



Pennine Education Ltd

School Census Spring 2024

Primary School Completion Notes



helping
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inspire

Accredited Support

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1. Introduction

How has the School Census Spring Return Changed?

School Census Spring 2024 Key Dates

Census day 18/01/2024

Attendance collected from the start of the Autumn term to 31/12/2023

Exclusions collected from 10/04/2023 to 31/12/2023

Free School Meal Eligibility collected from 06/10/2023 to 18/01/2024

Alternative Provision Placements collected from 05/10/2023 to 18/01/2024

Funding and Monitoring collected from 01/08/2023 to 18/01/2024

Sex and gender identity

The gender current (N00065) data item has been replaced by the new sex (N00783) data item. The change from gender current to sex is being rolled out across all DfE collections over the next year or so. The sex data item will be collected (a value which identifies the sex of a person as recognised in law) on a mandatory basis.

The gender ID (N00784) data item has been created so schools, children's homes, local authorities and other institutions can record gender identity for local use, should they wish to. This item will not be collected.

School Time

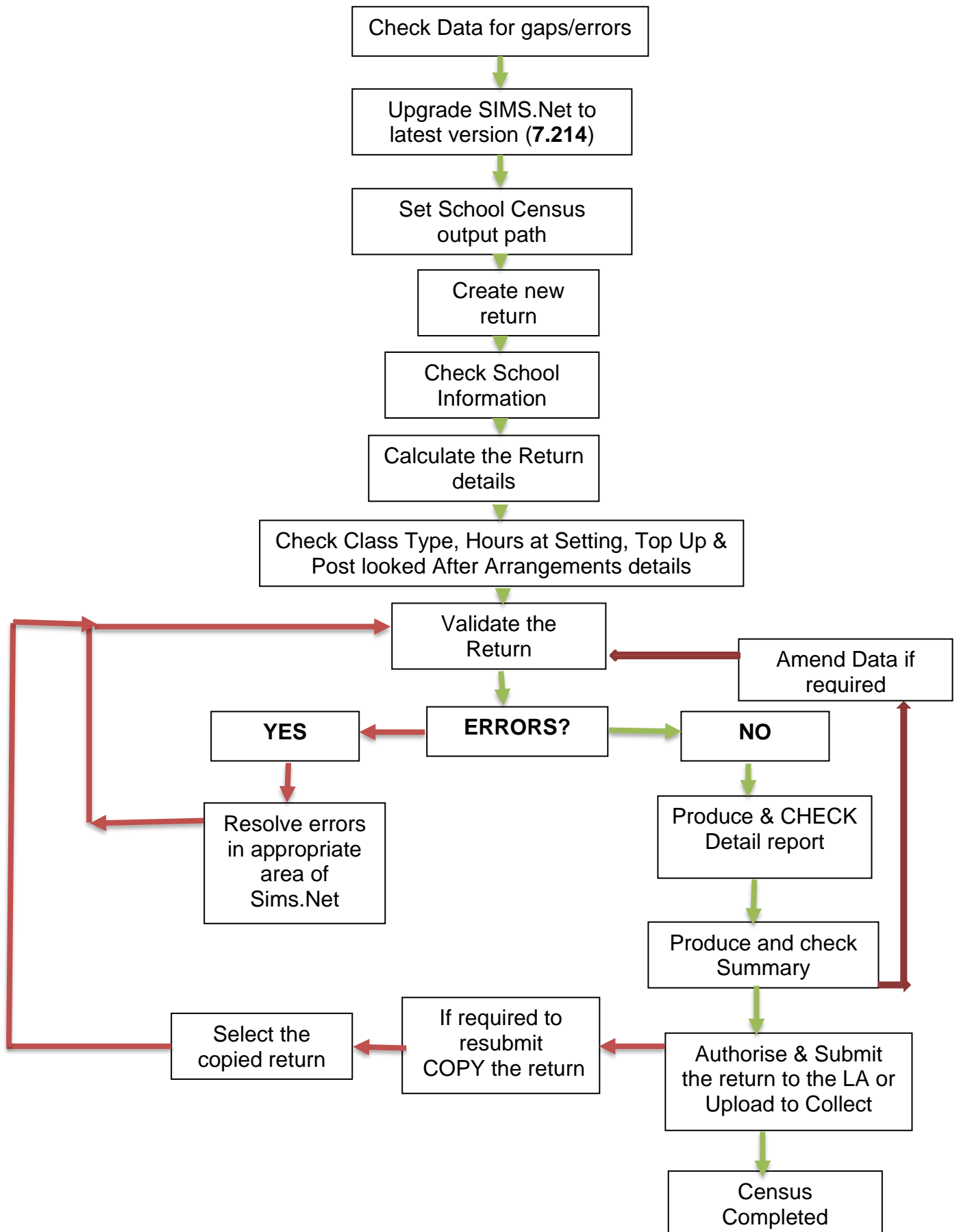
Not applicable to Nursery schools

School | School Details

School Time is a new data item being collected in the Spring 2024 census.

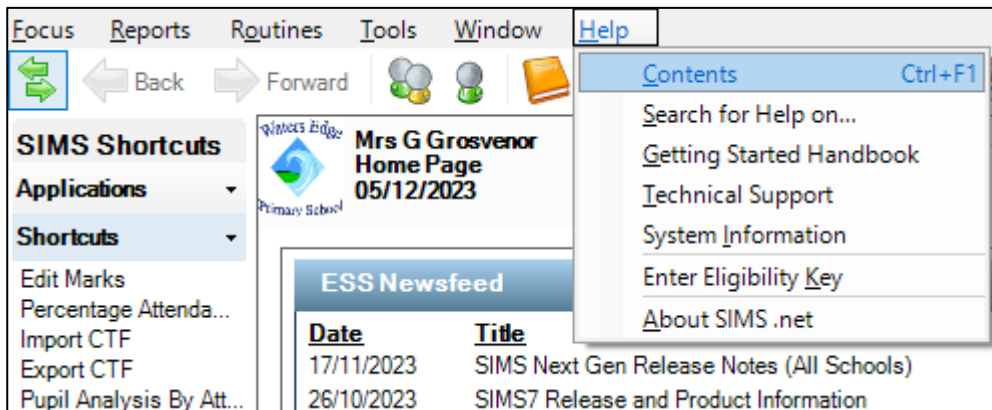
The definition of School Time is the total compulsory time pupils spend in school, in a typical five-day week, i.e. from morning registration to the end of the school day (official home time). This includes breaks and lunchtime but not optional activities before or after school.

School Census Process



2. Check version of SIMS.net

From your Home Page, click on **Help** and then click on **About SIMS.net**



The following screen will be displayed



The version number should be **7.214** (i.e. following the latest upgrade). If your SIMS.net version is not **7.214**, please apply the appropriate upgrade, which must be done before you will be able to produce the Census return.

Click on the SIMS Logo in the bottom right hand corner of the above screen to close this window.

3. Update Childcare Information

One record for each of the four childcare types is required by the DfE, even if that childcare type is not provided by school. This means that schools completely uninvolved with childcare will still need to complete the information to indicate their position.

Select **Focus | School | School Details**

Select **Panel 6 Childcare**

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	Open
Before School Childcare	No	No								
After School Childcare	No	No								
Holiday Childcare	No	No								
Under Fives Childcare	No	No								

Only the required fields are available for data entry that relate to the Specific type of Childcare provision.

Entries are completed\edited by either double clicking, or highlighting the required Childcare Provision and selecting **Open**

NOTE: An entry must be made for each of the four different types of Childcare. The minimum return from a school which does not provide on-site childcare and also does not signpost off-site provision is: for each type of childcare a ‘NO’ for on-site and a ‘No’ for signposting.

DFE Definitions of Childcare

Childcare Service	Definition
Before school	<p>By this, we mean a guaranteed, regular service provided on days when the school is open. This will provide a safe and secure place where working parents can leave their children before the school opens formally. The setting will take the responsibility of taking the children to their classes when the school opens.</p> <p>This may take the form of a breakfast club and it may include structured activities of free play.</p> <p>Is there a regular before school childcare service on the school site? (yes / no)</p> <p>Where yes:</p> <ul style="list-style-type: none"> • What time does it open?

	<ul style="list-style-type: none"> • How many places? • Who provides the service? • Is it open to children from other schools (with transfer included)? (yes / no / unknown)
After School	<p>By this, we mean a guaranteed, regular service provided on days when the school is open. This will provide a safe and secure place where children spend time after the school day has finished. The setting will take the responsibility of collecting the children from their classes and looking after them until working parents can collect them.</p> <p>It may include structured activities, free play, food, homework support or a mixture of all of these. It could also be integrated with other after school specific activities offered by the school.</p> <p>Is there a regular after school childcare service on the school site? (yes / no)</p> <p>Where yes:</p> <ul style="list-style-type: none"> • What time does it close? • How many places? • Who provides the service? • Is it open to children from other schools (with transfer included)? (yes / no / unknown)
Holiday childcare service or scheme	<p>By this, we mean a service that usually opens Monday to Friday during school holiday periods. It may not cover all holiday periods but should provide a useful service to working parents. We do not include activities that are only available for morning or afternoon sessions, such as a football class or a language school. Although the service may be integrated with such offers. If the offer only applies during the summer break, we are aware that this may change, so please answer for your current arrangements of plans.</p> <p>Is there a holiday childcare service or scheme offered on the school site? (yes / no)</p> <p>Where yes:</p> <ul style="list-style-type: none"> • What time does it open? • What time does it close? • For how many weeks is the service open? • How many places? • Who provides the service? • Is it open to children from other schools? (yes / no / unknown)

<p>Childcare for children aged under 5</p>	<p>By this, we mean a service that parents can use for at least 9 hours a day if they choose to.</p> <p>Do not include provision that is only available during school hours or where children can only attend for a morning or afternoon session.</p> <p>Does the school have an on-site offer of regular childcare for children aged under 5? (yes / no)</p> <p>Where yes:</p> <ul style="list-style-type: none"> • What time does it open? • What time does it close? • For how many weeks is it open? • How many places? • Who provides the service?
<p>Signposting off-site childcare provision</p>	<p>This may include a service provided by another school, a voluntary setting, a private provider (which could include childminders). If you signpost to off-site services for any of the types of childcare, we will ask:</p> <p>Is there a regular off-site service that the school promotes or signposts parents towards? ('YF' / 'YL' / 'N' / 'U')</p> <ul style="list-style-type: none"> • 'YF' means – yes, we have formal arrangements with another provider for them to provide childcare to our pupils, including transport from their site to the school • 'YL' means – yes, we keep a list of other local providers that will provide transport to the school to help parents • 'N' means no • 'U' means not known
<p>Source: Completing the School Census 2023 to 2024 Guide, https://www.gov.uk/guidance/complete-the-school-census/data-items</p>	

Recording Childcare Information

To enter Childcare Information Click on the first Childcare type to complete e.g. Before School Childcare

Enter the required details.

Type - based on the record you have opened, the type of childcare being provided is displayed automatically. The four types of childcare collected for the return are:-

- **Before School Childcare**
- **After School Childcare**
- **Holiday Childcare**
- **Under Fives Childcare.**

On Site - select the applicable option from the drop-down list:

- **Yes** - select this option if childcare is being provided on the school premises.
- **No** - select this option if childcare is not being provided on the school premises.

Signposted - one of the following options must always be selected from the drop Down list:

- **Yes, formal arrangements including transport** - select this option if your school has formal arrangements with another provider that provides childcare for your pupils, 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 pupils from the school to help parents is provided.
- **No**
- **Not Known.**

Opening Time - enter the time that the service becomes available (not applicable to After School care).

Closing Time - enter the time that the service closed (not applicable to before school care).

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

Provider - select the description from the drop-down list that most accurately describes the provider of the service:

- **School**
- **School in Partnership** (with another provider)
- **Other (non-school) Provider.**

Other Schools - is the service made available to children from other schools? Select as applicable from the drop-down list:

- **Yes**
- **No**
- **Unknown.**

Weeks Open - enter the number of weeks for which childcare is provided (applicable to holiday and under-fives childcare only).

Notes - notes can be added and then edited later, if required.

Click the **OK** button to return to the **School Details** page.

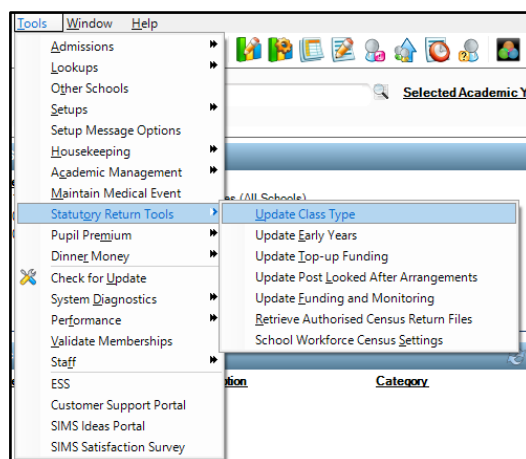
Click the **Save** button and then the **OK** button to return to the **Census Return Details** Page.

Repeat for the remaining three types of childcare so that there is an entry for each type of Childcare

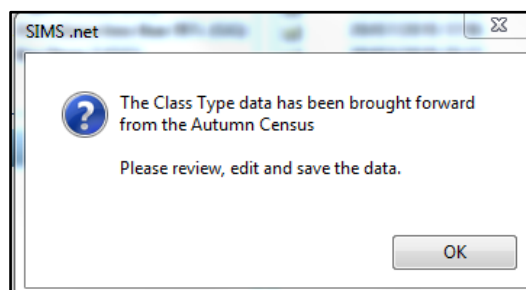
4. Update Class Type

Before starting to create your Spring Census Return, you must update the class type for your pupils. Pupils in Nursery classes should have a class type of **Nursery** and all other pupils should have a class type of **Other**.

Select Tools | Statutory Return Tools | Update Class Type



If you are presented with the following message:-



Click **OK**

You will then be presented with the following screen. All pupils On Roll at the Autumn Census will appear with a tick next to them. **Any new pupils who joined the school since the last Census, will need the Class Type Applying.**

In order to ensure that no pupils are without a Class Type marker, apply the following procedure

Update Class Type
 Save Undo

Census Term: **Spring 2024**

Pupils View YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001780	2	2JB		✓
Abbott, Jessica	17/02/2014	Female	001663	5	5BB		✓
			001582	5	5BB		✓
			001651	4	4FC		✓

Make sure **Spring 2024** is selected as the Term

Right click on the **other** column heading and **Check All**. Once all pupils have a tick against them, click on **Save**

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Abu-Koash, Fredrik	05/08/1997	Male	000726	5	5BB		✓
Ackroyd, Marcus	21/01/1996	Male	000365	6	6KH		✓
Ackroyd, Mary	10/11/1995	Female	000318	6	6KH		✓
Ackton, Stanley	18/12/2001	Male	000842	R	ASH		✓
Addison, Mille	28/04/1996	Female	000302	6	6VC		✓
Adedeji, Payal	03/03/2001	Male	000797	1	ELM		✓
Affleck, Alessi	20/07/2002	Female	000843	R	PINE		✓
Agathocleous, Stelios	18/06/2001	Male	000805	1	PINE		✓
Ahmad, Arfa	30/11/1998	Female	000654	3	3TD		✓

If you have any Nursery classes, click on the down arrow next to the **Year Taught In** field and select your lowest Nursery year e.g. **N1**

Year Taught In Selector

Census Term: Spring 2022

Pupils View YTI: All Reg: All Status: All

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001780	R	ELM		✓
Abbott, Jessica	17/02/2014	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2013	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2014	Male	001651	2	2JB		✓
Ackton, Charlotte	10/02/2014	Female	001590	3	3CB		✓
Ackton, Simon	12/12/2016	Male	001860	R	PINE		✓
Adams, Nancy	18/12/2011	Female	001460	5	5BB		✓

Census Pupils View

Term: [] YTI: [All] Reg: [All] Status: [All]

Right click on the Nursery column heading and Check All

Name	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Lati	Male	001780	R	ELM		✓
Abbott, Jess	Female	001663	3	3TO		✓
Abhra, Shad	Male	001582	3	3TO		✓
Abrams, Paul	Male	001651	2	2JB		✓
Ackton, Charlotte	Female	001590	3	3CB		✓
Ackton, Simon	Male	001860	R	PINE		✓
Adams, Nancy	Female	001460	5	5BB		✓
Adams, Sadie	Female	001521	4	4SL		✓
Aditya, Zayan	Male	001751	1	PINE		✓
Ainsley, Charlotte	Female	001711	2	2GH		✓
Akeman, Richard	Male	001397	6	6VC		✓
Akeman, Steven	Male	001398	6	6KH		✓

Click on **Save** at the top of the screen to save your changes and then close the Update Class Type screen.

Repeat this process for each year group applicable to your school e.g. E1, E2, N1 & N2

5. Update Early Years

Before starting to create your Spring Census Return, you must update the Early Years information on Funded Hours, Hours at Setting etc.

NOTE: As pupils aged 4 in Reception are funded as 1 full time equivalent regardless of their funded hours, there is no requirement to collect funded hours for this subset of pupils. Funded hours will only be required for all pupils aged 2, 3 and 4 in 'nursery schools' and for pupils aged 2, 3 and 4 in year group E1, E2, N1 and N2 and any pupils aged 3 and under in year group Reception; please note this subset of pupils attract a maximum free entitlement of 15 hours a week. Pupils eligible for the extended funded hours, will need the hours and the 30 Hour Authorisation Code added.

A column has also been included to record if eligible pupils aged 3 and 4, pupil are in receipt of the Disability Access Fund (DAF) from the Local Authority.

Select Tools | Statutory Return Tools | Update Early Years

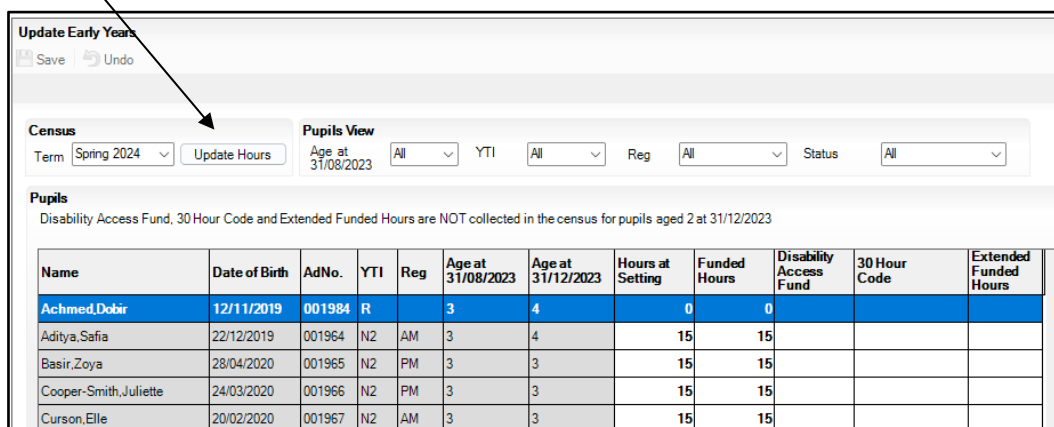
You will then be presented with a screen advising that the Hours at setting have been copied forward from the Autumn Census. Click on **OK**

You will then be presented with a screen listing your 2, 3 and 4 Year Old pupils – based on Age as At on 31/08/2023 and 31/12/2023 and enables you to Add/Edit the:-

Hours at Setting
Funded Hours
Disability Access Fund Indicator
30 Hours Extended Code – If applicable
Extended Funded Hours – If applicable

NOTE: It is possible to Bulk Update the column for all pupils by clicking on the **Update Hours** button, **BUT ONLY** if you have entered the information in the Early Years Attendance Pattern area on the Pupil details screen.

If you have entered the information in the Early Years Attendance Pattern area on the Pupil details screen it will populate the Hours at Setting automatically by selecting the update Hours button



Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2023	Age at 31/12/2023	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Achmed, Dobir	12/11/2019	001984	R		3	4	0	0			
Aditya, Safia	22/12/2019	001964	N2	AM	3	4	15	15			
Basir, Zoya	28/04/2020	001965	N2	PM	3	3	15	15			
Cooper-Smith, Juliette	24/03/2020	001966	N2	PM	3	3	15	15			
Curson, Elle	20/02/2020	001967	N2	AM	3	3	15	15			

Please check carefully that the hours are as expected and that all pupils have an entry against them. Any new pupils since the last Census will need the hours entering

To manually edit entries in the hours at Setting, or Funded Hours either:-

Click in the required cell and enter the figure

Or

To populate an entire Colum with the same figure, **Right click on the required column and choose Select All**. The entire table will turn blue. Click in any cell, in either the Hours at Setting or Funded Hours column, and enter the required figure. This will then enter the required figure against all pupils.

Click on **Save**

NOTE: Early Years Pupil Premium Eligibility and 2 Year Old Basis for Funding are now entered directly into the Census panel.

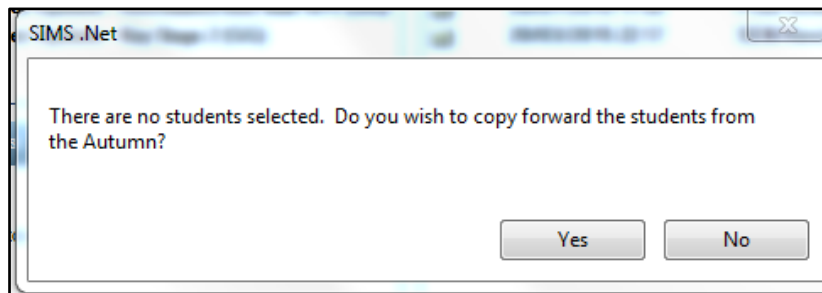
6. Top-Up Funding

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

The **Top-up Funding** panel enables you to record the on-roll pupils for whom your school is receiving top-up funding on census day **18/01/2024**.

Select Tools | Statutory Return Tools | Update Top-Up Funding

You will then be presented with the following screen advising that the Top up Funding has been copied forward from the Autumn Census. Click on **YES**



The **Update Students with Top-up Funding** dialog will now be displayed. The pupils currently recorded as having top-up funding 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
White	White	Michael	4	4ES		No
White	White	Theo	5	5BB		No
Whitemore	Whitemore	Paige	5	5DT		No

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

Surname Forename YTI Reg
 Preferred Surname SEN Ever in care at this school

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abdullah	Abdullah	Tamwar	3	3TO		No
Abhra	Abhra	Abjit	2	2JB		No
Abhra	Abhra	Alisha	2	2GH		No
Abhra	Abhra	Neel	2	2JB		No
Ackton	Ackton	Stan	2	2GH		No
Ackton	Ackton	Stephen	6	6KH		No
Adams	Adams	Laura	5	5BB		No
Adams	Adams	Nancy	R	ELM		No
Adasheji	Adasheji	Mohammed	6	6JH		No
Akeman	Akeman	Rebecca	4	4ES		No
Akeman	Akeman	Steven	1	ELM		No
Alala	Alala	Candis	R	PINE		No
Alamilla	Alamilla	Sofia	1	PINE		No

Top-up Funding

Click the **Add** button. The highlighted pupils are then displayed in the **Top up Funding** table.

Surname Forename YTI Reg
 Preferred Surname SEN Ever in care at this school

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Aaron	Aaron	Sophie	6	6KH		No
Abdullah	Abdullah	Tamwar	3	3TO		No
Abhra	Abhra	Abjit	2	2JB		No
Abhra	Abhra	Neel	2	2JB		No
Ackton	Ackton	Stan	2	2GH		No
Ackton	Ackton	Stephen	6	6KH		No
Adams	Adams	Laura	5	5BB		No
Adams	Adams	Nancy	R	ELM		No
Adasheji	Adasheji	Mohammed	6	6JH		No
Akeman	Akeman	Rebecca	4	4ES		No
Akeman	Akeman	Steven	1	ELM		No
Alamilla	Alamilla	Sofia	1	PINE		No
Amnar	Amnar	Tarak	5	5BB		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balinski	Balinski	Iwa	2	2GH	E	No
Howells	Howells	Alison	N2	AM		No
Stock	Stock	Peter	5	5BB	E	No
Abhra	Abhra	Alisha	2	2GH		No
Alala	Alala	Candis	R	PINE		No

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

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

Click the **CLOSE** button (located at the top right-hand side of the screen) to return to the Home Page

7. Updating Pupils Post Looked After Arrangements

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

This data is only displayed in the Post Looked After Arrangements area within the Census Return and NOT on the pupil record in SIMS.

The **Post Looked After Arrangements (PLAA)** panel enables you to record which pupils were looked after immediately before adoption. If documentary evidence of a pupils PLAA exists, the **Evidence Obtained** check box should be selected, so that a record is available to prove DfE/Ofsted compliance. Such documents are confidential and must be stored securely outside of SIMS or in the Documentation Management Server.

The pupils currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** table.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Abbott	Abbott	Jessica	5	5BB	No

Use the search criteria to locate the additional pupils you wish to record as being post looked after then **Highlight** the record

Highlight the required pupil and click on Add

Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbey	Jimmy	11	11A		No
Abbot	Andrew	8	8E		No
Abbot	Benjamin	9	9A		No
Abbot	Clare	12	H		No
Abbot	Hannah	10	10B		No
Abbot	James	13	G		No
Abbot	Susan	11	11B		No

Adopted from care

Click the **Add** button. The highlighted pupils are transferred to the **Post Looked After Arrangements** table.

Ensure that the correct PLAA from care status is displayed for all the pupils by clicking the **Post Looked After Arrangements** cell then selecting the applicable status from the drop-down list:

Post Looked After Arrangements + Add ✖ Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
Abhra	Abhra	Shaquib	4	4ES	No	Adoption from England and Wales	<input type="checkbox"/>
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales	<input type="checkbox"/>
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales	<input type="checkbox"/>
Carter	Carter	April	2	2GH	No		<input checked="" type="checkbox"/>
Ⓜ Carter	Carter	Thomas	6	6VC	No	<div style="border: 1px solid black; padding: 2px;"> Adoption from England and Wales Adoption from state care outside of England and Wales Special guardianship order (SGO) from England and Wales Residence order (RO) from England and Wales Child arrangement order (CAO) from England and Wales </div>	<input checked="" type="checkbox"/>

- Adoption from England and Wales
- Adoption from state care outside of England and Wales
- Special guardianship order (SGO) from England and Wales
- Residence order (RO) from England and Wales
- Child arrangement order (CAO) from England and Wales.

If available, select the **Evidence Obtained** check box to indicate whether document(s) have been obtained providing evidence that the pupil has PLAA.

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

Click the **Update** button to save the data and arrange the list of pupils in **Surname** Order.

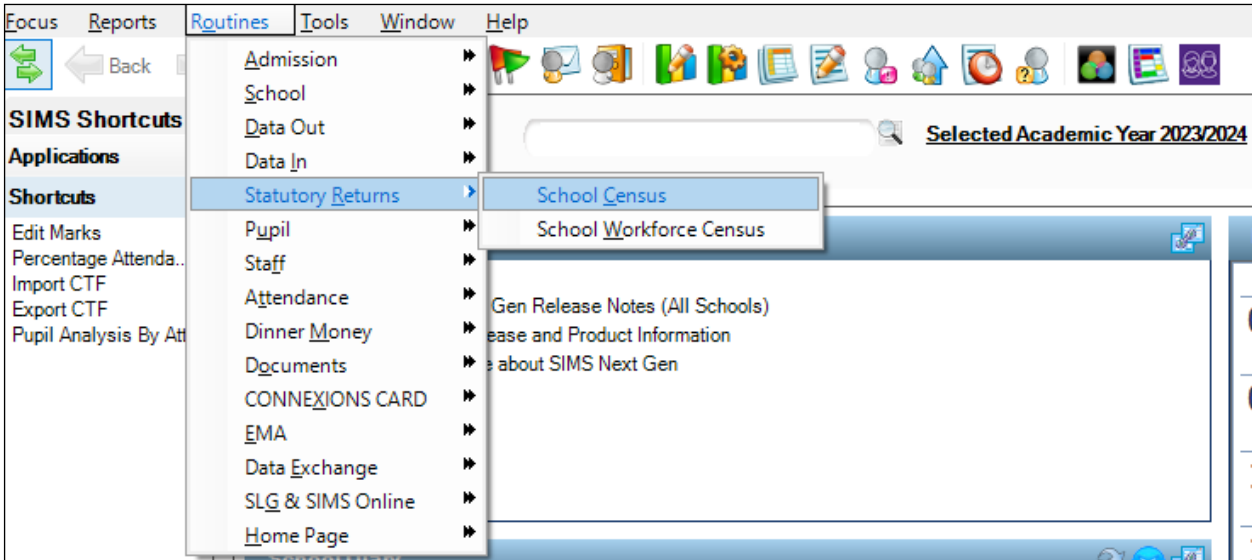
If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.

Click the cross in the top right hand-side of the screen to exit

NOTE: The **Evidence Obtained** information is not collected in the return and is therefore not displayed in the **Post Looked After Arrangements** panel.

8. Check the Output Path

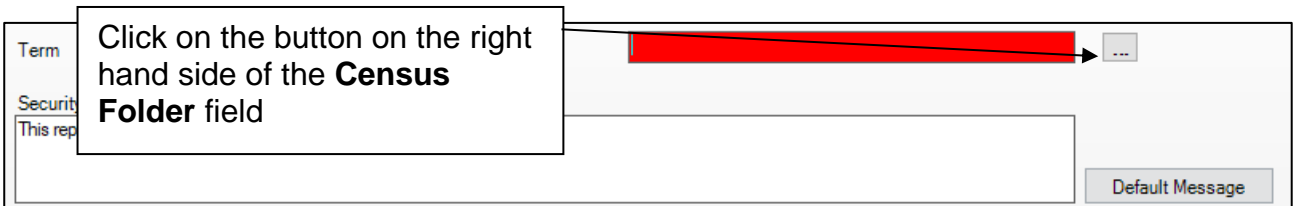
Select Routines | Statutory Returns | School Census



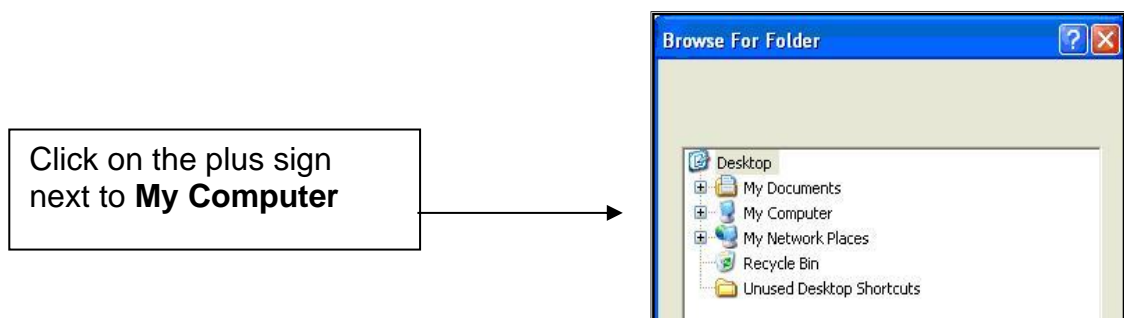
The **Term** will show a default setting of **Spring 2024**, but the **Census Folder** generally points to **S:\SIMS\Censusreturns** or **S:\SIMS\STARASCout**, **UNLESS YOU ARE INSTRUCTED DIFFERENTLY BY YOUR LOCAL AUTHORITY OR INTERNAL POLICIES.**

Schools are reminded that this is particularly sensitive data and of the ongoing need for confidentiality.

If the field is empty proceed with the following instructions which shows the example of setting the path to **S:\SIMS\STARASCout**. **If the field is populated and correct please proceed to section 7**



The following screen will be displayed:

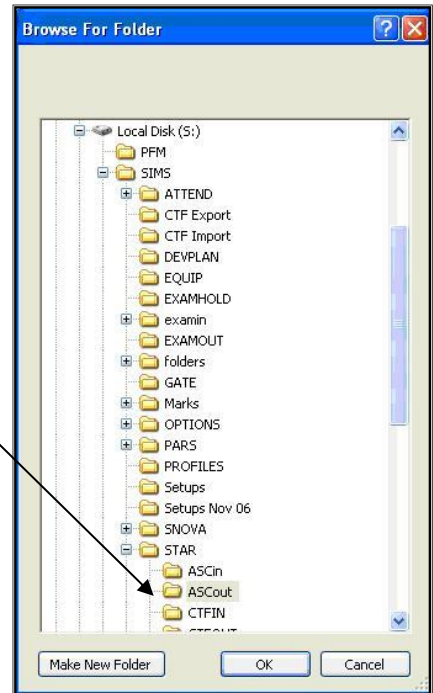


Click on the plus sign next to **Local Disk (S:)**

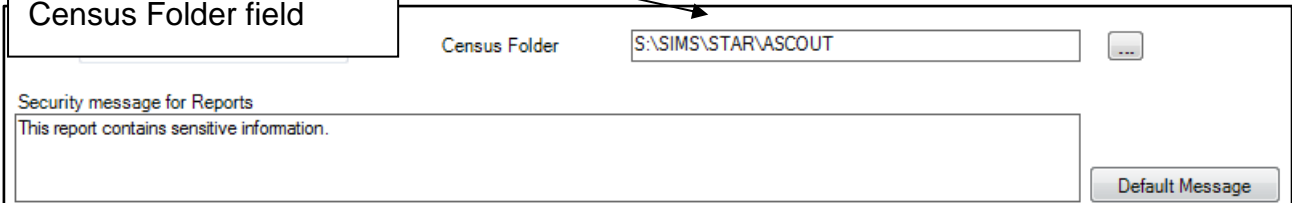


Click on the plus sign next to **SIMS**,
Click on the plus sign next to **STAR** and
finally click on **ASCout**.

Then click on **OK**.



The output path will be displayed in the School Census Folder field



9. Create a New Return

Click on **New** at the top of the page to create a new Census return.

The return will be displayed and consists of 14 panels of information, with hyperlinks to each panel at the top of the page.

1. Census Details

The first panel will be completed with default settings for your school. The default **Description** will be 'School Census Spring 2024' but this can be altered if required.

Description	File Name	Census Date	Date Created	Validated	Authorised Date

ALL DATES, WITH THE EXCEPTION OF THE ATTENDANCE COLLECTED FROM FIELD, ARE NOT EDITABLE AND ARE LEFT AT THE DEFAULT SETTING. ATTENDANCE DATES SHOULD ONLY BE AMENDED IF YOUR 2023/24 ACADEMIC YEAR STARTED PRIOR TO 01/09/2023.

Note: You can create as many returns as you wish, but each one will have to be given a unique description. You will only Authorise and Submit one of them once all the data is correct and all the validation errors have been cleared. It is possible to delete unwanted, unauthorised returns.

2. School Information

Section 2 contains information about your school, including Childcare Provision, which has been entered via **Focus | School | School Details**

Click on the **School Detail** button to open the School Details page.

When all the School Details are correct, click on **SAVE** if you have made any changes and then click on **OK** to return to the Census page. If you have made no changes just click on **OK**

Note: The Census Return can be saved at any time by clicking on **Save** at the top of the screen. This allows you to return to edit the details prior to submitting the Return.

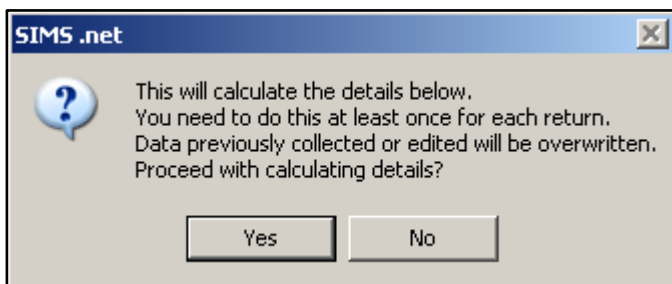
Calculate All Details

The first time you create a return, you must **Calculate All Details** in order to populate all the panels on the Census return.

The screenshot shows the 'Census Return Details - Spring 2024 Term : New Return' window. The 'Calculate All Details' button is located in the top right corner of the '1 Census Details' panel. A red arrow points to this button.

Click on the **Calculate All Details** button

The following message will be displayed:



Click on **Yes** the first time you create the return. On subsequent occasions, click on **No**

What Does Calculate Details Do?

Using data present in SIMS.net, the system calculates some of the details (i.e. data) to be included in the return, e.g. pupil totals. Other details are picked up directly from other areas in SIMS .net, e.g. school details, pupil names, addresses, UPNs, etc. and therefore do not need to be calculated.

NOTE: If you manually edit data in the panels that follow on below the **School Information** panel and then calculate all details again, the manual edits will be overwritten and reset to the default. It is possible to recalculate an individual panel so that edits on other panels will not be lost.

E.G. If you have already used the **Calculate All Details** option and then manually enter the Class Activity details in the Classes panel (panel 9), if you choose to **Calculate All Details** those manual entries will be overwritten back to the default of “blanks” and the information would therefore need to be re-entered.

All edits will not be overwritten if you choose to **Recalculate** on an individual panel, only the one panel that you have selected to recalculate

3. Childcare

This panel will display the information that was entered in the earlier section of the instructions. It is possible to edit the information from this screen by clicking on the Edit button if necessary.

Each type of Childcare **MUST** have an entry, even if it is recoding that service is not offered

3 Childcare
Recalculate

Edit

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School Childcare	No	No						
After School Childcare	No	No						
Holiday Childcare	No	No						
Under Fives Childcare	No	No						

4. Early Years

This panel will display the Early Years Hours at Setting and Funded Hours information that was entered in the earlier section of the instructions. **Select Edit** to update any previous entries

4 Early Years
Recalculate

Edit

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins, Eve	28/07/2018	001840	N2	PM	3	3	5	5	No		
Birkett, Scott	03/03/2018	001841	N2	AM	3	3	15	0	No		
Cardale, Luke	17/05/2018	001842	N2	PM	3	3	30	15	No	10038877533	
Carmichael, Meghan	21/06/2018	001843	N2	AM	3	3	15	15	No		
Ciobanu, Mitica	23/09/2017	001844	N2	AM	3	4	30	15	No		
Clifton, Rhianna	25/04/2018	001845	N2	PM	3	3	20	15	No	45298765876	
Dickinson, Adam	05/12/2017	001846	N2	PM	3	4	15	15	No		

5. Early Years Pupil Premium Receipt

Early Years Pupil Premium can only be entered from within the School Census application

Early Years Pupil Premium Receipt								
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2022	Age at 31/12/2022	In Care	Basis for EYPP Eligibility
Atkins,Eve	28/07/2019	001840	N2	PM	3	3	No	Not Eligible
Birkett,Scott	03/03/2019	001841	N2	AM	3	3	No	Receipt - economic
Cardale,Luke	17/05/2019	001842	N2	PM	3	3	No	Not Eligible
Carmichael,Meghan	21/06/2019	001843	N2	AM	3	3	No	Not Eligible
Ciobanu,Mitica	23/09/2018	001844	N2	AM	3	4	No	Not Eligible
Clifton,Rhianna	25/04/2019	001845	N2	PM	3	3	No	Receipt - economic an...
Dickinson,Adam	05/12/2018	001846	N2	PM	3	4	No	Receipt - unknown

You should only record children in receipt of EYPP in Census week

The Early Years Pupil Premium Eligibility (EYPPE) has been separated from Hours at Setting and Funded Hours information, so that the correct cohorts are displayed for each of the data items collected in the return. Three and four year olds only, are considered for EYPPE, whereas funded hours also includes two year olds.

Basis for EYPP Eligibility has four available options other than **Not Eligible**, which is the default value pre populated in the field for all pupils

Early Years Pupil Premium Receipt								
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	In Care	Basis for EYPP Eligibility
Atkins,Eve	28/07/2018	001840	N2	PM	3	3	No	Not Eligible
Birkett,Scott	03/03/2018	001841	N2	AM	3	3	No	Receipt - economic
Cardale,Luke	17/05/2018	001842	N2	PM	3	3	No	Receipt - other
Carmichael,Meghan	21/06/2018	001843	N2	AM	3	3	No	Receipt - economic and other
Ciobanu,Mitica	23/09/2017	001844	N2	AM	3	4	No	Receipt - unknown
Clifton,Rhianna	25/04/2018	001845	N2	PM	3	3	No	Not Eligible
Dickinson,Adam	05/12/2017	001846	N2	PM	3	4	No	Not Eligible

Economic - Eligible through economic reasons i.e. In receipt of benefits

Other – Eligible through other reasons i.e. In Care\ Adopted from care

Economic and Other – Eligible through both reasons i.e. In receipt of benefits and adopted from Care

Unknown– Eligible through unknown reason

Select the appropriate reason for the appropriate pupil

6. 2 Year Old Basis For Funding

The basis for funding area, records the basis under which a 2 year old has been funded whilst taking up a place in the school. The data item is not required for 3 and 4 year olds. Pupils may meet one or more criterion of eligibility.

Appropriate cohort of pupils, based on DOB, will be displayed. Select **Yes** from the drop down list to select the appropriate option.

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Bocetti, Mateo	17/05/2020	001771	N1	N1 AM	Yes	Yes	No
Bordet, Petra	20/05/2020	001772	N1	N1 PM	Yes	No	No
Ellis, Mark	15/02/2020	001773	N1	N1 PM	No	Yes	No
Hussaine, Amyra	12/01/2020	001774	N1	N1 A	No		
Jameson, Eve	12/04/2020	001775	N1	N1 PM			
Wilson, Jack	07/03/2020	001778	N1	N1 AM			

7. Class Type

This panel will display the information that was entered in the earlier section of the instructions. It is possible to edit the information from this screen by clicking on the Edit button if necessary

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001780	R	ELM		✓
Abbott, Jessica	17/02/2014	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2013	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2014	Male	001651	2	2JB		✓
Ackton, Charlotte	10/02/2014	Female	001590	3	3CB		✓
Ackton, Simon	12/12/2016	Male	001860	R	PINE		✓

8. Top Up Funding

This section will display the information that was entered in the earlier section of the instructions. It is possible to edit the information from this screen by clicking on the Edit button if necessary.

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Howells	Howells	Chris	5	5DT	S	No
Stock	Stock	Peter	4	4ES	S	No

9. Post Looked After Arrangements

This section will display the information that was entered in the earlier section of the instructions. It is possible to edit the information from this screen by clicking on the Edit button if necessary.

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Post Looked After Arrangements
Cain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption
Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)
Hope	Hope	John	3	3CB	No	Ceased to be looked after through Adoption

10. School Dinner Taken

From September 2015, all pupils in Reception, Year 1 and Year 2 in English state-funded schools have been offered a Universal Infant School Meal, i.e. a hot meal at lunchtime.

The School Census Spring 2024 Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day. The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

NOTE: This is the only panel in the School Census that you can change the **Reference Date** and is provided so that your school can report school dinners taken on an alternative date to census day, if required. This should only be done in exceptional circumstances e.g. there was a fire in the kitchen and school was unable to provide any lunches

Reference Date: 20/01/2022

Group By: [Dropdown]

Calculate From Attendance [Button] Calculate From Dinner Money [Button]

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Ferrero	Alessio	1	1	Single Registration	
Gration	Elizabeth	1	1	Single Registration	
Griffin	Matthew	2	2	Single Registration	
Hargreaves	Chantelle	R	1	Single Registration	
Harrop	Sophie	1	1	Single Registration	
Hopwood	Ryan	1	1	Single Registration	
Hussain	Isha	1	1	Single Registration	
Jones	Hayley	1	1	Single Registration	
Karim	Jasmin	2	2	Single Registration	
Kavanagh	Emma	R	1	Single Registration	
Kelly	Keenan	1	1	Single Registration	
Kennedy	Amelia	2	1	Single Registration	
Klofta	Billy	1	1	Single Registration	
Zazwisko	Luca	1	1	Single Registration	
Zinfa	Rilly	1	1	Single Registration	

Total Taken: 0 Total Not Taken: 14

Tick All [Green Checkmark] Reset [Red X]

1	By default, the Reference Date is set to 18/01/2024 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the normal situation.
2	Click the required column header to sort the data.
3	The Calculate From Attendance button is displayed only if SIMS Attendance is in use.
4	The Calculate from Dinner Money button is displayed only if SIMS Dinner Money is in use.
5	When the Reset button is clicked all existing ticks are removed from the School Dinner Taken column enabling you to start the process again.
6	The Total Taken and Total Not Taken provide an indication of whether the number of school dinners taken is correct or whether edits are required.


A. Using Dinner Money to Calculate School Dinners Taken on Census Day




If you do not use SIMS Dinner Money, please proceed to section B

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



Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed. It is recommended that the **Calculate From Dinner Money routine is used in the first instance**. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, packed lunch, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

9 School Dinner Taken

Reference Date: 18/01/2024  All pupils including those eligible for FSM should be included below

Group By   Calculate From Attendance  Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Latif	2	2JB	Single Registration	
Achmed	Dobir	R		Single Registration	✓
Ackton	Simon	2	2GH	Single Registration	✓
Adesina	Kyra	R	ASH	Single Registration	✓
Andrews	Meili	2	2GH	Single Registration	✓
Andrews	Melissa	2	2GH	Single Registration	
Atkins	Eve	1	ELM	Single Registration	✓
Aziz	Lugman	R	PINE	Single Registration	✓
Balan	Larisa	1	OAK	Single Registration	✓
Barnes	Luke	R	ASH	Single Registration	
Bartek	Filip	1	OAK	Single Registration	✓
Beinon	Rhys	R		Single Registration	✓
Bhandari	Firoz	2	2GH	Single Registration	✓
Birkett	Scott	1	ASH	Single Registration	

 Tick All
 Reset

Total Taken: Total Not Taken:

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

Click the **Calculate From Dinner Money** button.

NOTE: Clicking on the **Calculate from Dinner Money** button overwrites any existing data in the **School Dinners Taken Panel**

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

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

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

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

Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

B. Using Attendance to Calculate School Dinners Taken on Census Day

If you do not wish to use SIMS Attendance to populate this panel, please proceed to section C

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

The information calculated from attendance can be edited so that school meals provided by the school only are collected in the return. Click the **Calculate From Attendance** button.

NOTE: Clicking on the **Calculate from Attendance** button overwrites any existing data in the **School Dinners Taken Panel**

If missing marks exist, a message is displayed:

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

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

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

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

Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

C. Using Manual Entry to Record School Dinners Taken on Census Day

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

Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are

Ticked indicating that they received a school dinner on census day.

Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).

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

After the return has been created and validated, run the School Dinner Taken detail Report then check the report contents.

Continue editing until school dinner taken details are correct

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

11. Classes Information

When the School Census is generated, the class information displayed should represent a 'snapshot' of the class activities at the selected period on Census day. The selected period is based on the last digit of your DfE establishment number.

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

Selected Times for the January 2024 Census are:-

<i>Last digit of DfE Number</i>	<i>Selected time</i>
4, 7, 8 or 9	the selected time is one hour after the start of morning school
0, 1 or 5	the selected time is one hour before the end of morning school
2, 3 or 6	the selected time is one hour after the start of afternoon school

Infant Classes

The School Admissions (Infant Class Sizes) (England) Regulations 2012 limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher. Infant

classes are those in which the majority of children turn 5, 6 or 7 during the course of the school year i.e. reception and key stage 1 classes.

Primary schools with infant classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session. An ordinary teaching session does not include school assembly or any other school activity usually conducted with large groups of children such as:

- PE\ games
- music\ singing \ drama
- watching television \ listening to the radio

If, at the time of the count, infant class children would be involved in such an activity the count is deferred to the next ordinary teaching session. This change of selected time is enacted for all classes in the school, not just the infant classes.

It is necessary to check and, where required, edit the information displayed in the classes panel, as well as add the Activity for the class at the selected time

The registration groups that have been set up in your pastoral structure are displayed in the read-only **Class Name** column. The **Total** numbers of pupils and staff are calculated automatically and displayed at the bottom of the panel.

NOTE: Error 1235 – For key Stage 1 or Reception Classes class activity must reflect an “Academic Activity” will be generated if a non-academic activity is assigned to a Reception or Key Stage 1 Class

9 Classes

Number of classes with unexplained excess

ils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
20	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
28	0	0	(n/a)	0	Year 4	Other	Key Stage 2	Description
29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	Art Craft or Design
30	0	1	(n/a)	0	Year 5	Other	Key Stage 2	English Literacy or Reading
29	0	1	(n/a)	0	Year 5	Other	Key Stage 2	Foreign Language
30	0	1	(n/a)	0	Year 6	Other	Key Stage 2	Group project work (includ...
			(n/a)					Humanities (including Geo...
221	0	8	0	1				Mathematics or Numeracy
								Music Singing or Drama
								Other
								PE or Games
								Religious Education

Recalculate
New
Delete
Class Size Exceptions

Pupils (On Roll)

The number of pupils in the registration class at the selected period on census day is displayed. The entries in this column can be edited if required.

Ensure that:

- Any pupils temporarily absent on the census day are included.

- Any part-time pupils not scheduled to be in school at the selected period are excluded. These pupils should be counted in the **Pupil Reconciliation** panel.

Pupils (Guest)

This column displays any guest pupils who are normally in the class at the selected period. Ensure that any guest pupils have an **Enrolment Status** of **Guest pupil** in the **Pupil Details** panel (**Focus | Pupil | Pupil Details**). Guest pupils do not count in the School Census NOR figures.

Teachers

The number of teaching staff taking the class

Include all qualified and unqualified teachers taking the class at the selected period.

Exclude those wholly or mainly providing support to individual pupils.

Number of Teachers on PPA

Primary schools need to submit this information for key stage 1 and/ or reception classes.

The number of teachers who are on planning and preparation time (PPA) or learning manager time (LMT) at the selected time

Support Staff

Include teaching assistants, special needs support staff, support staff for minority ethnic pupils and other education support staff in the class at the selected period.

Exclude non-teaching staff wholly or mainly providing support to individual pupils.

Year Taught In

This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list. Select **Mixed Year** if a class contains pupils from more than one National Curriculum year.

NOTE: *This does not include classes containing any pupils who have been held back, or advanced a year and are of a different chronological age to the rest of the class.*

Type

This column displays the class type. To edit the class type, click in the cell then select either **other** or **Nursery** (as appropriate) from the drop-down list.

Key Stage

This column displays the key stage of each registration class. This can be amended by clicking in the cell and selecting the required Key Stage from the drop-down list.

NOTE: A **Mixed Key Stage** class is a class containing pupils from different key stages, e.g. Year 2 (Key Stage 1) and Year 3 (Key Stage 2), and not a class containing a child of a different age because they have been held back or advanced a year.

Activity

This column provides the ability to select the activity that the registration class was engaged in at the selected period. This is achieved by clicking in the required cell then selecting the applicable activity from the drop-down list. **Other** should not be selected unless none of the activities listed are appropriate.

Recalculating the Classes Information

The data in the **Classes** panel can be replaced with the original data from the SIMS pastoral structure by clicking the **Recalculate** button.

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

Adding Classes

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

NOTE: Remember to reduce the number of pupils in the main class by the same number of pupils added to the satellite class.

Deleting Classes

In some circumstances, classes may need to be deleted, e.g. if they do not normally take place at the selected period. An example of this would be that you have an AM and PM Nursery Class. At your selected time one of the classes is not expected to be in school. This is achieved by highlighting the class then clicking the **Delete** button. If you have deleted a class you will have to account for the pupils in the following section – Pupil Reconciliation.

Recording Reasons for Class Size Exceptions

Schools are required to provide information about exceptional class sizes, i.e. a teacher/pupil ratio of more than 1 teacher to 30 pupils (on-roll pupils plus guest pupils) in Year Taught In R or Key Stage 1.

A reason for the exception and the number of pupils to which the exception reason applies must be recorded.

Highlight the class record for which exception reasons need to be recorded.

9 Classes

Number of classes with unexplained excess:

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	Key Stage	Activity
2GH	30	0	1	0	0	Year 2	Other	Key Stage 1	
2JB	33	0	1	0	0	Year 2	Other	Key Stage 1	
3CB	30	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
3TO	29	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
4ES	30	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
4SL	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
Total	448	0	16	0	2				

Buttons: Recalculate, New, Delete, Class Size Exceptions

The **Class Size Exceptions** button is activated only when a record that displays an exceptional number of pupils is highlighted.

Click the **Class Size Exceptions** button to display the **Class Size Exceptions** dialog.

Class Size Exceptions

Class Size Exceptions Details

Class Name:

Total Pupils in Class:

Excess Pupils:

Total Exceptions Entered:

Unexplained Excess:

Buttons: Save, Cancel

Reason Code	No of Pupils
A	<input type="text" value="0"/>
B	<input type="text" value="0"/>
C	<input type="text" value="0"/>
D	<input type="text" value="0"/>
E	<input type="text" value="0"/>
F	<input type="text" value="0"/>
G	<input type="text" value="0"/>
H	<input type="text" value="0"/>
Total	<input type="text" value="0"/>

Reason Code Description: The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school

A read-only summary of the current information is displayed on the left-hand side of the dialog.

Enter the **No of Pupils** adjacent to each applicable **Reason Code**.

Click the **Save** button to retain the information and return to the **Classes** panel.

The **Number of classes with unexplained excess** is updated to reflect the number of exceptions for which a reason must still be entered.

12. Editing Pupil Reconciliation

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

10 Pupil Reconciliation			
On roll pupils in classes	<input type="text" value="387"/>	Total pupils	<input type="text" value="395"/>
Part-time pupils not at school	<input type="text" value="8"/>	Must agree with	
Private study pupils	<input type="text" value="0"/>	Pupils on roll	<input type="text" value="395"/>
Pupils at another school	<input type="text" value="0"/>		

In the example above, there are 395 **Pupils On Roll** but only 387 **On Roll Pupils in classes**. The difference must be accounted for. This is the number of Nursery children not in school at the *selected time*. In which case, **8** should be entered in the **Part-time pupils not at school** field.

If applicable, enter the number of **Part-time pupils not at school**, the number of **Private study pupils** and the number of **Pupils at another school**.

Check the values in the **Total pupils** and **Pupils On Roll** fields. **The two values must be the same.**

The value in the **Total pupils** field is calculated automatically and equals the sum of the following:

On Roll Pupils in classes
Part-time pupils not at school
Private study pupils
Pupils at another school.

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

13. Attendance

This School Census will report on attendance records from **01/09/2023** to **31/12/2023**, for all the students who were on roll for at least one session during that term. Schools should be checking, on a regular basis, that all marks have been entered into the SIMS Attendance module.

If you have Missing Attendance Marks the system will prompt you with the following screen:-

5 Attendance

Some attendance marks are missing

Go to Focus|Attendance|Deal with Missing Marks

Please add attendance marks and then click 'Recalculate'

IF YOU RECEIVE THIS MESSAGE ADVISING THAT SOME ATTENDANCE MARKS ARE MISSING, YOU MUST EXIT THE CENSUS AND DEAL WITH THE MISSING

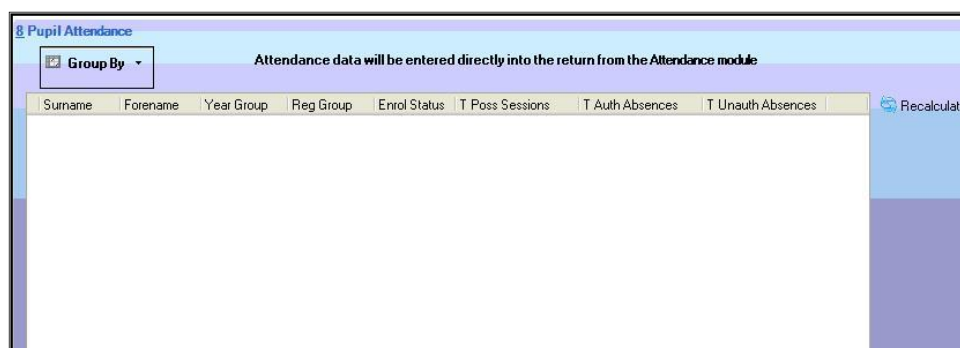
MARKS, OTHERWISE YOUR ATTENDANCE DATA WILL BE INCORRECT.

TO CHECK FOR MISSING MARKS AND UNEXPLAINED ABSENCES PLEASE SEE APPENDIX A, P54, AT THE END OF THIS DOCUMENT

Once you have dealt with the Missing Marks, return to the Census and run **Recalculate** on the **Attendance Panel**. If all attendance data is complete all you should see in this panel is the following message:-

***Your Attendance Codes are DFE Compliant
This will be rechecked at the Create and validate Stage***

If the panel below is displayed, populated with student names please log a support call.



ONLY WHEN ALL MISSING MARKS AND UNEXPLAINED ABSENCES HAVE BEEN DEALT WITH CAN YOU CONTINUE TO THE NEXT STAGE

14. General

The **General** panel records the number of pupils who receive Free School Meals on census day. Enter the **Number of free school meals taken on census day** by pupils, in any year, who are eligible for Free School Meals.

Pupils should be included only if they meet the Free School Meals eligibility criteria in respect of family income.

Do not include pupils taking school meals in Reception, Year 1 and Year 2, if they are not eligible for Free School Meals in respect of family income i.e. they are receiving a Universal Infant School Meal only.

15. Infant Appeals

Applicable to Foundation schools, Voluntary Aided schools and Academies.

The **Infant Appeals** panel deals with appeals against refusals to admit infants to your school. Infant is defined as 'NC year actual' equals 'reception', '1' and '2' (inclusive). The **Infant Admissions Appeals** panel deals with appeals lodged before **01/09/2023** against

refusals to admit a child for a place at your school at the start of the **2023/2024 Academic year**.

All fields in the **Infant Appeals** panel are editable and must be populated manually.

Enter the total number of infant appeals that have been **Lodged** and the total that have been **Withdrawn** in the current academic year.

Enter the total number of infant appeals **Heard, Upheld** and **Rejected** by the Independent Admission Committee.

NOTE: Infant is defined as 'NC year' Reception 1 and 2 (inclusive).

16. Primary Admission Appeals

Applicable to Foundation schools, Voluntary Aided schools and Academies.

This panel deals with all appeals lodged before **01/09/2023** against a refusal to admit a pupil to the school for a place at the start of the **2023/2024** academic year.

All fields in the **Admission Appeals** panel are editable and therefore must be populated manually.

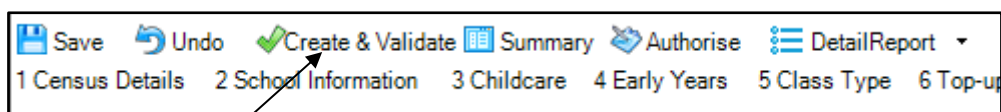
Enter the total number of admission appeals, **including infant appeals that** have been **Lodged** and the total that have been **Withdrawn**.

Enter the total number of admission appeals, including infant appeals, **Heard, Upheld** and **Rejected** by the Independent Admission Committee.

If the appeals recorded in this panel include infant appeals, ensure that the **Infant Appeals** panel is also completed.

If you are satisfied that all the details on the Census Return Details page are correct, the census return file can be created and validated

11. Create and Validate the Return



Click on **Create & Validate**

Select Create and Validate from the main toolbar to run the Validation process.

This may take a few minutes so please be patient.

You cannot proceed until the next screen appears listing all the records that have either failed or have a query against the validation rules on this version of the Return.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, Female UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1852	Child's Funded Hours not provided or out of the range 0 to 15 to	Name: Clover, Frederick Date of Birth: 2008-11-22, Male UPN:	# Go to Tools Statutory Return Tools Update Early Years Hou
F	1858	Child's Funded Hours not provided or out of the range 0 to 25 to	Name: Mead, Andrew Date of Birth: 2008-04-17, Male UPN: U8	# Go to Tools Statutory Return Tools Update Hours for 4 year
F	2060	Pupil's class type is missing or invalid.	Name: Aaron, Liz Date of Birth: 2005-09-01, Female UPN: J820	# Go to Tools Statutory Return Tools Update Class type and e
F	2060	Pupil's class type is missing or invalid.	Name: Taylor, Sarah Date of Birth: 2003-09-23, Female UPN: Z	# Go to Tools Statutory Return Tools Update Class type and e
F	2080	Pupil aged 6 or over is shown as being in a nursery class.	Name: Aaron, Liz Date of Birth: 2005-09-01, Female UPN: J820	# Go to Tools Statutory Return Tools Update Class type and e
F	2080	Pupil aged 6 or over is shown as being in a nursery class.	Name: Aaron, Chris Date of Birth: 2005-09-01, Male UPN: Y82	# Go to Tools Statutory Return Tools Update Class type and e
F	2080	Pupil aged 6 or over is shown as being in a nursery class.	Name: Taylor, Sarah Date of Birth: 2003-09-23, Female UPN: Z	# Go to Tools Statutory Return Tools Update Class type and e
Q	1620Q	Please check: duplicate pupil records with the same Surname, F	Name: Atkinson, Ben Date of Birth: 2003-03-23, Male UPN: M8	# Go to Focus Student Student details and check for duplicate p
Q	1620Q	Please check: duplicate pupil records with the same Surname, F	Name: Atkinson, Ben Date of Birth: 2003-03-23, Male UPN: B8	# Go to Focus Student Student details and check for duplicate p
Q	2070Q	Please check: pupil's class type and year group incompatible.	Name: Aaron, Chris Date of Birth: 2005-09-01, Male UPN: Y82	# Go to Tools Statutory Return Tools Update Class type and e

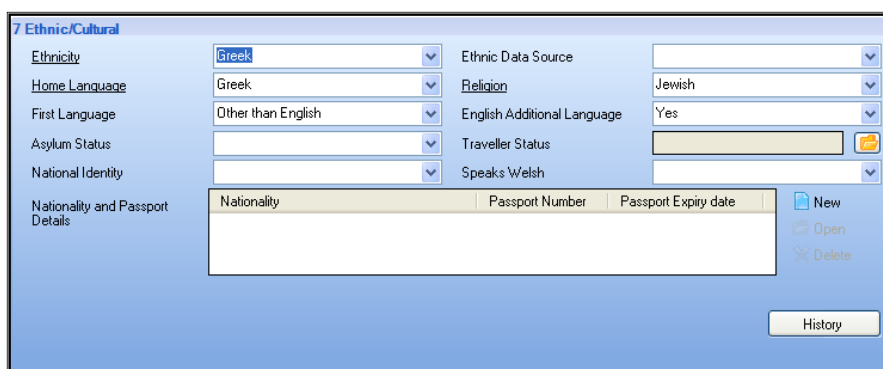
Fails are shown in RED with 'F' in the type, Queries are shown in BLACK with 'Q' in the type.

If you wish you can click on any of the column headings to re-order the list by that column.

Note: If you save a return and close it and then come back to it later, the errors and queries will not be displayed on screen. You will have to validate the return again to see the list of any errors and queries.

Clear Errors

Where a Fail or a Query relates to an individual student it is possible to double click anywhere on the row detailing the error to open the student record at the appropriate point.



The screenshot shows a web form titled "Ethnic/Cultural" for editing a student record. The form is organized into several sections:

- Ethnicity:** A dropdown menu with "Greek" selected.
- Home Language:** A dropdown menu with "Greek" selected.
- First Language:** A dropdown menu with "Other than English" selected.
- Asylum Status:** An empty dropdown menu.
- National Identity:** An empty dropdown menu.
- Nationality and Passport Details:** A table with columns for "Nationality", "Passport Number", and "Passport Expiry date". The table is currently empty.
- Ethnic Data Source:** An empty dropdown menu.
- Religion:** A dropdown menu with "Jewish" selected.
- English Additional Language:** A dropdown menu with "Yes" selected.
- Traveller Status:** An empty dropdown menu.
- Speaks Welsh:** An empty dropdown menu.

At the bottom right of the form, there are three buttons: "New" (with a plus icon), "Open" (with a magnifying glass icon), and "Delete" (with a trash can icon). A "History" button is located at the bottom center of the form.

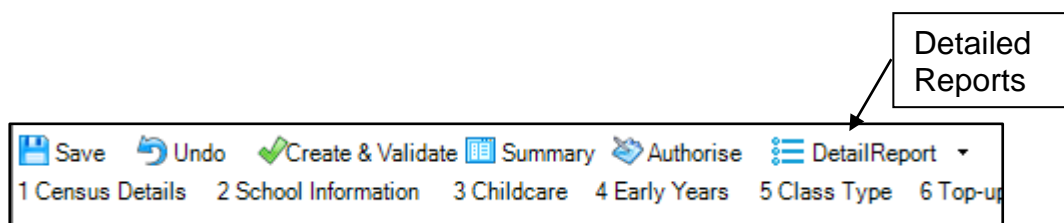
Edit the student record as necessary, **Save** and **Close** the student record to return to the Census screen.

The error relating to that student will stay in the list until the census is validated again.

Eventually you should have a list that does not contain any FAILS. It is possible to submit a return containing Queries but you should attempt to clear as many of them as possible.

12. Detail Reports

Once a CENSUS file has been generated, reports have been included within the software to help you check the accuracy of your data and to see which information has been captured.



By Clicking on the Black Down Arrow, next to Detail Report, you will be given the following options:-

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- School Dinner Taken Report
- Free School Meal Eligibility Report
- Top-Up Funding Report
- Funding and Monitoring Report
- Early Years Report
- EYPPR Report
- Post Looked After Arrangements Report
- Class Report
- General Report
- Alternative Provision Report
- Permanent Exclusions without Final Review Report

The Census Detail Reports contain the following report criteria pupil information:

On-Roll Basic Details Report

Report Pupils on roll on Census day **18/01/2024**

Criteria:

This report provides the following information about pupils who are on-roll on census day: UPN, Legal forename, legal Surname, Preferred Forename, Preferred Surname, date of birth, gender, year taught in, date of admission, enrolment status, language, ethnicity, class type, part-time status, boarder status, Hours at Setting and Funded Hours.

Leavers Basic Details Report

Report Criteria: Pupils not on roll on Census day 18/01/2024

- Leavers with attendance (Start of autumn term - 31/12/2023)
- Leavers with suspensions (10/04/2023 – 31/12/2023)
- Leavers with permanent exclusions (18/04/2023 - 31/12/2023)
- Leavers with funding and monitoring (01/08/2023 - 18/01/2024)
- Leavers with alternative provision (05/10/2023 - 17/01/2024)

This report provides the following information about pupils not on-roll on census day: UPN, former UPN, Legal Surname, Legal Forename, Middle name, former Surname, date of birth, gender, date of admission, date of leaving, language, part-time status, boarder status, attendance, exclusions.

Exclusions Report

Report Criteria: Pupils with exclusions and final exclusion reviews (10/04/2023 to 31/12/2023)

- On roll and leavers
- Suspensions (excluding Lunchtime suspensions)
- Permanent exclusions with final review

Note: Suspension is the new name for a Fixed Term Exclusion

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

Attendance Report

Report Criteria: Pupils with attendance one term previously **Start of the Autumn Term to 31/12/2023**

On-roll pupils and leavers (not boarders) aged 4 - 15 at 31/08/2023.

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

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

Absentees Report

Report Criteria: Pupils who have an absence rate of 10% or above with attendance 1 term ago **Start of Autumn term - 31/12/2023**

- on roll and leavers
- Age 4 - 15 at 31/08/2023

Not boarders

This report shows basic details (i.e. UPN, legal surname, legal forename, date of birth, gender, year taught in, on-roll status and enrolment status) about the pupils who match the report criteria. The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the pupils are also shown on the report

SEN Report

Report Criteria: On roll Pupils with **SEN Provision/Status = 'E' Education, Health and Care Plan, 'K' SEN Support** ('A' & 'P' are invalid for this return) **SEN Need Types ranked 1 & 2 for Pupils with EHCP or SEN Support.**

This report provides a list of pupils who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN Provision, SEN Type Ranking, SEN Type, Member of SEN Unit, Member of Resourced provision indicator and on-roll status.

Address Details Report

Report Criteria: Pupils on-roll on census day **18/01/2024**

This report provides a list of pupil addresses, together with their UPN and Former UPN (if applicable), legal surname, legal forename and middle name(s) and the address UPRN.

School Dinner Taken Report

Report Criteria: **On-roll pupils on census day 18/01/2024**

- Taught In R, 1 and 2, who have taken school dinner on the reference date.
- Pupils in year taught in X aged 4 to 6 (born between 01/09/2016 and 31/08/2019 inclusive)

This report provides the following information about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, year taught in and school dinner taken.

Free School Meal Eligibility Report

Report Criteria: On Roll Pupils who are eligible for free school meals on or after **06/10/2023** and up to and including Spring census day **18/01/2024**

This report provides information on free school meal eligibility (i.e. start date, end date and the UK country in which the eligibility applies), the pupil's UPN, legal surname, legal forename, date of birth, gender, year taught in and on-roll status.

NOTES: This report does not include any free school meals recorded outside of England, e.g. Wales. Only Free School Meals records where the Country recorded is England or <blank> attract the Pupil Premium

Top-up Funding Report

Report Criteria: On-roll pupils who have been awarded Top-up Funding as at census day **18/01/2024**.

This report provides the following information: UPN, legal surname, legal forename, date of birth, gender, year taught in and SEN provision.

Funding And Monitoring

Report Criteria : Pupils with Funding and Monitoring information for the collection period
01/08/2023 to 18/01/2024 (On roll and Leavers)

Early Years Report

Report Criteria: Pupils On Roll on Census Day having Early Years data
All 2 year olds born between 01/01/2021 and 31/12/2021 (hours at setting and funded Hours only)
All 3 years old and born between 01/09/2019 and 31/12/2020
All 4 years old and born between 01/01/2019 and 31/08/2019 with YTI in E1, E2, N1, N2

EYPPR

Report Criteria: Pupils On Roll on Census Day
Pupils 3 years old and born between 01/09/2019 and 31/12/2020 (inclusive)

4 year olds (for other than Nursery – in E1, E2, N1 and N2 ONLY)
 born between 01/01/2019 and 31/08/2019 (inclusive)
 4 year olds - for Nursery – all pupils

Post looked After Arrangements Report

Report Criteria: On-roll pupils who have Post Looked After Arrangements from care as at census day **18/01/2024**.

The report displays the following information about pupils who have Post looked After Arrangements: UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN provision and Post looked After Arrangements status, e.g. ceased to be looked after through a residence order (RO).

Class Report

Report Criteria: Classes on Selected Period on Census Day **18/01/2024**

General Report

Report Criteria: Free School Meals taken on Census Day **18/01/2024**
 Childcare provision 2023/24

all appeals that were made in the academic year 2022/2023 against a refusal to admit a pupil into the school for the 2023/2024 academic year:

- infant admission appeals
- primary admission appeals.
- childcare provisions during the 2023/2024 academic year.

This section of the report displays the following information: childcare type, on site, signposted, opening time, closing time, number of childcare places, provider, other schools and weeks open.

School Census Spring - 2024 (Alternative Provision)

Report Criteria: School Arranged AP placements that fall within the AP Placement data collection period

- On-roll (05/10/2023 - 18/01/2024)
- Leavers (05/10/2023 - 17/01/2024)

Permanent Exclusions without Final Review

Report Criteria: Students with permanent exclusions and without final review from 01/01/2023 to 17/01/2024

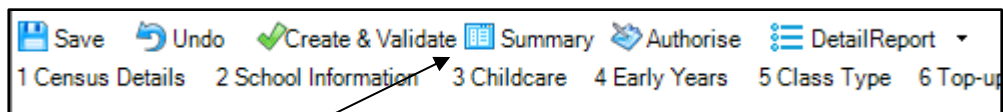
13. Produce the Summary Report

Once the errors have been resolved and the return has been validated for the final time, it is necessary to produce a paper copy of the Summary report for the Head Teacher to check and sign.

All the details must be checked by the Head Teacher, before the return is authorised.

Once the return has been validated and authorised, a copy of the summary should be retained in school for your own records

Click on **Summary** to create the summary report which is produced as a HTML report



Summary

School Census Collection: Spring 2024

Version 2023.0.1 - Updated: 2022-06-01

There are 0 errors and 2 queries.

Table 1: School characteristics [ALL schools]

<p>Summary for: WATERS EDGE PRIMARY SCHOOL</p> <p>Local authority code: 823</p> <p>Establishment number: 2999</p> <p>Telephone number: 852015</p> <p>Email address: school@we.com</p> <p>Phase: PS</p> <p>Type: 18</p> <p>Governance: CO</p> <p>Intake type: COMP</p> <p>Lowest national curriculum year group: E1</p> <p>Highest national curriculum year group: 6</p>
--

As you click on the print button on the tool bar, the report will print.

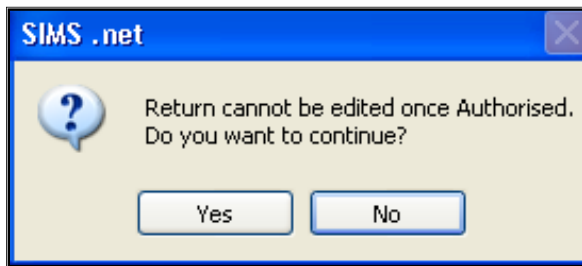
It is important that the Head Teacher carefully checks all the information on the summary sheet before the return is authorised.

14. Authorise the Return

Once all the errors have been resolved and the summary has been checked, it is necessary to authorise the return before it can be sent to the Local Authority or uploaded to Collect

Authorise button





Click on **Yes** to authorise the return.

Once a return has been authorised it is not possible to edit any of the details on it. It is only possible to reprint the summary sheet.

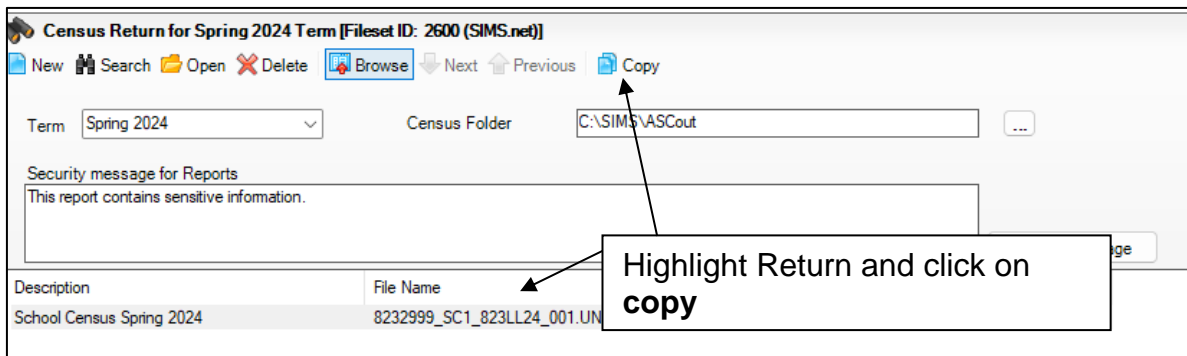
If a return has been authorised and it subsequently needs to be changed, it can be **COPIED** and then **EDITED**, although the copied Return will need to be given a unique name.

15. Submit the return to the LA \ Upload to Collect

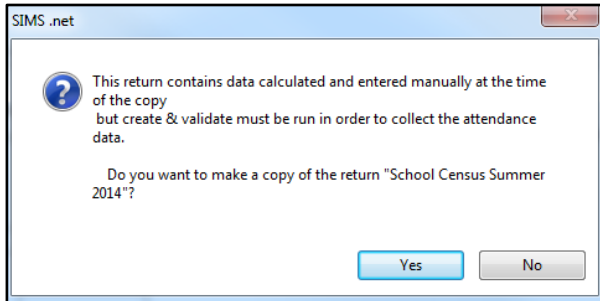
Once the return has been completed and authorised by the Head Teacher, it can be submitted to the Local Authority or uploaded to the DfE Collect site as required

16. Copy an Authorised Return (Only necessary if required to resubmit to the LA or DfE via Collect)

From the Census Return Browser, highlight the return that was submitted to the LA.

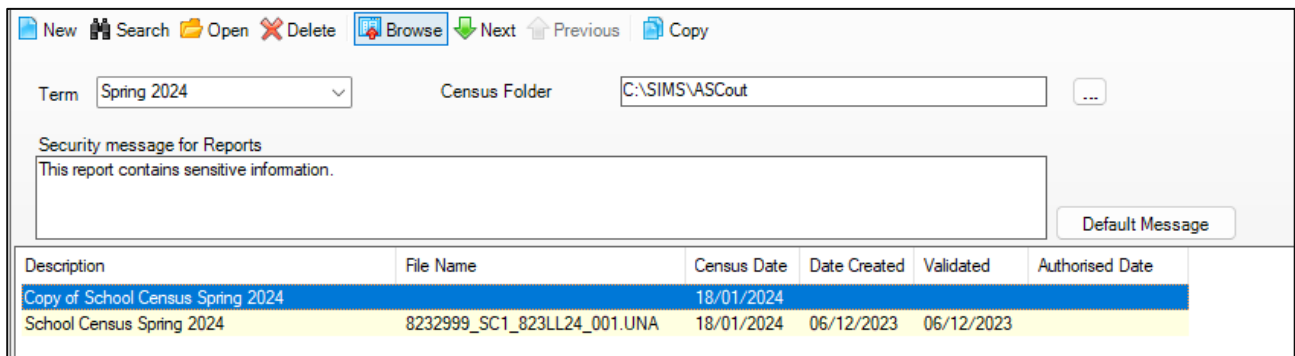


From the toolbar at the top of the browser click on **Copy** to create an exact copy of the return. The following message will be displayed:



Click on **Yes** to create a copy.

The system will create a copy of the return and call it 'Copy of'



You can now double click on the Copy to make any amendments to it. You may wish to edit the description of the return on the Census Details panel.

1 Census Details

Census Date	<input type="text" value="18/01/2024"/>	
Description	<input type="text" value="Copy of School Census Spring 2024"/>	
Attendance collected from	<input type="text" value="01/09/2023"/>	
Attendance collected to	<input type="text" value="31/12/2023"/>	
Exclusions collected from	<input type="text" value="10/04/2023"/>	
Exclusions collected to	<input type="text" value="31/12/2023"/>	
AP Placements collected from	<input type="text" value="05/10/2023"/>	
AP Placements collected to	<input type="text" value="18/01/2024"/>	
FAM collected from	<input type="text" value="01/08/2023"/>	
FAM collected to	<input type="text" value="18/01/2024"/>	
*FSM collected from	<input type="text" value="06/10/2023"/>	
*FSM collected to	<input type="text" value="18/01/2024"/>	

*Only collected for on roll pupils not leavers

As soon as any changes have been made click on **Save** to keep the changes to the new version of the return.

NOTE: Create and validate will need to be run before authorising and re-submitting to the LA.

Appendix A

Dealing with Unexplained Absences and Missing Marks in Attendance

Unexplained Absences

Select **Focus | Attendance | Deal with Unexplained Absences**

You will be presented with the following Screen

The screenshot shows the 'Deal with Unexplained Absences' interface. At the top, there are navigation buttons: Search, Open, Print, Browse, Next, and Previous. Below these, there are date input fields for 'From' (01/09/2023) and 'to' (31/12/2023). To the right is a 'Group Type' dropdown menu set to 'Year Group'. Below the date fields is a checkbox labeled 'Treat as one group'. At the bottom, there is a table with two columns: 'Short Name' and 'Description'. The table contains the following rows:

Short Name	Description
N2	Year N2
R	Year R
1	Year 1
2	Year 2
3	Year 3
4	Year 4

Three callout boxes provide instructions:

- Date Range** - Select the Date range that you wish to search for Unexplained Absences e.g. 01/09/2023 – 31/12/2023
- Group Type** - Select Group Type e.g. Year Group. If you change the Group Type, Click on **Search** to update the view
- Double Click on each Year Group to generate the Report

Date Range - Select the **Date Range** required i.e. for the Spring Census Select **01/09/2023** to **31/12/2023**

Group Type - From the **Group Type** Drop Down select the required filter e.g. **Year group**. If you change the Group Type, click on Search to update the View to reflect your selected view

NOTE: Either Year or Reg Group are the best reports to identify and then manage the Unexplained Absence. If you choose **Whole School** the report will take longer to generate

The information displayed in the panel, will amend according to the Group Type criteria selected

Double click on the Year group required

If unexplained Absences are Present the following screen will be displayed:

Unexplained Absences (01/09/2023 - 31/12/2023)

Name	Reg	Interventions	From	To	Mark
Caster, Adam	3CB		04/12/2023 AM	04/12/2023 PM	N
Cook, Jermaine	2JB		06/11/2023 AM	06/11/2023 PM	N
Hadley, Grace	3CB		04/12/2023 AM	04/12/2023 PM	N
Heled, Jac	2JB		06/11/2023 AM	06/11/2023 PM	N

Enter the required Mark in the Mark column

Once marks have been entered select **Save**

Unexplained Absences - Whole School Selected

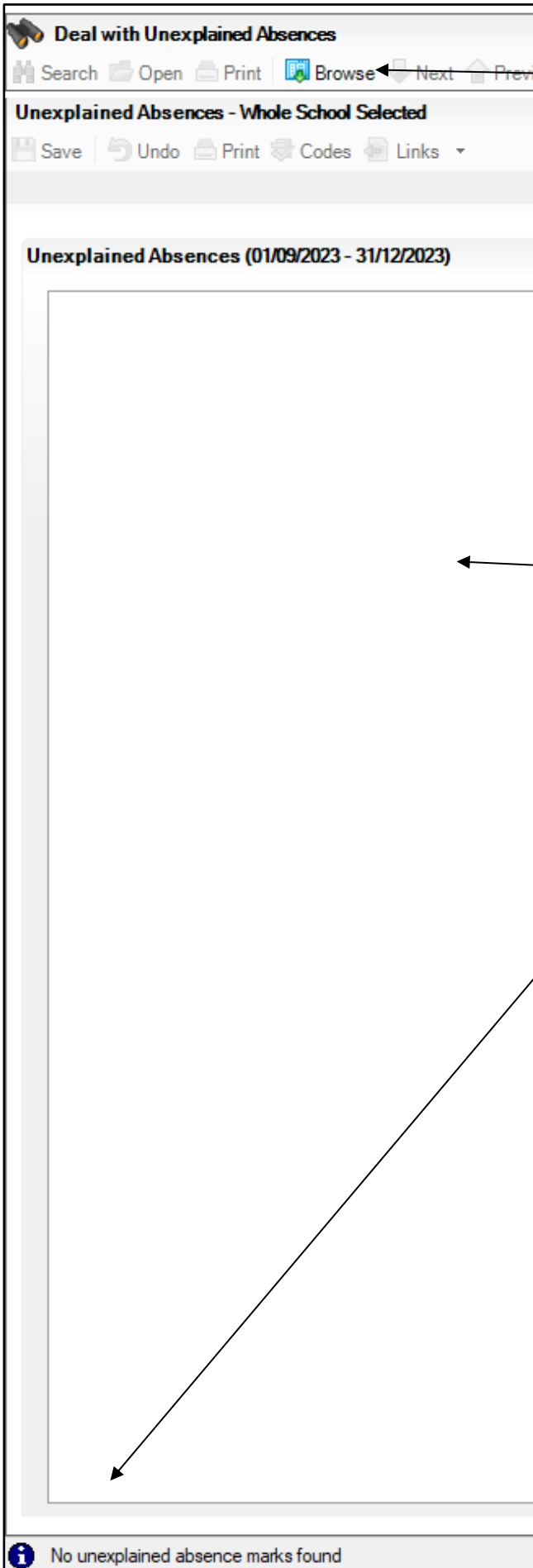
Save Undo Print Codes Links

Unexplained Absences (01/09/2023 - 31/12/2023)

Name	Reg	Interventions	From	To	Mark
Caster, Adam	3CB		04/12/2023 AM	04/12/2023 PM	I
Cook, Jermaine	2JB		06/11/2023 AM	06/11/2023 PM	I
Hadley, Grace	3CB		04/12/2023 AM	04/12/2023 PM	I
Heled, Jac	2JB		06/11/2023 AM	06/11/2023 PM	I

Enter the required mark in the **Mark Column**

Once the Marks have been entered the **Save** button will become available. Select **Save**.



To choose the next Year group, Select **Browse**

If there are No Missing Marks a blank report screen will display with a message at the bottom of the screen advising that No Unexplained absence marks found

If there are NO Unexplained Absences for the Year group selected, the following screen will be displayed with a message at the bottom of the screen to advise there are No Unexplained absence marks found

To select the next Year group, click on **Browse**

Repeat the process for each year group until all Unexplained absences are accounted for

Missing Marks

Select **Focus\ Attendance \ Deal with Missing Marks**

Follow the process as detailed above

Deal with Missing Marks

Search Open Print Browse Next Previous

From 01/09/2023 to 31/12/2023 Group Type Year Group

Treat as one group

Short Name	Description
N2	Year N2
R	Year R
1	Year 1
2	Year 2
3	Year 3
4	Year 4

Select All Deselect All

Missing Marks

Save Undo Print Codes Minutes Late Comments Links

Select the Required Year Group and repeat the process