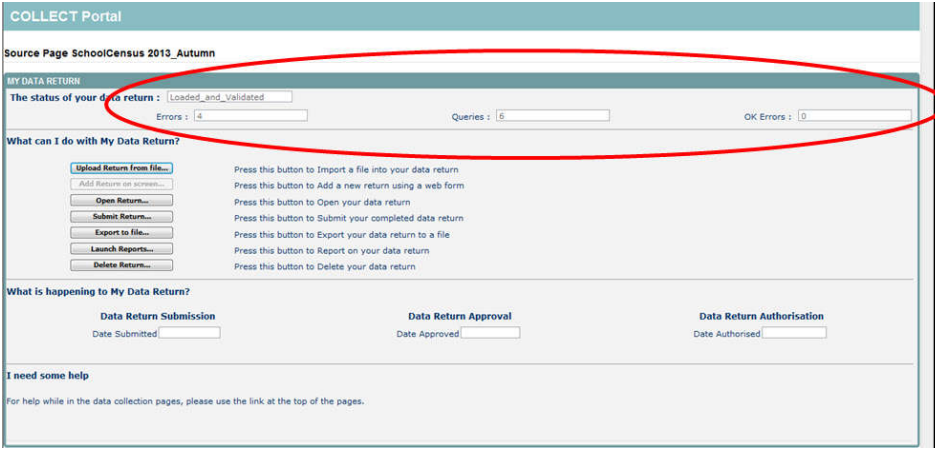

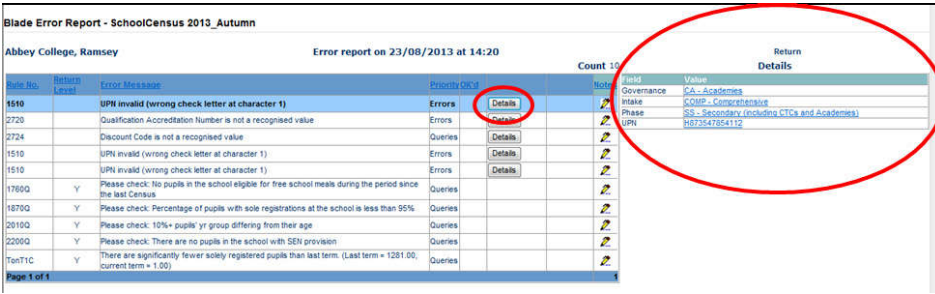

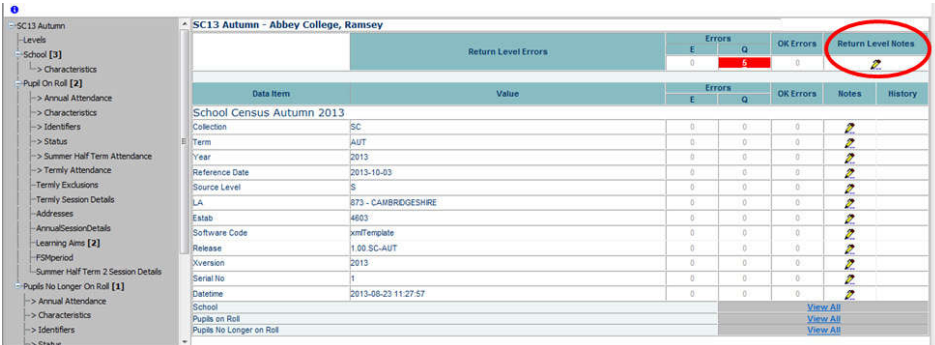

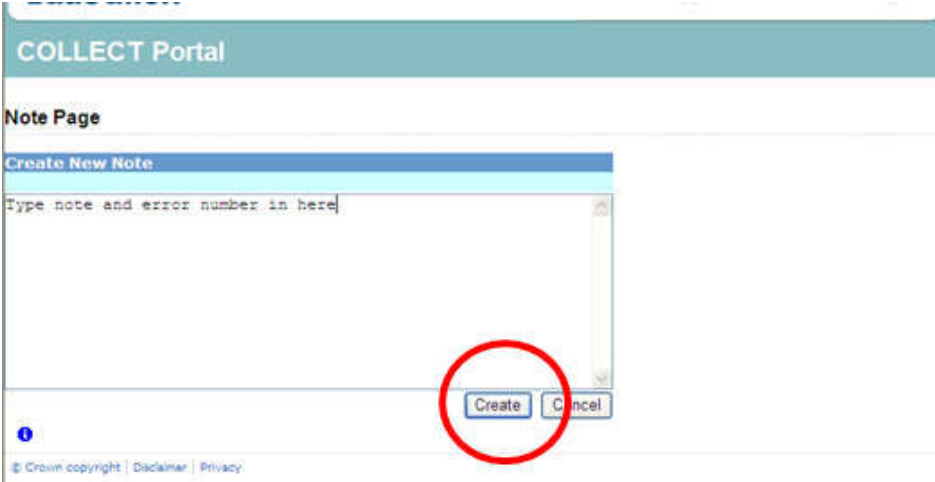


School Census
Academy & Free School Process Checklist

Complete	Description
<input type="checkbox"/>	<p>Ensure you have all documentation required to complete the return:</p> <ul style="list-style-type: none"> • DfE school census bulletins • DfE guidance documentation - https://www.gov.uk/school-census • Capita SIMS.net (or equivalent) guidance notes i.e. preparing for and producing returns <ul style="list-style-type: none"> ○ http://www.slough.gov.uk/council/key-statistics-and-data/statutory-returns-for-schools.aspx; ○ https://myaccount.capita-cs.co.uk ○ http://www.capitaess.co.uk (for schools with an enhanced support contract i.e. all schools whom purchase their support through the SBC brokered arrangements) • Correspondence from the LA • School Census Data Checklist
<input type="checkbox"/>	<p>Ensure you have your DfE Sign-In username and password (and provide a login to the local authority if you are asking for assistance with submitting and monitoring the return). LA assistance is provided free of charge via Paul Brotherton.</p>
<input type="checkbox"/>	<p>Upload the school census return on the COLLECT section of the DfE Sign-In website (click on "Upload return from file" to do this). Click on "OK" when notified the return has been successfully loaded.</p> <p>Note: The same process can be followed for dry run returns which can be uploaded to the "Familiarisation" blades on COLLECT.</p>

Complete	Description
<input type="checkbox"/>	<p>Refresh the “My Data Return” page until the status of the census return reads “loaded and validated”.</p> <p>Now check to see how many errors and queries your return has.</p> 
<input type="checkbox"/>	<p>If you have 0 errors or queries then click on “submit return”</p> <p>NOTE: This is NOT the end of the census process. You must monitor and action duplicate reports on a daily basis (refer to the explanation for this process within the section of this document entitled “REPORTS”).</p>
<input type="checkbox"/>	<p>If you have any errors or queries whatsoever then click on “Open Return” followed by “All Errors”.</p> 
<input type="checkbox"/>	<p>Familiarise yourself with the full list of errors and queries on your return.</p>  <p>Make any corrections to data required in SIMS (or equivalent) and re-upload your return to COLLECT following the above process.</p>
<input type="checkbox"/>	<p>Check that your list of errors and queries now displays only those which are correct and cannot be resolved by correcting data within SIMS or equivalent.</p>


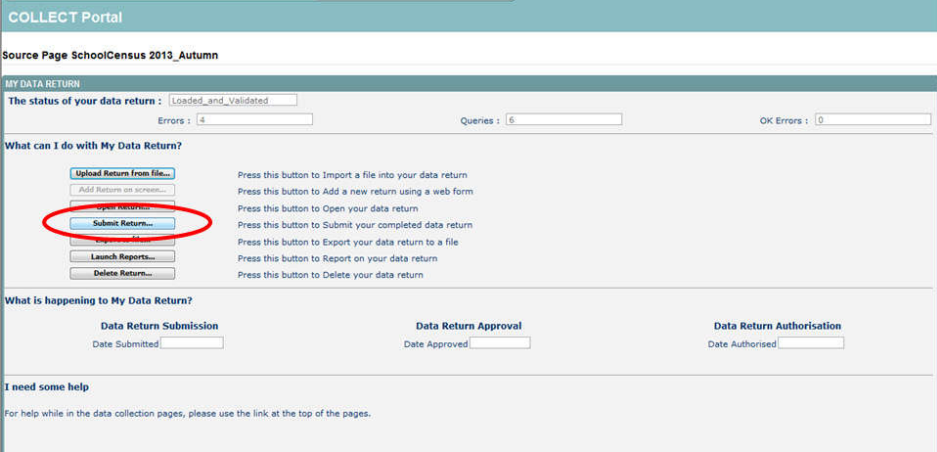
Complete	Description
	<p>Add return level notes within COLLECT to explain why any errors or queries remain on your return.</p> <p>To add a return level note, double click on the pen icon in the return level notes section. This screen can be accessed by clicking on “Open Return” from the main census upload screen.</p> 
	<p>Click on “Add New Note”</p>
	
	<p>Type your note and the error number in the box provided and click “Create”</p>
	
	<p>You must ensure there is a note provided which covers all errors and queries which remain on your return. A DfE guidebook containing a list of acceptable notepad entries is available at: https://www.gov.uk/guidance/school-census. If you do not provide clarification on errors and queries, DfE will not authorise your return and will contact you to discuss.</p>


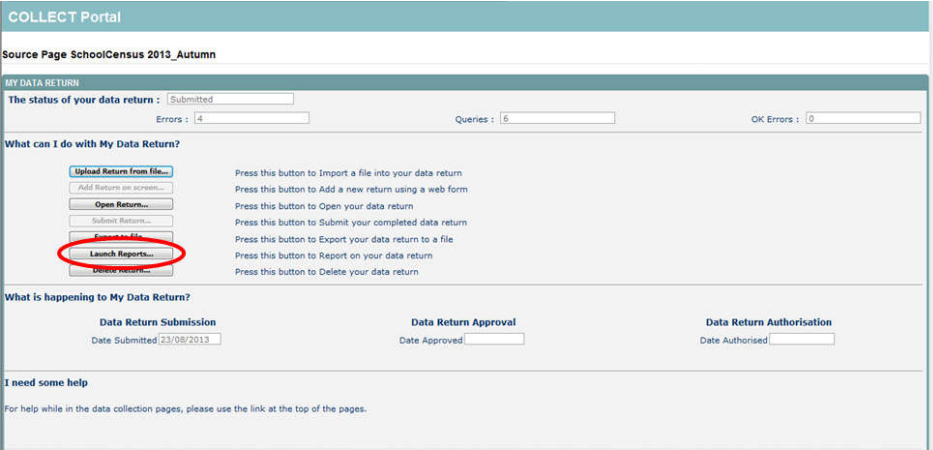

School Census – contact us:

Paul Brotherton

E-mail: paul.brotherton@slough.gov.uk

Telephone: 01753 875744

Complete	Description
	<p>Navigate back to the main census upload screen and click on "Submit Return":</p>  <p>The screenshot shows the 'COLLECT Portal' interface for 'Source Page SchoolCensus 2013_Autumn'. Under the 'MY DATA RETURN' section, the status is 'Loaded_and_Validated'. It shows 'Errors : 4', 'Queries : 6', and 'OK Errors : 0'. The 'What can I do with My Data Return?' section contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Submit Return...' (circled in red), 'Export Reports...', 'Launch Reports...', and 'Delete Return...'. Below this, the 'What is happening to My Data Return?' section shows 'Data Return Submission' (Date Submitted:), 'Data Return Approval' (Date Approved:), and 'Data Return Authorisation' (Date Authorised:). At the bottom, there is a link for 'I need some help'.</p>

Complete	Description
	<p>REPORTS</p> <p>The next day (and every day thereafter until the DfE census database closes) login to COLLECT and click on “Launch Reports”. Within this area are reports identifying potential duplicate children (these reports are refreshed overnight):</p>  <p>From the drop down menu, run each of the duplicate student reports (x3) and action accordingly. These reports are:</p> <ul style="list-style-type: none"> • Duplicate report – same person different UPN • Duplicate report – same UPN • Duplicate report – same UPN 2 to 4 year olds (applicable to nursery and primary schools only) <p>Refer to the DfE guidance on their website (weblink provided earlier) which explains how to resolve duplicates. The LA can also assist with this.</p> <p>Resolution may require you to make corrections to your data within SIMS or your school census return. In addition, you may be required to discuss with the LA, discuss with other LAs or discuss with schools either locally or nationally. If in doubt, please contact Paul Brotherton.</p> <p>Do not leave duplicates unresolved – failure to resolve duplicates could have an adverse impact on your funding levels.</p>
	<p>If, during resolution of duplicates, you are required to upload a new return to COLLECT, please ensure you follow all instructions within this document again.</p> <p>Minor amendments can be undertaken by editing the return within COLLECT, however, please seek advice from Paul Brotherton if you are planning on doing this.</p>