

## Pupil Addresses

The Census validates the address that appears via **Focus | Pupil | Pupil Details, Addresses, Modify Address.**

If you do not fill in the address details in the required format, it will generate errors and/or queries in School Census, such as:

**430 Postcode is missing or invalid.**

**470 Where Dwelling is present, Street, Street, Locality, Town, Administrative Area or Post Town must also be present**

**490 Where first line present, at least one other address line must also be present.**

**535Q Address information drawn from two conflicting formats**

This table explains which address items should appear in what fields in SIMS.net:

Apartment	The number or name of the flat, for example 3a, Flat 442 or Ground Floor. If there is an entry in this field we would expect there also to be an entry in the <b>House name</b> or <b>House number</b> fields, and possibly both!
House Name	The name of the block of flats or individual house. Blocks often seem to have 'Court' as part of their name.
House Number	The street number of the single-family dwelling, the sub-divided house or block of flats. There may not be one if there are entries in the <b>Apartment</b> and/or <b>House Name</b> fields, or there may be an <b>Apartment number</b> and <b>House number</b> for the street, or they may be something in all three fields.
Street	If you have entered dwelling details in one of the above fields, a street name is compulsory.
District	It is not compulsory to complete this field, but the sorts of entry we might expect to see locally are things like 'West Ealing', 'Bedford Park' or maybe 'Golflinks Estate'
Town/City	Not compulsory, but entries such as LONDON, or Hanwell, Northolt, Southall are what we would expect to see.
County	Not compulsory. Greater London or Middlesex are examples.
Postcode	A full postcode is mandatory in SIMS and census validation will fail a postcode in an incorrect format.