

Spring School Census 2019

for

Ealing Secondary Schools

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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 17th 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.

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.

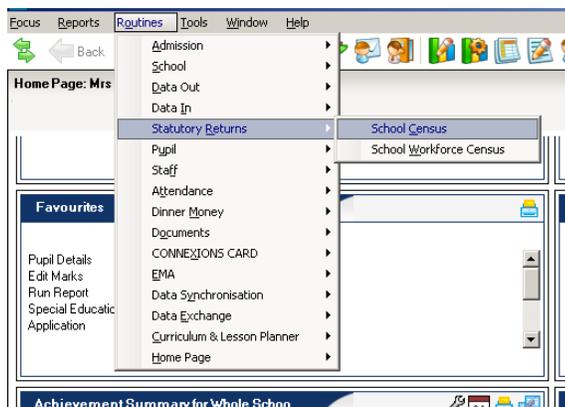


Follow the route **Help | About SIMS.net** to check the version of SIMS you are on

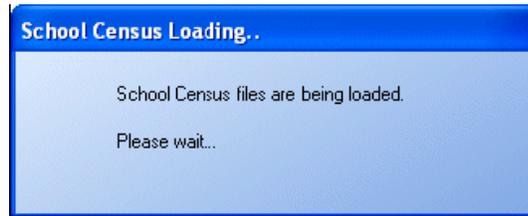


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

Creating the Return

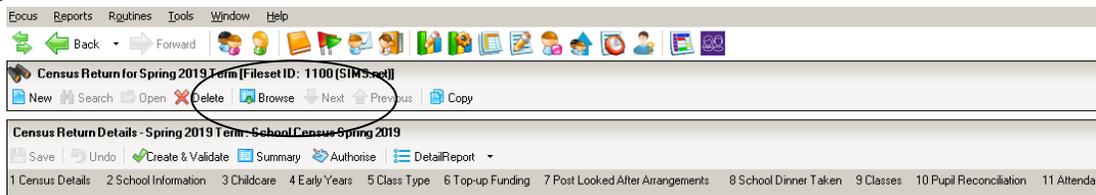


When you click on **Routines | Statutory Returns | School Census**, SIMS.net begins to load the school census validation and reporting files, and you will see this window:

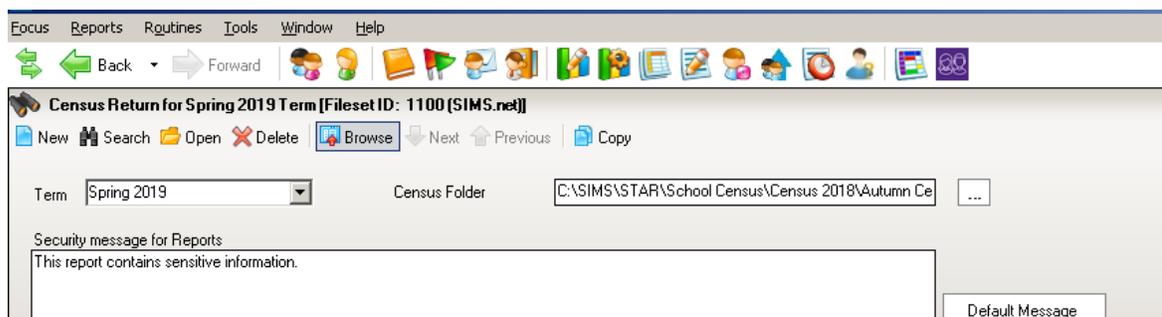


Once the School Census 'page' has loaded, you can see the Fileset version you have installed on your computer. As well as being on the correct version of SIMS to do a census return, it is important that you have an up-to-date fileset installed. Filesets fix the last-minute glitches and tweaks that have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



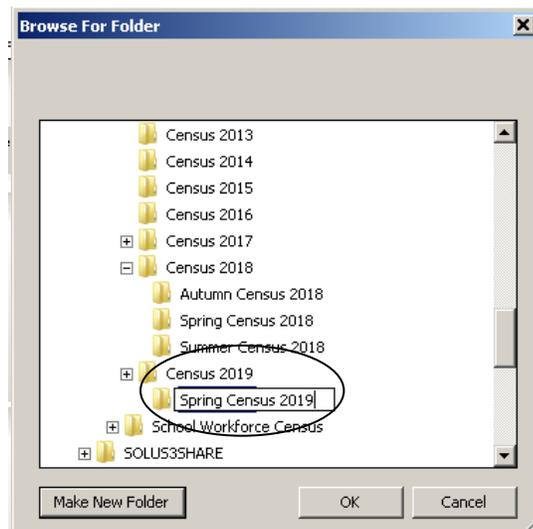
To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create new folders called Census 2019 and Spring Census 2019.

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.



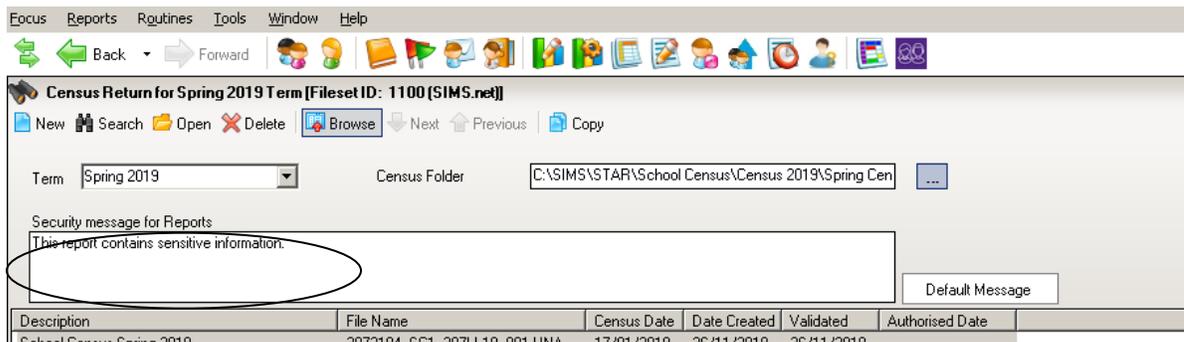
Click on the + next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder. With the **STAR** folder highlighted (or the **School Census** sub-folder within STAR if you have 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.

Census Return Details - Spring 2019 Term : New Return

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 Selected Period on Census Day 3 School Information 4 Childcare 5 Top-up Funding 6 Post Looked After Arrangements 7 Classes 8 St

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, Free School Meal Eligibility and Learner Support data is being collected.

As usual, we suggest that you give each version of your census you generate an unique name by amending the Census Description **School Census Spring 2019**. If you are having a practice run you could choose a description such as **Version 1**.

To do this type directly into the **Description** box.

Census Return Details - Spring 2019 Term : New Return

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 Selected Period on Census Day 3 School Information 4 Childcare 5 Top-up Funding 6 Post Looked After Arrangements 7 Classes 8 Student Reconciliation 9 Attendance

1 Census Details

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 FSM collected to: 17/01/2019

Learner Support collected from: 01/08/2018 Learner Support collected to: 17/01/2019

In the LH drop-down list on the **Selected Period for Census Day** panel, check that the lowest year in your school for which lessons are timetabled is showing (probably Year 7).

2 Selected Period on Census Day

Reference Date: 17/01/2019

The census will assume that students below this YTI are taught in registration group

YTI when timetabled classes begin: Curriculum Year 7

Period Name: [Dropdown menu showing Thu:1, Thu:2, Thu:3, Thu:4, Thu:5]

Include Alternative Curriculum:

Calculate All Details

3 School Information

School Name: Green Abbey School

If you want to **Include Alternative Curriculum** periods in the **Classes** panel further on in your return, select the check box in this panel.

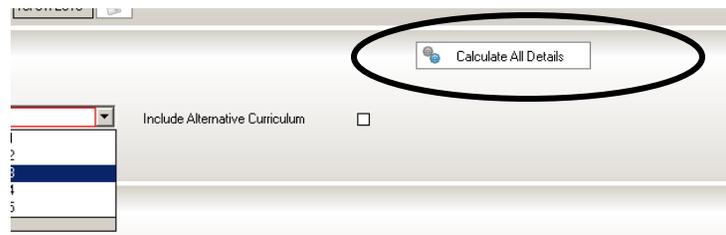
In the RH drop-down you should choose the period of the school day in which your Selected Time falls. Your Selected Time is based on the last digit of your DfE establishment number and for 2019 is calculated as follows.

| | |
|--------------|---|
| 2, 3 or 6 | The selected time is one hour after the start of afternoon school |
| 4, 7, 8 or 9 | The selected time is one hour after the start of morning school |
| 0, 1 or 5 | The selected time is one hour before the end of morning school |

There are other considerations when choosing your selected time:

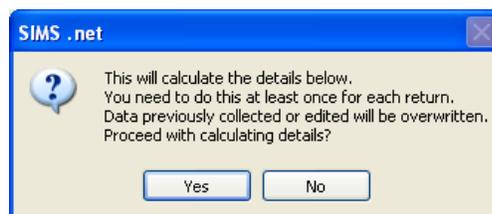
- It should **NOT** be a time when the whole school or a large proportion of the school is involved a group activity, for example, in an assembly with the head teacher. Schools should choose an hour/period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term
- Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on the Census Day due to something like staff training, severe weather conditions or religious observances.

If you find that you have had to use a different day or time from that indicated by the DfE specification above, you should record the details for audit purposes. The notes part of the Headteacher's Authorisation report would be a good place to do this (a reminder is included at that point).



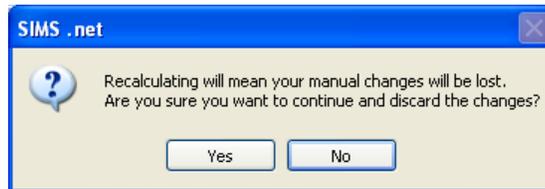
The next thing to do is click the **Calculate All Details** button located on the top RH corner of the School Details Panel.

The **Calculate All Details** button pulls information that it finds in other parts of SIMS.net into your census return. You will need to check the details that you can see on the census page and edit them if necessary



When you click **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 and teacher numbers), 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.

A screenshot of a software interface panel titled "3 School Information". It contains several input fields with the following data: School Name: Green Abbey School; LA: 307; Establishment Number: 5412; Telephone: 851234; School E-mail Address: office@ga.org.uk; School Phase: SS (Secondary); School Type: Comprehensive all-through 11-18; Governance: Community; Intake Type: Comprehensive; Lowest NC Year: 7; Highest NC Year: 12. At the bottom right of the panel, there is a button labeled "School Detail" which is circled in black.

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 Detail - Green Abbey School

Save Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare

1 Establishment

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: [Empty]

UK Provider Reference Number: [Empty]

School Phase: Secondary

School Type: Comprehensive all through 11-18

School Governance: Community

Intake Type: Comprehensive

Previous School Name: [Empty]

Previous Estab Number: [Empty]

Previous URN Number: [Empty]

Boarding Pupils: Nursery Class Special Class or Unit

Date Name Changed: [Empty]

Date Number Changed: [Empty]

Date Number Changed: [Empty]

Head Teacher: Mr Adrian Blacker

Main Contact: Mr Adrian Blacker

OK Cancel

Information for Academies

2 School Information

School Name: Green Abbey School

LA: 823

Telephone: 851234

School E-mail Address: office@ga.org.uk

School Phase: SS Secondary

School Type: Academies

Governance: Academies

Lowest NC Year: 7

Establishment Number: 4321

Previous Name: Previous Name School

Previous URN: [Empty]

Previous Estab Number: 1234

Intake Type: Comprehensive

Highest NC Year: 13

Date Changed: 31/07/2017

Earliest DOA: 17/07/2017

Date Changed: [Empty]

School Detail

If your school has changed to be an Academy over Christmas, please ensure that the **School Type** and **School Governance** have been amended to **Academies**, and that the school's details (**Name**, **Date Name Changed**, **Previous Estab Number** and **Earliest DOA**) are completed as applicable.

Childcare

Childcare is collected 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.

School Details - Green Abbey School

Save Undo

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare

1 Establishment

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: 137247

UK Provider Reference Number:

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.

3 Childcare

Edit Recalculate

| 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, fom... | 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

School Details - Green Abbey School

Save Undo

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare

1 Establishment

| 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

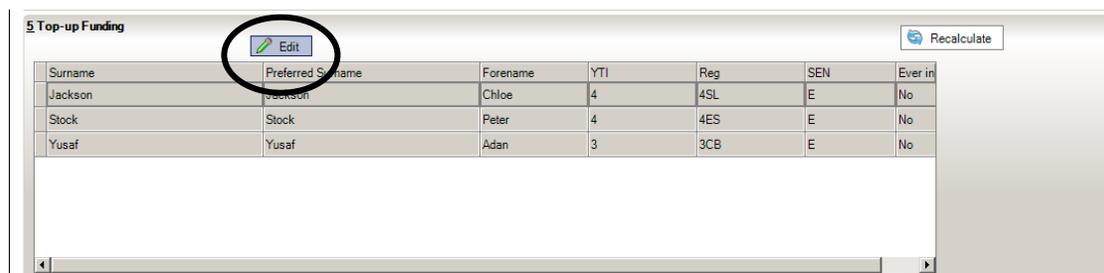
From this academic year, the DFE is using the top-up funding indicator in census in the new high needs national funding formula, and for research/benchmarking, therefore it is very important that all schools complete this data item correctly and strictly follows the DFE guidance

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.

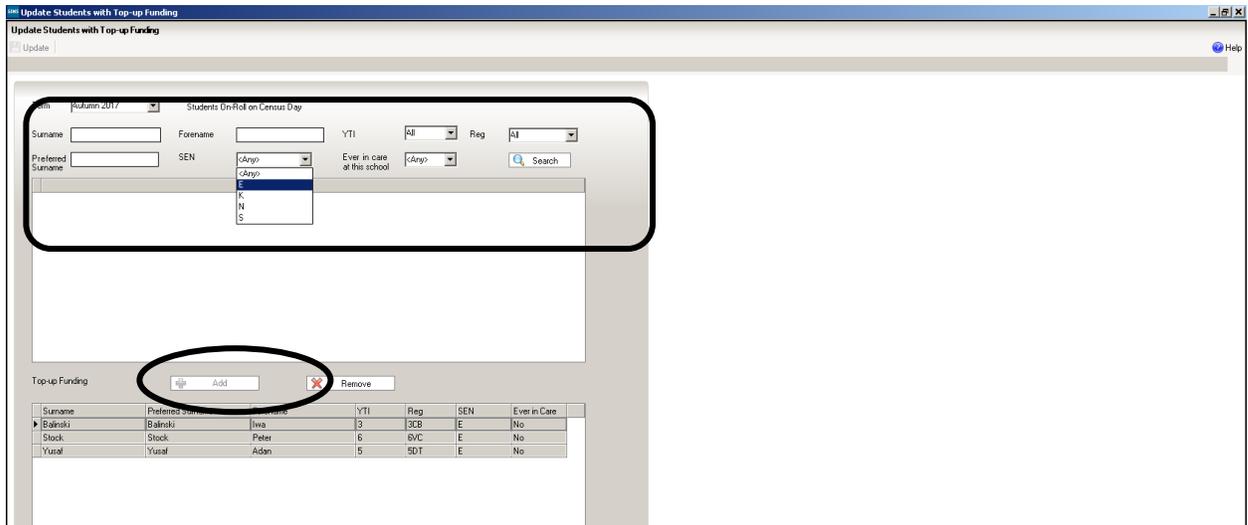


If the panel is initially blank and you click the **Edit** button, you will see the following message:



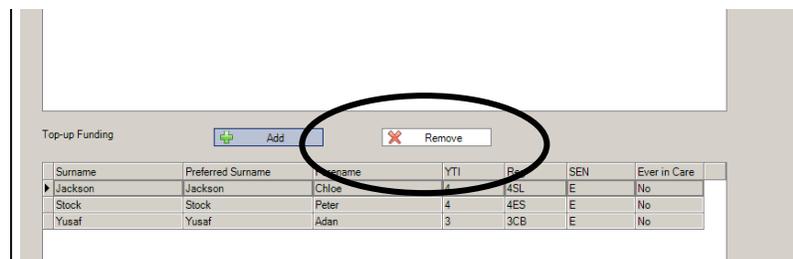
Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

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.

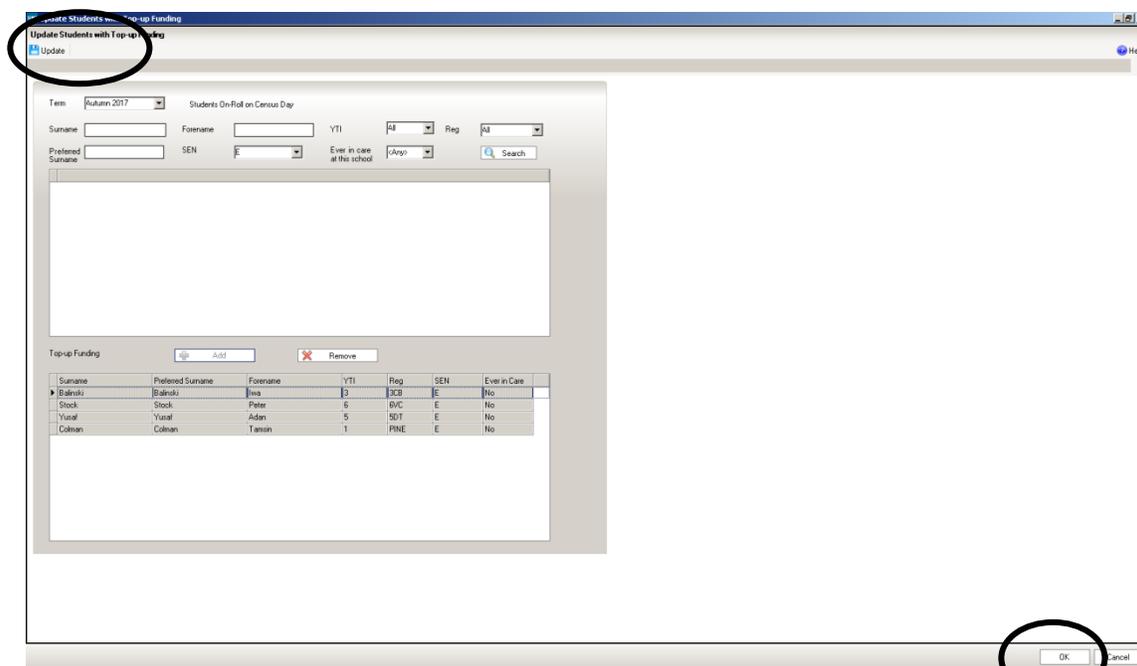


Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block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

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



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



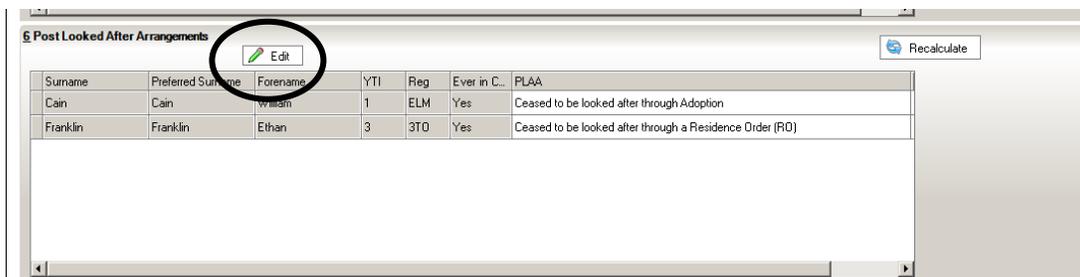
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

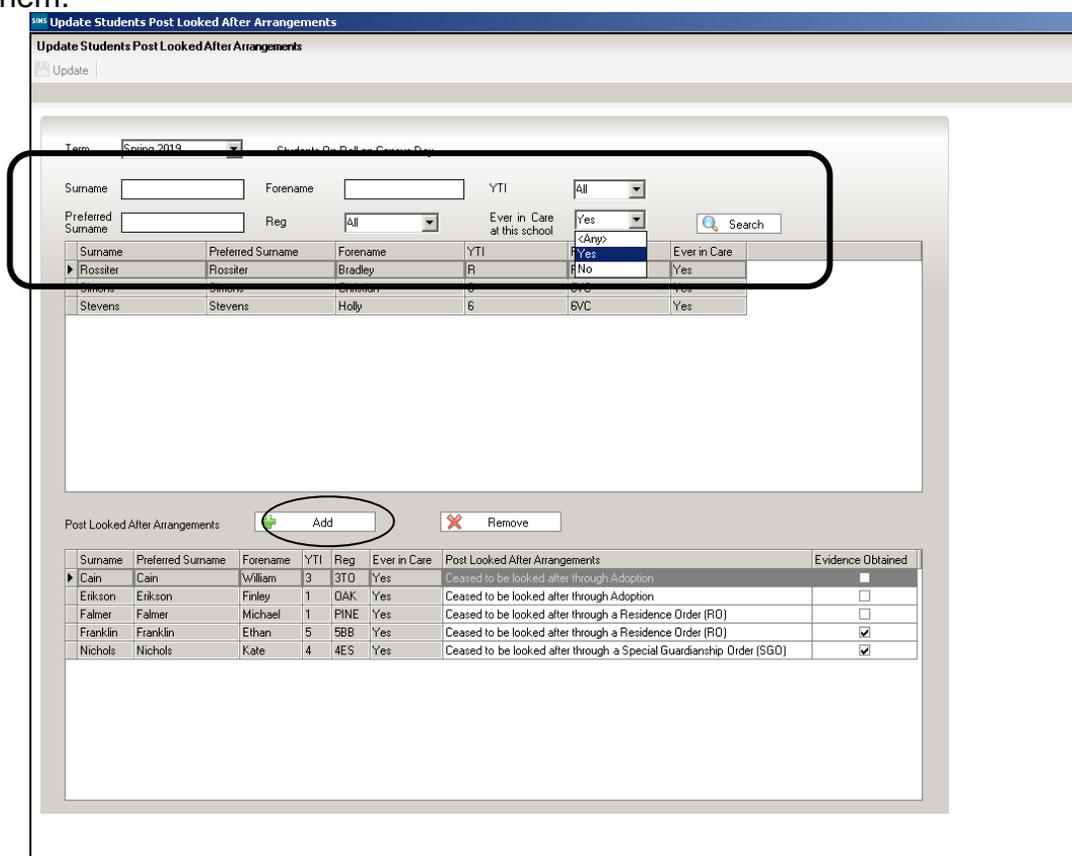
This section of census collects information regarding children on roll on census day that have left care through either adoption, a special guardianship order, a residence order or a child arrangement order. Children who have left care under one of the measures listed above will be eligible for the post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

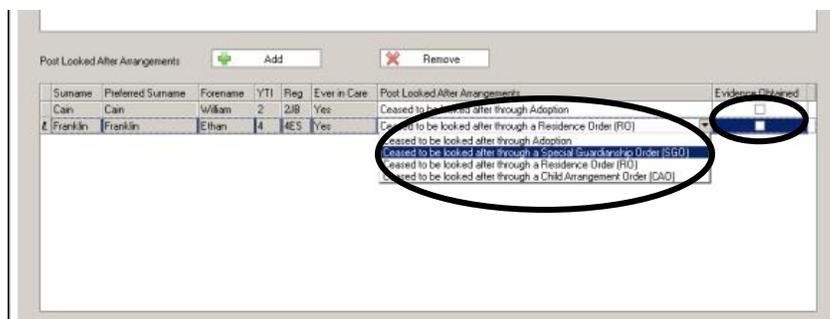


This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search**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

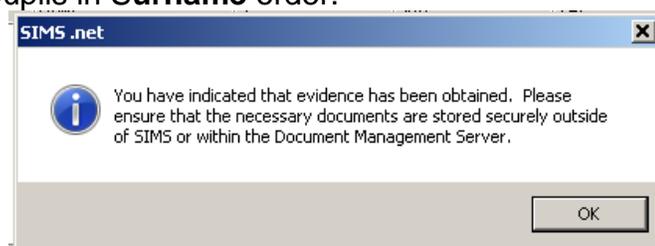
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.



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

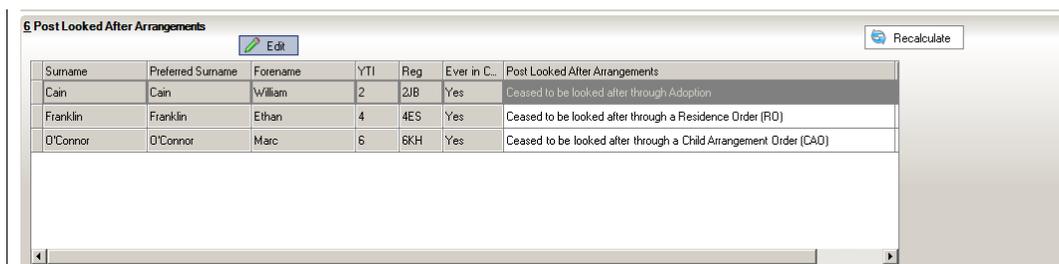
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

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



Checking and Editing Classes in School

On this panel of the Census we are thinking about which pupils and staff are in class at your Selected Time for Census.

| Class Name | Students(On Roll) | Students(Guest) | Teachers | Support Staff | Year Actual |
|------------|-------------------|-----------------|----------|---------------|-------------|
| ▶ 10x/Ma1 | 30 | 0 | 1 | 0 | Year 10 |
| 10x/Ma2 | 29 | 0 | 1 | 0 | Year 10 |
| 10x/Ma3 | 24 | 0 | 1 | 0 | Year 10 |
| 10y/Gg1 | 26 | 0 | 1 | 0 | Year 10 |
| 10y/Hi1 | 27 | 0 | 1 | 0 | Year 10 |
| 10y/Hi2 | 28 | 0 | 1 | 0 | Year 10 |
| 11C/Bs1 | 26 | 0 | 1 | 0 | Year 11 |
| 11C/Gg1 | 27 | 0 | 1 | 0 | Year 11 |
| 11C/He1 | 27 | 0 | 1 | 0 | Year 11 |
| Total | 965 | 0 | 36 | 0 | |

The **Class Name** column should display the classes that are taking place at the selected time for the Census. You may have to use the scroll arrow to see all the names. You should check that all the details are correct.

If the **Include Alternative Curriculum** check box has been selected in the **Selected Period on Census Day** panel, Alternative Curriculum periods are included in the list of class names displayed.

Some of the information in the **Teachers and Support Staff** columns will have been entered automatically. You should amend or add the number of teachers and support staff assigned to a class at the selected time by clicking in the appropriate column next to the class name. You should include all qualified and unqualified teachers taking the class at the selected time and all teaching assistants, special needs support staff, minority ethnic students support staff, and other education support staff in the class at the selected time.

However, in this grid the DFE only want to know about staff in the class who are teaching/supporting the whole class or groups of pupils, so you should **exclude** staff who are wholly or mainly providing support to individual students and teachers on Planning, Preparation and Assessment (PPA) time.

The subject being taught in class at your selected time is no longer being collected in Secondary schools.

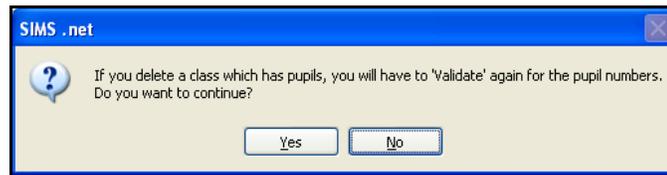
There is a Recalculate button to the right of the grid should you wish to reset the information to how it was just after you Calculated All Details. Do not use the Recalculate button if you wish to keep any changes you have made!

Adding and Deleting Classes

Any group of pupils that regularly receives instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught'. In which case, it will be necessary to **Add a Class** to the Classes grid. This is achieved by clicking the **new** button and entering the applicable class information in the additional row displayed at the bottom

of the **Classes** table. **But remember to reduce the number of pupils in the main class!**

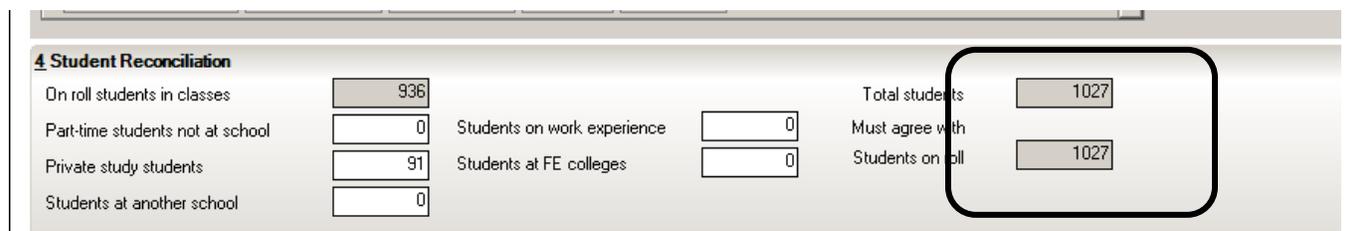
To Delete a class, highlight the row and click on  at the right-hand side of the panel. If you choose to delete a class from this panel you will be presented with the following warning:



This is to remind you that if you have already validated the return, once you have deleted a class, **you will need to validate it again, it to ensure that the changes are tested against all the appropriate validation rules.** Once you are satisfied that the details are correct you can proceed to the next panel.

Student Reconciliation

If you have any students who are not in lessons at the selected time, you will need to state where they are in order to balance the **Student Reconciliation**. If you add up the numbers in the boxes towards the left of the screen it will give you the number shown in the **Total Students** box at the top of the right-hand column. The **Students on Roll** figure is entered automatically by the system, and the two figures must be the same. The numbers update when you click away from the boxes.



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:



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.

A screenshot of a form section titled "11 General". Below the title is a label "Number of free school meals taken on census day" followed by a text input field containing the number "67".

Enter the number of Deprivation Free School Meals taken by pupils 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.

Entering Admission Appeals Totals

This panel only needs to be filled in if your school deals with its own Admission Appeals, for example, if your school is a Foundation school, Voluntary Aided Primary school or Academy.

This module will be collected in the Spring Census only, providing information for a school's admission appeals against non-admission to the school for the start of the 2018/19 academic year. Note appeals lodged on or after the 1 September 2018 should not be included.

For those of you who need to complete it, I have copied the DFE specification for working out what should and shouldn't be included into the appendix at the end of this booklet.

11 Secondary Admissions Appeals

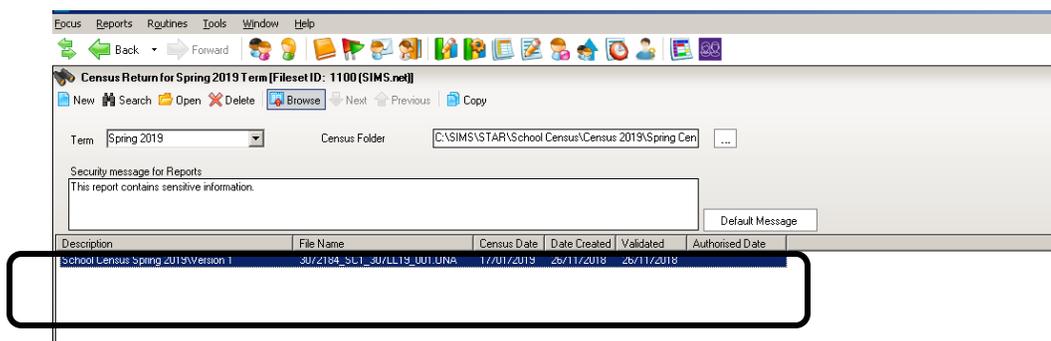
Foundation Schools/Voluntary Aided Schools/Academies must complete this section.(this does not include AP Academies, AP Free Schools, Academy Special Schools)

Independent Admissions Committee

| | | | |
|-----------|----------------------|----------|----------------------|
| Lodged | <input type="text"/> | Heard | <input type="text"/> |
| Withdrawn | <input type="text"/> | Upheld | <input type="text"/> |
| | | Rejected | <input type="text"/> |

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.

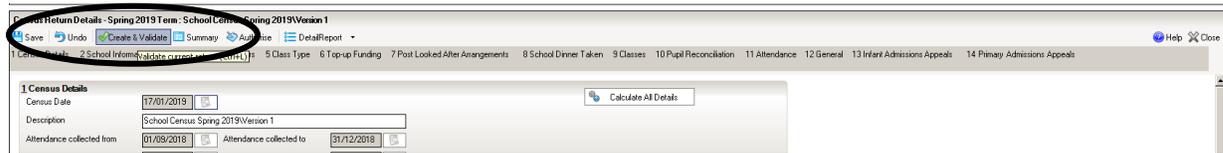


You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

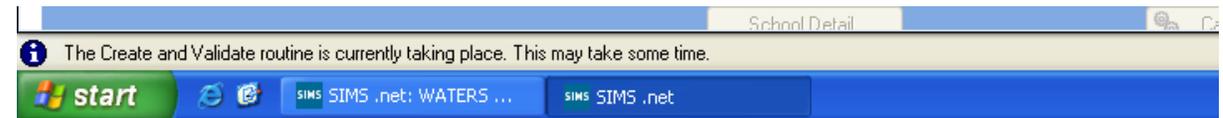


Validating the School Census Return

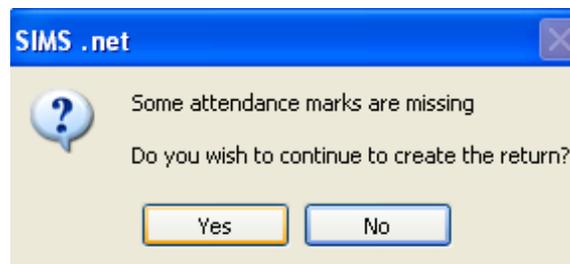
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



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.'**

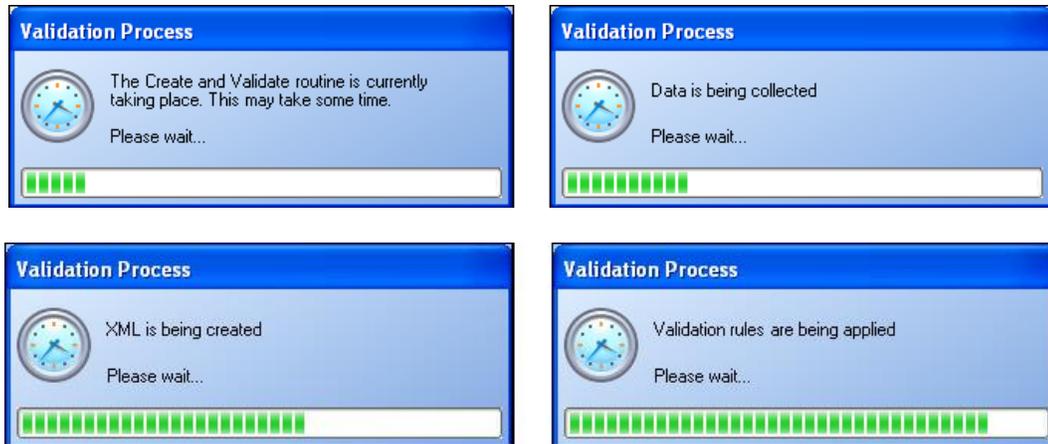


If you still have missing attendance marks you will see this message:



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.

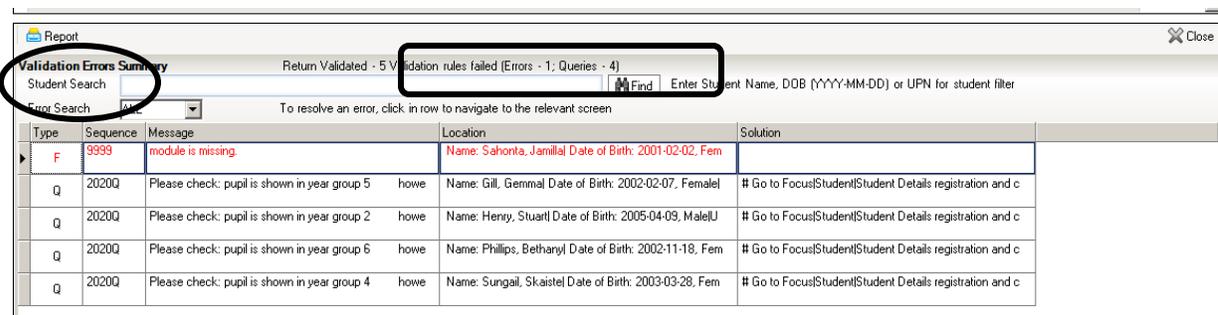
Once **Yes** is selected the display will progress through the validation process.



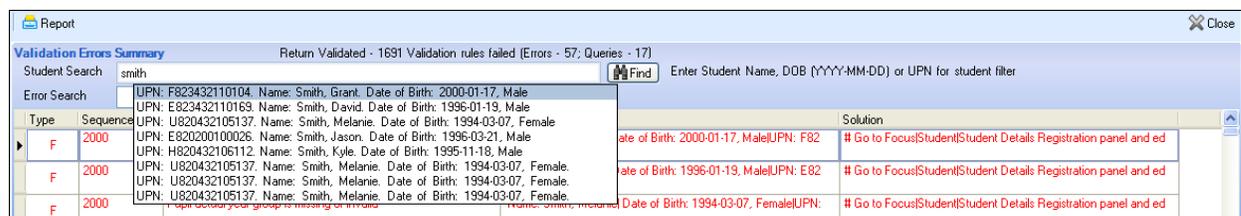
Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as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

School Census Return Errors and Queries

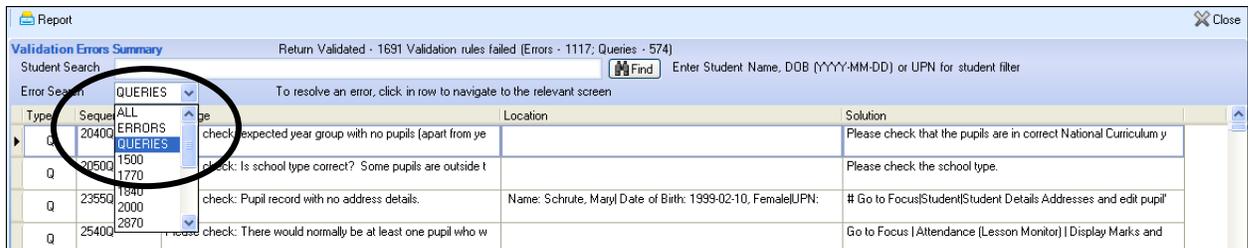
At the top of the panel you will see the number of errors and queries found during the **Create and Validate** process.



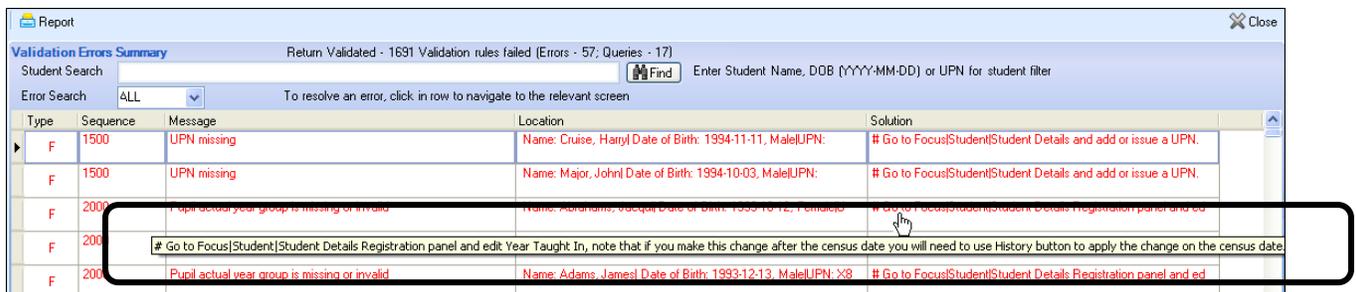
The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.



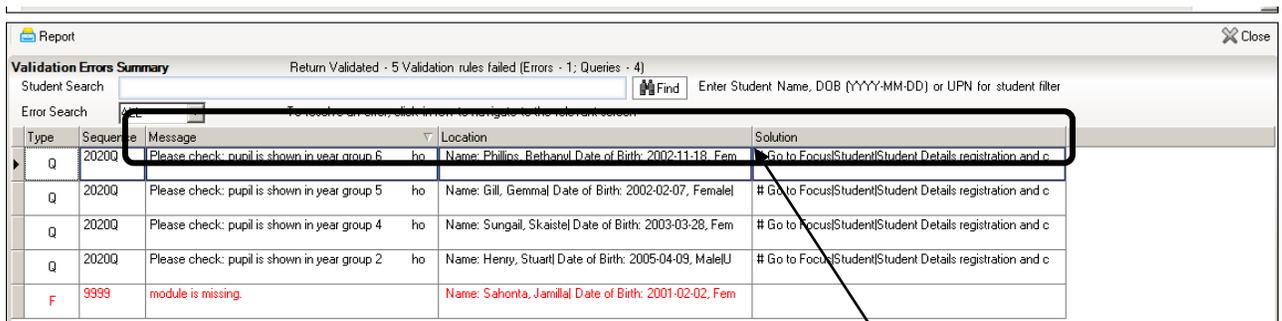
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.



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.

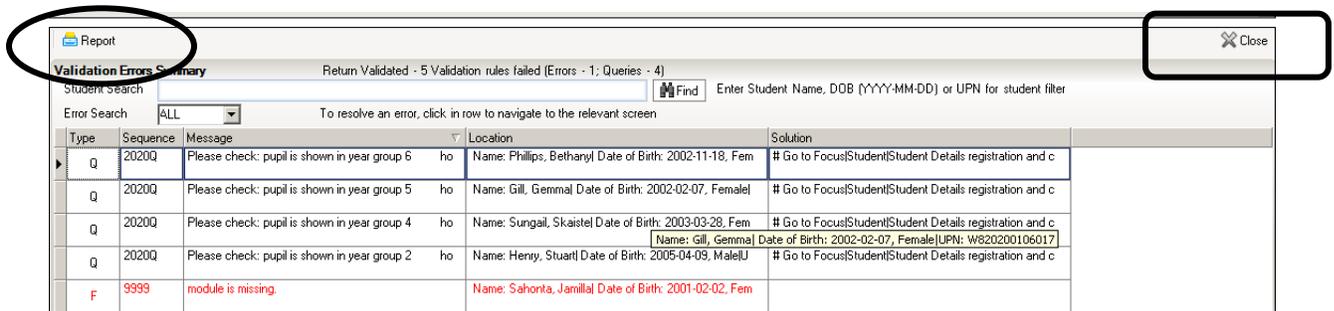


You can change the order of the summary by clicking the appropriate column heading.



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.

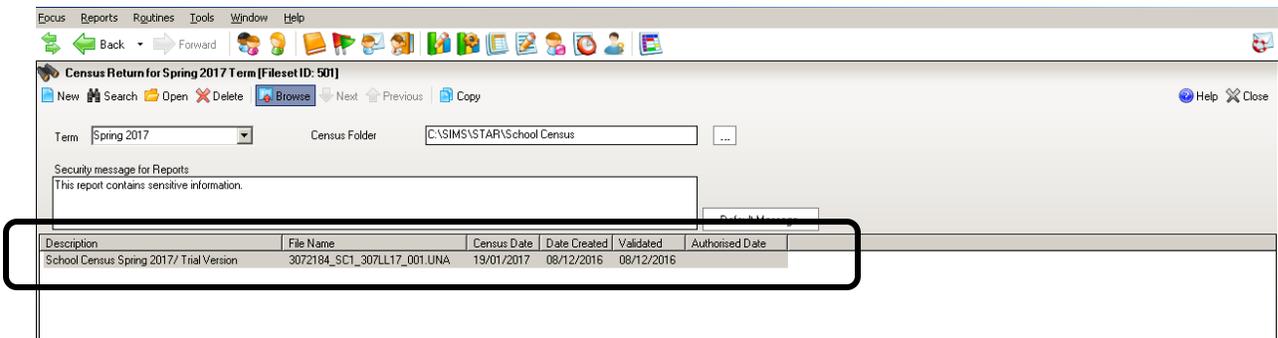
Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

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>

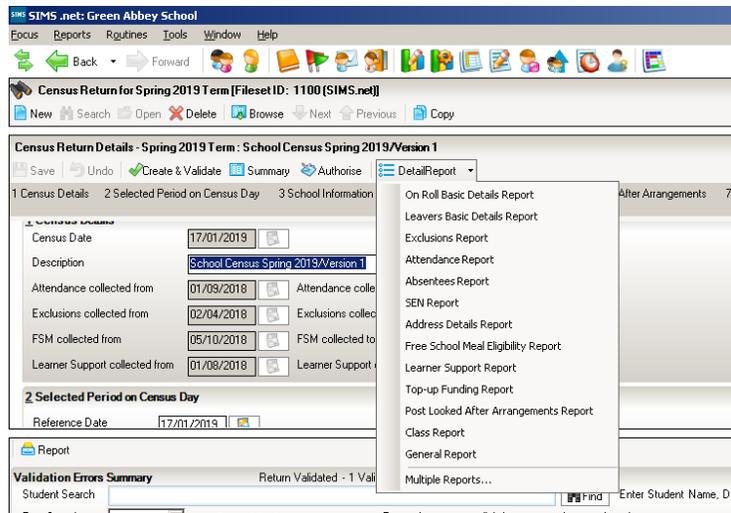
When you have fixed as many errors and queries as you can, you need to press the **Validate** button again to update the **Validation Errors Summary** panel.

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 that are currently available:

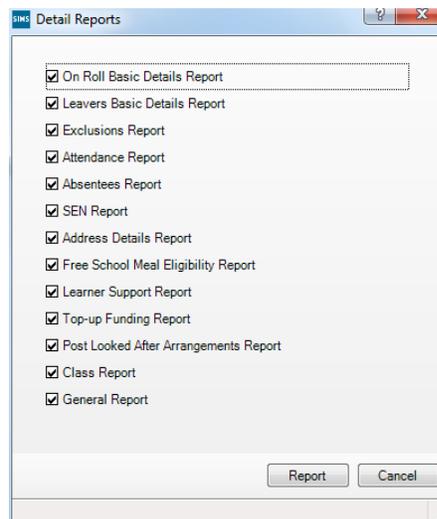


You cannot select the Detail Reports until you have **Saved** and **Created and Validated** your School Census.

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.

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
 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.

School Census Spring - 2019 (On Roll Basic Data) - Internet Explorer

Security Message : This report contains sensitive information.

Report Criteria: Students on roll on Census day (17/01/2019)

Total Students: 556

School Name: Green Abbey School Fileset Number: 1100 (SAMS.net)
 Version: 8234321_SC1_823L19_001_UIN Report Created: 03/12/2018
 XML Version: Validation 2018 Base - Updated: 2017-12-05 EnrolList 2018 Base - Updated: 2017-12-05 Summary 2018 Base - Updated: 2017-12-05

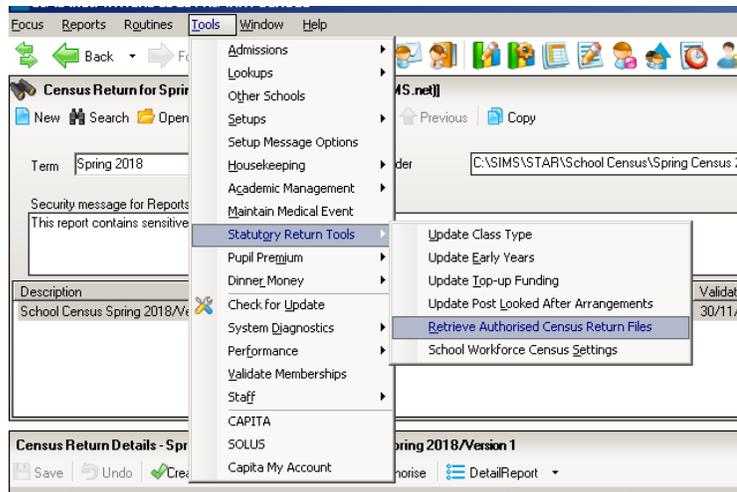
| UPN | UIN | Legal Surname | Preferred Surname | Former Surname | DOB | Gender | YTI | DOA | Enrolment Status | Ethnicity | Language | YSSA | Part-time Status | Boarder |
|---------------|------------|---------------|-------------------|----------------|------------|--------|-----|------------|---------------------|-----------------|----------|----------|------------------|---------------|
| Y82020100033 | 514233558 | Aaron | Chris | Aaron | 01/08/2005 | Male | 8 | 01/06/2017 | Single Registration | White - English | English | Unought | No | Not a Boarder |
| CE23432117001 | 514231184 | Aaron | Jason | Aaron | 08/03/2006 | Male | 8 | 01/06/2017 | Single Registration | White - Danish | English | Unought | No | Not a Boarder |
| J82020100032 | 514233551 | Aaron | Liz | Aaron | 01/08/2005 | Female | 8 | 01/06/2017 | Single Registration | White - English | English | Unought | No | Not a Boarder |
| M82020100034 | 514233553 | Aaron | Sophie | Aaron | 01/08/2005 | Female | 8 | 01/06/2017 | Single Registration | White - English | English | Unought | No | Not a Boarder |
| NE23432113104 | 111117003 | Abbas | Abbas | Abbas | 20/09/2002 | Male | 11 | 03/09/2014 | Single Registration | White - English | English | Obtained | No | Not a Boarder |
| CE23432113105 | 111117001 | Abbey | Sean | Abbey | 19/08/2002 | Male | 11 | 03/09/2014 | Single Registration | White - English | English | Obtained | No | Not a Boarder |
| J823432111005 | 1111173817 | Able | Cameron | Able | 10/12/2000 | Male | 13 | 05/09/2012 | Single Registration | White - Irish | English | Refused | No | Not a Boarder |

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.

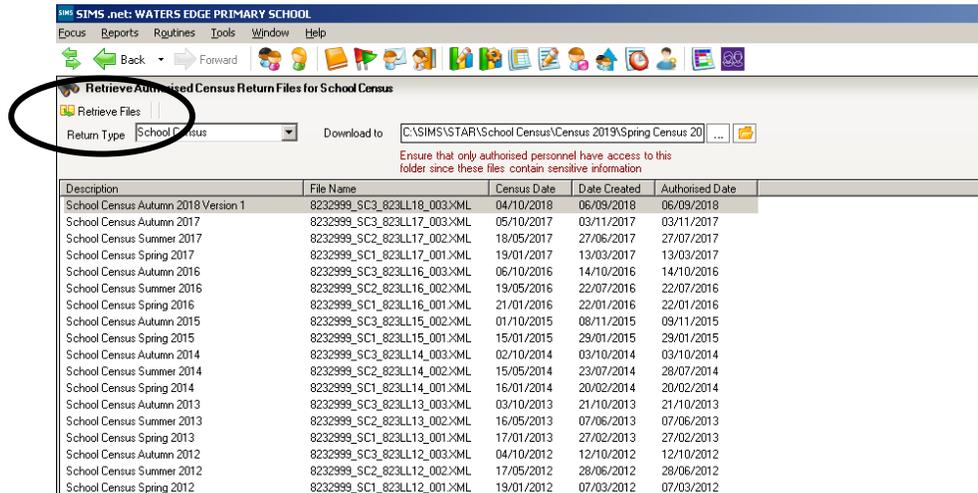
Viewing Previous Authorised Census Returns

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.

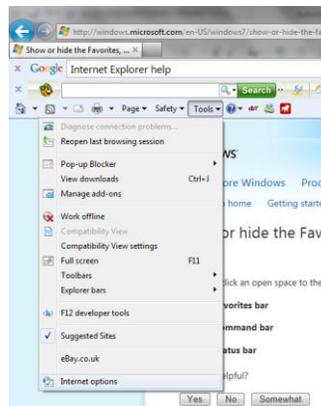
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



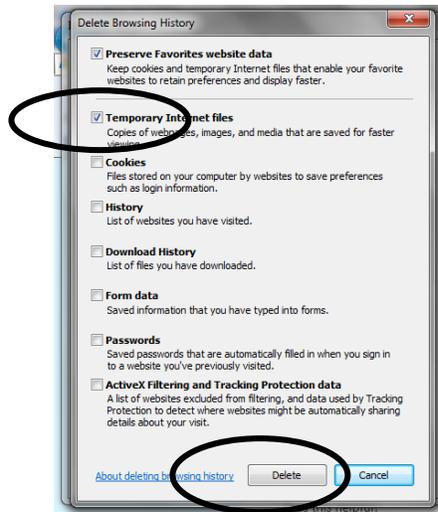
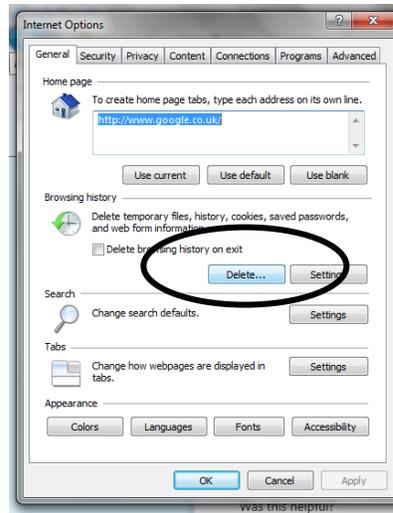
Click the **Close** button

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:



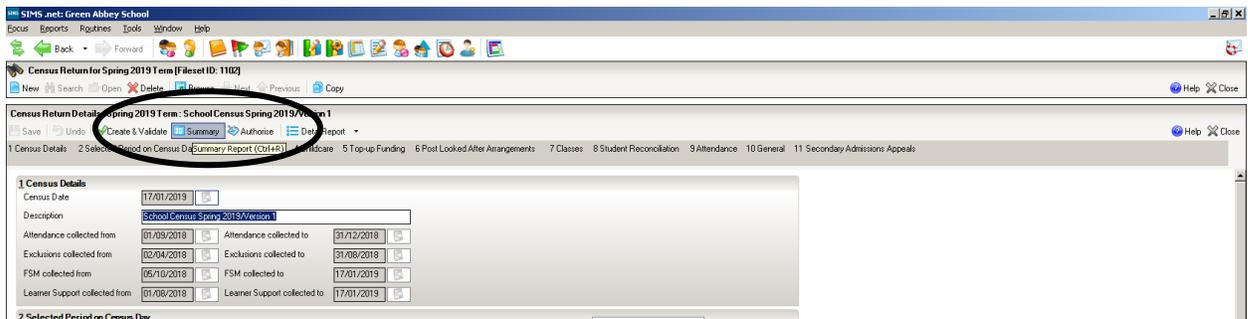
On the next screen, make sure the box next to Temporary Internet Files is ticked, and click the **Delete** button.

Producing the Summary Report

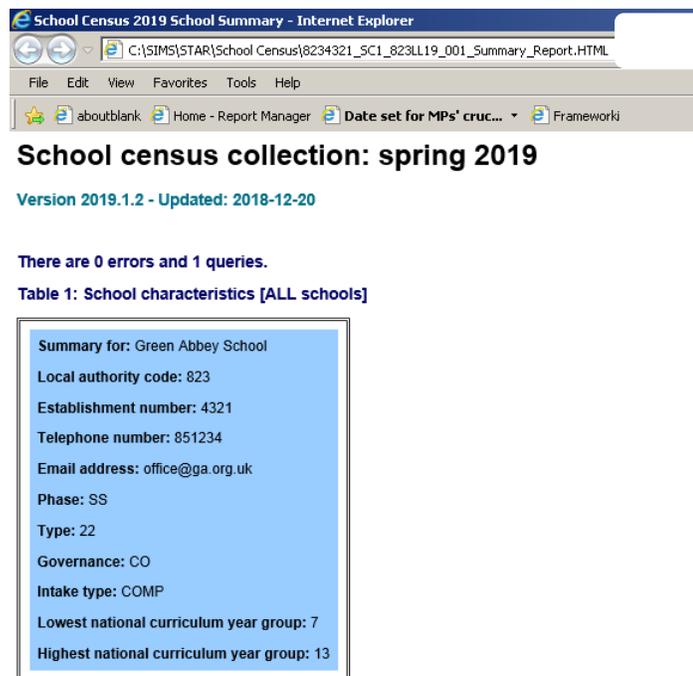
The Summary Report is provided for school staff and the head teacher authorising the return to check the accuracy and completeness of the data before submitting the return to the LA.

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.**



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 | | |
| | | Male | Female | Total | Male | Female | Total |
| 19 or over | 31/08/1999 or earlier | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 01/09/1999 - 31/08/2000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 01/09/2000 - 31/08/2001 | 38 | 42 | 80 | 0 | 0 | 80 |
| 16 | 01/09/2001 - 31/08/2002 | 35 | 44 | 79 | 0 | 0 | 79 |
| 15 | 01/09/2002 - 31/08/2003 | 76 | 84 | 160 | 0 | 0 | 160 |
| 14 | 01/09/2003 - 31/08/2004 | 81 | 80 | 161 | 0 | 0 | 161 |
| 13 | 01/09/2004 - 31/08/2005 | 84 | 75 | 159 | 0 | 0 | 159 |
| 12 | 01/09/2005 - 31/08/2006 | 79 | 80 | 159 | 0 | 0 | 159 |
| 11 | 01/09/2006 - 31/08/2007 | 75 | 84 | 159 | 0 | 0 | 159 |
| 10 | 01/09/2007 - 31/08/2008 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | 01/09/2008 - 31/08/2009 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | 01/09/2009 - 31/08/2010 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 01/09/2010 - 31/08/2011 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | 01/09/2011 - 31/08/2012 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 01/09/2012 - 31/08/2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 (0 - 11 months) | 01/09/2013 - 31/12/2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 (0 - 7 months) | 01/01/2014 - 31/03/2014 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 (0 - 4 months) | 01/04/2014 - 31/08/2014 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 (0 - 11 months) | 01/09/2014 - 31/12/2014 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 (0 - 7 months) | 01/01/2015 - 31/03/2015 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 (0 - 4 months) | 01/04/2015 - 31/08/2015 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 or under | 01/09/2015 or later | 0 | 0 | 0 | 0 | 0 | 0 |
| Total number of pupils | | 487 | 489 | 976 | 0 | 0 | 976 |
| Aged 16 and over | 31/08/2002 or earlier | 73 | 86 | 159 | 0 | 0 | 159 |
| Aged 11 to 15 | 01/09/2002 - 31/08/2007 | 394 | 403 | 797 | 0 | 0 | 797 |
| Aged 5 to 10 | 01/09/2007 - 31/08/2013 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aged under 5 | 01/09/2013 and later | 0 | 0 | 0 | 0 | 0 | 0 |

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. We have dated the return to give the children's ages as they were on 31st August 2018, so the students appear as being a little younger than you might expect. 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 | 80 |
| 12 | 80 |
| 11 | 161 |
| 10 | 160 |
| 9 | 160 |
| 8 | 159 |
| 7 | 159 |
| 6 | 0 |
| 5 | 0 |
| 4 | 0 |
| 3 | 0 |
| 2 | 0 |
| 1 | 0 |
| R | 0 |
| N2 | 0 |
| N1 | 0 |
| E2 | 0 |
| E1 | 0 |
| X (NC year group not applicable) | 0 |
| Total | 969 |

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

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

| NC year group | Number of pupils |
|----------------------------------|------------------|
| L4 | 0 |
| L3 | 80 |
| L2 | 79 |
| L1 | 160 |
| L0 | 160 |
| 9 | 159 |
| 8 | 159 |
| 7 | 159 |
| 6 | 0 |
| 5 | 0 |
| 4 | 0 |
| 3 | 0 |
| 2 | 0 |
| 1 | 0 |
| R | 0 |
| N2 | 0 |
| N1 | 0 |
| E2 | 0 |
| E1 | 0 |
| X (NC year group not applicable) | 0 |
| Total | 956 |

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

| Language Code | Description | Number of Pupils |
|---------------|--------------------------|------------------|
| ALB | Albanian/Sheqj | 2 |
| ARA | Arabic | 4 |
| BNG | Bengali | 8 |
| CHI | Chinese | 8 |
| CYM | Welsh/Cymraeg | 6 |
| ENG | English | 956 |
| EST | Estonian | 1 |
| FRN | French | 1 |
| GAE | Gaelic/Irish | 1 |
| GAL | Gaelic (Scotland) | 1 |
| GER | German | 1 |
| GRE | Greek | 2 |
| GUJ | Gujarati | 3 |
| HIN | Hindi | 9 |
| ITA | Italian | 11 |
| JPN | Japanese | 2 |
| KAS | Kashmiri | 2 |
| NGR | Norwegian | 1 |
| NOT | Information not obtained | 3 |
| PNJ | Punjabi | 4 |
| POL | Polish | 4 |
| PRS | Persian/Farsi | 1 |
| REF | Refused | 1 |
| SAM | Samoan | 1 |
| SCB | Serbian/Croatian/Bosnian | 8 |
| SLV | Slovenian | 1 |
| SOM | Somali | 2 |
| SPA | Spanish | 3 |
| SWA | Swahili/Kiswanili | 1 |
| TUR | Turkish | 3 |

First Language is collected for all pupils in the school in Spring Census.

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

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

| Enrolment status | Number of pupils |
|--|------------------|
| Current (single registration at this school) (C) | 956 |
| Current main (dual registration) (M) | 0 |
| Current subsidiary (dual registration) (S) | 0 |
| Number of dually registered pupils (Total M and Total S) | 0 |
| Total number of pupils excluding F and O | 956 |
| Total number of pupils | 956 |

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

| Pupils on roll: | Number of pupils |
|---|------------------|
| Boarders | 0 |
| Service children | 1 |
| Pupils for whom the school receives top-up funding | 9 |
| Post looked after arrangements - includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order | 2 |
| Eligible for free school meals on census day | 136 |
| Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day) | 136 |
| Pupils who took free school meals on census day | 102 |

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

High schools still see the tables that refer to Early Years, but they will be populated with zeros if there are no pupils of the appropriate age in the school.

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 20 | funded hours equal to 20 | zero extended childcare hours | extended hours greater than zero but less than 15 | extended hours equal to 15 |
| Aged 2 years at 31 December 2019 (pupils born between 2016-01-01 and 2016-12-31) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aged 2 years at 31 August 2019 (pupils born between 2015-09-01 and 2015-12-31) | 0 | 0 | 0 | 0 | 0 | N/A | 0 | 0 |
| Aged 3 years at 31 August 2019 (pupils born between 2014-09-01 and 2015-08-31) | 0 | 0 | 0 | 0 | 0 | N/A | 0 | 0 |
| Aged 4 years at 31 August 2019 (pupils born between 2012-09-01 and 2014-08-31 who are in nursery provision) | 0 | 0 | 0 | 0 | 0 | 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]

| EC year group | Number of pupils on roll | Number of eligible early years pupils | Number of eligible early years pupils for early years pupil premium funding |
|---------------|--------------------------|---------------------------------------|---|
| E1 | 0 | 0 | 0 |
| E2 | 0 | 0 | 0 |
| N1 | 0 | 0 | 0 |
| N2 | 0 | 0 | 0 |
| Reception | 0 | 0 | 0 |
| Year X | 0 | 0 | 0 |
| Total pupils | 0 | 0 | 0 |

Table 10: School childcare [ALL schools]

| Type of childcare | Pupils from other schools | Reporting of site provision | Childcare weeks open | Childcare provider | Number of places |
|-------------------|---------------------------|-----------------------------|----------------------|--------------------|------------------|
| Before school | N | N | | SCH | 30 |
| After school | N | N | | SCH | 20 |
| Holiday | | N | | | |
| Other free | | N | | | |

Childcare is collected in Spring Census only.

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) | 3 |
| SEN Provision - SEN support (code K) | 98 |
| Total number of pupils with SEN (codes E, and K) | 104 |
| No special educational needs (code N) | 652 |
| Total pupils on roll | 958 |
| 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) | 13 |
| 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) | 5 |

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 | 24 | 0 |
| M.L.D | Moderate Learning Difficulty | 7 | 0 |
| S.L.D | Severe Learning Difficulty | 0 | 0 |
| M.P.A.D | Mild to Moderate Multiple Learning Difficulty | 11 | 0 |
| EMH | Emotional, social and mental health | 20 | 0 |
| SLCN | Speech, Language and Communication Needs | 5 | 0 |
| MSI | Multi-Sensory Impairment | 4 | 0 |
| HI | Hearing Impairment | 5 | 1 |
| VI | Visual Impairment | 3 | 3 |
| PD | Physical Disability | 9 | 0 |
| ASCD | Autistic Spectrum Disorder | 2 | 0 |
| NISA | SEN support but no specialist assessment of type of need | 5 | 0 |
| OTH | Other Difficulty / Disability | 11 | 0 |

Spring Census collects exclusion details for the Summer Term 2018,

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 |
|--|----------------------------|--------------------------------|--------------------------------|
| All exclusions together | 0 | 0 | 0 |
| SEN Provision of excluded pupil | 0 | 0 | 0 |
| Pupils with SEN provision 3 - statement | 0 | 0 | 0 |
| Pupils with SEN provision 4 - exclusion health and care plan | 0 | 0 | 0 |
| Pupils with SEN provision 5 - SEN support | 0 | 0 | 0 |
| Pupils with no SEN provision (code 0) | 0 | 0 | 0 |

Table 14: Attendance information for the 2018 autumn term (terms 1 and 2) for all pupils aged between 5 and 16 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 | 720 |
| Number of pupils with at least one absence in the 2018 autumn term | 343 |
| Percentage of pupils with at least one absence in the 2018 autumn term | 47.64% |
| Total sessions possible for all pupils | 11310 |
| Total sessions missed due to authorised absence for all pupils | 991 |
| Total sessions missed due to unauthorised absence for all pupils | 3 |
| Total sessions missed due to overall authorised plus unauthorised absence for all pupils | 1000 |
| Authorised absence as percentage of total sessions possible | 8.76% |
| Unauthorised absence as percentage of total sessions possible | 0.26% |
| Overall authorised plus unauthorised absence as percentage of total sessions possible | 9.02% |
| 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 | 26 |
| 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 | 2.51% |

Warning Messages

Overall authorised plus unauthorised absence rate in term is high (greater than 10%) (Alert - 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 | 0 |
| Number of 4 year old pupils with at least one absence in the 2018 autumn term | 0 |
| Percentage of 4 year old pupils with at least one absence in the 2018 autumn term | 0 |
| Total sessions possible for all 4 year old pupils | 0 |
| Total sessions missed due to overall absence for all 4 year old pupils | 0 |
| Overall absence as percentage of total sessions possible | 0 |

Attendance information is not collected for boarding pupils. Information in table 15 includes those pupils on roll on census day and those who are no longer at the school but who attended at least one session during the term covered. Pupils aged 4 are of non-compulsory school age and so the concept of unauthorised absence does not apply to them; no distinction is therefore made between unauthorised and authorised absence in Table 15. Schools are not obliged to use individual attendance codes for these pupils. If they do not wish to use the codes they should pre-empted that individual attendance codes for authorised absence will be used for these pupils; the codes (A, U, C and N) have been included in the business rules for completeness.

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.

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.

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

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

| Admission appeals | Number of | | |
|--|-------------|------------|---------------|
| | (A) primary | (B) infant | (C) secondary |
| Admission appeals lodged | 0 | 0 | 0 |
| Admission appeals withdrawn | 0 | 0 | 0 |
| Admission appeals heard by independent admissions committees | 0 | 0 | 0 |
| Admission appeals heard by independent admissions committees - selected to parents forum | 0 | 0 | 0 |
| Admission appeals heard by independent admissions committees all together | 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.

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

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]

| Secondary | Year 9 or below (or mixed) | Years 10 and 11 | Year 12 or above |
|--|----------------------------|-----------------|------------------|
| Number of classes | 18 | 14 | 12 |
| Total number of people from this school and other schools in these classes | 476 | 500 | 459 |
| Total number of classes | 18 | 14 | 12 |
| Total number of non-teaching staff | 3 | 0 | 0 |
| Largest class (in terms of number of pupils per teacher) | 27 | 36 | 17 |
| Number of classes with no teachers | 0 | 0 | 0 |

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 | 365 |
| Pupils from the school who are part-time and not scheduled to be in attendance fully (pupils attend either 4 or 5 days but pupils can still show as part-time) | 0 |
| 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 | 0 |
| Overall total of above (total actual number of pupils on roll) | 365 |
| Number of pupils on roll (as in table 1) | 365 |
| Pupils from other schools (guest pupils) | 0 |

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.

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

| 16- Year Group | Number of pupils on roll | Of which | |
|---------------------|--------------------------|----------------------------------|---|
| | | school lunch taken on census day | currently 5 full eligible on census day |
| Reception | 0 | 0 | 0 |
| Year 1 | 0 | 0 | 0 |
| Year 2 | 0 | 0 | 0 |
| Year 3 | 0 | 0 | 0 |
| Year 4 | 0 | 0 | 0 |
| Year 5 | 0 | 0 | 0 |
| Year 6 | 0 | 0 | 0 |
| Total infant pupils | 0 | 0 | 0 |

Post 16 Learning Aims

†Learners have dual registration. It is important that their learning aims are assigned to the school which hosts their main registration. Schools should not submit learning aims in respect of subsidiary registrations. In the following tables figures relating to the previous academic year and/or to learning aims for learners no longer on roll may include learners who were dually registered with the school. Checks may need to be made with relevant staff in the school as to the registration status of such pupils as this information may not be available from the SCS.

Table 23: Post 16 learning aims - number of learners with learning aims which started this academic year - from 1 August 2018, or which are continuing from previous academic year(s) [for: secondary, all-through and PRU]

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

Table 24: Post 16 learning aims - number of learners with learning aims which were active in the previous academic year from 1 August 2017 to 31 July 2018 [For: Secondary, all-through and PRU]

This table does not apply to the spring census as learning aims data is only collected in the autumn census.

Table 25: Post 16 learning aims - number of learning aims that started this academic year - from 1 August 2018 or continued from previous academic year(s) [for: secondary, all-through and PRU]

This table does not apply to the spring census as learning aims data is only collected in the autumn census.

Table 26: Post 16 Learning Aims - Number of learning aims which were active in the previous academic year from 1 August 2017 to 31 July 2018 [For: Secondary, all-through and PRU]

This table does not apply to the spring census as learning aims data is only collected in the autumn census.

Table 27: Maths and English prior attainment (for block 2 disadvantage funding) [For: Secondary, all-through and PRU]

This table does not apply to the spring census as learning aims data is only collected in the autumn census.

Table 28: Maths and English funding exemptions [For: Secondary, all-through and PRU]

This table does not apply to the spring census as learning aims data is only collected in the autumn census.

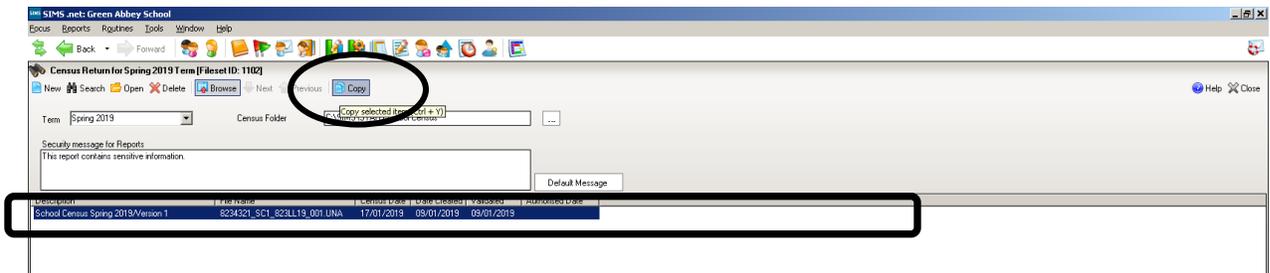
The Census Summary is summarising what is in the various Detail Reports. You should cross reference to see the pupil data that the Summary is referring to **If you find anything that needs correcting when you check the Summary Report, you will need to go to the relevant area of SIMS.net, amend the details 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 learning aims report for the Headteacher to check. Either choose **File | Print** or click on the **Print** button.

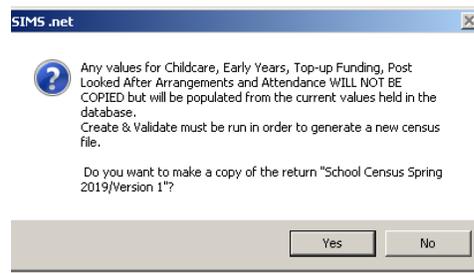
Copying the Return

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.

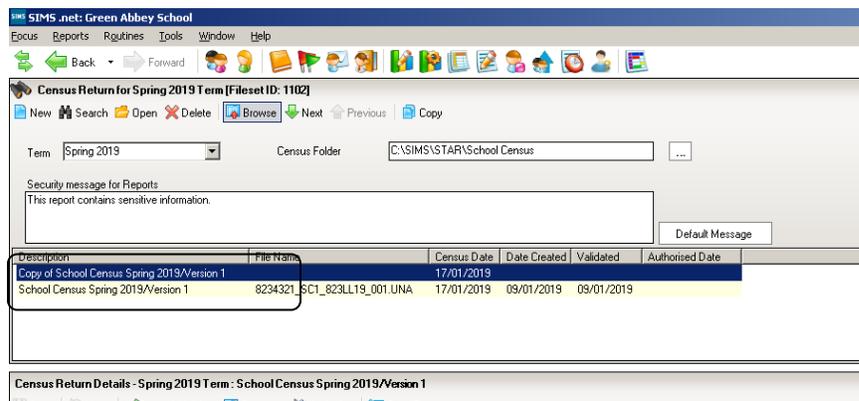
To copy a return, select the name of your return from the list in the browse window at the top of the Census Return page. If it is not visible, click on the **Browse** button to reveal it.



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:

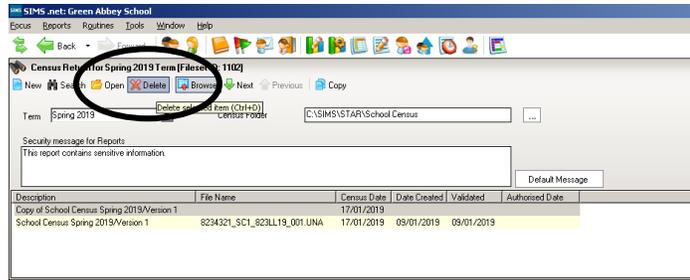


Click on **Yes**, and a copy of your Census version now appears in the list in the **Browse** window.

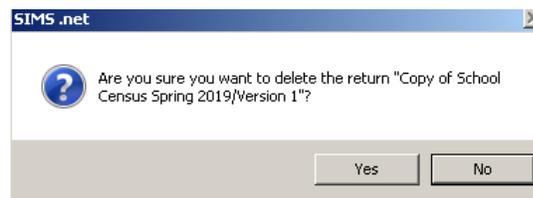


Deleting a School Census Return

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.

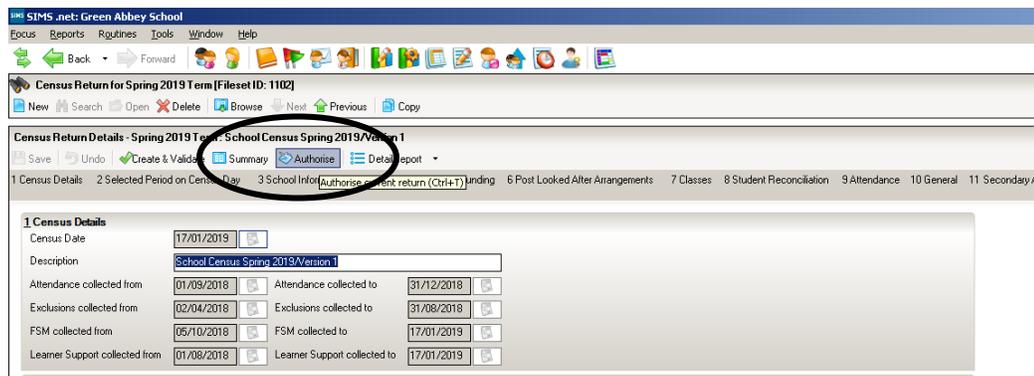


A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

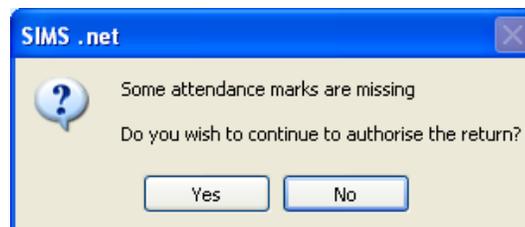


Authorising the return

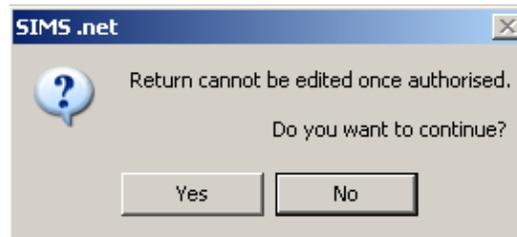
With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.



If missing marks exist, the following message is displayed.



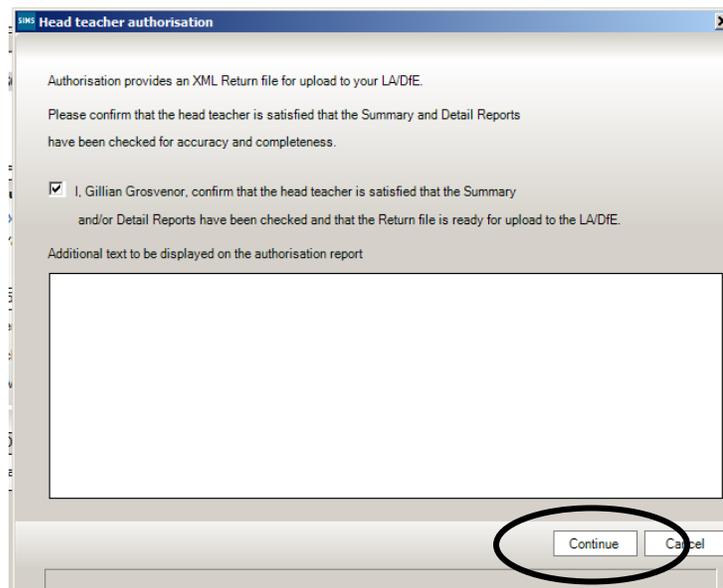
You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).



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.

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.**

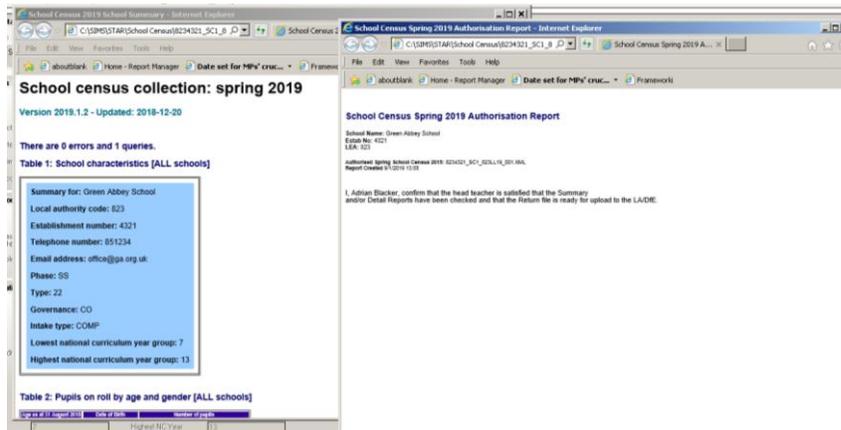
It is most important that the Head understands that he/she is confirming the accuracy of the Census data that will be used by DfE for funding purposes, will appear in the Performance Tables and be published online.



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.

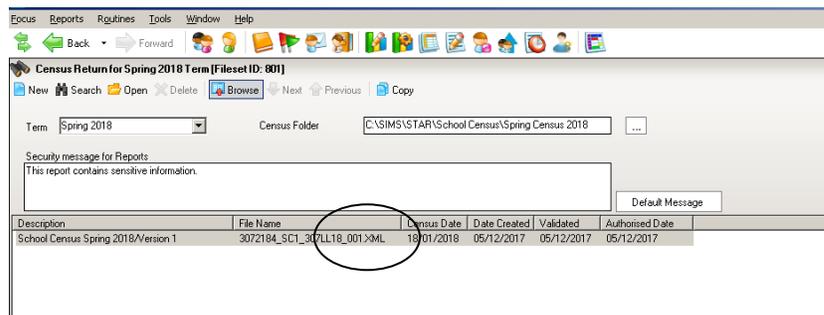


The **Headteacher’s Authorisation** and the **Summary Report** (sometimes on separate tabs in the same window) automatically open in your browser. If you have not already printed it off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher’s 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:



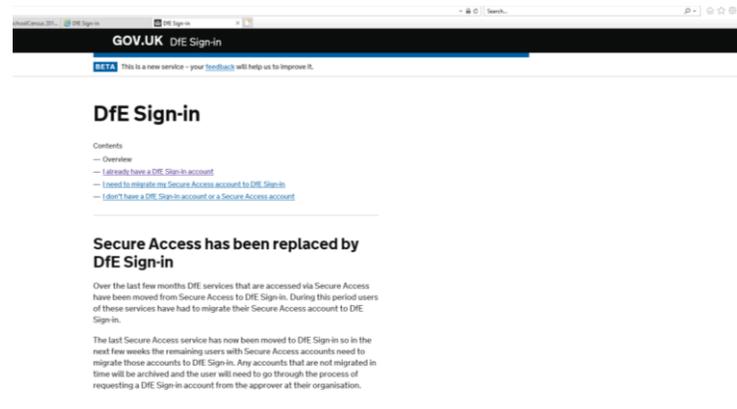
Submitting the Return to the Local Authority

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/>

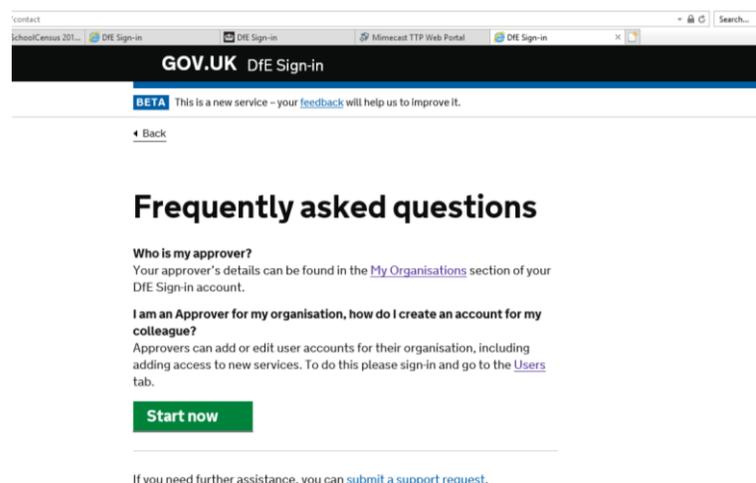
There is more information at <https://sa.education.gov.uk/> as shown here:



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.

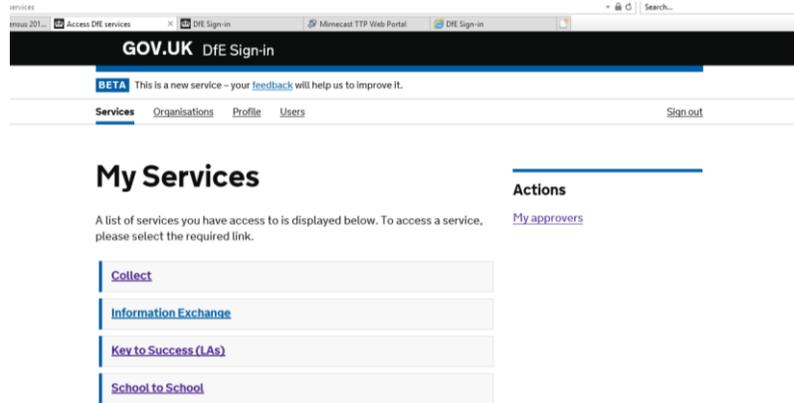
More information about who your Approver is and FAQs are available here:

<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 |

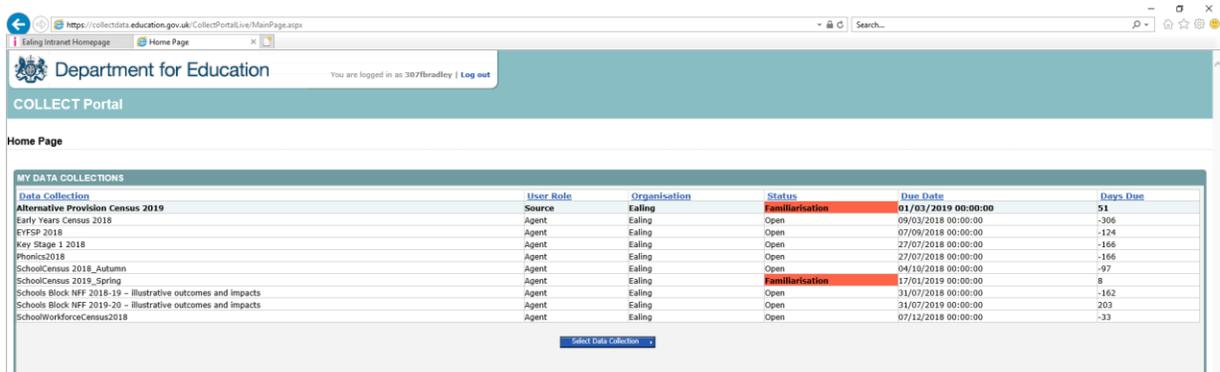
Once you are logged into DFE Sign In to other DFE secure sites that your Approver has granted you access to such as COLLECT, S2S and KTS:



Choose the COLLECT option. And Continue...



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

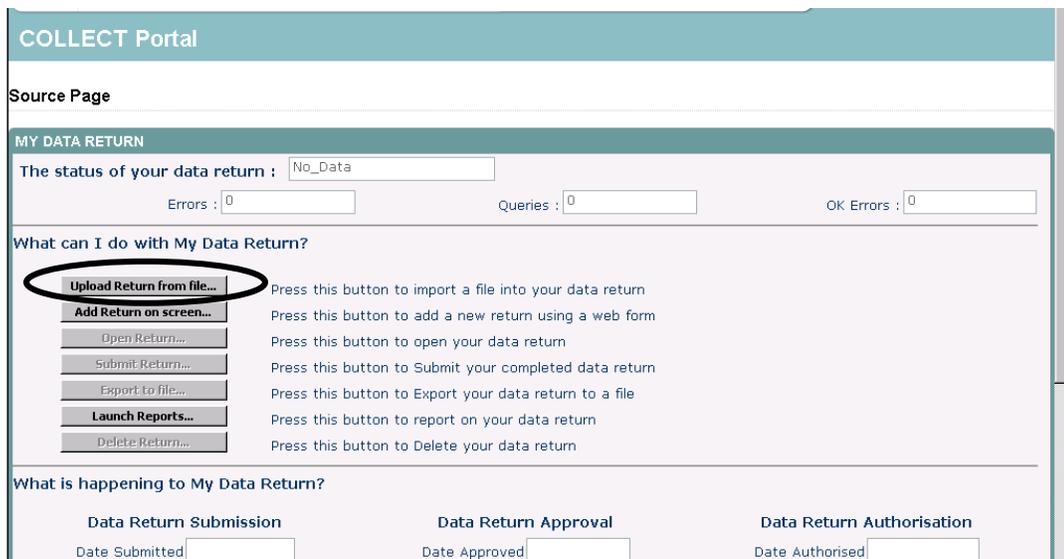


Today, mine looks like this. The DFE won't add the live Spring School Census option until 17th January 2019, although you will be able to see the **Familiarisation** blade before that.

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.



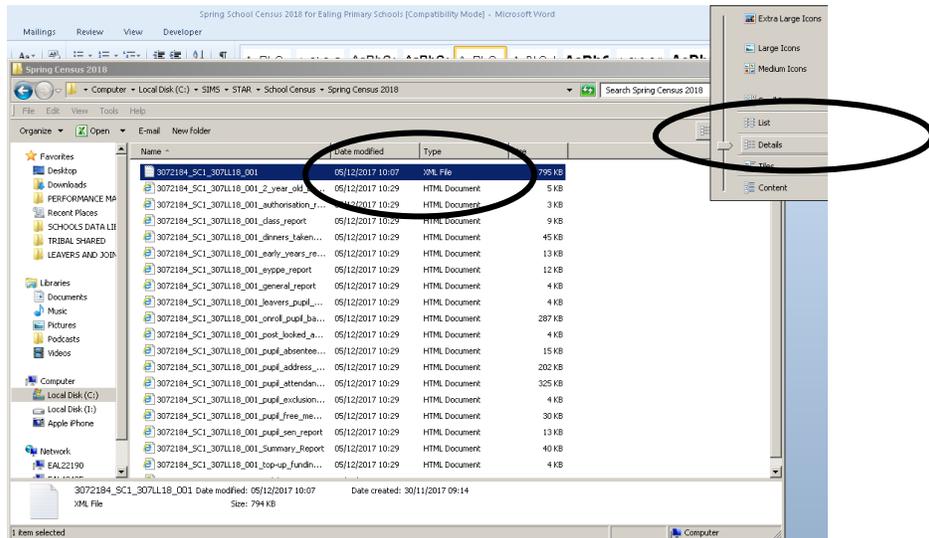
At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the **What can I do with My Data Return?** section click on **Upload Return from file...** button.

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 **307SSSS_SC1_307LL18_0NN.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.

| Count 31 | | | Details | |
|----------|------|-------------------------|---------------|---|
| Priority | OK'd | Notes | Field | Value |
| Series | OK | Details | DOB | Jul 17 1994 12:00AM |
| Series | OK | Details | Governance | CO - Community |
| Series | OK | Details | Intake | COMP - Comprehensive |
| Series | OK | Details | NCYearActual | 7 - Year 7 |
| Series | OK | Details | Phase | SS - Secondary (including CTCs and Academies) |
| Series | OK | Details | ReferenceDate | Jan 17 2008 12:00AM |

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.

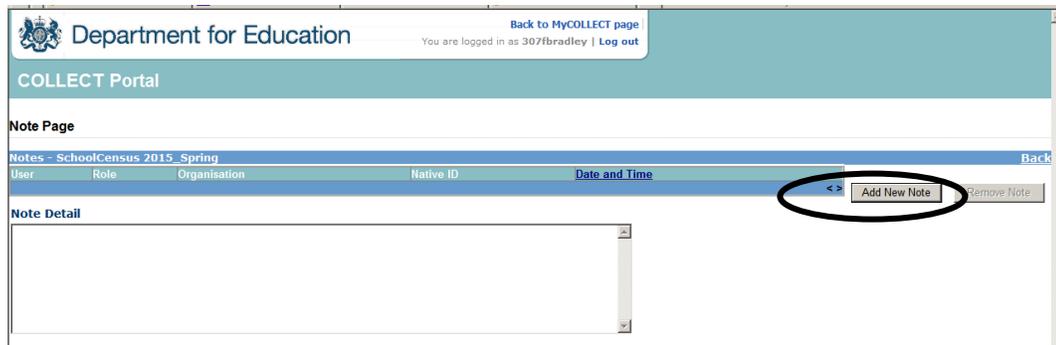
| Unique Pupil Number(UPN) | Pupil Surname | Pupil Forename | Pupil Date of Birth | Pupil Enrolment Status | Pupil Address Errors | Termly Exclusion Errors | Needs Errors | Session Details Errors | |
|--------------------------------|---------------|----------------|---------------------|------------------------|----------------------|-------------------------|--------------|------------------------|-------|
| | | | | | | | | Drill Up | Error |
| Return to the blade error 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.

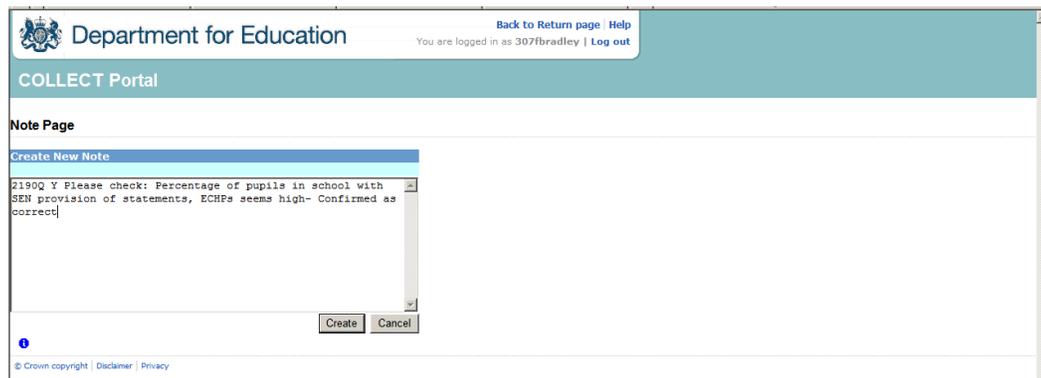
It is possible to copy details of the error by highlighting the text and then right-clicking and choosing **Copy** from the list that appears.

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!

Department for Education
 Back to MyCOLLECT page | You are logged in as 307fbradley | Log out
 COLLECT Portal
 Blade Error Report - SchoolCensus 2015_Spring
 Dormers Wells High School Error report on 18/05/2015 at 09:29
 Cou

| Rule No. | Return Level | Error Message | Priority | OK'd | | N |
|----------|--------------|--|----------|------|---------|---|
| 2502Q | | Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT | Queries | OK | Details | |
| 2502Q | | Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT | Queries | OK | Details | |
| 2502Q | | Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT | Queries | OK | Details | |

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

| A | B | C | D | E | F | G |
|------|---|--|---|---|---|--|
| 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' |
| 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 as to why FSM period has an end date. |
| 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' |
| 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 |
| 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 |
| 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. |
| 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 Wales.' |
| 1877 | [(Number of PupilsOnRoll with <NYearActual> equals 'R', 1 or 2 AND <SchoolLunchTaken> equal 1 or true) plus (Number of PupilsOnRoll with <NYearActual> 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 <NYearActual> equals 'R', 1 or 2) plus (Number of PupilsOnRoll with <NYearActual> 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 [n <NYearActual> equals 'R', 1 or 2] or [n | 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.

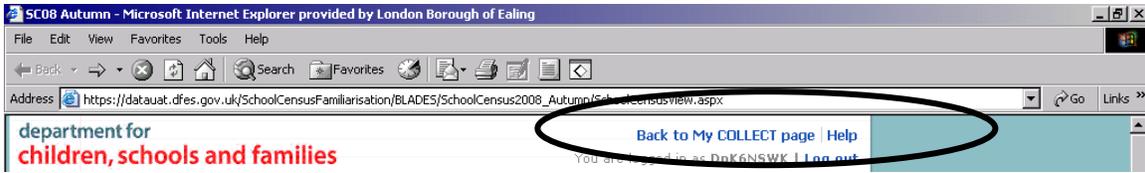
COLLECT does some validation of its own, checking the data that you have submitted in which ever Census is current, with what you submitted for the last Census. You may therefore see errors that talk about percentages, similar to those shown below:

| 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.

Source Page

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

| | |
|---|--|
| <input type="button" value="Upload Return from file..."/> | Press this button to import a file into your data return |
| <input type="button" value="Add Return on screen..."/> | Press this button to add a new return using a web form |
| <input type="button" value="Open Return..."/> | Press this button to open your data return |
| <input type="button" value="Submit Return..."/> | Press this button to Submit your completed data return |
| <input type="button" value="Export to file..."/> | Press this button to Export your data return to a file |
| <input type="button" value="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: <input type="text"/> | Date Approved: <input type="text"/> | Date Authorised: <input type="text"/> |
| <input type="button" value="View submitted data return..."/> | <input type="button" value="View approved data return..."/> | <input type="button" value="View authorised data return..."/> |
| <input type="button" value="Export submitted data return..."/> | <input type="button" value="Export approved data return..."/> | <input type="button" value="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 :

Errors : Queries : OK Errors :

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.

Appendix 1:

DFE Guidance regarding Admissions Appeals for Academies, Foundation and Voluntary Aided Schools

Admissions Appeals from **Primary** and **Secondary, Voluntary Aided, Foundation or Academy** schools who were responsible for their own admission appeals against non-admission for entry into the 2018/19 academic year are required to complete these sections of the School Census.

Only appeals organised by the school's governing body should be included. If your school operates arrangements jointly with other schools your return should include appeals for your school only. If your school's governance code is VA, FO or CA the school should complete the module even if you have contracted another agency to administer your admission appeals process then.

The figures are collected in the Spring Census only, and are required for the number of admission appeals lodged, and how many of these were for admission to infant classes.

Admission Appeals

Enter Admission Appeals in the secondary Admission Appeals section of the School Census screen.

| 11 Secondary Admissions Appeals | |
|--|--------------------------------|
| Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools) | |
| Lodged | <input type="text" value="0"/> |
| Withdrawn | <input type="text" value="0"/> |
| Independent Admissions Committee | |
| Heard | <input type="text" value="0"/> |
| Upheld | <input type="text" value="0"/> |
| Rejected | <input type="text" value="0"/> |

The figures should be derived from the number of Admission Appeals lodged by parents between March 2018 and August 2018 inclusive, against non-admission to the school for the start of the academic year beginning September 2018. Appeals lodged as "refusal to admit for academic year 2018/19" should be included as long as the appeal was lodged before the 1 September 2018.

Appeals Lodged will include:

- ❖ appeals lodged prior to 1 September, where the hearing and/or decision took place after that date
- ❖ appeals not pursued to the hearing stage, and those not resolved
- ❖ appeals that did not reach a hearing because a place became available (at your school or another) which was accepted by parents

Appeals withdrawn will include:

- ❖ Total number of the above admission appeals withdrawn by parents before reaching an independent appeals panel

In the independent admission appeals column you should include:

- ❖ total number of the above admission appeals heard by an independent appeals panel.
- ❖ total number of the above admission appeals decided in parent's favour (upheld) by an independent appeals panel.
- ❖ total number of the above admission appeals rejected by an independent appeals panel.

Statutory requirement, data sharing and data subject rights

(Reproduced from 2018 to 2019 School Census Guide v1.6 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
 - electronic, or
 - 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.