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Introduction

Overview

This handbook provides the information needed by Secondary schools, Middle deemed Secondary schools and Academies with Secondary phase in England to complete the School Census Spring 2016 Return, which takes place on Thursday 21 January 2016.

The School Census Spring 2016 Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

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

A list of items collected from Secondary/Middle deemed Secondary schools in England for the School Census Spring 2016 Return is available in a later section of this handbook (please see Preparing Data for the School Census Return on page 6).

NOTE: The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.

More Information:
Preparing Data for the School Census Return on page 6
How has the School Census Return Changed?

Census date: 21/01/2016
Attendance collected from the start of the 2015 Autumn term to 31/12/2015
Exclusions collected from 06/04/2015 to 31/08/2015
Free school meals collected from 02/10/2015 to 21/01/2016
Learner support collected from 01/08/2015 to 21/01/2016.

Changes to the School Census Spring Return include the following:

Childcare Enhancements

Focus | Schools | School Details
Routines | Statutory Returns | School Census
To enable childcare provisions that are provided or signposted by the school to be maintained at any point during the year, the following changes have been made in SIMS:
- The childcare items previously recorded in the School Census Summer Return (via the Routines menu) have been moved to the School Details page (via the Focus menu). Items can be added, edited and deleted.
- The School Census Childcare panel (originally introduced in the School Census Summer 2015 Return) is now read-only and is available in the Spring return only. An Edit button links directly to the School Details page, where an editable Childcare panel is displayed.
- Childcare Provisions have been added to the General detail report.
- Two new lookups are now available - Childcare Site and Childcare Signposted.

More Information:
Entering School Childcare Details on page 15

New Functionality for a Brand New Academy/Free School

Focus | School | School Details
For a brand new Academy/Free School, where there is no previous DfE number and no previous database, the School Census can now be run without having to enter the date when the school Establishment Number or the Unique Reference Number (URN) changed.
Steps to Producing the School Census Return

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

Online help can be accessed by pressing F1 or clicking the applicable Help button in SIMS.

A wide range of documentation is available from the SIMS Documentation Centre, including handbooks, quick reference sheets and tutorials. Click the Documentation button (located on the top right-hand side of the SIMS Home Page), select the required category and then select the required document. A search facility is available on the top right-hand corner of each page of the Documentation Centre.

These and other documents are also available from the My Account website (https://myaccount.capita-cs.co.uk). The most popular documents can be located by selecting Knowledge Base | SIMS Publications (located in the Popular Searches list). Alternatively, use the Knowledge Base search facility to display a list of all Documents containing the search criteria.

- **Search for:**
  - Surround a phrase with "double quotes" to find an exact phrase.
  - Prefix words with + to make them essential, e.g. “Behaviour Management” +Primary +Training.

- **Product**: Select the required product from the drop-down list.
- **From** and **To**: Entering a date or date range when the document was uploaded helps to filter the search results further.

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census, together with an Errors and Resolutions document that provides suggestions on how to resolve any validation errors or queries, are also available.

To access the School Census documents, please search for CENSUS16 in the SIMS Documentation Centre or My Account.
Preparing for the School Census Spring Return

Setting Permissions

The following permissions are applicable to users who deal with returns.

Producing the Return

To produce the return, you must be a member of the Returns Manager user group in System Manager.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases. To use the Import Fileset functionality (via Tools | Setups | Import Fileset), you must be a member of any of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available on the My Account website (https://myaccount.capita-cs.co.uk).

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the Managing SIMS Users, Groups and Databases handbook. An Excel spreadsheet describing the numerous permissions available in SIMS is available on the My Account website (https://myaccount.capita-cs.co.uk).

To find the spreadsheet, search for <sims version> sims permissions spreadsheet, e.g. 7.166 sims permissions spreadsheet.
**What Version of SIMS is Required?**

In order to run the return, you must have the SIMS 2015 Autumn Release (7.166) or later installed.

To check the version of SIMS installed, open SIMS then select **Help | About SIMS**. A dialog similar to the following graphic is displayed.

The version should read 7.166 or later.

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**Preparing Data for the School Census Return**

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

The following information is collected from Secondary/Middle deemed Secondary schools for the School Census Spring 2016 Return.

**School Level Data**

- School Characteristics: LA number, DfE establishment number, school name, school phase, school type, highest and lowest national curriculum year, intake type, governance, school email address and school telephone number.

- School Location: full address details.

- Admissions Appeals: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parents’ favour) and rejected.

- Student Reconciliation: part-time students not at school, private study students, students at another school, students on work experience and students at Further Education colleges.

- Class Information: class name, number of teachers in class, number of adult non-teachers in class, class year group, number of students from the host school in the class and number of students from other schools in the class.

- Miscellaneous: free school meals taken, childcare provision on site, signposted off site childcare provision, type of childcare (e.g. before school, after school, etc.), number of childcare places, childcare provider, number of weeks that the childcare provision is open, other schools, opening time and closing time.
Student Level Data

- Student Identifiers: UPN, ULN, former UPN, surname, forename, middle names, former surname, preferred surname, date of birth and gender.
- Student Characteristics: ethnicity, free school meal eligibility start date and end date, UK country in which the eligibility applies, school dinner taken, Youth Support Services Agreement (YSSA) indicator, language, service children in education indicator, learner support code, top-up funding indicator and adopted from care.

**NOTE:** The Early Years panel, which displays information about funded hours, hours at setting, etc., is displayed only if 2, 3 or 4 year olds attend your school.

- Student Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group.
- Special Educational Needs: SEN provision, SEN type ranking and SEN type for each SEN need, member of SEN unit (sometimes called special class) indicator, member of resourced provision indicator.
- Termly Exclusion Information (06/04/2015 to 31/08/2015): category, reason, in care indicator, SEN provision, exclusion start date, exclusion actual number of sessions.
- Student Home Address: student’s home address details.
- Termly Attendance Information (start of the 2015 Autumn term to 31/12/2015): possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes (reason for absence) and number of sessions missed.

For more information and step by step instructions on the preparations that need to be carried out before the census return is produced, please refer to the Preparing for the School Census Spring 2016 guide applicable to the phase of your school. The preparation guide, together with other useful School Census documentation, can be found on the My Account website (https://myaccount.capita-cs.co.uk) by using the search facility to find CENSUS16 documentation.
Producing the School Census Spring Return

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Creating a New School Census Return

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

The School Census Spring 2016 Return collects data for:

- all students on the register on 21/01/2016 (census day).
- any additional students not on-roll on census day who were:
  - subject to any type of exclusion from 06/04/2015 to 31/08/2015 inclusive.
  - all students who attended school from the start of the 2015 Autumn term to 31/12/2015 inclusive.
  - awarded Learner Support funding from 01/08/2015 to 21/01/2016.

It is possible to create more than one return. This enables you to carry out dry runs to determine what data needs to be added or updated. Any unwanted returns can be deleted, providing they have not been authorised (please see Deleting an Unauthorised Return on page 50).
1. Select Routines | Statutory Returns | School Census to load the School Census validation and reporting files.

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

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

The Fileset ID is displayed in the browser header for information only.

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

2. Ensure that the Census Folder is configured correctly and that the required Security message for Reports is specified before creating a New return, as described in the following sections.

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

You should be mindful of your school’s responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. The DfE recommends ISO27001 as the standard for information security (http://www.itgovernance.co.uk/iso27001.aspx). If you are in any doubt, consult with your IT Security Officer before proceeding.
1. Specify the folder where the return files are to be stored by entering the folder location in the **Census Folder** field. Alternatively, click the **Browse** button to display a standard Windows® **Browse For Folder** dialog.

![Browse button](image)

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

2. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.

**IMPORTANT NOTE:** If you are changing the location of the folder, ensure that only authorised personnel have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.

3. Ensure that the **Security Message for Reports** is appropriate for your school.

**Specifying the Security Message for Reports**

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each report.

1. The security message text defaults to **This report contains sensitive information**, but can be edited, if required.
2. If any edits are made, you can click the **Default Message** button to revert to the default text.
3. Click the **New** button to display the **Census Return Details** page.
Editing Census Details

The **Census Details** panel displays the following dates (some of which are read-only):

- The census date is displayed as 21/01/2016.
- Attendance data collected from 01/09/2015 to 31/12/2015.
- Exclusions data collected from 06/04/2015 to 31/08/2015.
- FSM (Free School Meal) data collected from 02/10/2015 to 21/01/2016.
- Learning Aims collected from 01/08/2015 to 21/01/2016.

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**1.** By default, the return **Description** is displayed as *School Census Spring 2015*. This description can be edited, if required, e.g. to identify a dry run.

**WARNING:** Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.

A unique description also helps to identify the required return when viewed in the **Census Return for Spring Term** browser and can be particularly useful when creating dry runs or copies of existing returns.

**2.** The **Attendance collected from** date defaults to **02/09/2015**. This date can be edited if the start of your school’s Autumn term is different.

**3.** Click the **Calculate All Details** button.

Calculating All Details

Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

**IMPORTANT NOTE:** You must calculate all details at least once to populate the various panels for each return.

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

Any details that are calculated automatically should be checked and edited, if required.
1. Click the **Calculate All Details** button.
   A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.

   ![Image of message advising to calculate all details]

2. Click the **Yes** button to calculate all details. At this point, depending on the number of students in the school, there may be a short delay while details are calculated.
   The applicable panels on the **Census Return Details** page are populated with data.

3. The return can be saved at any point by clicking the **Save** button.

### Specifying the Selected Period on Census Day

The selected period on the census day is used in conjunction with the class information collected in the return. It is based on the last digit of the DfE establishment number and is the period on census day (as defined by the DfE) when your school should run the return.

**NOTE:** These times move down by one each year, i.e. a school using 'one hour before the end of morning school' last year will use 'one hour after the start of morning school' this year.


By default, the lowest year on your school’s timetable is displayed as the year taught in (YTI) when the timetable classes begin.

1. Ensure that the lowest year that you want to report as being on the timetable is displayed in the **YTI when timetabled classes begin** field. Select a different YTI from the drop-down list, if required.

   Students in curriculum year groups below that displayed are assumed to be taught in non-timetabled classes, i.e. registration groups.

2. Select the **Selected Period** from the **Period Name** drop-down list. This is the period on census day that your school should run the return, as defined by the DfE.
3. If you want to **Include Alternative Curriculum** periods in the **Classes** panel, select the associated check box.

4. Click the **Calculate All Details** button.

**Editing School Information**

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | Student | Student Details**). The information displayed may vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended if necessary via the **School Detail** button.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.
2. Add or amend the school details, selecting from the drop-down lists where applicable.

**NOTE:** The School Name, LA, Establishment Number and School Phase cannot be edited. If the information displayed is incorrect, please contact your Local Support Unit.

**Information for Academies:**
Academies should ensure that the following information is recorded, if applicable:

- The School Type and School Governance. Select Academies from the applicable drop-down lists.

- The school’s Previous Name and Date Name Changed.

- The Previous Estab Number and Date Number Changed. This information is used by School Census. If the DfE number has changed for sponsor-led Academies, historical information is not collected and the date of arrival is reported as the date the DfE number changed.

- The Previous URN Number and Date Number Changed. **NOTE:** The date that the establishment’s URN changed is used by other census returns.

3. Click the Save button then click the OK button to return to the Census Return Details page, where the updated details are displayed.

**Entering School Childcare Details**

From 2016, the school childcare details are being collected annually in the School Census Spring return. The information is no longer entered on the Census Return Details page; instead, the information is entered via Focus | School | School Details. This enables the information to be maintained at any time throughout the year.

The Childcare panel (on the Census Return Details page) displays read-only childcare provision information that has been entered previously via School Details. Additional information can be added or existing data edited by clicking the Edit button. This provides a direct link to the School Details page.
1. Click the **Edit** button in the **Childcare** panel to display the **School Details** page.

![School Details - Green Abbey School](image)

2. Click the **Childcare** hyperlink to display the **Childcare** panel, where the current childcare details are displayed.

![Childcare](image)
3. **Open** an existing record or create a **New** record to display the **Update Childcare Details** dialog.

![Update Childcare Details dialog](image)

**NOTE:** The **Childcare** panel displays all data recorded in the School Census Summer 2015 Return. However, when the **Update Childcare Details** dialog is opened (via the **Open** button), the data required for the School Census Spring 2016 Return is displayed. This is expected behaviour.

4. Enter the applicable details.

- **Type** - select the type of childcare being provided from the drop-down list:
  - **Before School Childcare**
  - **After School Childcare**
  - **Holiday Childcare**
  - **Under Fives Childcare**.

- **Site** - select as applicable from the drop-down list:
  - **On site** - select this option if childcare is being provided on the school premises.
  - **Off site** - select this option if childcare is undertaken off the school premises, i.e. your school promotes or points parents towards a regular off-site childcare service, e.g. a private or voluntary organisation.

**NOTE:** If **Off site** is selected, the applicable **Signposted** option must be selected but additional information, e.g. opening/closing times, number of childcare places, etc. are not required.
- **Signposted** - if there is a regular **Off site** service that the school promotes or signposts parents towards, one of the following options must be selected:
  - **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your students, including transport to their site.
  - **Yes, list of providers that pick up from school** - select this option if a list of local providers that will pick up students from the school to help parents is provided.
  - **No**
  - **Not Known**.

- **Opening Time** - enter the time that the service becomes available.

  **NOTE:** Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 07:00.

- **Closing Time** - enter the time that the service closed.

  **NOTE:** Ensure that the time is entered in 24 hour format. A colon should be entered between the hours and the minutes, e.g. 17:30.

- **Number of Childcare Places** - enter the maximum number of childcare places that the service can provide.

- **Provider** - select the description from the drop-down list that most accurately describes the provider of the service:
  - **School**
  - **School in Partnership** (with another provider)
  - **Other (non-school) Provider**.

- **Other Schools** - is the service made available to children from other schools? Select as applicable from the drop-down list:
  - **Yes**
  - **No**
  - **Unknown**.

- **Weeks Open** - enter the number of weeks for which childcare is provided.

5. Click the **Save** button to return to the **Census Return Details** page.

6. Repeat the process to add additional records, if required.

**IMPORTANT NOTE:** To avoid validation errors, the information displayed must be correct. If any details are incorrect, highlight the applicable record, click the **Delete** button and then enter a new record with the correct details.
Updating Students with Top-Up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs students.

The Top-up Funding panel enables you to record the on-roll students for whom your school is receiving top-up funding on census day.

If the students with top-up funding have been recorded previously via Tools | Statutory Return Tools | Update Top-Up Funding, the data is displayed in the Top-up Funding panel.

The information displayed in the Top-up Funding panel is read-only. Updating top-up funding information, e.g. adding or removing a student, must be done via the Edit button.

1. Click the Edit button to display the Update Students with Top-up Funding dialog. The students currently recorded as having top-up funding are displayed in the Top-up Funding section.
2. Use the search criteria to locate the additional students you wish to record as having top-up funding then highlight their details.

3. Click the Add button. The highlighted students are displayed in the Top-up Funding table.
4. To remove a student from the list, highlight the required student then click the **Remove** button. The student's record is displayed in the first table, providing a chance to reselect the student, if required.

5. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

6. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

### Additional Resources:

- **Preparing for the School Census Spring 2016 Return** handbook
- **More Information:**
  - Top-up Funding Report on page 41

### Updating Students Adopted from Care

The Adopted from Care routine enables you to record which students were looked after immediately before adoption and whether documentary evidence exists to prove DfE/Ofsted compliance. It is not compulsory for adoptive parents, etc. to inform the school of this information.

If the students who have been adopted from care have been recorded previously via **Tools | Statutory Return Tools | Update Adopted from Care**, the data is displayed in the **Adopted from Care** panel.

The information displayed in the **Adopted from Care** panel is read-only. Updating the adopted from care information, e.g. editing the **Adopted from Care** status or adding a student to the list of students adopted from care, must be done via the **Edit** button.
1. Click the **Edit** button to display the **Update Students Adopted from Care** dialog. The students currently recorded as being adopted from care are displayed in the **Adopted from care** table.

![Update Students Adopted from Care](image1)

2. Use the search criteria to locate the additional students you wish to record as being adopted from care then highlight their details.

![Update Students Adopted from Care](image2)
3. Click the **Add** button. The highlighted students are transferred to the **Adopted from care** table.
One or more students can be selected by using the **Ctrl**+click or **Shift**+click functionality.

4. Ensure that the correct adopted from care status is displayed for all the students by clicking the **Adopted from Care** cell then selecting the applicable status from the drop-down list:

- **Ceased to be looked after through Adoption**
- **Ceased to be looked after through a Special Guardianship Order (SGO)**
- **Ceased to be looked after through a Residence Order (RO)**
- **Ceased to be looked after through a Child Arrangement Order (CAO)**.

**NOTE:** **Ceased to be looked after through a Residence Order (RO)** has been replaced by **Ceased to be looked after through a Child Arrangement Order (CAO)**.
5. If applicable, select the **Evidence Obtained** check box to indicate that document(s) have been obtained providing evidence that the student has been adopted from care. Such documents are confidential and **must** be stored securely.

6. To remove a student from the list, highlight the required student then click the **Remove** button. The student’s record is displayed in the first table, providing a chance to reselect the student, if required.

7. Click the **Update** button to save the data and arrange the list of students in **Surname** order.

   If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.

8. Click the **OK** button (located at the bottom right hand-side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Adopted from Care** panel.

   **NOTE:** The **Evidence Obtained** information is **not** collected in the return and is therefore not displayed in the **Adopted from Care** panel.

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**Additional Resources:**

*Preparing for the School Census Spring 2016 Return* handbook

**More Information:**

*Adopted from Care Report* on page 41

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**Editing Class Information**

When the School Census is generated, the class information displayed is a ‘snapshot’ of SIMS data as of the selected period on census day. The selected period is based on the last digit of your DfE establishment number (please see **Specifying the Selected Period on Census Day** on page 13).

**NOTE:** If the school is closed on census day, the information displayed is still based on classes as at census day.

If the **Include Alternative Curriculum** check box has been selected (in the **Selected Period on Census Day** panel), Alternative Curriculum periods are included in the list of class names displayed in the **Classes** panel.

The **Classes** panel consists of two sections, the **Reg Classes** (registration classes) panel and the **TT Classes** (timetabled classes) panel.

**More Information:**

*Class Report* on page 41
Editing Timetabled Classes

The timetabled classes previously set up in Nova/Academic Management are displayed in the read-only Class Name column. The Total numbers of students and staff are calculated automatically and displayed at the bottom of the panel.

Check and, if necessary, edit the information.

- **Students (On Roll)**
  The number of students in the timetabled class at the selected period is displayed. The entries in this column can be edited if required. Ensure that:
  - any students temporarily absent on the census day are included.
  - any part-time students not scheduled to be in school at the selected period are excluded. These students should be counted in the Student Reconciliation panel instead (please see Editing Student Reconciliation on page 27).

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

- **Teachers**
  Include all qualified and unqualified teachers taking the timetabled class at the selected period.
  Exclude teachers who are:
  - wholly or mainly providing support to individual students.
  - on Planning, Preparation and Assessment (PPA) time.

- **Support Staff**
  Include teaching assistants, special needs support staff, support staff for minority ethnic students and other education support staff in the timetabled class at the selected period.
  Exclude non-teaching staff wholly or mainly providing support to individual students.

- **Year Taught In**
  This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.
  Select Mixed Year if a timetabled class contains students from more than one National Curriculum year.
NOTE: This does not include classes containing any students who have been held back, or advanced a year and are of a different chronological age to the rest of the class.

- **Type, Key Stage** and **Activity**
  These three columns are displayed only if your school has timetabled classes for Years Taught In under 7. If applicable, enter the applicable values for Years Taught In below 7.

**Recalculating the Classes Information**

The data in the **Classes** panel can be replaced with the original data from the database by clicking the appropriate **Recalculate** button.

**IMPORTANT NOTE:** Clicking the **Recalculate** button overwrites any edited data with the original data stored in SIMS. Do not use the **Recalculate** button if you wish to keep any changes you have made.

**Adding Classes**

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

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

Ensure that you click the **Save** button to save the data and refresh the display.

**Deleting Classes**

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

**NOTE:** If you delete a class that contains students, you must recalculate again to ensure that student numbers are correct.
Editing Student Reconciliation

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

For example: in the previous example there are 1016 **Students On Roll** but only 924 **On Roll students in classes**. The difference must be accounted for. This could be the number of students who are attending another school at the selected period. In which case, 92 should be entered in the **Students at another school** field.

1. If applicable, enter the number of **Part-time students not at school**, the number of **Private study students** and the number of **Students at another school**.
2. If applicable, enter the number of **Students on work experience** and the number of **Students at FE colleges**.
3. Check the values in the **Total students** and **Students On Roll** fields. The two values must be the same.
   The value in the **Total students** field is calculated automatically and equals the sum of the following:
   - **On Roll Students in classes**
   - **Part-time students not at school**
   - **Private study students**
   - **Students at another school**
   - **Students on work experience**
   - **Students at FE colleges**.
4. Amend the values in the editable fields, if necessary.

Entering Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers aged four to 15 inclusive on 31/08/2015, who were on-roll for at least one session during the collection period from the start of 2015 Autumn term to 31/12/2015.

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.

**IMPORTANT NOTE:** Clicking the **Calculate All Details** button overwrites any edited data, in every panel, with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.
The information displayed in the **Attendance** panel (after the **Calculate All Details** button is clicked) is dependent on which of the following is applicable:

- **SIMS Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either:**
  - no missing marks
  - or
  - missing marks.
- **SIMS Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.**
- **SIMS Attendance/Lesson Monitor is not in use.**

**More Information:**
*Attendance Report* on page 39

**SIMS Attendance/Lesson Monitor Users**

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

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

**Are your Attendance Codes DfE Compliant?**

If Attendance/Lesson Monitor is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are no missing marks.

If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.
However, if any missing attendance marks are detected, the following message is displayed in the Attendance panel, requesting that you add the missing attendance marks.

1. Use the Deal with Missing Marks routine (Focus | Attendance (or Lesson Monitor) | Deal with Missing Marks) to locate the missing marks and enter appropriate attendance codes.

2. Return to the Census Return Details page and click the Check missing marks button in the Attendance panel to ensure that all missing marks have been dealt with.

**NOTE:** The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

More Information:
Producing Detail Reports on page 38

**Are your Attendance Codes DfE Non-Compliant?**

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, e.g. the F, Z or @ code is in use, a message is displayed in the Attendance panel to inform you that your attendance codes are not DfE compliant.

1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.

2. Click the Check attendance codes button to check that DfE attendance codes are now in use.

   If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the Create & Validate stage.

3. Click the OK button to continue.
SIMS Attendance/Lesson Monitor Not in Use

If Attendance/Lesson Monitor is not in use, the following data must be entered manually:

- Termly Possible Sessions (**T Poss Sessions**)
- Termly Sessions Missed due to Authorised Absence (**T Auth Absences**)
- Termly Sessions Missed due to Unauthorised Absence (**T Unauth Absences**).

1. To filter the display of students in the Attendance panel, select **Year Group**, **Registration Group** or **Enrolment Status** from the **Group By** drop-down list.

   Alternatively, select **Group by None** to display a list of all students.

2. To sort the displayed data by surname, forename, year group, registration group or enrolment status, click the appropriate column header.

3. For each student, enter the correct attendance numbers in the **T Poss Sessions**, **T Auth Absences** and **T Unauth Absences** columns.

4. To clear the attendance information and check for additional students, click the **Check for additional students & zero totals** button.

**WARNING:** If the **Check for additional students & zero totals** button is clicked, any attendance data entered manually is lost.
**Entering General Information**

The **General** panel deals with the number of students who receive Free School Meals on census day.

| **Number of free school meals taken on census day** | 0 |

Enter the **Number of free school meals taken on census day** by students, in any year, who are eligible for Free School Meals.

- Students should be included only if they meet the Free School Meals eligibility criteria (i.e. in respect to family income).
- If your school has students of a young age, do **not** include students taking school meals in Reception, Year 1 and Year 2, if they are **not** eligible for Free School Meals in respect to family income, e.g. they are receiving a Universal Infant School Meal only.

**Entering Admission Appeals Totals**

Applicable to Foundation schools, Voluntary Aided Secondary schools and Academies (this does **not** apply to Alternative Provision Academies, Alternative Provision Free schools or Academy Special schools).

**NOTE:** This panel should be completed by Academies that were previously Voluntary Aided or Foundation Schools at the time that the appeals were lodged.

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

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

When this panel is complete and you are satisfied that all the details on the Census Return Details page are correct, the census return file can be created and validated (please see Creating and Validating a School Census Return on page 33).
Creating and Validating a School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data which is unusual or not as expected, e.g. there are no students with special educational needs.

1. Select Routines | Statutory Returns | School Census to display the Census Return browser.
2. Click the Search button to display a list of returns.
3. Double-click the required return to display the Census Return Details page.
4. Click the Create & Validate button to begin the process. There may be a short delay, depending on the number of students at your school.
A progress bar is displayed indicating that the Create and Validate process is being performed.

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

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

```
There are attendance codes in use which do not conform to the DfE requirements.
Attendance code <X> must not be used.
Please edit the attendance data.
Create & Validate cannot proceed.
```

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

- If no attendance marks are found and SIMS Attendance is in use, the following message is displayed informing you that the Create and Validate process cannot proceed.

```
There are no attendance marks.
Please edit the attendance data.
Create & Validate cannot proceed.
```

Click the **OK** button then edit the attendance data before attempting to create and validate the return again.
If there are any missing attendance marks, the following message is displayed enquiring as to whether you wish to continue with the Create and Validate process.

Click the Yes button to continue creating and validating the data. Alternatively, click the No button to cancel the process, then use the Deal with Missing Marks routine (Focus | Attendance (or Lesson Monitor) | Deal with Missing Marks) to locate the missing marks and enter appropriate attendance codes. For more information, please refer to the Managing Pupil/Students Attendance or Monitoring Session and Lesson Attendance handbook, as applicable.

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

**Resolving Validation Errors and Checking Queries**

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

The number of errors and queries found during the Create and Validate process is displayed in the header of the Validation Errors Summary panel.
Details about each of the errors and queries found are displayed in the columns as described in the following table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Displays the type of validation rule: Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.</td>
</tr>
<tr>
<td><strong>Sequence</strong></td>
<td>Shows the error or query number.</td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td>Displays the text of the error or query message.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Lists the specific record containing the error or query.</td>
</tr>
<tr>
<td><strong>Solution</strong></td>
<td>Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.</td>
</tr>
</tbody>
</table>

To assist in the resolution of any errors and queries:

- When the mouse 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 issue can be checked.

> NOTE: A hyperlink is also indicated by a hash symbol (#) preceding the Solution text.

Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked or corrected.

- When the mouse pointer is hovered over a Message, Location or Solution cell, hover help displays the entire content of that cell.

- The Student Search functionality can be used to display all errors and queries relating to a particular student. Enter all or part of a UPN, student’s surname or date of birth in the Student Search field then select the required record from the Student Search drop-down list and click the Find button.
Click a **Solution** hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that student.

Use the **Errors Search** to display the required error or query you want to view. Select **ALL, ERRORS, QUERIES** or the required failure number from the drop-down list. The total number of rows that relate to the validation failure you have selected is displayed adjacent to the **Error Search** field.

By default, the errors are displayed at the top of the list when **ALL** is selected from the **Errors Search** drop-down list.

The order of the items in the list can be changed by clicking the appropriate column heading, if required.

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

View a summary of validation failures, which is particularly useful if there are a large number of errors/queries, by clicking the **Report** button (located above the **Validation Errors Summary** panel). The report is displayed in your web browser, e.g. Windows® Internet Explorer®, from where it can be printed or be transferred to another application, if required (please see **Transferring Report Data to a Spreadsheet** on page 43).

The report (**Validation Errors Summary.HTML**) is saved automatically in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser. The original report, which was generated when the **Create & Validate** button was clicked (e.g. **<LACode><SchoolNumber>_<SurveyType>_ <LACode><LL><Year>_<SerialNumber>_ ValidationErrorsSummary.HTML**), is also stored in this folder.
For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

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

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

If at any point you wish to hide the list of error and queries, click the Close button located at the top right-hand side of the Validation Errors Summary panel. The list is displayed again when the Create and Validate process is run.

Many of the errors generated can be fixed quickly using bulk update functionality (via Routines | Student | Bulk Update). For more information, please refer to the Managing Pupil/Students handbook.

In addition to the Validation Errors Summary, an Errors and Resolutions document containing a list of all errors/queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are also included. The document can help to identify the order in which errors should be corrected. For example, if a UPN is missing, several UPN related errors might be generated. Therefore, adding missing UPNs can remove several errors.

**More Information:**
Transferring Report Data to a Spreadsheet on page 43

### Producing Detail Reports

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

Each detail report header displays the Security Message that was defined in the Census Return browser, the Report Criteria and the Total Pupils that are listed in the report.

Also shown at the top of the report is the School Name, the Fileset Number, the Filename, the Report Created date, and the XML Version.

The following reports are currently available:

#### On-Roll Basic Details Report

Report Criteria: Students on-roll on census day.

This report provides basic information about the students, e.g. UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in, date of admission, enrolment status, ethnicity, language, Youth Support Services Agreement indicator (YSSA), part-time status and boarder status.
Leavers Basic Details Report

Report Criteria: Students not on-roll on census day:

- Leavers with attendance one term ago (start of the 2015 Autumn term to 31/12/2015).
- Leavers with exclusions two terms ago (06/04/2015 to 31/08/2015).
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded from 01/08/2015 to 21/01/2016.

This report provides basic information about leavers, e.g. UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth, gender, date of admission, date of leaving, ethnicity, language, part-time status, boarder status, attendance, exclusions and learner support status.

Exclusions Report

Report Criteria: On-roll students and leavers with exclusions two terms ago (06/04/2015 to 31/08/2015). Not applicable to students who have exclusions with appeal result of Reinstated or Not in the best interests of the child.

This report provides the following details about students who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, date of admission, exclusion category, reason for exclusion, exclusion start date, number of session excluded from, in care indicator, SEN provision and on-roll status.

Attendance Report

Report Criteria: Students with attendance one term ago (start of the 2015 Autumn term to 31/12/2015). On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2015.

This report displays the following information about students and their attendance: UPN, legal surname, legal forename, date-of-birth, gender, year taught in, termly sessions possible, termly absence sessions, on-roll status, authorised sessions, unauthorised sessions and attendance not required (Y). Column totals are displayed at the bottom of the columns.

A list of codes and their descriptions are displayed at the bottom of the report.

Absentees Report

Report Criteria: Students who have missed 14 sessions and whose absence might need to be tracked. On-roll students and leavers (not boarders) with attendance one term ago (start of the 2015 Autumn term to 31/12/2015) who were aged four to 15 at 31/08/2015.

The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the students are shown on this report.

The report also shows basic details, i.e. UPN, legal surname, legal forename, date of birth, gender, year taught in, on-roll status and enrolment status, about the students who match the report criteria.
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SEN Report
Report Criteria:
- Students with SEN Provision/Status = S (Statement), E (Education), Health and Care Plan, K (SEN Support).

**IMPORTANT NOTE:** In the School Census Spring 2016 Return, SEN Provision/Status A (School Action or Early Years Action) and P (School Action Plus or Early Years Action Plus) are collected only for leavers with exclusions.

SEN Provisions/Statuses A and P are not valid after this return.

- SEN Need Types ranked 1 & 2 reported for students with EHCP, Statement, SEN Support.

This report provides a list of students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN Provision, SEN type ranking, SEN type, member of SEN unit, member of resourced provision indicator and on-roll status.

Address Details Report
Report Criteria: Students on-roll on census day.

This report provides a list of students, their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), address and the administrative area/county.

Free School Meal Eligibility Report
Report Criteria: On-roll students on census day who were eligible for free school meals on or after 02/10/2015 and up to and including census day (21/01/2016).

This report provides information on free school meal eligibility for students who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, Year Taught In, on-roll status and free school meal eligibility start date, end date and the UK country in which the eligibility applies.

**NOTES:** This report includes any free school meals recorded outside of England, e.g. Wales.

Only Free School Meals records where the Country recorded is England or <blank> attract the Pupil Premium.

Learner Support Report
Report Criteria: On-roll students and leavers aged 16 plus at 31/08/2015 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2015 to 21/01/2016.

This report provides information regarding the applicable students: UPN, legal surname, legal forename, date of birth, gender, year taught in, Learner Support and on-roll status.
Class Report

Report Criteria: Classes at the selected period on census day.

This report provides class information: class name, number of students in class (on-roll and guests), number of staff (teachers and support staff) and the year taught in.

Displayed at the bottom of this report is the student reconciliation data:
- part-time students not at school
- private study students
- students at another school
- students on work experience
- students at Further Education colleges
- total students not in class at selected period.

Top-up Funding Report

Report Criteria: On-roll students who have been awarded Top-up Funding as at census day.

The following information is displayed on the report: UPN, legal surname, legal forename, date of birth, gender, year taught in and SEN provision.

Adopted from Care Report

Report Criteria: On-roll students who have been adopted from care as at census day.

The report displays the following information about students who have been adopted from care: UPN, legal surname, legal forename, date of birth, gender, year taught in and adopted from care status, e.g. ceased to be looked after through a residence order (RO).

General Report

Where applicable, the General report provides information about:
- free school meals taken on census day.
- all appeals that were made in the academic year 2014/2015 against a refusal to admit a student into the school for the 2015/2016 academic year.
- childcare provisions during the 2015/2016 academic year. The report displays the following information: childcare type, site (i.e. on site or off site), signposted, opening time, closing time, number of childcare places, provider, other schools and weeks open.
Generating Detail Reports

Selecting a Single Detail Report

Select the required report from the Detail Report drop-down list located at the top of the Census Return Details page. The selected report is generated automatically.

Selecting Multiple Detail Reports

1. Select Multiple reports... from the bottom of the Detail Report drop-down list to display the Detail Reports dialog. By default, all detail reports are selected.

2. If any reports are not required, deselect the associated check box.

3. Click the Report button to generate the selected reports. The report(s) are displayed in your web browser, e.g. Windows® Internet Explorer®, from where the data can be transferred to a spreadsheet such as Microsoft® Excel if required.
The report(s) are saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. C:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a **Hosted** environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that consists of the following data fields separated by underscores (‘_’):

\(<\text{LACode}>\_\text{SchoolNumber}\_\text{SurveyType}\_\text{LACode}\_\text{LL}\_\text{Year}\_\text{SerialNumber}\_\text{name of the report}\_\text{html}\)

For example:

8234321_SC1_823LL16_001_onroll_basic_details_report.html

Example of an On Roll Basic Details report:

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**More Information:**
- Configuring the Census Folder on page 10
- Transferring Report Data to a Spreadsheet on page 43

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## Printing a Report from your Web Browser

**IMPORTANT NOTE:** Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include instructions for the destruction of the printed reports, if required.

1. With the generated report displayed in your web browser, select **File | Print** to display the Print dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

## Transferring Report Data to a Spreadsheet

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

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

The spreadsheet contains the same level of sensitive information as the original HTML report from which it was transferred therefore, it is important that the file is saved to a folder with the same level of security.
Deletion of Temporary Web Browser Files

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

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are not secure because they can still be accessed.

Deleting the cache in Windows Internet Explorer 10

1. Select **Tools | Internet options** to display the **Internet Options** dialog.
2. Select the **General** tab.
3. In the Browsing history section, click the **Delete...** button to display the **Delete Browsing History** dialog.
4. Ensure that the **Temporary Internet Files and website files** check box is selected then click the **Delete** button.

All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

5. Click the **OK** button.

Deleting the cache in Windows Internet Explorer 8 and 9

1. Click the **Tools** button located on the far right-hand side of the toolbar.
2. Select **Internet options** from the drop-down list to display the **Internet Options** dialog.
3. Select the **General** tab.
4. In the Browsing history section, click the **Delete...** button to display the **Delete Browsing History** dialog.
5. Ensure that the **Temporary Internet Files** check box is selected then click the **Delete** button.

All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

6. Click the **OK** button.

Producing the Summary Report

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

---

**NOTE:** When the return is authorised, the Summary report is automatically generated and displayed in your web browser, e.g. Windows® Internet Explorer.
Generating the Summary Report

Click the Summary button located at the top of the Census Return Details page. The report is automatically displayed in your web browser, e.g. Windows® Internet Explorer, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report is saved automatically in the Census Folder, which was specified in the Census Return browser, e.g. C:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that consists of the following data fields separated by underscores (‘_’): <LACode><SchoolNumber>_<SurveyType>_ <LACode><LL><Year>_<SerialNumber>_<name of the report>_.html

For example: 8234321_SC1_820LL16_001_Summary_Report.html

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA might request that a copy of the Summary report is signed by the Head Teacher and sent to the LA when the return has been authorised.

More Information:
Configuring the Census Folder on page 10
Generating Detail Reports on page 42
Transferring Report Data to a Spreadsheet on page 43
Authorising the Return on page 46
Deleting an Unauthorised Return on page 50

Editing an Unauthorised Return

The return details, e.g. Description, School Information, etc. can be edited via the Census Return Details page at any time prior to authorisation.

**IMPORTANT NOTE:** An authorised return cannot be edited. If changes are required to an authorised return, use the Copy facility to produce a duplicate return (with a unique description) in which the changes can be made.

1. Select Routines | Statutory Returns | <census name> to display the browser.
2. Ensure that the Census Folder and the Security message for Reports are correct then click the Search button to display any previously created returns. Unauthorised returns can be recognised by their .UNA suffix.
3. Double-click the required return. Alternatively, highlight the required return then click the Open button to display the Census Return Details page.
4. Edit the return details as required.
5. Click the Create & Validate button to display the Validation Errors Summary panel.
6. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
7. Repeat the editing process again, if necessary.
8. Click the Save button.
Authorising the Return

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Before authorising the return, you should ensure that all the information displayed on the Census Return Details page is correct and does not require further editing. This is best achieved by reviewing the Summary report.

1. Click the Authorise button.
   If missing marks exist, the following message is displayed.

2. Click the Yes button to continue with the authorisation process or the No button if you want to return to SIMS where the missing marks can be entered.
   If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.

3. Click the Yes button to continue or the No button to return to SIMS where edits can be made to the data before authorising.
If you choose to continue, the **Head teacher authorisation** dialog is displayed.

4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.

5. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

When the confirmation check box is selected, the **Continue** button is activated enbling you to complete the authorisation process.

6. Click the **Continue** button to authorise the return.

   - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.
   - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
   - All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser.

All reports can be viewed via **Tools | Statutory Return Tools | Retrieve Authorised Census Return Files**. This routine also provides the opportunity to download the files to a different folder.

**IMPORTANT NOTE:** Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.
Completing the School Census Spring Return

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

When a return has been authorised, it is no longer possible to edit the details displayed on the Census Return Details page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.

More Information:
Producing the Summary Report on page 44
Copying a Return on page 49

Submitting the Return

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

The authorised return file is located in the folder previously specified in the return browser. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

IMPORTANT NOTE: An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files to display the Retrieve Authorised Census Return Files for <census name> page.
2. Select the type of census required from the Return Type drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the files Download to the folder specified in the census browser. To specify a different folder:
   a. Click the Select a Folder button (...) to display a standard Windows® Browse For Folder dialog.
   b. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the Make New Folder button then enter a suitable name for the new folder.

IMPORTANT NOTE: Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.
For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

c. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.

4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

### Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a ‘snapshot’ of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

#### **NOTE:** Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | <name of census>** to display the census browser.

2. Click the **Search** button to ensure that the list of returns is displayed.

3. Highlight the file you wish to copy then click the **Copy** button.

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

   **IMPORTANT NOTE:** Any values for attendance (where applicable), Early Years, Adopted from Care and Top-up Funding will **not** be copied but will be populated from the current values held in the database.

   The Create & Validate routine must be run in order to generate a new census file.

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

   **Copy of <description of selected file>**.
5. To rename the copied return, highlight it then click the **Open** button to display the **Return Details** page.

6. In the **Census Details** panel, edit the **Description** then click the **Save** button.

**IMPORTANT NOTE:** The new **Description** must be unique for this return. SIMS will not save the data if a duplicate return description is found.

### Deleting an Unauthorised Return

During the return process, a number of copies of the return may be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the wrong return.

The delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

**IMPORTANT NOTES:** When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.

Any return files that have already been authorised cannot be deleted.

1. Select **Routines | Statutory Returns | <Return name>** to display the browser.

2. Click the **Search** button to ensure that the list of return files is displayed.

3. Highlight the return file to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.

4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

The deleted return file is removed from the browser and the storage folder, along with any associated reports.
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