Census Day

10

Pupil Census 2023/24

For All Schools

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Validate your Return on Census Day

It is essential to validate your return, **again** on Census Day, even if it was error and query free the day before. Schools with Infant pupils, please remember to validate **after** completing the **School Dinners** panel. The last validation of your return needs to be date stamped with the same date as census day or a date after census day.

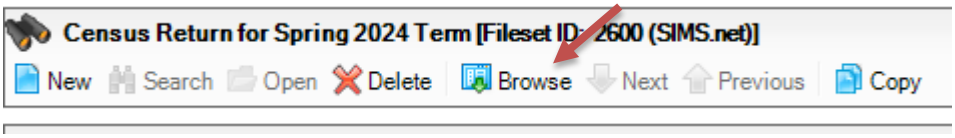
Make a Copy of your Census Return

Before making a copy of your census return:

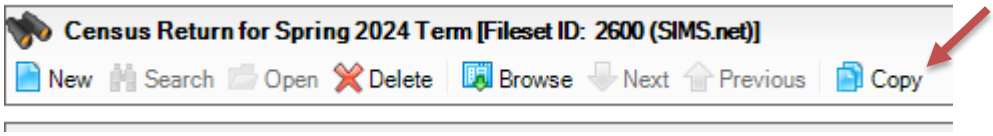
- Check that all of your census panels have been completed correctly
- Create and validate to ensure there are no unresolved errors or queries.
- Make sure you have checked your detailed census reports
- Get your Head Teacher to sign a copy of the Summary Report.

Note: It is always good practice to make an electronic copy of your return before you Authorise it.

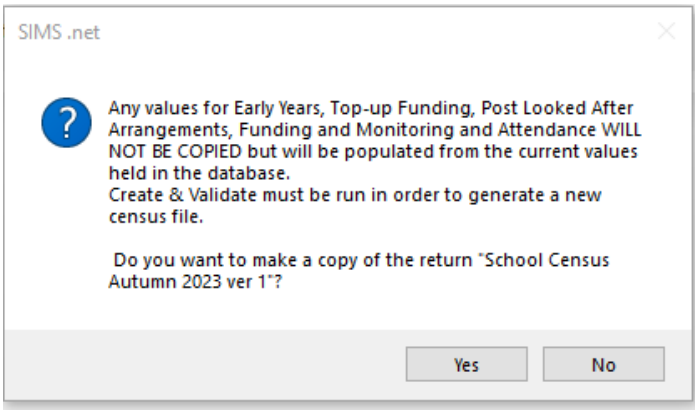
At the top of your screen click on the **Browse** button. This will open up your browse bar.



Highlight the census file you wish to copy, then click on the **Copy** option.



The following dialogue box will display even if you have already **Created and Validated** your return. This message is saying that the copy will need to be validated if used as your return in the future.



If you select Yes, the copy will then appear in the browse panel above your saved return.

Description	File Name	Census Date	Date Created	Validated	Authorised Date
Copy of School Census Spring 2024 ver 1		18/01/2024			
School Census Spring 2024 ver 1	8232999_SC1_823LL24_001.UNA	18/01/2024	05/12/2023	05/12/2023	

If for any reason you are required to submit another return, you will be able to edit this copy and not have to start your second return from the beginning.

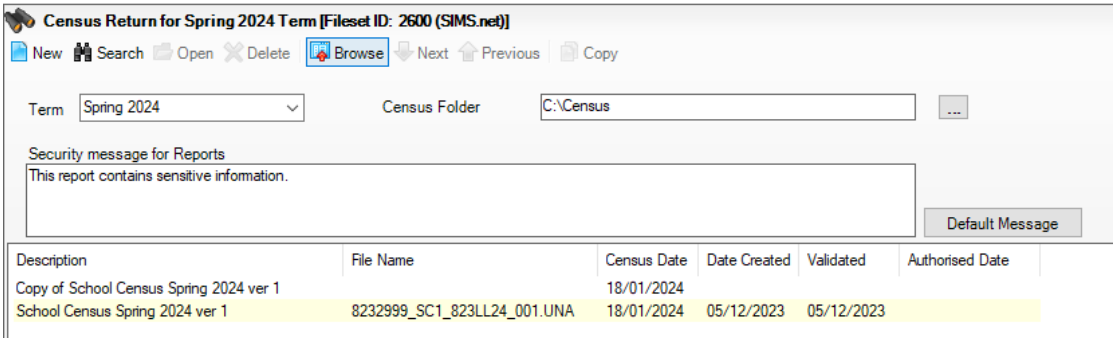
Authorise your Census Return

An authorised file <u>cannot</u> be edited in any way. Please ensure that you make an electronic copy of your return before you authorise it.

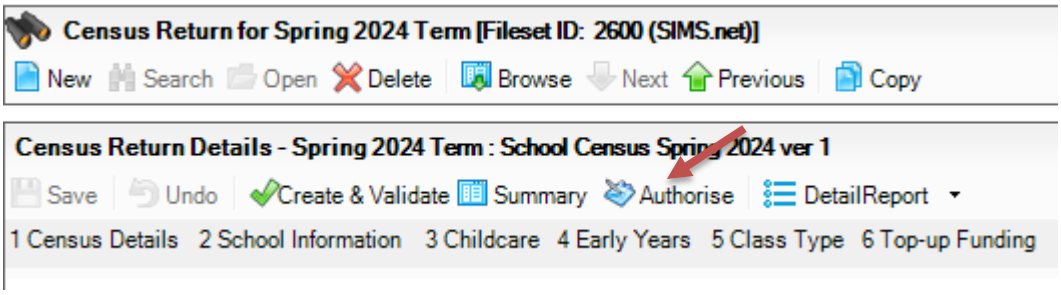
A School Census return file must be authorised before it can be sent to the LA - Business Intelligence or the DfE. Returns can only be authorised after they have been **Created and Validated**.

If you do not already have your Census return open, select **Routines / Statutory Returns / School Census** to open the **census return** browser.

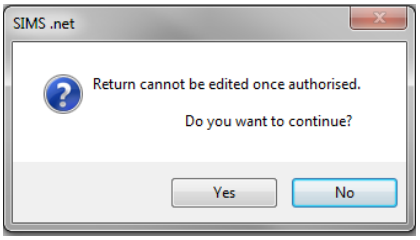
Click on the **Search** option to view all census files. **Double click** on the required file in the browser to open the correct return.



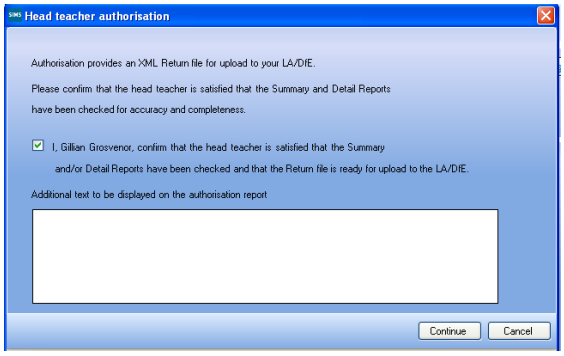
When the return is <u>open</u>, click on the **Authorise** option



The following warning message will display.



Once you agree to continue with authorising a return, the following Head teacher authorisation message below will display.



Select continue if your Head teacher, or another designated member of your senior management team, has approved the return. This will produce the Authorisation report, when Continue is selected.

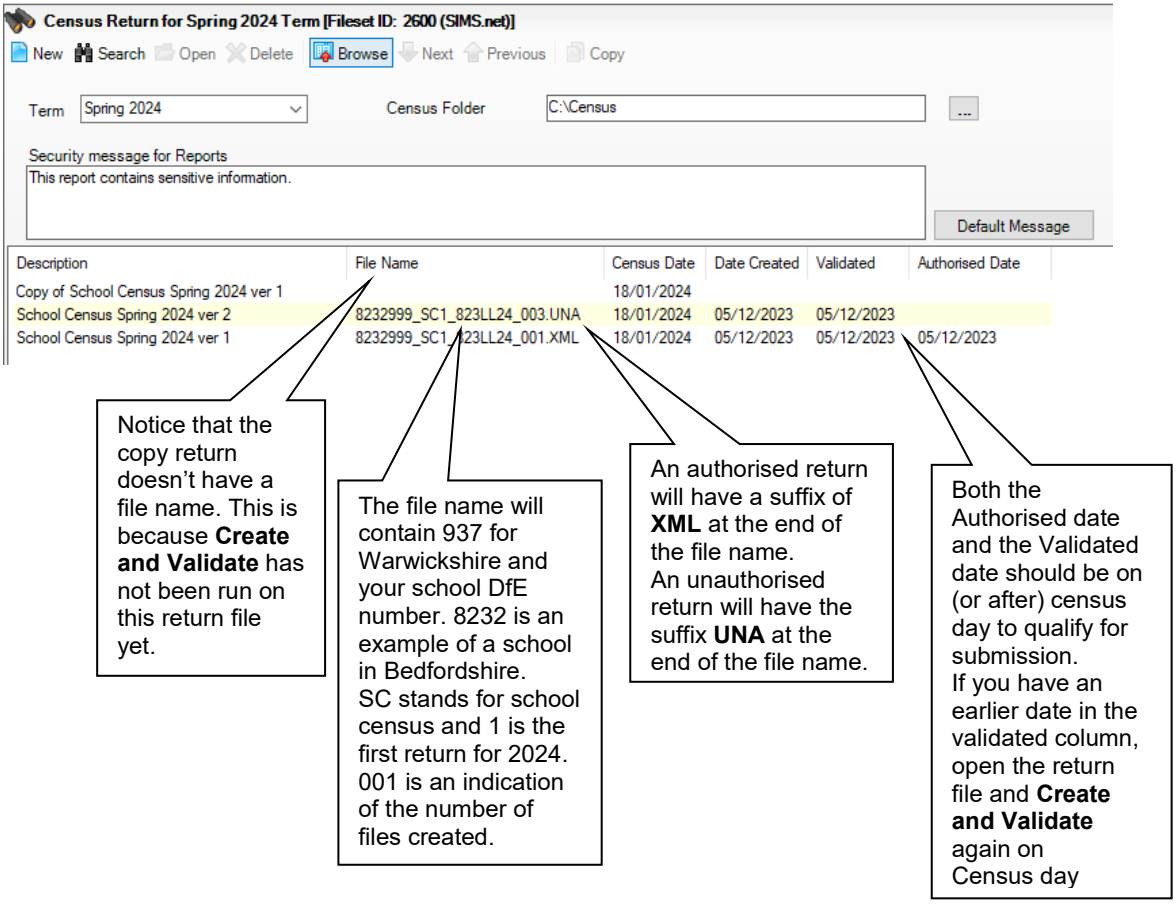
School Census Spring 2024 Authorisation Report

School Name: WATERS EDGE PRIMARY SCHOOL
Estab No: 2999
LEA: 823

Authorised Spring School Census 2024: 8232999_SC1_823LL24_001.XML
Report Created 5/12/2023 16:44

I, Gillian Grosvenor, confirm that the head teacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

Note: Please note that your authorised return is also accessible via **Tools / Statutory Return Tools / Retrieve Authorised Census Return Files**



Your authorised return has now been saved outside of SIMS into the **Y:\mis\census\data** OR the **Z:\sims\imsftp\data** folder. Your **Summary** and **Detailed Reports** will also be saved into the same data folder as your return.

Maintained schools are now ready to submit their authorised return to **Business Intelligence** (Warwickshire LA). Submission to **Business Intelligence** is via **The School Upload** website.
See document 11 How to Submit a Census Return to the LA Business Intelligence

Academies should submit their returns to the **DfE,** via the **COLLECT** website. Academies will need to supply explanatory notes in their return on the COLLECT website for any unresolved queries.
See the DfE's COLLECT guide for Academies document contained in your census ebook. See A11 COLLECT Notepad Entries

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Note: DO NOT SUMBIT A RETURN WITH FAILURES as you will be contacted and asked to produce a new return. Please also investigate all queries.