

Autumn School Census 2018

for

Ealing Secondary Schools

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

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

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

Changes to Data Items Collected

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

9 Additional Information

Meals: Free Meal, Home, Sandwiches

Modes of travel: Boarder - not applicable, Bus (type not known), Car Share (with child/children)

Service Children in Education: [Dropdown menu]

Service Children Concerns: [Dropdown menu]

Recoupment: [Search box]

Route: [Dropdown menu: East Town]

LA Provided Transport:

Source of Service Children in Education: [Dropdown menu]

[New] [Open] [Delete]

Pupil Nationality, Country of Birth and Proficiency in English

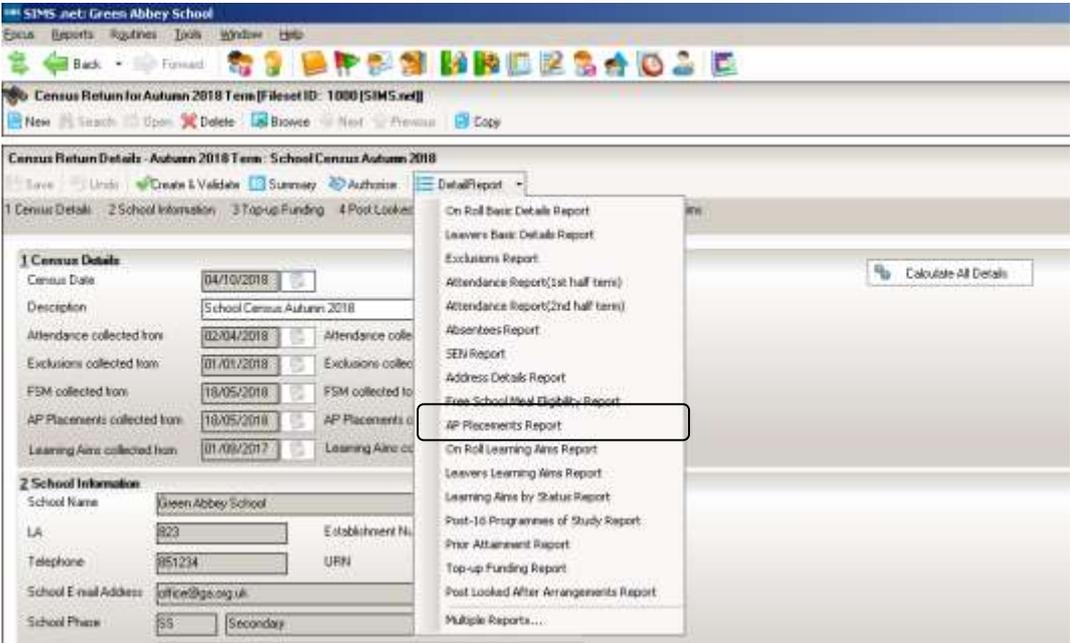
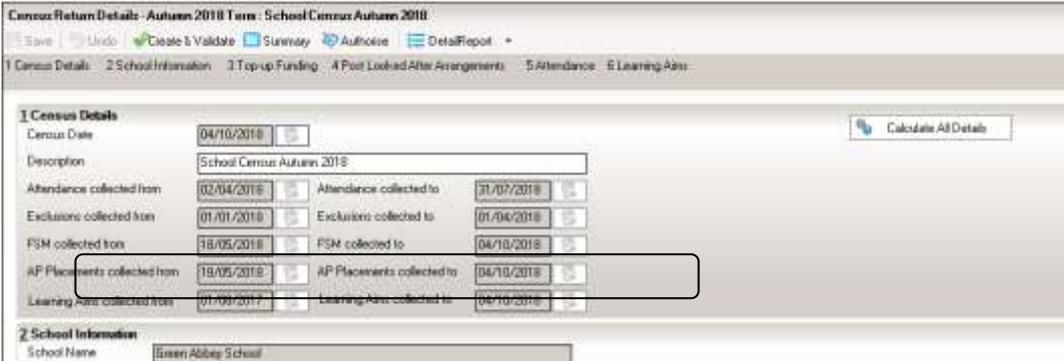
These items will no longer be extracted by the Census software from SIMS, and you no longer need to enter this information into SIMS for School Census purposes. The DFE say that the two years of data already collected relating to the 2016/17 and 2017/18 academic years is sufficient for their research 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:



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 be collected or held.**

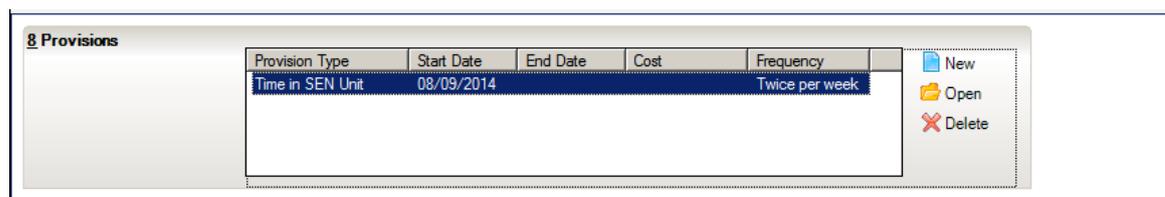


Alternative Provision placements are where a child attends somewhere else as well as the school as a regular arrangement for part or all of the week. If the school decides that it is useful for them to record this information in a pupil record for their own purposes, a lawful basis for this processing 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 (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>).

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

Reminder - SEN Unit indicator/Resourced Provision indicator collected every term

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**.



Access Rights and SIMS.net version

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

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

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

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

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

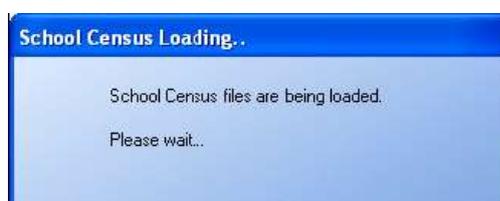


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on the box to close it.

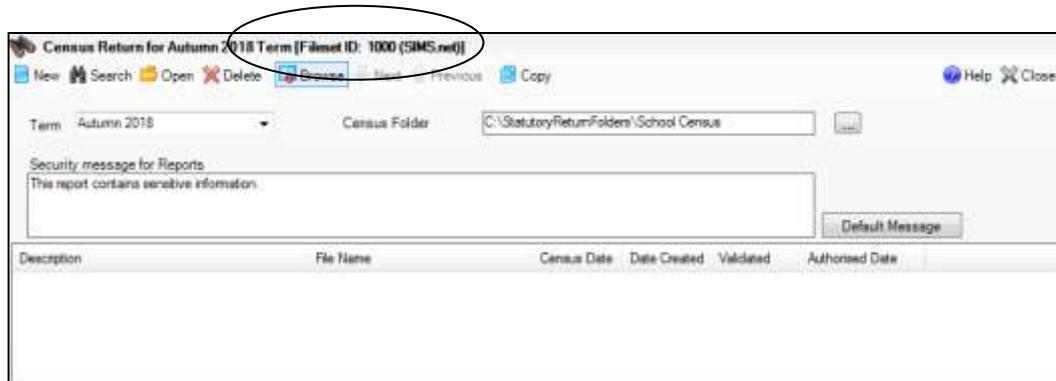
Creating the Return



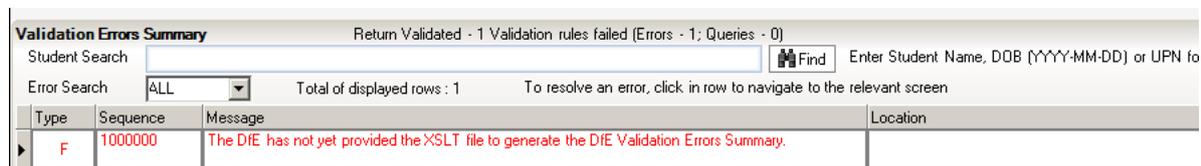
When you click on **Routines | Statutory Returns | School Census**, SIMS.net begins to load the school census validation and reporting files, and you will see this window:



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



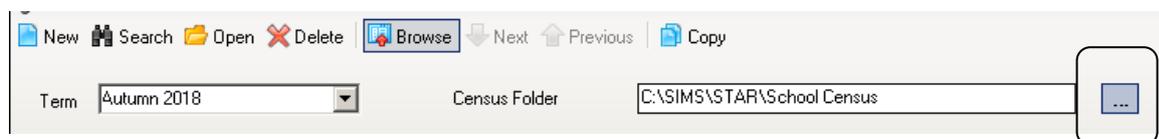
Fileset 1000 shown in the screen shot above was included with the Summer Release – it does not include any validation for the Autumn Census, so if you run a practise return using it you will get a message along the lines of:



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

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

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



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

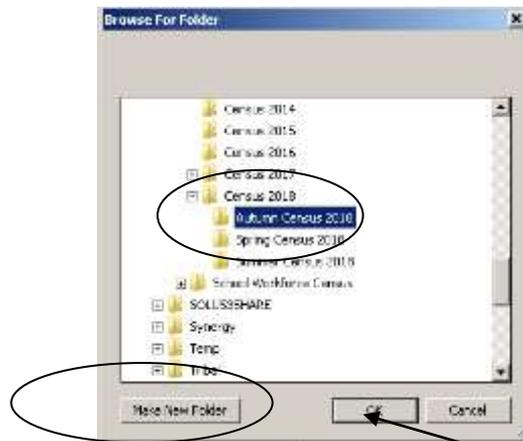
Data Security

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

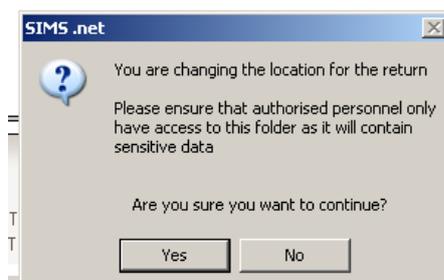
To make a new folder for Autumn Census, click on the **Browse** button to the right of the Census Folder field so that the **Browse for Folder** dialog box appears



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



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

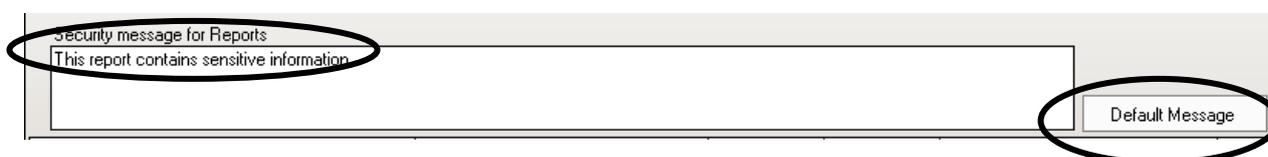


Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.



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

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



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

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



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

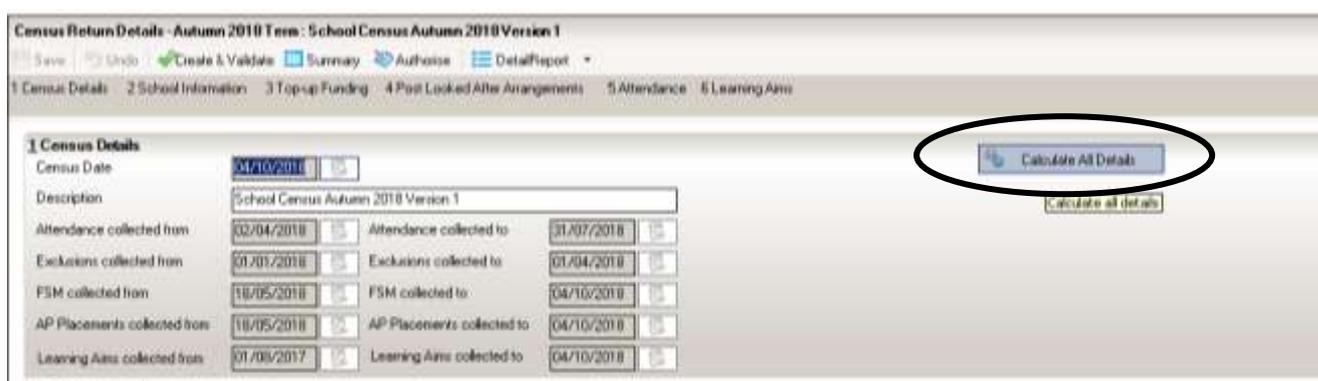
be found on the ICO website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/#ib3>).

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

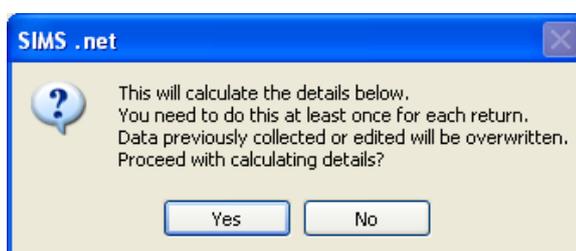
You should give each version of the Autumn census you generate an unique name by amending the Census Description **School Census Autumn 2018**. If you are having a practice run you could choose a description such as **Version 1**.

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

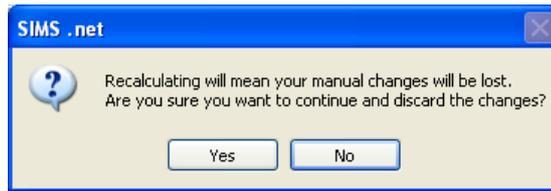
The next thing to do is to click the **Calculate All Details** button.



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



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



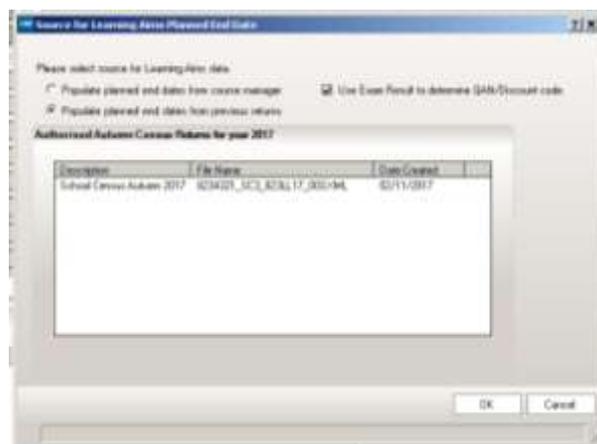
These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite any information you have already entered manually.

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

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



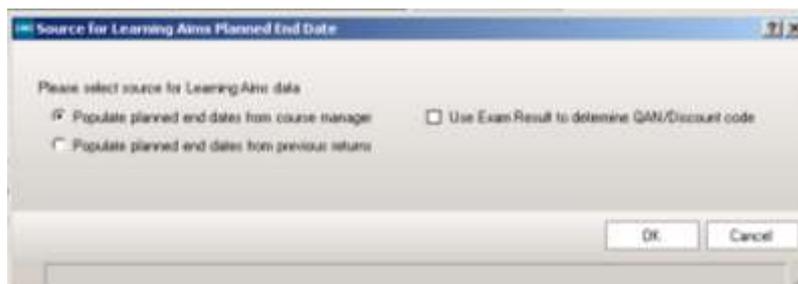
When the Calculate All Details process is complete, the **Source for Learning Aims Planned End Date** dialog is displayed.



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

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

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



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

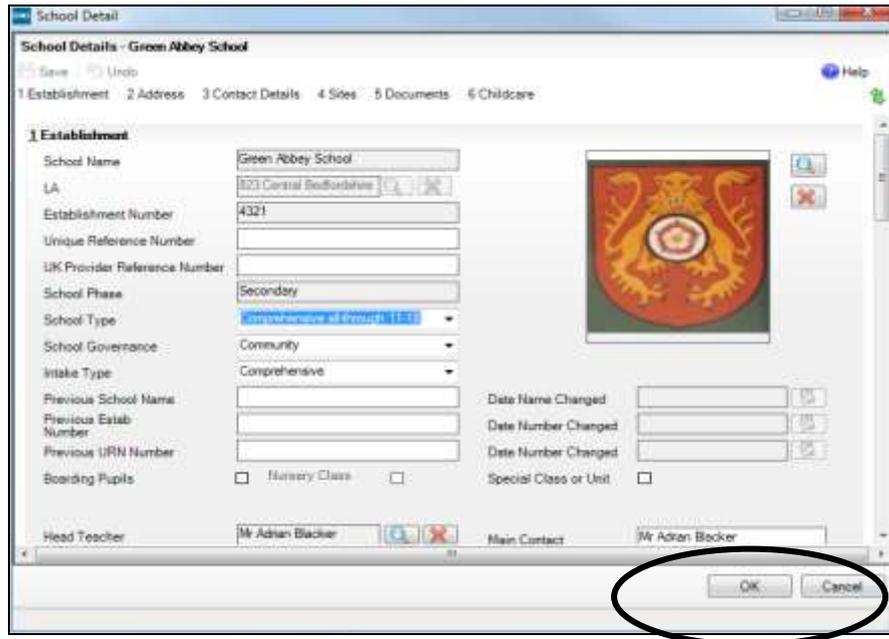
Although not collected by the DFE, exam results are shown in the Learning Aims grid on School Census. In some cases the QWS QN differs from the Awarding Body QN. If QN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of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

Click the **OK** button.

School Information

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

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

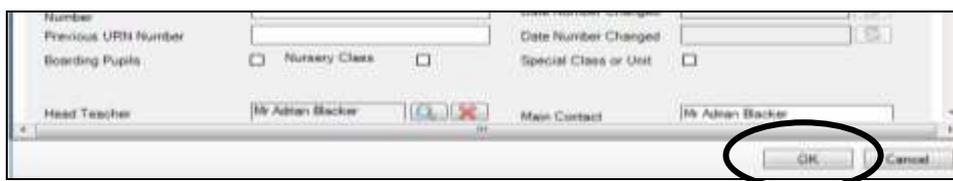


The DFE ask that the email address should be one to which the Headteacher has access, **but should not be a personal email address** (that is, one that contains someone's name). When you have made any changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

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

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





Updating Pupils with Top-Up Funding

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

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

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

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

You can access information about your school's Top-Up funding on the EGFL by following this link: <https://www.egfl.org.uk/news/2018/01/sen-final-adjustment-allocation-2017-18>.

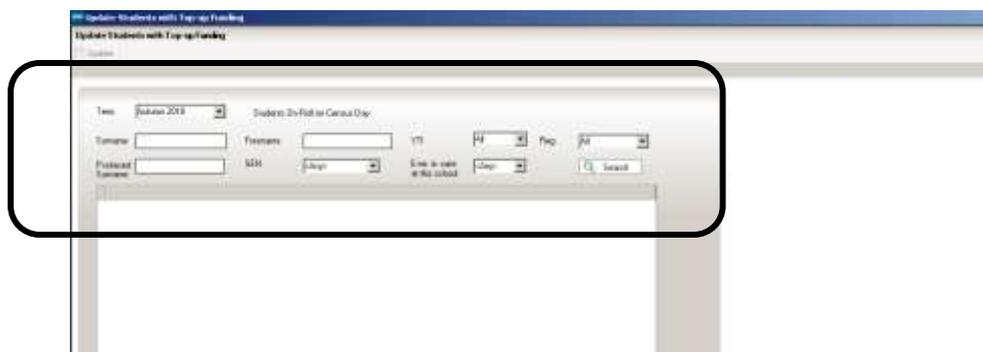
Your LA contact for enquiries about Top-Up funding is Sarah Guest, sguest@ealing.gov.uk, 020 8825 5121.

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

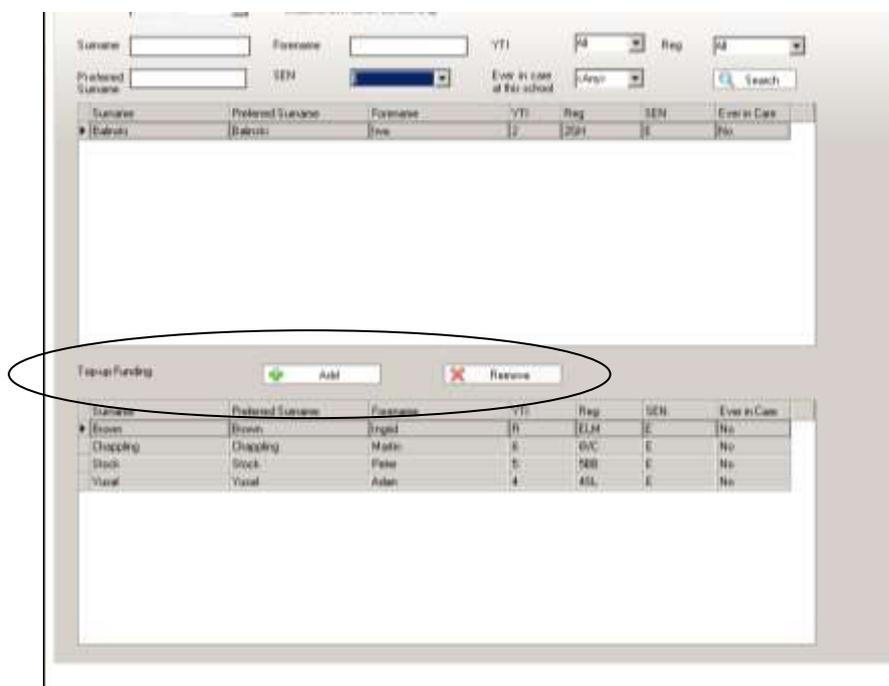


This will take you to the same area of SIMS as you would have reached via **Tools | Statutory Return Tools | Update Top-Up Funding**.

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

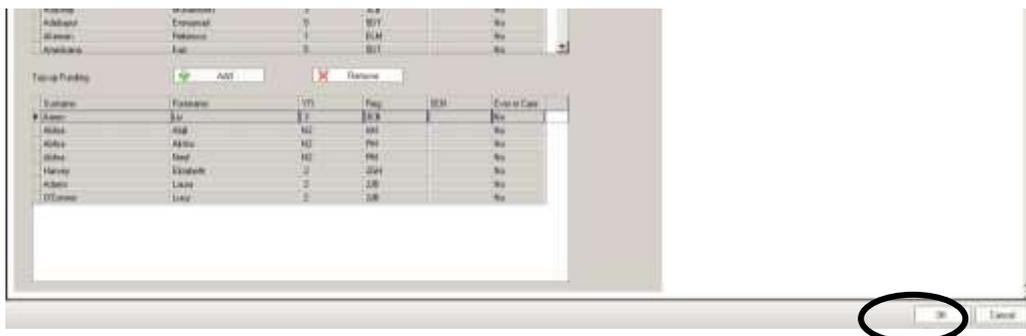


Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block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



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

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



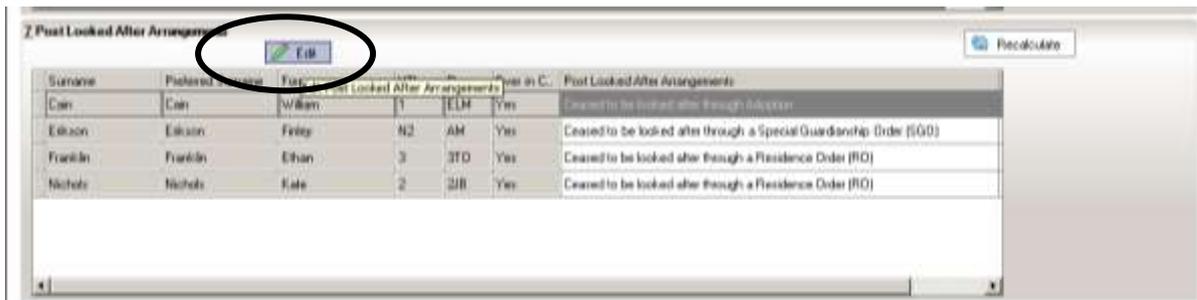
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

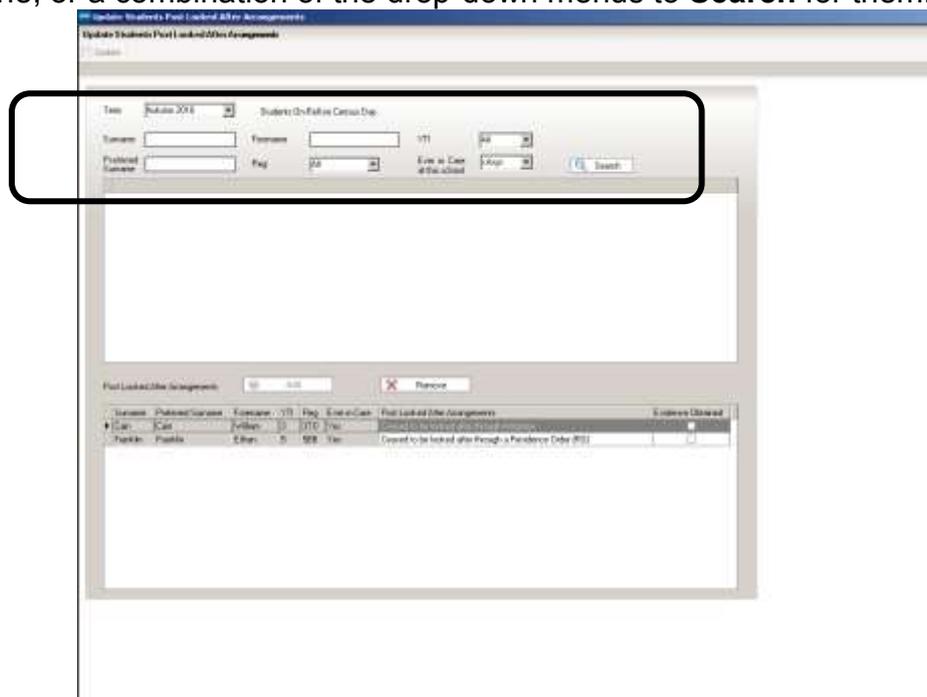
This section of census collects information regarding children on roll on census day that have left care through either adoption, a special guardianship order, a residence order or a child arrangement order. Children who have left care under one of the measures listed above will be eligible for the post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

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

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

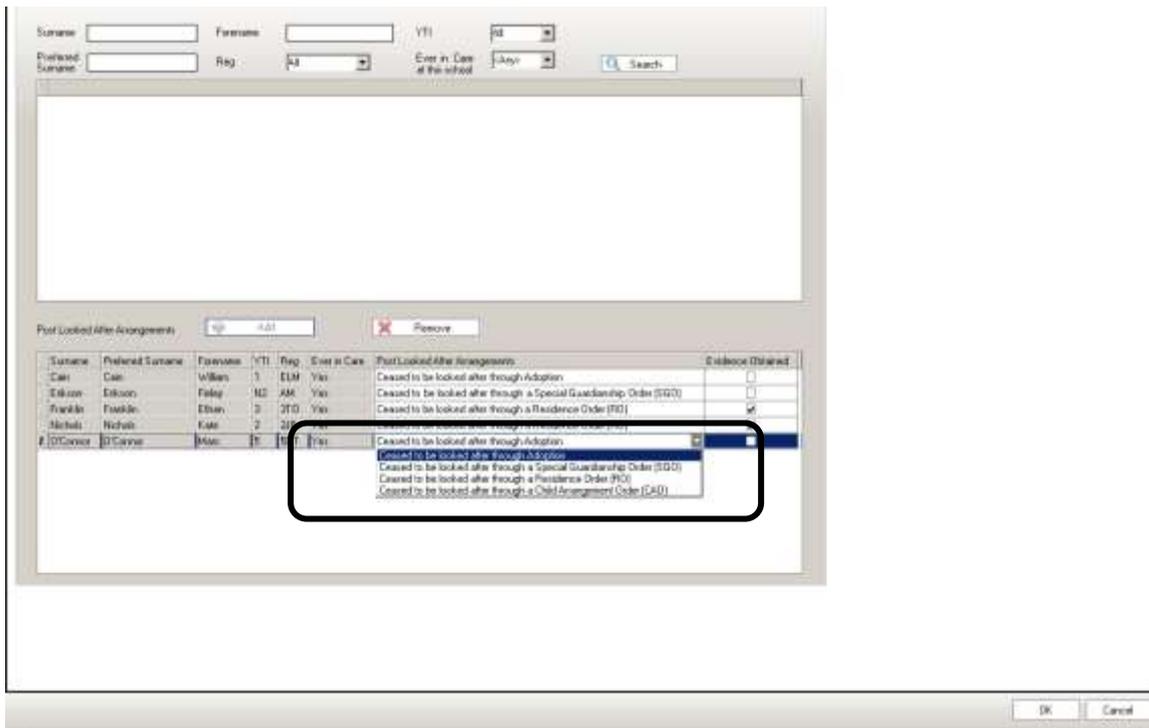


This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search**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



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

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



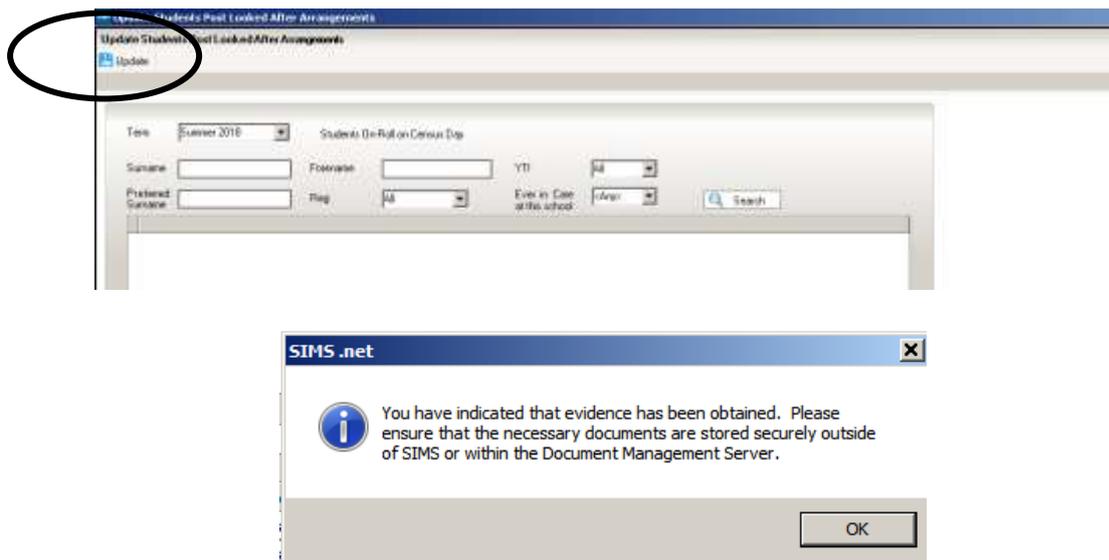
Select the correct Post Looked After status by clicking in the **Post Looked After Arrangements** field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



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

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

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



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

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

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.

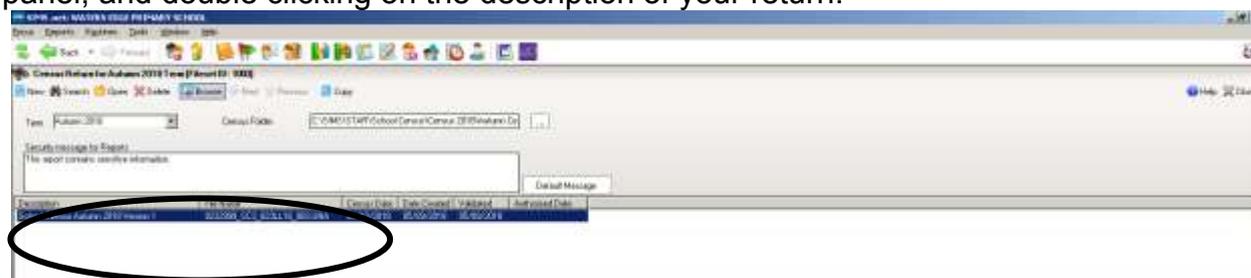
To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel. If you have dealt with all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

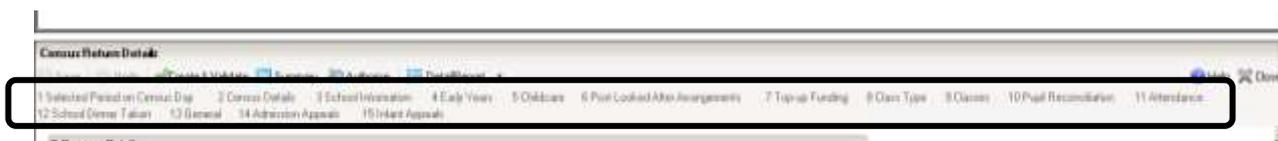
Saving, Closing and Opening the Return

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.



Checking Post 16 Learning Aims Data

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

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

Tips

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

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

Checking Post 16 Learning Aims Data

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

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

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

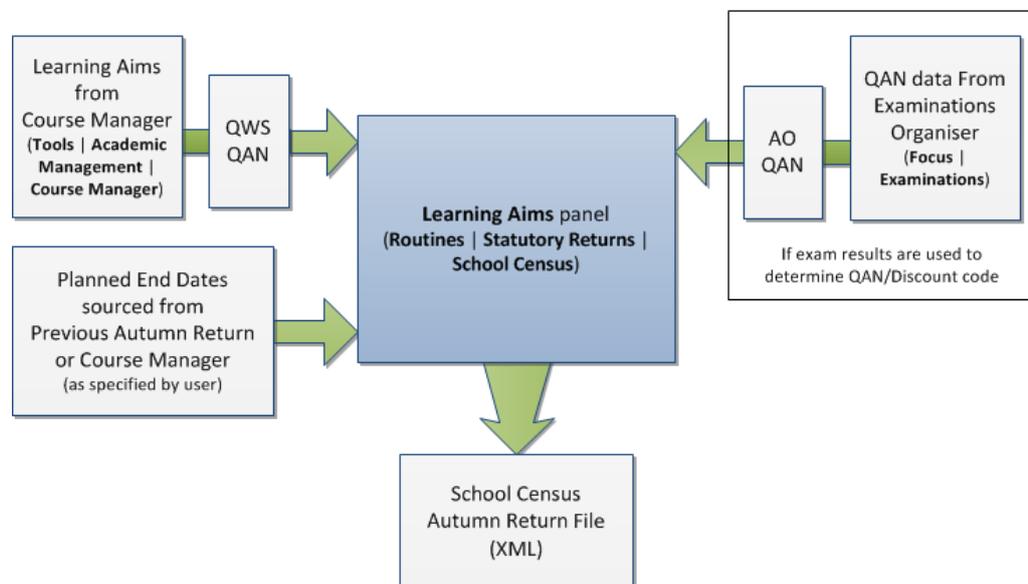
IMPORTANT NOTES:

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

Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.

Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.

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



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

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

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

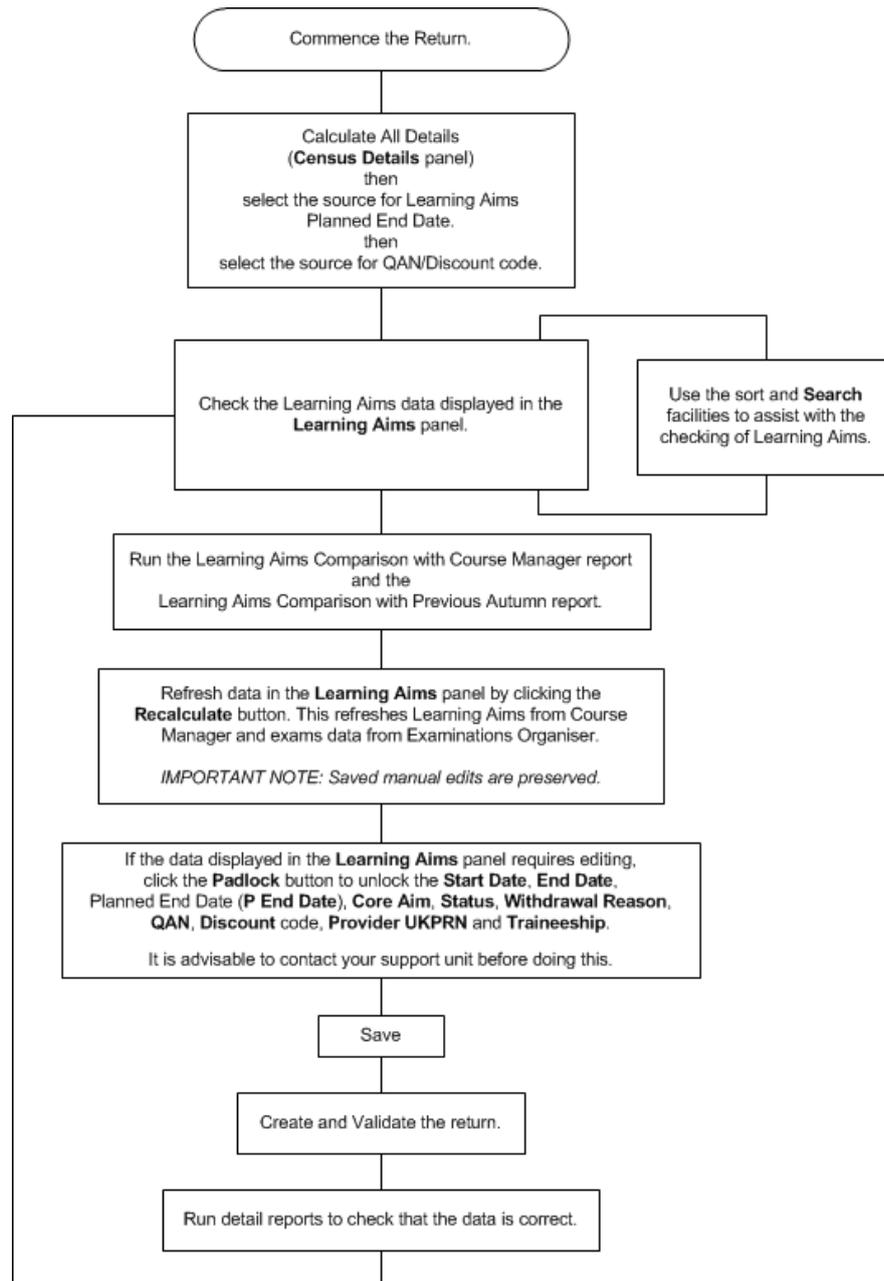
- ▶ Recalculating data in the **Learning Aims** panel refreshes the display with data from Course Manager and Examinations Organiser. Any saved edits are preserved when the Recalculate routine is run (please see *Recalculating Learning Aims Information*).
- ▶ The provision of the following reports to assist with the checking of information:
 - ▶  Learning Aims Comparison with Course Manager report (please see *Comparing Learning Aims Information with Course Manager Data*).
 - ▶  Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data*).
- ▶ By default, the data in the **Learning Aims** panel cannot be edited.

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



Locked/Unlocked Padlock icon

Learning Aims Flow



Finding your way Around the Learning Aims Panel

The screenshot shows the '6 Learning Aims' panel. At the top, there are search filters for Surname, Forename, YTI, ULN, QAN, and Disc Code. Below these are filters for Subject, Level, Status, and date ranges (From: 01/08/2017, To: 04/10/2018). A search button is located to the right. Below the filters are buttons for 'Select Columns', 'Compare with Previous Autumn', 'Compare with Course Manager', 'Add', 'Exclude', and 'Recalculate'. A table of results is displayed below, with columns for Surname, Forename, YTI, ULN, Subject, Level, Start Date, End Date, P End Date, Core Aim, Status, Withdrawal Reas..., QAN, Discount, Provider UKPR..., Traineesh..., and Result. The table contains 20 rows of data. At the bottom left, there is a 'Total: 280' label. Numbered callouts 1-20 point to various elements: 1 (Surname), 2 (Forename), 3 (YTI), 4 (ULN), 5 (QAN), 6 (Disc Code), 7 (Search), 8 (Lock icon), 9 (Table header), 10 (Table row), 11 (Table row), 12 (Table row), 13 (Table row), 14 (Table row), 15 (Table row), 16 (Table row), 17 (Table row), 18 (Total: 280), 19 (Select Columns), and 20 (Table header).

Surname	Forename	YTI	ULN	Subject	Level	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reas...	QAN	Discount	Provider UKPR...	Traineesh...	Result
Abbey	Grenetta	13	1111171873	Art	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60149589	3510			C
Abbey	Grenetta	13	1111171873	Business Studi...	GCE A Double Award	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60146734	0002			C
Abbey	Grenetta	13	1111171873	CDT:Des & Real	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		50026501	9080		✓	C
Abbey	Grenetta	13	1111171873	Physics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60148482	1210			C
Ackrington	Robert	12	1111173809	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			
Ackton	William	13	1111176603	CDT:Des & Real	GCE Advanced	01/09/2017	03/02/2018	20/07/2018		Withdrawn	Injury/Illness	50026501	9080			C
Ackton	William	13	1111176603	Chemistry	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60156466	1110			C
Ackton	William	13	1111176603	French	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60187025	5650			C
Ackton	William	13	1111176603	Mathematics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		10060145	2330		✓	C
Adedeji	Payal	12	1111173795	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			
Ahmed	Ackmar	13	1111171849	Art	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60149589	3510			C
Ahmed	Ackmar	13	1111171849	English Lit	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60150464	5410			C
Ahmed	Ackmar	13	1111171849	Mathematics	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		10060145	2330			C
Amiel	Tanzeel	13	1111171822	English	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60150099	5030			C
Amiel	Tanzeel	13	1111171822	Law	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		50023305	4770			C
Amiel	Tanzeel	13	1111171822	Sociology	GCE Advanced	01/09/2017	20/07/2018	20/07/2018	✓	Completed		60138948	4880			C
Amiel	Tanzeel	13	1111171822	Theatre Studies	GCE Advanced	01/09/2017	20/07/2018	20/07/2018		Completed		60183020	5210		✓	C
Andrews	Hank	12	1111173701	Business Studi...	GCE ASB Double Awa...	01/09/2017	20/07/2018	20/07/2018		Completed		10042878	0002			

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

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

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

Comparing Learning Aims Information with Course Manager Data

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

The report displays the following information:

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

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

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

School Census Autumn 2018 (Learning Aims Comparison with Course Manager)

Security Message: This report contains sensitive information.

Report criteria: Learning Aims to be reported for School Census Autumn 2018 compared with Course Manager

Total students: 100

Report generated: 14/02/2019 14:18:02

To be reported for Autumn 2018												Course Manager												
Students	YTI	UPN	Subject	Level	QAN	Discount	Start Date	End Date	Planned End Date	Core Aim	Completion Status	Withdrawal Reason	Provider	Traineeship	Start Date	End Date	Planned End Date	Core Aim	Completion Status	Withdrawal Reason	Provider	Traineeship	AO QAN/Discount	QWS QAN/Discount
1	1	123456789	Maths	GCSE	12345678	0.00	2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		12345678	
2	1	123456789	Maths	GCSE	12345678	0.00	2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		12345678	
3	1	123456789	Maths	GCSE	12345678	0.00	2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		12345678	
4	1	123456789	Maths	GCSE	12345678	0.00	2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		12345678	
5	1	123456789	Maths	GCSE	12345678	0.00	2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		2018-09-01	2019-05-31	2019-05-31	Maths	Completed		ABC		12345678	

Comparing Learning Aims Information with the Previous Autumn Data

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

The data displayed in the report will be included in the School Census Autumn 2018 Return unless it is updated using one of the methods provided in the **Learning Aims** panel.

The report displays the following information:

- ▶ Each student's surname and forename, YTI (Year Taught In), UPN, ULN, subject, level, QAN and discount code.
- ▶ The start date, end date, planned end date and completion status for each Learning Aim to be reported for Autumn 2018.
- ▶ The start date, end date, planned end date and completion status for each Learning Aim reported for Autumn 2017.

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

IMPORTANT NOTE: This report reflects the data from the **Learning Aims** panel and not the values held in Course Manager.

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

School Census Autumn 2018 (Compare with Previous Autumn)
 Security Message: This report contains sensitive information.
 Report Details: Learning Aims to be reported for School Census Autumn 2018 compared with the learning aims reported for the previous Autumn Census (2017)
 Email Address: [redacted]
 Authorized Autumn 2017 School Census: School Census Autumn 2017 0014017_003_0035117_003.XML
 Autumn School Census 2018: School Census Autumn 2018 0014017_003_0035118_003.XML
 Report created: 24/06/2018 14:27:00

Student	Programme	YTI	QAN	ULN	Subject	Level	QAN	Discount Code	Start Date	End Date	Planned End Date	Completion Status	Start Date	End Date	Planned End Date	Completion Status
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]								
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]								
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]								
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]								
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]								

Recalculating Learning Aims Information

The data displayed in the **Learning Aims** panel can be refreshed with data retrieved from Course Manager and Examinations Organiser. Any edits you have made in the **Learning Aims** panel are preserved during the Refresh process, provided they have been saved.

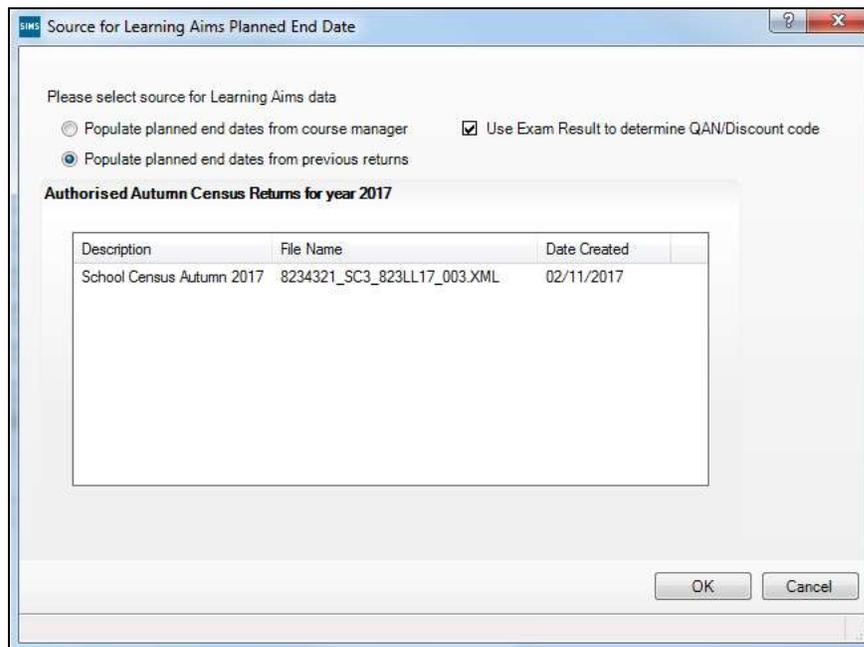
If the data retrieved from Course Manager and Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable

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

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



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



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

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

- ▶ **Populate planned end dates from course manager**

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

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

Surname	Forename	YTI	ULM	Subject	Level	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reason	QAN	Discount	Provider UKPRN	Trainership	Result
Allen	Geovito	13	1111171825	Art	GCE Advanced	31/09/2017	29/07/2018	20/07/2018	✓	Completed		60748589	3670			C
Allen	Geovito	13	1111171825	Business Stud.	GCE A Double Award	31/09/2017	29/07/2018	20/07/2018	✓	Completed		60748734	3002			C
Allen	Geovito	13	1111171825	ICT Des & Prod	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60028991	9080		✓	C
Allen	Geovito	13	1111171825	Physics	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60748842	1210			C
Widdowson	Rubail	13	1111173809	Business Stud.	GCE ASB Double Award	31/09/2017	29/07/2018	20/07/2018		Completed		10042828	3002			C
Addon	William	13	1111176603	ICT Des & Prod	GCE Advanced	31/09/2017	03/02/2018	20/07/2018		Withdrawn	Injury/Illness	60028921	9080			C
Addon	William	13	1111176603	Chemistry	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60758446	1110			C
Addon	William	13	1111176603	French	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60707026	9080			C
Addon	William	13	1111176603	Mathematics	GCE Advanced	31/09/2017	29/07/2018	20/07/2018	✓	Completed		10060146	3300		✓	C
Adediji	Payal	12	1111173785	Business Stud.	GCE ASB Double Award	31/09/2017	29/07/2018	20/07/2018		Completed		10042828	3002			C
Almeid	Ackmar	13	1111171849	Art	GCE Advanced	31/09/2017	29/07/2018	20/07/2018	✓	Completed		60748589	3670			C
Almeid	Ackmar	13	1111171849	English Lit	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60758444	5170			C
Almeid	Ackmar	13	1111171849	Mathematics	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		10060146	3300			C
Amal	Taroneel	13	1111171822	English	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60760089	6000			C
Amal	Taroneel	13	1111171822	Law	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60023305	4770			C
Amal	Taroneel	13	1111171822	Scotlaw	GCE Advanced	31/09/2017	29/07/2018	20/07/2018	✓	Completed		60738646	4880			C
Amal	Taroneel	13	1111171822	Three Studies	GCE Advanced	31/09/2017	29/07/2018	20/07/2018		Completed		60763600	5210		✓	C
Johnson	Helen	12	1111173781	Business Stud.	GCE ASB Double Award	31/09/2017	29/07/2018	20/07/2018		Completed		10042828	3002			C

Editing Learning Aim Details

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

Manually edited data is highlighted in yellow, for example:

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

Data is also highlighted in yellow if:

- ▶ Learning Aims retrieved from Course Manager or the exams data retrieved from Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background.
- ▶ the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

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

Surname	Forename	Y1	UIN	Subject	Level	Start Date	End Date	P End Date	Care Act	Status	Withdrawal Fees	QAG	Discount	Provider UPRN	Transfer	Result
Abbey	Gracela	13	1111171873	Art	GCE Advanced	31/08/2017	20/07/2018	30/07/2018		Completed		60748288	3070			C
Abbey	Gracela	13	1111171873	Business Stud.	GCE A Double Award	31/08/2017	20/07/2018	30/07/2018		Completed		60748288	3070			C
Abbey	Gracela	13	1111171873	CIT Cos & Prod	GCE Advanced	31/08/2017	20/07/2018	20/07/2018		Completed		60748288	3070			C
Abbey	Gracela	13	1111171873	Physics	GCE Advanced	31/08/2017	20/07/2018	30/07/2018		Completed		60748288	3070			C
Abbington	Robert	12	1111173889	Business Stud.	GCE ABB Double Award	31/08/2017	20/07/2018	30/07/2018		Completed		60748288	3070			C
Jackson	William	13	1111176653	CIT Cos & Prod	GCE Advanced	31/08/2017	03/08/2018	30/07/2018		Withdrawn - Incomplete		60748288	3070			C
Jackson	William	13	1111176653	Chemistry	GCE Advanced	31/08/2017	03/08/2018	30/07/2018		Completed		60748288	3070			F

If the editing of Learning Aims data is required:

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

Editable columns are displayed with a white background.

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

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

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

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

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

Start Date	End Date	P End Date	Core Aim	Status	Withd
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2018	✓	Completed	
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	20/07/2018	20/07/2018		Completed	
01/09/2017	03/02/2018			Completed	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	
01/09/2017	20/07/2018			Meted	

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

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

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

Adding a New Learning Aim Record

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

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

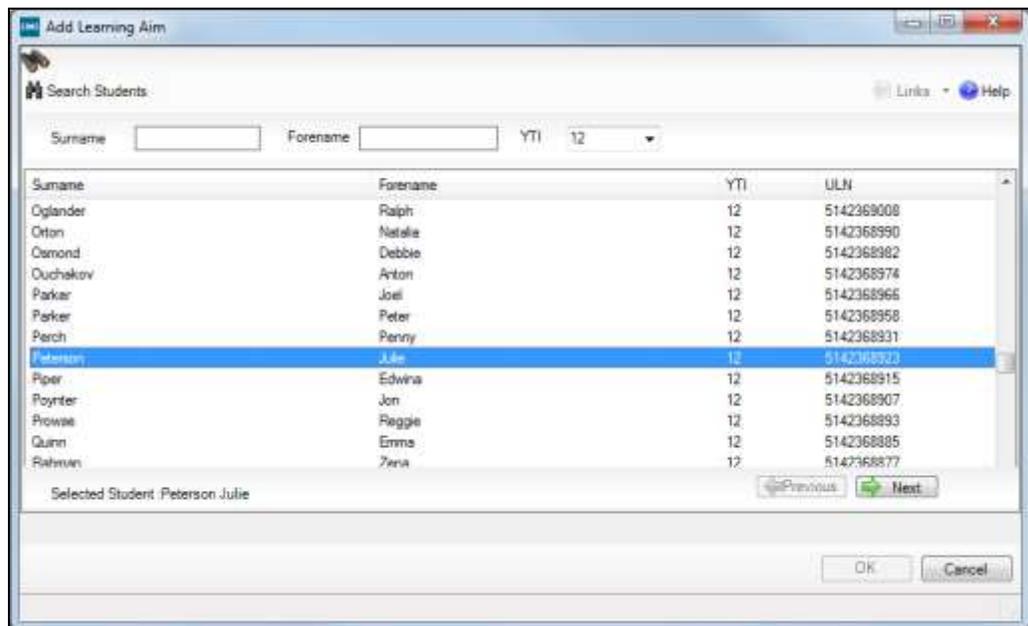
NOTE: Edits made in the **Learning Aims** panel do not overwrite data held in Course Manager.

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

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

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

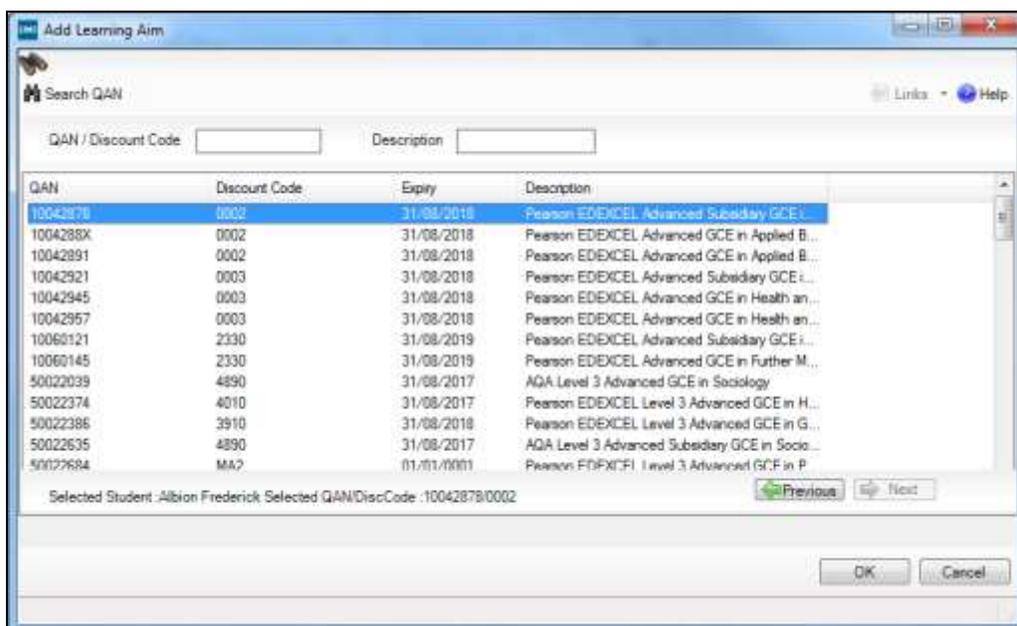
3. Click the **Search Students** button to display a list of students who match the search criteria.



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

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

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



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

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

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

Excluding Learning Aim Records

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

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

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

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

Surname	Forename	Y11	USM	Subject	Level	Start Date	End Date	F End Date	Care Aim	Status	Withdrawal Fees	Q49	Discount	Provider UNPR	Termstat	Result
Abbey	Geovetta	13	1111171873	Art	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60749589	95%				C
Abbey	Geovetta	13	1111171873	Business Stud.	GCE A Double Award	31/09/2017	20/07/2018	20/07/2018		Completed	60748734	90%				C
Abbey	Geovetta	13	1111171873	CDT Des & Prod	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60229581	80%				C
Abbey	Geovetta	13	1111171873	Physics	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60748482	92%				C
Adkinson	Robert	12	1111173609	Business Stud.	GCE A&S Double Award	31/09/2017	20/07/2018	20/07/2018		Completed	10542878	80%				C
Adison	William	13	1111171865	CDT Des & Prod	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Withdrawn - Injury/Illness	60229581	80%				C

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

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

Surname	Forename	Y11	USM	Subject	Level	Start Date	End Date	F End Date	Care Aim	Status	Withdrawal Fees	Q49	Discount	Provider UNPR	Termstat	Result
Abbey	Geovetta	13	1111171873	Art	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60749589	95%				C
Abbey	Geovetta	13	1111171873	Business Stud.	GCE A Double Award	31/09/2017	20/07/2018	20/07/2018		Completed	60748734	90%				C
Abbey	Geovetta	13	1111171873	CDT Des & Prod	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60229581	80%				C
Adkinson	Robert	12	1111173609	Business Stud.	GCE A&S Double Award	31/09/2017	20/07/2018	20/07/2018		Completed	10542878	80%				C
Adison	William	13	1111171865	CDT Des & Prod	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Withdrawn - Injury/Illness	60229581	80%				C
Adison	William	13	1111171865	CDT Des & Prod	GCE Advanced	31/09/2017	20/07/2018	20/07/2018		Completed	60229581	80%				C

4. Click the **Save** button.

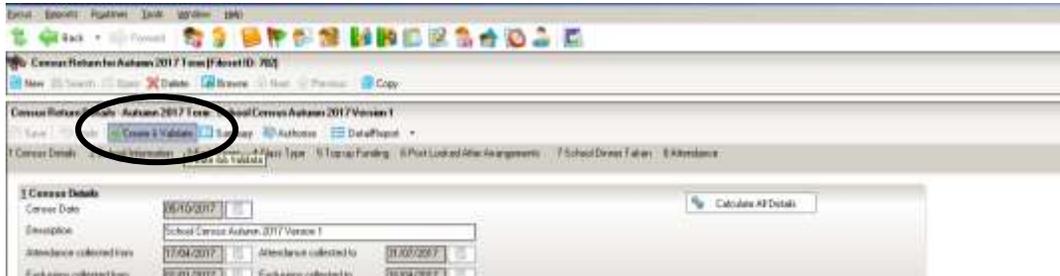
To re-instate the excluded Learning Aim record, click to select it, click the **Restore** button and then click the **Save** button.

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

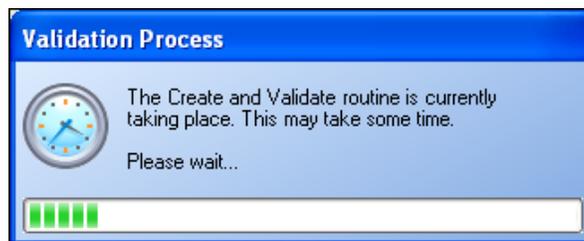
<https://myaccount.capita-cs.co.uk/hot-topics/school-census-england/>

Validating the School Census Return

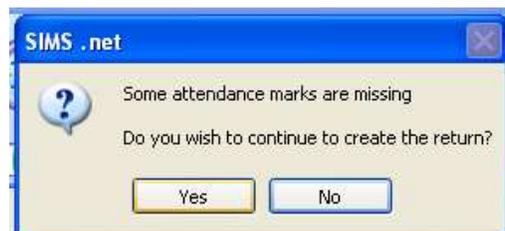
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



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

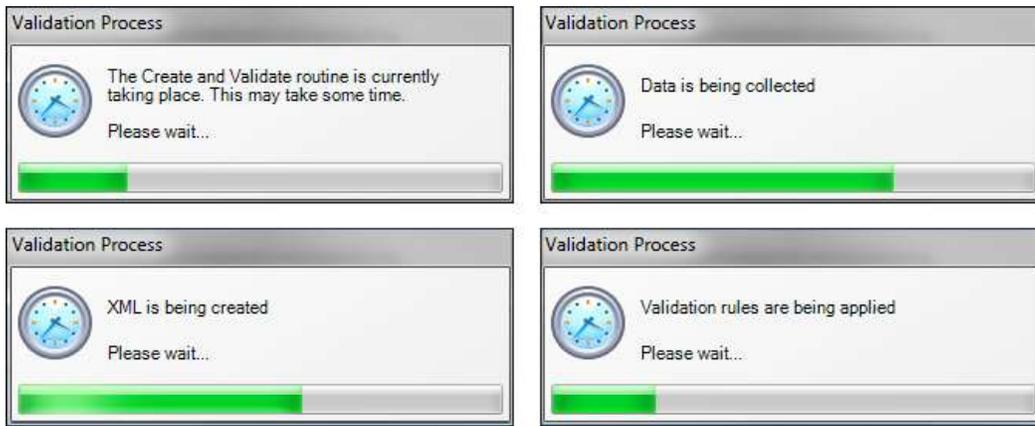


If you still have missing attendance marks you will see this message:



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

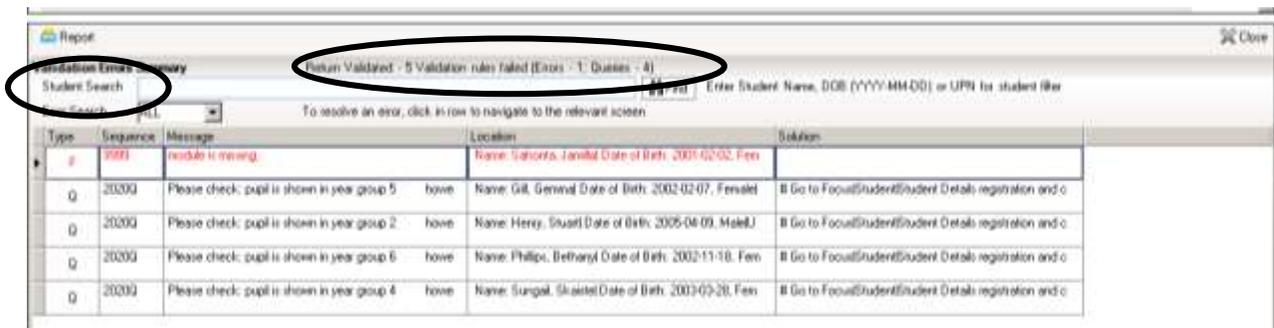
Once **Yes** is selected the display will progress through the validation process.



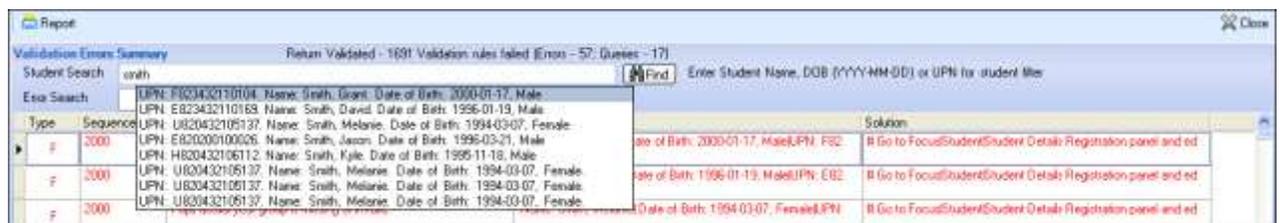
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as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

School Census Return Errors and Queries

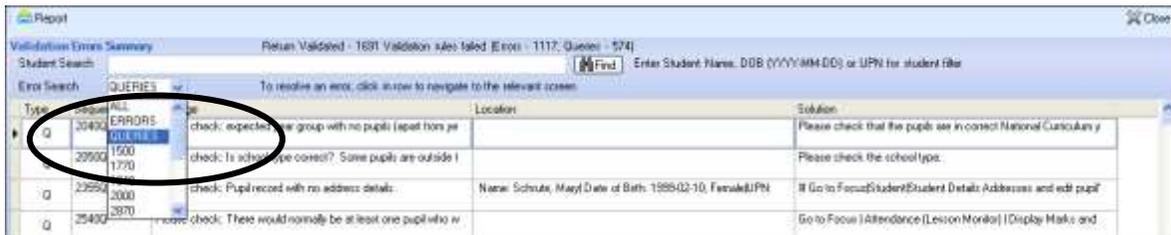
At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.



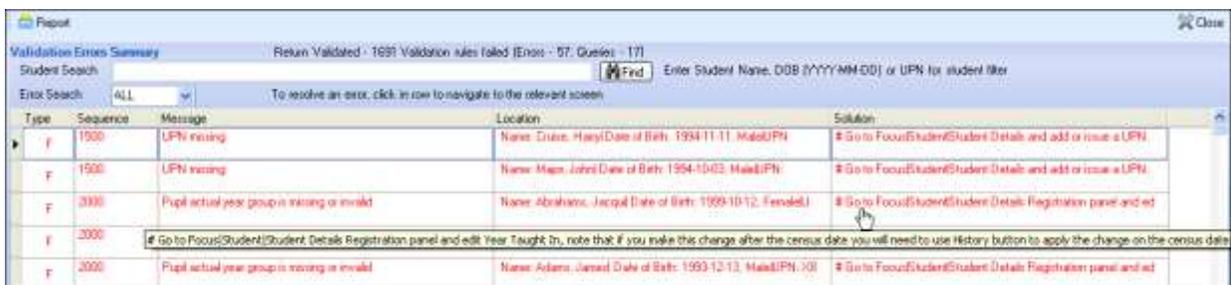
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.



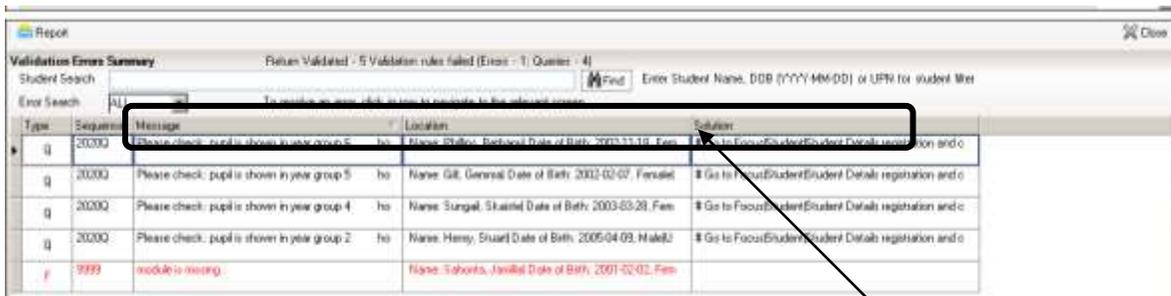
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.



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

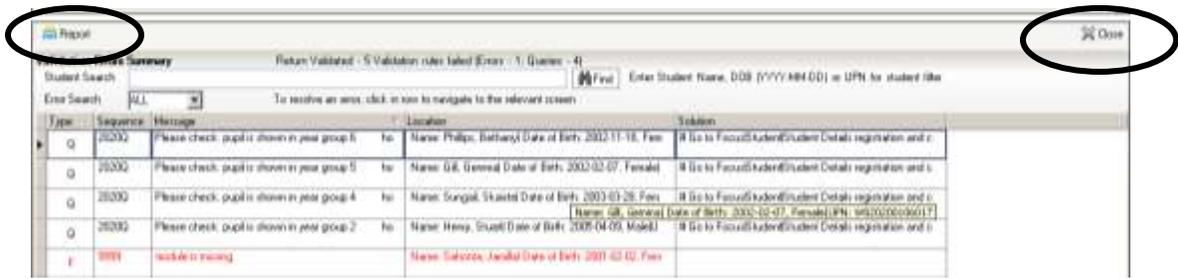


You can change the order of the summary by clicking the appropriate column heading.



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

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



If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

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

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

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

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

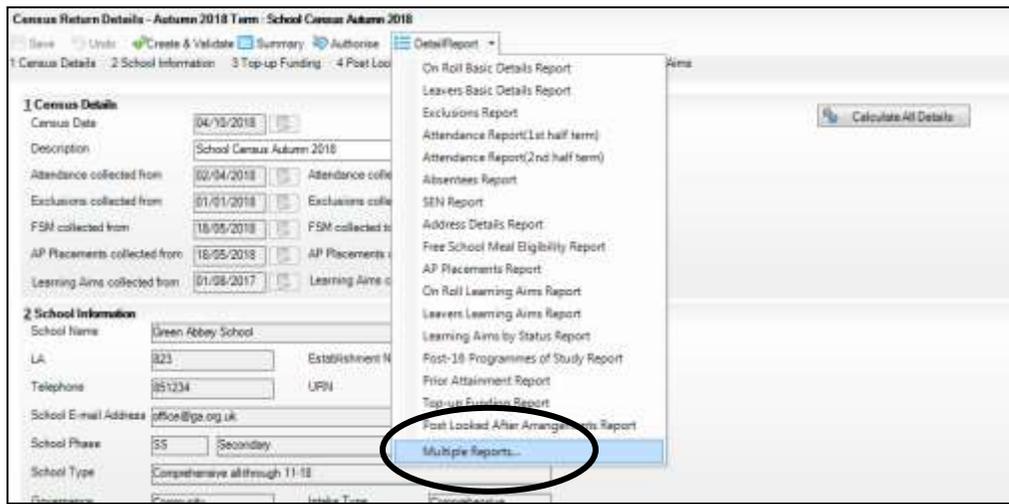
Each time a return is Validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix is .UNA for 'unauthorised'.



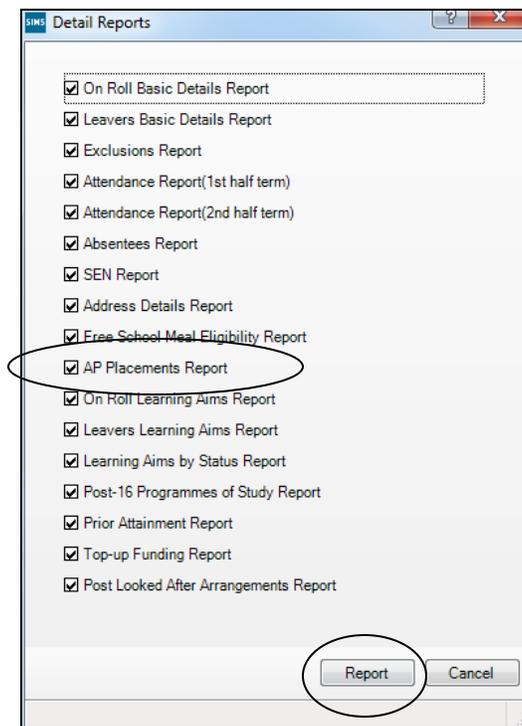
Producing Detail Reports

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

detail report, select the required report from the detail report drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.



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



The 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**.

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.

School Census Autumn - 2018 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Standard on roll basic data

Total Pupils: 957

School Name: Green Valley School Fileset Number: 1003
 Filename: 0214121_SCS_0214121_000_email_pupil_basic_data_report.html Report Criteria: 10000016
 XML Version: Updated: 2018-08-07 Printed: 2018-08-07 Updated: 2018-08-07 Summary: 2018 Base Updated: 2018-08-07

UPN	UPN	Legal Forename	Legal Forename	Preferred Forename	Former Forename	DOB	Gender	PT1	EDA	Enrolment Status	Language	PSA	Plan Free Status	Disorder
0000000001	0000000001	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000002	0000000002	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000003	0000000003	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000004	0000000004	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000005	0000000005	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000006	0000000006	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000007	0000000007	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000008	0000000008	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000009	0000000009	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000010	0000000010	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000011	0000000011	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000012	0000000012	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000013	0000000013	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000014	0000000014	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000015	0000000015	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000016	0000000016	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000017	0000000017	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000018	0000000018	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000019	0000000019	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000020	0000000020	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000021	0000000021	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000022	0000000022	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000023	0000000023	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000024	0000000024	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000025	0000000025	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000026	0000000026	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000027	0000000027	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000028	0000000028	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000029	0000000029	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000030	0000000030	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000031	0000000031	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000032	0000000032	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000033	0000000033	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000034	0000000034	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000035	0000000035	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000036	0000000036	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000037	0000000037	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000038	0000000038	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000039	0000000039	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000040	0000000040	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000041	0000000041	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000042	0000000042	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000043	0000000043	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000044	0000000044	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000045	0000000045	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000046	0000000046	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000047	0000000047	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000048	0000000048	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000049	0000000049	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader
0000000050	0000000050	Adam	Adam	Adam		01/01/2000	Male	1	01/01/2000	Single Registration	English	0	No	Not a Reader

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.

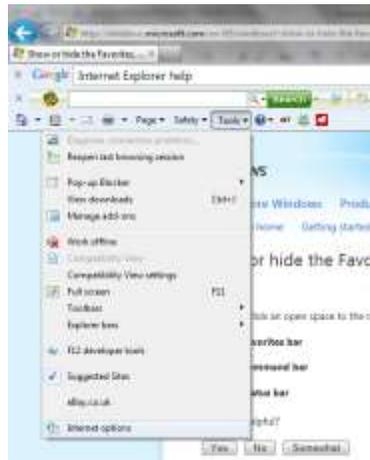
This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed. Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



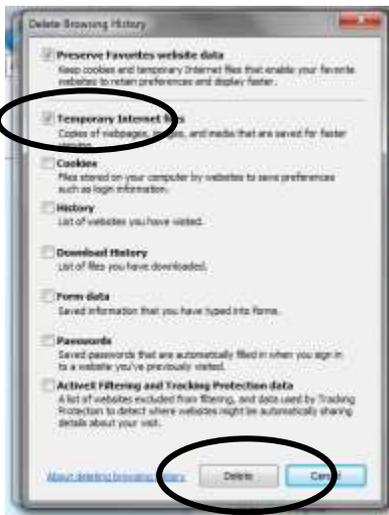
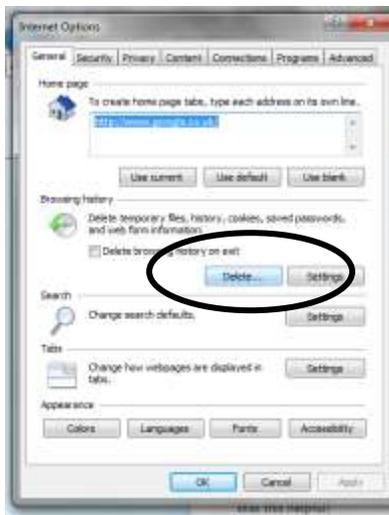
Click the **Close** button

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:

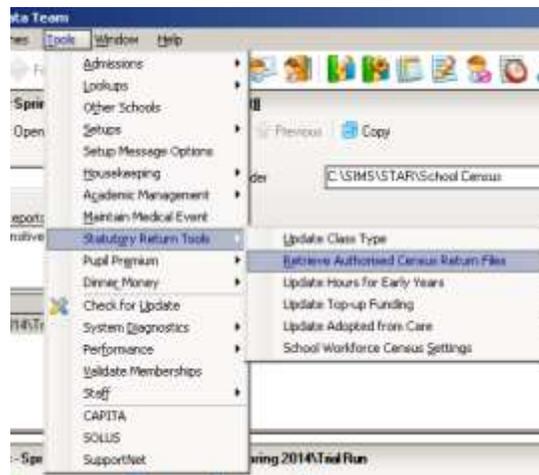


On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

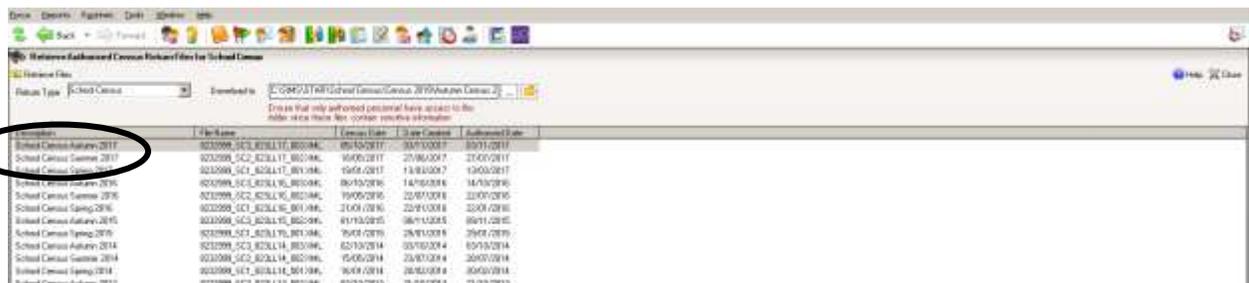
Viewing Previous Authorised Census Returns

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



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

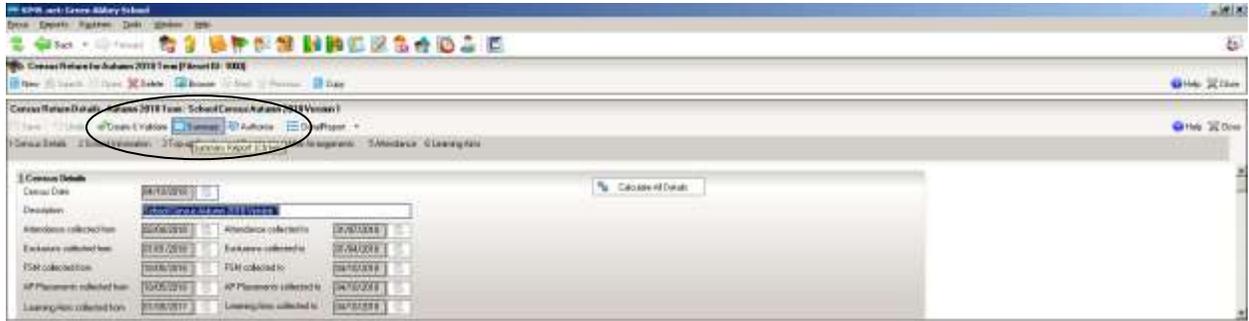
Producing the Summary Report

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

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

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

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



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

School census collection: autumn 2018
Version 2018.Baseline - Updated: 2018-08-02

Table 1: School characteristics [ALL schools]

Summary for: Green Abbey School
 Local authority code: 023
 Establishment number: 6121
 Telephone number: 011234
 Email address: office@gsa.org.uk
 Phase: SS
 Type: 22
 Governance: CO
 Intake type: OCMF
 Lowest national curriculum year group: 7
 Highest national curriculum year group: 13

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

Year as at 31 August 2018	Date of birth	Number of pupils					
		Both sexes	Female	Male	Primary	Lower	Upper
7-11	7-11	100	50	50	100	0	0
12-16	12-16	100	50	50	0	100	0
17-19	17-19	100	50	50	0	0	100
20-24	20-24	100	50	50	0	0	0
25-29	25-29	100	50	50	0	0	0
30-34	30-34	100	50	50	0	0	0
35-39	35-39	100	50	50	0	0	0
40-44	40-44	100	50	50	0	0	0
45-49	45-49	100	50	50	0	0	0
50-54	50-54	100	50	50	0	0	0
55-59	55-59	100	50	50	0	0	0
60-64	60-64	100	50	50	0	0	0
65-69	65-69	100	50	50	0	0	0
70-74	70-74	100	50	50	0	0	0
75-79	75-79	100	50	50	0	0	0
80-84	80-84	100	50	50	0	0	0
85-89	85-89	100	50	50	0	0	0
90-94	90-94	100	50	50	0	0	0
95-99	95-99	100	50	50	0	0	0
100+	100+	100	50	50	0	0	0

Check through the Summary when it is displayed on the screen. You may find some mistakes in it that you have not been warned about in the list of errors and queries.

The Summary gives details of how many full time (and part time) girls and boys appear in each age range. We have dated the return to give the student's ages as they were on 31st August 2018. Therefore, everyone looks a little younger than expected. 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.

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

Age as at 31 August 2018	Date of birth	Number of pupils			
		Full time		Part time	
		Male	Female	Male	Female
Under 2 year	21/08/2016 or earlier	2	0	0	0
2	21/08/2016 - 21/08/2016	0	0	0	0
3	21/08/2016 - 21/08/2016	0	0	0	0
4	21/08/2016 - 21/08/2016	0	0	0	0
5	21/08/2016 - 21/08/2016	0	0	0	0
6	21/08/2016 - 21/08/2016	0	0	0	0
7	21/08/2016 - 21/08/2016	0	0	0	0
8	21/08/2016 - 21/08/2016	0	0	0	0
9	21/08/2016 - 21/08/2016	0	0	0	0
10	21/08/2016 - 21/08/2016	0	0	0	0
11	21/08/2016 - 21/08/2016	0	0	0	0
12	21/08/2016 - 21/08/2016	0	0	0	0
13	21/08/2016 - 21/08/2016	0	0	0	0
14	21/08/2016 - 21/08/2016	0	0	0	0
15	21/08/2016 - 21/08/2016	0	0	0	0
16	21/08/2016 - 21/08/2016	0	0	0	0
17	21/08/2016 - 21/08/2016	0	0	0	0
18	21/08/2016 - 21/08/2016	0	0	0	0
19	21/08/2016 - 21/08/2016	0	0	0	0
20	21/08/2016 - 21/08/2016	0	0	0	0
21	21/08/2016 - 21/08/2016	0	0	0	0
22	21/08/2016 - 21/08/2016	0	0	0	0
23	21/08/2016 - 21/08/2016	0	0	0	0
24	21/08/2016 - 21/08/2016	0	0	0	0
25	21/08/2016 - 21/08/2016	0	0	0	0
26	21/08/2016 - 21/08/2016	0	0	0	0
27	21/08/2016 - 21/08/2016	0	0	0	0
28	21/08/2016 - 21/08/2016	0	0	0	0
29	21/08/2016 - 21/08/2016	0	0	0	0
30	21/08/2016 - 21/08/2016	0	0	0	0
31	21/08/2016 - 21/08/2016	0	0	0	0
32	21/08/2016 - 21/08/2016	0	0	0	0
33	21/08/2016 - 21/08/2016	0	0	0	0
34	21/08/2016 - 21/08/2016	0	0	0	0
35	21/08/2016 - 21/08/2016	0	0	0	0
36	21/08/2016 - 21/08/2016	0	0	0	0
37	21/08/2016 - 21/08/2016	0	0	0	0
38	21/08/2016 - 21/08/2016	0	0	0	0
39	21/08/2016 - 21/08/2016	0	0	0	0
40	21/08/2016 - 21/08/2016	0	0	0	0
41	21/08/2016 - 21/08/2016	0	0	0	0
42	21/08/2016 - 21/08/2016	0	0	0	0
43	21/08/2016 - 21/08/2016	0	0	0	0
44	21/08/2016 - 21/08/2016	0	0	0	0
45	21/08/2016 - 21/08/2016	0	0	0	0
46	21/08/2016 - 21/08/2016	0	0	0	0
47	21/08/2016 - 21/08/2016	0	0	0	0
48	21/08/2016 - 21/08/2016	0	0	0	0
49	21/08/2016 - 21/08/2016	0	0	0	0
50	21/08/2016 - 21/08/2016	0	0	0	0
51	21/08/2016 - 21/08/2016	0	0	0	0
52	21/08/2016 - 21/08/2016	0	0	0	0
53	21/08/2016 - 21/08/2016	0	0	0	0
54	21/08/2016 - 21/08/2016	0	0	0	0
55	21/08/2016 - 21/08/2016	0	0	0	0
56	21/08/2016 - 21/08/2016	0	0	0	0
57	21/08/2016 - 21/08/2016	0	0	0	0
58	21/08/2016 - 21/08/2016	0	0	0	0
59	21/08/2016 - 21/08/2016	0	0	0	0
60	21/08/2016 - 21/08/2016	0	0	0	0
61	21/08/2016 - 21/08/2016	0	0	0	0
62	21/08/2016 - 21/08/2016	0	0	0	0
63	21/08/2016 - 21/08/2016	0	0	0	0
64	21/08/2016 - 21/08/2016	0	0	0	0
65	21/08/2016 - 21/08/2016	0	0	0	0
66	21/08/2016 - 21/08/2016	0	0	0	0
67	21/08/2016 - 21/08/2016	0	0	0	0
68	21/08/2016 - 21/08/2016	0	0	0	0
69	21/08/2016 - 21/08/2016	0	0	0	0
70	21/08/2016 - 21/08/2016	0	0	0	0
71	21/08/2016 - 21/08/2016	0	0	0	0
72	21/08/2016 - 21/08/2016	0	0	0	0
73	21/08/2016 - 21/08/2016	0	0	0	0
74	21/08/2016 - 21/08/2016	0	0	0	0
75	21/08/2016 - 21/08/2016	0	0	0	0
76	21/08/2016 - 21/08/2016	0	0	0	0
77	21/08/2016 - 21/08/2016	0	0	0	0
78	21/08/2016 - 21/08/2016	0	0	0	0
79	21/08/2016 - 21/08/2016	0	0	0	0
80	21/08/2016 - 21/08/2016	0	0	0	0
81	21/08/2016 - 21/08/2016	0	0	0	0
82	21/08/2016 - 21/08/2016	0	0	0	0
83	21/08/2016 - 21/08/2016	0	0	0	0
84	21/08/2016 - 21/08/2016	0	0	0	0
85	21/08/2016 - 21/08/2016	0	0	0	0
86	21/08/2016 - 21/08/2016	0	0	0	0
87	21/08/2016 - 21/08/2016	0	0	0	0
88	21/08/2016 - 21/08/2016	0	0	0	0
89	21/08/2016 - 21/08/2016	0	0	0	0
90	21/08/2016 - 21/08/2016	0	0	0	0
91	21/08/2016 - 21/08/2016	0	0	0	0
92	21/08/2016 - 21/08/2016	0	0	0	0
93	21/08/2016 - 21/08/2016	0	0	0	0
94	21/08/2016 - 21/08/2016	0	0	0	0
95	21/08/2016 - 21/08/2016	0	0	0	0
96	21/08/2016 - 21/08/2016	0	0	0	0
97	21/08/2016 - 21/08/2016	0	0	0	0
98	21/08/2016 - 21/08/2016	0	0	0	0
99	21/08/2016 - 21/08/2016	0	0	0	0
100	21/08/2016 - 21/08/2016	0	0	0	0
101	21/08/2016 - 21/08/2016	0	0	0	0
102	21/08/2016 - 21/08/2016	0	0	0	0
103	21/08/2016 - 21/08/2016	0	0	0	0
104	21/08/2016 - 21/08/2016	0	0	0	0
105	21/08/2016 - 21/08/2016	0	0	0	0
106	21/08/2016 - 21/08/2016	0	0	0	0
107	21/08/2016 - 21/08/2016	0	0	0	0
108	21/08/2016 - 21/08/2016	0	0	0	0
109	21/08/2016 - 21/08/2016	0	0	0	0
110	21/08/2016 - 21/08/2016	0	0	0	0
111	21/08/2016 - 21/08/2016	0	0	0	0
112	21/08/2016 - 21/08/2016	0	0	0	0
113	21/08/2016 - 21/08/2016	0	0	0	0
114	21/08/2016 - 21/08/2016	0	0	0	0
115	21/08/2016 - 21/08/2016	0	0	0	0
116	21/08/2016 - 21/08/2016	0	0	0	0
117	21/08/2016 - 21/08/2016	0	0	0	0
118	21/08/2016 - 21/08/2016	0	0	0	0
119	21/08/2016 - 21/08/2016	0	0	0	0
120	21/08/2016 - 21/08/2016	0	0	0	0
121	21/08/2016 - 21/08/2016	0	0	0	0
122	21/08/2016 - 21/08/2016	0	0	0	0
123	21/08/2016 - 21/08/2016	0	0	0	0
124	21/08/2016 - 21/08/2016	0	0	0	0
125	21/08/2016 - 21/08/2016	0	0	0	0
126	21/08/2016 - 21/08/2016	0	0	0	0
127	21/08/2016 - 21/08/2016	0	0	0	0
128	21/08/2016 - 21/08/2016	0	0	0	0
129	21/08/2016 - 21/08/2016	0	0	0	0
130	21/08/2016 - 21/08/2016	0	0	0	0
131	21/08/2016 - 21/08/2016	0	0	0	0
132	21/08/2016 - 21/08/2016	0	0	0	0
133	21/08/2016 - 21/08/2016	0	0	0	0
134	21/08/2016 - 21/08/2016	0	0	0	0
135	21/08/2016 - 21/08/2016	0	0	0	0
136	21/08/2016 - 21/08/2016	0	0	0	0
137	21/08/2016 - 21/08/2016	0	0	0	0
138	21/08/2016 - 21/08/2016	0	0	0	0
139	21/08/2016 - 21/08/2016	0	0	0	0
140	21/08/2016 - 21/08/2016	0	0	0	0
141	21/08/2016 - 21/08/2016	0	0	0	0
142	21/08/2016 - 21/08/2016	0	0	0	0
143	21/08/2016 - 21/08/2016	0	0	0	0
144	21/08/2016 - 21/08/2016	0	0	0	0
145	21/08/2016 - 21/08/2016	0	0	0	0
146	21/08/2016 - 21/08/2016	0	0	0	0
147	21/08/2016 - 21/08/2016	0	0	0	0
148	21/08/2016 - 21/08/2016	0	0	0	0
149	21/08/2016 - 21/08/2016	0	0	0	0
150	21/08/2016 - 21/08/2016	0	0	0	0
151	21/08/2016 - 21/08/2016	0	0	0	0
152	21/08/2016 - 21/08/2016	0	0	0	0
153	21/08/2016 - 21/08/2016	0	0	0	0
154	21/08/2016 - 21/08/2016	0	0	0	0
155	21/08/2016 - 21/08/2016	0	0	0	0
156	21/08/2016 - 21/08/2016	0	0	0	0
157	21/08/2016 - 21/08/2016	0	0	0	0
158	21/08/2016 - 21/08/2016	0	0	0	0
159	21/08/2016 - 21/08/2016	0	0	0	0
160	21/08/2016 - 21/08/2016	0	0	0	0
161	21/08/2016 - 21/08/2016	0	0	0	0
162	21/08/2016 - 21/08/2016	0	0	0	0
163	21/08/2016 - 21/08/2016	0	0	0	0
164	21/08/2016 - 21/08/2016	0	0	0	0
165	21/08/2016 - 21/08/2016	0	0	0	0
166	21/08/2016 - 21/08/2016	0	0	0	0
167	21/08/2016 - 21/08/2016	0	0	0	0
168	21/08/2016 - 21/08/2016	0	0	0	0
169	21/08/2016 - 21/08/2016	0	0	0</	

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

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	12
ENG	English	309
EST	Estonian	1
GAE	Gaelic/Irish	2
GRE	Greek	1
HIN	Hindi	9
ITA	Italian	29
PHR	Pahari (Pakistan)	3
PNJ	Punjabi	12
POL	Polish	30
POR	Portuguese	4
PRS	Persian/Farsi	2
ROM	Romanian	8
RUS	Russian	6
SAM	Samoaan	1
SCB	Serbian/Croatian/Bosnian	9
SPA	Spanish	4
TUR	Turkish	1
URD	Urdu	14

First Language and Ethnicity is 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 reconciliation	445

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

Pupils on roll:	Number of pupils
Boarders	0
Pupils for whom the school receives top-up funding	4
Post looked after arrangements - includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order	3
Eligible for free school meals on census day	30
Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)	30

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

Table 8: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years [Not for: Non-maintained special school and city technology college]

Age	Number of pupils with							
	any funded hours	funded hours up to 10	funded hours up to 11	funded hours up to 12	any extended hours	extended hours up to 10	extended hours up to 11	extended hours up to 12
2 years	0	0	0	0	0	0	0	0
3 years	0	0	0	0	0	0	0	0
4 years	0	0	0	0	0	0	0	0

Table 9: Early years pupil premium - nursery schools [For: Schools with phase 'NS' only] [used for funding]

There is a table that refers to Funded Hours for Nursery pupils, but it will be populated with zeros unless you have pupils of the appropriate age in your school.

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

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

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

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

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

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

Table 19: Classes as taught at the schools selected time [for: secondary only]

The table does not apply to the autumn term, as classes as taught information is only collected in the spring term.

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

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

Table 21: Pupil reconciliation [not for: nursery school, special and PRU]

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

Table 22: Universal infant school meals [ALL schools - with appropriate pupils]

Inf free group	Number of pupils on list	Of which	Of which
		Active school meals programme list	Secondary all rights on services list
Primary			
Inf 1			
Inf 2			
Inf 3			
Inf 4			
Inf 5			
Inf 6			
Inf 7			
Inf 8			
Inf 9			
Inf 10			
Inf 11			
Inf 12			
Inf 13			
Inf 14			
Inf 15			
Inf 16			
Inf 17			
Inf 18			
Inf 19			
Inf 20			
Inf 21			
Inf 22			
Inf 23			
Inf 24			
Inf 25			
Inf 26			
Inf 27			
Inf 28			
Inf 29			
Inf 30			
Inf 31			
Inf 32			
Inf 33			
Inf 34			
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Inf 36			
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Inf 84			
Inf 85			
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Inf 87			
Inf 88			
Inf 89			
Inf 90			
Inf 91			
Inf 92			
Inf 93			
Inf 94			
Inf 95			
Inf 96			
Inf 97			
Inf 98			
Inf 99			
Inf 100			

There are several sections that refer to Learning Aims.

Table 19: Learning Aims

Table 20: Pupil 16 Learning aims - number of learners with learning aims which started this academic year - from 1 August 2012 or which are continuing from previous academic years (for: secondary, all-through and PRU)

Table 21: Pupil 16 Learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2011 to 31 July 2012 (for: secondary, all-through and PRU)

Table 22: Pupil 16 Learning aims - number of learning aims that started this academic year - from 1 August 2012 or continued from previous academic years (for: secondary, all-through and PRU)

Table 23: Pupil 16 Learning aims - number of learning aims which were active in the previous academic year from 1 August 2011 to 31 July 2012 (for: secondary, all-through and PRU)

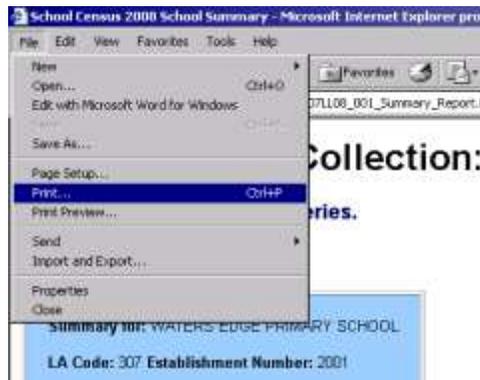
Table 24: Maths and English score attainment for Grade 2 (disadvantage handling) (for: secondary, all-through and PRU)

Table 25: Maths and English reading competencies (for: secondary, all-through and PRU)

Table 26: Number of pupils by planned learning, unplanned learning, combined and planned, and planned learning and planned, combined and unplanned (for: secondary, all-through and PRU)

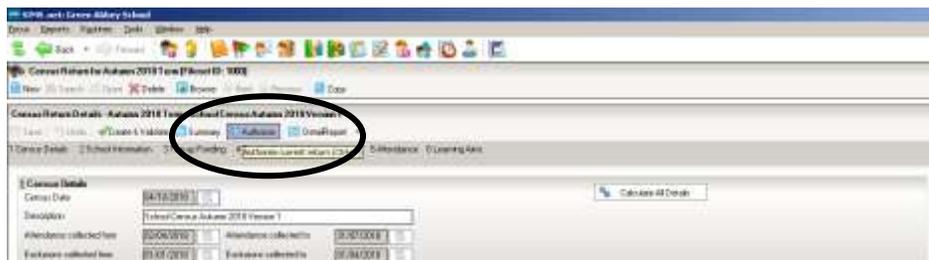
The Census Summary is actually summarising what is in the various Detail Reports. You should cross reference to see the pupil data that the Summary is referring to. **During these checks, if you find anything that needs correcting you will need to go to the relevant area of SIMS.net, amend the details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

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

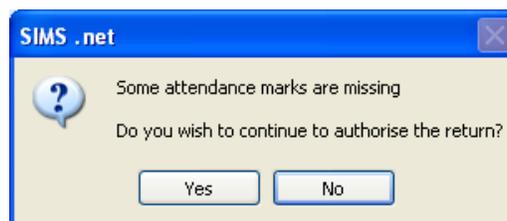


Authorising the return

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

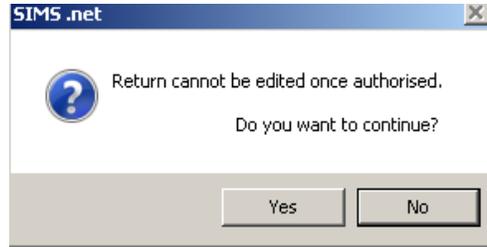


If missing marks exist, the following message is displayed.



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

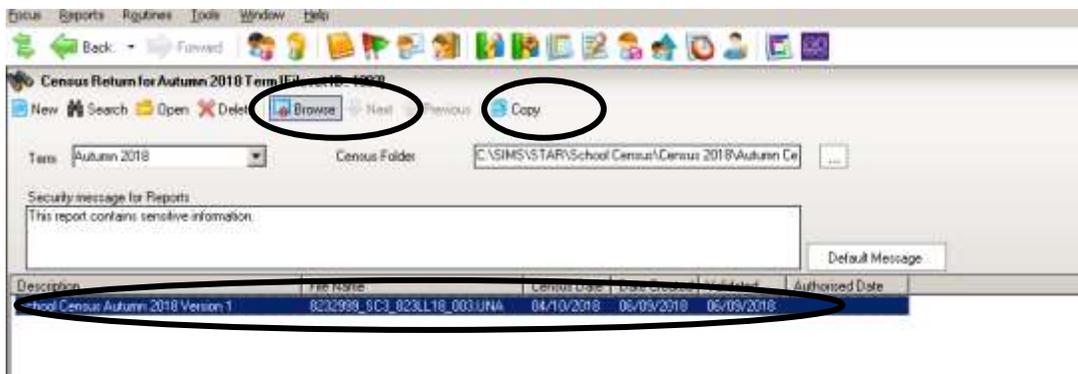
Copying the Return



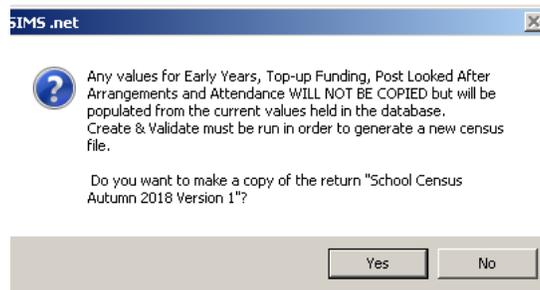
A copy of your return can be useful if issues are found once the return reaches the LA and is checked. Instead of starting again from scratch, you can open up the copy and amend that. Census files can be copied electronically whenever required.

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

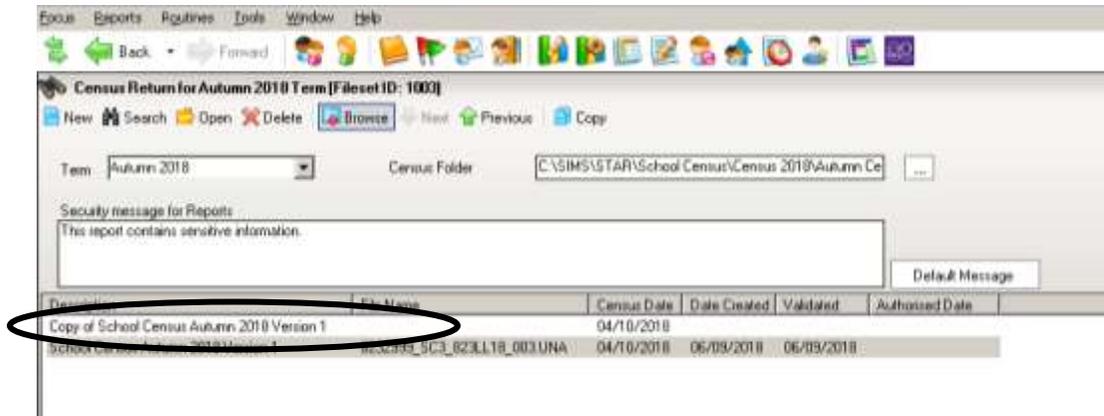
Select the name of the return from the list in the browse window at the top of the Census Return page (I only have one showing, but if you have had several practise runs you will need to choose the version that you want to Authorise). If it is not visible, click on the **Browse** button to reveal it.



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



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



Deleting a School Census Return

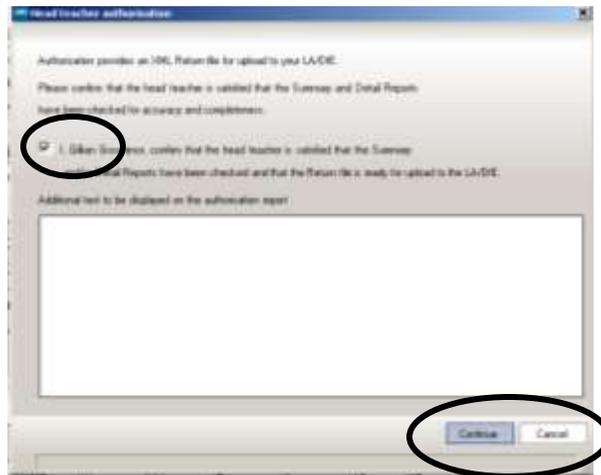
If you have had lots of practice runs, and there are several unauthorized returns showing in the **Browse** window, you can delete them as long as they haven't been authorized. To do this, highlight the census return file that you want to delete and click the **Delete** button.



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

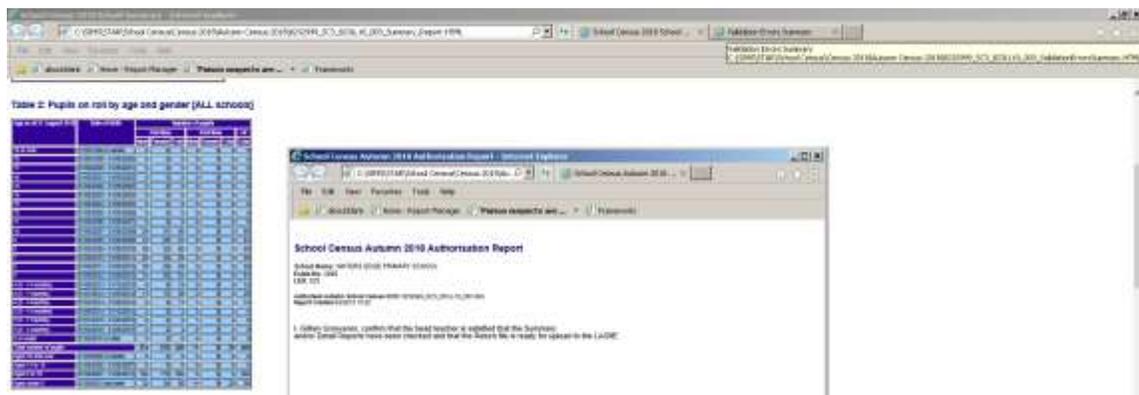
Once you have copied your census, proceed through the **Authorisation** process again, and this time when you see the dialog box below, click the **Yes** button.

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



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

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

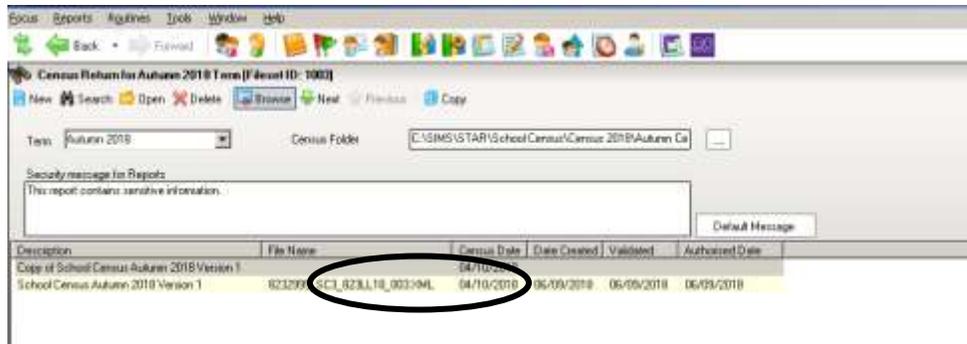


If you have not already printed off the Summary, you may want to **make a paper copy to keep in your files for audit purposes**. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



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

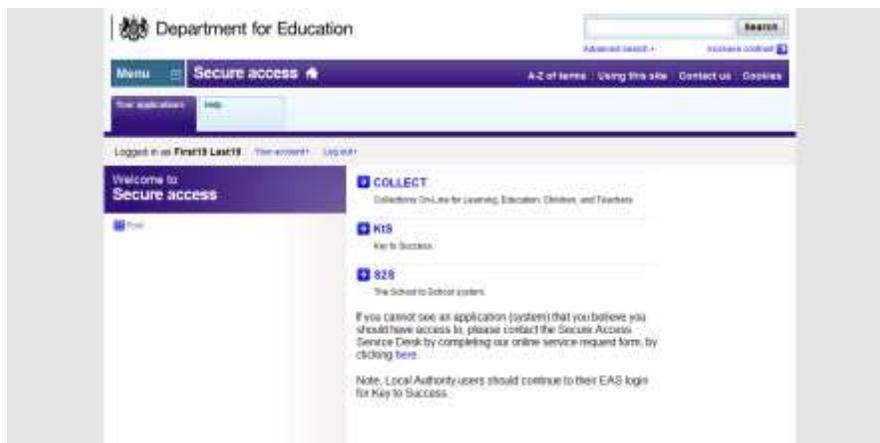
Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:



Submitting the Return to the Local Authority

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

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



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

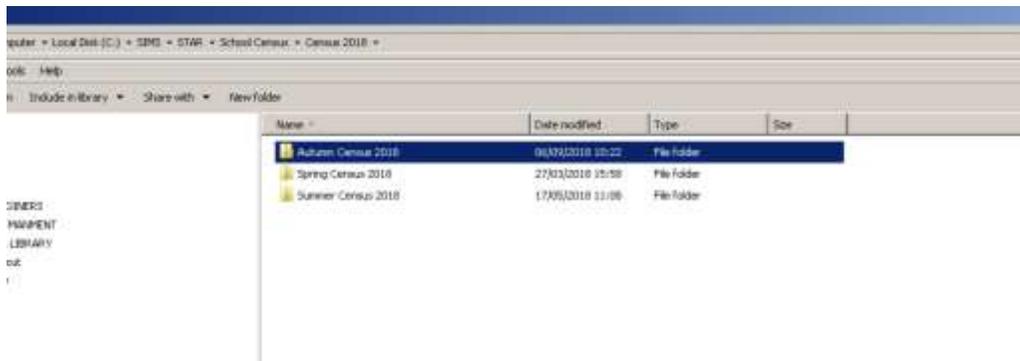


At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the 'What can I do with My Data Return?' section click on **Upload Return from file...**

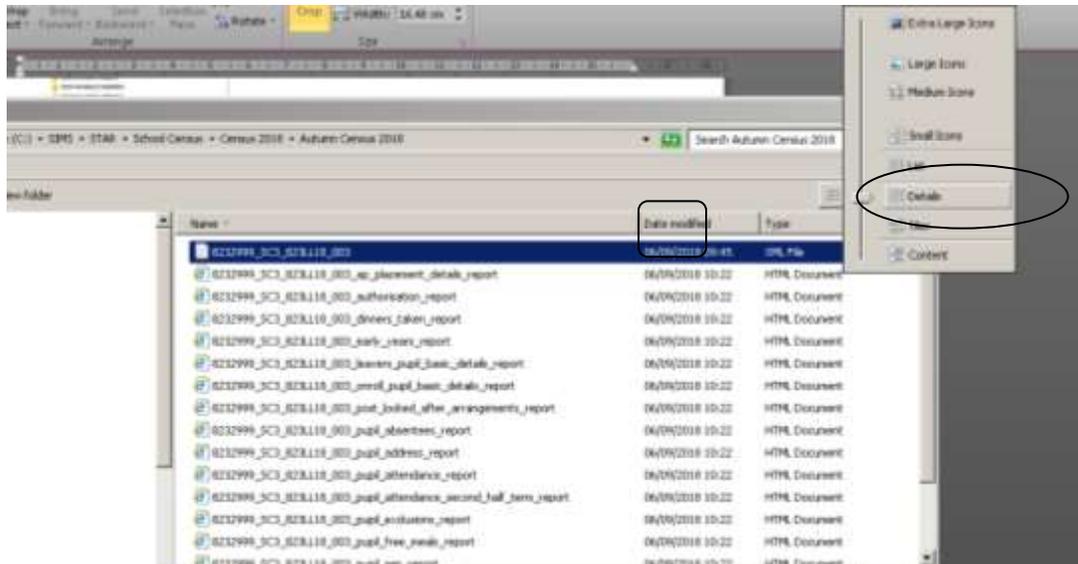
When the next screen appears, click on the **Browse** button and navigate to **S:\sims\star\School Census** (if S: is the drive where your SIMS is stored).



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



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



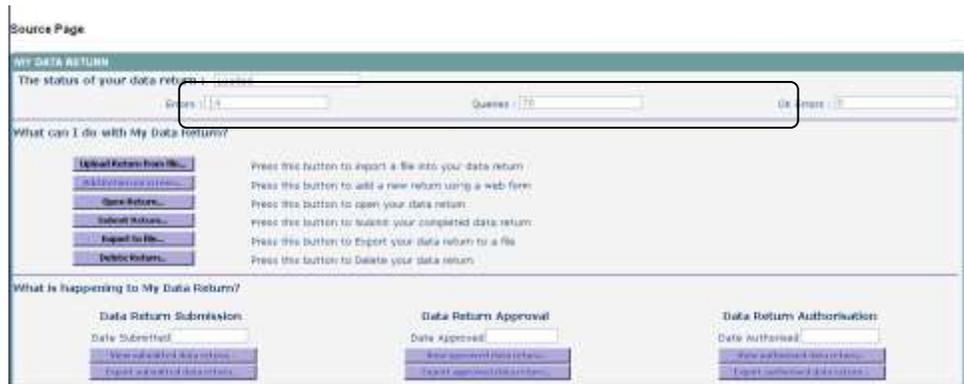
You may also have to widen the columns so that you can see the full file names. You do this by holding the cursor arrow over the column divider between and when the symbol changes, clicking and dragging the line.

Your Autumn School Census will have the name **307SSSS_SC3_307LL18_0NN.XML** (where SSSS is the DFE number of your school, SC3 indicates that it is the third census of 2018, and NN is the version number of the return) and in the column headed **Type** it will be an **XML File**. When you have found your file, click on it to highlight it and click on **Open**.

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

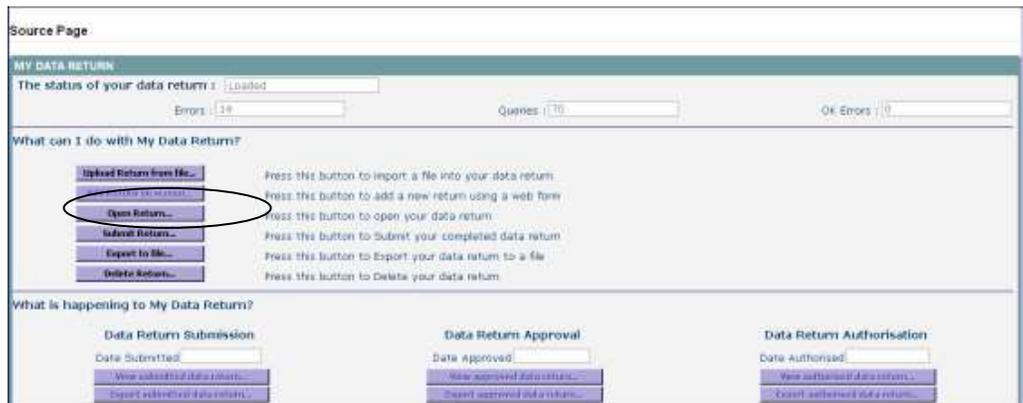
When your file has been uploaded you will be returned to the 'My COLLECT' screen where you can see a summary count of errors and queries that have been

generated from all of the defined validation checks. **Do not panic if you see errors and queries that you are not expecting!** Initially, your return is only going as far as the LA for checking.



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.



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.

Count 31		Details	
Priority OK	Notes	Field	Value
series OK	Details	DOB	Jul 17 1994 12:00AM
series OK	Details	Governance	CO - Community
series OK	Details	Intake	COMP - Comprehensive
series OK	Details	NCYearActual	Z - Year Z
series OK	Details	Phase	SS - Secondary (including CTCs and Academies)
series OK	Details	ReferenceDate	Jan 17 2008 12:00AM

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

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

Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.

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

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



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



Then **Add New Note**.



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!

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

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



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

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

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

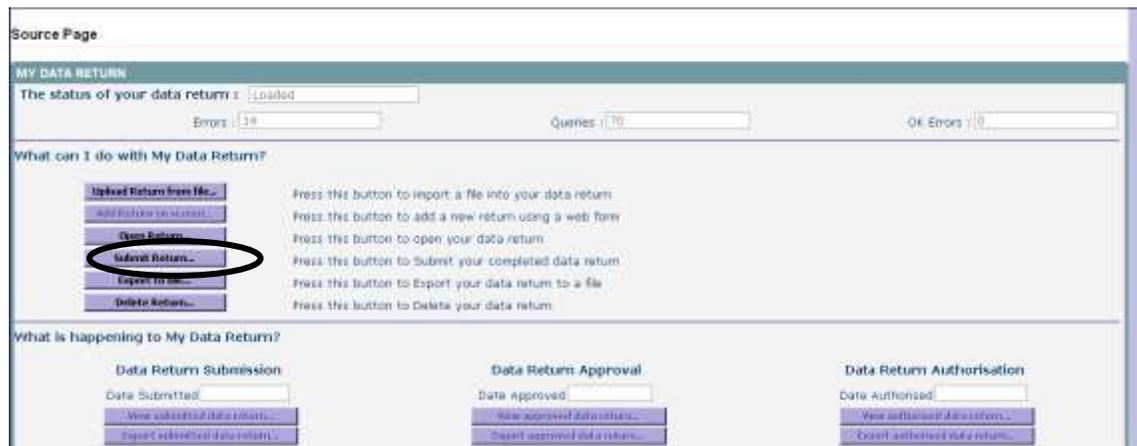
Occasionally there will be no obvious explanation and more investigation between the school, the LA and sometimes the DFE to ask about their validation criteria, will be needed.

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

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



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



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!!



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

Statutory requirement, data sharing and data subject rights

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

1.2.1 Statutory requirement

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

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

1.2.2 Data protection and data sharing

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

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

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

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

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

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

Being transparent and providing accessible information to individuals about how you will use (process) their personal data is a key element of GDPR. The most common way to provide such information is through a privacy notice. Please see the

Information Commissioner's Office (ICO) website for further guidance on privacy notices.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

As such, you should provide appropriate initial and refresher training for your staff. Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the department guidance on data protection for schools considering cloud software services.

1.2.3 Collection of pupil characteristics from parents / guardians or pupils

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

- ethnicity
- language
- service child indicator

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

Further guidance on the collection of these data items is available in section 5.3 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.