

SIMS

Producing the School Census Summer 2012 Return

English Primary/Middle deemed Primary Schools

applicable to 7.144 onwards



Revision History

Version	Change Description	Date
Summer 2012 - 1.0	Initial Issue	09/01/2012
Summer 2012 - 1.1	Link to the DfE guidance documents added to <i>Overview</i> on page 1.	24/02/2012

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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

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Overview

This handbook provides the information needed by Primary/Middle deemed Primary schools in England to complete the School Census Summer 2012 Return, which takes place on Thursday 17 May 2012.

Currently, there are three School Census returns each year (i.e. Spring, Summer and Autumn), which collect detailed information about school characteristics and pupil details, e.g. pupil address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared, and your school phase.

The DfE guidance documents for the School Census Summer 2012 are available at the following web address:

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

Where to Find More Information

In addition to this handbook, a preparation guide outlining how to prepare your data for the School Census, together with an Errors and Resolutions document, which provides suggestions on how to resolve any validation errors or queries, are being prepared. These guides, together with any other useful information, can be found on our SupportNet website (<http://support.capitaes.co.uk/>) as soon as they are made available by entering CENSUS12 in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

A wide range of documentation is available from within SIMS via the **Documentation Centre**. This documentation includes handbooks, mini guides, quick reference sheets, etc. and can be accessed by clicking the **Documentation** button on the **SIMS Home Page**. Once open, click the **Handbooks** button, select the required category then select the required handbook from the **Handbooks** page. References to any other documents mentioned in this handbook can be accessed from the **Documentation Centre** unless otherwise specified. Online help can be accessed by pressing **F1** or clicking the applicable **Help** button.

How has the School Census Summer Return Changed?

Changes to the School Census Summer return 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.



More Information:

Checking/Editing Census Details on page 12

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.
 - 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.



More Information:

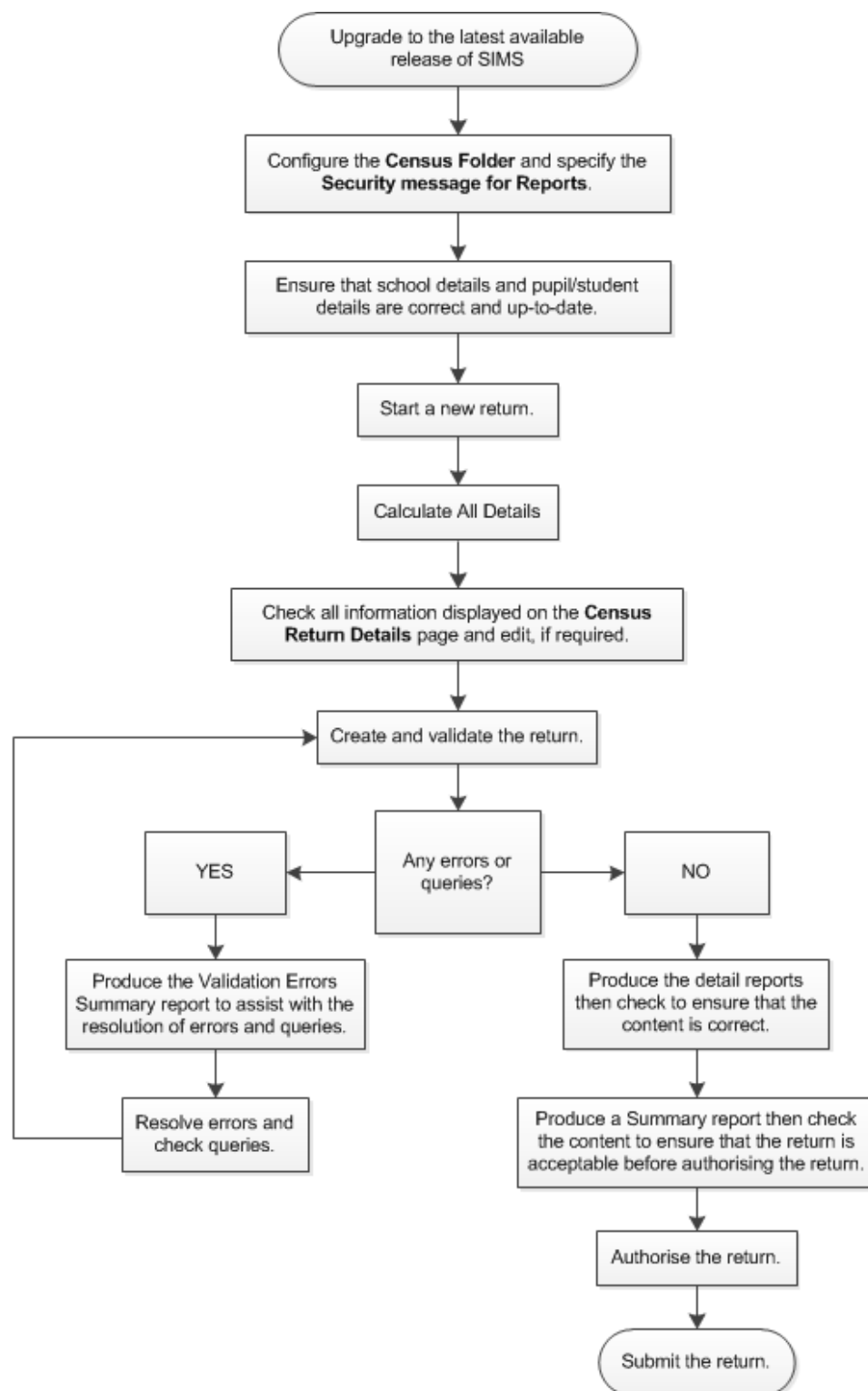
Checking/Updating Hours for Nursery Children on page 14

Attendance Codes

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

Steps to Producing the School Census Return

The process of producing the School Census can be separated into a number of steps, some of which might have to be repeated in order to eliminate errors in the return.



02/ Preparing for the School Census Summer 2012 Return

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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 refer to the appropriate *Preparing for the School Census Spring 2012 Return* guide, available on our SupportNet website (<http://support.capitaes.co.uk/>).

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.

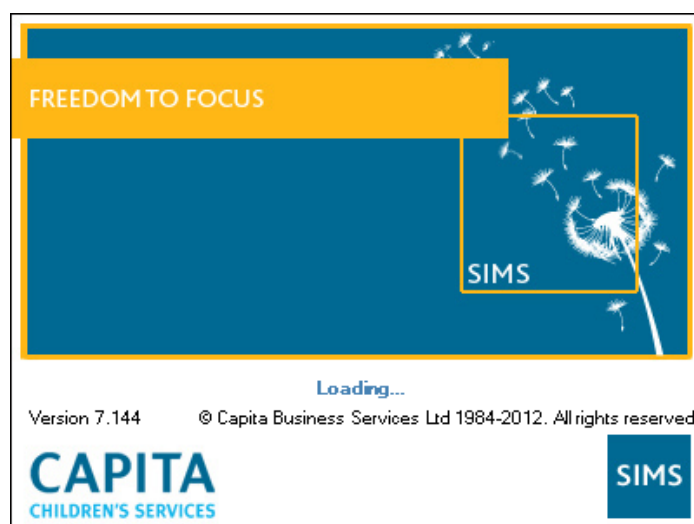
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk/>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

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.



Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and pupil level information is present and up-to-date in SIMS. For example, ensure that school details are correct, all new pupils have been added to SIMS, all leavers have been recorded, all exclusions have been recorded, etc.

The following information is collected from Primary/Middle deemed Primary schools for the School Census Summer 2012 Return.

School Level

Characteristics: LA Number, Establishment Number, School Name, School Phase, School Type, Highest National Curriculum Year, Lowest National Curriculum Year, Intake Type, Governance, Email Address and Telephone Number.

Pupil Level

- Pupil Identifiers: UPN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Free School Meal Eligibility, Language Code, Funded Hours and Hours at Setting and Connexions Agreement (Middle deemed Primary only).
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part-time Indicator, Boarder Indicator, Actual National Curriculum Year and Class Type (Primary only).
- Special Educational Needs: SEN Provision.
- Exclusion Information (01/09/2011 to 31/12/2011): Category, Reason, In Care Indicator, SEN Provision, Start Date and Actual Number of Sessions.
- Home Information: Home Address.
- Attendance Information (01/01/2012 to 08/04/2012): Possible Sessions, Sessions Missed due to Authorised Absence, Sessions Missed due to Unauthorised Absence, Attendance Codes and Number of Sessions Missed.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate *Preparing for the School Census Summer 2012* guide. This, together with other useful School Census documentation, can be found on the SupportNet website (<http://support.capitaes.co.uk/>) as soon as they are made available, by entering CENSUS12 in the **Site Search** field on the Home page then clicking the **Go** button.

03/ Completing the School Census Summer 2012 Return

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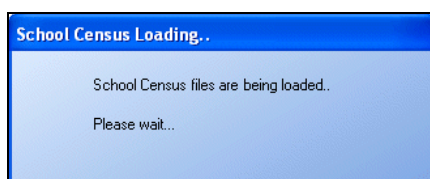
Creating a New School Census Return

Before creating a new return, ensure that all pupil and school information is present and up-to-date in SIMS.

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

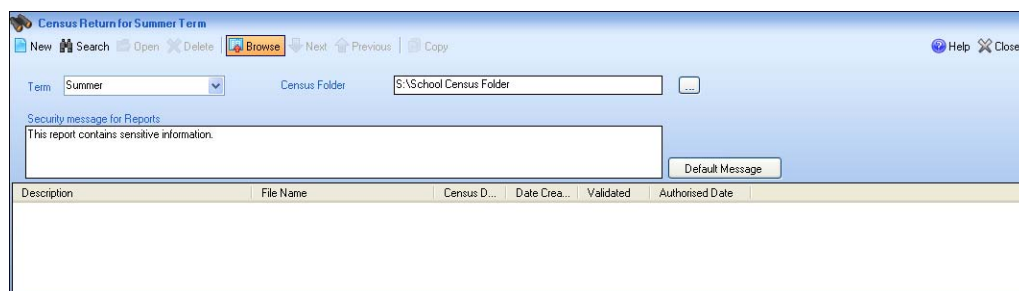
Data is collected for the following pupils:

- all pupils on the register on the census day (17/05/2012).
 - all pupils who attended school in the previous term (01/01/2012 to 08/04/2012) who were aged 5 – 15 on 31/08/2011 and who are non-boarders.
 - any additional pupils subject to any type of exclusion in the previous Autumn term (01/09/2011 to 31/12/2011).
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



NOTE: The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.



The **Summer Term** is displayed by default.

TIP: To view a Spring return, select from the **Term** drop-down list then click the **Search** button.

2. Ensure that the correct **Census Folder** is selected and that the required **Security message for Reports** is specified.



More Information:

Deleting an Unauthorised Return on page 39

Specifying the Security Message for Reports on page 11

Specifying the School Census Folder

Before the return can be created, a folder in which the return file and the associated reports will be saved must be specified. The folder must be available to all workstations on which the School Census Summer 2012 Return will be 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. statutory 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 (<http://www.itgovernance.co.uk/bs7799.aspx>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

1. Specify the folder where the School Census files are to be stored by entering the folder location in the **School Census Folder** field.

Alternatively, click the **Browse** button to display a standard Windows® **Browse For Folder** dialog.

 *Browse button*



Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button and enter a suitable name for the new folder.

2. Click the **OK** button to select or create the folder and return to the **Census Return** browser. The new folder name is displayed in the **School Census Folder** field.

IMPORTANT NOTE: *If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed in the header of most reports.

1. The text of the security message defaults to `This report contains sensitive information`, but can be edited (up to 300 characters), if required.
2. If any edits are made or the security message is deleted, you can click the **Default Message** button to return to the default text, if required.
3. Click the **New** button to display the **Census Return Details** page.

Checking/Editing Census Details

The **Census Details** panel displays the following read-only information:

- **Census Date** – set to 17/05/2012.
- **Attendance collected from** – 01/01/2012.
- **Attendance collected to** – set to 08/04/2012.
- **Exclusions collected from** – set to 01/09/2011.
This is the exclusion start date for the previous Autumn term.
- **Exclusions collected to** – set to 31/12/2011.
This is the exclusion end date for the previous Autumn term.



The screenshot shows the 'Census Details' panel with the following fields and values:

Field	Value
Census Date	17/05/2012
Attendance collected from	01/01/2012
Attendance collected to	08/04/2012
Exclusions collected from	01/09/2011
Exclusions collected to	31/12/2011
Description	School Census Summer 2012

A 'Calculate All Details' button is visible in the top right corner of the panel.

1. By default, the return **Description** is displayed as **School Census Summer 2012**. This description can be edited, if required, e.g. to identify a dry run.

WARNING: Each description used must be unique, as an error message is displayed if SIMS identifies a duplicate description.

A unique description also helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.

2. Click the **Calculate All Details** button.

Calculating Details

Clicking the **Calculate All Details** button (located in the **Census Details** panel) extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

IMPORTANT NOTE: You must calculate all details at least once to populate the various panels for each return.

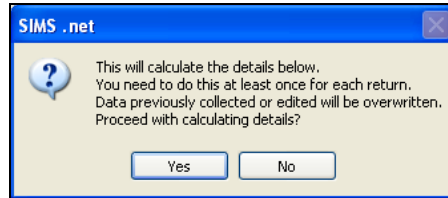
Do not use this button more than once if you wish to keep any changes you have made, as clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

Any details that are calculated automatically should be checked and edited, if required.

Calculating All Details

1. Click the **Calculate All Details** button in the **Census Details** panel.

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



2. Click the **Yes** button to calculate all details. This may take some time, depending on the number of pupils in the school. Progress is reported in the status bar at the bottom of the screen. When complete, the panels on the **Census Return Details** page are populated with the data extracted from SIMS.
3. The return can be saved at any point by clicking the **Save** button.

Checking/Editing School Information

The **School Information** panel displays read-only information that has previously been recorded in the **School Detail** page of SIMS. The **School Information** should always be checked and can be amended, if necessary, by clicking the **School Detail** button.

The screenshot shows the "2 School Information" panel. It contains the following fields and values:

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823	Establishment Number	2399
Telephone	852015		
School E-mail Address	school@we.com		
School Phase	P5	Primary	
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6
School Detail			

03/ Completing the School Census Summer 2012 Return

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog where information applicable to your school is displayed.

The screenshot shows the 'SIMS School Detail' dialog box for 'WATERS EDGE PRIMARY SCHOOL'. The dialog has a blue header and a light blue background. At the top, there are tabs for '1 Establishment', '2 Address', '3 Contact Details', '4 Sites', and '5 Documents'. Below the tabs, there are fields for various school details:

- School Name: WATERS EDGE PRIMARY SCHOOL
- LA: 823 Central Bedfordshire
- Establishment Number: 2999
- Unique Reference Number: (empty)
- School Phase: Primary
- School Type: Infant and Junior School 5-11
- School Governance: Community
- Intake Type: Comprehensive
- Boarding Pupils:
- Nursery Class:
- Special Class or Unit:
- Head Teacher: Mrs Gillian Grosvenor
- Curriculum Years: N2 and 6
- Pupil Genders: Coeducational
- Gender on entry to: Coeducational

On the right side, there is a logo for 'Waters Edge Primary School' and a 'Main Contact' field with 'Mrs G Grosvenor'. At the bottom, there are 'OK' and 'Cancel' buttons.

2. Add or amend the required information, click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Checking/Updating Hours for Nursery Children

*NOTE: The **Update Hours for Nursery Children** panel is displayed only if 2, 3 or 4 year olds attend your school. If the panel is not displayed, please continue with **Checking/Updating Class Types**.*

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.

NOTE: Hours at Setting and Funded Hours are collected from all schools that have pupils aged 2, 3 and 4 on-roll on census day. The hours collected in this return are for the week in which the census day falls.

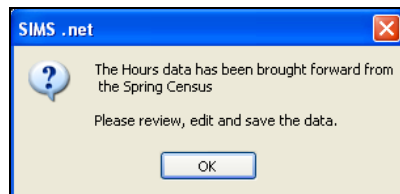
If Hours at Setting and/or Funded Hours have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Update Hours for Nursery Children** panel.

The **Update Hours for Nursery Children** panel is read-only but the values can be updated by clicking the appropriate **Update Hours for <age> year olds** button.

Pupil			Pupil			Pupil		
Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours
Clover, Frederick	12		Astwick, William	12		Adams, Laura	0	
			Candy, Tilly	12		Ammar, Tarak	12	
			Ching, Susie	12		Astwick, Gwenneth	12	
			Jackson, Carl	12		Bond, Steve	12	
			Jennings, Adam	12		Cameron, Zara	12	

The method for updating hours for 2, 3 and 4 year olds is the same. The following example describes how to update hours for 3 year olds.

1. Click the **Update Hours for 3 year olds** button. The following dialog is displayed.



2. Click the **OK** button to display the **Update Hours for 3 year olds** page.

03/ Completing the School Census Summer 2012 Return

The Hours data is brought forward from the School Census Spring 2012 Return and **Summer** is displayed in the **Census** panel.

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, William	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	

Provided that Early Years Attendance Patterns have been defined (via **Focus | Pupil | Pupil Details**) for pupils who are receiving free nursery care, the **Hours at Setting** can be updated automatically.

- Click the **Update Hours** button to display the number of Hours at Setting that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

NOTE: If your school does not use the Define Early Years Attendance Patterns functionality, the data can be entered in the grid manually.

- 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.

5. 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.
6. Click the **Save** button.
7. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

IMPORTANT NOTE: If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located on the top right-hand side of the panel) to ensure that up-to-date data is displayed in the **Update Hours for Nursery Children** panel:

*Hours at Setting are edited via the **Tools** menu
 Funded Hours are edited via the **Tools** menu
 a new pupil is added in SIMS
 a pupil's date of birth is amended.*

*Please note that updating hours at setting via the **Update Hours for <age> year olds** buttons on the **Update Hours for Nursery Children** panel automatically updates the display.*

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 years.

1. On the **Census Return Details** page, click the **Update Hours for 3 year olds** button (located in the **Update Hours for Nursery Children** panel) to display the **Update Hours for 3 year olds** page.
2. 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.

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.

Checking/Updating Class Types

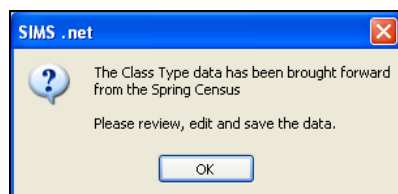
Primary schools must specify the type of class (**Nursery** or **Other**) that each pupil belongs to on the census date. Pupils in your Nursery class should be specified as **Nursery**, with all other pupils specified as **Other**.

If the class types have previously been recorded via **Tools | Census Return Tools | Update Class Type**, the data is automatically displayed in the **Class Type** panel.

Name	Date of Birth	Gender	AdNo	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	1	PINE		✓
Aaron, Liz	01/09/2005	Female	001103	1	PINE		✓
Aaron, Sophie	01/09/2005	Female	001104	1	ASH		✓
Abraham, Jane	19/05/2005	Female	001041	2	26H		✓
Ackton, Stanley	18/12/2001	Male	000842	5	5BB		✓
Ackton, Stephen	12/03/2006	Male	001175	1	ELM		✓

The **Class Type** panel is read-only but can be updated by clicking the **Update Class Type** button, if required.

1. Click the **Update Class Type** button. The following dialog is displayed.



2. Click the **OK** button to display the **Update Class Type** page.

The class type data is brought forward from the School Census Spring 2012 Return and **Summer** is displayed in the **Census** panel.

NOTE: If new pupils exist, the default class type is blank.

Update Class Type

Save | Undo

Census
Term: Summer

View Students
Year Group: All | Class: All | Status: All

Students

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	R	ELM		✓
Aaron, Liz	01/09/2005	Female	001103	R	PINE		✓
Aaron, Sophie	01/09/2005	Female	001104	R	ASH		✓
Abraham, Jane	19/05/2005	Female	001041	1	PINE		✓
Ackton, Stanley	18/12/2001	Male	000842	4	4ES	✓	
Ackton, Stephen	12/03/2006	Male	001175	R	ELM		✓
Ackton, William	11/06/1998	Male	001040	6	6VC		✓
Acton, Jordan	11/02/2004	Male	000981	2	2JB		✓
Acton, Samantha	25/03/2003	Female	001011	3	3TO		✓
Adams, Adam	31/08/2005	Male	001122	1	ASH		✓
Adasheji, Mohammed	02/02/2006	Male	001176	R	PINE		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	2	2GH		✓
Adedeji, Payal	03/03/2001	Male	000797	5	5BB		✓
Affleck, Alexis	20/07/2002	Female	000843	4	4SL		✓
Agathocleous, Stelios	18/06/2001	Male	000805	5	5DT		✓
Ahmad, Carina	01/09/2000	Female	000781	5	5BB		✓
Aldridge, Courtney	27/06/2001	Female	000875	5	5DT		✓
Allim, Farah	27/12/2000	Female	000804	5	5DT		✓
Aloia, Paolo	20/07/2002	Male	000844	4	4ES		✓
Americana, Kari	30/01/2004	Female	001069	2	2GH		✓
Amiel, Tanzeel	02/07/2000	Female	000733	6	6VC		✓

3. To specify the class type for an individual pupil, click the associated **Nursery** or **Other** cell to enter a tick. To change your selection, click in a different cell or click again in the current cell to remove the tick.
4. 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 then 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 then 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.

03/ Completing the School Census Summer 2012 Return

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	R	ELM		✓
Aaron, Liz	01/09/2005	Female	001103	R	PINE		✓
Aaron, Sophie	01/09/2005	Female	001104	R	ASH		✓
Abraham, Jane	19/05/2005	Female	001041	1	PINE		
Ackton, Stanley	18/12/2001	Male	000842	4	4ES	✓	
Ackton, Stephen	12/03/2006	Male	001175	R	ELM		✓
Ackton, William	11/06/1998	Male	001040	6	6VC		✓
Acton, Jordan	11/02/2004	Male	000981	2	2JB		✓
Acton, Samantha	25/03/2003	Female	001011	3	3TD		✓
Adams, Adam	31/08/2005	Male	001122	1	ASH		✓
Adasheji, Mohammed	02/02/2006	Male	001176	R	PINE		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	2	2GH		✓
Adedeji, Payal	03/03/2001	Male	000797	5	5BB		✓
Affleck, Alexis	20/07/2002	Female	000843	4	4SL	✓	
Agathocleous, Stelios	18/06/2001	Male	000805	5	5DT		✓
Ahmad, Carina	01/09/2000	Female	000781	5	5BB		✓
Aldridge, Courtney	27/06/2001	Female	000875	5	5DT		✓
Allim, Farah	27/12/2000	Female	000804	5	5DT		✓
Aloia, Paob	20/07/2002	Male	000844	4	4ES	✓	
Americana, Kari	30/01/2004	Female	001069	2	2GH		✓
Amiel, Tanzeel	02/07/2000	Female	000733	6	6VC		✓

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.

6. Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed.

Resetting All Class Types

To reset all class types, right-click in the **Nursery** or **Other** column header, as required, then select **Remove All** from the drop-down list. The **Nursery** or **Other** column is cleared of all ticks.

Re-enter the correct class types as previously described.

Identifying which Pupils have no Class Type Specified

To ensure that all pupils are assigned a class type, select **No Class Type** from the **Status** drop-down list in the **View Students** panel. Any pupils without a **Class Type** are displayed in the **Students** panel.

Checking/Entering Attendance Information

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

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **Census Details** panel) the display changes.

IMPORTANT NOTE: Clicking the **Calculate All Details** button overwrites any edited data, in every panel, with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.

The information displayed in the **Attendance** panel (after the **Calculate All Details** button is clicked) is dependent on which of the following is applicable:

- Attendance is in use, the attendance codes being used are DfE compliant and there are either:
 - no missing marks
 - or
 - missing marks.
- Attendance is in use and the attendance codes being used are DfE non-compliant.
- Attendance is not in use.

Attendance Users

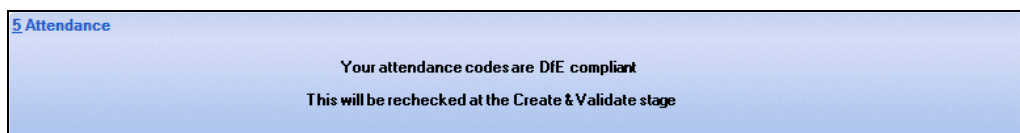
IMPORTANT NOTE: If Attendance is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the Census return.

TIP: After the Create and Validate process is run, the **Attendance** detail report can be used to assist with the checking of attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

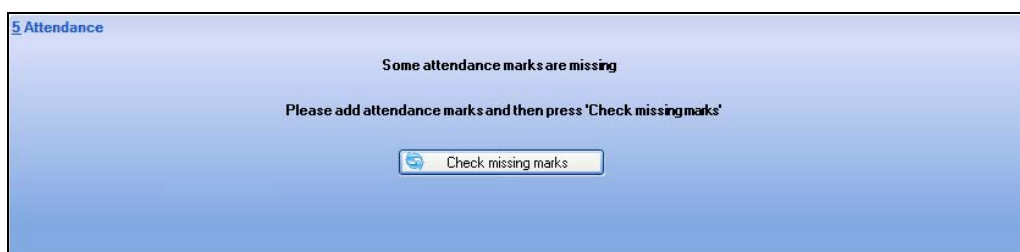
Are your Attendance Codes DfE Compliant?

If Attendance is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are no missing marks.

If all attendance marks have been entered in Attendance, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.



However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.



1. Use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the create and validate process.

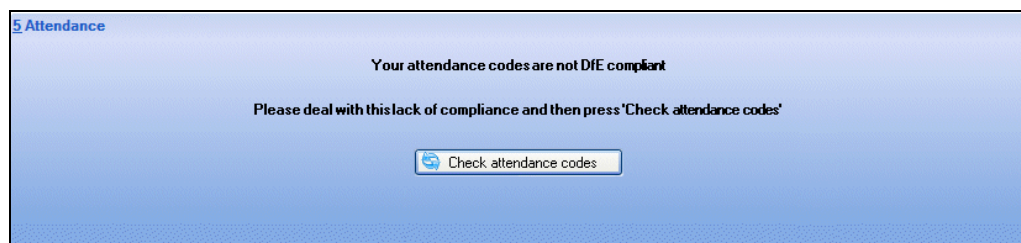


More Information:

Creating and Validating a School Census Return on page 25
Producing Detail Reports on page 29

Are your Attendance Codes Non DfE Compliant?

If Attendance is in use but one or more incorrect attendance codes have been detected, e.g. the **Z** or **@** code is in use, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.



1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the Create and Validate stage.

3. Click the **OK** button to continue.

Attendance Not in Use

If Attendance is not in use, the following data must be entered manually:

- Total Possible Sessions (**T Poss Sessions**)
- Total Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Total Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

Surname	Forename	Year Group	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences
Abu-Koash	Frederik			On Roll	0	0	0
Ackton	Stanley			On Roll	0	0	0
Ackton	William			On Roll	0	0	0
Acton	Samantha			On Roll	0	0	0
Adedeji	Payal			On Roll	0	0	0
Affleck	Alexis			On Roll	0	0	0
Agathocleo...	Stelios			On Roll	0	0	0
Ahmad	Arfa			On Roll	0	0	0
Ahmad	Carina			On Roll	0	0	0
Ahmed	Mohan			On Roll	0	0	0
Aldridge	Courtney			On Roll	0	0	0
Allcroft	Catherine			On Roll	0	0	0
Allen	Megan			On Roll	0	0	0
Allim	Farah			On Roll	0	0	0
Aloia	Paolo			On Roll	0	0	0
Amiel	Tanzeel			On Roll	0	0	0
Amos	Rosanna			On Roll	0	0	0
Amos	Silv			On Roll	0	0	0
Amos	Stephanie			On Roll	0	0	0
Andersson	Jacoh			On Roll	0	0	0

1. To filter the display of pupils in the **Attendance** panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.

Alternatively, select **Group by None** to display a list of all pupils.

2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column heading.
3. For each pupil, enter the correct attendance numbers in the **T Poss Sessions**, **T Auth Absences** and **T Unauth Absences** columns.
4. To clear the attendance information and check for additional pupils, click the **Check for additional students & zero totals** button.

WARNING: If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.

04 / Creating and Validating the Summer 2012 Return

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Deleting an Unauthorised Return.....	39

Creating and Validating a School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority.

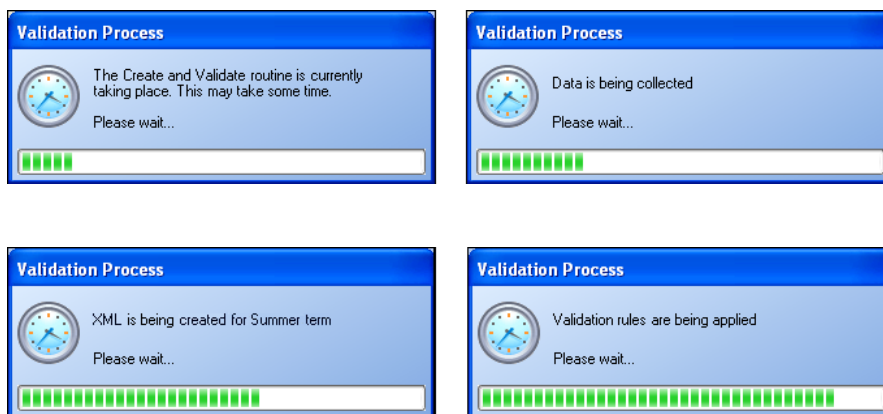
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. there are no pupils showing as having special educational needs.

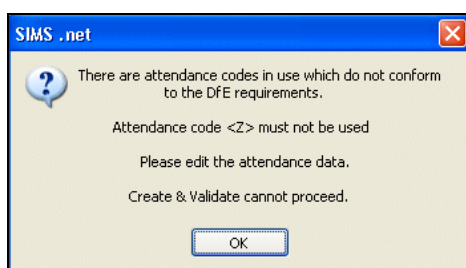
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.

4. Click the **Create & Validate** button to begin the process, which may take some time depending on the number of pupils at your school.

A progress bar is displayed, indicating that the Create and Validate process is being performed.

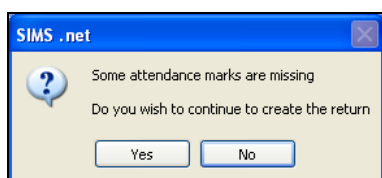


If the attendance codes are not DfE compliant, the following message is displayed, informing you which code(s) must not be used.



The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

If there are any missing attendance marks, the following message is displayed, enquiring whether you wish to continue with the Create and Validate process.



Click the **Yes** button to continue creating and validating the data.

Alternatively, click the **No** button to cancel the process then use the **Deal with Missing Marks** routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter the appropriate attendance codes. For more information, please refer to the *Managing Pupil/Student Attendance* handbook.

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1954-11-11, MaleUPN:	# Go to FocusStu
F	1500	UPN missing	Name: Major, John Date of Birth: 1934-10-03, MaleUPN:	# Go to FocusStu
F	1500	UPN missing	Name: Robinson, Tony Date of Birth: 1939-05-03, MaleUPN:	# Go to FocusStu
F	1840	Pupil aged 3 and over with Language missing or invalid	Name: Abbey, David Date of Birth: 1975-09-07, MaleUPN: P82	# Go to FocusStudentStudent Details Ethnic/cultural panel and
F	1855	Child's Hours at Setting not provided or out of the range 0 -	Name: O'Connor, Marc 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: 1937-02-20, Female Age: 3U	# Go to FocusStudentStudent Details and check pupil's date of
Q	2020Q	Please check: pupil is shown in year group , however pup	Name: Slack, Peter Date of Birth: 1936-01-29, MaleUPN: U820	# Go to FocusStudentStudent Details registration and check Ye

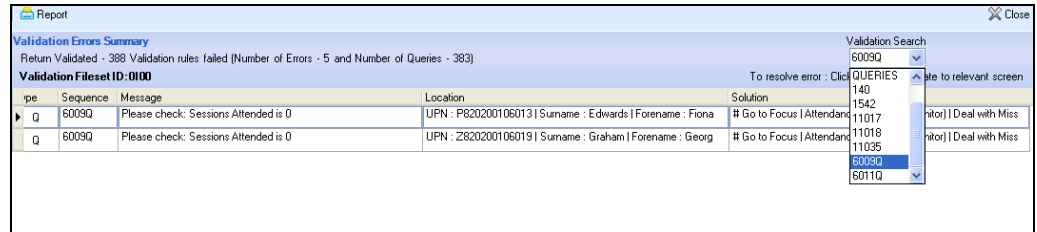
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

Details about the errors and queries that have been found are displayed in the following columns:

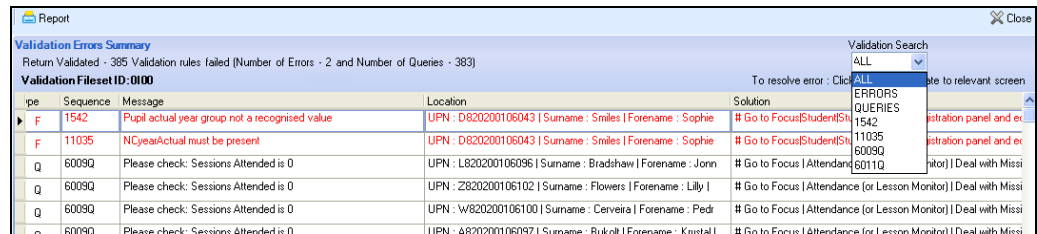
Column	Description
Type	Displays the type of validation rule: Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	Provides a suggestion on how the error can be corrected or the query checked. 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.



- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scrollbar 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.

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 Student Details Registration panel and ex
F	11035	YearActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student St
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 : Bukoll Forename : Kustal	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi

*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 (please see *Transferring a Report to a Spreadsheet* on page 33).

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.

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

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.

Do not be concerned if the number of errors appears high. Many of the errors generated can be fixed quickly using the bulk update functionality (**Routines | Pupil | Bulk Update**). For more information, please refer to the *Managing Pupil/Students* handbook.

In addition to the **Validation Errors Summary**, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

The *School Census 2012 Errors and Resolutions* document will be posted to the SupportNet website (<http://support.capitaes.co.uk/>) as soon as it is made available, and can be found by entering CENSUS12 in the **Site Search** field on the **Home** page and clicking the **Go** button.

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser. The **Report Criteria**, e.g. Students on-roll on Census day, and the **Total Students** are also shown at the top of the report.

The following reports are currently available:

On-Roll Basic Details Report

Report Criteria: Pupils on-roll on Census day.

This report provides the following information about pupils who are on-roll on Census day: ULN, name, date of birth, gender, year actual, date of admission, enrolment status, language, class type, part-time status, boarder status, Hours at Setting and Funded Hours.

Leavers Basic Details Report

Report Criteria: Pupils not on-roll on Census day but who attended school in the previous term or had exclusions two terms previously.

This report provides the following information about pupils not on-roll on Census day: UPN, former UPN, name, date of birth, gender, date of admission, date of leaving, language, part-time status, boarder status, attendance, exclusions.

Exclusions Report

Report Criteria: Pupils with exclusions two terms previously (on-roll and leavers but not exclusions with appeal result of Reinstated or Not in the best interests of the child).

This report provides the following details about pupils who match the report criteria: UPN, name date of birth, gender, date of admission, exclusion category, reason for exclusion, exclusion start date, number of session, in care, SEN provision and on-roll status.

Attendance Report

Report Criteria: Pupils with attendance one term previously (on-roll and leavers (not boarders) aged 5 - 15 at 31/08/2011).

This report provides basic information (i.e. UPN, name, date of birth, gender, year actual, enrolment status and on-roll status) about the pupils who match the report criteria.

The number of termly sessions possible and the number of termly absence sessions are shown. The right-hand side of the report shows termly attendance codes for authorised absence sessions and unauthorised absence sessions. Attendance not required sessions (Y) are also shown.

Absentees Report

Report Criteria: Pupils who are missing 22 or more sessions and therefore may be at risk of becoming Persistent Absentees (including those who are already Persistent Absentees with 46 or more sessions absent) (non-boarders on roll and leavers aged 5 -15 on 31 August) .

This report shows basic details (i.e. UPN, name, date of birth, gender, year actual, on-roll status and enrolment status) about the pupils who match the report criteria. The number of sessions possible, the number of authorised and unauthorised absences applicable to each of the pupils are also shown on the report.

SEN Report

Report Criteria: Pupils with SEN Provision/Status = **A** (School Action or Early Years Action), **P** (School Action Plus or Early Years Action Plus) and **S** (Statement).

This report provides a list of pupils who have special educational needs. Displayed are their UPN, name, date of birth, gender, year actual, SEN Provision and on-roll status.

Address Details Report

Report Criteria: Pupils on-roll on Census day.

This report provides a list of pupil addresses, together with their full name, UPN and Former UPN (if applicable).

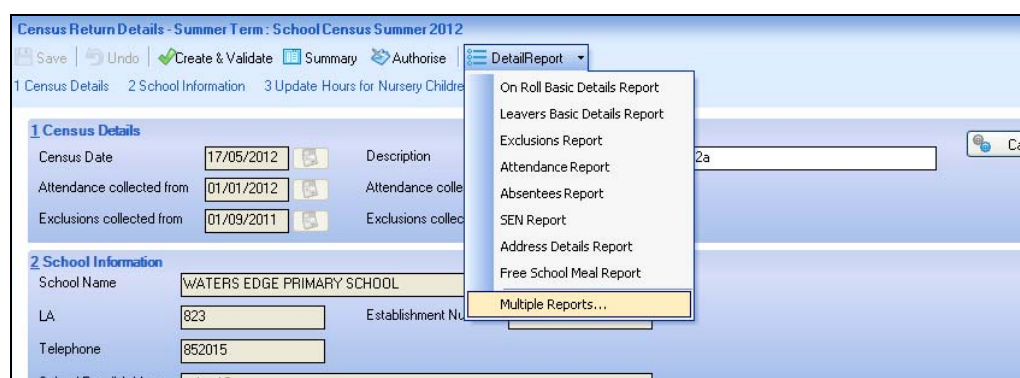
Free School Meal Report

Report Criteria: Pupils who are eligible for Free School Meals on Census day.

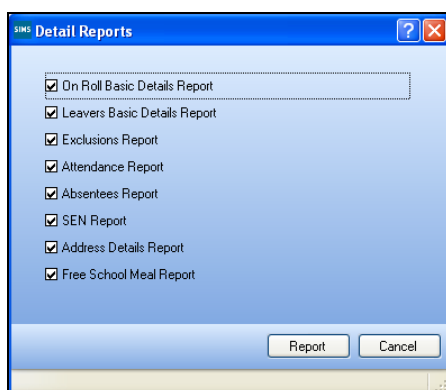
This report provides information on free school meal eligibility, the pupil's UPN, name, date of birth, gender, year actual and on-roll status.

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, e.g. Windows® Internet Explorer.



To select several detail reports, select **Multiple Reports** from the **Detail Report** drop-down list to display the **Detail Reports** dialog.



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

The report(s) are displayed in your web browser but can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The report(s) are saved automatically in the folder specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a **Hosted** environment, please contact your System Manager or local Support.

The report is saved with a filename that is made up of the following data fields separated by underscores ('_'):

<LACode><SchoolNumber>_<SurveyType>_
<LACode><LL><Year>_<SerialNumber>_<name of the report>_detail_report.html, for example:

8232999_SC2_823LL12_002_onroll_pupil_basic_details_report.html.

Example of an **On Roll Basic Details** report:

UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Actual	DOA	Enrolment Status	Language	Class Type	Part-time Status	Boarder	Hours at Setting	Funded Hours
Y820200108033	Aaron	Chris	Aaron	-	01/09/2005	Male	1	01/09/2009	Single Registration	English	Other	No	Not a Boarder	-	-
J820200108032	Aaron	Liz	Aaron	-	01/09/2005	Female	1	01/09/2009	Single Registration	English	Other	No	Not a Boarder	-	-
M820200108034	Aaron	Sophie	Aaron	-	01/09/2005	Female	1	01/09/2009	Single Registration	English	Other	No	Not a Boarder	-	-
L820882102001	Abraham	Jane	Abraham	-	19/05/2005	Female	2	02/09/2008	Single Registration	English	Other	No	Not a Boarder	-	-
M82020010001	Ashton	Stanley	Ashton	Craig	18/12/2001	Male	5	05/09/2005	Single Registration	English	Other	No	Not a Boarder	-	-
J823200110003	Ashton	Stephen	Ashton	-	12/03/2008	Male	1	01/09/2010	Single Registration	English	Other	No	Not a Boarder	-	-
M820200108080	Ashton	Jordan	Ashton	-	11/02/2004	Male	3	03/09/2007	Single Registration	English	Other	No	Not a Boarder	-	-
B820200108090	Ashton	Samantha	Ashton	-	25/03/2003	Female	4	03/09/2007	Single Registration	English	Other	No	Not a Boarder	-	-
J820200108003	Adams	Adam	Adams	-	31/08/2005	Male	2	01/09/2009	Single Registration	English	Other	No	Not a Boarder	-	-
K823200110081	Adams	Laura	Adams	-	03/03/2007	Female	R	01/09/2011	Single Registration	-	Other	No	Not a Boarder	12	-
N823200110025	Adasheji	Mohammed	Adasheji	-	02/02/2006	Male	1	01/09/2010	Single Registration	Bengali	Other	No	Not a Boarder	-	-
H820200107008	Adebayor	Emmanuel	Adebayor	-	15/02/2004	Male	3	02/09/2008	Single Registration	English	Other	No	Not a Boarder	-	-
Q820200104002	Adedaji	Payal	Adedaji	-	03/03/2001	Male	6	01/09/2004	Single Registration	English	Other	No	Not a Boarder	-	-



More Information:

Specifying the School Census Folder on page 10
Transferring a Report to a Spreadsheet on page 33

Printing a Report

The generated report is displayed in your web browser.

IMPORTANT NOTE: Any printed reports containing a pupil's name or UPN should be used for validation purposes only and should not be retained.

The **Security Message** (displayed at the top of each report) can be customized to include instructions for the destruction of the printed reports.

1. Select **File | Print** to display the **Print** dialog then ensure that the printer settings are correct.
2. Click the **Close** button at the top right-hand corner of the page to close the report and return to the **Census Return Details** page.



More Information:

Specifying the Security Message for Reports on page 11

Transferring a Report to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

In the web browser, right-click in the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on the PC itself, which enables high-speed access to previously viewed data) is removed.

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

To delete the cache in Windows® Internet Explorer® 7:

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Delete Browsing History...** from the drop-down list to display the **Delete Browsing History** dialog.
3. Click the **Temporary Internet Files Delete files...** button to display the following message:

Are you sure you want to delete all temporary Internet Explorer Files?

4. Click the **Yes** button to delete all the files held in the local cache on the PC.

If a different web browser is in use, please refer to the help file available with that software package.

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

Generating the Summary Report

When the return is authorised, the Summary report is automatically generated and displayed in your web browser. However, the report can be run at any time after the return is created and validated.

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The report is saved automatically in the folder specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

The report is saved with a filename that is made up of the following data fields separated by underscores ('_'):

<LACode><SchoolNumber>_<SurveyType>_
<LACode><LL><Year>_<SerialNumber>_<name of the report>_Summary_Report.html, for example:

8232999_SC2_823LL12_002_Summary_Report.html.

School Census Collection: Summer 2012

Version 2012.1.0 - Released: 9 September 2011

There are 0 errors and 1 queries.

1. School Characteristics

Summary for: WATERS EDGE PRIMARY SCHOOL

LA Code: 823

Establishment Number: 2999

School Address and Postcode:

Telephone Number: 852015

Email Address: school@we.com

Phase: PS

Type: 18

Governance: CO

Intake Type: COMP

Lowest National Curriculum Year Group: N2

Highest National Curriculum Year Group: 6

2. Pupils on roll by Age and Gender

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
19 or over	31/8/92 or earlier	0	0	0	0
18	1/9/92 - 31/8/93	0	0	0	0
17	1/9/93 - 31/8/94	0	0	0	0

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.



More Information:

- Specifying the School Census Folder on page 10*
- Generating Detail Reports on page 31*
- Transferring a Report to a Spreadsheet on page 33*
- Authorising the School Census Return on page 36*
- Deleting an Unauthorised Return on page 39*

Editing an Unauthorised Return

Unauthorised returns can be recognised by their .UNA suffix. The unauthorised return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

NOTE: An authorised School Census return cannot be edited. If changes are required to an authorised return, a new return (with a unique description) must be produced in which the changes can be made.

1. Select **Routines | Statutory Returns | School Census** to display the **School Census** browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created School Census returns.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required, then click the **Save** button.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the Summary report and detail reports to assist with resolving errors and checking queries.
7. Run the Summary report and detail reports again to ensure that the information is now correct.



More Information:

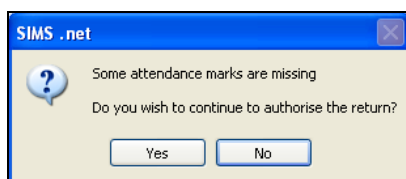
- Specifying the School Census Folder on page 10*
- Specifying the Security Message for Reports on page 11*
- Creating and Validating a School Census Return on page 25*
- Producing Detail Reports on page 29*
- Producing the Summary Report on page 34*

Authorising the School Census Return

A return must be authorised before it can be sent to your LA/DfE. Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is best achieved by reviewing the Summary report.

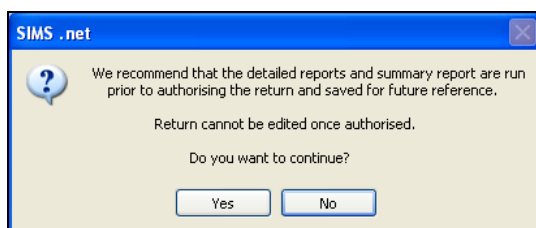
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



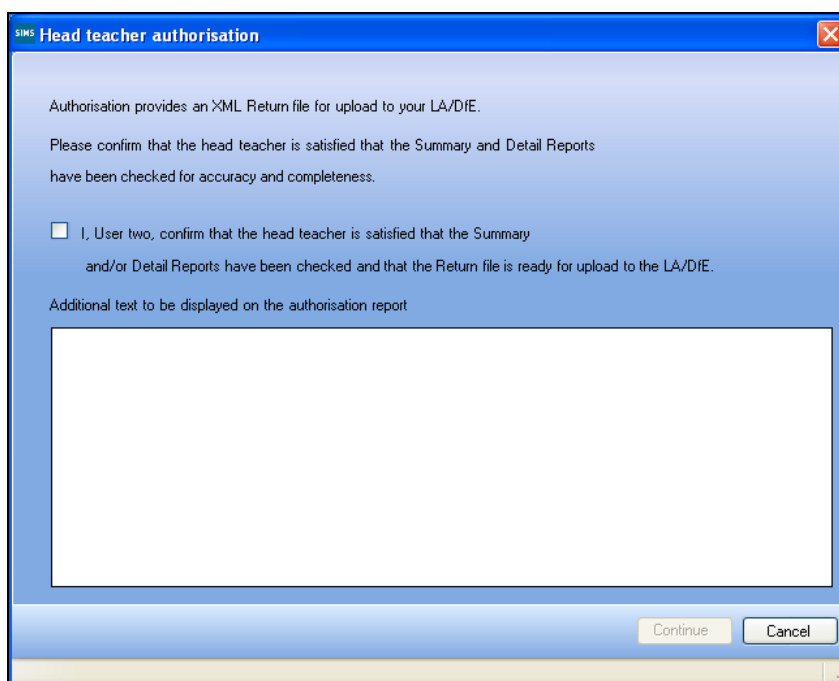
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

If you choose to continue, a message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.



3. Click the **Yes** button to continue or the **No** button if you want to return to SIMS to run the reports before authorising.

If you choose to continue, the **Head teacher authorisation** dialog is displayed.



4. Enter the additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
5. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button is activated, enabling the authorisation process to be completed.

6. Click the **Continue** button to authorise the return.

NOTE: The Summary report, detail reports and Authorisation report are automatically generated and displayed in your web browser when the return is authorised.

The reports and the authorised return file are saved automatically in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

The authorised return file extension is changed from .UNA (unauthorised) to .XML (authorised), e.g. 8232999_SC2_823LL12_002.XML.

When a return has been authorised, it is no longer possible to edit the details displayed on the **Census Return Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.



More Information:

Creating a New School Census Return on page 9

Producing the Summary Report on page 34

Copying a School Census Return on page 38

Submitting the Return to the Local Authority

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

The authorised return file is located in the folder previously specified in the **Census Return** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

NOTE: An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.



More Information:

Specifying the School Census Folder on page 10

Copying a School Census Return on page 38

Copying a School Census Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting to the LA/DfE.

NOTE: Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of School Census returns.
3. Highlight the required file and click the **Copy** button.

A message requests confirmation that you wish to make a copy of the selected return.

4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:

Copy of <description of selected file>, for example:

Copy of School Census Summer 2012.
5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. A unique **Description** must be used.

Deleting an Unauthorised Return

NOTE: An authorised School Census return cannot be deleted.

The delete routine can be used to remove unwanted returns, e.g. dry runs. This can be done at any time prior to authorisation.

During the course of producing a return, a number of copies of the return may have been made, e.g. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required. This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Highlight the return to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to delete the selected return.

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