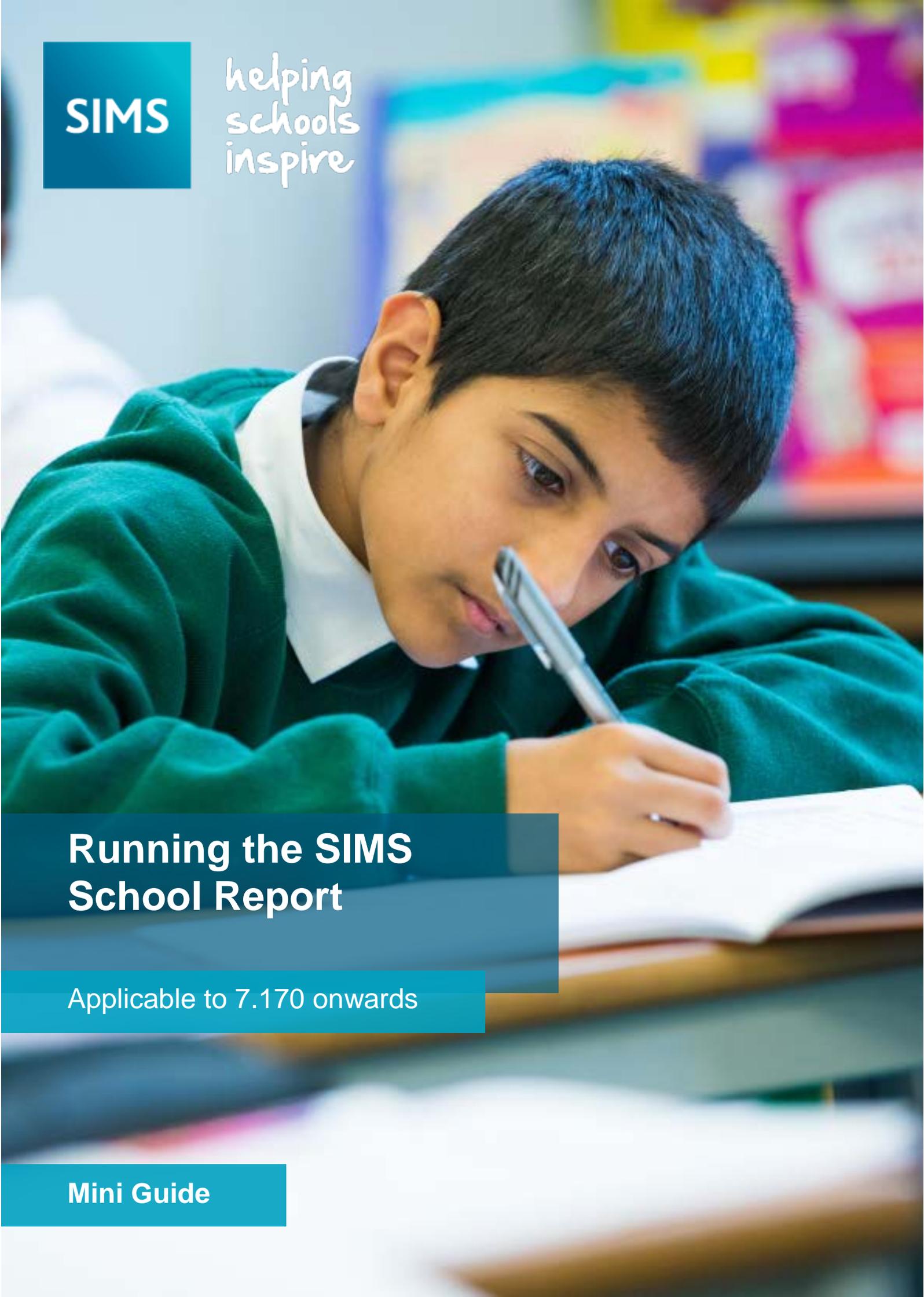




**SIMS**

helping  
schools  
inspire



**Running the SIMS  
School Report**

Applicable to 7.170 onwards

**Mini Guide**

## Revision History

Version	Change Description	Date
7.170 - 1.0	Initial release.	31/05/2016

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Capita Doc Ref: AssessSIMSSchoolReport7170/HBK/310516/FT

### Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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# 01 / Running the SIMS School Report

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## Introduction

The School Report enables the monitoring of key measures in the school. You can customise the report output by including or excluding specific measures in which you are interested.

## What's New in this Release?

### Improvements to the SIMS School Report

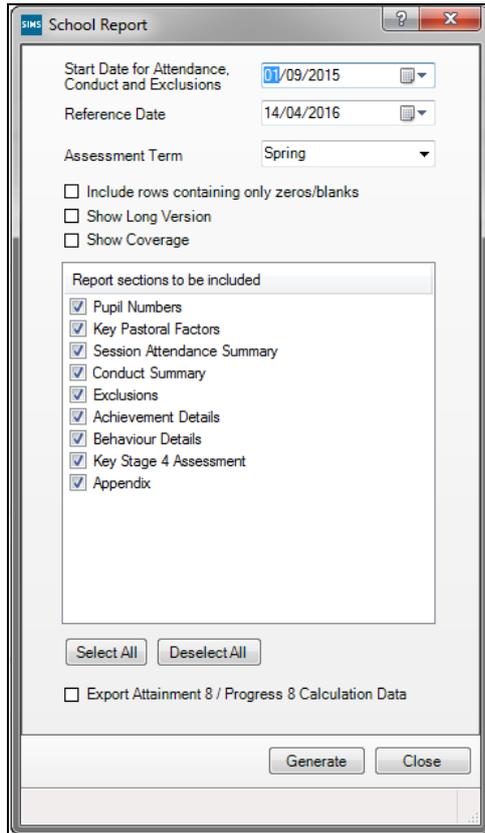
#### Reports | School Report

An additional date field has been provided, enabling the **Start Date for Attendance, Conduct and Exclusions** to be specified before running the SIMS School Report.

## Specifying the Run Time Settings

The run-time settings that you specify can be changed to alter the focus of the report output each time that the School Report is run.

Select **Reports | School Report** to display the **School Report** dialog.



### **Start Date for Attendance, Conduct and Exclusions**

This defaults to the start date of the current academic year but an alternative date can be selected from the Calendar. Only data from this date onwards is included in the report output.

### **Reference Date**

This defaults to today's date but an alternative date can be selected from the Calendar. Only pupil/students who are registered as on-roll on the **Reference Date** are included in the report output.

### **Assessment Term**

All pupil/student grades in the selected term or half-term are included but where none are found, the most recent grades recorded as far back as the previous Summer term are included in the report calculations.

### Include rows containing only zeros/blanks

Any rows that contain null or zero values are not displayed by default. However, in certain circumstances, rows with a zero value are displayed to provide a full picture:

- **Attendance**  
Rows containing a zero value for unauthorised absence are always displayed in the report output.
- **Achievement and Behaviour Types**  
Where an achievement or behaviour type has been marked inactive but has been assigned to an incident involving a pupil/student who is included in the report output, a row is visible. However, any rows for inactive types without data are not displayed.

If you are exporting the report output to Excel and want to include or edit these rows, you can elect to do so.

### Show Long Version

You can choose between short and long versions of some report areas:

- Attendance
- Assessment, by Key Stage.

When the Long Version is selected, a sub-group analysis of the report categories data is included, as demonstrated in the following table.

Sub-group	Notes
Male	Both rows are hidden if either Male or Female is an empty category (i.e. in an all-boys or all-girls school).
Female	
FSM	Both rows are hidden if no pupils in FSM category.
Not FSM	
CLA	Both rows are hidden if no pupils in CLA category.
Not CLA	
CLA or FSM	Both rows are hidden if no pupils in CLA or FSM category.
Not CLA or FSM	
Pupil Premium	Both rows are hidden if no pupils in Pupil Premium category.
Not Pupil Premium	
PA Low	All three rows are hidden if all three categories are empty (i.e. if no Prior Attainment data is available).
PA Middle	
PA High	
EAL	Both rows are hidden if no pupils in EAL category.

Sub-group	Notes
Not EAL	
SEN	Both rows are hidden if no pupils in SEN category.
Not SEN	
Traveller	Both rows are hidden if no pupils in Traveller category.
Not Traveller	

- Hiding related pairs of sub-group rows when there is no data in the master category.
  - Some rows in the report are in pairs, e.g. FSM, Not FSM, CLA, Not CLA, etc. Where there are no pupil/students in the master category, e.g. there are no pupil/students recorded as in receipt of FSM, the related row for Not FSM is not displayed in the report output.
  - Sub-group pairs are not expected to add up to 100%, e.g. SEN and Not SEN, Traveller and Not Traveller, etc. (please see *Understanding the Data Output for each Report Category* on page 13)

#### Key to Abbreviations Used

- CLA = Child Looked After
- EAL = English as an Additional Language
- FSM = Free School Meals
- PA = Prior Attainment:
  - PA Low = Below 2B
  - PA Middle = 2B
  - PA High = Above 2B.
- SEN = Special Educational Needs.

#### Show Coverage

The content of the data that is not Assessment based reflects the situation at the **Reference Date** or the range of dates between the reference date and the start of the academic year that it falls within. The Assessment-related data is based on results recorded for the selected Assessment term or earlier. If a result is not found for a pupil/student in the selected term, a retrospective search is conducted for the most recent result, as far back as the previous Summer half-term.

The **Coverage** figures inform you of the basis of various calculations used in the report. There are three coverage figures: **N** is the number of pupil/student results found, **T** is the total number of pupil/students and **R** is the number of results found in the selected Assessment term. When R is less than N, it means that a retrospective search has been conducted to find some results. The calculation is **N (R) / T**, where:

- **N** = the number of pupil/student grades considered in the calculation. This can also include data from previous terms.
- **R** = the number of pupil/student grades identified within the selected report half-term.
- **T** = the total number of pupil/student grades that could have been considered.

### Export Attainment 8 / Progress 8 Calculation Data

If you have opted to include Key Stage 4 Assessment data, select this check box to create an Excel spreadsheet called `Progress8 Calculation Data.xls`. This spreadsheet contains the details used to derive the Key Stage 4 Assessment outcomes and calculations and is saved automatically to the `My SIMS Documents` folder on the machine running the School Report.

## Overview of the Data Provided in each Report Category

The data displayed in the report output is dependent on the options selected in the **Report Section to be Included** panel of the **School Report** dialog.

Primary schools are not required to select an **Assessment Term** or to specify whether to **Show Coverage** because no Assessment content is available in SIMS that is applicable to the calculations in the report.

Select **Reports | School Report** to display the **School Report** dialog.

A number of options are available on the **School Report** dialog (please see *Specifying the Run Time Settings* on page 1). More in-depth information regarding the data displayed in the report output is available (please see *Understanding the Data Output for each Report Category* on page 13).

### **Pupil Numbers**

The **Pupils of this school** figure excludes Guest pupils. The **Total Pupil Numbers** figure includes Guest pupils. Guest pupils are excluded from the main body of the report.

### **Key Pastoral Factors**

A percentage of the total pupil/students in each year group with any of the key pastoral factors is displayed.

### **Session Attendance Summary**

In the **Session Attendance Summary for Persistent Absence >=10%** section, in the **Show Long Version** of the report, the percentage of EAL pupil/students who are persistently absent represents the percentage of pupil/students who are recorded with English as an Additional Language who are persistently absent and not the percentage of persistently absent pupil/students who are also recorded as EAL. This is also true for other sub-group analysis pairs.

The **Conduct Summary, Exclusions, Achievement Details** and **Behaviour Details** summaries are calculated from the **Start Date for Attendance, Conduct and Exclusions** date, up to and including the Reference Date.

### **Conduct Summary**

Where a behaviour or an achievement incident involves multiple pupil/students, the incident and points associated with it are counted for each relevant year group.

### **Exclusions**

Details of the number of exclusions, the length in days and the number of permanent exclusions for each relevant year group.

### **Achievement Details**

An incident is counted once per pupil involved (excluding Guest pupils), e.g. if an achievement is attained by two Year 5 pupil/students and three Year 7 pupil/students, the achievement incident is counted five times - twice in Year 5 and three times in Year 7.

### **Behaviour Details**

An incident is counted once per pupil involved (excluding Guest pupils), e.g. if a behaviour incident involves two Year 5 pupil/students and three Year 7 pupil/students, the behaviour incident is counted five times - twice in Year 5 and three times in Year 7.

### **Key Stage 4 Assessment**

When the Key Stage 4 Assessment check box is selected, an additional option is provided enabling you to **Export Attainment 8/Progress 8 Calculation Data** to an Excel document. This document is saved to the My SIMS Documents folder in the **Documents** library and contains the underlying data that has been used to generate the outcomes in the report.

For more detailed Assessment information, please refer to the *Key Stage 2 Assessment* or *Key Stage 4 Assessment* sections, depending on your school's requirements.

### Appendix

The Appendix can take up an entire page of the report output so you may want to deselect this check box if you are planning to print the report output.

### Select All

If you want to include all the data options in the report output, click the **Select All** button. The generation of the report output will take longer to collate.

### Deselect All

If you make a mistake with your selections, click the **Deselect All** button and begin your selections again.

## Key Stage Assessment Relationships

Your school may serve one or more Key Stages. After specifying the run time settings for the School Report, only data for the relevant Key Stages that are supported by your school is displayed. The following table displays the relationship between National Curriculum years and Key Stages for England and Wales.

Pupil Ages	Key Stage	NC Year England	NC Year Wales
7-8	2	3	3
8-9	2	4	4
9-10	2	5	5
10-11	2	6	6
11-12	3	7	7
12-13	3	8	8
13-14	3	9	9
14-15	4	10	10
15-16	4	11	11
16-17	5 (L6)	12	12
17-18	5 (U6)	13	13

## Key Stage 2 Assessment

Pupil/students are expected to make two Levels of Progress during Key Stage 2 (6 sub levels, 12 points). It is possible to calculate the regressed target for a half-term during Key Stage 2, based on the End of Key Stage 1 target and the expected progress across the Key Stage.

Key Stage 2 is four years long so the End of KS2 target regresses by 0.5 points for each half-term. For each subject in National Curriculum Year groups 3, 4, 5 and 6 for example, Mathematics, Reading and Writing, the number and percentage of pupils achieving or surpassing the regressed target in each-sub band is displayed.

For Key Stage 2, looking back at Key Stage 1 Prior Attainment (PA), the pupil/student's average point score is calculated for Reading, Writing and Maths:

- PA Low = Less than 12
- PA Middle = Between 12 and 17.99
- PA High = 18 or above.

### P Scales

The P Scales are descriptions of attainment levels below Level 1 of the National Curriculum. They have been developed for use in the monitoring of attainment and progress of pupils with Special Educational Needs. The scale runs between P1i and P18. P Scales represent a range of grades from the Gradeset TPNC Fine Levels.

### EAL Steps

EAL Steps can be used as an extension to the National Curriculum below Level 1. EAL Steps represent a range of grades from the Gradeset: TPNC Fine Levels.

### Other

These measures include W = Working towards, A = Unable to assess or exempt.

### Key Stage 2 Attainment

Aspects for Reading, Writing and Maths.

Aspect Name	Subject
TP Maths Actual	Maths
TP Reading Actual	Reading
TP Writing Actual	Writing

As schools can download their KS2 DL (Decimal Level) and FG (Fine Grade) results from the Key to Success website, two additional aspects are available to assist with the entering of this information and its storage in SIMS. These aspects are used to drive the Progress 8 and Attainment 8 calculations in the SIMS School Report. An assessment template that enables schools to enter the data into these aspects is also available. The template file is called Progress 8 – KS2 Fine Level Template.

**Key Stage 2 Attainment vs Target for Reading, Writing and Maths**

Aspect Name	Subject	Mode
TP Maths Actual	Maths	Actual
TP Maths Target	Maths	Target
TP Reading Actual	Reading	Actual
TP Reading Target	Reading	Target
TP Writing Actual	Writing	Actual
TP Writing Target	Writing	Target

The report locates the next recorded target for each pupil/student in or after the selected Assessment term, looking forward as far as the end of the academic year, and regresses it by 0.5 points per half-term for Key Stage 2. A comparison is then made with the grade recorded in or before the selected Assessment term.

Only pupil/students with both a recorded grade between the Assessment term and the previous Summer term, and a recorded target are included in the figures for Above, On or Below target. It is suggested that pupil/student data is revisited and targets assigned if you want to see meaningful data in this column. The % denominator is the number of pupil/students who are being considered. The Average Point Score represents the mean points score attainment for each subject. Please refer to *Specifying the Run Time Settings* for further information.

**Progress from Key Stage 1 for Reading, Writing and Maths**

Aspect Name	Subject
EN AT2: Reading KS1	Reading
EN AT3: Writing KS1	Writing
MA TA: Mathematics Subject Level KS1	Maths

**Progress from Summer Aspect - Results achieved in the last Summer term**

Baseline Aspect Name	Subject
TP Maths Actual	Maths
TP Reading Actual	Reading
TP Writing Actual	Writing

## Key Stage 4 Assessment

All figures are based on Key Stage 4 test results attained by pupil/students.

**IMPORTANT NOTE:** For additional information, please refer to the *Progress8 Calculation Data.xls* spreadsheet, which contains the details used to derive the Key Stage 4 Assessment outcomes and calculations. This spreadsheet is saved automatically to the *My SIMS Documents* folder on the machine running the School Report.

### Key Stage 4 Performance Tables

For Key Stage 4, looking back at KS2 Prior Attainment figures, the pupil/student's average point score is calculated for Reading, Writing and Maths:

- PA Low = Less than 24
- PA Middle = Between 24 and 29.99
- PA High = 30 or above.

If Teacher Assessments are used as a temporary substitute for test results, the whole level is calculated and appropriate points are allocated.

### Key Stage 4 Key Performance Indicators (KPIs)

Discounting is not considered in the calculation of Key Stage 4 KPIs in the School Report. Results for examinations taken in Year 10 must be recorded as Year 10 Summer actual attainment for them to be included in Year 11 calculations.

### Attain. 8 Column

Progress 8 is based on pupil/student's performance across eight subjects, called Attainment 8.

### Progress 8

Progress 8 captures the progress made by a pupil/student from the end of Primary school to the end of Key Stage 4 (KS4). It is a value added measure, which means that your pupil/student's results at the end of KS4 are compared to the actual achievements of other pupil/students nationally who achieved the same Prior Attainment at Key Stage 2 (KS2). The School Report includes calculations based on the DfE Attainment 8 and Progress 8 definitions. This information can be obtained from the DfE website. The calculations in the School Report differ from the DfE definition in the following ways:

- The calculation is based on recorded Key Stage 4 Assessment results and not on public exam results.
- The School Report calculation does not perform any discounting of courses that overlap the curriculum content.

As a result, the calculations will be more beneficial when comparing years and sub-groups within years than in predicting actual outcomes for the school.

### Calculating the Progress 8 Score

A pupil/student's Progress 8 score is calculated by subtracting the estimated Attainment 8 score from their actual Attainment 8 score. The estimated Attainment 8 score is the average Attainment 8 score of all pupil/students nationally who achieved the same Prior Attainment at Key Stage 2. A pupil/student's Prior Attainment is defined as the average of their KS2 English and Mathematics results, in fine graded levels.

For example, Gillian has an Attainment 8 score of 65. Her KS2 fine graded level scores were 5.3 and 4.9 in Mathematics and English, an average of 5.1. The national average Attainment 8 score for pupils with Gillian's KS2 results is 59.

Gillian's Progress 8 score is the difference between her actual Attainment 8 score and the national estimated Attainment 8 score, e.g.  $65 - 59 = +6$ .

Dividing her Progress 8 score by 10 gives an average score of + 0.6 grades, which means that Gillian has achieved an average of just over half a grade better per subject than other pupils with the same Prior Attainment.

The school's Progress 8 score is the mean average of all their pupil/students' progress scores.

The Progress 8 calculation is based on the predicted results, not the actual results. The School Report does not use actual exam results, only predicted results. The School Report should not be used to enhance predicted grades for pupil/students. Every time the School Report is run, the most up-to-date data in SIMS is displayed and this includes any changes made to predicted grades.

A full list of the target and actual aspects in use is available.

#### 9:1 Reformed GCSEs

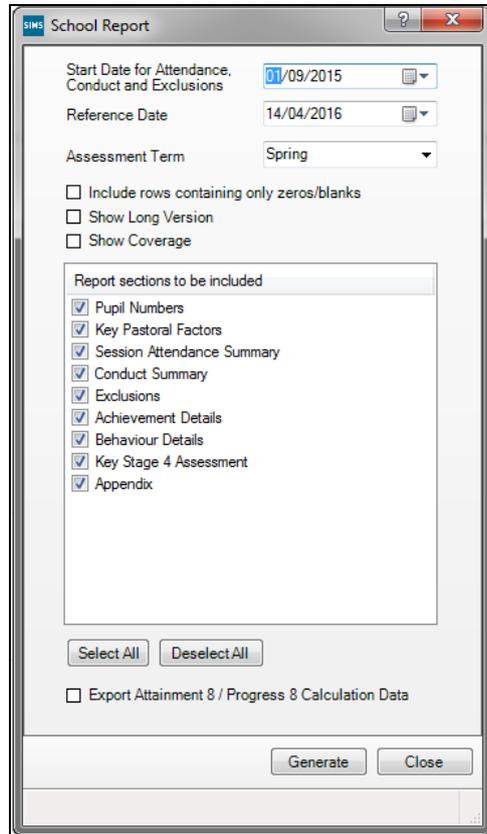
Currently, the new Key Stage 4 resources containing the aspects and grade sets for the reformed 9:1 GCSEs are not included in the calculations for the SIMS School Report. However, if you have opted to make use of these new aspects and have mapped results to them, when running the SIMS School Report and selecting the **Export Attainment 8/Progress 8 Calculation Data** check box to create the Progress8 Calculation Data.xls spreadsheet, the new aspects and grade sets will be displayed in the spreadsheet. Any previously mapped aspects are also visible.

## Running the School Report

1. Select **Reports | School Report** to display the **School Report** dialog. The **Start Date for Attendance, Conduct and Exclusions** defaults to the start date of the current academic year but this can be changed by clicking the **Calendar** button and selecting an alternative date, if required. The **Reference Date** defaults to today's date but this can be changed by clicking the **Calendar** button and selecting an alternative date, if required.

## 01 | Running the SIMS School Report

2. Select the required **Assessment Term** from the drop-down list. The Assessment Term is set by default to the most recently completed half term before the reference date. The option to specify a different half term is also available.



The screenshot shows the 'SIMS School Report' dialog box. It contains the following fields and options:

- Start Date for Attendance, Conduct and Exclusions: 01/09/2015
- Reference Date: 14/04/2016
- Assessment Term: Spring
- Include rows containing only zeros/blanks:
- Show Long Version:
- Show Coverage:
- Report sections to be included (all checked):
  - Pupil Numbers
  - Key Pastoral Factors
  - Session Attendance Summary
  - Conduct Summary
  - Exclusions
  - Achievement Details
  - Behaviour Details
  - Key Stage 4 Assessment
  - Appendix
- Select All:
- Deselect All:
- Export Attainment 8 / Progress 8 Calculation Data:
- Generate:
- Close:

3. Select the **Include rows containing only zeros/blanks** check box if you want to maximise the report output by displaying rows of data with a zero or a blank value. By default, the report hides rows that contain only zeros or blanks to save space and enables you to focus on the important data. Please refer to *Specifying the Run Time Settings* for further information.
4. Select the **Show Long Version** check box if you want to include a sub-group analysis of Attendance and Key Stage Assessment data categories.
5. Select the **Show Coverage** check box to reveal the **Coverage** columns in the report output for Assessment based data.
6. Select the relevant check boxes to customise the report according to your requirements.
7. Select the **Export Attainment 8 / Progress 8 Calculation Data** check box if you want to create an Excel spreadsheet called Progress8 Calculation Data.xls.

8. Click the **Generate** button.

The SIMS School Report										
Green Abbey School, 14 Apr 2016										
School Details										
Head Teacher	Mr Adrian Blacker			Governance	Community		School Years	Year 7 to Year 13		
School Phase	Secondary			Local Authority	Central Bedfordshire		Pupils of this school	1017		
Pupil Numbers										
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years		
Pupils of this school	160	159	161	178	177	90	92	1017		
Male	50.00% 80	47.17% 75	44.10% 71	48.88% 87	49.15% 87	48.89% 44	47.83% 44	47.98% 488		
Female	50.00% 80	52.83% 84	55.90% 90	51.12% 91	50.85% 90	51.11% 46	52.17% 48	52.02% 529		
Single Reg	160	159	161	178	177	90	92	1017		
Male	80	75	71	87	87	44	44	488		
Female	80	84	90	91	90	46	48	529		
Total Pupil Numbers	160	159	161	178	177	90	92	1017		
Male	80	75	71	87	87	44	44	488		
Female	80	84	90	91	90	46	48	529		
Key Pastoral Factors										
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years		
Free School Meals	8.75% 14	10.06% 16	15.53% 25	10.67% 19	22.60% 40	11.11% 10	15.22% 14	13.57% 138		
English as Addl Language	2.50% 4	8.81% 14	10.56% 17	15.17% 27	9.60% 17	5.56% 5	6.52% 6	8.85% 90		
Pupil Premium	1.25% 2	12.58% 20	20.50% 33	12.92% 23	22.60% 40	12.22% 11		12.68% 129		
Medical Condition	1.88% 3	11.95% 19	1.86% 3	1.12% 2	14.12% 25	15.56% 14	5.43% 5	6.98% 71		
Service Children					0.56% 1	2.22% 2		0.29% 3		
In Care				0.56% 1	0.56% 1		1.09% 1	0.29% 3		
Traveller				1.12% 2				0.20% 2		
Gifted and Talented		3.77% 6		1.12% 2	1.13% 2	1.11% 1	4.35% 4	1.47% 15		

## Understanding the Data Output for each Report Category

The check boxes available for selection from the **School Report** dialog vary depending on your school phase and region. Detailed information relating to the calculations and algorithms used to provide the data results are provided separately for Primary and Secondary schools.

### Why do the percentage figures not add up to 100?

Before explaining the data in the report output, it is important to understand why the percentage figures in some of the report columns do not total 100%. If you have selected the **Show Long Version** check box, both the Session Attendance Summary and the Assessment content are separated into a number of sub-groups, e.g. Pupil Premium/Not Pupil Premium; Prior Attainment Low/Middle/High, etc.

When percentages are presented for sub-groups, e.g. Session Attendance Summary for Authorised Absence, Year 7, FSM and Not FSM, a calculation is conducted to reach the percentage figures shown:

The number of FSM pupil Authorised Absences is multiplied by 100, and then divided by the number of possible FSM pupil Attendances.

The number of Not FSM pupil Authorised Absences is multiplied by 100, and then divided by the number of possible Not FSM pupil Attendances.

By performing the calculation in this way, it is possible to see whether or not having Free School Meals is a predictor for higher or lower Authorised Absences.

## Notes about Attainment

When calculating the Assessment content, any Attainment results recorded in the selected Assessment Term are identified for the pupil/students of a Year Group or sub-group that is included in the report. By default, the Assessment Term is the last fully completed term before the selected Reference Date. If a recorded grade is not present in the selected Assessment Term, a search of previous terms is conducted, as far back as the Summer half-term of the previous academic year, ceasing at the first grade that is identified. This grade is used in the Attainment calculation because it is the most recent result available.

The basic contents of each data area are listed below:

## School Details

The results for all these criteria are shown collectively in one panel.

- the name of the **Head Teacher**
- the **School Phase**
- the **Governance**
- the name of the **Local Authority**
- the **School Years** taught
- the number of **Pupils of this school**. This figure includes only those pupils who are recorded as Single Registration, Dual Subsidiary or Dual Main Registration on the reference date. This figure excludes Guest pupils. The number of Guest pupils is included in the **Pupil Numbers** section of the report, even though they are not considered in any other section of the report.

The SIMS School Report					
Green Abbey School, 14 Apr 2016					
School Details					
Head Teacher	Mr Adrian Blacker	Governance	Community	School Years	Year 7 to Year 13
School Phase	Secondary	Local Authority	Central Bedfordshire	Pupils of this school	1017

## Pupil Numbers

The results for all these criteria are shown collectively in one panel.

- the total number of **Pupils of this school** in each National Curriculum Year Group
- the total number of pupils of each **Gender** with a percentage breakdown
- the number of **Single Registered** pupils and the total number of each Gender
- the **Total Pupil Numbers** in each Year Group.

Pupil Numbers										
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years		
Pupils of this school	159	160	180	176	159	91	90	1015		
Male	47.17% 75	44.38% 71	48.33% 87	48.86% 86	50.31% 80	48.35% 44	53.33% 48	48.37% 491		
Female	52.83% 84	55.63% 89	51.67% 93	51.14% 90	49.69% 79	51.65% 47	46.67% 42	51.63% 524		
Single Reg	159	160	180	176	159	91	90	1015		
Male	75	71	87	86	80	44	48	491		
Female	84	89	93	90	79	47	42	524		
Total Pupil Numbers	159	160	180	176	159	91	90	1015		
Male	75	71	87	86	80	44	48	491		
Female	84	89	93	90	79	47	42	524		

## Key Pastoral Factors

All of the pastoral factors are shown as a total number of pupils as well as a percentage breakdown. The results for all these criteria are shown collectively in one panel.

- the total number of pupils in each Year Group who are entitled to **Free School Meals**
- the total number of pupils in each Year Group who study **English as an Additional Language**
- the total number of pupils for whom the **Pupil Premium Allowance** is paid
- the total number of pupils who are recorded as having a **Medical Condition**
- the total number of pupils who are **Service Children**
- the total number of pupils who are recorded as **In Care**
- the total number of pupils who are recorded as **Travellers**
- the total number of pupils who are recorded as **Gifted and Talented**
- the total number of pupils who are recorded as having **SEN Needs**
- the total number of pupils who have been assigned a **SEN Status**.

Where a category contains no data, a line is not displayed.

Key Pastoral Factors										
	Year N2	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years	
Free School Meals		24.59% 15	15.00% 9	15.00% 9	22.03% 13	21.31% 13	18.97% 11	23.73% 14	19.18%	84
English as Add'l Language	25.00% 5	27.87% 17	25.00% 15	26.67% 16	10.17% 6	22.95% 14	6.90% 4	3.39% 2	18.04%	79
Pupil Premium		24.59% 15	15.00% 9	20.00% 12	25.42% 15	22.95% 14	31.03% 18	32.20% 19	23.29%	102
Medical Condition	5.00% 1	14.75% 9	6.67% 4	13.33% 8	8.47% 5			5.08% 3	6.65%	30
Service Children				3.33% 2	3.39% 2	3.28% 2	1.72% 1	3.39% 2	2.05%	9
In Care		1.64% 1	1.67% 1	3.33% 2	1.69% 1				1.14%	5
Traveller		1.64% 1	1.67% 1	3.33% 2	1.69% 1				1.14%	5
Gifted and Talented					5.08% 3	4.92% 3	3.45% 2	3.39% 2	2.28%	10
SEN Needs			6.67% 4		5.08% 3	1.64% 1		5.08% 3	2.51%	11
SEN Status			6.67% 4	11.67% 7	5.08% 3	1.64% 1		5.08% 3	4.11%	18

## Session Attendance Summary

The results for each of these criteria are shown in a dedicated panel so there will be seven separate panels for this data area.

- the percentage of total Attendance for each Year Group
- the percentage of Authorised Absence for each Year Group
- the percentage of Unauthorised absence for each Year Group
- the number of Persistent Absence  $\geq 10\%$  for each Year Group
- the percentage of AEA (Authorised Educational Absence)
- the percentage of pupils recorded Present including AEA

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- the percentage of recorded Lates.

Session Attendance Summary (01 Sep 2015 - 13 Apr 2016) for Attendance								
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years
All	96.46%	96.15%	96.07%	96.47%	80.94%	95.64%	96.36%	93.57%
Male	96.38%	96.23%	96.13%	96.47%	84.74%	95.30%	96.19%	94.15%
Female	96.55%	96.09%	96.02%	96.48%	77.27%	95.97%	96.51%	93.04%
FSM	96.65%	96.46%	96.00%	95.55%	84.00%	94.73%	95.99%	92.49%
Not FSM	96.45%	96.12%	96.08%	96.58%	80.04%	95.76%	96.43%	93.74%
CLA	0%	0%	0%	96.90%	93.02%	0%	96.90%	95.61%
Not CLA	96.46%	96.15%	96.07%	96.47%	80.87%	95.64%	96.35%	93.56%
CLA or FSM	96.65%	96.46%	96.00%	95.55%	84.00%	94.73%	96.05%	92.52%
Not CLA or FSM	96.45%	96.12%	96.08%	96.58%	80.04%	95.76%	96.42%	93.74%
Pupil Premium	96.90%	96.03%	96.04%	95.58%	84.00%	94.93%	0%	92.14%
Not Pupil Premium	96.46%	96.17%	96.08%	96.61%	80.04%	95.74%	96.36%	93.78%
PA Low	0%	0%	0%	96.39%	95.52%	96.32%	96.24%	96.30%
PA Middle	0%	0%	0%	96.63%	80.04%	95.59%	96.44%	90.44%
PA High	0%	0%	0%	96.36%	80.31%	95.61%	96.17%	89.84%
EAL	95.45%	95.96%	95.85%	96.77%	90.99%	95.74%	96.12%	95.22%
Not EAL	96.49%	96.17%	96.10%	96.42%	79.87%	95.64%	96.38%	93.41%
SEN	97.05%	96.79%	96.51%	96.38%	93.93%	0%	0%	96.39%
Not SEN	96.44%	96.12%	96.04%	96.48%	80.71%	95.64%	96.36%	93.47%
Traveller	0%	0%	0%	90.31%	0%	0%	0%	90.31%
Not Traveller	96.46%	96.15%	96.07%	96.54%	80.94%	95.64%	96.36%	93.58%

**Key to Abbreviations**

- CLA = Child Looked After
- EAL = English as an Additional Language
- FSM = Free School Meals
- PA = Prior Attainment:
  - PA Low = Below 2B
  - PA Middle = 2B
  - PA High = Above 2B.
- SEN = Special Educational Needs.

**Conduct Summary**

The results for these criteria are shown collectively in one panel.

- the total number of incidents for Behaviour and Achievement for each Year Group
- the total number of Behaviour and Achievement points for each Year Group
- the Total of each for the entire school.

Conduct Summary (01 Sep 2015 - 14 Apr 2016)								
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years
Behaviour Incidents	11	13	35	35	51	18	4	167
Achievements	26	48	36	20	33	6	14	183
Behaviour Points	140	155	420	375	565	310	40	2005
Achievement Points	370	790	455	320	480	125	160	2700

## Exclusions

The results for these criteria are shown collectively in one panel.

- The **Number of Exclusions** for each Year Group
- the **Total Days** excluded
- the **Maximum Duration** of any exclusion
- the **Number of Permanent Exclusions**.

Exclusions (01 Sep 2015 - 14 Apr 2016)								
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years
Number of Exclusions	0	0	0	0	1	0	1	2
Total Days	0	0	0	0	5	0	0	5
Maximum Duration	0	0	0	0	5	0	0	5
Number of Permanent Exclusions	0	0	0	0	0	0	1	1

## Achievement Details

The total number of each Type of Achievement that has been recorded against a pupil/student in each Year Group. The results for these criteria are shown collectively in one panel.

Achievement Details (01 Sep 2015 - 14 Apr 2016)								
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years
Academic Achievement	4	5	0	1	3	0	0	13
Community Event	0	5	0	0	0	0	0	5
Excellent Effort	8	19	5	8	9	1	1	51
Extra-curricular Activity	1	2	10	7	12	0	9	41
Excellent Attendance	0	0	1	1	0	0	0	2
Musical Activity	5	2	1	0	0	1	2	11
Outstanding Work	2	11	2	2	5	4	1	27
Sporting Representation	6	4	17	1	4	0	1	33
<b>Total Achievements</b>	<b>26</b>	<b>48</b>	<b>36</b>	<b>20</b>	<b>33</b>	<b>6</b>	<b>14</b>	<b>183</b>

## Behaviour Details

The total number of each Type of Behaviour Incident that has been recorded against a pupil/student in each Year Group. The results for these criteria are shown collectively in one panel.

Behaviour Details (01 Sep 2015 - 14 Apr 2016)								
	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	All Years
Assault	0	0	1	0	0	0	0	1
Bullying	0	0	0	0	0	2	0	2
Defiance	1	0	4	5	4	1	0	15
Disruptive Behaviour in Class	1	1	4	7	3	1	1	18
Damage to Property	0	0	2	1	0	0	0	3
Disruptive Behaviour Outside the Classroom	0	0	0	1	3	0	0	4
Not Equipped for Lesson	1	0	4	6	4	2	0	17
Homework Issue	2	2	5	6	10	4	1	30
Inadequate Work in Class	1	3	2	2	12	4	1	25
Lunchtime Incident	1	0	0	0	1	0	0	2
Rudeness	0	0	5	4	5	1	0	15
Truancy	2	0	0	0	0	0	0	2
Incorrect Uniform/Jewellery etc	2	6	8	3	8	1	1	29
Verbal Abuse - Pupil	0	1	0	0	1	2	0	4
<b>Total Behaviour Incidents</b>	<b>11</b>	<b>13</b>	<b>35</b>	<b>35</b>	<b>51</b>	<b>18</b>	<b>4</b>	<b>167</b>

### Key Stage 2 Attainment - Reading, Writing and Maths

The results for each of these criteria are shown in a dedicated panel, for each Year Group and each term for Reading, Writing and Maths so there will be multiple separate panels for this data area.

- EAL Steps
- P Scales
- Pre National Curriculum grades other than EAL Steps and P Scales
- the number and percentage of pupil/students with a grade in sub levels 2b to 6a
- Coverage.

	EAL	P Sc	Other	<2b	2b	2a	3c	3b	3a	4c	4b	4a	5c	5b	5a	6c	6b	6a	Coverage			
All												14.3%	28.6%	2		28.6%	2	14.3%	1	14.3%	1	7(7)/31
Male													33.3%	1		33.3%	1	33.3%	1	33.3%	1	3(3)/15
Female												25.0%	1	25.0%	1	25.0%	1	25.0%	1			4(4)/16
EAL																						0
Not EAL												14.3%	1	28.6%	2	28.6%	2	14.3%	1	14.3%	1	7(7)/31
SEN													25.0%	1		50.0%	2	25.0%	1	25.0%	1	4(4)/18
Not SEN												33.3%	1	33.3%	1			33.3%	1			3(3)/13
Traveller																						0
Not Traveller												14.3%	1	28.6%	2	28.6%	2	14.3%	1	14.3%	1	7(7)/31

### Key Stage 2 Attainment vs Target

The results for each of these criteria are shown in a dedicated panel, for each Year Group and each term for Reading, Writing and Maths so there will be multiple separate panels for this data area. Schools in Wales will report on Maths and one or other of English as a First Language (EFL) or Welsh as a First Language.

- the number and percentage of pupils with a grade in cumulative levels >=1 to >=6
- pupil/students with a recorded grade between the selected report term and the previous Summer term and a recorded target in the selected report term or later in the academic year showing figures for Below, On and Above Target.
- Coverage.

	>=1	>=2	>=3	>=4	>=5	>=6	Coverage	Below	On	Above	Coverage										
All	100%	7	100%	7	100%	7	100%	7	85.7%	6	42.9%	3	7(7)/31	57.1%	4	28.6%	2	14.3%	1	7(7)/31	
Male	100%	3	100%	3	100%	3	100%	3	66.7%	2	33.3%	1	3(3)/15	66.7%	2	33.3%	1			3(3)/15	
Female	100%	4	100%	4	100%	4	100%	4	75.0%	3	25.0%	1	4(4)/16	50.0%	2	25.0%	1	25.0%	1	4(4)/16	
EAL													0								0
Not EAL	100%	7	100%	7	100%	7	100%	7	85.7%	6	42.9%	3	7(7)/31	57.1%	4	28.6%	2	14.3%	1	7(7)/31	
SEN	100%	4	100%	4	100%	4	100%	4	50.0%	2	50.0%	2	4(4)/18	50.0%	2	25.0%	1	25.0%	1	4(4)/18	
Not SEN	100%	3	100%	3	100%	3	100%	3	66.7%	2	33.3%	1	3(3)/13	66.7%	2	33.3%	1			3(3)/13	
Traveller													0								0
Not Traveller	100%	7	100%	7	100%	7	100%	7	85.7%	6	42.9%	3	7(7)/31	57.1%	4	28.6%	2	14.3%	1	7(7)/31	

Please refer to *Key Stage 2 Assessment* for details of the aspects used.

## Average Point Score for KS2

The average points score for each of Reading, Writing and Maths, by Year Group.

	APS	Coverage
All	35.00	7(7)/31
Male	37.00	3(3)/15
Female	33.50	4(4)/16
EAL	0	0
Not EAL	35.00	7(7)/31
SEN	36.50	4(4)/18
Not SEN	33.00	3(3)/13
Traveller	0	0
Not Traveller	35.00	7(7)/31

## Progress from Key Stage 1

Based on EYFS grades.

## Progress from Last Summer in Key Stage 2

Based on end of KS1 results.

	<0	0	1	2	3	4	5	6	7	>=8	Coverage			
All	14.3%	1	14.3%	1	14.3%	1			14.3%	1	42.9%	3	7(7)/31	
Male	33.3%	1									66.7%	2	3(3)/15	
Female			25.0%	1		25.0%	1			25.0%	1	25.0%	1	4(4)/16
EAL														
Not EAL	14.3%	1	14.3%	1		14.3%	1			14.3%	1	42.9%	3	7(7)/31
SEN	5.6%	1										16.7%	3	4(4)/18
Not SEN			7.7%	1		7.7%	1			7.7%	1			3(3)/13
Traveller														
Not Traveller	14.3%	1	14.3%	1		14.3%	1			14.3%	1	42.9%	3	7(7)/31

## Key Stage 4 Assessment

- the total number of pupils/students in Years 10 and 11 who achieved 5A\*-C including English and Maths
- 5A\*-C
- 5A\*-G
- Attainment 8 and Progress 8 Measures
- Coverage for the A\* measures (pupil/students for whom at least one relevant result was found).

Please refer to *Key Stage 4 Assessment* for details of the aspects used.

## Appendix

A summary of each of the report categories that have been included in the report is printed on the final page of the report output.

Appendix	
School Report Run-time settings	Reference Date: Only students on roll at the Reference Date are considered. Report Term: Student grades in the chosen term are considered, or if not present, the system searches for a grade as far back as the previous Summer term. Show Expanded version: The Attendance and Assessment sections of the report will be analysed in to significant sub-groups such as PPA and non-PPA. Year: National Curriculum Year. PA: Prior Attainment for KS4 refers to end of Key Stage 2 Average Points Score. Note: Report rows for Prior Attainment sub-groups are always hidden for schools that have not set up either the relevant Keystage Validated Result Set or Average Point Score aspect.
School Details	Pupil Numbers: The number of pupils with Single or Dual Main registration types at the report Reference Date.
Pupil Numbers	On Roll: The number of pupils with Single or Dual Main registration types at the report Reference Date.
Key Pastoral Factors	The following categories are reported: Free School Meals (FSM), English as an Additional Language (EAL), Pupil Premium Allowance (PPM), Those having a recorded Medical Condition, Service Families, In Care, Young Carers, Travellers. Empty categories in the section are always hidden.
Session Attendance Summary	Attendance marks for the current (system) date are not included. AEA: Approved Educational Activity. Present: Includes Lates. Attendance: Present or AEA.
Conduct Summary	Where Behaviour or Achievement incidents apply to multiple pupils, the incident and points are included in the relevant years.
Exclusions	The number of pupils recorded with exclusions at the Report Reference Date. SIMS allows Part Time Exclusions to be recorded without specifying their duration. Such 'zero length' exclusions are included as Exclusions in the report, contributing to the number of exclusions but not to the Total days or Maximum duration.
Achievement Details	Where an Achievement applies to multiple pupils, it is included in the relevant years.
Behaviour Details	Where a Behaviour incident applies to multiple pupils, it is included in the relevant years.
Assessment	Coverage: A quality measure for the assessment information presented in the columns to the left: N R T, where N is the number of pupils included in the calculation, R is the number of pupil grades found in the selected Report Term (i.e. for which the system did not have to search back through earlier terms) and T is the total number of pupils.
Key Stage 4 KPIs	Discounting is not considered in the calculation of Key Stage 4 Key Performance Indicators in this report. Results for exams taken in Year 10 must be recorded as Year 10 Summer Actual attainment to be included in Year 11 calculations.

## School Report Glossary Definitions

**Achievement types in use:** All Achievement Types assigned at least once during the reporting period to at least one pupil/student of a Year Group that is included in the report.

**All possible sessions:** All registration sessions (A.M. or P.M.) that pupil/students were eligible to attend during the reporting period. Sessions for days on which the school was closed, sessions on days when a pupil/student was not on-roll at the school, and sessions where the pupil/student's attendance was not required are excluded. Any missing marks are treated as unauthorised absence.

**Attendance Reporting Period:** The report Start Date to up to including the report Reference Date or yesterday, whichever is earlier. The Report Start Date and report Reference Date must lie within the same Academic Year.

**Behaviour Incident types in use:** All Behaviour Incident types assigned at least once during the reporting period to at least one pupil/student of a Year Group that is included in the report.

**Coverage:** For some information presented in the report, it is important to know how many pupil/students were included, from the total population of those who could have been included. For example, when calculating Progress 8, only pupil/students for whom a calculation of the average of their English and Maths Fine Grade points scores at Key Stage 2 are included. In addition, for some calculations based on recorded grades, it is important to understand how many pupil/students' grades came from the selected report half-term as opposed to an earlier half-term. This contextual information is referred to as the 'Coverage' of the calculation, and it is calculated in the following way:

**N (R) / T**, where:

- **N** = the number of pupil/student grades considered in the calculation, this can also include data from previous terms.
- **R** = the number of pupil/student grades identified within the selected report half-term.
- **T** = the total number of pupil/student grades that could have been considered.

For example, the School Report contains a **Key Stage 2 Attainment vs Target** area. In order to include a pupil/student in this calculation, both a Grade and a Target must be available for a given subject.

When calculating the number of the 120 pupils in Year 3 who are **Below, On** and **Above** their target for Maths, 90 results can be identified in the selected half-term, and a further 20 results in a previous half-term. The calculation for the 'Coverage' figure is shown as:

110 (90) / 120. This indicates that 110 pupil/student grades were considered in the calculation, of which 90 were found in the report half-term, out of a possible total of 120.

**End of Year Target:** A separate End of Year Target aspect is not provided with the Capita resources, so 'End of Year Target' means the Summer second half-term target.

**Key Stage:** The National Curriculum is organised into blocks of years called Key Stages (KS). At the end of each Key Stage, teachers formally assess pupil/students' performance to measure their progress. Please refer to the Key Stage Assessment Relationships section.

**Level:** A measure of attainment in the National Curriculum. Levels 1 to 8 cover Key Stages 1 to 3. Levels are each divided in to three Sub Levels.

#### Points/Level Equivalence

Sub Level	Points
1C	7
1B	9
1A	11
2C	13
2B	15
2A	17
3C	19
3B	21
3A	23
4C	25
4B	27

Sub Level	Points
4A	29
5C	31
5B	33
5A	35
6C	37
6B	39
6A	41
7C	43
7B	45
7A	47
8C	49
8B	51
8A	53

**Regressed Year Target:** A target for a half-term within a year, based on the End of Year Target, and the expected progress for the Key Stage.

**Report Half Term:** The half-term from which Assessment data is drawn for the report, the most recently completed half-term before the report Reference Date, or earlier.

**Report Reference Date:** The date for which data is drawn for the report is based on a single specific date. For example, the number of pupil/students who are recorded as on-roll on the report Reference Date.

**Reporting period:** This is the report Start Date up to and including the report Reference Date. Both of these dates must lie within the same Academic Year.

**Subjects in use:** All curriculum subjects studied by at least one pupil/student that are referenced by the report during any part of the reporting period.

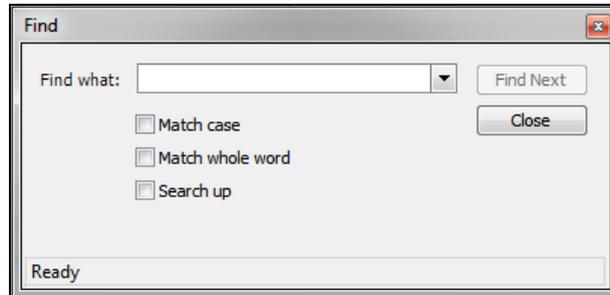
**Sub Level:** Each National Curriculum level is further divided in to three, e.g. Level 5 is divided in to 5C, 5B, and 5A. Sub Level 'A' is higher in points value than 'B'.

## Modifying the School Report Output

There are a number of options that enable you to modify the report output.



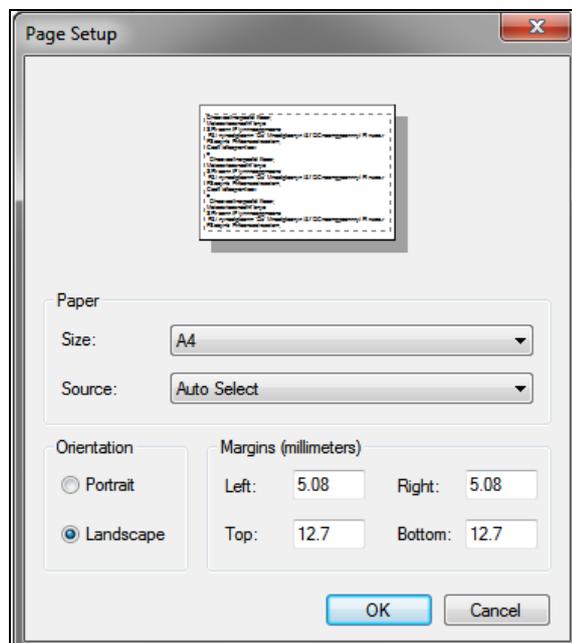
1. Click the **Search** button to display the **Find** dialog.



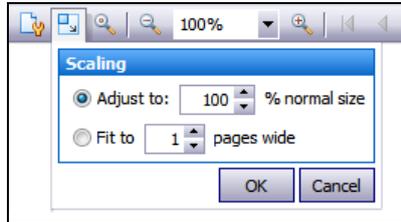
2. Enter the required term or phrase in the **Find what:** field and click the **Find Next** button to begin the search.
3. Select the **Match case**, **Match whole word** or the **Search up** check boxes. Selecting the **Search up** check box enables you to search backwards to the first page of the report output.
4. Click the **Close** button when you have completed the search.
5. Click the **Print** button to display the **Print** dialog.



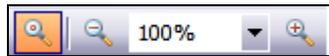
6. Click the **Page Setup** button to display the **Page Setup** dialog.



7. Change the settings to your own requirements and click the **OK** button to print the report.
8. Click the **Scale** button, change the settings and click the **OK** button.



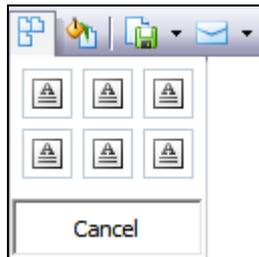
9. Click the **Magnifier** button to enlarge the report display, then click the **Zoom In** and **Zoom Out** buttons until you have restored the display to the default size of 100%.



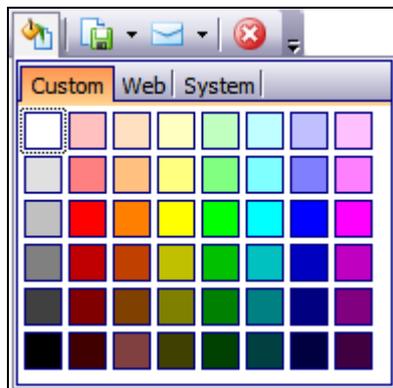
10. You can scroll through the pages of the report by clicking the **First Page**, **Previous Page**, **Next Page** and **Last Page** buttons.



11. Click the **Multiple Pages** button and select the required page configuration for the report output.



12. Click the **Color** button to display the **Color Palette**.

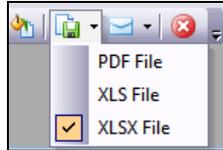


13. Select the required colour from the **Custom**, **Web** or **System** tabs to customise the report output to your own requirements.

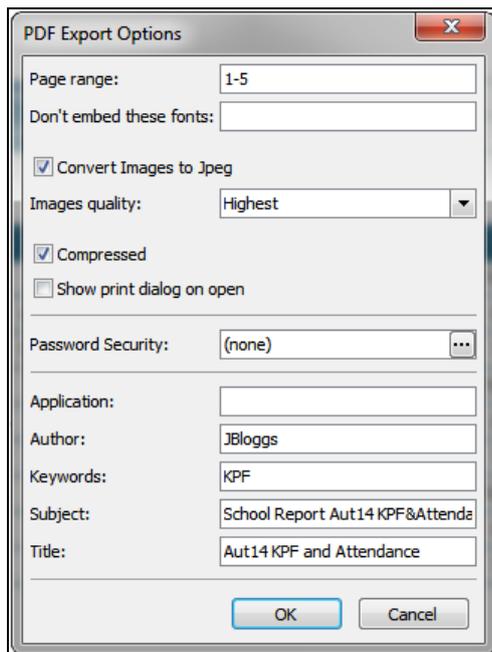
## Exporting the School Report

The School Report output can be exported in a variety of formats, depending on your requirements.

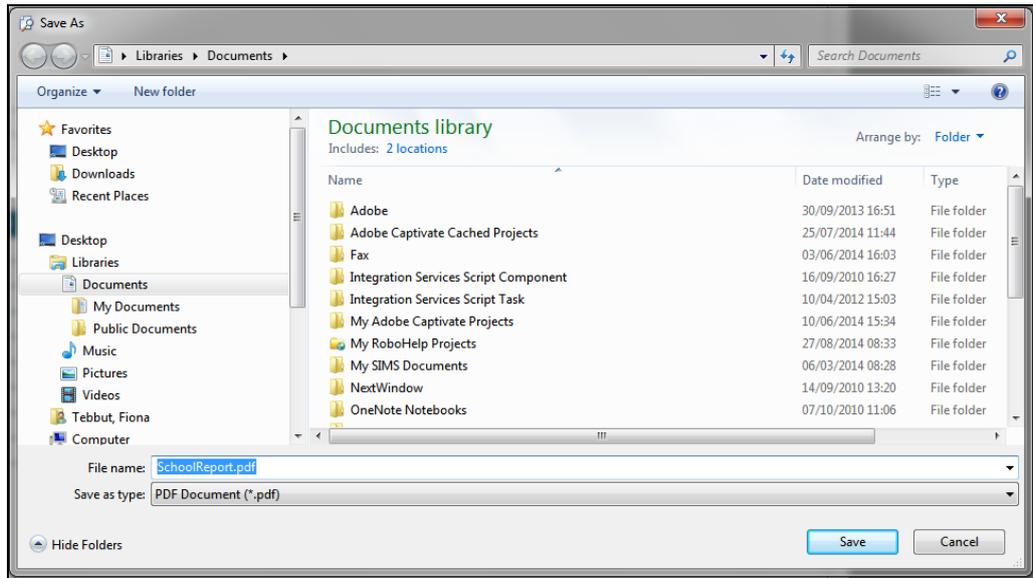
1. Click the **Export Document** button and select the applicable option from the drop-down list.



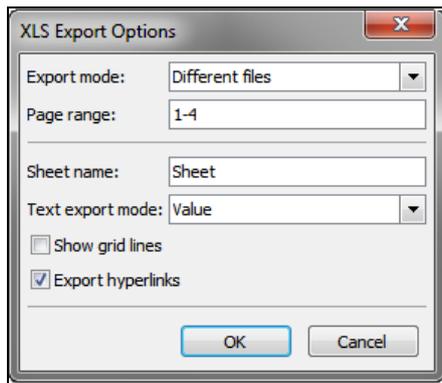
2. Select the **PDF File** option to display the **PDF Export Options** dialog.



3. Specify the required preferences and click the **OK** button to display the **Save As** dialog.



4. Navigate to a suitable storage location, assign an appropriate **File name** to the .PDF and click the **Save** button.
5. Alternatively, select either the **XLS** or the **XLSX** option from the **Export Document** drop-down list to display the relevant **Export Options** dialog.



The preferences available for selection from the **XLS** and the **XLSX Export Options** dialogs are the same.

6. Specify the required print preferences and click the **OK** button to display the **Save As** dialog.
7. Navigate to a suitable storage location, provide an appropriate **File name** for the document and click the **Save** button.

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