## **Spring School Census 2019**

for

**Ealing PRUs** 

## Spring School Census 2019 for Ealing PRUs

Spring School Census takes place on <u>Thursday 17th January 2019</u>. We ask schools to return their census by <u>Friday 18th January 2019</u>.

The Spring Census will be used to calculate aspects of the Pupil Premium allocation for your school and how much money the DFE give to the LA to be devolved to schools for the Early Years and High Needs portions of the DSG

Information from this census will be used to report on your school for attainment figures such as those school performance tables and the online published details about your school. It is difficult and time-consuming to try and correct information in the following October that is the result of erroneous information being submitted in January, and the LA <u>may levy a charge</u> to do this, **so please check everything carefully and make sure your Head is happy with the data before you send it in!** We suggest that you perform a trial run after you have upgraded to the suggested software version and prior to census day. Then on 19th January, it should just be a case of running the census and submitting it to the LA. There are more data items in the January return, and the DFE do not give any extra time for checking before the day when they close the COLLECT database so an early return would be much appreciated.

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

#### Data Changes

**Nationality, Country of Birth and Proficiency in English** have been removed from School Census and are no longer required to be collected by the DFE. The fields will remain in SIMS however, and schools may still wish to collect the information for their own use, if they have a valid reason in order to comply with GDPR.

If the school does not want to hold the data previously collected, Capita have developed a collection of patches that will remove it:

- **Patch 24423** Deletes all records for Proficiency in English information for all past, present and future students. Where a student has multiple proficiency entries, the patch will remove all instances of this.
- **Patch 24433** Deletes the National Identity for all past, present and future students.
- **Patch 24372** Deletes the Country of Birth and where present the Nationality (actually called Nation inside the expanded Nationality and Passport Details record, only where passport details are blank) for all past, present and future students.

Contact your SIMS Technical Support Provider for more information.

**SEN Status of S – Statemented** is no longer valid. Once your school has upgraded to SIMS 7.184, it will no longer be possible to select SEN status S, Statemented on new SEN records. Historical records will not be changed, however, so S – Statemented may come through for excluded pupils in this census (which will be collecting Exclusions from the Summer Term 2018).

**The Absentees Detail report** is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.

**Service Child is being collected in every census**. A Service Child has one (or both) parents or - or persons with parental responsibility who are service personnel serving:

- in regular HM Forces military units
- full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England
- exercising parental care and responsibility

The service child indicator is only relevant to children whose parents are designated as personal category 1 or 2 (the parents will be aware of their personal category) and the information, which can be considered as sensitive should come to the school from the family.

#### Access Rights and SIMS.net version

In order to <u>update pupil details</u> in SIMS you need to be logged into SIMS.net as a member of either the Administration Assistant, Admissions Officer or School Administrator groups as defined in System Manager (or all of them). In order to <u>create a School Census</u> return you need to be logged into SIMS.net as a user who is a member of the Returns Manager Group as defined in System Manager. To use the <u>Import Fileset functionality</u> you must be a member of the Personnel Officer, Returns Manager or System Manager Groups as defined in System Manager (or all of them).

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

The Spring School Census became available in SIMS.net with the Autumn Main Release (7.184), so you will need to be upgraded to at least this version in order to attempt the Census at all.



Follow the route Help | About SIMS.net to check the version of SIMS you are on



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

#### Creating the Return

<u>F</u> ocus <u>R</u> eports	Routines Tools Window Help	
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	Home Page	•
Achieveme	nt Summary for Whole Schoo	1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1/ 1

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

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

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

Fileset 1100 shown in the screen shot above was included with the Autumn Release. It does not include any validation for the Spring Census, so we already know there will be another version. Please be on the lookout for updates regarding this.

<u>Focus</u> <u>R</u> eport	s R <u>o</u> utines	Tools	Window	Help								
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💾 Save 🛛 🕤	Undo   🛷	ireate & Vali	date 🔟 S	ummary 창 Auth	orise 🛛 🔚 Det	ailReport 🔹						
1 Census Detail	2 School	Information	3 Childca	are 4 Early Years	5 Class Type	6 Top∙up Funding	7 Post Looked After A	rrangements	8 School Dinner Taken	9 Classes	10 Pupil Reconciliation	11 Attenda

The next thing to do is to check that the location of the Census Folder. In the screen shot below, the Census Folder is still set up to send the census file to a folder called Autumn Census 2018.

<u>F</u> ocus	<u>R</u> eports	R <u>o</u> utines	<u>T</u> ools	<u>Wi</u> ndow	Help												
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To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create new folders called Census 2019 and Spring Census 2019.

The folders should be available to all users who will be involved with the return, but it should also be in a place that is **secure**, as it will hold children's details. In Ealing we

recommend that the folder where the census files are stored is created and held on the mapped drive hosting SIMS. This means that only school network users with SIMS access can access the folder.

Br	owse For Folder	<u>?</u> ×
$\left( \right)$		
	Make New Folder OK Cance	el

Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder. With the **STAR** folder highlighted

(or the **School Census** sub-folder within STAR if you have one), click on the **Make New Folder** button.



Rename this folder **Census 2019** and click on the **OK** button. Then with this folder highlighted, click the **Make New Folder** button again and create a sub-folder for **Spring Census 2019**. You will see the following message warning you about taking care with pupil data.



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

<u>F</u> ocus <u>R</u> eports R <u>o</u> utines <u>T</u> ools <u>W</u> indow <u>H</u> elp	
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🚸 Census Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net)]	
📄 New 🕌 Search 📁 Open 💥 Delete 🛛 🖾 Browse 🕂 Next 👚 Previous 🗍 🛅 Copy	
Term Spring 2019 Census Folder C:\SIMS\STAR\School Census\C	ensus 2019\Spring Cen
Security message for Reports	
This report contains sensitive information.	
	Default Message
Description File Name Census Date Date Cre	eated Validated Authorised Date

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

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

#### **Data Security**

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

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

Once you have clicked on **New**, the census panels become active.

<u>1</u> Census Details		
Census Date	17/01/2019	
Description	School Census Spring 2019	
Attendance collected from	01/09/2018 Attendance collected to	31/12/2018
Exclusions collected from	02/04/2018 Exclusions collected to	31/08/2018
FSM collected from	05/10/2018 FSM collected to	17/01/2019
Learner Support collected from	01/08/2018 Learner Support collected to	17/01/2019

The census dates are entered automatically, and you will notice that the period for which this census is collecting Attendance, Exclusions and FSMs Eligibility data is shown.

Learner Support Code refers to the financial award given to pupils beyond compulsory school leaving age (19-19 year olds) and therefore is not relevant to our Ealing PRUs. (It is possible that you will not even see this field in your version of School Census, if you do not have any pupils of appropriate age).

The next thing to do is click the **Calculate All Details** button. The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return.

SIMS . ne	et 🛛 🔀
?	This will calculate the details below. You need to do this at least once for each return. Data previously collected or edited will be overwritten. Proceed with calculating details?
	Yes No

The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class numbers, activities), those edits will be overwritten if you choose to **Calculate All Details** again. SIMS always brings up a warning message reminding you about this when you click the calculate details button, and it is possible to choose **No** when asked whether you want to calculate details again.

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

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

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

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



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

#### School Information

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

2 School Information			
School Name	Green Abbey School		
LA	820	Establishment Number	1149
	Main Office Monkmoor Road Bedford Bedfordshire SI2 5AP		
	851234	]	
School E-mail Address	office@ga.org.uk		
		rral Unit (PRU)	
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	7	Highest NC Year	13
			School Detail

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

School Name	Green Abbey School			
LA	820 Bedfordshire (Pre LG 🔍 💥		-	×
Establishment Number	1149			
Unique Reference Number				
School Phase	Pupil Referral Unit (PRU)			
School Type	LA Maintained PRUs 🗸	Du	nil Roforral Unit	
School Governance	Community 👻	Pu	pil Referral Unit	
Intake Type	Comprehensive -			
Previous School Name		Date Name Changed		
Previous Estab Number		Date Number Changed		
Previous URN Number		Date Number Changed		
Boarding Pupils	Nursery Class	Special Class or Unit		
Head Teacher	Mr Adrian Blacker	Main Contact	Mr Adrian Blacker	
Curriculum Years	7 13			

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

School Detail	
School Details - WATERS EDGE PRIMARY SCHOOL	
💾 Save 🄄 Undo	😨 Help
1 Establishment 2 Address 3 Contact Details 4 Stes 5 Documents 6 Childcare	魯
1 Establishment	Â

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

You can save your work at any time by clicking the **Save** button in the tops LH corner of the Census Return Details. You must **Save** your work before you can validate the School Census return.

#### <u>Childcare</u>

Childcare is collected from all school types once a year in Spring Census. However, the details can be updated at any time of year by following the route **Focus** | **School | School Details** and choosing the **Childcare** hyperlink.

٢	School Details - WATERS ED	DGE PRIMARY SCHOOL	
I	💾 Save 🛛 🍎 Undo	$\frown$	
·	1 Establishment 2 Address	3 Contact Details 4 Sites 5 Documents 6 Childcare	
÷E		$\smile$	
1	<u>1</u> Establishment		
	School Name	WATERS EDGE PRIMARY SCHOOL	Waters Edge
	LA	307 Ealing 🔍 💥	Marine Edge
-	Establishment Number	2184	
-	Unique Reference Number	21401	

You will need to enter something for each of the four types of childcare and are only allowed one entry in each type.

The DFE want to know about childcare offered by/at the school, or in conjunction with the school, or that the school 'signposts' (by this they mean either a physical signpost, or a particular childcare provider that the school promotes/informs parents about regularly). The childcare categories they have chosen are **Before School**, **After School**, **Holiday**, and **Under 5s**. There are a series of questions that need to be answered or left blank depending on the kind of childcare it is, and whether or not it is on or off site, or open to children from other schools or not.

The **Childcare** panel on the **Census Return Details** page displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the **Edit** button.

		🥒 Edit							🔄 Recalcula
Туре	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	
Before School Childcare	Yes	No	07:00		40	School	Yes		
After School Childcare	Yes	No		18:00	25	School	No		
Holiday Childcare	Yes	Yes, form	08:30	16:30	40	Other (non-school) Pr	Yes	5	
Under Fives Childcare	No	No							

Move to the **Childcare** section in **School Details** by using the hyperlink

Sims School Detail		
School Details - WATERS EDGE PRIMARY SC	HOOL	
💾 Save 🍵 Undo	$\frown$	📀 Help
1 Establishment 2 Address 3 Contact Details	4 Sites 5 Documents 6 Childcare	魯
<u>1</u> Establishment		-

Туре	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	🔁 Ope
Before School Childcare	Yes	No	07:00		40	School	Yes		Parent and	
After School Childcare	Yes	No		18:00	25	School	No			
Holiday Childcare	Yes	Yes, form	08:30	16:30	40	Other (non-s	Yes	5		
Under Fives Childcare	No	No								

You can amend the details for each category of childcare by highlighting it in the panel and clicking the Open button on the RH side to display the **Update Childcare Details** dialog.

sins U	pdate Childcare De	tails	×
Child	dcare Details		
1	Туре	Before School Childcare	Ě
	On Site		
	Signposted	Yes No	
-	Opening Time	: hh:mm (24 hrs)	ł
	Closing Time	: hhrmm (24 hrs)	
	No of Childcare Places		
	Provider		
	Other Schools		
	Weeks Open		
	Notes		
		V	
		OK. Cancel	
Γ			1

In the **Site** drop-down, you can choose whether the type of **Childcare** you are reporting is provided on the school's premises or not.

Choose **Yes** if the childcare is being provided on the school premises.

Choose **No** if the if childcare is undertaken off the school premises, for example, your school promotes or points parents towards a regular off-site childcare service like a private or voluntary organisation.

If you have chosen said **No** to the **On Site option**, you need to choose an option in the **Signposted** field, but then all the other fields can be left blank.

In the **Signposted** field, choose from the drop-down list:

Choose **Yes, formal arrangements including transport** if your school has formal arrangements with another provider that provides childcare for your pupils, including transport to their site.

🎫 Update Childcare	Details	×
Childcare Details		
Туре	Before School Childcare	
On Site	Yes	
Signposted		•
Opening Time	Yes, formal arrangements including transport Yes, list of providers that pick up from school	
Closing Time	No Not Known	
No of Childcare Places		
Provider		•
Other Schools	T	
Weeks Open		
Notes		×
		OK Cancel
		//

Choose **Yes, list of providers that pick up from school** if a list of local providers that will pick up pupils from the school is provided to help parents. The other options are **No** or **Not Known**.

**Opening Time and Closing Time must be** entered in 24 hour format with a colon between the hours and the minutes, e.g. 07:00.

The **Number of Childcare Places** should be the maximum number of childcare places that the service can provide.

In **Provider** select the description from the drop-down list that most accurately describes the provider of the service:

In the **Other Schools** field, record if the service made available to children from other Schools.

<u>On-Site</u>		Does the Fi	ield Need to	be filled in	✓ or X?	
Type of Childcare	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School	$\checkmark$	Х	$\checkmark$	$\checkmark$	$\checkmark$	X
After School	Х	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	X
Holiday	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$
Under Fives	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	Х	$\checkmark$

Weeks Open is applicable to holiday and under-fives childcare only.

When you have finished making any changes in this section, click the **Save** button in the top LH corner and the OK button to be returned to the **Census Return Details** page.

### Updating Pupils with Top-Up Funding

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

Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who have an EHCP. Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold. For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess of this funding. Because the full cost of places in special schools and PRUs usually exceeds £10,000, these types of schools will normally receive top-up funding for most, if not all, of the pupils in the school.

You can access information about your school's Top-Up funding on the EGFL. Your LA contact for enquiries about Top-Up funding is Sarah Guest, <u>squest@ealing.gov.uk</u>, 020 8825 5121.

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

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ackson	Jackson	Chloe	4	4SL	E	No	
itock	Stock	Peter	4	4ES	E	No	
'usaf	Yusaf	Adan	3	3CB	E	No	
	·						

If the panel is initially blank and you click the **Edit** button, you will see the following message:

SIMS .Net		×
There are no students selected. Do you wish to from the Autumn?	o copy forward the stu	Idents
	Yes	No

Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

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

Indate Students with Top op Fundag	I data Charles and A	h Top-up Funding					
Implainin 2017       Students Dn Rol on Census Day         Surane       Formane         Parland       SEN         Array       Even in Case         Strane       Set in Case         Strane       Remove         Strane       Remove         Strane       Reference         Strane       Reference         Strane       Reference         VII       Reg         Stranae       Reference         YII       Reg         Stranae       Reference         YII       Reg         Stock       Peter	update Students with I	op-up Funding					
Sumane     Formane       Prefered     SEN       Argo     Ever in care       Argo     Ever in care       N     N       Sumane     Prefered       Starki     Barkeis       Ne     3       Stock     Peter       Sock     Peter	Update						
Sumane     Formane       Prefered     SEN       Argo     Ever in care       Argo     Ever in care       N     N       Sumane     Prefered       Starki     Barkeis       Ne     3       Stock     Peter       Sock     Peter							
Sumane     Formane       Prefered     SEN       Argo     Ever in care       Argo     Ever in care       N     N       Sumane     Prefered       Starki     Barkeis       Ne     3       Stock     Peter       Sock     Peter							
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Sumane Preferic 200 Add YII Reg SEN Ever in Care Stock Poler 6 50/C E No							
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Survame         Perford Sum         Encode           Bahnski         Bahnski         Iwa         3         3CB         E         Mo           Stock         Stock         Peter         6         BVC         E         No							
Surrame         Pederad com         Control         YTI         Reg         SEM         Ever in Care           9 Brinki         Balinki         Iwa         3         3CB         E         No           Stock         Stock         Peter         6         SVC         E         No							
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Sumane         Peterind Journal         YTI         Reg         SEN         Ever in Care           Balinski         Balinski         Iwa         3         3CB         E         No           Stock         Peter         6         6VC         E         No							
▶ Bainski Bainski Iwa 3 3CB E No Stock Stock Peter 6 6VC E No		$\boldsymbol{\mathcal{C}}$					
Bainski         Bainski         Iwa         3         3CB         E         No           Stock         Stock         Peter         6         6VC         E         No	Top-up Funding	Ad	5d	Remove	]		
Stock Stock Peter 6 SVC E No			sd		Ben	SEN	Ever in Care
Yusaf Yusaf Adan 5 5DT E No	Surname	Preferred Summer	2	ΥTI	Reg		
	Sumame Balinski	Preferred Starrage	lwa	YTI 3	3CB	E	No

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

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



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

e Students with Top	tro-up Funding p-up Punding									
late	)									
	/									
erm Auturn 201	17 💌 Students D	in-Roll on Census Day								
urname	Forename		YTI	41	▼ Reg	41				
	SEN	E				· —				
urname		r -	Ever in care at this school	lowe	•	Q Search				
						_				
op-up Funding	th are		V Remove	1						
op-up Funding	di Ada		🗙 Remove	]						
op-up Funding Sumame		Forename	Remove	Reg	SEN	Ever in Care				
	Preferred Sumarne Balinski			Reg	SEN	Ever in Care				
Sumame	Preferred Sumarne	Forename	YTI 3	3CB	E	No				
Sumame Balinski	Preferred Sumarne Balinski	Forename	YTI	Reg 3CB 6VC SDT	E E E					
Sumame Balinski Stock	Preferred Sumarne Balinski Stock	Forename Iwa Peter	YTI 3 6	3C8 6V/C	E	No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusal	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				
Sumame Balinski Stock Yusaf	Preferred Sumarne Balinski Stock Yusaf	Forename Twa Peter Adan	YTI 3 6 5	3C8 6V/C 5DT	E E E	No No No				

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

#### Updating Post Looked After Arrangements

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

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

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

		/ Edit					Recalculate
Surname	Preferred Surnime	Forename	YTI	Reg	Ever in C	PLAA	
Cain	Cain	william	1	ELM	Yes	Ceased to be looked after through Adoption	
Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)	

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

Τe		orina 2019	<u></u>	lanta Or	- Deller	- Conne Day						
	irname		Forena	me			YTI	4II 💌				
Pre Su	eferred [		Reg		4.1	•	Ever in Care at this school	Yes 💌	🔍 Se	arch		
	Surname	Prefe	rred Surname		Forena	ame	YTI	≺Any> FYes	Ever in Care			
۲	Rossiter	Ross			Bradle		R	FNo	Yes		<u>ر</u>	
	Stevens	Stev			Holly	an	6	6VC	Yes			
_		After Arrangements		Add		/	X Remove					
	Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care F	Post Looked After Arrang				Evidence Obtaine	d
Þ	Surname Cain	Preferred Surname Cain	William	YTI 3	Reg 3TO	Everin Care F Yes (	Post Looked After Arrang Ceased to be looked afte	r through Adoptic				d
Þ	Surname Cain	Preferred Surname	William Finley	YTI 3 1	Reg 3TO OAK	Everin Care F Yes ( Yes (	Post Looked After Arrang	r through Adoptic r through Adoptic	n			d
•	Surname Cain Erikson Falmer Franklin	Preferred Surname Cain Erikson Falmer Franklin	William Finley Michael Ethan	YTI 3 1 1 5	Reg 3TO OAK PINE 5BB	Ever in Care F Yes ( Yes ( Yes ( Yes (	Post Looked After Arrang Ceased to be looked afte Ceased to be looked afte Ceased to be looked afte Ceased to be looked afte	r through Adoptic r through Adoptic r through a Resid r through a Resid	n lence Order (RO) lence Order (RO)			d
•	Surname Cain Erikson Falmer Franklin	Preferred Surname Cain Erikson Falmer	William Finley Michael	YTI 3 1 1 5	Reg 3TO OAK PINE 5BB	Ever in Care F Yes ( Yes ( Yes ( Yes (	Post Looked After Arrang Ceased to be looked afte Ceased to be looked afte Ceased to be looked afte	r through Adoptic r through Adoptic r through a Resid r through a Resid	n lence Order (RO) lence Order (RO)	der (SGD)		

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

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



Select the correct **Post Looked After Arrangements** status from the drop-down list

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

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



If you have ticked the **Evidence Obtained** box against any of the pupils, you will see the above message when you click the **Update** button.

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

st Looked Aft	er Arrangements	🖉 Edit				•	Recalculate
urname	Preferred Surname	Forename	YTI	Reg	Ever in C	Post Looked After Arrangements	
ain	Cain	William	2	2JB		Ceased to be looked after through Adoption	
Franklin	Franklin	Ethan	4	4ES	Yes	Ceased to be looked after through a Residence Order (RO)	
O'Connor	O'Connor	Marc	6	6KH	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	
O'Connor	O'Connor	Marc	6	6KH	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	-

#### School Dinner Taken – Schools with Reception, year 1 and Year 2 pupils

In this panel of school census we are recording the number of Universal Free School Meals eaten by pupils in Reception, Year 1 and Year 2. This will include all the

**pupils in those curriculum years that ate**, (including those who are eligible for deprivation free school meals).

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

Group By 🔹				Calculate From Atte	endance 🧪 Calculate From Din	ner Money
Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken	Tick All
Abhra	Shaquib	B	ELM	Single Registration	✓	Reset
Ackton	Charlotte	R	PINE	Single Registration	✓	
Adams	Nancy	2	2JB	Single Registration	✓	
Adams	Sadie	1	ELM	Single Registration	✓	
Alala	Candis	2	2GH	Single Registration	✓	
Alala	Michael	B	PINE	Single Registration		
Alyona	Tatyana	1	PINE	Single Registration	✓	
Andrews	Richard	1	ASH	Single Registration	✓	
Barden	Olivia	2	2JB	Single Registration	✓	
Bartram	Piers	1	ASH	Single Registration	✓	
Bateman	Vincent	2	2GH	Single Registration		
Bennet	Eloise	1	PINE	Single Registration		
Benson	Chantal	B	ELM	Single Registration	✓	
Bhati	Aini	2	2JB	Single Registration	✓	

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

On Census Day (or the alternative day you have chosen by amending the Reference Date), after Attendance or Dinner Money has been updated to reflect who is absent/present, click the relevant **Calculate from...** button at the top of the panel. The first thing you will see is a warning message reminding you that calculating will overwrite what is already in the table. As this is the first time we are running through our return, and we have not, as yet made any manual edits to the table, we can just click **OK** to close this message.

i	SIMS .net	×
	Existing data will be overwritten.	
	OK Cancel	

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

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken		🔺 🛷 Tick All
Abhra	Neel	R	ELM	Single Registration			Reset
Abraham	Jane	2	2JB	Single Registration			
Ackton	Stan	R	OAK SIMS	net		×	
Adams	Laura	2	2JB				
Akeman	Rebecca	2	2JB	Missing marks exist.			
Andrews	Josef	R	ELM	Please ensure that register	s have been taken. Missing	marks have	
Arkell	Isis	2	2JB	been interpreted as absent	and no dinner taken.		
Astoni	Sonya	2	2JB	Do you want to continue?			
Astwick	William	2	2JB				
Bailey	Eve	R	OAK		ОК	Cancel	
Baker	Fiona	2	2JB				
Balinski	Cyla	R	ELM	Single Registration			
Balinski	Fil	R	ASH	Single Registration		1	
Balinski	Iwa	R	PINE	Single Registration			
				1		-	-

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

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

Astoni	Sonya	2	2JB	Single Registration	✓	
Astwick	William	2	2JB	Single Registration	✓	
Bailey	Eve	R	OAK	Single Registration		
Baker	Fiona	2	2JB	Single Registration	✓	
Balinski	Cyla	R	ELM	Single Registration	✓	
Balinski	Fil	R	ASH	Single Registration	✓	
				1		<b>_</b>
				I	otal Taken: 174 To	otal Not Taken: 7

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

#### Updating Time in Unit

Time in Unit, or Contact Time, is the total number of expected hours that a child spends at a Pupil Referral Unit in census week. The Time in Unit must be recorded for all students who are on-roll on census day.

Where the PRU has arranged for the pupil to receive their education via another establishment (for example, an FE college or work-placement) then the time spent under the supervision of this establishment should be counted as part of the contact time.

If time in unit has previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Time in Unit** panel, otherwise the values default to zero.

			_	1	_		
Name	Pate of Birth	Gender	AdNo.	Year	Reg	Time in Unit	
Abbey,Grenetta	24/07/2003	Female	003979	10	10F	0	
Abbey,Jimmy	17/04/2001	Male	003599	12	G	0	
Abbey,Sean	19/09/2006	Male	004505	7	7B	10	
Abbot,Andrew	13/12/2004	Male	004163	9	9E	0	
Abbot,Benjamin	20/07/2003	Male	004161	10	10A	0	
Abbot,Claire	22/04/2000	Female	003460	13	н	0	-

The data displayed in the Time in Unit panel on the census screen is read-only. If you need to make changes, click on the **Edit** button to transfer to the **Update Time in Unit** page where all pupil/students who are on-roll on census day are displayed.

In the **Census** panel, the **Term** field displays **Spring**. To add or edit the **Time in Unit** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number. Only whole hours may be entered, and the values must be between 0.00 and 99.0.

ern Spring 2018	$\supset$		Pupils V Year G		All	✓ Reg	All	✓ Status	All	
upils Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit				
Abbey,Grenetta	24/07/2003	Female	003979	10	10F	0				_
Abbey,Jimmy	17/04/2001	Male	003599	12	G	0				
Abbey,Sean	19/09/2006	Male	004505	7	7B	10				
Abbot,Andrew	13/12/2004	Male	004163	9	9E	0				
Abbot,Benjamin	20/07/2003	Male	004161	10	10A	0				
Abbot,Claire	22/04/2000	Female	003460	13	н	0				
Abbot,Hannah	23/12/2002	Female	003762	11	11B	0				
Abbot,Susan	21/06/2001	Female	003600	12	L	0				
Able,Cameron	10/12/2004	Male	004164	9	9A	0				
Abrahams,Jacqui	12/10/2003	Female	003980	10	10B	0				

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

You can use the drop down lists in the **Pupils View** panel to select groups of pupils to allocate the same number of hours to.



If you right-click the **Time in Unit** column heading and choose **Select All**, you will find that the whole table is highlighted.

P	upils									
	Name	Date of Birth	Gender		Year Actual	Reg	Age	Sort By		<u>-</u>
	Astwick,William	02/03/2008	Male	001215	N2	АМ	3	15 15	フ	

You can then click in one of the highlighted cells in the **Time in Unit** column and enter the number of hours that is correct for the majority of pupils.

If any of the pupils are doing a different number of hours, click in the individual cells to amend the entry.

When you have finished, click the **Save** button in the top LH corner of the screen, and then click the **OK** to return to the **Census Return Details** page.

If you get in a complete mess and want to start again, right-click in the **Time in Unit** column header, and choose **Reset All** from the drop-down list. All values will be reset to zero.

You can check that all students have hours entered by using the drop down lists in the View Pupils panel. With **Year Group** and **Reg** set to **All**, click on the **Status** drop down arrow and choose **No Time in Unit** from the list. Any students without a time in unit value are displayed in the Pupils panel.

#### **Collecting Pupil Attendance**

The Spring Census 2019 collects Attendance from your Attendance Module for pupils aged 4 to 15 inclusive, on 31 August 2018, who were on-roll for at least one session during the period from the start of the 2018 Autumn term to 31/12/2018 inclusive. In the Spring Census attendance codes and the number of sessions missed are also collected.

Prior to clicking the **Calculate All Details** button (on the **School information** panel) the display is blank, but after the button is clicked the display changes. If all your attendance codes are DFE compliant you will see the following message:

Your attendance codes are DfE compliant This will be rechecked at the Create & Validate stage

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

Some attendance marks are missing
Please add attendance marks and then click 'Recalculate'
Recalculate

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

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

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

#### <u>General</u>

There is now only one entry to be made in the General section of your census return – the number of **Deprivation** Free School Meals taken on Census Day.

<u>11</u> General			
Number of free school meals taken on census day	67		

Enter the number of **Deprivation** Free School Meals taken **by pupils in ANY YEAR** on 17th January 2019. The DFE want a realistic figure of the uptake of FSMs for eligible pupils, so once again, if due to some exceptional circumstance the number taken on census day is unusual, you should report the figure from another day before or after census day when the uptake was more normal.

The number taken cannot be greater than the number of students who are *eligible* for a Free Meal.

You will be able to check the pupils recorded in SIMS.net as Eligible for Free School Meals using the Detail Reports button – but only after you have Created and Validated your Census.

Collecting Pupil Attendance (NOT applicable to Nursery schools)

#### Entering Information about Teenage Mothers

If your PRU caters for teenage mothers, select the associated check box.

<u>8</u> Teenage Mothers				
Unit caters for teenage mothers				
Number of teenage mothers expected to attend in Census week	8			
Unit provides childcare facilities				

Enter the number of teenage mothers expected to attend in Census week.

If the PRU provides childcare facilities, select the associated check box.

#### Saving, Closing and Opening the Return

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

Eocus Reports Routines Lools Window	ocus <u>Reports</u> R <u>o</u> utines <u>Loois</u> <u>Window</u> <u>H</u> elp					
😫 🚑 Back 🔹 🛶 Forward 🛛 🎭 🍃	🖕 🥌 Back 🔹 🧼 Forward 🛛 📚 🍃 ڬ 🎥 🍢 💱 🗐 🚺 隆 💷 🗟 🍰 💽 🍰 🧮 🔯					
🎭 Census Return for Spring 2018 Term [File:	set ID: 800 (SIMS.net)]					
🖹 New 🎽 Search 📂 Open 💥 Delete 🛛 🚺 B	rowse 🗣 Next 🏫 Previous 🛛 🖹 Cop	ру				
Term Spring 2018	Census Folder C:\SIMS\	\STAR\School Census\Spring Census 2018				
Security message for Reports						
This report contains sensitive information.						
			Default Message			
lescription	File Name	Census Date Date Created Validated	Authorised Date			
ichool Census Spring 2018/Version 1	3072184_SC1_307LL18_001.UNA	18/01/2018 30/11/2017 30/11/2017				

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

ensus Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked Alter Arrangements 8 School Dinner Taken 3 Classes 10 Pupt Reconciliation 11 Attendance 12 General 13 Infant Adm

Census Beturn Details - Spring 2018 Term : School Census Spring 2018/Version 1

#### Validating the School Census Return

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

							_
Census Potum	Details - Spring 2018 Term : Schoor Spring 2018/Ve	usion 1					
💾 Save 🗐 Ur	ndo 🛛 🐼 🖓 Create & Validate 💷 Summary 💫 Authorise 🛛 🏣 Du	stailReport 🔻					
1 Census Details	2 Schourmionmation [Validate current return (Ctrl+L)] Class Typ	e 6 Top-up Funding	7 Post Looked After Arrangements	8 School Dinner Taken	9 Classes	10 Pupil Reconciliation	117
1 Census Det	ails			0	C-I I-I- All	Datala	
Census Date	18/01/2018			10	Calculate All	Details	

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



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



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

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

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



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

#### School Census Return Errors and Queries

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

	Report		<u> </u>			💥 Clos
	idation udent Si	Errors Sum earch	ry Return Validated - 5 V lidation	rules failed (Errors - 1; Queries - 4)	nt Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	tor Sear	ch 📈	To resolve an error, click in row	to navigate to the relevant screen		
T	уре	Sequence	Message	Location	Solution	
•	F	9999	module is missing.	Name: Sahonta, Jamilla] Date of Birth: 2001-02-02, Fem		
	Q	2020Q	Please check: pupil is shown in year group 5 howe	Name: Gill, Gemmal Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 2 howe	Name: Henry, Stuart  Date of Birth: 2005-04-09, Male U	# Go to Focus Student Student Details registration and c	
Γ	Q	2020Q	Please check: pupil is shown in year group 6 howe	Name: Phillips, Bethanyl Date of Birth: 2002-11-18, Fem	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 4 howe	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to Focus Student Student Details registration and c	

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

📥 Repor	rt				💢 Close
Validatio	n Errors S	Summary Return Validated - 1691 Validation rules failed (Errors - 57; Querie	s - 17)		
Student S	Search	smith	Find Enter Student Name, DOB (YY*	YY-MM-DD) or UPN for student filter	
Error Sea	rch	UPN: F823432110104. Name: Smith, Grant. Date of Birth: 2000-01-17, Male UPN: E823432110169. Name: Smith, David. Date of Birth: 1996-01-19, Male			
Туре	Sequer	Ce UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female		Solution	^
▶ F	2000	UPN: H820432106112. Name: Smith, Kyle. Date of Birth: 1995-11-18, Male	ate of Birth: 2000-01-17, MaleJUPN: F82	# Go to Focus Student Student Details Registration panel and ed	
F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female.	ate of Birth: 1996-01-19, MaleJUPN: E82	# Go to Focus/Student/Student Details Registration panel and ed	
F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female.	Date of Birth: 1994-03-07, Female UPN:	# Go to Focus Student Student Details Registration panel and ed	

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

📥 Report				💢 Clos
alidation Errors Sum	nary Return Validated - 1691 Validation rules	failed (Errors - 1117; Queries - 574)		
Student Search	$\sim$	Find Enter Student Name, DOB (Yr	YY-MM-DD) or UPN for student filter	
Error Search QUE	RIES 🗸 To resolve an error, click in row to naviga	ate to the relevant screen		
Type SequerALL	∧ ge	Location	Solution	1
	HIES E		Please check that the pupils are in correct National Curriculum y	, u
Q 2050Q 150 177	) Some pupils are outside i		Please check the school type.	
Q 2355Q 184 200	check: Pupil record with no address details.	Name: Schrute, Maryl Date of Birth: 1999-02-10, Female UPN:	# Go to Focus Student Student Details Addresses and edit pupil	1
Q 2540Q 287	check: There would normally be at least one pupil who w		Go to Focus   Attendance (Lesson Monitor)   Display Marks and	

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.

📥 Report					💢 Close
alidation	Errors Summa	ry Return Validated - 1691 Validat	ion rules failed (Errors - 57; Queries - 17)		
Student S	earch		Find Enter Student Name, DD	B (YYYY-MM-DD) or UPN for student filter	
Error Sear	ch ALL	✓ To resolve an error, click in row I	o navigate to the relevant screen		
Туре	Sequence	Message	Location	Solution	<u>^</u>
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1994-11-11, Male/UPN:	# Go to Focus Student Student Details and add or issue a UPN.	
F	1500	UPN missing	Name: Major, John  Date of Birth: 1994-10-03, Male UPN:	# Go to Focus/Student/Student Details and add or issue a UPN.	1
F	2000	Tupinactual year group is missing or invalid	Name. Abrahams, vacquiptate or birth. 1555-16-12, if ema	iejo 🕂 do to Focusjotudentjotudent Details Registration panel and ea	
F	200	# Go to Focus Student Student Details Registration panel	and edit Year Taught In, note that if you make this change after the c	ensus date you will need to use History button to apply the change on the	census date
-	200	Pupil actual year group is missing or invalid	Name: Adams, James! Date of Birth: 1993-12-13, MalelUPN	1: X8 # Go to Focus Student Student Details Registration panel and ed	1

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

	Report						💥 Close
/ali	dation	Errors Sum	mary Return Validated - !	5 Valida	ion rules failed (Errors - 1; Queries - 4)		
Stu	udent Si	earch			Find Enter St	udent Name, DOB (YYYY-MM-DD) or UPN for student filter	
Err	or Sear	sh 🎽	To reach a series,	didt in	en te na igate te the relevant versen.		
T.	уре	Sequence		$\nabla$	Location	Solution	
	Q	20200	Please check: pupil is shown in year group 6	ho	Name: Phillips. Bethanvl Date of Birth: 2002-11-18. Fem	Go to Focus/Student/Student Details registration and c	)
	Q	2020Q	Please check: pupil is shown in year group 5	ho	Name: Gill, Gemmal Date of Birth: 2002-02-07, Female	# Go to Focus Student Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 4	ho	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem	# Go to ocus Student Student Details registration and c	
	Q	20200	Please check: pupil is shown in year group 2	ho	Name: Henry, Stuart  Date of Birth: 2005-04-09, Male U	# Go to Focul Student Student Details registration and c	
	F	9999	module is missing.		Name: Sahonta, Jamillaj Date of Birth: 2001-02-02, Fem		

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

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



6	Report			💥 Close	
Va	lidation	Errors Sum	mary Return Validated - 5 Valida	n rules failed (Errors - 1; Queries - 4)	
9	Student Se	earch		Find Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
E	Fror Searc	sh 🛛 🗛 🕹	To resolve an error, click in	w to navigate to the relevant screen	
	Туре	Sequence	Message V	ocation Solution	
•	Q	2020Q	Please check: pupil is shown in year group 6 ho	Name: Phillips, Bethanyl Date of Birth: 2002-11-18, Fem # Go to Focus Student Student Details registration and c	
Î	Q	20200	Please check: pupil is shown in year group 5 ho	Name: Gill, Gemmal Date of Bith: 2002-02-07, Female # Go to Focus/Student/Student Details registration and c	
	Q	2020Q	Please check: pupil is shown in year group 4 ho	Name: Sungail, Skaistel Date of Birth: 2003-03-28, Fem # Go to Focus Student Student Details registration and c	
	4			Name: Gill, Gemma  Date of Birth: 2002-02-07, Female UPN: W820200106017	
	Q	2020Q	Please check: pupil is shown in year group 2 ho	Name: Henry, Stuart  Date of Birth: 2005-04-09, Male U # Go to Focus Student Student Details registration and c	
	F	9999	module is missing.	Name: Sahonta, Jamillaj Date of Birth: 2001-02-02, Fem	

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

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

The latest version of the Capita booklet **School Census 2016/19 Errors and Resolutions version 7.192-1.0** is available at:

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

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

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

<u>F</u> ocus <u>R</u> eports R <u>o</u> u	utines <u>T</u> ools <u>W</u> indow <u>H</u> e	elp				
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懒 Census Return f	or Spring 2017 Term [Filese	et ID: 501]				
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Security message for	Term Spring 2017 Census Folder C:\SIMS\STAR\School Census					
				Defentition		
Description		File Name	Census Date Date Created	Validated Authorised Date		
School Census Spring	2017/ Trial Version 3	3072184_SC1_307LL17_001.UNA	19/01/2017 08/12/2016	08/12/2016		

#### Producing Detail Reports

Detail Reports can be used to check exactly what information has gone through to the Census return. These are the reports are currently available:

Census Return Details - Spring 2019 Term : School Census Spring 201	9
😬 Save 🏾 🔄 Undo 🛛 🖋 Create & Validate 🔟 Summary 🔌 Authorise 🛛 📒	DetailReport 👻
1 Census Details 2 Selected Period on Census Day 3 School Information	On Roll Basic Details Report
1 Census Details         Census Date       17/01/2019         Description       School Census Spring 2019         Attendance collected from       01/09/2018         Exclusions collected from       02/04/2018         FSM collected from       05/10/2018         FSM collected from       05/10/2018         Learner Support collected from       01/08/2018	Leavers Basic Details Report Exclusions Report Attendance Report Absentees Report SEN Report Address Details Report School Dinner Taken Report Free School Meal Eligibility Report
2 School Information       School Name       Green Abbey School       LA     823       Telephone     851234       School E-mail Address     office@ga.org.uk       School Phase     PR       Pupil Referral Unit (PRU)       School Type     LA Maintained PRUs	Learner Support Report Top-up Funding Report Early Years Report EYPPR Report 2 Year Old Basis for Funding Report Post Looked After Arrangements Report General Report Teenage Mothers Report Multiple Reports
Governance Community Intake Type	Comprehensive

You cannot select the Detail Reports until you have **Saved** and **Created and Validated** your School Census. To view a single report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. To select multiple detailed reports, select **Print All Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detailed reports are selected. If any reports are not required, untick the box to deselect. Click the **Report** button to generate the selected reports

#### The reports have changed this season in line with the data changes:

- Proficiency in English information has been removed from the On-Roll Basic Details report because the information is no longer required by the DfE.
- The Absentees report is now based on pupils who have an absence rate of 10% or above. Previously, the report was based on pupils who had missed 14 sessions.
- The SEN status S (Statement) has been removed from the SEN detail report header. This SEN status is no longer valid and therefore is not collected in the return.
- The EYPPE report has been renamed EYPPR (Early Years Pupil Premium Receipt). The report now displays information applicable to pupils in receipt of Early Years Pupil Premium.

Detail Reports	2 X
☑ On Roll Basic Details Report	
☑ Leavers Basic Details Report	
Exclusions Report	
Attendance Report	
Absentees Report	
SEN Report	
Address Details Report	
School Dinner Taken Report	
Free School Meal Eligibility Report	
Learner Support Report	
Top-up Funding Report	
Early Years Report	
EYPPR Report	
2 Year Old Basis for Funding Report	
Post Looked After Arrangements Report	
General Report	
☑ Teenage Mothers Report	
Report	Cancel

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

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

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

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

C School Census	Spring - 2019 (On Roll	Basic Data) - Interne	t Explorer											_6
	C:\SIMS\STAR\School Cen	sus\Census 2019\Spring (	Census 2019\3072184_5C1_30	07LL19_001_onroll_pupil_ba	asic_details_n	sport.html	Q	) 🛨 🛃	School Census Spring - 201	9×				
File Edit View	Favorites Tools H	telp												
🔒 🥭 aboutblani	ik 🧧 Home - Report Ma	nager 🧧 No.10 won't	show Bre 🔹 🥭 Framew	iorki										
School Cor	nsus Spring -	2010 (On Boll	Basis Data)											
School Cel	isus opring -	2019 (011 R01	Dasic Dataj											
Security Mess	sage : This report	containe sensitive i	nformation											
Security mes.	auge : mis report.	contains schalave i	mormation.											
Report Criteria	: Pupils on roll on Ci	ansus day (17/01/20	91											
	446	, (		<u> </u>										
Total Pupils.	440													
School Name:	WATERS EDGE PRIM	ARY SCHOOL Fileset No	imber: 1100 (SIMS net)		)									
School Name: Filename:		ARY SCHOOL Fileset Nu 9_001.UNA Report Cr	imber: 1100 (SIMS.net) eated: 28/11/2018		)									
	3072184_SC1_307LL1	9_001.UNA Report Cr		17-12-05 Summary 2018.Ba	) ase - Updated	2017-12-05								
Filename: XML Version:	3072184_SC1_307LL1 Validation 2018.Base -	9_001.UNA Report Cr Updated: 2017-12-05 Erro	eated: 28/11/2018 rList 2018.Base - Updated: 20											
Filename: XML Version: UPN	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename	eated: 28/11/2018 IrList 2018.Base - Updated: 20 Preferred Surname	17-12-05 Summary 2018.Ba	DOB	Gender	YTI		Enrolment Status	Ethnicity	Language	Class Type	Part-time Status	Boarder
Filename: XML Version: UPN F823299918013	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname Abbott	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Surname Abbott	Former Surname	DOB 17/02/2014	Gender		27/09/2017	Main - Dual Registration	White - English	English	Nursery	No	Not a Boarder
Filename: XML Version: UPN F823209018013 N623299011001	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname Abbott Abbutah	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jessica Tamwar	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Surname Abbott Abbott		DOB 17/02/2014 12/01/2008	Gender Female Male		27/09/2017 01/09/2012	Main - Dual Registration Single Registration	White - English Bangladeshi	English English	Nursery Other	No No	Not a Boarder Not a Boarder
Filename: XML Version: P823299018013 N623299911001 K823299913001	3072184_SC1_307LL1 Validation 2018.Base - Legal Surmame Abbott Abbutah Abbra	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jessica Tamwar Abjt	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Surname Abbot Abbot Abbra	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009	Gender Female Male Male		27/09/2017 01/09/2012 01/09/2013	Main - Dual Registration Single Registration Single Registration	White - English Bangladeshi Bangladeshi	English English Bengali	Nursery Other Other	No No No	Not a Boarder Not a Boarder Not a Boarder
Filename: XML Version: UPN F823209018013 N62329911001 K82329911001 782320913001 782320913001	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname Abbtt Abbut Abbut Abbra	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jessica Tamwar Abjk Aligh	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Sumame Abbra Abbra Abbra	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009	Gender Female Male Male Female		27/09/2017 01/09/2012 01/09/2013 01/09/2013	Main - Dual Registration Single Registration Single Registration Single Registration	White - English Bangladeshi Bangladeshi Rannlarlachi	English English Bengall Rennall	Nursery Other Other Other	No No No	Not a Boarder Not a Boarder Not a Boarder Not a Boarder
Filename: XML Version: P823299018013 N623299911001 K823299913001	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname Abbtt Abbut Abbut Abbra	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jessica Tamwar Abjt	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Surname Abbot Abbot Abbra	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009	Gender Female Male Male		27/09/2017 01/09/2012 01/09/2013	Main - Dual Registration Single Registration Single Registration Ringle Registration Single Registration	White - English Bangladeshi Bangladeshi Rannlarlachi	English English Bengal Rennal Polish	Nursery Other Other Other Other	No No No	Not a Boarder Not a Boarder Not a Boarder
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Filename: XML Version: P823200018013 N823200018013 N823200018010 K823200018001 C823200018005 R823200014006	3072184_SC1_307LL1 Validation 2018.Base - Legal Surname Abbut Abbut Abbra Abbra Bainski Balinski Balinski	9_001.UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jessica Tamwar Alit Alitha Cyta Fil	cated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Sumame Abbra Abbra Abbra Bairashi Bairashi	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010 14/08/2010	Gender Female Male Male Female Female Male		27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014	Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	White - English Bangladeshi Bangladeshi Rannlarkoshi White Eastern European White Eastern European	English English Bengal Romal Polish Polish	Nursery Other Other Other Other Other Other	No No No No No	Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder
Filename: XML Version: P823200918013 N823298911001 K82329891000 R823298914005 R823298914005 R823298914005	3072184_SC1_307LL1 Validation 2018.Base - Abbot Abbot Abbot Babos Baloski Baloski Baloski	9_001.UNA Report Cr Updated: 2017-12-05 Error Legal Forename Jessica Tarrwar Ağlt Ağlt Ağlt Erl İsa	eated: 28/11/2018 rList 2018.Base - Updated: 20 Preferred Sumame Abbot Abbut Abbut Abbut Abbut Bairoski Bairoski Bairoski	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 20/11/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010	Gender Female Male Male Female Female Male Female	N2 5 4 4 4 4 4 3	27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014 01/09/2014	Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Webs - English Bangladeshi Bangladeshi Bangladeshi Webs Eastern European Webs Eastern European Webs Eastern European	English English Bengali Romali Polsh Polsh Polsh	Nursery Other Other Other Other Other Other Other	No No No No No No	Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder
Filename: XML Version: UPN F823206018013 N823220001001 K823200010001 K823200010001 C823200014005 R823200014005 R823200014005 R823200014007 L822000015023	3072184_SC1_307LL1 Validation 2018 Base - <u>Legal Surname</u> Abdutah Abdutah Abdutah Abdutah Abdutah Balinski Balinski Balinski Balinski Balinski Balinski Balinski	9_001.UNA Report Cr Updated: 2017-12-05 Error Legal Forename Jessica Tarnwar Abjt Abita Cyta Fil Ina Valenja Valenja	Letter: 22011/2018 rList 2018.Base - Updated: 20 Preferred Sumanne Abbuth Abbuth Abhuta Abhuta Bainabi Bainabi Bainabi Bainabi	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010 14/03/2010 22/10/2010	Gender Female Male Male Female Female Female Female	N2 5 4 4 4 4 4 3 3	27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2014	Main - Dual Registration Single Registration Clingle Registration Single Registration Single Registration Single Registration Single Registration	Vehie - English Bangladeshi Bangladeshi Bangladeshi Mihe Easten European Wihe Easten European Wihe Easten European Wihe Easten European	English English Bergali Romali Polish Polish Polish Russian	Nursery Other Other Other Other Other Other Other Other	No No No No No No	Not a Boarder Not a Boarder
Filename: XML Version: E22200018013 N823200018013 N82320001001 K23220001001 R23230014005 R23230014005 R23230014005 R23230014005 R23230015024	3072184_SC1_307LL1 Validation 2018 Base - <u>Legal Surname</u> Abdutah Abdutah Abdutah Abdutah Abdutah Balinski Balinski Balinski Balinski Balinski Balinski Balinski	9_001 UNA Report Cr Updated: 2017-12-05 Erro Legal Forename Jassica Tamwar Akjt Akjt Akjt Cyta Fil Ina Valenya Chica Chica	eated: 2011/2018 rList 2018 Base - Updated: 20 Profestred Sumanne About About About About About About About About About About Bainaki Bainaki Bainaki Bainaki Bainaki	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010 14/03/2010 14/03/2010 22/10/2010 04/04/2011	Cender Female Male Male Female Female Female Female Female	N2 5 4 4 4 4 4 3 3	27/09/2017 01/09/2012 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2015 01/09/2015	Main - Dual Registration Single Registration Single Registration Ringle Registration Single Registration Single Registration Single Registration Single Registration	White English Bangladeshi Bangladeshi Randiakah White Easten European White Easten European White Easten European White Easten European White Easten European White Casten European	English English Bengal Rannal Polish Polish Polish Russian English	Nursery Other Other Other Other Other Other Other Other Other Other	No No No No No No No	Not a Boarder Not a Boarder
Filename: XML Version: P822309018013 N823309018013 282738091801 282738091801 282738091801 282328091802 R82338091802 R823380918024 L823380918024 U823380918024	3072184_SC1_307L1 Validation 2018 Base - Legal Surname Abbott Abbuta Abhra Balinski Balinsk	9_001.UNA Report Cr Updated: 2017-12-05 Error Jassica Tarnvar Agit Asita Cyta Fil Na Vaterya Chiba Chua	zated: 22011/2018 rtist 2018 Base - Updated: 20 Preferred Surname About About About About About Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki Salinaki	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 20/11/2009 20/11/2009 14/08/2010 14/08/2010 22/10/2010 04/04/2011 14/02/2012	Gender Female Male Male Female Female Female Female Female Female	N2 5 4 4 4 4 3 3 2	27/09/2017 01/09/2012 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2015 01/09/2015 01/09/2016	Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	White English Bangladeshi Bangladeshi Randiakah White Easten European White Easten European White Easten European White Easten European White Easten European White Casten European	English English Bengal Romal Polish Polish Polish Russian English English	Nurseny Other Other Other Other Other Other Other Other Other Other Other	No No No No No No No	Not a Boarder Not a Boarder

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

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

#### Viewing Previous Authorised Census Returns

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

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



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

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Retrieve Authorised Census Beturn				
Retrieve Files				
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Return Type School Censur				
		authorised personnes a files contain sens		this
Description	File Name	Census Date	Date Created	Authorised Date
School Census Autumn 2018 Version 1	8232999_SC3_823LL18_003.XML	04/10/2018	06/09/2018	06/09/2018
School Census Autumn 2017	8232999_SC3_823LL17_003.XML	05/10/2017	03/11/2017	03/11/2017
School Census Summer 2017	8232999_SC2_823LL17_002>ML	18/05/2017	27/06/2017	27/07/2017
School Census Spring 2017	8232999_SC1_823LL17_001 XML	19/01/2017	13/03/2017	13/03/2017
School Census Autumn 2016	8232999_SC3_823LL16_003.XML	06/10/2016	14/10/2016	14/10/2016
School Census Summer 2016	8232999_SC2_823LL16_002.XML	19/05/2016	22/07/2016	22/07/2016
School Census Spring 2016	8232999_SC1_823LL16_001.XML	21/01/2016	22/01/2016	22/01/2016
School Census Autumn 2015	8232999_SC3_823LL15_002.XML	01/10/2015	08/11/2015	09/11/2015
School Census Spring 2015	8232999_SC1_823LL15_001 XML	15/01/2015	29/01/2015	29/01/2015
School Census Autumn 2014	8232999_SC3_823LL14_003.XML	02/10/2014	03/10/2014	03/10/2014
School Census Summer 2014	8232999_SC2_823LL14_002.XML	15/05/2014	23/07/2014	28/07/2014
School Census Spring 2014	8232999_SC1_823LL14_001.XML	16/01/2014	20/02/2014	20/02/2014
School Census Autumn 2013	8232999_SC3_823LL13_003.XML	03/10/2013	21/10/2013	21/10/2013
School Census Summer 2013	8232999_SC2_823LL13_002.XML	16/05/2013	07/06/2013	07/06/2013
School Census Spring 2013	8232999_SC1_823LL13_001.XML	17/01/2013	27/02/2013	27/02/2013
School Census Autumn 2012	8232999_SC3_823LL12_003.XML	04/10/2012	12/10/2012	12/10/2012
School Census Summer 2012	8232999_SC2_823LL12_002>ML	17/05/2012	28/06/2012	28/06/2012
School Census Spring 2012	8232999_SC1_823LL12_001.XML	19/01/2012	07/03/2012	07/03/2012

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

#### Security - Deleting Temporary Web Browser Files

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

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

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



Click the Close button

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

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



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

Internet Options	? ×
General Security Privacy Content Connections Programs	Advanced
Home page	
To create home page tabs, type each address on its or http://www.google.co.uk/	wn line.
	÷
Use current Use default Use b	lank
Browsing history	
Delete temporary files, history, cookies, saved passwo and web form information	rds,
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Search Delete Setti	ns
Change search defaults. Setti	ngs
Tabs	
Change how webpages are displayed in tabs.	ngs
Appearance	
Colors Languages Fonts Acces	sibility
OK Cancel	Apply
was this helpful	



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

#### Producing the Summary Report

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

The DfE recommends that the Summary be compared to the one for the previous term or year to highlight any anomalous data between the respective Census collections. It is vital for a school to check the accuracy of data in this summary as it is this data that is submitted to DfE as an accurate reflection of the situation in the school on Census Day.

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

3W6 SIMS.net: WATERS EDGE PRIMARY SCHOOL
Eocus Reports Routines Icols Window Help
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🄊 Census Return for Spring 2019 Term [Fileset ID: 1100 (SIMS.net]]
🖹 New 👬 Search 🖆 Open 💥 Delete 🛛 🐺 Browse 👆 Next 👚 Previous 🛛 😰 Copy
Census Return Details - Spring 2019 Term : School Census Spring 8019 Wersion 1
Bave 🕤 Undo 🖌 Crute & Validate 🔲 Summary 🗞 Authorise D 🚍 DetailReport 🔹
1 Census Details 2 School Information 3 Childran, AF and University Type 6 Top-up Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Attenda
Country Datas
Census Date 17/01/2019 🕟
Description School Census Spring 2019/Version 1
Attendance collected from 01/09/2018 🔂 Attendance collected to 31/12/2018 🔂
Exclusions collected from 02/04/2018 🕞 Exclusions collected to 31/08/2018 🔂
FSM collected from 05/10/2018 S FSM collected to 17/01/2019
2 Colored Laboration

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

## School census collection: spring 2019

There are 0 errors and 1 queries. Table 1: School characteristics [ALL schools] Summary for: WATERS EDGE PRIMARY SCHOOL Local authority code: 307 Establishment number: 2184 Telephone number: 852015 Email address: school@we.com Phase: PS Type: 18 Governance: CO Intake type: COMP Lowest national curriculum year group: N1 Highest national curriculum year group: 6

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



The Summary gives details of how many full time and part time girls and boys appear in each age range. OTHER THAN IN THE BASIC PUPIL DETAIL REPORT THIS IS THE ONLY PLACE WHERE YOU CAN EASILY CHECK HOW MANY BOYS AND GIRLS ARE

**APPEARING AS FULL OR PART-TIME IN YOUR SCHOOL!** We have dated the return to give the children's ages as they were on 31<sup>st</sup> August 2018. Therefore, children in N1 appear as 2 years old. If you have anyone being taught outside their expected year group, don't forget that they appear according to their date of birth in this part on the Summary.



The next table shows the number of pupils in each curriculum year. First Language is collected for all pupils in the school in Spring Census.

ARA	Description	Number of Pupili			
nevn.	Arabic	2			
BNG	Bengali	19	i		
CHI	Chinese	1			
ENG	English	290			
FRN	French				
GAE	Gaelic/Irish				
GRE	Greek	-	j		
HIN	Hindi	;	i i		
ITA	Italian	1			
JPN	Japanese		i		
MKD	Macedonian	1			
PHR	Pahari (Pakistan)	;	i i		
PNJ	Panjabi	10			
POL	Polish	34			
POR	Portuguese				
PRS	Perslan/Farsl				
RMN	Romanian				
RUS	Russian				
SCB	Serbian/Croatlan/Bosnian		i i		
SPA	Spanish				
SWE	Swedish				
URD	Urdu	1			

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

The number of pupils on roll and their Enrolment Status is summarised in the next table.
Pupile on roll:	Number of pupi
Boardens	
Sonitor children	
Pupils for whom the school receives top-up funding	
Post looked after arrangements - includes children ocased to be looked after through adoption, special guardianship, realdence order or child arrangement orde	
Eligible for tree school meals on census day	
Unique pupils with any period of eligibility for thee school meals reported in the current census (includes those eligible on census day)	
Pupils who took free school meals on census day	

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

There are tables summarizing Nursery Hours and EYPP. If you do not have any pupils of the appropriate age in your school, you will still see the table, but it will be populated with zeros.

Childcare is collected in Spring Census only.

Type of childcare	Pupils from other schools	Signposting off-site provision	Chilidcare weeka open	Childcare provider	Number of places
Before school		N			
After school	N	N		SCH	20
Holiday		N			
Under fives		N	38	SCH	30

Table 10: School childcare [ALL schools]

Spring School Census collects the number of pupils with SEN Provision, as well as the Need Type for pupils with SEN Status of E or K.

Table 11: Pupils on roll with SEN provision [ALL schools]

		SEN Prov	falon			Number of pupil
EN P	rovision - education, health and care plan (code E)					
EN P	rovision - SEN support (code K)					
tal n	umber of pupils with SEN (codes E, and K)					
о вре	cial educational needs (code N)					4
stal p	upils on roll					4
umbe	er of SEN Pupils in a mainstream school who are members	of a special provision (SEN Unit). *	Should be less than or equal to the t	total number of pupils with t	SEN (codes E and K)	
umbe	er of SEN Pupilis in a mainstream school who are members	of a special provision (resourced p	rovision). * Should be less than or eq	ual to the total number of p	ouplis with SEN (codes E and K	9
			SEN provision E or	N LACE SCHO	oisj	
code	Description	Primary Need Secondary Need		N) [ALL SCIU	013]	
Code PLD	Description Specific Learning Difficulty			R) [ALL SUID	013]	
Code SPLD /ILD	Description Specific Learning Difficulty Moderate Learning Difficulty	Primary Need Secondary Need		N) [ALL SCIO	013]	
Code PLD ILD ILD	Description Specific Learning Difficulty Moderate Learning Difficulty Severe Learning Difficulty	Primary Need Secondary Need		N) [ALL SOID	013]	
Code PLD ILD LD MLD	Description Specific Learning Diffoutly Moderate Learning Diffoutly Severe Learning Diffoutly Profound and Multiple Learning Diffoutly	Primary Need Secondary Need			olaj	
Code PLD ILD ILD ILD ILD ILD ILD	Description Specific Learning Difficulty Noderatic Learning Difficulty Severe Learning Difficulty Severe Learning Difficulty Social, emotional and mental health	Primary Need Secondary Need			013]	
ED ED ED MLD EMH	Description Specific Learning Officulty Moderate Learning Officulty Servere Learning Officulty Protound and Multiple Learning Officulty Social: enrotional and metafit health Social: enrotional and metafit health	Primary Need Secondary Need			015]	
Code PLD ILD ILD MLD EMH ILCN ISI	Description Secto: Lampg Diffusity Movinet Lampg Diffusity Severe Laming Diffusity Personal and Margies Laming Diffusity Social, endowal and meratia hash Speceh. Language and Communication Needs Mark Serveron y marment	Primary Need Secondary Need			urs]	
Code SPLD ALD SLD SEMH SLCN ASI 1	Description Specific Learing Diffuxly Modrate Learing Diffuxly Severe Learing Diffuxly Periodia and Allega Learing Diffuxly Social, endobrial and merital health Specel, Language and Communication Needs MuR-Bencoy Implament Hearing Impairment	Primary Need Secondary Need			orsj	
Code PLD ILD ILD ILD ILD ILD ILD ILD ILD ILD I	Description Specific Lenning LiftCady Monoratin Laming (LiftCady Severe Laming (LiftCady) Pactured and Audije Laming (DiffLady) Galaet, enclosed and smetch health Specific Lamings and Communication Health Mail Servicery Impairment Healthy Impairment Healthy Impairment	Primary Need Secondary Need			55]	
Code SPLD ALD SLD SLD SLD SLD SLD SLD SLD SLD ALD SLD ALD SLD ALD SLD ALD SLD ALD SLD SLD SLD SLD SLD SLD SLD SLD SLD S	Description Specific Learning Critically Movantie Learning Stribushy Scores Learning Critically Poolata en Kingke Learning Stribushy Social, encoded and metafi health Specific Language and Communication Health Bund Schnolly inpairment Healthy Ingelamment Polyada Disability	Primary Need Secondary Need			55]	
Code IPLD ILD ILD ILD ILD ILD ILD ILD ILD ILD I	Description Specific Learning CirkLady MacArda Learning CirkLady Scales Learning CirkLady Scales Learning CirkLady Scales CirkLady Learning CirkLady Scales CirkLady Learning CirkLady Scales CirkLady Learning Scales Cir				55	
Code PLD ILD ILD ILD ILD ILD ILD ILD ILD ILD I	Description Specific Learning Critically Movantie Learning Stribushy Scores Learning Critically Poolata en Kingke Learning Stribushy Social, encoded and metafi health Specific Language and Communication Health Bund Schnolly inpairment Healthy Ingelamment Polyada Disability				55]	

Exclusion details for the Summer Term 2018 are collected in Spring Census,

Table 13: Number of fixed period, permanent and lunchtime exclusions by reason and SEN provision in the 2018 summer term (terms 5 and 6) [Not for: Nursery school] ied pupil Pupils with SEN pro on S - statemen Pupils with SEN provision E - education, health and care plan n K - SEN su Table 14: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged between 5 and 15 years as at 31/08/2018 [Not for: Nursery school] ence in the 2018 autumn term with at least one abs ie for all pupils d due to authorised absence for all pupils e for all p sed) absence for all pupili d due to overall (author ed plus unautho ence as percer tage of total sessions possible iter than or equal to 10 per cent and are th ate la gre

and Attendance from the first day of your Autumn Term 2018, to 31<sup>st</sup> December.



The section with the title **Warning Messages** appears for everyone. If there is an **OK** next to the message, all is well.

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

Everybody has the sections that refer to Admission appeals, but it will be blank unless you have filled in the section on the School Census page in SIMS, and you only need to do that if your school is Voluntary Aided, Foundation or an Academy school that was responsible for its own admission appeals against non-admission for entry into the 2018/19 academic year.

апторало вы помоса алегоато сооть о астотие	n anna	OR WIE DR		spile, els coste (u, c. o. els rij nave best intocoste in els costepartes las completanes.	
Table 16: Admission appeals	[ALI	_ sch	ools][N	te: Primary admissions appeals include Infant admissions appeals]	
Admitesione appeals		Numbs	rof		
	(A) Primar sppeal	(B) Infant appeab	(C) Seconder appeals		
Admissions appeals lodged					
Admissions appeals with drawn		1			
Admissions appeals heard by independent admissions committee					
Admissions appeals heard by independent admissions committee - decided in parents favour					
Admissions appeals heard by independent admissions committee 80° rejected		1			
Schools will only complete the columns that are applicable	e to the	ir phase o	education /	ranges. We would only expect all three columns to be completed by at-through schools. Primary schools will complete column (A) and (B) with secondary schools completing column (C). Please note: where applicable, the number of primary appears includes intert admission appears.	

There are various table for classes taught at the school's selected time, and for the Pupil Reconciliation.



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

NC Year Group	Number of pupils on roll	Of which		
		School lunch taken on census day	Currently FSM eligible on census day	
Reception	58	57	11	
Year 1	60	59	16	
Year 2	59	58	11	
Year X - pupils aged 4 to 6 only	0	0	0	
Total Infant pupils	177	174	38	

Universal Infant Free School Meals data for schools that have Reception, Year 1 and Year 2 is summarised.

Table 24: Post 16 learning aims - number of learners with learning aims which started this academic year - from 1 August 2017, or which are continuing from previous academic year(s) [for: secondary, all-through and PRU]
This table does not apply to the spiring sensus as learning aims information is only collected in the advance consus.
Table 25: Post 16 learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2016 to 31 July 2017 [For: Secondary, all-through and PRU]
This balle does not apply to the spring census as clean information is only contested in the automn census.
Table 26: Post 16 learning aims - number of learning aims that started this academic year - from 1 August 2017 or continued from previous academic year(s) [for: secondary, all-through and PRU]
This table does not apply to the spring census as clean information is only collected in the automn census.
Table 27. Post 16 Learning Aims - Number of learning aims which were active in the previous academic year from 1 August 2016 to 31 July 2017 [For: Secondary, all-through and PRU]
This balle does not apply to the spring census as cleas information is only collected in the automn census.
Table 28: Maths and English prior attainment (for block 2 disadvantage funding) [For: Secondary, all-through and PRU]
Table 20 orly applem to advant of 5%, AT or PR
Table 29: Maths and English funding exemptions (For: Secondary, all-through and PRU)
Table 20 orly apples to solvools with a phase of 55, AT or PR
Table 30: Number of pupils by planned learning; employability, enrichment and pastoral; and, planned learning and planned employability, enrichment and pastoral hours band [for: secondary, all-through and PRU]
This table does not apply to the spring demus as planned hours data is only collected in the autumn cansus.

There will be headings that appear that do not apply to your type of school, or at this time of year. This is because the template used to produce the summary includes all the headings for all types of school.

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

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

#### Copying the Return

An electronic copy of an existing census return can be made whenever required. 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 after recalculating details. The **Copy** button can now also be used to make a copy of an Authorised return to work on, if for example you need to re-submit. The necessary corrections can be made to the data and the copied return can be created, validated and authorised.

To copy a return, select the name of your return from the list in the browse window at the top of the Census Return page. If it is not visible, click on the **Browse** button to reveal it.

🚸 Census Return for Spring 2019 Term [I ] New 🛗 Search 😕 Open 💥 Delete 🛛 🚺		Сору		
Term Spring 2019	Census Folder C:\S	IMS\STATTSCHOOLCENSUSTCENSU	2019\Spring Cen	
Security message for Reports This report contains sensitive information.				]
				Default Message
Description School Census Spring 2019/Version 1	3072184_SC1_307LL19_001.UNA	Census Date Date Created 17/01/2019 09/01/2019	Validated /	

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



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

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1	🗞 Census Return for Spring 2019 Term [Fileset ID: 1102]	
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ľ	Description File Name Census Date Date Created Validated Authoritied Date	

#### **Deleting a School Census Return**

A return can be deleted **at any time prior to Authorisation**. Select **Routines** | **Statutory Returns** | **School Census** to open the **Census Return Browser**. Highlight the census return file that you want to delete and click the **Delete** button.

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ocus <u>R</u> eports R <u>o</u> utines <u>T</u> ools <u>W</u> indow	Help
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log Census Return for Spring 2019 Term File	leset ID: 1102]
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	Default Message
Description	File Name Census Date Date Created Validated Authorised Date
Copy of School Census Spring 2019/Version 1	17/01/2019
School Census Spring 2019/Version 1	3072184_SC1_307LL19_001.UNA 17/01/2019 09/01/2019 09/01/2019

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



#### Authorising the return

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

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Description	School Census Spring 2019/Version 1
Attendance collected from	01/09/2018 C Attendance collected to 31/12/2018 C
Exclusions collected from	02/04/2018 Exclusions collected to 31/08/2018 5
FSM collected from	05/10/2018 SM collected to 17/01/2019
2 School Information	

If missing marks exist, the following message is displayed.

SIMS . ne	et 🛛 🔀
2	Some attendance marks are missing
~	Do you wish to continue to authorise the return?
	Yes No

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.

You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).

SIMS .net		X
?	Return cannot l	be edited once authorised.
~		Do you want to continue?
	Yes	No

The next thing that is displayed is the Head teacher authorisation dialog. The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by them as correct, and it provides a record of any unusual circumstances or validation

failures that might assist an auditor. The LA and the DFE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct.

It is most important that the Head understands that he/she is confirming the accuracy of the Census data that will be used by DfE for funding purposes, will appear in the Performance Tables and be published online.



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

The notes part of the Headteacher's Authorisation report would be a good place to record that you have had to use a different day or time from that indicated by the DFE specification.

is had Cennes 2019 School Summary - Editmat England	🖉 Validation Errors Summary - Internet Englorer			
🕼 C.\S2M6)STAR\School Census\Census 2019(Sp. P 🔹 🐈 🔤 School Cen	🕞 🕘 🖉 C (SBH6)STAR(Sched Census)Onnus 2019/Sp. P 💌 🏘 🛃 Sched Genus 2019	School Census Spring 2019 Authorisation Report		
We Edit View Parcetee Tools Hulp	File Edit View Parontes Tools Help	School Name: VIATERS EDGE PRIMARY SCHOOL		
a 🔄 aboutblank 🔄 risse-Report Manager 😢 Date set for MPs' cruc • 🛃 Pror	😪 શ aboutblank શ Home - Report Monager 👔 Date set for MPN' cruc * 🖉 Frameworki	Estab No: 2104 LEA: 307		
chool census collection: spring 2019	Validation Errors Summary	kathorised Spring School Census 2018: 3072164_BC1_307LL18_001.XML Report Created 31:32019 5:51		
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rsion 2019.1.2 - Updated: 2018-12-20	Security Message: This report contains securities information.	( Gillian Grosvenor, confirm that the head leacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DRE.		
ere are 0 errors and 1 queries.	Advantations (INCER) EDG PMANUTY ED-COL. Planet Interface (ISE Planeter X07151, ED, ED, Lo, UK, UK, UK, UK, UK, UK, UK, UK, UK, UK			
ble 1: School characteristics [ALL schools]	Recon Voldenier - 1 Voldenier nam finited (Norther of Errors - 0 and Norther of Queries - 1) ALL ENRORS AND QUERES			
Summary for: WATERS EDGE PRIMARY SCHOOL	Type         Instance         Control         Description           Specific Participation         Partitipation         Pa			
Local authority code: 307	Find at 32 Anary 209			
Establishment number: 2104	Primal #r. (0.51.5) Primal ty: (90050			
Telephone number: 852015				
Email address: school@we.com				
Phase: PS				
Type: 10				
Governance: CO				
Intake type: COMP				
Lowest national curriculum year proup: N1				
Highest national curriculum year group: 6				

The **Headteacher's Authorisation, the Validation Errors Summary** and the **Summary Report** (sometimes on separate tabs in the same window) automatically open up in your browser. If you have not already printed it off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



This message confirms that your Spring Census 2019 details can be retrieved at a later date if required.

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

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Security message for Reports
This report contains sensitive information.
Default Message
Description File Name Densus Date Date Created Validated Authorised Date
Copy of School Census Spring 2019Wersion 1 17/04/2019
School Census Spring 2019Wersion 1 3072184_SC1_3074419_001XML 17/04/2019 09/01/2019 09/01/2019 09/01/2019

#### Submitting the Return to the Local Authority

The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT.

Secure Access had now been replaced by DfE Sign-in: <a href="https://services.signin.education.gov.uk/">https://services.signin.education.gov.uk/</a>

There is more information at <u>https://sa.education.gov.uk/</u> as shown here:



Users were supposed to migrate their Secure Access Account over to DFE Sign In by 21<sup>st</sup> December 2018. If you did not migrate your account by this date, you will need to ask the person in your school who holds the Approver rights for DFE Services (often the Head and/or the School Administrator) to set you up and give you access to the services you need. Sometimes access can take up to 24 hours to become active.

More information about who your Approver is and FAQs are available here: <u>https://help.signin.education.gov.uk/contact</u>

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	colleagu Approve	ie? rs can add or edit user ac	<b>tion, how do I create an acco</b> counts for their organisation, do this please sign-in and go	including	
	Star	tnow			
	If you pe	ad further assistance, voi	can submit a support request	+	

If you are still experiencing issues or require further assistance the DFE have provided an email contact address: <u>SA.DFESIGNIN@education.gov.uk</u> |

Once you are logged into DFE Sign In to other DFE secure sites that your Approver has granted you access to such as COLLECT, S2S and KTS:

services							- ∰ C Search	
Census 201	Access DfE services	× 🛃 DfE Sign-in		🖇 Mimecast TTP Web Ports	ıl 🛛 🙆 DfE Sign-in	<u></u>		
	GC	V.UK DfES	iign-in					
	BETA Th	is is a new service – y	our <u>feedback</u> wi	ll help us to improve it.				
	Services	Organisations P	rofile <u>Users</u>		Sign out			
	My	Sorvice						
	TTY -	Services				Actions		
		A list of services you have access to is displayed below. To access a service, <u>My approvers</u> please select the required link.						
	Collec	t						
	Inform	ation Exchange						
	Key to	Success (LAs)						
	Schoo	l to School						

Choose the COLLECT option. And Continue...



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

Ealing Intranet Homepage 🖉 Home Page X 📑					
	f in as 307fbradley   Log out				
COLLECT Portal					
me Page					
MY DATA COLLECTIONS					
Data Collection					
	User Role	Organisation	Status	Due Date	Days Due
Alternative Provision Census 2019	Source	Ealing	Familiarisation	01/03/2019 00:00:00	51
Alternative Provision Census 2019 Early Years Census 2018	Source Agent	Ealing Ealing	Familiarisation Open	01/03/2019 00:00:00 09/03/2018 00:00:00	<b>51</b> -306
Ilternative Provision Census 2019 arly Years Census 2018 YYSF 2018	Source Agent Agent	Ealing Ealing Ealing	Familiarisation Open Open	01/03/2019 00:00:00 09/03/2018 00:00:00 07/09/2018 00:00:00	51 -306 -124
Nternative Provision Census 2019 arly Years Census 2018 YYFSP 2018 (ey Stage 1 2018	Source Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open	01/03/2019 00:00:00 09/03/2018 00:00:00 07/09/2018 00:00:00 27/07/2018 00:00:00	51 -306 -124 -166
Iternative Provision Census 2019 Jarly Years Census 2018 TYSP 2018 Ary Stage 1 2018 Inonica2018	Source Agent Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open Open	01/03/2019 00:00:00 09/03/2018 00:00:00 07/09/2018 00:00:00 27/07/2018 00:00:00 27/07/2018 00:00:00	51 -306 -124 -166 -166
Utternative Provision Census 2019           Air/ Years Census 2018           VFSP 2018           (vFSP 2018)           bmolic.2018           choidcensus 2018_utumn	Source Agent Agent Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open Open Open	01/03/2019 00:00:00 09/03/2018 00:00:00 07/09/2018 00:00:00 27/07/2018 00:00:00 27/07/2018 00:00:00 04/10/2018 00:00:00	51 -306 -124 -166
Mernative Provision Census 2019 anity Years Census 2018 4759 2018 deviacional State Constraints Anito Constraints 2018 deviacional State Constraints 2018, Autumn deviacionants 2018, Septing	Source Agent Agent Agent Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open Open Familiarisation	01/03/2019 00:00:00 07/03/2018 00:00:00 27/07/2018 00:00:00 27/07/2018 00:00:00 04/10/2018 00:00:00 17/01/2019 00:00:00 17/01/2019 00:00:00	51 -306 -124 -166 -166 -97 8
Nternative Provision Censos 2019 alary Years Censos 2018 Pr/SP 2018 (ey Stape 12018 Monica2018 SchoolCensus 2018_Autumn SchoolCensus 2018_Spring School School Strug Spring	Source Agent Agent Agent Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open Open Familiarisation Open	01/03/2019 00:00:00 09/03/2018 00:00:00 27/07/2018 00:00:00 27/07/2018 00:00:00 02/07/2018 00:00:00 04/10/2018 00:00:00 11/07/2018 00:00:00 31/07/2018 00:00:00	51 -306 -124 -166 -166 -97 8 -162
Used a Contextual Used a Contextual (Contextual Contextual Context	Source Agent Agent Agent Agent Agent Agent	Ealing Ealing Ealing Ealing Ealing Ealing Ealing	Familiarisation Open Open Open Open Familiarisation	01/03/2019 00:00:00 07/03/2018 00:00:00 27/07/2018 00:00:00 27/07/2018 00:00:00 04/10/2018 00:00:00 17/01/2019 00:00:00 17/01/2019 00:00:00	51 -306 -124 -166 -166 -97 8

**Today, mine looks like this**. The DFE won't add the live Spring School Census option until 17th January 2019, although you will be able to see the **Familiarisation** blade before that.

To upload your Spring Census, highlight **School Census 2019\_Spring** by clicking on it, and then click the blue **Select Data Collection** button.

Select Data Collection

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

DATA RETURN		
ie status of your data retu	Irn: No_Data	
Errors : 0	Queries : 0	OK Errors : 0
Upload Return from file Add Return on screen Open Return	Press this button to import a file into your data return Press this button to add a new return using a web form Press this button to open your data return	
Add Return on screen	Press this button to add a new return using a web form	
Add Return on screen Open Return Submit Return	Press this button to add a new return using a web form Press this button to open your data return Press this button to Submit your completed data return	

At the moment a file has not been uploaded and so the status of your data return is set to **No\_Data**. In the What can I do with My Data Return? section click on **Upload Return from file...** button.

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

COLLECT Portal	
Jpload File	
UPLOAD FILE SELECTION	
This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.	
Lipload	ン
	1

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

If you are having difficulty deciding which file it is, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.

5pring Census 2018					📸 Medium Icons		
🔊 🗢 🚺 🔹 Computer	+ Local Disk (C:) + SIMS + STAR + School Census +	Spring Census 2018		👻 🛃 S	Search Spring Census 2018	State of the second sec	
le Edit View Tools	Help					22.00	
ganize 💌 🔀 Open 👻	E-mail New folder					33 List	
Favorites	Name ^	Date modified	Туре			BIII Details	_
📃 Desktop	3072184_5C1_307LL18_001	05/12/2017 10:07	XML File	795 KB		a Printing	
Downloads	3072184_5C1_307LL18_001_2_year_old	05/12/2017 10:29	HTML Document	5 KB		Content	
PERFORMANCE MA	3072184_5C1_307LL18_001_authorisation_r	112/2017 10:29	HTML Document	3 КВ	L.		
Recent Places	3072184_SC1_307LL18_001_class_report	05/12/2017 10:29	FITML Document	9 KB			
TRIBAL SHARED	3072184_SC1_307LL18_001_dinners_taken	05/12/2017 10:29	HTML Document	45 KB			
LEAVERS AND JOIN	3072184_5C1_307LL18_001_early_years_re	05/12/2017 10:29	HTML Document	13 KB			
	3072184_SC1_307LL18_001_eyppe_report	05/12/2017 10:29	HTML Document	12 KB			
Libraries	3072184_SC1_307LL18_001_general_report	05/12/2017 10:29	HTML Document	4 KB			
Documents	3072184_SC1_307LL18_001_leavers_pupil	05/12/2017 10:29	HTML Document	4 KB			
Music     Fictures	3072184_SC1_307LL18_001_onroll_pupil_ba	05/12/2017 10:29	HTML Document	287 KB			
Podcasts	3072184_SC1_307LL18_001_post_looked_a	05/12/2017 10:29	HTML Document	4 KB			
Videos	3072184_SC1_307LL18_001_pupil_absentee	05/12/2017 10:29	HTML Document	15 KB			
	3072184_SC1_307LL18_001_pupil_address	05/12/2017 10:29	HTML Document	202 KB			
Computer	3072184_SC1_307LL18_001_pupil_attendan	05/12/2017 10:29	HTML Document	325 KB			
Local Disk (C:)	3072184_SC1_307LL18_001_pupil_exclusion	05/12/2017 10:29	HTML Document	4 KB			
Apple Phone	3072184_SC1_307LL18_001_pupil_free_me	05/12/2017 10:29	HTML Document	30 KB			
	3072184_SC1_307LL18_001_pupil_sen_report		HTML Document	13 KB			
Network	3072184_SC1_307LL18_001_Summary_Report	05/12/2017 10:29	HTML Document	40 KB			
EAL22190	3072184_SC1_307LL18_001_top-up_fundin	05/12/2017 10:29	HTML Document	4 KB		-	

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

Your Spring School Census will have the name **307***SSS***SC1\_307LL18\_0***NN.XML* (where *SSSS* is the DFE number of your school, SC1 indicates that it is the first census of 2019, and *NN* is the version number of the return) and in the column headed **Type** it will be an XML Document.

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

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

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

Source Page								
MY DATA RETURN								
The status of your data return : Loade	d							
Errors : 14		Queries : 70		OK Errors : 0				
What can I do with My Data Return?								
Upload Return from file Press this button to import a file into your data return								
and recurit offseree and		new return using a web form						
Open Return	Press this button to open y							
Submit Return		your completed data return						
Export to file	Press this button to Export							
Delete Return	Press this button to Delete							
What is happening to My Data Return?								
Data Return Submission		Data Return Approval		Data Return Authorisation				
Date Submitted		Date Approved		Date Authorised				
View submitted data return		View approved data return		View authorised data return				
Export submitted data return		Export approved data return		Export authorised data return				

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

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



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

	Count 3:	L	Details
iorityOK'd	Notes	Field	Value
IUNIYOKU	notes	DOB	<u>Jul 17 1994 12:00AM</u>
Jeries OK Details		Governance	<u>CO - Community</u>
		Intake	COMP - Comprehensive
Jeries OK Details	2	NCYearActual	<u>7 - Year 7</u>
Jeries OK Details	2	Phase	SS - Secondary (including CTCs and
ieries OK Details	<b>1</b>	1 Hase	<u>Academies)</u>
Jeries OK Details	2	ReferenceDate	<u>Jan 17 2008 12:00AM</u>
Jeries OK Details	2		
Jeries OK Details	2		
Jeries OK Details	2		

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

Pupils On Roll -	upils On Roll - Identifiers - Villiers High School								Drill Up Error	
Unique Pupil Number(UPN)	Pupil Sumame	Pupil Forename	Pupil Date of Birth	Pupil Enrolment Status		Address Errors	Termly Exclusion Errors	Steeds Needs Errors	to the black error page Session Details Errors	je

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

2010 Department f	or Education	Back to MyCOLLECT   re logged in as 307fbradley   Log		
COLLECT Portal				
Blade Error Report - SchoolCens	us 2015_Spring			$\frown$
Beaconsfield Primary and Nurse	ry School Error report o	n 18/05/2015 at 08:55	Count 1	Return
Rule No. Return Level Error Message		PriorityOK'd	Notes	
2190Q Y Please check: Perce statements, ECHPs	entage of pupils in school with SEN provision of	Queries OK	Ē	
Page 1 of 1	Copy Paste Select Al		1	
0	Select All Print			
© Crown copyright   Disclaimer   Privacy	Print Preview			
	Blog with Windows Live			
	Map with Bing			
	8 Search with Google			
	a Translate with Bing			
	All Accelerators			
	Send to OneNote			

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

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

Department	for Education		to My COLLECT page   Help as 307fbradley   Log out						-
COLLECT Portal									
C15 Spring									
			All Errors	All Notes	Add	View	Edit	Delete	Status
0									
-SC15 Spring	SC15 Spring - Berryme	de Junior School							
-	SC15 Spring - Berryme	de Junior School				ors	OK E	Return L	aval Note
-SC15 Spring	SC15 Spring - Berrymee	de Junior School	Return Level Errors		E	Q	OK E		evel Notes
-SC15 Spring Levels	▲ SC15 Spring - Berryme	de Junior School	Return Level Errors				OK E		evel Notes-
SC15 Spring Levels School	SC15 Spring - Berrymer	de Junior School			<b>Е</b> 0	<b>Q</b> 0	C		
-SC15 Spring Levels School > Special School	SC15 Spring - Berrymen Data Item	de Junior School	Return Level Errors Value		<b>Е</b> 0	Q			
-SC15 Spring Levels School > Special School > Address	Data Item				<b>Е</b> 0	Q 0 rors	C		2
SC15 Spring - Levels - School -> Special School -> Address -> Admission Appeals					<b>Е</b> 0	Q 0 rors	C	Notes	2
-SC15 Spring - Levels - School - > Special School -> Address -> Address -> Characteristics	Data Item School Census Spring	2015			E 0 Err	Q 0 rors Q	O OK Errors		2

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

Back to MyCOLLECT page You are logged in as 307fbradley   Log out	
	Back
Native ID Date and Tim	
	Add New Note     Remove Note
×.	
	You are logged in as <b>307fbradley   Log out</b>

Then Add New Note.

Department for Education	Back to Return page   Help You are logged in as 307fbradley   Log out	
COLLECT Portal		
Note Page		
Create New Note		
2190g Y Please check: Percentage of pupils in school with SSN provision of statements, ECHPs seems high- Confirmed as correct	× .	
Create Canc		
© Crown copyright   Disclaimer   Privacy		

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

😻 Dej	partment for Education	Ba You are logged in as	ck to MyCOLLECT p 307fbradley   Log	
COLLECT	Portal			
Blade Error Rep	oort - SchoolCensus 2015_Spring			
Dormers Wells	High School Error	report on 18/05/20	)15 at 09:29	С
Rule No. Return Level	Error Message	Priority	<u>OK'd</u>	
2502Q	Zero attendance sessions possible recorded for Pupil on F only be recorded with zero sessions possible if pupil was spent all of the previous term for which attendance data is other registration. This query will be accepted by DfE on o suitable explanatory notepad entry is provided in COLLEC	dual registered and being collected at ondition that a	OK Details	
2502Q	Zero attendance sessions possible recorded for Pupil on F only be recorded with zero sessions possible if pupil was spent all of the previous term for which attendance data is other registration. This query will be accepted by DfE on o suitable explanatory notepad entry is provided in COLLEC	Roll. Pupil should dual registered and being collected at ondition that a	OK Details	
2502Q	Zero attendance sessions possible recorded for Pupil on F only be recorded with zero sessions possible if pupil was spent all of the previous term for which attendance data is other registration. This query will be accepted by DFE on c suitable explanatory notepad entry is provided in COLLEC	Roll. Pupil should dual registered and being collected at ondition that a	OK Details	

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

3	1760	Number of PupilsOnRoll with no <fsmperiod> nodes present should not be equal to zero</fsmperiod>	Please check: No pupils in the school eligible for free school meals during the period since the last census	1	1		Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry"No pupils qualify for FSM"
4	1767	Where <fsmenddate> is present and <ukcountry> value is ENG or blank <fsmenddate> must not be present</fsmenddate></ukcountry></fsmenddate>	Due to FSM protection we would not expect FSM periods to have an end date. Please provide a reason.	1	1	1	Confirmation will not be acceptable, a reason must be provided as to why FSM period has an end date.
5	1849	For all pupils where <eyppr> is present: Where <plaa> equals 'A', 'G' or 'C', <eyppr> must equal 'Y' and <eyppbf> must be present and equal to 'RO' or 'RB'</eyppbf></eyppr></plaa></eyppr>	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as post looked after arrangements would be expected to have reason 'RO' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded with 'post looked after arrangements'
6	1850	Number of pupils where ( <language> equals NOT) divided by total number of <pupilonroll> should not be greater than 10%</pupilonroll></language>	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	1	1	1	Confirmation that information is correct is acceptable, however, additional information would be helpful i.e school still awaiting response from parents
7	1853	For all pupils where <eyppr> is present: Where a <fsmperiod> node is present with either <fsmenddate> not present or <fsmenddate> equal to <referencedate> <eyppr> must equal 'Y' and <eyppbf> must be present and equal to 'RE' or 'RB'</eyppbf></eyppr></referencedate></fsmenddate></fsmenddate></fsmperiod></eyppr>	Please check: Pupil aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of 'RE' or 'RB'	0	1	0	Confirmation will not be acceptable, a reason must be provided why the basis for funding is not recorded as RO or RB if the pupil is recorded as FSM eligible
	1870	Number of PupilsOnRoll with <enrolstatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%</enrolstatus>	sole registrations at the school is low (fewer than 95%)	1	1		As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
9	1872	Number of PupilsOnRoll with -PLAA- not equal to Yr (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1	1	1	Schools will be required to specifically confirm that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high. Acceptable note entry The school has confirmed that more than 5% of their pupils were post looked after from local authority care in England or Wale's.
10	1877	[(Namber of PupilsOR6d with -NC;earActuab-equals 'R; 1 or 2 AND <schoollunchtaken-equal (number="" 1="" of="" or="" plus="" pupilsorroll<br="" true)="">with -NC;earActuab-equals 'X AND pupil born between 2011-09-01 and 2014-08-31 incluave AND -SchoolLunchTaken-equals 1 or true)[ divided by (Number of PupilsOR0l with -NC;earActuab- equals 'R; 1 or 2) plus (Number of PupilsOR0l with -NC;earActuab- equals 'R; 1 or 2) plus (Number of PupilsOR0l with -NC;earActuab- equals 'X AND pupil born between 2011-09-01 and 2014-08-31 inclusive)] should be less than or equal to 95%.</schoollunchtaken-equal>	Please check: Take up of school kinches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
0	1878	Where count of pupils [in <ncyearactual> equals 'R', 1 or 2] or [in</ncyearactual>	Please check: No infant pupils are	1	4	1	Confirmation will not be acceptable. A reason must

The DFE provide a list of notepad entries with prescribed wording to add against queries in census. These are available here:

https://www.gov.uk/government/publications/school-census-2018-to-2019-notepadentries-for-collect-queries

Also, there is a copy on the EGFL School Census page.

These days COLLECT retains a copy of any notes that have been previously added against a query if you resubmit/reload your return. You will be able to copy these across to the return level of your revised return.

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

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

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

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

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

🚈 SCO8 Autumn - Microsoft Internet Explorer provided by London Borough of Ealing	
File Edit View Favorites Tools Help	
Address 🕘 https://datauat.dfes.gov.uk/SchoolCensusFamiliarisation/BLADES/SchoolCensus2008_	Autumn/Selecterisusview.aspx
department for children, schools and families	Back to My COLLECT page   Help

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

Source Page		
Source Fage		
MY DATA RETURN		
The status of your data return : Load	ad	
Errors : 14	Queries : 70	OK Errors : 0
What can I do with My Data Return?		
Upload Return from file	Press this button to import a file into your data return	
Add Return on screen	Press this button to add a new return using a web form	
Open Return	Press this button to open your data return	
Submit Return	Press this button to Submit your completed data return	
Export to file	Press this button to Export your data return to a file	
Delete Return	Press this button to Delete your data return	
What is happening to My Data Return?		
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted	Date Approved	Date Authorised
View submitted data return Export submitted data return	View approved data return Export approved data return	View authorised data return Export authorised data return

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

MY DATA RETURN		
The status of your data return : Submitted		
Errors : 1	Queries : 12	OK Errors : 0
What can I do with My Data Return?		

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

Fiona Bradley 020 8825 6065 <u>fl</u>

fbradley@ealing.gov.uk

\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\PLASC Census Folders\Census 2019\Spring School Census 2019 For Ealing Primary Schools.Doc

### Appendix 1:

## Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guidev1.6 available on the Gov.uk website here: https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las)

## **1.2.1 Statutory requirement**

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

• means that schools do not need to obtain parental or pupil consent to the provision of information

• ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils

• helps to ensure that returns are completed by schools

### 1.2.2 Data protection and data sharing

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. This includes (amongst other information that we are obliged to provide):

• the right to know the types of data being held

- why it is being held
- to whom it may be communicated

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

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

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

# **1.2.2.1 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: privacy notices**

Being transparent and providing accessible information to individuals about how you will use (process) their personal data is a key element of GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

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

- what data is collected about them
- for what purposes the data is collected
- how the data is used (processed)
- what the lawful basis is for processing
- · for how long the data is retained
- with whom the data is shared
- why the data is shared
- whether you intend to transfer it to another country, and
- whether you do automated decision-making or profiling

The department provides suggested wording for privacy notices that schools and local authorities may wish to use. However, where the suggested wording is used, the school / local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections. As such, to comply with GDPR and DPA 2018, the privacy notice should contain details of all uses of data within the school, which may include, for example, information used locally for pupil achievement tracking and (where relevant) the use of CCTV data. The privacy notice should also include this link to the gov.uk webpage, which provides information on how the department processes data. It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, as well as featuring on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in
- $\circ~$  electronic, or
- o paper format

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

# **1.2.2.2 Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: data security**

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioner's Office.

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The 'School procurement: selecting a school MIS' and 'Responsible for information' pages provide further guidance and advice.

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

- being familiar with your security policy
- putting security procedures into practice

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

# 1.2.3 Collection of pupil characteristics from parents / guardians or pupils

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

- ethnicity
- language
- service child indicator

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

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

#### 1.2.3.1 Data subject right of refusal

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

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

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