Producing the School Census Autumn 2016 Return

English Pupil Referral Units

Applicable to 7.170 onwards
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Change Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.170 - 1.0</td>
<td>Initial release.</td>
<td>27/06/2016</td>
</tr>
</tbody>
</table>

© Capita Business Services Ltd 2016. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Capita Doc Ref: SCAut_PRU_7170/HBK/270616/AW

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

publications@capita.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.
Contents

01| Introduction ......................................................................................... 1
   Overview ............................................................................................ 1
   How has the School Census Autumn Return Changed since Last Year? ...... 2
   Steps to Producing the School Census Return .................................... 4
   Where to Find More Information ...................................................... 5

02| Preparing for the School Census Autumn Return .................. 7
   Setting Permissions ......................................................................... 7
   What Version of SIMS is Required? ................................................. 8
   Preparing Data for the School Census Return ................................... 8

03| Producing the School Census Autumn Return .............. 11
   Creating a New School Census Return .......................................... 11
   Configuring the Census Folder ...................................................... 12
   Specifying the Security Message for Reports ............................... 13
   Editing Census Details .................................................................. 14
       Calculating All Details ........................................................... 14
   Editing School Information ........................................................... 17
   Updating Early Years Data ............................................................ 18
       Adding/Editing Early Years Data ........................................... 19
       Identifying which Children have no Hours Recorded ............. 21
   Updating Pupil/Students with Top-Up Funding ............................. 21
   Editing Pupil/Students Post Looked After Arrangements .......... 24
   Managing School Dinners Taken on Census Day ....................... 27
       Using Dinner Money to Calculate School Dinners Taken on
       Census Day ........................................................................... 29
       Using Attendance to Calculate School Dinners Taken on Census
       Day ....................................................................................... 30
       Using Manual Entry to Record School Dinners Taken on Census
       Day ....................................................................................... 31
   Editing Provider Status ................................................................ 31
   Entering Attendance Information ................................................. 33
       SIMS Attendance/Lesson Monitor Users ............................... 33
       SIMS Attendance/Lesson Monitor Not in Use ...................... 35
   Checking Post 16 Learning Aims Data ......................................... 36
       Learning Aims Flow .................................................................. 38
       Finding your way Around the Learning Aims Panel ............... 39
       Comparing Learning Aims Information with Course Manager
       Data ........................................................................................ 44
Comparing Learning Aims Information with the Previous Autumn Data .......................................................... 44
Recalculating Learning Aims Information .......................................................... 45
Editing Learning Aim Details ............................................................................. 47
Adding a New Learning Aim Record .................................................................. 49
Excluding Learning Aim Records ...................................................................... 50

Completing the School Census Autumn Return ............. 53
Creating and Validating a School Census Return ......................... 53
Resolving Validation Errors and Checking Queries .................... 55
Producing Detail Reports ................................................................................. 58
Generating Detail Reports ................................................................................ 65
Printing a Report from your Web Browser ............................................. 66
Transferring Report Data to a Spreadsheet ............................................... 66
Deleting Temporary Web Browser Files ...................................................... 66
Deleting the cache in Windows Internet Explorer 10 .............. 67
Deleting the cache in Windows Internet Explorer 8 and 9 .... 67
Producing the Summary Report ................................................................. 67
Generating the Summary Report ................................................................. 67
Editing an Unauthorised Return ................................................................. 68
Authorising the Return ................................................................................. 69
Submitting the Return ................................................................................. 71
Retrieving Authorised Census Return Files ............................................. 72
Copying a Return ......................................................................................... 73
Deleting an Unauthorised Return ............................................................... 74

Index ................................................................................................................. 75
Introduction

Overview .................................................................................................................. 1
How has the School Census Autumn Return Changed since Last Year? ................. 2
Steps to Producing the School Census Return ..................................................... 4
Where to Find More Information ....................................................................... 5

Overview

This handbook provides the information needed by Pupil Referral Units (PRUs) in England to complete the School Census Autumn 2016 Return, which this year takes place on Thursday 6 October.

The School Census Autumn 2016 Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, City Technology Colleges (CTCs), Academies (including free schools) and Pupil Referral Units 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 pupil/student details. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from Pupil Referral Units in England for the School Census Autumn 2016 Return is available in a later section of this handbook (please see Preparing Data for the School Census Return on page 8).

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.
How has the School Census Autumn Return Changed since Last Year?

**Routines | Statutory Return | School Census**

Census Date: 06/10/2016
Termly attendance collected from 28/03/2016 to 31/07/2016
Exclusions collected from 01/01/2016 to 27/03/2016
FSM collected from 20/05/2016 to 06/10/2016
Learning Aims collected from 01/08/2015 to 06/10/2016

Changes to the School Census Autumn Return include the following:

**Year Taught In E1 and E2**

To ensure that on-roll children age 0 to two are collected correctly in the return, Year Taught In E1 and E2 are now included in the applicable census panel and reports.
The year taught in identifiers are now:
- **E1** - early first year
- **E2** - early second year
- **N1** - nursery first year
- **N2** - nursery second year
- **R** - reception.

**In Care for Exclusions**

In Care is no longer collected for pupil/students who have been excluded from school.

**Adopted from Care Renamed**

**Tools | Statutory Return Tools | Update Post Looked After Arrangements**

Routines | Statutory Return | School Census

Adopted from Care is now known as Post Looked After Arrangements; the user interface has been updated accordingly. Related column headers (e.g. in reports) are displayed as **PLAA**.

**More Information:**

*Editing Pupil/Students Post Looked After Arrangements* on page 24
*Post Looked After Arrangements Report* on page 64

**Unique Property Reference Number (UPRN) for Pupil/Student Addresses**

**Focus | Pupil (or Student) | Pupil (or Student) Details**

The Unique Property Reference Number (UPRN) for both on-roll pupil/students and leavers is collected for the School Census Autumn 2016 Return. The **UPRN** is displayed in the **Addresses** panel on the **Pupil (or Student) Details** page once the address has been validated.

**More Information:**

*Address Details Report* on page 60
New Ethnic/Cultural Data Items

Focus | Pupil (or Student) | Pupil (or Student) Details

The following new data items (located in the Ethnic/Cultural panel) are collected for the first time in the School Census Autumn 2016 Return:

- **Country of Birth** - a pupil/student’s country of birth can be selected from a drop-down list in the Ethnic/Cultural panel.
- **Nationality** - a pupil/student’s nationality (or nationalities) can be specified via Nationality and Passport Details.
- **Proficiency in English** - the Date of Assessment and Result (Level) (e.g. A - New to English) should be specified. Collected only where the pupil’s language code indicates that the pupil’s first language is other than English.

**More Information:**
On-Roll Basic Details Report on page 59

Traineeships for Post 16 Learning Aims

Tools | Academic Management | Course Manager | Maintain Course Routines | Statutory Return | School Census

Traineeship is collected for the first time in the School Census Autumn 2016 Return.

Whether a pupil/student is undertaking a traineeship as part of a course can now be indicated in the Membership and Results panel in Course Manager.

**Additional Resources:**
Preparing Post 16 Data for the School Census Autumn 2016 Return guide
Managing Courses handbook

**More Information:**
Finding your way Around the Learning Aims Panel on page 39

Withdrawal Reason

Tools | Academic Management | Course Manager | Maintain Course Routines | Statutory Return | School Census

The reason for withdrawing from a Learning Aim is collected for any Learning Aim with the status of Withdrawn within the collection period (01/08/2015 to 06/10/2016). Previously, it was collected for the current academic year only.

The Learning Aim Status can be selected in the Membership and Results panel on the Course Details page.

**More Information:**
Finding your way Around the Learning Aims Panel on page 39
Learning Aims Reports on page 61 and 62

Additions to the Bulk Update Routine

Routines | Pupil (or Student) | Bulk Update

Three new data items (Country of Birth, Proficiency in English and Nationality) are now available for selection via the Bulk Update routine.

**Additional Resources:**
Preparing for the School Census Autumn 2016 Return guides
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.

1. Upgrade to the latest available release of SIMS
2. Configure the Census Folder and specify the Security message for Reports.
3. Ensure that school details and pupil/student details are correct and up-to-date.
4. Start a new return.
5. Calculate All Details
6. Check all information displayed on the Census Return Details page and edit, if required.
7. Create and validate the return.
8. Check for any errors or queries.
   - If any errors or queries are found, produce the Validation Errors Summary report to assist with the resolution of errors and queries.
   - If no errors or queries are found, produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.
9. Authorise the return. Confirm that the Head Teacher is satisfied that the return file is ready for upload. Enter additional text to be displayed on the authorisation report, if required.

   On authorising, the Validation Errors Summary report, Summary report and Authorisation report are generated and displayed in your web browser. All reports (including the detail reports) can be viewed via the Retrieve Authorised Census Return Files routine.
10. Submit the return.
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 document you require.

Documentation is also available from the My Account website (https://myaccount.capita-cs.co.uk).

1. Click Knowledge Base and then SIMS Publications (located in the Popular Searches list on the right-hand side) to display a list of all SIMS publications.
2. To refine the search further, click Documents (located in the filter list on the left-hand side).
3. Select the required Document type (click Show more to view additional options, e.g. quick reference sheets, frequently asked questions, etc.).

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. Sort by relevance or Sort by last modified, File type and date range.
- Surround a phrase with "double quotes" to return results containing that exact phrase.
- Prefix words with + to make them essential.

For example: “end of year procedures” +primary

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 Autumn 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. pupil/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. 7.170 sims permissions spreadsheet.
What Version of SIMS is Required?

To run the return, you must have the SIMS 2016 Summer Release (7.170) or later installed.

To check which version of SIMS is installed, open SIMS and then select Help | About SIMS. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.170 or later.

Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and pupil/student level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupil/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 Pupil Referral Units for the School Census Autumn 2016 Return.

School Level Data

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

Pupil/Student Level Data

- Pupil/Student Identifiers: UPN, former UPN, Unique Learner Number (ULN), surname, forename, middle names, former surname, preferred surname, date of birth and gender.

- Characteristics:
  - language code, proficiency in English, nationality, country of birth
  - post looked after arrangements
  - school dinner taken (applicable to schools with pupil/students in Reception, Year 1 and Year 2)
  - free school meal eligibility (20/05/2016 to 06/10/2016): start date, end date and UK country in which the eligibility applies
  - top-up funding indicator, funded hours and hours at setting
Youth Support Services Agreement (YSSA) indicator
planned learning hours, full-time employment indicator
planned employability, enrichment and pastoral hours
Maths GCSE highest prior attainment and Maths GCSE prior attainment year group
English GCSE highest prior attainment and English GCSE prior attainment year group
Maths GCSE funding exemption and English GCSE funding exemption.

Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator, actual national curriculum year group and actual national curriculum year group on leaving.

Special Educational Needs: SEN provision.

Home Information: Pupil/student’s home address, unique property reference number (UPRN).

Exclusion Information (01/01/2016 to 27/03/2016): category, reason, SEN provision, start date and actual number of sessions.

Attendance Information (28/03/2016 to 31/07/2016): possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes and number of sessions missed

Learning Aims (01/08/2015 to 06/10/2016) applicable to Pupil Referral Units with a Sixth Form: Qualification Accreditation Number (QAN, also known as Qualification Number), Discount Code (also known as Subject Classification Code), learning aim start date, planned end date, actual end date, Learning Aim status, core aim, partner UKPRN, withdrawal reason and traineeship.

For more information and instructions on all of the preparations that need to be carried out before the census return is produced, please refer to the appropriate Preparing for the School Census Autumn 2016 guide. This, 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.
Creating a New School Census Return

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

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

Data is collected for the following pupil/students:

- All pupil/students on-roll on 06/10/2016 (census day).
- Any additional pupil/students not on-roll on 06/10/2016 who:
  - were on-roll for at least one session during the collection period from 28/03/2016 to 31/07/2016.
  - had an exclusion that started between 01/01/2016 to 27/03/2016.
  - had Learning Aims during the date range 01/08/2015 to 06/10/2016.

1. Select Routines | Statutory Returns | School Census to load the School Census validation and reporting files.
When the files are loaded, the Census Return browser is displayed.

NOTE: 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 Autumn.

NOTE: The Spring or Summer census can be selected and run, if required.

2. Ensure that the appropriate Census Folder is selected and that the required Security message for Reports is specified, 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.

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 read-only information:

- Census Date 06/10/2016.
- Attendance data collected from 28/03/2016 to 31/07/2016.
- Exclusions data collected from 01/01/2016 to 27/03/2016.
- FSM (Free School Meal) data collected from 20/05/2016 to 06/10/2016.
- Learning Aims collected from 01/08/2015 to 06/10/2016.

The default Description (School Census Autumn 2016) can be edited, if required, e.g. when carrying out 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** browser and can be particularly useful when creating dry runs, or copies of existing returns.

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 box]  

2. Click the **Yes** button to calculate all details. At this point, depending on the number of pupil/students in the school, there may be a short delay while details are calculated.
   When the Calculate All Details process is complete, the **Source for Learning Aims Planned End Date** dialog is displayed.

3. Specify the required source for the Learning Aims data:
   - **Populate planned end dates from previous returns** (default option)
     Ensure that the **Populate planned end dates from previous returns** radio button is selected then highlight the required authorised Autumn Census Return.

![Image of Source for Learning Aims Planned End Date dialog]  

If more than one authorised School Census Autumn 2015 Return exists, the returns are listed in authorised date order.
Populate planned end dates from course manager

An example of when this option could be useful is:

If any two year Learning Aims were inadvertently given an end date last year that indicated a one year Learning Aim, selecting **Populate planned end dates from course manager** could save your school some time. This is only acceptable when correcting a mistake and not where it has been decided to change the length of time in which to deliver the Learning Aim.

Select the **Populate planned end dates from course manager** radio button.

4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.

   If QAN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of QWS QAN/Discount Codes, it may be best to deselect **Use Exam Result to determine QAN/Discount code**.

   If the check box is deselected, the QWS QAN code in Course Manager is reported rather than the Awarding Organisation (AO) QAN linked to the exam result.

5. Click the **OK** button.

**NOTE:** If you choose to **Cancel** at this point in the process, Learning Aims Planned End Dates will be calculated from Course Manager.

The applicable panels on the **Census Return Details** page are populated with data.

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

**More Information:**

*Checking Post 16 Learning Aims Data* on page 36
**Editing School Information**

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (Focus | Pupil (or Student) | Pupil (or 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.

![School Detail Dialog](image)
2. Add or amend the school details, selecting from the drop-down lists where applicable.

   NOTE: The School Name, LA number, Establishment Number and School Phase were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Team for assistance.

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 (both used by the School Census).

   NOTE for Sponsor-led Academies where the DfE number has changed: If applicable, the date of arrival is reported as the date the DfE number changed and historical information from before this is not collected.

- The Previous URN Number (used by other census returns) and Date Number Changed.

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

Updating Early Years Data

Hours at Setting and Funded Hours data is collected from all schools that have early years pupils on-roll on census day. The hours collected in this return are for the week in which the census day falls.

All two, three and four year old pupils funded through the funded hours entitlement are eligible for a maximum of 15 funded hours a week.

<table>
<thead>
<tr>
<th>Date of Birth Ranges</th>
<th>Phase and Year Group</th>
<th>Minimum Entitlement to Funded Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2012 and 31/08/2014 inclusive</td>
<td>All relevant schools and year groups</td>
<td>15 hours</td>
</tr>
<tr>
<td>01/09/2011 and 31/08/2012 inclusive</td>
<td>All schools (excluding Nursery schools) – National Curriculum Year groups E1, E2, N1 and N2 only.</td>
<td>15 hours</td>
</tr>
</tbody>
</table>

   NOTE: No longer applies to Reception (R).

The required data can be recorded via the Edit button in the Early Years panel or via Tools | Statutory Returns Tools | Early Years - Update Early Years page.
If data has been recorded previously, the values are displayed in the Early Years panel, which is read-only.

Adding/Editing Early Years Data

1. In the Early Years panel, click the Edit button to display the Update Early Years page. By default, the current term is displayed in the Census panel.
2. Select the required Term from the drop-down list, if you want to view the data recorded for a previous term (in the current calendar year).
3. To add or edit the number of **Hours at Setting** or **Funded Hours** for an individual pupil, select the required criteria in the **Pupils View** panel.

In the **Pupils** panel, highlight the required pupil then click the applicable cell and enter the required number of hours.

**IMPORTANT NOTES:** The number of hours entered per pupil must be between 0 and 99.5.

Hours must be entered in increments of 0.5 only.

A value must be entered. Leaving a cell blank results in a validation error being displayed when the return is created and validated.

4. If most of the pupils are receiving the same number of hours, the following method can be used to populate the column quickly:

   a. In the **Pupils View** panel, select the required year group from the **YTI** (Year Taught In) drop-down list. Only the selected pupils are displayed in the **Pupils** panel.

   b. Right-click in the **Pupils** panel then select **Select All** from the drop-down list.

   c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting** or **Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.

   This number is then entered automatically for the remaining pupils.

   d. Click to the right of the grid to deselect all.

   e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking in the associated **Hours at Setting** or **Funded Hours** cell as applicable, then entering the required number.

5. Click the **Save** button. If there are any pupils for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
6. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

**IMPORTANT NOTES:**

*If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located on the top right-hand side of the panel) to ensure that the up-to-date data is displayed in the **Early Years** panel:

- Hours at Setting or Funded Hours are edited via the **Tools** menu
- a new pupil is added in SIMS
- a pupil’s date of birth is amended.

Please note that updating Hours at Setting or Funded Hours on the **Update Early Years** page updates the display in the **Early Years** panel automatically.

**Identifying which Children have no Hours Recorded**

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at date**, **YTI** and **Reg** group are selected then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.
   
   Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils as described previously.
4. Click the **Save** button.

**Updating Pupil/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 pupil/students.

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

If pupil/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 pupil/student, must be done via the **Edit** button.
1. Click the **Edit** button to display the **Update Pupil (or Student)s with Top-up Funding** dialog. The pupil/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 pupil/students you wish to record as having top-up funding then highlight their details.
3. Click the **Add** button. The highlighted pupil/students are displayed in the **Top-up Funding** table.

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

5. Click the **Update** button to save the data and arrange the list of pupil/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 Autumn 2016 Return* handbook
- **More Information:**
  - *Top-up Funding Report* on page 64
Editing Pupil/Students Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupil/students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the pupil/students with post looked after arrangements (PLAA) have been recorded previously via Tools | Statutory Return Tools | Update Student Post Looked After Arrangements, the data is displayed in the Post Looked After Arrangements panel.

1. Click the Recalculate button (in the Post Looked After Arrangements panel) to ensure that all pupil/students who already have a PLAA status are displayed.

The information displayed in the Post Looked After Arrangements panel is read-only. Updating the information, e.g. editing the PLAA status or adding a pupil/student, must be done via the Edit button.

2. Click the Edit button to display the Update Pupil (or Student)s Post Looked After Arrangements page. Any pupil/students currently recorded as having PLAA are displayed in the second panel.
3. Click the **Search** button to display a list of all pupil/students who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.

4. Highlight the pupil/students who you want to record as having PLAA then click the **Add** button to move the selected pupil/students to the second panel. One or more pupil/students can be selected using **Ctrl**+click or **Shift**+click functionality.
5. For each pupil/student added to the second panel, select the post looked after arrangement status by clicking in the applicable PLAA cell then selecting the required 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).
   You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.

6. Select the Evidence Obtained check box if documents have been obtained that provide evidence of the post looked after arrangements.

   **NOTE:** Evidence Obtained is not collected in the School Census return but should be recorded as proof of DfE/Ofsted compliance.

7. To remove a name from the list, highlight it then click the Remove button. The record is displayed in the first panel, from where it can be reselected, if required.

8. Click the Update button to save the information and arrange the list of pupil/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. Click the OK button to continue.

9. 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 Post Looked After Arrangements panel.

   **More Information:**
   Post Looked After Arrangements Report on page 64

   **Additional Resources:**
   Preparing for the School Census Autumn 2016 Return handbook
Managing School Dinners Taken on Census Day

Applicable to schools with pupils in Reception, Year 1 and Year 2

All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the local authority. The School Census Autumn 2016 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

The School Dinner Taken panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

NOTES: The Reference Date is provided so that your school can report school dinners taken on an alternative date to census day, if required.

The pupils listed in the School Dinner Taken panel are those who are on-roll on census day. Whereas the data calculated via the Calculate From Attendance and the Calculate From Dinner Money buttons is based on the reference date.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both of these modules are not in use, the applicable Calculate From... button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.
By default, the **Reference Date** is set to 06/10/2016 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the normal situation.

Click the required column header to sort the data.

The **Calculate From Attendance** button is displayed only if SIMS Attendance is in use.

The **Calculate from Dinner Money** button is displayed only if SIMS Dinner Money is in use.

When the **Reset** button is clicked all existing ticks are removed from the **School Dinner Taken** column enabling you to start the process again.

The **Total Taken** and **Total Not Taken** provide an indication of whether the number of school dinners taken is correct or whether edits are required.

After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.

**More Information:**

*School Dinner Taken Report* on page 61
Producing the School Census Autumn Return

Using Dinner Money to Calculate School Dinners Taken on Census Day

If SIMS Dinner Money is in use, the Dinner Money data recorded for census day can be used to calculate the number of school dinners taken on census day.

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the Calculate From Attendance button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

SIMS Dinner Money takes into account these different meal types and populates the School Dinner Taken column with ticks where meals provided by the school only have been taken.

1. Click the Calculate From Dinner Money button.

**WARNING:** Clicking the Calculate From Dinner Money button overwrites all existing data in the School Dinner Taken panel.

If SIMS detects missing information, the following message is displayed:

**Dinner Money information is incomplete. Please ensure that meals are recorded in Dinner Money.**

2. Click the Cancel button to return to SIMS where the missing information can be entered or the OK button to continue.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of School Provided, with a description such as hot school meal or school sandwich.

3. Edit the information by clicking the required row, in the School Dinner Taken column, to toggle between a tick and blank (no meal taken), as required.
Using Attendance to Calculate School Dinners Taken on Census Day

The School Census Return only requires information about school meals provided by the school on census day. However, if SIMS Attendance is in use, the attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner.

The information calculated from attendance can be edited to so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

   **WARNING:** Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

   If missing marks exist, a message is displayed:

   **Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.**

2. Click the **Cancel** button to return to SIMS where missing marks can be entered or the **OK** button to continue.

   A tick is entered against each pupil who is marked as present on census day morning (i.e. AM session). It is possible that some of these pupils are not taking meals provided by the school, e.g. they go home for dinner or bring a packed lunch from home. Meals provided by the school only are required for the return.

   Use the **Group By** functionality to group pupils by **Year Taught In**, **Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.
**Using Manual Entry to Record School Dinners Taken on Census Day**

If your school is not using SIMS Dinner Money or SIMS Attendance the number of school dinners taken on census day (i.e. meals provided by the school) can be entered manually.

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.
2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).

![School Dinner Taken Table](image)

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

3. After the return has been created and validated, run the School Dinner Taken detail report then check the report contents.
4. Continue editing until school dinner taken details are correct.

**WARNING:** Clicking the **Reset** button removes all existing ticks from the **School Dinner Taken** column.

**Editing Provider Status**

The term Provider Status is an indicator of where a PRU pupil/student is educated, i.e. Further Education College (FE College) or Other Provider.

Where applicable, a Provider Status should be recorded for each pupil/student who is on-roll on census day. If provider status values have previously been recorded via **Tools | Statutory Return Tools | Update Provider Status**, they are displayed automatically in the **Provider Status** panel.

![Provider Status Table](image)
03| Producing the School Census Autumn Return

The data displayed in the Provider Status panel is read-only but the values can be updated via the Edit button.

1. Click the Edit button to display the Update Provider Status dialog.

The display can be sorted and filtered, if required:

- The options available in the Pupils View panel can be used to restrict the list of pupil/students displayed. Year Group, Reg group taught in and the Status of the data displayed, e.g. No Provider Status, can be selected.

- The display can be sorted by Name, Date of Birth, Gender, admission number (AdNo.), Year group and Reg group. Right-click the applicable column heading, then select Sort By from the drop-down list. The list of pupil/students is then re-arranged into the chosen sort order.

2. Update the provider status for the required pupil/students:

- To specify the provider status for an individual pupil/student, click the FE College or Other Provider cell adjacent to the applicable pupil/student’s details to display a tick.

- If all pupil/students listed are educated at the same provider, right-click the appropriate column heading (i.e. FE College or Other Provider) then select Check All from the drop-down list. All records in that column are ticked.

- To view the pupil/students who have no provider status assigned to them, select No Provider Status from the Status drop-down list in the Pupils View panel. Any pupil/students without a provider status are displayed in the Pupils panel.

If applicable, a provider status can be entered for these pupil/students, in the way described previously, before clicking the Save button.
To reset all provider status values, right-click in the FE College or Other Provider column header, then select Remove All from the drop-down list. The column is cleared of all ticks. Re-enter correct values then click the Save button.

3. Click again to remove the tick, if required.

4. Click the Save button. The data in the Enrolment Status column is refreshed to reflect the updated provider statuses.

The values displayed in the Enrolment Status column are those collected in the return.

**IMPORTANT NOTE:** The enrolment status is recorded in the Registration panel via Focus | Pupil (or Student) | Pupil (or Student) Details. It is unusual for PRUs to change the enrolment status. Any update(s) made on the Update Provider Status page are for School Census purposes only and do not change the details recorded via the Focus menu.

5. Click the OK button to return to the Census Return Details page, where the updated provider status values are displayed.

### Entering Attendance Information

Summer term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students aged four to 15 inclusive on 31/08/2015 who were on-roll for at least one session during each Summer half term, i.e. from 28/03/2016 to 29/05/2016 and 30/05/2016 to 31/07/2016.

**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.

After the Calculate All Details button is clicked, the information displayed in the Attendance panel is dependent on which of the following is applicable to your school:

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

### 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 58

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 for the two specified collection periods, i.e. from 28/03/2016 to 29/05/2016 and 30/05/2016 to 31/07/2016:

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

1. To filter the display of pupil/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 pupil/students.

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

3. For each pupil/student, enter the total number of possible sessions (\(T\) **Poss Sessions**), authorised absences (\(T\) **Auth Absences**) and unauthorised absences (\(T\) **Unauth Absences**) for each of the collection periods.
4. To clear the attendance information and check for additional pupil/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.

---

**Checking Post 16 Learning Aims Data**

Learning Aims data is collected from Secondary schools with Sixth Forms, (including Middle deemed Secondary schools, All-Through school, Pupil Referral Units, City Technology Colleges and Academies (including Free schools)).

The Post 16 Learning Aims are collected once a year only, in the School Census Autumn Return. Learning Aims are collected from the previous year, i.e. any that were active in 2015/2016, and those for the current academic year 2016/2017.

All Learning Aims in the specified period (01/08/2015 to 06/10/2016) are included in the return, regardless of whether the minimum qualifying period of six weeks, for a one or two year course, was achieved.

Exam results, e.g. A, A*, etc. and the outcome of the previous year’s Learning Aims (pass, fail or result not known) are **not** collected in this year’s Autumn return. However, results are displayed in the **Learning Aims** panel for identification purposes only, provided that the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details.

Discount Codes (also known as Subject Classification Code) are collected in the School Census Autumn 2016 Return.

**IMPORTANT NOTES:**

*Learning Aims are required for learners in National Curriculum Year Group (Year Taught In) 12 or above for whom the school wishes to claim Post 16 funding from the Education Funding Agency (EFA).*

*Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.*

*Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.*
The **Learning Aims** panel is provided to enable you to check the Learning Aims that will be included in the School Census Autumn 2016 Return.

In the previous graphic, the QWS QAN is the Qualification Accreditation Number obtained from the DfE QAN website and the AO QAN is the Awarding Organisation QAN imported with the Exams Basedata from the Awarding Organisation.

The **Learning Aims** panel includes the following functionality:

- **QAN** - also known as Qualification Number (QN).
- **Discount Code** - also known as Subject Classification Code (SCC).
- Comprehensive filtering of data (please see *Finding your way Around the Learning Aims Panel* on page 39).
- Recalculating data in the **Learning Aims** panel refreshes the display with data from Course Manager and Examinations Organiser. Any saved edits are preserved when the Recalculate routine is run (please see *Recalculating Learning Aims Information* on page 45).
- The provision of the following reports to assist with the checking of information:
  - Learning Aims Comparison with Course Manager report (please see *Comparing Learning Aims Information with Course Manager Data* on page 43).
  - Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page 44).
- By default, the data in the **Learning Aims** panel cannot be edited. Full editing, i.e. the Learning Aims start date, end date, planned end date, core aim, status, withdrawal reason, QAN, discount code, provider UKPRN and traineeship, can be achieved by clicking the **Padlock** icon to unlock the **Learning Aims** panel.
Learning Aims Flow

1. Commence the Return.
2. Calculate all details (Census Details panel) then select the source for Learning Aims Planned End Date.
3. Then select the source for QAN/Discount code.
4. Check the Learning Aims data displayed in the Learning Aims panel.
5. Use the sort and search facilities to assist with the checking of Learning Aims.
6. Run the Learning Aims Comparison with Course Manager report and the Learning Aims Comparison with Previous Autumn report.
7. Refresh data in the Learning Aims panel by clicking the Recalculate button. This refreshes Learning Aims from Course Manager and exams data from Examinations Organiser.
   IMPORTANT NOTE: Saved manual edits are preserved.
8. If the data displayed in the Learning Aims panel requires editing, click the Padlock button to unlock the Start Date, End Date, Planned End Date, Core Aim, Status, Withdrawal Reason, QAN, Discount code, Provider UKPRN and Traineeship.
   It is advisable to contact your support unit before doing this.
9. Save
10. Create and Validate the return.
11. Run detail reports to check that the data is correct.
Finding your way Around the Learning Aims Panel

1. Surname
2. Forename
3. YTI
4. ULN
5. Subject
6. Level
7. Status
8. Core AI
9. Withdrawn Reason
10. Discoun.
11. Provider UIN
12. Trainee
13. Result
14. Total: 023
15. Add
16. Exclude
17. Search
18. Select Columns
19. Compare with Previous Autumn
20. Compare with Course Manager

03 Producing the School Census Autumn Return
1. To sort the displayed data by column data, e.g. **Surname**, **Forename**, **YTI**, **ULN**, etc, click the applicable column heading.

2. The Compare with Previous Autumn report can be run to compare the Learning Aims in the School Census Autumn 2015 Return with the Learning Aims to be reported in the School Census Autumn 2016 Return. The differences are highlighted in yellow (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page 44).

3. The Compare with Course Manager report can be run to compare Learning Aims to be reported in the School Census Autumn 2016 Return with data held in Course Manager (please see *Comparing Learning Aims Information with Course Manager Data* on page 43).

4. The **Add** button is active only when the **Unlock Padlock** icon is displayed. Learning Aims records can be added to the list by clicking the **Add** button to display the **Add Learning Aims** dialog, from where the required student’s Learning Aim(s) can be selected (please see *Adding a New Learning Aim Record* on page 49).

5. The **Exclude/Restore** toggle button is active only when the **Unlock Padlock** icon is displayed. A Learning Aim record can be excluded from the list, and consequently from the return, by highlighting it then clicking the **Exclude** button. The excluded Learning Aim record is then highlighted in dark grey and is read-only.

   To restore the Learning Aim record, click the record to ensure that the focus is on the Learning Aim then click the **Restore** button (please see *Excluding Learning Aim Records* on page 50).

6. The data in the **Learning Aims** panel can be filtered using one or more of the **Search** options, i.e. **Surname**, **Forename**, **YTI** *(Year Taught In)*, **ULN**, **QAN**, **Discount Code** *(Disc Code)*, **Subject**, **Level**, **Status** and date range (by default **From 01/08/2015 To 06/10/2016**).

   Using these filters restricts the data displayed in the **Learning Aims** panel only. They do not restrict the data that is collected in the School Census. To view all the Learning Aims data that is collected in the School Census, remove all filter conditions then click the **Search** button.
Clicking the **Recalculate** button refreshes the **Learning Aims** panel with Learning Aims from Course Manager and exams data from Examinations Organiser (please see *Recalculating Learning Aims Information* on page 45).

**IMPORTANT NOTE:** Clicking the **Recalculate** button preserves any manual edits that have already been saved (**Learning Aims** panel only).

---

The **Locked Padlock** icon indicates that editing of Learning Aims data is **unavailable**. Click the **Padlock** icon to toggle between locked and unlocked. It is advisable to check with your support unit before unlocking the Learning Aims.

If you wish to edit the Learning Aims data, including adding and/or excluding Learning Aim records, ensure that the **Unlocked Padlock** icon is displayed. Full editing capabilities are then available for the data in the rows displayed with a white background (please see *Editing Learning Aim Details* on page 47).

---

The **Result** column is displayed only if the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details.

The data in the **Result** column is displayed for reference only. Exam Results are not collected in the Autumn 2016 return.

---

A **Traineeship** is an education and training programme. Traineeships (designed for 16 to 24 year olds) include the work preparation training, English and/or Maths and the work experience needed to secure an apprenticeship or employment.

An indication as to whether each Post 16 Learning Aim (for the academic year 2016/2017) is part of a Traineeship is required for the School Census Autumn Return. The indicator can be set in the **Membership and Results** panel via **Tools** | **Academic Management** | **Course Manager** | **Maintain Course**.

---

The AO QAN and **Discount** code are reported in the census where an exam result exists. QWS QANs are reported only where an exam result is not available. The AO QAN and QWS QAN for the student can be viewed by selecting **Focus** | **Student** | **Courses**, double-clicking the required course to display the **Course Details** page then navigating to the **Memberships and Results** panel.

---

The DfE/EFA use the QAN for matching the Learning Aim. The QAN data is included in the On Roll Learning Aims report and Leavers Learning Aims report (please see *Producing Detail Reports* on page 58).
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>13</strong></td>
<td>The <strong>Provider UKPRN</strong> (sub-contracting UK partner) should be recorded where the school sub-contracts the provision of learning or training for post 16 pupil/students.</td>
</tr>
</tbody>
</table>
| **14** | Reason for withdrawal are required for Learning Aims ending in the collection period.  
When a pupil/student has withdrawn from a Learning Aim prior to the census day, the Learning Aim is recorded with a completion status of **Withdrawn**. The reason for withdrawal should also be recorded. |
| **15** | The **Status** shows if a Learning Aim has been completed, withdrawn or is continuing. A cell with a yellow background is highlighted when the status has been edited manually (please see *Editing Learning Aim Details* on page 47). A yellow highlight does not indicate an error. |
| **16** | The **Core Aim** is the primary Learning Aim being undertaken in a student's programme of study. The School Census Autumn 2016, requires that the core aim is identified for each year where a vocational Education Funding Agency (EFA) study programme is being followed. If a student is following an academic programme, a core aim does not need to be identified.  
It is possible to have a different Core Aim for 2015/2016 than for 2016/2017. Although Course Management only allows one Core Aim per student per academic year, there are certain unusual circumstances where more than one Core Aim is allowed. The additional Core Aims can be entered directly into this panel by clicking the **Add** button then completing the details in the different columns. |
The Planned End Date (P End Date) included in the return must always be the date agreed when the Learning Aim commenced and must not reflect any change of plan for the Learning Aim. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then, it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year.

If plans change and the pupil/student is expected to complete the Learning Aim earlier than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this earlier than originally expected end date is eventually reflected in the actual End Date.

If plans change and the pupil/student is expected to complete the Learning Aim later than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this later than originally expected end date is eventually reflected in the actual End Date.

If the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

The Total number of Learning Aim records is displayed at the bottom left-hand side of the Learning Aims panel.

Double-clicking a pupil/student's name displays the Student Courses page, where all student Learning Aims are displayed. Clicking one of these Learning Aims displays the Members panel on the Course Details page (Tools | Academic Management | Course Manager | Maintain Course), where edits can be made to the Learning Aim record.

Clicking the Select Columns button displays the Select Student Column to Display dialog, where columns can be selected or deselected. This provides additional data for information only. Select from YTI, Reg, Ad No, ULN, UCI and Int Cand No. The YTI and ULN columns are displayed by default. The data in these columns is read-only.
Comparing Learning Aims Information with Course Manager Data

The Learning Aims Comparison with Course Manager report is provided for checking purposes only. It enables you to compare Learning Aims reported for the School Census Autumn 2016 Return with data held in Course Manager.

The report displays the following information:

- Each pupil/student’s surname and forename, YTI (Year Taught In), UPN, subject, level, QAN and discount code.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider and traineeship for each Learning Aim to be reported for Autumn 2016.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider, traineeship, AO QAN/discount code and QWS QAN/discount code for each Learning Aim held in Course Manager.

A cell with a yellow background highlights a difference between the data to be reported for the School Census Autumn 2016 Return and that currently held in Course Manager. A yellow highlight does not indicate an error.

1. Ensure that the School Census data has been saved before running the report.
2. Click the Compare with Course Manager button to generate the report, which is then displayed in your web browser, from where it can be printed, if required.

More Information:
Transferring Report Data to a Spreadsheet on page 66

Comparing Learning Aims Information with the Previous Autumn Data

The Learning Aims Comparison with the Previous Autumn report is provided for checking purposes only. This routine enables you to check that the data for the return is accurate and that any manual edits that have been made are correct. It enables you to compare the Learning Aims reported for the School Census Autumn 2015 with the Learning Aims to be reported for the School Census Autumn 2016.

The data displayed in the report will be included in the School Census Autumn 2016 Return unless it is updated using one of the methods provided in the Learning Aims panel.
The report displays the following information:

- Each pupil/student’s surname and forename, YTI (Year Taught In), UPN, ULN, subject, level, QAN and discount code.
- The start date, end date, planned end date and completion status for each Learning Aim to be reported for Autumn 2016.
- The start date, end date, planned end date and completion status for each Learning Aim reported for Autumn 2015.

A cell with a yellow background highlights a difference between the data reported for Autumn 2015 and the data to be reported for Autumn 2016. A yellow highlight does not indicate an error.

**IMPORTANT NOTE: This report reflects the data from the Learning Aims panel and not the values held in Course Manager.**

1. Ensure that the School Census data has been saved before running the report.
2. Click the Compare with Previous Autumn button to generate the report, which is displayed in your web browser, from where it can be printed, if required.

More Information:
- Producing Detail Reports on page 58
- Producing the Summary Report on page 67
- Transferring Report Data to a Spreadsheet on page 66

Recalculating Learning Aims Information

The data displayed in the Learning Aims panel can be refreshed with data retrieved from Course Manager and Examinations Organiser. Any edits you have made in the Learning Aims panel are preserved during the Refresh process, provided they have been saved.

If the data retrieved from Course Manager and Examinations Organiser is different to that originally displayed in the Learning Aims panel, the applicable cell is highlighted with a bright yellow background. A yellow highlight does not indicate an error.
1. Ensure that any data that has been edited in the **Learning Aims** panel has been saved.

2. Click the **Recalculate** button to display the Recalculate message.

3. Click the **Yes** button to display the **Source for Learning Aims Planned End Date** dialog.

4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.

5. Specify the required source for the Learning Aims data:
   - **Populate planned end dates from previous returns** (default option)
     Ensure that the **Populate planned end dates from previous returns** radio button is selected then highlight the required **Authorised Autumn Census Return for year 2015**.
   - **Populate planned end dates from course manager**
     Select the **Populate planned end dates from course manager** radio button.
6. Click the OK button to update the data displayed in the Learning Aims panel.

**Editing Learning Aim Details**

If the Unlock Padlock icon is displayed, the Start Date, End Date, Planned End Date (P End Date), Core Aim, Status, Withdrawal Reason, QAN, Discount code, Provider UKPRN and Traineeship associated with each Learning Aim can be edited manually.

Manually edited data is highlighted in yellow, for example:

- If the Learning Aim end date is changed to before the planned end date and the status has been edited manually to complete, the End Date cell and Status cell are highlighted in yellow.

- If a QAN or discount code is accidentally edited to an incorrect value. Data is also highlighted in yellow if:

  - Learning Aims retrieved from Course Manager or the exams data retrieved from Examinations Organiser is different to that originally displayed in the Learning Aims panel, the applicable cell is highlighted with a bright yellow background.

  - the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

**NOTE:** Yellow highlights indicate a difference between values collected for the census and values recorded in Course Manager. Yellow highlights do not indicate errors.
If the editing of Learning Aims data is required:

1. Ensure that the Unlock Padlock icon is displayed in the top right-hand side of the Learning Aim panel. Click the padlock icon to toggle between locked and unlocked, if necessary.

Editable columns are displayed with a white background.

2. To edit the Learning Aim Start Date, End Date or P End Date, click the required cell then click the down arrow and select the date from the Calendar.

**IMPORTANT NOTE:** Care must be taken when entering/editing dates. You will be prevented from saving the Learning Aims data if:

- a start date that is after 06/10/2016 (Autumn census date) has been entered
- an end date that is before 01/08/2015 (Learning Aims collection start date) has been entered.

Bulk entry options can be used to edit data in the date columns, e.g. to edit several Planned End Dates:

a. Click the P End Date column header to sort into date order.

b. Use the Shift+click (to highlight sequentially listed dates) or Ctrl+click (to highlight individual dates).

c. Edit the last date in the highlighted group. All the highlighted dates are changed to the date you have entered.

3. To indicate that a course is the student’s Core Aim, click the required cell to display a tick. Clicking the cell again removes the tick.

4. To edit the Learning Aim Status, click the required cell then click the down arrow and select Continuing, Completed, Withdrawn or Transferred, from the drop-down list.

5. To edit the reason for withdrawal from a Learning Aim, click the required Withdrawal Reason cell then click the down arrow and select the required reason from the drop-down list.

6. To edit the QAN or Discount code, click the required cell then edit the number.

7. To edit a Provider UKPRN, click the required cell then click the down arrow and select as required from the drop-down list.

8. To indicate that a student is undertaking a traineeship, click the required Traineeship cell to display a tick. Clicking the cell again removes the tick.
NOTE: Edits made in the Learning Aims panel do not overwrite data held in Course Manager or Examinations Organiser.

If the Unlock Padlock icon is displayed, it is also possible to Add and/or Exclude Learning Aim records from the return.

Adding a New Learning Aim Record

A new Learning Aim record can be added to the list displayed in the Learning Aims panel, provided that the Unlock Padlock icon is displayed.

You may wish to add a Learning Aim if, for example, your school holds the main registration for dual registered pupil/students. All Learning Aims must be returned by the school that holds the pupil/student's main registration because it will receive funding for that pupil/student and it is responsible for their performance.

NOTE: Edits made in the Learning Aims panel do not overwrite data held in Course Manager.

The Add Learning Aim routine enables you to select the required pupil/student then the applicable QAN/Discount Code.

1. Ensure that the Unlock Padlock icon is displayed in the top right-hand side of the Learning Aim panel.
2. Click the Add button to display the first of the Add Learning Aim dialogs.
   The search criteria, i.e. Surname, Forename and year taught in (YTI), can be used to filter the pupil/student records, if required.
3. Click the Search Students button to display a list of pupil/students who match the search criteria.

![Add Learning Aim dialog]

Producing the School Census Autumn Return | 49
4. Highlight the pupil/student whose record you wish to add then click the **Next** button to display the second **Add Learning Aim** dialog, where the required QAN/Discount Code can be selected. The search criteria, i.e. **QAN/Discount Code** and **Description**, can be used to filter the Learning Aim records, if required.

5. Click the **Search QAN** button to display a list of QAN/Discount Codes that match the search criteria.

6. Highlight the required QAN/discount code then click the **OK** button to return to the **Learning Aims** panel. The new record is added to the bottom of the list and is highlighted in yellow. When the data is saved, the new record is sorted into alphabetical order.

7. Edit the **Start Date**, **End Date**, Planned End Date (**P End Date**), **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship**, if required.

8. Click the **Save** button.

### Excluding Learning Aim Records

A Learning Aim record can be excluded from the School Census Autumn 2016 Return, provided that the **Unlock Padlock** icon is displayed. This may be necessary if, for example, your school has a dual registered pupil/student but they have their main registration at another school and therefore your school does not wish to claim Post 16 funding for that pupil/student.

The **Exclude/Restore** toggle button is provided to enable you to exclude Learning Aim(s) from the return and, if necessary, restore them again, e.g. if they were excluded in error. An excluded record **cannot** be edited but remains visible for reference only.

**NOTE:** Edits made in the **Learning Aims** panel do **not** overwrite data held in Course Manager or Examinations Organiser.
1. Ensure that the Unlock Padlock icon is displayed in the top right-hand side of the Learning Aim panel.

2. Click the name of the pupil/student whose Learning Aim record you wish to exclude. An arrow to the left of the student's name indicates that the record has been selected.

3. Click the Exclude button to highlight the excluded Learning Aim record in dark grey.
   The Restore button is displayed but only when the focus is on an excluded record.

4. Click the Save button.
   To reinstate the excluded Learning Aim record, click to select it, click the Restore button and then click the Save button.
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, the following message is displayed, informing you which code(s) must not be used.

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.

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 | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes. For more information, please refer to the **Managing Pupil/Student Attendance** handbook, as appropriate.

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>Type</td>
<td>Displays the type of validation rule:</td>
</tr>
<tr>
<td></td>
<td>Failure (F displayed in red) indicates an error, which must be corrected.</td>
</tr>
<tr>
<td></td>
<td>Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.</td>
</tr>
<tr>
<td>Sequence</td>
<td>Shows the error or query number.</td>
</tr>
<tr>
<td>Message</td>
<td>Displays the text of the error or query message.</td>
</tr>
<tr>
<td>Location</td>
<td>Lists the specific record containing the error or query.</td>
</tr>
<tr>
<td>Solution</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 a Message, Location or Solution cell, hover help displays the entire content of that cell.
- 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.
The Student Search functionality can be used to display all errors and queries relating to a particular pupil/student. Enter all or part of a UPN, pupil/student’s surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list to populate the **Student Search** field. Click the **Find** button to display the applicable validation records.

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 pupil/student are displayed in the **Student Search** field. Click the **Find** button to display all errors and queries relating to that pupil/student.

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

By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list. The order of the items in the list can be changed by clicking the appropriate column heading.

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 on the left-hand side and directly 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 transferred to another application, if required (please see Transferring Report Data to a Spreadsheet on page 66).

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 | Pupil (or 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 66

**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 Pupil (or Student)s 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: Pupil/students on-roll on census day.

This report provides the following information about pupil/students who are on-roll on census day: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in (YTI), date of admission (DOA), enrolment status, language, proficiency in English, nationality, country of birth, Youth Support Services Agreement (YSSA), part-time status, boarder status, hours at setting and funded hours.

**Leavers Basic Details Report**

Report Criteria: Pupil/students not on-roll on census day, that is:
- Leavers with attendance 1 term ago (28/03/2016 to 31/07/2016)
- Leavers with exclusions 2 terms ago (01/01/2016 to 27/03/2016)
- Leavers with Learning Aims from (01/08/2015 to 06/10/2016)

This report provides the following information about pupil/students not on-roll on census day (Leavers): UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, nationality, country of birth, part-time status, boarder status, attendance and exclusions and Learning Aims.

**Exclusions Report**

Report Criteria: On-roll pupil/students and leavers with exclusions two terms ago (01/01/2016 to 27/03/2016). Not applicable to pupil/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 pupil/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, SEN provision and on-roll status.

**Attendance First Half of Summer Term Report**

Report Criteria: Pupil/students with attendance from 28/03/2016 to 29/05/2016. On-roll pupil/students and leavers (but not boarders) who were aged four to 15 at 31/08/2015.

This report displays the following information about pupil/students and their attendance during the first half of the Summer 2016 term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

Totals are displayed at the bottom of the applicable columns.

Code descriptions are displayed at the bottom of the report.
Attendance Second Half of Summer Term Report
Report Criteria: Pupil/students with attendance one term ago (30/05/2016 to 31/07/2016). On-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2015.

This report displays the following information about pupil/students and their attendance during the second half of the Summer 2016 term: UPN, legal surname, legal forename, date-of-birth (DOB), gender, year taught in (YTI), number of termly sessions possible, number of termly absence sessions, on-roll status, termly attendance codes (authorised sessions and unauthorised sessions) and the number of sessions where attendance was not required.

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

Absentees Report
Report Criteria: Pupil/students who have missed 14 sessions and whose absence might need to be tracked. On-roll pupil/students and leavers (not boarders) with attendance one term ago (from 28/03/2016 to 29/05/2016) 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 pupil/students are shown on this report.

The report also provides the following basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), on-roll status and enrolment status.

SEN Report

This report provides a list of pupil/students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), SEN Provision and on-roll status.

Address Details Report
Report Criteria: Pupil/students on-roll on census day.

This report provides a list of pupil/students, their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), post code, Unique Property Reference Number (UPRN), address details and the administrative area/county.

Definition:
Unique Property Reference Number (UPRN) - a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.
School Dinner Taken Report
Report Criteria: Pupil/students on-roll on census day, who have taken school dinner on the reference date.
- Pupil/students in Year Taught In R, 1 and 2.
- Pupil/students in year Taught In X who are aged four to six and who were born between 01/09/2008 and 31/08/2011 inclusive (Special schools only).

This report provides the following information about pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and school dinner taken.

Free School Meal Eligibility Report
Report Criteria: On-roll pupil/students on census day who were eligible for free school meals on or after 20/05/2016 and up to and including census day.

This report provides information on free school meal eligibility for pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), 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.

On Roll Learning Aims Report
Report Criteria: On-roll pupil/students in Year 12 or above with Learning Aims during 01/08/2015 to 06/10/2016 (census day) who have an enrolment status of C (Current - Single Registration) or M (Current Main - Dual Registration).

This report provides the following information:
- basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:
- Learning Aim Planned End Date – the date by which the school and learner plan to complete the activities related to this learning aim.
- Learning Aim Actual End Date – the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) – a unique identifier allocated to institutions by the UK Register of Learning Providers.
04 | Completing the School Census Autumn Return

- Traineeship – a course with work experience that gets the pupil/student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.
- Qualification Accreditation Number (QAN) – also known as Qualification Number.
- Discount Code – also known as Subject Classification Code.

Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims during 01/08/2015 to 06/10/2016 who had an enrolment status of C (Current - Single Registration) or M (Current Main - Dual Registration).

This report provides the following information:

- Basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship and an indication whether the Learning Aim is the core aim (Yes/No).

Definitions:

- Learning Aim Planned End Date – the date by which the school and learner plan to complete the activities related to this learning aim.
- Learning Aim Actual End Date – the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) – a unique identifier allocated to institutions by the UK Register of Learning Providers.
- Traineeship – a course with work experience that gets the pupil/student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and maths, if required.
- Qualification Accreditation Number (QAN) – also known as Qualification Number.
- Discount Code – also known as Subject Classification Code.
Learning Aims by Status Report

Report Criteria: Learning Aims from 01/08/2015 to 06/10/2016 (including both on-roll and leavers).

NOTE: Large discrepancies between last year’s and this year’s data might indicate mistakes.

The report provides the following information:

- Each Learning Aim code and title.
- The total number of each Learning Aim in use for academic year 2015/2016 and 2016/2017.
- The number of each Learning Aim completed, continuing, withdrawn and transferred in the academic year 2015/2016 and 2016/2017.

NOTE: A learning aim may appear more than once in this table: for example, a continuing learning aim which began last year will be counted as continuing in both years.

Programmes of Study Report

Report Criteria: Pupil/students reported with Learning Aims in the School Census Autumn 2016 Return.

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2016/2017). Also displayed are the pupil/student’s UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Definition:

Full-time employed pupil/students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours.

NOTE: You can record information relating to Programmes of Study for Post 16 students (via Tools | Academic Management | Course Manager | Post-16 Programmes of Study) to enable you to submit details of the total Planned Qualification Hours and Planned Non-Qualification Hours in the Autumn School Census.
**Prior Attainment Report**

Report Criteria: On-roll and leavers in YTI 12+ with Learning Aims in the School Census Autumn 2016 (01/08/2015 to 06/10/2016).

This report provides the following information: UPN, legal surname, legal forename, year taught in (YTI), enrolment status, Maths information (i.e. highest grade, prior attainment, and funding exemption), English information (i.e. highest grade, prior attainment, and funding exemption) and on-roll status.

**IMPORTANT NOTE:** Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-edi results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via Tools | Statutory Return Tools | Update Prior Attainment.

**Post Looked After Arrangements Report**

Report Criteria: On-roll pupil/students who have post looked after arrangements as at census day.

The report provides the following information about pupil/students who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through a special guardianship order (SGO).

**Top-up Funding Report**

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

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in YTI) and SEN provision.
Generating Detail Reports

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser, e.g. Windows® Internet Explorer®.

![Image of Census Return Details page]

To run several detail reports, select **Multiple Reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

![Image of Multiple Reports dialog]

By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports, which are displayed in your web browser from where the data can be transferred to a spreadsheet, such as Microsoft® Excel, if required.
The report(s) are saved automatically in the School Census Folder, which was specified in the Census Return browser, e.g. S:\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 is made up of the following data fields separated by underscores (‘_’):
<LACode><SchoolNumber>_<SurveyType>_ <LACode><LL><Year>_ <SerialNumber>_<name of the report>_Report.html

For example:
8234321_SC3_823LL16_001_onroll_pupil_basic_details_report.html

**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.

**Deleting Temporary Web Browser Files**

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

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are 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. S:\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>_ Report.html

For example: 8234321_SC3_823LL16_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/DfE might request that a copy of the Summary report (which is automatically generated when the return is authorised) is signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.

**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. Ensure that the correct value for historical spot allowances has not been specified via **Tools | Setups | Employment Parameters**.
6. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
7. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
8. Repeat the editing process again, if necessary.
9. Click the **Save** button.

**More Information:**

- Configuring the Census Folder on page 12
- Specifying the Security Message for Reports on page 13
- Resolving Validation Errors and Checking Queries on page 55
- Producing Detail Reports on page 58
- Producing the Summary Report on page 67
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 because it is not possible to edit details after the return is authorised. The Summary report can assist in reviewing the information.

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

   ![Message](image1.png)

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.

   ![Message](image2.png)

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 enabling 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 Learning Aims Comparison with Course Manager report and Learning Aims Comparison with the Previous Autumn 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.

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.

If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy, or create a new return.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return (e.g. pupil premium) can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).

**Additional Resources:**

- Designing and Running Reports handbook

**More Information:**

- Producing the Summary Report on page 67
- Retrieving Authorised Census Return Files on page 72
- Copying a Return on page 73

**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.

**More Information:**

- Configuring the Census Folder on page 12
- Copying a Return on page 73
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. 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 folder name.

   **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.

   b. 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.

If you want to create reports based on cohorts, so that items collected in the School Census return can be tracked, a sub-report is available (via **Reports | Design Reports**).
The Statutory Returns sub-report is available if **Student** has been selected as the Data Area. When selecting the fields to be included in the report, the Statutory Returns sub-report is located at the bottom of the list (the last node). Three options are available for selection under the sub-report: **Authorised Date**, **File Name** and **Description**.

**Additional Resources:**
*Designing and Running Reports* handbook

**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, Post Looked After Arrangements 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 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.
Index

A
access rights........................................ 7
address details report ............................. 60
attendance information
  compliant codes .................................. 34
  non-compliant codes .............................. 34
  school dinner taken on census day .27,30
SIMS Attendance not in use ............31,35
authorising ........................................ 69
  retrieving previous authorised census
  returns ............................................ 72
school census................................. 69

C
calculating all details............................. 14
census details
  checking dates .................................. 14
  editing description .............................. 14
configuring
  school census defaults ........................ 12
copying
  school census return ............................ 73
creating & validating ............................ 53

D
default folder
  defining............................................ 13
deleting
  school census return ............................ 74
temporary web browser files .................. 66
detail reports
  producing ......................................... 58
  transferring to a spreadsheet ............... 66
DfE compliant codes ............................... 34
DfE non-compliant codes ........................ 34
dinner money
  school dinner taken on census day .27,29

E
early years data
  funded hours ..................................... 18
  hours at setting ................................ 18
  pupil premium .................................. 18
  report ............................................ 18
  updating ......................................... 18
editing
  an unauthorised return ....................... 68
entering
  attendance information ....................... 33
errors and queries (validation)
  resolving ......................................... 55

F
free school meals
  eligibility report .............................. 61
  funded hours
    no hours recorded ............................. 21
    updating ........................................ 18

H
hours at setting
  no hours recorded ............................. 21
  updating ......................................... 18

L
learning aims ...................................... 36
  adding to census ............................... 39,49
comparison reports
  course manager/current summer
  return ............................................ 44
  previous autumn/current summer
  return ............................................ 44
editing ............................................. 47
excluding from census ......................... 50
populating the panel ...........39,47,49,50
recalculating ...................................... 45

P
permissions .......................................... 7
post looked after arrangements ......... 24,64
I | Index

preparation
  checking data .................................. 8
  minimum version of SIMS .................... 8
  permissions ................................... 7
previous authorised census returns ..... 72
printing
  reports .................................... 66, 72
  validation errors summary ............... 55
prior attainment ................................ 64
pupil/student reconciliation
  universal infant school meal ............. 27
Q
queries and errors (validation)
  resolving ................................... 55
R
reporting
  deleting temporary web browser files .. 66
  designing reports ............................ 72
  producing detail reports .................. 58
  absentees report ........................... 60
  address details report ..................... 60
  attendance report .......................... 60
  exclusions report .......................... 59
  free school meal eligibility report .... 61
  learning aims by status report ......... 63
  learning aims comparison with
    Course Manager ........................... 44
  learning aims comparison with
    previous autumn ........................ 44
  leavers learning aims report ........... 62
  on-roll learning aims report ............ 61
  post looked after arrangements
    report .................................... 64
  programmes of study report ............. 63
  school dinner taken report ............. 61
  SEN report ................................ 60
  top-up funding report .................... 64
  specifying security message ............. 13
  resolving errors and queries ............ 55
retrieving
  authorised census return files .......... 72
S
school census return
  authorising .................................. 69
  configuring the storage folder .......... 12
  copying .................................... 73
  deleting .................................... 74
  new .......................................... 11
  submitting .................................. 71
school dinner taken on census day ....... 27
school information
  checking .................................... 8, 17
security
  deleting temporary files .................. 66
  specifying security message .............. 13
SEN report ................................ 60
SIMS
  version required to create return ....... 8
steps to producing the return
  flowchart .................................. 4
submitting the return ...................... 71
summary report
  printing .................................... 66
  producing ................................... 67
T
temporary web browser files
  deleting .................................... 66
top up funding
  updating .................................... 21, 64
transferring
  report data to a spreadsheet .......... 66
  submitting the return .................... 71
U
unauthorised return
  copying .................................... 73
  deleting .................................... 74
  editing .................................... 68
  updating
early years data ......................... 18
post looked after arrangements .... 24
top-up funding .......................... 21
uploading the return .................... 71

V
validation failures
resolving .................................. 55