

SIMS

# Preparing for the School Census Spring 2012 Return

English Secondary/Middle deemed  
Secondary Schools

Applicable to 7.142 onwards

**Preparation**



**CAPITA**

## Revision History

Version	Change Description	Date
Spring 2012 – 1.0	Initial Release	14/11/2011

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

# C Contents

<b>01</b>	<b>Introduction .....</b>	<b>1</b>
	<b>Introduction .....</b>	<b>1</b>
	<b>How has the School Census Spring Return Changed Since Last Year? .....</b>	<b>2</b>
	<b>Permissions Required .....</b>	<b>4</b>
	<b>What Version of SIMS is Required? .....</b>	<b>5</b>
	<b>Importing Filesets .....</b>	<b>5</b>
	<b>Before Importing the Revised Files .....</b>	<b>6</b>
	<b>Importing the Revised Files .....</b>	<b>7</b>
	<b>Overview of the School Census Spring 2012 Return Process .....</b>	<b>9</b>
<b>02</b>	<b>Carrying out a Dry Run .....</b>	<b>11</b>
	<b>Why Carry out a Dry Run? .....</b>	<b>11</b>
	<b>The Dry Run Process .....</b>	<b>11</b>
	<b>Creating and Validating the Return .....</b>	<b>13</b>
	<b>Producing Detail Reports .....</b>	<b>15</b>
<b>03</b>	<b>Preparing School Level Information .....</b>	<b>17</b>
	<b>Checking Establishment Details .....</b>	<b>17</b>
	<b>Checking Address, Telephone and Email Information .....</b>	<b>19</b>
	<b>Collating Admission Appeals Information .....</b>	<b>20</b>
<b>04</b>	<b>Preparing Student Level Information .....</b>	<b>21</b>
	<b>Checking/Correcting Student Details .....</b>	<b>21</b>
	<b>Updating Information Using the Bulk Update Routine .....</b>	<b>21</b>
	<b>Recording Leavers and Re-Admissions .....</b>	<b>25</b>
	<b>Recording a Leaver .....</b>	<b>25</b>
	<b>Re-Admitting a Student .....</b>	<b>27</b>
	<b>Deleting Unwanted Student Records .....</b>	<b>28</b>
	<b>Checking/Correcting a Student's Basic Details .....</b>	<b>28</b>

	<b>Recording a Student’s Change of Surname .....</b>	<b>29</b>
	<b>Checking/Correcting Registration Details.....</b>	<b>30</b>
	<b>Checking/Correcting Enrolment Status, Admission Date, Year Taught In and Boarder Status.....</b>	<b>30</b>
	<b>Checking/Correcting UPNs.....</b>	<b>31</b>
	<b>Checking/Correcting Unique Learner Numbers.....</b>	<b>33</b>
	<b>Checking/Correcting Part-Time Student Information .....</b>	<b>34</b>
	<b>Checking/Correcting the National Curriculum Year Group ....</b>	<b>35</b>
	<b>Checking Home Address Information.....</b>	<b>40</b>
	<b>Checking Free School Meals Eligibility .....</b>	<b>42</b>
	<b>Checking/Correcting Ethnic and Cultural Information .....</b>	<b>43</b>
	<b>Checking/Correcting Additional Information .....</b>	<b>44</b>
	<b>Checking/Correcting the Service Children in Education Indicator.....</b>	<b>44</b>
	<b>Checking/Correcting Connexions Assent .....</b>	<b>44</b>
	<b>Checking/Correcting Welfare Information.....</b>	<b>45</b>
	<b>Checking/Correcting Disability Information .....</b>	<b>46</b>
	<b>Checking/Correcting In Care Details for Excluded Students .</b>	<b>47</b>
	<b>Checking/Correcting Special Educational Needs Information .....</b>	<b>50</b>
	<b>Preparing Exclusions Information.....</b>	<b>52</b>
	<b>Recording an Exclusion .....</b>	<b>53</b>
	<b>Preparing Attendance Information .....</b>	<b>56</b>
	<b>Checking/Correcting Hours for Nursery Children.....</b>	<b>57</b>
<b>05</b>	<b>What Next? .....</b>	<b>59</b>
	<b>Where Can I Get More Information? .....</b>	<b>59</b>
	<b>Index.....</b>	<b>61</b>



# School Census Spring 2012 Preparation Check List

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

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data. For more information, please see <i>Permissions Required</i> on page 4.
<input type="checkbox"/>	Upgrade to the SIMS 2011 Autumn Release (SIMS 7.142) or later as soon as possible to enable dry runs to be carried out. For more information, please see <i>What Version of SIMS is Required?</i> on page 5.
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported. For more information, please see <i>Importing Filesets</i> on page 5.
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated. For more information, please see <i>Carrying out a Dry Run</i> on page 11.
<input type="checkbox"/>	Check School Level information. For more information, please see <i>Preparing School Level Information</i> on page 17.
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded, and that any student records created in error have been deleted. For more information, please see: <i>Recording Leavers and Re-Admissions</i> on page 25 <i>Deleting Unwanted Student Records</i> on page 28.
<input type="checkbox"/>	Check the student's basic details, e.g. name, date of birth, gender, etc. For more information, please see <i>Checking/Correcting a Student's Basic Details</i> on page 28.
<input type="checkbox"/>	Check the student's various registration details, e.g. enrolment status, admission date year taught in, UPN, part-time information, etc. For more information, please see <i>Checking/Correcting Registration Details</i> on page 30.
<input type="checkbox"/>	Check the students home address information. For more information, please see <i>Checking Home Address Information</i> on page 40.
<input type="checkbox"/>	Check the student's eligibility for free school meals. For more information, please see <i>Checking Free School Meals Eligibility</i> on page 42.
<input type="checkbox"/>	Check the student's ethnic and cultural information. For more information, please see <i>Checking/Correcting Ethnic and Cultural Information</i> on page 43.

**School Census Spring 2012 Preparation Check List**

Complete	Description
<input type="checkbox"/>	<p>Check the information recorded in the <b>Additional Information</b> panel, e.g. Connexions Assent and service children in education.</p> <p>For more information, please see <i>Checking/Correcting Additional Information</i> on page 44.</p>
<input type="checkbox"/>	<p>Check the information recorded in the <b>Welfare</b> panel, e.g. disability and In Care details (<b>applicable to students with exclusions only</b>).</p> <p>For more information, please see <i>Checking/Correcting Welfare Information</i> on page 45.</p>
<input type="checkbox"/>	<p>Check Special Educational Needs information.</p> <p>For more information, please see <i>Checking/Correcting Special Educational Needs Information</i> on page 50.</p>
<input type="checkbox"/>	<p>Check exclusions information.</p> <p>For more information, please see <i>Preparing Exclusions Information</i> on page 52.</p>
<input type="checkbox"/>	<p>Check attendance data.</p> <p>For more information, please see <i>Preparing Attendance Information</i> on page 56.</p>
<input type="checkbox"/>	<p>If applicable to your school, check the Hours at Setting and Funded Hours for 2, 3 and 4 year olds.</p> <p>For more information, please refer to the Primary version of this guide, which is available on our SupportNet website (<a href="http://support.capitaes.co.uk">http://support.capitaes.co.uk</a>) by entering CENSUS12 in the <b>Site Search</b> field on the SupportNet Home page then clicking the <b>Go</b> button.</p>

Notes

# 01 | Introduction

## Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Spring 2012 Return.

The information in this guide applies to all LA maintained Secondary schools and Middle deemed Secondary schools. It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs).

Where the information relates to a specific school phase, it is indicated in red, e.g. **Applicable to Middle deemed Secondary schools only.**



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

---

## How has the School Census Spring Return Changed Since Last Year?

Changes to the School Census Spring Return include the following:

### Items Removed from the Spring Census

The following items are not collected in any School Census 2012 Return:

- Gender on entry to school
- Gender on entry to Sixth Form
- Class Activity
- Source of Ethnicity
- Source of Service Children
- In Care information, except for those with exclusions
- Parental Contacts
- Mode of Travel
- Gifted and Talented.

### Census Details Panel

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

### Update Hours for Nursery Children Panel

*Applicable to schools with 2, 3 and 4 year olds only*

For the first time, all schools, except City Technology Colleges, Academies 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 Autumn 2011 Return.

- **Update Hours for Nursery Children** panel
  - The previously named **Update Hours at Setting** panel has been renamed **Update Hours for Nursery Children**.
  - A **Funded Hours** column has been added to the individual 2, 3 and 4 year old grids. By default, no values are displayed in the **Funded Hours** column, as this is the first time that it is being collected.
  - The **Age at date** is displayed on the **Update Hours for Nursery Children** panel.

- **Update Hours for <age> year olds** page
  - The previously named **Update Hours at Setting for <age> year olds** panel has been renamed **Update Hours for <age> year olds**.
  - 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.

## Classes Panel

The **Activity** column (previously displayed on the right-hand side of the **Year Actual** column), has been removed, as the data is not required for Secondary and Middle deemed Secondary schools.

## Attendance Code Changes

- **Code D: Dual Registration**

The statistical meaning of the session registration code **D** in England has been changed from **Approved Educational Activity** to **Attendance not required**.

Code	Brief Description	Statistical Meaning	Physical Meaning
<b>D</b>	Dual registration (i.e. attending other educational establishment)	Attendance not required	Out for whole session

Each school only marks the register, present or absent, for the sessions that the student is due to attend their school. The remaining session(s) when the student is attending another school should be recorded using code **D**.

The change to the statistical meaning ensures that when a student is marked as **D** at their home school, the mark is not included in the percentage of present marks. Only the school at which the student is actually educated is responsible for recording and reporting their session attendance to the LA.

A student's percentage attendance can be viewed via **Focus | Student | Student Teacher View**.

- **Code Y: Unable to Attend due to Exceptional Circumstances**

The description of the **Y** code has changed from Enforced Closure to Enforced/Partial Closure (i.e. Exceptional Circumstances).

The **Y** code can be used where a student is unable to attend school because:

- the school site, or part of it, is closed due to an unavoidable cause.
- the transport provided by the school or a Local Authority is not available and where their home is not within walking distance.
- a local or national emergency has resulted in widespread disruption to travel, which has prevented the student from attending school.



*NOTE: Whole or partial school closures that are known or planned in advance, e.g. half-terms, bank holidays, use as a polling station, curriculum planning/training, etc. should be recorded using code #.*

Y codes are collected as part of the School Census Spring 2012 but are excluded from possible sessions. All census reports reflect this change.

## Contact Details Report

The Contact Details report has been removed, as the data is no longer collected.

## 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 one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

### Editing and Preparing Data

Users who edit and prepare data must have permissions to access other areas of SIMS, e.g. student details, school details, etc. These users will need to be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

### Importing Filesets

A fileset contains the files used to determine the information to be collected in the return. It also enables updates to the Validation Errors Summary and the Summary report (both derived from files supplied by the Statutory Body) and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

It is therefore essential that the correct fileset is imported. The correct fileset can be identified by its accompanying number.

To use the Import Fileset functionality (via **Tools | Setups | Import | Fileset**), you must be a member of one of the following user groups in System Manager:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import fileset functionality, please see *Importing Filesets* on page 5.

## 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.

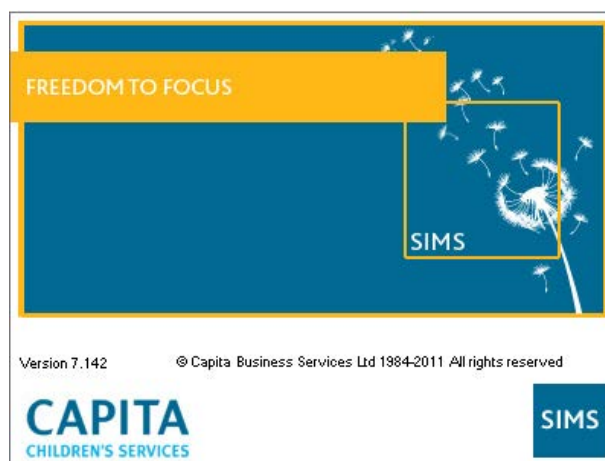
For a list of the permissions available for each release, please refer to the applicable permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

## What Version of SIMS is Required?

In order to run the School Census Spring 2012 Return, you must have the SIMS 2011 Autumn Release (7.142) 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 7.142 or later.



## Importing Filesets

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

A fileset contains the following:

- Files used to determine the information to be collected in the return
- Updates to the Validation Errors Summary (derived from files supplied by the Statutory Body)
- Updates to the Summary report (derived from files supplied by the Statutory Body)
- Updates to detail reports  
SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS upgrade process.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS by the Personnel Officer, Returns Manager or System Manager between SIMS releases. For more information, please see *Permissions Required* on page 4.



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

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



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

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

## Before Importing the Revised Files

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

If the connection is unsuccessful, check the following details:

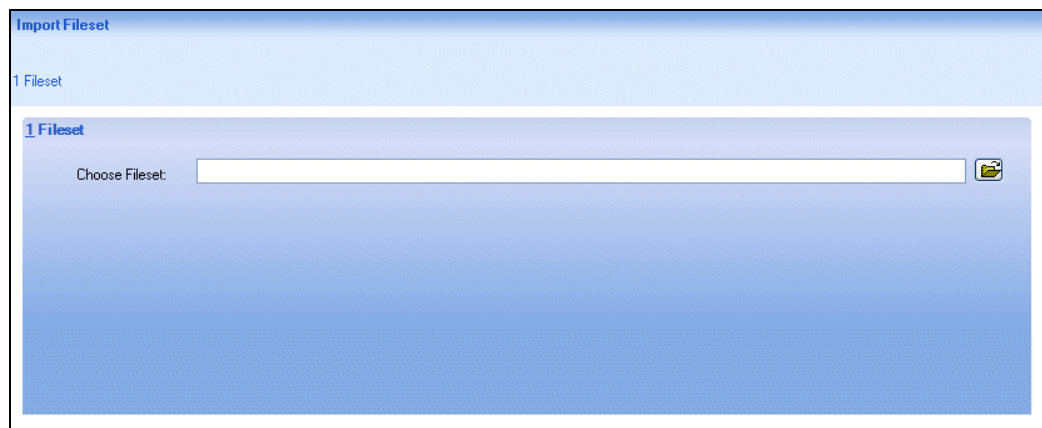
- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that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

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

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

## Importing the Revised Files

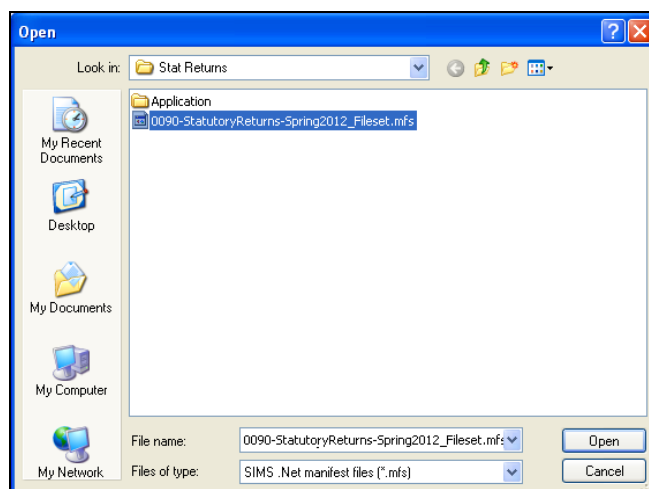
1. If revised files are supplied, download the required .ZIP file from SupportNet to a folder of your choice. The SupportNet resource number is quoted in the associated news item.
2. Unzip the .ZIP file to a folder of your choice.
3. In SIMS, select **Tools | Setups | Import Fileset** to display the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



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



*NOTE: The following graphics show example data only.*



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



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



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

7. Click the **Import Fileset** button to import the fileset into the DMS. When the import process is finished, **Import complete** is displayed at the bottom left-hand side of the **Fileset** panel.
8. After installing the fileset, re-open SIMS to ensure that the new data takes effect.
9. Run the return in the usual way.



**NOTE:** A fileset can be re-imported if, for example, during the previous import the data corrupted.

## Overview of the School Census Spring 2012 Return Process

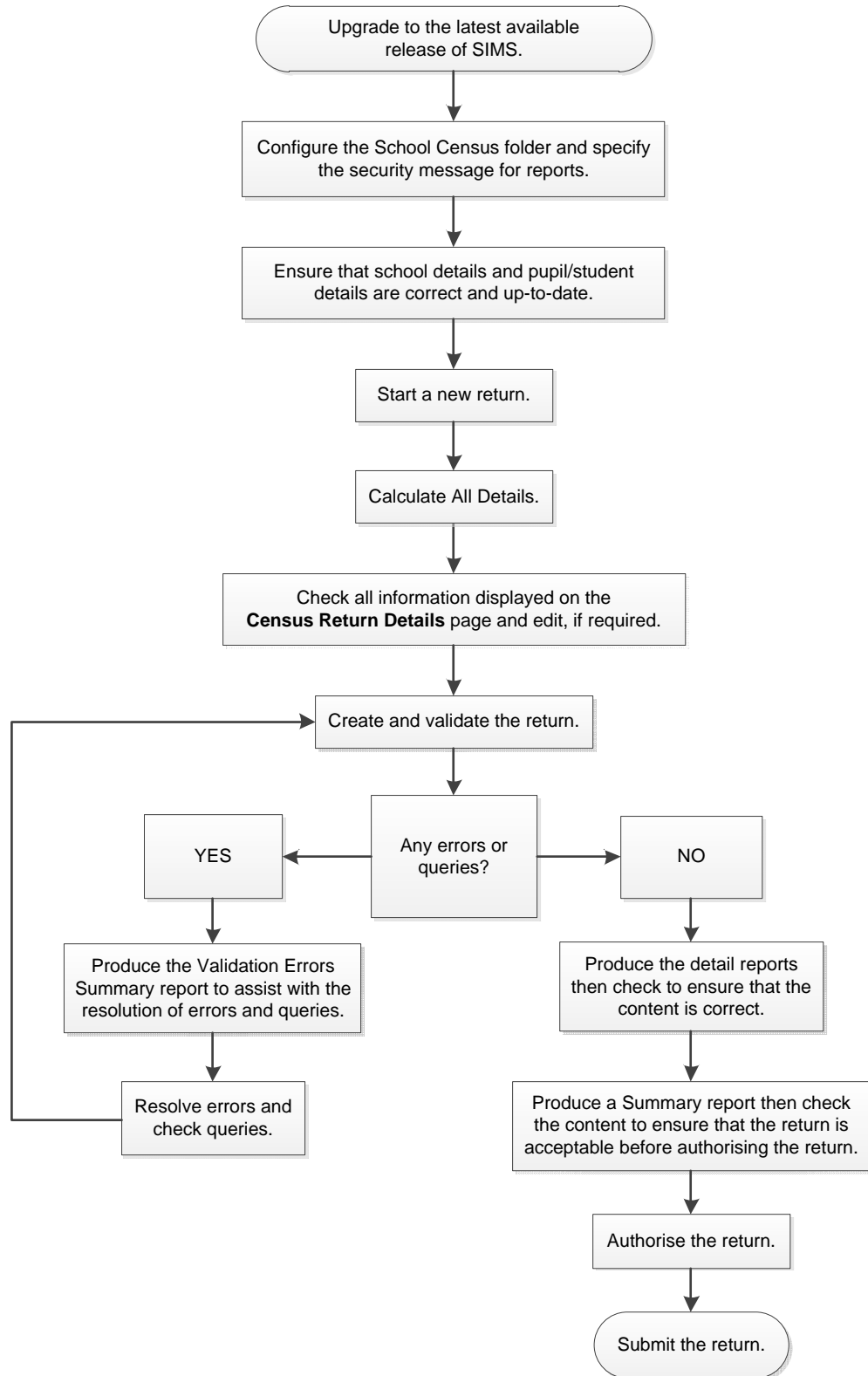
The following list provides a brief outline of the steps involved in producing the School Census Spring 2012 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check that the data is up-to-date.

1. Upgrade to the SIMS 2011 Autumn Release (SIMS 7.142) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant student and school data exists in SIMS and that it is complete and correct. Use the SIMS Bulk Update routine (**Routines | Student | Bulk Update**) to correct missing/invalid data as required.
4. Complete the required information on the **Census Return Details** page.
  - Enter non-student data.
  - If SIMS Attendance is not in use, enter attendance information.
5. Create and Validate the return.
6. Resolve any validation errors/queries then create and validate the return again.

Repeat the resolving of errors/queries and the creating and validating the return routine until you are satisfied that the content of the return is correct.

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

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



# 02 | Carrying out a Dry Run

## Why Carry out a Dry Run?

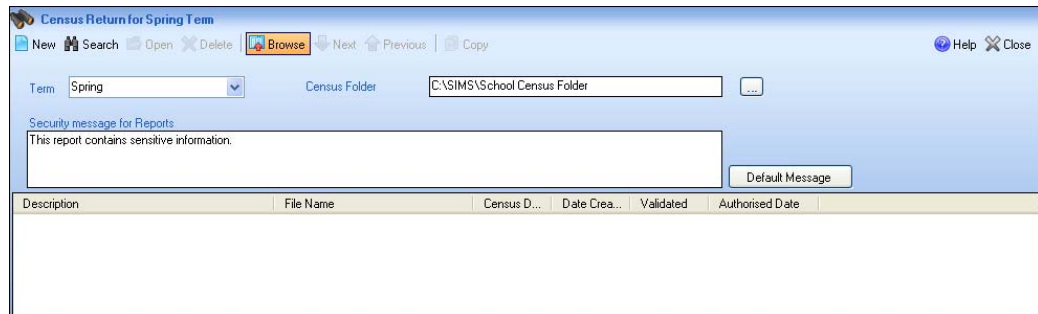
When the SIMS 2011 Autumn Release (SIMS 7.142) has been installed, you can carry out one or more dry runs of the School Census Spring 2012 Return.

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

Whilst a significant number of errors may be generated, many of the errors that relate to students, e.g. language, SEN provision type, etc. can be fixed quickly using the Bulk Update functionality. For more information, please see *Updating Information Using the Bulk Update Routine* on page 21.

## The Dry Run Process

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



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



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

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

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

- By default, the return **Description** is displayed as **School Census Spring 2012**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Spring12Test.
- In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
- If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.



#### More Information:

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

## Creating and Validating the Return

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

Type	Sequence	Message	Location	Solution
F	140	No completion times provided		# Go to link "Survey C...
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to FocusStudent...
F	11017	CompleterRole must be present	CompleterRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NYearActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to FocusStudent Student Details Registration panel an...
Q	6009Q	Please check: Sessions Attended is 0	UPN : F820200106106   Surname : Gorman   Forename : Micha	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102   Surname : Flowers   Forename : Lilly	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100   Surname : Cerqueira   Forename : Pedr	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097   Surname : Bukolt   Forename : Krystal	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096   Surname : Bradshaw   Forename : Jonn	# Go to Focus   Attendance (or Lesson Monitor)   Deal with M...

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

To assist in the resolution of any errors and queries:

- Use the **Validation Search** to display the 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, Haryl   Date of Birth: 1994-11-11, Male   UPN:	# Go to Focus   Student Details   Registration panel and edit
F	1500	UPN missing	Name: Major, John   Date of Birth: 1994-10-03, Male   UPN:	# Go to Focus   Student Details   Registration panel and edit
F	1710	Source of pupil's ethnic group is missing or invalid	Name: Blackmore, Tyrone   Date of Birth: 1995-03-02, Male   UPN:	# Go to Focus   Student Details   Ethnic/Cultural panel and edit
F	1855	Child's Hours at Setting not provided or out of the range 0 - 25.0	Name: O'Connor, Marcl   Date of Birth: 2007-02-08, 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 Details   Registration panel and edit
F	11035	NYearsActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus   Student Details   Registration panel and edit
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096   Surname : Bradshaw   Forename : Jonn	# Go to Focus   Attendance   Attendance (or Lesson Monitor)   Deal with Missi
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 : Kustul	# Go to Focus   Attendance (or Lesson Monitor)   Deal with Missi

- 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	11035	NYearsActual must be present	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to link "Survey Completion" panel, and make sure there is a
F	1542	Pupil actual year group not a recognised value	UPN : D820200106043   Surname : Smiles   Forename : Sophie	# Go to Focus   Student Details   Student Details Registration panel and edit
Q	6009Q	Please check: Sessions Attended is 0	UPN : P820200106013   Surname : Edwards   Forename : Fiona	# Go to Focus   Attendance (or Lesson Monitor)   Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : P820200106013   Surname : Edwards   Forename : Fiona   Date of Birth : 2003-03-03   Gender : F   Sessions Attended : 0	# Go to Focus   Attendance (or Lesson Monitor)   Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : Q820200106004   Surname : Bradbury   Forename : Chris	# Go to Focus   Attendance (or Lesson Monitor)   Deal with Missi
Q	6009Q	Please check: Sessions Attended is 0	UPN : H820200106007   Surname : Burns   Forename : Janet   D	# 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.

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

If at any point you wish to hide the list of errors and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Many of the student related errors generated can be fixed quickly using Bulk Update (**Routines | Student | Bulk Update**). For more information, please see *Updating Information Using the Bulk Update Routine* on page 21.



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

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

Once the return has been created and validated, the reports can be run.

## Producing Detail Reports

Detail Reports can be used to check the data stored in SIMS that has been used to create the return.

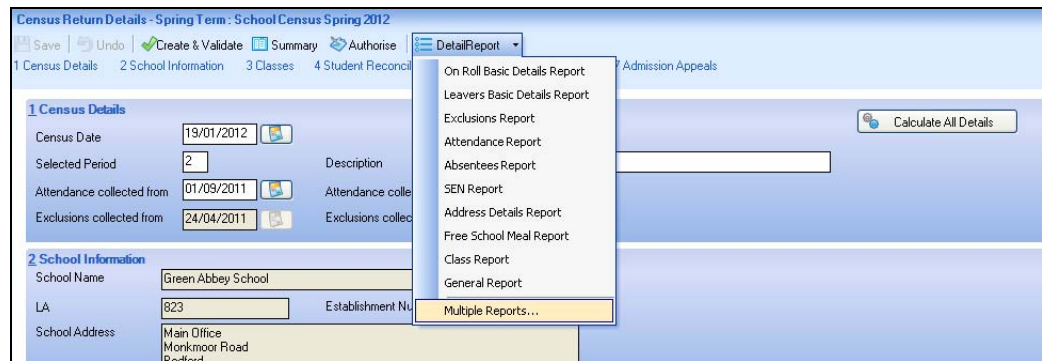
The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Report
- Class Report
- General Report.

## Generating Detail Reports

To select a single detail report:

Select the required report from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.



To select multiple detail reports:

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

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



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

 **Completed**

# 03 | Preparing School Level Information

## Checking Establishment Details

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

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

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

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

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

**1 Establishment**

School Name: Green Abbey School

LA: 923 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number:

School Phase: Secondary

School Type: Comprehensive all-through 11-18

School Governance: Community

Intake Type: Comprehensive

Boarding Pupils:

Nursery Class:

Special Class or Unit:

Head Teacher: Mr Adrian Blacker

Main Contact: Mr Adrian Blacker

Curriculum Years: 7 / 13

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

Gender on entry to 6th form: Coeducational

NC Year Start Date (dd/mm): 1 / 9

School Specialism:

- Arts
- Business and Enterprise
- Engineering
- Humanities

Extended Services:

- Before school childcare and/or activities for school-age children (term-time)
- After school childcare and/or activities for school-age children (term-time)
- Childcare and/or activities, for school-age children during school holidays
- Childcare integrated with a nursery education place for three and four year ol...

No. of Childcare Places: 0

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



**NOTE:** Academies should select **Academies** from the **School Type** and **Governance** drop-down lists.

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



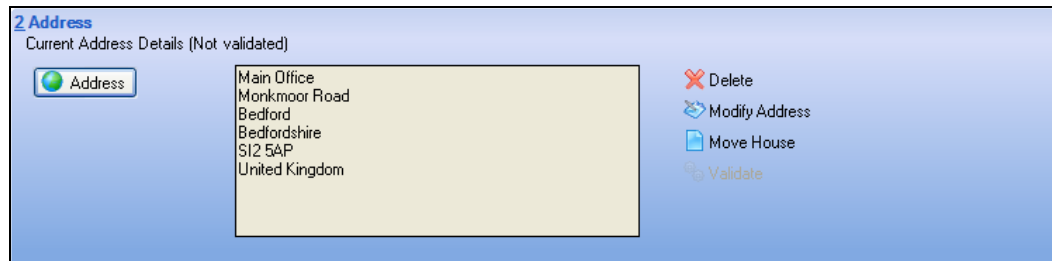
**NOTE:** The **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Team for assistance.

**Completed**

## Checking Address, Telephone and Email Information

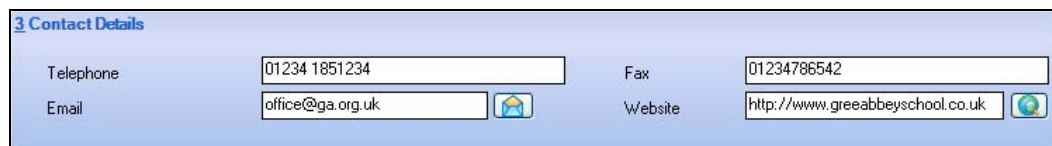
The following school contact details are collected for the School Census Spring 2012 Return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- **Address Information** (including Post Code)
  - **Email Address**
  - **Telephone Number**
1. Select **Focus | School | School Details** to display the **School Details** page.
  2. Click the **Address** hyperlink to display the **Address** panel.



Ensure that the school address is correct and complete.

3. If necessary, click the **Modify Address** button then make the required changes.
  - A **Building Name** or **Building Number** should be included in the address to avoid errors. If appropriate, Main Office can be entered in the **Building Name** field.
  - Ensure that a **Post Code** is entered.
4. Click the **Contact Details** hyperlink to display the **Contact Details** panel.



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

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

 **Completed**

## Collating Admission Appeals Information

Applicable to Foundation, Voluntary Aided schools and Academies only



**NOTE:** Academies that were Voluntary Aided or Foundation Schools at the time that the appeals were logged should complete this panel.

The admissions appeals information is collected from only Secondary/Middle deemed Secondary schools that are responsible for their own admission appeals. These are Voluntary Aided and Foundation schools.

Data is required for appeals where a refusal to admit a student into the school was for a place during the academic year 2010/2011.

The following admission appeals information is collected for the return:

- Admission Appeals Logged
- Admission Appeals Withdrawn
- Admission Appeals Heard by Independent Admissions Committee
- Admission Appeals Upheld by Independent Admissions Committee
- Admission Appeals Rejected by Independent Admissions Committee.

Admission appeals are dealt with by the LA and consequently there is no specific functionality in SIMS relating to this area of admissions. Therefore, the information must be entered manually in the **Admission Appeals** panel when completing the School Census Spring 2012 Return (via **Routines | Statutory Returns | School Census**).

9 Admission Appeals		Independent Admissions Committee	
If you are a Foundation or Voluntary Aided school complete this section			
Lodged	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

Ensure that the admission appeals information is easily accessible to the member of staff who will be completing the return.

**Completed**

# 04 | Preparing Student Level Information

## Checking/Correcting Student Details

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

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



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

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

The following sections provide additional information and specific instructions on checking and completing Student Level data. Some of this data can be checked/updated using the Bulk Update routine. For more information, please see *Updating Information Using the Bulk Update Routine* on page 21.

If you have already upgraded to the SIMS 2011 Autumn Release (SIMS 7.142), it is strongly recommended that one or more dry runs are carried out in order to identify the validation errors and queries that need to be resolved. For more information, please see *Carrying out a Dry Run* on page 11.

## Updating Information Using the Bulk Update Routine

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

This can be achieved using Bulk Update. This functionality enables you to search for missing or invalid data and then update in bulk. For example, it is possible to search for all students who do not have a First Language recorded against their name. From the students found, a value can be assigned to all or several students. This prevents the need to enter/change values manually for individual students.

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

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

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

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

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

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

Group Type	Group	Data Item	Comment
First Language	<NONE>	First Language	Identifies students who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Statemented	SEN Provision Type	Lists students with a SEN Status of S enabling the SEN Provision to be selected.
SEN Status	School Action Plus	SEN Provision Type	Lists students with a SEN Status of P enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Connexions Assent	Searches for any students who do not have a value selected in the <b>Connexions Assent</b> drop-down. This must be completed for the School Census.

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

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

Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi/Fa...	Albanian/Sh...	Alur	Ambo/Dshiw...	Amharic	Arngit
Abbey, Jimmy	8	English										
Abbot, Claire	9	English										
Abbot, Clarissa	11	English										
Abbot, Hannah	7	English										
Abbot, James	10	English										
Abbot, Susan	8	English										
Abdelkoder, Mohamed	12	English										
Able, Benjamin	11	English										
Abu-Koash, Frederik	11	Serbian/Croatian/...										
Ackroyd, Marc	10	English										
Ackroyd, Mary	10	English										
Adair, Geoffrey	11	English										
Adams, James	12	English										
Adams, Kathryn	9	English										
Adams, Louise	11	English										
Adams, Melanie	7	English										
Adams, Owen	12	English										
Addison, Avie	11	English										
Addison, Graham	11	English										
Addison, Millie	10	English										
Adey, Marc	10	English										
Adkins, Richard	7	English										
Agathocleous, George	11	Greek										
Agathocleous, Sulvina	11	Greek										
Ahmad, Arfa	11	Urdu										
Ahmed, Mohan	11	English										
Ainsworth, Alison	7	English										
Ainsworth, Zoe	8	English										
Aikken, Nigel	11	English										
Akhtar, Amanat	11	Urdu										
Akhtar, Mina	11	Urdu										
<b>Total</b>	916	916	0	0	0	0	1	1	0	0	0	



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

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

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

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

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

All the cells within that column are populated with ticks.

Name	Year Group	Assigned	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Biri	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ew...
Abbey, Jimmy	8	English						✓				
Abbot, Claire	9	English						✓				
Abbot, Clarissa	11	English						✓				
Abbot, Hannah	7	English						✓				
Abbot, James	10	English						✓				
Abbot, Susan	8	English						✓				
Abdelkoder, Mohamed	12	English						✓				
Able, Benjamin	11	English						✓				
Abu-Koash, Fredenik	11	English						✓				
Ackroyd, Marc	10	English						✓				
Ackroyd, Mary	10	English						✓				
Adair, Geoffrey	11	English						✓				
Adams, James	12	English						✓				
Adams, Kalbu...	9	English						✓				

2. Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. Marc Ackroyd's first language is Dutch.

Name	Year Group	Assigned	Dutch/Flemi...	Dzongkha/B...	Ebira	Edo/Biri	Efik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ew...
Abbey, Jimmy	8	English						✓				
Abbot, Claire	9	English						✓				
Abbot, Clarissa	11	English						✓				
Abbot, Hannah	7	English						✓				
Abbot, James	10	English						✓				
Abbot, Susan	8	English						✓				
Abdelkoder, Mohamed	12	Pahari (Pakistan)										
Able, Benjamin	11	English						✓				
Abu-Koash, Fredenik	11	English						✓				
Ackroyd, Marc	10	Dutch/Flemish	✓									
Ackroyd, Mary	10	English						✓				
Adair, Geoffrey	11	English						✓				
Adams, James	12	English						✓				
Adams, Kalbu...	9	English						✓				

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

## Bulk Updating Data for a Selection of Students

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

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

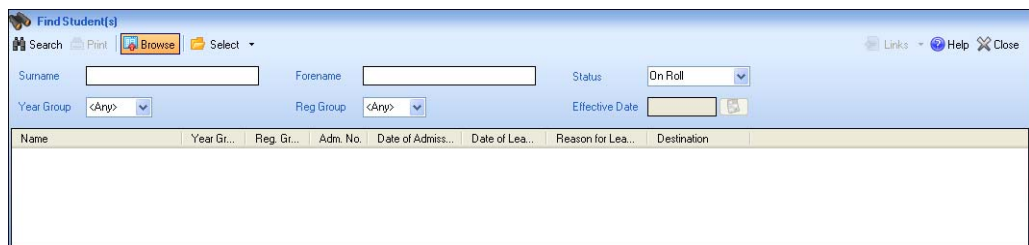
## Recording Leavers and Re-Admissions

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

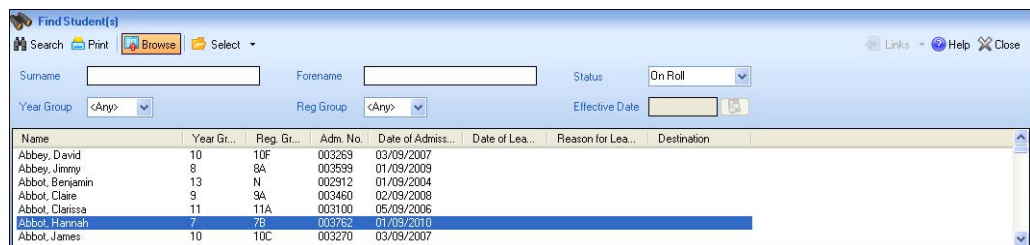
The accuracy of student numbers can be checked by running the Population Analysis (Dated) report (**Reports | Run Report – Focus – Student**). This is a predefined report that gives a breakdown of the number of students (including figures by gender) for each registration group in each year, together with a grand total.

### Recording a Leaver

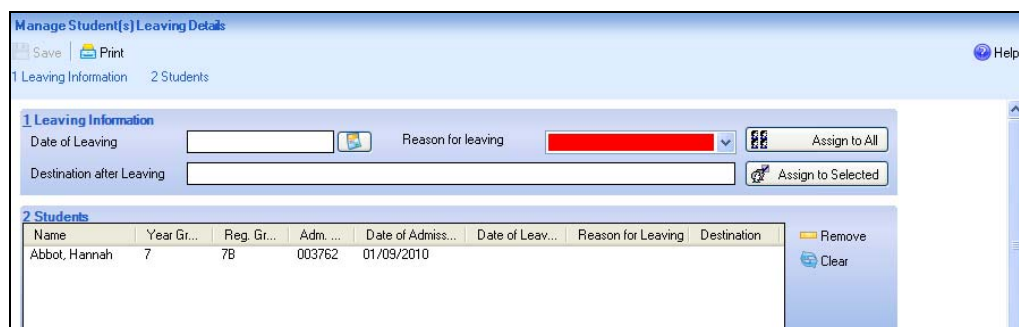
1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.



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



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



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

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



**IMPORTANT NOTE:** It is recommended that Year 11 students are not given a **Date of Leaving** until it is confirmed that they will actually be leaving the school at the end of the Summer term and are not returning to Year 12.

For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their **Date of Admission** to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.

<b>Leaving Information</b>			
Date of Leaving	<input type="text" value="21/07/2010"/>	Reason for leaving	Junior/Primary to Secondary Pt
Destination after Leaving	<input type="text"/>		Assign to All
			Assign to Selected

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

**Completed**

## Re-Admitting a Student

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



*NOTE: Do not simply remove the leaving date, as the student's period of absence from the school will not be recorded.*

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

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Click the **New** button to display the **Add Student** page. It is necessary to enter limited information here as you know that the person already exists.
3. Click the **Continue** button to display a list of **Matched People**, based on the criteria entered on the **Add Student** page.
4. Highlight the required student then click the **Open** button. The following warning message is displayed:

**The selected student is a leaver. Do you want to re-admit the student?**

5. Click the **Yes** button if you are certain that this is the student who should be re-admitted. Their details are displayed on the **Student Details** page.
6. Complete the mandatory fields (**Date of birth, Gender, Year Group, Enrolment Status, Year Taught In** and **Admission Date**) and check any other details that may have changed since they were last on-roll, such as their address.
7. Check that the original **UPN** is displayed.

If it did not previously exist, generated a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.

Select either the **Issue Permanent** or **Issue Temporary UPN** radio button then click the **OK** button to return to the **Registration** panel.

The temporary/permanent UPN is issued on save.

8. Click the **Save** button to re-admit the student.



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

**Completed**

## Deleting Unwanted Student Records

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



**IMPORTANT NOTE:** *The deletion is irreversible, therefore a student should only be deleted if they have been entered in error.*

**Completed**

## Checking/Correcting a Student's Basic Details

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

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
- **Middle Names**
- **Legal Surname** (mandatory information in SIMS)
- **Former Surname** (please see *Recording a Student's Change of Surname* on page 29)
- **Preferred Surname** (mandatory information in SIMS)
- **Gender** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS).

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

**1 Basic Details**

Legal Forename	James	Photograph	
Middle Name(s)	Edward		
Legal Surname	Abbot		
Preferred Surname	Abbot		
Preferred Forename	James		
Date of birth	27/04/1996		
Age	15 years, 5 months		
Gender	Male		
Birth Certificate Seen	<input type="checkbox"/>		<input type="button" value="History"/>

[Quick Note](#)

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return (listed previously).

If a legal change (rather than a correction) is made to the **Legal Forename, Middle Name(s) or Legal Surname**, a **Reason** and **Date of Change** must be recorded.

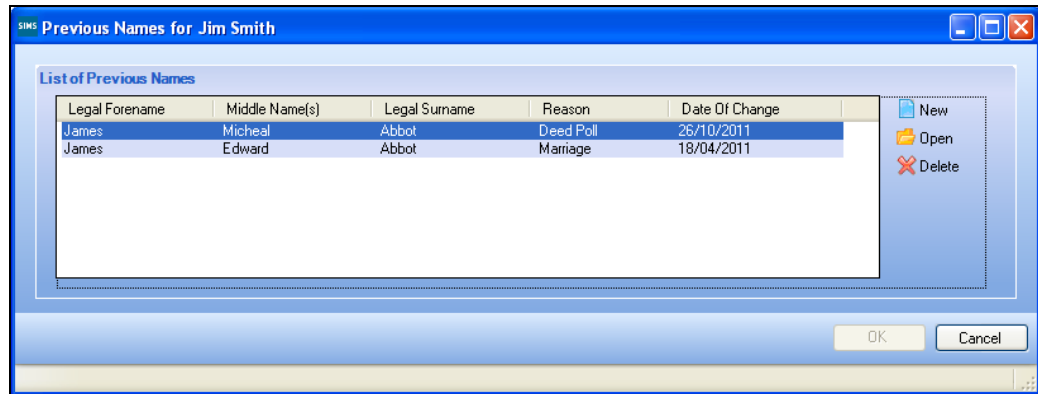
4. If you have made any changes, click the **Save** button.

## Recording a Student's Change of Surname

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

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

8. To view a list of the student's previous names, click the **History** button to display the **Previous Names for** dialog.



**Completed**

## Checking/Correcting Registration Details

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

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In** (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed).
- **Unique Learner Number**
- Part-Time Indicator
- **Year Taught In** (National Curriculum Year Group).

## Checking/Correcting Enrolment Status, Admission Date, Year Taught In and Boarder Status

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

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In** (mandatory information in SIMS)
- **Boarder Status.**

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

4. Check the student's **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
5. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
6. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. For more information, please see *Checking/Correcting the National Curriculum Year Group* on page 35.
7. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
8. Click the **Save** button.

 **Completed**

## Checking/Correcting UPNs

The following information is collected in the return:

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

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

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.

2. Search for then double-click the name of the required student to display the **Student Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

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

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



*Generate UPN button*

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

**Completed**

## Checking/Correcting Unique Learner Numbers

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

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

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

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

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

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

**☑ Completed**

## Checking/Correcting Part-Time Student Information

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

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

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

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

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be shown.
5. Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

6. Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.

7. Click the **Save** button to save any changes.



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

**Completed**

## Checking/Correcting the National Curriculum Year Group

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

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

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

There are three methods of checking this information in SIMS:

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

These methods are described in the following sections.

### Checking Individual Records:

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

The screenshot shows the '2 Registration' panel in SIMS. It contains the following fields and values:

Registration Group	N	House	Hooke				
Year Group	Year 12	Year Taught In	Curriculum Year 12				
Enrolment Status	Single Registration	Boarder Status					
Admission Date	01/09/2004	Admission Number	002912				
Former UPN		Attendance Mode	All day				
UPN	X820432104001	Local UPN					
Unique Learner Number	0123456789						
Part Time Details	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Start Date	End Date			<a href="#">New</a> <a href="#">Save</a> <a href="#">Cancel</a>
Start Date	End Date						
<input type="button" value="History"/>							

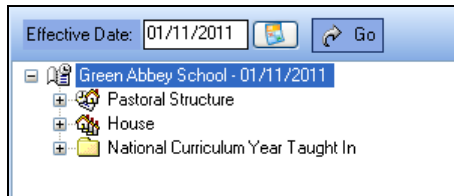
4. Check the **Year Taught In** to ensure that it is correct. If necessary, select the correct year from the drop-down list.



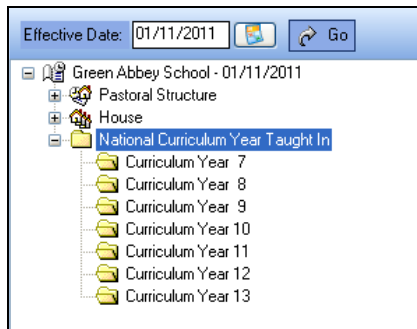
**NOTE:** Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

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

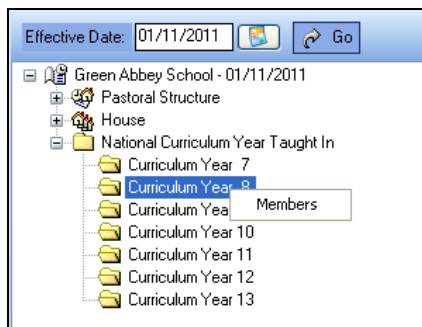
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



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



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



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

Effective Date Range  
 From effective date to end of the academic year  
 Over the whole academic year ( 01/09/2011 - 02/09/2012 )

Student Status  
 Students  
 Accepted Applications  
 Current Applications (Applied / Offered / Reserved)

Members

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Abbot, Hannah	Female	Year 8	8B	23/12/1998		✓					
Adams, Melanie	Female	Year 8	8D	06/06/1999		✓					
Adkins, Richard	Male	Year 8	8E	23/03/1999		✓					
Ainsworth, Alison	Female	Year 8	8C	28/05/1999		✓					
Andrews, Bethany	Female	Year 8	8E	16/01/1999		✓					
Aperen, Alex	Female	Year 8	8E	16/06/1999		✓					
Ashworth, Imogen	Female	Year 8	8C	13/03/1999		✓					
Atkinson, Bridget	Female	Year 8	8F	23/08/1999		✓					
Austin, Shannon	Female	Year 8	8D	17/03/1999		✓					
Barbut, Rachel	Female	Year 8	8B	14/02/1999		✓					
Barnard, Andrew	Male	Year 8	8E	14/04/1999		✓					
Total					0	15	0	0	0	0	0

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



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

The following graphic shows that one student is taught in Year **9**.

Effective Date Range  
 From effective date to end of the academic year  
 Over the whole academic year ( 01/09/2011 - 02/09/2012 )

Student Status  
 Students  
 Accepted Applications  
 Current Applications (Applied / Offered / Reserved)

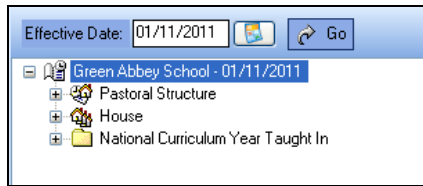
Members

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Aperen, Alex	Female	Year 8	8E	16/06/1999		✓					
Ashworth, Imogen	Female	Year 8	8C	13/03/1999		✓					
Atkinson, Bridget	Female	Year 8	8F	23/08/1999		✓					
Austin, Shannon	Female	Year 8	8D	17/03/1999		✓					
Barbut, Rachel	Female	Year 8	8B	14/02/1999		✓					
Barnard, Andrew	Male	Year 8	8E	14/04/1999		✓					
Barnstable, Tracy	Female	Year 8	8D	14/04/1999		✓					
Berrett, Rhys	Male	Year 8	8D	30/03/1999		✓					
Bond, Craig	Male	Year 8	8A	18/09/1998			✓				
Bones, Susan	Female	Year 8	8F	07/08/1999		✓					
Bouffet, Trinity	Female	Year 8	8C	31/01/1999		✓					
Total					0	15	2	0	0	0	0

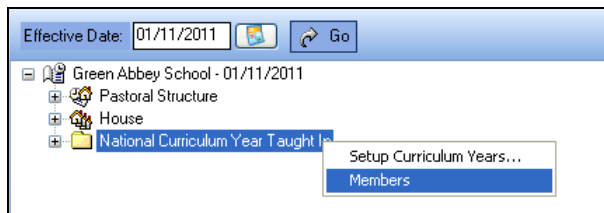
7. Make any further changes then click the **OK** button to close the dialog.
8. Repeat for the other curriculum years, if required.
9. Click the **Save** button.

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

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



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



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

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Abbey, Grenetta	Female	Year 7	7F	24/07/2000	✓						
Abbey, Jimmy	Male	Year 9	9A	17/04/1998			✓				
Abbot, Claire	Female	Year 10	10A	22/04/1997				✓			
Abbot, Clarissa	Female	Year 12	G	22/06/1995						✓	
Abbot, Hannah	Female	Year 8	8B	23/12/1998		✓					
Abbot, Jim	Male	Year 11	11C	27/04/1996					✓		
Abbot, Susan	Female	Year 9	9B	21/06/1998			✓				
Abdelkoder, Mohamed	Male	Year 13	P	15/03/1994							✓
Able, Benjamin	Male	Year 12	N	19/02/1995						✓	
Abrahams, Jacqui	Female	Year 7	7B	12/10/1999	✓						
Ackroyd, Marcus	Male	Year 11	11B	21/08/1996					✓		
Total					176	158	160	164	158	98	103

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

By default, the students are listed in alphabetical order by surname. Sorting the students in **Year Group** order assists in the finding of any students who do not have a year taught in specified.

5. Right-click the **Year Group** heading then select **Sort By** from the pop-up menu. Any students who have not been allocated a year taught in are displayed at the top of the list.

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Abbey, Grenetta	Female	Year 7	7F	24/07/2000							
Abrahams, Jacqui	Female	Year 7	7B	12/10/1999							
<b>Ackton, Bill</b>	<b>Male</b>	<b>Year 7</b>	<b>7A</b>	<b>11/06/1998</b>							
Ahmed, Ackmar	Male	Year 7	7E	29/12/1999	✓						
Akmal, Mohammed	Male	Year 7	7D	20/04/2000	✓						
Amiel, Tanzeel	Female	Year 7	7B	02/07/2000	✓						
Araujo, Hitesh	Male	Year 7	7E	06/02/2000	✓						
Aikwright, Deborah	Female	Year 7	7D	30/10/1999	✓						
Bartlet, Jeremy	Male	Year 7	7D	31/12/1999	✓						
Basra, Jill	Female	Year 7	7F	20/10/1999	✓						
Beresford, Diana	Female	Year 7	7F	19/07/2000	✓						
Total					176	158	160	164	158	98	103

6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
7. Make any required changes for the other students listed then click the **OK** button.

**Completed**

## Checking Home Address Information

Only a student's current home address is required for the Spring 2012 return. Where a student has multiple current addresses, these address details should also be recorded in SIMS, as they will be collected in the return.

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

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available).

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

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



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

5. If you have edited the address, click the **Save** button.
6. If the student has an additional current address, i.e. a **Second Home**, enter the additional address then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.

Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

**☑ Completed**

## Checking Free School Meals Eligibility

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

The free school meal eligibility **Start Date** must be entered, as this is the only mandatory information required for the School Census. An **End Date** is not mandatory for the census, but can be useful to enable reports to be produced that list when eligibility expires. To be included in the School Census, students must be eligible on census day. Therefore, the free school meal eligibility **End Date** must not be before the census date.

The **Meal Patterns** section is for information purposes only and does not need to be recorded. It is perfectly acceptable, for example, for a student to be eligible for free school meals, but to bring sandwiches (**PL** (packed lunch)) or to go home (**HO** (home)).

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

The screenshot shows the 'Dietary' panel in SIMS. It contains two main sections: 'Meal Patterns' and 'Eligible for Free Meals'. The 'Meal Patterns' section has a table with columns for Start Date, End Date, and days of the week (Mon-Fri). The 'Eligible for Free Meals' section has a table with columns for Start Date and End Date. Both sections have 'New', 'Open', and 'Delete' buttons. At the bottom, there is an 'FSM Review Date' field with a calendar icon.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
01/09/2011		SM	SM	SM	SM	SM
06/09/2010	15/07/2011	SM	HO	SM	SM	PL
05/01/2009	16/07/2010	PL	HO	HO	HO	CC

Start Date	End Date
01/09/2011	
01/09/2010	15/07/2011

4. Ensure the minimum of a **Start Date** is displayed in the **Eligible for Free Meals** panel. If a **Start Date** needs to be added, click the adjacent **New** button to display the **Add Free Meal Details** dialog.

The screenshot shows the 'Add Free Meal Details' dialog box. It has a title bar with 'SIMS Add Free Meal Details'. Inside, there are two text input fields: 'Start Date' and 'End Date', each with a calendar icon to its right. At the bottom, there are 'OK' and 'Cancel' buttons.

5. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.

6. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed in the **Eligible for Free Meals** panel.
7. Click the **Save** button to save any changes.

Ensure that this data is checked/amended (as required) on a regular basis.

**☐ Completed**

## Checking/Correcting Ethnic and Cultural Information

The following ethnic and cultural information is collected in the return:

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

4. Select the student's **Ethnicity** from the drop-down list.
5. Select the student's **First Language** from the drop-down list.
6. Click the **Save** button.

**☐ Completed**

## Checking/Correcting Additional Information

The following additional information is collected in the return:

- **Connexions Assent**
- **Service Children in Education** Indicator.

### Checking/Correcting the Service Children in Education Indicator

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

4. If the **Service Children in Education** field is blank or the value shown is incorrect, select the applicable value from the drop-down list, i.e. **Yes**, **No**, **Unknown** or **Refused**.
5. Click the **Save** button.

**Completed**

### Checking/Correcting Connexions Assent

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

The applicable selection must be made from the **Connexions Assent** drop-down list to indicate whether the parent's consent to student data being shared with Connexions has been obtained.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.

2. Search for then double-click the required student to display the **Student Details** page.
3. Click the **Additional Information** hyperlink to display the **Additional Information** panel.

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

For information on how to check for any missing Connexions Assent data and to complete fields in bulk, please see *Updating Information Using Bulk Update* on page 21.

 **Completed**

## Checking/Correcting Welfare Information

The following welfare information is collected in the return:

- In Care Indicator (applicable to students with exclusions during the period 24/04/2011 – 31/08/2011 only)
- Type of Disability.

## Checking/Correcting Disability Information

The student disability type is being collected to enable the DfE and LA to fully understand and subsequently respond to the needs of children with disabilities for whom they are responsible.

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

**10 Welfare**

In Care: Not currently in Care

In Care Details: Table with columns Start Date, End Date, Care Authority, PEP. Buttons: New, Open, Delete.

Child Protection Register: Table with columns Start Date, End Date, Authority, Notes. Buttons: New, Open, Delete.

Disabilities: Table with columns Start Date, End Date, Disability, Notes. Row 1: 19/10/2010, Problems with Behaviour, Needs one-to-one tuit... Buttons: New, Open, Delete.

4. Ensure that any existing **Disabilities** information is correct and add new information, if required.
  - a. To add details of a type of disability, click the **New** button adjacent to the **Disabilities** panel to display the **Add Student Disability details** dialog.

**SIMS Add Student Disability details**

Disability: Problems with Mobility (selected)

Start Date: [ ] End Date: [ ]

Comments: [ ]

Buttons: OK, Cancel

Select the required **Disability** from the drop-down list, enter a **Start Date** (if different from today) and add any associated **Comments** then click the **OK** button to return to the **Welfare** panel.

- b. To edit an existing disability record, e.g. enter an end date or add additional comments, highlight the record then click the **Open** button adjacent to the **Disabilities** panel to display the **Add Student Disability details** dialog.

Edit as required, ensuring that an **End Date** is entered if the disability is no longer applicable, then click the **OK** button to return to the **Welfare** panel.

- c. To delete a disability record, e.g. one that has been entered in error or is no longer applicable, highlight the record then click the **Delete** button adjacent to the **Disabilities** panel. The record is deleted immediately.
5. Click the **Save** button.

 **Completed**

## Checking/Correcting In Care Details for Excluded Students

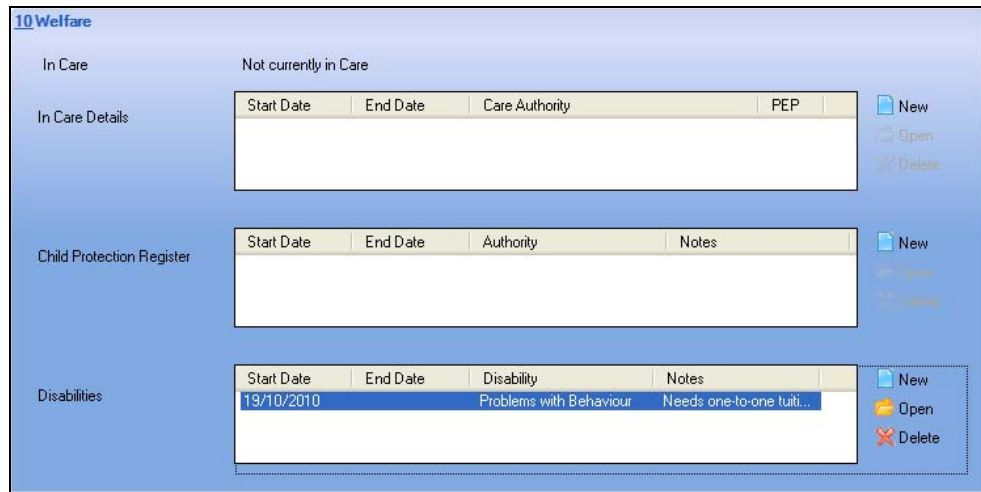
In care details are collected for students who were subject to any exclusion with a start date during the period 24/04/2011 – 31/08/2011 inclusive.

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

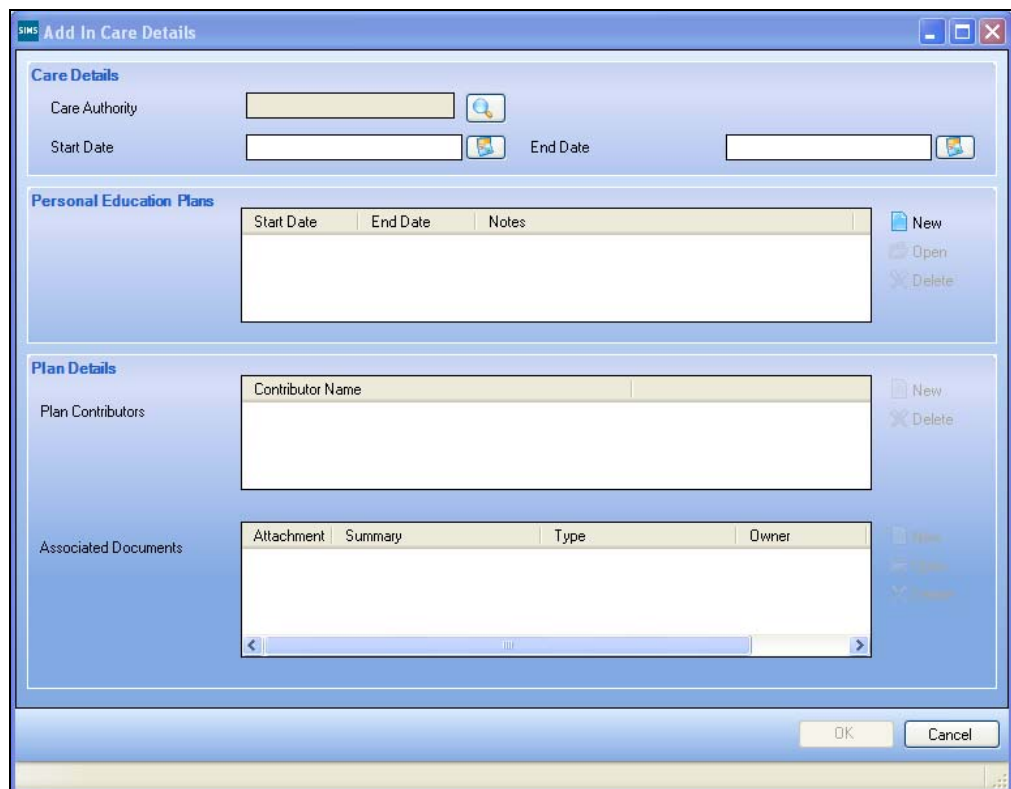
To set up an in care record, minimum details can be entered, i.e. the **Care Authority** and a **Start Date**.

### Adding a New In Care Record

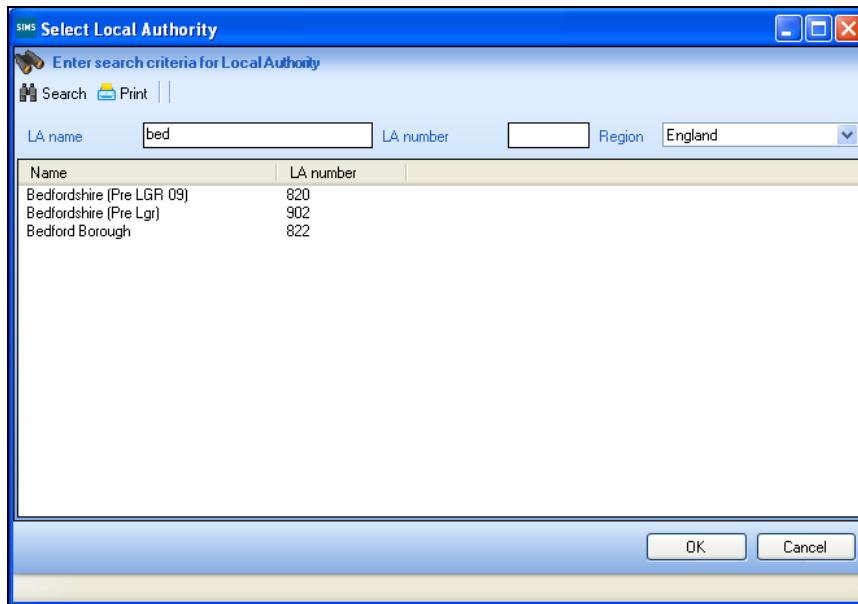
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the required student to display the **Student Details** page.
3. Click the **Welfare** hyperlink to display the **Welfare** panel.



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



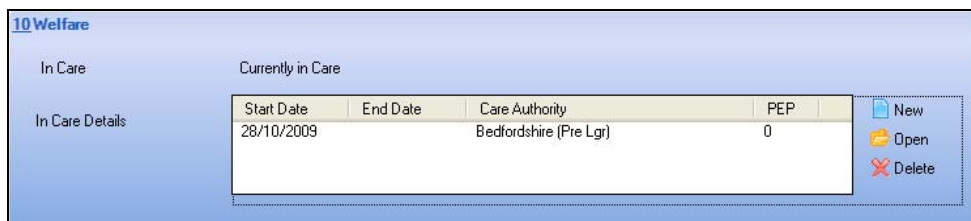
- Click the **Care Authority** browser button to display the **Select Local Authority** dialog.
- Search for the required **Care Authority** by entering all or part of the name in the **LA name** field then click the **Search** button.



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

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

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



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

**☑ Completed**

## Checking/Correcting Special Educational Needs Information


The following Special Educational Needs (SEN) items are collected in the return:


- SEN **Status** (SEN Provision)
    - **N - No Special Educational Need**
    - **A - School/Early Years Action**
    - **P - School/Early Years Action+**
    - **S - Statement.**
  - SEN **Ranking**
  - SEN **Need Type**
  - **Resourced Provision.**
1. Select **Focus | Student | Special Educational Needs** to display the **Find SEN Student** browser.
  2. Select the required **SEN Status** from the drop-down list then click the **Search** button to display a list of students who match the criteria.

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

3. Double-click the name of the required student to display the **Student SEN details** page.




4. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. Select the correct **Status** from the drop-down list, if required.

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

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

5. Ensure that the **Needs** panel displays the correct information.
  - a. To add a **Needs Type**, click the **New** button to display the **Add/Edit SEN Need** dialog. Select the **Need Type** from the drop-down list then enter a **Description**, if required. A temporary **Ranking** is calculated automatically. Click the **OK** button to return to the **Basic SEN Details** panel.
  - b. To rank the SEN Needs in the required order, highlight a record then click the **Move Up** or **Move Down** button, as required.
  - c. To edit the **SEN Need** or **Description**, highlight the record then click the **Open** button. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.

6. Click the **Provisions** hyperlink to display the **Provisions** panel, where **Resourced Provisions** can be recorded.

Provision Type	Start Date	End Date	Cost	Frequency	
Resourced Provi...	04/05/2010	26/09/2011		1 extra sessio...	 New
Resourced Provi...	21/09/2009			1-1 basis twic...	 Open
Time in SEN Unit	31/10/2011			2 extra sessio...	 Delete

- a. To add a **Provision Type**, click the **New** button to display the **Add/Edit SEN Provision** dialog. Select the **Provision Type** from the drop-down list then enter the provision **Start Date**. Enter additional information, if required, then click the **OK** button to return to the **Provisions** panel.
- b. To edit the details of a provision record, highlight the record then click the **Open** button. Edit the details as required then click the **OK** button to return to the **Provisions** panel.
7. Update the other information on the **Student SEN details** page, if required, then click the **Save** button.

For more information about Special Educational Needs, please refer to the following area of the DfE website:

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

 **Completed**

## Preparing Exclusions Information

Exclusions information is required for students who were subject to any exclusion with a start date during the period 24/04/2011 – 31/08/2011 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the student was re-instated by the Discipline Committee or an independent Appeal Panel.



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

The following data items are required for the School Census Spring 2012:

- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent)
- Exclusion **Reason** (select one code to provide the main reason)
- Exclusion **Start Date**
- Actual number of sessions (required for fixed period and lunchtime exclusions)
- In Care indicator. For more information please see *Checking/Correcting Welfare Information* on page 45.



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

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

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

## Recording an Exclusion

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

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

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

The screenshot shows the 'Add Exclusion' dialog box with the following fields and sections:

- Exclusion Details:**
  - Type: [Dropdown]
  - Reason: [Dropdown]
  - Start Date: [Text] [Calendar]
  - End Date: [Text] [Calendar]
  - Start Time: [Dropdown]
  - Length School Days: [Text] [Calculate]
  - Part Time Exclusion:
  - Comments: [Text Area]
  - Agency Involved: [Text]
  - Academic Year: [Text] Term: [Text]
- Discipline Committee:**
  - Committee Date: [Text] [Calendar]
  - Committee Result: [Dropdown]
  - Reinstatement Date: [Text] [Calendar]
  - Parents Representation:
- Appeal Details:**
  - Appeal Received:
  - Appeal Date: [Text] [Calendar]
  - Appeal Result: [Dropdown]
  - Result Date: [Text] [Calendar]
  - Reinstatement Date: [Text] [Calendar]
- Notes/Documents:**
  - Table with columns: Attachment, Summary, Type, Owner, Last Modified
  - Buttons: New, Open, Delete

- Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
- Enter the exclusion **Start Date** and **End Date**. Alternatively, click the appropriate **Calendar** button then select the required date.
- Select a **Start Time** from the drop-down list, i.e. **AM** or **PM**.

- Click the **Calculate** button to populate the **Length School Days** field automatically.

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

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason
Academic Year 2010/2011	Summer Term	21/06/2011	23/06/2011	3	Fixed Term	Verbal abuse/threatening behaviour a...

Total in Academic Year 2010/2011: 3 day(s)

The Academic Year and the total number of exclusion days in that year are displayed at the bottom of the page.

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

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

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

**Completed**

## Preparing 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 from the start of the Autumn term 2011 to 31/12/2011.

The attendance data collected in this School Census return includes:

- Attendance Codes (i.e. the reasons for absence)
- Number of Sessions Missed.

If you use SIMS Attendance/Lesson Monitor, attendance data is entered in the return automatically, provided that there are no missing marks.



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

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

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

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

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

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



### More Information:

*Producing Detail Reports* on page 15  
*Managing Pupil/Student Attendance* handbook  
*Monitoring Session and Lesson Registration* handbook

**Completed**

## Checking/Correcting Hours for Nursery Children

Applicable to schools with 2, 3 or 4 year old pupils only

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

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

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

If applicable to your school, check Hours at Setting and enter Funded Hours for 2, 3 and 4 year olds via **Tools | Statutory Return Tools | Update Hours for 2 (or 3 or 4) year olds**.

For the School Census Spring 2012 Return, a pupil's age is determined by their age at 31/08/2011.

For more information, please refer to the Primary version of this guide, which is available on our SupportNet website (<http://support.capitaes.co.uk>) by entering CENSUS12 in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

**Completed**



# 05 | What Next?

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

The SIMS 2011 Autumn Release (7.142) must be installed before completing the School Census Spring 2012 Return. However, it is advisable to check whether a later version of SIMS is available, then upgrade to the current release, if necessary.

You should now be ready to produce the final School Census Spring 2012 Return. For specific instructions, please refer to the *Producing the School Census Spring 2012 Return (English Secondary and Middle deemed Secondary Schools)* handbook.

## Where Can I Get More Information?

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

You may also find the information in the *Managing Pupil/Students* handbook helpful, as it provides details about the processes that relate to the adding and editing of student data in SIMS.

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

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

Any documents mentioned in this handbook can be accessed via the **Documentation Centre** unless otherwise specified.

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

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

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

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

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

# / Index

## A

access rights .....	4
additional information .....	44
address	
school.....	19
student's home .....	40
admission appeals .....	20
admission date .....	30
attendance data .....	56

## B

basic details (student) .....	28
boarder status .....	30
bulk update process	
examples .....	22
using .....	21

## C

connexions assent .....	44
-------------------------	----

## D

deleting	
duplicate student records.....	28
detail reports	
generating.....	16
disability information .....	46
dry run	
create and validate .....	13
detail reports .....	15

process .....	11
reasons for a dry run.....	11

## E

enrolment status .....	30
establishment details .....	18
ethnic and cultural information .....	43
ethnicity.....	43
exclusions .....	52, 53

## F

fileset	
importing .....	5
version.....	6
first language.....	43
free school meals .....	42
funded hours .....	57

## H

hour at setting .....	57
hour for nursery children .....	57

## I

in care details .....	47
-----------------------	----

## L

leavers	
recording.....	25

**N**

national curriculum year group ..... 35

**P**

part-time student information ..... 34

permissions ..... 4

preparation

    minimum version of SIMS ..... 5

    permissions ..... 4

printing

    validation errors summary ..... 15

**R**

re-admitting students ..... 25, 27

registration details ..... 30

reports

    generating detail reports ..... 16

    population analysis (dated) report ..... 25

**S**

school information ..... 17

    address, telephone and email ..... 19

    establishment details ..... 18

school meals ..... 42

service children in education ..... 44

special educational needs ..... 50

student level information ..... 21

student's basic detail ..... 28

surname

    recording a change ..... 29

**T**

telephone and email address

    school details ..... 19

**U**

unique learner number ..... 33

updating

    funded hours ..... 57

    hour at setting ..... 57

UPN ..... 31

**Y**

year taught in

    checking individual records ..... 36

    checking via pastoral structure

        by curriculum year ..... 37

        by whole school ..... 39

    date of birth/age ranges ..... 35

    registration details ..... 30