

Summer School Census 2018

for

Ealing Nursery Schools

Summer School Census 2018 for Ealing Nursery Schools

The Summer School Census takes place on **17th May 2018**. It is a statutory collection by the DFE. All schools are required to make this return using the school census part of their SIMS.net and are asked to upload their return to COLLECT by **18th May 2018**. It is a much smaller return than in Spring, but coincides with the May Background Report and there is still a great deal of checking that needs to be done before the LA can approve your return and send it to the DFE. Please perform a trial run after you have upgraded to the suggested software version and prior to census day. Then on 18th May, it should just be a case of running the census and submitting it to the LA.

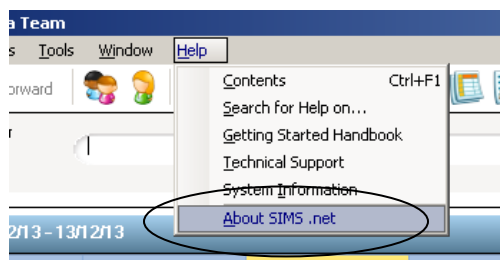
AS I DO NOT HAVE A NURSERY VERSION OF CENSUS ON MY TEST SYSTEM, YOU WILL FIND THAT THE SCREENSHOTS IN THESE NOTES DO NOT ALWAYS MATCH EXACTLY WHAT YOU WILL SEE ON YOUR SCREEN!

Access Rights and SIMS.net version

In order to **update pupil details** in SIMS you need to be logged into SIMS.net as a member of either the **Administration Assistant, Admissions Officer or School Administrator** groups as defined in System Manager (or all of them).

In order to **create a School Census** return you need to be logged into SIMS.Net as a user who is a member of the **Returns Manager** Group as defined in System Manager. To use the **Import Fileset functionality** you must be a member of one of the **Personnel Officer, Returns Manager or System Manager** Groups as defined in System Manager (or all of them).

The Summer School Census became available in SIMS.net with the Spring Main Release (7.184), so you will need to be upgraded to at least this version in order to attempt the Census at all.



To check the version of SIMS.Net you are using, follow the route click on **Help | About SIMS.Net**

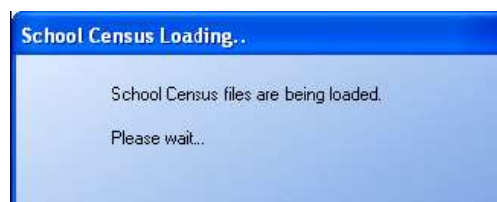


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

Creating the Return



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



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

the last minute glitches and tweaks that have come to light once real schools start to run Capita updates.



Fileset 900 shown in the screen shot above was included with the Spring Release. There will be updated Filesets to import before census date. Please watch out for information regarding the Fileset number.

The next thing to do is to check that the location of the Census Folder. To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create a new folder called Summer Census 2018.

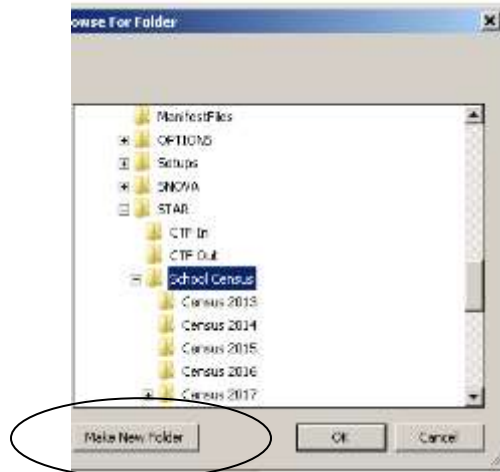
The folder should be available to all users who will be involved with the return, but it should also be in a place that is **secure**, as it will hold children's details. In Ealing we recommend that the folder where the census files are stored is created and held on the mapped drive hosting SIMS. This means that only school network users with SIMS access can access the folder.

To make a new folder for summer Census, click on the **Browse** button to the right of the Census Folder field so that the **Browse for Folder** dialog box appears

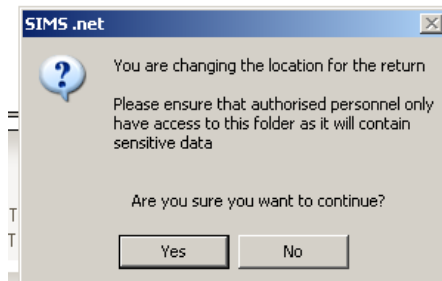




Click on the + next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder and then the **School Census** folder. With the **School Census** folder highlighted click on the **Make New Folder** button.



Rename this folder **Summer Census 2018** and click on the **OK** button. You will see the following message warning you about taking care with pupil data.



Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.



Data Security

The DfE have updated their advice regarding Data Security:

Schools have a legal duty under the data protection act to ensure that any personal data they process is handled and stored securely. Further information is available from the Information Commissioners Office at https://ico.org.uk/for-organisations/guide-to-data-protection/principle-7-security/#_blank

If personal data is not properly safeguarded it could damage your reputation and compromise the safety of individuals. Your responsibility as a data controller extends to those who have access to your data beyond your organisation if working on your behalf, for example if external IT suppliers can remotely access your information. The '10 steps to cyber security'

https://www.gov.uk/government/publications/cyber-risk-management-a-board-level-responsibility/10-steps-summary/#_blank and 'Responsible for information'

http://www.nationalarchives.gov.uk/sme/#_blank pages provide further guidance and advice.

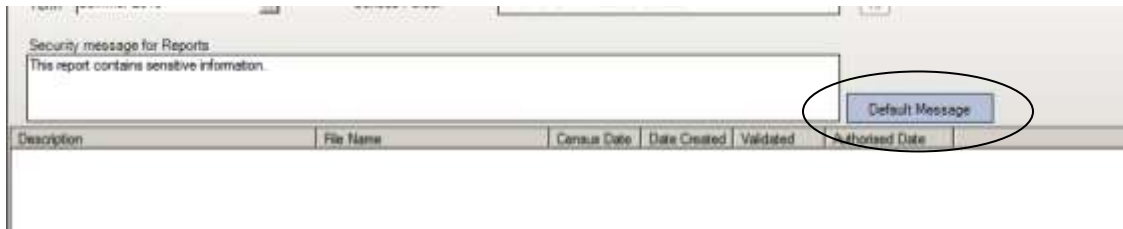
It is vital that all staff with access to personal data understand the importance of protecting it; that they are familiar with your security policy; and that they put security procedures into practice. So you should provide appropriate initial and refresher training. Further information on handling data securely can also be found in the DfE guidance on data protection for schools consider cloud software services.

https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act/#_blank


If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.

Changing the message could be a good idea if you are intending to print off any of the reports to hand to teachers to check. It might remind them not to leave the papers lying around where anyone can look at the confidential information about pupils.

The Default message is ***This detailed report contains sensitive information***, but you can change it to anything you like, remembering that whatever you put will be displayed at the top of each detail report you produce.



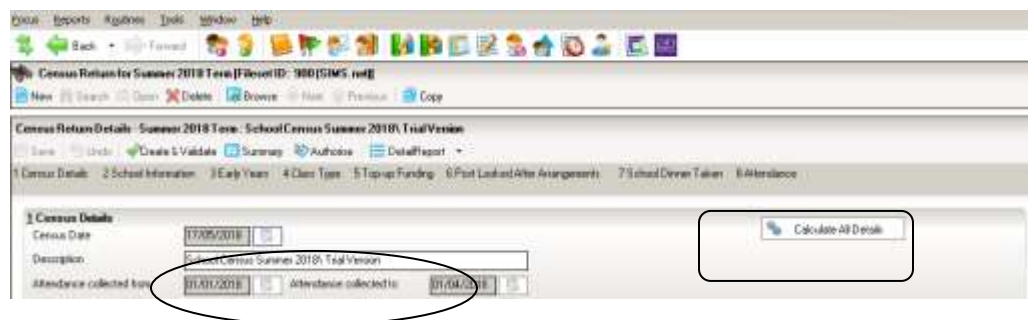
If you have amended the text, and want to return to the default text, click the **Default Message** button.

Click on  to create a new return. You can create as many returns as you like. It is possible to delete unwanted, unauthorised returns, but you will only Authorise and Submit one of them once all the data is correct and all the validation errors have been cleared.

Once you have clicked on **New**, the census panels become active. The census dates and the period for which this census is collecting Free Meal Eligibility are entered automatically.

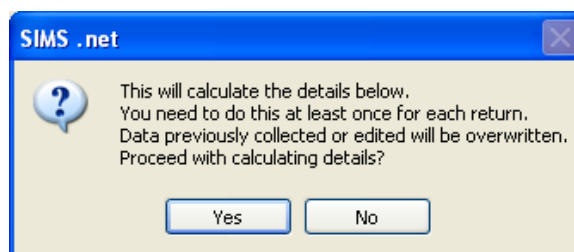


To do this type directly into the **Description** box.

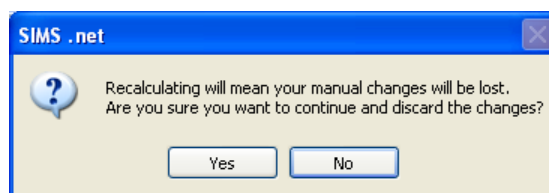


The next thing to do is click the **Calculate All Details** button located on the top RH corner of the Census Details Panel

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



The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class types, meals eaten), those edits will be overwritten if you choose to **Calculate All Details** again. SIMS always brings up a warning message reminding you about this when you click the calculate details button, and it is possible to choose **No** when asked whether you want to calculate details again.



*These days there are fewer circumstances in which you might want to recalculate the whole return as **Recalculate** buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite every panel on the School Census 'page' where details are calculated automatically*

On your first run through click on **Yes** to make sure that available information entered elsewhere on your system is brought through to the return.

Calculating details may take some time depending on the number of pupils in the school. Progress is reported in the status bar at the bottom left of the screen.



When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.

School Information

In the next panel, the basic **School Information** will be displayed. It is the same information that you would see if you followed the route **Focus | School | School Details**. You will probably find that most of the information is already there, but check it anyway to make sure all the data items the DFE require are completed.

2 School Information

School Name	WATER BABIES NURSERY SCHOOL		
LA	820	Establishment Number	1050
Telephone	852015		
School E-mail Address	school@we.com		
School Phase	NS	Nursery	
School Type	Maintained Nursery		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	1

School Detail

If you need to make changes, click on the **School Detail** button at the middle bottom of the School Details panel. (This button takes you directly to the same place as if you had followed the route **Focus | School | School Details**.)


School Detail

School Details - Water Babies Nursery School

Save Undo Help

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

1 Establishment

School Name	Water Babies Nursery School		
LA	823 Central Bedfordshire		
Establishment Number	1050		
Unique Reference Number			
School Phase	Nursery		
School Type	Maintained Nursery		
School Governance	Community		
Intake Type	Comprehensive		
Previous School Name		Date Name Changed	
Previous Estab Number		Date Number Changed	
Previous URN Number		Date Number Changed	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/> N2	Special Class or Unit	<input type="checkbox"/>
Head Teacher	Mrs Gillian Grovener	Main Contact	Mrs G Grovener
Curriculum Years	N2 6		

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

School Detail

School Details - Water Babies Nursery School

Save Undo Help

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

1 Establishment

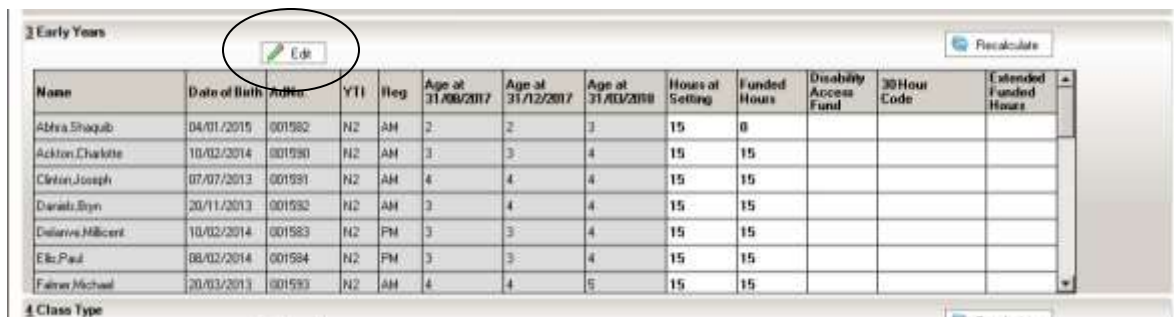
The DFE ask that the email address should be one to which the Headteacher has access, **but should not be a personal email address** (that is, one that contains someone's name). When you have made any changes click on **Save** in the top LH corner and then **OK** to return to the School Census page.

School address is no longer being collected in census as the DFE expect to get the details from **Get Information About Schools**. You need to verify you're your school details are still correct in **GIAS** every 60 days, or you will be 'locked-out' of the Secure Access modules. However, you should continue to maintain this address information within SIMS for the school's own use, and data extractions requested by other organisations.

*You can save your work at any time by clicking the **Save** button in the tops LH corner of the Census Return Details. You must **Save** your work before you can validate the School Census return.*

Updating Early Years Data

In Summer Census ther is 1 grid to be completed for Early Years. Data is collected about **pupils in nursery classes whose date of birth falls in the date range 01/09/2013 to 31/03/2016** and taught in year **E1, E2, N1 and N2** only



3 Early Years

Edit Recalculate

Name	Date of Birth	Adm No.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Adina Shaqib	04/01/2015	001582	N2	AM	2	2	3	15	0			
Ackton Charlotte	10/02/2014	001590	N2	AM	3	3	4	15	15			
Clinton Joseph	07/07/2013	001591	N2	AM	4	4	4	15	15			
Daniels Ryan	20/11/2013	001592	N2	AM	3	4	4	15	15			
Delaine Milcent	10/02/2014	001593	N2	PM	3	3	4	15	15			
Eliz Paul	08/02/2014	001584	N2	PM	3	3	4	15	15			
Fairer Michael	20/03/2013	001593	N2	AM	4	4	5	15	15			

4 Class Type

Recalculate

These children are all shown together on the **Hours for Early Years Children** panel. You cannot update the information on the census screen; you must click on the **Edit** button in order to be taken to the **Update Hours page**.



You will see the above message, and clicking on **OK** will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Hours for Early Years**.

Name	Date of Birth	AdNo	Y11	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abdulla, Shazib	04/01/2005	001582	N2	AM	2	2	3	15	0			
Ackson, Charlotte	10/02/2014	001590	N2	AM	3	3	4	15	15			
Adkins, Joseph	07/07/2013	001591	N2	AM	4	4	4	15	15			
Adams, Ryan	20/11/2013	001592	N2	AM	3	3	4	15	15			
Adams, Michael	10/02/2014	001593	N2	PM	3	3	4	15	15			
Ali, Paul	08/02/2014	001594	N2	PM	3	3	4	15	15			
Fahim, Michael	20/03/2013	001595	N2	AM	4	4	5	15	15			
Ali, Bradley	23/12/2011	001644	N1	N1 PM	1	2	2	15	15			
Gard, David	05/12/2013	001596	N2	PM	3	4	4	15	15			
Hadi, Fariq	17/01/2014	001597	N2	PM	3	3	4	15	15			
Hobbs, Lawrence	12/03/2015	001645	N1	N1 PM	2	2	2	15	15			

30 Hours Childcare

Because of the introduction of 30 Hours Free Childcare for Working Families with 3 & 4 year olds last September, new columns have been added to the **Update Early Years** part of census in SIMS to collect the information:

Hours at Setting should reflect the number of hours that a pupil spends at your nursery each week. This could be up to 15 hours (universal) **Funded Hours**, up to 15 **Extended Funded Hours**. There may also be hours that the parent pays for that should be added into the total number of **Hours at Setting**.

Use the **Funded Hours** column to show how many of the 15 free hours of nursery provision (the hours that all 3 & 4 year olds are entitled to – the universal hours) the pupil is spending at your nursery.

Use the **Extended Funded Hours** column where pupils have a **30 Hour Code** to show how many of their extra hours entitled pupils are spending at your nursery.

Because families can choose where they use their hours, how many hours, which are the (universal) free hours and which the extended hours are, you will need to take extra care to record them properly.

It is feasible that the time spent at a particular nursery or setting might run into hours and minutes. If this is the case we have to record them to two decimal places. Here is a conversion table:

Minutes to decimal minutes

Minutes	Decimal minutes
1	0.02
2	0.03
3	0.05
4	0.07
5	0.08
6	0.10
7	0.12
8	0.13
9	0.15
10	0.17
11	0.18
12	0.20
13	0.22
14	0.23
15	0.25
16	0.27
17	0.28
18	0.30
19	0.32
20	0.33
21	0.35
22	0.37
23	0.38
24	0.40
25	0.42
26	0.43
27	0.45
28	0.47
29	0.48

30	0.50
31	0.52
32	0.53
33	0.55
34	0.57
35	0.58
36	0.60
37	0.62
38	0.63
39	0.65
40	0.67
41	0.68
42	0.70
43	0.72
44	0.73
45	0.75
46	0.77
47	0.78
48	0.80
49	0.82
50	0.83
51	0.85
52	0.87
53	0.88
54	0.90
55	0.92
56	0.93
57	0.95
58	0.97
59	0.98

Full and Part time in Nursery

The DFE have specified that full-time and part-time should relate to the number of morning and afternoon sessions a pupil attends in a week, rather than the number of hours they attend.

Pupils who attend ten sessions a week (five mornings and five afternoons) are full-time.

Children who attend less than 10 sessions are part-time. (In this scenario, a child who attends 30 hours a week over 6 sessions/3 days is part-time)

Here are some scenario examples for those schools that are offering 30 hours to their 3 & 4 year old Nursery pupils

Update Early Years

Update Early Years

Save Undo

Census

Term: Autumn 2017 Update Hours

Pupils View

Age at 31/08/2017: 3 YTI: 18 Reg: 18 Status: 18

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/08/2017

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/03/2017	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbas, Shaqib	17/12/2013	001582	N2	AM	3	4	30	15		1234567890	15
Adkins, Charlotte	10/02/2014	001580	N2	AM	3	3	15	15			
Daniel, Bryn	20/11/2013	001582	N2	AM	3	4	20.5	15		1234567890	5.5
Dolanne, Millicent	10/02/2014	001583	N2	PM	3	3	15	15			
Ellis, Paul	08/02/2014	001584	N2	PM	3	3	15	0		1234567890	15
Gayle, Christi	05/12/2013	001584	N2	PM	3	4	30	15			
Hall, Kiran	17/01/2014	001585	N2	PM	3	3	50	15		1234567890	15
Kass, Amara	12/01/2014	001586	N2	PM	3	3	15	15		1234567890	0

Shaqib: 30 Hours at Setting consisting of:

15 universal **Funded Hours**, 15 **Extended Hours** (with 30 Hour Code)

Charlotte: 15 Hours at Setting consisting of

15 universal **Funded Hours**. Parents did not apply and so they have no 30 Hour Code.

Bryn: 20.5 Hours at Setting consisting of:

15 universal **Funded Hours**. The family has a 30 Hour Code, but are choosing to only take up 5.5 of their **Extended Funded Hours** at this school.

Millicent: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family are not eligible for the extended hours and so she is using her free entitlement, but needs no eligibility code and no entry in the **Extended Funded Hours** field.

Christi: 30 Hours at Setting consisting of:

15 universal **Funded Hours**. Her family is not entitled to the Extended Funding, so there is no **30 Hour Code** and no entry in the **Extended Funded Hours** box, but her parents are paying for 15 additional hours at the Nursery, which is counted in the total number of **Hours at Setting**.

Kiran: 50 Hours at Setting consisting of:

15 universal **Funded Hours**, 15 **Extended Funded Hours** with **30 Hour Code** and her parents are paying for another 20 hours which are counted in the total number of **Hours at Setting**.

Amara: 15 Hours at Setting consisting of:

15 universal **Funded Hours**. The family is eligible for the extended hours and have a code, but are not choosing to use them at this school. so there is an entry of zero in the **Extended Funded Hours** field.

Disability Access Fund

Children could be entitled to DAF payments if the child's disability or health conditions mean one or both of the following apply:

- they need more looking after than a child of the same age who doesn't have a disability
- they have difficulty getting about

They must have had these difficulties for at least 3 months and expect them to last for at least 6 months. If they're terminally ill (that is, not expected to live more than 6 months), they don't need to have had these difficulties for 3 months.

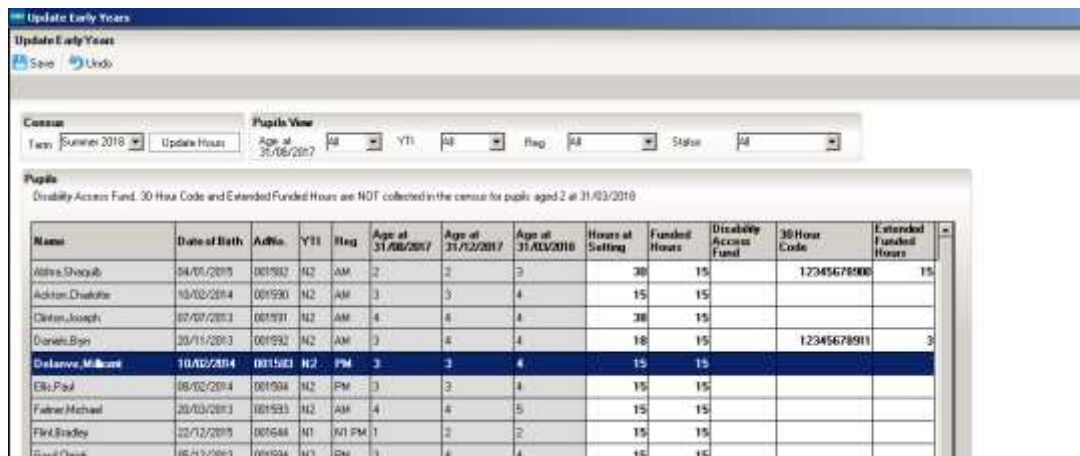
Children do not have to take up the full 570 hours of early education they are entitled to in order to receive DAF payments, they will be eligible where they take-up any period of free entitlement. Early years providers are responsible for identifying eligible children and are encouraged to speak to parents in order to find out who is eligible for the DAF. Parents of children qualifying for Disability Living Allowance are required to provide documented evidence of this entitlement.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Completing the Hours for Early Years Panel

Although the data is brought through from the Spring Census, you will still need to check it carefully, as children may have changed their hours, become eligible, or no longer be eligible for some of the hours they were in the Spring.

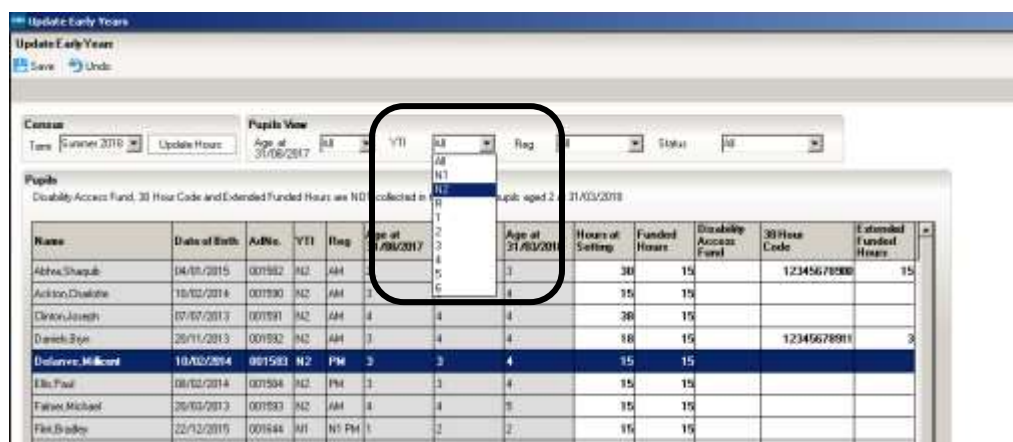
In the top LH corner the **Term** field displays **Summer**. To add or edit the number of **Hours at Setting, Funded Hours and Extended Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number. Hours should reflect what will happen in census week.



The screenshot shows the 'Update Early Years' application window. It includes a 'Pupils View' section with filters for Term (Summer 2018), Update Hours, Age at 31/08/2017, YTI, Reg, and Status. Below the filters is a table of pupils with columns for Name, Date of Birth, AdNo, YTI, Reg, Age at 31/08/2017, Age at 31/12/2017, Age at 31/03/2018, Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Code, and Extended Funded Hours. The table lists several pupils, with 'Dulanje, Milana' highlighted in blue.

Name	Date of Birth	AdNo	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Adnan, Shoaib	04/01/2015	001502	N2	AM	2	2	3	30	15		1234567890	15
Ackson, Chakote	10/02/2014	001590	N2	AM	3	3	4	15	15			
Clifton, Joseph	07/07/2013	001591	N2	AM	4	4	4	30	15			
Darwin, Ben	20/11/2013	001592	N2	AM	3	4	4	18	15		1234567891	3
Dulanje, Milana	10/02/2014	001503	N2	PM	3	3	4	15	15			
Ellis, Paul	05/02/2014	001594	N2	PM	3	3	4	15	15			
Falmer, Michael	20/03/2013	001593	N2	AM	4	4	5	15	15			
Flint, Bradley	22/12/2015	001544	N1	N1 PM	1	2	2	15	15			
Gault, Chris	05/12/2013	001594	N2	PM	3	4	4	15	15			

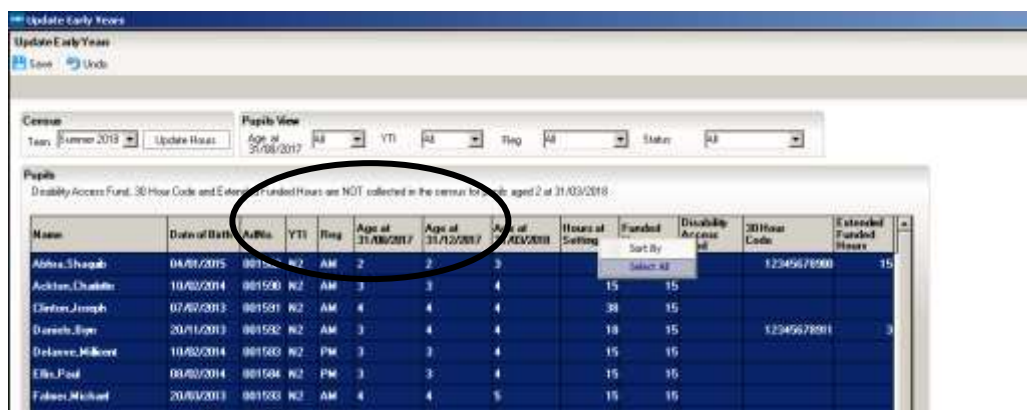
Rather than filling in the hours for each pupil individually, you could use the **Pupils View** drop down lists to select groups of pupils to work on.



You can use the **Age at 31/08/2017** drop-down to look at the pupils by age, or the more familiar **Year Taught In** drop down.

If most of the pupils are accessing the same number of hours, the easiest way to populate the information is to enter the hours applicable to most pupils, then edit the hours for the individual pupils who have a different number of funded hours.

If you right-click the **Hours at Setting** column heading and choose **Select All**, you will find that the whole table is highlighted.



You can then click in one of the highlighted cells in the **Hours at Setting** column and enter the number of hours that is correct for the majority of pupils, and straight away do the same in the **Funded Hours** column.

Update Early Years

Update Early Years

Save Undo

Census: Term Summer 2018 Update Hours

Pupils View Age at 31/08/2017 YTI All Reg All Status All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/03/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhra, Shaqib	04/01/2015	001582	N2	AM	2	2	3	15	15			
Ackton, Charlotte	10/02/2014	001590	N2	AM	3	3	4	15	15			
Clinton, Joseph	07/07/2013	001591	N2	AM	4	4	4	15	15			
Daniels, Bryn	20/11/2013	001592	N2	AM	3	4	4	15	15			
Delarive, Milcent	10/02/2014	001583	N2	PM	3	3	4	15	15			
Ellis, Paul	08/02/2014	001584	N2	PM	3	3	4	15	15			
Fabris, Michael	20/03/2013	001593	N2	AM	4	4	5	1	15			
Flint, Bradley	22/12/2015	001644	N1	N1 PM	1	2	2	15	15			
Gavil, Christ	05/12/2013	001594	N2	PM	3	4	4	15	15			
Han, Kian	17/01/2014	001595	N2	PM	3	3	4	15	15			
Holden, Beatrice	12/07/2015	001645	N1	N1 PM	2	2	2	15	15			
Hollins, Budget	23/02/2015	001646	N1	N1 AM	2	2	3	15	15			

If any of the pupils are doing a different number of Hours at Setting or Funded Hours, click in the individual cells to amend the entry.

Update Early Years

Update Early Years

Save Undo

Census: Term Summer 2018 Update Hours

Pupils View Age at 31/08/2017 YTI All Reg All Status All

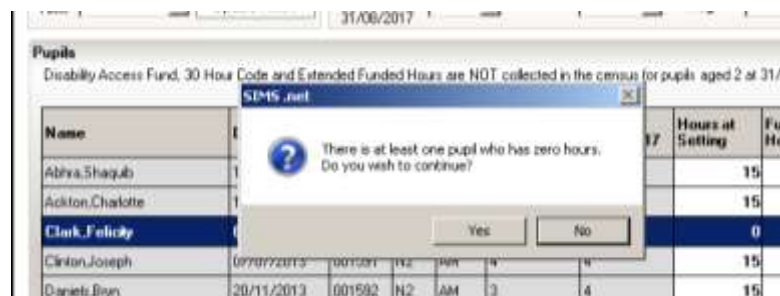
Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/03/2018

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Age at 31/03/2018	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhra, Shaqib	04/01/2015	001582	N2	AM	2	2	3	15	15			
Ackton, Charlotte	10/02/2014	001590	N2	AM	3	3	4	15	15			
Clinton, Joseph	07/07/2013	001591	N2	AM	4	4	4	15	15			
Daniels, Bryn	20/11/2013	001592	N2	AM	3	4	4	15	15	Yes		
Delarive, Milcent	10/02/2014	001583	N2	PM	3	3	4	15	15	No		
Ellis, Paul	08/02/2014	001584	N2	PM	3	3	4	15	15			
Fabris, Michael	20/03/2013	001593	N2	AM	4	4	5	1	15			
Flint, Bradley	22/12/2015	001644	N1	N1 PM	1	2	2	15	15			
Gavil, Christ	05/12/2013	001594	N2	PM	3	4	4	15	15			
Han, Kian	17/01/2014	001595	N2	PM	3	3	4	15	15			
Holden, Beatrice	12/07/2015	001645	N1	N1 PM	2	2	2	15	15			
Hollins, Budget	23/02/2015	001646	N1	N1 AM	2	2	3	15	15			

The **Disability Access Fund** column remains blank unless you click into it, at which point you can choose **Yes** for those children in receipt of DAF on census day. You do not have to choose **No** for every child that is not eligible.

When you have finished, click the **Save** button in the top LH corner of the screen.



If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save**. There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status** drop-down might help you with this.



Once you have saved, you can click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

If during the period when you are working on your census

- ❖ Hours at Setting or Funded Hours are edited via **Tools | Statutory Return Tools | Update Hours for Early Years**
- ❖ a new pupil is added in SIMS
- ❖ a pupil's date of birth is amended,



Use the **Recalculate** button at the top RH side of the **Hours for Early Years** section of the School Census page to ensure that the up-to-date data is displayed.

The details are saved when you **Save** your census.

Updating Pupils with Top-Up Funding


Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who either have a Statement or an EHCP.

Currently, the threshold for mainstream schools and academies is £6,000 per pupil per annum. Top-up funding is paid in respect of individual pupils whose additional support costs more than this, and is for the excess costs over the threshold.

For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools, and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess of this funding. Because the full cost of places in special schools and PRUs usually exceeds £10,000, these types of schools will normally receive top-up funding for most, if not all, of the pupils in the school.

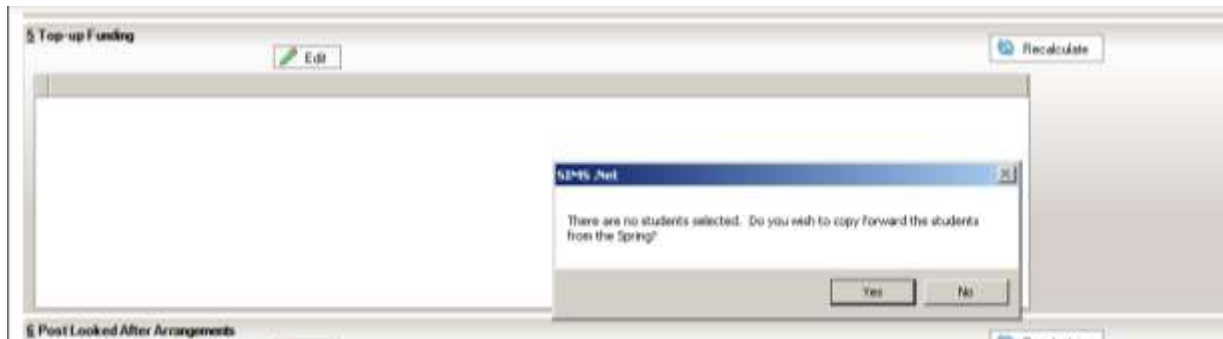
You can access information about your school's Top-Up funding on the EGFL by following this link: <https://www.egfl.org.uk/news/2018/01/sen-final-adjustment-allocation-2017-18>. Your LA contact for enquiries about Top-Up funding is Sarah Guest, sguest@ealing.gov.uk, 020 8825 5121.

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



Surname	Preferred Surname	Forename	Y11	Reg	SEN	Ever in
Jackson	Jackson	Chloe	4	45L	E	No
Stuck	Stuck	Peter	4	4ES	E	No
Yusuf	Yusuf	Adam	3	3CB	E	No

If the panel is initially blank you will see the following message:



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

Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.

A screenshot of a software window titled 'Update Students with Top-up Funding'. It has an 'Update' button. Below the title bar is a search filter section enclosed in a rounded rectangle. This section contains several fields: 'Term' with a dropdown menu set to 'Summer 2018'; 'Students On Roll on Census Day' with a text input field; 'Surname' with a text input field; 'Forename' with a text input field; 'VTI' with a dropdown menu set to 'All'; 'Reg' with a dropdown menu set to 'All'; 'Preferred Surname' with a text input field; 'SEN' with a dropdown menu set to 'None'; 'Ever in care at this school' with a dropdown menu set to 'None'; and a 'Search' button with a magnifying glass icon.

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

Surname: Forename: Y11: Reg:
 Preferred Surname: SEN: Even in care at the school:

Surname	Preferred Surname	Forename	Y11	Reg	SEN	Even in Care
Balala	Balala	Eva	2	20H	E	No

Top-up Funding:

Surname	Preferred Surname	Forename	Y11	Reg	SEN	Even in Care
Brown	Brown	Ingrid	9	ELM	E	No
Chapling	Chapling	Helen	6	WVC	E	No
Stack	Stack	Peter	5	SBG	E	No
Tyral	Tyral	Adam	4	4SL	E	No

OK Cancel

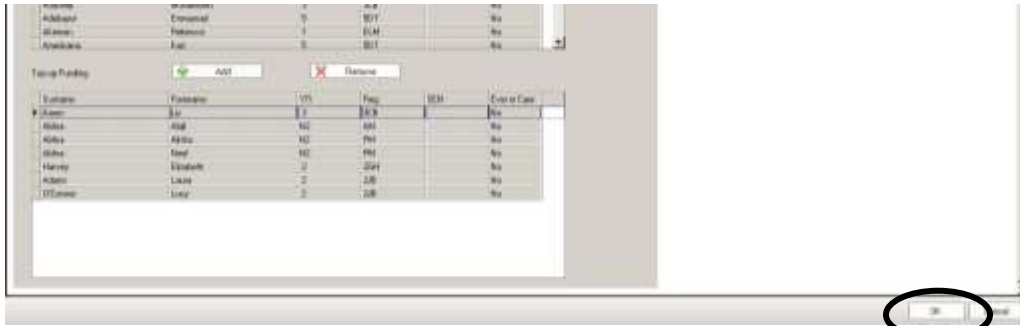
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.

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

Update Students with Top-up Funding

Surname	Preferred Surname	Forename	Y11	Reg	SEN	Even in Care
Aaron	Chris	3	3CB		No	
Aaron	Sophie	3	3TD		No	
Abdullah	Tamwar	9	ELM	A	No	
Abraham	Jane	4	4SL		No	
Adrian	Stan	N2	AM		No	
Adrian	Stephen	3	3TD		No	
Adrian	Jordan	5	SBG		No	
Adrian	Samantha	6	WVC		No	
Adene	Aden	4	4ES		No	
Adelheid	Mohammed	3	3CB		No	
Adellayn	Emmanuel	5	SDT		No	
Alonzo	Rafaela	1	ELM		No	
Ameliane	Kari	5	SDT		No	

Top-up Funding:



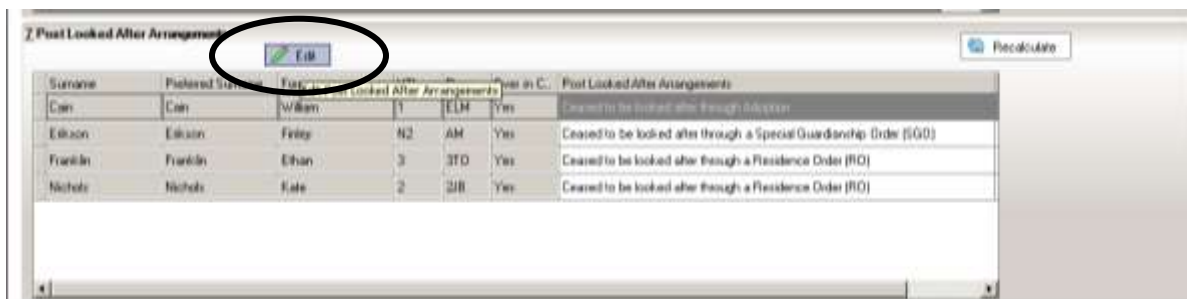
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Updating Post Looked After Arrangements

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

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

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



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

Update Students Post Looked After Arrangements

Update

Term: Summer 2018 Students On Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: All Search

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

Post Looked After Arrangements

Post Looked After Arrangements: Add Remove

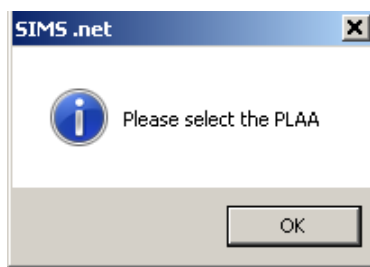
Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Can	Can	William	1	ELM	Yes	Ceased to be looked after through Adoption	
Edison	Edison	Felix	12	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	
Franklin	Franklin	Edwin	3	2TD	Yes	Ceased to be looked after through a Residence Order (RO)	Yes
Nichols	Nichols	Edwin	2	2IF	Yes	Ceased to be looked after through a Child Arrangements Order (CAO)	Yes
O'Connor	O'Connor	Maeve	15	10T	Yes	Ceased to be looked after through Adoption	

Post Looked After Arrangements: Ceased to be looked after through Adoption, Ceased to be looked after through a Special Guardianship Order (SGO), Ceased to be looked after through a Residence Order (RO), Ceased to be looked after through a Child Arrangements Order (CAO), Ceased to be looked after through a Child Arrangements Order (CAO)

OK Cancel

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

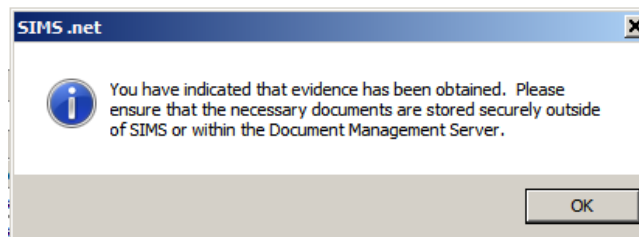
Select the correct **Post Looked After** status by clicking in the Post Looked After Arrangements field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



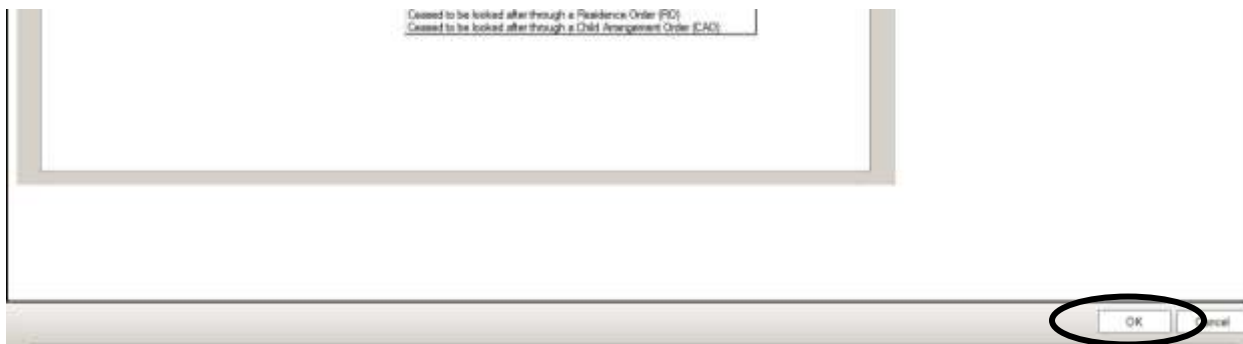
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
► Cain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Erikson	Erikson	Finley	N2	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Franklin	Franklin	Ethan	3	3TD	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Nichols	Nichols	Kate	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>

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



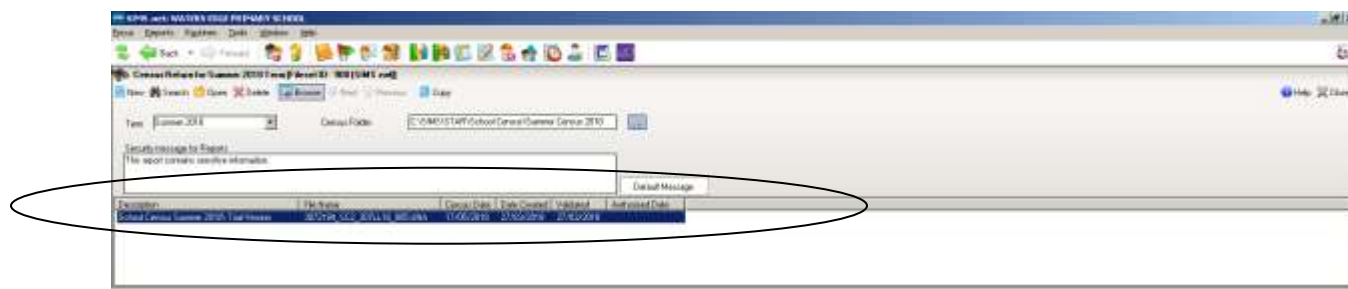
If you have ticked the **Evidence Obtained** check box for any of the pupils, you will see the above message reminding you of your obligations regarding this confidential information. Click **OK**.



When you have finished making changes, click the **OK** button located at the bottom RH of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel

Saving, Closing and Opening the Return

If you need to stop working on your return you can **Save** and close it. Go back to it by following the route **Tools | Statutory Returns | School Census** and choosing the name from the **Browse** window at the top of the School Census Return panel, and double clicking on the description of your return.

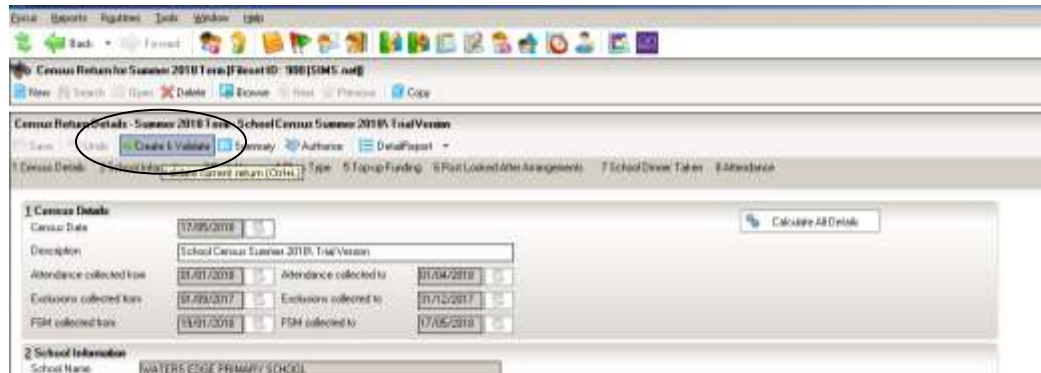


You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

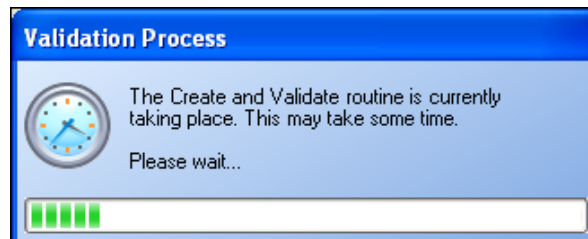


Validating the School Census Return

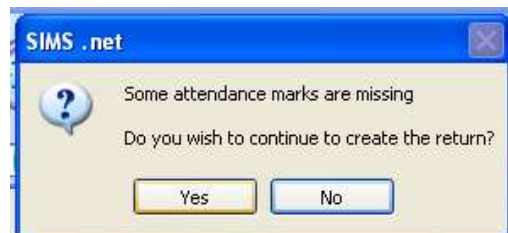
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



This may take some time, but you will be able to tell that the return is validating because of the Validation Process dialog and a message in the bottom LH corner of the screen telling you that **'The Validation Routine is currently taking place. This may take some time.'**

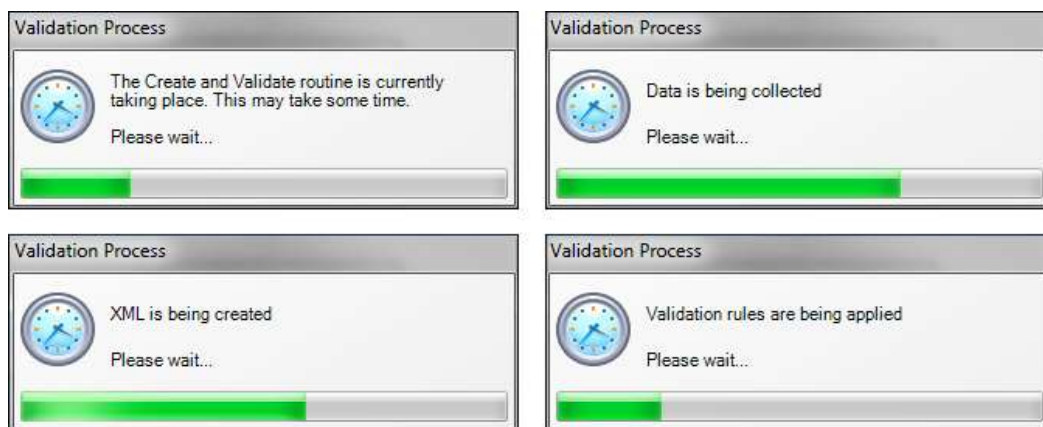


If you still have missing attendance marks you will see this message:



If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

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

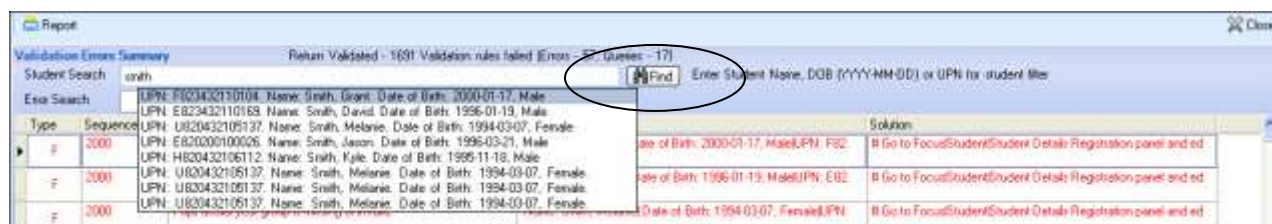


Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as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

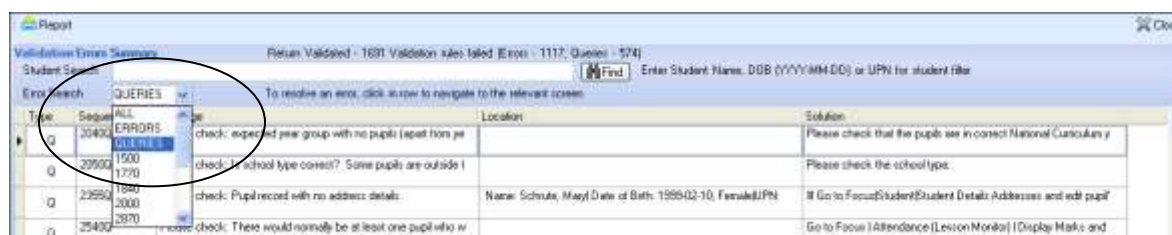
School Census Return Errors and Queries

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

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



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



When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

Type	Sequence	Message	Location	Solution
F	1900	UPN missing	Name: Cruise, Henry Date of Birth: 1994-11-11, MaleUPN	# Go to FocusStudentStudent Details and add or issue a UPN
F	1900	UPN missing	Name: Mays, John Date of Birth: 1994-10-03, MaleUPN	# Go to FocusStudentStudent Details and add or issue a UPN
F	3000	Pupil actual year group is missing or invalid	Name: Abrahams, Jacqui Date of Birth: 1999-10-12, FemaleU	# Go to FocusStudentStudent Details Registration panel and ed
F	3000	# Go to FocusStudentStudent Details Registration panel and edit Year Taught In, note that if you make this change after the census date you will need to use History button to apply the change on the census date		
F	3000	Pupil actual year group is missing or invalid	Name: Adams, James Date of Birth: 1993-12-13, MaleUPN:00	# Go to FocusStudentStudent Details Registration panel and ed

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

Type	Sequence	Message	Location	Solution
Q	2020Q	Please check: pupil is shown in year group 6	Name: Phillips, Bethany Date of Birth: 2002-11-18, Fem	# Go to FocusStudent
Q	2020Q	Please check: pupil is shown in year group 5	Name: Gill, Gemma Date of Birth: 2002-02-07, Female	# Go to FocusStudent
Q	2020Q	Please check: pupil is shown in year group 4	Name: Sunjai, Skiael Date of Birth: 2003-03-28, Fem	# Go to FocusStudent

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

Type	Sequence	Message	Location	Solution
Q	2020Q	Please check: pupil is shown in year group 6	Name: Phillips, Bethany Date of Birth: 2002-11-18, Fem	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 5	Name: Gill, Gemma Date of Birth: 2002-02-07, Female	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 4	Name: Sunjai, Skiael Date of Birth: 2003-03-28, Fem	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 2	Name: Henry, Stuart Date of Birth: 2005-04-05, MaleU	# Go to FocusStudentStudent Details registration and c
F	9999	Institute is missing	Name: Sahoria, Janelle Date of Birth: 2001-02-02, Fem	

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

Type	Sequence	Message	Location	Solution
Q	2020Q	Please check: pupil is shown in year group 6	Name: Phillips, Bethany Date of Birth: 2002-11-18, Fem	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 5	Name: Gill, Gemma Date of Birth: 2002-02-07, Female	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 4	Name: Sunjai, Skiael Date of Birth: 2003-03-28, Fem	# Go to FocusStudentStudent Details registration and c
Q	2020Q	Please check: pupil is shown in year group 2	Name: Henry, Stuart Date of Birth: 2005-04-05, MaleU	# Go to FocusStudentStudent Details registration and c
F	9999	Institute is missing	Name: Sahoria, Janelle Date of Birth: 2001-02-02, Fem	

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

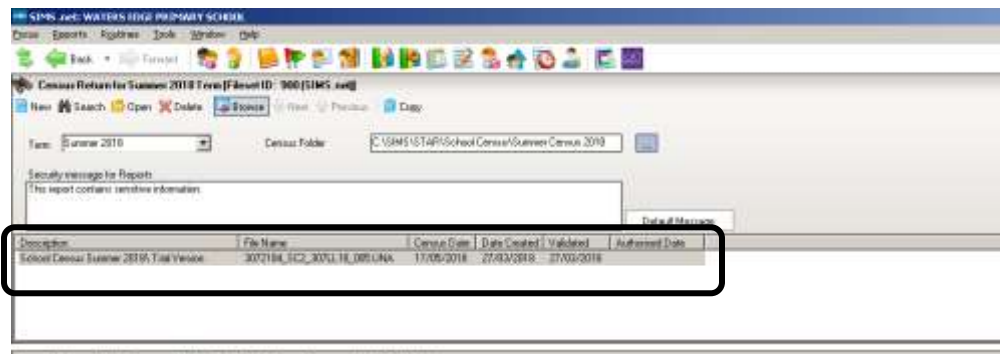
Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

The latest version of the Capita booklet **School Census 2017/18 Errors and Resolutions** is available at:

<https://www.egfl.org.uk/school-census>

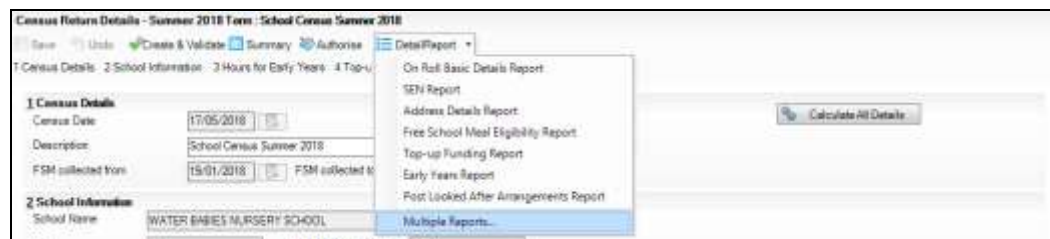
When you have fixed as many errors and queries as you can, you need to **Create & Validate** again to update the **Validation Errors Summary** panel.

Each time a return is Validated it is given a File Name. Although the file name remains the same, the Date Created and Validated might change and the version number WILL change every time a return is created. At this point the suffix for Version Run is .UNA for 'unauthorised'.



Producing Detail Reports

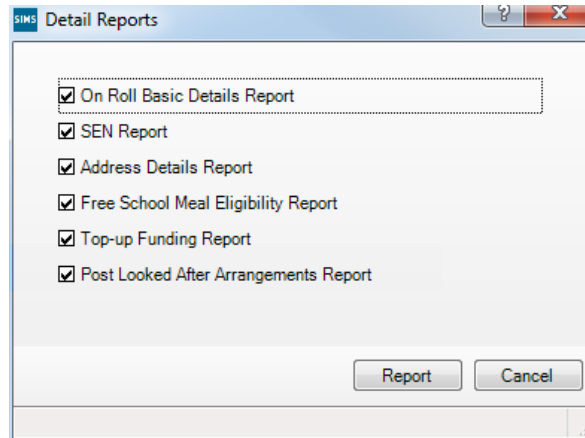
Detail Reports can be used to check exactly what information has gone through to the Census return. These are the reports are currently available:



You cannot select the Detail Reports until you have **Saved** and **Created and Validated** your School Census. To select a single detailed report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.

To select multiple detailed reports, select **Print All Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

By default, all detailed reports are selected. If any reports are not required, untick the box to deselect. Click the **Report** button to generate the selected reports.



IMPORTANT NOTE: Any printed reports containing a student's name or UPN should be used and held securely as per the considerations mentioned at the beginning of this booklet.

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

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.

The **Fileset Number**, **Filename**, the date the report was created and the **Version**, are also displayed at the top of the report. This could be useful and avoid confusion if you have printed off reports to check, and then subsequently produced another return and another set of reports.

Security - Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data is removed.

This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed.

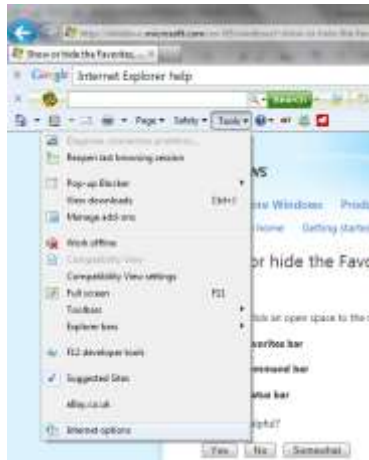
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



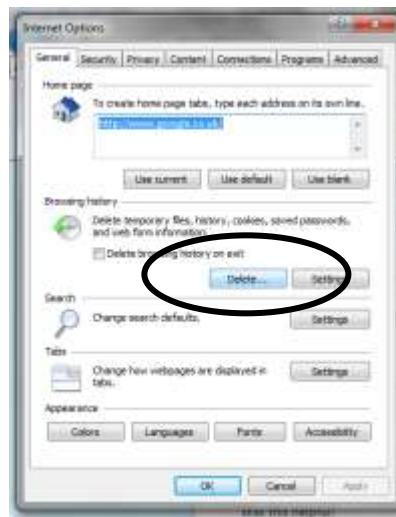
Click the **Close** button

If you find you are using a different browser or version of Internet Explorer and are unsure of how to delete the Temporary Web Browser Files, please consult your SIMS support provider.

Click the **Tools** button and select Internet Options from the drop-down list.



Click the **Delete** button in the middle of the screen:



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

Producing the Summary Report

The screenshots in this section are from the Primary School Census. Unfortunately I do not have a Nursery school test system

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

The DfE recommends that the Summary be compared to the one for the previous term or year to highlight any anomalous data between the respective Census collections. It is vital for a school to check the accuracy of data in this summary as it is this data that is submitted to DfE as an accurate reflection of the situation in the school on Census Day.

Click the **Summary** button to open the **Summary Report**.



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

School census collection: summer 2018

Version 2018.Beta - Updated: 2018-04-05

There are 1 errors and 436 queries.

Table 1: School characteristics [ALL schools]

Summary for: WATERS EDGE PRIMARY SCHOOL	
Local authority code:	307
Establishment number:	2184
Telephone number:	852015
Email address:	school@we.com
Phase:	PS
Type:	18
Governance:	CO
Intake type:	COMP
Lowest national curriculum year group:	N1
Highest national curriculum year group:	6

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

Age as at 31 August 2017	Date of birth	Number of pupils							
		Full-time				Part-time			
		Boys	Girls	Total	Boys	Girls	Total	All	Total
16 and over	01/09/1999 or earlier	0	0	0	0	0	0	0	0
16	01/09/1999 - 31/08/1999	0	0	0	0	0	0	0	0
17	01/09/1999 - 31/08/2000	0	0	0	0	0	0	0	0
16	01/09/2000 - 31/08/2001	0	0	0	0	0	0	0	0
15	01/09/2001 - 31/08/2002	0	0	0	0	0	0	0	0
16	01/09/2002 - 31/08/2003	0	0	0	0	0	0	0	0
15	01/09/2003 - 31/08/2004	0	0	0	0	0	0	0	0
14	01/09/2004 - 31/08/2005	0	0	0	0	0	0	0	0
15	01/09/2005 - 31/08/2006	0	0	0	0	0	0	0	0
14	01/09/2006 - 31/08/2007	29	29	57	0	0	0	0	57
13	01/09/2007 - 31/08/2008	30	30	60	0	0	0	0	60
12	01/09/2008 - 31/08/2009	29	29	57	0	0	0	0	57
11	01/09/2009 - 31/08/2010	30	30	60	0	0	0	0	60
10	01/09/2010 - 31/08/2011	29	29	57	0	0	0	0	57
9	01/09/2011 - 31/08/2012	30	29	59	0	0	0	0	59
8 (4 - 11 months)	01/09/2012 - 31/03/2013	10	4	14	0	0	0	0	14
8 (1 - 7 months)	01/01/2013 - 31/03/2013	9	15	24	0	0	0	0	24
8 (0 - 4 months)	01/04/2013 - 31/03/2014	10	11	21	0	0	0	0	21
7 (8 - 11 months)	01/09/2013 - 31/03/2014	3	4	7	0	0	0	0	7
7 (5 - 7 months)	01/01/2014 - 31/03/2014	3	4	7	0	0	0	0	7
7 (0 - 4 months)	01/04/2014 - 31/03/2014	0	3	3	0	0	0	0	3
6 or under	01/09/2014 or earlier	0	0	0	0	0	0	0	0
Total number of pupils		219	221	440	0	0	0	0	440
aged 16 and over	01/09/2001 or earlier	0	0	0	0	0	0	0	0
aged 11 to 16	01/09/2001 - 31/08/2009	0	0	0	0	0	0	0	0
aged 5 to 10	01/09/2009 - 31/08/2012	119	141	260	0	0	0	0	260
aged under 5	01/09/2012 and later	30	43	73	0	0	0	0	73

The Summary gives details of how many full time and part time girls and boys appear in each age range. **OTHER THAN IN THE BASIC PUPIL DETAIL REPORT THIS IS THE ONLY PLACE WHERE YOU CAN EASILY CHECK HOW MANY BOYS AND GIRLS ARE APPEARING AS FULL OR PART-TIME IN YOUR SCHOOL!** We have dated the return to give the children's ages as they were on 31st August 2017. Therefore, children in N1 appear as 2 years old. If you have anyone being taught outside their expected year group, don't forget that they appear according to their date of birth in this part on the Summary

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

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

NC year group	Number of pupils
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10
11	10
12	10
13	10
14	10
15	10
16	10
17	10
18	10
19	10
20	10
21	10
22	10
23	10
24	10
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618	10
619	10
62	

[illegible]

Right to all	Version of right
Freedom of expression	Freedom of expression
Right to enter the state without any restriction	Right to enter the state without any restriction
Freedom of movement	Freedom of movement
Freedom of assembly	Freedom of assembly
Freedom of association	Freedom of association
Freedom of religion	Freedom of religion
Freedom of thought	Freedom of thought
Freedom of conscience	Freedom of conscience
Freedom of opinion	Freedom of opinion
Freedom of information	Freedom of information
Freedom of access to information	Freedom of access to information
Freedom of participation in public life	Freedom of participation in public life
Freedom of participation in political life	Freedom of participation in political life
Freedom of participation in social life	Freedom of participation in social life
Freedom of participation in cultural life	Freedom of participation in cultural life
Freedom of participation in economic life	Freedom of participation in economic life
Freedom of participation in environmental life	Freedom of participation in environmental life
Freedom of participation in international life	Freedom of participation in international life
Freedom of participation in global life	Freedom of participation in global life
Freedom of participation in universal life	Freedom of participation in universal life
Freedom of participation in all life	Freedom of participation in all life

Age	Marital status (percentage)						
	Never married	Married first time	Married second time	Married third time	Married fourth time	Married fifth time	Married sixth time
Age 15-19	100	0	0	0	0	0	0
Age 20-24	85	15	0	0	0	0	0
Age 25-29	65	35	0	0	0	0	0
Age 30-34	45	55	0	0	0	0	0
Age 35-39	35	65	0	0	0	0	0
Age 40-44	25	75	0	0	0	0	0
Age 45-49	15	85	0	0	0	0	0
Age 50-54	10	90	0	0	0	0	0
Age 55-59	5	95	0	0	0	0	0
Age 60-64	2	98	0	0	0	0	0
Age 65-69	1	99	0	0	0	0	0
Age 70-74	0	100	0	0	0	0	0
Age 75-79	0	100	0	0	0	0	0
Age 80-84	0	100	0	0	0	0	0
Age 85-89	0	100	0	0	0	0	0
Age 90-94	0	100	0	0	0	0	0
Age 95-99	0	100	0	0	0	0	0

This table does not relate to the entire volume, as just one item only is referred to in the entire book.

This table does not apply to the spring season, as all premium data is only collected in the spring season.

There is a table summarizing the Funded Hours for Early Years pupils, but EYPP and Childcare are only collected in Spring Census, so once again, we just see the headings for these.

[illegible][illegible]

The data are available in the extra material in Supplementary Appendix 1 and Appendix 2.

The data were obtained from the 1995 census, in which women were asked to report on their sexual activity.

This paper does not claim to be a review of the literature. An extensive literature exists on each of the topics covered.

Summer School Census collects the number of pupils with SEN Provision, but not SEN Need this time.

There may be some headings that appear that do not apply to your type of school. This is because the template used to produce the summary includes all the headings for all types of school.

Table 22: Admission appeals [Not for: Nursery school, special and PRU]

This table does not apply to the summer census as admission appeals data is only collected in the spring census.

Table 23: Infant admission appeals [For: Primary and all-through only]

This table does not apply to the summer census as infant admissions appeals data is only collected in the spring census.

Table 24: Classes as taught at the school's selected time [For: Primary only]

This table does not apply to the summer census as classes taught information is only collected in the spring census.

Table 25: Classes as taught at the school's selected time [For: Middle-deemed primary and middle-deemed secondary only]

This table does not apply to the summer census as classes taught information is only collected in the spring census.

Table 26: Classes as taught at the school's selected time [For: Secondary only]

This table does not apply to the summer census as classes taught information is only collected in the spring census.

Table 27: Classes as taught at the school's selected time [For: All-through only]

This table does not apply to the summer census as classes taught information is only collected in the spring census.

Table 28: Pupil reconciliation [Not for: Nursery school, special and PRU]

This table does not apply to the summer census as pupil reconciliation data is only collected in the spring census.

You can use the various Detail Reports to check the data that the Summary Report refers to. If you find anything that needs correcting when you check the Summary Report, you will need to go to the relevant area of SIMS.net, amend the details and proceed from Validate once again.

Once you are happy with your return the next step is to produce a paper copy of the Summary report for the Headteacher to check. Either choose **File | Print** or click on the **Print** button.

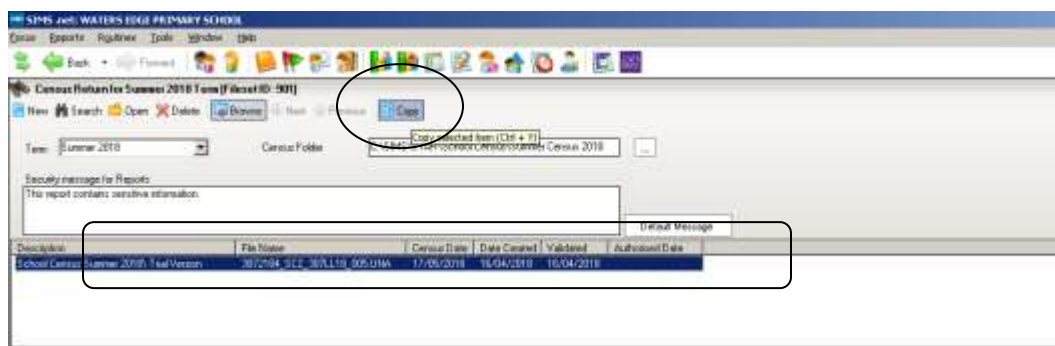
Copying the Return

An existing electronic census file can be copied whenever required. This enables earlier versions of a return to be saved at any time providing a backup of any manual changes. The **Copy** button can now also be used to make a copy of an Authorised return to work on, if for example you need to re-submit.

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



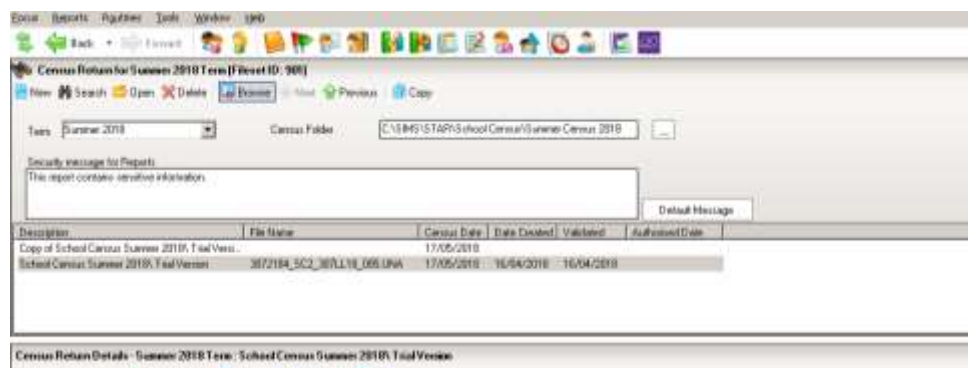
Click on the name of the school census return to highlight it:



Click on the **Copy** button and you will see the message shown below appear:

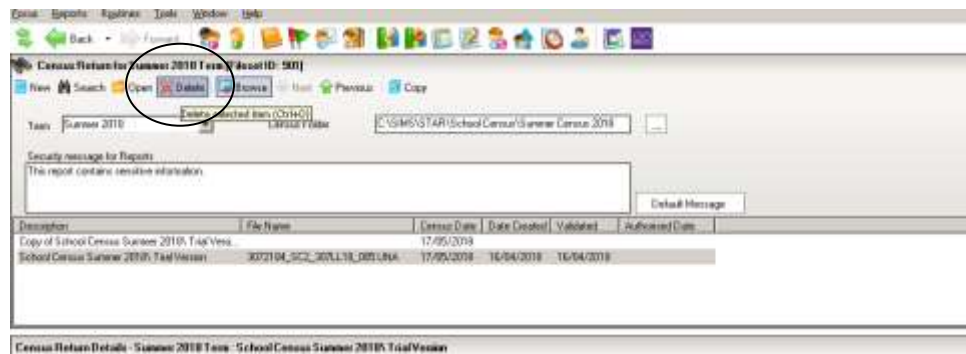


Click on **Yes**, and a copy of your final Census version now appears in the list in the **Browse** window.



Deleting a School Census Return

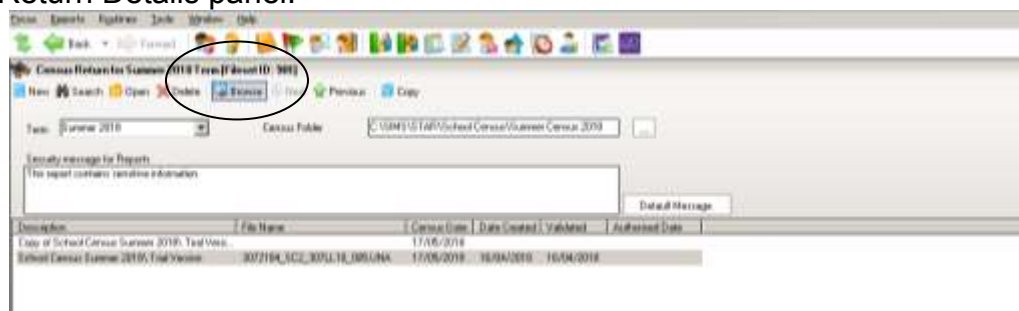
A return can be deleted **at any time prior to Authorisation**. Select **Routines | Statutory Returns | School Census** to open the **Census Return Browser**. Highlight the census return file that you want to delete and click the **Delete** button.



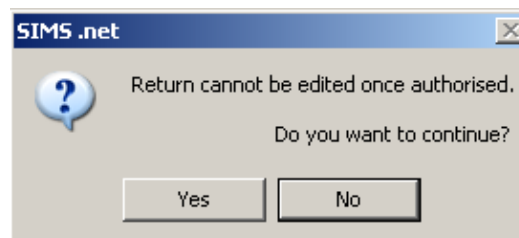
A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

Authorising the return

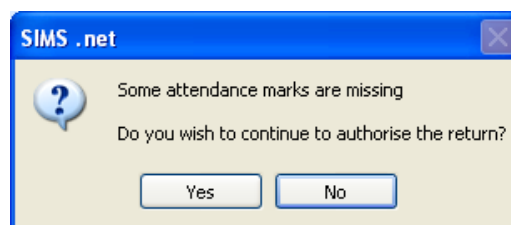
With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.



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

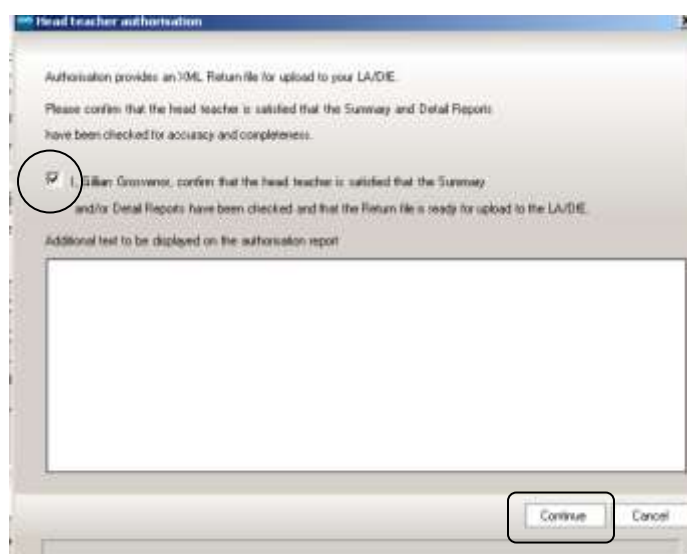


If missing marks exist, the following message is displayed.



Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

The next thing that is displayed is the Head teacher authorisation dialog. **The authorisation sheet is for the school's records. It shows that the administration staff have presented their work to the Head and it has been signed by him/her as correct, and it provides a record of any unusual circumstances or validation failures that might assist an auditor. The LA and the DFE assume, by virtue of the fact the return has been Authorised, that the Head has agreed that the census data is correct.**



Once the tick box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter, if required, some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for any validation failures.

School census collection: summer 2018

Version 2018.Beta - Updated: 2018-04-05

There are 1 errors and 436 queries.

Table 1: School characteristics [ALL schools]

Summary for: WATERS EDGE PRIMARY SCHOOL
 Local authority code: 307
 Establishment number: 2164
 Telephone number: 052015
 Email address: school@we.csm
 Phase: PS
 Type: 18
 Governance: CO
 Intake type: CCKSP
 Lowest national curriculum year group: N1
 Highest national curriculum year group: 5

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

Age as at 31 August 2017	Sex of child	Number of pupils
	Boys	Girls
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	1
11	1	1
12	1	1
13	1	1
14	1	1
15	1	1
16	1	1
17	1	1
18	1	1
19	1	1
20	1	1
21	1	1
22	1	1
23	1	1
24	1	1
25	1	1
26	1	1
27	1	1
28	1	1
29	1	1
30	1	1
31	1	1
32	1	1
33	1	1
34	1	1
35	1	1
36	1	1
37	1	1
38	1	1
39	1	1
40	1	1
41	1	1
42	1	1
43	1	1
44	1	1
45	1	1
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90	1	1
91	1	1
92	1	1
93	1	1
94	1	1
95	1	1
96	1	1
97	1	1
98	1	1
99	1	1
100	1	1

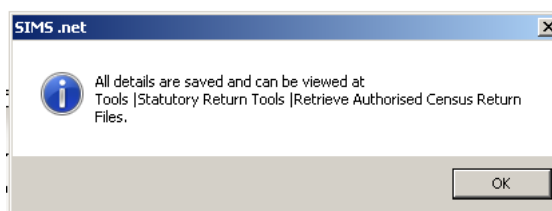
School Census Summer 2018 Authorisation Report

School Name: WATERS EDGE PRIMARY SCHOOL
 Estab No: 2164
 LEA: 307

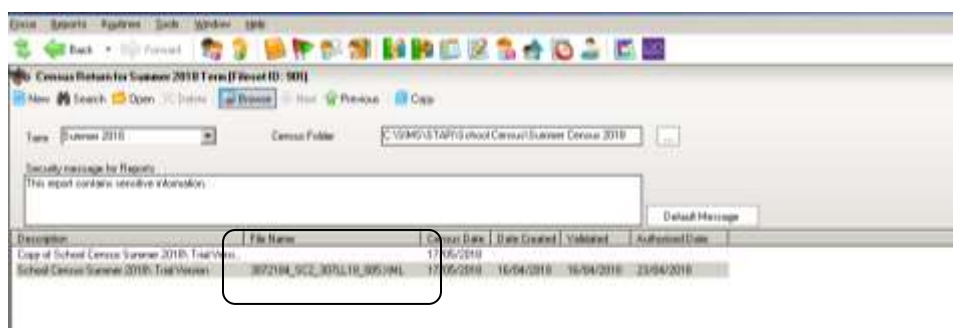
Authorised Summer School Census (940-307184-SC2-307118-305-306)
 Report Created 23/04/2018 11:45

I, Gillian Greyson, confirm that the headteacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

The **Headteacher's Authorisation**, the **Summary** and **Validation Errors** reports automatically open up in your browser. If you have not already printed off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.



This message confirms that your Summer Census 2018 details can be retrieved at a later date if required. Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:

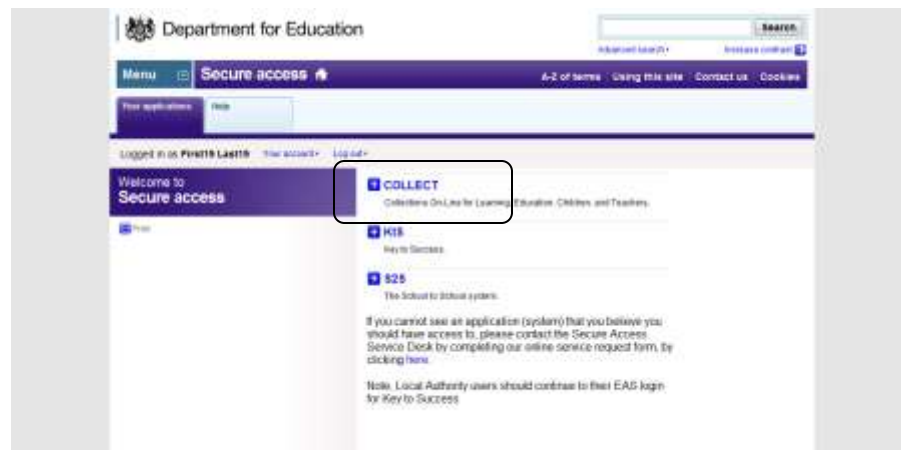


Submitting the Return to the Local Authority

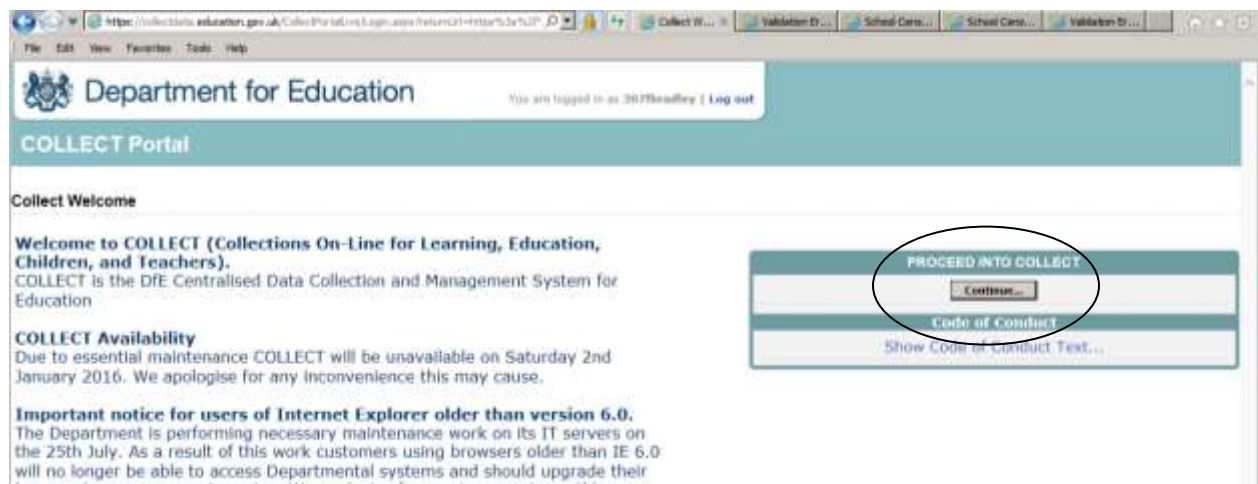
The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT. It is likely that nearer census date, the DFE will allocate our authority a 'slot' to begin loading onto COLLECT.

COLLECT must be accessed via the Secure Access portal at:
<https://sa.education.gov.uk>

When you log into the site you will see 3 links that will take you onwards to COLLECT, S2S and KTS.



Choose the COLLECT option. And Continue...



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



Department for Education

COLLECT Portal

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Next Date	Open Date
Alternative Provision Census 2018	Agent	School	Open	02/03/2018 00:00:00	-52
Early Years Census 2018	Agent	School	Open	06/03/2018 00:00:00	-43
EVSEP 2017	Agent	School	Open	25/08/2017 00:00:00	-245
Key Stage 1 2017	Agent	School	Open	26/07/2017 00:00:00	-269
Phonics 2017	Agent	School	Open	26/07/2017 00:00:00	-269
School Census 2018_Spring	Agent	School	Open	18/04/2018 00:00:00	-63
School Census 2018_Summer	Agent	School	Familiarisation	17/05/2018 00:00:00	24
Schools RPT outcome - Impact of the formula	Agent	School	Open	21/07/2018 00:00:00	99
SchoolWorkforceCensus2017	Agent	School	Open	01/12/2017 00:00:00	-142
SchoolWorkforceCensus2017	Source	School	Open	01/12/2017 00:00:00	-142

Select Data Collection

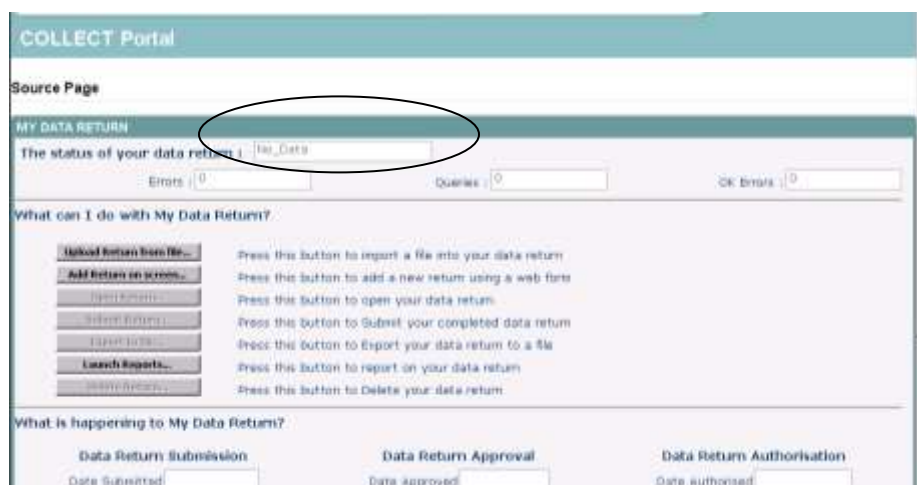
News

Today, mine looks like this. Nearer the time, the DFE will put up the Summer Census **Familiarisation** Blade, but they won't make the Live Blade active until Thursday May 17th 2018.

To upload your Summer Census, highlight '**School Census 2018_Summer**' by clicking on it, and then click the blue **Select Data Collection** button.



The **Source Page** that opens up provides information on the current status of your return and presents a number of options dependent on the return that has been selected.



COLLECT Portal

Source Page

MY DATA RETURN

The status of your data return is: **No_Data**

Errors: 0 Queries: 0 OK Errors: 0

What can I do with My Data Return?

Upload Return from file...	Press this button to import a file into your data return
Add Return on screen...	Press this button to add a new return using a web form
Open Return...	Press this button to open your data return
Submit Return...	Press this button to Submit your completed data return
Export Data...	Press this button to Export your data return to a file
Launch Reports...	Press this button to report on your data return
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

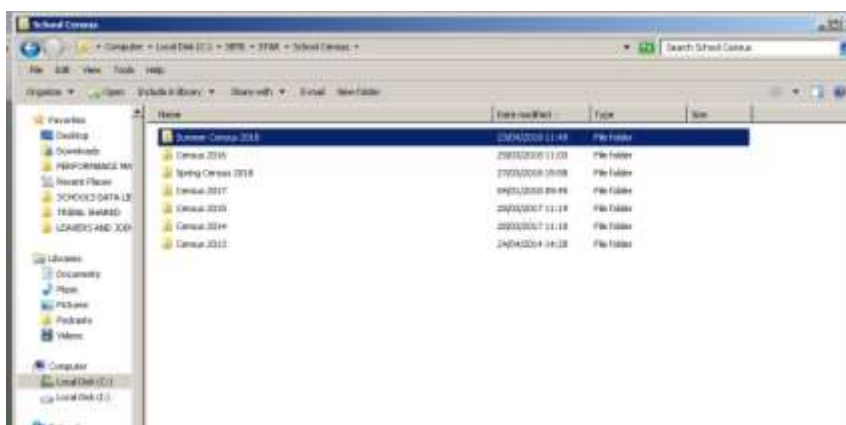
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted: <input type="text"/>	Date Approved: <input type="text"/>	Date authorised: <input type="text"/>

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

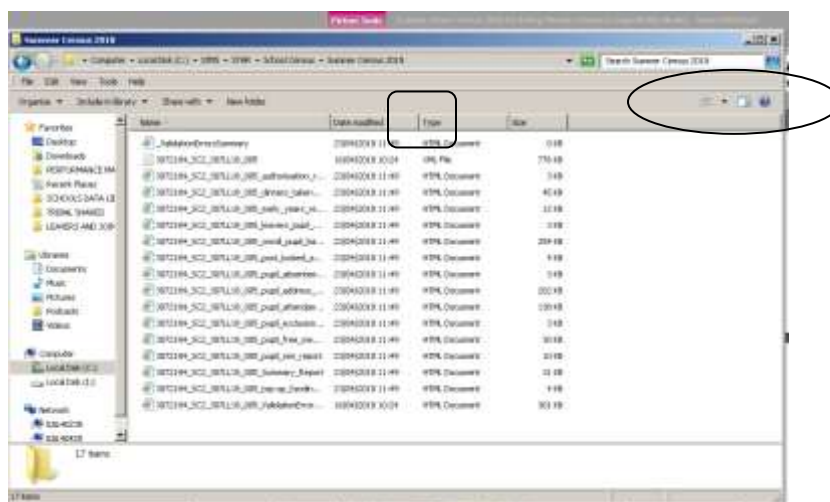
When the next screen appears click on the **Browse** button and navigate to **s:\sims\star\School Census** (if s: is the drive where your SIMS is stored).



You will now need to choose the version of the return file that you wish to send to the LA. If you have had more than one practice run you will probably find that there are several files in this location.

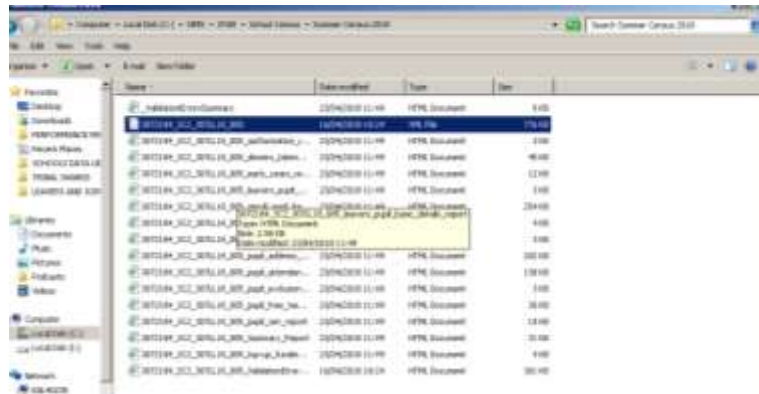


Because I've tidied my School Census folder as described earlier in this booklet, my Summer 2018 Census files are contained in one folder when I open this folder I am looking for the authorised XML file to upload. If you are having difficulty locating it, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.



You may also have to widen the columns so that you can see the full file names. You do this by holding the cursor arrow over the column divider between and when the symbol changes, clicking and dragging the line.

Your Summer School Census will have the name **307SSSS_SC2_307LL18_0NN.XML** (where SSSS is the DFE number of your school, SC2 indicates that it is the second census of 2018, and NN is the version number of the return) and in the column headed **Type** it will be an **XML File**. When you have found your file, click on it to highlight it and click on **Open**.



The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the queue is processed in turn and depending on the amount of traffic on the site, the validation may begin immediately, after a short delay or may take until the next day to be completed. Whilst the return is queued for validation you may exit COLLECT and log back in later or you can remain logged in.

When your file has been uploaded you will be returned to the 'My COLLECT' screen where you can see a summary count of errors and queries that have been generated from all of the defined validation checks. **Do not panic if you see errors and queries that you are not expecting!** Initially, your return is only going as far as the LA for checking.

Source Page

MY DATA RETURN

The status of your data return is: **Loaded**

Errors : 14 Queries : 70 OK Errors : 0

What can I do with My Data Return?

Upload Return from File...	Press this button to import a file into your data return
Add Return using a web form	Press this button to add a new return using a web form
Open Return...	Press this button to open your data return
Submit Return...	Press this button to Submit your completed data return
Export to File...	Press this button to Export your data return to a file
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission Date Submitted: <input type="text"/> View submitted data return... Export submitted data return...	Data Return Approval Date Approved: <input type="text"/> View approved data return... Export approved data return...	Data Return Authorisation Date Authorised: <input type="text"/> View authorised data return... Export authorised data return...
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Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

Open Return allows you to access the data contained within the uploaded return. If there are items that have come up as errors or queries that are correct for your school, you can make notes against these before submitting the return to the LA.

Source Page

MY DATA RETURN

The status of your data return is: **Loaded**

Errors : 14 Queries : 70 OK Errors : 0

What can I do with My Data Return?

Upload Return from File...	Press this button to import a file into your data return
Add Return using a web form	Press this button to add a new return using a web form
Open Return...	Press this button to open your data return
Submit Return...	Press this button to Submit your completed data return
Export to File...	Press this button to Export your data return to a file
Delete Return...	Press this button to Delete your data return

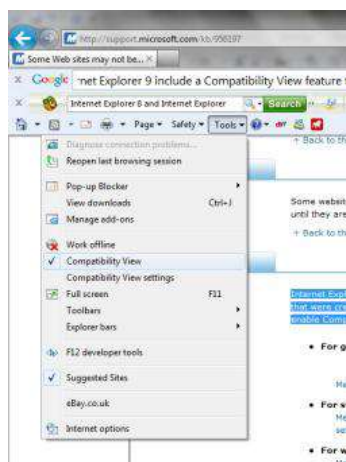
What is happening to My Data Return?

Data Return Submission Date Submitted: <input type="text"/> View submitted data return... Export submitted data return...	Data Return Approval Date Approved: <input type="text"/> View approved data return... Export approved data return...	Data Return Authorisation Date Authorised: <input type="text"/> View authorised data return... Export authorised data return...
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Click on the **Open Return** button to view your return.

Issues when trying to add notes in COLLECT - Internet Explorer Compatibility View:

Some websites may not behave as expected in Internet Explorer 8 and Internet Explorer 9. In the past, some schools have found that when they try to add notes to their census return, the display just 'hangs' and does not progress to the page where the notes can be added. This is because COLLECT was built to be compatible with an earlier version of IE. To resolve this, Internet Explorer 8 and Internet Explorer 9 include a **Compatibility View** feature that displays websites that were created for older browsers. This is how to select **Compatibility View** in IE9: Select the **Menu | Tools | Compatibility View** from your Internet Explorer menu bar.



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

All Errors

The reason for most 'errors' being generated will, hopefully, be obvious.

I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.

Count 21		Details	
Series	Notes	Field	Value
series:OK	Details	DOB	Jul 17 1994 12:00AM
series:OK	Details	Governance	CO - Community
series:OK	Details	Intake	COMP - Comprehensive
series:OK	Details	NCYearActual	7 - Year 7
series:OK	Details	Phase	SS - Secondary (including CTCs and Academies)
series:OK	Details	ReferenceDate	Jan 17 2008 12:00AM

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

Pupils On Roll - Identifiers - Villiers High School									
Unique Pupil Number(UPN)	Pupil Surname	Pupil Forename	Pupil Date of Birth	Pupil Enrolment Status	Pupil Errors	Address Errors	Termly Exclusion Errors	SEN Errors	Session Details Errors

Since the DFE changed the way that they want notes added to census returns, we are only able to add 'return level' notes on the front page of your census, rather than adding them against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad entries will not be 'lost' in the event of a resubmission.

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

Click on **Return** in the top RH corner to get back to the front page of your return.

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

Department for Education

Back to MyCOLLECT page

You are logged in as 307Bradley | Log out

COLLECT Portal

Note Page

Notes - School census 2015, Spring

Notes	School census	2015, Spring	Date	Date and Time
Add New Note				

Note Detail

Then **Add New Note**.

Department for Education

Back to Return page | Help

You are logged in as 307Bradley | Log out

COLLECT Portal

Note Page

Create New Note

2305G Y Please check: Percentage of pupils in school with SEN provision of statement, ECHP seems high- Confirmed as correct

Create Cancel

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

Department for Education

Back to MyCOLLECT page

You are logged in as 307Bradley | Log out

COLLECT Portal

Blade Error Report - SchoolCensus 2015_Spring

Dormers Wells High School

Error report on 18/05/2015 at 09:29

Error No.	Error Level	Error Message	Priority	OK'd
2302Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK	Details
2302Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK	Details
2302Q		Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous term for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT	Queries OK	Details

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



When making a note, the DFE ask that the language you use should be quite formal as all notes created could be seen by anyone who has access to your data – school users, LA and DFE. You should also be aware that a note added against an error or a query will be lost if you resubmit or reload your return to COLLECT.

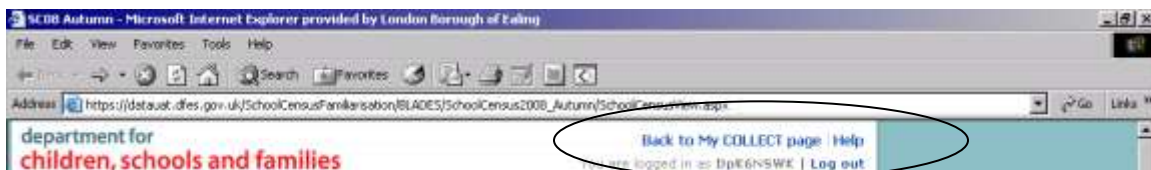
COLLECT does some validation of its own, checking the data that you have submitted in which ever Census is current, with what you submitted for the last Census. You may therefore see errors that talk about percentages, similar to those shown below:

Rule No.	Return Level	Error Message	Priority	OK'd				
TonT4B	Y	There are significantly more solely registered pupils eligible for a FSM than last term. (Last term = 14.35%, current term = 38.32%)	Queries	OK				

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

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

Click on the **Back to my COLLECT** page at the top of the screen and this will take you back to the Source Page:



Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.

Source Page

MY DATA RETURN

The status of your data return is :

Errors : Queries : OK Errors :

What can I do with My Data Return?

Upload Return from file...	Press this button to import a file into your data return
Add Return on screen...	Press this button to add a new return using a web form
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Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
Delete Return...	Press this button to Delete your data return

What is happening to My Data Return?

<p>Data Return Submission</p> <p>Date Submitted: <input type="text"/></p> <p>View submitted data return...</p> <p>Export submitted data return...</p>	<p>Data Return Approval</p> <p>Date Approved: <input type="text"/></p> <p>View approved data return...</p> <p>Export approved data return...</p>	<p>Data Return Authorisation</p> <p>Date Authorised: <input type="text"/></p> <p>View authorised data return...</p> <p>Export authorised data return...</p>
--	---	--

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

MY DATA RETURN

The status of your data return is :

Errors : Queries : OK Errors :

What can I do with My Data Return?

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

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