

NOTE: The content of the graphics (dates, names, etc.) are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

Preparing for the School Census Summer 2025 Return

**English Secondary phase
schools**

applicable to 7.222 onwards

Preparation Guide

School Census Summer 2025 Preparation Checklist

For the latest checklist, please refer to the [Preparation checklists](#) article.

Use this check list to tick off each of the preparation tasks when they have been completed.

| Complete | Task Description |
|--------------------------|--|
| <input type="checkbox"/> | Check with your System Administrator/Manager that you have the appropriate permissions to run the School Census and to record associated data (please see <i>Setting SIMS Permissions</i> on page 3). |
| <input type="checkbox"/> | Upgrade to the SIMS 2025 Spring Release (SIMS 7.222) or later as soon as possible to enable dry runs to be carried out (please see <i>What Version of SIMS is Required?</i> on page 4). |
| <input type="checkbox"/> | Check with your System Administrator/Manager that the latest fileset version has been imported (please see <i>Importing Revised Filesets for Validation and Reports</i> on page 5). |
| <input type="checkbox"/> | Carry out a dry run to determine what information needs to be updated (please see <i>Why Carry out a Dry Run?</i> on page 11). |
| <input type="checkbox"/> | Check School Level information (please see <i>Preparing School Level Information</i> on page 17). |
| <input type="checkbox"/> | Check school Support Unit Details (please see <i>Checking School Support Unit Details</i> on page 20). |
| <input type="checkbox"/> | Ensure that leavers and re-admissions have been recorded (please see <i>Recording Leavers and Re-Admissions</i> on page 25). |
| <input type="checkbox"/> | Ensure that any student records created in error have been deleted (please see <i>Deleting Student Records Entered in Error</i> on page 28). |
| <input type="checkbox"/> | Check the students' basic details, e.g. name, date of birth, sex, etc. (please see <i>Checking Student Details</i> on page 29). |
| <input type="checkbox"/> | Check the students' various registration details, e.g. enrolment status, admission date, year taught in, UPN, part-time information, Alternative Provision Placement, etc. (please see <i>Checking Registration Details</i> on page 31). |
| <input type="checkbox"/> | Check the students' home address information (please see <i>Checking Home Address Information</i> on page 46). |
| <input type="checkbox"/> | Check the students' eligibility for free school meals (please see <i>Checking Free School Meals Eligibility</i> on page 48). |
| <input type="checkbox"/> | Check the students' ethnic and cultural information (please see <i>Checking Ethnic and Cultural Information</i> on page 49). |
| <input type="checkbox"/> | Check any additional information required for the return (please see <i>Checking Additional Information</i> on page 50). |

| Complete | Task Description |
|--------------------------|--|
| <input type="checkbox"/> | Check Special Educational Needs information (please see <i>Checking Special Educational Needs Information</i> on page 52). |
| <input type="checkbox"/> | Check exclusions information (please see <i>Preparing Exclusions Information</i> on page 55). |
| <input type="checkbox"/> | Check attendance data (please see <i>Preparing Termly Attendance Information</i> on page 57). |
| <input type="checkbox"/> | Check top-up funding information (please see <i>Updating Students with Top-Up Funding</i> on page 58). |
| <input type="checkbox"/> | Update Funding and Monitoring details as required by the DfE (please see <i>Updating Funding and Monitoring</i> on page 61). |
| <input type="checkbox"/> | Check adopted from care information (please see <i>Updating Students Post Looked After Arrangements</i> on page 60). |

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Introduction

For the latest School Census dates, up-to-date guidance, including the new information and enhancements, please refer to the [Statutory Returns \(England\) homepage](#).

This preparation guide has been produced to help to identify the most common tasks that need to be carried out before running the School Census Summer Return.

The information in this guide applies to all LA maintained Secondary schools, Middle deemed Secondary schools, All-Through schools (secondary phase) and Pupil Referral Units (secondary phase). It also applies to Academies that cover the Secondary school phase and City Technology Colleges (CTCs).

Where the information relates to a specific school phase, it is indicated in red, e.g. **Applicable to Middle deemed Secondary schools only**.

NOTE The content of the graphics (dates, names, etc.) displayed in this preparation guide are examples only of what you might expect to see when using SIMS to prepare for the forthcoming School Census Return.

How has the School Census Summer Return Changed since Last Year?

For the latest up-to-date guidance, including new information and enhancements, please refer to the online [Statutory Returns \(England\) homepage](#).

Changes to the School Census Summer Return include the following:

School Census Summer 2025 Key Dates

- **Census Date** 15/05/2025

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- **Attendance** collected from 01/01/2025 to 20/04/2025 (**not applicable to Nursery schools**)
- **Exclusions** collected from 01/08/2024 to 20/04/2025 (**not applicable to Nursery schools**)
- **Alternative Provision Placements** collected from 16/01/2025 to 15/05/2025 (**not applicable to Nursery schools**)
- **Funding and Monitoring** collected from 01/08/2024 to 15/05/2025 (**not applicable to Nursery schools**)
- **Learner Support** collected from 01/08/2024 to 15/05/2025 (**not applicable to Nursery or Primary schools**)
- **Free School Meals** collected from 17/01/2025 to 15/05/2025

Attendance

Removing manual attendance **UPDATE**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

Users (Returns Managers) will not be able to add Attendance manually on the return screen. All schools must record attendance using an electronic register.

Attendance Detail Report **UPDATE**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

The description for Code 'C' has been updated from 'Other authorised circumstances' to 'Other authorised exceptional circumstances'.

Detail Reports

Exclusions Report **UPDATE**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

The first line of the Report Criteria has been amended to state: '**Students with suspensions or permanent exclusions**'.

The date range has been moved to the Suspensions line.

Leavers Detail Report **UPDATE**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

The Leavers Detail report now includes the age-at-date information for attendance (e.g. Leavers age 4-15 at 31/08/2024 with attendance (01/01/2025-20/04/2025)).

Attendance Detail Report **UPDATE**

[Routines](#) | [Statutory Returns](#) | [School Census](#)

Text has been added above the attendance grid as a reminder that on roll students are displayed at the top of the grid and that the leavers are displayed below.

NOTE: Leavers are displayed below the On Roll students.

Early Years

Early Years panel **UPDATE**

Routines | Statutory Returns | School Census

The Early Years panel in the census has been amended to display one **age at date** column, which applies to each specific census.

Statutory Return Browse

Consolidated Workstation Patch Identifier **UPDATE**

Routines | Statutory Returns | School Census

When a consolidated workstation patch is installed, the version number will be displayed in the browse (e.g. If the Full Version Number is 7.222.22.1 then the workstation patch version will be displayed as ID 1 in each statutory return browse. On release, the Full Version Number is 7.222.22.0.)

Setting SIMS Permissions

For the latest up-to-date guidance, including the new information and enhancements, please refer to the online [Setting SIMS permissions](#) article.

The following permissions are applicable to users who deal with returns.

Running the Return

To run the return, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g. student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing (please see *Where to find More Information about Permissions* on page 4).

Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager.

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For more information about the Import Fileset functionality, please refer to the applicable preparation guide. To access the SIMS **Documentation Centre**. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**.

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the [Managing SIMS Users, Groups and Databases handbook](#).

The [SIMS Permissions spreadsheet](#) describing the numerous permissions available in SIMS is available on the support portal.

What Version of SIMS is Required?

For the latest up-to-date guidance, including the new information and enhancements, please refer to the online [What version of SIMS is required?](#) article.

To run the return, you must have the latest SIMS Release installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.222 or later.



Importing Revised Filesets for Validation and Reports

For the latest guidance, including new information and enhancements, please refer to the [Importing Revised Filesets for Validation and Reports](#) article.

Applicable to the Personnel Officer, Returns Manager and System Manager

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detail reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS (between releases) by the Personnel Officer, Returns Manager or System Manager.

NOTE Use of the Import Fileset routine between releases is not always required. If updated files are available for import, a notification is displayed on the [support portal](#).

Revised files can be:

- downloaded from the [support portal](#) to a folder of your choice. The files available for download from the portal are zipped. Once the zip file is downloaded it should be unzipped to a folder of your choice. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

IMPORTANT Ensure that the Document Management Server (DMS) is configured correctly before attempting to import the files.

- authorised and deployed to schools via SOLUS3. The Import Fileset routine can then be run by a user at the school who has the appropriate permissions.

IMPORTANT In SOLUS3, administrators must ensure that the SIMS user details (SIMS username and password) and SIMS database are set up in **Targets**.

For more information, please refer to the *SOLUS3 for Local Authorities* handbook.

TIP To check which version of the fileset is currently in use, select **Routines | Statutory Returns | School Census** to display the **Census Return** browser. The **Validation Fileset ID** is displayed in the browser header.

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.

Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.



Additional Resources:

[Setting up and Administering SIMS handbook](#)

Importing the Revised Files

1. In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page, where the current fileset number is displayed.

2. Click the **Browse** button to display the **Open** dialog.
3. Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: <Fileset Number>-StatutoryReturns-<Term and Year>_Fileset.mfs.

IMPORTANT If more than one MFS file is displayed in the **Open** dialog, care should be taken to select the correct file.

4. Highlight the file then click the **Open** button. Alternatively, double-click the required MFS file to return to the **Import Fileset** page.

NOTE The following graphics show example data only.

1 Fileset

Current Fileset Number is 2300

Choose Fileset: C:\2300-StatutoryReturns-Spring 2023_Fileset.nfs

Selected Fileset

| | | | | | |
|----------------|------|---------------------|------------|---------------|--|
| Number: | 2300 | Release Date | 18/11/2022 | Title: | Install files required for the Spring 2023 Statutory Returns |
|----------------|------|---------------------|------------|---------------|--|

Purpose:
Fileset containing all files required to produce the returns included in the Autumn 2023 release

Ready to import

Import Fileset

Details of the selected fileset are displayed, including the version **Number** of the fileset, the **Release Date** and the fileset description (**Title**).

5. Click the **Import Fileset** button to import the fileset into the DMS.
When the import process is finished, **Import successful** is displayed at the bottom left-hand side of the **Fileset** panel and you are advised to restart SIMS. This ensures that the newly imported data will take effect.
6. Click the **OK** button, then restart SIMS.
7. Run the return in the usual way.

 **Completed**

School Census Return Process Flow

For the latest up-to-date guidance, including new information and enhancements, please refer to the [Steps to Producing the Return](#) article.

The following provides a brief outline of the steps involved in producing the School Census Summer Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

1. Upgrade to the latest version of SIMS.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant student and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Student | Bulk Update**) to add missing or correct invalid data, if required.
4. Complete the information on the **Census Return Details** page.
5. Create and validate the return.
6. Resolve any validation errors/queries and then create and validate the return again.

Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

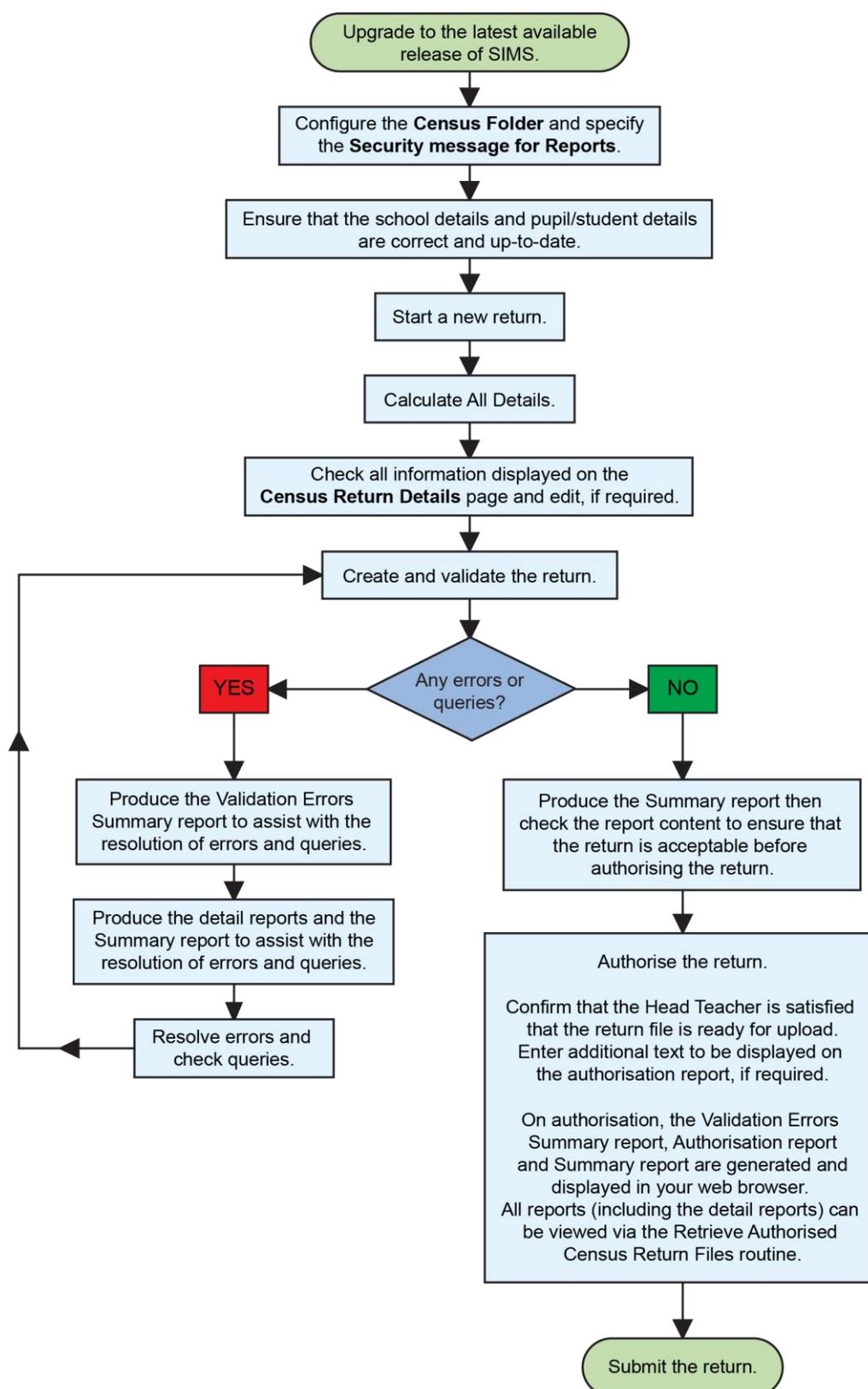
The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.

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7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

The Summary report can be used in conjunction with the detail reports.

8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.



02 | Carrying out a Dry Run

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Why Carry out a Dry Run?

For the latest guidance, including new information and enhancements, please refer to the [Carrying Out a Dry Run](#) article.

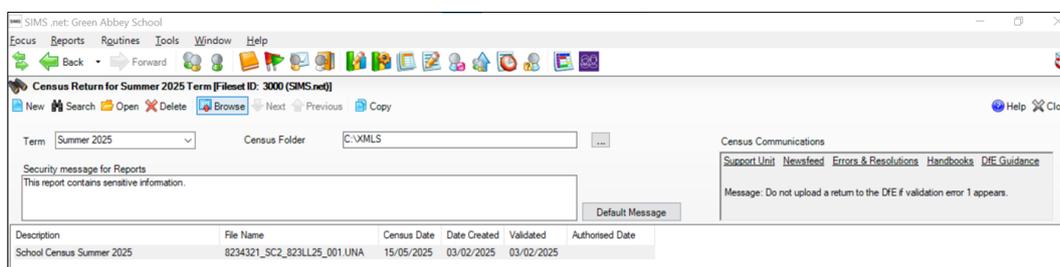
NOTE When you have upgraded to the SIMS 2025 Spring Release (7.222), you can carry out one or more dry runs of the return.

The purpose of a dry run is to produce the Validation Errors Summary, which provides details about any corrections that need to be made to your data to make it acceptable for inclusion in the return. To ensure that you are aware of potential issues, it is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked.

Whilst a significant number of errors may be generated, many of the errors that relate to students, e.g. language, can be fixed quickly using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 22).

The Dry Run Process

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer Term** browser.



2. Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purpose of producing a dry run.

IMPORTANT Due to the sensitive nature of some of the data stored in SIMS, careful consideration should be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc. You should be mindful of your school's responsibilities with respect to information security.

Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (<https://www.gov.uk/service-manual/technology/securing-your-information>). If you are in any doubt, you should consult with your IT Security Officer before proceeding.

3. Click the **New** button to display the **Census Return Details** page.
4. By default, the return **Description** is displayed. Edit the **Description** to any name that will clearly distinguish this dry run from the actual return, which will be generated later, e.g. Summer25Test.
5. Click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
6. If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.
7. Click the **Create & Validate** button to start the validation process, which may take some time depending on the amount of data. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.



Additional Resources:

Detailed information about completing the individual panels on the **Census Return Details** page is available in the *Producing the School Census Summer Return* handbook applicable to your school phase.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel.

| Type | Sequence | Message | Location | Solution |
|------|----------|--|---|--|
| F | 1500 | UPN missing | Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN: | # Go to Focus Student Student Details and add or issue a UPN. |
| F | 1500 | UPN missing | Name: Reid, Rosiel Date of Birth: 2009-03-07, Female/UPN: | # Go to Focus Student Student Details and add or issue a UPN. |
| F | 1940 | Pupils aged 5 and over Language missing or invalid. | Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K8232999140 | # Go to Focus Student Student Details Ethnic/Cultural panel and enter First language |
| F | 2350 | Insufficient Address information provided. | Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H82020709012 | # Go to Focus Student Student Details Addresses and edit pupil's address |
| Q | 1601Q | Please Check: Pupil's age is out of range for school type. | Name: Sungail, Skaisle Date of Birth: 2008-03-28, Female, Age: 12/UPN: B8 | # Go to Focus Student Student Details and enter pupil's date of birth. |
| Q | 1620Q | Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth: | Name: Bennison, Hugol Date of Birth: 2013-02-03, Male/UPN: | # Go to Focus Student Student details and check for duplicate pupil record. |
| Q | 1620Q | Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth: | Name: Bennison, Hugol Date of Birth: 2010-02-03, Male/UPN: V82329991400 | # Go to Focus Student Student details and check for duplicate pupil record. |
| Q | 2350Q | Please check: Pupil record with no address details. | Name: Bellacki, Celia Date of Birth: 2013-08-14, Female/UPN: F82329991400 | # Go to Focus Student Student Details, Addresses and edit pupil's address |

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A student and error search facility is also available.

The following information is provided to help with the resolution of validation failures:

- **Type** - the type of validation rule.
 - Failure (**F** displayed in red) indicates an error that must be resolved.
 - Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.
- **Sequence** - the validation error or query number.

- **Message** - the validation error or query message text.
- **Location** - the specific record in SIMS that contains the error or query.
- **Solution** - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

TIP Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of errors and queries:

- When the mouse pointer is hovered over a **Message, Location** or **Solution**, hover help displays the entire content of that cell.
- The Student Search functionality can be used to display all errors and queries relating to a particular student.
 - a. Enter all or part of a UPN, student's surname or date of birth in the **Student Search** field.
 - b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
 - c. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL, ERRORS, QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
- By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

The order of the items in the list can be changed by clicking the appropriate column heading.

The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required.

The report is saved automatically in the **Census Folder** (specified previously via the census browser). The original report, which was generated when the **Create & Validate** button was clicked is also stored in this folder.

- Your generated report file name: Validation Errors Summary.HTML
- Original report file name:
`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>
 _<SerialNumber>_ValidationErrorsSummary.HTML`

02| Carrying out a Dry Run

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

NOTE All errors must be resolved, and all queries must be investigated.

If at any point you want to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Student | Bulk Update**). For more information, please refer to the [Managing Pupils/Students handbook](#).

Producing Detail Reports

For the latest up-to-date guidance, including new information and enhancements, please refer to the [Producing Detail Reports](#) article.

Detail reports can be used to check the data stored in SIMS that has been used to create the return.

The following reports are currently available, depending on your school phase:

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- Learner Support Report
- Top-up Funding Report
- Funding and Monitoring Report
- Post Looked After Arrangements Report
- Alternative Provision Report
- Permanent Exclusions without Final Review Report

Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.

Selecting Multiple Detail Reports

1. Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
2. If any reports are not required, deselect the associated check box.
3. Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The reports are saved automatically in the folder specified in the **Census Return for Summer Term** browser.

TIP If required, the report can be transferred to a spreadsheet application, which enables the data to be sorted and the column order to be changed, etc. Right-click the report then select the required option, from the drop-down list.

Completed

02 | Carrying out a Dry Run

03 | Preparing School Level Information

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Checking Establishment Details

For the latest guidance, including new information and enhancements, please refer to the [Editing School Information](#) article.

The following establishment details are required for the return and therefore need to be checked to ensure that they are recorded correctly in SIMS:

- **Unique Reference Number** (URN)
- **School Type**
- **School Governance**
- **Intake Type**
- **School Time**

School Time is the total compulsory time students spend in school, in a typical five-day week, i.e. from morning registration to the end of the school day (official home time). This includes breaks and lunchtime but not optional activities before or after school.

The following read-only items are also collected. Please contact your Local Support Unit if the information displayed in SIMS is incorrect.

- **School Name**
- **LA** number
- **Establishment Number**
- **School Phase**
- **Curriculum Years** (highest and lowest national curriculum year group).

03 | Preparing School Level Information

1. Select **Focus | School | School Details** to display the **School Details** page.

1 Establishment

School Name: Green Abbey School

LA: 823 Central Bedfordshire

Establishment Number: 4321

Unique Reference Number: [Empty]

UK Provider Reference Number: [Empty]

School Phase: Secondary

School Type: Comprehensive allthrough 11-18

School Governance: Community

Intake Type: Comprehensive

Previous School Name: [Empty]

Previous Estab Number: [Empty]

Previous URN Number: [Empty]

Boarding Pupils: Nursery Class Special Class or Unit

Head Teacher: Mr Adrian Blacker

Curriculum Years: 7, 13

Pupil Genders: Coeducational

Gender on entry to school: Coeducational

Gender on entry to 6th form: Coeducational

NC Year Start Date (dd/mm): 1 / 9

School Specialism: Arts Business and Enterprise Engineering Humanities

Extended Services: Before school childcare and/or activities for school-age children (term-time) After school childcare and/or activities for school-age children (term-time) Childcare and/or activities, for school-age children during school holidays Childcare integrated with a nursery education place for three and four year old...

No. of Childcare Places: 0

Date Name Changed: [Empty]

Earliest DOA: [Empty]

Date Number Changed: [Empty]

Main Contact: Mr Adrian Blacker

School Time: 32.5

2. Check that the details displayed in the **Establishment** panel are correct.
3. Ensure that the **School Type**, **School Governance** and **Intake Type** are displayed correctly. Select the correct value from the drop-down lists, if required.

NOTE The **School Name**, **LA** number, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.

4. Ensure that the establishment's six-digit **Unique Reference Number** (URN) is entered. The number is available via the Get information about schools website (<https://get-information-schools.service.gov.uk/>), which is a register of schools and colleges in England.
5. Ensure that the **School Time** is entered, i.e. the number of hours and minutes the school is open during a typical week, recorded to two decimal places, e.g. 32.5 hours.
6. If you have edited any information in the **Establishment** panel, click the **Save** button.

Completed

Information for Academies

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**.
Select **Academies** from the applicable drop-down lists.
- The **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Earliest DOA** (date of admission).
This information is used by School Census. If the establishment number (DfE number) has changed for sponsor-led Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.
- The **Previous URN Number** (used by other census returns) and **Date Number Changed**.
This information is used by the School Workforce Census. For all types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Checking School Telephone and Email Information

For the latest guidance, including new information and enhancements, please refer to the [Checking School Telephone and Email](#) article.

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
 - School **Telephone** Number.
1. Select **Focus | School | School Details** to display the **School Details** page.
 2. Click the **Contact Details** hyperlink to display the **Contact Details** panel.

| 3 Contact Details | | | |
|-------------------|--|---------|--|
| Telephone | <input type="text" value="852015"/> | Fax | <input type="text" value="857898"/> |
| Email | <input type="text" value="school@we.com"/>  | Website | <input type="text"/>  |

3. Ensure that a **Telephone** number has been recorded (including the STD code).
4. Ensure that the school's official communications **Email** address has been recorded correctly (it must include the @ character together with a minimum of one full stop).
The email address must be the account used on a regular basis. It must also be accessible to the Head Teacher as it might be used for future DfE correspondence.
5. Click the **Save** button if changes have been made.



Checking Support Unit Details

For the latest guidance, including new information and enhancements, please refer to the [Checking Support Unit Details](#) support article.

The details entered in the **Support Unit Details** panel are not collected in the census. However, a link to your school's support unit website is available from the **Census Return** browser, provided it has been recorded in this panel.

6. Select **Focus | School | School Details**, then navigate to the **Support Unit Details** panel.

| Z Support Unit Details | | | |
|------------------------|---|--------------|---|
| Telephone | <input type="text" value="00000 123456"/> | Main Contact | <input type="text" value="M Smith"/> |
| Email | <input type="text" value="support.unit@details.com"/>  | Website | <input type="text" value="SupportUnitWebsiteHere"/>  |

7. Ensure that your school's support unit **Website** address is entered correctly. To check that the address is correct, click the **View Website** button adjacent to the **Website** field.
8. Check that the **Telephone** number (including the STD code) and **Email** address is entered correctly.
9. Check that the name of the **Main Contact** for your support unit is up to date.
10. Click the **Save** button if changes have been made.



04 | Preparing Student Level Information

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Checking Student Details

For the latest up-to-date guidance, including new information and enhancements, please refer to the [Updating Information Using the Bulk Update Routine](#) article.

Before beginning the School Census return, ensure that all current students are recorded in SIMS and that as far as possible, the information is up-to-date and accurate. Ensure that:

- new students have been added.
- leavers have been recorded as such.

NOTE Ensure that a student’s first language and boarder status are entered before they are recorded as a leaver.

- duplicate or unwanted student records have been deleted.
- part-time details have been checked/updated.

04 | Preparing Student Level Information

The following sections provide additional information and specific instructions on checking and completing Student Level data. Some of this data can be checked/updated using the Bulk Update routine (please see *Updating Information Using the Bulk Update Routine* on page 22).

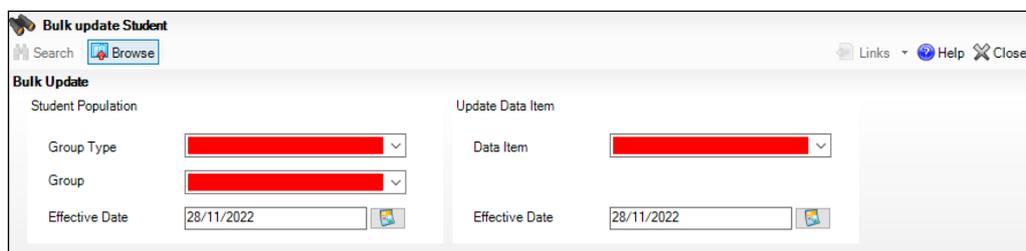
If you have upgraded to the latest SIMS Release, it is strongly recommended that one or more dry runs are carried out to identify the validation errors and queries that need to be resolved (please see *Why Carry out a Dry Run?* on page 11).

Updating Information Using the Bulk Update Routine

To prevent validation errors from occurring, it is advisable to check your SIMS data for accuracy before the return is created and validated.

Many items can be checked using the Bulk Update routine. This functionality enables you to search for missing or invalid data, then update in bulk. For example, it is possible to search for all students who do not have a First Language recorded against their name. From the students found, a value can be assigned to all or several students. This prevents the need to enter/change values manually for individual students.

1. Select **Routines | Student | Bulk Update** to display the **Bulk update Student** browser.



The screenshot shows the 'Bulk update Student' browser interface. At the top, there are 'Search' and 'Browse' buttons. Below this, the 'Bulk Update' section is divided into two columns: 'Student Population' and 'Update Data Item'. Under 'Student Population', there are three fields: 'Group Type' (a red dropdown menu), 'Group' (a red dropdown menu), and 'Effective Date' (a text box containing '28/11/2022' with a calendar icon). Under 'Update Data Item', there are two fields: 'Data Item' (a red dropdown menu) and 'Effective Date' (a text box containing '28/11/2022' with a calendar icon). In the top right corner, there are 'Links', 'Help', and 'Close' options.

2. In the **Bulk Update** panel, select the required **Group Type** and **Group** from the drop-down lists.

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of students to be listed. For example, selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 8**.

If searching for missing information, select the particular data field from the **Group Type** drop-down list, such as **First Language**, and then select a specific **Group**, such as **<NONE>**.

It is also possible to use this functionality to review the data entered for all the students in the school. This is achieved by selecting **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list and then selecting the required **Data Item**.

TIPS Use the horizontal and vertical scroll bars to view additional columns or rows as required. To increase the number of columns visible on the page, right-click any column heading and then select **Narrow Columns** from the pop-up menu.

Bulk Updating Data with the Same Data Item then Editing the Exceptions

Often, the most effective way of populating missing data is to fill all the rows with the same data item and then edit the exceptions (for example, depending on the ethnic range within your school).

The following example illustrates how to set the ethnicity of all students as **English**, then edit the exceptions.

1. Right-click the **English** data entry column header (hover over the heading to see the full title, if required), then select **Check All** from the pop-up menu.

| 1 Members | | | | | | | | | |
|------------------|------------|----------|--------|-------------|---------|------------|----------|--|---|
| Name | Year Group | Assigned | o/Bini | Efik-Ibibio | English | Faan/Ishan | Estonian | | E |
| Aaron, Chris | 10 | English | | | ✓ | | | | |
| Aaron, Jason | 10 | English | | | ✓ | | | | |
| Aaron, Liz | 10 | English | | | ✓ | | | | |
| Aaron, Sophie | 10 | English | | | ✓ | | | | |
| Abbess, Graham | 13 | English | | | ✓ | | | | |
| Abbey, Sean | 13 | English | | | ✓ | | | | |
| Abdullah, Tamwar | 7 | English | | | ✓ | | | | |
| Abimbola, Deon | 8 | Refused | | | | | | | |
| Ackton, Stephen | 10 | English | | | ✓ | | | | |
| Akton, Jordan | 12 | English | | | ✓ | | | | |

All the cells within that column are then populated with ticks.

Edit the exceptions by clicking in the cell associated with the individual student and their status, e.g. the first language of Graham Abbess is Estonian.

| 1 Members | | | | | | | | | |
|------------------|------------|----------|------|-------------|---------|------------|----------|--|----|
| Name | Year Group | Assigned | Bini | Efik-Ibibio | English | Esan/Ishan | Estonian | | Ew |
| Aaron, Chris | 10 | English | | | ✓ | | | | |
| Aaron, Jason | 10 | English | | | ✓ | | | | |
| Aaron, Liz | 10 | English | | | ✓ | | | | |
| Aaron, Sophie | 10 | English | | | ✓ | | | | |
| Abbess, Graham | 13 | Estonian | | | | | ✓ | | |
| Abbey, Sean | 13 | English | | | ✓ | | | | |
| Abdullah, Tamwar | 7 | English | | | ✓ | | | | |
| Abimbola, Deon | 8 | Refused | | | | | | | |

2. Once you have made all the required changes, click the **Save** button to bulk update the records.

Bulk Updating Data for a Selection of Students

There are two methods for selecting more than one student.

- Entering a value for a selection of Students
 - a. Highlight the first student you want to select, then hold down the **Ctrl** key and highlight the other required students.
 - b. Release the **Ctrl** key and then click one of the highlighted cells in the required data item column.

A tick indicates that the student has been assigned that value.

- Entering a value for sequentially listed Students
This method can be used for assigning a value to a group of sequentially listed students. For example, clicking the **Assigned** column heading displays all unassigned student at the top of the list.
 - a. Highlight the first student in the group, hold down the **Shift** key and then click the last student in the group (alternatively, hold down the **Shift** key and press the **Down Arrow** key).
 - b. Release the **Shift** key, then click one of the highlighted cells in the required data item column.

A tick indicates that the student has been assigned that value.

Recording Leavers and Re-Admissions

For the latest guidance, including new information and enhancements, please refer to the [Recording Leavers and Re-Admissions](#) article.

Ensure that all your leavers are taken off-roll and any returning students are re-admitted.

The accuracy of student numbers can be checked by running the Population Analysis (Dated) report (**Reports | Run Report – Focus – Student**). This is a predefined report that gives a breakdown of the number of students (including numbers by sex) for each registration group in each year, together with a grand total.

Recording a Leaver

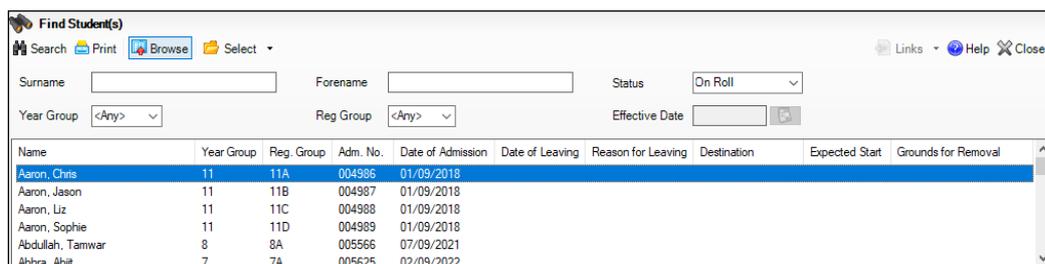
The **Date of Leaving** is collected for all schools with the exception of Nursery schools.

WARNING Recording a **Date of Leaving** and **Reason for Leaving** makes the learner a leaver. This means that some details are then locked and are no longer editable.

1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.

2. Ensure that the **Status** of **On Roll** is selected.
3. Click the **Search** button to display a list of all on-roll students.

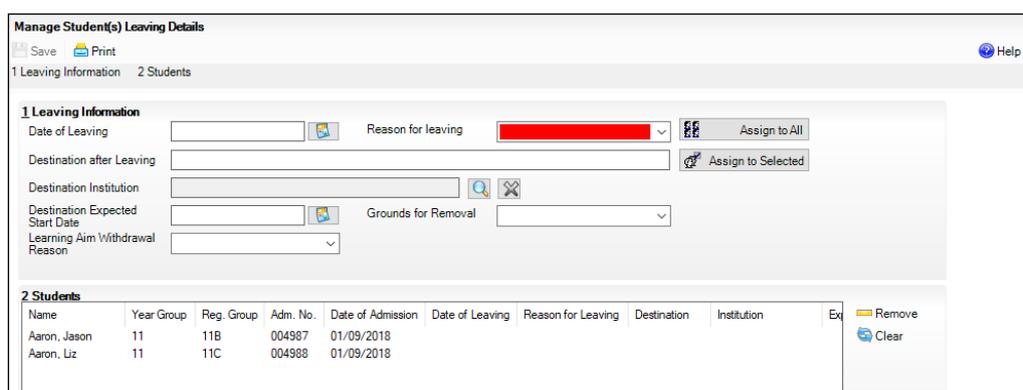
04 | Preparing Student Level Information



The screenshot shows the 'Find Student(s)' interface. At the top, there are search filters: Surname, Forename, Status (set to 'On Roll'), Year Group (<Any>), Reg. Group (<Any>), and Effective Date. Below the filters is a table with the following data:

| Name | Year Group | Reg. Group | Adm. No. | Date of Admission | Date of Leaving | Reason for Leaving | Destination | Expected Start | Grounds for Removal |
|------------------|------------|------------|----------|-------------------|-----------------|--------------------|-------------|----------------|---------------------|
| Aaron, Chris | 11 | 11A | 004986 | 01/09/2018 | | | | | |
| Aaron, Jason | 11 | 11B | 004987 | 01/09/2018 | | | | | |
| Aaron, Liz | 11 | 11C | 004988 | 01/09/2018 | | | | | |
| Aaron, Sophie | 11 | 11D | 004989 | 01/09/2018 | | | | | |
| Abdullah, Tamwar | 8 | 8A | 005566 | 07/09/2021 | | | | | |
| Abhra, Abit | 7 | 7A | 005625 | 02/09/2022 | | | | | |

4. Highlight the students you wish to record as leavers, then click the **Select** button. The selected students are displayed in the **Students** panel.



The screenshot shows the 'Manage Student(s) Leaving Details' interface. It has two main sections: '1 Leaving Information' and '2 Students'.

1 Leaving Information

- Date of Leaving: [Text Field]
- Reason for leaving: [Red Drop-down Menu]
- Destination after Leaving: [Text Field]
- Destination Institution: [Text Field]
- Destination Expected Start Date: [Text Field]
- Learning Aim Withdrawal Reason: [Text Field]
- Grounds for Removal: [Text Field]
- Buttons: Assign to All, Assign to Selected

2 Students

| Name | Year Group | Reg. Group | Adm. No. | Date of Admission | Date of Leaving | Reason for Leaving | Destination | Institution | Ex |
|--------------|------------|------------|----------|-------------------|-----------------|--------------------|-------------|-------------|----|
| Aaron, Jason | 11 | 11B | 004987 | 01/09/2018 | | | | | |
| Aaron, Liz | 11 | 11C | 004988 | 01/09/2018 | | | | | |

Buttons: Remove, Clear

5. In the **Leaving Information** panel, enter the **Date of Leaving** or click the **Calendar** button and select the required date.

The date of leaving should be the date that the student is leaving the school, unless they are transferring from Junior/Primary phase to Secondary phase because Local Authorities normally specify the dates to be used for school transfers so that they match. If you are in any doubt, please contact your Local Authority for advice.

IMPORTANT It is recommended that Year 11 students are not given a **Date of Leaving** until it is confirmed that they will be leaving the school at the end of the Summer term and are not returning to Year 12.

For students who stay on for Year 12, without a gap in learning from Year 11, the DfE expects their **Date of Admission** to be the same as it was when the student was in Year 11. It is also expected that no date of leaving was recorded for the end of Year 11.

6. Select the **Reason for Leaving** from the drop-down list, e.g. **Elective Home Education**, then either:
 - highlight the students to whom this information applies (for multiple selection, use the **Ctrl** or **Shift** functionality) and then click the **Assign to Selected** button; or
 - if the information applies to all the students in the list, click the **Assign to All** button.
7. Enter the **Destination after Leaving**, if known, then use the **Assign to All** or **Assign to Selected** options, as required.
8. Specify the **Destination Institution**, if known.

- a. Click the **Browse** button (adjacent to the **Destination Institution** field) to display the **School Browse** dialog.
 - b. **Search** for, then select the relevant institution. Alternatively, click the **New** button to add a new institution.
 - c. Click the **OK** button(s) to return to the **Leaving Information** panel.
 - d. Use the **Assign to All** or **Assign to Selected** options, as required.
9. Enter the **Destination Expected Start Date** (or select the relevant date from the Calendar), then use the **Assign to All** or **Assign to Selected** options, as required.
 10. If the student is a child deemed missing in education, select the **Grounds for Removal** from the drop-down list, e.g. **E - Distance**, then use the **Assign to All** or **Assign to Selected** options, as applicable.

IMPORTANT To comply with the Children Missing in Education legislation, schools are required to record this information for all students on leaving the school.

11. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Personal**, (applicable to **Secondary, All-Through and Pupil Referral Units only**).
The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of **Withdrawn**.
12. Click the **Assign to All** button or **Assign to Selected** button, as applicable.
13. Click the **Save** button.

TIPS To remove a student from the **Students** list, highlight their record, then click the **Remove** button.

To correct details enter in error, highlight the applicable student, then click the **Clear** button. This removes the details drawn from the **Leaving Information** panel for the selected student only. Re-enter the information as required.

The **Learning Aim Reason** column remains populated after clicking the **Clear** button. However, the data is updated automatically if a different reason is selected and assigned.



Re-Admitting a Student

Any student who leaves the school and subsequently decides to return must be re-admitted.

NOTES Do not remove the leaving date, as the student's period of absence from the school will not be recorded.

However, if a student is intending to leave but subsequently changes their mind and decides not to leave, the date of leaving can be removed, as continuous attendance has been maintained.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Click the **New** button to display the **Add Student** page. It is necessary to enter limited information here as you know that the person already exists.
3. Click the **Continue** button to display a list of **Matched People**, based on the criteria entered on the **Add Student** page.
4. Highlight the required student, then click the **Open** button. The following warning message is displayed:
The selected student is a leaver. Do you want to re-admit the student?
5. Click the **Yes** button if you are certain that this is the student who should be re-admitted. Their details are displayed on the **Student Details** page.
6. Complete the mandatory fields (**Date of birth, Sex, Year Group, Enrolment Status, Year Taught In** and **Admission Date**) and check any other details that may have changed since they were last on-roll, such as their address.
7. Check that the original **UPN** is displayed.
If it did not previously exist, generate a new **UPN** by clicking the button adjacent to the **UPN** field to display the **Issue UPN** dialog.
Select either the **Issue Permanent** or **Issue Temporary UPN** radio button, then click the **OK** button to return to the **Registration** panel.
The temporary/permanent UPN is issued on save.
8. Click the **Save** button to re-admit the student.

NOTE If the student's registration status has changed from when they were previously on-roll, their enrolment status should be changed via **Routines | Student | Change Enrolment Status**.



Deleting Student Records Entered in Error

For the latest guidance, including new information and enhancements, please refer to the [Deleting Pupil/Student Records Entered in Error](#) article.

If there are student records that have been entered in error (such as those resulting in duplicates), ensure that the record is deleted, so that it is not included in the return. This is achieved via **Routines | Student | Delete Student**.

After selecting the required student, you can review and print their details before deciding whether to delete their record permanently.

WARNING The deletion is irreversible; therefore, a student's record must only be deleted if it has been entered in error.



Checking a Student's Basic Details

For the latest guidance, including new information and enhancements, please refer to the [Checking a Pupil's Basic Details article](#).

Ensure that basic details for all students are up-to-date and correct. It may be necessary to make changes for a number of reasons, e.g. to correct inaccurately entered information, legal adoption, change of legal surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
 - **Middle Names**
 - **Legal Surname** (mandatory information in SIMS)
 - **Former Surname**
 - **Preferred Surname** (mandatory information in SIMS)
 - **Sex** (mandatory information in SIMS)
 - **Date of Birth** (mandatory information in SIMS).
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
 2. Search for, then double-click the name of the required student to display the **Student Details** page.

| 1 Basic Details | | Photograph |
|---|---|---|
| Legal Forename | <input type="text" value="Chris"/> |  <input type="button" value="History"/> |
| Middle Name(s) | <input type="text"/> | |
| Legal Surname | <input type="text" value="Aaron"/> | |
| Preferred Surname | <input type="text" value="Aaron"/> | |
| Preferred Forename | <input type="text" value="Chris"/> | |
| Date of birth | <input type="text" value="01/09/2006"/> | |
| Age | <input type="text" value="16 years, 9 months"/> | |
| Sex | <input type="text" value="Male"/> | |
| Pronoun(s) | <input type="text" value="He / Him / His / His / Himself"/> | |
| Birth Certificate Seen | <input type="checkbox"/> | |
| Protect from Bulk Data Deletion | <input type="checkbox"/> | |
| <input type="button" value="Quick Note"/> | | |

3. Check that all the details displayed in the **Basic Details** panel are up-to-date and correct, paying particular attention to the data collected in the return (listed previously).

If a legal change (rather than a correction) is made to the **Legal Forename, Middle Name(s)** or **Legal Surname**, a **Reason** and **Date of Change** must be recorded. A **List of Previous Names** can be viewed/edited via the **History** button.

4. If you want to prevent the selected student's data from being deleted by the Bulk Delete Student Data process, select the **Protect from Bulk Data Deletion** check box.
5. If you have made any changes, click the **Save** button.



More Information:

Recording a Student's Change of Surname on page 30

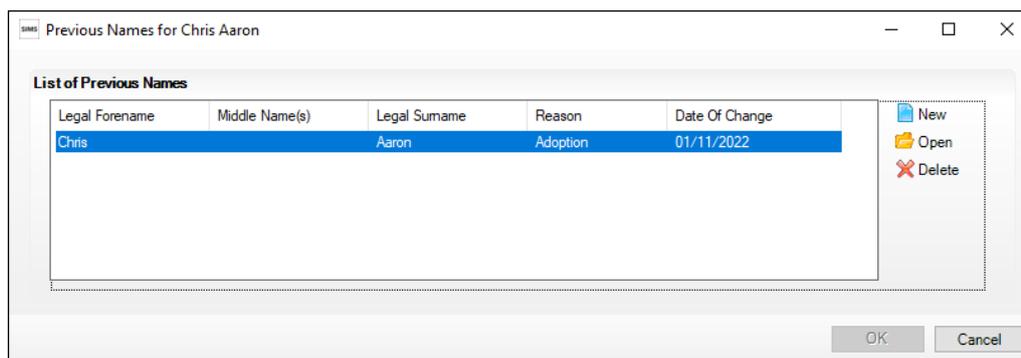
Recording a Student's Change of Surname

It is a requirement of the return that a history of students' previous surname(s) is recorded.

1. In the **Basic Details** panel, edit the student's **Legal Surname**.
2. Click the **Save** button. The following message is displayed:
Is this a correction to the name or a legal change to the student's name? If it is a legal change, please select Yes.
3. Click the **Yes** button to display the **Reason For Change** dialog.

 A screenshot of a Windows-style dialog box titled "Reason For Change". The dialog has a "Details" section with two fields: "Reason" with a drop-down menu and "Date of Change" with a text box containing "01/11/2022" and a calendar icon. At the bottom are "OK" and "Cancel" buttons.

4. Select the applicable **Reason** for change from the drop-down list. This entry is optional but is recommended to maintain a complete history of name changes.
5. The **Date of Change** defaults to today's date but can be amended by clicking the **Calendar** button and selecting an alternative date, if required.
6. Click the **OK** button to return to the **Basic Details** panel.
7. Click the **Save** button.
8. To view a list of the student's previous names, click the **History** button to display the **Previous Names for** dialog.



9. Click the **Cancel** button to return to the **Basic Details** panel.



Completed

Checking Registration Details

For the latest guidance, including new information and enhancements, please refer to the [Checking Registration Details](#) article.

The following registration information is collected in the return and should therefore be checked and corrected, if necessary:

- **Enrolment Status** (mandatory information in SIMS).
The **Student** area of SIMS displays read-only enrolment status information only. A student's enrolment status can be changed via **Routines | Student | Change Enrolment Status**.
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, i.e. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- Unique Pupil Number (**UPN**)
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (applicable to schools with students over the age of 14)
- **Part-Time Details**
- **School Arranged Alternative Provision Placement** details (please see *Checking School Arranged Alternative Provision Placements* on page 36)
- Alternative Provision Admission Reason (**AP Admission Reason**) (applicable to Pupil Referral Units only).

Checking Enrolment Status, Admission Date and Boarder Status

The following information is collected in the return and should therefore be checked and corrected if necessary:

- **Enrolment Status** (mandatory information in SIMS)

NOTE SIMS uses the information in the enrolment status change log to determine enrolment on census day.

Editing of Enrolment Status must be carried out via **Routines | Student | Change Enrolment Status**. PRUs can select **FE College** and **Other Provider**, in addition to the Enrolments Statuses available to non-PRU establishments.

- **Admission Date** (mandatory information in SIMS)
- **Boarder Status**.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

| 2 Registration | | | |
|-----------------------|---------------------|------------------|--------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | Not a Boarder |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | Exam Number | 7000 |
| UCI | 951370217000Y | | |
| Part Time Details | Start Date | End Date | |
| | 26/10/2021 | 31/08/2022 | |

3. In the **Registration** panel, check the student's **Enrolment Status**. A history of the **Enrolment Status History** can be viewed by clicking the adjacent **Search** button. SIMS uses the information in the enrolment status change log to determine enrolment on census day.
To change a student's Enrolment Status, select **Routines | Student | Change Enrolment Status**.
4. Ensure that the **Admission Date** is correct. Edit the date or click the **Calendar** button and select a different date, if required.
5. Check the **Boarder Status**. Select the correct boarder status from the drop-down list, if required.
6. Click the **Save** button.



Checking Unique Pupil Numbers

Ensure that all students have a UPN recorded and that all UPNs are in the correct format. A temporary UPN is acceptable in some circumstances.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

- Navigate to the **Registration** panel.

| 2 Registration | | | |
|-----------------------|---------------------|------------------|--------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | Not a Boarder |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | Exam Number | 7000 |
| UCI | 951370217000Y | | |
| Part Time Details | Start Date | End Date | |
| | 26/10/2021 | 31/08/2022 | |

NOTE for Pupil Referral Units The **Registration** panel displays additional options for PRUs.

| 2 Registration | | | |
|-----------------------|---------------------|---------------------|---------------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | AP Admission Reason | Setting named on EHC plan |
| UCI | 951370217000Y | Exam Number | 7000 |
| Part Time Details | Start Date | End Date | |
| | | | |

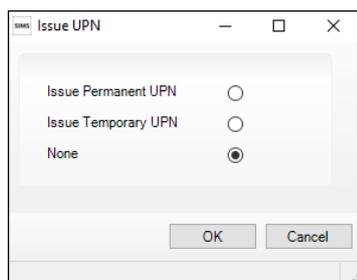
A unique UPN should be entered in the **UPN** field. If the UPN entered has an invalid format, the field turns red, indicating that the UPN is incorrect and should be re-entered.

- Permanent UPNs** are issued to a new student only when it is believed that they have never previously been allocated a UPN or to replace a temporary UPN.
 - Temporary UPNs** are issued to a student when the permanent UPN is not known to the school, e.g. awaiting transfer file/applicant's information. A temporary UPN can be recognised by the letter after the UPN number, e.g. H82020010701A.
- If necessary, issue a new UPN by clicking the **Generate UPN** button adjacent to the **UPN** field to display the **Issue UPN** dialog.



Generate UPN button

04 | Preparing Student Level Information



5. Select either the **Issue Permanent UPN** or **Issue Temporary UPN** radio button.
6. Click the **OK** button to return to the **Registration** panel.
The UPN is generated automatically when the record is saved and the previous UPN is displayed in the **Former UPN** field, if applicable.
7. Click the **Save** button.

NOTE A student who is adopted after being allocated a UPN is often issued with a new permanent UPN. However, the exact process may vary depending on the circumstances and the guidance issued by your LA/DfE. For information about issuing a new UPN for an adopted child, please seek advice from your LA, if applicable. DfE guidance is also available on the [GOV.UK website](https://www.gov.uk).



Checking Unique Learner Numbers

Applicable to schools with students over the age of 14

A Unique Learner Number (ULN) is a 10-digit identifier that is retained and stays with the student's learning record throughout their lives. Currently, this applies to students over the age of 14 involved in UK education or training.

Learning Records Service (previously known as the Managing Information Across Partners Programme) issues and maintains a ULN record for applicable students. ULNs can be obtained in one or more of the following ways:

- The DfE ULN service to upload a CTF file via a web page on the **S2S** website (<http://www.education.gov.uk/researchandstatistics/datatdatam/s2s/a0064650/school-to-school-s2s>).
- The **Learning Records Service** website to obtain individual ULNs (<https://www.gov.uk/government/collections/learning-records-service>).
- The Key to Success website (<https://www.keytosuccess.education.gov.uk/>).

If available, enter a ULN for each student over the age of 14.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

| 2 Registration | | | |
|-----------------------|---------------------|------------------|--------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | Not a Boarder |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | Exam Number | 7000 |
| UCI | 951370217000Y | | |
| Part Time Details | Start Date | End Date | |
| | 26/10/2021 | 31/08/2022 | |

3. In the **Registration** panel, check the content of the **Unique Learner Number** field. Enter the 10-digit identifier, if not currently displayed.

NOTE The **UCI** (Unique Candidate Identifier) and **Exam Number** information is read only. The fields are populated with data held in Examinations Organiser.

4. Click the **Save** button to save any changes, if applicable.

 **Completed**

Checking Part-Time Student Information

Part-time details apply mostly to Nursery schools (or schools with nursery age children) and Primary schools with Reception years. However, any student can be marked as part-time if their attendance is anything less than 10 sessions per week.

For dual registered students, time in other schools should be considered. For example, three full days in one school and two full days in another school should not be classified by either school as part-time.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.

04 | Preparing Student Level Information

3. Navigate to the **Registration** panel.

| | | | |
|-----------------------|---------------------|------------------|--------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | Not a Boarder |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | Exam Number | 7000 |
| UCI | 951370217000Y | | |
| Part Time Details | Start Date | End Date | |
| | 26/10/2021 | 31/08/2022 | |

4. Check the details displayed in the **Part Time Details** section. A minimum of a **Start Date** must be displayed for each record.
5. Part-time details can be added by clicking the **New** button to display the **Add Part-time Attendance** dialog.

| | |
|------------|------------|
| Start Date | 26/10/2022 |
| End Date | 31/08/2023 |

6. Enter a minimum of the **Start Date** then click the **OK** button to return to the **Registration** panel.
7. Click the **Save** button.

IMPORTANT It is equally important to edit the details of any students who are no longer part-time. This is achieved by highlighting the student's **Part Time Details** record then clicking the **Open** button to display the **Add Part-time Attendance** dialog. Enter the correct **End Date** then click the **OK** button to return to the **Registration** panel.

Completed

Checking School Arranged Alternative Provision Placements

In most cases, placement information should be recorded by the school that arranged the placement. The exception to this is where the alternative provision has been arranged by the Local Authority but the student remains dual registered with the mainstream school and the Pupil Referral Unit/Alternative Provision school. In such cases, the mainstream school should record the required information.

The following Alternative Provision Placement information is collected in the return:

- Unique Reference Number (**AP URN**)
or
- UK Provider Register Number (**AP UKPRN**)
or
- setting type (**AP Settings**)
- **Companies House No**
- Alternative Provision postcode (**AP Postcode**)
- placement reason (**AP Reason**)
- placement entry date (**Start Date**)
- * SEN status at the start date of the placement
- placement leaving date (**End Date**)
- * SEN status at the end date of the placement
- attendance pattern (**AP Attendance**)
- sessions per week (**AP Sessions**).

* **NOTE** The SEN information is collected automatically from the student's SEN history, which is available to view via the **SEN History** button in the **Basic SEN Details** panel (please see Checking Special Educational Needs Information on page 52).

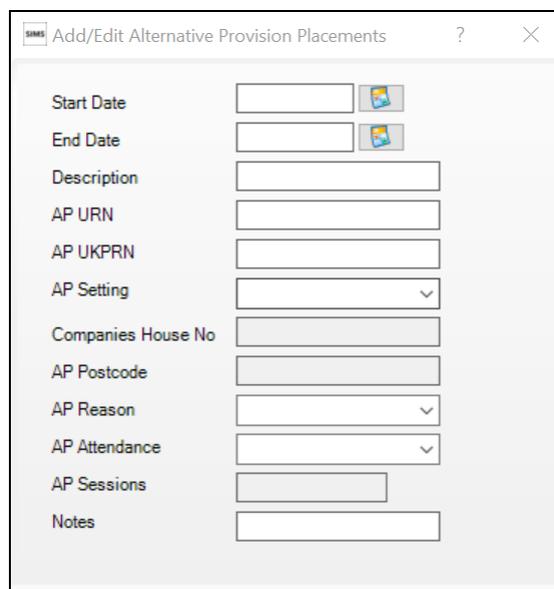
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.
3. Navigate to the **School Arranged Alternative Provision Placements** section of the **Registration** panel.

| Part Time Details | | Start Date | End Date | | | | New | |
|--|--|--------------------|--------------------|-------------|--------------|---------------|----------------|----------------|
| | | 26/10/2021 | 31/08/2022 | | | | Open Delete | |
| School Arranged Alternative Provision Placements | | AP Setting | Companies House No | AP Postcode | AP Reason | AP Attendance | AP Ses | New |
| | | One on one ... | 12345678 | MK41 7SJ | Medical c... | Part Time | 2 | Open Delete |
| | | < [Progress Bar] > | | | | | | History |

4. Check the school arranged alternative provision placement details.

04 | Preparing Student Level Information

- To amend existing details, highlight an existing placement then click the **Open** button adjacent to the **School Arranged Alternative Provision Placements** panel to display the **Add/Edit Alternative Provision Placements** dialog. Alternatively, click the **New** button to add a new record.



The screenshot shows a dialog box titled "Add/Edit Alternative Provision Placements". It contains the following fields:

- Start Date: Text input with a calendar icon.
- End Date: Text input with a calendar icon.
- Description: Text input.
- AP URN: Text input.
- AP UKPRN: Text input.
- AP Setting: Dropdown menu.
- Companies House No: Text input.
- AP Postcode: Text input.
- AP Reason: Dropdown menu.
- AP Attendance: Dropdown menu.
- AP Sessions: Text input.
- Notes: Text input.

- Enter the **Start Date** and **End Date**, if known.
- Enter the **Description** of the AP Provider, e.g. the name of the AP establishment (optional).
- Record one of the following three options:
 - Enter the **AP URN** (Alternative Provision Unique Reference Number)
 - Enter the **AP UKPRN** (Alternative Provision United Kingdom Provider Reference Number)
 - Select the required **AP Setting** from the drop-down list. Then enter the **Companies House No** and **AP Postcode**.
- Select the required **AP Reason** from the drop-down list.
AP Reason is the reason for a student going into the Alternative Provision Placement and why the placement has been arranged.
- Select the required **AP Attendance** (i.e. the student's planned attendance pattern at the Alternative Provision provider) from the associated drop-down list:
 - Part Time** - if selected, enter the number of **AP Sessions** per week.
 - Full Time**.
- Enter any relevant **Notes**.
- Click the **OK** button to return to the **Student Details** page then click the **Save** button.

Checking Alternative Provision Detail

Applicable to Pupil Referral Units only

The following Alternative Provision Detail information is collected in the return:

- Reason for admission to a Pupil Referral Unit (**AP Admission Reason**)
- * Previous Unique Reference Number (URN)
- ** SEN status on date of admission to the Pupil Referral Unit.

NOTES

* The student's URN is collected automatically from the school history records.

** The SEN information is collected automatically from the student's SEN history, which is available to view via the **SEN History** button in the **Basic SEN Details** panel (please see Checking Special Educational Needs Information on page 52).

- Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
- Search for, then double-click the name of the required pupil to display the **Pupil Details** page.
- Click the **Registration** hyperlink to display the **Registration** panel.

| 2 Registration | | | |
|-----------------------|---------------------|---------------------|------------------------------------|
| Registration Group | 8A | House | Hooke |
| Year Group | Year 8 | Year Taught In | Curriculum Year 8 |
| Enrolment Status | Single Registration | Boarder Status | |
| Admission Date | 07/09/2020 | Admission Number | 005566 |
| Former UPN | | Attendance Mode | All day |
| UPN | N823299911001 | Local UPN | |
| Unique Learner Number | | AP Admission Reason | New arrival without a school place |
| UCI | | Exam Number | |
| Part Time Details | Start Date | End Date | New |

- Select the **AP Admission Reason** from the drop-down list.
- Click the **Save** button.

Completed

Checking National Curriculum Year Groups

For the latest guidance, including new information and enhancements, please refer to the [Checking National Curriculum Year Groups](#) article.

04 | Preparing Student Level Information

The National Curriculum Year Group (Year Taught In) is the year group in which the student is taught for the majority of the time, regardless of their chronological age. In most cases, this will be the same as the Year Group. However, some children are taught in the year above or below the expected year (based on their age), perhaps because they are academically advanced or behind. It is very important that the correct **Year Taught In** has been recorded in SIMS.

The following table shows the Curriculum Year that students in England are expected to be taught in (**Year Taught In**), according to their date of birth (during the academic year 2024/2025).

Please note this table is provided for reference only.

| Year Taught In | Date of Birth Range | Age Range |
|----------------|--------------------------|-------------|
| | After 31/08/2022 | 1 and under |
| N1 | 01/09/2021 to 31/08/2022 | 2 – 3 |
| N2 | 01/09/2020 to 31/08/2021 | 3 – 4 |
| R | 01/09/2019 to 31/08/2020 | 4 – 5 |
| 1 | 01/09/2018 to 31/08/2019 | 5 – 6 |
| 2 | 01/09/2017 to 31/08/2018 | 6 – 7 |
| 3 | 01/09/2016 to 31/08/2017 | 7 – 8 |
| 4 | 01/09/2015 to 31/08/2016 | 8 – 9 |
| 5 | 01/09/2014 to 31/08/2015 | 9 – 10 |
| 6 | 01/09/2013 to 31/08/2014 | 10 – 11 |
| 7 | 01/09/2012 to 31/08/2013 | 11 – 12 |
| 8 | 01/09/2011 to 31/08/2012 | 12 – 13 |
| 9 | 01/09/2010 to 31/08/2011 | 13 – 14 |
| 10 | 01/09/2009 to 31/08/2010 | 14 – 15 |
| 11 | 01/09/2008 to 31/08/2009 | 15 – 16 |
| 12 | 01/09/2007 to 31/08/2008 | 16 – 17 |
| 13 | 01/09/2006 to 31/08/2007 | 17 – 18 |
| | Before 31/08/2006 | 19+ |

There are three ways to check a student's curriculum year and date of birth in SIMS:

- Via individual student records (**Focus | Student | Student Details**).

- Via the pastoral structure by curriculum year (**Focus | School | Pastoral Structure | Current Structure**).
- Via the pastoral structure for the whole school (**Focus | School | Pastoral Structure | Current Structure**).



Additional Resources:

[Managing Pupils/Students handbook](#)

[Setting up and Administering SIMS handbook](#)

Checking the Student's Year Taught In Record

Year Taught In is mandatory information in SIMS.

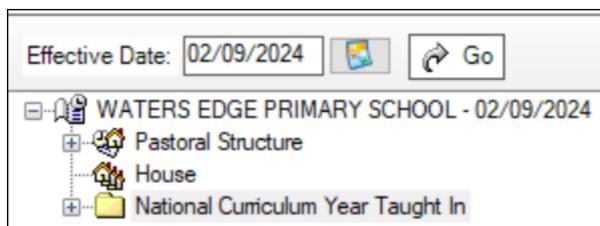
1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.
3. In the **Registration** panel, ensure that the **Year Taught In** field displays the actual National Curriculum year in which the student is taught the majority of the time. Select a different year from the drop-down list, if required.

| 2 Registration | | | |
|-----------------------|---------------------|------------------|--------------------|
| Registration Group | 11A | House | Hooke |
| Year Group | Year 11 | Year Taught In | Curriculum Year 11 |
| Enrolment Status | Single Registration | Boarder Status | Not a Boarder |
| Admission Date | 01/09/2018 | Admission Number | 004986 |
| Former UPN | | Attendance Mode | All day |
| UPN | Y820200109033 | Local UPN | |
| Unique Learner Number | 5142335588 | Exam Number | 7000 |
| UCI | 951370217000Y | | |
| Part Time Details | Start Date | End Date | |
| | 26/10/2021 | 31/08/2022 | |

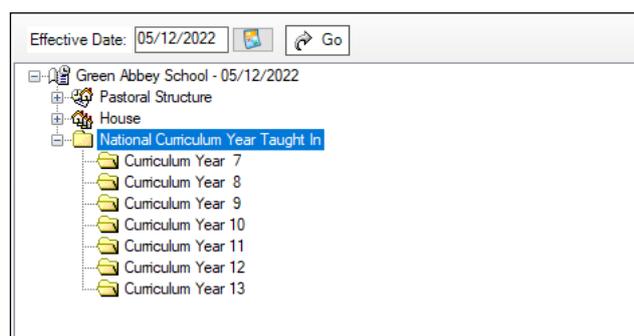
NOTE Any change made in the **Registration** panel is effective from today's date. If the **Year Taught In** change was applicable from an earlier date, click the **History** button and apply the change from the actual date the change is required.

Checking the Year Taught In via the Pastoral Structure by Curriculum Year

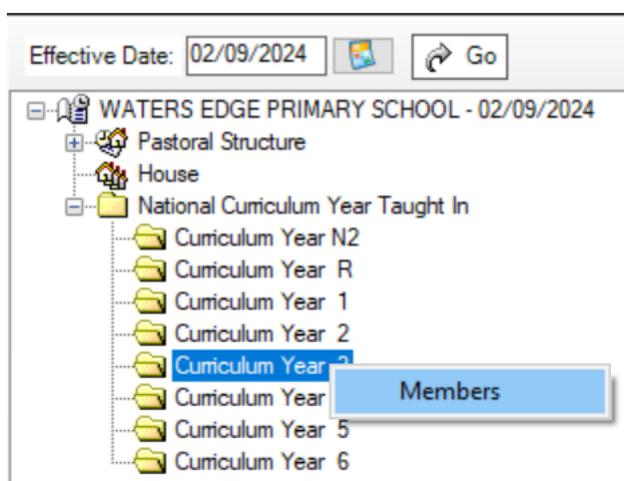
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



3. Expand the **National Curriculum Year Taught In** folder by clicking the **+** icon or double-clicking the folder name. The curriculum years are displayed.



4. Right-click the required curriculum year folder and then select **Members** from the pop-up menu.



The **Allocate Students/Applicants** dialog is displayed.

Allocate Students/Applicants : Curriculum Year 10

Effective Date Range
 From effective date to end of the academic year (Over the whole academic year (02/09/2022 - 31/08/2023)

Student Status
 Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members Print Actions

| Name | Gender | Year Group | Reg Group | DOB | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--------------------|--------|------------|-----------|------------|---|---|---|-----|----|----|----|
| Alsop, Sabrina | Female | Year 10 | 10B | 05/08/2008 | | | | ✓ | | | |
| Ammar, Tarak | Male | Year 10 | 10C | 05/02/2008 | | | | ✓ | | | |
| Andrews, Maya | Female | Year 10 | 10D | 23/07/2008 | | | | ✓ | | | |
| Andrews, Wyatt | Male | Year 10 | 10E | 28/12/2007 | | | | ✓ | | | |
| Aston, Finlay | Male | Year 10 | 10F | 12/01/2008 | | | | ✓ | | | |
| Astwick, Gwenneth | Female | Year 10 | 10F | 21/02/2008 | | | | ✓ | | | |
| Avolon, Skyla | Female | Year 10 | 10E | 02/01/2008 | | | | ✓ | | | |
| Bond, Steve | Male | Year 10 | 10D | 10/10/2007 | | | | ✓ | | | |
| Broden, Ellis | Male | Year 10 | 10C | 10/09/2007 | | | | ✓ | | | |
| Brompton, Fletcher | Male | Year 10 | 10B | 24/12/2007 | | | | ✓ | | | |
| Cadilia, Samuel | Male | Year 10 | 10A | 02/10/2007 | | | | ✓ | | | |
| Total | | | | | 0 | 0 | 0 | 140 | 0 | 0 | 0 |

OK Cancel

5. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.
6. To change a student's memberships of the **National Curriculum Year Taught In**, click the applicable cell in the grid.

By default, the records are displayed in alphabetical surname order. To sort the student names in date of birth order, right-click the **DOB** column heading then select **Sort By** from the pop-up menu

The following graphic shows that one **Year 10** student is taught in **Year 11**.

Allocate Students/Applicants : Curriculum Year 10

Effective Date Range
 From effective date to end of the academic year (Over the whole academic year (02/09/2022 - 31/08/2023)

Student Status
 Students Accepted Applications Current Applications (Applied / Offered / Reserved)

Members Print Actions

| Name | Gender | Year Group | Reg Group | DOB | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--------------------|--------|------------|-----------|------------|---|---|---|-----|----|----|----|
| Alsop, Sabrina | Female | Year 10 | 10B | 05/08/2008 | | | | ✓ | | | |
| Ammar, Tarak | Male | Year 10 | 10C | 05/02/2008 | | | | ✓ | | | |
| Andrews, Maya | Female | Year 10 | 10D | 23/07/2008 | | | | ✓ | | | |
| Andrews, Wyatt | Male | Year 10 | 10E | 28/12/2007 | | | | ✓ | | | |
| Aston, Finlay | Male | Year 10 | 10F | 12/01/2008 | | | | | ✓ | | |
| Astwick, Gwenneth | Female | Year 10 | 10F | 21/02/2008 | | | | ✓ | | | |
| Avolon, Skyla | Female | Year 10 | 10E | 02/01/2008 | | | | ✓ | | | |
| Bond, Steve | Male | Year 10 | 10D | 10/10/2007 | | | | ✓ | | | |
| Broden, Ellis | Male | Year 10 | 10C | 10/09/2007 | | | | ✓ | | | |
| Brompton, Fletcher | Male | Year 10 | 10B | 24/12/2007 | | | | ✓ | | | |
| Cadilia, Samuel | Male | Year 10 | 10A | 02/10/2007 | | | | ✓ | | | |
| Total | | | | | 0 | 0 | 0 | 139 | 1 | 0 | 0 |

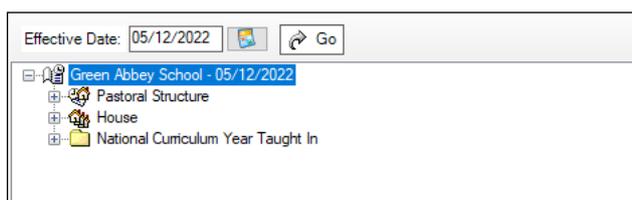
OK Cancel

04 | Preparing Student Level Information

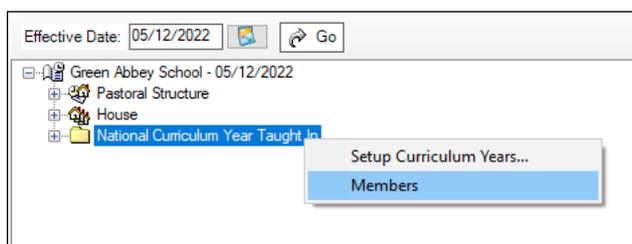
7. Ensure that all students are allocated membership to the correct **National Curriculum Year Taught In** and then click the **OK** button to return to the **Current Academic Year Pastoral Structure** page.
8. Repeat for the other curriculum years, where applicable.
9. Click **Save** button.

Checking the Year Taught In via the Pastoral Structure for the Whole School

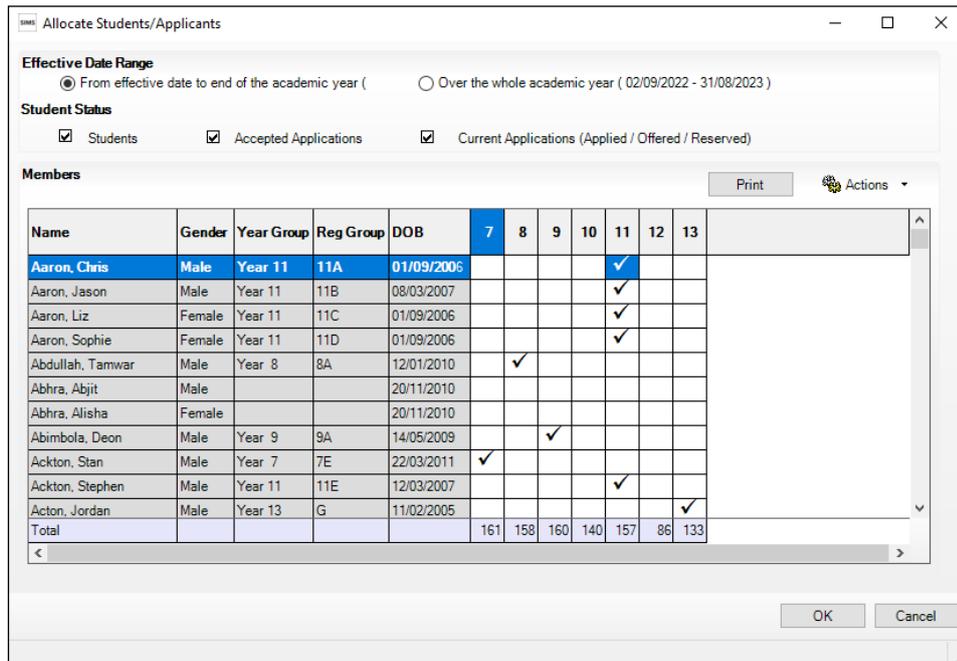
1. Select **Focus | School | Pastoral Structure | Current Structure** to display the **Current Academic Year Pastoral Structure** page.
2. Click the **Go** button.



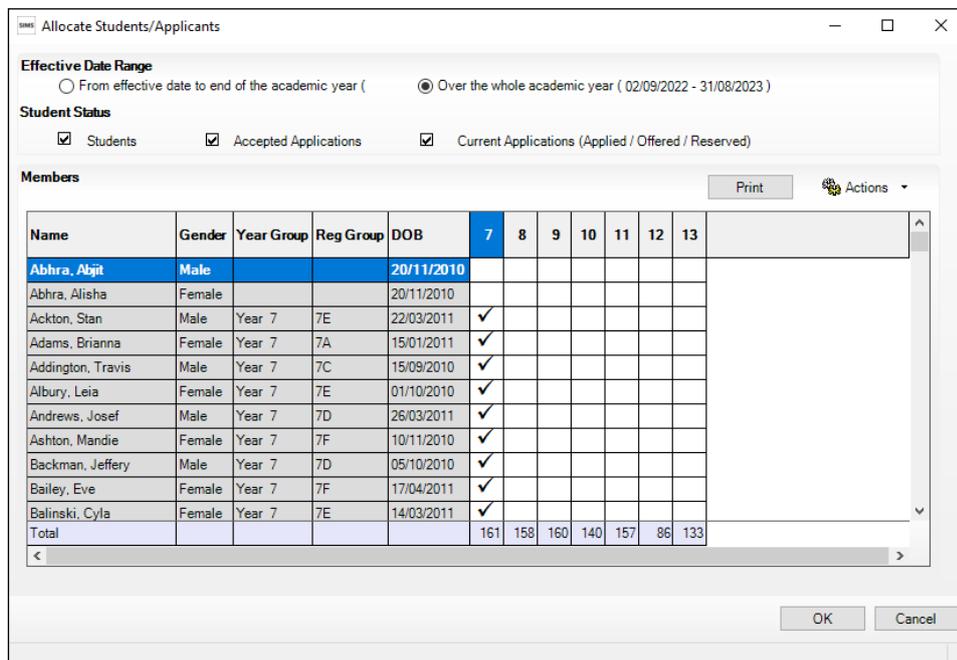
3. Right-click the **National Curriculum Year Taught In** folder and then select **Members** from the pop-up menu.



The **Allocate Students/Applicants** dialog is displayed.



4. Ensure that the **Effective Date Range** is changed to **Over the whole academic year** by selecting the radio button.
By default, the records are displayed in alphabetical surname order. Sorting the names in year group order assists in locating students who do not have a **Year Taught In** selected.
5. Right-click the **Year Group** heading then select **Sort By** from the pop-up menu. Any students who have not been allocated a year taught in are displayed at the top of the list.



6. Indicate which year the students with missing years are taught in by clicking the applicable cell in the grid.
7. Make any required changes for the other students.
8. Click the **OK** button then click the **Save** button.



Checking Home Address Information

For the latest guidance, including new information and enhancements, please refer to the [Checking Home Address Information](#) article.

A student's current home address is required for the return. Where a student has multiple current addresses, details of all addresses should be recorded.

All aspects of the address are collected and therefore all address details should be recorded to avoid validation errors. It is particularly important to check that a **House Name** or **House Number** and a **Post Code** are entered in the correct fields.

Post codes must be entered in the correct format. A validation error is generated if a post code has not been entered (although it is understood that in some instances, such as Traveller children, a post code is not available).

The Unique Property Reference Number (**UPRN**) is a unique identifier that links together related address records across different software programmes. This enables organisations to collate and share information based on a common reference number.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the name of the required student to display the **Student Details** page.
3. In the **Addresses** panel, check that the **Post Code** and **House Number/Name** exist and that they are valid.

These details can be checked by clicking the **Address** button to launch the selected mapping website (specified via **Tools | Setups | User Options**), where a map of the area surrounding the address is displayed.

NOTE British Forces Post Office numbers can be added as post codes.

4. If the Unique Property Reference Number (**UPRN**) is not displayed below the **Current Home Address Details**:
 - a. Click the **Validate** button to display the **Find Matching Addresses** dialog.
 - b. Highlight the required address, then click the **OK** button to return to the **Addresses** panel, where the **UPRN** is displayed below the address.
5. If you have edited the address, click the **Save** button.
6. If the student has an additional current address, i.e. a **Second Home**, enter the additional address and then click the **Continue** button (adjacent to the address) to display the **New Address Details** panel.
7. Enter the remaining address details and the **Address Type**, then click the **Save** button to refresh the display.

NOTE Any contacts (parents, applicants, staff, etc) who share the same address as the student are displayed in the **Linked People** dialog, which can be accessed via the **Modify Address** button.

Completed

Checking Free School Meals Eligibility

For the latest guidance, including new information and enhancements, please refer to the [Checking Free School Meals Eligibility](#) article.

The number of free school meals taken on census day by students who are eligible for Free School Meals, must be entered manually (in the **General** panel) when completing the return.

This information and other free school meal eligibility related data is collected in the return.

Only students who have been approved by the LA to receive a free school meal should be recorded in SIMS as being eligible. It is advisable to check that all eligible students are recorded.

Free school meal guidance for schools and Local Authorities is available from the GOV.UK website (<https://www.gov.uk/government/publications/free-school-meals-guidance-for-schools-and-local-authorities>).

The following free school meal eligibility related data is collected in for the return:

- **Start Date**
- **End Date** (if known)
 - The DfE does not expect free school meal (FSM) end dates to be entered by schools during the transitional period to universal credit except where there are exceptions.
- **UK Country** in which the eligibility applies.

Meal Patterns are not required for the return but can be recorded for information purposes only. It is perfectly acceptable, for example, for a student to be eligible for free school meals, but to bring sandwiches (**PL** (packed lunch)) or to go home (**HO** (home)).

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. In the **Dietary** panel, ensure the minimum of a **Start Date** and **Country** are displayed in the **Eligible for Free Meals** panel. If you need to edit the data, highlight the required record and then click the **Open** button.

6 Dietary

| Meal Patterns | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Start Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Mon</th> <th style="text-align: left;">Tue</th> <th style="text-align: left;">Wed</th> <th style="text-align: left;">Thu</th> <th style="text-align: left;">Fri</th> </tr> </thead> <tbody> <tr> <td>03/09/2019</td> <td></td> <td>SM</td> <td>SM</td> <td>SM</td> <td>SM</td> <td>SM</td> </tr> </tbody> </table> | Start Date | End Date | Mon | Tue | Wed | Thu | Fri | 03/09/2019 | | SM | SM | SM | SM | SM | <p> New</p> <p> Open</p> <p> Delete</p> |
|-------------------------|---|------------|----------|---------|-------|------------|-----|---------|------------|---|----|----|----|----|----|---|
| Start Date | End Date | Mon | Tue | Wed | Thu | Fri | | | | | | | | | | |
| 03/09/2019 | | SM | SM | SM | SM | SM | | | | | | | | | | |
| Eligible for Free Meals | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Start Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Country</th> <th style="text-align: left;">Notes</th> </tr> </thead> <tbody> <tr> <td>03/09/2019</td> <td></td> <td>England</td> <td></td> </tr> </tbody> </table> | Start Date | End Date | Country | Notes | 03/09/2019 | | England | | <p> New</p> <p> Open</p> <p> Delete</p> | | | | | | |
| Start Date | End Date | Country | Notes | | | | | | | | | | | | | |
| 03/09/2019 | | England | | | | | | | | | | | | | | |
| FSM Review Date | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">07/06/2023</td> <td style="text-align: right;"></td> </tr> </table> | 07/06/2023 | | | | | | | | | | | | | | |
| 07/06/2023 | | | | | | | | | | | | | | | | |

If a new record is required, click the adjacent **New** button to display the **Add Student Free Meals Details** dialog.

4. Enter the **Start Date** (and **End Date** if available) for the free meal period, as supplied by your Local Authority.
5. Ensure that the UK **Country** in which the eligibility applies is correct. Select from the drop-down list, if required.
6. Enter **Notes**, if required.
7. Click the **OK** button to return to the **Dietary** panel, where the new information is displayed.
8. Click the **Save** button.

Ensure that this information is checked/amended on a regular basis.

Completed

Checking Ethnic and Cultural Information

For the latest guidance, including new information and enhancements, please refer to the [Checking Ethnic and Cultural Information](#) article.

The following ethnic and cultural information is collected in the return:

- **Ethnicity**
- **First Language**
 - A First Language other than English should be recorded where a student was exposed to the language during early development and continues to be exposed to this language at home or in the community.
 - If the child was exposed to more than one language (which may include English) during early development, the language other than English should be recorded, irrespective of the student's proficiency in English.

04 | Preparing Student Level Information

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. Navigate to the **Ethnic/Cultural** panel.

| | | | |
|--------------------------|-----------------|-----------------------------|------------------------|
| 8 Ethnic/Cultural | | | |
| Ethnicity | White - English | Ethnic Data Source | Provided by the parent |
| First Language | English | Religion | Christian |
| First Language Source | | English Additional Language | No |
| Asylum Status | | Traveller Status | |
| National Identity | English | Speaks Welsh | |
| Home Language | English | | |
| Country of Birth | United Kingdom | | |
| Nationality and Passport | Nationality | Passport Number | Passport Expiry date |

4. Select the student's **Ethnicity** from the drop-down list.
5. Select the student's **First Language** from the drop-down list.
6. Click the **Save** button.

TIPS

It is possible to bulk update **Ethnicity** and **First Language** for a selected group of students by selecting the relevant option from the **Data Item** drop-down list via **Routines | Student | Bulk Update**.

Home language is no longer collected in the School Census. Users with School Administrator permissions can remove the **Home Language** field from the **Student Details** and **Application** pages, if required. This is achieved by selecting the **Hide Home Language** check box in the **School Options** panel via **Tools | Setups | School Options**.

Home language is always included in CTF imports, CTF exports and the Reporting Dictionary, even if it is not displayed on the **Student Details** and **Application** pages.



Completed

Checking Additional Information

For the latest guidance, including new information and enhancements, please refer to the [Checking Additional Information](#) article.

Ensure that the following additional information is recorded in SIMS:

- **Youth Support Services Agreement (YSSA)** status
The YSSA applies to students between age 12 and 25 with special educational needs and students between age 12 and 20 with no special educational needs.
- **Learner Support Code**, e.g. Post 16 Bursary of Vulnerable Group Bursary Awarded, Discretionary Bursary Awarded, etc. for 16 to 19 year olds

- **Service Children in Education** information.

The Bulk Update routine can be used to assign and edit these values for a specific selection of students at the same time, if required (please see *Updating Information Using the Bulk Update Routine* on page 22).

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then double-click the required student to display the **Student Details** page.
3. Navigate to the **Additional Information** panel.

9 Additional Information

Meals

Free Meal
 Home
 Sandwiches

Modes of travel

Boarder - not applicable
 Bus (type not known)
 Car Share (with child/children)

Service Children in Education: Yes

Recoupment: [Search] [X]

Youth Support Services Agreement: Obtained

Route: Shooter's Hill

LA Provided Transport:

Source of Service Children in Education: Provided by the parent

Service Children Concerns

| Date | Moving Schools | Deployment | Separation | Details | DfE N | |
|------------|-------------------|-------------|-------------|---------|-------|--|
| 24/10/2020 | Concerns relat... | No concerns | No concerns | | 82343 | <input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/> |

Uniform Allowance:

Pupil Premium Indicator for year 2022/2023: Notes: Waiting for documentation [Search]

Learner Support

| Leamer Support Code | Award Date | Notes | |
|----------------------------------|------------|-------|--|
| Vulnerable Group Bursary Awarded | 10/09/2020 | | <input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/> |

Eligible for Free School: [Search] [X]

NOTE The meal information is now entered via the **Dietary** panel.

4. Select the applicable **Youth Support Services Agreement (YSSA)** status from the drop-down list.
5. If the student is the child of a parent(s) in the armed forces, ensure that the correct value is selected from the **Service Children in Education** drop-down list.
6. Select how the school was notified about the **Service Children in Education** information by selecting from the **Source of Service Children in Education** drop-down list.
7. Ensure that any **Service Children Concerns** are recorded. Click the adjacent **New** or **Open** button, as required.
8. Ensure that the **Pupil Premium Indicator for year 2024/2025** check box is selected, if applicable. To enter a note related to the applicable year, click the **Search** button adjacent to the **Notes** field.

Although Pupil Premium information is not collected in the return, it is important for schools that are in receipt of this funding, which is allocated to children from low-income families, to be able to give a full account of its use. The national school performance tables now include information about the progress of students in receipt of Pupil Premium and information is required to be sent to parents about how it has been used and what impact it has had on student progress.

9. Check that the **Learner Support** details are correct.

Adding a new Learner Support record:

- a. Click the **New** button to display the **Student Learner Support Code Details** dialog.
- b. Select the applicable **Learner Support Code** from the drop-down list.
- c. Enter an **Award Date** or click the **Calendar** button, then select the required date. **Notes** can be entered, if required.

Updating an existing Learner Support record:

- a. Highlight the required record, then click the **Open** button **Student Learner Support Code Details** dialog.
- b. Amend the **Learner Support** details, as required.

10. Click the **Save** button.



Checking Special Educational Needs Information

For the latest guidance, including the latest information and enhancements, please refer to the [Checking Special Educational Needs Information](#) article.

The following Special Educational Needs (SEN) items are collected in the return:

- **SEN Status** (SEN Provision)
 - **E – Education, Health and Care Plan** (EHCP) – the LA has reviewed the student and a plan has been issued.
 - **N – No Special Educational Need** - No special educational need has been identified.
 - **K – SEN Support** – actions have been put in place or will be put in place to support the student with their need once a SEN need or potential SEN need has been identified.
 - **SEN Need Type**
 - **SEN Type Ranking**
 - **Provision Type** (not applicable to Pupil Referral Units and Special schools)
 - **Time in SEN Unit** - member of SEN Unit
 - **Resourced Provision**
1. Select **Focus | Student | Special Educational Needs** to display the **Find SEN Student** browser.

2. Select the required **SEN Status** from the drop-down list. Additional search criteria can be selected, if required, e.g. **Year Group**.
3. Click the **Search** button to display a list of students who match the criteria.

| Name | Year Group | Reg Group | House | Gender | SEN Status |
|------------------|------------|-----------|-------|--------|-------------------------------------|
| Abbees, Graham | 11 | 11A | Boyle | Male | E - Education, Health and Care Plan |
| Ackton, Stan | 12 | G | Hooke | Male | K - SEN Support |
| Ackton, Stephen | 8 | 8E | Curie | Male | E - Education, Health and Care Plan |
| Aloia, Paolo | 12 | N | Hooke | Male | K - SEN Support |
| Amos, Rachael | 10 | 10E | Boyle | Female | K - SEN Support |
| Amoso, Rosanna | 11 | 11F | Boyle | Female | K - SEN Support |
| Andrews, Jasmine | 10 | 10F | Curie | Female | E - Education, Health and Care Plan |
| Andrews, Wyatt | 7 | 7E | | Male | K - SEN Support |

4. Double-click the name of the required student to display the **Student SEN details** page.
5. In the **Basic SEN Details** panel, ensure that the **SEN Status** and **Start Date** are correct.

Basic SEN Details

Status: Start Date: New Edit

Status History

Statement Pending?

Current Needs

| Rank | Start Date | Need Type | Description |
|------|------------|-------------------------------------|-------------|
| 1 | 17/02/2022 | Vision Impairment | |
| 2 | 29/11/2016 | Social, Emotional and Mental Health | |

New Open Delete Report

Needs History Change Log Move Up Move Down

Full Descriptions

To amend an error in the current **Status** or **Start Date**, click the **Edit** button. Select the required **Status** from the drop-down list and edit the **Start Date**, if required.

Alternatively, click the **New** button. This removes the original **Status** and the **Start Date** defaults to today's date. Select the applicable **Status** and change the **Start Date**, if required.

To view changes that have taken place to the student's SEN Status, click the **Status History** button to display the **Status History** page.

6. Ensure that the **Current Needs** information is up-to-date and correct.
 - a. To add a **Need Type**, click the **New** button (adjacent the **Current Needs** panel) to display the **Add SEN Need** dialog. A temporary **Ranking** is calculated automatically.
 - b. By default, today's date is displayed as the **Start Date** but this can be edited, if required.

04 | Preparing Student Level Information

- c. Select the **Need Type** from the drop-down list, then enter a **Description** (optional).

- d. Click the **OK** button to return to the **Basic SEN Details** panel.
 - e. To rank the SEN Needs in the required order, highlight a record and then click the **Move Up** or **Move Down** button, as required.
 - f. To edit the **SEN Need** or **Description**, highlight the record and then click the **Open** button to display the **Edit SEN Need** dialog. Edit the details as required, then click the **OK** button to return to the **Basic SEN Details** panel.
7. In the **Provisions** panel, ensure that records with a **Provision Type** of **Time in Unit** or **Resourced Provision** are recorded correctly.

| Provision Type | Start Date | End Date | Cost | Frequency |
|---------------------------------|------------|----------|------|-------------------|
| Time in SEN Unit | 09/02/2022 | | | 1 x 30mins we... |
| Speech Therapy | 03/11/2021 | | | 1 per week - 1... |
| Hearing Impaired Support Worker | 02/11/2016 | | | 4 days a week |
| Speech Therapy | 20/10/2015 | | | 1 x weekly |

8. To edit an existing record, highlight the required record and then click the **Open** button.
- To create a new record, click the **New** button to display the **Add/Edit SEN Provision** dialog.

9. Ensure that the details are entered correctly, paying particular attention to the **Provision Type**.
10. Click the **OK** button to return to the **Provisions** panel.

11. Update the other information on the **Student SEN details** page, if required and then click the **Save** button.

The DfE website (<http://www.gov.uk/schools-colleges/special-educational-needs>) provides more information about Special Educational Needs, if required.



Preparing Exclusions Information

For the latest guidance, including new information and enhancements, please refer to the [Preparing Exclusions Information](#) article.

Information is required for suspensions and permanent exclusions with final governor review that took place in the two terms prior to the school census. Permanent exclusions without a final governor review are not included in the census.

Lunchtime exclusions are no longer collected for the return.

NOTE Exclusions terminology has changed: 'Suspension' is the new name for 'Fixed term exclusion'.

Schools were required to record suspensions from September 2021 in preparation for the forthcoming returns. Fixed term exclusions are no longer collected in the School Census.

The following exclusion related data items are collected for the return:

- Suspension and permanent exclusion **Type (Exclusion Details** panel).
- Suspension and permanent exclusion **Reason(s) (Exclusion Details** panel).
- Suspension and permanent exclusion **Start Date (Exclusion Details** panel).
- Suspension and permanent exclusion length, i.e. the number of sessions from which the student was excluded (**Exclusion Details** panel - **Length School Days**).
- SEN Provision (please see *Checking Special Educational Needs Information* on page 52).

IMPORTANT NOTE about Permanent Exclusions Any permanently excluded students should be marked as leavers as soon as the exclusion has been confirmed by the LA. As part of this process but before making them a leaver, ensure that you have recorded the following information:

- SEN Status (if applicable)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)

- Date of Admission.

Recording an Exclusion

1. Select **Focus | Student | Exclusions** to display the **Find Exclusions Student** browser.

2. Search for, then double-click the required student to display the **Exclusion Details** page.
3. Highlight an existing exclusion, then click the **Open** button adjacent to the **Exclusions** panel to view/edit the exclusion details.

If a permanent exclusion is recorded, ensure that the details of the **Final Governor Review Outcome** are entered, when the review result is received.

Alternatively, click the **New** button to display the **Add Exclusion** dialog.

4. In the **Exclusion Details** panel, select the exclusion **Type** from the drop-down list.

5. Select up to three **Reason(s)** for the exclusion from the associated drop-down list.
6. Enter the exclusion **Start Date** and **End Date** (if applicable) or click the appropriate **Calendar** button, then select the required date.
7. Select a **Start Time** and **End Time** (i.e. **AM** or **PM**) from the associated drop-down list.

8. Click the **Calculate** button to populate the **Length School Days** automatically.
9. Enter any additional information currently known, then click the **OK** button to save the exclusion details and return to the **Exclusion Details** page, where a summary of the new exclusion is displayed.
The **Academic Year** and the total number of exclusion days in that year are displayed at the bottom of the page.
10. Click the **OK** button to save the exclusion.
11. Click the **Save** button.

For more information about exclusions, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion>).

Completed

Preparing Termly Attendance Information

For the latest guidance, including new information and enhancements, please refer to the [Entering Attendance Information](#) article.

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder students and leavers aged four to 15 inclusive, who were on-roll for at least one session during the collection period.

For information and advice about school attendance, please refer to the DfE website (<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>).



Additional Resources:

Producing the School Census Summer Return handbook
[Managing Pupil/Student Attendance handbook](#) (SIMS Attendance users)
[Monitoring Session and Lesson Attendance handbook](#) (SIMS Lesson Monitor users)



More Information:

Producing Detail Reports on page 14

Updating Students with Top-Up Funding

For the latest guidance, including new information and enhancements, please refer to the [Editing Pupil/Students with Top-Up Funding](#) article.

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs students.

1. Select **Tools | Statutory Return Tools | Update Top-Up Funding** to display the **Update Students with Top-up Funding** page.

Any students currently recorded as having top-up funding are displayed in the **Top-up Funding** list (located in the bottom half of the page).

2. Use the **Students On-Roll on Census Day** search criteria to locate the additional students you wish to record as having top-up funding, then highlight their details.

Update Students with Top-up Funding

Update

Term: Students On-Roll on Census Day

Surname: Forename: YTI: Reg:

Preferred Surname: SEN: Ever in care at this school:

| Surname | Preferred Surname | Forename | YTI | Reg | SEN | Ever in Care |
|-----------|-------------------|----------|-----|-----|-----|--------------|
| White | White | Aurora | 12 | K | | No |
| White | White | Bobby | 11 | 11B | | No |
| White | White | Dottie | 11 | 11C | | No |
| White | White | Ella | 13 | L | | No |
| Whitemore | Whitemore | Amie | 10 | 10F | | No |

Top-up Funding

| Surname | Preferred Surname | Forename | YTI | Reg | SEN | Ever in Care |
|---------|-------------------|----------|-----|-----|-----|--------------|
| | | | | | | |

- Click the **Add** button to move the highlighted student(s) to the **Top-up Funding** list.

Term: Students On-Roll on Census Day

Surname: Forename: YTI: Reg:

Preferred Surname: SEN: Ever in care at this school:

| Surname | Preferred Surname | Forename | YTI | Reg | SEN | Ever in Care |
|-----------|-------------------|----------|-----|-----|-----|--------------|
| White | White | Theo | 4 | 4ES | | No |
| Whitemore | Whitemore | Paige | 4 | 4SL | | No |

Top-up Funding

| Surname | Preferred Surname | Forename | YTI | Reg | SEN | Ever in Care |
|-----------|-------------------|-----------|-----|-----|-----|--------------|
| Ackton | Ackton | Charlotte | 4 | 4SL | | No |
| Mascott | Mascott | Peter | 3 | 3TO | | No |
| Selbourne | Selbourne | Piers | 3 | 3TO | | No |
| Whitehead | Whitehead | William | 6 | 6VC | | No |

- To remove a student from the **Top-up Funding** list, highlight the required student and then click the **Remove** button. The student's record is moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- Click the **Update** button to save the data and arrange the list of students in **Surname** order.



Updating Students Post Looked After Arrangements

For the latest guidance, including new information and enhancements, please refer to the [Editing Pupil/Students Post Looked After Arrangements](#) article.

Post Looked After Arrangements (previously named Adopted from Care) is collected for students who are on-roll on census day and the information is then used for funding purposes.

The values available for selection enable schools to indicate which students were looked after immediately before adoption or prior to being the subject of a residence or special guardianship order. However, those who have parental responsibility are not obliged to provide this information to the school.

1. Select **Tools | Statutory Return Tools | Update Post Looked After Arrangements** to display the **Update Students Post Looked After Arrangements** page.

Any students currently recorded as having post looked after arrangements are displayed in the **Post Looked After Arrangements** list (located in the bottom half of the page).

2. Use the **Students On-Roll on Census Day** search criteria to locate the students you want to record as having PLAA.

Update Students Post Looked After Arrangements

Update

Term: Students On-Roll on Census Day

Surname: Forename: YTI:

Preferred Surname: Reg: Ever in Care at this school:

| Surname | Preferred Surname | Forename | YTI | Reg | Ever in Care |
|----------|-------------------|----------|-----|-----|--------------|
| ▶ Carter | Carter | Daniel | 11 | 11D | No |
| Carter | Carter | Ryan | 9 | 9F | No |

Post Looked After Arrangements

| Surname | Preferred Surname | Forename | YTI | Reg | Ever in Care | Ceased to be looked after through | Evidence Obtained |
|----------|-------------------|----------|-----|-----|--------------|---|--------------------------|
| ▶ Ackton | Ackton | Stan | 12 | P | No | Special guardianship order (SGO) from England and Wales | <input type="checkbox"/> |

- Highlight the required students, then click the **Add** button to move the selected students to the **Post Looked After Arrangements** list.

| Surname | Preferred Surname | Forename | YTI | Reg | Ever in Care | Ceased to be looked after through | Evidence Obtained |
|-------------|-------------------|----------|-----|-----|--------------|---|-------------------------------------|
| Aaron | Aaron | Chris | 12 | | No | Adoption from England and Wales | <input checked="" type="checkbox"/> |
| Adams | Adams | Adam | 13 | G | No | Adoption from state care outside of England and Wales | <input type="checkbox"/> |
| Celestena | Celestena | Romano | 9 | 9F | No | Special guardianship order (SGO) from England and Wales | <input checked="" type="checkbox"/> |
| Formichella | Formichella | Rosetta | 12 | | No | Adoption from England and Wales | <input checked="" type="checkbox"/> |
| France | France | Damon | 12 | | No | Adoption from England and Wales | <input type="checkbox"/> |
| Smith | Smith | Erin | 8 | 8B | No | Adoption from England and Wales | <input checked="" type="checkbox"/> |

- Ensure that the correct post looked after arrangement is displayed for each student by clicking the **Ceased to be looked after through** cell adjacent to their name, then selecting the applicable status from the drop-down list:
 - Adoption from England and Wales
 - Adoption from state care outside of England and Wales
 - Special guardianship order (SGO) from England and Wales
 - Residence order (RO) from England and Wales. Residence orders were replaced with Child Arrangement Orders in 2014
 - Child arrangement order (CAO) from England and Wales.
- Select the **Evidence Obtained** check box, if documents have been obtained that provide evidence of the post looked after arrangements.

NOTE Evidence Obtained is not collected in the School Census return but should be recorded as prove of DfE/Ofsted compliance.

- To remove a student from the **Post Looked After Arrangements** list, highlight the required student then click the **Remove** button. The student's record is automatically moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
- Click the **Update** button to save the information and arrange the names in surname order.

If you have indicated that evidence has been obtained, you are reminded to ensure that the necessary documents are stored securely outside of SIMS or within the Document Management Server (DMS).

Completed

Updating Funding and Monitoring

For the latest guidance, including new information and enhancements, please refer to the [Updating Funding and Monitoring](#) article.

The National Tutoring Programme has now ended but schools are to record if students receive school funded tutoring and if they repeat a post-16 year.

04 | Preparing Student Level Information

Tutoring is defined as those who are in receipt of school-funded tutoring. Repeating Post-16 Year is for post-16 students repeating a year. A pupil can be in receipt of both codes.

The information can be recorded via the **Tools** menu and maintained at any time during the academic year.

The information required is based on individual pupils:

- **Pupil/student in receipt of school-funded tutoring:** Applicable to all schools (except Nursery), with appropriate year group or age-ranges Pupils: Only applicable to pupils and in NCYearActual 1-14 Or where national curriculum year groups do not apply, aged 5 to 19 (as at 31 August) in NCYearActual 'X'.
- **Pupil/student repeating up to one full year of 16 to 19 funded provision:** Applicable to Secondary, All-Through and PRU / AP with appropriate year groups Pupils: Only applicable to pupils in NCYearActual 12 or above, with current single registration ('C') or current main dual registration ('M'). PRU / AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

Detailed guidance about the expectations and conditions attached to tutoring funding is available on the GOV.UK.

Editing Funding and Monitoring

1. Select **Tools | Statutory Return Tools | Update Funding and Monitoring** to display the **Update Funding and Monitoring** page.

| Name | Date of Birth | Age at 31/08/2024 | YTI | Year Group | Reg | Enrolment Status | DOL | SEN | Dep PP | FSM6 | PP Ind | Repeating Post-16 Year | Starting New Programme | Tutoring | Notes |
|--------------------|---------------|-------------------|-----|------------|------|------------------|------------|-----|-----------|------|-----------|------------------------|------------------------|----------|-------|
| Abdelkoder Mohamed | 15/03/2012 | 12 | (8) | (Year 10) | (8C) | Single R.. | 04/10/2024 | K | 2023/2024 | Yes | 2023/2024 | | | ✓ | |
| Abdullah Tamwar | 12/01/2009 | 15 | 11 | Year 11 | 11A | Single R.. | | K | | Yes | | | | | |
| Abhra Abiji | 20/11/2009 | 14 | 10 | Year 10 | 10A | Single R.. | | K | | No | | | | | |
| Abhra Alisha | 20/11/2009 | 14 | 10 | Year 10 | 10C | Single R.. | | | | No | | | | | |
| Abimbola Deon | 14/05/2012 | 12 | 12 | Year 12 | G | Single R.. | | | 2023/2024 | Yes | 2023/2024 | | | | |
| Ackroyd Marcus | 21/08/2012 | 12 | 8 | Year 8 | 8D | Single R.. | | | | No | | | | | |
| Ackton Stan | 22/03/2010 | 14 | 10 | Year 10 | 10E | Single R.. | | K | | No | | | | | |
| Adam Briony | 21/03/2011 | 13 | 9 | Year 9 | 9A | Single R.. | | N | | No | | | | | |
| Adams Brianna | 15/01/2010 | 14 | 10 | Year 10 | 10A | Single R.. | | | | No | | | | | |

2. In the **Student View** panel, specify the required filters. The content of the **Student** panel changes to reflect the options selected.
Read-only student information is displayed in the columns on the left-hand side of the **Student** panel. This information is shown as at the system date.
Cells with a white background are editable.
3. Right-click anywhere in the **Tutoring** column, then select the required option from the pop-up menu.
 - a. If most or all of the students have been receiving tutoring, select the **Check All** option.

- b. Any students who have not been receiving tutoring can then be deselected by clicking the **Tutoring** cell adjacent to their name.
4. Specify which students are **Repeating Post-16 Year** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.
Bulk or Individual entry can be achieved using the same method as described for 16-19 tuition funding.
Where **Repeating Post-16 Year** has been ticked for a Year 13 and above student, a completed programme and an additional continuing programme is reported.
If a Year 12 student is repeating their Post 16 year, the **Starting New Programme** column is activated.
5. Specify which Year 12 students are **Starting New Programme** by right-clicking anywhere in the column, then selecting the required option from the pop-up menu.
Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** has also been ticked, the XML return file will report a completed programme and an additional continuing programme.
Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** is not ticked, a continuing programme is reported.
6. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
7. Click the **Save** button.

NOTE All validation errors (red cells) must be resolved before saving the data.

DfE guidance about Learner funding and monitoring (FAM) is available on the [GOV.UK website](https://www.gov.uk).



Additional Resources:

Producing the School Census Summer Return handbook

Completed

Changing an Enrolment Status

For the latest guidance, including new information and enhancements, please refer to the Changing an Enrolment Status section of the [Checking Registration Details](#) article.

A student **Enrolment Status** defaults to **Single Registration** but can be changed via the **Routines** menu, if required.

The following enrolment statuses are available:

- **Single Registration** - this status represents a normal, full-time student who is only registered as on-roll at your school.
- **Guest Pupil** - this status represents a student who is on-roll at another school but attends your school for certain lessons. There is no need to register them as on-roll at your school.

- **Main-Dual Registration** - this status indicates that the student is registered at another school for some of their timetable, but the majority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- **Subsidiary-Dual Registration** - this status indicates that the student is registered at another school for the majority of their timetable and only a minority of their time is spent at your school. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- **FE College** (applicable to Pupil Referral Units in England only) - this status indicates that the student is registered at a Further Education College and only a minority of their time is spent at your school.
- **Other Provider** (applicable to Pupil Referral Units in England only) - this status indicates that the student is registered at another provider and only a minority of their time is spent at your school.

NOTE SIMS uses the information in the enrolment status change log to determine enrolment on census day.

8. Select **Routines | Student | Change Enrolment Status** to display the **Find Student** browser.
9. Search for, then double-click the name of the required student to display the **Change Enrolment Status** page.

NOTE The student's basic details are displayed for information only. Edits to basic details can be made via **Focus | Student | Basic Details**.

10. In the **Registration** panel, select the applicable **Enrolment Status** from the drop-down list.

| 2 Registration | |
|------------------------|--|
| Enrolment Status | Main - Dual Registration  |
| Student Date of Change | 08/08/2021  This date is used for statutory returns and reporting only. |
| Notes | Enrolment status might change in the near future. |

If the student's enrolment status has been changed before, a history of the **Enrolment Status History** can be viewed by clicking the adjacent **Search** button.

11. The **Student Date of Change** defaults to today's date but can be edited by selecting the required date from the adjacent Calendar. This date is for information only and does not impact any other part of SIMS.
12. Enter any associated **Notes**.
13. Click the **Save** button. A confirmation message is displayed.

WARNING The details of the confirmation message is different depending on the change of enrolment status. For example:

- If the enrolment status is changed to **Guest student**, all previously recorded session attendance marks are deleted.

▪ If the enrolment status change has taken place during the academic year, the applicable attendance marks might need to be corrected. In some circumstances a new admission number is allocated to the student if you confirm the enrolment status change.

14. Click the **Yes** button if you want to continue.

Completed

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Where Can I Get More Information? 67

For the latest up-to-date guidance, including the new information and enhancements, please refer to the [Statutory Returns Resource Hub](#).

After carrying out the preparation routines documented in this guide, ensure that any subsequent changes at your school (e.g. student basic detail changes, SEN provisions changes, leavers and admissions/re-admissions, etc.) are recorded accurately in SIMS.

The latest SIMS Release must be installed before completing the School Census Summer Return. It is advisable to check whether a later version of SIMS is available and then upgrade to the current release, if necessary, as it may include updates applicable to the forthcoming return.

You should now be ready to produce the final School Census Summer Return.

Where Can I Get More Information?

In addition to this preparation guide, the following resources are also available:

- *Producing the School Census Summer Return (English Secondary/Middle deemed Secondary Schools)* handbook - this handbook outlines the School Census process in SIMS for Secondary and Middle deemed Secondary schools.
- *Producing the School Census Summer Return (English All-Through Schools)* handbook - this handbook outlines the School Census process in SIMS for All-Through schools.
- *Producing the School Census Summer Return (English Pupil Referral Units)* handbook - this handbook outlines the School Census process in SIMS for Pupil Referral Units.
- [Managing Pupils/Students handbook](#) - this handbook provides details about the processes that relate to the management of student data in SIMS.
- [Setting up and Administering SIMS handbook](#) - this handbook provides information on how to set up the various areas of SIMS in readiness for day-to-day use, such as setting up lookups (drop-down lists), creating academic year/admission groups, setting up behaviour management defaults, etc. It also covers the more complex processes that are likely to be carried out by a School/System Administrator.

Guidance about data protection and how student data is shared is available from the [GOV.UK website](#).

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the [SIMS Documentation Centre](#), including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

Problem Solving using the Support Portal

You are strongly advised to check the following SIMS Newsfeeds because they provide a range of explanatory text, presentations, videos and spreadsheets that you may find useful. These newsfeeds are updated regularly to provide the latest news and answers to enquiries. In particular, the newsfeeds for School Census provide the latest iteration of our spreadsheet for DfE validation rules and SIMS solutions.

The [SIMS Newsfeed - Hub](#) provides links to all the statutory returns related newsfeeds.

- [SIMS Newsfeed - Hub for England](#) - DfE CBDS
- SIMS Newsfeed - Series 3000 Filesets for SIMS 7 Spring Release 2025.

IMPORTANT If you receive support from a local authority or third-party support team, check with them before using any of the solutions.

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