UNCONTROLLED IF DOWNLOADED OR PRINTED

Please refer to the online Handbook for the latest updates

Producing the School Census Summer 2025 Return

English Special Schools

applicable to 7.222 onwards

Handbook

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Overview

For the latest School Census dates, up-to-date guidance, including the new information and enhancements, please refer to the Statutory Returns (England) homepage.

This handbook provides the information needed by Special schools in England to complete the School Census Summer Return.

The School Census Summer Return is required to be completed by maintained Nursery schools, Primary schools, Middle schools, Secondary schools, All-Through schools, Special schools, Pupil Referral Units (PRUs), City Technology Colleges (CTCs) and Academies (including free schools) in England. Non-maintained Special schools are also required to submit the return.

Currently, there are three School Census returns each year (i.e. Spring, Summer and Autumn), which collect detailed information about school characteristics and pupil/student details, e.g. pupil/student address, free school meals, exclusions, etc. Different data is collected depending on which return is being prepared and your school phase.

A list of items collected from Special schools in England for the School Census Summer Return is available in a later section of this handbook.

NOTE The contents of the graphics (dates, names, panel numbers, etc.) are examples only of what you might expect to see when using SIMS to produce the School Census Return.

More Information:
Preparing Data for the School Census Return on page *8*

How has the School Census Summer Return Changed?

For the latest School Census Returns dates, up-to-date guidance, including new information and enhancements, please refer to the Producing the School Census Return (English Special schools) article.

Changes to the School Census Summer Return include the following:

School Census Summer 2025 Key Dates

For the latest up-to-date guidance, including new information and enhancements, please refer to the online Statutory Returns (England) homepage.

- **Census Date** 15/05/2025
- **Attendance** collected from 01/01/2025 to 20/04/2025 (not applicable to Nursery schools)
- **Exclusions** collected from 01/08/2024 to 20/04/2025 (not applicable to Nursery schools)
- **Alternative Provision Placements** collected from 16/01/2025 to 15/05/2025 (not applicable to Nursery schools)
- **Funding and Monitoring** collected from 01/08/2024 to 15/05/2025 (not applicable to Nursery schools)
- **Learner Support** collected from 01/08/2024 to 15/05/2025 (not applicable to Nursery or Primary schools)
- **Free School Meals** collected from 17/01/2025 to 15/05/2025

Attendance

Removing manual attendance UPDATE

Routines | Statutory Returns | School Census

Users (Returns Managers) will not be able to add Attendance manually on the return screen. All schools must record attendance using an electronic register.

Attendance Detail Report UPDATE

Routines | Statutory Returns | School Census

The description for Code 'C' has been updated from 'Other authorised circumstances' to 'Other authorised exceptional circumstances'.

Detail Reports

Exclusions Report UPDATE

Routines | Statutory Returns | School Census

The first line of the Report Criteria has been amended to state: '**Students with suspensions or permanent exclusions**'.

The date range has been moved to the Suspensions line.

Leavers Detail Report UPDATE

Routines | Statutory Returns | School Census

The Leavers Detail report now includes the age-at-date information for attendance (e.g. Leavers age 4-15 at 31/08/2024 with attendance (01/01/2025-20/04/2025)).

Attendance Detail Report UPDATE

Routines | Statutory Returns | School Census

Text has been added above the attendance grid as a reminder that on roll students are displayed at the top of the grid and that the leavers are displayed below.

NOTE: Leavers are displayed below the On Roll students.

Early Years

Early Years panel UPDATE

Routines | Statutory Returns | School Census

The Early Years panel in the census has been amended to display one **age at date** column, which applies to each specific census.

Statutory Return Browse

Consolidated Workstation Patch Identifier UPDATE

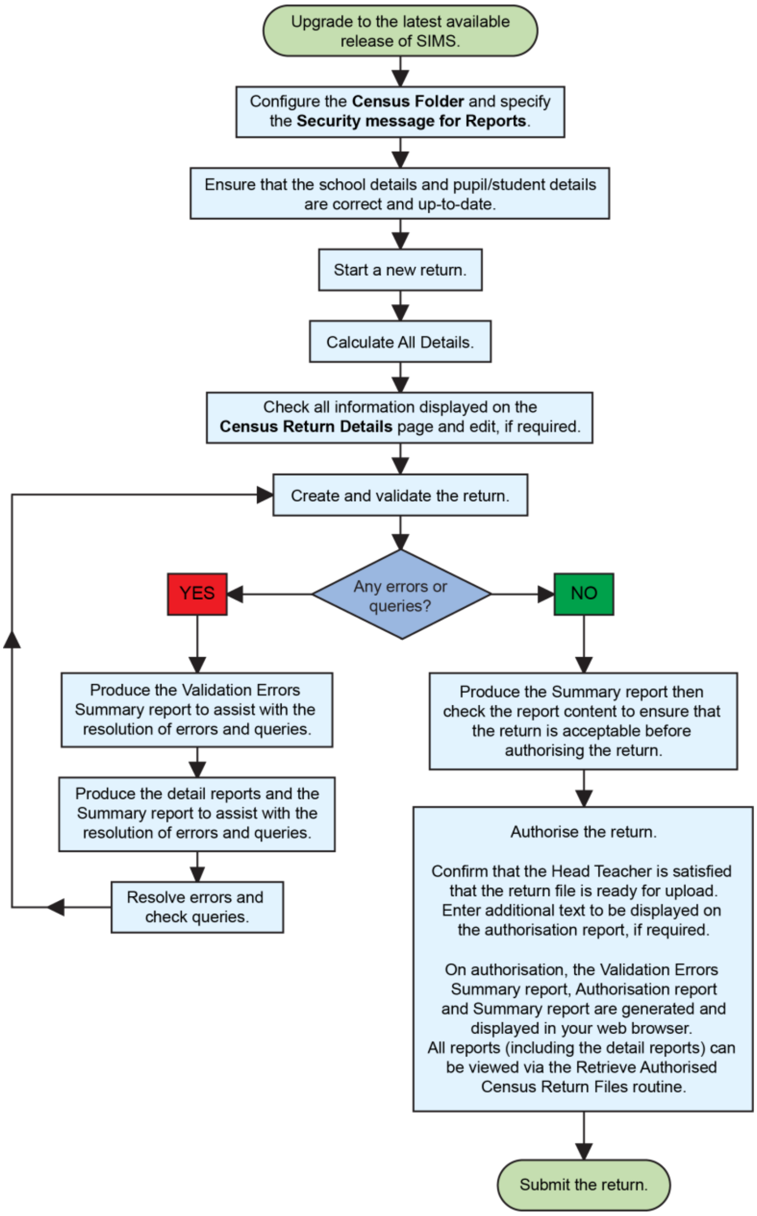
Routines | Statutory Returns | School Census

When a consolidated workstation patch is installed, the version number will be displayed in the browse (e.g. If the Full Version Number is 7.222.22.1 then the workstation patch version will be displayed as ID 1 in each statutory return browse. On release, the Full Version Number is 7.222.22.0.)

Steps to Producing the School Census Return

For the latest up-to-date guidance, including new information and enhancements, please refer to the Steps to Producing the Return article.

The process of producing the School Census can be separated into several steps, some of which might need to be repeated to eliminate validation errors and queries.


Upgrade to the latest available release of SIMS.
Configure the **Census Folder** and specify the **Security message for Reports**.
Ensure that the school details and pupil/student details are correct and up-to-date.
Start a new return.
Calculate All Details.
Check all information displayed on the **Census Return Details** page and edit, if required.
Create and validate the return.
Any errors or queries?
YES
NO
Produce the Validation Errors Summary report to assist with the resolution of errors and queries.
Produce the detail reports and the Summary report to assist with the resolution of errors and queries.
Resolve errors and check queries.
Produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.
Authorise the return.
Confirm that the Head Teacher is satisfied that the return file is ready for upload. Enter additional text to be displayed on the authorisation report, if required.
On authorisation, the Validation Errors Summary report, Authorisation report and Summary report are generated and displayed in your web browser.
All reports (including the detail reports) can be viewed via the Retrieve Authorised Census Return Files routine.
Submit the return.

Where to Find More Information

For the latest up-to-date guidance, including the new information and enhancements, please refer to the Statutory Returns Resource Hub.

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS Documentation Centre, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

Additional Information

In addition to this handbook, a preparation guide that outlines how to prepare your data for the School Census is also available from the SIMS Documentation Centre **and** Statutory Returns Resource hub.

You are strongly advised to check the following SIMS Newsfeed - England Hub which provides a range of explanatory text, presentations, videos and spreadsheets that you may find useful. These newsfeeds are updated regularly to provide the latest news and answers to enquiries. In particular, the School Census newsfeeds provide our spreadsheet's latest iteration for DfE validation rules and SIMS solutions.

The SIMS Newsfeed - Main Hub provides links to all the statutory returns related newsfeeds.

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Setting SIMS Permissions

For the latest up-to-date guidance, including the new information and enhancements, please refer to the online Setting SIMS permissions article.

The following permissions are applicable to users who deal with returns.

Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. pupil/student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page *8*).

Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the Managing SIMS Users, Groups and Databases handbook.

The SIMS Permissions spreadsheet describing the numerous permissions available in SIMS is available on the support portal.

What Version of SIMS is Required?

For the latest up-to-date guidance, including the new information and enhancements, please refer to the online What version of SIMS is required? article.

To run the return, you must have the latest SIMS Release installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.222 or later.

Preparing Data for the School Census Return

For the latest up-to-date guidance, including new information and enhancements, please refer to the Preparing Data for the School Census Return article.

Before beginning the process of producing the return, it is advisable to spend time ensuring that all school level and pupil/student level information is present and accurate in SIMS. For example, ensure that school details are correct, all new pupil/students have been added to SIMS, all leavers have been recorded and where applicable all exclusions have been recorded, etc.

The following information is collected from Special schools for the School Census Summer Return.

School Level Data

- School Characteristics:
    - LA number
    - DfE establishment number
    - school name
    - school phase
    - school type
    - highest and lowest national curriculum year
    - intake type
    - governance
    - school email address and
    - school telephone number

Pupil/Student Level Data

- Pupil/Student Identifiers:
  - unique pupil number (UPN) and former UPN
  - unique learner number (ULN)
  - surname, forename, middle names, former surname, preferred surname
  - sex
  - date of birth.
- Pupil/Student Characteristics:
  - first language
  - free school meal eligibility start date and end date, UK country in which the eligibility applies
  - school dinner taken (applicable to schools with students in Reception, Year 1 and Year 2)
  - learner support code
  - Youth Support Services Agreement (YSSA) indicator
  - service children in education indicator
  - top-up funding indicator
  - post looked after arrangements
  - funded hours, extended childcare hours, expanded funded hours, eligibility code, disability access fund indicator and hours at setting
  - funding and monitoring
  - early years pupil premium receipt (EYPPR)
  - early years pupil premium basis of funding (EYPPBF)
  - two year old basis for funding.
- Pupil/Student Status:
  - enrolment status
  - date of entry and date of leaving
  - part-time indicator
  - boarder indicator
  - actual national curriculum year group.
- Special Educational Needs:
  - SEN provision
- Alternative Provision Placement:
  - unique reference number (URN)
  - UK provider register number (UKPRN)
  - setting type
  - companies house number
  - alternative provision postcode
  - placement reason
  - placement entry date
  - SEN provision at end of entry

  - placement leaving date
  - SEN provision at placement date of leaving
  - attendance pattern and sessions per week.
- Termly Exclusion Information:
  - exclusion category
  - reason for exclusion
  - exclusion start date
  - actual number of sessions from which the pupil/student was excluded
  - SEN provision (formerly stage).
- Pupil/Student Home Address Information: full home address details, including post code and unique property reference number (UPRN).
- Termly Attendance Information:
  - If SIMS Attendance is in use: all attendance categories are collected in the census.

For more information and instructions on all the preparations that need to be carried out before the census return is produced, please refer to the Preparing for the School Census Returns checklist.

The preparation guide, together with other useful School Census documentation, is available from the SIMS **Documentation Centre** (accessed via the **Documentation** button, which is located on the top right-hand side of the SIMS **Home Page**).

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Creating a New School Census Return

For the latest guidance, including new information and enhancements, please refer to the Creating a New School Census Return article.

Before creating a new School Census return, ensure that all pupil/student and school information is present and accurate in SIMS.

The School Census Summer Return collects data for:

- all pupil/students on the register on census day.
- any additional pupil/students not on-roll on census day who:
  - had least one Attendance session during the collection period (please see *Attendance Report* on page *41*).
  - had exclusions (please see *Exclusions Report* on page *41*).
  - had an alternative provision placement (please see *Alternative Provision Report* on page *44*).
  - had funding and monitoring information (please see *Funding and Monitoring Report* on page *43*).
  - had Learner Support funding (please see *Learner Support Report* on page *43*).

The **Census Folder** and **Security message for Reports** must be specified before clicking the **New** button to create a new return. A message is displayed if a census folder has not been defined.

It is possible to create more than one return. This enables you to carry out dry runs to determine what data needs to be added or updated. Any unwanted returns can be deleted, providing they have not been authorised (please see *Deleting an Unauthorised Return* on page *53*).

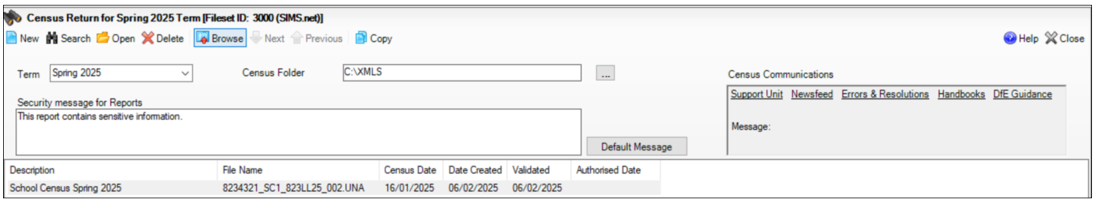
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.

> **NOTE** The first time that the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

When the files are loaded, the **Census Return** browser is displayed.

The **Census Communications** message box includes links to the newsfeed, errors and resolutions document, handbooks, DfE guidance and Support Unit website (if available). Any additional information to help with the completion of the return is also displayed, if applicable.

> **NOTES**
>
> The **Fileset ID** is displayed in the browser header (for information only). The following graphic shows the position for the first release in the 3000 fileset series, where the fileset is obtained from the `SIMS .net` folder. As soon as any further release in the series is imported, the reference to the `SIMS .net` folder is no longer displayed. This is because the fileset data is then obtained from the document server. Instead the import date is displayed adjacent to the **Fileset ID**.
>
> If a post-release consolidated database patch is applied, the patch ID and run date are also displayed in the browser.



Census Return for Spring 2025 Term [Fileset ID: 3000 (SIMS.net)]

Term: Spring 2025

Census Folder: C:\XMLS

Security message for Reports: This report contains sensitive information.

Census Communications

Message:

Description	File Name	Census Date	Date Created	Validated	Authorised Date
School Census Spring 2025	8234321_SC1_823LL25_002.UNA	16/01/2025	06/02/2025	06/02/2025	

By default, the **Term** field displays the appropriate term for the selected return, in this instance **Summer 2025**.

2. Ensure that the **Census Folder** is configured correctly and that the required **Security message for Reports** is specified, as described in the following sections.

Configuring the Census Folder

For the latest guidance, including new information and enhancements, please refer to the Configuring the Census Folder and Specifying the Security Message for Reports article.

Before creating a return, the folder in which the return file will be saved must be specified.

IMPORTANT Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (https://www.gov.uk/service-manual/technology/securing-your-information). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

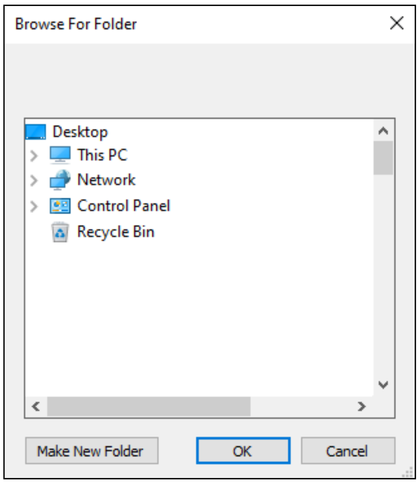
The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.

Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr).

1. In the **Census Folder** field, enter the location of the folder where the return files are to be stored.

   Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

   ... *Browse button*



2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button, then enter a suitable name for the new folder.

IMPORTANT If you are changing the location of the folder, ensure that authorised personnel only have access to the new folder, as the folder will contain sensitive data. For more information, please see the important note at the beginning of this section.

3. Click the **OK** button.

   A message dialog requests confirmation that you want to continue.
4. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.
5. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

For the latest guidance, including new information and enhancements, please refer to the [Configuring the Census Folder and Specifying the Security Message for Reports] article.

The **Security message for Reports** field displays the text that will be included in the header of each report.

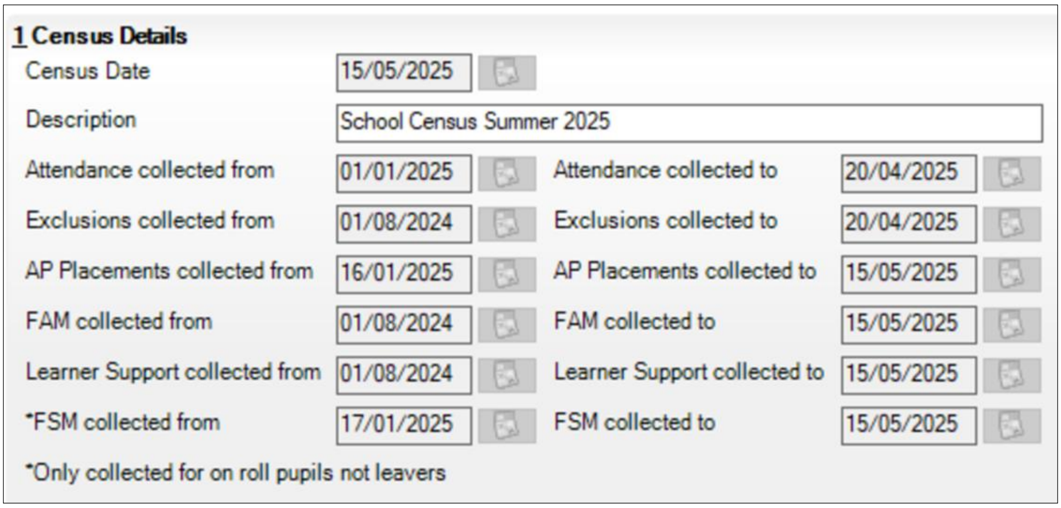
The default text (**This report contains sensitive information**) can be edited, if required. Clicking the **Default Message** button reverts the amended text to the original default text.

When the security message and census folder are specified, a new return can be created. Click the **New** button to display the **Census Return Details** page.

Editing Census Details

For the latest guidance, including new information and enhancements, please refer to the online [Editing Census Details & Calculating All Details] article.

The **Census Details** panel displays the following dates (most of which are read-only):



1 Census Details

Census Date	15/05/2025		
Description	School Census Summer 2025		
Attendance collected from	01/01/2025	Attendance collected to	20/04/2025
Exclusions collected from	01/08/2024	Exclusions collected to	20/04/2025
AP Placements collected from	16/01/2025	AP Placements collected to	15/05/2025
FAM collected from	01/08/2024	FAM collected to	15/05/2025
Learner Support collected from	01/08/2024	Learner Support collected to	15/05/2025
*FSM collected from	17/01/2025	FSM collected to	15/05/2025

*Only collected for on roll pupils not leavers

- The census date
- Attendance data collected
    - The **Attendance Collected from** date displays the start date of the Autumn term as recorded in the School Diary (via **Focus | School | School Diary**).
- Exclusions data
- AP (Alternative Provision) Placements
- FAM (Funding and Monitoring)
- Learner Support
- FSM (Free School Meal) data (applicable to on-roll pupil/students only).

1. By default, the return **Description** is displayed as **School Census [Term] [Year]** but can be edited, if required, e.g. to identify a dry run.

> **WARNING** Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description.
>
> A unique description also helps to identify the required return when viewed in the **Census Return for Summer Term** browser and can be particularly useful when creating dry runs or copies of existing returns.

2. Click the **Calculate All Details** button.

Calculating All Details

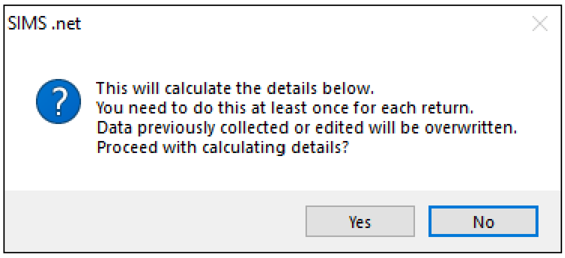
Clicking the **Calculate All Details** button extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

> **IMPORTANT** You must calculate all details at least once to populate the various panels for each return.
>
> Do not use the **Calculate All Details** button more than once if you wish to keep any changes you have made. Clicking the **Calculate All Details** button overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

Any details that are calculated automatically should be checked and edited, if required.

1. Click the **Calculate All Details** button.

   A message advises that any existing data currently shown on the **Census Return Details** page will be overwritten.



This will calculate the details below.
You need to do this at least once for each return.
Data previously collected or edited will be overwritten.
Proceed with calculating details?

2. Click the **Yes** button to calculate all details.

   At this point, depending on the number of pupil/students in the school, there might be a short delay while details are calculated.

   The applicable panels on the **Census Return Details** page are then populated with data.

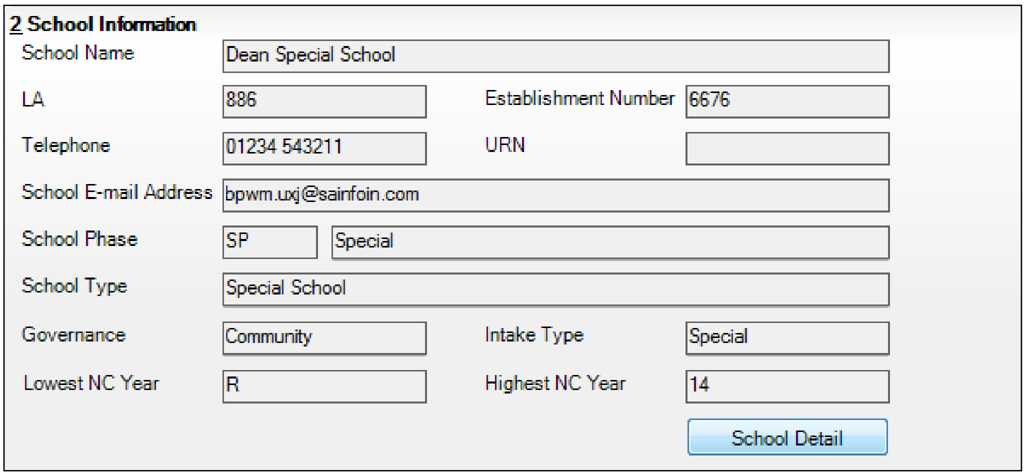
3. The return can be saved at any point by clicking the **Save** button.

Editing School Information

For the latest guidance, including new information and enhancements, please refer to the Editing School Information article.

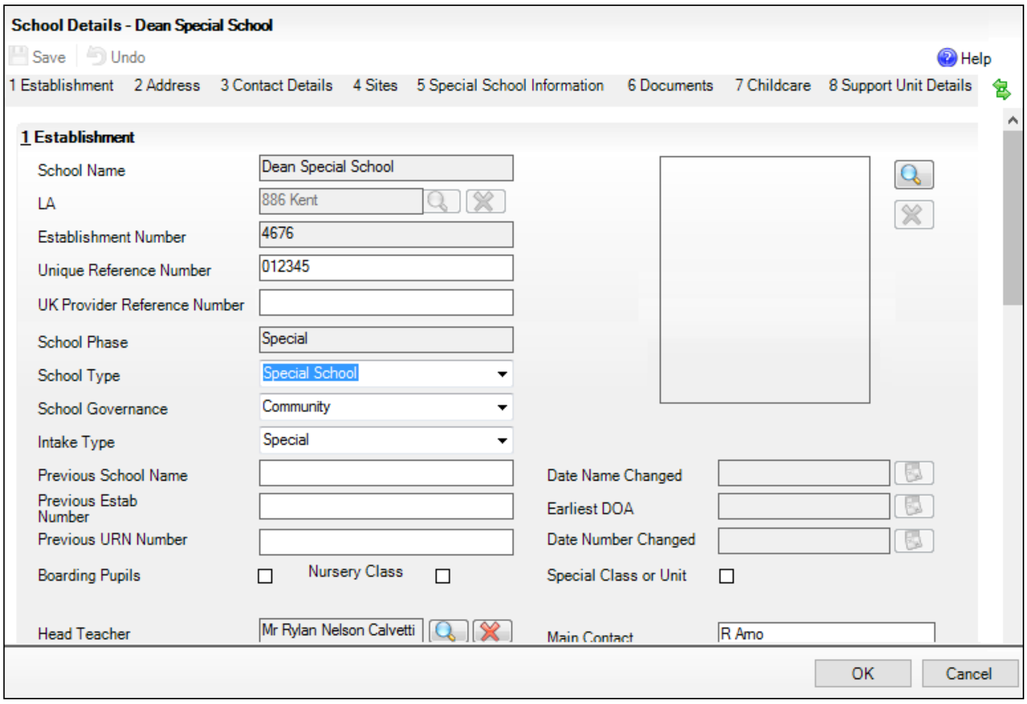
The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | School | School Details**). The information displayed might vary depending on your school and the details entered, e.g. Academy specific information.

The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.



School Name: Dean Special School
LA: 886
Establishment Number: 6676
Telephone: 01234 543211
URN:
School E-mail Address: bpwm.uxj@sainfoin.com
School Phase: SP Special
School Type: Special School
Governance: Community
Intake Type: Special
Lowest NC Year: R
Highest NC Year: 14

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.


School Details - Dean Special School
Save
Undo
Help
1 Establishment
2 Address
3 Contact Details
4 Sites
5 Special School Information
6 Documents
7 Childcare
8 Support Unit Details
1 Establishment
OK
Cancel

School Name: Dean Special School
LA: 886 Kent
Establishment Number: 4676
Unique Reference Number: 012345
UK Provider Reference Number:
School Phase: Special
School Type: Special School
School Governance: Community
Intake Type: Special
Previous School Name:
Previous Estab Number:
Previous URN Number:
Date Name Changed:
Earliest DOA:
Date Number Changed:
Boarding Pupils ☐ Nursery Class ☐
Special Class or Unit ☐
Head Teacher: Mr Rylan Nelson Calvetti
Main Contact: R Amo

2. Add or amend the school details, selecting from the drop-down lists where applicable.

> **NOTE** The **School Name**, **LA** number, **Establishment Number**, **School Phase** and **Curriculum Years** were set up when SIMS was installed. If any of these details are incorrect, please contact your Local Support Unit for assistance.

3. Ensure that the establishment's six digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (https://get-information-schools.service.gov.uk/), which is a register of schools and colleges in England.
4. Click the **Save** button, then click the **OK** button to return to the **Census Return Details** page, where the updated details are displayed.

Information for Academies

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.

  Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).

This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.

- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.

  This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Managing Early Years Data

For the latest guidance, including new information and enhancements, please refer to the Managing Early Years Data article.

Applicable to schools with Early Years children only

The early years data collected in the School Census is used to determine the amount of the dedicated schools grant (DSG) allocation provided to local authorities to fund their early years providers.

More information about the early years national funding formula (allocations and guidance) is available on the GOV.UK website.

The **Early Years** panel consists of three grids:

- **Early Years**
- **Early Years Pupil Premium Receipt**
- **2 Year Old Basis for Funding**.

Editing Early Years

Early Years data is collected from all schools that have early years pupil/students on-roll on census day. The following items are collected:

- Hours at Setting
- Funded Hours
- Disability Access Fund
- Eligibility Code
- Extended Funded Hours
- Expanded Funded Hours.

Funded Hours and Hours at Setting

Funded universal free entitlement hours are the total number of free childcare hours that a child receives. All three and four year old pupil/students are eligible for 15 hours funded childcare a week. Advice about the eligibility of two year old children for funded childcare can be found on the DfE website.

Hours at Setting include funded free entitlement hours (as described previously) plus any additional hours funded by other means.

The hours collected in this return are for the week in which the census day falls.

Disability Access Fund

NOTE DAF is applicable to children from 9 months old to 4 years old from Autumn 2024.

The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupil/students who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA)

  and
- They access their entitlement to free early learning and childcare, e.g. funded hours.

Disability Access Fund data is collected in this return for pupil/students who are in receipt of the fund on census day.

Additional information about the Disability Access Fund is available via the DfE website.

Extended Funded Hours and Eligibility Code

Extended Funded Hours are the number of hours that a child can receive in addition to the initial 15 funded hours. Extended Funded Hours are applicable to three- and four-year-old pupil/students only.

In contrast to the universal entitlement (which only has an age criterion), for 30 hours free childcare, parents also need to meet a set of eligibility requirements (i.e. income requirements). A child will be entitled to the additional free hours from the term after both of the following conditions are satisfied: (1) the child has attained the age of three; (2) the child's parent has a current positive determination of eligibility from HMRC i.e. a valid eligibility code.

Parents can check online whether they could be eligible for a range of government childcare offers, including 30 hours, via Childcare Choices or the Childcare Calculator.

The 11-digit Eligibility Code and the number of extended funded hours are collected in this return for the week in which the census day falls.

Expanded Funded Hours are the number of hours that a child can receive up to 15 hours. Expanded Funded Hours are applicable for 9-month to 2-year-old (inclusive) pupils with working parents who hold a valid eligibility code.

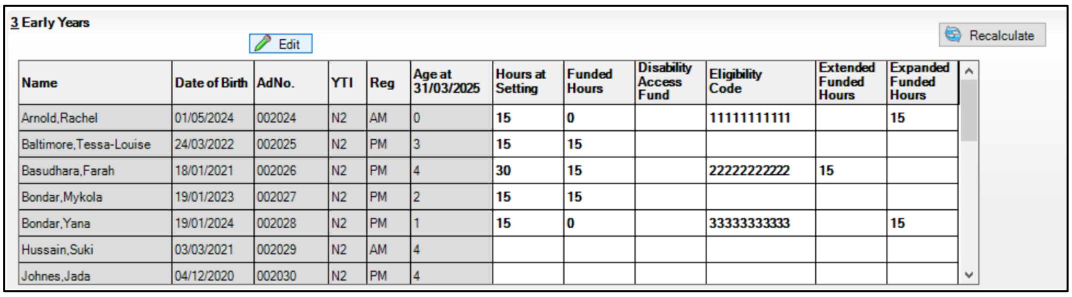
Extended Funded Hours information provided by the DfE can be found on their website (https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide).

Recording Early Years

The required data can be recorded:

- via the **Edit** button in the **Early Years** panel
- via **Tools | Statutory Returns Tools | Update Early Years - Update Early Years** page. The data in the **Early Years** panel must be refreshed by clicking the **Recalculate** button after using the Update Early Years routine.

If data has been recorded previously, the values are displayed in the read-only **Early Years** panel. Only cohorts applicable to your school are displayed.



Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/03/2025	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold,Rachel	01/05/2024	002024	N2	AM	0	15	0		11111111111		15
Baltimore,Tessa-Louise	24/03/2022	002025	N2	PM	3	15	15				
Basudhara,Farah	18/01/2021	002026	N2	PM	4	30	15		22222222222	15	
Bondar,Mykola	19/01/2023	002027	N2	PM	2	15	15				
Bondar,Yana	19/01/2024	002028	N2	PM	1	15	0		33333333333		15
Hussain,Suki	03/03/2021	002029	N2	AM	4						
Johnes,Jada	04/12/2020	002030	N2	PM	4						

1. In the **Early Years** panel, click the **Edit** button to display a message informing you that data has been brought forward from the previous census.
2. Click the **OK** button to display the **Update Early Years** page. By default, the current term is displayed in the **Census** panel.

> **TIP** To view the data recorded for a previous term (in the current academic year), select the required **Term** from the drop-down list.

Updating Early Years Information

Expanded Hours is applicable to children from 9 months old to 2 years old.

Early Years data is collected from all schools that have early years pupils on-roll on census day.

Information about the following items must be recorded while completing the return (via **Routines | Statutory Returns | School Census** - **Early Years** panel):

- **Basis for EYPP Eligibility** - The basis for Early Years Pupil Premium (EYPP) funding should be specified when completing the return, i.e. **Not Eligible**, **Receipt-economic**, **Receipt-other**, **Receipt-economic and other**, **Receipt-unknown**.
- **2 Year Old Basis for Funding** - The basis of funding, i.e. **Economic Criteria**, **High level SEN or Disability** or **Looked After or Adopted From Care**, should be specified when completing the return.

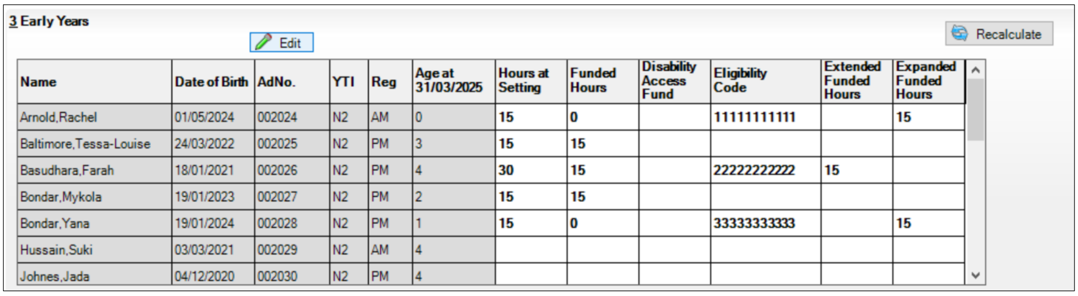
Data for the following items can be recorded before completing the return (via **Tools | Statutory Return Tools | Update Early Years**):

- **Funded Hours** - Funded hours are the total number of free childcare hours that a child receives.
- **Hours at Setting** - Hours at setting include funded hours plus any additional hours funded by other means.
- **Disability Access Fund** - The child is in receipt of disability living allowance and receives funded hours - for 0-4-year-olds.

- **Eligibility Code** - The 11-digit Eligibility Code must be obtained from the Tax Office (HM Revenue & Customs) by parents who meet the extended funded hours criteria.
- **Extended Funded Hours** – up to 15 additional hours for 3- and 4-year-olds of working parents with a valid eligibility code (funded by the LA).
- **Expanded Funded Hours** - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).

The early years data is collected for the week in which the census day falls with the exception of disability access fund, which is collected for pupils who are in receipt of the fund on census day.

1. Select **Tools | Statutory Return Tools | Update Early Years** to display the **Update Early Years** page. Only cohorts applicable to your school are displayed.
2. Where available, the hours data is brought forward from the previous Census.



Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/03/2025	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold,Rachel	01/05/2024	002024	N2	AM	0	15	0		11111111111		15
Baltimore,Tessa-Louise	24/03/2022	002025	N2	PM	3	15	15				
Basudhara,Farah	18/01/2021	002026	N2	PM	4	30	15		22222222222	15	
Bondar,Mykola	19/01/2023	002027	N2	PM	2	15	15				
Bondar,Yana	19/01/2024	002028	N2	PM	1	15	0		33333333333		15
Hussain,Suki	03/03/2021	002029	N2	AM	4						
Johnes,Jada	04/12/2020	002030	N2	PM	4						

3. The **Update Hours** button is available to Primary phase schools only. It enables Hours at Setting, for pupils who are receiving free nursery care, to be updated automatically (provided that Early Years Attendance Patterns have been defined via **Focus | Pupil | Pupil Details**).

   a. Click the **Update Hours** button (applicable to Primary phase schools only).

      The number of Hours at Setting that the listed pupil/students are expected to attend during the census week (based on the early years provision times recorded as part of their attendance pattern) are displayed in the **Pupils** panel.

   b. Edit the values, if required.

   NOTE If your school does not use the Define Early Years Attendance Patterns functionality, the data can be entered in the grid manually.

4. To add or edit the number of **Hours at Setting**, **Funded Hours, Extended Funded Hours** or **Expanded Hours** for an individual pupil/student, select the required criteria in the **Pupils View** panel.
5. In the **Pupils** panel, highlight the required pupil/student, click the applicable cell and then enter the required number of hours.

IMPORTANT Values for **Funded Hours**, **Hours at Setting**, **Extended Funded Hours** and **Expanded Funded Hours** should be entered using two decimal places. For example, 1 hour 15 minutes must be entered as 1.25. Zero (0) is an accepted value.

If the value entered is within the range accepted by SIMS but is higher than what the DfE expects, a validation error is displayed when the return is created and validated. An explanation as to why the value is higher should be recorded on the COLLECT Portal.

6. If most of the pupil/students are receiving the same number of hours, the following method can be used to populate the column quickly:
    a. In the **Pupils View** panel, select the required year group from the Year Taught In (**YTI**) drop-down list. The selected pupil/students only are displayed in the **Pupils** panel.
    b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
    c. Click in one of the highlighted cells of the column you wish to populate, i.e. **Hours at Setting**, **Funded Hours**, **Extended Funded Hours** or **Expanded Funded Hours**, then enter the number of hours that is applicable to most pupil/students.
    d. This number is then entered automatically for all the selected pupil/students.
    e. Click to the right of the grid to deselect all.
    f. Edit the entry for each pupil/student who is receiving a different number of hours. This is achieved by highlighting the required pupil/student, clicking the associated **Hours at Setting**, **Funded Hours, Extended Funded Hours** or **Expanded Funded Hours** cell (as applicable) then entering the required number.
7. Indicate whether the pupil/students are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
8. Enter the 11-digit **Eligibility Code** in the applicable cell, if in receipt of extended funded hours.

IMPORTANT Each pupil/student must have a different Eligibility code. Ensure that all 11 digits are entered.

9. Click the **Save** button.

   If there are any pupil/students for whom zero hours have been recorded, a message is displayed. Click the **Yes** button to save the data or the **No** button to return to the **Update Hours** page, where the number of hours can be entered.
10. Click the **OK** button to return to the **Census Return Details** page, where the updated hours are displayed.

IMPORTANT
If, while completing the return, any of the following processes are performed, click the **Recalculate** button (located at the top right-hand side of the **Early Years** panel) to ensure that the up-to-date data is displayed:

- any information is updated via **Tools | Statutory Return Tools | Update Early Years**
- a new pupil/student is added in SIMS
- a pupil/student's date of birth is amended.

Please note that when information is updated via the **Edit** button, the **Early Years** panel is refreshed automatically.

Using the Status to determine if Hours at Setting or Funded Hours are recorded

1. On the **Census Return Details** page, click the **Edit** button (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure that the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list.

   Only pupil/students who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupil/students as described previously.
4. Click the **Save** button.

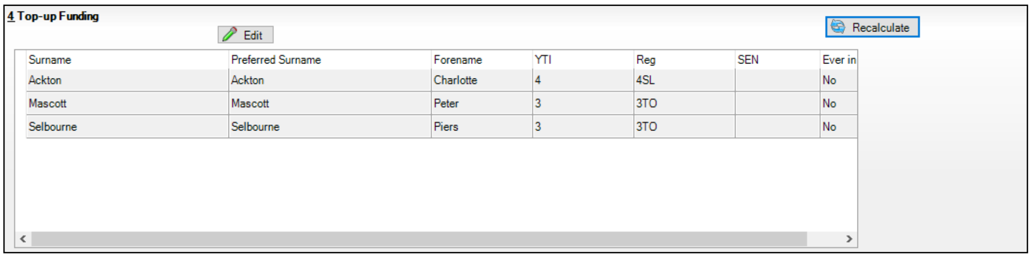
Editing Pupil/Students with Top-Up Funding

For the latest guidance, including new information and enhancements, please refer to the Editing Pupil/Students with Top-Up Funding article.

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs pupil/students.

The **Top-up Funding** panel enables you to record the on-roll pupil/students for whom your school is receiving top-up funding on census day.

If the pupil/students with top-up funding have been recorded previously via **Tools | Statutory Return Tools | Update Top-Up Funding**, the data is displayed in the **Top-up Funding** panel.

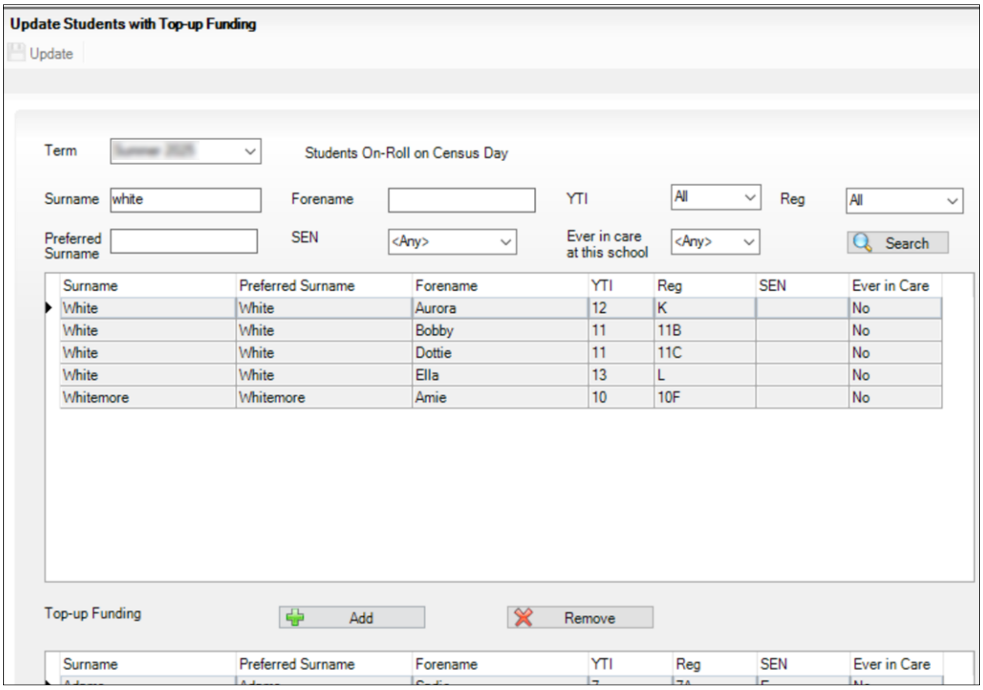


Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Ackton	Ackton	Charlotte	4	4SL		No
Mascott	Mascott	Peter	3	3TO		No
Selbourne	Selbourne	Piers	3	3TO		No

The information displayed in the **Top-up Funding** panel is read-only. Updating top-up funding information, e.g. adding or removing a pupil/student, must be done via the **Edit** button.

1. Click the **Edit** button to display the **Update Pupil** (or **Student**)**s with Top-up Funding** dialog. The pupil/students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).
2. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupil/students you wish to record as having top-up funding.

> **TIP** Click the **Search** button to display a list of all pupil/students who have not been defined as having top-up funding. Alternatively, enter all or part of the required search criteria then click the **Search** button.


Update Students with Top-up Funding
Update
Term
Students On-Roll on Census Day
Search
Top-up Funding
Add
Remove

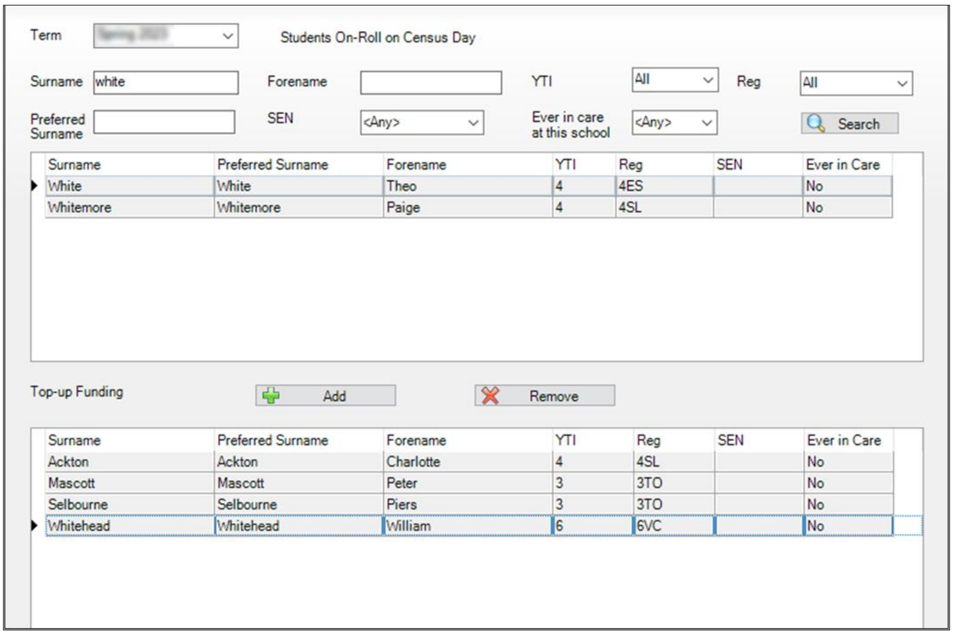
Surname: white
Forename:
YTI: All
Reg: All
Preferred Surname:
SEN: <Any>
Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Aurora	12	K		No
White	White	Bobby	11	11B		No
White	White	Dottie	11	11C		No
White	White	Ella	13	L		No
Whitemore	Whitemore	Amie	10	10F		No

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care

3. Highlight the pupil/student(s) who you want to record as having top-up funding, then click the **Add** button to move the selected pupil/student(s) to the **Top-up Funding** list.

One or more pupil/students can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.



Surname: white
Forename:
YTI: All
Reg: All
Preferred Surname:
SEN: <Any>
Ever in care at this school: <Any>

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
White	White	Theo	4	4ES		No
Whitemore	Whitemore	Paige	4	4SL		No

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Ackton	Ackton	Charlotte	4	4SL		No
Mascott	Mascott	Peter	3	3TO		No
Selbourne	Selbourne	Piers	3	3TO		No
Whitehead	Whitehead	William	6	6VC		No

4. To remove a pupil/student from the **Top-up Funding** list, highlight the required pupil/student, then click the **Remove** button. The pupil/student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
5. Click the **Update** button to save the data and arrange the list of pupil/students in **Surname** order.
6. Click the **OK** button located at the bottom right-hand side of the screen to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Additional Resources:

Preparing for the School Census Summer Return guide

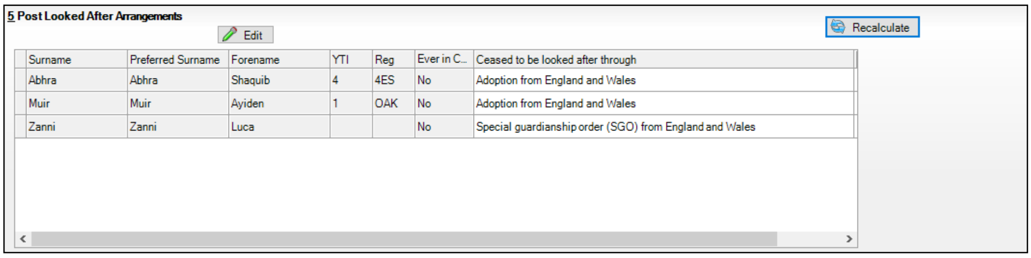
Editing Pupil/Student Post Looked After Arrangements

For the latest guidance, including new information and enhancements, please refer to the Editing Pupil/Students Post Looked After Arrangements article.

The Post Looked After Arrangements routine provides schools with the ability to record whether pupil/students who are on-roll on census day were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order.

If the pupil/students with post looked after arrangements (PLAA) have been recorded previously via **Tools | Statutory Return Tools | Update Post Looked After Arrangements**, the data is displayed in the **Post Looked After Arrangements** panel.

1. Click the **Recalculate** button (in the **Post Looked After Arrangements** panel) to ensure that all pupil/students who already have a PLAA status are displayed.

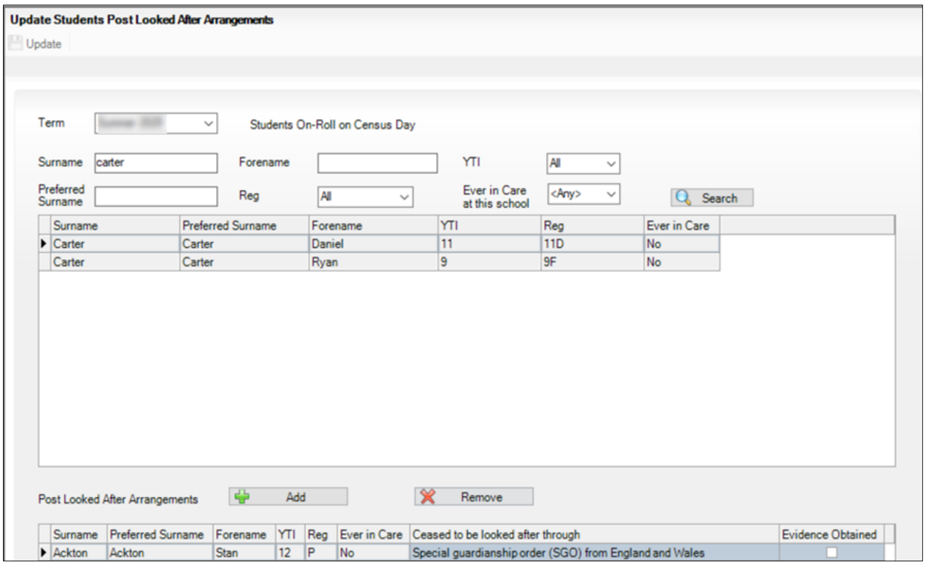


Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Ceased to be looked after through
Abhra	Abhra	Shaquib	4	4ES	No	Adoption from England and Wales
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales

The information displayed in the **Post Looked After Arrangements** panel is read-only. Updating the information, e.g. editing the PLAA status or adding a pupil/student, must be done via the **Edit** button.

2. Click the **Edit** button to display the **Update Pupil** (or **Student**)**s Post Looked After Arrangements** page. Any pupil/students currently recorded as having PLAA are displayed in the **Post Looked After Arrangements** list located in the bottom half of the page.
3. Use the **Students On-Roll on Census Day** search criteria to locate the additional pupil/students you wish to record as having PLAA.

TIP Click the **Search** button to display a list of pupil/students who have not been defined as having PLAA. Alternatively, enter all or part of the required search criteria then click the **Search** button.


Update Students Post Looked After Arrangements
Update
Students On-Roll on Census Day
Search
Add
Remove

Term [redacted]
Surname carter
Forename
YTI All
Preferred Surname
Reg All
Ever in Care at this school <Any>

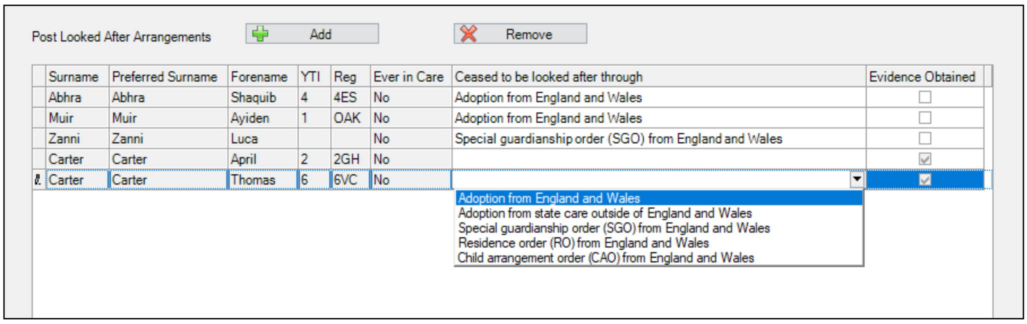
Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Carter	Carter	Daniel	11	11D	No
Carter	Carter	Ryan	9	9F	No

Post Looked After Arrangements

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
Ackton	Ackton	Stan	12	P	No	Special guardianship order (SGO) from England and Wales	☐

4. Highlight the pupil/students who you want to record as having PLAA, then click the **Add** button to move the selected pupil/students automatically to the **Post Looked After Arrangements** list.

One or more pupil/students can be selected using the **Ctrl**+**click** or **Shift**+**click** functionality.


Post Looked After Arrangements
Add
Remove
Adoption from England and Wales
Adoption from state care outside of England and Wales
Special guardianship order (SGO) from England and Wales
Residence order (RO) from England and Wales
Child arrangement order (CAO) from England and Wales

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
Abhra	Abhra	Shaquib	4	4ES	No	Adoption from England and Wales	☐
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales	☐
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales	☐
Carter	Carter	April	2	2GH	No		☑
Carter	Carter	Thomas	6	6VC	No		☑

5. For each pupil/student added to the **Post Looked After Arrangements** list, select the post looked after arrangement status by clicking in the applicable cell in the **Ceased to be looked after through** column, then selecting the required status from the drop-down list:
   - Adoption from England and Wales
   - Adoption from state care outside of England and Wales
   - Special guardianship order (SGO) from England and Wales
   - Residence order (RO) from England and Wales. Residence orders were replaced with Child Arrangement Orders in 2014
   - Child arrangement order (CAO) from England and Wales.
6. Select the **Evidence Obtained** check box if documents have been obtained that provide evidence of the post looked after arrangements.

   If you indicate that evidence has been obtained, ensure that the applicable documents are stored securely either outside of SIMS or within the Document Management Server.

   > **NOTE Evidence Obtained** is not collected in the School Census return but should be recorded as proof of DfE/Ofsted compliance.

7. To remove a name from the list, highlight it then click the **Remove** button. The record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
8. Click the **Update** button to save the information and arrange the list of pupil/students in surname order.

   If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server.
9. Click the **OK** button to continue.
10. Click the **OK** button (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.

Additional Resources:

Preparing for the School Census Summer Return guide

More Information:

Post Looked After Arrangements Report on page *44*

Updating Funding and Monitoring

For the latest guidance, including new information and enhancements, please refer to the Updating Funding and Monitoring article.

Not applicable to Nursery schools

The National Tutoring Programme has now ended but schools are to record if students receive school funded tutoring and if they repeat a post-16 year.

Tutoring is defined as those who are in receipt of school-funded tutoring. Repeating Post-16 Year is for post-16 students repeating a year. A pupil can be in receipt of both codes.

The information can be recorded via the **Tools** menu and maintained at any time during the academic year.

The information required is based on individual pupils:

- **Pupil/student in receipt of school-funded tutoring**: Applicable to all schools (except Nursery), with appropriate year group or age-ranges Pupils: Only applicable to pupils and in NCYearActual 1-14 Or where national curriculum year groups do not apply, aged 5 to 19 (as at 31 August) in NCYearActual 'X'.
- **Pupil/student repeating up to one full year of 16 to 19 funded provision**: Applicable to Secondary, All-Through and PRU / AP with appropriate year groups Pupils: Only applicable to pupils in NCYearActual 12 or above, with current single registration ('C') or current main dual registration ('M'). PRU / AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

Detailed guidance about the expectations and conditions attached to tutoring funding is available on the GOV.UK.

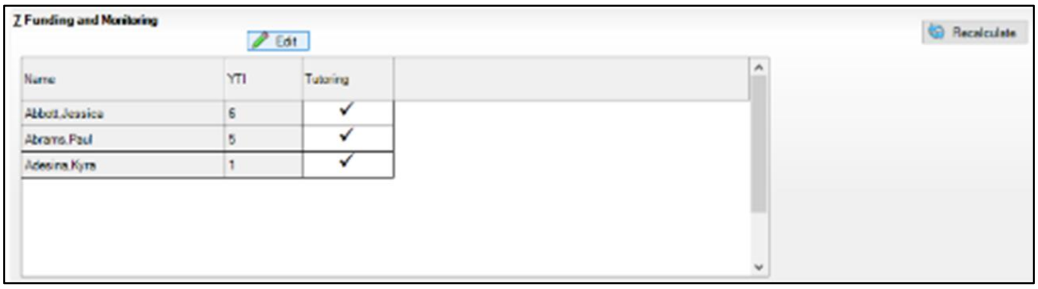
Editing Funding and Monitoring

If funding and monitoring details have been recorded previously via **Tools | Statutory Return Tools | Update Funding and Monitoring**, the information is displayed in the **Funding and Monitoring** panel.

> **NOTE** Only pupil/students with funding and monitoring information are displayed in the **Funding and Monitoring** panel.

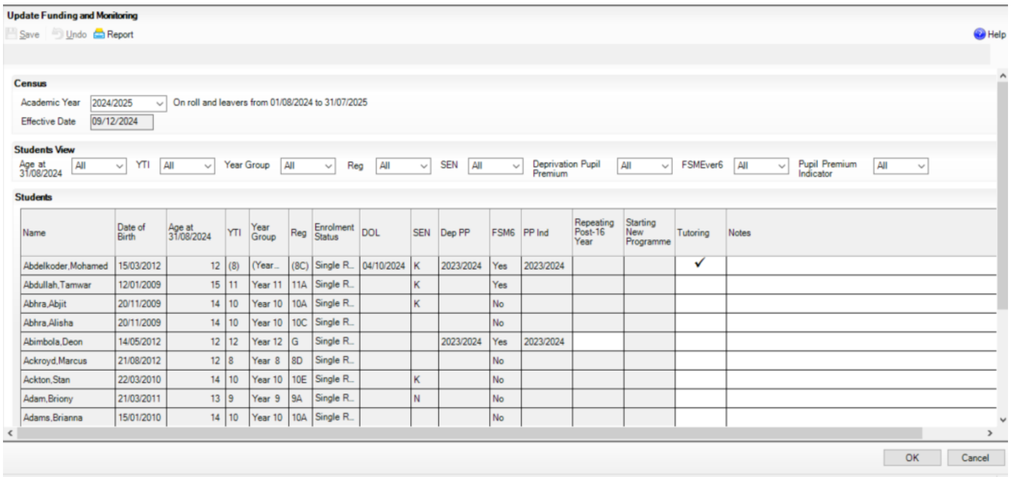
1. Click the **Recalculate** button (in the **Funding and Monitoring** panel) to ensure that the latest details are displayed.
2. If you wish to update the information, click the **Edit** button to display the **Update Funding and Monitoring** page.

   Primary school phase:



Name	YTI	Tutoring
Abbot,Jessica	6	✓
Abrams,Paul	5	✓
Adesina,Kyra	1	✓

Secondary school phase:



Census

Academic Year 2024/2025 On roll and leavers from 01/08/2024 to 31/07/2025

Effective Date 09/12/2024

Students View

Age at 31/08/2024 All; YTI All; Year Group All; Reg All; SEN All; Deprivation Pupil Premium All; FSMEver6 All; Pupil Premium Indicator All

Students

Name	Date of Birth	Age at 31/08/2024	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Repeating Post-16 Year	Starting New Programme	Tutoring	Notes
Abdelkoder,Mohamed	15/03/2012	12	(8)	(Year...	(8C)	Single R...	04/10/2024	K	2023/2024	Yes	2023/2024			✓	
Abdullah,Tamwar	12/01/2009	15	11	Year 11	11A	Single R...		K		Yes					
Abhra,Abjit	20/11/2009	14	10	Year 10	10A	Single R...		K		No					
Abhra,Alisha	20/11/2009	14	10	Year 10	10C	Single R...				No					
Abimbola,Deon	14/05/2012	12	12	Year 12	G	Single R...			2023/2024	Yes	2023/2024				
Ackroyd,Marcus	21/08/2012	12	8	Year 8	8D	Single R...				No					
Ackton,Stan	22/03/2010	14	10	Year 10	10E	Single R...		K		No					
Adam,Briony	21/03/2011	13	9	Year 9	9A	Single R...		N		No					
Adams,Brianna	15/01/2010	14	10	Year 10	10A	Single R...				No					

3. In the **Pupil** (or **Student**) **View** panel, specify the required filters. The content of the **Pupil** (or **Student**) panel changes to reflect the options selected.

   Read-only pupil/student information is displayed in the columns on the left-hand side of the **Pupil** (or **Student**) panel. This information is shown as at the system date.

   Cells with a white background are editable.

> **NOTE** for Secondary, All-Through and Pupil Referral Units: Additional columns are available to record whether a pupil/student is **Repeating Post 16 Year** or **Starting New Programme**.

4. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
   - g. If most or all of the pupil/students have been receiving tutoring funding, select the **Check All** option.
   - h. Any pupil/students who have not been receiving tutoring funding can then be deselected by clicking the **Tutoring** cell adjacent to their name.
5. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.

6. Click the **Save** button and then click the **OK** button to return to the **Census Return Details** page.

NOTE All validation errors (red cells) must the resolved before saving the data.

DfE guidance about Learner funding and monitoring (FAM) is available on the GOV.UK website.

Managing School Dinners Taken on Census Day

For the latest guidance, including new information and enhancements, please refer to the Managing School Dinners Taken on Census Day article.

Applicable to schools with pupils in Reception, Year 1 and Year 2

NOTE for Special schools The School Dinner Taken routine is applicable to Special schools that have on-roll pupils aged four to six and not following the National Curriculum (NC year Actual equals 'X' AND pupil born between 01/09/2017 and 31/08/2020 inclusive).

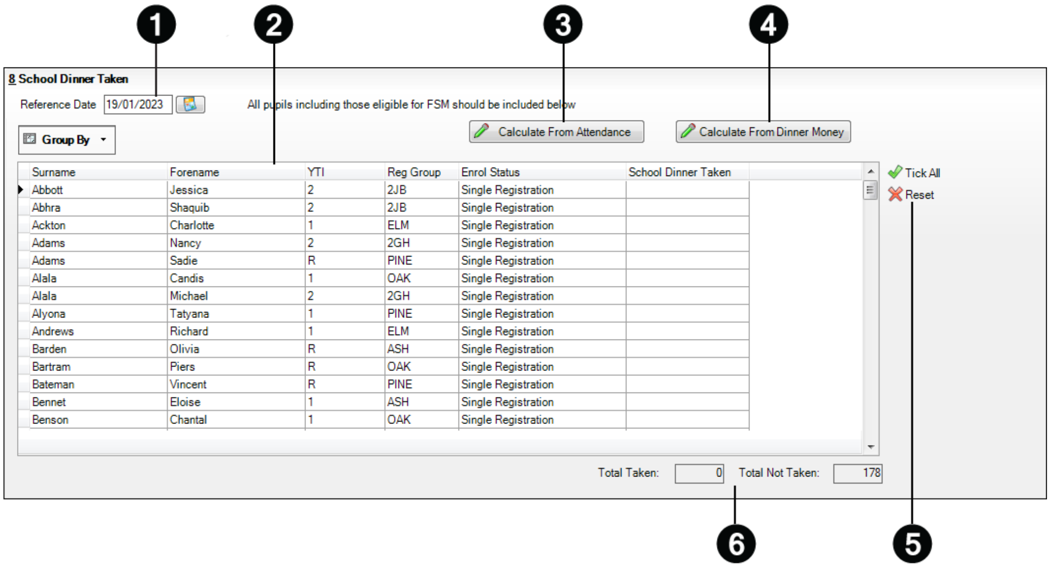
All pupils in Reception, Year 1 and Year 2 in English state-funded schools are offered a Universal Infant School Meal, i.e. a hot meal at lunchtime. This applies to Academies, Free Schools and Pupil Referral Units, as well as to schools maintained by the local authority. The School Census Summer Return collects information about pupils who receive a Universal Infant School Meal (school dinner) on census day.

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day. The options available in the panel enable you to record pupils who have taken a Universal Infant School Meals on census day, so that accurate data can be included in the census.

NOTES The **Reference Date** is provided so that your school can report school dinners taken on an alternative date to census day, if required.

The pupils listed in the **School Dinner Taken** panel are those who are on-roll on census day. Whereas the data calculated via the **Calculate From Attendance** and the **Calculate From Dinner Money** buttons is based on the reference date.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules. If either or both modules are not in use, the applicable **Calculate From** button(s), as displayed in the following graphic, are not displayed but the information can be recorded manually.



8 School Dinner Taken

Reference Date 19/01/2023

All pupils including those eligible for FSM should be included below

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Ackton	Charlotte	1	ELM	Single Registration	
Adams	Nancy	2	2GH	Single Registration	
Adams	Sadie	R	PINE	Single Registration	
Alala	Candis	1	OAK	Single Registration	
Alala	Michael	2	2GH	Single Registration	
Alyona	Tatyana	1	PINE	Single Registration	
Andrews	Richard	1	ELM	Single Registration	
Barden	Olivia	R	ASH	Single Registration	
Bartram	Piers	R	OAK	Single Registration	
Bateman	Vincent	R	PINE	Single Registration	
Bennet	Eloise	1	ASH	Single Registration	
Benson	Chantal	1	OAK	Single Registration	

Total Taken: 0 Total Not Taken: 178

❶	By default, the **Reference Date** is set to census day. If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the situation. However, the reference date must be within the Summer term date range.
❷	Click the required column header to sort the data.
❸	The **Calculate From Attendance** button is displayed only if SIMS Attendance is in use.
❹	The **Calculate from Dinner Money** button is displayed only if SIMS Dinner Money is in use.
❺	When the **Reset** button is clicked all existing ticks are removed from the **School Dinner Taken** column enabling you to start the process again.
❻	The **Total Taken** and **Total Not Taken** provide an indication of whether the number of school dinners taken is correct or whether edits are required.

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

More Information:
School Dinner Taken Report on page *42*

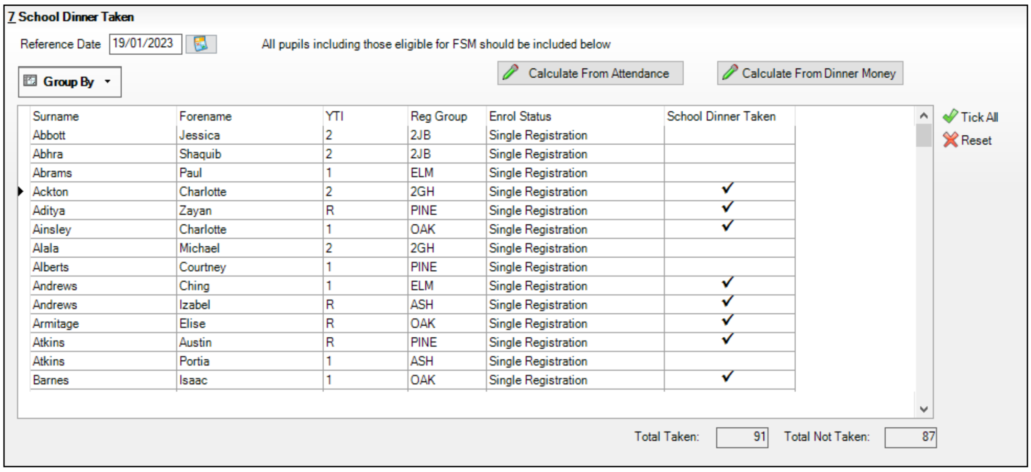
Using Dinner Money to Calculate School Dinners Taken on Census Day

If SIMS Dinner Money is in use, the Dinner Money data recorded for census day can be used to calculate the number of school dinners taken on census day.

Many users of SIMS Dinner Money also use SIMS Attendance. If this is the case the **Calculate From Attendance** button is also displayed.

However, it is recommended that the Calculate From Dinner Money routine is used in the first instance. This is because the Calculate From Attendance routine looks at all pupils with a present or late attendance mark on census day morning. These pupils could be taking any sort of meal on census day, e.g. going home for lunch, pack lunch brought from home, as well as meals provided by the school. The School Census return is only interested in school meals provided by the school.

SIMS Dinner Money takes into account these different meal types and populates the **School Dinner Taken** column with ticks where meals provided by the school only have been taken.



Reference Date 19/01/2023

All pupils including those eligible for FSM should be included below

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Abrams	Paul	1	ELM	Single Registration	
Ackton	Charlotte	2	2GH	Single Registration	✓
Aditya	Zayan	R	PINE	Single Registration	✓
Ainsley	Charlotte	1	OAK	Single Registration	✓
Alala	Michael	2	2GH	Single Registration	
Alberts	Courtney	1	PINE	Single Registration	
Andrews	Ching	1	ELM	Single Registration	✓
Andrews	Izabel	R	ASH	Single Registration	✓
Armitage	Elise	R	OAK	Single Registration	✓
Atkins	Austin	R	PINE	Single Registration	✓
Atkins	Portia	1	ASH	Single Registration	
Barnes	Isaac	1	OAK	Single Registration	✓

Total Taken: 91 Total Not Taken: 87

1. Click the **Calculate From Dinner Money** button.

> **WARNING** Clicking the **Calculate From Dinner Money** button overwrites all existing data in the **School Dinner Taken** panel.

If SIMS detects missing information, the following message is displayed:

Dinner Money information is incomplete. Please ensure that meals are recorded in Dinner Money.

2. Click the **Cancel** button to return to SIMS where the missing information can be entered or the **OK** button to continue.

A tick is entered against each pupil who is receiving any type of meal provided by the school on census day. These meals have a meal type category of **School Provided**, with a description such as hot school meal or school sandwich.

3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

Using Attendance to Calculate School Dinners Taken on Census Day

The School Census Return only requires information about school meals provided by the school on census day. However, if SIMS Attendance is in use, the attendance data recorded for census day morning can be used to calculate all pupils who are present and are likely to be taking a school dinner.

The information calculated from attendance can be edited to so that school meals provided by the school only are collected in the return.

1. Click the **Calculate From Attendance** button.

> **WARNING** Clicking the **Calculate From Attendance** button overwrites existing data in the **School Dinner Taken** panel.

If missing marks exist, a message is displayed:

Please ensure that registers have been taken. Missing marks have been interpreted as absent and no dinner taken.

2. Click the **Cancel** button to return to SIMS where missing marks can be entered or the **OK** button to continue.

A tick is entered against each pupil who is marked as present on census day morning (i.e. AM session). It is possible that some of these pupils are not taking meals provided by the school, e.g. they go home for dinner or bring a packed lunch from home. Meals provided by the school only are required for the return.

Use the **Group By** functionality to group pupils by **Year Taught In**, **Reg Group** or **Enrolment Status**, enabling school dinners taken information to be updated from class lists, etc.

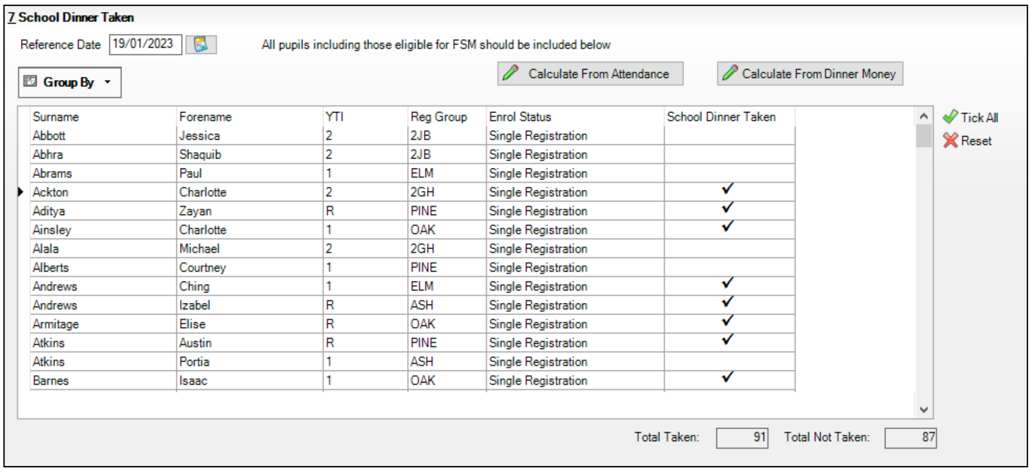
3. Edit the information by clicking the required row, in the **School Dinner Taken** column, to toggle between a tick and blank (no meal taken), as required.

Using Manual Entry to Record School Dinners Taken on Census Day

If your school is not using SIMS Dinner Money or SIMS Attendance the number of school dinners taken on census day (i.e. meals provided by the school) can be entered manually.

1. Click the **Tick All** button to populate the **School Dinner Taken** column. All pupils are ticked indicating that they received a school dinner on census day.

2. Edit individual records by clicking the applicable **School Dinner Taken** cell to toggle between a tick and blank (no meal taken).



Reference Date 19/01/2023

All pupils including those eligible for FSM should be included below

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbott	Jessica	2	2JB	Single Registration	
Abhra	Shaquib	2	2JB	Single Registration	
Abrams	Paul	1	ELM	Single Registration	
Ackton	Charlotte	2	2GH	Single Registration	✓
Aditya	Zayan	R	PINE	Single Registration	✓
Ainsley	Charlotte	1	OAK	Single Registration	✓
Alala	Michael	2	2GH	Single Registration	
Alberts	Courtney	1	PINE	Single Registration	
Andrews	Ching	1	ELM	Single Registration	✓
Andrews	Izabel	R	ASH	Single Registration	✓
Armitage	Elise	R	OAK	Single Registration	✓
Atkins	Austin	R	PINE	Single Registration	✓
Atkins	Portia	1	ASH	Single Registration	
Barnes	Isaac	1	OAK	Single Registration	✓

Total Taken: 91 Total Not Taken: 87

The **Total Taken** and **Total Not Taken** (located at the bottom of the panel) provide an indication of whether the number of school dinners taken is correct or whether further edits are required.

3. After the return has been created and validated, run the School Dinner Taken detail report and then check the report contents.
4. Continue editing until school dinner taken details are correct.

WARNING Clicking the **Reset** button removes all existing ticks from the **School Dinner Taken** column.

Entering Attendance Information

For the latest guidance, including new information and enhancements, please refer to the Entering Attendance Information article.

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil/students and leavers aged four to 15 inclusive, who were on-roll for at least one session during the collection period.

Initially the **Attendance** panel is blank. However, after clicking the **Calculate All Details** button (located in the **School Information** panel) the display changes.

IMPORTANT Clicking the **Calculate All Details** button overwrites any edited data, in every panel, with the original data stored in SIMS. Do not use this button if you wish to keep any changes you have made.

The information displayed in the **Attendance** panel (after the **Calculate All Details** button is clicked) is dependent on which of the following is applicable:

- SIMS Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and there are either:
    - no missing marks

      or
    - missing marks.
- SIMS Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.

More Information:
Attendance Report on page *41*

SIMS Attendance/Lesson Monitor Users

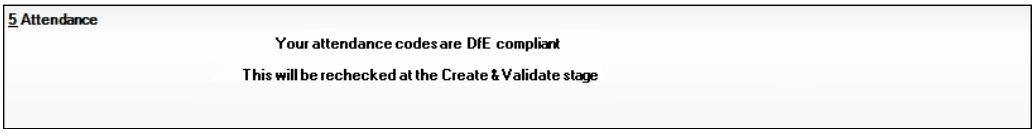
If SIMS Attendance/Lesson Monitor is in use, data is collected on all categories of school attendance. Ensure that all missing marks and unexplained absences for the previous term have been dealt with before commencing the return.

TIP After the Create and Validate process is run, the Attendance detail report can be used to assist with the checking of attendance data. Select **Attendance Report** from the **Detail Report** drop-down list.

Are your Attendance Codes DfE Compliant?

If Attendance/Lesson Monitor is in use and your school is using DfE compliant attendance codes, attendance data is entered directly into the return, providing that there are no missing marks.

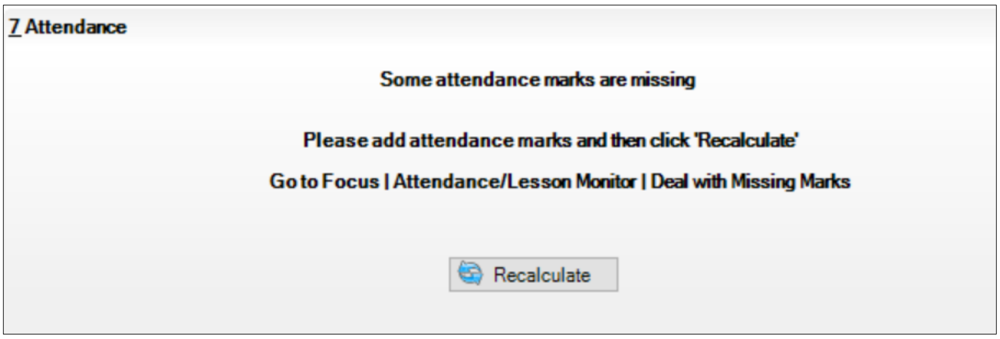
If all attendance marks have been entered in Attendance/Lesson Monitor, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.



Your attendance codes are DfE compliant

This will be rechecked at the Create & Validate stage

However, if any missing attendance marks are detected, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.


7 Attendance

Some attendance marks are missing

Please add attendance marks and then click 'Recalculate'

Go to Focus | Attendance/Lesson Monitor | Deal with Missing Marks

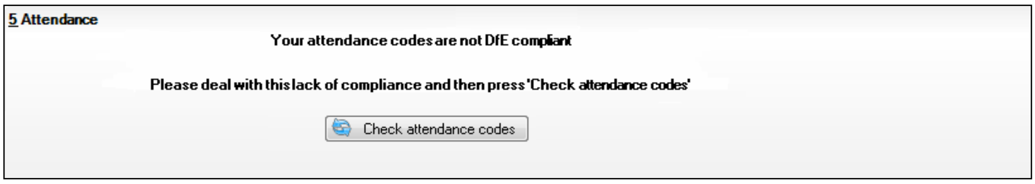
1. Use the Deal with Missing Marks routine (**Focus | Attendance** (or **Lesson Monitor**) **| Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click the **Check missing marks** button in the **Attendance** panel to ensure that all missing marks have been dealt with.

> **NOTE** The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

More Information:
Producing Detail Reports on page *40*

Are your Attendance Codes DfE Non-Compliant?

If Attendance/Lesson Monitor is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant.


5 Attendance

Your attendance codes are not DfE compliant

Please deal with this lack of compliance and then press 'Check attendance codes'

1. Non-compliant codes must be dealt with. Please contact your Local Support Unit for assistance.
2. Click the **Check attendance codes** button to check that DfE attendance codes are now in use.

   If the attendance codes are now DfE compliant, a message informs you that the codes will be rechecked at the **Create & Validate** stage.
3. Click the **OK** button to continue.

04| Completing the School Census Summer Return

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Creating and Validating the School Census Return

For the latest guidance, including new information and enhancements, please refer to the Creating and Validating the School Census Return article.

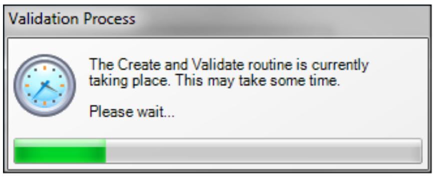
A return must be created, validated and authorised before it can be sent to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school).

Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. there are no pupil/students showing as having special educational needs.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click the **Search** button to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click the **Create & Validate** button to start the process. There may be a short delay, depending on the number of pupil/students at your school.

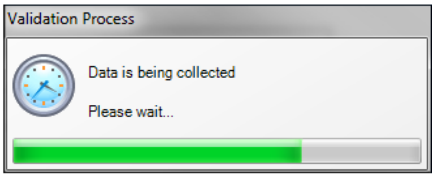
A progress bar is displayed, indicating that the Create and Validate process is being performed.



Validation Process

The Create and Validate routine is currently taking place. This may take some time.

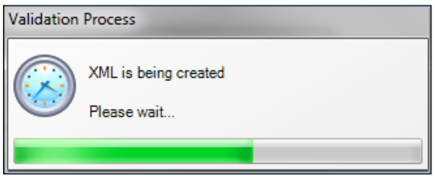
Please wait...



Validation Process

Data is being collected

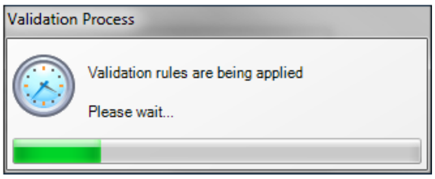
Please wait...



Validation Process

XML is being created

Please wait...



Validation Process

Validation rules are being applied

Please wait...

During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly if found, a message is displayed, which provides the opportunity to continue to create and validate or cancel the process, so that details can be checked. Detail reports are available to assist you when checking details.

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

Additional Resources:

Dealing with Missing Marks section in the *Edit Marks Routine* chapter of the Managing Pupil/Student Attendance handbook or the Monitoring Session and Lesson Attendance handbook

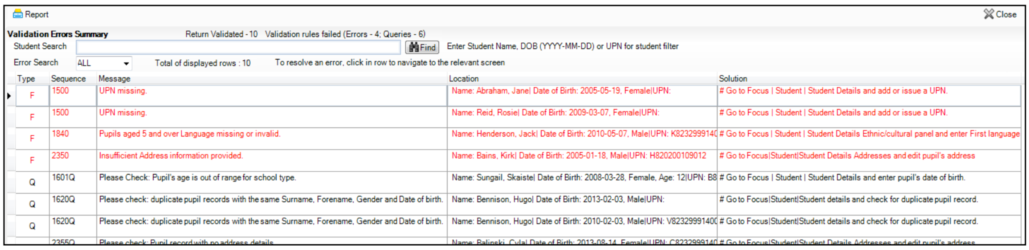
Recording Exclusion chapter of the Managing Pupil/Students handbook

The DfE Validations and SIMS Solutions Excel workbook..

Resolving Validation Errors and Checking Queries

For the latest guidance, including new information and enhancements, please refer to the 'Resolving Validation Errors and Checking Queries' section of the Carrying Out a Dry Run article.

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel.



Validation Errors Summary Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)

Student Search: Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter

Error Search: ALL Total of displayed rows : 10 To resolve an error, click in row to navigate to the relevant screen

Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Abraham, Jane| Date of Birth: 2005-05-19, Female|UPN:	# Go to Focus | Student | Student Details and add or issue a UPN.
F	1500	UPN missing.	Name: Reid, Rosie| Date of Birth: 2009-03-07, Female|UPN:	# Go to Focus | Student | Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack| Date of Birth: 2010-05-07, Male|UPN: K8232999140	# Go to Focus | Student | Student Details Ethnic/cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirk| Date of Birth: 2005-01-18, Male|UPN: H820200109012	# Go to Focus|Student|Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungail, Skaiste| Date of Birth: 2008-03-28, Female, Age: 12|UPN: B8	# Go to Focus | Student | Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo| Date of Birth: 2013-02-03, Male|UPN:	# Go to Focus|Student|Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth.	Name: Bennison, Hugo| Date of Birth: 2010-02-03, Male|UPN: V8232999140	# Go to Focus|Student|Student details and check for duplicate pupil record.
	2355Q	Please check: Pupil record with no address details.	Name: Balinski, Cyla| Date of Birth: 2013-08-14, Female|UPN: C8232999140	# Go to Focus|Student|Student Details Addresses and edit pupil's address

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A pupil/student and error search facility is also available.

The following information is provided to help with the resolution of validation failures:

- **Type** - the type of validation rule.
  - Failure (**F** displayed in red) indicates an error that must be resolved.
  - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- **Sequence** - the validation error or query number.
- **Message** - the validation error or query message text.
- **Location** - the specific record in SIMS that contains the error or query.
- **Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

TIP Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

A hyperlink is also indicated by a hash symbol (**#**) preceding the **Solution** text.

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil/student.
  a. Enter all or part of a UPN, pupil/student's surname or date of birth in the **Student Search** field.
  b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
  c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

  The order of the items in the list can be changed by clicking the appropriate column heading.

  The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required.

  The report is saved automatically in the **Census Folder** (specified previously via the census browser). The original report, which was generated when the **Create & Validate** button was clicked is also stored in this folder.

  - Your generated report file name: `Validation Errors Summary.HTML`
  - Original report file name: `<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_ValidationErrorsSummary.HTML`

  For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE All errors must be resolved, and all queries must be investigated.

If at any point you want to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Pupil** (or **Student**) **| Bulk Update**). For more information, please refer to the Managing Pupil/Students handbook.

Producing Detail Reports

For the latest guidance, including new information and enhancements, please refer to the Producing Detail Reports article.

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

Each detail report header displays the **Security Message** that was defined in the **Census Return** browser, the **Report Criteria** and the **Total Pupil** (or **Student**)**s** who are listed in the report. Also included in the report header is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Where a pupil/student's National Curriculum Year group is different from what their date of birth would suggest, the applicable **YTI** cell is highlighted in yellow.

The reports available for selection may vary depending on your school phase.

On-Roll Basic Details Report

Report Criteria: pupil/students on-roll on census day.

This report provides basic information, e.g. UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth (DOB), sex, year taught in (YTI), date of admission (DOA), enrolment status, language, Youth Support Services Agreement (YSSA) indicator, part-time status and boarder status.

Leavers Basic Details Report

Report Criteria: Pupil/students not on-roll on census day:

- Leavers with attendance from the start of the Autumn term
- Leavers with exclusions
- Leavers with learner support of Vulnerable Group Bursary Awarded or Discretionary Bursary Awarded
- Leavers with funding and monitoring
- Leavers with alternative provision.

This report provides basic information about leavers, e.g. UPN, ULN, former UPN, legal surname, legal forename, middle names, former surname, date of birth (DOB), sex, date of admission (DOA), date of leaving (DOL), language, part-time status, boarder status, exclusion and learner support status.

Exclusions Report

Report Criteria: Pupil/students with exclusions:

- On-roll pupil/students and leavers
- Suspensions (excluding lunchtime suspensions)
- Permanent Exclusions with final review.

NOTE Permanent exclusions are collected only if a final review exists.

The following details about pupil/students who match the report criteria are displayed: UPN, legal surname, legal forename, date of birth (DOB), sex, date of admission (DOA), date of leaving (DOL), exclusion category, reason(s) for exclusion, exclusions start date, number of sessions from which the pupil/student was excluded, SEN provision and on-roll status.

NOTE Suspension is the new name for a Fixed Term Exclusion.

Attendance Report

Report Criteria: Pupil/students with attendance one term ago.

NOTE On-roll and leavers (but not boarders) who were aged four to 15.

The Attendance report provides basic pupil/student information about the pupil/students who match the report criteria, i.e. UPN, legal surname, legal forename, date of birth (DOB), sex, date of admission (DOA) and year taught in (YTI).

The attendance information included in the report is:

- termly sessions possible
- on-roll status
- present codes
- approved education activity codes
- attendance codes (divided into authorised and unauthorised sessions)
- attendance not required codes.

Absentees Report

Report Criteria: On-roll pupil/students and leavers (but not boarders) who have an absence rate of 10% or above, with attendance one term ago, who were aged four to 15.

An individual pupil/student's overall absence rate is calculated as follows:

$$\text{Overall absence rate} = \frac{\text{Total overall absence sessions}}{\text{Total sessions possible}} \times 100$$

The report provides the following information about the pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), number of sessions possible, session absence (i.e. the number of authorised plus unauthorised absences), on-roll status and enrolment status.

This report can assist with the tracking of absence (particularly persistent absence) and highlights those absences that might need to be tracked.

SEN Report

Report Criteria: On-roll pupil/student with SEN Provision/Status **E** (Education, Health and Care Plan) or **K** (SEN Support).

This report provides a list of pupil/students who have special educational needs. Displayed are their UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), SEN provision and on-roll status.

Address Details Report

Report Criteria: Pupil/students on-roll on census day.

This report provides a list of pupil/students, their UPN, former UPN, legal surname, legal forename, middle name(s), post code, unique property reference number (UPRN), address details and the administrative area/county.

Definition: Unique Property Reference Number (UPRN) is a unique identifier (reference number) that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

School Dinner Taken Report

Applicable to schools with pupils in Reception, Year 1 and Year 2

Report Criteria: Pupil/students on-roll on census day, who have taken school dinner on the reference date.

- Pupil/students in Year Taught In R, 1 and 2.

- Pupil/students in Year Taught In X who are aged four to six (Special schools only).

The report header also displays the total number of pupil/students, the total number of school dinners taken and the total number of school dinners not taken.

This report provides the following information about pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI) and school dinner taken (yes/no).

Free School Meal Eligibility Report

Report Criteria: On-roll pupil/students on census day who were eligible for free school meals up to census day.

This report provides information on free school meal eligibility for pupil/students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), free school meal eligibility start date, end date and the UK country in which the eligibility applies, and on-roll status.

> **NOTES** This report includes any free school meals recorded outside of England, e.g. Wales.
>
> Only Free School Meals records where the country recorded is England or <blank> attract the Pupil Premium.

Learner Support Report

Report Criteria: On-roll pupil/students and leavers aged 16 plus who have been awarded Vulnerable Group and/or Discretionary Bursary funding.

This report provides information about the applicable pupil/students: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), learner support and on-roll status.

Top-up Funding Report

Report Criteria: On-roll pupil/students who have been awarded Top-up Funding as at census day.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI) and SEN provision.

Funding and Monitoring Report

Not applicable to Nursery schools

Report Criteria: On-roll pupil/students and leavers with funding and monitoring information for the collection period.

The report provides the following pupil/student details, and funding and monitoring information: UPN, legal surname, legal forename, date of birth (DOB), sex, Year Taught In (YTI), enrolment status, date of leaving (DOL), funding and monitoring (FAM) type, e.g. NLM (National Learning and Monitoring), funding and monitoring (FAM) code, description, cumulative hours and on-roll status.

Funding and Monitoring key to codes:

01 = Pupil/student in receipt of school-funded tutoring

22 = Pupil/student is repeating up to one year of 16 to 19 funded provision.

The code(s) displayed in the report vary depending on your school phase.

Additional Resources:

Preparing for the School Census Summer Return guide

Early Years Report

Applicable to schools with Early Years children only

Report Criteria: Pupils with early years data who are on-roll on census day.

DAF is now collected for children from 9 months old (9 mth, 1, 2,3,4) **UPDATE**

- All 9-month to 1-year-olds **UPDATE**
- All 2-year-olds
- All 3-year-olds
- All 4-year-olds born with Year Taught In E1, E2, N1 and N2.

The report displays the following information for each early years pupil: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI), hours at setting, funded hours, eligibility code, extended funded hours, expanded funded hours and disability access fund.

Post Looked After Arrangements Report

Report Criteria: On-roll pupil/students who have post looked after arrangements as at census day.

The report provides the following information about pupil/students who have post looked after arrangements: UPN, legal surname, legal forename, date of birth (DOB), sex, year taught in (YTI) and post looked after arrangements, e.g. ceased to be looked after through adoption.

Alternative Provision Report

Report Criteria: School Arranged Alternative Provision Placements that fall within the Alternative Provision Placement data collection period:

- On-roll
- Leavers.

The report provides the following information: UPN, legal surname, legal forename, date of birth (DOB), sex, Year Taught In (YTI), alternative provision URN, alternative provision UKPRN, alternative provision setting, companies house number, alternative provision postcode, alternative provision reason, start date, SEN on start date, end date, SEN on end date, alternative provision attendance, alternative provision sessions and on-roll status.

Permanent Exclusions without Final Review Report

Report Criteria: On-roll pupil/students and leavers with permanent exclusions and without a final review.

> **NOTE** The date range for this report does not match the collection dates for the school census. This is intentional to enable all instances of permanent exclusions without final review to be checked.

This report details permanent exclusions that do not have a final review and will not be included in the census, either because the exclusion process is still ongoing or because the school has not recorded the final review result. The report has been provided to assist schools in checking whether details have been recorded accurately.

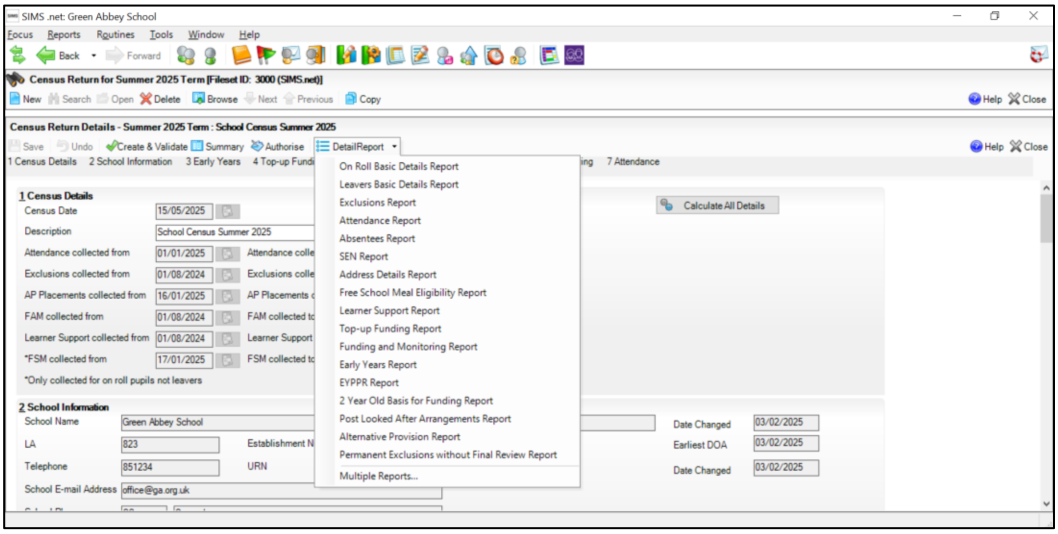
The following information is included in the report: UPN, legal surname, legal forename, date of birth (DOB), sex, date of admission (DOA), date of leaving (DOL), reason for exclusion, exclusion start date, SEN expert requested (Yes/No) and on-roll status.

Generating Detail Reports

Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list located at the top of the **Census Return Details** page. The selected report is generated automatically.

> **NOTE** The contents of the graphics are examples only of what you might expect to see when using SIMS to produce the School Census Return.


SIMS .net: Green Abbey School
Focus Reports Routines Tools Window Help
Back Forward
Census Return for Summer 2025 Term [Fileset ID: 3000 (SIMS.net)]
New Search Open Delete Browse Next Previous Copy
Help Close
Census Return Details - Summer 2025 Term : School Census Summer 2025
Save Undo Create & Validate Summary Authorise DetailReport
Help Close
1 Census Details 2 School Information 3 Early Years 4 Top-up Fundi… …ing 7 Attendance
On Roll Basic Details Report
Leavers Basic Details Report
Exclusions Report
Attendance Report
Absentees Report
SEN Report
Address Details Report
Free School Meal Eligibility Report
Learner Support Report
Top-up Funding Report
Funding and Monitoring Report
Early Years Report
EYPPR Report
2 Year Old Basis for Funding Report
Post Looked After Arrangements Report
Alternative Provision Report
Permanent Exclusions without Final Review Report
Multiple Reports...
Calculate All Details

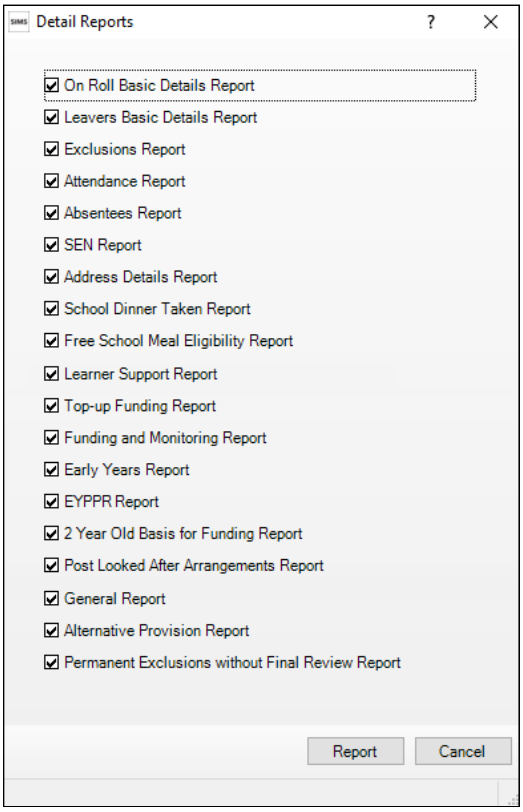
1 Census Details
Census Date 15/05/2025
Description School Census Summer 2025
Attendance collected from 01/01/2025
Exclusions collected from 01/08/2024
AP Placements collected from 16/01/2025
FAM collected from 01/08/2024
Learner Support collected from 01/08/2024
*FSM collected from 17/01/2025
*Only collected for on roll pupils not leavers

2 School Information
School Name Green Abbey School
LA 823
Telephone 851234
School E-mail Address office@ga.org.uk
Date Changed 03/02/2025
Earliest DOA 03/02/2025
Date Changed 03/02/2025

Selecting Multiple Detail Reports

1. Select **Multiple reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.

The reports that are available may vary according to your school phase.



Detail Reports

☑ On Roll Basic Details Report
☑ Leavers Basic Details Report
☑ Exclusions Report
☑ Attendance Report
☑ Absentees Report
☑ SEN Report
☑ Address Details Report
☑ School Dinner Taken Report
☑ Free School Meal Eligibility Report
☑ Learner Support Report
☑ Top-up Funding Report
☑ Funding and Monitoring Report
☑ Early Years Report
☑ EYPPR Report
☑ 2 Year Old Basis for Funding Report
☑ Post Looked After Arrangements Report
☑ General Report
☑ Alternative Provision Report
☑ Permanent Exclusions without Final Review Report

2. If any reports are not required, deselect the associated check box.
3. Click the **Report** button to generate the selected reports.

   The report(s) are displayed in your web browser, from where the data can be transferred to a spreadsheet, if required.

   The report(s) are saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. `C:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

   The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

   `<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_.html`

   For example:
   `8864676_SC1_886LL23_001_onroll_basic_details_report.html`.

More Information:
Configuring the Census Folder on page *12*

Printing a Report from your Web Browser

For the latest guidance, including new information and enhancements, please refer to the Printing a Report from your Web Browser article.

IMPORTANT Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes only and should not be retained. The Security Message (displayed at the top of each report) can be customised to include, for example, instructions for the destruction of the printed reports.

1. With the generated report displayed in your web browser, select the **Print** option (**Ctrl**+**P**) to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Deleting Temporary Web Browser Files

For the latest guidance, including new information and enhancements, please refer to the Deleting Temporary Web Browser Files article.

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on your machine, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the device in the temporary directory, where it is not secure.

When this process is performed, all temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.

To clear the cache, open your web browser, then clear the browsing data history. For more information, please refer to the documentation applicable to the web browser you are using.

Producing the Summary Report

For the latest guidance, including the latest information and enhancements, please refer to the Producing the Summary Report article.

The Summary report enables the school staff, who are involved in the return's preparation, to assess the accuracy and completeness of the return data. It should then be passed to the Head Teacher for their review.

NOTE When the return is authorised, the Summary report is automatically generated and displayed in your web browser.

Generating the Summary Report

Click the **Summary** button, located at the top of the **Census Return Details** page, to display the report in your default web browser.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, e.g. `C:\SCHOOL CENSUS`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that consists of the following data fields separated by underscores ('_'):

`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_.html`

For example `8864676_SC1_886LL23_001_Summary_Report.html`.

It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your LA might request that a copy of the Summary report is signed by the Head Teacher and sent to the LA when the return has been authorised.

More Information:

Configuring the Census Folder on page *12*
Generating Detail Reports on page *45*
Authorising the Return on page *49*
Deleting an Unauthorised Return on page *53*

Editing an Unauthorised Return

For the latest guidance, including new information and enhancements, please refer to the Editing an Unauthorised Return article.

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

IMPORTANT An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct, then click the **Search** button to display any previously created returns. Unauthorised return files can be recognised by their `.UNA` suffix.
3. Double-click the required return. Alternatively, highlight the required return, then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
6. Run the detail reports and Summary report and then use the information they provide to assist with resolving errors and queries.
7. Repeat the editing and Create & Validate process again, if necessary.
8. Click the **Save** button.

More Information:
Configuring the Census Folder on page *12*
Specifying the Security Message for Reports on page *14*
Resolving Validation Errors and Checking Queries on page *38*
Producing Detail Reports on page *40*
Producing the Summary Report on page *47*

Authorising the Return

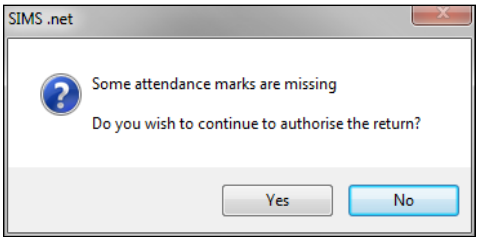
For the latest guidance, including new information and enhancements, please refer to the Authorising the Return article.

A return must be authorised before it can be submitted to your Local Authority or uploaded to the DfE COLLECT data collection website (as applicable to your school). If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy or create a new return.

Before authorising the return, you should ensure that all the information displayed on the **Census Return Details** page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. The content of the Summary report can be useful when reviewing the information.

1. Click the **Authorise** button.

   If missing marks exist, the following message is displayed.

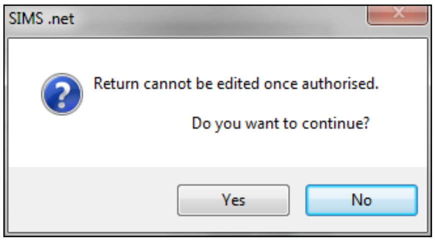


Some attendance marks are missing

Do you wish to continue to authorise the return?

2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.

   If you choose to continue, a message reminds you that the return cannot be edited once it is authorised.

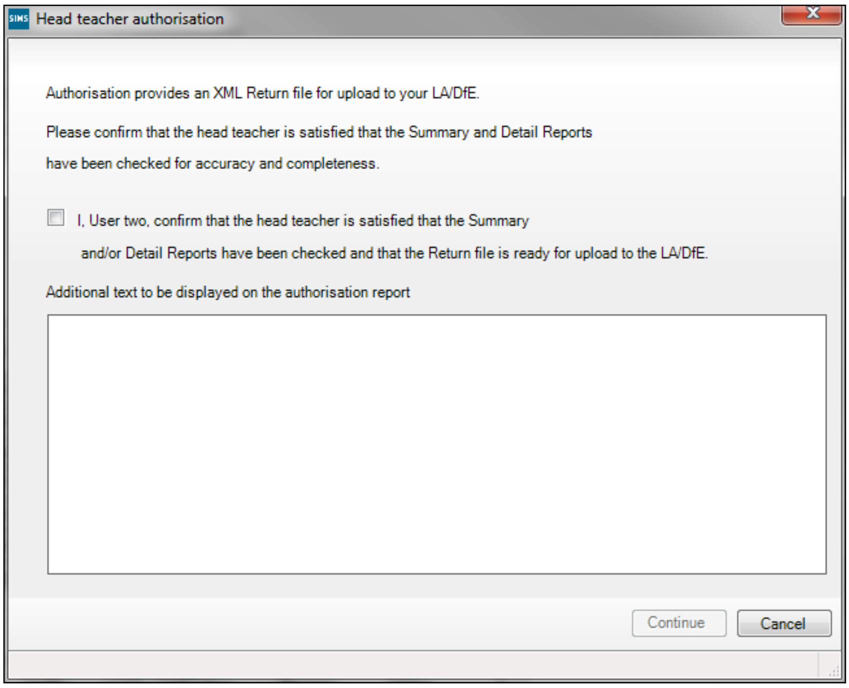


Return cannot be edited once authorised.

Do you want to continue?

3. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made to the data before authorising.

If you choose to continue, the **Head teacher authorisation** dialog is displayed.



Authorisation provides an XML Return file for upload to your LA/DfE.

Please confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked for accuracy and completeness.

☐ I, User two, 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.

Additional text to be displayed on the authorisation report

4. Enter any additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
5. Select the confirmation check box to 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 your LA/DfE.

   When the confirmation check box is selected, the **Continue** button is activated enabling you to complete the authorisation process.
6. Click the **Continue** button to authorise the return and prompt the following actions:
   - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
   - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.

   All reports (including detail reports) and the XML file are saved in the **Census Folder**, which was specified previously in the **Census Return for Summer 2025 Term** browser.

   These reports can be viewed using the Retrieve Authorised Census Return Files routine (via **Tools | Statutory Return Tools**). This routine also provides the opportunity to download the files to a different folder.

IMPORTANT The retrieved files contain sensitive information. Ensure that authorised personnel only have access to the download folder.

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

After the return is authorised, reports based on cohorts can be created (via **Reports | Design Reports**), so that items collected in the return can be tracked. Provided that **Student** has been selected as the data area, the Statutory Returns sub-report is available for selection when specifying the fields to be included in the report (the last node).

Additional Resources:

Designing and Running Reports handbook

More Information:

Producing the Summary Report on page *47*
Retrieving Authorised Census Return Files on page *51*
Copying a Return on page *52*

Submitting the Return

For the latest guidance, including new information and enhancements, please refer to the Submitting the Return article.

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the `.XML` file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

Guidance about how Local Authorities, schools and academies should submit the census data is available on the GOV.UK website.

The authorised return file can be located in the folder previously specified in the **Census Return** browser. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

IMPORTANT NOTE An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.

Retrieving Authorised Census Return Files

For the latest guidance, including new information and enhancements, please refer to the Retrieving Authorised Census Return Files article.

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the **Download to** field displays the folder specified previously in the **Census Return** browser. To specify a different folder:
   a. Click the **Select a folder** button (**...**) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

   > **IMPORTANT** Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

   For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

   b. Click the **OK** button to select or create the folder and then return to the **Retrieve Authorised Return Files for <census name>** page, where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

   The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.
5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

   If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

   The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.

   When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.

Additional Resources:

Designing and Running Reports handbook

Copying a Return

For the latest guidance, including new information and enhancements, please refer to the Copying a Return article.

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

> **NOTE** Ensure that the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you want to copy then click the **Copy** button.

   A message prompts for confirmation that you wish to make a copy of the selected return.

> **IMPORTANT** Any values for Early Years, Top-up Funding, Post Looked After Arrangements, Funding and Monitoring, and Attendance (where applicable), will not be copied but will be populated from the current values held in the database.
>
> The Create & Validate routine must be run to generate a new census file.

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:

   `Copy of <description of selected file>`.
5. To rename the copied return, highlight it, then click the **Open** button to display the **Census Return Details** page.
6. In the **Census Details** panel, edit the **Description** then click the **Save** button.

> **IMPORTANT** A unique description must be used for each return. If duplicate returns are detected, an error message is displayed.

Deleting an Unauthorised Return

For the latest guidance, including new information and enhancements, please refer to the Deleting an Unauthorised Return article.

During the return process, several copies of the return might be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the incorrect return.

The Delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

IMPORTANT When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.

Any return files that have already been authorised cannot be deleted.

1. Select **Routines | Statutory Returns | School Census** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted, then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

   The selected return file and associated reports are removed from the browser and the storage folder.

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