

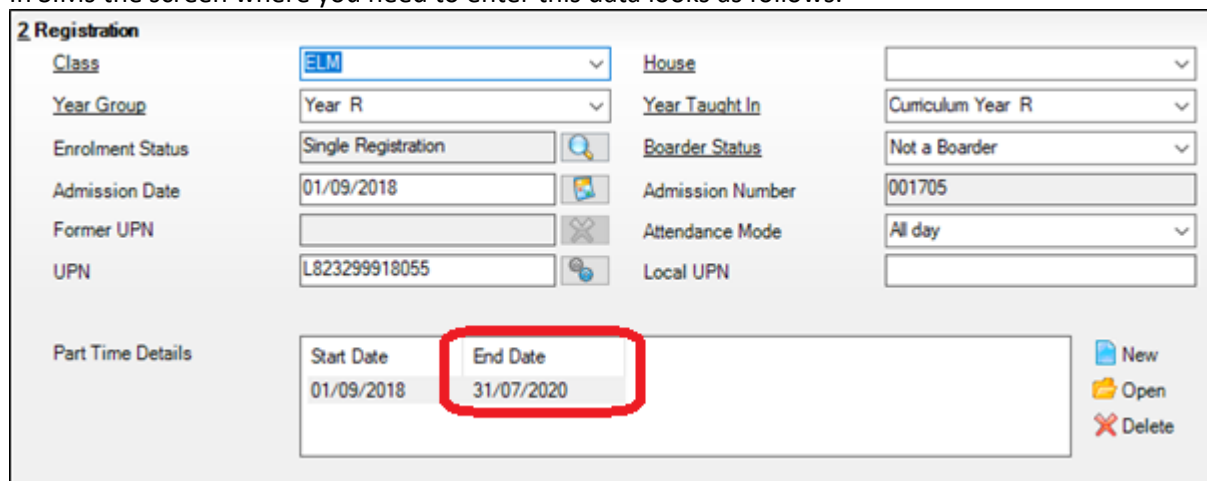
## Part Time True/False flag in School Census

A common problem which occurs in many school's census submissions is **incorrect part time true/false flags for nursery pupils**. This can be fixed in COLLECT but is a manual and time-consuming task.

It is therefore important to get this fixed in your system before submitting your school census return.

The part time true/false flag is not determined by the attendance mode of you MIS system, but by the start and end date in their student record.

In SIMS the screen where you need to enter this data looks as follows:

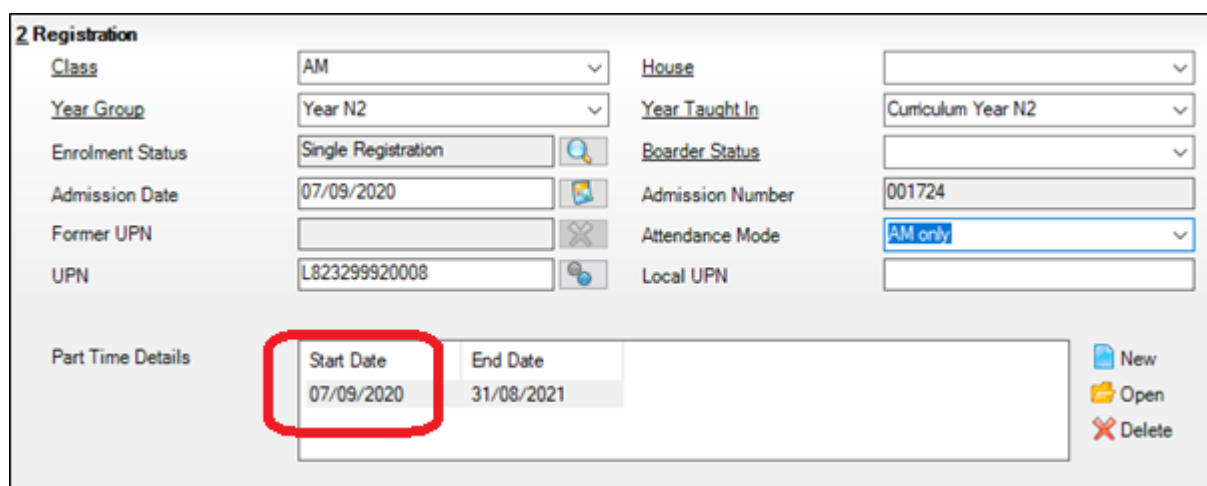


The screenshot shows the '2 Registration' screen in SIMS. The 'Part Time Details' section is highlighted with a red box, showing the following data:

Start Date	End Date
01/09/2018	31/07/2020

You need to make sure that:

1. All new full-time pupils (i.e. Reception) have an end date in the Part Time Details section of their record if they attended your nursery previously.
2. Make sure all new part time pupils (i.e. Nursery) have a start date (and end date if known) in the Part Time Details area of their record.



The screenshot shows the '2 Registration' screen in SIMS. The 'Part Time Details' section is highlighted with a red box, showing the following data:

Start Date	End Date
07/09/2020	31/08/2021

To check that this information has been recorded correctly you should run the part-time numbers report in the Census Summary report before authorising and submitting the census.

If you use an MIS system other than SIMS, please contact your MIS support provider to talk you through how to ensure this data is correctly entered ahead of school census.