Validation Errors and Resolutions

School Census - Academic Year 2017/2018

Revision History

Document Version	Change Description	Date
7.180 – 1.0	Initial release.	05/03/2018

Introduction

This guide has been produced to offer advice and suggestions on how to resolve the various validation errors/queries that might be generated when producing the School Census Return.

We strongly recommend carrying out dry runs in order to ascertain which errors need to be corrected. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the issues can be investigated.

The SIMS Bulk Update functionality can be used to identify missing/invalid data and correct the data in bulk. For more information, please refer to the School Census preparation guide applicable to your school phase.

Please ensure that the Returns Manager or System Manager has imported the latest Statutory Returns Fileset before starting the return. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files between releases. These changes might include updates to the validation (derived from files supplied by the Statutory Body). Importing the latest Fileset ensures that you have the up-to-date information

The revised files can either be downloaded from the My Account website (https://myaccount.capita-cs.co.uk) and then unzipped to a folder of your choice or authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

For more information about preparing and producing the School Census, please refer to the applicable handbook available on the SIMS **Documentation Centre**. Click the **Documentation** button at the top right-hand side of the SIMS **Home Page**, select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

Handbooks are also available from the My Account website. Enter the required text in the **Search** field to display a list of documents that match the search criteria. To find School Census specific documentation, search for CENSUS18.

NOTE: The contents of the graphics (dates, names, etc.) displayed in this document are examples only of what you might expect to see when using SIMS to produce the School Census Return.

Using the Validation Errors Summary

Having created and validated the return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated in the return. Errors must be corrected and queries should be checked and corrected if you feel they are applicable.

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

If at any point you wish to hide the list of errors and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. To view the list again, run the Create and Validate routine.

To assist in the resolution of any errors and queries:

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

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

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

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

- Use the **Error Search** to display the required error or query you want to view. When **ALL** errors and queries are selected, the errors are displayed at the top of the list. The total number of rows that relate to the validation failure you have selected is displayed adjacent to the **Error Search** field.

- 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.

- View a summary of validation failures by clicking the **Report** button. The report is displayed in your web browser, from where it can be printed, if required.

Identifying the Types of Validation Code Listed in this Guide

Indicates an error that requires the data to be corrected.

Indicates a query that should be checked because unusual data conditions have been detected that might require the data to be corrected.

What does the Validation Code Mean and how do I Resolve it?

Type	Code	Error Message	Comment/Resolution
❌	100	Reference Date must be present and valid for term.	Please contact your Local Support Unit for assistance, quoting validation error code 100.
❌	110	School name missing.	Select **Focus | School | School Details** – **Establishment** panel, then enter the **School Name**. Enter the name in full, including the word **School** or **College** if this is part of the school's full name.
❌	120	Phase is missing or invalid.	The phase of your school is specified in SIMS when the software is first set up. If the phase is incorrect, please contact your Local Support Unit to obtain a patch.
❌	130	DfE Number and Phase are not consistent.	Select **School Phase** via **Focus | School | School Details** – **Establishment** panel, then check the **Establishment Number**. After the initial value has been entered and saved during SIMS setup, the **Establishment Number** and **School Phase** fields are read-only. If the values are incorrect, please contact your Local Support Unit for assistance.
❌	140	School Type is missing.	The type of school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit to obtain a patch.
❌	150	School Type and Phase not consistent.	The type and phase for your school is specified in SIMS when it is first set up. Check details via **Focus | School | School Details** – **Establishment** panel. If this is incorrect, please contact your Local Support Unit to obtain a patch.
❌	160	The establishment's EduBase URN is missing.	Select **Focus | School | School Details** – **Establishment** panel. Ensure that the establishment's six digit Unique Reference Number (URN) is entered. The number is available via the Get information about schools website (https://get-information-schools.service.gov.uk/), which is a register of schools and colleges in England.
❌	165	No school details have been recorded.	Please contact your Local Support Unit for assistance, quoting validation error code 165.
❌	210	School's highest National Curriculum year group is missing or invalid.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	220	School's lowest National Curriculum year group is missing or invalid.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	221	Intake Type is missing or invalid. Intake Type must be `COMP'.	**Pupil Referral Units only** Select **Focus | School | School Details** – **Establishment** panel, then ensure that **Comprehensive** is selected from the **Intake Type** drop-down list.

Type	Code	Error Message	Comment/Resolution
❌	222	Governance is missing or invalid. Governance must be `CO' or 'CA'.	**Pupil Referral Units only** Select **Focus | School | School Details** – **Establishment** panel, then ensure that **Comprehensive** or **Academy** is selected from the **School Governance** drop-down list.
❌	230	School's lowest National Curriculum Year Group cannot be greater than School's highest National Curriculum Year Group.	Check the pastoral structure via **Focus | School | Pastoral Structure | Current Structure**. Click the **Go** button, right click on **Pastoral Structure** and select **Setup National Curriculum Years**. Check the correct years are selected.
❌	240	Intake Type is missing or invalid.	**All phases except Pupil Referral Units** Select **Focus | School | School Details** – **Establishment** panel, then select the applicable **Intake Type from the** drop-down list**.
❌	260	Governance is missing or invalid. Governance must not be 'IN'.	**All phases except Pupil Referral Units** Select **Focus | School | School Details** – **Establishment** panel, then ensure that the correct value is selected from the **School Governance** drop-down list. **School Governance** must <u>not</u> be **Independent**.
❌	261	If School Type is recorded as an Academy (49) then the School Governance must also be recorded as an Academy with code CA.	Select **Focus | School | School Details** – **Establishment** panel, then select **Academies** from the **School Governance** drop-down list. The **Governance** must match the **School Type**.
❌	262	If School Governance is recorded as an Academy (CA) then School Type must also be recorded as an Academy with code 49.	Select **Focus | School | School Details** – **Establishment** panel, then select **Academies** from the **School Type** drop-down list. The **School Type** must match the **Governance**.
❌	263	If School Type is recorded as a CTC (47) then Governance must also be recorded as a CTC with code CT.	**All phases except Pupil Referral Units** Select **Focus | School | School Details** – **Establishment** panel, then select **City Technology College** from the **School Governance** drop-down list. The **Governance** must match the **School Type**.
❌	264	If Governance is recorded as a CTC (CT) then School Type must also be recorded as a CTC with code 47.	**All phases except Pupil Referral Units** Select **Focus | School | School Details** – **Establishment** panel, then select **City Technology College** from the **School Type** drop-down list. The **School Type** must match the **Governance**.

Type	Code	Error Message	Comment/Resolution
⚠	270Q	Please check: School email address is missing.	Select **Focus | School | School Details** – **Contact Details** panel, then check the **Email** address. The address must be present and include the character @. The email address provided must be for an account that is used on a regular basis and one that is accessible to the Head Teacher, e.g. 'head@' or 'office@'. It would not normally be one that identifies a particular individual by name. This email address may be used for future DfE correspondence.
✖	280	School organisation (day, boarding or hospital) is missing or invalid.	**Spring return** **Special only** Select **Focus | School | School Details** – **Establishment** panel, then ensure that the correct **School Type** is selected from the drop-down list.
⚠	290Q	Please check: day school with a majority of boarding pupils.	**Spring return** **Special only** The **Organisation** is defined as **Day Pupils (mainly)** but the majority of pupil/students within the school are boarders. Select **Focus | School | School Details** – **Special School Information** panel, then check that the correct **Organisation** is selected from the drop-down list. Check the boarder status of the pupil/students in the school via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
⚠	300Q	Please check: boarding school with a majority of day pupils.	**Spring return** **Special only** The **Organisation** is defined as **Boarding Pupils (mainly)** but the majority of pupil/students within the school are not boarders. Select **Focus | School | School Details** – **Special School Information** panel, then check that the correct **Organisation** is selected from the drop-down list. Also check the value in the **Maximum Day Pupils** field; it must be zero or a positive integer. Check the boarder status of the pupil/students in the school via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**.
✖	310	Approved maximum for day pupils missing.	**Spring return** **Special only** The number in the **Maximum Day Pupils** field must be zero or a positive integer. Select **Focus | School | School Details** – **Special School Information** panel, then enter the number of **Maximum Day Pupils**.

Type	Code	Error Message	Comment/Resolution
❌	320	Approved maximum for boarding pupils is missing (or, for hospital special schools, is provided when it is not required).	**Spring return** **Special only** The number in the **Maximum Boarding Pupils** field must be zero or a positive integer. Select **Focus | School | School Details** – **Special School Information** panel, then enter the number of **Maximum Boarding Pupils**.
⚠️	330Q	Please check: more day pupils on-roll than the approved maximum.	**Spring return** **Special only** The number in the **Maximum Day Pupils** field must be greater than or equal to the number of pupil/students on-roll who are not boarders. Select **Focus | School | School Details** – **Special School Information** panel, then enter the number of **Maximum Day Pupils**.
⚠️	340Q	Please check: more boarding pupils on-roll than the approved maximum.	**Spring return** **Special with Boarder pupil/students** The number in the **Maximum Boarder Pupils** field must be greater than or equal to the number of pupil/students on-roll who are boarders Select **Focus | School | School Details** – **Special School Information** panel, then enter the number of **Maximum Boarding Pupils**.
❌	350	Boys on-roll not provided, or age not in range 2 to 27.	**Spring return** **Special only** The number in the **Minimum Age** and **Maximum** age fields in the **Male students** frame must be present and in the range two to 27 if the number of male pupil/students is greater than zero. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.
❌	360	Girls on-roll not provided, or age not in range 2 to 27.	**Spring return** **Special only** The number in the **Minimum Age** and **Maximum** age fields in the **Female students** frame must be present and in the range two to 27 if the number of female pupil/students is greater than zero. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.

Type	Code	Error Message	Comment/Resolution
❌	370	Approved maximum age (boys) is shown, but there is no minimum or vice versa.	**Spring return** **Special only** Check the values entered in the **Special School Information** panel on the **School Details** page via **Focus | School | School Details**. If there is a number in the **Minimum Age** field in the **Male students** frame, there must also be a number in the **Maximum Age** field and vice versa. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.
❌	380	Approved maximum age (girls) is shown, but there is no minimum or vice versa.	**Spring return** **Special only** If there is a number in the **Minimum Age** field in the **Female students** frame, there must also be a number in the **Maximum Age** field and vice versa. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.
❌	390	Approved maximum age (boys) must be equal to or greater than minimum.	**Spring return** **Special only** If present, the number in the **Maximum Age** field in the **Male students** frame must be greater than the number in the **Minimum Age** field. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.
❌	400	Approved maximum age (girls) must be equal to or greater than minimum.	**Spring return** **Special only** If present, the number in the **Maximum Age** field in the **Female students** frame must be greater than the number in the **Minimum Age** field. Select **Focus | School | School Details** – **Special School Information** panel, then check the recorded values.
❌	410	Information on SEN school types for which school is approved is missing or invalid.	**Spring return** **Special only** Select **Focus | School | School Details** – **Special School Information** panel, then ensure that one or more **Provisions** are entered. Click the **New** button to create a new record, if required.
❌	420	School Telephone Number is missing.	Select **Focus | School | School Details** – **Contact Details** panel and then enter the school's **Telephone Number**.
❌	540	Child Mothers Indicator is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** – **Teenage Mothers** panel. If applicable, ensure that the **Unit caters for teenage mothers** check box is selected.

Type	Code	Error Message	Comment/Resolution
❌	541	Count of places for Teenage Mothers is missing.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** – **Teenage Mothers** panel. Enter the **Number of teenage mothers expected to attend in Census week**.
❌	542	Childcare Facilities Indicator is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** – **Teenage Mothers** panel. If applicable, ensure that the **Unit provides childcare facilities** check box is selected.
❌	560	There were more Primary admission appeals withdrawn or heard than were actually lodged.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Primary Admission Appeals** panel, then edit the appeals information. The total of the numbers in the **Withdrawn** and **Heard** fields must be less than or equal to the number in the **Lodged** field.
❌	561	There were more Secondary admission appeals withdrawn and / or heard than were actually lodged.	**Spring return** **Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Secondary Admission Appeals** panel, then edit the appeals information.
⚠️	564Q	Please check: Primary admission appeals figures should be provided and greater than zero.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Primary Admission Appeals** panel, then edit the appeals information.
⚠️	565Q	Please check: Secondary admission appeals figures should be provided and greater than zero.	**Spring return** **Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Secondary Admission Appeals** panel, then edit the appeals information.
⚠️	566Q	Please check: Infant admissions appeals figures should be provided and greater than zero.	**Spring return** **Primary and All-Through** Select **Routines | Statutory Returns | School Census** – **Infant Admission Appeals** panel, then edit the appeals information.

Type	Code	Error Message	Comment/Resolution
❌	570	Primary admission appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Primary (including Middle deemed) and All-Through** Select **Routines	Statutory Returns	School Census** – **Primary Admission Appeals** panel, then edit the appeals information. The numbers in the **Upheld** and **Rejected** fields must total the number in the **Heard** field.
❌	571	Secondary admission appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring return** **Secondary (including Middle deemed) and All-Through** Select **Routines	Statutory Returns	School Census** – **Secondary Admission Appeals** panel, then edit the appeals information
❌	580	Overall appeals lodged less than infant appeals lodged.	**Spring return** **Primary and All-Through with Governance of VA, FO or CA** Select **Routines	Statutory Returns	School Census** – **Infant Admission Appeals** panel, then edit the appeals information If the number in the **Lodged** field in the **Infant Admission Appeals** panel is greater than zero, the number in the **Lodged** field in the **Primary Admission Appeals** panel must contain a greater or equal value.
❌	590	Overall appeals withdrawn less than infant appeals withdrawn.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines	Statutory Returns	School Census** – **Primary Admission Appeals** panel, then edit the appeals information If the number in the **Withdrawn** field in the **Infant Admission Appeals** panel is greater than zero, the number in the **Withdrawn** field in the **Primary Admission Appeals** panel must contain a greater or equal value.
❌	600	Overall appeals heard less than infant appeals heard.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines	Statutory Returns	School Census** – **Primary Admission Appeals** panel, then edit the appeals information If the number in the **Heard** field of the **Infant Admission Appeals** panel is greater than zero, the number in the **Heard** field in the **Primary Admission Appeals** panel must contain a greater or equal value.
❌	610	Overall appeals upheld less than infant appeals upheld.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines	Statutory Returns	School Census** – **Primary Admission Appeals** panel, then edit the appeals information. If the number in the **Upheld** field if the **Infant Admission Appeals** panel is greater than zero, the number in the **Upheld** field in the **Primary Admission Appeals** panel must contain a greater or equal value.

Type	Code	Error Message	Comment/Resolution
❌	620	Overall appeals rejected less than infant appeals rejected.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** – **Primary Admission Appeals** panel, then edit the appeals information. If the number in the **Rejected** field of the **Infant Admission Appeals** panel is greater than zero, the number in the **Rejected** field in the **Primary Admission Appeals** panel must contain a greater or equal value.
❌	630	More appeals withdrawn or heard than were lodged for Infant Classes.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** – **Infant Admission Appeals** panel, then edit the appeals information. The number in the **Withdrawn** field + the **Heard** field must be less than or equal to the number in the **Lodged** field.
❌	640	Infant appeals upheld plus infant appeals rejected should match the number of infant appeals heard.	**Spring return** **Primary and All-Through (includes academies with the phases indicated)** Select **Routines | Statutory Returns | School Census** – **Infant Admission Appeals** panel, then edit the appeals information. The number in the **Upheld** and **Rejected** fields must total the number in the **Heard** field.
❌	920	Number of Part-Time pupils not at school is missing.	**Spring return** **Primary (including Middle deemed), Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that a number is entered in the **Part time pupils not at school** field.
❌	930	More part-time pupils not in school than Total Part-time pupils registered.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that the correct number is entered in the **Part time pupils not at school** field. This number should not exceed the total number of pupil/students registered as part-time (recorded in the **Registration** panel on the **Pupil** (or **Student**) **Details** page (via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**).
❌	940	Number of Private Study pupils is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that a number is entered in the **Private study pupils** field.

Type	Code	Error Message	Comment/Resolution
❌	950	Number of pupils at another school is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that a number has been entered in the **Pupils at another school** field.
❌	953	Number of Pupils on Work Experience is missing.	**Spring return** **Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that a number is entered in the **Pupils on work experience** field.
❌	957	Number of Pupils at FE Colleges is missing.	**Spring return** **Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census** – **Pupil Reconciliation** panel, then ensure that a number is entered in the **Pupils at FE colleges** field.
❌	1000	Pupil reconciliation does not match number of Pupils on Roll.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** page via **Routines | Statutory | School Census**. The total of the **On-roll pupils in classes** plus **Part time pupils not at school** plus **Private study pupils** plus **Pupils at another school** <u>must</u> equal the number of **Total pupils**. The number of **Total pupils** <u>must</u> agree with the number in the **Pupils On Roll** field. If there are any discrepancies, please check the following: 1. Select **Focus | Pupil** (or **Student**) **| Education History**, select **On-roll** from the **Status** drop down list and then click the **Search** button. The number of on-roll pupil/students is displayed in the bottom left-hand corner of the screen. 2. Use the Population Analysis report to check the year and/or registration group numbers. Select **Report | Run**, then choose the **Group** Focus to find the report. 3. Check in the **Find Application** browser (**Focus | Admission | Application**) for any pupil/students who previously had an **Application Status** of **Accepted**. If they were never admitted, ensure that their status is changed to **Withdrawn**. The School Census should calculate on-roll pupil/students with admission numbers. Guest pupil/students should not be counted. If an admission number has been given to guest pupil/students, it is possible to change their enrolment status via **Routines | Pupil** (or **Student**) **| Change Enrolment Status**, if required.

Type	Code	Error Message	Comment/Resolution
⚠	1010Q	Please check: 10% + of pupils not in class at selected time.	**Spring return** **Primary and Middle deemed Primary:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines	Statutory	School Census**. **Private study pupils** plus **Pupils at another school** should be less than 10% of the number in the **Pupils on Roll** field minus half the number of **Part time pupils not at school**. **Spring return** **Middle deemed Secondary:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines	Statutory	School Census**. **Private study pupils** plus **Pupils at another school** plus **Pupils on work experience** plus **Pupils at FE colleges** should be less than 10% of the number in the **Pupils on Roll** field. **Spring return** **Secondary and All-Through:** Check the numbers entered in the **Pupil Reconciliation** panel in the **Census Return Details** panel via **Routines	Statutory	School Census**. **Private study pupils** plus **Pupils at another school** plus **Pupils on work experience** plus **Pupils at FE colleges** should be less than 10% of the number in the **Pupils on Roll** field minus half the number of on-roll pupil/students with part-time status.
❌	1050	Class name is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Class names are either extracted from Nova or entered manually and should therefore not be missing. Check the class names displayed in the **Classes** panel on the **Census Return Details** page via **Routines	Statutory Returns	School Census**.
❌	1060	Two (or more) classes have the same name.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Class names are either extracted from Nova or entered manually and duplicates are not permitted. Open Nova-T6 and then correct data. Alternatively, select **Routines	Statutory Returns	School Census** in SIMS, then delete the duplicate class in the **Classes** panel (**Census Return Details** page).
⚠	1070Q	Please check: Number of teachers in class is missing or invalid.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Open Nova-T6 and then correct data. Alternatively, select **Routines	Statutory Returns	School Census** in SIMS, then enter the number of teachers in the **Classes** panel (**Census Return Details** page). For Middle and Secondary schools, the number of teachers per class should be less than five.

Type	Code	Error Message	Comment/Resolution
❌	1090	Number of support staff in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Select **Routines | Statutory Returns | School Census**, then check the numbers of **Support Staff** displayed in the **Classes** panel (**Census Return Details** page).
❌	1100	Class with no staff.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Open Nova-T6 and then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS, then enter the numbers of **Teachers** in the **Classes** panel (**Census Return Details** page). The total of the **Teachers** and **Support Staff** columns for each class should be in the range 1-99.
⚠️	1110Q	Please check: no support staff reported for any class.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Open Nova-T6 and then correct data. Alternatively, select **Routines | Statutory Returns | School Census** in SIMS, then check the numbers of **Support Staff** displayed in the **Classes** panel (**Census Return Details** page). It is expected that the total of the **Support Staff** column should be greater than zero.
❌	1130	Class type is missing or invalid.	**Spring return** **Primary and All-Through** These types are defined by SIMS. Check the values in the **Type** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The values should be either **Other** or **Nursery**.
❌	1140	Class Year Group is missing or invalid for this Phase school.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers listed in the **Year Group** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. Year Groups must be in the range of E1, E2, N1, N2, R, 1-7 or M for Primary schools, 4-9 or M for Middle deemed Primary schools, 4-9 or M for Middle deemed Secondary schools or 6-14 for Secondary schools.
⚠️	1150Q	Please check: class type and class year group different.	**Spring return** **Primary and All-Through** Check the values in the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. If the value in the **Type** column is **Nursery**, the value in the **Year Group** must begin with **N**.

Type	Code	Error Message	Comment/Resolution
⚠️	1155Q	Please check: class type and class year group different.	**Spring return** **Primary and All-Through** Check the values in the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. If the **Year Group** value is **E1**, **E2**, **N1** or **N2**, the value in the **Type** column should be **Nursery**.
❌	1160	Class Key Stage not present or invalid.	**Spring return** **Primary and All-Through** Check the values in the **Key Stage** field in the **Classes** panel on the **Census Details** page via **Routines | Statutory Returns | School Census**.
❌	1170	Class Activity is missing or invalid.	**Spring return** **Primary and All-Through** Select the correct activity from the drop-down list in the **Activity** column on the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. The default value is **Other**.
⚠️	1180Q	Please check: Activity shown as Other for all classes.	**Spring return** **Primary and All-Through** Check the values listed in the **Activity** column on the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. There should be at least one class with an **Activity** not equal to **Other**.
❌	1190	Class year group and Key Stage not consistent.	**Spring return** **Primary and All-Through** Check the values selected in the **Year Group** and **Key Stage** columns in the **Classes** panel (**Census Return Details** page) via **Routines | Statutory Returns | School Census**). Must be a permitted combination, i.e. one of: Key Stage = F where Year Group = E1 - R Key Stage = 1 where Year Group = 1 -2 Key Stage = 2 where Year Group = 3 - 6 Key Stage = 3 where Year Group = 7 Key Stage = F, 1, 2, 3 or M where Year Group = M.
❌	1200	Number of home pupils in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the **Pupils (On Roll)** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The numbers in each cell of the **Pupils (On Roll)** column should be greater than zero.

Type	Code	Error Message	Comment/Resolution
❌	1210	Number of guest pupils in class is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** This defaults to **0** and should therefore not be missing. Check the values in the **Pupils (Guest)** column (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**.
❌	1220	Class with no pupils.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the numbers in the **Pupils (On Roll)** and **Pupils (Guest)** columns (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The sum of the **Pupils (On Roll)** and **Pupils (Guest)** columns must be greater than zero.
⚠️	1230Q	Please check: KS1 or Reception class with pupil/teacher ratio greater than 30.	**Spring return** **Primary and All-Through** Check the values in the **Teachers**, **Pupils (On-Roll)**, **Pupils (Guest)** and **Key Stage** columns (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. If **Key Stage 1** is selected in the **Key Stage** column, then the total of the **Pupils (On-Roll)** and the **Pupils (Guest)** columns should be less than or equal to 30 times the number of Teachers.
❌	1235	For KS1 or Reception classes class activity must reflect an "academic" activity.	**Spring return** **Primary and All-Through** This validation error occurs because the class activity is **PE or Games**, **Watching TV or listening to Radio** or **Music, Singing or Drama**. The DfE does not want the class information to be distorted by these class activities that are often undertaken with unusual combinations of staff and pupils. If these activities are taking place at the time/period specified for the school, the school should select an alternative time/period where 'normal' class activities are taking place. You can also bypass the error by selecting **Other** but the DfE finds **Other** very unhelpful for its analysis. **Resolution:** Change the **Selected Period** to reflect a time where 'normal' class activities are taking place. Alternatively, (**Not recommended by DfE**): In the School Census **Classes** panel (**Routines | Statutory Returns | School Census**), where **Key Stage 1** or **Reception** is displayed in the **KeyStage** column, ensure that **Other** is displayed in the **Activity** column. To change the value in the **Activity** column, click in the cell and then select **Other** as required from the drop-down list.
⚠️	1240Q	Please check: the number of guest pupils in the class is equal to or greater than the number of home pupils.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Please contact your Local Support Unit for assistance, quoting validation error code 1240Q.

Type	Code	Error Message	Comment/Resolution
⚠	1260Q	Please check: nursery class with more pupils than expected.	**Spring return** **Primary and All-Through** Check the values in the **Teachers**, **Pupils (On-Roll)** and **Pupils (Guest)** columns for any **Nursery** classes (**Classes** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. If **Nursery** is selected in the **Type** column, the total of the **Pupils (On-Roll)** and the **Pupils (Guest)** columns should be less than or equal to 13 times the number of **Teachers** plus **Support Staff**.
⚠	1270Q	Please check: no classes shown for an expected year group.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** The classes displayed in the **Classes** panel on the **Census Return Details** page (**Routines | Statutory Returns | School Census**) should cover all the expected year groups for your school.
⚠	1280Q	Please check: classes shown for an unexpected year group.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Check the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**. There should not be any classes for year groups less than the lowest NY Year and more than the highest NC year within the school. For example: If the lowest National Curriculum Year is 4, there should not be any class where the year group is less than or equal to 3.
⚠	1290Q	Please check: class(es) shown for an unexpected year group (based on the school type).	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Please check the **Classes** panel on the **Census Return Details** page via **Routines | Statutory Returns | School Census**.
⚠	1300Q	Please check: Nursery classes shown but no nursery pupil records.	**Spring return** **Primary and All-Through** A class has been recorded as a **Nursery** class on the **Census Return Details** page but there are no nursery pupils recorded against it. Select **Routines | Statutory Returns | School Census**, then check the class type. Also, select **Tools | Statutory Return Tools | Update Class Type**, then enter the class type for applicable pupils.
❌	1310	Number of free school meals taken is missing.	**Spring return** **All phases except Pupil Referral Units** This defaults to **0** and should therefore not be missing. Check that a number has been entered in the **No. of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**.

Type	Code	Error Message	Comment/Resolution
⚠	1320Q	Please check: Free meals taken exceeds total eligible pupils.	**Spring return:** **All phases except Pupil Referral Units** Check the number entered in the **No**. **of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. The number should be less than or equal to the number of pupil/students on-roll with free school eligibility (i.e. they have a free school meal **Start Date** in the **Additional Information** panel on the **Pupil** (or **Student**) **Details** page).
⚠	1330Q	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals.	**Spring return:** **All phases except Pupil Referral Units** Check the number entered in the **No**. **of free school meals taken** field (**General** panel on the **Census Return Details** page) via **Routines | Statutory Returns | School Census**. You have pupil/students recorded in SIMS as being eligible for free school meals, but have not entered a number in the **General** panel. This is the manual entry field and should be the number of pupil/students who have taken a free school meal on the census date.
⚠	1490Q	Please check: No pupils on-roll have been recorded.	Check details via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. At least one on-roll pupil must be record.
❌	1500	UPN missing.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then enter or issue a UPN (permanent or temporary) in the **UPN** field.
❌	1510	UPN invalid (wrong check letter at character 1).	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the information in the **UPN** field. To calculate the check letter: 1. Multiply the individual digits by their weights as follows: digit 2 by weight 2, digit 3 by weight 3, digit 4 by weight 4, digit 5 by weight 5, digit 6 by weight 6, digit 7 by weight 7, digit 8 by weight 8, digit 9 by weight 9, digit 10 by weight 10, digit 11 by weight 11, digit 12 by weight 12 and digit 13 by weight 13. 2. Sum the individual results, divide the total by 23 and take the remainder. 3. Calculate the check letter from the result as follows: 0 = A, 1 = B, 2 = C, 3 = D, 4 = E, 5 = F, 6 = G, 7 = H, 8 = J, 9 = K, 10 = L, 11 = M, 12 = N, 13 = P, 14 = Q, 15 = R, 16 = T, 17 = U, 18 = V, 19 = W, 20 = X, 21 = Y, 22 = Z *NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.*
❌	1520	More than one pupil record with the same UPN.	Each UPN must be unique across all pupil/students including those on-roll and those no longer on-roll. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the information in the **UPN** field.

Type	Code	Error Message	Comment/Resolution
❌	1530	UPN invalid (characters 2-4 not a recognised LA code).	Characters 2-4 of the UPN must be a valid LA Number of the School allocating the UPN. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the information in the **UPN** field. *NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.*
❌	1540	UPN invalid (characters 5-12 not all numeric).	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the information in the **UPN** field. Characters 5-12 must be numeric as follows: ▪ Characters 5-8: DfE Establishment Number of the School ▪ Characters 9-10: The last two digits of the year in which the UPN is allocated ▪ Characters 11-13: A serial number of three digits for UPNs allocated by the school in that year. *NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.*
❌	1550	UPN invalid (character 13 not a recognised value).	Check the UPN in the **UPN** field (**Registration** panel on the **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**. Character 13 must be numeric or A-Z (excluding I, O and S). *NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.*
❌	1560	Former UPN wrongly formatted.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then check the value in the **Former UPN** field in the **Registration** panel. If a former UPN is present in a pupil/student record, it is expected to be correct. However, there is no way to edit a former UPN that may have been incorrectly formatted. This validation error can therefore be ignored. Alternatively, please contact your Local Support Unit for assistance, quoting validation error code 1560.
❌	1570	Unique Learner Number must be provided for pupils aged 14 and over on Census Day.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then enter the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique. Schools can retrieve the ULN information from School to School (S2S) via CTF.
❌	1573	Unique learner number must be provided for pupils aged 14 and over at date of leaving.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then enter a **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.

Type	Code	Error Message	Comment/Resolution
❌	1575	ULN format incorrect. Either number is less than 10 digits or the check digit is incorrect - please check.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then correct the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.
❌	1578	More than one pupil record with the same ULN.	**All phases except Nursery and Primary/Middle deemed Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then correct the **Unique Learning Number** (ULN) in the **Registration** panel. Each ULN must be unique.
❌	1580	Pupil with last name missing.	Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. Ensure that the pupil/student's **Legal Surname** and **Preferred Surname** is entered correctly. **Legal Surname** is mandatory when adding a pupil/student to the database and therefore should not be missing.
❌	1590	Pupil with forename missing.	Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. Ensure that the pupil/student's **Legal Forename** and **Preferred Forename** is entered correctly. **Legal Forename** is mandatory when adding a pupil/student to the database and therefore should not be missing.
❌	1600	Pupil with date of birth missing.	Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. Ensure that the pupil/student's **Date of birth** is entered correctly. **Date of birth** is mandatory when adding a pupil/student to the database and therefore should not be missing.
⚠️	1601Q	Please Check: Pupil's age is out of range for School Type.	**All phases except Special** Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. Ensure that the pupil/student's **Date of birth** is entered correctly.
❌	1610	Pupil gender missing or invalid.	Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. Ensure that the pupil/student's **Gender** is selected from the drop-down list. **Gender** is mandatory when adding a pupil/student to the database and therefore should not be missing.
⚠️	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of Birth.	Select **Pupil** (or **Student**) **Details** page via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then check for duplicate records. If there are no duplicates, this warning message can be ignored. A duplicate record can be deleted (with caution) by a staff member who as the applicable permissions (via **Routines | Pupil** (or **Student**) **| Delete Pupil** (or **Student**)). *IMPORTANT NOTES: This deletion process is irreversible and is only for deleting erroneous records. You may wish to carry out a backup before proceeding. This process should not be used for pupil/students who are leaving the school or have been permanently excluded.* *When a pupil/student is deleted, all their associated records are completely removed from the system, including any documents attached to their record (such as letters, medical notes, etc.).*

Type	Code	Error Message	Comment/Resolution
❌	1630	Pupil's ethnicity is missing or invalid.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Select the required ethnicity from the **Ethnicity** drop-down list If several validation errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the *Preparing for the School Census* guide applicable to your school phase. *NOTE: If this change is made after the census date, use the* **History** *button to apply the change on the census date.*
⚠️	1633Q	Please check: Pupil has an exemption for English GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **English Funding Exemption** value has been selected for this student.
⚠️	1634Q	Please check: Pupil has an exemption for Maths GCSE funding due to learning difficulties but does not have a statement of SEN or an education, health and care plan (EHCP).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **Maths Funding Exemption** value has been selected for this student.
❌	1635	Where the learner has not achieved grade A*-C / 9-4 in Maths GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1636	Where learner has achieved grade A*-C / 9-4 in maths the prior attainment stage must be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **Maths Prior Attainment** value has been selected for this student.
❌	1637	Where the learner has not achieved grade A*-C / 9-4 in English GCSE the stage that the learner achieved this must not be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **English Prior Attainment** value has been selected for this student.

Type	Code	Error Message	Comment/Resolution
❌	1638	Where learner has achieved grade A*-C / 9-4 in English the prior attainment stage must be equal to 1 or 2.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**, then check that the correct **English Prior Attainment** value has been selected for this student.
⚠️	1640Q	Please check: 100% of pupils are from a White ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1650Q	Please check: 100% of pupils are from a Mixed / Dual ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1660Q	Please check: 100% of pupils are from an Asian or Asian British ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1670Q	Please check: 100% of pupils are from a Black or Black British ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1680Q	Please check: 100% of pupils are from a Chinese ethnic background.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1690Q	Please check: 100% of pupils are from an ethnic background classified as Other.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
⚠️	1700Q	Please check: Percentage of pupils on-roll for whom ethnicity has not been obtained is high.	**Spring return** Select **Routines | Pupil** (or **Student**) **| Bulk Update**, then check ethnicity of pupil/students.
❌	1741	Based on Ministry of Defence criteria, Service Children (i.e. parents designated as personnel category 1 or 2) are not eligible for free school meals.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** - **Dietary** panel and then edit free meal eligibility.

Type	Code	Error Message	Comment/Resolution
⚠	1745Q	Please check: The start date and end date are the same within a single Free School Meal period.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**), then **Search** for and select the required pupil/student. In the **Dietary** panel, check the **Start Date** and **End Date** of each **Eligible for Free Meals** period. The two dates must be different.
⚠	1750Q	Please check: Percentage of pupils with periods of free school meal eligibility since the last Census is high (greater than 45%).	Where the number of on-roll pupils is greater than or equal to 25, select **Routines | Statutory Returns | School Census** - **General** panel, then check the number in the **No**. **of free school meals taken**. Individual free school meal eligibility can be checked in the **Additional Information** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, if required. For more information about free school meal eligibility, please refer to the *Preparing for the School Census* guide applicable to your school phase
⚠	1751Q	Please check: Percentage of pupils in Reception with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** - **General** panel, then check the number in the **No**. **of free school meals taken**. Individual free school meal eligibility can be checked in the **Additional Information** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, if required. For more information about free school meal eligibility, please refer to the *Preparing for the School Census* guide applicable to your school phase.
⚠	1752Q	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** - **General** panel, then check the number in the **No**. **of free school meals taken**. Individual free school meal eligibility can be checked in the **Additional Information** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, if required. For more information about free school meal eligibility, please refer to the *Preparing for the School Census* guide applicable to your school phase.
⚠	1753Q	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility since the last Census is high (greater than 50%).	Select **Routines | Statutory Returns | School Census** - **General** panel, then check the number in the **No**. **of free school meals taken.** Individual free school meal eligibility can be checked in the **Additional Information** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, if required. For more information about free school meal eligibility, please refer to the *Preparing for the School Census* guide applicable to your school phase.
⚠	1760Q	Please check: No pupils in the school eligible for free school meals.	Select **Routines | Statutory Returns | School Census** - **General** panel, then check the number in the **No**. **of free school meals taken**. Individual free school meal eligibility can be checked in the **Additional Information** panel via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, if required. For more information about free school meal eligibility, please refer to the *Preparing for the School Census* guide applicable to your school phase.
❌	1761	A start date must be provided for each period of free school meal eligibility.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Dietary** panel. Ensure that each **Eligibility for Free Meals** record includes a **Start Date**.

Type	Code	Error Message	Comment/Resolution
❌	1762	Periods of free school meal eligibility that started after the census day should not be included in the return.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Dietary** panel. Edit the **Eligibility for Free Meals** details. For each free school meal period the free school meal **Start Date** must be before or the same as the census date.
❌	1763	Periods of free school meal eligibility that ended before or on the previous Census Day or after the current Census Day should not be included in the return.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Dietary** panel. Edit the **Eligibility for Free Meals** details. For each free school meal period the free school meal **End Date** must either be between the following dates (inclusive) or not present: Autumn census: 19/05/2017 and 05/10/2017 Spring census: 06/10/2017 and 18/01/2018 Summer census: 19/01/2018 and 17/05/2018
❌	1764	The country code associated with the period of free school meal eligibility is not a valid value.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Dietary** panel. Edit the **Eligibility for Free Meals** details. Each free school meal eligibility period must have a valid UK **Country** recorded (i.e. England, Northern Ireland, Scotland or Wales).
❌	1765	Any period of FSM eligibility outside of England, i.e. Country of UK = NIR, SCT or WLS, must have an FSM Eligibility End Date before Census Day.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Dietary** panel. Edit the **Eligibility for Free Meals** details. Each period of free school meal eligibility outside of England (i.e. Northern Ireland, Scotland and Wales), must have an **End Date** recorded that is before the census date.
❌	1770	Youth Support Services (previously known as Connexions) agreement is missing or invalid.	**All phases except Nursery and Primary** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel. Ensure that the correct **Youth Support Services Agreement** value is selected from the drop-down list. Where SEN provision = S or E and age is between 12 and 25 at previous 31 August, the **Youth Support Services Agreement** must be **Unsought**, **Obtained**, **Refused** or **Sought no reply**. Where SEN provision is not = S or E and age is between 12 and 20 at previous 31 August, the **Youth Support Services Agreement** must be **Unsought**, **Obtained**, **Refused** or **Sought no reply**.

Type	Code	Error Message	Comment/Resolution
❌	1840	Language is missing or invalid value.	First Language must be present for pupil/students aged five and over. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Select the required **First Language** from the drop-down list. If several 1840 validation errors are displayed, correct the data using the Bulk Update functionality via **Routines | Pupil** (or **Student**) **| Bulk Update**. For more information, please refer to the *Preparing for the School Census* guide applicable to your school phase. *NOTE: If you make this change after the census date, you will need to click the **History** button (located at the bottom right-hand side of the **Ethnic/Cultural** panel) to apply the change on the census date.*
❌	1843	Early years pupil premium basis for funding is missing or invalid.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded in the **Early Years Pupil Premium Eligibility** section.
❌	1844	Early years pupil premium basis for funding is only required where early years pupil premium eligibility is 'Y'.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded correctly in the **Early Years Pupil Premium Eligibility** section.
❌	1846	Early years pupil premium must be recorded for all 3 year olds.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded correctly in the **Early Years Pupil Premium Eligibility** section.
❌	1847	Early years pupil premium must be recorded for 4 year olds in Nursery provision.	**Spring return** **Nursery only** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded correctly in the **Early Years Pupil Premium Eligibility** section.
❌	1848	Early years pupil premium must be recorded for 4 year olds in E1, E2, N1 or N2.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded correctly in the **Early Years Pupil Premium Eligibility** section.
⚠️	1849Q	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 'EO' or 'EB'.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that the pupil's early years information is recorded correctly in the **Early Years Pupil Premium Eligibility** section.

Type	Code	Error Message	Comment/Resolution
⚠️	1850Q	Please check: Percentage of pupils where language has not been obtained is high.	The number of **Not Obtained** values collected in the census should not be greater than 10%. To check record an individual's first language, select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel, then select a value from the **First Language** drop-down list. To check/correct this data for multiple pupil/students, select **Routines | Pupil** (or **Student**) **| Bulk Update**. For more information, please refer to the *Preparing for the School Census* guide applicable to your school phase.
❌	1851	Child's funded hours must not be provided for pupil aged 5 and over.	**NOT applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that **Funded Hours** are not entered for pupil/students aged five and over.
❌	1852	Child's funded hours not provided or out of the range 0 to 15 to two decimal places for pupils aged 2 or 3.	**NOT applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then check **Funded Hours**. Values for Funded Hours must be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.
⚠️	1853Q	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 'EE' or 'EB'.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years**, then check that the pupil's early years pupil premium has been recorded correctly in the **Basis for EYPP Eligibility** column.
❌	1854	Childs hours at setting must not be provided for pupil aged 5 and over.	**NOT applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then edit the **Hours at Setting** column.
❌	1855	Hours at setting is missing or invalid for 2 and 3 year olds.	**NOT applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then edit the **Hours at Setting** column.
❌	1856	Service children in education indicator missing or invalid: This item is required for all pupils except those whose enrolment status is `S' - current subsidiary (dual registration).	**Spring return** **Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional information** panel, then select the correct **Service Children in Education** status (**Yes**, **No**, **Unknown** or **Refused**) from the drop-down list. Service Children must be recorded and have a valid Service Children in Education status, e.g. **Yes**, <u>unless</u> they are in a Primary phase school and their enrolment status is **S** (subsidiary dual-registration). A pupil/student's enrolment status can be viewed in the **Registration** panel or changed via **Routines | Pupil** (or **Student**) **| Change Enrolment Status**.

Type	Code	Error Message	Comment/Resolution
❌	1859	Funded hours plus any extended hours cannot be more than the hours at setting.	**NOT applicable to CTCs and NMSS** Funded hours must be less than or equal to the hours at Setting. Select **Tools | Statutory Return Tools | Update Early Years**, then check the data for **Funded Hours**, **Hours at Setting** and **Extended Funded Hours**. Hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25. The following link to **30 hours free childcare: LA and early years provider guide** is provided by the DfE and can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	1860	Enrolment Status is missing or invalid.	Select **Routines | Pupil** (or **Student**) **| Change Enrolment Status** – **Registration Details** panel. Ensure that the applicable **Enrolment Status** is selected from the drop-down list. **Enrolment Status** defaults to **Single Registration** and therefore should not be missing.
❌	1861	Early years pupil premium must only be recorded for 3 or for 4 year olds that are in Nursery provision, E1, E2, N1 or N2.	**Spring return** Select **Tools | Statutory Return Tools | Update Early Years** – **Early Years** panel. Ensure that information for 3 or for 4 year olds that are in Nursery provision, E1, E2, N1 or N2, are recorded in the **Early Years Pupil Premium Eligibility** section.
❌	1864	Learner support code should not be provided for subsidiary pupils.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel. Remove the **Learner Support Code** for subsidiary-dual registration students. A pupil/student's enrolment status can be viewed in the **Registration** panel or changed via **Routines | Pupil** (or **Student**) **| Change Enrolment Status**.
❌	1865	Learner support code is invalid.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel, then edit the **Learner Support Code**.
❌	1866	The same learner support code should not appear more than once for the same pupil.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel, then edit the **Learner Support Code**.

Type	Code	Error Message	Comment/Resolution
❌	1867	Learner is aged under 16 years as at 31 August 2017 and not eligible for bursary funding.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel, then ensure that students with a Learner Support Code are aged 16 or over as at 31/08/2017.
❌	1868	Learner is aged 20 years or over as at 31 August 2017 and not eligible for bursary funding.	**Spring and Summer return** **Secondary/Middle deemed Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Additional Information** panel, then ensure that students with a Learner Support Code are aged under 20 years as at 31/08/2017.
❌	1869	Top Up Funding indicator is missing or invalid.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1869. Top-up funding can be checked via **Tools | Statutory Return Tools | Update Top-up Funding**, if required.
⚠️	1870Q	Please check: Percentage of pupils with sole registrations at the school is low.	**All phases except Pupil Referral Units** It is expected that the number of pupil/students with Single Registration is great than 95% of the pupil/students on-roll. Select **Routines | Pupil** (or **Student**) **| Change Enrolment Status** – **Registration Details** panel. Ensure that the applicable **Enrolment Status** is selected from the drop-down list.
❌	1871	Post looked after arrangements indicator is missing or invalid.	Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. In the top panel, highlight the required pupil/student, then click the **Add** button. Check details, then click the **Update** button.
⚠️	1872Q	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%).	Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements**. Check details and amend if necessary, then click the **Update** button.
⚠️	1873Q	No pupils currently on-roll are recorded as being in receipt of the 16-19 bursary - Are you sure?	**Spring and Summer return** **Secondary, All-Through, Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then check the **Learner Support** details in the **Additional Information** panel. If required, click the **New** button (adjacent to the **Learner Support** panel) to display the **Student Learner Support Code Details** dialog where a new record can be created. Select the **Learner Support Code** from the drop-down list and then enter an **Award Date** and any **Notes** relevant to the record. Click the **OK** button to return to the **Additional Information** panel, then click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	1875	School Lunch Taken is missing or invalid.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1875. **School Dinner Taken** can be checked via **Routines | Statutory Return | School Census**, if required.
❌	1876	School lunch taken only required from pupils in reception, year 1 or year 2 or from pupils aged 4 to 6 in year X.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1876. To view a list of pupils who currently have a school dinner taken record, the School Dinner Taken report can be run via **Routines | Statutory Return | School Census**.
⚠️	1877Q	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.	Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupil/students who currently have a school dinner taken record. Select **Routines | Statutory Return | School Census** – **School Dinner Taken** panel, then check information. To check a pupil's **Year Taught In**, select **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** – **Registration** panel.
⚠️	1878Q	Please check: No infant pupils are recorded as having a school lunch on census day?	Select **Routines | Statutory Returns | School Census** – **School Dinner Taken** panel, then check that the dinners taken on census day are recorded correctly.
❌	1880	Pupil's entry date to school missing or after Census date.	The date of admission must be on or before the census date. Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Admission Date**.

Type	Code	Error Message	Comment/Resolution
⚠️	1881Q	For autumn: Please check: the entry date as the sessions possible indicate that the pupil attended the school during the first half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided. For spring and summer: Please check: the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Primary and Secondary (including Middle deemed), All-Through, Special and Pupil Referral Units** Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Admission Date**. Enter a new date, if required. Autumn only: For on-roll pupil/students with admission date after 28/05/2017 sessions possible should not be greater than zero. Spring only: For on-roll pupil/students with admission date after 31/12/2017 sessions possible should not be greater than zero. Summer only: For on-roll pupil/students with admission date after 01/04/2018 (Easter Sunday) sessions possible should not be greater than zero.
❌	1882	A new entry date should not be given for pupils moving directly from nursery to reception or entering year 12 directly from within the same school. Sessions possible indicate that the pupil attended the school during the summer second half term. If the pupil left and was subsequently readmitted, the error will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **All phases except Nursery** Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Admission Date**. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil** (or **Student**) **Marks** page.*

Type	Code	Error Message	Comment/Resolution
⚠	1883Q	Please check entry date as the sessions possible indicate that the pupil attended the school during the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn return** **All phases except Nursery** Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Admission Date**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil** (or **Student**) **Marks** page.*
⚠	1884Q	Please check the entry date as the sessions possible indicate that the pupil attended the school during the Summer second half term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Spring and Summer return** **All phases except Nursery** Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Admission Date**. Enter a new date, if required. A pupil/students session marks can be viewed via **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**. The **Pupil** (or **Student**) **Marks** page displays attendance marks for the whole of the year containing the **End Date**. Ensure that the required **End Date** is displayed. *NOTE: The **End Date** refers to the end of the analysis period for the three analysis panels displayed on the **Pupil** (or **Student**) **Marks** page.*
⚠	1890Q	Please check: Percentage of new admissions in autumn term in school seems high.	**Spring return** **All phases except Pupil Referral Units** Check pupils' dates of admission. Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Admission Date**. Enter a new date, if required.
⚠	1900Q	Please check: Percentage of new admissions in spring term in school seems high.	**Summer return** **All phases except Pupil Referral Units** Check pupils' dates of admission. Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Admission Date**. Enter a new date, if required.
⚠	1910Q	Please check: Percentage of new admissions in summer term in school seems high.	**Autumn return** **All phases except Pupil Referral Units** Check pupils' dates of admission. Select **Pupil** (or **Student**) **Details** page) via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Admission Date**. Enter a new date, if required.

Type	Code	Error Message	Comment/Resolution
❌	1920	Pupils leaving date is either missing or is either before entry date or equal to or after census date.	**All phases except Nursery** Where present, a leaving date must be on or before the census date. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Select **Leavers** from the **Status** drop-down list, then click the **Search** button. Double-click the required pupil/student to display the **Student Details** page. In the **School History** panel, edit the pupil/student's **Date of Leaving**.
⚠️	1925Q	Autumn Term Pupil no longer on-roll record should not be submitted if there is no attendance, exclusions or post-16 learning aims data for the required period. Spring term Pupil no longer on-roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period. Summer Term Pupil no longer on-roll record should not be submitted if there is no attendance, exclusions, or learner support item for the required period.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Select **Leavers** from the **Status** drop-down list. Click the **Search** button then double-click on each name to display their details. In the **School History** panel, check the **Date of Leaving**. Amend if necessary. **Autumn term:** A Pupil/student's No Longer On-Roll records must be present if: Their **Date of Leaving** is prior to the census date and at least one termly exclusion exists. or Their **Admission Date** is before the start of the current term, their **Date of Leaving** is between start of the Summer Term and the Autumn census date and their age is between four and 15 (inclusive) and they are <u>not</u> a Border or where at least one Learning Aims exists. **Spring term:** A Pupil/student's No Longer On-Roll records must be present if: Their **Date of Leaving** is prior to the census date and at least one termly exclusion exists. or Their **Admission Date** is before the start of the current term, their **Date of Leaving** is between start of the Autumn Term and the Spring census date and their age is between four and 15 (inclusive) and they are <u>not</u> a Border or where at least one learning support item. **Summer term:** A Pupil/student's No Longer On-Roll records must be present if: Their **Date of Leaving** is prior to the census date and at least one termly exclusion exists. or Their **Admission Date** is before the start of the current term, their **Date of Leaving** is between start of the Spring Term and the Summer census date and their age is between four and 15 (inclusive) and they are <u>not</u> a Border or where at least one learning support item.

Type	Code	Error Message	Comment/Resolution
❌	1930	Pupil part-time indicator is missing.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the pupil/student's **Part Time Details**. Ensure that the correct value is displayed in the **Attendance Mode** field.
❌	1940	Pupils aged 5-15 cannot be shown as having part-time status.	It is expected that part-time pupils are less than five years old. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel. Ensure that the **Attendance Mode** is displaying the correct value. Edit the pupil/student's **Part Time Details**, if required.
❌	1950	Part-time pupil shown as boarder.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit **Part Time Details** and **Boarder Status**. **Attendance Mode** must be set to **All Day** if **Boarder Status** is set to **Boarder**, **night not specified**. *NOTE: If you make this change after the census date you will need to use **History** button to apply the change on the census date.*
⚠️	1960Q	Please check: Percentage of part-time pupils in school seems high.	**All phases except Nursery** The number of part-time pupil/students on-roll divided by the number of pupil/students on-roll should be less than 35%. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the pupil/student's **Part Time Details**. Ensure that the correct value is displayed in the **Attendance Mode** field.
❌	1970	Pupil boarder indicator is invalid.	Pupil/students are identified as being boarders for schools where this would be unexpected. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Boarder Status**. *NOTE: If you make this change after the census date you will need to use **History** button to apply the change on the census date.*
⚠️	1980Q	Please check: School has reported boarding pupils.	**All phases except Nursery and Special** Pupil/students are identified as being boarders for schools where this would be unexpected. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Boarder Status**. *NOTE: If you make this change after the census date you will need to use **History** button to apply the change on the census date.*

Type	Code	Error Message	Comment/Resolution
⚠️	1990Q	Please check: Pupil is in receipt of top-up funding but is not classed as having a 'statement' of SEN?	**All phases except Special Pupil Referral Units** Please check student SEN status. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** to display the **Find SEN Student** browser. Use the search criteria to locate the required pupil/student, e.g. if you believe the pupil/student does not have a SEN record, select None from the **SEN Status** drop-down list before clicking the **Search** button. Check the pupil student's SEN **Status** in the **Basic SEN Details** panel. To edit a pupil/student's top-up funding record, select **Tools | Statutory Return Tools | Update Top-up Funding**.
⚠️	1991Q	Please check: No pupils with a statement of SEN or ECHP are reported as being in receipt of top-up funding?	Please check SEN Status of pupils in receipt of top-up funding. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** to display the **Find SEN Student** browser. Use the search criteria to locate the required pupil/student, e.g. if you believe the pupil/student does not have a SEN record, select None from the **SEN Status** drop-down list before clicking the **Search** button. Check the pupil student's SEN **Status** in the **Basic SEN Details** panel. To edit a pupil/student's top-up funding record, select **Tools | Statutory Return Tools | Update Top-up Funding**.
❌	1992	Pupil has at least one learning aim which was active during the current year but there are no planned learning hours recorded for the current academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	1993	Pupil does not have at least one learning aim recorded therefore planned learning hours and/or planned employability, enrichment and pastoral hours should not be present.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	1996Q	Please check: The sum of planned learning hour and the planned employability, enrichment and pastoral hours must not be greater than 1,000 hours. Planned hours should reflect the planned hours for the academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	1997	The sum of planned learning hours and planned employability, enrichment and pastoral hours must not be greater than 4,000 hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	1998Q	Please check: The pupil has planned employability, enrichment and pastoral hours but no planned learning hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	1999Q	Please check: No pupils have planned employability, enrichment and pastoral hours.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Planned Hours can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2000	Pupil actual year group is missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore should not be missing. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then edit the **Year Taught In**. *NOTE: If this change is made after the census date, click the **History** button to retrospectively apply the change on the census date.*
❌	2005	Pupil's NC year on leaving should be present for pupils who have learning aims.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** This information is mandatory when adding a pupil/student to the database and therefore should not be missing. Please contact your Local Support Unit for assistance, quoting validation error code 2005.

Type	Code	Error Message	Comment/Resolution
⚠	2010Q	Please check: 10%+ pupils' year group differing from their age.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** No more than 10% of pupil/students should have an NC Year (Year Taught In) different to that suggested by their **Age At** date 31 August prior to the census date. Check that pupil/students are in the correct National Curriculum Year (Year Taught In). This can be done on an individual basis by selecting **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then checking the value in the **Year Taught In** field. Alternatively, check the values via **Focus | School | Pastoral Structure | Current Structure**. For more information, please refer to the applicable *Preparing for the School Census* guide available via the SIMS **Documentation Centre** (click the **Documentation** button on the SIMS **Home Page**). The expected year groups are: E1 or E2 if age is less than 2 N1 or N2 if age is greater than 2 and less than 3 N1, N2 or R if age = 3 5 if age = 9 10 if age = 14 N1, N2, R or 1 if age = 4 6 if age = 10 11 if age = 15 R, 1 or 2 if age = 5 7 if age = 11 12 if age = 16 2 if age = 6 8 if age – 12 13 if age = 17 3 if age = 7 9 if age = 13 14 if age = 18+ 4 if age = 8
⚠	2020Q	Please check: Pupil year group and age inconsistent.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Check that pupil/students are in the correct National Curriculum Year (Year Taught In). Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the value in the **Year Taught In** field.
⚠	2030Q	Please check: Pupil in unexpected year group for this school.	**Primary and Secondary (including Middle deemed)** Check that pupil/students are in the correct National Curriculum Year (Year Taught In). Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the value in the **Year Taught In** field.
⚠	2040Q	Please check: expected year group with no pupils (apart from Year 14).	**Primary and Secondary (including Middle deemed)** A school should have at least one pupil/student in each National Curriculum year group covered by their school type where the pupil/student's year group is that calculated from their date of birth on 31 August. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the value in the **Year Taught In** field. Check the **School Type** via **Focus | School | School Details** – **Establishment** panel.

Type	Code	Error Message	Comment/Resolution
⚠	2050Q	Please check: Is school type correct? Some pupils are outside the expected age range for this type.	**Primary and Secondary (including Middle deemed)** – **not applicable to Academies** It is expected that not more than 5% pupil/students on-roll are outside the age ranges specified at the end of this section when date of birth is calculated on 31 August. Select **Focus | School | School Details** – **Establishment** panel, then check the **School Type**. If necessary, check the date of birth of individual pupil/students via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel. The expected year groups are: **Primary phase:** 17 = 7-10 43 = 7-9 **Middle deemed primary phase:** 05 = 8-11 06 = 9-12 45 = 9-11 **Middle deemed secondary phase:** 05 = 8-11 06, 07 = 9-12 08 = 10-12 41 = 10-13 45 = 9-11 **Secondary phase:** 09 = 12-15 10 = 12-17 11, 29 = 13-15 12, 30, 31 = 13-17 21, 27, 28, 48 = 11-15 22, 36-39, 47, 49 = 11-17 25 = 11-12 26 = 11-13 32, 33, 44 = 14-17 46 = 10-15 *NOTE: School types that include Nursery classes are excluded from this rule.*
❌	2060	Pupil's type of class is missing or invalid for pupils in primary classes with phase PS or AT.	**Primary and All-Through** Class type must be present and a valid value if the National Curriculum Year Actual = N1, N2, R, or 1-6. These values are defined by SIMS. Check the values in the **Nursery** and **Other** columns via **Routines | Statutory Returns | School Census** – **Class Type** panel or via **Tools | Statutory Return Tools | Update Class Type**.
⚠	2070Q	Please check: Pupil's class type and year group incompatible.	**Primary and All-Through** If a pupil/student's NC Year (**Year Taught In**) = E1, E2, N' or N2, the pupil/student class type must be **Nursery**. Check the values in the **Nursery** and **Other** columns via **Routines | Statutory Returns | School Census** – **Class Type** panel or via **Tools | Statutory Return Tools | Update Class Type**. Please refer to the applicable *Preparing for the School Census* guide available via the SIMS Documentation Centre (click the **Documentation** button on the SIMS **Home Page**). *NOTE: In exceptional circumstances it is possible for the National Curriculum Year Group to differ from the Class Type if the pupil/student is being taught the reception National Curriculum.*

Type	Code	Error Message	Comment/Resolution
❌	2080	Pupil aged 6 or over shown as in a nursery class.	**Primary and All-Through** If pupil/student is six or over their Class Type must be **Other**. Edit the values in the **Nursery** and **Other** columns via **Routines | Statutory Returns | School Census** – **Class Type** panel or via **Tools | Statutory Return Tools | Update Class Type**. The **Registration Group** can be checked via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel. For more information, please refer to the applicable *Preparing for the School Census* guide available via the SIMS **Documentation Centre** (click the **Documentation** button on the SIMS **Home Page**).
⚠️	2090Q	Please check: Nursery pupils reported but no nursery class records.	**Spring return** **Primary and All-Through** Check the values in the **Nursery** and **Other** columns via **Routines | Statutory Returns | School Census** – **Class Type** panel or via **Tools | Statutory Return Tools | Update Class Type**.
⚠️	2100Q	Please check: More FT nursery pupils than number on nursery class records.	**Spring return** **Primary and All-Through** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check **Part Time Details** and **Attendance Mode**.
⚠️	2110Q	Please check: More pupils in Nursery classes than nursery pupils.	**Spring return** **Primary and All-Through** Check the values in the **Nursery** and **Other** columns via **Routines | Statutory Returns | School Census** – **Class Type** panel or via **Tools | Statutory Return Tools | Update Class Type**.
❌	2120	Pupil with missing SEN Provision or invalid value.	Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel. Ensure that the applicable **Status** is selected from the drop-down list.
❌	2125	Pupil shows SEN information where provision is none.	**Spring return** Please contact your Local Support Unit for assistance, quoting validation error code 2125.
❌	2130	Pupil SEN type code required where SEN type ranking provided.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then enter SEN Needs details.
❌	2140	Ranking of special educational need is missing or invalid	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then enter SEN Needs details.

Type	Code	Error Message	Comment/Resolution
❌	2160	If only one SEN type is present it must be the primary need	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then enter SEN Needs details.
❌	2165	Each SEN type must have a different ranking, e.g. two needs cannot both be ranked as the primary need.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then enter SEN Needs details.
❌	2166	A maximum of two types of SEN need should be included in the return.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then enter SEN Needs details.
❌	2170	A valid SEN type must be provided for pupils with a SEN provision = P, K, S or E.	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel. Enter the SEN **Need Type** via the **Current Needs** grid.
❌	2175	SEN type code 'NSA' (SEN support but no specialist assessment of type of need) can only be used where SEN provision is code 'K' (SEN support).	**Spring return** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel. Enter the SEN **Need Type** via the **Current Needs** grid. SEN type must be **No Specialist Assessment** where the SEN provision is **K** – **SEN Support**.
❌	2180	Pupil in special school with no SEN.	**Special only** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then check the pupil/student SEN **Status**. The status must be A, P, K, S or E.
⚠️	2190Q	Please check: Percentage of pupils in school with SEN provision of statements or ECHPs seems high.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** The number of pupil/students with a SEN status of **S - Statement** or **E** – **Education, Health and Care Plan** should not be greater than 10% of the total pupil/students on-roll. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then check the pupil/student SEN **Status**.
⚠️	2200Q	Please check: There are no pupils in the school with SEN provision.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** The number of pupil/students with an SEN Status of A, P, K, S or E should be greater than zero. Ensure that any pupil/students with SEN have been added via **Focus | Pupil** (or **Student**) **| Special Educational Needs**.

Type	Code	Error Message	Comment/Resolution
⚠️	2205Q	Please check: Percentage of pupils in school with SEN provision of SEN support seems high.	**Primary and Secondary (including Middle deemed), All-Through and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then check the pupil/student SEN **Status**.
⚠️	2210Q	Please check: Percentage of pupils in school with statement or EHCP seems low for a special school.	**Special only** The number of pupil/students with an SEN Status of S should not be less than 70%. Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Basic SEN Details** panel, then check the pupil/student SEN **Status**.
❌	2230	Special provision (SEN Unit) indicator must be provided if SEN provision is equal to K, E or S.	**All phases except Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Provisions** panel, then edit SEN provision.
❌	2250	Special provision (resourced provision) indicator must be provided if SEN Provision is equal to K, E or S.	**All phases except Special and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Provisions** panel, then edit SEN provision.
❌	2270	Start Date, SEN Provision or Category is missing from Exclusion record.	**All phases except Nursery** *NOTE: These are permanent exclusions and therefore applicable to pupil/students no longer on-roll.* You should record all permanent exclusions including those for pupil/students no longer on-roll. Where a permanent exclusion is recorded, you must ensure that the **Exclusion Start Date**, **SEN provision** or **Exclusion Category** is entered. ▪ Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the record, then check the exclusion **Start Date** and **Exclusion Type** is entered. ▪ Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Provisions** panel, then check the details. ▪ Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then check that the record is complete. If the pupil/student is no-longer on-roll, you need to edit the history of this data. For more information, please refer to the *Managing Pupil/Students* handbook. Alternatively, please refer to Solution KB38421.
❌	2275	Exclusion Category is invalid.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the pupil/student's record, then select the applicable exclusion **Type** from the drop-down list.
❌	2280	Where Exclusion Category is present a valid Exclusion Reason must also be provided.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the pupil/student's record, then select the applicable **Reason** from the drop-down list.

Type	Code	Error Message	Comment/Resolution
❌	2285	Pupil has more than one permanent exclusion record.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Exclusions**, then edit the exclusion details.
❌	2290	Exclusion start date is invalid.	**All phases except Nursery** Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the record, then check the exclusion **Start Date**. The exclusion start date must be between: **Autumn return:** 01/01/2017 and 16/04/2017. **Spring return:** 17/04/2017 and 31/08/2017. **Summer return:** 01/09/2017 and 31/12/2017.
❌	2300	Where Exclusion Category is Fixed or Lunch, the number of Sessions must also be provided.	**All phases except Nursery** The number of sessions should be calculated automatically in SIMS. Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the record, then click the **Calculate** button (adjacent to the **Length School Days** field) to ensure the number of sessions is displayed.
❌	2303	Pupil's leaving date suggests they left the school prior to the start of their exclusion.	**All phases except Nursery** Applicable to leavers only Select **Focus | Pupil** (or **Student**) **| Exclusions**. Ensure that the exclusion **Start Date** is before the date that the pupil/student left the school. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **School History** panel, then check the pupil/student's **Date of Leaving**.
❌	2310	SEN Provision is not a valid value.	Select **Focus | Pupil** (or **Student**) **| Special Educational Needs** – **Provisions** panel, then check the details.
⚠️	2320Q	Please check: number of sessions excluded is greater than 90.	**All phases except Nursery** The number of sessions for fixed period and lunchtime exclusions cannot exceed 45 days (90 sessions). Check attendance data. ▪ Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks** or **Edit Marks**, then check details. ▪ Select **Focus | Pupil** (or **Student**) **| Exclusions**, then check details.

Type	Code	Error Message	Comment/Resolution
❌	2330	Where Exclusion Category is Permanent the number of Sessions is not applicable.	**All phases except Nursery** The number of sessions should be blank if the exclusion type is **Permanent**. Either: ▪ Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the pupil/student's record, then ensure that the applicable exclusion **Type** is selected from the drop-down list. or ▪ If the pupil/student is a leaver, ensure that they have been taken off-roll via **Routines | Pupil** (or **Student**) **| Leavers** and also by adding a **Date of Leaving** via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**) – **School History** panel.
❌	2335	Permanent Exclusion appears for pupil still on-roll.	**All phases except Nursery** Any pupil/student who has been permanently excluded should be made a leaver so that they are no longer on-roll. Either: ▪ Select **Focus | Pupil** (or **Student**) **| Exclusions**. **Open** the pupil/student's record, then ensure that the applicable exclusion **Type** is selected from the drop-down list. or If the pupil/student is a leaver, ensure that they have been taken off-roll via **Routines | Pupil** (or **Student**) **| Leavers** and also by adding a **Date of Leaving** via **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**) – **School History** panel.
❌	2340	Pupil's postcode is missing or invalid.	This information is mandatory in SIMS. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel, then edit the **Post Code**.
❌	2341	Postcode is missing or invalid for an off roll pupil for whom learning aims data are being submitted.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** to display the **Find Student** browser. Select **Leavers** from the **Status** drop-down list, then **Search** for and select the required pupil/student to display the **Pupil** (or **Student**) **Details** page. In the **Addresses** panel, ensure that the **Post Code** is recorded correctly.
❌	2350	Insufficient Address information provided.	House Name or House Number must be present. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel, then edit the details.
⚠	2355Q	Please check: pupil record with no address details.	There should be at least one address per pupil/student on-roll. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel, then enter details. Ensure that the **Post Code** and **Country** is entered.

Type	Code	Error Message	Comment/Resolution
❌	2380	Where dwelling is present at least one of: street, locality, town, administrative area or post town must be shown.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel, Ensure that the pupil/student's address is entered correctly and includes the **Street** name and the **District**, **Town/City** or **County**.
❌	2400	Where address line 1 is present, at least one other address line must also be present.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel, Ensure that the complete address is entered. Click the **Modify Address** button to edit an existing address. To check the address location using Windows Internet Explorer, click the **Address** button.
❌	2445	Address information drawn from two conflicting formats.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Addresses** panel. Click the **Modify Address** button to edit an existing address. To check the address location using Windows Internet Explorer, click the **Address** button.
❌	2470	Attendance information is not required for this pupil as they are either aged less than 4, over 15 or are a boarder.	**All phases except Nursery** Possible Sessions, Authorised Absences, Unauthorised Absences, Attendance Reason or Absence Sessions are <u>not</u> required if a pupil/student's age is less than four or older than 15 or where the pupil/student is a Boarder. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Basic Details** panel, then check the pupil/students **Date of birth**. This error may occur if a pupil/student is taught out of year. Check their attendance data via **Focus | Attendance** (or **Lesson Monitor**).
❌	2475	Attendance code is invalid.	**All phases except Nursery** Values are pre-defined in Attendance. Software issue - please contact your Local Support Unit for assistance, quoting validation error code 2475.
❌	2480	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks.
❌	2490	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	**All phases except Nursery** Where an absence session is provided, a corresponding valid reason must be provided. Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks.

Type	Code	Error Message	Comment/Resolution
❌	2500	For autumn: For pupil on-roll in the first summer half-term the attendance sessions possible is missing. For spring and summer: For pupil on-roll the attendance sessions possible is missing.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then search for and select the required pupil/student. Check the data displayed in the **Attendance Marks** panel and the **Possible Attendances** in the **Analysis of session marks** panel.
⚠️	2502Q	For autumn: Please check: Zero attendance sessions possible recorded for the summer half term for pupil on-roll. Pupil should only be recorded with zero sessions possible if dually 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. For spring and summer: Please check: Zero attendance sessions possible recorded for pupil on-roll. Pupil should only be recorded with zero sessions possible if dually 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.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then search for and select the required pupil/student. Check the data displayed in the **Attendance Marks** panel and the **Possible Attendances** in the **Analysis of session marks** panel.
❌	2505	Pupil with double-reporting of termly absences.	**All phases except Nursery** Please contact your Local Support Unit for assistance, quoting validation error code 2505.

Type	Code	Error Message	Comment/Resolution
❌	2510	For autumn: For pupil no longer on-roll in the first summer half term the attendance sessions possible is missing or invalid For spring and summer: For pupil no longer on-roll the attendance sessions possible is missing or invalid.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then search for and select the required pupil/student to display the **Pupil** (or **Student**) **Marks** page. Check the data displayed in the **Attendance marks** and the **Analysis of session marks** panels. Also, select **Reports | Attendance** (or **Lesson Monitor**) **| Whole Group Student Reports | Student Analysis by AM/PM Report**, then run the report and check the report data.
⚠️	2520Q	Please check: sessions possible should not be greater than 150.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Also, select **Reports | Attendance** (or **Lesson Monitor**) **| Whole Group Student Reports | Student Analysis by AM/PM Report**, then run the report and check the report data.
❌	2530	Total sessions missed must be less than or equal to sessions possible.	**All phases except Nursery** The number of sessions that a pupil/student has missed (both authorised and unauthorised) must be less than or equal to, the number of possible sessions. Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Reports | Attendance** (or **Lesson Monitor**) **| Selected Pupil** (or **Student**) **Reports | Unexplained Absences Report**, then run the report and check the resulting data.
⚠️	2540Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Reports | Attendance** (or **Lesson Monitor**) **| Selected Pupil** (or **Student**) **Reports | Unexplained Absences Report**, then run the report and check the resulting data.
⚠️	2550Q	Please check: There would normally be at least one pupil who would have at least one unauthorized absence.	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Reports | Attendance** (or **Lesson Monitor**) **| Selected Pupil** (or **Student**) **Reports | Unexplained Absences Report**, then run the report and check the resulting data.
⚠️	2560Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	**Primary and Secondary (including Middle deemed), All-Through, Special and Pupil Referral Units** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Reports | Attendance** (or **Lesson Monitor**) **| Selected Pupil** (or **Student**) **Reports | Unexplained Absences Report**, then run the report and check the resulting data.

Type	Code	Error Message	Comment/Resolution
⚠	2570Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	**All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Reports | Attendance** (or **Lesson Monitor**) **| Selected Pupil** (or **Student**) **Reports | Unexplained Absences Report**, then run the report and check the resulting data.
❌	2571	Attendance data for the second half of the summer term is not required for this pupil as they are either aged less than 4, over 15 or are a boarder.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details**, then: 1. In the **Basic Details** panel, ensure that the pupil/student's **Date of birth** is incorrect. 2. In the **Registration** panel, ensure the correct **Boarder Status** is selected from the drop-down list.
❌	2572	Attendance code is invalid for absence reported for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) **| Edit Marks**.
❌	2573	Pupil reporting zero sessions missed with attendance code for the second half of the summer term. This should be provided and be greater than zero.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) **| Edit Marks**.
❌	2574	Pupil reporting number of sessions missed with no corresponding reason (attendance code) for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) **| Edit Marks**.
❌	2575	For pupils on-roll the attendance sessions possible is missing for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) **| Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) **| Edit Marks**.

Type	Code	Error Message	Comment/Resolution
⚠️	2576Q	Please check: Zero attendance sessions possible recorded for pupil on-roll in the second half of the summer term. Pupil should only be recorded with zero sessions possible if dually 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.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks. If present the sessions possible should be greater than zero for on-roll pupil/students where the entry date is on or before 31/07/2017 and age is between 4 and 15 (inclusive) and they are not boarders. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the pupil/student's **Enrolment Status**.
❌	2577	Pupil with double-reporting of termly absences in the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks.
❌	2579	For pupils no longer on-roll, the attendance sessions possible is missing or invalid for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2582	Total sessions missed must be less than or equal to sessions possible for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
⚠️	2583Q	Please check: There would normally be at least one pupil who would have at least one authorised absence for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.

Type	Code	Error Message	Comment/Resolution
⚠	2584Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence for the second half of the summer term.	**Autumn return** **All phases except Nursery** Select **Focus | Attendance** (or **Lesson Monitor**) | **Display Marks**, then check the attendance marks. To add/edit marks select **Focus | Attendance** (or **Lesson Monitor**) | **Edit Marks**.
❌	2690	Unit contact time is missing or invalid.	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** – **Time in Unit** panel. Edit the data in the **Time in Unit** column.
⚠	2691Q	Please check: Unit contact time is greater than normal full time education hours (which is 25 hours per week).	**Spring return** **Pupil Referral Units only** Select **Routines | Statutory Returns | School Census** – **Time in Unit** panel. Check the data in the **Time in Unit** column.
⚠	2695Q	Please check: More than 90% of infant pupils have free school meal eligibility.	Select **Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** – **Dietary** panel. Check the pupil's **Eligibility for Free Meals**. Does this pupil meet the criteria to be eligible for free school meals?
❌	2700	Qualification number is missing.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser, then select **Focus | Basedata** to display the **Basedata for Season** dialog. Enter the **QAN** (also known as Qualification Number) for the applicable course in the **Properties of Element** dialog.
❌	2701	A learning aim withdrawal reason is only required where the learner has withdrawn and the learning aim status is recorded as '3'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page. In the **Memberships and Results** panel, ensure that the Learning Aim withdrawal **Reason** has been selected. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2705	Learning aims are only required for schools with 6th forms.	**Autumn return** **All phases except Middle deemed Secondary** Please contact your Local Support Unit for assistance, quoting validation error code 2705.

Type	Code	Error Message	Comment/Resolution
⚠	2706Q	Please check: Learning aims would not normally be expected for a pupil on-roll below year 12.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students below Year 12. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠	2707Q	Please check: Learning aims would not normally be expected for a pupil who was below year 12 when they left school.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students below Year 12. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠	2708Q	Please check: Learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on-roll last year (unless they had subsidiary registration at the time of the learning aims).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Check learning aims for students in Year 13 and above. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠	2709Q	Please check: Learning aims would normally be expected for a pupil who were on-roll in Year 12 and above and left since the last autumn census.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aims can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2710	Qualification number has invalid characters or incorrectly formatted.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser, then select **Focus | Basedata** to display the **Basedata for Season** dialog. In the **Properties of Element** dialog, correct the format of the **QAN** (also known as Qualification Number) for the applicable course.

Type	Code	Error Message	Comment/Resolution
⚠️	2715Q	Please check: Learning aims data should not be provided for pupils with subsidiary registration. Please ensure that all learning aims for subsidiary registered pupils are returned by the school holding the main registration. However, if the learning aims submitted relate to the previous academic year when the pupil had single or main registration then they should be included in the return.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page. Check learning aims for leavers with subsidiary registration. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2720	Qualification number is not a recognised value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Open SIMS Examinations Organiser, then select **Focus | Basedata** to display the **Basedata for Season** dialog. Ensure that the **QAN** (also known as Qualification Number) for the applicable course is entered correctly in the **Properties of Element** dialog.
❌	2722	Subject classification code is missing.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (subject classification code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2724	Subject classification code is not a recognised value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the discount code (also known as Subject Classification Code) can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2730	Learning start date is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2735	Learning start date is after the census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2740Q	Please check: Learning start date seems too early.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2750	Learning planned end date is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim start date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2760	Learning aim - the planned end date must be on or after the start date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2761	Learning aim - the actual end date must be on or after the start date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2765	Learning planned end date is more than 5 years after census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2766	Learning planned end date must be on or before the 31st July of the academic year the learner is due to finish.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2767Q	Please check the learning planned end date as only short courses would be expected to have a planned end date in September.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim planned end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2770	Learning aim end date is not a valid date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
⚠	2775Q	Please check: The sum of planned learning hours and the planned employability, enrichment and pastoral hours is very low. Total planned hours should reflect the annual planned hours for the academic year.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, then check the **Planned Hours per Year** in the **Basic** panel. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2780	Learning aim actual end date has incorrectly been provided for a learning aim which is continuing i.e. for which learning aim status = 1.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2785	Learning aim withdrawal reason is missing or invalid value.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page. In the **Memberships and Results** panel, ensure that the Learning Aim withdrawal **Reason** has been selected. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2790	Learning aim actual end date must be provided where the learning aim status is 2 (completed), 3 (withdrawn) or 4 (transferred).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2795	For pupils no longer on-roll the learning aim status must be 2 (completed), 3 (withdrawn) or 4 (transferred).	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.

Type	Code	Error Message	Comment/Resolution
❌	2805	Please check: Learning aim actual end date must be the same as, or earlier than the census date.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
⚠️	2810Q	Please check: Learning aim actual end date should not be later than the pupil's leaving date for pupils no longer on-roll.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim end date can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2820	Learning aim status is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aim status can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**.
❌	2870	Learning aims for the current academic year should be submitted for a pupil in year 12 or above with single or main registration at the school.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Routines | Statutory Returns | School Census**, then check the issue in the **Learning Aims** panel. Select **Focus | Student | Courses**, then search for and select the required student. Double-click the applicable course to display the **Course Details** page, where the Learning Aims can be checked. The **Course Details** page is also available via **Tools | Academic Management | Course Manager | Maintain Course**. A pupil/student's enrolment status (which should be **Single Registration** or **Main - Dual Registration)**.can be viewed in the **Registration** panel or changed via **Routines | Pupil** (or **Student**) **| Change Enrolment Status**.

Type	Code	Error Message	Comment/Resolution
❌	2900	Details of whether Childcare is provided on site is missing.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Select the applicable **Type** of childcare being provided and **Site** location from the drop-down lists: ▪ **On site** - select this option if childcare is being provided on the school premises. ▪ **Off site**, **signposted** - select this option if your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation. If **On site** is selected, ensure that **Opening Time** (in 24 hour format), the **No of Childcare Places**, the **Provider** of the service and whether the service is made available to **Other Schools** is completed. Click the **OK** button to return to the **School Details** page, then click the **Save** button.
❌	2910	Signposting or promotion of off-site childcare is missing.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel, then click the **New** button to display the **Update Childcare Detail** dialog. Select the applicable **Type** of childcare being provided and **Site** location from the drop-down lists: ▪ **On site** - select this option if childcare is being provided on the school premises. ▪ **Off site**, **signposted** - select this option if your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation. If **Off site** is selected, the applicable **Signposted** option must be selected but additional information, e.g. opening/closing times, number of childcare places, etc. are not required. ▪ **Yes**, **formal arrangements including transport -** select this option if your school has formal arrangements with another provider that provides childcare for your pupil/students, including transport to their site. ▪ **Yes**, **list of providers that pick up from school -** select this option if a list of local providers that will pick up pupil/students from the school to help parents is provided. ▪ **No** ▪ **Not Known**. Click the **OK** button to return to the **School Details** page, then click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	2915	Opening time must be provided in the format HH:MM for on-site childcare.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that the **Opening Time** and **Closing Time** are specified. Click the **OK** button to return to the **School Details** page, then click the **Save** button. *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*
❌	2920	Closing time must be provided in the format HH:MM for on-site childcare.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that the **Opening Time** and **Closing Time** are specified. Click the **OK** button to return to the **School Details** page, then click the **Save** button. *NOTE: Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.*
❌	2925	Number of childcare place for on-site childcare missing.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that the maximum **No**. **of Childcare Places** is specified. Click the **OK** button to return to the **School Details** page, then click the **Save** button.
❌	2930	The Service Provider of childcare for on-site childcare missing.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that the description of the service **Provider** is selected from the drop-down list. Click the **OK** button to return to the **Census Return Details** page, then click the **Save** button.
❌	2935	Ability to accept pupils from other schools is missing.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that you state whether the service is made available to children from **Other Schools** by selecting from the drop-down list. Click the **OK** button to return to the **School Details** page, then click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	2940	Number of weeks which regular childcare provision is open is missing or out of the range 1 to 38.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Click the **New** button, then complete the **Childcare Details**. Ensure that the number of weeks for which childcare is provided, is entered in the **Weeks Open** field. Click the **OK** button to return to the **School Details** page, then click the **Save** button.
❌	2945	Only details on the Type of Childcare and Childcare Signposting are required. Other childcare details are not required where childcare is not provided on site.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Routines | Statutory Returns | School Census**. Use the information in the **Classes** panel to check guest pupils. If no errors are found, please contact your Local Support Unit for assistance, quoting validation error code 2945.
❌	2950	Childcare Type '?' has not been provided (the error message should indicate which \<TypeOfChildcare> is missing).	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Ensure that the childcare **Type** is entered correctly, e.g. **Before School Childcare**, **Holiday Childcare**, etc. If no errors are found, please contact your Local Support Unit for assistance, quoting validation error code 2950.
❌	2955	The type of childcare has been reported more than once.	**Spring return** **all phases with the exception of Pupil Referral Units** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 2955.
⚠️	2960Q	Please check: Opening time is expected to be within the range 06:00 to 09:00.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Highlight the required childcare record, e.g. **Before School Childcare**, then click the **Open** button to display the **Update Childcare Details** dialog. Ensure that the **Opening Time** is correct, then click the **OK** button to return to the **Childcare** panel. Click the **Save** button.
⚠️	2965Q	Please check: Closing time is expected to be within the range 16:00 to 20:00.	**Spring return** **all phases with the exception of Pupil Referral Units** Select **Focus | School | School Details** – **Childcare** panel. Highlight the required childcare record, e.g. **Before School Childcare**, then click the **Open** button to display the **Update Childcare Details** dialog. Ensure that the **Closing Time** is correct, then click the **OK** button to return to the **Childcare** panel. Click the **Save** button.

Type	Code	Error Message	Comment/Resolution
❌	3000	Maths GCSE attainment grade is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Highest Grade** has been selected correctly for this student.
❌	3005	The stage at which the learner achieved a Maths GCSE at grade A*-C / 9 - 4 or not is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Prior Attainment** has been selected correctly for this student, e.g. **Achieved since year 11**.
❌	3010	English GCSE attainment grade is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Highest Grade** has been selected correctly for this student.
❌	3015	The stage at which the learner achieved an English GCSE at grade A*-C / 9 - 4 or not is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Prior Attainment** has been selected correctly for this student, e.g. **Achieved since year 11**.
⚠️	3020Q	Please check: Maths GCSE grade achieved is D-G / 3-1, U or NR and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Funding Exemption** has been selected correctly. Where Maths GCSE highest prior attainment is present and the grade is equal to D-G / 3-1, U or NR Maths GCSE funding exemption should be present and a valid value.
⚠️	3025Q	Please check: Where maths GCSE achieved is grade A*-C / 9-4, funding exemption should equal 'N'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Check the value in the **Maths Highest Grade** column. If the grade is A*, A, B, C / 9 - 4, the corresponding cell in the **Maths Funding Exemption** column should be left as the default value of **No Exception**. This can be selected from the drop-down list, if required.

Type	Code	Error Message	Comment/Resolution
⚠️	3030Q	Please check: English GCSE grade achieved is D-G / 3-1, U or NR and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Funding Exemption** has been selected correctly. Where Maths GCSE highest prior attainment is present and the grade is equal to D-G / 3-1, U or NR, English GCSE funding exemption should be a valid value.
⚠️	3035Q	Please check: Where English GCSE achieved is grade A*-C / 9-4, funding exemption should equal 'N'.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Check the value in the **English Highest Grade** column. If the grade is A*, A, B, C / 9 - 4, the corresponding cell in the **English Funding Exemption** column should be left as the default value of **No Exception**. This can be selected from the drop-down list, if required.
❌	3040	Maths GCSE funding exemption is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **Maths Funding Exemption** has been selected correctly from the drop-down list.
❌	3045	English GCSE funding exemption is missing or invalid.	**Autumn return** **Secondary, All-Through and Pupil Referral Units** Select **Tools | Statutory Returns Tools | Update Prior Attainment**. Ensure that the **English Funding Exemption** has been selected correctly from the drop-down list.
❌	3070	Please check: Pupil's Country of Birth is missing or an invalid value.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Select the pupil/student's correct **Country of Birth** from the drop-down list.
❌	3075	Please check: Pupil's Nationality is missing or an invalid value.	Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Highlight a record, then click the **Open** button (adjacent to **Nationality and Passport Details**) to display the **Edit Student Nationality** dialog. Select the applicable **Nation** from the drop-down list.

Type	Code	Error Message	Comment/Resolution
⚠	3080Q	Please check: Take up of school lunches for pupils in reception (plus pupils aged 4 in year X) is 50% or lower. A reason must be provided why fewer than 50% of reception pupils took a school lunch on census day.	Use the following routines to ascertain why fewer than 50% of reception pupils took a school lunch on census day: ■ Select **Routines	Statutory Return	School Census** – **School Dinner Taken** panel, then check the details. ■ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ■ Select **Focus	Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Year Taught In**.
⚠	3085Q	Please check: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year X) is 50% or lower. A reason must be provided why fewer than 50% of pupils in year 1 took a school lunch on census day.	Use the following routines to ascertain why fewer than 50% of pupils in year 1 took a school lunch on census day: ■ Select **Routines	Statutory Return	School Census** – **School Dinner Taken** panel, then check the details. ■ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ■ Select **Focus	Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Year Taught In**.
⚠	3090Q	Please check: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year X) is 50% or lower. A reason must be provided why fewer than 50% of pupils in year 2 took a school lunch on census day.	Use the following routines to ascertain why fewer than 50% of pupils in year 2 took a school lunch on census day: ■ Select **Routines	Statutory Return	School Census** – **School Dinner Taken** panel, then check the details. ■ Run the School Dinner Taken report (**Routines | Statutory Return | School Census**) to view a list of pupils who currently have a school dinner taken record. ■ Select **Focus	Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Registration** panel, then check the **Year Taught In**.
❌	3095	The nationality must be as stated by the parent/guardian or child. If one nationality record is either 'refused', 'not yet obtained' or 'not known' no additional nationalities can be returned.	Select **Focus**	**Pupil** (or **Student**)	**Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Ensure that the **Nationality and Passport Details** are correct. Highlight a record, then click the **Open** button (adjacent to **Nationality and Passport Details**) to display the **Edit Student Nationality** dialog. Select the applicable **Nation** from the drop-down list.

Type	Code	Error Message	Comment/Resolution
❌	3100	Extended childcare hours have been entered where pupil is not in the eligible age range or year groups or does not have a valid 30-hour code.	**Not CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that **Extended Funded Hours** is only recorded for Early Years pupils who fall within the permitted age range (e.g. Nursery) and who have a **30 Hour Code** recorded on the **Update Early Years** page. Hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25. Extended Funded Hours information provided by the DfE can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	3105	The 30-Hour code must be 11 digits long.	**Spring return** **Not CTCs and NMSS** The 11 digit **30 Hour Code** can be obtained from the Tax Office (HM Revenue & Customs) and is used to confirm the eligibility for extended child care hours. Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that the **30 Hour Code** is entered correctly in the **Pupils** panel for pupils in receipt of **Extended Funded Hours** only.
❌	3110	A 30-hour code has been entered where pupil is not in the eligible age range or year groups or extended hours is missing.	**Not CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that a **30 Hour Code** is only recorded for Early Years pupils who fall within the permitted age range (e.g. Nursery) and who have **Extended Funded Hours** recorded on the **Update Early Years** page. The following link Extended Funded Hours information provided by the DfE can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	3120	The disability access fund indicator is for pupils aged 3 and 4 (in nursery provision) only.	**Not CTCs and NMSS** The Disability Access Fund is only awarded to three and four year old pupils who meet the following criteria: ▪ They are in receipt of child Disability Living Allowance (DLA) and ▪ They access their entitlement to free early learning and childcare, e.g. funded hours. Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that **Disability Access Fund** is set to **Yes** for three and four year old pupils only who match the specified criteria.
❌	3130	30-hours eligibility code missing for pupil aged 3 or 4 with extended hours present.	**Not CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. If **Extended Funded Hours** are recorded, a 30 hour code must also be recorded. Ensure that **Extended Funded Hours** are not recorded for any four year olds, who no longer attend Nursery school. Extended Funded Hours information provided by the DfE can be found on their website (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).

Type	Code	Error Message	Comment/Resolution
❌	3140	Child's extended hours not provided or out of the range of 0 to 15 hours.	**Not CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that the number of extended hours is entered in the **Extended Funded Hours** column for each applicable pupil and that the number of hours do not exceed 15. Extended Funded Hours are the number of hours that are in addition to the initial 15 funded hours that a child receives.
❌	3150	Child with extended hours greater than zero cannot have more than 15 funded hours.	**Not CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that values entered in the **Funded Hours** and **Extended Funded Hours** columns are correct. Extended Funded Hours are the number of hours that are in addition to the initial 15 funded hours that a child receives. The following link Extended Funded Hours information provided by the DfE can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	5005	Data items in the Special School module are only required from schools with a phase of SP.	**Spring return** **Not applicable to Special** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5005.
❌	5013	Data items in the Primary admission appeals module are only required from schools with governance type of VA, FO or CA.	**Spring return** Primary admissions appeals must only be present if the schools governance type is VA, FO or CA. Select **Routines | Statutory Returns | School Census**, then edit the applicable information in the **Primary Admission Appeals** panel on the **Census Return Details** page.
❌	5014	Data items in the Primary admission appeals module are not required from schools with a phase of NS, SP or PR.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5014.
❌	5018	Data items in the Infant Admission Appeals module are only required from schools with governance type of VA, FO or CA.	**Spring return** Infant admissions appeals must only be present if the schools governance type is VA, FO or CA. Select **Routines | Statutory Returns | School Census**, then edit the applicable information in the **Infant Admission Appeals** panel on the **Census Return Details** page.
❌	5019	Data items in the Infant Admission Appeals module are only required from schools with a phase of PS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5019.

Type	Code	Error Message	Comment/Resolution
❌	5023	Data items in the pupil reconciliation module are only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5023.
❌	5026	Pupils can only be on work experience if the Census return is from a school with a phase of MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5026.
❌	5027	Pupils can only be attending an FE college if the Census return is from a school with a phase of MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5027.
❌	5032	Data items in the class information module are only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5032.
❌	5036	Class type can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5036.
❌	5037	Class key stage can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Class Key Stage information is only required from Primary and All-Through schools. Select **Routines | Statutory Returns | School Census**, then navigate to the **Classes** panel. Ensure that all class information is recorded co.
❌	5038	Class activity can only be returned from schools with a phase of PS or AT, and may be present only for year groups E1, E2, N1, N2, R, 1-7, or M.	**Spring return** Class Activity information is only required from Primary and All-Through schools. Select **Routines | Statutory Returns | School Census**, then navigate to the **Classes** panel. Ensure that all class information is recorded.
❌	5039	The number of home pupils is only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5039.

Type	Code	Error Message	Comment/Resolution
❌	5040	The number of guest pupils is only required from schools with a phase of PS, MP, MS, SS or AT.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5040.
❌	5046	Youth Support Services indicator is not required from schools with a phase of NS or PS.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5046.
❌	5048	Pupil's type of class can only be returned from schools with a phase of PS or AT and may be present only for pupils in NC Year E1, E2, N1, N2, R, or 1-7.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5048.
❌	5049	SEN Unit Indicator is not required from schools with a phase of SP or PR.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5049.
❌	5050	Resourced provision indicator is not required from schools with a phase of SP or PR.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5050.
❌	5051	Exclusions must not be present for Nursery schools.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5051.
❌	5057	Attendance information is not required from schools with a phase of NS.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5057.
❌	5065	Schools with a phase of NS should not submit any records for pupils no longer on-roll.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5065.
❌	5080	Summer half term 2 attendance not required if nursery school.	**Autumn return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5080.
❌	5094	Hours at setting is not required from CTCs or non-maintained special schools.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5094.

Type	Code	Error Message	Comment/Resolution
❌	5095	Funded hours are not required from CTCs or non-maintained special schools.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5095.
❌	5096	30-Hour code is not required from CTCs or non-maintained special schools.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5096.
❌	5106	Learning aims are only required for schools with a <Phase> of SS, MS, AT or PR.	**Autumn return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5106.
❌	5125	Data items in the Secondary admission appeals module are only required from schools with governance type of VA, FO or CA.	**Spring return** Select **Routines | Statutory Returns | School Census**, then edit the applicable information in the **Secondary Admission Appeals** panel on the **Census Return Details** page.
❌	5126	Data items in the Secondary admission appeals module are not required from schools with a phase of NS, SP or PR.	**Spring return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5126.
❌	5130	Postcode is not required for off role pupils without learning aims.	**Autumn return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5130.
❌	5140	Proficiency in English is missing or invalid for child in reception and above with language not equal to ENG (English) or ENB (believed to be English) or BSL (British sign language).	**Spring return** Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** – **Ethnic/Cultural** panel. Click the **New** button adjacent to **Proficiency in English** to display the **Add Proficiency in English** dialog. Enter the **Date of Assessment**, then select the **Level** of proficiency from the drop-down list.
❌	5155	UPRN is incorrect format.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5155.
❌	5160	Class information is missing.	**Spring return** **Primary and Secondary (including Middle deemed) and All-Through** Select **Routines | Statutory Returns | School Census**, then navigate to the **Classes** panel. Ensure that all class information is recorded.

Type	Code	Error Message	Comment/Resolution
❌	5165	Traineeship is missing or invalid.	**Autumn return** Software issue - please contact your Local Support Unit for assistance, quoting validation error code 5165.
❌	5170	Child's funded hours must not be provided for pupil aged 4 in reception.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Returns Tools | Update Early Years**, then ensure that funded hours have <u>not</u> been recorded for pupils aged 4 in reception.
❌	5180	Child's funded hours not provided or out of the range 0 to 25 to two decimal places for pupils aged 4 not in reception or above.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Returns Tools | Update Early Years**, then ensure that funded hours have been recorded for all applicable pupils. Pupils funded through the Funded Hours entitlement are eligible for a maximum of 25 funded hours a week. Funded hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25. A value must be entered; leaving a cell blank, results in a validation error being displayed when the return is created and validated.
❌	5190	Child's hours at setting must not be provided for pupils aged 4 in reception.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then ensure that hours at setting have <u>not</u> been recorded for pupils aged 4 in reception.
❌	5200	Child's hours at setting is missing for pupils aged 4 in nursery provision.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then ensure that hours at setting has been recorded for pupils aged 4 in nursery classes. Hours at Setting should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25.
❌	5210	Extended hours are not required from CTCs or non-maintained special schools.	Non-maintained Special schools and CTSs - Select **Tools | Statutory Return Tools | Update Early Years**, then ensure that **Extended Funded Hours** have <u>not</u> been recorded. The following link Extended Funded Hours information provided by the DfE can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	5215	Disability access fund information is not required from CTCs or non-maintained special schools.	Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that **Disability Access Fund** has <u>not</u> been recorded for pupil/students attending non-maintained Specials school or CTSs.

Type	Code	Error Message	Comment/Resolution
❌	5220	The disability access fund indicator is only available for pupils with funded hours.	**Not applicable to CTCs and NMSS** The Disability Access Fund is awarded to three and four year old pupils who meet the following criteria: ▪ They are in receipt of child Disability Living Allowance (DLA) and ▪ They access their entitlement to free early learning and childcare, e.g. funded hours. Select **Tools | Statutory Return Tools | Update Early Years**. If the pupil is in receipt of **Disability Access Fund**, the pupil must also be in receipt of funded hours and therefore **Funded Hours** must be recorded in the **Pupils** panel. If **Funded Hours** are not recorded, the **Disability Access Fund** must be set to **No**.
❌	5225	Child's funded hours is out of the range 0 to 15 to two decimal places for pupils with a valid 30-hour code.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then ensure that **Extended Funded Hours** have been recorded correctly. Hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25. The following link Extended Funded Hours information provided by the DfE can be found on their website: (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).
❌	5230	The disability access fund indicator is missing or not a valid value for pupils aged 3 or 4 (in nursery provision).	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**. Ensure that the correct value (**Yes** or **No**) is selected from the **Disability Access Fund** drop-down list. Alternatively, the cell can be left blank if Disability Access Fund is not applicable to that pupil. If this validation error is still generated after recreating and validating the return, please contact your Local Support Unit for assistance, quoting validation error code 5230.
❌	5235	2-year-old basis of funding is missing or an invalid value or 2-year-old funding basis has been provided without any funded hours being present.	**Spring return** **Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then ensure that all applicable funding values for two year olds are present and recorded correctly. Hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25.

Type	Code	Error Message	Comment/Resolution
⚠️	5240Q	Please check: The number of hours at setting indicates that the pupils may be attending the school full time. As such, the pupil cannot be recorded as part time. However, they have been recorded as part-time.	**Not applicable to CTCs and NMSS** Select **Tools | Statutory Return Tools | Update Early Years**, then check **Hours at Setting** to ensure they are correctly. Hours should be entered using two decimal places, e.g. 1 hour 15 minutes must be entered as 1.25. Select **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details – Registration panel.** Ensure that the correct value has been selected from the **Attendance Mode** drop-down list.
❌	9999	Module is missing.	A pupil/student characteristic is missing. In most cases this error is triggered by a Leaver with missing ethnicity and or first language. Ensure that the Leaver's ethnicity and first language is present. For more information, please refer to KB106213 via the **Knowledge Base** on the **My Account** website (https://myaccount.capita-cs.co.uk).