Prepare your SIMS system for Census

1

Pupil Census 2023/24

For All Schools

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Check your SIMS version

Go to: **Help / About SIMS .net**.

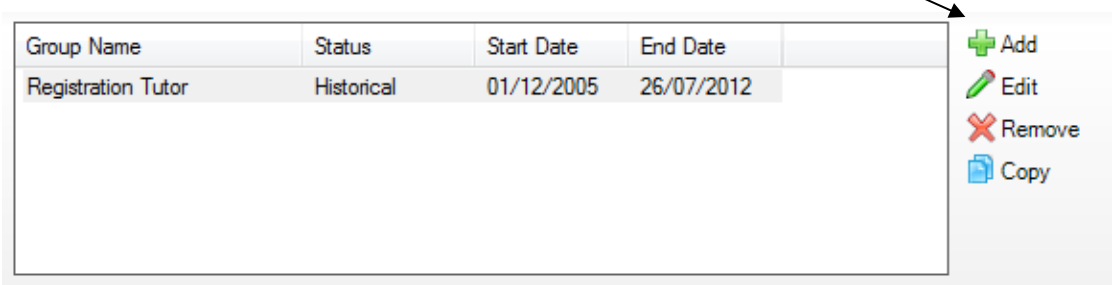
The latest version number is 7.214. If you are not on this version, you will not be able to run your census.

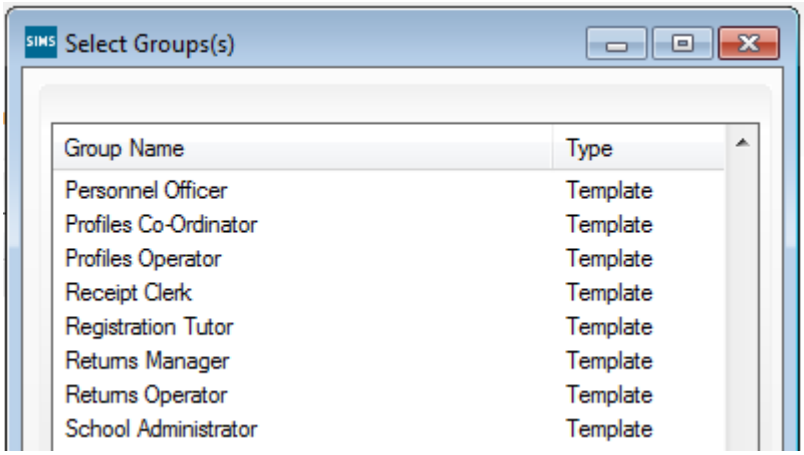
Check your Return Permissions

If you can access the route **Routines / Statutory Returns / Pupil Census** you can miss out the step below as you already have sufficient permissions. If you cannot see this route, follow the process below to give yourself the relevant permissions.

Focus / System Manager / Manage Users

Search for the correct user and then navigate to the **Groups** panel.
Use the **Add** icon to select a new permission group

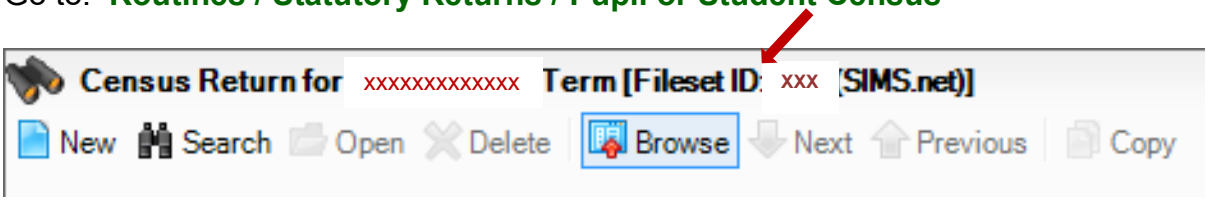




Select **Returns Manager** and **Returns Operator** from the Select Groups pop up. Save the new permission groups you have assigned.

Check your Census Fileset

Go to: **Routines / Statutory Returns / Pupil or Student Census**



ESS, SIMS software providers, will produce a new fileset for each census return containing the validation rules that census data is checked against. These validation rules generate errors and queries for schools to resolve. ESS often release more than one fileset per census return. The MIDAS team will inform schools, via email, of the latest filesets required for each return.

You will be able to complete dry runs of your census with the default fileset, but you must ensure that you have imported the latest fileset prior to submitting your return on census day.

Please lookout for census emails from the MIDAS team

Check your School Information

Focus / School / School Details

NB. *The screenshots below relate to Primary schools, but the same principles apply for other school phases.*

Check that your **Authority** and **Establishment** numbers are correct and that you have entered your **Establishment Unique Reference Number** (**URN**).

NB. Please ensure that your schools **Unique Reference Number (URN)** in SIMS matches your schools **URN** on the **'Get information about schools'** website. https://get-information-schools.service.gov.uk/ The DFE will cross check this data and if any discrepancies are found, they will not authorise your schools' return until all discrepancies have been resolved.

Make any necessary amendments to this screen and **Save**.

School Type - choose from:	**School Governance** - choose from:	**Intake Type** - choose from:
First School 5-9 First School 5-10 First and Middle School 5-12 Infant School, 5-7/8 Junior School, 7/8-11 Infant and Junior School 5-11 First School 5-7 First School 7-10	Community Voluntary Aided Voluntary Controlled Foundation Independent Non-Maintained City Technology College City Academy	Comprehensive Selective (Grammar) Selective (Secondary Modern) Selective (Technical) Selective (Religion) Special
Complete the main criterion for offering a place	Select the acceptable value for governance from the funding lookup table. (See DfE Guidance notes	

Check the Head teacher's Name is included. Use the magnifying glass to search for your head teacher if you need to add or change these name details.

Check Curriculum Years are correct

Check Pupil Genders

Check NC year Start Date is **1/9**

Boarding Pupils should be blank in most cases.

Scroll down the page to complete **Contact Details** and ensure you enter **your school email address** as this is a compulsory field (this should not be a personal email address).

Make sure you **Save** your School Details information and click OK at the bottom of the School Details screen.

Schools with Post-16 Students

As early as possible, schools with Post-16 students should prepare their Post-16 data for the Autumn census using the separate Post-16 Census documentation.