

SIMS

Producing the School Census Spring 2012 Return

English Secondary/Middle
deemed Secondary Schools

Applicable to 7.142 Onwards

Handbook



CAPITA

Revision History

Version	Change Description	Date
Spring 2012 - 1.0	Initial Release. Please see How has the School Census Spring Return Changed Since Last Year? on page 1 for details.	16/09/2011
Spring 2012 - 1.1	Amendment to list of selected times. For more information, please see <i>Checking/Editing Classes Information</i> on page 20.	22/11/2011

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Capita Doc Ref: CensusSpr12_Sec/HBK/221111/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:

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

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01 | Introduction

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Overview

This handbook provides the information needed by Secondary/Middle deemed Secondary schools in England to complete the School Census Spring 2012 Return, which takes place on Thursday 19 January 2012.

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

For a list of items collected from Secondary/Middle deemed Secondary schools in the School Census Spring 2012 Return, please see *Checking/Preparing Data for the School Census Return* on page 9.

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.



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).

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** 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 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 17

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.



More Information:

Recalculating the Classes Information on page 22

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
D	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 closure that are known or planned in advance, e.g. half-terms, bank holidays, use as 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.



More Information:

Checking/Entering Attendance Information on page 23

Contact Details Report

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



More Information:

Producing Detail Reports on page 34

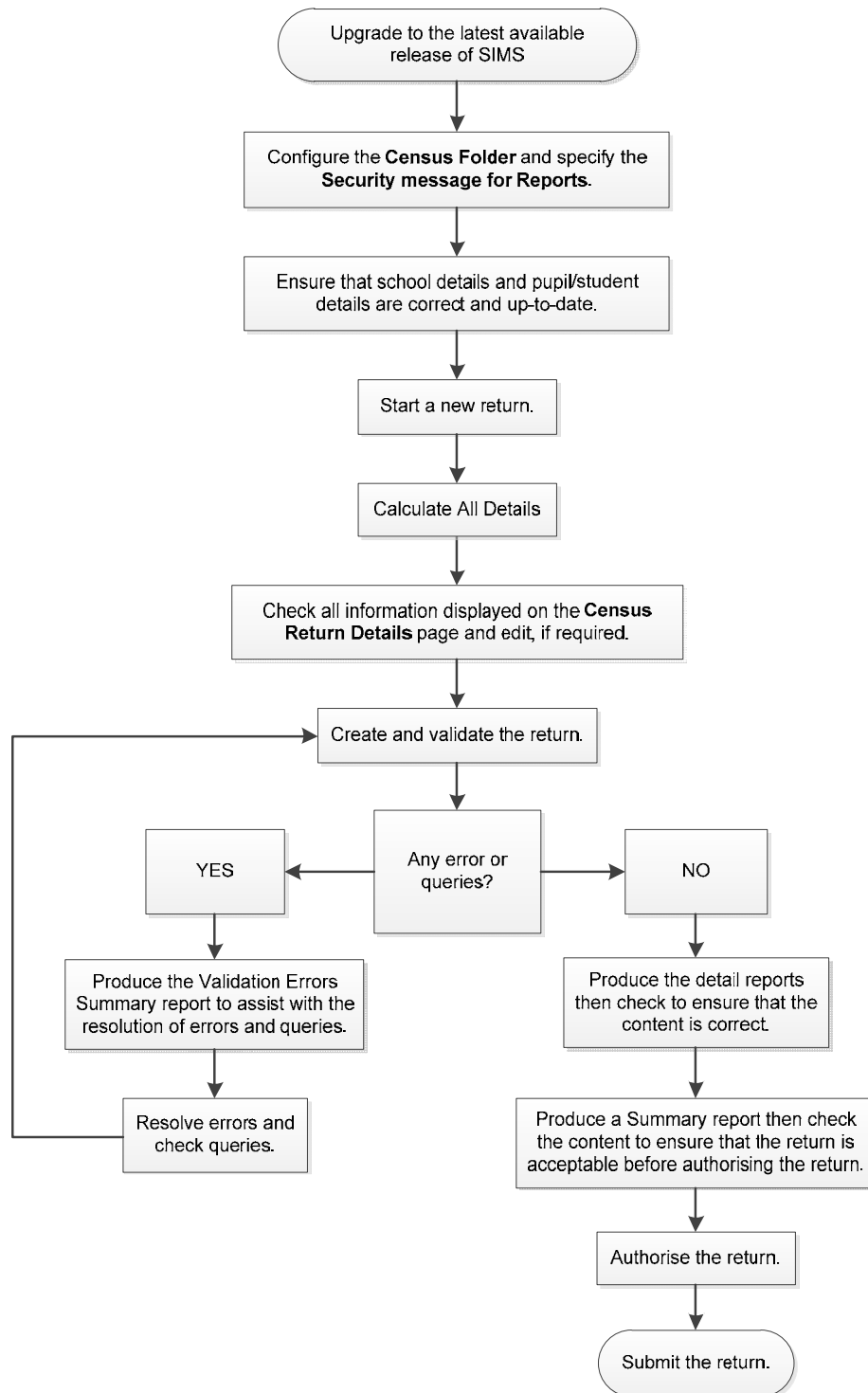
Where to Find More Information

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

Steps to Producing the School Census Return

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



02 | Preparing for the School Census Spring 2012 Return

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Permissions Required

The following permissions are applicable to School Census return users.

Producing the Return

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

Where to find More Information about Permissions

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

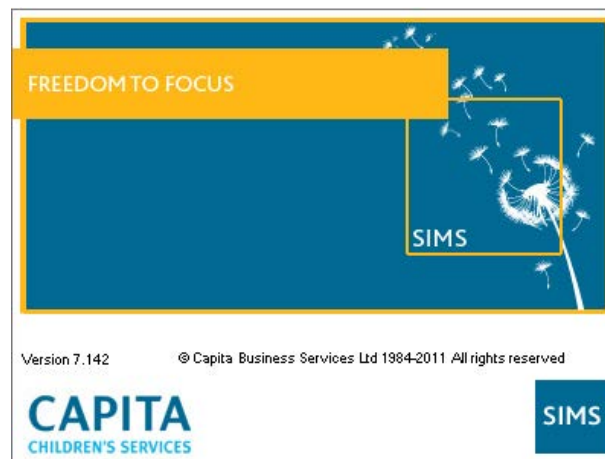
For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (<http://support.capitaes.co.uk>) by entering PERMLIST in the **Site Search** field on the SupportNet Home page then clicking the **Go** button.

What Version of SIMS is Required?

In order to run the School Census 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.



WARNING: The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS 2011 Autumn Release (7.142).

When the SIMS 2011 Autumn Release is applied, the functionality that enables the 2011 School Census returns to be created, is removed.

Checking/Preparing Data for the School Census Return

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

The following information is collected from Secondary/Middle deemed Secondary schools in the School Census Spring 2012 Return:

School Level

- Characteristics: LA Number, Establishment Number, School Name, School Phase, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, School Email Address and Telephone Number.
- Location: Address Information.
- Admissions: Admission Appeals (logged, withdrawn, heard, upheld and rejected).
- Reconciliation: Part-time Students not at School, Private Study Students, Students at Another School, Students on Work Experience and Students at Further Education College.
- Class Information: Class Name, Number of Teachers in Class, Number of Adult Non Teachers in Class, Class Year Group, Number of Students from the Host School in Class and Number of Students from Other Schools in Class.
- Miscellaneous: Free School Meals Taken

Student Level

- Student Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth and Gender.
- Characteristics: Ethnicity, Disability, Free School Meal Eligibility, Connexions Agreement, Language, Service Children in Education Indicator, Funded Hours and Hours at Setting.
- Status: Enrolment Status, Date of Entry, Date of Leaving, Part Time Indicator, Boarder Indicator and Actual National Curriculum Year Group.
- Special Educational Needs: SEN Provision, SEN Type Ranking, SEN Type for each SEN Need, Member of SEN Unit and Member of Resourced Provision Indicator.
- Exclusion Information (24/04/2011 to 31/08/2011): Category, Reason, In Care Indicator, SEN Provision, Start Date, Actual Number of Sessions.
- Home Address Information: Full Home Address.
- Attendance Information (from start of Autumn 2011 term to 31/12/2011): 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 *Preparing for the School Census Spring 2012* guide applicable to the phase of your school. The preparation guide, together with other useful School Census documentation can be found on the SupportNet website (<http://support.capitaes.co.uk>), as soon as they are made available, by entering CENSUS12 in the **Site Search** field on the Home page then clicking the **Go** button.

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Creating a New School Census Return

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

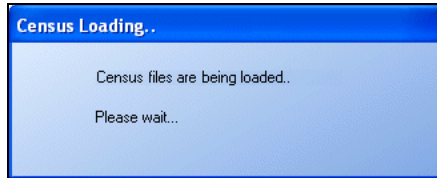
The School Census Spring 2012 Return collects data for:

- all students on the register on census day (19/01/2012).
- all students who attended school from the start of the Autumn term 2011 to 31/12/2011 inclusive.
- any additional students subject to any type of exclusion from 24/04/2011 to 31/08/2011 inclusive.

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

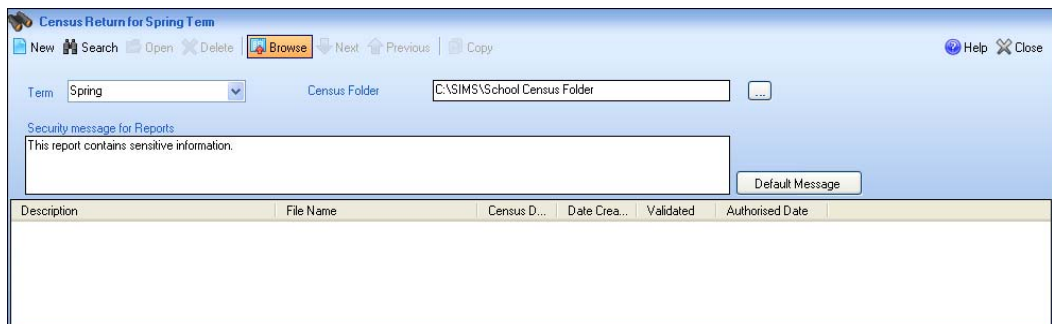
It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page 43.

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



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

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



By default, the **Term** field displays the appropriate term for the selected return, in this instance **Spring**.

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

Configuring the School Census Folder

Before creating a School 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 School Census files are to be stored by entering the folder location in the **Census Folder** field.

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



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

2. Click the **OK** button to select or create the folder and return to the **Census Return 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 24/04/2011.
 - **Exclusions collected to** – set to 31/08/2011.
 - **Attendance collected to** – set to 31/12/2011.
1. The **Attendance collected from** date defaults to the start of the Autumn term (e.g. 01/09/2011), 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 return, i.e. **19/01/2012**, but can be edited if required.
3. Enter the **Selected Period**, as defined by the DfE. This is the period on census day that your school should run the return.

The *selected time* is based on the last digit of your DfE establishment number and is calculated as follows.

Based on the last digit of the DfE number	The selected time is
4, 7, 8 or 9	One hour/period before the end of morning school
0, 1 or 5	One hour/period after the start of afternoon school
2, 3 or 6	One hour/period after the start of morning school

4. By default, the return **Description** is displayed as **School 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.

5. 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.

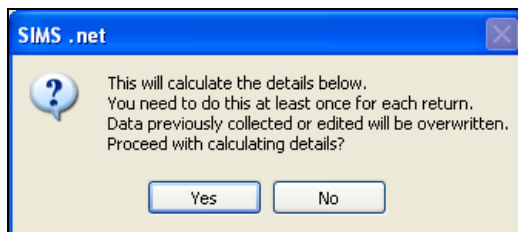
*Do not use this button more than once if you wish to keep any changes you have made, as clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.*

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 students 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.

2 School Information

School Name: Green Abbey School

LA: 823 Establishment Number: 4321

School Address: Main Office
Monkmoor Road
Bedford
Bedfordshire
MK42 5AP

Telephone: 851 234

School E-mail Address: office@ga.org.uk

School Phase: SS Secondary

School Type: Comprehensive all-through 11-18

Governance: Community Intake Type: Comprehensive

Lowest NC Year: 7 Highest NC Year: 13

School Detail

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

SIMS School Detail

School Details - Green Abbey School

Save Undo Help

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

1 Establishment

School Name: Green Abbey School

LA: 823 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: Coeducational

OK Cancel

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

i *NOTE: The **Update Hours for Nursery Children** panel is displayed only if 2, 3 or 4 year olds attend your school. If the panel is not displayed, please continue with Checking/Editing Classes Information 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 the School Census Spring 2012 Return, a pupil's age is determined by their age at 31/08/2011.

i *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.*

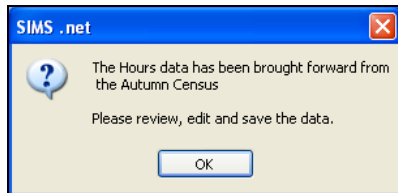
If Hours at Setting and/or Funded Hours have previously been recorded via **Tools | Statutory Return Tools**, the values are displayed in the **Update Hours for Nursery Children** panel.

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.

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

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

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



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

The Hours at Setting data is brought forward from the School Census Autumn 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.

Update Hours for 3 year olds

Save Undo

Census Term: Spring

Pupils View Year Group: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Astwick, Wilam	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	
Molla, Nicola	04/01/2008	Male	001223	N2	AM	3	12	
Rimone, Xavier	11/12/2007	Male	001224	N2	AM	3	12	
Singh, Indejit	12/09/2007	Male	001226	N2	PM	3	12	
Stevens, Holly	23/12/2007	Female	001227	N2	AM	3	12	
Tanzari, Antonio	12/10/2007	Male	001228	N2	PM	3	12	
Tanzari, Serena	12/10/2007	Female	001229	N2	AM	3	12	
Thomson, Tyra	15/09/2007	Female	001173	R	PINE	3	12	
Warren, Ellie	14/06/2008	Female	001230	N2	PM	3	12	
Wilson, Sabrina	20/04/2008	Female	001231	N2	PM	3	12	
Zazwisko, Anastasia	24/03/2008	Female	001232	N2	AM	3	0	

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



IMPORTANT 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 **Year Group** drop-down list. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** or **Funded Hours**, then enter the number of hours 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

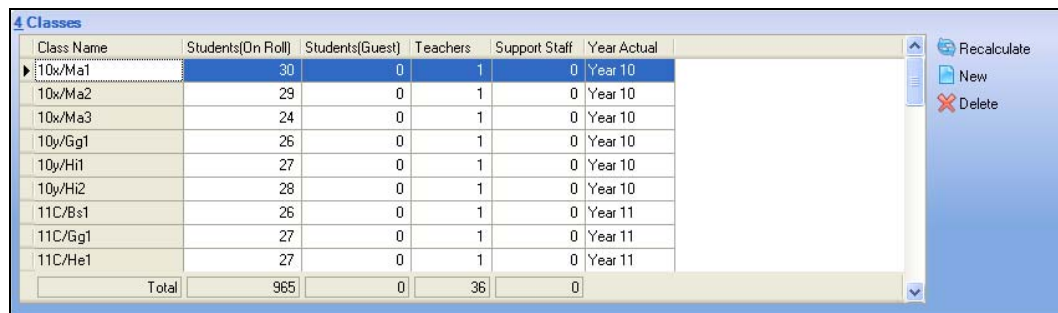
1. On the **Census Return Details** page, click the **Update Hours for 3 year olds** button (located in the **Update Hours for Nursery Children** panel) to display the **Update Hours for 3 year olds** page.
2. In the **Pupil View** panel, ensure that the required **Year Actual** and **Reg** group are 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.

Checking/Editing Classes Information

The School Census collects a 'snapshot' of information from SIMS based on a *selected time* on census day. The *selected time* is based on the last digit of your DfE establishment number and is calculated as follows.

Based on the last digit of the DfE number	The selected time is
4, 7, 8 or 9	One hour/period before the end of morning school
0, 1 or 5	One hour/period after the start of afternoon school
2, 3 or 6	One hour/period after the start of morning school



Class Name	Students(On Roll)	Students(Guest)	Teachers	Support Staff	Year Actual
10x/Ma1	30	0	1	0	Year 10
10x/Ma2	29	0	1	0	Year 10
10x/Ma3	24	0	1	0	Year 10
10y/Gg1	26	0	1	0	Year 10
10y/Hi1	27	0	1	0	Year 10
10y/Hi2	28	0	1	0	Year 10
11C/Bs1	26	0	1	0	Year 11
11C/Gg1	27	0	1	0	Year 11
11C/He1	27	0	1	0	Year 11
Total	965	0	36	0	

When the School Census is generated, the classes displayed in the **Classes** panel are based on this *selected time*.

The registration groups that have been set up in your pastoral structure are displayed in the read-only **Class Name** column. The **Total** numbers of students and staff are calculated automatically and displayed at the bottom of the panel.

Check and, if necessary, edit the information.

- **Students (On Roll)**

The number of students in the class at the *selected time* is displayed. The entries in this column can be edited if required. Ensure that:

- any students temporarily absent on the census day are included.
- any part-time students not scheduled to be in school at the *selected time* are excluded. These students should be counted in the **Student Reconciliation** panel instead. For more information, please see
- *Checking/Editing Student Reconciliation* on page 22.

- **Students (Guest)**

This column displays any guest students who are normally in the class at the *selected time*. Ensure that any guest students have an **Enrolment Status** of **Guest student** in the **Student Details** panel (**Focus | Students | Student Details**).

- **Teachers**

Include all qualified and unqualified teachers taking the class at the *selected time*.

Exclude teachers who are:

- wholly or mainly providing support to individual students.
- on Planning, Preparation and Assessment (PPA) time.

- **Support Staff**

Include teaching assistants, special needs support staff, support staff for minority ethnic students and other education support staff in the class at the *selected time*.

Exclude non-teaching staff wholly or mainly providing support to individual students.

- **Year Actual**

This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select **Mixed Year** if a class contains students from more than one National Curriculum year.



NOTE: This does not include classes containing any students who have been held back, or advanced a year and are of a different chronological age to the rest of the class.

Adding Classes

It may sometimes be necessary to add an additional class if, for example, some students are receiving additional teaching support. This is achieved by clicking the **New** button then entering the applicable class information in the additional row, which is displayed at the bottom of the **Classes** table.



NOTE: Remember to reduce the number of students in the main class.

Deleting Classes

In some circumstances, classes may need to be deleted, e.g. if they do not normally take place at the *selected time*. This is achieved by highlighting the class then clicking the **Delete** button.



NOTE: If you delete a class that contains students, you must validate again to ensure that student numbers are correct.

Recalculating the Classes Information

The data in the **Classes** 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.

Saving Edited Data

If you edit any student details displayed in the **Classes** panel, ensure that you click the **Save** button to save the data and refresh the display in the **Student Reconciliation** panel.

Checking/Editing Student Reconciliation

The **Student Reconciliation** panel is used to reconcile the various categories of students with the numbers in the **Classes** panel. The number of on-roll students who are not in class at the *selected time*, because they are attending another school, part-time, etc. should be entered in the appropriate fields.

The screenshot shows the '5 Student Reconciliation' panel with the following fields and values:

On Roll students in classes	965	Students on work experience	0	Total students	965
Part-time students not at school	0	Students at FE colleges	0	Must agree with	
Private study students	0			Students On Roll	1017
Students at another school	0				

Callout boxes provide the following information:

- Top Left:** Displays the number of current on-roll students who have membership of classes on the Census day. This field is populated automatically with data from the **Classes** panel.
- Top Right:** Displays the sum of the values displayed in the four left-hand fields. If changes are made to the editable fields, this figure updates automatically when the **Save** button is clicked or when the cursor is moved to another editable field. The value displayed in this field must tally with the value displayed in the **Students On Roll** field.
- Bottom Right:** Displays the sum of all students on-roll on census day. This field is populated automatically.
- Left Side:** These three fields are editable (pointing to Part-time students not at school, Private study students, and Students at another school).

For example:

In the previous example there are 1017 **Students On Roll** but only 965 **On Roll students in classes**. The difference must be accounted for. This could be the number of students who are attending another school at the *selected time*. In which case, **56** should be entered in the **Students at another school** field.

1. If applicable, enter the number of **Part-time students not at school**, the number of **Private study students** and the number of **Students at another school**.
2. If applicable, enter the number of **Students on work experience** and the number of **Students at FE colleges**.
3. Check the values in the **Total students** and **Students On Roll** fields. The two values must be the same.

The value in the **Total students** field is calculated automatically and equals the sum of the following:

- **On Roll Students in classes**
 - **Part-time students not at school**
 - **Private study students**
 - **Students at another school**
 - **Students on work experience**
 - **Students at FE colleges.**
4. Amend the values in the editable fields, if necessary.

Checking/Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students aged 5 to 15 inclusive on 31/08/2011 who were on-roll for at least one session during the period from the start of the Autumn 2011 term to 31/12/2011.

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/Lesson Monitor is in use, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

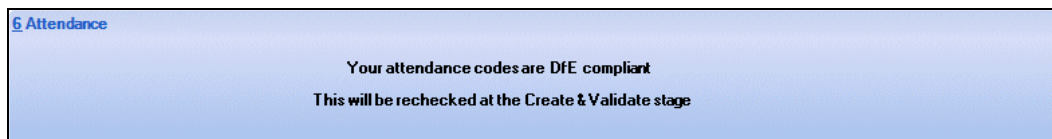


TIP: After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of the attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

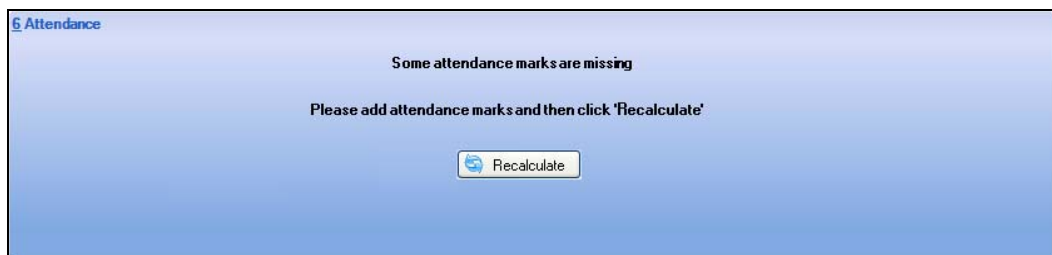
Are your Attendance Codes DfE Compliant?

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.

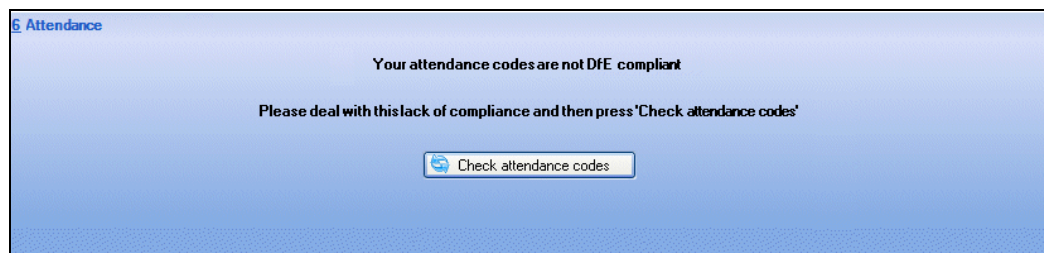


More Information:

*Creating and Validating a School Census Return on page 29
Producing Detail Reports on page 34*

Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor 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/Lesson Monitor 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
ACKROYD	Hugh	Year 10	10A	On Roll	0	0	0
ACKROYD	Mary	Year 8	8A	On Roll	0	0	0
Aguilera	Christopher	Year 11	11E	On Roll	0	0	0
Ahlman	Victor	Year 11	11C	On Roll	0	0	0
Aleen	Mina	Year 11	11A	On Roll	0	0	0
Antas	Sergei	Year 7	7A	On Roll	0	0	0
Arnold	Matthew	Year 11	11C	On Roll	0	0	0
Ashbury	Jon	Year 11	11B	On Roll	0	0	0
Auden	William	Year 11	11D	On Roll	0	0	0
Austin	Jayne	Year 11	11B	On Roll	0	0	0
BALDWIN	Stephen	Year 9		On Roll	0	0	0
BALLEY	Richard	Year 9		On Roll	0	0	0
BANKS	Richard	Year 10	10B	On Roll	0	0	0
Barclay-Da...	Edie	Year 11	11C	On Roll	0	0	0
BARKER	Robert	Year 9		On Roll	0	0	0
Bartlett	Katie	Year 7	7B	On Roll	0	0	0
Bashir	Karina	Year 7	7C	On Roll	0	0	0
Bauer	Edwin	Year 7	7F	On Roll	0	0	0
Beauvoir	Simone	Year 11	11D	On Roll	0	0	0
Benum	Ranhhir	Year 7	7F	On Roll	0	0	0

1. To filter the display of 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 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 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 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 General Information

If SIMS Dinner Money is in use, the **Number of free school meals taken on census day** is calculated and displayed automatically.

7 General	
Number of free school meals taken on census day	<input type="text" value="0"/>

If Dinner Money is not in use the number of free school meals taken by students on census day, must be entered manually.

Entering Admission Appeals Totals

Applicable to Foundation, Voluntary Aided Secondary schools and Academies



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

All fields in this panel are editable and must be populated manually.

8 Admission Appeals	
If you are a Foundation or Voluntary Aided school complete this section	Independent Admissions Committee
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"/>

Enter all admission appeals totals (including infant appeals) in the appropriate fields.

1. Enter the total number of admission appeals that have been **Lodged** and the total that have been **Withdrawn** in the current academic year.
2. Enter the total number of admission appeals **Heard**, **Upheld** and **Rejected** by the Independent Admission Committee.

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. For more information, please see *Creating and Validating a School Census Return* on page 29.

04 | Creating and Validating the Spring 2012 Return

Creating and Validating a School Census Return.....	29
Producing Detail Reports	34
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Editing an Unauthorised Return	39
Authorising the Return	40
Submitting the Return to the Local Authority	42
Copying a Return	43
Deleting an Unauthorised Return.....	43

Creating and Validating a School Census Return

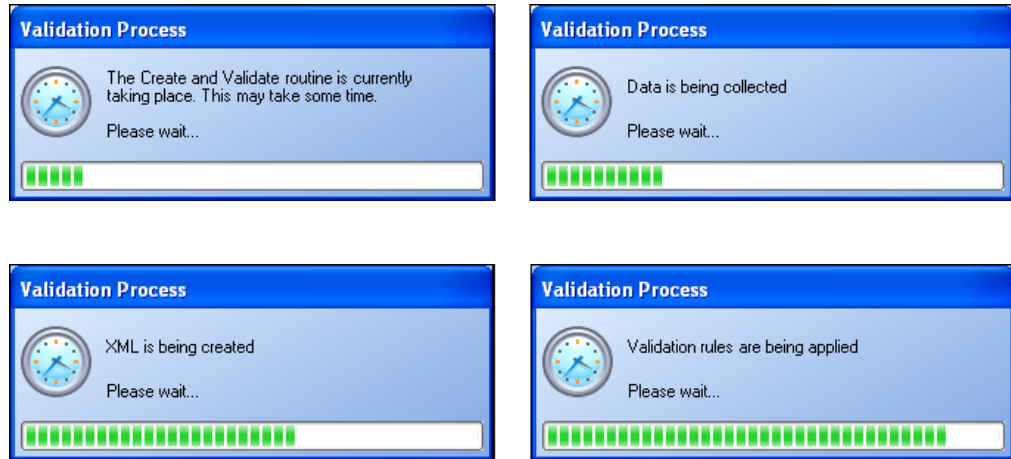
A return must be created, validated and authorised before it can be uploaded to COLLECT or sent to your Local Authority.

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 students with special educational needs.

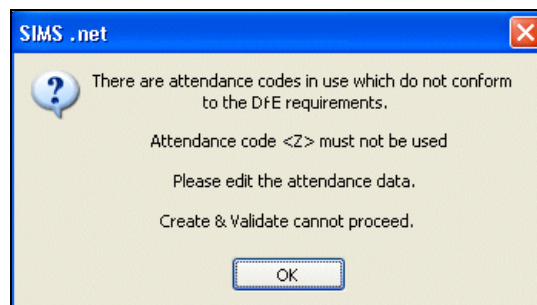
1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to begin the process.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

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



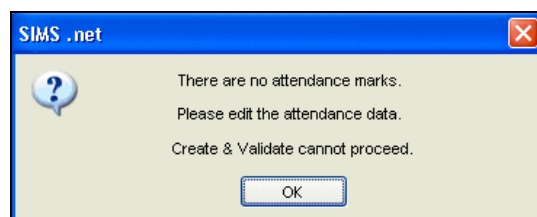
If there is an irregularity in the attendance marks, one of the following messages is displayed:

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



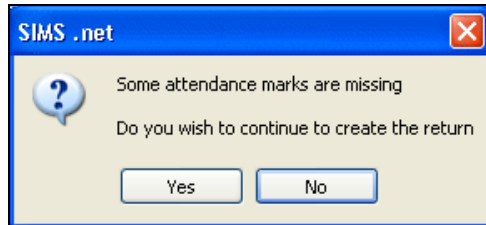
The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

- 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.

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 Focus Student...
F	11017	CompleteRole must be present	CompleteRole :	# Go to link "Survey C...
F	11018	Hours must be present	Hours :	# Go to link "Survey C...
F	11035	NYearsActual must be present	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel an...
Q	60090	Please check: Sessions Attended is 0	UPN : F820200106106 Surname : Gorman Forename : Micha	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : Z820200106102 Surname : Flowers Forename : Lilly	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : W820200106100 Surname : Cerveira Forename : Pedr	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : A820200106097 Surname : Bukolt Forename : Kystal	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...
Q	60090	Please check: Sessions Attended is 0	UPN : L820200106096 Surname : Bradshaw Forename : Jonn	# Go to Focus Attendance (or Lesson Monitor) Deal with Iv...

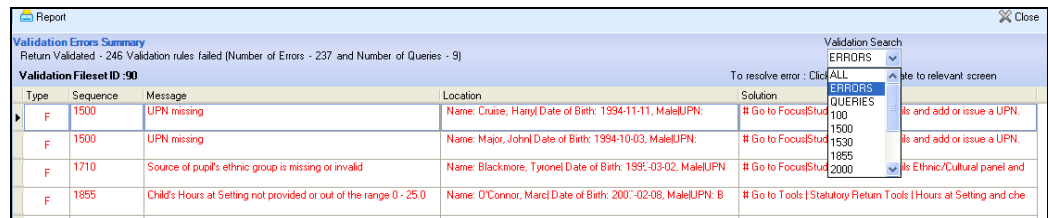
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

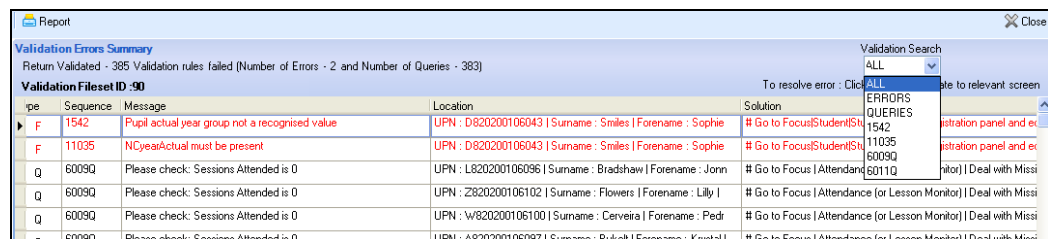
Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
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.

	Location	Solution
Present	CompleterRole :	# Go to link "Survey Completion" panel, and make sure there is a
Value not a recognised value	UPN : D820200106043 Surname : Smiles Forename : Sophie	# Go to Focus Student Student Details Registration panel and ed
Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
Sessions Attended is 0	UPN : P820200106013 Surname : Edwards Forename : Fiona DateOfBirth : 2003-03-03 Gender : F SessionsAttended : 0	
Sessions Attended is 0	UPN : Q820200106004 Surname : Bradbury Forename : Chris	# Go to Focus Attendance (or Lesson Monitor) Deal with Missi
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.



More Information:

Transferring a Report to a Spreadsheet on page 38

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

Producing Detail Reports

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

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

The following reports are currently available:

On Roll Basic Details Report

Report Criteria: Students on-roll on Census day.

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

Leavers Basic Details Report

Report Criteria: Students not on-roll on Census day (Leavers with attendance one term ago and Leavers with attendance two terms ago).

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: Students with exclusions two terms previously (on-roll and leavers).

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

Attendance Report

Report Criteria: Students with attendance one term previously (on-roll and leavers).

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

Absentees Report

Report Criteria: Students who are missing more than 22 sessions in the previous term and therefore may be on track to become persistent Absentees (including those who are already persistent Absentees, non-boarders on-roll and leavers aged 5-15 on 31 August).

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

SEN Report

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

Address Details Report

Report Criteria: Students on-roll on Census day.

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

Free School Meal Report

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

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

Class Report

Report Criteria: Classes on *Selected Period* on Census day.

This report provides information about classes, i.e. class name, number of students (on-roll and guests), number of staff (teachers and support staff) and year actual. Student reconciliation are also displayed on this report.

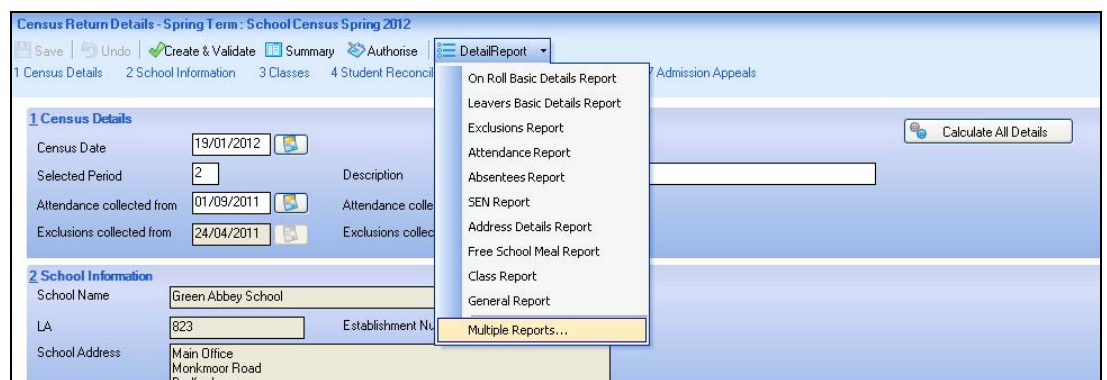
General Report

Report Criteria: Free School Meals Taken on Census Day and Admissions Appeals 2010/2011 academic year.

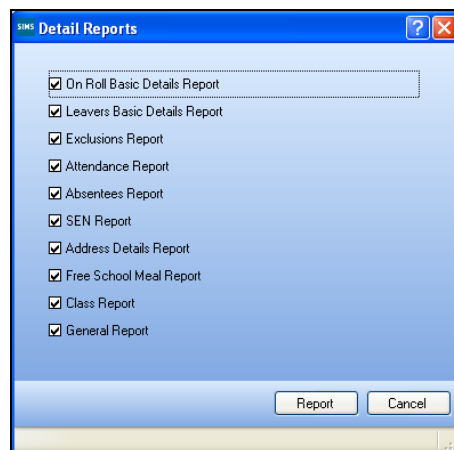
This report provides information about free school meals taken on Census day and appeals, if applicable.

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** browser, e.g. C:\SCHOOL 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:

8234321_SC1_823LL12_001_onroll_basic_details_report.html.

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

School Census Spring - 2012 (On Roll Basic Data)																
Security Message : This report contains sensitive information.																
Report Criteria: Students on roll on Census day (19/01/2012)																
Total Students: 1017																
Filename: 8234321_SC1_823LL12_001.UJA Report Created Date: 01/11/2011 XML Version: 2012.1.0 - Released: 18 July 2011																
UPN	ULN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Gender	Year Taught In	DOA	Enrolment Status	Ethnicity	Language	Connexions	Part-time Status	Boarder	Disability
B823432110001	-	Abbey	Grenetta	Abbey	-	24/07/2000	Female	7	01/09/2011	Single Registration	White - English	English	Unsought	No	Not a Boarder	Not Collected
B820432109001	5142370030	Abbey	Jimmy	Abbey	-	17/04/1998	Male	9	01/09/2009	Single Registration	White - English	English	Unsought	No	Not a Boarder	Not Collected
P820432108010	5142371843	Abbot	Claire	Abbot	-	22/04/1997	Female	10	02/09/2008	Single Registration	White - English	English	Unsought	No	Not a Boarder	Not Collected
J820444405032	5142375504	Abbot	Clarissa	Abbot	-	22/05/1995	Female	12	05/09/2006	Single Registration	White - English	English	Connexions Assent Obtained	No	Not a Boarder	Not Collected
P823432109001	-	Abbot	Hannah	Abbot	-	23/12/1998	Female	8	01/09/2010	Single Registration	White Other	English	Unsought	No	Not a Boarder	Not Collected
D820432108007	5142373968	Abbot	James	Abbot	-	27/04/1998	Male	11	03/09/2007	Single Registration	White - English	English	Connexions Assent Refused	No	Not a Boarder	Not Collected
Q820432109002	5142370022	Abbot	Susan	Abbot	-	21/06/1998	Female	9	01/09/2009	Single Registration	White - English	English	Unsought	No	Not a Boarder	Not Collected
W820432109001	5142378845	Abbot	Wendy	Abbot	-	18/03/1997	Female	14	05/09/2007	Single Registration	White - English	English	Connexions Assent	No	Not a Boarder	Not Collected



More Information:

- Configuring the School Census on page 12
- Transferring a Report to a Spreadsheet on page 38

Printing a Report

The generated report is automatically displayed in your web browser.



IMPORTANT NOTE: Any printed reports containing a 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 assist 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:\SCHOOL 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: 8234321_SC1_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 School Census Folder on page 12
Generating Detail Reports on page 36
Transferring a Report to a Spreadsheet on page 38
Authorising the School Census Return on page 39
Deleting an Unauthorised Return on page 43

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 School 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 | School Census** to display the **School Census** browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created School Census returns.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required, then click the **Save** button.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. 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:

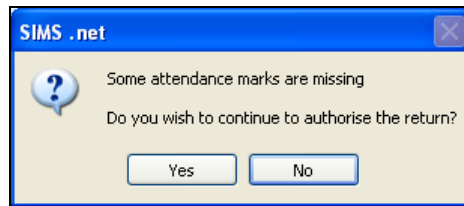
Configuring the School Census Folder on page 12
Specifying the Security Message for Reports on page 13
Creating and Validating a School Census Return on page 29
Producing Detail Reports on page 34
Producing the Summary Report on page 38

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.

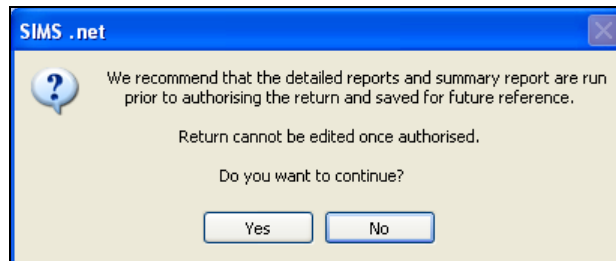
1. Click the **Authorise** button.

If missing marks exist, the following message is displayed.



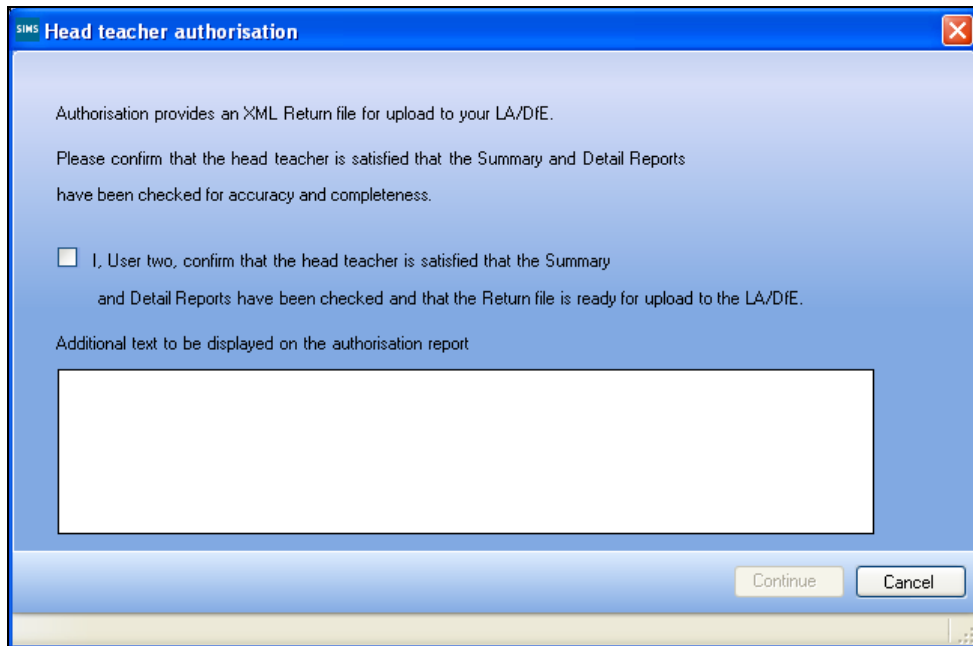
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

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 generated and displayed in your web browser automatically at the point of authorisation.

School Census Spring 2012 Authorisation Report

School Name: Green Abbey School
 Estab No: 4321

Authorised Spring School Census 2012: 8234321_SC1_823LL12_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:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8204321_SC3_823LL12_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 New School Census Return on page 11
Producing the Summary Report on page 38
Copying a Return on page 43

Submitting the Return to the Local Authority



WARNING: *The School Census Autumn 2011 Return must be completed and accepted by the authorising body before upgrading to the SIMS Autumn Release (7.142).*

When the SIMS 2011 Autumn Release is applied, the functionality that enabled the 2011 School Census returns to be created, is removed.

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

The authorised return file is located in the folder previously specified in the **Census Return** browser, e.g. C:\SCHOOL 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 School Census Folder on page 12
Copying a Return on page 43

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

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

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

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

Copy of School Census 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 School Census return cannot be deleted.

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

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

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

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