Census Flow Chart

* Post-16 Schools will also need to complete the Post-16 Flow Chart in the **Autumn Return**. Please follow separate documentation.

BEFORE RUNNING A CENSUS

→ **Prepare your SIMS System for Census**
Book 01

→ **Read Data Collection Changes information**
Aut/ Spr/ Sum
Book 02

→ **Archive Old Census Returns**
Book 03

→ **Update Class Type**
(not for Nursery, Secondary or Special schools)
Book 04 Pg.12

→ **Update Post Looked After Arrangements & Top-up Funding**
Book 04 Pg.8

→ **Update Funding & Monitor-ing table**
(Not for Nursery)
Book 04 Pg..2

→ **Update Early Years Hours**
(Nursery Pupils only)
Book 04 Pg.13

→ **Update EYPP & 2 Year Old Basis for Funding**
(January only)
(Nursery Pupils only)
Book 04 Pg.15

→ **Update Childcare Places**
(for all School Types)
(January Only)
Book 05

→ **Establish Selected Period Time– Class Info**
(January only– not nursery or special schools)
Book 06Pri / 06Sec

→ **CREATING A CENSUS**

→ **Create a census return**
Aut / Spr / Sum
Book 07

→ **Complete the census panels**
Aut / Spr / Sum
Book 07

→ **Resolve Errors**
Book 08

→ **Investigate Queries**
Book 08

→ **Check data using Detail Census Reports**
Book 09

→ **Print Summary Report**
Book 09

→ **CENSUS DAY**

→ **Create an electronic copy of your Census**
Book 10

→ **Validate and Authorise your return**
Book 10

→ Maintained Schools submit return to the **LA (Business Intelligence)** via **The School Upload website**

→ Academies submit return to the **DfE** via the **COLLECT** website
See COLLECT video guide
https://www.youtube.com/watch?v=4K7j66-GrCY

→ **CENSUS COMPLETE**

Please refer to:
Documents included in ebook,
for a complete list of all documentation and appendices included in the Census ebook.