Create a Census Return

07 Spr

2023/24

For All Schools

Create a New Census 3
The Census Folder 3
Non Prime server schools 3
Prime server schools 3
Census Communication Panel 4
Census Details 6
School Information 6
Childcare Places 6
Early Years *(not for Secondary or Primary schools without Nursery pupils)* 6
Class Type *(not for Nursery, Secondary or Special Schools)* 7
Top-up Funding *(usually students with severe SEN or disabilities)* 7
Post Looked After Arrangements 7
Funding and Monitoring (FAM) 7
School Dinner Taken – *(Infants only on Census day)* 8
Classes *(Not for Nursery or Special Schools)* 9
Pupil Reconciliation *(Not for Nursery or Special Schools)* 9
Attendance Panel 10
General 10
Admission Appeals and Infant Appeals 11
When all census panels are complete… 11

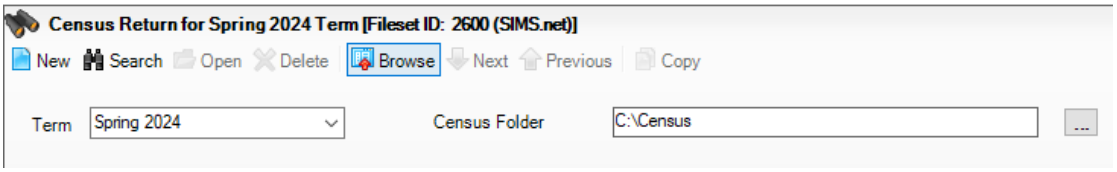
Create a New Census

Important Information:

Although this Census Return **cannot be authorised** until **18th January 2024** you can create and run a 'dry' return as many times as you wish before census day**.**

Note: You will, however, need to both **validate** and **authorise** your return on **Thursday 18th January 2024**.

Routines / Statutory Returns / School Census



The Census Folder

Your census return file and your census reports will be saved outside of SIMS in your designated Census Folder. The screen shot above shows C:\Census Returns. Your census folder will most likely be one of the two options below.

Non Prime server schools

Make sure the School Census Folder is **Z:\SIMS\imsftp\data**.

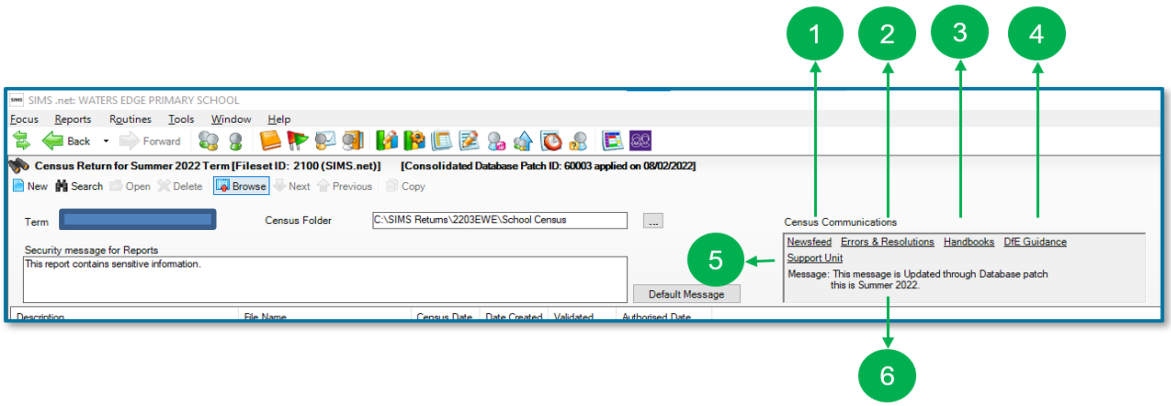
Prime server schools

Make sure the School Census Folder is **Y:\MIS\census\data.**

Census Communication Panel

Users can click on the links displayed there if they find them useful. These links will only open either **ESS** *(SIMS Software providers)* or **DfE** documentation and updates.

It is **not** essential to use these links to complete your census as **The MIDAS Team** will always supply documentation and relevant filesets / patches to their subscribers.



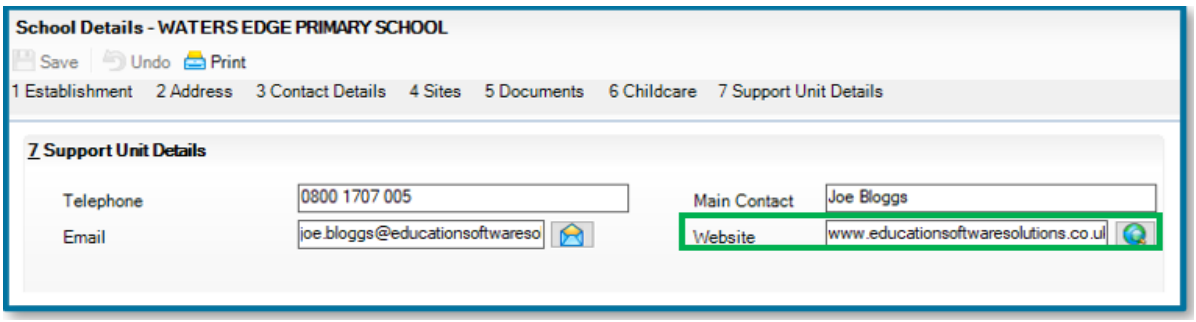
1 **Newsfeed**: This opens the most recent version of **ESS**'s School Census Spring 2024 newsfeed.

2 **Errors & Resolutions:** This opens the most recent version of the Statutory Returns Errors and Solutions newsfeed.

3 **Handbooks:** This opens the most recent version of **ESS**'s Returns Manager page of the SIMS Documentation Centre.

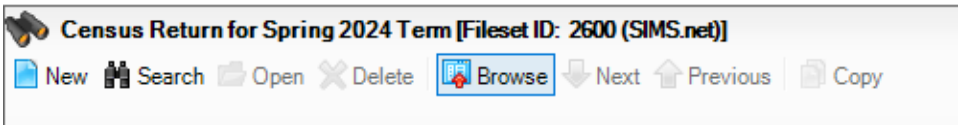
4 **DfE Guidance:** This opens the **'Complete the School Census'** page of GOV.UK.

5 **Support Unit:** This will only be displayed **if** the link to the school's support unit has been entered in the Website field of the new Support Unit Details panel as found via **Focus | School | School Details**.

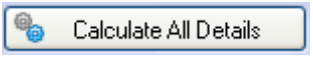


6 **Message:** The message text will be blank until the first fileset is imported or the first consolidated database patch is applied. An appropriate message will then display. For example, the import of a fileset may recommend a minimum consolidated database patch.

Click **New** to create and open your return screen.



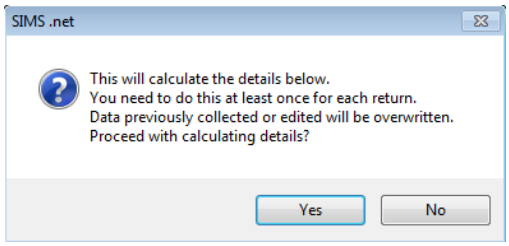
Calculate Details

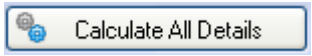
Click on the **Calculate All Details** option 

, found at the top right corner of the Census Details panel, to populate the return. This may take some time depending on the size of your school.

*Schools with **Post 16 students** will also be asked to select the source of their Learning Aim data. We recommend that users Populate planned end dates from course manager.*

When the message below displays, you will need to click **Yes** to **Calculate Details** the first time you set up a new return.



You will only need to click the 

button when initially creating your return. Selecting to do this again after the initial occasion will overwrite **all** information, including any manual entry, on your return.

If you wish to edit / update individual panels that follow below the **Census Details** panel you can, by making use of the **Recalculate** button found on a specific panel. You can also manually edit some panels.

Create and Validate will inevitably be carried out a number of times on a census return. Any changes to the number of pupils on roll, will automatically update each time **Create and Validate** is run.

You may save your work at any time by clicking on the Save button. If you cannot save, a warning will appear at the bottom of the screen to explain why, such as 'Description is required'

The Save icon will be active if you have added new information.

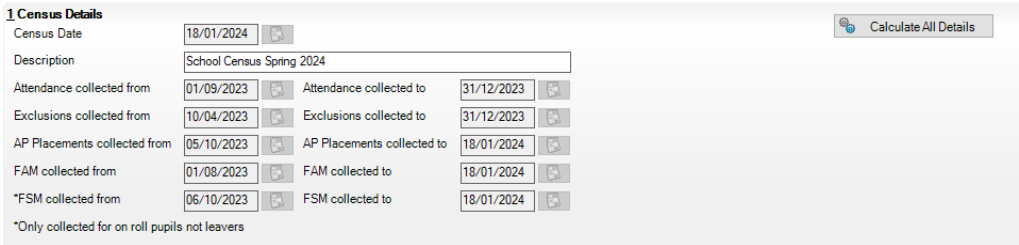
Once you have started a **New** return, it is best to initially visit each panel in order, starting with the first panel. Click on the hyperlink panel names as found at the top of the return.

Note that not all school phases will have all census panels listed below, as panels vary for different school types. All relevant panels for this census are listed below.

Census Details

Please take note of the **Census Date** and collection periods for Attendance, Exclusions, AP Placements, FAM and Free School Meals as displayed in the Census Details panel. These **dates** also be found in Appendix A8.

Note: Nursery Schools – Nursery schools will only have the Census Date, the Description field and Free School Meals fields display on this screen. Nursery schools are not required to submit data items such as Attendance and Class Types to the DfE.

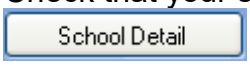


Choose a description for your return. The description will appear in your browse, and this will assist you in identifying a specific return, should you wish to come back to it. If you produce more than one return, you may wish to include a version number. eg. **School Census Spring Return 2024 ver 1**

You can return to a saved but incomplete census file at any stage. To find your saved return, you will need to go to **Routines / Statutory Returns / School Census** and select the appropriate file from the browser. Highlight and double click the return to open it.

School Information

Check that your school details are correct. You can click on the



button if you wish to amend your school details.
See ***Appendix A1*** for more information

Childcare Places

Details about childcare places will pull through into this panel if these details have previously been recorded via **Focus / School / School Details / Childcare**

See document ***05 Update Childcare Places*** for more information and if needed, please find the DfE's definitions of the different types of childcare in document ***A1 Index of Collected Data***

Early Years *(not for Secondary or Primary schools without Nursery pupils)*

Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Codes and Extended Funded Hours will pull through into these panels if you have already set them up in: **Tools / Statutory Return Tools / Update Early Years**
See document ***04 Updating Statutory Tables*** for more information

Class Type *(not for Nursery, Secondary or Special Schools)*

Class Type will pull through into this panel automatically if you have already updated class types in **Tools / Statutory Return Tools / Update Class Type.** Use this panel to correct a class type validation error or omission.
See document ***04 Updating Statutory Tables*** for more information.

Top-up Funding *(usually students with severe SEN or disabilities)*

Pupils who receive Top up Funding will pull through automatically into this panel from the Top up Funding table if you have already entered this data through **Tools / Statutory Return Tools / Update Top-up Funding.**
Remember to bring students through from the previous census period via this route. You may also need to **Recalculate** this panel to populate the table with your amendments.
See document ***04 Updating Statutory Tables*** for more information.

Post Looked After Arrangements

Pupils with post looked after arrangements will pull through automatically into this panel from the Post Looked After Arrangements table providing you have already entered the data through **Tools / Statutory Return Tools / Update Post Looked After Arrangements.** Remember to bring students through from the previous census period via this route. You may also need to **Recalculate** this panel to populate the table with your amendments.
See document ***04 Updating Statutory Tables*** for more information.

Funding and Monitoring (FAM)

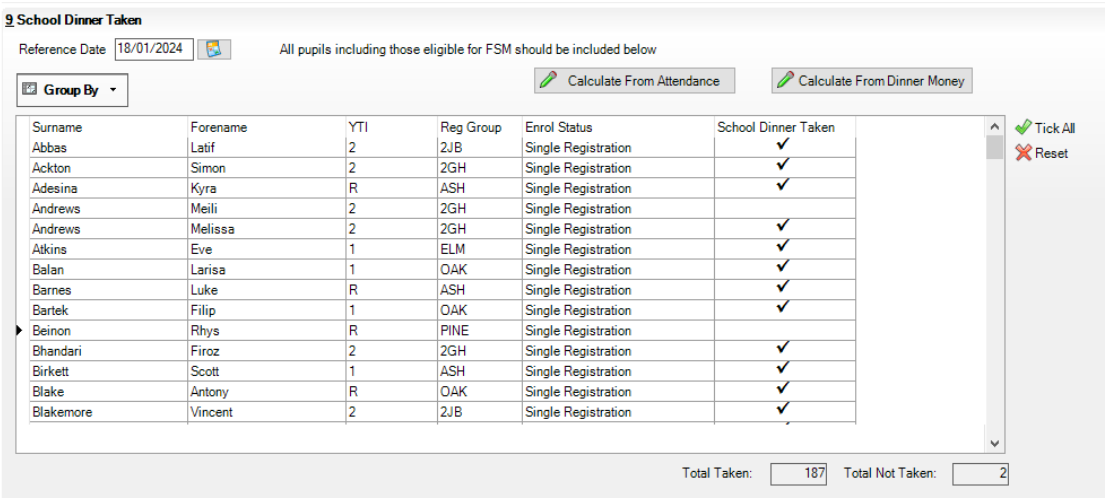
Pupils who received School Led Tutoring Hours or are in receipt of 16-19 Tuition Funding or are Post 16 Students repeating their Post 16 Year will pull through automatically into this panel from the Funding and Monitoring table, providing you have already entered this data through **Tools / Statutory Return Tools / Update Funding and Monitoring.**
Remember to **Recalculate** this panel to populate the table with any amendments you may have made.
See document ***04 Updating Statutory Tables*** for more information regarding this data.

School Dinner Taken – *(Infants only on Census day)*

Users can update this panel manually, or they can make use of the Attendance or Dinner Money applications to update the School Dinner Taken ticks.

The **School Dinner Taken** panel lists all pupils in Reception, Year 1 and Year 2 who are **on-roll** on census day. If your school uses ***SIMS Dinner Money*** or ***SIMS Attendance***, the number of dinners taken on census day can be calculated from data recorded in either of these modules.

Data calculated via the **Calculate From Attendance** or the **Calculate From Dinner Money** buttons is based on the reference date. The **Reference Date** is set to census day by default. If, due to an exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, then the reference date can be altered to a date that reflects a normal day.
See **Appendix A1**for more information.



Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Latif	2	2JB	Single Registration	✓
Ackton	Simon	2	2GH	Single Registration	✓
Adesina	Kyra	R	ASH	Single Registration	✓
Andrews	Meili	2	2GH	Single Registration	
Andrews	Melissa	2	2GH	Single Registration	✓
Atkins	Eve	1	ELM	Single Registration	✓
Balan	Larisa	1	OAK	Single Registration	✓
Barnes	Luke	R	ASH	Single Registration	✓
Bartek	Filip	1	OAK	Single Registration	✓
Beinon	Rhys	R	PINE	Single Registration	
Bhandari	Firoz	2	2GH	Single Registration	✓
Birkett	Scott	1	ASH	Single Registration	✓
Blake	Antony	R	OAK	Single Registration	✓
Blakemore	Vincent	2	2JB	Single Registration	✓

If Calculate from Attendance or Calculate from Dinner Money have been selected, please check that the ticks accurately represent the pupils that have taken a universal free infant dinner on census day.

Alternatively, the boxes can be ticked manually (or, if most pupils have had a dinner, select Tick All then click to un-tick those pupils that have not had a dinner).

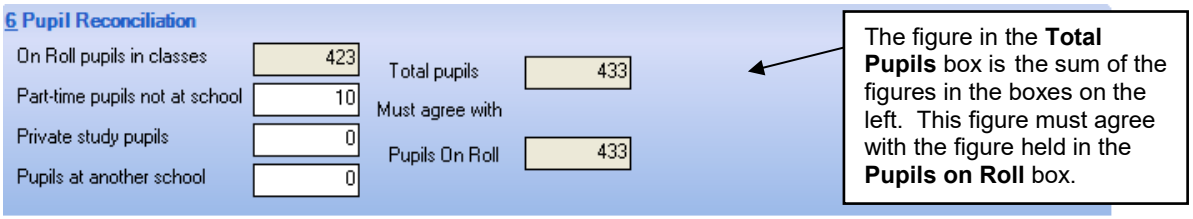
After the census return has been created and validated, the **School Dinner Taken** detail report can be run to assist with the checking of results.

Classes *(not for Nursery or Special Schools)*

Refer to document ***06 Selected Period and Classes*** to assist with completing this panel. Please note, there are two 06 documents, one for Primary Schools and the other for Secondary Schools

Pupil Reconciliation *(not for Nursery or Special Schools)*

Note: *Please be aware that numbers of pupils entered in this panel has nothing to do with attendance figures on Census day but rather on where pupils would normally be during your selected period, if they are not listed in a class during this time. (Classes panel above)*



The **Pupil Reconciliation** panel allows you to enter figures to show why pupils are <u>not in a class</u> during your school's selected period. As you enter figures in these boxes, the **Total Pupils** box will automatically update. The figure in the **Total Pupils** box is the sum of the number of pupils in lessons in the **Classes** panel above, added to the number of pupils entered in the boxes on the left side of this panel. In other words, the pupils who were <u>not</u> in any of the classes listed in the previous **Classes** panel.

On Roll Pupils in classes - this figure is collected from the Classes panel.

Manually insert the pupils not accounted for in classes so that the **Total Pupils** box equals the **Pupils On Roll** box. The **Pupils on Roll** figure is established during the **Calculate All Details** routine.

Part-time pupils not at school – is for nursery pupils who were not present during your Selected Period.

Pupils at another school - is to record Dual registered pupils if they are not present during your school's **Selected Period** on census day.

Private Study pupils – Enter any pupils who are engaged in private study during your school's selected period

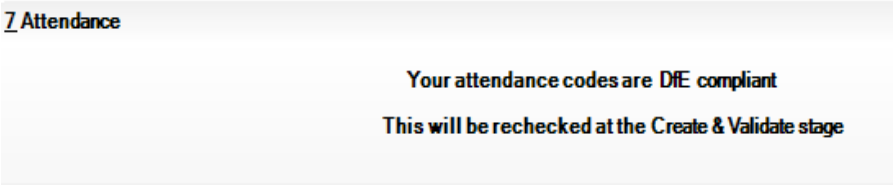
Note: If the figure in the **Total Pupils** box is different from the figure held in your **Pupils on Roll** box, you will need to make amendments to the **Classes** panel. This is assuming that all other figures in the Student Reconciliation panel are correct.

For example, if you enter a pupil into the **Students at another school** box (because they are Dual Registered and not at school during your Selected Period) then you also need to remove that same pupil from their class in the **Classes** panel.

Attendance Panel

This is calculated from your **Attendance** module.

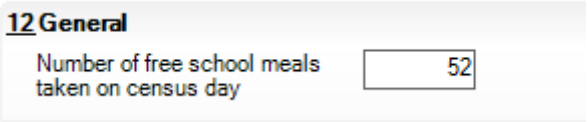
The information for attendance is **not** displayed in the attendance panel as it is written directly from the Attendance or Lesson Monitor modules to the census file.



If you have a message indicating that attendance marks are missing, you will need to update the missing marks in the **Attendance** module and then **Recalculate** the Attendance panel using the button on the Attendance panel.

Attendance records for all pupils need to be up to date for the **Spring Term**.

General



You will need to manually enter the number of **Free School Meals** which were **taken** on census day. This should reflect what occurs on census day, unless the lunchtime situation that day is abnormal, due to something such as a school closure or problems with the school kitchen. If this happens, then count the number of free school meals taken on the most recent normal day.

Who to include in the General panel count

All pupils who have Free School Meal eligibility entries recorded on their individual pupil records and who also **took** a school meal on census day should be included in this number.

Infants (Reception and Years 1 and 2) who have Free School Meal eligibility entries recorded on their individual records and who **also took** a school meal on census day should be added to the count in the **General** panel as well as having a tick against their name in the **School Dinner Taken** panel.

Pupils who have Universal Infant Free Meals but **not** FSM eligibility on their record should **not** be included in this count.

Admission Appeals and Infant Appeals

Admissions appeals are only required from schools and academies responsible for their own admission appeals. This would include all Voluntary Aided and Foundation schools as well as Academies.

NB: Even if a school has contracted another agency, such as their local authority, to administer their admissions appeals process, they must still complete the admissions appeals panels in the census if they have a governance of either Voluntary Aided, Foundation or Academy.

For more detailed information, please refer to ***Appendix 7 – How to enter Admissions Appeals data***

When all census panels are complete…

You have now completed all the data entry required for the census return. Remember to **Save** your return.

The data in your census return now has to be checked or validated against a set of validation rules which ESS have designed to meet with DfE specifications. This process is referred to as **Create and Validate**, details of this process can be found in the next document.