

# Spring 2012 School Census - Data Checklist for SIMS.net

<b>SIMS Upgrade</b> <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"/>
<b>School Details</b> <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 <a href="mailto:office@greenacre.kent.sch.uk">office@greenacre.kent.sch.uk</a></i>	<input type="checkbox"/>
<b>Ethnicity</b> <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"/>
<b>Ethnicity (White Other)</b> <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"/>
<b>Disability</b> <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"/>
<b>Free School Meal Eligibility</b> <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"/>
<b>First Language</b> <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"/>
<b>Service Children</b> <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"/>
<b>Enrolment Status</b> <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"/>
<b>Part time – Check 1</b> <i>Please check pupils aged 3 with a Start Date in Student Details   Registration   Part Time Details do not exceed 15 funded hours within the Census Return Details</i>	<input type="checkbox"/>
<b>Part time – Check 2</b> <i>Please check pupils aged 4 with a Start Date in Student Details   Registration   Part Time Details have less than 25 funded hours recorded in the Census Return Details</i>	<input type="checkbox"/>
<b>Part time – Check 3</b> <i>Please check pupils aged 4 recorded as Full Time have the maximum of 25 funded hours recorded in the Census Return Details</i>	<input type="checkbox"/>
<b>Boarder</b> <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"/>
<b>NCyearActual</b> <i>Double check those who are taught out of year are correctly recorded in Pupil Details   Registration   Year Group &amp; Year Taught In</i>	<input type="checkbox"/>
<b>SEN</b> <i>Ensure your SEN pupils have all required information – January Census will be collecting SEN Provision, SEN Type &amp; SEN Type Rank.</i>	<input type="checkbox"/>
<b>Free School Meals Taken</b> <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"/>
<b>Attendance</b> <i>Attendance is collected from the start of 2011 Autumn Term to 31/12/2011 so attendance for this period must be present</i>	<input type="checkbox"/>
<b>Exclusions</b> <i>Exclusions from the Summer Term will be collected in the Spring Census</i>	<input type="checkbox"/>
<b>Pupil SEN Unit Indicator</b> <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"/>
<b>Year 14 (Secondary Only)</b> <i>Please ensure you End Date your Year 14 pupils who are no longer on roll</i>	<input type="checkbox"/>