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Preparation Guide

Preparing for the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary, All-Through (Secondary phase) schools and Pupil Referral Units (Secondary phase)) guide applicable to 7.162 onwards
### School Census Summer 2015 Preparation Check List

Use this check list to tick off each of the preparation tasks when they have been completed.

<table>
<thead>
<tr>
<th>Complete</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data (please see Setting Permissions on page 2).</td>
</tr>
<tr>
<td></td>
<td>Upgrade to the SIMS 2015 Spring Release (SIMS 7.162) or later as soon as possible to enable dry runs to be carried out (please see What Version of SIMS is Required? on page 3).</td>
</tr>
<tr>
<td></td>
<td>Check with your System Administrator/Manager that the latest fileset version has been imported (please see Importing Revised Filesets for Validation and Reports on page 4).</td>
</tr>
<tr>
<td></td>
<td>Carry out a dry run to determine what information needs to be updated (please see Why Carry out a Dry Run? on page 9).</td>
</tr>
<tr>
<td></td>
<td>Check School Level information, e.g. establishment details, school email address, etc. (please see Preparing School Level Information on page 17).</td>
</tr>
<tr>
<td></td>
<td>Ensure that leavers and re-admissions have been recorded (please see Recording Leavers and Re-Admissions on page 25), and that any student records created in error have been deleted (please see Deleting Unwanted Student Records on page 28).</td>
</tr>
<tr>
<td></td>
<td>Check the student's basic details, e.g. name, date of birth, gender, etc. (please see Checking Student Details on page 21).</td>
</tr>
<tr>
<td></td>
<td>Check the student’s various registration details, e.g. enrolment status, admission date year taught in, UPN, etc. (please see Checking Registration Details on page 31).</td>
</tr>
<tr>
<td></td>
<td>Check the students home address information (please see Checking Home Address Information on page 41).</td>
</tr>
<tr>
<td></td>
<td>Check the student’s eligibility for free school meals (please see Checking Free School Meals Eligibility on page 42).</td>
</tr>
<tr>
<td></td>
<td>Check the student’s ethnic and cultural information (please see Checking Ethnic and Cultural Information on page 44).</td>
</tr>
<tr>
<td></td>
<td>Check the applicable information recorded in the Additional Information panel (please see Checking Additional Information on page 45).</td>
</tr>
<tr>
<td></td>
<td>Check Special Educational Needs information (please see Checking Special Educational Needs Information on page 46).</td>
</tr>
<tr>
<td></td>
<td>Check exclusions information (please see Preparing Exclusions Information on page 47).</td>
</tr>
<tr>
<td></td>
<td>Check attendance data (please see Preparing Attendance Information on page 53).</td>
</tr>
<tr>
<td>Complete</td>
<td>Task Description</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>☐</td>
<td>If applicable to your school, check the Hours at Setting and Funded Hours for 2, 3 and 4 year olds. For more information, please refer to the Primary version of this guide, which is available on our SupportNet website (<a href="http://support.capitaes.co.uk">http://support.capitaes.co.uk</a>) by entering CENSUS14 in the Site Search field on the SupportNet Home page then clicking the Go button.</td>
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Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Summer 2015 Return.

The information in this guide applies to all LA maintained Secondary schools, Middle deemed Secondary schools, All-Through schools (secondary phase) and Pupil Referral Units (secondary phase). It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs).

Where the information relates to a specific school phase, it is indicated in red, e.g. Applicable to Middle deemed Secondary schools only.

NOTE: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.
How has the School Census Summer Return Changed since Last Year?

Changes to the return include the following:

**Recording Childcare Information**

**Routines | Statutory Returns | School Census - Childcare**

When producing the School Census Summer 2015 Return, it is now possible to record childcare information using a new panel (*Childcare*) on the *Census Return Details* page.

**Recording School Dinner Taken**

**Routines | Statutory Returns | School Census - School Dinner Taken**

School dinner taken by students on census day (collected in the previous Sprig and Autumn return) is being collected in the Summer return for the first time. The collection is restricted to Reception, Year 1 and Year 2 (and those aged four to six not taught in a National Curriculum Year in Special schools).

The *School Dinner Taken* panel enables you to record students who have taken a universal infant school dinner on census day.

The School Dinner Taken report provides basic information about all on-roll students who have taken a school dinner on census day and who match the applicable criteria.

**Copying a Return File**

**Routines | Statutory Returns | School Census - Copy**

The message displayed when the *Copy* button is clicked has been modified for clarity. The message now reads:

Any values for Attendance, Hours for Early Years, Adopted from Care and Top-up Funding WILL NOT BE COPIED but will be populated from the current values held in the database.

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

Do you want to make a copy of the return "<return name>"?

**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 other areas of SIMS, e.g. student details, school details, etc. These users must be a member of any of the following user groups in System Manager:

- Administration Assistant
- Admissions Officer
- School Administrator.
Preparing for the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary, All-Through (Secondary phase) schools and Pupil Referral Units (Secondary phase))
guide, applicable to 7.162 onwards

01 | Introduction

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:

- Personnel Officer
- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available on our SupportNet website (http://support.capitaes.co.uk).

Where to find More Information about Permissions

Please see 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.

For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, which can be found on our SupportNet website (http://support.capitaes.co.uk) by entering PERMLIST in the Site Search field on the SupportNet Home page then clicking the Go button.

What Version of SIMS is Required?

In order to run the return, you must have the SIMS 2015 Spring Release (7.162) or later installed.

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

The version should read 7.162 or later.
Importing Revised Filesets for Validation and Reports

Applicable to the Personnel Officer, Returns Manager and System Manager

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS, by the Personnel Officer, Returns Manager or System Manager between the SIMS releases.

**IMPORTANT NOTE:** The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine. A SupportNet (http://support.capitaes.co.uk) news feed will be posted if updated files are available for import.

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

**TIP:** To check which version of the fileset is currently in use, select **Routines | Statutory Returns | <census name>** to display the **Census Return browser.** The **Validation Fileset ID** is displayed in the header of the browser. For information about the latest available Fileset version, please check the applicable News Feed on our SupportNet website (http://support.capitaes.co.uk).

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server.** Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

**Additional Resources:**

- **Setting up and Administering SIMS handbook**
Importing the Revised Files

1. If revised files are supplied, download the required ZIP file from SupportNet (http://support.capitaes.co.uk) to a folder of your choice. The SupportNet resource number is quoted in the associated news item.

2. Unzip the ZIP file to a folder of your choice.

3. In SIMS, select Tools | Setups | Import Fileset to display the Import Fileset page.

4. Click the Browse button to display the Open dialog.

5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

   **IMPORTANT NOTE:** If more than one MFS file is displayed in the Open dialog, care should be taken to select the correct file.

6. Highlight the file then click the Open button. Alternatively, double-click the required MFS file to return to the Import Fileset page.

   **NOTE:** The following graphics show example data only.

Details of the selected fileset are displayed, including the version Number of the fileset, the Release Date and the fileset description (Title).

7. Click the Import Fileset button to import the fileset into the DMS.
When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel and you are advised to restart SIMS. This ensures that the newly imported data will take effect.

8. Click the **OK** button then restart SIMS.
9. Run the return in the usual way.

### Completed

## School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Summer 2015 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the data is up-to-date.

1. If the School Census Autumn 2014 Return has been submitted, upgrade to the SIMS 2015 Spring Release (7.162) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant student and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Student | Bulk Update**) to correct missing or invalid data, if required.
4. Complete the information on the **Census Return Details** page.
5. Create and validate the return.
6. Resolve any validation errors/queries and then create and validate the return again.
   Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.
   The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.
7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

8. Once approval has been given, authorise the return (Routines | Statutory Returns | School Census – Authorise button).

9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.
Introduction
Carrying out a Dry Run

Why Carry out a Dry Run?

When you have upgraded to the SIMS 2015 Spring Release (7.162), you can carry out one or more dry runs of the return.

The purpose of a dry run is to produce the Validation Errors Summary, which details the corrections that need to be made to your data to make it acceptable for inclusion in the return. To ensure that you are aware of potential issues, it is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to students, e.g. language, can be fixed quickly using the Bulk Update routine (please see Updating Information Using the Bulk Update Routine on page 22).

The Dry Run Process

1. Select Routines | Statutory Returns | School Census to display the Census Return for Summer Term browser.

2. Select an existing School Census Folder or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purpose of producing a dry run.

**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, you should consult with your IT Security Officer before proceeding.
3. Click the **New** button to display the **Census Return Details** page.

4. By default, the return **Description** is displayed as **School Census Summer 2015**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. **Summer15Test**.

5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.

6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.

7. Click the **Create & Validate** button to start the validation process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.

**Additional Resources:**

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary Schools)* handbook.

**Resolving Validation Errors and Checking Queries**

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.
The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel. Details about each of the errors and queries found are displayed in the columns as described in the following table.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>Displays the type of validation rule:</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</td>
</tr>
<tr>
<td></td>
<td>conditions. These should be considered and corrected, if necessary.</td>
</tr>
<tr>
<td><strong>Sequence</strong></td>
<td>Shows the error or query number.</td>
</tr>
<tr>
<td><strong>Message</strong></td>
<td>Displays the text of the error or query message.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Lists the specific record containing the error or query.</td>
</tr>
<tr>
<td><strong>Solution</strong></td>
<td>Provides a suggestion on how the error can be corrected or the query</td>
</tr>
<tr>
<td></td>
<td>checked. Many solutions have a hyperlink (indicated by a #) to the</td>
</tr>
<tr>
<td></td>
<td>appropriate area of SIMS.</td>
</tr>
</tbody>
</table>

To assist in the resolution of any errors and queries:
- When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked.

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

Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked or corrected.
- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.
The Student Search functionality can be used to display all errors and queries relating to a particular student. Enter all or part of a UPN, student’s surname or date of birth in the Student Search field then select the required record from the Student Search drop-down list and click the Find button.

Click a Solution hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the Validation Errors Summary panel, the details of the applicable student are displayed in the Student Search field. Click the Find button to display all errors and queries relating to that student.

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

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

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
View a summary of validation failures, which is particularly useful if there are a large number of errors/queries, by clicking the Report button (located above the Validation Errors Summary panel). The report is displayed in your web browser, e.g. Windows® Internet Explorer®, from where it can be printed or be transferred to another application, if required.

The report (Validation Errors Summary.HTML) is saved automatically in the Census Folder, which was specified previously in the Census Return for <season> <year> Term browser. The original report, which was generated when the Create & Validate button was clicked (e.g. <LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_ValidationErrorsSummary.HTML), is also stored in this folder.

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

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

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

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

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

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

**Producing Detail Reports**

Detail reports can be used to check the data stored in SIMS that has been used to create the return.

The following reports are currently available:

**On Roll Basic Details Report**

Report Criteria: Students on-roll on census day.

Where applicable, this report provides the following information about 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, date of admission, enrolment status, language, Youth Support Services Agreement (YSSA) status, part-time status, boarder indicator, hours at setting and funded hours.
Leavers Basic Details Report

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

- Leavers with attendance 1 term ago (01/01/2015 - 05/04/2015)
- Leavers with exclusions 2 terms ago (01/09/2014 - 31/12/2014)
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded (01/08/2014 - 21/05/2015).

Where applicable, this report provides the following information about students not on-roll on census day: UPN, ULN, former UPN, legal surname, legal forename, middle name(s), former surname, date of birth, gender, date of admission, date of leaving, language, part-time status, boarder indicator, attendance, exclusions and Learner Support.

Exclusions Report

Report Criteria: On-roll students and leavers with exclusions two terms ago (01/09/2014 - 31/12/2014). Not applicable to students who have exclusions with appeal result of Reinstated or Not in the best interests of the child.

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

Attendance Report

Report Criteria: Students with attendance one term ago (01/01/2015 to 05/04/2015). On-roll students and leavers (not boarders) aged four to 15 at 31/08/2014.

This report provides basic student information (i.e. UPN, legal surname, legal forename, date of birth, gender, year taught in and on-roll status) about the students who match the report criteria.

The number of termly sessions possible and the number of termly absence sessions are shown. The columns displayed on the right-hand side of the report shows termly attendance codes for authorised absence sessions and unauthorised absence sessions. Attendance not required sessions (Y) are also shown.

Absentees Report

Report Criteria: Students who have missed 14 sessions and whose absence may need to be tracked. On-roll students and leavers (not boarders) with attendance one term ago (01/01/2015 to 05/04/2015) who were aged four to 15 at 31/08/2014.

This report shows basic details (i.e. UPN, legal surname, legal forename, date of birth, gender, year taught in, on-roll status and enrolment status) about the students who match the report criteria. The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the students are also shown on the report.
SEN Report
Report Criteria:
Students with SEN Provision/Status = A (School Action or Early Years Action),
P (School Action Plus or Early Years Action Plus) and S (Statement), E (Education), Health and Care Plan, K (SEN Support).
This report provides a list of students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN Provision and on-roll status.

Address Details Report
Report Criteria: Students on-roll on census day.
This report provides a list of student addresses, together with their UPN, former UPN (if applicable), legal surname, legal forename, middle name(s) and the administrative area/county.

Free School Meal Eligibility Report
Report Criteria: On-roll students who were eligible for free school meals on or after 16/01/2015 and up to census day (21/05/2015).
This report provides information on free school meal eligibility for students who match the report criteria: start date, end date and the UK country in which the eligibility applies together with the student’s UPN, legal surname, legal forename, date of birth, gender, Year Taught In and on-roll status.

NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.
Only Free School Meals records where the Country recorded is England or <blank> attract the Pupil Premium.

Learner Support Report
Report Criteria: On-roll students and leavers aged 16 plus at 31/08/2014 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2014 to 21/05/2015.
This report provides information regarding the applicable students: UPN, legal surname, legal forename, date of birth, gender, year taught in, Learner Support and on-roll status.

Top-up Funding Report
Report Criteria: On-roll students who have been awarded Top-up Funding as at census day.
The following information is displayed on the report: UPN, legal surname, legal forename, date of birth, gender, year taught in and SEN provision.

Adopted from Care Report
Report Criteria: On-roll students who have been adopted from care as at census day.
The report displays the following information about students who have been adopted from care: UPN, legal surname, legal forename, date of birth, gender, year taught in and adopted from care status, e.g. ceased to be looked after through a residence order (RO).
Generating Detail Reports

Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.

Selecting Multiple Detail Reports

1. Select **Multiple Reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check boxes.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The report(s) are saved automatically in the folder specified in the **Census Return for Spring Term** browser.

*TIP:* If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed, etc. Right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.
Preparing School Level Information

Checking Establishment Details

The following establishment details are required for the return and therefore need to be checked to ensure that they are recorded correctly in SIMS:

- School Type
- School Governance
- Intake Type.

The following read-only items are also collected. Please contact your Local Support Unit if the information displayed in SIMS is incorrect.

- School Name
- LA
- Establishment Number
- School Phase
- Curriculum Years (highest and lowest national curriculum year group).

![Establishment Details](image)
1. Select **Focus | School | School Details** to display the **School Details** page.
2. Check that the details displayed in the **Establishment** panel are correct.
3. Ensure that the **School Type**, **School Governance** and **Intake Type** are displayed correctly. Select the correct value from the drop-down lists, if required.

**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 is not collected.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

4. If you have edited the **Establishment** panel, click the **Save** button.

Completed

**Checking School Address, Telephone and Email Information**

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:
- School **Email** Address
- School **Telephone** Number.

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

![Contact Details](image)

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school’s official communications Email address has been recorded correctly (it must include the @ character together with a minimum of one full stop).
   The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.
5. Click the Save button, if changes have been made.
Preparing for the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary, All-Through (Secondary phase) schools and Pupil Referral Units (Secondary phase)) guide, applicable to 7.162 onwards
Preparing Student Level Information

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Checking Student Details

Before starting the School Census return, check that all on-roll students are recorded in SIMS and that as far as possible, the information is up-to-date and accurate. Ensure that:

- new students have been added.
- any leavers have been recorded as such.

**NOTE:** Ensure that a student’s first language and boarder status are entered before they are recorded as a leaver.

- any duplicate or unwanted student records have been deleted.
- part-time details have been checked/updated.
- student details have been updated where required.

The following sections in this guide provide additional information and specific instructions on checking and editing student level data. Some of this data can be checked/updated using the Bulk Update routine (please see Updating Information Using the Bulk Update Routine on page 22).

When you have upgraded to the SIMS 2015 Summer Release (7.162), you are strongly advised to carry out one or more dry runs in order to identify any validation errors and queries that must be resolved before the return is submitted (please see Why Carry out a Dry Run? on page 9).
Updating Information Using the Bulk Update Routine

To prevent validation errors from occurring, it is advisable to check your SIMS data for accuracy before the return is created and validated.

Many items can be checked using the Bulk Update routine. This functionality enables you to search for missing or invalid data then update in bulk. For example, it is possible to search for all students who do not have a First Language recorded against their name. From the students found, a value can be assigned to all or several students. This prevents the need to enter/change values manually for individual students.

1. Select Routines | Student | Bulk Update to display the Bulk update Student browser.

2. In the Bulk Update panel, select the required Group Type and Group from the drop-down lists.

The Group Type indicates the type of group to list while the Group enables the specific group of students to be listed. For example, selecting a Group Type of Year Group enables a specific year to be selected from the Group drop-down list, such as Year 8.

If searching for missing information, select the particular data field from the Group Type drop-down list, such as First Language, and then select a specific Group, such as <NONE>.

It is also possible to use this functionality to review the data entered for all the students in the school. This is achieved by selecting Year Group from the Group Type drop-down list and <ANY> from the Group drop-down list and then selecting the required Data Item.

The following table provides some examples of the searches that can be carried out to identify missing data:

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Group</th>
<th>Data Item</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Language</td>
<td>&lt;NONE&gt;</td>
<td>First Language</td>
<td>Identifies students who do not have a First Language recorded. Can also be used to change existing values as required.</td>
</tr>
<tr>
<td>SEN Status</td>
<td>Statemented</td>
<td>SEN Provision Type</td>
<td>Lists students with a SEN Status of S enabling the SEN Provision to be selected.</td>
</tr>
<tr>
<td>Year Group</td>
<td>Year 8 (and above)</td>
<td>Boarder Status</td>
<td>Searches for all students in Year Group 8 and then displays the boarder status recorded against each student’s name.</td>
</tr>
</tbody>
</table>
3. Select the required **Data Item** from the drop-down list, e.g. **First Language**.

4. The **Effective Date** is the date on which the membership of the group is based and defaults to today’s date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

5. Click the **Search** button to display the **Members** panel, which displays a list of students matching the chosen criteria and the choice of **First Language** types.

**TIPS:** Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading then select **Narrow Columns** from the pop-up menu.
Preparing Student Level Information

Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective way of populating missing data is to fill all the rows with the same data item and then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set the ethnicity of all students as English then edit the exceptions.

1. Right-click the English data entry column header (hover over the heading to see the full title, if required) then select Check All from the pop-up menu.

All the cells within that column are populated with ticks.

2. Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. the first language of Jacqui Abrahams is Estonian.

3. Once you have made all the required changes, click the Save button to bulk update the records.
Bulk Updating Data for a Selection of Students

There are two methods for selecting a number of students.

**Entering a Value for a Selection of Students**

1. Highlight the first student you wish to select then hold down the Ctrl key and highlight the other required students.
2. Release the Ctrl key and then click one of the highlighted cells in the required data item column.

A tick indicates that the student has been assigned that value.

**Entering a Value for Sequentially Listed Students**

This method can be used for assigning a value to a group of sequentially listed students. For example, clicking the Assigned column heading displays all unassigned student at the top of the list.

1. Highlight the first student in the group, hold down the Shift key then click the last student in the group (alternatively, hold down the Shift key and press the Down Arrow key).
2. Release the Shift key then click one of the highlighted cells in the required data item column.

A tick indicates that the student has been assigned that value.

**Recording Leavers and Re-Admissions**

Ensure that all your leavers are taken off-roll and any returning students are re-admitted.

The accuracy of student numbers can be checked by running the Population Analysis (Dated) report ([Reports | Run Report – Focus – Student](#)). This is a predefined report that gives a breakdown of the number of students (including numbers by gender) for each registration group in each year, together with a grand total.

**Recording a Leaver**

1. Select Routines | Student | Leavers to display the Find Student(s) browser.

2. Ensure that the Status of On Roll is selected.
3. Click the **Search** button to display a list of all on-roll students.

4. Highlight the student(s) you wish to record as leavers then click the **Select** button. The selected student(s) are displayed in the **Students** panel.

5. In the **Leaving Information** panel, enter the **Date of Leaving** (collected for the return) or click the **Calendar** button and select the required date.

The date of leaving should be the date that the student is actually leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase because Local Authorities normally specify the dates to be used for school transfers so that they match. For example, some authorities prefer not to have any gaps between dates and may suggest a date of leaving (the old school) of 4 September and the date of admission (into the new school) of 5 September. If you are in any doubt, please contact your Local Authority for advice.

**IMPORTANT NOTE:** It is recommended that Year 11 students are not given a **Date of Leaving** until it is confirmed that they will actually be leaving the school at the end of the Summer term and are not returning to Year 12.

For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their **Date of Admission** to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.
Preparing Student Level Information

6. Select the **Reason for leaving** from the drop-down list, then either:
   - highlight the students to whom this information applies (using the Ctrl or Shift keys) and click the Assign to Selected button; or
   - if the information applies to all the students in the list, click the Assign to All button.

7. Optionally, enter the **Destination after Leaving** if known, then either:
   - highlight the students to whom this information applies (using the Ctrl or Shift keys) and click the Assign to Selected button; or
   - if the information applies to all the students in the list, click the Assign to All button.

8. To remove a student from the list, highlight their name then click the Remove button.

9. To clear the contents of the **Date of Leaving**, **Reason for Leaving** and **Destination after Leaving** fields, highlight the required student(s) then click the Clear button. Re-enter the information as required.

10. Click the Save button.

**Completed**

Re-Admitting a Student

Any student who leaves the school and subsequently decides to return must be re-admitted.

**NOTES:** Do not remove the leaving date, as the student’s period of absence from the school will not be recorded.

However, if a student is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select **Focus | Student | Student Details** to display the Find Student browser.

2. Click the New button to display the Add Student page. It is necessary to enter limited information here as you know that the person already exists.

3. Click the Continue button to display a list of Matched People, based on the criteria entered on the Add Student page.
Preparing Student Level Information

4. Highlight the required student then click the Open button. The following warning message is displayed:

   **The selected student is a leaver. Do you want to re-admit the student?**

5. Click the Yes button if you are certain that this is the student who should be re-admitted. Their details are displayed on the Student Details page.

6. Complete the mandatory fields (Date of birth, Gender, Year Group, Enrolment Status, Year Taught In and Admission Date) and check any other details that may have changed since they were last on-roll, such as their address.

7. Check that the original UPN is displayed.
   If it did not previously exist, generate a new UPN by clicking the button adjacent to the UPN field to display the Issue UPN dialog.
   Select either the Issue Permanent or Issue Temporary UPN radio button then click the OK button to return to the Registration panel.
   The temporary/permanent UPN is issued on save.

8. Click the Save button to re-admit the student.

   **NOTE:** If the student’s registration status has changed from when they were previously on-roll, their enrolment status should be changed via Routines | Student | Change Enrolment Status.

---

Deleting Unwanted Student Records

If there are students who have been entered in error (such as duplicates), ensure that they are deleted so that they are not included in the return. This is achieved via Routines | Student | Delete Student. After selecting the required student, you have the opportunity to review and print their information before deleting their record permanently.

**WARNING:** The deletion is irreversible, therefore a student's record must only be deleted if they have been entered in error.
Checking a Student’s Basic Details

Ensure that basic details for all students are up-to-date and correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
- **Middle Names**
- **Legal Surname** (mandatory information in SIMS)
- **Former Surname**
- **Preferred Surname** (mandatory information in SIMS)
- **Gender** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS).

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return (listed previously).
   
   If a legal change (rather than a correction) is made to the **Legal Forename**, **Middle Name(s)** or **Legal Surname**, a **Reason** and **Date of Change** must be recorded.

4. If you have made any changes, click the **Save** button.

**More Information:**

*Recording a Student’s Change of Surname on page 30*
Recording a Student’s Change of Surname

It is a requirement of the return that a history of students’ previous surname(s) is recorded.

1. In the **Basic Details** panel, edit the student’s **Legal Surname**.
2. Click the **Save** button. The following message is displayed:
   
   **Is this a correction to the name or a legal change to the student’s name? If it is a legal change, please select Yes.**

3. Click the **Yes** button to display the **Reason For Change** dialog.

4. Select the applicable **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.

5. The **Date of Change** defaults to today’s date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.

6. Click the **OK** button to return to the **Basic Details** panel.

7. Click the **Save** button.

8. To view a list of the student’s previous names, click the **History** button to display the **Previous Names for** dialog.

9. Click the **Cancel** button to return to the **Basic Details** panel.

Completed
Checking Registration Details

The following registration information is collected in the return and should therefore be checked and corrected, if necessary:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to Secondary/middle deemed Secondary, All-Through, Special schools and PRUs)
- **Part-Time Indicator.**

Checking Enrolment Status, Admission Date and Boarder Status

The following information is collected in the return and should therefore be checked and corrected if necessary:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Boarder Status.**

1. Select Focus | Student | Student Details to display the Find Student browser.
2. Search for then double-click the name of the required student to display the Student Details page.
3. Click the Registration hyperlink to display the Registration panel.
4. Check the student’s **Enrolment Status**. Select the correct enrolment status from the drop-down list, if required.
5. Ensure that the **Admission Date** is correct. Edit the date or click the Calendar button and select a different date, if required.
Preparing Student Level Information

6. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
7. Click the **Save** button.

Completed

Checking Unique Pupil Numbers

The following information is collected in the return:

- **UPN**
- **Former UPN** (this is a read-only field, which is automatically populated if the UPN is changed).

Ensure that all students have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- **Permanent UPNs** are issued to a new student only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
- **Temporary UPNs** are issued to a student when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant’s information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
Preparing Student Level Information

4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.

   ![Generate UPN button]

5. Select the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.

6. Click the **OK** button to return to the **Registration** panel.

   The UPN is generated automatically when the record is saved and the previous UPN is displayed in the **Former UPN** field, if applicable.

7. Click the **Save** button.

   **NOTE:** A student who is adopted after being allocated a UPN is often issued with a new permanent UPN. However, the exact process may vary depending on the circumstances and the guidance issued by your LA/DfE.

   For information about issuing a new UPN for an adopted child, please seek advice from your LA, if applicable.

   DfE guidance is also available on the GOV.UK website ([https://www.gov.uk/government/publications/unique-pupil-numbers](https://www.gov.uk/government/publications/unique-pupil-numbers)).

---

**Checking Unique Learner Numbers**

**Applicable to Secondary/middle deemed Secondary, All-Through, Special schools and Pupil Referral Units**

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student’s learning record throughout their lives. Currently, this applies to students over the age of 14 involved in UK education or training.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for applicable students. ULNs can be obtained in one or more of the following ways:

- The DfE ULN service to upload a CTF file via a web page on the **S2S** website ([http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s](http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s)).
- The **Learner Registration Service** Web Portal to obtain individual ULNs ([https://www.gov.uk/government/collections/learning-records-service](https://www.gov.uk/government/collections/learning-records-service)).
- The **Key to Success** website ([https://www.keytosuccess.education.gov.uk/](https://www.keytosuccess.education.gov.uk/)).

If available, enter a ULN for each student over the age of 14.

---

**Completed**
Preparing Student Level Information

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.
   
   ![Registration Panel]

4. Check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.
5. Click the **Save** button to save any changes, if applicable.

### Checking Student's Part-Time Details

Part-time details apply mostly to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any student can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered students, time in other schools should be taken into account. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

When recording part-time details, a minimum of a **Start Date** needs to be entered in the **Part Time Details** section.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.
Preparing Student Level Information

3. Click the Registration hyperlink to display the Registration panel.

4. Check the details displayed in the Part Time Details section. A minimum of a Start Date must be shown.

5. Part-time details can be added by clicking the New button to display the Add Part-time Attendance dialog.

6. Enter a minimum of the Start Date then click the OK button to return to the Registration panel.

7. Click the Save button to save any changes.

**IMPORTANT NOTE:** It is equally important to edit the details of any students who are no longer part-time. This is achieved by highlighting the student’s Part Time Details record then clicking the Open button to display the Add Part-time Attendance dialog. Enter the correct End Date then click the OK button to return to the Registration panel.

Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the student is taught for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the Year Group. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct Year Taught In has been recorded in SIMS.

The Age at Date for this return is 31/08/2014.
The following table shows the Curriculum Year that students in England are expected to be taught in, according to their date of birth (during the academic year 2014/2015).

<table>
<thead>
<tr>
<th>Curriculum Year the Student would Normally be Taught in</th>
<th>Date of Birth Range</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 31/08/2013</td>
<td>1 and under</td>
<td></td>
</tr>
<tr>
<td>N1</td>
<td>01/09/2011 to 31/08/2012</td>
<td>2 – 3</td>
</tr>
<tr>
<td>N2</td>
<td>01/09/2010 to 31/08/2011</td>
<td>3 – 4</td>
</tr>
<tr>
<td>R</td>
<td>01/09/2009 to 31/08/2010</td>
<td>4 – 5</td>
</tr>
<tr>
<td>1</td>
<td>01/09/2008 to 31/08/2009</td>
<td>5 – 6</td>
</tr>
<tr>
<td>2</td>
<td>01/09/2007 to 31/08/2008</td>
<td>6 – 7</td>
</tr>
<tr>
<td>3</td>
<td>01/09/2006 to 31/08/2007</td>
<td>7 – 8</td>
</tr>
<tr>
<td>4</td>
<td>01/09/2005 to 31/08/2006</td>
<td>8 – 9</td>
</tr>
<tr>
<td>5</td>
<td>01/09/2004 to 31/08/2005</td>
<td>9 – 10</td>
</tr>
<tr>
<td>6</td>
<td>01/09/2003 to 31/08/2004</td>
<td>10 – 11</td>
</tr>
<tr>
<td>7</td>
<td>01/09/2002 to 31/08/2003</td>
<td>11 – 12</td>
</tr>
<tr>
<td>8</td>
<td>01/09/2001 to 31/08/2002</td>
<td>12 – 13</td>
</tr>
<tr>
<td>9</td>
<td>01/09/2000 to 31/08/2001</td>
<td>13 – 14</td>
</tr>
<tr>
<td>10</td>
<td>01/09/1999 to 31/08/2000</td>
<td>14 – 15</td>
</tr>
<tr>
<td>11</td>
<td>01/09/1998 to 31/08/1999</td>
<td>15 – 16</td>
</tr>
<tr>
<td>12</td>
<td>01/09/1997 to 31/08/1998</td>
<td>16 – 17</td>
</tr>
<tr>
<td>13</td>
<td>01/09/1996 to 31/08/1997</td>
<td>17 – 18</td>
</tr>
<tr>
<td>Before 31/08/1995</td>
<td></td>
<td>19+</td>
</tr>
</tbody>
</table>

There are three ways to check a student’s curriculum year and date of birth in SIMS:

- Via individual student records (Focus | Student | Student Details).
- Via the pastoral structure by curriculum year (Focus | School | Pastoral Structure | Current Structure).
- Via the pastoral structure for the whole school (Focus | School | Pastoral Structure | Current Structure).

**Additional Resources:**

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

Checking the Student’s Year Taught In Record

**Year Taught In** is mandatory information in SIMS.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for then double-click the name of the required student to display the **Student Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.

![Registration Panel](image)

4. Ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. If necessary, select the correct year from the drop-down list.

**NOTE:** Any change made in the **Registration** panel is effective from today’s date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

Checking the Year Taught In via the Pastoral Structure by Curriculum Year

1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.

![Pastoral Structure Page](image)
3. Expand the **National Curriculum Year Taught In** folder by clicking the + icon or double-clicking the folder name. The curriculum years are displayed.

4. Right-click the required curriculum year folder then select **Members** from the pop-up menu.

The **Allocate Students/Applicants** dialog is displayed.
5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.

6. Change the memberships of the curriculum year (Year Taught In) as required by clicking the required cell(s) in the grid.

   **TIP:** To sort the student names in date of birth order, right-click the **DOB** column header then select **Sort By** from the pop-up menu.

The following graphic shows that one **Year 10** student is taught in Year **11**.

7. Make any further changes then click the **OK** button to close the dialog.

8. Repeat for the other curriculum years, if required.

9. Click the **OK** button then click the **Save** button.

**Checking the Year Taught In via the Pastoral Structure for the Whole School**

1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.

2. Click the **Go** button.
3. Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.

![Allocate Students/Applicants dialog](image)

The **Allocate Students/Applicants** dialog is displayed.

4. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.

By default, the students are listed in alphabetical order by surname. Sorting the students in **Year Group** order assists in the finding of any students who do not have a year taught in specified.
5. Right-click the **Year Group** heading then select **Sort By** from the pop-up menu. Any students who have not been allocated a year taught in are displayed at the top of the list.

6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.

7. Make any required changes for the other students.

8. Click the **OK** button then click the **Save** button.

---

**Completed**

### Checking Home Address Information

A student’s current home address is required for the return. Where a student has multiple current addresses, details of all addresses should be recorded.

All aspects of the address(es) are collected and therefore all address details should be recorded in order to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available).

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.

2. Search for then double-click the name of the required student to display the **Student Details** page.
3. Click the **Addresses** hyperlink to display the **Addresses** panel.

4. Check that the **Post Code** and **House Number/Name** exist and that they are valid. If you have Windows® Internet Explorer®, these details can be checked by clicking the **Address** button to display the address location on a map.

   **NOTE:** British Forces Post Office numbers can now be added as post codes.

5. If you have edited the address, click the **Save** button.

6. If the student has an additional **current** address, i.e. a **Second Home**, enter the additional address then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.

7. Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

### Checking Free School Meals Eligibility

The number of free school meals taken on census day by students who are eligible for Free School Meals, must be entered manually in the **General** panel on the **Census Return Details** page when completing the return.

This information and other free school meal eligibility related data is collected in the return.

Only students who have been approved by the LA to receive a free school meal should be recorded in SIMS as being eligible. It is advisable to check that all eligible students are recorded.

**NOTE for schools with Reception, Year 1 and Year 2:**

*All pupils in Reception, Year 1 and Year 2 are offered a meal regardless of whether they are eligible for free school meals.*

*Pupils in Reception, Year 1 and Year 2 must only be recorded as eligible for a free school meal if they meet the criteria for free school meals.*
Preparing Student Level Information

The following free school meal eligibility related data is collected in for the return:

- **Start Date**
- **End Date** (if known)
- **UK Country** in which the eligibility applies.

**Meal Patterns** are not required for the return but can be recorded for information purposes only. It is perfectly acceptable, for example, for a student to be eligible for free school meals, but to bring sandwiches (PL (packed lunch)) or to go home (HO (home)).

1. Select **Focus | Student | Student Details** to display the **Find Student browser**.
2. Search for then double-click the required student to display the **Student Details** page.
3. Click the **Dietary** hyperlink to display the **Dietary** panel.

4. Ensure the minimum of a **Start Date** and **Country** are displayed in the **Eligible for Free Meals** panel. If you need to edit the data, highlight the required record then click the **Open** button.
   
   If a new record is required, click the adjacent **New** button to display the **Add Student Free Meal Details** dialog.

5. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.
Preparing Student Level Information

6. Ensure that the UK Country in which the eligibility applies is correct. Select from the drop-down list, if required.
7. Notes can be entered, if required.
8. Click the OK button to return to the Dietary panel, where the new information is displayed.
9. Click the Save button.
   Ensure that this information is checked/amended on a regular basis.

Completed

Checking Ethnic and Cultural Information

The following ethnic and cultural information is collected in the return:

First Language
- A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
- If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student’s proficiency in English.

1. Select Focus | Student | Student Details to display the Find Student browser.
2. Search for then double-click the required student to display the Student Details page.
3. Click the Ethnic/Cultural hyperlink to display the Ethnic/Cultural panel.

4. Select the student’s First Language from the drop-down list.
5. Click the Save button.

Completed
Checking Additional Information

Ensure that the following additional information is recorded in SIMS:

- **Youth Support Services Agreement (YSSA) status**
  The YSSA replaces Connexions. It applies to students between age 12 and 25 with special educational needs and students between age 12 and 20 with no special educational needs.

- **Learner Support Code**, e.g. Post 16 Bursary of Vulnerable Group Bursary Awarded, Discretionary Bursary Awarded, etc. for 16 to 19 year olds

The Bulk Update routine can be used to assign and edit these values for a specific selection of student at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 22).

1. Select **Focus | Student | Student Details** to display the Find Student browser.
2. Search for then double-click the required student to display the Student Details page.
3. Click the **Additional Information** hyperlink to display the Additional Information panel.

```
NOTE: The Meals section will be removed in a future release because the meal information is now entered via the Dietary panel.
```

4. Select the applicable **Youth Support Services Agreement (YSSA) status** from the drop-down list. YSSA has replaced Connexions Assent.
5. Ensure that the **Pupil Premium Indicator for year 2014/2015** check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.

Although Pupil Premium information is not collected for the return, it is important for school that are in receipt of this funding, which is allocated to children from low-income families, to be able to give a full account of its use. The national school performance tables now include information about the progress of students in receipt of Pupil Premium and information is required to be sent to parents about how it has been used and what impact it has had on student progress.
Preparing Student Level Information

6. Check that the Learner Support details are correct.
   Adding a new Learner Support record:
   a. Click the New button to display the Student Learner Support Code Details dialog.
   b. Select the applicable Learner Support Code from the drop-down list.
   c. Enter an Award Date or click the Calendar button then select the required date. Notes can be entered, if required.

Updating an existing Learner Support record:
   a. Highlight the required record then click the Open button Student Learner Support Code Details dialog.
   b. Amend the Learner Support details, as required.

Completed

Checking Special Educational Needs Information

The following Special Educational Needs (SEN) items are collected in the return:

- SEN Status (SEN Provision)
  - N – No Special Educational Need
  - A – School/Early Years Action
  - P – School/Early Years Action+
  - S – Statement
  - E – Education, Health and Care Plan
  - K – SEN Support.

1. Select Focus | Student | Special Educational Needs to display the Find SEN Student browser.
2. Select the required SEN Status from the drop-down list. Additional search criteria can be selected, if required, e.g. Year Group.
3. Click the Search button to display a list of students who match the criteria.
4. Double-click the name of the required student to display the Student SEN details page.
5. Check the details displayed in the **Basic SEN Details** panel, ensuring that the **Status** is correct. If necessary, select the correct **Status** from the drop-down list.

**NOTE:** **N - No Special Educational Need** should be used only if a **SEN Status** was previously assigned but **A, P and S** are not currently relevant.

6. Update the other information on the **Student SEN details** page, if required, then click the **Save** button.

The DfE website
(http://www.gov.uk/schools-colleges/special-educational-needs), provides more information about Special Educational Needs, if required.

Prepared Exclusions Information

Exclusions information is required for students who were subject to any exclusion with a start date during the period 01/09/2014 to 31/12/2014 inclusive. Exclusions should not be counted if the Head Teacher withdrew them, or if the student was re-instated by the Discipline Committee or an independent Appeal Panel.

The following exclusion related data items are collected for the return:
- Exclusion **Type** (category, e.g. fixed period, lunchtime or permanent).
- Exclusion **Reason** (select one code to provide the main reason).
04 | Preparing Student Level Information

- Exclusion **Start Date**.
- Actual number of sessions (Length) - required for fixed period and lunchtime exclusions.
- SEN Provision (please see *Checking Special Educational Needs Information* on page 46).
- In Care indicator (please see *Checking In Care Details for Excluded Students* on page 50).

**NOTE:** The **Start Date**, **End Date** (if known) and **LA Details** must be entered for any type of exclusion recorded for any students in care.

**IMPORTANT NOTE about Permanent Exclusions:** Any permanently excluded students should be marked as leavers as soon as the exclusion has been confirmed by the LA. **Before** making them a leaver, ensure that you have recorded the following information:

- In Care indicator (if applicable)
- SEN Status (if applicable – note that **Never Assigned** is not an acceptable value for excluded students)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission.

**Recording an Exclusion**

1. Select **Focus | Student | Exclusions** to display the **Find Exclusions Student** browser.

2. Search for then double-click the required student to display the **Exclusion Details** page.
3. Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.

![Add Exclusion dialog](image)

4. Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.

5. Enter the exclusion **Start Date** and **End Date** or click the appropriate **Calendar** button then select the required date.

6. Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list. This information is optional.

7. Click the **Calculate** button to populate the **Length School Days** field automatically.

![Exclusion Details](image)
8. Click the **OK** button to save the exclusion details and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

The Academic Year and the total number of exclusion days in that year are displayed at the bottom of the page.

9. Click the **Save** button to save the exclusion.

For more information about exclusions, please refer to the DfE website ([http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion](http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion)).

### Checking In Care Details for Excluded Students

In care details are collected for students who were subject to any exclusion with a start date during the period 01/09/2014 to 31/12/2014 inclusive.

Any student in care (looked after children) should be recorded as such in SIMS. A child is considered ‘In Care’ or ‘Looked After’ if he or she is in the care of the Local Authority or is provided with accommodation for more than 24 hours by the authority. Please consult the person at school with the designated authority for in care children, e.g. the SEN Co-ordinator, if you are unsure.

Minimum details are required to set up an in care record, i.e. the **Care Authority** and a **Start Date**.

### Adding a New In Care Record

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.

2. Search for then double-click the required student to display the **Student Details** page.
3. Click the **Welfare** hyperlink to display the **Welfare** panel.

![Welfare Panel]

4. Click the **New** button adjacent to the **In Care Details** panel to display the **Add In Care Details** dialog.

![Add In Care Details]

5. Click the **Care Authority** browser button to display the **Select Local Authority** dialog.
6. Search for the required Care Authority by entering all or part of the name in the LA name field then click the Search button.

7. Double-click the Name of the required authority to return to the Add In Care Details dialog.

8. Enter the Start Date (and End Date if known) for the in care period.

   **NOTE:** If the student was imported via CTF, the in care details Start Date defaults to the date the CTF was imported. If the actual in care Start Date is different, it should be manually amended to the correct date or date of admission. There is also an Effective Date button so, for instance, if the file is imported on the 10th of the month but the effective date is set to the 1st, the memberships will start on the 1st.

Enter additional information, if required, e.g. Personal Education Plans (PEP). Although PEP details are not collected in the return, the plan ensures that access to services and adequate support are available for the child whilst also ensuring that stability is maintained and disruption to the child’s schooling is kept to a minimum.

9. Click the OK button to return to the Welfare panel.

10. The In Care status is displayed as Currently In Care and a summary is displayed in the In Care Details section.

   ☐ Completed
Preparing Attendance Information

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers aged four to 15 inclusive on 31/08/2014, who were on-roll for at least one session during the collection period from the 01/01/2015 to 05/04/2015 inclusive.

The attendance data collected in this return includes:

- Attendance Codes (i.e. the reasons for absence)
- Number of Sessions Missed.

If you use SIMS Attendance or SIMS Lesson Monitor, attendance data is entered in the return automatically, provided that there are no missing marks.

**IMPORTANT NOTE:** If you use SIMS Attendance or SIMS Lesson Monitor, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the School Census Return.

If you do not use SIMS Attendance or SIMS Lesson Monitor and you do not use a software package that writes back to the SIMS database, or if you have not converted to the code of practice for attendance codes, you need to calculate and enter the following information manually on the Census Details page (via Routines | Statutory Returns | School Census):

- Possible Sessions
- Sessions Missed due to Authorised Absence
- Sessions Missed due to Unauthorised Absence.

For information and advice about school attendance, please refer to the DfE website [http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance).

Additional Resources:

- Producing the School Census Summer 2015 Return handbook
- Managing Pupil/Student Attendance handbook (SIMS Attendance users)
- Monitoring Session and Lesson Attendance handbook (SIMS Lesson Monitor users)
Preparing Student Level Information

Updating Students with Top-Up Funding

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

1. Select **Tools | Statutory Return Tools | Update Top-Up Funding** to display the **Update Students with Top-up Funding** page.

Any students currently recorded as having top-up funding are displayed in the **Top-up Funding** table.
2. Use the search criteria to locate the additional students you wish to record as having top-up funding then highlight their details.

![Image of student table with search criteria]

3. Click the **Add** button. The highlighted students are displayed in the **Top-up Funding** table.

![Image of student table with added students]

---

*Preparing for the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary, All-Through (Secondary phase) schools and Pupil Referral Units (Secondary phase)) guide, applicable to 7.162 onwards*
4. To remove a student from the list, highlight the required student then click the **Remove** button. The student's record is displayed in the first table, providing a chance to reselect the student, if required.

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

### Updating Students Adopted from Care

Information regarding students who were looked after immediately before adoption is collected in the return.

1. Select **Tools | Statutory Return Tools | Update Adopted from Care** to display the **Update Students Adopted from Care** page.

Any students currently recorded as being adopted from care are displayed in the **Adopted from care** table.
2. Use the search criteria to locate the additional students you wish to record as being adopted from care then highlight their details.

3. Click the Add button. The highlighted students are displayed in the Adopted from care table.
4. Ensure that the correct adopted from care status is displayed for all the students by clicking the **Adopted from Care** cell then selecting the applicable status from the drop-down list:
   - **Ceased to be looked after through Adoption**
   - **Ceased to be looked after through a Special Guardianship Order (SGO)**
   - **Ceased to be looked after through a Residence Order (RO)**
   - **Ceased to be looked after through a Child Arrangement Order (CAO)**.

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

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

☑ Completed
What Next?

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. student basic detail changes, SEN provisions changes, leavers and admissions/re-admissions, etc.) are recorded accurately in SIMS.

The SIMS 2015 Spring Release (7.162) must be installed before completing the School Census Summer 2015 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary, as it may include updates applicable to the forthcoming return.

You should now be ready to produce the final School Census Summer 2015 Return. For specific instructions, please refer to the Producing the School Census Summer 2015 Return handbook applicable to your school phase, i.e. Secondary, Middle deemed Secondary, All-Through or Pupil Referral Unit.

Where Can I Get More Information?

- In addition to this preparation guide, a handbooks outlining how to produce the School Census Summer Return (via Routines | Statutory Returns | School Census) and an Errors and Resolutions document (which provides suggestions on how to resolve any validation errors or queries) are being prepared:
  - Producing the School Census Summer 2015 Return (English Secondary/Middle deemed Secondary Schools) handbook
  - Producing the School Census Summer 2015 Return (English All-Through Schools) handbook
  - Producing the School Census Summer 2015 Return (English Pupil Referral Units) handbook
  - School Census 2014/2015 Errors and Resolutions document

You may also find the information in the Managing Pupil/Students handbook useful, as it provides details about the processes that relate to the adding and editing of student data in SIMS.

These documents, together with other useful information, e.g. news items, are available on our SupportNet website (http://support.capitaes.co.uk). To locate the documents, enter CENSUS15 in the Site Search field on the SupportNet Home page then click the Go button. A list of all available supporting information is displayed, from which the required resources can be selected. Please check SupportNet on a regular basis because documents will be posted as soon as they become available.

A wide range of other documentation, including handbooks, quick reference sheets, tutorials, etc. can be accessed via the Documentation Centre by clicking the Documentation button located at the top of the SIMS Home Page. Once open, click the required category button then select the required document.

Any documents mentioned in this handbook can be accessed via the Documentation Centre unless otherwise specified.
There is a comprehensive online help system available in SIMS, accessed by clicking the applicable Help button or by pressing F1 from anywhere in the software.

The Service Desk provides a dedicated website that lists all the available documentation, together with all related solutions and any other useful resources (http://support.capitaes.co.uk/hottopics). Once open, select the required topic from the list, e.g. School Census – Summer 2015.

The DfE website also contains preparation and guidance documentation (http://www.education.gov.uk/).
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