Using Census Reports

9

Pupil Census 2023/24

For All Schools

Using Your Census Reports **2**
Census Detail Reports **2**
Copying a Detail Report to Microsoft Excel 3
Checks to Make with Detailed Reports 3
Summary Report **5**
Head Teacher to check and sign the Summary Report 6

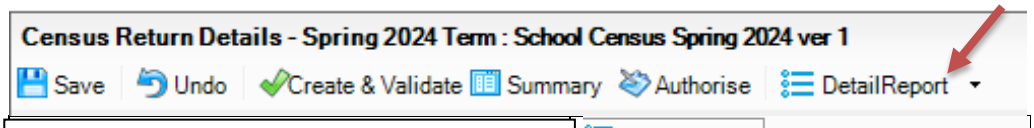
Using Your Census Reports

It is **imperative** that you use **BOTH** the **Census Detail Reports** and the **Census Summary Report** to check that your data is up to date and correct. Data omissions do not necessarily trigger errors and queries when you validate your return. PLEASE follow the tasks detailed below to verify that all the data in your return is both complete and accurate.

Census Detail Reports

Once your file has been validated and your Errors and Queries resolved you can check the data by viewing the **Detail Reports**.

Click on the **Detail Report** drop down arrow and select each report in turn or select Multiple reports to download them all at once. Look for the reports on your Task Bar at the bottom of the screen. **Check the details of each report carefully**.



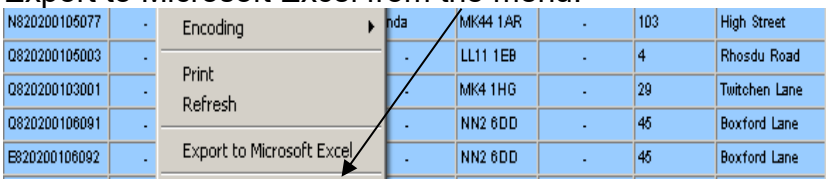
These reports are an **essential** way to check that the data in your census return is accurate. If you select **Multiple Reports**, then all of the reports displayed on the drop- down list will be saved into your **census\data** folder for Prime Server users.

The reports on this drop down will **vary** depending on your school type and which of the three census returns is being run. Some of the reports will just display the contents of individual census panels.

NB: Schools with Post 16 students will see additional Post 16 reports on this reports drop down menu.

Copying a Detail Report to Microsoft Excel

Any of these reports can be copied into Excel (unless your report opens in Google Chrome). With the report on the screen, right mouse click and select Export to Microsoft Excel from the menu.



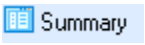
Checks to Make with Detailed Reports

The following table contains a list of recommended data checks to make, using the detailed reports:

Task	Report to Use	Complete ☑
UPN – please ensure that you have replaced temporary UPN's with accurate, permanent UPNs where possible. Temporary UPN numbers end with an A.	On Roll Basic Details	
ULN (Secondaries and Specials only). Make sure present for all relevant students	On Roll Basic Details	
Part Time Details – only Nursery pupils should have a part-time status	On Roll Basic Details	
Enrolment Status – reach agreement with other school for status of any dual registered students	On Roll Basic Details	
First Language – check Language is present for Leavers	Leavers	
Exclusions – check for successful appeals against permanent exclusions	Exclusions / Permanent Exclusions without Final Review	
Exclusions – check any permanently excluded pupils have an SEN status and Date of Leaving	Exclusions Permanent Exclusions without Final Review	
Attendance – ensure all attendance data is up to date	Attendance and Absentee	
SEN – check with SENCO that SEN registers are up to date	SEN	
SEN – check pupils have not been assigned any invalid SEN descriptors such School Action, School Action+ or Statement	SEN	
Addresses – check address information is complete	Address Details	
Free School Meal Eligibility – check OFSM website for an up-to-date list and check they match	FSM Eligibility	
Universal Infant Free School Meals – check numbers are correct	School Dinner Taken	

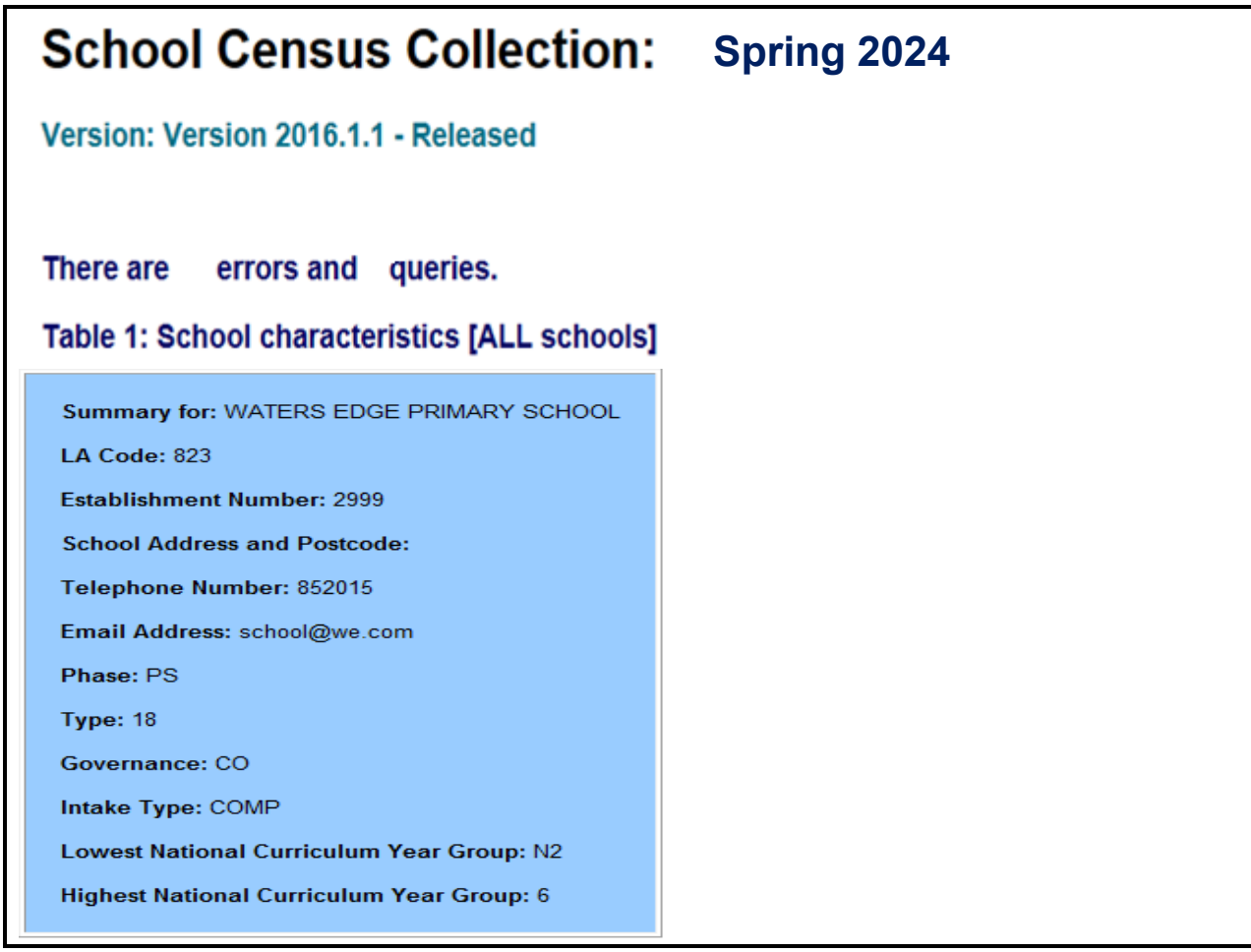
Task	Report to Use	Complete ☑
Top up Funding – check the correct pupils display	Top-up Funding	
Funding and Monitoring All Schools: Check that all School Led Tuition Hours are correct for the current census Secondary Schools: Check that students repeating year 13 is accurate Check that students in receipt of 16–19 Tuition are ticked.	Funding and Monitoring Report	
Post Looked After Arrangements – check the correct pupils show	Post Looked After Arrangements	
Early Year Pupil premium – check that EYPP numbers are correct and basis for eligibility is accurate	EYPP – *Spring only*	
Early Years Check that all nursery pupils have complete hours entered	EYPPR - *Spring only* Early Years	
Class Activities – check details are correct for your school's selected period	Class Reports	
Alternative Provisions Check that all students with alternative provisions are displaying correctly	Alternative Provision	

Summary Report

Click on the **Summary** option 

to open the **Summary Report**

The report is produced as an HTML document. To view all information contained on the report, scroll down using the bar on the right-hand side.



To print your summary report, go to **File / Print** from the menu bar at the top of the screen.

To save the summary report, select **File / Save As** to open the **Save Web Page** dialog. Navigate to the location you wish to save the Summary Report in and enter a **File Name**.

Click the **Save** button. As these tables are stored in a format understood by Office they can easily be cut and pasted into other Office products such as Excel. To exit from your report, go to **File / Close**.

The summary report allows the user to print a record of all the data contained in the census return. This report enables the Head teacher, who authorises the census, to easily assess the return's accuracy and completeness. As well as school and pupil/student data, the summary shows the total number of unresolved failures and queries.

Check the summary carefully – especially for the following:

No. of pupils On Roll
No. of pupils who are Dual Registered
No. of pupils Eligible for FSM
No. of Service Children
No. pupils who receive Top Up Funding
No. pupils with Post Looked After Arrangements
No. of pupils for whom English is an Additional Language
No. pupils with Early Years Hours
No. of pupils with SEN
No. Infant School Meals Taken
No. Free School Meals Taken - *January census only*

These figures play an important role in determining your school's funding.

Head Teacher to check and sign the Summary Report

After you have printed the summary report, please note down the return version it relates to and ask your head teacher to look through the figures printed on the report.

Once your head teacher approves and signs the Summary Report, you will be able to Authorise the return in SIMS .net.

Please do not Authorise a census return until you have made an electronic copy of the return in SIMS and printed off the Summary report.

Note: If you know in advance that your head teacher will not be available on census day, please ask him or her to arrange for a substitute to sign on their behalf. Alternatively, you could produce a Summary Report before census day and ask for this to be authorised.

Please keep both a printed and an electronic copy of the Summary Report in a safe place for any possible future audits and for OFSTED requirements.