Preparing the Autumn Census return checklist

English schools





NOTE: The checklist continues on three pages. Please print all pages.

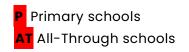
Description of task	Completed
Check with your System Administrator/Manager that you have the appropriate permissions to run the Census and record associated data	
Upgrade to the latest SIMS release as soon as possible to enable dry runs to be carried out	
Check with your System Administrator/Manager that the latest fileset version has been imported	
Carry out a dry run to determine what information needs to be updated	
Check school-level information:	
Check establishment details	
Check the school telephone number and email address	
Check the school's support unit	
Check pupil/students' various registration details:	
Update information using the bulk update routine	
Check that leavers and re-admissions have been recorded	
Remove any pupil/student records entered in error	
Check and correct their National Curriculum year group	
Check pupil/students' basic details	

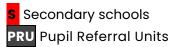


Key:

N Nursery schools

SP Special schools





Description of task	Completed
Check their enrolment status, admission date and boarder status	
Check and correct their UPNs	
Check and correct their Unique Learner Numbers S SP AT PRU Applicable to schools with students over the age of 14	
Check school-arranged Alternative Provision Placement details P S SP AT PRU	
Check and correct their part-time information	
Check pupil/students' home address information	
Check pupil/students' eligibility for free school meals	
Check pupil/students' ethnic and cultural information	
Check additional information	
Check the Youth Support Services Agreement (YSSA) status S	
Check Special Needs information	
Check exclusions information P S SP AT PRU	
Check class information P AT	
Check attendance data P S SP AT PRU	
Check Universal Infant School Meals P SP AT Applicable to schools with pupils in Reception, Year 1 and Year 2	



Key:

N Nursery schoolsSP Special schools

P Primary schools
AT All-Through schools

Secondary schools
PRU Pupil Referral Units

Description of task	Completed
Check hours for Early Years children information N P SP AT PRU Applicable to schools with Early Years children	
Update pupil/students with top-up funding	
Update pupil/students' post-looked-after arrangements	
Update funding and monitoring details P S SP AT PRU	
Check post-16 information recorded in Course Manager S SP AT PRU Applicable to Secondary schools with a Sixth form	





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