

School Census in SIMS .net

Spring 2025



Data Protection Disclaimer

Screenshots used in this presentation
have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.
- Data collected is determined by central government
- There are three (pupil) censuses each year – **Autumn**, **Spring** and **Summer**, there is also a school workforce census too.
- It is a snapshot of data in your system on census day – along with some historical data from previous periods.
- Different ranges and types of data are collected at each census – but the process to run the census in your MIS is broadly the same each time.
- **A wider variety of data is collected in the Spring census.**
- MIS providers incorporate changes to data requirements in each census by upgrading their software.

Today's objectives

- By the end of today's session, you will be able to:
 - Check your data to make sure its ok for census
 - Enter the relevant data for census
 - Start a census return
 - Create and validate your return
 - Correct and validation errors by editing individual pupil records or using the bulk update tool.
 - Authorise your return (a crucial step required to verify your data)
 - Print detailed reports
 - Print a summary of the census

Statutory Requirement

- The submission of school census individual pupil records is a statutory requirement on schools under:
 - Section 537A of the Education Act 1996
 - The Education (Information about individual Pupils) (England) Regulations 2013
 - Section 99 of the Childcare Act 2006
 - Childcare (Provision of Information About Young Children (England) Regulations 2009
- This means
 - Schools do not need to obtain parental or pupil consent to the provision of information.
 - Ensures that schools are protected from legal challenge that they are breaching a duty of confidence to pupils
 - Helps to ensure that returns are completed by schools.

Key Dates

- Census Day - **16th January 2025**
- Deadline for return to the LA - **30th January 2025**
- Attendance data - **1st August 2024 - 31st December 2024**
- Exclusions - **1st April 2024 to 31st December 2024**
- Free School Meal Eligibility - **4th October 2024 to 16th January 2025**
- AP Placements - **3rd October 2024 and 16th January 2025**
- Funding and Monitoring - **4th October 2024 to 16th January 2025**

Future Census Dates

Dates for your diary

- Summer Census - **Thursday 15th May 2025**
- Autumn Census - **Thursday 16th October 2025**
- School Workforce Census - **Thursday 6th November 2025**

Webinar dates will be announced nearer to the census.

Pupils in Scope

- All pupils on the register on census data
- Any additional pupils subject to any type of suspension or permanent exclusion in the previous 2 terms (i.e. Summer 2024 and Autumn 2024)
- Any additional pupils who attended the school in the previous term for which termly attendance data is required (not nursery schools).
- Any additional pupils who attended the school in the previous academic year for which learning aims are submitted (Secondary, All through and AP schools).
- Any additional pupils who had an alternative provision (AP) placement within the collection period (since the last census day) (not nursery schools)
- Any additional pupils who were recorded as in receipt of learner funding and monitoring since the start of the academic year. (not nursery schools)

Class Information

- The Spring Census collects snapshot information on teaching classes taking place on census day.
- The class information is taken at a selected time based on the last digit of your school's DfE Establishment number e.g. 331/299**6**
- The data collected is:
 - Class name, year group, class type, key stage
 - Number of on roll and guest students
 - Number of teachers and support staff
 - Activity undertaken - e.g. the subject being taught

Class information - selected time

Last digit of establishment number	Selected time
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

Class information - unusual circumstances

- **Where the selected time is not appropriate** to the school timetable - for example, if the selected time is when the whole school or a large proportion of the school is in an assembly with the headteacher, schools can **choose an hour or period that reflects a 'normal' class** situation that applies at the selected time each Thursday of the term.
- **Do not record unusual situations** (such as class amalgamation or school closure) which may have occurred on census day due, for example, to staff training or absence, severe weather conditions or religious observances. See the section on unusual circumstances for more information.
- **Any group of pupils receiving instruction outside the normal class framework** at the selected time, such as pupils in a special educational needs (SEN) unit, **are treated as a separate 'class as taught'** unless this is an atypical or temporary arrangement.

Class Information - Infant Class Guidance (1)

- The School Admissions (Infant Class Sizes) (England) Regulations 2012 limit the size of an infant class to 30 pupils per schoolteacher. Applies to Key Stage 1 and reception classes.
- Schools with these classes are asked to ensure that the selected period is one in which their infant classes are engaged in an ordinary teaching session.
- Ordinary teaching sessions does not include, school assembly, or any other school activity usually conducted with large groups of children such as PE /games, music, Singing, drama, watching television or listening to the radio

Class Information - Infant Class Guidance (2)

- If at the time of the count, infant class children be involved in a group activity the count should be deferred to the next ordinary teaching session. This change of selected time is for the whole school not just the infant classes.
- Where an infant class has a pupil to teacher ratio greater than 30, schools MUST record in their MIS where this is due to
 - Any pupils within the class record as excepted
 - A teacher being on planning and preparation or learning manager time and the class is being supervised by a teaching assistant.

Class Information - Infant Class Guidance (3)

- The calculation is based on the pupil:teacher ratio not pupil:adult ratio therefore, regardless of the number of teaching assistants, if there are no exceptions or teachers on PPA reported, the class will be treated as unlawful in Department for Education (DfE) publications if there are more than 30 pupils to one teacher.

Early Years

- Schools with funded early years provision make their return via either the school census or the early years census but **NOT** both.
 - **Registered Pupils of a school** -> **include on the school census**
 - Children who attend a **separate Ofsted registered** private, voluntary or independent provider on a school site -> **include on the early years' census.**
 - Children attending provision provided by a **school governing body** under Section 27 of the Education Act 2002 **or** provision that is **run or managed by an academy** or academy trust under **charitable objectives** -> **include on the School Census**
- **But** if a child's free entitlement is split between more than one place they **may appear on the two different censuses**, depending on where and **how the pupil is registered.**

Collection of pupil characteristics

- Parents can't opt out of the census
- **Ethnicity, First Language, Service Child Indicator** must always be reported as declared by the parent.
- When collecting these data items from parents/guardians, schools must ensure that parents/guardians are made aware that they can decline to provide these items - where this happens schools should record on their MIS using the **refused** code.

Expanded Funded Hour

- The 30-Hour Code which is issued to parents when they have successfully applied for the Early Years funding has been changed to Eligibility Code. This Eligibility code is now also applicable for 2-year-olds who have applied for Expanded Hours.
- From April 2024, working parents of 2-year-olds will be able to access 15 hours of free childcare per week (over 38 weeks a year) from the term after their child's 2nd birthday. A new column has been added to the Census Returns for pupils aged 2 at 31/03/2024 and if they have an eligibility code. **Expanded Funded Hours do not apply to 3 or 4-year-olds.**

Alternative Provision

- Alternative provision should be recorded on the school census if it takes place in:
 - a pupil referral unit
 - an alternative provision academy
 - an alternative provision free school
 - an early years setting (private, voluntary or independent)
 - state-funded schools

Changes to existing data items (1)

- The learner funding and monitoring (FAM code) associated code set has been updated so that Code 01 has been extended to include appropriate pupils, school types, and the National Tutoring Programme (NTP) has been replaced with tutoring. Code 21 has been removed.
- Pupil SEN type code has been updated to include Down Syndrome.
- Expanded hours has been extended to record up to 15 hours for children from 9 months old with working parents.
- For early years pupil premium receipt, the frequency of collection has been increased to termly and extended to children from 9 months old.

Changes to existing data items (2)

- The disability access fund indicator has been extended to children from 9 months old.
- References to T Level transition programme have been changed to T Level foundation year.
- Signposting to offsite childcare, the response code 'YF' has been updated from 'including transport' to 'including escort'.

New Data Items

- Schools should provide the total compulsory time pupils spend in school in a **typical 5-day week**. The number of hours must be recorded to 2 decimal places to the nearest 15 minutes (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75).

Deleted data items

- These data items are being removed from Spring 2025
 - Sessions missed for Authorised, Unauthorised, Education and Exception will be discontinued from Spring 2025.

Data Areas to Check



SIMS .net Census



Extended Services

- Ensure that your childcare services are recorded in the Extended Services module - this is available through **Focus > School > School Details**
- Check the **Extended Services** box on panel 1
- Scroll to panel **6 Childcare** and review the information, if you need to edit a row, select it and click **Open**

Extended Services

Before school childcare and/or activities for school-age children (term-time) ^

After school childcare and/or activities for school-age children (term-time)

Childcare and/or activities, for school-age children during school holidays

Childcare integrated with a nursery education place for 3 & 4 year olds (term time) v

No. of Childcare Places

No. of Childcare Nursery Places

6 Childcare

Type	On Site	Signposted	Opening Time	Closing Time	No of Childcare Places	Provider	Other Schools	Weeks Open	Notes	Open
Before School Childcare	No	No								
After School Childcare	Yes	No		17:45	20	School	No			
Holiday Childcare	No	No								
Under Fives Childcare	Yes	No	08:30	18:00	30	School		38		

School Time

- Census now collects the number of

Extended Services

- Before school childcare and/or activities for school-age children (term-time)
- After school childcare and/or activities for school-age children (term-time)
- Childcare and/or activities, for school-age children during school holidays
- Childcare integrated with a nursery education place for 3 & 4 year olds (term time)

No. of Childcare Places

No. of Childcare Nursery Places

6 Childcare

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Before School Childcare	No	No								
After School Childcare	Yes	No		17:45	20	School	No			
Holiday Childcare	No	No								
Under Fives Childcare	Yes	No	08:30	18:00	30	School		38		

Basic Checks

- All students should have a valid **UPN (Unique Pupil Number)**.
- All relevant students should have a **ULN (Unique Learner Number)** are mandatory for students aged 14 and over on census day.
- All students should have a **valid address**.
- Students should have **first language** and **ethnicity entered**.
- All correct students should be admitted.
- Any students who **did not** attend (any session) but who were admitted should be deleted.
- Leavers should have their date of leaving entered correctly.
- Any students with an exclusion (in the previous 2 terms) should have their data checked and missing items entered.

Adding information in bulk

- Some data items can be entered in bulk from the **Bulk Update Student** routine
- Use the menu route **Routines > Pupil > Bulk Update**
- Choose a **Group Type** (e.g. Year) and a **Group** to work on.
- Then choose a data time to update e.g. Ethnicity
- Data fields you can update this way
 - Ethnicity and data source, First Language and data source, SEN, Service Children, pupil premium indicator

Attendance

- Spring Census looks back at Attendance data from the Start of the Autumn Term

1st August 2024 - 31st December 2024

- Check for missing marks, N codes, and students with any gaps in their attendance.

Attendance Data Checking for N Codes

- Locate N codes that have not yet been dealt with
- **Focus > Attendance > Deal with unexplained absences**
 - Enter the date range **01/08/2024 - 31/12/2024**
 - Run the report for the Whole School
 - Click Open
 - **Enter the missing information and save**

Attendance Data

Dealing with missing marks

- Locate N codes that have not yet been dealt with
- **Focus > Attendance > Deal with missing marks**
 - Enter the date range **01/04/2024 to 31/07/2024**
 - Run the report for the Whole School
 - Click Open
 - **Enter the missing information and save**

Special Educational Needs

- Check with your SEN Co-Ordinator that all children with a special need are marked as such.
 - All Students with current SEN Provisions should have an SEN record with the code K (SEN Support).
 - Any Students who have transitioned to no longer having any kind of SEN requirement should have their latest record updated to include an N code for No Special Educational Need.
 - Any Student in possession of an SEN Provision (other than N) should also have at least one Need defined.
 - Students with a provision but no specific type of need should be entered with the SEN Type of NSA (SEN Support but no specialist assessment of type of need).
- To add new **SEN pupils > Student Details > Click SEN** (Right panel) and add the necessary details
- To update existing SEN pupils, go to **Focus | Pupil | Special Educational Need**

Dual Registered Pupils

- If you have any dual registered pupils, please ensure that you have recorded their status (and at the other school) as either **Main** or **Subsidiary**
- Attendance for Dual Registered students should only be entered at the Subsidiary school for the sessions they are expected to be attending there.
- The corresponding periods at the **Main** school should be populated with the attendance code **D**
- You can alter the student's enrolment status via **Routines > Student > Change Enrolment Status**

Free School Meals

- Free school meal information is collected for pupils with the following periods of eligibility
 - Start date is on or before **4th October 2024**
 - End date is either blank or between **04/10/2024 and 15/01/2025**
- Student free school meal information can be edited from **Student Details > Panel 6 Dietary and add an eligibility period.**

Early Years Extended Hours

- Number of hours in addition to the initial 15 funded hours that a child receives and is applicable to three- and four-year-olds only.
- Can double the original 15 hours of free childcare to 30 hours per week.
- Eligibility criteria
 - Parents must obtain a 30-hour code from HM Revenues and Customs and provide this to the school.
 - Both parents must be working (or a sole parent working) and live in England.
 - Each parent earn a weekly minimum equivalent to 16 hours (minimum wage or living wage)
 - Each parent must have an income below the specified amount (cira £100,000)
- Pupils aged 4 at the start of the academic year are funded as standard pupils and funded hours are no longer relevant.
- For dual registered pupils record the hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary school recording funded hours in education at the subsidiary registration.

Basis of Funding

- Primary Schools should record these data items for their funding
 - Basis of Funding
 - Receipt of Extended hours
 - 2-Year-old Basis for Funding
 - Disability Funding
- For a student to be correctly in receipt of extended hours of funding (entered via the pupil reconciliation section of Census) they should also have been provided with a valid 11-digit Eligibility code. This code should be entered in the provided Eligibility Code box within the funding & allowances panel.
- The **Disability funding** indicator is derived from students who have a valid check against both of:
 - The child is in receipt of child disability living allowance
 - The child receives free early education

Disability Access Fund

- Payable as a lump sum once a year and awarded to three- and four-year-olds who meet the following criteria
 - In receipt of disability living allowance (DLA) and they access their entitlement to early learning and childcare, e.g. funded hours
 - Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day

Disability Access Fund

Census	Date of birth ranges, school type and pupil national curriculum year group
Spring 2025	9-month-olds to one-year-olds born between 2023-01-01 and 2024-03-31 (inclusive) - all relevant schools and year groups
Spring 2025	2-year-olds born between 2022-01-01 and 2022-12-31 (inclusive) - all relevant schools and year groups
Spring 2025	3-year-olds born between 2020-09-01 and 2021-12-31 (inclusive) - all relevant schools and year groups
Spring 2025	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only

Alternative Provision (1)

The Alternative Provisions Panel is found in **Students>View Student Details>Enrolment**

- If the school phase is PRU you will see two panels - Alternative Provision and Alternative Provision details. If the school is a mainstream school, you will only see Alternative Provision Detail
- For school collecting Alternative Provision Company Number and Alternative Provision Placement Postcode,
 - URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
 - Alternative provision reason records the main or primary reason why the AP was arranged.
 - Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.

Alternative Provision (2)

Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement

Alternative Provision (3)

- You MUST only return ONE of the AP Identifiers: URN, UKPRN or Type of Setting. The system process has been designed to assist with this. Use the Search to add a School which will automatically add the URN, alternatively select Unknown School within the Available Schools search panel. You will be returned to the panel where the School name can be added manually and the UKPRN may be added in the field provided, whereupon the Type of Setting will disappear. Finally, if no URN or UKPRN is available, add the Type of Setting from the dropdown selector plus the company house number and postcode.
- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.
- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.

Alternative Provision (4)

- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).
- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).
- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.
- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week

Adding Alternative Provision

- Student Details > **Registration Panel**
- Click New to add a new provision
- You can get details of schools from the **Get Information About Schools** (GIAS) website.

2 Registration

<u>Class</u>	OAK	<u>House</u>	
<u>Year Group</u>	Year R	<u>Year Taught In</u>	Curriculum Year R
<u>Enrolment Status</u>	Single Registration	<u>Boarder Status</u>	Not a Boarder
<u>Admission Date</u>	02/09/2024	<u>Admission Number</u>	002044
<u>Former UPN</u>		<u>Attendance Mode</u>	All day
<u>UPN</u>	V823299924031	<u>Local UPN</u>	

Part Time Details

Start Date	End Date	
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School Arranged Alternative Provision Placements

Start Date	End Date	Description	AP Setting	Companies House No	AP Postc	

New
Open
Delete

New
Open
Delete

Part Time Indicator

- Collected for on and off roll pupils
- A pupil is considered part time if they attend school for 9 or less sessions each week. It does not indicate that a pupil is part-time at one or more establishments.
- For children in receipt of funded early education a child should only be recorded as full time where they attend education for 10 sessions a week, irrespective of the number of funded or extended childcare hours.
- Compulsory school-age pupils on a part-time timetable are recorded as full-time with the appropriate absence code used for the sessions they do not attend.

Funding and Monitoring

- For the 2024 to 2025 academic year, it will identify pupils:
 - in receipt of tutoring
 - resitting or retaking up to one year of 16 to 19 funded provision
- **There is no action required by schools where none of these attributes applies to the pupil.**

Post Looked After

- Go to **Tools | Statutory Return Tools | Update Post Looked After Arrangements**

Ensure that any students on roll who were previously looked after by a local authority are recorded as such.

These children attract pupil premium plus funding.

Update Students Post Looked After Arrangements

Update

Term: Spring 2025 Students On-Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: <Any> Search

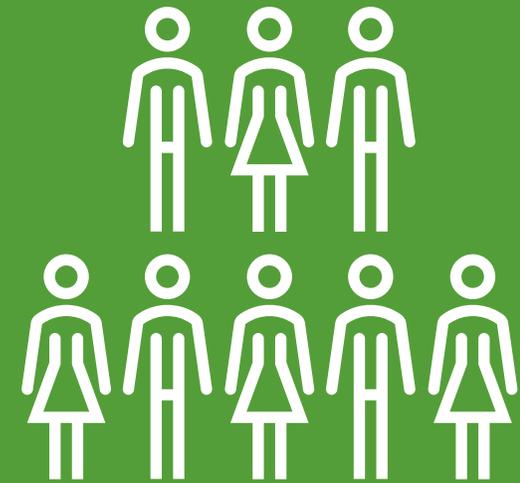
Post Looked After Arrangements Add Remove

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained
▶ Abbott	Abbott	Jessica	6	6VC	No	Adoption from England and Wales	<input type="checkbox"/>

Suspensions & Permanent Exclusions

- Exclusions are collected for the previous two terms.
- Exclusion data is required for **01/04/2024 to 31/12/2024**
- You can add exclusions through Focus | Pupil | Exclusions
- Permanent Exclusions **MUST** have **the governor's decision** and **date decision** notified completed

Creating your census return

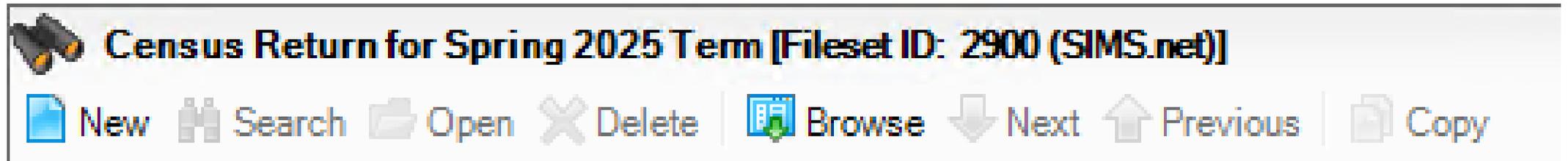


Using SIMS



Generate Your Census

- **Routines > Statutory Returns > School Census**
- Check the file set is 2903
- If it is not, please contact Digital Services.



Calculate all Details

- Check the dates provided are correct and you are generating the correct return.
- Click New to generate a new return
- Click **Calculate All Details**

Census Return for Spring 2025 Term [Fileset ID: 2900 (SIMS.net)]

New Search Open Delete Browse Next Previous Copy

Census Return Details - Spring 2025 Term : New Return

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Childcare 4 Early Years 5 Class Type 6 Top-up Funding 7 Post Looked After Arrangements 8 Funding and Monitoring 9 School Dinner Take

1 Census Details

Census Date 16/01/2025

Description School Census Spring 2025

Attendance collected from 02/09/2024 Attendance collected to 31/12/2024

Exclusions collected from 01/04/2024 Exclusions collected to 31/12/2024

AP Placements collected from 03/10/2024 AP Placements collected to 16/01/2025

FAM collected from 01/08/2024 FAM collected to 16/01/2025

*FSM collected from 04/10/2024 FSM collected to 16/01/2025

*Only collected for on roll pupils not leavers

Calculate All Details

Panel 2 : School Information

- This information is pulled from the School Detail screens (Focus | School | School Details)
- If anything is wrong, click the **School Details** button and update it.

2 School Information			
School Name	WATERS EDGE PRIMARY SCHOOL		
LA	331	Establishment Number	9997
Telephone	852015	URN	123564
School E-mail Address	school@we.com		
School Phase	PS	Primary	
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6
School Time			School Detail

School opening time

- **Not applicable to Nursery Schools**
- Schools should provide the total compulsory time pupils spend in school in a typical 5-day week. The number of hours must be recorded to 2 decimal places to the nearest 15 minutes (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75).
- This information is added into **Focus | School | School Details** panel

School opening time

- This information is added into **Focus | School | School Details** panel

School Details - WATERS EDGE PRIMARY SCHOOL

Save Undo Print

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents 6 Childcare 7 Support Unit Details

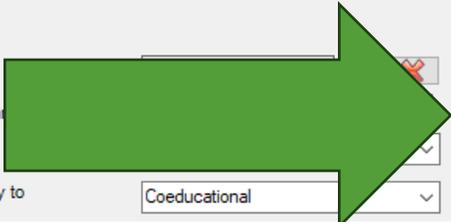
1 Establishment

School Name	WATERS EDGE PRIMARY SCHOOL
LA	331 Coventry
Establishment Number	9997
Unique Reference Number	123564
School Phase	Primary
School Type	Infant and Junior School 5-11
School Governance	Community
Intake Type	Comprehensive
Previous School Name	
Previous Estab Number	
Previous URN Number	
Boarding Pupils	<input type="checkbox"/> Nursery Class <input checked="" type="checkbox"/>
Head Teacher	
Curriculum Year	
Pupil Genders	
Gender on entry to school	Coeducational



Waters Edge
Primary School

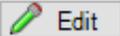
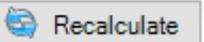
Date Name Changed	
Earliest DOA	
Date Number Changed	
Special Class or Unit	<input type="checkbox"/>
Main Contact	Mrs G Grosvenor
School Time	



Panel 3 : Childcare

- Check to make sure the information contained is correct. If you need to make any changes do this through Focus | School | School Details or click the **School Details** button on panel 2.
- Then click **Recalculate** on this panel.

3 Childcare

 Edit  Recalculate

Type	On Site	Opening...	Closing...	No of Places	Offer Places...	Provider	Other...	Weeks...	Signposted	Opening/Closing...	Provider Hours
Before School...	No								No		
After School C...	Yes		17:45	20		School	No		No		
Holiday Childc...	No								No		
Under Fives C...	Yes	08:30	18:00	30		School		38	No		

Panel 4: Early Years

- Panel 4 – this deals with students who are 2, 3 or 4 years of age on 31st August. Here you need to enter their hours at setting, Funding hours and expanded hours.
- Click **Recalculate** (on the panel) to pull existing data through and then click **Edit** to add in the relevant data.

3 Early Years

 Edit  Recalculate

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours	^
Arnold, Rachel	01/12/2020	002024	N2	AM	3	4							
Baltimore, Tessa-Louise	24/03/2021	002025	N2	PM	3	3							
Basudhara, Farah	18/01/2021	002026	N2	PM	3	3							
Bondar, Mykola	19/01/2021	002027	N2	PM	3	3							
Bondar, Yana	19/01/2021	002028	N2	PM	3	3							
Hussain, Suki	03/03/2021	002029	N2	AM	3	3							
Johnes, Jada	04/12/2020	002030	N2	PM	3	4							v

Funded Hours (1)

- The following data is collected:
 - **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.
 - **Extended Childcare 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 Hours** - up to 15 hours for 9 months-2-year-olds of working parents with a valid eligibility code (funded by the LA).
- **2 Year Olds** - Funded Hours + Expanded Hours MUST equal Hours at Setting
- **3- & 4-Year Olds** - Funded + Extended Childcare Hours MUST equal Hours at Setting

Funded Hours (2)

- Funded early years entitlement hours are collected for eligible pupils aged 2, 3 and 4 in nursery provision.
- All children become eligible for funded early education from the term following their third birthday.
- Funded hours are recorded as decimals and not hours and minutes. E.g. 10.5 is (10 hours 30 minutes), 10.33 (10 hours 20 minutes).

Funded Universal Entitlement

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Spring 2025	2- and 3-year-olds born between 2020-09-01 and 2022-12-31 (inclusive) all relevant schools and year groups	15 hours
Spring 2025	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Funded Expanded Entitlement Hours (1)

- Expanded funded entitlement hours are collected for 9-month-olds to 2-year-olds with working parents (where the parent has an eligibility code), who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.
- In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but **can only take up one of these entitlements**. In those circumstances, children should be recorded against the disadvantaged entitlement (funded hours). **Basis for funding.**

Funded Expanded Entitlement Hours (2)

Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Spring 2025	3-year-olds born between 2020-09-01 and 2021-12-31 (inclusive) with an eligibility code - all relevant schools and year groups	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours
Spring 2025	4-year-olds born between 2020-01-01 and 2020-08-31 (inclusive) with an eligibility code - for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 funded universal free entitlement hours + 15 extended free entitlement hours equals 30 hours

Stretched Funded Hours

- All cases of funded universal or extended entitlement should be recorded as 38 weeks, regardless of whether they are stretched or not.
- Where a child takes the full funded universal or extended entitlement (570 hours for each entitlement), this should be reported as 15 funded universal hours, extended hours or expanded hours irrespective of how many weeks of the year over which the entitlement is spread.
- However, where a child takes only part of the funded universal or extended entitlement a conversion is required to calculate how many hours, they take over the year.
- For example, a child takes 11 hours a week over 45 weeks in the year, totalling 495 hours. To convert the funded universal or extended entitlement to the number of hours a child would attend each week if they were taking it over 38 weeks, divide 495 by 38 to get 13.03 hours.

Early Years PP & 2-Year-Old Basis for funding

- Add the necessary information into this panel.

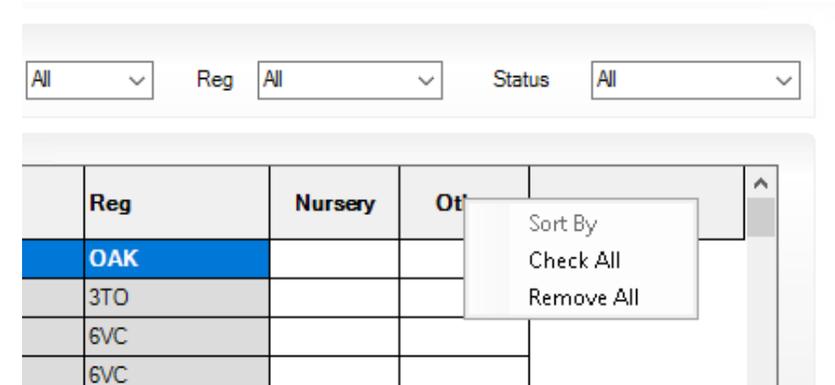
Early Years Pupil Premium Receipt

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	In Care	Basis for EYPP Eligibility
Sawston, Jennifer	15/12/2020	002038	N2	AM	3	4	No	Not Eligible
Simpsons, Oscar	12/01/2021	002039	N2	PM	3	3	No	Not Eligible
Smyth, Tomos-Harri	07/07/2021	002040	N2	AM	3	3	No	Not Eligible
Wesley, George	11/11/2020	002041	N2	AM	3	4	No	Not Eligible
Westwood, James	18/06/2021	002042	N2	PM	3	3	No	Not Eligible
Whitby, John-Michael	10/06/2021	002043	N2	PM	3	3	No	Not Eligible

2 Year Old Basis for Funding

Panel 5 : Class Type

- Complete the class type as necessary, click **Edit**.
- You should mark every child who is a member of a nursery class as such. And all other children as Other. This can be done in bulk by using the filter options to filter by the **year (YTI)** and **Reg** drop down menus.
- You can then mark all students with the correct class type by clicking on the appropriate column heading and selecting **Check All**
- If editing in bulk, you may need to click **Recalculate**



	Reg	Nursery	Oth
	OAK		
	3TO		
	6VC		
	6VC		

Panel 6: Top Up Funding

- If you are receiving top up funding for any children, ensure their details are shown on this panel.
- Click Edit to add and update any information.
- The panel will likely bring through information from the October census so you should just need to update it.

Panel 7: Post Looked After Arrangements

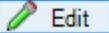
- Ensure that any children who are subject to post looked after arrangements (i.e. children who were previously in Care).
- PP+ is awarded to schools for children who have been previously looked after.

7 Post Looked After Arrangements Edit Recalculate

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Ceased to be looked after through
Abbott	Abbott	Jessica	6	6VC	No	Adoption from England and Wales

Panel 8: Funding and Monitoring

- Ensure any children who are receiving tutoring are recorded on this panel.
- Click Edit to update.

8 Funding and Monitoring 

Name	YTI	Tutoring	
Abbas,Avanni	R	✓	
Abbas,Latif	3	✓	

Panel 9: School Dinner Taken

- This panel records the pupils who have taken a school dinner on census day.
- If your school is using **Dinner Money** then the information can be calculated from dinner money – click **Calculate from Dinner Money** otherwise click **Calculate from Attendance**
- Manual edits can also be made if required.

Panel 10: Classes

- This panel records the details of the classes taking part at the designated time.
- Staff numbers (Teachers, PPA Teachers, Support Staff).
- Key Stage
- Class Type - Other or Nursery
- Activity - pick from the list the activity that the class is undertaking at the specified time.

Class information - selected time

Last digit of establishment number	Selected time
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

Panel 11: Pupil Reconciliation

- Complete this panel AFTER you have completed Class information.
- The information requested is a headcount and is mostly pulled from the classes panel.

11 Pupil Reconciliation			
On roll pupils in classes	<input type="text" value="448"/>	Total pupils	<input type="text" value="448"/>
Part-time pupils not at school	<input type="text" value="0"/>	Must agree with	
Private study pupils	<input type="text" value="0"/>	Pupils on roll	<input type="text" value="448"/>
Pupils at another school	<input type="text" value="0"/>		

Panel 12: Attendance

- This panel will indicate to you if you have any missing marks for attendance.
- It will also show you if you have used any invalid attendance codes (i.e. old codes)
- If you do have any missing marks or incorrect codes these will need to be fixed, and you will need to click **Recalculate** to update the census return.

Panel 13: General

- Enter the number of free school meals taken on census day.
- This figure should **EXCLUDE** universal infant free school meals, but it should **INCLUDE** children in Year R, 1 and 2 who are eligible for free school meals for other reasons (e.g. deprivation).

13 General

Number of free school meals
taken on census day

FSM taken excludes the infant pupil universal entitlement
(except for pupils in R, 1, 2 who are eligible for FSM)

Panel 14: Admissions Appeals

- **Applicable to schools who are responsible for their own admission appeals.**
- Figures on admission appeals are collected in the spring census from schools that were responsible for their own appeals related to applicants having not received a requested offer of a place for the start of the current academic year.
- We do not need information about:
 - appeals lodged on or after 1 September in the current academic year
 - in-year appeals (appeals against a refusal to admit a pupil during the course of the current academic year) - just those that relate to entry at the start of the academic year
- Recent academy converters (including a conversion of an existing school into a sponsored academy) should complete this module if they converted before spring census day.

Admissions Appeals (2)

- You should only include appeals that are the responsibility of the school's governing body. If a school has contracted another agency, such as their home local authority, to administer their admissions appeals process and the school's governance code is 'VA', 'FO' or 'CA', the school should complete the module. If your school operates arrangements jointly with other schools, your return will include appeals for your school only.

Admission Appeals (3)

- Information is required on the number of appeals:
 - lodged
 - withdrawn
 - heard
 - rejected
 - decided in favour of the parent

Admission Appeals (4)

- Total number of admission appeals lodged by parents between March 2024 and August 2024 inclusive against non-admission to the school for the start of the academic (admission) year beginning September 2024.
- Appeals lodged as 'refusal to admit for academic year 2024 to 2025' are included if the appeal was lodged before 1 September 2024.
- This will include:
 - appeals lodged prior to 1 September, where the hearing or decision took place after that date
 - appeals not pursued to the hearing stage, and those not resolved
 - appeals that did not reach a hearing because a place became available (at your school or another) which was accepted by the parent
 - The number of admissions appeals withdrawn and heard should normally be a subset of the number of appeals lodged.
- Further information can be found <https://www.gov.uk/guidance/complete-the-school-census/data-items-2024-to-2025>

Admission Appeals (5)

- The admission appeals panel looks like this:-
- **Primary and all-through schools include their admission appeals figures for infants in both the infant and primary admission appeals modules.**

14 Infant Admissions Appeals			
Foundation Schools/Voluntary Aided Schools/Academies must complete this section.(this does not include AP Academies, AP Free Schools, Academy Special Schools)		Independent Admissions Committee	
Lodged	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

15 Primary Admissions Appeals			
Foundation Schools/Voluntary Aided Schools/Academies must complete this section.(this does not include AP Academies, AP Free Schools, Academy Special Schools)		Independent Admissions Committee	
Lodged	<input type="text" value="0"/>	Heard	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
		Rejected	<input type="text" value="0"/>

Validate the census

- Once you have entered the information into the panels click **Save**
- Next click **Create and Validate** this may take a while SIMS generates your census file.
- You will be shown a list of errors and queries.

Errors must be fixed.

Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

Reports

- Once you have saved and validated a census return, you can run the census reports.
- The reports are found under **DetailReport** we recommend that you run each report and check it for errors and show it to your headteacher so they know what data you are submitting.

Census Return Details - Autumn 2024 Term : School Census Autumn 2024

Save Undo Create & Validate Summary Authorise **DetailReport**

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 T

Census Details

Census Date	03/10/2024	
Description	School Census Autumn 2024	
Attendance collected from	01/04/2024	Attendance colle
Exclusions collected from	01/01/2024	Exclusions colle
AP Placements collected from	16/05/2024	AP Placements c
FAM collected from	01/08/2024	FAM collected to
*FSM collected from	17/05/2024	FSM collected to

*Only collected for on roll pupils not leavers

Report

Validation Errors Summary Return Validated - 1245

Student Search UPN: . Name: Atkins, Austin. Date of Birth: 2016-05-22, M

Error Search ALL Total of displayed rows : 1245

Type	Sequence	Message
F	1	Census generated using DfE validation file

On Roll Basic Details Report
Leavers Basic Details Report
Exclusions Report
Attendance Report(1st half term)
Attendance Report(2nd half term)
Absentees Report
SEN Report
Address Details Report
School Dinner Taken Report
Free School Meal Eligibility Report
Top-up Funding Report
Funding and Monitoring Report
Early Years Report
EYPPR Report
Post Looked After Arrangements Report
Alternative Provision Report
Permanent Exclusions without Final Review Report
Multiple Reports...

Dealing with errors & queries (1)

Type	Sequence	Message	Location	Solution
F	1	Census generated using DFE validation files from the previous term- Must NOT be used as a basis for submission.		The full release of DFE validation files will be made available to schools as soon as possible after the DFE makes them
F	100	Reference date must be present and valid for the term.		Please ensure that you have imported the latest fileset.
F	1500	UPN missing.	Name: Atkins, Austin Date of Birth: 2016-05-22, Male UPN:	# Go to Focus Student Student Details and add or issue a UPN.

- Review each error/query and then double click the row to fix the error.
- After each batch of errors you have created, click **Create and Validate** again. This will reconfirm your census and refresh the list of errors displayed.

Authorise the Return

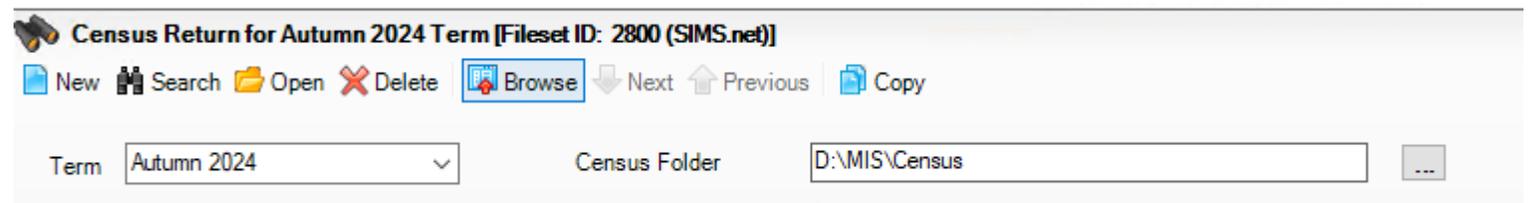


Using SIMS



Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
 - View the summary of the return.
 - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
 - **The return will influence your school's funding, so it's imperative that it is correct.**
- Once you are happy the data is correct, you can authorise the return using the Authorise button.
- The return is saved in the file location specified on your system.



Upload the return

- Once authorised, locate the file on your system.
- The file name will be in the formation
 - **3314567_SC1_331LL24_001.XML**
 - Where 3314567 is your school's DfE number
- You should now upload this file to COLLECT.
- You can only upload .XML files to collect, don't try to upload any other file.

Deadline

- Maintained schools please make sure you have uploaded your census file to Collect by

Thursday 30th January 2024

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.
- Academy schools must have uploaded your file to collect by
Wednesday 12 February 2025

Any Questions?



Further guidance & Help

- **DfE Guidance - complete the school census**
 - <https://www.gov.uk/guidance/complete-the-school-census>
- **DfE Guidance - Generate and submit the return**
 - <https://www.gov.uk/guidance/complete-the-school-census/submit-your-data>
- **Data Queries - Contact Data Team**
 - datateam.pd@coventry.gov.uk
- **Issues with SIMS - Contact Digital Services**
 - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you for your time

