How to Submit a Census Return to the LA - Business Intelligence

11

via The School Upload site

Pupil Census 2023/24

For Warwickshire Maintained Schools only

Uploading your School Census file to the LA – Business Intelligence

Note: The following guidance is for uploading the termly School Census XML file to the Local Authority. The screen shots in this document are for illustration purposes only and do not reflect the correct dates or census season.

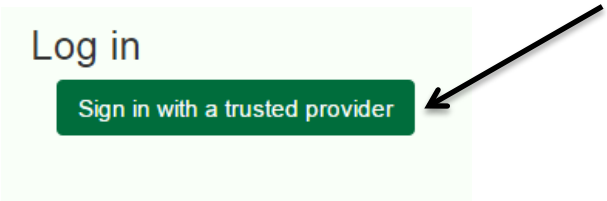
How to upload your school returns to the Local Authority

Please follow the instructions below to upload your school census file to the Local Authority – The Business Intelligence Team.

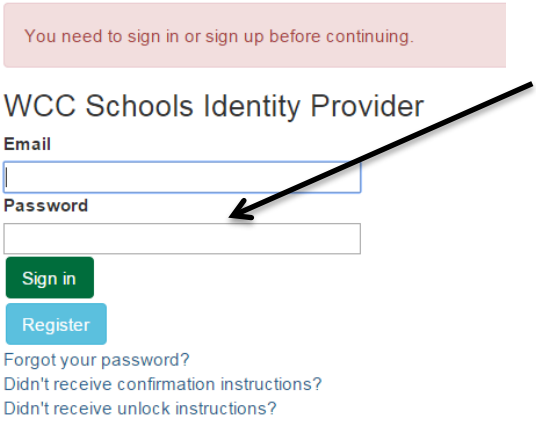
Having created and authorised your file in SIMS:

1. Open up your internet browser / internet explorer and type the following into the address bar.
   http://apps.warwickshire.gov.uk/SchoolUpload

2. You will be presented with a log in page. Click on 'Sign in with a trusted provider'.



3. Enter your username (your registered email address) and password.



If you have forgotten your password, click the link 'Forgot your password?' and you will receive an email to reset your password.

If you have any issues accessing the School Upload site…..

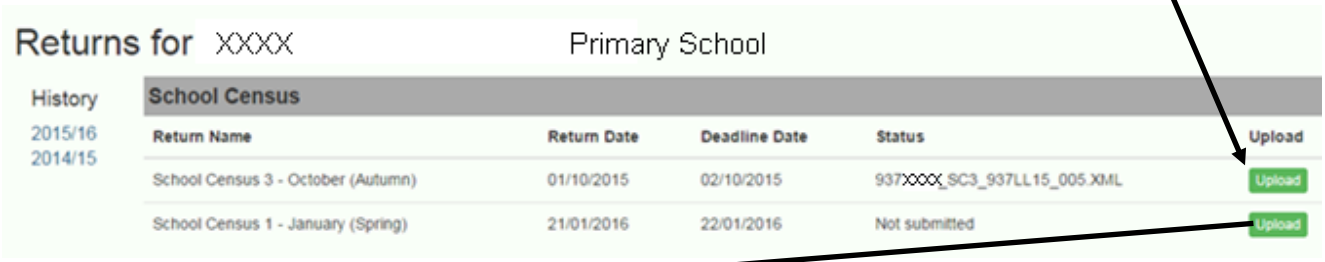
Send an email to *businessintelligence@warwickshire.gov.uk*

With the Subject Heading of: **Your School Name – School Upload Login**

Please include the following in the main body of the email:

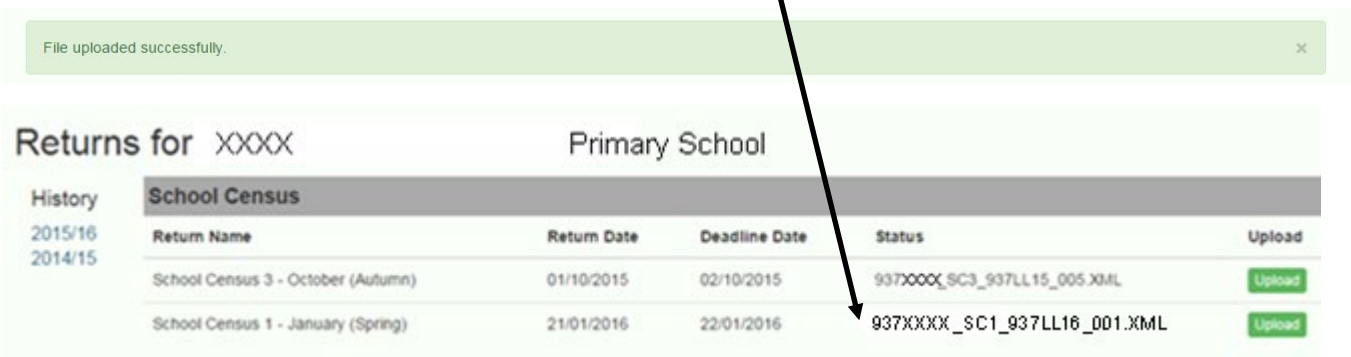
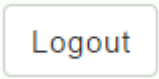
Message being received:
School Name:
Contact Name:
Phone Number:

4. Once logged in, the following 'Returns' screen will display. Click on the **'Upload'** button for the return that you need to send to the Local Authority



5. Select the 'Choose File' button and navigate to where you have saved your file. The file path will then show in the File box. Select the file and ***Click Upload***.

6. The status will then display the filename. This indicates that your file has been transferred **successfully**. (Note: this may be instantaneous, or it may take up to a minute to appear, depending on the speed of your internet connection)



7. ***You have successfully completed the file upload process. You can now log out using the 'log out' button and close the website.***