Spring School Census 2019

for

Ealing PRUs

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

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 may levy a charge 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 **update pupil details** in SIMS you need to be logged into SIMS.net as a member of either the **Administration Assistant, Admissions Officer or School Administrator** groups as defined in System Manager (or all of them).
In order to **create a School Census** return you need to be logged into SIMS.net as a user who is a member of the **Returns Manager** Group as defined in System Manager.
To use the **Import Fileset functionality** you must be a member of 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.
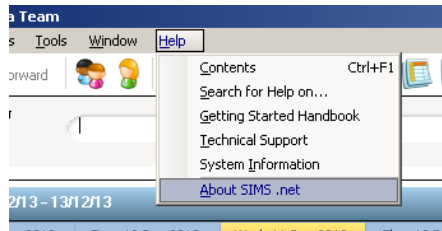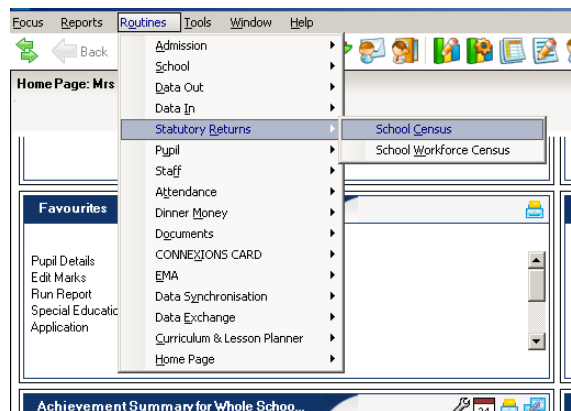
Follow the route **Help | About SIMS.net** to check the version of SIMS you are on
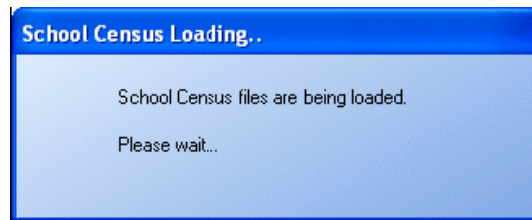

This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

Creating the Return

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


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

Fileset 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.**
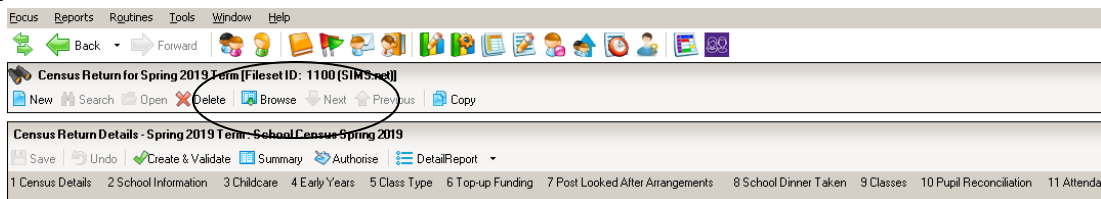
The next thing to do is to check that the location of the Census Folder. In the screen shot below, the Census Folder is still set up to send the census file to a folder called Autumn Census 2018.
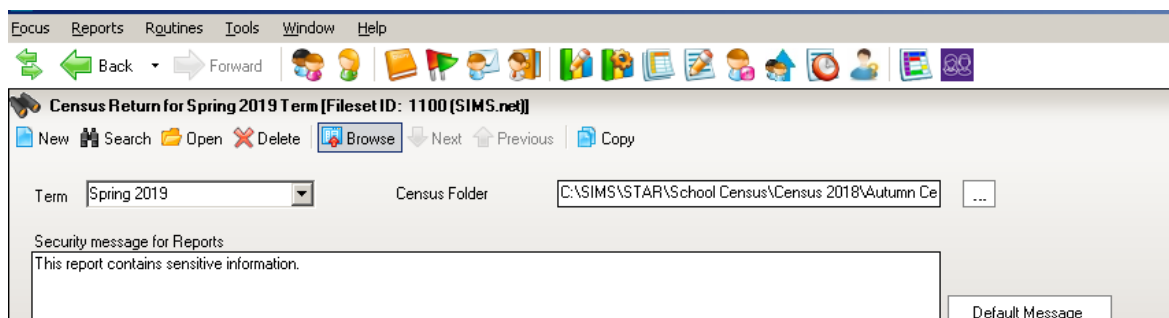
To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create new folders called Census 2019 and Spring Census 2019.
The folders should be available to all users who will be involved with the return, but it should also be in a place that is **secure,** 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.


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.
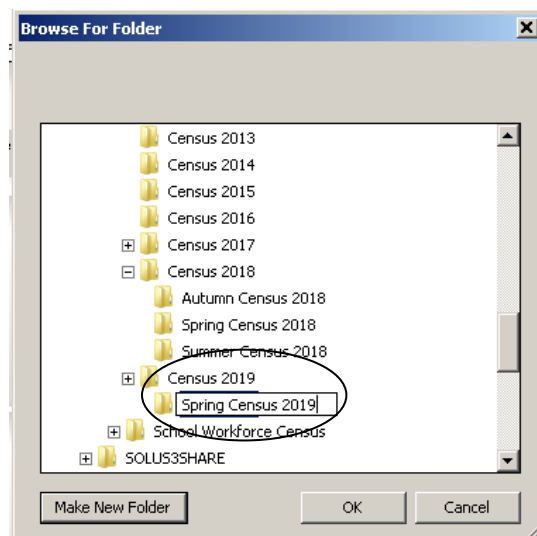
Rename this folder **Census 2019** and click on the **OK** button. Then with this folder highlighted, click the **Make New Folder** button again and create a sub-folder for **Spring Census 2019**. You will see the following message warning you about taking care with pupil data.
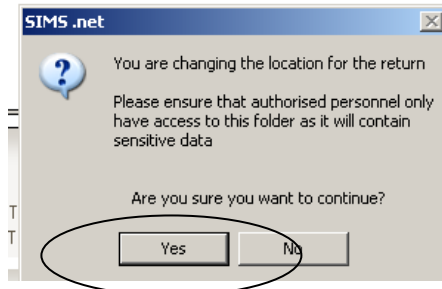
Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.
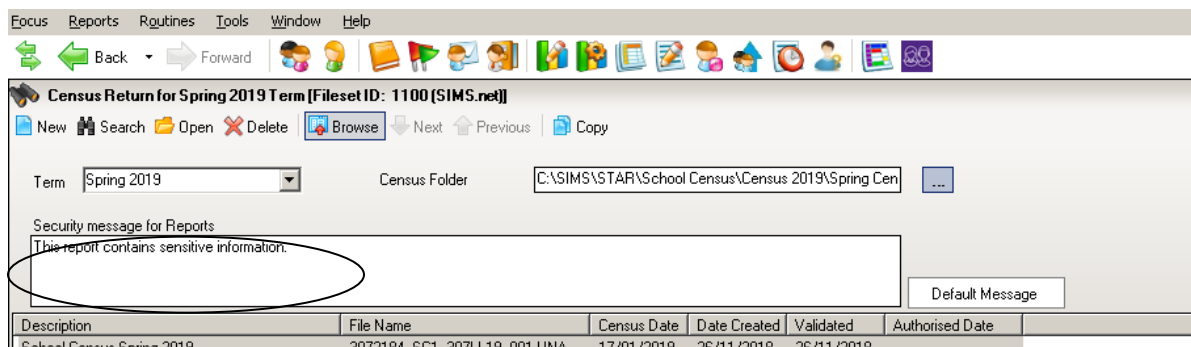
If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.

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.
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1 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).
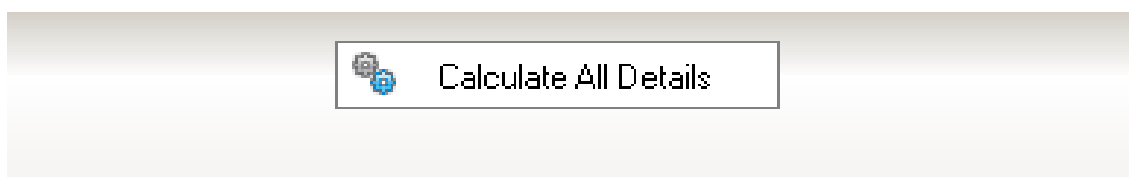
The next thing to do is click the **Calculate All Details** button. The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return.
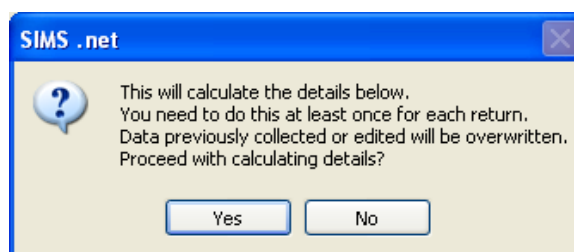
The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class numbers, activities), those edits 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.
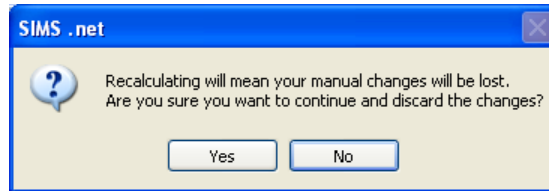
These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite any information you have already entered manually.

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.

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**.)

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

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

*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.*

Childcare

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.

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.

Type	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

6 Childcare										
Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	📂 Open
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.

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.

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.

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

On-Site	Does the Field 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	✓	X	✓	✓	✓	X
After School	X	✓	✓	✓	✓	X
Holiday	✓	✓	✓	✓	✓	✓
Under Fives	✓	✓	✓	✓	X	✓

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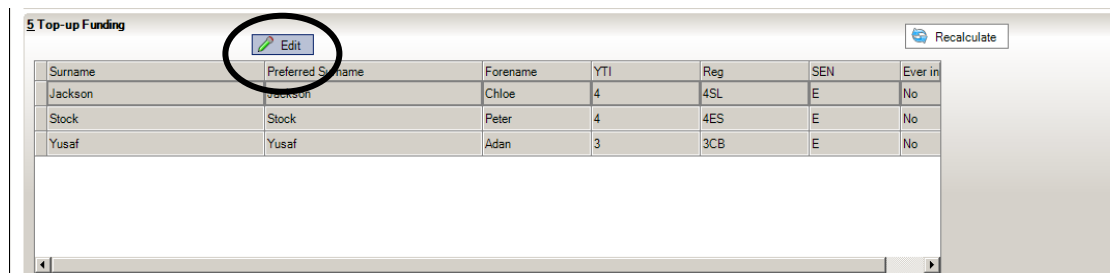
From this academic year, the DFE is using the top-up funding indicator in census in the new high needs national funding formula, and for research/benchmarking, therefore it is very important that all schools complete this data item correctly and strictly follows the DFE guidance

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, sguest@ealing.gov.uk, 020 8825 5121.

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

If the panel is initially blank and you click the **Edit** button, you will see the following message:
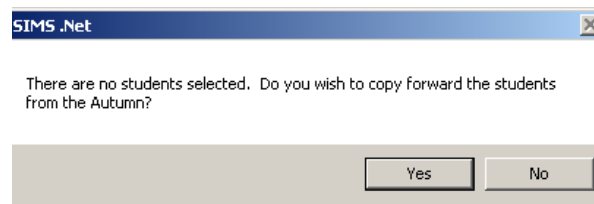
Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

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.

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.

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

Updating Post Looked After Arrangements

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

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

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

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

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

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

Select the correct **Post Looked After 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 S**urname** order.
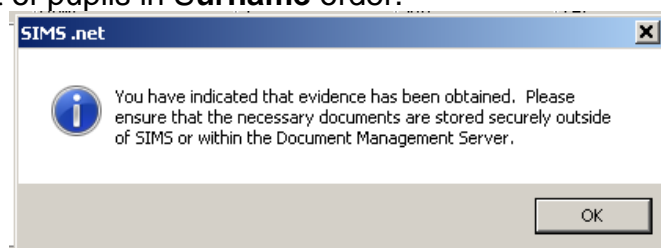
If you have ticked the **Evidence Obtained** box against any of the pupils, you will see the above message when you click the **Update** button.

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.

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

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

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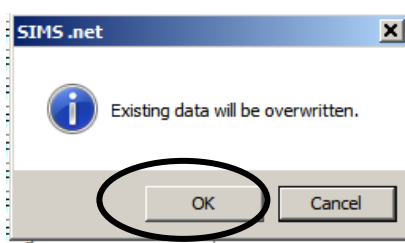
If the module you are calculating from has not been fully completed for census day you will see a warning message. *(The example below is from using the Calculate from Attendance routine)*

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.

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.
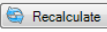
Updating Time in Unit

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.

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.

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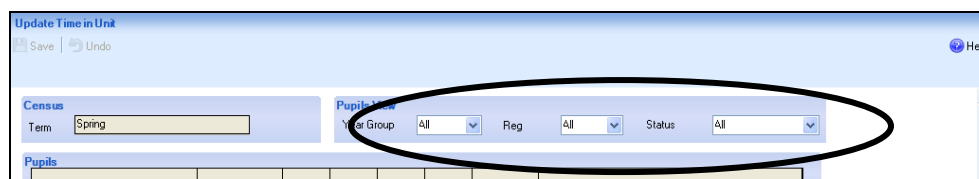
If you right-click the **Time in Unit** column heading and choose **Select All**, you will find that the whole table is highlighted.

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.

General

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.

11 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.

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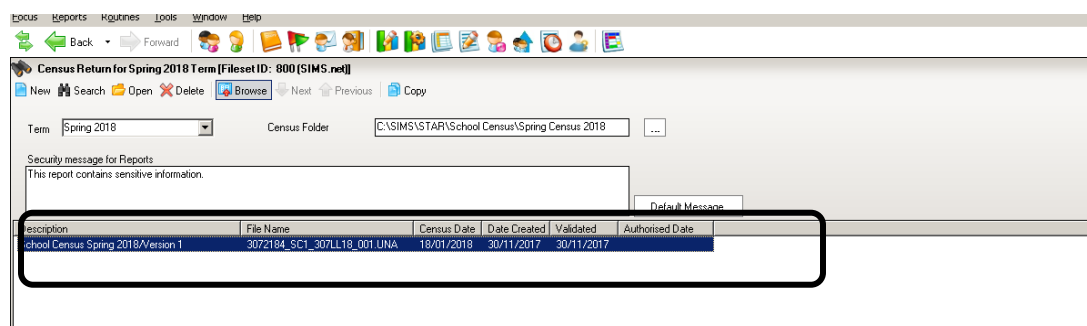
You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

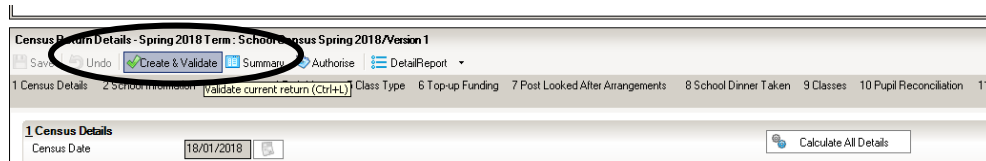## Validating the School Census Return

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

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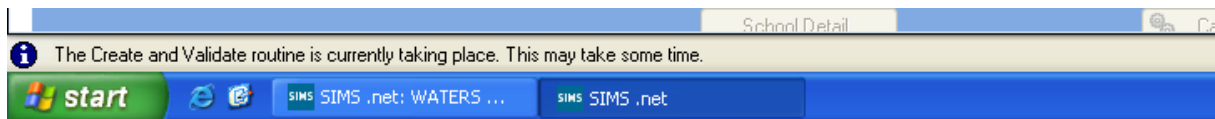
If you still have missing attendance marks you will see this message:
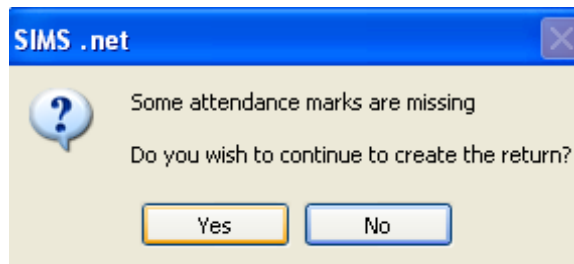
If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

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

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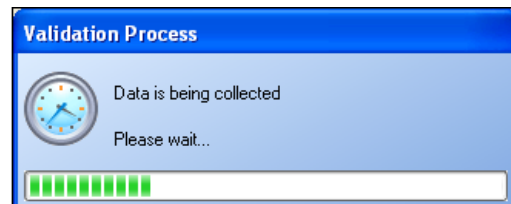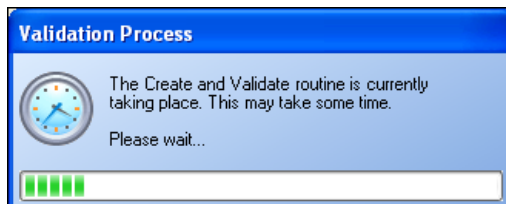displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected.

School Census Return Errors and Queries
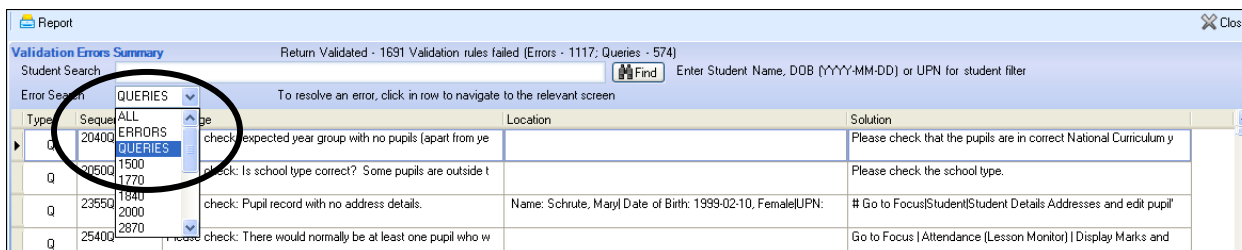
At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.
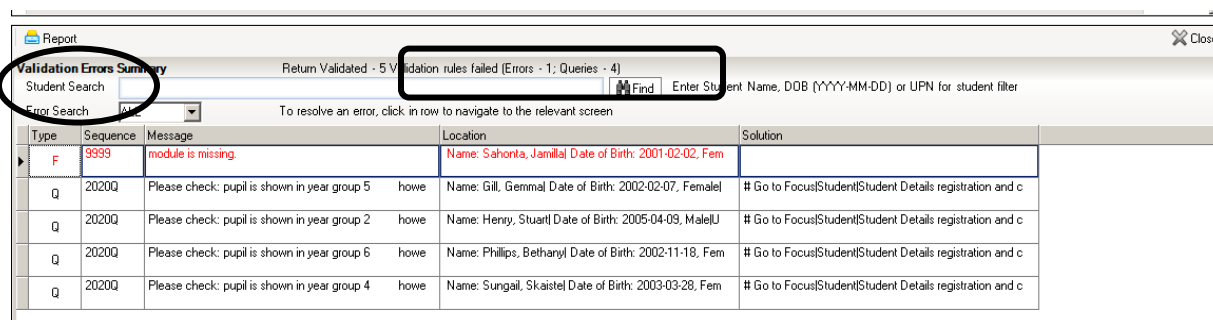
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.
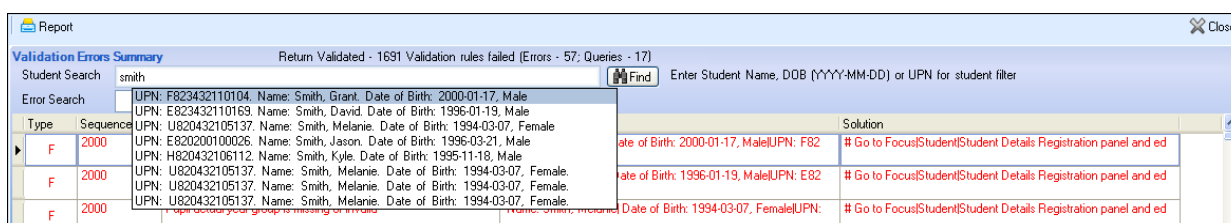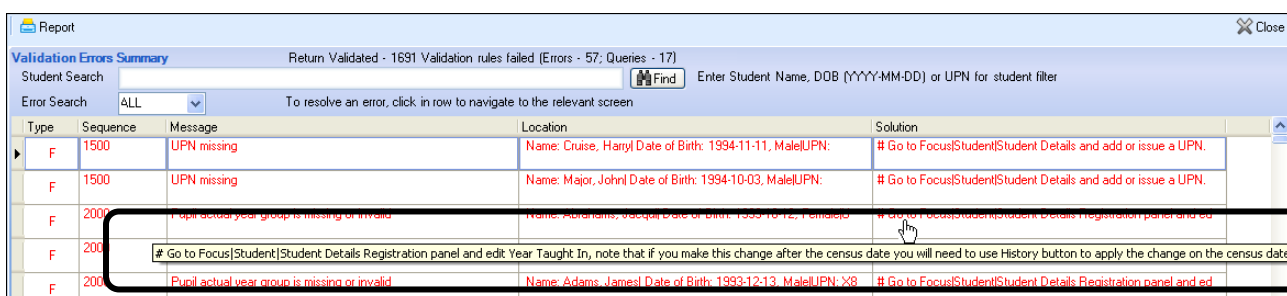
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.
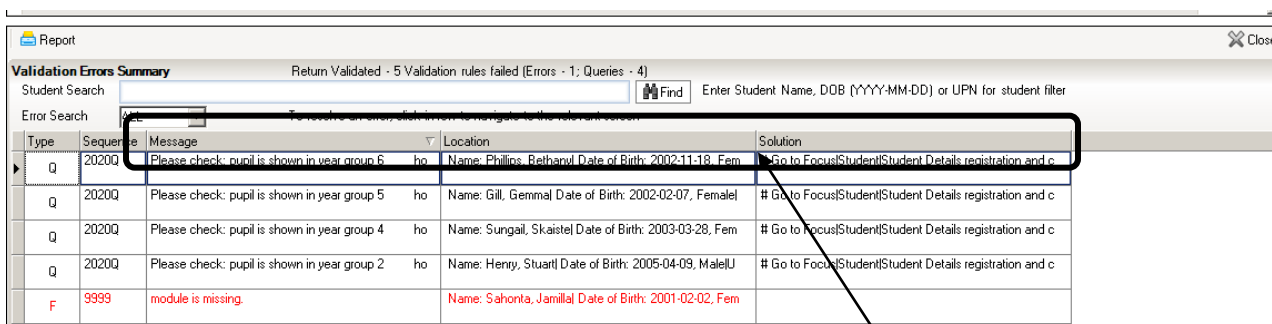
When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

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

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

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

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

Don't forget that many of the errors can be dealt with in one 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'.

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

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
Learner Support collected from	01/08/2018

Calculate All Details

2 School Information

School Name	Green Abbey School
LA	823
Telephone	851234
School E-mail Address	office@ga.org.uk
School Phase	PR Pupil Referral Unit (PRU)
School Type	LA Maintained PRUs
Governance	Community

Drop-down list:
- 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
- Multiple Reports...

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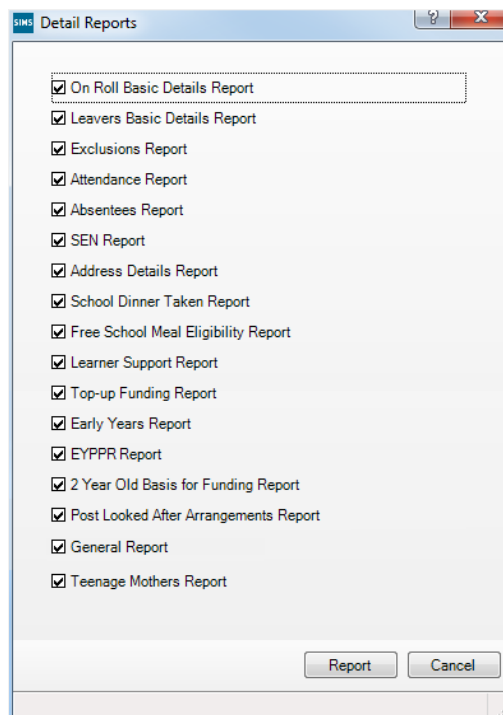
When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

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.

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**
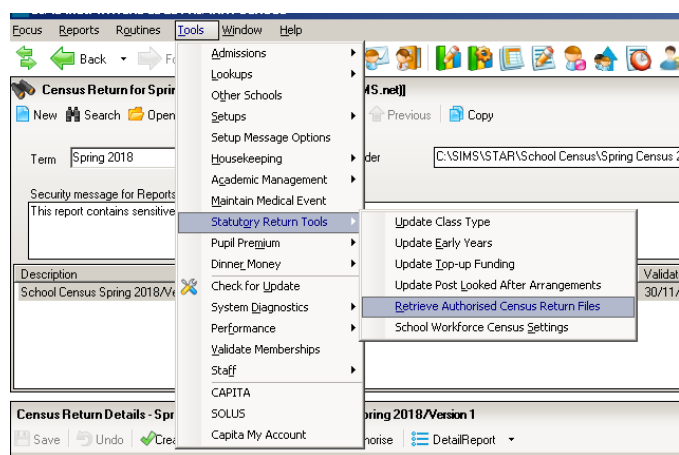
On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button
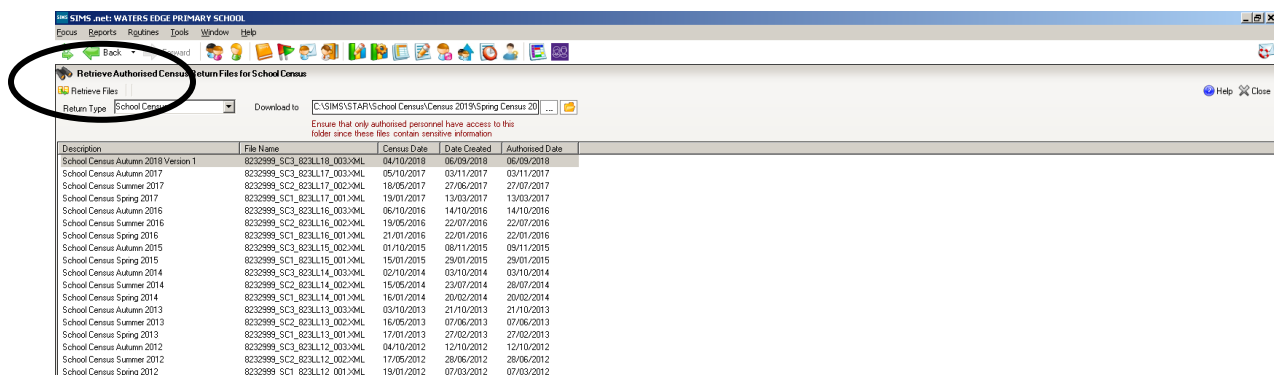
The reports associated with this return will be displayed in your web browser

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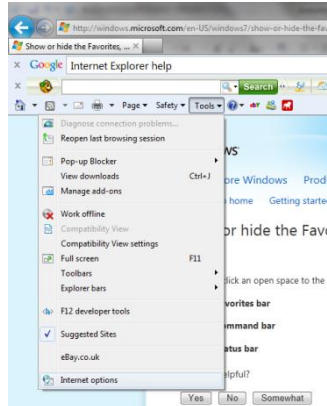
Click the **Delete** button in the middle of the screen:
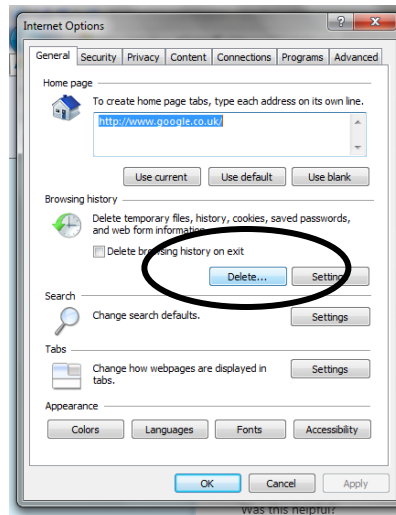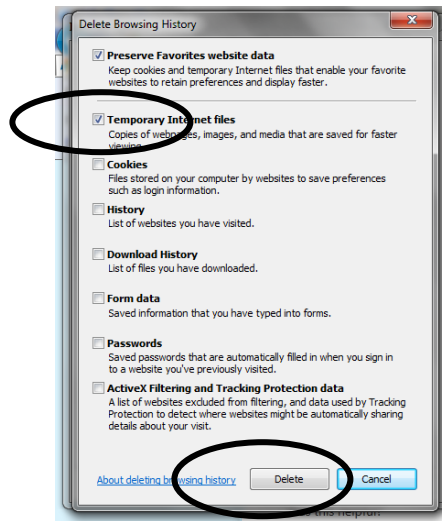
On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

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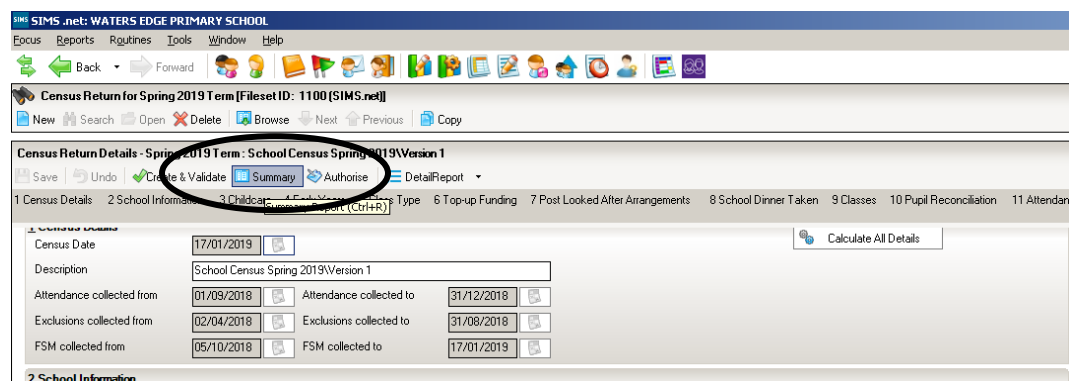
The Summary Report opens up in your internet browser. A copy will also be saved in your School Census folder.   **It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.**

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.

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

| Age as at 31 August 2018 | Date of Birth | Number of pupils | | | | | | |
| | | Full-time | | | Part-time | | | All |
		Male	Female	Total	Male	Female	Total	Total
19 or over	31/08/1999 or earlier	0	0	0	0	0	0	0
18	01/09/1999 - 31/08/2000	0	0	0	0	0	0	0
17	01/09/2000 - 31/08/2001	0	0	0	0	0	0	0
16	01/09/2001 - 31/08/2002	0	0	0	0	0	0	0
15	01/09/2002 - 31/08/2003	0	0	0	0	0	0	0
14	01/09/2003 - 31/08/2004	0	0	0	0	0	0	0
13	01/09/2004 - 31/08/2005	0	0	0	0	0	0	0
12	01/09/2005 - 31/08/2006	0	0	0	0	0	0	0
11	01/09/2006 - 31/08/2007	0	0	0	0	0	0	0
10	01/09/2007 - 31/08/2008	29	31	60	0	0	0	60
9	01/09/2008 - 31/08/2009	33	28	61	0	0	0	61
8	01/09/2009 - 31/08/2010	30	30	60	0	0	0	60
7	01/09/2010 - 31/08/2011	29	30	59	0	0	0	59
6	01/09/2011 - 31/08/2012	30	29	59	0	0	0	59
5	01/09/2012 - 31/08/2013	31	30	61	0	0	0	61
4 (8 - 11 months)	01/09/2013 - 31/12/2013	6	9	15	0	0	0	15
4 (5 - 7 months)	01/01/2014 - 31/03/2014	13	12	25	0	1	1	26
4 (0 - 4 months)	01/04/2014 - 31/08/2014	9	8	17	1	0	1	18
3 (8 - 11 months)	01/09/2014 - 31/12/2014	0	0	0	5	0	5	5
3 (5 - 7 months)	01/01/2015 - 31/03/2015	0	0	0	1	5	6	6
3 (0 - 4 months)	01/04/2015 - 31/08/2015	0	0	0	4	4	8	8
2 or under	01/09/2015 or later	0	0	0	4	4	8	8
Total number of pupils		210	207	417	15	14	29	446
Aged 16 and over	31/08/2002 or earlier	0	0	0	0	0	0	0
Aged 11 to 15	01/09/2002 - 31/08/2007	0	0	0	0	0	0	0
Aged 5 to 10	01/09/2007 - 31/08/2013	182	178	360	0	0	0	360
Aged under 5	01/09/2013 and later	28	29	57	15	14	29	86

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.

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

NC year group	Number of pupils
14	0
13	0
12	0
11	0
10	0
9	0
8	0
7	0
6	60
5	59
4	62
3	59
2	59
1	60
R	59
N2	21
N1	8
E2	0
E1	0
X (NC year group not applicable)	0
Total	446

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

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	13
ENG	English	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	34
POR	Portuguese	4
PRS	Persian/Farsi	2
RMN	Romanian	6
RUS	Russian	6
SCB	Serbian/Croatian/Bosnian	5
SPA	Spanish	4
SWE	Swedish	1
URD	Urdu	18

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.

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

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	19
CHI	Chinese	13
ENG	English	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	34
POR	Portuguese	4
PRS	Persian/Farsi	2
RMN	Romanian	6
RUS	Russian	6
SCB	Serbian/Croatian/Bosnian	5
SPA	Spanish	4
SWE	Swedish	1
URD	Urdu	18

Table 5: Pupils on roll by enrolment status [ALL schools]

Enrolment status	Number of pupils
Current (single registration at this school) (C)	445
Current main (dual registration) (M)	1
Current subsidiary (dual registration) (S)	0
Number of dually registered pupils (Total M and Total S)	1
Total number of pupils excluding F and O	446
Total number of pupils	446

The number of pupils on roll and their Enrolment Status is summarised in the next table.

Table 6: Specific types of pupils on roll [ALL schools]

Pupils on roll:	Number of pupils
Boarders	0
Service children	4
Pupils for whom the school receives top-up funding	2
Post looked after arrangements - includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order	6
Eligible for free school meals on census day	50
Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)	55
Pupils who took free school meals on census day	64

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.

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

Age	Number of pupils with:								
	zero funded hours	funded hours greater than zero but less than 15	funded hours equal to 15	funded hours greater than 15 but less than 25	funded hours equal to 25	zero extended childcare hours	extended hours greater than zero but less than 15	extended hours equal to 15	
Aged 2 years at 31 December 2018 (pupils born between 2016-01-01 and 2016-12-31)	0	0	6						N/a
Aged 2 years at 31 August 2018 but 3 by 31 December 2018 (pupils born between 2015-09-01 and 2015-12-31)	0	0	2	N/a		0	0	0	
Aged 3 years at 31 August 2018 (pupils born between 2014-09-01 and 2015-08-31)	0	0	19	N/a		0	0	0	
Aged 4 years at 31 August 2018 (pupils born between 2013-09-01 and 2014-08-31 who are in nursery provision)	0	0	2			0	0	0	

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

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

NC year group	Number of pupils on roll	of which	
		Eligible for early years pupil premium funding	Not eligible for early years pupil premium funding
E1	0	0	0
E2	0	0	0
N1	2	0	2
N2	21	4	17
Reception	0	0	0
Year X	0	0	0
Total pupils	23	4	19

Childcare is collected in Spring Census only.

Table 10: School childcare [ALL schools]

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

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

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

SEN Provision	Number of pupils
SEN Provision - education, health and care plan (code E)	2
SEN Provision - SEN support (code K)	16
Total number of pupils with SEN (codes E, and K)	18
No special educational needs (code N)	428
Total pupils on roll	446
Number of SEN Pupils in a mainstream school who are members of a special provision (SEN Unit). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	14
Number of SEN Pupils in a mainstream school who are members of a special provision (resourced provision). * Should be less than or equal to the total number of pupils with SEN (codes E and K)	6

Table 12: SEN need type for pupils on roll with SEN (SEN provision E or K) [ALL schools]

Code	Description	Primary Need	Secondary Need
SPLD	Specific Learning Difficulty	13	0
MLD	Moderate Learning Difficulty	0	0
SLD	Severe Learning Difficulty	0	0
PMLD	Profound and Multiple 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
VI	Visual Impairment	1	0
PD	Physical Disability	0	0
ASD	Autistic Spectrum Disorder	0	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]

Reason for exclusion	Number of fixed exclusions	Number of permanent exclusions	Number of lunchtime exclusions
No exclusions recorded			
SEN Provision of excluded pupil	Number of fixed exclusions	Number of permanent exclusions	Number of lunchtime exclusions
Pupils with SEN provision S - statement	0	0	0
Pupils with SEN provision E - education, health and care plan	0	0	0
Pupils with SEN provision K - SEN support	0	0	0
Pupils with no SEN provision (code N)	0	0	0

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]

Number of pupils on roll for at least one session in the 2018 autumn term	360
Number of pupils with at least one absence in the 2018 autumn term	52
*Percentage of pupils with at least one absence in the 2018 autumn term	14.44%
Total sessions possible for all pupils	51120
Total Sessions missed due to authorised absence for all pupils	698
Total Sessions missed due to unauthorised absence for all pupils	390
Total Sessions missed due to overall (authorised plus unauthorised) absence for all pupils	1088
Authorised absence as percentage of total sessions possible	1.37%
Unauthorised absence as percentage of total sessions possible	.76%
Overall (authorised plus unauthorised) absence as percentage of total sessions possible	2.13%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	48
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	11.11%

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

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]

Number of pupils on roll for at least one session in the 2018 autumn term	360
Number of pupils with at least one absence in the 2018 autumn term	52
*Percentage of pupils with at least one absence in the 2018 autumn term	14.44%
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Total Sessions missed due to overall (authorised plus unauthorised) absence for all pupils	1088
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Unauthorised absence as percentage of total sessions possible	.76%
Overall (authorised plus unauthorised) absence rate as percentage of total sessions possible	2.13%
Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	48
Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term	11.11%

Warning Messages

Overall (authorised plus unauthorised) absence rate in term is high (i.e. greater than 5%)	False - OK

Table 15: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged 4 years as at 31/08/2018 [not for: nursery schools]

Number of 4 year old pupils on roll for at least one session in the 2018 autumn term	59
Number of 4 year old pupils with at least one absence in the 2018 autumn term	4
Percentage of 4 year old pupils with at least one absence in the 2018 autumn term	6.78%
Total sessions possible for all 4 year old pupils	3307
Total sessions missed due to overall absence for all 4 year old pupils	52
Overall absence as percentage of total sessions possible	76%

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.

anticipated that individual attendance codes for authorised absence will be used for these pupils, the codes (G, U, O and H) have been included in the business rules for completeness.

Table 16: Admission appeals [ALL schools][Note: Primary admissions appeals include Infant admissions appeals]

Admissions appeals	Number of		
	(A) Primary appeals	(B) Infant appeals	(C) Secondary appeals
Admissions appeals lodged	0	0	0
Admissions appeals withdrawn	0	0	0
Admissions appeals heard by independent admission committee	0	0	0
Admissions appeals heard by independent admissions committee - decided in parents favour	0	0	0
Admissions appeals heard by independent admissions committee – rejected	0	0	0

Schools will only complete the columns that are applicable to their phase of education / 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 infant admission appeals.

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

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

Primary	Foundation	Key Stage 1	Key Stage 2, 3 or mixed
Number of classes	2	2	12
Total number of pupils (from this school and other schools) in these classes	14	59	359
Total number of teachers	2	2	12
Total number of non-teaching staff	1	0	0
Largest class (in terms of number of pupils per adult)	9	30	31
Largest class (in terms of number of pupils per teacher)	10	30	31
Number of classes with no teachers	0	0	0

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

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

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

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

	Number of pupils
Pupils (not including guest pupils) in classes at the selected time	432
Pupils from this school who are part-time and not scheduled to be in attendance (Only pupils aged under 5 or over 15 years can be shown as part-time)	14
Pupils engaged in private study	0
Pupils attending another school	0
Pupils on work experience	0
Pupils attending a course at an FE college	0
Total number of pupils not in class at the selected time	14
Overall total of above (must equal number of pupils on roll)	446
Number of pupils on roll (as in table 3)	446
Pupils from other schools (guest pupils)	5

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.

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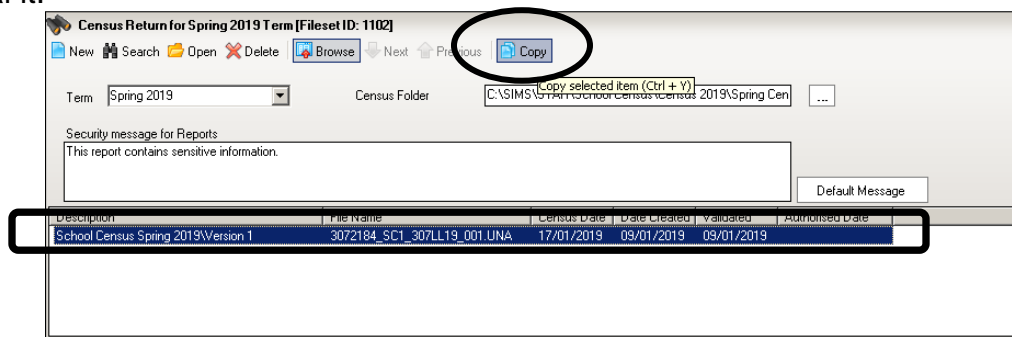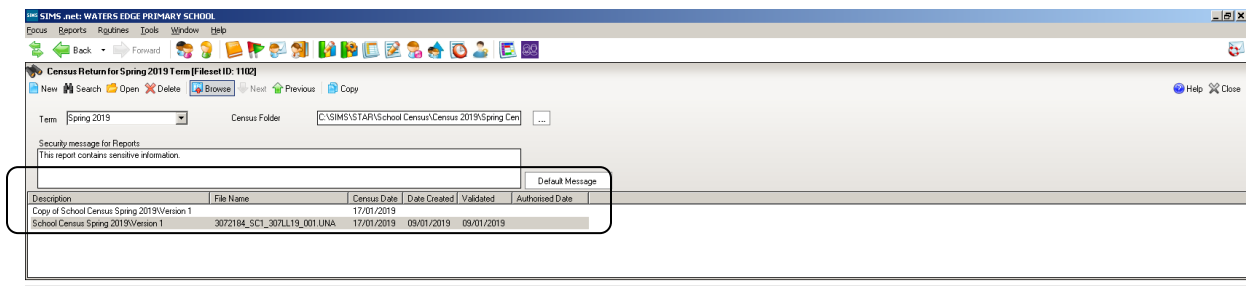
Click on the name of the school census return to highlight it and click on the **Copy** button. You will see the message shown below appear:
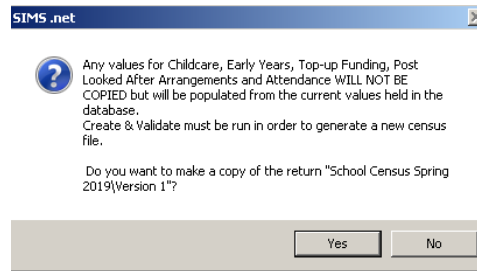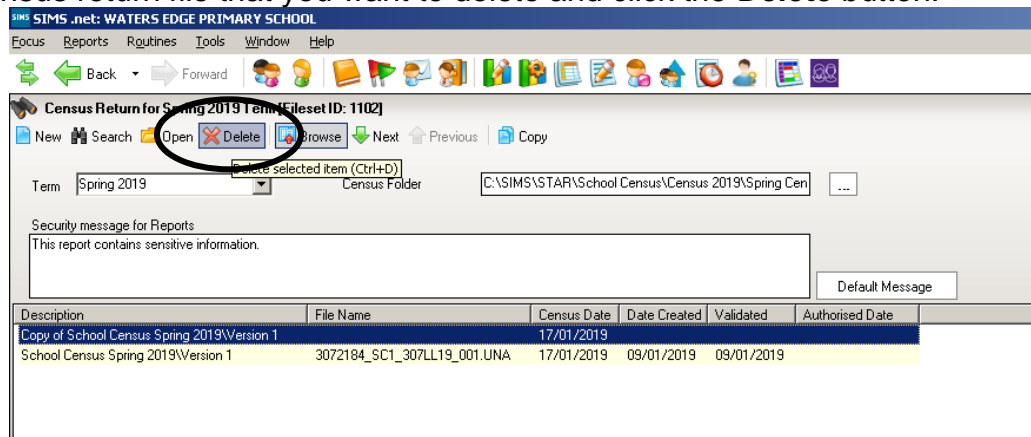

Click on **Yes**, and a copy of your Census version now appears in the list in the **Browse** window.


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.
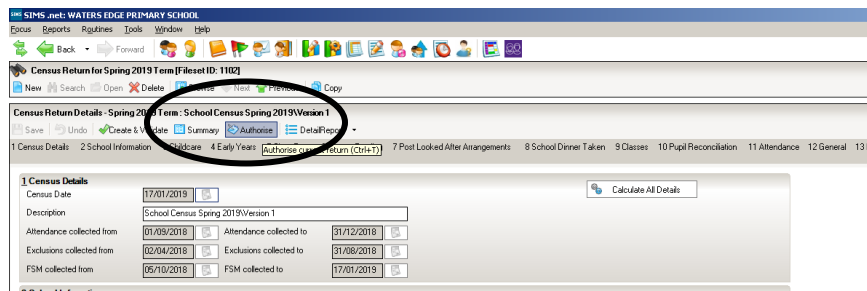

A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.
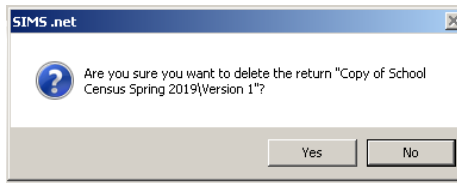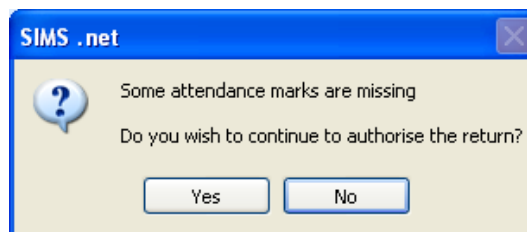
Authorising the return

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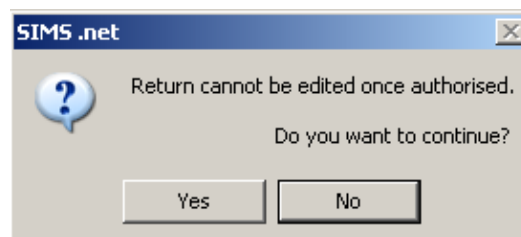

If missing marks exist, the following message is displayed.

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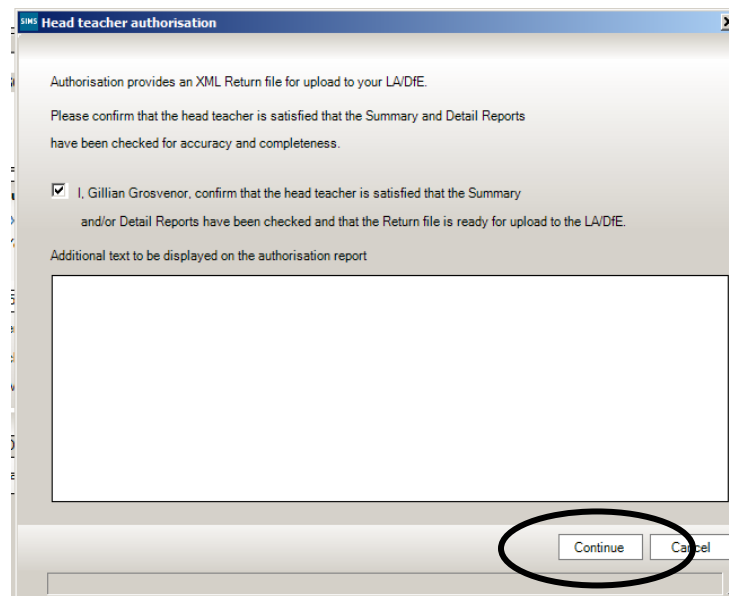
You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).

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.
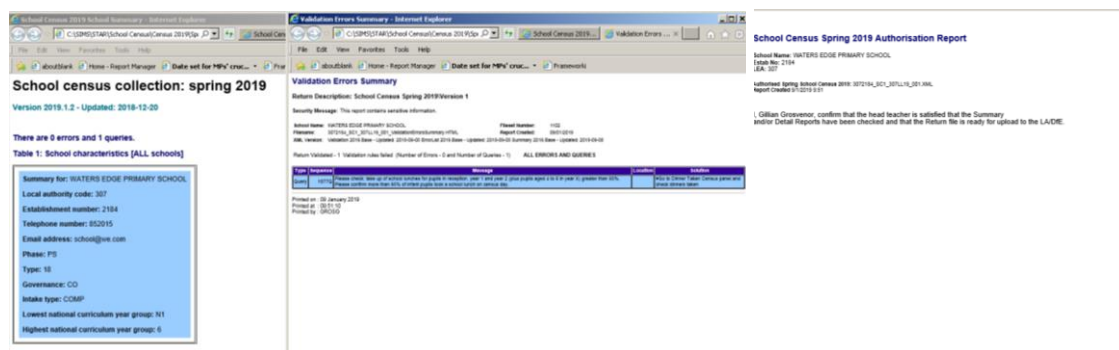
The **Headteacher's Authorisation, the Validation Errors Summary** and the **Summary Report** (sometimes on separate tabs in the same window) automatically open up in your browser. If you have not already printed it off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.
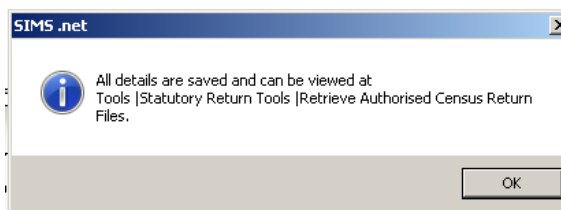
This message confirms that your Spring Census 2019 details can be retrieved at a later date if required.

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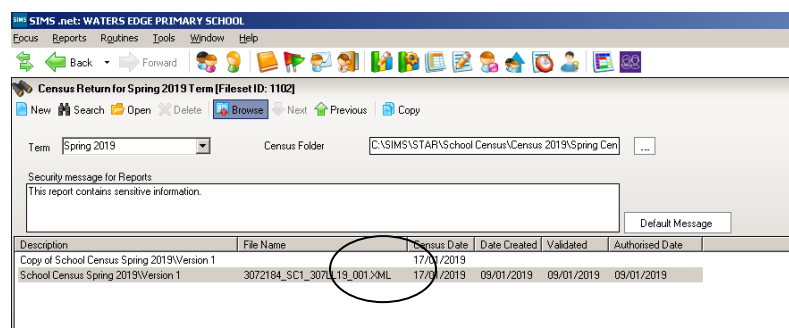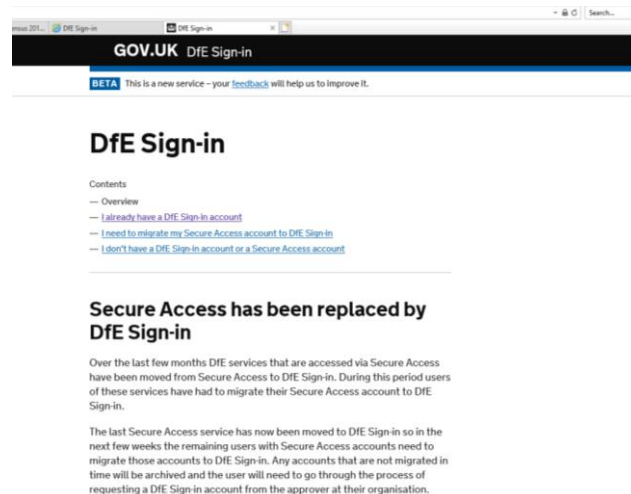

Submitting the Return to the Local Authority

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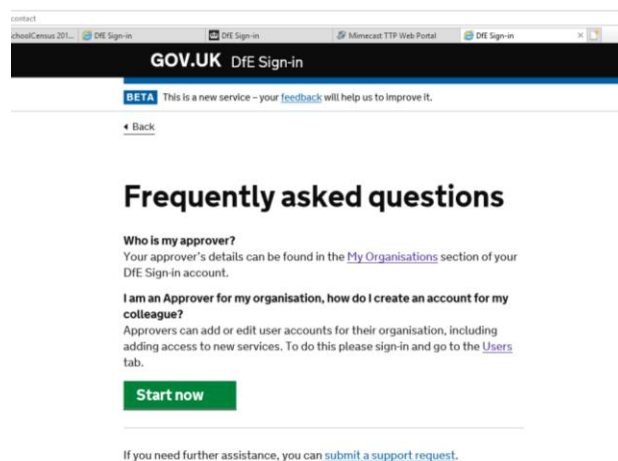
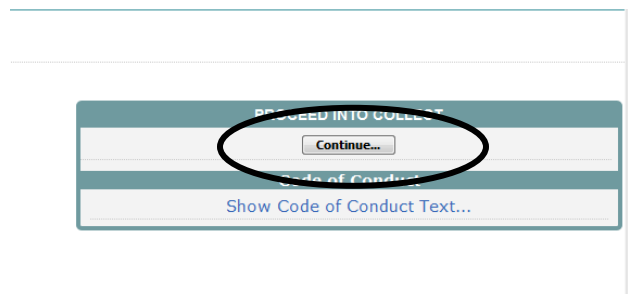If you are still experiencing issues or require further assistance the DFE have provided an email contact address: SA.DFESIGNIN@education.gov.uk |

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:
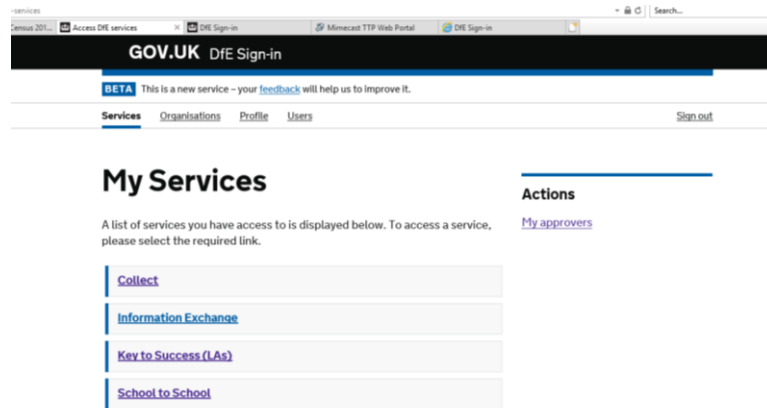
Choose the COLLECT option. And Continue…

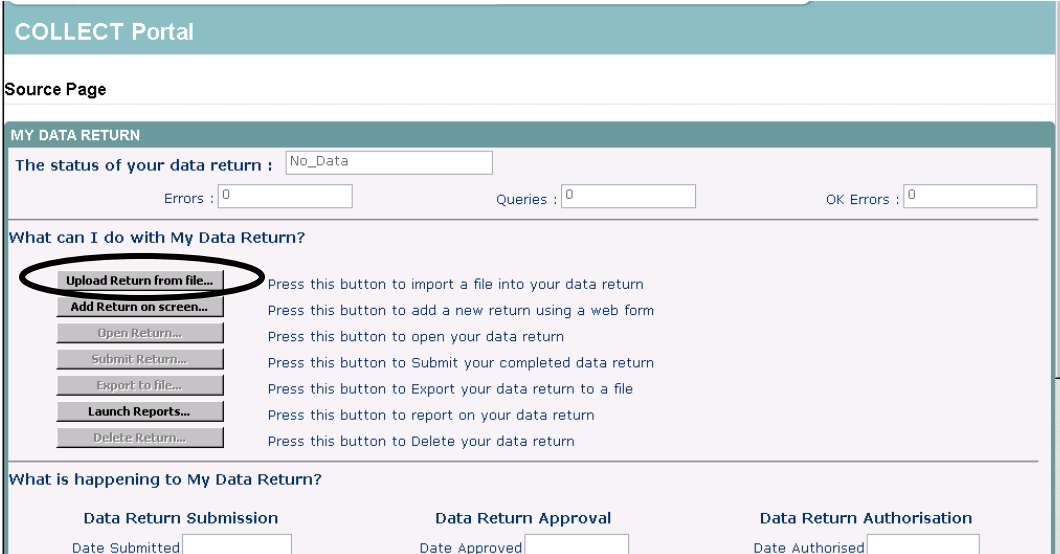Once you have logged in you will see the list of collections that are currently available to you.

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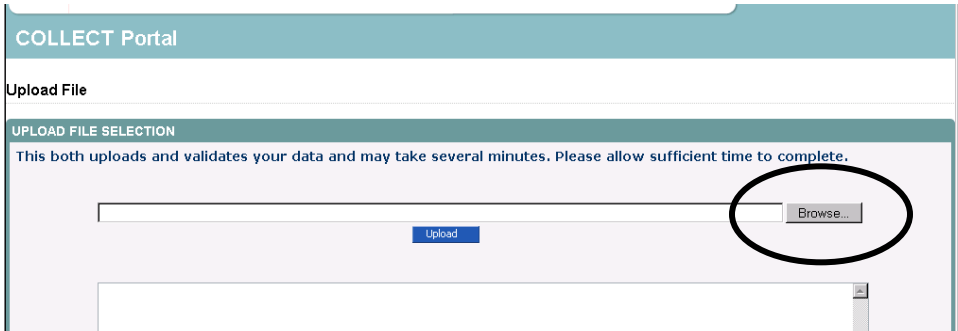
The Source Page that opens up provides information on the current status of your return and presents a number of options dependent on the return that has been selected.

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

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.

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.

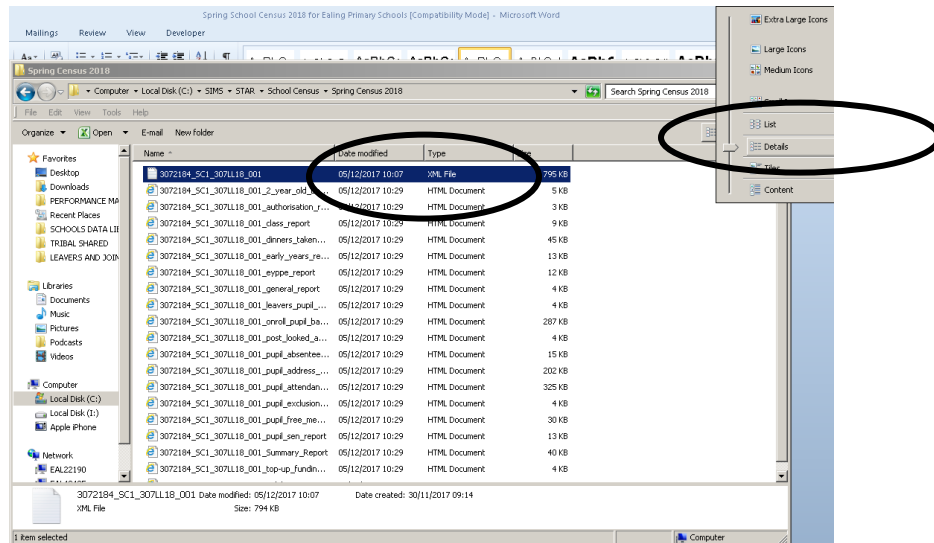Your Spring School Census will have the name **307***SSSS***_SC1_307LL18_0***NN***.XML** (where *SSSS* is the DFE number of your school, SC1 indicates that it is the first census of 2019, and *NN* is the version number of the return) and in the column headed **Type** it will be an XML Document.

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.

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

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

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

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

Although you must look at All Errors to access the error details, notes must be added at 'return level', on the front page of your census, rather than against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.
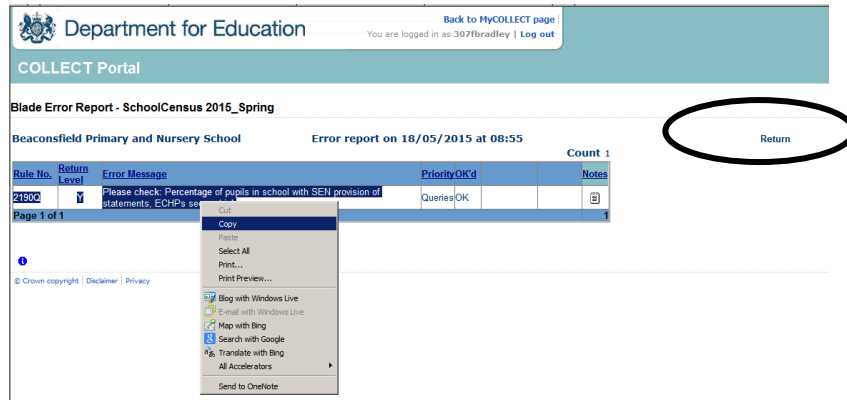
It is possible to copy details of the error by highlighting the text and then right-clicking and choosing **Copy** from the list that appears.

Click on **Return** in the top RH corner to get back to the front page of your return.
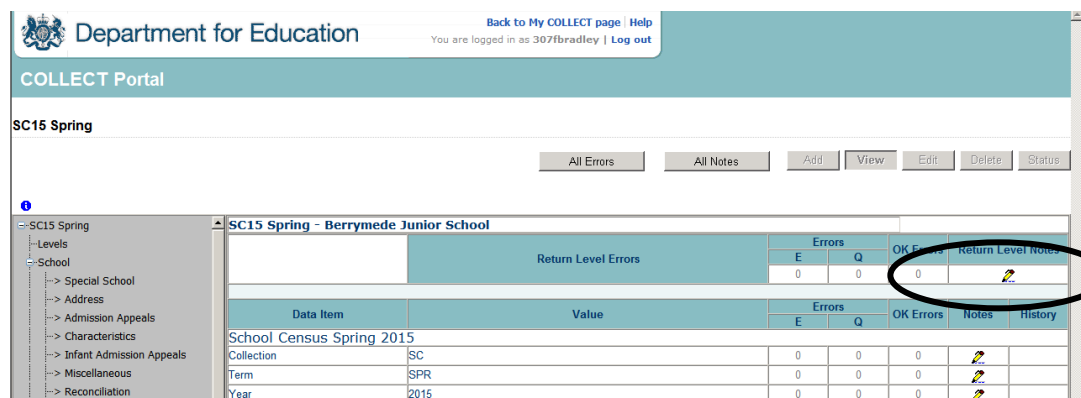
Click on the pencil in the **Return Level Notes** box.
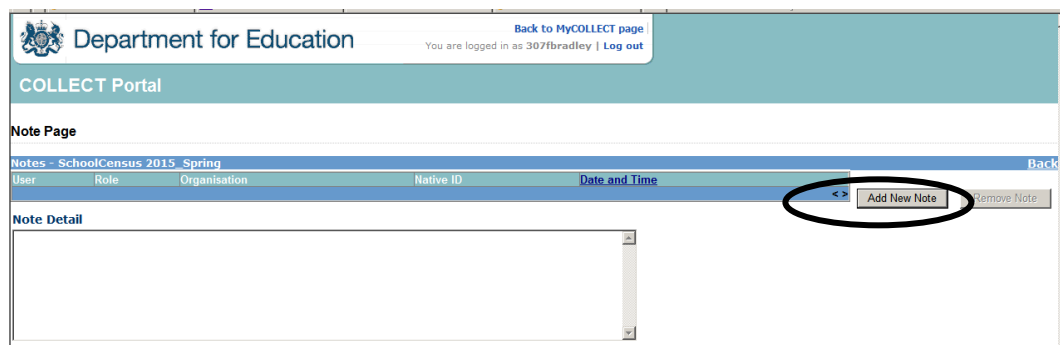
Then **Add New Note**.

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

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

23	1760	Number of PupilsOnRoll with no <FSMperiod> nodes present should not be equal to zero	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'
24	1767	Where <FSMendDate> is present and <UKcountry> value is ENG or blank <FSMendDate> must not be present	Due to FSM protection we would not expect FSM periods to have an end date. Please provide a reason.	1	1	1	Confirmation will not be acceptable, a reason must be provided why FSM period has an end date.
25	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'	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'
26	1850	Number of pupils where (<Language> equals NOT) divided by total number of <PupilOnRoll> should not be greater than 10%	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
27	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'	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
28	1870	Number of PupilsOnRoll with <EnrolStatus> equals 'C' divided by total number of PupilsOnRoll should be greater than 95%	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.
29	1872	Number of PupilsOnRoll with <PLAA> not equal to 'N' (Not declared) divided by number of PupilsOnRoll should be less than or equal to 5%	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	1	1	1	Schools will be required to specifically confirm that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high. Acceptable note entry 'The school has confirmed that more than 5% of their pupils were post looked after from local authority care in England or Wale's.
30	1877	[(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2 AND <SchoolLunchTaken> equal 1 or true) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive AND <SchoolLunchTaken> equals 1 or true)] divided by [(Number of PupilsOnRoll with <NCyearActual> equals 'R', 1 or 2) plus (Number of PupilsOnRoll with <NCyearActual> equals 'X' AND pupil born between 2011-09-01 and 2014-08-31 inclusive)] should be less than or equal to 95%	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%. Please confirm more than 95% of infant pupils took a school lunch on census day	1	1	1	Confirmation will be acceptable
	1878	Where count of pupils [in <NCyearActual> equals 'R', 1 or 2] or [in	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-notepad-entries-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 No.	Return Level	Error Message	Priority	OK'd		
TonT4B	Y	There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current term = 38.32%)	Queries	OK		

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

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

Click on the **Back to my COLLECT** page at the top of the screen and this will take you back to the Source Page:
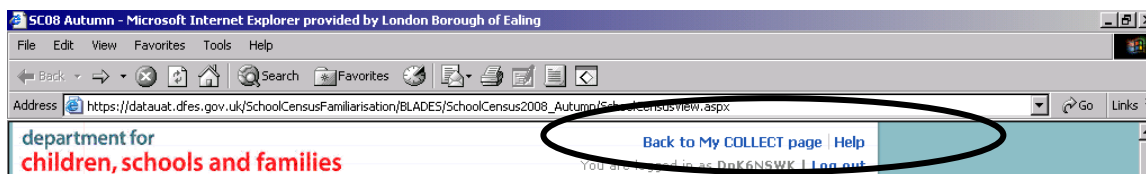
Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.

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

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

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

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

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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
o 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.