Preparing for Summer Term Data 2018

Summer Census

The Summer School Census takes place on **Thursday 17th May 2018**. It is a statutory collection by the DFE. All schools and PRUs are required to make this return using the school census part of their SIMS.net.

It is a much smaller return than in Spring, but there is still a great deal of checking that needs to be done with your return before the LA can approve your return and send it to the DFE and it would help me to have your return promptly before Assessments season begins! The Summer Census is mainly pupil data, so please make a special effort to ensure this is up-to-date. **We strongly advise that you perform a practice run as soon as possible and use the resulting list of Errors and Queries to correct any problems.**

You need to be on SIMS.net version 7.180, the Spring Upgrade to have the Summer Census available. **There will also be a fileset to install.**
Filesets fix the last minute glitches and tweaks that have come to light once real schools start to run Capita updates.
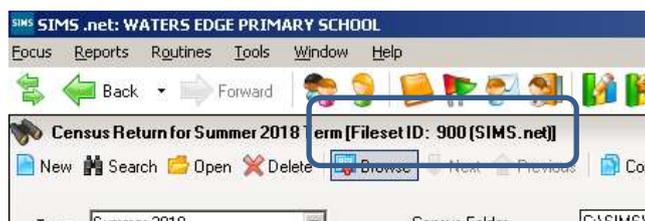
You can see which Fileset you are on at the top of the Census page in SIMS. A fileset ending in '00' is the one that is comes with the SIMS upgrade that includes the software for the School Census due that season. Usually it does not include the final version of the validation required to generate a complete/correct list of errors/queries when you run the census.

Some SIMS Technical Support Providers will arrange to apply any updated filesets remotely for their schools and I will have copies at the LA that I can email to you if needed. They can be applied via **Tools | Setups | Import Fileset**.

Please look out for more information regarding version numbers nearer the census date.

All the usual documents for the census will be available soon after the start of summer term at:

https://www.egfl.org.uk/finance-and-data/data-collection/school-census

There will be no scheduling of access to the Summer School Census. **All schools and LAs will have access to the Summer School Census blade from 7.30am on Thursday 17th May 2018. Please submit your census by Friday 18th May!**

Member of Special Unit/ Resourced Provision

This is now being collected in every census return.

The information about who is in a school's SEN Unit or Resourced Provision is added to the individual's pupil record via **Focus | Pupil/Student | Special Educational Needs**. Open the relevant pupil record, and add the details to the section **Provisions.**
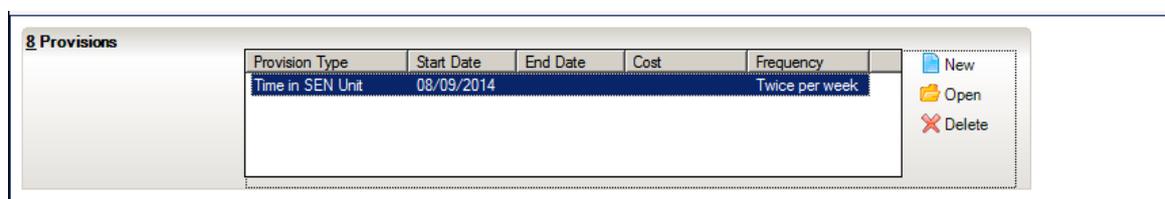
The DFE are looking more carefully at this information in census, so we are anxious to ensure that we report it correctly. Only one of our Ealing schools, **Allenby**, has an SEN Unit. All other units in our schools are regarded as Resourced Provision.

New Features in SIMs since the Spring Upgrade

The SIMs Spring Upgrade 7.180 was released in March. As well as giving you the 2018 Summer Census and AMPARK files including the End of Key Stage Wizards, it introduced some new features that you might find useful:

Warning when adding a student as a contact

A confirmation message is now displayed when attempting to record the selected pupil as their own contact in the Family/Home panel. This is useful where parents and children have the same first and last names.
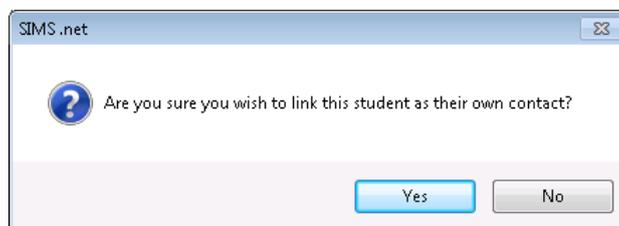
Changing and Enrolment Status and Enrolment Status History

From the Spring Upgrade onwards Enrolment Status field in the Registration panel on the pupil record is greyed-out and there is a new menu route to be followed in order to change Enrolment Status.
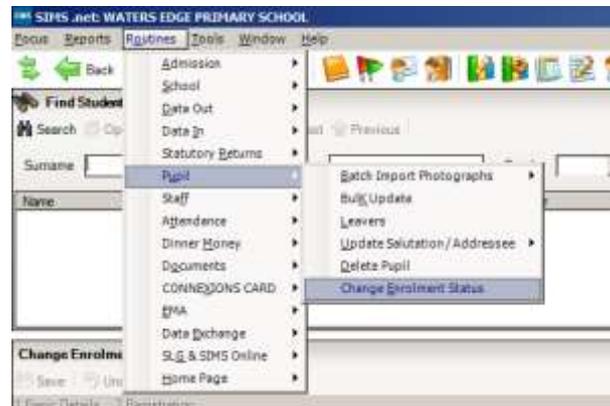
Up until now, it has not been possilbe to record the dates and reasons that Enrolment Status has been changed.

Once the details have been amended in the new area of SIMS, when you access the pupil record via **Focus | Pupil/Student | Pupil/Student Details** and click on the magnifying glass next to Registration status, a new window opens detailing the Enrolment Status history.
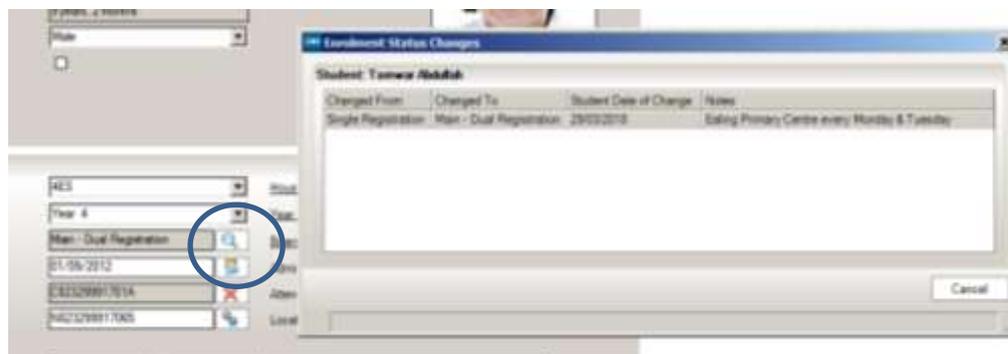
Bulk Update Print Button

-There has always been a Print Button on the Bulk Update page, but now it actually does something!
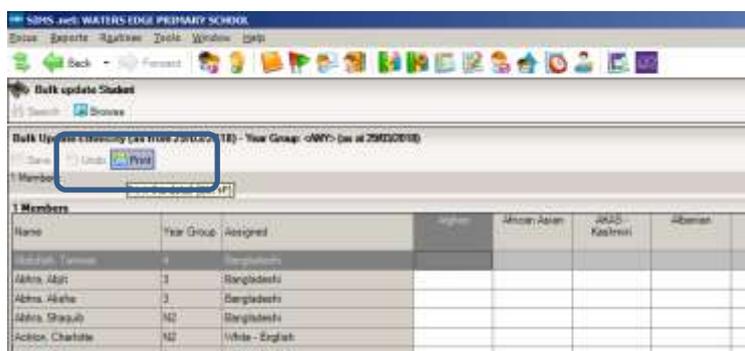
Clicking on the button will open an Excel spreadsheet showing the information as displayed on the Bulk Update page.

First priority contact displayed in Registration Certificates

The Personal Details section of the Registration Certificate report now displays the Pupil's Highest Priority Contact (Rank).
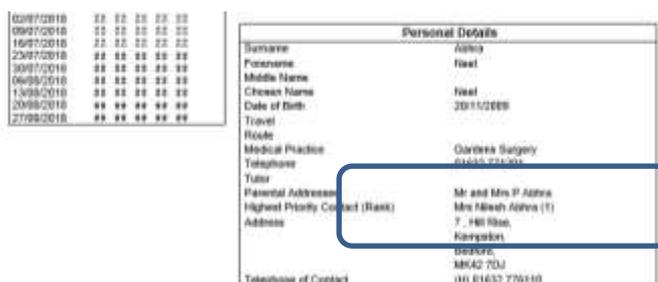
Full details of all the new features included in the SIMS Spring Upgrade are available in the SIMS 2018 Spring Release note available on the EGFL here: https://www.egfl.org.uk/finance-and-data/data-collection/sims

<u>GDPR</u>

Capita are putting measures in place to make sure that SIMS complies with GDPR. Some of the functionality is already in place, and some of it is still in development and is coming soon.

- In Autumn Upgrade a new menu route was added in SIMS.net to help with Subject Access Requests for students. Once the Spring Upgrade has been applied the report can be run for staff as well. The route was not automatically available – it required some setting up in System Manager. Once enabled, both the Student and Staff reports can be run via **Routines | Data Out | Person Data Output**
- Updating pupil details has traditionally been done by sending out a Data Collection Sheet, but now Capita has a new product which is offered **free** in the 'lite' version which could help schools collect the update information in a

less labour-intensive way, and comply with GDPR requirements. Once downloaded, parents can use the app to update contact details which are sent back to the school electronically. The school administration gets the chance to look at the information that has come in and can accept or decline the changes being made to SIMS. If you are interested in hearing more, your SIMS Technical Support Provider will be able to give you further details and advise you of their timescale for rolling out **Parent App Lite** (and also **Parent App** – the full paid version which has many more features and functions).

You can see the SIMS sales literature for Parent App, by clicking the icon on the SIMS Home Page.

New Census items – Autumn 2018

Service Child Indicator is to be collected in every census.
There is Pupil Premium available for Service Children, that is those who have one or both parents (or those with parental responsibility) who are Service Personnel serving in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England. From September, the indicator will be collected in each Census. It is located in the Additional Information area of a pupil record.

Whether or not a child's parents are in the armed forces is considered to be sensitive information, so for those that are Service Children, you should have the family's permission before using the 'Yes' indicator.

The SEN Status of 'Statement' (code 'S')
The SEN Status of 'Statement' will be removed, as it is discontinued from the 1st April 2018.

Pupil Country of Birth, Nationality (and Proficiency in English?)
Because of legal challenges to the DFE, from Autumn 2018 onwards, Country of birth, Nationality are **no longer being collected**, and will not be extracted from your MIS when the Census is run. The DFE are yet to make a final decision about whether they will continue to collect Proficiency in English in the spring.

Distinction between EYPP Eligibility and EYPP Received
The DfE has acknowledged that, at the point that they collect EYPP data in the Census, the EYPP funding has already been allocated to schools. With this in mind, the DfE is considering changing the current EYPPE (Early Years Pupil Premium Eligibility) label to EYPPR (Early Years Pupil Premium Received). The DfE does not expect this to change the two year old's reported for this field, but it should avoid some confusion.

<u>School Workforce Census on 8th November</u>
Please note that this is **a week later** than usual, in order not to clash with half term in many schools.

Absence collected from 01/09/2017 to 31/08/2018
Continuous Contracts from 01/09/2017 to 08/11/2018

Changes for 2018:
Instead of collecting the Teacher Status of **QT** (Yes/No), the DFE now want to know whether a teacher is:
  ❖ **QTLS** (a Qualified Teacher Learning and Skills - this status is a designation awarded to teachers in the Further Education and Post-Compulsory Education & Training sectors by the Education & Training Foundation (ETF) in the United Kingdom).
  ❖ **EYTS** (Early Years Teacher Status - for teachers who deliver the Early Years Foundation Stage, teaching children from birth to age five in Childrens' Centres, private nurseries, school nurseries, and reception classes).
  ❖ **QTS** (Qualified Teacher Status)

Reason for Leaving (which will also necessitate changes to the **Destination** field) is required for contracted teachers and Teaching Assistants.

The lookup codes for **Roles** in a contract are to be adjusted:

Two **Qualification Subjects** will continue to be collected, but it is no longer necessary to say which the 'first' is and which is the 'second' subject.

Reminders

The DFE have been very clear that pupils on Deferred Entry **may not** be included in School Census if they haven't started to attend the school. If the pupil has deferred their entry until after the Autumn Census, they will not attract DSG funding until the following school year.

If you have pupils on Deferred Entry and you want them to appear on class lists and registers so that they don't get 'forgotten', it is possible to use the Admissions area of SIMS to record their details without them being fully admitted – and thus they won't appear in your School Census.
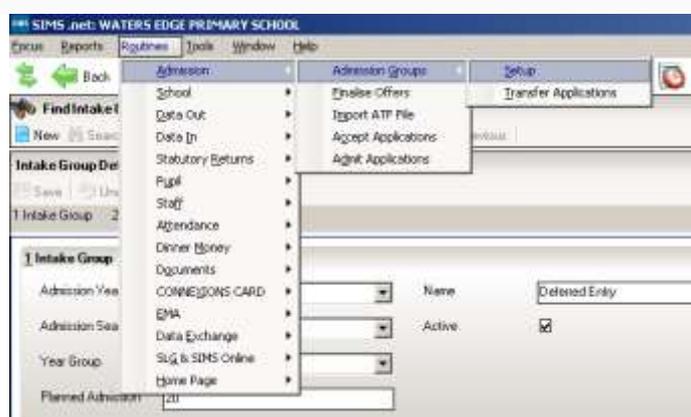
Your SIMS Technical Support provider should be able to guide you through the process if you think it would be helpful in your school.

Information for High Schools – changes in the Spring Upgrade

Course Manager:
Tools | Academic Management | Course Manager | Maintain Course
It is now possible to click on the column heading in the **Find Course** Browse window in order to sort by any of the column headings

Tools | Academic Management | Course Manager | Maintain Course
After highlighting multiple students in the Memberships and Results panel, they are now clearly identifiable by a blue outlines

Tools | Academic Management | Course Manager | Maintain Course
When entering a description in the Find Course browser, results are now displayed for all course descriptions that contain the search criteria.

Managing Performance Indicators:
Capita stopped providing a Performance Measures file for import last year and schools must now manage their own exams and Performance Measures data through **Tools | Examination | Manage Performance Indicator**

The Performance Measures data in SIMS is to collate pupil exam results into the SIMS PI (Performance Indicator) Reports. PI reports offer the Leadership teams KS4 and KS5 headline figures as soon as exam results have been imported

If PI is not updated in SIMS, other areas are affected:
- ❖ Data relating to points values and number of entries will be absent or incorrect in candidate Statement of Results, certification broadsheet, subject/grade analysis and Group Performance analysis reports in EO
- ❖ External exam results imported via CTF will only be visible on the student record in SIMS if the relevant QN is recorded in your performance measure year

The first step is to clone 2017 QNs via **Tools | Examinations | Edit PI.**

Then you should review the data and add any additional QNs required for 2018 via **Tools | Examinations | Manage Performance Indicator | New | Add Existing QN or Add New QN**

There are new features in the SIMS Spring release that can speed and simplify the process:

❖ It is now possible to <u>bulk update grade details for similar QNs</u>, for example all GCSEs that will be graded 9-1 for the first time in 2018. Update just one GCSE to reflect the new 9-1 point values and equivalences and use it as the basis to update collectively the grade details for the rest

❖ There is now a report available via **Tools | Examinations | QN Correlation Report** that will <u>draw attention to QNs that should be added to your 2018 performance year</u> and those that have already been added that you may want to remove

❖ It is possible to add user defined QNs via **Tools | Examinations | Manage Performance Indicator.** An example could be iGCSE qualifications that are not included in the QWS file. Adding these QNs will ensure that these qualifications are included in the Examinations Organiser Certification Broadsheet and Group Performance Analysis reports.

Timetable and Course Manager Preparation for 2018/19

❖ Refresh Base data from SQL in NovaT6 by following the route **Data | Refresh Base Data from SQL**

❖ Assign correct levels to all classes in Nova-T6 and send to SIMS before the start of the 2018/19 Academic Year

❖ Update Course Manager details with correct QN numbers

❖ Ensure the Auto update Class Links and Auto update Membership boxes are ticked correctly for your school

❖ Change the status for courses that at no longer in use to **Obsolete** - increasingly SIMS will be using Course Manager as the data source for courses in other modules, for example Options Online

Full details of all the new features included in the SIMS Spring Upgrade are available in the SIMS 2018 Spring Release note available on the EGFL here:
https://www.egfl.org.uk/finance-and-data/data-collection/sims

<u>**Training for High Schools**</u>

There are a number of 3BM Training Courses scheduled for the Summer Term 2018 that may be useful to such staff as **Examinations Officers, Personnel Officers, Timetablers and Heads of Sixth Form.** <u>Please forward the details to any colleagues in your school who may be interested:</u>

28/6/18	Nova Workshop - day	Schools can bring their timetable on a flash drive, and work on it in the 3BM training room with experts on hand to advise. It is particularly useful for Timetablers set up course levels within the timetable at the time of creation
10/7/18	Nova Workshop - day	
05/07/18	Exam Results Course - AM	How to import result files, add non EDI results, create/use results marksheets, edit results, calculate PI information, run reports and analyses, export results to Excel, produce Candidate Statement of Results

11/07/18	Course Manager Briefing - PM	An overview of the changes required in Course Manager as a result of the phased introduction of the new 9-1 GCSE and two year A level qualifications, highlight and discuss the changes to the functionality of Course Manager, question and answer session

3BM are also able to carry out <u>Consultancy Visits to schools for Course Manager,</u> but you are advised to book as soon as possible as these are likely to be increasingly popular as the term advances.
For more details about the course content and costs, contact Jackie Dillon (3BM) 020 7605 8322 jackie.dillon@3bm.co.uk. Places on 3BM courses are now booked via this website https://www.thelillahuset.com/

<u>Data/SIMS Dates…</u>

- ❖ **17th May 2018 Summer School Census and May Background Report**
- ❖ **22nd June Y1 and Y2 Phonics to the LA**
- ❖ **25th June Phonics threshold to be announced by DFE**
- ❖ **28th June Last day for returning KS1 TAs to the LA**
- ❖ **28th June 2018 NCA Tools <u>closes</u> for uploading KS2 TAs**
- ❖ **29th June Last day for returning EYFSP to the LA**
- ❖ **4th October 2018 Autumn School Census**
- ❖ **8th November School Workforce Return – 1 week later than usual**

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