Selected Period and Classes Information

6Sec

Pupil Census Spring 2024

For Secondary Schools

Selected Period

Work out your selected period based on the last digit of your DfE number.

4, 7, 8 or 9	The selected time is one hour / period after the start of morning school
0, 1 or 5	The selected time is one hour / period before the end of morning school
2, 3 or 6	The selected time is one hour / period after the start of afternoon school

However, if this selected time is not appropriate to your school timetable, you should choose an hour/period which reflects a normal class situation.
Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate ‘class as taught’ unless this is an atypical or temporary arrangement.

Students in Classes at Secondary School

Student Classes, number of students and number of teaching staff in classes is calculated from Academic Management in SIMS .net.

Students with Free Periods

If the school does not have a sixth form, then students should not have free periods. The following routine will give a list of any students with free periods.

Go to **Reports/Student List / General Student List.** Click the **Filter** button and then filter by **Free at Period** option from the list of selection types. You will then need to select the day and period that your **Selected Period** falls into.

The screen will display all students who have free periods. If students that are not expected to have a free period are displayed, you should investigate why and either add the students into the missing lesson or perhaps schedule the missing lesson.

Students with Timetable Clashes

It is possible that some students have timetable clashes at the prescribed time and these should be resolved before running the School Census.

To detect and resolve student clashes, go to **Focus | School | Academic Structure | Curriculum Assignment by Student** and change the Acad.Status filter to 'Timetable Unresolved Clash(es)'.

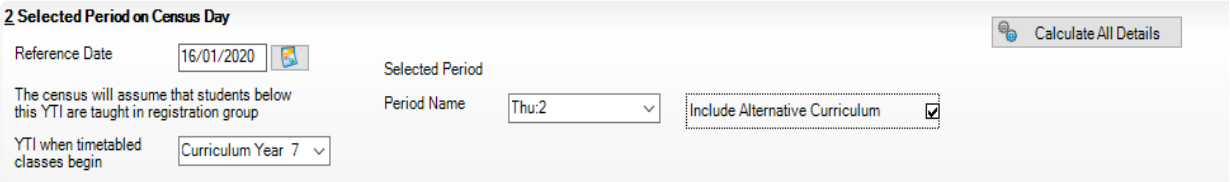
In Curriculum Assignment By Student, use the Timetable panel to resolve the clash by clicking on the appropriate cell on the timetable and changing the status below of the class which the student does not attend.

Once the student has been withdrawn from the class which he/she does not attend, the timetable print from the Reports menu will show correctly.

List of Classes at Selected Period

To get a list of classes with teachers and the number of students in the class go to Reports /Student Analysis Reports/ Classes active on Particular Period. Select the appropriate day and period from the dialog which appears.

Selected Period on Census Day



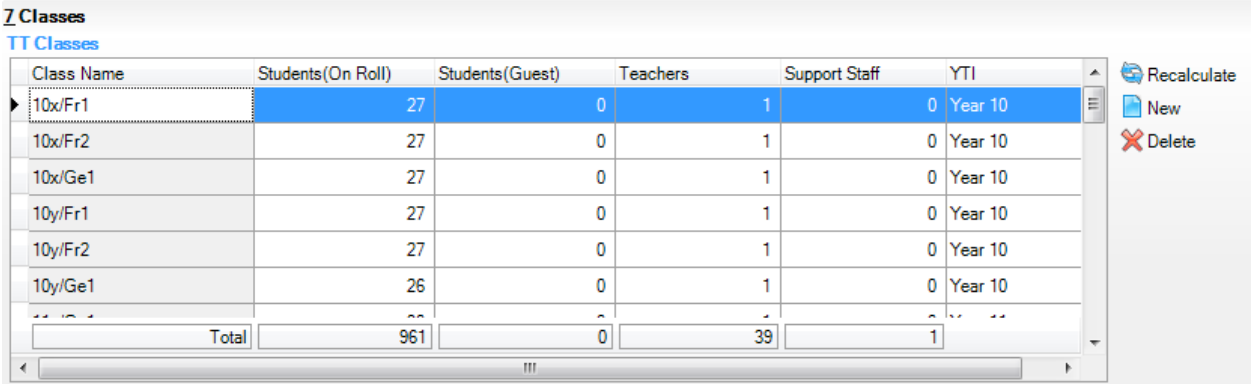
On the census screen, panel 2 allows you to select the required period, which will then be used to populate the Classes panel.

Check the reference date shows as census day. Select the required **Period Name** from the drop down menu. Select to **Include Alternative Curriculum** option if required.

YTI when timetabled classes begin should show the youngest year group in your school who have a timetable.

Classes panel (panel 7)

This panel is designed to give a snap shot picture of what is happening, and the numbers involved, during your school's Selected Period.



Class Name	Students(On Roll)	Students(Guest)	Teachers	Support Staff	YTI
10x/Fr1	27	0	1	0	Year 10
10x/Fr2	27	0	1	0	Year 10
10x/Ge1	27	0	1	0	Year 10
10y/Fr1	27	0	1	0	Year 10
10y/Fr2	27	0	1	0	Year 10
10y/Ge1	26	0	1	0	Year 10
Total	961	0	39	1	

Totals for each column will display in the total summary line at the bottom of the panel. This should help if you need to adjust class numbers, for pupils that are taught out of their normal class, during your school's **Selected period**. If you alter a number, click elsewhere in the list to ensure that the totals are updated.

Add any guest pupils in the appropriate column.

Remove Dual registered pupils who are not present at your school during the **Selected Period** by reducing the appropriate number of students in the class by the amount of dual registered pupils.

You can add any additional classes that take place at the selected time (e.g. music group) by selecting New button. Type in the number of pupils in the additional class but remember to subtract that same number of pupils from an existing class or classes.

Check that each class has a **teacher** (if two teachers are in the class you will need to amend the figure). **Exclude** any teacher who mainly provides support to individual pupils.

Please remember: Any amendments you make to this panel must be updated in the **Student Reconciliation panel.** For example, if you remove a Dual Registered pupil from a class, you will have to add that same pupil into the **Students at another school** box on the **Student Reconciliation** panel.

Add support staff in class to the appropriate classes in the **Support Staff** column. **Exclude** support staff who are mainly providing support to individual pupils.
Check that the **Year Taught in** column is correct.

If classes listed here, do not take place during the selected period you can delete them. eg. Study Period. BEFORE deleting a class please make a note of the number of pupils, as you will need to account for them elsewhere. Enter the number of pupils from the class to be deleted into the appropriate **Pupil Reconciliation** boxes in the next panel. To delete the class, highlight it and then press the Delete button.