

# Pupil Referral Unit Census 2012

## Errors and Resolutions

### Revision History

Doc. Version	Change Description	Date
1.0	Initial Release.	23/11/2011

### Introduction

This guide has been produced to offer advice and suggestions on how to rectify the various validation errors/queries that may be generated when producing the Pupil Referral Unit (PRU) Census 2012 Return in England.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the error can be corrected.

We also recommend making use of the Bulk Update functionality within SIMS to identify missing/invalid data and correct in bulk. For more information, please refer to the *Preparing for the Pupil Referral Unit Census 2012* guide. This document together with the preparation guide are available on our SupportNet website (<http://support.capitaes.co.uk>). To locate the documents, enter PRU12 in the **Site Search** field on the Home page then click the **Go** button.

Please ensure that the Personnel Officer, Returns Manager or System Manager has imported the latest Statutory Returns fileset. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files in between releases and may include updates to the validation errors (derived from files supplied by the Statutory Body).

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

This document has been produced to help users check and correct PRU Census validation errors and queries. It has been provided in addition to our usual user documentation (handbooks and online help). It has not however, been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to release it following minimal checking. If you find any errors or inaccuracies in this document, please report them to [publications@capita.co.uk](mailto:publications@capita.co.uk).

## Using the Validation Errors Summary

Having created and validated a PRU Census return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated by the return. Errors must be corrected whilst queries should be checked then corrected, if applicable.

Column	Description
Type	Displays the type of validation rule: <ul style="list-style-type: none"> <li>Failure (<b>F</b> displayed in red) indicates an error, which <u>must</u> be corrected.</li> <li>Query (<b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be considered and corrected if necessary.</li> </ul>
Sequence	Shows the error number.
Message	Displays the text of the error message.
Location	Lists the specific record containing the error.
Solution	Provides suggestions on where and how the failure can be corrected. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.



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	CompleterRole must be present	CompleterRole :	# Go to link "Survey C...					
F	11018	Hours must be present	Hours :	# Go to link "Survey C...					
F	11035	NYearActual must be present	UPN : D820200106043	Surname : Smiles	Forename : Sophie	# Go to Focus	Student...		
Q	6009Q	Please check: Sessions Attended is 0	UPN : F820200106106	Surname : Gorman	Forename : Micha	# Go to Focus	Attendance (or Lesson Monitor)	Deal with V	
Q	6009Q	Please check: Sessions Attended is 0	UPN : Z820200106102	Surname : Flowers	Forename : Lilly		# Go to Focus	Attendance (or Lesson Monitor)	Deal with V
Q	6009Q	Please check: Sessions Attended is 0	UPN : W820200106100	Surname : Cerveira	Forename : Pedr	# Go to Focus	Attendance (or Lesson Monitor)	Deal with V	
Q	6009Q	Please check: Sessions Attended is 0	UPN : A820200106097	Surname : Bukolt	Forename : Krystal		# Go to Focus	Attendance (or Lesson Monitor)	Deal with V
Q	6009Q	Please check: Sessions Attended is 0	UPN : L820200106096	Surname : Bradshaw	Forename : Jonn	# Go to Focus	Attendance (or Lesson Monitor)	Deal with V	










To assist in the resolution of any errors and queries:








- 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. A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text. Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.
- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of errors/queries by clicking the **Report** button (located above the **Validation Errors Summary** panel). The summary is displayed in a web browser, e.g. Windows® Internet Explorer, from where it can be printed.
- The details of the Validation Errors Summary can also be transferred to another application, if required







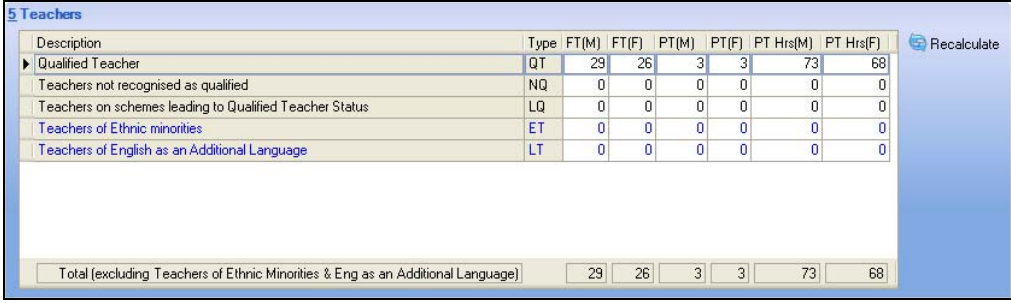
The errors listed are displayed until they are corrected and the validation routine is run again.

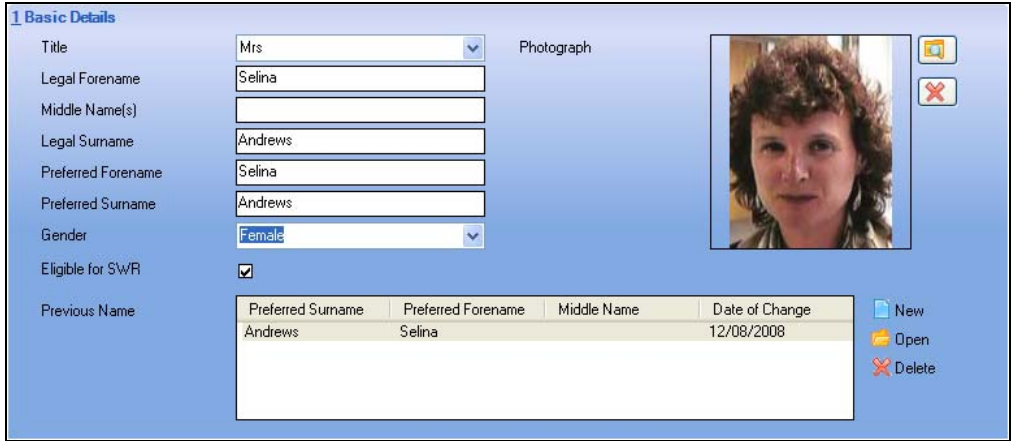
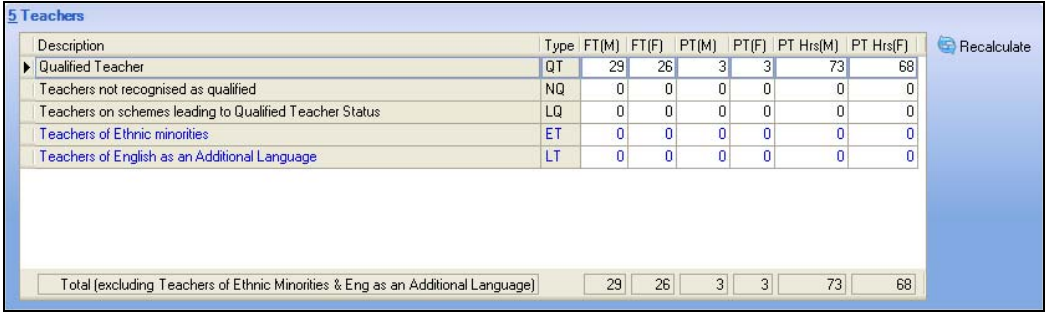
## Key to PRU Census Errors and Resolutions

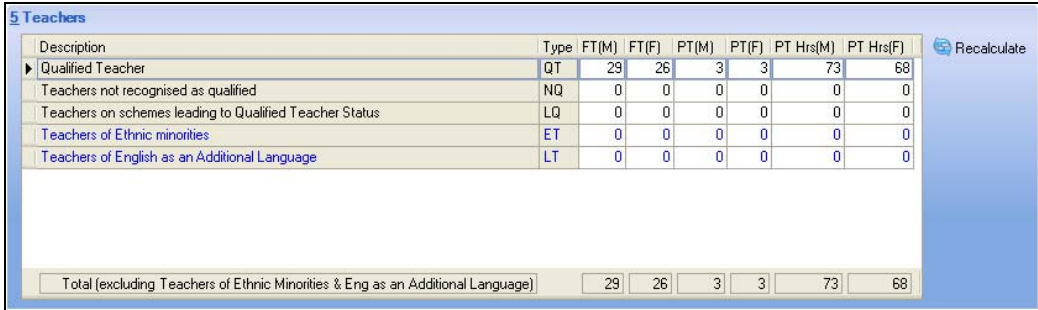
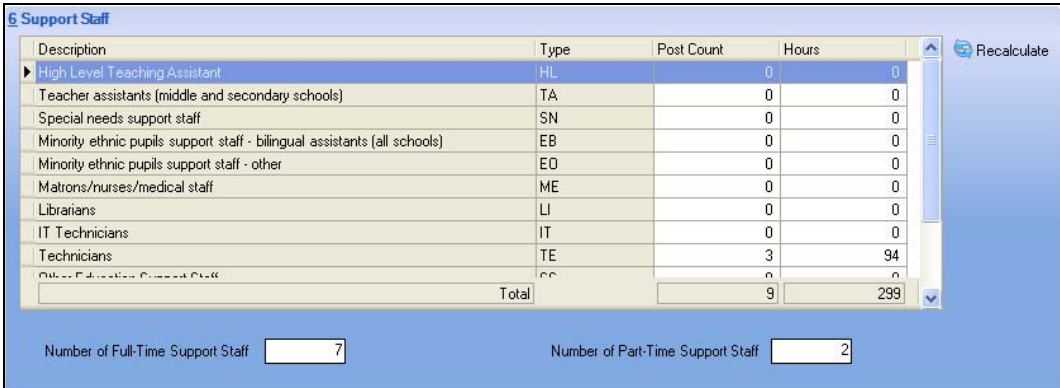
-  Indicates an error which must be corrected.
-  Indicates a query which should be checked and corrected, if necessary.

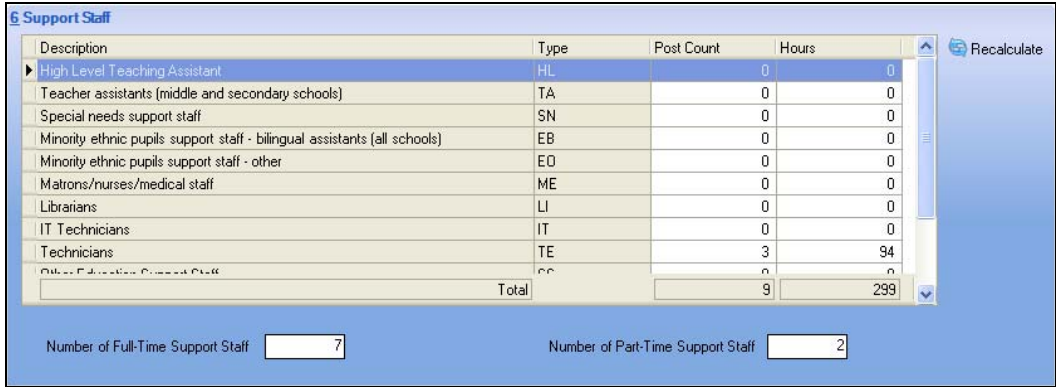
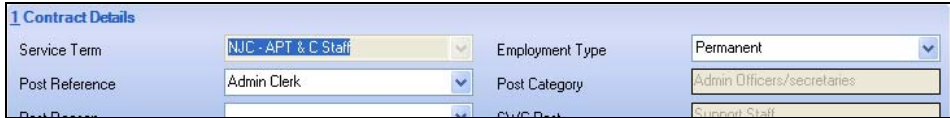
Type	Code	Error Message	Comment/Resolution
	100	Reference Date must be present and valid for collection.	By default, the census date (19/01/2012) is automatically completed by SIMS. Please contact your Local Support Unit for assistance, quoting validation error code 100.
	110	School name missing.	Enter the school name in the <b>School Name</b> field ( <b>Establishment</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> . Enter the name in full, including the word <b>School</b> or <b>College</b> if this is part of the school's full name.
	120	Phase is missing or invalid. Phase must be `PR`.	The PRU Census will report school phase as 'PR' even if the school phase is Primary, Secondary or Special, provided that the establishment number is between 1100 and 1150.  The phase of your school is specified in SIMS when it is first set up. If this is incorrect, please contact your Local Support Unit quoting validation error code 120.
	130	DfE Number and Phase are not consistent.	After the initial value has been entered and saved during SIMS setup, the <b>Establishment Number</b> and <b>School Phase</b> fields are read-only.  Check the <b>Establishment Number</b> and <b>School Phase</b> in the <b>Establishment</b> panel on the <b>School Details</b> page (via <b>Focus   School   school Details</b> ). The <b>School Phase</b> must be within the PRU Establishment code set and the <b>Establishment Number</b> must be with in the range 1100 – 1150.  If either value is incorrect, please contact your Local Support Unit to quoting validation error 130.
	210	School's highest National Curriculum year group is missing or invalid.	Check the pastoral structure via <b>Focus   School   Pastoral Structure   Current Structure</b> . Click the <b>Go</b> button, right click on <b>Pastoral Structure</b> and select <b>Setup National Curriculum Years</b> . Check the correct years are selected.
	220	School's lowest National Curriculum year group is missing or invalid.	Check the pastoral structure via <b>Focus   School   Pastoral Structure   Current Structure</b> . Click the <b>Go</b> button, right click on <b>Pastoral Structure</b> and select <b>Setup National Curriculum Years</b> . Check the correct years are selected.
	230	School's lowest National Curriculum Year Group cannot be greater than School's highest National Curriculum Year Group.	Check the pastoral structure via <b>Focus   School   Pastoral Structure   Current Structure</b> . Click the <b>Go</b> button, right click on <b>Pastoral Structure</b> and select <b>Setup National Curriculum Years</b> . Check the correct years are selected.
	240	Intake Type is missing or invalid. Intake Type must be 'COMP'.	It is expected that the <b>Intake Type</b> will be set as <b>Comprehensive</b> .  Check that <b>Comprehensive</b> has been selected in the <b>Intake Type</b> drop-down list ( <b>Establishment</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> .
	260	Governance is missing or invalid. Governance must be 'CO'.	Check that a valid value has been selected in the <b>School Governance</b> drop-down list ( <b>Establishment</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> .

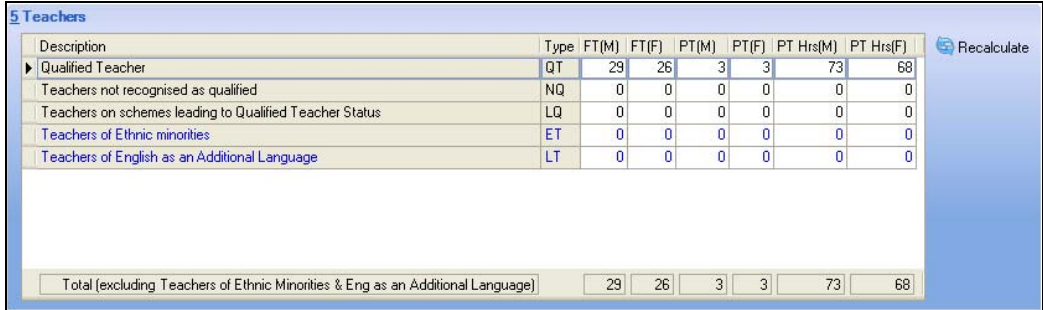
Type	Code	Error Message	Comment/Resolution
	270Q	Please check: PRU email address is missing.	Check the email address entered in the <b>Email</b> field (( <b>Contact Details</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> . It must be present and include the character @. The email address provided must be for an account that is used on a regular basis and one that is accessible to the Head Teacher, e.g. 'head@' or 'office@'. It would not normally be one that identifies a particular individual by name. This email address may be used for future DfE correspondence.
	420	PRU Telephone Number is missing.	Enter the number in the <b>Telephone Number</b> field ( <b>Contact Details</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> .
	430	Postcode is missing or invalid.	Check the school address entered ( <b>Current Address Details</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> . Ensure that a valid post code has been entered. Valid formats are: An nAA Ann nAA AAAn nAA AAnn nAA AnA nAA AAAnA nAA Where A is alphabetic and n is numeric. Also valid are: BFPO n BFPO nn BFPO nnn
	440	Insufficient address information provided.	<b>Building Name</b> or <b>Building Number</b> must be provided. Check the school address entered ( <b>Current Address Details</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> .
	470	Where Dwelling is present, Street, Locality, Town, Administrative Area or PostTown must also be present.	Ensure that the full address for your school is entered in the <b>Address</b> panel on the <b>School Details</b> page (via <b>Focus   School   School Details</b> ).
	490	Where first line present, at least one other address line must also be present.	Ensure that the full address for your school is entered in the <b>Address</b> panel on the <b>School Details</b> page (via <b>Focus   School   School Details</b> ).
	535Q	Address information drawn from two conflicting formats.	Check the school address entered ( <b>Current Address Details</b> panel on the <b>School Details</b> page) via <b>Focus   School   School Details</b> .



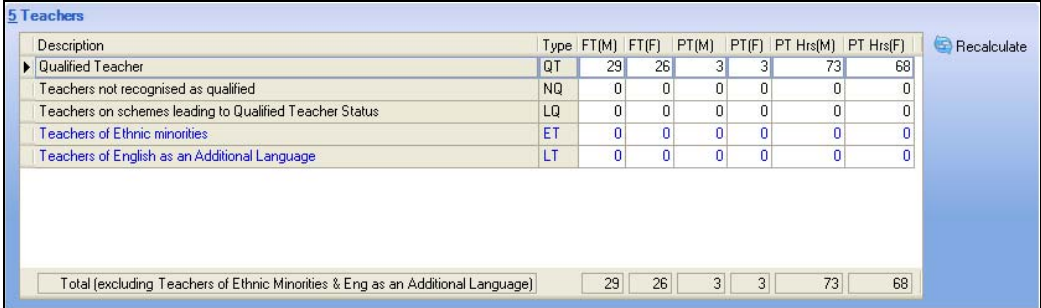


Type	Code	Error Message	Comment/Resolution																																																								
	540	Child Mothers Indicator is missing or invalid.	<p>Ensure that the information in the <b>Teenage Mothers</b> panel on the <b>Census Return Details</b> page (<b>Routines   Statutory Returns   PRU Census</b>) is correct.</p>  <p>If the <b>Unit caters for teenage mothers</b>, select the associated check box.</p>																																																								
	541	Count of places for Teenage Mothers is missing.	<p>Ensure that the information in the <b>Teenage Mothers</b> panel on the <b>Census Return Details</b> page (<b>Routines   Statutory Returns   PRU Census</b>) is correct.</p> <p>Enter the <b>Number of places available for teenage mothers</b>.</p>																																																								
	542	Childcare Facilities Indicator is missing or invalid.	<p>Ensure that the information in the <b>Teenage Mothers</b> panel on the <b>Census Return Details</b> page (<b>Routines   Statutory Returns   PRU Census</b>) is correct.</p> <p>If the <b>Unit provides childcare facilities</b>, select the associated check box.</p>																																																								
	645	There are no Teachers records.	<p>Select <b>Focus   Person   Staff</b>, then add the Teachers information. Alternatively, amend the information in the <b>Teachers</b> panel on the <b>Census Details</b> page.</p>																																																								
	650	Teacher Category is missing or invalid.	<p>Please check that values have been entered in the <b>Teachers</b> panel.</p>  <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> </tr> </thead> <tbody> <tr> <td>Qualified Teacher</td> <td>QT</td> <td>29</td> <td>26</td> <td>3</td> <td>3</td> <td>73</td> <td>68</td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers on schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of Ethnic minorities</td> <td>ET</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of English as an Additional Language</td> <td>LT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="2">Total (excluding Teachers of Ethnic Minorities &amp; Eng as an Additional Language)</td> <td>29</td> <td>26</td> <td>3</td> <td>3</td> <td>73</td> <td>68</td> </tr> </tbody> </table>	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)	Qualified Teacher	QT	29	26	3	3	73	68	Teachers not recognised as qualified	NQ	0	0	0	0	0	0	Teachers on schemes leading to Qualified Teacher Status	LQ	0	0	0	0	0	0	Teachers of Ethnic minorities	ET	0	0	0	0	0	0	Teachers of English as an Additional Language	LT	0	0	0	0	0	0	Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		29	26	3	3	73	68
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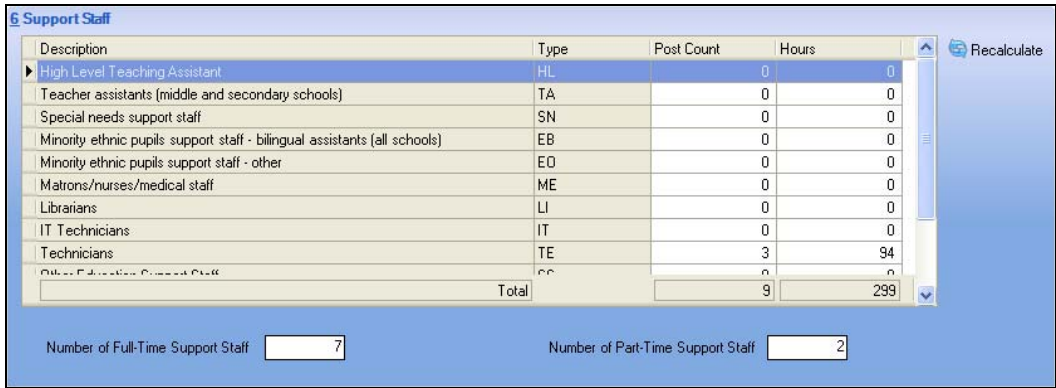

Type	Code	Error Message	Comment/Resolution
✘	660	Teacher Gender is missing or invalid.	<p>Ensure that the <b>Gender</b> is selected correctly on the <b>Basic Details</b> panel (via <b>Focus   Person   Staff</b>).</p>  <p>Also check the information entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (<b>Routines   Statutory Returns   PRU Census</b>). Ensure that the values have been entered in the correct column.</p> 
✘	670	Number of Full Time teachers is missing.	<p>Enter the number of full-time teachers in each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that all full-time teachers have been recorded in SIMS. Teachers data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>
✘	680	Number of Part Time teachers is missing.	<p>Enter the number of part-time teachers in each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that all part-time teachers have been recorded in SIMS. Teachers data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>



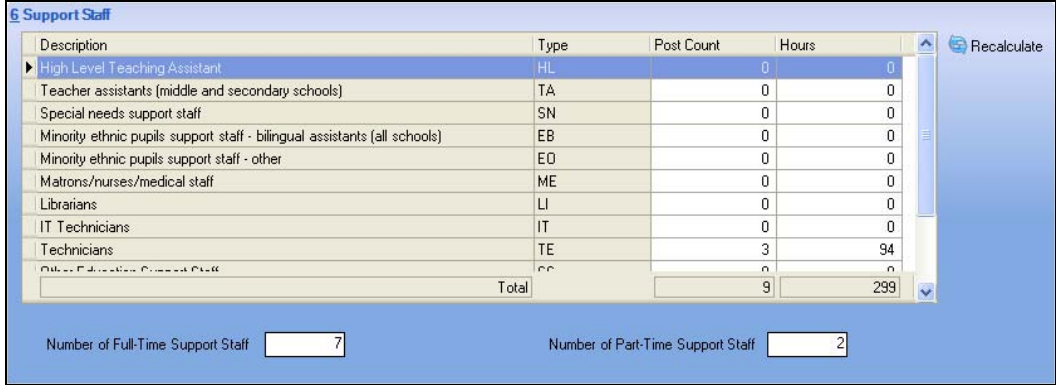

Type	Code	Error Message	Comment/Resolution
✘	690	Teacher Part Time hours are missing.	<p>Enter the total number of part-time <b>Hours</b> for each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <p>Ensure that the number of hours a week have been recorded for each part-time teacher. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>
✘	695	There are no Education Support Hours records present.	<p>Select <b>Focus   Person   Staff</b>, then add the Education Support Hours information. Alternatively, amend the information in the <b>Support Staff</b> panel on the <b>Census Details</b> page.</p>
✘	700	Number of Full Time support staff is missing.	<p>Enter the number of full-time support staff in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <p>Ensure that all full-time support staff have been recorded in SIMS. Support staff data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>





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✘	710	Number of Part Time support staff is missing.	<p>Enter the number of part-time support staff in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <p>Ensure that all part-time support staff have been recorded in SIMS. Support staff data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>
✘	720	Support Category is missing or invalid.	<p>Please check that values have been entered in the <b>Support Staff</b> panel. Ensure that the required <b>Post Categories</b> for the PRU census are displayed in the <b>Support Staff</b> panel, e.g. if <b>TA Teaching Assistant</b> is missing then apply patch 15304 (SupportNet Resource 17540).</p> <p>Ensure that the <b>Post Category</b> is correct in contact details. Select <b>Focus   Person   Staff</b>, then navigate to the <b>Employment Details</b> panel. Highlight a <b>Contact</b> record then click the <b>Open</b> button to display the <b>Contact Details</b> panel.</p> 
✘	730	Education Support staff head count is missing.	<p>Enter the number of support staff (<b>Post Count</b>) at your school in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that all support staff have been recorded in SIMS. Support staff data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>






Type	Code	Error Message	Comment/Resolution
✘	740	Education Support staff hours is missing.	<p>Enter the total number of support staff <b>Hours</b> for each support staff category listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the number of hours a week have been recorded for each member of your school's support staff. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>
✘	750	Duplicate sets of data for same teacher type and gender.	<p>No two or more category details can have the same teacher category value and the same gender.</p> <p>Edit the data entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Teachers data can be checked and edited via <b>Focus   Person   Staff</b>, if required.</p>
✘	760	Part-time teacher hours reported but no numbers.	<p>Enter the total number of part-time teachers for each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <p>Teachers data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>
✘	770	Part-time teacher numbers reported but no hours.	<p>Enter the total number of part-time <b>Hours</b> for each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the number of hours a week have been recorded for each part-time teacher. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>









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	780	Average weekly hours of part-time teachers 32.5 or more.	<p>The total number of part-time hours divided by the number of part-time teachers must be less than 32.5. Check the number of part-time <b>Hours</b> entered for each of the categories listed in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the number of hours a week have been recorded correctly for each part-time teacher. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>																																																								
	790Q	Please check: Too many unqualified teachers reported.	<p>The number of unqualified teachers (<b>NQ</b> and <b>LQ</b>) must not be greater than the number of qualified teachers (<b>QT</b>).</p> <p>Edit the number of <b>Teachers not recognised as qualified (NQ)</b>, and <b>Teachers on schemes leading to Qualified Teacher Status (LQ)</b> entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <table border="1" data-bbox="922 667 1960 976"> <thead> <tr> <th>Description</th> <th>Type</th> <th>FT(M)</th> <th>FT(F)</th> <th>PT(M)</th> <th>PT(F)</th> <th>PT Hrs(M)</th> <th>PT Hrs(F)</th> </tr> </thead> <tbody> <tr> <td>Qualified Teacher</td> <td>QT</td> <td>29</td> <td>26</td> <td>3</td> <td>3</td> <td>73</td> <td>68</td> </tr> <tr> <td>Teachers not recognised as qualified</td> <td>NQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers on schemes leading to Qualified Teacher Status</td> <td>LQ</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of Ethnic minorities</td> <td>ET</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teachers of English as an Additional Language</td> <td>LT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="2">Total (excluding Teachers of Ethnic Minorities &amp; Eng as an Additional Language)</td> <td>29</td> <td>26</td> <td>3</td> <td>3</td> <td>73</td> <td>68</td> </tr> </tbody> </table> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>	Description	Type	FT(M)	FT(F)	PT(M)	PT(F)	PT Hrs(M)	PT Hrs(F)	Qualified Teacher	QT	29	26	3	3	73	68	Teachers not recognised as qualified	NQ	0	0	0	0	0	0	Teachers on schemes leading to Qualified Teacher Status	LQ	0	0	0	0	0	0	Teachers of Ethnic minorities	ET	0	0	0	0	0	0	Teachers of English as an Additional Language	LT	0	0	0	0	0	0	Total (excluding Teachers of Ethnic Minorities & Eng as an Additional Language)		29	26	3	3	73	68
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	800	There are more EAL or ethnic minority support teachers reported than the total number of teachers.	<p>The number of teachers (<b>ET</b> and <b>LT</b>) must not be greater than the number of teachers (<b>QT</b>, <b>NQ</b> and <b>LQ</b>).</p> <p>Edit the number of <b>Teachers of Ethnic minorities (ET)</b>, and <b>Teachers of English as an Additional Language (LT)</b> entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>																																																								
	810Q	Please check: EAL teacher reported but no ethnic minority pupils.	<p>The number of teachers of English as an additional language (<b>LT</b>) must not be greater than the number of ethnic minority pupil/students.</p> <p>Check the number of <b>Teachers of English as an Additional Language (LT)</b> entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>																																																								


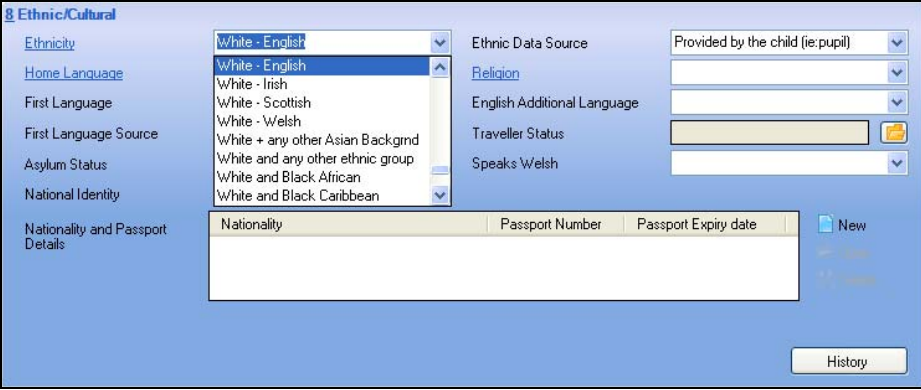



Type	Code	Error Message	Comment/Resolution																																																
	820Q	Please check: ethnic minority teachers but no ethnic minority pupils.	<p>The number of teachers of ethnic minorities (<b>ET</b>) must not be greater than the number of ethnic minority pupil/students.</p> <p>Check the number of <b>Teachers of Ethnic minorities (ET)</b> entered in the <b>Teachers</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>																																																
	830	Duplicate sets of support staff data for same staff type.	<p>Edit the data entered in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Support staff data can be checked and edited via <b>Focus   Person   Staff</b>, if required.</p>																																																
	840Q	Please check: EAL support staff reported but no EAL pupils.	<p>Where there are minority ethnic pupil support staff who are bilingual (<b>EB</b>) there must also be ethnic minority pupil/students.</p> <p>Check the number of <b>Minority Ethnic Pupil Support Staff – Bilingual Assistant (EB)</b> entered in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <div data-bbox="913 705 1966 1094" data-label="Table">  <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> <th>Post Count</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>High Level Teaching Assistant</td> <td>HL</td> <td>0</td> <td>0</td> </tr> <tr> <td>Teacher assistants (middle and secondary schools)</td> <td>TA</td> <td>0</td> <td>0</td> </tr> <tr> <td>Special needs support staff</td> <td>SN</td> <td>0</td> <td>0</td> </tr> <tr> <td>Minority ethnic pupils support staff - bilingual assistants (all schools)</td> <td>EB</td> <td>0</td> <td>0</td> </tr> <tr> <td>Minority ethnic pupils support staff - other</td> <td>EO</td> <td>0</td> <td>0</td> </tr> <tr> <td>Matrons/nurses/medical staff</td> <td>ME</td> <td>0</td> <td>0</td> </tr> <tr> <td>Librarians</td> <td>LI</td> <td>0</td> <td>0</td> </tr> <tr> <td>IT Technicians</td> <td>IT</td> <td>0</td> <td>0</td> </tr> <tr> <td>Technicians</td> <td>TE</td> <td>3</td> <td>94</td> </tr> <tr> <td>Other Education Support Staff</td> <td>OC</td> <td>0</td> <td>0</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>9</b></td> <td><b>299</b></td> </tr> </tbody> </table> <p>Number of Full-Time Support Staff <input type="text" value="7"/>      Number of Part-Time Support Staff <input type="text" value="2"/></p> </div> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>	Description	Type	Post Count	Hours	High Level Teaching Assistant	HL	0	0	Teacher assistants (middle and secondary schools)	TA	0	0	Special needs support staff	SN	0	0	Minority ethnic pupils support staff - bilingual assistants (all schools)	EB	0	0	Minority ethnic pupils support staff - other	EO	0	0	Matrons/nurses/medical staff	ME	0	0	Librarians	LI	0	0	IT Technicians	IT	0	0	Technicians	TE	3	94	Other Education Support Staff	OC	0	0	<b>Total</b>		<b>9</b>	<b>299</b>
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	850Q	Please check: minority ethnic support staff but no minority ethnic pupils.	<p>Where there are minority ethnic pupil support staff who fall into the category 'Other' (<b>EO</b>) there must also be ethnic minority pupil/students.</p> <p>Check the number of <b>Minority Ethnic Pupil Support Staff – Other (EO)</b> entered in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>																																																









Type	Code	Error Message	Comment/Resolution
	860	Headcount of Support staff recorded but no hours.	<p>Enter the total number of <b>Hours</b> for each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the number of hours a week have been recorded for each member of your school's support staff. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>
	870	Support staff hours recorded but no Headcount.	<p>Some or all support staff head count (<b>Post Count</b>) data is missing. Enter the total number of support staff in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p>  <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>
	880Q	Please Check: Average Support staff hours are outside the range 1-44.	<p>The total number of hours divided by the number of support staff must be less than or equal to 44.</p> <p>Enter the number of support staff (<b>Post Count</b>) at your school and the total <b>Hours</b> in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the number of hours a week have been recorded correctly for each member of your school's support staff. Select <b>Focus   Person   Staff</b>, then click the <b>Employment Details</b> hyperlink to display the <b>Employment Details</b> panel. Highlight an existing <b>Contract</b> then click the <b>Open</b> button. Alternatively, click the <b>New</b> button adjacent to the <b>Contract</b> section to display the <b>Contract Details</b> panel. Ensure that the <b>Hours/Week</b> are entered correctly.</p>








Type	Code	Error Message	Comment/Resolution
	890	Total number of part-time + full-time support staff not equal to support staff headcount.	<p>The total number of support staff must be equal to or greater than the sum of full-time and part-time support staff.</p> <p>Enter the total number of support staff in each of the categories listed in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>).</p> <p>Ensure that the data recorded via <b>Focus   Person   Staff</b> is correct.</p>
	900Q	Please check: no education support staff reported.	<p>Check the details in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>). There should be data entered in the <b>Post Count</b> and <b>Hours</b> columns for one or more of the following support staff categories:</p> <ul style="list-style-type: none"> <li>▪ <b>High Level Teaching Assistant (HL)</b></li> <li>▪ <b>Teacher Assistants (TA)</b></li> <li>▪ <b>Special Needs Support Staff (SN)</b></li> <li>▪ <b>Minority Ethnic Pupils Support Staff – Bilingual Assistants (EB)</b></li> <li>▪ <b>Minority Ethnic Pupils Support Staff – Other (EO)</b></li> <li>▪ <b>Matrons/Nurses/Medical Staff (ME)</b></li> <li>▪ <b>Librarians (LI)</b></li> <li>▪ <b>IT Technicians (IT)</b></li> <li>▪ <b>Technicians (TE)</b></li> <li>▪ <b>Other Education Support Staff (SS).</b></li> </ul> <p>Support staff data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>
	910Q	Please check: no admin support staff reported.	<p>Check the details in the <b>Support Staff</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>). There should be data entered in the <b>Post Count</b> and <b>Hours</b> columns for one or more of the following support staff categories:</p> <ul style="list-style-type: none"> <li>▪ <b>Bursars (BU)</b></li> <li>▪ <b>Admin Officers/Secretaries (AO)</b></li> <li>▪ <b>Admin Officers/Clerical Staff (AC).</b></li> </ul> <p>Support staff data can be checked and new records added via <b>Focus   Person   Staff</b>, if required.</p>
	1500	UPN missing.	<p>Enter or issue a UPN (permanent or temporary) in the <b>UPN</b> field (<b>Registration</b> panel on the <b>Student Details</b> page) via <b>Focus   Student   Student Details</b>.</p>








Type	Code	Error Message	Comment/Resolution
	1510	UPN invalid (wrong check letter at character 1).	<p>Check the UPN in the <b>UPN</b> field (<b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b>) <b>Details</b> page) via <b>Focus   Pupil</b> (or <b>Student</b>)   <b>Pupil</b> (or <b>Student</b>) <b>Details</b>. To calculate the check letter:</p> <ol style="list-style-type: none"> <li>Multiply the individual digits by their weights as follows: digit 2 by weight 2, digit 3 by weight 3, digit 4 by weight 4, digit 5 by weight 5, digit 6 by weight 6, digit 7 by weight 7, digit 8 by weight 8, digit 9 by weight 9, digit 10 by weight 10, digit 11 by weight 11, digit 12 by weight 12 and digit 13 by weight 13.</li> <li>Sum the individual results, divide the total by 23 and take the remainder.</li> <li>Calculate the check letter from the result as follows: 0 = A, 1 = B, 2 = C, 3 = D, 4 = E, 5 = F, 6 = G, 7 = H, 8 = J, 9 = K, 10 = L, 11 = M, 12 = N, 13 = P, 14 = Q, 15 = R, 16 = T, 17 = U, 18 = V, 19 = W, 20 = X, 21 = Y, 22 = Z</li> </ol> <p><i>NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.</i></p>
	1520	More than one pupil record with the same UPN.	<p>Each UPN must be unique across all pupil/students including those on-roll and those no longer on-roll. Check the UPNs stored in the <b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b>) <b>Details</b> page via <b>Focus   Pupil</b> (or <b>Student</b>)   <b>Pupil</b> (or <b>Student</b>) <b>Details</b> and correct as necessary.</p>
	1530	UPN invalid (characters 2-4 not a recognised LA code).	<p>Check the UPN in the <b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b>) <b>Details</b> page via <b>Focus   Pupil</b> (or <b>Student</b>)   <b>Pupil</b> (or <b>Student</b>) <b>Details</b>. Characters 2-4 of the UPN must be a valid LA Number of the School allocating the UPN.</p> <p><i>NOTE: This validation error can also be generated because of a missing UPN. We recommend clearing all missing UPN errors and validating again.</i></p>
	1540	UPN invalid (characters 5-12 not all numeric).	<p>Check the UPN in the <b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b>) <b>Details</b> page via <b>Focus   Pupil</b> (or <b>Student</b>)   <b>Pupil</b> (or <b>Student</b>) <b>Details</b>. Characters 5-12 must be numeric as follows:</p> <ul style="list-style-type: none"> <li>Characters 5-8: DfE Establishment Number of the School</li> <li>Characters 9-10: The last two digits of the year in which the UPN is allocated</li> <li>Characters 11-13: A serial number of three digits for UPNs allocated by the school in that year.</li> </ul> <p><i>NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.</i></p>
	1550	UPN invalid (character 13 not a recognised value).	<p>Check the UPN in the <b>UPN</b> field (<b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b>) <b>Details</b> page) via <b>Focus   Pupil</b> (or <b>Student</b>)   <b>Pupil</b> (or <b>Student</b>) <b>Details</b>. Character 13 must be numeric or A-Z (excluding I, O and S).</p> <p><i>NOTE: This validation error can also be generated because of a missing UPN. It is recommended that all missing UPN errors are cleared and validating again.</i></p>






Type	Code	Error Message	Comment/Resolution
	1560Q	Please check: former UPN wrongly formatted.	If a former UPN is present in a pupil/student record, it is expected to be correct. However, there is no way to edit a former UPN that may have been incorrectly formatted. This validation error can therefore be ignored.
	1575	ULN Check Digit is incorrect – please check.	Correct the <b>Unique Learning Number (ULN)</b> in the <b>Registration</b> panel via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> . Each ULN must be unique.
	1578	More than one pupil record with the same ULN.	Correct the <b>Unique Learning Number (ULN)</b> in the <b>Registration</b> panel via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> . Each ULN must be unique.
	1580	Pupil with last name missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1590	Pupil with forename missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1600	Pupil with date of birth missing.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1610	Pupil gender missing or invalid.	This information is mandatory when adding a pupil/student to the database and therefore cannot be missing. Enter in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of Birth.	Search for the records and ensure that they are not duplicates. If they are not duplicates, this warning message can be ignored. If one of the records is a duplicate it can be deleted. To delete a pupil/student, select <b>Routines   Pupil (or Student)   Delete Student</b> .


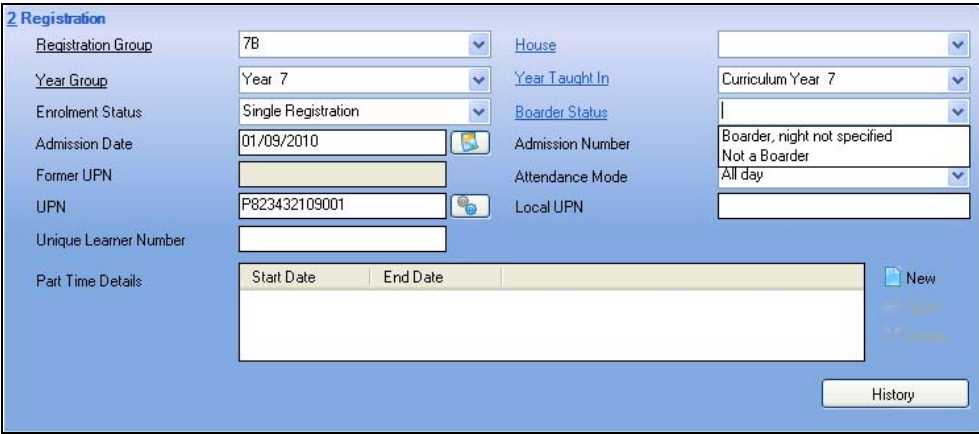


Type	Code	Error Message	Comment/Resolution
	1630	Pupil aged 5 and over with ethnic group missing or invalid.	<p>Ethnicity must be present and a valid for pupil/students aged 5 or over at 31 August.</p> <p>Select the required ethnicity from the <b>Ethnicity</b> drop-down list in the <b>Ethnic/Cultural</b> panel on the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b>).</p>  <p>If this validation errors is displayed for several pupil/students, correct the data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).</p> <p><i>NOTE: If this change is made after the census date, click the <b>History</b> button to retrospectively apply the change on the census date.</i></p>
	1640Q	Please check: 100% of pupils aged 5 and over are from a White ethnic background.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1650Q	Please check: 100% of pupils aged 5 and over are from a Mixed/Dual ethnical background.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1660Q	Please check: 100% of pupils aged 5 and over are from an Asian or Asian British ethnic background.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).







Type	Code	Error Message	Comment/Resolution
	1670Q	Please check: 100% of pupils aged 5 and over are from a Black or Black British ethnic background.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1680Q	Please check: 100% of pupils aged 5 and over are from a Chinese ethnic background.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1690Q	Please check: 100% of pupils aged 5 and over are from an ethnic background classified as Other.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1700Q	Please check: Percentage of pupils aged 5 and over on roll for whom ethnicity has not been obtained is high.	Use Bulk Update ( <b>Routine   Pupil (or Student)   Bulk Update</b> ) to check that Ethnicity has been recorded correctly – there should be values other than <b>Information Not Yet Obtained</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1740	Pupil's free school meals eligibility indicator missing or invalid.	This defaults to false if no eligibility is specified. Check the details in the <b>Additional Information</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1741	Based on Ministry of Defence criteria, Service Children (i.e. parents designated as personnel category 1 or 2) are not eligible for Free School Meals.	Edit the details in the <b>Eligible for Free Meals</b> section of the <b>Dietary</b> panel on the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> ). The value defaults to false if no eligibility is specified.
	1750Q	Please check: Percentage of pupils eligible for free school meals is high.	The number of pupils eligible for free school meals is great than 75% of pupils on-roll. Check individual free school meal eligibility via the <b>Additional Information</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1760Q	Please check: No pupils in the school eligible for free school meals.	Check individual free school meal eligibility via the <b>Additional Information</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> . For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).









Type	Code	Error Message	Comment/Resolution
	1770	Connexions agreement is missing or invalid.	A Connexions value must be specified: where the age is between 12 and 25 at the previous 31 August and SEN Status = S (Statemented) OR where the age is between 12 and 20 at previous 31 August and the SEN Status does <u>not</u> = S (Statemented). Use the Bulk Update functionality ( <b>Routines   Pupil (or Student)   Bulk Update</b> ) to check and if necessary, amend the Connexions Assent value. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1780Q	Please check: School has not reported a Connexions response for any expected pupils.	Where the school has any pupils aged 12 and over, at least one of these pupils should have a value of <b>Connexions Assent Obtained</b> or <b>Connexions Assent Refused</b> . Check the values using the Bulk Update facility. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1840	Pupil aged 5 and over with language missing or invalid.	First Language must be present for pupil/students aged 5 and over. Select the required First Language from the <b>First Language</b> drop-down list ( <b>Ethnic/Cultural</b> panel on the <b>Pupil (or Student) Details</b> page) via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> . If several validation errors are displayed, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1850Q	Please check: Percentage of pupils aged 5 and over where language has not been obtained is high.	The number of <b>Not Obtained</b> values in the <b>First Language</b> drop-down list ( <b>Ethnic/Cultural</b> panel on the <b>Pupil (or Student) Details</b> page) via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> should not be greater than 10%. Check, and if necessary, correct this data using the Bulk Update functionality. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).
	1851	Child's Funded Hours must not be provided for pupil aged 5 and over.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1851.
	1852	Child's Funded Hours not provided or out of the range 0 to 15 to the nearest 0.5 for pupils aged 2 and 3.	Select <b>Tools   Statutory Return Tools   Update Hours for 2 (or 3) year olds</b> then check Funded Hours. Ensure that Funded Hours are entered for pupils aged 2 and 3. Values must be in the range 0 to 15 to the nearest 0.5.
	1854	Child's Hours at Setting must not be provided for pupils aged 5 and over.	Software issue - please contact your Local Support Unit for assistance, quoting validation error code 1854.



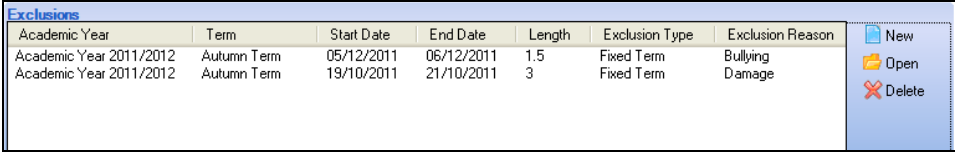









Type	Code	Error Message	Comment/Resolution
	1855	Child's Hours at Setting is missing or invalid.	Hours at Setting information must be provided for all pupils aged 2, 3 and 4. Edit the <b>Hours at Setting</b> column via <b>Tools   Statutory Return Tools   Update Hours for 2 (or 3 or 4) year olds.</b>
	1857	Service Children in Education indicator missing or invalid: This item is required for all pupils except those whose enrolment Status is 'S' – Current Subsidiary (dual registration).	Select a value from the <b>Service Children in Education</b> drop-down list in the <b>Additional Information</b> panel of the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details.</b>
	1858	Child's Funded Hours not provided or out of the range 0 to 25 to the nearest 0.5 for pupils aged 4.	Funded Hours information must be provided for all pupils aged 4. The ranged must be 0.5 to 25.0 and must be entered to the nearest .5 of an hour. Edit the <b>Funded Hours</b> column via <b>Tools   Statutory Return Tools   Update Hours for 4 year olds.</b>
	1859	Funded hours cannot be more than the Hours at Setting.	Funded Hours must be less than or equal to Hours at Setting. Edit the <b>Funded Hours</b> column via <b>Tools   Statutory Return Tools   Update Hours for 2 (or 3 or 4) year olds.</b>
	1860	Enrolment Status is missing or invalid.	This information is mandatory when adding a pupil/student to the database and should not therefore be missing. Select the required <b>Enrolment Status</b> from the drop-down list in the <b>Registration Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details.</b>
	1880	Pupil's entry date to school missing or after Census date.	The date of admission must be on or before the census date (19/01/2012). Check the <b>Admission Date (Registration)</b> panel on the <b>Pupil (or Student) Details</b> page) via <b>Focus   Pupil (or Student)   Pupil (or Student) Details.</b>
	1881	Please check the entry date as the sessions possible indicate that the pupil attended the school during the attendance collection period.  If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	Select <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> then check the <b>Admission Date</b> in the <b>Registration</b> panel.  For on-roll pupil/students whose <b>Admission Date</b> is after the Friday before the Spring Bank Holiday, their sessions possible should <u>not</u> be greater than zero.










Type	Code	Error Message	Comment/Resolution
	1920	Pupil's leaving date from school is either missing or before entry date or after Census date.	Where present, a leaving date must be on or before the census date. Edit the pupil/student's <b>Date of Leaving</b> in the <b>School History</b> panel via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1926	Pupil No Longer on Roll record should <b>NOT</b> be submitted if there is no attendance or exclusions data for the required period.	Select <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> to display the <b>Find Student</b> browser. Select <b>Leavers</b> from the <b>Status</b> drop-down list. Click the <b>Search</b> button then double-click on a pupil/student's name to display their details. Click the <b>School History</b> hyperlink then check their <b>Date of Leaving</b> . Amend if necessary.  Exclusions can be checked via <b>Focus   Pupil (or Student)   Exclusions</b> and attendance via <b>Focus   Attendance (or Lesson Monitor)   Display Marks</b> .  Leavers must only exist if: <ul style="list-style-type: none"> <li>▪ a pupil/student's leaving date is prior to the census date (19/01/2012) and at least one annual exclusion exists where the start date is between the beginning of the previous academic year and 31 August.</li> <li>▪ their admission date is prior to the Spring bank holiday (30/05/2011), their age is between 5 and 15 (inclusive), they are <u>not</u> a boarder and their leaving date is after the start of the previous Academic Year and before the census date (19/01/2012).</li> </ul>
	1930	Pupil part-time indicator is missing.	The <b>Attendance Mode</b> drop-down list defaults to <b>All Day</b> when the record is saved. If necessary, select a value in the <b>Registration</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	1940	Pupils aged 5-15 cannot be shown as having part-time status.	Pupil/students aged 5 to 15 as at the previous 31 August must not be recorded as part-time. Check the part-time details recorded in the <b>Registration</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .  To edit <b>Part Time Details</b> , double-click the record to display the <b>Edit Part-time Attendance</b> dialog, then edit the incorrect date(s).
	1960Q	Please check: Percentage of part-time pupils in school seems high.	The number of part-time pupil/students on-roll divided by the number of pupil/students on-roll should be less than 35%. Check the part-time details recorded in the <b>Registration</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .








Type	Code	Error Message	Comment/Resolution
	1970	Pupil boarder indicator is invalid.	<p>Boarders are not expected to be recorded for PRU school.</p> <p>Select the correct <b>Boarder Status</b> from the drop-down list in the <b>Registration</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b>.</p>  <p><i>NOTE: If this change is made after the census date, click the <b>History</b> button to retrospectively apply the change on the census date.</i></p>
	1980Q	Please check: School has reported boarding pupils.	<p>The pupil/students' boarder status must be checked, as Boarders are not expected to be recorded for PRU school. This process can be performed using the Bulk Update routine (via <b>Routines   Pupil (or Student)   Bulk Update</b>).</p> <p>Alternatively, check an individuals' <b>Boarder Status</b> via <b>Focus   Pupil (or Student)   Pupil (or Student) Details (Registration</b> panel on the <b>Pupil (or Student) Details</b> page).</p>
	2000	Pupil actual year group is missing or invalid.	<p>This information is mandatory when adding a pupil/student to the database and cannot therefore be missing. Enter in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b>.</p>



Type	Code	Error Message	Comment/Resolution																		
	2010Q	Please check: 10%+ pupils' year group differing from their age.	<p>No more than 10% of pupil/students should have the National Curriculum Year (Year Taught In) different to that suggested by their <b>Age At</b> date (31/08/2011).</p> <p>Check that individual pupil/students are in the correct National Curriculum Year (Year Taught In) by checking the value in the <b>Year Taught In</b> drop-down list in the <b>Registration</b> panel on the <b>Pupil Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b>.</p> <p>Alternatively, check the values via <b>Focus   School   Pastoral Structure   Current Structure</b>. For more information, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page).</p> <p>The expected year groups are:</p> <table border="0"> <tr> <td>N1 or N2 if age less than 3</td> <td>4 if age = 8</td> <td>10 if age = 14</td> </tr> <tr> <td>N1, N2 or R if age = 3</td> <td>5 if age = 9</td> <td>11 if age = 15</td> </tr> <tr> <td>N1, N2, R or 1 if age = 4</td> <td>6 if age = 10</td> <td>12 if age = 16</td> </tr> <tr> <td>R, 1 or 2 if age = 5</td> <td>7 if age = 11</td> <td>13 if age = 17</td> </tr> <tr> <td>2 if age = 6</td> <td>8 if age = 12</td> <td>14 if age = 18</td> </tr> <tr> <td>3 if age = 7</td> <td>9 if age = 13</td> <td></td> </tr> </table>	N1 or N2 if age less than 3	4 if age = 8	10 if age = 14	N1, N2 or R if age = 3	5 if age = 9	11 if age = 15	N1, N2, R or 1 if age = 4	6 if age = 10	12 if age = 16	R, 1 or 2 if age = 5	7 if age = 11	13 if age = 17	2 if age = 6	8 if age = 12	14 if age = 18	3 if age = 7	9 if age = 13	
N1 or N2 if age less than 3	4 if age = 8	10 if age = 14																			
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2 if age = 6	8 if age = 12	14 if age = 18																			
3 if age = 7	9 if age = 13																				
	2020Q	Please check: pupil year group and age inconsistent.	<p>The National Curriculum Year should be equal to the pupil/student's age (in years) minus four, e.g. NC Year 12 if age = 16, if their age is between six and fifteen. If the pupil/student is five years old their National Curriculum Year should be R or 1.</p> <p>Check that individual pupil/students are in the correct National Curriculum Year (Year Taught In) by checking the value in the <b>Year Taught In</b> drop-down list in the <b>Registration</b> panel on the <b>Pupil Details</b> panel via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b>. If several validation errors exist, please refer to the applicable <i>Preparing for the Pupil Referral Unit Census 2012</i> guide (enter PRU12 on the SupportNet Home page) for more information.</p>																		
	2120	Pupil with missing SEN Provision or invalid value.	Select the required <b>Status</b> from the drop-down list in the <b>Basic SEN Details</b> panel on the <b>Student SEN Details</b> page (via <b>Focus   Pupil (or Student)   Special Educational Needs</b> ).																		
	2125	Pupil shows SEN information where provision is School Action or None.	Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2125.																		
	2130	Pupil SEN type code required where SEN type ranking provided.	A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via <b>Focus   Pupil (or Student)   Special Educational Needs</b> .																		
	2140	Ranking of special educational need is missing or invalid.																			


Type	Code	Error Message	Comment/Resolution
	2150	Pupil has SEN but no SEN type is present.	Ensure that an SEN need has been added in the <b>Basic SEN Details</b> panel of the <b>SEN Details</b> page via <b>Focus   Pupil (or Student)   Special Educational Needs</b> for all pupil/students with an SEN Status of P or S. This is achieved by clicking the <b>New</b> button adjacent to the <b>Needs</b> frame and selecting a <b>Need Type</b> from the drop-down list, such as <b>Moderate Learning Difficulty</b> .
	2160	If only one SEN type is present it must be the primary need.	The first need entered defaults to the most important need. Check the details via <b>Focus   Pupil (or Student)   Special Educational Needs</b> .
	2165	Duplicate SEN Type ranking. SEN data should show primary and secondary need.	A ranking is automatically provided when an SEN need is added in SIMS. Check SEN details via <b>Focus   Pupil (or Student)   Special Educational Needs</b> . If two or more SEN needs are specified, they must <u>not</u> have the same ranking.
	2170	A valid SEN Type must be provided for Pupils with a SEN Provision = P or S.	Ensure that an SEN type has been added in the <b>Basic SEN Details</b> panel of the <b>SEN Details</b> page via <b>Focus   Pupil (or Student)   Special Educational Needs</b> for all pupil/students with an SEN Status of P or S. This is achieved by clicking the <b>New</b> button adjacent to the <b>Needs</b> frame and selecting a <b>Need Type</b> from the drop-down list, such as <b>Moderate Learning Difficulty</b> .
	2190Q	Please check: Percentage of pupils in school with SEN Provision of School Action Plus or Statemented seems high.	Check the pupil/student SEN Status via <b>Focus   Pupil (or Student)   Special Educational Needs</b> . The number of pupil students with an SEN status of A, P or S should not be greater than 50% of the total pupil/students on-roll.
	2200Q	Please check: There are no pupils in the school with SEN provision.	The number of pupil/students with an SEN Status of A, P or S should be greater than zero. Ensure that any pupil/students with SEN have been added via <b>Focus   Pupil (or Student)   Special Educational Needs</b> .
	2205Q	Please check: Percentage of pupils in the school with an SEN Provision of School Action seems high. Are the school including Able, Gifted and Talented pupils? (on it's own not a reason to categorise a pupil as SA).	Check the SEN details of any pupil/student's with SEN Provision via <b>Focus   Pupil (or Student)   Special Educational Needs</b> .
	2270	Start Date, SEN Provision, In Care Indicator or Category is missing from Exclusion record.	<i>NOTE: As these will be permanent exclusions, this is applicable to pupils no longer on-roll.</i> You should record all permanent exclusions including those pupil/students no longer on-roll. Where a permanent exclusion is recorded, you must ensure that the <b>Exclusion Start Date, SEN provision, In Care Indicator or Exclusion Category</b> are completed. Check the exclusions <b>Start Date</b> via <b>Focus   Pupil (or Student)   Exclusions</b> . Because the pupil/student is no-longer on-roll, you will need to edit the history of this data. For more information, please refer to Solution KB38421.

Type	Code	Error Message	Comment/Resolution
	2275	Exclusion Category is invalid.	This is selected from a set of valid values and cannot therefore be invalid.
	2280	Where Exclusion Category is present Exclusion Reason must also be provided.	<p>Check the exclusion information recorded via <b>Focus   Pupil (or Student)   Exclusions</b>. Ensure that a reason has been selected from the <b>Exclusion Reason</b> drop-down list.</p> 
	2285	Pupil has more than one permanent exclusion record.	Edit the exclusion information recorded via <b>Focus   Pupil (or Student)   Exclusions</b> .
	2290	Exclusion start date is invalid.	The exclusion start date must be between 01/09/2010 and 31/08/2011. Edit the exclusion <b>Start Date</b> entered via <b>Focus   Pupil (or Student)   Exclusions</b> .
	2300	Where Exclusion Category is Fixed or Lunch, the number of Sessions must also be provided.	The number of sessions is calculated automatically in SIMS. Check that this information exists via <b>Focus   Pupil (or Student)   Exclusions</b> . Click the <b>Calculate</b> button on the <b>Exclusion Details</b> panel to ensure the number of sessions appears.
	2320Q	Please check: number of sessions excluded from is greater than 90.	The number of sessions for fixed period and lunchtime exclusions cannot exceed 45 days (90 sessions). Check data in Attendance.
	2330	Where Exclusion Category is Permanent the number of Sessions is not applicable.	The number of sessions are automatically blanked where the exclusion type is Permanent.
	2335	Permanent Exclusion appears for pupil still on roll.	Any pupil/student who has been permanently excluded should be made a leaver so that they are no longer on-roll. This is achieved by adding a <b>Date of Leaving</b> in the <b>School History</b> panel of the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> ).
	2340	Pupil's postcode is missing or invalid.	This information is mandatory in SIMS. Check in the <b>Addresses</b> panel of the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	2350	Insufficient Address information provided.	House Name or House Number must be present. Check in the <b>Addresses</b> panel of the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	2355Q	Please check: Pupil Record with no Address.	There should be at least one address per pupil/student on-roll. Check in the <b>Addresses</b> panel of the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .

Type	Code	Error Message	Comment/Resolution
	2380	Where Dwelling is present the Street must also be shown and at least one of Locality, Town, Administrative Area or Post Town.	Select <b>Focus   Student   Student Details</b> then locate the <b>Addresses</b> panel. Ensure that the pupil/student's address is entered correctly and includes the <b>Street</b> name and the <b>District, Town/City or County</b> .
	2400	Where first line present, at least one other address line must also be present.	Ensure that the complete address is entered in the <b>Addresses</b> panel on the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> ). Click the <b>Modify Address</b> button to edit an existing address. To check the address location using Windows Internet Explorer, click the <b>Address</b> button.
	2445Q	Address information drawn from two conflicting formats.	Check in the <b>Addresses</b> panel of the <b>Pupil (or Student) Details</b> page via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> .
	2505	Pupil with double-reporting of annual absences.	Software issue - Please contact your Local Support Unit for assistance, quoting validation error code 2505.
	2580	Annual attendance information is not required for this pupil.	Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2580.
	2585	Attendance Code is invalid.	Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2585.
	2590	Pupil reporting zero sessions missed with Attendance Code. This should be provided and be greater than zero.	Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2590.
	2600	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code).	Software issue. Please contact your Local Support Unit for assistance, quoting validation error code 2600.
	2610	Attendance sessions possible is missing or invalid.	Possible sessions must be greater than or equal to zero for on-roll pupil/students who have an <b>Admission Date</b> prior to the Saturday before the late Spring Bank Holiday (i.e. 30/05/2011), and their age is between 5 and 15 (inclusive). Check attendance data via <b>Focus   Attendance (or Lesson Monitor)</b> or via <b>Routines   Statutory Returns   PRU Census (Pupil Attendance</b> panel on the <b>PRU Census Details</b> page).

Type	Code	Error Message	Comment/Resolution
	2615	Zero attendance sessions possible recorded for Pupil on Roll. Pupil should only be recorded with zero sessions possible if pupil was dual registered and spent all of the previous academic year for which attendance data is being collected at other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	Select <b>Focus   Attendance</b> (or <b>Lesson Monitor</b> )   <b>Display Marks</b> then check the attendance marks. A pupil/student's <b>Enrolment Status</b> can be checked in the <b>Registration</b> panel on the <b>Pupil</b> (or <b>Student</b> ) <b>Details</b> page via <b>Focus   Pupil</b> (or <b>Student</b> )   <b>Pupil</b> (or <b>Student</b> ) <b>Details</b> .
	2620	Attendance sessions possible is missing or invalid.	Possible sessions must be greater than or equal to zero for pupil/students no longer on-roll where their <b>Date of Leaving</b> is after 31 August two years prior to the census date, i.e. 31 August 2010, and their <b>Admission Date</b> is prior to the Saturday before the late Spring Bank Holiday and their age is between 5 and 15 (inclusive). Check data via <b>Focus   Attendance</b> or via <b>Routines   Statutory Returns   PRU Census (Pupil Attendance)</b> panel on the <b>PRU Census Details</b> page).
	2630Q	Please check: sessions possible should not be greater than 450.	Check attendance data via <b>Focus   Attendance</b> (or <b>Lesson Monitor</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines   Statutory Returns   PRU Census</b> ).
	2640	Total annual sessions missed must be less than or equal to sessions possible.	Check attendance data via <b>Focus   Attendance</b> (or <b>Lesson Monitor</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines   Statutory Returns   PRU Census</b> ).
	2650Q	Please check: There would normally be at least one pupil who would have at least one authorised absence.	Check attendance data (via <b>Reports   Selected Student Reports   Absences</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines   Statutory Returns   PRU Census</b> ).
	2655	Pupil with double reporting of annual reporting.	Correct data in Attendance (via <b>Reports   Selected Student Reports   Absences</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines   Statutory Returns   PRU Census</b> ).
	2660Q	Please check: There would normally be at least one pupil who would have at least one unauthorized absence.	Check data in Attendance (via <b>Reports   Selected Student Reports   Unexplained Absences</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines   Statutory Returns   PRU Census</b> ).

Type	Code	Error Message	Comment/Resolution
	2670Q	Please check: Percentage of Authorised absence is greater than 30% - are you sure?	Check data in Attendance (via <b>Reports</b>   <b>Selected Student Reports</b>   <b>Absences</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines</b>   <b>Statutory Returns</b>   <b>PRU Census</b> ).
	2680Q	Please check: Percentage of Unauthorised absence is greater than 30% - are you sure?	Check data in Attendance (via <b>Reports</b>   <b>Selected Student Reports</b>   <b>Unexplained Absences</b> ) or on the PRU Census <b>Pupil Attendance</b> panel (via <b>Routines</b>   <b>Statutory Returns</b>   <b>PRU Census</b> ).

Type	Code	Error Message	Comment/Resolution																																																																																																																																																																																													
	2690	Unit Contact time is missing or invalid.	<p>Check the data in the <b>Time in Unit</b> panel on the <b>Census Return Details</b> page (via <b>Routines   Statutory Returns   PRU Census</b>). This data is read-only.</p> <div data-bbox="1025 300 1854 571" style="border: 1px solid black; padding: 5px;"> <p><b>3 Time in Unit</b> <span style="float: right;">Recalculate</span></p> <p>Students</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> <th>Gender</th> <th>AdNo.</th> <th>Year</th> <th>Reg</th> <th>Time in Unit</th> </tr> </thead> <tbody> <tr><td>Abbey, Jimmy</td><td>17/04/1998</td><td>Female</td><td>003599</td><td>8</td><td>8A</td><td>0</td></tr> <tr><td>Abbot, Claire</td><td>22/04/1997</td><td>Female</td><td>003460</td><td>9</td><td>9A</td><td>0</td></tr> <tr><td>Abbot, Clarissa</td><td>22/06/1995</td><td>Female</td><td>003100</td><td>11</td><td>11A</td><td>0</td></tr> <tr><td>Abbot, Hannah</td><td>23/12/1998</td><td>Female</td><td>003762</td><td>7</td><td>7B</td><td>0</td></tr> <tr><td>Abbot, James</td><td>27/04/1996</td><td>Male</td><td>003270</td><td>10</td><td>10C</td><td>0</td></tr> <tr><td>Abbot, Susan</td><td>21/06/1998</td><td>Female</td><td>003600</td><td>8</td><td>8B</td><td>0</td></tr> </tbody> </table> <p style="text-align: center;">Update Time in Unit</p> </div> <p>To add or edit the data, click the <b>Update Time in Unit</b> button to display the <b>Update Time in Unit</b> dialog (also available via <b>Tools   Statutory Returns Tools   Update Time in Unit</b>). Add and /or edit the values in the <b>Time in Unit</b> column.</p> <div data-bbox="1012 691 1868 1362" style="border: 1px solid black; padding: 5px;"> <p><b>Update Time in Unit</b> <span style="float: right;">Save   Undo</span></p> <p>Census Term: <input type="text" value="Spring"/> View Students Year Group: <input type="text" value="All"/> Reg: <input type="text" value="All"/> Status: <input type="text" value="All"/></p> <p>Students</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> <th>Gender</th> <th>AdNo.</th> <th>Year</th> <th>Reg</th> <th>Time in Unit</th> </tr> </thead> <tbody> <tr><td>Abbey, Jimmy</td><td>17/04/1998</td><td>Female</td><td>003599</td><td>8</td><td>8A</td><td>0</td></tr> <tr><td>Abbot, Claire</td><td>22/04/1997</td><td>Female</td><td>003460</td><td>9</td><td>9A</td><td>0</td></tr> <tr><td>Abbot, Clarissa</td><td>22/06/1995</td><td>Female</td><td>003100</td><td>11</td><td>11A</td><td>0</td></tr> <tr><td>Abbot, Hannah</td><td>23/12/1998</td><td>Female</td><td>003762</td><td>7</td><td>7B</td><td>6</td></tr> <tr><td>Abbot, James</td><td>27/04/1996</td><td>Male</td><td>003270</td><td>10</td><td>10C</td><td>3</td></tr> <tr><td>Abbot, Susan</td><td>21/06/1998</td><td>Female</td><td>003600</td><td>8</td><td>8B</td><td>0</td></tr> <tr><td>Abdelkoder, Mohamed</td><td>15/03/1994</td><td>Male</td><td>002915</td><td>12</td><td>P</td><td>0</td></tr> <tr><td>Able, Benjamin</td><td>19/02/1995</td><td>Male</td><td>003101</td><td>11</td><td>11A</td><td>0</td></tr> <tr><td>Abu-Koash, Frederik</td><td>05/08/1995</td><td>Male</td><td>003102</td><td>11</td><td>11C</td><td>0</td></tr> <tr><td>Ackroyd, Marcus</td><td>21/01/1996</td><td>Male</td><td>003271</td><td>10</td><td>10B</td><td>0</td></tr> <tr><td>Ackroyd, Mary</td><td>10/11/1995</td><td>Female</td><td>003272</td><td>10</td><td>10B</td><td>0</td></tr> <tr><td>Adair, Geoffrey</td><td>22/09/1994</td><td>Male</td><td>003103</td><td>11</td><td>11B</td><td>0</td></tr> <tr><td>Adams, James</td><td>13/12/1993</td><td>Male</td><td>002916</td><td>12</td><td>N</td><td>0</td></tr> <tr><td>Adams, Kathryn</td><td>13/11/1996</td><td>Female</td><td>003461</td><td>9</td><td>9B</td><td>0</td></tr> <tr><td>Adams, Louise</td><td>01/10/1994</td><td>Female</td><td>003104</td><td>11</td><td>11C</td><td>0</td></tr> <tr><td>Adams, Melanie</td><td>06/06/1999</td><td>Female</td><td>003763</td><td>7</td><td>7D</td><td>0</td></tr> <tr><td>Adams, Owen</td><td>15/03/1994</td><td>Male</td><td>002917</td><td>12</td><td>K</td><td>0</td></tr> <tr><td>Addison, Avril</td><td>03/03/1995</td><td>Female</td><td>003105</td><td>11</td><td>11D</td><td>0</td></tr> <tr><td>Addison, Graham</td><td>17/09/1994</td><td>Male</td><td>003106</td><td>11</td><td>11E</td><td>0</td></tr> </tbody> </table> </div>	Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit	Abbey, Jimmy	17/04/1998	Female	003599	8	8A	0	Abbot, Claire	22/04/1997	Female	003460	9	9A	0	Abbot, Clarissa	22/06/1995	Female	003100	11	11A	0	Abbot, Hannah	23/12/1998	Female	003762	7	7B	0	Abbot, James	27/04/1996	Male	003270	10	10C	0	Abbot, Susan	21/06/1998	Female	003600	8	8B	0	Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit	Abbey, Jimmy	17/04/1998	Female	003599	8	8A	0	Abbot, Claire	22/04/1997	Female	003460	9	9A	0	Abbot, Clarissa	22/06/1995	Female	003100	11	11A	0	Abbot, Hannah	23/12/1998	Female	003762	7	7B	6	Abbot, James	27/04/1996	Male	003270	10	10C	3	Abbot, Susan	21/06/1998	Female	003600	8	8B	0	Abdelkoder, Mohamed	15/03/1994	Male	002915	12	P	0	Able, Benjamin	19/02/1995	Male	003101	11	11A	0	Abu-Koash, Frederik	05/08/1995	Male	003102	11	11C	0	Ackroyd, Marcus	21/01/1996	Male	003271	10	10B	0	Ackroyd, Mary	10/11/1995	Female	003272	10	10B	0	Adair, Geoffrey	22/09/1994	Male	003103	11	11B	0	Adams, James	13/12/1993	Male	002916	12	N	0	Adams, Kathryn	13/11/1996	Female	003461	9	9B	0	Adams, Louise	01/10/1994	Female	003104	11	11C	0	Adams, Melanie	06/06/1999	Female	003763	7	7D	0	Adams, Owen	15/03/1994	Male	002917	12	K	0	Addison, Avril	03/03/1995	Female	003105	11	11D	0	Addison, Graham	17/09/1994	Male	003106	11	11E	0
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Abbot, James	27/04/1996	Male	003270	10	10C	3																																																																																																																																																																																										
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Able, Benjamin	19/02/1995	Male	003101	11	11A	0																																																																																																																																																																																										
Abu-Koash, Frederik	05/08/1995	Male	003102	11	11C	0																																																																																																																																																																																										
Ackroyd, Marcus	21/01/1996	Male	003271	10	10B	0																																																																																																																																																																																										
Ackroyd, Mary	10/11/1995	Female	003272	10	10B	0																																																																																																																																																																																										
Adair, Geoffrey	22/09/1994	Male	003103	11	11B	0																																																																																																																																																																																										
Adams, James	13/12/1993	Male	002916	12	N	0																																																																																																																																																																																										
Adams, Kathryn	13/11/1996	Female	003461	9	9B	0																																																																																																																																																																																										
Adams, Louise	01/10/1994	Female	003104	11	11C	0																																																																																																																																																																																										
Adams, Melanie	06/06/1999	Female	003763	7	7D	0																																																																																																																																																																																										
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Addison, Graham	17/09/1994	Male	003106	11	11E	0																																																																																																																																																																																										

Type	Code	Error Message	Comment/Resolution
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2691

Please check: Unit Contact Time is greater than normal full time education hours (which is 25 hours per week).



The Time in Unit (also referred to as Contact time) should not be greater than 25 hour per week.

Check the data in the **Time in Unit** panel on the **Census Return Details** page (via **Routines | Statutory Returns | PRU Census**). This data is read-only.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Abbey, Jimmy	17/04/1998	Female	003599	8	8A	0
Abbot, Claire	22/04/1997	Female	003460	9	9A	0
Abbot, Clarissa	22/06/1995	Female	003100	11	11A	0
Abbot, Hannah	23/12/1998	Female	003762	7	7B	0
Abbot, James	27/04/1996	Male	003270	10	10C	0
Abbot, Susan	21/06/1998	Female	003600	8	8B	0

To add or edit the data, click the **Update Time in Unit** button to display the **Update Time in Unit** dialog (also available via **Tools | Statutory Returns Tools | Update Time in Unit**). Add and /or edit the values in the **Time in Unit** column.

Name	Date of Birth	Gender	AdNo.	Year	Reg	Time in Unit
Abbey, Jimmy	17/04/1998	Female	003599	8	8A	0
Abbot, Claire	22/04/1997	Female	003460	9	9A	0
Abbot, Clarissa	22/06/1995	Female	003100	11	11A	0
Abbot, Hannah	23/12/1998	Female	003762	7	7B	6
Abbot, James	27/04/1996	Male	003270	10	10C	3
Abbot, Susan	21/06/1998	Female	003600	8	8B	0
Abdelkoder, Mohamed	15/03/1994	Male	002915	12	P	0
Able, Benjamin	13/02/1995	Male	003101	11	11A	0
Abu, Koosh, Frederik	05/08/1995	Male	003102	11	11C	0
Ackroyd, Marcus	21/01/1996	Male	003271	10	10B	0
Ackroyd, Mary	10/11/1995	Female	003272	10	10B	0
Adair, Geoffrey	22/09/1994	Male	003103	11	11B	0
Adams, James	13/12/1993	Male	002916	12	N	0
Adams, Kathryn	13/11/1996	Female	003461	9	9B	0
Adams, Louise	01/10/1994	Female	003104	11	11C	0
Adams, Melanie	06/06/1999	Female	003763	7	7D	0
Adams, Owen	15/03/1994	Male	002917	12	K	0
Addison, Avril	03/03/1995	Female	003105	11	11D	0
Addison, Graham	17/09/1994	Male	003106	11	11E	0

Type	Code	Error Message	Comment/Resolution
	8300Q	Please Check: Pupil is younger than 3 years old.	Check the pupil/student <b>Date of birth</b> in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> ).
	8305Q	Please Check: Pupil is over 18 years old.	Check the pupil/student <b>Date of birth</b> in the <b>Basic Details</b> panel on the <b>Pupil (or Student) Details</b> page (via <b>Focus   Pupil (or Student)   Pupil (or Student) Details</b> ).