Spring School Census 2019

for

Ealing PRUs

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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

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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.

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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.

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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.

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Security message for Rep	iorts					-	
This report contains sens	tive information.						
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Description		File Name	Census Date	Date Created	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 🗵
?	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
School Address	Main Office Monkmoor Road Bedford Bedfordshire SI2 5AP		
Telephone	851234]	
School E-mail Address	office@ga.org.uk		
School Phase	PR Pupil Refe	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 🔍 💥		-	\leq
Establishment Number	1149		ART	
Unique Reference Number				
School Phase	Pupil Referral Unit (PRU)			
School Type	LA Maintained PRUs 🗸	D	nil Roforral Unit	
School Governance	Community -	FL	ipii Kelerrai Onit	
ntake Type	Comprehensive -	L		
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		L	
	III			

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	^

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.

1	School Details - WATERS ED	GE PRIMARY SCHOOL	
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·	1 Establishment 2 Address	3 Contact Details 4 Sites 5 Documents 6 Childcare	
-[\smile	
1	<u>1</u> Establishment		
	School Name	WATERS EDGE PRIMARY SCHOOL	salaters Eda
1	LA	307 Ealing 🔍 🗶	Maries 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							😋 Reca
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	📂 Ор
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		
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	Weeks Upen		
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		▼	
		OK. Cancel	
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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 D	etails	×
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		
Weeks Open		
Notes		*
		v
		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	eld 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	Х
After School	Х	\checkmark	\checkmark	\checkmark	\checkmark	Х
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.

ame Preferred Schame Forename YTI Reg SEN Ever in
son Chloe 4 4SL E No
stock Peter 4 4ES E No
f 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.

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Barnishi Restination Filter	Top-up Funding	Ad	5d	Remove]		
Stock Peter 6 6VC E No Yuzaf Yuzaf Adan 5 5DT E No	Top-up Funding	Performed	sd	Remove	Ben	SEN	Ever in Care
Yusaf Yusaf Adan 5 5DT E No	Top-up Funding Sumame ▶ Balinski	Prefetred Some	id [Remove YTI 3	Reg	SEN	Ever in Care
	Top-up Funding Sumame Balinski Stock	Prefetted Some Bainski Stock	id []	Pernove YTI 3 6	Reg 3CB 6VC	SEN E E	Ever in Care No 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.

poate Students www. The	-up Funding					
te Students with Top-u	i nuting					
date						
	/					
Term Auturn 2017	 Students D 	n-Roll on Census Day				
					_	
Sumame	Forename		YTI	41	 Reg 	Al 💌
Preferred	SEN		Ever in care	Libra .	-	
Surname		P 1	at this school	lowito	-	Search
Top-up Funding	👘 Add) () () () () () () () () () () () () ()	Remove			
Sumame	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balinski	Balinski	lwa	3	3CB	E	No
Stock	Stock	Peter	6	6VC	E	No
Yusal	Yusaf	Adan	5	SDT	E	No
Colman	Colman	Tansin	1	PINE	E	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			1	<u></u>	Hecalculate
Surname	Preferred Surfrome	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.

Surname [Forena	ame			ן אז					
Preferred [Surname		Reg		4.1	•	Ever in Care at this school	Yes 💌	🔍 Search			
Surname	Pre	ferred Surname		Forename		YTI	<any> FYes</any>	Ever in Care			
Rossiter	Ro	ssiter		Bradley		R	FNo	Yes			
Simons	010	ions		Chillston		0	0/0	105			
stevens	506	wents		TONY		0	010	105			
Post Lookec	I After Arrangements	E	Ado) 💌	Remove					
Post Looked	After Arrangements Preferred Surname	Forename	Add	Reg Eve) 🔀 er in Care Pos	Remove	jements		Evi	dence Obtained	
Post Lookec Surname Cain Erikeer	I After Arrangements Preferred Sumame Cain	E Forename William	Add	Reg Eve 3TO Yes	erin Care Pos	Remove	gements H through Adoption		Evi	dence Obtained	
Post Lookec Surname ▶ Cain Erikson Falmer	After Arrangements Preferred Surname Cain Erikson Fahrer	Forename William Finley Michael	Add YTI 3 1	d Reg Eve 3TO Yes OAK Yes	Postoria Care s Care s Care	Remove	jements ir through Adoption ir through Adoption	ne Order (RD)	Evi	dence Obtained	
Post Lookec Sumame ▶ Cain Erikson Falmer	After Arrangements Preferred Sumame Cain Erikson Falmer Franklin	Forename William Finley Michael Ethan	Add YTI 3 1 1 5	Heg Eve 3TO Yes OAK Yes PINE Yes 5BB Yes	Por in Care Pos s Cec s Cec s Cec s Cec	Remove	pements er through Adoption er through Adoption er through a Residen	ce Order (RO) ce Order (RO)	Evi	dence Obtained	
Post Lookec Surname Eciin Erikson Falmer Franklin Nichols	After Arrangements Preferred Sumame Cain Erikson Falmer Franklin Nichols	Forename William Finley Michael Ethan Kate	Add YTI 3 1 1 5 4	Heg Eve 3TO Yes OAK Yes PINE Yes 5BB Yes 4ES Yes	er in Care Poo s Cee s Cee s Cee s Cee s Cee	Remove	pements et through Adoption et through Adoption et through a Residen et through a Residen	ce Order (RO) ce Order (RO) Guardanship Order (SC	Evi	dence Obtained	

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.

Information Forecalculate Image Preferred Surname Forename YTI Reg Ever in C_ Post Looked Alter Arrangements in Cain William 2 2JB Yes Ceased to be looked alter through Adoption inklin Franklin Ethan 4 4ES Yes Ceased to be looked after through a Residence Order (RO)
Anname Preferred Surname Forename YTI Reg Even in C Post Looked Alter Arrangements in Cain William 2 2JB Yes Ceased to be looked alter through Adoption anklin Franklin Ethan 4 4ES Yes Ceased to be looked after through a Residence Order (RO)
Inim Cain William 2 2/B Yes Ceased to be looked after through Adoption Inklin Franklin Ethan 4 4ES Yes Ceased to be looked after through Adoption
anklin Franklin Ethan 4 4ES Yes Ceased to be looked after through a Residence Order (RD)
Connor D'Connor Marc 6 6KH Yes Ceased to be looked after through a Child Arrangement Order (CAD)

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	ndance 🖉 Calculate From Dinn	er Money
Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken	🔺 🛷 Tick All
Abhra	Shaquib	R	ELM	Single Registration	✓	W Beset
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	R	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 STMS	5 net		XI	
Adams	Laura	2	2JB	Since			
Akeman	Rebecca	2	2JB	🔿 w			
Andrews	Josef	R	ELM (Please ensure that registe			
Arkell	Isis	2	2JB	been interpreted as absen			
Astoni	Sonya	2	2JB	Do you want to continue?			
Astwick	William	2	2JB				
Bailey	Eve	R	OAK		or	Cancel	
Baker	Fiona	2	2JB			Cancer	
Balinski	Cyla	R	ELM	Single Registration			
Balinski	Fil	R	ASH	Single Registration			
Balinski	lwa	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	✓	
				T	otal Taken: 174	▼ Total Not Taken: 7

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

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.

	/ Edit			_			 _
Name	Pate of Birth	Gender	AdNo.	Year	Reg	Time in Unit	
Abbey, Grenetia	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	\mathbf{r}		Pupils V Year G	/iew roup	All	✓ Reg	All 👻	Status	All	
pils										_
lame	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit				(
bbey.Grenetta	24/07/2003	Female	003979	10	10F	0				
bbey,Jimmy	17/04/2001	Male	003599	12	G	0				
bbey,Sean	19/09/2006	Male	004505	7	7B	10				
bbot,Andrew	13/12/2004	Male	004163	9	9E	0				
bbot,Benjamin	20/07/2003	Male	004161	10	10A	0				
bbot,Claire	22/04/2000	Female	003460	13	н	0				
bbot,Hannah	23/12/2002	Female	003762	11	11B	0				
bbot,Susan	21/06/2001	Female	003600	12	L	0				
ble,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	AdNo.	Year Actual	Reg	Age	Sort By		4
	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.

8 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	kus <u>K</u> eports R <u>q</u> utnes <u>L</u> oois <u>Wi</u> ndow <u>H</u> elp				
😫 🚑 Back 🔹 🛶 Forward 🛛 🎭 🍃	🖨 Back - 📄 Forward 🛛 🧊 🍃 📂 💱 🗐 👪 🎬 📖 🔯 📚 🤹 🏹 🌄				
🎭 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 Brown Details - Spring 2018 Term: School as sus Spring 2018/Version 1					
1 Census Details 2 School memory Walidate current return (Ctri+L) Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11/					
1 Census Details Census Date 18/01/2018					

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.

	📥 Repor		_			💥 Close
ľ	alidation Student S	earch	Return Validated - 5 V lidation	rules failed (Errors - 1; Queries - 4)	it Name, DDB (YYYY-MM-DD) or UPN for student filter	
	Error Sear	ch 斗	To resolve an error, click in row	to navigate to the relevant screen		
	Туре	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	
	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.

l é	a Report					💥 Close
Va	lidation	Errors Sur	mmary Return Validated - 1691 Validation rules failed (Errors - 57; Querie	s - 17) Mittad Enter Student Name DOB MM	AMMUDD) or LIPN for student filter	
E	fror Searc	saich si	UPN: F823432110104. Name: Smith, Grant. Date of Birth: 2000-01-17, Male			
	Туре	Sequence	UPN: E623432110165, Name: Smith, David. Date of Birth: 1356-01-13, Male UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female		Solution	^
Þ	F	2000	UPN: E820200100026. Name: Smith, Jason. Date of Birth: 1996-03-21, Male 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	
Ī	F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female. 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						💢 Close
Validation Student Se	Errors Summary earch		Return Validated - 1691 Validation rules fai	led (Errors - 1117; Queries - 574) Minimi Enter Student Name, DOB (N	YYY-MM-DD) or UPN for student filter	
Error Sea	an QUERIE	s 🗸	To resolve an error, click in row to navigate	to the relevant screen		
Туре	SequerALL	pe		Location	Solution	~
•	20400 ERROR	S S	xpected year group with no pupils (apart from ye		Please check that the pupils are in correct National Curriculum y	
Q	20500 1500 1770	eleck: Is	s school type correct? Some pupils are outside t		Please check the school type.	
Q	23550 1840 2000	check: P	upil 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	
Q	2540Q ¹²⁸⁷⁰	click: Ti	here 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.

📥 Перо	ort			\$	🛱 Close
/alidatio	on Errors Sur	mary Return Validated - 16	91 Validation rules failed (Errors - 57; Queries - 17)		
Student	Search		Find Enter Student Name, I	DOB (YYYY-MM-DD) or UPN for student filter	
Error Sea	arch ALI	- 🗸 To resolve an error, cli	ck in row to navigate to the relevant screen		
Туре	Sequence	Message	Location	Solution	~
F	1500	UPN missing	Name: Cruise, Harryl Date of Birth: 1994-11-11, MalelUF	PN: # Go to Focus Student Student Details and add or issue a UPN.	-
F	1500	UPN missing	Name: Major, JohnI Date of Birth: 1994-10-03, MaleJUPN	N: # Go to Focus/Student/Student Details and add or issue a UPN.	
F	2000	r upiractuar year group is missing or invalia	Name: Abrahams, Vacquir Date of Birdt, 1999-1912, Ter	inaicio + 20 to Focus 5 tudent 5 tudent 5 tudent registration panel and ed	
F	200	# Go to Focus Student Student Details Registra	ation panel and edit Year Taught In, note that if you make this change after th	e census date you will need to use History button to apply the change on the cer	nsus date.
F	200	Pupil actual year group is missing or invalid	Name: Adams, Jamesl Date of Birth: 1993-12-13, MalelL	JPN: X8 # Go to Focus/Student/Student Details Registration panel and ed	

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

E	Report					💥 Close
Validation Errors Summary Return Validated - 5 Validation rules failed (Errors - 1; Queries - 4) Student Search Enter Student Name, DDB (YYYY-MM-DD) or UPN for student filter						
E	ror Searc	h 🎽	te To rotative art anal, diakrii	ion to narigato to the role rank corection		
	уре	Sequence	e Message 🗸 🗸	Location	Solution	
	O.	20200	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	
	×					
	Q	20200	Please check: pupil is shown in year group 5 ho	Name: Gill, Gemmal Date of Birth: 2002-02-07, Femalel	# 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	2020Q	Please check: pupil is shown in year group 2 ho	Name: Henry, Stuart Date of Birth: 2005-04-09, Male U	# Go to FoculStudent Student Details registration and c	
	F	9999	module is missing.	Name: Sahonta, Jamilla 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.



É	a Report					💥 Close	1
Va	lidation	Errors Sum	mary Return Validated - 5 Valid	lation rules failed (Errors - 1; Queries - 4)			
	Student Se	earch		Find Enter Stu	udent Name, DOB (YYYY-MM-DD) or UPN for student filter		
1	Fror Searc	h ALL	To resolve an error, click i	n row to navigate to the relevant screen			
	Туре	Sequence	Message	7 Location	Solution		
Þ	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		
	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 Name: Gill, Gemmal D	# Go to Focus Student Student Details registration and c 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, Jamillal 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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Term Spring 2017 Security message for	Term Spring 2017 Census Folder C:\SIMS\STAR\School Census					
				Defentition		
Description	F	ile Name	Census Date Date Created	Validated Authorised Date		
School Census Spring	2017/ Trial Version 3	/072184_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 2019					
😬 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 FSM collected from 05/10/2018 Attendance collected from 05/10/2018	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 Establishment 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.

	Spring - 2019 (On Roll	Basic Data) - Internel	Explorer											_ 8
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School Cer	neue Spring -	2010 (On Poll	Basic Data)											
Ochoor Och	isus opring -		Dusic Dutuj											
Security Mes	sage : This report	contains sensitive i	nformation											
,														
Report Criteria	: Pupile on roll on C	ansus day (17/01/201	91											
Total Runiles	446		-/	<u> </u>										
Total Pupils.	440													
Sabool Name	WATERS EDGE DRM	DV SCHOOL Eilanat Nu	mbor: 1100 (SIME not)	```)									
Filename:	3072184 SC1 307LL1	9 001.UNA Report Cr	eated: 28/11/2018		/									
XML Version:	Validation 2018.Base -	Updated: 2017-12-05 Erro	rList 2018.Base - Updated: 20	17-12-05 Summary 2018.B	ase - Updated	: 2017-12-05								
UPN	Legal Surname	Local Frances			1									
		Legar Forename	Preferred Surname	Former Surname	DOB	Gender	YTI	DOA	Enrolment Status	Ethnicity	Language	Class Type	Part-time Status	Boarder
F823299918013	Abbott	Jessica	Abbott	Former Surname	DOB 17/02/2014	Gender Female	YTI N2	DOA 27/09/2017	Enrolment Status Main - Dual Registration	Ethnicity White - English	Language English	Class Type Nursery	Part-time Status	Boarder Not a Boarder
F823299918013 N823299911001	Abbott Abdullah	Jessica Tamwar	Abbott Abdullah	Former Surname	DOB 17/02/2014 12/01/2009	Gender Female Male	Y11 N2 5	DOA 27/09/2017 01/09/2012	Enrolment Status Main - Dual Registration Single Registration	Ethnicity White - English Bangladeshi	Language English English	Class Type Nursery Other	Part-time Status No No	Boarder Not a Boarder Not a Boarder
F823299918013 N823299911001 K823299913001	Abbott Abdullah Abhra	Jessica Tamwar Abjit	Abbott Abbullah Abhra	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009	Gender Female Male Male	YTI N2 5 4	DOA 27/09/2017 01/09/2012 01/09/2013	Enrolment Status Main - Dual Registration Single Registration Single Registration	Ethnicity White - English Bangladeshi Bangladeshi	Language English English Bengal	Class Type Nursery Other Other	Part-time Status No No No	Boarder Not a Boarder Not a Boarder Not a Boarder
F823299918013 N823299911001 K823299913001 7823299913001	Abbott Abdullah Abhra Ahhra	Legal Porename Jessice Tamwar Abjt Alisha	Abbott Abbutt Abbra Abbra	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009	Gender Female Male Male Female	YTI N2 5 4 4	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2013	Enrolment Status Main - Dual Registration Single Registration Single Registration Ringle Registration	Ethnicity Vihite - English Bangladeshi Bangladeshi Rangladeshi Rangladeshi	Language English Bengal Rennal	Class Type Nursery Other Other Other	Part-time Status No No No	Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder
F823299918013 N823299911001 K823299913001 7823299913001 C823299914005	Abbott Abdullah Abhra Ahhra Balinski	Legar Porename Jessica Tamwar Abjit Alicha Cyle	Preferred Surname Abbott Abdullah Abhra Bahina Balinski	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010	Gender Female Male Famale Female	YTI N2 5 4 4 4	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014	Enrolment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White - English Bangladeshi Bangladeshi Rannlarkoshi White Eastern European	Language English Bergal Romal Polish	Class Type Nursery Other Other Other Other	Part-time Status No No No No	Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder
F823299918013 N823299911001 K823299913001 7873756613001 C823299914005 R823299914006	Abbott Abdullah Abhra Ahhra Balinski Balinski	Legal Porename Jessica Tamwar Abjt Alisha Cyla Fil	Preferred Surname Abbut Abbutah Abhra Balinski Balinski	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010	Gender Female Male Male Famale Female Male	YTI N2 5 4 4 4 4	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014	Enrolment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White - English Bangladeshi Bangladeshi Rangladeshi White Eastern European White Eastern European	Language English English Bengal Rennal Polish Polish	Class Type Nursery Other Other Other Other	Part-time Status No No No No No	Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder Not a Boarder
F823299918013 N823299911001 K823299913001 Z823299913001 Z823299914005 R823299914006 F823299914007	Abbott Abdullah Abhra Ahhra Balinski Balinski Balinski	Legal Forename Jessica Tamwar Abjt Alisha Cyte Fil Iwa	Preferred Surname Abbott Abbuth Abbra Balinski Balinski Balinski	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010 14/03/2010	Gender Female Male Female Female Male Female	YTI N2 5 4 4 4 4 4 4 4	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014 01/09/2014	Enrolment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White - English Bangladesh Bangladesh Aswinskenh White Eastern European White Eastern European White Eastern European	Longuage English English Bengal Ronnal Polish Polish	Class Type Nursery Other Other Other Other Other Other	Part-time Status No No No No No No	Boarder Not a Boarder
F823299918013 N623299911001 K823299913001 7873298914005 R823299914005 F823299914005 F823299914007 L823299915023	Abbott Abdullah Abhra Ahhra Balinski Balinski Balinski Balinski Balinski	Legal Forename Jessica Tamwar Abjt Alisha Cyte Fil Iwa Vafetiya	Preferred Sumame Abbit Abbita Abbra Bainski Bainski Bainski Bainski Bainski	Former Surname	DOB 17/02/2014 12/01/2009 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 Famala Female Female Female	YTI N2 5 4 4 4 4 4 4 3	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2015	Enrolment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White-English Bangladeshi Basotakeshi Mohie Eastern European White Eastern European White Eastern European White Eastern European	Language English English Bangal Polish Polish Polish Russian	Class Type Nursery Other Other Other Other Other Other Other	Part-time Status No	Boarder Not a Boarder
F822299918013 N823299911001 K823299913001 Z823299914005 R823299914005 F823299914006 F823299914007 L823299915023 A823299915024	Abbott Abdullah Abbra Balinski Balinski Balinski Barinski Barins	Legar Potentane Jassica Tamwar Abjt Abjt Ascha Cyte Cyte Fit Ina Valeriya Chioe	Preferred Sumame Abbott Abbatah Abra Bainski Bainski Bainski Bainski Bainski Bainski Bainski	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 D4/04/2011	Gender Female Male Male Famale Female Female Female Female	YTI N2 5 4 4 4 4 4 3 3	DOA 27/06/2017 01/06/2012 01/06/2013 01/06/2013 01/06/2014 01/06/2014 01/06/2014 01/06/2015 01/06/2015	Enrolment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White-English Bangladeshi Bangladeshi Banomatexhi White Eastern European White Eastern European White Eastern European White Eastern European	Language Englah Englah Bangal Panal Polah Polah Polah Polah Russian Englah	Class Type Nusery Other Other Other Other Other Other Other Other	Part-time Status No	Boarder Not a Boarder
F32329911001 N623299911001 K823299911001 K823299914005 R623299914005 F823299914005 F823299914006 F823299915023 A823299915023 A823299915024 U823299915024	Abbott Abdullah Abhra Balinski Balinski Balinski Balinski Balinski Balinski Balinski Balinski Balinski Balinski	Logar Formane Jasica Tarnwar Abjt Abjt Altona Cyla Fil Ina Valenya Chice Chica Chica	Preferred Sumane Abott Abott Abott Abott Abbra Abbra Baitski B	Former Surname	DOB 17.02/2014 12.011/2009 20.111/2009 20.111/2009 20.111/2009 14/08/2010 14/08/2010 22/10/2010 22/10/2010 04/04/2011 14/02/2012	Gender Female Male Male Female Female Female Female Female Female	YTI N2 5 4 4 4 4 4 3 3 2	DOA 27/06/2017 01/06/2012 01/06/2013 01/06/2013 01/06/2014 01/06/2014 01/06/2014 01/06/2015 01/06/2015 01/06/2016	Enrohment Status Main - Dual Registration Single Registration Grapice Registration Grapice Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White-English Gangdatesh Bangdatesh Rownskenh White Estern European White Estern European White Estern European White Estern European White Estern European Bish Estern European	Language English Bengal Ransat Polish Polish Polish Rassian English English	Class Type Nursery Other Other Other Other Other Other Other Other	Part-time Status No	Boarder Not a Boarder
F323296918013 NR23296911001 K823296918001 7873388914005 C823296914005 R823296914005 R823296914005 L823296914007 L823296914007 L823296914004	Abbott Abdush Abbra Abhra Bainski Bainski Bainski Bainski Bainski Banka Banden Banden Banden	Logar Polentine Jasica Tamwar Alit Akita Cyta Fil Ina Valenya Chito Chito Chito Chito	Preferred Sumane Abbott Abbott Abhra Bainski Bainski Bainski Bainski Bainski Bainski Bana Bana Bana Bana	Former Surname	DOB 17.02/2014 12.01/2009 20/11/2009 20/11/2009 20/11/2009 14/08/2010 14/08/2010 22/10/2010 04/04/2011 14/02/2012 02/03/2015	Gender Female Male Male Female Female Female Female Female Female Female Female Female	YTI N2 5 4 4 4 4 4 4 3 3 2 2 N2	BOA 27/09/2017 01/09/2012 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2015 01/09/2015 01/09/2015 01/09/2018	Enrohment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Ethnicky Withs - English Bargatesh Bargatesh Nake Santon Fungean Withe Sater Fungean Withe Sater Fungean Withe Sater Fungean Back Catelana Mina - English Back Catelana	Langutopo Englah Bengal Bengal Poloh Poloh Poloh Poloh Resistin Englah Englah	Class Type Nursery Other Other Other Other Other Other Other Other Other Other Other	Part-time Status No	Boarder Not a Boarder
F321299918013 N823299911001 K823299919001 7801080819001 7801080819007 C823299914005 R823299914005 L823299914007 L823299915024 U823299915024 U823299918004	Abbott Abdulah Abdulah Abhra Balnoki Balnoki Balnoki Balnoki Balnoki Banka Banka Banka Banka Banka Banka Banka	Logar Polentine Jasica Tarwar Abjt Abit Abit Abit Abit Abit Abit Ba Diva Citica Citica Citica Citica Citica Citica	Proferred Sumanne Abolt Abolt Abolt Abra Salva Salval Salv	Former Surname	DOB 17/02/2014 12/01/2009 20/11/2009 20/11/2009 14/03/2010 14/03/2010 14/03/2010 22/10/2010 04/04/2011 14/02/2012 02/03/2015 23/11/2008	Gender Female Male Female Female Female Female Female Female Male Male Male	YTT N2 5 4 4 4 4 4 3 3 2 2 N2 8	DOA 27/09/2017 01/09/2012 01/09/2013 01/09/2014 01/09/2014 01/09/2014 01/09/2014 01/09/2015 01/09/2018 01/09/2018 01/09/2018	Enrotment Status Main - Dual Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration Single Registration	Ethnicity White-English Bargistecht Bargistecht Weite Esterne European White Esterne European White Esterne European White Esterne European White-Esterne European White-Esterne European White-Esterne European	Language English English Bengal Rennat Polah Polah Polah English English English	Class Type Nursery Other Other Other Other Other Other Other Other Nursery Other	Part-time Status No No	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 Files	for School Census			
Betrieve Files				
Return Type School Censur	Download to C:\SIMS\STAR\	School Census\Ce	nsus 2019\Spring	Census 20 🛄 📂
	Ensure that only	authorised personn	el have access to	this
r	folder since these	e files contain sens	itive information	,
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.XML	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 002XML	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 002XML	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 823113 001 XML	17/01/2013	27/02/2013	27/02/2013
School Census Autumn 2012	8232999 SC3 823LL12 003XML	04/10/2012	12/10/2012	12/10/2012
School Census Summer 2012	8232999 SC2 823L12 002XML	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	? x
General Security Privacy Content Connections Programs	Advanced
Home page	
To create home page tabs, type each address on its	own line.
	~ ~
Use current Use default Use	blank
Browsing history	
Delete temporary files, history, cookies, saved passw and web form information	iords,
Delete bransing history on exit	
Delete Set	tting
Change search defaults. Set	ttings
Tabs	
Change how webpages are displayed in Set	ttings
Appearance	
Colors Languages Fonts Acce	essibility
OK Cancel	Apply
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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**.

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🅎 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\Version 1
Bave 🕤 Undo 🖌 Crute & Validate 🔲 Summary 🗞 Authorise D 🚍 DetailReport 🔹
1 Census Details 2 School Informane 3 Childrane AF ed. University of Corpup Funding 7 Post Looked After Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Attenda
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

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



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

		·	-		
Language Co	de Description	Number of P	upila		
ARA	Arabic		2		
BNG	Bengall		19		
CHI	Chinese		13		
ENG	English	1	292		
FRN	French		1		
GAE	Gaelic/Irish		2		
GRE	Greek		1		
HIN	Hindi		3		
ITA	Italian		18		
JPN	Japanese		1		
MKD	Macedonian		1		
PHR	Pahari (Pakistan)		3		
PNJ	Panjabi		10		
POL	Polish	1	34		
POR	Portuguese		4		
PRS	Persian/Farsi		2		
RMN	Romanian		6		
RUS	Russian		6		
SCB	Serblan/Croatlan/Bosnian		5		
SPA	Spanish		4		
SWE	Swedish		1		
URD	Urdu		18		
Table 5:	Pupils on roll b	y enroir	ment star	tus [AL	L schoo
	Enroiment status	N	umber of pupils		
Current (sing)	e registration at this school) (C)	44		
Current main	dual registration) (M)				
Current subsid	lary (dual registration) (S)				
Number of du	ally registered pupils (Total M a	and Total S)		0	
Number of du Total number	ally registered pupils (Total M a of pupils excluding F and O	and Total S)	44	9	

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 pupil
Boardens	
Senio: chidren	
Pupils for whom the actival receives top-up funding	
Post looked after arrangements - includes children ocased to be looked after through adoption, special guardianship, residence order or child arrangement orde	
Eligible for free school meals on pensus day	8
Unique pupils with any period of eligibility for thee school meals reported in the current census (includes those eligible on census day)	0
Pupils who look free school meals on census day	6

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.

Age	zero funded hours	funded hours greater than zero but less than 15	funded hours equal to 15	Number of funded hours greater than 15 but less than 25	f pupils with funded hours equa to 25	: extended childcare hours	extended hours greater than zero but less than 15	extended hours equal to 15
d 2 years at 31 December 2018 plis born between 2016-01-01 and 2016-12-31)	0	0	6					N/a
1 2 years at 31 August 2018 but 3 by 31 December 2018 Is born between 2015-09-01 and 2015-12-31)	0	0	2		N	a	0	0
3 years at 31 August 2018 is born between 2014-09-01 and 2015-08-31)	0	0	19		Na	0	0	٥
4 years at 31 August 2018 Is born between 2013-09-01 and 2014-08-31 who are in nursery provision)	0	0	2	0		0 0	0	0
ble 9: Early years pupil premium (Not for	r: nu	irserv	school	s1 lus	ed for 1	fundin	al	
ele 9: Early years pupil premium [Not for argroup headbar on for entry years be argue on for headbar be argue headbar be argue headbar be argue be argue	r: nu	irsery	school	s] [us	ed for 1	fundin	8]	

Childcare is collected in Spring Census only.

Type of childcare	Pupils from other schools	Signposting off-site provision	Childcare weeks 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]

i i		SEN	Denvis	alon	Number of numils				
SEN P	SEN Provision - education, health and care plan (code E)								
SEN P	SEN Provision - SEN support (code K)								
Total n	umber of pupils with SEN (codes E, and K)				18				
No spe	clal educational needs (code N)				428				
Total p	upils on roli				446				
Numbe	er of SEN Pupilis in a mainstream school who are members	of a special provision (SEN U	Jnitj. * S	Should be less than or equal to the total number of pupils with SEN (codes E and K)	14				
Numbe	er of SEN Pupils in a mainstream school who are members	x a special provision (resour	roed pro	ovision). A Should be less than or equal to the total number of pupils with SEN (oodes E and K)	6				
Tab	e 12: SEN need type for pupils	on roll with SE	N (S	SEN provision E or K) [ALL schools]					
Code	Description	Delmon Mont Percentan	Maad	1					
2010	Security Learning Differently	Printery Reed Secondary	Noou						
MID	Moderate Learning Difficulty		0						
SID	Severe Learning Difficulty		0						
PMLD	Profound and Multicle Learning Difficulty	0	0						
SEMH	Social, emotional and mental health	1	0						
SLCN	Speech, Language and Communication Needs	4	2						
MSI	Multi-Sensory Impairment	0	0						
HI	Hearing Impairment	2	0						
м	Visual Impairment	1	0						
PD	Physical Disability	0	0						
ASD	Autistic Spectrum Disorder	d	0						
NSA	SEN support but no specialist assessment of type of need	0	0						
OTH	Other Difficulty / Disability	0	0						

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 ter 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 31st 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.

antepparto na nonciena austriante coste o austro fasto austro for serve to neve pope, en coste (o, c), o ante n preve coste ne costeneo rese no competences.								
Table 16: Admission appeals [ALL schools][Note: Primary admissions appeals include infant admissions appeals]								
Admissions appeals		Nambs	rof	l de la constante de				
	(A) Primar scorest	(B) y infant acceat	(C) Secondary					
Admissions appeals lodged		0	3 0					
Admissions appeals withdrawn		a 1	3 0					
Admissions appeals heard by independent admissions committee		0						
Admissions appeals heard by independent admissions committee - decided in parents tavour		0 1	0					
Admissions appeals heard by independent admissions committee bt ⁺ rejected		0						
Schools will only complete the columns that are applica	the to the	er phase o	reducation / r	age ranges. We would only expect all three columns to be completed by all-through schools. Primary schools will complete column (A) and (B) with secondary schools completing column (C). Please note: where applicable, the number of primary appeals includes intent admission appeals.				

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 activ to the scring service as silenced bound data is only collected in the advancement.

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 [l 📄 New 🕌 Search 📂 Open 💥 Delete 📗	Fileset ID: 1102]	Сору			
Term Spring 2019	Census Folder C:\SIN	IS STAT School Census (Ctrl + Y)	2019\Spring Cen		
Security message for Reports This report contains sensitive information.]	
				Default Message	
Description School Census Spring 2019Wersion 1	3072184_SC1_307LL19_001.UNA	Census Date Date Cleated 17/01/2019 09/01/2019	Validated /	Authonised Date	

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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	Term Spring 2019 Cerosus Folder CLSIMSUSTARNSchool Cerosus 2019/Spring Cen	
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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.

SIMS .net: WATERS EDGE PRIMART SCHU	
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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Term Spring 2019	cted item (Ctrl+D) Cerssus Folder C:\SIMS\STAR\School Census\Census 2019\Spring Cen
Security message for Reports	
This report contains sensitive information.	
	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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Focus Reports Routines Tools	Window Help
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📄 New 州 Search 📼 Open 💥 De	elete Rest Premo Copy
Census Return Details - Spring 20	Term: School Census Spring 2019/Version 1
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1 Census Details 2 School Information	1 Skidsare 4 Early Years Authorise construction (Ctrl+T) 7 Post Looked Alter Arrangements 8 School Dinner Taken 9 Classes 10 Pupil Reconciliation 11 Attendance 12 General 131
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Description	chool Census Spring 2019Wersion 1
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Exclusions collected from	2/04/2018 💽 Exclusions collected to 🛛 31/08/2018 💭
FSM collected from	5/10/2018 S FSM collected to 17/01/2019

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.

Content Content (2011) Sectional Increasing yor Indernet Transform	A Validation Errors Summury - Enternet Explorer		
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School census collection: spring 2019	Validation Errors Summary	kathorised tpring tohool Caneue 2018: 3072154_SC1_307LL15_001 XML	
	Return Description: School Census Spring 2019/Version 1	Report Created 3112013 3.51	
Version 2019.1.2 - Updated: 2018-12-20	Becurity Message: This report portains sensitive information.	Gilian Grosvenor, confirm that the head teacher is satisfied that the Summary	
There are 0 errors and 1 queries.	Anton Farmer 1971/19.2012 (FAlsach's US-VOL. Finant Harrison: 102) Filemann: US/196, 201, 201, 101, 201, 201, 201, 201, 201	and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.	
Table 1: School characteristics [ALL schools]	Return Voldamet - 1 Voldamet - 1 Voldamet - New Televise - 0 and New York Organise - 1) ALL ENRORS AND QUERIES		
Table 1: Exhold characteristics (ALL achools) Sommary Inc: INATERE EDDE PRIMARY SCHOOL Local authority cole:: 277 Exatabatement member: 2164 Tatephone member: 2164 Tatephone member: 2169 Pael:: 78 Type:: 18 Geverance:: Cole Bata cole:: Cole	Rau Valanci - Valanci and Andri Parte d'Anni. Ceri Valanci e Anni - Y AL 1990/LAD (2019) <u>International Constitution of Anni Anni Anni Anni Anni Anni Anni Ann</u>		
Lowest national curriculum year group: 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:

300 SIMS .net: WATERS EDGE PRIMARY SCHOOL
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Security message for Reports
This report contains sensitive information.
Default Message
Description File Name Date Created Validated Authorised Date
Copy of School Census Spring 2019/Version 1 17/01/2019
School Census Spring 2019/Version 1 3072184_SC1_307419_001.XML 17/0//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: https://services.signin.education.gov.uk/

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 21st 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>

sooiCensus 201	Content Sign-in	DfE Sign-in	Mimecast TTP Web Portal	Content Sign-in	×
	G	OV.UK DfE Sign-i	n		
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	Star	now			
	If you pa	ad further assistance, you	i 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>		
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	Inform	ation Exchange						
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Choose the COLLECT option. And Continue...



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

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Department for Education You are logged in as 307/Breadley Log and					
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Data Collection	User Role	Organisation	Status	Due Date	Days Due
Alternative Provision Census 2019	Source	Ealing	Familiarisation	01/03/2019 00:00:00	51
Early Years Census 2018	Agent	Ealing	Open	09/03/2018 00:00:00	-306
EYFSP 2018	Agent	Ealing	Open	07/09/2018 00:00:00	-124
Key Stage 1 2018	Agent	Ealing	Open	27/07/2018 00:00:00	-166
Phonics2018	Agent	Ealing	Open	27/07/2018 00:00:00	-166
SchoolCensus 2018_Autumn	Agent	Ealing	Open	04/10/2018 00:00:00	-97
SchoolCensus 2019_Spring	Agent	Ealing	Familiarisation	17/01/2019 00:00:00	8
Schools Block NFF 2018-19 – illustrative outcomes and impacts	Agent	Ealing	Open	31/07/2018 00:00:00	-162
Schools Block NFF 2019-20 – illustrative outcomes and impacts	Agent	Ealing	Open	31/07/2019 00:00:00	203
SchoolWorkforceCensus2018	Agent	Ealing	Open	07/12/2018 00:00:00	-33
	Select D	tata Collection 🕠			

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.

COLLECT Portal			
ource Page			
/IY DATA RETURN			
The status of your data returr	No_Data		
Errors : 0		Queries : 0	OK Errors : 0
/hat can I do with My Data Re	turn?		
	•		
Upload Return from file	Press this button to impo	rt 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 oper	n your data return	
Submit Return	Press this button to Subr	nit your completed data return	
Export to file	Press this button to Expo	rt your data return to a file	
Launch Reports	Press this button to repo	rt on your data return	
Delete Return	Press this button to Dele	te your data return	
hat is happening to My Data	Return?		
Data Return Submissi	on E)ata Return Approval	Data Return Authorisation
Date Submitted	Dat	e Approved	Date Authorised

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.	
Upload Browse	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 		- 🔛	Search Spring Census 2018	Still caught	
ile Edit View Tools	Help					88 liet	
rganize 👻 🔀 Open 🔻	E-mail New folder						
🔶 Favorites	Name ^	Date modified	Туре				
🧮 Desktop	3072184_5C1_307LL18_001	05/12/2017 10:07	XML File	795 KB		Tiler	
Downloads	3072184_5C1_307LL18_001_2_year_old_	05/12/2017 10:29	HTML Document	5 KB		Content	
JERFORMANCE MA	3072184_5C1_307LL18_001_authorisation_r	112/2017 10:29	HTML Document	3 KB			
Recent Places	3072184_SC1_307LL18_001_class_report	05/12/2017 10:29	FITML Document	9 KB			
TRIBAL SHARED	3072184_5C1_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_5C1_307LL18_001_eyppe_report	05/12/2017 10:29	HTML Document	12 KB			
🗃 Líbraries	3072184_5C1_307LL18_001_general_report	05/12/2017 10:29	HTML Document	4 KB			
Documents	3072184_5C1_307LL18_001_leavers_pupil	05/12/2017 10:29	HTML Document	4 KB			
Music	3072184_5C1_307LL18_001_onrol_pupi_ba	05/12/2017 10:29	HTML Document	287 KB			
Pictures Podcasts	3072184_5C1_307LL18_001_post_looked_a.	05/12/2017 10:29	HTML Document	4 KB			
Videos	3072184_5C1_307LL18_001_pupil_absentee	05/12/2017 10:29	HTML Document	15 KB			
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🏭 Local Disk (C:)	3072184_5C1_307LL18_001_pupil_exclusion	05/12/2017 10:29	HTML Document	4 KB			
Local Disk (I:)	3072184_5C1_307LL18_001_pupil_free_me.	05/12/2017 10:29	HTML Document	30 KB			
M Apple Phone	3072184_5C1_307LL18_001_pupil_sen_repo	rt 05/12/2017 10:29	HTML Document	13 KB			
Network	3072184_SC1_307LL18_001_Summary_Repo	rt 05/12/2017 10:29	HTML Document	40 KB			
F 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 : Loaded									
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								
The RECOTT OF SCIENT	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	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 31		Details
		Notoo	Field	Value
Ionty on u		notes	DOB	Jul 17 1994 12:00AM
Jeries OK	Details		Governance	CO - Community
			Intake	COMP - Comprehensive
Jeries UK	Detano	<u> </u>	NCYearActual	<u>7 - Year 7</u>
Jeries OK	Details	2	Dhaca	SS - Secondary (including CTCs and
	Detaile		Fliase	Academies)
Jeries UK	Details	<u> </u>	ReferenceDate	Jan 17 2008 12:00AM
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.

1	Pupils On Roll - Identifiers - Villiers High School							Drill Up Error			
	Unique Pupil Number(UPN)	Pupil Sumame	Pupil Forename	Pupil Date of Birth	Pupil Enrolment Status	Pupil Errors	Address Errors	Termly Exclusion Errors	Sh <mark>Peturn</mark> Needs Errors	to the blad servor Session Details Error	r page

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.

bepartment f	or Education	Back to MyCOLLECT re logged in as 307fbradley Log	page 1 out	
COLLECT Portal				
Blade Error Report - SchoolCens	us 2015_Spring			\frown
Beaconsfield Primary and Nurse	ry School Error report of	n 18/05/2015 at 08:55	Count 1	Return
Rule No. Return Error Message		PriorityOK'd	Notes	
2190Q Y Please check: Perce statements, ECHPs	entage of pupils in school with SEN provision of	Queries OK	Ē	
'age 1 of 1	Copy Paste		1	
0	Print			
© Crown copyright Disclaimer Privacy	Print Preview			
	Blog with Windows Live			
	Map with Bing			
	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	Back to My C You are logged in as 307	XOLLECT page Help fbradley Log out						1
COLLECT Portal									
SC15 Spring									
			All Errors	All Notes	Add	View	Edit	Delete	Status
0									
=-SC15 Spring	SC15 Spring - Berrymede	Junior School							
···Levels					Err	ors	OK E	-	
School		Do						Roturn	
		110	turn Level Errors		E	Q	UNE	Return Le	ever notes
> Special School		, Ko	turn Level Errors		Е 0	Q 0	0	- Return Le	2
> Special School > Address			turn Level Errors		Е 0 Бт	Q 0		Return Le	
> Special School > Address > Admission Appeals	Data Item		turn Level Errors Value		E 0 Err	Q 0 ors Q	OK Errors	Return Le	History
> Special School > Address > Admission Appeals > Characteristics	Data Item School Census Spring 203	.5	turn Level Errors Value		E 0 Err	Q 0 ors Q	0 OK Errors	Notes	History
> Special School > Address > Admission Appeals > Characteristics > Infant Admission Appeals	Data Item School Census Spring 20: Collection	L5 SC	turn Level Errors Value		E 0 Err E	Q 0 ors Q 0	OK Errors 0	Notes	History
> Special School> Address> Admission Appeals> Characteristics> Infant Admission Appeals> Miscellaneous	Data Item School Census Spring 20: Collection Term	L5 SC SPR	turn Level Errors Value		E 0 Err 0 0	Q 0 0 0 0 0 0	0 0K Errors 0 0	Notes	History

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

	Department for Education	Ba You are logged in as	ck to MyCOLLECT page			*
COLLE	ECT Portal					
Note Page)					
Notes - Sc	hoolCensus 2015_Spring					Back
User	Role Organisation	Native ID	Date and Time			
				Add	New Note Remov	ve Note
Note Deta	il					
			×			

Then Add New Note.

Back to Return page Help	
COLLECT Portal	
Note Page	
Create New Note	
2190Q Y Please check: Percentage of puplls in school with A Service Service as correct confirmed as	
Create Cancel	
© 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!

	Department for Education	e logged in a	lack to s 307fb	MyCOLLECT p	age
Blade Erro	r Report - SchoolCensus 2015_Spring				
Dormers V	Vells High School Error report on	18/05/2	2015	at 09:29	Cou
Rule No. Le	eturn Error Message	Priori	tyOK'd		N
2502Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil sho only be recorded with zero sessions possible if pupil was dual registere spent all of the previous term for which attendance data is being collect other registration. This query will be accepted by DIE on condition that suitable explanatory notepad entry is provided in COLLECT	uld dand edatQuerie a	sOK	Details	
2502Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil sho only be recorded with zero sessions possible if pupil was dual registere spent all of the previous term for which attendance data is being collect other registration. This query will be accepted by DfE on condition that suitable explanatory notepad entry is provided in COLLECT	uld d and ed at Querie a	sOK	Details	
2502Q	Zero attendance sessions possible recorded for Pupil on Roll. Pupil sho only be recorded with zero sessions possible if pupil was dual registere spent all of the previous term for which attendance data is being collect other registration. This query will be accepted by DfE on condition that suitable explanatory notepad entry is provided in COLLECT	uld d and ed at Querie a	sOK	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.

	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	1	Confirmation that the information has been confirmed by the school as being correct. Acceptable note entry"No pupils qualify for FSM"
	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	8	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'
	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
	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>	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	1	1	1	As the enrolment status affects funding a reason for low percentage of sole registrations must be provided.
	1872	Number of PupilsOnRoll with -PLAA- not equal to 'tr (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 Enather of Wale's.
	1877	[[Mumber of Pupito/Rr6d with -NC/earArdual- equals 'R; 1 or 2 AND -School, unch' faker- equal 1 or lure jobs (Number of Pupito/Rr6d with -NC/earArdual- equals 'X AND pupiton between 2011-09-01 nu 2014-08-31 inclaive AND -School, unch' faker- equals 1 (b) d) divided by ((Number of Pupito/Rr6d) with -NC/earArdual- equals 'X, AND pupiton between 2011-09-01 and 2014-08-31 inclusive) Bhordb be less than or equal to 55%	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95% of intan pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
U	1878	Where count of pupils [in <ncyearactual> equals 'R', 1 or 2] or [in</ncyearactual>	Please check: No infant pupils are	1	1	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:

Rule Return Error Message Priority OK'd	00
	L.
TonT4B Y There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current Queries OK term = 38.32%)	

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_	wutumo/ Selencteensusview.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.

0					
Source Fage					
MY DATA RETURN					
The status of your data return : Load	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				
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	DK 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>ft</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.