

## DfE School Census 2012 for Devon LA Primary Schools

### ***Guidance Notes for Primary Schools***

These guidance notes combine the guidance produced by the Department for Education (DfE) relating to data requirements with instructions on producing the correct information via SIMS.net. They can be used for each term's census in 2012 but please bear in mind that data requirements change each term so please read these notes carefully.

#### **Census Dates for 2012:**

- Spring Term – 19 January 2012 (Return by: 24 January 2012)
- Summer Term – 17 May 2012 (Return by: 22 May 2012)
- Autumn Term – 4 October 2012 (Return by: 9 October 2012)

#### **IMPORTANT NOTE:**

It is **vital** that schools have completed the Autumn upgrade in order to run the January School Census ie SIMS.net 7.142 or above. Schools will be notified of the platform that should be used in the School Census reminder notification and/or Quick Guides available for Summer and Autumn Terms.

The sections on running the School Census and Annexe 1 and 2 containing details on school level and pupil level information are valid for all three terms.

#### **Changes from School Census 2011**

There is one new data item applicable to all schools with pupils aged under 5. In addition to providing Hours at Setting you will also be asked to provide Fundable Hours. See pages 9 and 10 for further information.

There have been some changes to Attendance codes and absence targets. See pages 39 and 40 for further information

You may recall that the DfE dropped the collection of pupil's home address from the Summer and Autumn terms census returns. However, this has now been reinstated and will be collected in all three terms in future.

The following data items are no longer being collected as part of the school census:

- Gifted and Talented indicator
- Mode of Travel (*Although this is no longer being collected in the census this information is extremely valuable and you may be required to provide it via a different method so please ensure it is kept up-to-date.*)

You may recall that Physical Disability of pupils was collected for the first time last Spring on a voluntary basis. It is still on a voluntary basis for this year but schools are asked to enter as much data as possible.

**System Change:** The ***Calculate All Details*** button is now in the first **Census Return Details** instead of the **School Details** section.

## Known Errors

***F2380 Where dwelling is present the Street must also be shown and at least one of the following: Locality, Town, Administrative Area and Post Town.***

The DfE have reintroduced this check but as a Failure instead of a Query. This is likely to affect schools with pupils with rural addresses.

- Please check in 'Modify Address' that the address is correct e.g. a pupil with a house number and no house name or street name would not be correct and would need to be amended.
- If you are satisfied the address is correct no further action is necessary. The LA has notified the DfE that schools will not be responding individually to these queries in COLLECT.
- The LA will carry out further checks and may get in touch with amendments.

## Infinity as Largest Class Size (Table 20 of Summary Report)

Please note that when the DfE calculates the largest class sizes (number of pupils per teacher) in table 20 of the Summary Report it will take any class without a teacher as having a size of infinity (dividing by zero gives infinity) and therefore the **largest** class size as infinity.

## Help

If you need additional assistance in completing your return, help is available as follows:

- **On line** help is available by clicking the 'Help' button in the top right hand corner within School Census
- **Contact** the ScoMIS Helpdesk 01392 385300 for all queries. Data queries will be passed direct to Jane Batten or Peter Bridewell in School Information and Data Services (SIDS). If both lines are engaged a Helpline call will be logged.
- Or, you may **email** a data query to [census@devon.gov.uk](mailto:census@devon.gov.uk)
- A **flowchart** to help you through the process is given in Annexe 3
- Additional guidance on including/excluding pupils on roll is contained in 'DfE Detailed Guidance for School Census' available from the following website [www.devon.gov.uk/schoolcensus](http://www.devon.gov.uk/schoolcensus)

**If this is your first School Census return, please contact Jane Batten on 01392 383281 or Peter Bridewell on 01392 383142 as soon as possible and check the ScoMIS webpages for training dates at <http://training.scomis.org/>**

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## ***Introduction by the Department for Education (DfE)***

The following factors are the business drivers behind the School Census 2012

- it is consistent with the overall vision to
  - collect data once and use many times
  - automate the collection of data
  - data collected should be that which a well prepared school uses themselves or be justified with a clear business case
- it assumes that much of the data is already held in schools' MIS ready for transfer on census day and so the need for data entry on the day is kept to a minimum.
- given that the majority of the data collected at pupil level is that which a well managed school uses themselves, the data should be kept up to date on an event driven basis (ie data should be updated by the school as soon as it is aware of any change or addition) and so the burden of collection by the DfE should not be high.
- All data collected is as defined in the Common Basic Data Set (CBDS)
   
<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0058744/common-basic-data-set-cbds-database>

Analysis of individual pupil records supports the drive to raise standards, provides accurate targeting of funding, and assists the monitoring and development of policy.

Examples of the uses of data collected include:

- information about the numbers of pupils will be matched with data from the School Workforce Census to monitor pupil:adult ratios;
- information on class sizes, pupils with statements, pupils with SEN but without statements (*School Action or Early Years Action and School Action Plus or Early Years Action Plus*), free school meals, ethnicity, absences and permanent exclusions is used to monitor the Government's social inclusion policy;
- Pupil numbers are used for funding LAs and schools (including development of the new pupil premium) and contributing to the School and College Performance Tables exercise.
- Data will also continue to be used nationally for the Standards and Testing Agency (STA) Key Stage 2 National Curriculum Pupil Registration process; and
- The data is used to support other key areas involving LAs such as the Revenue Support Grant and LA Benchmarking Tables.

Without the above information it would be very difficult for Ministers, Parliament, central and local government, pressure groups and the public to monitor government policies and their effectiveness.

**The submission of the School Census returns, including a set of named pupil records, is a statutory requirement on schools under section 537A of the Education Act 1996.**

<http://www.legislation.gov.uk/ukpga/1996/56/section/537A>

Putting School Census on a statutory basis:

- Means that schools do not need to obtain parental or pupil consent to the provision of information;
- Ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils; and
- helps to ensure that returns are completed by schools.

## Preparation

It is expected that the majority of your data will be up to date and if it isn't, running the School Census as soon as possible and checking any validation errors and examining the Summary and Detail reports **thoroughly** will bring any errors/omissions to your attention. This will give you time to amend the data (most of which is date specific) **before** the census date. You are advised to check the following:

- All new pupils are on the system, including pupils who deferred entry until this term.
- Any leavers have been properly removed from the system
- Eligibility to Free School Meals is up to date. (All full-time pupils in Years R-6 eligible for Free School Meals receive a Pupil Premium of £488 except pupils aged 5 or over who are Dual Registered Subsidiary.)
- Special Education Needs pupils are properly recorded (remember that pupils on School Action Plus or who have a Statement will need a 'needs type'\* and may also need a Resourced Provision\* or time spent in a special unit indicator\*).
- Service children\* are recorded (Service Children in years R-6 also receive a Pupil Premium of £200 except pupils aged 5 or over who are Dual Registered Subsidiary.)
- Pupil's disability is recorded\* (voluntary for 2012)
- Part-Time pupils must be recorded as such (See **Annexe 2** page 27 for instructions on how to do this)
- The class type for all new pupils in Primary Schools (i.e. those admitted since the previous census) has been entered or you have amended the class type for pupils that may have transferred from Nursery to Reception Classes or both (See **Updating Class Type** on page 11).
- Hours at Setting and Fundable Hours for **all** pupils aged two, three or four on 31/08/2011 have been entered (See **Update Hours** page 9)
- Ensure that your attendance data for the previous term is free of missing marks and N codes.
- Ensure that your exclusions data is accurate (this is generally collected two terms in arrears - the Spring Term Census will collect exclusions data from 25/04/2011 (Easter Monday) to 31/08/2011).

*\*These data items are only collected in the Spring Term*

## Before you begin:

1. Check you have the correct permissions to run School Census (**System Manager | Assign Users to User Group**) within System Manager. You will need to be assigned to either the **Returns Manager** or **Returns Operator** group. In order to resolve any School Census failures/queries you may also need access to other areas of SIMS.net e.g. pupil details, school details etc. To do this you will also need to be a member of one of the following groups: **Administration Assistant; Admissions Officer; School Administrator**. The return can be authorised electronically by the Headteacher so they may also need the correct permissions. Alternatively, the person completing the return must indicate that the Headteacher has seen and approved the return.
2. Check in Attendance that there are no missing marks or N's ('no reason yet provided for absence') for the previous term if you haven't already done so.
3. If you are responsible for your own upgrades please ensure that the latest filesset has been imported. At time of printing this was Filesset 90 for the Spring 2012 census. You will need to download it from the ScoMIS website on to your system and then import it. Instructions will be available from the ScoMIS website. Schools will be notified if additional filessets are issued before the census.

## Running the School Census

### Go to **Routines | Statutory Returns | School Census**

Please check the School Census Folder path is completed and correct. For networked schools the drive will be **G:** or **F:\Public**, standalone schools will use drive **C:** Then for all schools the path will be **SIMS\Star\ASCout** It is advisable to use the browser to set the file path rather than type it in.

Provided you are on the correct version the default for the Term will be correct. Check that it is and click **New**. (If it isn't please ensure you complete the relevant upgrade as soon as possible.)

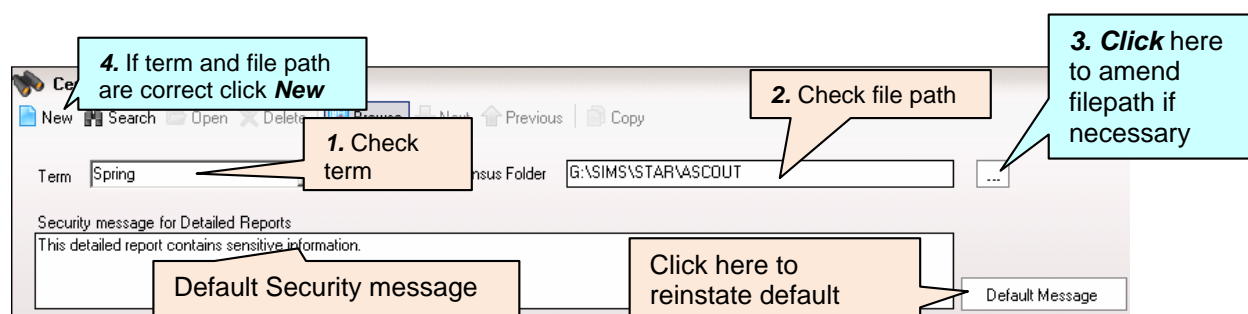
Please note that in the Summer and Autumn Terms only the following data will be required (plus, of course, pupil level information):

- Census Details
- School Details
- Attendance Details (one term in arrears)
- Exclusion Details (two terms in arrears)

### Census Details

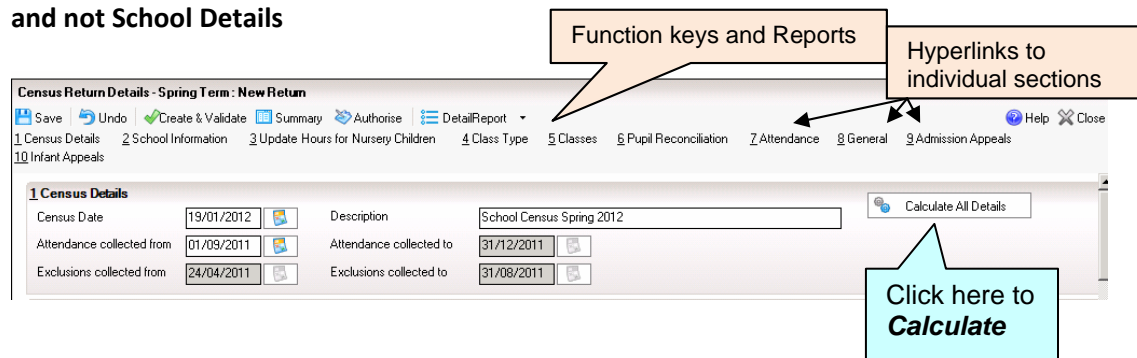
If the term does not read **Spring** it will be because the Autumn upgrade has not been carried out. Please ensure that it is done as soon as possible.

Click **New** to create your return.



You will see the following screen:

**Note: Calculate All Details (which collects the data from SIMS.net) is now on this screen and not School Details**



The correct **Census Date**, **Attendance** and **Exclusion** dates for the term you selected will be entered automatically. You may need to amend the **Attendance Collected from** date if it is different to your start date for last term. If you wish to generate a non DfE School Census for

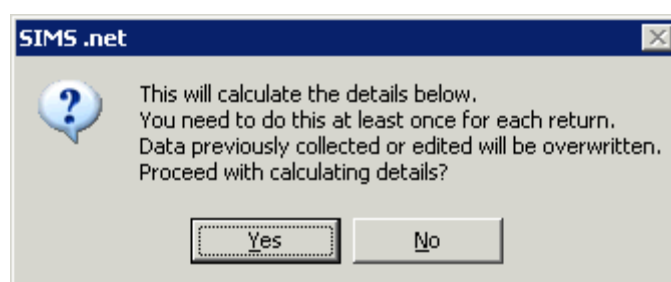
your own purposes you can amend these dates. If you are doing a dry-run for the census there is no need to amend the dates.

*There is a default for the **Description** field e.g. School Census Spring 2012. If you create more than one **New** return in a term (although this should not be necessary and is not recommended) you will need to amend the description. It is not necessary to amend the description if you're copying an existing authorised return (unless you want to) the system will rename it Copy of ....*

**IMPORTANT NOTE:** In order to open an **existing** return you will need to click 'Search' on the browser in order to see it first. Highlight it and then **Open**.

Click on **Calculate All Details** to collect the data.

You will see the following message, click **Yes** to continue:



**IMPORTANT NOTE:** If nothing appears to happen when you click **Calculate All Details** please check the bottom left hand corner of the Census return for an error message. Alternatively, if you have already created a return for the current term you may need to amend the description.

**Save** once you have **Calculated**. You must only do this once as using the **Create and Validate** updates and saves the data. If you 'Calculate all details' again you will lose any manual updates you may have made.

Please work through each of the following sections making amendments and editing data where necessary.

*To **edit** a field click into it. If the field is empty (zero) type the correct figure in, if there is a value, highlight it and overtype, then press enter or click elsewhere. You can either use the scroll bars to the right of the screen to get to each section, or the hyperlinks at the top of the screen e.g. 5 **Classes** to jump direct to that section.*

### School Information

**2 School Information**

School Name:

LA:  Establishment Number:

School Address:

Telephone:

School E-mail Address:

School Phase:

School Type:

Governance:  Intake Type:

Lowest NC Year:  Highest NC Year:

If you need to enter/amend details click here

To enter or amend this data, click on the **School Detail** button, add or edit the data, save it then click on the **OK** button to return to this screen.

### Update Hours *(for completion by all schools with Reception and/or Nursery Pupils)*

**3 Update Hours for Nursery Children** Age at date 31/08/2011

Pupil			Pupil			Pupil		
Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours	Name	Hours at Setting	Funded Hours
Clover, Frederick	12		Astwick, William	12		Adams, Laura	25	
			Candy, Tilly	12		Amnar, Tarak	25	
			Ching, Susie	12		Astwick, Gwenneth	25	
			Jackson, Carl	12		Bond, Steve	25	
			Jennings, Adam	12		Cameron, Zara	25	

The DfE is collecting Funded Hours in addition to Hours at Setting. For the majority of schools i.e. Primary Schools without Nursery or part-time pupils this will have little effect as Full-time pupils will continue to be recorded as 25 hours for both Hours at Setting and Funded Hours. See following chart.

**Note:** Hours at Setting should include all the hours a pupil is expected to attend during the week. (Full-Time pupils in Reception are deemed to attend 25 Hours). Funded Hours are the hours fundable under Direct Support Grant. (Full-Time pupils in Reception who are of Reception Age will be funded for 25 Hours).

Attendance	Date of Birth range	Hours at Setting	Funded Hours
Full-Time in Reception	01/09/06-31/08/07	Full-Time = 25 Hours	Full-Time funding (25 Hours)
Part-Time in Reception*	01/09/06-31/08/07	Actual Hours up to a max of 24.5	Actual Funded Hours to a max of 15
Full-Time or Part-Time in Nursery	01/09/06-31/08/08	Full-Time = 25 or above Part-Time up to a max of 24.5	Actual Funded Hours to a max of 15
Full-Time or Part-Time in Nursery	01/09/2008 or later	Full-Time = 25 or above Part-Time up to a max of 24.5	Statemented pupils will get actual funded hours to a maximum of 12.5 hours otherwise None.

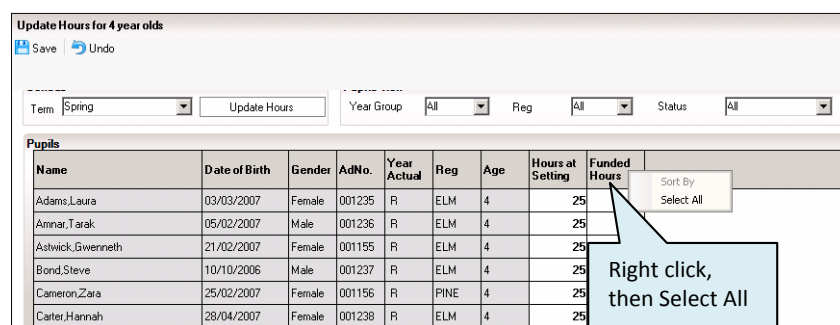
*\*Please remember that pupils who have accepted and taken up a place in school, be it full-time or part-time no longer have eligibility for Early Years funding at a pre-school. Children who have deferred entry to the Summer Term must not be included on your census. If you are aware of children who have deferred admission until the next academic year please remember that they must reapply for a place.*

There are three separate sections for this, one for two year olds, one for three year olds and one for four year olds as at the 31 August 2011 regardless of their National Curriculum Year group (NCY). It is likely that only those schools with Nursery units will have two and three year olds but any other school that has pupils in these age ranges will need to complete these sections as well.

**Note:** If you have difficulty updating the Update Hours or the Update Class Type from within the census, you can go via the menu instead eg **Tools/Statutory Return Tools/Update 4 year olds** etc. Remember that you will need to **Recalculate** this panel if you have used this method.

Name	Date of Birth	Gender	AdNo.	Year Actual	Reg	Age	Hours at Setting	Funded Hours
Adams, Laura	03/03/2007	Female	001235	R	ELM	4	25	
Amnar, Tarak	05/02/2007	Male	001236	R	ELM	4	25	
Astwick, Gwenneth	21/02/2007	Female	001155	R	ELM	4	25	
Bond, Steve	10/10/2006	Male	001237	R	ELM	4	25	
Cameron, Zara	25/02/2007	Female	001156	R	PINE	4	25	
Carter, Hannah	28/04/2007	Female	001238	R	ELM	4	25	

To enter either **Hours at Setting** or **Funded Hours** for an individual pupil, click in the appropriate column and enter the data. For a full-time pupil this will be 25 hours. If all your pupils are full-time, right click in the column heading and **select all**.

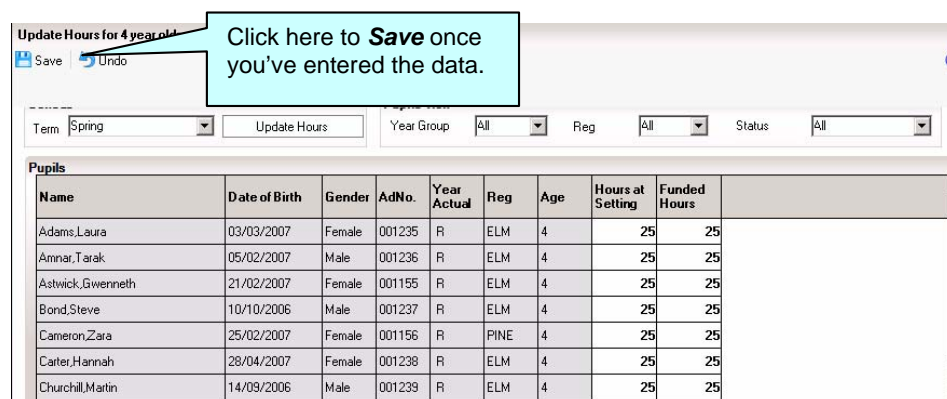


Enter 25 and all the rows will fill automatically then do the same with the other column. Note that the Hours at Setting data will have been carried forward from last term but may need amending if you had pupils attending part-time last term who are now full-time. In the Spring Term the Funded Hours will be blank as this is the first time this data is being collected but the data you enter should be carried forward to the Summer Term.

If you have part-time pupils in Reception, record all hours the pupil attends at the setting. Hours for part-time pupils can be recorded to the nearest half hour (0.5). Periods of up to 15 minutes should be rounded down, periods of 15 minutes or more should be rounded up.

To enter information into a single field click into the field, type in the data, and enter or click elsewhere.

**Note:** You can select a group of neighbouring pupils by highlighting the first one, holding down the Shift key and highlighting the last pupil. Then enter the number of hours that applies to that group. Or you can select a group of individual pupils by selecting the first pupil, holding down the Ctrl key and selecting each of the others in turn, then enter the number of hours that applies to this particular group.



### Information for Schools with Nursery Units only

Schools with Nursery units must complete the information for 3 year old pupils (and any two year olds on roll).

Please note that now Funded Hours are included on the census as well as Hours at Setting you will no longer receive a spreadsheet from SIDS (formerly IDS) requesting a split between Funded, Paid or Free Hours. It will be assumed that any difference between the Funded Hours and the Hours at Setting will be paid for.

If you have pupils attending more than 25 hours you can record the actual number of hours attended at the setting to the nearest half hour e.g. 32.5. The maximum Funded Hours is 15 except for pupils aged below Early Years fundable age in the Spring Term who are only fundable to a maximum of 12.5 Hours if they are stated, otherwise they must be paid for by parents (or possibly on the 2gether scheme) so 'Funded Hours' should be zero.

The date of birth range for Eligibility to Early Years Funds (ie Funded Hours) for Nursery pupils is as follows for the calendar year.

Term	Date of Birth Range
Spring 2012	01/01/2007 – 31/12/2008
Summer 2012	01/04/2007 – 31/03/2009
Autumn 2012	01/09/2007 – 31/08/2009

### Update Class Type

This procedure must be completed for all new pupils and any that may have changed from Nursery to Reception.

You can view and update the Class Type data from within the census as well as using the menu route, by clicking the **Update Class Type** button.

4 Class Type

Students

Name	Date of Birth	Gender	AdNo	Year	Reg	Nursery	Other
Abraham, Jane	19/05/2005	Female	001041	N	PM	✓	
Ackton, Stanley	18/12/2001	Male	000842	2	2JB		✓
Ackton, William	11/06/1998	Male	001040	4	4ES		✓
Acton, Jordan	11/02/2004	Male	000981	R	ELM		✓
Acton, Samantha	25/03/2003	Female	001011	1	ELM		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	R	PINE		✓

Update Class Type

**All pupils** must have a class type recorded. The class type must be **Nursery** if the pupil is currently in a LA designated Nursery Unit or **Other** if they are in any other class. If you do not have an LA designated Nursery Unit all your pupils must be given a class type of **Other**, even if they are of Nursery age.

**Click here to view those pupils without a class type by selecting **No Class Type**. Remember that pupils already ticked as **Nursery** may have moved on to an **Other** class and will need amending.**

**Update Class Type**

Term: Spring

View Students: Year Group: All, Class: All, Status: All

Name	Date of Birth	Gender	AdNo.	Year	Reg	Nursery	Other
Abraham, Jane	19/05/2005	Female	001041	N	PM	✓	
Ackton, Stanley	18/12/2001	Male	000842	2	2JB		✓
Ackton, William	11/06/1998	Male	001040	4	4ES		✓
Acton, Jordan	11/02/2004	Male	000981	R	ELM		✓
Acton, Samantha	25/03/2003	Female	001011	1	ELM		✓
Adebayor, Emmanuel	15/02/2004	Male	001068	R	PINE		✓
Adejeji, Payal	03/03/2001	Male	000797	3	3TO		✓
Affleck, Alexis	20/07/2002	Female	000843	2	2GH		✓
Agathocleous, Stelios	18/06/2001	Male	000805	3	3CB		✓
Ahmad, Arfa	30/11/1998	Female	000654	5	5BB		✓
Ahmad, Carina	01/09/2000	Female	000781	3	3TO		✓
Ahmed, Mohan	05/01/1999	Male	000691	5	5DT		✓
Aldridge, Courtney	27/06/2001	Female	000875	3	3CB		✓
Allim, Farah	27/12/2000	Female	000804	3	3CB		✓
Aloia, Paolo	20/07/2002	Male	000844	2	2JB		✓
Americana, Kari	30/01/2004	Female	001069	R			✓
Amiel, Tanzeel	02/07/2000	Female	000733	4	4ES		✓
Amos, Rosanna	25/05/2003	Female	001012	1	OAK		✓
Amos, Silv	25/05/2003	Female	001013	1	OAK		✓

Check that the default is for the current term.

Those pupils that were on roll with you for last term's census will already be ticked. There are filter buttons in the 'View Students' section to assist you in identifying those without a tick or, if you have a Nursery Unit, where it needs to be changed:

1. If you are a Primary School that doesn't have a Nursery Unit amend the **Status** to **No Class Type** to produce a list of pupils without a tick. Right click on column heading **Other** and then **Check All**. The pupils will disappear (as there are no longer any pupils with **No Class Type**). **Save** before exiting.
2. Primary Schools with nursery Units will find it easier to use either the **Year Group** or **Class** filters (or a combination of both) to assign ticks in the correct columns to **Nursery** or **Other** – please remember that there may be pupils who were in the nursery last term who are now in reception so the tick should now be transferred to the **Other** column. Once the nursery/reception pupils are sorted follow step 1. above to assign ticks in the 'Other' column to any other new starters.
3. Ticks can be entered against each pupil individually (in the appropriate column) by clicking into the field.

**IMPORTANT NOTE:** Schools with Nursery or Part-Time Pupils should also remember to make any necessary amendments to the **Year Taught In** and/or **Part-Time Details** panel in **Focus | Pupil | Pupil Details | 2.Registration** (i.e. if a new pupil is part-time, there must be a **start date** in the **Part-Time Details** panel. This is usually the same as the date of admission. Or, if the pupil has stopped being part-time, there must be an **end date** in the **Part-Time Details** panel that is on or before the **Census Date**. The system is likely to have 'suggested' an end date when you entered a start date, this may or may not be correct. If it isn't correct you can edit it.

**Save** before exiting this section.

**Classes (Spring Term only)**

The screenshot shows a spreadsheet titled '5 Classes' with columns for Class Name, Pupils (On Roll), Pupils (Guest), Teachers, Support Staff, Year, Other, Key Stage, and Activity. Callout boxes provide instructions: 'Enter support staff. See pages 15 & 16' points to the Teachers column; 'Enter activity of class' points to the Activity column; 'Amend this column if the Class Type is Nursery' points to the Other column; and 'Note: New adds a class and Delete removes a class' points to the 'New' and 'Delete' buttons on the right.

Details are required of all classes running at your **selected period** on the **Spring Census date, 19 January 2012.**

Your **Selected Period** for classes (as taught at a particular time on the census date) is based on the last digit of the DfE establishment number as follows eg if your DfE number is 3006 your selected period is one hour after the start of morning school:

<b>4, 7, 8 or 9</b>	One hour/period before the <b>end of morning</b> school
<b>0, 1 or 5</b>	One hour/period <b>after the start of afternoon</b> school
<b>2, 3 or 6</b>	One hour/period <b>after the start of morning</b> school

If 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 should choose an hour/period that reflects the **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 the Census day due (for example) to staff training or absence, severe weather conditions or religious observances.

Any group of pupils receiving instruction outside the normal class framework at the selected time, including pupils in an SEN unit or special class, should be treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

A list of your classes will have been called up automatically when you **Calculated all details** however **you will need to edit** some details e.g. support staff, class activity to reflect the situation at your selected time.

If a class has appeared that does not take place at the selected time e.g. an afternoon nursery class where the selected period is for the morning, you can delete it by highlighting it and clicking on the **\*Delete** on the right. Remember that any pupils that have been allocated to the class will need to be accounted for in the 'Reconciliation' section.

To create a class click on **New** on the right of the screen and input the information manually – see below for data requirements.

For each class **as taught at the selected time** the information required is:

<b>Class name</b>	Every class must have a name. This can be up to 30 characters in length
<b>Pupils (on Roll) No. scheduled to be in the class at selected time</b>	This is the number of pupils from this school scheduled to be in the class at the selected time. Include any pupils ( <i>from this school</i> ) temporarily absent on the Census day. Part-time pupils not scheduled to be in school at the selected time should be excluded here and counted instead in the pupil reconciliation.

<b>Pupils (Guest)</b> <i>No. from other schools</i>	This is the number of pupils from other schools scheduled to be in the class at the selected time. Include pupils from other schools for whom attendance in this class at the selected time is the normal arrangement.
<b>Teachers</b> (number of teaching staff in the class)	This is the number of teaching staff taking the class. Include all qualified or unqualified teachers; exclude teachers wholly or mainly providing support to individual pupils and teachers on Planning, Preparation and Assessment (PPA) time.
<b>Number of Adult Support staff in the Class</b>	This is the number of education support staff present in the class. Include teaching assistants, special needs support staff, minority ethnic pupils support staff and other education support staff. <b>Exclude</b> support staff wholly or mainly providing support to individual pupils. <b>This data must be entered manually.</b>
<b>Year Group</b>	This should refer to the curriculum followed by the <b>class</b> and hence the National Curriculum Year Groups for pupils in the class, rather than their dates of birth. <b>Mixed</b> year groups are those containing pupils from more than one <b>NC Year Group</b> . The presence of the odd pupil who has been held back or advanced a year, and so is a different chronological age to the rest of the class, does <b>not</b> make it a mixed year group class. Click into the field and hit <b>enter</b> to get a drop down box with the following options: <b>N1</b> nursery ) <i>only for use by schools with LA designated</i> <b>N2</b> nursery ) <i>Nursery Units</i> <b>R</b> reception <b>1-6</b> Year Groups 1–6 <b>M</b> mixed
<b>Type</b>	The default is <b>Other</b> which will be correct for all classes (even those that may contain nursery age pupils) <b>except LA designated Nursery Classes</b> . To amend this to record a class as a Nursery class, click into the field and select <b>Nursery</b>
<b>Key Stage</b>	Enter the appropriate Key Stage of the class being taught at the selected time (by clicking into the field and pressing <b>enter</b> ): <b>Foundation</b> (i.e. <i>Nursery, Reception</i> ) <b>Key Stage 1</b> (i.e. <i>Years 1 &amp; 2</i> ) <b>Key Stage 2</b> (i.e. <i>Years 3, 4, 5 and 6</i> ) <b>Mixed Key Stages</b> e.g. a class with pupils being <b>taught</b> in Reception <b>and</b> Year 1 (or Reception, Year 1 <b>and</b> 2) or in NC Years 2 <b>and</b> 3.
<b>Activity</b>	From the drop down list choose the 'Activity' of the class at the selected time: Art, craft or design English, literacy or reading Foreign Language Group project work ( <i>incl. mixed activities in other categories &amp; library work</i> ) Humanities ( <i>incl. geography, history, economics or business studies</i> ) Mathematics or numeracy Music, singing or drama * Other PE or games * Religious education Science Technology, IT or computing Watching TV or listening to the radio * ( <i>where not linked to a specific curriculum area</i> ) *You may only use this selected period if the class completing this activity is a Junior class – see 'Note on selected period' on Page 14

## Infant Class Guidance

The School Standards and Framework Act limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher. Infant classes are those in which the majority of children turn 5, 6 or 7 during the course of a school year ie Reception and Key Stage 1 classes.

Primary schools with infant classes are asked to ensure that the selected period is one in which their infant classes (KS1 and/or Reception) are engaged in an ordinary teaching session. An ordinary teaching sessions does not include school assembly or any other school activity usually conducted with large groups of children e.g. PE/games, music, singing, drama, watching television or listening to the radio. If, at the time of the count, infant class children are involved in such an activity, the count should be deferred to the next **ordinary** teaching session. This change of selected time should be applied to **all classes** in the school, not just the infant ones.

Any Primary school that has infant classes (Reception and/or KS1 or both) in breach of the legal class size limit of 30 pupils per school teacher (as a result of teachers being on PPA time, those reporting classes with 'excepted activities' or any other circumstances) will be contacted by the LA and the DfE for further details. An explanation or the Exception reason will be sought. Where necessary, the Secretary of State has the power to direct schools to comply.

Further guidance on managing compliance with the infant class size duty is available at: <http://www.education.gov.uk/schools/leadership/governance/guidetothelaw/b0065507/gtt/12-admissions/infant-class-sizes>

### Excepted Pupils:

Regulations prescribe certain limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are:

- a. Children with statements of special educational needs who are admitted to the school outside the normal admissions round
- b. Children moving into the area outside the normal admissions round for whom there is no other available school within a reasonable distance (admission authorities must check with the LA before determining that a child falls into this category).
- c. Children admitted after the initial allocation of places because the person responsible for making the decision recognizes that an error was made in implementing the school's admission arrangements and a place ought to have been offered.
- d. Looked after children admitted outside the normal admissions round
- e. Children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the admission authority's decision to refuse a place was not one which a reasonable admission authority would have made.
- f. Children normally educated in a special school or special educational needs unit attached to a mainstream school attends an infant class in the mainstream school, where this has been deemed as beneficial to the child.

Except in the case of (f) the child remains an excepted child for the remainder of the school year in which they are admitted. Measures must be taken the following year to ensure the class falls within the infant class limit.

### Schools with LA Designated Nursery Units

- If you have a Nursery class that is operating at the selected time all you need to do is amend the **Type** from **Other** to **Nursery** by selecting that option from the drop-down list.
- If you have a Nursery class that is not operating at the selected time, highlight it and choose delete from the right-hand side of the panel. You will see the following error message: "If you delete a class which has pupils you will have to 'Validate' again for the pupil numbers. Do you want to continue?" Click on **Yes** and remember that you will need to include these pupils in **6 Pupil Reconciliation** under **Part-time pupils not at school**.

### Schools with Part-Time Pupils in Reception

- If you have Part-time pupils attending school at your selected time no further action is necessary as they will be included in their assigned class.
- If you have Part-time pupils on roll who are not expected to be in class at the selected time, amend the number of pupils in the appropriate Reception class and include them instead in **6 Pupil Reconciliation** under **Part-time pupils not at school** – see below.

### Pupil Reconciliation

6 Pupil Reconciliation			
On Roll pupils in classes	<input type="text" value="435"/>	Total pupils	<input type="text" value="435"/>
Part-time pupils not at school	<input type="text" value="0"/>	<b>Must agree with</b>	
Private study pupils	<input type="text" value="0"/>	Pupils On Roll	<input type="text" value="437"/>
Pupils at another school	<input type="text" value="0"/>		

*The **Total pupils** must agree with the **Pupils on roll**. However in this example it doesn't. This may be because there are 2 part-time pupils who do not attend Thursdays so they would need to be entered in the **Part-time pupils not at school** box. Alternatively they may be full-time pupils who have not been assigned to a class in which case your data must be amended.*

The purpose of the **pupil reconciliation** is to check that the number of registered pupils for whom the return contains individual pupil data (i.e. the **Pupils on Roll** figure), is consistent with the number of pupils reported in classes as taught - after allowing for the fact that some registered pupils may not have been in class at the selected time.

The reconciliation should be calculated as follows:

- **On roll pupils in classes** (This figure can only be changed by amending the individual class data in section **5 Classes**) (Pupils who are temporarily absent should be included in their usual class.)
- Plus **Part-time pupils not at school** (i.e. pupils not expected to be in attendance at the selected time on the census date)
- Plus **Private study pupils**
- Plus **Pupils at another school**.
- Equals **Total pupils**, which must agree with **Pupils on Roll**

### Pupil Attendance

Pupil Attendance

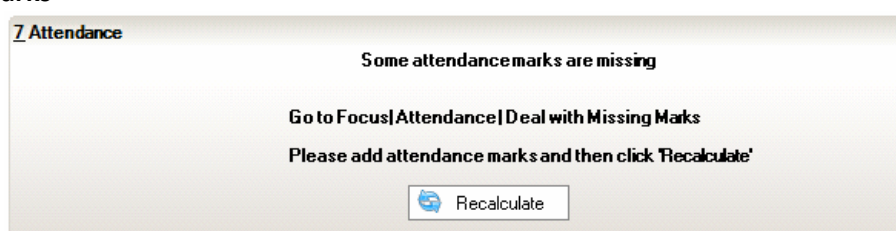
Your attendance codes are DCSF compliant  
This will be rechecked at the Create & Validate stage

**The DfE have made some changes to the codes collected and their definitions as well as to the criteria for persistent absence. These are explained in detail in Appendix 2 pages 39 and 40**

The screen above indicates that Attendance data for the appropriate term has been **successfully** collected by the system. There is a Detail Report for Attendance and you are advised to check it carefully. If there are N codes please ensure they are reallocated to the correct absence code. If you make any changes to the data in the Attendance module you will need to recalculate this section and then **Create and Validate** the census.

The data collected from the Attendance module will be the aggregate number of possible attendance sessions, and the actual number of authorised and unauthorised absences **by reason for absence**.

If you see a screen with the following error message go to **Focus\Attendance\Deal with Missing Marks**



If an invalid code has been used in error – go to **Reports\Attendance\ Selected Pupil Reports\Pupils with chosen code report** Amend the **date range** to cover the appropriate period, change the **group type** to **whole school**, select the appropriate code on the **criteria** tab, for example, **W - do not use (Primary)**

Attendance data is required in each term for day pupils of compulsory school age, who were on roll for at least one session in the term prior to the census. Please note that attendance data for the summer term is only required up until 1 June 2012.

**Note for Summer and Autumn Terms only**

*Attendance is the last section required in the Summer and Autumn terms. Please proceed straight to 'Create and Validate' on page 20*

**General (Spring Term only)**



The number of pupils who had a free school meal at lunchtime on the Spring Census day should be entered. This should include both day and boarding pupils and reflect what occurred on the Census day, unless the lunchtime situation that day was abnormal, in which case the figure should be based on the next normal day. Meals provided at the beginning or end of the school day should be ignored for the purpose of this return.

The number of pupils taking a school meal is not expected to exceed those eligible. For guidance on pupils that should be recorded as being **eligible** for Free School Meals, see Annexe 2 at the end of this document.

If you are using Dinner Money 7 this information will be entered automatically.

**Community** and **Voluntary controlled** schools have completed their return and should **Create and Validate** (see page 20). **Voluntary Aided** and **Foundation** schools may need to complete **9 Admission Appeals** and/or **10 Infant Appeals**

**Admission Appeals** (Spring Term only)

9 Admission Appeals		Independent Admissions Committee	
If you are a Foundation or Voluntary Aided school complete this section		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

For completion by **voluntary aided, foundation or special agreement schools** only.

Only appeals organised by your school’s governing body should be included. If your school operates arrangements jointly with other schools, your return should, where possible, include appeals for your school only.

The information required is:

**Admission appeals lodged:**

Total number of admission appeals lodged by parents between March 2010 and July 2011 against non-admission to the school at any time in the academic (admission) year between September 2010 and August 2011, as shown in the diagram below.

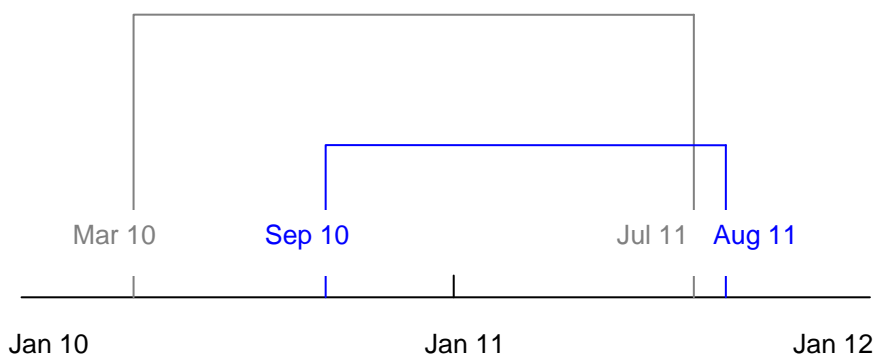
The following should be **included**:

- Appeals lodged as ‘refusal to admit for academic year 2010/11 regardless of when the appeal is lodged, including
- 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 parents

The following should be **excluded**:

- Appeals lodged as ‘refusal to admit for academic year 2011/12’ regardless of when the appeal is lodged

Appeals in respect of 2010/11 academic year



**Admission appeals withdrawn:**

Total number of admission appeals withdrawn by parents before reaching an independent appeals panel (a panel set up by the governors in accordance with Section 423 of the Education Act 1996)

**Admission appeals heard by Independent Admission Appeals panel**

Total number of admission appeals heard by an independent appeals panel.

**Admission appeals heard by Independent Admission Appeals Panel – decided in parent’s favour**

Total number of admission appeals decided in parent’s favour by an independent appeals panel.

**Admission appeals heard by Independent Admission Appeals Panel - rejected**

Total number of admission appeals rejected by an independent appeals panel.

**Infant Appeals (Spring Term only)**

<b>10 Infant Appeals</b>		Independent Admissions Committee	
If you are a Foundation or Voluntary Aided school complete this section		Heard	<input type="text" value="0"/>
Lodged	<input type="text" value="0"/>	Upheld	<input type="text" value="0"/>
Withdrawn	<input type="text" value="0"/>	Rejected	<input type="text" value="0"/>

For completion by voluntary aided, foundation or special agreement schools only.

Complete this section if any of the appeals you have recorded in **9 Admission Appeals** for the number of appeals lodged by parents against non-admission to **infant classes** in the 2010/11 academic year.

Other definitions are the same as for **9 Admission Appeals** but only relate to infant classes.

Press **Save**.

**Note: the following procedures are the same for all three Terms**

**Create and Validate**

Once you have entered/amended the data, please **Create and Validate** the return (see function keys in top left-hand corner). It is also advisable to print and **thoroughly** check the Summary and Detail Reports at this stage as it will allow you to assess the accuracy and completeness of the return. Once the validation has completed you may see some validation errors e.g.

Facility to search by error code: Select error code then click Search.

The screenshot shows a 'Validation Errors Summary' window. At the top, it states 'Return Validated - 172 Validation rules failed (Number of Errors - 126 and Number of Warnings - 46)'. Below this is a table with columns: Type, Sequence, Message, Location, and Solution. A search dropdown menu is open over the 'Solution' column, showing a list of error codes (1859Q, 1940Q, 2020Q, 2070Q, 2090Q, 2100Q, 2355Q) and an 'ALL' option. A callout box points to the search dropdown with the text: 'Facility to search by error code: Select error code then click Search.'

Type	Sequence	Message	Location	Solution
F	1000	Pupil reconciliation does not match number of Pupils		# Amend
F	1030	Teacher reconciliation does not match number of teac		# Amend
F	1070	Number of teachers in class is missing		# Go to
F	1340	Provision of Extended Services is missing		# Check Provision of Extended Services in Census
F	1420	Number of teachers with access to ICT is missing		# Please check Number of teachers with access to
F	1500	UPN missing	Name: Smiles, Sophie  Date of Birth: 200	# Go to Focus Student Student Details and add or is
F	1630	Pupil aged 5 and over with ethnic group missing or in	Name: Graham, George  Date of Birth: 2	# Go to Focus Student Student Details Ethnic/Cultur
F	1630	Pupil aged 5 and over with ethnic group missing or in	Name: Umbridge, Dolores  Date of Birth: #	# Go to Focus Student Student Details Ethnic/Cultur
F	1630	Pupil aged 5 and over with ethnic group missing or in	Name: Pocket, Preety  Date of Birth: 200	# Go to Focus Student Student Details Ethnic/Cultur
F	1630	Pupil aged 5 and over with ethnic group missing or in	Name: Franklin, Paul  Date of Birth: 2003	# Go to Focus Student Student Details Ethnic/Cultur

Clicking on a specific error message will take you directly to the section that requires amendment. If you have a number of pupils who have the same error message it may be simpler to amend the data using the bulk update facility (**Routines | Pupil | Bulk Update**) rather than amend pupil details individually. Please remember that if you are using bulk update **after** the census date you will need to **back date the effective date ranges** for the changes to be reflected in School Census.

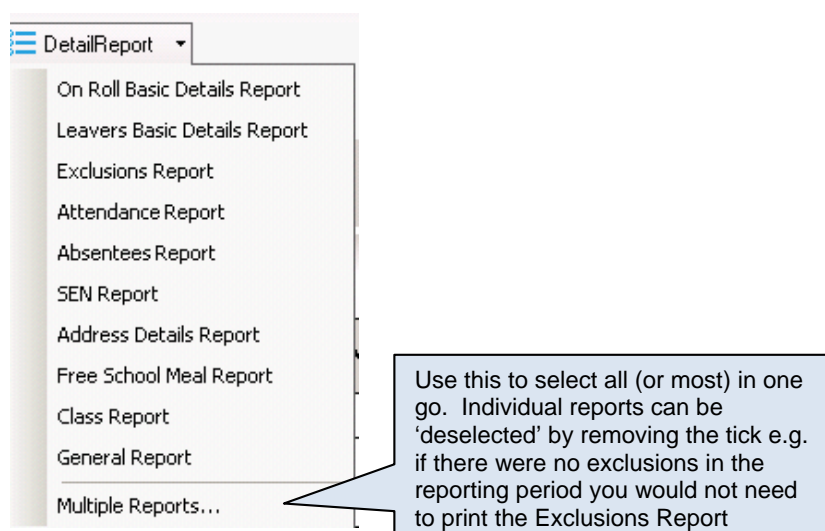
No failures (shown in red) are acceptable in any term, except where they are as a result of a software error (schools will be notified (usually via the school census website [www.devon.gov.uk/schoolcensus](http://www.devon.gov.uk/schoolcensus)) where this is the case).

Queries (shown in black) are produced where the data is unusual or unexpected reflecting a potential inaccuracy or omission. They are acceptable where the data is true e.g. Sequence 2020Q, Message: *Please check: Pupil is shown in year group 5 however, pupil is aged 10* If this is true, ie pupil is taught in a year group other than expected by his/her age then the message is acceptable. If it is not true, the data must be amended.

Please note that error messages will not disappear, even though you may have made amendments to your data, until after you **Create and Validate** again. If the error message still appears and you are running this after the census date it is probable that there is 'history' attached to the field that was amended. This will mean backdating the history – see 'Updating SIMS.net fields in History' or 'Bulk Update' under Additional Guidance and Templates on the school census webpage. Data fields that have history attached are NCY, Classes, Ethnicity, and First Language, some other fields e.g. part-time status, SEN and addresses have start and end dates which may need to be edited.

If you haven't already done so, please print the Summary and check it carefully along with the Detail Reports. Detail reports can be printed or you can open them up from Excel which allows you to sort the data any way you like. You will find these in the School Census folder filepath you selected e.g. **G:\SIMS\Star\ASCout** Remember that you need to have opened them first from within the School Census.

Below is list of the reports available. If you select 'Print All Reports' you have option to print out all of the selected reports in one go.



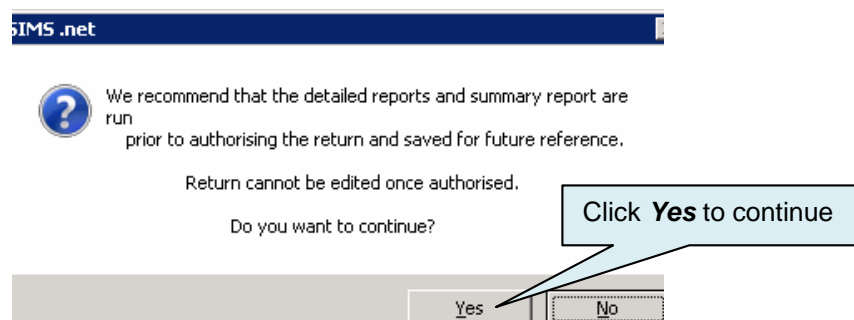
Please pay particular attention to the Attendance data. The Summary contains information about persistent absenteeism based on the new criteria. This is your **only** opportunity to check and amend the attendance data before publication.

**Remember:** SIMS.net cannot know if there are pupils missing, exclusions missing or that pupils have left (if they haven't been given a leaving date or a reason for leaving) etc. You **must** check the summary and detail reports thoroughly. The absence of any validation errors or queries does **not** guarantee a successful return!

Census data is used by the DfE policy divisions, other government departments, LAs, external agencies and educational researchers. The data is also used for funding purposes, and as principal data for the Autumn benchmarking including RAISEonline. **Accuracy of data is therefore of paramount importance.**

## Authorising and Copying Return

Once you are satisfied that your School Census is correct (all failures have been resolved, any queries are 'true' and the summary and detail reports are accurate), you need to authorise the return – if you are currently in the School Census click the **Authorise** button in the function keys in the top left-hand corner of the screen. You will see the following message:



Note that once you have authorised the return it **cannot** be amended. However, you can copy the authorised return (it will appear 'greyed out' in the browser) by highlighting it and pressing the **Copy** button in the Census Return browser. Open up the newly created copy,

give it a new description if you wish, amend and validate, authorise the copy and return the new file.

Once you click Continue you will have an opportunity to print the Authorisation and the Summary Report.

**IMPORTANT NOTE:** You must keep a paper copy of the School Census Summary report signed by the Headteacher for audit purposes, it is also advisable to keep a set of the Detail Reports with it. Please ensure that if you have used a different selected class time or a different day for take up of free school meals you include a note to that effect.

## Returning your file

You must return your school census file to the LA via RMSecurenet Plus using the School Census community. The file name will be:

878nnnn\_SCx\_878LL12\_aaa.xml

(where nnnn equals your four digit establishment number, x refers to the term ie 1 = Spring Term and aaa equals the file number (this will increment by 1 each time you create or copy a file)) Note: if the file extension reads .una instead of .xml you haven't authorised it. Please return to your School Census and authorise it before sending. You only need to send in the xml file – the Summary file will also be available to upload but it is not required.

**Schools on Terminal Server** should select **RMSecurenet** on the launcher pad in SIMS.net to go to RMSecurenet.

## What Happens Next

When your census is received it will be loaded into the DfE on-line data collection site, COLLECT, for you. This is usually done overnight. Please remember to add any necessary explanatory or confirmation notes into COLLECT the next working day. You do not need to wait for an email from SIDS (formerly IDS). If you put your notes into the Return Level notes panel your note(s) will be retained even if you need to resubmit your census return. Guidance notes for adding notes to your file in COLLECT are available from the School Census website [www.devon.gov.uk/schoolcensus](http://www.devon.gov.uk/schoolcensus)

In most cases 'Confirmed as correct' is sufficient but some queries may require additional explanation eg where a pupil has left and come back again. The DfE have requested that for **Error 1760** a more specific note is entered eg 'I confirm there are no pupils eligible for free school meals.'

We will also run your School Census against ONE (formerly EMS) the central pupil database and a variety of other checks made. If any errors are found you may be asked to supply a new file by SIDS.

## Annexe 1 – School Information

Below are the fields required in **2 School Information**. You can access the data via **Focus | School | School Details** or **Routines | Statutory Returns | School Census, 2 School Information**

<i>Field Name</i>	<i>Acceptable Values - for Devon LA Schools only</i>
<b>School Name</b>	In full, including the word 'School' or 'College' if this is part of the school's full name
<b>LA Number</b>	878 Devon
<b>Establishment Number</b>	Your 4 digit DfE number (cost code)
<b>School Phase</b>	Primary (PS)
<b>School Type</b>	School Type codes for Primary Schools are: Infant school 5-7/8 Junior school 7/8-11 Infant and Junior School 5 – 11 ( <i>i.e. a Primary School</i> )
<b>School Governance</b>	<b>Community</b> = Devon schools with DfE no. 2000-2012, 2014-2999, 3375, 3775-3779 <b>Voluntary Aided</b> = Devon schools with DfE no. 3005, 3300-3773 <b>Exc. 3375</b> <b>Voluntary Controlled</b> = Devon schools with DfE no. 2013, 3000-3199 excluding 3005
<b>Intake Type</b>	Primary Schools (including Infant and Junior) should use ' <b>Comprehensive</b> '
<b>Lowest Curriculum Year</b>	Primary or Infant School with no Nursery = R (Reception) Primary or Infant with a one year Nursery unit = N2 Primary or Infant with a two year Nursery unit = N1 Junior School = 3
<b>Highest Curriculum Year</b>	Junior or Primary School = 6 Infant School = 2
<b>School Address</b> ( <i>Spring Term only</i> )	Please record the school address, including postcode
<b>Tel. No</b>	Please enter the main school telephone number which is used for official purposes with the area code.
<b>E-mail Address</b>	The e-mail address for official communications must be present and include the character @. The email address provided must be an account that is used on a regular basis and one that is accessible to the Headteacher e.g. head@ or office@. It would not normally be one that identifies a particular individual by name. This email address may be used for future DfE correspondence.

## ***Annexe 2 – Pupil Information***

### **Which Pupils should be included?**

Information should be provided for all pupils on the school's admission register (in accordance with Regulation 5 of the Education (Pupil Registration) (England) Regulations 2006). This Regulation specifies the information that a school's admission register should contain <http://www.legislation.gov.uk/uksi/2006/1751/regulation/5/made>

The registration of pupils is governed by section 434 of the Education Act 1996 which specified that all persons who are pupils at the school must be registered. <http://www.legislation.gov.uk/ukpga/1996/56/section/434> and the Education (Pupil Registration) Regulations 2006 <http://www.opsi.gov.uk/si/si2006/20061751.htm> Regulation 8 specifies the circumstances under which a pupil can be removed from the register - for example, registration at another school, written notification of parental intention to educate at home, and long term absence (four weeks or more) where both the school and LA have failed after reasonable enquiry to locate the pupil. <http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made> and a subsequent amendment set out in the Education (Pupil Registration) (England) (Amendment) Regulations 2011 at <http://www.legislation.gov.uk/uksi/2011/1625/made>

The count on census day includes all pupils whose enrolment status is C (Current or Single enrolment), M (Dual Main) or S (Dual Subsidiary) but **excludes any pupil whose enrolment status is G (Guest)**.

A pupil would normally be dually registered in the following circumstances:

- a. Registered at a mainstream school (main school) but considered to need specialist support by attending a special school (subsidiary school) on a regular basis and, therefore, also registered at the special school
- b. Registered at a mainstream school (main school) but, because of e.g. behaviour problems, the pupil is also required to attend a PRU (subsidiary school) for part of each week and is, therefore, also registered at the PRU
- c. Registered at a special school or at a PRU (main school) but also attending another mainstream school (subsidiary school) on a regular basis as part of preparation for return to the mainstream school

**Note:** *Dual Registration would apply in all the above cases but circumstances may vary which school/establishment is the main and which the subsidiary.*

Of particular note is the recording of the following:

- Children of service families registered at the school on Census day are no different to any other pupil registered at the school and will have an enrolment status of C (Current), M (Dual main) or S (Dual subsidiary). Provided that the pupil is registered at the school on Census day they should be included in the school's return.
- Traveller children will be registered at one or more schools and will have an enrolment status of C (Current), M (Dual main) or S (Dual subsidiary). Provided that the pupil is registered at the school on Census day they should be included in the school return.

If a pupil is no longer on the admissions register at your school on the Census day and you have already passed information (including UPN) on to their new school then you must **NOT** record the pupil on your School Census return. ***This does not affect the attendance and***

**exclusion areas of the census.** This applies whether the information has been passed on either verbally, in writing or via the Common Transfer File (CTF). Following this guidance should eliminate cases of double counting, any of which will be investigated.


For further guidance see 'DfE Detailed Guidance', available from the School Census website: [www.devon.gov.uk/schoolcensus](http://www.devon.gov.uk/schoolcensus)

For the purposes of the School Census return, the software will count a pupil as being on roll when he/she meets all the following criteria:

- has an admission number
- has a date of arrival on or before the census date
- has a blank date of leaving or the date of leaving is in the future (i.e. after the census date)
- has an enrolment status of **C** (current registration), **M** (dual registration, main) or **S** (dual registered, subsidiary)

For each pupil the information to be provided is given below. This information will be included in the School Census in each term unless otherwise stated or if a pupil has left:

The following information is held in <b>Focus   Pupil   Pupil Details</b> in the order in which it appears.	
<b><u>Basic Details</u></b>	
<b>Legal Forename</b>	In full, not shortened or familiar versions.
<b>Middle Name(s):</b>	In full, not shortened or familiar versions. If the pupil has no middle name(s) then this field must be left blank.
<b>Legal Surname</b>	Full <b>legal surname</b> , as the school believes it to be (schools are not necessarily expected to have verified this from a birth certificate or other legal document).
<b>Preferred Surname</b>	The surname most commonly used in the school and shown in full and not shortened or familiar versions. <i>Not required if pupil is no longer on roll</i>
<b>Former Surname</b>	This should only be completed if a former surname is already known to the school; otherwise this field should be left blank. Schools need not, and should not, take any special steps to establish the existence of former surnames of which they are not already aware. If the pupil has more than one former surname, record the most recently used. Previous names can be recorded under Basic Details by clicking on the 'History' button in this section.
<b>Date of Birth</b>	Must be present and correct and in <b>dd/mm/yyyy</b> format.
<b>Gender:</b>	<b>M</b> (male) or <b>F</b> (female)
<b>Enrolment status</b>	Must be one of the following Single registration Guest pupil (pupil not registered at this school but attending for some lessons or sessions – see below) Main dual registered (i.e. main school for a dually registered pupil) Subsidiary dual registered (i.e. subsidiary school for a dually registered pupil). <i>Pupils who are subsidiary dual registered do not receive funding from the DfE via the dedicated schools grant.</i> Guest pupils will <b>NOT</b> be included in your School Census return since they are not properly on the register of the school. Giving them an enrolment status of <b>guest</b> will ensure this.  If the pupil already has an enrolment status but it needs to be amended, go to <b>Routines   Pupil   Change Enrolment Status</b>

	<p>See <b>DfE Detailed Guidance</b> for further information on when Dual Registration and Guest should be used.</p> <p>Guest registration may now be used for the following scenarios but schools should be aware of the School Attendance guidance when applying this category:</p> <ol style="list-style-type: none"> <li>Managed / Negotiated Transfers</li> <li>Consortia Schools</li> <li>Traveller Pupils</li> <li>Family Units</li> <li>Specialised Units</li> <li>Inclusion Classes</li> <li>External Candidates (Secondary Schools)</li> <li>Purchased Tuition</li> <li>School-supervised off-site Education</li> <li>Dually Registered Pupils – Hospital Special Schools</li> <li>Overseas / Exchange Pupils</li> </ol>
<p><b>Admission Date</b></p>	<p>Must be on or before the <b>current</b> census date for the pupil to be recorded on the School Census.</p> <p>Those pupils who are transferring from Nursery to Reception in the same school do <b>NOT</b> need new entry dates.</p>
<p><b>Former UPNs</b></p>	<p>This field can be blank. Where there is a former UPN e.g. a temporary UPN that has been replaced by a permanent one, it is expected to be in the correct format. However, it is not possible to amend a former UPN and as a result error numbers 1560Q and 1570Q can be ignored.</p> <p>Adopted pupils should have new UPNs and no link to their former UPNs.</p>
<p><b>UPNs</b></p>	<p>Make sure all pupils have a <b>Unique Pupil Number</b>. To issue a UPN click on the  icon beside this field. It should only be necessary to issue a new UPN when a pupil first enters the maintained school sector in England or Wales.</p> <p>If a pupil has transferred from another school (<b>including LA designated Nursery Schools or Units</b>) and you have no record of the UPN please contact the ScoMIS helpdesk on 01392 385300 who will be able to assist you.</p> <p>Adopted pupils should have new UPNs and no link to their former UPNs.</p> <p>Temporary UPNs may only be issued as an interim measure until the permanent UPN is obtained. For further information see: <a href="http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/upn/a0064607/upn-policy-and-practice-guidance">http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/upn/a0064607/upn-policy-and-practice-guidance</a></p>
<p><b>Part-time Indicator:</b></p>	<div data-bbox="400 1559 1406 1697" data-label="Image"> </div> <p>For a pupil to be recorded as part-time (ie attends fewer than 10 sessions a week), there must be a start date in the <b>Part-time Details</b> panel under <b>Registration</b>. The date must be before the census date and is usually the same as the date of admission. For a pupil to be recorded as full-time this section must be blank or if there is a start date, the end date must be before the census date.</p> <p><b>Note:</b> Part-time is only allowable for non-statutory age pupils.</p> <p>In certain circumstances some pupils of compulsory school age will be placed on a part-time timetable in order to meet their individual needs, for example when a</p>

	<p><i>medical condition prevents them from attending full-time as part of a re-integration package or as part of a flexi-schooling agreement. The part-time timetable should not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time and be agreed with the pupil's parents/carers.</i></p> <p><i>Compulsory school-age pupils on a part-time timetable are, by definition, not present at school for part of the week or day. They are also not attending approved educational activity and must therefore be absent from school. In agreeing to the part-time timetable the school has agreed to the absence and must therefore record it in their system as an authorised absence. This will ensure that the school has a record of the amount of education a pupil has missed and help it to identify pupils that might need additional support. Schools cannot record the pupil as 'not required to attend' or that the school was closed to the pupil in question as this would contravene the regulations.</i></p> <p><i>Therefore compulsory school-age pupils on a part-time timetable should be recorded as full-time with the appropriate absence code used for the sessions when they are not required to attend. <b>However those pupils aged under 5 can be recorded as part-time as they are not of compulsory school age.</b></i></p> <p><i>For further guidance please see the school attendance website <a href="http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendance/a009991/absence-data">http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendance/a009991/absence-data</a></i></p>
<b>Year Taught In</b>	<p>The year group in which the pupil <b>is taught in</b> for the majority of their time, <b>regardless</b> of their chronological age</p> <p><b>N1</b> nursery if age is 2 or younger as at 31<sup>st</sup> August 2011 *</p> <p><b>N2</b> nursery if aged 3 as at 31<sup>st</sup> August 2011 *</p> <p><b>R</b> reception</p> <p><b>1-6</b> year groups 1-6</p> <p>* or 31<sup>st</sup> August 2012 if you are running this return in Autumn 2011</p>
<b>Boarder</b>	<b>B</b> (boarder) or <b>N</b> (not a boarder, i.e. day pupil)
<b><u>Address</u></b>	
<b>Home Information</b>	<p>Schools are asked to provide current home address for all pupils.</p> <p>The expectation is that you will be able to provide a valid home address for the great majority of your pupils (including boarding pupils). Boarding pupils from abroad should be recorded with their 'home' address as the address where they reside during term time, which may be the school's address. (If a second address is an overseas address, validation errors on the postcode can be ignored.) Where a child has multiple addresses (ie where the child lives with both parents at different stages of the week) both addresses should be supplied.</p> <p>Whilst every effort must be made to obtain these pupil details, in extreme cases this may not be possible. In such extreme cases fields can be left blank or a partial address can be supplied and the validation errors ignored.</p> <p>You may find the attached link of use in finding addresses and postcodes <a href="http://www.royalmail.com">www.royalmail.com</a></p> <p><b>Note:</b> For an address to be included in the school census the start date for the address must be before the census date and it must be the pupil's home address.</p> <p><b><u>Troubleshooting:</u></b></p> <p>If you have an apartment number you must also have a house number or house</p>

name.  
 If you have a house number you must have a street name  
 If you have a street name you must have a house number or house name.  
 You do not necessarily need a street name if you have a house name eg Great Coleford Farm, Stoodleigh etc.

### Dietary

#### Free School Meals Eligibility

The screenshot shows the 'Dietary' system interface. It features two main tables: 'Meal Patterns' and 'Eligible for Free Meals'. The 'Meal Patterns' table has columns for Start Date, End Date, and days of the week (Mon-Fri). A row is shown with Start Date '01/09/2004' and 'HO' for Mon-Fri. A callout box points to the Start Date field with the message 'Start date must be before census'. The 'Eligible for Free Meals' table has columns for Start Date and End Date. On the right side, there are buttons for 'New', 'Open', and 'Delete' for both tables.

Free School Meal Eligibility will be used by the DfE in determining the Pupil Premium allocations for schools (rate for 2012 is £488 per pupil) and, as such, it is essential that this data item is correctly recorded on the School Census.

To record a pupil as being eligible for Free Meals there must be a start date that is before the census date and no end date.

Pupils should be recorded as eligible **only** if a claim for free school meals has been made by them or on their behalf by parents and either

- (1) the authority has confirmed that they are entitled to free school meals, **or**
- (2) the school or the LA has seen the necessary documentation (e.g. a TC602 Tax Credit Award Notice) that shows that they are entitled to free school meals.

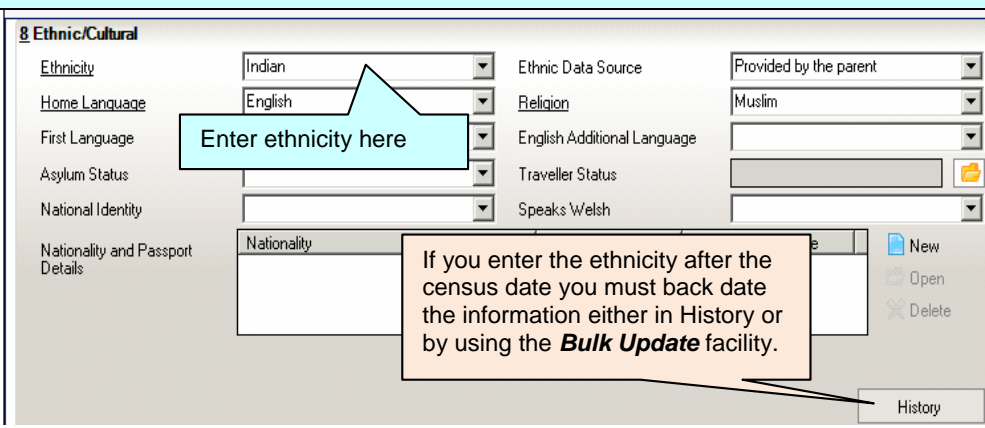
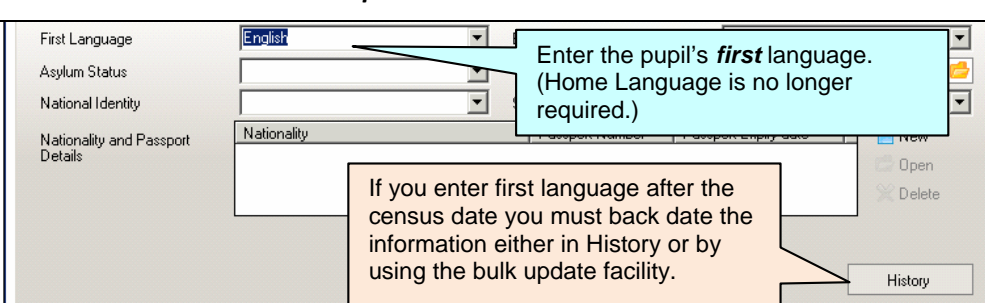
Conversely, if pupils are in receipt of a free meal but there is confirmation that they are no longer eligible and entitlement will be revoked the appropriate **end date** must be entered in the **Eligible for Free Meals** panel.

**Note:** The Education (School Lunches) (Prescribed Requirements) (England) Order 2003 sets out an additional requirement for children who have not attained compulsory school age but receive education. These children must be registered pupils and be 'receiving education both **before and after** the lunch period' before being eligible for free school meals or a paid-for meal.

Further information on eligibility is available from the following website: [http://www.devon.gov.uk/free\\_school\\_meals.htm](http://www.devon.gov.uk/free_school_meals.htm) If in doubt, contact My Devon on 0845 155 1019

If you wish to obtain a report showing you who is ticked as being eligible for Free School Meals go to **Reports | Run Reports | Student | Meal List (Free Meals)**. This should match the Detail Report for Free School Meals from the census.

**Note that for School Census purposes eligibility is based on the Start and End dates and NOT the tick boxes.**

<u>Ethnic/Cultural</u>	
<p><b>Ethnicity</b> (Spring term only)</p>	 <p>All pupils aged 5 and over as at the previous 31 August should have an ethnic category assigned to them or if the information has not yet been collected then this needs to be recorded as 'Not Obtained'. If the parent has refused to give the information then 'Refused' should be assigned. A list of the ethnic codes that are being used in Devon Schools is available on the School Census website <a href="http://www.devon.gov.uk/schoolcensus">www.devon.gov.uk/schoolcensus</a></p> <p>Note: If you enter this information after the census date you will also need to go into History to back date this information, alternatively you can use <b>Bulk Update</b> and back date the 'effective' dates. Guidance on <b>Bulk Update</b> can be found under <b>Additional Guidance and Templates</b> on the above website.</p>
<p><b>First Language</b> formerly Mother Tongue</p>	 <p>A First Language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.</p> <p>If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.</p> <p>In the case of an older pupil who is no longer exposed to the first language in the home, and who now uses only another language, the school should consult with the pupil or parent to determine which language should be recorded.</p> <p>Where a pupil's first language is not English, schools may record specific languages from the extended language code set. ENB (Not known but believed to be English) and OTB (Not known but believed to be other than English) are appropriate where a pupil's first language is not known with absolute certainty because the parents have not responded to enquiries, but the school can judge with a high degree of confidence whether it is English or not. This is a compulsory field for all pupils aged 5 and over as at the previous 31 August.</p>

<u><a href="#">Additional Information</a></u>	
<b>Service Children in Education</b> <i>Only required in the Spring Term</i>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Service Children in Education <input type="text"/> </div> <p>The Service Children Indicator will be used by the DfE in determining the Pupil Premium allocation for schools and as such it is essential that this data item is correctly recorded on the School Census. The rate for 2012 is £200.</p> <p>This indicates if a child has a parent or parents who are Service personnel, serving in regular HM Forces military units of all forces, or in the Armed Forces of another nation and stationed in England, and exercising parental care and responsibility. The information will be of use to help identify both the impact that being a Service child has on their education and the impact that catering for large numbers of Service children has on the school. Please note, however, that data on individual pupils is not being shared with the MoD.</p> <p>This is only relevant to children whose parents are designated as Personnel Category 1 or 2 which are shown on the MoD website, however all parents will be aware of the Personnel Category  <a href="http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/Welfare/PersonalStatusCategoryDefinitions.htm">http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/Welfare/PersonalStatusCategoryDefinitions.htm</a></p>
<u><a href="#">Welfare</a></u>	
<b>In Care Details</b> <i>Only required for excluded pupils.</i>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> </div> <p>This indicates whether a pupil is in the care of a Local Authority this does not include children looked after for short breaks (for respite care). This indicator is dependent on the information in the <b>In Care Details</b> panel' i.e. a Start Date in this panel will set the indicator to <b>Currently In Care</b>, a Start and End Date will set the <b>Formerly In Care</b> indicator. You must also enter the <b>Care Authority</b> where the child was originally placed in public care and which looks after the child for the purposes of the Children Act 1989. (This field becomes available when you click on <b>new</b> or <b>open</b>.)</p> <p>Schools will be informed (via an automatically generated email from the One (EMS) system of a change in status of a Child in Care) about all children who are in care and use the In Care indicator to record this. Those responsible for completing this return should liaise with the school's designated teacher for looked after children. The designated teacher should receive a Personal Education Plan (PEP) for each child who is in care (<b>a PEP is a statutory requirement</b>).</p> <p>Information on whether a pupil is In Care with Devon (or was at the time of the exclusion) can be obtained via email to <a href="mailto:debbie.ford@devon.gov.uk">debbie.ford@devon.gov.uk</a></p> <p>Under the Children's Act 1989, a child is looked after (or in care) by a LA if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into four main groups:</p> <ol style="list-style-type: none"> <li>i. children who are accommodated under a voluntary agreement with their parents (Section 20)</li> <li>ii. children who are the subject of a care order (Section 31) or interim care order (Section 38)</li> </ol>

- iii. children who are subject of emergency orders for the protection of the child (Section 44 and 46)
- iv. children who are compulsorily accommodated. This includes children remanded to the LA or subject to a criminal justice supervision order with a residence requirement (Section 21).

**In all cases Childrens Social Care would be involved.**

**Disability**  
(Spring term only)

The collection of information on the disabled pupil population is expected to help meet the requirements of the Single Equality Act 2010 which now incorporates the Disability Discrimination Act (DDA) 2005.

Collection of disability data will be carried out as part of the Spring Census. In 2012 Census the submission of disability will continue to be on a voluntary basis. A default value of NCOL (Not Collected) should be submitted if no information about disability is gathered. Multiple entries to record a child with more than one disability are allowable.

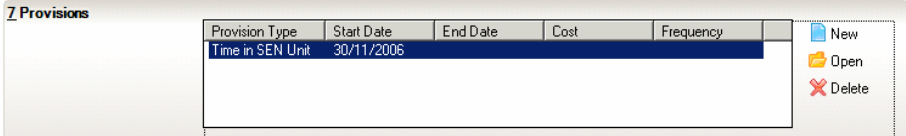
Categories are as follows:

- MOB Mobility – moving around indoors or outdoors
- HAND Hand movements – touching or holding
- PC Personal care – going to the toilet, dressing
- EAT Eating and drinking without help
- INC Incontinence –wetting or dirtying
- MED Taking medication
- COMM Communication – speaking with others, or understanding them
- LD Learning – numbers, letters words
- HEAR Hearing
- VIS Vision
- BEH Behaviour – very active, has a short attention span, behaves unacceptably
- CON Has fits or seizures
- AUT Diagnosed with autism or Asperger Syndrome

	<p>DDA Has a life-limiting condition or requires palliative care Can be depressed, or anxious, or has an eating disorder</p> <p>OTH Other</p> <p>The Equality Act states that someone is disabled if <i>'they have a mental or physical impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities.'</i></p> <p>There are three important features of this definition:</p> <ul style="list-style-type: none"> <li>• The impairment itself</li> <li>• Its effect on the person's daily life</li> <li>• Its duration – whether it lasts for a year or more</li> </ul> <p>There are an additional two groups of children covered by the Act. These children do not have to prove their condition has a substantial adverse effect:</p> <ul style="list-style-type: none"> <li>• Children whose treatment (including glasses) offset the effect of the condition e.g. children on medication for epilepsy which is necessary to control the fits.</li> <li>• Children with cancer, HIV infection, progressive conditions such as muscular dystrophy and multiple sclerosis at the point of diagnosis are all taken as meeting the criteria without proving an adverse effect together with children with severe disfigurement.</li> </ul> <p>Disability is not the same as special educational needs (SEN). Almost half the children with SEN do not meet the DDA definition of disability. Children with SEN experience difficulties in learning in school but may not have an impairment that impacts substantially on their daily life. Similarly, a significant proportion of disabled children do not have special educational needs, including those with health and mental needs.</p> <p>A toolkit is available to help schools work with parents to better identify and support children with disabilities. Research has shown that the toolkit (which includes a parental questionnaire and a range of flexible tools for schools to use with pupils) can improve the provision of information on the needs of disabled children and their families, in addition to helping schools to better meet their duties under disability and equality legislation.</p> <p>The toolkit will also help schools record disability data in SIMS.net. It can be found at <a href="http://www.education.gov.uk/childrenandyoungpeople/specialeducationalneeds/a0065985/disability-toolkit">http://www.education.gov.uk/childrenandyoungpeople/specialeducationalneeds/a0065985/disability-toolkit</a></p>
<b>Date of Leaving</b>	<p>This is required for permanently excluded pupils (and hence no longer on roll) specified in the Exclusions Module and for pupils of statutory school age with Attendance data who left in the previous term.</p> <p>Please remember that for a pupil to be correctly recorded as a leaver they need a 'reason for leaving' to be recorded as well as the date of leaving.</p>

## Special Education Needs

<p>The following fields are in <b>Focus   Pupil   SEN</b> or you can access the pupil in Pupil Details and then link to SEN</p> <p><a href="#">Basic SEN</a></p>																									
<p><b>SEN Provision</b> <i>(i.e. Status)</i></p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>3 Basic SEN Details</b></p> <p>Status: <span style="border: 1px solid #ccc; padding: 2px;">S - Statement</span> Start Date: <span style="border: 1px solid #ccc; padding: 2px;">30/11/2006</span></p> <p>[No statement decisions pending]</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Ranking</th> <th style="width: 40%;">Need Type</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Severe Learning Difficulty</td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <span>New</span>  <span>Open</span>  <span>Delete</span> </div> </div> <p>SEN Status codes are as follows:</p> <ul style="list-style-type: none"> <li><b>A</b> School action or early years action</li> <li><b>P</b> School action plus or early years action plus *</li> <li><b>S</b> Statement of SEN *</li> <li><b>N</b> No special educational need (<i>these pupils are not counted as having Special Educational Needs for the purposes of School Census</i>). If the Status field is blank, it will default to N.</li> </ul> <p>* You must ensure that in the Spring Term the SEN Needs Type and Member of SEN unit or Member of resourced provision indicator are also completed (see below)</p> <p><b>Note:</b> Please ensure the Start date for the current SEN status is before the census date. If it isn't a previous status may be recorded on school census in error.</p> <p>For further information on SEN Provision see <a href="http://www.education.gov.uk/schools/pupilsupport/sen/guidance/a0013160/the-sen-code-of-practice">http://www.education.gov.uk/schools/pupilsupport/sen/guidance/a0013160/the-sen-code-of-practice</a></p>	Ranking	Need Type	Description	1	Severe Learning Difficulty																			
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<p><b>SEN Needs Type Only</b> <i>required in the Spring Term</i></p>	<p>If the SEN status is P (School Action Plus or Early Years Action Plus) or S (Statemented) you must also record the pupil's main or primary need (Rank 1) and, if appropriate, their secondary need (Rank 2). You may record more for your own purposes but only the first two will appear in the School Census</p> <p>If the pupil has a Statement of Special Educational Needs it is very important that the main primary need (Rank 1) matches the information on the Statement.</p> <p><b>Note:</b> Any pupil who has been given an invalid Needs type will appear as a validation error (error 2170)</p> <p>Valid codes are as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">SPLD</td><td>Specific Learning Difficulty</td></tr> <tr><td>MLD</td><td>Moderate Learning Difficulty</td></tr> <tr><td>SLD</td><td>Severe Learning Difficulty</td></tr> <tr><td>PMLD</td><td>Profound &amp; Multiple Learning Difficulty</td></tr> <tr><td>BESD</td><td>Behaviour, Emotional &amp; Social Difficulties</td></tr> <tr><td>SLCN</td><td>Speech, Language and Communication Needs</td></tr> <tr><td>HI</td><td>Hearing Impairment</td></tr> <tr><td>VI</td><td>Visual Impairment</td></tr> <tr><td>MSI</td><td>Multi-Sensory Impairment</td></tr> <tr><td>PD</td><td>Physical Disability</td></tr> <tr><td>ASD</td><td>Autistic Spectrum Disorder</td></tr> <tr><td>OTH</td><td>Other Difficulty/Disability</td></tr> </table>	SPLD	Specific Learning Difficulty	MLD	Moderate Learning Difficulty	SLD	Severe Learning Difficulty	PMLD	Profound & Multiple Learning Difficulty	BESD	Behaviour, Emotional & Social Difficulties	SLCN	Speech, Language and Communication Needs	HI	Hearing Impairment	VI	Visual Impairment	MSI	Multi-Sensory Impairment	PD	Physical Disability	ASD	Autistic Spectrum Disorder	OTH	Other Difficulty/Disability
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	<p>For further information on SEN Needs Type see <a href="http://www.education.gov.uk/schools/pupilsupport/sen/data/a0013057/data-collection-by-type-of-sen">http://www.education.gov.uk/schools/pupilsupport/sen/data/a0013057/data-collection-by-type-of-sen</a></p>
<p><b>Member of SEN Unit and/or resourced provision indicator</b></p> <p><i>Only required in the Spring Term</i></p>	 <p>This information is required for any pupil with a status of S (Statemented) or P (School Action Plus or Early Years Plus)</p> <p>This indicator will allow the identification of pupils with SEN who are members of an SEN Unit or who receive support for their type of SEN from a specialist resourced provision.</p> <p>These indicators are <b><i>Time in SEN Unit</i></b> or <b><i>Resourced Provision</i></b></p> <p>There are additional codes which may be used <b><u>in addition</u></b> to those above for your own purposes but these other categories do not transfer to school census.</p> <p><b>SEN Units</b> are special provisions within a mainstream school where the children are taught mainly within separate classes. Units:</p> <ul style="list-style-type: none"> <li>• receive additional funding from the LA specifically for the purpose of the provision</li> <li>• cater for a specific type or types of SEN (eg autistic spectrum disorder)</li> <li>• are usually for pupils with statements of SEN (but may also provide support for pupils at School Action Plus).</li> </ul> <p>Most pupils placed in units will have the unit written into their statement of special educational needs. It is unlikely that a child would be in both a unit and receive support from resourced provision, but a school <u>could</u> have resourced provision for one type of need and a unit for another.</p> <p><b>Resourced provisions</b> are where places are reserved at a mainstream school for pupils with a specific type of SEN, taught mainly within mainstream classes, but requiring a base and some specialist facilities around the school. Resourced provisions:</p> <ul style="list-style-type: none"> <li>• receive additional funding from the LA (specifically for the purpose of the provision)</li> <li>• cater for a specific area or areas of SEN (eg specific learning difficulties)</li> <li>• are usually for pupils with statements of SEN (but may include pupils at <i>School Action Plus</i>).</li> </ul> <p>Details of what will be provided through a resourced provision will usually be included in a pupil's statement of special educational needs. It is unlikely that a child would be placed in a unit and received support from a resourced provision, but a school <u>could</u> have resourced provision for one type of need and a unit for another.</p>

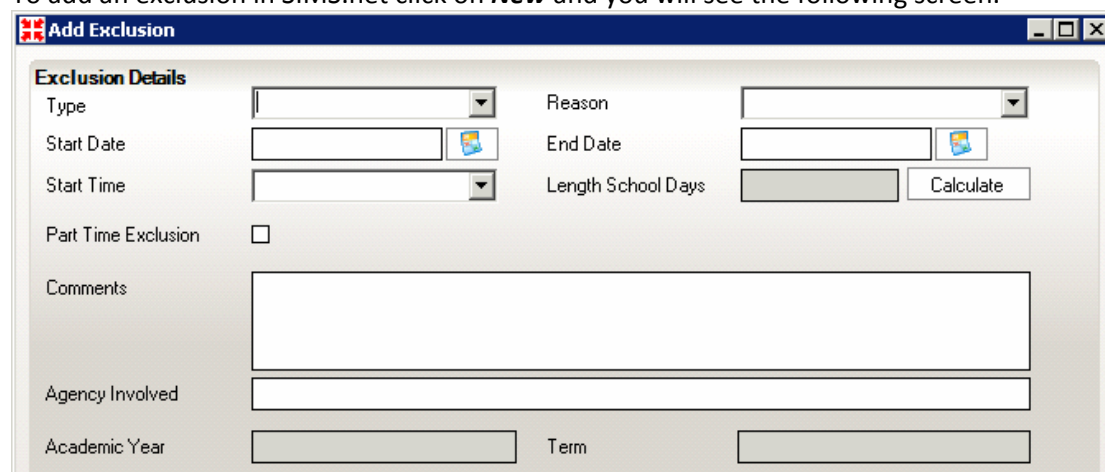
## **Exclusions**

The following fields are in **Focus | Pupil | Exclusions** or you can access the pupil in Pupil Details and then link to Exclusions (if you are amending details for a pupil who has been recorded as Permanently excluded, remember to change the view to Leavers)

Information on Exclusions is collected in all three terms, but the data requirements will vary according to the term. In general, exclusion data will be collected two terms in arrears ie exclusions in Autumn 2011 won't be collected until the Summer 2012 School Census.

The exclusion start date should reflect the date the exclusion starts ie the date that the pupil was asked to leave the school by the Head Teacher. By not collecting the data until two terms after that in which the exclusion started, it is anticipated that all appeals procedures would have been completed by the time the data are collected and so only exclusions which have been upheld will be included in a return.

To add an exclusion in SIMS.net click on **New** and you will see the following screen.



To edit or amend existing data, click in the appropriate row and click **open** to get to the screen above (which will have been completed).

If data has been entered in error, click on **Delete**

*If the pupil you wish to add details of an exclusion to has left since the exclusion, you will need to make a note of, then remove, his/her date of leaving and reason for leaving. This will make the record 'live' again which will allow you to make the necessary changes to the record. Once you have finished and saved your changes add the date of leaving and reason for leaving to the pupil's record.*

### **Data Requirements:**

Where known, the following **should not be included**:

- a) permanent exclusions overturned by the governors where the pupil has been reinstated;
- b) permanent exclusions overturned by an independent appeal panel where the pupil has been reinstated
- c) permanent exclusions overturned by an independent appeal panel where, because of exceptional circumstances or other reasons, it was not practical to give a direction requiring reinstatement, although it otherwise would have been appropriate to give such a direction.

To satisfy conditions (b) and (c) above, exclusions with Exclusion Appeal Result equal to R (Reinstatement) or O (Reinstatement would be appropriate but not in the best interests of the child given other circumstances) will be filtered out by the extract routine. **Schools must therefore ensure that Exclusion**

**Appeal Result is maintained on an event driven basis so that these exclusions can automatically be filtered out when data are extracted for the Census.**

- The **Spring Census** extract routine will select all those exclusions with Start Dates between 25/4/2011 (Easter Monday) and 31/8/2011
- The **Summer Census** will select all those exclusions with Start Dates between 1/9/2011 and 31/12/2011 and
- The **Autumn Census** will select those with Start Dates between 1/1/2012 and 8/4/2012.

Whilst these dates do not represent real term dates, they will ensure that the vast majority of exclusions for the Autumn, Spring and Summer Terms are picked up for the majority of schools.

<b>Type</b>	<p>You must indicate the type of exclusion:</p> <p>FIXD      Fixed Period *</p> <p>PERM      Permanent</p> <p>LNCH      Lunchtime *</p> <p><i>You must also enter a <b>Start Time</b> (as well as a <b>Start Date</b>) for these types of exclusion in SIMS.net but this is not collected in the School Census</i></p>
<b>Exclusion Reason</b>	<p>You must record the reason for the exclusion.</p> <p>PP          Physical assault against a pupil</p> <p>PA          Physical assault against an adult</p> <p>VP          Verbal abuse/threatening behaviour against a pupil</p> <p>VA          Verbal abuse/threatening behaviour against an adult</p> <p>BU          Bullying</p> <p>RA          Racist abuse</p> <p>SM          Sexual misconduct</p> <p>DA          Drug and alcohol related</p> <p>DM          Damage</p> <p>TH          Theft</p> <p>DB          Persistent disruptive behaviour</p> <p>OT          Other</p>
<b>Exclusion Start Date</b>	<p>The exclusion start date should reflect the date the exclusion starts, i.e. the date that the pupil was asked to leave the school by the Head teacher. By not collecting the data until two terms after that in which the exclusion started, it is anticipated that all appeals procedures would have been completed by the time the data are collected and so only exclusions which have been upheld will be included in a return.</p>
<b>Actual number of Sessions excluded from</b>	<p>There is a <b>Calculate</b> button that will do this for you, providing you also enter an <b>End date</b>. The calculation is based on the following:</p> <p>For each fixed period and lunchtime exclusion, the actual number of sessions for which the exclusion is in effect. For fixed period exclusions, each full school day counts as two sessions: a half school day counts as one session. For lunchtime exclusions, each lunchtime for which the exclusion applies counts as one session. Although information about reinstated exclusions are not being collected in the School Census, schools may wish to record the number of sessions for which the child was excluded before being reinstated and for this the actual, not the planned number of sessions should be recorded.</p>

## Attendance Data

This module will be collected in all three censuses, providing information for a pupil's attendance in the term prior to the census.

This module will only be collected for day pupils of compulsory school age (pupils aged 5 before 1 September 2011 and aged 15 or younger on 31 August 2011). For terms in the academic year 2011/12, information should be included for pupils who were aged 15 or younger as at the 31 August 2011 (i.e. their date of birth falls between 1 September 1995 and 31 August 2006) and who were on the school roll for at least one session during the specified term. As the information is collected one term in arrears it may include pupils who have left.

The data required for each pupil will be the aggregate number of possible attendance sessions and the actual number of absences by reason for absence.

Please note that for the Summer Term (data collected the following Autumn term), attendance information is only required up until 1 June 2012, the Friday before the late May Bank holiday, rather than the full term.

### Sessions missed due to Authorised Absence

Authorised absence is absence which has been authorised by a teacher or other authorised representative of the school. Absence can be authorised retrospectively if the teacher or other authorised representative of the school subsequently 'accepts' a reason for the absence provided by a parent.

### Sessions missed due to Unauthorised Absence

Unauthorised absence is absence without leave from a teacher or other authorised representative of the school. This includes all unexplained or unjustified absences.

Please ensure that there are no missing marks or 'N' codes in your data before running the school census.

### **Dual Registered pupils**

From September 2011 the way schools should record attendance and absence for Dually Registered pupils changed.

Attendance code D (Dual Registered) is not counted in the School Census as an attendance. Each school will only need to record the attendance and absence for the sessions the pupil is required to attend at their school. Each school will use code D to record all of the sessions that the pupil is due to attend at the other school.

### **Pupils unable to attend school due to exceptional circumstances**

Code Y (Unable to attend due to exceptional circumstances – not counted in possible attendances) will be collected as part of the School Census from 2012 following changes to attendance regulations and procedures.

Attendance code Y will be collected for statistical purposes. Schools will use code Y to record the sessions where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause;
- The transport provided by the school or LA is not available, and their home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

As part of the changes to the attendance regulations and procedures the use of attendance code # is also being changed to include partial school closure. Previously it could only be applied to whole school closure.

It is acknowledged that details of the proposed changes to Attendance codes # and Y were given to software suppliers late in their development schedule and so it may not be possible for them to be implemented in time for the 2012 School Census collections. Until this change can be implemented in systems, school should continue to use code Y to record planned partial closure. The DfE acknowledges that data collected in the School Census in 2012 may include absences recorded under both the old and new definition of code Y and will acknowledge this in its published statistics using this data.

### Persistent Absentee Thresholds

The DfE has reduced the threshold at which a pupil is defined as 'persistently absent' to 15%, down from 20% previously. Some schools tend to take action to intervene when pupils near the persistently absent threshold, but nearing 20% was too late. Lowering the threshold will help ensure that schools can take action sooner to deal with absence.

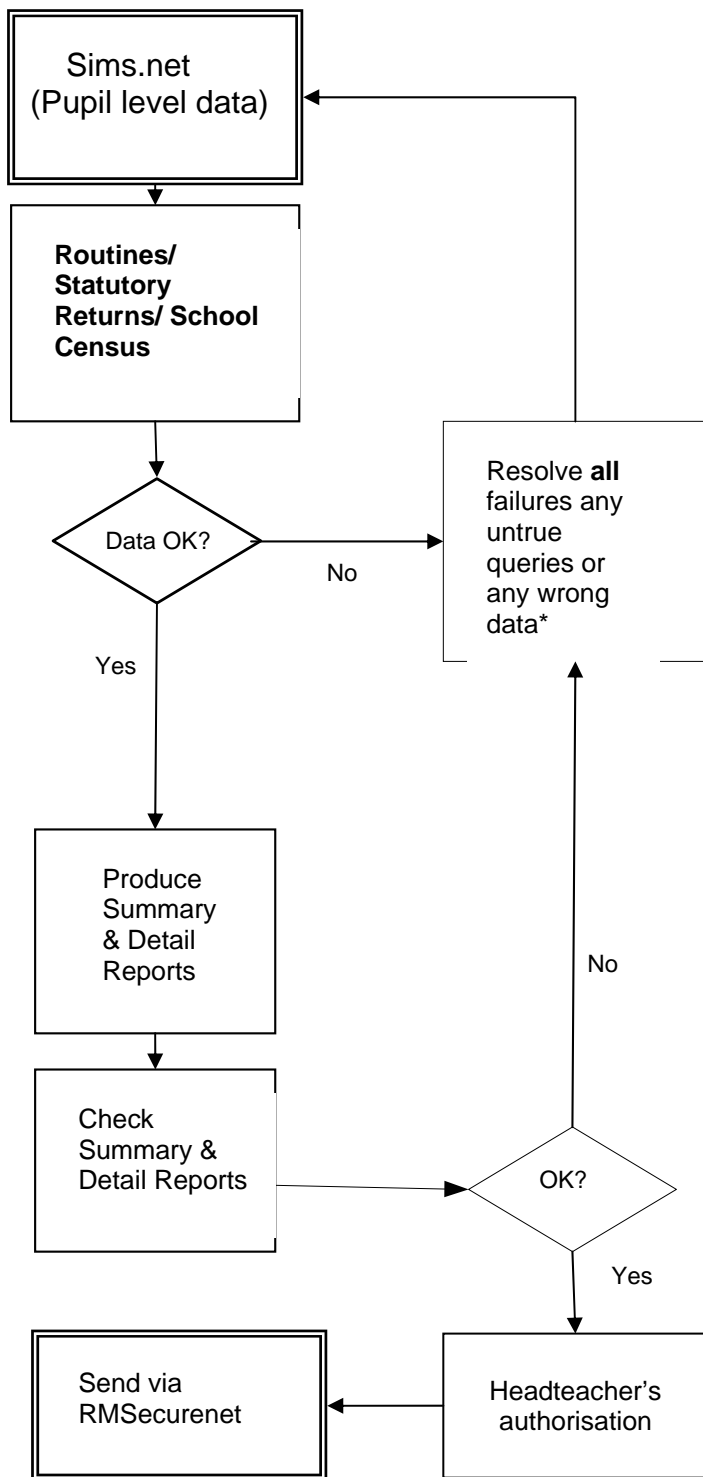
The table below shows the new thresholds against which absence statistics will be published in future. Initially, statistics will be published for both the 20% and 15% thresholds.

	Threshold sessions for Persistent Absence			
	20% Threshold		Newly introduced 15% Threshold	
	Threshold per Term	Cumulative	Threshold per Term	Cumulative
Autumn Term	28	28	22	22
Spring Term	24	52	16	38
Summer Term (1 <sup>st</sup> half)	12	64	8	46

Note: Attendance guidance information can be found on the DfE website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendancedata/a0010008/pupil-registration-regulations-and-guidance>

### Annexe 3 - Flowchart

The process diagram below shows the steps that need to be taken to produce the school census.



*\*Pupil errors and queries must be resolved at pupil level via Focus| Pupil|Pupil Details or possibly in Attendance. Class or School level errors may be fixed within School Census.*