Producing the Pupil Referral Unit Census 2012 Return

Applicable to 7.142 Onwards

CAPITA

Revision History

Version	Change Description	Date
2012- 1.0	Initial Release.	20/09/2011

Capita Doc Ref: PRUCensus12/HBK/200911/AW

Providing Feedback on Documentation

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

Publications@capita.co.uk

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

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01 Introduction

Overview

This handbook provides the information needed by Pupil Referral Units (PRUs) in England to complete the PRU Census 2012 Return, which takes place on Thursday 19 January 2012.

The PRU Census is an annual return to be completed in Spring each year. The 2012 return can be completed in SIMS, enabling you to utilise the data stored in the SIMS database.

PRUs provide full-time and part-time education for pupil/students who cannot be educated in an ordinary school environment. Such pupil/students include:

- those with behaviour problems
- those suffering from medical conditions
- teenage mothers and pregnant teenagers
- those who have not yet been allocated a place at school.

For a list of items collected from PRUs in the 2012 return, please see *Checking/Preparing Data for the PRU Census* on page *9*.

How has the Pupil Referral Unit Census Changed Since Last Year?

Changes to the PRU Census include the following:

Items Removed from the Spring Census

- Source of Ethnicity
- 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 **PRU 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.

More Information:
Checking Census Details on page 14

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).

- **Update Hours for Nursery Children** panel
  - The previously named **Update Hours at Setting** panel has been renamed **Update Hours for Nursery Children** panel.
  - A **Funded Hours** column has been added to 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 now 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** page.
  - The **Tools | Statutory Returns Tools** menu routes have been renamed to reflect the change in page names.
  - The **Funded Hours** column has been added to the right-hand side of the grid.

More Information:
Checking/Updating Hours for Nursery Children on page *16*

Update Provider Status Page

The **Update Provider Status** Page is accessed via **Routines | Statutory Returns | PRU Census** (**Provider Status** panel) and **Tool | Statutory Returns Tools | Update Provider Status**.

After saving, the display in the **Enrolment Status** column is now refreshed to reflects the updated provider statuses. The values then displayed in the **Enrolment Status** column are those collected in the return.

IMPORTANT NOTE: *The* ***Enrolment Status*** *recorded in the* ***Registration*** *panel via* ***Focus | Pupil*** *(or* ***Student****)* ***| Pupil*** *(or* ***Student****)* ***Details*** *is <u>not</u> updated.*

The update(s) made on the ***Update Provider Status*** *page are for PRU Census purposes only.*

More Information:

Updating Provider Status on page *22*

Teenage Mothers Panel

For clarity, one of the labels (**Number of places available for teenage mothers**), displayed on the **Teenage Mothers** panel has been changed to **Number of teenage mothers expected to attend in Census week**.

More Information:

Entering Information about Teenage Mothers on page *31*

Teenage Mother Report

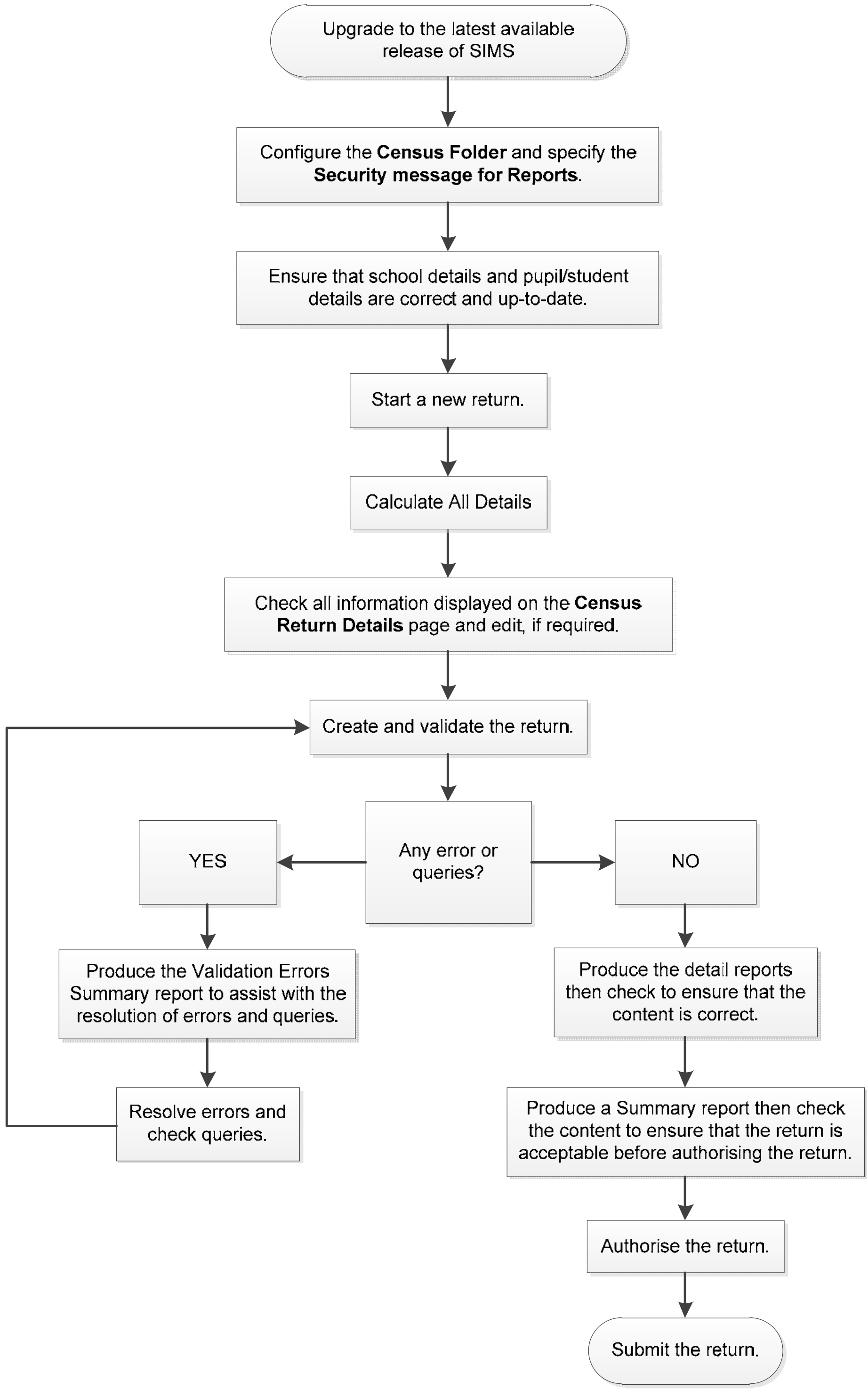
The previously entitled General report has been renamed Teenage Mothers report. The report criteria has also changed to more accurately reflect the content of the report.

More Information:

Producing Detail Reports on page *38*

Steps to Producing the PRU Census

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



Where to Find More Information

In addition to this handbook, a preparation guide outlining how to prepare your data for the census, together with an errors and resolutions document, which provides suggestions on how to resolve any validation errors or queries, are being prepared. These guides, together with any other useful information, can be found on our SupportNet website (http://support.capitaes.co.uk) as soon as they are made available by entering PRU12 in the **Site Search** field on the SupportNet Home page and clicking the **Go** button.

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

02 Preparing for the PRU Census 2012 Return

Permissions Required

The following permissions are applicable to PRU Census users.

Producing the Return

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

Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Filesets

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

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the appropriate preparation guide, available on our SupportNet website (http://support.capitaes.co.uk).

Where to find More Information about Permisssions

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

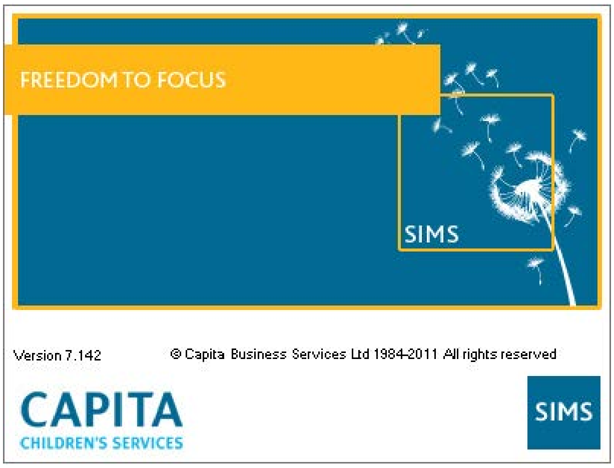
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (http://support.capitaes.co.uk) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the PRU Census 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.



Checking / Preparing Data for the PRU Census

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

The following information is collected from PRUs in the 2012 return:

School Level

- Characteristics: LA Number, Establishment Number, School Name, School Phase, Highest NC Year, Lowest NC Year, Intake Type, Governance, School Email Address and Telephone Number, Child Mother Indicator, Number of Places for Teenage Mother and Number of Child Care Places.
- Location: Address Information.

Pupil / Student Level

- Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Name, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Ethnicity, Free School Meal Eligibility, Connexions Agreement, Language, Funded Hours, Hours at Setting, Weekly Number of Hours spent in Unit.
- Status: Enrolment Status, Entry Date, Date of Leaving, Part-time Indicator, Boarder Indicator and Actual National Curriculum Year Group.
- Special Educational Needs: SEN Provision, SEN Type Ranking and SEN Type for each SEN Need.
- Exclusion Information (01/09/2010 to 31/08/2011): Category, Reason, In Care Indicator, SEN Provision, Exclusion Start Date and Exclusion Actual Number of Sessions.
- Home Address Information: Full Home Address.
- Attendance Information (start of Autumn 2010 term to 31/05/2011): Possible Sessions, Sessions Missed due to Authorised Absence, Sessions Missed due to Unauthorised Absence, Attendance Codes (reason for absence) and Number of Sessions Missed.

For more information and step by step instructions on the preparations that need to be carried out before the census return is produced, please refer to the appropriate preparation guide. The preparation guide, together with other useful documentation can be found on the SupportNet website (http://support.capitaes.co.uk), as soon as they are made available, by entering PRU12 in the **Site Search** field on the Home page then clicking the **Go** button.

03 Completing the PRU Census 2012 Return

Creating a PRU Census Return

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

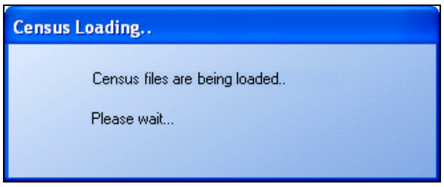
The PRU Census 2012 Return collects data for:

- all pupil/students on the register on census day (19/01/2012).
- all pupil/students who attended school from the start of the Autumn term 2010 to 31/05/2011.
- any additional pupil/students subject to any type of exclusion from 01/09/2010 to 31/08/2011.

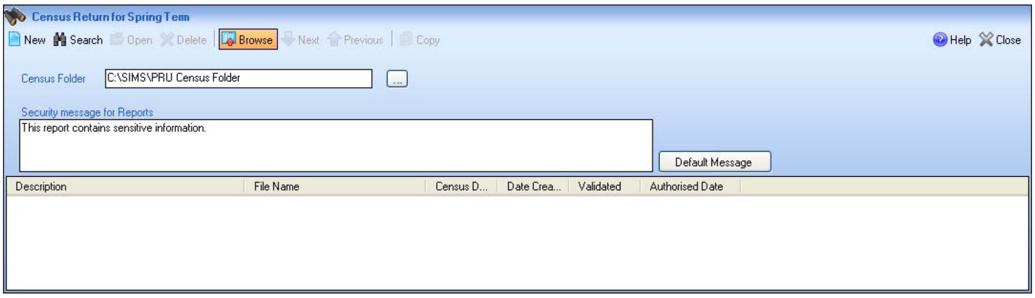
The **Census Folder** and **Security Message for Reports** must be specified before clicking the **New** button to start a new return.

It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page *47*.

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



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



2. Ensure that the **Census Folder** is configured correctly.

Configuring the PRU Census Folder

Before creating a PRU Census Return, the folder in which the return file will be saved must be specified.

***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.

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

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

   
   Browse button

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

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

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

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

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each detail report.

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

Checking Census Details

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

- **Exclusions collected from** – set to 01/09/2010.
- **Exclusions collected to** – set to 31/08/2011.
- **Attendance collected to** – set to 31/05/2011.

1. The **Attendance collected from** date defaults to 01/09/2010, but can be edited if the start of your school's Autumn term is different.

2. The **Census Date** defaults to the correct date for the 2012 census, i.e. **19/01/2012**, but can be edited if required.
3. By default, the return **Description** is displayed as **PRU Census Spring 2012**. This description can be edited if required, e.g. to identify a dry run.

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

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

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

Calculating Details

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

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

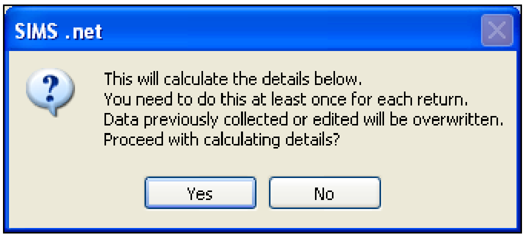
Do not use this button more than once if you wish to keep any changes you have made, as clicking the ***Calculate All Details*** *button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.*

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

Calculating All Details

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

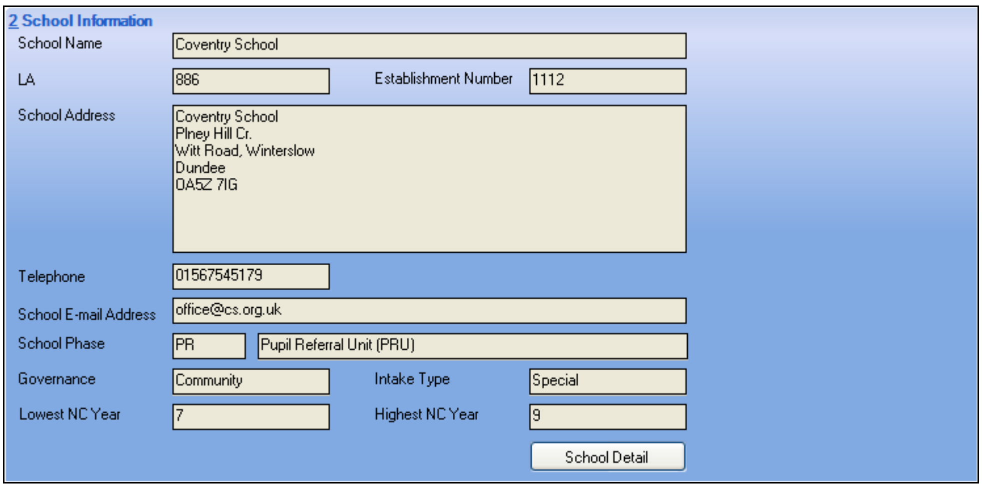
   A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



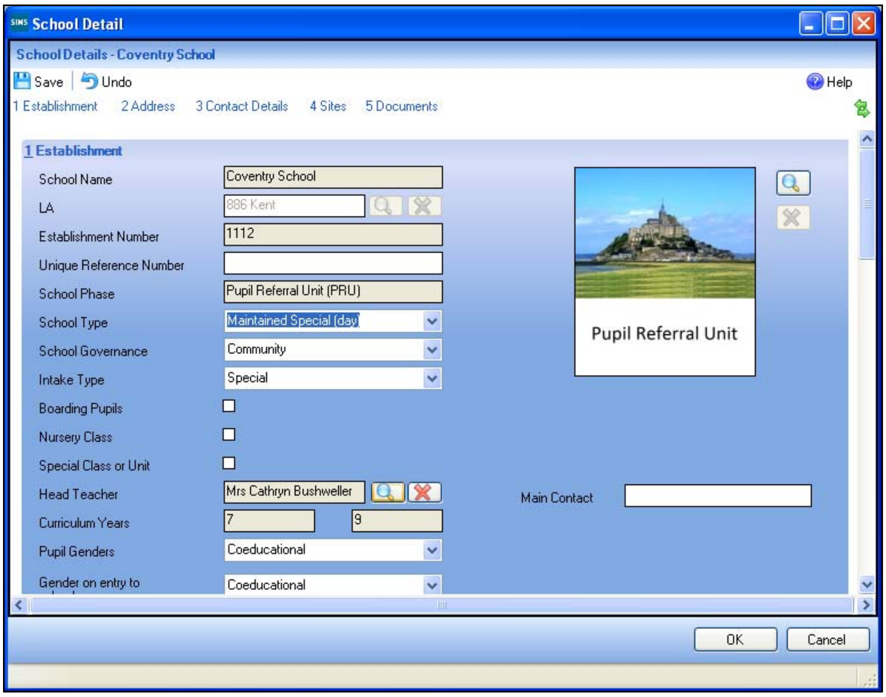
2. Click the **Yes** button to calculate all details. This may take some time, depending on the number of pupils in the school. Progress is reported in the status bar at the bottom of the screen. When complete, the applicable panels on the **Census Return Details** page are populated with the data extracted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

Checking/Editing School Information

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



1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog.



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

Checking / Updating Hours for Nursery Children

*NOTE: The **Update Hours for Nursery Children** panel is displayed only if 2, 3 or 4 year olds attend your school. If the panel is not displayed, please continue with Updating Time in Unit* on page *20.*

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 DfE use to fund local authorities for the provision of education.

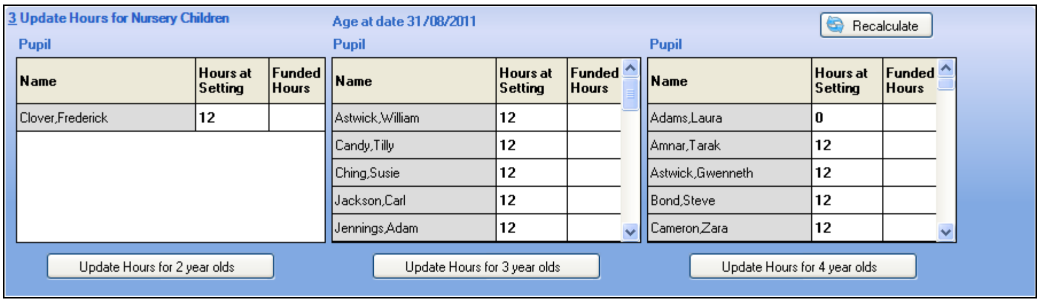
For the first time all schools (with the exception of City Technology Colleges, Academies and non-maintained Special schools), are required to submit the Funded Hours as a separate data item while still providing Hours at Setting.

For this portion of the census, a pupil's age is determined by their age at 31/08/2011.

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

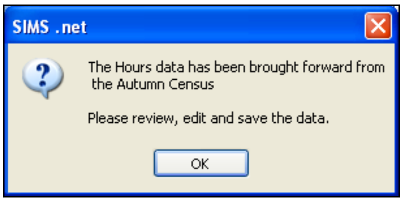
If Hours at Setting and/or Funded Hours have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Update Hours for Nursery Children** panel.

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



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

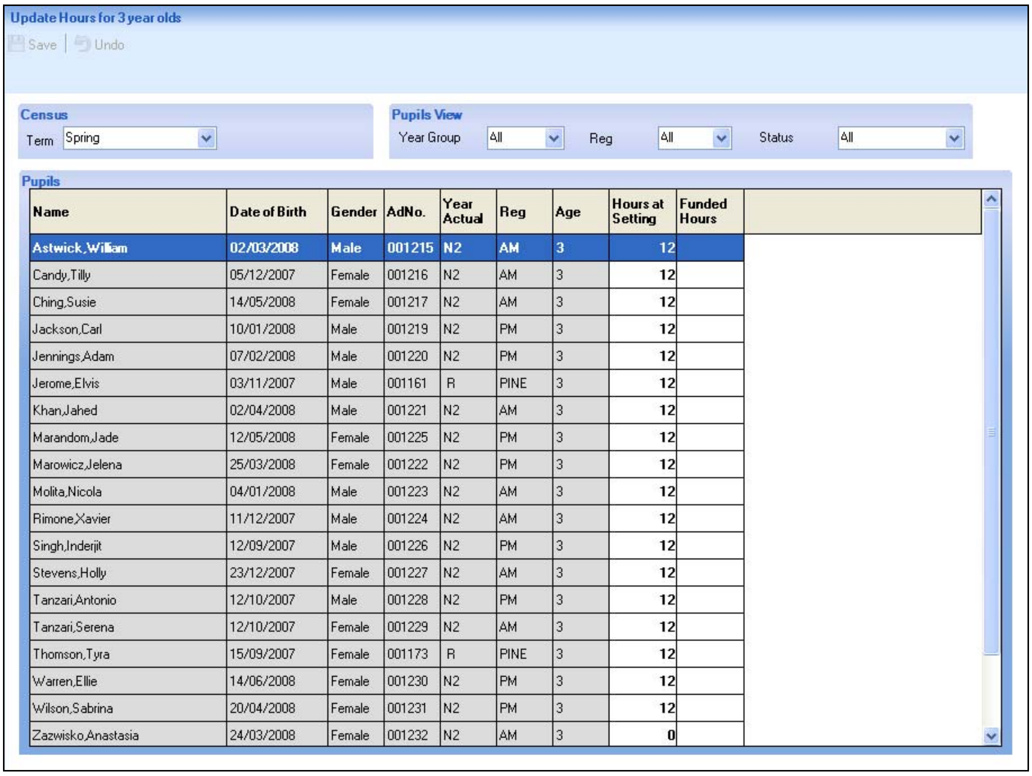
1. Click the **Update Hours for 3 year olds** button. The following dialog is displayed.



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

The Hours at Setting data is brought forward from the PRU Census 2011 Return and **Spring** is displayed in the **Census** panel.

NOTE: There are no values displayed in the ***Funded Hours*** *column, as this is the first time that Funded Hours is being collected as a separate data item.*



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

IMPORTANT NOTE for PRU schools with a Primary phase:

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

*Click the **Update Hours** button, located in the **Census** panel (not shown in the previous graphic), to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).*

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

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

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

4. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:

    a. In the **Pupil View** panel, select the required **Year Group** from the drop-down list. The selected pupils only are displayed in the **Pupils** panel.

    b. Right-click the **Pupils** panel then select **Select All** from the drop-down list.

    c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** or **Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.

       The number is entered automatically for all selected pupils.

    d. Click to the right of the grid to deselect all.

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

5. Click the **Save** button.

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

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

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

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

Identifying which Pupils have no Hours Entered

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

2. In the **Pupil View** panel, ensure that the required **Year Actual** and **Reg** group are selected, then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

   Any pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.

3. Enter the required values for these pupils as previously described.

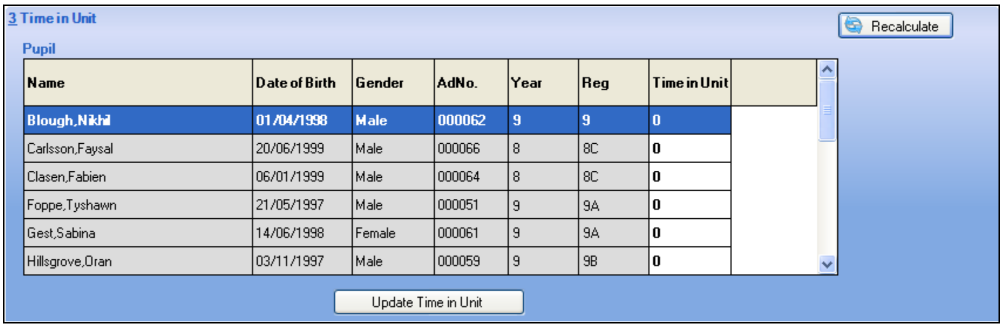
4. Click the **Save** button.

Updating Time in Unit

Time in Unit, also referred to as Contact Time, is the total number of expected hours that a child spends at a Pupil Referral Unit in census week.

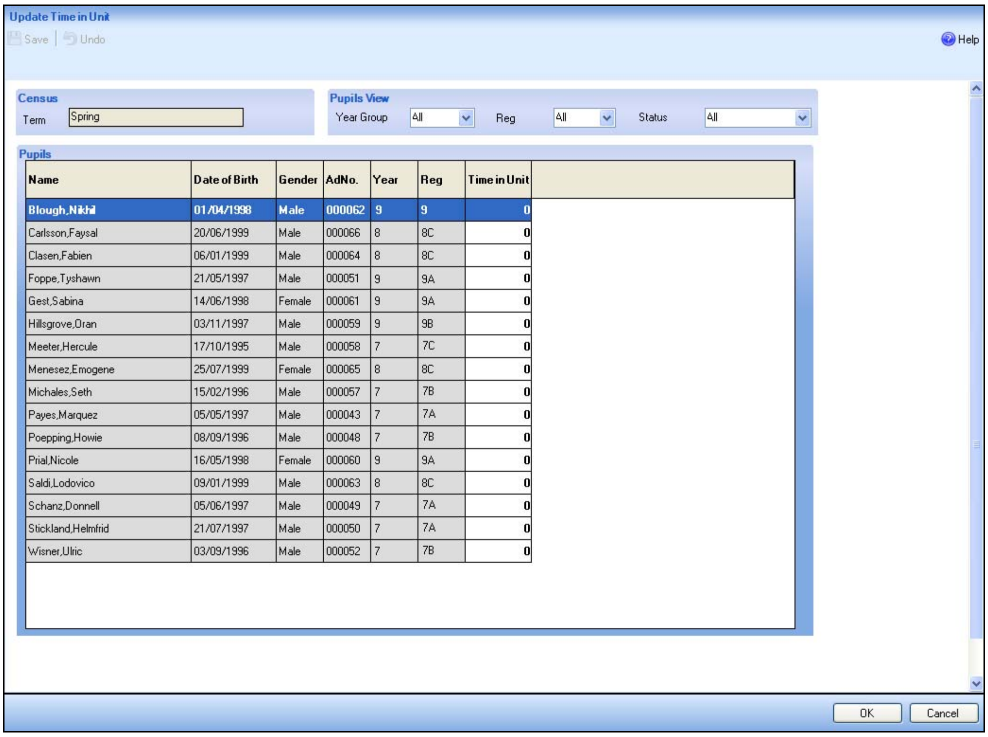
The Time in Unit must be recorded for all pupil/students who are on-roll on census day.

If time in unit has previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Time in Unit** panel, otherwise the values default to zero.



Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Blough,Nikhil	01/04/1998	Male	000062	9	9	0
Carlsson,Faysal	20/06/1999	Male	000066	8	8C	0
Clasen,Fabien	06/01/1999	Male	000064	8	8C	0
Foppe,Tyshawn	21/05/1997	Male	000051	9	9A	0
Gest,Sabina	14/06/1998	Female	000061	9	9A	0
Hillsgrove,Oran	03/11/1997	Male	000059	9	9B	0

The data displayed in the **Time in Unit** panel is read-only. However, values can be updated by clicking the **Update Time in Unit** button to display the **Update Time in Unit** page where all pupil/students who are on-roll on census day are displayed.



Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Blough,Nikhil	01/04/1998	Male	000062	9	9	0
Carlsson,Faysal	20/06/1999	Male	000066	8	8C	0
Clasen,Fabien	06/01/1999	Male	000064	8	8C	0
Foppe,Tyshawn	21/05/1997	Male	000051	9	9A	0
Gest,Sabina	14/06/1998	Female	000061	9	9A	0
Hillsgrove,Oran	03/11/1997	Male	000059	9	9B	0
Meeter,Hercule	17/10/1995	Male	000058	7	7C	0
Menesez,Emogene	25/07/1999	Female	000065	8	8C	0
Michales,Seth	15/02/1996	Male	000057	7	7B	0
Payes,Marquez	05/05/1997	Male	000043	7	7A	0
Poepping,Howie	08/09/1996	Male	000048	7	7B	0
Prial,Nicole	16/05/1998	Female	000060	9	9A	0
Saldi,Lodovico	09/01/1999	Male	000063	8	8C	0
Schanz,Donnell	05/06/1997	Male	000049	7	7A	0
Stickland,Helmfrid	21/07/1997	Male	000050	7	7A	0
Wisner,Ulric	03/09/1996	Male	000052	7	7B	0

1. Use the options on the **Update Time in Unit** page to sort and filter the display, as required:
   - The options available in the **Pupils View** panel can be used to restrict the list of pupil/students displayed. **Year Group**, **Reg** group and the **Status** of the data displayed, e.g. **No Time in Unit**, can be selected.
   - The display can be sorted by **Name**, **Date of Birth**, **Gender**, admissions number (**AdNo.**), **Year** group taught in, and **Reg** group. Right-click the applicable column heading, then select **Sort By** from the drop-down list. The list of pupil/students are then re-arranged into your chosen sort order.
2. To specify the time in unit for an individual pupil/student, click the required pupil/student record to highlight it, then click the associated cell in the **Time in Unit** column and enter the required value.

   IMPORTANT NOTE: *The number of hours entered per pupil/student must be between 0.0 and 99. Whole hours only can be entered.*

3. If most of the pupil/students are expected to be in the Pupil Referral Unit for the same number of hours in census week, the following method can be used to quickly populate the column:
   a. In the **Pupils View** panel, select the required year group from the **Year Group** drop-down list. The selected pupils only are displayed in the **Pupils** panel.
   b. Right-click the **Pupils** panel then select **Select All** from the drop-down list.
   c. Click in one of the highlighted cells of the **Time in Unit** column then enter the number of hours that is applicable to the majority of pupil/students.

      The number is entered automatically for all selected pupils.
   d. Click to the right of the grid to deselect all.
   e. Edit the entry for each pupil/student whose hours are expected to be different. This is achieved by highlighting the required pupil/student, then clicking the associated **Time in Unit** cell and entering the required number.
4. When all entries/updates have been made, click the **Save** button.
5. Click the **OK** button to return to the **Census Return Details** page, where the updated time in unit hours are displayed.

Resetting Time in Unit Values

To reset all time in unit values, right-click in the **Time in Unit** column header, then select **Reset All** from the drop-down list. All values are reset to zero.

Re-enter correct values as previously described, then click the **Save** button.

Identifying which Pupil/Students have no Hours Specified

To ensure that all pupil/students have a time in unit enter against their record, select **No Time in Unit** from the **Status** drop-down list (located in the **View Pupils** panel). Any pupil/students without a time in unit value are displayed in the **Pupils** panel.

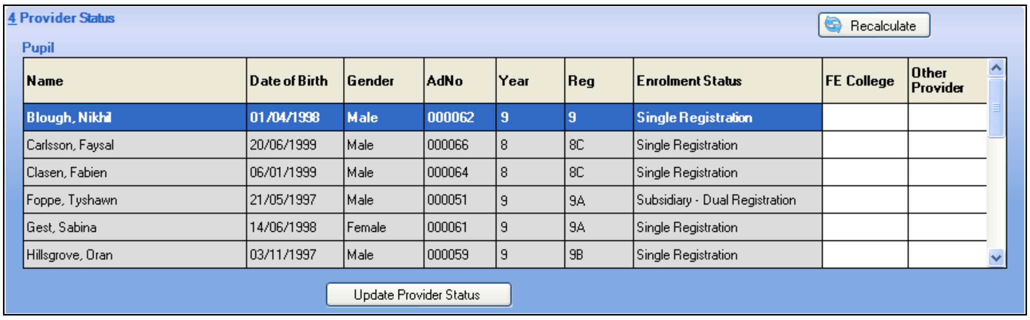
Enter a time in unit value for these pupil/students, as previously described, then click the **Save** button.

Updating Provider Status

The term Provider Status is an indicator of where a PRU pupil/student is educated, i.e. Further Education College (**FE College**) or **Other Provider**. Where applicable, a Provider Status should be recorded for each pupil/student who is on-roll on census day.

NOTE: Guest pupil/students are not included in the census and are therefore not displayed in any list.

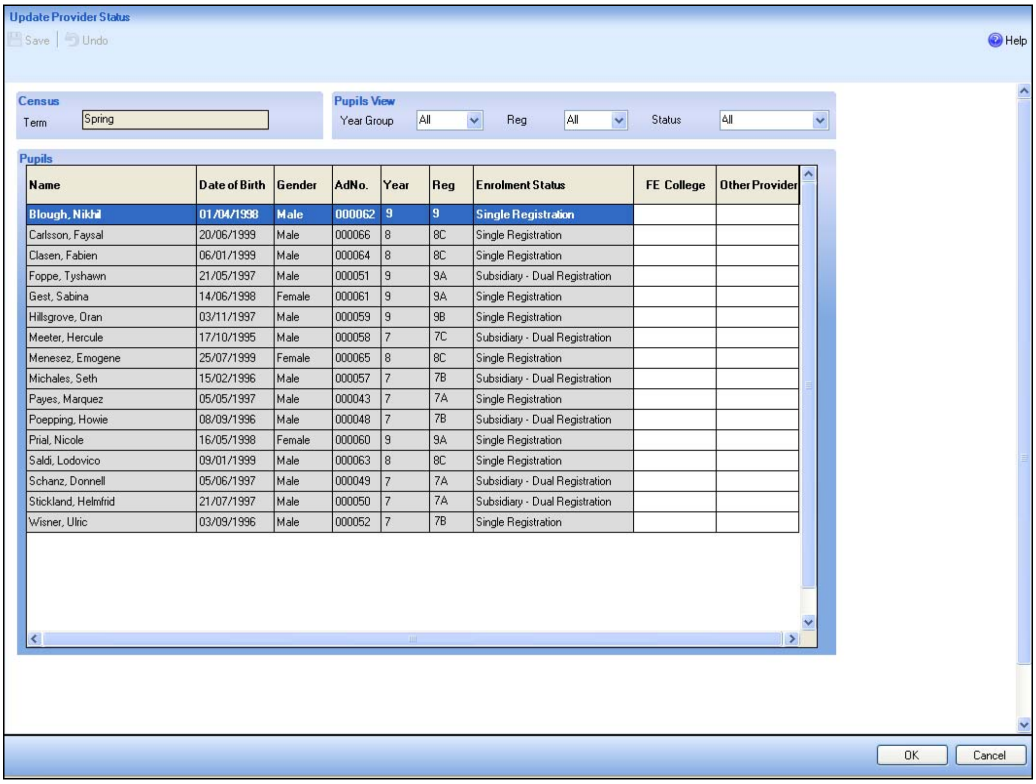
If provider status values have previously been recorded via **Tools | Statutory Return Tools**, they are displayed automatically in the **Provider Status** panel. Otherwise the **FE College** and **Other Provider** columns are blank.



Name	Date of Birth	Gender	AdNo	Year	Reg	Enrolment Status	FE College	Other Provider
Blough, Nikhil	01/04/1998	Male	000062	9	9	Single Registration		
Carlsson, Faysal	20/06/1999	Male	000066	8	8C	Single Registration		
Clasen, Fabien	06/01/1999	Male	000064	8	8C	Single Registration		
Foppe, Tyshawn	21/05/1997	Male	000051	9	9A	Subsidiary - Dual Registration		
Gest, Sabina	14/06/1998	Female	000061	9	9A	Single Registration		
Hillsgrove, Oran	03/11/1997	Male	000059	9	9B	Single Registration		

The data displayed in the **Provider Status** panel is read-only. However, values can be updated by clicking the **Update Provider Status** button to display the **Update Provider Status** page where all pupil/students who are on-roll on census day are displayed.

1. To update values click the **Update Provider Status** button to display the **Update Provider Status** dialog, where all pupil/students who are on-roll on census day are displayed.



2. Use the options in the **Update Provider Status** dialog to sort and filter the display, as required:

   - The options available in the **Pupils View** panel can be used to restrict the list of pupil/students displayed. **Year Group**, **Reg** group taught in and the **Status** of the data displayed, e.g. **No Provider Status**, can be selected.
   - The display can be sorted by **Name**, **Date of Birth**, **Gender**, admission number (**AdNo.**), **Year** group, and **Reg** group. Right-click the applicable column heading, then select **Sort By** from the drop-down list. The list of pupil/students are then re-arranged into your chosen sort order.

3. To specify the provider status for an individual pupil/student, click the **FE College** or **Other Provider** cell adjacent to the pupil/student's details to display a tick. Clicking again removes the tick, if required.

4. If all pupil/students listed are educated at the same provider, right-click the appropriate column heading (i.e. **FE College** or **Other Provider**), then select **Check All** from the drop-down list. All records in that column are ticked.

5. When all updates have been made, click the **Save** button to save your changes and refresh the **Enrolment Status** list to reflects the updated provider statuses.

   The values displayed in the **Enrolment Status** column are those collected in the return.

   IMPORTANT NOTE: *The* ***Enrolment Status*** *is recorded in the* ***Registration*** *panel via* ***Focus | Pupil*** *(or* ***Student****)* ***| Pupil*** *(or* ***Student****)* ***Details****. It is unusual for PRUs to change the enrolment status.*

   Any update(s) made on the ***Update Provider Status*** *page are for PRU Census purposes only and do not change the details recorded via the* ***Focus*** *menu.*

6. Click the **OK** button to return to the **Census Return Details** page, where the updated provider status values are displayed.

Resetting Provider Status Values

To reset all provider status values, right-click in the **FE College** or **Other Provider** column header, then select **Remove All** from the drop-down list. The column is cleared of all ticks.

Re-enter correct values as previously described, then click the **Save** button.

Identifying which Pupil/Students have no Provider Status Specified

To view which pupil/students have no provider status assigned to them, select **No Provider Status** from the **Status** drop-down list in the **Pupils View** panel. Any pupil/students without a provider status are displayed in the **Pupils** panel.

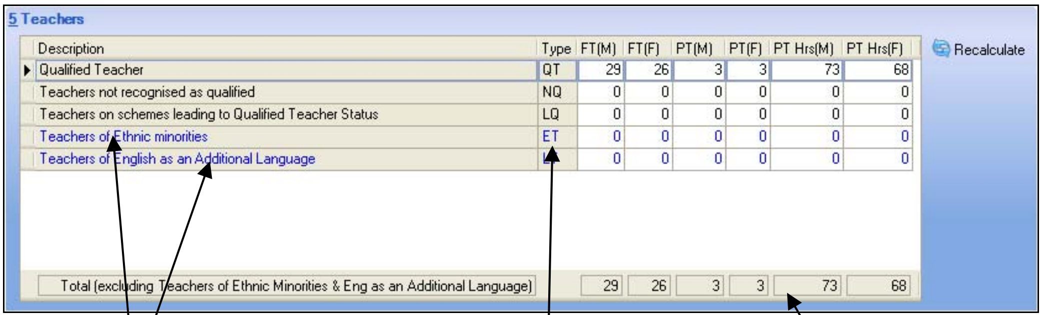
If applicable, a provider status can be entered for these pupil/students, in the way described previously before clicking the **Save** button.

Checking / Editing Teacher Information

The **Teachers** panel is used to record the number of full-time and part-time teachers, of each gender, in each category displayed, e.g. **Qualified Teacher**, **Teachers on schemes leading to Qualified Teacher Status**, etc.

If Personnel 7 is in use, the **Teachers** panel is populated automatically with data from SIMS. This data can be edited if necessary.

If you are not using Personnel, the data must be entered manually.



5 Teachers

Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)
Qualified Teacher	QT	29	26	3	3	73	68
Teachers not recognised as qualified	NQ	0	0	0	0	0	0
Teachers on schemes leading to Qualified Teacher Status	LQ	0	0	0	0	0	0
Teachers of Ethnic minorities	ET	0	0	0	0	0	0
Teachers of English as an Additional Language	LT	0	0	0	0	0	0
Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		29	26	3	3	73	68

Teachers recorded as belonging to one of the categories shown in blue, e.g. **Teachers of Ethnic minorities,** must also be recorded as belonging to one of the categories shown in black, e.g. **Qualified Teacher**.

The **Type** indicates the DfE code for the categories displayed in the **Description** column.

The totals displayed in this row, exclude teachers of ethnic minorities and English as an additional language. These totals are updated automatically.

1. Check, and if necessary, edit the number of full-time (32.5 hours) and part-time teachers who are normally employed at the PRU as at the census week, i.e. week beginning 16 January 2012.

   To edit, click the appropriate cell and enter the required number.

> *NOTE: All teachers must be entered in one of the categories shown in black. Teachers who mainly teach **Ethnic minorities** or mainly teach **English as an Additional Language**, should also be entered in one of the categories shown in blue (**ET** and **LT**).*

Include teachers who are:

- not paid by the school but who were teaching in your school in the week beginning the Monday of the census week.
- on short-term paid absence (for less than one term). For example, maternity leave, sick leave, secondment, etc.
- providing cover for long-term paid absence (relief teachers).

> *NOTE: Remember to include the Head Teacher in the number of full-time qualified teachers.*

Do not include:

- teachers on long-term absence of a term or more.
- relief teachers covering an absence of less than one term.
- any vacancies not filled by relief teachers.
- student teachers on Initial Teacher Training (ITT).

2. Check, and if necessary, edit the values in the **PT Hrs(M)** and **PT Hrs(F)** columns to indicate the total number of hours worked by the part-time male and female teachers who are normally employed at the PRU as at the census week, i.e. week beginning 16 January 2012.

   To edit, click a cell and enter the required number of hours.

Recalculating Teacher Information

If Personnel 7 is in use, the data in the **Teachers** panel can be replaced with the original data from the database by clicking the appropriate **Recalculate** button.

IMPORTANT NOTE: *Clicking the* ***Recalculate*** *button overwrites any edited data with the original data stored in SIMS. Do not use the* ***Recalculate*** *button if you wish to keep any changes you have made.*

Checking/Editing Support Staff Information

The **Support Staff** panel is used to record the total number (**Post Count**) and total hours of support staff in each category.

If Personnel 7 is in use, the **Support Staff** panel is populated automatically with data from SIMS. This data can be edited, if necessary. If you are not using Personnel, the data must be entered manually.

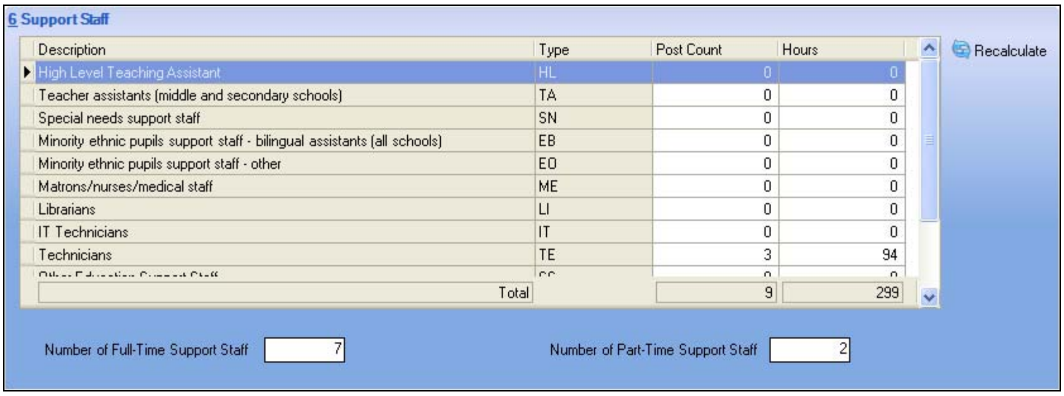
The **Support Staff** panel displays the support staff categories, the number of people who fall under each category and the number of collective hours they work. These figures are totalled to display the total number of support staff and the total number of hours worked.

The value in the **Type** column indicates the DfE code for the support staff categories displayed in the **Description** column.

Support Staff Category	Type
High Level Teaching Assistant	HL
Teacher Assistant (Middle and Secondary schools)	TA
Special Needs Support Staff	SN
Minority Ethnic Pupils Support Staff – Bilingual Assistants (all schools)	EB
Minority Ethnic Pupils Support Staff – Other	EO
Matrons/Nurses/Medical Staff	ME
Librarians	LI

Support Staff Category	Type
IT Technicians	IT
Technicians	TE
Other Education Support Staff	SS
Admin Officers/Secretaries	AO
Bursars	BU
Other Admin	AC

The **Number of Full-Time Support Staff** and the **Number of Part-Time Support Staff** are displayed at the bottom of this panel but can also be edited manually, if necessary.



1. Check the data in the **Post Count** column and, if necessary, edit the number of posts that there are in each category.
2. Check the data in the **Hours** column and, if necessary, edit the total number of hours worked by support staff in each category.
3. Check and, if necessary, edit the numbers in the **Number of Full-Time Support Staff** (37 hours) and **Number of Part-Time Support Staff** fields who are normally employed at the PRU as at the census week, i.e. week beginning 16 January 2012.

IMPORTANT NOTES: *If a person works part-time in two or more different support staff roles, they must be included in the appropriate cells of the* ***Post Count*** *column for each role they perform. However, they should be counted only once in the* ***Number of Part-Time Support Staff*** *field.*

The total support staff ***Post Count*** *must be at least equal to the sum of full-time and part-time support staff (shown at the bottom of the* ***Support Staff*** *panel), who are in classes at the selected time.*

Recalculating Support Staff Information

If Personnel 7 is in use, the data in the **Support Staff** panel can be replaced with the original data from SIMS by clicking the **Recalculate** button (located in the **Support Staff** panel).

IMPORTANT NOTE: *Clicking the* ***Recalculate*** *button overwrites any edited data in the* ***Support Staff*** *panel with the original data stored in SIMS. Do not use the* ***Recalculate*** *button if you wish to keep any changes you have made.*

Checking/Entering Attendance Information

Attendance data (including possible sessions and the number of each type of absence code) is collected for pupil/students aged 5 to 15 inclusive on 31/08/2010 who were on-roll for at least one session during the period from the start of the Autumn term 2010 to 31/05/2011.

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

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

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

- Attendance is in use, the attendance codes being used are DfE compliant and there are either:
  - no missing marks

    or
  - missing marks.
- Attendance is in use and the attendance codes being used are DfE non-compliant.
- Attendance is not in use.

Attendance/Lesson Monitor Users

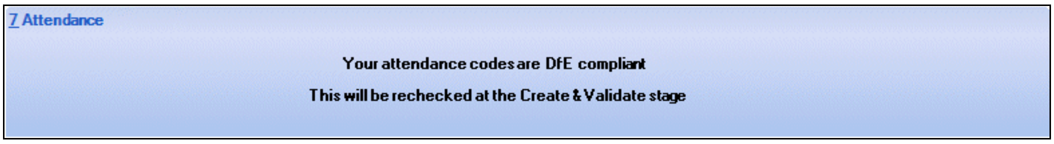
IMPORTANT NOTE*: If Attendance is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the Census return.*

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

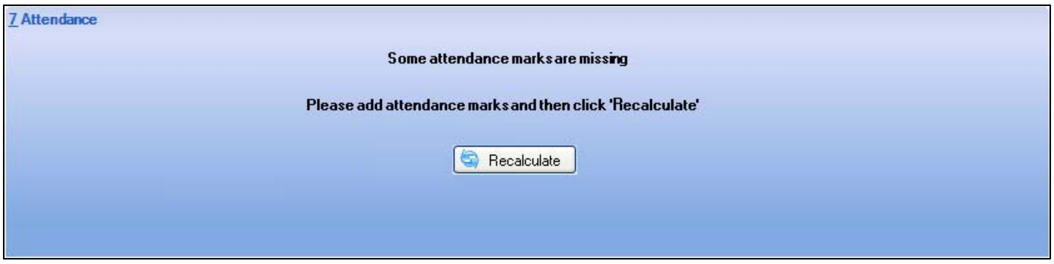
Are your Attendance Codes DfE Compliant?

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

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



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



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

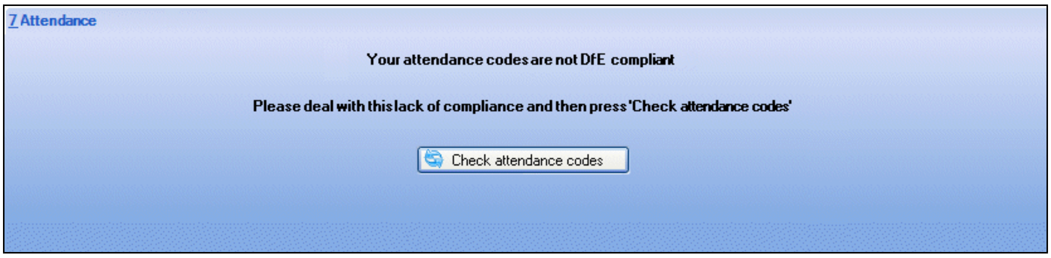
NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

More Information:

Creating and Validating a PRU Census Return on page *33*
Producing Detail Reports on page *38*

Are your Attendance Codes DfE Non-Compliant?

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



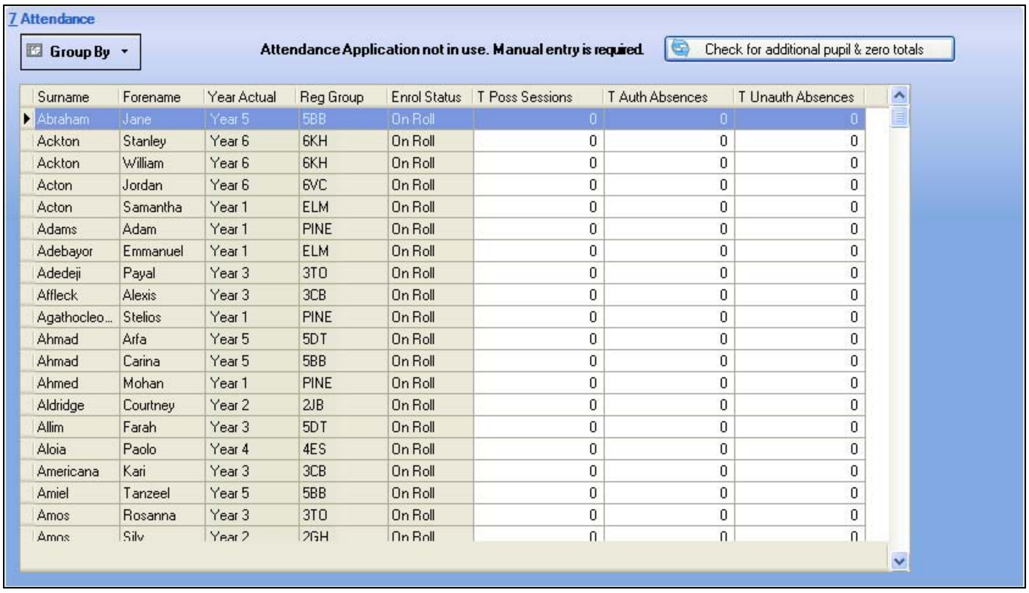
1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

   If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.
3. Click the **OK** button to continue.

Attendance / Lesson Monitor Not in Use

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

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



Surname	Forename	Year Actual	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences
Abraham	Jane	Year 5	5BB	On Roll	0	0	0
Ackton	Stanley	Year 6	6KH	On Roll	0	0	0
Ackton	William	Year 6	6KH	On Roll	0	0	0
Acton	Jordan	Year 6	6VC	On Roll	0	0	0
Acton	Samantha	Year 1	ELM	On Roll	0	0	0
Adams	Adam	Year 1	PINE	On Roll	0	0	0
Adebayor	Emmanuel	Year 1	ELM	On Roll	0	0	0
Adedeji	Payal	Year 3	3TO	On Roll	0	0	0
Affleck	Alexis	Year 3	3CB	On Roll	0	0	0
Agathocleo...	Stelios	Year 1	PINE	On Roll	0	0	0
Ahmad	Arfa	Year 5	5DT	On Roll	0	0	0
Ahmad	Carina	Year 5	5BB	On Roll	0	0	0
Ahmed	Mohan	Year 1	PINE	On Roll	0	0	0
Aldridge	Courtney	Year 2	2JB	On Roll	0	0	0
Allim	Farah	Year 3	5DT	On Roll	0	0	0
Aloia	Paolo	Year 4	4ES	On Roll	0	0	0
Americana	Kari	Year 3	3CB	On Roll	0	0	0
Amiel	Tanzeel	Year 5	5BB	On Roll	0	0	0
Amos	Rosanna	Year 3	3TO	On Roll	0	0	0
Amos	Sily	Year 2	2GH	On Roll	0	0	0

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

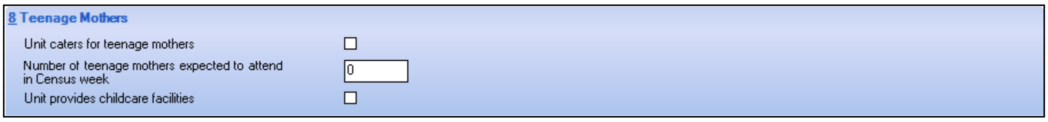
   Alternatively, select **Group by None** to display a list of all pupil/students.

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

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

Entering Information about Teenage Mothers

The required information about teenage mothers should be recorded in the **Teenage Mothers** panel.



1. If the **Unit caters for teenage mothers**, select the associated check box.
2. Enter the **Number of teenage mothers expected to attend in Census week**.
3. If the **Unit provides childcare facilities**, select the associated check box.

More Information:

Generating Detail Reports on page *40*

When this panel is complete and you are satisfied that all the details on the **Census Return Details** page are correct, the census return file can be created and validated.

04 Creating and Validating the PRU Census 2012 Return

Creating and Validating a PRU Census Return

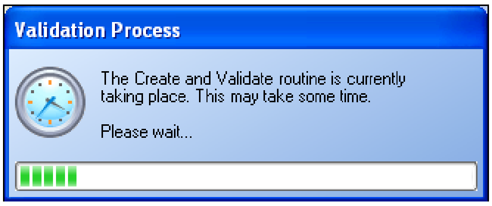
A return must be created, validated and authorised before it can be uploaded to COLLECT or sent to your Local Authority.

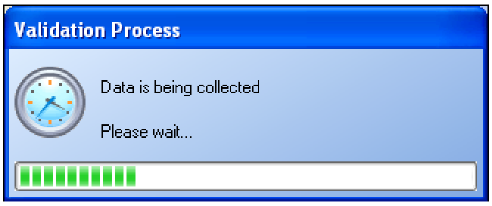
Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

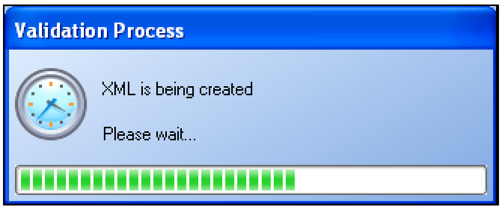
An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no pupil/students with special educational needs.

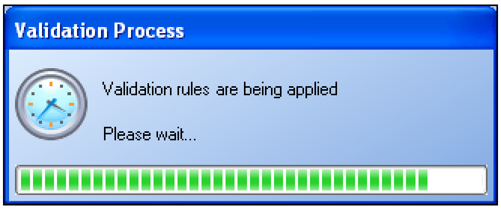
1. Select **Routines | Statutory Returns | PRU Census** to display the **Census Return for Spring Term** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process. This may take some time depending on the number of pupil/students at your school.

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



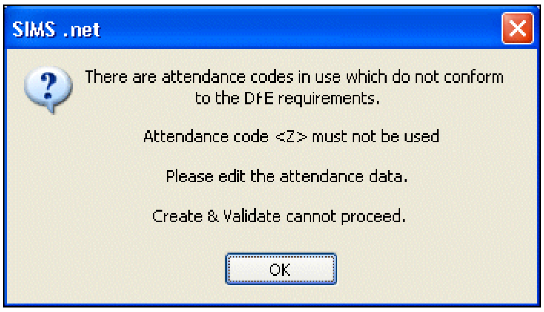






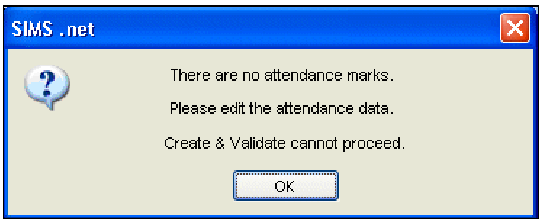
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



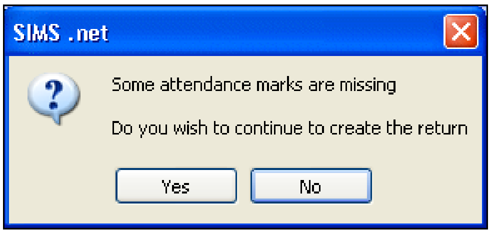
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

- If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the create and validate process cannot proceed.



Click the **OK** button then edit the attendance data before attempting to create and validate the return again.

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



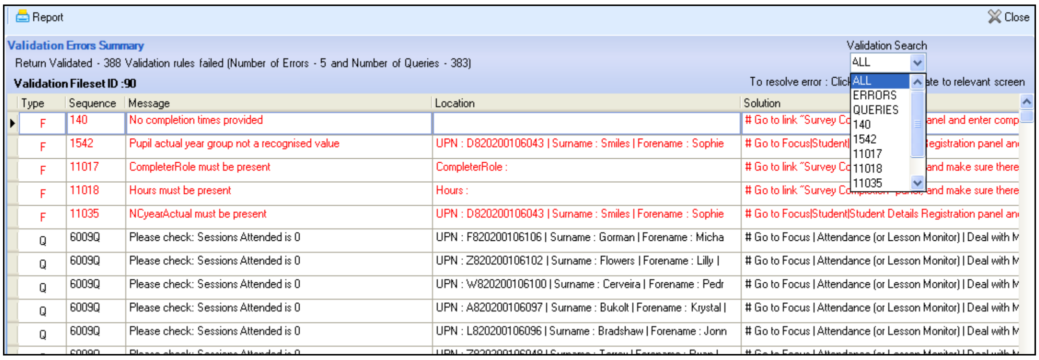
Click the **Yes** button to continue creating and validating the data.

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

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

Resolving Validation Errors and Checking Queries

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



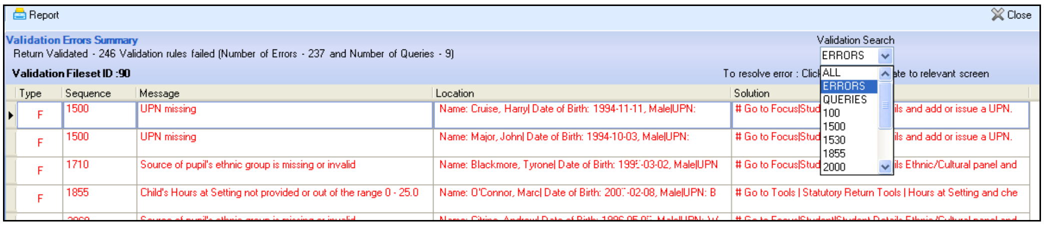
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

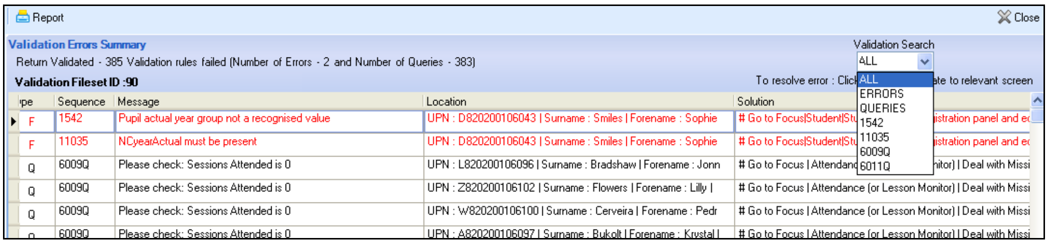
Column	Description
Type	Displays the type of validation rule: ▪ Failure (**F** displayed in red) indicates an error, which must be corrected. ▪ Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the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

To assist in the resolution of any errors and queries:

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

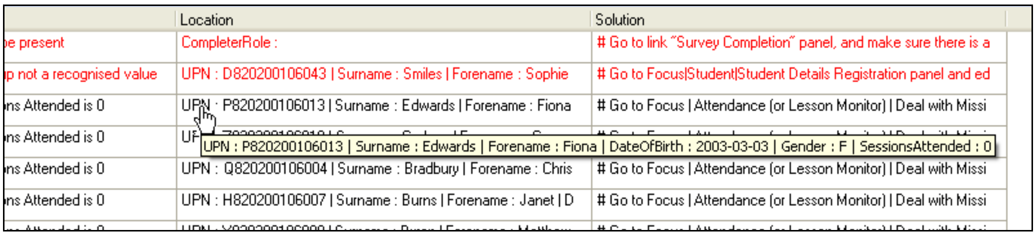


- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scroll bar located on the right-hand side of the panel to view all items.



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

- When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.



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

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

- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.

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

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

More Information:

Transferring a Report to a Spreadsheet on page *42*

The errors and queries are displayed until they are resolved and the Create and Validate process is run again.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE: All errors must be resolved and all queries must be investigated.

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

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

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

The *Errors and Resolutions* document will be posted to the SupportNet website (http://support.capitaes.co.uk) as soon as it is made available, and can be found by entering PRU12 in the **Site Search** field on the **Home** page and clicking the **Go** button.

Producing Detail Reports

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

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

The following reports are currently available:

On Roll Basic Details Report

Report Criteria: Pupil/students on-roll on Census day.

This report provides basic information about the pupil/students, e.g. UPN, name, date of birth, gender, year actual, ethnicity, enrolment status, etc.

Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on Census day - Leavers with attendance between 01/09/2010 and 31/05/2011 and/or with exclusions between 01/09/2010 and 31/08/2011.

This report provides basic information about leavers, e.g. UPN, name, date of birth, ethnicity, language, etc. The report also displays the date of admission and the date of leaving.

Exclusions Report

Report Criteria: Pupil/students with exclusions between (01/09/2010 - 31/08/2011). On-roll and leavers but not exclusions with appeal result of Reinstated or Not in the best interests of the child.

This report provides details regarding pupil/students who have been excluded from school, including the reason for, and the duration of, the exclusion.

Attendance Report

Report Criteria: Pupil/students with attendance (01/09/2010 - 31/05/2011). On-roll and leavers (but not boarders) age 5 – 15 at 31/08/2010.

This report provides basic information about the pupil/students, i.e. UPN, name, date of birth, gender, year actual and on-roll status, as well as the number of sessions possible, authorised absences and unauthorised absences.

Absentees Report

Report Criteria: 46 or more absent sessions are Persistent Absentees.

This report provides basic information about the pupils, i.e. UPN, name, date of birth, gender, year actual, on-roll status and on-roll status, as well as the number of sessions possible, and the number of sessions that the pupil/student was absent from (authorised plus unauthorised).

SEN Report

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

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

Address Details Report

Report Criteria: Pupil/students on-roll on census day.

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

Free School Meal Report

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

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

Staff Report

Report Criteria: Staff on census day.

The information for teachers also includes, their job **Description** and **Type** their **Gender**, whether they are **Full Time** or **Part-time** and their **Part-time Hours**.

Support Staff information includes their job **Description** and **Type**, **Post Count** and number of contracted **Hours**.

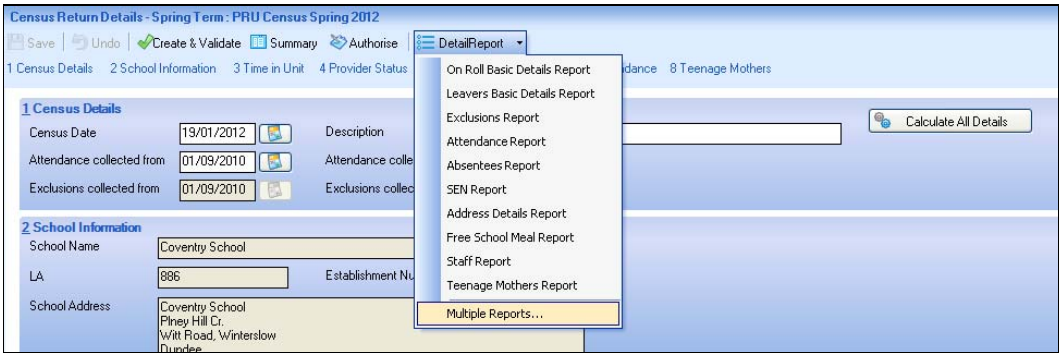
Teenage Mothers Report

Report Criteria: The number of teenage mothers expected to attend the PRU in the week of Census.

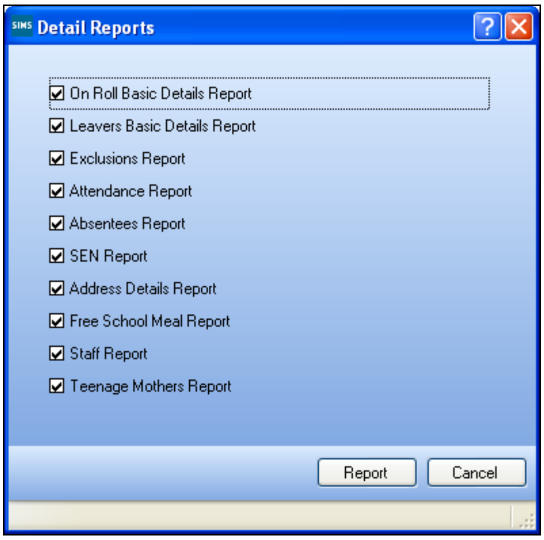
This report provides information about number of teenage mothers expected to attend the school in the census week and whether the unit provides childcare facilities, etc. This information is entered manually on the **Census Return Details** page.

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.



To select several detail reports, 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. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

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

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

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

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

`8231112_PRU_823LL12_001_onroll_pupil_basic_details_report.html`.

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

PRU Census - 2012 (On Roll Basic Data)

Security Message : This report contains sensitive information.

Report Criteria: Pupils on roll on Census day (19/01/2012)
Total Pupils: 16

Filename: 8861112_PRU_886LL12_001.UNA **Report Created Date: 06/09/2011** **XML Version: 1.3 - Released: 20 October 2010**

UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Actual	DOA	Enrolment Status	Ethnicity	Language	Connexions	Part-time Status	Boarder	Hours at Setting	Funded Hours	Time in Unit
C886110310006	-	Blough	Nikhil	Blough	-	01/04/1998	Male	-	20/09/2010	Other Provider	-	-	Unsought	No	Not a Boarder	-	-	0
F886110310008	-	Carlsson	Faysal	Carlsson	-	20/06/1999	Male	-	20/09/2010	Single Registration	-	-	Unsought	No	Not a Boarder	-	-	0
W886110310002	-	Clasen	Fabien	Clasen	-	06/01/1999	Male	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
Y886234401054	-	Foppe	Tyshawn	Foppe	-	21/05/1997	Male	-	11/03/2009	Subsidiary - Dual Registration	-	-	Unsought	No	Not a Boarder	-	-	0
R886110310007	-	Gest	Sabina	Gest	-	14/06/1998	Female	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
N886110310005	-	Hillsgrove	Oran	Hillsgrove	-	03/11/1997	Male	-	20/09/2010	FE College	-	-	Unsought	No	Not a Boarder	-	-	0
K886318200001	-	Meeter	Hercule	Meeter	-	17/10/1995	Male	-	15/07/2009	FE College	White - English	-	Unsought	No	Not a Boarder	-	-	0

More Information:

Configuring the PRU Census Folder on page *12*
Transferring a Report to a Spreadsheet on page *42*

Printing a Report

The generated report is automatically displayed in your web browser.

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

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

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

More Information:

Specifying the Security Message for Reports on page *13*

Transferring a Report to a Spreadsheet

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

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

Deleting Temporary Web Browser Files

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

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

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

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

   Are you sure you want to delete all temporary Internet Explorer Files?
4. Click the **Yes** button to delete all the files held in the local cache on the PC.

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

Producing the Summary Report

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

Generating the Summary Report

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

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. `C:\PRU CENSUS`.

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

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

`8231112_PRU_820LL12_001_Summary_Report.html`.

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

More Information:

Configuring the PRU Census Folder on page *12*
Generating Detail Reports on page *40*
Transferring a Report to a Spreadsheet on page *42*
Authorising the Return on page *44*
Deleting an Unauthorised Return on page *47*

Editing an Unauthorised Return

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

IMPORTANT NOTE: *An authorised PRU Census Return cannot be edited. If changes are required to an authorised return, use the* ***Copy*** *facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | PRU Census** to display the **Census Return for Spring Term** browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created PRU Census returns.

3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required, then click the **Save** button.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is now correct.

More Information:

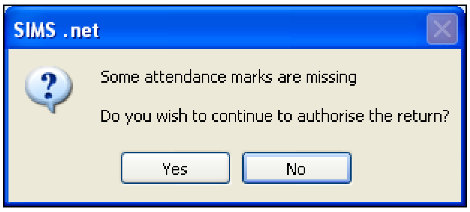
Configuring the PRU Census Folder on page *12*
Specifying the Security Message for Reports on page *13*
Creating and Validating a PRU Census Return on page *33*
Producing Detail Reports on page *38*
Producing the Summary Report on page *43*

Authorising the Return

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

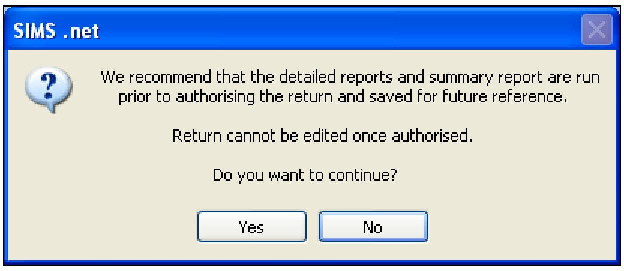
1. Click the **Authorise** button.

   If missing marks exist, the following message is displayed.



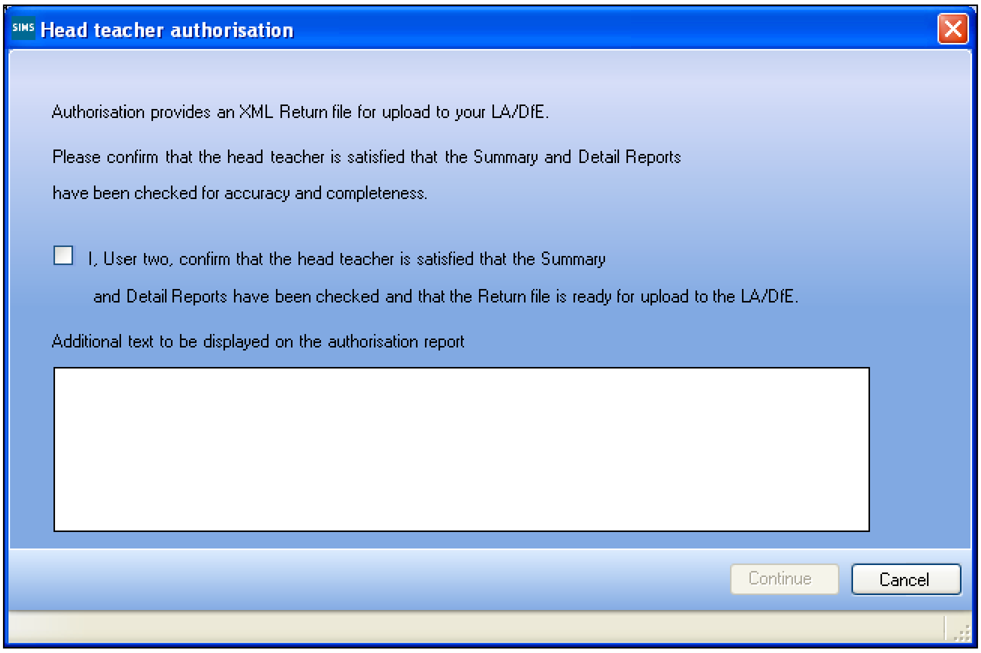
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

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



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

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



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

   When the confirmation check box is selected, the **Continue** button becomes active allowing the authorisation process to be completed.

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

NOTE: The Summary report and the Authorisation report are automatically generated and displayed in your web browser at the point of authorisation.

PRU Census 2012 Authorisation Report

School Name: Coventry School
Estab No: 1112

Authorised PRU Census 2012: 8861112_PRU_886LL12_001.XML
Report Created 19/01/2012 12:10

I, User two, confirm that the head teacher is satisfied that the Summary
and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. `C:\SIMS\PRU CENSUS` and the file extension changes from `.UNA` (unauthorised) to `.XML` (authorised), e.g. `8231149_PRU_820LL12_001.XML`.

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

More Information:

Creating a PRU Census Return on page *11*
Producing the Summary Report on page *43*
Copying a Return on page *47*

Submitting the Return to the Local Authority

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

The authorised return file is located in the folder previously specified in the **Census Return for Spring Term** browser, e.g. `C:\PRU CENSUS`.

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

More Information:

Configuring the PRU Census Folder on page *12*
Copying a Return on page *47*

Copying a Return

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

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

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

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

   A message requests confirmation that you wish to make a copy of the selected return.
4. Click the **Yes** button to make the copy, which is then displayed in the **Census Return** browser as:

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

   `Copy of PRU Census Spring 2012`.
5. To rename the copied return, highlight it then click the **Open** button to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel then click the **Save** button. The new **Description** must be unique for this return.

Deleting an Unauthorised Return

NOTE: An authorised PRU Census return cannot be deleted.

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

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

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

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