

School Census Summer 2016 Preparation Guide

For the attention of the School Census Co-ordinator

PURPOSE

The purpose of this guide is to assist schools in preparing for the School Census Summer 2016 collection and to provide advice on how to produce the statutory return.

KEY DATES

Thursday 19th May 2016	School Census Day Summer 2016
Tuesday 24th May 2016	Local Authority deadline for Waltham Forest maintained schools to upload School Census files via the Department for Education (DfE's) Secure Access Portal at https://sa.education.gov.uk

PREPARATION

The preparation checklist below has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Summer 2016 return.

The management information system (MIS) tasks relate to school users using Capita SIMS.net. Other MIS school users will need to contact their MIS Support Provider for equivalent details.

DATA COLLECTED

Data is collected in the Summer School Census for:

- all pupils on the register on census day, Thursday 19/05/2016;
 - any additional pupils who attended school for at least one session in the spring term 2016;
 - any additional students subject to any type of exclusion in the autumn term 2015.
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School Census Summer 2016 Preparation Checklist

Complete	Description
<input type="checkbox"/>	Check with your System Administrator/ICT Support Team that you have the appropriate permissions to run the School Census and to record associated data.
<input type="checkbox"/>	Upgrade to the SIMS 2016 Spring Release (SIMS 7.168) or later as soon as possible
<input type="checkbox"/>	Check with your System Administrator/ICT Support Team that the latest fileset version has been imported.
<input type="checkbox"/>	It is best practice to carry out a trial run to determine what data needs updating.
<input type="checkbox"/>	Check accuracy of School Level information
<input type="checkbox"/>	Ensure that leavers and re-admissions have been recorded.
<input type="checkbox"/>	Ensure that any student records created in error have been deleted.
<input type="checkbox"/>	Check students' basic details, e.g. name, date of birth, gender, etc.
<input type="checkbox"/>	Check student's various registration details, e.g. enrolment status, admission date year taught in, UPN, etc.
<input type="checkbox"/>	Check students' home address information.
<input type="checkbox"/>	Check the student's eligibility for free school meals
<input type="checkbox"/>	Check the applicable information recorded in the Additional Information panel
<input type="checkbox"/>	Check school childcare information
<input type="checkbox"/>	Check Special Educational Needs information.
<input type="checkbox"/>	Check top-up funding information
<input type="checkbox"/>	Check adopted from care information
<input type="checkbox"/>	Check Hours at Setting and Funded Hours information (applicable to schools that have 2, 3 or 4 year olds pupils only)
<input type="checkbox"/>	Check Exclusions information (not applicable to Nursery schools).
<input type="checkbox"/>	Check attendance data (not applicable to Nursery schools).

MAIN CHANGES FROM SCHOOL CENSUS 2015

EARLY YEARS PUPIL PREMIUM

The early years pupil premium (EYPP) was introduced for disadvantaged three and four year olds from April 2015. The information is only collected in the spring census and is therefore not collected in this summer return.

Children will be eligible for EYPP if they are receiving any hours of early education and either:

- meet the benefits related criteria for Free School Meals
- are in the care of the local authority for at least one day
- have left care (in England or Wales) through:
 - adoption
 - special guardianship
 - subject of a child arrangement order (formally known as a residence order)

Children become eligible for early years pupil premium from the term following a child's third birthday and retain this entitlement until they move from Nursery (N1 and N2) class into Reception, when they become eligible for the 'mainstream' pupil premium.

EXISTING DATA ITEMS

SPECIAL EDUCATIONAL NEEDS (SEN)

From 1 September 2014 the Children and Families Act 2014, and the SEN Code of Practice 2014 came into force. For pupils with statements prior to September 2014 who have not yet been reviewed the previous 2001 SEN code of practice still applies. This means they will still be recorded on the census as SEN provision 'S' statement. However, any assessments since September 2014 cannot result in a 'statement' and instead can only result in an Education Health and Care Plan.

Code A – school action and code P – school action plus will not be acceptable in the Summer 2016 school census, with the exception of any historical exclusion records because schools must have completed any reviews of pupils who have had a SEN provision of school action and school action plus.

CHILDCARE SERVICES

The census started to collect information on childcare services offered by schools. The data items were a voluntary collection for summer 2015 but have become mandatory collection going forward for the Spring School Census.

FREE SCHOOL MEALS ELIGIBILITY

There have been **NO** changes to the recording of pupils as eligible for free school meals following the introduction of universal infant free school meals from September 2014. As with before, each of the census collections requires the inclusion of any periods of free school meal (FSM) eligibility since the previous census for those pupils on roll on census day. Pupils may only be recorded as FSM eligible if they meet the FSM eligibility criteria (i.e. in respect to family income) and make a claim.

EXISTING DATA ITEMS

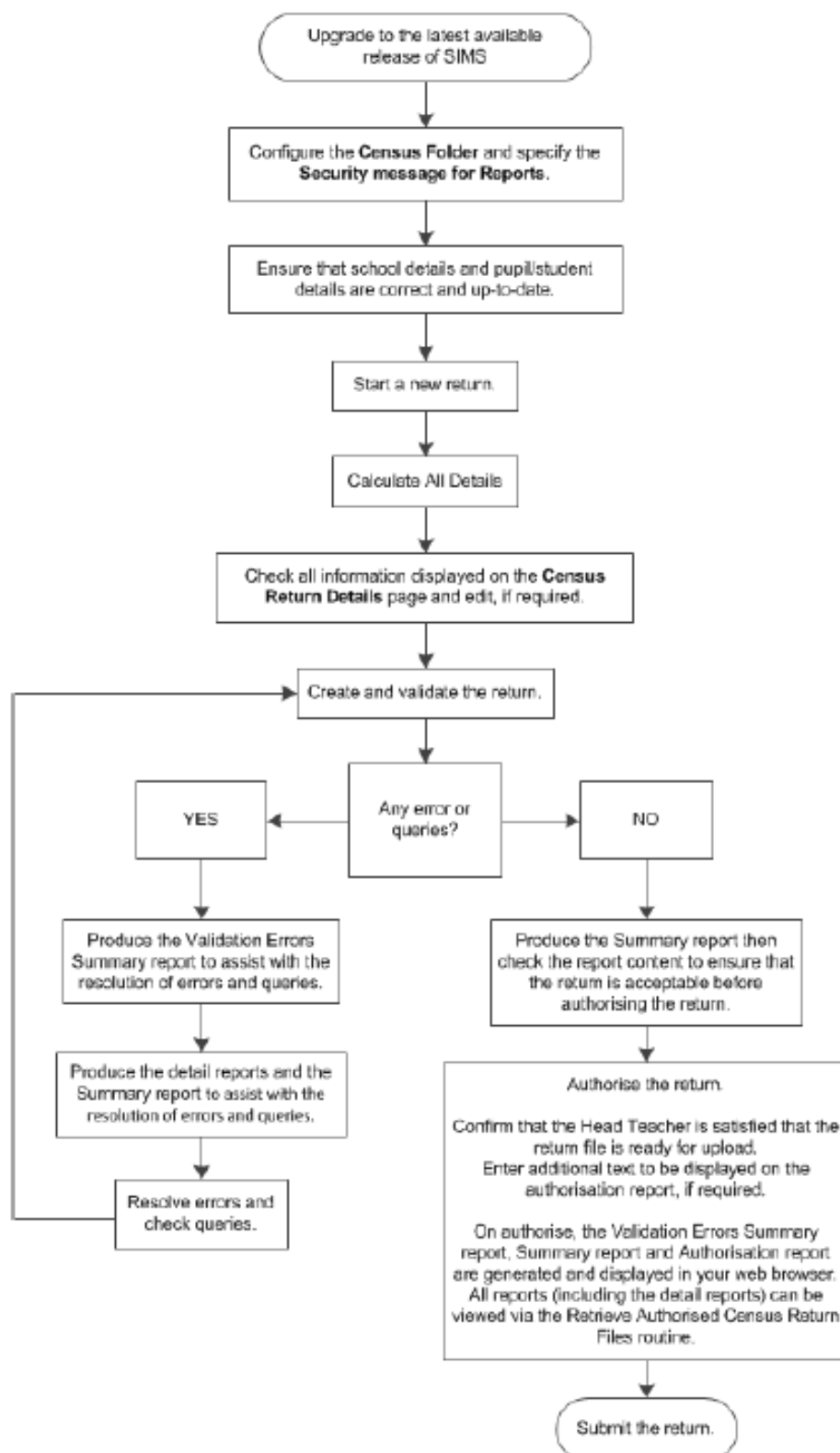
TOPIC	Coverage	Report Criteria	Period
Exclusion	On-roll students and leavers	Exclusions two terms ago	(01/09/2015 to 31/12/2015).
Attendance	On-roll students and leavers	Attendance one term ago	(01/01/2016 to 27/03/2016)
FSM Eligibility	On-roll students	Eligible for free school meals since Summer School Census and up to census day.	On or after 22/01/2016 to 19/05/2016
SEN	On-roll students and leavers	Students with SEN Provision/Status = S (Statement), E (Education), Health and Care Plan, K (SEN Support)	Census day 19/05/2016
Address	Students on-roll on census day		Census day 19/05/2016
Adopted from Care	On-roll students	Adopted from care as at census day	Census day 19/05/2016
Learner Support collection period	On-roll students and leavers	16-19 year olds in full-time education	01/08/2015 to 19/05/2016
Age	On-roll students and leavers	Pupil age on 31 st August 2015	31/08/2015

EXCLUSIONS

Please check carefully any PERMANENT exclusion(s) held in your MIS before submitting your census return. The Council's Education Performance & Information Team will be contacting any schools reporting permanent exclusions for the Autumn Term 2015 to confirm that they have not been withdrawn.

STEPS TO PRODUCING THE SCHOOL CENSUS RETURN

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



COMPLETING THE SCHOOL CENSUS SUMMER RETURN

A return must be created, validated and authorised before it can be uploaded to the DfE COLLECT data collection website. 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.

Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.

Click the **Search** button to display a list of returns.

Double-click the required return to display the **Census Return Details** page.

Click the **Create & Validate** button to start the process. There may be a short delay, depending on the number of students at your school.

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



If any attendance codes are not DfE compliant, a dialog similar to the following graphic is displayed, informing you which code(s) must not be used.



The lack of compliance must be dealt with before the Create and Validate process can be performed. Please contact your Local Support Unit for assistance.

If there are any missing attendance marks, the following message is displayed, enquiring whether you wish to continue with the Create and Validate process.



Click the **Yes** button to continue creating and validating the data.

Alternatively, click the **No** button to cancel the process, then use the Deal with Missing Marks routine (**Focus | Attendance (or Lesson Monitor) | Deal with Missing Marks**) to locate the missing marks and enter the appropriate attendance codes.

CREATING AND VALIDATING A SCHOOL CENSUS RETURN


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 Pupils** that are listed in the report.

Also shown at the top of the report is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date, and the **XML Version**.

Before your return is uploaded please 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 Summary report can assist in reviewing the information.)

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.



Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel 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, Rosal 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, Jacki Date of Birth: 2010-05-07, Male/UPN: K323298914029	# Go to Focus Student Student Details Ethnicity panel and enter First language.
F	2350	Insufficient Address information provided	Name: Bana, Kiki Date of Birth: 2005-01-18, Male/UPN: M320200109012	# 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: Sumpal, Sikaasi Date of Birth: 2003-03-28, Female, Age: 12/UPN: B320200106008	# 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: 2010-02-03, 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: V323298914008	# Go to Focus Student Student details and check for duplicate pupil record.
Q	2355Q	Please check: Pupil record with no address details	Name: Balinski, Cyla Date of Birth: 2010-03-14, Female/UPN: C323298914005	# Go to Focus Student Student Details Addresses and edit pupil's address
Q	2500Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Liz Date of Birth: 2005-09-01, Female/UPN: J320200109032	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks
Q	2500Q	Please check: sessions possible should not be greater than 150	Name: Aaron, Sophie Date of Birth: 2005-09-01, Female/UPN: M320200109034	# Go to Focus Attendance (Lesson Monitor) Display Marks and check the attendance marks

The number of errors and queries found during the Create and Validate process is displayed in the header of the **Validation Errors Summary** panel.

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

SUBMITTING THE RETURN

A return must be authorised before it can be uploaded to the DfE COLLECT data collection website or submitted to via anycomms.

When the return has been completed and the Summary report has been signed by the Head Teacher, the **.XML** file can be uploaded to the DfE COLLECT data collection website or via anycomms.

The authorised return file is located in the folder previously specified in the return browser.

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.

PROCESS TO CREATE STATUTORY RETURN

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer Term** browser.
2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purposes of producing a dry run.

IMPORTANT NOTE: Due to the sensitive nature of some of the data stored in SIMS, careful consideration should 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. The DfE recommends ISO27001 as the standard for information security (<http://www.itgovernance.co.uk/iso27001.aspx>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

3. Click the **New** button to display the **Census Return Details** page.

4. By default, the return **Description** is displayed as **School Census Summer 2016**. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Spring 2016 Test.
5. In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added or corrected before the return can be created and validated.
7. Click the **Create & Validate** button to start the validation process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **Census Return Details** page.

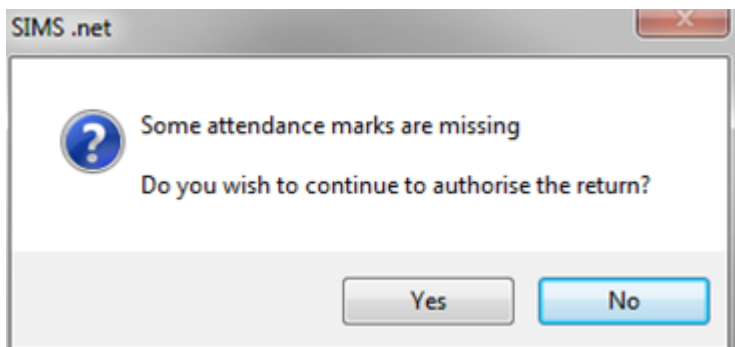
AUTHORISING YOUR SCHOOL'S CENSUS RETURN

A return must be authorised before it can be uploaded to the DfE COLLECT data collection website or submitted to via anycomms. (<https://www.wfresearch.org.uk/Login.aspx>)

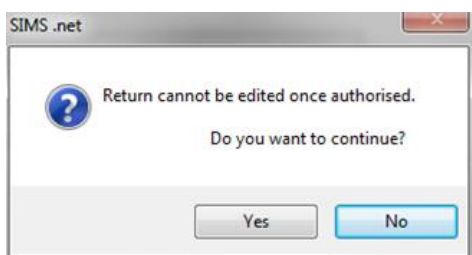
However before your return is uploaded please ensure that all the information displayed on the Census Return Details page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. (The Summary report can assist in reviewing the information.) This is best achieved by reviewing the Summary report.

1. Click the **Authorise** button.

If missing marks exist, the following message is displayed

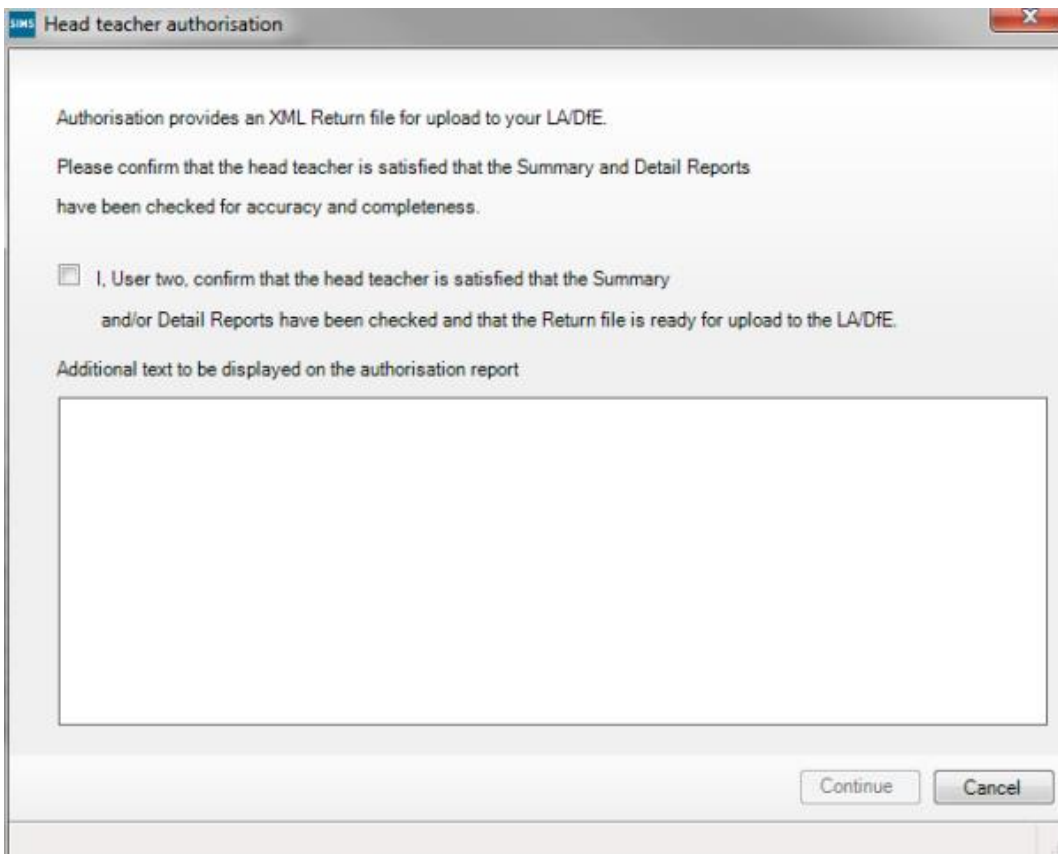


2. Click the **Yes** button to continue with the authorisation process or the **No** button if you want to return to SIMS where the missing marks can be entered.



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.



4. Enter any additional text to be displayed on the authorisation report, if required.

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.

- 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.
- The return file extension changes automatically from UNA (unauthorised) to XML (authorised).
- All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for<season> <year> Term** browser.
- All reports can be viewed via **Tools | Statutory Return Tools | Retrieve Authorised Census Return Files**. This routine also provides the opportunity to download the files to a different folder.

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

When a return has been authorised, it is no longer possible to edit the details displayed on the Census Return Details page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy, or create a new return.

SUBMITTING YOUR SCHOOL'S CENSUS RETURN

When the return has been completed and the Summary report has been signed by the Head Teacher; the .XML file should be uploaded to the DfE COLLECT data collection website via the DfE Secure Access Portal (<https://sa.education.gov.uk>) by the end of **Tuesday 24th May 2016**.

DfE guidance and troubleshooting information in relation to using the Secure Access Portal can be found at <https://sa.education.gov.uk/ui/help>

FURTHER INFORMATION

Further information can be found at:

DfE GOV.UK website	https://www.gov.uk/government/publications/school-census-autumn-2015-to-summer-2016-school-summary-report
DfE videos	https://registration.livegroup.co.uk/efa/ContentTabs/Category.aspx?ctid=242&cat=1593
Capita SIMS	<p>Guides to assist in the preparation and production of the census return can be found in the Returns Manager section of the SIMS Documentation Centre, accessed by clicking the Documentation button on the SIMS home page.</p> <p>Please note that you need to have upgraded to the SIMS 2016 Spring Release (7.168) or later in order to be able to run this return.</p> <p>Please contact your SIMS support provider about any technical/MIS issues relating to running the census.</p> <p>Further information can be found at: http://www.capitaess.co.uk/home/index.asp</p>

WHO TO CONTACT

Contact	Support area
Jane Xavier-Small Data Analyst, Corporate Insight and Performance Telephone: 020 8496 3925 E-mail: Jane.Xavier-Small@walthamforest.gov.uk	School Census data collection and return queries
Department for Education (DfE) SA service request. Anycomms secure transfer https://www.wfresearch.org.uk/Login.aspx	Secure Access service request form Alternatively, if you experience problems with the DfE COLLECT portal you can upload your Summer School Census via anycomms