

SIMS School Census Spring 2024 Webinar

Welcome to the Webinar. The session will begin shortly.

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

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You will join the session muted but there is a chat facility available where you can type questions.







SIMS SCHOOL CENSUS WORKSHOP Spring 2024

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Alison York ICT Systems

Management

INTRODUCTION

Data collection exercise which provides the Central Government with data from the schools' management information systems (MIS).

Data collected is determined by government requirements

Academic year basis (autumn, spring and summer)

Snapshot data collected for the relevant date as well as historical data for preceding periods.

Different ranges of data collected in each of the three censuses.

Funding for pupils of statutory school age is allocated based on autumn census returns

For children in the early years foundation stage (EYFS), funding is based on returns from the spring census where a wider range of data is collected.



Objectives

By the end of the session you will be able to:

- start a census return
- create and validate a return
- correct any validation errors by editing individual pupil records or by using bulk update
- ✤ authorize a return
- print detailed reports
- print a summary of the census





http://www.coventry.gov.uk/schoolsict



FOR SCHOOLS AND ACADEMIES

SIMS management software

- Academies
- Assessment
- Course Manager
- Dinner Money
- End of Academic Year
- Exams
- FMS
- Help and advice and "Did you know...?" SIMS videos
 - Capita One online
- Interventions
- Online Payment Software
- Personnel
- Reporting
- School Census
 - Guidance
 - Preparing for the School Census
 - Producing the School Census
- SchoolComms
- School Workforce Census
- SIMS ICT Forum
- SOLUS
- Training to book on a Coventry course, go to https://bookwhen.com/coventryict
- Upgrades

Key Dates for the School Census Spring 2024 Return



Collection of pupil characteristics from parents/guardians

• Whilst it is not possible for a parent/guardian to opt out of the school census collection, the following data items:

- Ethnicity
- First language
- Service child indicator

Must always be reported as declared by the parent/guardian.

• When collecting these data items from the parent/guardian, schools must ensure that they are made aware of their right to decline to provide these data items. Where they exercise this right, the information is returned in the census using the code 'refused'. Changes to the School Census 2023/24 Return

Sex is a new data items which is a replacement of gender





NEW - School Time

Focus / School / School Details

School Time (inclusive of breaks and lunchtime) for a typical 5-day week

School Time is a new data item being collected from all schools but only in the Spring census. The collection was voluntary for School Census Spring 2023 but will be mandatory in Spring 2024

Where provided, the school time must total the compulsory time pupil/students spend in school, in a typical five-day week, recorded to 2 decimals and rounded to the nearest 15 minutes. i.e. from morning registration to the end of the school day (official home time). This includes breaks and lunchtime but <u>not</u> optional activities before or after school

For example, 32 hours and 40 minutes would be rounded to 32 hours and 45 minutes and recorded as 32.75 hours



NEW - School Time

Focus / School / School Details



The Autumn Return	The Spring Return	The Summer Return			
Census Details	Census Details	Census Details			
School Information	School Information	School Information			
	Childcare Details				
Early Years	Early Years	Early Years			
Class Type	Class Type	Class type			
Top-up Funding	Top-up Funding	Top-up Funding			
Post Looked After Arrangements	Post Looked After Arrangements	Post Looked After Arrangements			
School Dinner Taken	School Dinner Taken	School Dinner Taken			
Attendance	Attendance	Attendance			
Learning Aims (Secondary)	Classes				
Learning Aims (Secondary)	Pupil Reconciliation				
	Admission Appeals				
	Infant Appeals				
Funding & Monitoring	Funding & Monitoring	Funding & Monitoring			

Access Rights (All Returns)



To carry out a school census return, you need to be a member of the **Returns Manager** group in the System Manager module.

1 Establishment

NC Year Start Date

(dd/mm)

School Name	WATERS EDGE PRIMARY SCHOOL		aters Edge
LA	823 Central Bedfordshire 🔍 💥	N	ators Lugo
Establishment Number	2999		
Unique Reference Number	123564		
School Phase	Primary		
School Type	Infant and Junior School 5-11		
School Governance	Community ~	Priz	nary School
Intake Type	Comprehensive \checkmark		nary Senes
Previous School Name		Date Name Changed	
Previous Estab Number		Earliest DOA	
Previous URN Number		Date Number Changed	
Boarding Pupils	🔲 Nursery Class 🔽	Special Class or Unit	
Head Teacher	Mrs Gillian Grosvenor 🔍 💢	Main Contact	Mrs G Grosvenor
Curriculum Years	N2 6	School Time	
Pupil Genders	Coeducational ~		
Gender on entry to school	Coeducational ~		
New e P .			

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Focus | School | School Details

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Checking the School Details Section

Setting the Class Types for Nursery and Other – SIMS Demo

Early Years

Each term the school claims on behalf of the parents for the number of sessions pupils will be attending



Department for Education (DfE) requires detailed information about provision to under-fives, which is funded by the LA under the statutory guidance

> DfE also requires schools to record the total number of hours that pupils spend in education provision at the school, irrespective of who funds the hours

> > Data is returned for all 2, 3 & 4 year olds

Funded Hours and Hours at Setting

Census	Phase & year group	Date of birth ranges	Free entitlement to funded hours
Autumn 2022	2 and 3 year olds. All relevant schools and year groups	01/09/2018 to 31/08/2020 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/09/2017 to 31/08/2018 inclusive	15 hours
Spring 2023	2 and 3 year olds. All relevant schools and year groups	01/09/2018 to 31/12/2020 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/01/2018 to 31/08/2018 inclusive	15 hours
Summer 2023	2 and 3 year olds. All relevant schools and year groups	01/09/2018 to 31/03/2021 inclusive	15 hours
	4 year olds in National Curriculum year groups E1, E2, N1 and N2 only. NB No longer applies to Reception (Year R)	01/04/2018 to 31/08/2018 inclusive	15 hours

Disability Access Fund

- Payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:
- In receipt of child Disability Living Allowance (DLA) and they access their entitlement to free early learning and childcare, e.g. funded hours.
- Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

Census	Date of birth ranges and Phase & year group
Autumn 2022	3 year olds born between 01/09/2018 and 31/08/2019 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/09/2017 and 31/08/2018 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.
Spring 2023	3 year olds born between 01/09/2018 and 31/12/2019 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/01/2018 and 31/08/2018 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.
Summer 2023	3 year olds born between 01/09/2018 and 31/03/2020 (inclusive) for all relevant schools and year groups
	4 year olds born between 01/04/2018 and 31/08/2018 (inclusive) for pupils in national curriculum year groups E1, E2, N1 and N2 only.

Extended Funded Hours and 30 Hour Code

The 11 digit **30 Hour Code** and the number of extended funded hours are collected in this return for the week in which the census day falls.

Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three and four year old pupils only.

Can double the original 15 hours of free child care to 30 hours a week, provided that the following criteria are met:

Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours. Both parents must be working (or the sole parent is working in a lone parent family) and live in England.

Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.

Each parent must have an annual income of less than the specified amount.

Extended Funded Hours information provided by the DfE can be found on their website https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide

NOTE:

Pupils **aged 4** at the ٠ start of the academic year in reception and above are funded as full time equivalent pupils via the schools block of the dedicated schools grant and therefore funded hours are not relevant for those pupils as they are not funded via the free entitlement.

For dual registered pupils, record the funded hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.



Free school meals eligibility

Start date, end date and country in UK for of each period of free school meals eligibility must be included, where start date is on or before the census day and the end date is either not present or after the previous census day

In principle this has not changed in recent years, but in practice the introduction of universal credit protection means that in the vast majority of cases a maximum of one period of FSM eligibility will be included and that will not have an end data. The exceptions to this general rule are described in the <u>DfE's School Census Guide</u>

Free school meals

This is one of the areas that determine on going funding; specifically, the **Deprivation** element of **Pupil Premium** is determined by a student's inclusion in **Free School Meals** over a specified period. Therefore, it is important that you double check student **Free School Meal** details and eligibility.

Pupil Free School Meal statuses will be retrieved in the Spring 2024 Census



Free school meals taken on census day

- Number of free meals taken on spring census day excluding any meals taken by children only because they are entitled to universal infant free schools meals.
- Only meals that are actually handed to the child should be counted, but there is no need to check that the meal is actually eaten.
- A pupil should be included if they are eligible for FSM (based on deprivation), regardless of whether they are entitled to universal infant free school meals (normally based on being taught in year R, 1 or 2).
- A pupil should NOT be included if they are NOT eligible for FSM, even if they are entitled to universal infant free school meals.

Alternative Provision

Focus | Pupil (or Student) | Pupil (or Student) Details

Routines | Statutory Return | School Census

NOTE: the School Arranged Alternative Provision Placements table within the Registration Panel of *Focus | Pupil/Student | Pupil/Student Details* allows schools to enter all identification data for an alternative provision placement. However, the school census application will apply the DfE's 'hierarchy' to identify placements

- Include just URN if present.
- Include just UKPRN if present and URN is not present.
- Include just reason, company number and postcode if they are present and neither URN nor UKPRN is present.

Find Student				
	n 🚍 Print 🔯 Browse 😽 Ne	xt 😭 Previous 🔛 View		
Student Details: Stan Ackt	on			
Save Undo 🚔 Print	Addresses A Telephones and I	imail Addresses 5 Eamily	/Home 6 Dietary 7 Medical 8 Ethni	ofCultural 9 Addition
salic Delalia 2 negladatori .	Audresses 4 Telephones and f	Add/Edit Alternative		X
2 Registration		Add/Edit Alternative	Provision Placements r	^
Registration Group	8E	Start Date	01/11/2022	~
Year Group	Year 8	End Date		~
Enrolment Status	Single Registration		McDonald's	~
Admission Date	02/09/2021	Description	metonau s	
Former UPN		AP URN		~
UPN	C823299913004	AP UKPRN		
Unique Learner Number	5142373617	AP Setting	Work based placement	
UCI		Companies House No	0100276	
Part Time Details	Start Date End Da	AP Postcode	MK40 1RN	New
		AP Reason	for behavioural support	Dpen
		AP Attendance	Part Time ~	Delete
		AP Sessions	4	
School Arranged Alternative Provision	Start Date End Date	Notes		Vew
Placements	01/11/2022			Dpen
				Delete

Summary Report

Produces a summary of what is included in the return.

This can be produced at any point but the Create & Validate routine should always have been performed first.

Detail Reports

It is strongly recommended that you check all detail reports for accuracy of the data collected before you move on to summarise and authorise the return. The census being run will determine the reports available from the following list.

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Attendance Report (1st half term)
- Attendance Report (2nd half term)
- Absentees Report
- SEN Report
- Address Details Report
- School Dinner Taken
- Free School Meal Eligibility Report
- Top-up Funding Report
- Early Years Report
- EYPPR Report
- Two Year Old Basis for Funding Report
- Post Looked After Arrangement Report
- Permanent Exclusions without Final Review Report
- Class Report
- General Report
- Early Years Pupil Premium Eligibility Report (Spring Only)
- Alternative Provision Report
- Funding and Monitoring Report
- Multiple Reports

Fileset

2604 - All Schools

Emailed out last Thursday, available to download from website

sims SIMS .net: Green Abbey School		
<u>F</u> ocus <u>R</u> eports R <u>o</u> utines <u>T</u> ools <u>W</u> indow <u>H</u> elp		
😫 🥪 Back 🔹 🛶 Forward 🛛 🚷 🐰 🎽 🕐 🚱 🚷 🕼 🔯 🚱 🚷 🚱 🔯 🛃		
🚸 Census Return for Spring 2023 Tern. (Fileset ID: 2302 imported on 09/01/2020)		
📄 New 👬 Search 🖆 Open 💥 Delete 🛛 🐺 Brows, 🖑 Next 🏫 Previews 📄 Copy		
Term Spring 2023 V Census Folder		Census Communications
Conveits manager for Departs		Support Unit Newsfeed Errors & Resolutions Handbooks DfE Guidance
Security message for Reports This report contains sensitive information.		
	I	Message:
	Default Message	
	Deladit Message	



Childcare Spring Return Only Childcare details must be provided for each of the four types of childcare

The school must provide an answer to whether there is on-site provision (and any subsequent information) and whether the school signposts off-site provision for each of the four types of childcare

The minimum return from a school which does not provide on-site childcare and also does not signpost off-site provision would be: for each type of childcare a 'NO' for on-site and an 'N' for signposting

The DfE definition of Under Fives Childcare is a service that parents can use for at least nine hours a day if they choose to. This does not include provision which is only available during school hours or where children can only attend for a morning or afternoon session

Focus | School | School Details

<u>6</u> Childcare											
	Туре	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	0 🔁
1	Before School Childcare	No	No								
7	After School Childcare	Yes	No		17:45	20	School	No			
1	Holiday Childcare	No	No								
1	Under Fives Childcare	Yes	No	08:30	18:00	30	School		38		
L											

Basis for Early Years Pupil Premium Funding (spring return only)

EYPP (early years pupil premium funding) is additional funding for early years settings to help improve the education provided for disadvantaged three and four-year olds. Children become eligible for EYPP from the term following their third birthday and retain it until they move into Reception when they become eligible for the mainstream pupil premium

Not Eligible

Receipt - economic: where they are eligible via the benefits related criteria for FSM

Receipt - other: where they are eligible due to being in care or due to leaving care through adoption, a special guardianship order or a child arrangement order

Receipt - economic and other: where they are eligible through both economic and other reasons

Receipt - unknown: where the school knows the child is eligible for EYPP (due to receiving funding from the local authority) but does not necessarily know the reason why they are eligible

Two-Year-Old Basis for Funding

The **Two-Year-Old Basis for Funding** grid (located in the **Early Years** panel) enables schools to enter the basis of funding for each pupil.

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	
Bocetti,Mateo	17/05/2017	001771	N1	N1A	Yes	No	No	
Bordet,Petra	20/05/2017	001772	N1	N1 PM	No	No	No	
Ellis,Mark	15/02/2017	001773	N1	N1 PM	Yes	Yes	No	
Hussaine,Amyra	12/01/2017	001774	N1	N1 AM	No	No	No	
Jameson,Eve	12/04/2017	001775	N1	N1 PM	No	No	No	
Wilsons, Jack	07/03/2017	001778	N1	N1 AM	No	No	Yes	



Funding and Monitoring (FAM)

Funding and Monitoring (FAM)

All schools (except nursery) with appropriate year groups or age ranges need to submit this information.

Data collected in the learner funding and monitoring section is used to identify additional attributes of the learner to inform funding or for additional monitoring.

Data items should only be entered into systems and returned to DfE if any of the attributes apply to the pupil.

Data items are to be returned for pupils who are either on roll on census day or became off roll since the start of the academic year.

In the academic year 2023 to 2024, any tuition provided via the:

- National Tutoring Programme
- School-led tutoring
- tuition partners
- academic mentors
Funding and Monitoring (FAM)

DfE will collect the cumulative total number of hours the pupil has received of school-led tutoring as at each census day, in decimals to the nearest 0.5.

*Where a pupil is dually registered, only enter the number of hours the pupil has received in your school.

Update Funding and Monitoring																		
Save Dundo																		
Academic Year 2022/2023 V On roll and leavers from 01/08/2022 to 31/07/2023 Effective Date 20/12/2022 V V																		
Age at 31/08/2022 All YTI All Year Group All Reg All SEN All Deprivation Pupil All FSMEver6 All Pupil Premium																		
Pupils																		
1	Name 🗡	Date of Birth	Age at 31/08/2022	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Hrs at	Cumulative Hrs at 31 Aug	Notes
	Abbas,Latif	11/11/2016	5	1	Year 1	ELM	Single R				No							
1	Abbott,Jessica	17/02/2014	8	4	Year 4	4ES	Single R			2021/2022	Yes	2022/2023	✓	5	10	10	10	
1	Abhra,Shaquib	17/12/2013	8	4	Year 4	4ES	Single R				No							
	Abrams,Paul	15/12/2014	7	3	Year 3	3TO	Single R				No							
1	Ackton,Charlotte	10/02/2014	8	4	Year 4	4SL	Single R				No							
1	Ackton,Simon	12/12/2016	5	1	Year 1	PI	Single R				No							
4	Adams,Nancy	18/12/2011	10	6	Year 6	6VC	Single R			2021/2022	Yes	2022/2023	✓	0	7	7	7	
	•	20/03/2013		5	Year 5		Single R			2021/2022	Yes	2022/2023						
	A 12 7	2010512010	· · ·	2	× 2	2001	Circle D											

Reporting tutoring and cumulative hours in Funding and Monitoring

If pupils are likely to be in the position where the school **intends** to provide 'tutoring' before the end of the academic year, but has **no cumulative hours** to report for School Census Autumn or Spring then 'tutoring' should not be ticked.

Reporting 'tutoring' for a pupil with no cumulative hours reported will trigger a DfE validation error.

FAM SIMS DEMO

Details are required of all classes running at the selected time on the spring census day (19th January 2023).

The selected time is based on the **last** digit of a school's DfE establishment number as follows:



Please note the times in the documentation are incorrect. The following is taken from the DfE website

Last digit of your departmental number	Selected time
0, 1 or 5	The selected time is one hour after the start of morning school
2, 3 or 6	The selected time is one hour before the end of morning school
4, 7, 8 or 9	The selected time is one hour after the start of afternoon school

Where the selected time is not appropriate to the school timetable, for example, where the selected time is when the whole school or a large proportion of the school is in an assembly with the head teacher; schools can choose an hour / period that reflects a 'normal' class situation that applies at the selected time each Thursday of the term.

Do not record unusual situations (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances.

Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in a SEN unit or special class, are treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

The DfE guidance notes state that schools with infant classes (Reception and Key Stage 1) should ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session. This does not include assembly, or any other activity usually conducted in large groups of children, such as P.E., music, singing, drama, watching TV and listening to the radio.





Secondary Schools Only

For example, a school's establishment number is 4265. The last digit of the DfE establishment number is 5 so select the period one hour/period after the start of afternoon school on census day.

The school has six teaching periods per day - four in the morning, two in the afternoon and a one-week timetable.

The selected period in this school would be Thursday 5 which is chosen from the drop-down list.

Advance notice for Summer 2024 Census

The summer term school census is normally the simplest school census of the academic year, as it doesn't normally contain any new elements that have not already been introduced for the preceding school censuses of the academic year. However, for schools that cater for early years children there are two import changes related to DfE funding coming in



Advance notice for Summer 2024 Census

1. 'Expanded' DfE funding for early years

- School Census Summer 2024 is the first school census where data will be collected that includes children receiving the 'expanded' DfE funding of early years.
- ESS will provide more details of how the relevant areas of SIMS will be modified to cater for reporting of the 'expanded' DfE funding, but at this early stage ESS would just like to remind colleagues that although the 'expanded' funding will eventually include children as young as 9 months, they understand that schools aren't allowed to admit children below the age of 2.



Advance notice for Summer 2024 Census

2. Two-year-old basis for funding

 Previously, two-year-old basis for funding was only collected on a yearly basis via School Census Spring. However, starting with School Census Summer 2024, two year old basis for funding will be collected on a termly basis via each of the three School Censuses of the academic year.



Link

https://www.gov.uk/guidance/complete-the-schoolcensus/data-items-2022-to-2023



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SCHOOLS AND AGADEMIES

Questions

THANK YOU

FOR SCHOOLS AND ACADEMIES

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