School Census in SIMS .net

Summer 2025

SIMS Approved Support Unit

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.

Introduction

- 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.

- A wider variety of data is collected in the Spring census.

- MIS providers incorporate changes to data requirements in each census by upgrading their software.

Today's objectives

- By the end of today's session, you will be able to:
  - Check your data to make sure its ok for census
  - Enter the relevant data for census
  - Start a census return
  - Create and validate your return
  - Correct and validation errors by editing individual pupil records or using the bulk update tool.
  - Authorise your return (a crucial step required to verify your data)
  - Print detailed reports
  - Print a summary of the census

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 – **15th May 2025**

- Deadline for return to the LA (maintained schools) – **23rd May 2025**

- Attendance data – **1st January 2025 – 20th April 2025**

- Exclusions – **1st August 2024 – 20th April 2025**

- Free School Meal Eligibility – **17th January 2025 – 20th April 2025**

- AP Placements – **16th January 2025 and 14th May 2025**

- Funding and Monitoring – **1st August 2024 – 15th May 2025**

Future Census Dates

Dates for your diary

- Autumn Census – **Thursday 16th October 2025**

- School Workforce Census – **Thursday 6th November 2025**

- Spring Census - **Thursday 15th January 2026**

Webinar dates will be announced nearer to the census.

Pupils in Scope

- All pupils on the register on census data

- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Autumn 2024 and Spring 2025)

- 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 attended the school in the previous academic year for which learning aims are submitted (Secondary, All through and AP 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)

Early Years

- Schools with funded early years provision make their return via either the school census or the early years census but **NOT** both.
  - **Registered Pupils of a school** –> **include on the school census**
  - Children who attend a **separate Ofsted registered** private, voluntary or independent provider on a school site -> **include on the early years' census.**
  - Children attending provision provided by a **school governing body** under Section 27 of the Education Act 2002 **or** provision that is **run or managed by an academy** or academy trust under **charitable objectives** -> **include on the School Census**
- **But** if a child's free entitlement is split between more than one place they **may appear on the two different censuses**, depending on where and **how the pupil is registered**.

Collection of pupil characteristics

- Parents can't opt out of the census

- **Ethnicity, First Language, Service Child Indicator** must always be reported as declared by the parent.

- When collecting these data items from parents/guardians, schools must ensure that parents/guardians are made aware that they can decline to provide these items – where this happens schools should record on their MIS using the **refused** code.

Expanded Funded Hour

- The 30-Hour Code which is issued to parents when they have successfully applied for the Early Years funding has been changed to Eligibility Code. This Eligibility code is now also applicable for 2-year-olds who have applied for Expanded Hours.

- From April 2024, working parents of 2-year-olds will be able to access 15 hours of free childcare per week (over 38 weeks a year) from the term after their child's 2nd birthday. A new column has been added to the Census Returns for pupils aged 2 at 31/03/2024 and if they have an eligibility code. **Expanded Funded Hours do not apply to 3 or 4-year-olds.**

Alternative Provision

- Alternative provision should be recorded on the school census if it takes place in:

  - a pupil referral unit
  - an alternative provision academy
  - an alternative provision free school
  - an early years setting (private, voluntary or independent)
  - state-funded schools

Known Issues

- Query 1767Q: Due to FSM protection, FSM periods are not expected to have an end date. Please provide a reason:-
  - We understand that some schools are expecting this DfE validation to be changed for School Census Summer 2025. We can confirm that this validation has not changed and that we can't see any reason for it to change until School Census Autumn 2025 and onwards.
  - Although we have reached the stage where FSM protection will be withdrawn when a pupil joins a new phase of education, the joining of a new phase of education will not take place until after the reference date for School Census Summer 2025 in almost all cases.

Resolved Issues

- There are no resolved issues at this time.

SIMS
Next Gen

Census in Next Gen

- Next Gen is available now.

- Census in NextGen coming soon.

- If you would like some more information about SIMS Next Gen please get in touch.
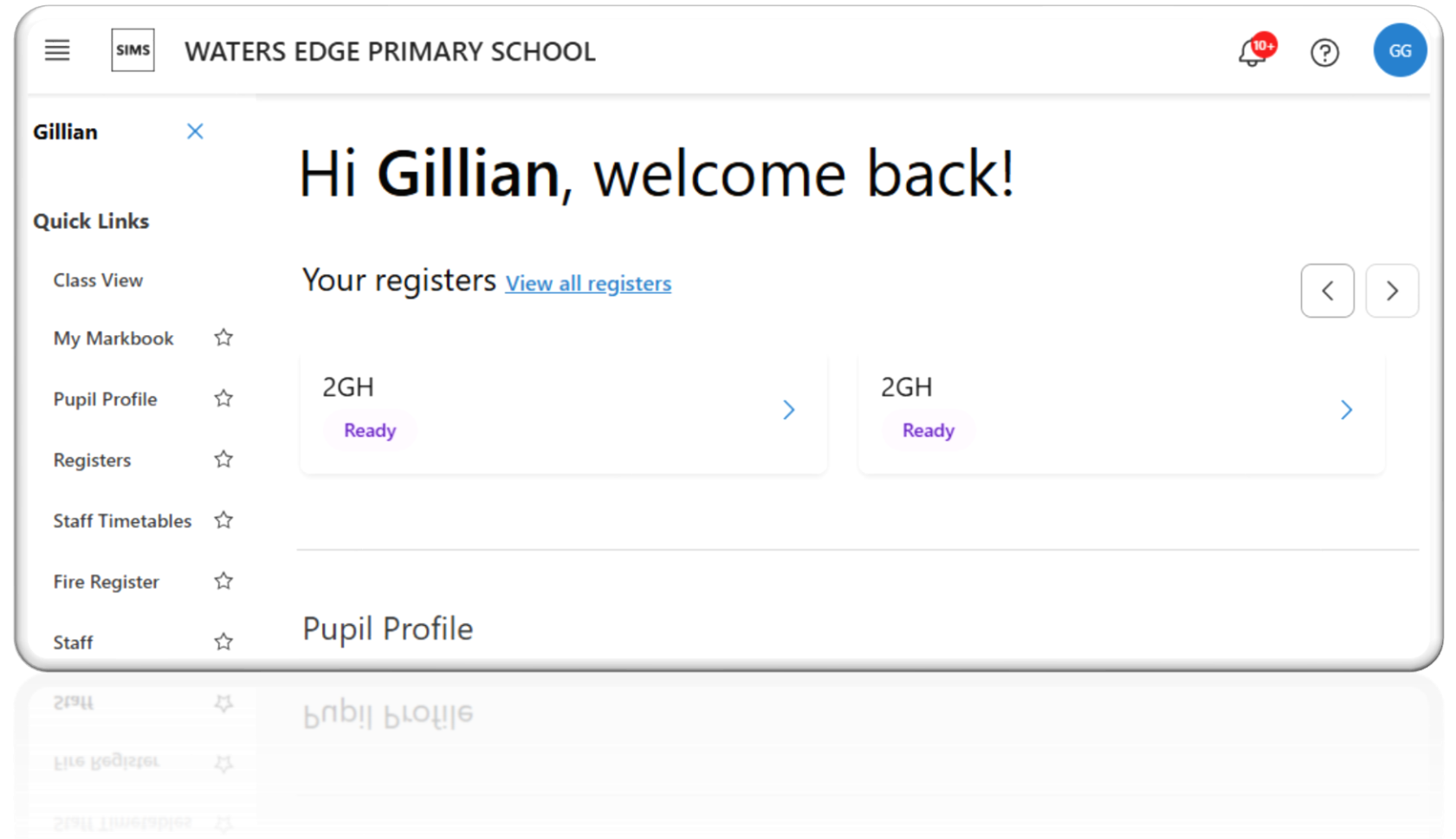
Data Areas to Check

SIMS .net Census

Extended Services

- Ensure that your childcare services are recorded in the Extended Services module – this is available through **Focus > School > School Details**

- Check the **Extended Services** box on panel 1

- Scroll to panel **6 Childcare** and review the information, if you need to edit a row, select it and and click **Open**

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.

- Any students who **did not** attend (any session) but who were admitted should be deleted. Do NOT delete students who have attended.

- 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.

Adding information in bulk

- Some data items can be entered in bulk from the **Bulk Update Student** routine

- Use the menu route **Routines > Pupil > Bulk Update**

- Choose a **Group Type** (e.g. Year) and a **Group** to work on.

- Then choose a data time to update e.g. Ethnicity

- Data fields you can update this way
  - Ethnicity and data source, First Language and data source, SEN, Service Children, pupil premium indicator

Attendance

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

1st January 2025 – 20th April 2025

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

Attendance Data Checking for N Codes

- Locate N codes that have not yet been dealt with

- **Focus > Attendance > Deal with unexplained absences**
  - Enter the date range **1st January 2025 – 20th April 2025**
  - 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

- **Focus > Attendance > Deal with missing marks**
  - Enter the date range **1st January 2025 – 20th April 2025**
  - Run the report for the Whole School
  - Click Open
  - **Enter the missing information and save**

Special Educational Needs

- Check with your SEN Co-Ordinator that all children with a special need are marked as such.
  - All Students with current SEN Provisions should have an SEN record with the code 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 N code for No Special Educational Need.
  - Any Student in possession of an SEN Provision (other than N) should also have at least one Need defined.
  - Students with a provision but no specific type of need should be entered with the SEN Type of NSA (SEN Support but no specialist assessment of type of need).

- To add new **SEN pupils > Student Details > Click SEN** (Right panel) and add the necessary details
- To update existing SEN pupils, go to **Focus | Pupil | Special Educational Need**

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**

- You can alter the student's enrolment status via **Routines > Student > Change Enrolment Status**

Free School Meals

- Free school meal information is collected for pupils with the following periods of eligibility
    - Start date is on or before **17th January 2025**
    - End date is either blank or between **17th January 2025 to 20th April 2025**
- Student free school mean information can be edited from **Student Details > Panel 6 Dietary and add an eligibility period.**

Early Years Extended Hours

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

- Can double the original 15 hours of free childcare to 30 hours per week.

- Eligibility criteria
    - Parents must obtain a 30-hour code from HM Revenues and Customs and provide this to the school.
    - Both parents must be working (or a sole parent working) and live in England.
    - Each parent earn a weekly minimum equivalent to 16 hours (minimum wage or living wage)
    - Each parent must have an income below the specified amount (cira £100,000)

- Pupils aged 4 at the start of the academic year are funded as standard pupils and funded hours are no longer relevant.

- 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.

Basis of Funding

- Primary Schools should record these data items for their funding
  - Basis of Funding
  - Receipt of Extended hours
  - 2-Year-old Basis for Funding
  - Disability Funding

- For a student to be correctly in receipt of extended hours of funding (entered via the pupil reconciliation section of Census) they should also have been provided with a valid 11-digit Eligibility code. This code should be entered in the provided Eligibility Code box within the funding & allowances panel.

- The **Disability funding** indicator is derived from students who have a valid check against both of:
  - The child is in receipt of child disability living allowance
  - The child receives free early education

Disability Access Fund

- Payable as a lump sum once a year and awarded to three- and four-year-olds who meet the following criteria
  - In receipt of disability living allowance (DLA) and they access their entitlement to 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

Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
Summer 2025	9-month-olds to one-year-olds born between 2023-04-01 and 2024-06-30 (inclusive) - all relevant schools and year groups
Summer 2025	2-year-olds born between 2022-04-01 and 2023-03-31 (inclusive) - all relevant schools and year groups
Summer 2025	3-year-olds born between 2020-09-01 and 2022-03-31 (inclusive) - all relevant schools and year groups
Summer 2025	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

Alternative Provision (1)

The Alternative Provisions Panel is found in **Students>View Student Details>Enrolment**

- If the school phase is PRU you will see two panels - Alternative Provision and Alternative Provision details. If the school is a mainstream school, you will only see Alternative Provision Detail

- For school collecting Alternative Provision Company Number and Alternative Provision Placement Postcode,
    - URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
    - Alternative provision reason records the main or primary reason why the AP was arranged.
    - Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.

Alternative Provision (2)

Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.

- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.

- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement

Alternative Provision (3)

- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel. You will be returned to the panel where the School name can be added manually and the UKPRN may be added in the field provided, whereupon the Type of Setting will disappear. Finally, if no URN or UKPRN is available, add the Type of Setting from the dropdown selector plus the company house number and postcode.

- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason why the AP was arranged.

- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.

- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.

Alternative Provision (4)

- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).

- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).

- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.

- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week

Adding Alternative Provision

- Student Details > **Registration Panel**

- Click New to add a new provision

- You can get details of schools from the **Get Information About Schools** (GIAS) website.
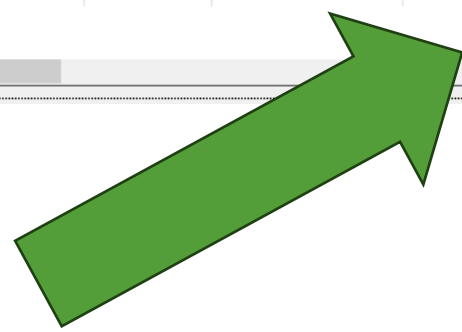
Part Time Indicator

- Collected for on and off roll pupils

- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.

- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.

- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

Funding and Monitoring

- For the 2024 to 2025 academic year, it will identify pupils:
    - in receipt of tutoring
    - resitting or retaking up to one year of 16 to 19 funded provision
- **There is no action required by schools where none of these attributes applies to the pupil.**

Post Looked After

- Go to **Tools | Statutory Return Tools | Update Post Looked After Arrangements**

Ensure that any students on roll who were previously looked after by a local authority are recorded as such.

These children attract pupil premium plus funding.

Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.

- Exclusion data is required for **1st August 2024 – 20th April 2025**

- You can add exclusions through Focus | Pupil | Exclusions

- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed

Youth Support Services Indicator

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

- There is a legal requirement under the Education and Skills Act 2008 for schools to pass information on request to the youth support service for pupils in or approaching the age of 13.

- Parents – or pupils themselves, if aged 16 or over – have the right to object to any information (over and above name, address and date of birth) being shared with the local authority or provider of youth support services. As part of a school's privacy notice, you must advise parents and pupils of their right to object.

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.

Youth Support Services Indicator [3]

1. Select Focus | Pupil (or Student) | Pupil (or Student) Details to display the Find Pupil (or Student) browser.

2. Search for, then double-click the required pupil/student to display the Pupil (or Student) Details page.

3. Navigate to the Additional Information panel.

4. Select the applicable Youth Support Services Agreement (YSSA) status from the drop-down list (as applicable to your school phase).

5. If the pupil/student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the Service Children in Education drop-down list.

6. Select how the school was notified about the Service Children in Education information by selecting from the Source of Service Children in Education drop-down list.

Learner Support Code

This affects your funding.

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

- The learner support code indicates the type of financial support awarded to pupils beyond compulsory school leaving age at any point in the academic year of the school census.

- There are 2 types of 16 to 19 bursary fund support:
  - a vulnerable bursary of up to £1,200 a year for young people in one of the designated vulnerable groups (code '55')
  - discretionary bursaries which institutions award to meet individual needs - for example, help with the cost of transport, meals, books and equipment (code '56')

Learner Support Code [2]

- The learner support code is collected for all pupils who have been awarded bursary funding in the current academic year. This may include pupils who have left the school since the start of the academic year. For dual-registered pupils, the school holding the main registration for the pupil is responsible for awarding the bursary fund and return the required data.

- Further information is here https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025

Learner Support Code [3]

- This is entered via the student profile, on the **Additional Information Panel**

Adding a new Learner Support record:

1. Click the New button to display the Student Learner Support Code Details dialog.
2. Select the applicable Learner Support Code from the drop-down list.
3. Enter an Award Date or click the Calendar button, then select the required date. Notes can be entered, if required.

Updating an existing Learner Support record:

1. Highlight the required record, then click the Open button to display the Student Learner Support Code Details dialog.
2. Amend the Learner Support details, as required.

Creating your census return

Using SIMS

SIMS Approved Support Unit

Coventry City Council
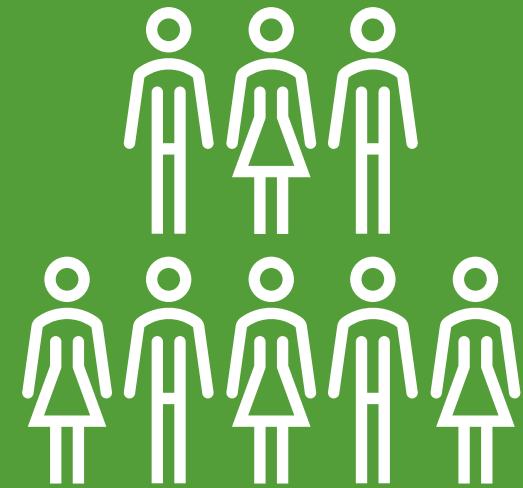
DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

Generate Your Census

- **Routines > Statutory Returns > School Census**

- Check the file set is **3002**

- If it is not, please contact Digital Services.

Census Return for Summer 2025 Term [Fileset ID: 3000 (SIMS.net)]

New   Search   Open   Delete   Browse   Next   Previous   Copy

Calculate all Details

- Check the dates provided are correct and you are generating the correct return.

- Click New to generate a new return

- Click **Calculate All Details**

Panel 2 : School Information

- This information is pulled from the School Detail screens (Focus | School | School Details)

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

2 **School Information**

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

Panel 3: Early Years

- Panel 3 – this deals with students who are 2, 3 or 4 years of age on 31st August. Here you need to enter their hours at setting, Funding hours and expanded hours.

- Click **Recalculate** (on the panel) to pull existing data through and then click **Edit** to add in the relevant data.

<u>3</u> Early Years

✏ Edit

🖥 Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold,Rachel	01/12/2020	002024	N2	AM	3	4						
Baltimore,Tessa-Louise	24/03/2021	002025	N2	PM	3	3						
Basudhara,Farah	18/01/2021	002026	N2	PM	3	3						
Bondar,Mykola	19/01/2021	002027	N2	PM	3	3						
Bondar,Yana	19/01/2021	002028	N2	PM	3	3						
Hussain,Suki	03/03/2021	002029	N2	AM	3	3						
Johnes,Jada	04/12/2020	002030	N2	PM	3	4						

Funded Hours (1)

- The following data is collected:
  - **Funded Hours** - Funded Hours are the total number of free childcare hours that a child receives.
  - **Hours at Setting** - Hours at setting include funded hours plus any additional hours funded by other means.
  - **Extended Childcare Hours** - up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).
  - **Expanded Hours** - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).

- **2 Year Olds** - Funded Hours + Expanded Hours MUST equal Hours at Setting

- **3- & 4-Year Olds** – Funded + Extended Childcare Hours MUST equal Hours at Setting

Funded Hours (2)

- Funded early years entitlement hours are collected for eligible pupils aged 2, 3 and 4 in nursery provision.

- All children become eligible for funded early education from the term following their third birthday.

- 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).

Funded Universal Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2025	2- and 3-year-olds born between 2020-09-01 and 2023-03-31 (inclusive) - all relevant schools and year groups	15 hours
Summer 2025	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Funded Expanded Entitlement Hours (1)

- 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 in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.

- In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but **can only take up one of these entitlements**. In those circumstances, children should be recorded against the disadvantaged entitlement (funded hours). **Basis for funding.**

Funded Expanded Entitlement Hours (2)

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2025	3-year-olds born between 2020-09-01 and 2022-03-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
Summer 2025	4-year-olds born between 2020-04-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours

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.

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

- Add the necessary information into this panel.
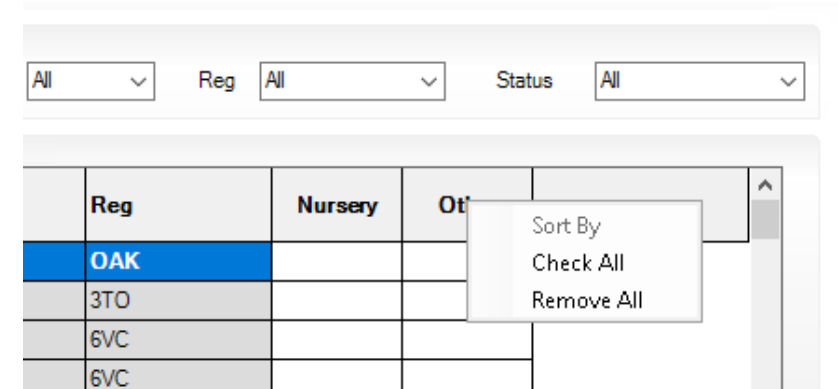
Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	In Care	Basis for EYPP Eligibility
Sawston,Jennifer	15/12/2020	002038	N2	AM	3	4	No	Not Eligible
Simpsons,Oscar	12/01/2021	002039	N2	PM	3	3	No	Not Eligible
Smyth,Tomos-Harri	07/07/2021	002040	N2	AM	3	3	No	Not Eligible
Wesley,George	11/11/2020	002041	N2	AM	3	4	No	Not Eligible
Westwood,James	**18/06/2021**	**002042**	**N2**	**PM**	**3**	**3**	**No**	**Not Eligible**
Whitby,John-Michael	10/06/2021	002043	N2	PM	3	3	No	Not Eligible

2 Year Old Basis for Funding

Panel 4 : Class Type

- Complete the class type as necessary, click **Edit.**

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

- You can then mark all students with the correct class type by clicking on the appropriate column heading and selecting **Check All**

- If editing in bulk, you may need to click **Recalculate**

Panel 5: Top Up Funding

- If you are receiving top up funding for any children, ensure their details are shown on this panel.

- Click Edit to add and update any information.

- The panel will likely bring through information from the October census so you should just need to update it.
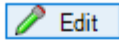
Panel 6: Post Looked After Arrangements

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

- PP+ is awarded to schools for children who have been previously looked after.

7 Post Looked After Arrangements

✎ Edit   🖶 Recalculate

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

Panel 7: Funding and Monitoring

- Ensure any children who are receiving tutoring are recorded on this panel.

- Click Edit to update.

8 Funding and Monitoring

✏ Edit

Name	YTI	Tutoring
Abbas,Avanni	R	✓
Abbas,Latif	3	✓

Panel 8: School Dinner Taken

- This panel records the pupils who have taken a school dinner on census day.

- If your school is using **Dinner Money** then the information can be calculated from dinner money – click **Calculate from Dinner Money** otherwise click **Calculate from Attendance**

- Manual edits can also be made if required.

Panel 9: Attendance

- This panel will indicate to you if you have any missing marks for attendance.

- It will also show you if you have used any invalid attendance codes (i.e. old codes)

- If you do have any missing marks or incorrect codes these will need to be fixed, and you will need to click **Recalculate** to update the census return.

Validate the census

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

- Next click **Create and Validate** this may take a while SIMS generates your census file.

- You will be shown a list of errors and queries.

Errors must be fixed.

Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

Reports

- Once you have saved and validated a census return, you can run the census reports.

- The reports are found under **Detail Report** we recommend that you run each report and check it for errors and show it to your headteacher so they know what data you are submitting.

Dealing with errors & queries (1)

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

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

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

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

Report — Close

- Review each error/query and then double click the row to fix the error.

- After each batch of errors you have created, click **Create and Validate** again. This will reconfirm your census and refresh the list of errors displayed.
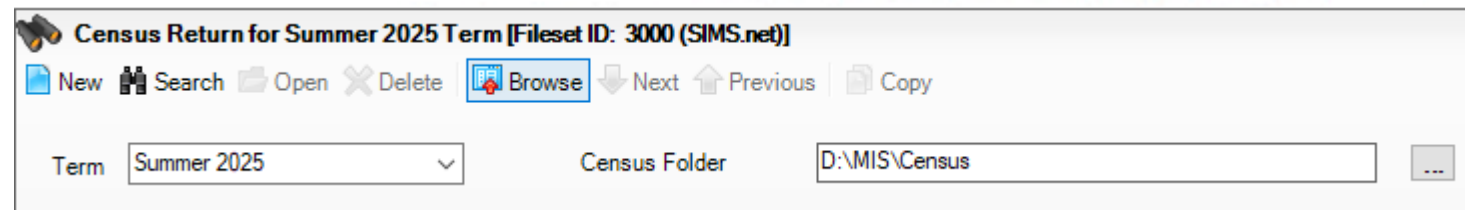
Authorise the Return

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Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
  - View the summary of the return.
  - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
  - **The return will influence your school's funding, so it's imperative that it is correct.**
- Once you are happy the data is correct, you can authorise the return using the Authorise button.
- The return is saved in the file location specified on your system.

Upload the return

- Once authorised, locate the file on your system.

- The file name will be in the formation
  - **3314567_SC3_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.

Deadline

- Maintained schools please make sure you have uploaded your census file to Collect by

Friday 23rd May 2025

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.

- Academy schools must have uploaded your file to collect by **Wednesday 12 June 2025**

Any Questions?

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Further guidance & Help

- **DfE Guidance – complete the school census**
  - https://www.gov.uk/guidance/complete-the-school-census

- **DfE Guidance – Generate and submit the return**
  - https://www.gov.uk/guidance/complete-the-school-census/submit-your-data
- **Data Queries – Contact Data Team**
  - datateam.pd@coventry.gov.uk
- **Issues with SIMS – Contact Digital Services**
  - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you
for your time

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