



Handbook

Applicable to 7.166 onwards

Producing the School Census Spring 2016 Return (English Secondary and Middle deemed Secondary Schools)



School Census Spring 2016 Preparation Check List

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

Complete	Task Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data (please see <i>Setting Permissions</i>)
<input type="checkbox"/>	Upgrade to the SIMS 2015 Autumn Release (SIMS 7.166) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i>).
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i>).
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated (please see <i>Why Carry out a Dry Run?</i>).
<input type="checkbox"/>	Check School Level information (please see <i>Preparing School Level Information</i>).
<input type="checkbox"/>	Check school childcare information (please see <i>Checking School Childcare Details</i>).
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i>).
<input type="checkbox"/>	Ensure that any student records created in error have been deleted (please see <i>Deleting Unwanted Student Records</i>).
<input type="checkbox"/>	Check the student's basic details, e.g. name, date of birth, gender, etc. (please see <i>Checking Student Details</i>).
<input type="checkbox"/>	Check the student's various registration details, e.g. enrolment status, admission date year taught in, UPN, part-time information, etc. (please see <i>Checking Registration Details</i>).
<input type="checkbox"/>	Check the students home address information (please see <i>Checking Home Address Information</i>).
<input type="checkbox"/>	Check the student's eligibility for free school meals (please see <i>Checking Free School Meals Eligibility</i>).
<input type="checkbox"/>	Check the student's ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i>).
<input type="checkbox"/>	Check the applicable information recorded in the Additional Information panel (please see <i>Checking Additional Information</i>).
<input type="checkbox"/>	Check Special Educational Needs information (please see <i>Checking Special Educational Needs Information</i>).

Complete	Task Description
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i>).
<input type="checkbox"/>	Check attendance data (please see <i>Preparing Attendance Information</i>).
<input type="checkbox"/>	Check Hours at Setting and Funded Hours information (please see <i>Checking Early Years Data</i>) (applicable to schools that have 2, 3 or 4 year olds pupils only).
<input type="checkbox"/>	Check top-up funding information (please see <i>Updating Students with Top-Up Funding</i>).
<input type="checkbox"/>	Check adopted from care information (please see <i>Updating Students Adopted from Care</i>).

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Introduction

This preparation guide has been produced to help to identify the most common tasks that need to be carried out before running the School Census Spring 2016 Return.

The information in this guide applies to all English LA maintained Secondary and Middle deemed Secondary school phases. It also applies to Academies and Pupil Referral Units 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.) displayed in this preparation guide 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 Spring Return Changed since Last Year?

Routines | Statutory Returns | School Census

Census date: 21/01/2016

Attendance collected from the start of the 2015 Autumn term to 31/12/2015

Exclusions collected from 06/04/2015 to 31/08/2015

Free school meals collected from 02/10/2015 to 21/01/2016

Learner support collected from 01/08/2015 to 21/01/2016.

Changes to the return include the following:

Childcare Enhancements

Focus | Schools | School Details

Routines | Statutory Returns | School Census

To enable childcare provisions that are provided or signposted by the school to be maintained at any point during the year, the following changes have been made in SIMS:

- The childcare items previously recorded in the School Census Summer Return (via the **Routines** menu) have been moved to the **School Details** page (via the **Focus** menu). Items can be added, edited and deleted.
- The School Census **Childcare** panel (originally introduced in the School Census Summer 2015 Return) is now read-only and is available in the Spring return only. An **Edit** button links directly to the **School Details** page, where an editable **Childcare** panel is displayed.
- **Childcare Provisions** have been added to the General detail report.
- Two new lookups are now available - Childcare **Site** and Childcare **Signposted**.



More Information:

Checking School Childcare Details on page 18

New Functionality for a Brand New Academy/Free School

Focus | School | School Details

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

Setting Permissions

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

Producing the Return

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

Editing and Preparing Data

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

- Administration Assistant
- Admissions Officer
- School Administrator.

Importing Revised Files

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

- Returns Manager
- System Manager.

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.

What Version of SIMS is Required?

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

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

The version should read 7.166 or later.



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 newsfeed will be posted to the SBS website with the BLOG's*

If revised files are supplied, the fileset will be available as a ZIP file, which should be downloaded from My Account, unzipped and 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.*

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 the SBS website to a folder of your choice.
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.

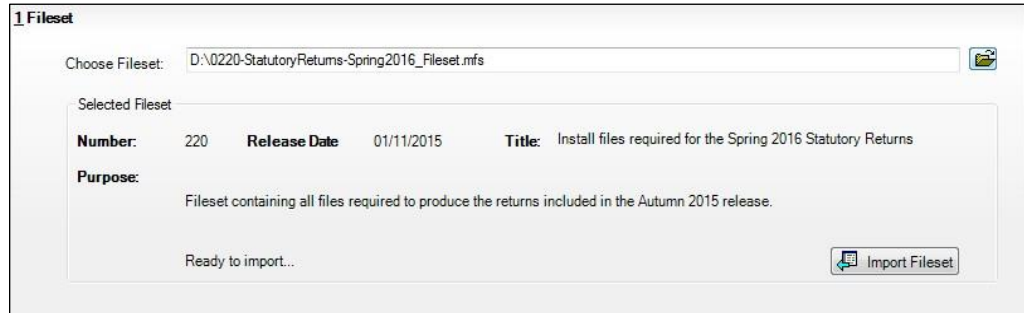
4. Click the **Browse** button to display the **Open** dialog.
5. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

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

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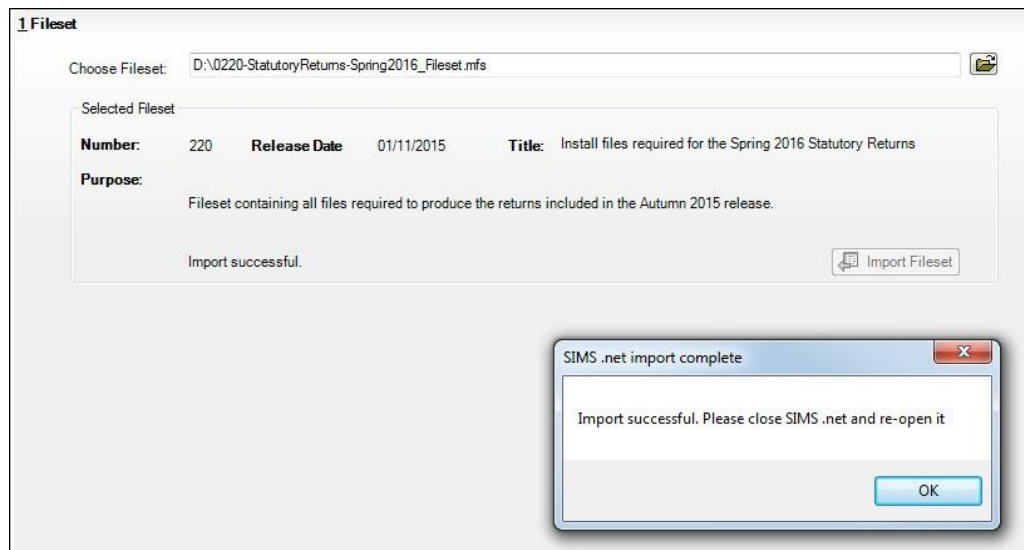
- Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

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**).

- 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.



- Click the **OK** button then restart SIMS.
- 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 Spring 2016 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary.

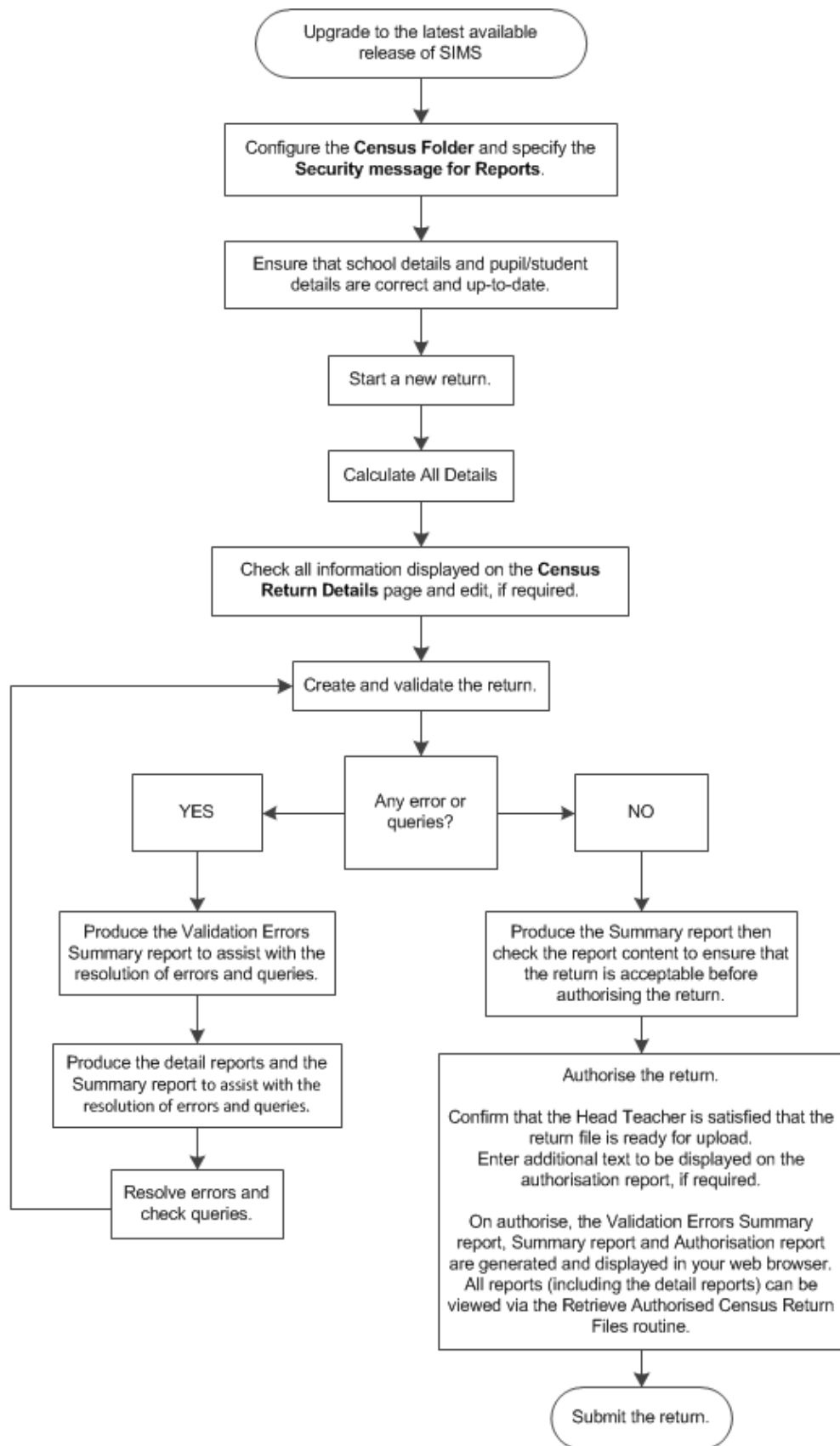
However, it is advisable to check to ensure that the information is up-to-date.

1. Upgrade to the SIMS 2015 Autumn Release (7.166) 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.
The Summary report can be used in conjunction with the detailed reports.
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.



02 | Carrying out a Dry Run

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Why Carry out a Dry Run?

When you have upgraded to the SIMS 2015 Autumn Release (7.166), 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*).

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Spring 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 Spring 2016**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Spring16Test.
5. 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, which may take some time depending on the amount of data. 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 Spring 2016 Return* handbook applicable to your school phase.

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.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abbot, Hannah Date of Birth: 2002-12-23, Fema	# Go to Focus Student Student Details and add or issue
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Corma, Deborah Date of Birth: 2001-12-30, Fa	# Go to Focus Student Student Details Ethnic cultural pa
F	2340	Postcode is missing or invalid	Name: Alfrey, Tristal Date of Birth: 2002-02-27, Fema	# Go to Focus Student Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Grantson, Nicky Date of Birth: 2002-07-14, Fem	# Go to Focus Student Student Details Addresses and e
F	2340	Postcode is missing or invalid	Name: Stecher, Salliel Date of Birth: 2001-12-12, Fema	# Go to Focus Student Student Details Addresses and e
Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male UP	# Go to Focus Student Student details and check for du
Q	1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male UP	# Go to Focus Student Student details and check for du
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Basra, Jilnal Date of Birth: 2001-10-20, Female	# Go to Census panel and edit Top-up Funding
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Keeton, Kai Date of Birth: 2001-10-24, Male UP	# Go to Census panel and edit Top-up Funding
Q	1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Malik, Naseem Date of Birth: 2000-08-05, Male	# Go to Census panel and edit Top-up Funding
Q	2020Q	Please check: pupil year group and age inconsistent.	Name: Ackton, William Date of Birth: 2001-06-11, Male	# Go to Focus Student Student Details registration and c

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.

Column	Description
Type	Displays the type of validation rule: Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
Sequence	Shows the error or query number.
Message	Displays the text of the error or query message.
Location	Lists the specific record containing the error or query.
Solution	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.

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.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abbot, Hannah Date of Birth: 2002-12-23, Fema	# Go to Focus/Student/Student Details and add or issue
F	1940	Pupils aged 5 and over Language missing or invalid.	Name: Corra, Deborah Date of Birth: 2001-12-30, Fe	# Go to Focus/Student/Student Details Ethnic/cultural pa
F	2340	Postcode is missing or invalid	Name: Airey, Tristal Date of	# Go to Focus/Student/Student Details Ethnic/cultural panel and enter First language.
F	2340	Postcode is missing or invalid	Name: Granton, Nicky Date of Birth: 2002-07-14, Fem	# Go to Focus/Student/Student Details Addresses and e

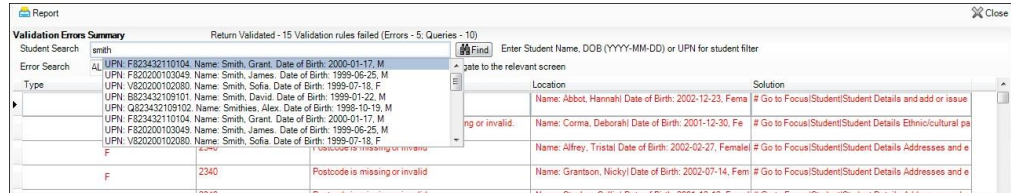
NOTE: A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.

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

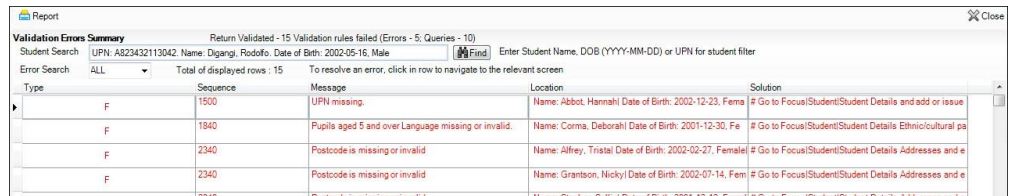
- When the mouse pointer is hovered over a **Message**, **Location** or **Solution** cell, hover help displays the entire content of that cell.

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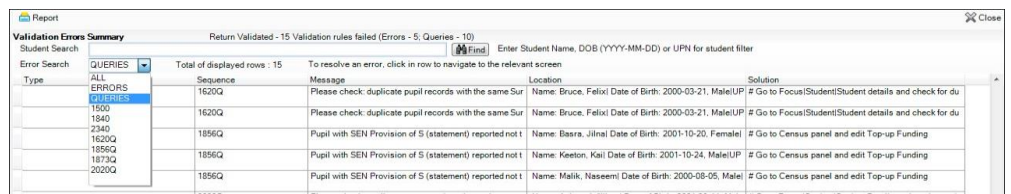
- The Student Search functionality can be used to display all errors and queries relating to a particular student. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field then select the required record from the **Student Search** drop-down list and click the **Find** button.



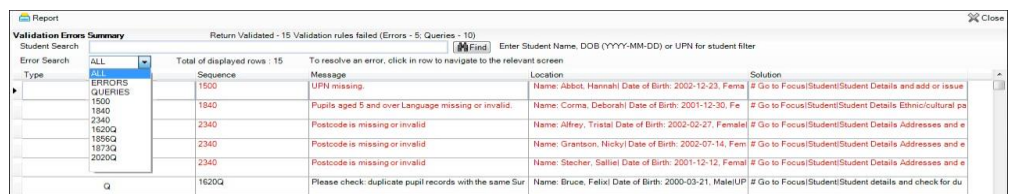
- Click a **Solution** hyperlink to display the area of SIMS where the associated issue can be checked and/or corrected. When you return to the **Validation Errors Summary** panel, the details of the applicable student are displayed in the **Student Search** field. Click the **Find** button to display 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 (ValidationErrorsSummary.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, depending on your school phase:

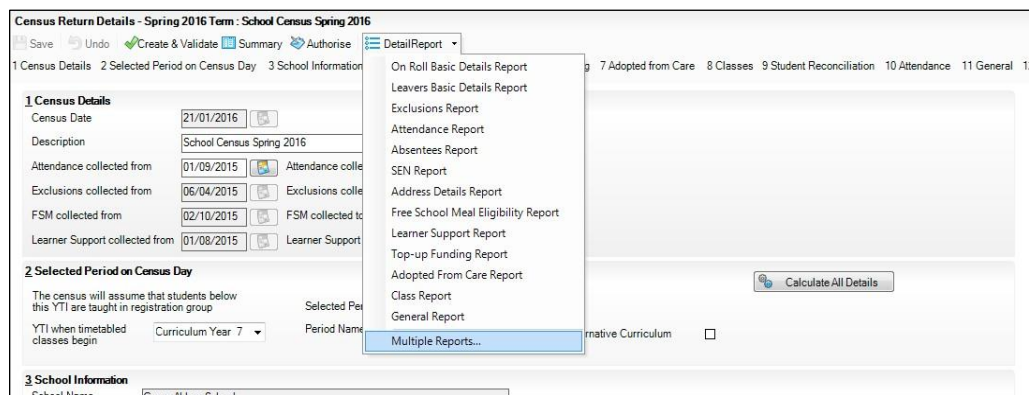
- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report

02| Carrying out a Dry Run

- Learner Support Report
- Top-up Funding Report
- Adopted from Care Report
- General Report
- Class Report (**not applicable to Pupil Referral Units**)
- Early Years Report (**applicable to Pupil Referral Units only**)
- Teenage Mothers Report (**applicable to Pupil Referral Units only**).

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 report(s) are not required, deselect the associated check box(es).
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.*

Completed

03 | Preparing School Level Information

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

1 Establishment	
School Name	Green Abbey School
LA	823 Central Bedfordshire
Establishment Number	4321
Unique Reference Number	
UK Provider Reference Number	
School Phase	Secondary
School Type	Comprehensive all-through 11-18
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab. Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input type="checkbox"/>
Head Teacher	Mr Adrian Blacker
Curriculum Years	7 13
Pupil Genders	Coeducational
Gender on entry to school	Coeducational
Gender on entry to 6th form	Coeducational
NC Year Start Date (dd/mm)	1 / 9
School Specialism	<input type="checkbox"/> Arts <input checked="" type="checkbox"/> Business and Enterprise <input type="checkbox"/> Engineering <input type="checkbox"/> Humanities
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old...
No. of Childcare Places	0

03 | Preparing School Level Information

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 **Current Address Details** information (including Post Code)
- School **Email** Address
- School **Telephone** Number.

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

2 Address
Current Address Details (Not validated)

[Address](#)

Main Office
Monkmoor Road
Bedford
Bedfordshire
SI2 5AP
United Kingdom

Delete

Modify Address

Move House

Validate

Ensure that the school address is correct and complete.

3. If necessary, click the **Modify Address** button then make the required changes.
 - A **Building Name** or **Building Number** should be included in the address to avoid errors. If appropriate, *Main Office* can be entered in the **Building Name** field.
 - Ensure that a **Post Code** is entered.
4. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

3 Contact Details

Telephone	<input type="text" value="00234 851234"/>	Fax	<input type="text" value="786542"/>
Email	<input type="text" value="office@ga.org.uk"/>	Website	<input type="text" value="http://www.theschool.co.uk"/>




5. Ensure that a **Telephone** number has been recorded (including the STD code).
6. 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.
7. Click the **Save** button, if changes have been made.

Completed

Checking School Childcare Details

From 2016, the school childcare details are being collected annually in the School Census Spring return. The information (previously entered on the **Census Return Details** page) is now recorded via **Focus | School | School Details**. This new location enables the information to be maintained at any time throughout the year.

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Click the **Childcare** hyperlink to display the **Childcare** panel, where the current childcare details are displayed.

Type	Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	
Before School Childcare	On site	No	07:00		25	School	No		 New
After School Childcare	On site	No		18:00	25	School	No		 Open
Holiday Childcare	Off site	Yes, form...							 Delete

3. **Open** an existing record or create a **New** record to display the **Update Childcare Details** dialog.

SMS Update Childcare Details

Childcare Details

Type:

Site:

Signposted:

Opening Time: : hh:mm (24 hrs)

Closing Time: : hh:mm (24 hrs)

No of Childcare Places:

Provider:

Other Schools:

Weeks Open:

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

4. Enter the applicable details.

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

*NOTE: If **Off site** is selected, the applicable **Signposted** option must be selected but additional information, e.g. opening/closing times, number of childcare places, etc. are not required.*

- **Signposted** - if there is a regular **Off site** service that the school promotes or signposts parents towards, one of the following options must be selected:
 - **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your students, including transport to their site.
 - **Yes, list of providers that pick up from school** - select this option if a list of local providers that will pick up students from the school to help parents is provided.
 - **No**
 - **Not Known.**
- **Opening Time** - enter the time that the service becomes available.

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

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

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

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

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- **Provider** - select the description from the drop-down list that most accurately describes the provider of the service:
 - **School**
 - **School in Partnership** (with another provider)
 - **Other (non-school) Provider.**
 - **Other Schools** - is the service made available to children from other schools? Select as applicable from the drop-down list, i.e. **Yes, No** or **Unknown.**
 - **Weeks Open** - enter the number of weeks for which childcare is provided.
5. Click the **Save** button to return to the **Census Return Details** page.
 6. Repeat the process to add additional records, if required.

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

Childcare provisions are included in the General detail report, which is available from the **Detail Report** drop-down list via **Routines | Statutory Returns | School Census.**

Collating Admission Appeals Information

Applicable to Foundation, Voluntary Aided schools and Academies only

NOTE: Academies that were Voluntary Aided or Foundation Schools at the time that the appeals were lodged should complete this panel.

The admissions appeals information is collected from Secondary/Middle deemed Secondary and All-Through schools that are responsible for their own admission appeals. These are Voluntary Aided and Foundation schools.

Data is required for appeals in the academic year 2014/2015, where a refusal to admit a student into the school was for a place during the academic year 2015/2016. The following admission appeals information is collected for the return:

- Admission appeals lodged
- Admission appeals withdrawn
- Admission appeals heard by independent admissions committee
- Admission appeals upheld by independent admissions committee
- Admission appeals rejected by independent admissions committee.

Admission appeals are dealt with by the LA and consequently there is no specific functionality in SIMS relating to this area of admissions. Therefore, the information must be entered manually in the **Admission Appeals** panel when completing the School Census Spring 2015 Return (via **Routines | Statutory Returns | School Census**).

11 Admission Appeals		Independent Admissions Committee	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

Ensure that the admission appeals information is easily accessible to the member of staff who will be completing the return.

Completed

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Checking Student Details

Before beginning the School Census return, ensure that all current 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.

The following sections provide additional information and specific instructions on checking and completing 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*).

If you have upgraded to the SIMS 2015 Autumn Release (SIMS 7.166), it is strongly recommended that one or more dry runs are carried out in order to identify the validation errors and queries that need to be resolved (please see *Why Carry out a Dry Run?*).

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:

Group Type	Group	Data Item	Comment
First Language	<NONE>	First Language	Identifies students who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Statemented	SEN Provision Type	Lists students with a SEN Status of S enabling the SEN Provision to be selected.
Year Group	Year 8 (and above)	Boarder Status	Searches for all students in Year Group 8 and then displays the boarder status recorded against each student's name.

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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.

Bulk Update First Language (as from 01/07/2015) - Year Group: <ANY> (as at 01/07/2015)

1 Members

Name	Year Group	Assigned	Acholi	Adangne	Alar-Saho	Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Alur	Ambo/Oshiwambo	Amharic
Abbott, Graham	7	English									
Abbey, Grenetta	10	English									
Abbey, Jimmy	12	English									
Abbey, Sean	7	English									
Abbot, Andrew	9	English									
Abbot, Ben	10	English									
Abbot, Claire	13	English									
Abbot, Hannah	11	English									
Abbot, Susan	12	English									
Able, Cameron	9	English									
Abrahams, Jacqui	10	English									
Ackrington, Robert	9	English									
Ackton, Bill	10	English									
Ackton, Stan	8	English									
Acton, Samantha	7	English									
Adams, Melanie	11	English									
Adedeji, Payal	9	English									
Adkins, Richard	11	English									
Adrianson, Robert	8	English									
Affley, Brian	8	English									
Affleck, Alexis	8	English									
Aghathocleous, Joe	9	English									
Ahmad, Carina	9	Kashmiri									
Ahmed, Ackmar	10	Arabic									
Ainsworth, Alison	11	English									
Ainsworth, Zoe	12	English									
Akmal, Mohammed	10	Arabic									
Albion, Frederick	9	English									
Alcott, Alwyn	8	English									
Aldridge, Courtney	9	English									
Allfrey, Trista	8	English									
Allen, Megan	13	English									
Total	1016		1016	0	0	0	0	0	4	0	0

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.

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.

Members											
Name	Year Group	Assigned	Dzongkha/Bhut anese	Ebra	Edo/Bini	Etik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ewondo
Abbess, Graham	7	English					✓				
Abbey, Grenetta	10	English					✓				
Abbey, Jimmy	12	English					✓				
Abbey, Sean	7	English					✓				
Abbot, Andrew	9	English					✓				
Abbot, Ben	10	English					✓				
Abbot, Claire	13	English					✓				
Abbot, Hannah	11	English					✓				
Abbot, Susan	12	English					✓				
Able, Cameron	9	English					✓				
Abrahams, Jacqui	10	English					✓				
Ackrington, Robert	9	English					✓				
Ackton, Bill	10	English					✓				
Ackton, Stan	8	English					✓				
Acton, Samantha	7	English					✓				
Adams, Melanie	11	English					✓				
Adediji, Payal	9	English					✓				
Adkins, Richard	11	English					✓				
Adrianson, Robert	8	English					✓				
Affelay, Brian	8	English					✓				
Affleck, Alexis	8	English					✓				
Agathocleous, Joe	9	English					✓				
Ahmad, Carina	9	Kashmiri									
Ahmed, Ackmar	10	Arabic									
Ainsworth, Alison	11	English					✓				
Ainsworth, Zoe	12	English					✓				
Akmal, Mohammed	10	Arabic									
Albion, Frederick	9	English					✓				
Alcott, Alwyn	8	English					✓				
Aldridge, Courtney	9	English					✓				
Alfrey, Trista	8	English					✓				
Allen, Megan	13	English					✓				
Total	1016		0	0	0	0	908	0	0	0	2

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 Cameron Able is Estonian.

Members											
Name	Year Group	Assigned	Dzongkha/Bhut anese	Ebra	Edo/Bini	Etik-Ibibio	English	Esan/Ishan	Estonian	Ewe	Ewondo
Abbess, Graham	7	English					✓				
Abbey, Grenetta	10	English					✓				
Abbey, Jimmy	12	English					✓				
Abbey, Sean	7	English					✓				
Abbot, Andrew	9	English					✓				
Abbot, Ben	10	English					✓				
Abbot, Claire	13	English					✓				
Abbot, Hannah	11	English					✓				
Abbot, Susan	12	English					✓				
Able, Cameron	9	Estonian							✓		
Abrahams, Jacqui	10	English					✓				
Ackrington, Robert	9	English					✓				
Ackton, Bill	10	English					✓				
Ackton, Stan	8	English					✓				
Acton, Samantha	7	English					✓				
Adams, Melanie	11	English					✓				
Adediji, Payal	9	English					✓				
Adkins, Richard	11	English					✓				
Adrianson, Robert	8	English					✓				
Affelay, Brian	8	English					✓				
Affleck, Alexis	8	English					✓				
Agathocleous, Joe	9	English					✓				
Ahmad, Carina	9	English					✓				
Ahmed, Ackmar	10	English					✓				
Ainsworth, Alison	11	English					✓				
Ainsworth, Zoe	12	English					✓				
Akmal, Mohammed	10	English					✓				
Albion, Frederick	9	English					✓				
Alcott, Alwyn	8	English					✓				
Aldridge, Courtney	9	English					✓				
Alfrey, Trista	8	English					✓				
Allen, Megan	13	English					✓				
Total	1016		0	0	0	0	1015	0	1	0	0

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.

The screenshot shows a web browser window titled "Find Student(s)". At the top, there are icons for Search, Print, Browse, and Select. On the right, there are links for Links, Help, and Close. Below these are search filters: Surname (text input), Forename (text input), Status (dropdown menu set to "On Roll"), Year Group (dropdown menu set to "<Any>"), Reg Group (dropdown menu set to "<Any>"), and Effective Date (text input with a calendar icon). Below the filters is a table with the following columns: Name, Year Group, Reg. Group, Adm. No., Date of Admission, Date of Leaving, Reason for Leaving, and Destination. The table is currently empty.

2. Ensure that the **Status** of **On Roll** is selected.

3. Click the **Search** button to display a list of all on-roll students.

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Abbey, Grenetta	9	9F	003979	01/09/2013			
Abbey, Jimmy	11	11A	003599	01/09/2011			
Abbot, Andrew	8	8E	004163	03/09/2014			
Abbot, Benjamin	9	9A	004161	31/10/2013			
Abbot, Clare	12	H	003460	02/09/2010			
Abbot, Hannah	10	10B	003762	01/09/2012			

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.

1 Leaving Information 2 Students

1 Leaving Information

Date of Leaving: Reason for leaving: [REASON] Assign to All

Destination after Leaving: Assign to Selected

2 Students

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Abbey, Grenetta	9	9F	003979	01/09/2013			

Remove Clear

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.

Manage Student(s) Leaving Details

Save Print

1 Leaving Information 2 Students

1 Leaving Information

Date of Leaving: 10/06/2015 Reason for leaving: In-year transfer - Maintained scl

Destination after Leaving: Aanother School

2 Students

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	
Abbey, Grenetta	9	9F	003979	01/09/2013	10/06/2015	In-year transfer - ...	Aanother Sc...	Remove Clear

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.
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**.*

Completed

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.


Completed

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.

1 Basic Details		Photograph
Legal Forename	<input type="text" value="Jimmy"/>	 <input type="button" value="History"/>
Middle Name(s)	<input type="text"/>	
Legal Surname	<input type="text" value="Abbey"/>	
Preferred Surname	<input type="text" value="Abbey"/>	
Preferred Forename	<input type="text" value="Jimmy"/>	
Date of birth	<input type="text" value="17/04/1998"/> <input type="button" value="Calendar"/>	
Age	<input type="text" value="17 years, 6 months"/>	
Gender	<input type="text" value="Male"/>	
Birth Certificate Seen	<input type="checkbox"/>	
<input type="button" value="Quick Note"/>		

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.

04 | Preparing Student Level Information

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

Completed



Recording a Student's Change of Surname

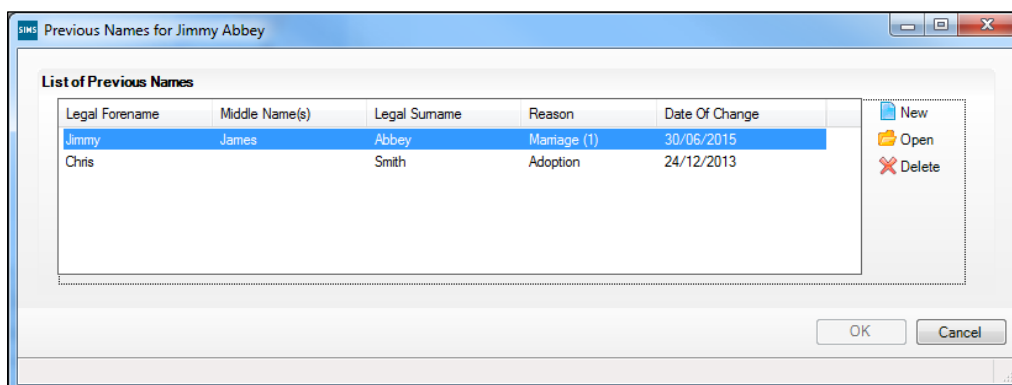
It is a requirement of the return that a history of students' previous surname(s) is recorded.

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.

The screenshot shows a window titled "Reason For Change" with a "Details" section. It contains a "Reason" dropdown menu and a "Date of Change" field with the value "30/06/2015" and a calendar icon. The window has "OK" and "Cancel" buttons at the bottom.

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.



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**
- Part-Time Indicator.

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.
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

04 | Preparing Student Level Information

5. Select either 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>).

Completed

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>).
- The Learner Registration Service Web Portal to obtain individual ULNs (<https://www.gov.uk/government/collections/learning-records-service>).
- The **Key to Success** website (<https://www.keytosuccess.education.gov.uk/>).

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

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.

- Click the **Registration** hyperlink to display the **Registration** panel.

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

 **Completed**

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.

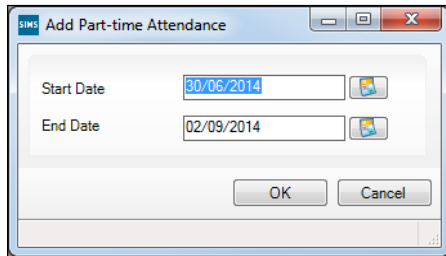
For dual registered students, time in other schools should be taken into account. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

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

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

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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.

 **Completed**

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.

For the School Census Spring 2016 Return, the collection of data uses the Age at Date as at 31/08/2015.

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 2015/2016).

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

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 Group	G	House	Curie
Year Group	Year 13	Year Taught In	Curriculum Year 13
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2009	Admission Number	003599
Former UPN		Attendance Mode	All day
UPN	B820432109001	Local UPN	
Unique Learner Number	5142370030		
Part Time Details	Start Date	End Date	

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.*

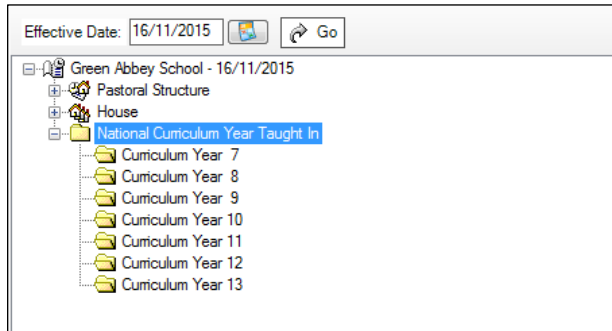
Checking the Year Taught In via the Pastoral Structure by Curriculum Year

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

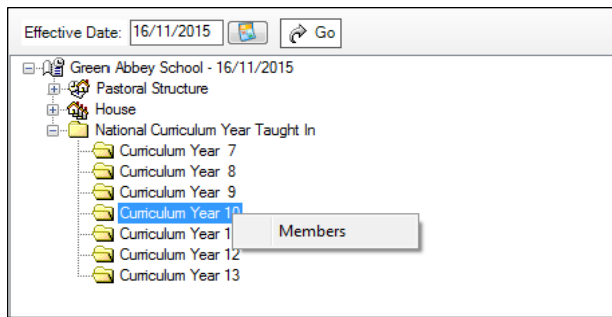
Effective Date: 16/11/2015 Go

- Green Abbey School - 16/11/2015
 - Pastoral Structure
 - House
 - National Curriculum Year Taught In

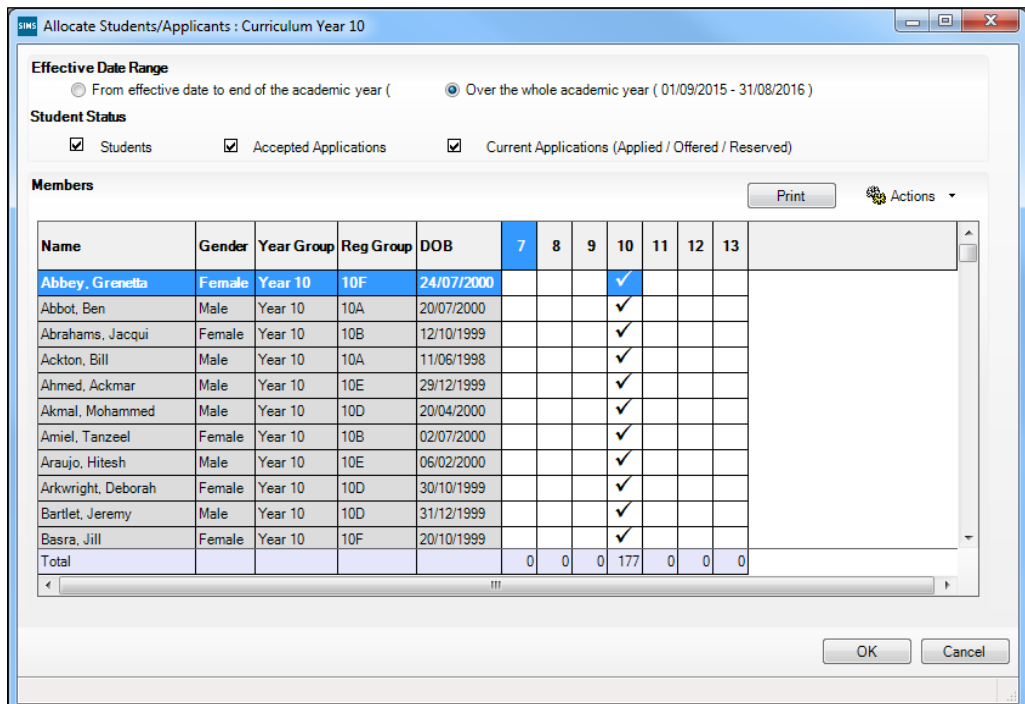
- Expand the **National Curriculum Year Taught In** folder by clicking the **+** icon or double-clicking the folder name. The curriculum years are displayed.



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



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

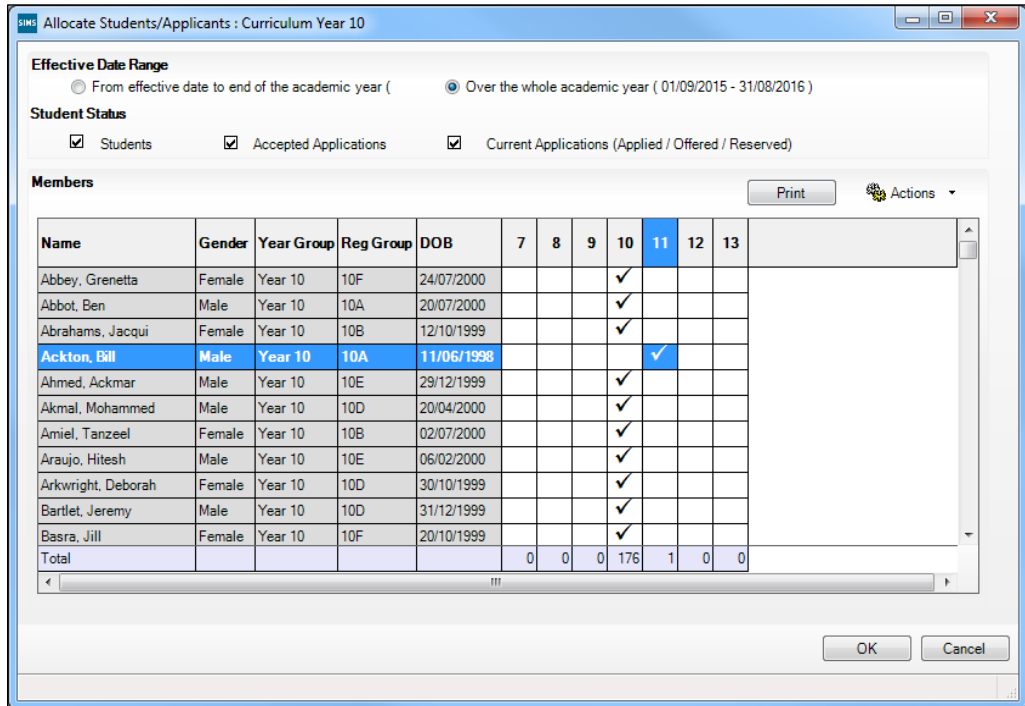


04 | Preparing Student Level Information

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.*

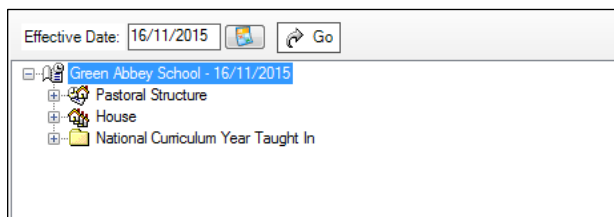
The following graphic shows that one **Year 10** student is taught in **Year 11**.



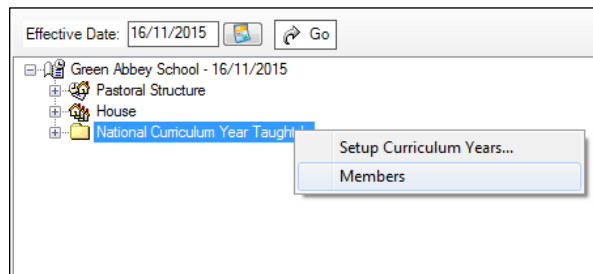
7. Make any further changes then click the **OK** button to close the dialog.
8. Repeat for the other curriculum years, if required.
9. Click the **OK** button then click the **Save** button.

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.



- Right-click the **National Curriculum Year Taught In** folder then select **Members** from the pop-up menu.



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

The 'Allocate Students/Applicants' dialog box is shown. The 'Effective Date Range' is set to 'From effective date to end of the academic year'. The 'Student Status' section has 'Students', 'Accepted Applications', and 'Current Applications (Applied / Offered / Reserved)' checked. The 'Members' table is displayed with the following data:

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Abbens, Graham	Male	Year 7	7A	29/09/2002	✓						
Abbey, Grenetta	Female	Year 10	10F	24/07/2000				✓			
Abbey, Jimmy	Male	Year 12	G	17/04/1998						✓	
Abbey, Sean	Male	Year 7	7B	19/09/2002	✓						
Abbot, Andrew	Male	Year 9	9E	13/12/2000			✓				
Abbot, Ben	Male	Year 10	10A	20/07/2000				✓			
Abbot, Claire	Female	Year 13	H	22/04/1997							✓
Abbot, Hannah	Female	Year 11	11B	23/12/1998					✓		
Abbot, Susan	Female	Year 12	L	21/06/1998						✓	
Able, Cameron	Male	Year 9	9A	10/12/2000			✓				
Abrahams, Jacqui	Female	Year 10	10B	12/10/1999				✓			
Total					159	160	180	177	158	92	90

- 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.

04 | Preparing Student Level Information

- 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.

The screenshot shows a window titled "Allocate Students/Applicants" with the following settings:

- Effective Date Range:** From effective date to end of the academic year () Over the whole academic year (01/09/2015 - 31/08/2016)
- Student Status:** Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members table:

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Appleton, Nicholas	Male	Year 7	7F	18/09/2002							
Arkwright, David	Male	Year 7	7E	13/09/2002							
Arthur, Steven	Male	Year 7	7D	30/09/2002	✓						
Atkinson, Ben	Male	Year 7	7F	23/03/2003	✓						
Atkinson, Ben	Male	Year 7	7F	23/03/2003	✓						
Avary, James	Male	Year 7	7C	22/09/2002	✓						
Avis, Edward	Male	Year 7	7B	15/09/2002	✓						
Bailey, Gloria	Female	Year 7	7A	18/04/2003	✓						
Baker, James	Male	Year 7	7F	05/09/2002	✓						
Barriston, Laura	Female	Year 7	7B	12/12/2002	✓						
Black, Stephanie	Female	Year 7	7C	14/02/2003	✓						
Total					159	160	180	177	158	92	90

- Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
- Make any required changes for the other students.
- 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).

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

- Click the **Addresses** hyperlink to display the **Addresses** panel.

- 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.

- If you have edited the address, click the **Save** button.
- 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.
- Enter the remaining address details and the **Address Type** then click the **Save** button to refresh the display.

 **Completed**

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.

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.

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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.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
01/09/2014	31/08/2015	SM	SM	SM	SM	SM

Start Date	End Date	Country	Notes
15/09/2014		England	

FSM Review Date: 31/08/2015

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 Meals Details** dialog.

Start Date: 02/07/2015

End Date:

Country: England

Notes:

OK Cancel

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

- **Ethnicity**
 - **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 **Ethnicity** from the drop-down list.
5. Select the student's **First Language** from the drop-down list.
6. 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
- **Service Children in Education** information.

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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 24).

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.

Meals	Modes of travel	Service Children in Education	Uniform Allowance	Pupil Premium Indicator for year 2015/2016	Notes	Recoupment	Youth Support Services Agreement	Route	LA Provided Transport	Source of Service Children in Education
<input type="checkbox"/> Free Meal <input type="checkbox"/> Home <input type="checkbox"/> Sandwiches	<input type="checkbox"/> Boarder - not applicable <input type="checkbox"/> Bus (type not known) <input checked="" type="checkbox"/> Car Share (with child/children)	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Waiting for documentation from relevant parties.		Obtained		<input checked="" type="checkbox"/>	Provided by the parent

Learner Support Code	Award Date	Notes
Vulnerable Group Bursary Awarded	13/07/2015	

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. If the student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.
6. Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.
7. Ensure that the **Pupil Premium Indicator for year 2015/2016** 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 schools 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.

8. 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** - No special educational need has been identified.
 - **S – Statement** – the LA has reviewed the student and a statement has been issued.
 - **E – Education, Health and Care Plan (EHCP)** – the LA has reviewed the student and a plan has been issued.
 - **K – SEN Support** – actions have been put in place or will be put in place to support the student with their need, once a SEN need or potential SEN need has been identified.

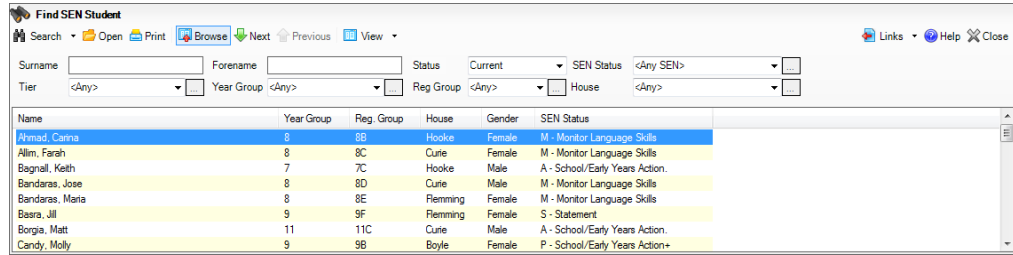
IMPORTANT NOTE: *In the School Census Spring 2016 Return, SEN Provision/Status A (School Action or Early Years Action) and P (School Action Plus or Early Years Action Plus) are collected only for leavers with exclusions.*

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

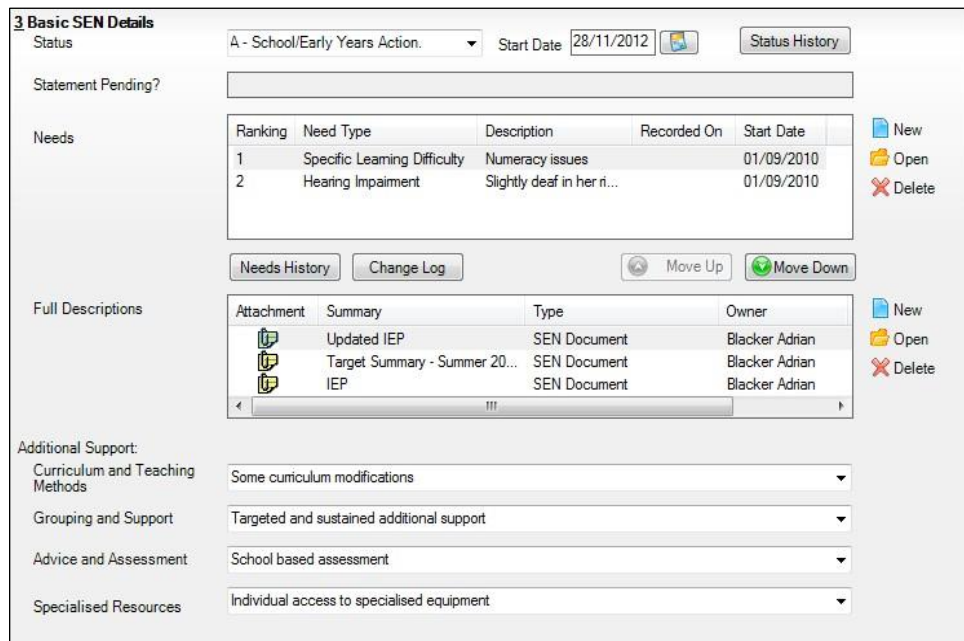
- **SEN Need Type**
 - **SEN Type Ranking**
1. Select **Focus | Student | Special Educational Needs** to display the **Find SEN Student** browser.
 2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.

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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: At least one Special Educational Need, e.g. *Visual Impairment*, must be recorded for all students with a SEN Status of *S - Statement, E - Education, Health and Care Plan (EHCP)* and *K - SEN Support*.

6. Ensure that the **Needs** information is up-to-date and correct.
 - a. To add a **Need Type**, click the **New** button (adjacent the **Current Needs** information) to display the **Add/Edit SEN Need** dialog. A temporary **Ranking** is calculated automatically.
 - b. By default, today's date is displayed as the **Start Date** but this can be edited, if required.

- c. Select the **Need Type** from the drop-down list then enter a **Description**, if applicable.

- d. Click the **OK** button to return to the **Basic SEN Details** panel.
- e. To rank the SEN Needs in the required order, highlight a record then click the **Move Up** or **Move Down** button, as required.
- f. To edit the **SEN Need** or **Description**, highlight the record then click the **Open** button. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.
7. Check the information in the **Provisions** panel. Ensure that any Resourced Provision records are recorded correctly. To edit an existing record, highlight it then click the **Open** button. Alternatively, click the **New** button to create a new record.
8. 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.

Completed

Preparing Exclusions Information

Exclusions information is required for students who were subject to any exclusion with a start date during the period 06/04/2015 to 31/08/2015 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).
- 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 49).
- In Care indicator (please see *Checking In Care Details for Excluded Students* on page 54).

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.

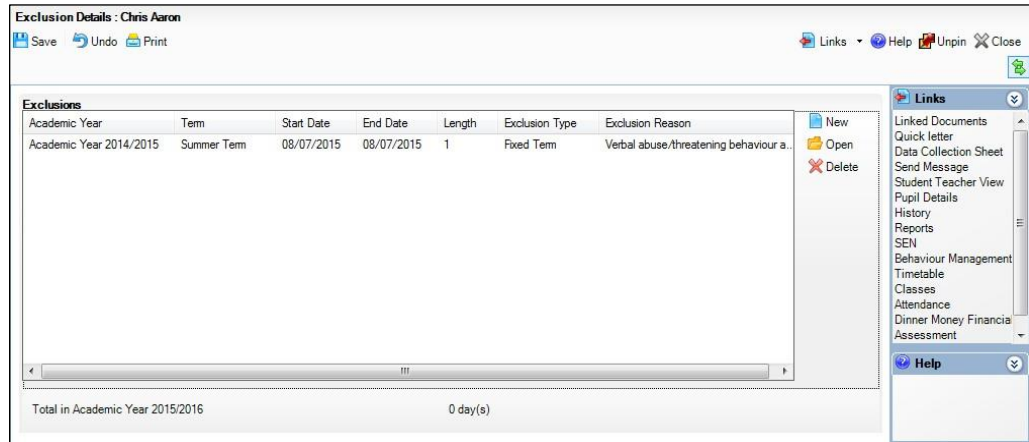
2. Search for then double-click the required student to display the **Exclusion Details** page.

- Click the **New** button adjacent to the **Exclusions** panel to display the **Add Exclusion** dialog.

- Select the exclusion **Type** and the **Reason** for the exclusion from the respective drop-down lists.
- Enter the exclusion **Start Date** and **End Date** or click the appropriate **Calendar** button then select the required date.
- Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list. This information is optional.
- Click the **Calculate** button to populate the **Length School Days** field automatically.

04 | Preparing Student Level Information

- 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.

- 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>).

Completed

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 06/04/2015 to 31/08/2015 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

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

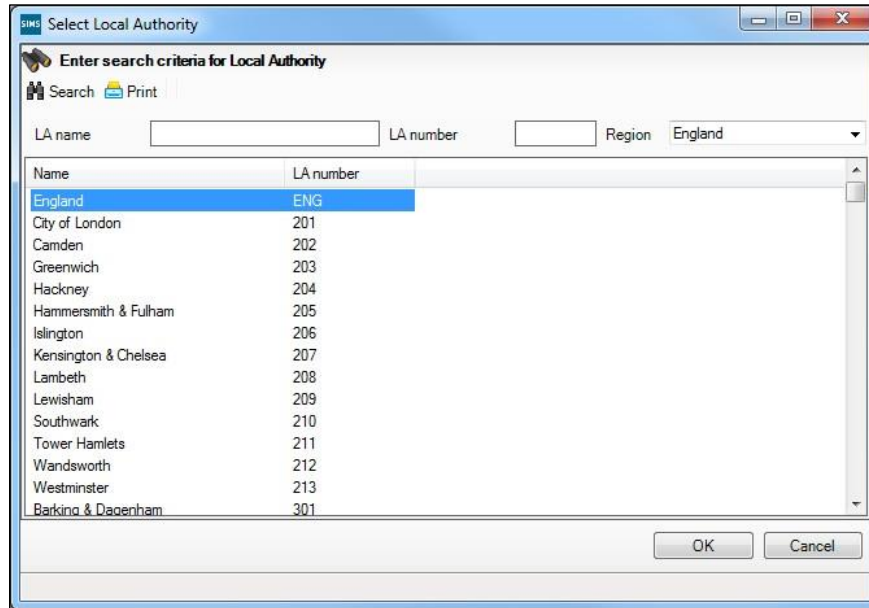
3. Click the **Welfare** hyperlink to display the **Welfare** panel.

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

5. Click the **Care Authority** browser button to display the **Select Local Authority** dialog.

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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 31/08/2015, who were on-roll for at least one session during the collection period from the start of the 2015 Autumn term to 31/12/2015 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>).



Additional Resources:

Producing the School Census Spring 2016 Return handbook
Managing Pupil/Student Attendance handbook (SIMS Attendance users)
Monitoring Session and Lesson Attendance handbook (SIMS Lesson Monitor users)

Completed

Checking Early Years Data

Early Years Pupil Premium Eligibility (EYPPE) data is not applicable to Middle deemed Secondary and Secondary schools.

Early Years Pupil Premium Eligibility (**EYPPE**) information is required for three and four year olds who attend Nursery schools, Primary schools, All-Through schools, Special schools or Pupil Referral Units.

Children will be eligible for EYPP if they are receiving any hours of funded early education and any of the following:

- they meet the benefits-related criteria for Free School Meals

NOTE: Meals delivered as part of the universal entitlement are not Free School Meals.

- they are in care
- they have been adopted from care.

There are four elements to EYPPE:

- Funded Hours - Funded Hours are 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. This data is recorded via **Routines | Statutory Returns | School Census - Early Years** panel.
- Parents on Benefits - this information is not recorded in SIMS.
- In Care on Census Day - In Care is defined as meaning 'in the care of the local authority'. The data is collected for the time that the child is at the current school only and not from previous school(s), and is recorded via **Focus | Pupil | Pupil Details - Welfare** panel.
- Adopted from Care - this data is recorded via **Routines | Statutory Returns | School Census - Adopted from Care** panel.

Hours at Setting does not form part of the EYPPE criteria but the facility to record Hours at Setting is available in the **Early Years** panel. Hours at Setting 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.

The following table displays the dates of birth of children for whom early years pupil premium data is required.

Age	Date of Birth Ranges
All 3 year olds	01/09/2011 and 31/12/2012 inclusive
4 year olds (in N1 and N2 only)	01/09/2010 and 31/08/2011 inclusive

1. Select **Tools | Statutory Return Tools | Update Early Years** to display the **Update Early Years** page.

Where available, the hours data is brought forward from the Autumn 2015 Census.

The values displayed on the **Update Early Years** page default to those of the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

Update Early Years

Save Undo

Census Term: Spring 2016

Pupils View Age at 31/08/2015 All YTI All Reg All Status All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Age at 31/08/2015	Age at 31/12/2015	In Care	Hours at Setting	Funded Hours	Basis for EYPP Eligibility
Adams, Nancy	18/12/2011	Female	001460	N2	PM	3	4	No	15	15	Not Eligible
Akeman, Richard	02/02/2011	Male	001397	R	ELM	4	4	No	25	25	Not Eligible
Akeman, Steven	02/02/2011	Male	001398	R	ELM	4	4	No	25	25	Not Eligible
Alala, Candis	02/10/2011	Female	001461	N2	PM	3	4	No	15	15	Not Eligible
Alamilla, Sofia	02/12/2010	Female	001480	R	PINE	4	5	No	25	25	Not Eligible
Balik, Karolina	15/02/2011	Female	001481	R	ASH	4	4	No	25	25	Not Eligible
Banin, Valeriya	22/10/2010	Female	001482	R	OAK	4	5	No	25	25	Not Eligible
Banks, Chloe	04/04/2011	Female	001483	R	OAK	4	4	No	25	25	Not Eligible
Barrick, Molly	10/01/2011	Female	001484	R	ASH	4	4	No	25	25	Not Eligible
Browne, Miss Lettie	26/12/2010	Female	001405	R	PINE	4	5	No	25	25	Not Eligible
Broz, Konrad	12/01/2012	Male	001462	N2	AM	3	3	No	15	15	Not Eligible
Cain, William	05/12/2010	Male	001485	R	ELM	4	5	Yes	25	25	Not Eligible
Carlton, Eleanor	15/05/2012	Female	001463	N2	PM	3	3	No	15	15	Not Eligible
Carter, Ryan	20/09/2010	Male	001486	R	PINE	4	5	No	25	25	Not Eligible
Castagno, Luca	21/03/2011	Male	001487	R	ASH	4	4	No	25	25	Not Eligible
Caster, Evia	06/10/2010	Female	001408	R	OAK	4	5	No	25	25	Not Eligible
Chaban, Julia	16/05/2012	Female	001464	N2	AM	3	3	No	15	15	Not Eligible
Cichy, Viktor	20/06/2011	Male	001488	R	OAK	4	4	No	25	25	Not Eligible
Clarke, Emma	15/01/2011	Female	001489	R	ASH	4	4	No	25	25	Not Eligible

2. To add or edit the number of **Hours at Setting** (or **Funded Hours**) for an individual pupil, select the required criteria from the options in the **Pupils View** panel. Highlight the required pupil, click the applicable cell and then enter the required number of hours.

IMPORTANT NOTES: A value between 0 and 99.5 must be entered for each pupil. 0 (zero) is a valid value. If the value entered is within this range but higher than expected by the DfE, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

Hours must be entered in increments of 0.5 only.

If any cell in either the **Hours at Setting** (or **Funded Hours**) column is left blank, a validation error is displayed when the return is created and validated. Enter a value between 0 and 99.5.

04 | Preparing Student Level Information

3. If most of the pupils are receiving the same number of hours, the following method can be used to quickly populate the column:
 - a. In the **Pupil View** panel, select the required year group from the **YTI** drop-down list. The selected pupils only 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.

The number is entered automatically for all selected pupils.
 - d. Click to the right of the grid to deselect all pupils.
 - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil then clicking in the associated **Hours at Setting** (or **Funded Hours**) cell and entering the required number.
4. Specify the **Basis for EYPP Eligibility** by clicking the applicable cell and then selecting the required option from the drop-down list.
 - **Not Eligible**
 - eligible through **Economic** reasons
 - eligible through **Other** reasons
 - eligible through **Economic and Other** reasons
 - eligible through an **Unknown** basis.
5. Click the **Save** button.

The Early Years report is available from the **Detail Report** drop-down list via **Routines | Statutory Returns | School Census**.

Completed

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 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.

Update Students with Top-up Funding

 Update

Term: Spring 2016 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

Preferred Surname: SEN: <Any> Ever in care at this school: <Any>

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
▶ Aaron	Aaron	Chris				No
Dexter	Dexter	Bethany				No
Stuart	Stuart	Philippa				No

04 | Preparing Student Level Information

- Use the search criteria to locate the additional students you wish to record as having top-up funding then highlight their details.

Term: Students On-Roll on Census Day

Surname: Forename: YTI: Reg:

Preferred Surname: SEN: Ever in care at this school:

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Barbousci	Barbousci	Harold				No
Barnes	Barnes	Lucy				No
Barnes	Barnes	Tommy				No
Barnett	Barnett	Gary				No
Barnett	Barnett	Gemma				No
Barnett	Barnett	Jamie				No
Barrett	Barrett	Anthony				No
Barton	Barton	David				No

Top-up Funding

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

Term: Students On-Roll on Census Day

Surname: Forename: YTI: Reg:

Preferred Surname: SEN: Ever in care at this school:

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Barbousci	Barbousci	Harold				No
Barnes	Barnes	Tommy				No
Barnett	Barnett	Gary				No
Barnett	Barnett	Gemma				No
Barnett	Barnett	Jamie				No
Barton	Barton	David				No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Chris				No
Dexter	Dexter	Bethany				No
Stuart	Stuart	Philippa				No
Barnes	Barnes	Lucy				No
Barrett	Barrett	Anthony				No

- 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.
- 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.

- 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.

Update Students Adopted from Care

Term: Students On-Roll on Census Day

Surname: Forename: YTI:

Preferred Surname: Reg: Ever in care at this school:

Adopted from care

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
▶ Aaron	Aaron	Chris	11	11A	No	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Cookson	Cookson	Harry	8	8E	No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Jones	Jones	Joe	9	9A	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Talk	Talk	Joe	13	G	No	Ceased to be looked after through Adoption	<input type="checkbox"/>

04 | Preparing Student Level Information

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

Term: Spring 2016 Students On-Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	12	H	No
Smith	Smith	Amy	10	10B	No
Smith	Smith	Daniel	13	G	No
Smith	Smith	Erin	11	11A	No
Smith	Smith	Jade	8	8E	No
Smith	Smith	Laura	9	9A	No
Smith	Smith	Trinity	13	G	No
Smyth	Smyth	Cheryl	11	11B	No
Smyth	Smyth	Jonathan	8	8E	No
Smith	Smith	Rhianna	9	9A	No

Adopted from care

- Click the **Add** button. The highlighted students are displayed in the **Adopted from care** table.

Update Students Adopted from Care

Term: Spring 2016 Students On-Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Alex	12	H	No
Smith	Smith	Daniel	13	G	No
Smith	Smith	Erin	11	11A	No
Smith	Smith	Jade	8	8E	No
Smith	Smith	Laura	9	9A	No
Smith	Smith	Trinity	13	G	No
Smyth	Smyth	Jonathan	8	8E	No
Smyth	Smyth	Rhianna	9	9A	No
Smythye	Smythye	Vincent	13	G	No

Adopted from care

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Adopted from Care	Evidence Obtained
Aaron	Aaron	Chris	11	11A	No	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Cookson	Cookson	Harry	8	8E	No	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Jones	Jones	Joe	9	9A	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Talk	Talk	Joe	13	G	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Amy	10	10B	No	Ceased to be looked after through a Child Arrangement Order (CAO)	<input type="checkbox"/>
Smyth	Smyth	Cheryl	11	11B	No	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)	<input type="checkbox"/>

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

05 | 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 Autumn Release (7.166) must be installed before completing the School Census Spring 2016 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 Spring 2016 Return. For specific instructions, please refer to the applicable *Producing the School Census Spring 2016 Return* handbook.

Where Can I Get More Information?

In addition to this preparation guide, handbooks outlining how to produce the School Census Spring Return (via **Routines | Statutory Returns | School Census**) and a Validation Errors and Resolutions document (which provides suggestions on how to resolve any validation errors or queries) are being prepared:

- *Producing the School Census Spring 2016 Return (English Secondary/Middle deemed Secondary Schools)* handbook
- *Producing the School Census Spring 2016 Return (English All-Through Schools)* handbook
- *Producing the School Census Spring 2016 Return (English Pupil Referral Units)* handbook
- *School Census 2016 Validation Errors and Resolutions* document

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

A wide range of documentation is available from within SIMS via the **Documentation Centre** and can be accessed by clicking the **Documentation** button located at the top right-hand side of the SIMS **Home Page**. Once open, click the required category button then select the required document.

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.

You may also find useful the School census 2015 to 2016 Guide (<https://www.gov.uk/government/publications/school-census-2015-to-2016-guide-for-schools-and-las>), which is provided by the DfE.

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