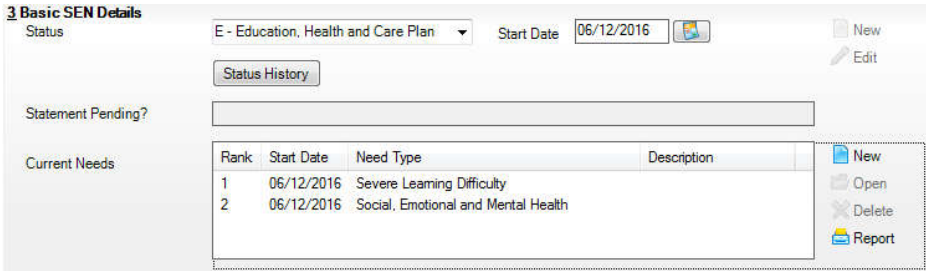


School Census
Data Checklist – Summer School Census 2019
Census date: 16th May 2019

| Complete | Description |
|--------------------------|--|
| <input type="checkbox"/> | <p>Capita SIMS.net users should obtain and review the “preparing for” and “producing” census guides from the software provider. These can usually be obtained from:</p> <ul style="list-style-type: none"> • Documentation link within Capita SIMS or • Capita My Account website https://myaccount.capita-cs.co.uk. <p>If you are unable to locate the available guidance, contact your Capita SIMS support provider directly.</p> <p>Users of other systems should contact their software supplier.</p> |
| <input type="checkbox"/> | <p>Upgrade to the SIMS 2019 Spring release v 7.186.</p> |
| <input type="checkbox"/> | <p>Check with your SIMS System Manager that you have the appropriate permissions to run the School Census and record associated data.</p> <p>A quick way to check you can run the census is to navigate to Routines – Statutory Returns – School Census. If you can see and navigate to this menu route, then you are likely to have the full permissions necessary to complete the return.</p> |
| <input type="checkbox"/> | <p>Check with your SIMS System Manager that the latest fileset version has been imported.</p> <p>For the Summer school census 2019 you must ensure you have imported the latest recommended fileset available within the fileset 1200 series.</p> <p>NB – notification of important filesets will be sent by e-mail from Capita colleagues and available on Capita forums. If in doubt, contact your software supplier.</p> |
| <input type="checkbox"/> | <p>Check and correct all school level information in the School Details area of SIMS. (Focus – School – School Details)</p> <p>If you have recently converted to Academy status you must also make sure you:</p> <ul style="list-style-type: none"> • Update your school name if this has changed (patch required from Capita Helpdesk for SIMS.net users) and record the date of change • Update the 4 digit establishment number if this has changed (patch required from Capita Helpdesk) • If the academy is sponsor led and has a new DfE number, add the correct date into the Earliest Date of Admission field i.e. the date of admission of pupils into the new school (probably the date of academy transfer). • Update the Unique Reference Number (URN) • Update the “School Type” and “School Governance” fields to “Academy” |
| <input type="checkbox"/> | <p>Check that leavers and re-admissions have all been recorded. Only those students on roll on census day should be included within your school’s census return.</p> |

| Complete | Description |
|--------------------------|--|
| <input type="checkbox"/> | <p>If there are any pupils on roll where there is a concern they may actually be attending a school elsewhere, please make every effort to locate and off roll them in advance of census day. The Slough Borough Council Pupil Tracking service is available to assist if required – pupiltracking@slough.gov.uk.</p> <p>If your census return contains a child who is submitted on another school's return and is verified as having attended there on census day, you will need to resubmit a corrected return later on.</p> |
| <input type="checkbox"/> | <p>Check the basic details, class registrations and year groups of pupils on roll and update/fill gaps where necessary. If you make any corrections to classes or year groups, ensure these are backdated to the appropriate date.</p> |
| <input type="checkbox"/> | <p>Check pupils' enrolment status and admission dates. This is recorded on panel 2 of the student's record in SIMS.</p> <p>IMPORTANT: If you have dual registered students, please ensure you accurately record their status as either dual main or dual subsidiary and cross check with the other school that they have recorded the status as either the main or subsidiary school correctly.</p> <p>Enrolment status can be updated via Routines – Pupil – Change Enrolment Status. If you are changing someone's enrolment status after the day of census, please make sure you amend the "Student Date of Change" field to on or before the date of census.</p> |
| <input type="checkbox"/> | <p>Check and correct student part-time information.</p> <p>If a nursery child receives 24 hours or less of education provision per week, then that child is part time.</p> <p>If a nursery child receives 25 hours or more of education provision per week, then that child is full time.</p> <p>Children eligible for the extended entitlement (30 hours) of childcare and attending a nursery for the full 30 hours should only be recorded as full time if they are indeed receiving educational provision for the entirety of their attendance.</p> <p>Part time status is recorded in panel 2 of the SIMS student record in the field "part time details".</p> <p>Dual registered pupils receiving full time provision across more than one school should be recorded as full time by both schools.</p> |
| <input type="checkbox"/> | <p><i>Applicable to Primary, infant, junior and special (primary age) schools only.</i></p> <p>Check class information and class type for all students. Children in nursery classes should be recorded as such and any in Reception and above classed as "other".</p> <p>SIMS schools can check and correct this by navigating to Tools Statutory Return Tools Update Class Type.</p> |
| <input type="checkbox"/> | <p>Check and correct student UPNs. If a student has attended a previous school, please obtain this from the school. If you are unable to locate it, please contact:</p> <p>Paul Brotherton – paul.brotherton@slough.gov.uk; tel: 01753 875744 or Anjum Javaid – anjum.javaid@slough.gov.uk; tel: 01753 476563</p> <p>If you have any students with temporary UPNs, please contact the LA.</p> |
| <input type="checkbox"/> | <p><i>(Applicable to schools with secondary age pupils only, including special, PRUs and AP academies).</i></p> <p>Check and/or obtain Unique Learner Numbers for all students aged 14 or over on census day. ULNs can be obtained by uploading a CTF file to the Learning Records Service (LRS) via the S2S website. Any new school yet to register with the LRS must do so without delay. Further information is available at: https://www.gov.uk/government/publications/lrs-unique-learner-numbers.</p> <p>ULNs can then be imported into SIMS using CTF import functionality, or manually added to the student's record (panel 2).</p> |

| Complete | Description |
|--------------------------|---|
| <input type="checkbox"/> | <p>Ensure student addresses have the unique property reference number (UPRN) attached to them. A student address will have the UPRN attached and visible if the address has been validated using address validation software.</p> <p>The validation status of student addresses can be checked either by checking individual child records or by running a report to identify student records where the address has no UPRN.</p> <p>If you have any student addresses which are not validated, attempt to validate the address by clicking on “validate” in panel 3 of the individual student record (SIMS schools only). If you find a valid match, upon saving the record the validation status will change to “validated” and the unique property reference number (UPRN) will appear underneath the address.</p> <p>If you are unable to find a valid match within the address validation software, ensure you have the correct postcode for the address and try again. If, after checking, there is definitely no match, simply save the address as it is and without the UPRN and check again after the next upgrade.</p> |
| <input type="checkbox"/> | <p>(Applicable to schools with secondary age pupils only, including special, PRUs and AP academies).</p> <p>Check the Youth Support Services Agreement (YSSA) status is recorded in panel 9 of the SIMS record for every pupil aged 12 and above. This field can also be updated via bulk update functionality.</p> <p>The option to be recorded in this field will be obtained based on the response the school receives when privacy notices are issued.</p> |
| <input type="checkbox"/> | <p>If you have any children on roll who are children of a parent or parent(s) who is / are service personnel serving in HM Forces, then please ensure you accurately complete the “service children in education” field on panel 9 of the SIMS student record.</p> |
| <input type="checkbox"/> | <p>Check first language information is complete for all students. Any missing first languages should be completed (panel 8 of SIMS record or via bulk update).</p> <p>IMPORTANT: If you are adding a language after census date, remember to backdate the start date of the language to at least the day of census otherwise it won't be picked up on your census return. Backdating can be achieved via bulk update or by manually editing the “orange bar” history via the history button on panel 8 within the individual student's record.</p> |
| <input type="checkbox"/> | <p>Check all students have an SEN status – codes E (Education, Health and Care Plan); K (SEN Support) and N (No Special Educational Need) are the valid status codes for this return. SEN information is updated via Focus – Pupil – Special Educational Needs (or via the SEN link on an individual child's record).</p>  <p>If a student is a member of an SEN unit or resourced provision, please make sure this is recorded within panel 8 “Provisions” of the SIMS SEN record.</p> |

| Complete | Description | | |
|--------------------------|---|---------------|---|
| <input type="checkbox"/> | <p>Check free school meal eligibility information is fully recorded for each child via panel 6 i.e. the “dietary” panel of the SIMS record.</p> <p>For the 2019 Summer school census, the following FSM eligibility information is collected:</p> <ul style="list-style-type: none"> Any FSM eligibility which started on, or before, 16 May 2019 where the FSM end date is either not present (that is: currently eligible) or between 18 January 2019 and 16 May 2019 (inclusive). <p>Please remember, any student who is eligible for FSM will remain eligible until the government completes the rollout of Universal Credit and from then until the point transitional protections expire. Therefore, you should not record any FSM end dates unless advised to do so by the local authority or the Department for Education.</p> | | |
| <input type="checkbox"/> | <p><i>(Not applicable to nursery or secondary schools).</i></p> <p>Ensure you have or are able to be provided with a list of all individual students in Reception, Year 1 and Year 2 who will be eating a school lunch on census day. This would include all children eating a school lunch irrespective of whether they take this under the universal infant free school meals scheme or under free school meal deprivation criteria.</p> <p>This information will allow you to complete the school dinner taken panel on the census screen itself.</p> | | |
| <input type="checkbox"/> | <p>Check all exclusions are recorded in SIMS (not applicable to Nursery schools). Exclusion data collection period for this census is shown below:</p> <table border="1" data-bbox="178 1072 1433 1122"> <tr> <td data-bbox="178 1072 371 1122">Summer</td> <td data-bbox="371 1072 1433 1122">All exclusions with start dates between 2018-09-01 and 2018-12-31</td> </tr> </table> | Summer | All exclusions with start dates between 2018-09-01 and 2018-12-31 |
| Summer | All exclusions with start dates between 2018-09-01 and 2018-12-31 | | |
| <input type="checkbox"/> | <p>Check attendance data (not nursery schools) – run your missing marks routine and update attendance gaps where necessary. Attendance data collection period for this census is shown below:</p> <table border="1" data-bbox="178 1247 1433 1323"> <tr> <td data-bbox="178 1247 504 1323">Summer census</td> <td data-bbox="504 1247 1433 1323">Spring term 2018-19 absence data is collected from 2019-01-01 to Easter Sunday 2019-04-21</td> </tr> </table> | Summer census | Spring term 2018-19 absence data is collected from 2019-01-01 to Easter Sunday 2019-04-21 |
| Summer census | Spring term 2018-19 absence data is collected from 2019-01-01 to Easter Sunday 2019-04-21 | | |

Complete Description



Via **Tools | Statutory Return Tools | Update Early Years**

Check and record:

- funded hours (for eligible pupils aged 2, 3 or 4)
- hours at setting (for eligible pupils aged 2, 3 or 4)
- extended childcare hours (for eligible 3 or 4 year olds)
- 30 hour eligibility code (for eligible 3 or 4 year olds)
- Disability access fund indicator (for eligible 3 or 4 year olds)

The table below shows the ages and dates of birth of children for who funded hours, and where applicable, extended childcare hours and 30 hour code, are required for in the Summer Census 2019.

| Census | Date of birth ranges and school type / pupil national curriculum year group | Maximum entitlement to funded hours |
|--------|--|--|
| Summer | Born between 2014-09-01 and 2017-03-31 (inclusive) - all relevant schools and year groups | 15 hours |
| | Born between 2013-09-01 and 2014-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only | 15 hours for pupils where 30-hour code is present 25 hours for pupils where 30-hour code is NOT present |
| Census | Date of birth ranges and school type / pupil national curriculum year group | Maximum entitlement to funded and extended hours |
| Summer | Born between 2014-09-01 and 2016-03-31 (inclusive) - with a valid 30-hour code - all relevant schools and year groups | 15 funded free entitlement hours plus 15 extended entitlement hours equals 30 hours |
| | Born between 2013-09-01 and 2014-08-31 (inclusive) - with a valid 30-hour code - for pupils in national curriculum year groups E1, E2, N1 and N2 only | 15 funded free entitlement hours plus 15 extended entitlement hours equals 30 hours |

If a child attends a school for less than the capped number of hours above, the funded hours field must be amended **downwards** accordingly to match the number of hours the child is in attendance.

Hours at setting should include:

- Any hours funded under the free early education entitlement
- Plus any hours funded under extended childcare (for working parents)
- Plus any additional hours of education funded from other sources such as parents

2 year olds (and children who turned 3 in the current term)

The entitlement to free early education was extended from September 2013 to also include a specified subset of disadvantaged two year olds from the term following a child's second birthday. If you have 2 year olds (and children who turned 3 in the current term) on roll at the time of census then funded hours **must** be recorded as 0 unless they were admitted under one of the disadvantaged criteria.

Complete Description



Schools with 16-19 provision only

Learner support code – ensure you have recorded bursary funding entitlement against those students whom have had it awarded in the current academic year. This information is recorded within panel 9 of the SIMS student record.

All bursary funding types should be recorded, however, only the below two codes are collected on the census return:

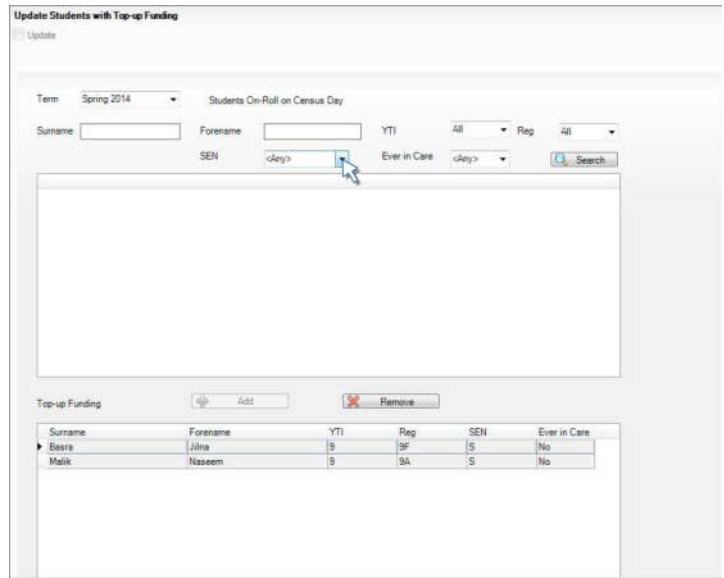
- vulnerable group bursary (code 55) and
- discretionary bursary (code 56)



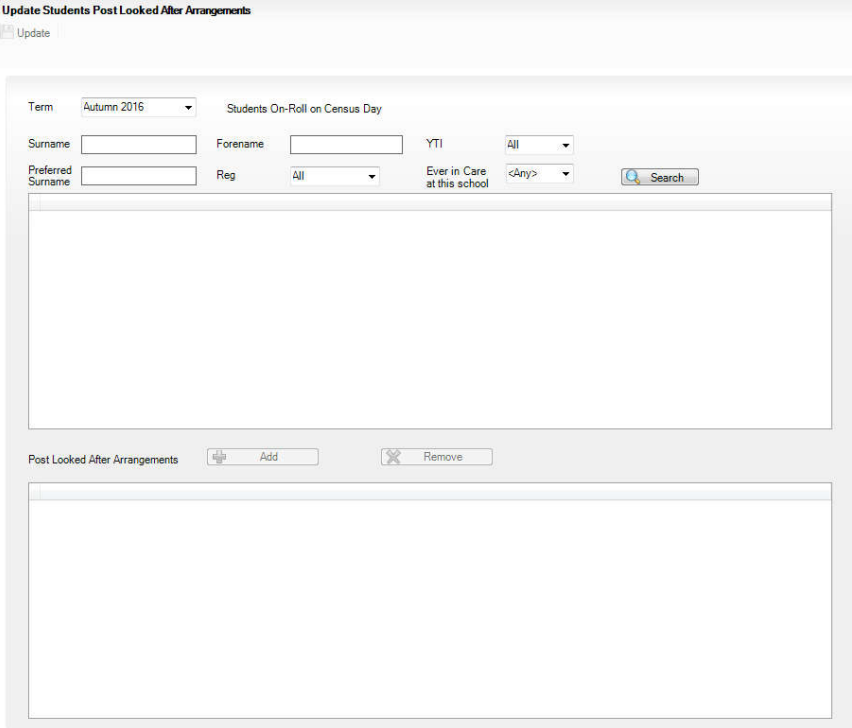
Ensure you update SIMS (or equivalent) with those students who receive top-up funding from the local authority, or in the case of a PRU/AP Academy the top-up funding could be from a local authority or a school (usually applicable to students with a statement of Special Educational Needs).

Within SIMS, navigate to **Tools | Statutory Return Tools | Update Top-up Funding**, and if prompted, carry over those “top-up” students from the previous term. Search for any new students who receive top-up funding and click on “Add” so they move down to the “Top-up Funding” box. Click on “remove” to remove any students who no longer attract top up funding.

Click on “Update” once the list is complete.



Students whom you record here as being in receipt of top up funding will pull through to a new area on the census generation screen where you will have an additional opportunity to check and add additional students if necessary.

| Complete | Description |
|--------------------------|--|
| <input type="checkbox"/> | <p>Ensure you update SIMS (or equivalent) with those students who will be on roll on census day and who were looked after immediately before adoption, being placed on a special guardianship or child arrangement order. (If permission to record this is supplied by those with parental responsibility).</p> <p>Within SIMS, navigate to Tools Statutory Return Tools Update Post Looked After Arrangements (PLAA). Search for those students who will be on roll on census day and who were looked after immediately before adoption, being placed on a special guardianship / residence / child arrangement order and click on “Add” so they move down to the “Post Looked After Arrangements” box. Click on “Update” once the list is complete.</p>  <p>Students who you record here as having “post looked after arrangements” will pull through to a new area on the census generation screen where you will have an additional opportunity to check and add additional students if necessary.</p> |
| <input type="checkbox"/> | <p>Carry out a dry run to determine whether there are any issues with generating a return in your system and also to identify whether there is any additional information needing to be updated prior to census day. Submit a copy to the LA for data validation.</p> |
| <input type="checkbox"/> | <p>Generate your live census return on census day and once all errors and queries have been resolved (as far as possible), upload a copy to LA via S2S.</p> <p>Academies and Free schools should submit a copy to the LA for data validation but also follow the instructions outlined on the “Academy and Free School Process Checklist” to submit the return to DfE (or ask the LA to do this on their behalf via Paul Brotherton).</p> |