

PRU Census 2012 - Data Checklist for SIMS.net

SIMS Upgrade <i>Upgrade to a minimum of the SIMS 2011 Autumn Release as soon as possible to allow you to do a dry run of your Census Return</i>	<input type="checkbox"/>
School Details <i>Ensure your School Details are kept up to date including School Type, School Governance etc. Your school e-mail address must a valid working school e-mail address such as office@greenacre.kent.sch.uk</i>	<input type="checkbox"/>
Ethnicity <i>Check your Ethnicity data and ensure you are using up to date current ethnicity codes in Pupil Details Ethnic/Cultural Ethnicity. You can also do this using Bulk Update – Routines Pupil Bulk Update</i>	<input type="checkbox"/>
Ethnicity (White Other) <i>Please check if pupils recorded as White Other should be recorded as White English – White Other is included in the Ethnic Minority figures</i>	<input type="checkbox"/>
Disability <i>Ensure your pupils classified as disabled have a Start Date in Pupil Details Welfare Disabilities Please note: This is not yet statutory</i>	<input type="checkbox"/>
Free School Meal Eligibility <i>Check your pupils who are eligible for FSM have a Start Date in Pupil Details Dietary Eligible for Free Meals. Also check those pupils whose eligibility has stopped have an End Date</i>	<input type="checkbox"/>
First Language <i>Check your First Language data in Pupil Details Ethnic/Cultural First Language. You can also do this using Bulk Update – Routines Pupil Bulk Update</i>	<input type="checkbox"/>
Service Children <i>Ensure you have updated Service Children in Pupil Details Additional Information Service Children in Education. You can also do this using Bulk Update – Routines Pupil Bulk Update</i>	<input type="checkbox"/>
Enrolment Status <i>Make sure that all pupils attending your school and another (Managed Moves, Special, PRUs or Hospital Schools) have the correct Enrolment Status in Pupil Details Registration Enrolment Status</i>	<input type="checkbox"/>
Part time <i>Please check you should not have any part time pupils on your system. Part time indicates that a pupil is in part time education. All pupils aged over 5 should be in full time education</i>	<input type="checkbox"/>
Boarder <i>If you have a boarding unit, make sure all boarder pupils are updated in Pupil Details Registration Boarder Status. You can also do this using Bulk Update – Routines Pupil Bulk Update</i>	<input type="checkbox"/>
NCyearActual <i>Double check those who are taught out of year are correctly recorded in Pupil Details Registration Year Group & Year Taught In</i>	<input type="checkbox"/>
SEN <i>The Census will only be collecting those pupils with a SEN status of 'P' or 'S'. Ensure these pupils have all required information – SEN Type (Need Type) & SEN Type Rank</i>	<input type="checkbox"/>
Free School Meals Taken <i>This figure must not exceed the total number of pupils eligible for Free School Meals. If on the day this is a lower figure than usual, enter what would be taken on a normal school day</i>	<input type="checkbox"/>
Attendance <i>Attendance is collected for pupils who were 5 or over and also under 16 years of age on 31 August 2010 from the start of Autumn term 2010 to 27 May 2011 so attendance for this period must be present</i>	<input type="checkbox"/>
Exclusions <i>Exclusions will be collected for all types of exclusions that occurred in the period 01/09/2010 – 31/08/2011</i>	<input type="checkbox"/>
Pupil SEN Unit Indicator <i>Check pupils who are SEN and are a member of an SEN Unit have a Start Date under Student SEN Details Provisions</i>	<input type="checkbox"/>
Connexions <i>This field should be completed for all pupils who are aged 12 and above (as at 31 August 2011). If it is not completed the system will default to 'unsought'. This can be completed using Bulk Update – Routines Pupil Bulk Update</i>	<input type="checkbox"/>
Unit Contact Time <i>This item should indicate the number of contact hours the pupil spent with the PRU in Census week. This should include time in the PRU and, in the case of pupils receiving their education through home visits</i>	<input type="checkbox"/>