

Education Business Intelligence Unit

SIMS

School Census Secondary and Post 16 - Spring 2024

A guide to support you in submitting your statutory
School Census

- Census Data Preparation
- Producing Census
- Correcting Data Errors / Queries
- Submitting Census to the Local Authority

SIMS

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Icon Key:



Important



Quick Tip

Introduction

The School Census Spring 2024 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.

The Census collects detailed information about school characteristics and student details. Different data is collected depending on which return is being prepared, and your school phase.

The Spring Census date is Thursday 18th January 2024.

Unusual Circumstances

If unusual circumstances impact on the day of Census, for example, severe weather conditions or religious observances, then schools may find that the numbers of students and/or staff who are not present on that day are unusually high. If any Census figures are affected, then a day and time when the situation can be regarded as normal should be selected. Schools / LAs may interpret this literally as the next normal day or as an earlier day in Census week or the previous Thursday if that reflects the usual situation. On occasions where other days / times are used, schools should record these for audit purposes.

Further DfE guidance about the School Census 2023/24, including key dates, data collected and changes from the last Census, is available from:

[Complete the school census - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/school-census-2023-24)



Please ensure that you are on the latest SIMS release (version 7.214) and have the correct permissions to run the census. Also, filesets are required to validate the information in your census return to produce the validation errors summary. Additions or corrections are sometimes made to filesets after a SIMS release. If this happens, you will be informed by the EBIU Team as you will need to import the latest fileset into your SIMS system to produce your census correctly.

For more information on setting permissions in SIMS and importing filesets, please contact us 😊.

Census Return Data Preparation

Before attempting to create a Census return, it is important to ensure that the information that will be collected in the Census is complete and accurate. For example, ensure that school details are correct, all new students have been added to SIMS, all leavers have been recorded and where applicable, any suspensions or permanent exclusions, free school meal eligibility, etc., have been recorded.

Schools are encouraged to update their information regularly within SIMS rather than within the Census return itself.



Make it part of your school routine to add new students, leavers, suspensions and permanent exclusions, free school meal eligibility and any updates to student level data. Census will be a much easier task if this is done routinely 😊.

School Level Data

It is important to check that the school information and establishment details are accurate. A variety of information about the school can be recorded in SIMS and many of these data items are collected by the Census. Since such information is unlikely to change from one Census to the next, you are advised to record these details permanently rather than just in the return. The information displayed in your system may vary depending on your school and the details entered, e.g., Academy specific information.



If your school has changed DfE number since the last Census, e.g., due to sponsor led academy conversion, make sure this has been amended in SIMS.

Also make sure that the school governance section is correct in school type.

Student Level Data

Student level data should routinely be updated and accurate in SIMS to ensure information is up to date and in line with safeguarding requirements.

The Bulk Update routine enables you to search for missing or invalid data then update in bulk. For example, it is possible to search for all students who do not have a **First Language** recorded against their name. From the students found, a value can be assigned to all or several students.

This prevents the need to enter/change values manually for individual students and lessens the administrative work for your office staff.

Below is a quick demonstration on how to do this:

- Select **Routines | Student | Bulk Update** to display the **Bulk Update Student** browser.
- In the **Bulk Update** panel, select the required **Group Type** and **Group** from the drop-down list.



Make sure the effective date is rolled back to the first date of the academic year, or the admission date of the relevant students.



*Use the horizontal and vertical scroll bars to view additional columns or rows. To increase the number, right-click any column heading and select **Narrow Columns** from the pop-up menu. You can also fill in all rows and if there are multiple entries and then edit the exceptions 😊.*

Student Basic Details

Ensure that basic details for all students are up-to-date and accurate. It may be necessary to make changes for a number of reasons, e.g., to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
- **Middle Names**
- **Legal Surname** (mandatory information in SIMS)
- **Former Surname**
- **Preferred Surname** (mandatory information in SIMS)
- **Sex** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS)

If you do need to change a student's surname, the history of the previous name/names must be recorded along with the reason for the change. Below are instructions on how to do this:

- In the **Basic Details** panel, edit the student's **Legal Surname** and click the **Save** button. The following message is displayed:

'Is this a correction to the name or a legal change to the student's name?' If it is a legal change, please select **Yes**.

- If appropriate, click **Yes** to display the **Reason for Change** dialog.
- Select the applicable reason from the drop-down list. The entry is optional but is recommended to maintain a complete history of name changes.
- The **Date of Change** defaults to today's date but can be amended by selecting an alternative date using the **Calendar** button.
- Click **OK** and **Save**.

The following student registration information is also collected in the return:

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In** (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (Secondary Phase Only)
- **Part-Time Details**

To amend an of these details:

- Select **Focus | Student | Student Details** to display the Find Student browser.
- Click **Search**, highlight **Student** and then double-click to display the **Student Details** page.
- Click the **Registration** hyperlink to display the **Registration panel**.



Pay particular attention to dual registered students. This could flag up as an error in census if the correct information is not recorded 😊.

Unique Pupil Numbers (UPN)

Ensure that all students have a UPN recorded and that all UPNs are in the correct format.

Permanent UPNs are issued to a new student only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.

Temporary UPNs are issued to a student when the permanent UPN is not known to the school, e.g., awaiting transfer file/applicant's information. A temporary UPN can be recognised by the **last character being a letter e.g., A.**



Missing or duplicate UPN's will flag up as an error in Census if the correct information is not recorded.

Unique Learner Numbers

A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record.

ULNs are mandatory for all pupils on roll aged 14 and over on census day and for pupils no longer on roll who were aged 14 as at their leaving date.

ULNs are assigned to pupils aged 14 or over in publicly funded education and training.

ULN's can be obtained via the [Learner Record Service](#).

School Arranged Alternative Provision Placement Details

The Alternative Provision detail report displays information about school arranged alternative provision placements that fall within the data collection period. This has historically been a voluntary collection but is now mandatory.

Schools who arrange an Alternative placement (AP) you will record the collected information within **Pupil Details** in the registration panel. Information will then pull through into the Census detailed report **Alternative Provision Report**.

More information on this data item can be found via [Complete the school census - Data items 2023 to 2024 - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-the-school-census-data-items-2023-to-2024)

Home Address Information

A student's current home address is required for the return. Where a student has multiple current addresses, details of all addresses should be recorded.

All aspects of the address are collected and therefore all address details should be recorded in order to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available). In this instance, a narrative on your census return to the LA would be required with an explanation.

The collection of the Unique Property Reference Number (UPRN) displayed in the address field for on-roll students is voluntary.

Free School Meal Eligibility

Each of the Census collections will require the inclusion of any periods of FSM eligibility since the previous census for those students on roll on census day.

Only students who have been approved by an LA to receive a free school meal should be recorded in SIMS as being eligible.

To record a student as eligible for free school meals, please follow the steps below:

- Select **Focus | Student | Student Details** to display the required record.
- Click link **Dietary** to display the Dietary panel.

- Click the **New** button adjacent to the **Eligible for Free Meals** table.
- Enter a **Start Date**.
- Ensure the **Country** is correct.
- Click **OK** and **Save** the student's details.

If your school has signed up to the **EBIU Pupil Premium Checking Service**, our team will send you an up-to-date list prior to census day. This list should be used in conjunction with the list from the LA Innovation, Development and Quality Team (Benefits). If you have any questions about these lists, please contact the EBIU team.

If you have any queries from the Benefits Team, they can be contacted at the following email address:

EducBenefits@wigan.gov.uk



Best practise would be to record eligible students as soon as they are confirmed by the LA so that the records are accurate on census day 😊.

Ethnic and Cultural Information

The following ethnic and cultural information is collected in the return and will generate an error in the return if this information is missing from a student record:

- **First Language** - A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
- **Ethnicity** – Data is required on ethnicity for all pupils. The school must not ascribe any ethnicity to the pupil. This information must come from the parent / guardian or pupil.

This information should be recorded in tab 8 of the student details page, **Ethnic/Cultural** as soon as possible when the student is admitted to your school.

Additional Information

Additional information is collected in the return and should be recorded in SIMS. This information should be kept up to date and accurate:

- **Youth Support Services Agreement**
- **Service Children in Education information**

To record this information in a student's record, go to the student's details and navigate to the **Additional Information** panel.

- Select the applicable **Youth Support Services Agreement (YSSA)** status from the drop-down list.
- If the student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.
- Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.



*The Bulk Update routine can also be used to assign **Service Children in Education** and **Youth Support Services Agreements**. You can then edit the values for a specific selection of student at the same time, if required. Again, recording this information as soon as it is received will save time when running the Census 😊.*

To check and update information using the bulk update routine, select:

- **Routines | Student | Bulk Update** to display the browser and select the required **Group Type**, **Group**, **Data Item** and **Effective Date**.

This will then enable you to select in bulk whether a group of students are within this category.

Learner Support Codes (6th form only - bursary funding for 16–19-year-olds - for the Spring Census)

The **Learner Support Code** indicates the type of financial support awarded to pupils beyond compulsory school leaving age at any point in the academic year of the school census.

There are 2 types of 16 to 19 bursary fund support:

- a vulnerable bursary of up to £1,200 a year for young people in one of the designated vulnerable groups, in SIMS called **Vulnerable Group Bursary Awarded**
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books, and equipment, in SIMS called **Discretionary Bursary Awarded**.

To record this information in a student's record, go to the student's details and navigate to the **Additional Information** panel, under **Learner Support**.

The **Learner Support Code** is collected for all pupils who have been awarded bursary funding in the current academic year. This may include pupils who have left the school since the start of the academic year.

For dual registered pupils, the school holding the main registration for the pupil is responsible for awarding the bursary fund and to return the required data.

Checking SEN Information

SEN provision is collected for all students on roll on census day using the following codes:

- E (Education, Health and Care Plan) or
- K (SEN support)

SEN provision at the time of any suspension or permanent exclusion and on entering and leaving an alternative provision placement will also be collected in the school census.

Students should be added to SIMS as soon as they fall into an SEN category. Please liaise with your school's SENCO to obtain and maintain this information. It may be that they are responsible for keeping these records up to date.

The **Spring census** will collect the additional SEN fields:

- SEN Type Ranking
- SEN Type
- Time in a SEN Unit
- Time in a Specialised Resourced Provision



Please refer to our *EBIU Quick Guide How to add SEN status details and rank needs* 😊.

Suspensions / Exclusions

Suspensions and permanent exclusions are collected for pupils for the previous 2 terms. Permanent exclusions should only be counted once it has been upheld by the governing body or Independent Review Panel (IRP). They should not be counted if the Headteacher withdrew them, or if the pupil was re-instated by the Discipline Committee or an Independent Appeal Panel.

The following exclusion related data items are collected for the return:

- Exclusion **Type**.
- Exclusion **Reason** (select one code to provide the main reason, but you can use up to 3 reasons if required).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**) - required for Suspensions.
- SEN Provision at time of suspension or exclusion.
- On/off roll status at time of suspension or exclusion.



Please refer to our *EBIU Exclusions booklet for guidance on how to add an exclusion for a pupil to SIMS* 😊.

Students with Top-up Funding

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

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

- Go to **Tools | Statutory Return Tools | Update Top-up Funding**
- If there are any students currently recorded as having top-up funding, these will be displayed in the **Top-up Funding** table at the bottom of the screen.
- From within this screen, you can use the **search criteria** to locate any additional students you wish to record as having top-up funding.
- To remove a pupil from this category, highlight the pupil in the **Top-up Funding** table and select **Remove**.

Students Post Looked After Arrangements

The **Post Looked After Arrangements (PLAA)** panel enables you to record any students who were looked after immediately before adoption or prior to being the subject of a special guardianship, residence, or child arrangement order and whether documentary evidence exists to prove DfE/Ofsted compliance.

It will be up to those who have parental responsibility (adoptive parents, special guardians and carers of former looked after children on residence/child arrangements orders) to decide if they wish to self-declare their children's status to schools. Parents should be asked to provide supporting evidence, for example, a photocopy of the adoption order, and asked to confirm that their child was adopted from care.



PLAA is a particularly sensitive data item and must be treated confidentially. Schools should ensure that, as for other student level data items, they comply with their responsibilities with respect to the data protection act when processing this data. Also please remember that all PLAA students still on roll need to be included in every census as being PLAA until they leave your school 😊.

To update PLAA data for students:

- Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements**

- Any pupils currently recorded as having post looked after arrangements are displayed in the **Post Looked After Arrangements panel** (located in the bottom half of the page).
- From within this screen, you can use the search criteria to locate any additional pupils you wish to record as having a **Post Looked After Arrangement** and add them to the **Post Looked After Arrangements panel**.
- To remove a pupil from this category, highlight the pupil in the **Post Looked After Arrangements panel** and select **Remove**.

Young Carer Indicator

The young carer indicator identifies, for those children on roll on spring census day, whether they have been identified as a young carer and if so, by whom. If a child is identified as a young carer, two options are available for selection in SIMS:

- Identified by Parent or Guardian.
- Identified by School.

Young carer can be added to a pupil record in tab 10 Welfare:

- Click **New**.
- In the **Add Young Carer details** screen, select the relevant identifier from the drop down.
- Select the **Start Date**, and **End Date** if applicable.
- Add any relevant notes in the **Notes** section.
- Click **OK** and **Save**.

A new **Young Carer Identified By** column has been added to the On Roll Basic Details detail report, which can be accessed via the School Census menu route.

Learner Funding and Monitoring (FAM)

Schools are receiving funding to subsidise the cost of tutoring for pupils who's learning has been disrupted. Pupils eligible for the funding are in National Curriculum years 1 to 11, post-16 pupils are not eligible for NTP funding. This is recorded for pupils who are on roll on census day or became off roll since the start of the academic year.

For the 2023 to 2024 academic year, it will identify pupils:

- In receipt of tutoring funded by the National Tutoring Programme funding (this tutoring could be delivered via school-led tutoring, an academic mentor, or a tuition partner).

In the previous academic year school-led tutoring only was collected.

The **Funding and Monitoring panel** enables you to record the pupils who have received school-led tutoring since the start of the 2023-24 academic year.

- Select **Tools | Statutory Return Tools | Update Funding and Monitoring**
- When a tick is entered in a **School Led Tutoring** cell, the corresponding 'cumulative hour' cells are then editable. The number of hours the pupil has received as at the census date can be entered (in increments of 0.5).

Termly Attendance

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupil and leavers who were on roll during the collection period 01/08/2023 to 31/12/2023.

The attendance data collected in this return includes:

- Attendance Codes (i.e., the reasons for absence).
- Number of Sessions Missed.

If you use SIMS Attendance, attendance data is entered in the return automatically, provided there are no missing marks.

Starting Census

Once you have checked and updated the information held within SIMS, you can now set up your Census return file. This can be done in advance of census day and will give you chance to check that your data is complete and accurate. Dry runs are recommended to identify any missing data.

In school you should have a folder already created to which files from previous Census returns were saved. Please check with your current technical provider if you are uncertain of the location of this folder.



Due to the sensitive nature of the data in Census, please be mindful when specifying the location of any folder into which you save the data. Consider which users have access to the area in the drive that the folder is saved 😊.

To run the Census, select:

- **Routines | Statutory Returns | School Census**
- Click **New** to the top left of the screen to create a new census return.

By default, the return is displayed as **School Census Spring 2024**. If desired and if you are undertaking a dry run, in the **Description field**, edit the description to read **School Census Spring 2024A** (anticipating the creation of further returns e.g., B, C, D, etc.).

Specifying the Selected Period on Census Day

The selected period on the census day is used in conjunction with the class information collected in the return.

The selected period is based on the last digit of your DfE establishment number.

Code	Descriptor
0,1 or 5	the selected time is one hour before the end of morning school
2,3 or 6	the selected time is one hour after the start of afternoon school
4,7,8, or 9	the selected time is one hour after the start of morning school



These times are advised by the DfE at census time.

Ensure that the lowest year that you want to report as being on the timetable is displayed in the **YTI when timetabled classes begin** field.

Calculate Census Details

Click onto **School Information** on the census return panel to check that all establishment details are correct.



*You can click on the **School Detail** button to make amendments as required; however, any changes will only apply to the current Census file. If you need to make any permanent changes, go through **Focus | School | School Details** outside of the return.*

Once you have confirmed that the school information is correct, select **Calculate All Details** and select **Yes** to the prompt. This will extract the required information from SIMS and display the results in the applicable panels of the Census Return Details.

With a large data set, the system may take several minutes to retrieve the data and calculate details. Once the calculation of the data is complete, select **Save** to retain the calculated details.

The remaining panels in the census return file should now be completed within the **Census Return Details**.

Classes (only for the Spring Census)

When the School Census is generated, the class information displayed is a 'snapshot' of SIMS data as of the selected period on census day. The selected period is based on the last digit of your DfE establishment number.

Z Classes						
TT Classes						
Class Name	Students(On Roll)	Students(Guest)	Teachers	Support Staff	YTI	
8x/Pe1	26	0	1	0	Year 8	Recalculate New Delete
8x/Pe2	27	0	1	0	Year 8	
8x/Pe3	27	0	1	0	Year 8	
8y/En1	27	0	1	0	Year 8	
8y/En2	25	0	1	0	Year 8	
8y/En3	25	0	1	0	Year 8	
9x/Ar1	28	0	1	0	Year 9	
Total	992	0	39	0		

Explanation of the following terms:

Teachers - all qualified or unqualified teachers - excluding those wholly or mainly providing support to individual pupils or are on Planning, Preparation and Assessment (PPA) time.

Support Staff - education support staff present in the class. Include teaching assistants, special needs support staff, minority ethnic pupils support staff, and other education support staff. Exclude non-teaching staff wholly or mainly providing support to individual pupils.

Student Reconciliation (only for the Spring Census)

The **Student Reconciliation** panel is used to reconcile the various categories of students with the numbers in the **Classes** panel.

The number of on-roll students who are not in class at the selected period, because they are attending another school, part-time, etc. should be entered in the appropriate fields.

The values in the **Total Students** and **Students On Roll** fields must be the same.

Attendance

Academy trusts, governing bodies, and local authorities must use the guidance the DfE have produced 'Working together to improve school attendance' which gives advice as to the attendance codes to be used. More information can be found at:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

General (only for the Spring Census)

The **General** panel deals with the number of students who receive Free School Meals on census day.

Enter the total number of children who are '**free school meal eligible**' who had one on census day.

- Students should be included only if they meet the Free School Meals eligibility criteria (i.e., in respect to family income).

Secondary Admission Appeals (only for the Spring Census)

The **Secondary Admissions Appeals** panel deals with appeals lodged before 01/09/2023 against refusals to admit a student for a place at your school at the start of the 2023/2024 academic year.

All fields in this panel are editable and must be populated manually.

Validating the Census Return

A return must be created, validated, and authorised before it can be sent to the Local Authority or 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.

- An error is caused by either missing or inaccurate data.
- A query highlights data which is unusual or not as expected, e.g., there are no students with special educational needs.

The easiest way to view and correct data that will fail the census return validation is to create a return and then work through the data failures and queries. This will enable you to resolve most problems well before census day.



*If an error appears, stating that here are missing attendance marks, check **Focus | Attendance | Deal with missing marks** to view any missing data. You can also select **Yes** and undertake this task later 😊.*

Once the validation is complete, the **Validation Errors Summary** report will be produced at the bottom of the **Census Return Details** page:

The report could be printed off if you wish to view a hard copy whilst you deal with any errors and/or queries.

The list of errors can be filtered to display those with a particular error or query code.

- Click on the drop-down arrow at the **Error Search** field.
- From the drop-down list, you can select any of the error or query codes listed.

- By default, when **ALL** is selected in the **Error Search** field, the errors are displayed at the top of the list, followed by the queries.

Correcting Data Errors / Queries

Once you have produced your validation report you should begin to resolve your errors. This can be done by dealing with each error on an individual basis, or, where there are several errors of the same type, using the bulk update facility to resolve them all together.



If you have validated your census as part of a dry run before completing the Census Return panels, you will find that some errors relate to missing data in the remaining panels. These can be ignored until you have completed these panels.

Individual errors / queries may require information to be input which is unique to a particular student such as UPN or address. In such cases, these errors must be resolved individually as each case will be different and cannot be flood filled with a standard response.

Although editing individual student details is a valid way to correct data, it may be more efficient to correct omissions in SIMS by using the bulk update routine.

Routines | Student | Bulk Update.

Once you are satisfied that all the information within the Census file is correct and any outstanding queries are acceptable to the school, remember to **Create & Validate the Census return once again**. Once this is completed you will be ready to start looking at the other items of information required by the Census panels.

Finalising the Return

Once you have completed all the panels of the census return and carried out a final validation to ensure all errors have been resolved and only acceptable queries remain, you can then carry out final checks of your data and submit your return.

Reports

You must **Save** your return and **Create & Validate** it first before it is possible to run these reports.

The **Detail Report** button can be found alongside the **Create & Validate**, **Summary** and **Authorise** buttons.

This will allow you to run individual data reports, by ticking or unticking the relevant boxes according. **You must run these reports, to check that the data collected in your census is correct** and the reports allow you more easily to identify errors.

Multiple reports can be run by selecting the option at the foot of the Detail Report drop down.

Producing the Summary Report

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 Headteacher for authorisation.

The **Summary** button at the top of the screen produces a version of the summary report in HTML format and opens in an Internet Explorer browser.

- Click the **Summary** button to open the **Summary** report.
- Scroll through the collected data to confirm that all the reported data is correct.



*You may wish to cross reference your **Summary** report with the **Detail Reports** to check that figures are what you expect 😊.*



Please remember that the Headteacher must confirm that the information produced by the Summary report is correct.

For Audit purposes, a hard copy of the Summary report must be signed and dated by the Headteacher. Only then can the Census file be authorised and returned to the LA.

Authorising the Return

Once the Summary report has been confirmed / authorised by the Headteacher, you can then authorise the Return in SIMS.



Please remember that, once the census return is authorised, you are unable to open the file and make amendments.

- Click the **Authorise** button.
- Click **Yes** to the message.

- The Headteacher authorisation screen will appear, which requires you as the Administrator to confirm that you have sourced authorisation from the Headteacher to authorise the Census.
- Click **Continue** to proceed.

Once the return is authorised, if you wish to amend the file, you must create a copy of the authorised file and make amendments within the copy.

The return files are now in the designated folder ready for transfer to the LA.

Print the **School Census Spring 2024 Authorisation Report** and keep for your own records.

Submit the Census File to the LA

Once the school census return is authorised, you should submit your census files to the LA.

We ask that you please submit your census to the LA via **Perspective**. This is a secure method of sending school information to us. If you do not have access to Perspective, your Headteacher can set you up via **Settings (Cog icon) > Manage Users > Create New User**.

The following files need to be uploaded:

- **XML** file which contains your Census data.
- **Summary Report**
- **Either a Word document** with your school's name/DfE number, along with details/explanation of your acceptable outstanding errors and queries

OR

- **Authorisation Report** incorporating details/explanation of your outstanding acceptable errors and queries.

All files will have the Wigan LA number 359 followed by your school's DfE number.

You may find that after you have submitted your census return to the LA you are asked to make amendments and resubmit the file.

Once changes have been made, you must produce a new Summary report for each new file sent to the LA. A hard copy of the new Summary report must be authorised and dated by the Headteacher.

Submitting the Census file – Academies

If the EBIU team process your census return on your behalf, please follow the instructions above regarding uploading your file to Perspective.

However, if you submit the census file to the DfE yourself, there are additional guidance documents provided by the DfE to assist you:

[Complete the school census - Generate and submit your return - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complete-the-school-census-generate-and-submit-your-return)

What Happens Next?

EBIU will upload your school census file to a website called **COLLECT**, which is managed by the Department for Education (DfE).

COLLECT flags up errors and queries in the file which you may need to correct.

If any **queries** were flagged up **within SIMS**, these may relate to queries flagged up in COLLECT. If you have put an **explanatory note** on your email regarding these, we may not need to contact you.

We also produce **internal validation reports** which we distribute to teams within the Council. Again, these may show up anomalies between the data we hold for your school and what you have submitted.

You may be contacted by the LA once your census file has been processed. This could be a member of the **EBIU team, the schools finance team, or a member of staff from one of the teams** that an internal validation report has been sent to (for example the SEND Team).

It may be that we are contacting you for an **explanation of a query** on COLLECT – if this is the case, you may not need to resubmit. The explanation you give will be recorded as a note on COLLECT.

It may be that we are contacting you to **correct some data** in your SIMS system. If this is the case, please **make the amendments**, updating the history to a date pre-census if necessary, and **save** the changes.



Appendix A' provides a list of common errors and queries that are often generated from the census submission, along with resolutions from EBIU 😊.

Resubmitting

You may find that after you have submitted your census return to the LA you are asked to make amendments and resubmit the file. To do this:

- Go to **Routines | Statutory Returns | School Census** to display the census browser.
- Click **Search** to ensure that the list of returns is displayed.
- Highlight the file you want to copy.
- Click **Copy**.
- A message requests confirmation that you wish to make a copy of the selected return.
- Click **Yes**.
- Rename the copied return, for example **School Census Spring 2024B**, by highlighting it then click **Open** to display the Census Return Details page.
- In the Census Details panel, edit the Description e.g., adding A, B etc.
- Click **Save**.

Once changes have been made within census, you must produce a new Summary Report. The census must then again be authorised by the Headteacher. You can then follow the **Submit the Census File to the LA** process above.



*Please remember to take a note of the **School Dinners Taken on census day** to complete when you resubmit 😊.*

Appendix A

Error ID	Error Message	Resolution
Wig00	Enrolment Status Clash with this UPN - Pupil attending this school but also registered at another school. Please investigate - is the pupil dual registered and recorded with the correct enrolment status?	If amendments are made to the enrolment status of this pupil in your MIS, please rerun and resubmit your School Census.
Wig01	There is also a child with the same forename, surname, and DOB at another school with a different UPN on our DfE checks report. Please confirm attendance as this may simply 2 different children.	Please confirm attendance on census day as this may simply 2 different children, OR please obtain and import this student's CTF into your school's MIS to update the UPN. If amendments are made to the enrolment status of this pupil in your MIS, please re-run and resubmit your School Census.
Wig03	N1 & N2 - Part Time indicator is TRUE, hours at setting are more than 25hrs.	If the hours at setting are correct, please remove the part time details.
Wig07	Dual Registered Pupil - check which other setting attended.	Please confirm the other setting this pupil attends. If this pupil was only on roll at one setting on census, please amend registration status, back date, and resubmit your school census.
Wig08	Temporary UPN	If pupil has previously attended another educational setting, please acquire UPN from that setting. Alternatively, if certain the pupil has never attended another setting, please apply a permanent UPN in your MIS. After amendments are made, please re-run and resubmit your School Census.
Wig09	The number of pupils in receipt of Top Up Funding differs to that of what is expected.	The LA has no record of this pupil's Top up Funding. Please confirm if this is from another LA. If you have any questions about this pupil's funding, please contact the SEND team. OR The LA has a record of this pupil's Top Up Funding; however, you have not returned any in the census. If any amendments are made, please rerun, and resubmit your school census. If you have any questions about this pupil's funding, please contact the SEND team.
Wig10	E1, E2, N1 & N2 - Part Time Indicator is FALSE, with less than 25hrs at setting. If the pupil attends less than 10	Please amend part-time indicator to reflect part-time status of the pupil. Alternatively, if the child attends full time, please amend the Hours at Setting. Once

	sessions, part time details need to be added to the child's record.	amendments are made, please re-run and then resubmit your School Census.
Wig12	E1, E2, N1 & N2 - Funded Hours are less than 15 with different hours recorded at setting. Please confirm this is correct.	If this is correct, then no action needs to be taken. Alternatively, amend where incorrect. If amending, please re-run and resubmit your School Census.
Wig13	E1, E2, N1 & N2 - Part Time indicator is TRUE, with more than 25 hours at setting. If the pupil attends for the maximum 10 sessions, part time details need to be removed from the child's record.	Please review this pupils' hours at setting, if the pupil attends for the maximum 10 sessions (25 hours or more), part time details need to be removed from the child's record. If amending, please re-run and resubmit the Census.
Wig14	School Lunch Taken Check - Pupil is recorded as in receipt of 2 school lunches on Census Day.	Please amend accordingly.
Wig16	N1 & N2 - 0 Funded Hours Recorded within pupil's record. Pupil is recorded as in receipt of Extended Hours. Please confirm this is correct.	Please confirm if this is correct.
Wig17	Funded Hours Exceeding the Maximum 15 Funded Hours.	Please confirm if this is correct.
Wig18	Part-Time Indicator is TRUE, however less than 25 Hours at Setting.	Please amend the part-time details or hours at setting accordingly. If amending, please rerun and resubmit the Census.
Wig19	Part-Time Indicator is FALSE; however, Hours at Setting & Funded Hours are recorded.	Please confirm the Funded Hours and Hours at Setting are correct. If correct, please record Part-Time Details for this pupil. If amending, please rerun and resubmit the Census.
Wig20	30 Hour pupils, hours at setting greater than 30.	Please confirm that this pupil attends your setting for more than 30 hours per week.
Wig22	E1, E2, N1 & N2 - No hours at setting recorded. Please check this is recorded correctly.	Please check this is recorded correctly, if it is not and any amendments are made, please resubmit.
Wig23	No Nursery pupils have a 30 Hour Code at your school.	Please investigate. If this is correct, then no action needs to be taken. However, if any changes are made, please rerun and resubmit your school census.
Wig 30	We have noticed that there is not an AP setting for this child - is this dual registration (Main) a part of a managed move? Please confirm.	Please confirm if this is part of a managed move. If this is not part of a managed move and is part of an alternative provision organised by school, then the AP panel would need to be completed.
Wig31	Pupil is single registration with your setting however no previous URN has been entered.	Record and submit the URN (unique reference number) of the establishment that the pupil attended prior to becoming single-registered at your school. You can find the URN on get information about schools (GIAS). If the pupil has not had a previous school prior to your setting, please add a narrative to confirm this.

Wig32	Pupil has an open AP placement with a URN or UKPRN however is single registered.	Please confirm if this is correct or if required amend your enrolment status for this pupil, you may wish to speak to the other establishment to agree the enrolment status.
Wig50	The SEN status which you have recorded is different from what the LA has recorded.	Please confirm if this is from another LA. If not, please amend and resubmit. If you have any questions, please contact the SEN team.

EBIU School Support Team

Helpdesk

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