

Summer School Census 2018

for

Ealing PRUs

Summer School Census 2018 for Ealing PRUs

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.

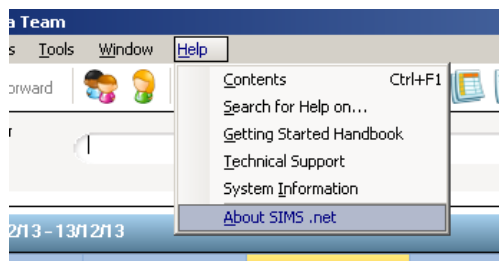
NB AS I DO NOT HAVE A PRU VERSION OF CENSUS ON MY TEST SYSTEM, YOU WILL FIND THAT THE SCREENSHOTS IN THESE NOTES DO NOT ALWAYS MATCH EXACTLY WHAT YOU WILL SEE ON YOUR SCREEN!

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 either 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 (7.180), 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**

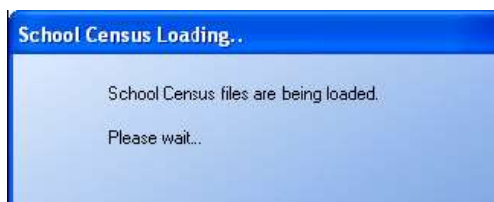


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

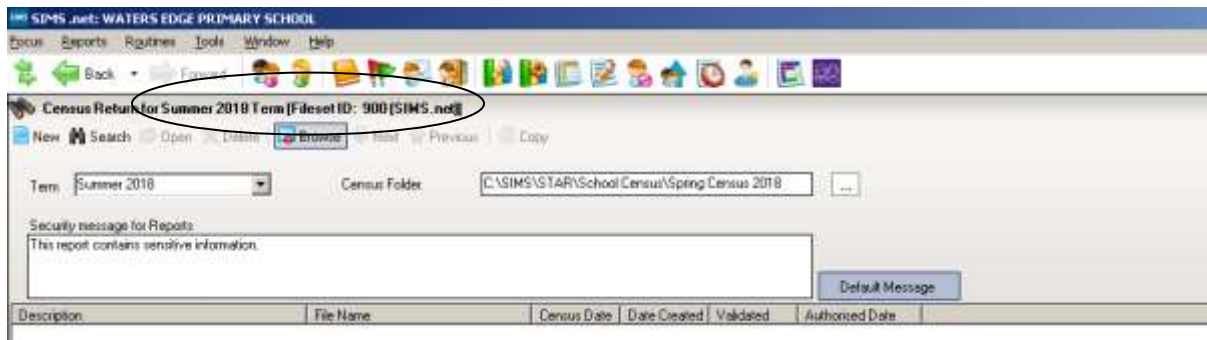
Creating the Return



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.

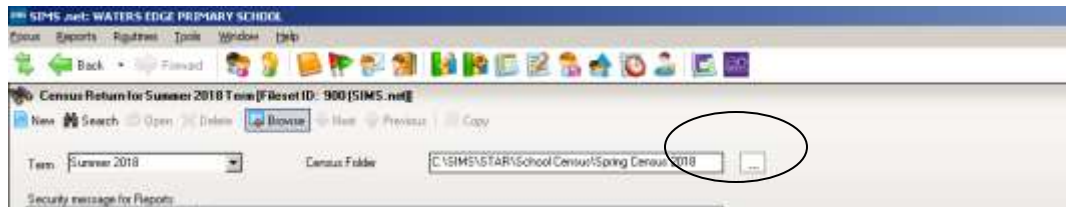


Fileset 900 shown in the screen shot above was included with the Spring Release. There will be updated Filesets to import before census date. Please watch out for information regarding the Fileset number.

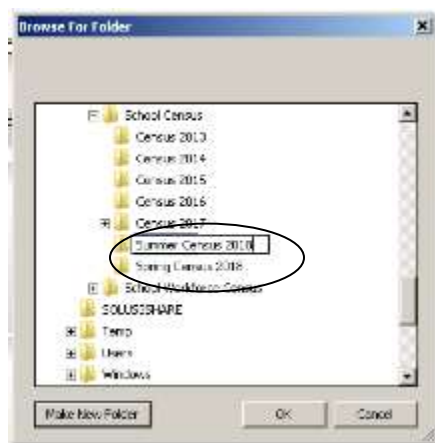
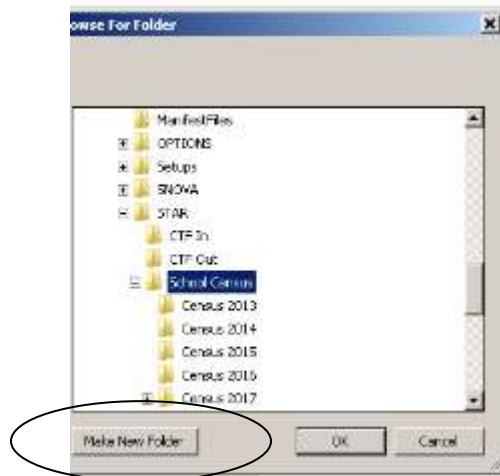
The next thing to do is to check that the location of the Census Folder. To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create a new folder called Summer Census 2018.

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.

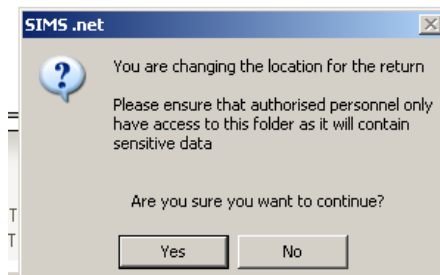
To make a new folder for summer Census, click on the **Browse** button to the right of the Census Folder field so that the **Browse for Folder** dialog box appears



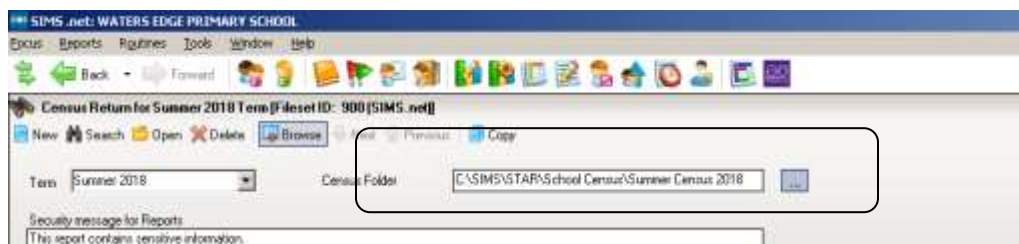
Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder and then the **School Census** folder. With the **School Census** folder highlighted click on 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  **New** 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 are entered automatically, and you will notice that the period for which this census is collecting Attendance, Exclusions and FSMs Eligibility data is shown.

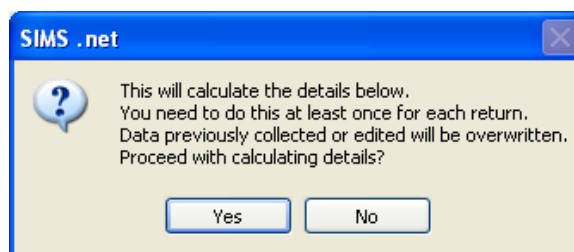
Learner Support Code refers to the financial award given to pupils beyond compulsory school leaving age (18-19 year olds) and therefore is not relevant to our Ealing PRUs. (It is possible that you will not even see this field in your version of School Census, if you do not have any pupils of appropriate age).

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

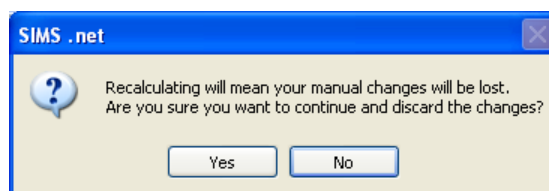


The next thing to do is click the **Calculate All Details** button located on the top RH corner of the Census Details Panel

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



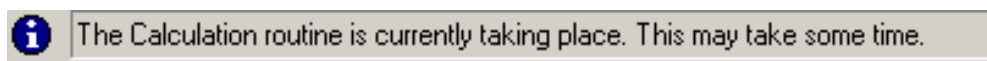
The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class types, meals eaten), those edits 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	Green Abbey School		
LA	B23	Establishment Number	1145
Telephone	01234		
School E-mail Address	office@gsa.org.uk		
School Phase	PR Pupil Referral Unit (PRU)		
School Type	LA Maintained PRUs		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	7	Highest NC Year	13

[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 - Green Abbey School

Save Undo Help

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

1 Establishment

School Name	Green Abbey School		
LA	B23 Central Bedfordshire	Establishment Number	1145
Unique Reference Number			
UK Provider Reference Number			
School Phase	Pupil Referral Unit (PRU)		
School Type	LA Maintained PRUs		
School Governance	Community		
Intake Type	Comprehensive		
Previous School Name			
Previous Estab Number			
Previous URN Number			
Boarding Pupils	<input type="checkbox"/> Nursery Class <input type="checkbox"/>		
Head Teacher	Mr Adrian Backer		



Pupil Referral Unit

Date Name Changed	
Date Number Changed	
Date Number Changed	
Special Class or Unit	<input type="checkbox"/>

OK Cancel

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 - WATERS EDGE PRIMARY 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.*

The **Hours for Early Years** is displayed if you have pupils of the relevant age in your PRU (2, 3 and 4 years old). If the **Hours for Early Years** panel is not displayed, proceed to the next section.

Updating Pupils with Top-Up Funding

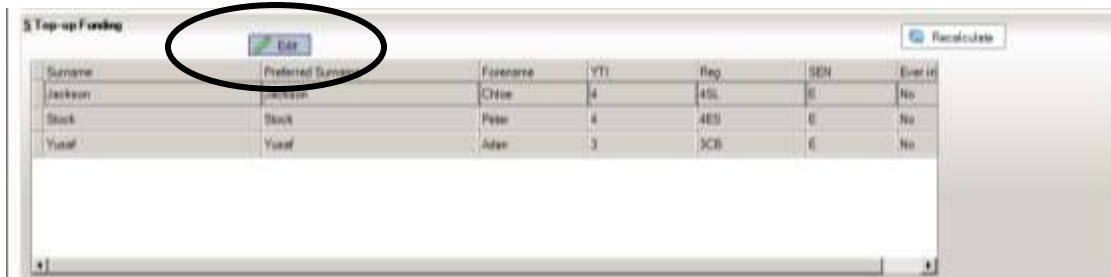
Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who either have a Statement or an EHCP.

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.

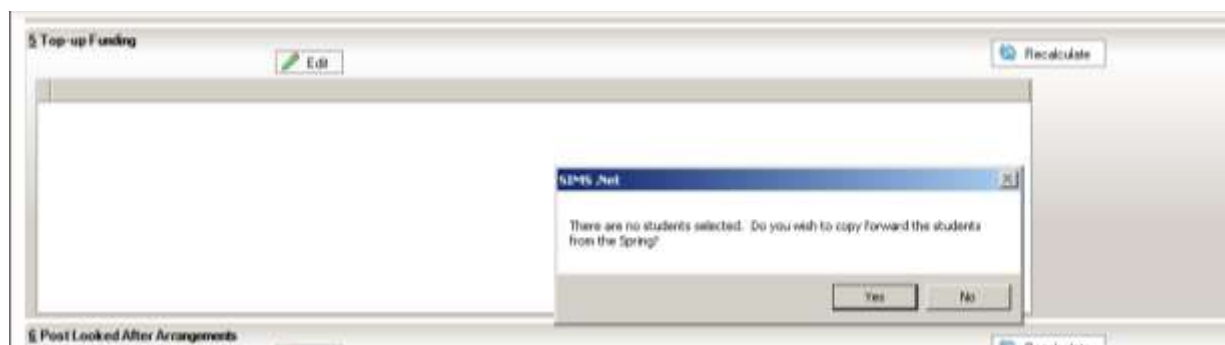
For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools, and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess 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, squest@ealing.gov.uk, 020 8825 5121.

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



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



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

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



Once you have found the required pupils, click on their names in the top half of the screen to select them, and use the **Add** button to move the names to the bottom half of

the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move

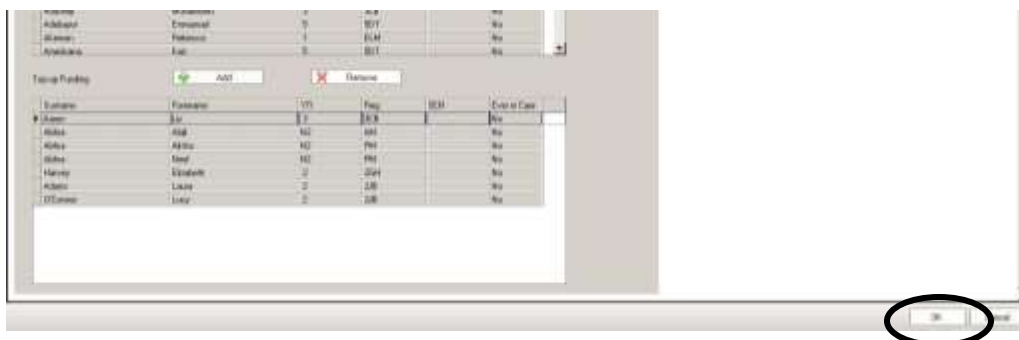
Surname	Preferred Surname	Forename	Yr	Reg	SEN	Ever in Care
Balch	Balch	Ian	2	20H	E	No

Surname	Preferred Surname	Forename	Yr	Reg	SEN	Ever in Care
Brown	Brown	Ingid	3	ELM	E	No
Chapling	Chapling	Mark	6	WVC	E	No
Stack	Stack	Peter	5	SBG	E	No
Yusuf	Yusuf	Aden	4	4SL	E	No

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.

Surname	Preferred Surname	Forename	Yr	Reg	SEN	Ever in Care
Aaron	Chris	3	3CB		No	
Aaron	Sophie	3	3FO		No	
Abdulloh	Tamara	4	ELM	A	No	
Abraham	Jane	4	4SL		No	
Adrian	Stan	N2	AM		No	
Adrian	Stephen	3	3FO		No	
Adrian	Jordan	5	SBG		No	
Adrian	Sarahtha	6	WVC		No	
Adrian	Aden	4	4ES		No	
Adrian	Mohammed	3	3CB		No	
Adrian	Emmanuel	5	SDT		No	
Adrian	Rebecca	1	ELM		No	
Adrian	Kar	5	SDT		No	



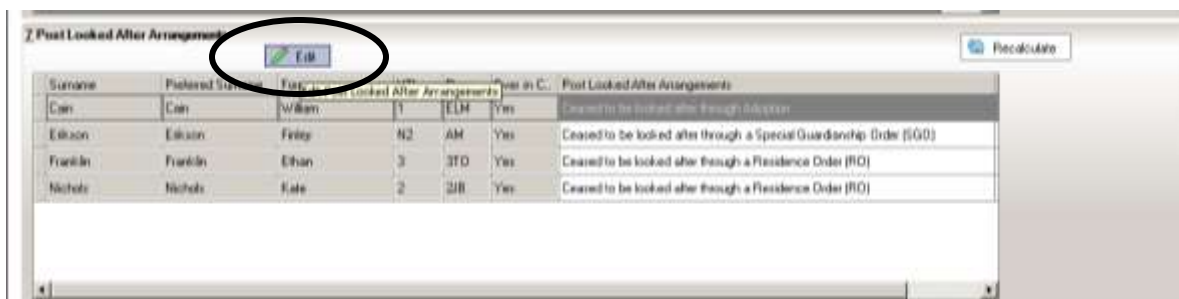
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

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: Yr: All

Preferred Surname: Reg: All Ever in Care at this school: No 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

Surname: Forename: Yr: All Preferred Surname: Reg: All Ever in Care at this school: No Search

Post Looked After Arrangements: Add Remove

Surname	Preferred Surname	Forename	Yr	Reg	Ever in Care	Post Looked After Arrangements	Endorse (Is used)
Can	Can	William	1	ELM	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Edison	Edison	Felix	10	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Franklin	Franklin	Ellen	3	TD	Yes	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Michals	Michals	Evelyn	2	21B	Yes	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
OTCannon	OTCannon	Max	11	10T	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>

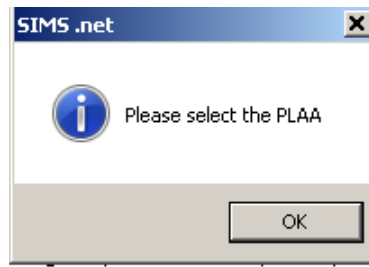
Post Looked After Arrangements: Ceased to be looked after through Adoption
Ceased to be looked after through a Special Guardianship Order (SGO)
Ceased to be looked after through a Residence Order (RO)
Ceased to be looked after through a Child Arrangements Order (CAO)

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

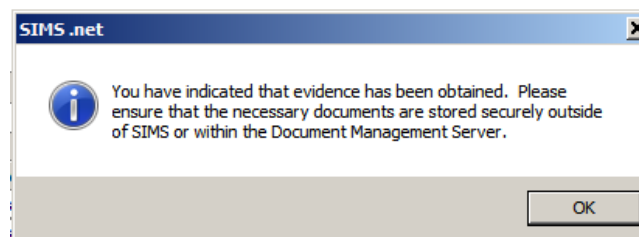
Post Looked After Arrangements field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



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.



Ceased to be looked after through a Residence Order (RO)

Ceased to be looked after through a Child Arrangement Order (CAO)

OK

Cancel

School Dinner Taken – Schools with Infant pupils only

The DFE are going to use the numbers from the **School Dinner Taken** panel in census to give schools an amount of money per child per day to pay for the food. Therefore, **it is important that you return a sensible figure** in this section of census – for instance, if due to some exceptional circumstance pupils are unable to take their universal free dinner on census day, you should amend the **Reference Date** on the **School Dinner Taken** panel to return the number from another day when a more normal number were taken.

School Disease Taken

Reference Date: 11/05/2010

Calculate From Attendance Calculate From Dinner Money

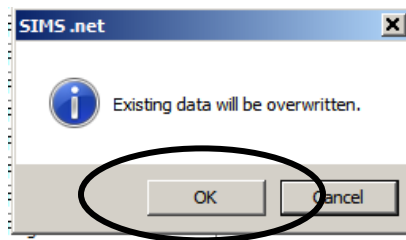
Calculate

Surname	Forename	Yr	Religious	Covid Status	School Disease Taken
Adams	Marcy	1	ISM	Single Negligence	
Adams	Jackie	R	ISM	Single Negligence	
Alvares	Richard	2	LB	Single Negligence	
Alvares	Steven	2	DSH	Single Negligence	
Azale	Carole	1	PME	Single Negligence	
Azalea	Stacy	2	LB	Single Negligence	
Aljones	Johnny	R	PME	Single Negligence	
Andrews	Richard	R	ASH	Single Negligence	
Bale	Farhana	2	DSH	Single Negligence	
Barnes	Valerie	2	LB	Single Negligence	
Banks	Clara	2	DSH	Single Negligence	
Barnes	Olivia	1	PME	Single Negligence	
Barnes	Molly	2	LB	Single Negligence	
Barnes	Pam	R	ASH	Single Negligence	

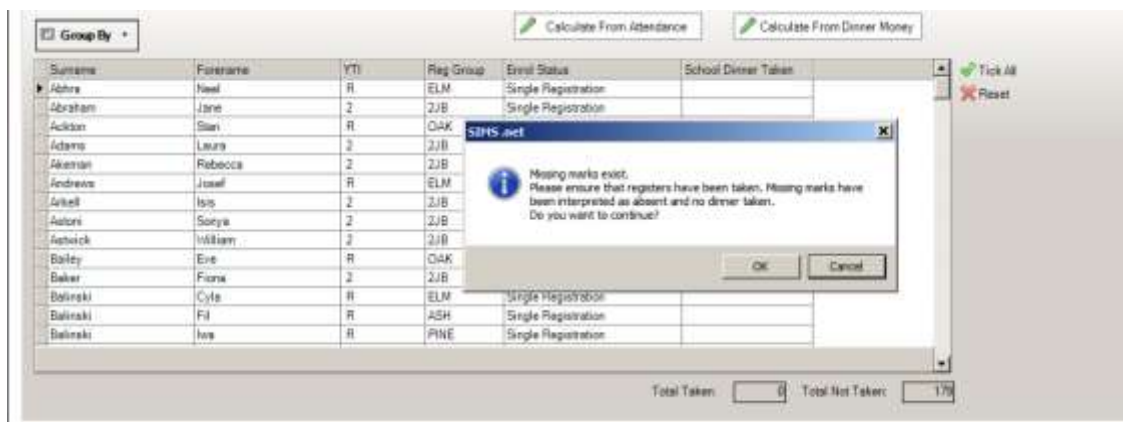
Total Taken: 0 Total Not Taken: 17

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

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



If the Attendance Module has not been fully completed for **Census Day**, you will see the following message:



If you prefer, or if there is any problem with getting Attendance up to date on Census Day, you can opt **not** to use the **Calculate from Attendance** button at all, and just update the panel with who is present/absent manually.

Any children in the relevant years who have chosen **not** to take the free meal should be unticked in the panel, along with those who were absent on the **Reference Date**..

Astori	Sonya	2	2/B	Single Registration	✓
Astwick	William	2	2/B	Single Registration	✓
Bailey	Eve	R	OAK	Single Registration	
Baker	Fiona	2	2/B	Single Registration	✓
Balinski	Cylla	R	ELM	Single Registration	✓
Balinski	Fil	R	ASH	Single Registration	✓

Total Taken: 174 Total Not Taken: 7

At the bottom of the panel check the **Total Taken** and **Total Not Taken** boxes. After the return has been **Created and Validated**, you will be able to run the **School Dinner Taken** Detail Report to make further checks.

Updating Provider Status

Some PRUs will have registered pupils who receive all or part of their education at an FE college or other establishment where the staff deal with the day-to-day teaching. The Update Provider Status is included to record details of such pupils if there are any. If provider status values have previously been recorded via **Tools | Statutory Return Tools**, they are displayed automatically in the **Provider Status** panel. Otherwise the FE College and Other Provider columns are blank.

5 Provider Status Recalculate

Edit

Name	Date of Birth	Gender	AdNo	Year	Reg	Enrolment Status	FE College	Other Provider
Abbena, Graham	24/07/2002	Male	004504	10	10F	FE College	✓	
Abbey, Gracie	17/04/2000	Female	003979	12	G	Single Registration		
Abbey, Jimmy	19/09/2004	Male	003599	7	7B	Other Provider		✓
Abbey, Sean	13/12/2002	Male	004505	9	9E	Single Registration		
Abbot, Andrew	20/07/2002	Male	004163	10	10A	FE College	✓	
Abbot, Benjamin	22/04/1999	Male	004161	13	H	Single Registration		

To update values click the **Edit** button to transfer to the **Update Provider Status** dialog, where all pupil/students who are on-roll on census day are displayed.

Update Provider Status

Save Undo

Census
Term: Summer 2017

Pupils View
Year Group: All Reg: All Status: All

Pupils

Name	Date of Birth	Gender	AdNo.	Year	Reg	Enrolment Status	FE College	Other Provider
Abdess, Graham	24/07/2002	Male	004504	10	10F	FE College	✓	
Abbey, Grenetta	17/04/2000	Female	003979	12	G	Single Registration		
Abbey, Jimmy	19/09/2004	Male	003599	7	7B	Other Provider		✓
Abbey, Sean	13/12/2002	Male	004505	9	9E	Single Registration		
Abbot, Andrew	20/07/2002	Male	004163	10	10A	FE College	✓	
Abbot, Benjamin	22/04/1999	Male	004161	13	H	Single Registration		
Abbot, Claire	22/04/1999	Female	003460	13	H	Single Registration		
Abbot, Hannah	23/12/2000	Female	003762	11	11B	Single Registration		
Abbot, Susan	21/06/2001	Female	003600	12	L	Single Registration		
Able, Cameron	10/12/2002	Male	004164	9	9A	Single Registration		
Abrahams, Jacqui	12/10/2001	Female	003980	10	10B	Single Registration		
Ackrington, Robert	29/12/2002	Male	004165	9	9D	Single Registration		
Ackton, Stanley	18/12/2001	Male	004343	10	10A	Single Registration		
Ackton, William	11/06/2000	Male	003923	12	G	Single Registration		
Acton, Samantha	25/03/2005	Female	004604	7	7A	Single Registration		
Adams, Melanie	06/06/2001	Female	003763	11	11D	Single Registration		
Adedeji, Payal	03/03/2003	Male	004166	9	9C	Single Registration		
Adkins, Richard	23/03/2001	Male	003764	11	11E	Single Registration		
Adrianon, Robert	10/09/2003	Male	004344	8	8B	Other Provider		✓
Affelay, Brian	09/09/2003	Male	004345	8	8C	Single Registration		
Affleck, Alexis	20/07/2003	Female	004346	9	9D	FE College	✓	

To specify the provider status for an individual pupil, click the FE College or Other Provider cell adjacent to the student's details to enter a tick. Clicking again removes the tick.

You can sort, change and reset entries in the same way as on the **Update Time in Unit** panel.

Collecting Pupil Attendance

The Summer School Census 2018 collects Attendance from your Attendance Module for pupils of statutory school age who were on-roll for at least one session during the period from the 01/01/2018 to 01/04/2018 inclusive. In the Summer Census attendance codes and the number of sessions missed are also collected.

Prior to clicking the **Calculate All Details** button (on the **School information** panel) the display is blank, after the button is clicked the display changes. If all your attendance codes are entered and are DFE compliant you will see the following message:



If you have not finished entering the Attendance information you will see the following display:



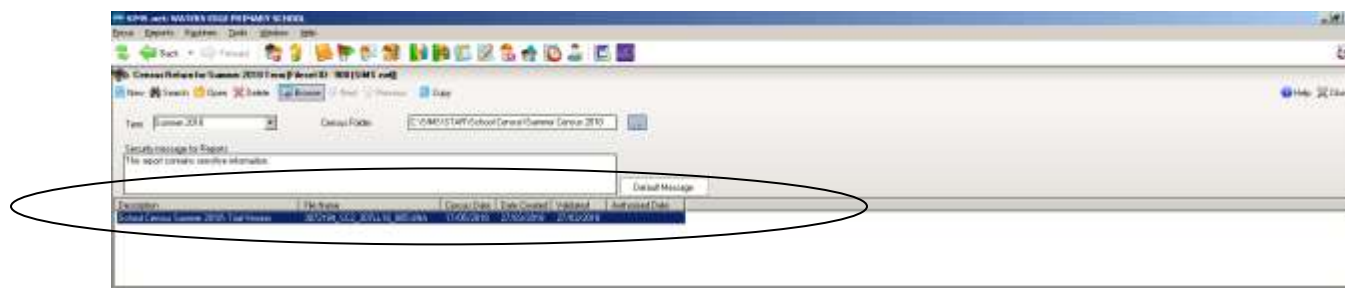
If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can ignore the **Attendance** panel warning for now.

To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel. If you have dealt with all the missing marks a message confirming this will be displayed.

The **Pupil Attendance** panel does not give you any information about pupil names or individual attendance codes. You will be able to check these using the **Detail Reports** button – but only after you have **Created and Validated** your Census.

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.

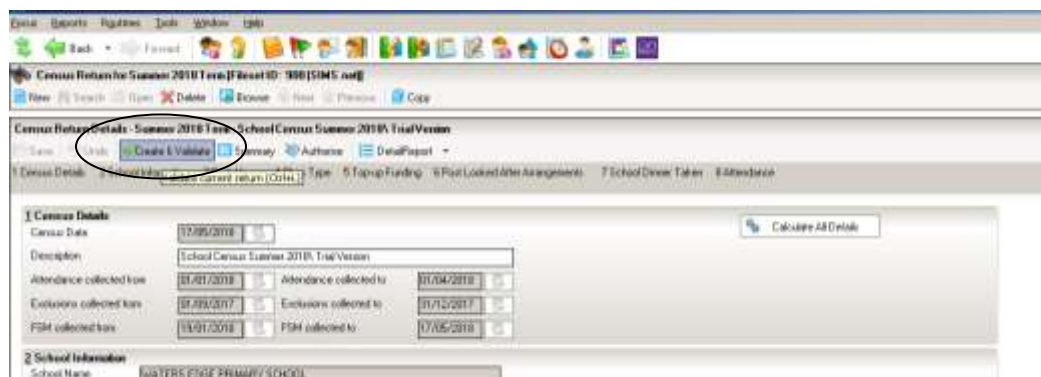


You can use the hyperlinks at the top of the Census Return Details panel to navigate to any part of it.

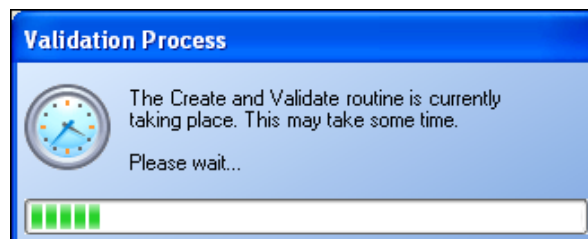


Validating the School Census Return

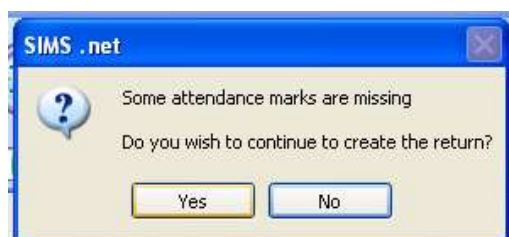
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



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.'**

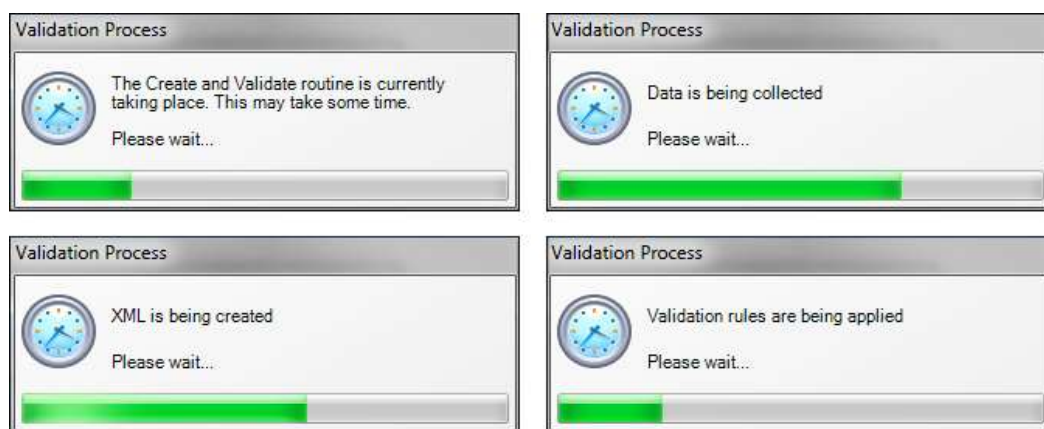


If you still have missing attendance marks you will see this message:



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.

Type	Sequence	Message	Location	Solution
F	2000	UPN: E8234321010163. Name: Smith, David. Date of Birth: 1996-01-13, Male		
F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female		
F	2000	UPN: H820432106112. Name: Smith, Jason. Date of Birth: 1995-03-21, Male		
F	2000	UPN: U820432105137. Name: Smith, Kyle. Date of Birth: 1995-11-18, Male		
F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female		
F	2000	UPN: U820432105137. Name: Smith, Melanie. Date of Birth: 1994-03-07, Female		

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.

Type	Sequence	Message	Location	Solution
Q	32432	check: expected year group with no pupils (apart from year group 1)		Please check that the pupils are in correct National Curriculum year
Q	29500	check: Is school type correct? Some pupils are outside I		Please check the school type
Q	23590	check: Pupil record with no address details	Name: Schulte, Mayl Date of Birth: 1989-02-10, FemaleUPN:	# Go to FocusStudentStudent Details Address and edit pupil
Q	25400	check: There would normally be at least one pupil who is		Go to FocusAttendance (Lesson Monitor) Display Marks and

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, FemaleUPN:	# Go to FocusStudentStudent Details Registration panel and edit
F	2000	# 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	2000	Pupil actual year group is missing or invalid	Name: Adams, James Date of Birth: 1993-12-13, MaleUPN: X0	# Go to FocusStudentStudent Details Registration panel and edit

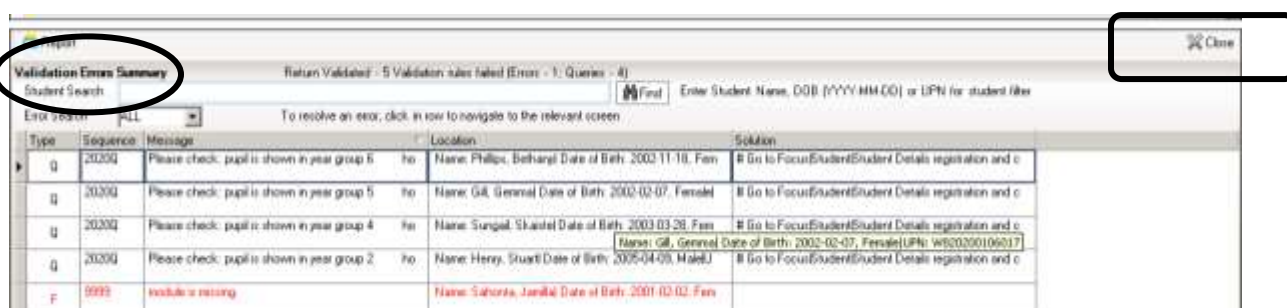
You can change the order of the summary by clicking the appropriate column heading.

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



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



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

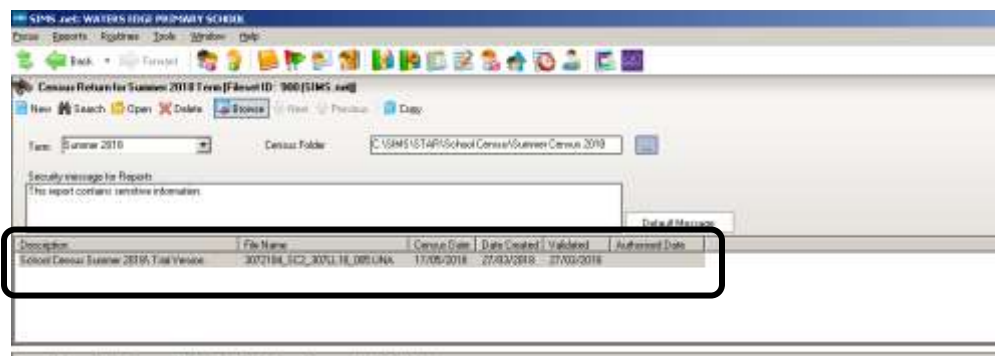
Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

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

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

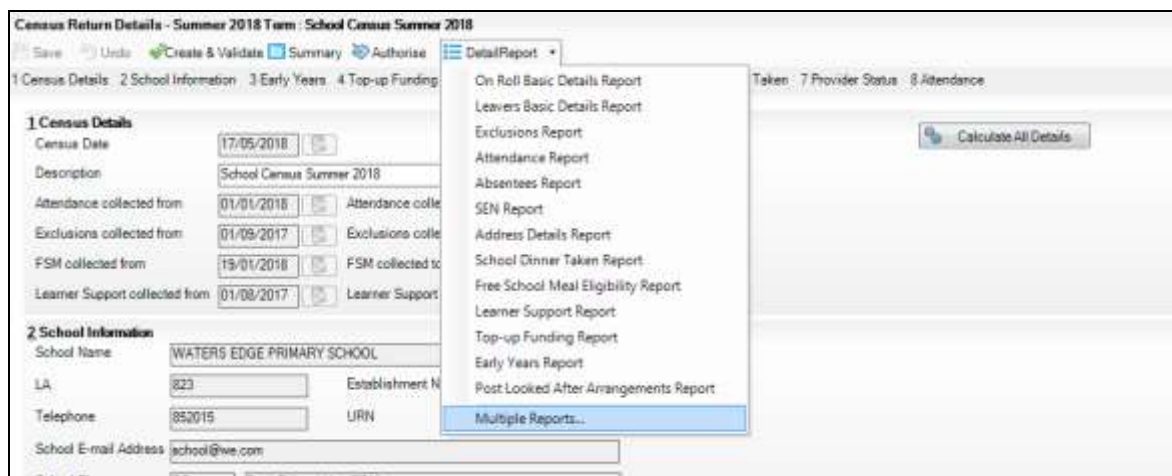
When you have fixed as many errors and queries as you can, you need to **Create & Validate** again to update the **Validation Errors Summary** panel.

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:



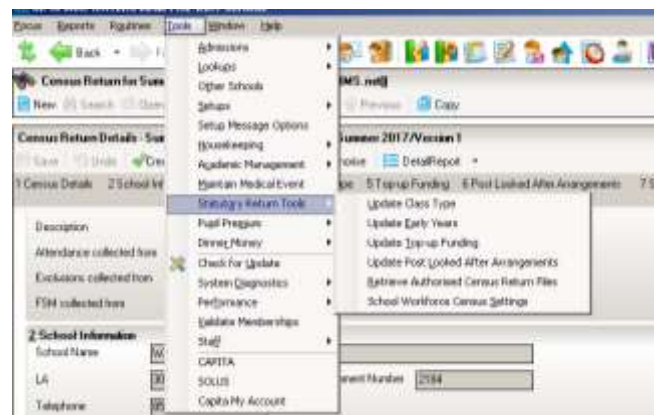
You cannot select the Detail Reports until you have **Saved** and **Created** and **Validated** your School Census. To view a single report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. To select multiple detailed reports, select **Print All Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detailed reports are selected. If any reports are not required, untick the box to deselect. Click the **Report** button to generate the selected reports

These days, a query is only generated when a pupil/student is taught two years out of the year expected for their age. However, the **On Roll Basic Details** report highlights in yellow any pupil taught outside the expected year group for their age

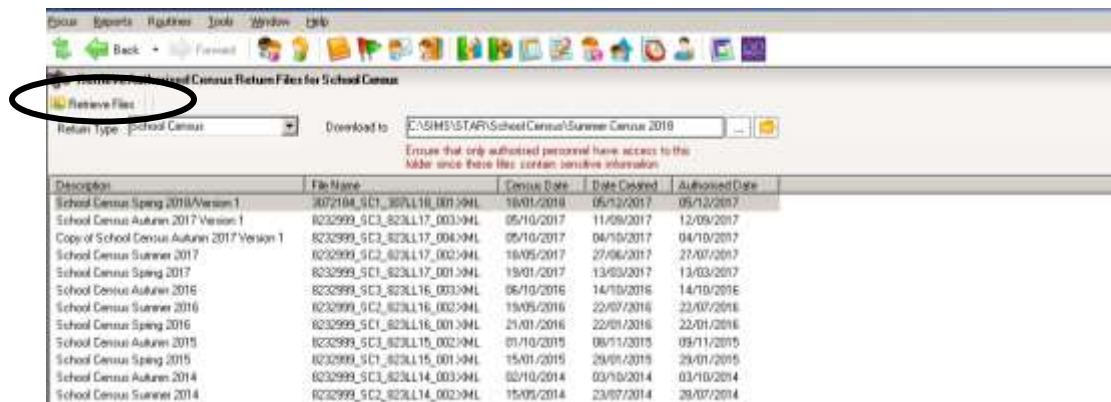
Viewing Previous Authorised Census Returns

It is now possible to view the reports from previous authorised School Census returns in order to make comparisons.

This can be done by following the route **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files**



On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button



The reports associated with this return will be displayed in your web browser

Security - Deleting Temporary Web Browser Files

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

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

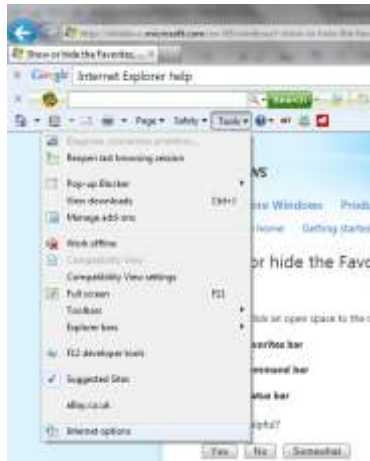
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.



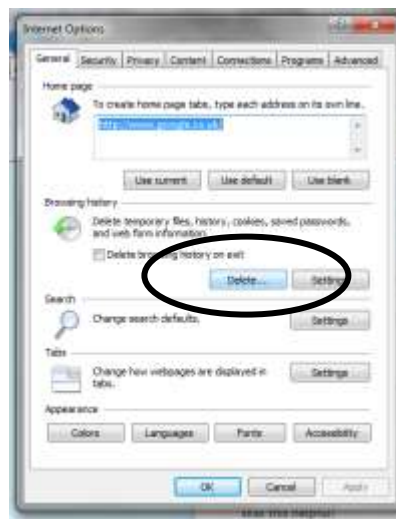
Click the **Close** button

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

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



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



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

Producing the Summary Report

Unfortunately I do not have a PRU test system so the screenshots in this section are taken from Primary SIMS. As a result they may not match exactly with what you will see on your screen.

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		All
		Male	Female	Male	Female	Total
16 and over	01/04/1999 or earlier	0	0	0	0	0
16	01/04/1999 - 01/04/1999	0	0	0	0	0
15	01/04/1999 - 01/04/2000	0	0	0	0	0
14	01/04/2000 - 01/04/2001	0	0	0	0	0
13	01/04/2001 - 01/04/2002	0	0	0	0	0
12	01/04/2002 - 01/04/2003	0	0	0	0	0
11	01/04/2003 - 01/04/2004	0	0	0	0	0
10	01/04/2004 - 01/04/2005	0	0	0	0	0
9	01/04/2005 - 01/04/2006	0	0	0	0	0
8	01/04/2006 - 01/04/2007	25	25	0	0	50
7	01/04/2007 - 01/04/2008	25	25	0	0	50
6	01/04/2008 - 01/04/2009	25	25	0	0	50
5	01/04/2009 - 01/04/2010	25	25	0	0	50
4	01/04/2010 - 01/04/2011	25	25	0	0	50
3	01/04/2011 - 01/04/2012	25	25	0	0	50
2	01/04/2012 - 01/04/2013	25	25	0	0	50
1 (6 - 11 months)	01/04/2013 - 01/03/2015	10	10	0	0	20
1 (12 - 7 months)	01/01/2013 - 01/03/2015	9	10	0	0	19
1 (3 - 4 months)	01/04/2013 - 01/03/2015	10	10	0	0	20
1 (6 - 11 months)	01/04/2013 - 01/03/2015	9	10	0	0	19
1 (12 - 7 months)	01/01/2014 - 01/03/2015	9	10	0	0	19
1 (3 - 4 months)	01/04/2014 - 01/03/2015	9	10	0	0	19
0 (under 3)	01/04/2014 or later	0	0	0	0	0
Total number of pupils		215	225	0	0	440
Aged 16 and over	01/04/2001 or earlier	0	0	0	0	0
Aged 11 to 15	01/04/2001 - 01/04/2009	0	0	0	0	0
Aged 5 to 10	01/04/2009 - 01/04/2015	171	169	0	0	340
Aged under 5	01/04/2015 and later	34	46	0	0	80

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.

Age group	Number of people
14	0
15	0
16	0
17	0
18	0
19	0
20	0
21	0
22	0
23	0
24	0
25	0
26	0
27	0
28	0
29	0
30	0
31	0
32	0
33	0
34	0
35	0
36	0
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
46	0
47	0
48	0
49	0
50	0
51	0
52	0
53	0
54	0
55	0
56	0
57	0
58	0
59	0
60	0
61	0
62	0
63	0
64	0
65	0
66	0
67	0
68	0
69	0
70	0
71	0
72	0
73	0
74	0
75	0
76	0
77	0
78	0
79	0
80	0
81	0
82	0
83	0
84	0
85	0
86	0
87	0
88	0
89	0
90	0
91	0
92	0
93	0
94	0
95	0
96	0
97	0
98	0
99	0
100	0
Total	0

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

Language Code	Description	Number of Pupils
ARA	Arabic	2
BNG	Bengali	14
CHI	Chinese	1
ENG	English	303
EST	Estonian	1
GAE	Gaelic/Ghàidhlig	2
GWE	Gweh	1
HIN	Hindi	3
ITA	Italian	20
PUR	Paluri (Palatine)	1
PNJ	Punjabi	12
POL	Polish	30
POR	Portuguese	4
PRI	Portuguese (Parsi)	2
RMN	Romanian	5
RUS	Russian	8
SAM	Samoan	1
SGR	Serbian/Croatian/Slovene	5
SPA	Spanish	4
TUR	Turkish	1
URD	Urdu	1

This table does not apply to the summer census, as proficiency in English state is only collected in the spring census.

The Specific types of pupils on roll table gives the numbers of children who receive Top-Up Funding and who have Post Looked After Arrangements, along with the number of children Eligible for Free School Meals on census day because of deprivation. These numbers are collected each census to complete the Ever 6 data the DFE holds

Table 6: Pupils on roll by enrolment status (ALL schools)

Table 6: Pupils on roll by enrolment status (ALL schools)

[illegible]

Table 7: Specific types of pupils on roll (ALL schools)

Topic	Relevance of topic
Introduction	
Outline for the report	
Background and context	
Objectives and aims	
Methodology	
Results	
Conclusion	
References	

Table 8: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years (Not for: Non-maintained special school and city technology college)

Age	Number of people with							
	Less than 16 years	16-17 years	18-19 years	20-24 years	25-29 years	30-34 years	35-39 years	40 years and over
Age 15 years or less (Age 15)	1	0	0	0	0	0	0	0
Age 16 years or less (Age 16)	1	1	0	0	0	0	0	0
Age 17 years or less (Age 17)	1	1	0	0	0	0	0	0
Age 18 years or less (Age 18)	1	1	0	0	0	0	0	0
Age 19 years or less (Age 19)	1	1	0	0	0	0	0	0
Age 20 years or less (Age 20)	1	1	0	0	0	0	0	0
Age 21 years or less (Age 21)	1	1	0	0	0	0	0	0
Age 22 years or less (Age 22)	1	1	0	0	0	0	0	0
Age 23 years or less (Age 23)	1	1	0	0	0	0	0	0
Age 24 years or less (Age 24)	1	1	0	0	0	0	0	0
Age 25 years or less (Age 25)	1	1	0	0	0	0	0	0
Age 26 years or less (Age 26)	1	1	0	0	0	0	0	0
Age 27 years or less (Age 27)	1	1	0	0	0	0	0	0
Age 28 years or less (Age 28)	1	1	0	0	0	0	0	0
Age 29 years or less (Age 29)	1	1	0	0	0	0	0	0
Age 30 years or less (Age 30)	1	1	0	0	0	0	0	0
Age 31 years or less (Age 31)	1	1	0	0	0	0	0	0
Age 32 years or less (Age 32)	1	1	0	0	0	0	0	0
Age 33 years or less (Age 33)	1	1	0	0	0	0	0	0
Age 34 years or less (Age 34)	1	1	0	0	0	0	0	0
Age 35 years or less (Age 35)	1	1	0	0	0	0	0	0
Age 36 years or less (Age 36)	1	1	0	0	0	0	0	0
Age 37 years or less (Age 37)	1	1	0	0	0	0	0	0
Age 38 years or less (Age 38)	1	1	0	0	0	0	0	0
Age 39 years or less (Age 39)	1	1	0	0	0	0	0	0
Age 40 years or less (Age 40)	1	1	0	0	0	0	0	0
Age 41 years or less (Age 41)	1	1	0	0	0	0	0	0
Age 42 years or less (Age 42)	1	1	0	0	0	0	0	0
Age 43 years or less (Age 43)	1	1	0	0	0	0	0	0
Age 44 years or less (Age 44)	1	1	0	0	0	0	0	0
Age 45 years or less (Age 45)	1	1	0	0	0	0	0	0
Age 46 years or less (Age 46)	1	1	0	0	0	0	0	0
Age 47 years or less (Age 47)	1	1	0	0	0	0	0	0
Age 48 years or less (Age 48)	1	1	0	0	0	0	0	0
Age 49 years or less (Age 49)	1	1	0	0	0	0	0	0
Age 50 years or less (Age 50)	1	1	0	0	0	0	0	0
Age 51 years or less (Age 51)	1	1	0	0	0	0	0	0
Age 52 years or less (Age 52)	1	1	0	0	0	0	0	0
Age 53 years or less (Age 53)	1	1	0	0	0	0	0	0
Age 54 years or less (Age 54)	1	1	0	0	0	0	0	0
Age 55 years or less (Age 55)	1	1	0	0	0	0	0	0
Age 56 years or less (Age 56)	1	1	0	0	0	0	0	0
Age 57 years or less (Age 57)	1	1	0	0	0	0	0	0
Age 58 years or less (Age 58)	1	1	0	0	0	0	0	0
Age 59 years or less (Age 59)	1	1	0	0	0	0	0	0
Age 60 years or less (Age 60)	1	1	0	0	0	0	0	0
Age 61 years or less (Age 61)	1	1	0	0	0	0	0	0
Age 62 years or less (Age 62)	1	1	0	0	0	0	0	0
Age 63 years or less (Age 63)	1	1	0	0	0	0	0	0
Age 64 years or less (Age 64)	1	1	0	0	0	0	0	0
Age 65 years or less (Age 65)	1	1	0	0	0	0	0	0
Age 66 years or less (Age 66)	1	1	0	0	0	0	0	0
Age 67 years or less (Age 67)	1	1	0	0	0	0	0	0
Age 68 years or less (Age 68)	1	1	0	0	0	0	0	0
Age 69 years or less (Age 69)	1	1	0	0	0	0	0	0
Age 70 years or less (Age 70)	1	1	0	0	0	0	0	0
Age 71 years or less (Age 71)	1	1	0	0	0	0	0	0
Age 72 years or less (Age 72)	1	1	0	0	0	0	0	0
Age 73 years or less (Age 73)	1	1	0	0	0	0	0	0
Age 74 years or less (Age 74)	1	1	0	0	0	0	0	0
Age 75 years or less (Age 75)	1	1	0	0	0	0	0	0
Age 76 years or less (Age 76)	1	1	0	0	0	0	0	0
Age 77 years or less (Age 77)	1	1	0	0	0	0	0	0
Age 78 years or less (Age 78)	1	1	0	0	0	0	0	0
Age 79 years or less (Age 79)	1	1	0	0	0	0	0	0
Age 80 years or less (Age 80)	1	1	0	0	0	0	0	0
Age 81 years or less (Age 81)	1	1	0	0	0	0	0	0
Age 82 years or less (Age 82)	1	1	0	0	0	0	0	0
Age 83 years or less (Age 83)	1	1	0	0	0	0	0	0
Age 84 years or less (Age 84)	1	1	0	0	0	0	0	0
Age 85 years or less (Age 85)	1	1	0	0	0	0	0	0
Age 86 years or less (Age 86)	1	1	0	0	0	0	0	0
Age 87 years or less (Age 87)	1	1	0	0	0	0	0	0
Age 88 years or less (Age 88)	1	1	0	0	0	0	0	0
Age 89 years or less (Age 89)	1	1	0	0	0	0	0	0
Age 90 years or less (Age 90)	1	1	0	0	0	0	0	0
Age 91 years or less (Age 91)	1	1	0	0	0	0	0	0
Age 92 years or less (Age 92)	1	1	0	0	0	0	0	0
Age 93 years or less (Age 93)	1	1	0	0	0	0	0	0
Age 94 years or less (Age 94)	1	1	0	0	0	0	0	0
Age 95 years or less (Age 95)	1	1	0	0	0	0	0	0
Age 96 years or less (Age 96)	1	1	0	0	0	0	0	0
Age 97 years or less (Age 97)	1	1	0	0	0	0	0	0
Age 98 years or less (Age 98)	1	1	0	0	0	0	0	0
Age 99 years or less (Age 99)	1	1	0	0	0	0	0	0
Age 100 years or less (Age 100)	1	1	0	0	0	0	0	0
Age 101 years or less (Age 101)	1	1	0	0	0	0	0	0
Age 102 years or less (Age 102)	1	1	0	0	0	0	0	0
Age 103 years or less (Age 103)	1	1	0	0	0	0	0	0
Age 104 years or less (Age 104)	1	1	0	0	0	0	0	0
Age 105 years or less (Age 105)	1	1	0	0	0	0	0	0
Age 106 years or less (Age 106)	1	1	0	0	0	0	0	0
Age 107 years or less (Age 107)	1	1	0	0	0	0	0	0
Age 108 years or less (Age 108)	1	1	0	0	0	0	0	0
Age 109 years or less (Age 109)	1	1	0	0	0	0	0	0
Age 110 years or less (Age 110)	1	1	0	0	0	0	0	0
Age 111 years or less (Age 111)	1	1	0	0	0	0	0	0
Age 112 years or less (Age 112)	1	1	0	0	0	0	0	0
Age 113 years or less (Age 113)	1	1	0	0	0	0	0	0
Age 114 years or less (Age 114)	1	1	0	0	0	0	0	0
Age 115 years or less (Age 115)	1	1	0	0	0	0	0	0
Age 116 years or less (Age 116)	1	1	0	0	0	0	0	0
Age 117 years or less (Age 117)	1	1	0	0	0	0	0	0
Age 118 years or less (Age 118)	1	1	0	0	0	0	0	0
Age 119 years or less (Age 119)	1	1	0	0	0	0	0	0
Age 120 years or less (Age 120)	1	1	0	0	0	0	0	0
Age 121 years or less (Age 121)	1	1	0	0	0	0	0	0
Age 122 years or less (Age 122)	1	1	0	0	0	0	0	0
Age 123 years or less (Age 123)	1	1	0	0	0	0	0	0
Age 124 years or less (Age 124)	1	1	0	0	0	0	0	0
Age 125 years or less (Age 125)	1	1	0	0	0	0	0	0
Age 126 years or less (Age 126)	1	1	0	0	0	0	0	0
Age 127 years or less (Age 127)	1	1	0	0	0	0	0	0
Age 128 years or less (Age 128)	1	1	0	0	0	0	0	0
Age 129 years or less (Age 129)	1	1	0	0	0	0	0	0
Age 130 years or less (Age 130)	1	1	0	0	0	0	0	0
Age 131 years or less (Age 131)	1	1	0	0	0	0	0	0
Age 132 years or less (Age 132)	1	1	0	0	0	0	0	0
Age 133 years or less (Age 133)	1	1	0	0	0	0	0	0
Age 134 years or less (Age 134)	1	1	0	0	0	0	0	0
Age 135 years or less (Age 135)	1	1	0	0	0	0	0	0
Age 136 years or less (Age 136)	1	1	0	0	0	0	0	0
Age 137 years or less (Age 137)	1	1	0	0	0	0	0	0
Age 138 years or less (Age 138)	1	1	0	0	0	0	0	0
Age 139 years or less (Age 139)	1	1	0	0	0	0	0	0
Age 140 years or less (Age 140)	1	1	0	0	0	0	0	0
Age 141 years or less (Age 141)	1	1	0	0	0	0	0	0
Age 142 years or less (Age 142)	1	1	0	0	0	0	0	0
Age 143 years or less (Age 143)	1	1	0	0	0	0	0	0
Age 144 years or less (Age 144)	1	1	0	0	0	0	0	0
Age 145 years or less (Age 145)	1	1	0	0	0	0	0	0
Age 146 years or less (Age 146)	1	1	0	0	0	0	0	0
Age 147 years or less (Age 147)	1	1	0	0	0	0	0	0
Age 148 years or less (Age 148)	1	1	0	0	0	0	0	0
Age 149 years or less (Age 149)	1	1	0	0	0	0	0	0
Age 150 years or less (Age 150)	1	1	0	0	0	0	0	0
Age 151 years or less (Age 151)	1	1	0	0	0	0	0	0
Age 152 years or less (Age 152)	1	1	0	0	0	0	0	0
Age 153 years or less (Age 153)	1	1	0	0	0	0	0	0
Age 154 years or less (Age 154)	1	1	0	0	0	0	0	0
Age 155 years or less (Age 155)	1	1	0	0	0	0	0	0
Age 156 years or less (Age 156)	1	1	0	0	0	0	0	0
Age 157 years or less (Age 157)	1	1	0	0	0	0	0	0
Age 158 years or less (Age 158)	1	1	0	0	0	0	0	0
Age 159 years or less (Age 159)	1	1	0	0	0	0	0	0
Age 160 years or less (Age 160)	1	1	0	0	0	0	0	0
Age 161 years or less (Age 161)	1	1	0	0	0	0	0	0
Age 162 years or less (Age 162)	1	1	0	0	0	0	0	0
Age 163 years or less (Age 163)	1	1	0	0	0	0	0	0
Age 164 years or less (Age 164)	1	1	0	0	0	0	0	0
Age 165 years or less (Age 165)	1	1	0	0	0	0	0	0
Age 166 years or less (Age 166)	1	1	0	0	0	0	0	0
Age 167 years or less (Age 167)	1	1	0	0	0	0	0	0
Age 168 years or less (Age 168)	1	1	0	0	0	0	0	0
Age 169 years or less (Age 169)	1	1	0	0	0	0	0	0
Age 170 years or less (Age 170)	1	1	0	0	0	0	0	0
Age 171 years or less (Age 171)	1	1	0	0	0	0	0	0
Age 172 years or less (Age 172)	1	1	0	0	0	0	0	0
Age 173 years or less (Age 173)	1	1	0	0	0	0	0	0
Age 174 years or less (Age 174)	1	1	0	0	0	0	0	0
Age 175 years or less (Age 175)	1	1	0	0	0	0	0	0
Age 176 years or less (Age 176)	1	1	0	0	0	0	0	0
Age 177 years or less (Age 177)	1	1	0	0	0	0	0	0
Age 178 years or less (Age 178)	1	1	0	0	0	0	0	0
Age 179 years or less (Age 179)	1	1	0	0	0	0	0	0
Age 180 years or less (Age 180)	1	1	0	0	0	0	0	0
Age 181 years or less (Age 181)	1	1	0	0	0	0	0	0
Age 182 years or less (Age 182)	1	1	0	0	0	0	0	0
Age 183 years or less (Age 183)	1	1	0	0	0	0	0	0
Age 184 years or less (Age 184)	1	1	0	0	0	0	0	0
Age 185 years or less (Age 185)	1	1	0	0	0	0	0	0
Age 186 years or less (Age 186)	1	1	0	0	0	0	0	0
Age 187 years or less (Age 187)	1	1	0	0	0	0	0	0
Age 188 years or less (Age 188)	1	1	0	0	0	0	0	0
Age 189 years or less (Age 189)	1	1	0	0	0	0	0	0
Age 190 years or								

Table 8: Early years pupil premium - nursery schools [For: Schools with phase 'N5' only] [used for funding]

*The above figures are based on the average number of people who have been convicted of a crime in the United States since 1970.

Table 10: Early years pupil premium (Not for: nursery schools) (used for funding)

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

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.

Table 7: Specific types of pupils on roll [ALL schools]

Page 10 of 10	Source of Project Information
<p>1. <u>Project Name</u></p> <p>2. <u>Project Location</u></p> <p>3. <u>Project Description</u></p> <p>4. <u>Project Objectives</u></p> <p>5. <u>Project Justification</u></p> <p>6. <u>Project Budget</u></p> <p>7. <u>Project Timeline</u></p> <p>8. <u>Project Risks</u></p> <p>9. <u>Project Stakeholders</u></p> <p>10. <u>Project Evaluation</u></p>	<p>1. <u>Project Name</u></p> <p>2. <u>Project Location</u></p> <p>3. <u>Project Description</u></p> <p>4. <u>Project Objectives</u></p> <p>5. <u>Project Justification</u></p> <p>6. <u>Project Budget</u></p> <p>7. <u>Project Timeline</u></p> <p>8. <u>Project Risks</u></p> <p>9. <u>Project Stakeholders</u></p> <p>10. <u>Project Evaluation</u></p>

Table 8: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years (Not for: Non-maintained special school and city technology college)

Age	Date of birth	Gender	Height (cm)	Weight (kg)	BMI (kg/m²)	Number of people with					
						Diabetes	Heart disease	Stroke	Chronic kidney disease	Chronic liver disease	Chronic lung disease
Age 0-17	0-17	0-17	0-17	0-17	0-17	0	0	0	0	0	0
Age 18-24	18-24	18-24	18-24	18-24	18-24	0	0	0	0	0	0
Age 25-34	25-34	25-34	25-34	25-34	25-34	0	0	0	0	0	0
Age 35-44	35-44	35-44	35-44	35-44	35-44	0	0	0	0	0	0
Age 45-54	45-54	45-54	45-54	45-54	45-54	0	0	0	0	0	0
Age 55-64	55-64	55-64	55-64	55-64	55-64	0	0	0	0	0	0
Age 65-74	65-74	65-74	65-74	65-74	65-74	0	0	0	0	0	0
Age 75-84	75-84	75-84	75-84	75-84	75-84	0	0	0	0	0	0
Age 85-94	85-94	85-94	85-94	85-94	85-94	0	0	0	0	0	0
Age 95-104	95-104	95-104	95-104	95-104	95-104	0	0	0	0	0	0
Age 105+	105+	105+	105+	105+	105+	0	0	0	0	0	0

Table 9: Early years pupil premium - nursery schools (For: Schools with phase 'NS' only) (used for funding)

The book and its book is the extra version. In fact, it contains a very complete extra version.

Table 10: Early years pupil premium (Not for: nursery schools) (used for funding)

The data was collected in the 1970s and is not current with a view towards the 2000 census.

Table 11: School childcare (ALL schools)

THESE DATA HAVE NOT BEEN SUBMITTED TO THE AGENCY FOR TOXIC SUBSTANCES AND ARE NOT CONSIDERED IN THE AGENCY'S RISK ASSESSMENT.

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

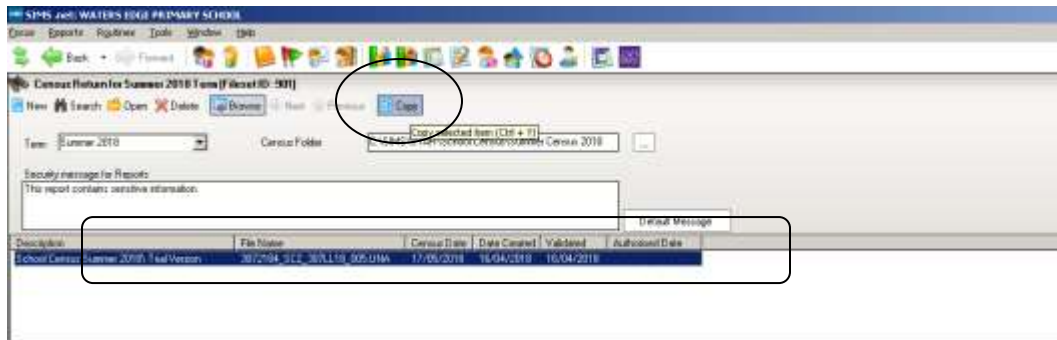
Table 14: Number of fixed period, permanent and lunchtime exclusions by reason and SEN provision in the 2017 autumn term (terms 1 and 2) (Not for: Nursery school)

[illegible]

Summer Census 2018 collects exclusions for the Autumn Term 2017, and Attendance for Spring Term 2018.



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:

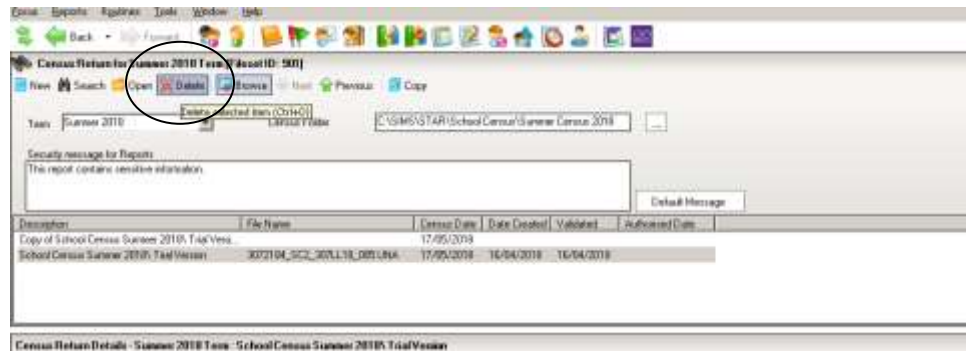


Click on **Yes**, and a copy of your final Census version now appears in the list in the **Browse** window.



Deleting a School Census Return

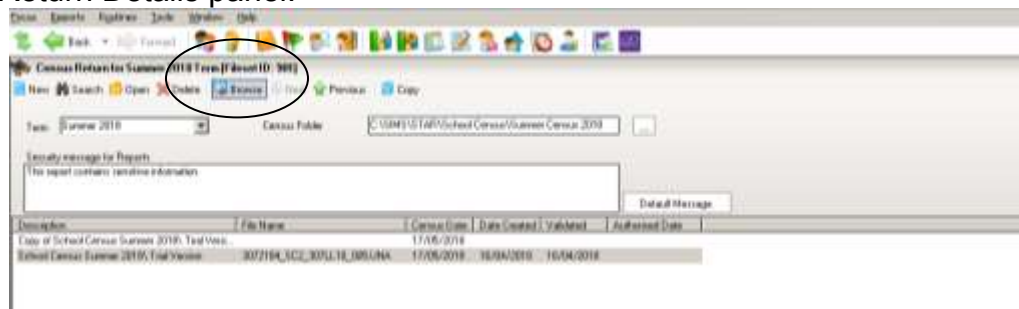
A return can be deleted **at any time prior to Authorisation**. Select **Routines | Statutory Returns | School Census** to open the **Census Return Browser**. Highlight the census return file that you want to delete and click the **Delete** button.



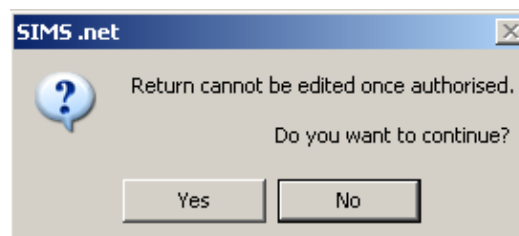
A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

Authorising the return

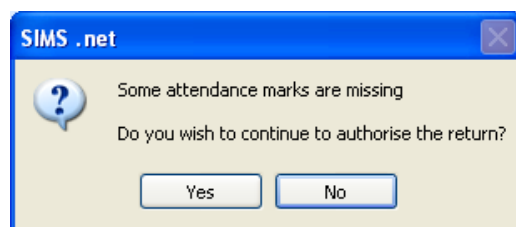
With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.



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

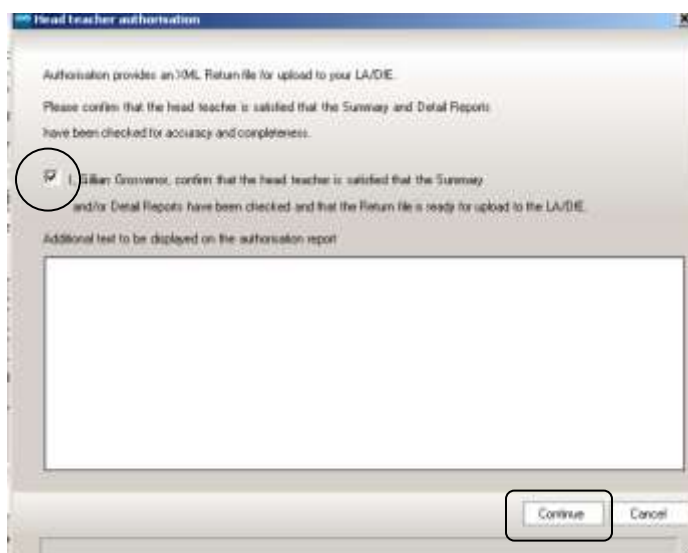


If missing marks exist, the following message is displayed.



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.csb
Phase:	PS
Type:	18
Governance:	CO
Intake type:	CONP
Lowest national curriculum year group:	N1
Highest national curriculum year group:	6

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

Age in 31 August 2018	Total of 2018	Number of pupils	
		Full time	Part time
		Male	Female

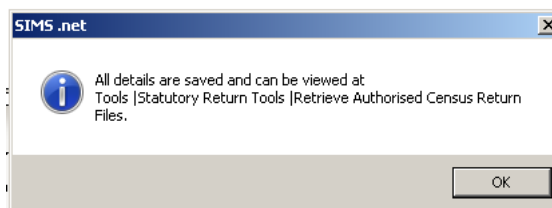
School Census Summer 2018 Authorisation Report

School Name: WATERS EDGE PRIMARY SCHOOL
 Establish No: 2164
 LGA: 307

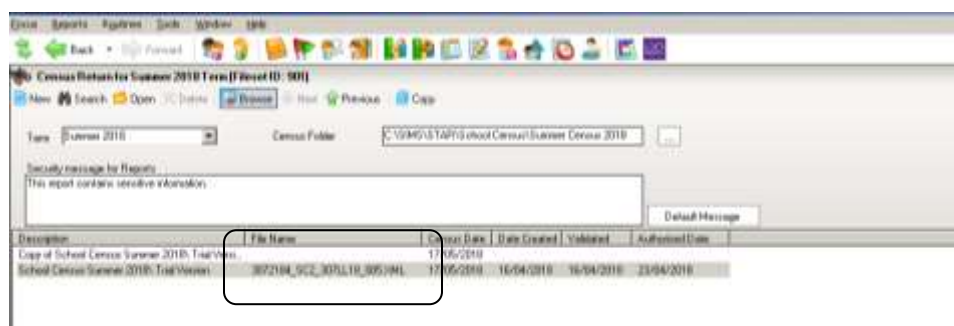
Authorised Summer School Census (P49-307184_S02_307184_S05_186)
 Report Created: 23/04/2018 11:49

I, Gillian Grosvenor, 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:

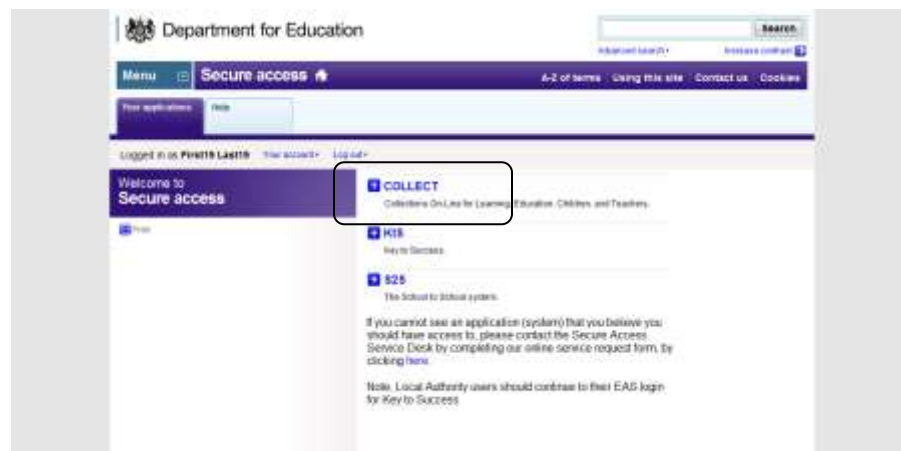


Submitting the Return to the Local Authority

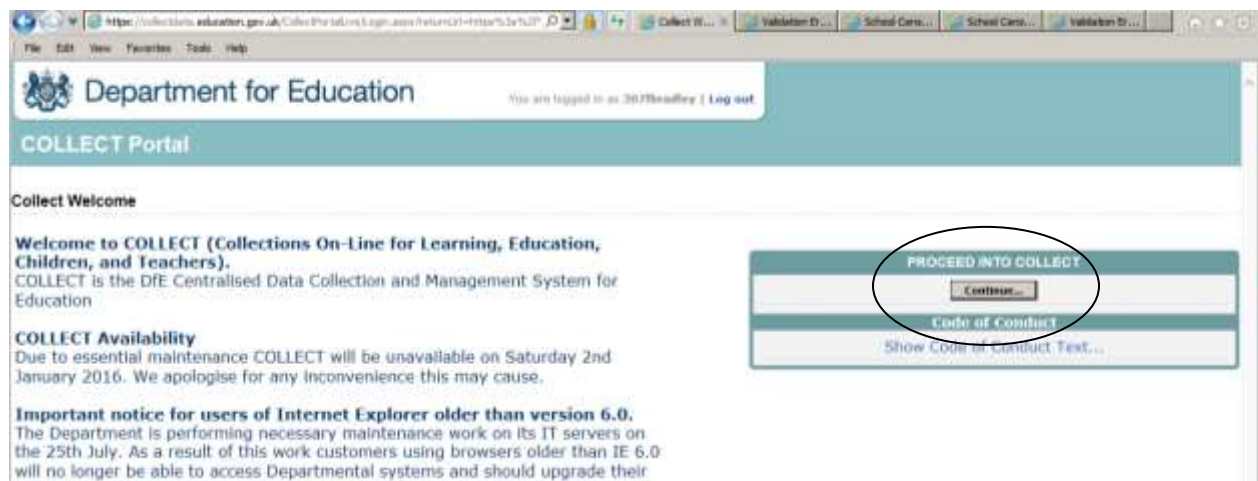
The next step is to return your Census to the Local Authority for checking by uploading it to COLLECT. It is likely that nearer census date, the DFE will allocate our authority a 'slot' to begin loading onto COLLECT.

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
You are logged in as 2017NewBlade 1 Log out

COLLECT Portal

Home Page

MY DATA COLLECTIONS

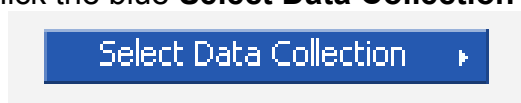
Data Collection	User Role	Organisation	Status	User Date	Days Left
Alternative Provision Census 2018	Source	Ealing	Open	02/03/2018 00:00:00	-52
Early Years Census 2018	Agent	Ealing	Open	06/03/2018 00:00:00	-43
EVISF 2017	Agent	Ealing	Open	25/04/2017 00:00:00	-241
Key Stage 1 2017	Agent	Ealing	Open	26/03/2017 00:00:00	-200
Primary 2017	Agent	Ealing	Open	26/03/2017 00:00:00	-200
School Census 2018_Spring	Agent	Ealing	Open	18/04/2018 00:00:00	-63
School Census 2018_Summer	Agent	Ealing	Familiarisation	17/05/2018 00:00:00	24
Schools NPQ outcome - Impact of the formula	Agent	Ealing	Open	31/07/2018 00:00:00	99
Schools NPQ Census 2017	Agent	Ealing	Open	01/12/2017 00:00:00	-193
Schools NPQ Census 2017	Source	Ealing	Open	01/12/2017 00:00:00	-193

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 to file...	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?

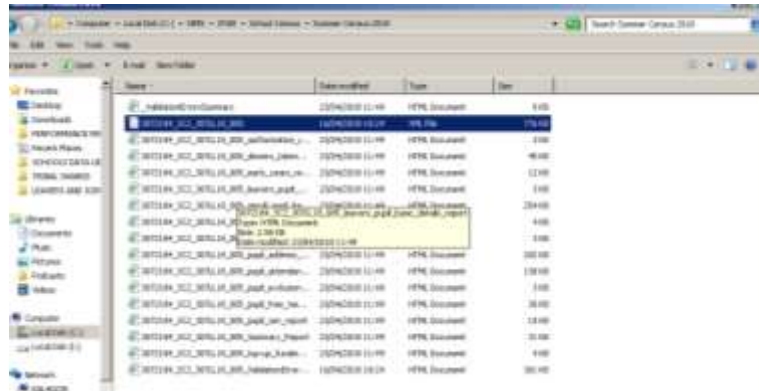
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted: <input type="text"/>	Date approved: <input type="text"/>	Date authorised: <input type="text"/>

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 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 on File...	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...
---	--	---

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 on File...	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

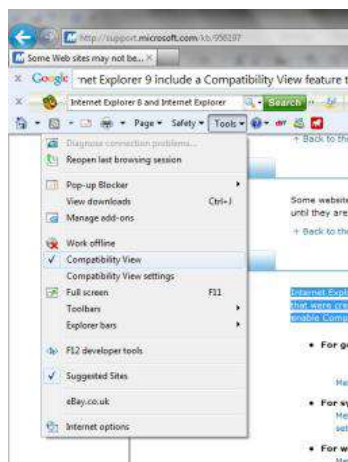
What is happening to My Data Return?

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...
---	--	---

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 31		Details	
Series	Notes	Field	Value
series:OK		DOB	Jul 17 1994 12:00AM
series:OK	Details	Governance	CO - Community
series:OK	Details	Intake	COMP - Comprehensive
series:OK	Details	NCYearActual	2 - Year 2
series:OK	Details	Phase	SS - Secondary (including CTCs and Academies)
series:OK	Details	ReferenceDate	Jan 17 2008 12:00AM
series:OK	Details		
series:OK	Details		

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

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.



Then **Add New Note**.



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

Department for Education

[Back to MyCOLLECT page](#)

You are logged in as 3077breadley | [Log out](#)

COLLECT Portal

Blade Error Report - SchoolCensus 2015_Spring

Dormers Wells High School

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

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

If there are 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.

The screenshot shows a web interface titled 'Source Page' with a section 'MY DATA RETURN'. At the top, it says 'The status of your data return : Loaded'. Below this are three input fields: 'Errors : 14', 'Queries : 10', and 'OK Errors : 0'. A section titled 'What can I do with My Data Return?' contains a list of buttons: 'Upload Return from file...', 'Add Return to Return...', 'Open Return...', 'Submit Return...' (which is circled in red), 'Export to file...', and 'Delete Return...'. Each button has a corresponding description. Below this, there are three columns: 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation', each with a 'Date' field and a 'View' button.

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

This screenshot shows the same 'MY DATA RETURN' page, but the status has changed to 'Submitted'. The 'Errors' field now shows '1', 'Queries' shows '12', and 'OK Errors' shows '0'. The 'Submit Return' button is no longer visible in the 'What can I do with My Data Return?' section.

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

Fiona Bradley

020 8825 6065

fbradley@ealing.gov.uk

\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\PLASC Census Folders\Census 2018\Summer Census\Ealing Step\Summer School Census 2018 For Ealing PRU.Doc