Autumn School Census 2018

for

Ealing Primary Schools

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The Autumn School Census takes place on <u>4th October 2018</u>. 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 <u>5th October 2018</u>. 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 – <u>especially for pupils new to</u> <u>the school</u>. 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

Reception Deferred Entry

The DFE have been very clear that pupils on Deferred Entry <u>may not</u> 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	Recoupment		Q 💥
	Sandwiches	1		
Modes of travel	Boarder - not applicable	Route	East Town	-
	Bus (type not known)	LA Provided Transport	\checkmark	
Service Children in Education	·	Source of Service Childrer	n in	•
Service Children Concerns	Yes No Unknown Refused		Details DfE N	📄 New
		-		🗙 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 - Autum			lapost +	
1 Census Details 2 School Inform			ing EPost Looked Alter Avargen	ents 7 School Dinner Taken, U
1 Census Details Census Date	04/10/2010	È.		
Desception	Bichosi Census Autor	an 2018		
Attendance collected from	02/04/2010	Attendance collected to	3170772010	
Exclusions collected from	01/01/2010	Exclusions collected to	01/04/2010	
FSM collected from	18/05/2018	FSM collected to	04/10/2018	
AP Placements collected from	18/05/2018	AP Placements collected to	04/10/2018	

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Ceress Details 2 School Ceress Data Ceress Data Description Attendance collected to Esclasson collected to PSH collected from AP Placements collect	ne 01/01/2010 0]	On Roll Basic Details Report Leavers Basic Details Report Exclusions Report Attendance Report(Let half term) Attendance Report(2nd half term) Absentees Report SEN Report Address Details Report School Dinner Talian Report Pres School Meal Eligibility Report	7 School Dinner 1
2 School Information			AP Risconant Report]
School Name	WATERS EDGE PRIMARY S	CHOOL	Top-up Funding Report	
LA	803	Establishment Nu	Early Years Report	
Telephone	1052015	URN	Post Looked After Arrangements Report	
School E-mail Address	Inchange Carp		Multiple Reports	

These relate to a new data collection area in a pupil record under the **Registration** Section, and at the moment there is no requirement from the DfE for this data to <u>be collected or held.</u>

2 Hegistuken					19	Add that Allowed	en Provision Placements	218
Cieur	ASH	7	Have	1		TERMINAL PROPERTY AND INCOMENDATION OF	adatamental and a second second	
Year Group	The R		Yes Tauthite	Coreston Year P		Stat Date	Exercision (1)	
Excitnent Status	Single Registration	Q	Rossie State	Net a Boarder		Erol Date		
Administrationale	01/05/2010	E I	Administration	CENTRES .		APLINE	136507	
Formul UPIY		X	Almodorue Node	Adday	_	APUKEEN		
LETE	1023250010013	5	Lamal 13PH			APSette	2	
Part Tites Details	3 ton Dunn End	Date	ľ		() New ()	AP Accuration AP Researce AP Attendance AP Sections	For Indeed	
Atomative Province Placements	Stat Date End Date 05/05/2018	All Abers Part Time		Research All'Accessioners All alle de : Richtledwel	Coper-)		Cancel

Alternative Provision placements are where a child attends somewhere else as well as the school as a regular arrangement for part or all of the week. If the school decides that it is useful for them to record this information in a pupil record for their own purposes, a lawful basis for this processing must be identified by the school, as outlined in GDPR articles 6 and 9. More information on lawful bases for processing can be found on the ICO website (<u>https://ico.org.uk/for-organisations/guide-to-thegeneral-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3</u>). Any information recorded in the pupil record for AP placement WILL be pulled through into the census data.

<u>Reminder - SEN Unit indicator/Resourced Provision indicator collected every</u> <u>term</u>

From Autumn 2018, the SEN Unit or Resourced Provision indicator has been collected in every census. The information about who is in a school's SEN Unit or Resourced Provision is added to the individual's pupil record via **Focus** |

Pupil/Student | Special Educational Needs. Open the relevant pupil record, and add the details to the section **Provisions**.

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

Access Rights and SIMS.net version

In order to <u>update pupil details</u> 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 <u>create a School Census</u> 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

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	Pypi	School Workforce Census
	Ref	•
	Attendance	
Favouritos	Dinner Money	•
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Run Report	Data Synchronisation	•
Special Education Application	Data Exthange	2. Contract (1997)
14696/04/00	Qurriculum & Lesson Planner	•
	Horee Page	•

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:

School Census Loading	
School Census files are being loaded.	
Please wait	

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.

Term Autumn 2018		Census Folder	C:\StatutoryRetumFolde	n/School Census	
Security message for Repo This report contains sensitiv			117		Default Message
Description	Fé	e Name	Census Date	Date Created Validated	Authorised Date

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 Summar	Return Validated - 1 Validation rules failed (Er	rrore . 1: Oueriee . O)
Student S			Find Enter Student Name, DDB (YYYY-MM-DD) or UPN fi
Error Sear	ch ALL	Total of displayed rows : 1 To resolve an error.	click in row to navigate to the relevant screen
Туре	Sequence	Message	Location
► F	1000000	The DfE has not yet provided the XSLT file to generate the DfE Valid	lation 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.

📄 New	👬 Search 😕 Open	💥 Delete 🛛 🐺 B	rowse 🕂 Next 🏠 Previ	ious 🛛 📄 Сору	
Term	Autumn 2018	•	Census Folder	C:\SIMS\STAR\School Census	

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.

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	L Corners 2015	
	👗 Carisus 2016	
	E . Cersa 2017	
	Census 2018	
	autumn Census 2010	
	Spring Census 2010	
	Summer Carese cill 5	
	at the Schuld Workfurger Constant	
3	SOLLS95HARE	-
E.	📕 Synergy	2
E		
		- E.c.

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.

SIMS .n	et 🗵
2	You are changing the location for the return
	Please ensure that authorised personnel only have access to this folder as it will contain sensitive data
	Are you sure you want to continue?
·	Yes No

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

😫 🤤 Back 🔹 📫 Forward 🛛 🌏	8 👂 🍋 🏲 💱 🗐	📔 📑 😰 🎭 🌧 🔯 💐 🛍	
🏀 Census Return for Autumn 2018 Ter 📄 New 🕌 Search ট Open 💥 Delete		is 📔 Copy	
Term Autumn 2018	Census Folder	C:\SIMS\STAR\School Census\Census 2018\Autumn Ce	

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 New 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.

	ols <u>Window</u> Help		
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and the second se	2018 Term (Filezot ID: 1003)		
New M Joach III Open 🖇	Codete 🐻 Browse 🚽 Host 😒 Previous [📴 C	Copy	
Census Return Details - Autum	n 2010 Term : School Census Autumn 2018		
Sme Undo Ceatel	L'Validate 🛄 Summary 💐 Authorise 🛛 🔠 DetailRi	lepat +	
t Census Details 2 School Inform	ation: 3 Early Years: 4 Class Type: 5 Top-up Funds	ing 6 Post Looked Alter Assangements 7 Sch	voel Dinner Taken 8 Attendance
1 Census Details			S. Calard Date
1 Census Details Census Date	04/10/2018		Satzulate Al Details
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Census Date Description Attendance collected from	School Cersus Auturn 2018 02/04/2016 C Attendance collected to	and the second s	Satculate All Details

The Census dates are entered automatically. This panel also lists the period for which the Autumn Census is collecting Attendance, Exclusions and Free School Meal Eligibility information. Also you can see the new field **AP Placements collected from** as described on page 4 of this booklet. <u>At the moment there is no requirement</u> <u>from the DfE for data about AP Placements to be collected or held by schools.</u> <u>However, if</u> 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 (<u>https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3).</u>

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

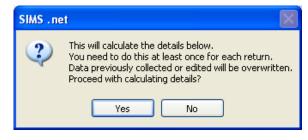
As usual, we suggest that you give each version of your census you generate an unique name by amending the Census Description **School Census Autumn 2018** by typing directly into the Description box. If you are having a practice run you could choose a description such as **Version 1**.

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 click the **Calculate All Details** button located on the top RH corner of the Census Details Panel

	n 2018 Teen - School Census Autuen 2018 Validate 🛄 Summary 🕸 Automie - 🔝 Detail?	eport =		
and the second se	alian 3Eady Years 4 Class Type S Top up Fund		7.SchoolDimer Taken	8 Atlendance
1 Centus Ostala				Sa Calculate All Details
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Desception	Sphool Census Autonin 2018 Version 1			
Attendance collected hon	00/04/2018 Attendance colected to	31/07/2018		
Exclusions collected from	01/01/2010 Exclusions collected to	01/04/2018		
FIM collected have	FSM collected to	04/10/2018		
AP Placements suffected hore	18/05/2018 AF Placewards collected to	04/10/3010		

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



10

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.

SIMS . ne	et 🛛 🛛
2	Recalculating will mean your manual changes will be lost. Are you sure you want to continue and discard the changes?
	Yes No

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 every panel on the School Census 'page' where details are calculated automatically

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.

The Calculation routine is currently taking place. This may take some time.

When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.

School Information

In the next panel, the basic **School Information** will be displayed. It is the same information that you would see if you followed the route **Focus | School | School Details.** You will probably find that most of the information is already there, but check it anyway to make sure all the data items the DFE require are completed.

LA Number	307 Establishment Number 1234
School Type	Infant and Junior School 5-11
School Phase	Primary
School Name	WATERS EDGE PRIMARY SCHOOL
Previous Name	
Date Name Changed	
Previous Estab Number	Date Number Changed

If you need to make changes, click on the **School Detail** button at the middle bottom of the School Details panel. This button takes you directly to the same place as if you had followed the route **Focus | School | School Details**.

sims School Detail			
School Details - WATERS EDG	E PRIMARY SCHOOL		
Save 🕙 Undo			Help
1 Establishment 2 Address 3 C	Contact Details 4 Sites 5 Documents	6 Childcare	魯
<u>1</u> Establishment			
School Name	WATERS EDGE PRIMARY SCHOOL	Waters Ed	
LA	823 Central Bedfordshire 🔍 💢	Waters Du	SC X
Establishment Number	2999		
Unique Reference Number			
School Phase	Primary]	
School Type	Infant and Junior School 5-11		25
School Governance	Community	Primary Scho	100
Intake Type	Comprehensive -	sailary Series	
Previous School Name		Date Name Changed	
Previous Estab		Date Number Changed	

Please check that an email address is entered on the **Contact Details** part of the **School Details** page. You can reach the **Contact Details** by clicking on the hyperlink at the top of the page

Sims School Detail	
School Details - WATERS EDGE PRIMARY SCHOOL	
Save JUndo	😨 Help
1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare	(書)
1 Establishment	

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.

Information for Academies

2 School Information							
School Name	Green Abbey School			Previous Name	Previous Name School	Date Changed	31/07/2017
LA	823	Establishment Numb	er [4321	Previous Estab Number	1234	Earliest DDA	17/07/2017
Telephone	851234			Previous URN		Date Charged	
School E-mail Addres	s office@ge.org.uk]			
School Phase	55 Secondary						
School Type	Academies						
Governance	Academies	Intake Type	Conprehensive				
Lowest NC Year	7	Highest NC Year	13	1			
			School Detail	1			
the Scho the scho	ol Type and	l School (Name, D	Governan ate Name	ce has k Change		ed to Ac	ease ensure that ademies, and that lumber and

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 Yeers	()	10)								0	Recalculate
Hans D	ate of Birth	AdNo	YII	Reg	Age of 31.06/2010	Age at 31/12/2018	Hours at Sotting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours	*
Almens.Paul 11	6/12/2014	0014751	142	AM	3	4						
Alberts, Courtney 00	7/03/2015	001682	812	FM	3	3		-				
AntherLien 1	6/04/2016	001703	NT	N1 PM	2	2						
Mkm Pots 1	2/01/2015	001653	N2	AM .	0	9.	-					
Bares,Isaac 0	2/03/2015	001654	112	FM	3	3		-				
Clasi, Felicity 0.	2/02/2015	001642	112	AM	0	0						11.
Dennis Joshuk 11	7/04/2015	0016225	142	PM	3	3	-		1			*

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**.

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are Clubs												
	r. 0	Pupils	here							1.6	125	
mer Padaren 2010 💌	Update Hours	Age at 31/06/	NUR	AB .	Tr 💌	M .	Reg	w	* 5MA	AJ.	1	
apās												
Doability Access Fund. 1	10 How Code and Side	inded Fund	led Ho	as no N	01 collected in	the census for p	Apili aged 2	a 21/08/2018				
	1	1	-	-	L.	0.000	La company	L.	Durability	1.Sec	Estonded	1-1
Name	Date of Birth	Adhie	A.II	Rep	Age of 31./06/2018	Age at 31/12/2018	House of Setting	Funded Hours	Access	20 Hear Code	Forded	E
Abcamp, Paul	15/12/2014	001651	N2	AN	3	4		antinene -	100.000	Contract of		11
danta Ecutrey	00/00/2005	10011012	NZ.	194	3	3						11
AccherLiam	15/04/2018	001703	NT	NI PM	2	2	-					1
Akre,Poka	12/01/2015	001853	112	AM	3	1						1
Barres, Islands	12/10/205	001854	N2	PM	3	1	-					1
Clark, Fallsity	82/62/2015	001642	112	AM .	3	1						1
DennicJoshua	17/04/2015	0011295	N2	1956	3	1						1
Elverdon, Askid	27/11/2015	801704	111	NUM	2	1						1
Fitzen Ramarena	6070072015	001643	NZ.	AM .	1	¥.						1
FircEndes	22/12/2014	001644	N7	PM	3	4						1
Holden Boahice	12/07/2015	001645	NZ	AM.	3	1						1
Holina II sigget	23/12/28/15	001545	82	PM	3	1	-					_
Puelen Ados	10/06/2015	009858	112	AM.	3	1						
las, Andrei	05/11/2014	001857	NZ.	PM	3	4						
Javes Econeline	17/00/2016	005705	111	10.444	2	4						
loron.Sala	07/09/2016	005796	NI.	NI PM	2	2						
HadmindhZalke	22/10/2014	007650	N2	AM	3	4						1
PakerGregoly	10/00/2018	000207	111	111 754	2	£						
Firston Berginn	26/07/2015	(0)(初9	N2	un .	3	1						

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:

	Decimal minutes	30	
limites	minutes.	31	
1	0.02	32	
2	0.03	33	
3	0.05	34	
4	0.07	35	
5	0.08	36	
6	0.10	37	
7	0.12	38	Ī
8	0.13	39	ľ
9	0.15	40	
10	0.17	41	ī
11	0.18	42	
12	0.20	43	1
13	0.22	44	ī
14	0.23	45	Ī
15	0.25	46	
16	0,27	47	
.17	0.28	48	ī
.18	0.30	49	
19	0.32	50	1
20	0.33	51	ī
- 21	0.35	52	1
22	0.37	53	1
23	0.38	54	1
24	0,40	55	t
25	0.42	56	
26	0.43	57	
27	0.45	58	t
28	0.47	59	
29	0.48		

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 that 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

pdate Early Years											
Sere 🗩 Undo											
Consue		Pupila V		-	-				-		
Tees Automi 2017 🛓	Update House	Age # 31/08/	2017	3	* (YR	원 3	Reg [4]	0	 Status 	4.8	*
Pupils											
Disability Access Fund	30 Hour Code and E ate	nded Fund	ad Ho	as an N	UT collected in	the centur for p	uph aged 2 at	31/08/2017			
den source success						176 - CA	200100				
Name	Date of Birth	AdN	YT	Reg	Age at 31/08/2017	Age at 31/12/2017	Hours at Setting	Funded Hourr	Disability Access Fund	30Hour Code	Estended Funded Hours
Mame Abha.Shopub			YTI N2	Reg AM	Age at 31/08/2017	Age at 31/12/2917		LT MICHOL	Access Fund	30Hour Code 1234567890	Funded Hours
-		001582	-		Age at 31708/2017 3	Age at 31/12/2017 4 3	Setting	Hours 15	Fund	Code	Funded Hours
Abhia.Sheavb	17/12/2813	001582	N2	AM	3	Age al 31/12/2817 4 3 4	Satting 30	Hours 15 15	Access Fund	Code	Funded Hours 10
Abha.Shoaxb Acktor,Chakde	17/12/2813	001582	N2 N2	AM AM	3	Age al 31/12/2017 4 3 4 2	Setting 30 15	Hours Hours 15 15	Fund	Cashr 12345678901	Funded Hours 10
Abha Shoaib Acitori Chakita Dariith Biyn	17/12/2813 10/02/2014 20/11/2013	001582 001582 001582	N2 N2 N2	AM AM AM	7 3 3	Age at 31702/2807 4 3 3 3	Setting 30 15 28.5	Hosen 15 15 15	Fund	Cashr 12345678901	Funded Hours 10 5.9
AbhaShoaub Aciston,Chailotte Darietti Biyn Detarwe/Millcent	17/12/2813 10/02/2814 20/11/2813 10/02/2814	001562 001562 001582 001562	N2 N2 N2 N2	AM AM AM PM	3 3 3 3	Age at 31/12/2007 4 3 4 7 3 4 4 4	Satting 30 15 20.5 15	Hours 15 15 15 15 15 0	Access Fund	Code 12345678901 12345678982	Funded Hours 10 5.9
Abhia.Shouib Acktor,Chuilide Durnth,Bryn Didarwe,Hillcent Ellic Paul	17/12/2813 10/02/2014 20/11/2813 10/02/2014 06/02/2014	007582 007580 001582 001583 001583	N2 N2 N2 N2 N2 N2	AM AM AM PM PM	3 3 3 3	Age at 31/12/2007 4 3 4 3 3 4 3 4 3 3 4 3	Satting 30 15 20.5 15 15	Houses Houses 15 15 15 15 0 0	Access Fund	Code 12345678901 12345678982	Funded Hours 15 5,5 15

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 and 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.

date Early Years												
Save 🌖 Undo												
		Pupils	-			~				10.5		
Peth Publies 2018	Update Hours	Age al	11211	44	e yri	A .	Rep	Pia	· Status	48	-	
and a construction and	(3[/08/	2014			E	The second se		and the second	- Kai	- De	
upite						posterio ante						
Disability Access Fund, 2	30 Hour Code and Exte	ended Funa	et Ha	us ae N	07-collected in	the central for p	ribit: aded 5	# 31/06/2016				
Maeur	Date of Sith	AdNa,	YTT	819	Age at 31.406/2018	Age at 31/12/2018	Hours at Setting	Funded	Disability Access Fund	38How Code	Extended	F
Abrams, Pasl	15/12/2014	001051	82	-	3	4		15 19	1			n
Allinti Courter	07/03/2015	001652	42	PM	8	3	-	4	-	-		1
AschetLian	16/04/2016	001703	NT.	NTPH	2	2						11
All in: Police	12/01/2015	001653	M2	AM	1	3						11
Revealees:	02/03/2015	301054	MZ.	PM .	1	1						1
Ciał Feloly	02/02/2015	001642	N2	AM	9 F	3						1
Dwreit,Zodhan	17/04/2015	001058	142	PM	¥	3						11
Elimitim Artiki	27/11/2015	001704	10	NIAM	2	3][
Fitney Reserve	07/07/2015	IIII(A3	42	AM.	3	3						H
Film.Brindley	22/12/3014	001544	NZ.	FM	3	4]
Holder Deaters	12/07/2015	001645	MIL .	AM	310	3						H
Holine.Bidget	23/02/2015	001646	N2:	PH	3	3						14
Hussen, Area	10/06/3015	00145E	ШŻ.	AM	1	1						1
los.Andhi	08/11/2014	001657	112	PM	1	4						B
Janes Lonatre	17/03/2016	001705	M1 .	INT AM	2	2						1
Automic Simm	07/01/2016	001706	NIT.	NIPH	2	2				1		R
HadroshZeka	22/10/2014	001058	NZ.	AM	10	4						1
PaterSepty	02/02/2016	901707	41	NIPM	2	2				-	-	1
Pinetze, Dargonie	26/07/2015	001059	N2	AM	1	1						1

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.

date Early Years												
Save 🌖 Undo												
ensus	1	Pupifs V	Acer .									
arm Dunario 2018 💌	Update Hours	Age at 31/08/	9998	1	YTI .	1/2 _	Rep	fag.	· Stalse	48		
		answe			14	All N1	-					
upits Disability Access Fund, 1	30 Hour Code and Eve	ended Fund	ted Hox	at we N	collected in	112	san age	2 # 31/08/2018				
			1	-		1	-	1	Disabere	-	Extended	-
Kama	Date of Birth	AdNa	YTI	Reg	lige-st 11/08/2018	14 15	Hoursa	Funded	Access	30 Hour Code	Funded	Ĥ
Almann, Paul	15/12/2014	001651	N2	AN	13	4	1	15 1	15			CI.
Alberts, Countries	07/05/2015	001652	N2	PM		6						11
Alkins, Portia	12/01/2015	001653	Ń2	444	3	1						18
Barren Isaac	02/03/2015	001654	NZ	PM	э	3						11
Clark Felcity	02/02/2015	001642	N2	Line	3	3				-		18
Dennis Jouhue	17/64/2015	001635	NZ	PM	э	2				-		11
Fitnoy Flowarme	07/07/2015	001643	N2	ditte .	2	3			-			18
FinLExadey	22/12/2014	001644	NŻ	PM	3	8						11
Holden Jieance	12/02/2015	001645	N2	444	3	3						18
Holine Bridget	23/00/2015	001646	N2	PM	3	3						11
Hutren Azize	10/06/2015	001656	N2	AM	3	3						18
km,Andrei	08/11/2014	001657	N2	PM	э	4						11
Madintouth Zelike	22/10/2014	001656	42	AM	3	4						18
Pentun Banjanin	28/07/2815	001658	112	AM	э	3						18
Gava:Hapen	16/04/2014	001660	N2	AM	4	4						18
RonamLeona	20/92/2015	001661	HZ.	AM	3	3						11
Saute Aniaz	17/85/2015	001647	142	PM	3	a						1
Soon,Marka	21/96/2015	001648	82	PM -	3	3						
Stuat Chine	18/08/2015	001662	142	Phe	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.

date Early Years												
Save 🍠 Undo												
enaus		Pupils V										
em Autumn 2018 💌	Update Hours	Age at 31/08/	2015	6.	 AD 	N2 *	Reg	4	• St.wh	iii ii	41	*
Disability Access Fund, 3	0 Hour Code and Exte	mided Fund	led Ho	us are N	1	-	uplo aged.			- 11-		Parata
Name	Sherry result		YTI	Reg	Age at 31/08/2918	-	riours at Settine		Disabin		i Hour Idn	Estended Funded Hours
	Sherry result		ΥΠ	1	1	-	riours al	Funded	Disaber			Funded
Kane	Date of Hirth	AdNo.	YTI NZ	Reg	Age at 31/08/2918	Age at 31/12/2010	riours al	Funded Sort By	Disaber			Funded
Name Abrame Pool	Date of Hirth 15/12/2014	AdNo. 001651	YTI NZ NZ	Reg	Age at 31/08/2018	Age at 31/12/2014	riours al	Funded Sort By Select Al	Disaber			Funded
Kame Abrams,Poul Albertz,Courteay	Date of Bath 15/12/2014 07/03/2015	AdNo. 001651 001652	YTI NZ NZ N2	Reg AM PM	Age at 31/08/2018 3	Age at 31/h2/2014	riours al	Funded Sort By Select Al	Disaber			Funded
Name Abrane, Paul Albertz, Courteay Atkins, Poetia	Date of Hath 15/12/2094 07/03/2015 12/09/2015	AdNo. 001651 001652 001653	YTI N2 N2 N2 N2	Reg AM FM AM	Age at 31/00/2019 3 3 3	Age at 31/h2/2004 3 3	riours al	Funded Sort By Select Al 15	Disaber			Funded
Name Abrana, Paul Albertz, Courtway Atkina, Poetia Barnes Jasac	Date of Hoth 15/12/2014 07/03/2015 12/01/2015 02/03/2015	AdNo. 001651 001652 001653 001654	YTI NZ NZ NZ NZ NZ	Rey AM PM AM PM	Age at 31/00/2018 3 3 3 3 3	Age at 31/12/2014	riours al	Funded Sort By Select Al 15 15	Disaber			Funded

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 al 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhia Shaqub	04/01/2015	001582	N2	AM	2	2:	3	15	15	0.000		
Ackton Charlotte	10/02/2014	001590	N2	АМ	0	0	4	15	15			
Clinton, Joseph	07/07/2013	001531	N2	AM.	4	4	4	15	15			
Daniels.Btyn	20/11/2013	001592	N2	AM	3	4.)	4	15	15			
Delarive,Millcent	10/02/2014	001583	N2	PM	3	3	4	15	15			
Ellis Paul	08/02/2014	001584	N2	PM	0	3	4	15	15	_		17 - 1
Falmer, Michael	20/03/2013	001593	N2	AM	4	4	5	0	15			
Fird,Bladley	22/12/2015	001644	N1	N1 PM	1	2	2	15	15			
Gavil,Chalité	05/12/2013	001594	N2	PM	3	4	4	15	15			1
Harillian	17/01/2014	001595	N2	PM:	3	3	4	15	15			
Holden,Beatrice	12/07/2015	001645	N1	N1 FM	2	2	2	15	15			
Hollins, Bridget	23/02/2015	001646	NI	NT 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 Bath	AdNo.	YII	Reg	Age: at 31./08/2017	Age at 31/12/2017	Ager al 31 A03/2018	Hours at Setting	Funded Hours	Disability Access Fund	38 Hour Code	Extended Funded Hours
Abhra Shequib	04/05/2015	001502	112	MA	2)	2:	3	15	15			100000
Ackiren Chaelotte	16/02/2014	001530	N2	AM	1	3	41	15	15			_
Clinton, Joseph	97/07/2013	001531	NZ	AM	40	4	4	19	i 15	1		
Doniels.Brym	39/11/2013	001582	N2	AM	3	4.	4	15	15	Nei: No		1
Delarive Milliont	10/02/2014	001583	112	FM	3	3	¥.:	15	i 15			
EBI.Pak	08/02/2014	00/1584	N2	FM	3	3	4	15	15			
Falmer Michael	30/03/2013	001593	112	AM	4	4	5	1	15			
Fird Bradley	22/12/2015	001644	N1	NI PM	1.	2	2	15	15	Ś.		
Savi Daist	05/12/2013	001594	N2	PM.	1	4	4	10	15			
Hard Marrie	1740110014	DOHEDE	40	Chi	4	4	201	16				

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.

2012-2010/02/00/2	30 Hour Code and Ext SIMS unit	And the second s	addesion t	un die r	ion cases		×		100
Name	10	There is a	least :	one pupi	who has a	tero hours.	17	Hours at Setting	Fu
Abhra,5haqulo	- V	Do you we	sh to ci	ontinue?			-	15	_
Ackton,Chadotte	1						-	15	
Clark, Falicity				1.11	es	No		0	
CintonJoseph	070772015	Toorcar	102	INVA	147	14		15	
Danieti Bayn	20/11/2013	001592	N2	AM	3	4		15	

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.

 Steluc 	- U
0.010	All No Houss et Seiting No Funced Hous

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,

	- 11 B	P EM								Recalcul	lale
Nane	Date of Bath	Gender	AdHo	YTI	Reg	Age at 31,886/386	Age at 31/12/2016	Hours at Setting	Funded Hours		•
Abhea Shaquite	17/12/2013	Male	001512	NT	NT AM	2	3	15	15		2
Allant 3 sche	20,63/2813	Female	081521	82	AM	3	3	15	15		
AlponaTalyana	21/12/2012	Feede	001522	N2	FM	3	4	15	15		
Ardenic Rictard	02/12/2012	Male	001523	H2	1444	2	46	15	15		
Bronkley, Turnat	06/04/2013	Male	001524	88	PM	3	3	15	15		
Cloke, Hariotto	09/11/2012	Fenale	001525	N2	AM.	2	4	15	15		
Davies Adam	01/12/2012	Male	001526	NZ	AM	1	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.

Nane	Date of Birth	Gender	AdRo	YTL	Reg	Nurseep	Other	*	
Abbott, Jessica	17/02/2014	Fenale	0011653		ASH			1	
Abduilah, Tanwar	12/01/2009	Male	001275	5	588				
Alfra, Aliji	20/11/2009	Male	001236	4	4615				
Abhra, Alicha	20/11/2009	Fenale	001337	4	465			6	
Abhra, Shapub	17/12/2013	Male	001982	Ĥ	ELM				
Abrares, Paul	15/12/2014	Male	001651	NZ	AN			2.4	

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**

te Clazz Type: we 🌖 Undo										
pre grundo										
1516		1	Pupils V	lew.						
em Rubunn 2018	*	(VTI	[A]	.).	3 A.	· State	a 🚧	*	
TTT A CALLER CALL			No.	V Are	-/	S. A.C.		an sa na		
apila			-							
78.00									100	
1000	Date of Birth	Gender	AdNa.	YTI .	Rey	Nutacry	Other	8	*	
Name Abbott, Jessice	Date of Birth	Gender Fenale	AdNa. 101663		Reg	Nutery	- 3ot			
Namo	17/62/2014	1		R :	- 1	Nutery		A.A.		
Naso Abbelt, Jessice	17/62/2014	Fenale	001663	R :	ASH	Nummy			1	
Name Abbett Jessica Abbett Jawwa	17/62/2014 12/01/2005 20/11/2005	Fenale' Male	001563 001275 001336	H 5 4	ASH SEB	Nusmy		A.A.	-	
Name Abbelt, Jesska Abbelt, Jesska Abbel, Jesska Abbel, Abgi	1776272014 12/01/2008 20/11/2009 20/11/2009	Fenale Male Male	001663 001275 001336 001337	H 5 4	ASH 588 465	Nusey		A.A.	1	

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

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

Nursery	Other	
	Sc	ort By
	(Cł	neck All
	Re	emove All
	\sim	

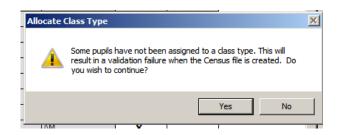
You have now changed all the pupils in the school to Class Type **Other**. If you are a school that has pupils in a Nursery class, you will now need to make sure that they have **Class Type Nursery**. Click on the **Year Group** down arrow and select **N2** from the list.

ave 🗩 Undo							
						~	
Real Participant 2018	-		YTI YTI	New Sun	• fe	- PU	* Status Al *
ee Putanen 2010	2		C.M.	þ 12	• Re	- r-)	Status (4)
els.			~				
ane	Date of Birth	Gunder	AdNo.	YTI	Reg	Num	Other
brans, Paul	15/12/2014	Hale	001651	NZ	ли		Check All
the second s	07/00/2015	Female	001652	N2	PM	V	Recove All
berts, Countrely	07/00/2015	Fernie Fernie		N2 N2	PM		Remove All
berts, Cosstroly Kans, Portia	12/01/2015	Contraction of the local division of the loc	001655		the later of the l	-	Renaçue All
berlu, Cisuthey kans, Portia eres, Islaac	12/01/2015	Female	001655	N2	444		Renouve All
Berla, Courtrey Kano, Portes arros, Islanc Iarl, Folicity	12/01/2015 42/03/2015	Female Malo	001653 001654 001642	N2 N2	444 2744		Resource Ad
Aberla, Countrey Mont, Portia Torros, Isaac Salt, Folicity Dennic, Jochua Toroy, Rosanne	12/01/2015 #2/02/2015 #2/02/2015	Female Malo Fosale	001653 001654 001642 001655	N2 N2 N2	44 74 24		Resource Add

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.

Сельня					New.					-
Term Summer 2018			YTI .	4.0	Reg	41	Statu		3	
upila					7	4		(No Data Type	
Namo		Date of Birth	Gendes	AdNo.	YTI	Reg	Nursery	Other	-	
Delanve, Mill	cent	10/02/2014	Fende	001583	N2	PM				

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

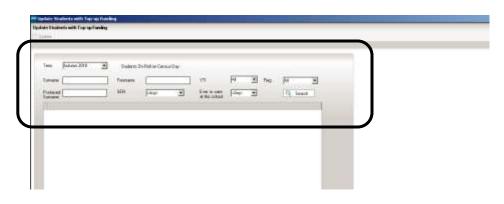
Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who have an EHCP. Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual 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: <u>https://www.egfl.org.uk/news/2018/01/sen-final-adjustment-allocation-2017-18</u>. Your LA contact for enquiries about Top-Up funding is Sarah Guest, <u>sguest@ealing.gov.uk</u>, 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

Photeced	SEN		Ever in case at this achool		2	Q Seath
Euroanie Balancia	Proferent Suevano Balerato	Formase	- Vn Ir	Reg.	SEN.	Ermini Earn
				_		
				_		
Tanaifinday	🔹 Aıbi		Revene		$\mathbf{>}$	
funere	Patased Summer	Finanana	Mite	Beg	DEN.	Ever in Care
tunese • Essen	Patarod Surveyer	Firenane	10	ELM	4	No
Esover Chopping	Paland Surveys Brown Diagoling	Presname Brigsid Madre		ELM DVD	E E	No
tunese • Econ	Patarod Surveyer	Firenane	10	ELM	4	No
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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 tope LH corner to save the data and arrange the list of pupils in **Surname** order.

Aaron	Chra	-	2	1XB	100	No		
Aaron	Sophie		1	110		No		
Abdullah	Larnay		8	ELM	A ::	140		
Alzahare	Jars.		4	451		No		
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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 <u>have self-declared to the school</u> 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.

manie	Piekered Stationer	Fully in conclusion	Alter Are	Mighterr	wer in C.	Post Looked After Anangements	
in kaon	Crim	William	1		Ym		
kaon	Estuan	Frits	N2	AH	Yes	Exaced to be locked after through a Special Guardianship Order (SGD)	
eride .	Franklin	Ethan	3	310	Y01	Deared to be looked also through a Plenidence Order (RO)	
tele	Nichols	S.ate	2	218	Ym	Ceaned to be looked after through a Presidence Order (RO)	

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.

Ten Skide XVI Tenere [Patron Categori [Budent Choffeler Carpon Pressee Pressee Pressee Pressee	Se III Fa B III III III IIII IIII IIIIIIIIII	at]	
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Click on pupil names in the top half of the screen to select them, and use the **Add** button to move thenames 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.

I Looked	After Assongments	9	441		18	Percyr				
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Select the correct Post Looked After status by clicking in the

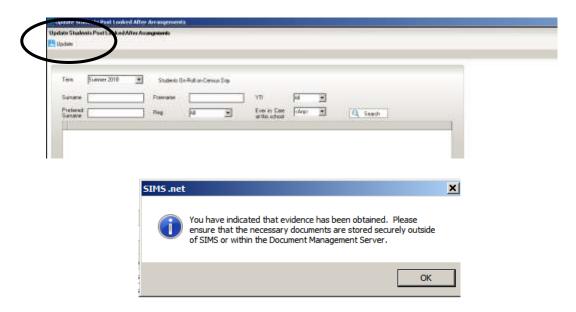
Post Looked After Arrangements field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



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	YTL	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Þ	Cain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption	
	Erikson	Erikson	Finley	N2	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	
	Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)	
	Nichols	Nichols	Kate	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	\checkmark

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).

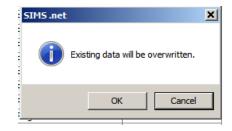
The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food. Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance 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.

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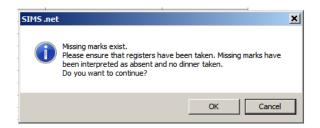
The School Dinner Taken panel displays <u>all the children</u> on roll on Census Day in **Reception, Year 1 and Year 2**. The **Calculate From** ... buttons are only available if the school has the relevant modules in use otherwise they are greyed-out.

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	Sonya	2	2JB	Single Registration	v	
Astwick	William	2	2JB	Single Registration	V	
Sailey	Eve	R	DAK	Single Registration		
isker	Fiona	2	238	Single Registration	×	
Salimaki	Cyla	H	ELM	Single Registration	~	
Belinski	Fil	14	A5H	Single Registration	V	

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.

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7 Census Debils		10		

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.

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the state of the s	n 2018 Term (Fileset ID: 1903)	
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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**.'

			Valida	ation Process			
				The Create and Validate rou taking place. This may take Please wait	itine is currently some time.		
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# start	5.0	THE STAL HALLWA	ATERS	Her SDIS Just			15.58

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.

Validation Process	Validation Process
The Create and Validate routine is currently taking place. This may take some time.	Data is being collected
Please wait	Please wait
Validation Process	Validation Process
XML is being created	Validation rules are being applied
Please wait	Please wait

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.

5	hutlers 5	each	many Planum Validated - 5 Validation	v rules failed (Exces - 1: Queses - 4)	Name, DOB (11111-MM-DD) or UPN for student like	
-		in fill	To reachine an error, click in row	a to navigate to the relevant scient		
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ſ		39683	nodule is minima.	Name: Saliceto, Janiilal Date of Riefs, 2005-02-02, Peri		
Ì	0	20200	Please check: pupil is shown in year group 5 bowe	Name: Gill, Genned Date of Bith: 2002-02-07, Femalel	If Go to Fooul/Student/Student D etails registration and o	
İ	Q	20200	Please check: pupil is shown in year group 2 hove	Name: Henry, Stuart Date of Birth: 2005-04-09, MaleU	If Gio to FocuelStudentStudent Details registration and c.	
İ	Q	20200	Please check: pupil is shown in year group 6 howe	Name Philips, Betharyl Date of Birts 200211-18. Fem	If Go to FocultStudentStudent D etails registration and c	
ł	0	20200	Please check: pupil is shown in year group 4 hove	Nave: Surgal, Shaite(Date of Birth, 2003-03-28, Fen	II Gis to FooustDrudentEnudent Details registration and c	

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.

-			20
	ion Emm Summary Return Validated - 1691 Validation rules		
Shuttern 5	K Search with	Find Enter Student Nave, DOB (^^^ HM-DD) or UPN for student Mer	
Eta Sea	earth UPN: F023432110104 Name Smith Grant Date of Bath. 2000-01-		
Type	UPN E823432110169, Name, Smith, David, Date of Birth, 1996-01- Sequence UPN, U820432105137, Name, Smith, Melanie, Date of Birth, 1994-4		
Ŧ	2000 UPN: E820200100026. Name: Smith, Jacon Date of Birth: 1995-03 UPN: H820432106112. Name: Smith, Kale. Date of Birth: 1995-11-1	Male	istration panel and ed
F	2000 UPN: U820432105137. Name: Snith, Melanie: Date of Birth: 139 UPN: U830432105137. Name: Snith, Melanie: Date of Birth: 199	13 07, Fervale	plation penel and ed
Ŧ	2000 UPN U820432106137, Name Snith, Melanie, Date of Bith 199	0-07. Female. Date of Bath: 1994-03-07. Femaled FN. B Gath: ForcialStudentStudentDatab Rep.	the type larger mitaring

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.

CA Fleport					1 Close
Student S	Errors Summery earch	Return Validated - 1631 Validation sules to		(YY WH DD) or UPN for student film	
Eroi Sea	ah QUERIES	To resolve an error, click in row to nevigate	to the selected access		
Type	LINAN ERRORS	*** (Location	Solution	
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1	29500 1500 1720	check: Is achieved up to correct? Some pupils are outside t		Please sheck the school ypa	
a	22950 2000	theck: Pupil record with no address details	Name: Schule, Magy Date of Birth 1995-02-10, FemaleUPN	W Go to ForundStudent/Student Details Addresses and edit pupil	
a	25400 2870	the check. There would normally be at least one pupil who w		Go to Focus Atlendance (Lesson Monitor) Display Marks and	1

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.

(D)	Report	9) 				梁Close
		Errors Summa calch	Return Validated - 1691 Validat	ton wes failed (Enon - 57. Queries - 17) M Find Enter Student Name, DDB (M	YYMN OD) or UPN for invident liker	
Eno	х Бан	ch 411	 To resolve an error, click in solv 	to navigate to the relevant screen		
T 55	pe	Sequence	Message	Location	Solution	. 6
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	Ŧ	1900	UPN wining	Name Magn, John Date of Birty 1994-10403, MalaDPN	# Go to FocultitudentStudent Datain and add or imme a UPN	
	Ŧ	2000	Pupil actual year group is mining or invalid	Name Abrahams, Jacqui Date of Birth 1999-10-12, FemaleU	# So to FocustStudentStudent Detail: Registration panel and ed	
	F	2000	# Go to Pocus/Student/Student Details Registration pane	and edit Year Taught In, note that if you make this change after the census	date you will need to use History button to apply the change on the	census date
	F	2000	Pupil actual year prosp is maxing in evided	Name: Adams. Jamaid Date of Ents: 1993-12-13, MainUPN-208	# Go to Foculd Adent Student Datab Registration panel and ed	

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

8	Repor	κ				2 Cho
Sh		e Emura Sura	reary Fisher Validated - 5 Valid	dam roles failed (Erest - 1) Querier - 4 Microsoft Error (1) Units to paramete to the advantation	uder/ Name, DDB (YYYY 464-DD) or UPN for invident Wei	
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t	9	20200	Please check; pupil is shown in year group 5 ho	Narise: Gill, General Date of Birth: 2002-02-07, Fernalet	# Gis to PourE/LudentE/Ludent Details registration and o	
t	9	20200	Please check: pupil is shown in year group 4 ho	Name Sungel, Skained Date of Birth 2003-83-29, Fem	# Gis to Foound whent@sudent Defails registration and c	
t		20200	Please check, pupil is shown in year group 2 his	Naries Henry, Skaard Date of Birth, 2005-04-09, Matel3	# Gis to Focus/Studen/Kinder/ Datab registation and o	
ŀ	1	19999	module to meang	Name Tahovin, Javillel Date of Bath, 2007-02-02, Fem.		

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.



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t		2009	weble to record		Name Salarita, Januar Date of Beth 2001-02-02, Free		

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'.

Census Return for Autumn 201		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
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norghon Hool Camue Auturn 2018 Venion 1	File Naive	TE-0004PA 04 10/010 05/05/2018	

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.

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LA	423	Establishment No.	Early Years Report		
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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 AP Placements area within the pupil record, the data will come through into the **AP Placement Report**.

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



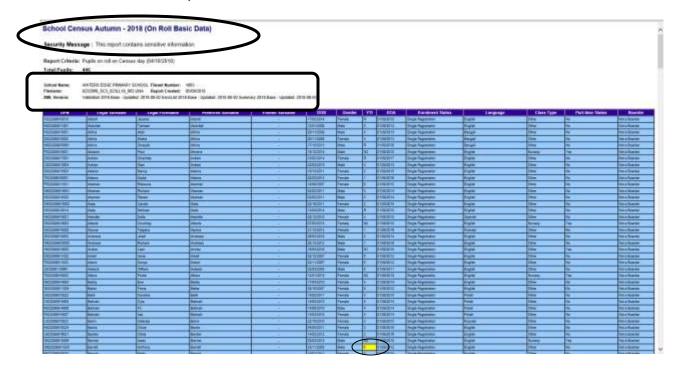
By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria**, and the **Total Pupils** displayed in the report.

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security

message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

The **Fileset Number**, **Filename**, the date the report was created and the **Version**, are also displayed at the top of the report. This could be useful and avoid confusion if you have printed off reports to check, and then subsequently produced another return and another set of reports.



These days, a query is only generated when a pupil/student is taught two years out of the year expected for their age. However, the **On Roll Basic Details** report highlights in yellow any pupil taught outside the expected year group for their age

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.

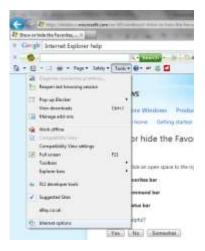
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



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:

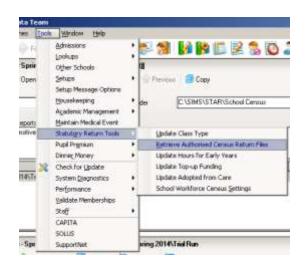
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On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

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

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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**.

Course Return Details - Autum		
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Description	School Center Avalue 2010 Venion 1	
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2 School Internation		

The Summary Report opens up in your browser. A copy will also be saved in your School Census folder. <u>It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.</u>

Right at the top of the Summary is a sentence stating how many failures and queries you have on your Census.

Summary	for: WATERS I	EDGE PRIM	ARY SCHO	IOL.	
Local auth	ority code: 82	3			
Establish	nent number: 3	2999			
Telephone	number: (1520	115			
Email add	ress: school@v	ve com			
Phase: PS					
Type: 18					
Governan	ce: CO				
Intake typ	e: COMP				
Lowest na	tional curricul	um year gro	HIP: N1		
Highest n	tional curricul	lum year gri	oup: 6		

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.

Age as at 31 August 2018	Date of Birth	Numt			er of	puplia		
			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

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

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!

Age as at 31 August 2018	Date of Birth			Numt	er of	pupila	
			Full-time)		Part-time	All
		Male	Female	Total	Male	Female	Total Total
						,	
4 (U - 4 MUNUIB)	01/04/2014 - 31/06/2014	3	0	- 17			1 10
3 (8 - 11 months)	01/09/2014 - 31/12/2014	2	0	2	3	0	3 5
3 (5 - 7 months)	01/01/2015 - 31/03/20 5	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	4	4	8 8
Total number of publis		214	212	426	11	9	20 446

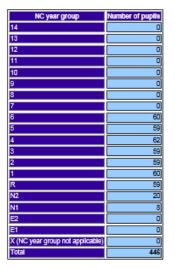
Table 2: Pupils on roll by age and gender [ALL schools]

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'.

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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]



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	15
CHI	Chinese	12
ENG	English	302
EST	Estonian	1
GAE	Gaelic/Irlsh	2
GRE	Greek	1
HIN	Hindi	3
ITA	Italian	20
PHR	Pahari (Pakistan)	3
PNJ	Panjabi	12
POL	Polish	30
POR	Portuguese	4
PRS	Perslan/Farsl	2
RMN	Romanian	5
RUS	Russian	6
SAM	Samoan	1
SCB	Serblan/Croatlan/Bosnian	s
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)	445
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	445
Total number of pupils	445
Pupil number reconditation	445

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



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

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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]

HEN Previous	Randon of	100
SER Provinces - unitatives, health and care plan books E1		
325 President a matematical (code 1)		
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Number of SEX Pupils in a maintenant school who pro-monthese of a special provision (SEX Use), * Result to inter-type or equal to the total manifest of pupils with SEX (code L. 5 and K).		
Transfer of SEX Popel. In a material and extra documentation of a special provision demonstration (* Should be less than or musclife the total number of pounds with SEX (robus 1, 8 and 9)		
Table 13: SEN need type for pupils on roll with SEN (SEN provision E, S, or K) [ALL schools]		
We take down not spark to the automn narman, as producers in English data is new collected in the spring narman		

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]

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Details of all types of exclusions in the Spring Term (the term before last) are summarised.

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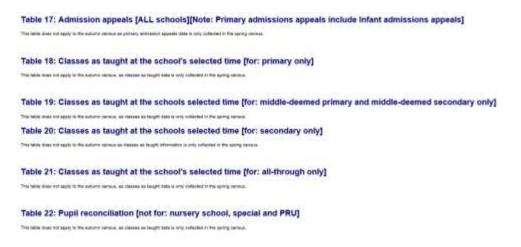
Table 15: Attendance information for the 2017 summer term (terms 5 and 6) for all pupils aged between 5 and 15 years as at 31/08/2016 [Not for: Nursery school]

Table 16: Attendance information for the 2017 summer term (terms 5 and 6) for all pupils aged 4 years as at 31/08/2016 [not for: nursery schools]



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The Attendance Summary (for last term – Summer) is divided over two tables for pupils of statutory school age in the first, and below statutory school age in the second



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

New Access of the Internation on the Advectory Description of the Internation of Labor 19 contracts from Access to a log of the Advectory Description of the Adve

The Universal Infant Free School Meals table allows you to check the number of UIFSMs taken on census day against those Eligible for Deprivation Free School Meals in each of the relevant years.

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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.

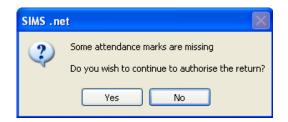
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Authorising the return

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

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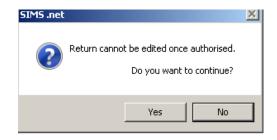
If missing marks exist, the following message is displayed.



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

L

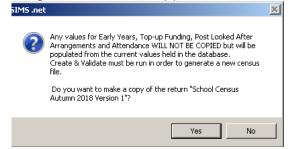


A copy of your return can be useful if issues are found once the return reaches the LA and is checked. Instead of starting again from scratch, you can open up the copy and amend that. Census files can be copied electronically whenever required. Click on the **No** button to close the dialog and make 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.

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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.

🌮 Census Return for Autumn 2018 Term [📑 New 🏟 Search 📛 Open 💢 Delete 🚺	Fileset1D: 1003) Browne - Next 🍲 Previous - 🞒 C	opy	
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Deleting a School Census Return

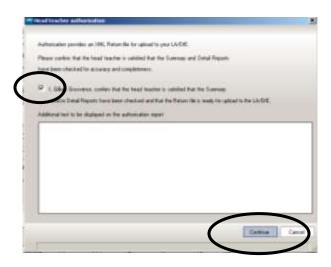
If you have had lots of practice runs, and there are several unauthorized returns showing in the **Browse** window, you can delete them as long as they haven't been authorized. To do this, highlight the census return file that you want to delete and click the **Delete** button.



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.

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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:

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

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	If you cannot see an application (system) that you believe you should have access to, please contact the Secure Access Service Dood by completing our online vervice request form, by cluding been
	Note, Local Authority users should continue to their EAS login for Key to Success

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

GENERIC UAT - COLLECT Portal	
ollect Welcome	
Velcome to Generic UAT COLLECT (Collections On-Line for Learning, iducation, Children, and Teachers).	PROCEED INTO COLLECT
OLLECT is the DFE Centralised Data Collection and Management System for ducation.	Code of Conduct
urther to the e-mail issued on the 8th October regarding availability of reports. It present we have experienced no issues with this functionality and reports are herefore readily available. Should this change we will notify you accordingly.	Show Code of Conduct Text
collect will re-open on Monday 24th October at 8am.	
OLLECT will be unavailable from 3pm on October 21st, we apologise for any	

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

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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.

Source Page			
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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).

veral minutes. Please all	ow sufficient time to a	omplete.
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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.

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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.

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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 **307SSS_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.

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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.

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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.

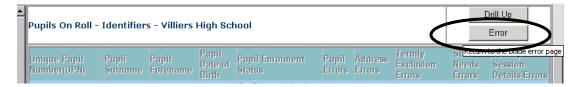


The reason for most 'errors' being generated will, hopefully, be obvious.

I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.



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.



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.

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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.

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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!

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COLI	ECT	Portal			
Blade Er	ror Rep	ort - SchoolCensus 2015_Spring			
Donnien	Wells	High School	Error report on 18/	05/2015	at 09:29
Date No.	Haman	Litur.Memoge		PriorityOK'd	
36020		Zero attendance enamions possible recorded to P only be recorded with zero sensions possible if a spart all of the previous term for which attendance other registration. This query will be accepted by suitable explanatory noticed entry is provided by	rpil was dual registered and e data is being collected at DE on condition that a	QuereslOK	Details
25020		Dono attendance execution possible recorded for P only be recorded with zero sessions possible if p spent all of the previous term for which attendance other registration. This query will be accepted by suitable explanatory noticed entry is provided in -	rpil was dual registered and e data is being collected at DRE on condition that a	Querres OK	Details
25020		Zero attendance escalars pensible recorded for P only be recorded with zero sensione possible if pe- spent all of the province term for which attendance other registration. This quary will be accepted by suitable explanatory notigeed entry is provided to a	pil was dual registered and e data is being collected at DE on condition that a 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.

bepartment for Education	Back to Battern page Help Visi are loggest in as 30Ptbreedley Log out
COLLECT Portal	
Note Page	
Croate New Note	
25020. Sero attendance assessme possible recorded for Pupil on Roll All the pupils with this error/guery are usally segminatered and epent the previous term at the other seablishment	2
	*1

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:

					Co
<u>Rule</u> No.	<u>Return</u> Level	<u>Error Message</u>	<u>Priority</u>	<u>OK'd</u>	1
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	ок	

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:

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File Edit View Fevorites Tools Help		
+		
Address 👩 https://datauat.dfes.gov.uk/SchoolCensusFamiliarisation/8LADES/School	Census2008_Automotical encoded as a special constraints and a special	• Pico Links **
department for children, schools and families	Back to My COLLECT page Help	

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.

MY DATA RETURN			
The status of your data return 1 Loade	d		
Brons 1		Quones (20	OK Errors : 0
What can I do with My Data Return?			
Iphael Return from Me	Press this button to impor	t a file into your data return	
ADD DESIGN OF ALTERN.	Press the button to add a	new return using a web form	
Dises Raturn-	Press the button to open	your data return	
Sudanet Roturn_	Press this button to Subm	it your completed data return	
Express III date-	Press this lautton to Espor	t your data ratum to a file	
Deleta Sebara	Press this button to Delate	e your diete return	
What is happening to My Data Return?			
Data Return Submission		Data Return Approval	Data Return Authorisation
Date Submitted		Date approved	Date Authorised
Week askesting date (Warts-		Were accessed to mentals.	Very automatication of dama conference.
Expand automotival data estatel."		ment agriced state and and	Count authorized via annual

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!!

he status of your data return : Submitted		
Errors : 1	Queries : 12	OK Errors 1

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.

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Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guidev1.1 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-dataitems)

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** (<u>https://www.ncsc.gov.uk/guidance/10-steps-cyber-security</u>) and **School procurement: selecting a school MIS** (<u>https://www.gov.uk/government/publications/school-procurement-selecting-a-school-mis</u>) 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.