

Census return in SIMS Next Gen

English Primary schools

Autumn 2026

Version 6 (17/09/2026)



Contents

Introduction	3
Important dates	3
Important updates to the Autumn census	4
Accessing the Autumn census	4
Navigating the census overview screen	4
Step 1: Process the issues	7
Option 1: Review by pupil	7
Option 2: Review by issue type	9
Revalidating data	11
Step 2: Review the return	12
Take a snapshot of the data	12
View the summary report	12
View the validation errors summary report	13
Make further changes (post review)	14
Step 3: Authorise the return	15
Authorise the census return	15
Complete census	15
Further information	16
Making post-authorisation changes	16
Tracking status changes	16
Bulk updates	17
General usage	17
Report specific usage	19
FAQ	21
Do I need to use SIMS7 to update any of the data for the return?	21
Why can't I see all the columns in the census tables?	21
Where are my detailed census reports?	21
How do I use the census file sets?	22
Can I filter a census page to show only pupils with errors or queries?	22
Can I view all issues for a census sub-section?	22
Can I view all issues for a specific pupil in a census sub-section?	23
Can I view historical census data?	23
How long do updates take to show in the census overview or sub-sections?	23
Where is Top-up funding managed?	24

Where is Funding and monitoring managed?	24
Where is Post looked after arrangements managed?	24
Why is there no data in the Bulk Update table?	25
Appendix 1 – Sections included in the Autumn census	26
Appendix 2 – Bulk Update actions	27
Appendix 3 – Preparing for Census	28
All schools	28
Primary schools only	28
Secondary schools only	28

Introduction

This guide is provided to assist schools with reviewing the data held in SIMS that is required for Autumn census returns. It focusses on reviewing data to ensure it is correct and identifying issues (errors and queries) in the current data based on the DfE rules provided. Each issue must be resolved in the appropriate section of SIMS, and appropriate guidance is provided on how to do this against each error.

IMPORTANT While the information here will help to identify issues, it is advisable to maintain your school and pupil data throughout the year to ensure it is accurate. For example, ensure that school details are correct, all new pupil/students have been added to SIMS, all leavers have been recorded, and where applicable, all exclusions have been recorded, etc. In [Appendix 3 - Preparing for Census](#) we have included some common data tasks that can be completed prior to working through your census return to reduce the issues you may need to resolve.

You may also need to check for accuracy and completeness of data as it is not possible for the application to evaluate if the wrong information has been recorded or omitted.

AUDIENCE Returns Manager | Returns Operator

PREREQUISITES

You must be a member of an appropriate permissions group to be able to manage census data.

Some of the references below will link to the support pages for more detailed information. To access this content, you will need to have a log in to our [support portal](#) (<https://help.parentpaygroup.com/csm>). If you do not yet have a login, please use the **Register** option to request access.

NOTE The content of graphics (dates, names, etc.) are representative only and may not reflect the current return dates.

Important dates

The following information is accurate at the point of publishing. These dates are also visible within the software in the relevant areas / sections. For the submission deadlines, please refer to your local authority as they may have an earlier deadline.

Key dates for the school census Autumn 2026 return:

- Census Date: 01/10/2026
- Attendance collected from 06/04/2026 to 31/07/2026
- Exclusions collected from 01/01/2026 to 31/07/2026
- Alternative Provision Placements collected from 21/05/2026 to 30/09/2026
- Funding and Monitoring collected from 01/08/2026 to 01/10/2026
- Learning Aims collected from 01/08/2025 to 01/10/2026
- Free School Meals collected from 22/05/2026 to 01/10/2026

Important updates to the Autumn census

For the most up-to-date guidance on the changes to Autumn census please refer to the DfE guidance available at [Complete the school census - Guidance - GOV.UK](#). It is your responsibility to review and get familiar with all the data that needs to be submitted.

The key changes will also be published in our news feed [SIMS Newsfeed – School Census Autumn 2026](#).

Accessing the Autumn census

1. Using the menu in the title bar navigate to **Statutory Processes | Statutory Returns**.
2. Select the Autumn 2026/2027 census from the **Your upcoming returns [1]** section. Here you will see all the available returns, tailored to your school phase and region. Each will contain a census reference date and a status to easily distinguish between them.

NOTE Each return starts with the **Not started** status.

WATERS EDGE PRIMARY SCHOOL

Statutory Returns

Summer census 2025/2026

Autumn census 2026/2027

Home > Statutory Returns

Statutory Returns

Autumn 2026-27 updates

DfE guidance for Autumn Census 2026-27 has now been published and can be accessed on their website. We recommend you familiarize yourself with the key changes from previous years so that you can prepare your data for the upcoming submission period. Please note that all data fields and validation rules for Autumn Census 2026-27 have now updated on NextGen so you can assess all errors and queries and submit your census to COLLECT. Check your errors and queries now to ensure all data required has been added and corrected.

Your current and upcoming returns

Summer census 2025/2026
DfE Census Day 21 May 2026

Autumn census 2026/2027
DfE Census Day 01 Oct 2026

Historic returns

Name	Return date	Census date	
Spring Census 2025/2026	11/02/2026	15/01/2026	View
Autumn Census 2025/2026	30/10/2025	02/10/2025	View
Summer Census 2024/2025	11/06/2025	15/05/2025	View

Navigating the census overview screen

The census overview page provides a summary of the state of the school and pupil data held in SIMS when evaluated against the DfE requirements. The first time you open this page the initial state of your school's current data for the census is loaded and the status is moved to **Draft**.

Statutory Returns

Home > Statutory Returns > Autumn census 2026/2027

Autumn census 2026/2027 2a

DfE Census Day 01 Oct 2026, DfE Return Date 28 Oct 2026. Please check with your SSU/LA for their specific submission deadline. Status history Mark as ready to review

Autumn 2026-27 updates

DfE guidance for Autumn Census 2026-27 has now been published and can be accessed on their website. We recommend you familiarize yourself with the key changes from previous years so that you can prepare your data for the upcoming submission period. Please note that all data fields and validation rules for Autumn Census 2026-27 have now updated on NextGen so you can assess all errors and queries and submit your census to COLLECT. Check your errors and queries now to ensure all data required has been added and corrected.

Section	Number of errors	Number of queries	Last synced	Notes
School characteristics	1	0	27 Jul 2026 23:58	Add Note 2b View section ...
Pupil characteristics	172	85	27 Jul 2026 23:59	Add Note View section ...
Special circumstances	0	90	28 Jul 2026 00:03	Add Note View section ... Export section
Meals	0	0	27 Jul 2026 23:58	Add Note 2d Revalidate section View section ...
High needs	0	1	27 Jul 2026 23:58	Add Note View section ...
Attendance related	9	5	28 Jul 2026 00:00	Add Note View section ...
Early years	3	0	27 Jul 2026 23:58	Add Note View section ...

- Key dates are provided for reference **[2a]**.
- A line summarising each [section relevant to the census](#) shows the number of issues (errors and queries), when the data was last synced and any notes that you have added. You can also use the **View section [2b]** button to drill into the section specific data or use the sidebar bar navigation shown in **[2c]**.
The issues displayed here are not updated automatically and must be periodically revalidated **[2d]**. This is covered in more detail below.
- You can add notes to each section to help share information with colleagues or record information about actions still to be taken.

Autumn census 2026/2027 Draft

DfE Census Day 01 Oct 2026, DfE Return Date 28 Oct 2026. Please check with your SSU/LA for their specific submission deadline. Status history Mark as ready to review

Autumn 2026-27 updates

DfE guidance for Autumn Census 2026-27 has now been published and can be accessed on their website. We recommend you familiarize yourself with the key changes from previous years so that you can prepare your data for the upcoming submission period. Please note that all data fields and validation rules for Autumn Census 2026-27 have now updated on NextGen so you can assess all errors and queries and submit your census to COLLECT. Check your errors and queries now to ensure all data required has been added and corrected.

Section	Number of errors	Number of queries	Last synced	Notes
School characteristics	1	0	27 Jul 2026 23:58	Add Note View section ...
Pupil characteristics			27 Jul 2026 23:59	Add Note 3a View section ...
Special educational needs			28 Jul 2026 00:03	Add Note View section ...
Measures of effectiveness			27 Jul 2026 23:58	Add Note View section ...
High level needs			27 Jul 2026 23:58	Add Note View section ...
Attainment				Add Note View section ...
Barriers to learning				Add Note View section ...

Pupil characteristics sidebar:

No notes added. + Add note 3b

Pupil characteristics note form:

3d + Add note

Title
Check language codes. 21/100

Note
Check language codes flagged as missing on on-roll section. 59/100

3c Cancel Save

Close

a. Click **Add Note [3a]**.

A sidebar opens for that section. Click the **+ Add note [3b]** button.

b. Enter a **Title** and **Note**

c. Click **Save** or **Cancel [3c]**.

Further notes can be added by selecting the **+ Add note [3d]** button.

Notes are displayed in chronological order, with the most recent note displayed in the Notes column.

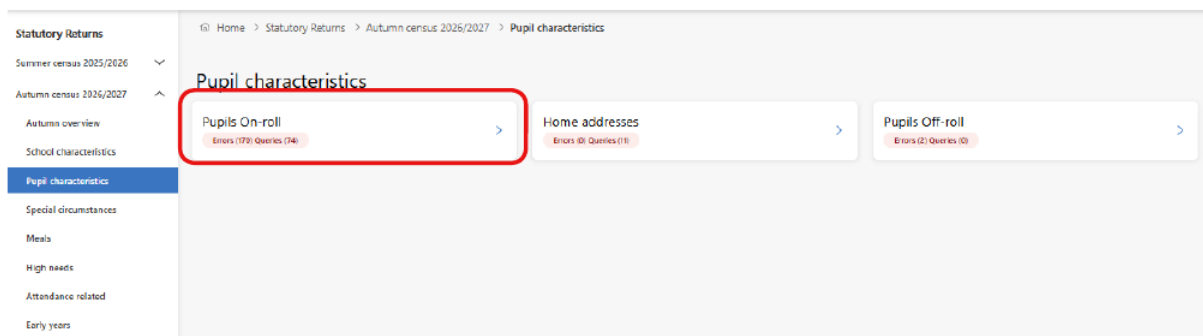
- The **Mark as ready to review** button will take a snapshot of your data, typically used once all issues are resolved. This is covered in a later section.

Step 1: Process the issues

In this section you will work through the identified issues with your SIMS data and correct or update them. After fixing issues within a section, you will then revalidate to synchronise the data again.

1. Navigate to **Statutory Process | Statutory Returns**.
2. Select the current Autumn census return.
3. Click the **View section [2b]** button (above).

The relevant section opens and all available sub-sections are displayed along with the individual errors and queries that need to be reviewed.



4. Click the sub-section or > arrow to open a section you wish to review.

There are two methods for reviewing data and you can use either or both as you prefer. These are:

- Review by pupil
- Review by issue type

Option 1: Review by pupil

This method is used predominantly where issues are varied across pupils, and it is simpler to open their record and update all issues before moving to the next pupil.

1. Use the filter **[1a]** to hide pupils with no errors or queries. This simplifies the view and ensures you are only looking at data that has identified issues.

Pupils On-roll
Data collected on 21 May 2026
Displays the basic information about pupils on-roll at your school as of Census day 21 May 2026.

Total number of On-roll pupils: 452

Search by pupil name

Filter status: **Pupils with error** **[1a]**

Pupil name	Errors	Middle name	All pupils	Former surname	DOB	Date Of Entry	Sex	First Language Code	First Language	Enrolment status	Class type code	Part time	Y11	Age	UPN	Former UPN
Adkins, Auzlin	View errors	-	Adkins	-	22 May 2016	09 Sep 2020	Male	ENG	English	C	O	N	5	50T	Missing data	-
Blondell, Rice	View errors	-	Blondell	-	04 Apr 1917	06 Sep 2021	Male	-	Missing data [1b]	C	O	N	4	45L	N8235924022	-
Bridges, Stephen	View errors	-	Bridges	-	26 Dec 2022 [1c]	02 Sep 2023	Male	ENG	English	C	N	N	-	PM	192129982307	-
Bondelieu, Julia Natalia	View errors [1d]	-	Bondelieu	-	01 Nov 2018	05 Sep 2022	Female	-	Missing data	C	O	N	2	20H	462106603562	-
Cohen, Leonard	View errors	-	Cohen	-	07 Apr 2018	01 Oct 2022	Male	-	Missing data	C	O	N	2	-	Missing data	-
Cox, Andrew	View errors	-	Cox	-	14 Nov 1969	18 Jan 2026	Male	-	Missing data	C	O	N	1	-	Missing data	-
Cox, Rebecca	View errors	-	Cox	-	20 May 2022	02 Sep 2025	Female	ENG	English	C	N	N	10	PM	Missing data	-
Early-Nurs, Adam	View errors	-	Early-Nurs	-	05 May 2022	02 Sep 2025	Male	ENG	English	C	N	N	10	ELM	Missing data	-
Gavanagh, Lottie	View errors	-	Gavanagh	-	20 May 2019	01 Sep 2023	Female	ENG	English	C	O	N	2	21S	Missing data	-
Lennon, Zillah	View errors	-	Lennon	-	20 Jan 2020	02 Sep 2024	Male	ENG	English	C	O	N	1	AGH	Missing data	-
Thorne, Andrew	View errors	-	Thorne	-	27 Dec 2019	02 Sep 2024	Male	ENG	English	C	O	N	1	OKC	Missing data	-
Zelenkous, Iyla	View errors	-	Zelenkous	-	01 Jan 2020	02 Sep 2024	Female	POL	Polish	C	O	N	1	ELM	Missing data	-

2. Click the button in the coloured cell (red for errors **[1b]** or orange for queries **[1c]**) to resolve a specific issue. This will open a sidebar that describes the issue and what steps are needed to resolve it.

NOTE If you hold the left mouse button down while over a line and drag the cursor sideways, you can see additional information and potentially further issues.

3. Where appropriate, a link can be selected to open the relevant part of SIMS to resolve the issue for the pupil in a new tab.

Errors and queries

Errors (1)

! This pupil's Language Code is missing.

Error code: 1840

Please go to the pupil's profile to add the pupil's language.

[Pupil profile](#)

This allows you to make the suggested changes, checking back on the advice provided as needed, before closing the new tab.

NOTE When opening a pupil profile record you will also see identified errors along with links to the section required to fix them.

You can also view all errors for a particular pupil rather than looking at each one by selecting **View Errors [1d]**. Each issue can be expanded and then resolved as above.

Option 2: Review by issue type

This method is used where you want to work through each issue, regardless of how many pupils it affects. For instance, if you need to add a language code to multiple pupils. This can be helpful if you wish to resolve each issue before moving onto the next and can often benefit from the bulk update options available.

1. Click on the **View all errors and queries** button.

This will open a sidebar displaying all the issues within the sub-section, grouped by issue type.

Errors and queries

Errors (6)

- ! This pupil's Unique Pupil Number (UPN) is missing. ▾
- ! This pupil's Unique Learner Number (ULN) is missing ▾
- ! This pupil's Language Code is missing. ▾
- ! This pupil's Year Taught In is missing or not a valid entry. ▾
- ! This pupil's year group isn't within the range of years provided by the school. ▾
- ! Managed move start date is invalid. ▾

Queries (3)

- ⚠ This pupil's age is out of the range for your School Type. ▾
- ⚠ This pupil's Year Taught In and age do not match. ▴

Close

2. Expand an issue to view the individual pupil records that need resolving.

! This pupil's Language Code is missing. ▴

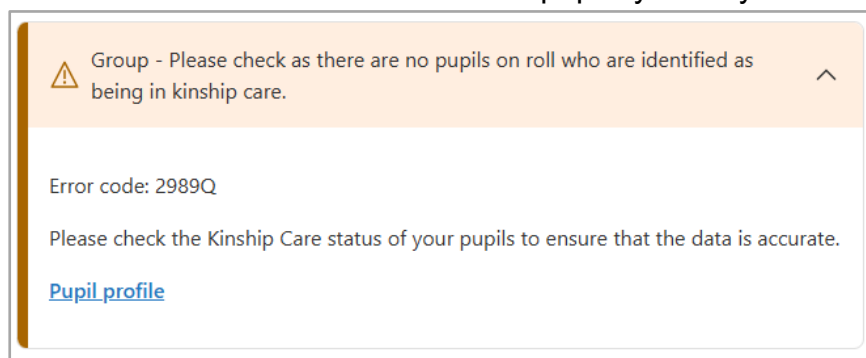
Error code: 1840

Please go to the pupil's profile to add the pupil's language.

Pupil	Link
Abhra, Shaquib	Pupil profile
Abhra, Abjit	Pupil profile
Able - Long, Benjamin	Pupil profile

A description of the error is displayed along with appropriate actions to take. Where available, a link to the relevant part of SIMS can be clicked to open it in a new tab. This allows you to make the suggested changes, checking back on the advice provided as needed, before closing the tab and returning to this screen

3. While most issues relate to individual pupils you may also see Group issues.



Resolving group issues may require looking through multiple pupil records to determine if action is required.

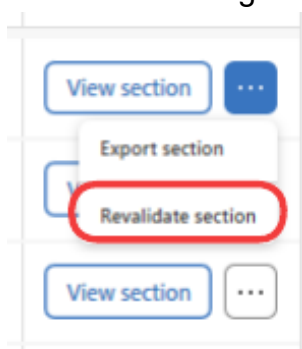
Revalidating data

As you progress through the issues you will need to return to the census overview page periodically to revalidate the summary data. This allows you to keep track of your progress.

NOTE Changes made in Pupil Profile can take several minutes to be fully updated in SIMS. Please leave enough time for the changes to be stored before revalidating.

If you are making the changes in SIMS7 this process can take *up to* two hours to appear in the SNG census, and this must be considered before revalidating.

1. Using the breadcrumbs or sidebar navigation, return to the census overview page.
2. From the three dots (...) button, click the **Revalidate section** option. In this way, you see the ever-reducing list of errors and queries.



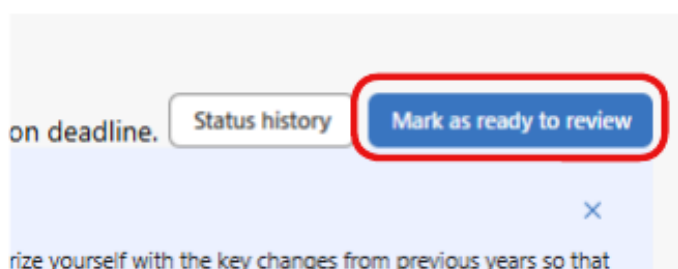
Step 2: Review the return

Once all data has been checked and any errors are resolved, the Returns Manager can take a snapshot of the census return. The summary report then allows the Returns Manager to evaluate the data and check for concerns or for this to be given to the headteacher to work towards authorising it.

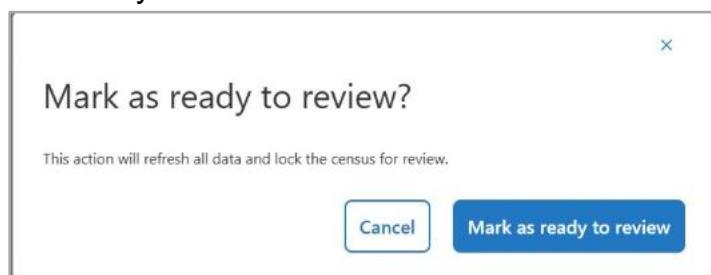
There is also an option to validate the data against the DfE validation rules prior to authorising.

Take a snapshot of the data

1. Click the **Mark as ready to review** button on the census overview page.



2. A pop-up message will ask you to confirm that you are happy to refresh the data and lock the census for review. Click the **Mark as ready to review** button to continue or **Cancel** to return to your Draft census return.

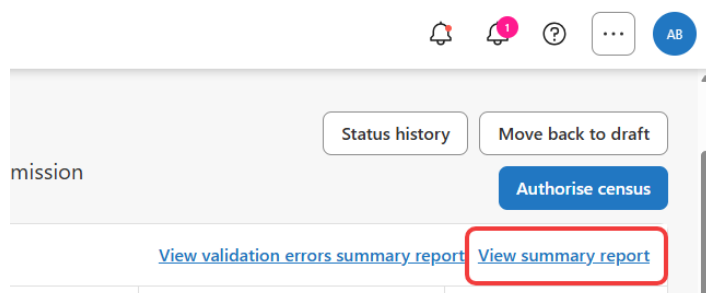


3. Once confirmed, all section data is refreshed to include the latest updates, and your census moves to the **Review** status.

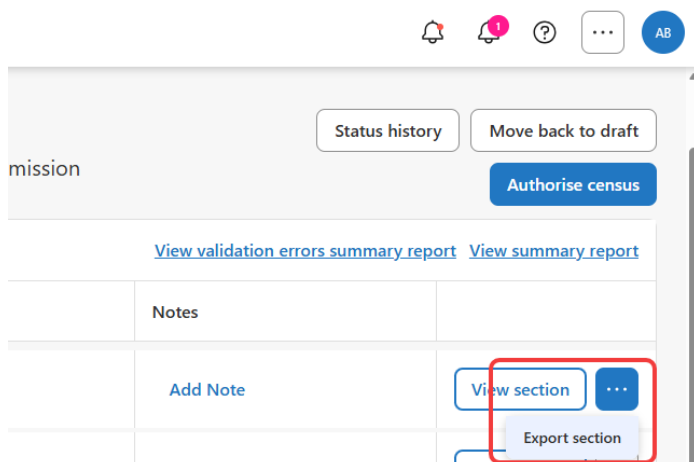
View the summary report

This report is used by returns managers to check the summary and detailed data and validate that the information is correct. This will also be used by headteachers to review the data before authorising the submission.

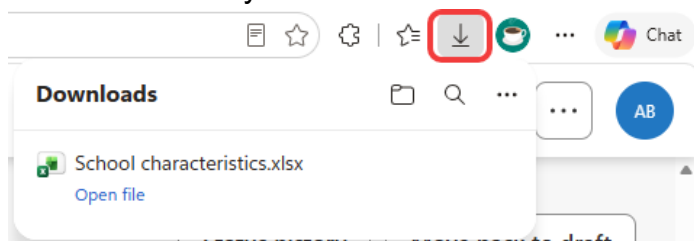
1. Select **View summary report** from the census overview page to generate a report in a new browser tab.



2. You can use your browser to print this report if required. This is different on each browser but can normally be found in the three dots (...) menu or by pressing **CTRL-P**.
3. You can also download the information presented in a section, if required, by clicking the three dots (...) next to the relevant section and selecting **Export section** option.



This will save to your browsers **download folder**.

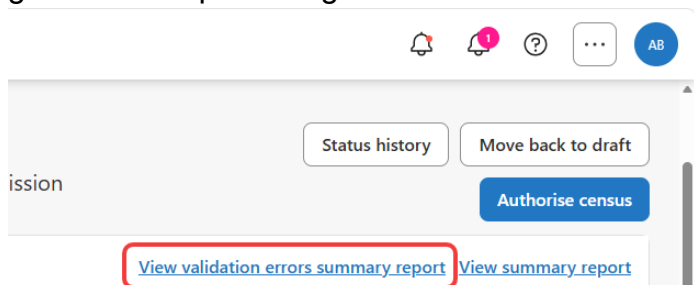


IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

View the validation errors summary report

This report is used to check your return data against the current DfE validation rules. In SIMS the rules are dynamically generated as soon as they are available which allows you to check and resolve issues more quickly as changes are released.

1. Select **View validation errors summary report** from the census overview page to generate a report using DfE validation of errors in a new browser tab.



2. You can use your browser to print this report if required. This is different on each browser but can normally be found in the three dots (...) menu or by pressing **CTRL-P**.

Due to the speed with which the dynamic rules are implemented, they will often be ahead of the final version of the DfE validation rules. This may cause the validation file to suggest errors that

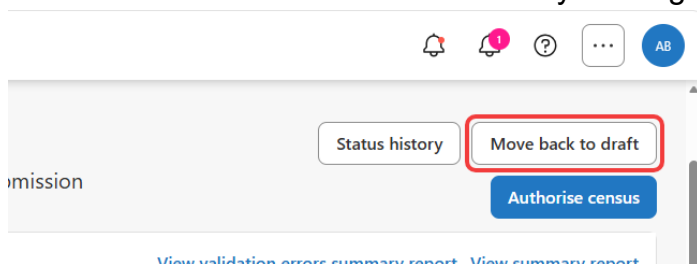
are already resolved due to an outdated DfE file. As soon as the file is available it is automatically uploaded and running the report again will remove the inconsistencies.

If you continue to have errors after the latest file is applied, you must revert the return back to draft status and resolve any errors as above in Steps 1-2.

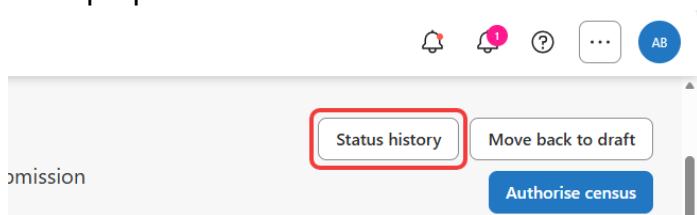
Make further changes (post review)

This is an optional step. After reviewing the data, you may need to revert the return back to draft status to capture subsequent changes made in SIMS. This is a common practice if you plan your review to be completed in batches, checking summary data between each iteration.

1. Move the census back to draft status by clicking the **Move back to draft** button.



2. Complete Steps 1 and 2 above, repeating as required.
3. Each snapshots summary report and export files can be viewed in the **Status history** for audit purposes.



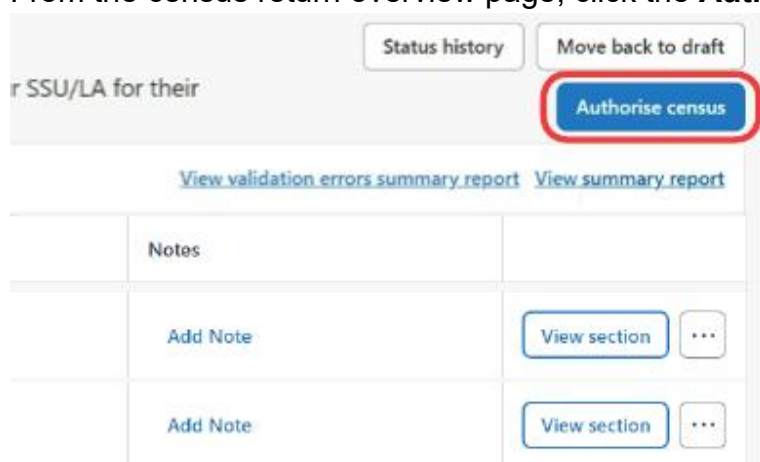
Step 3: Authorise the return

Once approved by the Headteacher, the Returns Manager can authorise the census. This will:

- Change the status to **Authorised**.
- Automatically download the **Summary report** and **XML file** (for COLLECT submission) to your Downloads folder.
IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

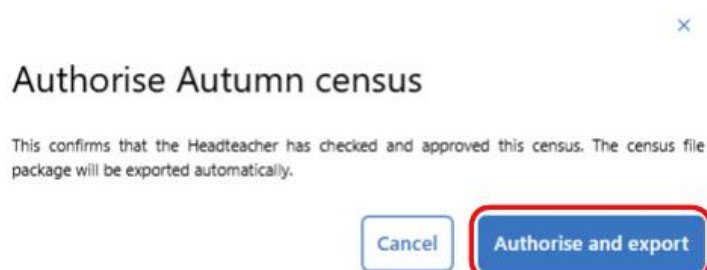
Authorise the census return

1. From the census return overview page, click the **Authorise census** button.



The screenshot shows the 'Authorise census' button highlighted with a red box. Above the button are two buttons: 'Status history' and 'Move back to draft'. Below the button are two links: 'View validation errors summary report' and 'View summary report'. Below these links is a table with two columns: 'Notes' and 'Add Note'. The 'Add Note' column has two rows, each with a 'View section' button and a three-dot menu icon.

A message for confirmation of authorisation will be displayed:



The screenshot shows a confirmation dialog titled 'Authorise Autumn census'. It contains the text: 'This confirms that the Headteacher has checked and approved this census. The census file package will be exported automatically.' Below the text are two buttons: 'Cancel' and 'Authorise and export'. The 'Authorise and export' button is highlighted with a red box.

2. Click the **Authorise and export** button to create and automatically download the Summary report and XML files to your browsers downloads folder.
IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

Complete census

You can now use the files from the above step to complete your COLLECT submission. This completes your census return.

Further information

Making post-authorisation changes

Though the return is now complete and authorised, if there are changes that need to be considered it is still possible to make post-authorisation changes.

1. Update the relevant data in the MIS.
2. Change the census back to Draft status.
3. Repeat Steps 1-3 above. A new version of the census Summary report and XML will be generated with the latest set of changes.

You can review the history of your progress from the status history area (below).

Tracking status changes

Each time you change the status of the return, a record is logged in the status history, along with any appropriate files, to provide a full audit trail.

1. From the census overview page, click the **Status history** button.

The screenshot illustrates the process of viewing the status history. On the left, the 'Status history' button in the census overview page is highlighted with a red box. An arrow points to the right, where the 'Status history' panel is shown. This panel contains a table with the following data:

Date and time	Status changed to	User	Files
03 Sep 2025 15:07	Ready for Review	Sandra Mason	View summary report
03 Sep 2025 14:42	Draft	Sandra Mason	-
03 Sep 2025 14:21	Authorised	Sandra Mason	Export census files
03 Sep 2025 12:40	Ready for Review	Sandra Mason	View summary report
03 Sep 2025 12:37	Draft	Sandra Mason	-
03 Sep 2025 12:19	Ready for Review	Sandra Mason	View summary report
03 Sep 2025 12:19	Draft	Sandra Mason	-
03 Sep 2025 10:42	Authorised	Sandra Mason	Export census files
03 Sep 2025 10:40	Ready for Review	Sandra Mason	View summary report
03 Sep 2025 10:35	Draft	Sandra Mason	-
03 Sep 2025 10:24	Authorised	Sandra Mason	Export census files
03 Sep 2025 10:24	Ready for Review	Sandra Mason	View summary report

2. A side panel opens, showing each status change, the date and time, the user and any files relevant to that point in time. You can download the files by clicking on the appropriate link.
3. Click **Close** to close the side panel and return to the census overview page.

Bulk updates

The Bulk Edit feature allows you to update information for multiple pupils and provides a fast, consistent way to manage data across large groups, significantly reducing manual effort. It is also useful when the DfE require schools capture new information about the pupils in their care.

While this information is not part of the returns process, it is provided here to assist with preparing your data and fixing large volume data issues. A full list of the available Bulk Update actions is provided in [Appendix 2 – Bulk Update Actions](#).

1. Navigate to **Admin Console**
2. Select **Pupil Profile | Bulk Actions | Bulk Update**.

Within the feature there are multiple bulk update options available. The [General usage](#) section explains the functionality common to all options, while the [Report specific usage](#) describes additional features found in some options, such as Early years and EYPP and Top-up funding, including the ability to copy previous records into the current term.

General usage

To begin using a bulk update tool you need to choose the records you wish to change.

3. Select **Advanced search** (in some reports this may be **Filter** but this works in the same way).
4. The filters provided are tailored to the category you are managing. Additional filters may be presented depending on the selections that you choose.
 - Where multiple selection is an option, once you have made your choices, click the ^ arrow to contract the current field before moving to next. You can remove selections by clicking the x next them.
 - Use the calendar picker or enter a date manually to specify the date the information was correct. This can be a past or future date.
For census returns, this is commonly used to backdate changes made after Census Day, ensuring the data reflects its status as on Census Day.

Choose suitable values from the available dropdowns and click **Search**.

5. Summary data is presented at the top of the page to ensure you have returned an expected number of records. You can update your search criteria by clicking the **Advanced search [1]** button again.

Country of birth

Search to view and bulk update pupil Country of birth data

Number of pupils
220

Data provided
-

Invalid data
-

No data
220

Advanced search

Edit selected

Pupil on 14 Aug 2026
Not a Boarder
No data

☐	Pupil UPN	Current year / pupil group	Country of birth	Status	
☐	James Abbot D820432106007	Year 7	-	No data	...
☐	Tamwar Abdullah N823299911001	Year 12A / Hooke	-	No data	...
☐	Deon Abimbola R823432119004	Year 12A / Newton	-	No data	...

- Select all pupils by clicking the check box in the header or individually boxes against each record [2].
 - Click the **Edit selected** dropdown [3] and select **Edit**.
 - Click **Continue** on the confirmation screen.
- The **Edit selected** side panel opens.

New data

Please select

Selected 220 pupil(s)

Pupil UPN	Current	New
James Abbot D820432106007	-	
Tamwar Abdullah N823299911001	-	
Deon Abimbola R823432119004	-	
Millie Addison H820200100001	-	
Barry Allan U820432109004	-	
Chaz		

Cancel
Save

- Use the **New data** dropdown menu [4] to select a new value. These will vary depending on the field being updated.
 - The current [5] and new [6] data is displayed against each record.
 - Save** the changes. The system will update all selected pupil records at once, significantly reducing manual effort.
- Saved changes appear in the relevant section of the Pupil Profiles.

Single edits

If required, individual edits can also be made from this screen to avoid having to leave it to go to the individual pupil profile record.

1. Select the three dots (...) option and then **Edit**.



☒	Pupil UPN	Current year / pupil group	Country of birth	Status
☒	James Abbot DB20432106007	Year 7	-	No data
☒	Tamwar Abdullah NB23299911001	Year 12A / Hooke	-	No data
☒	Deon Abimbola RB23432119004	Year 12A / Newton	-	No data

2. The Edit data screen opens with the single record displayed.
3. Update the field requiring change.
4. Click **Save**.

Deleting records

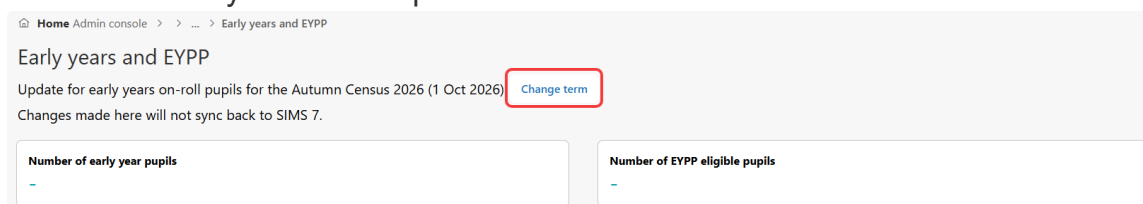
Individual or multiple pupils can be deleted.

1. Select pupils by clicking the check boxes against each record.
 - For multiple pupils, click the **Edit selected** dropdown and click on **Delete**.
 - For individual pupils, from the ... option and then **Delete**.
2. Check the dialog box caution message to ensure you have chosen the correct records.
3. Click **Delete** to delete the selected data item.

Report specific usage

Changing terms

Where present, allows you to change the current term to another census period. The default will be set to the current census term. Use the **Change term** link to open a popup which allows you to select the term you wish to update.



Home Admin console > > > Early years and EYPP

Early years and EYPP

Update for early years on-roll pupils for the Autumn Census 2026 (1 Oct 2026) [Change term](#)

Changes made here will not sync back to SIMS 7.

Number of early year pupils

Number of EYPP eligible pupils

Early years and EYPP / Top-up funding / Funding and monitoring

IMPORTANT Changes made in the Early Years and EYPP, Top-up funding, and Funding and monitoring bulk update actions will not synchronise back to SIMS7.

Selecting pupils in Early years and EYPP differs slightly from the general usage and includes a search bar and filter button in place of the Advanced search, though these essentially work in the same way.

If appropriate, you can also copy the data from the previous term to selected records. You should ensure this data is correct before copying, though you can update the information once it has been

copied. Completing this action will replace any existing data with the previous term's information for all selected pupils.

Multiple pupils:

1. Select the records you wish to update by clicking on the checkboxes next to their names or all records using the check box in the title bar.
2. Select **Edit selected**.
3. Click **Copy data from previous term**.
4. In the pop-up window click **Copy**.
5. Refine any data using the **General usage** editing guidance above.

Single records:

1. Click the three dots (...) option next to any pupil record.
2. Select **Copy data from previous term**.
3. In the pop-up window click **Copy**.
4. Refine any data using the **General usage** editing guidance above.

NOTE It is not possible to delete records in Single Edit, but you can remove the values assigned to fields like Funded hours / Extended hours, etc.

NOTE Hours at Setting is a calculated field which is not entered directly. Instead, enter Funded hours, Extended hours or Expanded hours and / or Additional hours and the application will calculate the Hours at Setting that will be used in Census.

FAQ

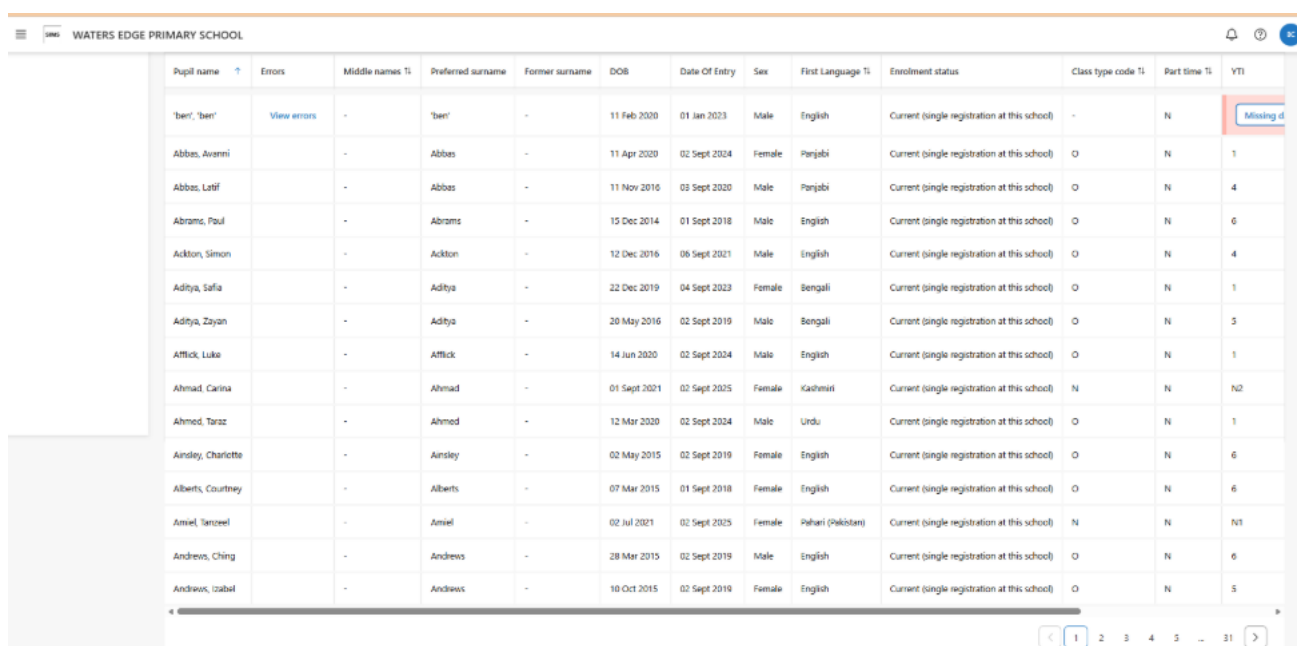
Do I need to use SIMS7 to update any of the data for the return?

Yes. There are some sections of data that cannot be edited in the new system such as school details, allocating UPN's, and updates to pupils who have left the school. Where this occurs the error message provided will explain what needs to be done.

There are also some bulk processes, such as admitting and managing applicants, and importing CTF data that must be managed within SIMS 7.

Why can't I see all the columns in the census tables?

Many of the tables contain contextual information that will help with reviewing the data being included in the School Census.



Pupil name	Errors	Middle names T1	Preferred surname	Former surname	DOB	Date Of Entry	Sex	First Language T1	Enrolment status	Class type code T1	Part time T1	YTI
'ber', 'ber'	View errors	-	'ber'	-	11 Feb 2020	01 Jan 2023	Male	English	Current (single registration at this school)	-	N	Missing d
Abbas, Avari		-	Abbas	-	11 Apr 2020	02 Sept 2024	Female	Punjabi	Current (single registration at this school)	O	N	1
Abbas, Latif		-	Abbas	-	11 Nov 2016	02 Sept 2020	Male	Punjabi	Current (single registration at this school)	O	N	4
Abrams, Paul		-	Abrams	-	15 Dec 2014	01 Sept 2018	Male	English	Current (single registration at this school)	O	N	6
Ackton, Simon		-	Ackton	-	12 Dec 2016	06 Sept 2021	Male	English	Current (single registration at this school)	O	N	4
Aditya, Sofia		-	Aditya	-	22 Dec 2019	04 Sept 2023	Female	Bengali	Current (single registration at this school)	O	N	1
Aditya, Zayan		-	Aditya	-	20 May 2016	02 Sept 2019	Male	Bengali	Current (single registration at this school)	O	N	5
Attick, Luke		-	Attick	-	14 Jun 2020	02 Sept 2024	Male	English	Current (single registration at this school)	O	N	1
Ahmad, Carina		-	Ahmad	-	01 Sept 2021	02 Sept 2025	Female	Kashmiri	Current (single registration at this school)	N	N	N2
Ahmed, Taraz		-	Ahmed	-	12 Mar 2020	02 Sept 2024	Male	Urdu	Current (single registration at this school)	O	N	1
Ainsley, Charlotte		-	Ainsley	-	02 May 2015	02 Sept 2019	Female	English	Current (single registration at this school)	O	N	6
Alberts, Courtney		-	Alberts	-	07 Mar 2015	01 Sept 2018	Female	English	Current (single registration at this school)	O	N	6
Amiel, Tanzeel		-	Amiel	-	02 Jul 2021	02 Sept 2025	Female	Pahari (Pakistani)	Current (single registration at this school)	N	N	N1
Andrews, Ching		-	Andrews	-	28 Mar 2015	02 Sept 2019	Male	English	Current (single registration at this school)	O	N	6
Andrews, Isabel		-	Andrews	-	10 Oct 2015	02 Sept 2019	Female	English	Current (single registration at this school)	O	N	5

Depending on the resolution of the display you are using, you may not be able to see all of the available columns by default. To view all available content, you must scroll to the right:

- using the **horizontal scroll bar** at the bottom of the page (only appears if not all fields are visible).
- by **clicking and holding the mouse button** on the table header and **dragging it to the left**.
- holding left shift and using the mouse scroll wheel to move left and right.

Where are my detailed census reports?

Historically you needed to use the **Detail Report** dropdown list on the **Census Details** tab to view each section of the return. These individual reports have been brought together into a census overview dashboard where each table can be viewed as a table and exported as required (covered in Step 2 above).

The table views have replaced the detailed census reports and should be considered their equivalent.

How do I use the census file sets?

These are applied automatically; there is no action for you to take.

Can I filter a census page to show only pupils with errors or queries?

Yes. Click the **Error status** filter button and select the **Pupils with error** option from the dropdown list to view only those pupils who have errors and queries.

Search by pupil name										
			Error status		View all errors and queries (1335)					
			All pupils ^							
			All pupils							
			Pupils with error							
Pupil name ↑	Errors	Middle names ↑↓	Preferred surname	Former surname	Date of birth	Date of entry	Sex	First Language	↑↓	Youth Support Service Agreement
Abbot, Benjamin	View errors	Michael	Abb	-	12 Jul 2011	05 Sept 2022	Male	English		UNS
Abbot, Clarissa	View errors	-	Abbot	-	22 Jun 2013	03 Sept 2024	Female	English		Yes
Abbot, James	View errors	-	Abbot	-	27 Apr 2014	01 Sept 2025	Male	English		UNS
Abhra, Abjit	View errors	-	Abhra	-	20 Nov 2009	02 Sept 2021	Male	Bengali		Yes
Abhra, Alisha	View errors	-	Abhra	-	20 Nov 2009	02 Sept 2021	Female	Bengali		Yes

Can I view all issues for a census sub-section?

Yes. Click the **View all errors and queries** button to display a list of all the errors and queries associated with the section. They are grouped by Error code to easily identify the list of pupils who have the same error. Errors are shown first, followed by queries. Errors and queries relating to a single pupil ("This pupil") are listed at the top of the section. Those relating to a Group of pupils are listed at the bottom.

Search by pupil name										
			Error status		View all errors and queries (1335)					
			All pupils v							
Pupil name ↑	Errors	Middle names ↑↓	Preferred surname	Former surname	Date of birth	Date of entry	Sex	First Language	↑↓	Youth Support Service Agreement
Abbot, Benjamin	View errors	Michael	Abb	-	12 Jul 2011	05 Sept 2022	Male	English		UNS
Abbot, Clarissa	View errors	-	Abbot	-	22 Jun 2013	03 Sept 2024	Female	English		Yes
Abbot, James	View errors	-	Abbot	-	27 Apr 2014	01 Sept 2025	Male	English		UNS

Can I view all issues for a specific pupil in a census sub-section?

Yes. All errors and queries for individual pupils can be viewed by selecting **View Errors** in the cell adjacent to their name.

Search by pupil name		Error status								View all errors and queries (1335)	
		All pupils									
Pupil name	Errors	Middle names	Preferred surname	Former surname	Date of birth	Date of entry	Sex	First Language		Youth Support Service Agreem	
Abbot, Benjamin	View errors	Michael	Abb	-	12 Jul 2011	05 Sept 2022	Male	English		UNS	
Abbot, Clarissa	View errors	-	Abbot	-	22 Jun 2013	03 Sept 2024	Female	English		Yes	
Abbot, James	View errors	-	Abbot	-	27 Apr 2014	01 Sept 2025	Male	English		UNS	

Can I view historical census data?

Yes. All your returns are available from the **Statutory Returns** dashboard. The current and upcoming ones are shown first with the completed ones below. You will only see returns that have been produced using this module. For historical returns you can view the data that was included in that census, but you cannot make any changes.

Green Abbey School

Home > Statutory Returns

Statutory Returns

Summer census 2025/2026

School workforce census 2026/2027

Autumn census 2026/2027

Autumn overview

School characteristics

Pupil characteristics

Special circumstances

High needs

Attendance related

Post-16

Autumn 2026-27 updates

DfE guidance for Autumn Census 2026-27 has now been published and can be accessed on their website. We recommend you familiarize yourself with the key changes from previous years so that you can prepare your data for the upcoming submission period. Please note that all data fields and validation rules for Autumn Census 2026-27 have now updated on NextGen so you can assess all errors and queries and submit your census to COLLECT. Check your errors and queries now to ensure all data required has been added and corrected.

Your current and upcoming returns

Summer census 2025/2026

DfE Census Day 21 May 2026

Draft

School workforce census 2026/2027

DfE Census Day 05 Nov 2026

Draft

Autumn census 2026/2027

DfE Census Day 01 Oct 2026

Draft

Historic returns

Name	Return date	Census date	
Spring Census 2025/2026	11/02/2026	15/01/2026	View
Autumn Census 2025/2026	30/10/2025	02/10/2025	View

How long do updates take to show in the census overview or sub-sections?

Normally, changes take up to 5 minutes to process, after which they will appear when the section is revalidated.

For SIMS7 updates, the table below shows the maximum time expected for changes to be processed ready for revalidation:

Domain	Used in section/sub section	When data is changed in SIMS7		When data is changed in SNG
		Sync Time from SIMS7 to SNG	Time to reflect in SNG Census	Time to reflect in SNG
Attendance Marks	Attendance	5 mins	10 mins	<5mins
Conduct Events	Suspensions and Exclusions	60 mins	120 mins	<5 mins
Classes / Pastoral groups and Timetable	Pupil and Class reconciliation	60 mins	70 mins	<5 mins
School details	School Identifiers / Childcare	60 mins	120 mins	Data cannot be edited in SNG at this time.
Learner details / Home addresses	Pupils on-roll / Pupils off-roll / Home addresses / FSM / Service Children / PLAA / Funding and Monitoring / Top up Funding / Early Years / Alternative provision / Boarder	60 mins	120 mins	<5 mins
Learner SEN details	SEND Status and SEND Needs	60 mins	120 mins	<5 mins
Learner Meals taken	Meals taken	Meals recorded in SIMS7 do not transfer to SNG census.		This is manually entered in SNG. Data entered in SIMS7 is not transferred.
Early years	Early Years	60 mins	120 mins	<5 mins
Programme of Study / Course memberships	Learning Aims / Programme Aims	60 mins	120 mins	<5 mins

Where is Top-up funding managed?

Top-up funding is managed within the bulk updates section at **Admin Console | Module Settings | Pupil Profile | Bulk Actions | Bulk Update**.

Where is Funding and monitoring managed?

Funding and monitoring is managed within the bulk updates section at **Admin Console | Module settings | Pupil Profile | Bulk Actions | Bulk Update**.

- **Tutoring** will be available for Primary schools.
- **Tutoring** and **Repeating Post-16 year** will be available for secondary schools.

Where is Post looked after arrangements managed?

Post looked after arrangement information is in the **Pupil Profile | Pupil Premium** tab | **Post looked after child** section, rather than in the census module.

NOTE The Pupil looked after arrangements in SIMS Net Gen will reflect the status based upon information submitted through SIMS7 census for that pupil.

Why is there no data in the Bulk Update table?

The table is initially empty when you navigate to the screen. After selecting the appropriate fields, the data is then returned ready for you to make changes.

Appendix 1 – Sections included in the Autumn census

Section	Sub-section	Nursery	Primary	Middle Deemed Primary	Secondary	Middle Deemed Secondary	All Through	Special	PRU
School characteristics	School Identifiers	✓	✓	✓	✓	✓	✓	✓	✓
Pupil characteristics	Pupil On Roll	✓	✓	✓	✓	✓	✓	✓	✓
	Pupil Off-roll	X	✓	✓	✓	✓	✓	✓	✓
	Home addresses	✓	✓	✓	✓	✓	✓	✓	✓
Special circumstances	Free school meal eligibility	✓	✓	✓	✓	✓	✓	✓	✓
	Service children	✓	✓	✓	✓	✓	✓	✓	✓
	PLAA (Post Looked After Arrangements)	✓	✓	✓	✓	✓	✓	✓	✓
	Learner support	X	X	X	X	X	X	X	X
	Funding and monitoring	X	✓	✓	✓	✓	✓	✓	✓
Meals	School Meals taken	✓	✓	✓	X	X	✓	✓	✓
High Needs	Top-up Funding	✓	✓	✓	✓	✓	✓	✓	✓
	SEND	✓	✓	✓	✓	✓	✓	✓	✓
Attendance related	Boarder	✓	✓	✓	✓	✓	✓	✓	✓
	Attendance	X	✓	✓	✓	✓	✓	✓	✓
	Suspension and Exclusion	X	✓	✓	✓	✓	✓	✓	✓
	Alternative Provision	X	✓	✓	✓	✓	✓	✓	✓
Early years	Early years funding[#]	✓	✓	✓	X	X	✓	✓	✓
Post 16	Prior Attainment	X	X	X	✓	X	✓	X	✓
	Programme Aims	X	X	X	✓	X	✓	X	✓
	Learning Aims	X	X	X	✓	X	✓	X	✓

[#] only available if the eligible years are set up at the school.

Appendix 2 – Bulk Update actions

See the [Bulk Updates article](#) for more in depth information on these actions and their availability. Some of the items below are still in development. Please navigate to the Bulk Actions module to see what you currently have access to.

Name of Bulk Update action	Description
Pupil Information	
Birth certificate seen	Search to view and bulk update pupil Birth certificate seen data
Mode of travel	Search to view and bulk update pupil Mode of travel data
Pronoun(s)	Search to view and bulk update pupil Pronoun(s) data
Pupil Premium and further funding	
Early years and EYPP	Update for early years on-roll pupils for the Autumn Census 2026 (1 Oct 2026)
Funding and monitoring (FAM)	Search to view and bulk update pupil Funding and monitoring (FAM) data
Service children in education	Search to view and bulk update pupil Service children in education data
Source of service children	Search to view and bulk update pupil Source of service children data
Top-up funding	Manage and update your pupils' top-up funding records for each census. Changes made here will not sync back to SIMS7
Language & identity	
Country of birth	Search to view and bulk update pupil Country of birth data
English as an additional language (EAL)	Search to view and bulk update pupil English as an additional language (EAL) data
Ethnic data source	Search to view and bulk update pupil Ethnic data source data
Ethnicity	Search to view and bulk update pupil Ethnicity data
First language	Search to view and bulk update pupil First language data
Home religion	Search to view and bulk update pupil Home religion data
National identity	Search to view and bulk update pupil National identity data
Proficiency in English	Search to view and bulk update pupil Proficiency in English data
Speak Welsh	Search to view and bulk update pupil Speak Welsh data
Registration	
Boarder status	Search to view and bulk update pupil Boarder status data
SEND	
SEND provision	Search to view and bulk update pupil's current and planned SEND provision data
SEND status	Search to view and bulk update pupil SEND status data
Consents	
Consents	Search to view and bulk update pupil Consents data

Appendix 3 – Preparing for Census

We recommend using the [bulk update](#) tools to update bulk data where it is appropriate to do so.

All schools

- ☐ Check [permissions](#) ⁱ
- ☐ Check [establishment details](#)
- ☐ Check school [telephone number and email address](#)
- ☐ Check [schools support unit](#)
- ☐ Check [leavers and re-admissions](#) ⁱⁱ
- ☐ Check for any [pupil records entered in error](#)
- ☐ Check [joiners](#) ⁱⁱⁱ
- ☐ Check national curriculum year groups
- ☐ Check [pupil basic details](#)
- ☐ Check [enrolment status, admission date and boarder status](#)
- ☐ Check [UPNs](#) ^{iv}
- ☐ Check [school-arranged alternative provision placement](#)
- ☐ Check [part-time information](#)
- ☐ Check [pupil home addresses](#)
- ☐ Check [free school meal eligibility](#)
- ☐ Update [kinship care type](#)
- ☐ Check [pupil ethnic and cultural information](#)
- ☐ Check [additional information](#)
- ☐ Check [special needs information](#)
- ☐ Check [exclusions information](#)
- ☐ Check [attendance data](#)
- ☐ Bulk update [top-up funding](#) ^v
- ☐ Bulk update funding and monitoring ^{vi}
- ☐ Bulk update [post-looked after arrangements](#)
- ☐ Check [managed move information](#)

Primary schools only

- ☐ Check [Universal Infant Free School Meals \(UIFSM\)](#) ^{vii}
- ☐ Bulk update [Early years and EYPP](#) ^{viii}

Secondary schools only

- ☐ Check Prior Attainment ^{ix}

- ☐ Check [Programme of Study](#) ^x
- ☐ Check [Unique Learner Numbers \(ULNs\)](#) ^{xi}
- ☐ Check [Youth Support Services Agreement \(YSSA\) status](#) ^{xii}
- ☐ Check [post-16 information](#) ^{xiii}

COMMENTS

NOTE For pupils who have recently joined the school in the entry years including Reception (primary) and Year 7 and Year 12 (secondary), you need to ensure all key information is recorded against the pupil record, such as YSSA/Ethnicity/First Language/SEN Status/SEN Needs.

ⁱ Check with System Administrator that you have appropriate permissions to run the Census and record associated data.

ⁱⁱ Check that these have been recorded correctly, see [KB0010572- Managing Leavers](#).

ⁱⁱⁱ Confirm that all new starters have been added. It is only possible to add new starters in SIMS7 currently. Go to Routines | Admissions | Admin Applications | Search for and select the year group | Select pupils then use the Admit all button).

^{iv} Some identifiers like UPN/ULN must be individually recorded against each pupil record and cannot be bulk updated.

^v Applicable to all schools who record Top-up funding. Copy the data from the previous term for each pupil and then review and update any changes (explained in the [Early years and EYPP / Top-up funding](#) section).

^{vi} Review and update data using the [bulk update](#) action. FAM is granted annually and must be managed at the start of the year. The bulk update action does not write back to SIMS 7.

^{vii} Reception, Year 1 and Year 2.

^{viii} Applicable to schools with Early Years children. Copy the data from the previous term for each pupil and then review and update any changes (explained in the [Early years and EYPP / Top-up funding](#) section).

^{ix} Must be completed in SIMS7 – Use Tools | Statutory Returns tools | Update Prior Attainment to record the prior attainment data for pupils in Year 12 and above.

^x Review and update the Learning aims and Programme aims for pupils in Year 12 and above either in SNG or in SIMS7. Ensure that the data is up to date. If any changes need to be made in course memberships, ensure that they are completed.

^{xi} Secondary, Special, All-through and PRUs.

^{xii} Secondary and All-through.

^{xiii} Secondary with a Sixth form.