Producing the School Census Autumn 2025 Return

English Primary/ Middle deemed Primary Schools

applicable to 7.224 onwards

Handbook

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

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01 | **Introduction**

Overview

This handbook provides the information needed by Primary/Middle deemed Primary 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 details. Different data is collected depending on which return is being prepared, and your school phase.

A list of items collected from Primary/Middle deemed Primary schools in England for the School Census Autumn Return is available in a later section of this handbook (please see *Preparing Data for the School Census Return* on page *10*).

> **NOTE** The contents of the graphics (dates, names, panel numbers, etc.) are examples <u>only</u> 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
- 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.

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.
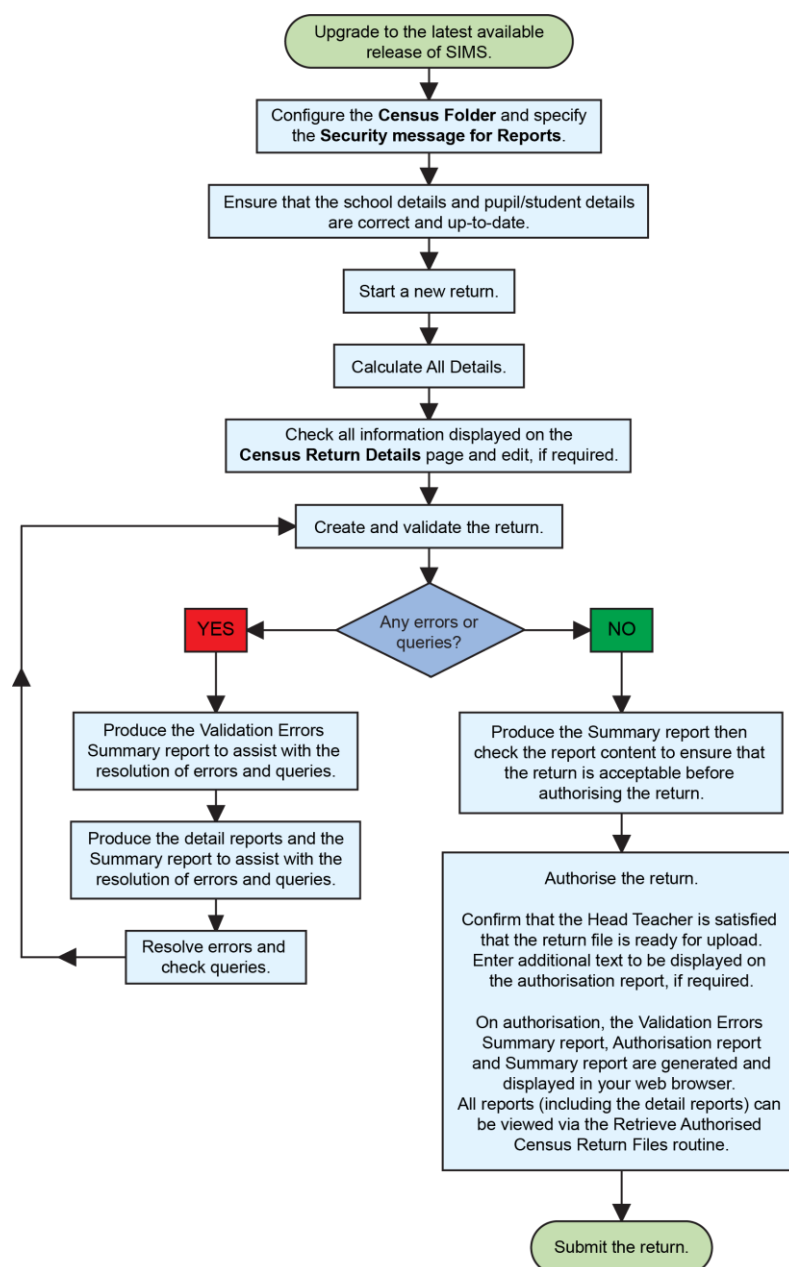
02| Preparing for the School Census Autumn Return

Setting SIMS Permissions

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

Running the Return

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

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permission to access additional areas of SIMS, e.g. pupil details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page *10*).

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 level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupils 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 Primary/Middle deemed Primary schools for the School Census Autumn 2025 Return.

School Level Data

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 Level Data

- Pupil Identifiers: UPN, former UPN, surname, forename, middle names, former surname, preferred surname, date of birth and sex.
- Characteristics:
  - first language
  - post looked after arrangements
  - top-up funding indicator

- free school meal eligibility start date, end date and UK country in which the eligibility applies
- school dinner taken (applicable to schools with pupils in Reception, Year 1 and Year 2)
- service children in education indicator
- Youth Support Services Agreement (YSSA) indicator (Middle deemed Primary schools only).
- Funded hours, extended childcare hours, expanded childcare hours, eligibility code, disability access fund indicator and hours at setting (applicable to schools with pupils of the appropriate age)
- Funding and monitoring type
- 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
  - actual national curriculum year group (year taught in)
  - type of class (Primary schools only).
- Special Educational Needs:
  - SEN provision
  - member of SEN unit (sometimes called special class) indicator and 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's home address, unique property reference number (UPRN).
- Exclusion Information:
  - category, reasons (up to three)
  - SEN provision
  - exclusion start date
  - actual number of sessions from which the pupil was excluded.

- Attendance Information:
    - If the SIMS Attendance is in use: all attendance categories are collected in the census.

    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.

*03|*Producing the School Census Autumn Return

## Creating a New School Census Return

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

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 pupils:

- All pupils on-roll on census day.
- Any additional pupils 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.

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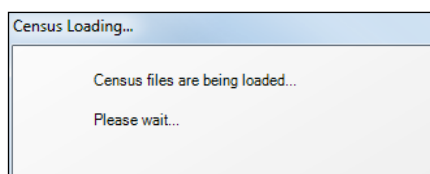
> **NOTE** The first time that **Routines | Statutory Returns | School Census** is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.

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.

> **NOTES**
>
> 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.
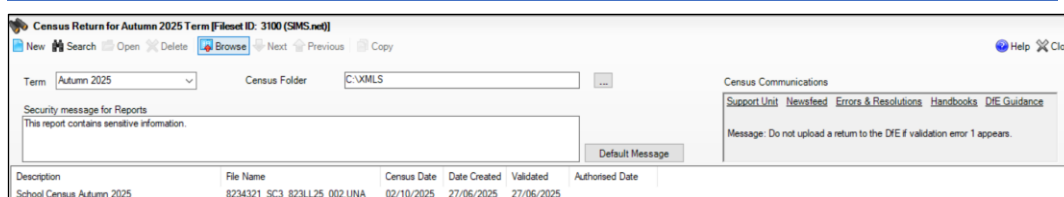
By default, the **Term** field displays the appropriate term for the selected return, in this instance **Autumn 2025**.

2. Ensure that the **Census Folder** is selected correctly and that the required **Security message for Reports** is specified, as described in the following sections.

> **More Information:**
> *Deleting an Unauthorised Return* on page *59*
> *Specifying the Security Message for Reports* on page *16*

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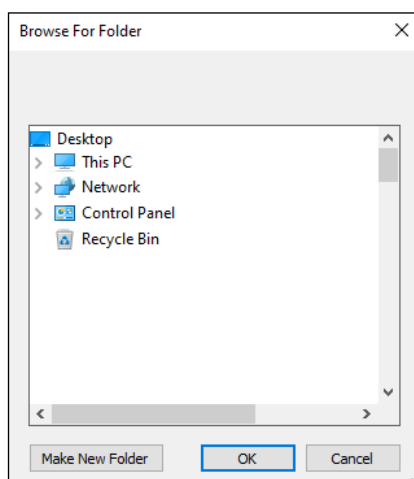
2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then enter a suitable name for the new folder.

> **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.

    A message dialog requests confirmation that you want to continue.

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.

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:

*   Census Date
*   Attendance data
*   Exclusions data
*   Alternative Provision Placements
*   Funding and Monitoring
*   FSM (Free School Meal) data (applicable to on-roll pupils only).

The default **Description** (**School Census [Term] [Year]**) can be edited, if required, e.g. to identify a dry run.

> **WARNING** Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.
>
> A unique description 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. Click the **Calculate All Details** button.

A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.
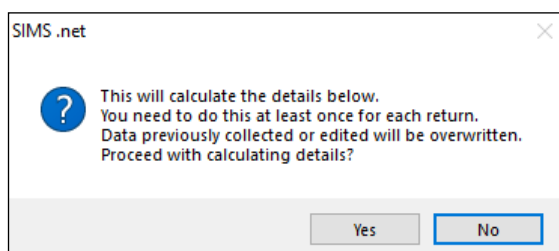
2. Click the **Yes** button to calculate all details.

   At this point, depending on the number of pupils in the school, there might be a short delay while details are calculated.

   The applicable panels on the **Census Return Details** page are then populated with data.

3. The return can be saved at any point by clicking the **Save** button.

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | School | School Details**). The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.

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.

2. Add or amend the school details, selecting from the drop-down lists where applicable.

> **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.

3. 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.

4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

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

- The **School Type** and **School Governance**.

  Select **Academies** from the applicable drop-down lists.

- The **Previous Name** and **Date Name Changed**.

- The **Previous Estab Number** and **Earliest DOA** (date of admission).

  This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.

- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

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

Editing Early Years

Applicable to schools with Early Years children only

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 pupils are eligible for 15 hours funded childcare a week. Advice about the eligibility of two year old children for funded childcare can be found on the DfE website (https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds-claim-benefits).

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

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

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 pupils who are in receipt of the fund on census day.

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

Extended Funded Hours and Eligibility Code

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

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
01/09/2022 31/12/2022		2	Y*	N	Y	Y	Y	Y

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Fund	Expanded Hours	EYPPR	2 Year basis for funding
01/01/2023 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.

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-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.

Update Early Years
Save Undo

Census | **Pupils View**

Term Autumn 2025 ▾ Update Hours   Age at 31/08/2025 [All ▾] YTI [All ▾] Reg [All ▾] Status [All ▾]

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

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2025	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold,Rachel	01/01/2021	002024	N2		4	15	15	No			
Baltimore,Tessa-Louise	31/03/2021	002025	N2		4	30	15	No	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 dropdown 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** 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 *49*

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 pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils 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-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 <u>not</u> Free School Meals.

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

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

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

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

▪ **Not Eligible**

▪ **Receipt – Economic**

In receipt through eligibility for economic reasons, i.e. where they are in receipt via eligibility for the benefits-related criteria for FSM.

▪ **Receipt – Other**

In receipt through eligibility for other reasons, i.e. where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order.

▪ **Receipt - Economic and Other**

In receipt through eligibility for both reasons, i.e. where they are in receipt through eligibility for both economic and other reasons.

▪ **Receipt – Unknown**

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

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

Editing Two Year Old Basis for Funding

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

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 pupil/students.

Editing Class Types

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

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

1. Click the **Edit** button to display the **Update Class Type** dialog.

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

2. 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.

3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:

   a. Right-click the **Other** column header, then select **Check All** 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.

4. Click the **Save** button.

5. 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 <u>must</u> be assigned a class type.

6. 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 pupils as previously described.

Identifying which Pupils have no Class Type Specified

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

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

Editing Pupils with Top-Up Funding

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

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

If the pupils 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.

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

1. Click the **Edit** button to display the **Update Pupils with Top-up Funding** dialog. The pupils 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 pupils you wish to record as having top-up funding.

> **TIP** Click the **Search** button to display a list of all pupils 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(s) who you want to record as having top-up funding, then click the **Add** button to move the selected pupil(s) to the **Top-up Funding** list.

    One or more pupils can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.

4. To remove a pupil from the **Top-up Funding** list, highlight the required pupil, then click the **Remove** button. The pupil's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.

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

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.

 Additional Resources:

Preparing for the School Census Autumn Return guide

Editing Pupil Post Looked After Arrangements

The Post Looked After Arrangements routine provides schools with the ability to record whether pupils 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 pupils 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 pupils 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, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Pupils Post Looked After Arrangements** page. Any pupils 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 pupils you wish to record as having PLAA.

> **TIP** Click the **Search** button to display a list of pupils 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 pupils who you want to record as having PLAA, then click the **Add** button to move the selected pupils automatically to the **Post Looked After Arrangements** list.

One or more pupils can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.

5. For each pupil 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
   ▪ Child arrangement order (CAO) from England and Wales.

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 pupils in surname order.

   If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored <u>securely</u> 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 guide

More Information:

Post Looked After Arrangements Report on page *50*

Updating Funding and Monitoring

Not applicable to Nursery schools

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

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

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

The information required is based on individual pupils:

▪ **Pupil in receipt of school-funded tutoring**: Applicable to all schools (except Nursery and PRU / AP), with appropriate year group or age-ranges

Pupils: Only applicable to pupils and in NCYearActual 1-14 or above with current single registration ('C') or current main dual registration ('M'). PRU / AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'

Or

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

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

Editing Funding and Monitoring

If funding and monitoring details have been recorded previously via **Tools | Statutory Return Tools | Update Funding and Monitoring**, the information is displayed in the **Funding and Monitoring** panel.

> **NOTE** Only pupils 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.

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

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

Cells with a white background are editable.

3. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.

   a. If most or all of the pupils have been receiving tutoring, select the **Check All** option.

   b. Any pupils who have not been receiving tutoring can then be deselected by clicking the **Tutoring** cell adjacent to their name.

4. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.

5. Click the **Save** button and then click the **OK** button to return to the **Census Return Details** page.

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

DfE guidance about Learner funding and monitoring (FAM) is available on the GOV.UK website (https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025).

Managing School Dinners Taken on Census Day

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

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 <u>not</u> in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are <u>not</u> displayed but the information can be recorded manually.

❶	By default, the **Reference Date** is set to census day. If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the situation. However, the reference date must be within the Autumn term date range.
❷	Click the required column header to sort the data.
❸	The **Calculate From Attendance** button is displayed only if SIMS Attendance is in use.
❹	The **Calculate from Dinner Money** button is displayed only if SIMS Dinner Money is in use.
❺	When the **Reset** button is clicked all existing ticks are removed from the **School Dinner Taken** column enabling you to start the process again.
❻	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 *48*

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 <u>only</u> have been taken.

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 to 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

Summer term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils aged four to 15 who were on-roll for at least one session during each Summer half term.

> **IMPORTANT** Clicking the **Calculate All Details** button overwrites any edited data in every panel with the original data stored in SIMS. Do not 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:

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

SIMS Attendance Users

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

If all attendance marks have been entered in Attendance, 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.
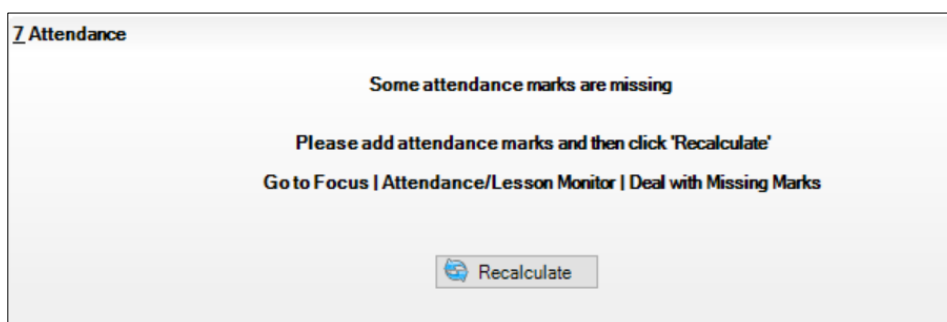
1. Use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all 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.
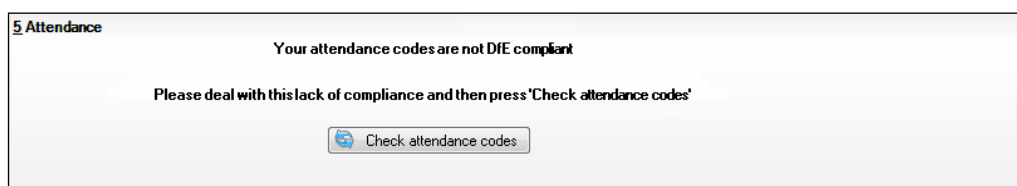
ⓘ **More Information:**
Producing Detail Reports on page *46*

Are your Attendance Codes DfE Non-Compliant?

If Attendance 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.

04| Completing the School Census Autumn Return

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 pupils showing as having special educational needs.

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 pupils at your school.

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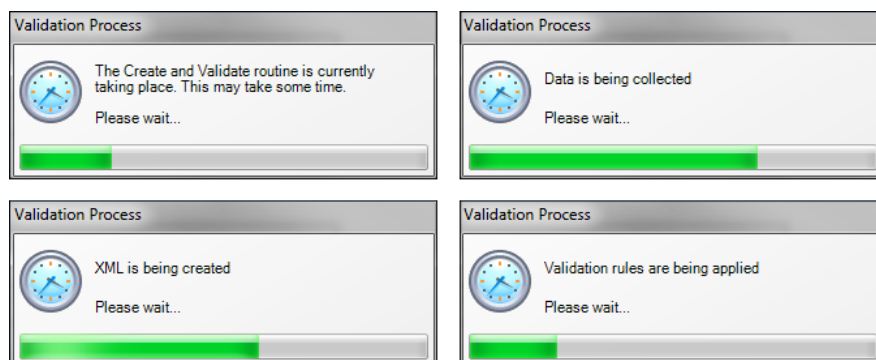
During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly if 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 and error search facility is also available.

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

- **Type** - the type of validation rule.

- Failure (**F** displayed in red) indicates an error that must be resolved.
- Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.

- **Sequence** - the validation error or query number.
- **Message** - the validation error or query message text.
- **Location** - the specific record in SIMS that contains the error or query.
- **Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

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

To assist in the viewing of errors and queries:

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

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

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

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

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

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

For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

> **NOTE** All errors must be resolved, and all queries must be investigated.

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

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

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The 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 Pupils** 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'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: Pupils on-roll on census day.

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

Leavers Basic Details Report

Report Criteria: Pupils <u>not</u> on-roll on census day, that is:

- Leavers with attendance
- Leavers with exclusions
- Leavers with funding and monitoring

- Leavers with alternative provision.

This report provides the following information about pupils not on-roll on census day (Leavers): UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), sex, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, attendance, exclusions, funding and monitoring and alternative provision.

Exclusions Report

Report Criteria: Pupils with exclusions:

- On-roll pupils 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 pupils 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 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**

  Applicable to users of SIMS Attendance only

  Report Criteria: Pupils with attendance one term ago. On-roll pupils and leavers (but not boarders) who are aged four to 15.

  This report displays the following information about pupils 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, 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**

  Applicable to users of SIMS Attendance only

  Report Criteria: Pupils with attendance one term ago. On-roll pupils and leavers (but not boarders) who are aged four to 15.

This report displays the following information about pupils 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 pupils and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago, who are aged four to 15.

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

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

The report provides the following information about the pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), 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 with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

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

Address Details Report

Report Criteria: Pupils on-roll on census day.

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

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

School Dinner Taken Report

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

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

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

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

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

Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who were eligible for free school meals on and up to census day.

This report provides information on free school meal eligibility for pupils who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), 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.

Top-up Funding Report

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

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

Funding and Monitoring Report

Not applicable to Nursery schools

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

The report provides the following pupil 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 code:

01 = Pupil in receipt of school-funded tutoring.

Additional Resources:

Preparing for the School Census Autumn Return guide

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 pupils who have post looked after arrangements as at census day.

The report provides the following information about pupils who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), 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.

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.

Permanent Exclusions without Final Review Report

Not applicable to Nursery schools

Report Criteria: On-roll pupils 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 <u>not</u> have a final review and will <u>not</u> 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

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

> **NOTE** The contents of the graphics are examples <u>only</u> 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.

The report(s) are saved automatically in the **School 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 is made up of the following data fields separated by underscores ('_'):

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

For example: `8232999_SC3_823LL22_001_onroll_pupil_basic_details_report.html`.

Example of an **On Roll Basic Details** report:

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.

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, 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 <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

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

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

For example: `8232999_SC3_823LL22_001_Summary_Report.html`.

It is important that the Head Teacher checks <u>all</u> 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.

More Information:
Configuring the Census Folder on page *14*
Generating Detail Reports on page *51*
Authorising the Return on page *55*
Deleting an Unauthorised Return on page *59*

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.

> **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 *14*
> *Specifying the Security Message for Reports* on page *16*
> *Resolving Validation Errors and Checking Queries* on page *44*
> *Producing Detail Reports* on page *46*
> *Producing the Summary Report* on page *53*

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 and does not require further editing. This is because it is not possible to edit details after the return is authorised. The content of the Summary report can be useful when reviewing the information.

1. Click the **Authorise** button.

   If missing marks exist, the following message is displayed.
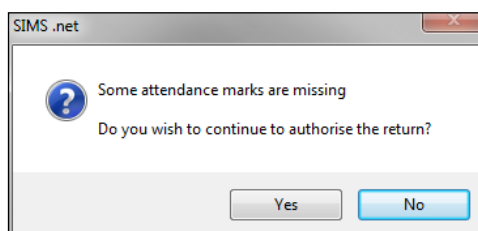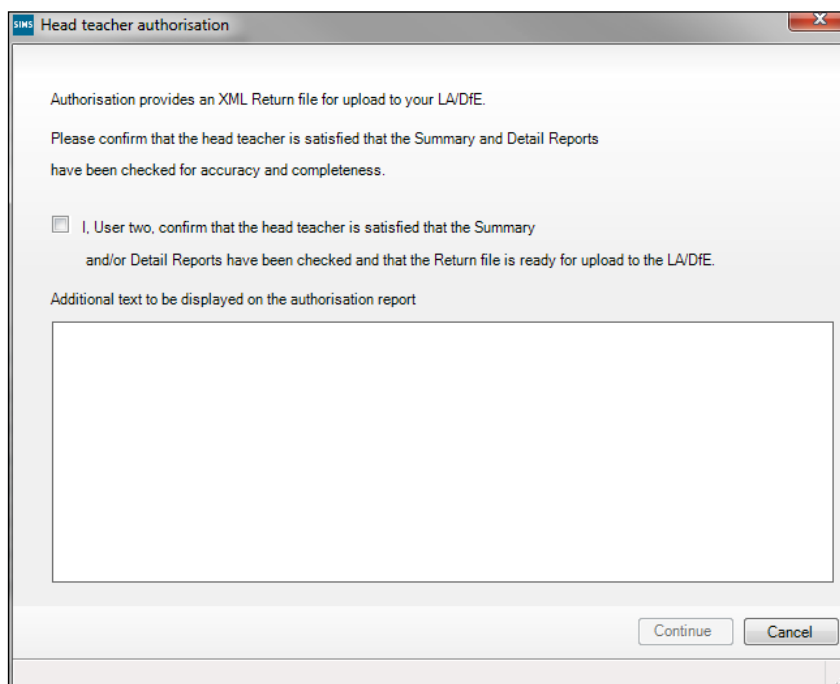
2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

   If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.
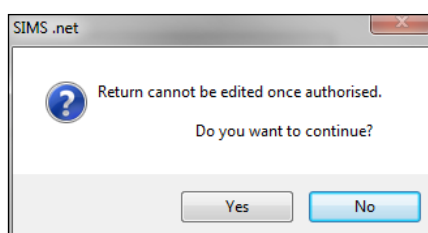
3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

   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.

   All reports (including detail reports) and the XML file are saved in the **Census Folder**, which was specified previously in the **Census Return for Autumn 2025 Term** browser.

   These reports can be viewed using the Retrieve Authorised Census Return Files routine (via **Tools | Statutory Return Tools**). 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.

For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> 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 *53*
Retrieving Authorised Census Return Files on page *57*
Copying a Return on page *58*

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 (https://www.gov.uk/guidance/school-census).

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 <u>Hosted</u> 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.

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 <u>Hosted</u> 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.

    > **IMPORTANT** Any values for Early Years, Top-up Funding, Post Looked After Arrangements, Funding and Monitoring, and Attendance (where applicable), will <u>not</u> be copied but will be populated from the current values held in the database.
    >
    > The Create & Validate routine must be run to generate a new census file.

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:

    `Copy of <description 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.

    > **IMPORTANT** A unique description <u>must</u> 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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