Producing the School Census Autumn 2025 Return

English All-Through Schools

applicable to 7.224 onwards

Handbook

NOTE The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.

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Overview

This handbook provides the information needed by All-Through schools in England to complete the School Census Autumn Return.

The School Census Autumn Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

Currently, there are three School Census returns each year (i.e. Spring, Summer and Autumn), which collect detailed information about school characteristics and pupil/student details. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from All-Through schools in England for the School Census Autumn Return is available in a later section of this handbook.

> **NOTE** The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.

Additional Resources:

Preparing for the School Census Autumn Return handbook

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.

Update Prior Attainment NEW

Applicable to English schools

Routines | Statutory Return Tools | Update Prior Attainment

New columns have been added on Prior Attainment screen to record Maths Min Planned Hrs and Eng Min Planned Hrs.

More information

Where to Find More Information

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

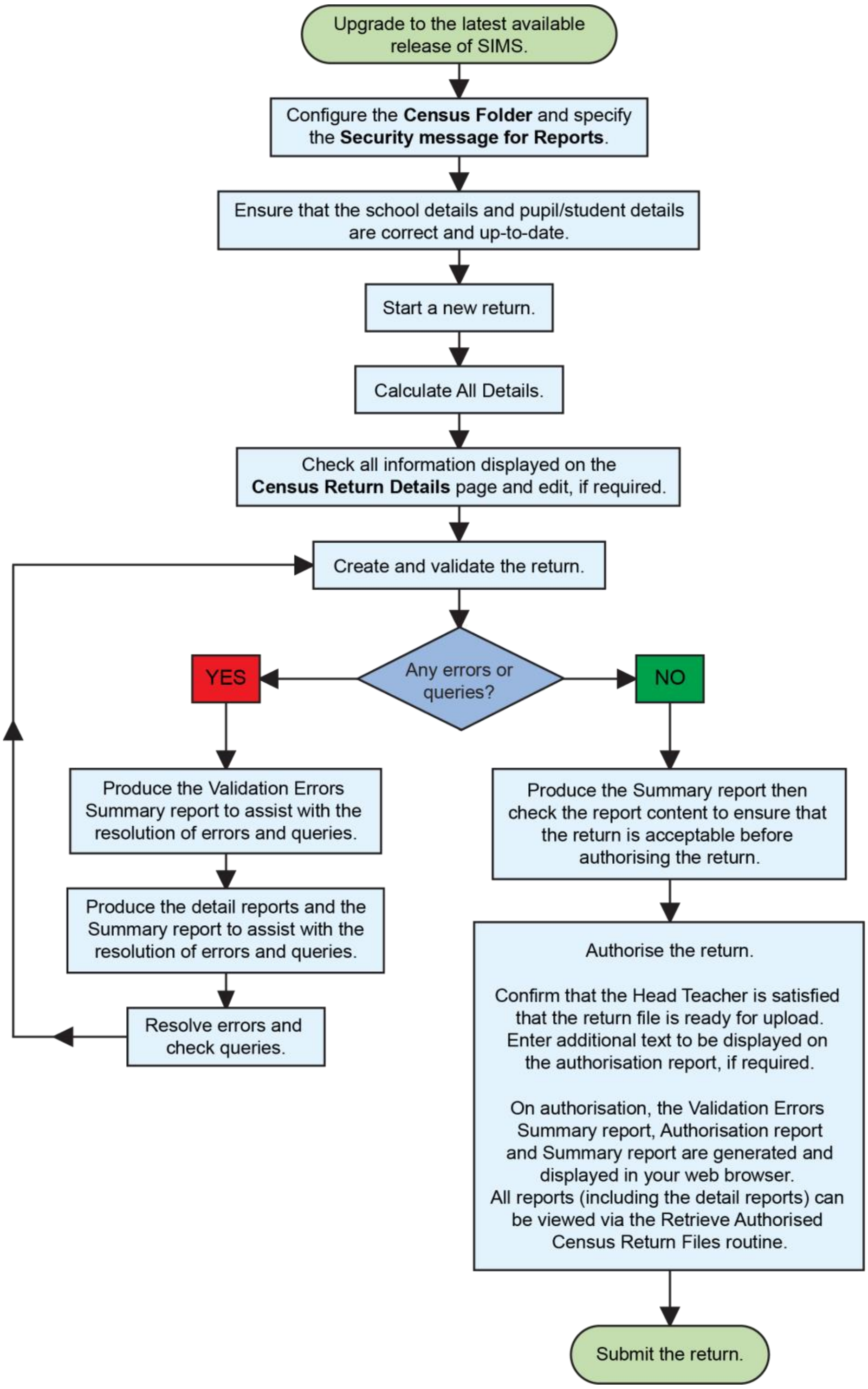
In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census is also available from the School Census handbook downloads page.

You are strongly advised to check the following SIMS Newsfeed - School Census Autumn 2025 (England) The newsfeed is updated regularly to provide the latest news and provides links to Census Downloads. In particular, the School Census newsfeeds provide our spreadsheet's latest iteration for DfE validation rules and SIMS solutions.

Further information is available from the SIMS 7 Documentation Centre.

Steps to Producing the School Census Return

The process of producing the School Census can be separated into several steps, some of which might need to be repeated to eliminate validation errors and queries.



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Setting SIMS Permissions

The following permissions apply 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 permission to access additional areas of SIMS, e.g. pupil/student details, school details, etc. These users must be a members of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page *9*).

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 <u>between</u> 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.

Preparing Data for the School Census Return

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school-level and pupil/student level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupil/students have been added to SIMS, all leavers have been recorded and where applicable all exclusions have been recorded, etc.

The following information is collected from All-Through schools for the School Census Autumn 2025 Return.

School Level Data

- School Characteristics:
  - LA number
  - DfE establishment number
  - school name
  - school phase
  - school type
  - highest national curriculum year
  - lowest national curriculum year
  - intake type
  - governance
  - school email address
  - school telephone number.

Pupil/Student Level Data

- Pupil/Student Identifiers:
  - Unique pupil number (UPN) and former UPN
  - Unique learner number (ULN)
  - Surname
  - Forename
  - Middle names

  - Preferred surname
  - Former surname
  - Sex
  - Date of birth.
- Characteristics:
  - Study Programme planned learning hours for the current year and Study Programme planned learning hours for the previous year (applicable to Secondary schools only)
  - Study Programme planned employability, enrichment and pastoral hours for the current year, and Study Programme planned employability, enrichment and pastoral hours for the previous year (applicable to Secondary schools only)
  - T Level Programme planned learning hours for the current year (applicable to Secondary schools only)
  - T Level Programme planned employability, enrichment and pastoral hours for the current year (applicable to Secondary schools only)
  - Prior Attainment Maths (applicable to Secondary schools only):
    - Highest grade in GCSE Maths achieved as at the current year.
    - Year taught in for achieving GCSE Maths prior attainment as at the current year.
    - Maths GCSE funding exemption.
    - Year taught in for achieving GCSE Maths prior attainment as at the previous year.
    - Maths Minimum Planned Hours.
  - Prior Attainment English (applicable to Secondary schools only):
    - Whichever is the highest of the grades in GCSE English Language or GCSE English Literature achieved as at the current year.
    - Year taught in for achieving GCSE English Language prior attainment as at the current year.
    - English GCSE funding exemption
    - Year taught in for achieving GCSE English Language prior attainment as at the previous year.
    - English Minimum Planned Hours.
- Free school meal eligibility start date and end date, UK country in which the eligibility applies
- Service children in education indicator
- School dinner taken (applicable to schools with pupils in Reception, Year 1 and Year 2)
- Top-up funding indicator
- Post looked-after arrangements
- Funded hours, extended childcare hours, expanded funded hours, eligibility code, disability access fund indicator and hours at setting (applicable to schools with pupils of the appropriate age)
- Youth Support Services Agreement (YSSA) indicator (applicable to Middle-deemed Primary schools only)

- Funding and monitoring type
- Full-time employment indicator
- Early years pupil premium receipt (EYPPR) and early years pupil premium basis of funding (EYPPBF)
- Two-year-old basis for funding
- Status:
  - Enrolment status
  - Date of entry and date of leaving
  - Part-time indicator
  - Boarder indicator and actual national curriculum year group (year taught in)
  - Actual national curriculum year group (year taught in) on leaving (applicable to Secondary schools only)
  - Class type (Primary schools only).

NOTE To change an Enrolment Status select **Routines | Pupil (or Student) | Change Enrolment Status**. PRUs can select FE College and Other Provider, in addition to the Enrolment Statuses available to non-PRUs.

- Special Educational Needs:
  - SEN provision
  - member of SEN unit (sometimes called special class) indicator
  - member of resourced provision indicator.
- Alternative Provision Placement:
  - Unique reference number (URN)
  - UK provider register number (UKPRN)
  - Setting type
  - Placement reason
  - Placement entry date
  - SEN provision at placement date of entry
  - Placement leaving date
  - SEN provision at placement date of leaving
  - Attendance pattern and sessions per week.
- Home Information:
  - Pupil/student's home address details, including post code
  - Unique property reference number (UPRN).
- Exclusion information:
  - Category
  - Reasons (up to three)
  - SEN provision (formerly stage)
  - Exclusion start date
  - Actual number of sessions from which the pupil/student was excluded.

- Attendance Information:
  - If SIMS Attendance is in use: all attendance categories are collected in the census.
- Programme Aims (applicable to schools with a Sixth Form returning Learning Aims):
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - Programme type (Study, T Level, T Level Transition)
  - Start date, planned end date and actual end date
  - Completion status
  - Withdrawal reason.
- Learning Aims (applicable to schools with a Sixth Form):
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - Discount Code (also known as Subject Classification Code)
  - learning aim start date, planned end date and actual end date
  - learning aim status
  - core aim
  - partner UKPRN
  - withdrawal reason.
- Work Placements (applicable to schools with a Sixth Form):
  - Qualification Number (QN, also known as QAN - Qualification Accreditation Number)
  - start date and end date
  - mode and planned hours.

For more information and instructions on all the preparations that need to be carried out before the census return is produced, please refer to the appropriate handbook in Preparing and Producing the English School Census Handbooks.

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Creating a new School Census Return

Before creating a new return, ensure that all pupil/student and school information is present and accurate in SIMS.

IMPORTANT After upgrading to the latest SIMS release, select Tools | Statutory Return Tools | Updating Funding and Monitoring to edit Funding and Monitoring hours data. Ensure that no red cells are displayed because this would prevent the census from being created.

The **Census Folder** and **Security message for Reports** must be specified before clicking the **New** button to create a return. A message is displayed if a census folder has not been defined.

It is possible to create more than one return, enabling you to carry out dry runs so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

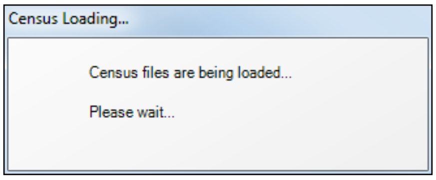
Data is collected for the following pupil/students:

- All pupil/students on-roll on census day.
- Any additional pupil/students not on-roll on census day who:
  - were expected to attend or provide a reason for absence for at least one session during the collection period.
  - had an exclusion.
  - had an alternative provision placement.
  - had funding and monitoring information.

- had Learning Aims during the date range.

> **NOTE** For schools with a November exams season, it is possible for the school Census to be run during an exams embargo period.

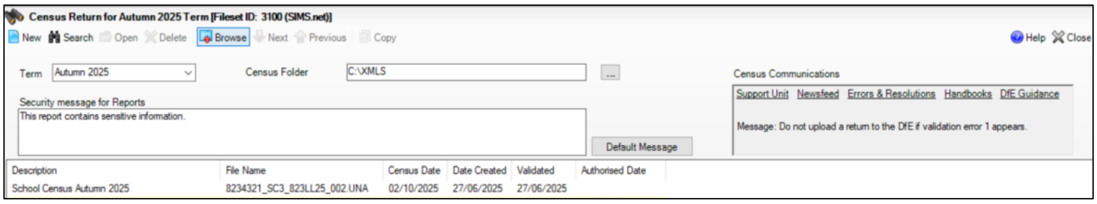
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



> **NOTE** The first time that **Routines | Statutory Returns | School Census** is selected during each SIMS session, there is a delay while the School Census files are loaded.

2. When the files are loaded, the **Census Return** browser is displayed.
3. The **Census Communications** message box includes links to the newsfeed, errors and resolutions document, handbooks, DfE guidance and Support Unit website (if available). Any additional information to help with the completion of the return is also displayed, if applicable.

> **NOTE** The **Fileset ID** is displayed in the browser header (for information only). The following graphic shows the position for the first release in the 3100 fileset series, where the fileset is obtained from the `SIMS .net` folder. As soon as any further release in the series is imported, the reference to the `SIMS .net` folder is no longer displayed. This is because the fileset data is then obtained from the document server. Instead, the import date is displayed adjacent to the **Fileset ID**.
>
> If a post-release consolidated database patch is applied, the patch ID and run date are also displayed in the browser.



4. By default, the **Term** field displays the appropriate term for the selected return, in this instance **Autumn 2025**.
5. Ensure that the appropriate **Census Folder** is selected and that the required **Security message for Reports** is specified, as described in the following sections.

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

IMPORTANT Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

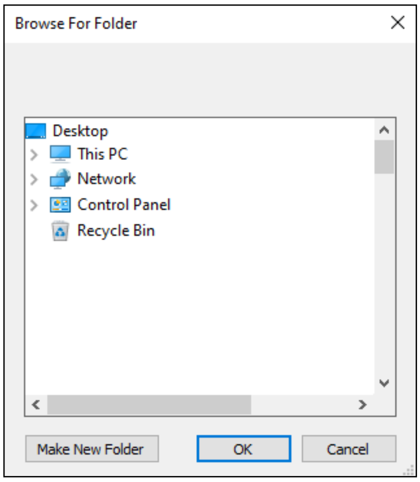
You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (https://www.gov.uk/service-manual/technology/securing-your-information). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

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

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

1. In the **Census Folder** field, enter the location of the folder where the return files are to be stored. Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

Browse button



2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then enter a suitable name for the new folder.

> **IMPORTANT** If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as the folder will contain sensitive data. For more information, please see the important note at the beginning of this section.

3. Click the **OK** button to return to the **Configure Return Folders** page. A message dialog will request confirmation that you want to continue with this action.
4. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.
5. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

The **Security message for Reports** field displays the text that will be included in the header of each report.

The default text (**This report contains sensitive information**) can be edited, if required. Clicking the **Default Message** button reverts the amended text to the original default text.

Clicking the Default Message button reverts the amended text to the original default text.

When the security message and census folder are specified, a new return can be created. Click the **New** button to display the **Census Return Details** page.

Editing Census Details

The **Census Details** panel displays the following read-only information, this can vary depending on your school phase and the return requirements:

- Census Date
- Attendance data

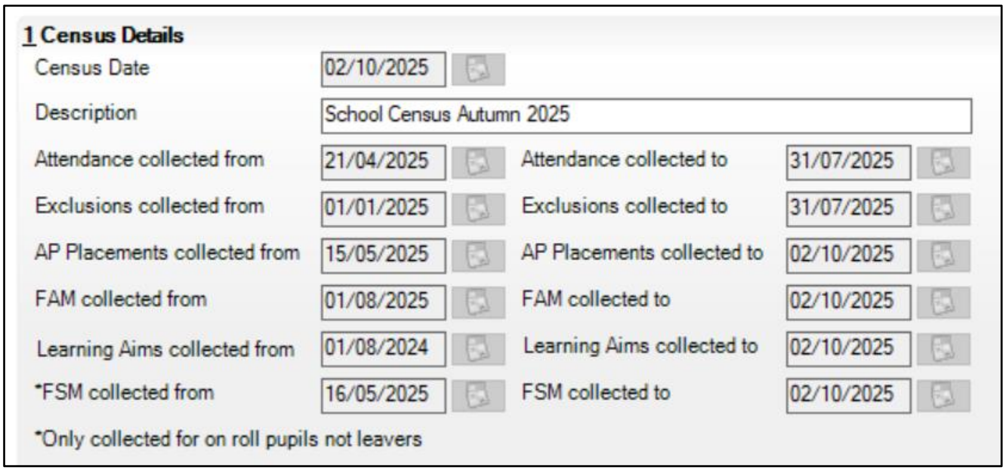
  > **NOTE** The Attendance Collected from date displays the start date of the Autumn term as recorded in the School Diary (via Focus | School | School Diary).

- Exclusions data

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

- Alternative Provision Placements
- Funding and Monitoring
- Learning Aims
- FSM (Free School Meal) data (applicable to on-roll pupil/students only).

1. Key dates for your statutory return are automatically generated in SIMS. Go to **Routines | Statutory Returns | School Census** to view the Census Details panel.



2. By default, the return **Description** is displayed as **School Census [Term] [Year]**.
3. Check the return **Description** and then edit, if required, e.g. to identify a dry run.
4. Click the **Calculate All Details** button.

> **WARNING** Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.
>
> A unique description also helps to identify the required return when viewed in the Census Return browser and can be particularly useful when creating dry runs, or copies of existing returns.

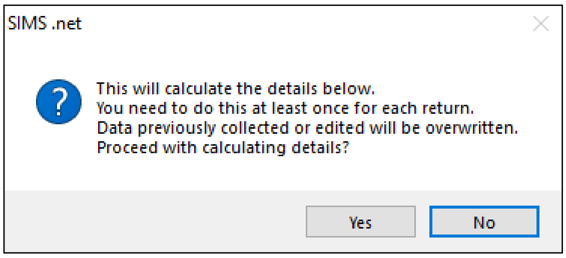
Calculating All Details

Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

> **IMPORTANT** You must calculate all details at least once to populate the various panels for each return.
>
> Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

Any details that are calculated automatically should be checked and edited, if required.

1. After clicking the **Calculate All Details** button a message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



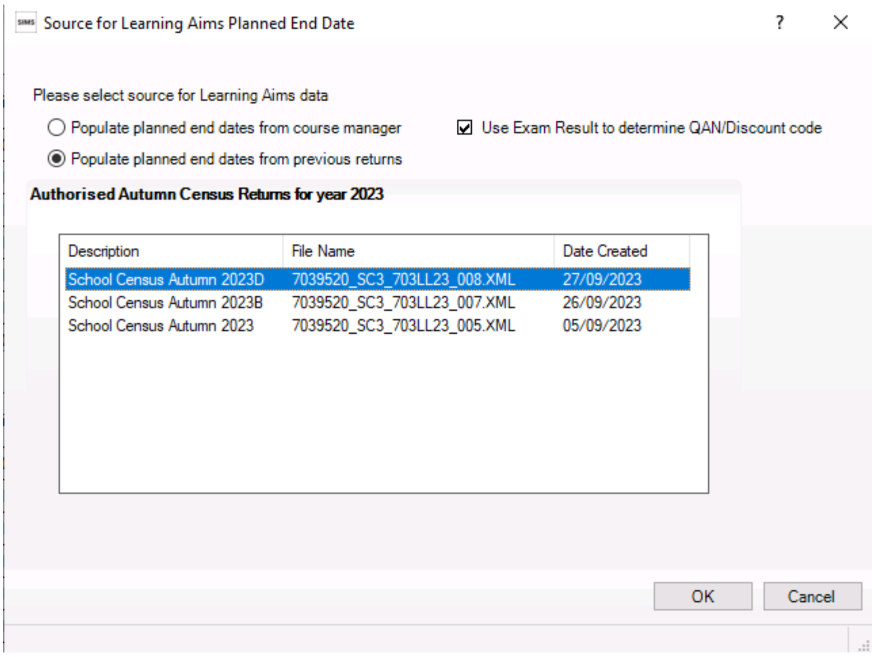
2. Click the **Yes** button to calculate all details.

NOTE depending on the number of pupil/students in the school, there might be a short delay while details are calculated.

3. The applicable panels on the **Census Return Details** page are then populated with data. The return can be saved at any point by clicking the **Save** button.
4. For Secondary schools only: When the Calculate All Details process is complete, the Source for Learning Aims Planned End Date dialog is displayed.
5. Specify the required source for the Learning Aims data:

Populate planned end dates from previous returns *(default option)*

- Ensure that the **Populate planned end dates from previous returns** radio button is selected then highlight the required authorised Autumn Census Return.

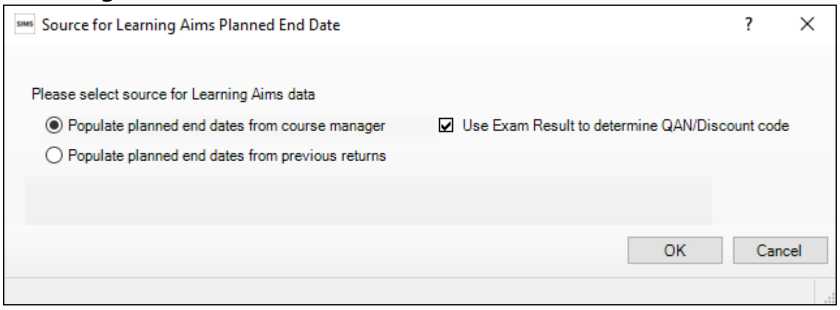


- If more than one authorised School Census [Term] [Year] Return exists, the returns are listed in authorised date order.

Populate planned end dates from course manager

An example of when this option could be useful:

- If any two-year Learning Aims were inadvertently given an end date last year that indicated a one year Learning Aim, selecting **Populate planned end dates from course manager** could save your school some time.
- This is only acceptable when correcting a mistake and not where it has been decided to change the length of time in which to deliver the Learning Aim.



- Select the **Populate planned end dates from course manager** radio button.

Use Exam Result to determine QAN/Discount code

> **IMPORTANT** If QAN/Discount Code combinations from one or more Exam Boards do not follow the expected pattern and therefore cause incorrect allocation of QWS QAN/Discount Codes, it may be best to deselect Use Exam Result to determine QAN/Discount code.

- If the check box is deselected, the QWS QAN code in Course Manager is reported rather than the Awarding Organisation (AO) QAN linked to the exam result.
- Click the **OK** button.

> **NOTE** If you choose to **Cancel** at this point in the process, Learning Aims Planned End Dates will be calculated from Course Manager.

6. The applicable panels on the **Census Return Details** page are then populated with data.
7. The return can be saved at any point by clicking the **Save** button.

More Information:
Checking Post 16 Learning Aims Data on page *48*

Editing School Information

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

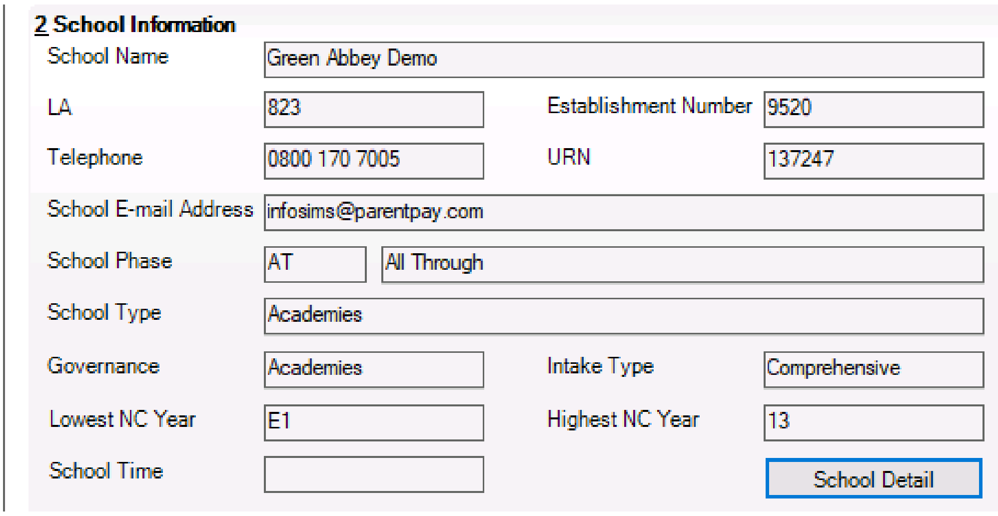
- **Unique Reference Number** (URN)
- **School Type**
- **School Governance**
- **Intake Type**

The following <u>read-only</u> items are also collected. Please contact your Local Support Unit if the information displayed in SIMS is incorrect.

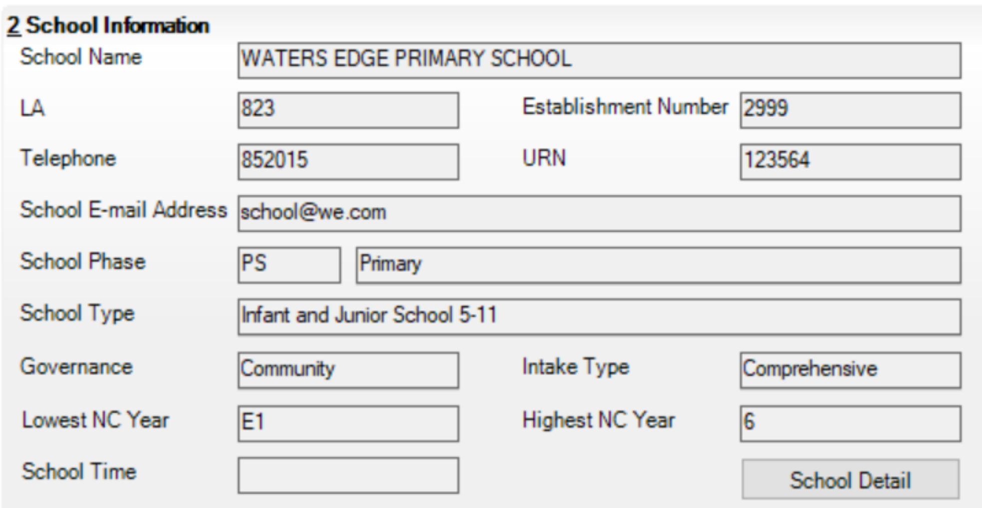
- **School Name**
- **LA** number
- **Establishment Number**
- **School Phase**
- **Curriculum Years** (highest and lowest national curriculum year group).

The **School Information** panel displays read-only information that has previously been recorded via **Focus | School | School Details**. The **School Information** panel should always be checked. The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

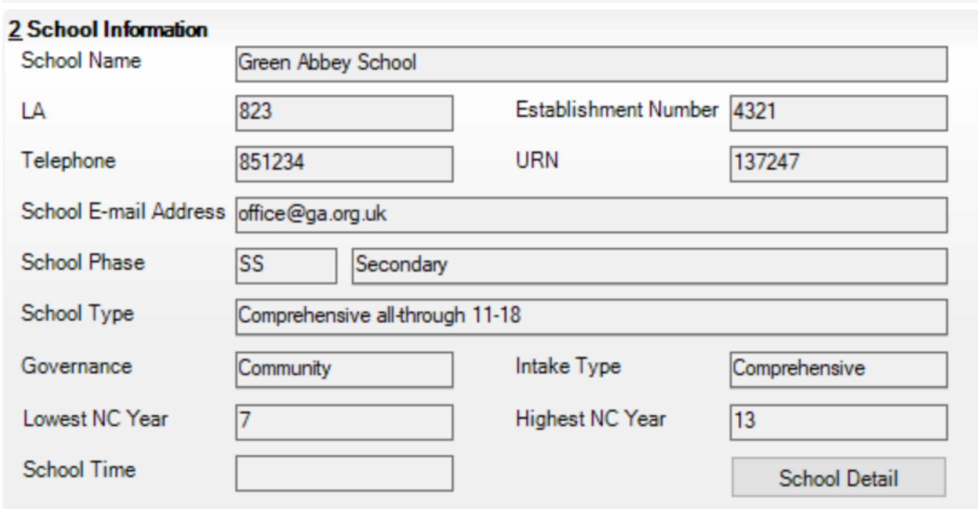
Example of the **School Information** panel for All Through Schools:



Example of the **School Information** panel for Primary schools:

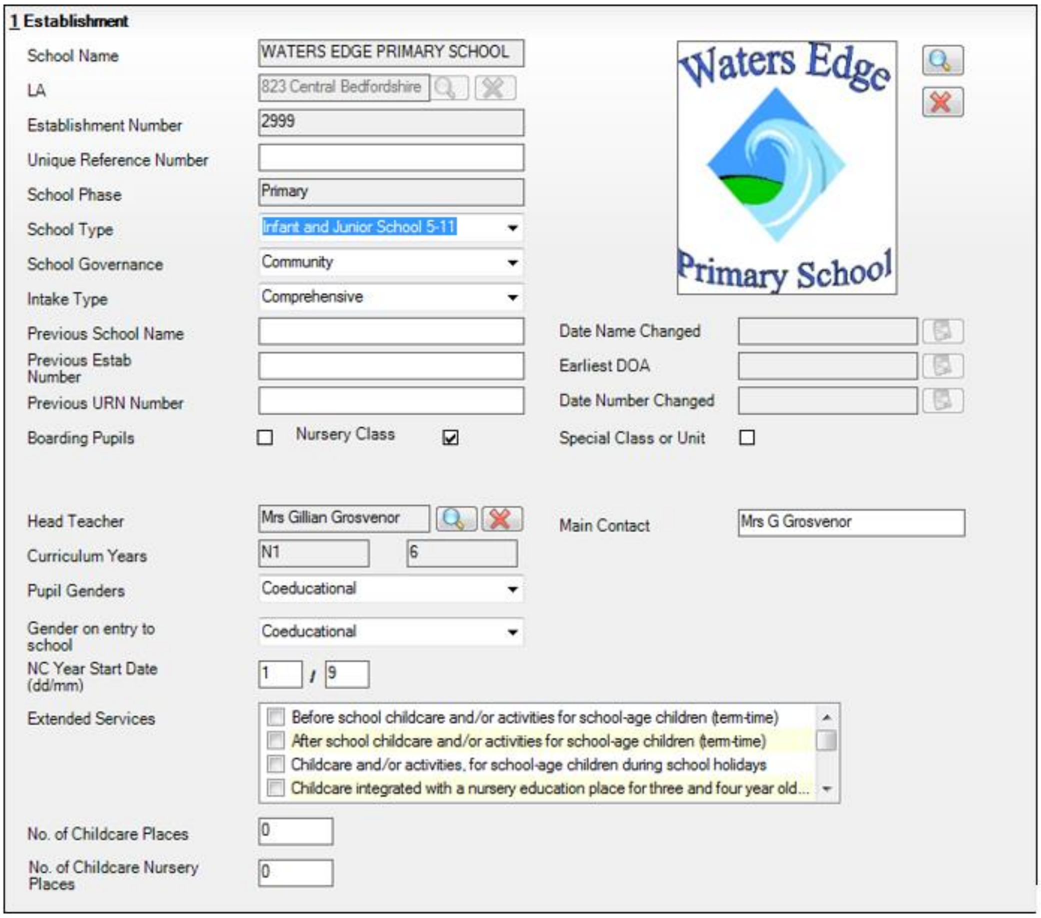


Example of the **School Information** panel for Secondary schools:

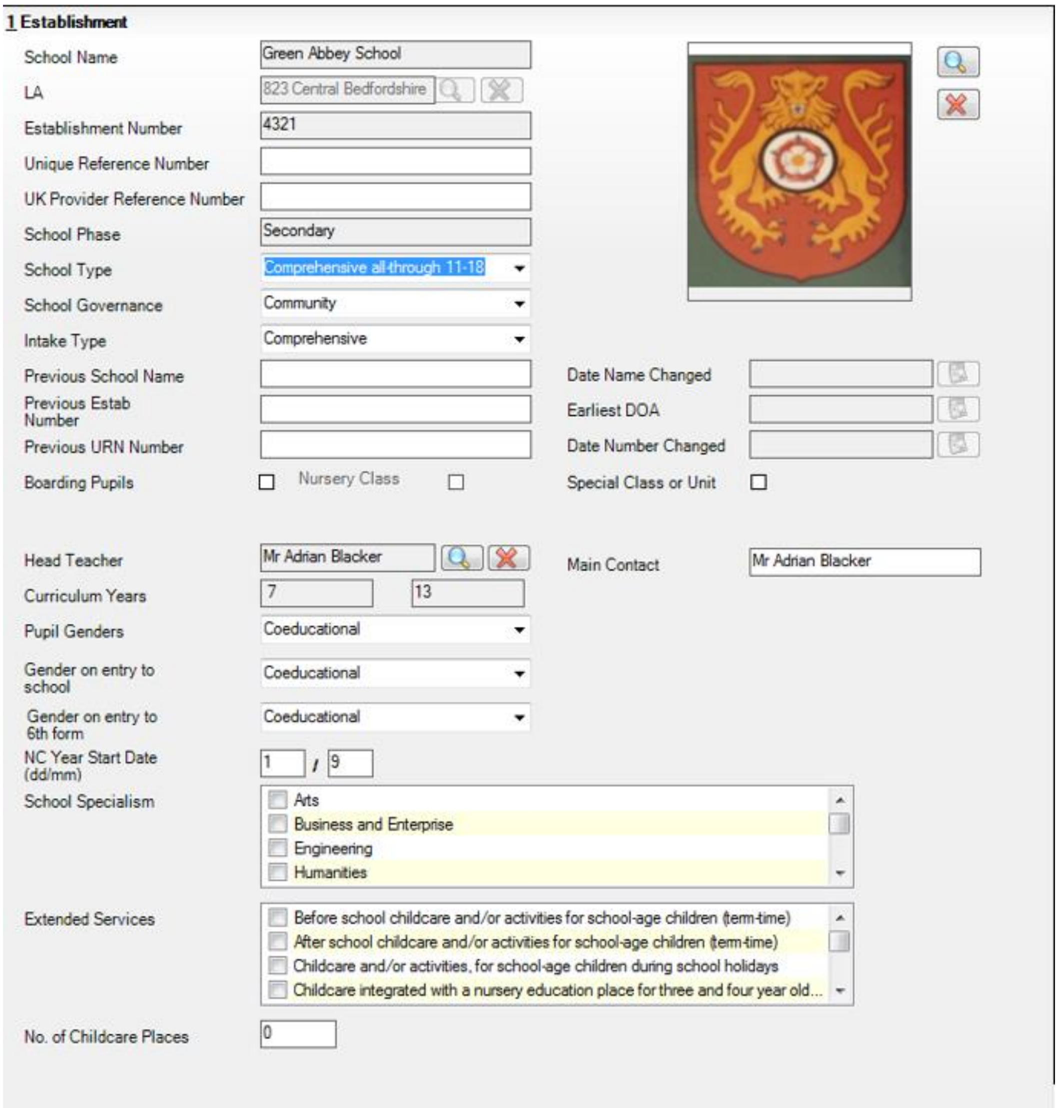


1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.

Primary phase example:



Secondary phase example:



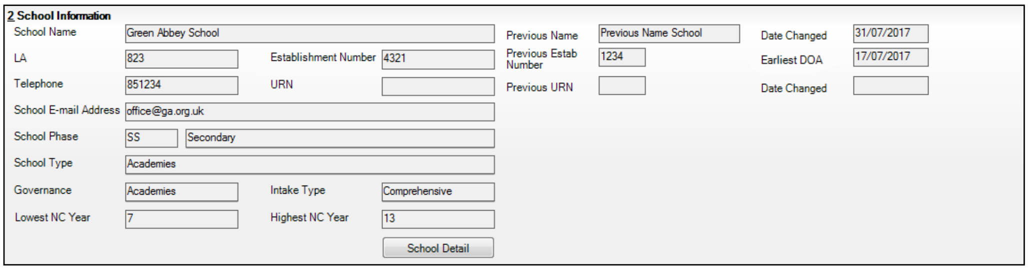
2. Check that the details displayed in the **Establishment** panel are correct.
3. Ensure that the **School Type**, **School Governance** and **Intake Type** are displayed correctly. Select the correct value from the drop-down lists, if required.

   > **NOTE** The **School Name**, **LA** number, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If any of 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. Ensure that the **School Time** is entered, i.e. the number of hours and minutes the school is open during a typical week, recorded to two decimal places, e.g. 32.5 hours (not applicable to Nursery schools).
6. If you have edited any information in the **Establishment** panel, click the **Save** button, then click the **OK** button to view the updated details.

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.

IMPORTANT These data items must be entered for all Academies because the date the URN changed is interpreted as the date the Academy opened. If this date is not entered, some of the historical information from before that date will be included in the School Workforce Census incorrectly, e.g. a member of staff who left before the academy opened.

- Click the **Save** button to save any changes, if applicable.

Editing Early Years

The early years data collected in the School Census is used to determine the amount of the dedicated schools grant (DSG) allocation provided to local authorities to fund their early years providers.

More information about the early years national funding formula (allocations and guidance) is available on the GOV.UK website.

The **Early Years panel** consists of three grids:

- Early Years
- Early Years Pupil Premium Receipt
- 2 Year Old Basis for Funding.

Early Years data is collected from all schools that have early years pupil/students 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.

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 pupil/students 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.

Funded Entitlement hours information provided by the DfE can be found on their website.

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 pupil/students 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 pupil/students only.

In contrast to the universal entitlement (which only has an age criterion), for 30 hours free childcare, parents also need to meet a set of eligibility requirements (i.e. income requirements). A child will be entitled to the additional free hours from the term after both of the following conditions are satisfied: (1) the child has attained the age of three; (2) the child's parent has a current positive determination of eligibility from HMRC i.e. a valid eligibility code.

Parents can check online whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices or the Childcare Calculator.

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. Expanded 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

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
01/09/2022 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
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.

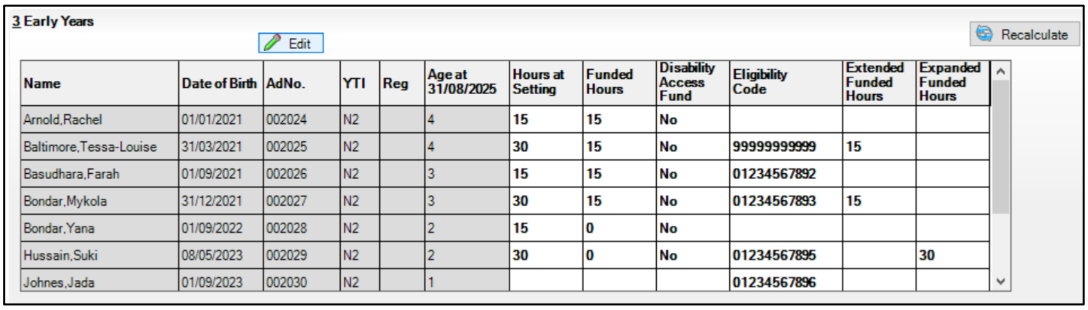
NOTE In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds **and** 15 hours of working parent entitlement.

Recording Early Years

The required data can be recorded:

- via the **Edit** button in the **Early Years** panel
- via **Tools | Statutory Returns Tools | Update Early Years - Update Early Years** page. The data in the **Early Years** panel must be refreshed by clicking the **Recalculate** button after using the Update Early Years routine.

If data has been recorded previously, the values are displayed in the read-only **Early Years** panel. Only cohorts applicable to your school are displayed.


3 Early Years
Edit
Recalculate

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	99999999999	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	01234567895		30
Johnes,Jada	01/09/2023	002030	N2		1				01234567896		

1. In the **Early Years** panel, click the **Edit** button to display a message informing you that data has been brought forward from the previous census.
2. Click the **OK** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.

> **TIP** To view the data recorded for a previous term (in the current academic year), select the required Term from the drop-down list.

Updating Early Years Information

Expanded Hours is applicable to children from 9 months old to 2 years old.

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

Information about the following items must be recorded while completing the return (via **Routines | Statutory Returns | School Census - Early Years** panel):

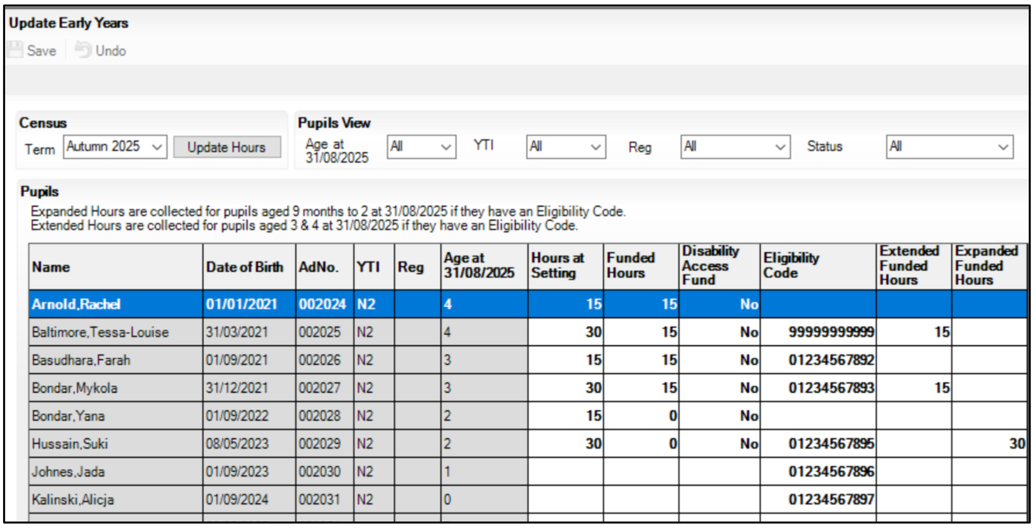
- **Basis for EYPP Eligibility** - The basis for Early Years Pupil Premium (EYPP) funding should be specified when completing the return, i.e. **Not Eligible**, **Receipt-economic**, **Receipt-other**, **Receipt-economic and other**, **Receipt-unknown**.
- **2 Year Old Basis for Funding** - The basis of funding, i.e. **Economic Criteria**, **High level SEN or Disability** or **Looked After or Adopted From Care**, should be specified when completing the return.

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 (DAF)** - The child is in receipt of disability living allowance and receives funded hours - for 0-4-year-olds.
- **Eligibility Code** - The 11-digit Eligibility Code must be obtained from the Tax Office (HM Revenue & Customs) by parents who meet the extended or expanded funded hours criteria.
- **Extended Funded Hours** - up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).
- **Expanded Funded Hours** - up to 30 hours for 9 months to 2-year-olds of working parents with a valid eligibility code (funded by the LA).

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.



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	99999999999	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	01234567895		30
Johnes,Jada	01/09/2023	002030	N2		1				01234567896		
Kalinski,Alicja	01/09/2024	002031	N2		0				01234567897		

2. Where available, the hours data is brought forward from the previous Census.
3. 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**).
   a. Click the **Update Hours** button (applicable to Primary phase schools only).
   The number of Hours at Setting that the listed pupil/students are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern) are displayed in the Pupils panel.
   b. Edit the values, if required.

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

4. To add or edit the number of **Hours at Setting**, **Funded Hours**, **Extended Funded Hours** or **Expanded Hours** for an individual pupil/student, select the required criteria in the **Pupils View** panel.
5. In the **Pupils** panel, highlight the required pupil/student, 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 range accepted by SIMS but is higher than what the DfE expects, 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.

6. If most of the pupil/students are receiving the same number of hours, the following method can be used to populate the column quickly.
   a. In the **Pupils View** panel, select the required year group from the **YTI** (Year Taught In) drop-down list. The selected pupil/students only are displayed in the **Pupils** panel.
   b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
   c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting**, **Funded Hours**, **Extended Funded Hours** or **Expanded Funded Hours**, then enter the number of hours that is applicable to most pupil/students.
   d. This number is then entered automatically for all the selected pupil/students.
   e. Click to the right of the grid to deselect all.
   f. Edit the entry for each pupil/student who is receiving a different number of hours. This is achieved by highlighting the required pupil/student, clicking the associated **Hours at Setting**, **Funded Hours** or **Extended Funded Hours** or **Expanded Funded Hours** cell (as applicable) then entering the required number.
7. Indicate whether the pupil/students are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
8. Enter the 11-digit **Eligibility Code** in the applicable cell, if in receipt of extended funded hours.

IMPORTANT Each pupil/student <u>must</u> have a different Eligibility Code. Ensure that all 11 digits are entered.

9. Click the **Save** button.
10. If there are any pupil/students for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
11. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

IMPORTANT
If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located at the top right-hand side of the **Early Years** panel) to ensure that the up-to-date data is displayed:

- any information is updated via **Tools | Statutory Return Tools | Update Early Years**
- a new pupil/student is added in SIMS
- a pupil/student's date of birth is amended.

When information is updated via the **Edit** button, the **Early Years** panel is refreshed automatically. The Early Years report is available from the Detail Report drop-down list via **Routines | Statutory Returns | School Census**.

More Information:
Early Years Report on page *75*

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

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

   Only pupil/students who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupil/students as described previously.
4. 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 to four years old who attend school and receive Early Years Pupil Premium (EYPP). Data is required for the following pupils:

- All 9 months to 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 31/08/2023	Age at 31/12/2023	In Care	Basis for EYPP Eligibility
Griffin,Branwen	30/06/2019	001970	N2	AM	4	4	No	Not Eligible
Hossain,Arya	18/01/2020	001971	N2	PM	3	3	No	Receipt - economic an...
Howden,Odette	28/05/2020	001969	N2	PM	3	3	No	Receipt - other
Iman,Aashi	03/03/2020	001972	N2	AM	3	3	No	Receipt - economic an...
Kryvonis,Anna	15/12/2019	001973	N2	AM	3	4	No	Receipt - other
Limani,Stephen	20/01/2020	001974	N2	PM	3	3	No	Receipt - economic
Mills,Benjamin	17/01/2020	001975	N2	PM	3	3	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.

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
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.

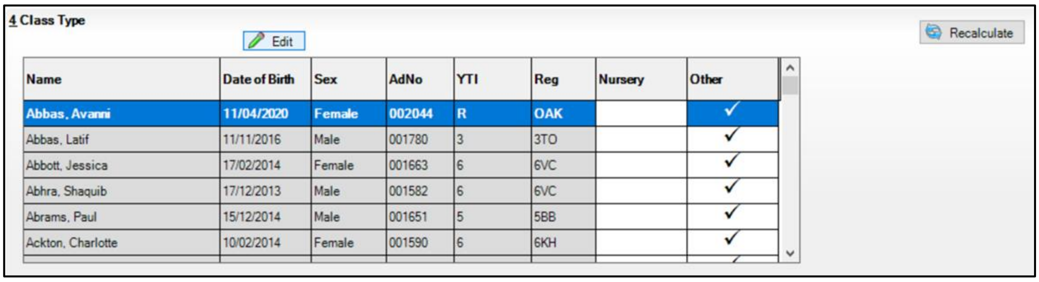
3. Repeat this process for all two-year-old pupils.

Editing Class Types

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 an LA-designated Nursery Unit) or **Other** (any other class). This is only needed for newly added pupils who have transferred from an LA-designated Nursery Unit into an 'Other' class.

The type of class (either **Nursery** or **Other**) that each pupil/student belongs to on census day must be specified. Pupils/Students in your Nursery class should be specified as **Nursery**, with all other pupils/students specified as **Other**.

If the class types have been recorded previously via **Tools | Statutory Return Tools | Update Class Type**, the data is displayed in the **Class Type** panel.

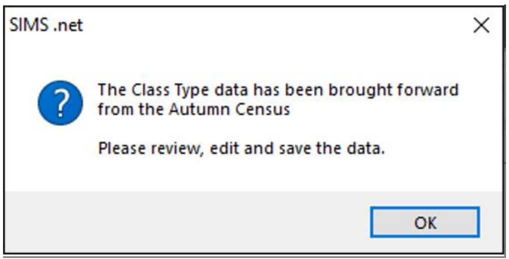


Name	Date of Birth	Sex	AdNo	YTI	Reg	Nursery	Other
Abbas, Avanni	11/04/2020	Female	002044	R	OAK		✓
Abbas, Latif	11/11/2016	Male	001780	3	3TO		✓
Abbott, Jessica	17/02/2014	Female	001663	6	6VC		✓
Abhra, Shaquib	17/12/2013	Male	001582	6	6VC		✓
Abrams, Paul	15/12/2014	Male	001651	5	5BB		✓
Ackton, Charlotte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

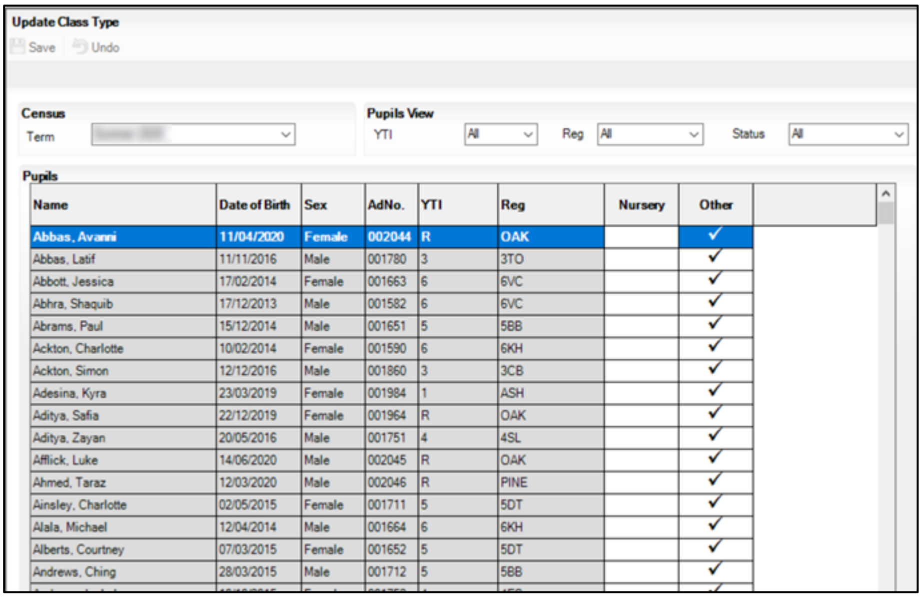
The **Class Type** panel is read-only. However, you can review, edit and save class types by clicking the **Edit** button.

1. Select **Tools | Statutory Return Tools | Update Class Type** to display the **Update Class Type** page. The values displayed on the Update Class Type page default to those of the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

2. Click the **Edit** button. A message informs you that the class type data has been brought forward from the previous census.



3. Click the **OK** button to display the **Update Class Type** dialog. By default, the current **Term** is displayed in the **Census panel**. If you wish to view the data recorded for a previous term (in the current academic year), select as required from the drop-down list.



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		✓
Afflick, Luke	14/06/2020	Male	002045	R	OAK		✓
Ahmed, Taraz	12/03/2020	Male	002046	R	PINE		✓
Ainsley, Charlotte	02/05/2015	Female	001711	5	5DT		✓
Alala, Michael	12/04/2014	Male	001664	6	6KH		✓
Alberts, Courtney	07/03/2015	Female	001652	5	5DT		✓
Andrews, Ching	28/03/2015	Male	001712	5	5BB		✓

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

4. To specify the class type for an individual pupil, click the appropriate cell of the **Nursery** or **Other** column to display a tick. Clicking again removes the tick.
5. 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** from the pop-up menu.
   b. In the **Pupils View** panel, select a Nursery year from the year taught in (**YTI**) drop-down list. The selected pupils only are displayed in the **Pupils** panel.
   c. Right-click the **Nursery** column header then select **Check All** from the pop-up menu.
   d. Repeat steps *b* and *c* for any additional Nursery year.

e. To ensure that your selection is correct, select **All** from the Year Taught In (**YTI**) drop-down list, then check the data displayed.

6. Click the **Save** button.
7. If a message is displayed advising you that some pupils have not been assigned a class type, click the **No** button then ensure that a class type is allocated to every pupil before saving again.

> **IMPORTANT** To prevent validation failures when the School Census file is created, every pupil/student <u>must</u> be assigned a class type.

8. Click the **OK** button to return to the **Census Return Details** page, where the updated class types are displayed in the **Class Type** panel.

Additional Resources:

[Preparing for the School Census Autumn Return guide]

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 pupil/students as previously described.

Identifying which Pupils have no Class Type Specified

To ensure that all pupil/students 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 pupil/students without a **Class Type** are displayed in the **Pupils** panel.

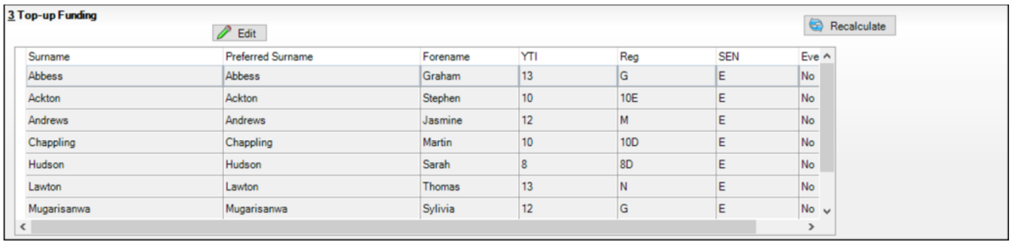
Specify a class type for these pupils, as previously described.

Editing Pupil/Students with Top-Up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs pupil/students.

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

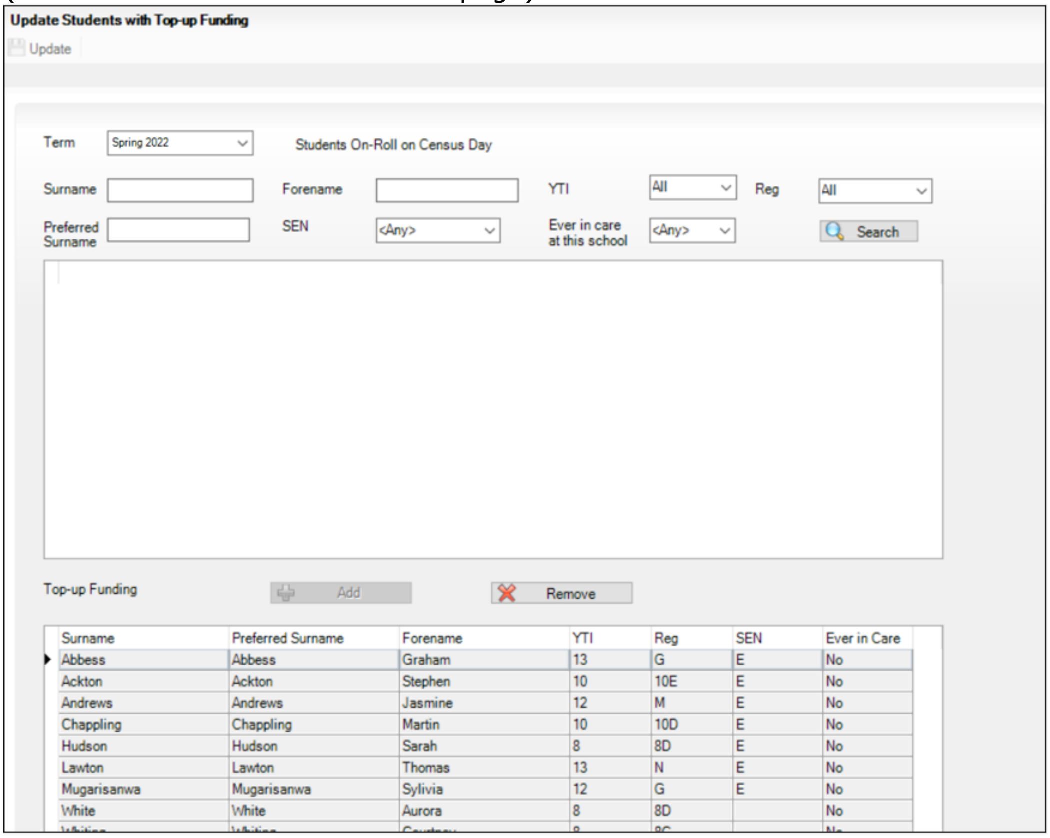
If the pupil/students with top-up funding have been recorded previously via **Tools | Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel.



Surname	Preferred Surname	Forename	YTI	Reg	SEN	Eve
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylivia	12	G	E	No

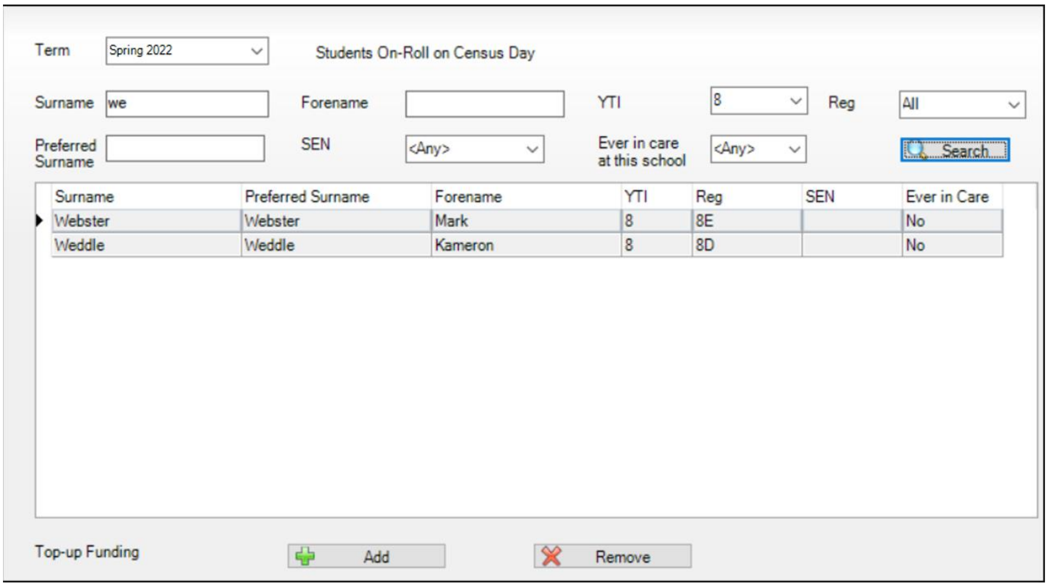
The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a pupil/student, must be done via the **Edit** button.

1. Click the **Edit** button to display the **Update Pupil** (or **Student**)**s with Top-up Funding** dialog. The pupil/students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

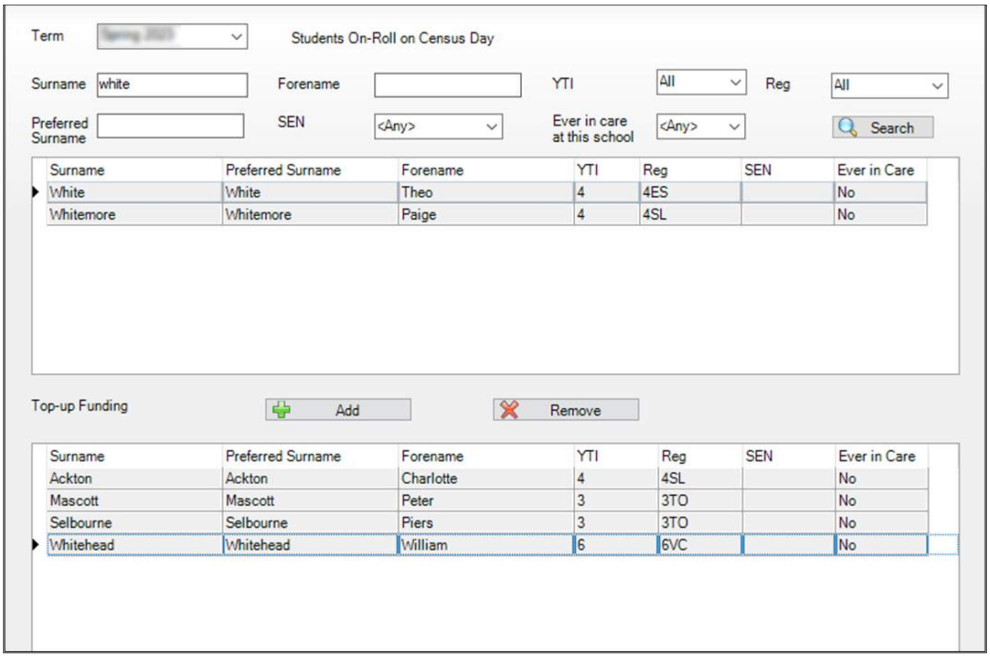


2. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupil/students you wish to record as having top-up funding.

> **TIP** Click the **Search** button to display a list of all pupil/students who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.



3. Highlight the pupil/student(s) who you want to record as having top-up funding, then click the **Add** button to move the selected pupil/student(s) to the **Top-up Funding** list. One or more pupil/students can be selected using the **Ctrl+click** or **Shift+click** functionality.



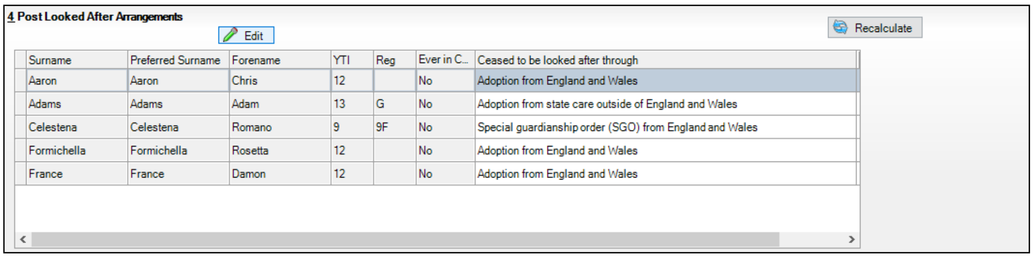
4. To remove a pupil/student from the **Top-up Funding** list, highlight the required pupil/student, then click the **Remove** button. The pupil/student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
5. Click the **Update** button to save the data and arrange the list of pupil/students in **Surname** order.
6. Click the **OK** button located at the bottom right-hand side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Editing Pupil/Student Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupil/students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

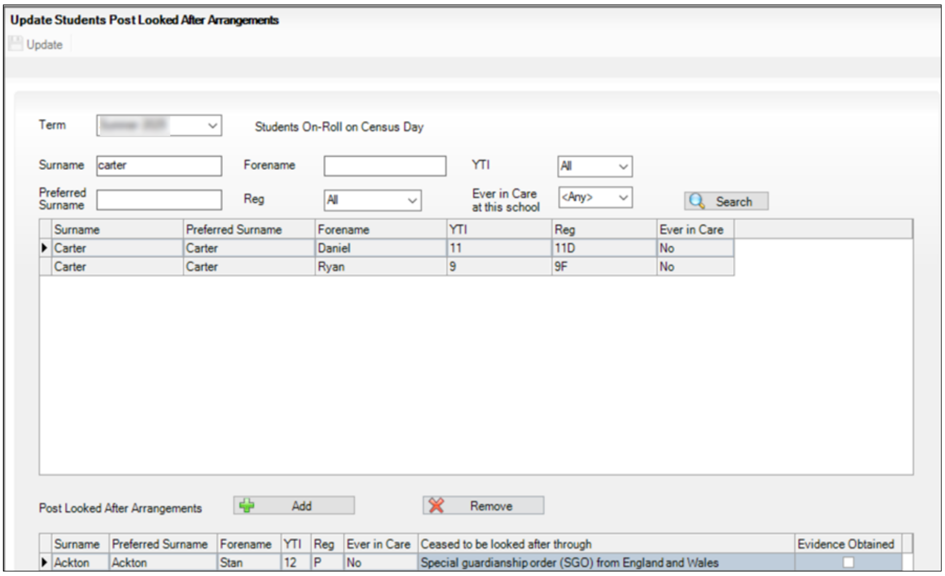
If the pupil/students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all pupil/students who already have a PLAA status are displayed.



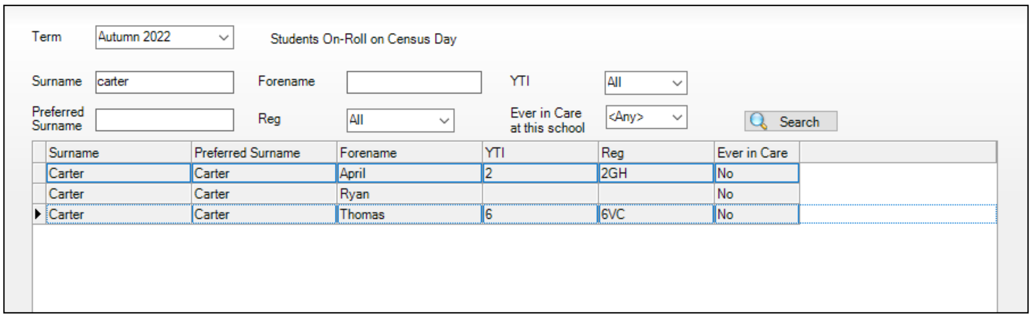
The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a pupil/student, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Pupil** (or **Student**)**s Post Looked After Arrangements** page. Any pupil/students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.



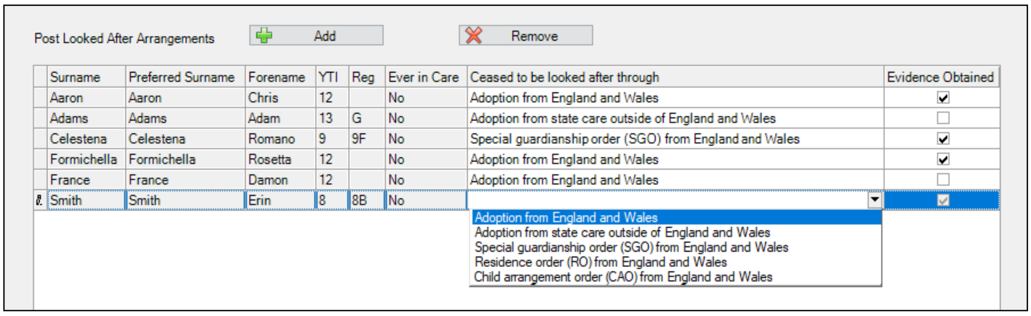
3. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupil/students you wish to record as having PLAA.

> **TIP** Click the **Search** button to display a list of pupil/students who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.



4. Highlight the pupil/students who you want to record as having PLAA, then click the **Add** button to move the selected pupil/students automatically to the **Post Looked After Arrangements** list.

   One or more pupil/students can be selected using the **Ctrl+click** or **Shift+click** functionality.



5. For each pupil/student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Ceased to be looked after through** column, then selecting the required status from the drop-down list:

- 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. Residence orders were replaced with Child Arrangement Orders in 2014
- Child arrangement order (CAO) from England and Wales.

> **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.

6. Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post-looked-after arrangements. If you indicate that evidence has been obtained, ensure that the applicable documents are stored securely either outside of SIMS or within the Document Management Server.

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

7. To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected if required.
8. Click the **Update** button to save the information and arrange the list of pupil/students 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.
9. Click the **OK** button to continue.
10. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.

Additional Resources:

Preparing for the School Census Autumn Return handbook

More Information:

Post Looked After Arrangements Report on page *76*

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 and if they repeat a post-16 year.

Tutoring is defined as those who are in receipt of school-funded tutoring. Repeating Post-16 Year is for post-16 students repeating a year. A pupil can be in receipt of both codes.

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/student in receipt of school-funded tutoring**: Applicable to all schools (except Nursery), with appropriate year group or age-ranges Pupils: Only applicable to pupils and in NCYearActual 1-14

  Or
- where national curriculum year groups do not apply, aged 5 to 19 (as at 31 August) in NCYearActual 'X'.

- **Pupil/student repeating up to one full year of 16 to 19 funded provision**: Applicable to Secondary, All-Through and PRU / AP with appropriate year groups Pupils: Only applicable to pupils in NCYearActual 12 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'.

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

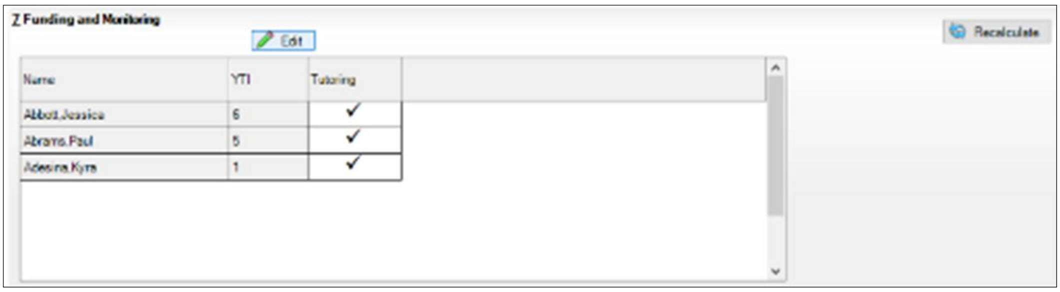
Editing Funding and Monitoring

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

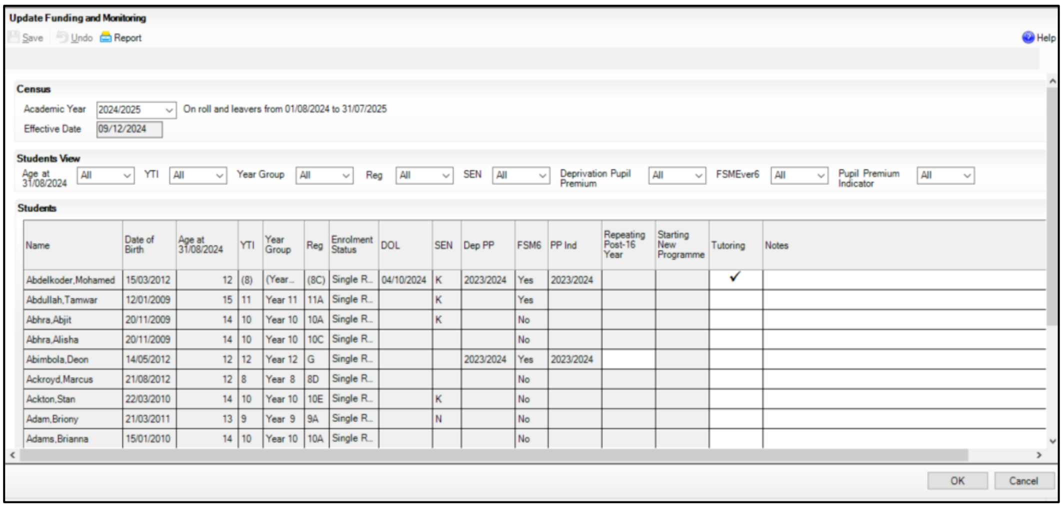
> **NOTE** Only pupil/students with funding and monitoring information are displayed in the Funding and Monitoring panel.

1. Click the **Recalculate** button (in the **Funding and Monitoring** panel) to ensure that the latest details are displayed.
2. If you wish to update the information, click the **Edit** button to display the **Update Funding and Monitoring** page.

   Primary school phase:



   Secondary school phase:



3. In the **Pupil** (or **Student**) **View** panel, specify the required filters. The contents of the **Pupil** (or **Student**) panel change to reflect the options selected.

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

Cells with a white background are editable.

> **NOTE** for Secondary, All-Through and Pupil Referral Units: Additional columns are available to record whether a pupil/student is **Repeating Post-16 Year** or **Starting New Programme**.

4. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
   a. If most or all of the pupil/students have been receiving tutoring funding, select the **Check All** option.
   b. Right-click anywhere in the Tutoring column, then select the required option from the pop-up menu.

The following is applicable to Secondary schools/schools with a Sixth form only:

5. Specify which pupil/students are **Repeating Post-16 Year** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.
   - Bulk or Individual entry can be achieved using the same method as described.
   - Where **Repeating Post-16 Year** has been ticked for a Year 13 and above pupil/student, a completed programme and an additional continuing programme is reported.
   - If a Year 12 pupil/student is repeating their Post 16 year, the **Starting New Programme** column is activated.
6. Specify which pupil/students are **Starting New Programme** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.
   - Where **Repeating Post-16 Year** has been ticked for a Year 12 pupil/student and **Starting New Programme** has also been ticked, the XML return file will report a completed programme and an additional continuing programme.
   - Where **Repeating Post-16 Year** has been ticked for a Year 12 pupil/student and **Starting New Programme** is not ticked, a continuing programme is reported.
7. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
   a. If most or all of the pupil/students have been receiving tutoring, select the **Check All** option.
   b. Any pupil/students who have not been receiving tutoring can then be deselected by clicking the **Tutoring** cell adjacent to their name.
8. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
9. Click the **Save** button.

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

DfE guidance about Learner funding and monitoring (FAM) is available on the GOV.UK website.

Managing School Dinners Taken on Census Day

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

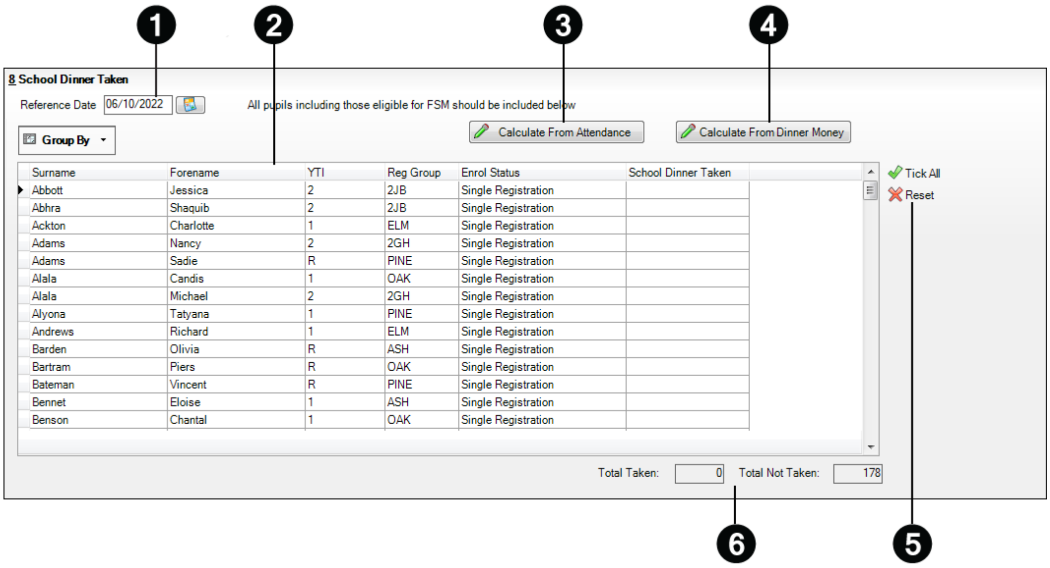
> **NOTE** for Special Schools
>
> The School Dinner Taken routine is applicable to Special schools that have on-roll pupils aged 4 to 6 and not following the National Curriculum (NC year Actual equals 'X' AND pupil born between 01/09/2018 and 31/08/2021 inclusive).

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

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

> **NOTES**
>
> The **Reference Date** is provided so that your school can report school dinners taken on an alternative date to census day if required.
>
> The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both modules are not in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.



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

After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.

More Information:
School Dinner Taken Report on page *71*

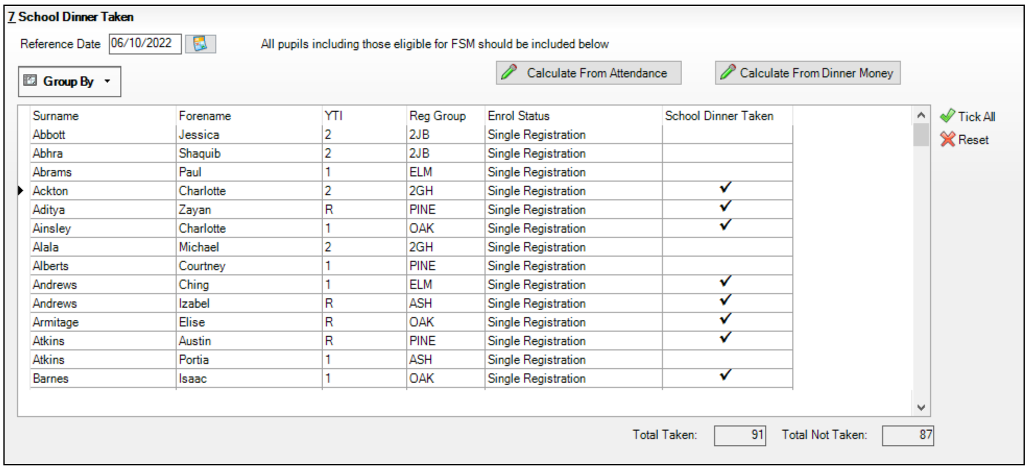
Using Dinner Money to Calculate School Dinners Taken on Census Day

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

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

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



Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Abrams	Paul	1	ELM	Single Registration	
Ackton	Charlotte	2	2GH	Single Registration	✓
Aditya	Zayan	R	PINE	Single Registration	✓
Ainsley	Charlotte	1	OAK	Single Registration	✓
Alala	Michael	2	2GH	Single Registration	
Alberts	Courtney	1	PINE	Single Registration	
Andrews	Ching	1	ELM	Single Registration	✓
Andrews	Izabel	R	ASH	Single Registration	✓
Armitage	Elise	R	OAK	Single Registration	✓
Atkins	Austin	R	PINE	Single Registration	✓
Atkins	Portia	1	ASH	Single Registration	
Barnes	Isaac	1	OAK	Single Registration	✓

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

   WARNING Clicking the **Calculate From Dinner Money** button overwrites all existing data in the **School Dinner Taken** panel.

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

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

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

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

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

Using Attendance to Calculate School Dinners Taken on Census Day

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

The information calculated from attendance can be edited so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

> **WARNING** Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

   If missing marks exist, a message is displayed:

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

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

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

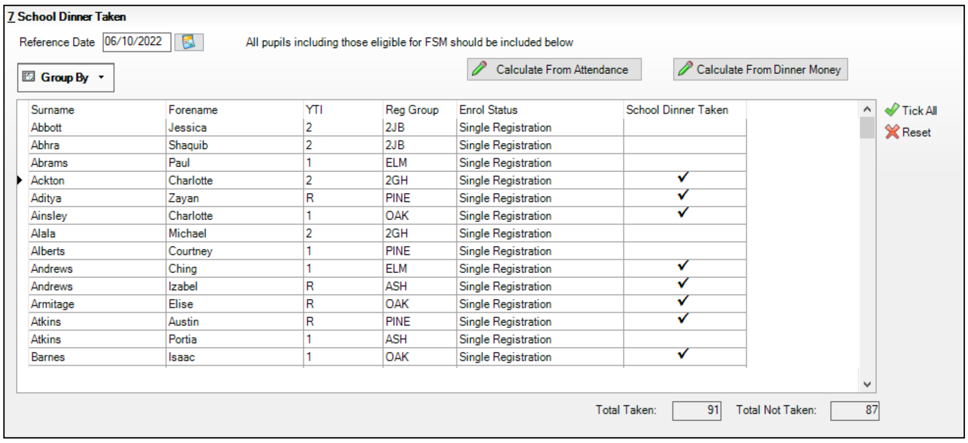
   Use the **Group By** functionality to group pupils by **Year Taught In**, **Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

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

Using Manual Entry to Record School Dinners Taken on Census Day

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

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.
2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).



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

3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.
4. Continue editing until school dinner taken details are correct.

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

Entering Attendance Information

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

Initially, the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.

> **IMPORTANT** Clicking the **Calculate All Details** button overwrites any edited data in every panel with the original data stored in SIMS. Do <u>not</u> use this button if you wish to keep any changes you have made.

After the **Calculate All Details** button is clicked, the information displayed in the **Attendance** panel is dependent on which of the following is applicable to your school:

- SIMS Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either missing marks or no missing marks.
- SIMS Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.

SIMS Attendance/Lesson Monitor Users

If SIMS Attendance/Lesson Monitor is in use, data is collected on all categories of school attendance. Ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

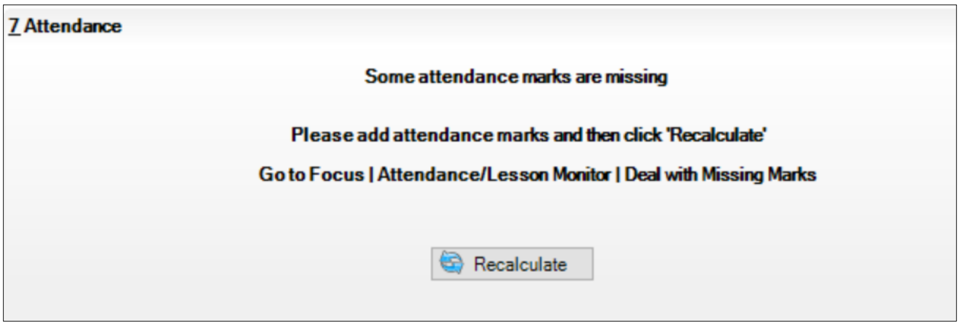
> **TIP** After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

Are your Attendance Codes DfE Compliant?

If Attendance/Lesson Monitor is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are <u>no</u> missing marks.

If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.

However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.



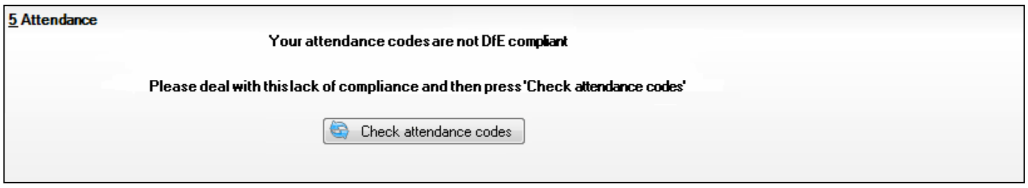
1. Use the Deal with Missing Marks routine (**Focus | Attendance** (or **Lesson Monitor**) **| Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

NOTE The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

More Information:
Producing Detail Reports on page *69*

Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.



1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.

3. Click the **OK** button to continue.

Checking Post 16 Learning Aims Data

The Post 16 Learning Aims are collected once a year only, in the School Census Autumn Return. Learning Aims are collected from the previous academic year, and those for the current academic year.

All Learning Aims in the specified collection period are included in the return, regardless of whether the minimum qualifying period of six weeks, for a one- or two-year course, was achieved.

Exam results, e.g. A, A*, etc. and the outcome of the previous year's Learning Aims (pass, fail or result not known) are not collected in this year's Autumn return. However, results are displayed in the **Learning Aims** panel for identification purposes only, provided that the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details.

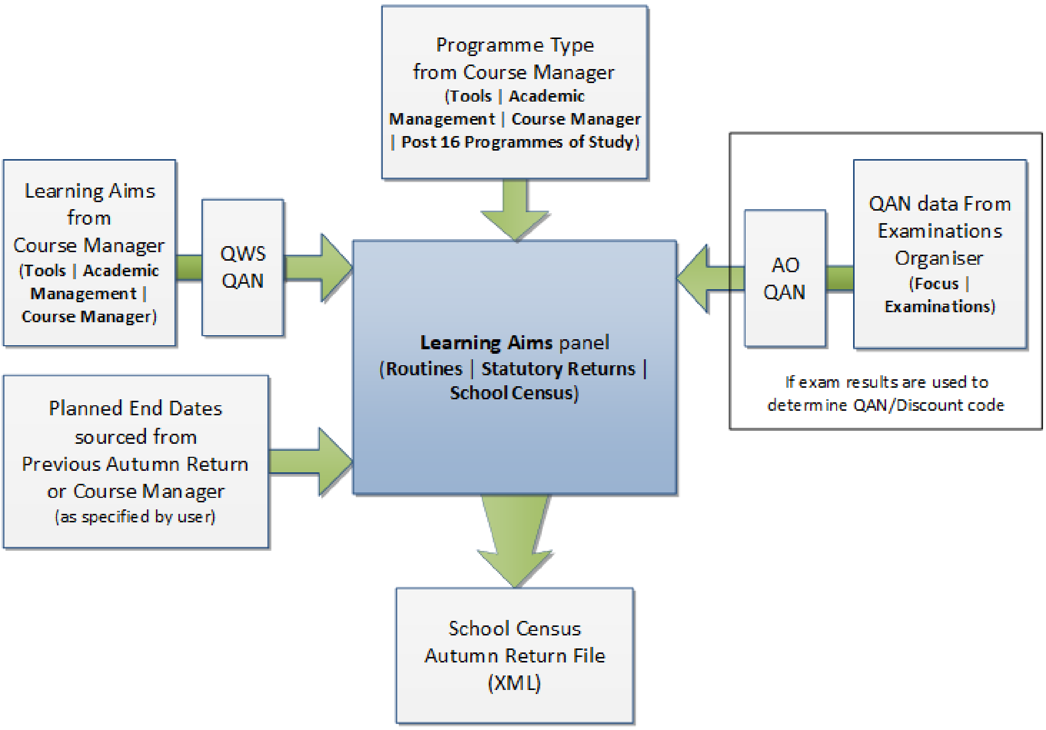
Discount Codes (also known as Subject Classification Code) are collected in the School Census Autumn Return.

IMPORTANT Learning Aims are required for learners in National Curriculum Year Group (Year Taught In) 12 or above, who have an enrolment status of Single Registration or Dual Registration, and for whom the school wishes to claim Post 16 funding from the Education and Skills Funding Agency (ESFA).

Learners are expected to be in National Curriculum Year 12 and above if the majority of their learning is at level 3 or above.

Students in Actual National Curriculum Year Group 11 (or below) with the majority of their learning at level 2 are no longer included in the return.

The **Learning Aims** panel is provided to enable you to check the Learning Aims that will be included in the School Census Autumn Return.



In the previous graphic, QWS QAN refers to the Qualification Accreditation Number obtained from the DfE QAN website and AO QAN refers to the Awarding Organisation QAN imported with the Exams Basedata from the Awarding Organisation.

The **Learning Aims** panel includes the following functionality:

- **QAN** - also known as Qualification Number (QN).
- **Discount Code** - also known as Subject Classification Code (SCC).
- **Result** for identification purposes only.
- Comprehensive filtering of data (please see *Finding Your Way Around the Learning Aims Panel* on page *52*).
- Recalculating data in the **Learning Aims** panel refreshes the display with data from Course Manager and Examinations Organiser. Any saved edits are preserved when the Recalculate routine is run (please see *Recalculating Learning Aims Information* on page *57*).
- The provision of the following reports to assist with the checking of information:
    - Learning Aims Comparison with Course Manager report (please see *Comparing Learning Aims Information with Course Manager Data* on page *57*).
    - Learning Aims Comparison with the Previous Autumn report (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page *56*).
- By default, the data in the **Learning Aims** panel cannot be edited.

Full editing of the Learning Aims start date, end date, planned end date, core aim, status, withdrawal reason, QAN, discount code, provider UKPRN and traineeship, can be achieved by clicking the **Padlock** icon to unlock the **Learning Aims** panel. A white background indicates that the column can be edited.

Locked/Unlocked Padlock icon

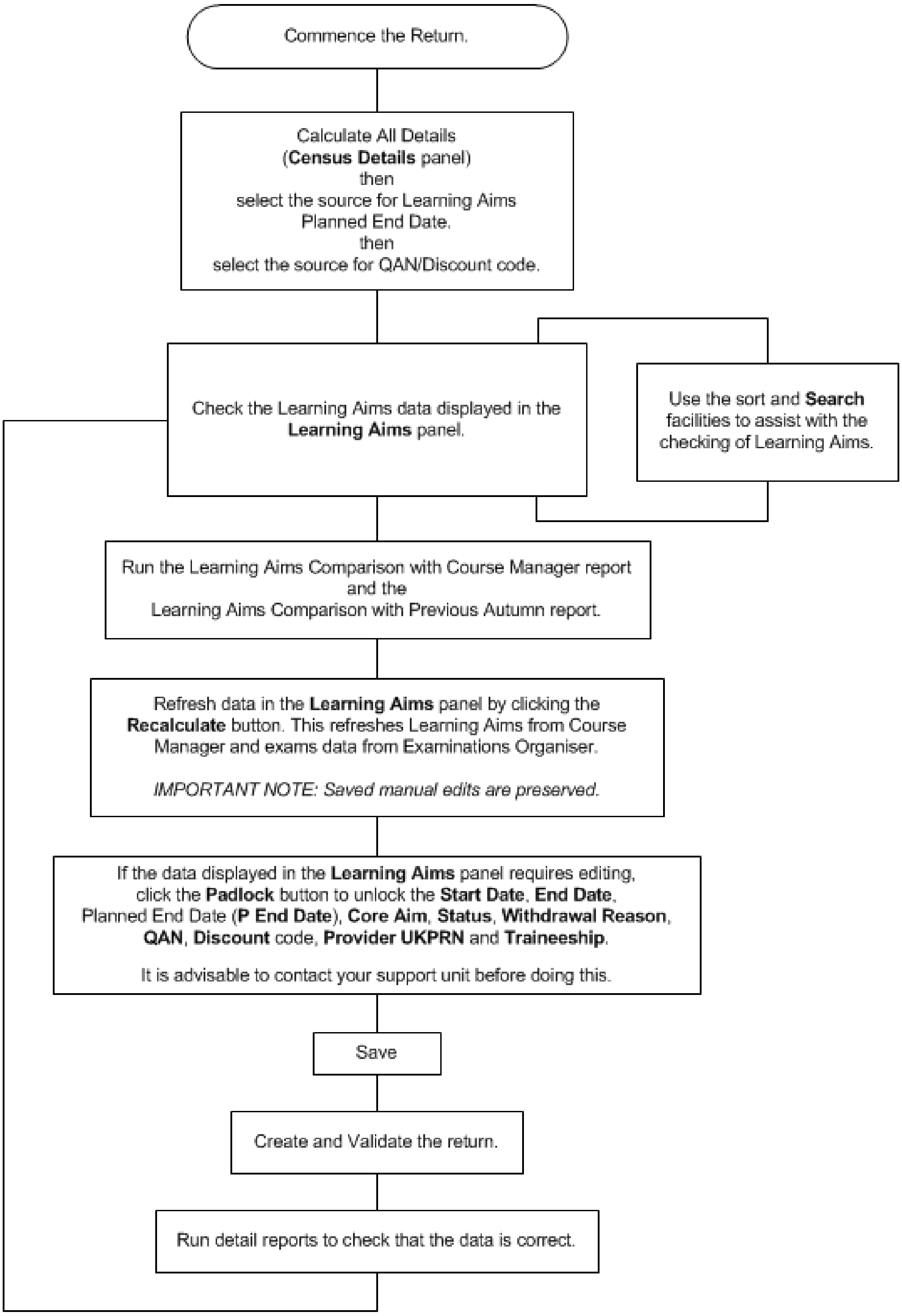
Additional Resources:

Preparing Post 16 Data for the School Census Autumn Return handbook

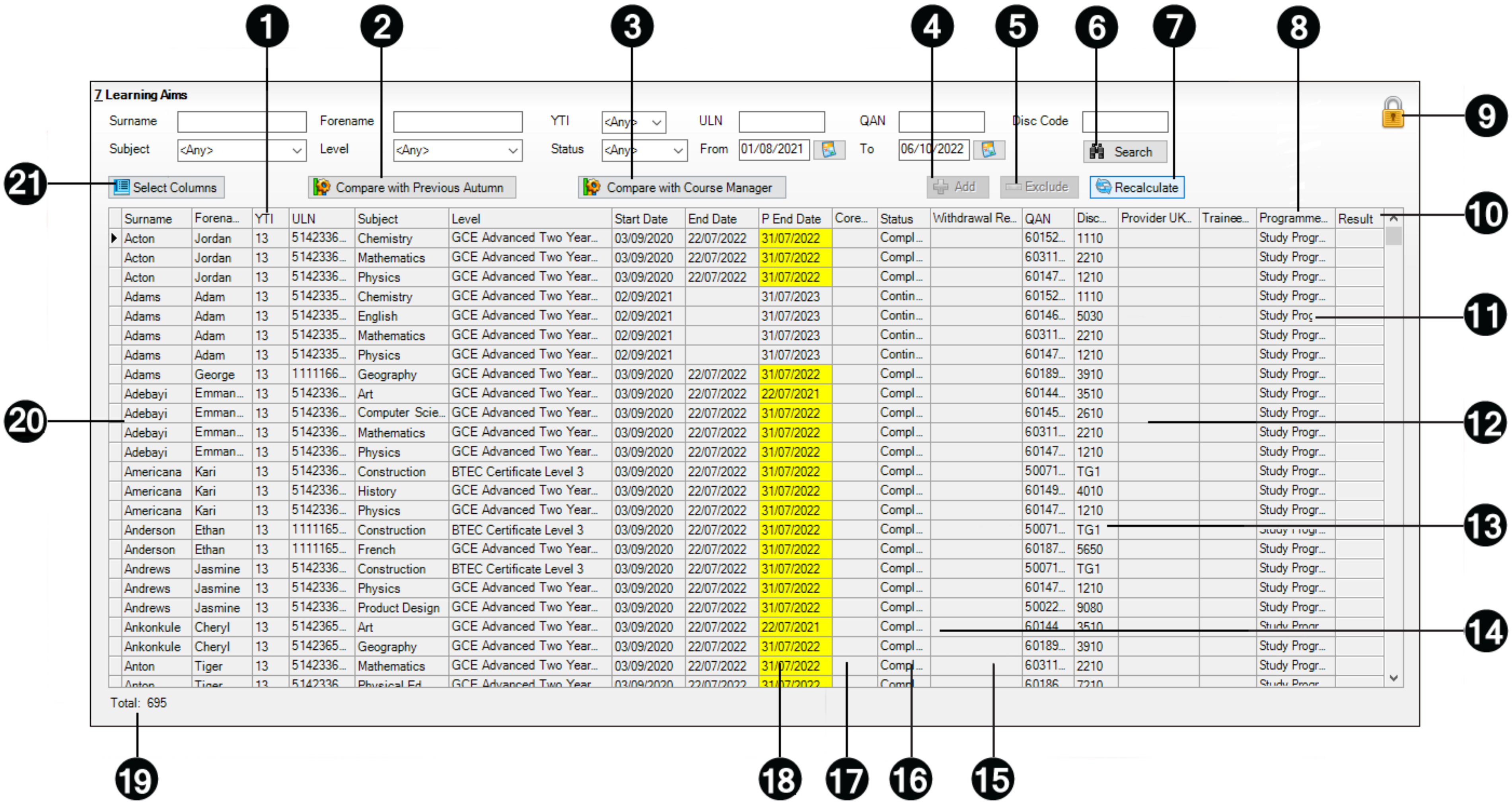
Learning Aims Flow

IMPORTANT Before commencing the return, you must ensure that your Post 16 programmes of study are calculated for the return you are running.

The programmes of study can be calculated via **Tools | Academic Management | Course Manager | Post 16 Programme of Study**.



Finding your way Around the Learning Aims Panel



1	To sort the displayed data by column data, e.g. **Surname**, **Forename**, **YTI**, **ULN**, etc, click the applicable column heading.
2	The Compare with Previous Autumn report can be run to compare the Learning Aims in the School Census Autumn 2024 Return with the Learning Aims to be reported in the School Census Autumn 2025 Return. The differences are highlighted in yellow (please see *Comparing Learning Aims Information with the Previous Autumn Data* on page *56*).
3	The Compare with Course Manager report can be run to compare Learning Aims to be reported in the School Census Autumn Return with data held in Course Manager (please see *Comparing Learning Aims Information with Course Manager Data* on page *57*).
4	The **Add** button is active only when the **Unlock Padlock** icon is displayed. Learning Aims records can be added to the list by clicking the **Add** button to display the **Add Learning Aims** dialog, from where the required student's Learning Aim(s) can be selected (please see *Adding a New Learning Aim Record* on page *61*).
5	The **Exclude/Restore** toggle button is active only when the **Unlock Padlock** icon is displayed. A Learning Aim record can be excluded from the list, and consequently from the return, by highlighting it then clicking the **Exclude** button. The excluded Learning Aim record is then highlighted in dark grey and is read-only. To restore the Learning Aim record, click the record to ensure that the focus is on the Learning Aim then click the **Restore** button (please see *Excluding Learning Aim Records* on page *63*).
6	The data in the **Learning Aims** panel can be filtered using one or more of the **Search** options, i.e. **Surname**, **Forename**, **YTI** (Year Taught In), **ULN**, **QAN**, Discount Code (**Disc Code**), **Subject**, **Level**, **Status** and date range. Using these filters restricts the data displayed in the **Learning Aims** panel only. They do not restrict the data that is collected in the School Census. To view all the Learning Aims data that is collected in the School Census, remove all filter conditions then click the **Search** button.
7	Clicking the **Recalculate** button refreshes the **Learning Aims** panel with Learning Aims from Course Manager and exams data from Examinations Organiser (please see *Recalculating Learning Aims Information* on page *57*). **IMPORTANT** Clicking the ***Recalculate*** button preserves any manual edits that have already been saved (***Learning Aims*** panel only).
8	The **Programme Type** column displays the programme type values collected from the **Programmes of Study** screen (**Tools | Academic Management | Course Manager | Post-16 Programmes of Study**). The read-only column has been provided to display which Programme Type is associated with each Learning Aim.

9	The **Locked Padlock** icon indicates that editing of Learning Aims data is unavailable. Click the **Padlock** icon to toggle between locked and unlocked. It is advisable to check with your support unit before unlocking the Learning Aims. If you wish to edit the Learning Aims data, including adding and/or excluding Learning Aim records, ensure that the **Unlocked Padlock** icon is displayed. Full editing capabilities are then available for the data in the rows displayed with a white background (please see *Editing Learning Aim Details* on page *59*).
10	The **Result** column is displayed only if the **Use Exam Result to determine QAN/Discount code** check box has been selected (in the **Source for Learning Aims Planned End Date** dialog) when calculating all details. The data in the **Result** column is displayed for reference only. Exam Results are not collected in the Autumn Return.
11	A **Traineeship** is an education and training programme. Traineeships (designed for 16- to 24-year-olds) include the work preparation training, English and/or Maths and the work experience needed to secure an apprenticeship or employment.
12	The AO QAN and **Discount** code are reported in the census where an exam result exists. QWS QANs are reported only where an exam result is not available. The AO QAN and QWS QAN for the student can be viewed by selecting **Focus | Student | Courses**, double-clicking the required course to display the **Course Details** page then navigating to the **Memberships and Results** panel.
13	The DfE/ESFA use the QAN for matching the Learning Aim. The QAN data is included in the On Roll Learning Aims report and Leavers Learning Aims report (please see *Producing Detail Reports* on page *69*).
14	The **Provider UKPRN** (sub-contracting UK partner) should be recorded where the school sub-contracts the provision of learning or training for post-16 pupil/students.
15	The reason for withdrawal is required for Learning Aims ending in the collection period. When a pupil/student has withdrawn from a Learning Aim prior to the census day, the Learning Aim is recorded with a completion status of **Withdrawn**. The reason for withdrawal should also be recorded.
16	The **Status** shows if a Learning Aim has been completed, withdrawn or is continuing. A cell with a yellow background is highlighted when the status has been edited manually (please see *Editing Learning Aim Details* on page *59*). A yellow highlight does not indicate an error.
17	The **Core Aim** is the primary Learning Aim being undertaken in a student's programme of study. The School Census Autumn requires that the core aim is identified for each year where a vocational Education and Skills Funding Agency (ESFA) study programme is being followed. If a student is following an academic programme, a core aim does not need to be identified. It is possible to have a different Core Aim for each academic year. Although Course Management only allows one Core Aim per student per academic year, there are certain unusual circumstances where more than one Core Aim is allowed. The additional Core Aims can be entered directly into this panel by clicking the **Add** button, then completing the details in the different columns.

18	The Planned End Date (**P End Date**) included in the return must always be the date agreed when the Learning Aim commenced and must not reflect any change of plan for the Learning Aim. The only reason for changing the Planned End Date in the return is that it was entered incorrectly in the first place and even then, it would be best to leave it as first entered unless it results in distortion, e.g. ends in August or in the wrong academic year. If plans change and the pupil/student is expected to complete the Learning Aim earlier than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this earlier than originally expected end date is eventually reflected in the actual **End Date**. If plans change and the pupil/student is expected to complete the Learning Aim later than the Planned End Date agreed when the Learning Aim commenced, that Planned End Date is not changed but this later than originally expected end date is eventually reflected in the actual **End Date**. If the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.
19	The **Total** number of Learning Aim records is displayed at the bottom left-hand side of the **Learning Aims** panel.
20	Double-clicking a pupil/student's name displays the **Student Courses** page, where all student Learning Aims are displayed. Clicking one of these Learning Aims displays the **Members** panel on the **Course Details** page (**Tools | Academic Management | Course Manager | Maintain Course**), where edits can be made to the Learning Aim record.
21	Clicking the **Select Columns** button displays the **Select Student Column to Display** dialog, where columns can be selected or deselected. This provides additional data for information only. Select from **YTI**, **Reg**, **Ad No**, **ULN**, **UCI** and **Int Cand No**. The **YTI** and **ULN** columns are displayed by default. The data in these columns is read-only.

NOTE This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only.

Comparing Learning Aims Information with the Previous Autumn Data

The Learning Aims Comparison with the Previous Autumn report is provided for checking purposes only. This routine enables you to check that the data for the return is accurate and that any manual edits that have been made are correct. It enables you to compare the Learning Aims reported for the School Census Autumn Return for the current academic year with the Learning Aims to be reported for the School Census Autumn Return for the previous academic year.

The data displayed in the report will be included in the School Census Autumn 2025 Return unless it is updated using one of the methods provided in the **Learning Aims** panel.

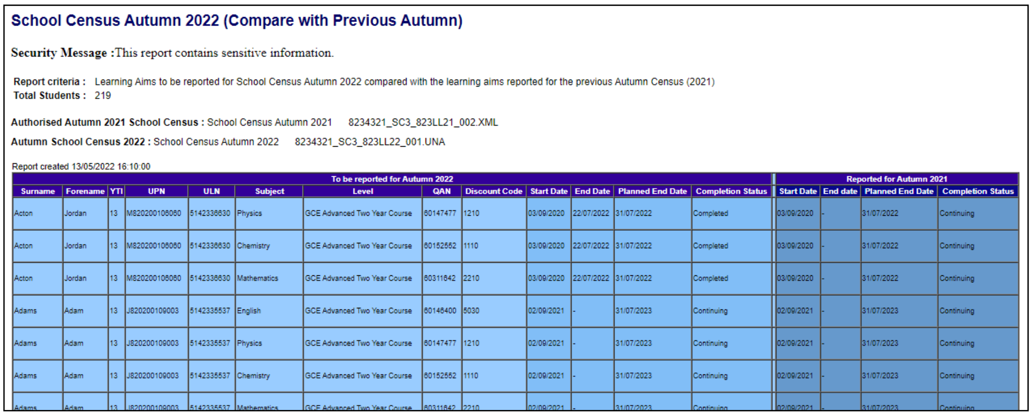
The report displays the following information:

- Each pupil/student's surname and forename, YTI (Year Taught In), UPN, ULN, subject, level, QAN and discount code.
- The start date, end date, planned end date and completion status for each Learning Aim to be reported for Autumn 2024.
- The start date, end date, planned end date and completion status for each Learning Aim reported for Autumn 2025.

A cell with a yellow background highlights a difference between the data reported for the previous Autumn Return and the data to be reported for the current Autumn Return. A yellow highlight does <u>not</u> indicate an error.

> **IMPORTANT** This report reflects the data from the **Learning Aims** panel and <u>not</u> the values held in Course Manager.

1. Ensure that the School Census data has been saved before running the report.
2. Click the **Compare with Previous Autumn** button to generate the report, which is displayed in your web browser, from where it can be printed, if required.


School Census Autumn 2022 (Compare with Previous Autumn)

Security Message : This report contains sensitive information.

Report criteria : Learning Aims to be reported for School Census Autumn 2022 compared with the learning aims reported for the previous Autumn Census (2021)
Total Students : 219

Authorised Autumn 2021 School Census : School Census Autumn 2021 8234321_SC3_823LL21_002.XML

Autumn School Census 2022 : School Census Autumn 2022 8234321_SC3_823LL22_001.UNA

Report created 13/05/2022 16:10:00

To be reported for Autumn 2022													Reported for Autumn 2021			
Surname	**Forename**	**YTI**	**UPN**	**ULN**	**Subject**	**Level**	**QAN**	**Discount Code**	**Start Date**	**End Date**	**Planned End Date**	**Completion Status**	**Start Date**	**End date**	**Planned End Date**	**Completion Status**
Acton	Jordan	13	M820200106060	5142336630	Physics	GCE Advanced Two Year Course	60147477	1210	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Acton	Jordan	13	M820200106060	5142336630	Chemistry	GCE Advanced Two Year Course	60152552	1110	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Acton	Jordan	13	M820200106060	5142336630	Mathematics	GCE Advanced Two Year Course	60311642	2210	03/09/2020	22/07/2022	31/07/2022	Completed	03/09/2020	-	31/07/2022	Continuing
Adams	Adam	13	J820200109003	5142335537	English	GCE Advanced Two Year Course	60146400	5030	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142335537	Physics	GCE Advanced Two Year Course	60147477	1210	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142335537	Chemistry	GCE Advanced Two Year Course	60152552	1110	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing
Adams	Adam	13	J820200109003	5142335537	Mathematics	GCE Advanced Two Year Course	60311642	2210	02/09/2021	-	31/07/2023	Continuing	02/09/2021	-	31/07/2023	Continuing

More Information:
Producing Detail Reports on page *69*
Producing the Summary Report on page *80*

Comparing Learning Aims Information with Course Manager Data

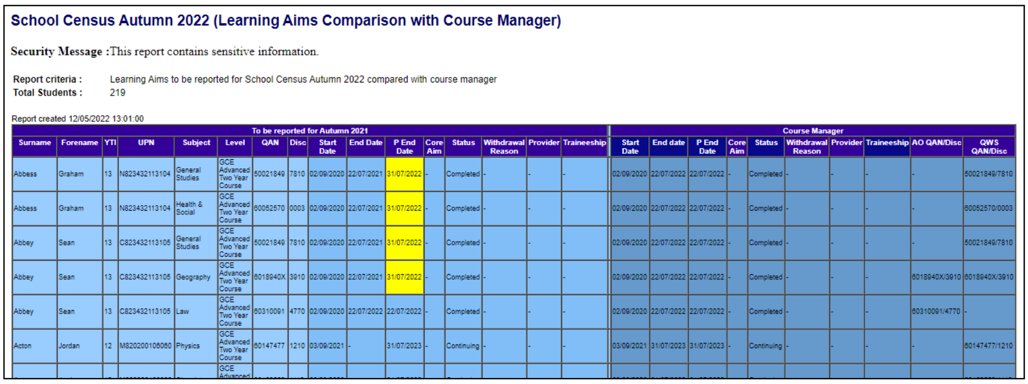
The Learning Aims Comparison with Course Manager report is provided for checking purposes only. It enables you to compare Learning Aims reported for the School Census Autumn Return with data held in Course Manager.

The report displays the following information:

- Each pupil/student's surname and forename, YTI (Year Taught In), UPN, subject, level, QAN and discount code.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider and traineeship for each Learning Aim to be reported for Autumn.
- The start date, end date, planned end date, core aim, completion status, withdrawal reason, provider, traineeship, AO QAN/discount code and QWS QAN/discount code for each Learning Aim held in Course Manager.

A cell with a yellow background highlights a difference between the data to be reported for the School Census Autumn Return and that currently held in Course Manager. A yellow highlight does <u>not</u> indicate an error.

1. Ensure that the School Census data has been saved before running the report.
2. Click the **Compare with Course Manager** button to generate the report, which is then displayed in your web browser, from where it can be printed, if required.



School Census Autumn 2022 (Learning Aims Comparison with Course Manager)

Security Message : This report contains sensitive information.

Report criteria : Learning Aims to be reported for School Census Autumn 2022 compared with course manager
Total Students : 219

Report created 12/05/2022 13:01:00

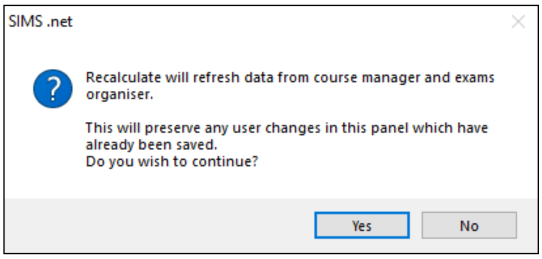
To be reported for Autumn 2021																Course Manager									
Surname	Forename	YTI	UPN	Subject	Level	QAN	Disc	Start Date	End Date	P End Date	Core Aim	Status	Withdrawal Reason	Provider	Traineeship	Start Date	End date	P End Date	Core Aim	Status	Withdrawal Reason	Provider	Traineeship	AO QAN/Disc	QWS QAN/Disc
Abbess	Graham	13	N823432113104	General Studies	GCE Advanced Two Year Course	50021849	7810	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	50021849/7810
Abbess	Graham	13	N823432113104	Health & Social	GCE Advanced Two Year Course	60052570	0003	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	60052570/0003
Abbey	Sean	13	C823432113105	General Studies	GCE Advanced Two Year Course	50021849	7810	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	-	50021849/7810
Abbey	Sean	13	C823432113105	Geography	GCE Advanced Two Year Course	6018940X	3910	02/09/2020	22/07/2021	31/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	6018940X/3910	6018940X/3910
Abbey	Sean	13	C823432113105	Law	GCE Advanced Two Year Course	60310091	4770	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	02/09/2020	22/07/2022	22/07/2022	-	Completed	-	-	-	60310091/4770	-
Acton	Jordan	12	M820200106060	Physics	GCE Advanced Two Year Course	60147477	1210	03/09/2021	-	31/07/2023	-	Continuing	-	-	-	03/09/2021	31/07/2023	31/07/2023	-	Continuing	-	-	-	-	60147477/1210

Recalculating Learning Aims Information

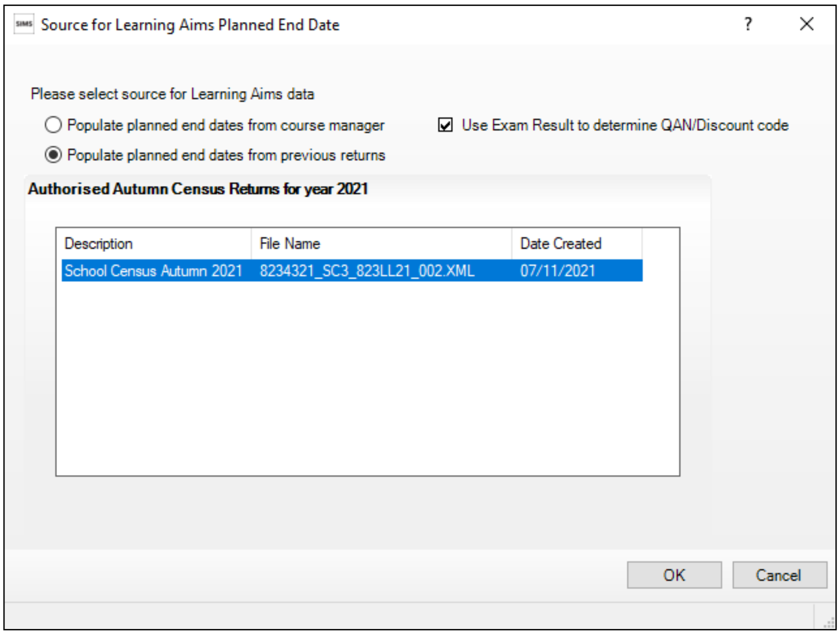
The data displayed in the **Learning Aims** panel can be refreshed with data retrieved from Course Manager and Examinations Organiser. Any edits you have made in the **Learning Aims** panel are preserved during the Refresh process, provided they have been saved.

If the data retrieved from Course Manager and Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background. A yellow highlight does <u>not</u> indicate an error.

1. Ensure that any data that has been edited in the **Learning Aims** panel has been saved. Saved changes are preserved when the data is recalculated.
2. Click the **Recalculate** button to display the Recalculate message.



3. Click the **Yes** button to display the **Source for Learning Aims Planned End Date** dialog.



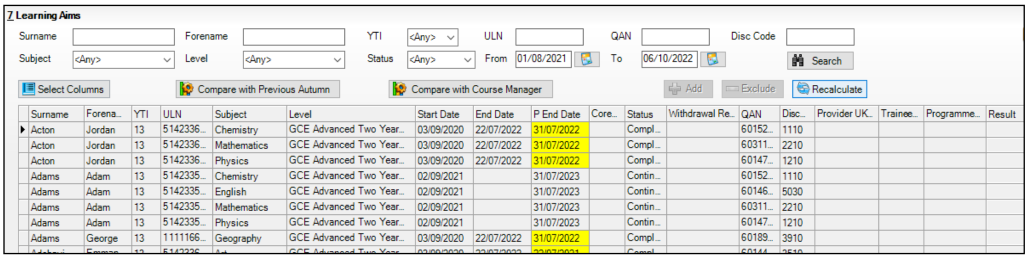
4. If you want to **Use Exam Result to determine QAN/Discount code**, ensure that the associated check box is selected.
5. Specify the required source for the Learning Aims data:

- **Populate planned end dates from previous returns** (default option)

  Ensure that the **Populate planned end dates from previous returns** radio button is selected, then highlight the required **Authorised Autumn Census Return for the previous year**.
- **Populate planned end dates from course manager**

  Select the **Populate planned end dates from course manager** radio button.

6. Click the **OK** button to update the data displayed in the **Learning Aims** panel.



Editing Learning Aim Details

If the **Unlock Padlock** icon is displayed, the **Start Date**, **End Date**, Planned End Date (**P End Date**), **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship** associated with each Learning Aim can be edited manually.

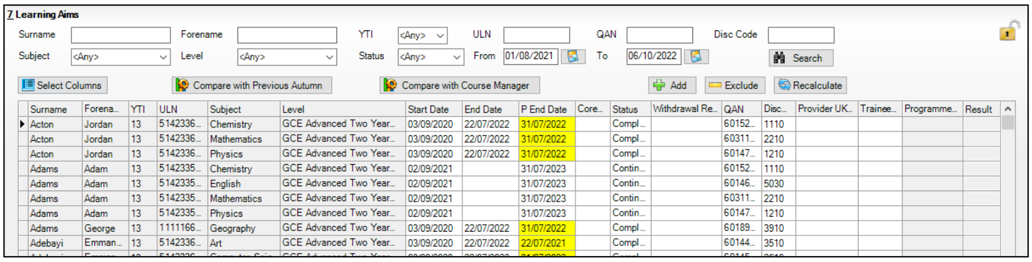
Manually edited data is highlighted in yellow, for example:

- If the Learning Aim end date is changed to before the planned end date and the status has been edited manually to complete, the **End Date** cell and **Status** cell are highlighted in yellow.
- If a QAN or discount code is accidentally edited to an incorrect value.

Data is also highlighted in yellow if:

- Learning Aims retrieved from Course Manager or the exams data retrieved from Examinations Organiser is different to that originally displayed in the **Learning Aims** panel, the applicable cell is highlighted with a bright yellow background.
- the planned end date has been overwritten with data from the previous Autumn return, the cell is highlighted in yellow.

> **NOTE** Yellow highlights indicate a difference between values collected for the census and values recorded in Course Manager. Yellow highlights do <u>not</u> indicate errors.



If the editing of Learning Aims data is required:

1. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel. Click the padlock icon to toggle between locked and unlocked, if necessary.

Editable columns are displayed with a white background.

2. To edit the Learning Aim **Start Date**, **End Date** or **P End Date**, click the required cell then click the down arrow and select the date from the Calendar.

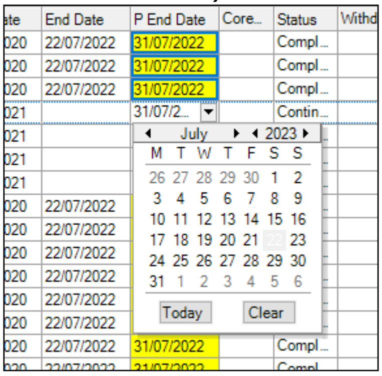
IMPORTANT Care must be taken when entering/editing dates. You will be prevented from saving the Learning Aims data if:

- a start date that is <u>after</u> the Autumn census date has been entered unless the programme type is a T Level.
- an end date that is <u>before</u> the Learning Aims collection start date has been entered.

Bulk entry options can be used to edit data in the date columns, e.g. to edit several Planned End Dates:

a. Click the **P End Date** column header to sort into date order.

b. Use the **Shift**+click (to highlight sequentially listed dates) or **Ctrl**+click (to highlight individual dates).



c. Edit the last date in the highlighted group. All the highlighted dates are changed to the date you have entered.

3. To indicate that a course is the student's **Core Aim**, click the required cell to display a tick. Clicking the cell again removes the tick.
4. To edit the Learning Aim **Status**, click the required cell then click the down arrow and select **Continuing**, **Completed**, **Withdrawn** or **Transferred**, from the drop-down list.
5. To edit the reason for withdrawal from a Learning Aim, click the required **Withdrawal Reason** cell then click the down arrow and select the required reason from the drop-down list.
6. To edit the **QAN** or **Discount** code, click the required cell then edit the number.
7. To edit the **Provider UKPRN**, click the required cell then click the down arrow and select as required from the drop-down list.
8. To indicate that a student is undertaking a traineeship, click the required **Traineeship** cell to display a tick. Clicking the cell again removes the tick.

NOTE Edits made in the **Learning Aims** panel do <u>not</u> overwrite data held in Course Manager or Examinations Organiser.

If the **Unlock Padlock** icon is displayed, it is also possible to **Add** and/or **Exclude** Learning Aim records from the return.

> **NOTE** This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course <u>only</u>. This new functionality in Maintain Course is described in the Preparation guide.

Adding a New Learning Aim Record

A new Learning Aim record can be added to the list displayed in the **Learning Aims** panel, provided that the **Unlock Padlock** icon is displayed.

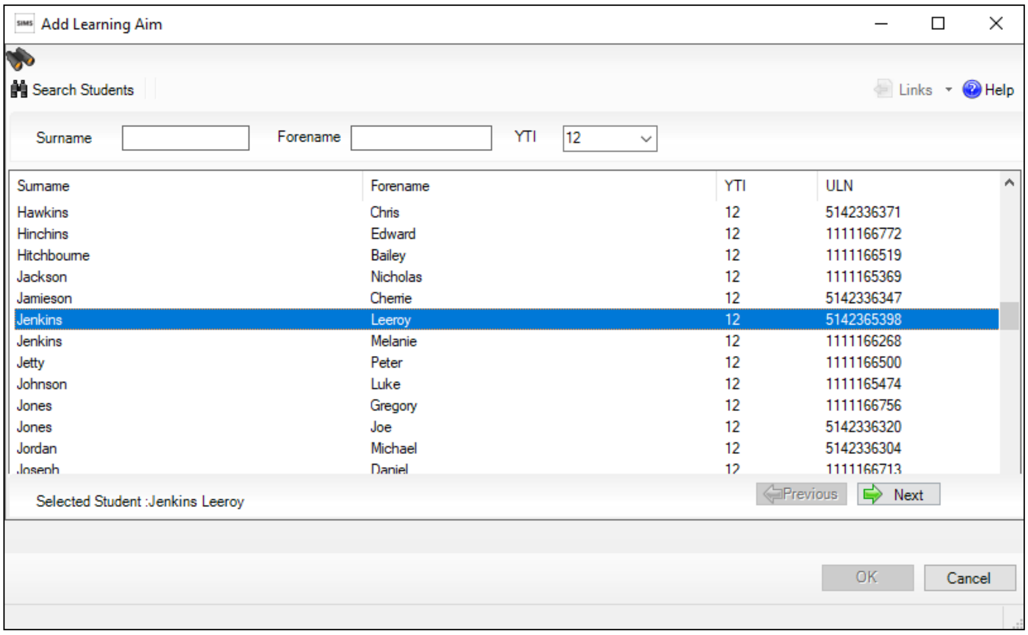
You may want to add a Learning Aim if, for example, your school holds the main registration for dual registered pupil/students. All Learning Aims must be returned by the school that holds the pupil/student's main registration because it will receive funding for that pupil/student and it is responsible for their performance.

> **NOTE** Edits made in the **Learning Aims** panel do <u>not</u> overwrite data held in Course Manager.

The Add Learning Aim routine enables you to select the required pupil/student then the applicable QAN/Discount Code.

1. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
2. Click the **Add** button to display the first of the **Add Learning Aim** dialogs.

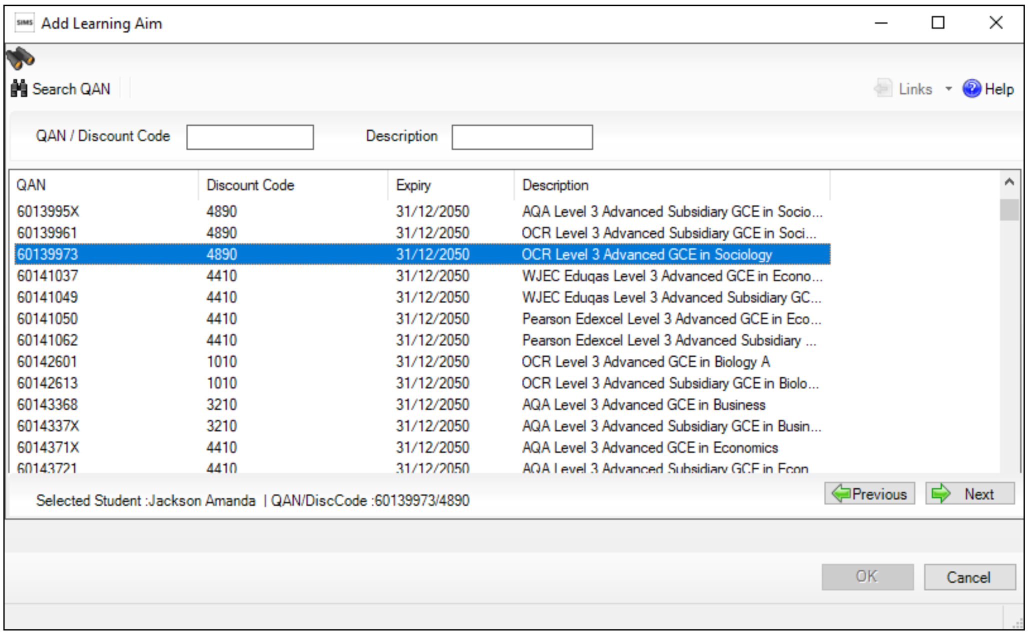
   The search criteria, i.e. **Surname**, **Forename** and year taught in (**YTI**), can be used to filter the pupil/student records, if required.
3. Click the **Search Students** button to display a list of pupil/students who match the search criteria.



4. Highlight the pupil/student whose record you wish to add, then click the **Next** button to display the second of the **Add Learning Aim** dialogs, where the required QAN/Discount Code can be selected.

The search criteria, i.e. **QAN/Discount Code** and **Description**, can be used to filter the Learning Aim records, if required.

5. Click the **Search QAN** button to display a list of QAN/Discount Codes that match the search criteria.

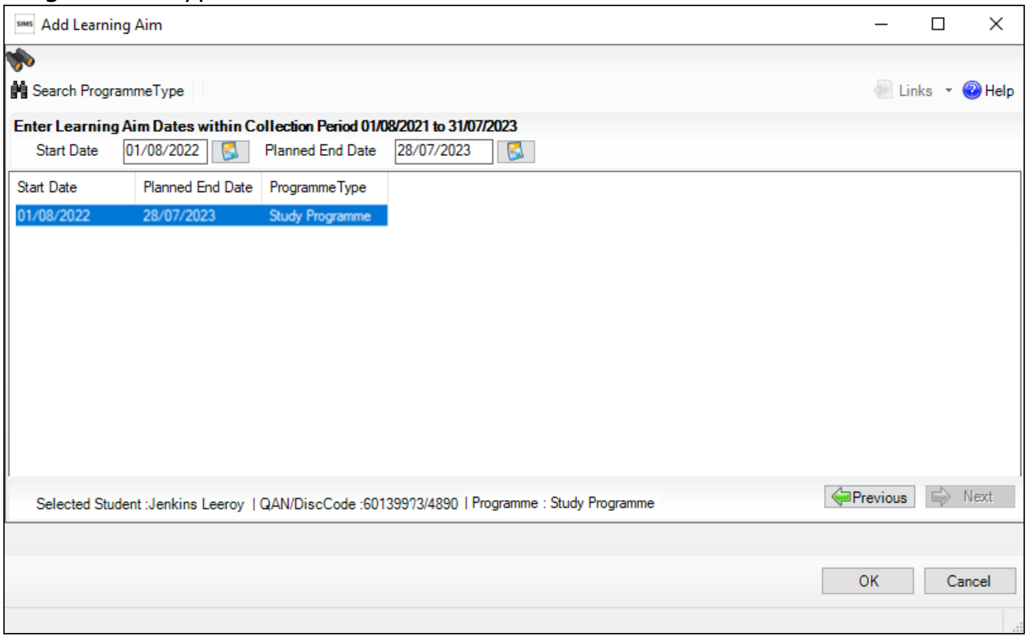


6. Highlight the required QAN/Discount Code, then click the **Next** button to display the third of the **Add Learning Aim** dialogs, where a Programme Type can be selected.

7. Enter the Learning Aim **Start Date** and **Planned End Date**. Alternatively, select the dates from the associated Calendar.

   The dates must be within the collection period. This date range caters for T Levels, which can start after census day.

8. Click the **Search Programme Type** button to display a list of Programme Types that match the search criteria.



9. Highlight the Programme Type record you wish to add.
   - If a Programme Type is not displayed, select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to add a **Programme Type** for this student. For more information, please refer to the Managing Courses handbook, available on the support portal.

   The details of the Learning Aim record you have selected are displayed towards the bottom of the dialog.
10. Click the **OK** button to return to the **Learning Aims** panel, where the new record is added to the bottom of the list and is highlighted in yellow. When the data is saved, the new record is sorted into alphabetical order.
11. The **Start Date**, **End Date**, Planned End Date (**P End Date**), **Core Aim**, **Status**, **Withdrawal Reason**, **QAN**, **Discount** code, **Provider UKPRN** and **Traineeship** can be edited, if required.
12. Click the **Save** button.

NOTE This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course only.

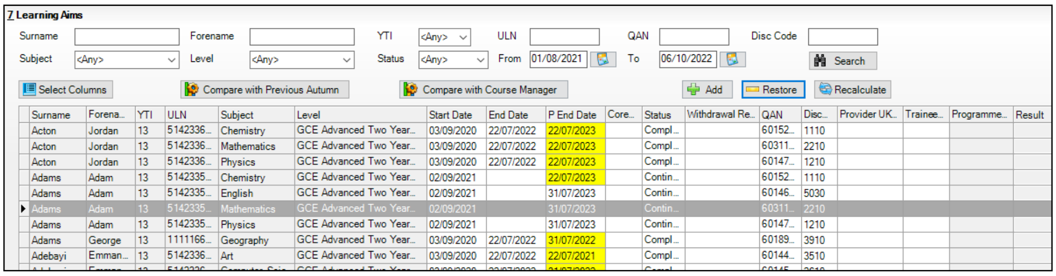
Excluding Learning Aim Records

Learning Aim records can be excluded from the School Census Autumn Return, provided that the **Unlock Padlock** icon is displayed. The exclusion of a record might be necessary if, for example, your school has a dual registered pupil/student but they have their main registration at another school and therefore your school does not wish to claim Post 16 funding for that pupil/student.

The **Exclude**/**Restore** toggle button is provided to enable you to exclude Learning Aim(s) from the return and, if necessary, restore them again, e.g. if they were excluded in error. An excluded record <u>cannot</u> be edited but remains visible for reference only.

> **NOTE** Edits made in the **Learning Aims** panel do <u>not</u> overwrite data held in Course Manager or Examinations Organiser.

1. Ensure that the **Unlock Padlock** icon is displayed in the top right-hand side of the **Learning Aim** panel.
2. Click the name of the pupil/student whose Learning Aim record you wish to exclude. An arrow to the left of the student's name indicates that the record has been selected.
3. Click the **Exclude** button. The excluded Learning Aim record is highlighted in dark grey.



4. Click the **Save** button.

To re-instate the excluded Learning Aim record, click to select it, click the **Restore** button and then click the **Save** button.

> **NOTE** The **Restore** button is displayed when the focus is on an excluded record only.

> **IMPORTANT** This panel is not suitable for adding, editing or removing learning aims for work placements. Learning aims for work placements should be added, edited or removed via Maintain Course <u>only</u>.

04| Completing the School Census Autumn Return

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Creating and Validating the School Census Return

A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. there are no pupil/students showing as having special educational needs or a staff member's age falling outside the expected range (for School Workforce Annual Census). Detail reports are available to assist in the resolution of these issues.

The Summary report can then be used to check the data before authorising and submitting the return.

The return file is stored in the folder specified via **Tools | Statutory Return Tools | Folder Names and Security Message**.

The file initially has a .UNA (i.e. unauthorised) suffix, which changes to .XML after the return is authorised. The filename is made up of the following data fields, which are separated by an underscore (‘_’):

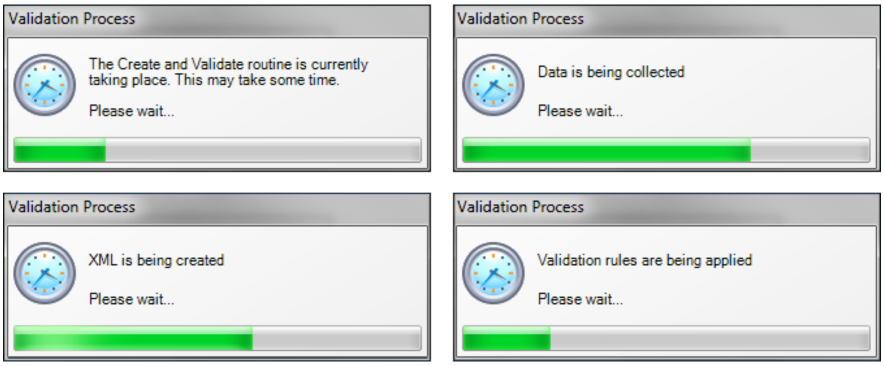
<LACode><SchoolNumber>_<SurveyType>_<LACode><XX><Year>_<SerialNumber>.UNA

For example: 6744321_P16_674XX22_001.UNA

The created and validated return file can be accessed from the relevant **Return** browser. The file can be viewed, edited, deleted or copied, if required.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to start the process. There may be a short delay, depending on the number of pupil/students at your school.

A progress bar is displayed, indicating that the Create and Validate process is being performed.



During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly is found, a message is displayed, which provides the opportunity to continue to create and validate or cancel the process, so that details can be checked. Detail reports are available to assist you when checking details.

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

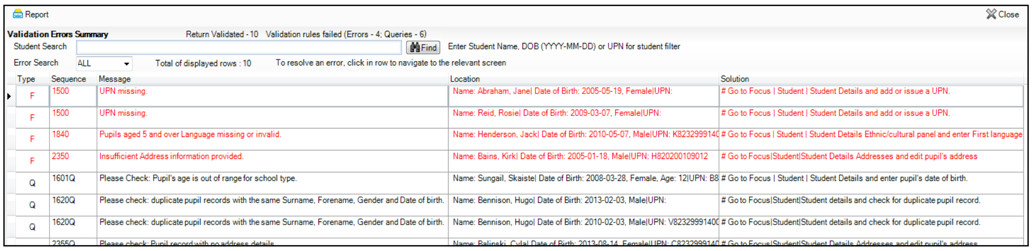
Additional Resources:

Dealing with Missing Marks section in the *Edit Marks Routine* chapter of the Managing Pupil/Student Attendance handbook or the Monitoring Session and Lesson Attendance handbook

Recording Exclusion chapter of the Managing Pupil/Students 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.



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

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

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

> **TIP** Using the Solution hyperlinks
>
> When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.
>
> A hyperlink is also indicated by a hash symbol (**#**) preceding the **Solution** text.
>
> Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil/student.
  a. Enter all or part of a UPN, pupil/student'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 (please see Transferring Report Data to a Spreadsheet for more information).

  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.
>
> **NOTE** for Welsh Secondary schools completing the Attendance Return:
>
> To check that the figures produced in the return are correct, the Welsh School Performance Information report (Reports | Attendance (or Lesson Monitor) | Group Reports | Welsh School Performance Information Report) can be run and the results compared with those in the return. For more information, please refer to the Producing Attendance Reports handbook or the Producing Lesson Monitor Reports handbook, as applicable.

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** (or **Student**) **| Bulk Update**). For more information, please refer to the Managing Pupil/Students handbook.

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupil** (or **Student**)**s** who are listed in the report. Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Where a pupil/student's National Curriculum Year group is different from what their date of birth would suggest, the applicable **YTI** cell is highlighted in yellow.

The reports available for selection may vary depending on your school phase.

On Roll Basic Details Report

Report Criteria: Pupil/students on-roll on census day

This report provides the following information about pupil/students who are on-roll on census day: UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, sex, year taught in (YTI), date of admission (DOA), enrolment status, language, Youth Support Services Agreement (YSSA), part-time status, boarder status and class type.

Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on census day

This report provides the following information about pupil/students not on-roll on census day (Leavers): UPN, ULN, former UPN, legal surname, legal forename, middle name(s), former surname, date of birth (DOB), sex, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, attendance, exclusions, Learning Aims, funding and monitoring, alternative provision and learner support status.

> **NOTE** Students are only included in the return as leavers if they have attendance, exclusions, learner support, funding and monitoring or alternative provision data that falls within the collection period.

Exclusions Report

Report Criteria: Pupil/students with exclusions:

- On-roll pupil/students and leavers
- Suspensions (excluding lunchtime suspensions)
- Permanent Exclusions with final review.

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

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

> **NOTE** Suspension is the new name for a Fixed Term Exclusion.

Attendance Reports

The following two reports are available:

- **Attendance First Half of Summer Term Report**

  Report Criteria: Pupil/students with attendance one term ago. On-roll pupil/students and leavers (but not boarders) who were aged four to 15 at the end of August.

  This report displays the following information about pupil/students and their attendance during the first half of the Summer term: UPN, legal surname, legal forename, date of birth (DOB), sex, date of admission (DOA), year taught in (YTI), number of termly sessions possible, on-roll status, number of sessions present at school, present codes, number of approved educational activity (AEA) sessions, number of authorised and unauthorised absence sessions and number of attendance not required sessions.

  Totals are displayed at the bottom of the applicable columns.

- **Attendance Second Half of Summer Term Report**

  Report Criteria: Pupil/students with attendance one term ago. On-roll pupil/students and leavers (but not boarders) who were aged four to 15 at the end of August.

  This report displays the following information about pupil/students and their attendance during the second half of the Summer term: UPN, legal surname, legal forename, date-of-birth (DOB), sex, date of admission (DOA), year taught in (YTI), number of termly sessions possible, on-roll status, number of sessions present at school, number of approved educational activity (AEA) sessions, number of authorised and unauthorised absence sessions and number of attendance not required sessions.

  Totals are displayed at the bottom of the applicable columns.

Absentees Report

Report Criteria: On-roll pupil/students and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago, who were aged four to 15 at the end of August.

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

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

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

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

SEN Report

Report Criteria:

- On-roll pupil/student with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

This report provides a list of pupil/students who have special educational needs and their relevant information. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), SEN provision, member of SEN unit, member of resourced provision indicator and on-roll status.

Address Details Report

Report Criteria: Pupil/students on-roll on census day.

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

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

School Dinner Taken Report

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

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

- Pupil/students in Year Taught In R, 1 and 2.
- Pupil/students in Year Taught In X who are aged four to six (Special schools only).

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

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

Free School Meal Eligibility Report

Report Criteria: On-roll pupil/students on census day who were eligible for free school meals on or after May and up to census day.

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

> **NOTES** This report includes any free school meals recorded outside of England, e.g. Wales.
>
> Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.

On Roll Learning Aims Report

Report Criteria: On-roll pupil/students in Year 12 or above with Learning Aims who have an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

More Information:
On Roll Basic Details Report on page *69*

Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

- Basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).
- Learning Aims information is displayed on the right-hand side of the report: QAN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

Definitions:

- Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.
- Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.
- UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

Learning Aims by Status Report

Report Criteria: Learning Aims including both on-roll and leavers.

> **NOTE** Large discrepancies between last year's and this year's data might indicate mistakes.

The report provides the following information:

- Each Learning Aim code and title.
- The total number of each Learning Aim in use for this academic year and the last academic year.
- The number of each Learning Aim completed, continuing, withdrawn and transferred in this academic year and the last academic year.

> **NOTE** A Learning Aim may appear more than once in this table: for example, a continuing Learning Aim which began last year will be counted as continuing in both years.

Post-16 Programmes of Study Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the Autumn School Census who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

The report provides information about Planned Qualification Hours and Planned Non-Qualification Hours for the current year and previous year.

Also displayed are the pupil/student's UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Definition:

Full-time employed pupil/students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g. a weekend or evening work) is not included in the full-time employed hours. T Level Planned Qualification Hours and T Level Planned Non-Qualification Hours are displayed for T level programmes.

> **NOTE** To ensure that the total Planned Qualification Hours and Planned Non-Qualification Hours are submitted in the Autumn School Census, information relating to Programmes of Study for Post 16 students should be recorded via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**.

Post-16 Programmes of Study and Learning Aims Report

Report Criteria: On-roll pupil/students and Leavers in Year 12 or above with Programmes of Study and Learning Aims. Enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

The report header displays the total pupil/students, the total pupil/students with programmes of study and the total learning activities.

Each programme for each pupil/student is displayed in the report with a light-yellow background. The associated learning aims are displayed with a light blue background below the programme.

The report provides the following information:

- Basic details about the pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), sex and year taught in (YTI).

- Post-16 programme of Study and Learning Aims: QAN/Discount, description, programme type, core aim and provider UKPRN.
- Additional information: start date, end date, planned end date, completion status, withdrawal reason and on-roll status.

Work Placements Report

UPDATE: Employer ID is no longer collected for the Post-16 work placements.

Report Criteria: On-roll students and leavers in year taught in 12+ with Work Placement learning aims included in the census for the following QNs: ZWRKX001, ZWRKX002 and ZWRKX003.

This report provides the following information: legal surname, legal forename, year taught in (YTI), unique learner number (ULN), qualification number (QN), start date, end date, mode, planned hours and on-roll status.

Prior Attainment Report

Report Criteria: On-roll and leavers in year taught in 12+ with learning aims in the Autumn School Census.

This report provides the following information:

- UPN, legal surname, legal forename, year taught in (YTI), enrolment status.
- Maths information (i.e. highest grade, prior attainment, and funding exemption).
- English information (i.e. highest grade for English Language or English Literature, prior attainment, and funding exemption).
- Maths previous year highest grade.
- English Language previous year highest grade.
- Minimum planned hours for English and Maths.
- On-roll status.

IMPORTANT Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-edi results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via **Tools | Statutory Return Tools | Update Prior Attainment**.

Top-up Funding Report

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

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

Funding and Monitoring Report

Not applicable to Nursery schools

Report Criteria: On-roll pupil/students and leavers with funding and monitoring information for the collection period.

The report provides the following pupil/student details, and funding and monitoring information: UPN, legal surname, legal forename, date of birth (DOB), sex, Year Taught In (YTI), enrolment status, date of leaving (DOL), funding and monitoring (FAM) type, e.g. NLM (National Learning and Monitoring), funding and monitoring (FAM) code, description, and on-roll status.

Funding and Monitoring key to codes:

01 = Pupil/student in receipt of school-funded tutoring

22 = Pupil/student is repeating up to one full year of 16 to 19 funded provision.

The code(s) displayed in the report vary depending on your school phase.

Early Years Report

Applicable to schools with Early Years children only

DAF is now collected for children from 9 months old (9 mth, 1,2,3,4)

Report Criteria: Pupil/Students on-roll on census day who have early years data.

- All 9-month to 1-year-olds
- All 2-year-olds
- All 3-year-olds
- All 4-year-olds with Year Taught In E1, E2, N1 and N2.

The report displays the following information for each early years pupil: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), hours at setting, funded hours, eligibility code, extended funded hours, expanded funded hours and disability access fund.

EYPPR Report

Applicable to schools with Early Years children only

Report Criteria: Pupil/students on-roll on census day.

The **EYPPR grid** has been added and includes children from 9 months old (9 mth, 1,2,3,4)

- All 9-month to 1-year-olds
- All 2-year-olds
- All 3-year-olds
- 4-year-olds (for other than Nursery – in E1, E2, N1 and N2 only)
- 4-year-olds (for Nursery – all pupils).

The Early Years Pupil Premium Receipt (EYPPR) report provides a list of all pupil/students, their UPN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), sex, year taught in (YTI), post looked after arrangements, hours at setting, funded hours and their basis for EYPP eligibility (e.g. receipt-economic, receipt-other, receipt-economic and other, receipt-unknown or not eligible).

2 Year Old Basis for Funding Report

Applicable to schools with Early Years children only (Not applicable to Nursery schools)

Report Criteria: Pupils on-roll on census day having two-year-old basis for funding data.

The **2 Year Old Basis for Funding** grid has been added to the Autumn census

The report displays the following information: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), hours at setting, funded hours, economic criteria, high level SEN or disability and looked after or adopted from care status.

Post Looked After Arrangements Report

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

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

Alternative Provision Report

Report Criteria: School Arranged Alternative Provision Placements that fall within the Alternative Provision Placement data collection period:

- On-roll
- Leavers

School Arranged Alternative Provision Placements

The first table in the report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), sex, Year Taught In (YTI), Alternative Provision URN, Alternative Provision UKPRN, alternative provision setting, alternative provision reason, start date, SEN on start date, end date, SEN on end date, alternative provision attendance, alternative provision sessions and on-roll status.

Alternative Provision

The second table in the report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), sex, Year Taught In (YTI), previous URN, Alternative Provision admission reason, SEN on start date and on-roll status.

Permanent Exclusions without Final Review Report

Not applicable to Nursery schools

Report Criteria: On-roll pupil/students and leavers with permanent exclusions and without a final review.

> **NOTE** The date range for this report does not match the collection dates for the school census. This is intentional to enable all instances of permanent exclusions without final review to be checked.

This report details permanent exclusions that do not have a final review and will not be included in the census, either because the exclusion process is still ongoing or because the school has not recorded the final review result. The report has been provided to assist schools in checking whether details have been recorded accurately.

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

Generating Detail Reports

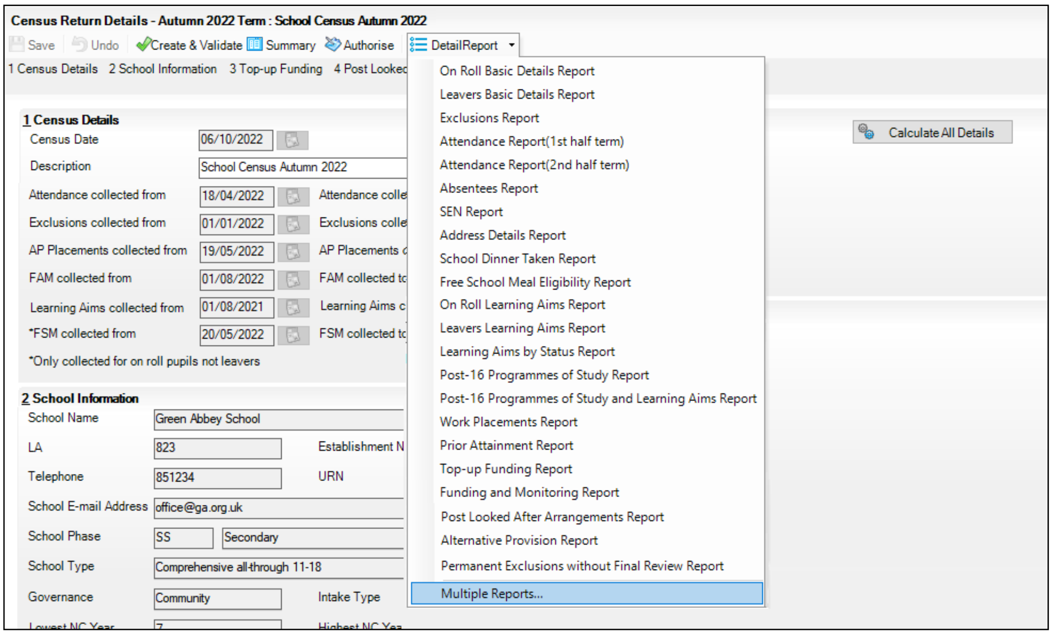
Where applicable, the General report provides information about:

- The number of free school meals taken on census day

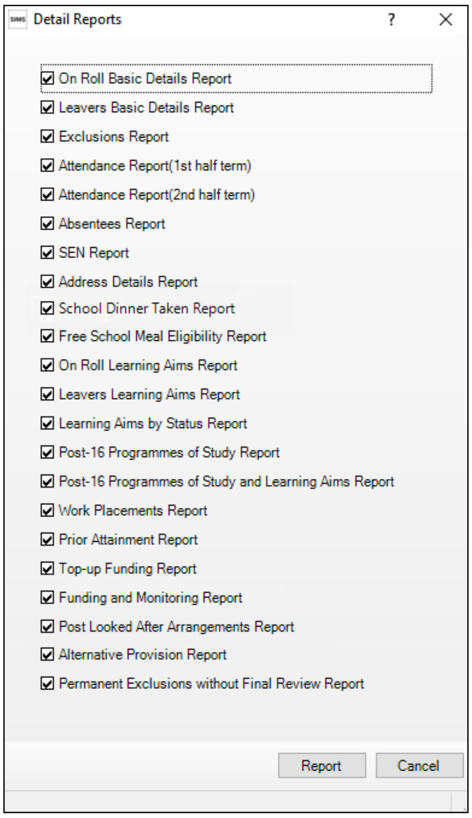
To generate a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.

> **NOTE** The contents of the graphics are examples only of what you might expect to see when using SIMS to produce the School Census Return.

To run several detail reports, 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. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports, which are displayed in your web browser, but can be transferred to a spreadsheet, if required.



The report(s) are saved automatically in the **School Census Folder,** which was specified in the Census Return browser, e.g. S:\SCHOOL CENSUS. (via **Tools | Statutory Return Tools | Folder Names and Security Message**).

The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Report.html`

For example:
`8234321_SC3_823LL23_001_onroll_pupil_basic_details_report.html.`

Printing a Report from your Web Browser

IMPORTANT Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include, for example, instructions for the destruction of the printed reports.

1. With the generated report displayed in your web browser, select the **Print** option (**Ctrl**+**P**) to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Transferring Report Data to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

With the generated report displayed in your web browser, right-click the report and then select Export to Microsoft Excel (or the required option) from the drop-down list.

IMPORTANT The spreadsheet contains the same level of sensitive information as the original HTML report from which the information was transferred. Therefore, the spreadsheet file must be saved to a folder with the same level of security.

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on your machine, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the device in the temporary directory, where it is not secure.

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser, then clear the browsing data history. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

The Summary report enables the school staff, who are involved in the return's preparation, to assess the accuracy and completeness of the return data. It should then be passed to the Head Teacher for their review.

> **NOTE** When the return is authorised, the Summary report is automatically generated and displayed in your web browser.

Generating the Summary Report

Click the **Summary** button located at the top of the **Census Return Details** page. The report is automatically displayed in your web browser but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** 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.

The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Report.html`

For example: `8234321_SC3_823LL23_001_Summary_Report.html`.

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA/DfE might request that a copy of the Summary report (which is automatically generated when the return is authorised) is signed by the Head Teacher and sent to the LA/DfE when the return has been authorised.

Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation. Unauthorised returns can be recognised by their .UNA filename suffix.

> **IMPORTANT** An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct, then click the **Search** button to display any previously created returns. Unauthorised return files can be recognised by their `.UNA` suffix.

3. Double-click the required return. Alternatively, highlight the required return, then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the detail reports and Summary report and then use the information they provide to assist with resolving errors and queries.
7. Repeat the editing and Create & Validate process again, if necessary.
8. Click the **Save** button.

More Information:
Configuring the Census Folder on page *15*
Specifying the Security Message for Reports on page *16*
Resolving Validation Errors and Checking Queries on page *67*
Producing Detail Reports on page *69*
Producing the Summary Report on page *80*

Authorising the Return

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school). If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy or create a new return.

Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct. All validation errors must be resolved, and all validation queries checked. To assist with this process, it is recommended that the detail reports and the Summary report are produced and used to check the return details.

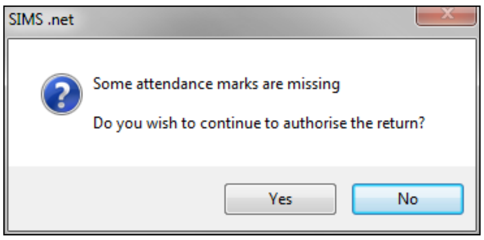
When a return has been authorised, it is no longer possible to edit any of the information in the Return Detail page. If you authorise a return, then subsequently need to make amendments, you will need to make a copy of the return and work on the copy, or create a new return.

IMPORTANT Ensure that the Head Teacher is satisfied that the detail reports and the Summary report have been checked, and that all information displayed on these reports is correct before authorising the return.

The reports can then be saved for future reference.

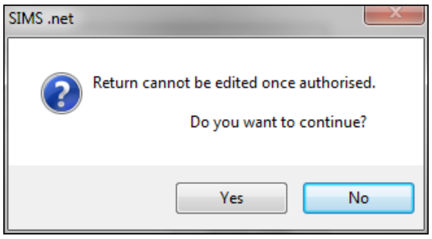
1. Click the **Authorise** button.

   If missing marks exist, the following message is displayed.



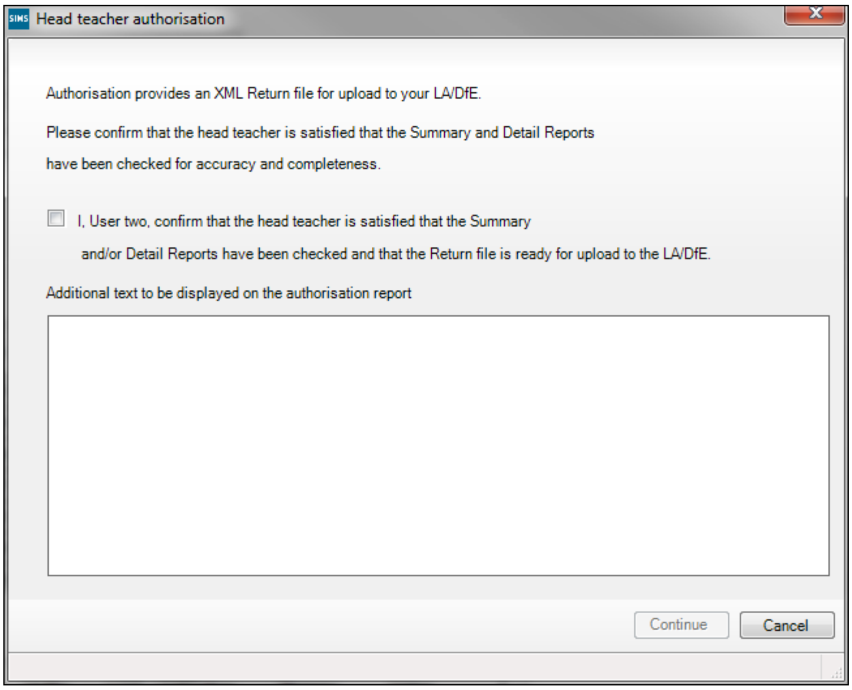
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

   If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.



3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

   If you choose to continue, the **Head teacher authorisation** dialog is displayed.



4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
5. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and/or detail reports have been checked and that the return file is ready for upload to your LA/DfE.

   When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.
6. Click the **Continue** button to authorise the return and prompt the following actions:

- The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
- The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.
- The Learning Aims Comparison with Course Manager report and Learning Aims Comparison with the Previous Autumn report are generated automatically and displayed in your web browser, from where they can be printed, if required.

All reports (including detail reports) and the XML file are saved in the **Census Folder**, which was specified previously in the **Census Return for [Term] [Year]** browser.

All reports for this and previous returns can be viewed via Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files. This routine also provides the opportunity to download the files to a different folder.

IMPORTANT The retrieved files contain sensitive information. Ensure that authorised personnel only have access to the download folder.

7. Click the OK button to complete the authorisation process.

When a return has been authorised, it is no longer possible to edit the details displayed on the relevant Return Detail page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy or create a new return.

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.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).

Additional Resources:

Designing and Running Reports handbook

More Information:

Producing the Summary Report on page *80*
Retrieving Authorised Census Return Files on page *84*
Copying a Return on page *85*

Submitting the Return

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the `.XML` file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

Guidance about how Local Authorities, schools and academies should submit the census data is available on the GOV.UK website.

The authorised return file can be located in the folder previously specified in the **Census Return** browser. 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.

IMPORTANT An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.

More Information:
Configuring the Census Folder on page *15*
Copying a Return on page *85*

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the **Download to** field displays the folder specified previously in the **Census Return** browser. To specify a different folder:
   a. Click the **Select a folder** button (**...**) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

      IMPORTANT Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

      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.

   b. Click the **OK** button to select or create the folder and then return to the **Retrieve Authorised Return Files for <census name>** page, where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

   The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.
5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.

When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.

Additional Resources:

Designing and Running Reports handbook

Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

> **NOTE** Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you want to copy then click the **Copy** button.

   A message prompts for confirmation that you wish to make a copy of the selected return:

   This is an exact copy of the calculated totals and the data entered manually at the time of the copy. This can be regarded as a backup. The copy can then be edited and recalculated to obtain current data. Do you want to make a copy of the return?
4. Click the **Yes** button to make the copy, which is then displayed in the browser as:

   Copy of <name of selected file>.
5. To rename the copied return, highlight it, then click the **Open** button to display the **Census Return Details** page.
6. In the **Census Details** panel, edit the **Description** then click the **Save** button.
7. The renamed return can now be amended, saved and authorised, as required.

> **IMPORTANT** A unique description must be used for each return. If duplicate returns are detected, an error message is displayed.

Deleting an Unauthorised Return

During the return process, several copies of the return might be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the incorrect return.

The Delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

> **IMPORTANT** When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.
>
> Any return files that have already been authorised cannot be deleted.

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted, then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

   The selected return file and associated reports are removed from the browser and the storage folder.

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