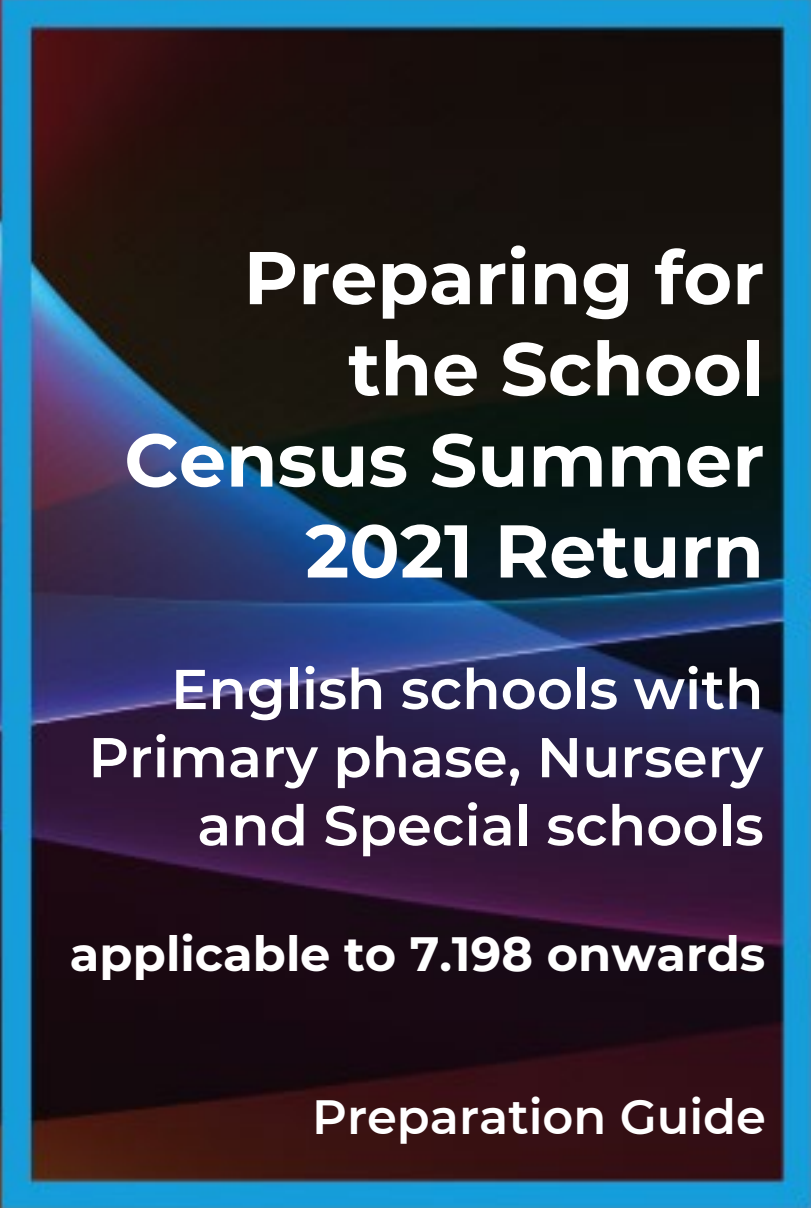




**SIMS**



**Preparing for  
the School  
Census Summer  
2021 Return**

**English schools with  
Primary phase, Nursery  
and Special schools  
applicable to 7.198 onwards**

**Preparation Guide**

## Revision History

Version	Change Description	Date
7.198 - 1.0	Initial release.	05/03/2021

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Capita Doc Ref: SC7198\_PR\_PREP/HBK/050321/AW

### Providing Feedback on Documentation

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

[publications@capita.co.uk](mailto:publications@capita.co.uk)

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

## School Census Summer 2021 Preparation Check List

Use this check list to tick off each of the completed preparation tasks.

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 SIMS Permissions</i> on page 2).
<input type="checkbox"/>	Upgrade to the SIMS 2021 Spring Release (SIMS 7.198) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 3).
<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> on page 4).
<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> on page 9).
<input type="checkbox"/>	Check School Level information (please see <i>Checking Establishment Details</i> on page 19).
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 27).
<input type="checkbox"/>	Ensure that any pupil records created in error have been deleted (please see <i>Deleting Pupil Records Entered in Error</i> on page 30).
<input type="checkbox"/>	Check the pupils' basic details (please see <i>Checking a Pupil's Basic Details</i> on page 31).
<input type="checkbox"/>	Check the pupils' various registration details (please see <i>Checking Registration Details</i> on page 33).
<input type="checkbox"/>	Check the pupils' home address information (please see <i>Checking Home Address Information</i> on page 41).
<input type="checkbox"/>	Check the pupils' eligibility for free school meals (please see <i>Checking Free School Meals Eligibility</i> on page 43).
<input type="checkbox"/>	Check the pupils' ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 44).
<input type="checkbox"/>	Check the applicable additional information (please see <i>Checking Additional Information</i> on page 45).
<input type="checkbox"/>	Check Special Educational Needs information (please see <i>Checking Special Educational Needs Information</i> on page 47).
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 49) ( <b>not applicable to Nursery schools</b> ).
<input type="checkbox"/>	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 51) ( <b>not applicable to Nursery or Special schools</b> ).

Complete	Task Description
<input type="checkbox"/>	Check Early Years information (please see <i>Updating Early Years Information</i> on page 58) (applicable to schools with early years pupils only).

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# 01 | Introduction

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## Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Summer 2021 Return.

The information in this guide applies to all LA maintained Nursery, Primary, Middle deemed Primary, All-Through (nursery and primary phase), Pupil Referral Units (primary phase) and Special schools. It also applies to Academies that cover any of these school phases.

Where the information relates to a specific school phase, it is indicated in red, e.g. **Applicable to Special 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 Summer Return Changed since Last Year?

Changes to the return include the following:

- Census date 20/05/2021
- Attendance collected from 01/01/2021 to 04/04/2021
- Exclusions collected from 01/08/2020 to 04/04/2021
- Free School Meal Eligibility collected from 22/01/2021 to 20/05/2021
- Learner Support collected from 01/08/2020 to 20/05/2021 (**not applicable to Nursery or Primary schools**).

## Reporting School Dinners Taken on Census Day

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

If pupils in years R, 1 and 2 are not attending school on the School Census Summer 2021 census day, schools can now select an alternative date for reporting of school dinners taken between 05/04/2021 and 31/07/2021. In Special schools, this is also applicable to pupils aged between 4 and 6 who are not following the National Curriculum Year X, and pupils born between 1 September 2013 and 31 August 2016 inclusive.

## De-Activation of the 'Other' Exclusion Reason

### Tools | Lookups | Maintain

The **Other** lookup value in the **Exclusion Reason** lookup type has been set to inactive because from September 2020 onwards, it should not be recorded.



#### More Information:

*Preparing Exclusions Information on page 49*

## Collection of School Attendance Information

### Not applicable to Nursery schools

- For schools that use Attendance, data is collected on all categories of school attendance, rather than just absence.
- For schools that do not use Attendance, it is possible to record the following information:
  - Total number of sessions attending approved educational activity **This information was also collected in the School Census Spring 2021 Return**
  - Total number of sessions unable to attend due to exceptional circumstances **This information was also collected in the School Census Spring 2021 Return**
  - Total number of sessions unable to attend due to Coronavirus. **This information was also collected in the School Census Spring 2021 Return**



#### More Information:

*Preparing Termly Attendance Information on page 51*

## Setting SIMS Permissions

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

### Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

### Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. pupil details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 3).



## Permissions Required to Import a Revised Fileset

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 one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

## Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the support portal

([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0044069](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0044069)).

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2021 Spring Release (7.198) or later installed.

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

The version should read 7.198 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 (between releases) by the Personnel Officer, Returns Manager or System Manager.

*NOTE: Use of the Import Fileset routine between releases is not always required. If updated files are available for import, a notification is displayed on the support portal ([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899)).*

Revised files can be:

- downloaded from the support portal ([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899)) to a folder of your choice.

The files available for download from the portal are zipped. Once the zip file is downloaded it should be unzipped to a folder of your choice. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

**IMPORTANT NOTE:** Ensure that the Document Management Server (DMS) is configured correctly before attempting to import the files.

- authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

**IMPORTANT NOTE:** In SOLUS3, administrators must ensure that the SIMS user details (SIMS username and password) and SIMS database are set up in **Targets**.

For more information, please refer to the *SOLUS3 for Local Authorities handbook*.

*TIP:* To check which version of the fileset is currently in use, select **Routines | Statutory Returns | School Census** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the browser header.

## 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

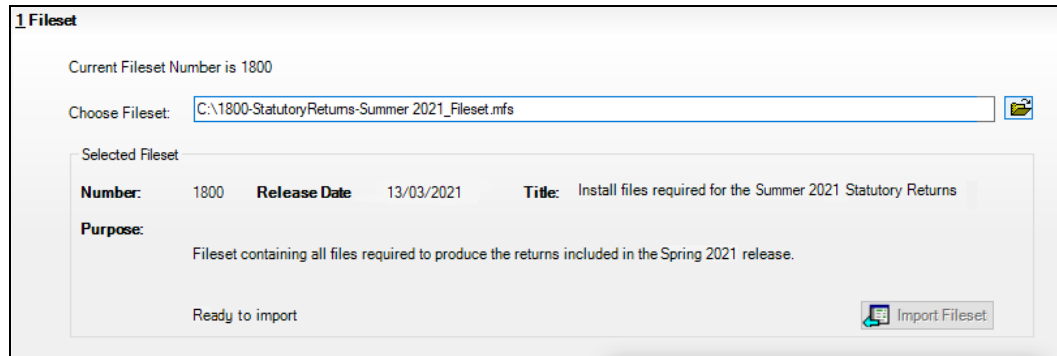
1. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page, where the current fileset number is displayed.

2. Click the **Browse** button to display the **Open** dialog.
3. 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.*

4. 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**).

5. 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.
6. Click the **OK** button, then restart SIMS.
7. Run the return in the usual way.

**Completed**

## School Census Return Process Flow

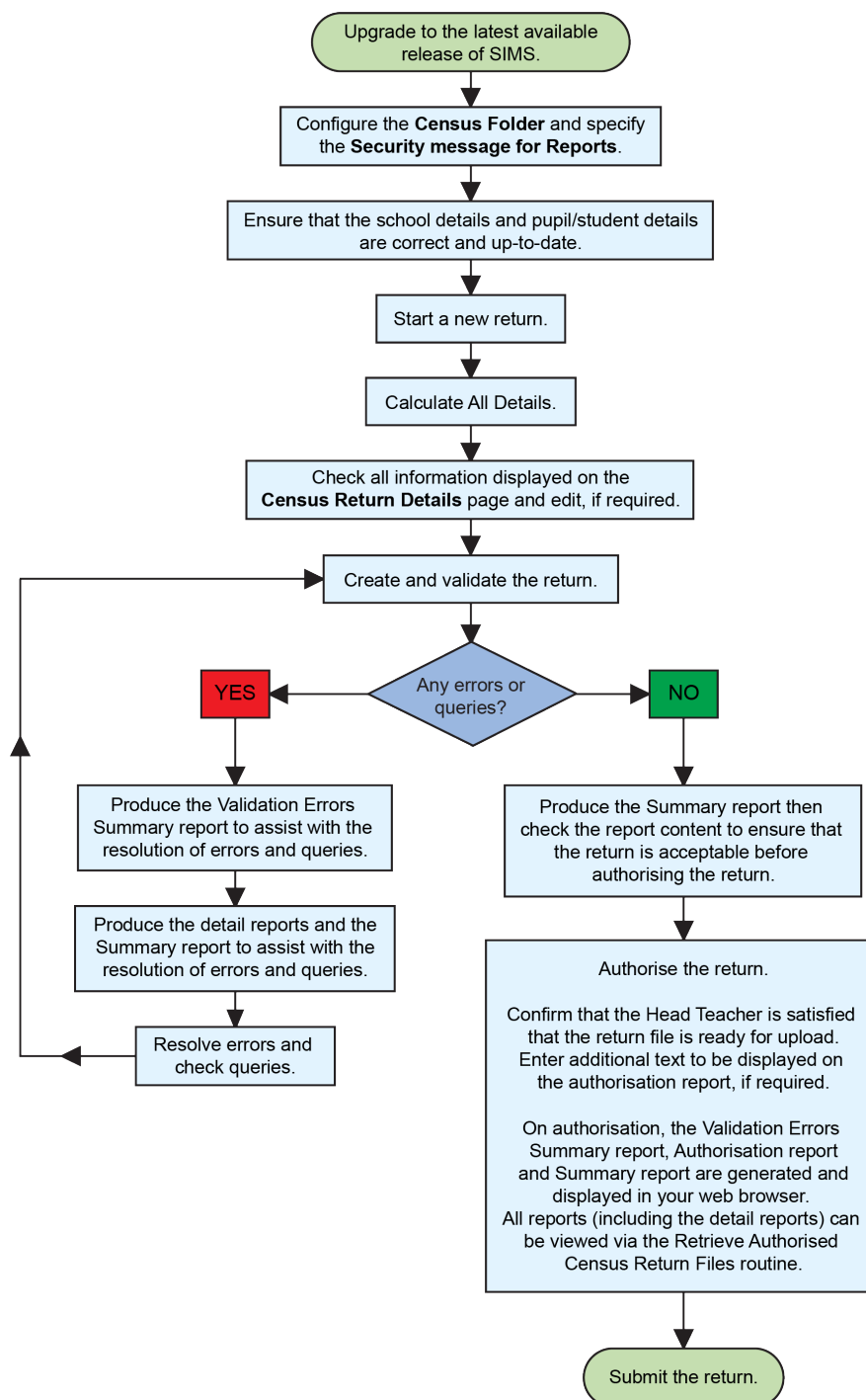
The following provides a brief outline of the steps involved in producing the School Census Summer 2021 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

1. Upgrade to the SIMS 2021 Spring Release (7.198) 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 pupil and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Pupil | Bulk Update**) to add missing or correct 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 detail 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 2021 Spring Release (7.198), 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 provides details about any 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 pupils, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 24).

## The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer 2021 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 NOTES:** Due to the sensitive nature of some of the data stored in SIMS, careful consideration must 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. Please refer to the government website for more information about securing your information (<https://www.gov.uk/service-manual/technology/securing-your-information>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.

Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>).

3. Click the **New** button to display the **Census Return Details** page.

4. By default, the return **Description** is displayed as **School Census Summer 2021**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Summer21Test.
5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.



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



### Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Summer 2021 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.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Jane Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male/UPN: K8232999140	# Go to Focus   Student   Student Details Ethnicity/cultural panel and enter First language
F	2350	Insufficient Address information provided	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H82020109012	# Go to Focus   Student   Student Details Address and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaisel Date of Birth: 2008-03-28, Female, Age: 12/UPN: B0	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V82329991400	# Go to Focus   Student   Student details and check for duplicate pupil record.

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A student and error search facility is also available.

The following information is provided to help with the resolution of validation failures:

- Type** - the type of validation rule.
  - Failure (**F** displayed in red) indicates an error that must be resolved.
  - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- Sequence** - the validation error or query number.
- Message** - the validation error or query message text.
- Location** - the specific record in SIMS that contains the error or query.
- Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

#### *TIP: Using the Solution hyperlinks*

When the 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 problem can be checked.

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

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message, Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil.
  - a. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field.
  - b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
  - c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL, ERRORS, QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

The order of the items in the list can be changed by clicking the appropriate column heading.

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required.

The report is saved automatically in the **Census Folder** (specified previously via the census browser). The original report, which was generated when the **Create & Validate** button was clicked is also stored in this folder.

- Your generated report file name: Validation Errors Summary.HTML

- Original report file name:  
<LACode><SchoolNumber>\_<SurveyType>\_<LACode><LL><Year>  
\_<SerialNumber>\_ValidationErrorsSummary.HTML

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

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

## Producing Detail Reports

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

The following reports are currently available:

### On-Roll Basic Detail Report

Report Criteria: Pupils on-roll on census day.

This report provides information about all pupils who are on-roll on census day, e.g. UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), gender, year taught in (YTI), date of admission (DOA), enrolment status, language, class type, part-time status and boarder status.

### Leavers Basic Details Report (not applicable to Nursery schools)

*NOTE: Pupils are only included in the return as leavers if they have attendance, exclusions or learner support data that falls within the collection period.*

The report criterion varies depending on your school phase.

- Leavers with attendance 1 term ago (01/01/2021 to 04/04/2021)
- Leavers with exclusions (01/08/2020 to 04/04/2021)
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded (01/08/2020 to 20/05/2021) **Not applicable to Nursery or Primary schools.**

The Leavers Basic Details report provides the following information, where applicable: UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder, attendance and exclusion.

### Exclusions Report (not applicable to Nursery schools)

Report Criteria: On-roll pupils and leavers with exclusions and final exclusion reviews:

- Fixed term exclusions, excluding lunchtime exclusions, starting from 01/08/2020 to 04/04/2021
- Permanent exclusions between 01/08/2020 and 04/04/2021.

### Termly Exclusions (Fixed and Permanent)

*NOTE: Permanent exclusions are collected only if a final review exists.*

The following details about pupils who match the report criteria are displayed: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), exclusion category, reason(s) for exclusion, exclusions start date, number of session from which the pupil was excluded, SEN provision and on-roll status.

**Attendance Report** (not applicable to Nursery schools)

Report Criteria: Pupils with attendance one term ago (01/01/2021 to 04/04/2021). On-roll pupils and leavers (not boarders) aged four to 15 at 31/08/2020.

The Attendance report provides basic pupil information (i.e. UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA) and year taught in (YTI)) about the pupil who match the report criteria.

The attendance information included in the report is dependent on whether Attendance is in use.

- Attendance in Use:
  - termly sessions possible
  - on-roll status
  - present codes
  - approved education activity codes
  - attendance codes (divided into authorised and unauthorised sessions)
  - attendance not required codes.
- Attendance Not in Use:
  - sessions possible
  - authorised absence sessions
  - unauthorised absence sessions
  - sessions approved educational activity (AEA)
  - sessions exceptional
  - sessions Coronavirus
  - On Roll Status.

**Absentees Report** (not applicable to Nursery schools)

Report Criteria: On-roll pupils and leavers (not boarders) who have an absence rate of 10% or above, with attendance one term ago (01/01/2021 to 04/04/2021), who were aged four to 15 at 31/08/2020.

The report does not include data from the second half of the summer term.

An individual pupil's overall absence rate is calculated as follows:

$$\text{Overall absence rate} = \frac{\text{Total overall absence sessions}}{\text{Total sessions possible}} \times 100$$

The report provides the following information about the pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), number of sessions possible, session absence (i.e. the number of authorised plus unauthorised absences), on-roll status and enrolment status.

This report can assist with the tracking of absence (particularly persistent absence) and highlights those absences that might need to be tracked.

**SEN Report**

Report Criteria: On-roll pupil with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (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 (DOB), gender, year taught in (YTI), SEN provision, and on-roll status.

Member of SEN unit and member of resourced provision indicator (**not applicable to PRU or Special schools**).

**Address Details Report**

Report Criteria: Pupils on-roll on census day.

This report provides a list of pupils, their UPN, former UPN, legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

Definition: Unique Property Reference Number (UPRN) is a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

**School Dinner Taken Report**

**Applicable to schools with pupils in Reception, Year 1 and Year 2 (not applicable to Nursery schools)**

Report Criteria: Pupils on-roll on census day, who have taken school dinner on the reference date.

- Pupils in Year Taught In R, 1 and 2.
- Pupils in Year Taught In X who are aged four to six and who were born between 01/09/2013 and 31/08/2016 inclusive (**Special schools only**).

The report header also displays the total number of pupils, the total number of school dinners taken and the total number of school dinners not taken.

This report provides the following information about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and school dinner taken (yes/no).

**Free School Meal Eligibility Report**

Report Criteria: On-roll pupils on census day who were eligible for free school meals on or after 22/01/2021 and up to 20/05/2021 (census day).

This report provides information on free school meal eligibility for pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), free school meal eligibility start date, end date and the UK country in which the eligibility applies, and on-roll status.

*NOTES: This report includes any free school meals recorded outside of England, e.g. Wales.*

*Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.*

**Learner Support Report** (not applicable to Nursery or Primary schools)

Report Criteria: On-roll pupils and leavers aged 16 plus at 31/08/2020 who have been awarded Vulnerable Group and/or Discretionary Bursary funding from 01/08/2020 to 20/05/2021.

This report provides information about the applicable pupils: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), learner support and on-roll status.

**Top-up Funding Report**

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

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

**Early Years Report** (applicable to schools with Early Years children only)

Report Criteria: Pupils with early years data who are on-roll on census day.

- All two year old pupils who were born between 01/04/2018 and 31/03/2019 (Hours at Setting and Funded Hours only)
- All three year old pupils who were born between 01/09/2016 and 31/03/2018
- All four year old pupils who were born between 01/09/2015 and 31/08/2016 (with Year Taught In E1, E2, N1 and N2).

The report displays the following information: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI), hours at setting, funded hours, 30 hour code, extended funded hours and disability access fund.

**Post Looked After Arrangements Report**

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

The report provides the following information about pupils who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), gender, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through adoption.

**Permanent Exclusions without Final Reviews Report**

Not applicable to Nursery schools

Report Criteria: On-roll pupils and leavers with permanent exclusions and without a final review from 01/09/2019 to 04/04/2021.

This new report details permanent exclusions that will not be included in the census, either because the exclusion process is still ongoing or because the school has not recorded the final review result. The report has been provided to assist schools in checking whether details have been recorded accurately. The start date for checking the permanent exclusions is deliberately 01/09/2019 so that all instances can be checked.

The following information is included in the report: UPN, legal surname, legal forename, date of birth (DOB), gender, date of admission (DOA), date of leaving (DOL), reason for exclusion, exclusion start date, SEN expert requested (Yes/No) and on-roll status.

## Generating Detail Reports

Reports can be generated individually or by selecting the **Multiple Reports** option.

### 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.

The following example displays the reports available for Primary schools.

### Selecting Multiple Detail Reports

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

The reports are saved automatically in the folder specified in the **Census Return for Summer 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

**02 | Carrying out a Dry Run**



# 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:

- **Unique Reference Number (URN)**
- **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	WATERS EDGE PRIMARY SCHOOL
LA	823 Central Bedfordshire
Establishment Number	2999
Unique Reference Number	
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor
Curriculum Years	N1 6
Pupil Genders	Coeducational
Gender on entry to school	Coeducational
NC Year Start Date (dd/mm)	1 / 9
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
No. of Childcare Nursery 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 Unit for assistance.*

4. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
5. If you have edited any information in the **Establishment** panel, click the **Save** button.

**Completed**

## Information for Academies

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.  
Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).  
This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

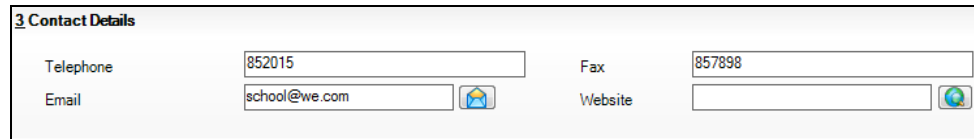
This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.



## Checking School Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
- School **Telephone** Number.

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



Telephone	<input type="text" value="852015"/>	Fax	<input type="text" value="857898"/>
Email	<input type="text" value="school@we.com"/> 	Website	<input type="text"/> 

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).

The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.
5. Click the **Save** button, if changes have been made.

**Completed**



# 04 | Preparing Pupil Level Information

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## Checking Pupil Details

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

- new pupil records have been added (for more information, please refer to the *Recording a New Pupil/Student* section in the *Managing Pupil/Student* handbook).
- any leavers have been recorded as such (please see *Recording Leavers and Re-Admissions* on page 27).

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

- any duplicate pupil records have been deleted (please see *Deleting Pupil Records Entered in Error* on page 30).
- part-time details have been checked/updated (please see *Checking Part-Time Pupil Information* on page 34).
- pupil details have been updated where required.

## 04 | Preparing Pupil Level Information

The following sections in this guide provide additional information and specific instructions on checking and editing pupil level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 24).

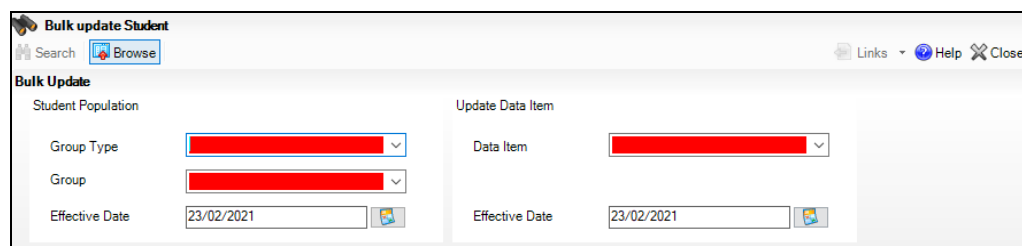
When you have upgraded to the SIMS 2021 Spring Release (7.198), you are strongly advised to carry out one or more dry runs to identify any validation errors and queries that must be resolved before the return is submitted (please see *Why Carry out a Dry Run?* on page 9).

### Updating Information Using the Bulk Update Routine

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

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

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



The screenshot shows the 'Bulk update Student' interface. At the top, there are 'Search' and 'Browse' buttons. Below this is the 'Bulk Update' panel, which is divided into two sections: 'Student Population' and 'Update Data Item'. The 'Student Population' section contains three fields: 'Group Type' (a red dropdown menu), 'Group' (a red dropdown menu), and 'Effective Date' (a text box with '23/02/2021' and a calendar icon). The 'Update Data Item' section contains two fields: 'Data Item' (a red dropdown menu) and 'Effective Date' (a text box with '23/02/2021' and a calendar icon). In the top right corner of the interface, there are 'Links', 'Help', and 'Close' options.

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 pupils 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 pupils 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
Year Group	Year 8 (and above)	Boarder Status	Searches for all pupils in Year Group 8 and then displays the boarder status recorded against each pupil's name.
First Language	<NONE>	First Language	Identifies pupils who do not have a First Language recorded. Can also be used to change existing values as required.
SEN Status	Education, Health and Care Plan	SEN Provision Type	Lists pupils with a SEN Status of <b>E</b> enabling the SEN Provision to be selected.

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 pupils matching the chosen criteria and the choice of **First Language** types.

Bulk Update First Language (as from 23/02/2021) - Year Group: <ANY> (as at 23/02/2021)							
Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante
Abbas, Latif	N2	Punjabi					
Abbott, Jessica	2	English					
Abhra, Abjit	6	Bengali					
Abhra, Alisha	6	Bengali					
Abhra, Shaquib	2	Bengali					
Abrams, Paul	1	English					
Ackton, Charlotte	2	English					
Ackton, Stan	6	English					
<b>Total</b>	446		446	0	0	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 and 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 pupils 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.

1 Members									
Name	Year Group	Assigned	ini	Efik-Ibibio	English	Faan/Ishani	Estonian	Ewe	
Abbas, Latif	N2	Panjabi							
Abbott, Jessica	2	English			✓				
Abhra, Abjit	6	Bengali							
Abhra, Alisha	6	Bengali							
Abhra, Shaquib	2	Bengali							
Abrams, Paul	1	English			✓				
Ackton, Charlotte	2	English			✓				
Ackton, Stan	6	English			✓				

All the cells within that column are then populated with ticks.

Edit the exceptions by clicking in the cell associated with the individual pupil and their status, e.g. the first language of Alisha Abhra is Estonian.

1 Members									
Name	Year Group	Assigned	ini	Efik-Ibibio	English	Esan/Ishani	Estonian	Ewe	
Abbas, Latif	N2	Panjabi							
Abbott, Jessica	2	English			✓				
Abhra, Abjit	6	Bengali							
Abhra, Alisha	6	Estonian					✓		
Abhra, Shaquib	2	Bengali							
Abrams, Paul	1	English			✓				
Ackton, Charlotte	2	English			✓				
Ackton, Stan	6	English			✓				

2. Once you have made all the required changes, click the **Save** button to bulk update the records.

### Bulk Updating Data for a Selection of Pupils

There are two methods for selecting a number of pupils.

#### Entering a Value for a Selection of Pupils

1. Highlight the first pupil you want to select, then hold down the **Ctrl** key and highlight the other required pupils.
2. Release the **Ctrl** key and then click one of the highlighted cells in the required data item column.

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

#### Entering a Value for Sequentially Listed Pupils

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



1. Highlight the first pupil in the group, hold down the **Shift** key and then click the last pupil 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 pupil has been assigned that value.

## Recording Leavers and Re-Admissions

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

The accuracy of pupil 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 pupils (including numbers by gender) for each registration group in each year, together with a grand total.

### Recording a Leaver

Not applicable to Nursery schools

The **Date of Leaving** is collected for all schools with the exception of Nursery schools.

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

The screenshot shows the 'Find Pupil(s)' browser interface. At the top, there are buttons for Search, Print, Browse, and Select. Below these are input fields for Surname, Forename, Status (set to 'On Roll'), Year Group (<Any>), Class (<Any>), and Effective Date. A table below the search fields is currently empty, with columns for Name, Year Group, Class, Adm. No., Date of Admission, Date of Leaving, Reason for Leaving, Destination, Expected Start, and Grounds for Removal.

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

The screenshot shows the 'Find Pupil(s)' browser interface after a search. The Status dropdown is still set to 'On Roll'. The search criteria are empty. The table below now contains a list of pupils. The first row, Abbas Laif, is highlighted in blue.

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination
Abbas, Laif	N2	PM	001759	03/09/2020			
Abbott, Jessica	2	2JB	001659	01/09/2018			
Abhra, Abjit	6	6VC	001334	01/09/2013			
Abhra, Alisha	6	6KH	001335	01/09/2013			
Abhra, Shaquib	2	2JB	001579	01/09/2017			
Abrams, Paul	1	ELM	001639	01/09/2018			

#### 04 | Preparing Pupil Level Information

4. Highlight the pupils you wish to record as leavers, then click the **Select** button. The selected pupils are displayed in the **Students** panel.

Manage Pupil(s) Leaving Details									
1 Leaving Information									
Date of Leaving									
Reason for leaving									
Destination after Leaving									
Destination Institution									
Destination Expected Start Date									
Grounds for Removal									
2 Students									
Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Institution	Ex
Abdullah, Tamwar	6	6VC	001275	01/09/2014					
Ruffin, Kazmer	6	6KH	001289	01/09/2014					

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

The date of leaving should be the date that the pupil 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. If you are in any doubt, please contact your Local Authority for advice.

**IMPORTANT NOTE:** It is recommended that Year 11 pupils 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 pupils 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 pupil was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.

6. Select the **Reason for Leaving** from the drop-down list, e.g. **Elective Home Education**, then either:
  - highlight the pupils to whom this information applies (for multiple selection, use the **Ctrl** or **Shift** functionality) and then click the **Assign to Selected** button; or
  - if the information applies to all the pupils in the list, click the **Assign to All** button.
7. Enter the **Destination after Leaving**, if known, then use the **Assign to All** or **Assign to Selected** options, as required.
8. Specify the **Destination Institution**, if known.
  - a. Click the **Browse** button (adjacent to the **Destination Institution** field) to display the **School Browse** dialog.
  - b. **Search** for, then select the relevant institution. Alternatively, click the **New** button to add a new institution.
  - c. Click the **OK** button(s) to return to the **Leaving Information** panel.
  - d. Use the **Assign to All** or **Assign to Selected** options, as required.

9. Enter the **Destination Expected Start Date** (or select the relevant date from the Calendar), then use the **Assign to All** or **Assign to Selected** options, as required.
10. If the pupil is a child deemed missing in education, select the **Grounds for Removal** from the drop-down list, e.g. **E - Distance**, then use the **Assign to All** or **Assign to Selected** options, as applicable.

**IMPORTANT NOTE:** To comply with the Children Missing in Education legislation, schools are required to record this information for all pupils on leaving the school.

11. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Personal**, (**applicable to Pupil Referral Units only**).  
The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of **Withdrawn**.
12. Click the **Assign to All** button or **Assign to Selected** button, as applicable.
13. Click the **Save** button.

**TIPS:** To remove a pupil from the **Students** list, highlight their record, then click the **Remove** button.

To correct details enter in error, highlight the applicable pupil, then click the **Clear** button. This remove the details drawn from the **Leaving Information** panel for the selected pupil only. Re-enter the information as required.

The **Learning Aim Reason** column remains populated after clicking the **Clear** button. However, the data is updated automatically if a different reason is selected and assigned.

**Completed**

## Re-Admitting a Pupil

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

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

However, if a pupil 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 | Pupil | Pupil 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 Pupil** page.

#### 04 | Preparing Pupil Level Information

4. Highlight the required pupil, 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 pupil 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 pupil.

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

Completed

## Deleting Pupil Records Entered in Error

If there are pupil records that have been entered in error (such as those resulting in duplicates), ensure that the record is deleted, so that it is not included in the return. This is achieved via **Routines | Pupil | Delete Pupil**.

After selecting the required pupil, you can review and print their details before deciding to delete their record permanently.

**WARNING:** *The deletion is irreversible; therefore, a pupil's record must only be deleted if they have been entered in error.*

Completed

## Checking a Pupil's Basic Details

Ensure that basic details for all pupils are 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 | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for, then double-click the name of the required pupil to display the **Pupil Details** page.

**1 Basic Details**

Legal Forename	Jessica	Photograph	
Middle Name(s)			
Legal Surname	Abbott		
Preferred Surname	Abbott		
Preferred Forename	Jessica		
Date of birth	17/02/2014		
Age	7 years		
Gender	Female		
Birth Certificate Seen	<input type="checkbox"/>		
Protect from Bulk Data Deletion	<input type="checkbox"/>		

[Quick Note](#)

[History](#)

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and accurate, 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. Legal name changes can be recorded via the **History** button.

4. If you want to prevent the selected pupil's data from being deleted by the Bulk Delete Pupil Data process, select the **Protect from Bulk Data Deletion** check box.
5. If any changes are made, click the **Save** button.

**Completed**

## Recording a Pupil's Change of Surname

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

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

4. Select the applicable **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
5. The **Date of Change** defaults to today's date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.
6. Click the **OK** button to return to the **Basic Details** panel.
7. Click the **Save** button.
8. To view a list of the pupil's previous names, click the **History** button to display the **Previous Names for** dialog.

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change
Jessica		Abbott	Adoption	25/10/2019

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

 **Completed**

## Checking Registration Details

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

- **Enrolment Status** (mandatory information in SIMS).  
The **Pupil** area of SIMS displays read-only enrolment status information only. A pupil's enrolment status can be changed via **Routines | Pupil | Change Enrolment Status** (please see *Changing an Enrolment Status* on page 64).
- **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)
- **Part-Time Details.**

## Checking Unique Pupil Numbers

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

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

**NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only.**

2 Registration							
Class	2/B	House					
Year Group	Year 2	Year Taught In	Curriculum Year 2				
Enrolment Status	Single Registration	Boarder Status	Not a Boarder				
Admission Date	01/09/2018	Admission Number	001663				
Former UPN		Attendance Mode	All day				
UPN	F823299918013	Local UPN					
Part Time Details	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>23/02/2021</td> <td>01/09/2021</td> </tr> </tbody> </table>		Start Date	End Date	23/02/2021	01/09/2021	New Open Delete
Start Date	End Date						
23/02/2021	01/09/2021						
	Start Date	End Date	AP Attendance				
			AP Sessions				
			AP Reason				
			AP Association				
			AP				
			New				

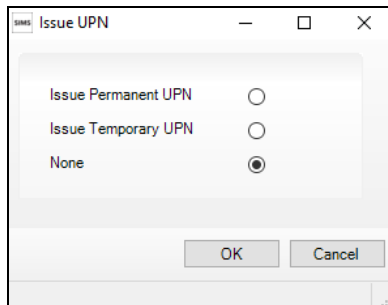
## 04 | Preparing Pupil Level Information

A unique UPN should be entered in the **UPN** field. If the UPN entered has an invalid format, the field turns red indicating that the UPN is incorrect and should be re-entered.

- **Permanent UPNs** are issued to a new pupil 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 pupil 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



5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
6. Click the **OK** button to return to the **Registration** panel.
7. Click the **Save** button. The UPN is generated automatically when the record is saved.

*NOTE: A pupil who is adopted after being allocated a UPN is often issued with a new permanent UPN. However, the exact process might 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 Part-Time Pupil Information

The collection of part-time details is mainly relevant to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any pupil can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered pupils, time in other schools should be considered. 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.



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

**NOTE:** The **Early Years Attendance Patterns** section of the **Registration** panel is visible to Primary schools only. If applicable, Primary schools should complete the **Early Years Attendance Patterns**, as this will help when updating Hours at Setting.

4. Check the details in the **Part Time Details** section. A minimum of a **Start Date** must be displayed for each record.
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 pupils who are no longer part-time. This is achieved by highlighting the pupil'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 pupil 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 Summer 2021 Return, the collection data uses the Age at Date as at 31/08/2020.

The following table shows the Curriculum Year that pupils in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year 2020/2021). This table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2018	1 and under
N1	01/09/2017 to 31/08/2018	2 – 3
N2	01/09/2016 to 31/08/2017	3 – 4
R	01/09/2015 to 31/08/2016	4 – 5
1	01/09/2014 to 31/08/2015	5 – 6
2	01/09/2013 to 31/08/2014	6 – 7
3	01/09/2012 to 31/08/2013	7 – 8
4	01/09/2011 to 31/08/2012	8 – 9
5	01/09/2010 to 31/08/2011	9 – 10
6	01/09/2009 to 31/08/2010	10 – 11
7	01/09/2008 to 31/08/2009	11 – 12
8	01/09/2007 to 31/08/2008	12 – 13
9	01/09/2006 to 31/08/2007	13 – 14
10	01/09/2005 to 31/08/2006	14 – 15
11	01/09/2004 to 31/08/2005	15 – 16
12	01/09/2003 to 31/08/2004	16 – 17
13	01/09/2002 to 31/08/2003	17 – 18
	Before 31/08/2002	19+

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

- Via individual pupil records (**Focus | Pupil | Pupil 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 Pupil's Year Taught In Record

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

2 Registration			
Class	2IB	House	
Year Group	Year 2	Year Taught In	Curriculum Year 2
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	001663
Former UPN		Attendance Mode	All day
UPN	F823299918013	Local UPN	
Part Time Details		Start Date	End Date
		23/02/2021	01/09/2021
			<a href="#">New</a> <a href="#">Open</a> <a href="#">Delete</a>
Start Date	End Date	AP Attendance	AP Sessions
		AP Reason	AP Association
		AP	<a href="#">New</a>

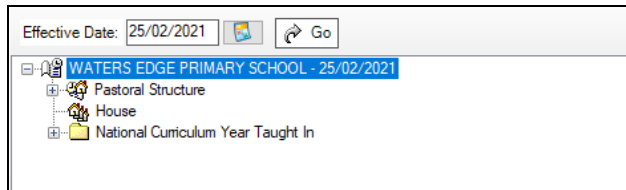
**NOTE: The Early Years Attendance Patterns section of the Registration panel is visible to Primary schools only.**

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

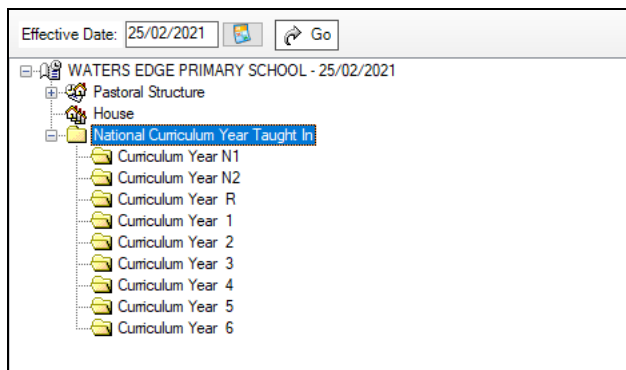
**NOTE: Any change made in the Registration panel is effective from today's date. If the Year Taught In change was applicable from an earlier date, click the History button and apply the change from the actual date the change is required.**

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

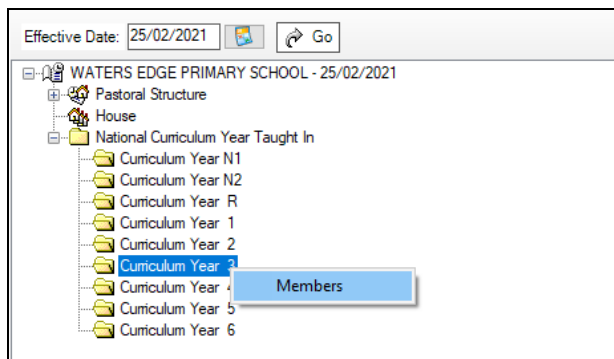
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



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



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



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

Allocate Students/Applicants: Curriculum Year 3

**Effective Date Range**  
 From effective date to end of the academic year (  Over the whole academic year ( 03/09/2020 - 01/09/2021 )

**Student Status**  
 Students  Accepted Applications  Current Applications (Applied / Offered / Reserved)

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	N1	N2	R	1	2	3	4	5	6
Adams, Sadie	Female	Year 3	3CB	20/03/2013						✓			
Alyona, Tatyana	Female	Year 3	3CB	21/12/2012						✓			
Andrews, Richard	Male	Year 3	3CB	02/12/2012						✓			
Bartram, Piers	Male	Year 3	3TO	22/02/2013						✓			
Bennet, Eloise	Female	Year 3	3CB	04/04/2013						✓			
Bronislaw, Tomaz	Male	Year 3	3CB	06/04/2013						✓			
Brooks, Madison	Female	Year 3	3TO	22/03/2013						✓			
Clarke, Harriette	Female	Year 3	3CB	09/11/2012						✓			
Clint, William	Male	Year 3	3TO	17/03/2013						✓			
Cummins, Jake	Male	Year 3	3TO	12/04/2013						✓			
Davey, Megan	Female	Year 3	3TO	11/04/2013						✓			
<b>Total</b>					0	0	0	0	0	60	0	0	0

OK Cancel

5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the applicable radio button.
6. To change a pupil's memberships of the **National Curriculum Year Taught In**, click the applicable cell in the grid.

By default, the records are displayed in alphabetical surname order. To sort the pupil names in date of birth order, right-click the **DOB** column heading, then select **Sort By** from the pop-up menu.

The following graphic shows that one pupil is taught in Year 4.

Allocate Students/Applicants: Curriculum Year 3

**Effective Date Range**  
 From effective date to end of the academic year (  Over the whole academic year ( 03/09/2020 - 01/09/2021 )

**Student Status**  
 Students  Accepted Applications  Current Applications (Applied / Offered / Reserved)

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	N1	N2	R	1	2	3	4	5	6
Donnelly, Robert	Male	Year 3	3CB	11/10/2012						✓			
Clarke, Harriette	Female	Year 3	3CB	09/11/2012						✓			
Hassan, Satvinder	Male	Year 3	3CB	16/11/2012						✓			
Jones, Daniel	Male	Year 3	3TO	16/11/2012						✓			
<b>Jackson, Tessa</b>	<b>Female</b>	<b>Year 3</b>	<b>3TO</b>	<b>17/11/2012</b>							✓		
Roff, Luke	Male	Year 3	3CB	20/11/2012						✓			
Wilson, Hugh	Male	Year 3	3CB	20/11/2012						✓			
Talak, Esita	Female	Year 3	3CB	25/11/2012						✓			
Hewitt, Mark	Male	Year 3	3CB	28/11/2012						✓			
Davies, Adam	Male	Year 3	3CB	01/12/2012						✓			
Andrews, Richard	Male	Year 3	3CB	02/12/2012						✓			
<b>Total</b>					0	0	0	0	0	59	1	0	0

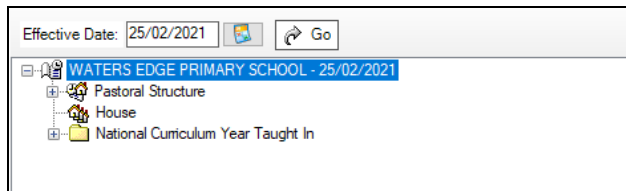
OK Cancel

**04 | Preparing Pupil Level Information**

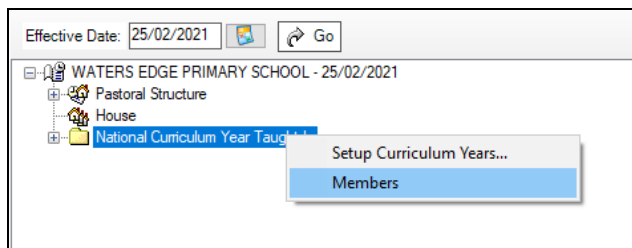
7. Ensure that all pupils are allocated membership to the correct **National Curriculum Year Taught In** and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Repeat for the other curriculum years, where applicable.
9. Click the **Save** button.

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

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



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



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

Allocate Students/Applicants

Effective Date Range  
 From effective date to end of the academic year ( )  Over the whole academic year ( 03/09/2020 - 01/09/2021 )

Student Status  
 Students  Accepted Applications  Current Applications (Applied / Offered / Reserved)

Members Print Actions

Name	Gender	Year Group	Reg Group	DOB	N1	N2	R	1	2	3	4	5	6
Abbas, Latif	Male	Year N2	PM	11/11/2016	✓								
Abbott, Jessica	Female	Year 2	2JB	17/02/2014					✓				
Abhra, Abjit	Male	Year 6	6VC	20/11/2009									✓
Abhra, Alisha	Female	Year 6	6VC	20/11/2009									✓
Abhra, Shaquib	Male	Year 2	2GH	17/12/2013					✓				
Abrams, Paul	Male	Year 1	ELM	15/12/2014				✓					
Ackton, Charlotte	Female	Year 2	2JB	10/02/2014					✓				
Ackton, Stan	Male	Year 6	6KH	22/03/2010									✓
Adams, Nancy	Female	Year 4	4ES	18/12/2011							✓		
Adams, Sadie	Female	Year 3	3CB	20/03/2013						✓			
Aditya, Zayan	Male	Year R	OAK	20/05/2016			✓						
<b>Total</b>					0	28	60	60	58	60	58	58	61

OK Cancel

- Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the applicable radio button.  
By default, the records are displayed in alphabetical surname order. Sorting the names in year group order assists in locating pupils who do not have a **Year Taught In** selected.
- Right-click the **Year Group** heading, then select **Sort By** from the pop-up menu. Any pupils who have not been allocated a year taught in are displayed at the top of the list.

Name	Gender	Year Group	Reg Group	DOB	N1	N2	R	1	2	3	4	5	6
Abrams, Paul	Male			15/12/2014									
Ainsley, Charlotte	Female			02/05/2015									
Alberts, Courtney	Female	Year 1	PINE	07/03/2015				✓					
Andrews, Ching	Male	Year 1	ELM	28/03/2015				✓					
Atkins, Portia	Female	Year 1	ASH	12/01/2015				✓					
Barnes, Isaac	Male	Year 1	OAK	02/03/2015				✓					
Barnwell, Emma-Jane	Female	Year 1	PINE	03/03/2015				✓					
Bolton, James	Male	Year 1	ELM	02/06/2015				✓					
Burrowes, Matthew	Male	Year 1	OAK	07/03/2015				✓					
Carlston, Jack	Male	Year 1	ASH	09/03/2015				✓					
Cedric-Smith, Kimberley	Female	Year 1	PINE	07/08/2015				✓					
Total					0	28	60	60	58	60	58	58	61

- Indicate which year the pupils with missing data are taught in by clicking the appropriate cell in the grid.
- Ensure that all pupils have been allocated a year taught in and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
- Click the **Save** button.

**Completed**

## Checking Home Address Information

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

All aspects of the address are collected and therefore all address details should be recorded 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).

## 04 | Preparing Pupil Level Information

The Unique Property Reference Number (**UPRN**) is a unique identifier that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for, then double-click the name of the required pupil to display the **Pupil Details** page.
3. In the **Addresses** panel, check that the **Post Code** and **House Number/Name** exist and that they are valid.

These details can be checked by clicking the **Address** button to launch the selected mapping website (specified via **Tools | Setup | User Options**), where a map of the area surrounding the address is displayed.

**3 Addresses** History

Current Home Address Details (Validated)

12 Downham Close  
Great Denham  
Bedford  
MK40 4RR  
United Kingdom  
UPRN: 10024232726

Note

Start date: 03/04/2018 End date:

Enter additional address

Post Code: CB24 6DD Country: United Kingdom

House Number/Name: 1

Search Validation Service  Search Existing Addresses

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

4. If the Unique Property Reference Number (**UPRN**) is not displayed below the **Current Home Address Details**:
  - a. Click the **Validate** button to display the **Find Matching Addresses** dialog.
  - b. Highlight the required address, then click the **OK** button to return to the **Addresses** panel, where the **UPRN** is displayed below the address.
5. If you have edited the address, click the **Save** button.
6. If the pupil has an additional current address, i.e. a **Second Home**, enter the additional address and then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type**, then click the **Save** button to refresh the display.

*NOTE: Any contacts (parents, applicants, staff, etc) who share the same address as the pupil are displayed in the **Linked People** dialog, which can be accessed via the **Modify Address** button.*

**Completed**



## Checking Free School Meals Eligibility

Only pupils 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 pupils are recorded.

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

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

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

Free school meal guidance for schools and Local Authorities is available from the GOV.UK website

(<https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities>).

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

- **Start Date**
- **End Date** (if known)
  - The DfE does not expect free school meal (FSM) end dates to be entered by schools during the transitional period to universal credit except where there are exceptions.
- UK **Country** in which the eligibility applies.

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

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for, then double-click the required pupil to display the **Pupil Details** page.
3. In the **Dietary** panel, 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 and then click the **Open** button.

**Dietary**

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
03/09/2018		SM	SM	SM	SM	SM

New

Open

Delete

Start Date	End Date	Country	Notes
03/09/2018		England	

New

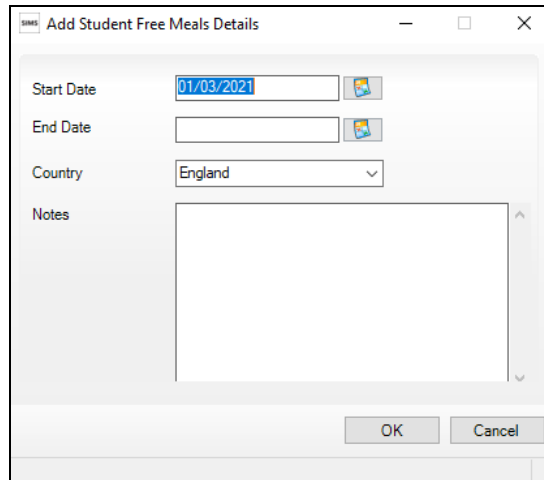
Open

Delete

FSM Review Date: 07/06/2021

## 04 | Preparing Pupil Level Information

If a new record is required, click the adjacent **New** button to display the **Add Student Free Meals Details** dialog.



4. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.
5. Ensure that the UK **Country** in which the eligibility applies is correct. Select from the drop-down list, if required.
6. Enter **Notes**, if required.
7. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed.
8. Click the **Save** button.

Ensure that this information is checked/amended on a regular basis.

**Completed**

## Checking Ethnic and Cultural Information

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

### First Language

- A First Language other than English should be recorded where a pupil 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 pupil's proficiency in English.
1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
  2. Search for, then double-click the required pupil to display the **Pupil Details** page.

- Navigate to the **Ethnic/Cultural** panel.

- Select the pupil's **First Language** from the drop-down list.
- Click the **Save** button.

#### TIPS:

It is possible to bulk update **Ethnicity** and **First Language** for a selected group of pupils by selecting the relevant option from the **Data Item** drop-down list via **Routines | Pupil | Bulk Update**.

Home language is no longer collected in the School Census. Users with School Administrator permissions can remove the **Home Language** field from the **Student Details** and **Application** pages, if required. This is achieved by selecting the **Hide Home Language** check box in the **School Options** panel via **Tools | Setups | School Options**.

Home language is always included in CTF imports, CTF exports and the Reporting Dictionary, even if it is not displayed on the **Student Details** and **Application** pages.



## Checking Additional Information

Ensure that **Service Children in Education** information is recorded in SIMS.

The Bulk Update routine can be used to assign and edit these values for a specific selection of pupils at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 24).

- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
- Search for, then double-click the required pupil to display the **Pupil Details** page.

04 | Preparing Pupil Level Information

3. Navigate to the **Additional Information** panel.

Date	Moving Schools	Deployment	Separation	Details	DFE N
01/10/2019	Concerns relat...	No concerns	No concerns		82329

*NOTE: The meal information is now entered via the **Dietary** panel.*

4. If the pupil 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.
5. 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.
6. Ensure that any **Service Children Concerns** are recorded. Click the adjacent **New** or **Open** button, as required.
7. Ensure that the **Pupil Premium Indicator for year 2020/2021** 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 in 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 pupils 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 pupil progress.

**Completed**

## Checking Special Educational Needs Information

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

- **SEN Status** (SEN Provision)
    - **E – Education, Health and Care Plan (EHCP)** – the LA has reviewed the pupil and a plan has been issued.
    - **N – No Special Educational Need** - No special educational need has been identified.
    - **K – SEN Support** – actions have been put in place or will be put in place to support the pupil with their need, once a SEN need or potential SEN need has been identified.
  - **Provision Type** (not applicable to Pupil Referral Units or Special schools)
    - **Time in SEN Unit** - member of SEN Unit
    - **Resourced Provision**
1. Select **Focus | Pupil | Special Educational Needs** to display the **Find SEN Student** browser.
  2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.
  3. Click the **Search** button to display a list of pupils who match the criteria.

Name	Year Group	Class	House	Gender	SEN Status
Abdullah, Tamwar	6	GVC		Male	K - SEN Support
Balinski, Iwa	5	SDT		Female	E - Education, Health and Care Plan
Bolton, James	R	ELM		Male	K - SEN Support
Carter, Ryan	4	4SL		Male	K - SEN Support
Cichy, Viktor	4	4ES		Male	K - SEN Support
Colman, Tamsin	3	3TO		Female	K - SEN Support
DiMichele, Sara	5	SDT		Female	K - SEN Support
Elley, Jake	3	3CB		Male	K - SEN Support

4. Double-click the name of the required pupil to display the **Student SEN details** page.

**3 Basic SEN Details**

Status:  Start Date:

Statement Pending?

Current Needs

Rank	Start Date	Need Type	Description
1	19/04/2016	Vision Impairment	Requires glasses for close work.
2	05/02/2015	Speech, Language or Communication Need	As English is Tamwar's second language, the decisi...

Full Descriptions

5. In the **Basic SEN Details** panel, ensure that the **SEN Status** and **Start Date** are correct.

**04 | Preparing Pupil Level Information**

To amend an error in the current **Status** or **Start Date**, click the **Edit** button. Select the required **Status** from the drop-down list and edit the **Start Date**, if required.

Alternatively, click the **New** button. This removes the original **Status** and the **Start Date** defaults to today's date. Select the applicable **Status** and change the **Start Date**, if required.

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

To view changes that have taken place to the pupil's SEN Status, click the **Status History** button to display the **Status History** page.

- In the **Provisions** panel, ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly.

8 Provisions				
Provision Type	Start Date	End Date	Cost	Frequency
Time in SEN Unit	09/02/2021			1 x 30mins we...
Speech Therapy	03/11/2016			1 per week - 1...
Hearing Impaired Support Worker	02/11/2015			4 days a week
Speech Therapy	20/10/2015			1 x weekly

New  
Open  
Delete

- To edit an existing record, highlight the required record and then click the **Open** button.

To create a new record, click the **New** button to display the **Add/Edit SEN Provision** dialog.

simis Add/Edit SEN Provision

**Provision**

Provision Type: Time in SEN Unit

Start Date: 09/02/2021      End Date:

Cost:  Clear Today Cancel

Frequency:

Comments: ting the text, and discussing methods in dealing with anxiety

**People Involved**

Name:

**Notes/Documents**

Attachment	Summary	Type	Owner	Last Modified On

New  
Open  
Delete

OK      Cancel

8. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
9. Click the **OK** button to return to the **Provisions** panel.
10. Update the other information on the **Student SEN details** page, if required and 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.



## Preparing Exclusions Information

**Not applicable to Nursery schools**

Information is required for a fixed period exclusion or a permanent exclusion with a final review that has a start date during the period 01/09/2020 to 04/04/2021 inclusive.

*NOTE: Lunchtime exclusions are no longer collected for the return.*

The following exclusion related data items are collected for the return:

- Fixed term and permanent exclusion **Type (Exclusion Details** panel).
- Fixed term and permanent exclusion **Reason (Exclusion Details** panel).
- Fixed term and permanent exclusion **Start Date (Exclusion Details** panel).
- Fixed term and permanent exclusion length, i.e. the number of sessions from which the pupil was excluded (**Exclusion Details** panel - **Length School Days**).
- SEN Provision (please see *Checking Special Educational Needs Information* on page 47).

**IMPORTANT NOTE about Permanent Exclusions:** Any permanently excluded pupils should be marked as leavers as soon as the exclusion has been confirmed by the LA. As part of this process but before making them a leaver, ensure that you have recorded the following information:

- *SEN Status (if applicable)*
- *Ethnicity*
- *Ethnic Source*
- *Part-time indicator (if applicable)*
- *Date of Admission.*

## Recording an Exclusion

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

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

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason 1	Exclusion Reason 2	Exclusion Reason 3	
Academic Year 2020/2021	Spring Term	22/01/2021	22/01/2021	1	Fixed Term	Physical assault against a pupil	Physical assault against an adult		New Open Delete
Academic Year 2019/2020	Autumn Term	17/09/2019	17/09/2019	1	Fixed Term	Verbal abuse/threatening behavi...			
Academic Year 2018/2019	Spring Term	08/01/2019	08/01/2019	1	Fixed Term	Physical assault against a pupil			
Academic Year 2018/2019	Autumn Term	12/09/2018	12/09/2018	1	Fixed Term	Physical assault against an adult			

Total in Academic Year 2020/2021: 1 day(s)

3. Highlight an existing exclusion, then click the **Open** button adjacent to the **Exclusions** panel to view/edit the details of the exclusion. Alternatively, click the **New** button to display the **Add Exclusion** dialog.
4. In the **Exclusion Details** panel, select the exclusion **Type** from the drop-down list.

5. Select the option that describes the main **Reason** for the exclusion from the drop-down list.
6. Enter the exclusion **Start Date** and **End Date** (if applicable) or click the appropriate **Calendar** button, then select the required date.
7. Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list.
8. Click the **Calculate** button to populate the **Length School Days** automatically.



9. Enter any additional information currently known, then 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.

10. 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>).



## Preparing Termly Attendance Information

### Not applicable to Nursery schools

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils and leavers aged four to 15 inclusive on 31/08/2020, who were on-roll for at least one session during the collection period from the 01/01/2021 to 04/04/2021.

The attendance data collected in this return includes:

- Number of pupils on roll for at least one session in the 2021 Spring term
- Number of pupils with at least one absence in the 2021 Spring term
- Percentage of pupils with at least one absence in the 2021 Spring term
- Total sessions possible for all pupils
- Total sessions missed due to authorised absence for all pupils
- Total sessions missed due to unauthorised absence for all pupils
- Total sessions missed due to overall (authorised plus unauthorised) absence for all pupils
- Authorised absence as percentage of total sessions possible
- Unauthorised absence as percentage of total sessions possible
- Overall (authorised plus unauthorised) absence as percentage of total session possible
- Number of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term
- Percentage of pupils whose overall absence rate is greater than or equal to 10 per cent and are therefore identified as a persistent absentee in this term.

## 04 | Preparing Pupil Level Information

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

**IMPORTANT NOTE:** If you use SIMS Attendance, 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 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
- Total sessions attending approved educational activity
- Total sessions unable to attend due to exceptional circumstances
- Total number of sessions unable to attend due to Coronavirus.

Attendance

Attendance Application not in use. Manual entry is required. [Check for additional pupil & zero totals](#)

Group By

Surname	Forename	YTI	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences	T AEA Sessions	T Excep Sessions	T Corona Sessions
Abbott	Jessica	Year 2	2JB	On Roll	0	0	0	0	0	0
Abhra	Abjit	Year 6	6VC	On Roll	0	0	0	0	0	0
Abhra	Alisha	Year 6	6VC	On Roll	0	0	0	0	0	0
Abhra	Shaqib	Year 2	2JB	On Roll	0	0	0	0	0	0
Abrams	Paul	Year 1	ELM	On Roll	0	0	0	0	0	0
Ackton	Charlotte	Year 2	2GH	On Roll	0	0	0	0	0	0
Ackton	Stan	Year 6	6KH	On Roll	0	0	0	0	0	0
Adams	Nancy	Year 4	4ES	On Roll	0	0	0	0	0	0
Adams	Sadie	Year 3	3CB	On Roll	0	0	0	0	0	0
Aditya	Zayan	Year R	PINE	On Roll	0	0	0	0	0	0
Ainsley	Charlotte	Year 1	OAK	On Roll	0	0	0	0	0	0
Akeman	Richard	Year 5	5BB	On Roll	0	0	0	0	0	0
Akeman	Steven	Year 5	5DT	On Roll	0	0	0	0	0	0
Alala	Candis	Year 4	4SL	On Roll	0	0	0	0	0	0

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 2021 Return handbook  
Managing Pupil/Student Attendance handbook (SIMS Attendance users)

Completed

## Recording Universal Infant School Meals

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

*NOTE for Special schools: The School Dinner Taken routine is applicable to Special schools that have on-roll pupils who have taken a school dinner on census day and who are in Year Taught In Reception, Year 1 or Year 2 and those in Year Taught In X aged four to six who were born between 01/09/2013 and 31/08/2016 inclusive.*

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

School dinners taken on the **Reference Date** (by default, census day) can be calculated from the information stored in Dinner Money. Dinner Money users should therefore ensure that school dinners taken are recorded correctly via **Focus | Attendance | Take Register** or **Focus | Dinner Money | Record Pupil Meals**.

- If default meal patterns have been entered (via **Focus | Dinner Money | Pupil Default Meal Patterns**), the Dinner Register is populated automatically with the default meals.

For more information about setting up default meal patterns, please refer to the *Setting up and Maintaining Dinner Money* handbook.

- Where any 'pupil not present' attendance marks have been entered, the Dinner Register is populated automatically with an absent mark.
- Any special meals entered in advance are displayed and are not overwritten by the default meal pattern.

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. Therefore, when completing the School Census **School Dinner Taken** panel, the calculated numbers must be edited to reflect hot meals provided by the school only. Ensure that the pupils listed on the Reception, Year 1 and Year 2 attendance registers are accurate and that the registers are taken on census day morning (before completing the School Census **School Dinner Taken** panel).

## Updating Class Types

Applicable to Primary schools only

Before starting the return, it is necessary to indicate which class a pupil is a member of – either **Nursery** (if the child is currently in a LA designated Nursery Unit) or **Other** (any other class). This is only needed for newly added pupils where they have transferred from a LA designated Nursery Unit into an 'Other' class.

*NOTE: If new pupils exist, the default class type is displayed as blank.*

**04 | Preparing Pupil Level Information**

1. Select **Tools | Statutory Return Tools | Update Class Type** to display the **Update Class Type** page.

The values displayed on the **Update Class Type** 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.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001820	N2	PM	✓	
Abbott, Jessica	17/02/2014	Female	001663	2	2JB		✓
Abhra, Abjit	20/11/2009	Male	001336	6	6VC		✓
Abhra, Alisha	20/11/2009	Female	001337	6	6VC		✓
Abhra, Shaquib	17/12/2013	Male	001582	2	2GH		✓
Abrams, Paul	15/12/2014	Male	001651	1	ELM		✓

2. To specify the class type for an individual pupil, click in the applicable cell of the **Nursery** or **Other** column to enter a tick. Clicking the cell again removes the tick.
3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
  - a. Right-click the **Other** column header, then select **Check All**.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001820	N2	PM	✓	
Abbott, Jessica	17/02/2014	Female	001663	2	2JB		✓
Abhra, Abjit	20/11/2009	Male	001336	6	6VC		✓
Abhra, Alisha	20/11/2009	Female	001337	6	6VC		✓
Abhra, Shaquib	17/12/2013	Male	001582	2	2GH		✓
Abrams, Paul	15/12/2014	Male	001651	1	ELM		✓

- b. In the **Pupils View** panel, select, for example, Year **N2** from the year taught in (**YTI**) drop-down list. Only Year **N2** pupils are then displayed in the **Pupils** panel.

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001820	N2	PM		
Andrews, Meili	19/05/2017	Female	001821	N2	AM		
Andrews, Melissa	07/10/2016	Female	001822	N2	PM		
Bocetti, Mateo	17/05/2017	Male	001771	N2	PM		✓
Bordet, Petra	20/05/2017	Female	001772	N2	AM		✓
Clarke, Courtney	10/07/2017	Female	001823	N2	PM		✓

- c. Right-click the **Nursery** column header, then select **Check All**.
- d. Repeat steps *b* and *c* for any additional Nursery classes.
- e. To check your selections, select **All** from the **YTI** drop-down list.

4. Click the **Save** button.

If a message is displayed advising that some pupils have not been assigned a class type, click the **Yes** button and then ensure that a class type is allocated to every pupil before saving again.

Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed.

### Resetting All Class Types

To reset all class types (via the **Update Class Type** page), right-click the **Nursery** (or **Other**) column header, then select **Remove All** from the pop-up list. The **Nursery** (or **Other**) column is cleared of all ticks.

Re-enter the correct class types for all pupils as previously described.

### Identifying which Pupils have no Class Type Specified

To ensure that all pupils are assigned to a class type (via the **Update Class Type** page), select **No Class Type** from the **Status** drop-down list in the **Pupils View** panel. Any pupils without a **Class Type** are displayed in the **Pupils** panel.

Specify a class types for these pupils, as previously described.



Completed

## Editing Early Years

Early Years data is collected from all schools that have early years pupils on-roll on census day. The following items are collected:

- Hours at Setting
- Funded Hours
- Disability Access Fund
- 30 Hour Code
- Extended Funded Hours.

*NOTE: Disability Access Fund, 30 Hour Code and Extended Funded Hours are not collected in the census for pupils aged two at 31/03/2021.*

### Funded Hours and Hours at Setting

Funded universal free entitlement hours are the total number of free childcare hours that a child receives. All three and four year old pupils are eligible for 15 hours funded child care a week. Advice about the eligibility of two year old children for funded childcare can be found on the DfE website (<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>).

Hours at Setting include funded free entitlement hours (as described previously) plus any additional hours funded by other means.

**04 | Preparing Pupil Level Information**

The hours collected in this return are for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Funded Universal Free Entitlement Hours Maximum Entitlement
01/09/2016 to 31/03/2019 inclusive	All relevant schools and year groups.	15 hours
01/09/2015 to 31/08/2016 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.	15 hours

**Disability Access Fund**

The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA) and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Date of Birth Ranges	School Type and National Curriculum Year Group
01/09/2016 to 31/03/2018 inclusive	All relevant schools and year groups.
01/09/2015 to 31/08/2016 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only.

Additional information about the Disability Access Fund is available via the DfE website (<https://www.gov.uk/education/early-years-funding>).

**Extended Funded Hours and 30 Hour Code**

**Extended Funded Hours** are the number of hours that a child can receive in addition to the initial 15 funded hours. Extended Funded Hours are applicable to three and four year old pupils only.

Extended Funded Hours can double the original 15 hours of free childcare to 30 hours a week, i.e. 15 funded free entitlement hours + 15 extended entitlement hours = 30 hours, provided that the following criteria are met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Each parent must have an annual income of less than the specified amount.

Parents who meet the extended funded hours criteria must obtain a unique code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended childcare hours.

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Date of Birth Ranges	School Type and National Curriculum Year Group	Maximum Funded Universal Free Entitlement and Extended Free Entitlement Hours
01/09/2016 to 31/03/2018 inclusive	Applicable to all relevant schools and year groups. A valid <b>30 Hour Code</b> must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.
01/09/2015 to 31/08/2016 inclusive	For pupils in National Curriculum Year groups E1, E2, N1 and N2 only. A valid <b>30 Hour Code</b> must be provided.	15 funded universal free entitlement hours plus 15 extended free entitlement hours equals 30 hours.

Extended Funded Hours information provided by the DfE can be found on their website

(<https://www.gov.uk/government/publications/30-hours-free-childcare-late-and-early-years-provider-guide>).

### Early Years Date of Birth Matrix

School Census Summer 2021					
Date of Birth Range		Age as at 31/03/2021	Funded Hours	Extended Hours	Disability Access Fund
before 31/08/2015		5	N	N	N
01/09/2015 - 31/12/2015	YTI: E1, E2, N1, N2	5	Y	Y	Y
01/01/2016 - 31/03/2016		5	Y	Y	Y
01/04/2016 - 31/08/2016		4	Y	Y	Y
01/09/2016 - 31/12/2016		4	Y	Y	Y
01/01/2017 - 31/03/2017		4	Y	Y	Y
01/04/2017 - 31/08/2017		3	Y	Y	Y
01/09/2017 - 31/12/2017		3	Y	Y	Y
01/01/2018 - 31/03/2018		3	Y	Y	Y

## 04 | Preparing Pupil Level Information

School Census Summer 2021				
Date of Birth Range	Age as at 31/03/2021	Funded Hours	Extended Hours	Disability Access Fund
01/04/2018 - 31/08/2018	2	Y	N	N
01/09/2018 - 31/12/2018	2	Y	N	N
01/01/2019 - 31/03/2019	2	Y	N	N
01/04/2019 and after	1	N	N	N

### Updating Early Years Information

Early Years data is collected from all schools that have early years pupils on-roll on census day.

Data for the following items can be recorded before completing the return (via **Tools | Statutory Return Tools | Update Early Years**):

- **Funded Hours** - Funded hours are the total number of free child care hours that a child receives.
- **Hours at Setting** - Hours at setting include funded hours plus any additional hours funded by other means.
- **Disability Access Fund** - The disability access fund is payable as a lump sum once a year and awarded to pupils who meet the required criteria.
- **30 Hour Code** - The 11 digit 30 hour code must be obtained from the Tax Office (HM Revenue & Customs) by parents who meet the extended funded hours criteria.
- **Extended Funded Hours** - Extended funded hours are the number of hours that are in addition to the initial 15 funded hours that a child can receive.

The early years data is collected for the week in which the census day falls with the exception of disability access fund, which is collected for pupils who are in receipt of the fund on census day.

*NOTE: Disability Access Fund, 30 Hour Code and Extended Funded Hours are not collected in the census for pupils aged two at 31/03/2021.*



1. Select **Tools | Statutory Return Tools | Update Early Years** to display the **Update Early Years** page. Only cohorts applicable to your school are displayed.

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

Update Early Years

Save Undo

Census Term: Summer 2021

Pupils View Age at 31/08/2020: All YTI: All Reg: All Status: All

Pupils

Disability Access Fund, 30 Hour Code and Extended Funded Hours are NOT collected in the census for pupils aged 2 at 31/03/2021

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	Age at 31/03/2021	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abbas, Laif	11/11/2016	001780	N2	PM	3	4	4	15	15			
Andrews, Meili	19/05/2017	001781	N2	AM	3	3	3	15	15			
Andrews, Melissa	07/10/2016	001782	N2	PM	3	4	4	15	15			
Bocetti, Mateo	17/05/2017	001771	N2	AM	3	3	3	30	15		10038877533	
Bordet, Petra	20/05/2017	001772	N2	PM	3	3	3	15	15			
Clarke, Courtney	10/07/2017	001783	N2	PM	3	3	3	15	15			

The **Update Hours** button is available to Primary schools only. It enables Hours at Setting, for pupils who are receiving free nursery care, to be updated automatically (provided that Early Years Attendance Patterns have been defined via **Focus | Pupil | Pupil Details**).

2. Click the **Update Hours** button to display the number of hours that the listed pupils are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern).

*NOTE: If your school does not use the Define Early Years Attendance Patterns functionality, the data can be entered in the grid manually.*

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

**IMPORTANT NOTES:** Values for **Funded Hours**, **Hours at Setting** and **Extended Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.

*If the value entered is within the accepted 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.*

#### 04 | Preparing Pupil Level Information

4. 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 **Pupils View** panel, select the required year group from the **YTI** (Year Taught In) drop-down list. Only the selected pupils are displayed in the **Pupils** panel.
  - b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
  - c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting, Funded Hours** or **Extended Funded Hours**, then enter the number of hours that is applicable to the majority of pupils.  
This number is then entered automatically for the remaining pupils.
  - d. Click to the right of the grid to deselect all.
  - e. Edit the entry for each pupil who is receiving a different number of hours. This is achieved by highlighting the required pupil, clicking in the associated **Hours at Setting, Funded Hours** or **Extended Funded Hours** cell, as applicable and then entering the required number.
5. Indicate whether the pupils are in receipt of the **Disability Access Fund**. Click the applicable cell, then select **Yes** or **No** from the drop-down list.
6. Enter the 11 digit 30 Hour Code in the applicable cell, if in receipt of extended funded hours.
7. Click the **Save** button.

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



#### Using the Status to determine if Hours at Setting or Funded Hours are recorded

1. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and 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.
2. Enter the required values for these pupils as described previously.
3. Click the **Save** button.

## Updating Pupils 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 pupils.

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

Any pupils currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

**Update Students with Top-up Funding**

Update

Term: Summer 2021 Students On-Roll on Census Day

Surname: whi Forename: YTI: All Reg: All

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

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Theo	2	2JB		No
Whitehead	Whitehead	William	4	4ES		No
Whitemore	Whitemore	Amie	6	6VC		No
Whitemore	Whitemore	Paige	2	2GH		No

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having top-up funding, then highlight their details.

Term: Summer 2021 Students On-Roll on Census Day

Surname: bal Forename: YTI: All Reg: All

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

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balik	Balik	Karolina	5	5DT		No
Balinski	Balinski	Cyla	6	6VC		No
Balinski	Balinski	Fil	6	6VC		No
Balinski	Balinski	Iwa	6	6KH	E	No

## 04 | Preparing Pupil Level Information

3. Click the **Add** button to move the highlighted pupil(s) to the **Top-up Funding** list.

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Balik	Balik	Karolina	5	5DT		No
Balinski	Balinski	Cyla	6	6VC		No
Balinski	Balinski	Fil	6	6VC		No

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Theo	2	2JB		No
Whitehead	Whitehead	William	4	4ES		No
Whitemore	Whitemore	Amie	6	6VC		No
Whitemore	Whitemore	Paige	2	2GH		No
Balinski	Balinski	Iwa	6	6KH	E	No

4. To remove a pupil from the **Top-up Funding** list, highlight the required pupil and then click the **Remove** button. The pupil's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
5. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

**Completed**

## Updating Pupils Post Looked After Arrangements

Post Looked After Arrangements (previously named Adopted from Care) is collected for pupils who are on-roll on census day and the information is then used for funding purposes.

The values available for selection enable schools to indicate which pupils were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.

1. Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements** to display the **Update Students Post Looked After Arrangements** page.

Any pupils currently recorded as having post looked after arrangements are displayed in the **Post Looked After Arrangements** list (located in the bottom half of the page).

Update Students Post Looked After Arrangements

Update

Term: Summer 2021 Students On-Roll on Census Day

Surname: smy Forename: YTI: All

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

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Erin	6	6VC	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Jennifer	3	3CB	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smythye	Smythye	Bethanie	2	2JB	No	Ceased to be looked after through Adoption	<input type="checkbox"/>

2. Use the **Students On-Roll on Census Day** search criteria to locate the pupils you want to record as having PLAA.

Term: Summer 2021 Students On-Roll on Census Day

Surname: sm Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smith	Smith	Erin	6	6VC	No
Smith	Smith	Jennifer	3	3CB	No
Smythye	Smythye	Bethanie	2	2JB	No

3. Highlight the required pupils, then click the **Add** button to move the selected pupils to the **Post Looked After Arrangements** list.

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Erin	6	6VC	No		<input type="checkbox"/>
Smith	Smith	Jennifer	3	3CB	No		<input type="checkbox"/>
Smythye	Smythye	Bethanie	2	2JB	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 post looked after arrangement is displayed for each pupil by clicking the applicable **PLAA** 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. Select the **Evidence Obtained** check box, if documents have been obtained that provide evidence of the post looked after arrangements.

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

6. To remove a pupil from the **Post Looked After Arrangements** list, highlight the required pupil and then click the **Remove** button. The pupil's record is automatically moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
7. Click the **Update** button to save the information and arrange the names 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 (DMS).

**Completed**

## Changing an Enrolment Status

A pupil **Enrolment Status** defaults to **Single Registration** but can be changed via the **Routines** menu, if required.

The following enrolment statuses are available:

- **Single Registration** - this status represents a normal, full-time pupil who is only registered as on-roll at your school.
- **Guest Pupil** - this status represents a pupil who is on-roll at another school but attends your school for certain lessons. There is no need to register them as on-roll at your school.
- **Main-Dual Registration** - this status indicates that the pupil is registered at another school for some of their timetable, but the majority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- **Subsidiary-Dual Registration** - this status indicates that the pupil is registered at another school for the majority of their timetable and only a minority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.

- **FE College** (applicable to Pupil Referral Units in England only) - this status indicates that the pupil is registered at a Further Education College and only a minority of their time is spent at your school.
- **Other Provider** (applicable to Pupil Referral Units in England only) - this status indicates that the pupil is registered at another provider and only a minority of their time is spent at your school.

*NOTE: SIMS uses the information in the enrolment status change log to determine enrolment on census day.*

1. Select **Routines | Pupil | Change Enrolment Status** to display the **Find Pupil** browser.
2. Search for, then double-click the name of the required pupil to display the **Change Enrolment Status** page.

*NOTE: The pupil's basic details are displayed for information only. Edits to basic details can be made via **Focus | Pupil | Basic Details**.*

3. In the **Registration** panel, select the applicable **Enrolment Status** from the drop-down list.

If the pupil's enrolment status has been changed before, a history of the **Enrolment Status History** can be viewed by clicking the adjacent **Search** button.

4. The **Student Date of Change** defaults to today's date but can be edited by selecting the required date from the adjacent Calendar. This date is for information only and does not impact any other part of SIMS.
5. Enter any associated **Notes**.
6. Click the **Save** button. A confirmation message is displayed.

**WARNING:** The details of the confirmation message is different depending on the change of enrolment status. For example:

- If the enrolment status is changed to **Guest pupil**, all previously recorded session attendance marks are deleted.
- If the enrolment status change has taken place during the academic year, the applicable attendance marks might need to be corrected.

*In some circumstances a new admission number is allocated to the pupil if you confirm the enrolment status change.*

7. Click the **Yes** button if you want to continue.

 **Completed**





# 05 | What Next?

## Where Can I Get More Information? ..... 67

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

The SIMS 2021 Spring Release (7.198) must be installed before completing the School Census Summer 2021 Return. However, it is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary, as it may include updates applicable to the forthcoming return.

You should now be ready to produce the final School Census Summer 2021 Return.

## Where Can I Get More Information?

In addition to this preparation guide, the following information is also available:

- *Producing the School Census Summer 2021 Return (English Primary/Middle deemed Primary Schools) handbook*  
This handbook outlines the School Census process in SIMS for Primary and Middle deemed Primary schools.
- *Producing the School Census Summer 2021 Return (English Nursery Schools) handbook*  
This handbook outlines the School Census process in SIMS for Nursery schools.
- *Producing the School Census Summer 2021 Return (English Special Schools) handbook*  
This handbook outlines the School Census process in SIMS for Special schools.
- *Producing the School Census Summer 2021 Return (English All-Through Schools) handbook*  
This handbook outlines the School Census process in SIMS for All-Through schools.
- *Producing the School Census Summer 2021 Return (English Pupil Referral Units) handbook*  
This handbook outlines the School Census process in SIMS for Pupil Referral Units.
- *Managing Pupil/Students handbook*  
This handbook provides information on the main processes that relate to the management of pupil data in SIMS, from admission through to leaving.

## 05| What Next?

Guidance about data protection and how pupil data is shared is available from the GOV.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category and then select the document you require.

### Problem Solving using the Support Portal

You are strongly advised to check the following SIMS Newsfeeds because they provide a range of explanatory text, presentations, videos and spreadsheets that you may find useful. These newsfeeds are updated regularly to provide the latest news and answers to enquiries. In particular, the newsfeeds for School Census provide the latest iteration of our spreadsheet for DfE validation rules and SIMS solutions.

The SIMS Newsfeed - Hub provides links to all the statutory returns related newsfeeds

([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899)).

- SIMS Newsfeed - School Census Summer 2021
- SIMS Newsfeed - DfE CBDS 2020/21
- SIMS Newsfeed - Series 1800 Filesets for SIMS 7 Spring Release 2021.

**IMPORTANT NOTE:** *If you receive support from a local authority or third party support team, check with them before using any of the solutions.*

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