

# School Census in SIMS Next Gen and SIMS 7

Summer 2026



# Data Protection Disclaimer

Screenshots used in this presentation  
have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

# Agenda and Objectives

- Summer Census update and where to get help
- Statutory background, scope and key dates
- Preparing for the school census in SIMS 7 and SNG
  - Checking your data to make sure its ok for census
  - Entering the relevant data for census
- Producing the Summer Census in SIMS 7 and SNG
  - Starting a census return
  - Creating and validating your return
  - Correcting and validating errors by editing individual pupil records or using the bulk update tool
  - Authorising your return (a crucial step required to verify your data)
  - Printing detailed reports
  - Printing a summary of the census

# Summer Census - Key Updates

- **Availability in SIMS**

- The **Summer Census will be available in both SIMS 7 and SIMS Next Gen (SNG)**.
- This is available in both products now for you to use

**Important:** Schools are **strongly encouraged to complete their Summer Census in SIMS Next Gen** to build confidence and familiarity ahead of future census cycles

# Census Support - CCC

- **Digital Services - for support with SIMS**
- How to prepare and produce the Summer census webinar:
  - Wednesday 6 May 2026 - [School Census Summer 2026 in SIMS Next Gen \(webinar\)](#)
- Drop-in webinar sessions for any further support of queries following the training on 6<sup>th</sup> May:
  - Tuesday 12 May 2026 - [Census User Support Drop-in \(webinar\)](#)
  - Wednesday 20 May 2026 - [Census User Support Drop-in \(webinar\)](#)
- **Data Team - for data queries**
  - Email: [datateam.pd@coventry.gov.uk](mailto:datateam.pd@coventry.gov.uk)

# Census Support - PPG

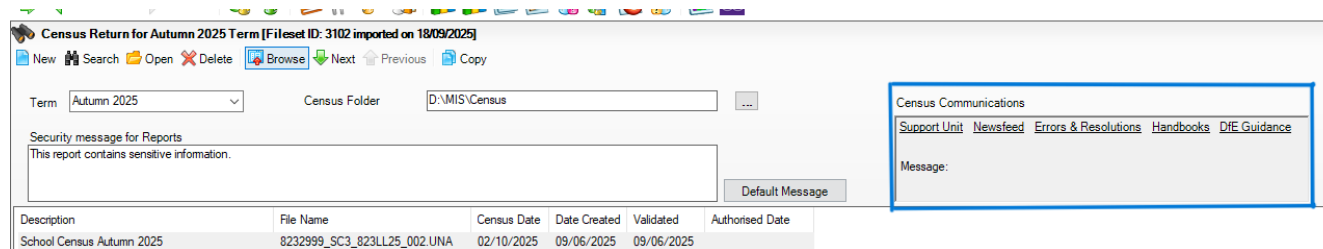
- PPG are delivering free Census Webinars from **21 April to 28 May**
  - Open to **all schools**
  - Sessions cover:
    - Overview of completing the census in **both SIMS 7 and SNG**
    - Common census issues
- Schools can register using this link [Register via KB0015610 - Summer Census Webinars](#)
- Census guides (knowledge bases KBs) [Summer Census - Customer Service](#)
- Newsfeed notification in SIMS 7 notification panel

# PPG Learn Upon Platform

- Micro Learning replacing traditional handbooks
- [SIMS Next Gen - Census error resolution and validation - Content details | ParentPay Group Learning Portal](#)
  - Provides an overview of the census and a simulation that walks you through the process.
  - You can follow this through as many times as you wish.
  - The course also includes information on resolving errors/queries in more detail along with how to share/export the detail contain in each section of the census.
- New video available on [How to fix errors & queries in Census - Census Video Channel | SIMS Next Gen](#)

# Further guidance & Help

- **SIMS Handbooks and error resolution available at [ICT Services for schools website](#)**
- **SIMS: Routines | Statutory Returns | School Census | Census Communication**



- **DfE Guidance - complete the school census**
  - <https://www.gov.uk/guidance/complete-the-school-census>
- **DfE Guidance - Data items 2025/26**
  - <https://www.gov.uk/guidance/complete-the-school-census/data-items-2025-to-2026>
- **DfE Guidance - Generate and submit the return**
  - <https://www.gov.uk/guidance/complete-the-school-census/submit-your-data>

# What is the School Census?

- Statutory data collection exercise run by central government with data from schools MIS systems.
- Data collected is determined by central government
- There are three (pupil) censuses each year - **Autumn**, **Spring** and **Summer**, there is also a school workforce census too.
- It is a snapshot of data in your system on census day - along with some historical data from previous periods.
- Different ranges and types of data are collected at each census - but the process to run the census in your MIS is broadly the same each time.
- MIS providers incorporate changes to data requirements in each census by upgrading their software.

# Statutory Requirement

- The submission of school census individual pupil records is a statutory requirement on schools under:
  - Section 537A of the Education Act 1996
  - The Education (Information about individual Pupils) (England) Regulations 2013
  - Section 99 of the Childcare Act 2006
  - Childcare (Provision of Information About Young Children (England) Regulations 2009
- This means
  - Schools do not need to obtain parental or pupil consent to the provision of information.
  - Ensures that schools are protected from legal challenge that they are breaching a duty of confidence to pupils
  - Helps to ensure that returns are completed by schools.

# Key Dates

- Census Day - **Thursday 21<sup>st</sup> May 2026**
- Deadline for return to the LA (maintained schools) - **Friday 5<sup>th</sup> June 2026**
- Attendance data - **01/01/2026 - 05/04/2026** (not applicable to Nursery schools)
- Exclusions - **01/08/2025 to 05/04/2026** (not applicable to Nursery schools)
- Free School Meal Eligibility - **16/01/2026 to 21/05/2026**
- AP Placements - **15/01/2026 - 21/05/2026** (not applicable to Nursery schools)
- Funding and Monitoring - **01/08/2025 to 21/05/2026** (not applicable to Nursery schools)
- Learner Support (Secondary Only) - **01/08/2025 to 21/05/2026**

# Pupils in Scope

- All pupils on the register on census date
- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Autumn 2025 and Spring 2026)
- Any additional pupils who attended the school in the previous term for which termly attendance data is required (not nursery schools)
- Any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) (not nursery schools)
- Any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year (not nursery schools)

# New & Discontinued Data Items

- There are no new or discontinued data items for Summer 2026

# Known Issues

- File set 3303 will be released to schools shortly for School Census Summer 2026 to correct the following three validations.
  - **Query 1881:** Please check the entry date as the sessions possible indicate that the pupil attended the school during the term prior to this date. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.
  - **Error 2500:** For pupils on roll, the attendance sessions possible must be greater than or equal to zero.
  - **Error 2520:** Please check: sessions possible should not be greater than 150.
- Fileset 3302 will be fine for dry runs, but authorisation will need Fileset 3303

# Today's Approach

- Preparing for Summer Census
  - Review data required for the census and where to find and update this in SIMS 7 and SIMS Next Gen
- Producing the Summer Census
  - Steps to produce the Census return SIMS 7 and SIMS Next Gen
  - Slides
  - Demo in SIMS Next Gen
  - Demo in SIMS 7 (if requested)

# Data Areas to Check



**SIMS Next Gen and SIMS 7 Census**

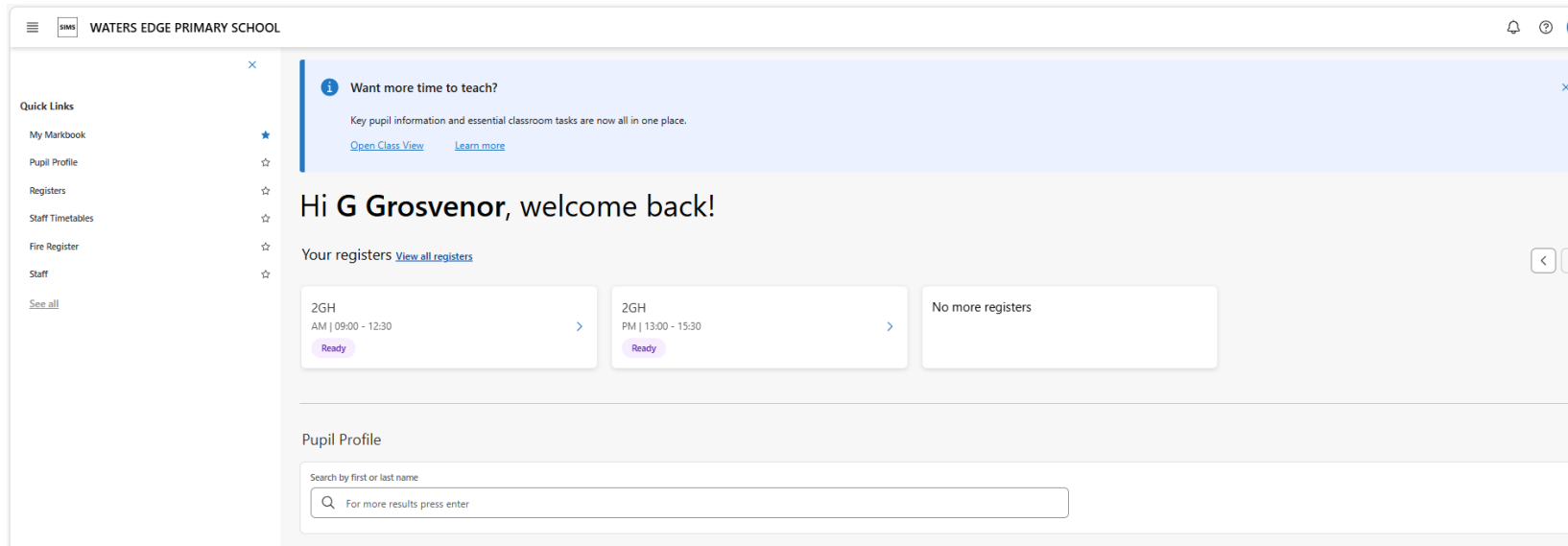


# Pupil Level Data - Basic Checks

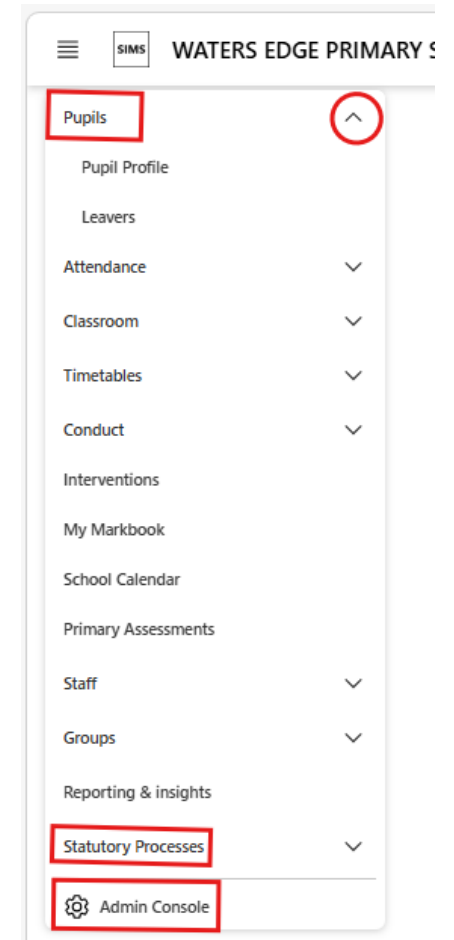
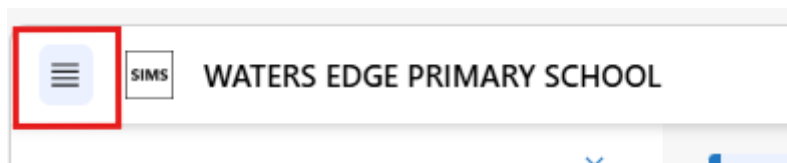
- All students should have a valid **UPN (Unique Pupil Number)**.
- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.
- All students should have a **valid address**.
- Students should have **first language** and **ethnicity entered**.
- All correct students should be admitted.
- Part-time details have been checked/updated.
- Any students who **did not** attend (any session) but who were admitted should be deleted.
- Leavers should have their date of leaving entered correctly.
- Any students with an exclusion (in the previous 2 terms) should have their data checked and missing items entered.

# SIMS Next Gen

- Landing page shows Quick Links (including Pupil Profile)



- Full menu is available by clicking on the "burger"



# School Details

## SIMS 7

### Focus | School | School Details

**1 Establishment**

School Name: WATERS EDGE PRIMARY SCHOOL

LA: 823 Central Bedfordshire

Establishment Number: 2999

Unique Reference Number:

School Phase: Primary

School Type: Infant and Junior School 5-11

School Governance: Community

Intake Type: Comprehensive

Previous School Name:

Previous Estab Number:

Previous URN Number:

Boarding Pupils:  Nursery Class

Head Teacher: Mrs Gillian Grosvenor

Curriculum Years: N1 / 6

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

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

**Extended Services**

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

No. of Childcare Places: 0

No. of Childcare Nursery Places: 0

Date Name Changed:


Earliest DOA:

Date Number Changed:

Special Class or Unit:

Main Contact: Mrs G Grosvenor

School Time: 32.5



## SIMS Next Gen

### Admin Console | School Details

WATERS EDGE PRIMARY SCHOOL

Home > Admin console > School details

**WATERS EDGE PRIMARY SCHOOL**


Establishment details

Contact details

Additional sites

Childcare provisions

SSU details

	DfE number 3319997	URN number 123564	
	Address East Town S13 7ND	Local authority 331 Coventry	
	Email <a href="mailto:school@we.com">school@we.com</a>	Website -	Contact number <a href="tel:852015">852015</a>

Basic information

School name  
WATERS EDGE PRIMARY SCHOOL

School phase  
Primary

School type  
Infant and Junior School 5-11

Intake type  
Comprehensive

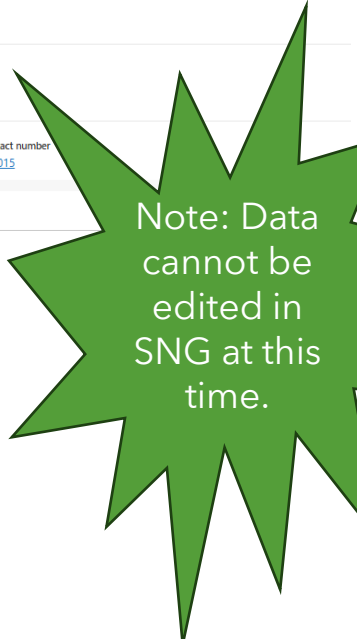
School governance  
Community

Establishment number  
9997

URN  
123564

Local authority  
331 Coventry

Head teacher  
Mrs Gillian Grosvenor




Note: Data cannot be edited in SNG at this time.

# Pupil Level Data - Basic Details

## SIMS 7

### Focus | Pupil | Pupil Detail

**1 Basic Details**

Legal Forename	Jessica	Photograph	
Middle Name(s)			
Legal Surname	Abbott		
Preferred Surname	Abbott		
Preferred Forename	Jessica		
Date of birth	17/02/2014		
Age	8 years, 8 months		
Sex	Female		
Pronoun(s)			
Birth Certificate Seen	<input type="checkbox"/>		<a href="#">History</a>

**3 Addresses**

Current Home Address Details (Validated) [History](#)


<a href="#">Address</a>	12 Downham Close Great Denham Bedford MK40 4RR United Kingdom UPRN: 10024232726	<a href="#">Delete</a> <a href="#">Modify Address</a> <a href="#">Move House</a> <a href="#">Validate</a>	
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](#)

## SIMS Next Gen

### Pupils | Pupil Profile

Jessica Gear

AM  Legally known as Jessica Gear

Class R / ASH Date of Birth 01st Mar 2021 (5 Years, 2 Months) Email address Gear@example.com

PM To wait inside school for parent to arrive after school

**Basic Details** Addresses

Contact Information	Home address <a href="#">Main</a>	Comment
Home life	8 Campbell Road Bedford MK40 3DD United Kingdom UPRN: 100080005811	-
Pupil Premium		
Languages and identity	Move in date 05/06/2025	Move out date -
Registration	<a href="#">+ Add address</a>	
Further funding		
Medical		
Meals		
School history		
Statutory SEND		
Additional SEND		
Consents		
User defined fields		

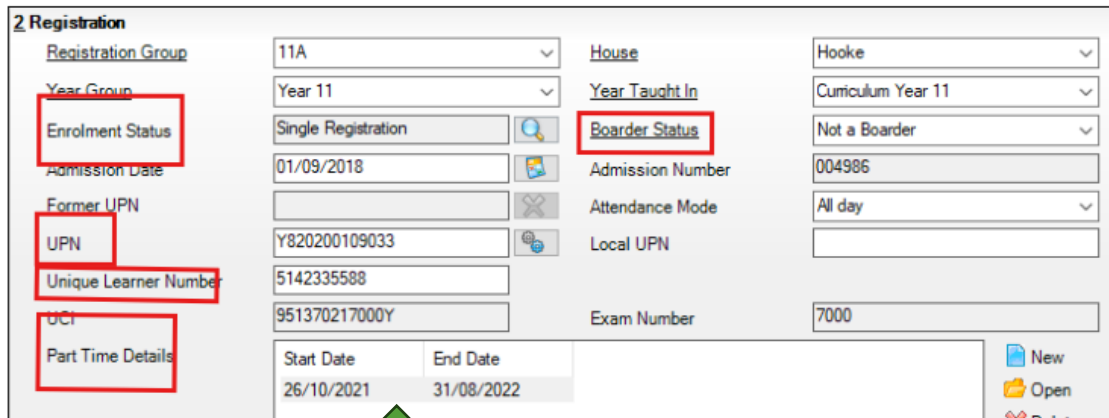
**Personal information**

Legally known as Jessica Gear	Preferred name Jessica Gear
Name pronunciation -	
Email address Gear@example.com <a href="#">Main</a>	
Sex Female	Pronouns -

# Pupil Level Data: Registration Details

## SIMS 7

Focus | Pupil | Pupil Details | Registration panel

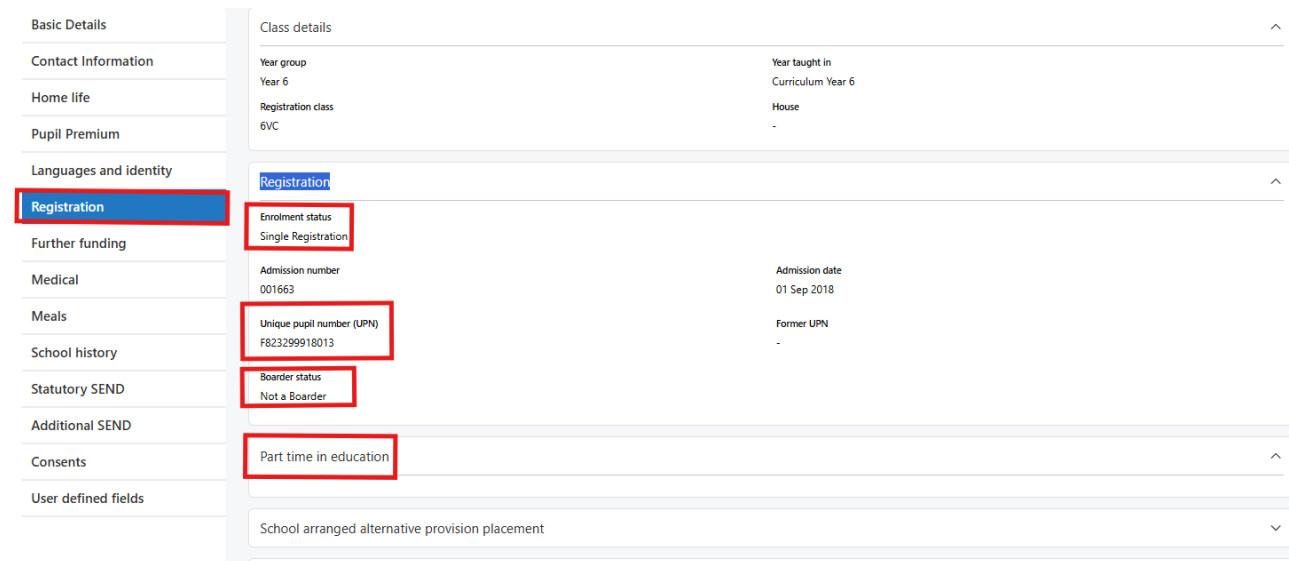


The screenshot shows the '2 Registration' panel in SIMS 7. It contains various fields for pupil registration details. Several fields are highlighted with red boxes: 'Enrolment Status' (Single Registration), 'Boarder Status' (Not a Boarder), 'UPN' (Y820200109033), 'Unique Learner Number' (5142335588), and 'Part Time Details' (Start Date: 26/10/2021, End Date: 31/08/2022). Other fields include Registration Group (11A), Year Group (Year 11), House (Hooke), Year Taught In (Curriculum Year 11), Admission Date (01/09/2018), Admission Number (004986), Attendance Mode (All day), Local UPN, and Exam Number (7000). A green arrow points from the 'Part Time Details' section towards the explanatory text below.

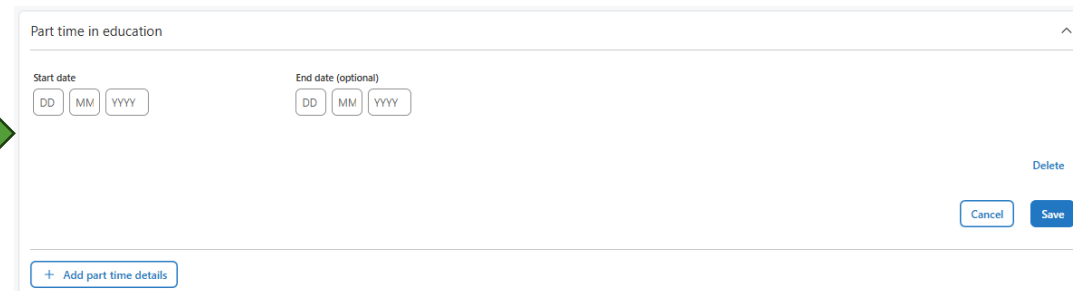
A current date need to be recorded in the Part Time details box for a child to be recorded as part time for the purpose of the census.

## SIMS Next Gen

Pupils | Pupil Profile | Registration panel



The screenshot shows the 'Registration' panel in SIMS Next Gen. The 'Registration' tab is selected and highlighted with a red box. Other tabs include Basic Details, Contact Information, Home life, Pupil Premium, Languages and identity, Further funding, Medical, Meals, School history, Statutory SEND, Additional SEND, Consents, and User defined fields. The 'Registration' section contains several fields: 'Enrolment status' (Single Registration), 'Admission number' (001663), 'Admission date' (01 Sep 2018), 'Unique pupil number (UPN)' (F823299918013), 'Boarder status' (Not a Boarder), and 'Part time in education'. A green arrow points from the 'Part Time Details' section in the SIMS 7 screenshot to the 'Part time in education' section in this screenshot.



This is a close-up of the 'Part time in education' form in SIMS Next Gen. It features two date pickers: 'Start date' and 'End date (optional)'. Each date picker has fields for Day (DD), Month (MM), and Year (YYYY). At the bottom right, there are 'Cancel' and 'Save' buttons. At the bottom left, there is a '+ Add part time details' button. A green arrow points from the explanatory text above to the 'Start date' field.

# Part Time Indicator

## Focus | Pupil | Pupil Details | Registration panel

- Collected for on and off roll pupils
- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.
- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.
- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

# Alternative Provision Placements

## SIMS 7

Focus | Pupils | Pupil Details | Registration panel

**2 Registration**

Class	OAK	House	
Year Group	Year R	Year Taught In	Curriculum Year R
Enrolment Status	Single Registration	Boarder Status	Not a Boarder
Admission Date	02/09/2024	Admission Number	002044
Former UPN		Attendance Mode	All day
UPN	V823299924031	Local UPN	

Part Time Details

Start Date	End Date		New
			Open
			Delete

School Arranged Alternative Provision Placements

Start Date	End Date	Description	AP Setting	Companies House No	AP	New
						Open
						Delete

**Add/Edit Alternative Provision Placements**

Start Date	
End Date	
Description	
AP URN	
AP UKPRN	
AP Setting	
Companies House No	
AP Postcode	
AP Reason	
AP Attendance	
AP Sessions	
Notes	

OK Cancel

## SIMS Next Gen

Pupils | Pupil Profile | Registration panel

Part time in education

School arranged alternative provision placement

Start date: DD MM YYYY End date (optional): DD MM YYYY

Reason (optional):

Description (optional):

Attending full-time (optional):  Yes  No

Setting details (optional):  URN  UKPRN  Setting

Comment (optional):

Delete

Cancel Save

# Alternative Provision Placements

- Alternative Provision Placements should be completed by all types of school, including:
  - primary
  - middle-deemed primary
  - middle-deemed secondary
  - secondary
  - all-through
  - special
  - PRU and AP schools
- **If your school has not arranged any AP placements during the collection period, you do not need to complete this module.**

# Free School Meals

## SIMS 7

Focus | Pupil | Pupil Details | Dietary panel

**6 Dietary**

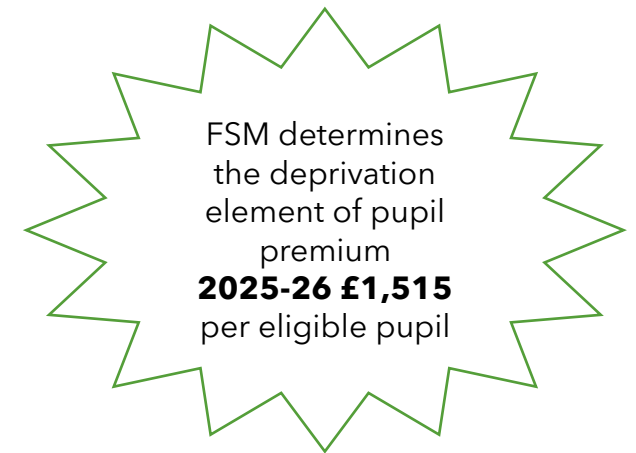
Meal Patterns

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	
06/09/2021		PL	PL	PL	PL	PL	

Eligible for Free Meals

Start Date	End Date	Country	Notes
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FSM Review Date



## SIMS Next Gen

Pupils | Pupil Profile | Pupil Premium panel

**Knowledge Article View - Edit FSM information**

**Pupil Premium**

Funding

Funding received for previous year: Yes

Funding eligible for current year: Yes

Funding history

Premium types

Free school meals	Eligible this year
01 Sep 2022	-

Review date: Ever 6: Yes

Free school meal information is collected for pupils with the following periods of eligibility:

Start date is on or before **21/05/2026**

End date is either blank or between **16/01/2026** and **21/05/2026**

# Free School Meal Eligibility

- Check your FSM list from the LA and ensure all eligible children have the correct dates entered
- Schools should have access to the FSM Portal/Connect which will give you access to view your live FSM list. If you do not have access, please email [Freeschoolmeals@Coventry.gov.uk](mailto:Freeschoolmeals@Coventry.gov.uk) and quote in the subject Administration Service & confirm the school you are emailing from so this can be sent to the relevant area.

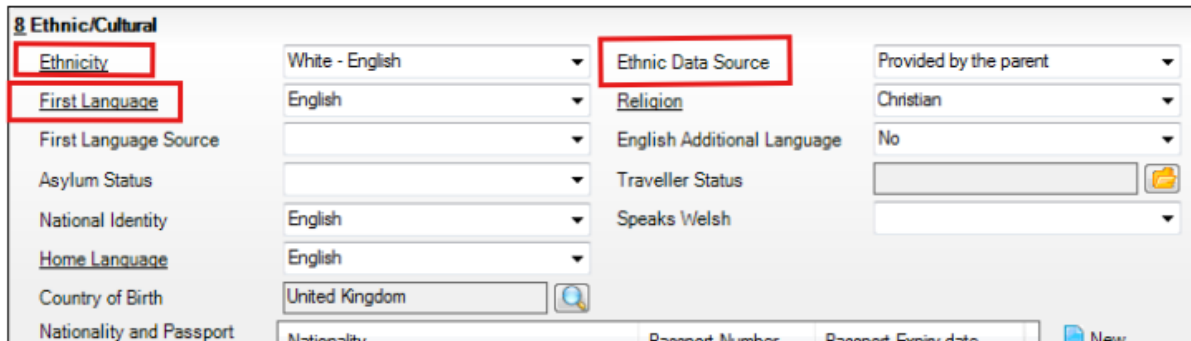
# FSM: No recourse to public funds

- Since April 2022, free school meal eligibility was permanently extended to children from all groups with **no recourse to public funds** (NRPF), subject to the following income thresholds where applicable:
  - £22,700 per annum for families outside London with one child
  - £31,200 per annum for families within London with one child
  - £26,300 per annum for families outside London with 2 or more children
  - £34,800 per annum for families within London with 2 or more children
- These children should be marked as receiving free school meals on the school census, in the same way that children who are eligible for free school meals under the benefits-based criteria would be.
- Schools should retain any evidence of eligibility for audit purposes.
- Use this link for more information on [free school meals for groups with NRPF](#)

# Ethnicity & First Language

## SIMS 7

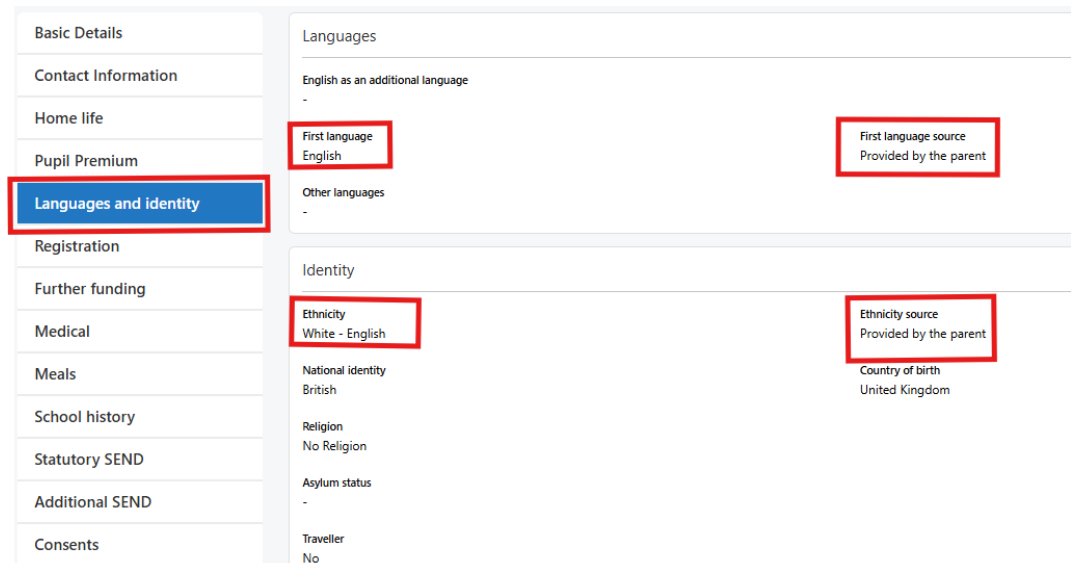
Focus | Pupil | Pupil Details | Ethnic / Cultural panel



The screenshot shows the 'Ethnic/Cultural' panel in SIMS 7. It contains several dropdown menus and text boxes. The 'Ethnicity' dropdown is set to 'White - English', and the 'Ethnic Data Source' dropdown is set to 'Provided by the parent'. The 'First Language' dropdown is set to 'English', and the 'First Language Source' dropdown is set to 'Provided by the parent'. Other fields include 'Religion' (Christian), 'English Additional Language' (No), 'Traveller Status' (empty), 'Speaks Welsh' (empty), 'National Identity' (English), 'Home Language' (English), and 'Country of Birth' (United Kingdom).

## SIMS Next Gen

Pupils | Pupil Profile | Languages and identity panel



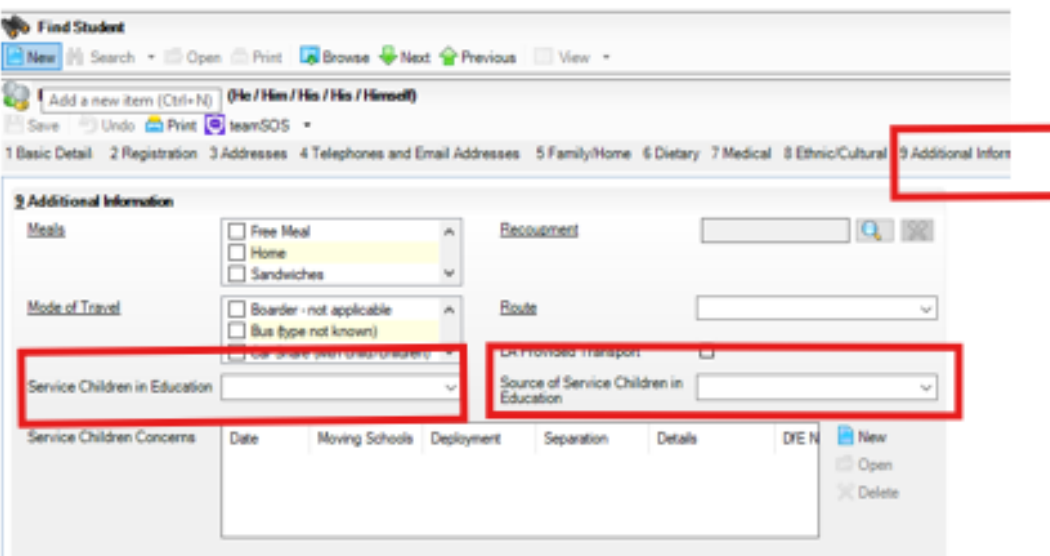
The screenshot shows the 'Languages and identity' panel in SIMS Next Gen. The 'Languages' section includes 'English as an additional language' (empty), 'First language' (English), and 'First language source' (Provided by the parent). The 'Identity' section includes 'Ethnicity' (White - English), 'Ethnicity source' (Provided by the parent), 'National identity' (British), 'Country of birth' (United Kingdom), 'Religion' (No Religion), 'Asylum status' (empty), and 'Traveller' (No).

# Service Children Indicator



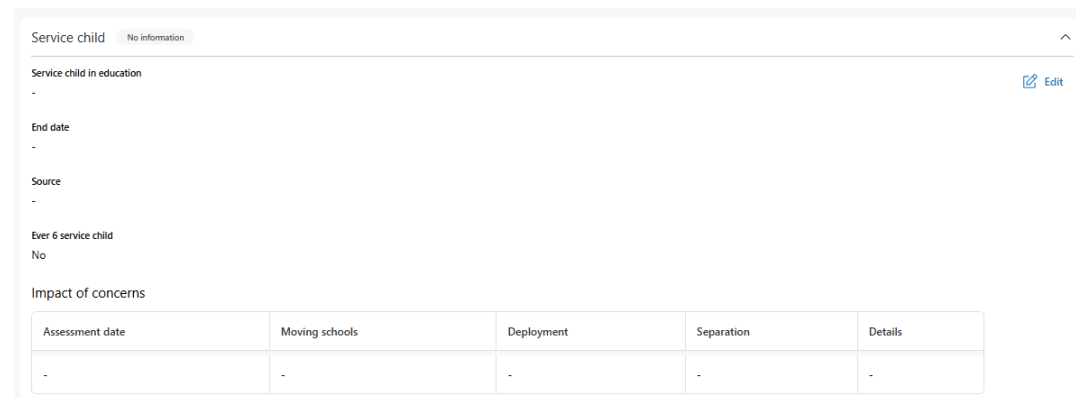
## SIMS 7

Focus | Pupil | Pupil Details | Additional Information panel



## SIMS Next Gen

Pupils | Pupil Profile | Pupil Premium panel



# Youth Support Services Indicator [3]

## SIMS 7

**Focus | Pupil (or Student) | Pupil (or Student) Details | Additional Information panel**

Recoupment

Youth Support Services Agreement **Obtained**

Route

LA Provided Transport

Source of Service Children in Education

## SIMS Next Gen

**Pupils | Pupil Profile | Consents panel**

Basic Details

Contact Information

Home life

Pupil Premium

Languages and identity

Registration

Further funding

Medical

Meals

School history

Statutory SEND

Additional SEND

**Consents**

User defined fields

Consent type	Response	Comment	
Copyright Permission	-	-	...
Data Exchange	-	-	...
Internet Access	-	-	...
Photograph Student	-	-	...
School Visit	-	-	...
Sex Education	-	-	...
Youth support services agreement	-	-	...

Response (optional)

Obtained

Unsought

**Obtained**

Refused

Sought no reply

**This is for PRU, AP, Special and Secondary Schools Only**

# Youth Support Services Indicator [2]

- You should return the youth support services agreement for all pupils who are aged 12 and above as at 31 August. If it is not completed, the system will default to 'unsought'.
- If the value 'No' is recorded, information beyond name, address and date of birth cannot be shared with the youth support service as the parent or pupil has successfully exercised their right to object to the data being shared.

# Young Carer

## SIMS 7

**Focus | Pupil | Pupil Details |** Welfare panel  
(Young Carer section)

Start Date	End Date	Identified By	Notes	
11/1/2022	3/30/2023	Parent or Guardian	Young Carer is identi...	<a href="#">New</a> <a href="#">Open</a> <a href="#">Delete</a>

## SIMS Next Gen

**Pupils | Pupil Profile |** Home Life

Home life

No linked pupils

Pupil Premium

Languages and identity

Registration

Further funding

Medical

Meals

School history

Statutory SEND

Additional SEND

Consents

User defined fields

Transportation

Local authority provided transport  
-

Mode of travel  
-

Route  
-

Comment  
-

[Edit](#)

**Safeguarding information**

Child in need

No records added

Child protection plan

No plans added

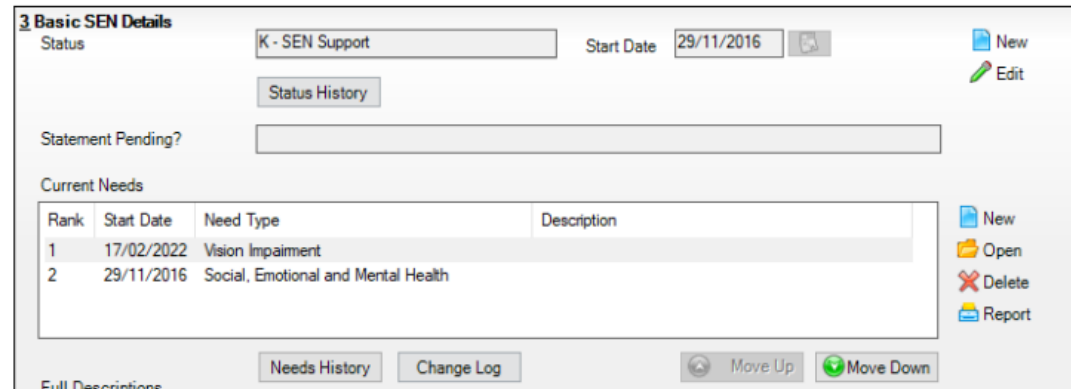
Young carer

No records added

# Special Educational Needs

## SIMS 7

**Focus | Pupil | Special Educational Need** or  
**Focus | Pupil Details** | click SEN (in the Links panel on right handside) and add the necessary details in Panel 3 Basic SEN details

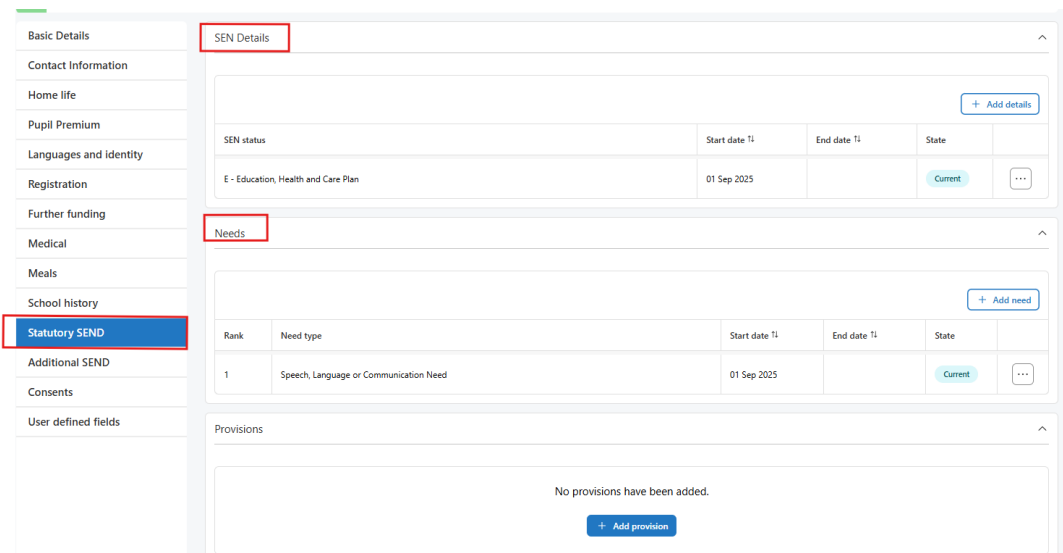


The screenshot shows the 'Basic SEN Details' panel in SIMS 7. It includes a 'Status' dropdown set to 'K - SEN Support' and a 'Start Date' of '29/11/2016'. Below this is a 'Statement Pending?' checkbox. The 'Current Needs' section contains a table with two rows of data. To the right of the table are buttons for 'New', 'Open', 'Delete', and 'Report'. At the bottom, there are buttons for 'Needs History', 'Change Log', 'Move Up', and 'Move Down'.

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

## SIMS Next Gen

**Pupils | Pupil Profile | Statutory SEND**



The screenshot shows the 'Statutory SEND' panel in SIMS Next Gen. The left-hand navigation menu has 'Statutory SEND' highlighted. The main content area is divided into three sections: 'SEN Details', 'Needs', and 'Provisions'. The 'SEN Details' section shows a table with one row of data. The 'Needs' section shows a table with one row of data. The 'Provisions' section is currently empty, displaying a message that no provisions have been added.

SEN status	Start date <sup>1</sup>	End date <sup>1</sup>	State
E - Education, Health and Care Plan	01 Sep 2025		Current

Rank	Need type	Start date <sup>1</sup>	End date <sup>1</sup>	State
1	Speech, Language or Communication Need	01 Sep 2025		Current

# Special Educational Needs

- Check with your SEN Co-ordinator that all children with a special educational need are marked as such.
  - All Students with current SEN provisions should have an SEN record with a valid **SEN status code** (E = EHCP, K = SEN Support)
- Any Students who have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include an **SEN status code** 'N' for No Special Educational Need
- Any Student in possession of an SEN provision (other than N) should also have at least one **SEN Need** defined
- Students with a provision but no specific type of need should be entered with the **SEN Need** of **No Specialist Assessment.**

# Enrolment Status: Dual Registered Pupils

## SIMS 7

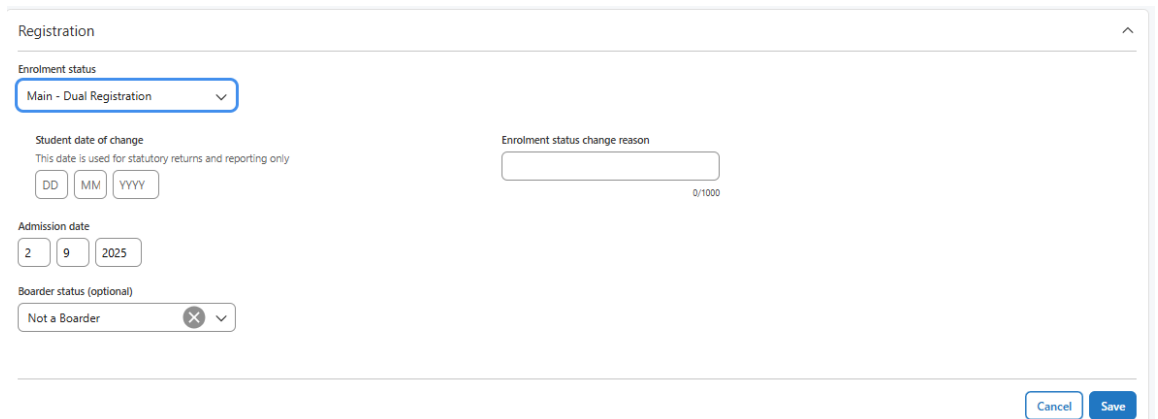
### Routines | Pupil | Change Enrolment Status

- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**
- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.
- The corresponding periods at the **Main** school should be populated with the attendance code **D**

## SIMS Next Gen

### Pupils | Pupil Profile | Registration panel

Click on the pencil icon to **edit**, select enrolment status from drop down list, if you are making a change additional boxes will appear to record the **date** and **reason**



The screenshot shows the 'Registration' panel in SIMS Next Gen. It features a dropdown menu for 'Enrolment status' currently set to 'Main - Dual Registration'. Below this, there are two input fields: 'Student date of change' (with subtext 'This date is used for statutory returns and reporting only') and 'Enrolment status change reason'. The date field is populated with '2/9/2025'. The reason field is empty with a character count of '0/1000'. At the bottom, there is a 'Boarder status (optional)' dropdown set to 'Not a Boarder'. 'Cancel' and 'Save' buttons are located at the bottom right.

# Preparing Data Demo

**SIMS Next Gen**

# Checking & Adding in Bulk

SIMS 7 and SIMS Next Gen

# SIMS 7

## Adding information in bulk

**Bulk update Student**

Search Browse Links Help Close

**Bulk Update**

Student Population

Group Type [Redacted] ▾

Group [Redacted] ▾

Effective Date 28/11/2022 [Calendar Icon]

Update Data Item

Data Item [Redacted] ▾

Effective Date 28/11/2022 [Calendar Icon]

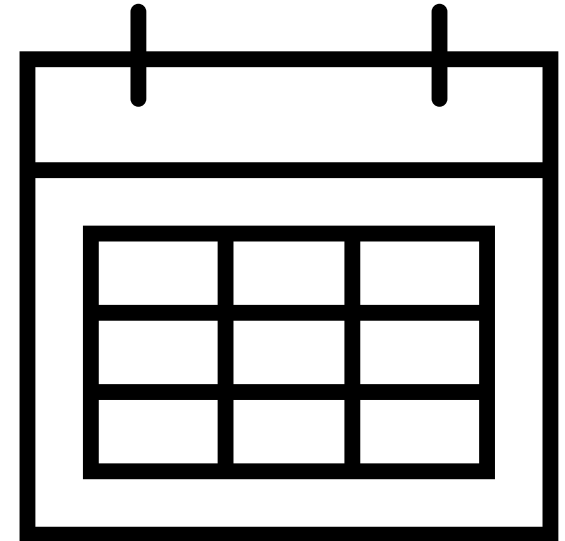
### Routines | Pupil | Bulk Update

- Many data items can be checked and entered using the **Bulk Update Student** routine
- Enables you to search for missing or invalid data, then update in bulk
- Choose a **Group Type** (e.g. Year) and a **Group** to work on.
- Then choose a data time to update e.g. Ethnicity
- Enter the correct **Effective Date** (defaults to today's date but it might be more appropriate to change this to the start of the academic year)

# General Reminder about start dates

- Several data items have start dates
- For example, addresses
- Census will report missing data if the start date is after the census reference date e.g.  
21/05/2026

**So, please remember to put in the start date as before the census date**



# SIMS Next Gen Adding Information in Bulk

[Knowledge Article View - Customer Support](#)

## Admin Console | Pupil Profile | Bulk Actions | Bulk Update | Early Years and EYPP

The screenshot shows the SIMS Admin Console for Waters Edge Primary School. The left-hand navigation menu includes sections like 'Admin Console', 'Pupil Profile', and 'Bulk Actions'. The main content area displays 'Pupil Profile settings' with sub-sections for 'Consents', 'Home life', 'Medical', and 'Meals'. A 'Bulk Actions' button is highlighted at the bottom of the main content area.

**CAUTION**  
Changes made in the Early years and EYPP bulk update will not synchronise back to SIMS7

This inset screenshot shows the 'Bulk Update' page in the Admin Console. It features a heading 'Bulk Update' and a sub-heading 'Update data in bulk'. Below this, there is a section for 'Pupil Premium and further funding' with a button for 'Early years and EYPP'.

NOTE: In SIMS Next Gen, you enter Funded hours, Extended hours or Expanded hours and / or Additional hours and the application will **calculate the Hours at Setting** that will be used in Census. You cannot directly enter the Hours at setting

# Attendance

- Spring Census looks back at Attendance data from the Start of the Spring Term

**1st January 2026 - 5<sup>th</sup> April 2026**

- Check for **missing marks, N codes**, and students with any gaps in their attendance.

# Attendance Data Checking for N Codes

- Manage Attendance is not yet available in SIMS Next Gen
  - It is possible to mark attendance through the registers
  - To manage attendance in bulk use SIMS 7
- Locate **N codes** that have not yet been dealt with
- **SIMS 7: Focus > Attendance > Deal with unexplained absences**
  - Enter the date range **01/01/2026 - 05/04/2026**
  - Run the report for the Whole School
  - Click Open
  - **Enter the missing information and save**

# Attendance Data

## Dealing with missing marks

- Locate N codes that have not yet been dealt with
- **SIMS 7: Focus > Attendance > Deal with missing marks**
  - Enter the date range **01/01/2026 to 05/04/2026**
  - Run the report for the Whole School
  - Click Open
  - **Enter the missing information and save**

# Top Up Funding

## SIMS 7

### Tools | Statutory Return Tools |

Update Students with Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Ackton	Ackton	Simon	4	4SL	E	No
Edwards	Edwards	Savannah	3	3CB	E	No
Gear	Gear	Jessica	R	ASH	E	No
Knight	Knight	Ellie	4	4SL	E	No
Robert	Robert	Molly	5	5DT	E	Yes
Simpkins	Simpkins	Oliver	1	ELM	E	No

## SIMS Next Gen

### Pupils | Pupil Profile | Further Funding

Ben Elliot

Legally known as Benjamin Ernie Elliot

Class: R / OAK | Date of Birth: 03rd Dec 2020 (5 Years, 4 Months) | Email address: Elliott@example.com

Basic Details | Contact Information | Home life | Pupil Premium | Languages and identity | Registration | Medical

Further funding

Funding type

Recoupment

Uniform Allowance

Eligible for Free School Transport

Top-up Funding

Cancel Save

- If you are receiving top up funding for any children, ensure their details are recorded.
- Usually, but not always, the pupils for whom a primary or secondary mainstream school receives top-up funding are those with an education, health and care (EHC) plan.

# Post Looked After

## SIMS 7

### Tools | Statutory Return Tools |

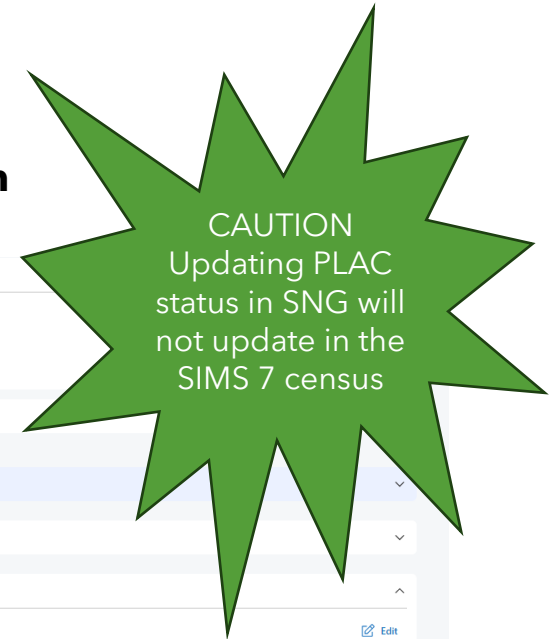
Update Students Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Cesed to be looked after through	Evidence Obtained
Abbott	Abbott	Jessica	6	BVC	No	Adoption from England and Wales	

## SIMS Next Gen

### Pupils | Pupil Profile | Pupil Premium

Start date	End date	Post looked after arrangements	Evidence obtained
21 May 2021	-	Adoption from England and Wales	No



- Information should be recorded for children, who have left local authority care in England and Wales through **adoption, a special guardianship order, a residence order or a child arrangements order** and are still subject to such orders on census day.
- These children will be eligible for the post looked-after element of the **pupil premium funding**.
- Ensure that any students on roll who were previously looked after by a local authority are recorded as such.

# Funding and Monitoring

## SIMS 7

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

Name	Date of Birth	Age at 31/08/2025	YTI	Year Group	Reg	Enrollment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Tutoring	Notes
Abbas, Avanni	11/04/2020	5	1	Year 1	OA	Single R...				No			
Abbas, Latif	11/11/2016	8	4	Year 4	4ES	Single R...				No			
Abrams, Paul	15/12/2014	10	6	Year 6	6VC	Single R...				No			
Ackton, Simon	12/12/2016	8	4	Year 4	4SL	Single R...				No		✓	
Adesina, Kyra	23/03/2019	6	2	Year 2	2JB	Single R...				No			
Aditya, Safia	22/12/2019	5	1	Year 1	OA	Single R...				No			
Aditya, Zayan	20/05/2016	9	5	Year 5	5DT	Single R...				No			
Affick, Luke	14/06/2020	5	1	Year 1	OA	Single R...				No			

## SIMS Next Gen

**Pupils | Pupil Profile | Further Funding**

Ben Pineton (He/Him/His)

AM Legally known as Benjamin Pineton

PM Class 6 / 6KH Date of Birth 28th Jul 2015 (10 Years, 9 Months) Email address Pineton@example.com

+ Add quick note

Basic Details

Contact Information

Home life

Pupil Premium

Languages and identity

Registration

**Further funding**

Medical

Meals

School history

Statutory SEND

Additional SEND

Consents

Funding

Funding type: Tutoring

Start date: DD MM YYYY

End date (optional): DD MM YYYY

Comment (optional):

9/10/24

Delete

Cancel Save

+ Add Further Funding

- For the 2025 to 2026 academic year, it will identify pupils:
  - in receipt of tutoring
  - resitting or retaking up to one year of 16 to 19 funded provision
- **There is no action required by schools where none of these attributes applies to the pupil.**

# Early Years

## SIMS 7 - Tools | Statutory Returns | Update Early Years - Update Early Years

## SIMS NG - Admin Console | Pupil Profile | Bulk Actions | Bulk Update | Early Years and EYPP (earlier slide)



You need to enter:

- hours at setting (SIMS 7)
- *additional hours (SNG)*
- funded hours
- disability access fund
- eligibility code
- extended hours
- expanded hours

**Update Early Years**

Save Undo

Census: Term Autumn 2025 Update Hours

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

**Pupils**

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

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

# Funded Hours (1)

- The following data is collected:
  - **Hours at Setting:** include **all funded hours** (universal, expanded, extended) **plus any additional hours funded by other means** e.g. by the parent. In SNG this is calculated by the system, in SIMS 7 you need to enter this.
  - **Funded Hours:-** are the **universal funded** childcare hours that a child receives (up to 15 hours for 3-year olds and eligible disadvantaged 2-year olds).
  - **Extended Childcare Hours:** up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code
  - **Expanded Hours:** up to 30 hours for 9 months-2-year-olds of working parents with a valid eligibility code

# Funded Hours (2)

- **2 Year Olds: Funded hours + Expanded hours** (+ additional hours funded by other means if applicable) MUST equal **Hours at Setting**
- **3 & 4 Year Olds: Funded hours+ Extended hours** (+ additional hours funded by other means if applicable) MUST equal **Hours at Setting**
- Funded hours are recorded as decimals and not hours and minutes. E.g. 10.5 is (10 hours 30 minutes), 10.33 (10 hours 20 minutes).

# Early Years Extended & Expanded Hours

- **Expanded** hours (9-months to 2-year olds, working parents)
  - Up to 30 hours funded hours from September 2025
  - May be used in conjunction with 2-year funding for disadvantaged children
- **Extended** hours (3-year olds, working parents)
  - Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three- and four-year-olds only
  - Can double the universal 15 hours of free childcare to 30 hours per week.
- **Eligibility criteria**
  - Parents must obtain an **Eligibility code** from HM Revenues and Customs and provide this to the school.
  - Both parents must be working (or a sole parent working) and live in England.
  - Each parent earn a weekly minimum equivalent to 16 hours (minimum wage or living wage)
  - Each parent must have an income below the specified amount (circa £100,000)
- For dual registered pupils record the hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary school recording funded hours in education at the subsidiary registration.

# Eligibility Code

**SIMS 7 - Tools | Statutory Return Tools | Update Early Years**

**SIMS NG - Admin Console | Pupil Profile | Bulk Actions | Bulk Update | Early Years and EYPP**

- For a student to be correctly in receipt of extended or expanded hours of funding they should also have been provided with a valid 11-digit Eligibility code.
- This code should be entered in the provided Eligibility Code box within the Early Years panel.

# Funded Universal Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2026	2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) – all relevant schools and year groups	15 hours
Summer 2026	3-year-olds born between 2021-09-01 and 2023-03-31 (inclusive) – all relevant schools and year groups	15 hours
Summer 2026	4-year-olds born between 2021-04-01 and 2021-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

# Extended Funded Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2026	3-year-olds born between 2021-09-01 and 2023-03-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
Summer 2026	4-year-olds born between 2021-04-01 and 2021-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours

# Expanded Funded Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2026	9-month-olds to one-year-olds born between 2024-04-01 and 2025-06-30 (inclusive) with an eligibility code - all relevant schools and year groups	30 hours
Summer 2026	2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) - all relevant schools and year groups	30 hours

# Stretched Funded Hours

- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.
- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended hours or expanded hours irrespective of how many weeks of the year over which the entitlement is spread.
- However, where a child takes only part of the funded universal or extended entitlement a conversion is required to calculate how many hours they take over the year.
- For example, a child takes 11 hours a week over 45 weeks in the year, totalling 495 hours. To convert the funded universal or extended entitlement to the number of hours a child would attend each week if they were taking it over 38 weeks, divide 495 by 38 to get 13.03 hours.

# Disability Access Fund (DAF)

## **SIMS 7 - Tools | Statutory Returns | Update Early Years - Update Early Years**

## **SIMS NG - Admin Console | Pupil Profile | Bulk Actions | Bulk Update | Early Years and EYPP**

- Early Years settings providing funded places for children in receipt of disability living allowance (DLA) are eligible to receive disability access funding (DAF)
- Payable as a lump sum once a year - £938 per child.
- Schools need to submit relevant information through the Early Years portal and the LA will confirm eligibility
- Schools record eligibility in SIMS for inclusion in the census return
- Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day

# Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
<b>Summer 2026</b>	9-month-olds to one-year-olds born between 2024-04-01 and 2025-06-30 (inclusive) - all relevant schools and year groups
<b>Summer 2026</b>	2-year-olds born between 2023-04-01 and 2024-03-31 (inclusive) - all relevant schools and year groups
<b>Summer 2026</b>	3-year-olds born between 2021-09-01 and 2023-03-31 (inclusive) - all relevant schools and year groups
<b>Summer 2026</b>	4-year-olds born between 2021-04-01 and 2021-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

# Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.
- Exclusion data is required for **01/08/2025 to 05/04/2026**
- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed
- Updates made in SIMS 7 will take 2 hours to be available in SNG Census

# SIMS 7 - Focus | Pupil Exclusions

**Find Exclusions Student**

Search  Open  Print  Browse  Next  Previous  View

Surname  Forename  Admission Number  Status

Tier  Year Group  Class  House

Name Year Group YTI Class House Sex Admission Number

**Exclusion Details**

Type  Reason 1  Reason 2  Reason 3

Start Date  End Date

Start Time  End Time

Part Time Exclusion  Length School Days

Comments

Agency Involved

Academic Year  Term

**Final Governor Review Outcome**

Review Date

Review Result

# SIMS Next Gen - Conduct | Exclusions & Suspensions

Home > Exclusions and suspensions

## Exclusions and suspensions

Search by pupil name

01 Sep 2025 to 31 Aug 2026

Name ↑↓	Registration group ↑↓	Type ↑↓	Start date ↓	End date ↑↓	
<a href="#">Paul Abrams</a>	6VC	Suspension	01/12/2025	02/12/2025	<a href="#">View</a>
<a href="#">Jac Heled</a>	4SL	Suspension	03/11/2025	04/11/2025	<a href="#">View</a>
<a href="#">Simon Ackton</a>	4SL	Suspension	04/09/2025	04/09/2025	<a href="#">View</a>

**Add exclusion or suspension**

Pupil

Type  Exclusion  Suspension  Lunchtime suspension

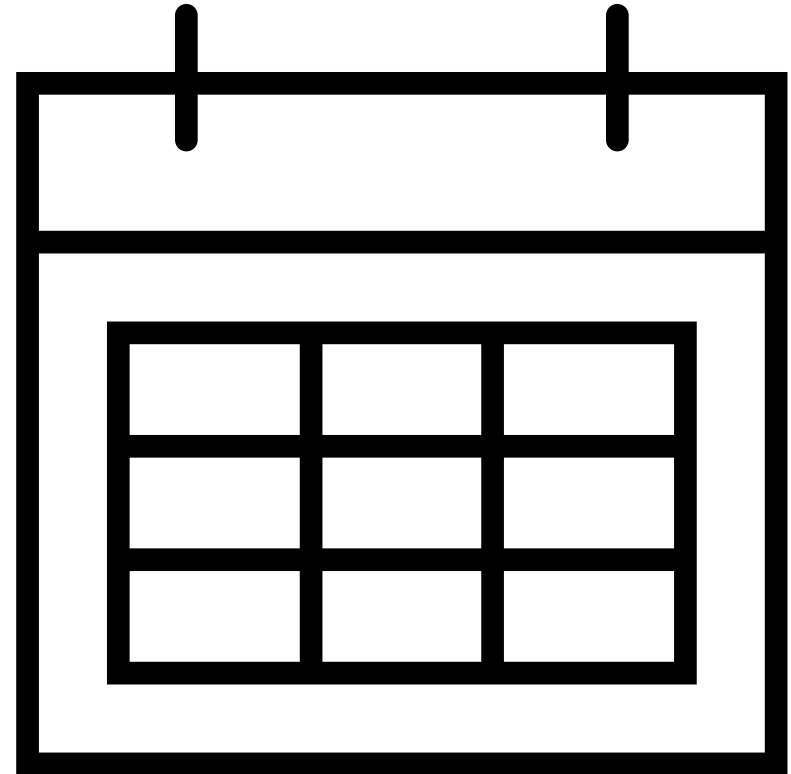
Start date

Reason

Status (optional)

# Exclusions, a reminder

For permanent exclusions, these children will be off roll. However, some of their data may need to be completed, e.g. missing ethnicity, addresses etc. if it was missing when they were on roll.



# Break



# Creating your census return



Using SIMS

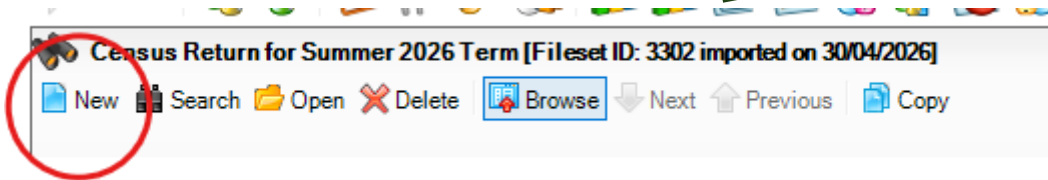


# Generate Your Census

## SIMS 7

### Routines > Statutory Returns > School Census

- Check the file set is **3303**
- If it is not, please contact Digital Services

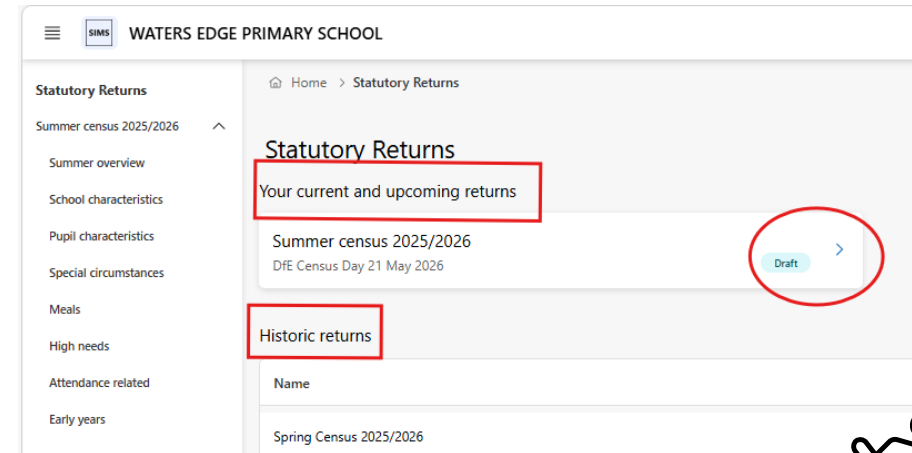


- Census Return for Summer 2026
- Select **New** to start a return

## SIMS Next Gen

### Statutory Processes | Statutory Returns

- Useful Info panel
- Current & Upcoming Returns
  - Summer Census 2025/26
  - Status of return: Not Active (click here to access)
  - Historic returns: read only



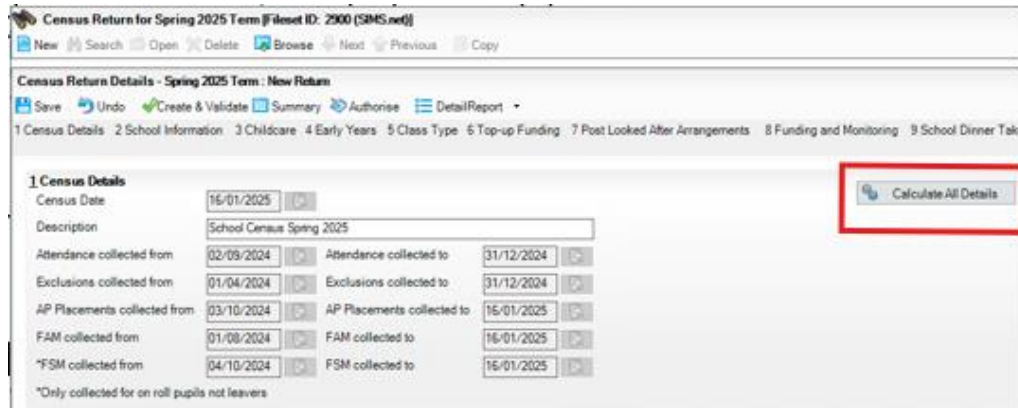
- No file sets are required in SNG



# Calculate All Details

## SIMS 7

- Check the dates provided are correct and you are generating the correct return.
- Click **Calculate All Details**



The screenshot shows the 'Census Return Details - Spring 2025 Term' interface. The 'Calculate All Details' button is highlighted with a red box. The interface includes a menu bar with options like 'New', 'Search', 'Open', 'Delete', 'Browse', 'Next', 'Previous', and 'Copy'. Below the menu bar, there are tabs for '1 Census Details', '2 School Information', '3 Childcare', '4 Early Years', '5 Class Type', '6 Top-up Funding', '7 Post Looked After Arrangements', '8 Funding and Monitoring', and '9 School Dinner Take'. The '1 Census Details' tab is active, showing a form with fields for 'Census Date' (16/01/2025), 'Description' (School Census Spring 2025), and various collection dates for Attendance, Exclusions, AP Placements, FAM, and FSM. A red box highlights the 'Calculate All Details' button in the bottom right corner of the form.

## SIMS Next Gen

- Click next to the Census status to load the Census overview page
- All details are calculated and validated on first load
- Status updates to Draft

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

# SNG Census - Overview Page

- The Census details page summarises high-level information about the state of the census return.

The screenshot displays the 'Summer census 2025/2026' overview page. The page header includes the school name 'WATERS EDGE PRIMARY SCHOOL' and navigation links. A sidebar on the left lists various sections under 'Statutory Returns'. The main content area features a summary table with columns for 'Section', 'Number of errors', 'Number of queries', 'Last synced', and 'Notes'. A red box highlights the title and deadline information, a blue box highlights the 'Summer overview' sidebar item, a yellow box highlights the 'Number of errors' and 'Number of queries' columns, a green box highlights the 'Last synced' column, and a purple box highlights the 'View section' button in the first row.

Statutory Returns

Summer census 2025/2026

Summer overview

School characteristics

Pupil characteristics

Special circumstances

Meals

High needs

Attendance related

Early years

Home > Statutory Returns > Summer census 2025/2026

Summer census 2025/2026 Draft

DfE Census Day 21 May 2026, DfE Return Date 17 Jun 2026. Please check with your SSU/LA for their specific submission deadline.

Status history Mark as ready to review

Section	Number of errors	Number of queries	Last synced	Notes
School characteristics	1	0	30 Apr 2026 12:44	Add Note View section ...
Pupil characteristics	0	1	30 Apr 2026 12:44	Add Note View section ...
Special circumstances	0	0	30 Apr 2026 12:44	Add Note View section ...
Meals	0	0	30 Apr 2026 12:44	Add Note View section ...
High needs	0	0	30 Apr 2026 12:44	Add Note View section ...
Attendance related	2	1	30 Apr 2026 12:44	Add Note View section ...
Early years	18	4	30 Apr 2026 17:41	Add Note View section ...

# School Information panel / section

## SIMS 7

### School Information panel

- If anything is wrong, click the **School Details** button and update it.

**2 School Information**

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	331	Establishment Number	9997
Telephone	852015	URN	123564
School E-mail Address	school@we.com		
School Phase	PS	Primary	
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6
School Time			<a href="#">School Detail</a>

## SIMS Next Gen

### School Characteristics section

- You can't edit this in SNG at the moment

Statutory Returns

Summer census 2025/2026

Home > Statutory Returns > Summer census 2025/2026 > School characteristics > School identifiers

Summer overview

**School characteristics**

Pupil characteristics

Special circumstances

Meals

High needs

Attendance related

Early years

### School identifiers

Data collected on 21 May 2026

Displays the key information about your school. This won't affect your funding but is essential data required for cen:

School name	WATERS EDGE PRIMARY SCHOOL	School type	Infant and Junior School 5-11
Local authority number	331	Department establishment number	9997
URN	123564		<span style="color: red;">Incorrect value</span>
Phone number	852015	Email address	school@we.com
School phase	Primary		
Intake type	Comprehensive	Governance	Community
Highest year	6	Lowest year	N2

# Early Years panel / section

## SIMS 7

### Early Years panel

- Data can be recorded via the **Edit** button
- Click **Recalculate** (on the panel) to pull existing data through and then click **Edit** to add in the relevant data

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

## SIMS Next Gen

### Early Years section

Pupil name	Errors	Hours at setting	EYPP eligibility	EYPP basis code	Expanded funded hours	Additional funded hours	Extended funded hours	Funded hours	Eligibility code	Disability access fund	2 year old basis	DOB
Abnadi, Carina	<a href="#">View errors</a>	33	No	-	-	3	15	15	Missing data	No	-	01 Sept 2021
Bridges, Stephen	<a href="#">View errors</a>	30	No	-	-	-	15	15	1111112222	No	-	26 Dec 2021
Caldwell, Ley	<a href="#">View errors</a>	30	No	-	-	-	15	15	Missing data	No	-	04 Jan 2022
Cheadle, Lauren	<a href="#">View errors</a>	30	No	-	-	-	15	15	Missing data	No	-	26 Feb 2022

Where applicable you need to enter:

- hours at setting (SIMS 7 only)
- additional hours (SNG only)
- funded hours (universal)
- expanded hours or extended hours
- eligibility code
- Basis for EYPP eligibility
- DAF funding
- Basis for 2-year old funding

Statutory Returns

Summer census 2025/2026

Summer overview

School characteristics

Pupil characteristics

Special circumstances

Meals

High needs

Attendance related

Early years

Home > Statutory Returns > Summer census 2025/2026 > Early years > Early years funding

## Early years funding

Data collected for on-roll pupils born between 01 Apr 2021 to 30 Jun 2025

Displays the pupils registered at your school who are eligible for early years funding via free, extended or expanded entitlement, alongside the hours taken and eligibility criteria. This data can be edited in the Pupil Profile in the Registration and Pupil premium tabs.

Total number of early years funding pupils

20

Search by pupil name



Error status

All pupils

View all errors and queries (22)

Pupil name	Errors	Hours at setting	EYPP eligibility	EYPP basis code	Expanded funded hours	Additional funded hours	Extended funded hours	Funded hours	Eligibility code	Disability access fund	2 year old basis	DOB
Ahmad, Carina	<a href="#">View errors</a>	33	No	-	-	3	15	15	Missing data	No	-	01 Sept 2021
Bridges, Stephen	<a href="#">View errors</a>	30	No	-	-	-	15	15	1111112222	No	-	26 Dec 2021
Caldwell, Ley	<a href="#">View errors</a>	30	No	-	-	-	15	15	Missing data	No	-	04 Jan 2022
Cheadle, Lauren	<a href="#">View errors</a>	30	No	-	-	-	15	15	Missing data	No	-	26 Feb 2022

# Early Years Pupil Premium (EYPP)

- EYPP is additional funding for early years settings to improve the education they provide for disadvantaged pupils
- EYPP is paid by local authorities direct to schools.
- Schools will submit the parent application information captured from the Early Years funding forms to the LA via the Early Years portal. The local authority will use the eligibility checking service to verify the application against benefits-related data.
- Schools will receive confirmation of eligibility via a report in the portal. **This confirmation is usually received after census day and schools will be required to update the census with this information before it is submitted.**
- Children are eligible to receive EYPP if they are taking any of the following:
  - universal funded entitlement for 3- and 4-year-olds
  - disadvantaged entitlement for 2-year-olds
  - expanded entitlement for 9-month-olds to 2-year-olds

# Basis of 2-year old funding for disadvantaged children

- Primary Schools should record the basis of funding for 2-year olds in receipt of the 15-hours funding for disadvantaged children. You can record multiple basis:
  - Economic criteria
  - High-level SEN or disability
  - Looked after or adopted from care

# Early Years PP & 2-Year-Old Basis for funding

## SIMS 7

- Record eligibility for Early Years pupil premium in the **Basis for EYPP Eligibility** column
- Record eligibility for 2-year old funding for disadvantaged children in the **2 Year Old Basis for Funding** box, include the basis for funding (more than one can be selected)

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2025	In Care	Basis for EYPP Eligibility
Cracknell,Luke	15/01/2022	002136	N2	PM	3	No	Receipt - economic
Dean,Rosanna	20/05/2022	002137	N2	PM	3	No	Not Eligible
Franklinson,Alexis	14/05/2022	002138	N2	PM	3	No	Not Eligible
Franklinson,Tyreece	14/05/2022	002139	N2	PM	3	No	Receipt - other

2 Year Old Basis for Funding

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

# Class Type panel / section

## SIMS 7

### Class Type panel

- Complete the class type as necessary, click **Edit**.
- You can then mark all students with the correct class type by clicking on the appropriate column heading and selecting **Check All**
- If editing in bulk, you may need to click **Recalculate**

4 Class Type Edit

Name	Date of Birth	Sex	AdNo	YTI	Reg	Nursery	Other
Abbas, Avanni	11/04/2020	Female	002044	1	OAK		✓
Abbas, Latif	11/11/2016	Male	001780	4	4ES		✓
Abrams, Paul	15/12/2014	Male	001651	6	6VC		✓
Ackton, Simon	12/12/2016	Male	001860	4	4SL		✓
Adesina, Kyra	23/03/2019	Female	001984	2	2JB		✓
Aditya, Safia	22/12/2019	Female	001964	1	OAK		✓

Applicable to Primary schools only

You should mark every child who is a member of a **nursery** class as such. And all other children as Other. This can be done in bulk by using the filter options to filter by the **year (YTI)** and **Reg** drop down menus.

## SIMS Next Gen

### Pupil Characteristics section

Statutory Returns

Home > Statutory Returns > Summer census 2025/2026 > Pupil characteristics > Pupils On-roll

Pupils On-roll  
Data collected on 21 May 2026

Displays the basic information about pupils on-roll at your school as of Census day 21 May 2026.

Total number of On-roll pupils  
450

Search by pupil name  Error status

All pupils

Pupil name	Errors	Middle names T1	Preferred surname	Former surname	DOB	Date Of Entry	Sex	First Language T1	Enrolment status	Class type code T1	Part time T1	YTI T1	Reg T1	UPN	T1	Former
Abbas, Avanni		-	Abbas	-	11 Apr 2020	02 Sept 2024	Female	Panjabi	Current Main (dual registration)	O	N	1	OAK	V823299924031	-	-
Abbas, Latif		-	Abbas	-	11 Nov 2016	03 Sept 2020	Male	Panjabi	Current (single registration at this school)	O	N	4	4ES	M823299920001	-	-

# Top Up Funding panel / section

## SIMS 7

### Top Up Funding Panel

Update Students with Top-up Funding

Update

Term: Autumn 2025 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

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Edwards	Edwards	Savannah	3	3CB	E	No
Gear	Gear	Jessica	R	ASH	E	No
Knight	Knight	Ellie	4	4SL	E	No
Robert	Robert	Molly	5	5DT	E	Yes
Simpkins	Simpkins	Oliver	1	ELM	E	No

Click **Edit** to add and update any information.

Click **Recalculate** (on the panel) to pull existing data through.

## SIMS Next Gen High Needs Section

WATERS EDGE PRIMARY SCHOOL

Statutory Returns

Summer census 2025/2026

High needs

Top-up Errors (0) Queries (0)

SEN Errors (0) Queries (0)

High needs

Attendance related

Early years

If you are receiving top up funding for any children, ensure their details are included in the census

- Top up funding is added or edited through the Pupil Profile in SNG

# Post Looked After Arrangements panel / section

## SIMS 7

### Post Looked After Arrangements panel

7 Post Looked After Arrangements Edit Recalculate

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Ceased to be looked after through
Abbott	Abbott	Jessica	6	6VC	No	Adoption from England and Wales

Data can be recorded via the **Edit** button in this **Post Looked After Arrangements** panel

## SIMS Next Gen

### Special circumstances section

Statutory Returns Home > Statutory Returns > Summer census 2025/2026 > Special circumstances

Summer census 2025/2026

Special circumstances

- Free school meal eligibility Errors (0) Queries (0)
- Service children Errors (0) Queries (0)
- PLAA Errors (0) Queries (0)
- Funding and Monitoring Errors (0) Queries (0)

Meals

High needs

Attendance related

Early years

Ensure that any children who are subject to post looked after arrangements (i.e. children who were previously in local authority care).

# Funding and Monitoring panel / section

Ensure any children who are receiving tutoring are recorded on this panel or section

## SIMS 7

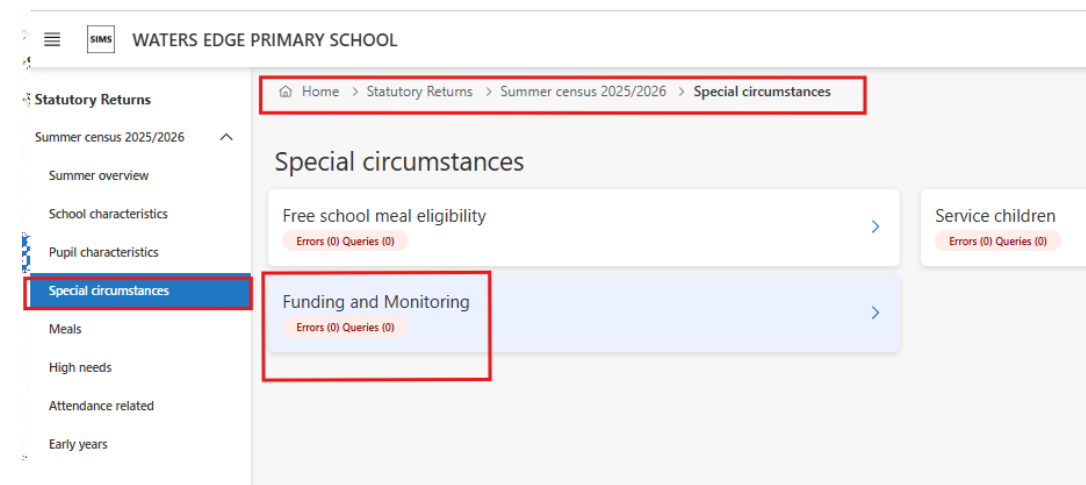
### Funding & Monitoring panel

8 Funding and Monitoring			
Name	YTI	Tutoring	
Abbas,Avanni	R	✓	
Abbas,Latif	3	✓	

- Click Edit to update

## SIMS Next Gen

### Special circumstances section



The screenshot shows the SIMS Next Gen interface for Waters Edge Primary School. The breadcrumb trail is: Home > Statutory Returns > Summer census 2025/2026 > Special circumstances. The left-hand navigation menu includes: Statutory Returns, Summer overview, School characteristics, Pupil characteristics, Special circumstances (highlighted in blue), Meals, High needs, Attendance related, and Early years. The main content area displays 'Special circumstances' with three cards: 'Free school meal eligibility' (Errors (0) Queries (0)), 'Funding and Monitoring' (Errors (0) Queries (0)), and 'Service children' (Errors (0) Queries (0)). The 'Special circumstances' breadcrumb and the 'Funding and Monitoring' card are highlighted with red boxes.

# School Dinner Taken panel / section

## SIMS 7

### School Dinner Taken panel

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Avanni	1	OAK	Single Registration	
Adesina	Kyra	2	2JB	Single Registration	
Aditya	Safia	1	OAK	Single Registration	
Afflick	Luke	1	OAK	Single Registration	
Ahmed	Taraz	1	PINE	Single Registration	
Amiel	Tanzeel	R	PINE	Single Registration	

- If your school is using **Dinner Money** then the information can be calculated from dinner money – click **Calculate from Dinner Money** otherwise click **Calculate from Attendance**
- Manual edits can also be made if required

Meals recorded in SIMS7 do not transfer to SNG census

## SIMS Next Gen

### Meals section

This is manually entered in SNG. Data entered in SIMS7 is not transferred.

WATERS EDGE PRIMARY SCHOOL

Home > Statutory Returns > Summer census 2025/2026 > Meals

Statutory Returns

Summer census 2025/2026

Meals

School Lunch Taken

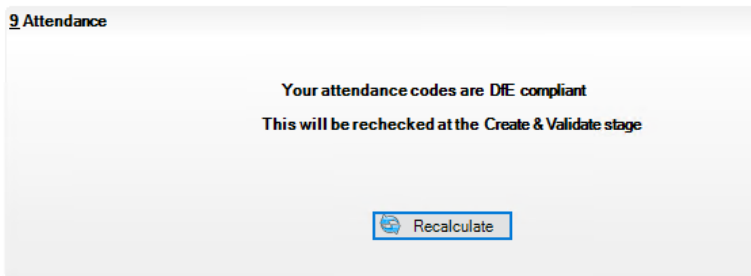
Errors (0) Queries (0)

Information about school lunches taken on Census day (Years R, 1 & 2) is used for allocating funding (UiFSM). Schools should try to maximise take up of UiFSM on census day.

# Attendance panel / section

## SIMS 7

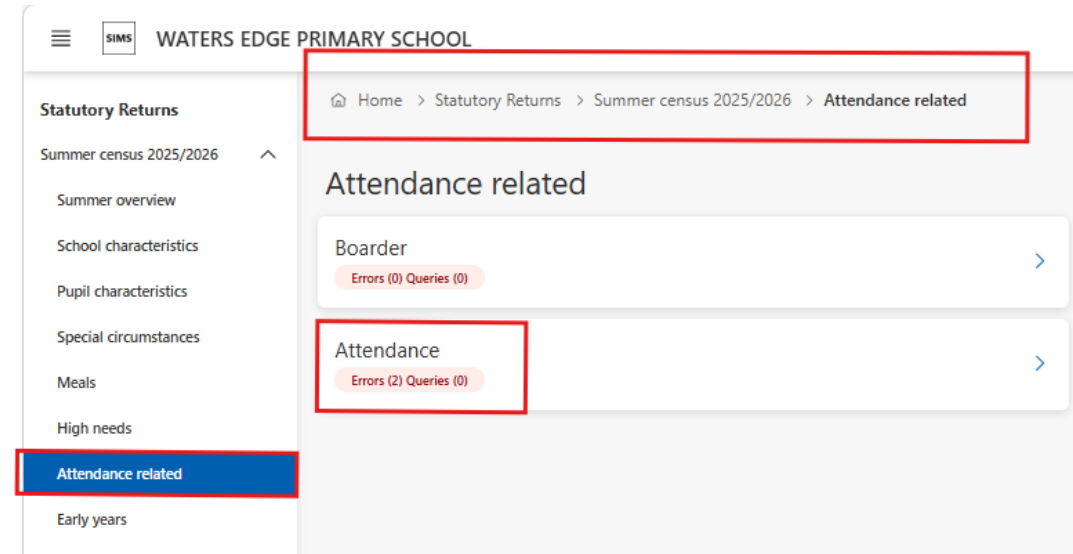
### Attendance panel



- This panel will indicate to you if you have any missing marks for attendance.
- It will also show you if you have used any invalid attendance codes (i.e. old codes)
- If you do have any missing marks or incorrect codes these will need to be fixed, and you will need to click **Recalculate** to update the census return.

## SIMS Next Gen

### Attendance related section



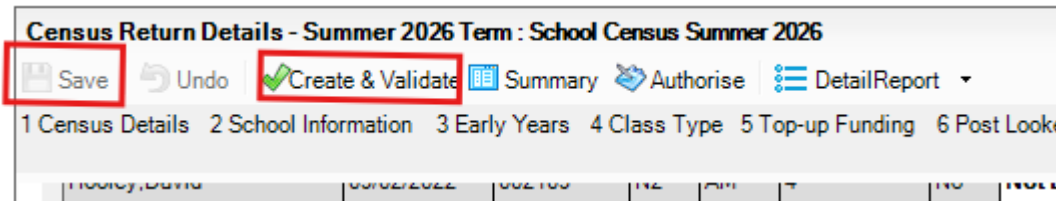
It is not currently possible to manage attendance in SNG.

# Demo - SIMS 7 & SNG

# Validate the census

## SIMS 7

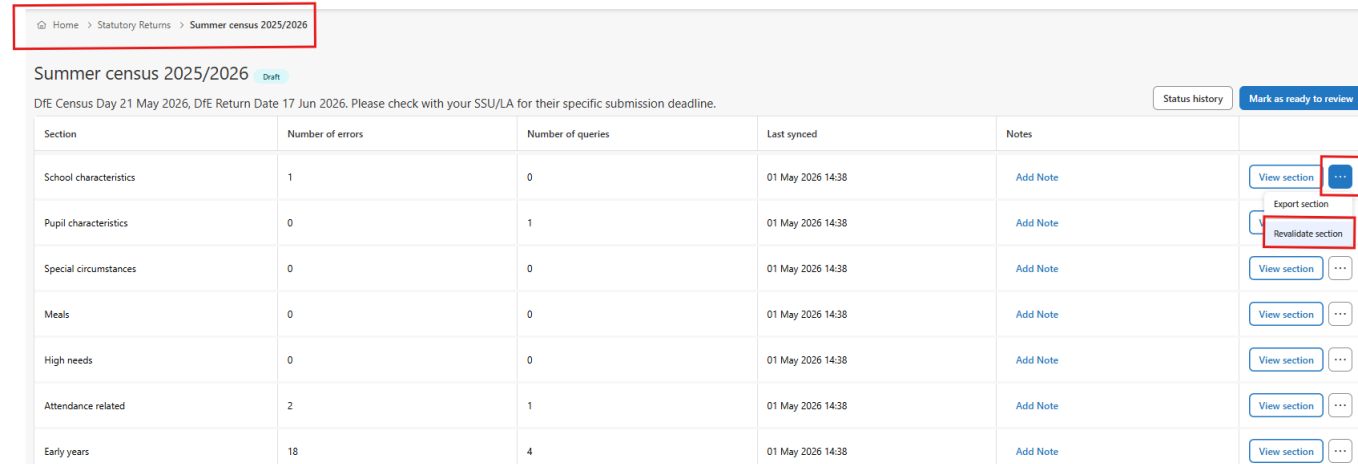
- Once you have entered the information into the panels click **Save**



- Next click **Create and Validate** this may take a while SIMS 7 generates your census file.
- You will be shown a list of errors and queries.

## SIMS Next Gen

- Validation errors / queries are displayed from first time you load the census
- You can click the **Revalidate section** option against a section on the census overview page to re-fetch and **revalidate** the data for an individual section as you resolve errors and queries.



Home > Statutory Returns > Summer census 2025/2026

Summer census 2025/2026 Draft

DfE Census Day 21 May 2026, DfE Return Date 17 Jun 2026. Please check with your SSU/LA for their specific submission deadline.

Status history Mark as ready to review

Section	Number of errors	Number of queries	Last synced	Notes	
School characteristics	1	0	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>
Pupil characteristics	0	1	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">Export section</a> <a href="#">Revalidate section</a>
Special circumstances	0	0	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>
Meals	0	0	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>
High needs	0	0	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>
Attendance related	2	1	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>
Early years	18	4	01 May 2026 14:38	<a href="#">Add Note</a>	<a href="#">View section</a> <b>⋮</b>

# Dealing with errors & queries

# SIMS 7: Dealing with errors & queries



Report

Validation Errors Summary Return Validated - 1245 Validation rules failed (Errors - 921; Queries - 324)

Student Search UPN: . Name: Atkins, Austin. Date of Birth: 2016-05-22, Male Find Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter

Error Search ALL Total of displayed rows : 1245 To resolve an error, click in row to navigate to the relevant screen

Type	Sequence	Message	Location	Solution
F	1	Census generated using DfE validation files from the previous term- Must NOT be used as a basis for submission.		The full release of DfE validation files will be made available to schools as soon as possible after the DfE makes them
F	100	Reference date must be present and valid for the term.		Please ensure that you have imported the latest fileset.
F	1500	UPN missing.	Name: Atkins, Austin  Date of Birth: 2016-05-22, Male UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.

- **Errors (Red) must be fixed**
- Queries (Black) **may** be ok, but you should review each one and make a note on COLLECT if necessary
- Use the Error Search filter or Student Search filter (or sort by Sequence)
- Review each error/query and then double click the row to fix the error
- Use the links in the Solution column
- Validation error and queries file provided by Data Team and on our website
- After each batch of errors you have fixed, click **Create and Validate** again. This will reconfirm your census and refresh the list of errors displayed.

# SNG - Dealing with errors & queries

- Click the sub-section to view the errors and queries in that sub-section.
  - In SIMS Next Gen, error codes are displayed against individual pupils to assist in easy resolution.
  - Errors are coloured red.
  - Queries are coloured orange.
  - [How to fix errors & queries in Census - Census Video Channel | SIMS Next Gen](#)

Click the **Error status [2a]** filter button and select the "Pupils with errors" option from the dropdown list to view only those pupils who have errors and queries.

Click the **View all errors and queries [2b]** button to display a list of all the errors and queries associated with the section; errors are shown first, followed by queries.

Errors and queries relating to a **single pupil** ("This pupil") are listed at the top of the section.

Those relating to a **Group of pupils** are listed at the bottom.

Selecting each error and query in turn will show all the pupils' with this error / query, with a link to their Pupil Profile.

Pupils On-roll

This table contains basic information about your on-roll pupils, used for identifying key characteristics. Language codes here are used to identify pupils with English as an additional language which informs funding.

Total number of On-roll pupils  
**1498**

**Error status**  
Pupils with error **2a**

**View all errors and queries (282)** **2b**

Pupil name	All pupils	Middle names	Preferred surname	Former surname	DOB	Date of entry	Sex	First language code	First language	Enrolment status	Class type code	Part time	YTI	Reg	UPN	Former upn
Adams, Portia	Pupils with error	-	Adams	-	12 Jan 2015	01 Sept 2018	Female	ENG	English	C	O	N	6	0VC	T023299918003	-
Bailey, Eve	View errors	-	Bailey	-	17 Apr 2010	01 Sept 2014	Female	ENG	English	C	-	N	Missing data	-	N023299914004	-
Dajek, Timon	-	-	Dajek	-	17 Apr 2020	02 Sept 2004	Male	POL	Polish	C	O	N	1	0JM	T023299924047	-
Baltimore, Tessa-Louise	<b>View errors</b> <b>2e</b>	-	Baltimore	-	24 Mar 2021	02 Sept 2004	Female	ENG	English	C	O	N	R	-	Q023299924037	-
Denin, Valeriya	-	-	Denin	-	22 Oct 2010	01 Sept 2010	Female	RUS	Russian	C	O	N	6	001	L023299915023	-
Derber, Serena	-	-	Derber	-	07 Jul 2019	02 Sept 2004	Female	ENG	English	C	O	N	1	PINE	H023299904039	-
Derker, Holly	-	-	Derker	-	23 Dec 2019	02 Sept 2004	Female	ENG	English	C	O	N	1	AGH	N023299924034	-
Barnes, Isaac	-	-	Barnes	-	00 Mar 2018	01 Sept 2018	Male	ENG	English	C	O	N	6	0VC	G023299918004	-
Barnwell, Emma-Jane	-	-	Barnwell	-	00 Mar 2018	02 Sept 2019	Female	ENG	English	C	O	N	6	0VC	D023299919003	-
Basri, Saied	-	-	Basri	-	17 Jun 2016	02 Sept 2019	Male	URD	Urdu	C	O	N	5	SRR	V023299919044	-
Desudhara, Parah	-	-	Desudhara	-	10 Jan 2021	02 Sept 2021	Female	ENG	Bengali	C	O	N	6	-	U023299904009	-
Berezinas, Haqit	View errors	-	Berezinas	-	05 Feb 2010	01 Sept 2014	Male	Missing data	-	C	-	-	Missing data	-	Missing data	-
Benson 12, Charal 12	-	-	Benson 12	-	20 May 2014	01 Sept 2018	Female	-	-	C	O	N	6	0KH	J023299918015	-
Berkley, Jack	View errors	-	Berkley	-	22 Nov 2009	01 Sept 2013	Male	ENG	English	C	-	N	Missing data	-	F023299918006	-

**2c**

**2d**

< 1 2 3 4 5 .. 25 >

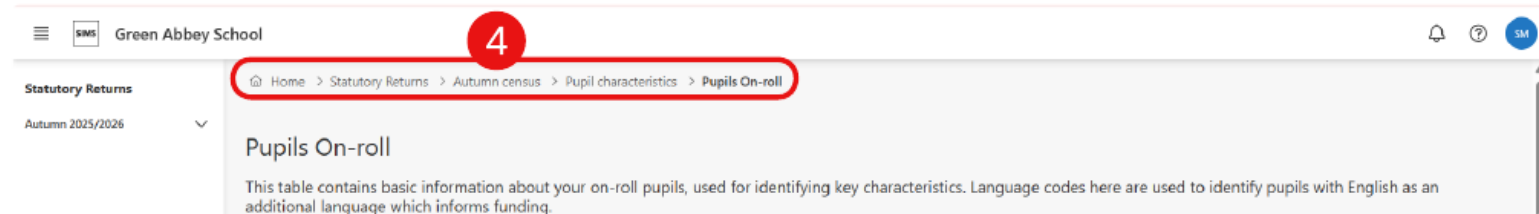
Click the button in the coloured cell to view errors (coloured red) **[2c]** or queries (coloured orange) **[2d]**. All errors and queries for individual pupils can also be viewed by selecting **View Errors [2e]** in the cell adjacent to their name.

- Additional information and guidance on resolution is displayed in the sidebar **[3a]**. This shows the relevant DfE error codes, what the error means and how to resolve it.
- Currently, some errors cannot be resolved in SIMS Next Gen. Such errors will be identified as only editable in SIMS7. Where errors can be resolved in SIMS Next Gen, a link is available to the **Pupil Profile [3b]**. From here, you can navigate to the relevant tab and resolve the data.

The screenshot shows a sidebar titled "Errors and queries" with a red circle containing "3a" in the top right corner. Below the title, there is a section labeled "Queries (1)". A query is displayed with a warning icon and the text: "This pupil's age is out of the range for your School Type." A red circle with "2b" is placed over the end of this text. Below the query, the error code "1601Q" is shown. The text explains that the pupil's age doesn't fit the school type and provides instructions on how to correct it, including going to the pupil's profile to correct their Date of Birth or amending the school's School Type in SIMS 7. At the bottom, there is a blue link labeled "Pupil Profile" with a red circle containing "3b" next to it.

The screenshot shows a sidebar titled "Errors and queries" with a red circle containing "3a" in the top right corner. Below the title, there is a section labeled "Errors (1)". An error is displayed with a red exclamation mark icon and the text: "This pupil's Year Taught In is missing or not a valid entry." Below the error, the error code "2000" is shown. The text lists valid entries for Year Taught In: Early Years 1-2, Nursery 1-2, Reception, Years 1-14, M - Mixed year class or X - National curriculum not followed. It also notes that Year Group X is only valid for pupils in special schools. At the bottom, there is a blue link labeled "Pupil profile" with a red circle containing "3b" next to it.

- Return to the relevant census overview page from the section using the menu at the top [4].



- Click the **Revalidate section** [5] option in the **... menu** to re-fetch and **revalidate** the data for an individual section as you resolve errors and queries. In this way, you see the ever-reducing list of errors and queries

WATERS EDGE PRIMARY SCHOOL

Home > Statutory Returns > Autumn census

Autumn 2025/2026

### Autumn census

DfE Census Day 02/10/2025, DfE Return Date 30/10/2025

Status history [Mark as ready to review](#)

Section	Number of errors	Number of queries	Last synced	Notes	
School characteristics	2	0	11 Sep 2025 09:23	check bursar	<a href="#">View section</a> <a href="#">...</a>
Pupil characteristics	242	243	12 Sep 2025 10:46	Add Note	<a href="#">View section</a> <a href="#">...</a>
Special circumstances	0	4	11 Sep 2025 09:23	Add Note	<a href="#">View section</a> <a href="#">...</a>
Meals	0	0	11 Sep 2025 09:23	Add Note	<a href="#">View section</a> <a href="#">...</a>
High needs	1	0	11 Sep 2025 09:23	Confirm SEN details...	<a href="#">View section</a> <a href="#">...</a>
Attendance related	3379	2472	11 Sep 2025 09:23	Add Note	<a href="#">View section</a> <a href="#">...</a>
Early years	0	0	11 Sep 2025 09:23	Add Note	<a href="#">View section</a> <a href="#">...</a>

# SIMS 7: Census Reports

- Once you have created and validated a census return, you can run the census reports.
- The reports are found under **DetailReport** we recommend that you run each report and check it for errors and show it to your Headteacher so they know what data you are submitting.
- Summary report is a good starting point for checking data accuracy

**Census Return Details - Autumn 2024 Term : School Census Autumn 2024**

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 T

**Census Details**

Census Date	03/10/2024	
Description	School Census Autumn 2024	
Attendance collected from	01/04/2024	Attendance colle
Exclusions collected from	01/01/2024	Exclusions colle
AP Placements collected from	16/05/2024	AP Placements c
FAM collected from	01/08/2024	FAM collected to
*FSM collected from	17/05/2024	FSM collected to

\*Only collected for on roll pupils not leavers

Report

**Validation Errors Summary** Return Validated - 1245

Student Search UPN: . Name: Atkins, Austin. Date of Birth: 2016-05-22, M

Error Search ALL Total of displayed rows : 1245

Type	Sequence	Message
F	1	Census generated using DfE validation file

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  
School Dinner Taken Report  
Free School Meal Eligibility Report  
Top-up Funding Report  
Funding and Monitoring Report  
Early Years Report  
EYPPR Report  
Post Looked After Arrangements Report  
Alternative Provision Report  
Permanent Exclusions without Final Review Report  
Multiple Reports...

# SNG: Ready for Review stage

- Once all the data has been reviewed, all errors resolved, data refreshed and ready for review.
- You can take a snapshot of the data by moving the status of the census to "Ready for Review".
- All data will be refreshed, and further changes will be prevented.

Home > Statutory Returns > Autumn census

Autumn census Done

DfE Census Day 02/10/2025, DfE Return Date 30/10/2025

Status history [Mark as ready to review](#)

**Autumn 2025-26 updates**

DfE guidance for Autumn Census 2025-26 has now been published and can be accessed on their website. We recommend you familiarize yourself with the key changes from previous years so that you can prepare your data for the upcoming submission period. Please note that all data fields and validation rules for Autumn Census 2025-26 have now updated on NextGen so you can assess all errors and queries and submit your census to COLLECT. Check your errors and queries now to ensure all data required has been added and corrected.

Section	Number of errors	Number of queries	Last synced	Notes	
School characteristics	0	0	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
Post characteristics	1284	38	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
Special circumstances	7	41	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
Health	0	0	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
High needs	0	4	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
Attendance records	148	21	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>
Early years	0	0	17 Sep 2025 23:57	<a href="#">Add Note</a>	<a href="#">View section</a> <span>⋮</span>

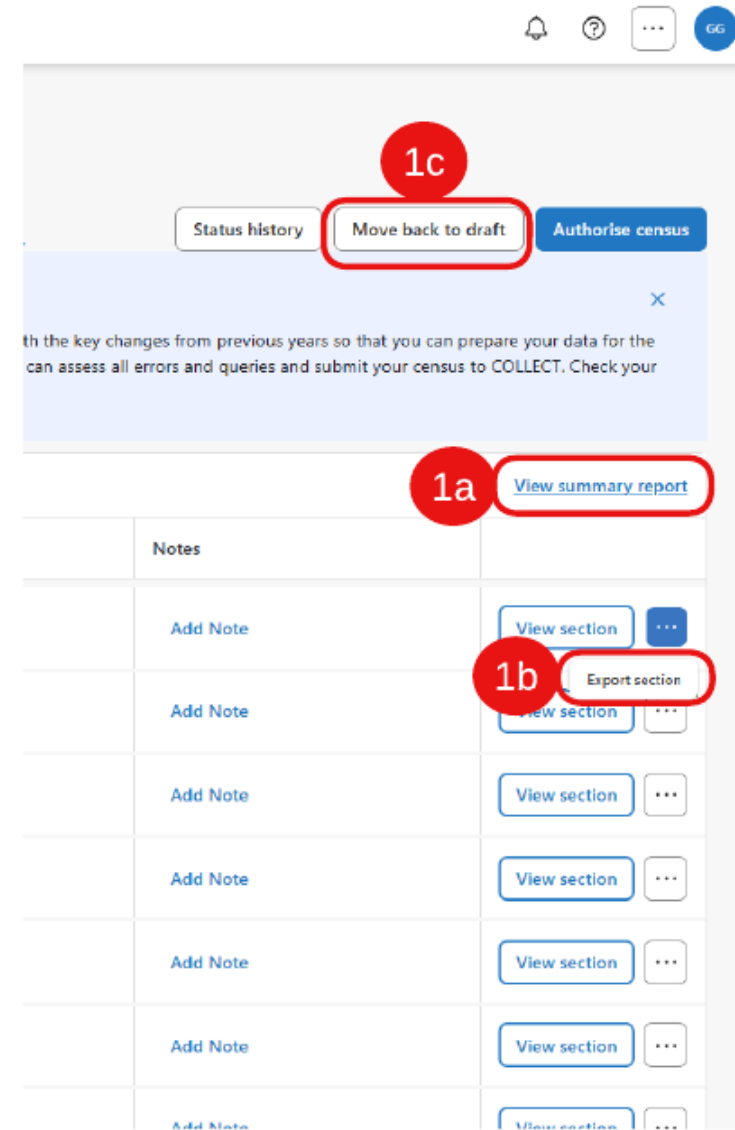
**Mark as ready to review?**

This action will refresh all data and lock the census for review.

[Cancel](#) [Mark as ready to review](#)

# SNG: Reports

- Once the return has reached the review stage, users can **View summary report [1a]**
- The report can be printed if required.
- Select the ... menu for each row and click **Export section [1b]**. This will create and automatically download the detail report for that section as an Excel file
- View **validation errors summary report** is also available at this stage



# SNG: Making changes

- If changes are required after review with the Headteacher or department heads:
- Move the census back to draft status by clicking the **Move back to draft [1c]** button (previous slide).
- Make the required changes in the relevant sections.
- Refresh and revalidate each amended section.
- Click the **Mark as ready to review** button to restore the census return to ready for review status.

# Authorise the Return



Using SIMS

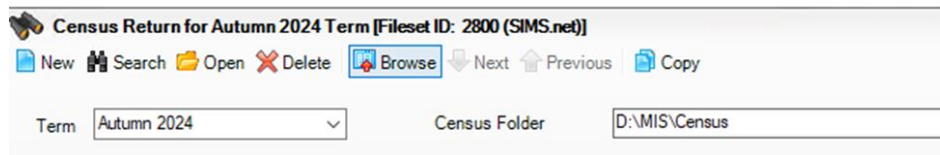


# Authorising the return

- Once you have:
  - Dealt with all errors and as many queries as possible
  - Reviewed each section of the census for accuracy and completeness with the relevant member(s) of staff
- You should:
  - Present the summary of the return to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
- **This return will influence your school's funding, so it's imperative that it is correct.**
- Once the headteacher has approved the return you can authorise the census

# SIMS 7: Authorise the return

- This process converts the **Census Return file** into the required **XML** format for uploading to the **COLLECT** website. Multiple **authorised** files can be retained, each **date-stamped** to assist in identifying the correct version for submission.
- The return is saved in the file location specified on your system.

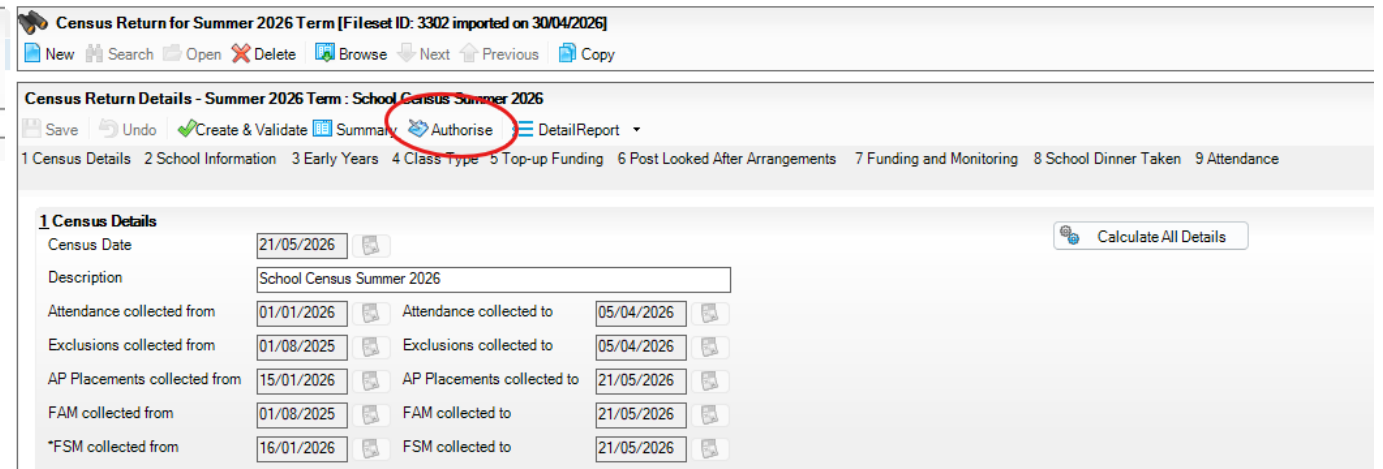


Census Return for Autumn 2024 Term [Fileset ID: 2800 (SIMS.net)]

New Search Open Delete Browse Next Previous Copy

Term: Autumn 2024

Census Folder: D:\MIS\Census



Census Return for Summer 2026 Term [Fileset ID: 3302 imported on 30/04/2026]

New Search Open Delete Browse Next Previous Copy

Census Return Details - Summer 2026 Term : School Census Summer 2026

Save Undo Create & Validate Summary **Authorise** DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top-up Funding 6 Post Looked After Arrangements 7 Funding and Monitoring 8 School Dinner Taken 9 Attendance

**1 Census Details**

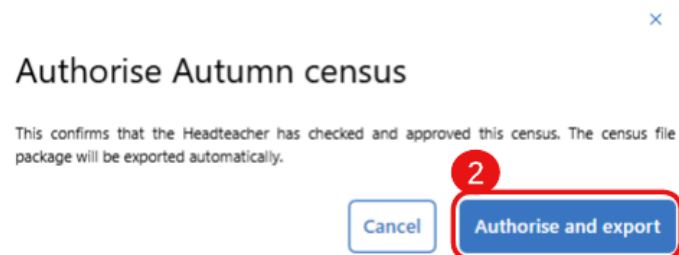
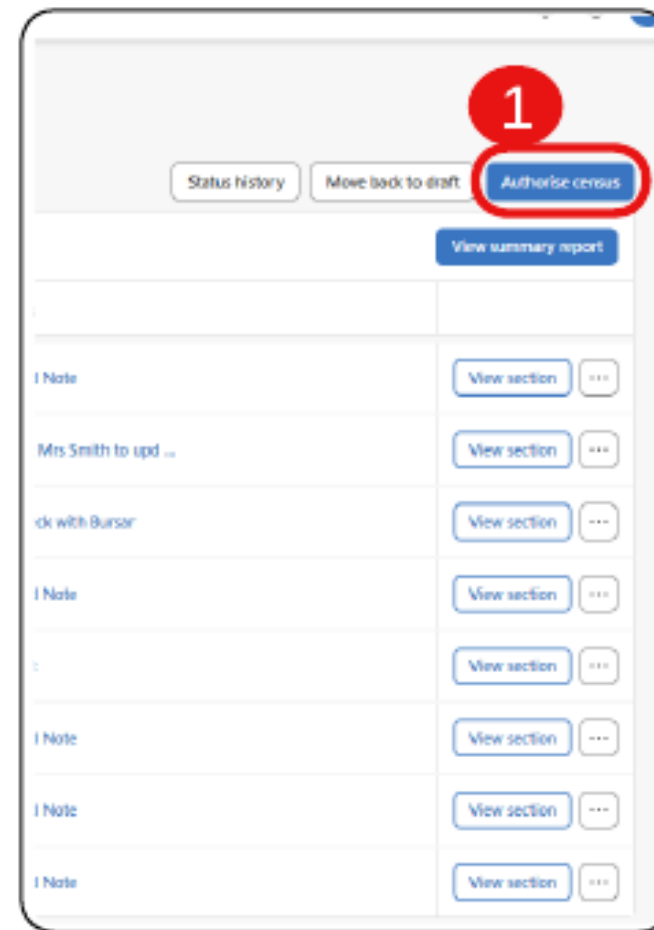
Census Date: 21/05/2026 Calculate All Details

Description: School Census Summer 2026

Attendance collected from	01/01/2026	Attendance collected to	05/04/2026
Exclusions collected from	01/08/2025	Exclusions collected to	05/04/2026
AP Placements collected from	15/01/2026	AP Placements collected to	21/05/2026
FAM collected from	01/08/2025	FAM collected to	21/05/2026
*FSM collected from	16/01/2026	FSM collected to	21/05/2026

# SNG: Authorise census

- Only census with a status of “Ready for Review” stage can be authorised
- From the census return overview page, click the **Authorise census [1]** button.
- Then click the **Authorise and export [2]**, to create and automatically download the Summary report, Validation and Errors Summary and XML file (for COLLECT submission) to your Downloads folder



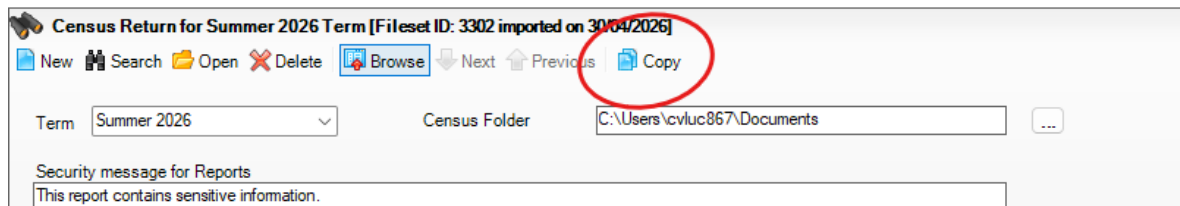
# Making post-authorisation changes

## SIMS 7

- Copy the authorised return
- Make the necessary corrections to the data
- Save the copied return with a new name
- Create and validate, check for errors
- Authorise before resubmitting

## SIMS Next Gen

- Update the relevant data in the MIS.
- Change the census back to **Draft** status.
- Refresh relevant sections and review.
- Move through the **Ready for review** and **Authorised stages** again.
- A new version of the census **Summary report** and **XML** will be generated with the latest set of changes.



# SNG: Tracking status changes

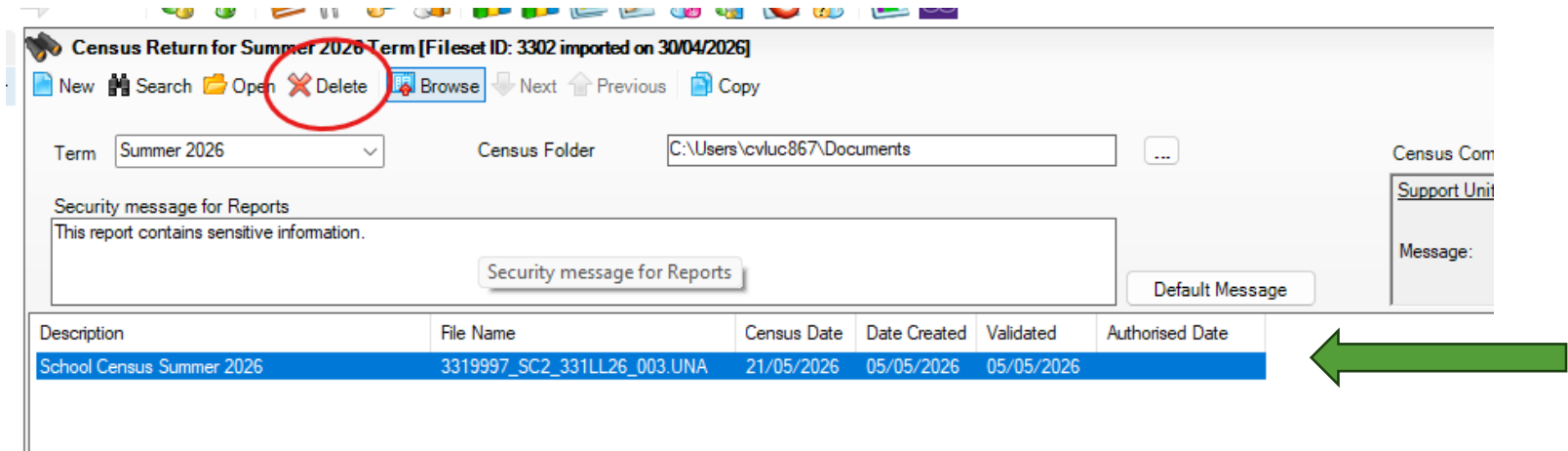
- It is possible to track status changes in the census lifecycle. This serves as an audit trail, allowing users to view the status history for the return
- From the census overview page, click the **Status history [1]** button

The image shows two screenshots of the SNG interface. The left screenshot shows a button labeled 'Status history' with a red circle containing the number '1' next to it. An arrow points from this button to the right screenshot, which is a modal window titled 'Status history'. The modal window contains a table with the following data:

Date and time	Status changed to	User	Files
03 Sep 2025 15:07	Ready for Review	Sandra Mason	<a href="#">View summary report</a>
03 Sep 2025 14:42	Draft	Sandra Mason	-
03 Sep 2025 14:21	Authorised	Sandra Mason	<a href="#">Export census files</a>
03 Sep 2025 12:40	Ready for Review	Sandra Mason	<a href="#">View summary report</a>
03 Sep 2025 12:37	Draft	Sandra Mason	-
03 Sep 2025 12:19	Ready for Review	Sandra Mason	<a href="#">View summary report</a>
03 Sep 2025 12:19	Draft	Sandra Mason	-
03 Sep 2025 10:42	Authorised	Sandra Mason	<a href="#">Export census files</a>
03 Sep 2025 10:40	Ready for Review	Sandra Mason	<a href="#">View summary report</a>
03 Sep 2025 10:35	Draft	Sandra Mason	-
03 Sep 2025 10:24	Authorised	Sandra Mason	<a href="#">Export census files</a>
03 Sep 2025 10:24	Ready for Review	Sandra Mason	<a href="#">View summary report</a>

The modal window also has a 'Close' button at the bottom right.

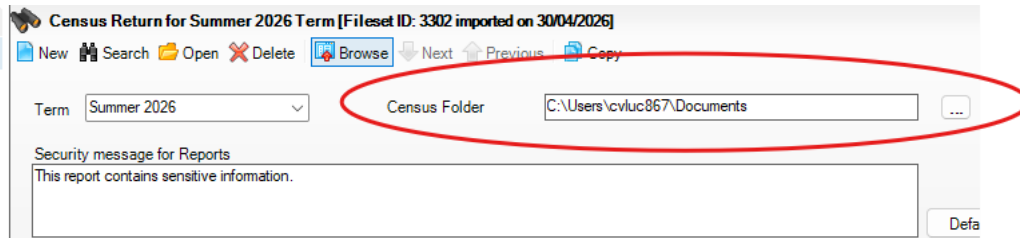
# SIMS 7: Deleting an Unauthorised Return



- During the return process in SIMS 7, several copies of the return might be created, e.g. to track progress.
- When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required.
- The Delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.
- **IMPORTANT** When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc., that have been produced are also deleted.

# Upload the return

- Once authorised, locate the file on your system
- **SIMS 7:** the Authorised census file is downloaded to the Census Folder defined in SIMS 7



- **SIMS Next Gen:** the Authorised census file will be saved in your **Download** folder
- The file name will be in the formation
  - **3314567\_SC1\_331LL24\_001.XML**
    - Where 3314567 is your school's DfE number
- You should now upload this file to COLLECT.
- You can only upload .XML files to collect, don't try to upload any other file.

# Using COLLECT

- To use COLLECT to submit your school census data, you'll need to register and log in with [DfE sign-in](#)
- Contact your school or local authority approver if:
  - you want to request a DfE sign-in username or password so you can access COLLECT
  - 'school census' is not on the list of collections you can see in COLLECT
  - If you do not know who your approver is, use the [DfE sign-in request form](#).
  - If you've forgotten your password, use [DfE sign-in](#) to reset it. You'll need to click 'start now' and then the 'I've forgotten my password' link.
- [COLLECT guides](#) for school and local authorities are available for assistance with submitting your return to DfE.

# Deadline

- Please make sure you have uploaded your census file to Collect by

**5 June 2026**

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.
- DfE deadline for submission of the return is 17 June 2026

# Any Questions?



# Thank you for your time

