

The SIMS logo consists of the letters "SIMS" in a bold, white, sans-serif font, centered within a white square border. The background of the entire page is a dark blue with a large, abstract, green and yellow-green brushstroke-like pattern that curves from the top right towards the bottom left.

**SIMS**

**Preparing for  
the School  
Census  
Autumn 2021  
Return**

**English Secondary  
phase schools**

**applicable to 7.200 onwards**

**Preparation Guide**

## Revision History

Version	Change Description	Date
7.200 – 1.0	Initial release.	16/07/2021
7.200 – 2.0	Funding and Monitoring information added.	03/09/2021

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### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:







[publications@educationsoftwaresolutions.co.uk](mailto:publications@educationsoftwaresolutions.co.uk)

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

## School Census Autumn 2021 Preparation Check List

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

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and record associated data (please see <i>Setting SIMS Permissions</i> on page 4).
<input type="checkbox"/>	Upgrade to the SIMS 2021 Summer Release (SIMS 7.200) 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 5).
<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 6).
<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 11).
<input type="checkbox"/>	Check School Level information (please see <i>Preparing School Level Information</i> on page 17).
<input type="checkbox"/>	Check that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 25).
<input type="checkbox"/>	Delete any student records that have been created in error.
<input type="checkbox"/>	Check the students' basic details (please see <i>Checking Student Details</i> on page 21).
<input type="checkbox"/>	Check the enrolment status, admission date and boarder status (please see <i>Checking Enrolment Status, Admission Date and Boarder Status</i> on page 37).
<input type="checkbox"/>	Check and correct UPNs (please see <i>Checking Unique Pupil Numbers</i> on page 40).
<input type="checkbox"/>	Check and correct unique learner numbers (please see <i>Checking Unique Learner Numbers</i> on page 42).
<input type="checkbox"/>	Check and correct part-time student information (please see <i>Checking Student's Part-Time Details</i> on page 43).
<input type="checkbox"/>	Check and correct the national curriculum year group (please see <i>Checking National Curriculum Year Groups</i> on page 29).
<input type="checkbox"/>	Check and correct each student home address (please see <i>Checking Home Address Information</i> on page 45).
<input type="checkbox"/>	Check free school meal eligibility information (please see <i>Checking Free School Meals Eligibility</i> on page 46).
<input type="checkbox"/>	Check ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 48).

Complete	Description
	Check the Youth Support Services Agreement (YSSA) status (please see <i>Checking Additional Information</i> on page 49).
	Check and correct special educational needs information (please see <i>Checking Special Educational Needs Information</i> on page 50).
	Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 52).
	Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 54).
	Update Funding and Monitoring details as required by the DfE (please see <i>Updating Funding and Monitoring</i> on page 60).
	<p>Check Post 16 information recorded in Course Manager (please see <i>Preparing Post 16 Information in Course Manager</i> on page 62) (<b>applicable to Secondary schools with a Sixth Form only</b>).</p> <p>Refer to the <i>Preparing Post 16 Data for the School Census Autumn 2021</i> guide, which is available on the support portal.</p>

[illegible]

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# 01 | Getting Started

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## Introduction

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Autumn 2021 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) also, Service Children's Education (Secondary schools) and on a voluntary basis.

For schools with a sixth form, an additional Preparation guide is available, which deals specifically with Post 16 data: *Preparing Post 16 Data for the School Census Autumn 2021 Return* guide.

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.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.*

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

Changes to the School Census Autumn Return include the following:

### Key Dates for the School Census Autumn 2021 Return

- Census Date: 07/10/2021
- Attendance collected from 05/04/2021 to 31/07/2021
- Exclusions collected from 01/01/2021 to 31/07/2021
- Free School Meals collected from 21/05/2021 to 07/10/2021
- Learning Aims collected from 01/08/2020 to 07/10/2021
- Funding and Monitoring collected from 01/08/2021 to 07/10/2021.

## Update Funding and Monitoring

### Tools | Statutory Return Tools | Update Funding and Monitoring

The funding and monitoring functionality has been provided to enable schools to record and extract information about students who are in receipt of parts of the Education Recovery Package.



#### More Information:

*Updating Funding and Monitoring on page 60*

## Funding and Monitoring Detail Report

### Routines | Statutory Returns | School Census

The Funding and Monitoring report displays funding and monitoring information for students during the collection period 01/08/2021 to 07/10/2021.

The report has been provided to enable the schools to check that the data is accurate before supplying the census file to the DfE.



#### Additional Resources:

*Producing the School Census Autumn 2021 Return handbook*

## Enhancements to the Reporting Dictionary

### Reports | Design Report

When designing a report based on **Students | Additional information**, a new **Funding and Monitoring** sub-group has been added. The following data items are available from this new sub-group:

- FAM Type
- FAM Code
- FAM Description
- Academic Year
- Autumn Hours
- Spring Hours
- Summer Hours.



#### Additional Resources:

*Designing and Running Reports handbook*



## Recording and Collecting Attendance Information

For schools that do not use Attendance, it is now possible to record the following information:

- Total number of sessions attending approved educational activity (**T AEA Sessions**)
- Total number of sessions unable to attend due to exceptional circumstances (**T Excep Sessions**)
- Total number of sessions unable to attend due to Coronavirus (**T Corona Sessions**).

These features were originally introduced in the Spring 2021 Return.



### More Information:

*Preparing Termly Attendance Information on page 54*

## Programmes of Study and Learning Aims

**Applicable to All-Through and Secondary schools, and Pupil Referral Units only**

The Post-16 Programmes of Study and Learning Aims report replaces the Post-16 Programmes of Study – Programmes Report.

Each programme for a student is displayed in the new report with a light yellow background. The associated learning aims are displayed below the programme.

## Learning Aims Panel

**Applicable to All-Through and Secondary schools, and Pupil Referral Units only**

- The new **Programme Type** column displays the programme type values from the **Programmes of Study** screen (via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**).  
The additional column has been provided to enable the same learning aim to be reported in two different programmes and to enable users to distinguish between the two based on the programme type.  
This additional column is read only.
- The **Add Learning Aim** wizard now provides the functionality to add a **Programme Type** to a new Learning Aim record (displayed in the **Learning Aims** panel only).

## Changes to Exclusions Terminology

### Tools | Lookups | Maintain

The DfE is changing exclusions terminology:

- 'Permanent exclusion' is remaining.
- 'Fixed period exclusion' is changing to 'Suspension'.
- 'Lunchtime exclusion' is changing to 'Lunchtime suspension'.

To accommodate this change, amendments have been made to the **Exclusion Type** lookup in SIMS.

One code has been added:

- SUSP – Suspension.

One description has been changed:

- RFIX – Reinstated from Fixed Period/Suspension.

Schools are required to record suspensions from September 2021 in preparation for the forthcoming returns:

- Both fixed term exclusions and suspensions will be collected in the School Census Spring 2022 Return.
- Suspensions only will be collected from the School Census Summer 2022 Return.



**More Information:**

*Preparing Exclusions Information on page 52*

## Change to the Student Ethnicity Lookup

### Tools | Lookups | Maintain

WNIR - White - Northern Irish has been provided as an additional extended code and has been added to the student **Ethnicity** lookup.

This new code maps to the main code of WBRI - White - British.



**Additional Resources:**

*Setting Up and Administering SIMS handbook*

## School Arranged Alternative Provision Placements

### Focus | Student | Student Details

This new data item can be recorded in the **Registration** panel of the **Student Details** page from September 2021 in preparation for the first voluntary collection of data in the School Census Spring 2022 Return.

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

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



**More Information:**

*Entering School Arranged Alternative Provision Placement Details on page 43*

## 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 a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 5).

## 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.

An Excel spreadsheet describing the numerous permissions available in SIMS is available on the support portal

([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0036819)).

## What Version of SIMS is Required?

To run the return, you must have the SIMS 2021 Summer Release (7.200) or later 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 7.200 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 ([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899)).*

Revised files can be:

- downloaded from the support portal ([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0035899](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035899)) 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 NOTE:** 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 NOTE:** 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 NOTE:** *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.*

**1 Fileset**

Current Fileset Number is 1900

Choose Fileset:

Selected Fileset

<b>Number:</b>	1900	<b>Release Date</b>	02/07/2021	<b>Title:</b>	Install files required for the Autumn 2021 Statutory Returns
<b>Purpose:</b>	Fileset containing all files required to produce the returns included in the Summer 2021 release.				

Ready to import

Import Fileset

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 Autumn 2021 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

1. Upgrade to the SIMS 2021 Summer Release (7.200) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant 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.

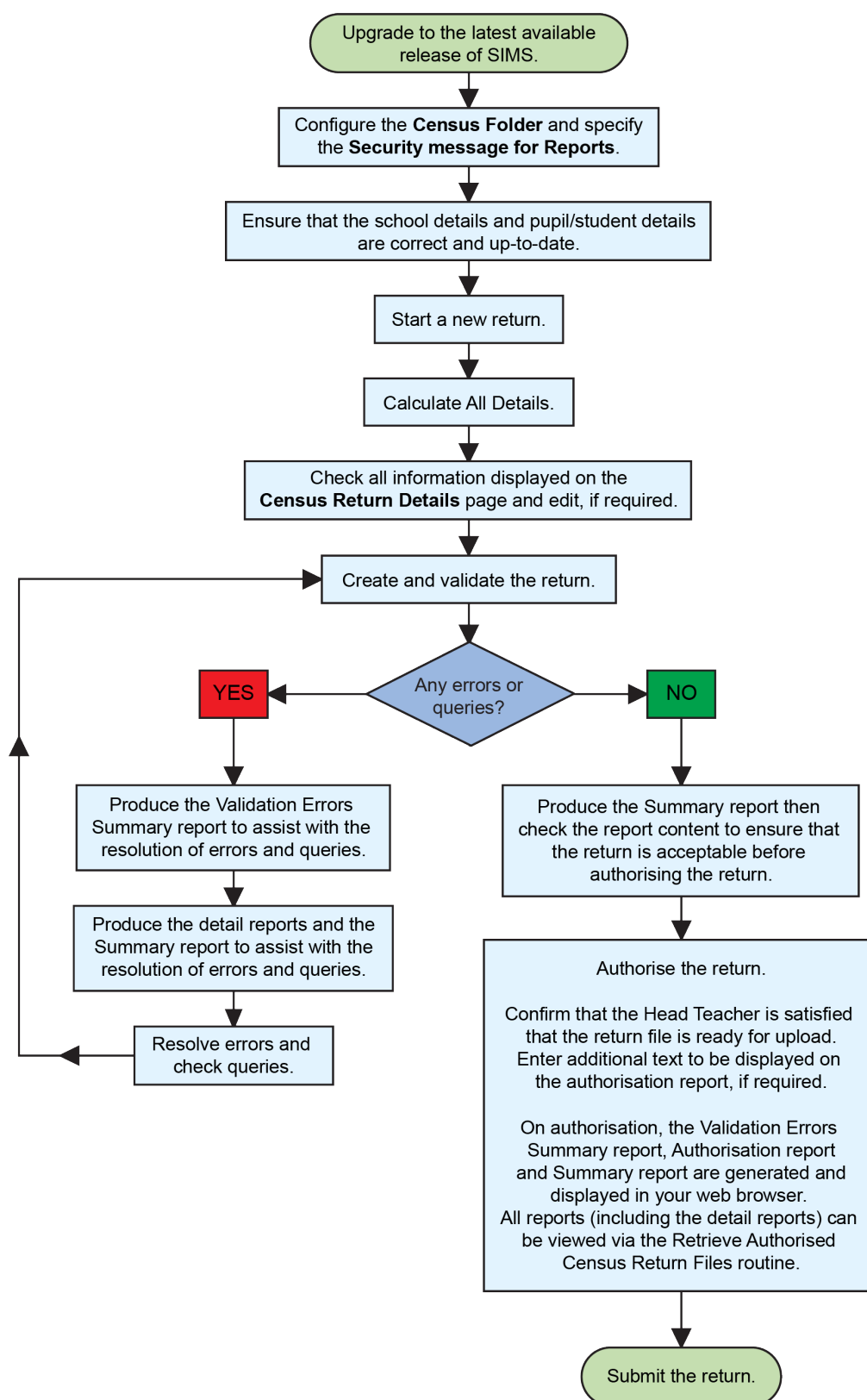
Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

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





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### Why Carry out a Dry Run?

When you have upgraded to the SIMS 2021 Summer Release (7.200), 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 22).

### The Dry Run Process

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

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

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

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

3. Click the **New** button to display the **Census Return Details** page.
4. By default, the return **Description** is displayed as **School Census Autumn 2021**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. **Autumn21Test**.
5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added or corrected before the return can be created and validated.
7. Click the **Create & Validate** button to start the validation process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.



### Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Autumn 2021 Return* handbook.

## Resolving Validation Errors and Checking Queries

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

Validation Errors Summary				
Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)				
Student Search: [Find] Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter				
Error Search:	ALL	Total of displayed rows: 10	To resolve an error, click in row to navigate to the relevant screen	
Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janet Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosal Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, Male/UPN: K8232999140	# Go to Focus   Student   Student Details Ethnolinguistic panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirk Date of Birth: 2005-01-18, Male/UPN: H620200109012	# 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, Skaislat Date of Birth: 2008-03-28, Female, Age: 12/UPN: B8	# Go to Focus   Student   Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V82329991400	# Go to Focus   Student   Student details and check for duplicate pupil record.
Q	1650Q	Please check: Pupil record with no address details.	Name: Baines, Celia Date of Birth: 2013-08-14, Female/UPN: C82329991400	# Go to Focus   Student   Student Details Addresses and add 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

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

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

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

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

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

## Producing Detail Reports

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

The following reports are currently available:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report (1st half term)
- Attendance Report (2nd half term)
- Absentees Report
- SEN Report
- Address Detail Report
- Free School Meal Eligibility Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Learning Aims by Status Report
- Post-16 Programmes of Study Report
- Post-16 Programmes of Study and Learning Aims Report (**New**)
- Work Placements Report

- Prior Attainment Report
- Top-up Funding Report
- Funding and Monitoring Report (**New**)
- Post Looked After Arrangements Report
- Permanent Exclusions without Final Review Report.

To select a single detail report:

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

**Census Return Details - Autumn 2021 Term : School Census Autumn 2021**

Save Undo Create & Validate Summary Authorise Detail Report

1 Census Details 2 School Information 3 Top-up Funding 4 Post Looked After Arrangements

**1 Census Details**

Census Date: 07/10/2021

Description: School Census Autumn 2021

Attendance collected from: 05/04/2021

Exclusions collected from: 01/01/2021

FSM collected from: 21/05/2021

Learning Aims collected from: 01/08/2020

**2 School Information**

School Name: Green Abbey School

LA: 823 Establishment Number:

Telephone: 851234 URN:

School E-mail Address: office@ga.org.uk

School Phase: SS Secondary

School Type: Comprehensive allthrough 11-18

Governance: Community Intake Type:

Lowest NC Year: 7 Highest NC Year:

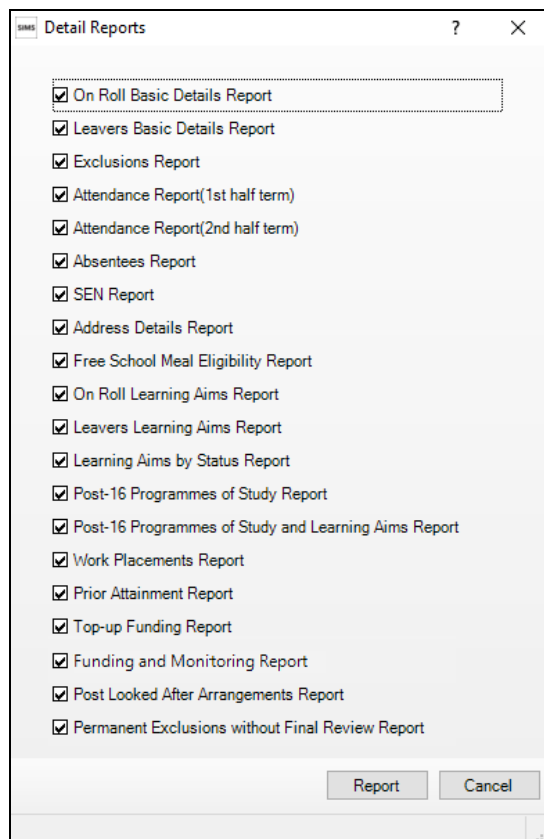
**Detail Report**

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report(1st half term)
- Attendance Report(2nd half term)
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- On Roll Learning Aims Report
- Leavers Learning Aims Report
- Learning Aims by Status Report
- Post-16 Programmes of Study Report
- Post-16 Programmes of Study and Learning Aims Report
- Work Placements Report
- Prior Attainment Report
- Top-up Funding Report
- Funding and Monitoring Report
- Post Looked After Arrangements Report
- Permanent Exclusions without Final Review Report
- Multiple Reports...

## 02| Carrying out a Dry Run

To select multiple detail reports:

1. Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.



2. If any reports are not required, deselect the associated check boxes.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The reports are saved automatically in the folder specified in the **Census Return for Autumn Term** browser, e.g. S:\SCHOOL CENSUS. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

***TIP:** 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. In your web browser, right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.*

 **Completed**

# 03 | Preparing School Level Information

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Checking School Telephone and Email Information.....	19

## Checking Establishment Details

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














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

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

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

### 03| Preparing School Level Information

**1 Establishment**

School Name	Green Abbey School			 
LA	823 Central Bedfordshire  			
Establishment Number	4321			
Unique Reference Number				
UK Provider Reference Number				
School Phase	Secondary			
School Type	Comprehensive all-through 11-18			
School Governance	Community			
Intake Type	Comprehensive			
Previous School Name			Date Name Changed	 
Previous Estab Number			Earliest DOA	 
Previous URN Number			Date Number Changed	 
Boarding Pupils	<input type="checkbox"/> Nursery Class <input type="checkbox"/>		Special Class or Unit	<input type="checkbox"/>
Head Teacher	Mr Adrian Blacker  		Main Contact	
Curriculum Years	7 13		Mr Adrian Blacker	
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	<input type="checkbox"/> Arts <input type="checkbox"/> Business and Enterprise <input type="checkbox"/> Engineering <input type="checkbox"/> Humanities			
Extended Services	<input type="checkbox"/> Before school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> After school childcare and/or activities for school-age children (term-time) <input type="checkbox"/> Childcare and/or activities, for school-age children during school holidays <input type="checkbox"/> Childcare integrated with a nursery education place for three and four year old...			
No. of Childcare Places	0			

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

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

4. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
5. If you have edited any information in the **Establishment** panel, click the **Save** button.

 **Completed**



## Information for Academies



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

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

## Checking School Telephone and Email Information

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

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

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

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

 **Completed**



# 04 | Preparing Student Level Information

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## Checking Student Details

Before starting the School Census return, check that all on-roll students are recorded in SIMS and that as far as possible the information is up-to-date and accurate. Ensure that:

- new student records have been added (for more information, please refer to the *Recording a New Pupil/Student* section in the *Managing Pupil/Student* handbook).
- any leavers have been recorded as such (please see *Recording Leavers and Re-Admissions* on page 25).

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

- any duplicate student records have been deleted (please see *Deleting Student Records Entered in Error* on page 28).
- part-time details have been checked/updated.
- student details have been updated where required.

The following sections in this guide provide additional information and specific instructions on checking and editing 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 22).

When you have upgraded to the SIMS 2021 Summer Release (7.200), you are strongly advised to carry out one or more dry runs to identify any validation errors and queries that must be resolved before the return is submitted (please see *Why Carry out a Dry Run?* on page 11).

## Updating Information Using the Bulk Update Routine

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

Many items can be checked using the Bulk Update routine. This functionality enables you to search for missing or invalid data, then update in bulk. For example, it is possible to search for all 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.

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 02/07/2021) - Year Group: <ANY> (as at 02/07/2021)							
1 Members							
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	Esan/Ishan	Estonian	Ew
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/Ishan	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 a number of students.

### Entering a Value for a Selection of Students

1. Highlight the first student you want to select, then hold down the **Ctrl** key and highlight the other required students.
2. 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 student at the top of the list.

1. 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).
2. 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 gender) 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.

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

2. Ensure that the **Status** of **On Roll** is selected.
3. Click the **Search** button to display a list of all on-roll 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	9	9A	004986	01/09/2018					
Aaron, Jason	9	9B	004987	01/09/2018					
Aaron, Liz	9	9C	004988	01/09/2018					
Aaron, Sophie	9	9D	004989	01/09/2018					
Abbess, Graham	12	G	004504	03/09/2017					
Abbey, Sean	12	H	004505	03/09/2017					

#### 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**

Save Print

1 Leaving Information 2 Students

**1 Leaving Information**

Date of Leaving  Reason for leaving  Assign to All

Destination after Leaving  Assign to Selected

Destination Institution

Destination Expected Start Date  Grounds for Removal

Learning Aim Withdrawal Reason

**2 Students**

Name	Year Group	Reg. Group	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Institution	Ex
Aaron, Liz	9	9C	004988	01/09/2018					
Aaron, Sophie	9	9D	004989	01/09/2018					
Thwicke, Francis	11	11F	004810	03/09/2016					

Remove Clear

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 NOTE:** 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 NOTE:** 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 enter in error, highlight the applicable student, then click the **Clear** button. This remove 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 re-admitted.

**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, Gender, 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 to delete their record permanently.

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

**Completed**

## Checking National Curriculum Year Groups

The National Curriculum Year Group (Year Taught In) is the year group in which the 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.

For the School Census Autumn 2021 Return, the collection data uses the Age at Date as at 31/08/2020 for attendance data and 31/08/2021 for all other data items.

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 2021/2022). This table is provided for reference only.

Year Taught In	Date of Birth Range	Age Range
	After 31/08/2019	1 and under
N1	01/09/2018 to 31/08/2019	2 – 3
N2	01/09/2017 to 31/08/2018	3 – 4
R	01/09/2016 to 31/08/2017	4 – 5
1	01/09/2015 to 31/08/2016	5 – 6
2	01/09/2014 to 31/08/2015	6 – 7
3	01/09/2013 to 31/08/2014	7 – 8
4	01/09/2012 to 31/08/2013	8 – 9
5	01/09/2011 to 31/08/2012	9 – 10
6	01/09/2010 to 31/08/2011	10 – 11
7	01/09/2009 to 31/08/2010	11 – 12
8	01/09/2008 to 31/08/2009	12 – 13
9	01/09/2007 to 31/08/2008	13 – 14
10	01/09/2006 to 31/08/2007	14 – 15
11	01/09/2005 to 31/08/2006	15 – 16
12	01/09/2004 to 31/08/2005	16 – 17
13	01/09/2003 to 31/08/2004	17 – 18
	Before 31/08/2003	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 Pupil/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.

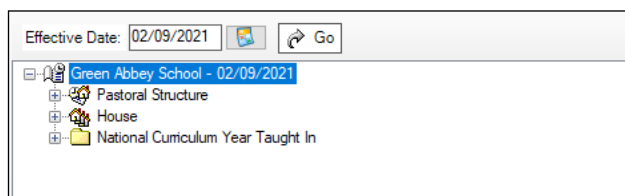
2 Registration			
Registration Group	10A	House	Hooke
Year Group	Year 10	Year Taught In	Curriculum Year 10
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2017	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	
UCI			
Part Time Details	Start Date	End Date	
	08/01/2021	02/09/2021	

New  
 Open  
 Delete

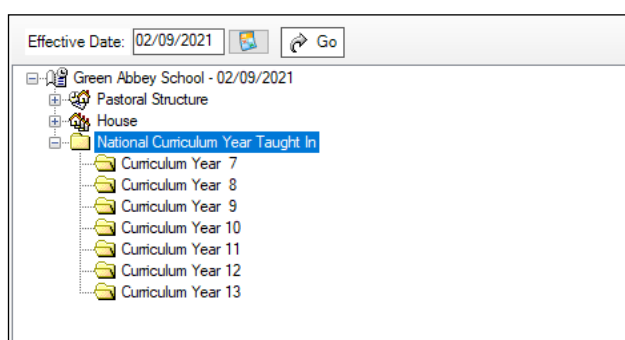
**NOTE:** Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

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

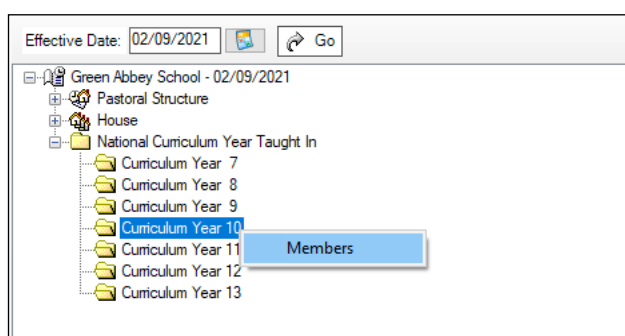
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



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



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



## 04 | Preparing Student Level Information

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 ( 02/09/2021 - 01/09/2022 )

**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
Aaron, Chris	Male	Year 10	10A	01/09/2005				✓			
Aaron, Jason	Male	Year 10	10B	08/03/2006				✓			
Aaron, Liz	Female	Year 10	10C	01/09/2005				✓			
Aaron, Sophie	Female	Year 10	10D	01/09/2005				✓			
Ackton, Stephen	Male	Year 10	10E	12/03/2006				✓			
Adasheji, Mohammed	Male	Year 10	10F	02/02/2006				✓			
Amelia, Goss	Female	Year 10	10F	21/12/2005				✓			
Amis, Harold	Male	Year 10	10E	15/11/2005				✓			
Angel, Tina	Female	Year 10	10D	14/06/2006				✓			
Ansell, Alfie	Male	Year 10	10C	14/02/2006				✓			
Ansell, Annie	Female	Year 10	10B	14/02/2006				✓			
<b>Total</b>					0	0	0	160	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 ( 02/09/2021 - 01/09/2022 )

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

**Members** Print Actions

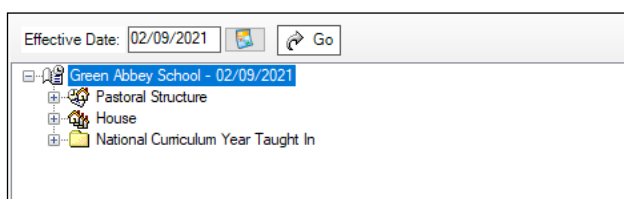
Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Henry, Stuart	Male	Year 10	10A	09/04/2005				✓			
Aaron, Chris	Male	Year 10	10A	01/09/2005				✓			
Aaron, Liz	Female	Year 10	10C	01/09/2005				✓			
Aaron, Sophie	Female	Year 10	10D	01/09/2005				✓			
Armitage, Jasper	Male	Year 10	10B	06/09/2005					✓		
Yanosh, Iridu	Male	Year 10	10D	15/09/2005				✓			
Mario, Luigi	Male	Year 10	10E	17/09/2005				✓			
White, Tom	Male	Year 10	10A	17/09/2005				✓			
Elliot, Fran	Female	Year 10	10A	22/09/2005				✓			
Fell, Mia	Female	Year 10	10B	28/09/2005				✓			
Brown, Royston	Male	Year 10	10B	29/09/2005				✓			
<b>Total</b>					0	0	0	159	1	0	0

OK Cancel

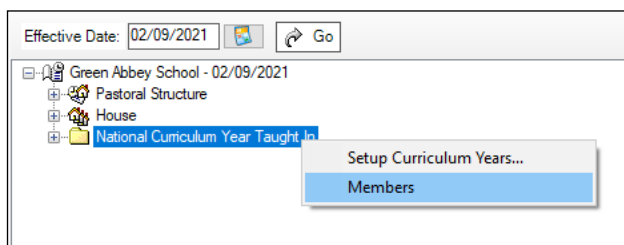
7. Ensure that all students are allocated membership to the correct **National Curriculum Year Taught In** and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Repeat for the other curriculum years, where applicable.
9. Click **Save** button.

## 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.

Allocate Students/Applicants

**Effective Date Range**  
☒ From effective date to end of the academic year ( ) Over the whole academic year ( 02/09/2021 - 01/09/2022 )

**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
Aaron, Chris	Male	Year 10	10A	01/09/2005				✓			
Aaron, Jason	Male	Year 10	10B	08/03/2006				✓			
Aaron, Liz	Female	Year 10	10C	01/09/2005				✓			
Aaron, Sophie	Female	Year 10	10D	01/09/2005				✓			
Abbess, Graham	Male	Year 13	G	29/09/2002							✓
Abbey, Sean	Male	Year 13	H	19/09/2002							✓
Abimbola, Deon	Male	Year 8	8A	14/05/2008		✓					
Ackton, Stephen	Male	Year 10	10E	12/03/2006				✓			
Acton, Jordan	Male	Year 12	M	11/02/2004						✓	
Acton, Samantha	Female	Year 13	J	25/03/2003							✓
Adams, Adam	Male	Year 11	11A	31/08/2005					✓		
<b>Total</b>					100	160	139	160	159	160	79

OK Cancel

#### 04 | Preparing Student Level Information

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.

The screenshot shows the 'Allocate Students/Applicants' window. The 'Effective Date Range' is set to 'Over the whole academic year ( 02/09/2021 - 01/09/2022 )'. The 'Student Status' section has checkboxes for 'Students', 'Accepted Applications', and 'Current Applications (Applied / Offered / Reserved)', all of which are checked. The 'Members' section displays a table with columns: Name, Gender, Year Group, Reg Group, DOB, and a grid of years 7 through 13. The table lists students such as Adeyemi, Abegunde, Allen, Bathany, Allen, Elsie, Allen, Louie, Alsop, Sophia, Andersen, Mia, Anderson, Sara, Andrews, Ewan, Bagri, Noor, Barker, Nicolas, and Booth, Dominik. The 'Total' row shows counts for each year: 100, 160, 139, 160, 159, 160, 79. The 'OK' and 'Cancel' buttons are at the bottom right.

Name	Gender	Year Group	Reg Group	DOB	7	8	9	10	11	12	13
Adeyemi, Abegunde	Male			06/10/2008							
Allen, Bathany	Female			24/01/2009							
Allen, Elsie	Female	Year 7	7C	07/11/2008	✓						
Allen, Louie	Male	Year 7	7D	16/03/2009	✓						
Alsop, Sophia	Female	Year 7	7E	06/06/2009	✓						
Andersen, Mia	Female	Year 7	7F	06/10/2008	✓						
Anderson, Sara	Female	Year 7	7F	16/04/2009	✓						
Andrews, Ewan	Male	Year 7	7E	24/11/2008	✓						
Bagri, Noor	Female	Year 7	7D	02/02/2009	✓						
Barker, Nicolas	Male	Year 7	7C	08/08/2009	✓						
Booth, Dominik	Male	Year 7	7B	05/05/2009	✓						
Total					100	160	139	160	159	160	79

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.

 **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)
  - **Gender** (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**



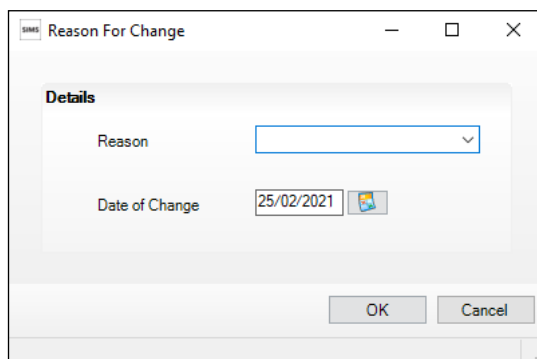
### More Information:

*Recording a Student's Change of Surname on page 36*

## Recording a Student's Change of Surname

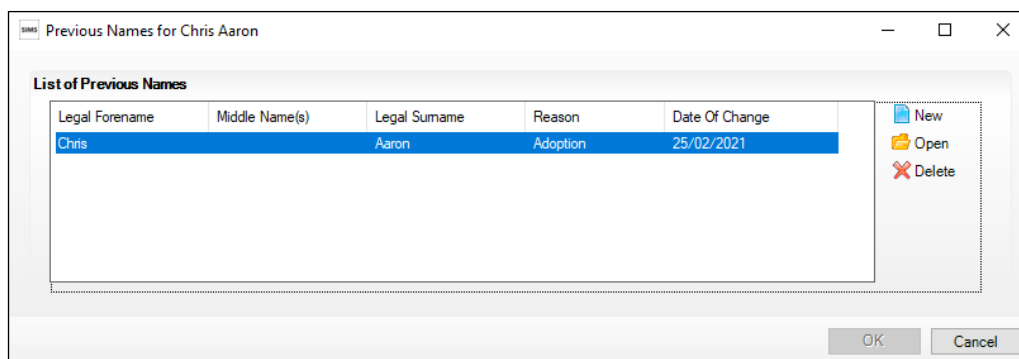
It is a requirement of the return that a history of students' previous surname(s) is recorded.

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 two fields: 'Reason' (a drop-down menu) and 'Date of Change' (a text box showing '25/02/2021' with a calendar icon). At the bottom are 'OK' and 'Cancel' buttons.

4. Select the applicable **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
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 displays a table titled 'List of Previous Names' with the following data:

Legal Forename	Middle Name(s)	Legal Surname	Reason	Date Of Change
Chris		Aaron	Adoption	25/02/2021

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

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 | Pupil | Change Enrolment Status** (please see *Changing an Enrolment Status* on page 38).
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number**
- **Part-Time Details.**

## 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	10A	House	Hooke
Year Group	Year 10	Year Taught In	Curriculum Year 10
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2017	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	
UCI			
Part Time Details	Start Date	End Date	
	08/01/2021	02/09/2021	
			 New
			 Open
			 Delete

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** (please see **Changing an Enrolment Status** on page 38).
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.



### Changing an Enrolment Status

A student **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.*


1. Select **Routines | Student | Change Enrolment Status** to display the **Find Student** browser.
2. 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**.*

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

**2 Registration**

Enrolment Status: Main - Dual Registration 

Student Date of Change: 08/08/2021  This date is used for statutory returns and reporting only.

Notes: Enrolment status might change in the near future.

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.

4. The **Student Date of Change** defaults to today's date but can be edited by selecting the required date from the adjacent Calendar. This date is for information only and does not impact any other part of SIMS.
5. Enter any associated **Notes**.

- 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.

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



## Checking Unique Pupil Numbers

The following information is collected in the return:

- UPN**
- Former UPN** (this is a read-only field, which is automatically populated if the UPN is changed).

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.

- Select **Focus | Student | Student Details** to display the **Find Student** browser.
- 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	10A	House	Hooke
Year Group	Year 10	Year Taught In	Curriculum Year 10
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2017	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	
UCI			
Part Time Details	Start Date	End Date	
	08/01/2021	02/09/2021	

New  
 Open  
 Delete

UPNs should be entered in the **UPN** field. Ensure that the format is valid (the field will turn red if invalid).

- **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.
4. If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

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/government/publications/unique-pupil-numbers>).*



**Completed**

## Checking Unique Learner Numbers

Applicable to Secondary/middle deemed Secondary, All-Through (Secondary phase) and Pupil Referral Units (Secondary phase)




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 (<http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s>).
- The **Learner Registration Service** Web Portal 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	10A	House	Hooke
Year Group	Year 10	Year Taught In	Curriculum Year 10
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2017	Admission Number	004986
Former UPN		Attendance Mode	All day
UPN	Y820200109033	Local UPN	
Unique Learner Number	5142335588	Exam Number	
UCI			
Part Time Details	Start Date 08/01/2021	End Date 02/09/2021	 New  Open  Delete

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**



## Entering School Arranged Alternative Provision Placement Details

This new data item can be recorded in the **Registration** panel of the **Student Details** page from September 2021 in preparation for the first voluntary collection of data in the School Census Spring 2022 Return.

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

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

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. Click the **Registration** hyperlink to display the **Registration** panel.
4. Click the **New** button adjacent to the **School Arranged Alternative Provision Placements** table.

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

☐ Completed

## Specifying the Reason for Alternative Provision Admission

**Applicable to Pupil Referral Units only**

This information for all pupil/students who are single registered can be recorded from September 2021 in preparation for the first voluntary collection of data in the School Census Spring 2022 Return.

1. Select **Focus | Student | Student Details** to display the **Find Pupil** browser.
2. Search for, then double-click the name of the required student to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.
4. Select the applicable option from the **AP Admission Reason** drop-down list.
5. Click the **Save** button.

☐ Completed

## Checking Student's Part-Time Details

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 taken into account. 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.

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

The screenshot shows the '2 Registration' panel with the following fields and values:

Field	Value
Registration Group	10A
Year Group	Year 10
Enrolment Status	Single Registration
Admission Date	01/09/2017
Former UPN	
UPN	Y820200109033
Unique Learner Number	5142335588
UCI	
Part Time Details	Start Date: 08/01/2021, End Date: 02/09/2021
House	Hooke
Year Taught In	Curriculum Year 10
Boarder Status	
Admission Number	004986
Attendance Mode	All day
Local UPN	
Exam Number	

Buttons: New, Open, Delete

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.

The screenshot shows the 'Add Part-time Attendance' dialog box with the following fields and values:

Field	Value
Start Date	08/01/2021
End Date	02/09/2021

Buttons: OK, Cancel

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 NOTE:** 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 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.

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

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

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.

**3 Addresses** History

Current Home Address Details (Validated)

Address: 12 Downham Close  
Great Denham  
Bedford  
MK40 4RR  
United Kingdom  
UPRN: 10024232726

Delete  
 Modify Address  
 Move House  
 Validate

Note

Start date: 03/04/2018 End date:

Enter additional address

Post Code: CB24 6DD Country: United Kingdom

House Number/Name: 1

☒ Search Validation Service ☒ Search Existing Addresses

Continue Advanced

*NOTE: British Forces Post Office numbers can be added as post codes.*

4. If the Unique Property Reference Number (**UPRN**) is not displayed below the **Current Home Address Details**:
  - a. Click the **Validate** button to display the **Find Matching Addresses** dialog.
  - b. Highlight the required address, then click the **OK** button to return to the **Addresses** panel, where the **UPRN** is displayed below the address.
5. If you have edited the address, click the **Save** button.
6. If the 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.*



## Checking Free School Meals Eligibility

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.

**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.

The screenshot shows the 'Dietary' panel with two main sections:

- Meal Patterns:** A table with columns: Start Date, End Date, Mon, Tue, Wed, Thu, Fri. A single row is displayed with Start Date: 03/09/2018, End Date: (empty), and days: SM, SM, SM, SM, SM.
- Eligible for Free Meals:** A table with columns: Start Date, End Date, Country, Notes. A single row is displayed with Start Date: 03/09/2018, End Date: (empty), and Country: England.

On the right side of each table, there are buttons: 'New' (blue document icon), 'Open' (yellow folder icon), and 'Delete' (red X icon). At the bottom of the panel, there is an 'FSM Review Date' field showing 07/06/2021 and a calendar icon.

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

The screenshot shows the 'Add Student Free Meals Details' dialog box with the following fields:

- Start Date:** A text box containing '01/01/2022' with a calendar icon to its right.
- End Date:** An empty text box with a calendar icon to its right.
- Country:** A drop-down menu currently showing 'England'.
- Notes:** A large text area for entering notes.

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

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

Ensure that this information is checked/amended on a regular basis.

 **Completed**

## Checking Ethnic and Cultural Information

The following **First Language** information should be recorded in preparation for the return:

- 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 **First Language** from the drop-down list.
5. 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.



Completed

## 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.

- **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 22).

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
24/10/2019	Concerns relat...	No concerns	No concerns		82343

☐ Uniform Allowance

Pupil Premium Indicator for year 2020/2021: ☒ Notes: Waiting for documentation

Learner Support

Learner Support Code	Award Date	Notes
Vulnerable Group Bursary Awarded	10/09/2019	

**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 2020/2021** 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.



## 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.
  - **Provision Type** (not applicable to Pupil Referral Units or Special schools)
    - **Time in SEN Unit** - member of SEN Unit
    - **Resourced Provision**
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:

Statement Pending?

Current Needs

Rank	Start Date	Need Type	Description
1	19/04/2016	Vision Impairment	Requires glasses for close work.
2	05/02/2015	Speech, Language or Communication Need	As English is Tamwar's second language, the deci...

Full Descriptions

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. In the **Provisions** panel, ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly.

**8 Provisions**

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

7. To edit an existing record, highlight the required record and then click the **Open** button.

To create a new record, click the **New** button to display the **Add/Edit SEN Provision** dialog.

**Add/Edit SEN Provision**

Provision Type:

Start Date:  End Date:

Cost:

Frequency:

Comments:

People Involved

Name:

8. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
9. Click the **OK** button to return to the **Provisions** panel.
10. Update the other information on the **Student SEN details** page, if required and then click the **Save** button.

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



Completed

## Preparing Exclusions Information

Information is required for a fixed period exclusion or a permanent exclusion with a final review that has a start date during the period 01/01/2021 to 31/07/2021 inclusive. Lunchtime exclusions are no longer collected for the return.

*NOTE: Exclusions terminology is changing: 'Fixed period exclusion' is changing to 'Suspension'.*

*Schools are required to record suspensions from September 2021 in preparation for the forthcoming returns. Both fixed term exclusions and suspensions will be collected in the School Census Spring 2022 Return. Suspensions only will be collected from the School Census Summer 2022 Return.*

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

- Fixed term and permanent exclusion **Type** (**Exclusion Details** panel).
- Fixed term and permanent exclusion **Reason(s)** (**Exclusion Details** panel).
- Fixed term and permanent exclusion **Start Date** (**Exclusion Details** panel).
- Fixed term 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 50).

**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.

Academic Year	Term	Start Date	End Date	Length	Exclusion Type	Exclusion Reason 1	Exclusion Reason 2	Exclusion Reason 3	
Academic Year 2020/2021	Summer Term	05/07/2021	09/07/2021	5	Fixed Term	Physical assault against a pupil	Persistent or general disruptive be...		New
Academic Year 2018/2019	Autumn Term	17/09/2018	17/09/2018	1	Fixed Term	Physical assault against an adult			Open
Academic Year 2017/2018	Autumn Term	04/09/2017	08/09/2017	5	Fixed Term	Sexual misconduct			Delete

3. Highlight an existing exclusion, then click the **Open** button adjacent to the **Exclusions** panel to view/edit the details of the exclusion.  
Alternatively, click the **New** button to display the **Add Exclusion** dialog.
4. In the **Exclusion Details** panel, select the exclusion **Type** from the drop-down list.

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

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

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

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

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



Completed

## 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 on 31/08/2020, who were on-roll for at least one session during each Summer half term, i.e. from 05/04/2021 to 30/05/2021 and 31/05/2021 to 31/07/2021.

For information and advice about school attendance, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>).



### Additional Resources:

*Producing the School Census Autumn 2021 Return* handbook  
*Managing Pupil/Student Attendance* handbook (SIMS Attendance users)  
*Monitoring Session and Lesson Attendance* handbook (SIMS Lesson Monitor users)

## Schools that use SIMS Attendance/Lesson Monitor

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

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

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

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



Completed

## School that do not use SIMS Attendance/Lesson Monitor

If you do not use SIMS Attendance or SIMS Lesson Monitor and you do not use a software package that writes back to the SIMS database, or if you have not converted to the code of practice for attendance codes, you need to calculate and enter the following information manually on the **Census Details** page (via **Routines | Statutory Returns | School Census**):

- Total sessions possible
- Total sessions missed due to authorised absence
- Total sessions missed due to unauthorised absence
- Total sessions attending an approved educational activity
- Total sessions unable to attend due to an exceptional circumstances
- Total number of sessions unable to attend due to Coronavirus.

**Attendance**

Attendance Application not in use. Manual entry is required.

☒ Group By

[Check for additional pupil & zero totals](#)

Surname	Forename	YTI	Reg Group	Enrol Status	T Poss Sessions	T Auth Absences	T Unauth Absences	T AEA Sessions	T Excep Sessions	T Corona Sessions
Abbott	Jessica	Year 2	2JB	On Roll	0	0	0	0	0	0
Abhra	Abjit	Year 6	6VC	On Roll	0	0	0	0	0	0
Abhra	Alisha	Year 6	6VC	On Roll	0	0	0	0	0	0
Abhra	Shaqib	Year 2	2JB	On Roll	0	0	0	0	0	0
Abrams	Paul	Year 1	ELM	On Roll	0	0	0	0	0	0
Ackton	Charlotte	Year 2	2GH	On Roll	0	0	0	0	0	0
Ackton	Stan	Year 6	6KH	On Roll	0	0	0	0	0	0
Adams	Nancy	Year 4	4ES	On Roll	0	0	0	0	0	0
Adams	Sadie	Year 3	3CB	On Roll	0	0	0	0	0	0
Aditya	Zayan	Year R	PINE	On Roll	0	0	0	0	0	0
Ainsley	Charlotte	Year 1	OAK	On Roll	0	0	0	0	0	0
Akeman	Richard	Year 5	5BB	On Roll	0	0	0	0	0	0
Akeman	Steven	Year 5	5DT	On Roll	0	0	0	0	0	0
Alala	Candis	Year 4	4SL	On Roll	0	0	0	0	0	0

☒ Completed

## 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).

Update Students with Top-up Funding

Update

Term

Autumn 2021

Students On-Roll on Census Day

Surname

Forename

YTI

All

Reg

All

Preferred Surname

SEN

<Any>

Ever in care at this school

<Any>

Search

Top-up Funding

Add

Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylvia	12	G	E	No
White	White	Aurora	8	8D		No

- 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.

Term: Autumn 2021 Students On-Roll on Census Day

Surname: we Forename: YTI: 8 Reg: All

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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Webster	Webster	Mark	8	8E		No
Weddle	Weddle	Kameron	8	8D		No

Top-up Funding Add Remove

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

Term: Autumn 2021 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

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

Top-up Funding Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbess	Abbess	Graham	13	G	E	No
Ackton	Ackton	Stephen	10	10E	E	No
Andrews	Andrews	Jasmine	12	M	E	No
Chappling	Chappling	Martin	10	10D	E	No
Hudson	Hudson	Sarah	8	8D	E	No
Lawton	Lawton	Thomas	13	N	E	No
Mugarisanwa	Mugarisanwa	Sylvia	12	G	E	No
Webster	Webster	Mark	8	8E		No
Weddle	Weddle	Kameron	8	8D		No
White	White	Aurora	8	8D		No
Whiting	Whiting	Courtney	8	8C		No

- 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.
- 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.

- 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).

Update Students Post Looked After Arrangements

Update

Term

Autumn 2021

Students On-Roll on Census Day

Surname

Forename

YTI

All

Preferred Surname

Reg

All

Ever in Care at this school

<Any>

Search

Post Looked After Arrangements

Add

Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Jump	Jump	Frederick	10	10B	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	<input checked="" type="checkbox"/>
O'Connor	O'Connor	Marc	9	9A	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Simons	Simons	Christian	8	8C	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Smith	Smith	Alex	11	11E	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Smith	Smith	Amy	11	11D	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Aria	8	8B	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Stevens	Stevens	Holly	8	8E	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>



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

Term: Autumn 2021 Students On-Roll on Census Day

Surname: smi Forename: YTI: All

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

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Smiles	Smiles	George	9	9D	No
Smith	Smith	Christian	11	11C	No
Smith	Smith	Daniel	12	L	No
Smith	Smith	Jade	12	K	No
Smith	Smith	Laura	11	11B	No
Smith	Smith	Osias	12	J	No
Smith	Smith	Stephanie	12	H	No
Smith	Smith	Tabitha	9	9E	No
Smith	Smith	Trinity	12	G	No
Smith	Smith	Tristan	12	G	No

Post Looked After Arrangements Add Remove

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

Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Jump	Jump	Frederick	10	10B	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	<input checked="" type="checkbox"/>
O'Connor	O'Connor	Marc	9	9A	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>
Simons	Simons	Christian	8	8C	Yes	Ceased to be looked after through a Residence Order (RO)	<input checked="" type="checkbox"/>
Smith	Smith	Alex	11	11E	No	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Smith	Smith	Amy	11	11D	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Smith	Smith	Aria	8	8B	No	Ceased to be looked after through Adoption	<input type="checkbox"/>
Stevens	Stevens	Holly	8	8E	Yes	Ceased to be looked after through Adoption	<input checked="" type="checkbox"/>

Ceased to be looked after through Adoption  
 Ceased to be looked after through a Special Guardianship Order (SGO)  
 Ceased to be looked after through a Residence Order (RO)  
 Ceased to be looked after through a Child Arrangement Order (CAO)

- Ensure that the correct post looked after arrangement is displayed for each student by clicking the applicable **PLAA** cell, then selecting the applicable status from the drop-down list:
  - Ceased to be looked after through Adoption**
  - Ceased to be looked after through a Special Guardianship Order (SGO)**
  - Ceased to be looked after through a Residence Order (RO)**
  - Ceased to be looked after through a Child Arrangement Order (CAO).**
- Select the **Evidence Obtained** check box, if documents have been obtained that provide evidence of the post looked after arrangements.

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

6. To remove a student from the **Post Looked After Arrangements** list, highlight the required student and 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).



## Updating Funding and Monitoring

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

The data is collected for the first time in the School Census Autumn 2021 Return.

The information must be recorded via the **Tools** menu and then the details entered can be checked by running the Funding and Monitoring detail report within the School Census area of SIMS.

This information can be maintained any time during the academic year.

The information required is based on individual students:

- Student in receipt of school-led tutoring programme: Applicable to all schools (except Nursery schools), with the appropriate year groups or age ranges, i.e. pre-16. For students in National Curriculum Year Actual 1 to 11 or aged 5 to 15 as at 31/08/2021 in NC Year Actual 'X' for special schools. (Funding and Monitoring **code = 01.**)
- Student in receipt of 16 to 19 tuition fund: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For students in National Curriculum Year Actual 12 and above with current single registration (**C**) or current main dual registration (**M**). Pupil Referral Units or Alternative Provision for any student with the following enrolment status: **C, M, F** or **O**. (Funding and Monitoring code = **21.**)
- Student repeating up to one full final year of 16 to 19 funded provision: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For students in National Curriculum Year Actual 13 and above with current single registration (**C**) or current main dual registration (**M**). Pupil Referral Units or Alternative Provision for any student with the following enrolment status: **C, M, F** or **O**. (Funding and Monitoring code = **22.**)

*NOTE: Cumulative hours are not required for the Autumn 2021 census.*

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

The 2021/2022 Academic Year is displayed for on-roll students and leavers from 01/08/2021 to 31/07/2022.

Student information is displayed in the columns on the left-hand side of the panel. This information is displayed as at the system date.

Cells with a white background are editable.

2. In the **Students View** panel, specify the required filters.  
The contents of the **Students** panel changes to reflect the options selected.
3. Right-click anywhere in the **16-19 Tuition Fund** column, then select the required option from the pop-up menu.  
If most or all of the students have been receiving tuition funding, select the **Check All** option.  
Any students who have not been receiving school-led tutoring can then be deselected by clicking the **16-19 Tuition Fund** cell adjacent to their name.
4. Specify which students are **Repeating Year 13** 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.

Selecting the **Repeating Year 13** option creates two programme aims, one for the completed study programme and one for the repeating year. This can be checked by running the Post-16 Programmes of Study and Learning Aims report.

5. Right-click anywhere in the **School Led Tutoring** column, then select the required option from the pop-up menu.  
If most or all of the students have been receiving school-led tutoring, select the **Check All** option.  
Any students who have not been receiving school-led tutoring can then be deselected by clicking the **School Led Tutoring** cell adjacent to their name.

6. When a tick is entered in a **School Led Tutoring** cell, the corresponding 'cumulative hour' cells are then editable. The number of hours the student has received as at the Autumn census date can be entered (in increments of 0.5) but this information is not collected in the Autumn 2021 Return.
7. Enter **Notes**, if required. This information is for your own use and is not collected in the census.
8. Click the **Save** button.



#### Additional Resources:

*Producing the School Census Autumn 2021 handbook*



## Preparing Post 16 Information in Course Manager

*Applicable to schools with a Sixth Form only*

Learning Aims data is collected from English maintained Secondary/middle deemed Secondary and All-Through schools, Pupil Referral Units, CTCs and Academies that have sixth form students.

The Post 16 Learning Aims are collected only once a year (in the School Census Autumn Return) for students who were/are in National Curriculum Year Group (Year Taught In) 12 or above during the period from 01/08/2020 to 07/10/2021.

#### **IMPORTANT NOTES:**

*Learning Aims are collected for students for whom the school wishes to claim Post 16 funding from the Education and Skills Funding Agency (ESFA). These students must be/have been in National Curriculum Year Group (Year Taught In) 12 or above during the previous/current academic year as stated previously.*

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

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

It is important to ensure that the information entered in Course Manager is up-to-date and accurate before starting the return.

When creating the School Census Autumn 2021 Return, the **Learning Aims** panel is provided to deal with the Post 16 information required for the return. Detailed information about the functionality provided in this panel is available in the *Producing the School Census Autumn 2021 Return (English Secondary and Middle deemed Secondary)* handbook.

A document dedicated to the preparation of Post 16 data (*Preparing Post 16 Data for the School Census Autumn 2021 Return* guide) can be accessed from the SIMS **Documentation Centre** (via the **Documentation** button on the top right-hand side of the SIMS **Home Page** or via the support portal ([https://support.capitasoftware.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0036819](https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0036819))).



## 05| What Next?

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 provision changes, leavers and admissions/re-admissions, etc.) are recorded accurately in SIMS.

The SIMS 2021 Summer Release (7.200) must be installed before completing the School Census Autumn 2021 Return. However, 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 Autumn 2021 Return.

### Where Can I Get More Information?

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

- *Preparing Post 16 Data for the School Census Autumn 2021 Return* guide  
This guide deals specifically with preparing Post 16 data for the School Census Return.
- *Managing Pupil/Students* handbook  
This handbook provides details about the processes that relate to the management of student data in SIMS.
- *Producing the School Census Autumn 2021 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 Autumn 2021 Return (English All-Through Schools)* handbook  
This handbook outlines the School Census process in SIMS for All-Through schools.
- *Producing the School Census Autumn 2021 Return (English Pupil Referral Units)* handbook  
This handbook outlines the School Census process in SIMS for Pupil Referral Units.

Guidance about data protection and how student data is shared is available from the GOV.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>).

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

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

### **SIMS 7 Newsfeeds**

You are strongly advised to check the following SIMS Newsfeeds because they provide a range of explanatory text, presentations, videos and spreadsheets that you may find useful. These newsfeeds are updated regularly to provide the latest news and answers to enquiries.

- SIMS Newsfeed - School Census Autumn 2021 (England) Validations and Solutions ([https://capitaswprod.service-now.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0047679](https://capitaswprod.service-now.com/csm?id=kb_article_view&sysparm_article=KB0047679))
- SIMS Newsfeed - School Census Autumn 2021
- SIMS Newsfeed - DfE CBDS 2021/22
- SIMS Newsfeed - Course Management for SIMS 7 Summer Release 2021
- SIMS Newsfeed - Series 1900 Filesets for SIMS 7 Summer Release 2021.

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