



# SIMS

## Spring School Census

### Primary Schools

Producing the School Census

Vers.2

## Census Date

# 21st January 2021

Please note this support/guidance documentation is provided for the sole use of customers that receive their support for SIMS from the NCC ICT Services MIS Team. We would request that documentation is not shared with other parties as these may not be in receipt of an appropriate NCC contractual agreement. Requests for sharing of documentation by non NCC contracted parties should be submitted to [helpdesk@nottscc.gov.uk](mailto:helpdesk@nottscc.gov.uk)

## Contents

### Contents

<b>Getting Ready for the Census</b> .....	3
<b>Important Points</b> .....	3
<b>Check before you start</b> .....	4
<b>1. Changes for this Census</b> .....	5
<b>2. What Data is Collected in the Spring School Census</b> .....	5
2.1 What Date is the Spring School Census? .....	5
2.2 What School Level Data is Collected?.....	6
2.3 What Pupil Level Data is Collected? .....	6
2.4 Early Years .....	7
2.5 What Attendance Data is collected?.....	7
2.6 What Exclusion Data is collected? .....	7
2.7 What Free School Meal Eligibility is Collected? .....	7
2.8 What other Data is collected?.....	7
2.11 What Time should I record Class Activities for? .....	8
<b>3. Running the Census</b> .....	8
3.1 Census Menu Route .....	8
3.2 Check where your School Census is being saved.....	9
3.3 Check which version of the Validation File your Census is using.....	9
3.4 Creating the School Census.....	9
3.5 School Information – Panel 2 .....	10
3.6 Ensure you Calculate All Details.....	10
3.7 Childcare – Panel 3.....	10
3.8 Early Years – Panel 4 - <b>Visible to schools with Nursery pupils</b> .....	11
3.9 Class Type (Primary Schools) – Panel 5 .....	15
3.10 Top-Up Funding - Panel 6.....	15
3.11 Post Looked After Arrangements – Panel 7 .....	15
3.12 School Dinners Taken – Panel 8 ( <b>Optional for Dry Run</b> ) .....	16

3.13 Classes – Panel 9 <b>(Optional for Dry Run)</b> .....	17
3.14 Pupil Reconciliation – Panel 10 <b>(Optional for Dry Run)</b> .....	18
3.15 Attendance – Panel 11 .....	19
3.16 General & Appeals – Panels 12 -14 <b>(Optional for Dry Run)</b> .....	19
3.17 Create & Validate .....	19
3.18 Summary .....	19
3.19 Create & Validate again (see 3.17).....	20
3.20 Check the Census Summary .....	20
3.21 Check the Detail Reports.....	20
3.22 Authorising the Return <b>(Optional for Dry Run)</b> .....	20
<b>4. Dry Run Return to COLLECT (Optional for Dry Run)</b> .....	21
<b>5. Uploading the School Spring Census</b> .....	21
5.1 Guidance on using COLLECT .....	22

## Getting Ready for the Census

- ✦ **All schools must be on the SIMS Autumn 2020 upgrade (version 7.196 or later) to be able to run the Spring 20201 School Census.** Schools can check their version number in SIMS via:  
**Help | About SIMS .net** – click on the pop-up box to close it after checking the details.
- ✦ **Permissions required to run the return:** Returns Operator or Returns Manager
- ✦ **If SIMS crashes** when selecting (**Routines | Statutory Returns | School Census**), your screen resolution may need resetting to **Smaller – 100% (default)** in **Control Panel | Display**
- ✦ **Check which Validation File** your Census is using. **Fileset 1700** was imported with the latest SIMS upgrade but does not include details necessary to validate the Census or generate the Summary. Please check <https://www.nottinghamshire.gov.uk/schoolsportal/ict/sims/sims-guidance-products/sims-statutory-returns> for the latest version.

These guidance notes relate mainly to Primary schools – please be aware that panels and reports may display differently according to the type of school.

## Important Points

- ✦ **Your school's funding is calculated using the figures contained in these returns.** The [DfE Guide](#) now indicates areas of data that are used to calculate school funding – in the relevant sections of the DfE Guide you will see the following annotation: **[used for funding]**
- ✦ The numbers of FSM, SEN, Service Children, Post Looked After Children, etc. will **all** impact on your school's income.
- ✦ **Remember: Validating the Census only shows INVALID DATA, NOT INACCURATE DATA.** The validation procedure checks that the data is in the correct format. It **cannot check** whether the data is actually correct. For example, a child's address may pass the validation checks despite having the wrong house number (i.e. correct format, but incorrect data). A child may not be listed as SEN, when they are. It is therefore **essential** that the Census Summary and Detail Reports are checked carefully.

- ✦ **Bulk Update** is a handy tool for checking both missing and invalid data, and for bulk adding or editing individual data items, e.g. First Language, Ethnic Category, etc.  
**Routines | Pupil | Bulk Update** – select group type, group, data item and effective dates as required – click **Search** – enter data as required – click **Save** then **Close**.
- ✦ Throughout these notes, the term **DfE Census Guide** refers to the [DfE on-line Guidance](#) which provides full details of the specific information required by the DfE for each Census.
- ✦ If Student Details in SIMS are kept up-to-date and accurate, very little extra work will be required to run the Census.
- ✦ Always complete **all** the statutory fields for **all** students, even if they are only on roll for one day.
- ✦ Never use data fields labelled as one thing to record something else, e.g.
  - ✦ Ensure the correct parts of all addresses are in the correct boxes - House Number box contains the house number, not the house name, etc.
  - ✦ Do not enter e-mail addresses in boxes for telephone numbers or vice versa
  - ✦ Do not put contact telephone numbers and email addresses in tab 4 in pupil details
- ✦ Always check the Census Summary and Detail Reports **THOROUGHLY**.

## Check before you start

Use the bulk update routine to check pupil data

**Routines | Pupil | Bulk Update** – click [here](#) for how to use the bulk update routine

- ✦ **Free School Meals (in Dietary panel in SIMS)**
  - ✦ Ensure all students who are entitled to FSM have their entitlement recorded in SIMS, regardless of whether they take school meals and regardless of whether they are also entitled to Universal Infant free meals. Ensure the start for their entitlement has been entered. Check that these dates have been entered in the FSM entitlement box – this is in the Dietary panel in Student Details. **Do not** remove historical records of FSM entitlement – historical entitlement to FSM also attracts additional funding. Any eligibility beginning after 1/4/18 should not have an end date (except in exceptional circumstances) following guidance from the DfE on the roll out of Universal Credit. Please click [here](#) for Notts County guidance.
- ✦ **Part-time Pupils (in Registration panel in SIMS)**
  - ✦ Ensure end dates are present in the Part-Time Details panel for pupils who have changed from part-time to all day. Even if their Attendance Mode is

changed to All Day, the Census will continue to count them as part-time if there is no end date for their part-time status. Nursery children who attend 10 sessions a week are classed as full-time students.

#### ✦ Exclusions

- ✦ Exclusion information needs to be entered in the Exclusions area of SIMS.
  - ✦ Open the pupil's record
  - ✦ **Click Links** (right hand column)
  - ✦ **Select Exclusions | New** and enter the relevant details.
- ✦ IMPORTANT Entering an E code for Attendance **WILL NOT** provide the required Census data.

#### ✦ Service Children's Flag (in Additional Information panel in SIMS)

- ✦ This information should be completed for all Service Family students. Bulk Update can be used to enter the data. For security reasons these flags are not included in the On Roll Basic Details Report (see Detail Reports in section 3.20).

## 1. Changes for this Census

- ✦ For schools using Attendance, data will now be collected on all categories of school attendance, rather than just absence. School Census Spring 2021 will be the first School Census to report all attendance codes other than 'Pupil not on roll'. For example, School Census Spring 2021 will be the first school census to report on the number of sessions where a pupil was 'Late before registration closed'.
- ✦ For School Census Spring 2021, only the first exclusion reason will be reported for the Summer term 2020 but up to three exclusion reasons will be reported for the Autumn Term 2020.
- ✦ Detailed Report - The Exclusions Detail report has been updated to display up to three exclusion reasons.
- ✦ Detailed Report - Two new groups of attendance codes (Present and Approved Education Activity) have been added to the Attendance report.
- ✦ Class Size Exceptions - To highlight classes that require you to enter the reason for the class size exception manually, the class name is now initially displayed in bold and with a yellow background.

## 2. What Data is Collected in the Spring School Census

### 2.1 What Date is the Spring School Census?

- ✦ Thursday 21<sup>st</sup> January 2021

## 2.2 What School Level Data is Collected?

- ✦ School Characteristics: LA number, DfE establishment number, school name, school phase, school type, highest and lowest national curriculum year, intake type, governance, school email address and school telephone number
- ✦ Admissions Appeals (if applicable Academies, Voluntary Aided schools, etc.):
  - ✦ Infant (not applicable to Middle deemed Primary): lodged, withdrawn, heard by independent admissions committee, upheld (decided in parent’s favour) and rejected.
  - ✦ Primary: lodged, withdrawn, heard by independent admissions committee, upheld (decided in parent’s favour) and rejected.
- ✦ Pupil Reconciliation: part-time pupils not at school, private study pupils and pupils at another school.
- ✦ Class Information: class name, number of teachers in class, number of teachers on planning and preparation time (PPA), number of adult non-teachers in class, class year group, number of pupils in the class from the host school, number of pupils in the class from other schools (guest pupils), reason for class size exception and number of pupils to which the class size exception reason applies.
- ✦ Class type, key stage, class activity (not applicable to Middle deemed Primary schools).
- ✦ Free school meals taken
- ✦ Childcare provision on site, signposted off site childcare provision, type of childcare (e.g. before school, after school, etc.), opening time and closing time, number of childcare places, childcare provider, other schools and number of weeks that the childcare provision is open.

## 2.3 What Pupil Level Data is Collected?

<p><b>Usual Data Items</b></p> <ul style="list-style-type: none"> <li>✦ Name</li> <li>✦ Date of Birth</li> <li>✦ Gender</li> <li>✦ Address</li> <li>✦ Start date and leaving date</li> <li>✦ Enrolment status</li> <li>✦ Year Group</li> <li>✦ Year Taught In</li> <li>✦ Part-Time status</li> <li>✦ UPN</li> <li>✦ Ethnicity</li> <li>✦ First Language</li> <li>✦ FSM Eligibility start and end dates</li> <li>✦ Post Looked After arrangements</li> <li>✦ Service Children in Education Indicator</li> <li>✦ Top Up Funding</li> <li>✦ Early Years Hours at Setting – Funded &amp; Extended Hours</li> <li>✦ 30 Hour indicator</li> <li>✦ Disability Access Fund</li> <li>✦ Early Years pupil premium</li> </ul>	<ul style="list-style-type: none"> <li>✦ Termly Exclusion Information <b>(13/04/2020 to 31/12/2020)</b>: exclusion category, reason for exclusion, exclusion start date, actual number of sessions from which the pupil was excluded, SEN provision (formerly stage), exclusion review date, exclusion review result, exclusion reinstatement date and exclusion review SEN expert.</li> <li>✦ Termly Attendance Information <b>(from the start of the 2020 Autumn term to 31/12/2020)</b>: possible sessions, sessions missed due to authorised absence, sessions missed due to unauthorised absence, attendance codes (reason for absence) and number of sessions missed.</li> <li>✦ Free School Meal Eligibility <b>(collected from 02/10/2020 to 21/01/2021)</b></li> </ul>
--	---

<ul style="list-style-type: none"> <li>+ 2 year old basis for funding</li> <li>+ Class type</li> <li>+ SEN Status</li> <li>+ SEN Needs</li> </ul>	
---	--

## 2.4 Early Years

- + Schools with Nursery age pupils must record Funded Hours, Extended Childcare Hours, 30-Hour Code Indicator, Disability Access Fund Indicator and Hours at Setting for all eligible pupils. For details of eligibility criteria see the DfE [guidance](#).

PLEASE NOTE: Early Years Pupil Premium (EYPP) eligibility is collected as part of this Census and the relevant Basis for EYPP Eligibility must be selected.

## 2.5 What Attendance Data is collected?

- + Collection Period from start of the Autumn Term – 31/12/2020
- + Students aged 4 to 15 as at 2019-08-31 (where date of birth falls between 01/09/2003 – 31/08/2015)

## 2.6 What Exclusion Data is collected?

- + 13/04/2020 – 31/12/2020

## 2.7 What Free School Meal Eligibility is Collected?

- + 02/10/2020 - 21/01/2021

## 2.8 What other Data is collected?

- + Standard School information.
- + School Dinners Taken, i.e. Universal Infant free meals taken on Census Day (free to all KS1 pupils, based on Year Taught In).
- + Free School Meals taken on Census Day (all those eligible on economic grounds, regardless of year group).
- + Class Activity at your school's given time.
- + Admission Appeals.

- ✦ Top-Up Funding.
- ✦ Post Looked after Arrangements Childcare Provision.

## 2.11 What Time should I record Class Activities for?

- ✦ Details are required of all classes running at the selected time on Spring Census Day (21st January 2021). The 'selected time' is based on the last digit of a school's DfE Establishment number as follows:

Code	Descriptor
0, 1 or 5	the selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
7, 8 or 9	the selected time is one hour before the end of morning school

If the selected time is not appropriate to the school timetable i.e. if the selected time is when the whole school or a large proportion of the school is in an assembly, schools should 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 to staff training or absence, severe weather conditions, religious observances, school trips etc.

Admission regulations limit the size of an infant class (usually YR, Y1 & Y2) during an ordinary teaching session to 30 pupils per schoolteacher. Primary and all-through schools with infant classes should ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.

An ordinary teaching session does not include school assembly or other school activities usually conducted with large groups of children, e.g. PE/Games, Music, Singing, Drama, Watching TV or Listening to the Radio.

If, at the time of the count, infant class children would be involved in such an activity, the count should be deferred to the next 'ordinary' teaching session. This change of selected time should be enacted for all classes in the school, not just the infant classes.

Full details of all data collected can be found [here](#).

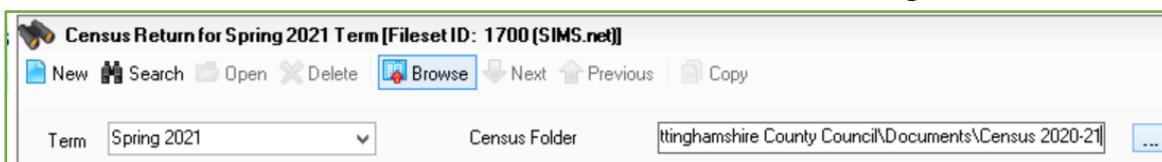
## 3. Running the Census

### 3.1 Census Menu Route

- ✦ Use the route: **Routines | Statutory Returns | School Census.**

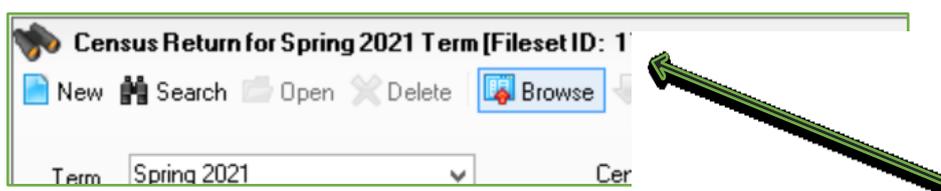
### 3.2 Check where your School Census is being saved

- ✦ A named subfolder, e.g. Census 2021 or Census 20-21, makes it easier to locate your authorised return. Click on the button with **3 dots** next to the Census Folder box to create a new Census folder or to browse to an existing folder.



IMPORTANT NOTES: Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server.

### 3.3 Check which version of the Validation File your Census is using



- ✦ The Validation File (Fileset ID) is given at the top of the Census page. Fileset 1700 should have been automatically imported as part of the SIMS Autumn Upgrade. However, this Fileset will not include all the details necessary to validate the Census and generate the Summary. The latest available Fileset will need to be imported before continuing with your Census. Click [here](#) to check the School Portal for the latest fileset.

### 3.4 Creating the School Census

- ✦ Click on **New** to create a new Census.
- ✦ If working on a Census created previously, click **Search** and then open the appropriate Census.
- ✦ If you are creating a Dry-Run in preparation for Census today add dry run after the census description and click **Save**.

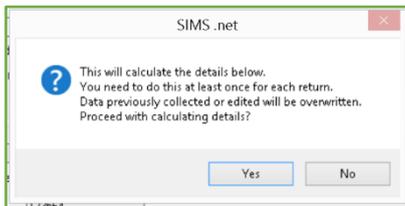
1 Census Details	
Census Date	21/01/2021
Description	School Census Spring 2021 DRY RUN
Attendance collected from	01/09/2020
Attendance collected to	31/12/2020

### 3.5 School Information – Panel 2

- ✦ Ensure the School e-mail address is present, and that it is a Generic address, i.e. office@ or head@, **NOT** a named person’s account. Check that all of the information in the panel is correct. To amend any of the detail click the **School Detail** button.
- ✦ Academy schools should ensure that any change of name, head teacher or DfE Number has been entered in School Details – click on the School Detail link. A patch may be required to enable this. Please contact the Schools Service Desk for further details.
- ✦ For all schools, the URN will be collected. This number is not visible on the School Information Panel of the Census but should be visible when you click the School Details button to access this area of SIMS.

### 3.6 Ensure you Calculate All Details

- ✦ Click **Calculate All Details** button at the top right-hand corner of the Census – this must be run at least once.



- ✦ Click **Yes** to proceed with the calculation.

PLEASE NOTE: If it is run again, any manual editing of the return will be lost. There are Recalculate buttons on each section of the return, which will just recalculate figures on that panel.

### 3.7 Childcare – Panel 3

- ✦ This is a read-only panel – click the **Edit** button to automatically link to School Details – then click **Tab 6 Childcare**, highlight each Type of Childcare as required – click **Open** to update the Childcare Details.

The screenshot shows the "Childcare" panel in SIMS. At the top, there is an "Edit" button circled in red. Below it is a table with the following data:

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open
Before School Childcare	No	No						
After School Childcare	Yes	No		17:45	20	School	No	
Holiday Childcare	Yes	No	09:30					
Under Fives Childcare	No	No						

Below the table is a "SchoolDetails - WATERS EDGE PRIMARY SCHOOL" section with tabs for "1 Establishment", "2 Address", "3 Contact Details", "4 Sites", "5 Documents", and "6 Childcare". The "6 Childcare" tab is circled in red. Below this is a form for "1 Establishment" with "School Name" set to "WATERS EDGE PRIMARY SCHOOL". At the bottom, there is another table with an "Open" button circled in red:

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes
Before School Childcare	No	No							
After School Childcare	Yes	No		17:45	20	School	No		
Holiday Childcare	Yes	No	09:30	15:30	30	School in P...	No	20	
Under Fives Childcare	No	No							

- ✦ Enter the relevant details – click **OK**, then **Save** – then click **OK** to exit the School Details area – the Census panel will now show this information. This data can be edited or deleted as required by following the same route.

All schools must complete this information – even schools completely uninvolved with childcare provision/signposting will need to complete the information – ‘No’ to ‘On Site’ and ‘No’ to ‘Signposted’ for each of the four types, if this is the case.

See the [DfE website](#) for further guidance on the information required. **Please check this guidance carefully**, as school performance tables will include data on childcare offered by schools – the DfE intends that this information will better enable families to make their school choices.

Schools must indicate whether they provide:

- ✦ Before School Childcare
- ✦ After School Childcare
- ✦ Holiday Childcare
- ✦ Under Fives Childcare

For each service provided by your school, you will need to indicate the following (if applicable):

- ✦ Opening hours for the provision
- ✦ How many places are available
- ✦ Whether the school provides the service itself or uses an external provider

If the service is available to children from other schools a **Notes** section is also now available

### 3.8 Early Years – Panel 4 - **Visible to schools with Nursery pupils**

The Early Years panel is where **Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Code Extended Funded Hours** and **EYPP Eligibility** are collected.

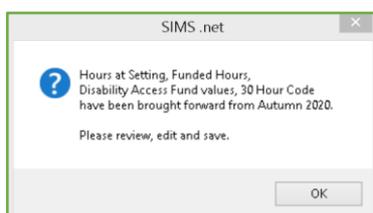
Pupils aged 4 at the start of the academic year, in Reception and above, are automatically funded as full-time equivalent pupils, so data is not required for these pupils.

- ✦ Check that the figures in all columns are correct. The data entry tables can be accessed by clicking on the **Edit** button. A message will be displayed, click **OK** to clear.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Bocetti,Mateo	17/05/2017	001771	N2	PM	3	3	15				
Bordet,Petra	20/05/2017	001772	N2	AM	3	3	15				
Ellis,Mark	15/02/2017	001773	N2	AM	3	3	15				
Hussaine,Amyra	12/01/2017	001774	N2	PM	3	3	15				
Jameson,Eve	12/04/2017	001775	N2	AM	3	3	15				
Morris,Sophie	22/09/2016	001776	N2	PM	3	4	15				
Walton,Aaron	07/11/2016	001777	N2	PM	3	4	15				

**Early Years Pupil Premium Receipt**

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	In Care	Basis for EYPP Eligibility
Bocetti,Mateo	17/05/2017	001771	N2	PM	3	3	No	Not Eligible
Bordet,Petra	20/05/2017	001772	N2	AM	3	3	No	Not Eligible
Ellis,Mark	15/02/2017	001773	N2	AM	3	3	No	Not Eligible
Hussaine,Amyra	12/01/2017	001774	N2	PM	3	3	No	Not Eligible



- ✦ To input data, click on the relevant field.

**Quick Tip** – right click on a column heading to sort column or select all rows to enter common date e.g. 15

- ✦ **Hours at Setting** enter the actual number of hours that pupils spend in education provision at the school, irrespective of who funds the hours.
- ✦ **Funded Hours** enter the total number of these hours for which funding is received under the free early education entitlement.
- ✦ **Disability Access Fund** select **Yes** if a child is in receipt of this.
- ✦ This is payable as a lump sum once a year and awarded to pupils aged 3 & 4 who meet the following criteria:
  - ✦ They are 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.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Bocetti, Mateo	17/05/2017	001771	N2	PM	3	3	15				
Bordet, Petra	20/05/2017	001772	N2	AM	3	3	15		Yes No		
Ellis, Mark	15/02/2017	001773	N2	AM	3	3	15				
Hussaine, Amyra	12/01/2017	001774	N2	PM	3	3	15				

- ✦ **Extended Funded Hours** enter the number of additional hours. Extended Funded Hours are in addition to the initial 15 funded hours that a child receives – only applicable to pupils aged 3 & 4 – this can double the original 15 hours of free childcare to 30 hours a week – the following criteria must be met:
  - ✦ 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.
  - ✦ 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 childcare hours.
- ✦ The 11-digit **30 Hour Code** and the **number of extended funded hours** are collected in this return **for the week in which Census Day falls**.
- ✦ Click **Save** when all the data has been entered.

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>

### DfE Rules for EYPP (Early Years Pupil Premium) Eligibility

EYPP is additional funding for Early Years settings for disadvantaged three and four year olds. Children become eligible for EYPP from the term following a child's third birthday and retain this entitlement until they move from Nursery (N1 and N2) class into Reception, when they then become eligible for the 'mainstream' Pupil Premium.

Children will be eligible for EYPP if they are receiving any hours of early education **and**:

- ✦ Meet the **benefits-related criteria** for Free School Meals (FSM) – *please note that meals delivered as part of the Universal Free Meal entitlement for Infants are **NOT** FSM* **OR: one of the following:**
- ✦ Are currently in the care of a Local Authority, or have been for at least one day
- ✦ Have left care in England or Wales through an adoption.
- ✦ Have left care in England or Wales through a Special Guardianship Order or a Child Arrangement Order (previously a Residence Order).
- ✦ If a child is in receipt of Early Years Pupil Premium in the table click in the **Basis for EYPP Eligibility** field and select the reason why the child is eligible.

Early Years Pupil Premium Receipt								
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2020	Age at 31/12/2020	In Care	Basis for EYPP Eligibility
Ellis, Mark	15/02/2017	001773	N2	AM	3	3	No	Not Eligible
Hussaine, Amyra	12/01/2017	001774	N2	PM	3	3	No	Not Eligible
Jameson, Eve	12/04/2017	001775	N2	AM	3	3	No	Receipt - economic Receipt - other
Morris, Sophie	22/09/2016	001776	N2	PM	3	4	No	Receipt - economic and othe Receipt - unknown
Walton, Aaron	07/11/2016	001777	N2	PM	3	4	No	Not Eligible
Wilson, Jack	07/03/2017	001778	N2	AM	3	3	No	Not Eligible

- ✦ Click **Save**

### Editing Two Year Old Basis for Funding

The 2 Year Old Basis for Funding grid (located in the Early Years panel) enables schools to enter the basis of funding for each pupil.

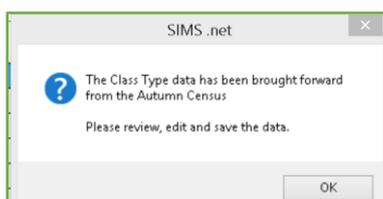
2 Year Old Basis for Funding							
Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Bocetti, Mateo	17/05/2018	001771	N1	N1 AM	Yes	Yes	No
Bordet, Petra	20/05/2018	001772	N1	N1 PM	Yes	No	No
Ellis, Mark	15/02/2018	001773	N1	N1 PM	No	Yes	No
Hussaine, Amyra	12/01/2018	001774	N1	N1 A	No		
Jameson, Eve	12/04/2018	001775	N1	N1 PM			
Wilson, Jack	07/03/2018	001778	N1	N1 AM			

- ✦ Click a cell in the Economic Criteria column, then select Yes or No from the drop-down list to indicate if this basis for funding applies to the adjacent two year old pupil.
- ✦ Repeat this process in the High level SEN or Disability and Looked After or Adopted From Care columns.
- ✦ NOTE: A pupil might meet one or more of the criteria. Select Yes to each applicable basis for funding.
- ✦ Repeat this process for all two year old pupils.

### 3.9 Class Type (Primary Schools) – Panel 5

Year's E1, E2, N1 & N2 pupils should be ticked in the Nursery column (if their class is **only** for Nursery pupils); all other year group pupils should be ticked as Other (including any class which contains mixed Nursery and Reception pupils).

- ✦ Class Type can be updated via the **Edit** button on this panel
- ✦ A pop up will be displayed, click **OK** to clear.



5 Class Type

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2005	Male	001102	5	5DT		✓
Aaron, Liz	01/09/2005	Female	001103	5	5DT		✓
Aaron, Sophie	01/09/2005	Female	001104	5	5BB		✓
Abdullah, Tamwar	12/01/2008	Male	001275	2	2JB		✓
Abhra, Abjit	20/11/2009	Male	001336	1	ELM		✓
Abhra, Alisha	20/11/2009	Female	001337	1	PINE		✓

### 3.10 Top-Up Funding - Panel 6

**Top-up Funding** refers to pupils on roll for whom the school is receiving top-up funding on **Census Day**. This funding relates to pupils identified as requiring additional support which costs more than a specified threshold.

- ✦ Click on the **Edit** button to update any information
- ✦ A pop up will appear asking if you wish to copy forwards students from the Autumn
- ✦ Click **Yes** and then **OK** to populate the Top-up Funding area.
- ✦ Use **Search** to enable the selection of the appropriate students. Highlight the student, click **Add**, click the **Update** button to save.

Update Students with Top-up Funding

Update

Term:  Students On-Roll on Census Day

Surname:  Forename:  YTI:  Reg:

Preferred Surname:  SEN:  Ever in care at this school:

Top-up Funding

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Abbott	Abbott	Jessica	3	3TQ		No
Abhra	Abhra	Abjit	6	6VC	N	Yes
Adams	Adams	Sadie	3	3CB	K	No

### 3.11 Post Looked After Arrangements – Panel 7

- ✦ **Post Looked After Children**, schools must use the drop-down options via the **Edit** button to select the **Ceased to be looked after** reason. Use the **Search** button to find students not listed in the Post Looked After Arrangements area. Select the

student, click **Add** to populate the form, select **Yes\No** for Ever in Care and select the Post Looked After Arrangement. Click **Update** and **OK** to save the data.

In both panels, the **Ever in Care** columns will populate with either 'Yes' or 'No' as follows:

- ✦ **Yes** – the pupil has been In Care whilst on roll at this school
- ✦ **No** – the pupil has not been In Care whilst on roll at this school (but may have been In Care in the past)

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Post Looked After Arrangements	Evidence Obtained
Adams	Adams	Jinny	R	PINE	No	Ceased to be looked after through a Child Arrangement Order (CAO)	<input type="checkbox"/>
Cain	Cain	William	5	5BB	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Erikson	Erikson	Finley	3	3CB	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>
Falmer	Falmer	Michael	3	3TD	Yes	Ceased to be looked after through Adoption	<input type="checkbox"/>

### 3.12 School Dinners Taken – Panel 8 (Optional for Dry Run)

The **School Dinner Taken** panel displays all pupils in **Reception, Year 1 and Year 2** who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules.

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

Total Taken: 0    Total Not Taken: 178

<b>1</b>	By default, the <b>Reference Date</b> is set to 21/01/2021 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the normal situation.
<b>2</b>	Click the required column header to sort the data.
<b>3</b>	The <b>Calculate From Attendance</b> button is displayed only if SIMS Attendance is in use.
<b>4</b>	The <b>Calculate from Dinner Money</b> button is displayed only if SIMS Dinner Money is in use.
<b>5</b>	When the <b>Reset</b> button is clicked all existing ticks are removed from the <b>School Dinner Taken</b> column enabling you to start the process again.
<b>6</b>	The <b>Total Taken</b> and <b>Total Not Taken</b> provide an indication of whether the number of school dinners taken is correct or whether edits are required.

### 3.13 Classes – Panel 9 (Optional for Dry Run)

Work through the details for each class, editing the data as appropriate:

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity	Recalculate
2GH	32	0	1	0	0	Year 2	Other	Key Stage 1	Art Craft or Design	
2JB	30	0	1	0	0	Year 2	Other	Key Stage 1	English Literacy or Reading	
3CB	30	0	1	(n/a)	0	Year 3	Other	Key Stage 2	Foreign Language	
3TD	29	0	1	(n/a)	0	Year 3	Other	Key Stage 2	Group project work (includ...	
4ES	30	0	1	(n/a)	0	Year 4	Other	Key Stage 2	Humanities (including Geo...	
4SL	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	Mathematics or Numeracy	
Total	451	0	16	0	2					

- ✦ The numbers of pupils (On Roll/Guest) to be entered are those **scheduled** to be in each class at the selected time – include pupils temporarily absent on Census Day – but do not include part-time pupils who are not scheduled to be in class at the selected time, as these should be counted in the Pupil Reconciliation panel.
- ✦ When editing the **Type** column, select **Nursery** for classes containing **only Nursery pupils** – for all other classes, select **Other**.
- ✦ Delete any classes not taking place at your school's given time (e.g. morning/afternoon Nursery classes).
- ✦ Check that Year Group and Key Stage are both correct, and manually select the activity from the drop-down list
- ✦ Ensure that the Infant Class Size guidance is followed for this column – any oversized class will be highlighted in yellow. Click the **Class Size Exception** button.

- ✦ A window will open with reason codes for why the class is oversized, the description for each code is displayed as the code is highlighted. Select the appropriate code and click **Save**.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
2GH	27	0	1	0	0	Year 2	Other	Key Stage 1	
<b>2JB</b>	32	0	1	0	0	Year 2	Other	Key Stage 1	
3CB	32	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
3TO	31	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
4ES	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	

### 3.14 Pupil Reconciliation – Panel 10 (Optional for Dry Run)

The Pupil Reconciliation panel is used to reconcile the various categories of pupils with the numbers in the Classes panel. The number of on-roll pupils who are not in class at the selected time, because they are attending another school, part-time, etc. must be entered in the appropriate fields.

**10 Pupil Reconciliation**

On roll pupils in classes:  Total pupils:

Part-time pupils not at school:  Must agree with:

Private study pupils:  Pupils on roll:

Pupils at another school:

In the example above

**On Roll Pupils in classes = 389 and the Pupils on roll = 401.** The difference is the number of Nursery children not in school at the selected time. In which case, 12 which should be entered in the **Part-time pupils not at school** field.

- ✦ If applicable, enter the number of **Part-time pupils not at school**, the number of **Private study pupils** and the number of **Pupils at another school**. In the example below the 12 part time students have been entered the **Part-time pupils not at school** field.

**10 Pupil Reconciliation**

On roll pupils in classes:  Total pupils:

Part-time pupils not at school:  Must agree with:

Private study pupils:  Pupils on roll:

Pupils at another school:

- ✦ Check the values in the **Total pupils** and **Pupils On Roll** fields. The two values **must** be the same.
- ✦ The value in the **Total pupil's** field is calculated automatically and equals the sum of the following:
  - ✦ On roll pupils in classes
  - ✦ Part-time pupils not at school
  - ✦ Private study pupils

- ✦ Pupils at another school

### 3.15 Attendance – Panel 11

The Attendance panel should show the message that ‘Your Attendance Marks are DfE Compliant’. If Missing Marks are reported, these should be identified and dealt with before recalculating this panel – check for Missing Marks during the Autumn term 2019 for the Spring term 2020 Census, via **Focus | Attendance | Deal with Missing Marks**.

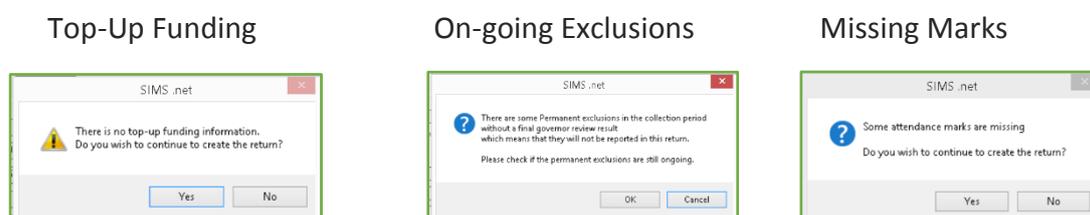
### 3.16 General & Appeals – Panels 12 -14 (Optional for Dry Run)

These panels require manual completion:

- ✦ **Number of Free School Meals** actually taken at lunchtime on Census Day – this refers to pupils recorded in SIMS (Dietary Needs panel) as Free School Meals, based on eligibility criteria, and will include any KS1 pupils who meet this eligibility criteria – it will **not** include those KS1 pupils who are **only** entitled to the universal infant pupil meal.
- ✦ **Admissions Appeals**, if relevant to your school.

### 3.17 Create & Validate

Before carrying out further manual editing, **Create and Validate** the Census and resolve any pupil level errors. There will be pop-ups displayed to advise you of



Answer the pop-ups accordingly. If it is a dry run, you can carry on with the **Create & Validate**. Before census day you will need to check that there isn't any top-up funding, check that the exclusions information is correct and ensure that there are no missing marks.

**All errors must be CLEARED.**

Check the School Portal [here](#) for the latest version of the Errors and Resolutions booklet.

**All queries must be CHECKED for accuracy.** Do not assume that queries are correct – they may not be!

### 3.18 Summary

Run the Census Summary Report and **CHECK THAT THE NUMBERS ARE CORRECT. Validating the Census only shows INVALID DATA, NOT INACCURATE DATA.** Check that the data is correct in both the Summary and the Detail Reports, particularly numbers of:

- ✦ Part-time pupils

- ✦ Free School Meals (refers to entitlement based on economic eligibility criteria)
- ✦ Universal Infant free meals (KS1 pupils only)
- ✦ SEN Provision / Status / Needs
- ✦ Ethnicity
- ✦ First Language (check there are no 'Other than English', 'Believed Other than English', etc. **(If there are, please contact the School Service Desk)**)
- ✦ EAL (English as an Additional Language) – very important as this attracts additional funding
- ✦ Service Children in Education
- ✦ Adopted Children
- ✦ Exclusions

### 3.19 Create & Validate again (see 3.17)

**Create and Validate** the Census again and resolve any resulting pupil level errors.

### 3.20 Check the Census Summary

Run the Census Summary and print off a copy – **CHECK THAT THE NUMBERS ARE CORRECT.**

**Validating the Census only shows INVALID DATA, NOT INACCURATE DATA.** Check that the data is correct in both the Summary and the Detail Reports (see below).

### 3.21 Check the Detail Reports



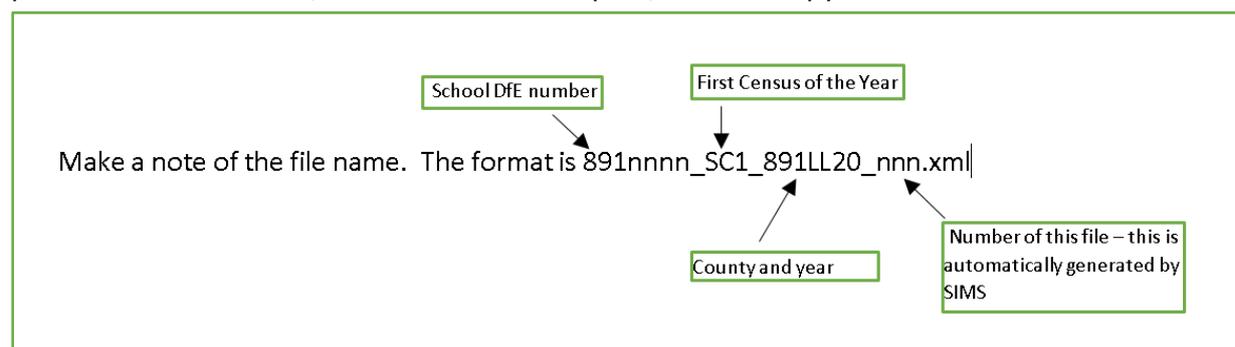
Primary

Run the **Detail Reports** and pass a copy to all appropriate members of staff for checking, e.g. Headteacher, SENCO, Attendance Officer, Personnel Officer, etc.

### 3.22 Authorising the Return (Optional for Dry Run)

**The Return should not be authorised without the Headteacher's approval.** Once it has been agreed, ask the Head to sign the Census Summary, then click on the **Authorise** button and complete the procedure. The Return will then be converted to an xml file (before

authorisation it will have been a .una file). Authorised returns cannot be edited. Should a problem be discovered, the return can be copied, and this copy can then be amended.



## 4. Dry Run Return to COLLECT (Optional for Dry Run)

The Familiarisation blade on the COLLECT website is available for schools to upload Dummy Returns. **It will only be available until 4 p.m. on Friday 10 January.** This blade enables the school to discover in advance any errors the COLLECT validation process may highlight, as well as allowing schools to explore the site without risk to live data.

**We strongly recommend that you upload a Dummy Return – as well as checking for validation errors, this process will ensure that the school’s Secure Access login credentials are working.**

This blade is accessed from the usual Secure Access URL at:

<https://services.signin.education.gov.uk/>

Select the COLLECT option (not S2S).

**Please note:** to enable a Dummy Return to be uploaded to the Familiarisation blade, the Return must be authorised. However, some data will then need to be edited on Census Day, e.g. number of Universal Infant free meals taken.

Authorised Returns cannot be edited, so either a new Return can be created, or the Dummy Authorised Return can be copied and re-saved, then up-dated. Data and reports should be re-checked and then agreed by the Headteacher before the final Return is authorised and uploaded to COLLECT on Census Day.

## 5. Uploading the School Spring Census

The Spring Census blade on the COLLECT website will only become live on Census Day.

All schools will be able to upload their Census returns from 7.30 a.m. on **Thursday 21st January 2021.**

The URL for the completed and authorised census is:

<https://services.signin.education.gov.uk/>

Select the COLLECT option (not S2S). Ensure the School Spring Census 2021 Blade is selected.

## 5.1 Guidance on using COLLECT

DfE guidance notes for using the COLLECT website to upload your Census are available [here](#).

### **Important Note:**

If there are any **Queries/Errors** remaining on the Census and if, after investigation, you can confirm that the data is correct, a Note to cover each query/error will need to be added on the COLLECT site when uploading the Census return.

Full guidance is given in the DfE COLLECT notes but, as an absolute minimum, the information in the Note must include the Query/Error number and confirmation that the data is correct – please see the example below given by the DfE (you can create one note to cover numerous queries):

3 x 2020Q – confirmed correct (add reason); 1 x 1996Q – confirmed correct; 2 x 2502Q – simple confirmation will not be enough – you will need a reason, e.g. pupils are dually registered and did not attend this establishment in the Autumn term.

Please note that, as shown above, the DfE does require additional information to be added to the Note in COLLECT to confirm the reason for the unexpected data in some cases – please refer to the **COLLECT Minimum Note Requirements** guidance in the Collect Guide [here](#) on the GOV.UK website.