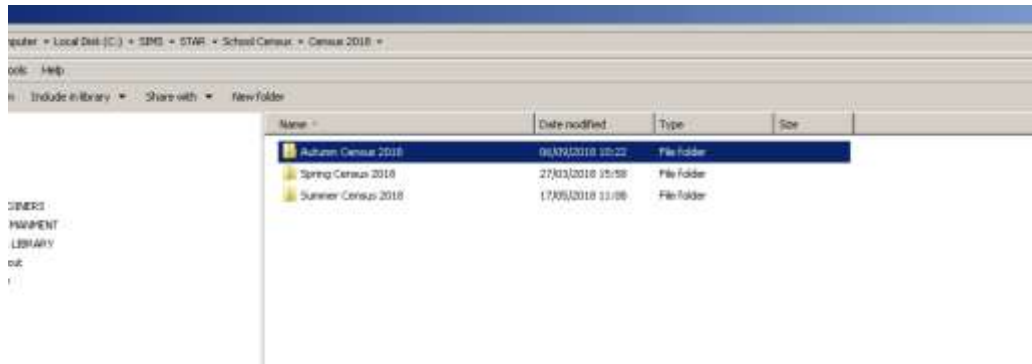


At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the 'What can I do with My Data Return?' section click on **Upload Return from file...**

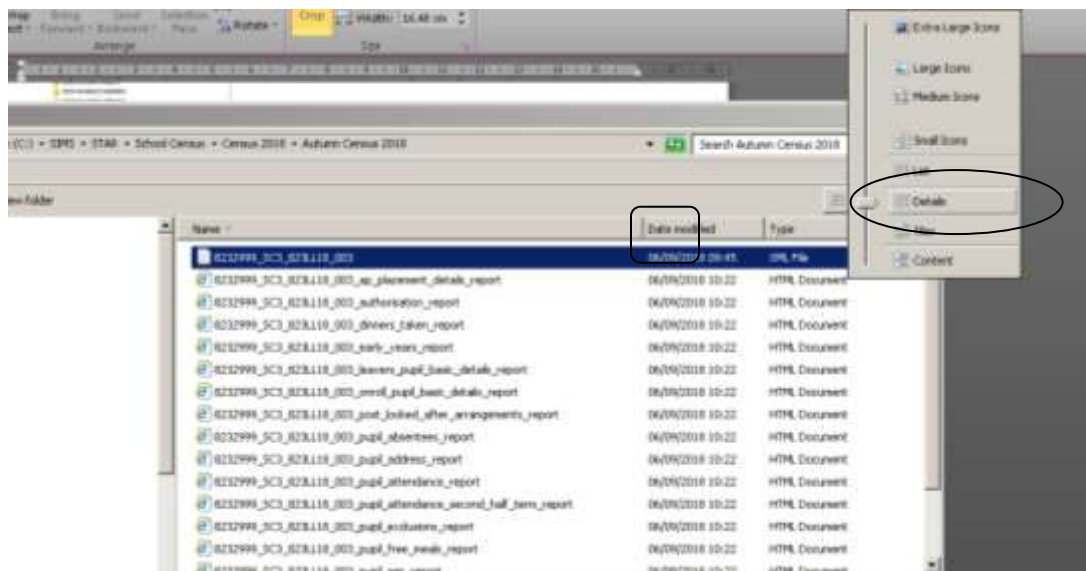
When the next screen appears, click on the **Browse** button and navigate to **S:\sims\star\School Census** (if S: is the drive where your SIMS is stored).



You will now need to choose the version of the return file that you wish to send to the LA. If you have had more than one practice run you will probably find that there are several files in this location.



Because I've tidied my School Census folder as described earlier in this booklet, my Autumn 2018 Census files are contained in one folder. When I open this folder I am looking for the authorised XML file to upload. If you are having difficulty locating it, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.



You may also have to widen the columns so that you can see the full file names. You do this by holding the cursor arrow over the column divider between and when the symbol changes, clicking and dragging the line.

Your Autumn School Census will have the name **307SSSS_SC3_307LL18_0NN.XML** (where SSSS is the DFE number of your school, SC3 indicates that it is the third census of 2018, and NN is the version

number of the return) and in the column headed **Type** it will be an **XML File**. When you have found your file, click on it to highlight it and click on **Open**.

The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the queue is processed in turn and depending on the amount of traffic on the site, the validation may begin immediately, after a short delay or may take until the next day to be completed. Whilst the return is queued for validation you may exit COLLECT and log back in later or you can remain logged in.

When your file has been uploaded you will be returned to the 'My COLLECT' screen where you can see a summary count of errors and queries that have been generated from all of the defined validation checks. **Do not panic if you see errors and queries that you are not expecting!** Initially, your return is only going as far as the LA for checking.

Source Page

MY DATA RETURN

The status of your data return is: Loaded

Errors: 0/18 Queries: 76 Errors: 0

What can I do with My Data Return?

Upload Return from file... Press this button to import a file into your data return	Press this button to import a file into your data return
Add Return using a web form Press this button to add a new return using a web form	Press this button to add a new return using a web form
Open Return... Press this button to open your data return	Press this button to open your data return
Submit Return... Press this button to submit your completed data return	Press this button to submit your completed data return
Export to file... Press this button to Export your data return to a file	Press this button to Export your data return to a file
Delete Return... Press this button to Delete your data return	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted: <input type="text"/> View submitted data return Export submitted data return	Data Return Approval Date Approved: <input type="text"/> View approved data return Export approved data return	Data Return Authorisation Date Authorised: <input type="text"/> View authorised data return Export authorised data return
---	--	---

Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

Open Return allows you to access the data contained within the uploaded return. If there are items that have come up as errors or queries that are correct for your school, you can make notes against these before submitting the return to the LA.

Source Page

MY DATA RETURN

The status of your data return is:

Errors: Queries: OK Errors:

What can I do with My Data Return?

Upload Return from file... Press this button to import a file into your data return

Open Return... Press this button to add a new return using a web form

Submit Return... Press this button to open your data return

Export to file... Press this button to Submit your completed data return

Delete Return... Press this button to Export your data return to a file

Delete Return... Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission

Date Submitted:

Data Return Approval

Date Approved:

Data Return Authorisation

Date Authorised:

[View submitted data return...](#)

[View approved data return...](#)

[View authorised data return...](#)

[Export submitted data return...](#)

[Export approved data return...](#)

[Export authorised data return...](#)

Click on the **Open Return** button to view your return.

To view what errors have been generated in COLLECT, click on the **All Errors** button.

All Errors

The reason for most 'errors' being generated will, hopefully, be obvious. I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.

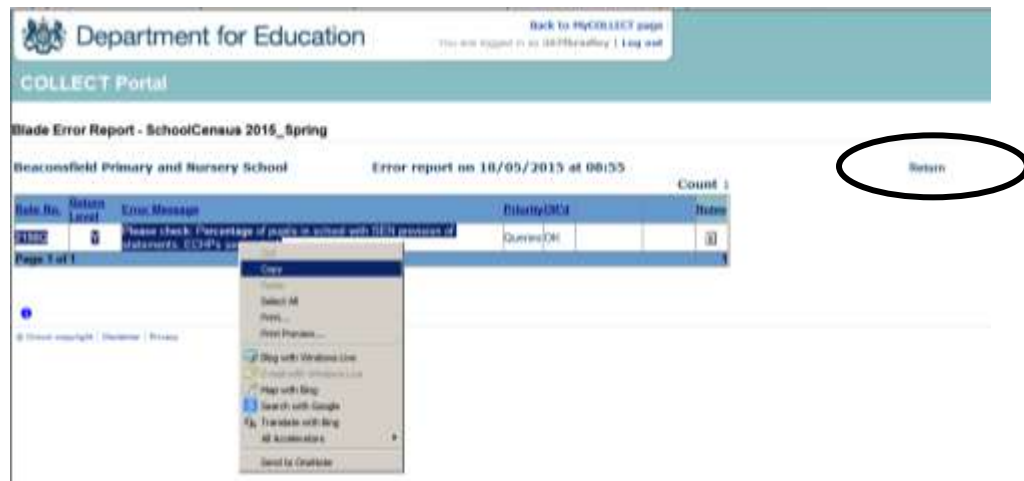
Count 21		Details	
Field	Value	Field	Value
DOB	17 1994 12:00AM	DOB	17 1994 12:00AM
Governance	CD - Community	Governance	CD - Community
Intake	COMP - Comprehensive	Intake	COMP - Comprehensive
NCYearActual	7 - Year 7	NCYearActual	7 - Year 7
Phase	SS - Secondary (including CTCs and Academies)	Phase	SS - Secondary (including CTCs and Academies)
ReferenceDate	Jan 17 2008 12:00AM	ReferenceDate	Jan 17 2008 12:00AM

Choose the hyperlink most pertinent to the issue you are investigating. For example, if we are investigating an issue directly related to a pupil choose a hyperlink such as **DOB** which will take you to the part of COLLECT where you can see the pupil's name. This should help you to decide whether the error is highlighting something that is true in this case, or a mistake. To get back to the **All Errors** page click the **Error** button at the top.

Pupils On Roll - Identifiers - Villiers High School									
Unique Pupil Number(UPN)	Pupil Surname	Pupil Forename	Pupil Date of Birth	Pupil Enrolment Status	Pupil Errors	Address Errors	Termly Exclusion Errors	Needs Errors	Session Details Errors

Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the

individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.



It is possible to copy details of the error by highlighting the text and then right-clicking and choosing **Copy** from the list that appears.

Click on **Return** in the top RH corner to get back to the front page of your return.



Click on the pencil in the **Return Level Notes** box.



Then **Add New Note**.

Department for Education

Back to Return page: Help
You are logged in as 3078Bradley | Log out

COLLECT Portal

Note Page


Create New Note

PLEASE T Please check! Percentage of pupils in school with
DBE provision of statements, SCRs seems high- Confirmed as
correct

Create Cancel

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Right-click and **Paste** will transfer the error/query detail into the box, and your explanatory note can be added. If the text referring to the error is particularly long, it is not necessary to copy over all the text, but enough to remember what the error number refers to would help you and me!



Department for Education

[Back to MyCOLLECT page](#)
 You are logged in as 3078Bradley | [Log out](#)

COLLECT Portal

Blade Error Report - SchoolCensus 2015_Spring

Dormers Wells High School

Error report on 18/05/2015 at 09:29

Query No.	Status	Error Message	Priority	OK'd	
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DBE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DBE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details
2502Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DBE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK		Details

If there is a number of the same error/query, each needing an identical explanatory note, it is possible to make one note to cover all.



When making a note, the DFE ask that the language you use should be quite formal as all notes created could be seen by anyone who has access to your data – school users, LA and DFE. You should also be aware that a note added against an error or a query will be lost if you resubmit or reload your return to **COLLECT**.

COLLECT does some validation of its own, checking the data that you have submitted in which ever Census is current, with what you submitted for the last Census. You may therefore see errors that talk about percentages, similar to those shown below:

Rule No.	Return Level	Error Message	Priority	OK'd					
TonT4B	Y	There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current term = 38.32%)	Queries OK						

Occasionally there will be no obvious explanation and more investigation between the school, the LA and sometimes the DFE to ask about their validation criteria, will be needed.

When you have done as much as you can with your return you need to submit it to the LA.

Click on the **Back to my COLLECT** page at the top of the screen and this will take you back to the Source Page:



Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.

Source Page

MY DATA RETURN

The status of your data return is:

Errors: Queries: OK Errors:

What can I do with My Data Return?

Upload Return from File...	Press this button to import a file into your data return
Add Return on Website...	Press this button to add a new return using a web form
Open Return...	Press this button to open your data return
Submit Return...	Press this button to Submit your completed data return
Export to File...	Press this button to Export your data return to a file
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Data Submitted: <input type="text"/> View submitted data return... Export submitted data return...	Data Return Approval Data Approved: <input type="text"/> View approved data return... Export approved data return...	Data Return Authorisation Data Authorised: <input type="text"/> View authorised data return... Export authorised data return...
---	--	---

Until you click this button and the status of your return turns to **Submitted**, the **LA will not have access to your return to check and approve it!!**

MY DATA RETURN

The status of your data return is:

Errors: Queries: OK Errors:

What can I do with My Data Return?

Once your return is submitted, both the school and the LA can view the details on the website at the same time to resolve any errors and queries.

Fiona Bradley

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fbradley@ealing.gov.uk

\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\PLASC Census Folders\Census 2018\Autumn Census\Autumn School Census 2018 For Ealing All-Through Schools.Doc

Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guide v1.1 available on the Gov.uk website here: <https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las>)

1.2.1 Statutory requirement

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

1.2.2 Data protection and data sharing

The General Data Protection Regulation (GDPR) mandates certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. GDPR gives rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:

- collecting
- storing
- sharing
- destroying
- etcetera – please note: this list is not exhaustive

Sections 1.2.2.1 and 1.2.2.2 below provide additional information on two aspects of data protection legislation - namely privacy notices and data security. However, as data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the school census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) overview of the General Data Protection Regulation (GDPR).

1.2.2.1 Legal duties under the General Data Protection Regulation: privacy notices

Being transparent and providing accessible information to individuals about how you will use (process) their personal data is a key element of GDPR. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

For schools, this means that you must provide clear and accessible privacy notices that inform parents, pupils and staff:

- what data is collected about them
- for what purposes the data is collected
- how the data is used (processed)
- what the lawful basis is for processing
- for how long the data is retained
- with whom the data is shared
- why the data is shared

The department provides suggested wording for privacy notices that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections. As such, to comply with GDPR, the privacy notice should contain details of all uses of data within the school, which may include, for example, information used locally for pupil achievement tracking and (where relevant) the use of CCTV data. The privacy notice should also include a link to the gov.uk webpage, which provides information on how the department processes data.

(DFE suggested text document is linked on the EGFL here:

<https://www.egfl.org.uk/finance-and-data/data-collection/privacy-notice-and-pupil-data-items>)

It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, as well as featuring on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in
 - a) electronic, or
 - b) paper format

However, it remains best practice to remind parents of the school's privacy notices at the start of each term (within any other announcements / correspondence to parents) and it is important that any changes made to the way the school processes personal data are highlighted to data subjects.

1.2.2.2 Legal duties under the General Data Protection Regulation: data security

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioner's Office.

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The **10 steps to cyber security**

(<https://www.ncsc.gov.uk/guidance/10-steps-cyber-security>) and **School**

procurement: selecting a school MIS

(<https://www.gov.uk/government/publications/school-procurement-selecting-a-school-mis>) pages provide further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff.

Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the department guidance on data protection for schools considering cloud software services.

1.2.3 Collection of pupil characteristics from parents / guardians or pupils

Whilst it is not possible for a parent / guardian or an individual pupil to opt out of the school census collection, the following data items:

- ethnicity
- language
- service child indicator

must always be reported as declared by the parent / guardian or the pupil (where the pupil is deemed mature enough to have capacity to understand and agree to share their personal data with others).

Further guidance on the collection of these data items is available in section 5.3 (*available in the full version of the guide linked above*) and this must be followed in conjunction with the requirements outlined in this section (see sections 1.2.3.1, 1.2.3.2 and 1.2.3.3).

1.2.3.1 Data subject right of refusal

When collecting the data items listed above (see section 1.2.3) from the parent / guardian or pupil, schools **must** ensure that they are made aware of their right to decline to provide these data items. Where they exercise this right, the information is returned in the census using the code 'refused'.

1.2.3.2 When is it appropriate to collect information direct from a child / pupil?

Information may only be requested directly from a child / pupil where they are deemed mature enough to have capacity to understand and agree to share their personal data with others.