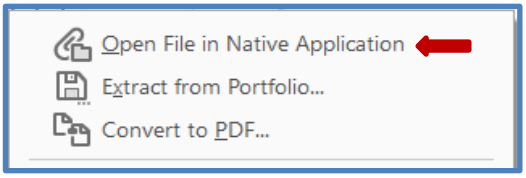
Documents included in January Census ebook 2024

For All Schools

	Flow chart
000	List of Documents included in the October Census ebook
00	How to use the Census Documentation
01	Prepare your SIMS system for Census
02	Data Collection Changes – Spring 2024
03	Archive Old Census Returns
04	Update Statutory Tables: Class Types, Post Looked after Arrangements, Top Up Funding, Early Years Hours, Funding & Monitoring (FAM)
05	Updating Childcare Places – Jan Census only
06	Selected Period and Classes information – Jan Census only
07	Create a Census Return (Spring 2024)
08	Resolving Errors and Queries
09	Using Census Reports
10	Census Day
11	How to Submit a Census Return to the LA – Business Intelligence. *(Census submission to the LA for Maintained Schools only)*
	COLLECT Guide for Academies and Free Schools *(Census submission to the DfE via the COLLECT website for Academies)*
A1	Index of Collected Data
A2	Who to contact
A3	How to use the Bulk Update Facility
A4	Privacy Notices and GDPR
A5	Date of Birth Age Ranges for Academic Year
A6	How to Record Exclusions / Suspensions
A7	Admissions Appeals Jan census only
A8	Census Dates
A9	How to Download and Import Filesets into SIMS
A10	DfE Ethnicity Codes (Excel Spreadsheet)
A11	COLLECT Notepad Entries (Excel Spreadsheet)
A12	Managing Alternative Provision Placements

To open either of the two Excel spreadsheets, ***A10 DfE Ethnicity Codes*** or ***A11 COLLECT Notepad Entries***, right click on the file and select **Open File in Native Application.** In most cases, you will be offered a Read Only version of the spreadsheet.