

## Backdating History on Individual Pupils

If you are amending individual pupil level data after the census date (for data that needs to be included in the School Census) you may also need to 'adjust' the history of when the information is effective from, in order for it to be included in the School Census.

**Please Note:** Where there are a lot of pupils with data missing it may be possible (and easier), in some instances to use the bulk update facility (see Bulk Update under **Additional Guidance** on the following website:

[www.devon.gov.uk/eal/dgfl/schoolcensus](http://www.devon.gov.uk/eal/dgfl/schoolcensus) )

### **Pupil level data for School Census with history is as follows:**

**Year Taught in** (but please be aware that NC Year and Class must also be amended even though they do not form part of School Census)

**Ethnicity**

**First Language**

**Ethnic Data Source**

**NOTE** There are other items that are date stamped which, if wrong, will affect your data in the School Census but in these instances all you need to do is edit the date. These data items are:

SEN status

Gifted & Talented (not Nursery or Special schools)

Pupil's address

Eligibility for Free School Meals

In Care Status

The example of amending history below is for amending the Year Taught in but the principal is the same for Ethnic data.

In the example below, the pupil was promoted, as part of the year end procedures from Reception to Year 1 but it had been decided that she would benefit from spending another year in Reception. This has only recently been discovered and the system needs to be amended to show her in Reception from the start of the academic year.

The screenshot shows a registration form with the following fields:

Class	ELM	House	
Year Group	Year 1	Year Taught In	Curriculum Year 1
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2004	Admission Number	000797
Former UPN		Attendance Mode	All day
UPN	Q820200104002	Local UPN	
Part Time Details	Start Date   End Date		

A yellow callout box with the text "These are wrong" has arrows pointing to the "Year Group" and "Year Taught In" fields. The "Year Group" field is currently set to "Year 1" and "Year Taught In" is set to "Curriculum Year 1".

Amend the Year Group and Year Taught in to Reception and allocate the pupil to the appropriate class.

The system will make the changes with effect from the current date but in this example it must be backdated to the start of the academic year.

**2 Registration**

Class	ASH	House	
Year Group	Year R	Year Taught In	Curriculum Year R
Enrolment Status	Single Registration	Boarder Status	
Admission Date	01/09/2004	Admission Number	000797
Former UPN		Attendance Mode	All day
UPN	Q820200104002	Local UPN	

Part Time Details

Start Date	End Date

Click here

To view history, click on the history button on the right hand side of the relevant section:

You will see the following screen.

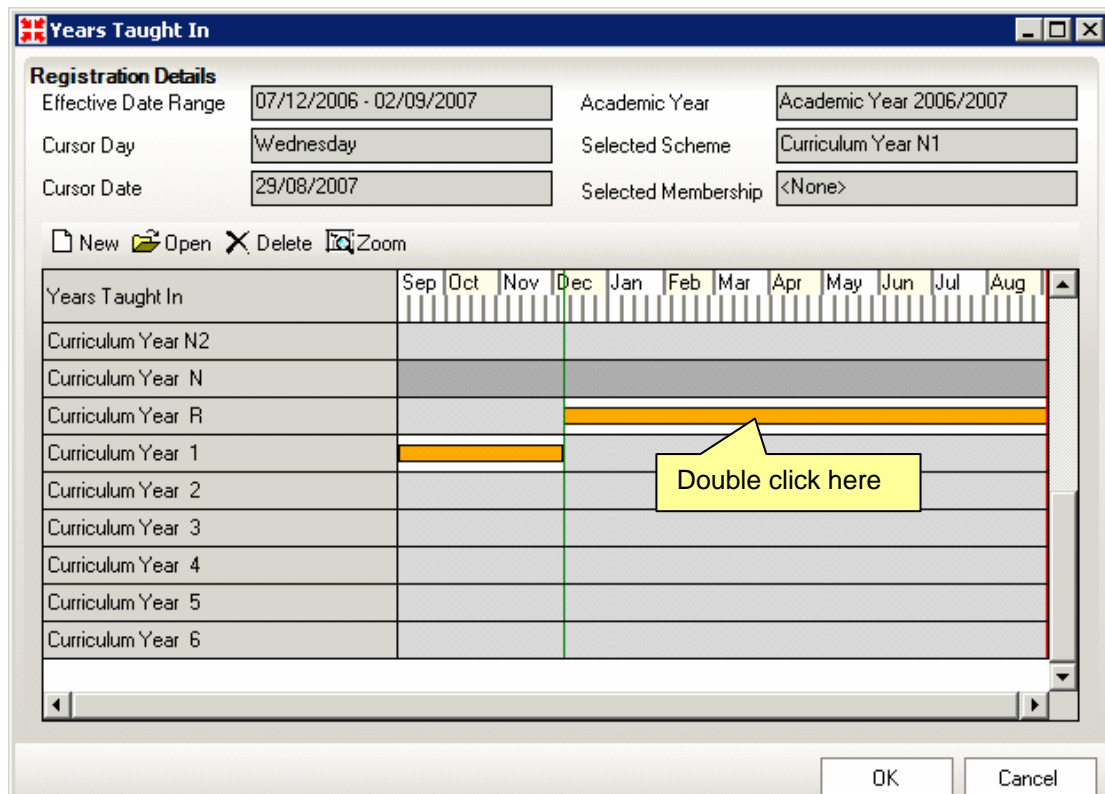
**History Details: Payal Adedeji**

History  
 Effective Date Range: 07/12/2006 - 02/09/2007  
 Academic Year: Academic Year 2006/2007  
 Cursor Day: Wednesday  
 Selected Scheme: Year Groups  
 Cursor Date: 04/04/2007  
 Selected Year Groups: <None>

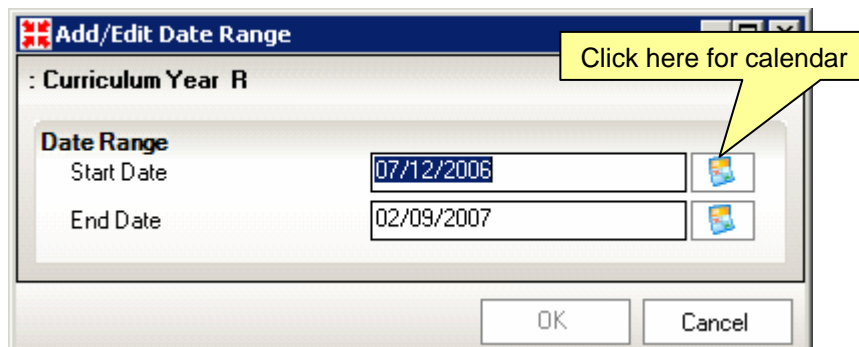
Scheme Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Year Groups	1		R									
Class in Year R			ASH									
Class in Year 1	ELM											
Years Taught In	1		R									
Houses												
Boards												
Attendance Mode	All day											

Double Click here

To amend the **Years Taught In** from 1 to R for the whole academic year, double click on the **Years Taught in** heading. This will give you a list of all the available options (in this case, all the Year groups):



To back date the start date for the pupil being in Reception, double click on the orange bar against Curriculum Year R. This opens up start and end dates. In this example we only want to amend the start date to the beginning of the academic year (05/09/2006)



Amend the date and click on the OK button.

This will back date the Reception Year to 05/09/06 and delete the information for Year 1. E.g.

Years Taught In	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Curriculum Year N2												
Curriculum Year N												
Curriculum Year R												
Curriculum Year 1												
Curriculum Year 2												
Curriculum Year 3												
Curriculum Year 4												
Curriculum Year 5												
Curriculum Year 6												

Click OK and you will see that Years Taught shows the pupil in Reception since the beginning of the academic year.

Click OK on this screen (Remember that you will need to use this same procedure for Year Groups and Class)

**History Details: Payal Adedeji**

**History**

Effective Date Range: 07/12/2006 - 02/09/2007 Academic Year: Academic Year 2006/2007

Cursor Day: <None> Selected Scheme: Year Groups

Cursor Date: <None> Selected Year Groups: <None>

Scheme Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Year Groups	1			R								
Class in Year R				ASH								
Class in Year 1												
Years Taught In	R											
Houses												
Boarder												
Attendance Mode	All day											

That takes you back to the pupil screen **Save** the amended data.