

SIMS

Producing the School Census Summer 2012 Return

English Special 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.

C / Contents

01/ Introduction	1
Overview	1
Where to Find More Information.....	1
How has the School Census Summer Return Changed?.....	2
Steps to Producing the School Census Return.....	3
02/ Preparing for the School Census Summer 2012 Return .	5
Permissions Required	5
What Version of SIMS is Required?.....	6
Preparing Data for the School Census Return	7
03/ Completing the School Census Summer 2012 Return	9
Creating a New School Census Return	9
Specifying the School Census Folder.....	10
Specifying the Security Message for Reports	11
Checking/Editing Census Details	12
Checking/Editing School Information.....	12
Calculating Details	13
Checking/Updating Hours for Nursery Children.....	14
Identifying which Pupils have no Entries for Hours	17
04/ Creating and Validating the Summer 2012 Return.....	19
Creating and Validating a School Census Return.....	19
Resolving Validation Errors and Checking Queries	20
Producing Detail Reports	23
Generating Detail Reports.....	24
Printing a Report	25
Transferring a Report to a Spreadsheet	26
Deleting Temporary Web Browser Files	26
Producing the Summary Report	26
Generating the Summary Report.....	27
Editing an Unauthorised Return.....	28

Authorising the School Census Return	29
Submitting the Return to the Local Authority	30
Copying a School Census Return.....	31
Deleting an Unauthorised Return.....	31
Index	33

01/ Introduction

Overview	1
Where to Find More Information.....	1
How has the School Census Summer Return Changed?.....	2
Steps to Producing the School Census Return.....	3

Overview

This handbook provides the information needed by Special 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/student details, e.g. pupil/student 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/datacollections/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.

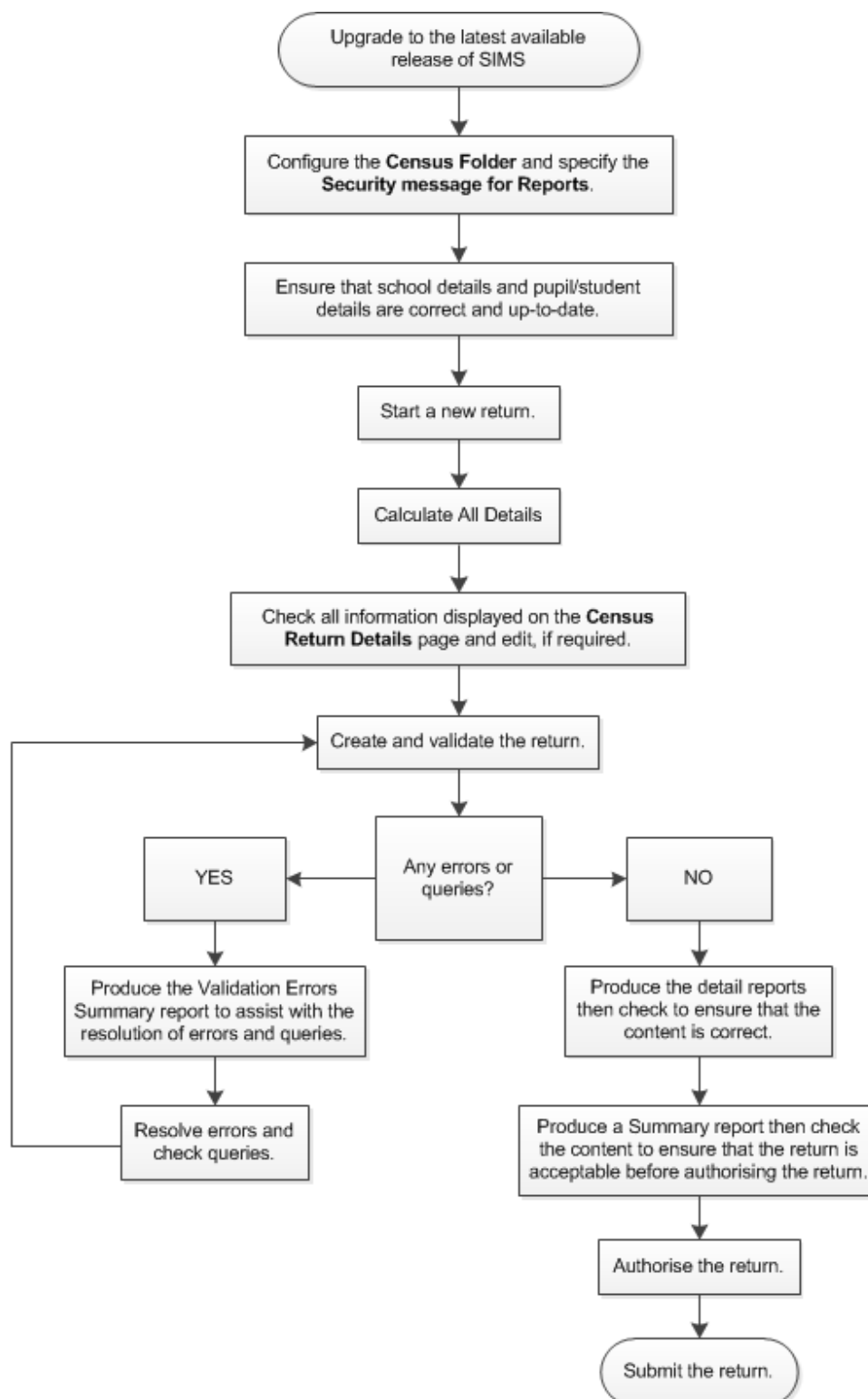


More Information:

Checking/Updating Hours for Nursery Children on page 14

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

Permissions Required	5
What Version of SIMS is Required?.....	6
Preparing Data for the School Census Return	7

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/student 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/student level information is present and up-to-date in SIMS. For example, ensure that school details are correct, all new pupil/students have been added to SIMS, all leavers have been recorded, all exclusions have been recorded, etc.

The following information is collected from Special schools for the School Census Summer 2012 Return.

School Level

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

Pupil/Student Level

- Pupil/Student Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth, and Gender.
- Characteristics: Free School Meal Eligibility, Language Code, Funded Hours, Hours at Setting and Connexions Agreement.
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part-time Indicator, Boarder Indicator and Actual National Curriculum Year.
- 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.

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

Creating a New School Census Return	9
Specifying the School Census Folder	10
Specifying the Security Message for Reports	11
Checking/Editing Census Details	12
Checking/Editing School Information	12
Checking/Updating Hours for Nursery Children	14

Creating a New School Census Return

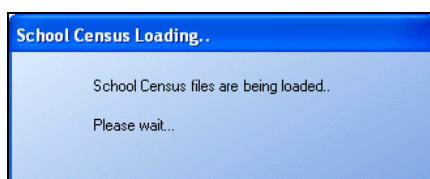
Before creating a new return, ensure that all pupil/student and school information is present and up-to-date in SIMS.

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 pupil/students:

- all pupil/students on the register on the census day (17/05/2012).
- any additional pupil/students subject to any type of exclusion in the previous Autumn term (01/09/2011 to 31/12/2011).

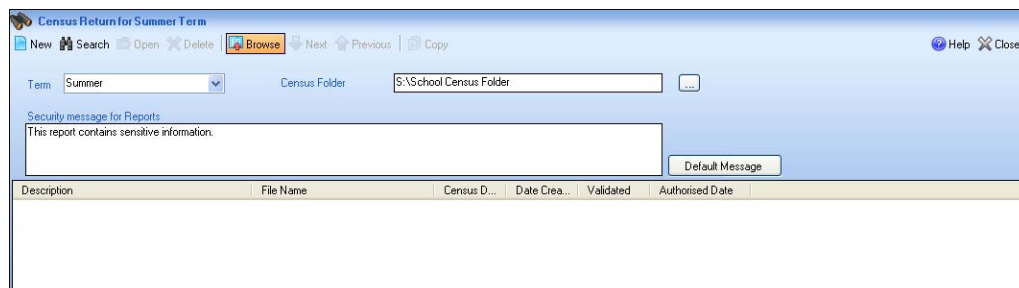
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



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.

03/ Completing the School Census Summer 2012 Return

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 31

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 **Census Folder** field.

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



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 folder location, 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:

- **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.

1 Census Details			
Census Date	17/05/2012	Description	School Census Summer 2012
Exclusions collected from	01/09/2011	Exclusions collected to	31/12/2011
<input type="button" value="Calculate All Details"/>			

The **Census Date** is displayed as **17/05/2012**.

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.*

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 amended if necessary, by clicking the **School Detail** button.

2 School Information			
School Name	Sunflower Small School (Special)		
LA	820	Establishment Number	4321
Telephone	851234		
School E-mail Address	office@ga.org.uk		
School Phase	SP	Special	
School Type	Maintained Special (day)		
Governance	Community	Intake Type	Special
Gender on Entry to 6th Form	Coeducational	Gender on Entry to School	Coeducational
Lowest NC Year	7	Highest NC Year	13
<input type="button" value="School Detail"/>			

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 'Sunflower Small School (Special)'. The dialog has a blue header and a light blue background. It contains several sections of information:

- 1 Establishment** (selected tab):
 - School Name: Sunflower Small School (Special)
 - LA: 320 Bedfordshire (Pre LG)
 - Establishment Number: 4321
 - Unique Reference Number: (empty)
 - School Phase: Special
 - School Type: Maintained Special (day)
 - School Governance: Community
 - Intake Type: Special
 - Boarding Pupils:
 - Nursery Class:
 - Special Class or Unit:
 - Head Teacher: Dr John Myler
 - Curriculum Years: 7 and 13
 - Pupil Genders: Coeducational
 - Gender on entry to: Coeducational
- Sunflower Special School** (Logo): A logo featuring a stylized sun with a face and rays.
- Main Contact**: S. Smith

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The top of the dialog includes 'Save' and 'Undo' buttons, and a 'Help' icon.

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.

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.

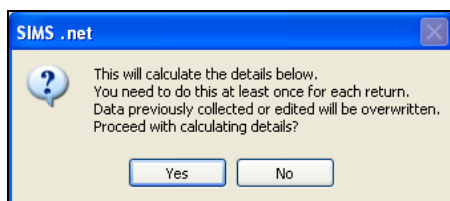
Do not use this button more than once if you wish to keep any changes you have made, as clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

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/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. However, values can be updated by clicking the appropriate **Update Hours for <age> year olds** button.

3 Update Hours for Nursery Children Age at date 31/08/2011 Recalculate

Name	Hours at Setting	Funded Hours
Clover, Frederick	12	

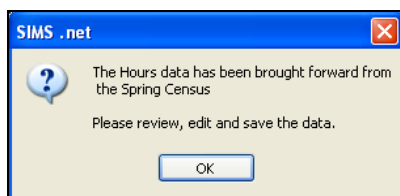
Name	Hours at Setting	Funded Hours
Astwick, William	12	
Candy, Tilly	12	
Ching, Susie	12	
Jackson, Carl	12	
Jennings, Adam	12	

Name	Hours at Setting	Funded Hours
Adams, Laura	0	
Amnar, Tarak	12	
Astwick, Gwenneth	12	
Bond, Steve	12	
Cameron, Zara	12	

Update Hours for 2 year olds Update Hours for 3 year olds Update Hours for 4 year olds

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. 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	

3. 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.*

4. 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.
5. Click the **Save** button.
6. 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.

04 / Creating and Validating the Summer 2012 Return

Creating and Validating a School Census Return.....	19
Producing Detail Reports	23
Producing the Summary Report	26
Editing an Unauthorised Return	28
Authorising the School Census Return	29
Submitting the Return to the Local Authority	30
Copying a School Census Return.....	31
Deleting an Unauthorised Return.....	31

Creating and Validating a School Census Return

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

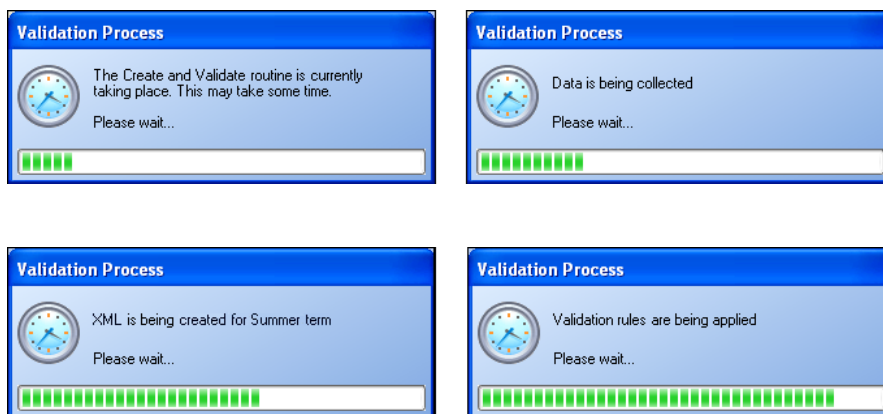
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no pupil/students 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.

- Click the **Create & Validate** button to start the process, which may take some time depending on the number of pupil/students at your school.

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



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, Hanyl Date of Birth: :054-11-11, MaleUPN:	# Go to FocusStu
F	1500	UPN missing	Name: Major, John Date of Birth: :004-10-03, MaleUPN:	# Go to FocusStu
F	1500	UPN missing	Name: Robinson, Tony Date of Birth: :009-05-03, MaleUPN:	# Go to FocusStu
F	1840	Pupil aged 5 and over with Language missing or invalid	Name: Abbey, David Date of Birth: :025-09-07, 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, Marcl Date of Birth: :007-02-08, 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: :007-02-20, Female Age: 3U	# Go to FocusStudentStudent Details and check pupil's date of
Q	2020Q	Please check: pupil is shown in year group : F however pup	Name: Slack, Peter Date of Birth: :006-01-29, 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.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Cruise, Harry Date of Birth: 1994-11-11, Male UPN:	# Go to Focus Student Stu
F	1500	UPN missing	Name: Major, John Date of Birth: 1994-10-03, Male UPN:	# Go to Focus Student Stu
F	1710	Source of pupil's ethnic group is missing or invalid	Name: Blackmore, Tyrone Date of Birth: 1997-03-02, Male UPN:	# Go to Focus Student Stu
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marci Date of Birth: 2007-02-08, Male UPN: 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.

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	NYearsActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Stu
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Gill, Ackton, Date of Birth: 2007-02-07, Female UPN: W	# Go to Focus Student S
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Gill, Gemmal Date of Birth: 2007-02-07, Female UPN: W	# Go to Focus Student Student Details registration and check
Q	2020Q	Please check: pupil is shown in year group however pupil	Name: Phillips, Bethany Date of Birth: 2007-11-18, Female UP	# Go to Focus Student Student Details registration and check

- 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	1500	UPN missing	Name: Smiles, Sophie Date of Birth: 2000-03-03, Female;UPN:	# Go to FocusStudent(Student Details) and add or issue a UPN.
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marci Date of Birth: 2007-02-08, Male;UPN: B	# Go to Tools Statutory Return Tools Hours at Setting and che
Q	1330Q	Please check: Free School Meals taken equals zero by your scho		# Check number of free school meals in Census Details General
Q	1601Q	Please Check: Pupil's age is out of range for school. Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals. and check pupil's date of		# Check Part time status of pupils -Go to FocusStudent(Student
Q	2100Q	Please check: More FT nursery pupils than number on nursery c		# Check Part time status of pupils -Go to FocusStudent(Student
	2385Q	Please check: Pupil record with no address details	Name: Douglas, David Date of Birth: 2003-02-05, Male;UPN: A	# Go to FocusStudent(Student Details) Addresses and edit pupil

*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 26).

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 (or Student) | 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. Pupil/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: Pupil/students 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: Pupil/students not on-roll on Census day but who attended school in the previous term or had exclusions in the previous two terms.

This report provides the following information about pupil/students 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: Pupil/students 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 pupil/students 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.

SEN Report

Report Criteria: Pupil/students 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 pupil/students who have special educational needs. Displayed are their UPN, name, date of birth, gender, year actual, SEN Provision and on-roll status.

Free School Meal Report

Report Criteria: Pupil/students who are eligible for Free School Meals.

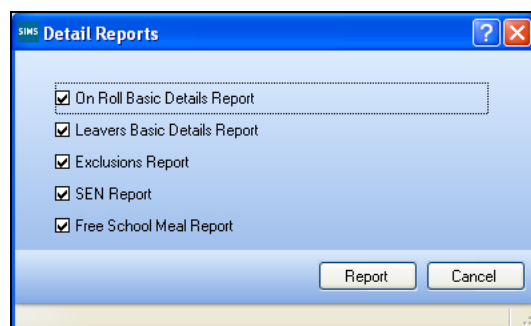
This report provides information on free school meal eligibility, the pupil's UPN, name, date of birth, gender, year actual and on-roll status.

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:

8204321_SC2_820LL12_001_onroll_basic_details_report.html.

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

School Census Summer - 2012 (On Roll Basic Data)																
Security Message : This report contains sensitive information.																
Report Criteria: Pupils on roll on Census day																
Total Pupils: 134																
Filename: 8204321_SC2_820LL11_002.UNA Report Created Date: 09/12/2011 XML Version: Validation 2012.1.2 - Released: 28 Oct 2011 Summary 2012.1.0 - Released: 09 Sep 2011																
UPN	ULN	Surname	Forename	Preferred Surname	Former Surname	DOB	Gender	Year Group	DOA	Enrolment Status	Language	Connexions	Part-time status	Boarder	Mode of Travel	Hours at Setting
P820432108008	-	Abbey	David	Abbey	-	07/09/1995	Male	8	03/09/2007	Single Registration	-	Unsought	false	Not a Boarder	-	-
X820432104001	-	Abbot	Benjamin	Abbot	Abbott	12/07/1993	Male	11	01/09/2004	Single Registration	English	Connexions Assent Obtained	false	Not a Boarder	-	-
D820432108007	-	Abbot	James	Abbot	-	27/04/1998	Male	8	03/09/2007	Single Registration	English	Unsought	false	Not a Boarder	-	-
J820444405032	-	ABBOT	Clarissa	ABBOT	-	22/06/1995	Female	9	05/09/2008	Single Registration	English	Unsought	false	Not a Boarder	-	-
H820432105001	-	Abdelkoder	Mohamed	Abdelkoder	-	15/03/1994	Male	10	05/09/2005	Single Registration	English	Connexions Assent Obtained	false	Not a Boarder	-	-
T820432103005	-	Able	Matthew	Able	-	06/08/1990	Male	-	01/09/2001	Single Registration	English	Unsought	false	Not a Boarder	-	-
V820444405031	-	ABLE	Benjamin	ABLE	-	19/02/1995	Male	9	05/09/2008	Single Registration	English	Unsought	false	Not a Boarder	-	-
G820432103006	-	Ablett	Michael	Ablett	-	29/12/1991	Male	12	01/09/2003	Single Registration	English	Unsought	false	Not a Boarder	-	-



More Information:

Specifying the School Census Folder on page 10

Transferring a Report to a Spreadsheet on page 26

Printing a Report

The generated report is displayed in your web browser.

IMPORTANT NOTE: Any printed reports containing a pupil/student'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:

8207213_SC2_820LL12001_Summary_Report.html.

School Census Collection: Summer 2012

Version 2012.1.0 - Released: 9 September 2011

There are 0 errors and 1 queries.

A. School Characteristics

Summary for: Grimes Special School

LA Code: 820 **Establishment Number:** 7213

School Address and Postcode:
Grimes Special School
Monk Lane
East Town
SL4 5NP

Telephone Number: 854534

Email Address: Grimes.Special@school.com

Phase:

Type:

Governance: CO

Intake Type: SPEC

Gender of Entry: C

Gender of Sixth Form: C

Lowest National Curriculum Year Group: N2

Highest National Curriculum Year Group: 14

B. Number of Pupils on roll by Age, Gender and Mode of Attendance

Age	Date of Birth	Number of pupils			
		Full-time		Part-time	
		Male	Female	Male	Female
19 or over	31/8/91 or earlier	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 24*
- Transferring a Report to a Spreadsheet on page 26*
- Authorising the School Census Return on page 29*
- Deleting an Unauthorised Return on page 31*

Editing an Unauthorised Return

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

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:

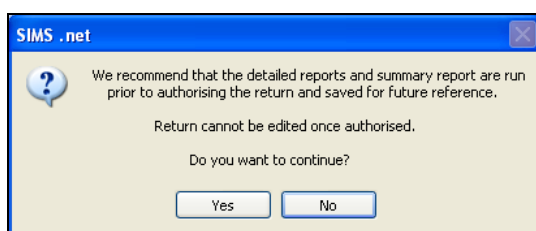
- Specifying the School Census Folder on page 10*
- Specifying the Security Message for Reports on page 11*
- Creating and Validating a School Census Return on page 19*
- Producing Detail Reports on page 23*
- Producing the Summary Report on page 26*

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.

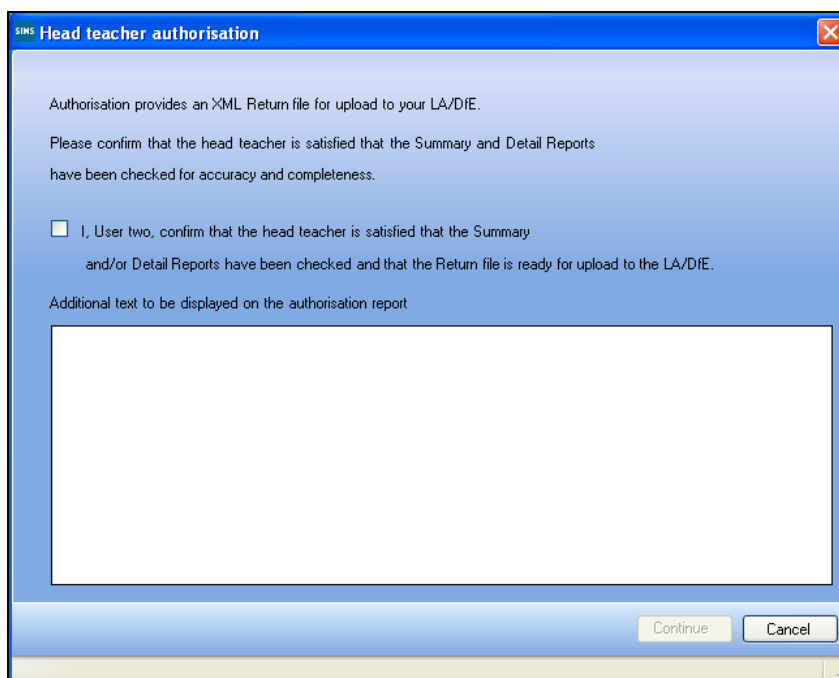
1. Click the **Authorise** button.

A message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.



2. 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.



3. 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.

4. 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.

5. 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 Detail Reports on page 23

Producing the Summary Report on page 26

Copying a School Census Return on page 31

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 31

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.

04/ Creating and Validating the Summer 2012 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.

Index

A

- access rights 5
- authorising
 - school census 29

C

- calculating all details 13
- census details
 - checking details 2, 12
 - editing description 2, 12
- checking
 - census details 2, 12
 - school information 12
- configuring
 - school census defaults..... 10
- copying
 - a school census return 31
- creating
 - and validating the return 19
 - the return..... 9

D

- default folder
 - defining 10
- deleting
 - a school census return 31
 - temporary web browser files 26
- description
 - editing census description..... 2, 12
- detail reports
 - generating..... 24

- producing 23
- transferring to a spreadsheet 26

E

- editing
 - an unauthorised return 28
 - census description 2, 12
 - school details 12
- errors
 - resolving 20
- exclusions report 23

F

- failures
 - resolving 20
- free school meals report 24

H

- hours at setting
 - no values entered 17
 - updating..... 2, 14

L

- leavers basic details report 23
- loading
 - school census files 19

N

- new return
 - starting 9

O

- on-roll basic details report 23
- overview
 - producing the return 3

P

permissions 5

preparation

- checking data 7
- minimum version of SIMS 6
- permissions 5

printing

- summary report 25
- validation errors summary 20

producing

- detail reports 23
- summary report 26
- the return 9

Q

queries

- resolving 20

R

reporting

- deleting temporary files 26

reports

- exclusions report 23
- free school meals report 24
- generating detail reports 24
- leavers basic details report 23
- on-roll basic details report 23
- producing detail reports 23
- SEN report 24
- specifying security message 11

resolving

- errors and queries 20

return

- creating 9

S

school census

- authorising 29
- copying a return 31
- create & validate 19
- deleting a return 31
- submitting 30

school census return

- configuring the storage folder 10
- creating 9

school details

- editing 12

school information

- checking 12

security

- deleting temporary files 26
- specifying security message 11

SEN report 24

starting

- new return 9

steps to producing the return

- flowchart 3

submitting the return 30

summary report

- printing 25
- producing 26

T

temporary web browser files

- deleting 26

transferring

- detail report to a spreadsheet 26

the return.....	30
U	
unauthorised return	
editing	28
updating	
hours at setting.....	2, 14
uploading the return	30
V	
validating school census	19
validation errors	
resolving	20