

Producing the School Census Spring 2012 Return

English Special Schools

Applicable to 7.142 Onwards

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01 | Introduction

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Overview

This handbook provides the information needed by Special 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 pupil/student details, e.g. pupil/student address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared, and your school type.

For a list of items collected from Special schools in the School Census Spring 2012 Return, please see *Checking/Preparing Data for the School Census Return* on page 6.

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

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 11

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 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 14

Contact Details Report

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

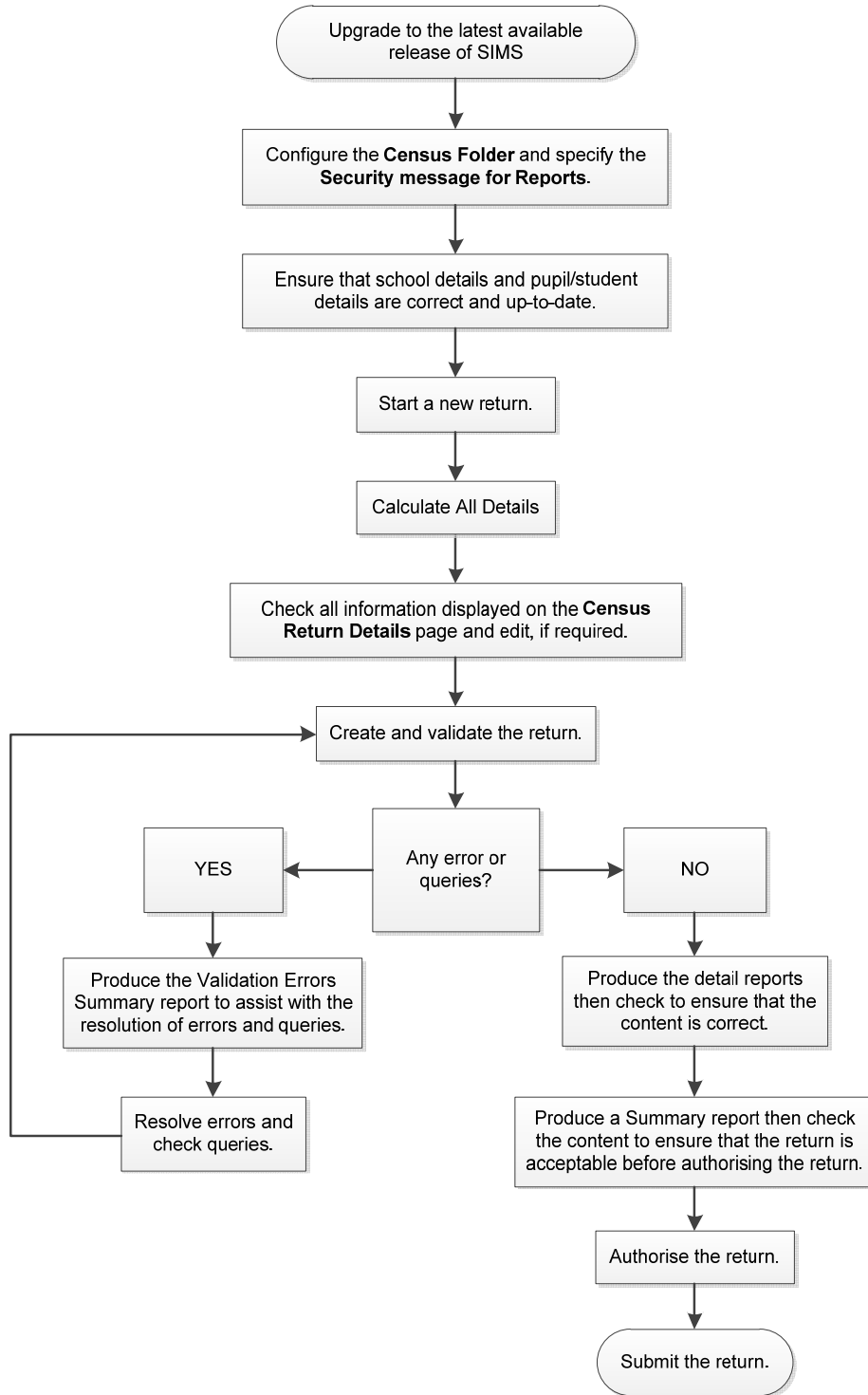
Where to Find More Information

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

The following information is collected from Special schools for the School Census Spring 2012 Return:

School Level

- Characteristics: LA Number, Establishment Number, School Name, School Type, Highest NC Year, Lowest NC Year, Intake Type, Governance, School Email Address and Telephone Number, Special School Organisation (Accommodation), Maximum Day Pupil/Students, Maximum Boarding Pupil/Students, Minimum Age for Boys, Minimum Age for Girls, Maximum Age for Boys, Maximum Age for Girls and SEN Type.
- Location: Address Information.
- Miscellaneous: Free School Meals Taken.

Pupil/Student Level

- Pupil/student Identifiers: UPN, ULN, Former UPN, Surname, Forename, Middle Names, Former Surname, Preferred Surname, Date of Birth, 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, Actual National Curriculum Year Group.
- Special Educational Needs: SEN Provision, SEN Type Ranking, SEN Type for each SEN Need.
- 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.

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 pupil and school information is present and up-to-date in SIMS.

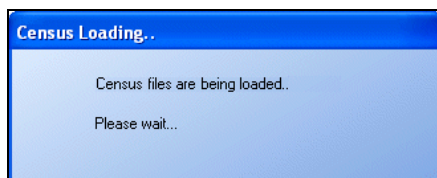
The School Census Spring 2012 Return collects data for:

- all pupils on the register on census day (19/01/2012).
- any additional pupils 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.

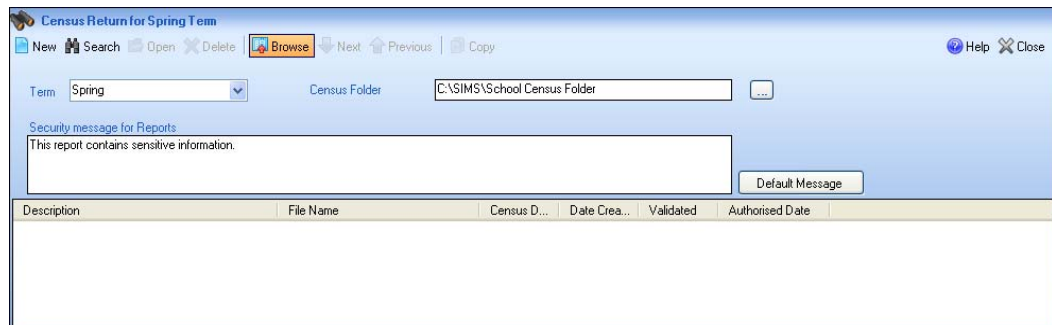
It is possible to create more than one return. This enables you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised). For more information, please see *Deleting an Unauthorised Return* on page 31.

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.

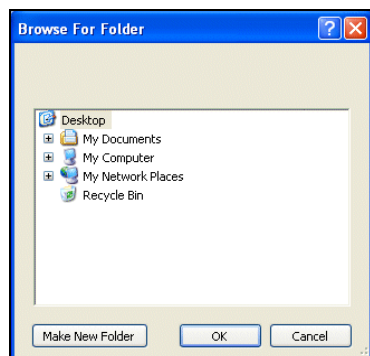
You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security, a copy of which can be found at <http://www.itgovernance.co.uk/bs7799.aspx>. 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.



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 24/04/2011.
- **Exclusions collected to** – set to 31/08/2011.

| | | | | |
|---------------------------|------------|-------------------------|---------------------------|--|
| Census Details | | | | <input type="button" value="Calculate All Details"/> |
| Census Date | 19/01/2012 | Description | School Census Spring 2012 | |
| Exclusions collected from | 24/04/2011 | Exclusions collected to | 31/08/2011 | |

1. The **Census Date** defaults to the correct date for the 2012 return, i.e. **19/01/2012**, but can be edited if required.
2. 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.*

3. 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.

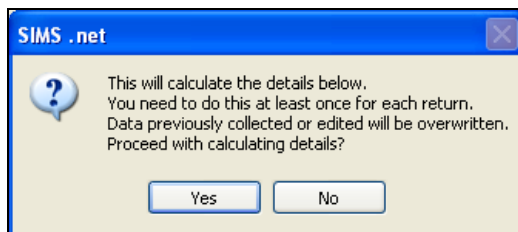
*Do not use this button more than once if you wish to keep any changes you have made, as clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS*

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.

2 School Information

| | | | |
|-----------------------|---|----------------------|---------|
| School Name | Sunflower Small School (Special) | | |
| LA | 820 | Establishment Number | 4321 |
| School Address | Unit 1 Franklin Court Stannard Way Bedford Bedfordshire MK44 3JZ | | |
| Telephone | 01234 838080 | | |
| School E-mail Address | admin@school.com | | |
| School Phase | SP | Special | |
| School Type | Maintained Special (day) | | |
| Governance | Community | Intake Type | Special |
| Lowest NC Year | R | Highest NC Year | 14 |

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

SIMS School Detail

School Details - Sunflower Small School (Special)

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Special School Information 6 Documents

1 Establishment

| | | | |
|-------------------------|----------------------------------|------------------------|--|
| School Name | Sunflower Small School (Special) | | |
| LA | 820 Bedfordshire (Pre LG) | | |
| Establishment Number | 4321 | | |
| Unique Reference Number | | | |
| School Phase | Special | | |
| School Type | Maintained Special (day) | | |
| School Governance | Community | | |
| Intake Type | Special | | |
| Boarding Pupils | <input type="checkbox"/> | | |
| Nursery Class | <input type="checkbox"/> | | |
| Special Class or Unit | <input type="checkbox"/> | | |
| Head Teacher | Dr John Myler | Main Contact: S. Smith | |
| Curriculum Years | R | 14 | |
| Pupil Genders | Coeducational | | |
| Gender on entry to | Coeducational | | |

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 Entering General Information on page 17.*

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.

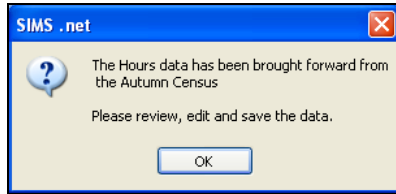
The **Update Hours for Nursery Children** panel is read-only. However, values can be edited by clicking the appropriate **Update Hours for <age> year olds** button.

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

| 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.

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

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

! *IMPORTANT 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.

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.

| |
|---|
| 4 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 pupil/students on census day, must be entered manually.

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 Spring 2012 Return

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Creating and Validating a School Census Return

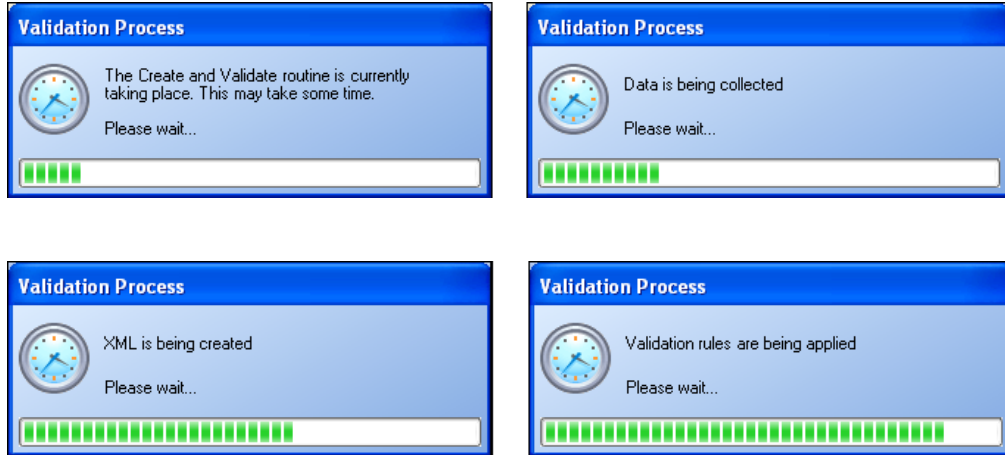
A return must be created, validated and authorised before it can be uploaded to COLLECT or sent to your Local Authority.

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 pupil/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 pupil/students at your school.

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



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

Resolving Validation Errors and Checking Queries

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

| Type | Sequence | Message | Location | Solution |
|------|----------|--|---|---|
| F | 140 | No completion times provided | | # Go to link "Survey C... |
| F | 1542 | Pupil actual year group not a recognised value | UPN : D820200106043 Surname : Smiles Forename : Sophie | # Go to FocusStudent... |
| F | 11017 | 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 FocusStudent... |
| Q | 1601Q | Please Check: Pupil's age is out of range for school type. | Name: Ackton, William Date of Birth: 1993-06-11, Male Age: | # Go to FocusStudent... |
| Q | 2020Q | Please check: pupil is shown in year group however pupil | Name: Gill, Gemmal Date of Birth: 2002-02-07, Female UPN: W | # Go to FocusStudent... |
| Q | 2020Q | Please check: pupil is shown in year group however pupil | Name: Phillips, Bethany Date of Birth: 2002-11-18, Female UP | # Go to FocusStudent... |
| Q | 2020Q | Please check: pupil is shown in year group however pupil | Name: Sungail, Skaistel Date of Birth: 2002-03-28, Female UPN | # Go to FocusStudent... |
| Q | 2070Q | Please check: pupil's class type and year group incompatible | Name: Astwick, Gwenneth Date of Birth: 2002-02-21, Female UJ | # Go to Tools Statutory Return Tools Update Class type ar |

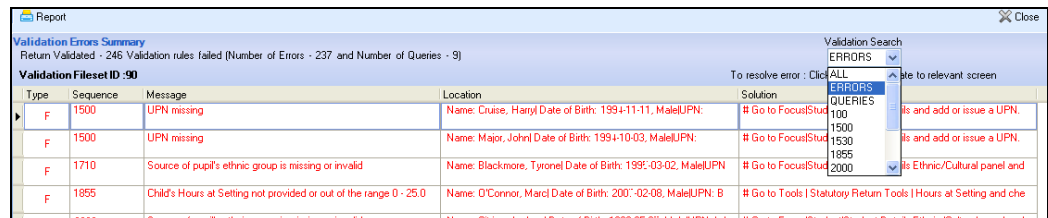
The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information only).

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

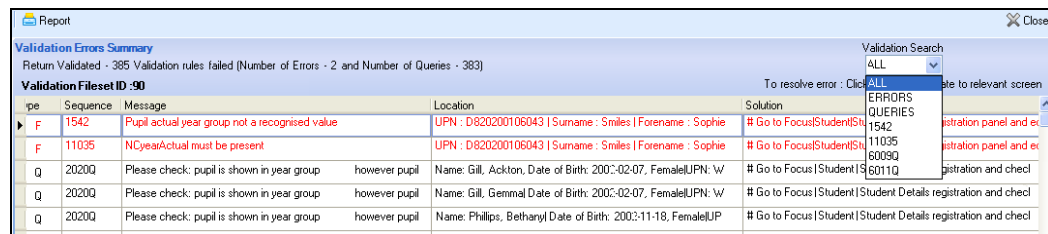
| Column | Description |
|----------|---|
| Type | Displays the type of validation rule: <ul style="list-style-type: none"> Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered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

| Type | Sequence | Message | Location | Solution |
|------|----------|--|---|---|
| F | 1500 | UPFN missing | Name: Smiles, Sophie Date of Birth: 2000-03-03, Female UPN: | # Go to Focus Student Student Details and add or issue a UPN. |
| F | 1855 | Child's Hours at Setting not provided or out of the range 0 - 25.0 | Name: O'Connor, Marcl Date of Birth: 2007-02-08, Male UPN: B | # Go to Tools Statutory Return Tools Hours at Setting and che |
| Q | 1330Q | Please check: Free School Meals taken equals zero. Your scho | | # Check number of free school meals in Census: Details: General |
| Q | 1601Q | Please Check: Pupil's age is out of range for sc Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals. nd check pupil's date of | | |
| Q | 2100Q | Please check: More FT nursey pupils than number on nursey c | | # Check Part time status of pupils -Go to Focus Student Student |
| Q | 2050Q | Please check: Pup record with no address details | Name: Davies, David Date of Birth: 2002-02-05, Male UPN: A | # Go to Focus Student Student Details: Address and addres |



*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 26

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

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



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

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

Producing Detail Reports

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

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser. The **Report Criteria**, e.g. Pupil/students on-roll on Census day, and the **Total 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 taught in, enrolment status, ethnicity, etc.

Leavers Basic Details Report

Report Criteria: Pupil/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: Pupil/students with exclusions two terms ago (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.

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 taught in, 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 taught in and on-roll status.

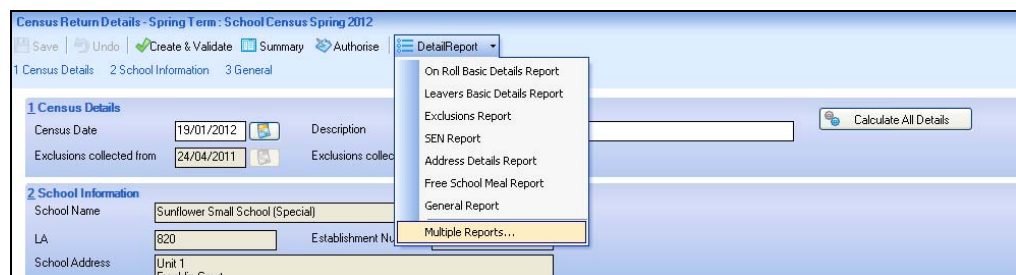
General Report

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

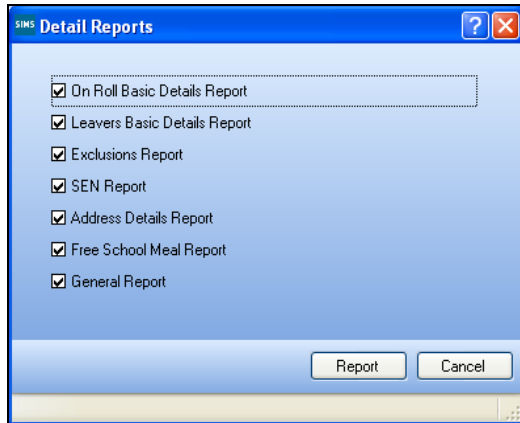
This report provides information about free school meals taken on Census day and appeals, if applicable.

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:

8204321_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: Pupils on roll on Census day (19/01/2012) | | | | | | | | | | | | | | | | |
| Total Pupils: 95 | | | | | | | | | | | | | | | | |
| Filename: 8204321_SC1_886LL12_001.UNA Report Created Date: 08/09/2011 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 |
| B938205100022 | - | Alexanders | Bertina | Alexanders | - | 11/05/2002 | Female | 5 | 03/09/2008 | Single Registration | Information Not Yet Obtained | English | Unsought | No | Not a Boarder | Not Collected |
| C888704899128 | - | Alfieri | Barnie | Alfieri | Kamrowski | 31/05/1995 | Male | 12 | 07/09/2000 | Single Registration | White - English | English | Unsought | No | Not a Boarder | Not Collected |
| F888284899088 | - | Angrisano | Patricia | Angrisano | - | 28/02/1998 | Female | 11 | 19/04/2006 | Single Registration | White - English | English | - | No | Not a Boarder | Not Collected |
| Z888285199025 | - | Audet | Cleve | Audet | - | 09/04/1995 | Male | 12 | 02/09/2003 | Single Registration | White - English | English | Unsought | No | Not a Boarder | Not Collected |



More Information:

Configuring the School Census on page 10
Transferring a Report to a Spreadsheet on page 26

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 11

Transferring a Report to a Spreadsheet

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

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

Deleting Temporary Web Browser Files

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

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

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

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

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

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

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

Producing the Summary Report

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

Generating the Summary Report

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:

```
8204321_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 10
Generating Detail Reports on page 24
Transferring a Report to a Spreadsheet on page 26
Authorising the School Census Return on page 27
Deleting an Unauthorised Return on page 31

Editing an Unauthorised Return

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



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:**

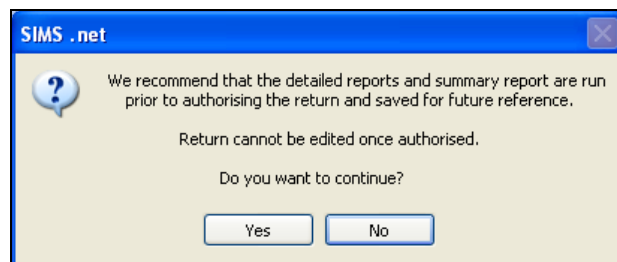
Configuring the School Census Folder on page 10
Specifying the Security Message for Reports on page 11
Creating and Validating a School Census Return on page 19
Producing Detail Reports on page 23
Producing the Summary Report on page 27

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.

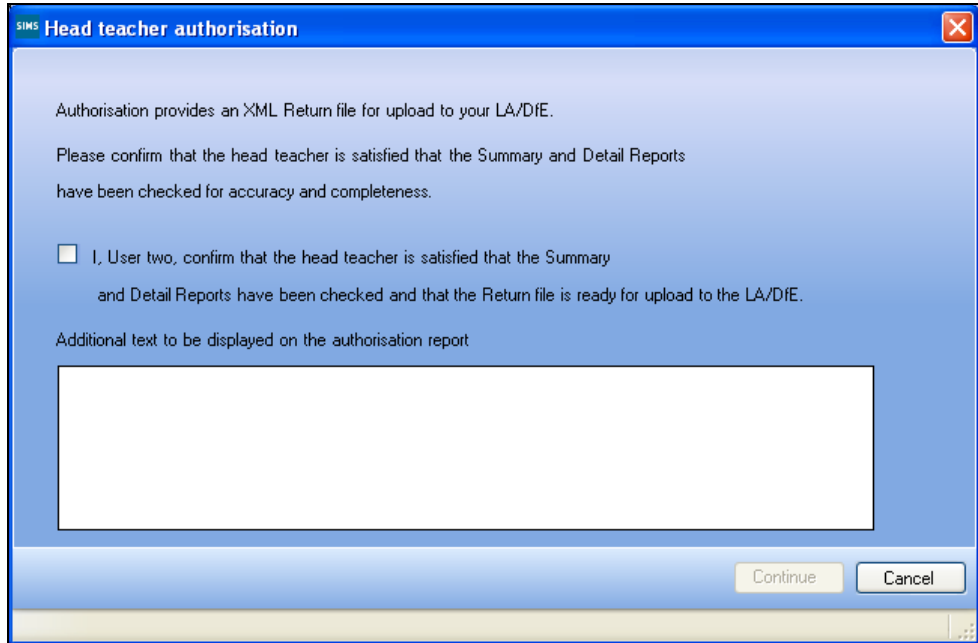
Click the **Authorise** button.

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



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.




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.

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.

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.*

School Census Spring 2012 Authorisation Report

School Name: Sunflower Small School (Special)
 Estab No: 4321

Authorised Spring School Census 2012: 8204321_SC1_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:\SCHOOL CENSUS and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. 8862001_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 9

Producing the Summary Report on page 27

Copying a Return on page 31

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 2011 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 10

Copying a Return on page 31

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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