

SIMS

Preparing for the School Census Summer 2012 Return

English Primary/Middle deemed Primary,
Nursery and Special Schools

Applicable to 7.144 Onwards

Preparation



CAPITA

Revision History

Version	Change Description	Date
Summer 2012 – 1.0	Initial Release	06/03/2012

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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

C Contents

01	School Census Summer 2012 Preparation Check List	1
02	Introduction	3
	Introduction	3
	How has the School Census Summer Return Changed?.....	4
	Permissions Required	5
	What Version of SIMS is Required?.....	6
	Importing Revised Files for Validation and Reports	6
	Before Importing the Revised Files	7
	Importing the Revised Files	8
	Overview of the School Census Summer 2012 Return Process	10
03	Carrying out a Dry Run	13
	Why Carry out a Dry Run?.....	13
	The Dry Run Process	13
	Creating and Validating the Return	15
	Producing Detail Reports	17
04	Preparing School Level Information	19
	Checking Establishment Details	19
	Checking Telephone and Email Information.....	21
05	Preparing Pupil Level Information.....	23
	Checking/Correcting Pupil Details	23
	Updating Information Using the Bulk Update Process	24
	Checking/Correcting a Pupil's Basic Details.....	28
	Recording a Pupils Change of Surname.....	29
	Checking Enrolment Status, Admission Date and Boarder Status..	29
	Checking/Correcting UPNs	30
	Checking/Correcting Unique Learner Numbers.....	32

Checking/Correcting Part-Time Pupil Information.....	33
Checking/Correcting the National Curriculum Year Group.....	34
Checking Home Address Information.....	40
Checking Eligibility for Free School Meal.....	41
Checking First Language Information	43
Checking/Correcting Connexions Assent	43
Checking/Correcting In Care Details for Excluded Pupils.....	45
Adding a New In Care Record	45
Recording Leavers and Re-Admissions	47
Recording a Leaver	48
Re-Admitting a Pupil.....	49
Checking/Correcting Special Educational Needs (SEN) Information	50
Preparing Exclusions Information.....	52
Recording an Exclusion	53
Preparing Attendance Information	55
Preparing Class Information (Checking Class Types).....	55
Resetting All Class Types	57
Identifying which Pupils have no Class Type Specified	57
Checking/Updating Hours for Nursery Children	57
Identifying which Pupils have no Entries for Hours	59
Deleting Unwanted Pupil Records	59
06 What Next?	61
Where Can I Get More Information?	61
Index.....	63



School Census Summer 2012 Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data. For more information, please see <i>Permissions Required</i> on page 5.
<input type="checkbox"/>	Upgrade to the SIMS 2012 Spring Release (SIMS 7.144) or later as soon as possible to enable dry runs to be carried out. For more information, please see <i>What Version of SIMS is Required?</i> on page 6.
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported. For more information, please see <i>Importing Revised Files for Validation and Reports</i> on page 6.
<input type="checkbox"/>	Carry out a dry run to determine what information needs updating. For more information, please see <i>Carrying out a Dry Run</i> on page 13.
<input type="checkbox"/>	Check School Level information. For more information, please see <i>Preparing School Level Information</i> on page 19.
<input type="checkbox"/>	Check the pupils' basic details. For more information, please see <i>Checking/Correcting a Pupil's Basic Details</i> on page 28.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Check the pupils' various registration details. For more information, please see: <i>Checking Enrolment Status, Admission Date and Boarder Status</i> on page 29. <i>Checking/Correcting UPNs</i> on page 30. <i>Checking/Correcting Unique Learner Numbers</i> on page 32 (applicable to Special schools only) <i>Checking/Correcting Part-Time Pupil Information</i> on page 33. <i>Checking/Correcting the National Curriculum Year Group</i> on page 34.
<input type="checkbox"/>	Check that the pupil's full current home address has been recorded. For more information, please see <i>Checking Home Address Information</i> on page 40.
<input type="checkbox"/>	Check free school meal information. For more information, please see <i>Checking Eligibility for Free School Meal</i> on page 41.

Complete	Description
<input type="checkbox"/>	Check first language information (not applicable to Nursery schools). For more information, please see <i>Checking First Language Information</i> on page 43.
<input type="checkbox"/>	Check Connexions information (not applicable to Nursery schools). For more information, please see <i>Checking/Correcting Connexions Assent</i> on page 43.
<input type="checkbox"/>	Check that leavers and re-admissions have been recorded. For more information, please see <i>Recording Leavers and Re-Admissions</i> on page 47.
<input type="checkbox"/>	Check Special Educational Needs information. For more information, please see: <i>Checking/Correcting Special Educational Needs (SEN) Information</i> on page 50.
<input type="checkbox"/>	Check exclusions information (not applicable to Nursery schools). For more information, please see <i>Preparing Exclusions Information</i> on page 52 and <i>Checking/Correcting In Care Details for Excluded Pupils</i> on page 45.
<input type="checkbox"/>	Check attendance data (applicable to Primary schools only). For more information, please see <i>Preparing Attendance Information</i> on page 55.
<input type="checkbox"/>	Check Class information (applicable to Primary schools only). For more information, please see <i>Preparing Class Information (Checking Class Types)</i> on page 55.
<input type="checkbox"/>	Check Hours at Setting information (applicable to schools that have 2, 3 or 4 year olds pupils only). For more information, please see <i>Checking/Updating Hours</i> on page 57.
<input type="checkbox"/>	Delete any unwanted pupils who have been entered in error. For more information, please see <i>Deleting Unwanted Pupil Records</i> on page 59.

Notes

01 | Introduction

Introduction

This preparation guide has been produced to help identify the most common tasks that need to be carried out before running the School Census Summer 2012 Return. It is applicable to all maintained Primary, Middle deemed Primary, Nursery, Special schools and Academies (where applicable to these school types).

Information in this guide, which relates to a specific school type only, e.g. Special schools, is indicated where applicable.



NOTE: The graphics displayed in this preparation guide are based on a Primary dataset. The contents of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

How has the School Census Summer Return Changed?

Changes to the School Census Summer Return since last year include the following:

Census Details Panel

Routines | Statutory Returns | School Census

- The Census **Description** now defaults to **School Census Summer 2012**.
- The **Calculate All Details** button has been moved from the **School Information** panel to the top right-hand side of the **Census Details** panel.

Update Hours for Nursery Children Panel

All schools, except City Technology Colleges and non-maintained special schools, are required to submit the Funded Hours as a separate data item while still providing Hours at Setting (a combination of funded and unfunded hours).

The Hours at Setting data is brought forward from the School Census Spring 2012 Return.

- **Update Hours for Nursery Children** panel

Routines | Statutory Returns | School Census

- The previously named **Update Hours at Setting** panel has been renamed **Update Hours for Nursery Children** panel.
- **Update Hours for Nursery Children – 2 year old** panel now includes 2 year olds age at 31/12/2011 with SEN.
- A **Funded Hours** column has been added to each grid.
- The age at date is displayed on the **Update Hours for Nursery Children** panel.
- **Update Hours for <age> year olds** page
 - **Tools | Statutory Return Tools | Hours for <age> year olds**
 - The previously named **Update Hours at Setting for <age> year olds** panel has been renamed **Update Hours for <age> year olds** page.
 - The **Tools | Statutory Returns Tools** menu routes have been renamed to reflect the change in page names.
 - The **Funded Hours** column has been added to the right-hand side of the grid.

Attendance Codes (applicable to Primary Schools only)

- Attendance code **Y** is included in the collection of attendance information for Spring Term 2012 but is not counted in any other totals.
- Attendance code **D** is not included in the collection of attendance information for Spring Term 2012 and is not counted in the Sessions Possible.

Items Reinstated

The **Pupil Address** is once again collected in this return.

Permissions Required

The following permissions are applicable to School Census return users.

Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

Editing and Preparing Data

Users editing and preparing data must have permissions to access other areas of SIMS, e.g. pupil details, school details, etc. These users will need to be members of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files for Validation and Reports

The Import Fileset functionality is provided to enable updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between the SIMS releases. To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please see *Importing Revised Files for Validation and Reports* on page 6.

Where to find More Information about Permissions

Please see your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the School Census Summer 2012 Return, you must have the SIMS 2012 Spring Release (7.144) or later installed.

To check which version of SIMS you have installed, open SIMS then select **Help | About SIMS**. A dialog similar to the following graphic is displayed.

The version should read 7.144 or later.



Importing Revised Files for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager only

The Validation Errors Summary and the Summary Report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS, by the Personnel Officer, Returns Manager or System Manager between the SIMS releases.



IMPORTANT NOTE: *The report files are not always updated, therefore, it is not always necessary to use the Import Fileset routine. A SupportNet news feed will be posted if updated file(s) are available for import.*

If revised file(s) are supplied, the fileset will be available as a .ZIP file, which should be downloaded from SupportNet, unzipped, then imported into the SIMS Document Management Server (DMS) via the **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.



TIP: *To check which version of the fileset is currently in use, select **Routines | Statutory Returns | <census name>**, select a return then run the Create and Validate routine. The **Validation Fileset ID** is displayed on the left-hand side of the **Validation Errors Summary** panel header. For information about the latest available Fileset version, please check the *School Census Summer 2012 News Feed on SupportNet*.*

Type	Sequence	Message	Location	Solution
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Stu
F	11035	N\CyearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Stu
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Ryckolt Forename : Kwetal	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

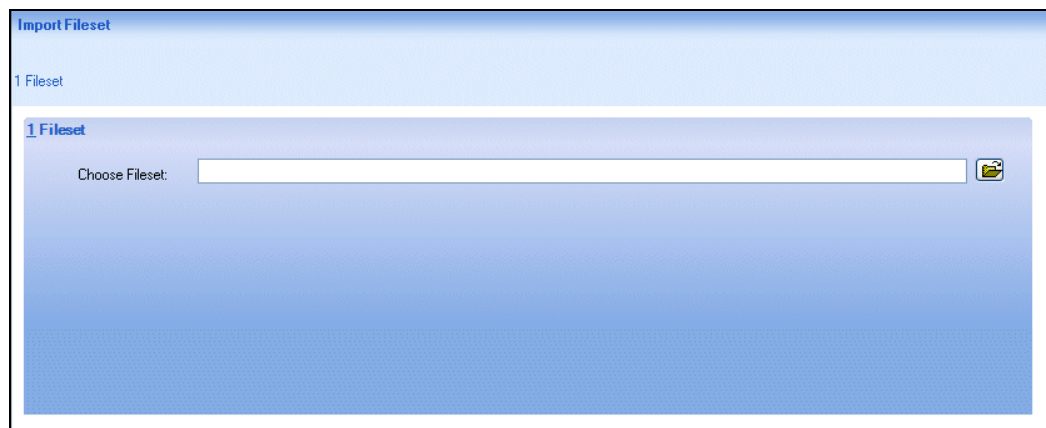
- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

For more information, please refer to the *Setting up and Administering SIMS* handbook.

Importing the Revised Files

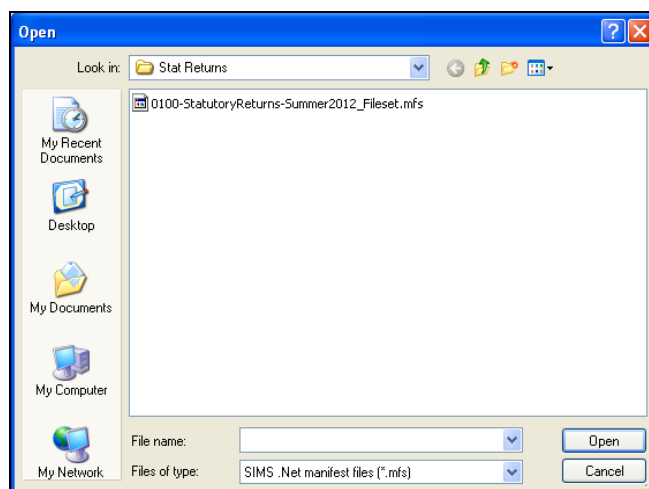
1. If revised files are supplied, download the required .ZIP file from SupportNet to a folder of your choice. The SupportNet resource number is quoted in the associated news item.
2. Unzip the .ZIP file to a folder of your choice.
3. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page.



4. Click the **Browse** button to display the **Open** dialog.



NOTE: The following graphics show example data only.



5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-<Census Name><Term and Year>Fileset.mfs.
6. Highlight the file then click the **Open** button. Alternatively, double-click the required .MFS file to return to the **Import Fileset** page.

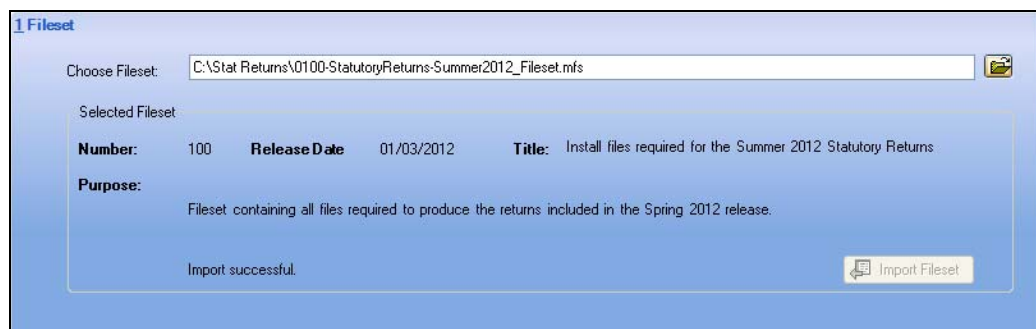


IMPORTANT NOTE: If more than one .MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.



Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and a description (**Title**) of the fileset.

7. Click the **Import Fileset** button to import the fileset into the DMS. When the import process is finished, **Import complete** is displayed at the bottom left-hand side of the **Fileset** panel.



8. After installing the fileset, close SIMS then re-open to ensure that the new data takes effect.
9. Run the return in the usual way.



NOTE: A fileset can be re-imported if required, e.g. if the data became corrupted during the previous import.

Overview of the School Census Summer 2012 Return Process

The following list provides a brief outline of the steps involved in producing the School Census Return. If data has been maintained regularly and accurately, many of the activities in this document are unnecessary. However, it is advisable to ensure that the data is in fact up-to-date.

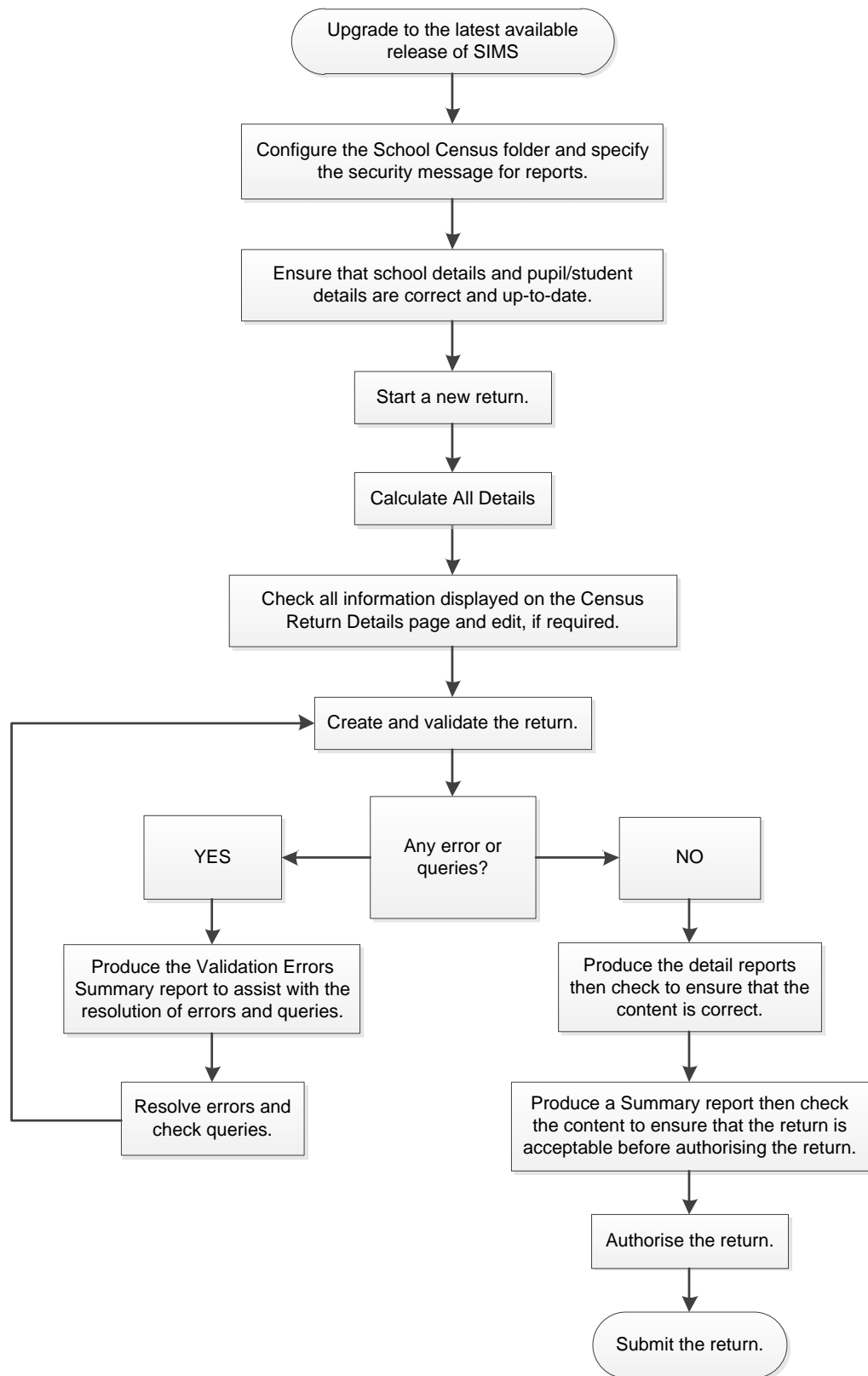
1. Upgrade to the SIMS 2012 Spring Release (SIMS 7.144) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant pupil and school data exists in SIMS and that it is complete and correct. Use Bulk Update in SIMS to correct missing/invalid data as required.
4. Complete the required information on the **Census Return Details** page.
 - Enter non-pupil data.
 - If SIMS Attendance is in use, enter attendance information. (**applicable to Primary schools only**)
5. Create and Validate the return.
6. Resolve any errors/queries then create and validate the return again. Repeat these processes until you are satisfied that the content of the return is correct.

The detail and Summary reports can be generated to assess the accuracy and completeness of the return.

7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check the report details and approve the authorisation of the return.
8. Once approval have been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Submit the return (with the Summary report) to your Local Authority.



NOTE: Academies should submit their competed return to the DfE.



02 Carrying out a Dry Run

Why Carry out a Dry Run?

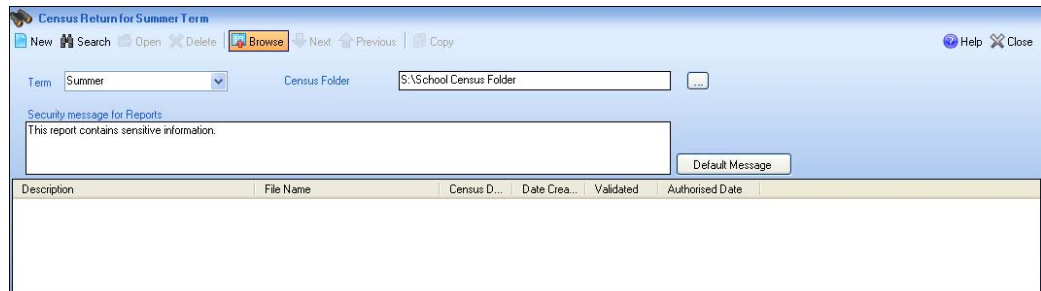
When the SIMS 2012 Spring Release (SIMS 7.144) has been installed, you can carry out one or more dry runs of the School Census Summer 2012 Return.

The purpose of a dry run is to produce the Validation Errors Summary, which details the corrections that need to be made to your data. It is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to pupils, e.g. language, SEN provision type, etc. can be quickly fixed using the Bulk Update functionality. For more information, please see *Updating Information Using Bulk Update* on page 23.

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer Term** browser.



2. Select an existing School Census Folder or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purposes of producing a dry run.



IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security.

Consider which users have access to the chosen folder, especially if the folder is shared on a Server. The DfE recommends ISO27001 as the standard for information security, a copy of which can be found at <http://www.itgovernance.co.uk/bs7799.aspx>. If you are in any doubt, consult with your IT Security Officer before proceeding.

3. Click the **New** button to display the **Census Return Details** page.

4. By default, the return **Description** is displayed as **School Census Summer Return 2012**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. SUMMER12Test.
5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from SIMS and display the results in the various panels on the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed in the Status Bar. This data must be added/corrected before you can create and validate the return.



More Information:

Detailed information about completing the individual panel on the **Census Return Details** page is available in the *Producing the School Census Summer 2012 Return (English Primary/Middle deemed Primary Schools) handbook*.

Creating and Validating the Return

Click the **Create & Validate** button to start the process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel located at the bottom of the screen.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1954-11-11, MaleUPN:	# Go to FocusStud
F	1500	UPN missing	Name: Major, John Date of Birth: 1934-10-03, MaleUPN:	# Go to FocusStud
F	1500	UPN missing	Name: Robinson, Tony Date of Birth: 1959-05-03, MaleUPN:	# Go to FocusStud
F	1840	Pupil aged 5 and over with Language missing or invalid	Name: Abbey, David Date of Birth: 1975-09-07, MaleUPN: P82	# Go to FocusStudent Student Details Ethnic/cultural panel and
F	1855	Child's Hours at Setting not provided or out of the range 0 -	Name: O'Connor, Marcl Date of Birth: 1937-02-08, MaleUPN: B	# Go to Tools Statutory Return Tools Hours at Setting and che
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Smith, Ann Date of Birth: 1927-02-20, Female Age: 30U	# Go to FocusStudent Student Details and check pupil's date of
Q	2020Q	Please check: pupil is shown in year group - 1 however pup	Name: Slack, Peter Date of Birth: 1956-01-29, MaleUPN: U820	# Go to FocusStudent Student Details registration and check Ye

The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

Details about the errors and queries that were found when validating the return are displayed in the **Validation Errors Summary** panel in the following columns.

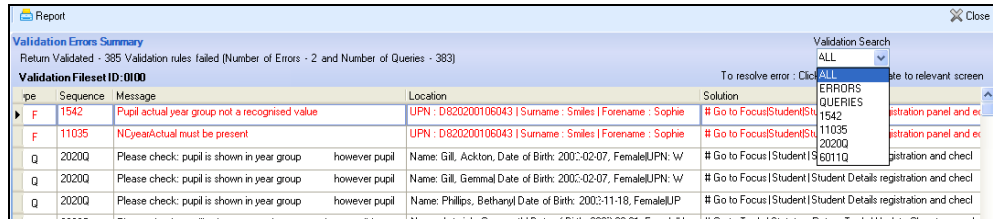
Column	Description
Type	Displays the type of validation rule: Failure (F displayed in red) indicates an error, which <u>must</u> be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides a suggestion on where and how the failure can be corrected. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.

To assist in the resolution of any errors and queries:

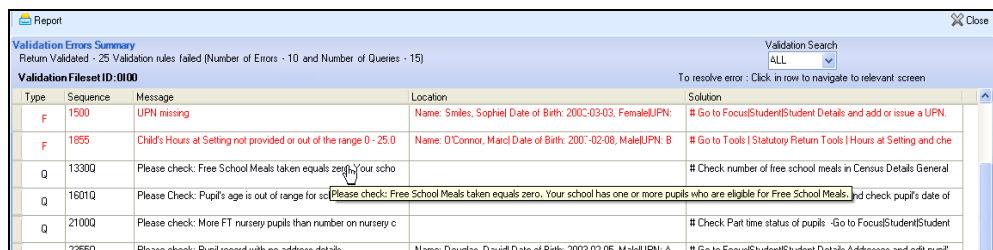
- Use the **Validation Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1954-11-11, MaleUPN:	# Go to FocusStud
F	1500	UPN missing	Name: Major, John Date of Birth: 1934-10-03, MaleUPN:	# Go to FocusStud
F	1710	Source of pupil's ethnic group is missing or invalid	Name: Blackmore, Tyrone Date of Birth: 1999-03-02, MaleUPN	# Go to FocusStud
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marcl Date of Birth: 2007-02-08, MaleUPN: B	# Go to Tools Statutory Return Tools Hours at Setting and che

- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scroll bar located on the right-hand side of the panel to view all items.



- When the pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.
- When the 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 problem can be checked.



NOTE: A hyperlink is also indicated by a hash symbol (#) preceding the Solution text.

Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.

- 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.
- View a summary of errors/queries by clicking the **Report** button, located above the **Validation Errors Summary** panel. The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.

The details of the **Validation Errors Summary** can also be transferred to another application, if required.

The errors and queries are displayed until they are resolved and the Create and Validate process is run again. Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

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.

Many of the pupil related errors generated can be fixed quickly using the Bulk Update functionality (**Routines | Pupil | Bulk Update**). For more information, please see *Updating Information Using the Bulk Update Process* on page 23.



NOTE: All errors must be resolved and all queries must be investigated unless specific instructions to the contrary are received from your LA.

In addition to the Validation Errors Summary, the *School Census 2012 Validation Errors and Resolutions* document, which includes explanations and information on how to resolve the errors and check queries, can be accessed on our SupportNet website (<http://support.capitaes.co.uk>) by entering CENSUS12 in the **Site Search** field on the Home page and then clicking the **Go** button. Please check SupportNet on a regular basis as documents will be posted as soon as they become available.

As soon as the return has been created and validated, the reports can be run.

Producing Detail Reports

Detail reports can be run to check the SIMS data used to create the return.

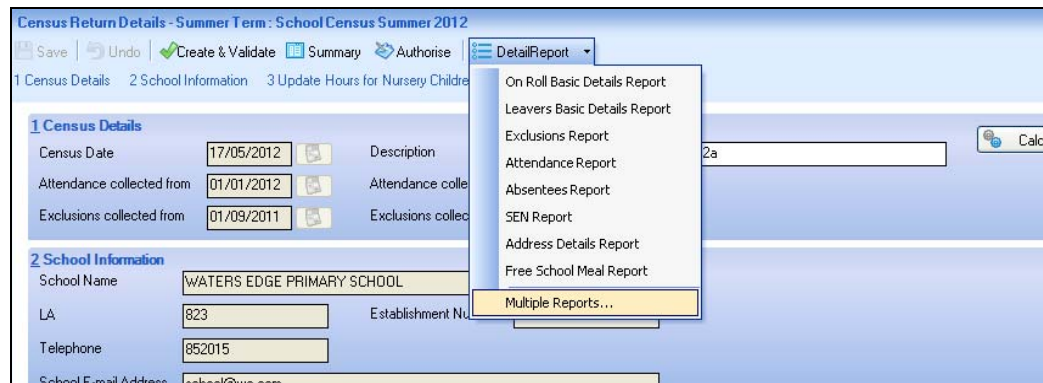
The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report (**not applicable to Nursery schools**)
- Exclusions Report (**not applicable to Nursery schools**)
- Attendance Report (**applicable to Primary schools only**)
- Absentees Report (**applicable to Primary schools only**)
- SEN Report
- Address Details Report
- Free School Meal Report.

Generating Detail Reports

To select a single detail 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 and displayed in your web browser.



To select multiple detail reports:

1. Select **Multiple reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check box.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The report(s) are saved automatically in the folder specified in the **Census Return for Summer Term** browser, e.g. S:\SCHOOL CENSUS.



*TIP: If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed etc. Right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.*

☐ Completed

03 | Preparing School Level Information

Checking Establishment Details

The following establishment details are required for the School Census Summer 2012 Return and therefore need to be checked to ensure that they are correct in SIMS:

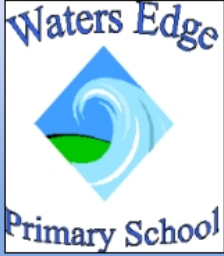






- **School Name**
- **School Type**
- **School Governance**
- **Intake Type.**

The following read-only items are also collected for the School Census Summer 2012 Return. Please contact your Local Support Unit if the information displayed is incorrect.

- **LA Number**
- **Establishment Number**
- **School Phase**
- **Curriculum Years** (highest and lowest national curriculum year group).

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.

1 Establishment

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823 Central Bedfordshire	 	
Establishment Number	2001		 
Unique Reference Number			
School Phase	Primary		
School Type	Infant and Junior School 5-11		
School Governance	Community		
Intake Type	Comprehensive		
Boarding Pupils	<input type="checkbox"/>		
Nursery Class	<input checked="" type="checkbox"/>		
Special Class or Unit	<input type="checkbox"/>		
Head Teacher	Mrs Gillian Grosvenor	 	Main Contact <input type="text" value="Mrs G Grosvenor"/>
Curriculum Years	N2	6	
Pupil Genders	Coeducational		
Gender on entry to school	Coeducational		
NC Year Start Date (dd/mm)	1	9	
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input checked="" type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year ol...		
No. of Childcare Places	<input type="text" value="0"/>		
No. of Childcare Nursery Places	<input type="text" value="0"/>		

3. Ensure that the **School Name** has been entered correctly.
4. Ensure that the **School Type**, **School Governance** and **Intake Type** have been selected correctly.



IMPORTANT NOTE for Academies: Ensure that **Academies** is selected from the **School Type** and **School Governance** drop-down lists.



NOTE: The **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Team for assistance.


5. Check the entries in the **Curriculum Years** fields. If the lowest and highest National Curriculum years are incorrect, please contact your Local Support Team for assistance.
6. Click the **Save** button to save any changes, if applicable.

Completed

Checking Telephone and Email Information

The following school contact details are collected for the School Census Summer 2012 Return and therefore need to be checked to ensure that they are up-to-date and correct:

- Email Address
 - Telephone Number
1. Select **Focus | School | School Details** to display the **School Details** page.
 2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

3 Contact Details			
Telephone	<input type="text" value="01234 852015"/>	Fax	<input type="text" value="01234857898"/>
Email	<input type="text" value="school@we.com"/> 	Website	<input type="text" value="http://www.wateredgeschool.co.uk"/> 

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.

 **Completed**

04 | Preparing Pupil Level Information

Checking/Correcting Pupil Details

Before beginning the School Census return, ensure that all current pupils are included in SIMS and that as far as possible, the information is up-to-date and accurate. Ensure that:

- new pupils have been added.
- any leavers have been recorded as such.



NOTE: Ensure that a pupil's first language and boarder status are entered before they are recorded as a leaver.

- any duplicate or unwanted pupil records have been deleted.
- part-time details have been checked/updated.

The following sections provide additional information and specific instructions on checking and completing Pupil Level data. Some of this data can be checked/updated using the Bulk Update functionality. For more information, please see *Updating Information Using the Bulk Update Process* on page 24.

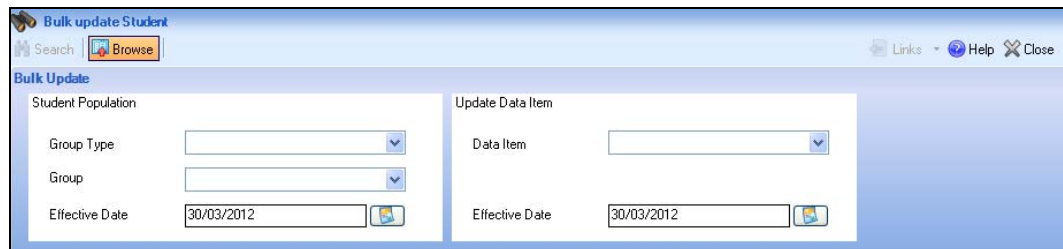
If you have already upgraded to the SIMS 2012 Spring Release (SIMS 7.144), it is strongly recommended that one or more dry runs are carried out in order to identify the validation errors and queries that need to be resolved. For more information, please see *Carrying out a Dry Run* on page 13.

Updating Information Using the Bulk Update Process

To prevent validation errors occurring, it is advisable to check your SIMS data for accuracy before the return is created and validated.

The SIMS Bulk Update routine can be used to check and update several data items. The routine enables you to search for missing or invalid data and then update in bulk. For example, it is possible to search for all pupils who do not have First Language recorded against their name. From the pupils found, a value can be assigned to all or several pupils. This prevents the need for manually entering/changing values for individual pupils.

1. Select **Routines | Pupil | Bulk Update** to display the **Bulk update Student** page.



2. In the **Pupil Population** panel, select the required **Group Type** and **Group** from the drop-down lists.

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of pupils to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 8**.

If searching for missing information, select the particular data field from the **Group Type**, such as **First Language**, then select a specific **Group**, such as **<NONE>**.

It is also possible to use this functionality to review the data entered for all the pupils in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list and then selecting the required **Data Item**.

The following table provides some examples of the searches that can be carried out to identify missing data:

Group Type	Group	Data Item	Comment
First Language	<ANY>	First Language	Identifies whether First Language has been recorded for each pupil. Existing values can be edited in this view.
First Language	<NONE>	First Language	Identifies pupils who do not have a First Language recorded. Existing values can be edited in this view.
SEN Status	Statemented	SEN Provision Type	Lists pupils with an SEN Status of S , enabling the SEN Provision to be selected.
SEN Status	School Action Plus	SEN Provision Type	Lists pupils with an SEN Status of P , enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Connexions Assent	Searches for any pupils who do not have a value selected in the Connexions Assent drop-down. This must be completed for the School Census.

3. The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. This can be changed to the start of the academic year, for example, to display pupils who were on-roll on that date.
4. In the **Update Data Item** panel, select the required **Data Item** from the drop-down list, e.g. **First Language**. The **Effective Date** in this panel is used to determine the date when the change will become effective and defaults to today's date. In most circumstances, it is best to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

The screenshot shows a 'Bulk Update' window with two main sections: 'Student Population' and 'Update Data Item'.
 In the 'Student Population' section:
 - 'Group Type' is set to 'Year Group'.
 - 'Group' is set to '<ANY>'.
 - 'Effective Date' is set to '05/09/2011'.
 In the 'Update Data Item' section:
 - 'Data Item' is set to 'First Language'.
 - 'Effective Date' is set to '05/09/2011'.

When the required criteria have been selected, click the **Search** button to display the **Members** panel, which displays a list of pupils matching the chosen criteria and the choice of **First Language** types.

Bulk Update First Language - Year Group <ANY> (15/03/2011)

Save | Undo | Print | Help | Unpin | Close

1 Members

Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Alinkaans	Akaru/Twi-Fa...	Albanian/Sh...	Alur	Ambo/Dshw...	Amharic	Anyi-Bauk
Aaron, Chris	1	English										
Aaron, Liz	1	English										
Aaron, Sophie	1	English										
Abraham, Jane	2	English										
Ackton, Stan	5	English										
Ackton, Stephen	1	English										
Acton, Jordan	3	English										
Acton, Samantha	4	English										
Adams, Adam	2	English										
Adams, Laura	R	Unassigned										
Adasheji, Mohammed	1	Bengali										
Adebajor, Emmanuel	3	English										
Adedeji, Payal	6	English										
Affleck, Alexis	5	English										
Agathocleous, Joe	6	English										
Ahmad, Carina	6	Kashmiri										
Aldridge, Courtney	6	English										
Allim, Farah	6	Bengali										
Aloia, Paolo	5	English										
Americana, Kari	3	English										
Amnar, Tarak	R	Turkish										
Amos, Rosanna	4	Italian										
Amos, Siv	4	Italian										
Amos, Stephanie	4	Italian										
Anderson, Neo	2	English										
Andrews, Jasmine	3	English										
Andrews, Paul	4	English										
Angler, Harry	4	English										
Ansell, Allie	1	English										
Ansell, Annie	1	English										
Total	433		433	0	0	0	0	0	0	0	0	0



TIPS: Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading and select **Narrow Columns** from the pop-up menu.

Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective method of populating missing data is to fill all the rows with the same data item, then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set all the pupils as **English** then edit the exceptions.

1. Right-click the **English** data entry column header (hover over the heading to see the full title, if required) then select **Check All** from the pop-up menu.

All the cells within that column are populated with ticks.

Name	Year Group	Assigned	Danish	Dinka/Ijeng	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estorie
Aaron, Chris	1	English								✓		
Aaron, Liz	1	English								✓		
Aaron, Sophie	1	English								✓		
Abraham, Jane	2	English								✓		
Ackton, Stan	5	English								✓		
Ackton, Stephen	1	English								✓		
Acton, Jordan	3	English								✓		
Acton, Samantha	4	English								✓		
Adams, Adam	2	English								✓		
Adams, Laura	R	English								✓		
Adasheji, Mohammed	1	English								✓		
Adebayor, Emmanuel	3	English								✓		
Adedeji, Payal	6	English								✓		
Affleck, Alexis	5	English								✓		
Agathocleous, Joe	6	English								✓		
Ahmad, Carina	6	English								✓		
Aldridge, Courtney	6	English								✓		
Alto, Frank	6	English								✓		

2. Edit the exceptions by clicking in the cell associated with the individual pupil and their status, e.g. Alexis Affleck’s first language is Dutch.

Name	Year Group	Assigned	Danish	Dinka/Ijeng	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Bini	Efik-Ibibio	English	Esan/Ishan	Estorie
Aaron, Chris	1	English								✓		
Aaron, Liz	1	English								✓		
Aaron, Sophie	1	English								✓		
Abraham, Jane	2	English								✓		
Ackton, Stan	5	English								✓		
Ackton, Stephen	1	English								✓		
Acton, Jordan	3	English								✓		
Acton, Samantha	4	English								✓		
Adams, Adam	2	English								✓		
Adams, Laura	R	English								✓		
Adasheji, Mohammed	1	English								✓		
Adebayor, Emmanuel	3	English								✓		
Adedeji, Payal	6	English								✓		
Affleck, Alexis	5	Danish	✓									
Agathocleous, Joe	6	English								✓		
Ahmad, Carina	6	English								✓		
Aldridge, Courtney	6	English								✓		
Alto, Frank	6	English								✓		

3. Once you have made all the required changes, click the **Save** button to bulk update the records.

Bulk Updating Data for a Selection of Pupils

It is also possible to bulk edit data for a selection of pupils as follows:


- Hold down the **Ctrl** key and click the row associated with each of the required pupils to highlight them. Release the **Ctrl** key then click one of the highlighted cells in the required column. A tick indicates that the pupil has been selected.
- To enter values for sequentially listed pupils, click the first pupil in the list, hold down the **Shift** key then click the last pupil in the list (alternatively, hold down the **Shift** key and press the **Down Arrow** key until all the required pupils are highlighted). Release the **Shift** key then click one of the highlighted cells in the required column. A tick indicates that the pupil has been selected.

Checking/Correcting a Pupil's Basic Details

Ensure that the basic information is up-to-date and correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
 - **Middle Names**
 - **Legal Surname** (mandatory information in SIMS)
 - **Former Surname**
 - **Preferred Surname** (mandatory information in SIMS)
 - **Gender** (mandatory information in SIMS)
 - **Date of Birth** (mandatory information in SIMS).
1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
 2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

1 Basic Details		Photograph
Legal Forename	<input type="text" value="Stanley"/>	 <input type="button" value="History"/>
Middle Name(s)	<input type="text" value="Craig"/>	
Legal Surname	<input type="text" value="Ackton"/>	
Preferred Surname	<input type="text" value="Ackton"/>	
Preferred Forename	<input type="text" value="Stan"/>	
Date of birth	<input type="text" value="18/12/2002"/>	
Age	<input type="text" value="8 years, 5 months"/>	
Gender	<input type="text" value="Male"/>	
Birth Certificate Seen	<input checked="" type="checkbox"/>	
<input type="button" value="Quick Note"/>		

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return.
4. If you have made any changes, click the **Save** button.

Recording a Pupils Change of Surname

It is a requirement of the School Census Summer 2012 Return that a history of pupil's previous surname(s) are recorded.

1. In the **Basic Details** panel, edit the pupil's **Legal Surname**.
2. Click the **Save** button. The following message is displayed:
Is a correction to the name or a legal change to the pupil's name? If it is a legal change, please select Yes.
3. Click the **Yes** button to display the **Reason For Change** dialog.
4. Select the **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
5. The **Date of Change** defaults to today's date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.
6. Click the **OK** button to return to the **Basic Details** panel.

Completed

Checking Enrolment Status, Admission Date and Boarder Status

The following information is collected in the return and should therefore be checked and corrected, if necessary:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Boarder Status**

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.

- Click the **Registration** hyperlink to display the **Registration** panel.

2 Registration

Class: 3T0 | House: | Year Group: Year 3 | Year Taught In: Curriculum Year 3 | Enrolment Status: Single Registration | Boarder Status: Not a Boarder | Admission Date: 03/09/2007 | Admission Number: 000805 | Former UPN: | Attendance Mode: All day | UPN: Z820200105076 | Local UPN: |

Part Time Details

Start Date	End Date
05/09/2008	04/09/2009

Early Years Attendance Patterns

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Buttons: New, Open, Delete, History

- Check the pupil's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
- Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
- Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
- Click the **Save** button.

Completed

Checking/Correcting UPNs

The following information is collected in the return:

- UPN**
- Former UPN** (this is a read-only field, which is automatically populated if the UPN is changed).

Ensure that all pupils have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** Browser.
- Search for then double-click the name of the required pupil to display the **Pupil Details** page.

- Click the **Registration** hyperlink to display the **Registration** panel.

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- Permanent UPNs** are issued to a new pupil only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
 - Temporary UPNs** are issued to a pupil when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
- If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

- Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
- Click the **OK** button to return to the **Registration** panel.
- Click the **Save** button to save any changes. The UPN is generated when the record is saved.

Completed

Checking/Correcting Unique Learner Numbers

Applicable to Special schools only

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the pupil's learning record throughout their lives. Currently, this applies to pupils over the age of 14 involved in UK education or training. The 14-19 Diploma is the main requirement for ULNs but Functional Skills and routine examination entry are also requesting their use.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for the applicable pupils. ULNs can be obtained using one or more of the following methods:

- The new DfE ULN service (to upload a CTF file via a web page on the **S2S** website).
- The **Learner Registration Service** Web Portal (to obtain individual ULNs).
- The **Key to Success** website (<https://www.keytosuccess.dcsf.gov.uk/>).

If available, enter a ULN for each pupil over the age of 14.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

The screenshot shows a 'Registration' form with the following fields and values:

Registration Group	BA	House					
Year Group	Year 8	Year Taught In	Curriculum Year 8				
Enrolment Status	Single Registration	Boarder Status					
Admission Date	01/09/2009	Admission Number	003599				
Former UPN		Attendance Mode	All day				
UPN	B820432109001	Local UPN					
Unique Learner Number							
Part Time Details	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Start Date	End Date			<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>
Start Date	End Date						
			<input type="button" value="History"/>				

4. Check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.
5. Click the **Save** button to save any changes, if applicable.

Completed

Checking/Correcting Part-Time Pupil Information

This is mostly relevant to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any pupil can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered pupils, time in other schools should be taken into account. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

When recording part-time details, a minimum of a **Start Date** needs to be entered in the **Part Time Details** section.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.


i *NOTE: The Early Years Attendance Patterns section is displayed for Primary schools only. If applicable, Primary schools should complete the Early Years Attendance Patterns, as this will help when updating Hours at Setting.*

4. Check the details in the **Part Time Details** section. A minimum of a **Start Date** must be displayed.

- Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.



- Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.
- Click the **Save** button to save any changes.

 **IMPORTANT NOTE:** It is equally important to edit the details of any pupils who are no longer part-time. This is achieved by highlighting the pupil's **Part Time Details** record then clicking the **Open** button to display the **Add Part-time Attendance** dialog. Enter the correct **End Date** then click the **OK** button to return to the **Registration** panel.

 **Completed**

Checking/Correcting the National Curriculum Year Group

The National Curriculum Year Group (**Year Taught In**) is the year group in which the pupil is *taught* for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the **Year Group**. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct **Year Taught In** is recorded in SIMS.

The following table shows the Curriculum Year in which the pupils in England are expected to be taught, according to their date of birth (during the academic year 2011/2012):

Curriculum Year pupil would normally be taught in	Age Range	Date of birth range
N1	2 – 3	01/09/2008 to 31/08/2009
N2	3 – 4	01/09/2007 to 31/08/2008
R	4 – 5	01/09/2006 to 31/08/2007
1	5 – 6	01/09/2005 to 31/08/2006
2	6 – 7	01/09/2004 to 31/08/2005
3	7 – 8	01/09/2003 to 31/08/2004
4	8 – 9	01/09/2002 to 31/08/2003
5	9 – 10	01/09/2001 to 31/08/2002
6	10 – 11	01/09/2000 to 31/08/2001
7	11 – 12	01/09/1999 to 31/08/2000
8	12 – 13	01/09/1998 to 31/08/1999
9	13 – 14	01/09/1997 to 31/08/1998
10	14 – 15	01/09/1996 to 31/08/1997
11	15 – 16	01/09/1995 to 31/08/1996
12	16 – 17	01/09/1994 to 31/08/1995
13	17 – 18	01/09/1993 to 31/08/1994

There are three methods for checking this information in SIMS:

- via individual pupil records
- via the pastoral structure by curriculum year
- via the pastoral structure for the whole school.

These methods are described in the following sections.

Checking Individual Records:

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

4. Check the **Year Taught In** to ensure that it is correct. If necessary, select the correct year from the drop-down list.

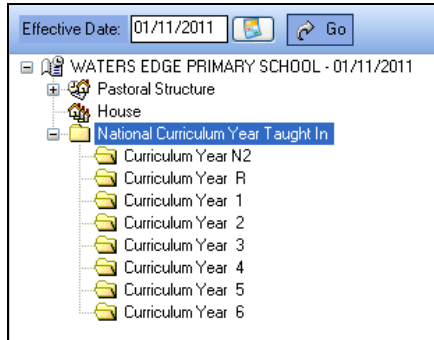


NOTE: Any change made in the **Registration** panel will only be effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

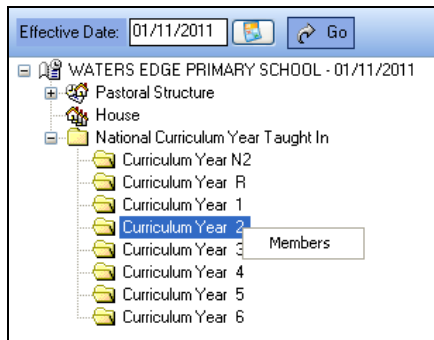
Checking the Year Taught In via the Pastoral Structure by Curriculum Year:

1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.

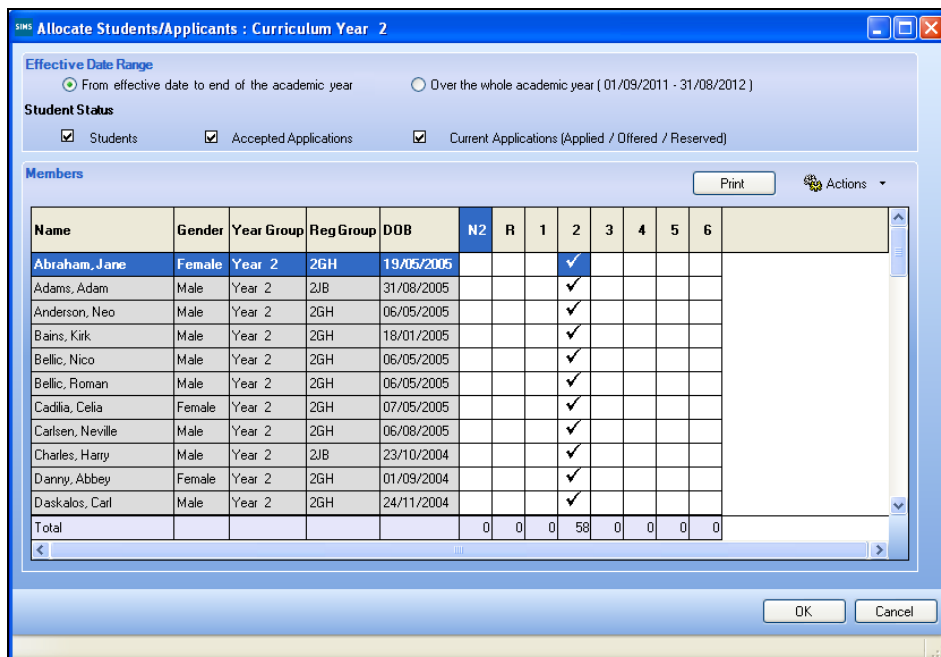
- Expand the **National Curriculum Year Taught In** folder by clicking the + icon or double-clicking the folder name. The curriculum years are displayed beneath.



- Right-click the required curriculum year folder, then select **Members** from the pop-up menu.



The **Allocate Pupils/Applicants**: dialog is displayed.



- Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the appropriate radio button.
- Change the memberships of the curriculum year (Year Taught In) as required by clicking in the required cell in the grid.



TIP: To sort the pupil names in date of birth order, right-click the **DOB** column heading, then select **Sort By** from the pop-up menu.

The following graphic shows that one pupil is taught in Year 3.

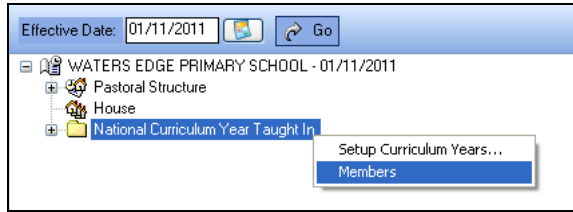
Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Abraham, Jane	Female	Year 2	2GH	19/05/2005				✓				
Adams, Adam	Male	Year 2	2JB	31/08/2005				✓				
Anderson, Neo	Male	Year 2	2GH	06/05/2005				✓				
Bains, Kirk	Male	Year 2	2GH	18/01/2005				✓				
Bellic, Nico	Male	Year 2	2GH	06/05/2005				✓				
Bellic, Roman	Male	Year 2	2GH	06/05/2005				✓				
Cadilia, Celia	Female	Year 2	2GH	07/05/2005				✓				
Carlsen, Neville	Male	Year 2	2GH	06/08/2005				✓				
Charles, Harry	Male	Year 2	2JB	23/10/2004					✓			
Danny, Abbey	Female	Year 2	2GH	01/09/2004				✓				
Daskalos, Carl	Male	Year 2	2GH	24/11/2004				✓				
Total					0	0	0	57	1	0	0	0

- Make any further changes, then click the **OK** button to close the dialog.
- Repeat for the other curriculum years, if required.
- Click the **Save** button to save all the changes.

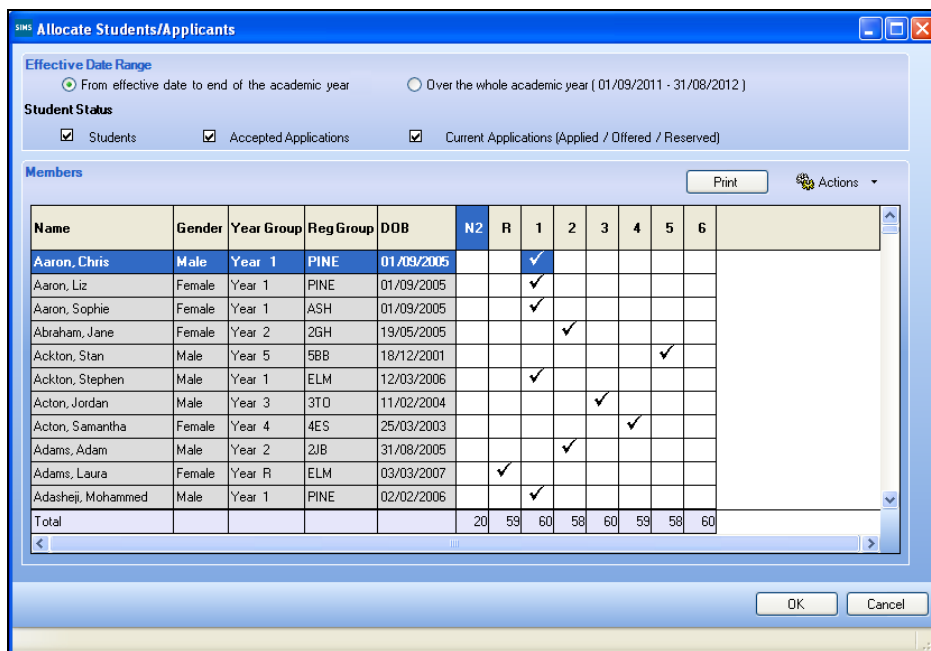
Checking the Year Taught In via the Pastoral Structure for the Whole School:

- Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
- Click the **Go** button.

- Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.



The **Allocate Pupils/Applicants** dialog is displayed.



- Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the appropriate radio button.

By default, the order of the list is alphabetical by surname.

- Right-click the **Year Group** heading and select **Sort By** from the pop-up menu. Sorting the pupil names in year group order assists in the location in the grid of any pupils who do not have a Year Taught In selected.

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Aaron, Chris	Male	Year 1	PINE	01/09/2005								
Aaron, Liz	Female	Year 1	PINE	01/09/2005								
Aaron, Sophie	Female	Year 1	ASH	01/09/2005								
Ackton, Stephen	Male	Year 1	ELM	12/03/2006			✓					
Adasheji, Mohammed	Male	Year 1	PINE	02/02/2006			✓					
Ansell, Allie	Male	Year 1	ASH	14/02/2006			✓					
Ansell, Annie	Female	Year 1	OAK	14/02/2006			✓					
Ansell, Archie	Male	Year 1	ASH	14/02/2006			✓					
Avatar, Ahman	Male	Year 1	PINE	14/12/2005			✓					
Barnes, Lucy	Female	Year 1	OAK	13/12/2005			✓					
Barnes, Tommy	Male	Year 1	ELM	13/12/2005			✓					
Total					20	59	60	58	60	59	58	60



*TIP: To sort the pupil names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu.*

- Indicate which year the pupils with missing data are taught in by clicking the appropriate cell in the grid.
- Make any required changes for the other pupils listed.
- Click the **OK** button then click the **Save** button to save the changes.

Completed

Checking Home Address Information

A pupil's **Current Home Address Details** are collected in the School Census Summer 2012 Return.

If a pupil has multiple current addresses, details of all current addresses must be recorded in SIMS, as they are all collected in the return.

The full address is collected and therefore all the address details should be entered in order to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

A validation error is generated if a post code has not been entered or is in an incorrect format (although it is understood that in some instances, such as Traveller children, a post code is not available).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Addresses** hyperlink to display the **Addresses** panel.

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. If you have Windows® Internet Explorer, these details can be checked by clicking the **Address** button to display the address location on a map.



NOTE: British Forces Post Office numbers can be added as post codes.

5. If you have edited the address, click the **Save** button.
6. If the pupil has an additional current address, i.e. a **Second Home**, enter the additional address then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

Completed

Checking Eligibility for Free School Meal

Only pupils who have been approved by the LA to receive a free school meal should be recorded as being eligible. It is advisable to check that all eligible pupils are recorded in SIMS.

Free school meal eligibility, indicated by the **Start Date**, is collected for the School Census Summer 2012 Return. An **End Date** is not mandatory for the return but can be useful if reports that list when eligibility expires are produced.

For free school meal eligibility to be included in the School Census Summer 2012 Return, pupils must be eligible on Census day. Therefore, the eligibility **End Date** must not be before the **Census Date** (17/05/2012).

The information recorded in the **Meal Patterns** panel is not required for the return. However, it is good practice to record this information, as it may need to be referred to. For example, it is perfectly acceptable for a pupil to be eligible for free school meals but to bring sandwiches (**PL** (packed lunch)) or to go home (**HO** (home)).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Dietary** hyperlink to display the **Dietary** panel.

4. A minimum of a **Start Date** must be displayed in the **Eligible for Free Meals** panel.

If a new eligibility for free meals record is required, click the **New** button adjacent to the **Eligibility for Free Meals** panel to display the **Add Free Meal Details** dialog.

5. Enter the **Start Date** (and **End Date** if known) for the free meal period as supplied by your Local Authority.
6. Click the **OK** button to return to the **Dietary** panel, where the new record is displayed.
7. Click the **Save** button to save any changes.

Ensure that this data is checked on a regular basis.

 **Completed**

Checking First Language Information

Not applicable to Nursery schools

The language code for each pupil is collected in the return and therefore the language information entered in SIMS should be checked to ensure it is correct:

- A First Language other than English should be recorded where a pupil was exposed to the language during early development and continues to be exposed to this language in the home or in the community.
 - If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the pupil's proficiency in English.
1. Select **Focus | Pupil | Pupil Details** then select the required pupil.
 2. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.

3. If your Local Authority has asked you to record specific first languages, select the required language from the **First Language** drop-down list.

 **Completed**

Checking/Correcting Connexions Assent

Applicable to Special schools only

Connexions is the Government's support service for all young people in England aged 12 to 25. It provides integrated advice, guidance and access to personal development opportunities. Before data can be shared with Connexions, schools are required to send parents a Fair Processing Notice (FPN), advising that data will be shared unless the parent withholds permission.

The **Connexions Assent** field indicates whether parental consent to pupil data being shared with Connexions has been obtained. This field should be checked to ensure that the correct information is collected in the return.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Additional Information** hyperlink to display the **Additional Information** panel.

4. Indicate whether parents have given consent to pupil data being shared with Connexions by selecting from the **Connexions Assent** drop-down list. The following options are available:
 - **Unsought:** School has not yet sent out Fair Processing Notices.
The number of pupils recorded as **Unsought**, e.g. new starters where the school has not yet had time to write to the parent/guardian, should be minimal.
 - **Connexions Assent Obtained:** Permission has been given by the parent/guardian to share information about the pupil with Connexions.
 - **Connexions Assent Refused:** Permission has been refused by the parent/guardian to share information about the pupil with Connexions.
 - **Sought no Reply:** The school has sent out Fair Processing Notices, but has not received a reply.

For information on how to check for any missing Connexions Assent data and to complete fields in bulk, please see *Updating Information Using Bulk Update* on page 23.

 **Completed**

Checking/Correcting In Care Details for Excluded Pupils

Not applicable to Nursery Schools

In care details are collected for pupils who were subject to any exclusion with a start date during the period 01/09/2011 – 31/12/2011 inclusive.

Any pupils in care (looked after children) should be recorded as such in SIMS. A child is considered 'In Care' or 'Looked After' if he or she is in the care of the Local Authority or is provided with accommodation for more than 24 hours by the authority. Please consult the person at school with the designated authority for in care children, e.g. the SEN Co-ordinator, if you are unsure.

Minimum details are required to set up an **In Care** record, i.e. the **Care Authority** and a **Start Date**.

Adding a New In Care Record

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for then double-click the required pupil to display the **Pupil Details** page.
3. Click the **Welfare** hyperlink to display the **Welfare** panel.

10 Welfare

In Care: Not currently in Care

In Care Details	Start Date	End Date	Care Authority	PEP

Child Protection Register

Start Date	End Date	Authority	Notes

Disabilities


Start Date	End Date	Disability	Notes
19/10/2010		Problems with Behaviour	Needs one-to-one tuiti...

- Click the **New** button adjacent to the **In Care Details** panel to display the **Add In Care Details** dialog.

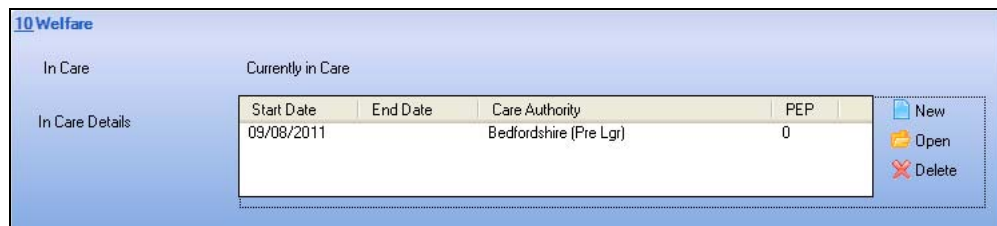
- Click the **Care Authority** browser button to display the **Select Local Authority** dialog.
- Search for the required **Care Authority** by entering all or part of the name in the **LA name** field then click the **Search** button.

Name	LA number
Bedfordshire (Pre LGR 09)	820
Bedfordshire (Pre Lgr)	902
Bedford Borough	822

7. Double-click the **Name** of the required authority to return to the **Add In Care Details** dialog.
8. Enter the **Start Date** (and **End Date** if known) for the in care period.

 **NOTE:** If the pupil was imported via CTF, the in care details **Start Date** defaults to the date the CTF was imported. If the actual in care **Start Date** is different, it should be manually amended to the correct date or date of admission. There is also an **Effective Date** button so, for instance, if the file is imported on the 10th of the month but the effective date is set to the 1st, the memberships will start on the 1st.

Additional information can be recorded, if required, before clicking the **OK** button to return to the **Welfare** panel.



The screenshot shows the '10 Welfare' panel. On the left, there are two sections: 'In Care' and 'In Care Details'. The 'In Care' section shows the status 'Currently in Care'. The 'In Care Details' section contains a table with the following data:

Start Date	End Date	Care Authority	PEP
09/08/2011		Bedfordshire (Pre Lgr)	0

To the right of the table are three buttons: 'New', 'Open', and 'Delete'.

9. The **In Care** status is displayed as **Currently In Care** and a summary is displayed in the **In Care Details** section.



More Information:

Preparing Exclusions Information on page 52

 **Completed**

Recording Leavers and Re-Admissions

Ensure that all your leavers are taken off-roll and any returning pupils are re-admitted.

The accuracy of pupil numbers can be checked by running the Population Analysis (Dated) predefined report. This report gives a breakdown of the number of pupils (including figures by gender) for each registration group in each year together with a grand total.

Recording a Leaver

1. Select **Routines | Pupil | Leavers** to display the **Find Pupil(s)** browser.

2. Ensure that the **Status** of **On Roll** is selected.
3. Click the **Search** button to display a list of all on-roll pupils.

Name	Year Gr...	Class	Adm. No.	Date of Admiss...	Date of Lea...	Reason for Lea...	Destination
Aaron, Chris	R	ELM	001102	01/09/2009			
Aaron, Liz	R	PINE	001103	01/09/2009			
Aaron, Sophie	R	ASH	001104	01/09/2009			
Abraham, Jane	1	PINE	001041	02/09/2008			
Ackton, Stanley	4	4ES	000842	05/09/2005			
Ackton, Stephen	R	ELM	001175	01/09/2010			
Ackton, William	6	6VC	001040	05/09/2005			

4. Highlight the pupil(s) you wish to record as leavers, then click the **Select** button. The selected pupil(s) are then displayed in the **Students** panel.

Name	Year Gr...	Class	Adm. No.	Date of Admiss...	Date of Leav...	Reason for Leaving	Destination
Ackton, Stanley	4	4ES	000842	05/09/2005			

5. In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button and select the required date.

This date of leaving should be the date that the pupil is actually leaving the school (if they are not for transferring from Junior/Primary to Secondary phase). Local Authorities normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not have any gaps between dates and may suggest a date of leaving (the old school) of 4 September and the date of admission (into the new school) of 5 September. If you are in any doubt, please contact your Local Authority for advice.

6. Select the **Reason for Leaving** from the drop-down list, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
7. Optionally, enter the **Destination** after Leaving if known, then either:
 - highlight the pupils to whom this information applies (using the **Ctrl** or **Shift** keys) and click the **Assign to Selected** button; or
 - if the information applies to all the pupils in the list, click the **Assign to All** button.
8. To remove a pupil from the list, highlight their name and then click the **Remove** button.
9. To clear the contents of the **Date of Leaving**, **Reason for leaving** and **Destination after Leaving** fields, highlight the required pupil(s) then click the **Clear** button. Re-enter the information as required.
10. Click the **Save** button.

 **Completed**

Re-Admitting a Pupil

Any pupil who leaves the school and subsequently decides to return must be re-admitted.



NOTE: Do not simply remove the date of leaving, as this will not show a period of absence from the school.

However, if a pupil is intending to leave, but subsequently changes their mind and decides not leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Click the **New** button to display the **Add Pupil** page. It is only necessary to enter limited information here as you know that the person already exists.

3. Click the **Continue** button to display a list of **Matched People** based on the criteria entered on the **Add Pupil** page.
4. Highlight the required pupil then click the **Open** button. The following warning message is displayed:
The selected pupil is a leaver. Do you want to re-admit the pupil?
5. Click the **Yes** button if you are certain that this is the pupil who should be re-admitted. Their details are then displayed on the **Pupil Details** page.
6. Complete the mandatory fields (**Date of birth, Gender, Year Group, Enrolment Status, Year Taught In** and **Admission Date**) and check any other details that may have changed since they were last on-roll, such as their address. Ensure that the UPN is recovered or a new UPN generated, if it did not previously exist.
7. Click the **Save** button to re-admit the pupil.



*NOTE: If the pupil's registration status has changed from when they were previously on-roll, their enrolment status should be changed via **Routines | Pupil | Change Enrolment Status**.*

Completed

Checking/Correcting Special Educational Needs (SEN) Information

The SEN **Status** (known by the DfE as SEN Provision) is recorded for this return:

- **N - No Special Educational Need**
- **A - School/Early Years Action**
- **P - School/Early Years Action+**
- **S - Statement.**

1. Select **Focus | Pupil | Special Educational Needs** to display the **Find SEN Pupil** browser.
2. Select the required **SEN Status** from the drop-down list then click the **Search** button to display a list of pupils who match the criteria.

The screenshot shows the 'Find SEN Student' browser interface. It includes search filters for Surname, Forename, Status (Current), Tier (<Any>), Year Group (<Any>), Class (<Any>), and House (<Any>). The SEN Status is set to 'P - School/Early Years A'. Below the filters is a table with the following data:

Name	Year Group	Class	House	Gender	SEN Status
Anderson, Jacob	6	6VC		Male	P - School/Early Years Acti...
Basra, Jill	5	5BB		Female	P - School/Early Years Acti...
Candy, Molly	5	5BB		Female	P - School/Early Years Acti...

3. Double-click the required pupil to display the **Pupil SEN details** page.
4. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. Select the correct **Status** from the drop-down list, if required.



NOTE: ***N - No Special Educational Need** should only be used if a **SEN Status** was previously assigned but **A, P** and **S** are not currently relevant.*

3 Basic SEN Details

Status: Start Date:

Needs

Ran...	Need Type	Description
1	Behaviour, Emotional and Social Dif...	Started behaving badly during the summe...
2	Speech, Language or Communicati...	As Italian is the main language at home, p...

Full Descriptions

Attachment	Summary	Type	Owner
	Note from Mother.	General Document	Blackler Adrian
	IEP February	SEN Document	Blackler Adrian
	Note regarding unexplained a...	SEN Document	Blackler Adrian

Curriculum and Teaching Methods:

Grouping and Support:

Advice and Assessment:

Specialised Resources:



NOTE: *At least one SEN need, e.g. **Visual Impairment**, must be recorded for all pupils with a **SEN Status** of **P - School/Early Years Action+** or **S - Statement**.*

5. Optionally, complete any other information as required then click the **Save** button to save any changes.

Completed

Preparing Exclusions Information

Not applicable to Nursery schools

Exclusions information is required for pupils who were subject to any exclusion with a start date during the period 01/09/2011 to 31/12/2011 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the pupil was reinstated by the Discipline Committee or an independent Appeal Panel.



*NOTE: To ensure that overturned exclusions are not included in the School Census, it is important that the Discipline Committee and Exclusion Appeal results are recorded in the **Appeal Details** panel (via **Focus | Pupil | Exclusions**).*

The following data items are required for the School Census:

- Exclusion **Type** (i.e. category, e.g. fixed period, lunchtime or permanent)
- Exclusion **Reason** (select one description to provide the main reason)
- Exclusion **Start Date**
- **Length School Days** (actual number of sessions excluded from school) – required for fixed period and lunchtime exclusions.



*NOTE: The **Start Date**, **End Date** (if known) and **LA Details** must be entered for any type of exclusion recorded for any pupils in care.*



IMPORTANT NOTE about Permanent Exclusions: Any permanently excluded pupils should be marked as leavers as soon as the exclusion has been confirmed by the LA. Before making them a leaver, ensure that you have recorded the following information:

- *In Care indicator (if applicable)*
- *SEN Status (if applicable – note that **Never Assigned** is not an acceptable value for excluded pupils)*
- *Ethnicity*
- *Ethnic Source*
- *Part-time indicator (if applicable)*
- *Date of Admission.*

For more information on exclusions, please refer to the following area of the DfE website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>

Recording an Exclusion

1. Select **Focus | Pupil | Exclusions** to display the **Find Exclusions Pupil** browser.

2. Search for, then double-click the required pupil to display the **Exclusion Details** page.

3. Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.

4. Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
5. Enter the exclusion **Start Date** and **End Date**. Alternatively, click the appropriate **Calendar** button then select the required date.
6. Select a **Start Time** from the drop-down list, i.e. **AM** or **PM**.
7. Click the **Calculate** button to populate the **Length School Days** field automatically.

8. Click the **OK** button to save the exclusion and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2011/2012	Spring Term	08/02/2012	10/02/2012	2.5	Fixed Term	Verbal abuse/threatening behaviour a...

Total in Academic Year 2011/2012: 0 day(s)

9. Click the **Save** button to save the exclusion.



More Information:

Checking/Correcting In Care Details for Excluded Pupils on page 45

 **Completed**

Preparing Attendance Information

Applicable to Primary schools only

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils aged 5 to 15 inclusive on 31/08/2011 who were on-roll for at least one session during the period from 01/01/2012 to 08/04/2012 inclusive.

The attendance data collected in the School Census return includes:

- Attendance Codes
- Number of Sessions Missed

If you use SIMS Attendance/Lesson Monitor, attendance data is entered directly into the return, providing that there are no missing marks.



IMPORTANT NOTE: *If you use SIMS Attendance/Lesson Monitor, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the School Census Return.*

If you do not use SIMS Attendance/Lesson Monitor, and you do not use a software package that writes back to the SIMS database, or if you have not converted to the code of practice attendance codes, you need to manually calculate and enter the following information via the **Census Details** page:

- Possible Sessions
- Sessions Missed due to Authorised Absence
- Sessions Missed due to Unauthorised Absence

For more information about completing the School Census Summer 2012 Return, please refer to the *Producing the School Census Summer 2012 Return* handbook.

For information and advice about school attendance, please refer to the following area of the DfE website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

Completed

Preparing Class Information (Checking Class Types)

Applicable to Primary schools only

Before starting the return, it is necessary to indicate which classes a pupil is a member of – either **Nursery** (if the pupil is currently in a LA designated Nursery Unit) or **Other** (any other class). This is only needed for newly added pupils where they have transferred from a LA designated Nursery Unit into an 'Other' class.

The values displayed on the **Update Class Type** page default to those of the previous School Census Return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.



NOTE: A class type must be recorded against each pupil on-roll.

1. Select **Tools | Statutory Return Tools | Update Class Type** to display the **Update Class Type** page.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2006	Male	001102	N	AM	✓	
Aaron, Liz	01/09/2006	Female	001103	N	AM	✓	
Aaron, Sophie	01/09/2006	Female	001104	N	AM	✓	
Abraham, Jane	19/05/2006	Female	001041	R	PINE		✓
Ackton, Stanley	18/12/2002	Male	000842	3	3TD		✓
Ackton, William	11/06/1999	Male	001040	5	5BB		✓
Acton, Jordan	11/02/2005	Male	000981	1	ELM		✓
Acton, Samantha	25/03/2004	Female	001011	2	2JB		✓
Adams, Adam	31/08/2006	Male	001122	R	ASH		✓
Adebayor, Emmanuel	15/02/2005	Male	001068	1	PINE		✓
Adedeji, Payal	03/03/2002	Male	000797	4	4ES		✓
Affleck, Alexis	20/07/2003	Female	000843	3	3CB		✓
Agathocleous, Stelios	18/06/2002	Male	000805	4	4SL		✓
Ahmad, Arifa	30/11/1999	Female	000654	6	6VC		✓
Ahmad, Carina	01/09/2001	Female	000781	4	4ES		✓
Ahmed, Mohan	05/01/2000	Male	000691	6	6KH		✓
Aldridge, Courtney	27/06/2002	Female	000875	4	4SL		✓
Alim, Farah	27/12/2001	Female	000804	4	4SL		✓
Aloia, Paolo	20/07/2003	Male	000844	3	3TD		✓
Americana, Kari	30/01/2005	Female	001069	1	PINE		✓
Amiel, Tanzeel	02/07/2001	Female	000733	5	5BB		✓

2. To specify the class type for an individual pupil, click in the appropriate cell of the **Nursery** or **Other** column to enter a tick. Clicking again removes the tick, if necessary.
3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
 - a. Right-click the **Other** column header and select **Check All**.
 - b. In the **View Students** panel, select **Year N2** from the **Year Group** drop-down list. Year N2 pupils only are displayed in the **Students** panel.
 - c. Right-click the **Nursery** column header and select **Check All**.
 - d. Repeat steps **b** and **c** for any additional Nursery classes.
 - e. To check your selections, select **All** from the **Year Group** drop-down list.

4. To select a class type for all the pupils listed, right-click the required column heading (either **Nursery** or **Other**) then select **Check All** from the pop-up menu.
5. Click the **Save** button.

If a message is displayed advising that some pupils have not been assigned a class type, click the **Yes** button then ensure that a class type is allocated to all pupils before saving again.

Resetting All Class Types

To reset all class types, right-click in the **Students** grid, then select **Remove All** from the drop-down list. The **Nursery** and **Other** columns are cleared of all ticks.

Re-enter correct class types as previously described.

Identifying which Pupils have no Class Type Specified

To ensure that all pupils are assigned to a class type, select **No Class Type** from the **Status** drop-down list in the **View Students** panel. Any pupils who do not have a **Class Type** assigned to them are displayed in the **Students** panel.

Completed

Checking/Updating Hours for Nursery Children

Applicable to schools that have 2, 3 or 4 year olds pupils only

Hours at Setting reflects the number of hours that the child attends the setting during census week.

Funded Hours signifies the level of free entitlement of education attracted by the child in that setting. This data is used to determine the Dedicated Schools Grant allocation which the DfE use to fund local authorities for the provision of education.

All schools (with the exception of City Technology Colleges and non-maintained Special schools) are required to submit the Funded Hours as a separate data item, while still providing Hours at Setting.

For the School Census Summer 2012 Return, a pupil's age is determined by their age at 31/08/2011 and also pupils age 2 on 31/12/2011 with SEN.

1. Select **Tools | Statutory Return Tools** to display the **Update Hours** for page.

Update Hours for 3 year olds

Save | Undo

Census Term Summer Update Hours

Pupils View Year Group All Reg All Status All

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Astwick, Willem	02/03/2008	Male	001215	N2	AM	3	12	
Candy, Tilly	05/12/2007	Female	001216	N2	AM	3	12	
Ching, Susie	14/05/2008	Female	001217	N2	AM	3	12	
Jackson, Carl	10/01/2008	Male	001219	N2	PM	3	12	
Jennings, Adam	07/02/2008	Male	001220	N2	PM	3	12	
Jerome, Elvis	03/11/2007	Male	001161	R	PINE	3	12	
Khan, Jahed	02/04/2008	Male	001221	N2	AM	3	12	
Marandom, Jade	12/05/2008	Female	001225	N2	PM	3	12	
Marowicz, Jelena	25/03/2008	Female	001222	N2	PM	3	12	
Molita, Nicola	04/01/2008	Male	001223	N2	AM	3	12	
Rimone, Xavier	11/12/2007	Male	001224	N2	AM	3	12	
Singh,INDERJIT	12/09/2007	Male	001226	N2	PM	3	12	
Stevens, Holly	23/12/2007	Female	001227	N2	AM	3	12	
Tanzari, Antonio	12/10/2007	Male	001228	N2	PM	3	12	
Tanzari, Serena	12/10/2007	Female	001229	N2	AM	3	12	
Thomson, Tyra	15/09/2007	Female	001173	R	PINE	3	12	
Warren, Ellie	14/06/2008	Female	001230	N2	PM	3	12	
Wilson, Sabrina	20/04/2008	Female	001231	N2	PM	3	12	
Zazwisko, Anastasia	24/03/2008	Female	001232	N2	AM	3	0	

2. To add or edit the number of **Hours at Setting** or **Funded Hours** for an individual pupil, highlight the required pupil then click the applicable cell and enter the required number.



IMPORTANT NOTES: The number of hours entered per pupil must be between 0.0 and 99.5. Hours must be entered in increments of 0.5 only.

3. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:
 - a. In the **Pupils View** panel, select as appropriate from the **Year Group** drop-down list. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** or **Funded Hours**, then enter the number of hours applicable to the majority of pupils.
The number is entered automatically for all selected pupils.
 - d. Click to the right of the grid to deselect all.

- e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil then clicking in the associated **Hours at Setting** or **Funded Hours** cell (as applicable) and entering the required number.
4. Click the **Save** button.

Identifying which Pupils have no Entries for Hours

The following example applies to 3 year olds. However, the same method can be used to identify where hours have not been recorded for 2 or 4 year olds.

1. In the **Pupil View** panel, ensure that the required **Year Actual** and **Reg** group are selected then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.
2. Any pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as previously described.
4. Click the **Save** button.

Completed

Deleting Unwanted Pupil Records

If there are pupils who have been entered in error (such as duplicates), ensure that they are deleted so that they are not inadvertently included in the return. This is achieved via **Routines | Pupil | Delete Pupil**. After selecting the required pupil, you have the chance to review and print their information before permanently deleting their record.



IMPORTANT NOTE: A pupil should be deleted only if they have been entered in error. The deletion is irreversible.

Completed

05 | What Next?

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. pupil basic detail changes, SEN provisions changes, leavers and admissions/re-admissions, etc.) are accurately recorded in SIMS.

The SIMS Spring 2012 Release must be installed before completing School Census Summer 2012 Return. However, it is advisable to check that no later version of SIMS is available then upgrade to the current release, if applicable.

You should now be ready to produce the final School Census Summer 2012 Return. For specific instructions, please refer to the *Producing the School Census Summer 2012 Return* handbook applicable to your school, i.e. Primary, Middle deemed Primary, Nursery or Special.

Where Can I Get More Information?

- In addition to this preparation guide a handbook outlining how to produce the School Census Summer Return (via **Routines | Statutory Returns | School Census**) and a Validation Errors and Resolutions document, which provides suggestions on how to resolve any errors or queries is being prepared:
 - *Producing the School Census Summer 2012 Return (English Primary/Middle deemed Primary Schools)* handbook
 - *Producing the School Census Summer 2012 Return (English Nursery Schools)* handbook
 - *Producing the School Census Summer 2012 Return (English Special Schools)* handbook
 - *School Census 2012 Validation Errors and Resolutions* document.

These documents, together with any other useful information, e.g. news items, are available on our SupportNet website (<http://support.capitaes.co.uk>). To locate the documents, enter CENSUS12 in the **Site Search** field on the SupportNet Home page, then click the **Go** button. A list of all available supporting information will be displayed, from which the required resources can be selected. Please check SupportNet on a regular basis as documents will be posted as soon as they become available.

A wide range of documentation, including handbooks and quick reference sheets, can be accessed via the **Documentation Centre** by clicking the **Documentation** button located on the **SIMS Home Page**. Once open, click the required category button, then select the required document.

References to any other documents mentioned in this handbook can be accessed via the **Documentation Centre** unless otherwise specified.

- There is also a comprehensive online help system available within SIMS, accessed by clicking the applicable **Help** button or by pressing **F1** from within the software.
- The Service Desk provides a dedicated website that lists all the available documentation, together with all related solutions and any other useful resources. The website can be accessed at the following address:

<http://support.capitaes.co.uk/hottopics>

Once open, select the required topic from the list, e.g. School Census – Summer 2012.

- The DfE website also contains preparation and guidance documentation and can be found at the following address:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0076969/school-census-2012>

/ Index

A

access rights	5
address	
pupil's home	40
admission date	29
attendance data	55

B

basic details (pupil)	28
boarder status	29
bulk update process	
examples	25
using	24

C

class types	55
connexions assent	43

D

deleting	
pupil records	59
detail reports	
generating	18
dry run	
create and validate	15
detail reports	17
process	13
reasons for a dry run	13

E

enrolment status	29
establishment details	20
exclusions	52, 53

F

fileset	
importing	6
version	7
first language	43
former UPN	30
free school meals	41

H

home address information	40
hours at setting	
no values entered	59

I

importing	
revised files for validation & reports	6
in care details	45

L

language	43
leavers	47

N

national curriculum year group	34
--------------------------------------	----

nursery class type	55	telephone and email.....	21
O		school level information.....	19
other class type	55	school meals.....	41
P		special educational needs	50
part-time information	33	surname	
permissions.....	5	recording a change	29
preparation		T	
minimum version of SIMS.....	6	telephone and email information	
permissions	5	(school).....	21
printing		U	
validation errors summary	16	unique learning number.....	32
pupil level information	23	UPN	
pupil's basic detail.....	28	former UPN.....	30
R		permanent/temporary	30
re-admissions.....	47, 49	Y	
reports		year taught in	
generating detail reports	18	checking individual records	36
importing revised fileset	6	checking via pastoral structure	
S		by curriculum year	36
school information		by whole school	38
establishment details	20	date of birth/age ranges	34