

**Summer School Census**

**2018**

for

**Ealing Primary Schools**

## **Summer School Census 2018 for Ealing Primary Schools**

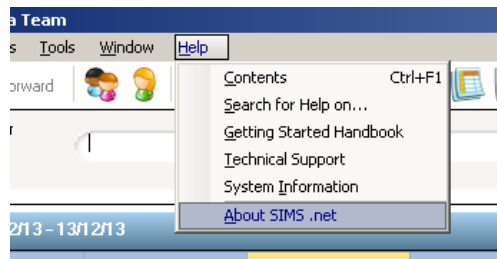
The Summer School Census takes place on **17th May 2018**. It is a statutory collection by the DFE. All schools are required to make this return using the school census part of their SIMS.net and are asked to upload their return to COLLECT by **18th May 2018**. It is a much smaller return than in Spring, 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.

### **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**

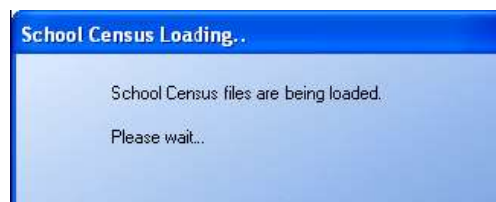


This is where you find the number of the version of SIMS.net you are using. Having checked the version, click anywhere on this window to close it.

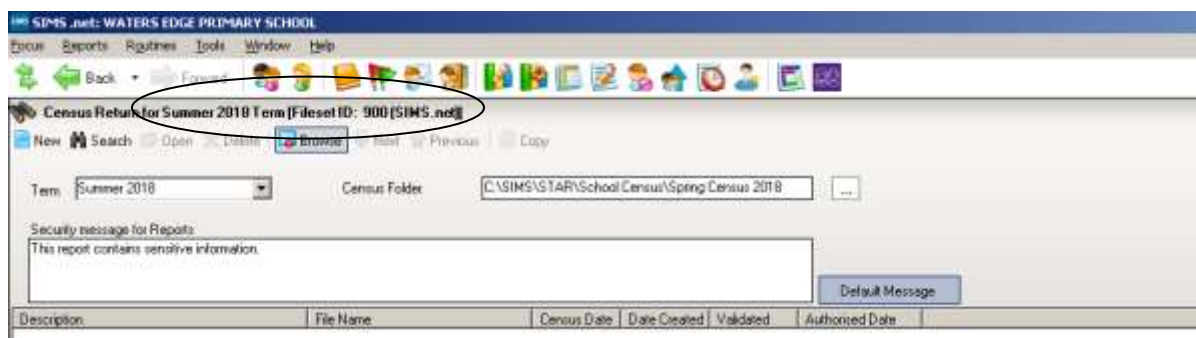
### Creating the Return



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.

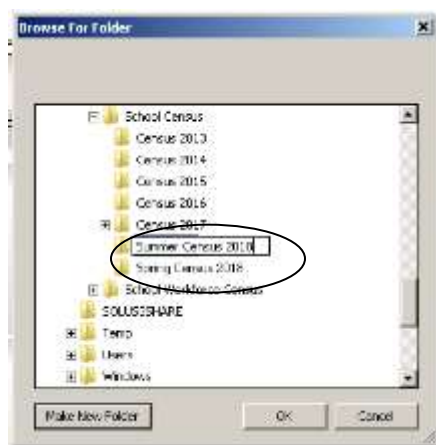
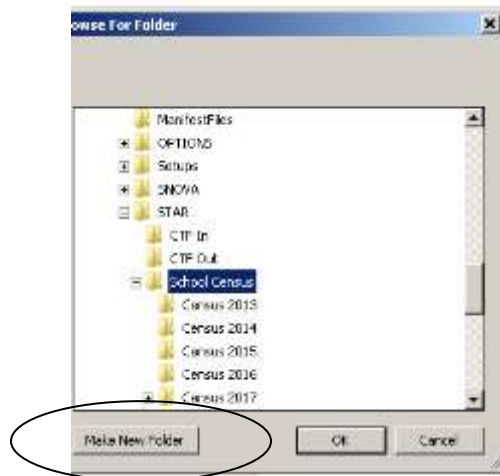
The next thing to do is to check that the location of the Census Folder. To keep everything tidy now that we do census so often and there are so many detail reports, I am going to create a new folder called Summer Census 2018.

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.

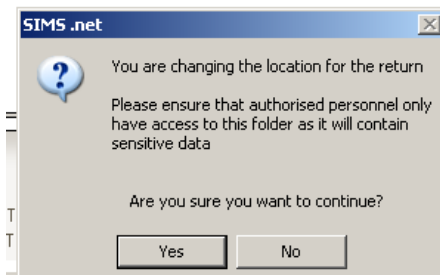
To make a new folder for summer Census, click on the **Browse** button to the right of the Census Folder field so that the **Browse for Folder** dialog box appears



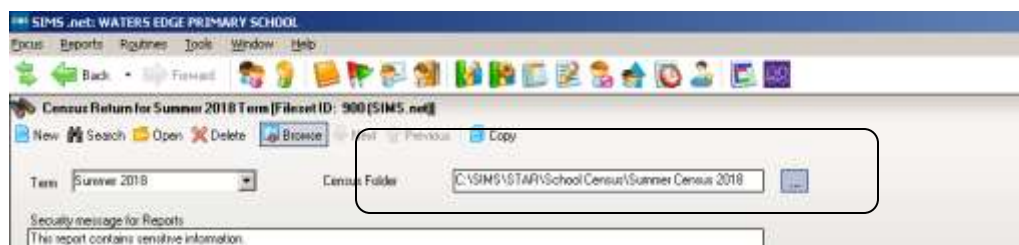
Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder and then the **School Census** folder. With the **School Census** folder highlighted click on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

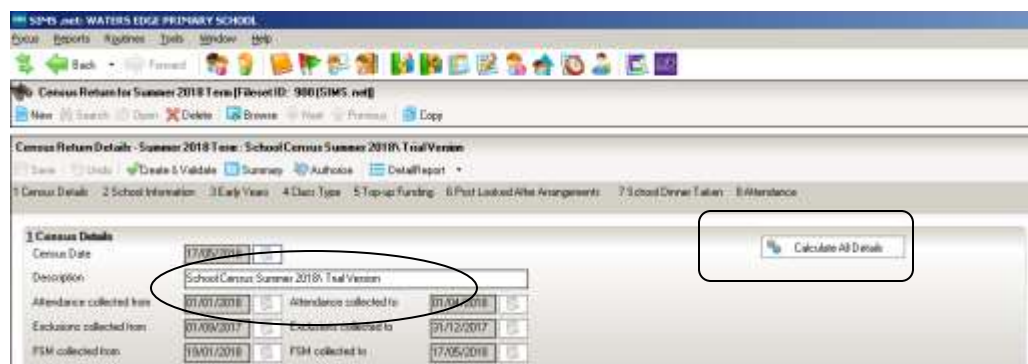
Once you have clicked on **New**, the census panels become active.



The Census dates are entered automatically. This panel also lists the period for which the Summer Census is collecting Attendance, Exclusions and Free School Meal Eligibility information.

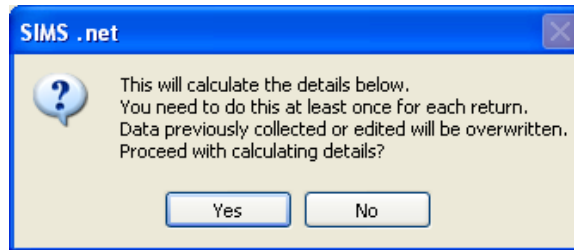
As usual, we suggest that you give each version of your census you generate an unique name by amending the Census Description **School Census Summer 2018**.

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

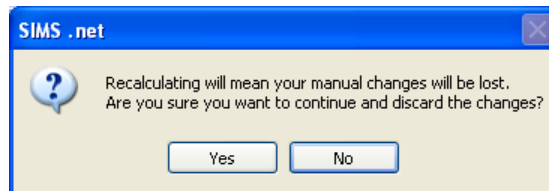


The next thing to do is click the **Calculate All Details** button located on the top RH corner of the Census Details Panel

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**

|                       |                               |                      |      |
|-----------------------|-------------------------------|----------------------|------|
| LA Number             | 307                           | Establishment Number | 1234 |
| School Type           | Infant and Junior School 5-11 |                      |      |
| School Phase          | Primary                       |                      |      |
| School Name           | WATERS EDGE PRIMARY SCHOOL    |                      |      |
| Previous Name         |                               |                      |      |
| Date Name Changed     |                               |                      |      |
| Previous Estab Number |                               | Date Number Changed  |      |

**3 Vacancies on Census Day**

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 - WATERS EDGE PRIMARY SCHOOL**

Save Undo Help

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

**1 Establishment**

|                         |                               |
|-------------------------|-------------------------------|
| School Name             | WATERS EDGE PRIMARY SCHOOL    |
| LA                      | 823 Central Bedfordshire      |
| Establishment Number    | 2999                          |
| Unique Reference Number |                               |
| School Phase            | Primary                       |
| School Type             | Infant and Junior School 5-11 |
| School Governance       | Community                     |
| Intake Type             | Comprehensive                 |
| Previous School Name    |                               |
| Previous Estab Number   |                               |

Date Name Changed Date Number Changed

Waters Edge Primary School

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.

### Information for Academies

|  |                    |                      |                      |                       |            |
|--|--------------------|----------------------|----------------------|-----------------------|------------|
| <b>2 School Information</b>                  |                    |                      |                      |                       |            |
| School Name                                  | Green Abbey School | Previous Name        | Previous Name School | Date Changed          | 31/07/2017 |
| LA   | 621                | Establishment Number | 4321                 | Previous Estab Number | 1234       |
| Telephone                                    | 851234             | Previous URN         |                      | Earliest DOA          | 17/07/2017 |
| School E-mail Address                        | office@ggs.org.uk  |                      |                      |                       |            |
| School Phase                                 | SS                 | Secondary            |                      |                       |            |
| School Type                                  | Academies          |                      |                      |                       |            |
| Governance                                   | Academies          | Intake Type          | Comprehensive        |                       |            |
| Lowest NC Year                               | 7                  | Highest NC Year      | 13                   |                       |            |
| <input type="button" value="School Detail"/> |                    |                      |                      |                       |            |


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

*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 there 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

 Recalculate

| 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 |
|------------------|---------------|--------|-----|-----|-------------------|-------------------|-------------------|------------------|--------------|------------------------|--------------|-----------------------|
| Abbra Shagub     | 04/01/2015    | 001582 | N2  | AM  | 2                 | 2                 | 3                 | 15               | 0            |                        |              |                       |
| Ackton,Charlotte | 10/02/2014    | 001580 | N2  | AM  | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Clemon,Joseph    | 07/07/2013    | 001581 | N2  | AM  | 4                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Daniels,Bryn     | 20/11/2013    | 001582 | N2  | AM  | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Delarve,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           |                        |              |                       |
| Falmer,Michael   | 20/03/2013    | 001583 | N2  | AM  | 4                 | 4                 | 5                 | 15               | 15           |                        |              |                       |

4 Class Type

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**.

Update Early Years

Save Undo

Census: Term: Summer 2016 Update Hours Age at 31/08/2017 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 31/03/2016

| 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 |
|------------------|---------------|--------|-----|-------|-------------------|-------------------|-------------------|------------------|--------------|------------------------|--------------|-----------------------|
| Abbra Shagub     | 04/01/2015    | 001582 | N2  | AM    | 2                 | 2                 | 3                 | 15               | 0            |                        |              |                       |
| Ackton,Charlotte | 10/02/2014    | 001580 | N2  | AM    | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Clemon,Joseph    | 07/07/2013    | 001581 | N2  | AM    | 4                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Daniels,Bryn     | 20/11/2013    | 001582 | N2  | AM    | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Delarve,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           |                        |              |                       |
| Falmer,Michael   | 20/03/2013    | 001583 | N2  | AM    | 4                 | 4                 | 5                 | 15               | 15           |                        |              |                       |
| Finch,Bradley    | 23/12/2016    | 001644 | N1  | N1 PM | 1                 | 2                 | 2                 | 15               | 15           |                        |              |                       |
| Gard,David       | 05/12/2013    | 001584 | N2  | PM    | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Hall,Joan        | 17/01/2014    | 001585 | N2  | PM    | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Robson,Bianca    | 12/07/2015    | 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 |

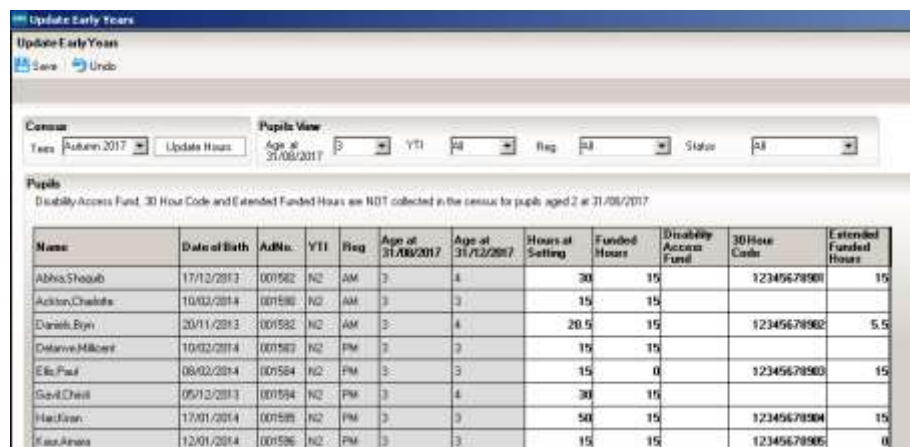
## Full and Part time in Nursery

**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



The screenshot shows the 'Update Early Years' software interface. At the top, there's a title bar and a menu bar with 'Update Early Years', 'Save', and 'Undo'. Below this is a 'Census' section with a dropdown for 'Term' (Autumn 2017) and a button 'Update Hours'. To the right is a 'Pupils View' section with dropdowns for 'Age at 31/08/2017' (3), 'YTI' (N2), 'Reg' (AM), and 'Status' (AM). Below this is a table of pupils with the following columns: Name, Date of Birth, AdNo., YTI, Reg, Age at 31/08/2017, Age at 31/12/2017, Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Code, and Extended Funded Hours. The table contains 10 rows of data for different pupils.

| Name               | Date of Birth | AdNo.  | YTI | Reg | Age at 31/08/2017 | Age at 31/12/2017 | 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                    |
| Ackton, 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                   |
| Delarve, Millicent | 10/02/2014    | 001582 | N2  | PM  | 3                 | 3                 | 15               | 15           |                        |              |                       |
| Ellis, Paul        | 08/02/2014    | 001584 | N2  | PM  | 3                 | 3                 | 15               | 0            |                        | 1234567890   | 15                    |
| Gavil, Christi     | 05/12/2013    | 001584 | N2  | PM  | 3                 | 4                 | 30               | 15           |                        |              |                       |
| Hadi, Kiran        | 17/01/2014    | 001585 | N2  | PM  | 3                 | 3                 | 50               | 15           |                        | 1234567890   | 15                    |
| Kiran, 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 and entrv 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.

Update Early Years

Update Early Years

Save Undo

Census Term Summer 2018 Update Hours

Pupils View Age at 31/05/2017 All Y11 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   | Y11 | Reg   | Age at 31/05/2017 | Age at 31/12/2017 | Age at 31/03/2018 | Hours at Setting | Funded Hours | Disability Access Fund | 30 Hour Code | Extended Funded Hours |
|------------------|---------------|--------|-----|-------|-------------------|-------------------|-------------------|------------------|--------------|------------------------|--------------|-----------------------|
| Atkins, Shazib   | 04/01/2015    | 001502 | N2  | AM    | 2                 | 2                 | 3                 | 30               | 15           |                        | 1234567890   | 15                    |
| Ackton, Chakote  | 10/02/2014    | 001500 | N2  | AM    | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Clarke, Joseph   | 07/07/2013    | 001501 | N2  | AM    | 4                 | 4                 | 4                 | 30               | 15           |                        |              |                       |
| Darell, Ben      | 20/11/2013    | 001502 | N2  | AM    | 3                 | 4                 | 4                 | 18               | 15           |                        | 1234567891   | 3                     |
| Delarue, Milosav | 10/02/2014    | 001503 | N2  | PM    | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Ellis, Paul      | 05/02/2014    | 001504 | N2  | PM    | 3                 | 3                 | 4                 | 15               | 15           |                        |              |                       |
| Fahner, Michael  | 20/03/2013    | 001503 | N2  | AM    | 4                 | 4                 | 5                 | 15               | 15           |                        |              |                       |
| Flint, Bradley   | 22/12/2015    | 001504 | N1  | N1 PM | 1                 | 2                 | 2                 | 15               | 15           |                        |              |                       |
| Gault, Derek     | 05/12/2013    | 001504 | 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.

Update Early Years

Update Early Years

Save Undo

Census

Term: Summer 2018 Update Hours

Pupils View

Age at 31/08/2017 YTI

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 31/03/2018 | Hours of Setting | Funded Hours | Disability Access Fund | 30 Hour Code | Extended Funded Hours |
|-------------------|---------------|--------|-----|-------|-------------------|-------------------|------------------|--------------|------------------------|--------------|-----------------------|
| Ahmed, Shaqib     | 04/01/2015    | 001582 | N2  | AM    | 2                 | 2                 | 3                | 15           | 15                     | 1234567890   | 15                    |
| Ackton, Charlotte | 18/02/2014    | 001590 | N2  | AM    | 3                 | 3                 | 4                | 15           | 15                     |              |                       |
| Clinton, Joseph   | 07/07/2013    | 001591 | N2  | AM    | 4                 | 4                 | 4                | 30           | 15                     |              |                       |
| Daniels, Ryan     | 20/11/2013    | 001592 | N2  | AM    | 3                 | 4                 | 4                | 18           | 15                     | 1234567891   | 3                     |
| Dolan, Michael    | 10/02/2014    | 001593 | N2  | PM    | 3                 | 3                 | 4                | 15           | 15                     |              |                       |
| Ellis, Paul       | 08/02/2014    | 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    | 001644 | N1  | N1 PM | 1                 | 2                 | 2                | 15           | 15                     |              |                       |

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.

Update Early Years

Update Early Years

Save Undo

Census

Term: Summer 2018 Update Hours

Pupils View

Age at 31/08/2017 YTI

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 of Setting | Funded Hours | Disability Access Fund | 30 Hour Code | Extended Funded Hours |
|-------------------|---------------|--------|-----|-------|-------------------|-------------------|-------------------|------------------|--------------|------------------------|--------------|-----------------------|
| Ahmed, Shaqib     | 04/01/2015    | 001582 | N2  | AM    | 2                 | 2                 | 3                 | 3                | 15           | 15                     | 1234567890   | 15                    |
| Ackton, Charlotte | 18/02/2014    | 001590 | N2  | AM    | 3                 | 3                 | 4                 | 4                | 15           | 15                     |              |                       |
| Clinton, Joseph   | 07/07/2013    | 001591 | N2  | AM    | 4                 | 4                 | 4                 | 4                | 30           | 15                     |              |                       |
| Daniels, Ryan     | 20/11/2013    | 001592 | N2  | AM    | 3                 | 4                 | 4                 | 4                | 18           | 15                     | 1234567891   | 3                     |
| Dolan, Michael    | 10/02/2014    | 001593 | N2  | PM    | 3                 | 3                 | 4                 | 4                | 15           | 15                     |              |                       |
| Ellis, Paul       | 08/02/2014    | 001594 | N2  | PM    | 3                 | 3                 | 4                 | 4                | 15           | 15                     |              |                       |
| Falmer, Michael   | 20/03/2013    | 001593 | N2  | AM    | 4                 | 4                 | 5                 | 5                | 15           | 15                     |              |                       |
| Flint, Bradley    | 22/12/2015    | 001644 | N1  | N1 PM | 1                 | 2                 | 2                 | 2                | 15           | 15                     |              |                       |

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**

Save Undo

Census: Term: Summer 2018 Update Hours

Pupils View: Age at 31/08/2017 All 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    | 001592 | 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, Ryan     | 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           |                        |              |                       |
| Falmer, 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           |                        |              |                       |
| Gawil, Christ     | 05/12/2013    | 001594 | N2  | PM    | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Hart, Karen       | 17/01/2014    | 001595 | N2  | PM    | 3                 | 4                 | 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**

Save Undo

Census: Term: Summer 2018 Update Hours

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

**Pupils**

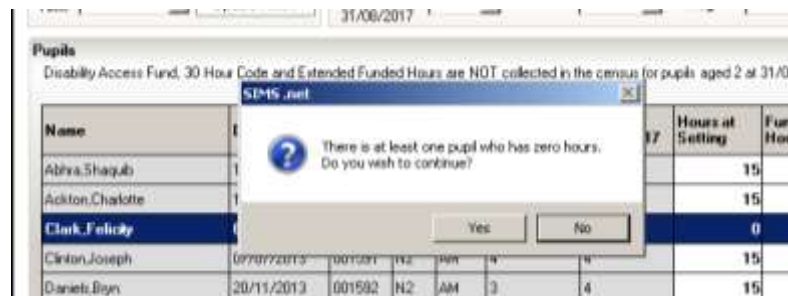
Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/03/2018

| 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    | 001592 | 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, Ryan     | 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           |                        |              |                       |
| Falmer, 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           |                        |              |                       |
| Gawil, Christ     | 05/12/2013    | 001594 | N2  | PM    | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |
| Hart, Karen       | 17/01/2014    | 001595 | N2  | PM    | 3                 | 4                 | 4                 | 15               | 15           |                        |              |                       |

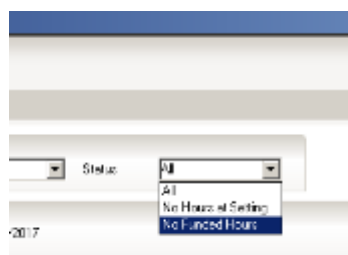
The **Disability Access Fund** column remains blank unless you click into it, at which point you can choose **Yes** for those children in receipt of DAF on census day. You do not have to choose **No** for every child that is not eligible.

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





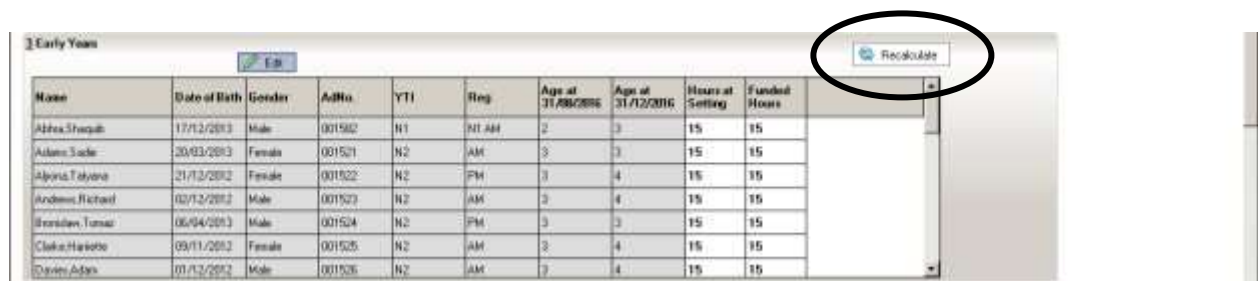
If there are any pupils where zero hours have been recorded, a message is displayed asking if you wish to continue with the **Save**. There are some scenarios where it is correct for a pupil to have zero hours recorded, so you will need to check before you click the **Yes** or **No** buttons. The **Status**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

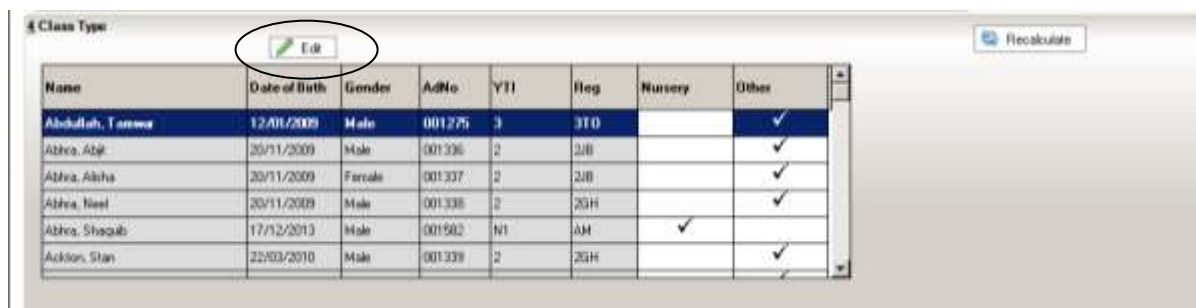


Use the **Recalculate** button at the top RH side of the **Hours for Early Years** section of the School Census page to ensure that the up-to-date data is displayed.

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

## Checking/Updating Class Types

It is necessary for Primary schools with Nursery pupils to specify the type of class each pupil belongs to on the return date. Pupils in your Nursery class should be specified as **Nursery** with all other pupils specified as **Other**. Data can be updated by clicking the **Edit** button.



The screenshot shows a window titled 'Class Type' with a table of pupils. An 'Edit' button is circled in red. The table has columns: Name, Date of Birth, Gender, AdNo, YTI, Reg, Nursery, and Other.

| Name             | Date of Birth | Gender | AdNo   | YTI | Reg | Nursery | Other |
|------------------|---------------|--------|--------|-----|-----|---------|-------|
| Abdullah, Tameem | 12/01/2009    | Male   | 001275 | 3   | 3T0 |         | ✓     |
| Abba, Abi        | 20/11/2009    | Male   | 001306 | 2   | 2J0 |         | ✓     |
| Abba, Aisha      | 20/11/2009    | Female | 001337 | 2   | 2J0 |         | ✓     |
| Abba, Neel       | 20/11/2009    | Male   | 001338 | 2   | 2JH |         | ✓     |
| Abba, Shagabi    | 17/12/2013    | Male   | 001502 | N1  | AM  | ✓       |       |
| Adkins, Stan     | 22/03/2010    | Male   | 001339 | 2   | 2JH |         | ✓     |

Clicking on this button will take you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Class Type**



The first thing you will see is this message reminding you that if Class Type has been recorded previously the values are displayed in the **Class Type** panel.

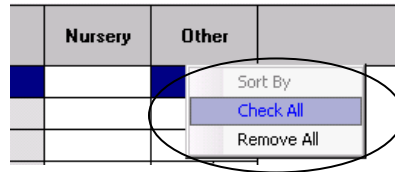
Check that the **YTI** (Year Taught In) field is displaying **All**.



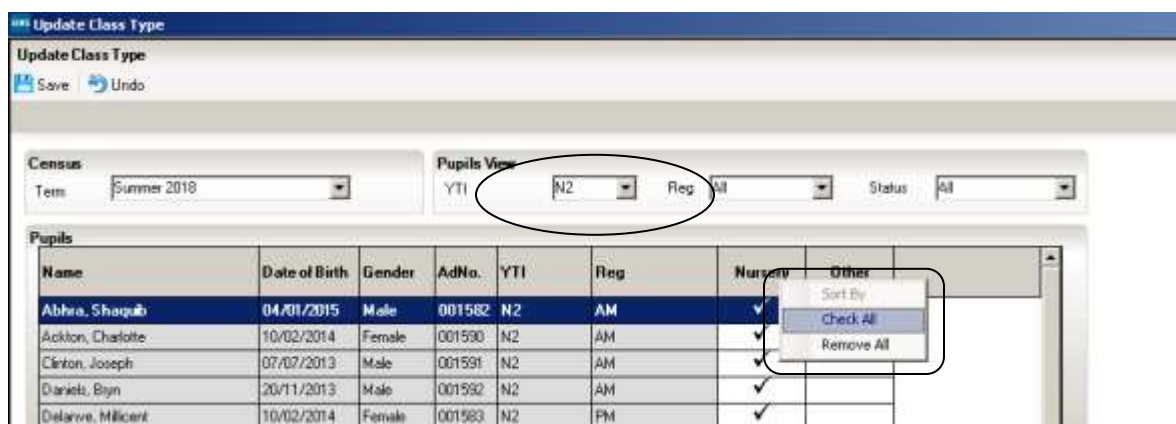
The screenshot shows a window titled 'Update Class Type' with a table of pupils. The 'YTI' field is circled in red. The table has columns: Name, Date of Birth, Gender, AdNo, YTI, Reg, Nursery, and Other.

| Name             | Date of Birth | Gender | AdNo   | YTI | Reg | Nursery | Other |
|------------------|---------------|--------|--------|-----|-----|---------|-------|
| Abdullah, Tameem | 12/01/2009    | Male   | 001275 | 4   | 4E5 |         | ✓     |
| Abba, Abi        | 20/11/2009    | Male   | 001306 | 3   | 3T0 |         | ✓     |
| Abba, Aisha      | 20/11/2009    | Female | 001337 | 3   | 3T0 |         | ✓     |
| Abba, Shagabi    | 04/01/2015    | Male   | 001582 | N2  | AM  | ✓       |       |
| Adkins, Shokate  | 10/02/2014    | Female | 001590 | N2  | AM  | ✓       |       |
| Adkins, Stan     | 22/03/2010    | Male   | 001339 | 3   | 3C0 |         | ✓     |
| Adams, Laura     | 03/03/2007    | Female | 001230 | 6   | 6VC |         | ✓     |
| Adams, Nancy     | 18/12/2013    | Female | 001400 | 1   | 1LH |         | ✓     |
| Adams, Sade      | 20/03/2013    | Female | 001521 | 1   | 1LH |         | ✓     |
| Adams, Rebecca   | 18/09/2007    | Female | 001295 | 5   | 5B6 |         | ✓     |
| Adams, Richard   | 02/02/2011    | Male   | 001397 | 2   | 2B6 |         | ✓     |
| Adams, Steven    | 02/02/2011    | Male   | 001398 | 2   | 2B4 |         | ✓     |
| Adams, Cande     | 02/10/2011    | Female | 001451 | 1   | 1ME |         | ✓     |
| Adams, Sade      | 02/12/2010    | Female | 001480 | 2   | 2B1 |         | ✓     |
| Adams, Tameem    | 21/12/2012    | Female | 001532 | 1   | 1ME |         | ✓     |

Right click on the grey column heading **Other** and choose **Check All** from the options.



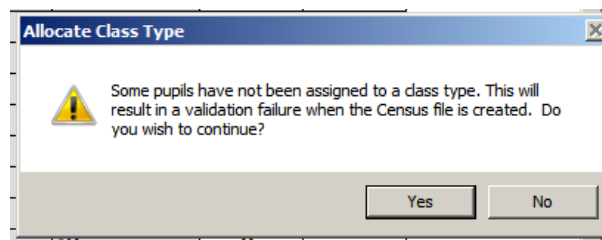
You have now changed all the pupils in the school to Class Type **Other**. If you are a school that has pupils in a Nursery class, you will now need to make sure that they have **Class Type Nursery**. Click on the **Year Group** down arrow and select **N2** from the list.



Right click on the grey column heading **Nursery** and choose **Check All** from the options.

If you have also have an N1 year group in your school, you will need to repeat the process but this time when you click the Year Group drop down arrow, choose N1 from the list.

When you have made all your changes, click on the **Save** button in the top LH corner. If there are still any pupils who do not have a Class Type assigned, you will see the following warning:



To see which pupils these are click on the **Status** drop down arrow and select **No Class Type** from the list. This will display any pupils without a Class Type and you can click in the appropriate box to select their Class Type.

Click the **Save** button in the top **LH** corner and **OK** in the bottom **RH** corner of the screen to return to the **Census Return Details** page

### Updating Pupils with Top-Up Funding

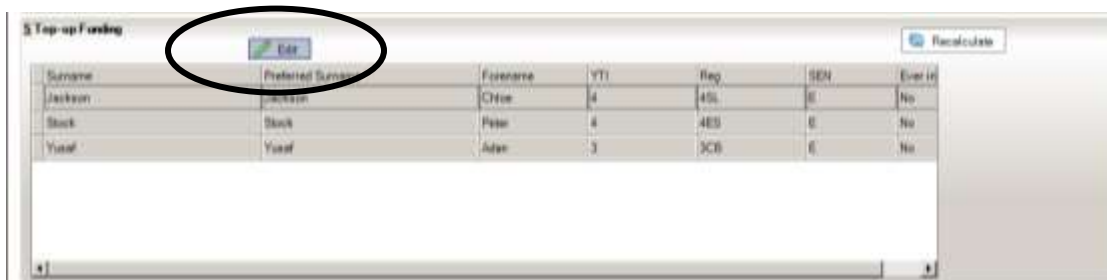
Top-up funding is supplied to schools to meet the cost of support high needs pupils above a specified threshold. They are nearly always pupils who either have a Statement or an EHCP.

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.

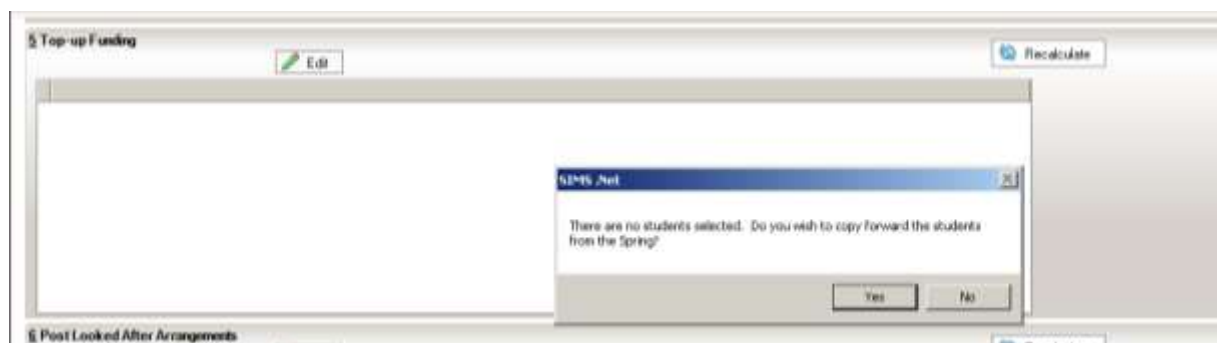
For pupils taught in a designated special unit or resourced provision attached to a mainstream school or academy, and all special schools, and PRUs, the funding they receive is £10,000 per place, and the top-up funding will be for the costs incurred by the school in providing additional support in excess 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](mailto: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:  Forename:  Y11:  Reg:   
 Preferred Surname:  SEN:  Even in care at this school:  Search:

| Surname | Preferred Surname | Forename | Y11 | Reg | SEN | Even in Care |
|---------|-------------------|----------|-----|-----|-----|--------------|
| Baluku  | Baluku            | Iwa      | 12  | 20H | E   | No           |

Top-up Funding:  Add  Remove

| Surname  | Preferred Surname | Forename | Y11 | Reg | SEN | Even in Care |
|----------|-------------------|----------|-----|-----|-----|--------------|
| Brown    | Brown             | Ingrid   | 11  | ELM | E   | No           |
| Chapling | Chapling          | Mark     | 6   | 6VC | E   | No           |
| Stack    | Stack             | Peter    | 5   | 6B  | E   | No           |
| Yusuf    | Yusuf             | 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.

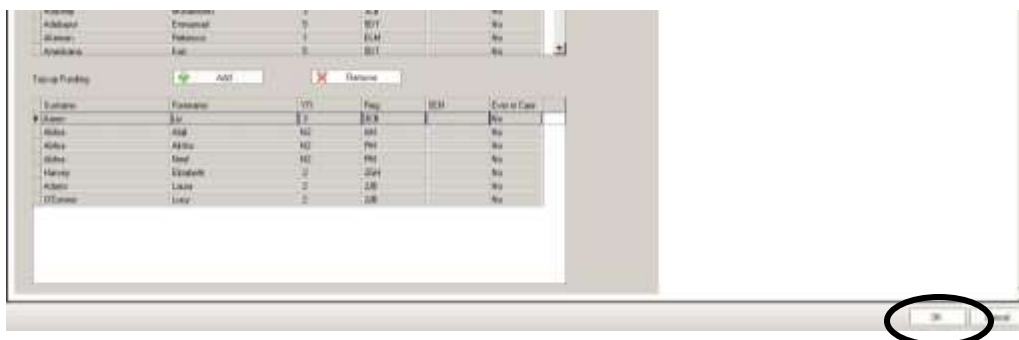
Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

Update Students with Top-up Funding

Update

| Surname  | Preferred Surname | Forename | Y11 | Reg | SEN | Even in Care |
|----------|-------------------|----------|-----|-----|-----|--------------|
| Aaron    | Chris             | 3        | 3CB |     | No  |              |
| Aaron    | Sophie            | 3        | 3TO |     | No  |              |
| Abdullah | Tamwar            | R        | ELM | A   | No  |              |
| Abraham  | Jane              | 4        | 4SL |     | No  |              |
| Adrian   | Stan              | N2       | AM  |     | No  |              |
| Adrian   | Stephen           | 3        | 3TO |     | No  |              |
| Adrian   | Jordan            | 5        | 5B  |     | No  |              |
| Adrian   | Samantha          | 6        | 6VC |     | No  |              |
| Adrian   | Arden             | 4        | 4ES |     | No  |              |
| Adrian   | Mohammed          | 3        | 3CB |     | No  |              |
| Adrian   | Emmanuel          | 5        | 5DT |     | No  |              |
| Adrian   | Rabecca           | 1        | ELM |     | No  |              |
| Adrian   | Kier              | 5        | 5DT |     | No  |              |

Top-up Funding:  Add  Remove



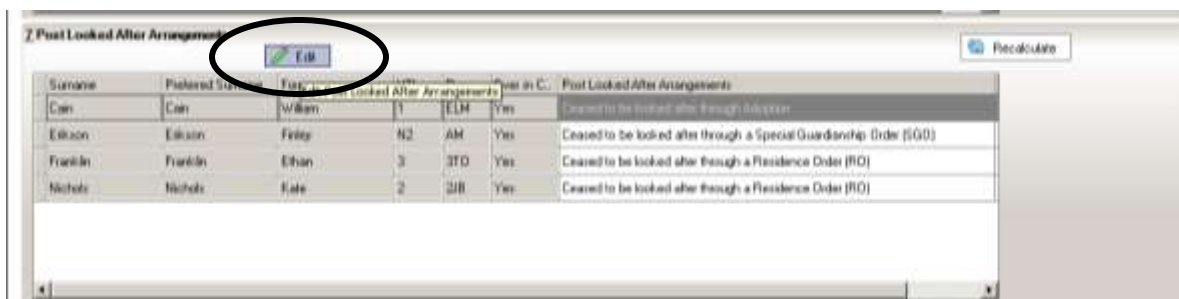
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

### 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: 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

Surname: Forename: Yr: All

Preferred Surname: Reg: All Ever in Care at this school: All 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               | Willis   | 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  | 210 | Yes          | Ceased to be looked after through a Residence Order (RO)             | <input type="checkbox"/> |
| Michals  | Michals           | Evelyn   | 2  | 218 | Yes          | Ceased to be looked after through a Residence Order (RO)             | <input type="checkbox"/> |
| OTCannon | OTCannon          | Maeve    | 11 | 107 | 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)

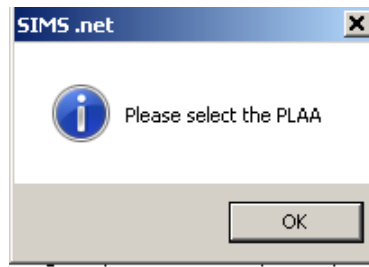
OK Cancel

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



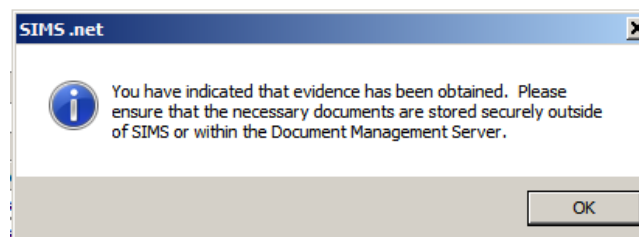
Post Looked After Arrangements field next to the pupil's name and choosing from the drop-down list. If you try to Update without doing this, you will see this message



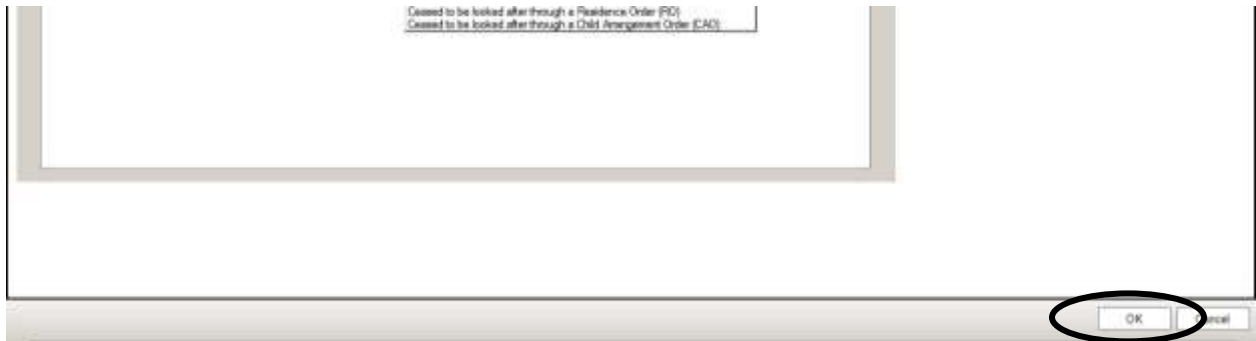
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

| 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.



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

### **School Dinner Taken – Schools with Infant pupils only**

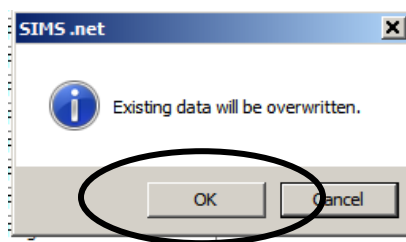
In this panel of school census we are recording the number of Universal Free School Meals eaten by pupils in Reception, Year 1 and Year 2. **This will include all the pupils in those curriculum years that ate**, (including those who are eligible for deprivation free school meals).

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.

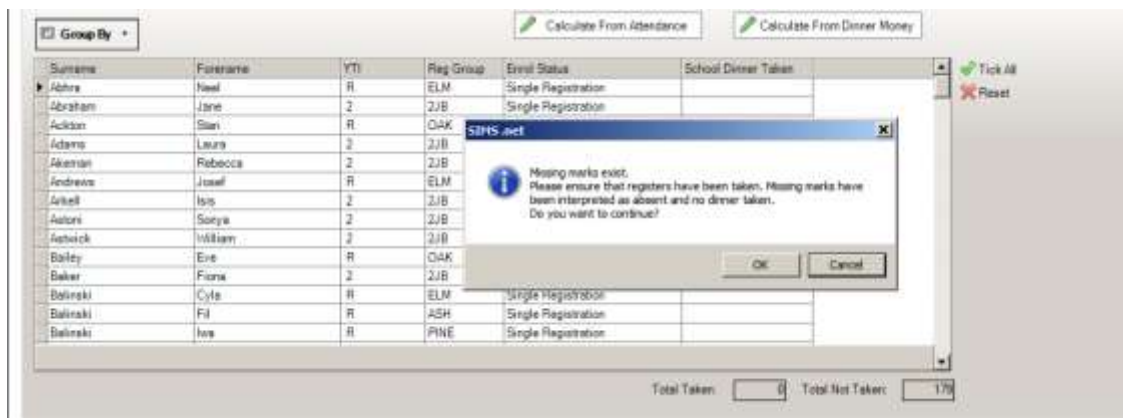
| Surname  | Forename | Yr | Pupil Status | School Dinner Taken |
|----------|----------|----|--------------|---------------------|
| Adams    | Marcy    | 1  | SLM          | Single Registration |
| Adams    | Leila    | R  | SLM          | Single Registration |
| Alkham   | Richard  | 2  | SLB          | Single Registration |
| Alkham   | Steven   | 2  | SLH          | Single Registration |
| Alley    | Carole   | 1  | PNE          | Single Registration |
| Almulla  | Sally    | 2  | SLB          | Single Registration |
| Almulla  | Tayana   | R  | PNE          | Single Registration |
| Anderson | Richard  | R  | ASH          | Single Registration |
| Bale     | Karlina  | 2  | SLH          | Single Registration |
| Barr     | Valerie  | 2  | SLB          | Single Registration |
| Banks    | Chloe    | 2  | SLH          | Single Registration |
| Barton   | Olivia   | 1  | PNE          | Single Registration |
| Bischof  | Molly    | 2  | SLB          | Single Registration |
| Burton   | Pier     | R  | ASH          | Single Registration |

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**..

|          |         |   |     |                     |   |
|----------|---------|---|-----|---------------------|---|
| Aston    | 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 | Cyla    | R | ELM | Single Registration | ✓ |
| Balinski | Fil     | R | ASH | Single Registration | ✓ |

Total Taken: 174 Total Not Taken: 2

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.

## 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.

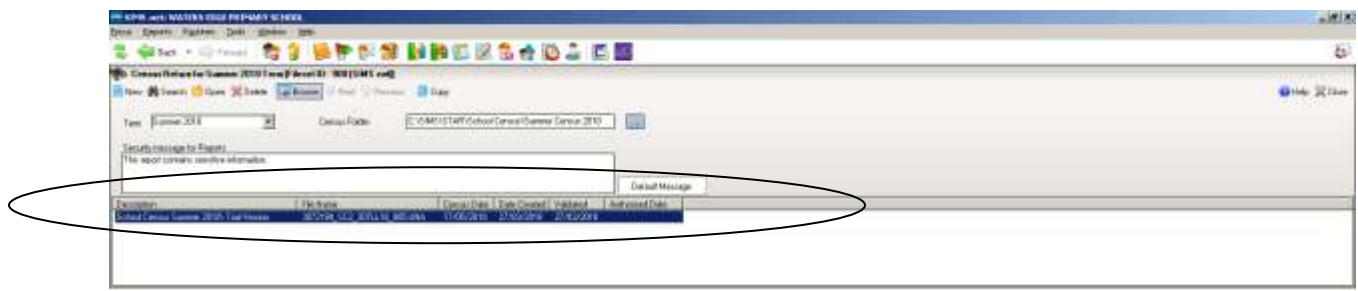
To enter missing marks, follow the route **Focus | Attendance | Deal with Missing Marks** to locate the missing marks and enter appropriate attendance codes. Return to

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.

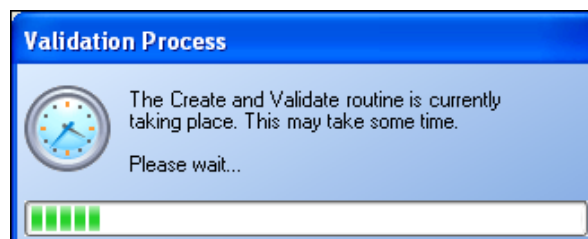


### Validating the School Census Return

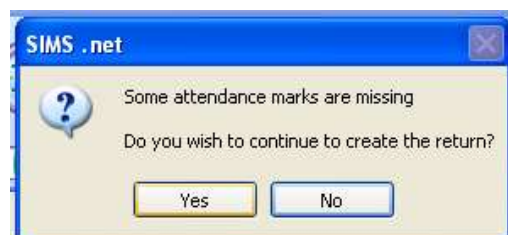
The next step is to click the **Create and Validate** button at the top of the screen to start the process of validating the details and creating the school census return file.



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.'**

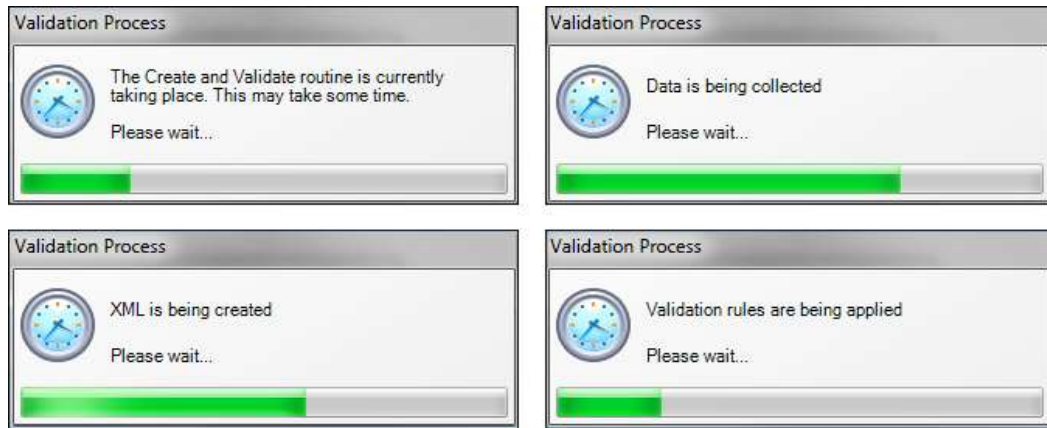


If you still have missing attendance marks you will see this message:



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.

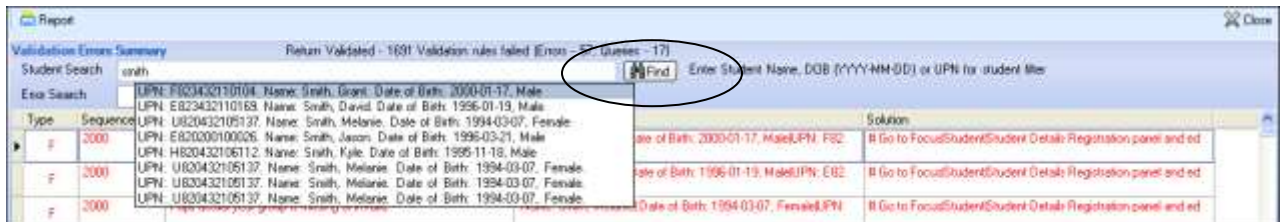


Validating the return creates an unauthorised census return file, which is then compared to a set of DFE rules. When the validation is complete, a list of errors and queries is displayed. An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as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

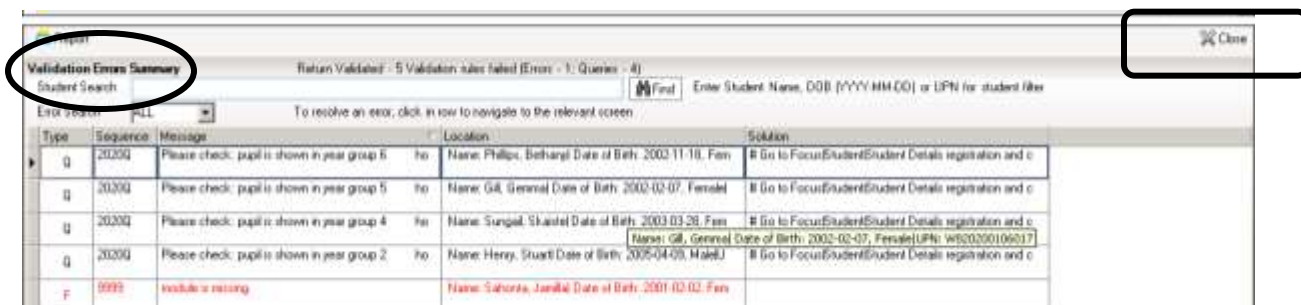


Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.









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.

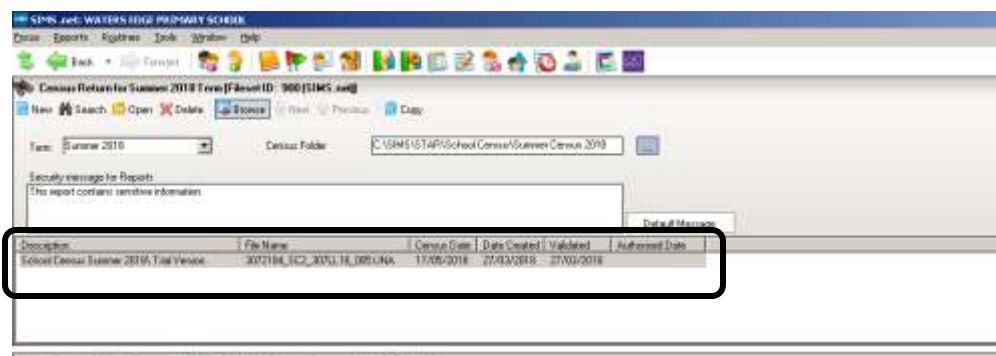
Don't forget that many of the errors can be dealt with in one fell swoop by using **Routines | Student | Bulk Update**.

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

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

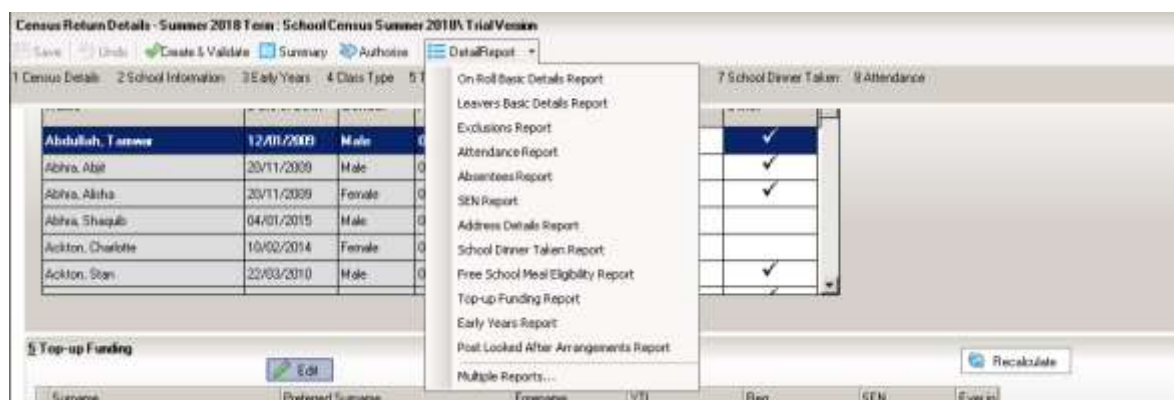
When you have fixed as many errors and queries as you can, you need to **Create & Validate** again to update the **Validation Errors Summary** panel.

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'.

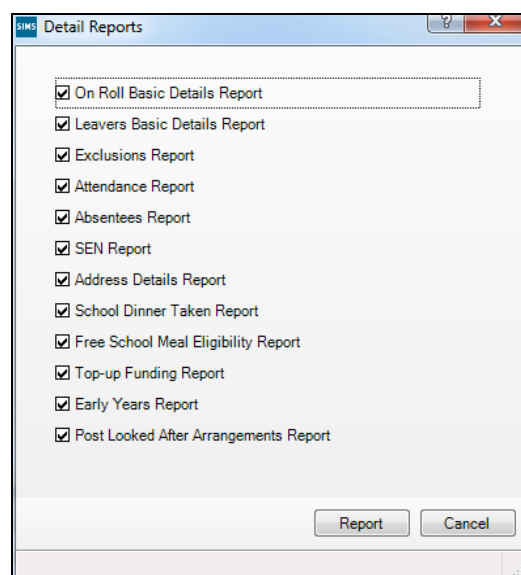


## Producing Detail Reports

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

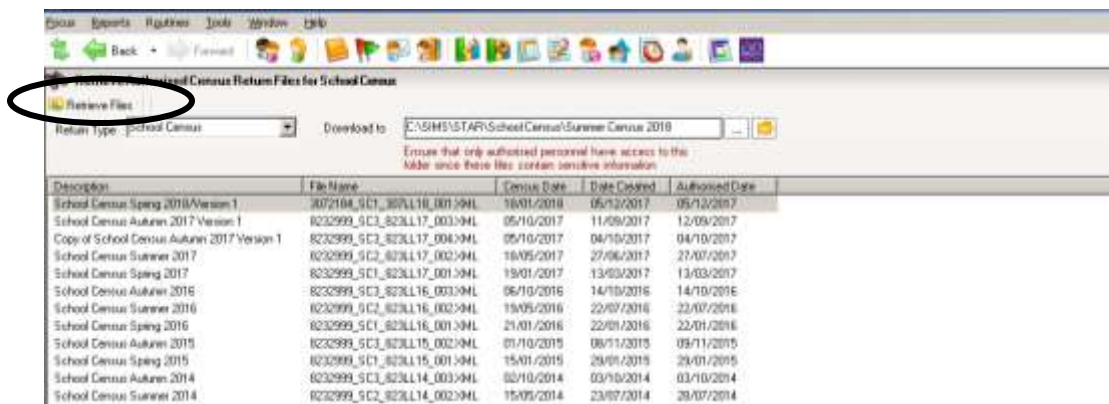


When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.





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



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

## **Security - Deleting Temporary Web Browser Files**

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

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

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

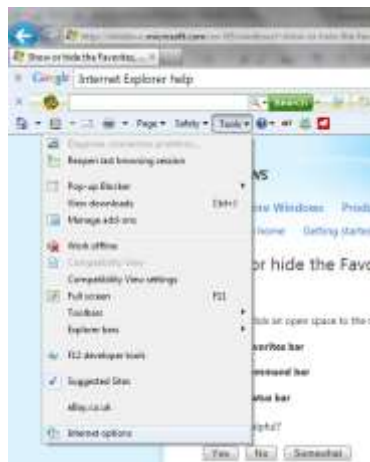




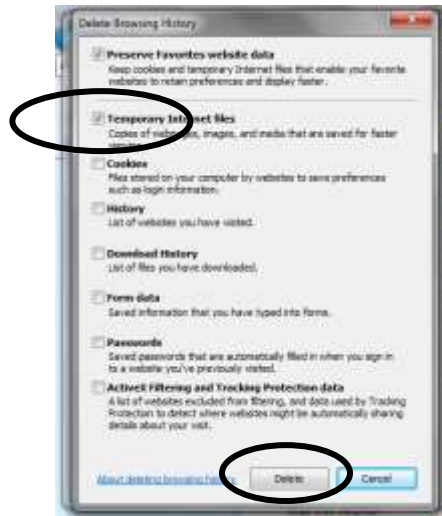
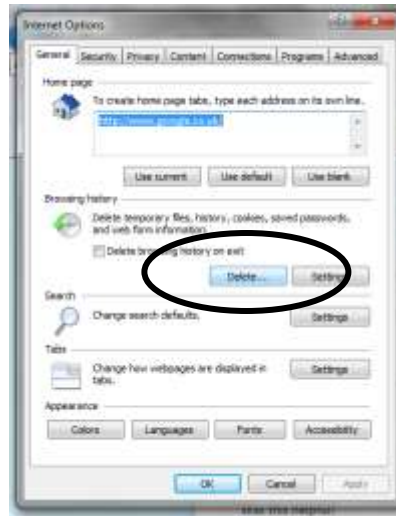
Click the **Close** button

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

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



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



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

## Producing the Summary Report

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

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

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





The Summary Report opens up in 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 |        |       |
|                          |                         | Male             | Female | Total | Male      | Female | Total |
| 19 or over               | 01/04/1999 or earlier   | 0                | 0      | 0     | 0         | 0      | 0     |
| 18                       | 01/04/1999 - 31/03/1999 | 0                | 0      | 0     | 0         | 0      | 0     |
| 17                       | 01/04/1999 - 31/03/2000 | 0                | 0      | 0     | 0         | 0      | 0     |
| 16                       | 01/04/2000 - 31/03/2001 | 0                | 0      | 0     | 0         | 0      | 0     |
| 15                       | 01/04/2001 - 31/03/2002 | 0                | 0      | 0     | 0         | 0      | 0     |
| 14                       | 01/04/2002 - 31/03/2003 | 0                | 0      | 0     | 0         | 0      | 0     |
| 13                       | 01/04/2003 - 31/03/2004 | 0                | 0      | 0     | 0         | 0      | 0     |
| 12                       | 01/04/2004 - 31/03/2005 | 0                | 0      | 0     | 0         | 0      | 0     |
| 11                       | 01/04/2005 - 31/03/2006 | 0                | 0      | 0     | 0         | 0      | 0     |
| 10                       | 01/04/2006 - 31/03/2007 | 29               | 22     | 51    | 0         | 0      | 51    |
| 9                        | 01/04/2007 - 31/03/2008 | 30               | 22     | 52    | 0         | 0      | 52    |
| 8                        | 01/04/2008 - 31/03/2009 | 39               | 24     | 63    | 0         | 0      | 63    |
| 7                        | 01/04/2009 - 31/03/2010 | 30               | 20     | 50    | 0         | 0      | 50    |
| 6                        | 01/04/2010 - 31/03/2011 | 29               | 20     | 49    | 0         | 0      | 49    |
| 5                        | 01/04/2011 - 31/03/2012 | 30               | 20     | 50    | 0         | 0      | 50    |
| 4 (4 - 11 months)        | 01/04/2012 - 31/03/2013 | 13               | 4      | 17    | 0         | 0      | 17    |
| 3 (3 - 7 months)         | 01/04/2013 - 31/03/2014 | 9                | 10     | 19    | 0         | 0      | 19    |
| 2 (2 - 4 months)         | 01/04/2014 - 31/03/2015 | 10               | 7      | 17    | 0         | 0      | 17    |
| 1 (1 - 11 months)        | 01/04/2015 - 31/03/2016 | 3                | 4      | 7     | 0         | 0      | 7     |
| 0 (0 - 7 months)         | 01/04/2016 - 31/03/2017 | 4                | 4      | 8     | 0         | 0      | 8     |
| 0 (0 - 4 months)         | 01/04/2017 - 31/03/2018 | 0                | 0      | 0     | 0         | 0      | 0     |
| 0 or under               | 01/04/2018 or later     | 0                | 0      | 0     | 0         | 0      | 0     |
| Total number of pupils   |                         | 215              | 221    | 436   | 0         | 0      | 436   |
| Aged 16 and over         | 01/04/2001 or earlier   | 0                | 0      | 0     | 0         | 0      | 0     |
| Aged 11 to 15            | 01/04/2006 - 31/03/2010 | 0                | 0      | 0     | 0         | 0      | 0     |
| Aged 5 to 10             | 01/04/2006 - 31/03/2015 | 171              | 141    | 312   | 0         | 0      | 312   |
| Aged under 5             | 01/04/2013 and later    | 34               | 43     | 77    | 0         | 0      | 77    |

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 31<sup>st</sup> 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 |
|---------------|------------------|
| E1            | 0                |
| E2            | 0                |
| E3            | 0                |
| E4            | 0                |
| E5            | 0                |
| E6            | 0                |
| E7            | 0                |
| E8            | 0                |
| E9            | 0                |
| E10           | 0                |
| E11           | 0                |
| E12           | 0                |
| E13           | 0                |
| E14           | 0                |
| E15           | 0                |
| E16           | 0                |
| E17           | 0                |
| E18           | 0                |
| E19           | 0                |
| E20           | 0                |
| E21           | 0                |
| E22           | 0                |
| E23           | 0                |
| E24           | 0                |
| E25           | 0                |
| E26           | 0                |
| E27           | 0                |
| E28           | 0                |
| E29           | 0                |
| E30           | 0                |
| E31           | 0                |
| E32           | 0                |
| E33           | 0                |
| E34           | 0                |
| E35           | 0                |
| E36           | 0                |
| E37           | 0                |
| E38           | 0                |
| E39           | 0                |
| E40           | 0                |
| E41           | 0                |
| E42           | 0                |
| E43           | 0                |
| E44           | 0                |
| E45           | 0                |
| E46           | 0                |
| E47           | 0                |
| E48           | 0                |
| E49           | 0                |
| E50           | 0                |
| E51           | 0                |
| E52           | 0                |
| E53           | 0                |
| E54           | 0                |
| E55           | 0                |
| E56           | 0                |
| E57           | 0                |
| E58           | 0                |
| E59           | 0                |
| E60           | 0                |
| E61           | 0                |
| E62           | 0                |
| E63           | 0                |
| E64           | 0                |
| E65           | 0                |
| E66           | 0                |
| E67           | 0                |
| E68           | 0                |
| E69           | 0                |
| E70           | 0                |
| E71           | 0                |
| E72           | 0                |
| E73           | 0                |
| E74           | 0                |
| E75           | 0                |
| E76           | 0                |
| E77           | 0                |
| E78           | 0                |
| E79           | 0                |
| E80           | 0                |
| E81           | 0                |
| E82           | 0                |
| E83           | 0                |
| E84           | 0                |
| E85           | 0                |
| E86           | 0                |
| E87           | 0                |
| E88           | 0                |
| E89           | 0                |
| E90           | 0                |
| E91           | 0                |
| E92           | 0                |
| E93           | 0                |
| E94           | 0                |
| E95           | 0                |
| E96           | 0                |
| E97           | 0                |
| E98           | 0                |
| E99           | 0                |
| E100          | 0                |
| E101          | 0                |
| E102          | 0                |
| E103          | 0                |
| E104          | 0                |
| E105          | 0                |
| E106          | 0                |
| E107          | 0                |
| E108          | 0                |
| E109          | 0                |
| E110          | 0                |
| E111          | 0                |
| E112          | 0                |
| E113          | 0                |
| E114          | 0                |
| E115          | 0                |
| E116          | 0                |
| E117          | 0                |
| E118          | 0                |
| E119          | 0                |
| E120          | 0                |
| E121          | 0                |
| E122          | 0                |
| E123          | 0                |
| E124          | 0                |
| E125          | 0                |
| E126          | 0                |
| E127          | 0                |
| E128          | 0                |
| E129          | 0                |
| E130          | 0                |
| E131          | 0                |
| E132          | 0                |
| E133          | 0                |
| E134          | 0                |
| E135          | 0                |
| E136          | 0                |
| E137          | 0                |
| E138          | 0                |
| E139          | 0                |
| E140          | 0                |
| E141          | 0                |
| E142          | 0                |
| E143          | 0                |
| E144          | 0                |
| E145          | 0                |
| E146          | 0                |
| E147          | 0                |
| E148          | 0                |
| E149          | 0                |
| E150          | 0                |
| E151          | 0                |
| E152          | 0                |
| E153          | 0                |
| E154          | 0                |
| E155          | 0                |
| E156          | 0                |
| E157          | 0                |
| E158          | 0                |
| E159          | 0                |
| E160          | 0                |
| E161          | 0                |
| E162          | 0                |
| E163          | 0                |
| E164          | 0                |
| E165          | 0                |
| E166          | 0                |
| E167          | 0                |
| E168          | 0                |
| E169          | 0                |
| E170          | 0                |
| E171          | 0                |
| E172          | 0                |
| E173          | 0                |
| E174          | 0                |
| E175          | 0                |
| E176          | 0                |
| E177          | 0                |
| E178          | 0                |
| E179          | 0                |
| E180          | 0                |
| E181          | 0                |
| E182          | 0                |
| E183          | 0                |
| E184          | 0                |
| E185          | 0                |
| E186          | 0                |
| E187          | 0                |
| E188          | 0                |
| E189          | 0                |
| E190          | 0                |
| E191          | 0                |
| E192          | 0                |
| E193          | 0                |
| E194          | 0                |
| E195          | 0                |
| E196          | 0                |
| E197          | 0                |
| E198          | 0                |
| E199          | 0                |
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| E624          | 0                |
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| E686          | 0                |
| E687          | 0                |
| E688          | 0                |
| E689          | 0                |
| E6            |                  |



**Table 8: Pupils on roll by enrolment status [ALL schools]**

| Enrolment Status | Number of pupils |
|------------------|------------------|
| All pupils       | 607              |
| Permanent        | 590              |
| Temporary        | 17               |
| Other            | 0                |
| Total            | 607              |

[illegible][illegible]

| Topic                                 | Outcome of regular calls |                                   |                          |                          |                          |                          |                          |
|---------------------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                       | Open<br>Bugs 0           | Waiting<br>for<br>Response<br>0-1 | Escalated<br>to<br>SL 10 | Escalated<br>to<br>SL 15 | Escalated<br>to<br>SL 20 | Escalated<br>to<br>SL 25 | Escalated<br>to<br>SL 30 |
| Agent 1 (name 1) - 2017 Project 001   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 2 (name 2) - 2017 Project 002   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 3 (name 3) - 2017 Project 003   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 4 (name 4) - 2017 Project 004   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 5 (name 5) - 2017 Project 005   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 6 (name 6) - 2017 Project 006   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 7 (name 7) - 2017 Project 007   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 8 (name 8) - 2017 Project 008   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 9 (name 9) - 2017 Project 009   |                          |                                   |                          |                          |                          |                          |                          |
| Agent 10 (name 10) - 2017 Project 010 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 11 (name 11) - 2017 Project 011 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 12 (name 12) - 2017 Project 012 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 13 (name 13) - 2017 Project 013 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 14 (name 14) - 2017 Project 014 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 15 (name 15) - 2017 Project 015 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 16 (name 16) - 2017 Project 016 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 17 (name 17) - 2017 Project 017 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 18 (name 18) - 2017 Project 018 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 19 (name 19) - 2017 Project 019 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 20 (name 20) - 2017 Project 020 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 21 (name 21) - 2017 Project 021 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 22 (name 22) - 2017 Project 022 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 23 (name 23) - 2017 Project 023 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 24 (name 24) - 2017 Project 024 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 25 (name 25) - 2017 Project 025 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 26 (name 26) - 2017 Project 026 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 27 (name 27) - 2017 Project 027 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 28 (name 28) - 2017 Project 028 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 29 (name 29) - 2017 Project 029 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 30 (name 30) - 2017 Project 030 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 31 (name 31) - 2017 Project 031 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 32 (name 32) - 2017 Project 032 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 33 (name 33) - 2017 Project 033 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 34 (name 34) - 2017 Project 034 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 35 (name 35) - 2017 Project 035 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 36 (name 36) - 2017 Project 036 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 37 (name 37) - 2017 Project 037 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 38 (name 38) - 2017 Project 038 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 39 (name 39) - 2017 Project 039 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 40 (name 40) - 2017 Project 040 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 41 (name 41) - 2017 Project 041 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 42 (name 42) - 2017 Project 042 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 43 (name 43) - 2017 Project 043 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 44 (name 44) - 2017 Project 044 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 45 (name 45) - 2017 Project 045 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 46 (name 46) - 2017 Project 046 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 47 (name 47) - 2017 Project 047 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 48 (name 48) - 2017 Project 048 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 49 (name 49) - 2017 Project 049 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 50 (name 50) - 2017 Project 050 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 51 (name 51) - 2017 Project 051 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 52 (name 52) - 2017 Project 052 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 53 (name 53) - 2017 Project 053 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 54 (name 54) - 2017 Project 054 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 55 (name 55) - 2017 Project 055 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 56 (name 56) - 2017 Project 056 |                          |                                   |                          |                          |                          |                          |                          |
| Agent 57 (name 57) - 2017 Project 057 |                          |                                   |                          |                          |                          |                          |                          |
| Agent                                 |                          |                                   |                          |                          |                          |                          |                          |

This table does not apply to the spring version, as just product code is only attached to the spring version.

This table does not apply to the going concern, as capital premium date is only collected in the going concern.

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This table does not apply to the spring version. An equal premium table is only available for the spring version.

This table does not apply to the equity version, as each premium table is only concerned for equity version.

This table does not apply to the 2017-2018 school year. All school districts have to only submit data for the 2017-2018 school year.

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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]

| Reason for exclusion   | Number of fixed exclusions | Number of permanent exclusions | Number of lunchtime exclusions |
|--|----------------------------|--------------------------------|--------------------------------|
| DA: Verbal abuse/threatening behaviour against an adult        | 11                         | 0                              | 0                              |
| SEN Provision of excluded pupil                                | Number of fixed exclusions | Number of permanent exclusions | Number of lunchtime exclusions |
| Pupils with SEN provision: E - emotional                       | 0                          | 0                              | 0                              |
| Pupils with SEN provision: E - education, health and care plan | 0                          | 0                              | 0                              |
| Pupils with SEN provision: E - SEN support                     | 0                          | 0                              | 0                              |
| Pupils with no SEN provision (code 00)                         | 11                         | 0                              | 0                              |

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

Table 15: Attendance information for the 2018 spring term (terms 3 and 4) for all pupils aged between 8 and 16 years as at 31/03/2017 [Not for: Nursery school]

|   |    |
|---|----|
| Number of pupils aged 8-16 years as at 31/03/2017   | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - emotional)                       | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - education, health and care plan) | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - SEN support)                     | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with no SEN provision)                                  | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - emotional)                       | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - education, health and care plan) | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - SEN support)                     | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with no SEN provision)                                  | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - emotional)                       | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - education, health and care plan) | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with SEN provision E - SEN support)                     | 11 |
| Number of pupils aged 8-16 years as at 31/03/2017 (excluding pupils with no SEN provision)                                  | 11 |

Table 16: Attendance information for the 2018 spring term (terms 3 and 4) for all pupils aged 4 years as at 31/03/2017 [Not for: nursery schools]

|  |    |
|--|----|
| Number of pupils aged 4 years as at 31/03/2017   | 11 |
| Number of pupils aged 4 years as at 31/03/2017 (excluding pupils with SEN provision E - emotional)                       | 11 |
| Number of pupils aged 4 years as at 31/03/2017 (excluding pupils with SEN provision E - education, health and care plan) | 11 |
| Number of pupils aged 4 years as at 31/03/2017 (excluding pupils with SEN provision E - SEN support)                     | 11 |
| Number of pupils aged 4 years as at 31/03/2017 (excluding pupils with no SEN provision)                                  | 11 |

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.

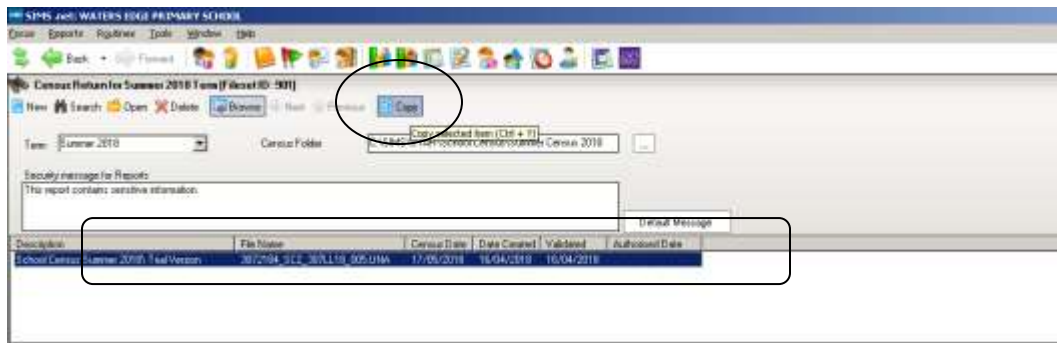
## Copying the Return

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.



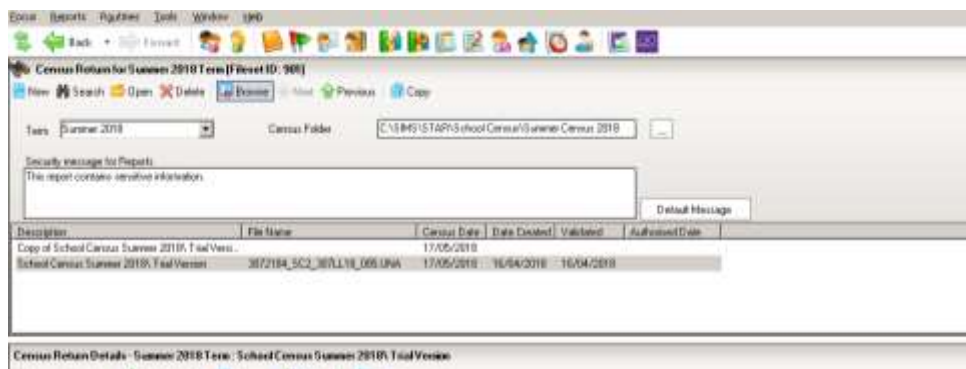
Click on the name of the school census return to highlight it:



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

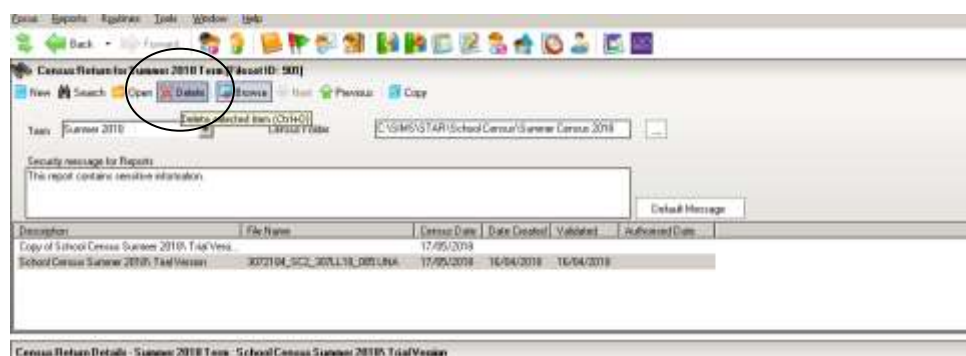


Click on **Yes**, and a copy of your final Census version now appears in the list in the **Browse** window.



## 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.



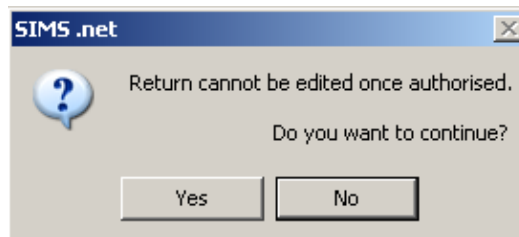
A message dialog will ask you to confirm that you want to delete the selected return. Click the **Yes** button and the selected return will be deleted and removed from the **Census Return Browser**.

## Authorising the return

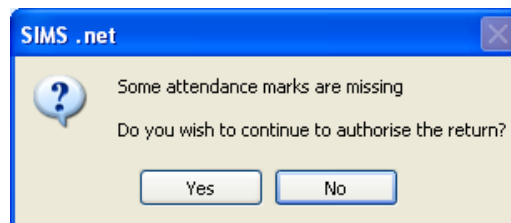
With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.



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

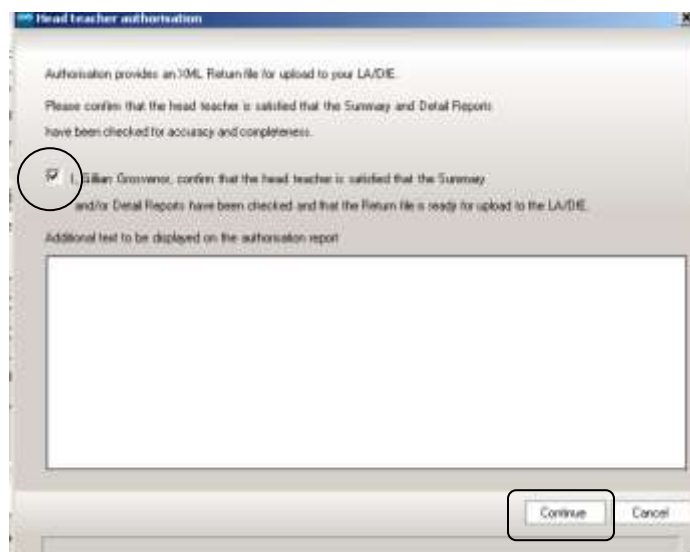


If missing marks exist, the following message is displayed.



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.

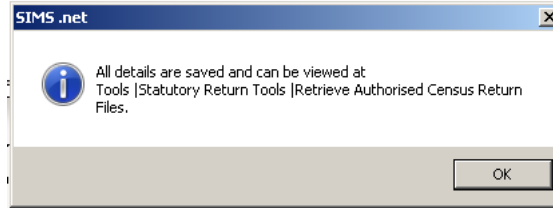
Table 1: School characteristics [ALL schools]

| Summary for: WATERS EDGE PRIMARY SCHOOL |               |
|---|---------------|
| Local authority code:                   | 307           |
| Establishment number:                   | 2164          |
| Telephone number:                       | 052015        |
| Email address:                          | school@wv.csm |
| Phase:                                  | PS            |
| Type:                                   | 18            |
| Governance:                             | CO            |
| Intake type:                            | CONP          |
| Lowest national curriculum year group:  | Y1            |
| Highest national curriculum year group: | 6             |

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

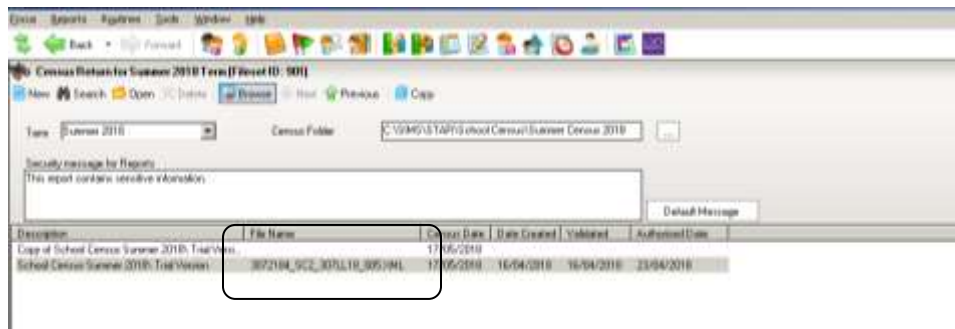
| Age in 31 August 2018 | Date of birth | Number of pupils |           |
|-----------------------|---------------|------------------|-----------|
|                       |               | Full time        | Part time |
| 4-5                   | 2008-09-01    | 1                | 0         |
| 5-6                   | 2007-09-01    | 1                | 0         |
| 6-7                   | 2006-09-01    | 1                | 0         |
| 7-8                   | 2005-09-01    | 1                | 0         |
| 8-9                   | 2004-09-01    | 1                | 0         |
| 9-10                  | 2003-09-01    | 1                | 0         |
| 10-11                 | 2002-09-01    | 1                | 0         |
| 11-12                 | 2001-09-01    | 1                | 0         |
| 12-13                 | 2000-09-01    | 1                | 0         |
| 13-14                 | 1999-09-01    | 1                | 0         |
| 14-15                 | 1998-09-01    | 1                | 0         |
| 15-16                 | 1997-09-01    | 1                | 0         |
| 16-17                 | 1996-09-01    | 1                | 0         |
| 17-18                 | 1995-09-01    | 1                | 0         |
| 18-19                 | 1994-09-01    | 1                | 0         |
| 19-20                 | 1993-09-01    | 1                | 0         |
| 20-21                 | 1992-09-01    | 1                | 0         |
| 21-22                 | 1991-09-01    | 1                | 0         |
| 22-23                 | 1990-09-01    | 1                | 0         |
| 23-24                 | 1989-09-01    | 1                | 0         |
| 24-25                 | 1988-09-01    | 1                | 0         |
| 25-26                 | 1987-09-01    | 1                | 0         |
| 26-27                 | 1986-09-01    | 1                | 0         |
| 27-28                 | 1985-09-01    | 1                | 0         |
| 28-29                 | 1984-09-01    | 1                | 0         |
| 29-30                 | 1983-09-01    | 1                | 0         |
| 30-31                 | 1982-09-01    | 1                | 0         |
| 31-32                 | 1981-09-01    | 1                | 0         |
| 32-33                 | 1980-09-01    | 1                | 0         |
| 33-34                 | 1979-09-01    | 1                | 0         |
| 34-35                 | 1978-09-01    | 1                | 0         |
| 35-36                 | 1977-09-01    | 1                | 0         |
| 36-37                 | 1976-09-01    | 1                | 0         |
| 37-38                 | 1975-09-01    | 1                | 0         |
| 38-39                 | 1974-09-01    | 1                | 0         |
| 39-40                 | 1973-09-01    | 1                | 0         |
| 40-41                 | 1972-09-01    | 1                | 0         |
| 41-42                 | 1971-09-01    | 1                | 0         |
| 42-43                 | 1970-09-01    | 1                | 0         |
| 43-44                 | 1969-09-01    | 1                | 0         |
| 44-45                 | 1968-09-01    | 1                | 0         |
| 45-46                 | 1967-09-01    | 1                | 0         |
| 46-47                 | 1966-09-01    | 1                | 0         |
| 47-48                 | 1965-09-01    | 1                | 0         |
| 48-49                 | 1964-09-01    | 1                | 0         |
| 49-50                 | 1963-09-01    | 1                | 0         |
| 50-51                 | 1962-09-01    | 1                | 0         |
| 51-52                 | 1961-09-01    | 1                | 0         |
| 52-53                 | 1960-09-01    | 1                | 0         |
| 53-54                 | 1959-09-01    | 1                | 0         |
| 54-55                 | 1958-09-01    | 1                | 0         |
| 55-56                 | 1957-09-01    | 1                | 0         |
| 56-57                 | 1956-09-01    | 1                | 0         |
| 57-58                 | 1955-09-01    | 1                | 0         |
| 58-59                 | 1954-09-01    | 1                | 0         |
| 59-60                 | 1953-09-01    | 1                | 0         |
| 60-61                 | 1952-09-01    | 1                | 0         |
| 61-62                 | 1951-09-01    | 1                | 0         |
| 62-63                 | 1950-09-01    | 1                | 0         |
| 63-64                 | 1949-09-01    | 1                | 0         |
| 64-65                 | 1948-09-01    | 1                | 0         |
| 65-66                 | 1947-09-01    | 1                | 0         |
| 66-67                 | 1946-09-01    | 1                | 0         |
| 67-68                 | 1945-09-01    | 1                | 0         |
| 68-69                 | 1944-09-01    | 1                | 0         |
| 69-70                 | 1943-09-01    | 1                | 0         |
| 70-71                 | 1942-09-01    | 1                | 0         |
| 71-72                 | 1941-09-01    | 1                | 0         |
| 72-73                 | 1940-09-01    | 1                | 0         |
| 73-74                 | 1939-09-01    | 1                | 0         |
| 74-75                 | 1938-09-01    | 1                | 0         |
| 75-76                 | 1937-09-01    | 1                | 0         |
| 76-77                 | 1936-09-01    | 1                | 0         |
| 77-78                 | 1935-09-01    | 1                | 0         |
| 78-79                 | 1934-09-01    | 1                | 0         |
| 79-80                 | 1933-09-01    | 1                | 0         |
| 80-81                 | 1932-09-01    | 1                | 0         |
| 81-82                 | 1931-09-01    | 1                | 0         |
| 82-83                 | 1930-09-01    | 1                | 0         |
| 83-84                 | 1929-09-01    | 1                | 0         |
| 84-85                 | 1928-09-01    | 1                | 0         |
| 85-86                 | 1927-09-01    | 1                | 0         |
| 86-87                 | 1926-09-01    | 1                | 0         |
| 87-88                 | 1925-09-01    | 1                | 0         |
| 88-89                 | 1924-09-01    | 1                | 0         |
| 89-90                 | 1923-09-01    | 1                | 0         |
| 90-91                 | 1922-09-01    | 1                | 0         |
| 91-92                 | 1921-09-01    | 1                | 0         |
| 92-93                 | 1920-09-01    | 1                | 0         |
| 93-94                 | 1919-09-01    | 1                | 0         |
| 94-95                 | 1918-09-01    | 1                | 0         |
| 95-96                 | 1917-09-01    | 1                | 0         |
| 96-97                 | 1916-09-01    | 1                | 0         |
| 97-98                 | 1915-09-01    | 1                | 0         |
| 98-99                 | 1914-09-01    | 1                | 0         |
| 99-100                | 1913-09-01    | 1                | 0         |
| 100-101               | 1912-09-01    | 1                | 0         |
| 101-102               | 1911-09-01    | 1                | 0         |
| 102-103               | 1910-09-01    | 1                | 0         |
| 103-104               | 1909-09-01    | 1                | 0         |
| 104-105               | 1908-09-01    | 1                | 0         |
| 105-106               | 1907-09-01    | 1                | 0         |
| 106-107               | 1906-09-01    | 1                | 0         |
| 107-108               | 1905-09-01    | 1                | 0         |
| 108-109               | 1904-09-01    | 1                | 0         |
| 109-110               | 1903-09-01    | 1                | 0         |
| 110-111               | 1902-09-01    | 1                | 0         |
| 111-112               | 1901-09-01    | 1                | 0         |
| 112-113               | 1900-09-01    | 1                | 0         |
| 113-114               | 1899-09-01    | 1                | 0         |
| 114-115               | 1898-09-01    | 1                | 0         |
| 115-116               | 1897-09-01    | 1                | 0         |
| 116-117               | 1896-09-01    | 1                | 0         |
| 117-118               | 1895-09-01    | 1                | 0         |
| 118-119               | 1894-09-01    | 1                | 0         |
| 119-120               | 1893-09-01    | 1                | 0         |
| 120-121               | 1892-09-01    | 1                | 0         |
| 121-122               | 1891-09-01    | 1                | 0         |
| 122-123               | 1890-09-01    | 1                | 0         |
| 123-124               | 1889-09-01    | 1                | 0         |
| 124-125               | 1888-09-01    | 1                | 0         |
| 125-126               | 1887-09-01    | 1                | 0         |
| 126-127               | 1886-09-01    | 1                | 0         |
| 127-128               | 1885-09-01    | 1                | 0         |
| 128-129               | 1884-09-01    | 1                | 0         |
| 129-130               | 1883-09-01    | 1                | 0         |
| 130-131               | 1882-09-01    | 1                | 0         |
| 131-132               | 1881-09-01    | 1                | 0         |
| 132-133               | 1880-09-01    | 1                | 0         |
| 133-134               | 1879-09-01    | 1                | 0         |
| 134-135               | 1878-09-01    | 1                | 0         |
| 135-136               | 1877-09-01    | 1                | 0         |
| 136-137               | 1876-09-01    | 1                | 0         |
| 137-138               | 1875-09-01    | 1                | 0         |
| 138-139               | 1874-09-01    | 1                | 0         |
| 139-140               | 1873-09-01    | 1                | 0         |
| 140-141               | 1872-09-01    | 1                | 0         |
| 141-142               | 1871-09-01    | 1                | 0         |
| 142-143               | 1870-09-01    | 1                | 0         |
| 143-144               | 1869-09-01    | 1                | 0         |
| 144-145               | 1868-09-01    | 1                | 0         |
| 145-146               | 1867-09-01    | 1                | 0         |
| 146-147               | 1866-09-01    | 1                | 0         |
| 147-148               | 1865-09-01    | 1                | 0         |
| 148-149               | 1864-09-01    | 1                | 0         |
| 149-150               | 1863-09-01    | 1                | 0         |
| 150-151               | 1862-09-01    | 1                | 0         |
| 151-152               | 1861-09-01    | 1                | 0         |
| 152-153               | 1860-09-01    | 1                | 0         |
| 153-154               | 1859-09-01    | 1                | 0         |
| 154-155               | 1858-09-01    | 1                | 0         |
| 155-156               | 1857-09-01    | 1                | 0         |
| 156-157               | 1856-09-01    | 1                | 0         |
| 157-158               | 1855-09-01    | 1                | 0         |
| 158-159               | 1854-09-01    | 1                | 0         |
| 159-160               | 1853-09-01    | 1                | 0         |
| 160-161               | 1852-09-01    | 1                | 0         |
| 161-162               | 1851-09-01    | 1                | 0         |
| 162-163               | 1850-09-01    | 1                | 0         |
| 163-164               | 1849-09-01    | 1                | 0         |
| 164-165               | 1848-09-01    | 1                | 0         |
| 165-166               | 1847-09-01    | 1                | 0         |
| 166-167               | 1846-09-01    | 1                | 0         |
| 167-168               | 1845-09-01    | 1                | 0         |
| 168-169               | 1844-09-01    | 1                | 0         |
| 169-170               | 1843-09-01    | 1                | 0         |
| 170-171               | 1842-09-01    | 1                | 0         |
| 171-172               | 1841-09-01    | 1                | 0         |
| 172-173               | 1840-09-01    | 1                | 0         |
| 173-174               | 1839-09-01    | 1                | 0         |
| 174-175               | 1838-09-01    | 1                | 0         |
| 175-176               | 1837-09-01    | 1                | 0         |
| 176-177               | 1836-09-01    | 1                | 0         |
| 177-178               | 1835-09-01    | 1                | 0         |
| 178-179               | 1834-09-01    | 1                | 0         |
| 179-180               | 1833-09-01    | 1                | 0         |
| 180-181               | 1832-09-01    | 1                | 0         |
| 181-182               | 1831-09-01    | 1                | 0         |
| 182-183               | 1830-09-01    | 1                | 0         |
| 183-184               | 1829-09-01    | 1                | 0         |
| 184-185               | 1828-09-01    | 1                | 0         |
| 185-186               | 1827-09-01    | 1                | 0         |
| 186-187               | 1826-09-01    | 1                | 0         |
| 187-188               | 1825-09-01    | 1                | 0         |
| 188-189               | 1824-09-01    | 1                | 0         |
| 189-190               | 1823-09-01    | 1                | 0         |
| 190-191               | 1822-09-01    | 1                | 0         |
| 191-192               | 1821-09-01    | 1                | 0         |
| 192-193               | 1820-09-01    | 1                | 0         |
| 193-194               | 1819-09-01    | 1                | 0         |
| 194-195               | 1818-09-01    | 1                | 0         |
| 195-196               | 1817-09-01    | 1                | 0         |
| 196-197               | 1816-09-01    | 1                | 0         |
| 197-198               | 1815-09-01    | 1                | 0         |
| 198-199               | 1814-09-01    | 1                | 0         |
| 199-200               | 1813-09-01    | 1                | 0         |
| 200-201               | 1812-09-01    | 1                | 0         |
| 201-202               | 1811-09-01    | 1                | 0         |
| 202-203               | 1810-09-01    | 1                | 0         |
| 203-204               | 1809-09-01    | 1                | 0         |
| 204-205               | 1808-09-01    | 1                | 0         |
| 205-206               | 1807-09-01    | 1                | 0         |
| 206-207               | 1806-09-01    | 1                | 0         |
| 207-208               | 1805-09-01    | 1                | 0         |
| 208-209               | 1804-09-01    | 1                | 0         |
| 209-210               | 1803-09-01    | 1                | 0         |
| 210-211               | 1802-09-01    | 1                | 0         |
| 211-212               | 1801-09-01    | 1                | 0         |
| 212-213               | 1800-09-01    | 1                | 0         |
| 213-214               | 1799-09-01    | 1                | 0         |
| 214-215               | 1798-09-01    | 1                | 0         |
| 215-216               | 1797-09-01    | 1                | 0         |
| 216-217               | 1796-09-01    | 1                | 0         |
| 217-218               | 1795-09-01    | 1                | 0         |
| 218-219               | 1794-09-01    | 1                | 0         |
| 219-220               | 1793-09-01    | 1                | 0         |
| 220-221               | 1792-09-01    | 1                | 0         |
| 221-222               | 1791-09-01    | 1                | 0         |
| 222-223               | 1790-09-01    | 1                | 0         |
| 223-224               | 1789-09-01    | 1                | 0         |
| 224-225               | 1788-09-01    | 1                | 0         |
| 225-226               | 1787-09-01    | 1                | 0         |
| 226-227               | 1786-09-01    | 1                | 0         |
| 227-228               | 1785-09-01    | 1                | 0         |
| 228-229               | 1784-09-01    | 1                | 0         |
| 229-230               | 1783-09-01    | 1                | 0         |
| 230-231               | 1782-09-01    | 1                | 0         |
| 231-232               | 1781-09-01    | 1                | 0         |
| 232-233               | 1780-09-01    | 1                | 0         |
| 233-234               | 1779-09-01    | 1                | 0         |
| 234-235               | 1778-09-01    | 1                | 0         |
| 235-236               | 1777-09-01    | 1                | 0         |
| 236-237               | 1776-09-01    | 1                | 0         |
| 237-238               | 1775-09-01    | 1                | 0         |
| 238-239               | 1774-09-01    |                  |           |





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:



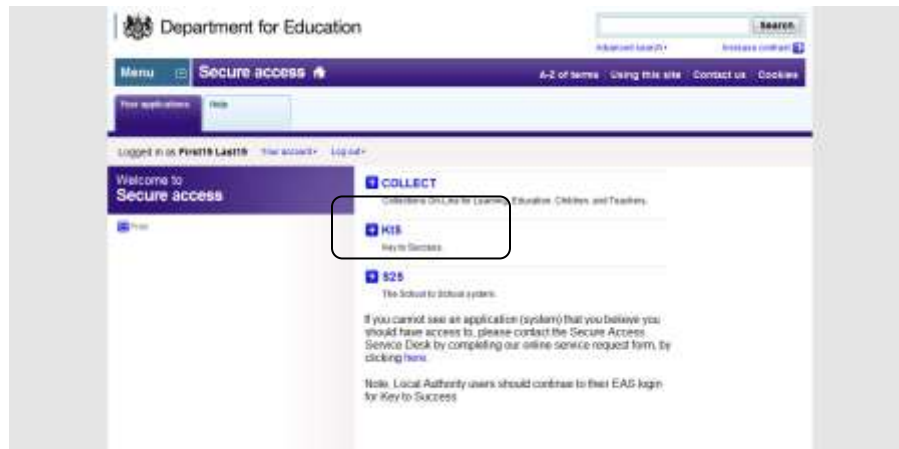
## Submitting the Return to the Local Authority

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.

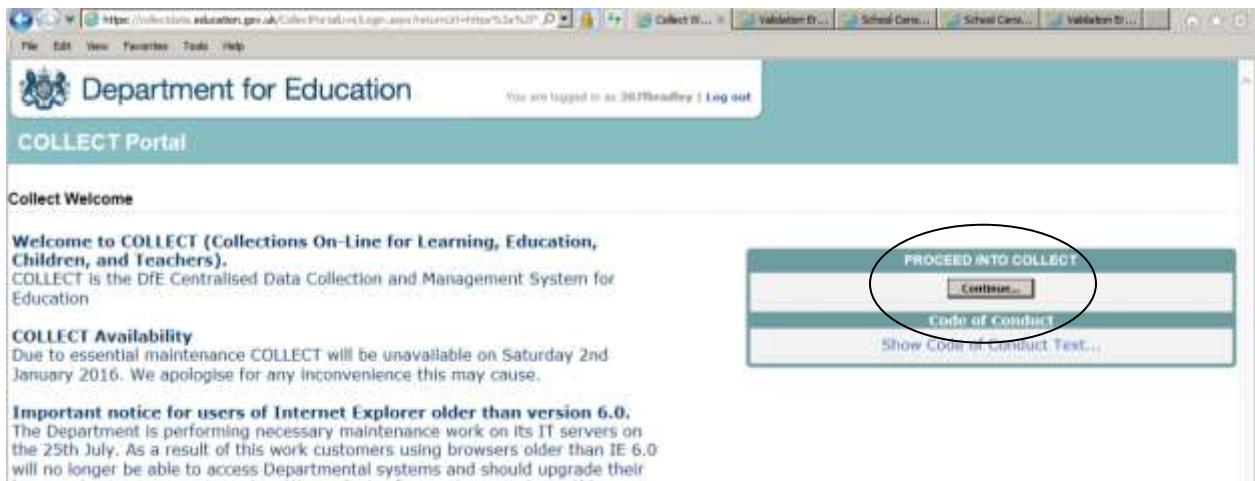
COLLECT must be accessed via the Secure Access portal at:  
<https://sa.education.gov.uk>

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.

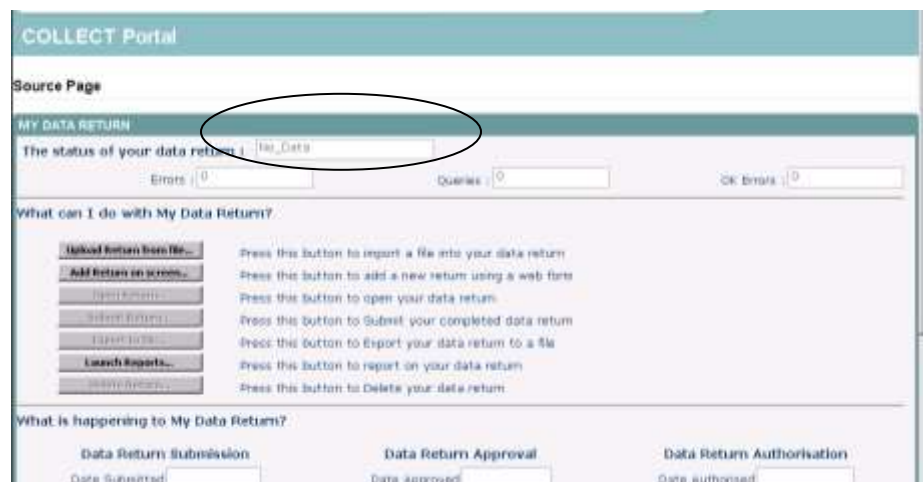


**Today, mine looks like this.** Nearer the time, the DFE will put up the Summer Census **Familiarisation** Blade, but they won't make the Live Blade active until Thursday May 17th 2018.

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.

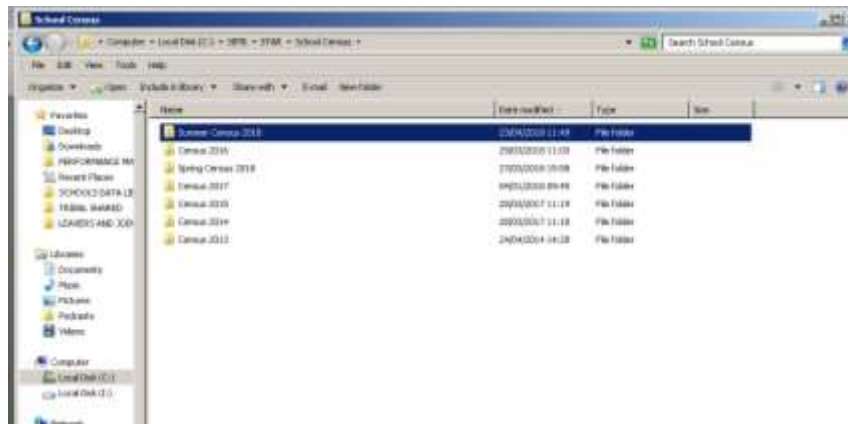


At the moment a file has not been uploaded and so the status of your data return is set to **No\_Data**. In the 'What can I do with My Data Return?' section click on **Upload Return from file...**

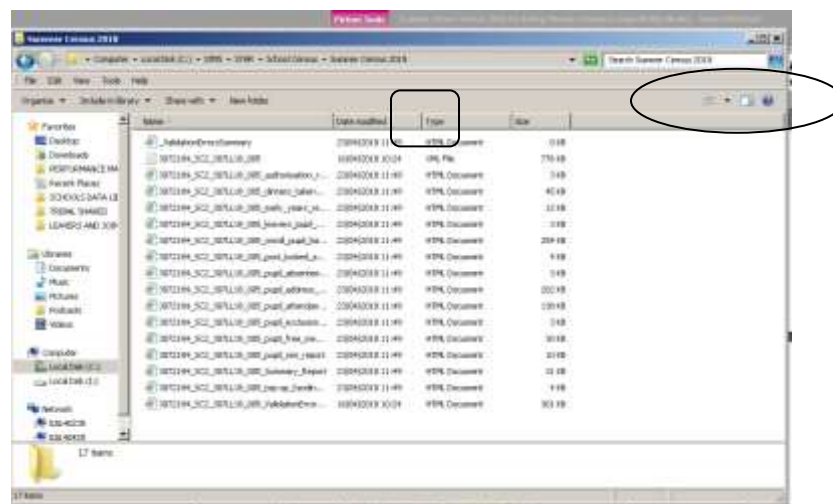
When the next screen appears click on the **Browse** button and navigate to **s:\sims\star\School Census** (if s: is the drive where your SIMS is stored).



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.



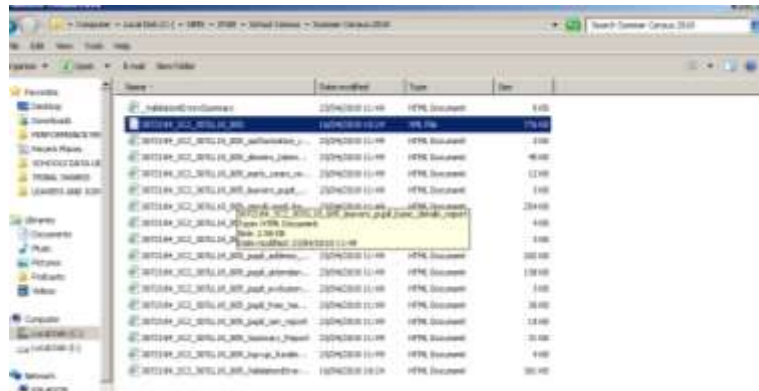
Because I've tidied my School Census folder as described earlier in this booklet, my Summer 2018 Census files are contained in one folder when I open this folder I am looking for the authorised XML file to upload. If you are having difficulty locating it, make sure you are viewing the list in **Details** 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.

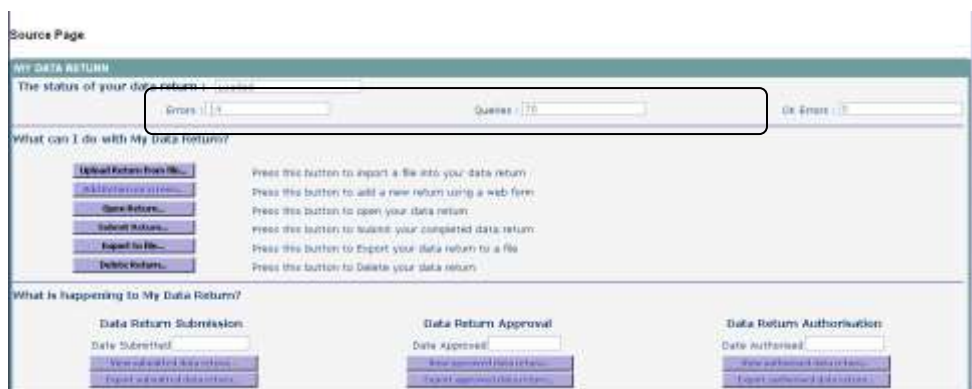
Your Summer School Census will have the name **307SSSS\_SC2\_307LL18\_0NN.XML** (where SSSS is the DFE number of your school, SC2 indicates that it is the second census of 2018, and NN is the version number of

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**.



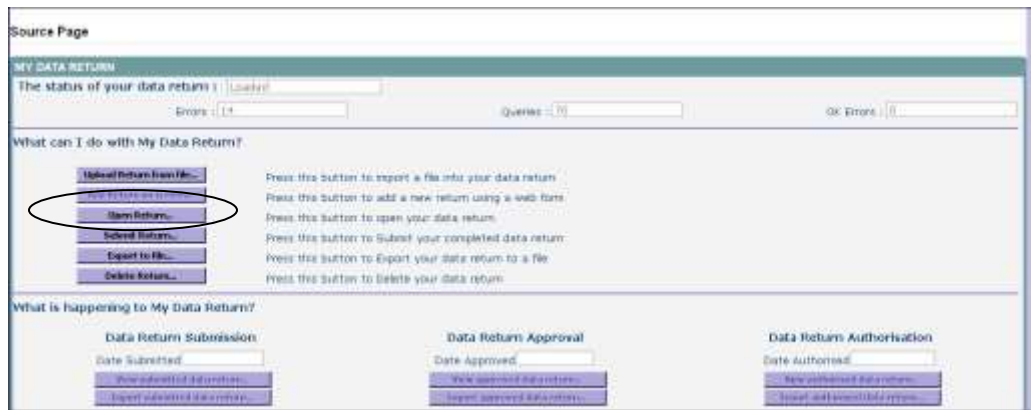
The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the 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.



Once the status of your return has changed to **Loaded** more of the buttons on the page will have become available.

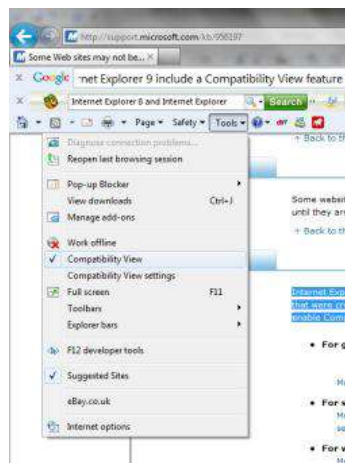
**Open Return** allows you to access the data contained within the uploaded return. If there are items that have come up as errors or queries that are correct for your school, you can make notes against these before submitting the return to the LA.



Click on the **Open Return** button to view your return.

#### 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       |                                     |
|----------|---|---------------|-------------------------------------|
| Field    | Value   | Field         | Value                               |
| DOB      | <a href="#">Jul 17 1994 12:00AM</a>                           | Governance    | <a href="#">CD - Community</a>      |
| Intake   | <a href="#">COMP - Comprehensive</a>                          | NYearActual   | <a href="#">7 - Year 7</a>          |
| Phase    | <a href="#">SS - Secondary (including CTCs and Academies)</a> | ReferenceDate | <a href="#">Jan 17 2009 12:00AM</a> |

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 Needs 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.

Department for Education

[Back to MyCOLLECT page](#)

You are required to be 20 years old to log on

COLLECT Portal

Blade Error Report - SchoolCensus 2015\_Spring

Beaconsfield Primary and Nursery School

Error report on 18/05/2015 at 08:55

Count 1

[Return](#)

| Blade No. | Return Level | Error Message   | Priority/OK'd | Notes |
|-----------|--------------|---|---------------|-------|
| 12002     | 0            | Please check Percentage of pupils in school with SEN returns statements, EOPs etc | Quines/OK     |       |

Page 1 of 1

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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 307Breadley | Log out

**COLLECT Portal**

**Error Report - SchoolCensus 2015\_Spring**

Bormers 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 |      | <a href="#">Details</a> |
| 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 |      | <a href="#">Details</a> |
| 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 |      | <a href="#">Details</a> |

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.



Department for Education

Back to Return page | Help  
You are logged in as 307Breadley | Log out

**COLLECT Portal**

**Note Page**

Create New Note

2502Q Zero attendance sessions possible recorded for Pupil on Roll... All the pupils with this error/query are dually registered and spent the previous term at the other establishment

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.

 A screenshot of the 'Source Page' for 'MY DATA RETURN'. The page shows the status of the data return as 'Loaded'. Below this, there are statistics for 'Errors' (14), 'Queries' (15), and 'Out Errors' (0). A section titled 'What can I do with My Data Return?' contains several buttons: 'Upload Return from file...', 'Add Return to Summary...', 'Open Return...', 'Submit Return...' (which is circled with a black oval), 'Export to file...', and 'Delete Return...'. Each button has a corresponding instruction. At the bottom, there are three sections: 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation', each with a date field and buttons for 'View submitted data return...', 'Export submitted data return...', 'View approved data return...', and 'Export approved data return...'.

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

MY DATA RETURN

The status of your data return : Submitted

Errors : 1      Queries : 12      OK Errors : 0

[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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