

ICT Services

Cheshire East Council ICT Shared Service

Primary Schools Seminar Autumn 2024

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Agenda



- Welcome and Introductions
- General Information
- Schools Desktop Hints and Tips
- Sim New Attendance Codes
- Sims Attendance 10 Week Absence reporting
- SIMS School Census/Workforce Census
- AOB

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General Information

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Staff Updates



- Leeann became a Great Aunty
- The lovely Tracy is trying to retire again
- Lauren is going to have another little baby
- Barry wife still won't let him retire



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Over Summer



- Upgraded SIMS SQL
- SQL 2014 and SQL 2016 SP1/2 now out of support
- Upgraded SQL 2016 SP3 or SQL 2019
- Affected Wonde/Groupcall/RBUSS/3rd Party apps
- Schools with our classroom all complete
- Some schools (with 3rd party support) still to be upgraded

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Access Halo



- Can not access Halo (call logging system at present)
- Doing test to make it available
- Will contact schools one working ok

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Unit 4



- Now using Single Sign in using personal email addresses
- All setup with MFA
- Rollout went very smoothly
- Doesn't timeout as often
- IP whitelisting now turned off – can access Unit 4 from anywhere
- If have new phone need to contact ourselves to remove the MFA

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Schools Desktop

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Phishing Scams



- Yes they are still happening ☹️
- Just a reminder to be vigilant
- Latest ones add a document to One drive then put a link in it
- Do not click the attachments
- If you do:
 - reset password straight away
 - Check for any rules online in outlook
- [Phishing: Spot and report scam emails, texts, websites and... - NCSC.GOV.UK](https://www.ncsc.gov.uk/information/phishing-spot-and-report-scam-emails-texts-websites-and...)

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Egress Renewal



- Will be checking what account have been bought
- If not enough bought will email
- £50 per egress account
- Only need to pay if sending encrypted emails
- Free to read emails

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Microsoft Forms



- Forms.office.com
- Send out Questionnaires
- Can use Text, Choices
- Can change colour, background, style etc
- Make sure change who can respond
- Very good for Surveys

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Microsoft Support



- Windows 10 coming to end of support
- Support end Date 14 Oct 2025
- Budget to replace devices
- Windows 11 min spec
- Devices older than 4 years will need to be replaced
- Need higher spec to run efficiently
- Budget for new kit

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New Attendance Codes

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Changes to Attendance Codes



Three codes cease to be used:

Code J (replaced by J1)

Code Y (broken down into individual causes)

Code H (leave of absence for a family holiday).

AND

Twelve new codes created – mostly by breaking down existing codes.

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Changes to Attendance Codes

Code C broken down into:

C – Leave of absence for exceptional circumstances

C1 – Leave of absence for the purpose of participating in a regulated performance

C2 – Leave of absence for compulsory school age pupil subject to a part-time timetable



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Changes to Attendance Codes



Code Y will be broken down into:

- Y1** – Unable to attend due to transport normally provided not being available
- Y2** – Unable to attend due to widespread disruption to travel
- Y3** – Unable to attend due to part of the school premises being closed
- Y4** – Unable to attend due to whole school being closed
- Y5** – Unable to attend as pupil is in criminal justice detention
- Y6** – Absent in accordance with public health guidance or law
- Y7** – Unable to attend because of other unavoidable cause

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Changes to Attendance Codes



Code J1 (attending an interview) will replace J and become an authorised absence

Code K – Attending education provision arranged by the LA

Q – Unable to attend the school because of a lack of access arrangements

All built in attendance reports will report on all latest codes.

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| Code | Sims Description | dFe Description | Statistical Meaning |
|------|--|--|-------------------------------|
| / | Present (am) | Present at the school morning session | Present |
| \ | Present (pm) | Present at the school afternoon session | Present |
| B | Attending any other Approved Educational Activity | Attending any other approved educational activity Where schools use code B, they must also record the nature of the educational activity | Approved Educational Activity |
| C | Other authorised circumstances | Leave of absence for exceptional circumstances | Authorised absence |
| C1 | Leave of Absence - regulated performance | Authorised absence as pupil is absent due to other authorised circumstances. | Authorised absence |
| C2 | Leave of absence - temporary part-time timetable | Leave of absence for a compulsory school age pupil subject to a part-time timetable | Authorised absence |
| D | Dual registration | Dual registered at another school | Attendance not required |
| E | Suspended or excluded without alternative provision | Suspended or Permanently excluded without alternative provision | Authorised absence |
| G | Family Holiday (not agreed) | Holiday not granted by the school or in excess of the period determined by the school | Unauthorised absence |
| I | Illness | Illness (not medical or dental appointment) | Authorised absence |
| J1 | Leave of absence - Interview for employment or transfer | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution | Authorised absence |
| K | Alternative Provision provided by LA | Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA | Approved Educational Activity |
| L | Late (before registers closed) | Late arrival before the register is closed | Present |
| M | Medical/Dental appointment | Medical/Dental appointment | Authorised absence |
| N | No reason yet provided for absence | Reason for absence not yet established | Unauthorised absence |
| O | Absent in other or unknown circumstances | Absent in other or unknown circumstances | Unauthorised absence |
| P | Participating in a sporting activity | Participating in a supervised sporting activity | Approved Educational Activity |
| Q | Unable to attend - lack of access arrangements | Unable to attend the school because of lack of access arrangements | Attendance not required |
| R | Religious observance | Religious observance | Authorised absence |
| S | Study leave for public examination | Leave of absence for the purpose of studying for a public examination | Authorised absence |
| T | Travelling with parent for occupational purposes | Parent travelling for occupational purposes | Authorised absence |
| U | Late (after registers close) | Arrived in school after registration closed | Unauthorised absence |
| V | Attending an educational visit or trip | Attending an educational visit or trip | Approved Educational Activity |
| W | Attending work experience | Attending work experience | Approved Educational Activity |
| X | Not required to attend - non-compulsory school age pupil | Non-compulsory school age pupil not required to attend | Attendance not required |
| Y1 | Unable to attend - normal transport not available | Unable to attend due to transport normally provided not being available | Attendance not required |
| Y2 | Unable to attend - widespread travel disruption | Unable to attend due to widespread disruption to travel | Attendance not required |
| Y3 | Unable to attend - Unavoidable partial closure | Unable to attend due to part of the school premises being closed | Attendance not required |
| Y4 | Unable to attend - Unavoidable full closure | Unable to attend due to the whole school site being unexpectedly closed | Attendance not required |
| Y5 | Unable to attend - criminal justice detention | Unable to attend as pupil is in criminal justice detention | Attendance not required |
| Y6 | Unable to attend - Public health Guidance/Law | Unable to attend in accordance with public health guidance or law | Attendance not required |
| Y7 | Unable to attend - Unavoidable other than Y1-Y6 | Unable to attend because of any other unavoidable cause (Where schools use code Y7, they must also record the nature of the unavoidable cause) | Attendance not required |
| Z | Pupil not on roll | Prospective pupil not on admission register | Attendance not required |
| - | All should attend / No mark recorded | All should attend / No mark recorded | No Mark |
| # | Planned whole school closure | Planned whole or partial school closure | Attendance not required |

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Statutory Reason

If you use the **B, K or Y7** codes you will be asked to enter a Statutory Reason to explain why the code has been used.

When this has been done you will see a small black triangle appear in the top left corner of the code box within either the Take Register or Edit Marks screens



Edit Session Marks - W/b 02/09/2024 - Whole Sch

Save Undo Print Refresh Codes

Previous Week Next Week Select All

| Name | Reg | Mon 02/09 | | |
|--------------------|-------|-----------|----|--|
| | | AM | PM | |
| Aaron, Chris | (11A) | Y1 | - | |
| Aaron, Jason | (11B) | Q | - | |
| Aaron, Liz | (11C) | Y2 | - | |
| Aaron, Sophie | (11D) | Y3 | - | |
| Abdullah, Tamwar | (10A) | Y4 | - | |
| Abhra, Abjit | (9A) | Y5 | - | |
| Abhra, Alisha | (9C) | K | - | |
| Abimbola, Deon | (11A) | K | - | |
| Ackton, Stan | (9E) | - | - | |
| Ackton, Stephen | (11E) | - | - | |
| Acton, Jordan | (G) | - | - | |
| Adams, Adam | (G) | - | - | |
| Adams, Bertie | | - | - | |
| Adams, Brianna | (9A) | - | - | |
| Adams, Ethan | (11B) | - | - | |
| Adasheji, Mohammed | (11F) | - | - | |

Codes

| Reg | Description | Less |
|-----|--------------------------------------|------|
| N | No reason yet provided for absence | N |
| O | Unauthorised Abs | O |
| P | | P |
| Q | | Q |
| R | | R |
| S | | S |
| T | | T |
| U | | U |
| V | | V |
| W | | W |
| Y1 | | Y1 |
| Y2 | | Y2 |
| Y3 | | Y3 |
| Y4 | | Y4 |
| Y5 | | Y5 |
| L | | L |
| K | Alternative provision provided by LA | K |
| J1 | Leave of absence - Interview | J1 |

Statutory Explanation

Statutory Explanation

Student: Abimbola, Deon

Statutory Explanation

OK Cancel

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Unauthorised Absences Reporting in Sims

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National thresholds

From September, schools will have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. They should “not have a blanket position of issuing or not issuing penalty notices”.

The threshold can be met with “any combination of unauthorised absence”. For example, four sessions in term time plus six instances of arriving late.

The period of 10 weeks can also span “different terms or school years”.

But councils “retain the discretion to issue one before the threshold is met”.

This could include where parents “are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events”.

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Fines and 'improvement notices' ...

Schools decide whether to issue fines, but councils administer them.

From the autumn, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at £160.

New “notices to improve” will also be the “final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued”.

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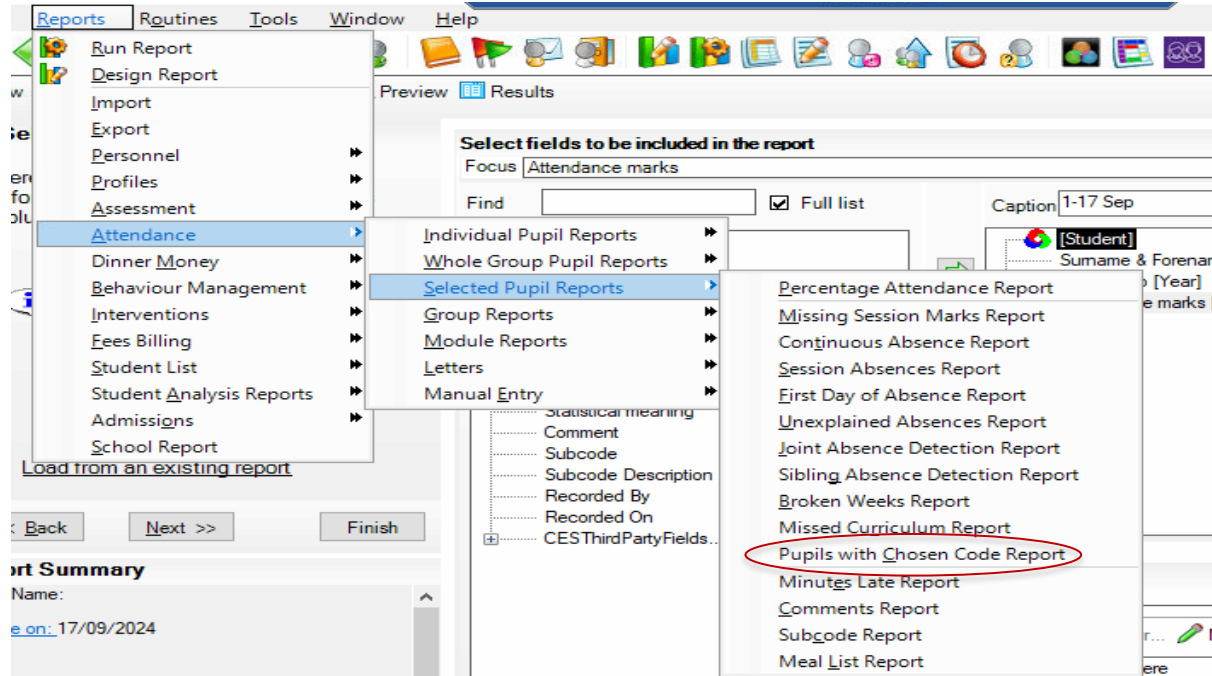
Absence Reports in Sims



Report 1.

Reports\Attendance\Selected Pupil Reports\Pupils with Chosen Code Report

Only shows pupils who have exceeded 10 unauthorised session with 10-week period



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Absence Reports in Sims



Option 1 - is to select requires Codes. (G, N, O, U)

Pupils with Chosen Code Report

Search [Print](#) [Help](#) [Close](#)

From: 01/09/2024 to 16/09/2024

Title: Pupils with Chosen Code

Group Type: Whole School

Codes

Group Codes Individual Codes

- F Extended family holiday (agreed)
- G Family Holiday (not agreed or days in excess)
- H Family holiday (agreed)
- I Illness (not med./dental appointments)
- J Interview
- JT Leave of absence - Interview for employment or transfer

Value Range

Any sessions

At least sessions

Exactly sessions

Less than sessions

Order by

Name

Number of Sessions

| Short Name | Description | Group Type |
|------------|-----------------------|------------|
| | Whole School Selected | |

Option 2 - is to select Group Codes. (All Unauthorised Absence Codes)

Pupils with Chosen Code Report

Search [Print](#) [Help](#) [Close](#)

From: 01/09/2024 to 16/09/2024

Title: Pupils with Chosen Code

Group Type: Whole School

Codes

Group Codes Individual Codes

- All Present Codes
- All Approved Educational Activity Codes
- All Authorised Absence Codes
- All Unauthorised Absence Codes

Value Range

Any sessions

At least sessions

Exactly sessions

Less than sessions

Order by

Name

Number of Sessions

| Short Name | Description | Group Type |
|------------|-----------------------|------------|
| | Whole School Selected | |

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Absence Reports in Sims



Shows pupils with greater than 10 Unauthorised Sessions

Output from Pupils with chosen codes report

Pupils with Chosen Code

Code: All Unauthorised Absence codes
Period: 02/09/2024 to 18/09/2024
Scope: Whole School Value Range: At least 10 sessions

| Name | Reg | Sessions |
|-----------------|-----|----------|
| Connell, Joseph | 3TO | 10 |
| Edmund, Olivia | 3TO | 12 |
| 2 pupils | | 22 |

Missing marks have been ignored

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Absence Reports in Sims



Report 2.

Shows all Unauthorised session over a 10-week period.

Option 3- Create own report to show all pupils number of unauthorised sessions.
Could be run daily or weekly and results kept in excel to show absences over any selected period.

Select fields to be included in the report

Focus Attendance marks

Find Full list

Caption 1-17 Sep

[Student]

- Sumame & Forename [Name]
- Year group [Year]
- Attendance marks [1-17 Sep] filtered

Related mark

Selection criteria

And... Or...

mark where

- Statistical meaning is Unauthorised Absence
- Mark date is between 02 Sep 2024 and 17 Sep 2024

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Absence Reports in Sims



Output from report is put into weekly columns in excel to allow appropriate analysis.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | | |
|----|-------|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|------|-----------------|----|----|---|---|
| 1 | | | | Sep-24 | | | | Oct-24 | | | | Nov-24 | | | | Dec-24 | | | | | | Pupils Period 1 | | | | |
| 3 | Total | Pupil | Year | 02 - 06 | 09 - 13 | 16 - 20 | 23 - 27 | 30 - 04 | 07 - 11 | 13 - 18 | 21 - 25 | 28 - 01 | 04 - 08 | 11 - 15 | 18 - 22 | 25 - 29 | 02 - 06 | 09 - 13 | 16 - 20 | 23 - 27 | >=10 | | | | | |
| 4 | 0 | Abbott Jessica | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | 2 | Abrams Paul | Year N2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| 6 | 8 | Ackton Charlotte | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | 18 | Alberts Courtney | Year N2 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 0 |
| 8 | 2 | Archer Liam | Year N1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| 9 | 0 | Atkins Portia | Year N2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | 8 | Barnes Isaac | Year N2 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 |
| 11 | 12 | Bartram Piers | Year 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 |
| 12 | 0 | Bennet Eloise | Year 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 | 10 | Benson Chantal | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 |
| 14 | 0 | Brooks Madison | Year 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | 8 | Clark Felicity | Year N2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | 0 | Cleeves Rosie | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | 0 | Clint William | Year 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | 0 | Clinton Joseph | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | 16 | Coopers Ryan | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 16 | 0 | 0 | 0 |
| 20 | 0 | Coulton Emma | Year R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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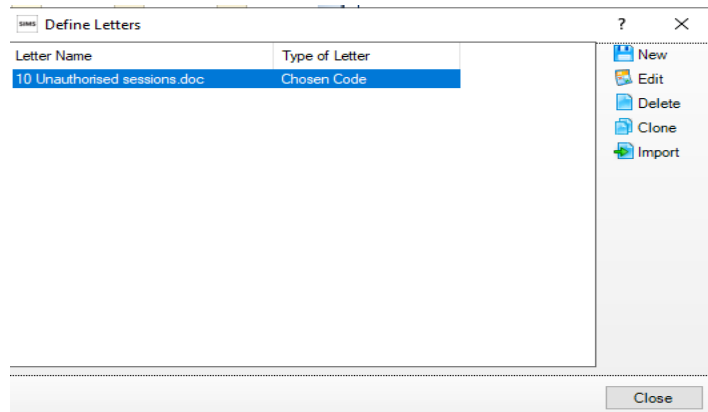
Absence Reports in Sims

Report 3.

Produce letter showing number and dates of unauthorised absences..



Tools\Setups\Attendance setup\Letter definition.



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Absence Reports in Sims

Report 3. Produce letter showing number and dates of unauthorised absences..

To create Letter - Tools\Setups\Attendance setup\Letter definition.
 To print letter – Reports\Attendance\Letters\Print Letters.




Water's Edge Primary School
01253 817 458

Mr and Mrs B Connell

Pupil: Joseph Connell Year: 3 Class: 3TO

Current Attendance

| Present (%) | Authorised Absences (%) | Unauthorised Absences (%) | Lates |
|-------------|-------------------------|---------------------------|-------|
| 58.33 | 0.00 | 41.67 | 0 |

Dear Mr and Mrs Connell

Types of Absence Each absence is classed as **authorised** or **unauthorised**. Absences are coded as *authorised* where reasons are considered valid and *unauthorised* where no explanation or unacceptable reasons are given.

The following reasons are not acceptable:

- ♣ shopping visits
- ♣ care for family members
- ♣ days out to theme parks or to attend concerts/shows
- ♣ parents' work commitments or business trips
- ♣ holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- ♣ parental illness

Joseph has now exceeded the current allowed unauthorised absences over a 10 week period.

Number of Unauthorised Absences over a 10 week period. **10**

Dates of Unauthorised Absences

Mon 16/09/24 AM - Wed 18/09/24 PM (G)
 Thu 05/09/24 AM - Fri 06/09/24 PM (O)

Letter shows in Linked Documents

Documents linked to: Joseph Connell

Joseph Connell

Save Undo

Type: Any

| Attachment | Summary | Type | Owner | Last Modified On | |
|------------|-------------------------------|----------------------|-------------------|------------------|--|
| | 10 Unauthorised sessions.doc | Attendance letters | Grosvenor Gillian | 19/09/2024 | |
| | Wobbly front tooth - fell out | Student Medical Note | Grosvenor Gillian | 14/06/2022 | |

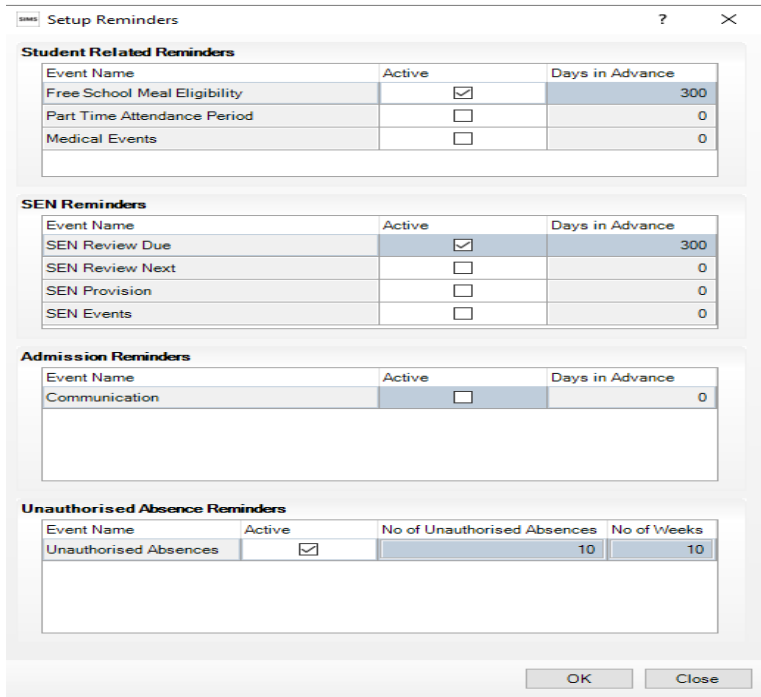


Absence Reports in Sims

New Alert option.

Once Consolidated workstation patch 3 or 4 installed, this can now be set to alert user.

Focus\Alerts\Set reminder..



| Event Name | Active | Days in Advance |
|------------------------------|-------------------------------------|-----------------|
| Free School Meal Eligibility | <input checked="" type="checkbox"/> | 300 |
| Part Time Attendance Period | <input type="checkbox"/> | 0 |
| Medical Events | <input type="checkbox"/> | 0 |

| Event Name | Active | Days in Advance |
|-----------------|-------------------------------------|-----------------|
| SEN Review Due | <input checked="" type="checkbox"/> | 300 |
| SEN Review Next | <input type="checkbox"/> | 0 |
| SEN Provision | <input type="checkbox"/> | 0 |
| SEN Events | <input type="checkbox"/> | 0 |

| Event Name | Active | Days in Advance |
|---------------|--------------------------|-----------------|
| Communication | <input type="checkbox"/> | 0 |

| Event Name | Active | No of Unauthorised Absences | No of Weeks |
|-----------------------|-------------------------------------|-----------------------------|-------------|
| Unauthorised Absences | <input checked="" type="checkbox"/> | 10 | 10 |

OK Close



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School Autumn 2024 Census

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SIMS Census requirements.



You must be on Sims latest version **7.218**

Preferred Fileset..

Fileset 2803 – Same as 2802 except that it includes the first baseline version of the DfE validation and summary report files for School Census Autumn 2024 and the second baseline version of the DfE validation and summary report files for School Workforce Census 2024

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Before creating a Census return, please ensure that all current pupils are recorded on the system and details are up to date and correct, including...



- **UPNs**
- **Pupil Premium,**
- **Free School Meal eligibility,**
- **First Language,**
- **Ethnicity,**
- **SEN Status and SEN Provision, (SEN need code has been updated to include Down Syndrome)**
- **Check that all Exclusions (permanent and suspension) have been entered.**

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Update census data prior to running census.

Tools\Statutory Return Tools



FERS EDGE PRIMARY SCHOOL

Routines | **Tools** | Window | Help

- Admissions
- Lookups
- Other Schools
- Setups
- Setup Message Options
- Housekeeping
- Academic Management
- Maintain Medical Event
- Statutory Return Tools**
 - Update Class Type
 - Update Early Years
 - Update Top-up Funding
 - Update Post Looked After Arrangements
 - Update Funding and Monitoring
 - Retrieve Authorised Census Return Files
 - School Workforce Census Settings
- Pupil Premium
- Dinner Money
- Check for Update
- System Diagnostics
- Performance
- Validate Memberships
- Staff
- ESS
- Customer Support Portal
- SIMS Ideas Portal
- SIMS Satisfaction Survey

on 19/09/2024]

vious | Copy

2024

DetailReport -

Top-up Funding 6 Post Looked After Arrangements 7 Funding and Monitoring

School Detail

| Age at 31/08/2024 | Age at 31/12/2024 | Hours at Setting | Funded Hours | Disability Access Fund | Eligibility Code |
|-------------------|-------------------|------------------|--------------|------------------------|------------------|
| | | | | | |

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School Summer Census 2024



Key Dates

1 Census Details

| | | | |
|------------------------------|---------------------------|----------------------------|------------|
| Census Date | 03/10/2024 | | |
| Description | School Census Autumn 2024 | | |
| Attendance collected from | 01/04/2024 | Attendance collected to | 31/07/2024 |
| Exclusions collected from | 01/01/2024 | Exclusions collected to | 31/07/2024 |
| AP Placements collected from | 16/05/2024 | AP Placements collected to | 03/10/2024 |
| FAM collected from | 01/08/2024 | FAM collected to | 03/10/2024 |
| *FSM collected from | 17/05/2024 | FSM collected to | 03/10/2024 |

*Only collected for on roll pupils not leavers

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School Summer Census 2024



Funding & Monitoring

The pupil level Update Funding and Monitoring functionality is provided to enable schools to record aspects of the Education Recovery Package.

From the start of the academic year (the 1 August is the earliest possible date), schools should record tutoring that was delivered via any of the following National Tutoring Programme (NTP) delivery routes:

- **Tuition partners**
- **Academic mentors**
- **School-led tutoring.**

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School Summer Census 2024

No need to record Termly hours, just a simple tick in box..



Update Funding and Monitoring
Save Undo Report

Census
Academic Year: 2024/2025 On roll and leavers from 01/08/2024 to 31/07/2025
Effective Date: 02/05/2024

Pupils View
Age at 31/08/2024: All YTI: All Year Group: All Reg: All SEN: All Deprivation Pupil Premium: All FSMEver6: All Pupil Premium Indicator: All

Pupils

| Name | Date of Birth | Age at 31/08/2024 | YTI | Year Group | Reg | Enrolment Status | DOL | SEN | Dep PP | FSM6 | PP Ind | Tutoring | Notes |
|-------------------|---------------|-------------------|-----|------------|-----|------------------|-----|-----|-----------|------|-----------|----------|-------|
| Abbas,Latif | 11/11/2016 | 7 | 2 | Year 2 | 2JB | Single R... | | | | No | | ✓ | |
| Abbott,Jessica | 17/02/2014 | 10 | 5 | Year 5 | 5BB | Single R... | | | 2023/2024 | Yes | 2023/2024 | ✓ | |
| Abrams,Paul | 15/12/2014 | 9 | 4 | Year 4 | 4ES | Single R... | | | | No | | | |
| Ackton,Charlotte | 10/02/2014 | 10 | 5 | Year 5 | 5DT | Single R... | | | | No | | | |
| Ackton,Simon | 12/12/2016 | 7 | 2 | Year 2 | 2GH | Single R... | | | | No | | | |
| Adesina,Kyra | 23/03/2019 | 5 | R | Year R | ASH | Single R... | | | | No | | | |
| Aditya,Safia | 30/11/2023 | 0 | | | | | | | | No | | | |
| Aditya,Zayan | 20/05/2016 | 8 | 3 | Year 3 | 3CB | Single R... | | | | No | | | |
| Ainsley,Charlotte | 02/05/2015 | 9 | 4 | Year 4 | 4SL | Single R... | | | | No | | | |
| Alala,Michael | 12/04/2014 | 10 | 5 | Year 5 | 5DT | Single R... | | | | No | | | |
| Alberts Courtnev | 07/03/2015 | 9 | 4 | Year 4 | 4SL | Single R... | | | 2023/2024 | Yes | 2023/2024 | | |

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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.

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



Check with you SENCO this is up to date...

6 Top-up Funding

Edit Recalculate

| Surname | Preferred Surname | Forename | YTI | Reg | SEN | Ever in |
|---------|-------------------|----------|-----|-----|-----|---------|
| Aaron | Aaron | Chris | 6 | 6KH | | No |
| Davies | Davies | Ben | 4 | 4ES | | No |
| Dexter | Dexter | Bethany | 3 | 3CB | | No |

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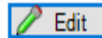


Post Looked After Arrangements.

The Pupil Premium will include pupils recorded in the school census and alternative provision census, who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as a residence order). These are collectively referred to as **post-LAC** (looked after children).

Schools currently receive an annual **£2570 PP+** for post-LAC, direct. It is the school census which is used by the DfE to determine how many post-LAC are on roll at a school and hence how much PP+ is allocated. This is why schools should ensure their management information systems are up-to-date with respect to a child's legal status.

6 Post Looked After Arrangements



| Surname | Preferred Surname | Forename | YTI | Reg | Ever in C... | Ceased to be looked after through |
|---------|-------------------|----------|-----|-----|--------------|---|
| Abbas | Abbas | Avanni | R | OAK | No | Adoption from state care outside of England and Wales |
| Clifton | Clifton | Rhianna | 2 | 2GH | No | Special guardianship order (SGO) from England and Wales |

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Early Years Funding..

Hours at setting - Total number of hours they spent in education at the school, no matter who funded the hours. To calculate this, add the Funded Hours, Extended Hours or Expanded Hours and **any additional hours paid for by the school or parents**.

Funded hours - Funded Hours are the total number of free childcare hours that a child receives (maximum 15).

Extended hours - up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).

Do not include expanded hours or hours paid for by the school or parents in this number.

Expanded hours - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).

Do not include extended hours or hours paid for by the school or parents in this number.

Eligibility Code - The 11-digit Eligibility Code must be obtained from the Tax Office (HM Revenue & Customs) by parents who meet the extended or expanded funded hours criteria. You need to fill in this field if the number in the Extended or Expanded hours fields are greater than 0.



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Early Years Funding..

Disability Access Fund - The child is in receipt of disability living allowance and receives funded hours - for 9 months - 4-year-olds.



Census **Pupils View**

Term: Age at: YTI: Reg: Status:

Pupils

Expanded Hours are collected for pupils aged 9 months to 2 at 31/08/2024 if they have an Eligibility Code.
 Extended Hours are collected for pupils aged 3 & 4 at 31/08/2024 if they have an Eligibility Code.

| Name | Date of Birth | AdNo. | YTI | Reg | Age at 31/08/2024 | Age at 31/12/2024 | Hours at Setting | Funded Hours | Disability Access Fund | Eligibility Code | Extended Funded Hours | Expanded Funded Hours |
|-----------------|---------------|--------|-----|------|-------------------|-------------------|------------------|--------------|------------------------|------------------|-----------------------|-----------------------|
| Aditya,Safia | 30/11/2023 | 001964 | E1 | ELM | 0 | 1 | 15 | | Yes | 01234567890 | | 15 |
| Basir,Zoya | 01/04/2023 | 001965 | E1 | PINE | 1 | 1 | 15 | | | 01234567891 | | 15 |
| Curson,Elle | 01/01/2023 | 001967 | E1 | ASH | 1 | 1 | 15 | | | 44444455555 | | 15 |
| Dawson,Andrew | 31/12/2022 | 001968 | E1 | OAK | 1 | 2 | 10 | | | 55532532522 | | 10 |
| Griffin,Branwen | 01/09/2022 | 001970 | E1 | ELM | 1 | 2 | 5 | | | 01234567892 | | 5 |
| Hossain,Arya | 31/08/2022 | 001971 | E2 | PINE | 2 | 2 | 15 | | | 55555555555 | | 15 |
| Howden,Odette | 31/08/2022 | 001969 | N2 | ASH | 2 | 2 | 15 | 15 | Yes | 01234567893 | | |
| Iman,Aashi | 31/03/2021 | 001972 | N2 | OAK | 3 | 3 | 15 | 15 | | | | |
| Kryvonis,Anna | 01/09/2020 | 001973 | N2 | ELM | 3 | 4 | 30 | 15 | | 44444444444 | 15 | |



Early Years Funding..



2 Year Old Basis for Funding - The basis of funding, i.e. Economic Criteria, High level SEN or Disability or Looked After or Adopted From Care, should be specified when completing the return.

| 2 Year Old Basis for Funding | | | | | | | |
|------------------------------|---------------|--------|-----|------|-------------------|------------------------------|-----------------------------------|
| Name | Date of Birth | AdNo. | YTI | Reg | Economic Criteria | High level SEN or Disability | Looked After or Adopted From Care |
| Hossain,Arya | 31/08/2022 | 001971 | E2 | PINE | Yes | No | No |



Early Years Funding..



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.

The frequency of collection has been increased to termly and extended and Expanded to children from 9 months old.

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Workforce Census

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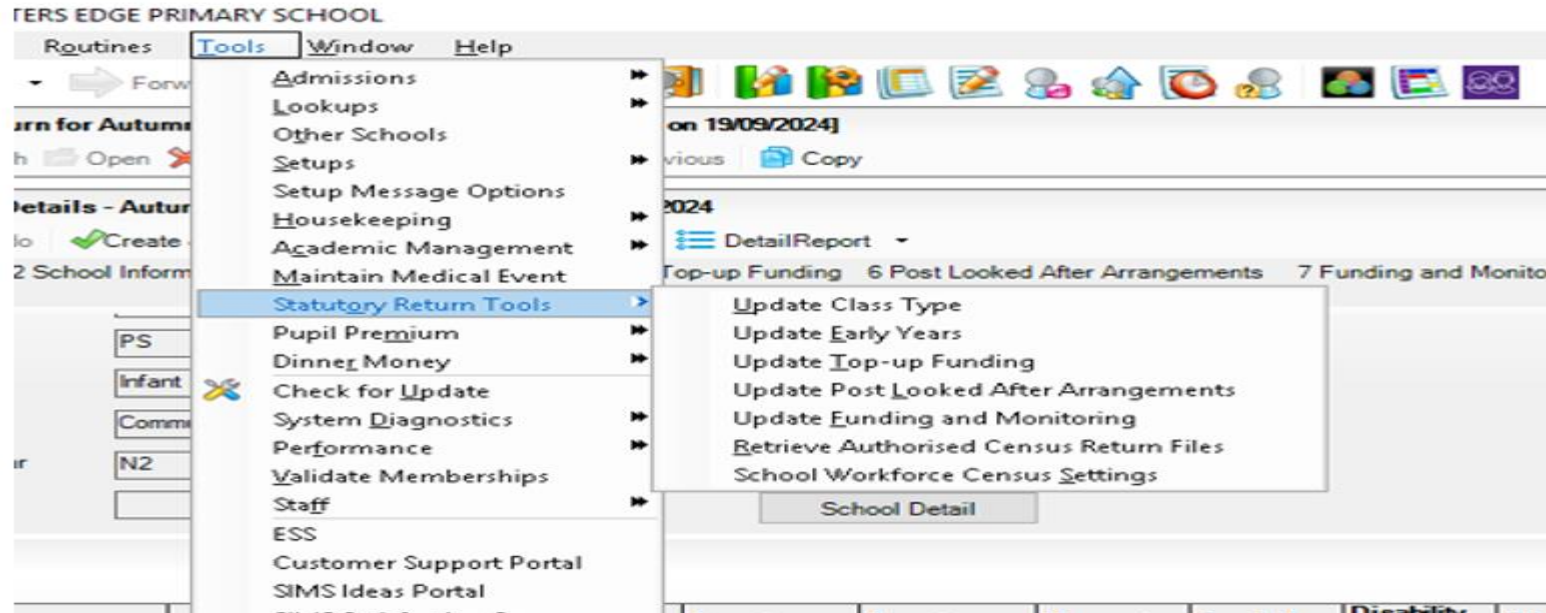
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School Workforce Census 2024

[School Workforce Census Settings](#)
Tools\Statutory Return Tools



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School Workforce Census 2024

School Workforce Census Settings *Tools\Statutory Return Tools*



Settings for Academies

School Workforce Census Settings

Save Undo

Data to be Exported by Default

Settings have been populated by School

Staff Workforce Area

School Area

- Staff Details
- Contract Details
- Service Agreement Details
- Absences
- Qualifications
- Allow editing of Base Pay

- Vacancies
- Occasional Teachers Information
- Agency / Third Party support staff

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School Workforce Census 2024

School Workforce Census Settings *Tools\Statutory Return Tools*



Settings for Maintained Schools.

| Data to be Exported by Default | Settings have been populated by School |
|--|--|
| Staff Workforce Area | School Area |
| <input checked="" type="checkbox"/> Staff Details | <input checked="" type="checkbox"/> Vacancies |
| <input type="checkbox"/> Contract Details | <input checked="" type="checkbox"/> Occasional Teachers Information |
| <input type="checkbox"/> Service Agreement Details | <input checked="" type="checkbox"/> Agency / Third Party support staff |
| <input checked="" type="checkbox"/> Absences | |
| <input checked="" type="checkbox"/> Qualifications | |
| <input type="checkbox"/> Allow editing of Base Pay | |

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