Summer School Census 2018

for

Ealing Secondary Schools

# Summer School Census 2018 for Ealing Secondary 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.
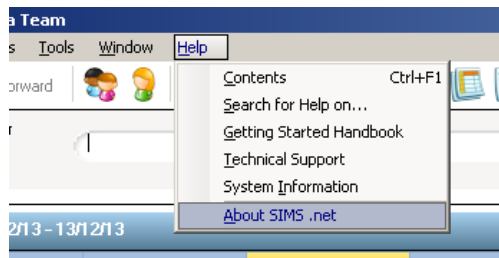
To check the version of SIMS.Net you are using, follow the route click on **Help | About SIMS.Net**

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:
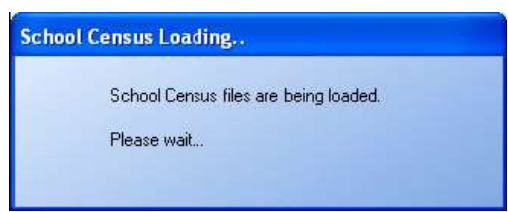
Once the School Census 'page' has loaded, you can see the Fileset version you have installed on your computer. As well as being on the correct version of SIMS to do a census return, it is important that you have an up-to-date fileset installed. Filesets fix the last minute glitches and tweaks that have 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
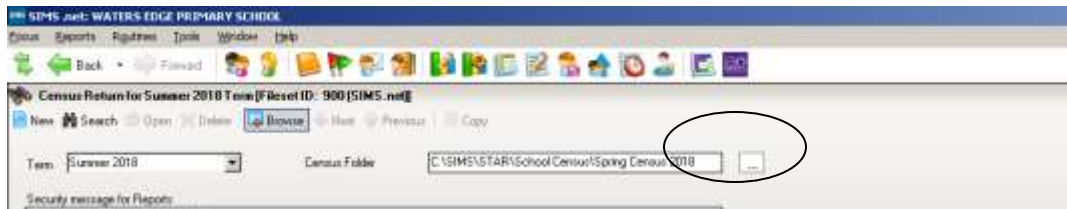
Click on the **+** next to **My Computer** to navigate to the drive where SIMS is located on your computer, then double-click on the **SIMS** folder, and when that opens, double-click on the **STAR** folder and then the **School Census** folder. With the **School Census** folder highlighted click on the **Make New Folder** button.
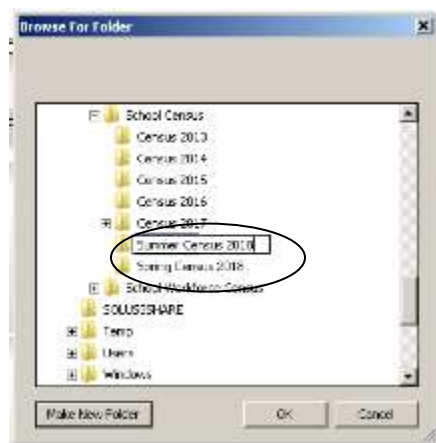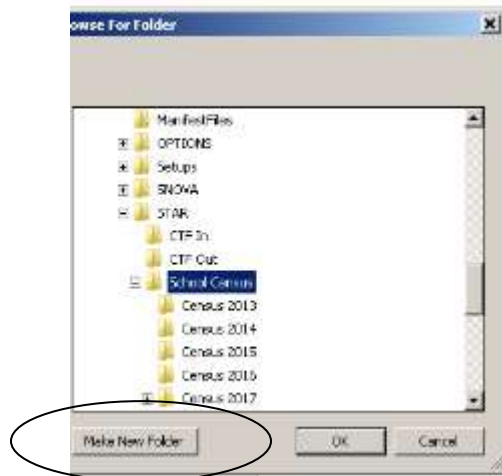
Rename this folder **Summer Census 2018** and click on the **OK** button. You will see the following message warning you about taking care with pupil data.
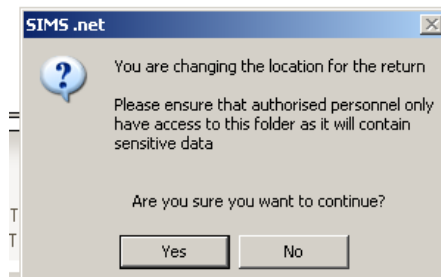
Click on **Yes** and the location of the Census Folder is transferred into the field at the top of your screen.

If you wish you can change the message in the **Detail Reports** panel. The Detail Reports are only available once you have Created and Validated your census, and show the details of what data is actually included in your return.
Changing the message could be a good idea if you are intending to print off any of the reports to hand to teachers to check. It might remind them not to leave the papers lying around where anyone can look at the confidential information about pupils.
The Default message is *This detailed report contains sensitive information*, but you can change it to anything you like, remembering that whatever you put will be displayed at the top of each detail report you produce.

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

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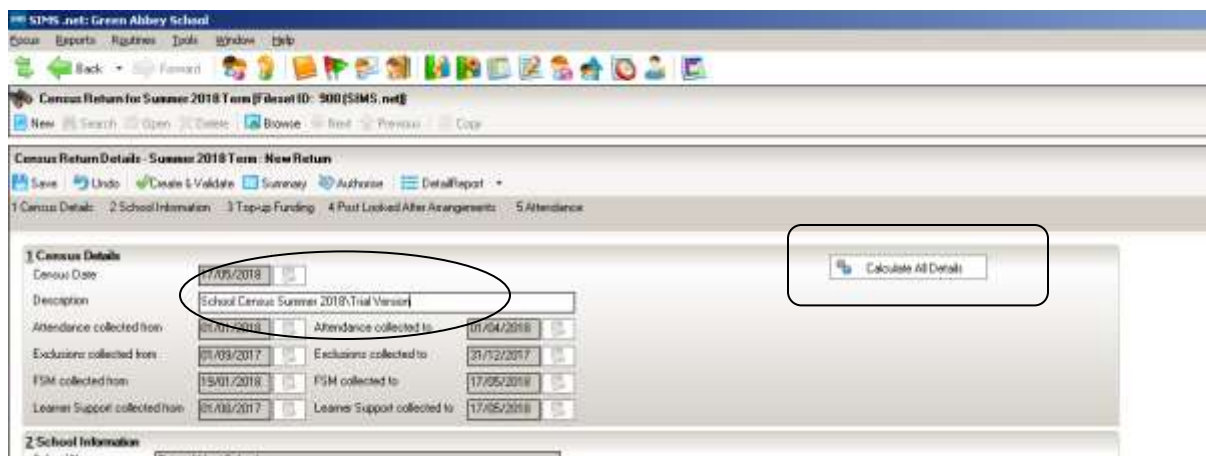
Once you have clicked on **New**, the census panels become active.

The census dates are entered automatically, and you will notice that the period for which this census is collecting Attendance, Exclusions, FSM Eligibility and Learner Support data is shown and a Description has been entered already. As always, we recommend that you **change the description** in order for you to identify separate versions of the census easily.

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
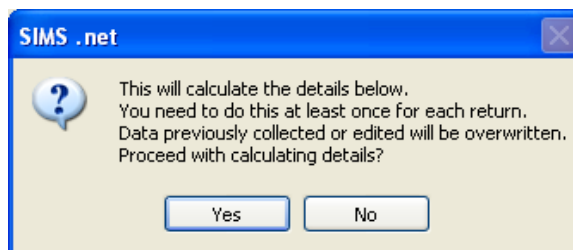
The first time you **Calculate All Details** for a return, you will see the above message. You must **Calculate All Details** for a census return at least once. If you have already calculated details and made your own changes to the panels that follow below (e.g. class types, meals eaten), those edits 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.
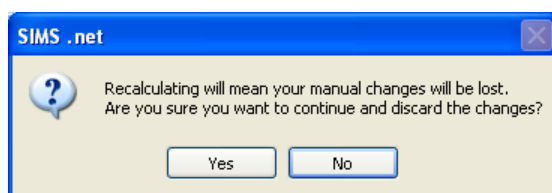
These days there are fewer circumstances in which you might want to recalculate the whole return as Recalculate buttons are provided in the individual sections of the return. Just be aware that if you do, it will overwrite every panel on the School Census 'page' where details are calculated automatically

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.

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**.)

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

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

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

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

Updating Pupils with Top-Up Funding

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

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

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

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

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

If the panel is initially blank you will see the following message:
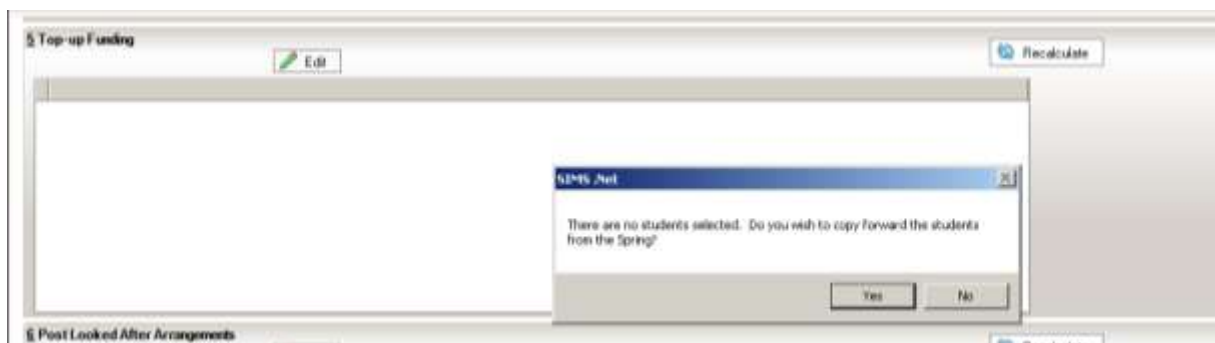
Click on **Yes** and you will be taken to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Top-Up Funding**.

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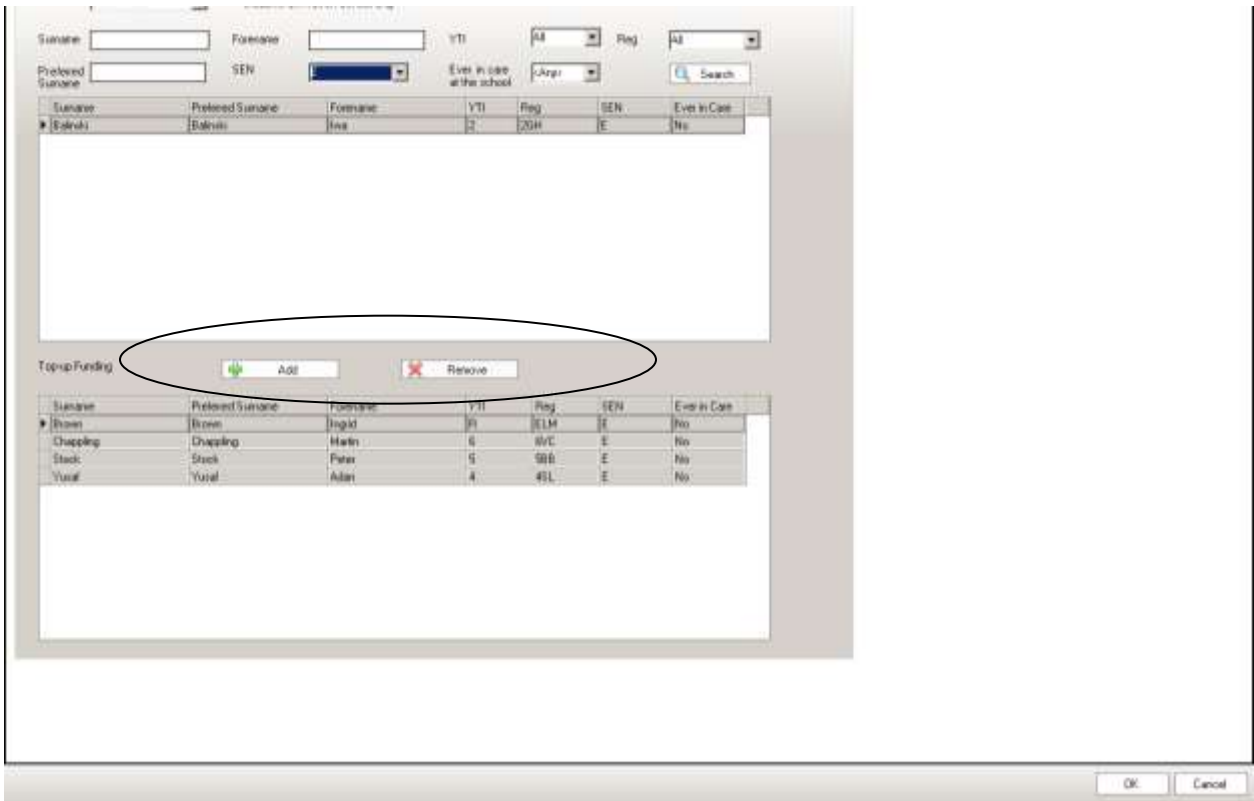
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.

Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.
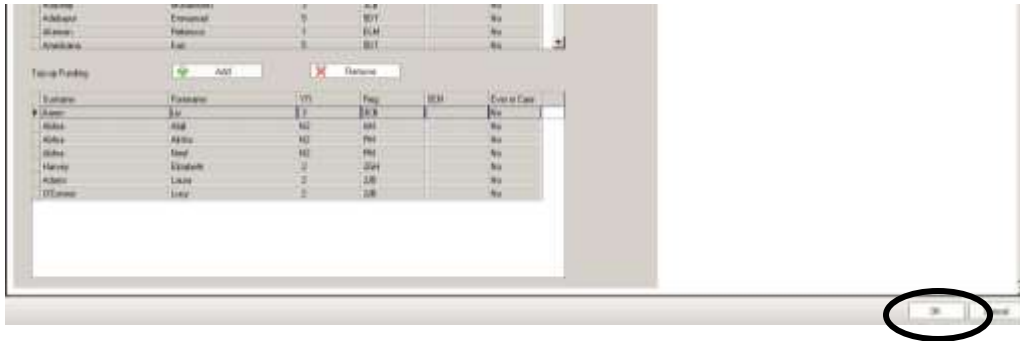
Click the **OK** button at the bottom RH side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

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.
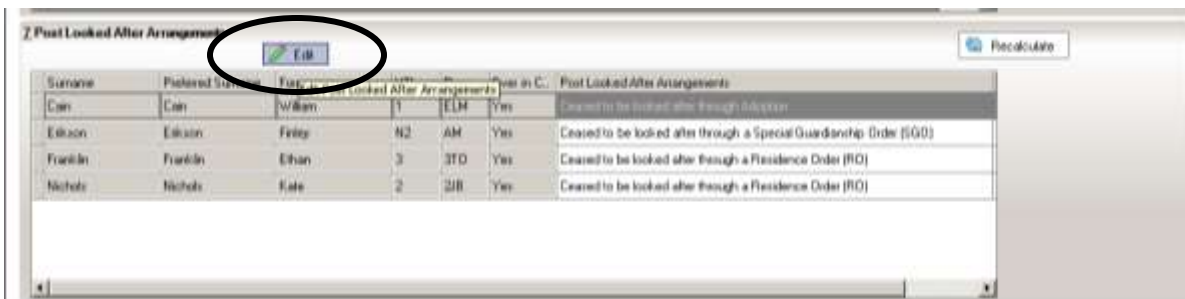
This takes you to the same place as if you had followed the route **Tools | Statutory Return Tools | Update Post Looked After Arrangements.** Pupils selected previously are shown in the bottom half of the page. If you need to add any more, you can use one, or a combination of the drop-down menus to **Search** for them.
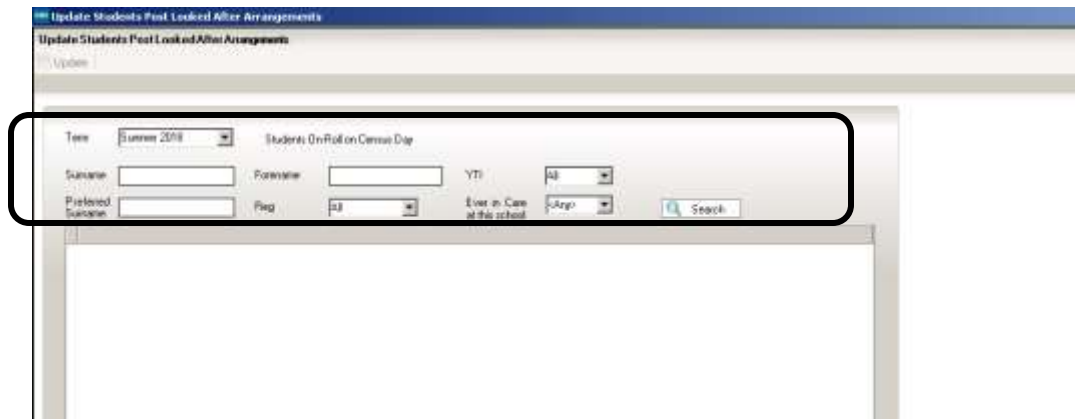
Click on pupil names in the top half of the screen to select them, and use the **Add** button to move thenames to the bottom half of the screen. You can use the **Control** button on your keyboard to select multiple pupils, or **Control+Shift** to select block of pupils to move
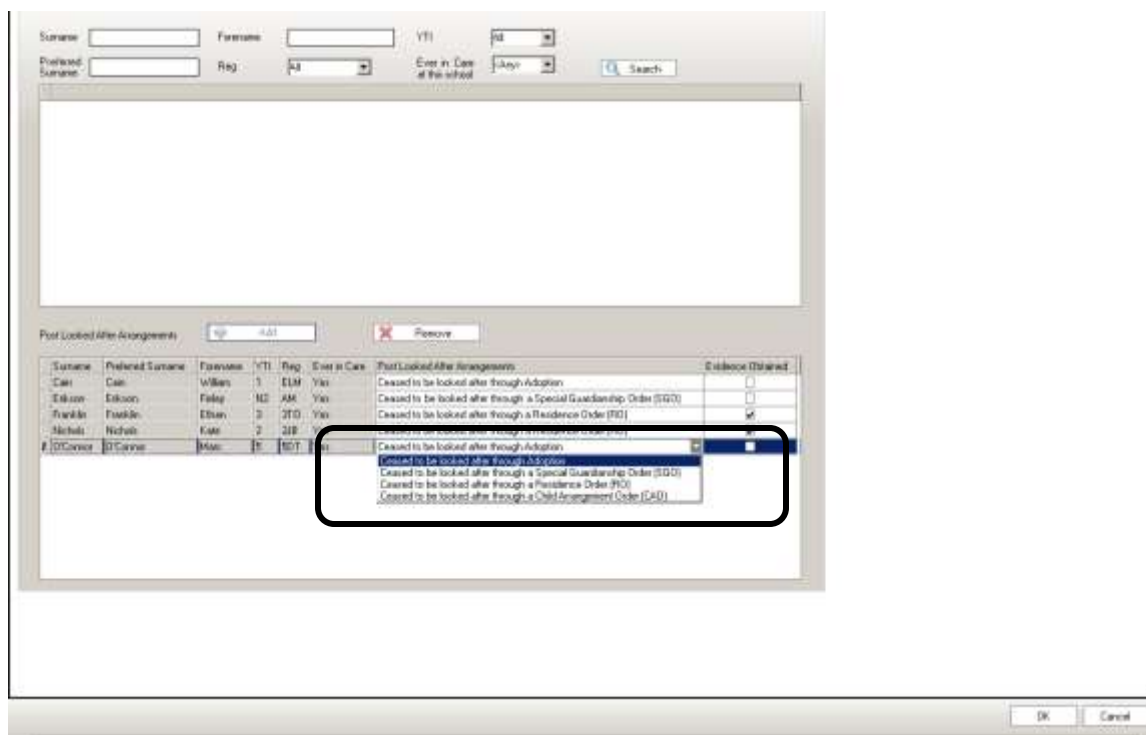
If you need to remove pupils from the list at the bottom of the page, highlight the required pupil then click the **Remove** button. The pupil's name is transferred back to the upper part of the table where it can be reselected if required.

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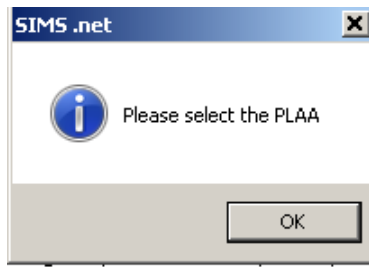
If applicable, select the **Evidence Obtained** check box to indicate whether documents have been obtained providing evidence that the pupil has been adopted from care.

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	
Erikson	Erikson	Finley	N2	AM	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	☐
Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)	☑
Nichols	Nichols	Kate	2	2JB	Yes	Ceased to be looked after through a Residence Order (RO)	☑

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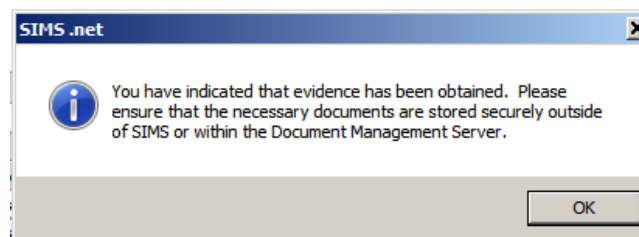
If you have ticked the **Evidence Obtained** check box for any of the pupils, you will see the above message reminding you of your obligations regarding this confidential information. Click **OK.**

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

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.

<u>**Saving, Closing and Opening the Return**</u>

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.


<u>**Validating the School Census Return**</u>

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

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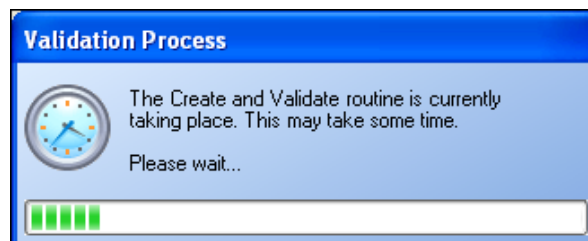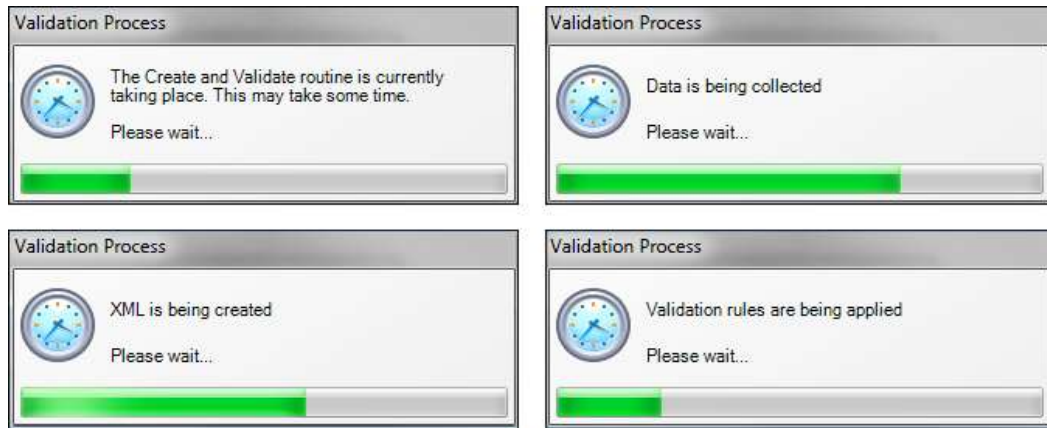

If you still have missing attendance marks you will see this message:
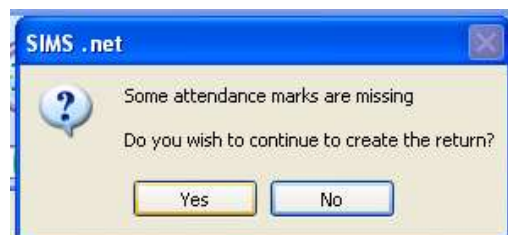
If you are just on a trial run through of your census wanting to get as far as the errors and queries stage to use the list to correct pupil data, you can click **Yes** to continue for now.

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

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

School Census Return Errors and Queries

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

The **Student Search** functionality can be used to display all errors and queries relating to a particular pupil. Enter all or part of a surname, date of birth or UPN in the **Student Search** field then select the required record from the drop-down list and click the **Find** button.
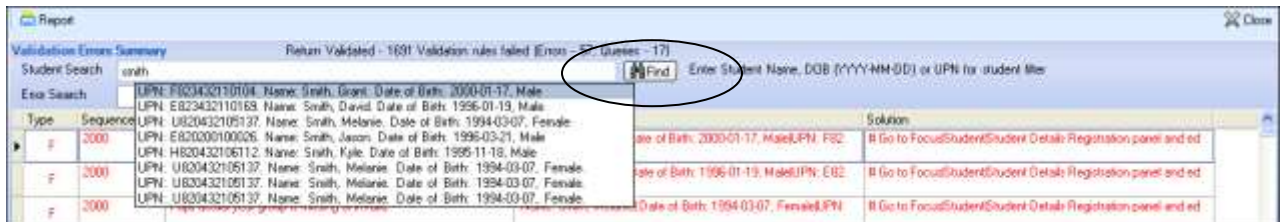
Use the **Errors Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.
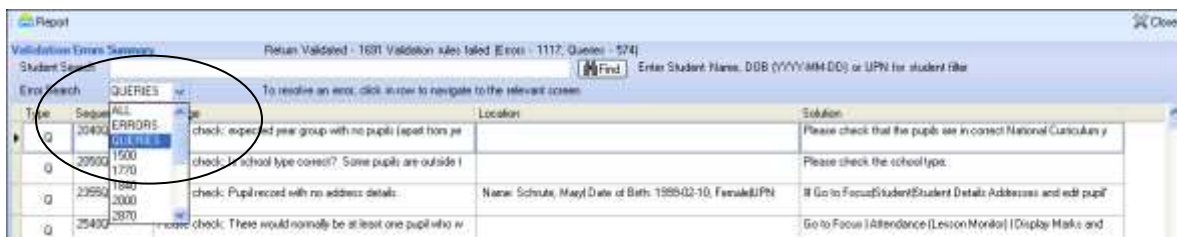
When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

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

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

You can view a summary of validation failures by clicking the **Report** button, which is located at the top RH corner of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it could be copied into Word or Excel as required.
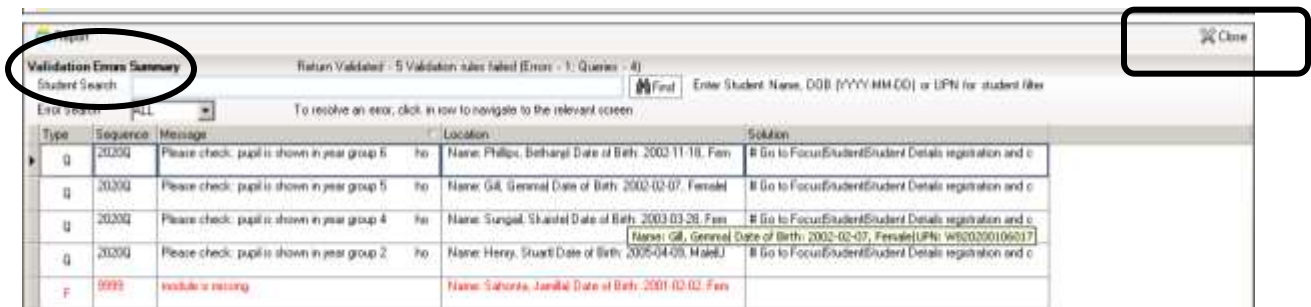
If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

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

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

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

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

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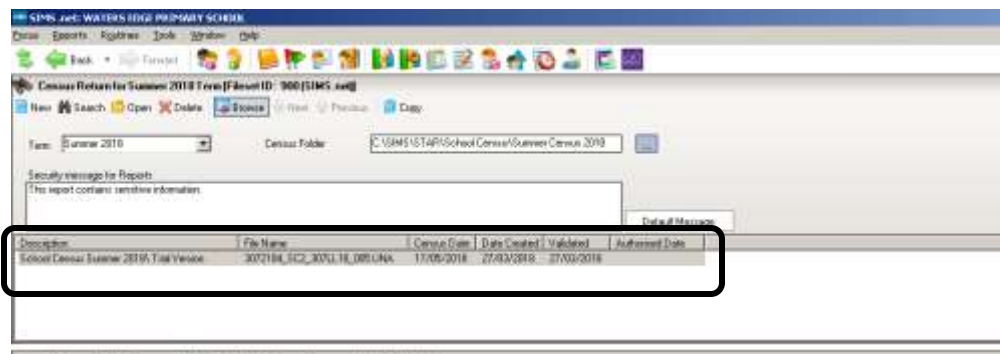

Producing Detail Reports

Detail Reports can be used to check exactly what information has gone through to the Census return. These are the reports are currently available:
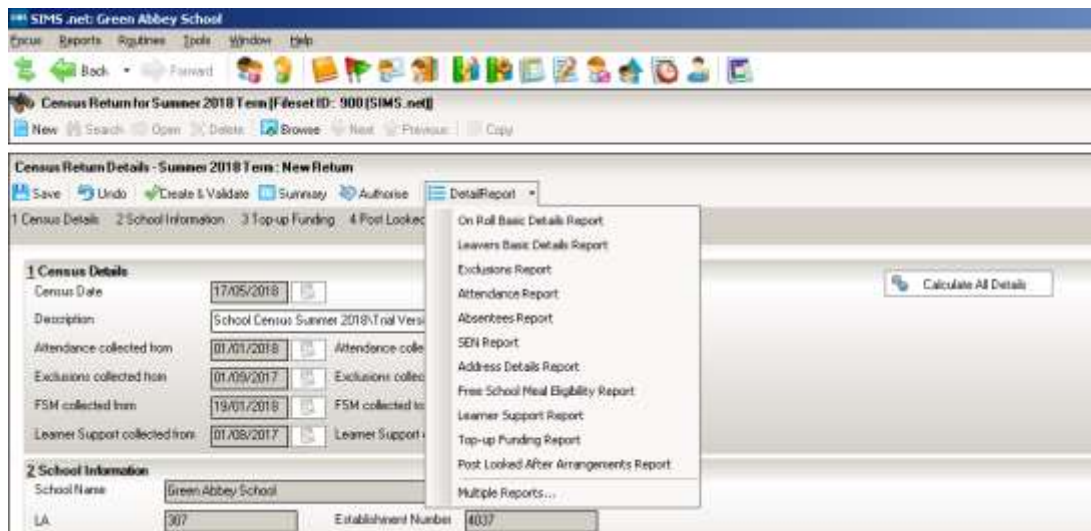
You cannot select the Detail Reports until you have **Created and Validated** your School Census. To select a single detailed report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.

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

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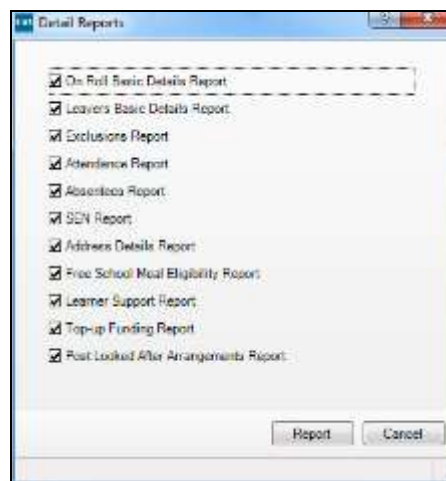

When the reports are generated and shown on your screen, a copy is automatically saved in the School Census folder as an HTML file. If you specified a security message at the beginning of the School Census process, this will be displayed at the top of any reports you generate.

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

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

Any of these reports can be transferred into Excel to enable you to manipulate and check your data before sending it to the LA. Instructions for doing this can be found on the School Census page of the EGFL.
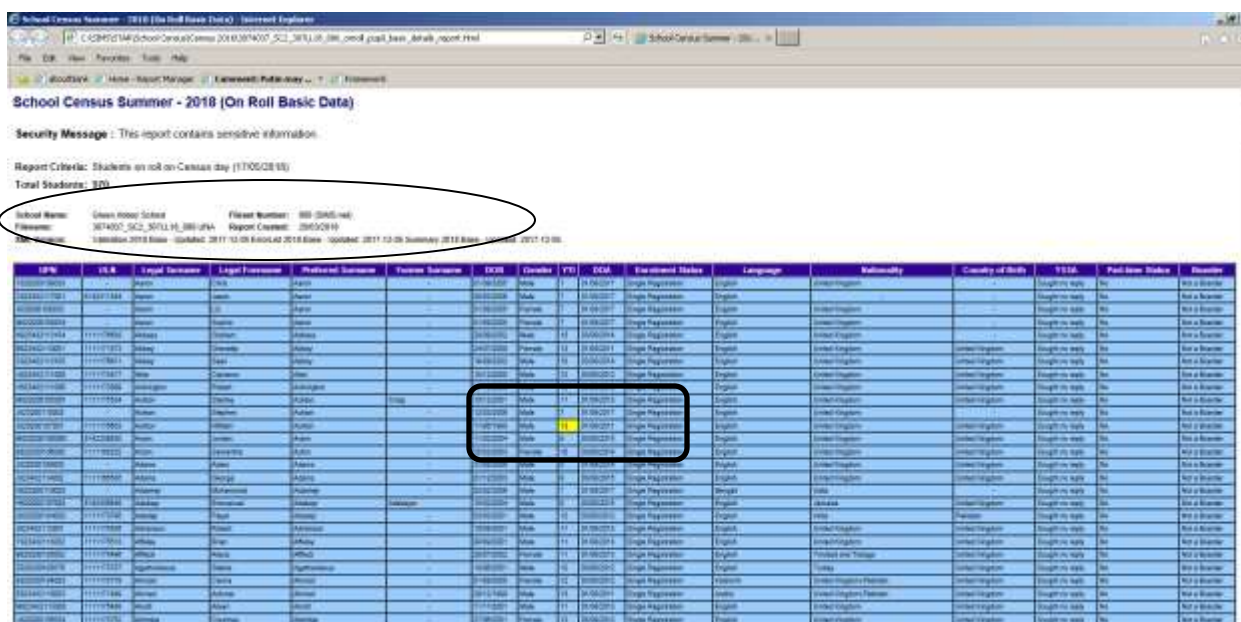
These days, a query is only generated when a pupil/student is taught two years out of the year expected for their age. However, the **On Roll Basic Details** report highlights in yellow any pupil taught outside the expected year group for their age

Viewing Previous Authorised Census Returns

It is now possible to view the reports from previous authorised School Census returns in order to make comparisons.
This can be done by following the route **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files**

On the screen that opens, highlight the name of the return you are interested in and click the **Retrieve Files** button
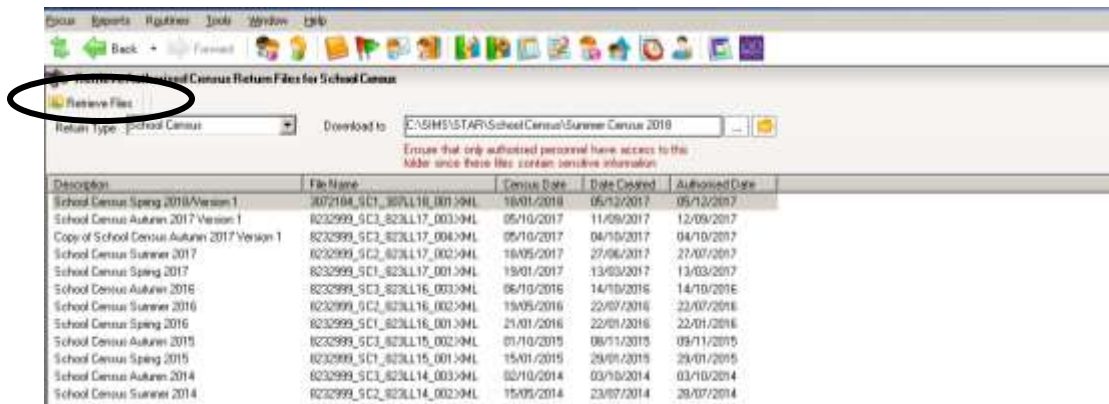
The reports associated with this return will be displayed in your web browser

Security - Deleting Temporary Web Browser Files

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

This prevents the information, for example copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are insecure because they can still be accessed.
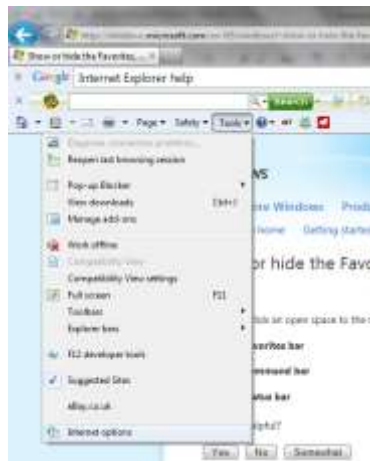
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.
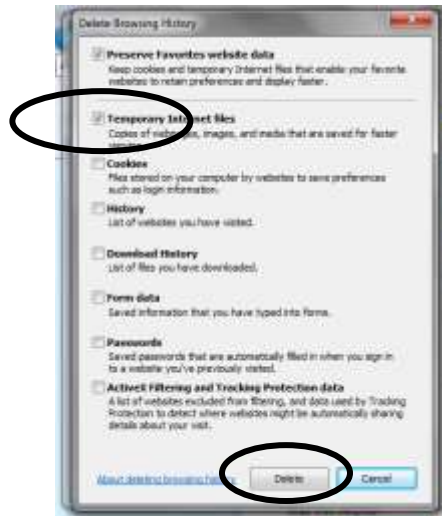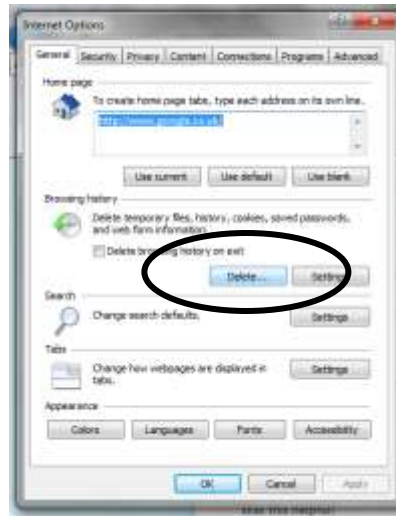
Click the **Close** button

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

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

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

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

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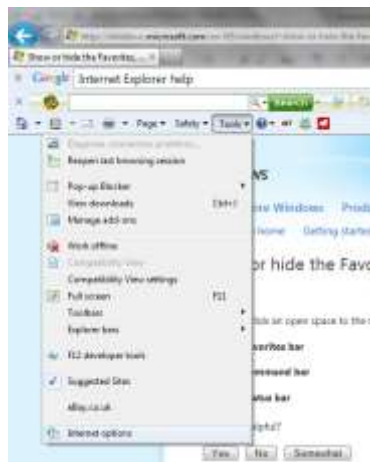
Below are instructions for how to delete the cache if you are using **Internet Explorer 11**. To check which version of Internet Explorer you are using, select **Help | About Internet Explorer** on your web browser.
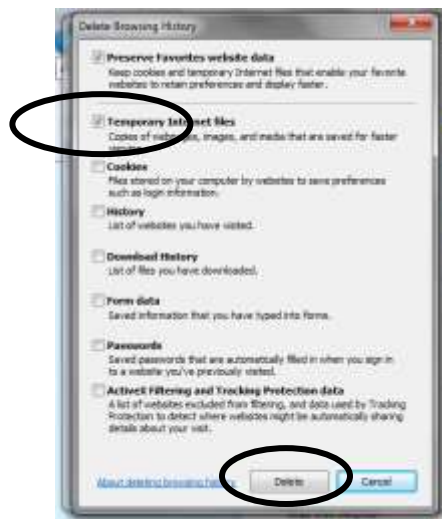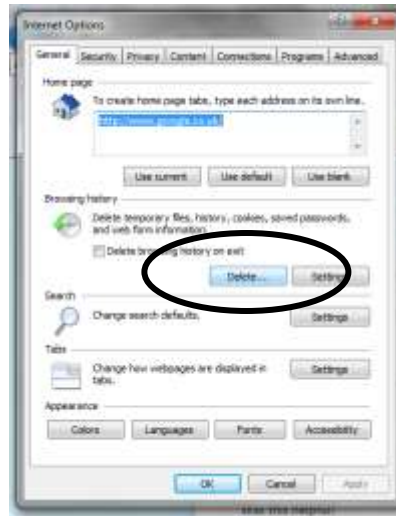
Click the **Close** button

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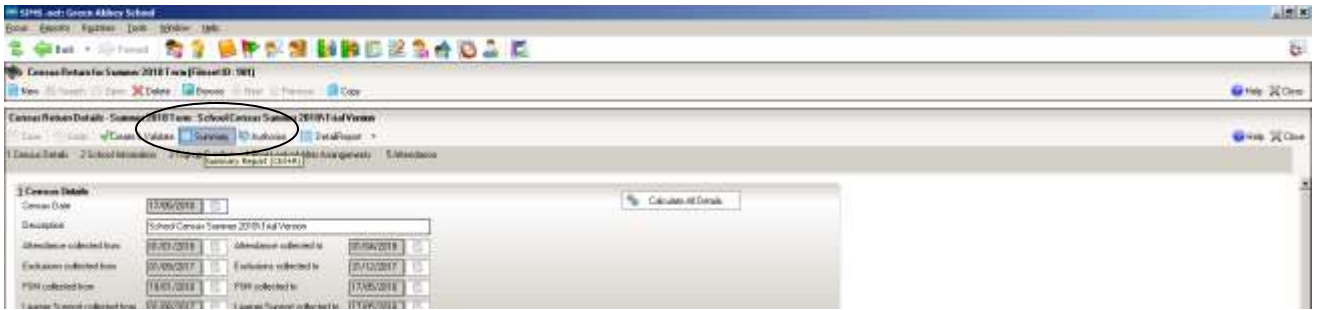
The Summary Report opens up in Internet Explorer. A copy will also be saved in your School Census folder. **It is important that the Head Teacher checks all the information on the summary sheet before the return is authorised.**

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School census collection: summer 2018

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

There are 265 errors and 810 queries.

Table 1: School characteristics [ALL schools]

Summary for: Green Abbey School

Local authority code: 307

Establishment number: 4037

Telephone number: 851234

Email address: office@ga.org.uk

Phase: SS

Type: 22

Governance: CO

Intake type: COMP

Lowest national curriculum year group: 7

Highest national curriculum year group: 13

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

Age as at 31 August 2017	Date of Birth	Number of pupils						
		Full-time			Part-time			All
		Male	Female	Total	Male	Female	Total	Total
19 or over	31/08/1998 or earlier	1	0	1	0	0	0	1
18	01/09/1998 - 31/08/1999	0	0	0	0	0	0	0
17	01/09/1999 - 31/08/2000	41	48	89	0	0	0	89
16	01/09/2000 - 31/08/2001	38	42	80	0	0	0	80
15	01/09/2001 - 31/08/2002	71	90	161	0	0	0	161
14	01/09/2002 - 31/08/2003	76	84	160	0	0	0	160
13	01/09/2003 - 31/08/2004	81	80	161	0	0	0	161
12	01/09/2004 - 31/08/2005	84	75	159	0	0	0	159
11	01/09/2005 - 31/08/2006	79	80	159	0	0	0	159
10	01/09/2006 - 31/08/2007	0	0	0	0	0	0	0
9	01/09/2007 - 31/08/2008	0	0	0	0	0	0	0
8	01/09/2008 - 31/08/2009	0	0	0	0	0	0	0
7	01/09/2009 - 31/08/2010	0	0	0	0	0	0	0
6	01/09/2010 - 31/08/2011	0	0	0	0	0	0	0
5	01/09/2011 - 31/08/2012	0	0	0	0	0	0	0
4 (8 - 11 months)	01/09/2012 - 31/12/2012	0	0	0	0	0	0	0
4 (5 - 7 months)	01/01/2013 - 31/03/2013	0	0	0	0	0	0	0
4 (0 - 4 months)	01/04/2013 - 31/08/2013	0	0	0	0	0	0	0

Check through the Summary when it is displayed on the screen. You may find some mistakes in it that you have not been warned about in the list of errors and queries.

The Summary gives details of how many full time and part time girls and boys appear in each age range. We have dated the return to give the student's ages as they were on 31st August 2017, so everyone appears a little younger than you might expect as students appear according to their date of birth in this part on the Summary.

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

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

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

An entry in the First Language field is required for all pupils on roll, not just those of statutory school age. Ethnicity and Proficiency in English are not collected in Summer School Census, although the headings still appear on the Summary Report.

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

Table 5: Proficiency in English [ALL schools]

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

Table 6: Pupils on roll by enrolment status [ALL schools]

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

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

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

Table 12: Pupils on roll with SEN provision [ALL schools]

Table 13: SEN need type for pupils on roll with SEN (SEN provision E, S, or K) [ALL schools]

This table does not apply to the summer census, as SEN need type is only collected in the spring census.

Summer Census 2018 collects exclusions for the Autumn Term 2017,

Table 13: SEN need type for pupils on roll with SEN (SEN provision E, S, or K) [ALL schools]

This table does not apply to the summer census, as SEN need type is only collected in the spring census.

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]

And Attendance for the Spring Term 2018.

Table 15: Attendance information for the 2018 spring term (terms 3 and 4) for all pupils aged between 5 and 15 years as at 31/08/2017 [Not for: Nursery school]

Table 16: Attendance information for the 2018 spring term (terms 3 and 4) for all pupils aged 4 years as at 31/08/2017 [not for: nursery schools]

There will 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 20: Attendance information for the academic year 2014/15 (including summer second half term) for all pupils aged between 5 and 15 years as at 31/08/2014 [For: Special only - do not include boarding pupils]*

This table does not apply to the summer census as attendance information for special schools for the academic year 2014/15 was collected in the 2015 autumn census.

Table 21: Attendance information for the academic year 2014/15 (including summer second half term) for all pupils aged 4 years as at 31/08/2014 [For: Special only - do not include boarding pupils]*

This table does not apply to the summer census as attendance information for special schools for the academic year 2014/15 was collected in the 2015 autumn census.

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.

Table 29: Universal infant school meals [Not for: Secondary]

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.
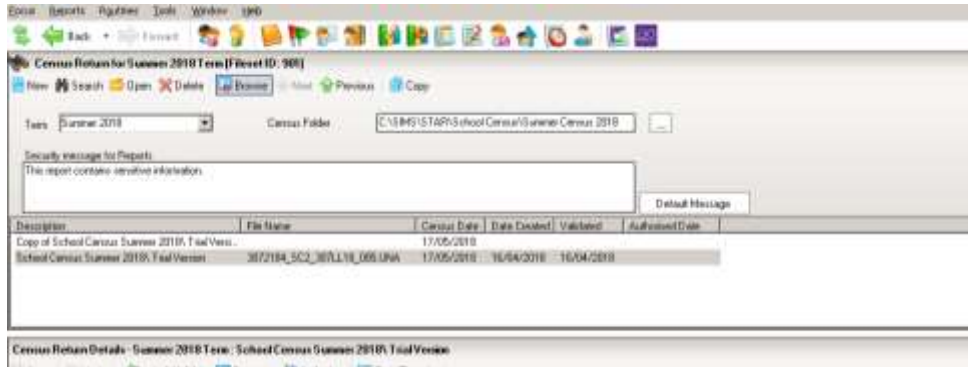

Click on the name of the school census return to highlight it:
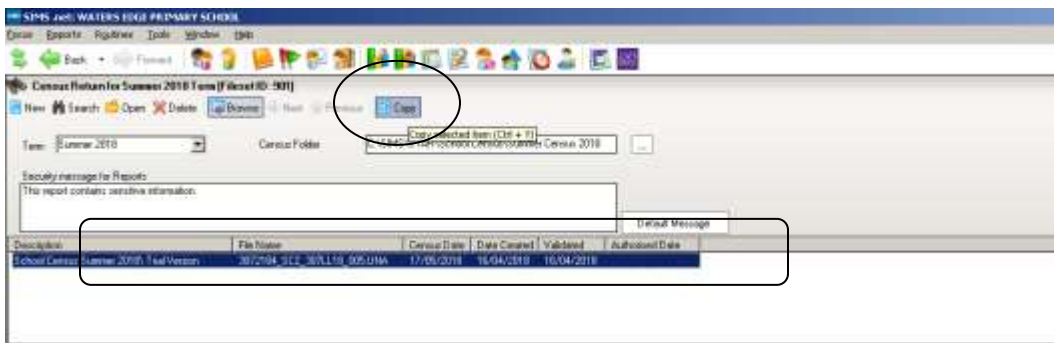
Click on the **Copy** button and you will see the message shown below appear:
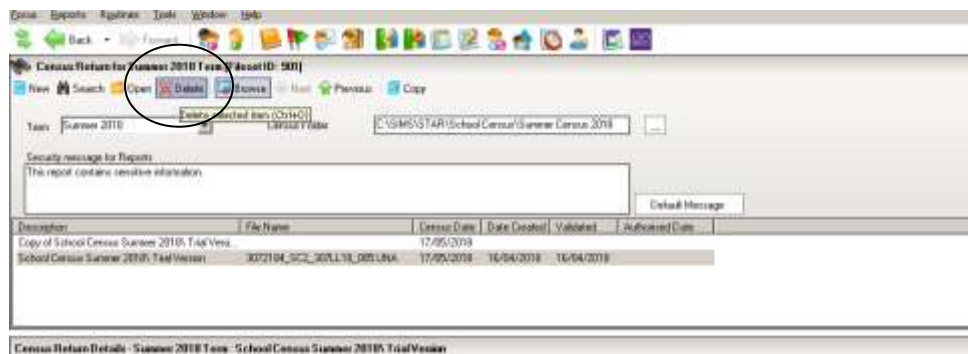

Click on **Yes**, and a copy of your final Census version now appears in the list in the **Browse** window.

### 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**.
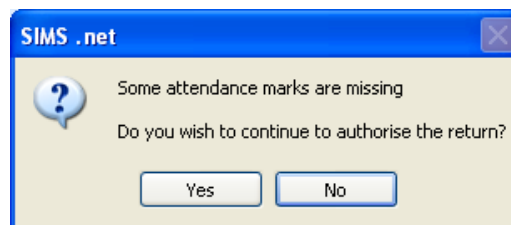
Authorising the return

With your final version of census on the screen, click the **Authorise** button at the top of the Return Details panel.
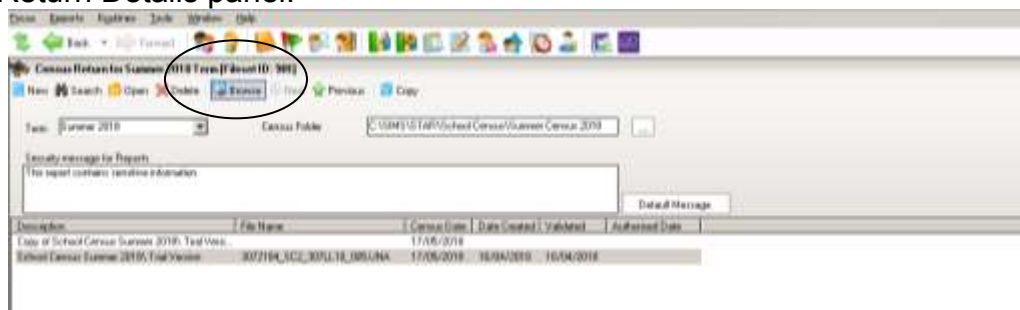
You will see a message reminding you that an Authorised return cannot be edited (although you can copy it and edit the copied version).
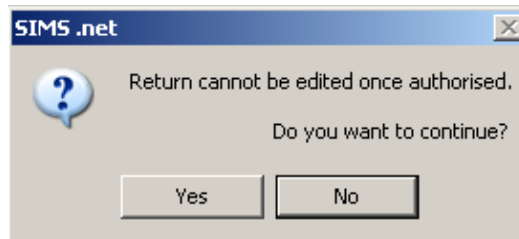

If missing marks exist, the following message is displayed.


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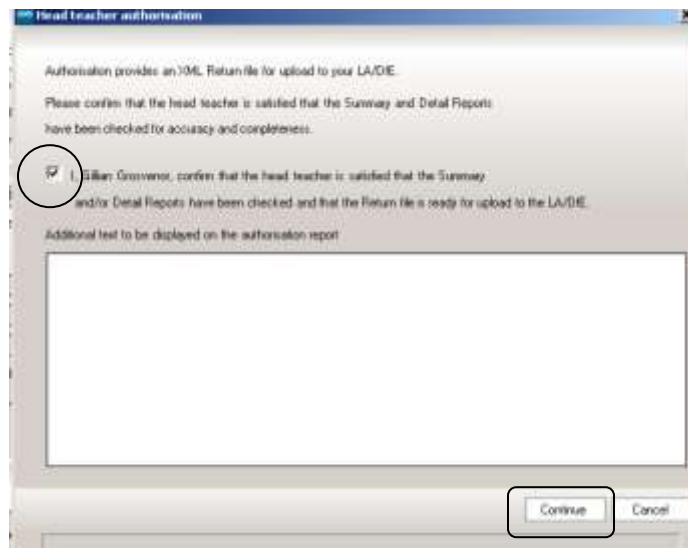
Once the tick box is selected, the **Continue** button becomes active allowing the authorisation process to be completed. There is a field where you can enter, if required, some text that will be displayed on the authorisation report. For example, you could use this space to explaining the reason for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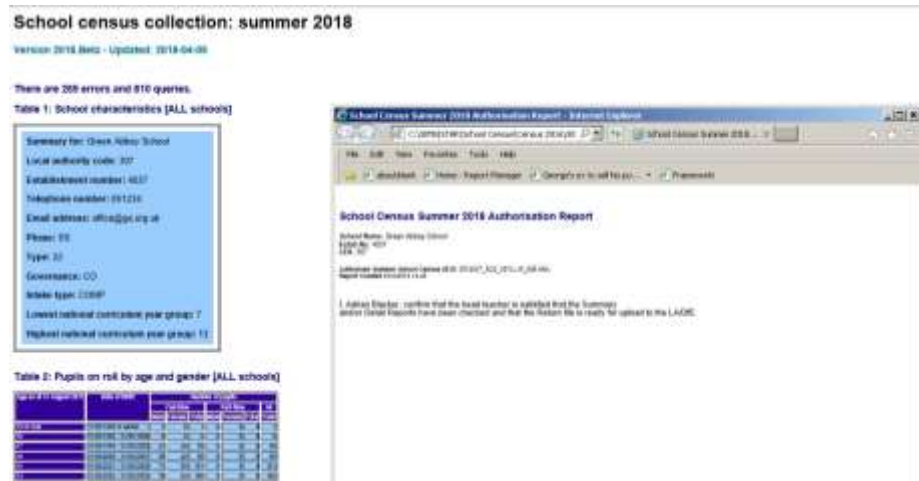

The **Headteacher's Authorisation,** the **Summary and Validation Errors reports** automatically open up in your browser. If you have not already printed off the Summary, you may want to make a paper copy to keep in your files for audit purposes. A copy of the Headteacher's authorisation with details of any anomalies in this season's census can be attached to the front.
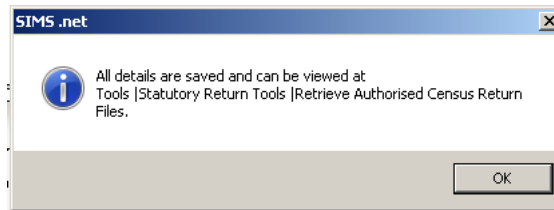
This message confirms that your Summer Census 2018 details can be retrieved at a later date if required.

Once the return is authorised the suffix of the file in the **Browse** window will change to .xml:
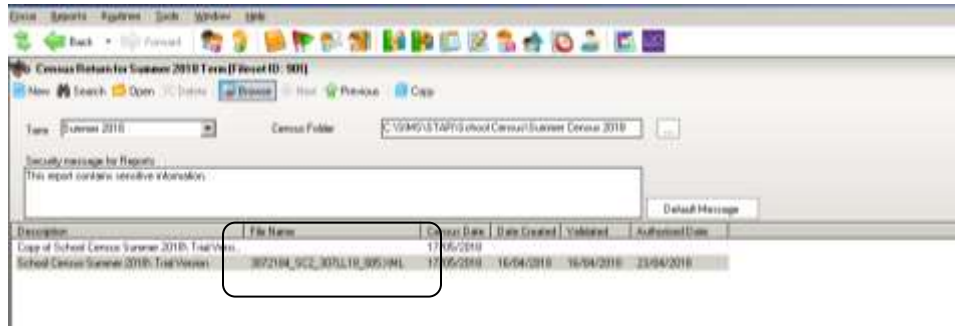
### Submitting the Return to the Local Authority

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

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

When you log into the site you will see 3 links that will take you onwards to COLLECT, S2S and KTS.
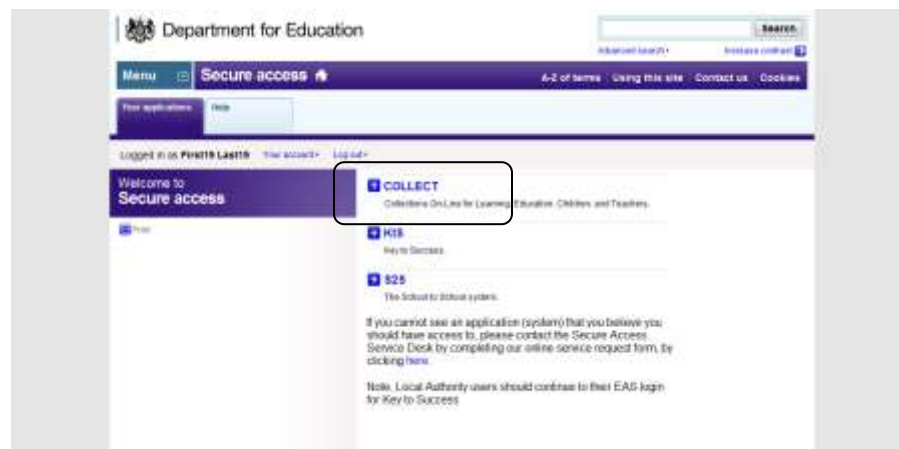
Choose the COLLECT option. And Continue…
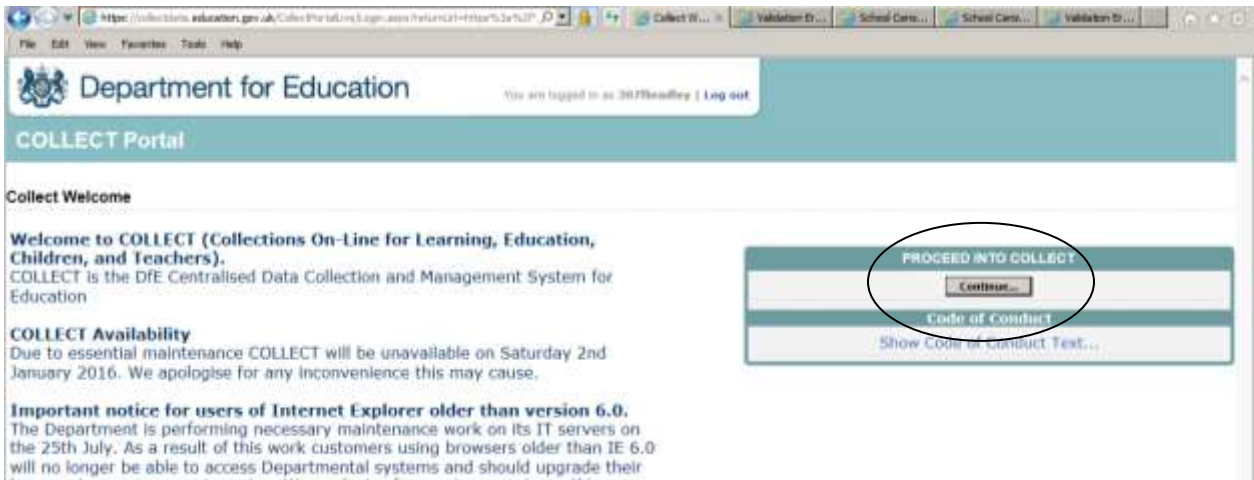
Once you have logged in you will see the list of collections that are currently available to you.

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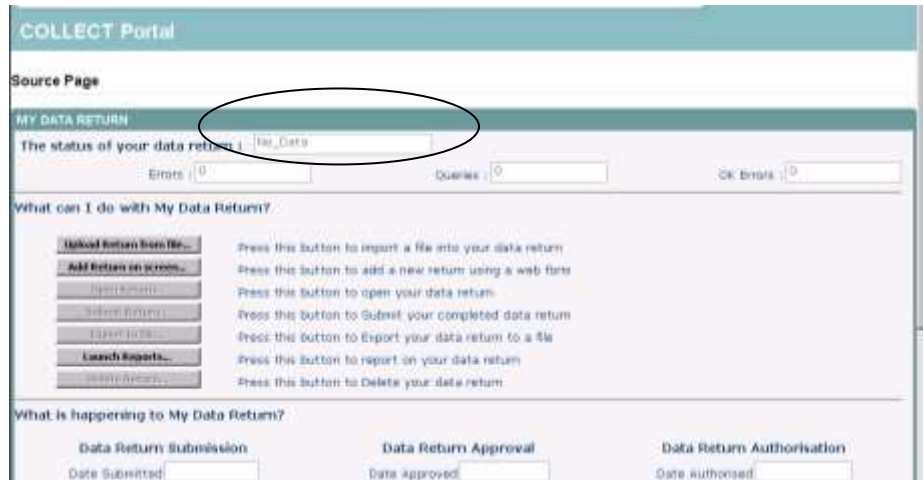
At the moment a file has not been uploaded and so the status of your data return is set to **No_Data**. In the 'What can I do with My Data Return?' section click on **Upload Return from file…'**

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.
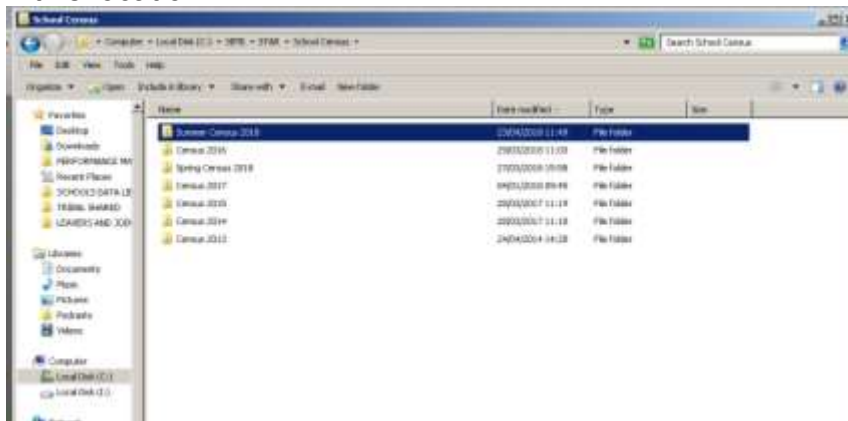
Because I've tidied my School Census folder as described earlier in this booklet, a my Summer 2018 Census files are contained in one folder   when I open this folder I am looking for the authorised XML file to upload. If you are having difficulty locating it, make sure you are viewing the list in **Details** mode, and check the date and time that the file was created which should give you a clue.
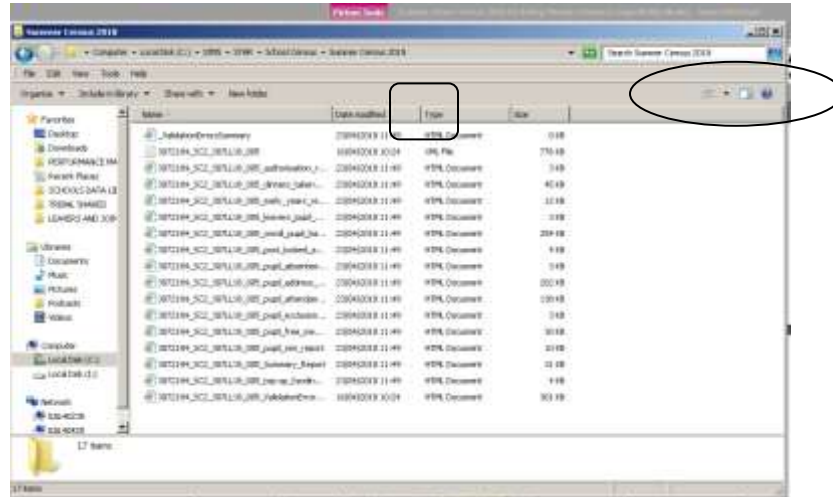
You may also have to widen the columns so that you can see the full file names. You do this by holding the cursor arrow over the column divider between and when the symbol changes, clicking and dragging the line.

Your   Summer   School   Census   will   have   the   name **307*SSSS*_SC2_307LL18_0*NN*.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.**
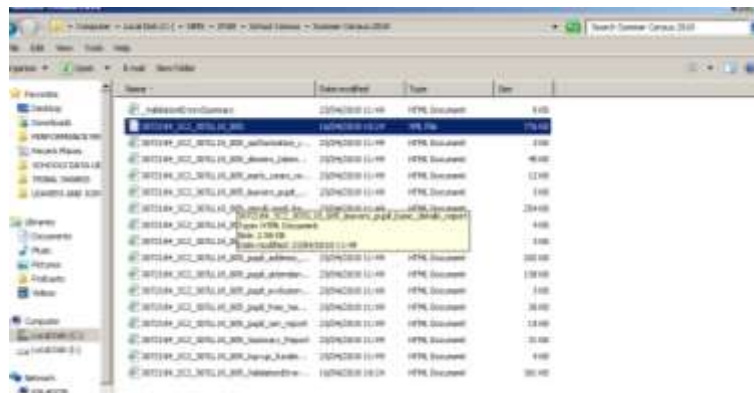
The name of the file will be transferred into the box on the COLLECT web page. Click on **Upload**. When a file uploads to COLLECT, the system will ensure the file formatting is correct, the file will then be loaded and the return placed in a Validation Queue for subsequent processing. The data in the 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.
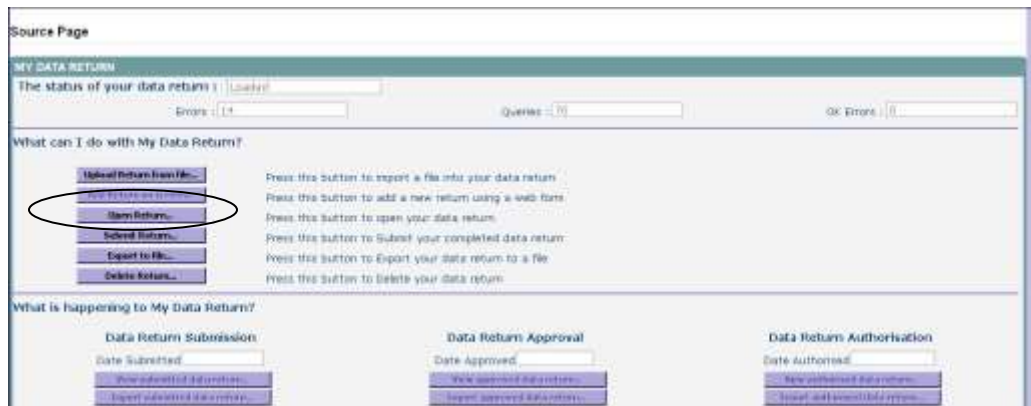

Click on the **Open Return** button to view your return.

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.
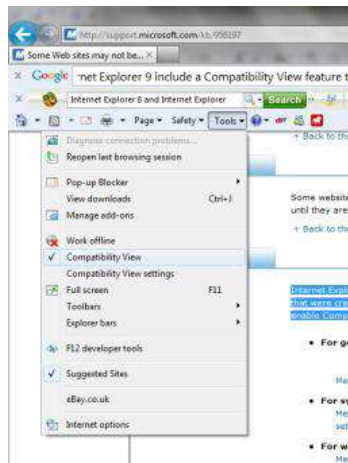
To view what errors have been generated in COLLECT, click on the **All Errors** button.
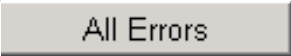
The reason for most 'errors' being generated will, hopefully, be obvious.
I can find out more about the 'errors' by clicking on the **Details** button to bring up more details and hyperlinks.

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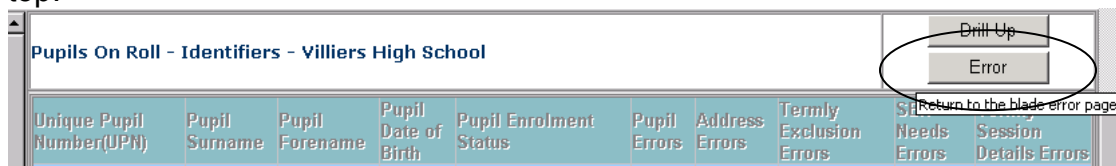
Since the DFE changed the way that they want notes added to census returns, we are only able to add 'return level' notes on the front page of your census, rather than adding them against the individual errors. This will allow all the notepad entries to be seen in one place and also means that notepad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

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

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

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

Then **Add New Note**.

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

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

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

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

Rule No.	Return Level	Error Message	Priority	OK'd		N
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:
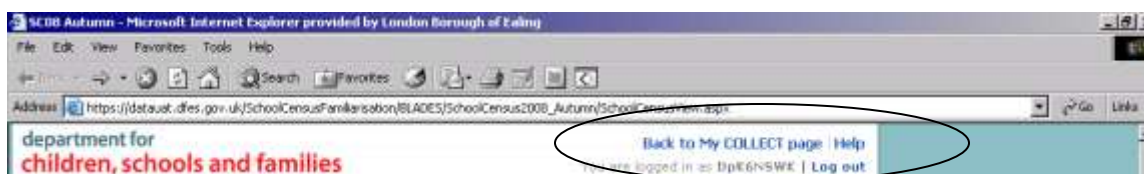
Submit Return sends your return to the LA (until you have clicked this button, we can only view but not amend your return at the LA). When you are happy for your return to go to the LA, simply click the button.

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!!**

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

Fiona Bradley   020 8825 6065   fbradley@ealing.gov.uk

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

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