School Census in SIMS Next Gen

Autumn 2026

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

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

- Autumn update and where to get help
- Statutory background, scope and key dates
- Preparing for the school census in SIMS Next Gen
  - Checking your data to make sure its ok for census
  - Entering the relevant data for census
- Producing the Autumn Census in SIMS Next Gen
  - 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
- Post-16

Autumn Census - Availability

Availability in SIMS

- **Primary and Special schools** will only be available in **SIMS Next Gen** from the Autumn term
- **Secondary, All-through, PRU and Nursery schools** it will be available in **both SIMS 7 and SIMS Next Gen** for the final time

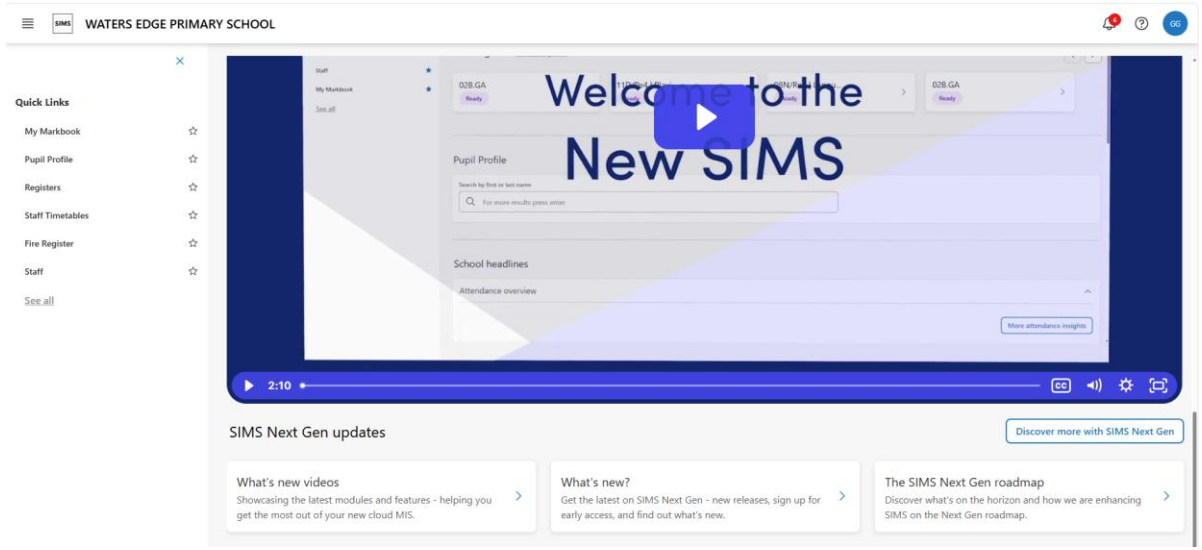
Census Support - CCC

- **Digital Services – for support with SIMS**
- Monday 28 September, 9:30am to 12:30pm: School Census Workshop (in-person at Friargate) - register to come along and do a dry run with hands on support.
- Request support by email: schoolsict@coventry.gov.uk
- **Data Team – for data queries**
  - Email: datateam.pd@coventry.gov.uk

Census Support – PPG

For access to the ParentPay Group Portal please email:
itportalsupport@parentpay.com
Include your **school's name** and **DfE number.**

- PPG are delivering free Census Webinars from 9 September to 9 October
  - Open to **all schools** (sessions for Primary and Secondary)
  - Sessions cover:
    - Overview of completing the census in **SIMS Next Gen**
    - Common census issues
- Schools can register using this link Register via KB0015610 - Autumn Census Webinars
- Census guides and videos SIMS Census - Customer Service
- Newsfeed notification in SIMS Next Gen census page
- What's New (notifications and link)



PPG Support Platform

- Handbook for primary schools: Autumn Census Guidance (Handbook)
- Handbook for secondary schools: Preparing and Producing School Census
- eLearning: 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
- **DfE Guidance – complete the school census**
  - https://www.gov.uk/guidance/complete-the-school-census
- **DfE Guidance – Data items 2026/27**
  - https://www.gov.uk/guidance/complete-the-school-census/data-items-2026-to-2027
- **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 1st October 2026**
- Deadline for return to the LA (maintained schools) – **Friday 16th October 2026**
- Attendance data* – collected from **06/04/2026 – 31/07/2026**
- Exclusions* – collected from **01/01/2026 to 31/07/2026**
- Free School Meal Eligibility – collected from **22/05/2026 - 01/10/2026**
- AP Placements* – collected from **21/05/2026 – 30/09/2026**
- Funding and Monitoring* – collected from **01/08/2026 to 01/10/2026**
- Learning Aims – **01/08/2026 – 01/10/2026** (secondary, all through, PRU only)

(* Not applicable to Nursery schools)

Future Census Dates

- School Workforce Census - Thursday 5 November 2026
  - Register here: SIMS School Workforce Census Training Webinar 2026
- School Census Spring: Thursday 21 January 2027
- School Census Summer: Thursday 20 May 2027

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. Spring 2026 and Summer 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)

Changes for 2026/27

Areas of change – new data items

- To record the last **date FSM eligibility** was checked (verification date)
- To record the **FSM Category** that applies to each pupil
- To record pupils living in **Kinship Care**
- To record **managed move** start date
- To record the destination school name for a **managed move**
- To record the reason for a **managed move**
- To record the reasons **exclusions** can be cancelled
- To record the reinstatement date following a cancelled **exclusion**
- To record the **exclusion** review category
- To record the **exclusion** review date (date of IRP – Independent Review Panel)
- To record **exclusion** review result
- To record **exclusio**n reinstatement date
- To record the **SEN expert** indicator for exclusion
- To record attendance at government funded **free breakfast club**

Changes to existing data items

- Exclusions
  - Exclusion Reason code set has been updated
    - 13 new codes have been added (2 have been made inactive)
- Free School Meals
  - The UK country code for FSM period is now mandatory

If your school is participating in the scheme and you need some help to set up recording attendance, please contact us at schoolsict@coventry.gov.uk

Free Breakfast Club Attendance

- The DfE has confirmed that this new data area for academic year 2026/27 will not be collected in School Census Autumn 2026 but will be collected for the first time in School Census Spring 2027 and for all subsequent school censuses.
  - Data item and code to record attendance at the DfE free breakfast club sessions.
  - Data item created to record the number of possible breakfast club sessions for each pupil.
  - Data item created to record the number of breakfast club sessions attended for each pupil.
- PPG article: Record and manage FBC Attendance
- Before you can use this functionality, you will need to configure your attendance settings to see the FBC attendance – this will update overnight. **Admin console > Module Settings > Attendance settings > Registers**
- You will also need to give someone the **FBC supervisor** permission in SIMS7 - this will then sync to SNG in approximately 1 hour.

Known Issues

Error 2586 – Check for missing marks. Triggering for pupils who left before the start of the second half of the summer term. Currently being investigated.

Intermittent validation failure: Attendance or Pupil sections may fail for some schools, retrying the validation usually resolves it.

Autumn census access: some schools were not enabled for Autumn census. Schools will need to log out and back in (fix due 22.09.26)

Post Looked After Arrangements: not editable in SNG

Resolved Issues

- **Error 2280** (Fixed): code DB (persistent disruptive behaviour). DfE had made this an invalid code following 25/26 academic year but have reversed this decision. Schools need to revalidate
- **Rules 1767Q, 2858Q, 2859 and 2874** (Fixed): removed by DfE and fixed in SNG. Schools need to revalidate.

Today's Approach

- Preparing for Autumn Census
  - Review data required for the census and where to find and update this in SIMS Next Gen
- Producing the Autumn Census
  - Steps to produce the Census return in SIMS Next Gen
  - Slides
  - Demo in SIMS Next Gen

Data Areas to Check



SIMS Next Gen Census

Coventry City Council

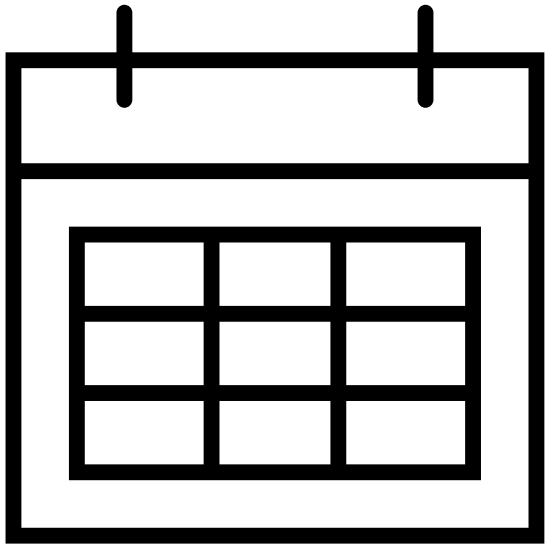
DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

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.

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. 01/10/2026



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

Do I need to use SIMS7 to update any of the data for the return?

- Yes - there are some sections of data that cannot be edited in the new system such as school details, allocating UPN's, and updates to pupils who have left the school.
- Where this occurs the error message provided will explain what needs to be done.
- There are also some bulk processes, such as admitting and managing applicants, and importing CTF data that must be managed within SIMS 7.

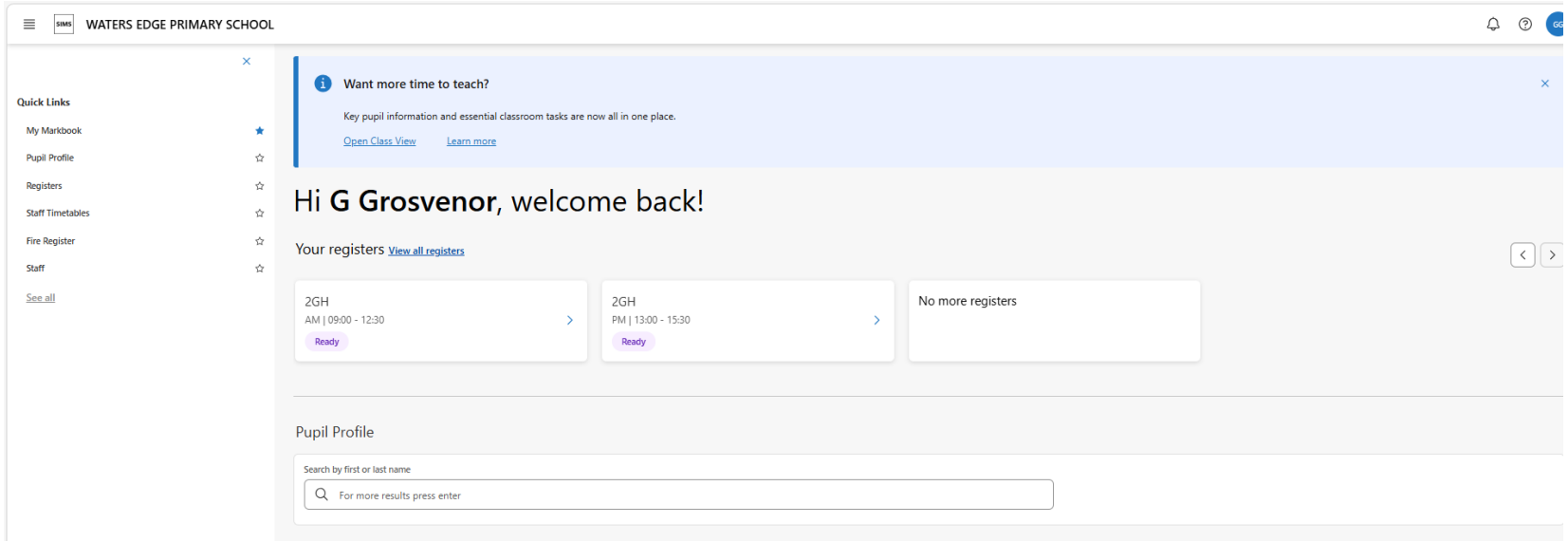
How long do updates take to show in the census overview or sub sections?

- Normally, changes take up to 5 minutes to process, after which they will appear when the section is revalidated.
- For SIMS7 updates, the table on the right shows the maximum time expected for changes to be processed ready for revalidation.

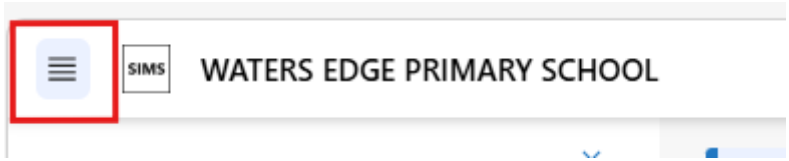
		When data is changed in SIMS7		When data is changed in SNG
Domain	Used in section/sub section	Sync Time from SIMS7 to SNG	Time to reflect in SNG Census	Time to reflect in SNG
Attendance Marks	Attendance	5 mins	10 mins	<5mins
Conduct Events	Suspensions and Exclusions	60 mins	120 mins	<5 mins
Classes / Pastoral groups and Timetable	Pupil and Class reconciliation	60 mins	70 mins	<5 mins
School details	School Identifiers / Childcare	60 mins	120 mins	Data cannot be edited in SNG at this time.
Learner details / Home addresses	Pupils on-roll / Pupils off-roll / Home addresses / FSM / Service Children / PLAA / Funding and Monitoring / Top up Funding / Early Years / Alternative provision / Boarder	60 mins	120 mins	<5 mins
Learner SEN details	SEND Status and SEND Needs	60 mins	120 mins	<5 mins
Learner Meals taken	Meals taken	Meals recorded in SIMS7 do not transfer to SNG census.		This is manually entered in SNG. Data entered in SIMS7 is not transferred.
Early years	Early Years	60 mins	120 mins	<5 mins
Programme of Study / Course memberships	Learning Aims / Programme Aims	60 mins	120 mins	<5 mins

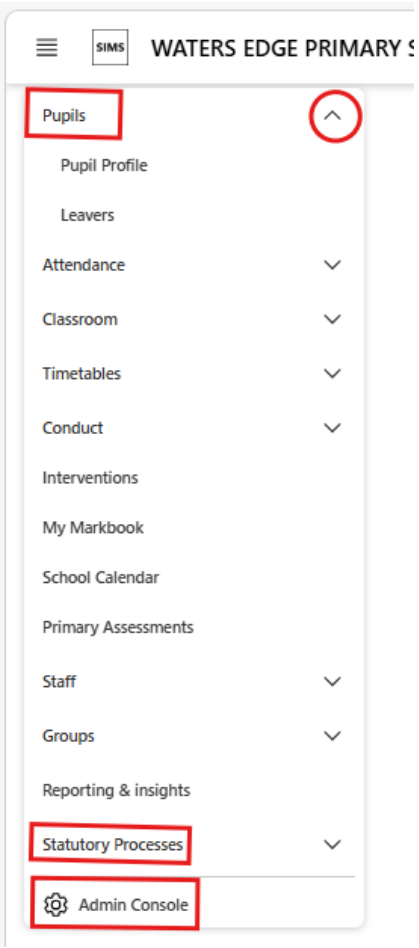
Demo: SIMS Next Gen

- Landing page shows Quick Links (including Pupil Profile)



- Full menu is available by clicking on the “burger”





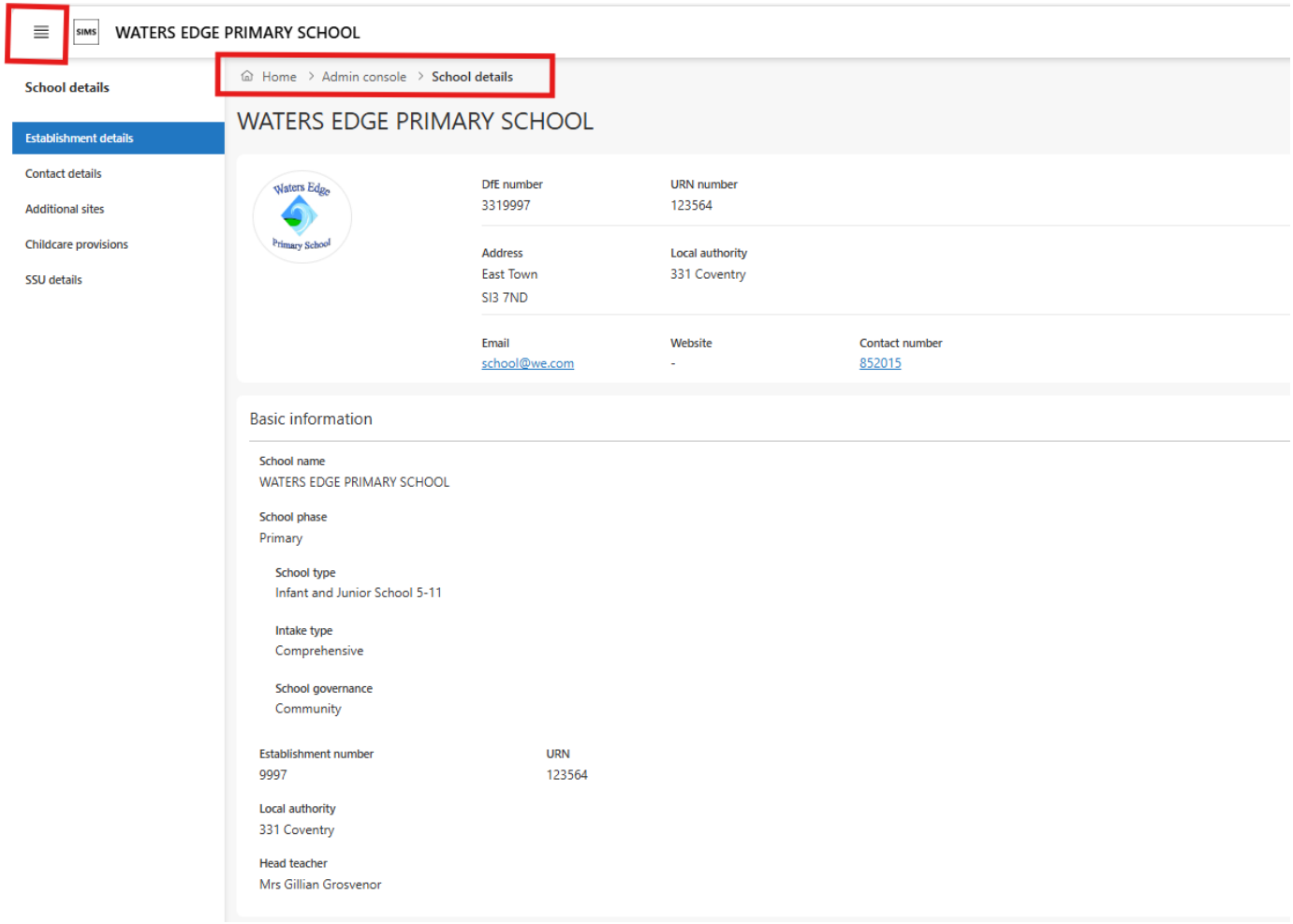
School Details

Admin Console > School Details

Currently, the feature is **view-only**. Editing will be enabled after SIMS7 is decommissioned

Any changes will need to be made in SIMS7 (**Focus > School > School Details**)

PPG article: School Details



Leavers

Re-admitting pupils:
If you need to re-admit a pupil you will need to do this via **SIMS7**, as at this stage only a new pupil record can be created in **SIMS Next Gen**.

Pupil | Leavers

An overview of all leavers or pending leavers.

Initially, the table is empty. It returns results based on whether you run a standard or advanced search

Standard search – name or UPN

Advanced search – allows you to search date ranges, groups, reasons, destinations and grounds for removal

+Add leaver(s)

Re-enrol (this is a different process to re-admit. With re-enrol the original admission date remains unchanged and any leaver details and all related data are removed)

PPG article: Managing Leavers

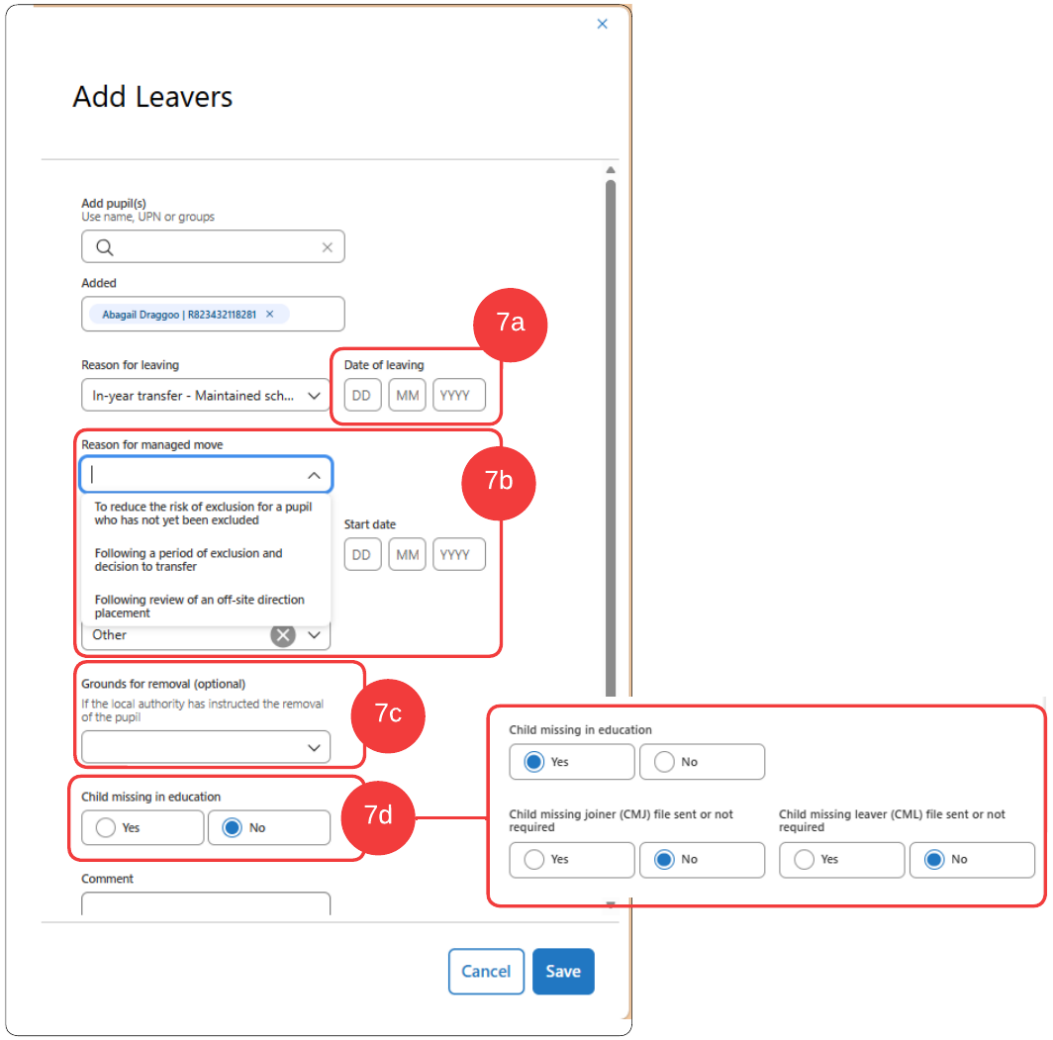
Managed moves

Pupil | Leavers

Reason for managed move

- A fixed **Reason for managed move [7b]** must be selected.
- If a **Reason for managed move** is recorded, the **Destination** school and **Start date** fields become mandatory.

NOTE If a pupil is leaving a school through the normal leaver process, a Reason for managed move should not be entered.



New starters

- **Pupil | Pupil Profile** +Add pupil

- Ensure all new pupils are on roll with the correct admission date
- Pupil numbers on roll affect your funding
- PPG article: Create a pupil

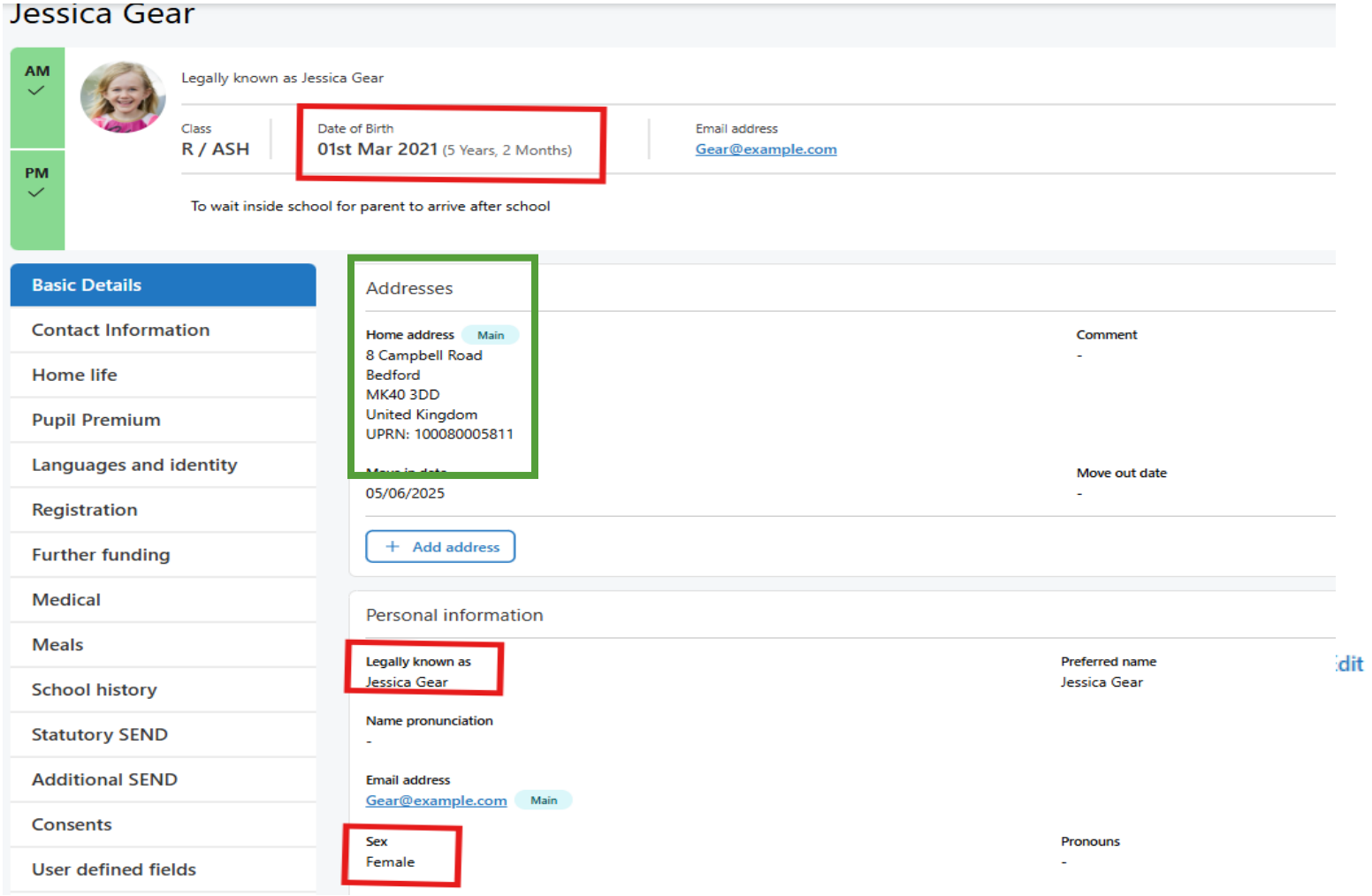
Pupil Level Data – Basic Details

Pupils | Pupil Profile

- Legal name
- DOB
- Sex
- Address

[PPG article: Pupil basic details]

[PPG article: manage pupil address information]

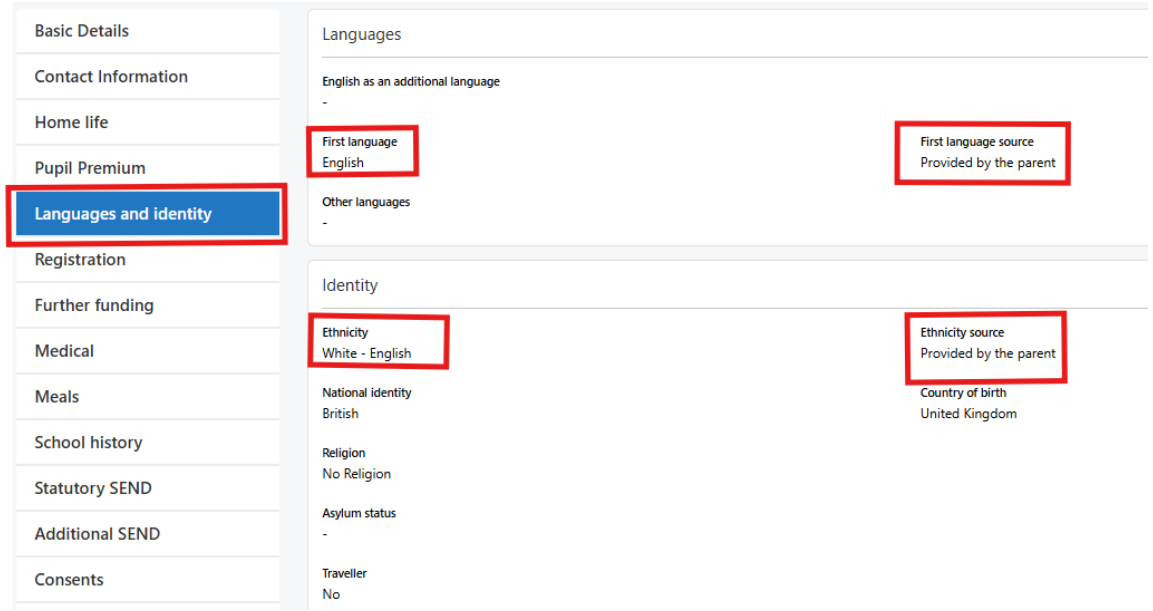


Ethnicity & First Language

Pupils | Pupil Profile | Languages and identity

PPG article: manage a pupil's identity information

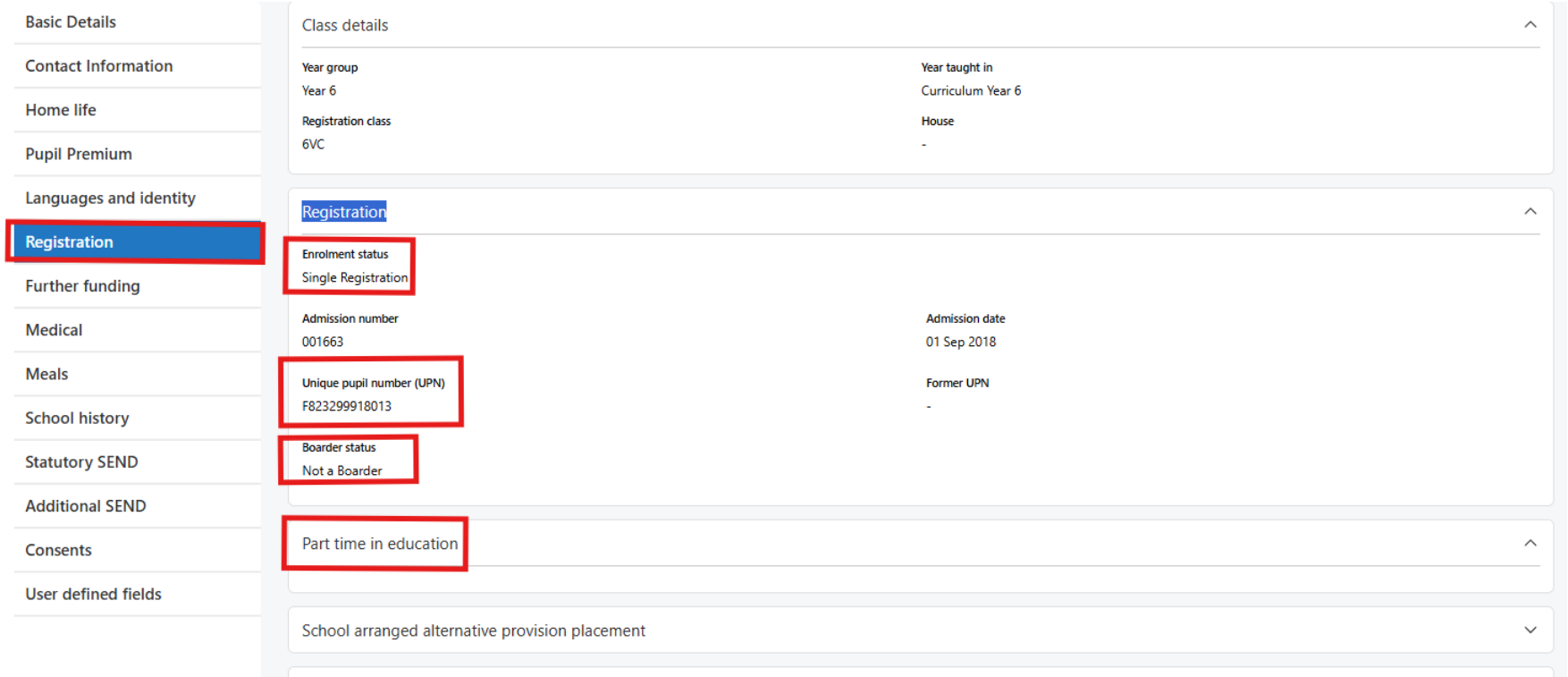
- **Ethnicity** information is required for all pupils aged 5 or over. "Refused" indicates that the parent/carer has refused to give this information. If the information has not yet been collected, select "Information Not Yet Obtained" from the dropdown list.
- **Ethnicity Source** is the person who determined the ethnicity.
- **First language** is the mother tongue of the pupil. The languages dropdown list is searchable.
- **First language source** is the source which provided the information. The values are defined by the DfE.
- **English as an additional language** (EAL) indicates whether the pupil has EAL status or not



Pupil Level Data: Enrolment status

Pupils | Pupil Profile | Registration panel

PPG article: edit pupil registration information

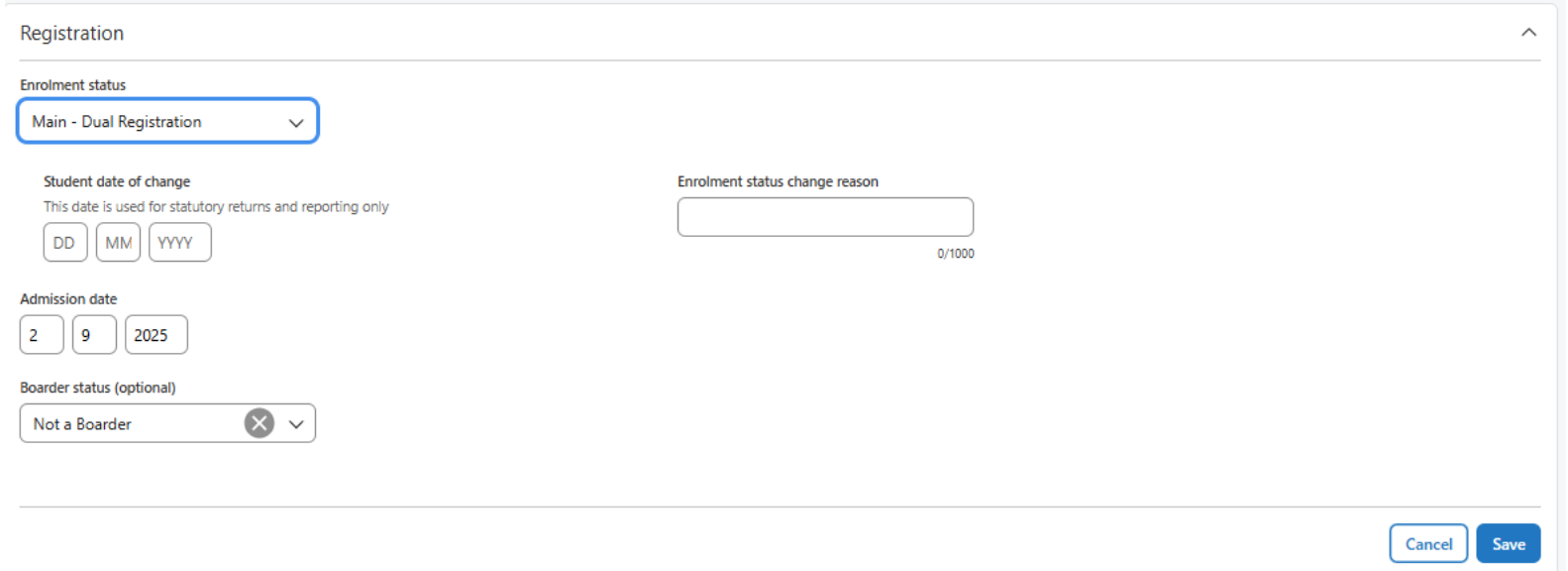


- Enrolment status
- UPN*
- ULN*
- Part-time details
- Boarder status

* View only in SNG

Enrolment Status: Dual Registered Pupils

Pupils | Pupil Profile | Registration panel



- It is important that each pupil recorded within the school census be assigned a correct enrolment status. This affects funding.
- The default value of this field to 'C' - current (single registration at this school)
- Children recorded as 'G' – guest (not a pupil at the school) will not be included in the census return.)

Dual Registered Pupils

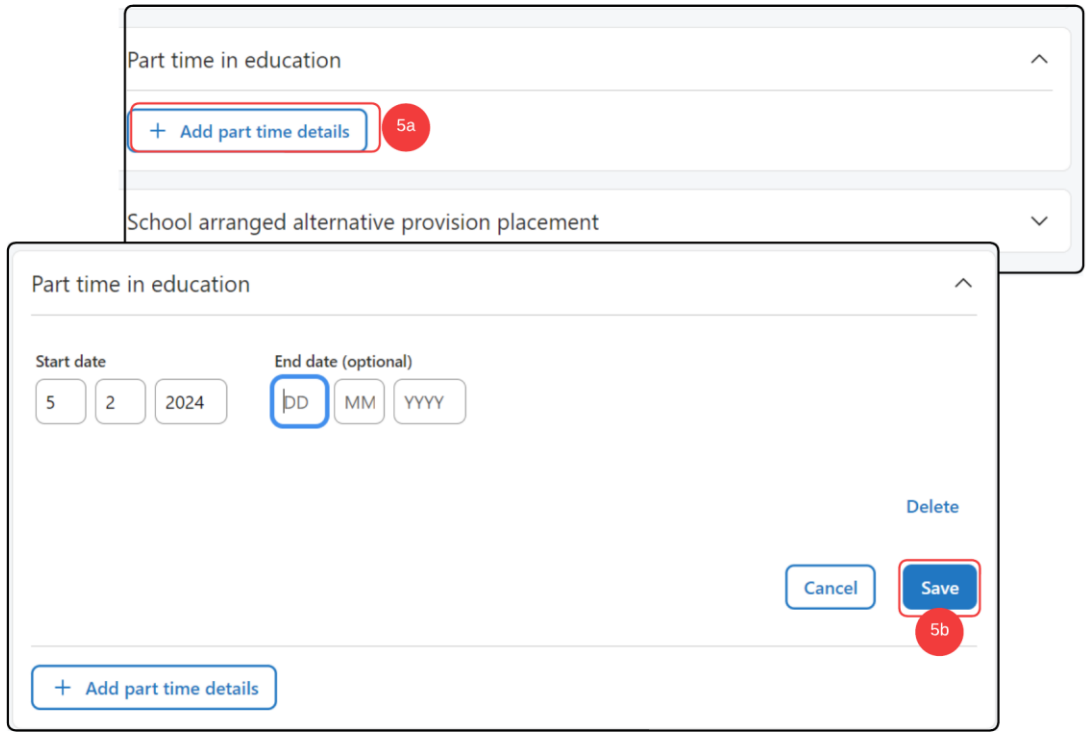
- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**
- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.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

Part Time Indicator

Focus | Pupil | Pupil Details | Registration panel

- This field is used by the Census for allocating funding. It is used only if the pupil is in education on a part-time basis
- Part-time attendance is considered to be anything less than 10 sessions per week. It is usually only applicable to nursery school children or pupils who are over-16 on apprenticeship programmes.
- 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.

Part Time Indicator (2)



- Start date is mandatory, end date is optional
- Add part-time dates for new students
- Edit part-time dates for existing students who are no longer part-time (add an End Date)
- *Caution: Deleting the part-time details will completely delete the record and all related data.*

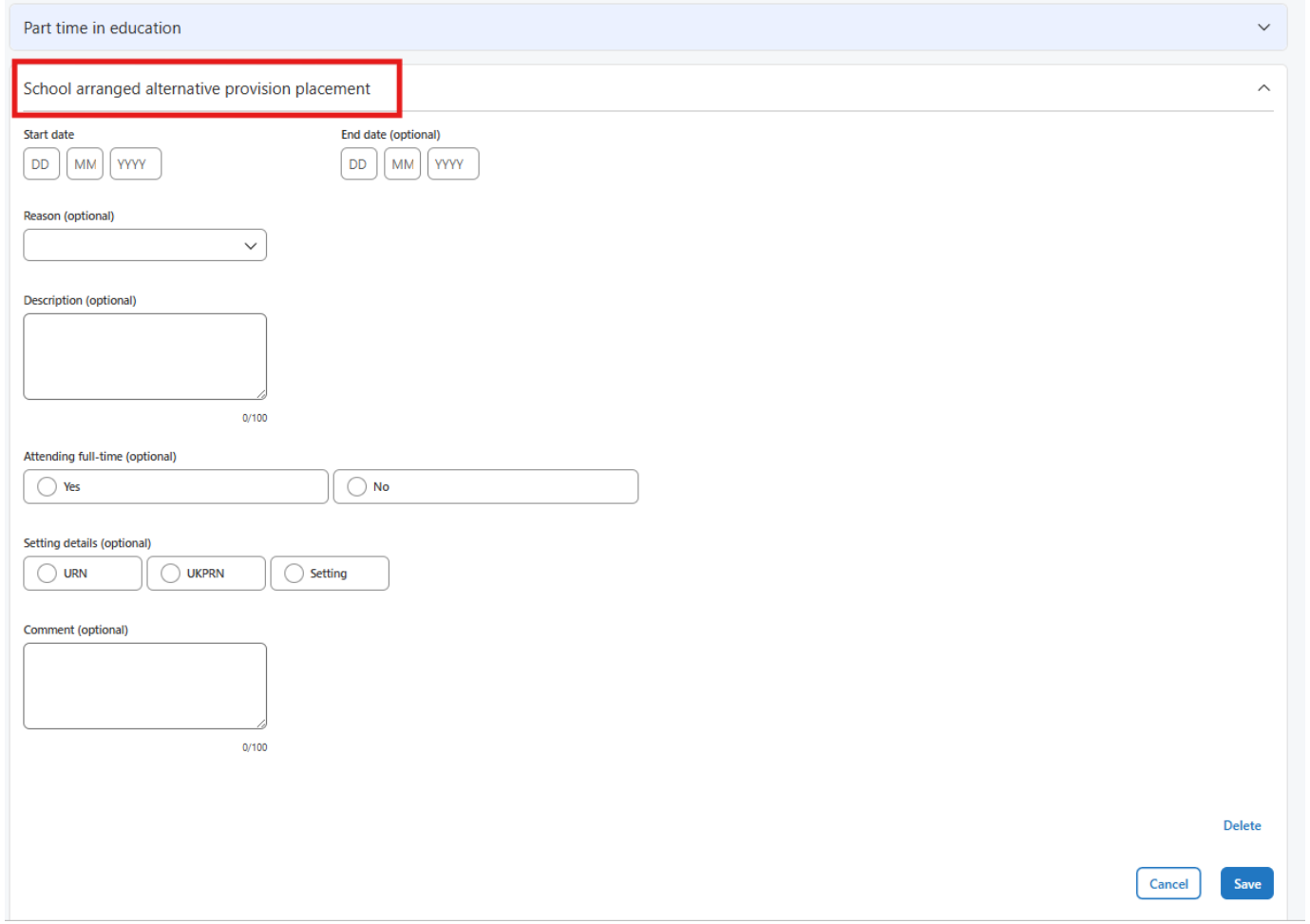
Alternative Provision Placements

- A school arranged alternative provision placement arranged by a school is defined as:
  - education arranged by schools for a pupil on a fixed period exclusion.
  - schools directing a pupil to off-site provision to improve their behaviour, e.g., at a Pupil Referral Unit (PRU).
  - This information is required for the Census

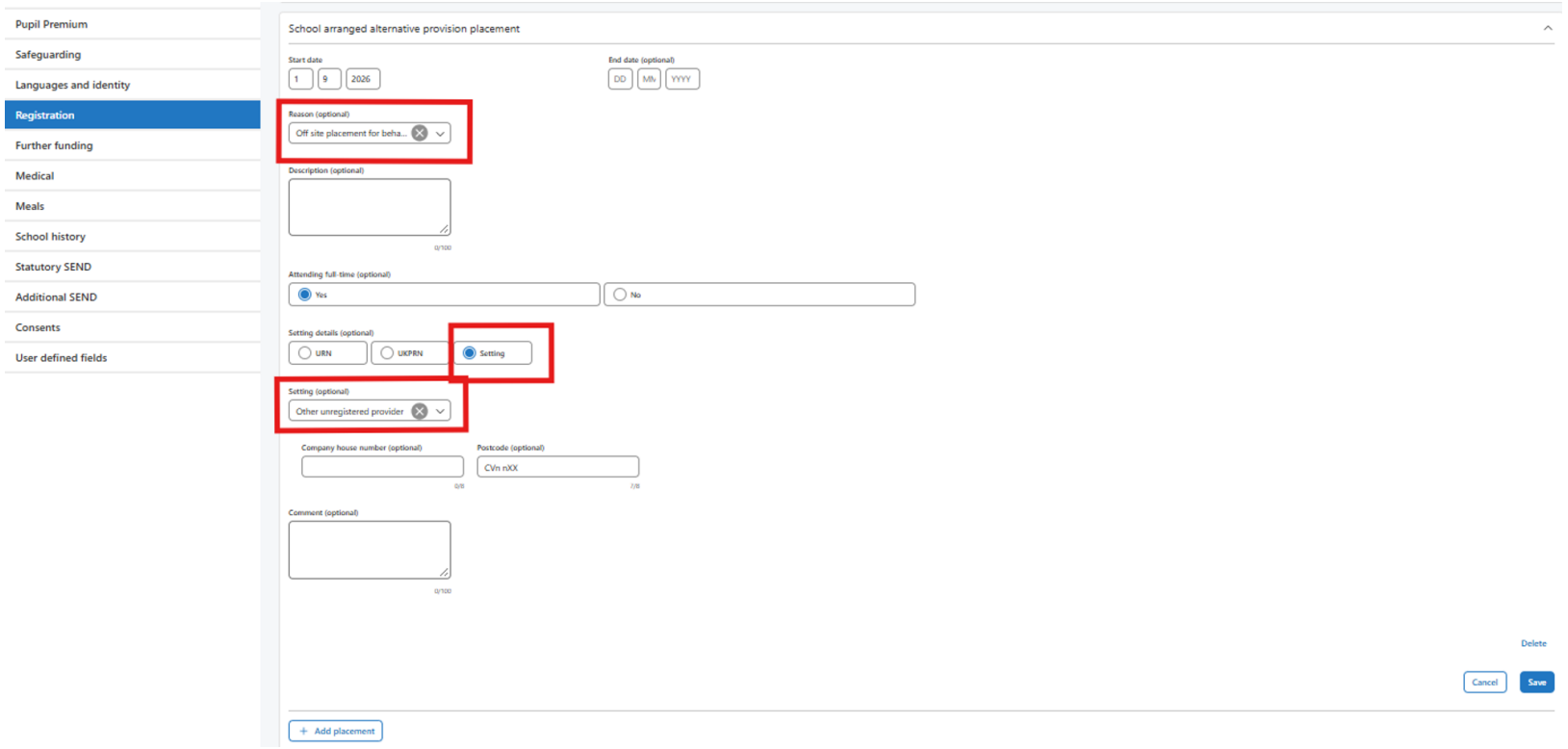
- **If your school has not arranged any AP placements during the collection period, you do not need to complete this module.**

Alternative Provision Placements

Pupils | Pupil Profile | Registration panel



CCC specific



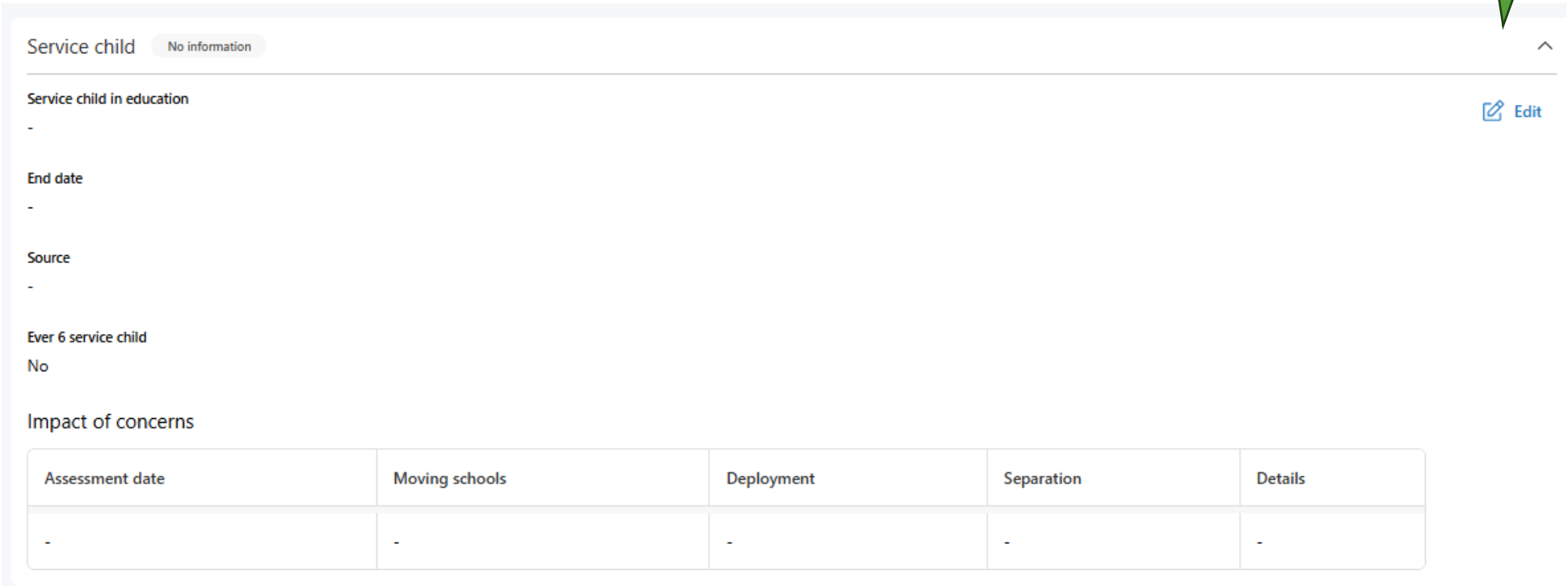
- For children attending the Key in Coventry
  - **Setting details**: select **Setting**
  - **Setting**: select **Other unregistered provider**
  - Enter the **Postcode**
  - Leave the Company Number blank

Service Children Indicator

Used to determine the service child pupil premium allocations for schools
2026/27 £360 per child

Pupils | Pupil Profile | Pupil Premium panel

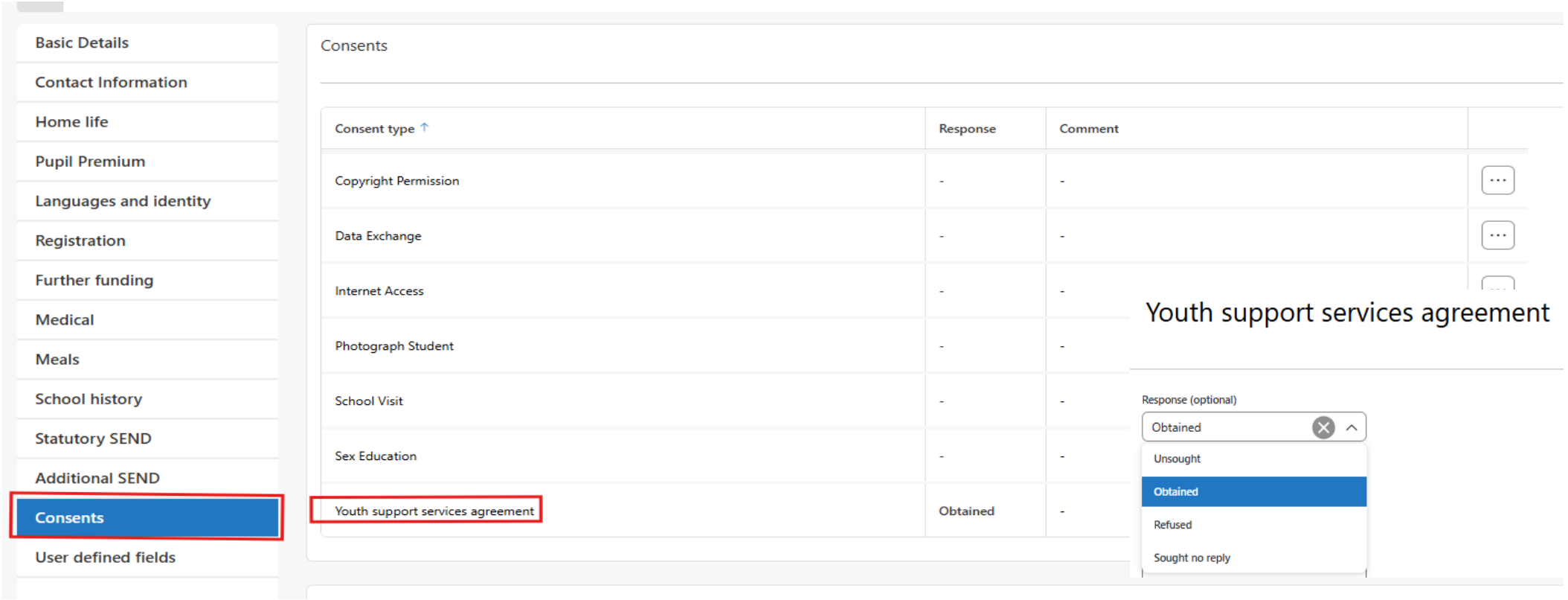
PPG article: edit service child information



Youth Support Services Indicator [1]

Pupils | Pupil Profile | Consents panel

PPG article: manage consents



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

Youth Support Services Indicator [2]

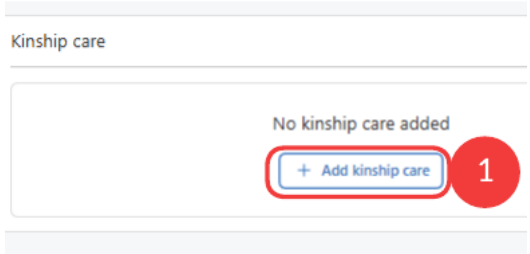
- You should return the youth support services agreement for all pupils who are aged 12 and above as at 31 August. If it is not completed, the system will default to ‘unsought’.

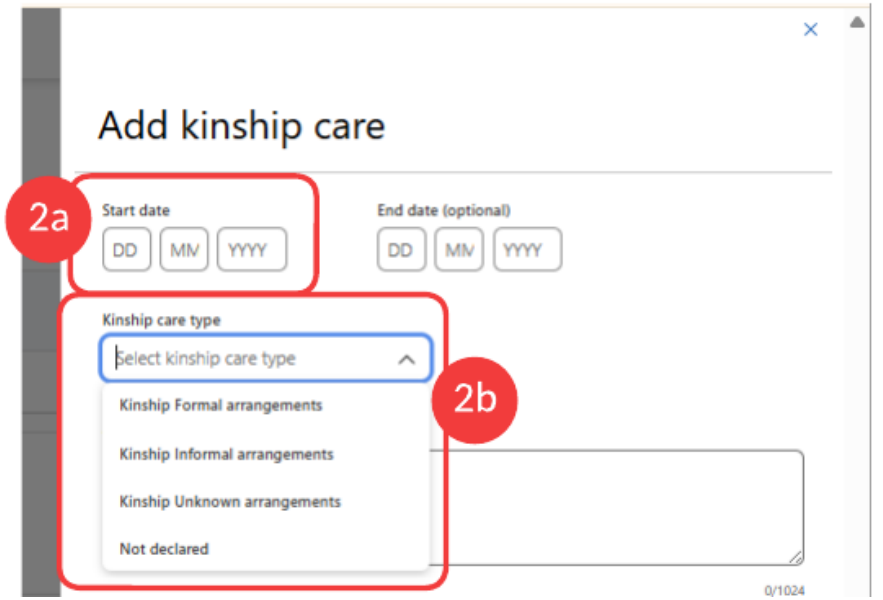
- If the value ‘No’ is recorded, information beyond name, address and date of birth cannot be shared with the youth support service as the parent or pupil has successfully exercised their right to object to the data being shared.

Kinship Care

Pupils | Pupil Profile | Home Life

- 'Kinship care' refers to an arrangement where a child is cared for full-time, or for most of the time, by a relative or close family friend when their parents are unable to provide care.
- This feature allows schools to record and maintain kinship care information within the pupil record, helping to support safeguarding, pupil welfare, and statutory reporting requirements.
- Kinship care type:
  - **KF – Kinship Formal Arrangements:** the pupil is being cared for by a relative or family friend under a formal legal arrangement, such as a **Special Guardianship Order**, **Child Arrangements Order**, or another recognised kinship care arrangement.
  - **KI – Kinship Informal Arrangements:** the pupil is being cared for by a relative or family friend through a private arrangement agreed with the parent or guardian, without a formal legal order.
  - **KU – Kinship Unknown Arrangements:** the pupil is known to be in a kinship care arrangement, but the nature of the arrangement is not known.
  - If none of these arrangements apply, you can leave it blank or select **ND – Not Declared**.
- PPG article: manage kinship care





Special Educational Needs

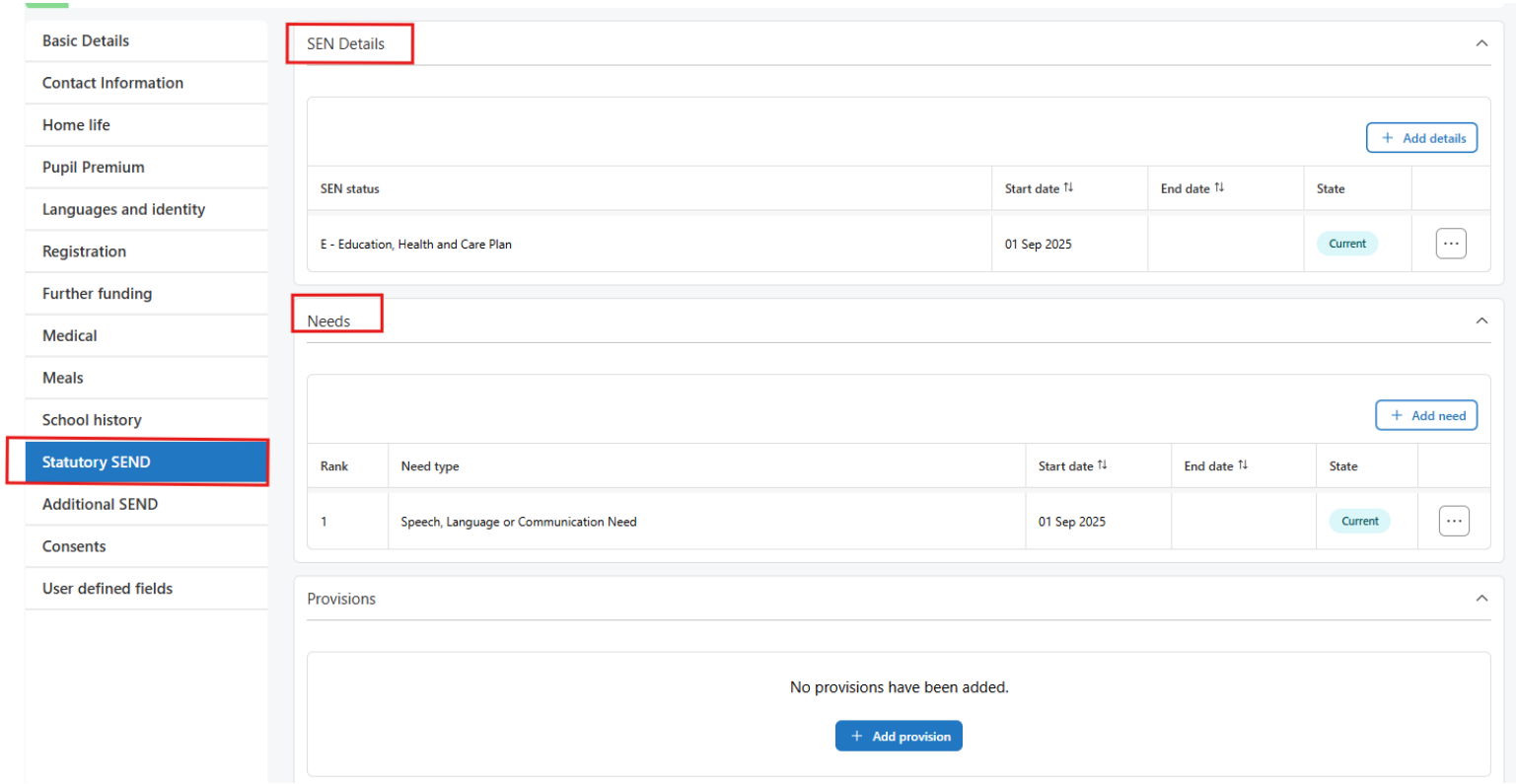
- Check with your SEN Co-ordinator that all children with a special educational need are marked as such:
  - All Students with current SEN provisions should have an SEN record with a valid **SEN status code** (E = EHCP, K = SEN Support)
  - Any Students who have transitioned to no longer having any kind 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***

***** You only need to return the SEN Type / Need and Ranking in the Spring Census but it is good practice to keep this information up to date

Special Educational Needs

Pupils | Pupil Profile | Statutory SEND

PPG article: manage statutory SEND



Attendance

- Information on a pupil's attendance during the term preceding the census is collected termly. This may include information about pupils who left the school prior to census day.
- Autumn Census looks back at Attendance data from the Start of the Summer Term

6th April 2026 – 31st July 2026

- Check for **missing marks** and **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 **06/04/2026 – 31/07/2026**
  - 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 **06/04/2026 – 31/07/2026**
  - Run the report for the Whole School
  - Click Open
  - **Enter the missing information and save**

Free school meal eligibility

- If a pupil has free school meals, this must be recorded for the purposes of the School Census.
  - It is possible for a pupil to be eligible for free school meals, even though they might choose to bring sandwiches or to go home for lunch.
- Eligibility in the Autumn Census is collected from **22/05/2026 - 01/10/2026**
- Children in an academy or free school nursery may also eligible if they meet the conditions.
  - These children must be registered pupils and receiving full-time education, or education both before and after lunch.
- Schools should retain any evidence of eligibility for audit purposes.
  - FSM eligibility can be checked by accessing the Local Authority portal and ensuring all eligible children have the correct dates entered
  - If you do not have access, please email **DGATeam@Coventry.gov.uk**

Free school meal categories

LA FSM portal is not currently able to report the FSM categories – schools will receive a separate file via Datalocker for the Autumn census to enable them to update the information. Communication from the Data Team

- **Targeted FSM (TFSM):** *the original FSM eligibility criteria - covering pupils who are in households in receipt of Universal Credit with annual household earnings of £7,400 or less.*
- **Expanded FSM (EFSM):** *the new category for pupils in households receiving Universal Credit with an income exceeding £7,400.*
- **Other FSM** (**OFSM):** *this is for local use and is not reported to the DfE.*
- Free school meals: guidance for local authorities, local-authority-maintained schools, academies and free schools - GOV.UK

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 **Targeted Free School Meals (TFSM)** 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

Free school meal end dates

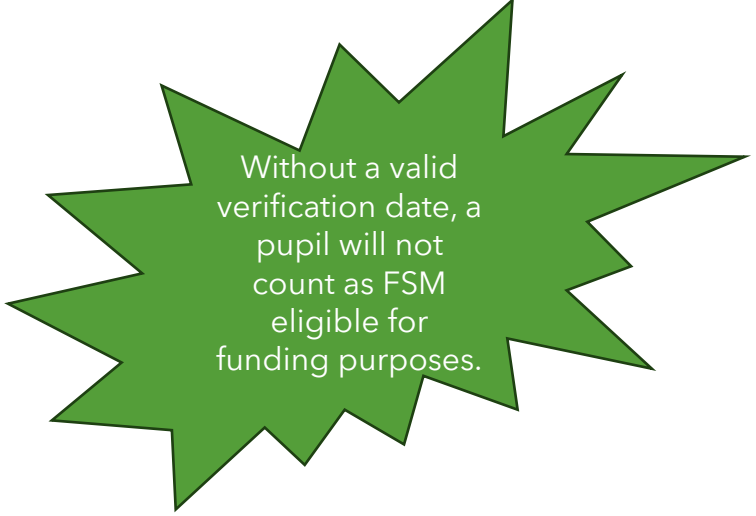
You must not delete previous **valid** FSM eligibility records from a child's profile as this will affect funding. You would only ever delete a FSM eligibility record if it had been entered in error.

- Previously schools wouldn't expect to see FSM end dates except in more exceptional circumstances. This was due to the FSM eligibility protection which has been in place for several years during the roll out of Universal Credit. The changes for 2026/27 remove this protection and therefore we will now expect to see end dates against periods of FSM eligibility for more children if their household income circumstances change.

For example:

- Children may no longer be eligible for Targeted FSM but become be eligible for Expanded FSM – in this case you should have 2 separate FSM Eligibility records
- Children might change from being eligible for Expanded FSM and become eligible for Targeted FSM – again you should have separate FSM eligibility records
- Children may no longer be eligible for TFSM or EFSM in which case any previous FSM eligibility records should have an end date recorded.

Free school meals verification date



Annual Eligibility Rechecks Are Mandatory

Schools must verify FSM eligibility at least once a year before the October census.

For 2026/27, all FSM pupils must have a verification date on or after 1 June 2026.

Census	Verification must be between
Autumn 2026	01/06/2026 - 01/10/2026
Spring 2027	01/06/2026 - 21/01/2027
Summer 2027	01/06/2026 - 20/05/2027

Free school meal – funding implications (1)

- **Meal Funding**
  - Both Targeted FSM and Expanded FSM support free meal entitlement.
  - Only pupils who are eligible at census date attract meal funding.
- **Pupil Premium**
  - Only Targeted FSM pupils generate pupil premium funding.
- **Not Eligible for Pupil Premium**
  - The following do not attract pupil premium:
    - Pupils receiving Universal Infant Free School Meals only.
    - Pupils eligible solely under Expanded FSM.
    - Nursery pupils.

Free school meal – funding implications (2)

- **FSM6 (Ever6) Cohort**
  - Children with a historical Targeted FSM period remain important even if they are no longer eligible.
  - Schools should:
    - Keep historical TFSM records.
    - Add end dates when eligibility ends.
    - Ensure records are not deleted.
  - This allows DfE to correctly identify pupils eligible for PP funding.

Existing FSM eligibility – actions before Autumn census

Recheck **all existing** FSM pupils for one of 3 possible outcomes:

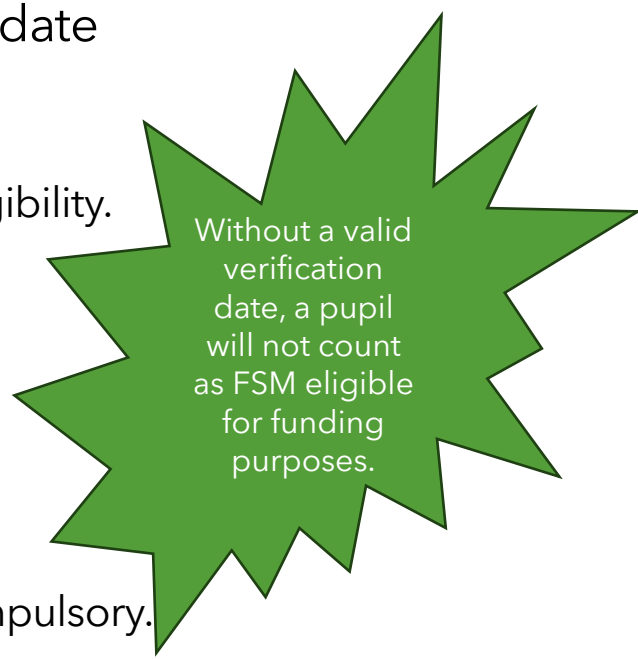
- **They are still eligible for targeted FSM**:
  - Keep the original FSM start date
  - Update the category of the existing record from Blank to TFSM
  - Record the verification date (this must be on or after 01/06/2026)
  - Ensure the UK country is recorded (this is now mandatory)
- **They are moving from Targeted to Expanded FSM eligibility**:
  - Update the category of the existing record from Blank to TFSM
  - Close the existing TFSM period with an end date of 31/07/2026
  - Create a new free school meal eligibility period with a category of EFSM.
  - Earliest EFSM start date: 1 August 2026.
  - Record the verification date (this must be on or after 01/06/2026)
  - Ensure the UK country is recorded (this is now mandatory)
- **They are no longer eligible for FSM**:
  - Update the category of the existing record from Blank to TFSM
  - Close the existing TFSM eligibility period by adding an end date of 31/07/2026.



New Free school meal eligibility – actions before Autumn census

Add any **new** FSM eligibility records:

- **FSM start date**: enter the date when the pupil first became eligible for FSM.
- **FSM eligibility verification date**: enter the date when the eligibility FSM was last verified on the FSM eligibility checking service. (For the autumn census, any date between 1 June 2026 and 1 October 2026.)
  - For new claims the verification date may be the same date as the FSM start date
  - An error would appear if the date entered is too old, prompting a recheck for FSM eligibility.
  - If no re-check is made, the pupil will not be considered FSM eligible and will not attract FSM funding.
- **FSM end date**: This field should not be completed for a live record.
- **UK country:** Enter the applicable UK country.
- **FSM category:** Enter relevant FSM code.
  - If this is left blank, an error message will appear, prompting that this information is compulsory.



Verification of FSM eligibility post census day

- **Autumn school census 2026 only**
- If a school has not verified a pupil's FSM eligibility by 1 October 2026 (census day), verification may still be completed on or before the 2 November. This provision applies to FSM rechecks and new FSM claims.
- When recording eligibility outcomes:
  - if the verification confirms that a pupil is FSM eligible, the school should record 2026-10-01 as the FSM eligibility verification date (even if the checks are done after this date)

Verification Dates Only Apply to Live FSM Periods

For closed FSM periods:

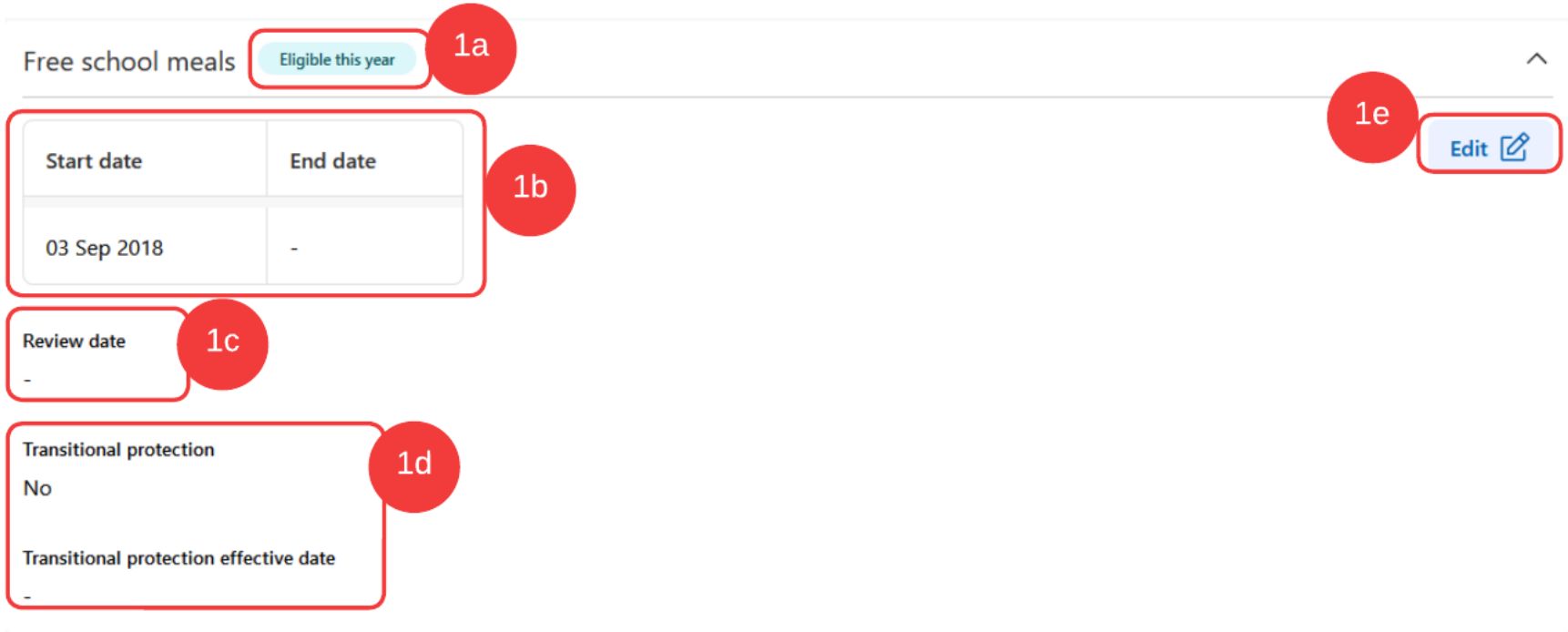
- Do not populate the verification date.
- Record start date and end date only.
- This is particularly important for FSM6 (Ever6) and pupil premium calculations.
- Complete the school census - Data items 2026 to 2027 - Guidance - GOV.UK

Demo: Free School Meals

TFSM determines the deprivation element of pupil premium **2026-27 £1,550** per eligible primary pupil and **£1,100** for a secondary pupil

Pupils | Pupil Profile | Pupil Premium panel

PPG article - edit free school meal information



Demo: Suspensions & Permanent Exclusions

- This is a statutory area. Recording exclusions is particularly important for the School Census returns and therefore it is important to keep this data up to date.
- Information regarding the Governor Reviews and Independent Reviews (IRP) are reported in the School Census, so schools must ensure that the final result and the outcome of the reviews are maintained for reporting purposes.
- Exclusions that have been overturned by the governing body are not counted in national statistics.
- Exclusion data is required for **01/01/2026 to 31/07/2026** (previous 2 terms)

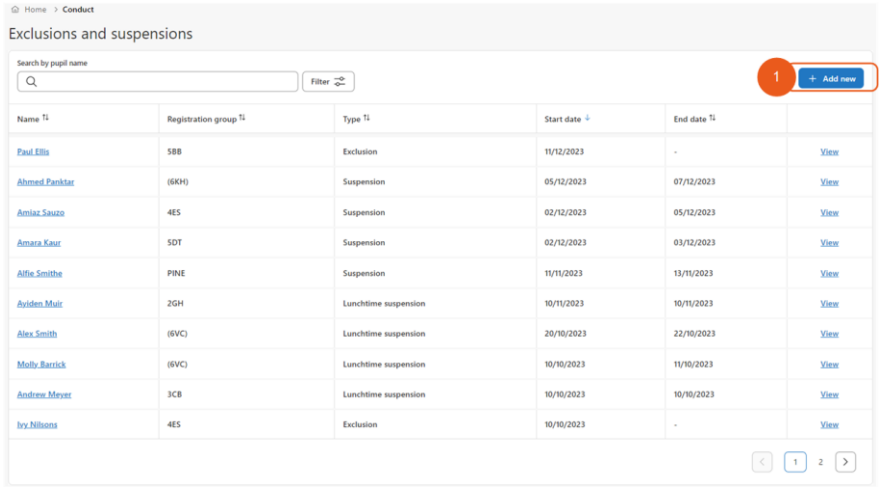
Suspensions & Permanent Exclusions

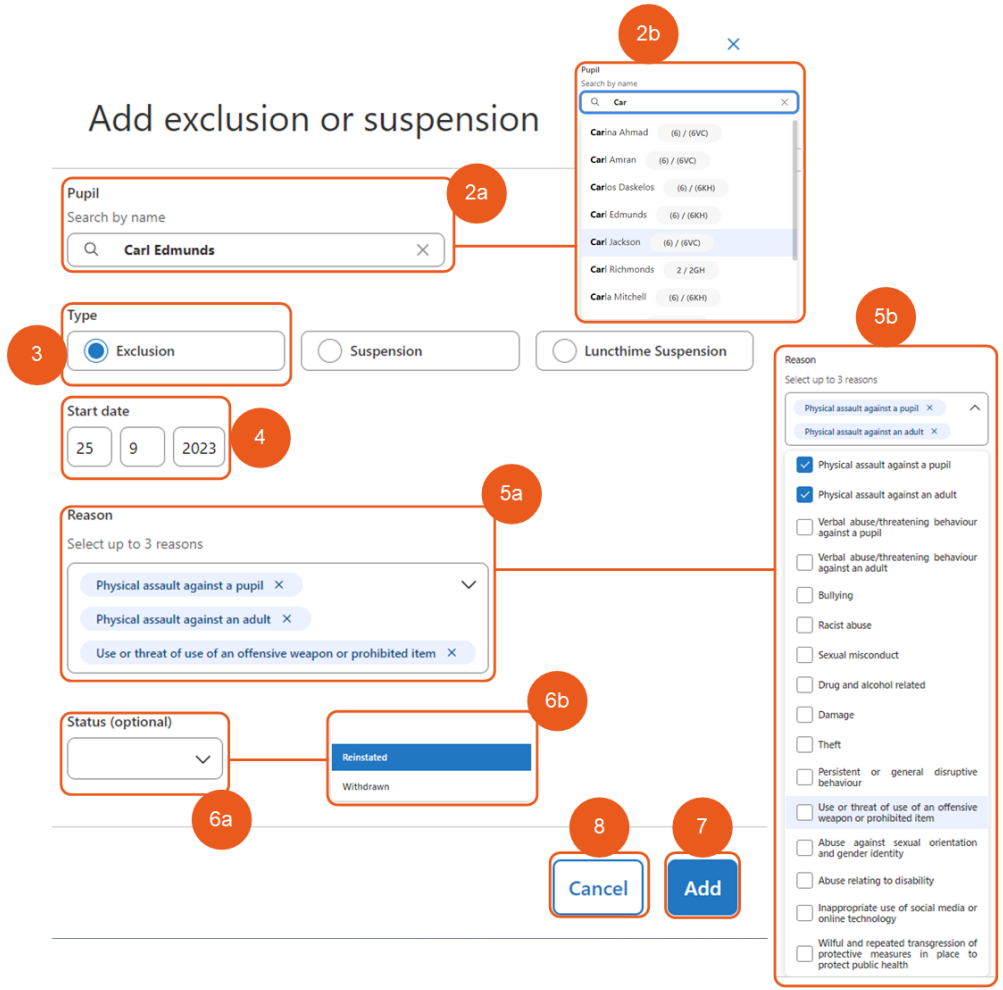
- **Type**: Exclusion, Suspension, Lunchtime Suspension (statutory DfE)
- **Reason**: up to 3 reasons can be recorded. DfE statutory list of reasons. The list has been amended for exclusions recorded in 2026/27 academic year, this will be reflected in the MIS.
- **Start date**
- **Status** (optional): -, withdrawn or reinstated
- Add the results and date of the **Governor Review**
- Add the results and date of the **Independent Review Panel**
  - Record whether an **SEN expert** was requested for the review
- Add the results and date of the **Final Governor Review**

Suspensions & Permanent Exclusions

Conduct | Exclusions & Suspensions

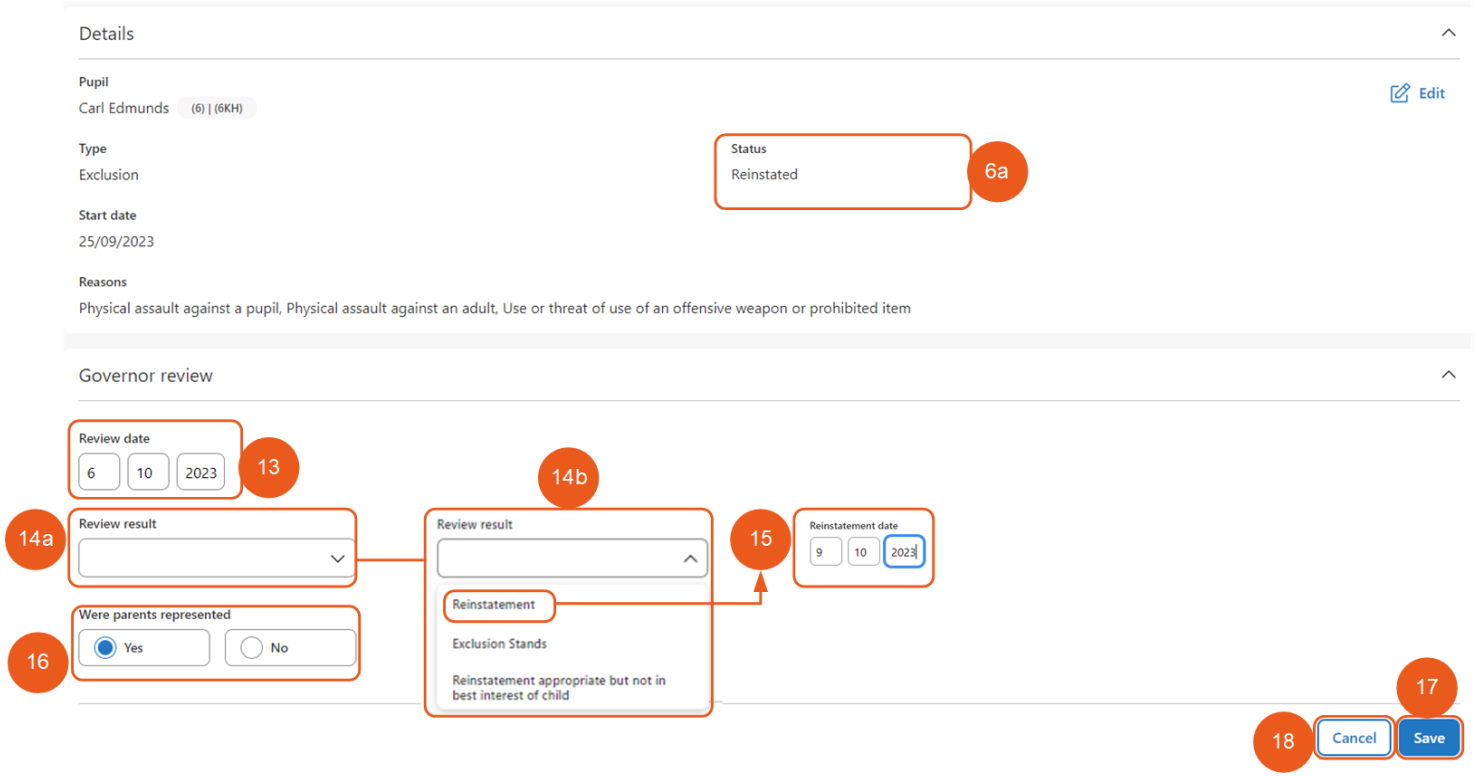
PPG article: record exclusions





Adding an exclusion in Next Gen is more structured than in SIMS 7, only the fields relevant to the type of event being created are displayed.

Suspensions & Permanent Exclusions – updating records



Conduct | Exclusions & Suspensions

- Find the relevant record in the Exclusions / suspensions table
- View to open the record
- Scroll down to the Governor Review, IRP or Final Governor Review section, expand this section and click Edit
- Add the Review date
- Select the Review result
- Specify the Reinstatement date (if applicable)
- Save

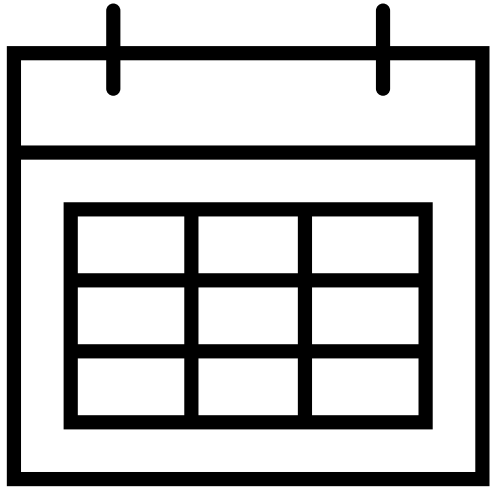
Exclusions, a reminder

If a pupil has been excluded permanently, once any appeal process (Independent Review Panel) has been completed and you know that they will not be returning to your school, you should record them as a leaver.

To ensure that information required for the School Census, is accurate and up to date, ensure that the following information has been recorded before recording them as a leaver:

- In Care Indicator
- SEN Provision
- Ethnicity
- Ethnic Source
- Part-time Indicator
- Date of Arrival
- Date of Leaving

If any of this data is missing, you will get validation errors in the Census

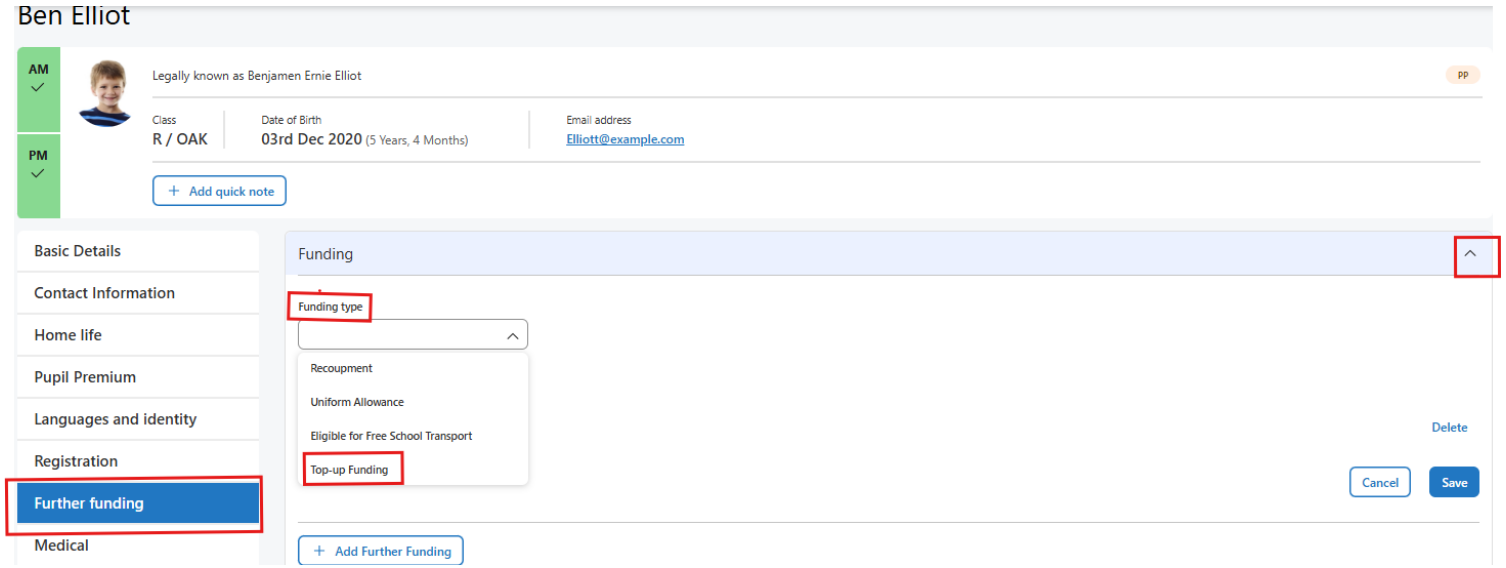


Demo: Top Up Funding

Pupils | Pupil Profile | Further Funding (view only)

Admin Console | Module Settings | Pupil Profile | Bulk Actions | Bulk Update

- If you are receiving top up funding for any children, ensure this information is recorded as the DfE use is to calculate high-needs funding allocations.
- This will indicate those pupils on roll for whom the school receives, on census day, high-needs top-up funding – either from a local authority or, in the case of a PRU or AP, a local authority or another school.
- 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.



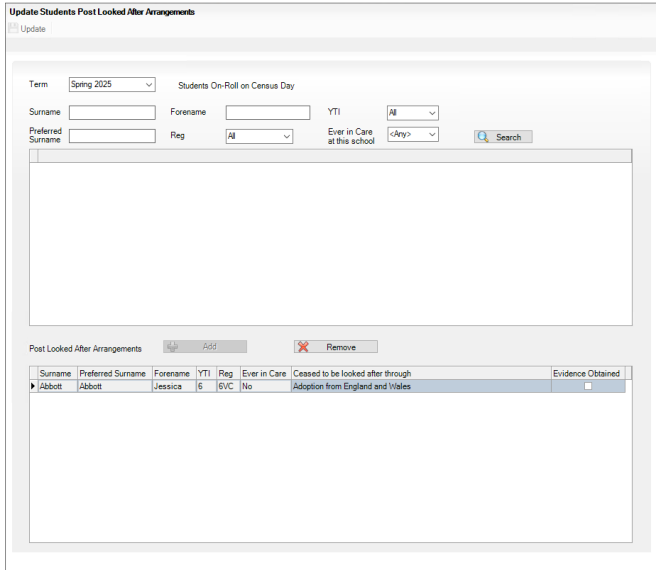
Post Looked After

These children will be eligible for the post looked-after element of the **pupil premium funding**. £2,690 per pupil in 2026/27.

SIMS 7

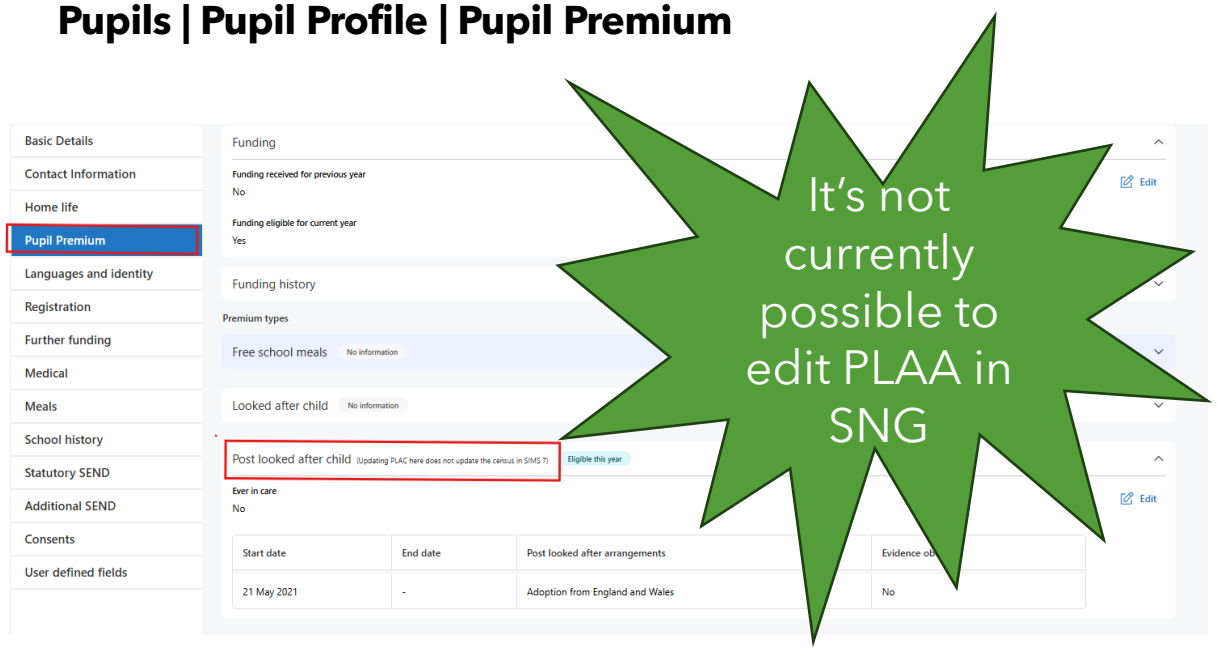
Tools | Statutory Return Tools |

Update Students Post Looked After Arrangements



SIMS Next Gen

Pupils | Pupil Profile | Pupil Premium



It's not currently possible to edit PLAA in SNG

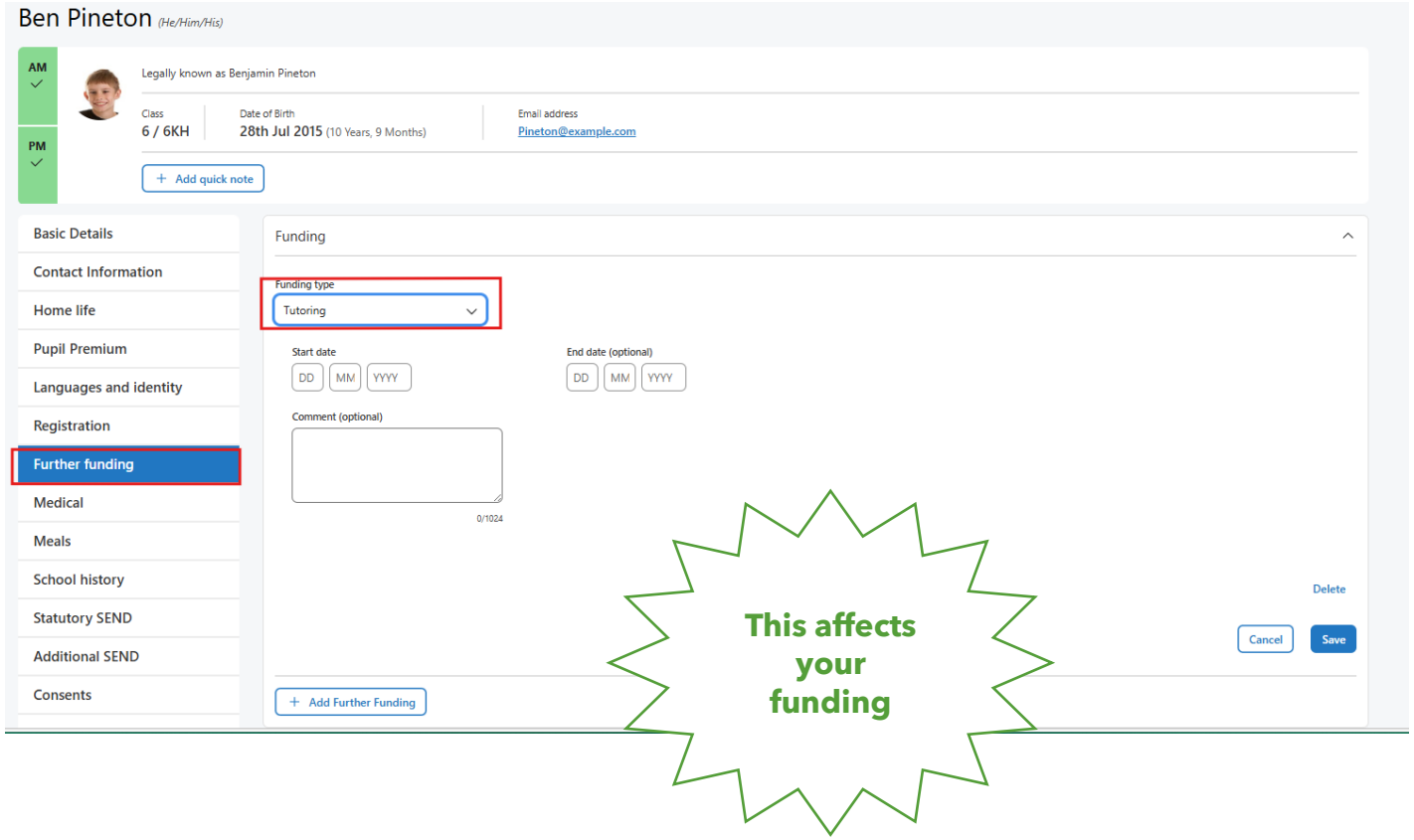
- Information should be recorded for children, who have left local authority care in England and Wales through **adoption, a special guardianship order, a residence order or a child arrangements order** and are still subject to such orders on census day.
- Ensure that any students on roll who were previously looked after by a local authority are recorded as such.
- PPG article: edit post looked after child information

Funding and Monitoring

Pupils | Pupil Profile | Further Funding (view only)

Admin Console | Module settings | Pupil Profile | Bulk Actions | Bulk Update.

- For the 2026 to 2027 academic year, it will identify pupils:
  - **Tutoring** will be available for Primary schools.
  - **Tutoring** and **Repeating Post-16 year** will be available for secondary schools.
- **There is no action required by schools where none of these attributes applies to the pupil.**



Bulk Update

Admin Console | Pupil Profile | Bulk Actions | Bulk Update

PPG article: Bulk update

Bulk Update enables schools to update information for multiple pupils simultaneously, reducing manual data entry and supporting census preparation.

The following categories are available to bulk update:

- Service child in education
- English as an Additional Language
- Boarder Status
- Ethnicity
- First Language
- SEND Status
- Youth Support Services Agreement
- Consents
- Early Years and EYPP
- Top-up funding

Note: Further data categories will be added in future enhancements

Break



Early Years and EYPP

Bulk update

What Early Years data is collected?

- Funded Hours (universal, expanded and extended)
- Hours at Setting (calculated by MIS)
- Eligibility Code
- 2-year-old basis for funding
- Disability Access Funding (DAF)
- Early Years Pupil Premium (EYPP)

Funded Universal Entitlement

- Collected for eligible pupils aged 2, 3 and 4 years in nursery provision
- **All children** become eligible for funded early education from the **term following their 3rd birthday**, irrespective of background or family circumstances (the **3- and 4-year-old universal entitlement**).
- **A specified subset of 2-year-olds** also becomes **eligible from the term following their 2nd birthday**. Local authorities will confirm which 2-year-old children meet the eligibility criteria, if schools do not know.
- Maximum funded entitlement hours is **15 hours**

Funded Universal Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2026	2-year-olds born between 2023-09-01 and 2024-08-31 (inclusive) – all relevant schools and year groups	15 hours
Autumn 2026	3-year-olds born between 2022-09-01 and 2023-08-31 (inclusive) – all relevant schools and year groups	15 hours
Autumn 2026	4-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) for pupils in national curriculum year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only	15 hours

Funded Extended Entitlement

- **Extended funded entitlement** hours are collected for **3- and 4-year-old** children with **working parents** who are on roll on census day.
- Available from the term following a child's 3rd birthday
- Extended funded entitlement hours are available for pupils aged 3 and those pupils aged 4 who are in year groups 'E1', 'E2', 'N1' or 'N2' only
- Parents must have an **Eligibility Code**
- Number of hours are in addition to the funded universal hours that a child receives and can double the hours of free childcare to 30 hours per week.

Extended Funded Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2026	3-year-olds born between 2022-09-01 and 2023-08-31 (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
Autumn 2026	4-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) with an eligibility code - 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

Funded Expanded Entitlement

- **Expanded** funded entitlement hours are collected for **9-month-olds to 2-year-olds** with working parents (where the parent has an eligibility code), who are on roll on census day.
- Parents must have an **Eligibility Code**
- Up to **30 hours funded**
- In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for early learning for 2-year-olds and the expanded entitlement for working parents.
  - In those circumstances, parents must use the early learning entitlement first, then the working parent entitlement (up to a maximum of 30 hours) in total.
  - For example, a parent eligible for both entitlements and using 25 hours of provision would record 15 hours of early learning entitlement and 10 hours of the working parent entitlement.

Expanded Funded Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Autumn 2026	9-month-olds to one-year-olds born between 2024-09-01 and 2025-11-30 (inclusive) with an eligibility code – all relevant schools and year groups	30 hours
Autumn 2026	2-year-olds born between 2023-09-01 and 2024-08-31 (inclusive) with an eligibility code – 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.

Eligibility Code

- For both the Extended and Expanded funded entitlement parents must obtain an **Eligibility code** from HM Revenues and Customs and provide this to the school.
- Eligibility criteria:
  - 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.

2-year-old basis for funding

- DfE collects the basis under which a 2-year-old has been funded whilst taking up a place in the school. This is not required for 2-year-olds taking up the expanded entitlement hours.
- You can enter more than one code if needed.
  - ECO Economic criteria
  - HSD High-level SEN or disability
  - LAA Looked after or adopted from care

Disability Access Fund (DAF)

- 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 the MIS 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
Autumn 2026	9-month-olds to one-year-olds born between 2024-09-01 and 2025-11-30 (inclusive) - all relevant schools and year groups
Autumn 2026	2-year-olds born between 2023-09-01 and 2024-08-31 (inclusive) - all relevant schools and year groups
Autumn 2026	3-year-olds born between 2022-09-01 and 2023-08-31 (inclusive) - all relevant schools and year groups
Autumn 2026	4-year-olds born between 2021-09-01 and 2022-08-31 (inclusive) - all relevant schools and year groups - for pupils in national curriculum year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only

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**.

Early Years Pupil Premium (EYPP)

- Census returns the basis for Early Years Pupil Premium funding:
  - **RE**: In receipt through eligibility for economic reasons: where they are in receipt via eligibility for the benefits-related criteria for FSM
  - **RO**: In receipt through eligibility for other reasons: where they are in receipt due to eligibility for being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order
  - **RB**: In receipt through eligibility for both reasons: where they are in receipt through eligibility for both economic and other reasons
  - **RU**: In receipt through eligibility for unknown basis: where the school knows the child is in receipt of EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why

Early Years Pupil Premium (EYPP)

Census	Age	Date of birth ranges
Autumn 2026	9-month-olds to one-year-olds	Born between 2024-09-01 and 2025-11-30 (inclusive)
Autumn 2026	2-year-olds	Born between 2023-09-01 and 2024-08-31 (inclusive)
Autumn 2026	3-year-olds	Born between 2022-09-01 and 2023-08-31 (inclusive)
Autumn 2026	4-year-olds – for schools not equal to phase ‘NS’: pupils in ‘E1’, ‘E2’, ‘N1’ or ‘N2’ only	Born between 2021-09-01 and 2022-08-31 (inclusive)

Early Years – bulk update (1)

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

Bulk Editable Fields:

- EYPP basis for funding
- DAF
- Funded hours (universal entitlement)
- Extended funded hours
- Expanded funded hours
- Additional paid hours
- Eligibility code
- 2-year-old basis for funding

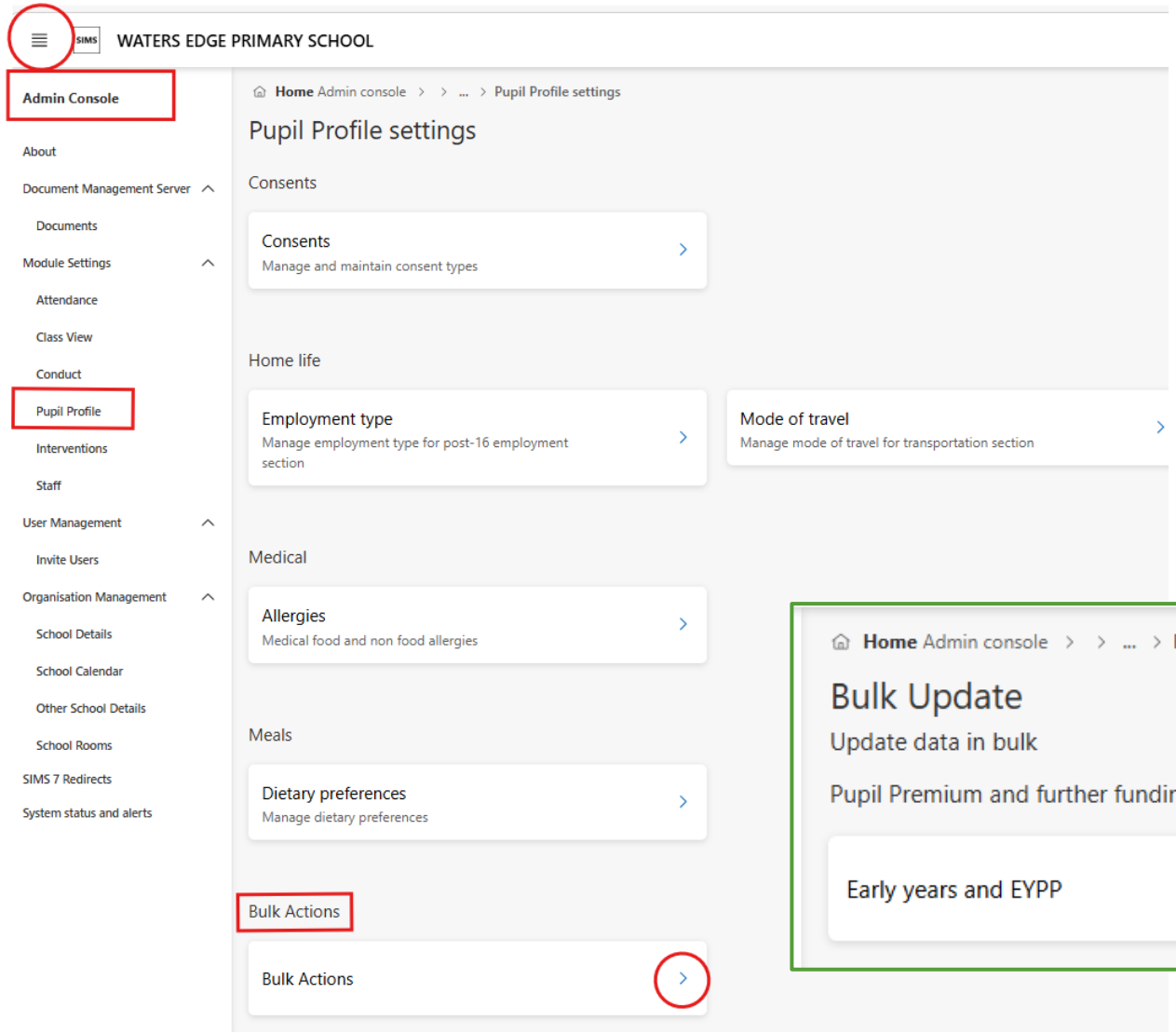


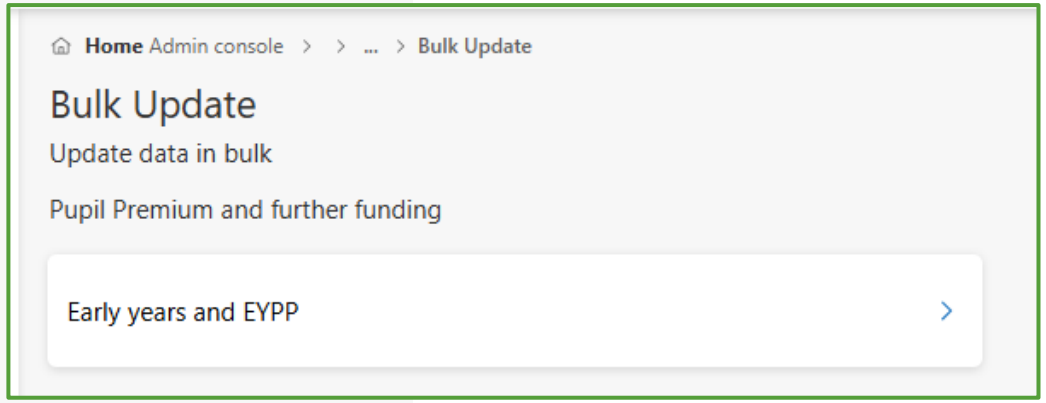
IMPORTANT Changes made in the Early Years and EYPP Bulk Update page do not synchronise back to SIMS7

SIMS Next Gen Adding Information in Bulk

Knowledge Article View - Customer Support

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

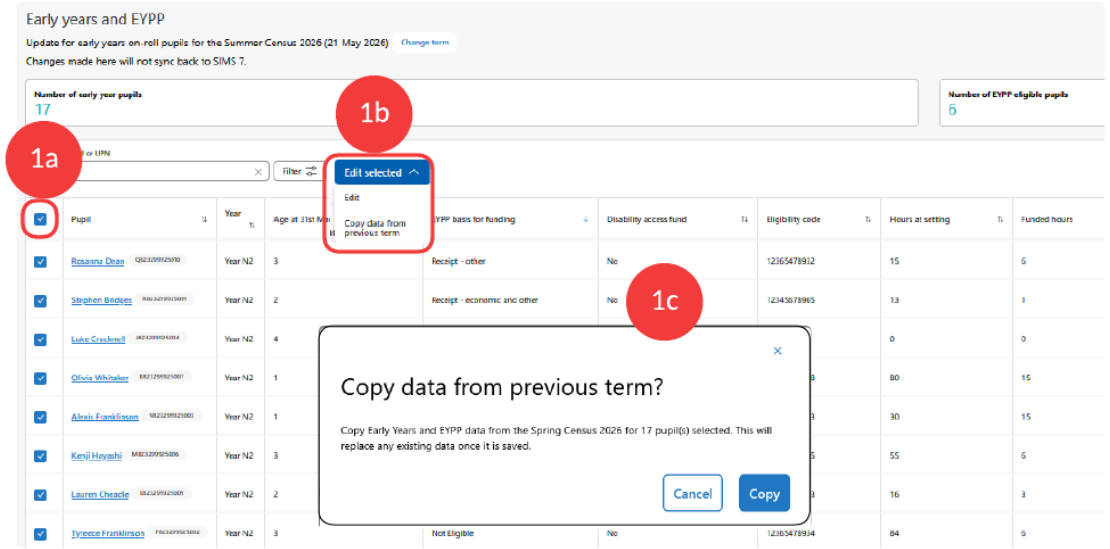




NOTE: In SIMS Next Gen, you enter Funded hours, Extended hours or Expanded hours and / or Additional hours and the application will **calculate the Hours at Setting** that will be used in Census. You cannot directly enter the Hours at setting

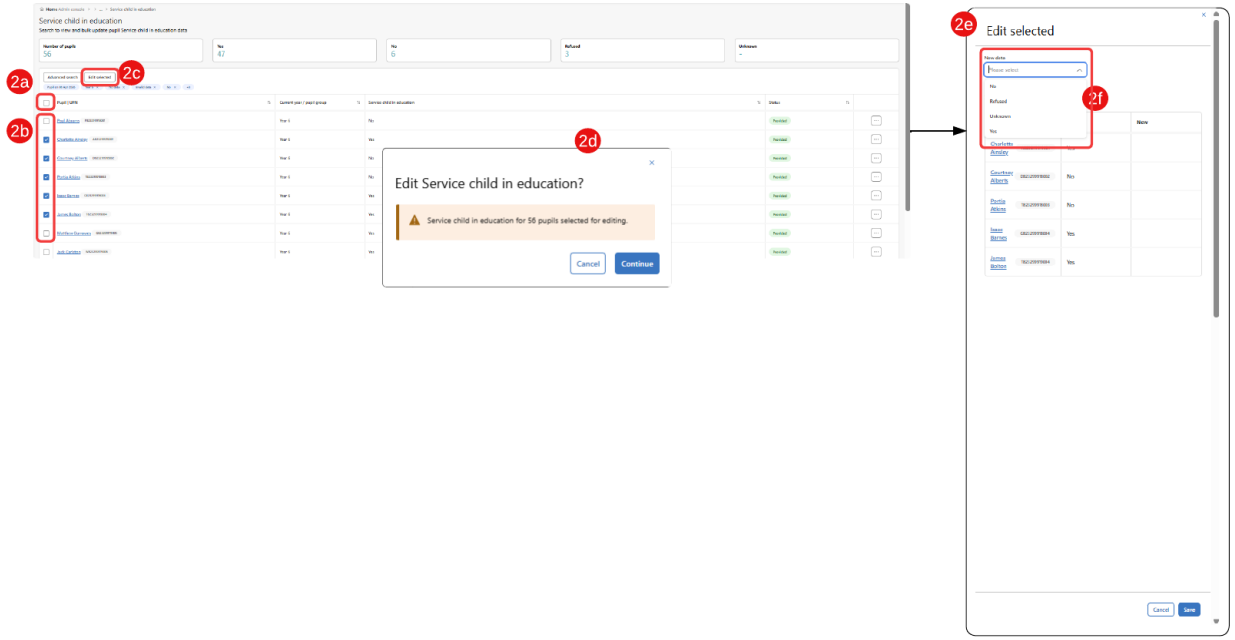
Early Years – bulk update (2)

- On first opening the table is empty and will need to be populated
- Use **Advanced search** to populate list
- Use **sorting** and **filters** to refine the list
- Filter on year group or EYPP basis for funding
- Use the calendar picker or manually **add a date** to the date field and **Search**
- **Key Insights** will then be displayed at the top of the page
- **Copy data from previous term**
  - Select the required pupils by clicking the check box in the header **[1a]**.
  - Choose **Edit selected | Copy data from previous term [1b]**.
  - Select **Copy** on the **Copy data from previous term?** dialog box **[1c]**.
  - Review and refine the copied data if required using Bulk Edit or Single Edit.

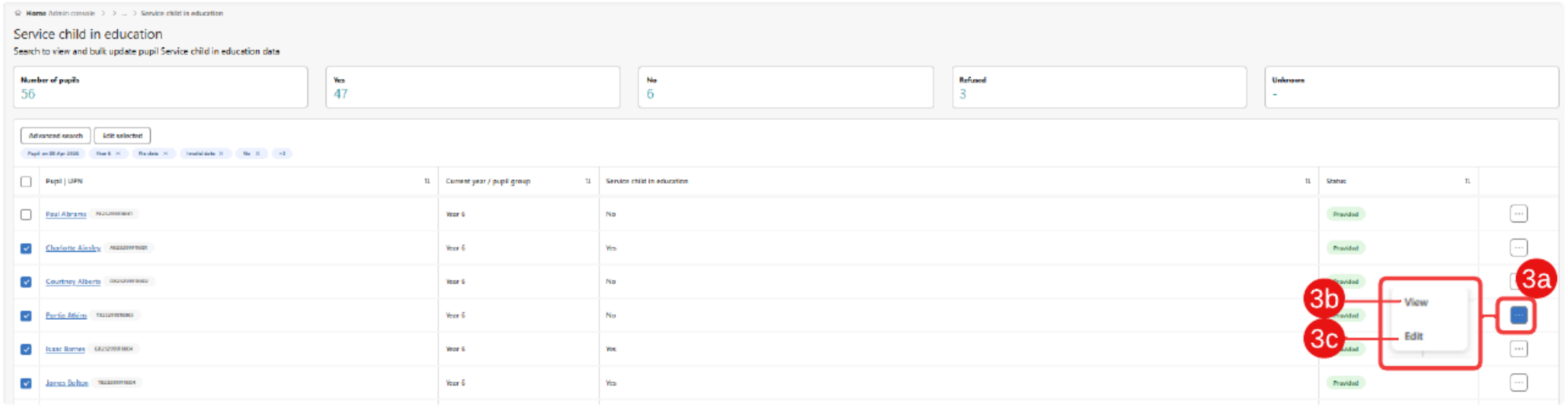


Bulk Edit: edit data for all or selected pupils

- Select all pupils by clicking the check box in the header **[2a]**. Alternatively, select individual pupils by clicking the check box adjacent to their name **[2b]**.
- Click the **Edit selected dropdown [2c]** and select **Edit selected**. A dialog box **[2d]** will display a confirmation message, for example, "Edit Service child in education? Service child in education for [number] pupils selected for editing."
- Click the **Continue** button to proceed.
  The Edit selected side panel opens **[2e]**.
- Use the **New data** dropdown menu **[2f]** to select the data required.
- **NOTE** The New data criteria are refined, depending on the data type being edited.
- The selected New data appears in the New column of the Edit selected panel. Users can see the Current status alongside it, for reference.
- Save the changes. The system will update all selected pupil records at once, significantly reducing manual effort.
- Saved changes appear in the relevant section of the Pupil Profiles.



Single Edit: View and update data for individual pupils



- Select the **... [3a]** menu on a pupil row and select **View [3b]** to open the View data panel displaying all fields for the selected data category.
- **NOTE** You can select the Edit button from the View data side panel to open the Edit data side panel.
- Select **Edit [3c]** to open the Edit data side panel. The panel includes read-only pupil details (Name, UPN, Year) followed by a dropdown menu for the selected data category.
- Use the dropdown menu to select the relevant value.
- Click **Save**.
- Saved changes appear in the relevant section of the Pupil Profile.

Creating your census return



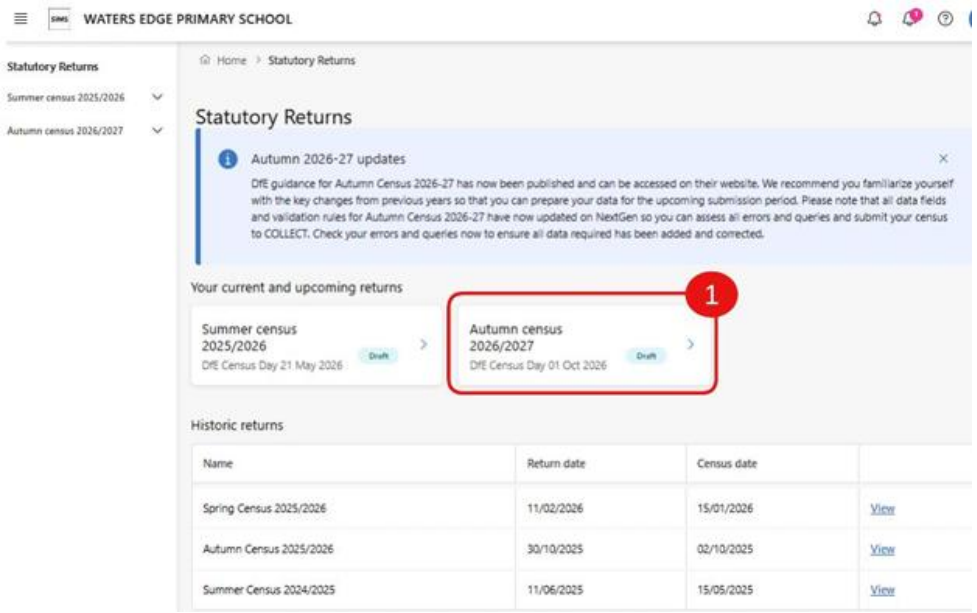
Using SIMS

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

Generate Your Census

Statutory Processes | Statutory Returns

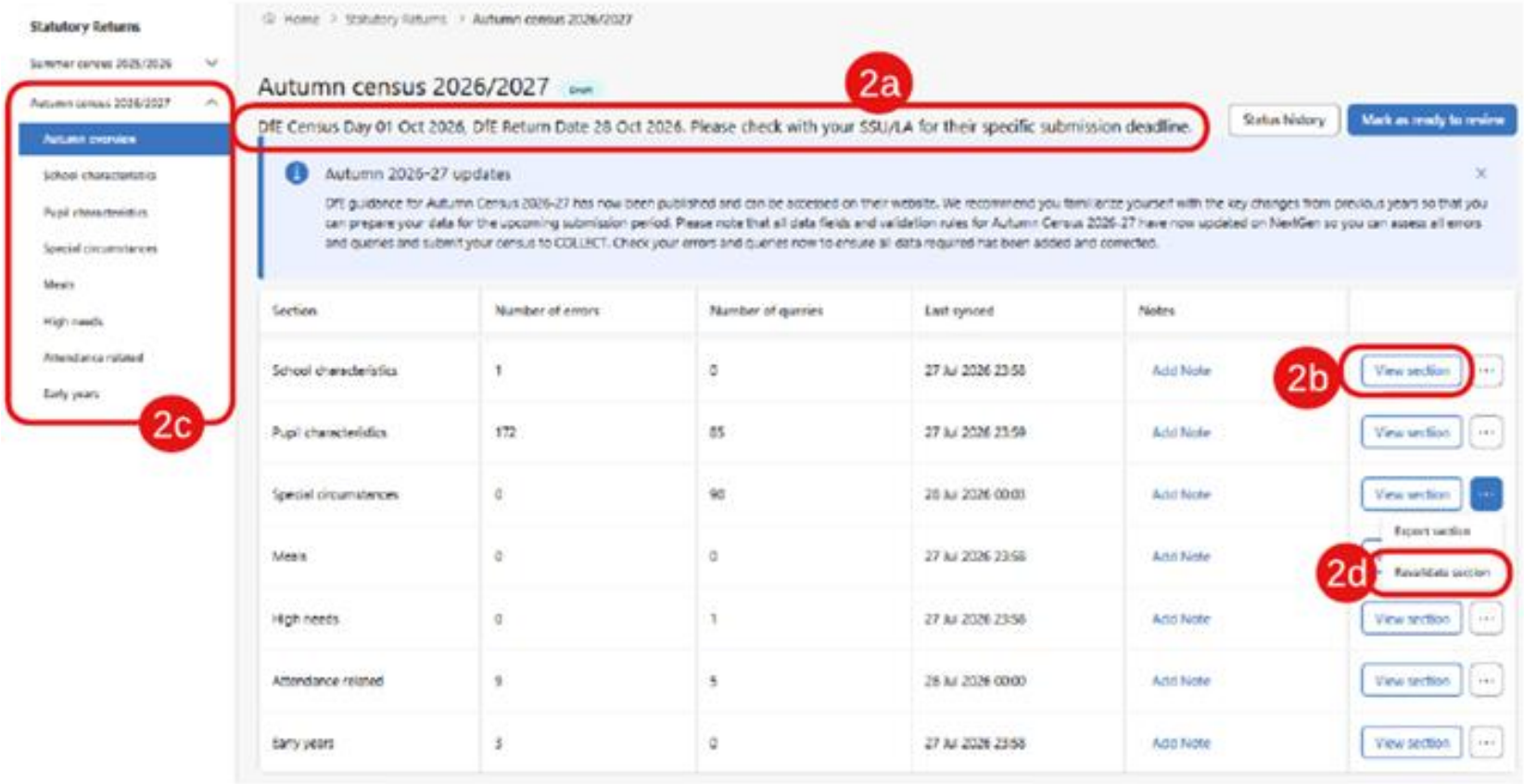


- Useful Info panel
- Current & Upcoming Returns [1]
  - Autumn Census 2026/27
  - Status of return: Not Started (click here to access)
  - Historic returns: read only
- Click next to the Census status to load the Census overview page
- All details are calculated and validated on first load
- Status updates to Draft
- No file sets are required in SNG

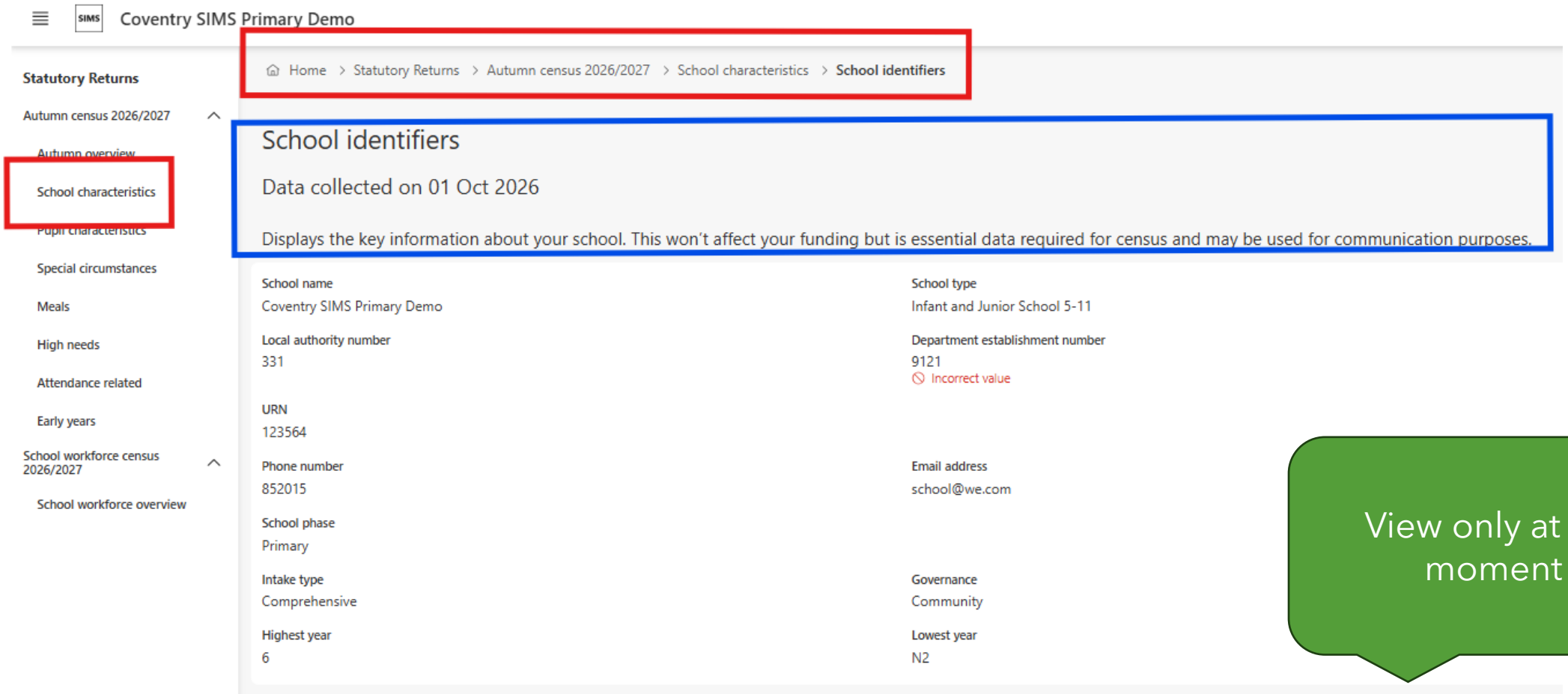


SNG Census – Overview Page

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

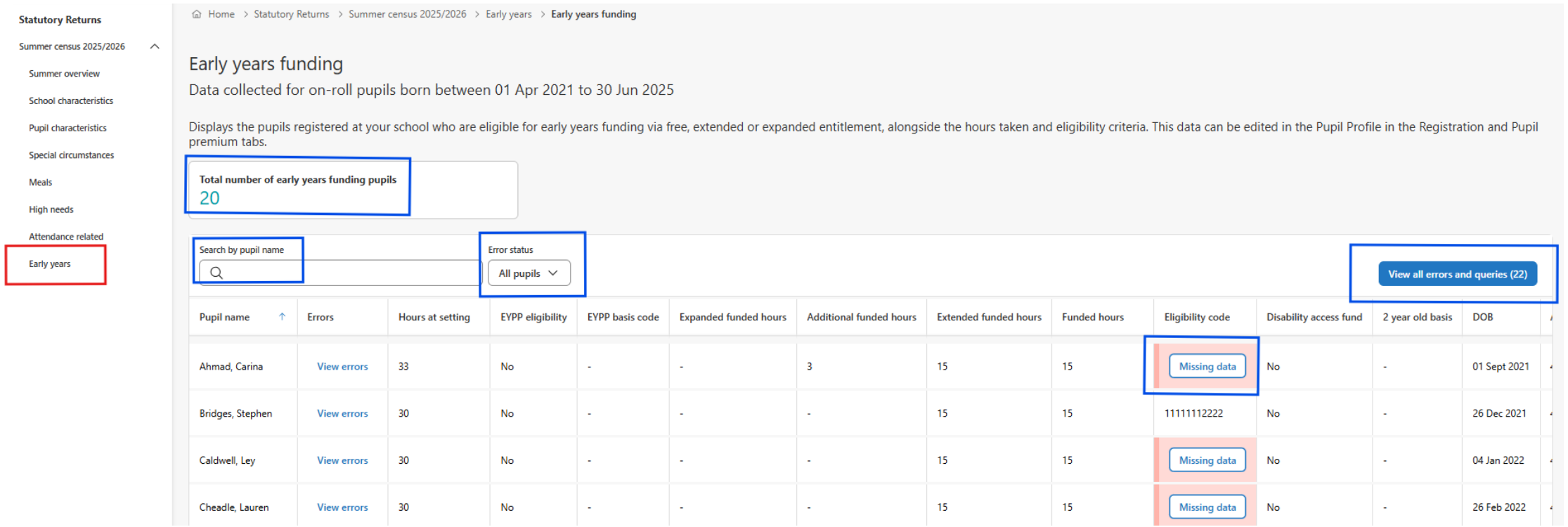


School Characteristics section



View only at the moment

Early Years section



Funded Hours Calculations (1)

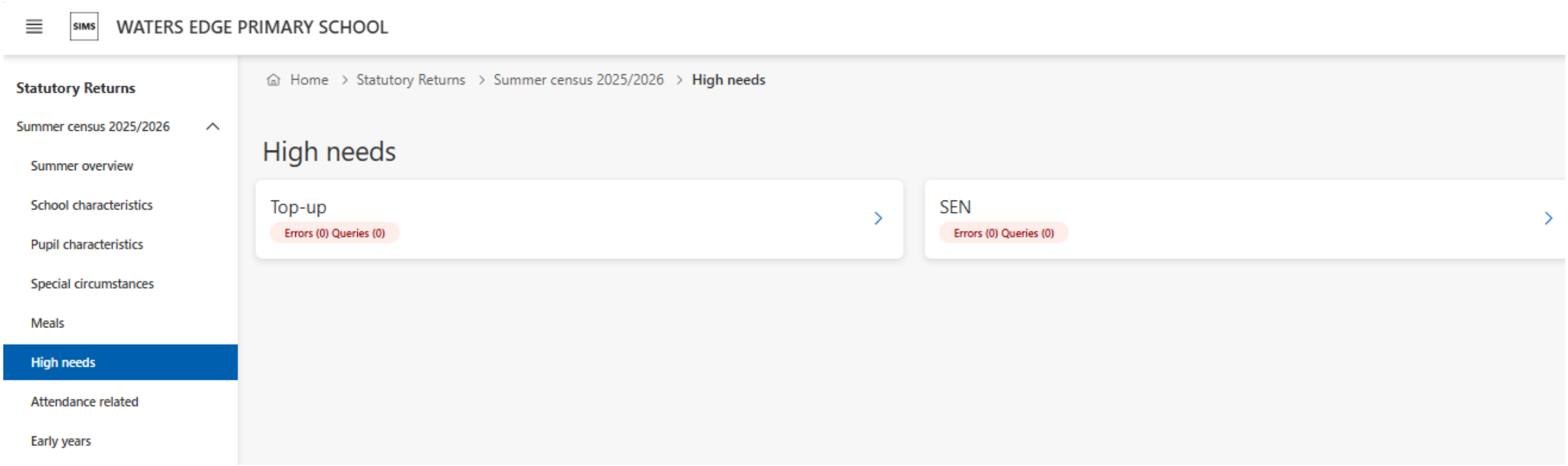
- The following data is collected:
  - **Hours at Setting:** include **all funded hours** (universal, expanded, extended) **plus any additional hours funded by other means** e.g. by the parent. In SNG this is calculated by the system
  - **Funded Hours:**- are the **universal funded** childcare hours 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 Calculations (2)

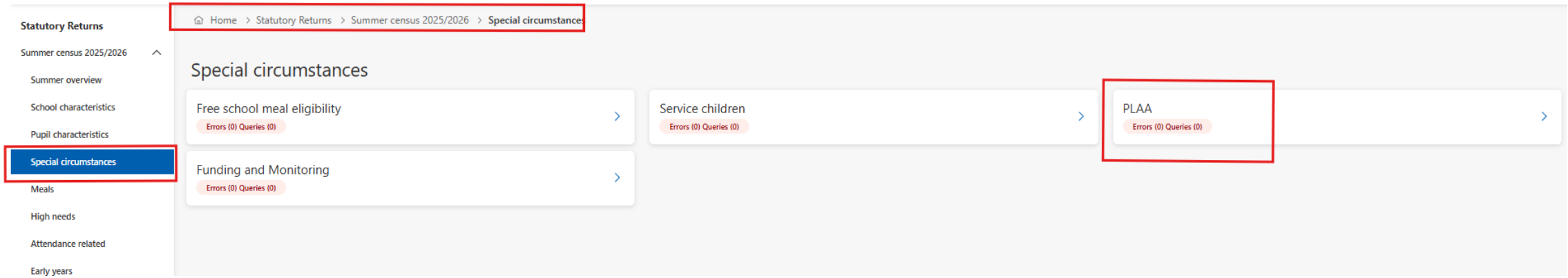
- **2 Year Olds:** **Funded hours** + **Expanded hours** (+ **additional hours** funded by other means if applicable) MUST equal **Hours at Setting**
- **3 & 4 Year Olds:** **Funded hours** + **Extended hours** (+ **additional hours** funded by other means if applicable) MUST equal **Hours at Setting**
- 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).

High needs section

Top Up Funding and SEN



Special Circumstance section

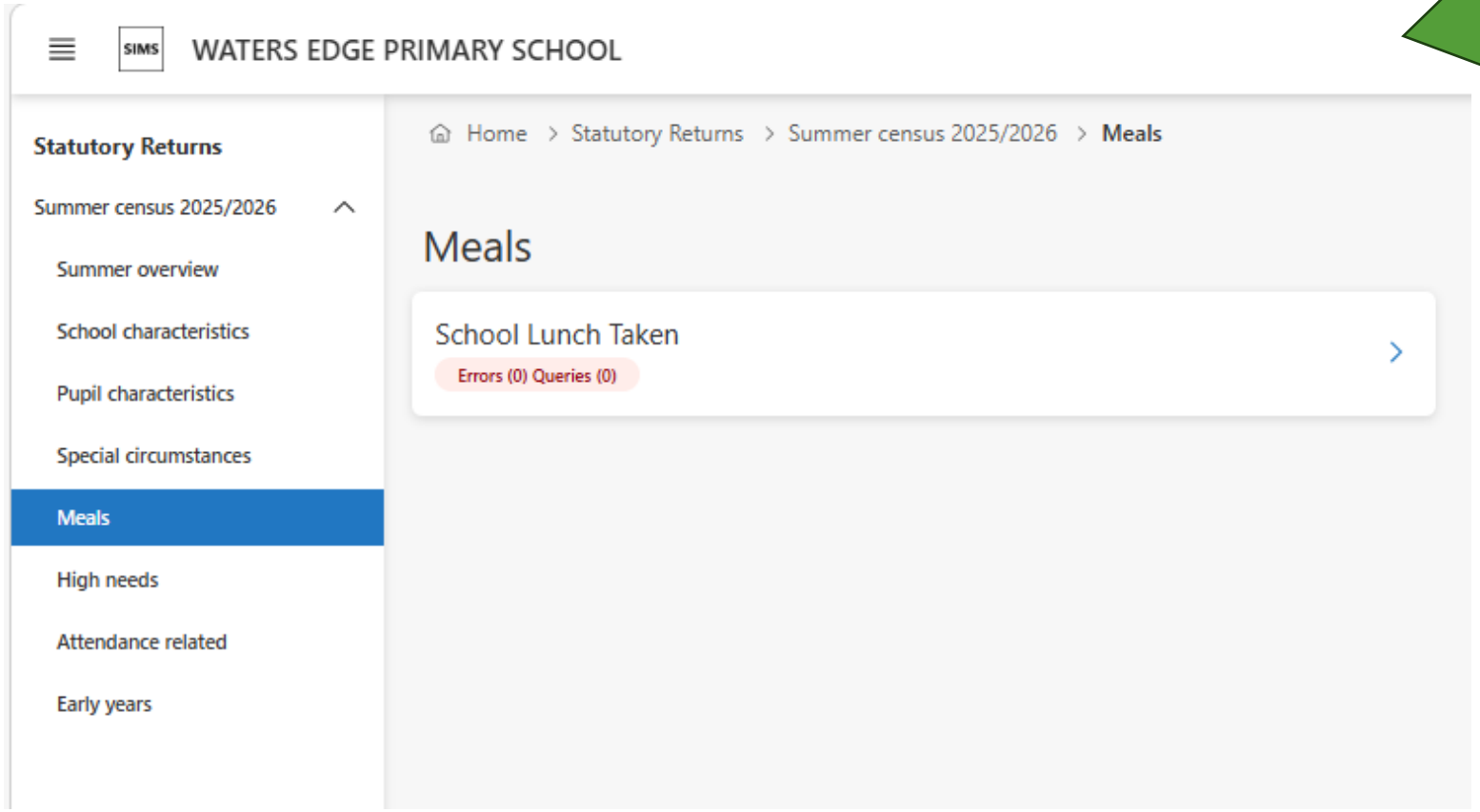


- Post Looked After Arrangements
- Free School Meal eligibility
- Service children
- Funding and Monitoring

Meals section

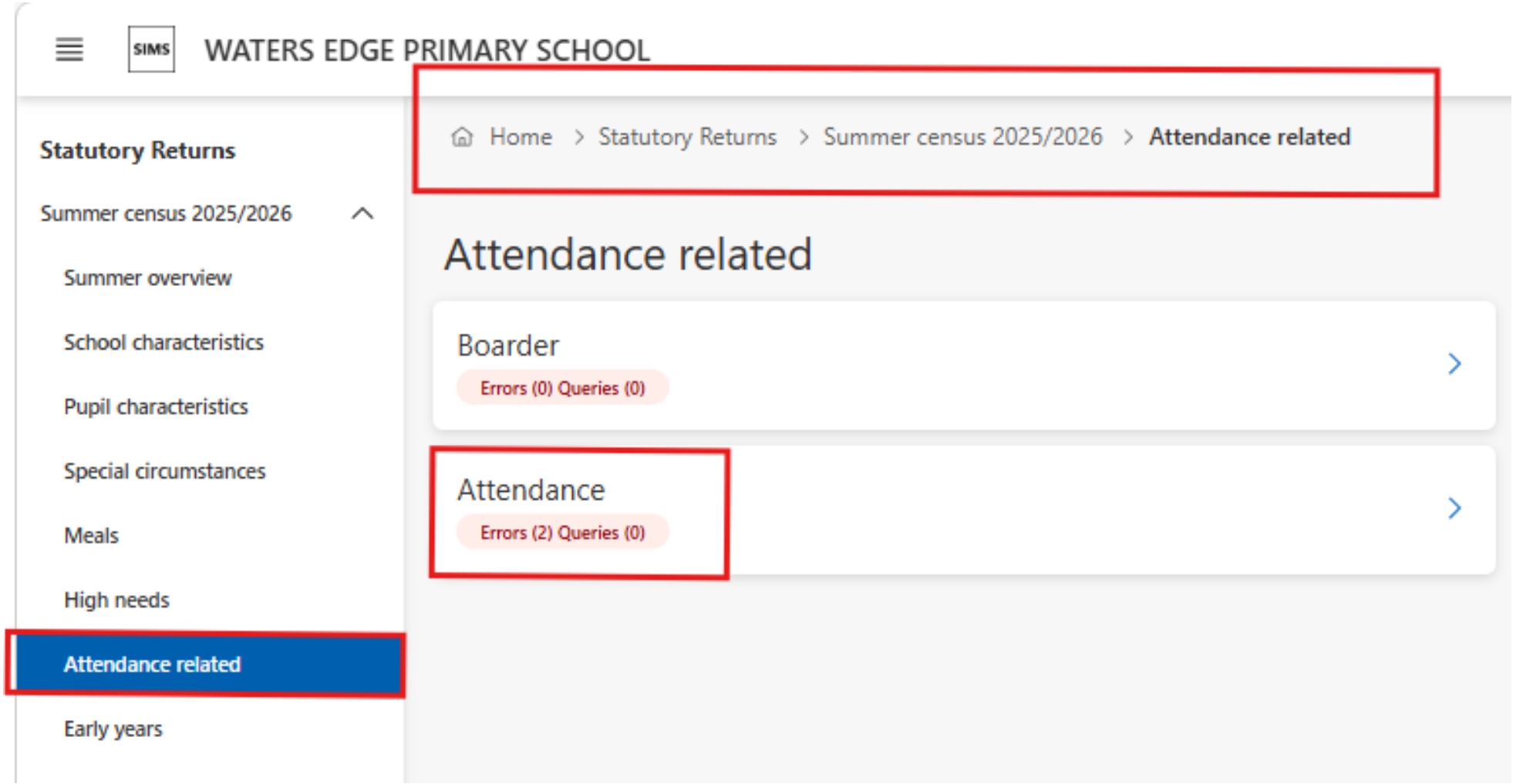
School lunch taken

Universal Infant Free School Meals



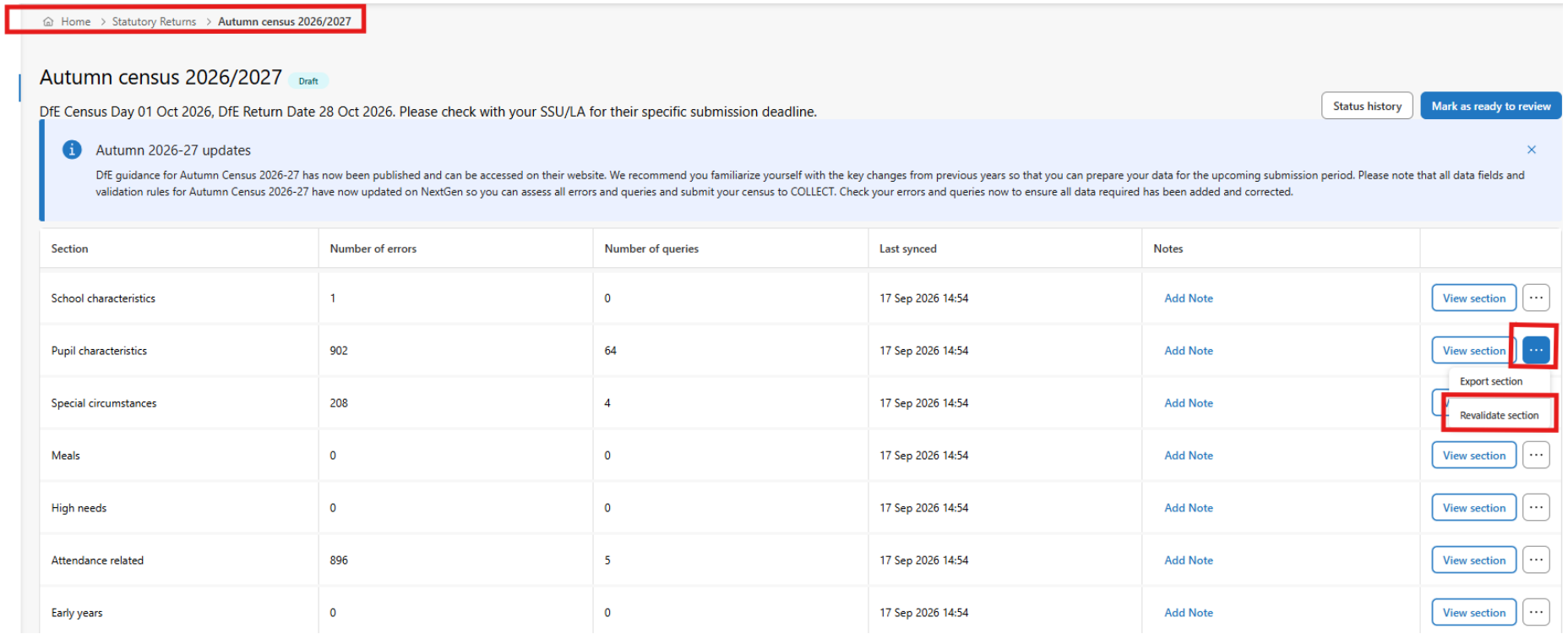
Information about school lunches taken on Census day (Years R, 1 & 2) is used for allocating funding (UiFSM). Schools should try to maximise take up of UiFSM on census day.

Attendance related section



Validate the census

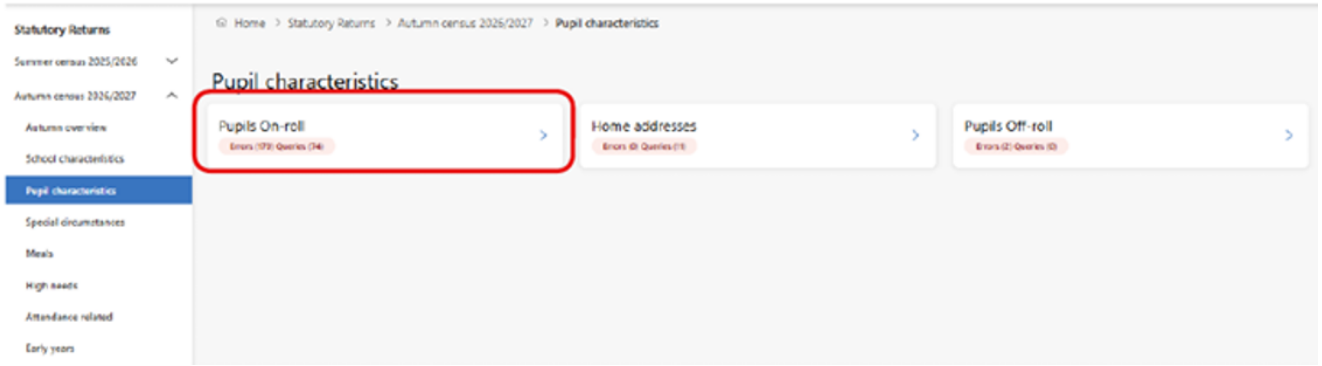
- Validation errors / queries are displayed from first time you load the census
- You can click the **Revalidate section** option against a section on the census overview page to re-fetch and **revalidate** the data for an individual section as you resolve errors and queries.



Dealing with errors & queries

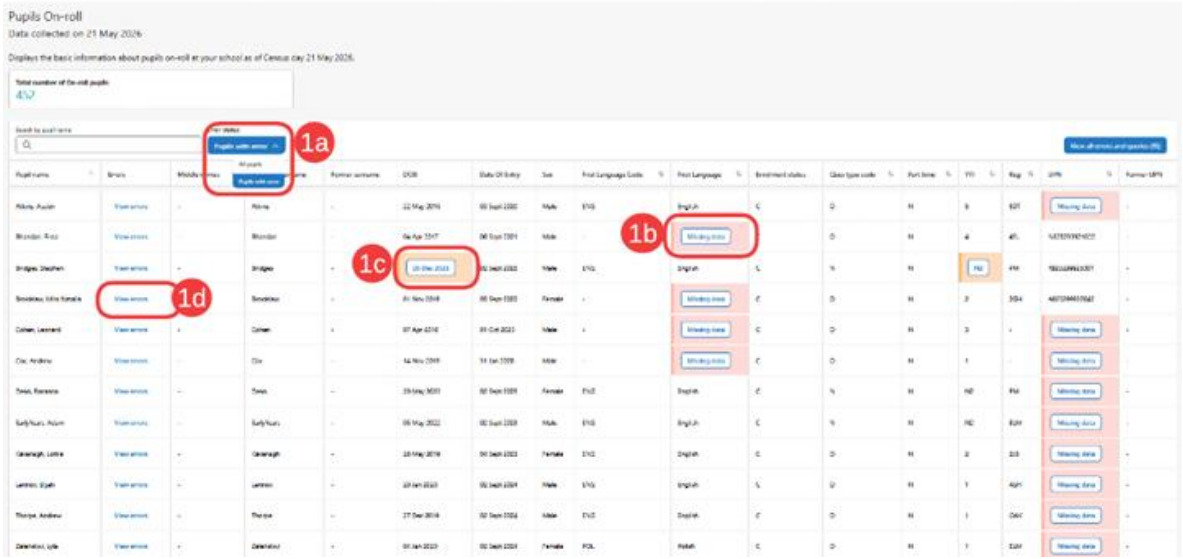
Dealing with errors & queries

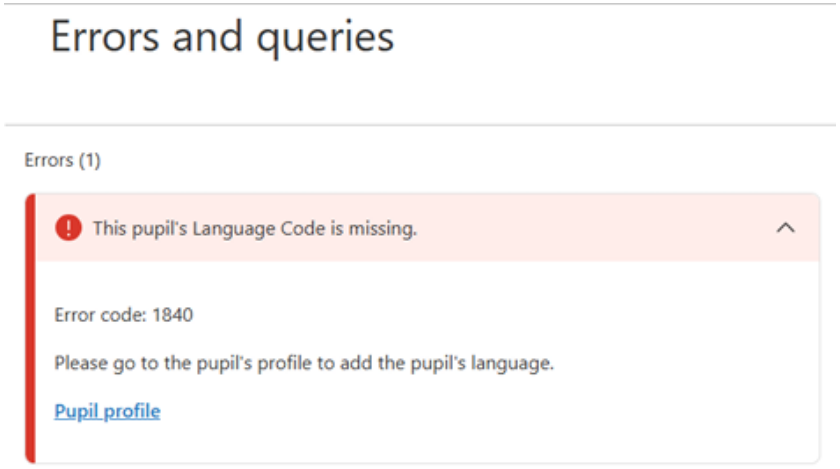
- Click the sub-section to view the errors and queries in that sub-section.
  - Errors are coloured red. Queries are coloured orange.
  - How to fix errors & queries in Census - Census Video Channel | SIMS Next Gen
- There are two methods for reviewing data and you can use either or both as you prefer. These are:
  - Review by pupil
  - Review by issue type



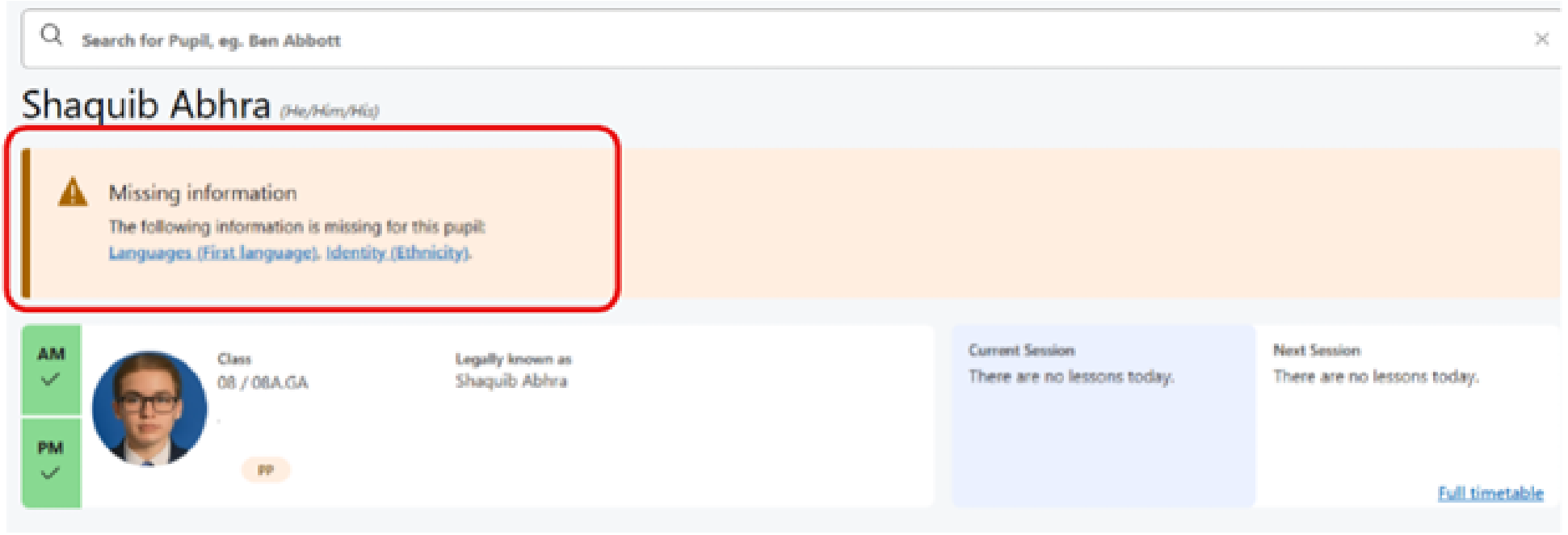
Option 1: Review by pupil

- Use the filter **[1a]** to hide pupils with no errors or queries.
- Click the button in the coloured cell (red for errors **[1b]** or orange for queries **[1c]**) to resolve a specific issue.
- This will open a sidebar that describes the issue and what steps are needed to resolve it.
- Where appropriate, a link can be selected to open the relevant part of SIMS to resolve the issue for the pupil in a new tab.
- You can also view all errors for a particular pupil rather than looking at each one by selecting View Errors **[1d]**. Each issue can be expanded and then resolved as above.



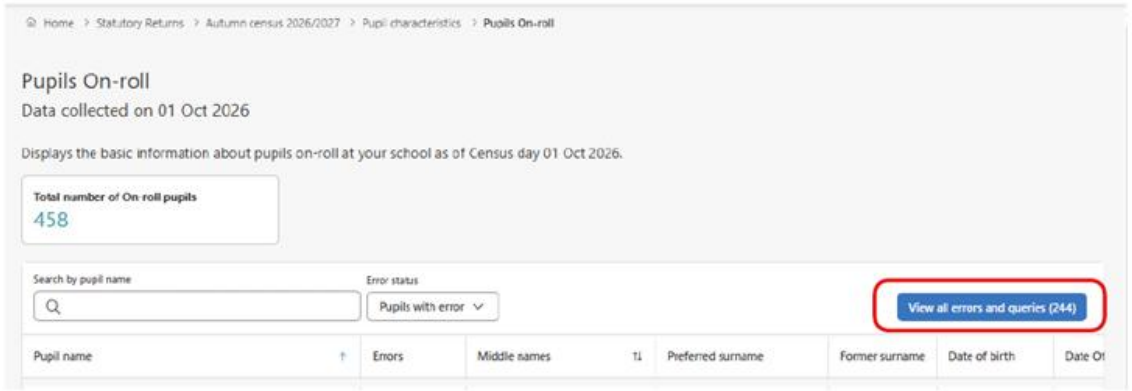


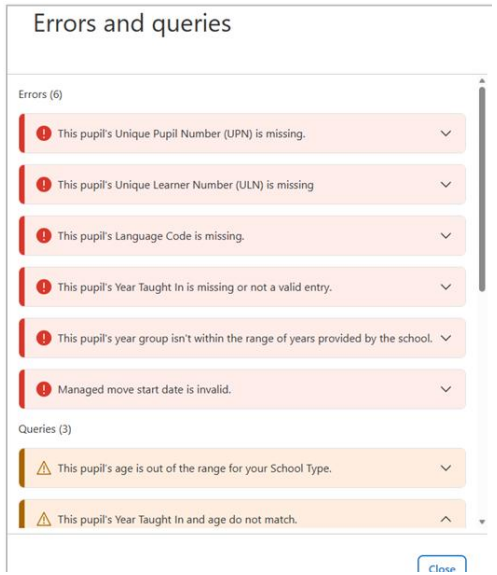
- When opening a pupil profile record you will also see identified errors along with links to the section required to fix them.

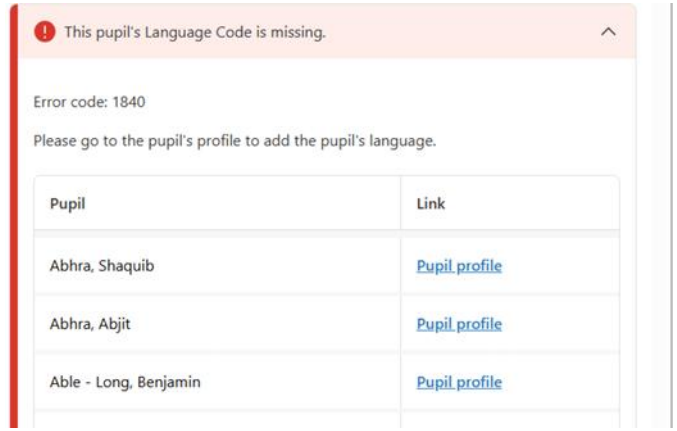


Option 2: Review by error or query type

- Click on the View all errors and queries button
- This will open a sidebar displaying all the issues within the sub-section, grouped by issue type
- Expand an issue to view the individual pupil records that need resolving
- While most issues relate to individual pupils you may also see **Group** issues

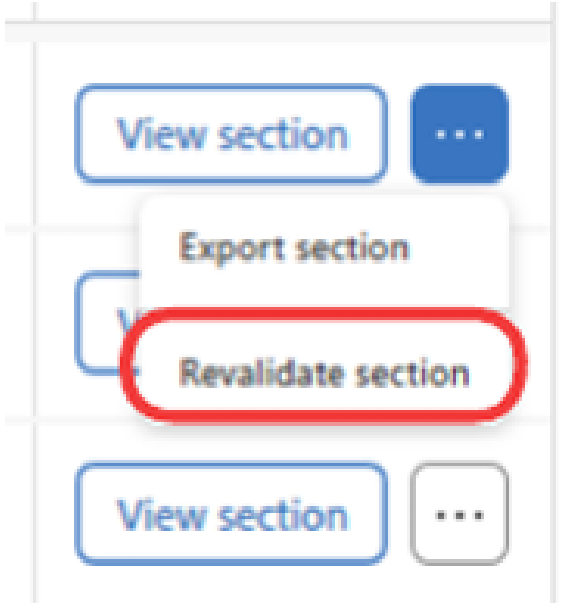






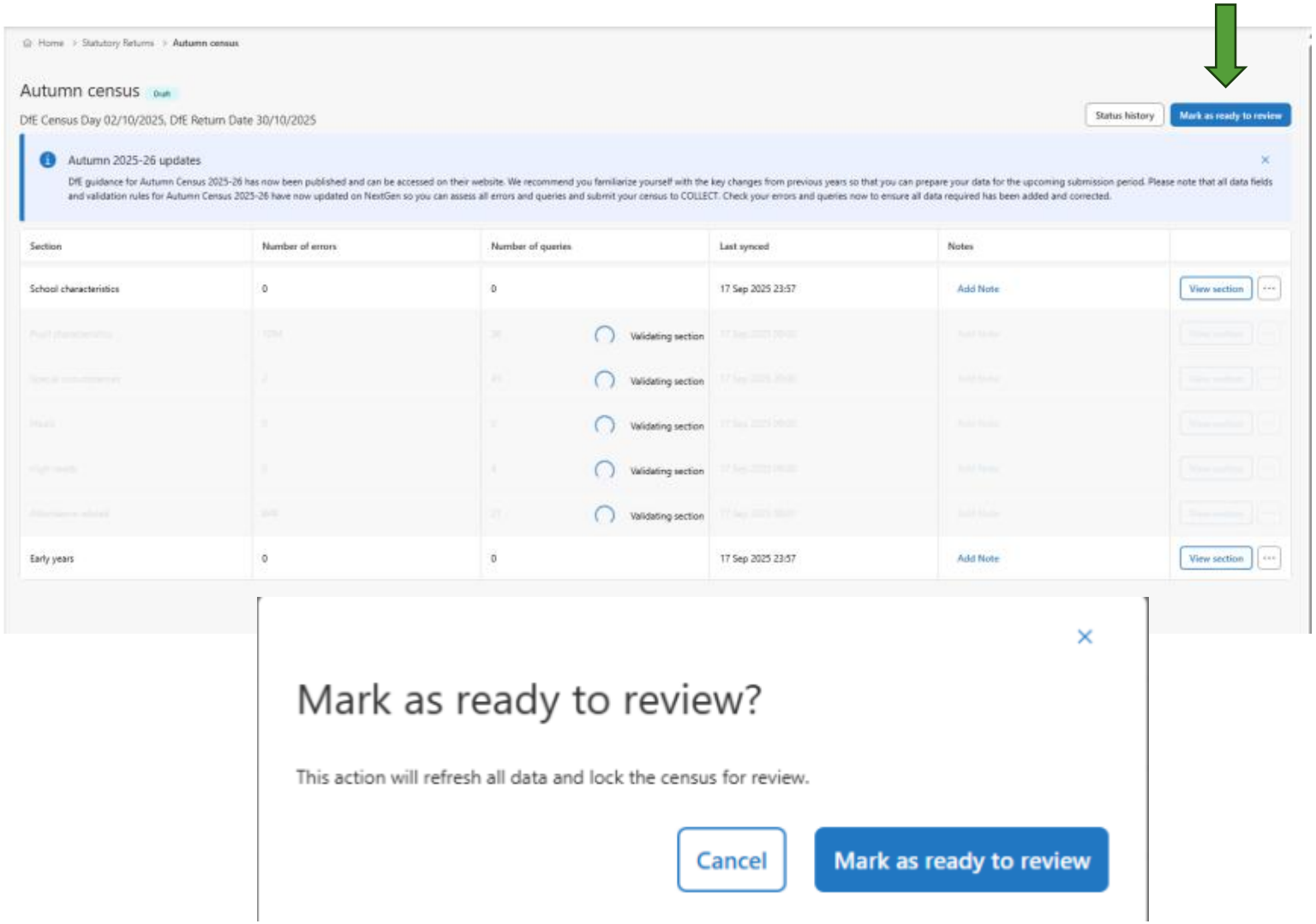
Revalidating data

- Using the breadcrumbs or sidebar navigation, return to the **census overview** page.
- From the three dots (…) button, click the Revalidate section option. In this way, you see the ever-reducing list of errors and queries.



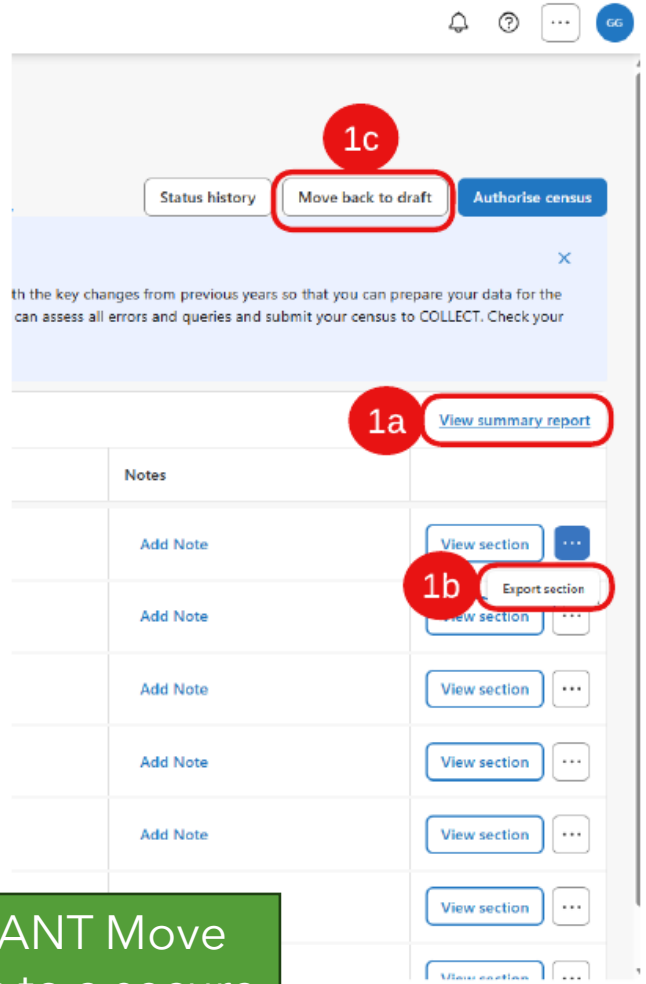
Ready for Review stage

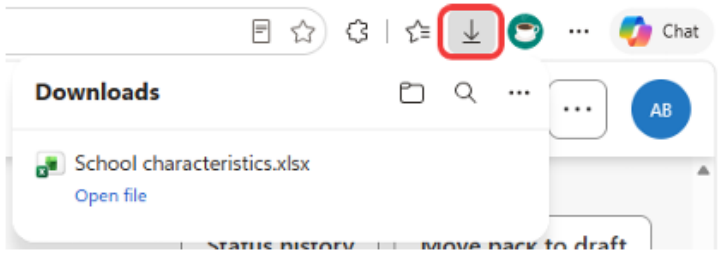
- Once all the data has been reviewed, all errors resolved, data refreshed and ready for review.
- You can take a snapshot of the data by moving the status of the census to “Ready for Review”.
- All data will be refreshed, and further changes will be prevented.



Reports

- Once the return has reached the review stage, users can **View summary report [1a]**
- The report can be printed if required.
- You can also download the information presented in a section
  - 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
  - This will save to your browsers download folder.

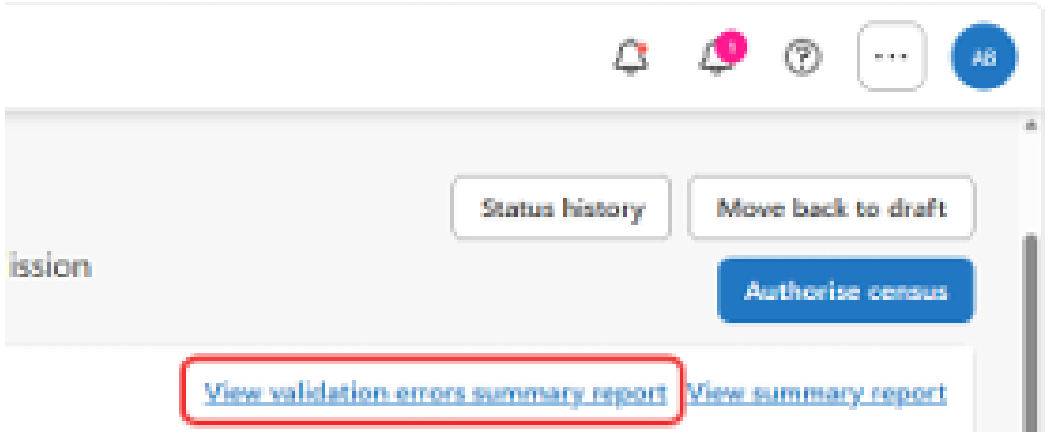




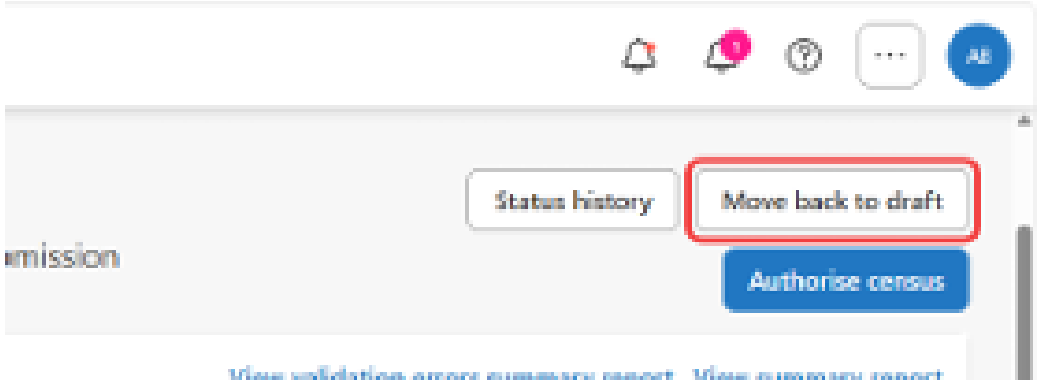
IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

Reports

- View **validation errors summary report** is also available at this stage
- This report is used to check your return data against the current DfE validation rules.
- In SIMS the rules are dynamically generated as soon as they are available which allows you to check and resolve issues more quickly as changes are released.



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** 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

Coventry City Council

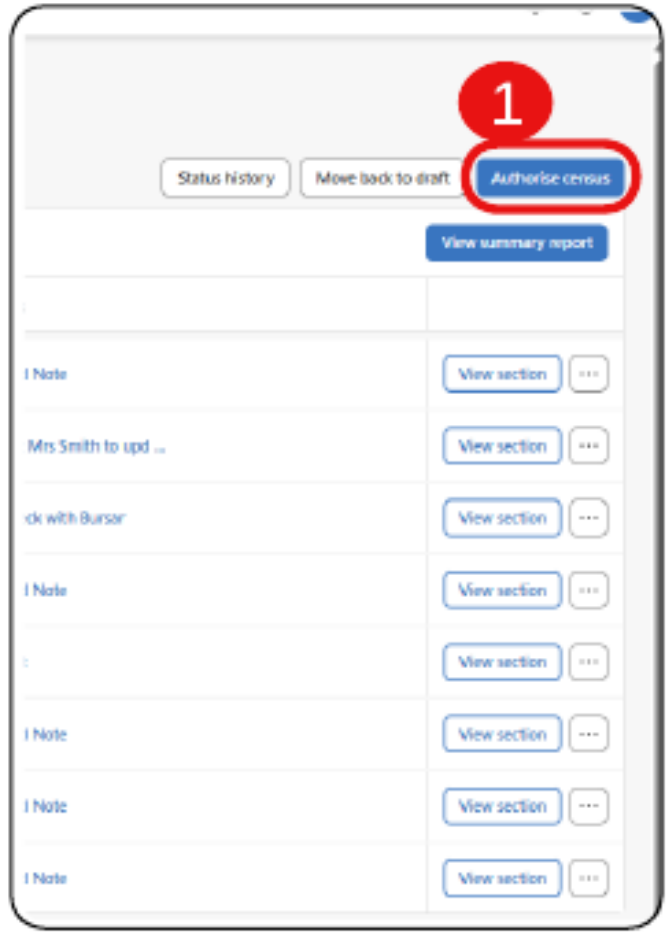
DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

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

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.
- A message for confirmation of authorisation will be displayed
- Then click the **Authorise and export [2],** to create and automatically download the Summary report and XML file (for COLLECT submission) to your Downloads folder
- **IMPORTANT** Move these files to a secure location in line with school policy, as they contain sensitive information.

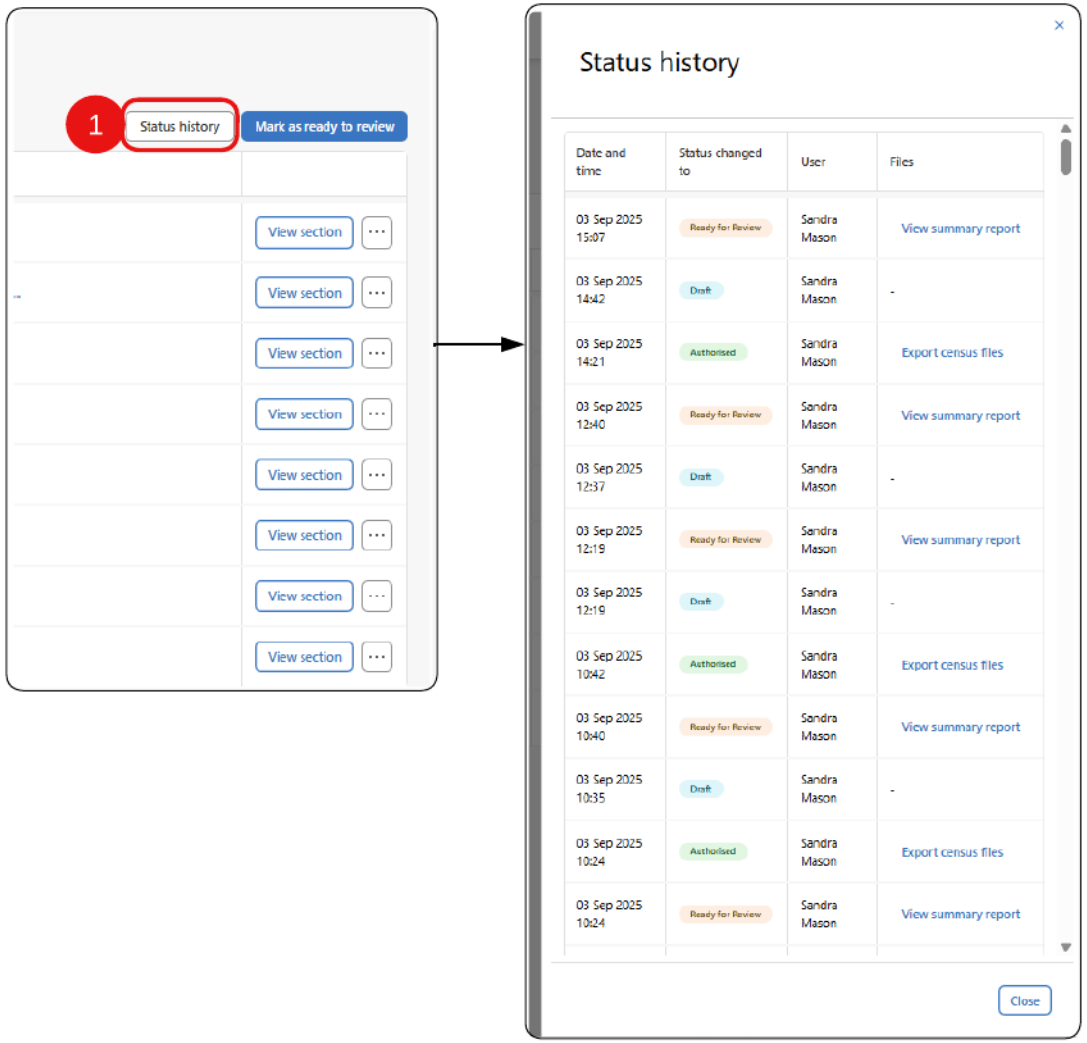


Making post-authorisation changes

- 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.
- You can review the history of your progress from the status history area

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
- A side panel opens, showing the status history of the return in a table
- You can download the files by clicking on the appropriate link.



Upload the return

- Once authorised, locate the file on your system
- **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

Friday 16th October 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 Wednesday 28th October 2026

Any Questions?



Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

Post-16

Secondary, All Through and PRUs with a sixth form

Post-16 data

All 16 to 19 funded schools and academies should use both the interactive census tool and post-16 reports **before submitting a final autumn census return** to ensure data in the return is accurate.

- The Post-16 section forms part of the Autumn Census for Secondary, All Through and PRU schools.
- It provides a view of the data that will be submitted for Programme Aims, Learning Aims and Prior Attainment.
- Post-16 data is a combination of student level and learning aim data items
- **Schools risk not getting the funding they should because of inaccurate data.**
- There is an interactive school census tool available from the DfE which is aimed at helping schools return accurate data: post-16-census-tool

Post-16 data in SNG

- Unlike SIMS7, this information is displayed in the Census for review and validation only.
- Any amendments must be made at the source within SIMS Next Gen or, where applicable, in SIMS7.
- Once changes have been made, users should revalidate the section to refresh the data and update the validation results.

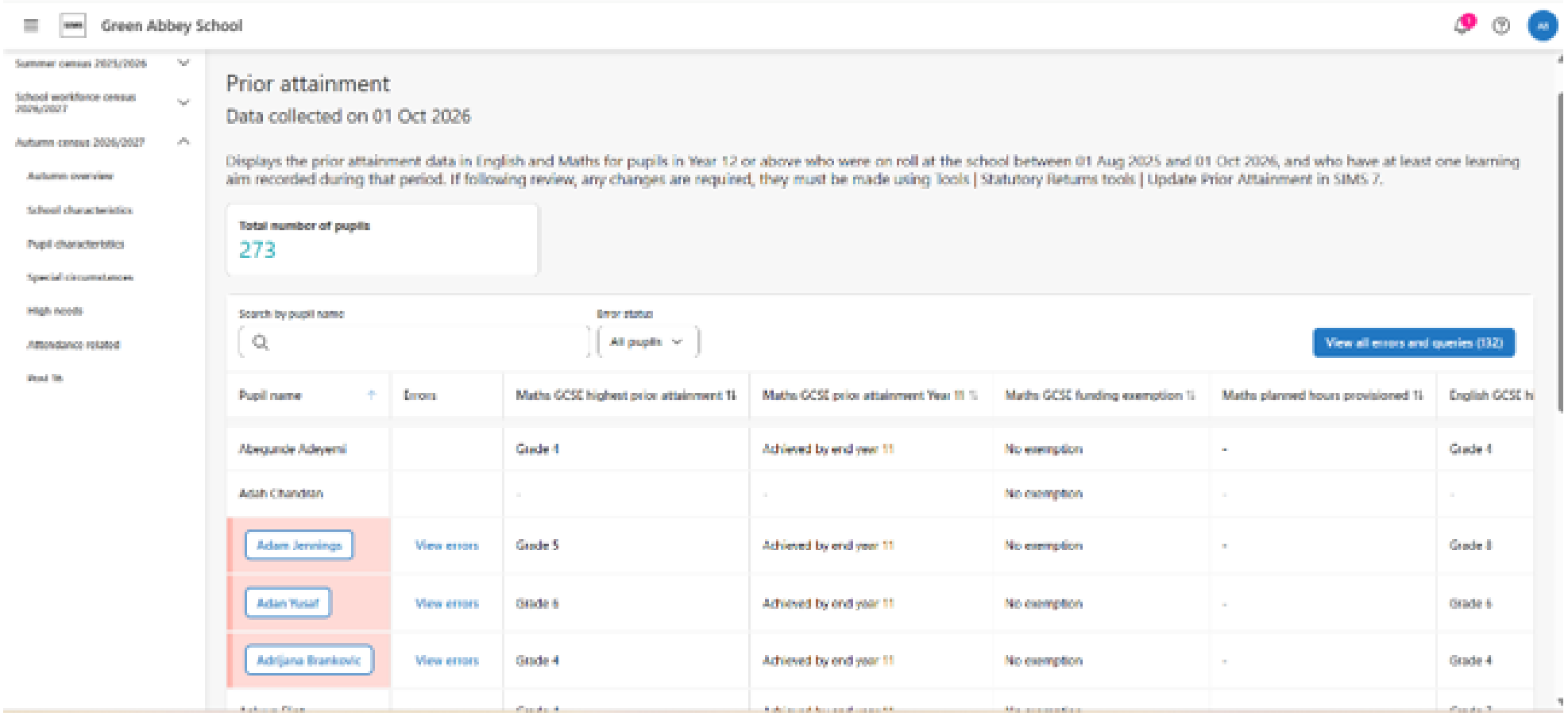
- Managing the Post-16 section in the Autumn Census (SNG guidance)
- SIMS 7 Guidance: SIMS Producing the School Census

Post-16: how information is collected

- Burger menu | **Curriculum | Post-16 Programmes of Study (PoS)**
- Prepare and validate data ahead of the Autumn census – learning aims, planned hours and programme information
- Table will show all pupils who will be included in the census collection
  - Customise columns shown on the screen using the **Customise Table** button
  - To focus on specific students, filter columns to manage the data that you want to review
  - Click on a pupil name to view and edit their record
  - Bulk actions available – where same update is required for multiple students
- When you have made changes you should click to **Calculate PoS**
- To reduce the need to switch between screens, a number of common census validation checks are available directly within the PoS screen. This allows users to identify and resolve issues before returning to the census, making the review process more efficient.

Prior Attainment

IMPORTANT Any corrections must be made in SIMS7 via **Tools | Statutory Returns | Update Prior Attainment** , as the information cannot be edited directly in the census.

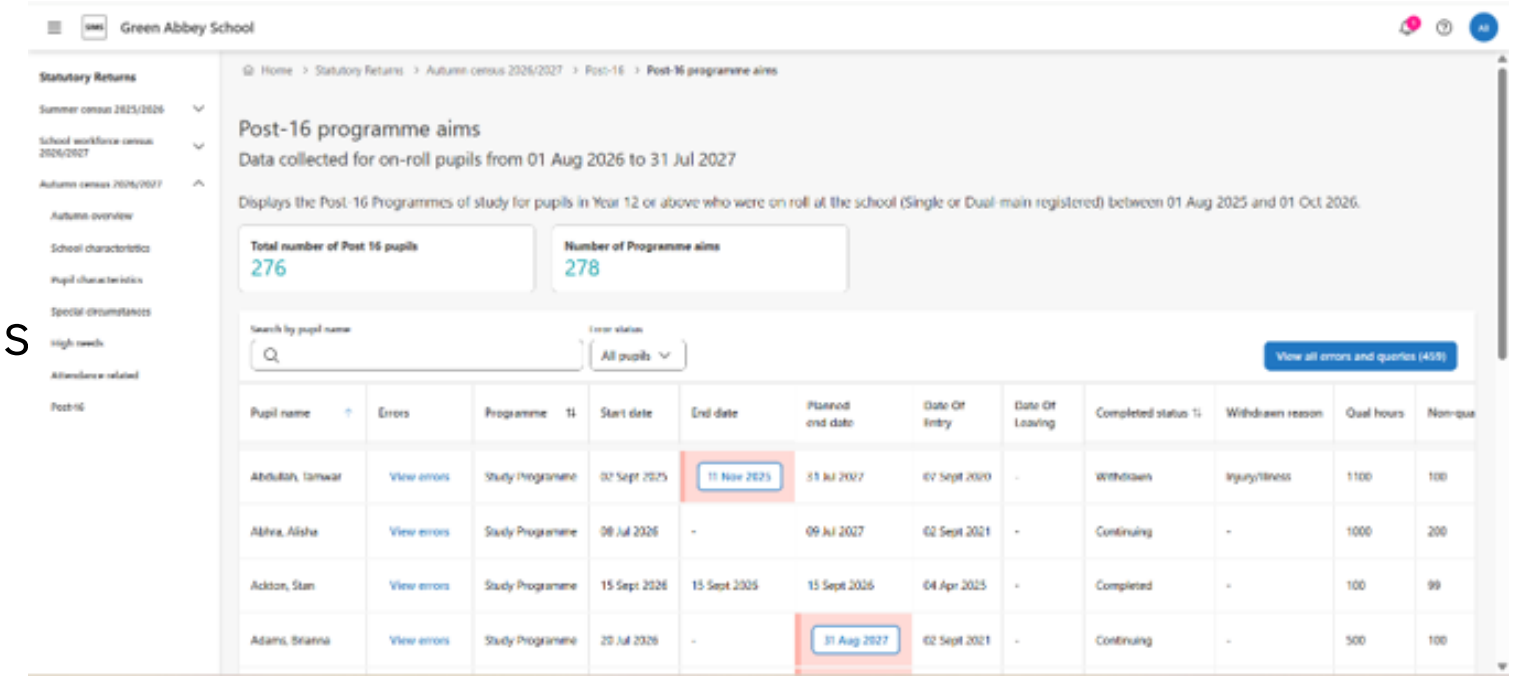


Prior Attainment

- The Prior Attainment subsection contains information similar to the Prior Attainment Detailed Report available in SIMS7
- Before reviewing this data in the Autumn Census, users must calculate Prior Attainment in SIMS7:
  - Navigate to **Tools | Statutory Tools | Update Prior Attainment**.
  - Run the Prior Attainment update process.
  - Allow sufficient time for the information to synchronise to SIMS Next Gen.
  - Review the data in the Autumn Census.
- The Prior Attainment table also includes additional columns showing the Mathematics and English results submitted in previous years, helping users validate historical attainment information.

Reviewing Programme Aims

- The Programme Aims subsection displays all Post-16 pupils and their programme information. This supports census validation and is broadly equivalent to the Learning Aims Detail Report in SIMS7.

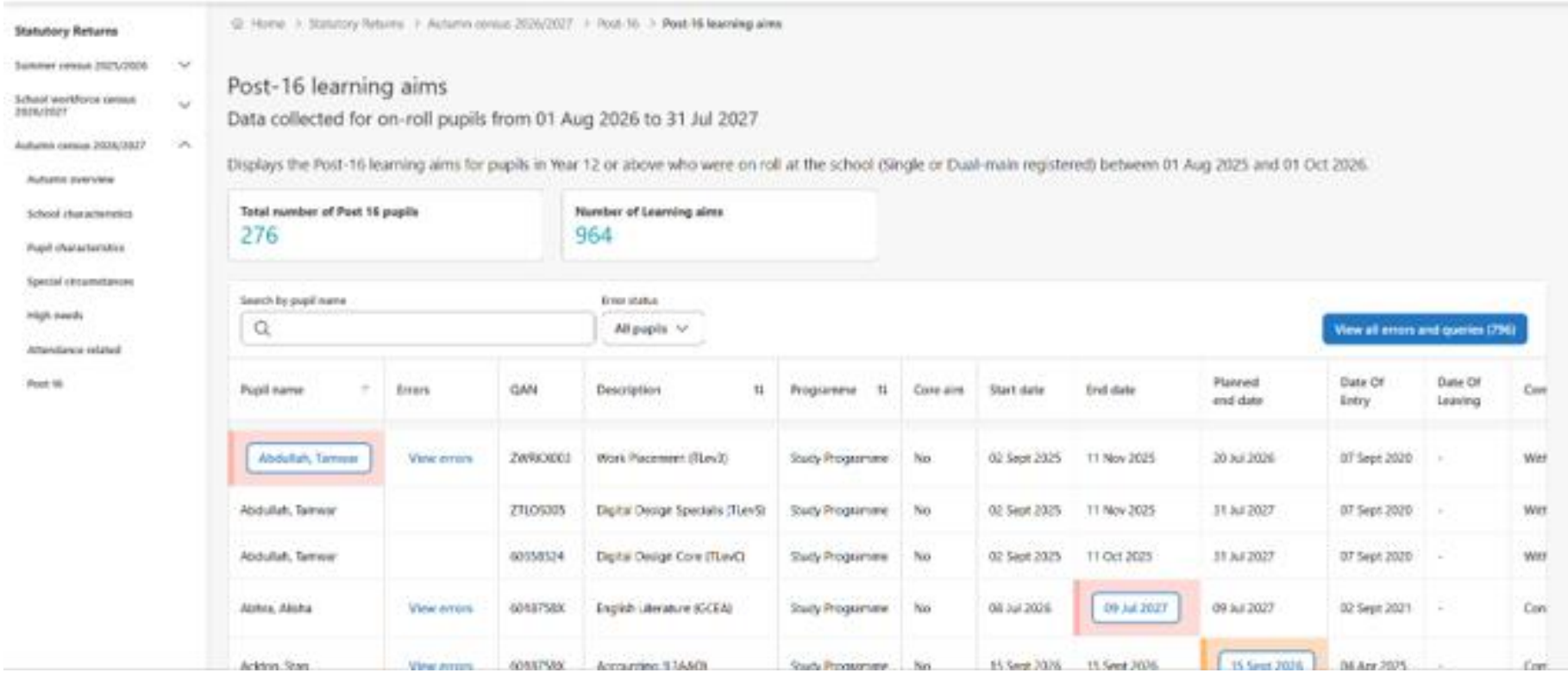


Correcting Programme Aims

- If programme information is incorrect:
- Review the validation errors displayed in the census.
- Open the student's **Programme of Study** record from the census.
- Update the programme details in the **Programme of Study** screen.
- **Save** the changes.
- Return to the census and select **Revalidate Section**.
- Once revalidated, the updated programme information and validation results will be displayed

Reviewing Learning Aims

- The Learning Aims subsection displays course-level learning aim information that will be included in the census.



Maintaining Learning Aims

- Learning Aims must be maintained through the Programme of Study and associated course records rather than within the census itself.
- If learning aim information requires correction:
  - Open the student's **Programme of Study** record.
  - Review the associated learning aims and programme details.
  - Check the relevant course records.
  - Update any incorrect or missing information.
  - Save the changes.
  - Return to the census and select **Revalidate Section**.
- The refreshed data and any remaining validation messages will then be displayed.

What Happens if Programme Aims and Learning Aims Do Not Match?

- Common causes include:
  - Pupils transferring between programmes.
  - Programme withdrawals or enrolment changes.
  - Missing learning aims.
  - Learning aims linked to the wrong programme.
  - Incomplete or inaccurate course-level data.
- To resolve a mismatch:
  - Open the student's **Programme of Study** record.
  - Review both the **Programme Aim** and associated **Learning Aims**.
  - Check the underlying course information.
  - Correct any inconsistencies.
  - Save the changes.
  - Revalidate the census section.

Important Notes

- **Qualification Numbers** (QNs)
  - Automatic population of Qualification Numbers from examination results is not yet available. This functionality will be introduced when the Exams module is released.
- **Planned End Dates**
  - Planned end dates from previous years are populated using historical Programme of Study data.
  - Users should:
    - Review the planned end dates.
    - Update Programme of Study or course-level records where required.
    - Revalidate the census section to confirm that the updated information is reflected correctly

Revalidating the Census

- After making any changes to Programme of Study records, course records or Prior Attainment data, users must revalidate the census section.
- To do this:
  - Save all changes at source.
  - Return to the relevant census subsection.
  - Select Revalidate Section.
  - Review any updated errors, queries or validation messages.
- Users can view all errors and queries using the View Errors and Queries button available in each subsection, or by selecting the individual cell where an issue has been identified.
- Regular review and revalidation will help ensure Post-16 data is complete, accurate and ready for submission.

Further information on Post-16

- PPG article: Overview of Post-16 Programmes of Study
- PPG article: Overview of Course Manager
  - Course Manager provides the tools needed to maintain course information, manage student memberships, associate classes, record qualification data, assign responsible staff, and support post-16 reporting requirements.
  - While some functionality is currently shaped by the need to remain synchronised with SIMS7, the underlying structure has been designed to support a more detailed cohort-based approach to course management in future releases
- Complete the school census - Data items 2026 to 2027 - Guidance - GOV.UK

Thank you for your time



Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES