Autumn School Census 2018

for

Ealing Special Schools

Autumn School Census 2018 for Ealing Special Schools

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

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

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

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

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

Please note that as I do not have a Special School Test system, some screenshots that are taken from Primary SIMS.net may not exactly match what you see on your screen!

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.

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

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

New Alternative Provision Placement field

You will notice when you follow the route **Routines | Statutory Returns | School Census**, that there is a new item listed in the Census Details, and a new report listed in the Census Detail reports:
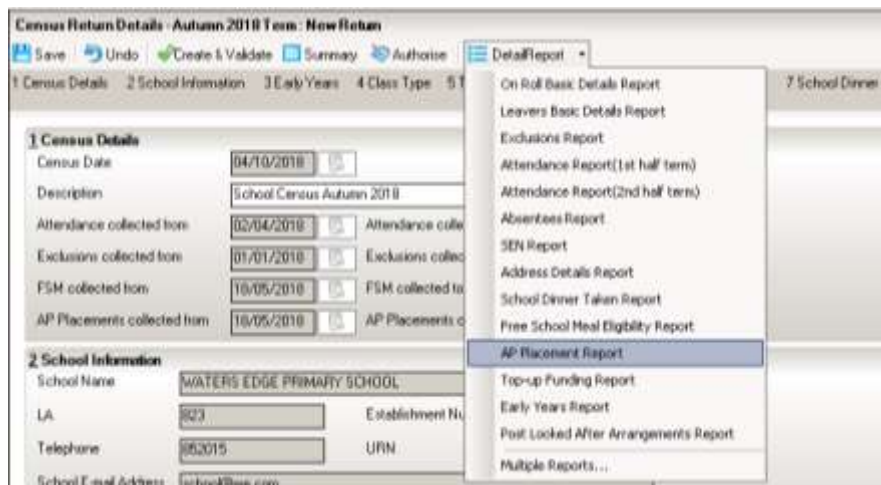
These relate to a new data collection area in a pupil record under the **Registration Section, <u>and at the moment there is no requirement from the DfE for this data to be collected or held.</u>**
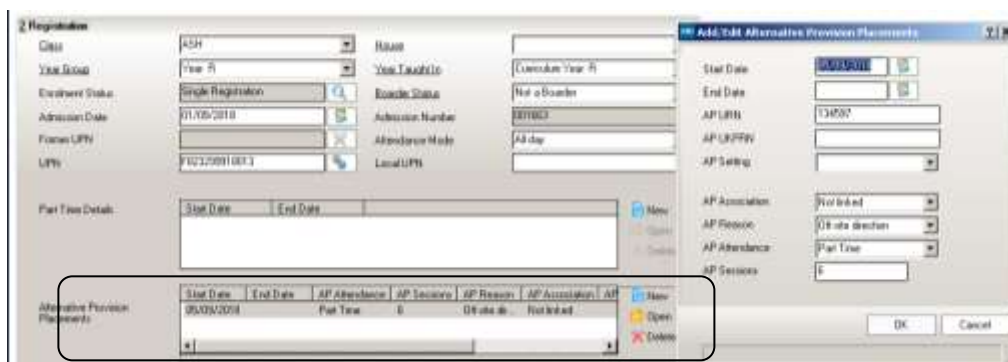
Alternative Provision placements are where a child attends somewhere else as well as the school as a regular arrangement for part or all of the week. If the school decides that it is useful for them to record this information in a pupil record for their own purposes, a lawful basis for this processing 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.

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.
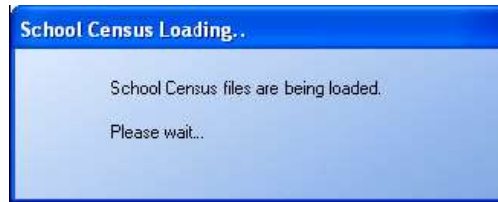

This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on the box to close it.

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.
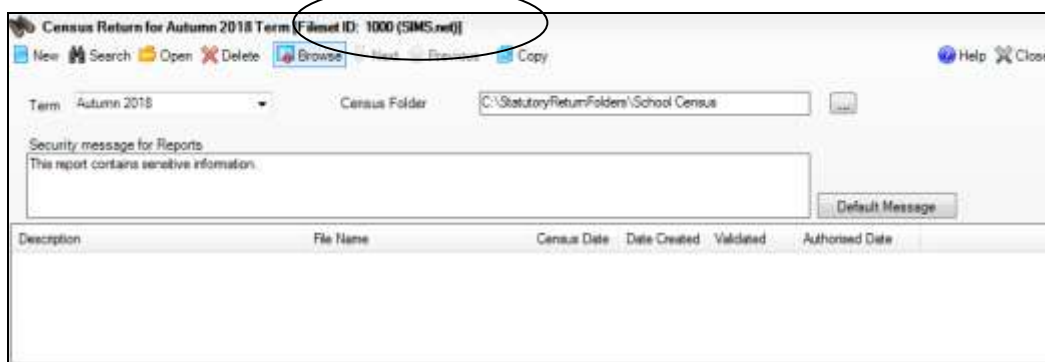

Fileset 1000 shown in the screen shot above was included with the Summer Release – it does not include any validation for the Autumn Census, so if you run a practise return using it you will get a message along the lines of:
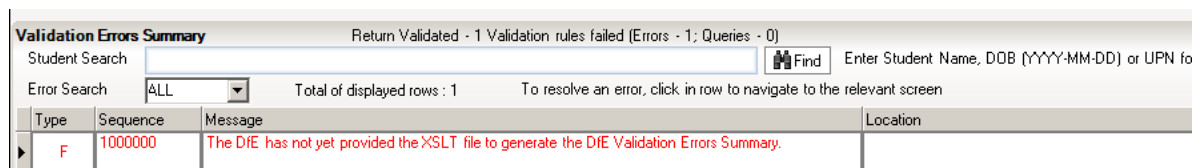
As I write this, Capita have already released Filesets up to 1003, and we know there will be more still to come, so please be on the lookout for information regarding this!

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.
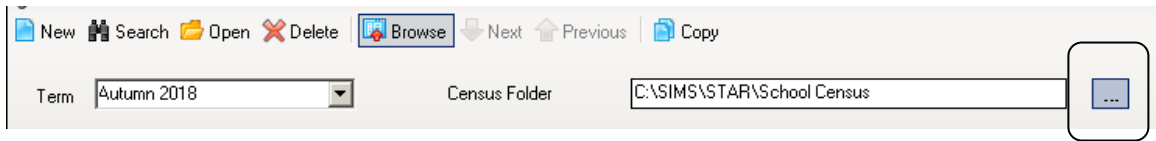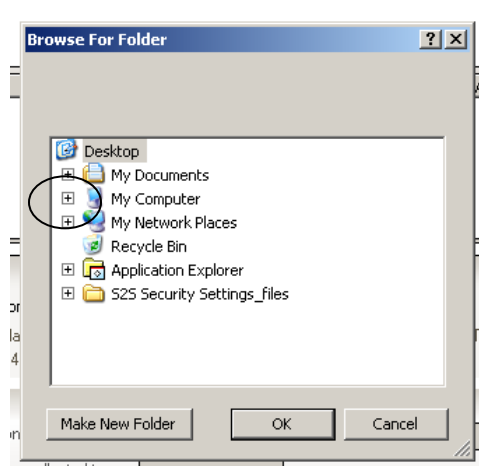

Click on the Browse button to open the Browse for Folder dialog

---

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.
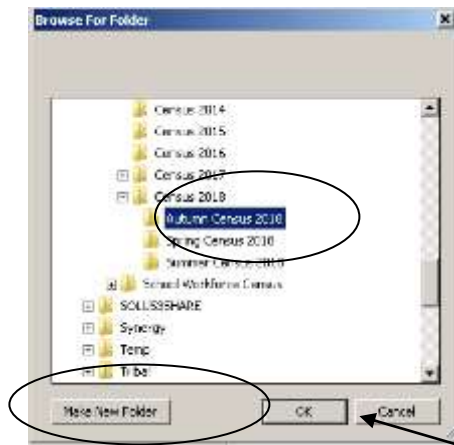
Rename this folder **Autumn Census 2018** and click on the **OK** button. You will see the following message warning you about taking care with pupil data.
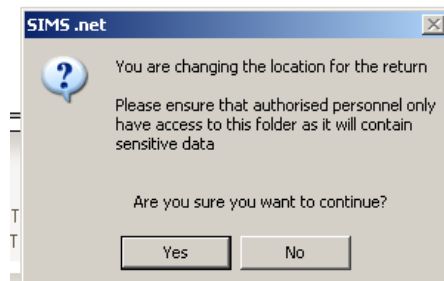
Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.
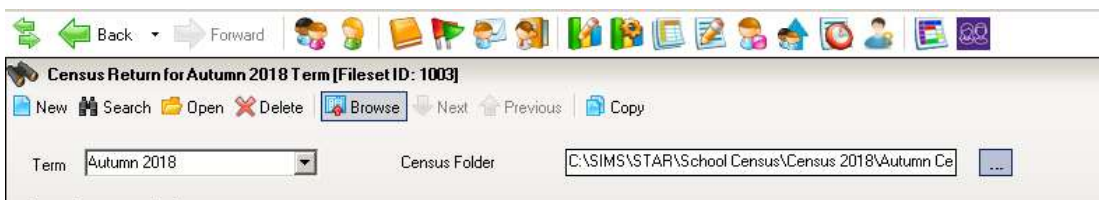
If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.

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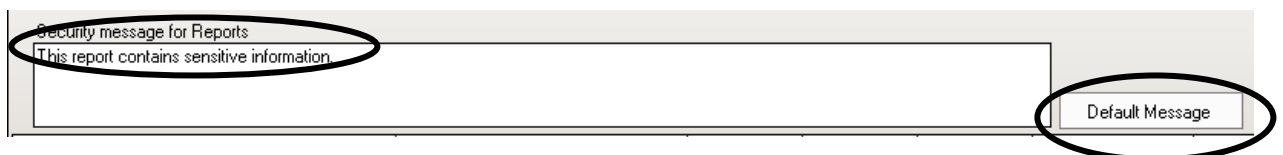
The Default message is ***This detailed report contains sensitive information***, but you can change it to anything you like, remembering that whatever you put will be displayed at the top of each detail report you produce. If you have amended the text, and want to return to the default text, click the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

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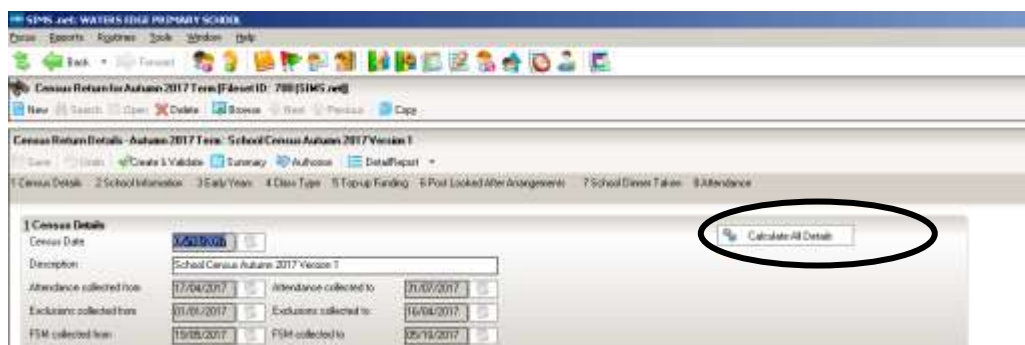

The Census dates are entered automatically. This panel also lists the period for which the Autumn Census is collecting Attendance, Exclusions and Free School Meal Eligibility information.

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

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

The next thing to do is click the **Calculate All Details** button located on the top RH corner of the Census Details Panel

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
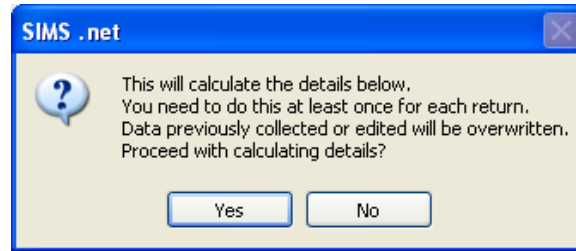

The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you re-open a census you have already worked on and choose **Yes** to **Calculate Details** again, SIMS brings up a warning message reminding 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.
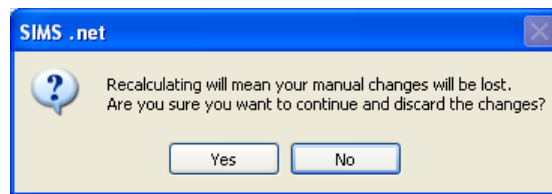
*These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite every panel on the School Census 'page' where details are calculated automatically*

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

Calculating details may take some time depending on the number of pupils in the school. Progress is reported in the status bar at the bottom left of the screen.
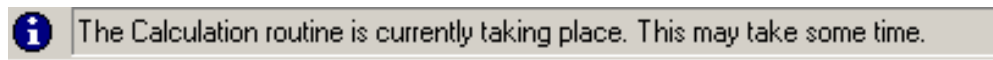
When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.

School Information

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

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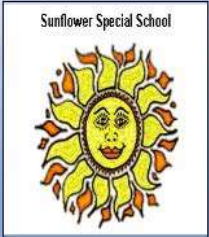
Please check that an email address is entered on the **Contact Details** part of the **School Details** page. You can reach the **Contact Details** by clicking on the hyperlink at the top of the page

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.

Add or amend the required information, click the **Save** button in the top LH corner then click the **OK** button, to return to the **Census Return Details** page, where the updated details are displayed
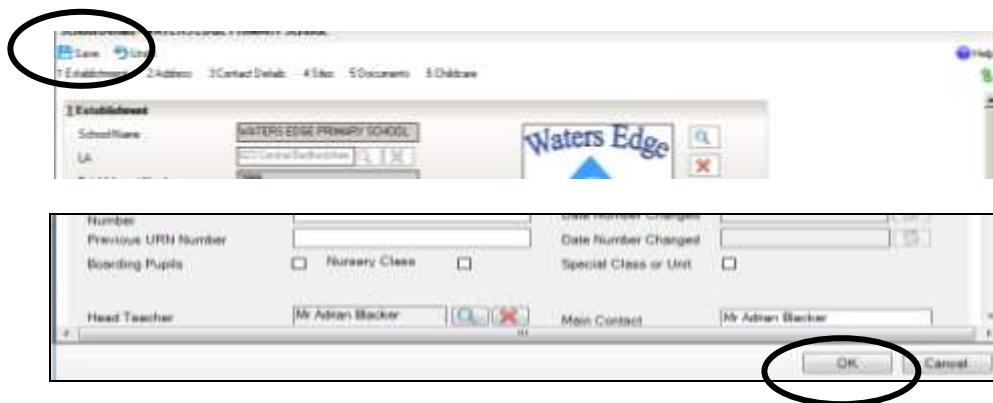
For information:
School address is no longer being collected in census as the DFE expect to get the details from EduBase. There is now a 60 day reminder action within Secure Access that means you will need to verify your school details are still correct in EduBase, or you will be 'locked-out' of the 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.

Updating Early Years Data

Update Early Years Data:
The Hours for Early Years Children only displayed if you have 2, 3 or 4 year old pupils attending your school. If the panel is not displayed, please proceed to the Top-Up Funding panel. .

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

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

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

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

13

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

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

Children could be entitled to **Disability Access Fund** (DAF) payments if the child's disability or health conditions mean one or both of the following apply:
- they need more looking after than a child of the same age who doesn't have a disability
- they have difficulty getting about

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

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

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

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

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

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

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

Minutes to decimal minutes

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

Full and Part time in Nursery
The DFE have specified that full-time and part-time should relate to the number of morning and afternoon sessions a pupil attends in a week, rather that the number of hours they attend.
Pupils who attend ten sessions a week (five mornings and five afternoons) are full-time.

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

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

Shaquib: 30 Hours at Setting consisting of:
15 universal **Funded Hours**, 15 **Extended Hours** (with 30 Hour Code)

Charlotte: 15 Hours at Setting consisting of
15 universal **Funded Hours**. Parents did not apply and so they have no 30 Hour Code.

Bryn: 20.5 Hours at Setting consisting of:
15 universal **Funded Hours**. The family has a 30 Hour Code, but are choosing to only take up 5.5 of their **Extended Funded Hours** at this school.

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

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

Kiran: 50 Hours at Setting consisting of:
15 universal **Funded Hours**, 15 **Extended Funded Hours** with **30 Hour Code** and her parents are paying for another 20 hours which are counted in the total number of **Hours at Setting**.

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

Completing the Hours for Early Years Panel

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

In the top LH corner the **Term** field displays **Autumn**. To add or edit the number of **Hours at Setting, Funded Hours and Extended Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number. Hours should reflect what will happen in census week.

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

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

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

If you right-click the **Hours at Setting** column heading and choose **Select All**, you will find that the whole table is highlighted.
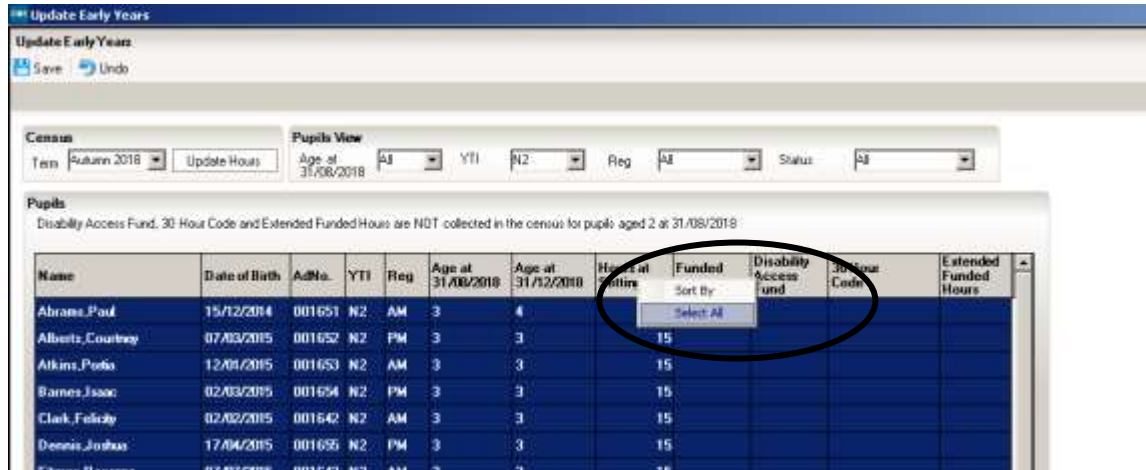
You can then click in one of the highlighted cells in the **Hours at Setting** column and enter the number of hours that is correct for the majority of pupils, and straight away do the same in the **Funded Hours** column.

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

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

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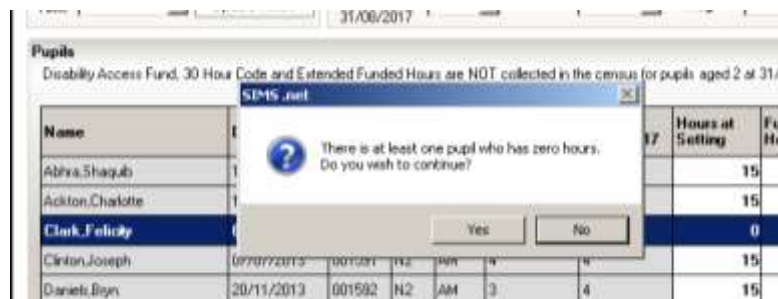
If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save.** There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status**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

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

If during the period when you are working on your census

- ❖ Hours at Setting or Funded Hours are edited via **Tools | Statutory Return Tools | Update Hours for Early Years**
- ❖ a new pupil is added in SIMS

❖ a pupil's date of birth is amended,

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

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

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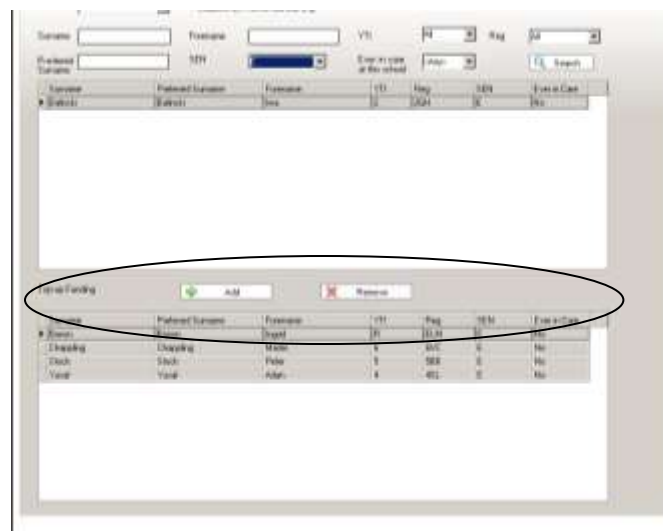
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.

Click the **Update** button in the tope LH corner to save the data and arrange the list of pupils in **Surname** order.
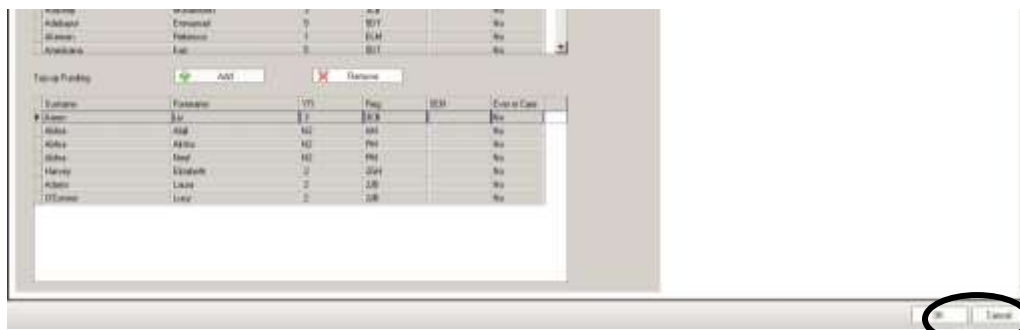
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

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.
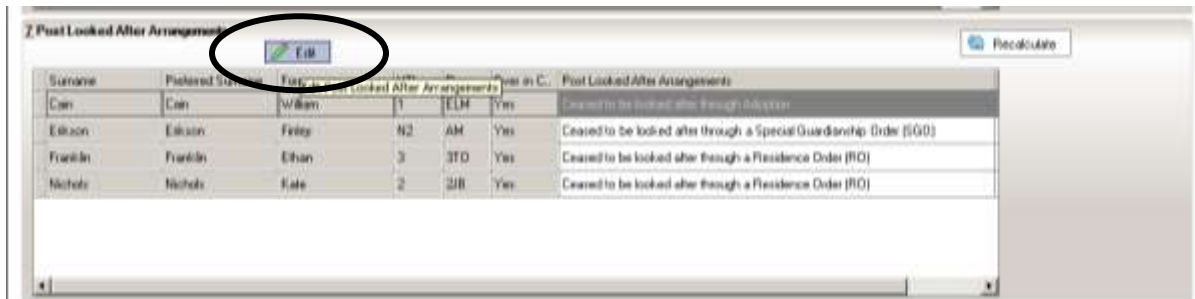
This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements.** Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.
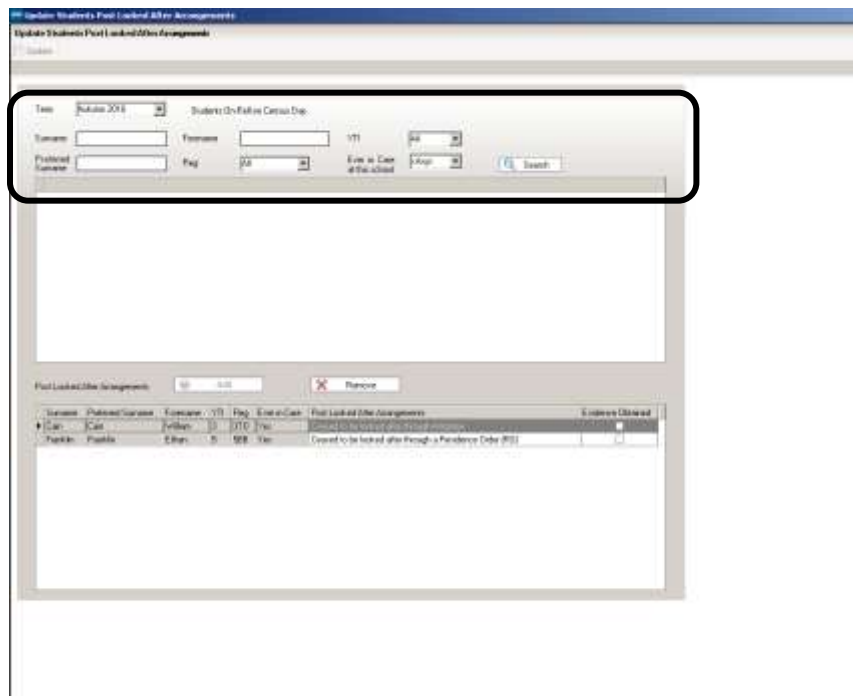
Click on pupil names in the top half of the screen to select them, and use the **Add** button to move thenames to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.
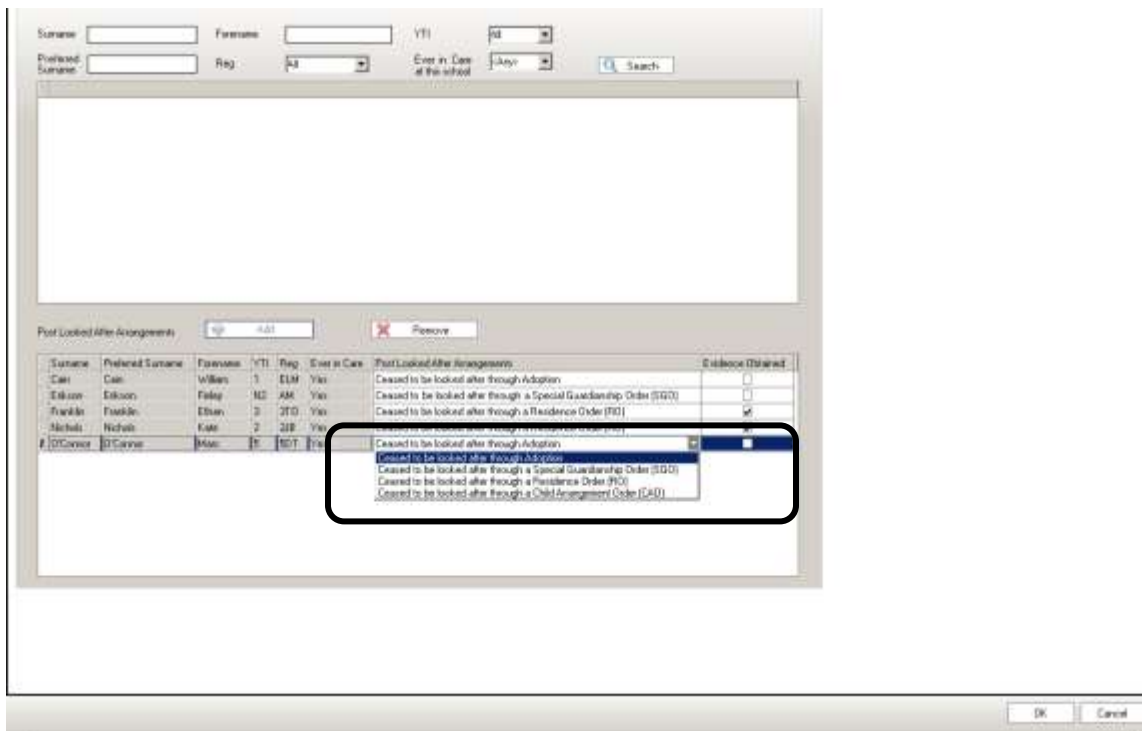
Select the correct Post Looked After status by clicking in the **Post Looked After Arrangements** field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message
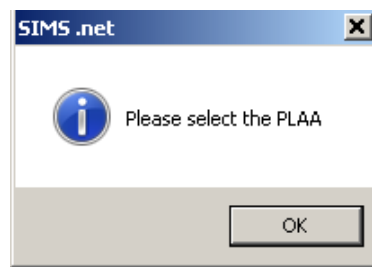
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

	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 ▼	▬
	Erikson	Erikson	Finley	N2	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	☐
	Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)	☑
	Nichols	Nichols	Kate	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	☑

Click the **Update** button in the top LH corner of the screen to save the data and arrange the list of pupils in **Surname** order.
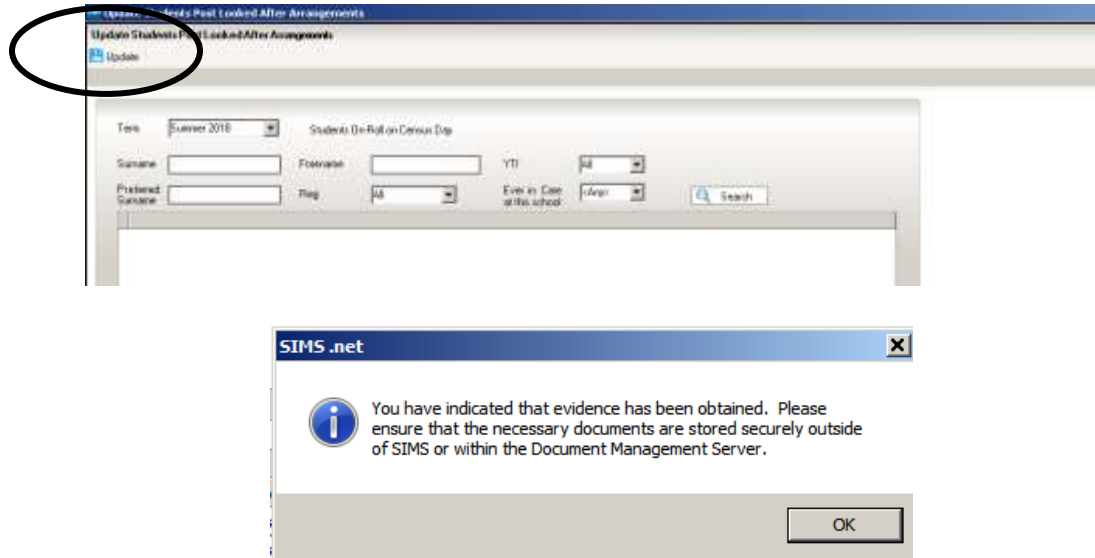
If you have ticked the **Evidence Obtained** check box for any of the pupils, you will see the above message reminding you of your obligations regarding this confidential information. Click **OK.**

.

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

### School Dinner Taken – Schools with Infant pupils only

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

The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food.

Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance pupils are unable to take their universal free dinner on census day, you should amend the **Reference Date** on the **School Dinner Taken** panel to return the number from another day when a more normal number were taken.
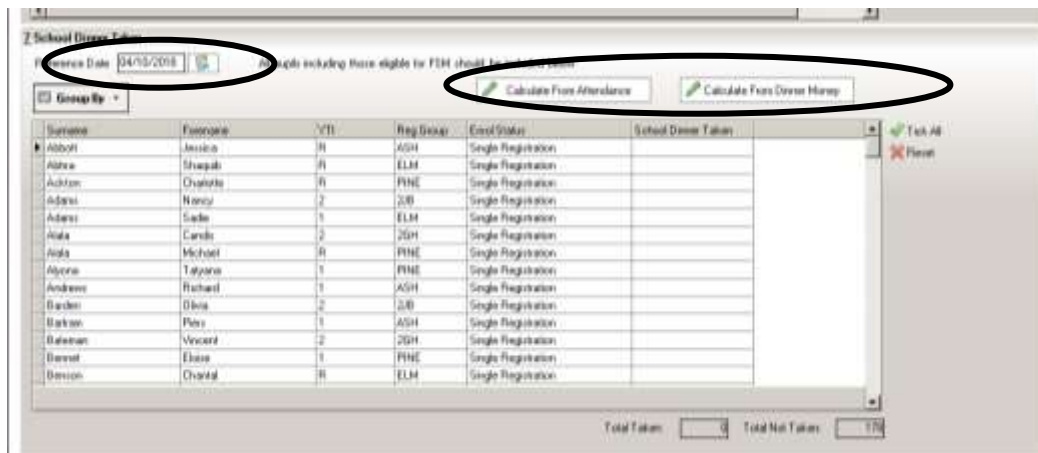
The **School Dinner Taken** panel displays **all the children** on roll on Census Day in Reception, Year 1 and Year 2. The **Calculate From …** buttons are only available if the school has the relevant modules in use otherwise they are greyed-out.

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

The first thing you will see is a warning message reminding you that calculating will overwrite what is already in the table. As this is the first time we are running through our return, and we have not, as yet made any manual edits to the table, we can just click **OK** to close this message.
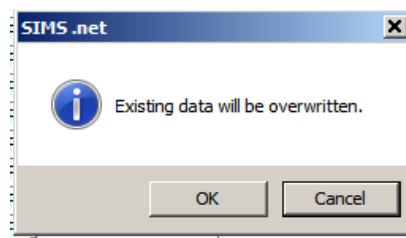
If the module you are calculating from has not been fully completed for census day you will see a warning message. *(The example below is from using the Calculate from Attendance routine)*

SIMS .net

ⓘ Missing marks exist.
Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.
Do you want to continue?

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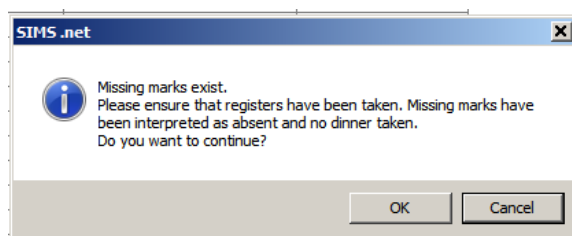
If you prefer, or if there is any problem with getting Attendance or Dinner Money up to date on Census Day, you can opt **not** to use the **Calculate From Attendance** button at all, and just update the panel with who is present/absent manually.

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

Aston	Sonya	2	2JB	Single Registration	✓
Astwick	William	2	2JB	Single Registration	✓
Bailey	Eve	R	OAK	Single Registration	
Baker	Fiona	2	2JB	Single Registration	✓
Balinski	Cyla	R	ELM	Single Registration	✓
Balinski	Fil	R	ASH	Single Registration	✓

Total Taken: [174] Total Not Taken: [7]

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

Collecting Pupil Attendance

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

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

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

6 Attendance

Your attendance codes are DfE compliant

This will be rechecked at the Create & Validate stage

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

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

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

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

Saving, Closing and Opening the Return

If you need to stop working on your return you can **Save** and close it.
Go back to it by following the route **Tools | Statutory Returns | School Census** and choosing the name from the **Browse** window at the top of the School Census Return panel, and double clicking on the description of your return.
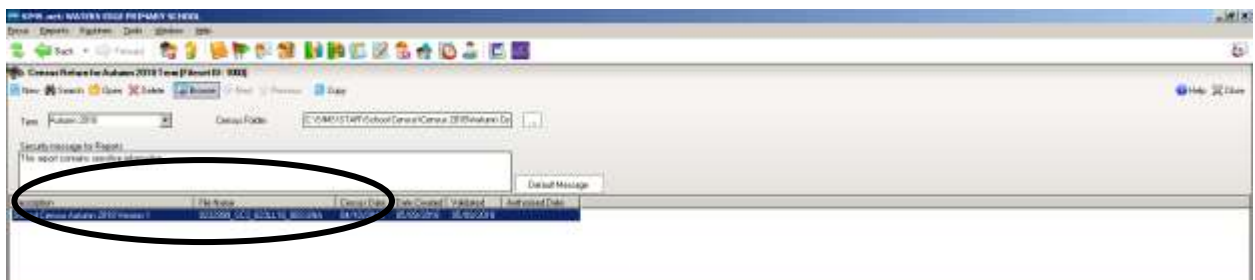
You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

Validating the School Census Return

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

This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that '**The Validation Routine is currently taking place. This may take some time**.'
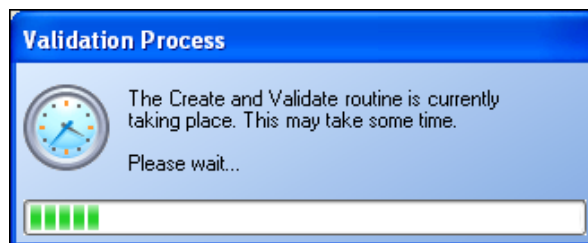
If you still have missing attendance marks you will see this message:
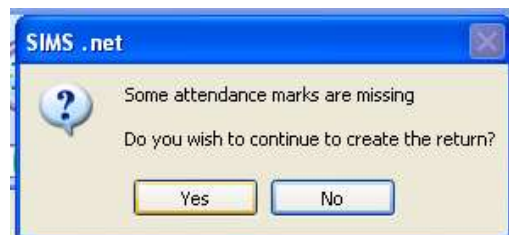
If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

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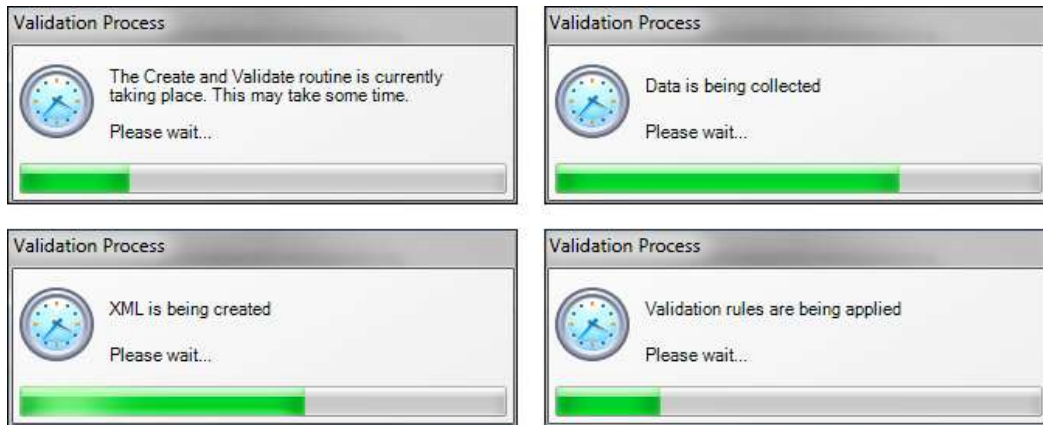
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as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

School Census Return Errors and Queries

At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.
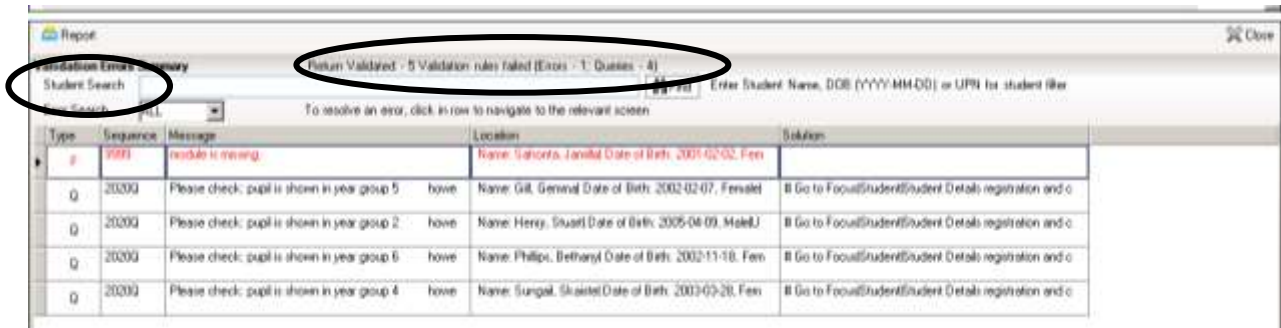
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.

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

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

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

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

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.
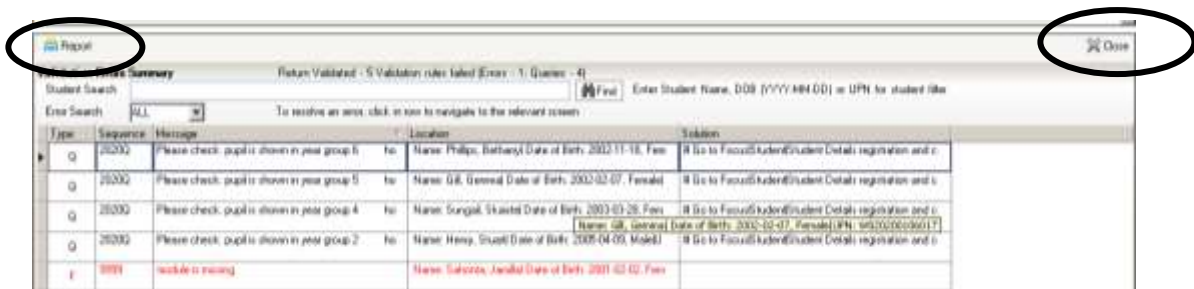
If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

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

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

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

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

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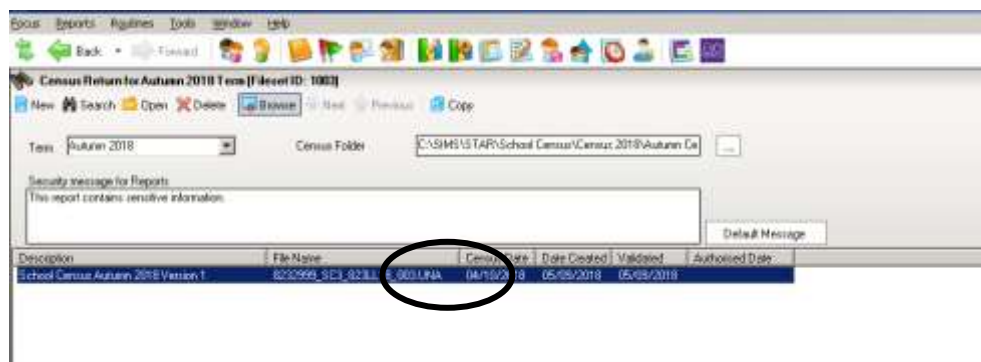
Producing Detail Reports

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.   These are the reports are available for Autumn, including the new **School Dinner Taken** Report.
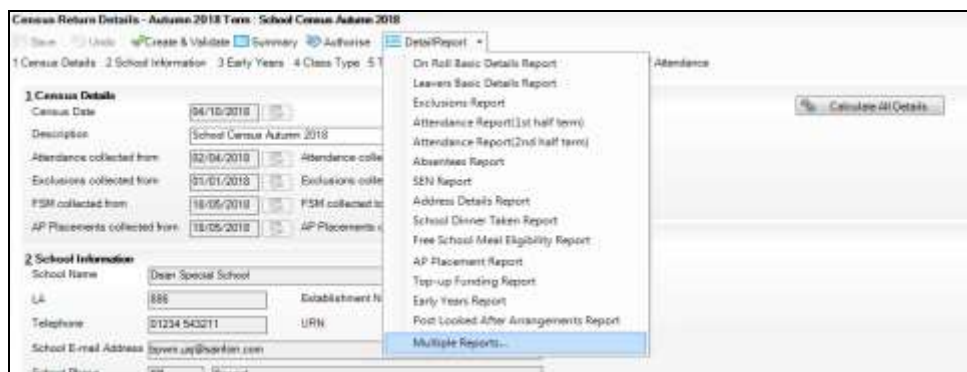
To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.

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

To select several detail reports, select **Multiple reports…** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.
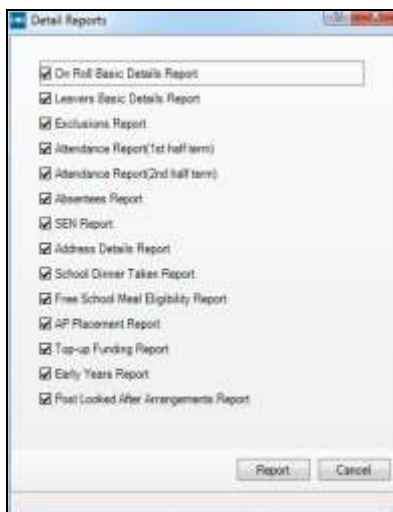
By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

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

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

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

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

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

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

<u>**Security - Deleting Temporary Web Browser Files**</u>

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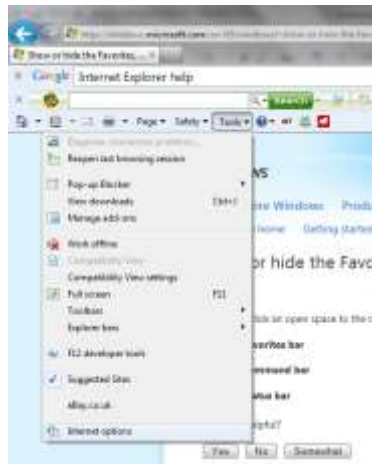
Click the **Delete** button in the middle of the screen:
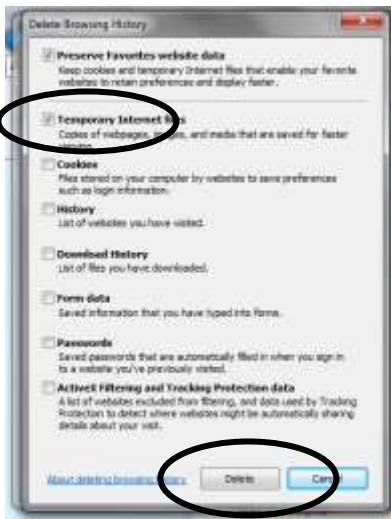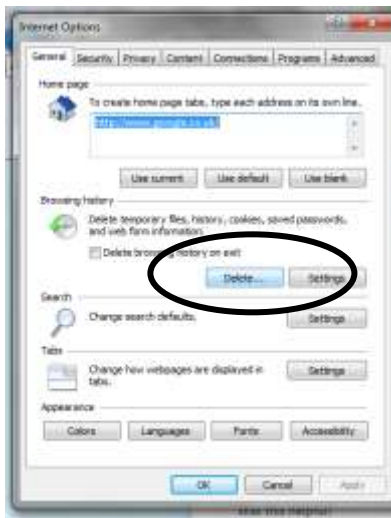
On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

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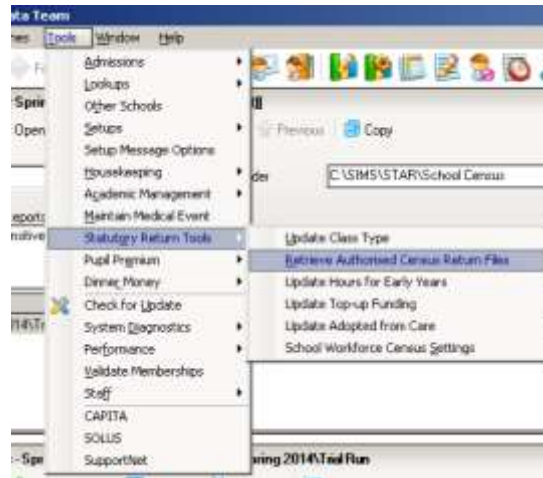
On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button

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.

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

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

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

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

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

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

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

From this bottom section of the table I can see that I have full time pupils showing in the Nursery at my school which isn't correct, as I only have part-time Nursery children at 'my school'.
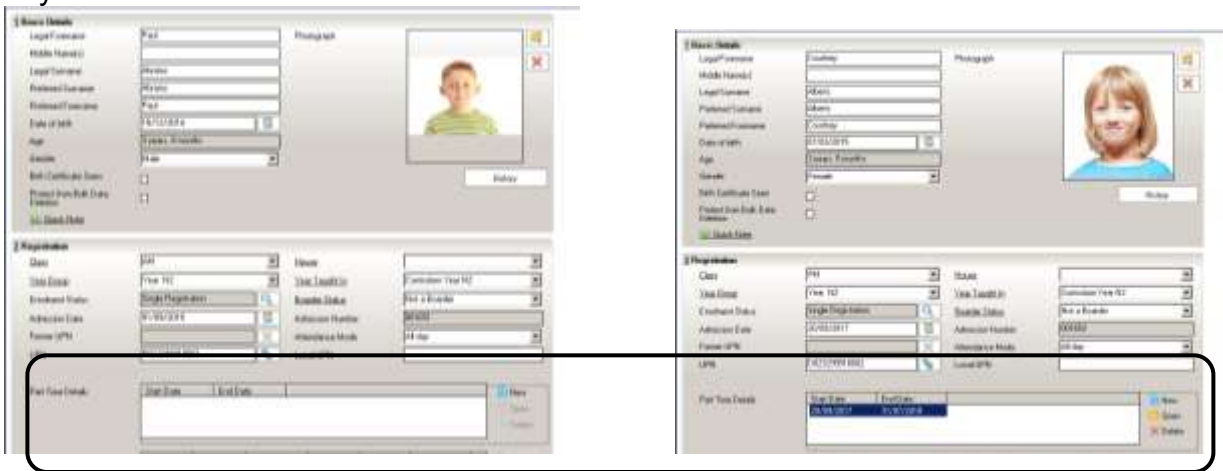
Going into the Pupil Details of my Nursery children, I can see a pupil has no part-time dates entered in (making them appear as full-time), and another has part-time dates that have expired.

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

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

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

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

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

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

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

Enrolment status	Number of pupils
Current (single registration at this school) (C)	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	80
Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)	80

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

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

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

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

Table 10: School childcare [ALL schools]

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

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

SEN Provision	Number of pupils
SEN Provision - education, health and care plan (code E)	4
SEN Provision - statemented (code S)	5
SEN Provision - SEN support (code K)	17
Total number of pupils with SEN (codes E, S and K)	25
No special educational needs (code N)	625
Total pupils on roll	645
Number of SEN Pupils in a mainstream school who are members of a special provision (SEN Unit) * Should be less than or equal to the total number of pupils with SEN (codes E, S and K)	16
Number of SEN Pupils in a mainstream school who are members of a special provision (resourced provision) * Should be less than or equal to the number of pupils with SEN (codes E, S and K)	7

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

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

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

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

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

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

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

	Summer First Half Term (17 April to 28 May 2017)	Summer Second Half Term (29 May to 31 July 2017)	Total Summer Term (17 April to 31 July 2017)
Number of pupils on roll for at least one session in the 2017 Summer term	646	651	646
Number of pupils with at least one absence in the 2017 Summer term	44	43	53
Percentage of pupils with at least one absence in the 2017 Summer term	13.10%	13.00%	14.70%
Total sessions possible for all pupils	28100	20200	49100
Total Sessions missed due to Authorised Absence for all pupils	111	95	148
Total Sessions missed due to Unauthorised Absence for all pupils	411	307	718
Total sessions missed due to Overall (Authorised plus Unauthorised) Absence for all pupils	522	402	874
Authorised absence as percentage of total sessions possible	80%	54%	44%
Unauthorised absence as percentage of total sessions possible	2.34%	1.4%	1.73%
Overall (Authorised plus Unauthorised) absence as percentage of total sessions possible	3.89%	1.9%	3.1%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term			
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	4.72%		

Attendance information is not collected for boarding pupils. Information in table 15 includes those pupils on roll on census day and those who are no longer at the school but who attended at least one session during the term covered.

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

	Summer First Half Term (17 April to 28 May 2017)	Summer Second Half Term (29 May to 31 July 2017)	Total Summer Term (17 April to 31 July 2017)
Number of 4 year old pupils on roll for at least one session in the 2017 summer term	36	36	36
Number of 4 year old pupils with at least one absence in the 2017 summer term	7	7	8
Percentage of 4 year old pupils with at least one absence in the 2017 summer term	1.94%	1.94%	1.94%
Total sessions possible for all 4 year old pupils	3024	4190	7434
Total sessions missed due to overall absence for all 4 year old pupils	9	39	9
Overall absence as percentage of total sessions possible	3%	2%	3%

Attendance information is not collected for boarding pupils. Information in table 16 includes those pupils on roll on census day and those who are no longer at the school but who attended at least one session during the term covered.

Pupils aged 4 are of non-compulsory school age and so the concept of unauthorised absence does not apply to them. No distinction is therefore made between unauthorised and authorised absence in Table 16. Schools are not obliged to use individual attendance codes for these pupils. If they do not wish to use the codes they should provide the total number of absences by recording them as authorised. Absences reported this way will be recorded as overall absence. Although it is not anticipated that individual attendance codes for authorised absence will be used for these pupils, the codes (B, U, C and H) have been included in the business rules for completeness.

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

Table 17: Admission appeals [ALL schools][Note: Primary admissions appeals include infant admissions appeals]

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

Table 18: Classes as taught at the school's selected time [for: primary only]

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

Table 19: Classes as taught at the schools selected time [for: middle-deemed primary and middle-deemed secondary only]

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

Table 20: Classes as taught at the schools selected time [for: secondary only]

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

Table 21: Classes as taught at the school's selected time [for: all-through only]

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

Table 22: Pupil reconciliation [not for: nursery school, special and PRU]

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

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

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

Table 23: Universal infant school meals [ALL schools - with appropriate pupils]

NC Year Group	Number of pupils on roll	Of which	
		School lunch taken on census day	Currently FSM eligible on census day
Reception	59	56	16
Year 1	59	56	11
Year 2	59	56	8
Year X - pupils aged 4 to 6 only	0	0	0
Total infant pupils	177	177	35

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.
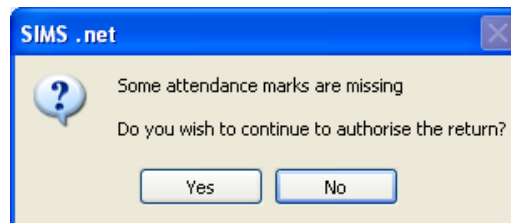

43
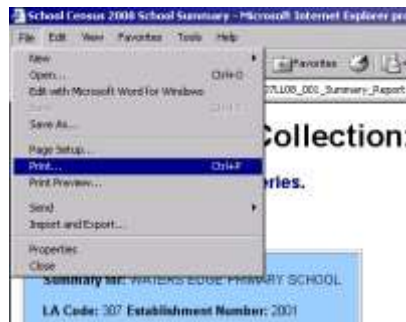
Authorising the return

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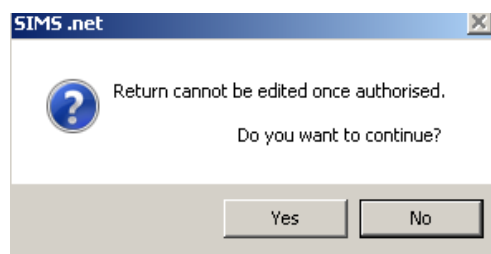

If missing marks exist, the following message is displayed.

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

Copying the Return

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

Select the name of the return from the list in the browse window at the top of the Census Return page (I only have one showing, but if you have had several practise runs you will need to choose the version that you want to Authorise). If it is not visible, click on the **Browse** button to reveal it.
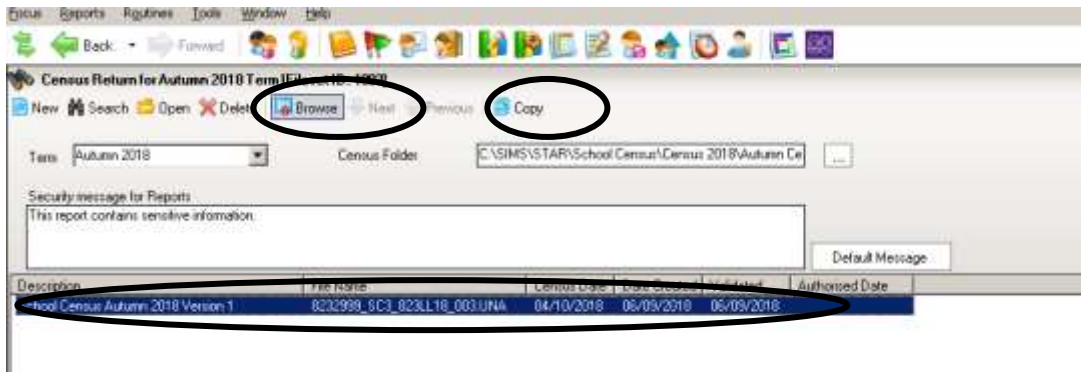
Click on the name of the school census return to highlight it. Click on the **Copy** button and you will see the message shown below appear:
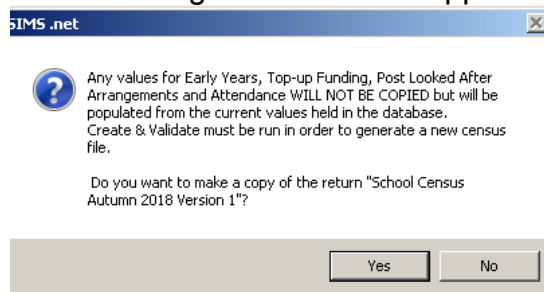
Click on **Yes**, and a copy of your final Census version appears in the list in the **Browse** window.
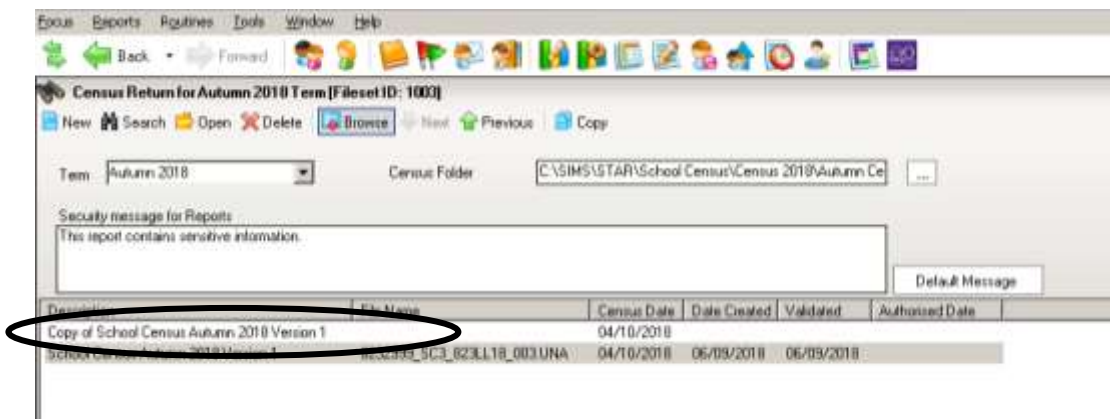
Deleting a School Census Return

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

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

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

The next thing that is displayed is the Head teacher authorisation dialog. **The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by him/her as correct, and it provides a record of any unusual circumstances or validation failures that might assist an auditor. The LA and the DFE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct**.
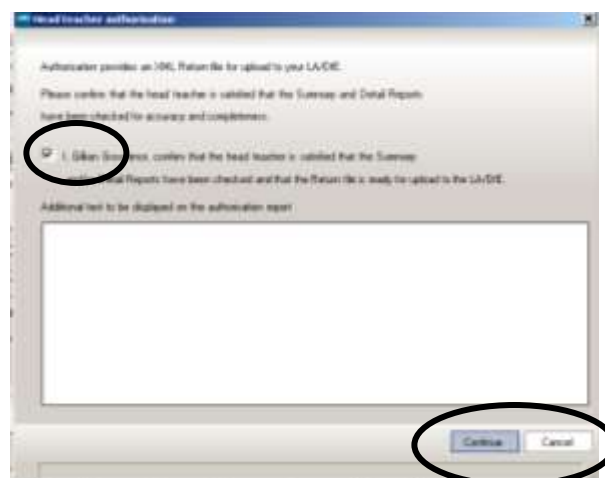
Once the check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter, if required, some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for any remaining queries or validation failures.

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


If you have not already printed off the Summary, you may want to **make a paper copy to keep in your files for audit purposes**. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.
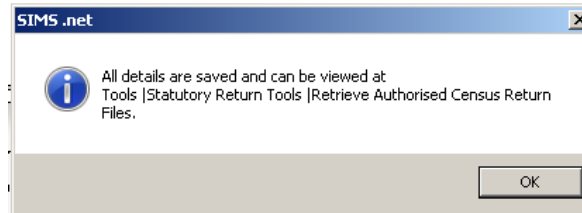
This message confirms that your Autumn Census 2018 details can be retrieved at a later date if required.

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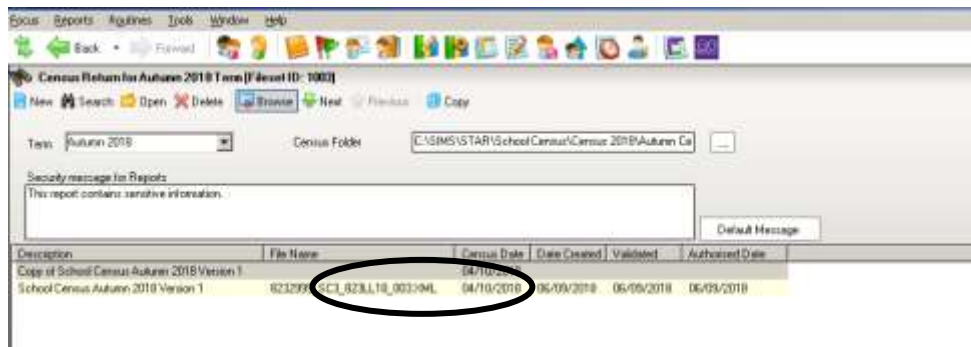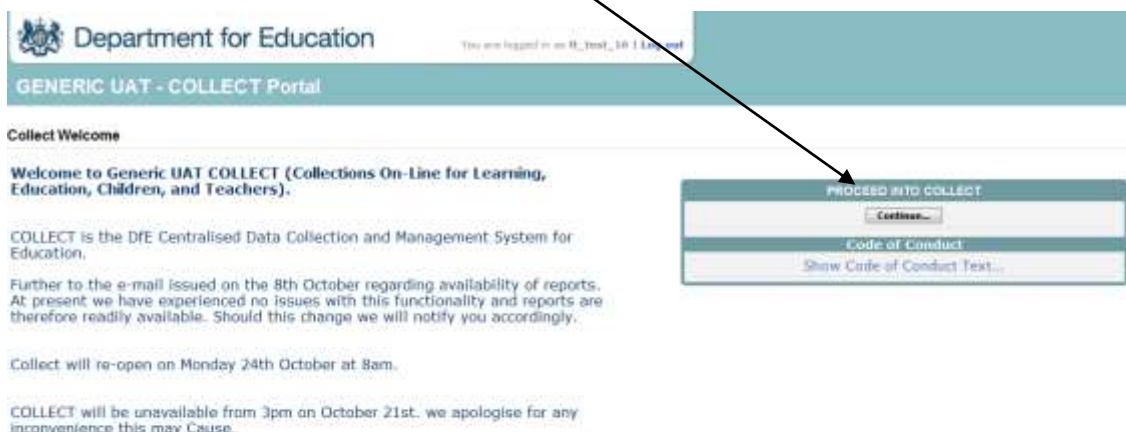
Submitting the Return to the Local Authority

The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT.   COLLECT is accessed via the Secure Access portal at:
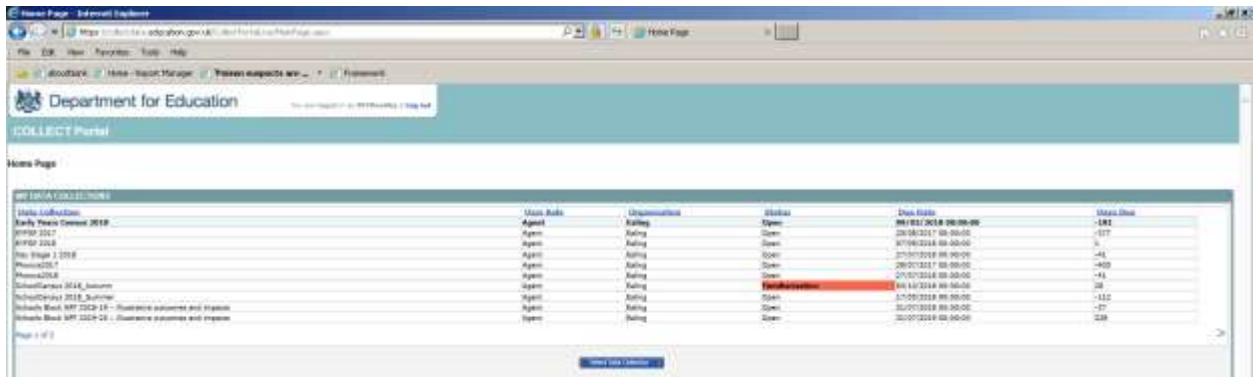https://sa.education.gov.uk.   When you log into the site you will see 3 links that will take you onwards to COLLECT, KTS and S2S.
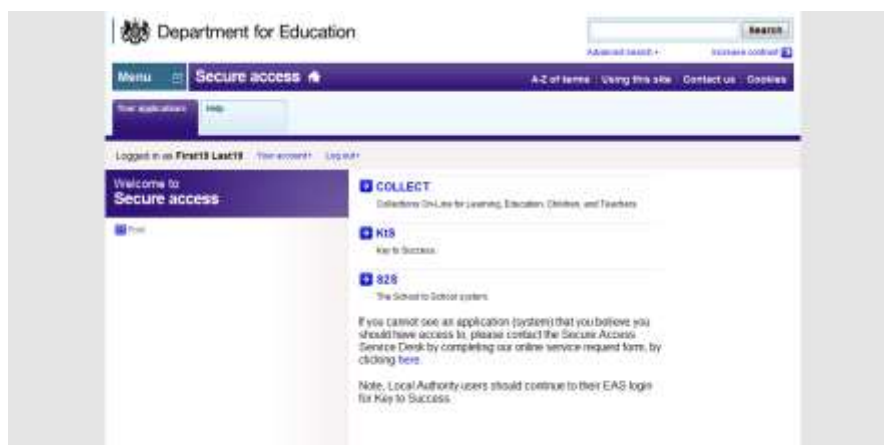
Choose the **COLLECT** option. And **Continue…**

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


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

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

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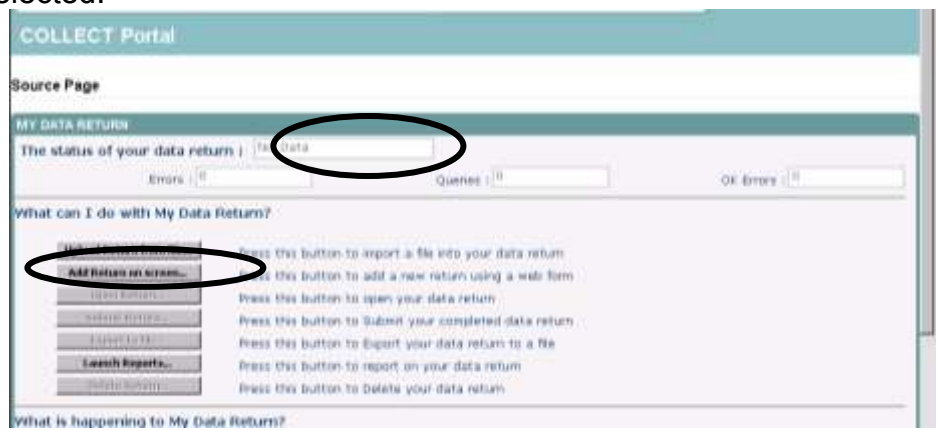

At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the 'What can I do with My Data Return?' section click on **Upload Return from file…'**

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

You will now need to choose the version of the return file that you wish to send to the LA. If you have had more than one practice run you will probably find that there are several files in this location.
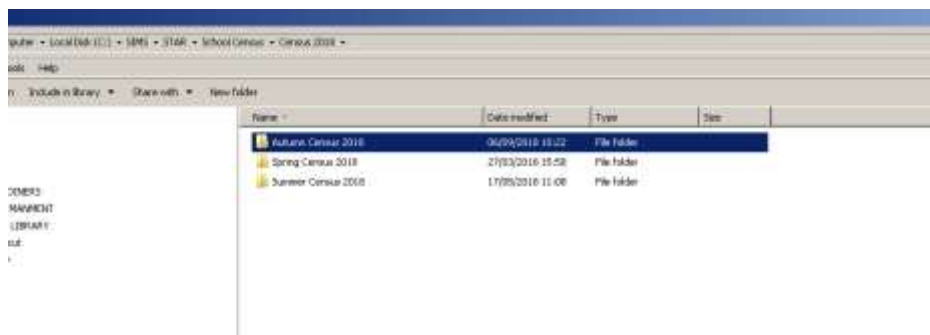
Because I've tidied my School Census folder as described earlier in this booklet, my Autumn 2018 Census files are contained in one folder. When I open this folder I am looking for the authorised XML file to upload. If you are having difficulty locating it, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.
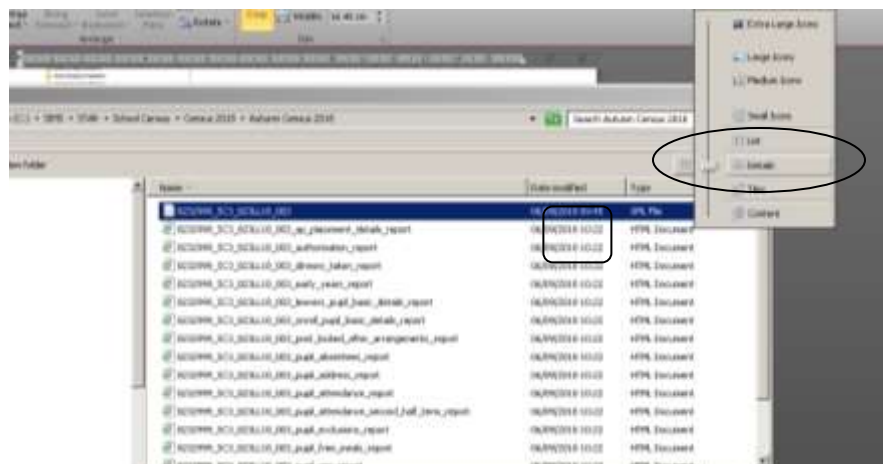
You may also have to widen the columns so that you can see the full file names. You do this by holding the cursor arrow over the column divider between and when the symbol changes, clicking and dragging the line.

Your Autumn School Census will have the name **307**_**SSSS**_**_SC3_307LL18_0**_**NN**_**.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.
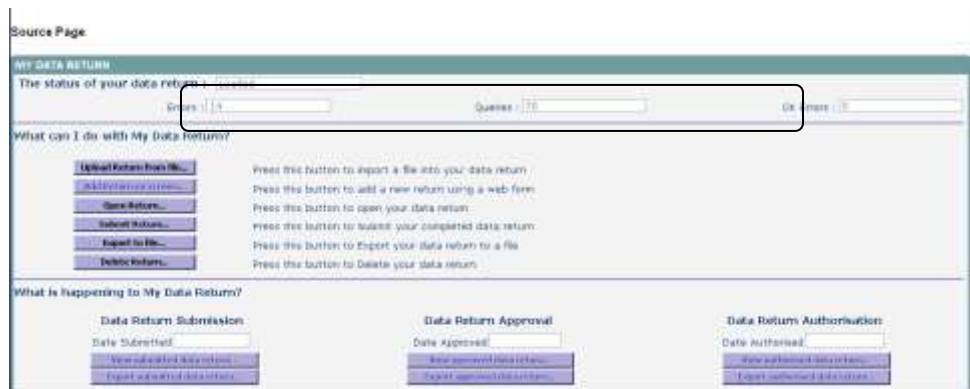
Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

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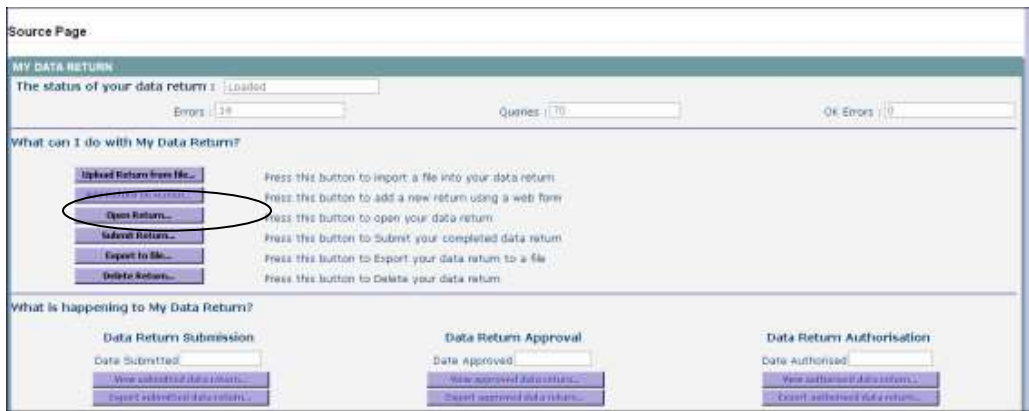
Click on the **Open Return** button to view your return.

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.

Choose the hyperlink most pertinent to the issue you are investigating. For example, if we are investigating an issue directly related to a pupil choose a hyperlink such as **DOB** which will take you to the part of COLLECT where you can see the pupil's name. This should help you to decide whether the error is highlighting something that is true in this case, or a mistake. To get back to the **All Errors** page click the **Error** button at the top.
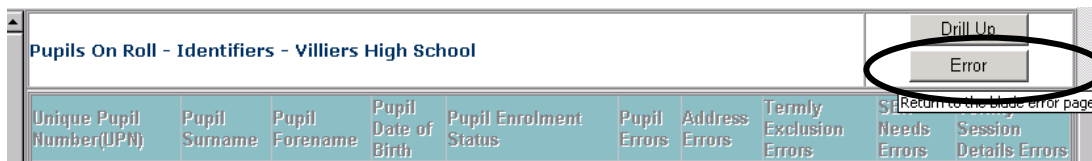
Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the individual errors. This will allow all the notepad entries to be seen in one place

and also means that notepad entries will not be 'lost' in the event of a resubmission.

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!

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.

Fiona Bradley   020 8825 6065   fbradley@ealing.gov.uk

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

56

Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guidev1.1 available on the Gov.uk website here: https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las)

1.2.1 Statutory requirement

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

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

1.2.2 Data protection and data sharing

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

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

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

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

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

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

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

For schools, this means that you must provide clear and accessible privacy notices that inform parents, pupils and staff:
- what data is collected about them
- for what purposes the data is collected
- how the data is used (processed)
- what the lawful basis is for processing
- for how long the data is retained
- with whom the data is shared
- why the data is shared

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

(DFE suggested text document is linked on the EGFL here: https://www.egfl.org.uk/finance-and-data/data-collection/privacy-notice-and-pupil-data-items)

It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, as well as featuring on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:
- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in
    - a) electronic, or
    - b) paper format

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

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

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The **10 steps to cyber security** (https://www.ncsc.gov.uk/guidance/10-steps-cyber-security) and **School procurement: selecting a school MIS** (https://www.gov.uk/government/publications/school-procurement-selecting-a-school-mis) pages provide further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:
- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

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

1.2.3 Collection of pupil characteristics from parents / guardians or pupils

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

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

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

1.2.3.1 Data subject right of refusal

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

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

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