

**NOTE:** The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

# **Preparing for the School Census Summer 2026 Return**

**English Secondary phase  
schools**

**applicable to 7.228 onwards**

**Preparation Guide**



## School Census Summer 2026 Preparation Checklist

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

Complete	Task Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data (please see <i>Setting SIMS Permissions</i> on page 2).
<input type="checkbox"/>	Upgrade to the SIMS 2026 Spring Release (SIMS 7.228) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 2).
<input type="checkbox"/>	Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 3).
<input type="checkbox"/>	Carry out a dry run to determine what information needs to be updated (please see <i>Why Carry out a Dry Run?</i> on page 7).
<input type="checkbox"/>	Check School Level information (please see <i>Preparing School Level Information</i> on page 13).
<input type="checkbox"/>	Check school Support Unit Details (please see <i>Checking School Support Unit Details</i> on page 16).
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 21).
<input type="checkbox"/>	Ensure that any student records created in error have been deleted (please see <i>Deleting Student Records Entered in Error</i> on page 24).
<input type="checkbox"/>	Check the students' basic details, e.g. name, date of birth, sex, etc. (please see <i>Checking Student Details</i> on page 24).
<input type="checkbox"/>	Check the students' various registration details, e.g. enrolment status, admission date, year taught in, UPN, part-time information, Alternative Provision Placement, etc. (please see <i>Checking Registration Details</i> on page 27).
<input type="checkbox"/>	Check the students' home address information (please see <i>Checking Home Address Information</i> on page 42).
<input type="checkbox"/>	Check the students' eligibility for free school meals (please see <i>Checking Free School Meals Eligibility</i> on page 43).
<input type="checkbox"/>	Check the students' ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 45).
<input type="checkbox"/>	Check any additional information required for the return (please see <i>Checking Additional Information</i> on page 46).
<input type="checkbox"/>	Check Special Educational Needs information (please see <i>Checking Special Educational Needs Information</i> on page 47).

Complete	Task Description
<input type="checkbox"/>	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 50).
<input type="checkbox"/>	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 52).
<input type="checkbox"/>	Check top-up funding information (please see <i>Updating Students with Top-Up Funding</i> on page 52).
<input type="checkbox"/>	Update Funding and Monitoring details as required by the DfE (please see <i>Updating Funding and Monitoring</i> on page 55).
<input type="checkbox"/>	Check adopted from care information (please see <i>Updating Students Post Looked After Arrangements</i> on page 54).

# C | Contents

<b>01  Introduction .....</b>	<b>1</b>
Introduction .....	1
How has the School Census Summer Return Changed since Last Year? .....	1
Setting SIMS Permissions .....	2
What Version of SIMS is Required? .....	2
Importing Revised Filesets for Validation and Reports .....	3
Before Importing the Revised Files .....	4
Importing the Revised Files .....	4
School Census Return Process Flow .....	5
<b>02  Carrying out a Dry Run .....</b>	<b>7</b>
Why Carry out a Dry Run? .....	7
The Dry Run Process .....	7
Resolving Validation Errors and Checking Queries .....	8
Producing Detail Reports .....	10
<b>03  Preparing School Level Information .....</b>	<b>13</b>
Checking Establishment Details .....	13
Information for Academies .....	15
Checking School Telephone and Email Information .....	15
Checking Support Unit Details .....	16
<b>04  Preparing Student Level Information .....</b>	<b>17</b>
Checking Student Details .....	17
Updating Information Using the Bulk Update Routine .....	18
Bulk Updating Data with the Same Data Item then Editing the Exceptions .....	20
Bulk Updating Data for a Selection of Students .....	20
Recording Leavers and Re-Admissions .....	21
Recording a Leaver .....	21
Re-Admitting a Student .....	23
Deleting Student Records Entered in Error .....	24
Checking a Student's Basic Details .....	24
Recording a Student's Change of Surname .....	26
Checking Registration Details .....	27
Checking Enrolment Status, Admission Date and Boarder Status .....	27
Checking Unique Pupil Numbers .....	28
Checking Unique Learner Numbers .....	30

Checking Part-Time Student Information.....	31
Checking School Arranged Alternative Provision Placements	32
Checking Alternative Provision Detail .....	35
Checking National Curriculum Year Groups.....	35
Checking the Student's Year Taught In Record .....	37
Checking the Year Taught In via the Pastoral Structure by Curriculum Year .....	37
Checking the Year Taught In via the Pastoral Structure for the Whole School .....	40
Checking Home Address Information.....	42
Checking Free School Meals Eligibility .....	43
Checking Ethnic and Cultural Information .....	45
Checking Additional Information .....	46
Checking Special Educational Needs Information .....	47
Preparing Exclusions Information.....	50
Recording an Exclusion .....	51
Preparing Termly Attendance Information.....	52
Updating Students with Top-Up Funding.....	52
Updating Students Post Looked After Arrangements .....	54
Updating Funding and Monitoring .....	55
Editing Funding and Monitoring .....	56
Changing an Enrolment Status.....	57
<b>05  What Next?.....</b>	<b>59</b>
Where Can I Get More Information? .....	59
<b>Index .....</b>	<b>61</b>

# 01 | Introduction

Introduction.....	1
How has the School Census Summer Return Changed since Last Year? .....	1
Setting SIMS Permissions .....	2
What Version of SIMS is Required? .....	2
Importing Revised Filesets for Validation and Reports .....	3
School Census Return Process Flow .....	5

## Introduction

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

The information in this guide applies to all LA maintained Secondary schools, Middle deemed Secondary schools, All-Through schools (secondary phase) and Pupil Referral Units (secondary phase). It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs).

Where the information relates to a specific school phase, it is indicated in red, e.g. **Applicable to Middle deemed Secondary schools only.**

**NOTE** The content of the graphics (dates, names, etc.) displayed in this preparation guide are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

## How has the School Census Summer Return Changed since Last Year?

Changes to the School Census Summer Return include the following:

### School Census Summer 2026 Key Dates

- **Census Date** 21/05/2026
- **Attendance** collected from 01/01/2026 to 05/04/2026 (**not applicable to Nursery schools**)
- **Exclusions** collected from 01/08/2025 to 05/04/2026 (**not applicable to Nursery schools**)
- **Alternative Provision Placements** collected from 15/01/2026 to 21/05/2026 (**not applicable to Nursery schools**)
- **Funding and Monitoring** collected from 01/08/2025 to 21/05/2026 (**not applicable to Nursery schools**)

- **Learner Support** collected from 01/08/2025 to 21/05/2026 (not applicable to Nursery or Primary schools)
- **Free School Meals** collected from 16/01/2026 to 21/05/2026

## Setting SIMS Permissions

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

### Running the Return

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

- Returns Manager
- Returns Operator.

### Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be members of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 2).

### Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

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

### Where to find More Information about Permissions

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

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

## What Version of SIMS is Required?

To run the return, you must have the latest SIMS Release installed.

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

The version should read 7.228 or later.



## Importing Revised Filesets for Validation and Reports

**Applicable to the Personnel Officer, Returns Manager and System Manager**

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS (between releases) by the Personnel Officer, Returns Manager or System Manager.

**NOTE** Use of the Import Fileset routine between releases is not always required. If updated files are available for import, a notification is displayed on the [support portal](#).

Revised files can be:

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

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

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

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

For more information, please refer to the [SOLUS3 for Local Authorities handbook](#).

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

## Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.



### Additional Resources:

[Setting up and Administering SIMS handbook](#)

## Importing the Revised Files

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

2. Click the **Browse** button to display the **Open** dialog.
3. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>\_Fileset.mfs.

**IMPORTANT** If more than one MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.

4. Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

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

Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

5. Click the **Import Fileset** button to import the fileset into the DMS.  
When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel, and you are advised to restart SIMS. This ensures that the newly imported data will take effect.
6. Click the **OK** button, then restart SIMS.
7. Run the return in the usual way.

**Completed**

## School Census Return Process Flow

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

1. Upgrade to the latest version of SIMS.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant student and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Student | Bulk Update**) to add missing or correct invalid data, if required.
4. Complete the information on the **Census Return Details** page.
5. Create and validate the return.
6. Resolve any validation errors/queries and then create and validate the return again.

Continue to resolve the validation failures, then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

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

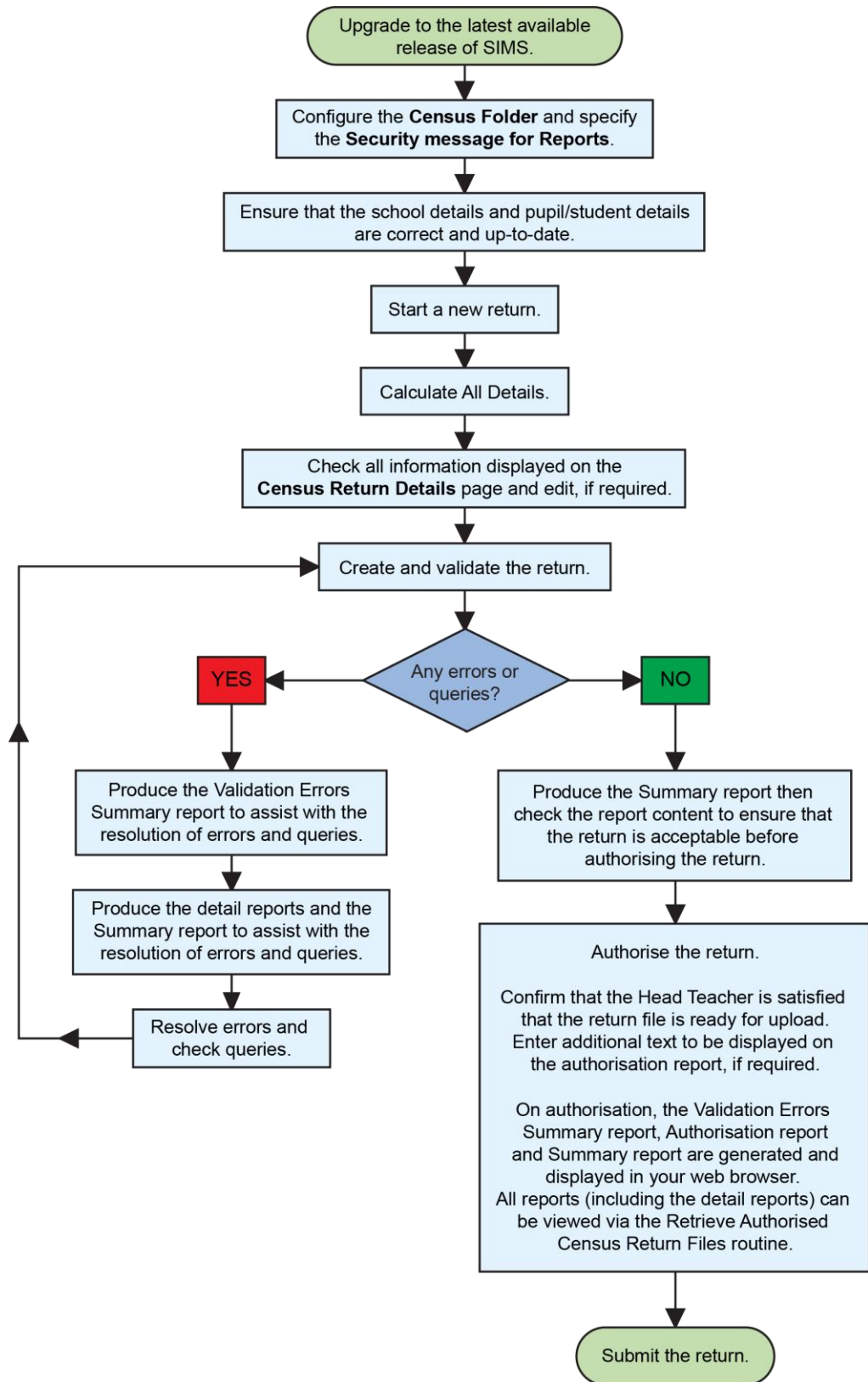
7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

The Summary report can be used in conjunction with the detail reports.

8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).

**01 | Introduction**

9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.



# 02 | Carrying out a Dry Run

Why Carry out a Dry Run? .....	7
The Dry Run Process .....	7

## Why Carry out a Dry Run?

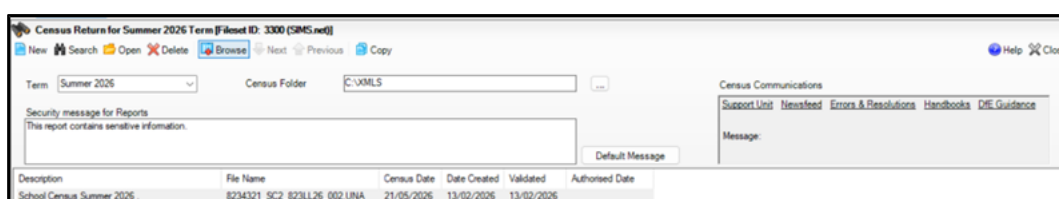
**NOTE** When you have upgraded to the SIMS 2026 Spring Release (7.228), you can carry out one or more dry runs of the return.

The purpose of a dry run is to produce the Validation Errors Summary, which provides details about any corrections that need to be made to your data to make it acceptable for inclusion in the return. To ensure that you are aware of potential issues, it is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to students, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 18).

## The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer Term** browser.



2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purpose of producing a dry run.

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

## 02| Carrying out a Dry Run

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

3. Click the **New** button to display the **Census Return Details** page.
4. By default, the return **Description** is displayed. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Summer26Test.
5. Click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.
7. Click the **Create & Validate** button to start the validation process, which may take some time depending on the amount of data. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.



### Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Summer Return* handbook applicable to your school phase.

## Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1940	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K823299914	# Go to Focus   Student   Student Details Ethnic/Cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H82020109012	# Go to Focus   Student   Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaisle Date of Birth: 2008-03-28, Female, Age: 12/UPN: B8	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth:	Name: Bennison, Hugol Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth:	Name: Bennison, Hugol Date of Birth: 2010-02-03, Male/UPN: V8232999140C	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	2350Q	Please check: Pupil record with no address details.	Name: Bellacki, Cici Date of Birth: 2013-08-14, Female/UPN: F8232999140C	# Go to Focus   Student   Student Details, Addresses and edit pupil's address

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

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

- **Type** - the type of validation rule.
  - Failure (**F** displayed in red) indicates an error that must be resolved.
  - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- **Sequence** - the validation error or query number.

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

#### TIP Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

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

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

To assist in the viewing of errors and queries:

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

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

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

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

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`

## 02| Carrying out a Dry Run

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

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

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

If at any point you want to hide the list of errors 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 | Student | Bulk Update**). For more information, please refer to the [Managing Pupils/Students handbook](#).

### Producing Detail Reports

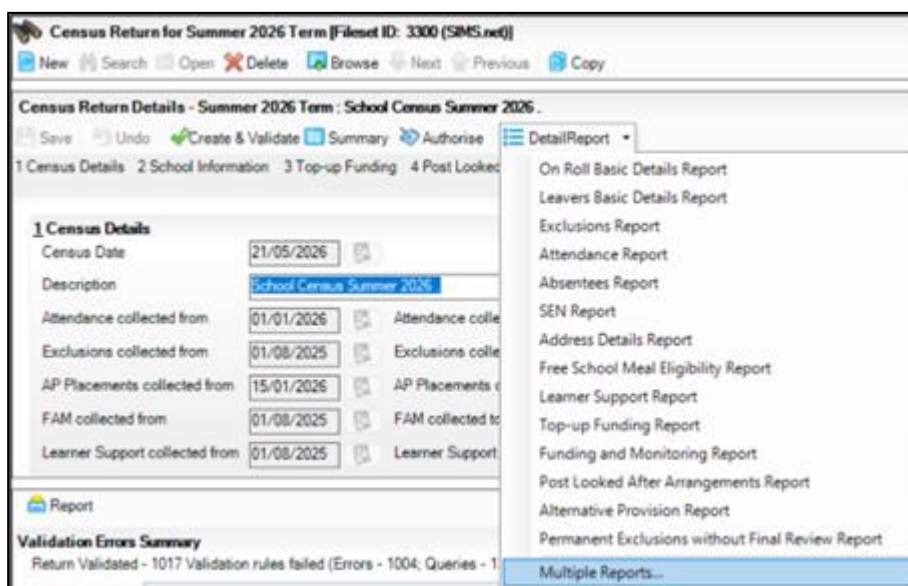
Detail reports can be used to check the data stored in SIMS that has been used to create the return.

The following reports are currently available, depending on your school phase:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- Learner Support Report
- Top-up Funding Report
- Funding and Monitoring Report
- Post Looked After Arrangements Report
- Alternative Provision Report
- Permanent Exclusions without Final Review Report

## Selecting a Single Detail Report

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



## Selecting Multiple Detail Reports

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

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

**TIP** If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed, etc. Right-click the report, then select the required option from the drop-down list.

Completed



# 03 | Preparing School Level Information

Checking Establishment Details .....	13
Checking School Telephone and Email Information.....	15
Checking Support Unit Details.....	16

## Checking Establishment Details

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

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

School Time is the total compulsory time students spend in school, in a typical five-day week, i.e. from morning registration to the end of the school day (official home time). This includes breaks and lunchtime, but not optional activities before or after school.

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

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

### 03 | Preparing School Level Information

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

**1 Establishment**

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: [Empty]

UK Provider Reference Number: [Empty]

School Phase: Secondary

School Type: Comprehensive allthrough 11-18

School Governance: Community

Intake Type: Comprehensive

Previous School Name: [Empty]

Previous Estab Number: [Empty]

Previous URN Number: [Empty]

Boarding Pupils:  Nursery Class  Special Class or Unit

Head Teacher: Mr Adrian Blacker

Curriculum Years: 7, 13

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

Gender on entry to 6th form: Coeducational

NC Year Start Date (dd/mm): 1 / 9

School Specialism:  Arts  Business and Enterprise  Engineering  Humanities

Extended Services:  Before school childcare and/or activities for school-age children (term-time)  After school childcare and/or activities for school-age children (term-time)  Childcare and/or activities, for school-age children during school holidays  Childcare integrated with a nursery education place for three and four year old...

No. of Childcare Places: 0

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

**NOTE** The **School Name**, **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.

4. Ensure that the establishment's six-digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
5. Ensure that the **School Time** is entered, i.e. the number of hours and minutes the school is open during a typical week, recorded to two decimal places, e.g. 32.5 hours.
6. If you have edited any information in the **Establishment** panel, click the **Save** button.

Completed

## Information for Academies



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

- The **School Type** and **School Governance**.  
Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).  
This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.  
This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

## Checking School Telephone and Email Information

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

- School **Email** Address
  - School **Telephone** Number.
1. Select **Focus | School | School Details** to display the **School Details** page.
  2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

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



3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).  
The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher, as it might be used for future DfE correspondence.
5. Click the **Save** button if changes have been made.

**Completed**

## Checking Support Unit Details

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

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

Z Support Unit Details			
Telephone	<input type="text" value="00000 123456"/>	Main Contact	<input type="text" value="M Smith"/>
Email	<input type="text" value="support.unit@details.com"/> 	Website	<input type="text" value="SupportUnitWebsiteHere"/> 

7. Ensure that your school's support unit **Website** address is entered correctly. To check that the address is correct, click the **View Website** button adjacent to the **Website** field.
8. Check that the **Telephone** number (including the STD code) and **Email** address are entered correctly.
9. Check that the name of the **Main Contact** for your support unit is up to date.
10. Click the **Save** button if changes have been made.

**Completed**

# 04 | Preparing Student Level Information

Checking Student Details .....	17
Updating Information Using the Bulk Update Routine.....	18
Recording Leavers and Re-Admissions.....	21
Deleting Student Records Entered in Error.....	24
Checking a Student’s Basic Details.....	24
Checking Registration Details .....	27
Checking National Curriculum Year Groups .....	35
Checking Home Address Information .....	42
Checking Free School Meals Eligibility.....	43
Checking Ethnic and Cultural Information.....	45
Checking Additional Information .....	46
Checking Special Educational Needs Information .....	47
Preparing Exclusions Information.....	50
Preparing Termly Attendance Information.....	52
Updating Students with Top-Up Funding.....	52
Updating Students Post Looked After Arrangements .....	54
Updating Funding and Monitoring .....	55

## Checking Student Details

Before beginning the School Census return, ensure that all current students are recorded in SIMS and that, as far as possible, the information is up-to-date and accurate. Ensure that:

- new students have been added.
- leavers have been recorded as such.

**NOTE** Ensure that a student’s first language and boarder status are entered before they are recorded as a leaver.

- duplicate or unwanted student records have been deleted.
- part-time details have been checked/updated.

The following sections provide additional information and specific instructions on checking and completing Student Level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 18).

If you have upgraded to the latest SIMS Release, it is strongly recommended that one or more dry runs be carried out to identify the validation errors and queries that need to be resolved (please see *Why Carry out a Dry Run?* on page 7).

## Updating Information Using the Bulk Update Routine

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

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

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

2. In the **Bulk Update** panel, select the required **Group Type** and **Group** from the drop-down lists.

The **Group Type** indicates the type of group to list, while the **Group** enables the specific group of students to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 8**.

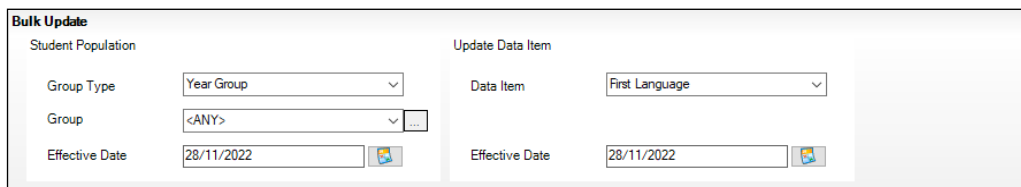
If searching for missing information, select the particular data field from the **Group Type** drop-down list, such as **First Language**, and then select a specific **Group**, such as **<NONE>**.

It is also possible to use this functionality to review the data entered for all the students in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list and then selecting the required **Data Item**.

The following table provides some examples of the searches that can be carried out to identify missing data.

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

3. Select the required **Data Item** from the drop-down list, e.g. **First Language**.
4. The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.



**Bulk Update**

Student Population

Group Type: Year Group

Group: <ANY>

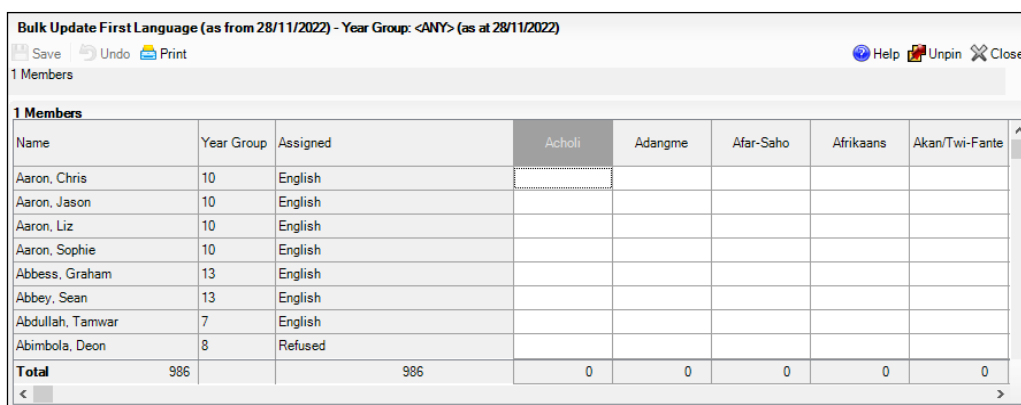
Effective Date: 28/11/2022

Update Data Item

Data Item: First Language

Effective Date: 28/11/2022

5. Click the **Search** button to display the **Members** panel, which displays a list of students matching the chosen criteria and the choice of **First Language** types.



**Bulk Update First Language (as from 28/11/2022) - Year Group: <ANY> (as at 28/11/2022)**

Save Undo Print Help Unpin Close

1 Members

Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante
Aaron, Chris	10	English					
Aaron, Jason	10	English					
Aaron, Liz	10	English					
Aaron, Sophie	10	English					
Abbess, Graham	13	English					
Abbey, Sean	13	English					
Abdullah, Tamwar	7	English					
Abimbola, Deon	8	Refused					
<b>Total</b>	986		986	0	0	0	0

**TIPS** Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading and then select **Narrow Columns** from the pop-up menu.

## Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective way of populating missing data is to fill all the rows with the same data item and then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set the ethnicity of all students as **English**, then edit the exceptions.

1. Right-click the **English** data entry column header (hover over the heading to see the full title, if required), then select **Check All** from the pop-up menu.

1 Members									
Name	Year Group	Assigned	o/Bini	Efik-Ibibio	English	Faan/Ishani	Estonian		E
Aaron, Chris	10	English			✓				
Aaron, Jason	10	English			✓				
Aaron, Liz	10	English			✓				
Aaron, Sophie	10	English			✓				
Abbess, Graham	13	English			✓				
Abbey, Sean	13	English			✓				
Abdullah, Tamwar	7	English			✓				
Abimbola, Deon	8	Refused							
Ackton, Stephen	10	English			✓				
Akton, Jordan	12	English			✓				

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

Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. the first language of Graham Abbess is Estonian.

1 Members									
Name	Year Group	Assigned	Bini	Efik-Ibibio	English	Esan/Ishani	Estonian		Ew
Aaron, Chris	10	English			✓				
Aaron, Jason	10	English			✓				
Aaron, Liz	10	English			✓				
Aaron, Sophie	10	English			✓				
Abbess, Graham	13	Estonian					✓		
Abbey, Sean	13	English			✓				
Abdullah, Tamwar	7	English			✓				
Abimbola, Deon	8	Refused							

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

## Bulk Updating Data for a Selection of Students

There are two methods for selecting more than one student.

- Entering a value for a selection of Students
  - a. Highlight the first student you want to select, then hold down the **Ctrl** key and highlight the other required students.
  - b. Release the **Ctrl** key and then click one of the highlighted cells in the required data item column.

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

- Entering a value for sequentially listed Students  
This method can be used for assigning a value to a group of sequentially listed students. For example, clicking the **Assigned** column heading displays all unassigned students at the top of the list.
  - a. Highlight the first student in the group, hold down the **Shift** key and then click the last student in the group (alternatively, hold down the **Shift** key and press the **Down Arrow** key).
  - b. Release the **Shift** key, then click one of the highlighted cells in the required data item column.

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

## Recording Leavers and Re-Admissions

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

The accuracy of student numbers can be checked by running the Population Analysis (Dated) report (**Reports | Run Report – Focus – Student**). This is a predefined report that gives a breakdown of the number of students (including numbers by sex) for each registration group in each year, together with a grand total.

### Recording a Leaver

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

**WARNING** Recording a **Date of Leaving** and **Reason for Leaving** makes the learner a leaver. This means that some details are then locked and are no longer editable.

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

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Expected Start	Grounds for Removal
------	------------	------------	----------	-------------------	-----------------	--------------------	-------------	----------------	---------------------

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

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Expected Start	Grounds for Removal
Aaron, Chris	11	11A	004986	01/09/2018					
Aaron, Jason	11	11B	004987	01/09/2018					
Aaron, Liz	11	11C	004988	01/09/2018					
Aaron, Sophie	11	11D	004989	01/09/2018					
Abdullah, Tamwar	8	8A	005566	07/09/2021					
Abhra, Abit	7	7A	005625	02/09/2022					

## 04 | Preparing Student Level Information

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

Manage Student(s) Leaving Details									
1 Leaving Information									
Date of Leaving	<input type="text"/>	Reason for leaving	<input type="text"/>						
Destination after Leaving	<input type="text"/>			Assign to Selected					
Destination Institution	<input type="text"/>								
Destination Expected Start Date	<input type="text"/>	Grounds for Removal	<input type="text"/>						
Learning Aim Withdrawal Reason	<input type="text"/>								
2 Students									
Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Institution	Ex
Aaron, Jason	11	11B	004987	01/09/2018					
Aaron, Liz	11	11C	004988	01/09/2018					

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

The date of leaving should be the date that the student is leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase, because Local Authorities normally specify the dates to be used for school transfers, so that they match. If you are in any doubt, please contact your Local Authority for advice.

**IMPORTANT** It is recommended that Year 11 students are not given a **Date of Leaving** until it is confirmed that they will be leaving the school at the end of the Summer term and are not returning to Year 12.

For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their **Date of Admission** to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.

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

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

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

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

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

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

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



Completed

## Re-Admitting a Student

Any student who leaves the school and subsequently decides to return must be readmitted.

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

However, if a student is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Click the **New** button to display the **Add Student** page. It is necessary to enter limited information here, as you know that the person already exists.
3. Click the **Continue** button to display a list of **Matched People**, based on the criteria entered on the **Add Student** page.

4. Highlight the required student, then click the **Open** button. The following warning message is displayed:  
**The selected student is a leaver. Do you want to re-admit the student?**
5. Click the **Yes** button if you are certain that this is the student who should be re-admitted. Their details are displayed on the **Student Details** page.
6. Complete the mandatory fields (**Date of birth, Sex, Year Group, Enrolment Status, Year Taught In** and **Admission Date**) and check any other details that may have changed since they were last on-roll, such as their address.
7. Check that the original **UPN** is displayed.  
If it did not previously exist, generate a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.  
Select either the **Issue Permanent** or **Issue Temporary UPN** radio button, then click the **OK** button to return to the **Registration** panel.  
The temporary/permanent UPN is issued on save.
8. Click the **Save** button to re-admit the student.

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

Completed

## Deleting Student Records Entered in Error

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

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

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

Completed

## Checking a Student's Basic Details

Ensure that basic details for all students are up-to-date and correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
  - **Middle Names**
  - **Legal Surname** (mandatory information in SIMS)
  - **Former Surname**
  - **Preferred Surname** (mandatory information in SIMS)
  - **Sex** (mandatory information in SIMS)
  - **Date of Birth** (mandatory information in SIMS).
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
  2. Search for, then double-click the name of the required student to display the **Student Details** page.

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return (listed previously).

If a legal change (rather than a correction) is made to the **Legal Forename, Middle Name(s) or Legal Surname**, a **Reason** and **Date of Change** must be recorded. A **List of Previous Names** can be viewed/edited via the **History** button.

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

**Completed**



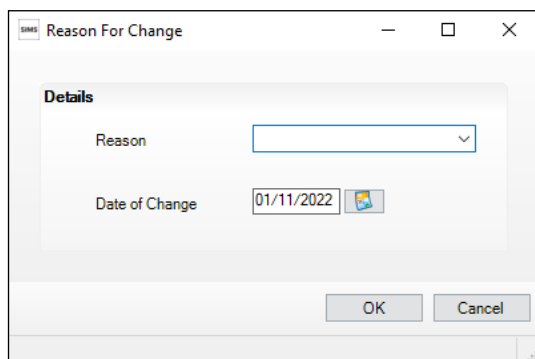
**More Information:**

*Recording a Student's Change of Surname on page 26*

## Recording a Student's Change of Surname

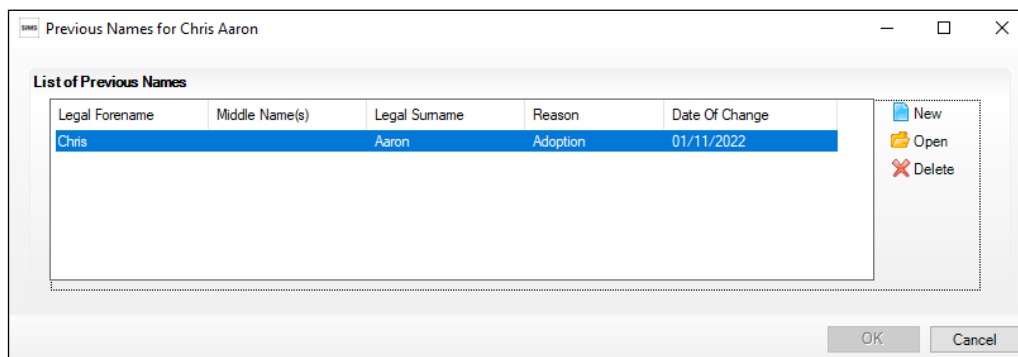
It is a requirement of the return that a history of students' previous surname(s) is recorded.

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



The 'Reason For Change' dialog box contains a 'Details' section with a 'Reason' drop-down menu and a 'Date of Change' field set to '01/11/2022' with a calendar icon. 'OK' and 'Cancel' buttons are at the bottom.

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



The 'Previous Names for Chris Aaron' dialog box shows a table with one entry: Chris (Legal Forename), Aaron (Legal Surname), Adoption (Reason), and 01/11/2022 (Date Of Change). It includes 'New', 'Open', and 'Delete' buttons on the right and 'OK' and 'Cancel' buttons at the bottom.

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change
Chris		Aaron	Adoption	01/11/2022

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

 **Completed**

## Checking Registration Details

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

- **Enrolment Status** (mandatory information in SIMS).  
The **Student** area of SIMS displays read-only enrolment status information only. A student's enrolment status can be changed via **Routines | Student | Change Enrolment Status**.
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- Unique Pupil Number (**UPN**)
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to schools with students over the age of 14)
- **Part-Time Details**
- **School Arranged Alternative Provision Placement** details (please see *Checking School Arranged Alternative Provision Placements* on page 32)
- Alternative Provision Admission Reason (**AP Admission Reason**) (applicable to Pupil Referral Units only).

## Checking Enrolment Status, Admission Date and Boarder Status

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

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

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




Editing of Enrolment Status must be carried out via **Routines | Student | Change Enrolment Status**. PRUs can select **FE College** and **Other Provider**, in addition to the Enrolments Statuses available to non-PRU establishments.

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

## 04 | Preparing Student Level Information

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

2 Registration			
Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Cumciculum Year 11
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	7000
UCI	951370217000Y		
Part Time Details	Start Date	End Date	
	26/10/2021	31/08/2022	

 New  
 Open  
 Save

3. In the **Registration** panel, check the student's **Enrolment Status**. A history of the **Enrolment Status History** can be viewed by clicking the adjacent **Search** button. SIMS uses the information in the enrolment status change log to determine enrolment on census day.  
To change a student's Enrolment Status, select **Routines | Student | Change Enrolment Status**.
4. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
5. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
6. Click the **Save** button.

**Completed**

## Checking Unique Pupil Numbers

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

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

- Navigate to the **Registration** panel.

2 Registration			
Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	7000
UCI	951370217000Y		
Part Time Details	Start Date	End Date	
	26/10/2021	31/08/2022	

**NOTE for Pupil Referral Units** The **Registration** panel displays additional options for PRUs.

2 Registration			
Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	AP Admission Reason	Setting named on EHC plan
UCI	951370217000Y	Exam Number	7000
Part Time Details	Start Date	End Date	

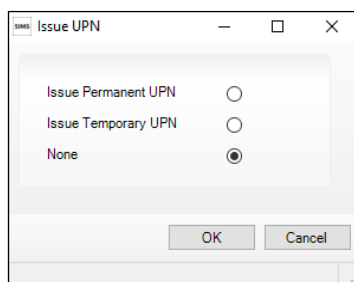
A unique UPN should be entered in the **UPN** field. If the UPN entered has an invalid format, the field turns red, indicating that the UPN is incorrect and should be re-entered.

- Permanent UPNs** are issued to a new student only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
  - Temporary UPNs** are issued to a student when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
- If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



*Generate UPN button*

## 04 | Preparing Student Level Information



5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
6. Click the **OK** button to return to the **Registration** panel.  
The UPN is generated automatically when the record is saved, and the previous UPN is displayed in the **Former UPN** field, if applicable.
7. Click the **Save** button.

**NOTE** A student who is adopted after being allocated a UPN is often issued with a new permanent UPN. However, the exact process may vary depending on the circumstances and the guidance issued by your LA/DfE. For information about issuing a new UPN for an adopted child, please seek advice from your LA, if applicable. DfE guidance is also available on the [GOV.UK website](https://www.gov.uk).



## Checking Unique Learner Numbers

Applicable to schools with students over the age of 14

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student's learning record throughout their lives. Currently, this applies to students over the age of 14 involved in UK education or training.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for applicable students. ULNs can be obtained in one or more of the following ways:

- The DfE ULN service to upload a CTF file via a web page on the **S2S** website (<https://www.gov.uk/guidance/school-to-school-service-how-to-transfer-information>).
- The **Learning Records Service** website to obtain individual ULNs (<https://www.gov.uk/government/collections/learning-records-service>).
- The Key to Success website (<https://www.keytosuccess.education.gov.uk/>).

If available, enter a ULN for each student over the age of 14.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

2 Registration			
Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	7000
UCI	951370217000Y		
Part Time Details	Start Date	End Date	
	26/10/2021	31/08/2022	

3. In the **Registration** panel, check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.

**NOTE** The **UCI** (Unique Candidate Identifier) and **Exam Number** information is read-only. The fields are populated with data held in Examinations Organiser.

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

 **Completed**

## Checking Part-Time Student Information

Part-time details apply mostly to Nursery schools (or schools with nursery-age children) and Primary schools with Reception years. However, any student can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual-registered students, time in other schools should be considered. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

## 04 | Preparing Student Level Information

3. Navigate to the **Registration** panel.

Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	7000
UCI	951370217000Y		
Part Time Details	Start Date	End Date	
	26/10/2021	31/08/2022	

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be displayed for each record.
5. Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

Start Date	26/10/2022
End Date	31/08/2023

6. Enter a minimum of the **Start Date**, then click the **OK** button to return to the **Registration** panel.
7. Click the **Save** button.

**IMPORTANT** It is equally important to edit the details of any students who are no longer part-time. This is achieved by highlighting the student's **Part Time Details** record, then clicking the **Open** button to display the **Add Part-time Attendance** dialog. Enter the correct **End Date**, then click the **OK** button to return to the **Registration** panel.

**Completed**

## Checking School Arranged Alternative Provision Placements

In most cases, placement information should be recorded by the school that arranged the placement. The exception to this is where the alternative provision has been arranged by the Local Authority, but the student remains dual registered with the mainstream school and the Pupil Referral Unit/Alternative Provision school. In such cases, the mainstream school should record the required information.

The following Alternative Provision Placement information is collected in the return:

- Unique Reference Number (**AP URN**)  
or
- UK Provider Register Number (**AP UKPRN**)  
or
- setting type (**AP Settings**)
- **Companies House No**
- Alternative Provision postcode (**AP Postcode**)
- placement reason (**AP Reason**)
- placement entry date (**Start Date**)
- \* SEN status at the start date of the placement
- placement leaving date (**End Date**)
- \* SEN status at the end date of the placement
- attendance pattern (**AP Attendance**)
- sessions per week (**AP Sessions**).

\* **NOTE** The SEN information is collected automatically from the student's SEN history, which is available to view via the **SEN History** button in the **Basic SEN Details** panel (please see *Checking Special Educational Needs Information on page 47*).

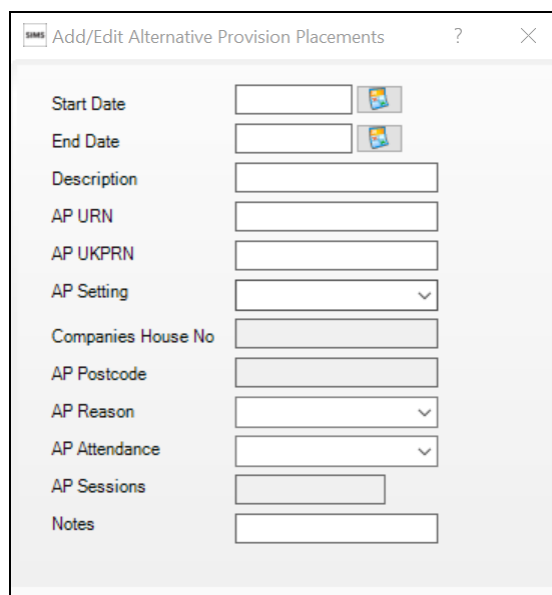
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.
3. Navigate to the **School Arranged Alternative Provision Placements** section of the **Registration** panel.

Part Time Details		Start Date	End Date				New	
		26/10/2021	31/08/2022				Open Delete	
School Arranged Alternative Provision Placements		AP Setting	Companies House No	AP Postcode	AP Reason	AP Attendance	AP Ses	New
		One on one ...	12345678	MK41 7SJ	Medical c...	Part Time	2	Open Delete
		< [Progress Bar] >						History

4. Check the school-arranged alternative provision placement details.

#### 04 | Preparing Student Level Information

- To amend existing details, highlight an existing placement, then click the **Open** button adjacent to the **School Arranged Alternative Provision Placements** panel to display the **Add/Edit Alternative Provision Placements** dialog. Alternatively, click the **New** button to add a new record.



The screenshot shows a dialog box titled "Add/Edit Alternative Provision Placements". It contains the following fields:

- Start Date: Text input with a calendar icon.
- End Date: Text input with a calendar icon.
- Description: Text input.
- AP URN: Text input.
- AP UKPRN: Text input.
- AP Setting: Dropdown menu.
- Companies House No: Text input.
- AP Postcode: Text input.
- AP Reason: Dropdown menu.
- AP Attendance: Dropdown menu.
- AP Sessions: Text input.
- Notes: Text input.

- Enter the **Start Date** and **End Date**, if known.
- Enter the **Description** of the AP Provider, e.g. the name of the AP establishment (optional).
- Record one of the following three options:
  - Enter the **AP URN** (Alternative Provision Unique Reference Number)
  - Enter the **AP UKPRN** (Alternative Provision United Kingdom Provider Reference Number)
  - Select the required **AP Setting** from the drop-down list. Then enter the **Companies House No** and **AP Postcode**.
- Select the required **AP Reason** from the drop-down list.  
AP Reason is the reason for a student going into the Alternative Provision Placement and why the placement has been arranged.
- Select the required **AP Attendance** (i.e. the student's planned attendance pattern at the Alternative Provision provider) from the associated drop-down list:
  - Part Time** - if selected, enter the number of **AP Sessions** per week.
  - Full Time**.
- Enter any relevant **Notes**.
- Click the **OK** button to return to the **Student Details** page, then click the **Save** button.

## Checking Alternative Provision Detail

Applicable to Pupil Referral Units only

The following Alternative Provision Detail information is collected in the return:

- Reason for admission to a Pupil Referral Unit (**AP Admission Reason**)
- \* Previous Unique Reference Number (URN)
- \*\* SEN status on date of admission to the Pupil Referral Unit.

### NOTES

\* The student's URN is collected automatically from the school history records.

\*\* The SEN information is collected automatically from the student's SEN history, which is available to view via the **SEN History** button in the **Basic SEN Details** panel (please see Checking Special Educational Needs Information on page 47).

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

2 Registration			
Registration Group	8A	House	Hooke
Year Group	Year 8	Year Taught In	Curriculum Year 8
Enrolment Status	Single Registration	Boarder Status	
Admission Date	07/09/2020	Admission Number	005566
Former UPN		Attendance Mode	All day
UPN	N823299911001	Local UPN	
Unique Learner Number		AP Admission Reason	New arrival without a school place
UCI		Exam Number	
Part Time Details	Start Date	End Date	New

4. Select the **AP Admission Reason** from the drop-down list.
5. Click the **Save** button.

Completed

## Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the student is taught for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the Year Group. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct **Year Taught In** has been recorded in SIMS.

#### 04 | Preparing Student Level Information

The following table shows the Curriculum Year that students in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year 2025/2026).

Please note this table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2023	1 and under
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
	Before 31/08/2007	19+

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

- Via individual student records (**Focus | Student | Student Details**).
- Via the pastoral structure by curriculum year (**Focus | School | Pastoral Structure | Current Structure**).
- Via the pastoral structure for the whole school (**Focus | School | Pastoral Structure | Current Structure**).



#### Additional Resources:

[Managing Pupils/Students handbook](#)

[Setting up and Administering SIMS handbook](#)

## Checking the Student's Year Taught In Record

**Year Taught In** is mandatory information in SIMS.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.
3. In the **Registration** panel, ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. Select a different year from the drop-down list, if required.

2 Registration			
Registration Group	11A	House	Hooke
Year Group	Year 11	Year Taught In	Curriculum Year 11
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	01/09/2018	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	7000
UCI	951370217000Y		
Part Time Details	Start Date 26/10/2021	End Date 31/08/2022	<input type="button" value="New"/> <input type="button" value="Open"/>

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

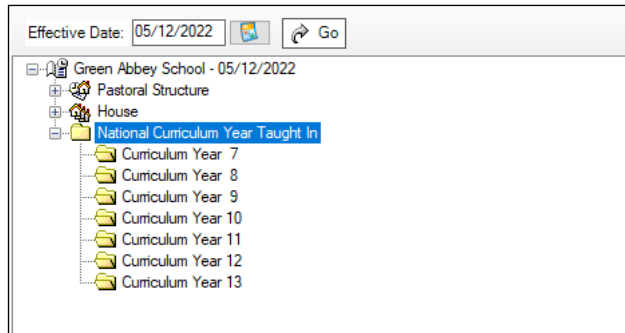
## Checking the Year Taught In via the Pastoral Structure by Curriculum Year

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

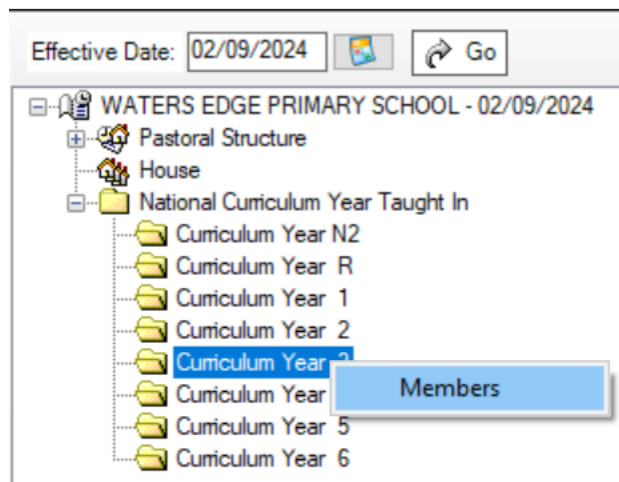
Effective Date:	02/09/2024	<input type="button" value="Go"/>
<ul style="list-style-type: none"> <li>WATERS EDGE PRIMARY SCHOOL - 02/09/2024           <ul style="list-style-type: none"> <li>Pastoral Structure               <ul style="list-style-type: none"> <li>House                   <ul style="list-style-type: none"> <li>National Curriculum Year Taught In</li> </ul> </li> </ul> </li> </ul> </li> </ul>		

#### 04 | Preparing Student Level Information

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



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



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

Allocate Students/Applicants : Curriculum Year 10

**Effective Date Range**  
 From effective date to end of the academic year (  Over the whole academic year ( 02/09/2022 - 31/08/2023 )

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

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Alsop, Sabrina	Female	Year 10	10B	05/08/2008				✓			
Ammar, Tarak	Male	Year 10	10C	05/02/2008				✓			
Andrews, Maya	Female	Year 10	10D	23/07/2008				✓			
Andrews, Wyatt	Male	Year 10	10E	28/12/2007				✓			
Aston, Finlay	Male	Year 10	10F	12/01/2008				✓			
Astwick, Gwenneth	Female	Year 10	10F	21/02/2008				✓			
Avolon, Skyla	Female	Year 10	10E	02/01/2008				✓			
Bond, Steve	Male	Year 10	10D	10/10/2007				✓			
Broden, Ellis	Male	Year 10	10C	10/09/2007				✓			
Brompton, Fletcher	Male	Year 10	10B	24/12/2007				✓			
Cadilia, Samuel	Male	Year 10	10A	02/10/2007				✓			
Total					0	0	0	140	0	0	0

OK Cancel

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

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

The following graphic shows that one **Year 10** student is taught in **Year 11**.

Allocate Students/Applicants : Curriculum Year 10

**Effective Date Range**  
 From effective date to end of the academic year (  Over the whole academic year ( 02/09/2022 - 31/08/2023 )

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

**Members** Print Actions

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Alsop, Sabrina	Female	Year 10	10B	05/08/2008				✓			
Ammar, Tarak	Male	Year 10	10C	05/02/2008				✓			
Andrews, Maya	Female	Year 10	10D	23/07/2008				✓			
Andrews, Wyatt	Male	Year 10	10E	28/12/2007				✓			
Aston, Finlay	Male	Year 10	10F	12/01/2008					✓		
Astwick, Gwenneth	Female	Year 10	10F	21/02/2008				✓			
Avolon, Skyla	Female	Year 10	10E	02/01/2008				✓			
Bond, Steve	Male	Year 10	10D	10/10/2007				✓			
Broden, Ellis	Male	Year 10	10C	10/09/2007				✓			
Brompton, Fletcher	Male	Year 10	10B	24/12/2007				✓			
Cadilia, Samuel	Male	Year 10	10A	02/10/2007				✓			
Total					0	0	0	139	1	0	0

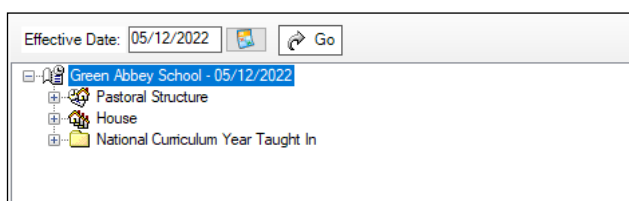
OK Cancel

#### 04| Preparing Student Level Information

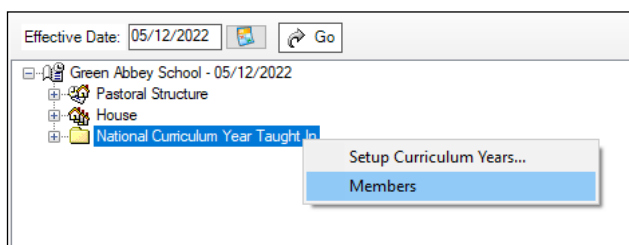
7. Ensure that all students are allocated membership to the correct **National Curriculum Year Taught In** and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Repeat for the other curriculum years, where applicable.
9. Click the **Save** button.

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

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



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



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

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Aaron, Chris	Male	Year 11	11A	01/09/2006					✓		
Aaron, Jason	Male	Year 11	11B	08/03/2007					✓		
Aaron, Liz	Female	Year 11	11C	01/09/2006					✓		
Aaron, Sophie	Female	Year 11	11D	01/09/2006					✓		
Abdullah, Tamwar	Male	Year 8	8A	12/01/2010		✓					
Abhra, Abjit	Male			20/11/2010							
Abhra, Alisha	Female			20/11/2010							
Abimbola, Deon	Male	Year 9	9A	14/05/2009			✓				
Ackton, Stan	Male	Year 7	7E	22/03/2011	✓						
Ackton, Stephen	Male	Year 11	11E	12/03/2007					✓		
Acton, Jordan	Male	Year 13	G	11/02/2005							✓
Total					161	158	160	140	157	86	133

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

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Abhra, Abjit	Male			20/11/2010							
Abhra, Alisha	Female			20/11/2010							
Ackton, Stan	Male	Year 7	7E	22/03/2011	✓						
Adams, Brianna	Female	Year 7	7A	15/01/2011	✓						
Addington, Travis	Male	Year 7	7C	15/09/2010	✓						
Albury, Leia	Female	Year 7	7E	01/10/2010	✓						
Andrews, Josef	Male	Year 7	7D	26/03/2011	✓						
Ashton, Mandie	Female	Year 7	7F	10/11/2010	✓						
Backman, Jeffery	Male	Year 7	7D	05/10/2010	✓						
Bailey, Eve	Female	Year 7	7F	17/04/2011	✓						
Balinski, Cyla	Female	Year 7	7E	14/03/2011	✓						
Total					161	158	160	140	157	86	133

## 04 | Preparing Student Level Information

6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
7. Make any required changes for the other students.
8. Click the **OK** button, then click the **Save** button.



## Checking Home Address Information

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

All aspects of the address are collected, and therefore, all address details should be recorded to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Postcodes must be entered in the correct format. A validation error is generated if a postcode has not been entered (although it is understood that in some instances, such as Traveller children, a postcode is not available).

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

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

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

The screenshot shows a software interface titled "3 Addresses". At the top right is a "History" button. Below the title is the section "Current Home Address Details (Validated)". On the left, there is a "Address" button with a globe icon. The main area contains a text box with the address: "12 Downham Close", "Great Denham", "Bedford", "MK40 4RR", "United Kingdom", and "UPRN: 10024232726". To the right of this text box are four action buttons: "Delete" (with a red X icon), "Modify Address" (with a blue double-headed arrow icon), "Move House" (with a blue house icon), and "Validate" (with a blue magnifying glass icon). Below the address text box is a "Note" text area. Further down are "Start date" (03/04/2018) and "End date" (empty) fields, each with a calendar icon. Below these are "Enter additional address" fields: "Post Code" (CB24 6DD), "Country" (United Kingdom), "House Number/Name" (1), and two checkboxes: "Search Validation Service" and "Search Existing Addresses". At the bottom right are "Continue" and "Advanced" buttons.

**NOTE** British Forces Post Office numbers can be added as postcodes.

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

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



Completed

## Checking Free School Meals Eligibility

The number of free school meals taken on census day by students who are eligible for Free School Meals must be entered manually (in the **General** panel) when completing the return.

This information and other free school meal eligibility-related data are collected in the return.

Only students who have been approved by the LA to receive a free school meal should be recorded in SIMS as being eligible. It is advisable to check that all eligible students are recorded.

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

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

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

- **Start Date**
- **End Date** (if known)
 

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

#### 04 | Preparing Student Level Information

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

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. In the **Dietary** panel, ensure the minimum of a **Start Date** and **Country** are displayed in the **Eligible for Free Meals** panel. If you need to edit the data, highlight the required record and then click the **Open** button.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
03/09/2019		SM	SM	SM	SM	SM

Start Date	End Date	Country	Notes
03/09/2019		England	

FSM Review Date: 07/06/2023

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

Start Date: 01/01/2023

End Date:

Country: England

Notes:

OK Cancel

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



## Checking Ethnic and Cultural Information

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

- **Ethnicity**
- **First Language**
  - A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
  - If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. Navigate to the **Ethnic/Cultural** panel.

4. Select the student's **Ethnicity** from the drop-down list.
5. Select the student's **First Language** from the drop-down list.
6. Click the **Save** button.

### TIPS

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

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

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



## Checking Additional Information

Ensure that the following additional information is recorded in SIMS:

- **Youth Support Services Agreement (YSSA)** status  
The YSSA applies to students between age 12 and 25 with special educational needs and students between age 12 and 20 with no special educational needs.
- **Learner Support Code**, e.g. Post 16 Bursary of Vulnerable Group Bursary Awarded, Discretionary Bursary Awarded, etc. for 16- to 19-year-olds
- **Service Children in Education** information.

The Bulk Update routine can be used to assign and edit these values for a specific selection of students at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 18).

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. Navigate to the **Additional Information** panel.

**9 Additional Information**

Meals

Free Meal  
 Home  
 Sandwiches

Modes of travel

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

Service Children in Education: Yes

Service Children Concerns

Date	Moving Schools	Deployment	Separation	Details	DfE N
24/10/2020	Concerns relat...	No concerns	No concerns		82343

Uniform Allowance

Pupil Premium Indicator for year 2022/2023:  Notes: Waiting for documentation

Learner Support

Learner Support Code	Award Date	Notes
Vulnerable Group Bursary Awarded	10/09/2020	

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

4. Select the applicable **Youth Support Services Agreement (YSSA)** status from the drop-down list.
5. If the student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.

6. Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.
7. Ensure that any **Service Children Concerns** are recorded. Click the adjacent **New** or **Open** button, as required.
8. Ensure that the **Pupil Premium Indicator for year 2025/2026** check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.

Although Pupil Premium information is not collected in the return, it is important for schools that are in receipt of this funding, which is allocated to children from low-income families, to be able to give a full account of its use. The national school performance tables now include information about the progress of students in receipt of Pupil Premium, and information is required to be sent to parents about how it has been used and what impact it has had on student progress.

9. Check that the **Learner Support** details are correct.  
Adding a new Learner Support record:
  - a. Click the **New** button to display the **Student Learner Support Code Details** dialog.
  - b. Select the applicable **Learner Support Code** from the drop-down list.
  - c. Enter an **Award Date** or click the **Calendar** button, then select the required date. **Notes** can be entered, if required.

Updating an existing Learner Support record:

- a. Highlight the required record, then click the **Open** button **Student Learner Support Code Details** dialog.
  - b. Amend the **Learner Support** details, as required.
10. Click the **Save** button.



## Checking Special Educational Needs Information

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

- **SEN Status** (SEN Provision)
  - **E – Education, Health and Care Plan** (EHCP) – the LA has reviewed the student, and a plan has been issued.
  - **N – No Special Educational Need** - No special educational need has been identified.
  - **K – SEN Support** – actions have been put in place or will be put in place to support the student with their need once a SEN need or potential SEN need has been identified.
- **SEN Need Type**
- **SEN Type Ranking**
- **Provision Type** (not applicable to Pupil Referral Units and Special schools)
  - **Time in SEN Unit** - member of SEN Unit
  - **Resourced Provision**

## 04 | Preparing Student Level Information

1. Select **Focus | Student | Special Educational Needs** to display the **Find SEN Student** browser.
2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.
3. Click the **Search** button to display a list of students who match the criteria.

Name	Year Group	Reg. Group	House	Gender	SEN Status
Abbess, Graham	11	11A	Boyle	Male	E - Education, Health and Care Plan
Ackton, Stan	12	G	Hooke	Male	K - SEN Support
Ackton, Stephen	8	8E	Curie	Male	E - Education, Health and Care Plan
Aloia, Paolo	12	N	Hooke	Male	K - SEN Support
Amos, Rachael	10	10E	Boyle	Female	K - SEN Support
Amoso, Rosanna	11	11F	Boyle	Female	K - SEN Support
Andrews, Jasmine	10	10F	Curie	Female	E - Education, Health and Care Plan
Andrews, Wyatt	7	7E		Male	K - SEN Support

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

**3 Basic SEN Details**

Status:  Start Date:  New Edit

Status History

Statement Pending?

Current Needs

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

New Open Delete Report

Needs History Change Log Move Up Move Down

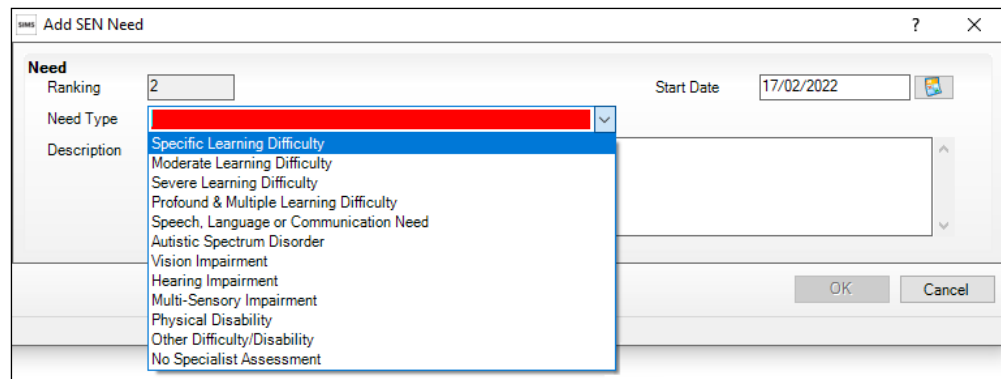
To amend an error in the current **Status** or **Start Date**, click the **Edit** button. Select the required **Status** from the drop-down list and edit the **Start Date**, if required.

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

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

6. Ensure that the **Current Needs** information is up-to-date and correct.
  - a. To add a **Need Type**, click the **New** button (adjacent to the **Current Needs** panel) to display the **Add SEN Need** dialog. A temporary **Ranking** is calculated automatically.
  - b. By default, today's date is displayed as the **Start Date**, but this can be edited if required.

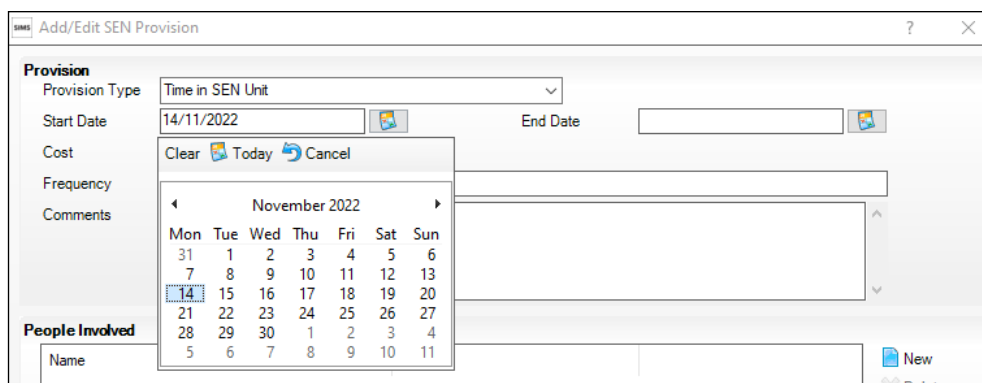
- c. Select the **Need Type** from the drop-down list, then enter a **Description** (optional).



- d. Click the **OK** button to return to the **Basic SEN Details** panel.
  - e. To rank the SEN Needs in the required order, highlight a record and then click the **Move Up** or **Move Down** button, as required.
  - f. To edit the **SEN Need** or **Description**, highlight the record and then click the **Open** button to display the **Edit SEN Need** dialog. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.
7. In the **Provisions** panel, ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly.

Provision Type	Start Date	End Date	Cost	Frequency
Time in SEN Unit	09/02/2022			1 x 30mins we...
Speech Therapy	03/11/2021			1 per week - 1...
Hearing Impaired Support Worker	02/11/2016			4 days a week
Speech Therapy	20/10/2015			1 x weekly

- 8. To edit an existing record, highlight the required record and then click the **Open** button.
- To create a new record, click the **New** button to display the **Add/Edit SEN Provision** dialog.



- 9. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
- 10. Click the **OK** button to return to the **Provisions** panel.

11. Update the other information on the **Student SEN details** page, if required and then click the **Save** button.

The DfE website (<http://www.gov.uk/schools-colleges/special-educational-needs>) provides more information about Special Educational Needs, if required.



## Preparing Exclusions Information

Information is required for suspensions and permanent exclusions with final governor review that took place in the two terms prior to the school census. Permanent exclusions without a final governor review are not included in the census.

Lunchtime exclusions are no longer collected for the return.

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

Schools were required to record suspensions from September 2021 in preparation for the forthcoming returns. Fixed-term exclusions are no longer collected in the School Census.

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

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

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

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

## Recording an Exclusion

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

2. Search for, then double-click the required student to display the **Exclusion Details** page.
3. Highlight an existing exclusion, then click the **Open** button adjacent to the **Exclusions** panel to view/edit the exclusion details.

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

Alternatively, click the **New** button to display the **Add Exclusion** dialog.

4. In the **Exclusion Details** panel, select the exclusion **Type** from the drop-down list.

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

## 04 | Preparing Student Level Information

9. Enter any additional information currently known, then click the **OK** button to save the exclusion details and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.

The **Academic Year** and the total number of exclusion days in that year are displayed at the bottom of the page.

10. Click the **OK** button to save the exclusion.
11. Click the **Save** button.

For more information about exclusions, please refer to the DfE website ([School suspensions and permanent exclusions - GOV.UK](#)).



## Preparing Termly Attendance Information

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

For information and advice about school attendance, please refer to the DfE website ([School attendance and absence: Overview - GOV.UK](#)).



### Additional Resources:

*Producing the School Census Summer Return* handbook  
[Managing Pupil/Student Attendance handbook](#) (SIMS Attendance users)  
[Monitoring Session and Lesson Attendance handbook](#) (SIMS Lesson Monitor users)



### More Information:

*Producing Detail Reports* on page 10

## Updating Students with Top-Up Funding

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

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

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

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

**Update Students with Top-up Funding**

Update

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Aurora	12	K		No
White	White	Bobby	11	11B		No
White	White	Dottie	11	11C		No
White	White	Ella	13	L		No
Whitemore	Whitemore	Amie	10	10F		No

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care

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

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

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

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

Top-up Funding

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

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



## Updating Students Post Looked After Arrangements

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

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

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

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

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

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

4. Ensure that the correct post looked after arrangement is displayed for each student by clicking the **Ceased to be looked after through** cell adjacent to their name, then selecting the applicable status from the drop-down list:
  - Adoption from England and Wales
  - Adoption from state care outside of England and Wales
  - Special guardianship order (SGO) from England and Wales
  - Residence order (RO) from England and Wales. Residence orders were replaced with Child Arrangement Orders in 2014
  - Child arrangement order (CAO) from England and Wales.
5. Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

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

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

If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server (DMS).

**Completed**

## Updating Funding and Monitoring

The National Tutoring Programme has now ended, but schools are to record if students receive school-funded tutoring and if they repeat a post-16 year. Tutoring is defined as those who are in receipt of school-funded tutoring. Repeating Post-16 Year is for post-16 students repeating a year. A pupil can be in receipt of both codes.

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

The information required is based on individual pupils:

- **Pupil/student in receipt of school-funded tutoring:** Applicable to all schools (except Nursery), with appropriate year group or age-ranges Pupils: Only applicable to pupils and in NCYearActual 1-14 Or where national curriculum year groups do not apply, aged 5 to 19 (as at 31 August) in NCYearActual 'X'.
- **Pupil/student repeating up to one full year of 16 to 19 funded provision:** Applicable to Secondary, All-Through and PRU / AP with appropriate year groups Pupils: Only applicable to pupils in NCYearActual 12 or above, with current single registration ('C') or current main dual registration ('M'). PRU / AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

## 04 | Preparing Student Level Information

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

### Editing Funding and Monitoring

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

Name	Date of Birth	Age at 31/08/2025	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSMS	PP Ind	Repeating Post-16 Year	Starting New Programme	Tutoring	Notes
Abbot Benjamin	12/07/2011	14	10	Year 10	10D	Single R...					Yes				
Abbot Clarissa	22/06/2013	12	(8)	(Year...)	(BA)	Single R...	23/02/2026	K			No				
Abbot James	27/04/2013	12	7	Year 7	7A	Single R...					No				
Abdelkader Mohamed	15/03/2012	13	9	Year 9	9C	Single R...		K	2025/2026	Yes	2025/2026				
Abdullah Tamwar	12/01/2009	16	12	Year 12	G	Single R...		K			No		✓		
Abhra Abjit	20/11/2009	15	11	Year 11	11A	Single R...					No				
Abhra Alisha	20/11/2009	15	11	Year 11	11C	Single R...					No				
Abimbola Deon	14/05/2008	17	(13)	(Year 1...)	(G)	Single R...	26/09/2025		2025/2026	Yes	2025/2026				
Able Benjamin	19/02/2013	12	8	Year 8	8B	Single R...		E			No				
Ackroyd Marcus	21/08/2012	13	9	Year 9	9D	Single R...					No				

2. In the **Student View** panel, specify the required filters. The content of the **Student** panel changes to reflect the options selected.  
Read-only student information is displayed in the columns on the left-hand side of the **Student** 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 students have been receiving tutoring, select the **Check All** option.
  - b. Any students who have not been receiving tutoring can then be deselected by clicking the **Tutoring** cell adjacent to their name.
4. Specify which students are **Repeating Post-16 Year** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.  
Bulk or Individual entry can be achieved using the same method as described for 16-19 tuition funding.  
Where **Repeating Post-16 Year** has been ticked for a Year 13 and above student, a completed programme and an additional continuing programme is reported.  
If a Year 12 student is repeating their Post 16 year, the **Starting New Programme** column is activated.
5. Specify which Year 12 students are **Starting New Programme** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.  
Where **Repeating Post-16 Year** has been ticked for a Year 12 student and and **Starting New Programme** has also been ticked, the XML return file will report a completed programme and an additional continuing programme.

Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** is not ticked, a continuing programme is reported.

6. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
7. Click the **Save** button.

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

DfE guidance about Learner funding and monitoring (FAM) is available on the [GOV.UK website](https://www.gov.uk).



#### Additional Resources:

*Producing the School Census Summer Return* handbook

**Completed**

## Changing an Enrolment Status

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

The following enrolment statuses are available:

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

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

8. Select **Routines | Student | Change Enrolment Status** to display the **Find Student** browser.

#### 04 | Preparing Student Level Information

9. Search for, then double-click the name of the required student to display the **Change Enrolment Status** page.

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

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

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

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

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

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

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

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

**Completed**

# 05 | What Next?

## Where Can I Get More Information? ..... 59

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

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

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

## Where Can I Get More Information?

In addition to this preparation guide, the following resources are also available:

- *Producing the School Census Summer Return (English Secondary/Middle deemed Secondary Schools)* handbook - this handbook outlines the School Census process in SIMS for Secondary and Middle deemed Secondary schools.
- *Producing the School Census Summer Return (English All-Through Schools)* handbook - this handbook outlines the School Census process in SIMS for All-Through schools.
- *Producing the School Census Summer Return (English Pupil Referral Units)* handbook - this handbook outlines the School Census process in SIMS for Pupil Referral Units.
- [Managing Pupils/Students handbook](#) - this handbook provides details about the processes that relate to the management of student data in SIMS.
- [Setting up and Administering SIMS handbook](#) - this handbook provides information on how to set up the various areas of SIMS in readiness for day-to-day use, such as setting up lookups (drop-down lists), creating academic year/admission groups, setting up behaviour management defaults, etc. It also covers the more complex processes that are likely to be carried out by a School/System Administrator.

Guidance about data protection and how student data is shared is available from the [GOV.UK website](#).

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

A wide range of documentation is available from the [SIMS 7 Documentation Centre](#), including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

### Problem Solving using the Support Portal

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

The [SIMS Newsfeed - Hub](#) provides links to all the statutory returns related newsfeeds.

- [SIMS Newsfeed - England Summer 2026](#) - DfE CBDS
- SIMS Newsfeed - Series 3300 Filesets for SIMS 7 Spring Release 2026.

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

# Index

## A

access rights.....	2
admission date.....	27
alternative provision detail (PRU) .....	35
alternative provision placement.....	32
attendance data .....	52

## B

basic details (student).....	24
boarder status .....	27
bulk update process	
examples .....	18
using.....	18

## D

deleting	
student records .....	24
dry run	
create and validate .....	8
detail reports .....	10
process .....	7
reasons for a dry run.....	7

## E

enrolment status .....	27
establishment details .....	13
telephone and email address.....	15
ethnic and cultural information.....	45
exclusions	
adding a record .....	51
overview.....	50

## F

fileset	
importing.....	3
permissions .....	2
first language.....	18
former UPN.....	28
free school meals eligibility .....	43

## H

home address (student) .....	42
------------------------------	----

## L

learner support code.....	46
leavers	
learning aim withdrawal reason .....	21
recording leavers as off-roll students...	21

## N

national curriculum year group.....	35
-------------------------------------	----

## P

part-time student information .....	31
permissions .....	2
post looked after arrangements.....	54
preparation	
minimum version of SIMS .....	2
permissions.....	2
printing	
validation errors summary .....	8
process flowchart .....	5

## R

re-admitting students.....	21, 23
registration details.....	27
reports	
population analysis (dated) report .....	21
printing summary report.....	8
revised fileset .....	2, 3

## S

school information	
establishment details .....	13
student details .....	17
telephone and email.....	15
school meals .....	43
school time .....	13
service children in care.....	46
special educational needs .....	47
student level information .....	24
student's basic detail .....	24

## **I | Index**

surname  
    recording a change ..... 26

### **T**

telephone and email address (school) .... 15  
top-up funding ..... 52

### **U**

unique learner number ..... 30  
updating  
    post looked after arrangements ..... 54  
UPN  
    former UPN ..... 28  
    permanent/temporary ..... 28

### **V**

validation errors  
    resolving ..... 8

### **Y**

year taught in  
    checking individual records ..... 37  
    checking via pastoral structure  
        by curriculum year ..... 37  
        by whole school ..... 40  
    date of birth/age ranges ..... 35  
youth support services agreement ..... 46