

SIMS

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Preparing and Producing the Summer 2024 Census in SIMS

Primary, Nursery and Special Schools

OSMIS
EDUCATION



SIMS ACCREDITED
Support

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Preparing the 2024 Summer Census

School Details	Focus: School: School Details	
	Panel 1: Establishment	School name
		LA Number
		Establishment Number
		Establishment Unique Reference Number
		School Phase
		School Type
		School Governance
		Intake Type
		Curriculum Years (Lowest to Highest)
		School Address
	Panel 3: Contact Details	School telephone number
		School email address
Pupil Details	Focus: Pupil: Pupil Details	
Note that a full set of data is required for all pupils on roll 16 th May and any pupil with spring term attendance or exclusions / suspensions during the autumn or spring terms	Panel 1: Basic Details	Forename, middle name, surname, former surname, preferred surname
		Date of birth
		Sex
	Panel 2: Registration	Date of admission
		Enrolment status
		NC Year
		UPN, former UPN
		Part time details (dates)
		Unique Learner Number (Yrs 9 and above)
		Boarding indicator (assumed to be N if left blank)
		School Arranged Alternative Provision Placements
		Start Date
		End Date
		AP URN or UKPRN
	If no URN or UKPRN Setting, Companies House Number and Postcode	
	Reason	
	Attendance (FT/PT and number of sessions)	
	Notes	
	Panel 3: Addresses	Home address
	Panel 6: Dietary	FSM start date 19/01/2024 to 16/05/24
		Country of UK
	Panel 8: Ethnic/Cultural (all schools)	First Language
	Panel 9: Additional Information	Service children indicator

		YSSA status (age 12 and above)
		Learner Support Code (16–19-year-olds)
SEN	Focus: Pupil: Special Educational Needs	
	Panel 3: Basic SEN Details	SEN stage (N, E, K), SEN type, ranking.
	Panel 8: Provisions	Member of SEN Unit (if the school has one)
		Member of Resourced Provision (if the school has one)
Attendance	Focus: Attendance: Deal with Missing Marks, Deal with Unexplained Absences (not collected for Nursery age pupils)	Attendance 01/01/24 to 31/03/24
Exclusions and Suspensions	Focus: Pupil: Exclusions (Not collected for Nursery age pupils)	Exclusion type, reason, number of sessions 01/08/23 – 09/04/24

Census Return	Routines: Statutory Returns: School Census	
	Early Years	Funded Hours, Hours at Setting
		Extended Funded Hours & Eligibility Code (3- & 4-year-olds with qualifying parents)
		Expanded Funded Hours and Eligibility Code (2-year-olds with qualifying parents and which are not otherwise entitled)
		Disability Access Fund Indicator
		Basis for EYPP Eligibility
		2-year-old basis for funding (other than with Eligibility Code)
	Class Type (Primary schools only)	Class Type (N or O)
	Top-up Funding	Top-up Funding
	Post Looked After Arrangements	Post Looked After Arrangements
	Funding and Monitoring	Hours delivered between 01/08/24 and 16/05/24
	School Dinner Taken	Infant School Meal Taken on census day

School Details

From the SIMS Home Page, go to **Focus: School: School Details** and check that information required is present and correct.

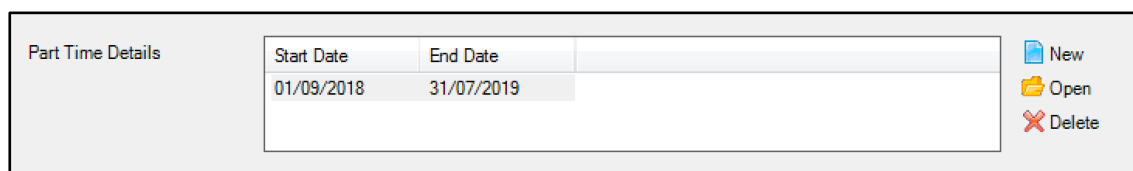
Pupil Details

Admit new pupils

It is important to ensure that all your new pupils are properly admitted in SIMS before the Census is run. This includes pupils starting in your Reception and Nursery years and pupils who have previously left your school and subsequently returned. It is also important to ensure that all pupils that have left your school prior to Census Day have been made Leavers in SIMS.

Check Part Time Details

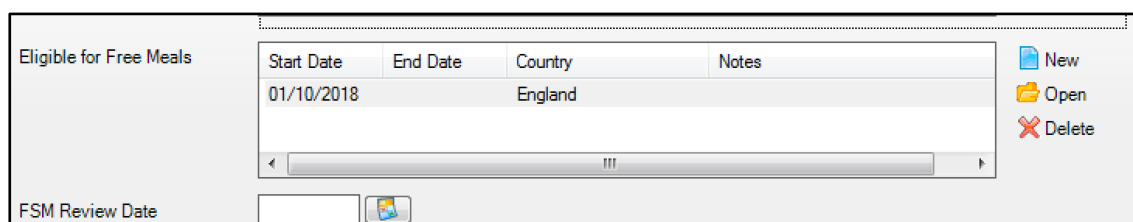
Any pupils attending your school on a part time basis should be identified. From the **Pupil Details** screen, go to the **Registration** panel and click on **New** on the right-hand side of the panel. Enter the Start Date (and if appropriate, the End Date) and click on **OK**.



Start Date	End Date
01/09/2018	31/07/2019

Check Free School Meal Eligibility

Any pupils for whom you have received notification that they are entitled to a Free School Meal should be identified in the **Dietary** panel. Click on **New** on the right-hand side of the panel. Enter the Start Date (and if appropriate, the End Date) and click on **OK**.



Start Date	End Date	Country	Notes
01/10/2018		England	

Note: All pupils in Infant classes are entitled to receive a free school meal – this is not the same as Free School Meal Eligibility, and you should not record Infant pupils as eligible for free school meals unless you have received the usual notification from the Local Authority.

Check SEN Data

The SENCO in your school should check the SEN Register in SIMS and ensure that it is correct. Note that the Census will only collect the SEN Status codes of E, K, or N. Schools should review all SEN records and ensure that the correct Status and Need Type are recorded.

Go to **Focus: Pupil: Special Educational Needs** and click on **Search**. The list of pupils on your SEN Register will be displayed.

Find SEN Student

Search Open Print Browse Next Previous View

Surname Forename Status Current SEN Status <Any SEN>

Tier <Any> Year Group <Any> Class <Any> House <Any>

Name	Year Group	Class	House	Gender	SEN Status
Abdullah, Tamwar	3	3TO		Male	K - SEN Support
Balinski, Iwa	2	2GH		Female	E - Education, Health and Care Plan
Carter, Ryan	1	PINE		Male	K - SEN Support
Chappling, Martin	6	6VC		Male	E - Education, Health and Care Plan
Gichy, Viktor	1	OAK		Male	K - SEN Support
Colman, Tamsin	R	PINE		Female	K - SEN Support
DiMichele, Sara	2	2GH		Female	K - SEN Support
Dorota, Imber	4	4ES		Female	K - SEN Support

If a pupil needs to be taken off the Register, you should add a Review in **Panel 4 Reviews** with an Outcome of N – No Special Educational Need.

If a pupil needs to be added to the Register, you can change the SEN Status to Any and search for the relevant pupil. Then add a Review with the appropriate Outcome in **Panel 4 Reviews** and the appropriate Need Type in **Panel 3 Basic SEN Details**.

Schools with SEN Units and Resourced Provisions ONLY

For these schools the census will also collect information from **Panel 8 Provisions** of the pupil’s SEN record regarding whether the pupil is a member of an SEN Unit (special class) or Resourced Provision.

8 Provisions

Provision Type	Start Date	End Date	Cost	Frequency
Time in SEN Unit	17/10/2017			Daily two extra half hour sess...
Time in SEN Unit	17/10/2016			Daily two extra half hour sess...
Time in SEN Unit	08/09/2014			Twice per week
Resourced Provision	04/09/2012			1 x daily for 1 hour

New Open Delete

To add information to the panel, click on **New** on the right-hand side and complete the following screen:

Add/Edit SEN Provision

Provision Type: Time in SEN Unit

Start Date: 30/08/2017 End Date:

Cost:

Frequency:

Comments:

People Involved

Name	Roles

New Delete

Notes/Documents

Attachment	Summary	Type	Owner

New Open Delete

OK Cancel

Your SENCO will be able to give you this information.

Young Carer data

The young carer indicator identifies, for those children on roll on spring census day, whether they have been identified as a young carer and if so, by whom. Section 17ZA of the Children Act 1989 says a young carer is a person under 18 who provides or intends to provide care for another person (which isn't to a contract or voluntary work). For the summer return you should identify young carers by completing the new item in **Panel 10 Welfare** of the pupil record.

The screenshot shows a software interface with a sidebar on the left containing the following sections: 'In Care', 'In Care Details', 'Young Carer', 'Child Protection Plan', 'Child In Need', and 'Disabilities'. The main area is titled '10 Welfare' and contains a table with columns 'Start Date', 'End Date', 'Care Authority', and 'PEP'. Below this is another table with columns 'Start Date', 'End Date', 'Identified By', and 'Notes'. A dialog box titled 'Add Young Carer details' is open, featuring a dropdown menu for 'Identified as Young Carer by:' with options 'Parent or Guardian' and 'School'. It also includes fields for 'Start Date', 'End Date', and a 'Notes' text area. 'OK' and 'Cancel' buttons are at the bottom of the dialog.

Alternative Provision data

Focus > Pupil > Pupil Details > Registration Panel

Alternative Provision is full or part-time education arranged by:

- local authorities, either directly or working with schools, for pupils who, because of permanent exclusion, illness or other reasons, would not otherwise receive suitable education
- schools for pupils to improve their behaviour off-site, or during a suspension

AP is not an out of school activity arranged in addition to a full-time education, including activities arranged primarily for recreational purposes or for SEN support. Nor is it educational home learning resources provided by a school for the pupils at home.

The census return will collect the following information relating to any AP placement which ended between 18/01/24 and 16/05/24 or is ongoing on the 16/05/24.

URN of the school the pupil attended before becoming single registered at your school	The school's Unique Reference Number (found on the get information about schools site) and recorded in the School History panel of the pupil
SEN records on entry to your school and on entry to the AP setting	Ensure that the pupil's SEN records are correctly recorded in Focus > Pupil > Special Educational Needs
Start Date	The date on which the pupil began their placement
End Date	The date on which the pupil left their AP setting – if ongoing on census day, leave this field blank
AP URN	Record the Unique Reference Number (URN) of the establishment within which the AP placement has been arranged. If the provider does not appear on GIAS , you should leave this field blank.
UKPRN	If the establishment does not have a URN, record and submit the UK provider register number (UKPRN) of the establishment within which the AP placement has been arranged. The UK Register of Learning Providers provides details of UKPRNs.

AP setting, Companies House Number, AP postcode	If the provider does not have a UKPRN, you should record the AP Setting Type, companies house number and postcode.																									
AP Reason	The primary reason why the pupil was placed in the AP setting																									
AP Attendance	Record the most recent pattern of attendance at the AP setting – either Full Time (FT) or Part Time (PT). Where the pupil is in part-time provision (for example, attending fewer than 10 sessions a week in the AP placement), record and submit the number of half day sessions the pupil is expected to attend each week.																									
<p>A note on enrolment status</p> <ul style="list-style-type: none"> • If the pupil is on your roll and their AP placement is at another school (for example pupil is placed in a PRU), the pupil would be dually registered with your school holding the main registration. • If the pupil is attending an AP placement which is not another school in England, then the pupil should not be recorded as dually registered. <p>To change a pupil’s enrolment status, go to Routines Student Change Enrolment Status and in panel 2, change the enrolment status with effective date. Once the pupil returns to single registration, use the same panel to change it back with an effective date.</p> <div data-bbox="193 1061 1398 1249" style="border: 1px solid #ccc; padding: 5px;"> <p>2 Registration</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Enrolment Status</td> <td style="width: 20%; border: 1px solid #ccc;">Single Registration</td> <td style="width: 10%; text-align: center;">▼</td> <td style="width: 10%; text-align: center;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Student Date of Change</td> <td style="border: 1px solid #ccc;">Single Registration</td> <td></td> <td></td> <td style="font-size: small;">This date is used for statutory returns and reporting only.</td> </tr> <tr> <td>Notes</td> <td style="border: 1px solid #ccc;">Guest pupil</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border: 1px solid #ccc;">Main - Dual Registration</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="border: 1px solid #ccc;">Subsidiary - Dual Registration</td> <td></td> <td></td> <td></td> </tr> </table> </div>		Enrolment Status	Single Registration	▼			Student Date of Change	Single Registration			This date is used for statutory returns and reporting only.	Notes	Guest pupil					Main - Dual Registration					Subsidiary - Dual Registration			
Enrolment Status	Single Registration	▼																								
Student Date of Change	Single Registration			This date is used for statutory returns and reporting only.																						
Notes	Guest pupil																									
	Main - Dual Registration																									
	Subsidiary - Dual Registration																									

Alternative Provision is recorded differently in PRUs, and these schools are asked to refer to the fuller documentation or to contact OSMIS for assistance in recording AP.

Check Attendance data (not applicable to Nursery Schools)

Attendance data is collected for the period from 1st January to 31st March 2024 for all pupils who were on roll at any time within that period. If you use SIMS Attendance the data is collected automatically in the Census, provided there are no missing marks for the period.

Go to **Focus: Attendance: Deal with Missing Marks**. Set the date range to **01/01/24 to 31/03/24** and the Group Type to **Whole School**, click on **Search** and then double click on **Whole School Selected**. If you have any missing marks, the pupil names will be displayed with the dates and sessions of the missing marks.

Enter the correct mark in the end column and **Save** your changes until the screen is empty.

Go to **Focus: Attendance: Deal with Unexplained Absences**. Set the date range to **01/01/24 to 31/03/24** and the Group Type to **Whole School**, click on **Search** and then double click on **Whole School Selected**. If you have any unexplained absences (N code), the pupil names will be displayed with the dates of the N code.

Enter the correct mark in the end column and **Save** your changes until the screen is empty.

Enter Exclusions (not applicable to Nursery schools)

From the relevant **Pupil Details** screen, go to the **Exclusions** link on the right-hand side of the screen. Click on **New** on the right-hand side of the panel and use the drop-down arrows to select the **Type, Reason, Start Time** and **End Time** of the exclusion. Use the calendar button to select the **Start Date** and **End Date** of the exclusion and then click on the **Calculate** button to display the number of school days lost. Click on **OK** and then **Save**.

Other data

Note that the Pupil Premium Indicator and Service Children indicator can also be updated using the Bulk Update routine rather than editing each individual pupil record.

To check that all your information is complete, you can do a 'dry run' of the Census to run the Detail Reports and identify any errors that can be corrected prior to Census Day.

Creating the Census Return

You must have applied the Spring 2024 SIMS upgrade to version 7.216 before you will be able to create the Spring Census. Schools with Early Years Settings must apply Consolidated Workstation Patch 2 before completing the return.

Go to **Routines: Statutory Returns: School Census**. The Term field will show **Summer 2024** and the Census Folder should show **S:\Sims\Star\ASCout** (or another suitable folder to which access is controlled)

Click on **New** at the top of the screen and a new return will be displayed.

Panel 1: Census Details

The only editable field in **Panel 1 Census Details** is the **Description**, which will by default show **School Census Summer 2024**

1 Census Details

Census Date: 16/05/2024

Description: School Census Summer 2024

Attendance collected from: 01/01/2024 Attendance collected to: 31/03/2024

Exclusions collected from: 01/08/2023 Exclusions collected to: 31/03/2024

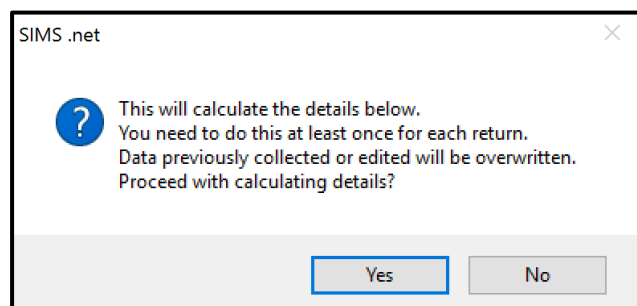
AP Placements collected from: 18/01/2024 AP Placements collected to: 16/05/2024

FAM collected from: 01/08/2023 FAM collected to: 16/05/2024

*FSM collected from: 19/01/2024 FSM collected to: 16/05/2024

*Only collected for on roll pupils not leavers

Click on **Calculate All Details** and a message will be displayed warning you that manually edited information will be overwritten.



Since this is the first time you have created this Return, it is safe to click on **Yes**.

After the calculation has been completed, **Save** the Return.

You will also need to import the latest Fileset (please refer to our website www.osmis.co.uk for updated information on Filesets).

Panel 2: School Information

If any of the information about your school needs to be changed, click on the button **School Detail** at the bottom of the panel.

2 School Information			
School Name	WATERS EDGE PRIMARY SCHOOL		
LA	823	Establishment Number	2999
Telephone	852015		
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	N1	Highest NC Year	6
<input type="button" value="School Detail"/>			

Edit the information as required and click on **Save** and then **OK** to return to the Census page.

Panel 3: Early Years – changed for 2024

The hours collected in this return are for the week in which the census day falls.

Click on the **Edit** button at the top of the panel. The panel will be populated with the information entered in the last census return.

Remember to **Save** any changes and click on **OK** to return to the Early Years panel.

Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours

Hours at Setting is used to record the total of any funded free entitlement hours (as described below) plus any additional hours funded by other means.

Funded Hours is used to record the universal free entitlement hours which are the total number of free childcare hours that a child receives excluding hours associated with an Eligibility Code.

All three- and four-year-old pupil/students are eligible for 15 hours funded childcare a week. Advice about the eligibility of two-year-old children for funded childcare can be found on the [DfE website](#).

Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to two-, three- and four-year-old children who are in receipt of child Disability Living Allowance (DLA) and access their entitlement to free early learning and childcare. [Additional information is available here](#).

Eligibility Code - From April 2024 working parents of two-year-olds can access 15 hours of free childcare. To accommodate the change the 30-hour code column has been renamed to Eligibility Code and should be used to record the code supplied by parents of eligible 2-, 3- and 4-year-olds.

Extended Funded Hours is used to record the number of hours that 3- and 4-year-old pupils receive in addition to their initial 15 funded hours by dint of their Eligibility Code.

Expanded Funded Hours - From April 2024 working parents of two-year-olds can access 15 hours of free childcare where the child has attained the age of two and the parent has a valid eligibility code issued by HMRC. Note that where a 2-year-old is entitled to a funded place on Economic, High-Level SEN or Disability or Looked After/Adopted from Care grounds – these should be recorded in the funded hours column and the Eligibility Code and Expanded Funded Hours columns left blank.

2-Year-Old Basis for Funding

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Vsevolod,Petro	22/03/2022	001983	N2	AM	No	Yes	

Use this panel to record the basis on which a 2-year-old has been funded whilst taking up a place in school. This is not required for children taking up the expanded funded entitlement hours. You can enter more than one code if need – [Further information is available here](#).

Early Years Pupil Premium Receipt

Note that schools with Early Years will need to apply Consolidated Workstation Patch 2 to add this panel to SIMS before the census can be completed.

Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2023	Age at 31/12/2023	In Care	Basis for EYPP Eligibility
Aditya,Safia	22/12/2019	001964	N2	AM	3	4	No	Not Eligible
Basir,Zoya	28/04/2020	001965	N2	PM	3	3	No	Not Eligible
Curson,Elle	20/02/2020	001967	N2	AM	3	3	No	Receipt - economic Receipt - other Receipt - economic and other Receipt - unknown
Dawson,Andrew	14/11/2019	001968	N2	AM	3	4	No	Receipt - unknown
Griffin,Branwen	30/06/2019	001970	N2	AM	4	4	No	Not Eligible
Hossain,Arya	18/01/2020	001971	N2	PM	3	3	No	Not Eligible
Howden,Odette	28/05/2020	001969	N2	PM	3	3	No	Not Eligible

Use this panel to record the basis on which pupils are in receipt of Early Years Pupil Premium. Children are eligible to receive EYPP if they are taking any of the following:

- universal funded entitlement for 3 and 4-year-olds
- disadvantaged entitlement for 2-year-olds (from summer 2024 onwards)
- expanded entitlement for 2-year-olds (from summer 2024 onwards)

And meet the following eligibility criteria:

- meet benefits related criteria equivalent to those for free school meals (receipt of free school meals does not automatically qualify a child for EYPP)
- are in the care of the local authority (in England or Wales)
- have left care (in England or Wales) through adoption, special guardianship or a child arrangements order

Panel 4: Class Type

Move to the panel for Class Type and click on the **Edit** button at the top of the panel. Information entered in the last census return will be displayed. Ensure that all pupils taught in a nursery class designated by the local authority are ticked in the Nursery column and all other pupils are ticked in the Other column (even if they are of nursery age).

Class Type [Recalculate](#)

[Edit](#)

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abdullah, Tamwar	12/01/2009	Male	001275	4	4ES		✓
Abhra, Alisha	20/11/2009	Female	001337	3	3TO		✓
Abhra, Shaquib	17/12/2013	Male	001582	N2	AM	✓	
Ackton, Charlotte	10/02/2014	Female	001590	N2	AM	✓	
Ackton, Stan	22/03/2010	Male	001339	3	3CB		✓
Adams, Laura	03/03/2007	Female	001235	6	6VC		✓

Remember to **Save** any changes and click on **OK** to return to the Census page.

Panel 5: Top-up Funding

Move to the panel for Top-up Funding and click on the **Edit** button at the top of the panel. The panel will be populated with the information entered in the last census return. If a name needs to be added to the list, use the **Search** button at the top of the screen and then click on **Add** to move the name to the bottom panel.

Update Students with Top-up Funding

[Update](#)

Term: Spring 2019 Students On-Roll on Census Day

Surname: Forename: YTI: All Reg: All

Preferred Surname: SEN: <Any> Ever in care at this school: <Any> [Search](#)

Top-up Funding [Add](#) [Remove](#)

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Falmer	Falmer	Michael	1	PINE		Yes
Nichols	Nichols	Kate	4	4ES		Yes

Click on **Update** and **OK** to save your changes and return to the Census page.

Panel 6: Post Looked After Arrangements

Move to the panel for Post Looked After Arrangements and click on the **Edit** button at the top of the panel. The panel will be populated with the information entered in the last census return. If a name needs to be added to the list, use the **Search** button at the top of the screen and then **Add** to move the name to the bottom panel.

Update Students Post Looked After Arrangements

Update

Term: Spring 2019 Students On-Roll on Census Day

Surname: Forename: YTI: All

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

Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Cain	Cain	William	3	3TO	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Falmer	Falmer	Michael	1	PINE	Yes	Ceased to be looked after through a Special Guardianship Order (SGO)	<input type="checkbox"/>
Franklin	Franklin	Ethan	5	5BB	Yes	Ceased to be looked after through a Residence Order (RO)	<input type="checkbox"/>
Nichols	Nichols	Kate	4	4ES	Yes	Ceased to be looked after through a Child Arrangement Order (CAO)	<input type="checkbox"/>

Click on **Update** and **OK** to save your changes and return to the Census page.

Panel 7: Funding and Monitoring

Edit the Cumulative Hrs at Sum Census column to record the number of hours of National Tutoring Programme funded hours each pupil has received since the start of the 2023/24 academic year (to the nearest 0.5 hrs). This includes paid for provision delivered via school-led tutoring, an academic mentor or a tuition partner.

8 Funding and Monitoring

Name	YTI	Tutoring	Cumulative Hrs at Aut Census	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Cumulative Hrs at 31 Aug
Abbott, Jessica	4	✓	5	5	5	5
Abhra, Shaquib	4	✓	3	3	3	3
Adams, Nancy	6	✓	12	12	12	12
Aditya, Zayan	2	✓	3	3	3	3
Alala, Candis	6	✓	6	6	6	6
Alyona, Tatyana	5	✓	3	3	3	3

Panel 8: School Dinner Taken

The panel will show your pupils on roll at Census date in R, Y1 and Y2.

Reference Date: 17/01/2018

All pupils including those eligible for FSM should be included below

Group By: [Dropdown]

Calculate From Attendance [Button] Calculate From Dinner Money [Button]

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	R	ASH	Single Registration	<input type="checkbox"/>
Abhra	Shaqib	R	ELM	Single Registration	<input type="checkbox"/>
Ackton	Charlotte	R	PINE	Single Registration	<input type="checkbox"/>
Adams	Nancy	2	2JB	Single Registration	<input type="checkbox"/>
Adams	Sadie	1	ELM	Single Registration	<input type="checkbox"/>
Alala	Candis	2	2GH	Single Registration	<input type="checkbox"/>
Alala	Michael	R	PINE	Single Registration	<input type="checkbox"/>
Alyona	Tatyana	1	PINE	Single Registration	<input type="checkbox"/>
Andrews	Richard	1	ASH	Single Registration	<input type="checkbox"/>
Barden	Olivia	2	2JB	Single Registration	<input type="checkbox"/>
Bartram	Piers	1	ASH	Single Registration	<input type="checkbox"/>
Bateman	Vincent	2	2GH	Single Registration	<input type="checkbox"/>
Bennet	Eloise	1	PINE	Single Registration	<input type="checkbox"/>
Benson	Chantal	R	ELM	Single Registration	<input type="checkbox"/>

Total Taken: 0 Total Not Taken: 177

Tick All [Button] Reset [Button]

The panel can be populated by the Dinner Money module, the Attendance module or manually as follows:

Using the Dinner Money Module:

If you use the Dinner Money module the data recorded for Census Day can be used to calculate the number of school dinners taken - Click the **Calculate from Dinner Money** button.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of **School Provided**, with a description such as hot school meal, infant free meal or school sandwich.

Edit the information, if necessary, by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

Using the Attendance module:

If you **do not** use Dinner Money but do use Attendance, the attendance data for Census Day can be used to calculate all pupils who were taking any kind of meal. This will include packed lunches as well as meals provided by the school. Click the **Calculate From Attendance** button.

Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

Manually:

Click in the cell next to each name to display a tick for each pupil that has taken a meal provided by the school on Census Day.

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

Continue editing until the School Dinner Taken details on the Census Return are correct.

Save the Census Return in order to save your changes.

Note: After the return has been created and validated, you can run the **School Dinner Taken Detail Report** to check the report contents.

Panel 9: Attendance

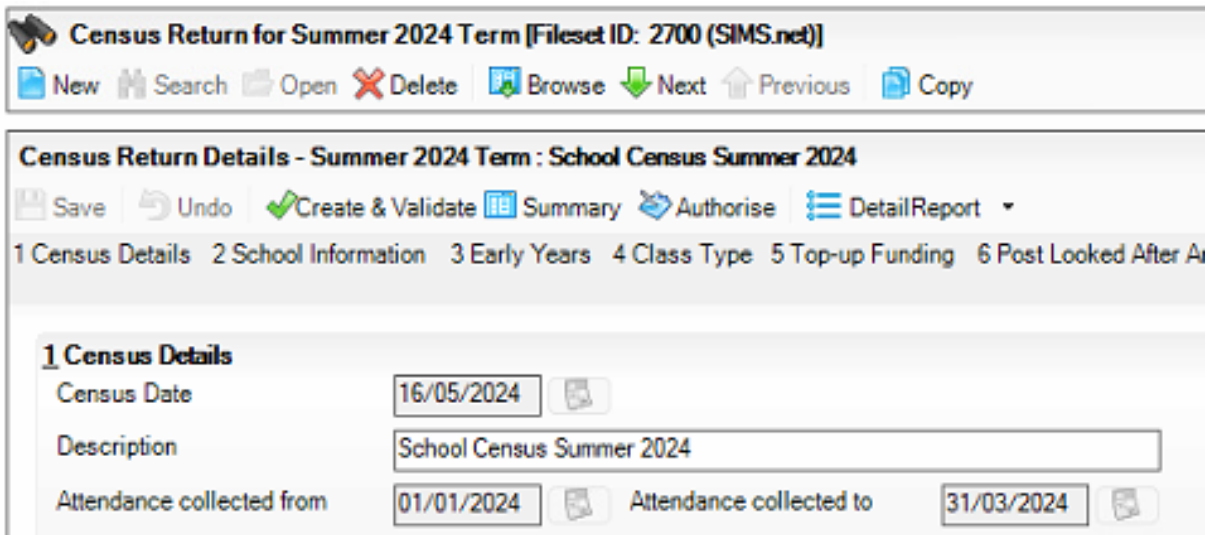
If SIMS Attendance is in use and all missing marks and unexplained absences for the Summer term have been dealt with, the Attendance panel will show the following message:



If, however you have any missing marks, you must go to Focus: Attendance: Deal with Missing Marks to locate the missing marks and enter appropriate attendance codes.

Validate the Census Return

The validation routine runs a series of checks against your Census return to identify any errors or queries in your data. The Fileset number and any patches applied will be displayed at the top of the page – please check our website for the latest information.



Click on **Create and Validate** at the top of the screen. A bar will be displayed advising you of the progress and after processing any errors or queries will be displayed at the bottom of the screen.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05	# Go to Focus Student Student Details and
F	1500	UPN missing.	Name: Bennison, Hugo Date of Birth: 2010-0	# Go to Focus Student Student Details and
F	1500	UPN missing.	Name: Reid, Rosiel Date of Birth: 2009-03-07.	# Go to Focus Student Student Details and
F	1762	Periods of free school meal eligibility that start	Name: Balinski, Cylal Date of Birth: 2010-03-1	# Go to Focus Student Student Details Diet
F	1762	Periods of free school meal eligibility that start	Name: Balinski, Fill Date of Birth: 2010-06-14.	# Go to Focus Student Student Details Diet
F	1762	Periods of free school meal eligibility that start	Name: Balinski, Iwal Date of Birth: 2010-03-1	# Go to Focus Student Student Details Diet

A red F indicates an error which must be corrected.

A black Q indicates that there is unusual data, which should be investigated.

Clear Errors

All errors should be corrected. If an error refers to an individual pupil, click on the cell containing the pupil's name and you will be taken to the relevant panel of the pupil record. Enter the correct information (e.g. a missing address or UPN), save the pupil record and close it. You will be returned to the Census.

As you correct errors, you can click on **Create and Validate** to show that the error has been corrected since it will no longer appear in the list.

If you have a number of pupils with the same error, e.g. missing First Language, you can use the Bulk Update routine instead of correcting each individual pupil record.

Go to **Routines: Pupil: Bulk Update**. Use the drop down arrows next to **Group Type** and **Group** to select Year Group and Any and next to **Data Items** to select for example, First Language. Set both **Effective Date** fields to Census Day and then click on **Search**.

You can now select the correct entry for each pupil by ticking in the appropriate column. **Save** your changes and close the screen.

Return to your Census and **Create and Validate** again to show that all those errors have been cleared.

Queries need to be investigated but you may not be able to clear them. For example, if you have Query 2550Q – 'there would normally be at least one pupil who would have at least one unauthorised absence' and you have in fact had no unauthorised absences, you can ignore the query.

Run the Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The following reports can be produced as soon as the return has been validated by clicking on the down arrow next to the **Detail Report** button at the top of the screen.

On Roll Basic Details Report

Report Criteria: Pupils on-roll on census day.

This report provides the following information about pupils who are on-roll on census day: UPN, legal surname, legal forename, preferred surname, former surname, date of birth, gender, year taught in, date of admission, enrolment status, ethnicity, language, class type, part-time status, boarder status.

Leavers Basic Details Report

Report Criteria: Pupils not on-roll on census day (leavers with attendance in the previous term and leavers with exclusions in last two terms)

This report provides the following information about pupils not on-roll on census day (Leavers): UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth, gender, date of admission, date of leaving, ethnicity, language, part-time status, boarder status, attendance and exclusions.

Exclusions Report

Report Criteria: Pupils with suspensions or permanent exclusions in the last two terms

(Not applicable to pupils who have exclusions with appeal result of **Reinstated** or **Not in the best interests of the child**).

This report provides the following details about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, date of admission, exclusion category, reason for exclusion, exclusion start date, number of sessions excluded from, SEN provision and on-roll status.

Attendance Report

Report Criteria: Pupils with attendance in the last term - on-roll and leavers (but not boarders) who were aged four to 15 at 31/08/2023.

This report displays the following information about pupils and their attendance: UPN, legal surname, legal forename, date-of-birth, gender, year taught in, termly sessions possible, termly absence sessions, on-roll status, termly attendance codes (divided into authorised sessions and unauthorised sessions) and attendance not required (Y). Column totals are displayed at the bottom of the columns.

A list of codes and their descriptions are displayed at the bottom of the report.

Absentees Report

Report Criteria: Pupils who have missed a number of sessions and whose absence may need to be tracked. On roll pupils and leavers (not boarders) with attendance one term ago who were aged four to 15 at 31/08/23.

This report shows basic details (i.e. UPN, legal surname, legal forename, date of birth, gender, year taught in, on-roll status and enrolment status.

The number of sessions possible and the number of authorised plus unauthorised absences applicable to each of the pupils are also shown on the report.

SEN Report

Report Criteria: Pupils with SEN Status: **E** (Education, Health and Care Plan), or **K** (SEN Support)

This report provides a list of pupils who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth, gender, year taught in, SEN Provision, SEN type ranking, SEN type, member of SEN Unit, member of Resourced Provisions indicator, and on roll status.

Address Details Report

Report Criteria: Pupils on-roll on census day.

This report provides a list of pupil addresses, together with their UPN, former UPN (if applicable), legal surname, legal forename and middle name(s).

School Dinner Taken Report

Report Criteria: On-roll pupils on census day who have taken a school dinner on Census Day.

Pupils in year taught in R, 1 and 2 and those pupils aged four to six who are not taught in a National Curriculum Year.

This report provides the following information about pupils who match the report criteria: UPN, legal surname, legal forename, date of birth, gender, year taught in, and school dinner taken.

Free School Meal Eligibility Report

Report Criteria: On-roll pupils on census day who are eligible for free school meals on or after 19/01/23 and up to and including census day.

This report provides information on free school meal eligibility for pupils who match the report criteria: start date, end date and the UK country in which the eligibility applies together with the pupil's UPN, legal surname, legal forename, date of birth, gender, year taught in and on-roll status.

Top-up Funding Report

Report Criteria: On-roll pupils who have been awarded Top-up Funding as at census day.

The following information is displayed on the report: UPN, legal surname, legal forename, date of birth, gender, year taught in and SEN provision.

Early Years Report

Report Criteria: Pupils on roll having Early Years data:

This report displays the following information: UPN, legal surname, legal forename, date of birth, gender, year taught in, Hours at Setting, Funded Hours, 30 Hour Code, Extended Funded Hours and Disability Access Fund indicator.

Post Looked After Arrangements Report

Report Criteria: On-roll students who have Post Looked After Arrangements as at census day.

This report displays the following information: UPN, legal surname, legal forename, date of birth, gender, year taught in and post looked after arrangements.

Alternative Provision Report

Report Criteria: School arranged AP placements that fall within the collection period

This report displays students with AP placements which fall within the collection period

Permanent Exclusions without Final Review Report

Report Criteria: Students with permanent exclusions and without a final review from for the previous term.

This report displays a list of students with permanent exclusions which will not be included within the return

Run the Summary Report

Once all errors have been cleared and the Detail Reports have been checked, the Summary Report can be generated for the Headteacher to check before authorising the Return by clicking on the **Summary** button at the top of the screen.

Census Return for Summer 2024 Term [Fileset ID: 2700 (SIMS.net)]

New Search Open Delete Browse Next Previous Copy

Census Return Details - Summer 2024 Term : School Census Summer 2024

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top-up Funding 6 Post Looked After A

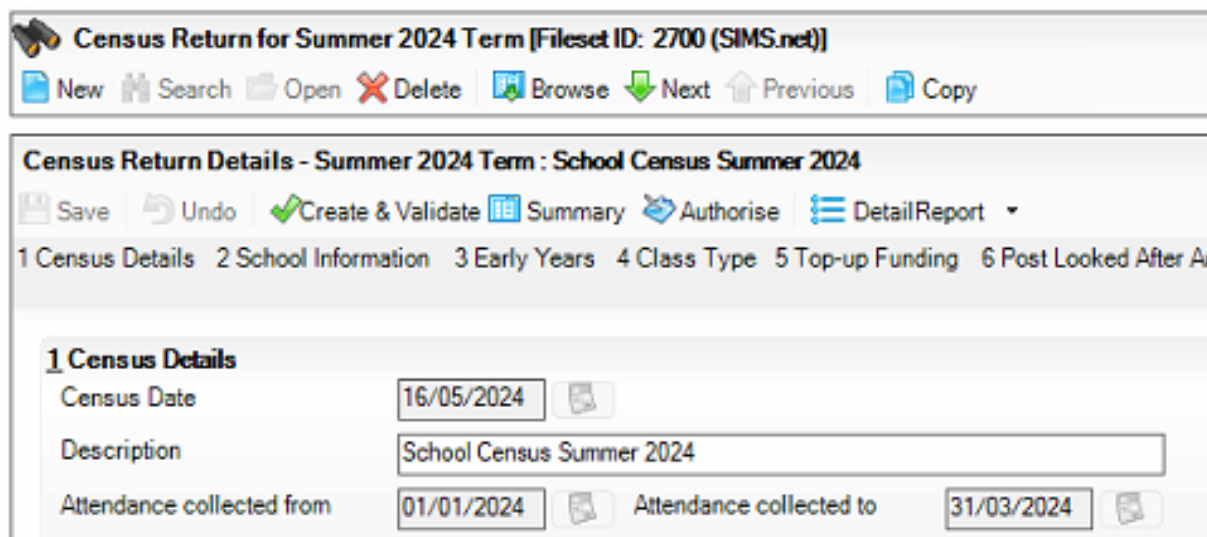
1 Census Details

Census Date	<input type="text" value="16/05/2024"/>	
Description	<input type="text" value="School Census Summer 2024"/>	
Attendance collected from	<input type="text" value="01/01/2024"/>	
Attendance collected to	<input type="text" value="31/03/2024"/>	

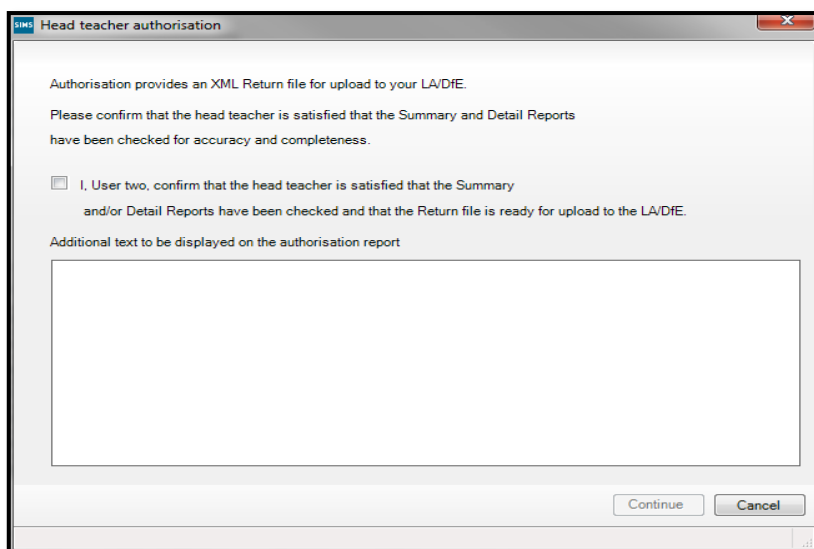
The report will open in your web browser and can be printed if required.

Authorise the Census Return

Once the Summary Report has been checked and approved, the Census Return can be authorised by clicking on the **Authorise** button at the top of the screen.



A message will be displayed to remind you that once a Census Return has been authorised, it cannot be edited. Click on **Yes** to continue and the following screen will be displayed:



Enter any additional text to be displayed on the authorisation report, such as in the unlikely event that a validation error cannot be cleared. Click in the confirmation box to display a tick to confirm that the Head is satisfied that the Summary and Detail Reports have been checked and the Census Return is ready to be submitted to the Local Authority.

Click on **Continue** to authorise the Census return and generate the Summary Report, the Authorisation Report and the Validation Errors Summary Report. These will be displayed in your web browser and can be printed. A

message will be displayed confirming that the details have been saved and where you can view them. Click on **OK**.

Submit the Authorised Census Return to the Local Authority

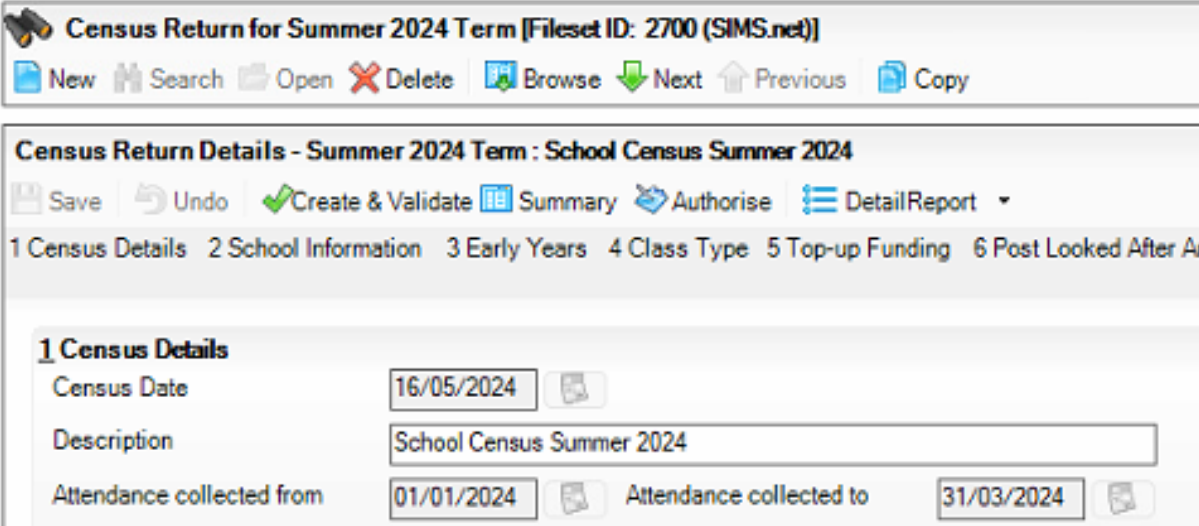
When the Census Return is authorised the file extension changes from UNA (unauthorised) to **XML** (authorised) and the Spring file will contain **SC2**. This is the file that should be submitted to the Local Authority.

The authorised Census file will have been saved to the folder **S: SIMS: STAR: ASCout**.

Please refer to your Local Authority's notes if you require detailed guidance on how to submit your return.

Copy an Authorised Census Return

Once a Census return has been authorised it cannot be edited. If you need to change any information in the Return, you will need to copy the authorised return by clicking on **Copy** at the top of the screen.



The screenshot displays the SIMS software interface for the 'Census Return for Summer 2024 Term'. The title bar shows 'Census Return for Summer 2024 Term [Fileset ID: 2700 (SIMS.net)]'. The main menu includes 'New', 'Search', 'Open', 'Delete', 'Browse', 'Next', 'Previous', and 'Copy'. Below the menu, the title is 'Census Return Details - Summer 2024 Term : School Census Summer 2024'. The sub-menu includes 'Save', 'Undo', 'Create & Validate', 'Summary', 'Authorise', and 'DetailReport'. A breadcrumb trail shows '1 Census Details', '2 School Information', '3 Early Years', '4 Class Type', '5 Top-up Funding', and '6 Post Looked After A'. The '1 Census Details' section contains the following fields:

Census Date	16/05/2024		
Description	School Census Summer 2024		
Attendance collected from	01/01/2024	Attendance collected to	31/03/2024

Edit the information as required and then proceed to Create and Validate, check and resolve any errors, and run the Detail and Summary reports as above.

Once the new Census Return is correct, it can be authorised and submitted to the Local Authority.