Producing the School Census Autumn 2018 Return (Secondary/Middle deemed Secondary schools) handbook, applicable to 7.182 onwards

Applicable to 7.182 onwards

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01 | **Introduction**

Overview

This handbook provides the information needed by Secondary/Middle deemed Secondary schools in England to complete the School Census Autumn 2018 Return, which this year takes place on Thursday 4 October.

The School Census Autumn Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

Currently, there are three School Census returns each year (i.e. Spring, Summer and Autumn), which collect detailed information about school characteristics and student details. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from Secondary/Middle deemed Secondary schools in England for the School Census Autumn 2018 Return is available in a later section of this handbook.

NOTE: The contents of the graphics (dates, names, panel numbers, etc.) are examples <u>only</u> of what you might expect to see when using SIMS to produce the School Census Return.

Additional Resources:

Preparing for the School Census Autumn 2018 Return handbook

How has the School Census Autumn Return Changed since Last Year?

Changes to the School Census Autumn Return include the following:

- Census Date: 04/10/2018
- Termly attendance collected from 02/04/2018 to 31/07/2018
- Exclusions collected from 01/01/2018 to 01/04/2018
- Free School Meals collected from 18/05/2018 to 04/10/2018
- Learning Aims collected from 01/08/2017 to 04/10/2018.

Changes to Data Items Collected

The Service Children in Education indicator is now collected for all three School Census returns and is applicable to all students and school phases.

The DfE no longer require the following data items to be collected for any School Census return:

- Student Nationality
- Student Country of Birth.

Alternative Provision Placement

The collection date range for pupil placements in Alternative Provisions (**AP Placements**) is now displayed in the **Census Details** panel.

A new detail report (**AP Placements**) is available from the **Detail Report** drop-down list.

There is no requirement from the DfE for this data to be collected or held. Should schools decide to collect, process or retain data on Alternative Provision Placements 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).

Steps to Producing the School Census Return

The process of producing the School Census can be separated into a number of steps, some of which might need to be repeated in order to eliminate validation errors and queries.

Upgrade to the latest available release of SIMS.

Configure the **Census Folder** and specify the **Security message for Reports**.

Ensure that the school details and pupil/student details are correct and up-to-date.

Start a new return.

Calculate All Details.

Check all information displayed on the **Census Return Details** page and edit, if required.

Create and validate the return.

Any errors or queries?

YES

NO

Produce the Validation Errors Summary report to assist with the resolution of errors and queries.

Produce the detail reports and the Summary report to assist with the resolution of errors and queries.

Resolve errors and check queries.

Produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.

Authorise the return.

Confirm that the Head Teacher is satisfied that the return file is ready for upload. Enter additional text to be displayed on the authorisation report, if required.

On authorisation, the Validation Errors Summary report, Summary report and Authorisation report are generated and displayed in your web browser. All reports (including the detail reports) can be viewed via the Retrieve Authorised Census Return Files routine.

Submit the return.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Documentation is also available from the My Account website (https://myaccount.capita-cs.co.uk).

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.

2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

> *NOTE: You no longer need to use + / - / "" when searching.*

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing `student showing as a contact` search for the word `contact`.

- Use the **Product Type** filter to refine results further.

- Use the advanced filters located on the left-hand side of the **Search results** page.

Additional Information

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census, together with an Errors and Resolutions document that provides suggestions on how to resolve any validation errors or queries, are also available.

To access the School Census documents, please search for `CENSUS18` in the SIMS **Documentation Centre** or My Account.

02| **Preparing for the School Census Autumn Return**

Setting Permissions

The following permissions are applicable to users who deal with returns.

Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of any of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available via the **Documentation** button on the SIMS **Home Page** or the My Account website (https://myaccount.capita-cs.co.uk).

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the My Account website (https://myaccount.capita-cs.co.uk).

To find the spreadsheet, search for `<sims version> sims permissions`, e.g. `7.182 sims permissions`.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2018 Summer Release (7.182) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.182 or later.

Version 7.182   © Capita Business Services Ltd 1984-2018 All rights reserved

Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and student level information is present and accurate in SIMS. For example, ensure that school details are correct, all new students have been added to SIMS, all leavers have been recorded and where applicable all exclusions have been recorded, etc.

The following information is collected from Secondary schools for the School Census Autumn 2018 Return.

School Level Data

Characteristics: LA number, DfE establishment number, school name, school phase, school type, highest national curriculum year, lowest national curriculum year, intake type, governance, school email address and school telephone number.

Student Level Data

- Student Identifiers: unique pupil number (UPN) and former UPN, unique learner number (ULN), surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Characteristics:
  - first language
  - post looked after arrangements
  - top-up funding indicator, funded free entitlement hours, extended entitlement childcare hours, 30 hour code, disability access fund indicator and hours at setting
  - Youth Support Services Agreement (YSSA) indicator
  - service children in education indicator

- free school meal eligibility (18/05/2018 to 04/10/2018): start date, end date and UK country in which the eligibility applies
- school dinner taken (applicable to schools with pupils in Reception, Year 1 and Year 2)
- planned learning hours, full-time employment indicator, planned employability enrichment and pastoral hours (applicable to Secondary schools only)
- Maths GCSE highest prior attainment and Maths GCSE prior attainment year group (applicable to Secondary schools only)
- English GCSE highest prior attainment and English GCSE prior attainment year group (applicable to Secondary schools only)
- Maths GCSE funding exemption and English GCSE funding exemption (applicable to Secondary schools only).
- Status:
  - enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group
  - actual national curriculum year group on leaving (applicable to Secondary schools only).
- Special Educational Needs: SEN provision, member of SEN unit (sometimes called special class) indicator and member of resourced provision indicator.
- Home Information: student's home address, unique property reference number (UPRN).
- Exclusion Information (01/01/2018 to 01/04/2018): category, reason, SEN provision, start date and actual number of sessions.
- Attendance Information (02/04/2018 to 31/07/2018): possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes and number of sessions missed.
- Learning Aims (01/08/2017 to 04/10/2018) applicable to Secondary schools with a Sixth Form only: Qualification Accreditation Number (QAN, also known as Qualification Number), Discount Code (also known as Subject Classification Code), learning aim start date, planned end date, actual end date, Learning Aim status, core aim, partner UKPRN, withdrawal reason and traineeship.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Autumn 2018* guide.

The preparation guide, together with other useful School Census documentation, is available from the SIMS **Documentation Centre** (accessed via the **Documentation** button, which is located on the top right-hand side of the SIMS **Home Page**) and on the My Account website (https://myaccount.capita-cs.co.uk).

To access the School Census documents, please search for CENSUS18 in the SIMS **Documentation Centre** or My Account.

03| Producing the School Census Autumn Return

Creating a New School Census Return

Before creating a new return, ensure that all student and school information is present and accurate in SIMS.

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

Data is collected for the following students:

- All students on-roll on 04/10/2018 (census day).
- Any additional students <u>not</u> on-roll on census day who:
  - were on-roll for at least one session during the collection period from 02/04/2018 to 31/07/2018.
  - had an exclusion that started between 01/01/2018 and 01/04/2018.
  - had Learning Aims during the date range 01/08/2017 to 04/10/2018.

1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.
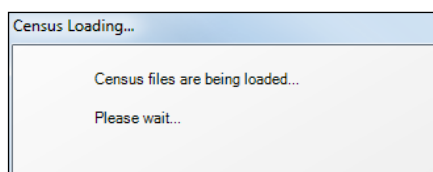
> *NOTE: The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.*

When the files are loaded, the **Census Return** browser is displayed.

> *NOTE: The **Fileset ID** is displayed in the browser header (for information only).*
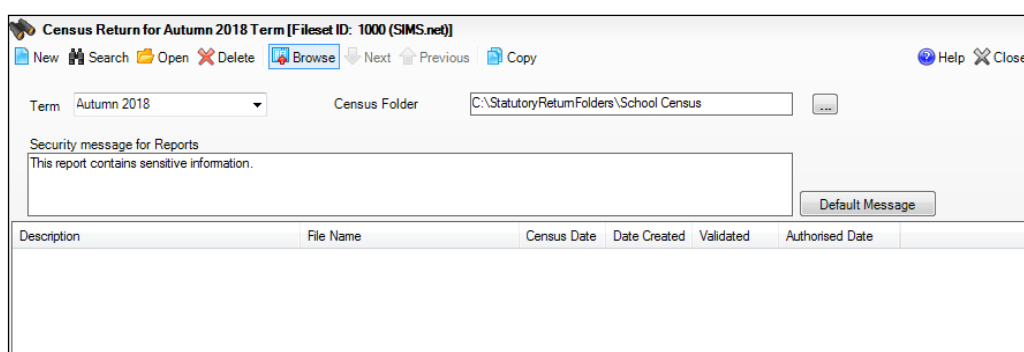
By default, the **Term** field displays the appropriate term for the selected return, in this instance **Autumn 2018**.

2. Ensure that the appropriate **Census Folder** is selected and that the required **Security message for Reports** is specified, as described in the following sections.

More Information:
Deleting an Unauthorised Return on page *64*
Specifying the Security Message for Reports on page *12*

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

> ***IMPORTANT NOTES:*** *Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.*
>
> *You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (https://www.gov.uk/service-manual/technology/securing-your-information). If you are in any doubt, you should consult with your IT Security Officer before proceeding.*
>
> *The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.*
>
> *Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr).*

1. Specify the folder where the return files are to be stored by entering the folder location in the **Census Folder** field.

   Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

    Browse button
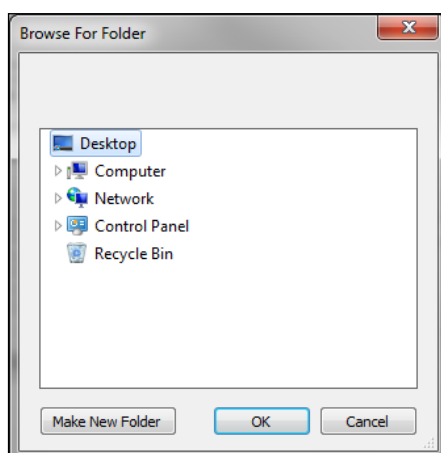
Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button and enter a suitable name for the new folder.

2. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.

> **IMPORTANT NOTE:** *If you are changing the location of the folder, ensure that only authorised personnel have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each report.

1. The security message text defaults to **This report contains sensitive information**, but can be edited, if required.

2. If any edits are made, you can click the **Default Message** button to revert to the default text.

3. Click the **New** button to display the **Census Return Details** page.

Editing Census Details

The **Census Details** panel displays the following <u>read-only</u> information:

- Census Date 04/10/2018.
- Attendance data collected from 02/04/2018 to 31/07/2018.
- Exclusions data collected from 01/01/2018 to 01/04/2018.
- FSM (Free School Meal) data collected from 18/05/2018 to 04/10/2018.
- AP (Alternative Provision) Placements: There is no requirement from the DfE for this data to be collected or held. Should schools decide to collect, process or retain data on Alternative Provision Placements 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).
- Learning Aims collected from 01/08/2017 to 04/10/2018.

The default **Description** (**School Census Autumn 2018**) can be edited, if required, e.g. to identify a dry run.

> *WARNING: Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.*
>
> *A unique description also helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.*

Calculating All Details

Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

> *IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.*
>
> *Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.*

Any details that are calculated automatically should be checked and edited, if required.

1. Click the **Calculate All Details** button.

   A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.
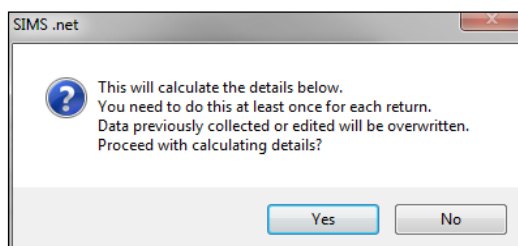
2. Click the **Yes** button to calculate all details. At this point, depending on the number of students in the school, there may be a short delay while details are calculated.

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

3. 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.
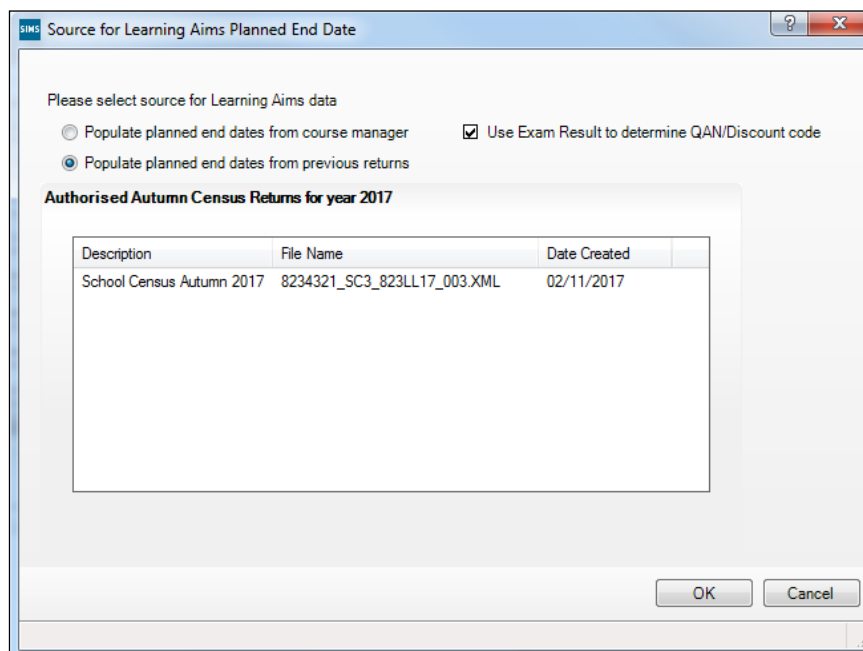
    If more than one authorised School Census Autumn 2017 Return exists, the returns are listed in authorised date order.

    ▪ **Populate planned end dates from course manager**

    An example of when this option could be useful is:

    If any two year Learning Aims were inadvertently given an end date last year that indicated a one year Learning Aim, selecting **Populate planned end dates from course manager** could save your school some time. This is only acceptable when correcting a mistake and not where it has been decided to change the length of time in which to deliver the Learning Aim.

    Select the **Populate planned end dates from course manager** radio button.
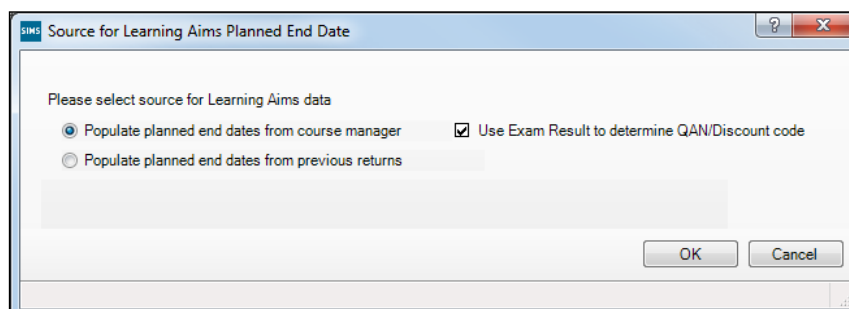
4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.

   If QAN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of QWS QAN/Discount Codes, it may be best to deselect **Use Exam Result to determine QAN/Discount code**.

   If the check box is deselected, the QWS QAN code in Course Manager is reported rather than the Awarding Organisation (AO) QAN linked to the exam result.

5. Click the **OK** button.

> *NOTE: If you choose to **Cancel** at this point in the process, Learning Aims Planned End Dates will be calculated from Course Manager.*

   The applicable panels on the **Census Return Details** page are populated with data.

6. The return can be saved at any point by clicking the **Save** button.

   More Information:
   Checking Post 16 Learning Aims Data on page *26*

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | Student | Student Details**). The information displayed may vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.

2. Add or amend the school details, selecting from the drop-down lists where applicable.

> NOTE: The **School Name**, **LA** number, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (https://get-information-schools.service.gov.uk/), which is a register of schools and colleges in England.

4. Click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.

  Select **Academies** from the applicable drop-down lists.

- The **Previous Name** and **Date Name Changed**.

- The **Previous Estab Number** and **Earliest DOA** (date of admission).

  This information is used by School Census. If the establishment number (DfE number) has changed for <u>sponsor-led</u> Academies, historical information is not collected and the earliest date of admission is reported in the School Census.

- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

  This information is used by the School Workforce Census. For <u>all</u> types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Editing Students with Top-Up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs students.

The **Top-up Funding** panel enables you to record the on-roll students for whom your school is receiving top-up funding on census day.

If the students 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.

The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a student, must be done via the **Edit** button.

1. Click the **Edit** button to display the **Update Students with Top-up Funding** dialog. The students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having top-up funding.

> *TIP: Click the **Search** button to display a list of all students who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.*

3. Highlight the student(s) who you want to record as having top-up funding then click the **Add** button to move the selected student(s) to the **Top-up Funding** list.

    One or more students can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.

4. To remove a student from the **Top-up Funding** list, highlight the required student then click the **Remove** button. The student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.

5. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

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

> **Additional Resources:**
>
> *Preparing for the School Census Autumn 2018 Return* handbook

Editing Student Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Student Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all students who already have a PLAA status are displayed.

The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a student, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Students Post Looked After Arrangements** page. Any students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list (located in the bottom half of the page).

3. Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having PLAA.

> *TIP: Click the **Search** button to display a list of students who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.*

4. Highlight the students who you want to record as having PLAA then click the **Add** button to move the selected students automatically to the **Post Looked After Arrangements** list.

   One or more students can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.

5. For each student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Post Looked After Arrangements** column then selecting the required status from the drop-down list:

   ▪ **Ceased to be looked after through Adoption**

   ▪ **Ceased to be looked after through a Special Guardianship Order (SGO)**

   ▪ **Ceased to be looked after through a Residence Order (RO)**

   ▪ **Ceased to be looked after through a Child Arrangement Order (CAO)**.

NOTE: **Ceased to be looked after through a Residence Order** (**RO**) *has been replaced by* **Ceased to be looked after through a Child Arrangement Order** (**CAO**).

You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.

6. Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

NOTE: **Evidence Obtained** *is not collected in the School Census return but should be recorded as proof of DfE/Ofsted compliance.*

7. To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.

8. Click the **Update** button to save the information and arrange the list of students in surname order.

   If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored <u>securely</u> outside of SIMS or within the Document Management Server.

9. Click the **OK** button to continue.

10. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.

Additional Resources:

Preparing for the School Census Autumn 2018 Return handbook

More Information:
Post Looked After Arrangements Report on page *53*

Entering Attendance Information

Summer term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students aged four to 15 inclusive on 31/08/2017 who were on-roll for at least one session during each Summer half term, i.e. from 02/04/2018 to 27/05/2018 and 28/05/2018 to 31/07/2018.

IMPORTANT NOTE: *Clicking the* **Calculate All Details** *button overwrites any edited data in every panel with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.*

After the **Calculate All Details** button is clicked, the information displayed in the **Attendance** panel is dependent on which of the following is applicable to your school:

- Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either missing marks or no missing marks.
- Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.
- Attendance/Lesson Monitor is not in use.

SIMS Attendance/Lesson Monitor Users

If SIMS Attendance/Lesson Monitor is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

> *TIP: After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of attendance data. Select* **Attendance Report** *from the* **Detail Report** *drop-down list.*

Are your Attendance Codes DfE Compliant?

If Attendance/Lesson Monitor is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are <u>no</u> missing marks.
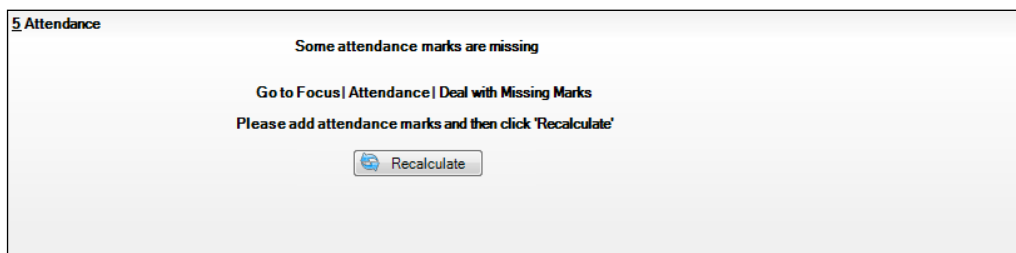
If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.

However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.

1. Use the Deal with Missing Marks routine (**Focus | Attendance** (or **Lesson Monitor**) **| Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.

2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

> *NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.*

More Information:

Producing Detail Reports *on page* 48

Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, e.g. the **F**, **Z** or **@** code is in use, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.
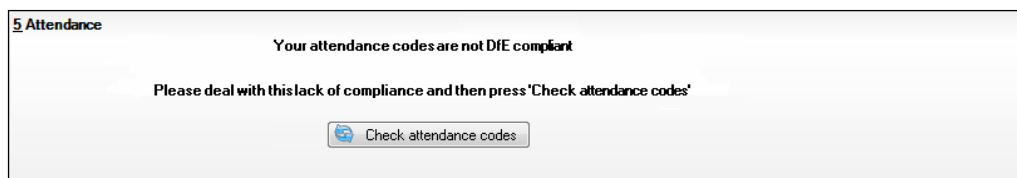
1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

   If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.
3. Click the **OK** button to continue.

SIMS Attendance/Lesson Monitor Not in Use

If Attendance/Lesson Monitor is not in use, the following data must be entered manually for the two specified collection periods, i.e. from 02/04/2018 to 27/05/2018 and 28/05/2018 to 31/07/2018:

- Total Possible Sessions (**T Poss Sessions**)
- Total Sessions Missed due to Authorised Absence (**T Auth Absences**)

- Total Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

1. To filter the display of students in the **Attendance** panel, select **Year Group, Registration Group** or **Enrolment Status** from the **Group By** drop-down list.

   Alternatively, select **Group by None** to display a list of all students.

2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.

3. For each student, enter the total number of possible sessions (**T Poss Sessions**), authorised absences (**T Auth Absences**) and unauthorised absences (**T Unauth Absences**) for each of the collection periods.

4. To clear the attendance information and check for additional students, click the **Check for additional students & zero totals** button.

> **WARNING:** If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.

Checking Post 16 Learning Aims Data

Learning Aims data is collected from Secondary schools with Sixth Forms, (including Middle deemed Secondary schools, All-Through school, Pupil Referral Units, City Technology Colleges and Academies (including Free schools)).

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 <u>not</u> 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) <u>are</u> 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 <u>no longer</u> 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.
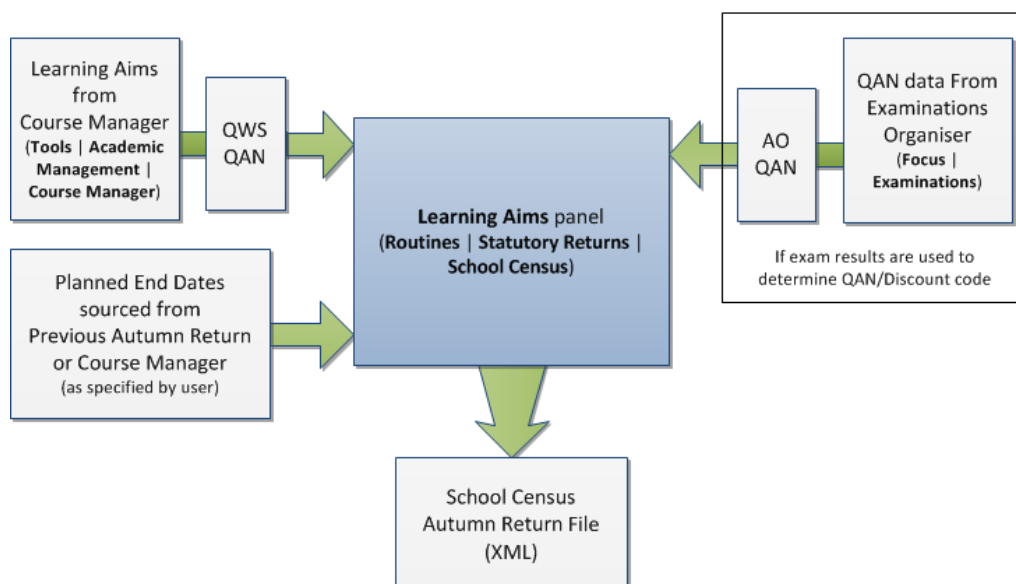
In the previous graphic, QWS QAN refers to the Qualification Accreditation Number obtained from the DfE QAN website and AO QAN refers to the Awarding Organisation QAN imported with the Exams Basedata from the Awarding Organisation.
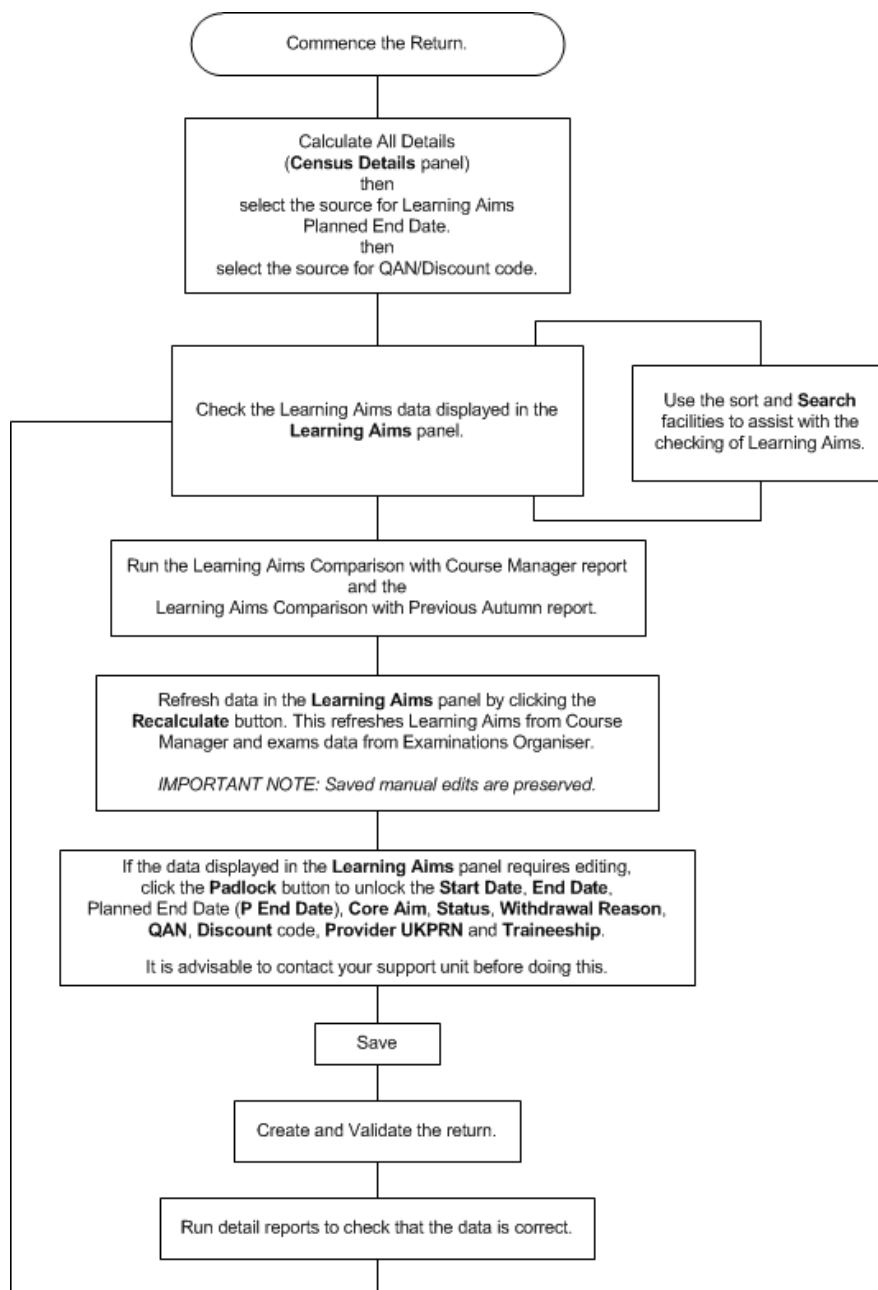
The **Learning Aims** panel includes the following functionality:

- **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* on page *30*).
- 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* on page *35*).
- 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* on page *33*).
    - Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page *34*).
- 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

Commence the Return.

Calculate All Details
(**Census Details** panel)
then
select the source for Learning Aims
Planned End Date.
then
select the source for QAN/Discount code.

Check the Learning Aims data displayed in the
Learning Aims panel.

Use the sort and **Search**
facilities to assist with the
checking of Learning Aims.

Run the Learning Aims Comparison with Course Manager report
and the
Learning Aims Comparison with Previous Autumn report.

Refresh data in the **Learning Aims** panel by clicking the
Recalculate button. This refreshes Learning Aims from Course
Manager and exams data from Examinations Organiser.

IMPORTANT NOTE: Saved manual edits are preserved.

If the data displayed in the **Learning Aims** panel requires editing,
click the **Padlock** button to unlock the **Start Date**, **End Date**,
Planned End Date (**P End Date**), **Core Aim**, **Status**, **Withdrawal Reason**,
QAN, **Discount** code, **Provider UKPRN** and **Traineeship**.

It is advisable to contact your support unit before doing this.

Save

Create and Validate the return.

Run detail reports to check that the data is correct.

Finding your way Around the Learning Aims Panel

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 (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page *34*).
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 (please see *Comparing Learning Aims Information with Course Manager Data* on page *33*).
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 (please see *Adding a New Learning Aim Record* on page *39*).
5	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.
	To restore the Learning Aim record, click the record to ensure that the focus is on the Learning Aim then click the **Restore** button (please see *Excluding Learning Aim Records* on page *40*).
6	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).
	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.
7	Clicking the **Recalculate** button refreshes the **Learning Aims** panel with Learning Aims from Course Manager and exams data from Examinations Organiser (please see *Recalculating Learning Aims Information* on page *35*).
	IMPORTANT NOTE: *Clicking the **Recalculate** button preserves any manual edits that have already been saved (**Learning Aims** panel only).*
8	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.
	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 (please see *Editing Learning Aim Details* on page *37*).

9	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.
	The data in the **Result** column is displayed for reference only. Exam Results are not collected in the Autumn 2018 return.
10	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.
	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**.
11	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.
12	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 (please see *Producing Detail Reports* on page *48*).
13	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.
14	The reason for withdrawal is required for Learning Aims ending in the collection period.
	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.
15	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 (please see *Editing Learning Aim Details* on page *37*). A yellow highlight does <u>not</u> indicate an error.
16	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.
	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.

⑰	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.
	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**.
	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**.
	If the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.
⑱	The **Total** number of Learning Aim records is displayed at the bottom left-hand side of the **Learning Aims** panel.
⑲	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.
⑳	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.

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 <u>not</u> 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.

More Information:
Transferring Report Data to a Spreadsheet on page *56*

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.

More Information:
Producing Detail Reports on page *48*
Producing the Summary Report on page *57*
Transferring Report Data to a Spreadsheet on page *56*

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.
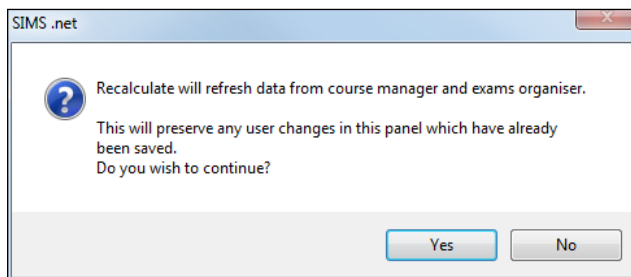
3. Click the **Yes** button to display the **Source for Learning Aims Planned End Date** dialog.
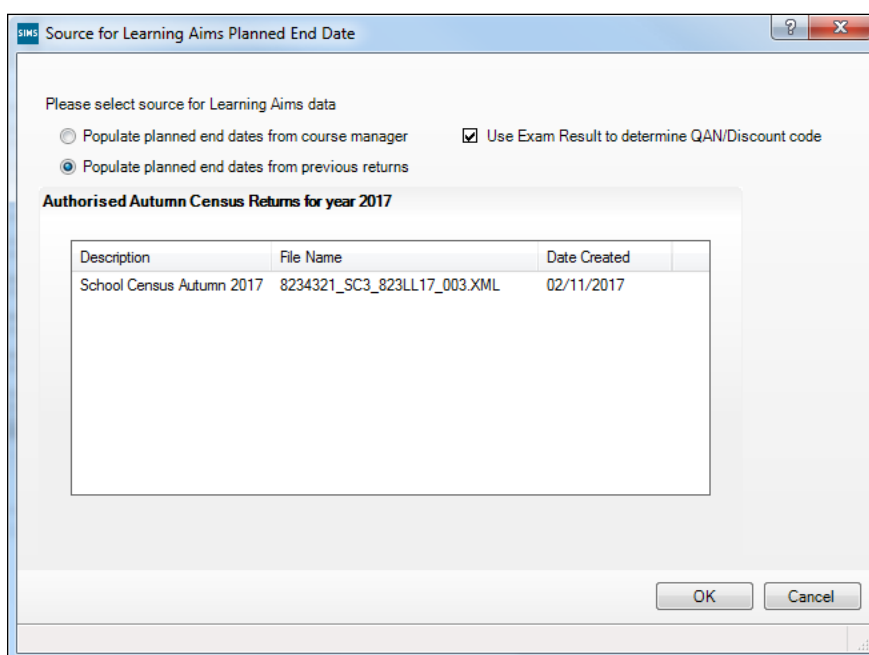
4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.

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.

Editing Learning Aim Details

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

Manually edited data is highlighted in yellow, for example:

▪ If the Learning Aim end date is changed to before the planned end date and the status has been edited manually to complete, the **End Date** cell and **Status** cell are highlighted in yellow.

▪ If a QAN or discount code is accidentally edited to an incorrect value.

Data is also highlighted in yellow if:

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

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

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

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 <u>after</u> 04/10/2018 (Autumn census date) has been entered*
> - *an end date that is <u>before</u> 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:

a. Click the **P End Date** column header to sort into date order.

b. Use the **Shift**+click (to highlight sequentially listed dates) or **Ctrl**+click (to highlight individual dates).

c. 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.

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

6. 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.

7. 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.

8. 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 <u>cannot</u> be edited but remains visible for reference only.

> *NOTE: Edits made in the **Learning Aims** panel do <u>not</u> 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.

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.

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.

04| Completing the School Census Autumn Return

Creating and Validating a School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Validating the return creates an unauthorised return file, which is then run against 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 which is unusual or not as expected, e.g. there are no students with special educational needs.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process. There may be a short delay, depending on the number of students at your school.

A progress bar is displayed indicating that the Create and Validate process is being performed.
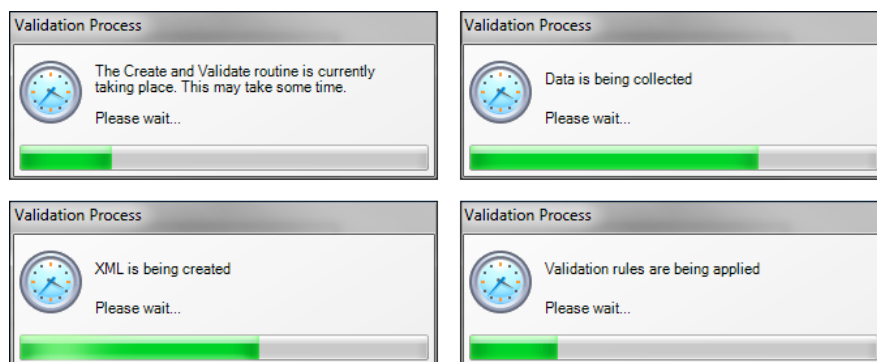
If there is an irregularity in the attendance marks, one of the following messages is displayed:

▪ If the attendance codes are not DfE compliant, the following message is displayed, informing you which code(s) must not be used.
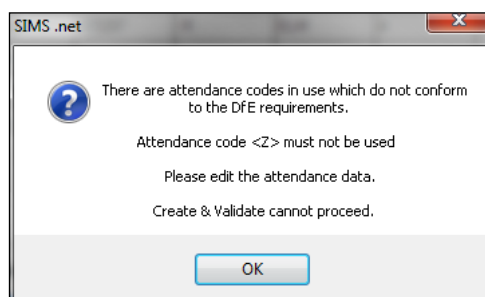
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

▪ If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the create and validate process cannot proceed.
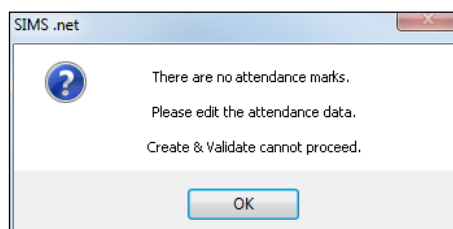
Click the **OK** button then edit the attendance data before attempting to create and validate the return again.

▪ If there are any missing attendance marks, the following message is displayed enquiring as to whether you wish to continue with the Create and Validate process.
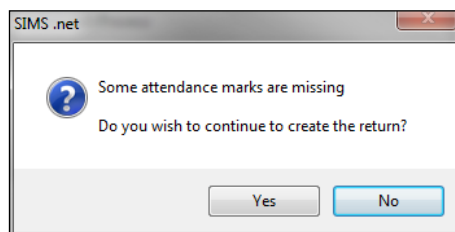
Click the **Yes** button to continue creating and validating the data.

Alternatively, click the **No** button to cancel the process, then use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes. For more information, please refer to the *Managing Pupil/Student Attendance* handbook, as appropriate.

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel.

Details about each of the errors and queries found are displayed in the columns as described in the following table.

Column	Description
Type	Displays the type of validation rule: Failure (**F** displayed in red) indicates an error, which must be corrected. Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a **#**) to the appropriate area of SIMS.

To assist in the resolution of any errors and queries:

▪ When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.

▪ 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.

> *NOTE: A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.*

Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked or corrected.

▪ The Student Search functionality can be used to display all errors and queries relating to a particular student. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.

- Click a **Solution** hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that student.

- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.

- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

    The order of the items in the list can be changed by clicking the appropriate column heading.

    The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of validation failures, which is particularly useful if there are a large number of errors/queries, by clicking the **Report** button (located at the left-hand side and directly above the **Validation Errors Summary** panel). The report is displayed in your web browser, e.g. Internet Explorer®, where it can be printed or transferred to another application, if required (please see *Transferring Report Data to a Spreadsheet* on page *56*).

The report (`Validation Errors Summary.HTML`) is saved automatically in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. `<LACode><SchoolNumber>_<SurveyType>_ <LACode><LL><Year>_<SerialNumber>_ ValidationErrorsSummary.HTML`), is also stored in this folder.

For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE: All errors must be resolved and all queries must be investigated.

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.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Student | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

More Information:
Transferring Report Data to a Spreadsheet on page *56*

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Students** who are listed in the report. Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Where a student's National Curriculum Year group is different from what their date of birth would suggest, the applicable **YTI** cell is highlighted in yellow.

The following reports are currently available.

On Roll Basic Details Report

Report Criteria: Students on-roll on census day.

This report provides the following information about students who are on-roll on census day: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, Youth Support Services Agreement (YSSA), part-time status and boarder status.

Leavers Basic Details Report

Report Criteria: Students not on-roll on census day, that is:

- Leavers with attendance 1 term ago (02/04/2018 to 31/07/2018)
- Leavers with exclusions 2 terms ago (01/01/2018 to 01/04/2018)
- Leavers with Learning Aims from (01/08/2017 to 04/10/2018).

This report provides the following information about students not on-roll on census day (Leavers): UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, attendance, exclusions and Learning Aims.

Exclusions Report

Report Criteria: On-roll students and leavers with exclusions two terms ago (01/01/2018 to 01/04/2018). Not applicable to students who have exclusions with appeal result of **Reinstated** or **Not in the best interests of the child**.

This report provides the following details about students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), exclusion category, reason for exclusion, exclusion start date, number of session excluded from, SEN provision and on-roll status.

Attendance First Half of Summer Term Report

Report Criteria: Students with attendance from 02/04/2018 to 27/05/2018. On-roll students and leavers (but not boarders) who were aged four to 15 at 31/08/2017.

This report displays the following information about students and their attendance during the first half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

Totals are displayed at the bottom of the applicable columns.

A list of attendance codes and their descriptions are displayed at the bottom of the report.

Attendance Second Half of Summer Term Report

Report Criteria: Students with attendance one term ago (28/05/2018 to 31/07/2018). On-roll and leavers (but <u>not</u> boarders) who were aged four to 15 at 31/08/2017.

This report displays the following information about students and their attendance during the second half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

Totals are displayed at the bottom of the applicable columns.

A list of attendance codes and their descriptions are displayed at the bottom of the report.

Absentees Report

Report Criteria: Students who have missed 14 sessions and whose absence might need to be tracked. On-roll students and leavers (not boarders) with attendance one term ago (02/04/2018 to 27/05/2018) who were aged four to 15 at 31/08/2017, not including the second half of the summer term.

The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the students are shown on this report.

The report also provides the following basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), on-roll status and enrolment status.

SEN Report

Report Criteria: On-roll student with SEN Provision/Status = **S** (Statement), **E** (Education, Health and Care Plan) or **K** (SEN Support).

This report provides a list of students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), SEN provision, member of SEN unit, member of resourced provision indicator and on-roll status.

Address Details Report

Report Criteria: Students on-roll on census day.

This report provides a list of students, their UPN, former UPN, legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

Definition: Unique Property Reference Number (UPRN) is a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

Free School Meal Eligibility Report

Report Criteria: On-roll students on census day who were eligible for free school meals on or after 18/05/2018 and up to and including census day.

This report provides information on free school meal eligibility for students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), on-roll status and free school meal eligibility start date, end date and the UK country in which the eligibility applies.

> *NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.*
>
> *Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.*

AP Placements Report

Report Criteria: Students on-roll on census day having Alternative Provision (AP) Placements between 18/05/2018 and 04/10/2018.

This report provides the following information: UPN, legal surname, legal forename, start date, end date, AP URN, AP UKPRN, AP Setting, AP Association, AP Reason, AP Attendance and AP sessions.

On Roll Learning Aims Report

Report Criteria: On-roll students in Year 12 or above with Learning Aims during 01/08/2017 to 04/10/2018 (census day) who have an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.

- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this learning aim.

- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.

- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.

More Information:
On Roll Basic Details Report

Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims during 01/08/2017 to 04/10/2018 who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- Basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).

- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this learning aim.

- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.

- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

- Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.

Learning Aims by Status Report

Report Criteria: Learning Aims from 01/08/2017 to 04/10/2018 (including both on-roll and leavers).

> *NOTE: Large discrepancies between last year's and this year's data might indicate mistakes.*

The report provides the following information:

- Each Learning Aim code and title.

- The total number of each Learning Aim in use for academic year 2017/2018 and 2018/2019.

- The number of each Learning Aim completed, continuing, withdrawn and transferred in the academic year 2017/2018 and 2018/2019.

> *NOTE: A learning aim may appear more than once in this table: for example, a continuing learning aim which began last year will be counted as continuing in both years.*

Post-16 Programmes of Study Report

Report Criteria: Students reported with Learning Aims in the School Census Autumn 2018 Return.

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2018/2019).

Also displayed are the student's UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Definition:

Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours.

> *NOTE: You can record information relating to Programmes of Study for Post 16 students (via T**ools | Academic Management | Course Manager | Post-16 Programmes of Study**) to enable you to submit details of the total Planned Qualification Hours and Planned Non-Qualification Hours in the Autumn School Census.*

Prior Attainment Report

Report Criteria: On-roll and leavers in YTI 12+ with Learning Aims in the School Census Autumn 2018 (01/08/2017 to 04/10/2018).

This report provides the following information: UPN, legal surname, legal forename, year taught in (YTI), enrolment status, Maths information (i.e. highest grade, prior attainment, and funding exemption), English information (i.e. highest grade, prior attainment, and funding exemption) and on-roll status.

> **IMPORTANT NOTE:** *Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-edi results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via **Tools | Statutory Return Tools | Update Prior Attainment**.*

Top-up Funding Report

Report Criteria: On-roll students who have been awarded Top-up Funding as at census day.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and SEN provision.

Post Looked After Arrangements Report

Report Criteria: On-roll students who have post looked after arrangements as at census day.

The report provides the following information about students who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through a special guardianship order (SGO).

Generating Detail Reports

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 and displayed in your web browser, e.g. Internet Explorer®.

To run 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, which are displayed in your web browser from where the data can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The report(s) are saved automatically in the **School Census Folder**, which was specified in the **Census Return** browser, e.g. `S:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that is made up of the following data fields separated by underscores ('**_**'):
`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_ <SerialNumber>_<name of the report>_Report.html`

For example:
`8234321_SC3_823LL18_001_onroll_pupil_basic_details_report. html`.

Example of an **On Roll Basic Details** report:

School Census Autumn - 2018 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Students on roll on Census day (04/10/2018)
Total Students: 969

School Name:	Green Abbey School	**Fileset Number:**	1000 (SIMS.net)
Filename:	8234321_SC3_823LL18_002.UNA	**Report Created:**	17/04/2018
XML Version:	Validation 2017.Base - Updated: 2017-07-28 ErrorList 2017.Base - Updated: 2017-07-28 Summary 2017.Base - Updated: 2017-07-28		

UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrolment Status	Language	YSSA	Part-time Status	Boarder
Y820200109033	5142335688	Aaron	Chris	Aaron	-	01/09/2005	Male	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
C823432117001	5142311344	Aaron	Jason	Aaron	-	08/03/2006	Male	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
J820200109032	5142335561	Aaron	Liz	Aaron	-	01/09/2005	Female	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
M820200109034	5142335553	Aaron	Sophie	Aaron	-	01/09/2005	Female	-	01/09/2017	Single Registration	English	Unsought	No	Not a Boarder
N823432113104	1111176638	Abbess	Graham	Abbess	-	29/09/2002	Male	-	03/09/2014	Single Registration	English	Obtained	No	Not a Boarder
B823432110001	1111171873	Abbey	Grenetta	Abbey	-	24/07/2000	Female	-	01/09/2011	Single Registration	English	Refused	No	Not a Boarder
C823432113105	1111176611	Abbey	Sean	Abbey	-	19/09/2002	Male	-	03/09/2014	Single Registration	English	Obtained	No	Not a Boarder
U823432111005	1111173817	Able	Cameron	Able	-	10/12/2001	Male	-	03/09/2012	Single Registration	English	Refused	No	Not a Boarder
H823432111006	1111173809	Ackrington	Robert	Ackrington	-	29/12/2001	Male	-	03/09/2012	Single Registration	English	Refused	No	Not a Boarder
M820200105001	1111175534	Ackton	Stanley	Ackton	Craig	18/12/2001	Male	-	01/09/2013	Single Registration	English	Obtained	No	Not a Boarder

ℹ️ **More Information:**
Configuring the Census Folder on page *11*
Transferring Report Data to a Spreadsheet on page *56*

Printing a Report from your Web Browser

> **IMPORTANT NOTE:** *Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include instructions for the destruction of the printed reports, if required.*

1. With the generated report displayed in your web browser, select **File | Print** to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Transferring Report Data to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

In your web browser, right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

The spreadsheet contains the same level of sensitive information as the original HTML report from which it was transferred therefore, it is important that the file is saved to a folder with the same level of 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 (i.e. data stored on the PC itself, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. 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 <u>not</u> secure because they can still be accessed.

Deleting the cache in Internet Explorer 10

1. Open Internet Explorer 10, then select **Tools | Internet options** to display the **Internet Options** dialog.
2. Select the **General** tab.
3. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
4. Ensure that the **Temporary Internet Files and website files** check box is selected then click the **Delete** button.

   All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
5. Click the **OK** button.

Deleting the cache in Internet Explorer 8 and 9

1. Open Internet Explorer 8 or 9, then click the **Tools** button located at the far right-hand side of the toolbar.
2. Select **Internet options** from the drop-down list to display the **Internet Options** dialog.
3. Select the **General** tab.
4. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
5. Ensure that the **Temporary Internet Files** check box is selected then click the **Delete** button.

   All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
6. Click the **OK** button.

   If a different web browser is in use, please refer to the help file applicable to that software package.

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

NOTE: When the return is authorised, the Summary report is automatically generated and displayed in your web browser, e.g. Windows® Internet Explorer.

Generating the Summary Report

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser, e.g. Internet Explorer®, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. `S:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that is made up of the following data fields separated by underscores ('**_**'):

`<LACode><SchoolNumber>_<SurveyType>_ <LACode><LL><Year>_ <SerialNumber>_<name of the report>_Report.html`

For example: `8234321_SC3_823LL18_001_Summary_Report.html`.

It is important that the Head Teacher checks <u>all</u> the information on the Summary report before the return is authorised. Your LA/DfE might request that a copy of the Summary report (which is automatically generated when the return is authorised) is signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.

ⓘ More Information:
Specifying the Security Message for Reports on page *12*
Generating Detail Reports on page *54*
Transferring Report Data to a Spreadsheet on page *56*
Authorising the Return on page *58*
Deleting an Unauthorised Return on page *64*

Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

*IMPORTANT NOTE: An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | <census name>** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created returns. Unauthorised returns can be recognised by their `.UNA` suffix.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Ensure that the correct value for historical spot allowances has not been specified via **Tools | Setups | Employment Parameters**.
6. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
7. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
8. Repeat the editing process again, if necessary.
9. Click the **Save** button.

> **More Information:**
> *Configuring the Census Folder* on page *11*
> *Specifying the Security Message for Reports* on page *12*
> *Resolving Validation Errors and Checking Queries* on page *45*
> *Producing Detail Reports* on page *48*
> *Producing the Summary Report* on page *57*

Authorising the Return

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. The Summary report can assist in reviewing the information.
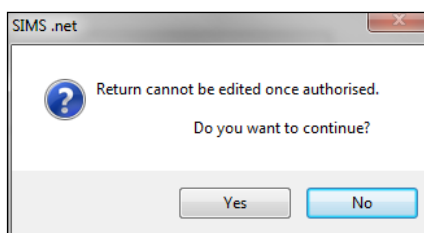
1. Click the **Authorise** button.

   If missing marks exist, the following message is displayed.
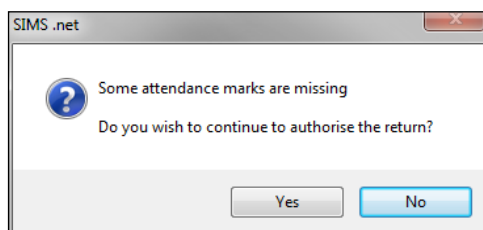
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.

3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

   If you choose to continue, the **Head teacher authorisation** dialog is displayed.
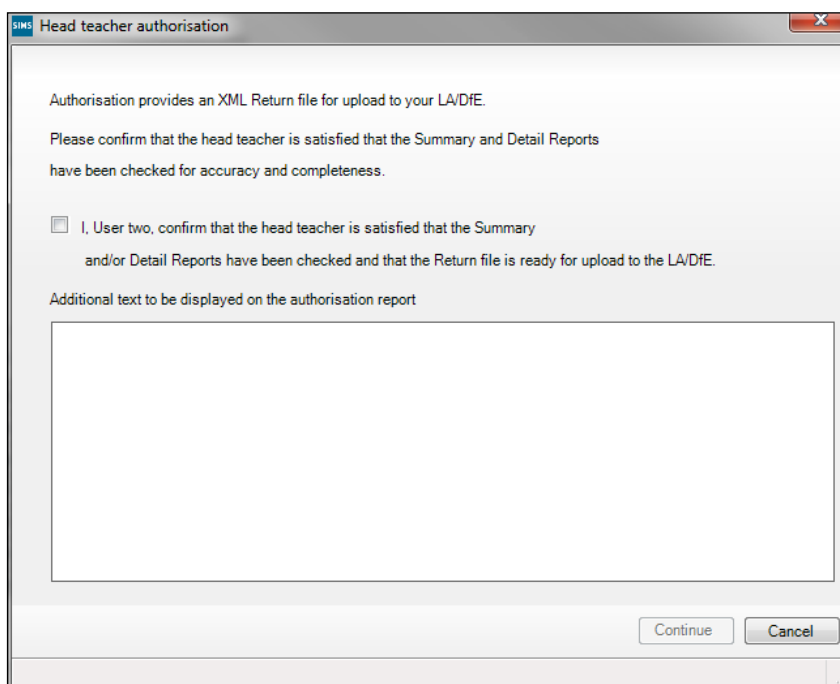
4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.

5. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

   When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.

6. Click the **Continue** button to authorise the return.

- The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.

- The Learning Aims Comparison with Course Manager report and Learning Aims Comparison with the Previous Autumn report are generated automatically and displayed in your web browser, from where they can be printed, if required.

- The return file extension changes automatically from UNA (unauthorised) to XML (authorised).

- All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser.

  All reports can be viewed via **Tools | Statutory Return Tools | Retrieve Authorised Census Return Files**. This routine also provides the opportunity to download the files to a different folder.

  IMPORTANT NOTE: Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

  For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy, or create a new return.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).

Additional Resources:

Designing and Running Reports handbook

More Information:
Producing the Summary Report on page *57*
Retrieving Authorised Census Return Files on page *61*
Copying a Return on page *63*

Submitting the Return

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

The authorised return file is located in the folder previously specified in the return browser. For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

> **IMPORTANT NOTE:** *An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.*

i **More Information:**
Configuring the Census Folder on page *11*
Copying a Return on page *63*

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.

2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.

3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:

   a. Click the **Select a Folder** button (**...**) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

   > **IMPORTANT NOTE:** *Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.*

   For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

   b. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.

4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.
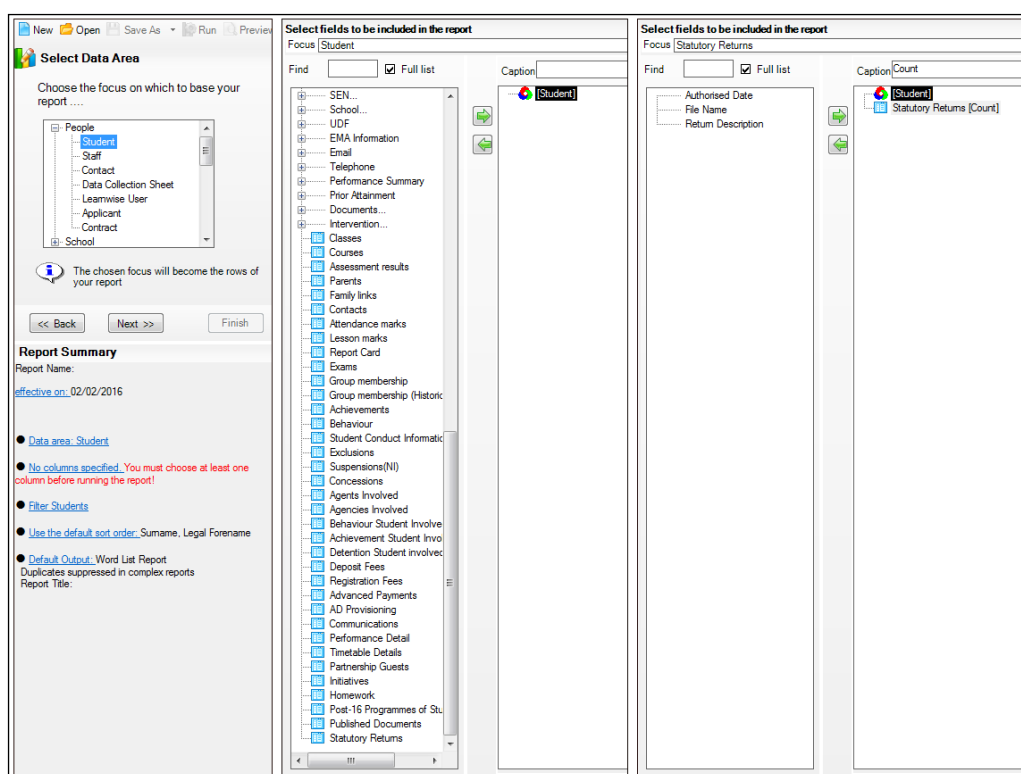
The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.

When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.

Additional Resources:

Designing and Running Reports handbook

Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

> *NOTE: Ensure that the return you wish to replicate is not open at the time of copying.*

1. Select **Routines | Statutory Returns | <name of census>** to display the census browser.

2. Click the **Search** button to ensure that the list of returns is displayed.

3. Highlight the file you wish to copy then click the **Copy** button.

   A message requests confirmation that you wish to make a copy of the selected return.

> *IMPORTANT NOTE: Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding will not be copied but will be populated from the current values held in the database.*
>
> *The Create & Validate routine must be run to generate a new census file.*

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:

   Copy of <description of selected file>.

5. To rename the copied return, highlight it then click the **Open** button to display the **Return Details** page.

6. In the **Census Details** panel, edit the **Description** then click the **Save** button.

> *IMPORTANT NOTE: The new **Description** must be unique for this return. SIMS will not save the data if a duplicate return description is found.*

Deleting an Unauthorised Return

During the return process, a number of copies of the return may be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the wrong return.

The delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

IMPORTANT NOTES: When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.

Any return files that have already been authorised cannot be deleted.

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1. Select **Routines | Statutory Returns | <Return name>** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

The deleted return file is removed from the browser and the storage folder, along with any associated reports.

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