

DfE School Census 2012 for Devon LA Secondary Schools

Guidance Notes for Secondary 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 Term.

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

Changes from School Census 2011

There have been some changes to Attendance codes and absence targets. See pages 33 and 34 for further information

You may recall that the DfE dropped the collection of student'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.*)
- Activity of Classes (*all other class information is still being collected e.g. number of students in classes running at the selected time*)

You may recall that Physical Disability of students 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.

Learning Aims (*Secondary Schools with Sixth forms only*)

The Learning Aims information will, in future, only be collected once a year in the Autumn Term and will include outcomes. There will be no collection of Learning Aims in Summer 2012. Detailed information on Learning Aims will be made available in due course.

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
- A **flowchart** to help you through the process is given in Annexe 3
- Additional guidance on including/excluding students on roll is contained in 'DfE Detailed Guidance for School Census' available from the following website 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 School Census 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 student 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 student 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 students will be matched with data from the School Workforce Census to monitor student:adult ratios;
- information on class sizes, students with statements, students 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;
- Student 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 student 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 student consent to the provision of information;
- Ensures schools are protected from any legal challenge that they are breaching a duty of confidence to students; 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 students are on the system.
- Any leavers have been properly removed from the system
- Eligibility to Free School Meals is up to date. (All students in Years 7-11 eligible for Free School Meals receive a Pupil Premium of £488 except those who are Dual Registered Subsidiary.)
- Special Education Needs students are properly recorded (remember that students 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 7-11 also receive a Pupil Premium of £200 except for students who are Dual Registered Subsidiary.)
- Student's disability is recorded (voluntary for 2012)
- Connexions Assent information is current. *Note: The data input field is still called Connexions but the data is now passed on to the Youth Support Service ie Careers South West.*
- 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. student 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/Principal so they may also need the correct permissions. Alternatively, the person completing the return must indicate that the Headteacher/Principal 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 fileset has been imported. At time of printing this was Fileset 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 filesets 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.)

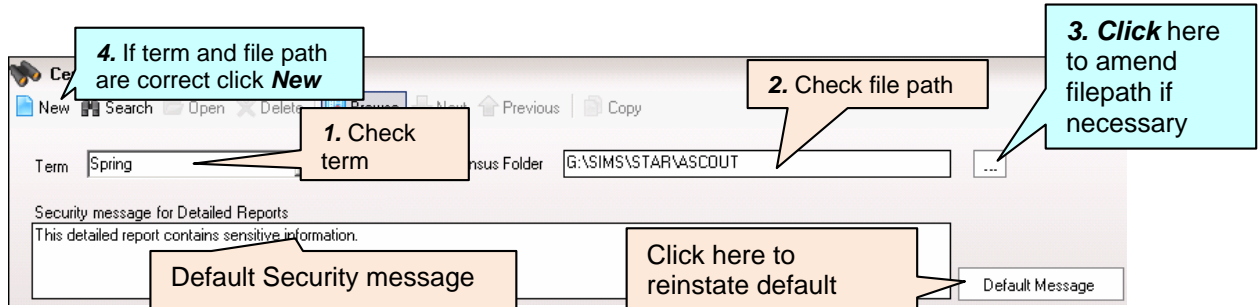
Please note that in the Summer and Autumn Terms only the following data will be required (plus, of course, student level information):

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

Census Details

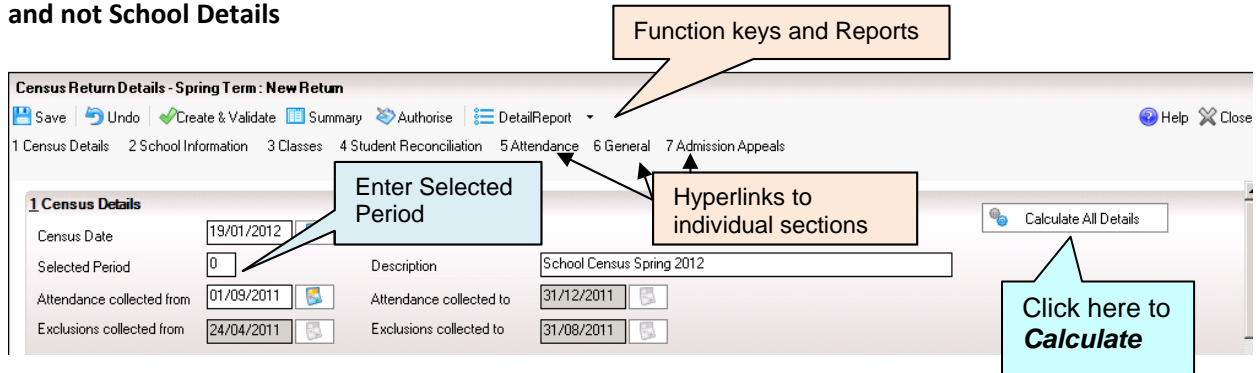
If the term does not read **Spring** it will be because the Autumn upgrade has not been carried out. Please ensure that it is done as soon as possible.

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*

Selected Period

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 4006 your selected period is one hour after the start of morning school:

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

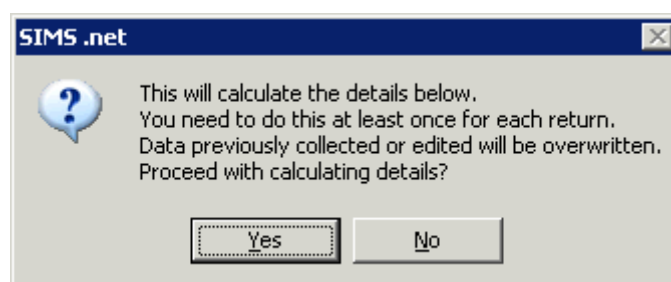
Remember to start counting from first period on a Monday (or the previous Monday if you are on the second week of a two-week timetable) e.g. if your selected period is one hour after the start of morning school and you are operating a one week timetable with five periods in a day, your selected period will be 16 (ie 5 (periods) x 3 (days) +1 (period))

For further information on Classes see pages 9 and 10.

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. **3 Classes** to jump direct to that section.

School Information

2 School Information

School Name: Green Abbey School

LA: 823 Establishment Number: 4321

School Address: Main Office, Monkmoor Road, Bedford, Bedfordshire, MK2 5AP

Telephone: 851234

School E-mail Address: office@ga.org.uk

School Phase: SS Secondary

School Type: Comprehensive all-through 11-18

Governance: Community Intake Type: Comprehensive

Lowest NC Year: 7 Highest NC Year: 13

School Detail

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.

Classes (Spring Term only)

Enter support staff. See page 10

3 Classes

Class Name	Students(Dn Roll)	Students(Guest)	Teachers	Support Staff	Year Actual
10A/Ps	27	0	1	0	Year 10
10B/Ps	27	0	1	0	Year 10
10C/Ps	29	0	1	0	Year 10
10D/Ps	27	0	1	0	Year 10
10E/Ps	27	0	1	0	Year 10
10F/Ps	27	0	1	0	Year 10
11A/Ps	27	0	1	0	Year 11
11B/Ps	27	0	1	0	Year 11
11C/Ps	27	0	1	0	Year 11
Total	1001	0	39	0	

Recalculate New Delete

Note: **New** adds a class and **Delete** removes a class

Details of all classes running at your **selected period** on the **Spring Census date, 19 January 2012** will be collected. However, you will need to manually enter support staff assisting in these classes at the selected time. Other information may also need editing.

If the selected time as shown on page 8 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/Principal) 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 students receiving instruction outside the normal class framework at the selected time, including students in an SEN unit or special class, should be treated as a separate 'class as taught' unless this is an atypical or temporary arrangement.

If a class has appeared that does not take place at the selected time, you can delete it by highlighting it and clicking on the ***Delete** on the right. Remember that any students 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:

Class name	Every class must have a name. This can be up to 30 characters in length
Students (on Roll) No. scheduled to be in the class at selected time	This is the number of students from this school scheduled to be in the class at the selected time. Include any students (<i>from this school</i>) temporarily absent on the Census day.
Students (Guest) No. from other schools	This is the number of students from other schools scheduled to be in the class at the selected time. Include students from other schools for whom attendance in this class at the selected time is the normal arrangement.
Teachers (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 students and teachers on Planning, Preparation and Assessment (PPA) time.
Number of Adult Support staff in the Class	This is the number of education support staff present in the class. Include teaching assistants, special needs support staff, minority ethnic students support staff and other education support staff. Exclude support staff wholly or mainly providing support to individual students. This data must be entered manually.
Year Group	This should refer to the curriculum followed by the class and hence the National Curriculum Year Groups for students in the class, rather than their dates of birth. Mixed year groups are those containing students from more than one NC Year Group . The presence of the odd student who has been held back or advanced a year, and so is a different chronological age to the rest of the class, does not make it a mixed year group class.

Student Reconciliation

The **Total students** must agree with the **Students on roll**. However in this example it doesn't. This may be because there are 17 students at FE colleges who do not attend Thursdays so they would need to be entered in the **Students at FE colleges** box.

4 Student Reconciliation			
On Roll students in classes	<input type="text" value="1001"/>	Students on work experience	<input type="text" value="0"/>
Part-time students not at school	<input type="text" value="0"/>	Students at FE colleges	<input type="text" value="0"/>
Private study students	<input type="text" value="0"/>	Total students	<input type="text" value="1001"/>
Students at another school	<input type="text" value="0"/>	Must agree with	
		Students On Roll	<input type="text" value="1017"/>

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

The reconciliation should be calculated as follows:

- **On roll students in classes** (this figure can only be changed by amending the individual class data in section **3 Classes**) (Ignore temporary absences e.g. students away ill)
- Plus **Part-time students not at school** (i.e. students not expected to be in attendance at the selected time on the census date)
- Plus **Private study students**
- Plus **Students at another school**
- Plus **Students on work experience**
- Plus **Students at FE colleges**
- Equals **Total students**, which must agree with **Students on Roll**

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 33 and 34

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\Lesson Monitor\Deal with Missing Marks**

7 Attendance

Some attendance marks are missing

Go to Focus|Attendance|Deal with Missing Marks

Please add attendance marks and then click 'Recalculate'

If an invalid code has been used in error – go to **Reports\Lesson Monitor\ Selected Student Reports\Students 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.

Attendance data is required in each term for day students 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)

6 General

Number of free school meals taken on census day

Enter the number of free school meals taken on the census day here.

The number of students who had a free school meal at lunchtime on the Spring Census day should be entered. This should include both day and boarding students 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 students taking a school meal is not expected to exceed those eligible. For guidance on students 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 14). **Voluntary Aided** and **Foundation** schools may need to complete **7 Admission Appeals**

Admission Appeals (Spring Term only)

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 and foundation** 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.

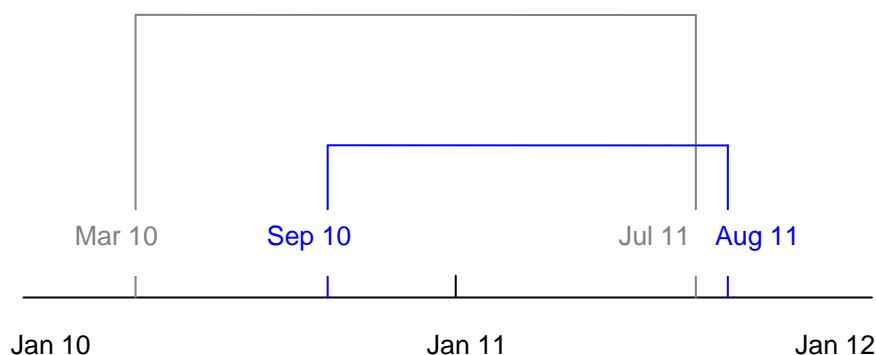
The following should be **included**:

- 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.

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.

Type	Sequence	Message	Location	Solution
F	1000	Pupil reconciliation does not match number of Pupils		# Amen
F	1030	Teacher reconciliation does not match number of teac		# Amen
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, Georgel 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 students who have the same error message it may be simpler to amend the data using the bulk update facility (**Routines | Student | Bulk Update**) rather than amend student 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.

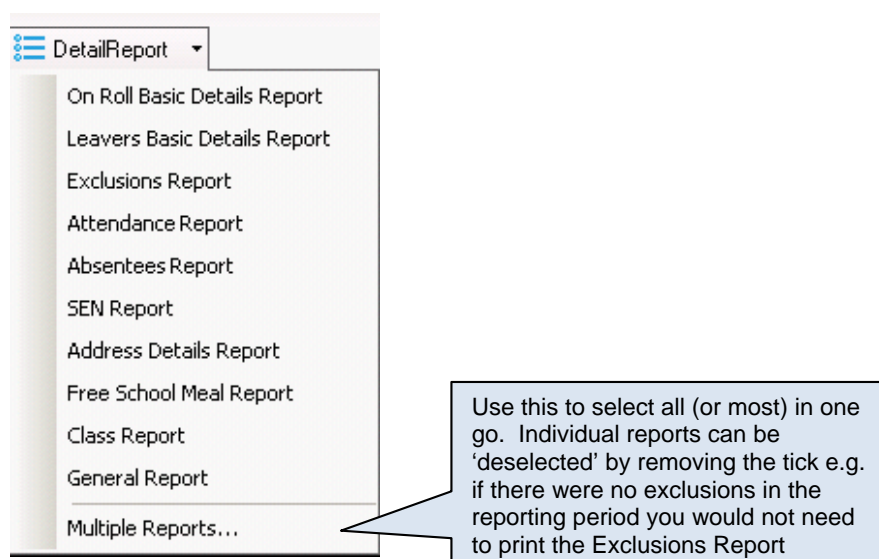
No failures (shown in red) are acceptable in any term, except where they are as a result of a software error (schools will be notified (usually via the school census website www.devon.gov.uk/schoolcensus) where this is the case).

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: Student is shown in year group 7 however, student is aged 12* If this is true, ie student 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. 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.



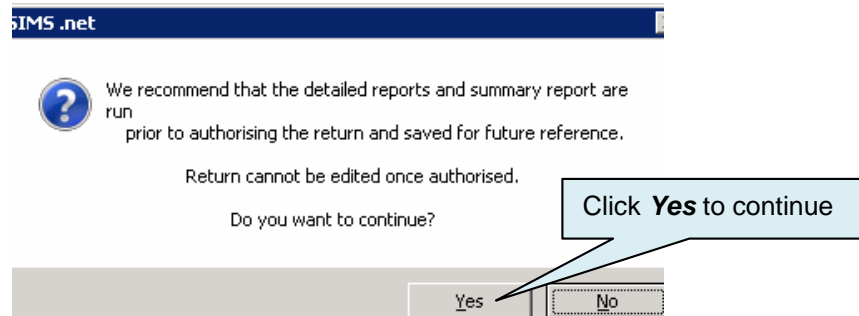
Please pay particular attention to the Attendance data. The Summary contains information about persistent absenteeism based on the new criteria. This is your **only** opportunity to check and amend the attendance data before publication.

Remember: SIMS.net cannot know if there are students missing, exclusions missing or that students 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!

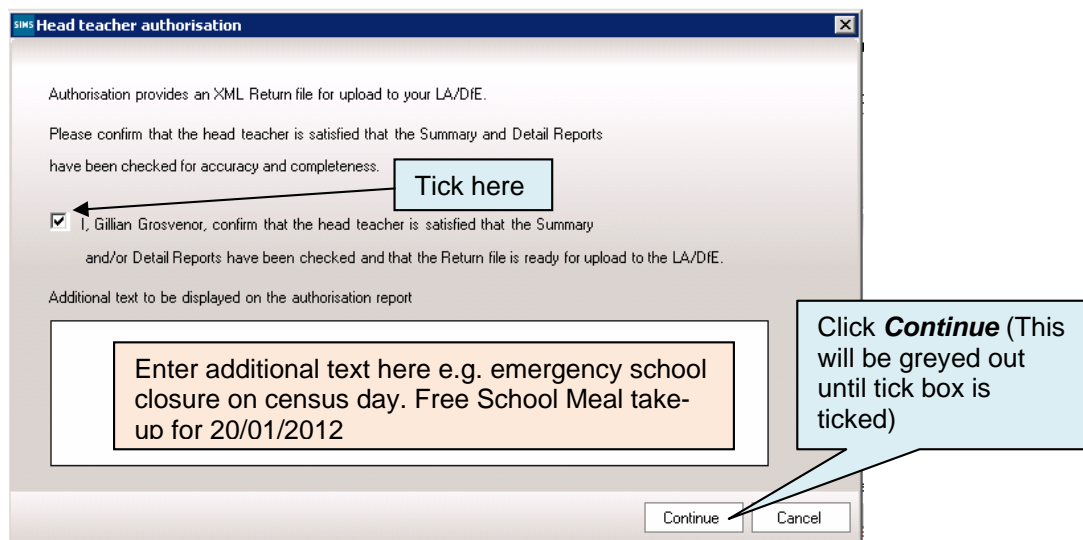
Census data is used by the DfE policy divisions, other government departments, LAs, external agencies and educational researchers. The data is also used for funding purposes, and as principal data for the Autumn benchmarking including RAISEonline. **Accuracy of data is therefore of paramount importance.**

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/Principal 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

In most cases 'Confirmed as correct' is sufficient but some queries may require additional explanation eg where a student 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 students eligible for free school meals.'

We will also run your School Census against ONE (formerly EMS) the central student 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>
School Name	In full, including the word 'School' or 'College' if this is part of the school's full name
LA Number	878 Devon
Establishment Number	Your 4 digit DfE number (cost code)
School Phase	Secondary (SS)
School Type	School Type codes for Secondary Schools are: 21 <i>Comprehensive All-through 11-16</i> 22 <i>Comprehensive All-through 11-18</i>
School Governance	Community = Devon schools with DfE no. 4000-4200 Voluntary Aided = Devon schools with DfE no. 4607 Voluntary Controlled = Devon schools with DfE no. 4501
Intake Type	Secondary schools should use ' Comprehensive '
Lowest Curriculum Year	7
Highest Curriculum Year	Secondary Schools without a sixth form = 11 Secondary Schools with a sixth form = 13 or 14
School Address <i>(Spring Term only)</i>	Please record the school address, including postcode
Tel. No	Please enter the main school telephone number which is used for official purposes with the area code.
E-mail Address	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 – Student Information

Which Students should be included?

Information should be provided for all students 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 students is governed by section 434 of the Education Act 1996 which specified that all persons who are students 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 student 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 student. <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 students whose enrolment status is C (Current or Single enrolment), M (Dual Main) or S (Dual Subsidiary) but **excludes any student whose enrolment status is G (Guest)**.

A student 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 student 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 student registered at the school and will have an enrolment status of C (Current), M (Dual main) or S (Dual subsidiary). Provided that the student 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 student is registered at the school on Census day they should be included in the school return.

If a student 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 student 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

For the purposes of the School Census return, the software will count a student 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 student 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 student has left:

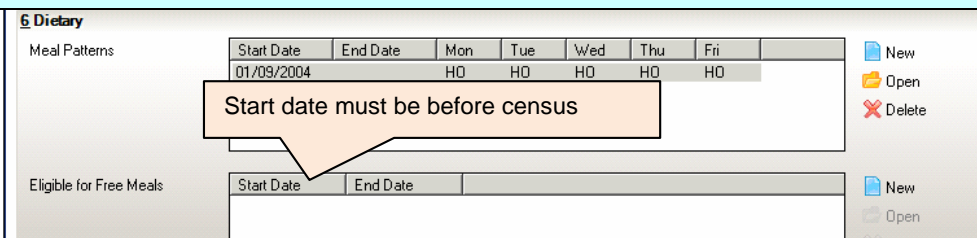
The following information is held in Focus Student Student Details in the order in which it appears.	
<u>Basic Details</u>	
Legal Forename	In full, not shortened or familiar versions.
Middle Name(s):	In full, not shortened or familiar versions. If the student has no middle name(s) then this field must be left blank.
Legal Surname	Full legal surname , as the school believes it to be (schools are not necessarily expected to have verified this from a birth certificate or other legal document).
Preferred Surname	The surname most commonly used in the school and shown in full and not shortened or familiar versions. <i>Not required if student is no longer on roll</i>
Former Surname	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 student 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.
Date of Birth	Must be present and correct and in dd/mm/yyyy format.
Gender:	M (male) or F (female)
Enrolment status	Must be one of the following Single registration Guest student (student 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 student) Subsidiary dual registered (i.e. subsidiary school for a dually registered student). <i>Students who are subsidiary dual registered do not receive funding from the DfE via the dedicated schools grant.</i> Guest students will NOT be included in your School Census return since they are not properly on the register of the school. Giving them an enrolment status of guest will ensure this. If the student already has an enrolment status but it needs to be amended, go to

	<p>Routines Student Change Enrolment Status <i>See DfE Detailed Guidance for further information on when Dual Registration and Guest should be used.</i> <i>Guest registration may now be used for the following scenarios but schools should be aware of the School Attendance guidance when applying this category:</i></p> <ol style="list-style-type: none"> Managed / Negotiated Transfers Consortia Schools Traveller Students Family Units Specialised Units Inclusion Classes External Candidates (Secondary Schools) Purchased Tuition School-supervised off-site Education Dually Registered Students – Hospital Special Schools Overseas / Exchange Students 														
<p>Admission Date</p>	<p>Must be on or before the current census date for the student to be recorded on the School Census.</p> <p>Those students who are transferring from Nursery to Reception in the same school do NOT need new entry dates.</p>														
<p>Former UPNs</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 students should have new UPNs and no link to their former UPNs.</p>														
<p>UPNs</p>	<p>Make sure all students have a Unique Pupil Number. To issue a UPN click on the  icon beside this field. It should only be necessary to issue a new UPN when a student first enters the maintained school sector in England or Wales.</p> <p>If a student has transferred from another school 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 students 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: http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/upn/a0064607/upn-policy-and-practice-guidance</p>														
<p>ULNs (Unique Learner Number)</p>	<div data-bbox="400 1559 1235 1854"> <p>2 Registration</p> <table border="1"> <tr> <td>Registration Group</td> <td>N</td> </tr> <tr> <td>Year Group</td> <td>Year 12</td> </tr> <tr> <td>Enrolment Status</td> <td>Single Registration</td> </tr> <tr> <td>Admission Date</td> <td>05/09/2005</td> </tr> <tr> <td>Former UPN</td> <td></td> </tr> <tr> <td>UPN</td> <td>X820432105002</td> </tr> <tr> <td>Unique Learner Number</td> <td>5142376632</td> </tr> </table> <p>ULN is entered here.</p> </div> <p>This data item is only required for students studying for the new Diplomas award and grade.</p> <p>Unique Learner Numbers (ULNs) are assigned to students over the age of 14 in publicly funded education and training. They are allocated and managed by the</p>	Registration Group	N	Year Group	Year 12	Enrolment Status	Single Registration	Admission Date	05/09/2005	Former UPN		UPN	X820432105002	Unique Learner Number	5142376632
Registration Group	N														
Year Group	Year 12														
Enrolment Status	Single Registration														
Admission Date	05/09/2005														
Former UPN															
UPN	X820432105002														
Unique Learner Number	5142376632														

	<p>Learning Records Service (previously known as MIAP) and will remain with the individual for their lifetime. Schools delivering 14-19 Diplomas will need to acquire a ULN for each of their Diploma students and record them in SIMS.net.</p> <p>Schools can acquire and verify ULNs for their students and make minor updates to student data (the Learning Records Service (LRS) would like to know about any changes to student's basic identification data, name or address for example) through the ULN Service on the School to School (S2S) website http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/s2s/a0064650/school-to-school-s2s</p> <p>This enables schools to export data from SIMS.net and submit it directly to the LRS for processing. The response file containing new or verified ULNs can then be imported back into SIMS.net to update the student records.</p>
Year Taught In	<p>The year group in which the student <i>is taught in</i> for the majority of their time, regardless of their chronological age</p> <p>7 – 14</p> <p>Only Secondary Schools with sixth forms should use 12 - 14</p>
Boarder	B (boarder) or N (not a boarder, i.e. day student)
<u>Address</u>	
Home Information	<p>Schools are asked to provide current home address for all students.</p> <p>The expectation is that you will be able to provide a valid home address for the great majority of your students (including boarding students). Boarding students 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 student 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 www.royalmail.com</p> <p>Note: 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 student's home address.</p> <p>Troubleshooting:</p> <p>If you have an apartment number you must also have a house number or house name.</p> <p>If you have a house number you must have a street name</p> <p>If you have a street name you must have a house number or house name.</p> <p>You do not necessarily need a street name if you have a house name eg Great Coleford Farm, Stoodleigh etc.</p>

Dietary

Free School Meals Eligibility



The screenshot shows two tables. The top table, 'Meal Patterns', has columns for Start Date, End Date, and days of the week (Mon-Fri). A row shows a start date of 01/09/2004 and 'HO' for Mon-Fri. A callout box points to the Start Date field with the text 'Start date must be before census'. The bottom table, 'Eligible for Free Meals', has columns for Start Date and End Date. Both tables have 'New', 'Open', and 'Delete' buttons on the right.

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

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

Students 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.

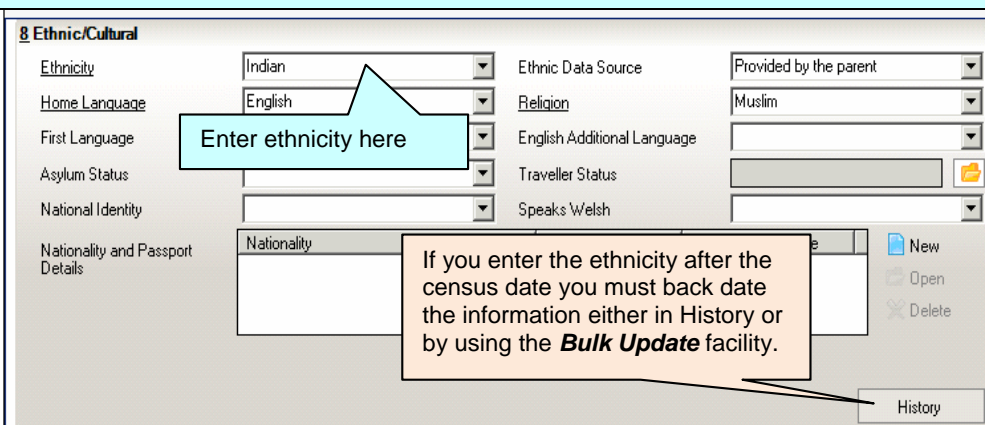
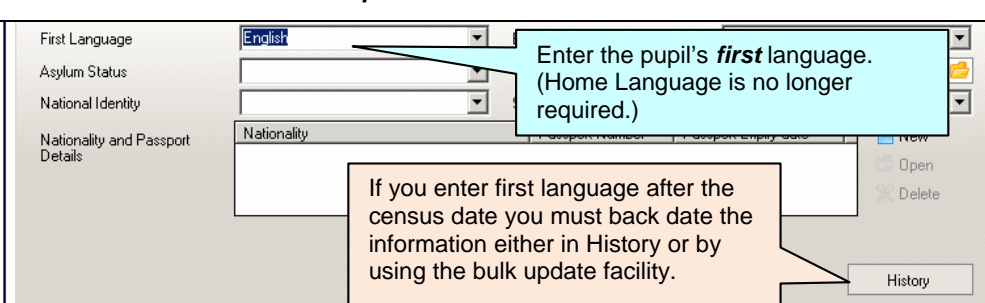
Conversely, if students are in receipt of a free meal but there is confirmation that they are no longer eligible and entitlement will be revoked the appropriate **end date** must be entered in the **Eligible for Free Meals** panel.

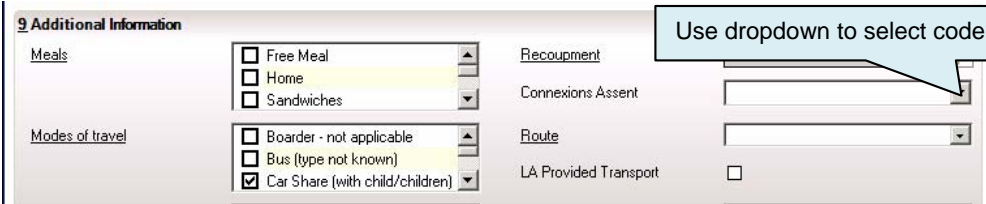

Note: The Education (School Lunches) (Prescribed Requirements) (England) Order 2003 sets out an additional requirement for children who have not attained compulsory school age but receive education. These children must be registered students and be 'receiving education both **before and after** the lunch 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 If in doubt, contact My Devon on 0845 155 1019

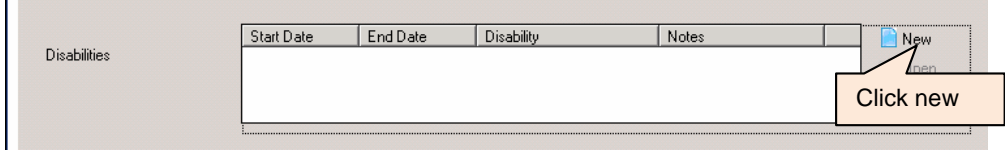
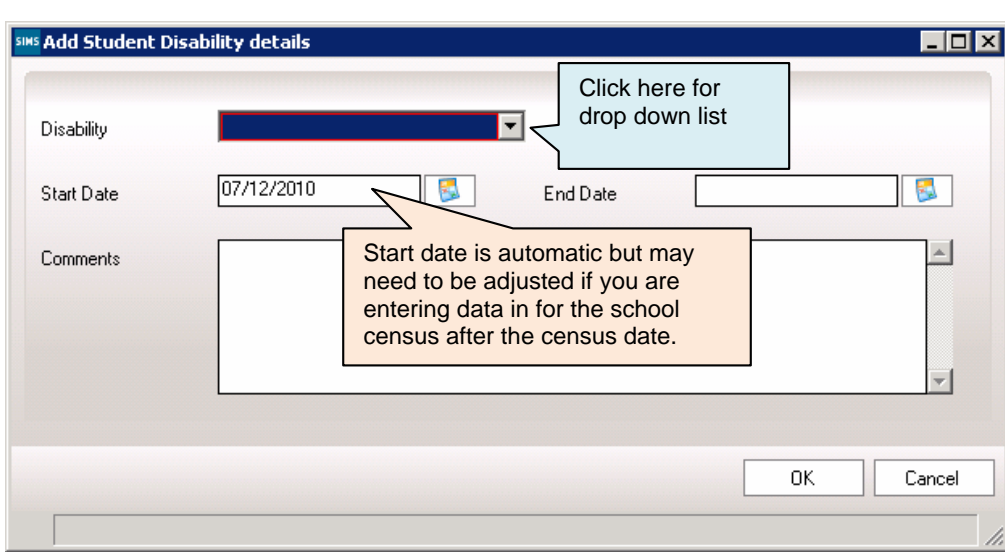
If you wish to obtain a report showing you who is ticked as being eligible for Free School Meals go to **Reports | Run Reports | Student | Meal List (Free Meals)**. This should match the Detail Report for Free School Meals from the census.

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>Ethnicity (Spring term only)</p>	 <p>g Ethnic/Cultural</p> <p>Ethnicity: Indian Home Language: English First Language: Asylum Status: National Identity: Nationality and Passport Details: Ethnic Data Source: Provided by the parent Religion: Muslim English Additional Language: Traveller Status: Speaks Welsh: New Open Delete History</p> <p>All students 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 www.devon.gov.uk/schoolcensus</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 Bulk Update and back date the 'effective' dates. Guidance on Bulk Update can be found under Additional Guidance and Templates on the above website.</p>
<p>First Language formerly Mother Tongue</p>	 <p>First Language: English Asylum Status: National Identity: Nationality and Passport Details: New Open Delete History</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 student 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 student or parent to determine which language should be recorded.</p> <p>Where a student'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 student'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 students aged 5 and over as at the previous 31 August.</p>

<u>Additional Information</u>	
Connexions Agreement	 <p>Note: <i>Bulk Update</i> will allow you to do this for groups of pupils.</p> <p>Acceptable Codes:</p> <p>Yes Permission has been given by the parent or guardian</p> <p>No Parent or guardian has refused permission</p> <p>UNS Unsought – school has not yet sent out Privacy Notices (data cannot be shared with Connexions)</p> <p>SNR Sought, No reply – School has sent out Privacy Notices but has received no reply from parent or guardian.</p> <p>This field should be completed for all students who are aged 12 and above (as at 31 August 2011 in Spring and Summer Census) and who are aged 12 and above (as at 31 August 2012 in Autumn Census). If it is not completed the system will default to ‘unsought’. This information will be used to determine the information that can be passed on to the Youth Support Service (ie Careers South West) on your behalf by the LA. This data item is not used by the DfE.</p> <p>There is a legal requirement under the Learning & Skills Act 2000 to pass information on request to the Youth Support Service for students in or approaching the age of 13. The information which schools are required to provide consists of:</p> <ol style="list-style-type: none"> the names and address of students and their parents – which must be provided to the Youth Support Service in any event; other information relevant to the provision of Youth Support Services – in this case parents (or students themselves if aged 16 or over) have the right to instruct the school not to provide information to the Youth Support Service. <p>The provision under (b) is for an opt-out. Until and unless the parent or student gives an instruction, the school remains under a statutory duty to provide information to the Youth Support Service on request. Privacy notices need to be issued to parents advising them of their (or their child’s) right to instruct the school not to provide information beyond name and address. If the following values are recorded: No or UNS (Unsought) then information beyond name and address cannot be shared with the Youth Support Service.</p> <p>Further information can be found at http://www.devon.gov.uk/j4s-privacynotice or http://www.education.gov.uk/researchandstatistics/statisticalreturns/a0064374/suggested-text-and-guidance-for-issuing-privacy-notices</p>
Service Children in Education Only required in the Spring Term	 <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 students 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 http://www.mod.uk/DefenceInternet/AboutDefence/CorporatePublications/PersonnelPublications/Welfare/PersonalStatusCategoryDefinitions.htm</p>								
<p>Welfare</p>									
<p>In Care Details <i>Only required for excluded students.</i></p>	<div data-bbox="411 689 1412 896" style="border: 1px solid #ccc; padding: 5px;"> <p>9 Welfare</p> <p>In Care Currently in Care</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Start Date</th> <th style="width: 25%;">End Date</th> <th style="width: 25%;">Care Authority</th> <th style="width: 25%;">PEP</th> </tr> </thead> <tbody> <tr> <td>30/11/2006</td> <td></td> <td>Devon</td> <td>0</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> New Open Delete </div> </div> <p>This indicates whether a student 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 In Care Details panel' i.e. a Start Date in this panel will set the indicator to Currently In Care, a Start and End Date will set the Formerly In Care indicator. You must also enter the Care Authority 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 new or open.)</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 (a PEP is a statutory requirement).</p> <p>Information on whether a student is In Care with Devon (or was at the time of the exclusion) can be obtained via email to debbie.ford@devon.gov.uk</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"> i. children who are accommodated under a voluntary agreement with their parents (Section 20) ii. children who are the subject of a care order (Section 31) or interim care order (Section 38) 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). <p>In all cases Childrens Social Care would be involved.</p>	Start Date	End Date	Care Authority	PEP	30/11/2006		Devon	0
Start Date	End Date	Care Authority	PEP						
30/11/2006		Devon	0						

<p>Disability (Spring term only)</p>	 <p>Disabilities</p> <p>Start Date End Date Disability Notes</p> <p>New</p> <p>Click new</p>
	 <p>SIMS Add Student Disability details</p> <p>Disability</p> <p>Start Date 07/12/2010 End Date</p> <p>Comments</p> <p>Click here for drop down list</p> <p>Start date is automatic but may need to be adjusted if you are entering data in for the school census after the census date.</p> <p>OK Cancel</p>
<p>The collection of information on the disabled student population is expected to help meet the requirements of the Single Equality Act 2010 which now incorporates the Disability Discrimination Act (DDA) 2005.</p>	
<p>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.</p>	
<p>Categories are as follows:</p> <ul style="list-style-type: none"> 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 DDA Has a life-limiting condition or requires palliative care Can be depressed, or anxious, or has an eating disorder OTH Other 	
<p>The Equality Act states that someone is disable if <i>'they have a mental or physical impairment which has a substantial and long term adverse effect on their ability to</i></p>	

	<p><i>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"> • The impairment itself • Its effect on the person's daily life • Its duration – whether it lasts for a year or more <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"> • 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. • 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. <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 like. 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 students) 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 http://www.education.gov.uk/childrenandyoungpeople/specialeducationalneeds/a0065985/disability-toolkit</p>
Date of Leaving	<p>This is required for permanently excluded students (and hence no longer on roll) specified in the Exclusions Module and for students of statutory school age with Attendance data who left in the previous term.</p> <p>Please remember that for a student 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

The following fields are in **Focus / Student / SEN** or you can access the student in Student Details and then link to SEN

Basic SEN

SEN Provision (i.e. Status)

Ranking	Need Type	Description
1	Severe Learning Difficulty	

SEN Status codes are as follows:

- A** School action or early years action
- P** School action plus or early years action plus *
- S** Statement of SEN *
- N** No special educational need (*these students are not counted as having Special Educational Needs for the purposes of School Census*). If the Status field is blank, it will default to N.

* 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)

Note: 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.

For further information on SEN Provision see

<http://www.education.gov.uk/schools/pupilsupport/sen/guidance/a0013160/the-sen-code-of-practice>

SEN Needs Type Only required in the Spring Term

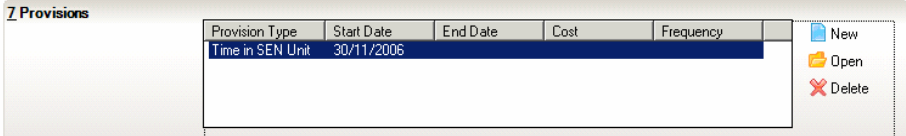
If the SEN status is P (School Action Plus or Early Years Action Plus) or S (Statemented) you must also record the student's main or primary need (Rank 1) and, if appropriate, their secondary need (Rank 2). You may record more for your own purposes but only the first two will appear in the School Census

If the student has a Statement of Special Educational Needs it is very important that the main primary need (Rank 1) matches the information on the Statement.

Note: Any student who has been given an invalid Needs type will appear as a validation error (error 2170)

Valid codes are as follows:

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

	<p>For further information on SEN Needs Type see http://www.education.gov.uk/schools/pupilsupport/sen/data/a0013057/data-collection-by-type-of-sen</p>
<p>Member of SEN Unit and/or resourced provision indicator</p> <p><i>Only required in the Spring Term</i></p>	 <p>This information is required for any student with a status of S (Statemented) or P (School Action Plus or Early Years Plus)</p> <p>This indicator will allow the identification of students 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 <i>Time in SEN Unit</i> or <i>Resourced Provision</i></p> <p>There are additional codes which may be used <u>in addition</u> to those above for your own purposes but these other categories do not transfer to school census.</p> <p>SEN Units are special provisions within a mainstream school where the children are taught mainly within separate classes. Units:</p> <ul style="list-style-type: none"> • receive additional funding from the LA specifically for the purpose of the provision • cater for a specific type or types of SEN (eg autistic spectrum disorder) • are usually for students with statements of SEN (but may also provide support for students at School Action Plus). <p>Most students 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>Resourced provisions are where places are reserved at a mainstream school for students 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"> • receive additional funding from the LA (specifically for the purpose of the provision) • cater for a specific area or areas of SEN (eg specific learning difficulties) • are usually for students with statements of SEN (but may include students at <i>School Action Plus</i>). <p>Details of what will be provided through a resourced provision will usually be included in a student'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 | Student | Exclusions** or you can access the student in Student Details and then link to Exclusions (if you are amending details for a student 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 student 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 student 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 student's record.

Data Requirements:

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

- a) permanent exclusions overturned by the governors where the student has been reinstated;
- b) permanent exclusions overturned by an independent appeal panel where the student 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.

Type	<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 Start Time (as well as a Start Date) for these types of exclusion in SIMS.net but this is not collected in the School Census</i></p>
Exclusion Reason	<p>You must record the reason for the exclusion.</p> <p>PP Physical assault against a student</p> <p>PA Physical assault against an adult</p> <p>VP Verbal abuse/threatening behaviour against a student</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>
Exclusion Start Date	<p>The exclusion start date should reflect the date the exclusion starts, i.e. the date that the student 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>
Actual number of Sessions excluded from	<p>There is a Calculate button that will do this for you, providing you also enter an End date. 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 student's attendance in the term prior to the census.

This module will only be collected for day students of compulsory school age (students 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 students 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 students who have left.

The data required for each student 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 students

From September 2011 the way schools should record attendance and absence for Dually Registered students 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 student is required to attend at their school. Each school will use code D to record all of the sessions that the student is due to attend at the other school.

Students 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 student 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 student 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 student is defined as 'persistently absent' to 15%, down from 20% previously. Some schools tend to take action to intervene when students 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.

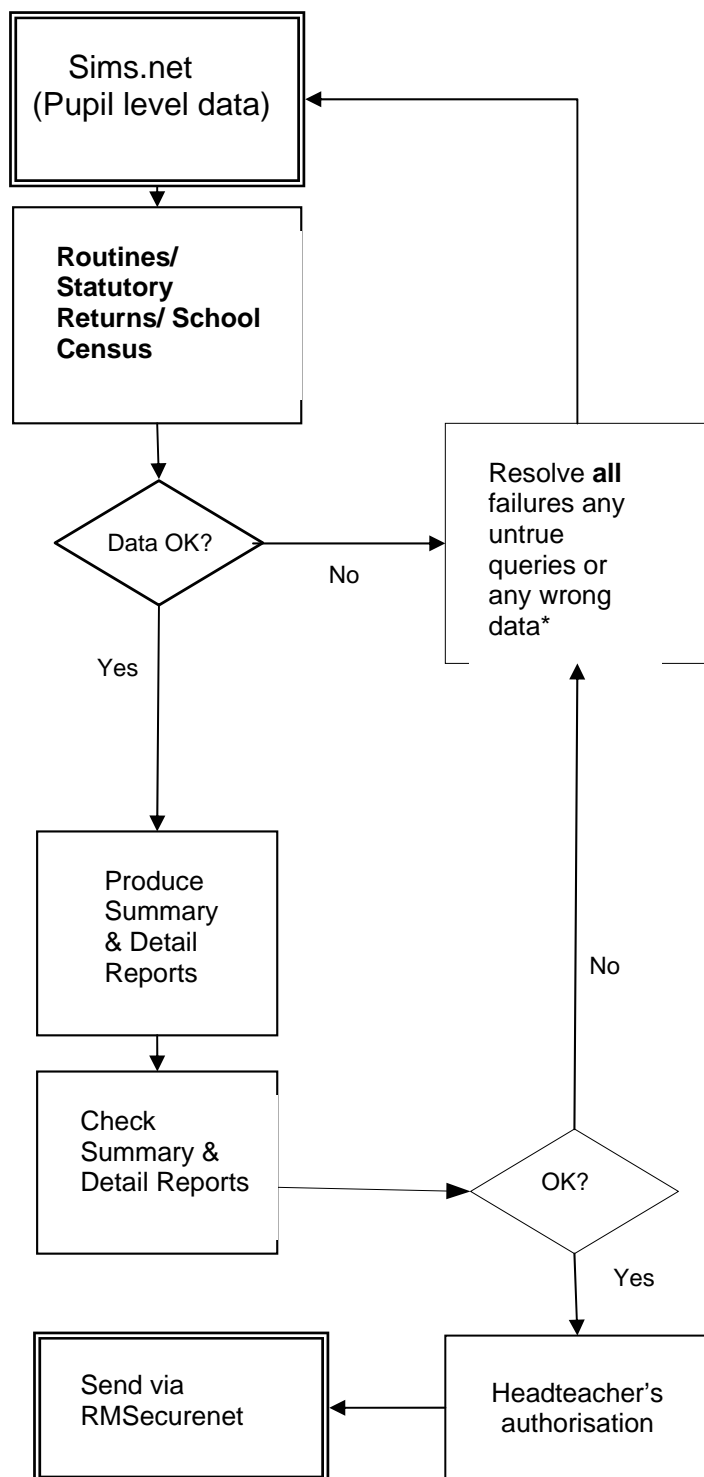
The table below shows the new thresholds against which absence statistics will be published in future. Initially, statistics will be published for both the 20% and 15% thresholds.

	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 st 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.*