

# **Preparing for the School Census Autumn 2025 Return**

**English Primary, Nursery  
and Special phase  
schools**

**applicable to 7.224 onwards**

**Preparation Guide**



## School Census Autumn Preparation Check List

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

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data (please see <i>Setting SIMS Permissions</i> on page 2).
<input type="checkbox"/>	Upgrade to the SIMS 2025 Summer Release (7.224) 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 2).
<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 3).
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated (please see <i>Carrying Out a Dry Run</i> on page 7).
<input type="checkbox"/>	Check school-level information (please see <i>Preparing School Level Information</i> on page 13).
<input type="checkbox"/>	Check that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 21).
<input type="checkbox"/>	Delete any pupils' record that have been created in error (please see <i>Deleting Pupil Records Entered in Error</i> on page 24).
<input type="checkbox"/>	Check the pupils' basic details (please see <i>Checking a Pupil's Basic Details</i> on page 30).
Check the pupils' various registration details:	
<input type="checkbox"/>	Check their enrolment status, admissions date and boarder status (please see <i>Checking Enrolment Status, Admission Date and Boarder Status</i> on page 33).
<input type="checkbox"/>	Check and correct their UPNs (please see <i>Checking Unique Pupil Numbers</i> on page 35).
<input type="checkbox"/>	Check and correct their Unique Learner Numbers. <b>Applicable to Special schools only</b>
<input type="checkbox"/>	Check and correct their part-time information (please see <i>Checking Part-Time Pupil Information</i> on page 39).
<input type="checkbox"/>	Check and correct their national curriculum year group (please see <i>Checking National Curriculum Year Groups</i> on page 25).
<input type="checkbox"/>	Check free school meal eligibility information (please see <i>Checking Free School Meals Eligibility</i> on page 41).

Complete	Description
<input type="checkbox"/>	Check first language information (please see <i>Checking Ethnic and Cultural Information</i> on page 43).
<input type="checkbox"/>	Check and correct special educational needs information (please see <i>Checking Special Educational Needs Information</i> on page 45).
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 47). <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 schools</b>
<input type="checkbox"/>	Check class information (please see <i>Updating Class Types</i> on page 49). <b>Applicable to Primary schools only</b>
<input type="checkbox"/>	Check hours for Early Years children information. <b>Applicable to schools with Early Years children only</b>
<input type="checkbox"/>	Update Funding and Monitoring details (please see <i>Updating Funding and Monitoring</i> on page 63) <b>Not applicable to Nursery schools.</b>

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# 01 | Getting Started

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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 Autumn Return.

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

Information in this guide that relates to a specific school phase is indicated in red, e.g. **Applicable to Special schools only**.

**NOTE** The content of the graphics (dates, names, etc.) 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 Autumn Return Changed since Last Year?

### Key Dates for the School Census Autumn 2025 Return

- Census Date: 02/10/2025
- Attendance collected from 21/04/2025 to 31/07/2025
- Exclusions collected from 01/01/2025 to 31/07/2025
- Alternative Provision Placements collected from 15/05/2025 to 02/10/2025
- Funding and Monitoring collected from 01/08/2025 to 02/10/2025
- Learning Aims collected from 01/08/2024 to 02/10/2025
- Free School Meals collected from 16/05/2025 to 02/10/2025

### Attendance **NEW**

**Applicable to English schools**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

### Manual Attendance

The Returns Manager will not be able to add Attendance manually on the return screen.

### Invalid attendance codes

Users will be alerted with a message in the Attendance panel stating that the attendance codes in the system are not DfE compliant.

## 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 2).

### 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](#).

The [SIMS Permissions spreadsheet](#) describing the numerous permissions available in SIMS is available on the support portal.

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2025 Summer Release (7.224) or later installed.



To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**.

The version should read 7.224 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.

Revised files can be:

- downloaded from the support portal 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** 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** 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.

**NOTE** The following graphics show example data only.

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** 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.

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.



## School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Autumn 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 2025 Summer Release (7.224) 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.

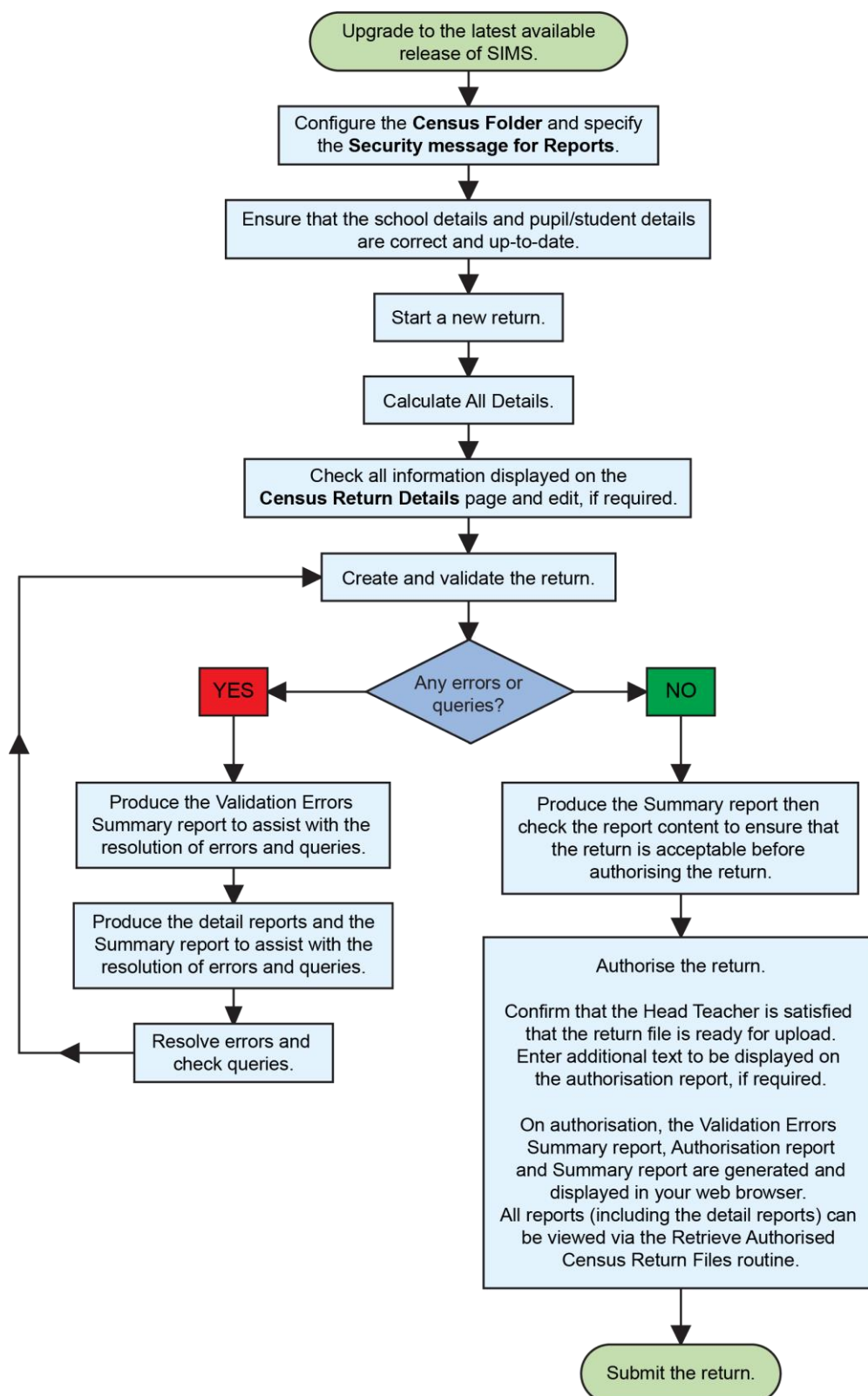
The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.

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?

**NOTE** When you have upgraded to the SIMS 2025 Summer Release (7.224), 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 18).

## The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Autumn 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 purposes of producing a dry run.

**IMPORTANT** Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. 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.

3. Click the **New** button to display the **Census Return Details** page.
4. By default, the return **Description** is displayed as **School Census Autumn 2025**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Autumn25Test.
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 or corrected before the return can be created and validated.
7. 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 Autumn Return handbook](#).

## 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.

Validation Errors Summary				
Return Validated - 10 Validation rules failed (Errors - 4, Queries - 6)				
Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter				
Student Search	ALL	Total of displayed rows: 10	To resolve an error, click in row to navigate to the relevant screen	
Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janet 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, Rosel 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, Jacki Date of Birth: 2010-05-07, Male/UPN: K8232999140	# Go to Focus   Student   Student Details Ethnic/Cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kinki Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus   Student   Student Details Addresses 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: B8	# 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.
	1359Q	Please check: Pupil record with no address details.	Name: Bellinck, Celia Date of Birth: 2013-08-14, Female/UPN: C8232999140	# Go to Focus   Student   Student Details Addresses and edit pupil's address.

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A pupil 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 Pupils/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 reports can be produced as soon as the return has been validated. The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report (**not applicable to Nursery schools**)
- Exclusions Report (**not applicable to Nursery schools**)
- Attendance Report (1st half term) (**not applicable to Nursery schools**)
- Attendance Report (2nd half term) (**not applicable to Nursery schools**)
- Absentees Report (**not applicable to Nursery schools**)
- SEN Report
- Address Details Report
- School Dinner Taken Report (**not applicable to Nursery schools**)
- Free School Meal Eligibility Report
- Top-up Funding Report
- Funding and Monitoring Report (**not applicable to Nursery schools**)
- Early Years Report (**applicable to schools with Early Years children only**)
- EYPPR Report (**applicable to schools with Early Years children only**)
- 2 Year Old Basis for Funding Report (**applicable to schools with Early Years children only (Not applicable to Nursery schools)**)
- Post Looked After Arrangements Report
- Alternative Provision Report (**not applicable to Nursery schools**)
- Permanent Exclusions without Final Review Report (**not applicable to Nursery schools**).

To select 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 Primary version of the report list is displayed in the following graphics.

The selected report is generated automatically and displayed in your web browser.

To select 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 report(s) are saved automatically in the folder specified in the **Census Return for Autumn Term** browser, e.g. S:\SCHOOL CENSUS. 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.

**TIP** The contents of a report can be copied then transferred to a spreadsheet application, where the data can be sorted and the column order changed, etc., if required.

☐ Completed



# 03 | Preparing School Level Information

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## Checking Establishment Details

The following establishment details are required for the return and therefore need to be checked to ensure that they are recorded correctly in SIMS:

- **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).

### 03 | Preparing School Level Information

1. Select **Focus | School | School Details** to display the **School Details** page.

**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			Date Name Changed
Previous Estab Number			Earliest DOA
Previous URN Number			Date Number Changed
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>		Special Class or Unit <input type="checkbox"/>
Head Teacher	Mrs Gillian Grosvenor		Main Contact
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 checked="" 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		

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.

3 Contact Details			
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.

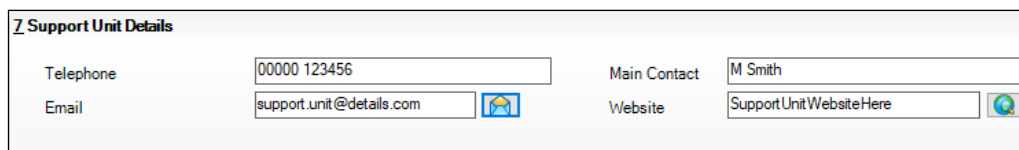
5. Click the **Save** button if changes have been made.

☐ **Completed**

## Checking Support Unit Details

The details entered in the **Support Unit Details** panel are not collected in the census. However, a link to your school's support unit website is available from the **Census Return** browser, provided it has been recorded in this panel.

1. Select **Focus | School | School Details**, then navigate to the **Support Unit Details** panel.



The screenshot shows a web form titled "Support Unit Details". It contains four input fields arranged in two columns. The left column has "Telephone" with the value "00000 123456" and "Email" with the value "support.unit@details.com". The right column has "Main Contact" with the value "M Smith" and "Website" with the value "SupportUnitWebsiteHere". There are small icons next to the Email and Website fields, likely representing email and web browser icons respectively.

2. Ensure that your school's support unit **Website** address is entered correctly. To check that the address is correct, click the **View Website** button adjacent to the **Website** field.
3. Check that the **Telephone** number (including the STD code) and **Email** address is entered correctly.
4. Check that the name of the **Main Contact** for your support unit is up to date.
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 Pupils/Students handbook](#)).
- any leavers have been recorded as such (please see *Recording Leavers and Re-Admissions* on page 21).

**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 24).
- part-time details have been checked/updated (please see *Checking Part-Time Pupil Information* on page 39).
- pupil details have been updated where required.

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 18).

When you have upgraded to the SIMS 2025 Summer Release (7.224), 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 7).

## 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.

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 01/03/2022) - Year Group: <ANY> (as at 01/03/2022)**

Save Undo Print Help Unpin Close

1 Members

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	Esan/Ishan	Estonian	Ewe	
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			✓				

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/Ishan	Estonian	Ewe	
Abbas, Latif	N2	Punjabi							
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 more than one pupil.

- Entering a value for a selection of Pupils
  - a. Highlight the first pupil you want to select, then hold down the **Ctrl** key and highlight the other required pupils.
  - b. 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.

- 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).
- 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 sex) 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.

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

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Expected Start	Grounds for Removal
Adams, Nancy	5	5BB	001460	01/09/2015					
Adams, Sadie	4	4SL	001521	01/09/2016					
Aditya, Zayan	1	PINE	001751	02/09/2019					
Ainsley, Charlotte	2	2GH	001711	02/09/2019					
Akeman, Richard	6	6VC	001397	01/09/2014					
Akeman, Steven	6	6KH	001398	01/09/2014					

## 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			Assign to All			
Destination after Leaving						Assign to Selected			
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
Akeman, Richard	6	6VC	001397	01/09/2014					
Akeman, Steven	6	6KH	001398	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 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** It is recommended that Year 11 pupils are not given a **Date of Leaving** until it is confirmed that they will 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** 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 removes 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.
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, Sex, 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 whether to delete their record permanently.

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

☐ 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.

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 2024/2025).

Please note this table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2023	1 and under
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
	Before 31/08/2007	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 Pupils/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.

**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.

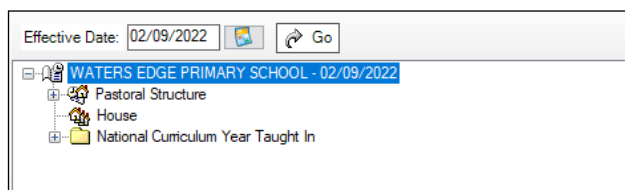
**NOTE** Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

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

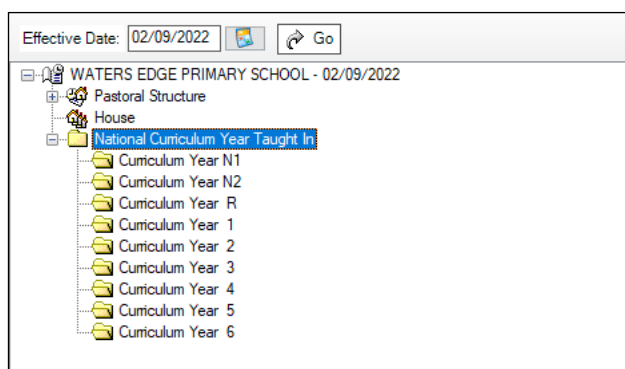
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.



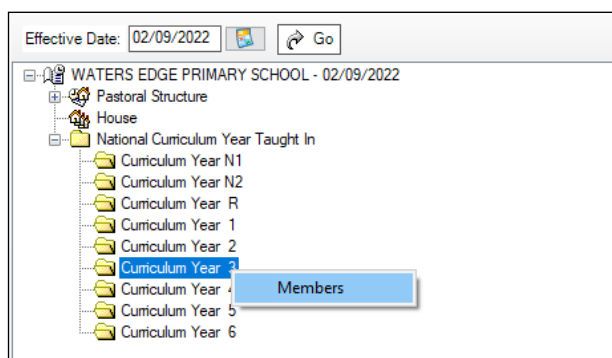
2. Click the **Go** button.



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 ( 02/09/2022 - 31/08/2023 )

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

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Abbott, Jessica	Female	Year 3	3TO	17/02/2015					✓			
Abhra, Shaquib	Male	Year 3	3TO	17/12/2014					✓			
Ackton, Charlotte	Female	Year 3	3CB	10/02/2015					✓			
Alala, Michael	Male	Year 3	3CB	12/04/2015					✓			
Benson, Chantal	Female	Year 3	3TO	20/05/2015					✓			
Bhati, Nadeem	Male	Year 3	3TO	20/01/2015					✓			
Bordet, Magda	Female	Year 3	3TO	05/12/2014					✓			
Burrows, Delphine	Female	Year 3	3TO	20/11/2014					✓			
Cedric-Smith, Elliott	Male	Year 3	3TO	20/02/2015					✓			
Cleeves, Rosie	Female	Year 3	3TO	04/05/2015					✓			
Clinton, Joseph	Male	Year 3	3TO	07/07/2014					✓			
<b>Total</b>					0	0	0	0	58	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 ( 02/09/2022 - 31/08/2023 )

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

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Clinton, Joseph	Male	Year 3	3TO	07/07/2014					✓			
Burrows, Delphine	Female	Year 3	3TO	20/11/2014					✓			
Daniels, Bryn	Male	Year 3	3CB	20/11/2014					✓			
Smythe, Bethanie	Female	Year 3	3TO	29/11/2014					✓			
Whitemore, Paige	Female	Year 3	3CB	29/11/2014						✓		
Merkle, Simon	Male	Year 3	3TO	02/12/2014					✓			
Bordet, Magda	Female	Year 3	3TO	05/12/2014					✓			
Gavil, Christi	Male	Year 3	3TO	05/12/2014					✓			
Simones, Madeline	Female	Year 3	3CB	06/12/2014					✓			
Lanes, Nia	Female	Year 3	3TO	12/12/2014					✓			
Ludwika, Karina	Female	Year 3	3CB	12/12/2014					✓			
<b>Total</b>					0	0	0	0	57	1	0	0

OK Cancel

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.

Name	Gender	Year Group	Reg Group	DOB	N2	R	1	2	3	4	5	6
Abbas, Latif	Male	Year R	ELM	11/11/2017		✓						
Abbott, Jessica	Female	Year 3	3TO	17/02/2015					✓			
Abhra, Shaquib	Male	Year 3	3TO	17/12/2014					✓			
Abrams, Paul	Male	Year 2	2JB	15/12/2015				✓				
Ackton, Charlotte	Female	Year 3	3CB	10/02/2015					✓			
Ackton, Simon	Male	Year R	PINE	12/12/2017		✓						
Adams, Nancy	Female	Year 5	5BB	18/12/2012							✓	
Adams, Sadie	Female	Year 4	4SL	20/03/2014						✓		
Aditya, Zayan	Male			20/05/2017								
Ainsley, Charlotte	Female	Year 2	2GH	02/05/2016				✓				
Akeman, Richard	Male	Year 6	6VC	02/02/2012								✓
Total					20	68	60	60	58	60	59	58

## 04 | Preparing Pupil Level Information

- 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	N2	R	1	2	3	4	5	6
Aditya, Zayan	Male			20/05/2017								
Andrews, Izabel	Female			10/10/2016								
Armitage, Elise	Female	Year 1	OAK	04/06/2017			✓					
Atkins, Austin	Male	Year 1	PINE	22/05/2017			✓					
Basir, Saeed	Male	Year 1	ELM	17/01/2017			✓					
Blackwell, Meghan	Female	Year 1	PINE	09/12/2016			✓					
Carlton, Fintan	Male	Year 1	ELM	14/03/2017			✓					
Carter, April	Female	Year 1	PINE	16/04/2017			✓					
Caster, Adam	Male	Year 1	PINE	08/06/2017			✓					
Chana, Riya	Female	Year 1	ELM	25/06/2017			✓					
Chava, Arjun	Male	Year 1	PINE	10/07/2017			✓					
Total					20	68	60	60	58	60	59	58

**TIP** 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.

- 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, then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
- Click the **Save** button.

**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)
  - **Sex** (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.

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.

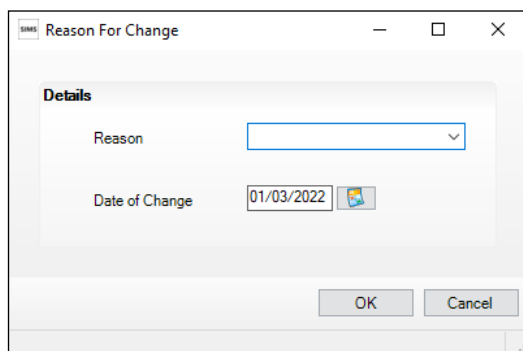
☐ **Completed**

## Recording a Pupil's Change of Surname

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

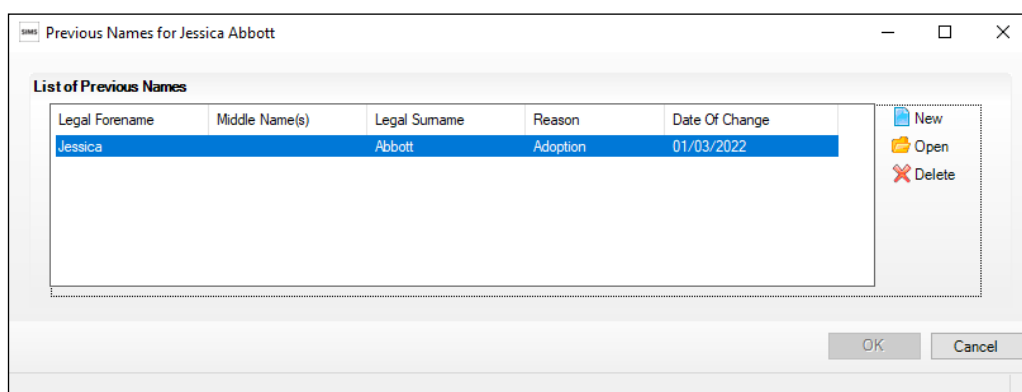
1. In the **Basic Details** panel, edit the pupil's **Legal Surname**.
2. Click the **Save** button. The following message is displayed:  
**Is this a correction to the name or a legal change to the student's name? If it is a legal change, please select Yes.**

- Click the **Yes** button to display the **Reason For Change** dialog.



The 'Reason For Change' dialog box contains a 'Details' section with two fields: 'Reason' (a drop-down menu) and 'Date of Change' (a text box showing '01/03/2022' with a calendar icon). At the bottom are 'OK' and 'Cancel' buttons.

- 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.
- 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.
- Click the **OK** button to return to the **Basic Details** panel.
- Click the **Save** button.
- To view a list of the pupil's previous names, click the **History** button to display the **Previous Names for** dialog.



The 'Previous Names for Jessica Abbott' dialog box displays a table titled 'List of Previous Names' with the following data:

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change
Jessica		Abbott	Adoption	01/03/2022

To the right of the table are buttons for 'New', 'Open', and 'Delete'. At the bottom are 'OK' and 'Cancel' buttons.

- 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 33).
- Admission Date** (mandatory information in SIMS)

- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- Unique Pupil Number (**UPN**) (please see *Checking Unique Pupil Numbers* on page 35)
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to schools with students over the age of 14)
- **Part-Time Details** (please see *Checking Part-Time Pupil Information* on page 39)
- **School Arranged Alternative Provision Placement** details
- Alternative Provision Admission Reason (**AP Admission Reason**) (applicable to Pupil Referral Units only).

## Checking Enrolment Status, Admission Date and Boarder Status

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

- **Enrolment Status** (mandatory information in SIMS)

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

The functionality for changing the Enrolment Status is available via **Routines | Pupil | Change Enrolment Status**.

- **Admission Date** (mandatory information in SIMS)
  - **Boarder Status**.
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.

The screenshot shows the '2 Registration' panel in SIMS. It contains the following fields and options:

- Class:** 3TO
- Year Group:** Year 3
- Enrolment Status:** Single Registration
- Admission Date:** 01/09/2018
- Former UPN:** (empty)
- UPN:** F823299918013
- House:** (empty)
- Year Taught In:** Curriculum Year 3
- Boarder Status:** Not a Boarder
- Admission Number:** 001663
- Attendance Mode:** All day
- Local UPN:** (empty)
- Part Time Details:** Start Date, End Date (empty)

At the bottom right, there are buttons for 'New', 'Open', and 'Delete'. At the bottom, there is a tabbed interface with tabs for 'Start Date', 'End Date', 'AP Setting', 'AP Reason', 'AP Attendance', 'AP Sessions', and 'AP', with a 'New' button next to the 'AP' tab.

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

4. Check the pupil's **Enrolment Status**. A history of the **Enrolment Status History** can be viewed by clicking the adjacent **Search** button. SIMS uses the information in the enrolment status change log to determine enrolment on census day.  
To change a pupil's Enrolment Status, select **Routines | Pupil | Change Enrolment Status** (please see *Changing an Enrolment Status* on page 33).
5. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
6. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
7. Click the **Save** button.



## 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**

## 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.

The screenshot shows the '2 Registration' panel. It includes the following fields and options:

- Class:** 3TO (dropdown)
- Year Group:** Year 3 (dropdown)
- Enrolment Status:** Single Registration (dropdown)
- Admission Date:** 01/09/2018 (date field)
- Former UPN:** (empty text field)
- UPN:** F823299918013 (text field)
- House:** (empty dropdown)
- Year Taught In:** Curriculum Year 3 (dropdown)
- Boarder Status:** Not a Boarder (dropdown)
- Admission Number:** 001663 (text field)
- Attendance Mode:** All day (dropdown)
- Local UPN:** (empty text field)
- Part Time Details:** A table with columns 'Start Date' and 'End Date'.
- Buttons:** New, Open, Delete (with icons).
- Footer:** A row of tabs: Start Date, End Date, AP Setting, AP Reason, AP Attendance, AP Sessions, AP, and a New button.

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. H82020010701**A**.
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*

The 'Issue UPN' dialog box contains three radio buttons:

- Issue Permanent UPN (unselected)
- Issue Temporary UPN (unselected)
- None (selected)

At the bottom are 'OK' and 'Cancel' buttons.

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

## Entering School Arranged Alternative Provision Placement Details

Not applicable to Nursery schools

This data item can be recorded in the **Registration** panel of the **Pupil Details** page in preparation for the first voluntary collection of data in the School Census Spring Return.

The collection period for these placements is from the day after the previous census return to the 'current' census day inclusive.

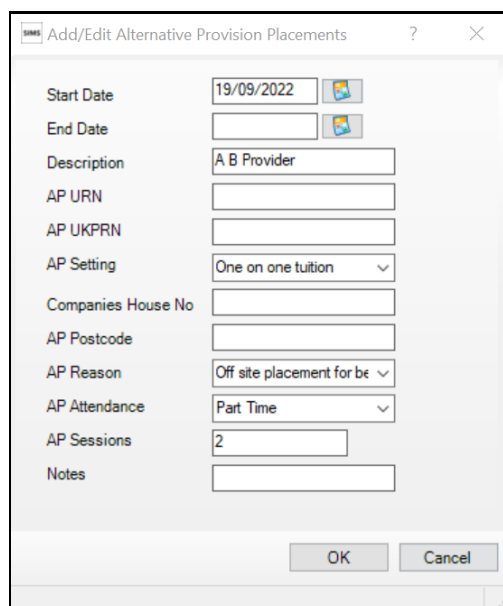
In most cases, placement information should be recorded by the school that arranged the placement.

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

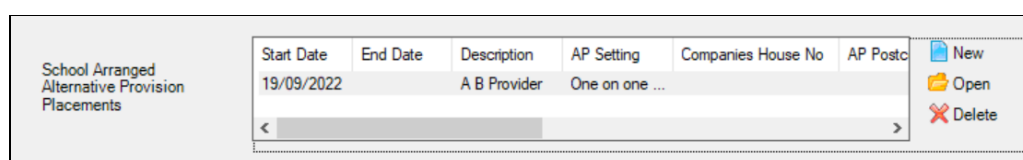
- **Start Date**
  - **AP URN**
  - **AP UKPRN** (United Kingdom Provider Reference Number)
  - **AP Setting**
  - **AP Reason**
  - SEN provision at date of entry
  - Alternative Provision previous URN (**Pupil Referral Units only**)
  - **AP Admission Reason** (Alternative Provision placement reason) (**Pupil Referral Units only**)
  - SEN provision on start date (**Pupil Referral Units only**).
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.

#### 04 | Preparing Pupil Level Information

4. Select the applicable option from the **AP Admission Reason** drop-down list. (**Pupil Referral Units only**)
5. Click the **New** button adjacent to the **School Arranged Alternative Provision Placements** table to display the **Add/Edit Alternative Provision Placements** dialog. Alternatively highlight an existing record then click the **Open** button.



6. Select the required information, selecting from the drop-down lists, where applicable.
7. Click **OK** to return to the **Registration** panel, where the updated information can be viewed.



8. Click the **Save** button.

For more information about Alternative provision, please refer to the DfE guidance (<https://www.gov.uk/government/publications/alternative-provision>).

☐ **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. To edit the details, highlight the record, then click the **Open** button to display the **Edit Part-time Attendance** dialog.

Alternatively, part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

5. Enter a minimum of the **Start Date**, then click the **OK** button to return to the **Registration** panel.

- Click the **Save** button to save any changes.

**IMPORTANT** 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 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).

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.

- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
- Search for, then double-click the name of the required pupil to display the **Pupil Details** page.
- 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 | Setups | User Options**), where a map of the area surrounding the address is displayed.

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)).

#### 04 | Preparing Pupil Level Information

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**

Meal Patterns

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

Eligible for Free Meals

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

FSM Review Date: 07/06/2021

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

**Add Student Free Meals Details**

Start Date: 01/01/2022

End Date:

Country: England

Notes:

OK Cancel

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:

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

<b>8 Ethnic/Cultural</b>	<b>Ethnicity</b>	White - English	<b>Ethnic Data Source</b>	Provided by the parent
	<b>First Language</b>	English	<b>Religion</b>	Christian
	<b>First Language Source</b>		<b>English Additional Language</b>	No
	<b>Asylum Status</b>		<b>Traveller Status</b>	<input type="checkbox"/>
	<b>National Identity</b>	English	<b>Speaks Welsh</b>	<input type="checkbox"/>
	<b>Home Language</b>	English		
	<b>Country of Birth</b>	United Kingdom		
	<b>Nationality and Passport</b>	Nationality: <input type="text"/> Passport Number: <input type="text"/> Passport Expiry date: <input type="text"/>		<input type="button" value="New"/>

4. Select the pupil's **Ethnicity** from the drop-down list.
5. Select the pupil's **First Language** from the drop-down list.
6. 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.

☐ Completed

## 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 18).

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

**9 Additional Information**

**Meals**

☒ Free Meal  
☐ Home  
☐ Sandwiches

**Modes of travel**

☐ Boarder - not applicable  
☐ Bus (type not known)  
☐ Car Share (with child/children)

**Service Children in Education** Yes

**Service Children Concerns**

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

**Uniform Allowance** ☐

**Pupil Premium Indicator for year 2021/2022** ☒ Notes: Waiting for documentation

**Eligible for Free School**

**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 2024/2025** 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.

8. Click the **Save** button.

 **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.
  - **SEN Need Type**
  - **SEN Type Ranking**
  - **Provision Type** (not applicable to Pupil Referral Units and 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	6VC		Male	K - SEN Support
Balinski, Iwa	5	5DT		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	5DT		Female	K - SEN Support
Elery, Jake	3	3CB		Male	K - SEN Support

4. Double-click the name of the required pupil to display the **Student SEN details** page.
5. In the **Basic SEN Details** panel, ensure that the **SEN Status** and **Start Date** are correct.

Rank	Start Date	Need Type	Description
1	17/02/2022	Vision Impairment	
2	29/11/2016	Social, Emotional and Mental Health	




#### 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.

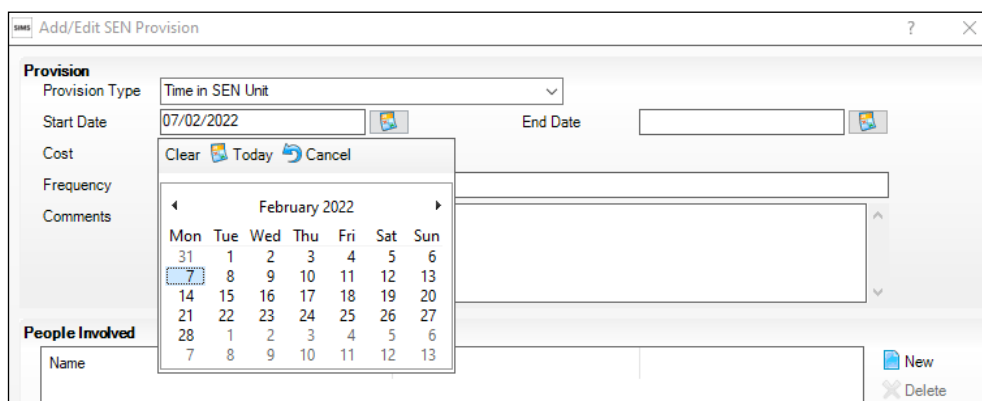
To view changes that have taken place to the pupil's SEN Status, click the **Status History** button to display the **Status History** page.

6. 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	09/02/2022			1 x 30mins we...	  
Speech Therapy	03/11/2021			1 per week - 1...	
Hearing Impaired Support Worker	02/11/2016			4 days a week	
Speech Therapy	20/10/2015			1 x weekly	

7. 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.



The dialog box 'Add/Edit SEN Provision' contains the following fields and controls:

- Provision Type:** A dropdown menu currently showing 'Time in SEN Unit'.
- Start Date:** A date picker showing '07/02/2022'.
- End Date:** An empty date picker.
- Cost:** A text input field with buttons for 'Clear', 'Today', and 'Cancel'.
- Frequency:** A text input field.
- Comments:** A large text area.
- People Involved:** A section with a 'Name' label and a list of names.
- Calendar:** A calendar for February 2022, with the 7th highlighted.
- Buttons:** 'New' and 'Delete' buttons at the bottom right.

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.

 **Completed**

## Preparing Exclusions Information

### Not applicable to Nursery schools

Information is required for suspensions and permanent exclusions with a final governor review that starts in January and ends in July. Permanent exclusions without a final governor review are not included in the census.

### Exclusions Enhancement

Up to 3 reasons can be recorded; each reason must be different and filled in consecutively. For example, Reason 2 cannot be left blank if Reason 3 is recorded.

Lunchtime exclusions are no longer collected for the return.

**NOTE** Exclusions terminology has changed: 'Suspension' is the new name for 'Fixed term exclusion'.

Schools were required to record suspensions from September 2022 in preparation for the forthcoming returns. Fixed term exclusions are no longer collected in the School Census.

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

- Suspension and permanent exclusion **Type** (**Exclusion Details** panel).
- Suspension and permanent exclusion **Reason(s)** (**Exclusion Details** panel).
- Suspension and permanent exclusion **Start Date** (**Exclusion Details** panel).
- Suspension 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 45).

**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.
3. Highlight an existing exclusion, then click the **Open** button adjacent to the **Exclusions** panel to view/edit the exclusion details.

If a permanent exclusion is recorded, ensure that the details of the **Final Governor Review Outcome** are entered, when the review result is received.

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 up to three **Reason(s)** for the exclusion from the associated 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 **OK** button to save the exclusion.
11. Click the **Save** button.

For more information about exclusions, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>).



## 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.

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

4 Class Type

[Edit](#) [Recalculate](#)

Name	Date of Birth	Sex	AdNo	YTI	Reg	Nursery	Other
Abbas, Avanni	11/04/2020	Female	002044	R	OAK		✓
Abbas, Latif	11/11/2016	Male	001780	3	3TO		✓
Abbott, Jessica	17/02/2014	Female	001663	6	6VC		✓
Abhra, Shaquib	17/12/2013	Male	001582	6	6VC		✓
Abrams, Paul	15/12/2014	Male	001651	5	5BB		✓
Ackton, Charlotte	10/02/2014	Female	001590	6	6KH		✓

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.

## 04 | Preparing Pupil Level Information

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**.

The screenshot shows the 'Update Class Type' window. At the top, there are 'Save' and 'Undo' buttons. Below them are two panels: 'Census' with a 'Term' dropdown set to 'Summer 2025', and 'Pupils View' with 'YTI' set to 'All', 'Reg' set to 'All', and 'Status' set to 'All'. The main area is a table titled 'Pupils' with columns: Name, Date of Birth, Sex, AdNo., YTI, Reg, Nursery, and Other. The table contains 10 rows of pupil data. A right-click context menu is open over the 'Other' column header, showing options: 'Sort By', 'Check All' (highlighted in blue), and 'Remove All'.

Name	Date of Birth	Sex	AdNo.	YTI	Reg	Nursery	Other
Abbas, Avanni	11/04/2020	Female	002044	R	OAK		✓
Abbas, Latif	11/11/2016	Male	001780	3	3TO	✓	
Abbott, Jessica	17/02/2014	Female	001663	6	6VC		✓
Abhra, Shaquib	17/12/2013	Male	001582	6	6VC	✓	
Abrams, Paul	15/12/2014	Male	001651	5	5BB		✓
Ackton, Charlotte	10/02/2014	Female	001590	6	6KH		✓
Ackton, Simon	12/12/2016	Male	001860	3	3CB	✓	
Adesina, Kyra	23/03/2019	Female	001984	1	ASH		✓
Aditya, Safia	22/12/2019	Female	001964	R	OAK		✓
Aditya, Zayan	20/05/2016	Male	001751	4	4SL		✓

- 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.
  - 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 type for these pupils, as previously described.





## 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, who were on-roll for at least one session from during the collection period.

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 Autumn Return handbook](#)

[Managing Pupil/Student Attendance handbook](#) (SIMS Attendance users)

[Monitoring Session and Lesson Attendance handbook](#) (SIMS Lesson Monitor users)

## Schools that use SIMS Attendance

The attendance data collected for each of the two halves of the Summer term includes:

- All attendance codes
- Total sessions possible
- Total sessions missed due to authorised absence
- Total sessions missed due to unauthorised absence
- Total sessions attending an approved educational activity
- Total sessions unable to attend due to exceptional circumstances.

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

**IMPORTANT** If you use SIMS Attendance or SIMS Lesson Monitor, ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the School Census Return.

☐ 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.

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).

## 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
- Eligibility Code
- Extended Funded Hours
- Expanded Funded Hours.

Expanded Hours is applicable to children from 9 months old to 2 years old. Extended Funded Hours are applicable to three- and four-year-old children.

EYPPR is applicable to children from 9 months old to 4 years old. DAF is applicable to children from 9 months old to 4 years old.

## 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 childcare 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-claim-benefits>).

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

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

## Disability Access Fund

The Disability Access Fund (DAF) is applicable to children from 9 months old to 4 years old. It is payable as a lump sum once a year and awarded to children 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.

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 Eligibility 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 **Eligibility Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Extended Funded Hours information provided by the DfE can be found on their website (<https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>).

### Expanded Funded Hours and Eligibility Code

Expanded Funded Hours are the number of hours that a child can receive up to 30 hours. Extended Funded Hours are applicable for 9-month to 2-year-old (inclusive) pupils with working parents who hold a valid eligibility code.

### Early Years Date of Birth Matrix 2025/2026

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Fund	Expanded Hours	EYPPR	2 Year basis for funding
before 31/08/2020		5	N	N	N	N	N	N
01/09/2020 31/12/2020	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/01/2021 31/03/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/04/2021 31/08/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/09/2021 31/12/2021		3	Y	Y	Y	N	Y	N
01/01/2022 31/03/2022		3	Y	Y	Y	N	Y	N
01/04/2022 31/08/2022		3	Y	Y	Y	N	Y	N
01/09/2022 31/12/2022		2	Y*	N	Y	Y	Y	Y
01/01/2023 31/03/2023		2	Y*	N	Y	Y	Y	Y
01/04/2023 31/08/2023		2	Y*	N	Y	Y	Y	Y

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Fund	Expanded Hours	EYPPR	2 Year basis for funding
01/09/2023 31/12/2023		1	N	N	Y	Y	Y	N
01/01/2024 31/03/2024		1	N	N	Y	Y	Y	N
01/04/2024 01/08/2024		1	N	N	Y	Y	Y	N
01/09/2024 30/11/2024		0*	N	N	Y	Y	Y	N
01/12/2024 31/03/2025		0	N	N	N	N	N	N
01/04/2025 30/06/2025		0	N	N	N	N	N	N
and after								

Y\* = subset of disadvantaged 2-year-olds may be eligible for funded hours.

4\* = 4-year-olds in E1, E2, N1, N2 only.

0\* = 9 months old.

**NOTE** In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds **and** 15 hours of working parent entitlement.

## 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 childcare 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.
- **Eligibility Code** - The 11-digit Eligibility 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.
- **Expanded Funded Hours** - Expanded Funded Hours are the number of hours that a child can receive up to 30 hours. Expanded Funded Hours are applicable for 9-month to 2-year-old (inclusive) pupils with working parents who hold a valid eligibility code.

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.

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

**Update Early Years**

Save Undo

---

**Census** Term: Autumn 2025 Update Hours

**Pupils View** Age at 31/08/2025: All YTI: All Reg: All Status: All

**Pupils**

Expanded Hours are collected for pupils aged 9 months to 2 at 31/08/2025 if they have an Eligibility Code.  
 Extended Hours are collected for pupils aged 3 & 4 at 31/08/2025 if they have an Eligibility Code.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2025	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold, Rachel	01/01/2021	002024	N2		4	15	15	No			
Baltimore, Tessa-Louise	31/03/2021	002025	N2		4	30	15	No	9999999999	15	
Basudhara, Farah	01/09/2021	002026	N2		3	15	15	No	01234567892		
Bondar, Mykola	31/12/2021	002027	N2		3	30	15	No	01234567893	15	
Bondar, Yana	01/09/2022	002028	N2		2	15	0	No			
Hussain, Suki	08/05/2023	002029	N2		2	30	0	No	01234567896		30
Johnes, Jada	01/09/2023	002030	N2		1				01234567896		
Kalinski, Alicja	01/09/2024	002031	N2		0				01234567897		

The **Update Hours** button is available to Primary phase 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** Values for **Funded Hours**, **Hours at Setting**, **Extended Funded Hours** and **Expanded 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.

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**, **Extended Funded Hours** or **Expanded 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**, **Extended Funded Hours** or **Expanded 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 Eligibility 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**.



Completed

### 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.

## Editing Early Years Pupil Premium Receipt

The data collected in each School Census provides the DfE with information about Early Years Pupil Premium funding allocated to schools.

Information is required regarding children 9 months-four-years old who attend school and receive Early Years Pupil Premium (EYPP). Data is required for the following pupils:

- All 9 months-three-year-old pupils
- Four-year-old pupils (in any Nursery school year group)
- Four-year-old pupils (in years E1, E2, N1 and N2 excluding Nursery schools).

Children are eligible for Early Years Pupil Premium (EYPP) if they are receiving any hours of funded early education and any of the following:

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

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

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

The second grid in the **Early Years** panel deals with a pupil/student's **Early Years Pupil Premium Receipt** only. The pupils displayed in this grid make up a sub-set of the first grid.

Early Years Pupil Premium Receipt							
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2025	In Care	Basis for EYPP Eligibility
Arnold,Rachel	01/01/2021	002024	N2		4	No	Not Eligible
Baltimore,Tessa-Louise	31/03/2021	002025	N2		4	No	Not Eligible
Basudhara,Farah	01/09/2021	002026	N2		3	No	Not Eligible
Bondar,Mykola	31/12/2021	002027	N2		3	No	Not Eligible
Bondar,Yana	01/09/2022	002028	N2		2	No	Not Eligible
Hussain,Suki	08/05/2023	002029	N2		2	No	Not Eligible
Johnes,Jada	01/09/2023	002030	N2		1	No	Not Eligible

Specify the reason why the pupil is receiving EYPP (if applicable) by clicking the cell adjacent to their name, then selecting the required option from the **Basis for EYPP Eligibility** drop-down list:

- **Not Eligible**
- **Receipt – Economic**  
In receipt through eligibility for economic reasons, i.e. where they are in receipt via eligibility for the benefits-related criteria for FSM.
- **Receipt – Other**  
In receipt through eligibility for other reasons, i.e. where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order.
- **Receipt - Economic and Other**  
In receipt through eligibility for both reasons, i.e. where they are in receipt through eligibility for both economic and other reasons.



▪ **Receipt – Unknown**

In receipt through eligibility for unknown basis, i.e. where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why.

**WARNING** If you Recalculate or Calculate All Details before saving, your Basis for EYPP Eligibility edits are lost.

## Editing Two Year Old Basis for Funding

The **2 Year Old Basis for Funding** grid is located in the **Early Years** panel.

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Aditya,Safia	22/04/2021	001964	N2	AM	Yes	Yes	Yes
Basir,Zoya	28/04/2021	001965	N2	PM	Yes	Yes	Yes
Dawson,Andrew	14/11/2021	001968	N2	AM			

1. Click a cell in the Economic Criteria column, then select Yes or No from the drop-down list to indicate if this basis for funding applies to the adjacent two-year-old pupil.
2. Repeat this process in the High level SEN or Disability and Looked After or Adopted From Care columns.

**NOTE** A pupil might meet one or more of the criterion. Select Yes to each applicable basis for funding.

3. Repeat this process for all two-year-old pupil/students.

## 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).

## 04 | Preparing Pupil Level Information

**Update Students with Top-up Funding**

Update

Term: Autumn 2022 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

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

Top-up Funding

Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Ackton	Ackton	Charlotte	4	4SL		No
Mascott	Mascott	Peter	3	3TO		No
Selbourne	Selbourne	Piers	3	3TO		No

- 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: Autumn 2022 Students On-Roll on Census Day

Surname: white Forename: YTI: All Reg: All

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

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

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

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Theo	4	4ES		No
Whitemore	Whitemore	Paige	4	4SL		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Ackton	Ackton	Charlotte	4	4SL		No
Mascott	Mascott	Peter	3	3TO		No
Selbourne	Selbourne	Piers	3	3TO		No
Whitehead	Whitehead	William	6	6VC		No

- 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.
- 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.

- 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).

## 04 | Preparing Pupil Level Information

**Update Students Post Looked After Arrangements**

Update

Term: Autumn 2022 Students On-Roll on Census Day

Surname: Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
Abhra	Abhra	Shaqib	4	4ES	No	Adoption from England and Wales	<input type="checkbox"/>
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales	<input type="checkbox"/>
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales	<input type="checkbox"/>

Post Looked After Arrangements Add Remove

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

Term: Autumn 2022 Students On-Roll on Census Day

Surname: carter Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Carter	Carter	April	2	2GH	No
Carter	Carter	Ryan			No
Carter	Carter	Thomas	6	6VC	No

- 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	Ceased to be looked after through	Evidence Obtained
Abhra	Abhra	Shaqib	4	4ES	No	Adoption from England and Wales	<input type="checkbox"/>
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales	<input type="checkbox"/>
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales	<input type="checkbox"/>
Carter	Carter	April	2	2GH	No		<input checked="" type="checkbox"/>
Carter	Carter	Thomas	6	6VC	No	Adoption from England and Wales	<input checked="" type="checkbox"/>

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

- 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).**

**NOTE Ceased to be looked after through a Residence Order (RO)** has been replaced by **Ceased to be looked after through a Child Arrangement Order (CAO)**. You do not need to change any existing residence orders but new post-looked-after arrangements must be recorded as child arrangement orders.

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**

## Updating Funding and Monitoring

### Not applicable to Nursery schools

The National Tutoring Programme has now ended but schools are to record if students receive school-funded tutoring.

Tutoring is defined as those who are in receipt of school-funded tutoring.

The information can be recorded via the **Tools** menu and maintained at any time during the academic year.

The information required is based on individual pupils:

- **Pupil in receipt of school-funded tutoring:** Applicable to all schools (except Nursery and PRU / AP), with appropriate year group or age-ranges
  - Pupils: Only applicable to pupils and in NCYearActual 1-14 or above with current single registration ('C') or current main dual registration ('M'). PRU / AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.
- Or

## 04 | Preparing Pupil Level Information

- where national curriculum year groups do not apply, aged 5 to 19 (as at 31<sup>st</sup> August) in NCYearActual 'X'

Detailed guidance about the expectations and conditions attached to tutoring funding is available on the GOV.UK.

### Editing Funding and Monitoring

1. Select **Tools | Statutory Return Tools | Update Funding and Monitoring** to display the **Update Funding and Monitoring** page.

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	3	Year 3	3TO	Single R..				No		✓	
Abbott, Jessica	17/02/2014	10	6	Year 6	6VC	Single R..			2023/2024	Yes	2023/2024	✓	
Abrams, Paul	15/12/2014	9	5	Year 5	5BB	Single R..				No			
Ackton, Charlotte	10/02/2014	10	6	Year 6	6KH	Single R..				No			
Ackton, Simon	12/12/2016	7	3	Year 3	3CB	Single R..				No			

In the **Pupil View** panel, specify the required filters. The content of the **Pupil** panel changes to reflect the options selected.

Read-only pupil information is displayed in the columns on the left-hand side of the **Pupil** panel. This information is shown as at the system date.

Cells with a white background are editable.

2. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
  - a. If most or all of the pupils have been receiving tutoring, select the **Check All** option.
  - b. Any pupils who have not been receiving tutoring can then be deselected by clicking the **Tutoring** cell adjacent to their name.
3. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
4. Click the **Save** button and then click the **OK** button to return to the **Census Return Details** page.

**NOTE** All validation errors (red cells) must be resolved before saving the data.

DfE guidance about Learner funding and monitoring (FAM) is available on the GOV.UK [Complete the school census](#) website.



#### Additional Resources:

[Producing the School Census Autumn Return handbook](#)

☐ **Completed**

## 05 | What Next?

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.

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

### Where Can I Get More Information?

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

- [Managing Pupils/Students handbook](#)  
This handbook provides details about the processes that relate to the management of pupil data in SIMS.
- *Producing the School Census Autumn 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 Autumn Return (English Nursery Schools)* handbook  
This handbook outlines the School Census process in SIMS for Nursery schools.
- *Producing the School Census Autumn Return (English Special Schools)* handbook  
This handbook outlines the School Census process in SIMS for Special schools.
- *Producing the School Census Autumn Return (English All-Through Schools)* handbook  
This handbook outlines the School Census process in SIMS for All-Through schools.
- *Producing the School Census Autumn Return (English Pupil Referral Units)* handbook  
This handbook outlines the School Census process in SIMS for Pupil Referral Units.

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, then select the document you require.

## **SIMS 7 Newsfeeds**

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.

- [SIMS Newsfeed - School Census Autumn 2025 \(England\)](#)



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