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Council**

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Preparing for and Producing the School Census Return in SIMS

Autumn 2025

Infant, Primary, PRUs & Special Schools

Census Date: Thursday 2nd October 2025

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

This booklet is designed for use with SIMS software version **7.224** and above

Preparing & Producing Autumn 2025

Census Return in SIMS

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Introduction

The submission of data to the **Department for Education (DfE)**, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996. This takes the form of a Statutory Return (census) for all Local Authority Maintained Nursery, Primary, Secondary, Special Schools and Academies.

The information collected is used by the Department for Education (DfE) in the calculation of the Dedicated Schools Grant and the Pupil Premium funding allocations and, for schools with a Sixth form, the Post 16 Funding as specified by the ESFA. **Each Census has funding implications** and questions regarding which census collects funding data should be referred to your Local Authority (Buckinghamshire Schools should contact the Schools Management Support Team).

Data collected includes general pupil characteristic information such as sex, free school meal eligibility, Special Needs ethnicity, and language. Termly absence and attendance data are also collected, and this contributes to the published School Performance tables. Data differs for phase and type of school for each census.

Data is collected three times a year:

Autumn (October), Spring (January), and Summer (May).

Autumn Census - Thursday 2 October 2025

Spring Census - Thursday 15 January 2026

Summer Census - Thursday 21 May 2026

All Management Information Systems collect the same data items, but naming may differ between software.

Once completed the Census is uploaded to the DfE via Secure Access portal (COLLECT).

Collect has reports available that should also be 'run' to ensure correct data. Further details of these reports can be found at the following website:

<https://www.gov.uk/guidance/complete-the-school-census/check-your-data>

MIS software has validation errors 'built in' which identifies any errors or unusual data. All errors should be corrected. Any errors or queries that cannot be rectified should then be noted on Collect upon upload. The link above also contains information on the acceptable 'notes' for each error.

Panels Available in Each Termly Census Return

Each of the following panels in the SIMS School Census area addresses specific data collected in each census return. Other information is collected directly from within the return data and can be viewed via a number of inbuilt reports.

<u>Autumn</u>	<u>Spring</u>	<u>Summer</u>
Census details	Census details Selected Period on Census Day ^C	Census details
School Information	School Information Childcare	School Information
Top-up Funding Post Looked After Arrangements	Top-up Funding Post Looked After Arrangements	Top-up Funding Post Looked After Arrangements
Attendance	Attendance	Attendance
School Dinner Taken ^A	School Dinner Taken ^A	School Dinner Taken ^A
Early Years details ^A	Early Years details ^A	Early Years details ^A
Funding & Monitoring	Funding & Monitoring	Funding & Monitoring
Post-16 Learning Aims ^B	Class Type (<i>Infant/Primary</i>) Classes Pupil Reconciliation	Class Type ^A
	Free School Meals	
	Admissions Appeals (Infant, Primary and Secondary)	
	PRU's only: Time in Unit Teenage Mothers	
^A Applicable to pupils in Reception & Key Stage 1 (Y1 and Y2) only. ^B Applicable to schools with Post 16 Learners ^C Applicable to Secondary Schools only		

DfE Collect - Deadline Upload and Submission Dates

*It is recommended to upload a file on **DfE Collect** as soon as possible after census date, even if it is not complete, to check for additional DfE validation errors and queries not evident in SIMS.*

Checking by Children's and Traded Services (formerly Schools Management Support Team)

LA Maintained Schools – All	Friday 3 rd October 2025 @ 5:00pm
Primary Academies	Friday 10 th October 2025
Post 16 Schools	Monday 3 rd November 2025

DfE Collect

Academies – All – 1 st Submission to DfE Collect Direct	Wednesday 29 th October 2025
All Schools & Academies – DfE Final Submission	Wednesday 26 th November 2025

Children's and Traded Services (formerly Schools Management Support Team) and Guidance

Contact **Children's and Traded Services (formerly Schools Management Support Team)** for **advice or queries** regarding the **funding implications** of each termly **census**.

Email: schoolcensus@buckinghamshire.gov.uk

SchoolsWeb: <https://schoolsweb.buckinghamshire.gov.uk/school-management-support/school-census>

Refer to **SMST guidance** for:

- School census process for Schools and Academies.
- Data checking issues to look out for.
- DfE Collect guidance for schools.
- Alternative Provision Placements codes.

ICT Schools Team

Contact the **ICT Schools Team** for assistance with:

- Entering data into SIMS.
- Correcting validation errors in SIMS.

Tel: 01296 383500 option 1 or email: ictschoools@buckinghamshire.gov.uk

Note: we are unable to provide specific statutory guidance or support with issues relating to funding implications or the use of DfE Collect.

Changes to the School Census Autumn Return

Autumn 2025 Census Return Key Dates

Census Date	02/10/2025
Attendance collected from	21/04/2025 to 31/07/2025
Suspensions and Permanent Exclusions collected from	01/01/2025 to 31/07/2025
AP Placements collected from	15/05/2025 to 02/10/2025
Free School Meal Eligibility from	16/05/2025 to 02/10/2025
Funding & Monitoring collected from	01/08/2025 to 02/10/2025

Funding and Monitoring

National Tutoring Programme finished 2023/24 academic year.

Only record pupils for 2025/2026 academic year where either:

- **Tutoring is funded by the school** (Tutoring) for Years 1 to 14
- Post 16 pupils repeating up to one year of 16-19 funded provision.

Nursery Funding

The following extended to starting at **9 months**:

- Expanded Hours
- Early Years Pupil Premium
- Disability Access Funding

Setting SIMS Permissions

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, eg. Pupil details, school details, etc. Users must be a member of the user groups applicable to the areas they are editing.

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 **Import Filesets**, you must be a member of one of the following user groups in **System Manager**:

Returns Manager or **Systems Manager**

For more information regarding the Import Fileset functionality, refer to the applicable preparation guide.

Contact your System Administrator/Manager for queries regarding the required permissions.

Version of SIMS Required

To run the return, you must have the **SIMS 2025 Summer Release (7.224)** or later installed.

To check which version of SIMS is installed, open SIMS and select **Help | About SIMS**.

A dialog like the one shown in the following graphic is displayed. The version should read **7.224** or later.



Steps to Producing the School Census Return

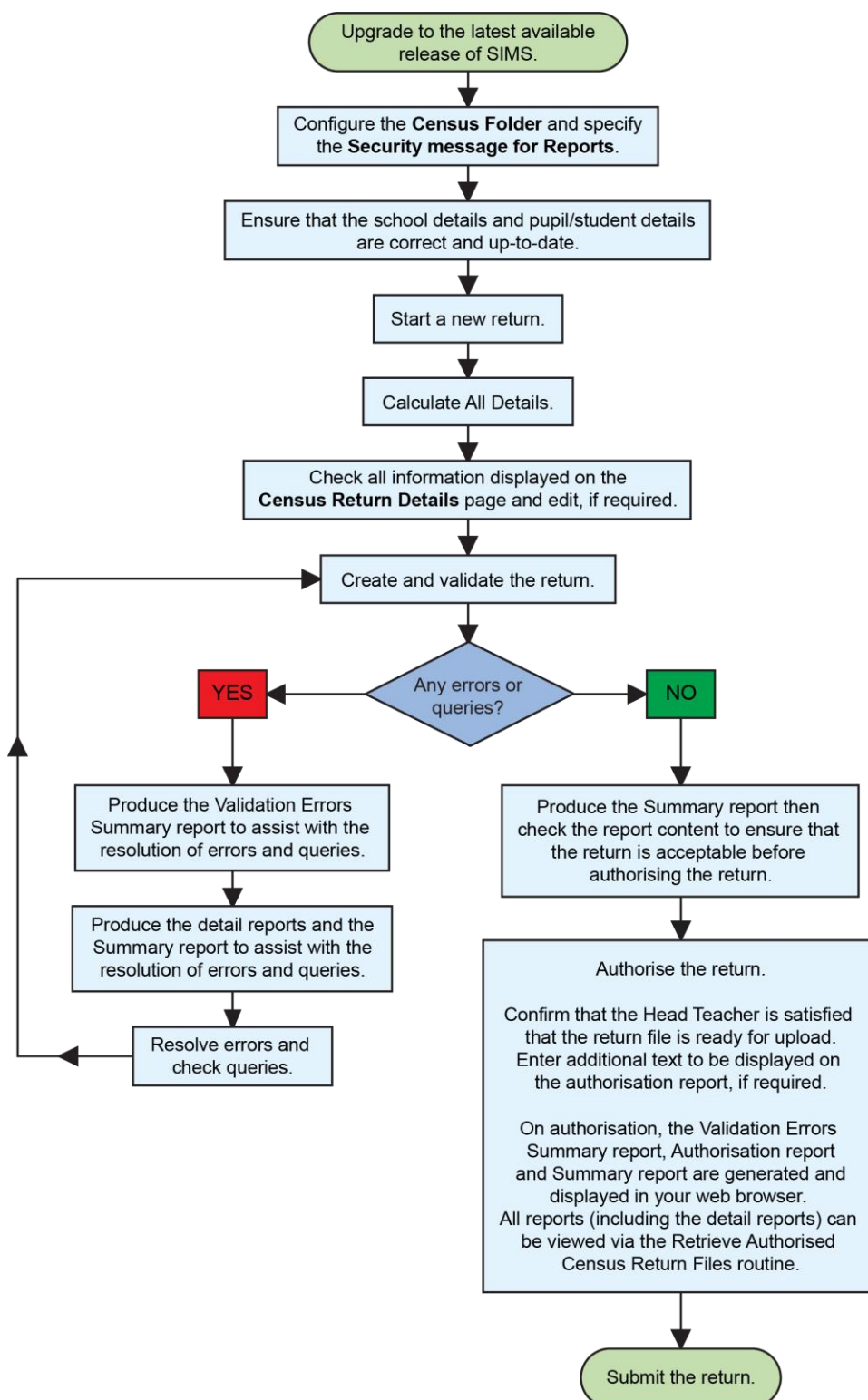
The following provides a brief outline of the steps involved in producing the School Census Autumn 2024 Return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure the information is up-to-date.

1. Upgrade to the **SIMS 2025 Summer** Release (**7.224**) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure relevant Pupil and school data exists in SIMS and it is complete and correct. Use the Bulk Update routine (**Routines | Pupil | 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.
7. Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied the content of the return is correct.
8. The **Detail reports** and **Summary report** can be generated to assess the accuracy and completeness of the return.
9. 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.
10. The Summary report can be used in conjunction with the detail reports.
11. Once approval has been given, authorise the return:
Routines | Statutory Returns | School Census. Open the census file and select **Authorise**.
12. **Upload** and **Submit** the authorised census return to the **DfE Collect** data collection website.

Refer to **Children's and Traded Services Team** detailed **Collect Guidance for Schools** to enable school colleagues to upload their School Census to the DfE Collect system, check for any issues, add notes to confirm where issues cannot be corrected, and submit the return to the DfE.

The ICT Schools Team are **unable to provide any support** for issues relating to **DfE Collect**.

The process of producing the School Census can be separated into a number of steps, some of which might have to be repeated in order to eliminate errors in the return.



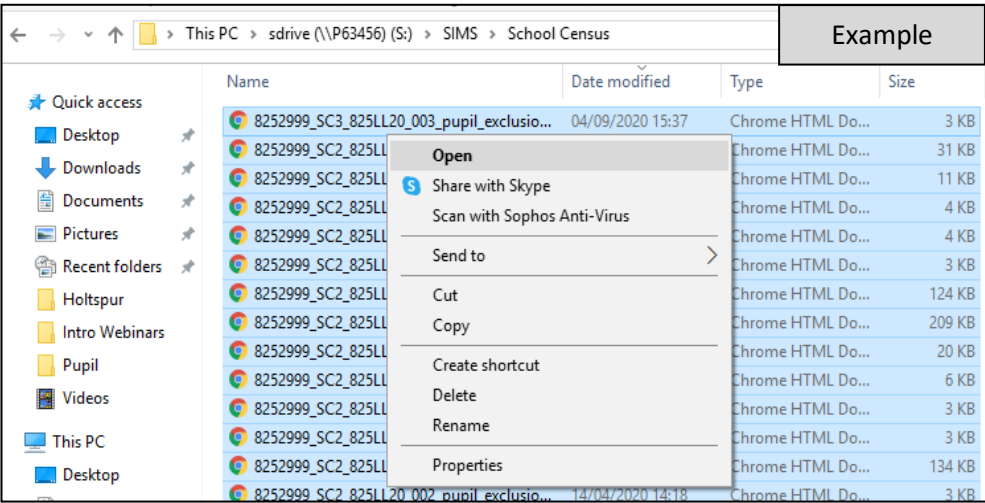
Chapter 1 Preparing SIMS for the School Census

Introduction

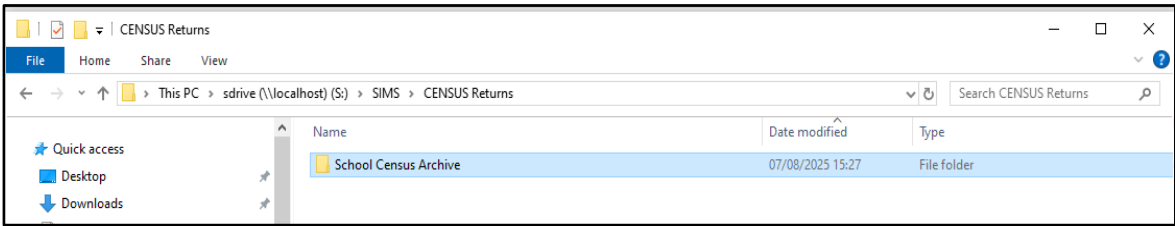
The following chapter details all checks and preparation that should be carried out within SIMS prior to creating the School Census Return. This will ensure smooth running of the return and therefore minimise the numbers of errors/queries upon creating and validating the Census.

Tidying the School Census Folder

It is recommended schools set up a **School Census Archive** folder in **S:\SIMS\School Census** to store old census files.



1. To move all the old census files in the School Census folder, click the first one in the list, hold the **Shift** key down and click the last one in the list (to highlight them all at once).
2. When all files are highlighted, left click the mouse and drag the files into the **School Census Archive** Folder.
3. The School Census folder will look similar to this – there should only be the School Census Archive folder in it. This will make it easier to pick up the **Autumn** Census file when it is created.



Import Filesets

A Fileset contains the files used to determine the information to be collected in the return. It also enables updates to the Validation Errors Summary and the Summary report (both derived from files supplied by the Statutory Body) and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases. It is therefore essential the correct fileset is imported, which can be identified by its accompanying number.

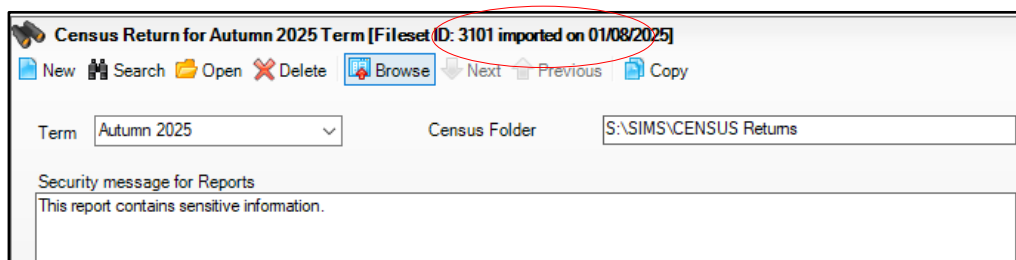
- At the time of printing, the fileset number is expected to be **3101 or higher**.
- You will be informed of availability of Filesets via a School Bulletin and/or email.
- Ensure you have informed the ICT Schools Team with details of the person responsible for school census and their contact email address.

To check which version of the fileset is currently in use:

Routines | Statutory Returns | School Census to display the **Census Return** browser.

The **Validation Fileset ID** is displayed in the header of the browser.

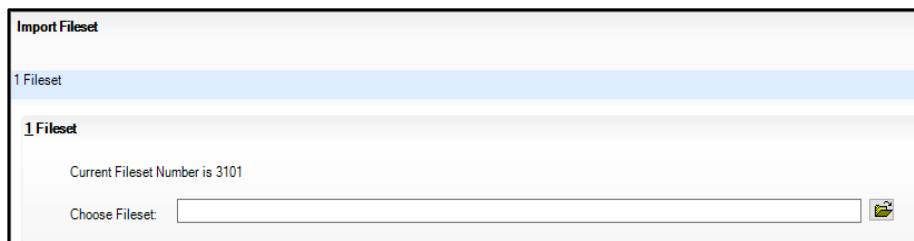
The Fileset may have already been imported during the upgrade to v7.224. Importing the fileset again will not impair the School Census.



If you do not have the current fileset shown at the top of your census, follow the instructions below to import the correct one, which can be identified by its accompanying number.

Menu Route:

1. **Tools | Setups | Import Fileset** to display the **Import Fileset**.

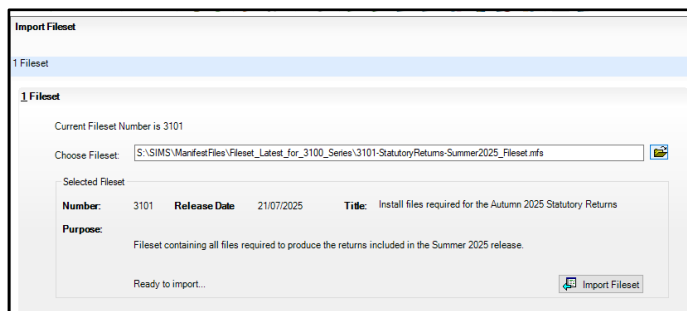


2. Click **Browse** to display the **Open** dialog and navigate to the location of the fileset:

S: SIMS\ManifestFiles\3100-StatutoryReturns-Summer_filesset.mfs

Import the **highest number** fileset available. **If the Fileset is missing, contact the ICT Schools Team.**

3. **Highlight** the relevant file and click **Open**.
4. When the file has loaded, click **Import Fileset**.

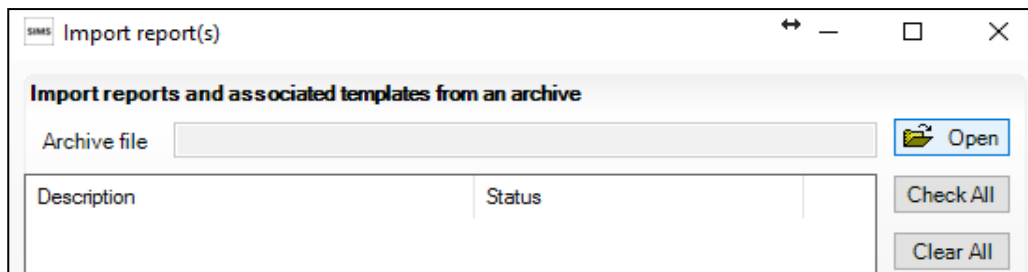


Close SIMS and log in again to activate the Fileset

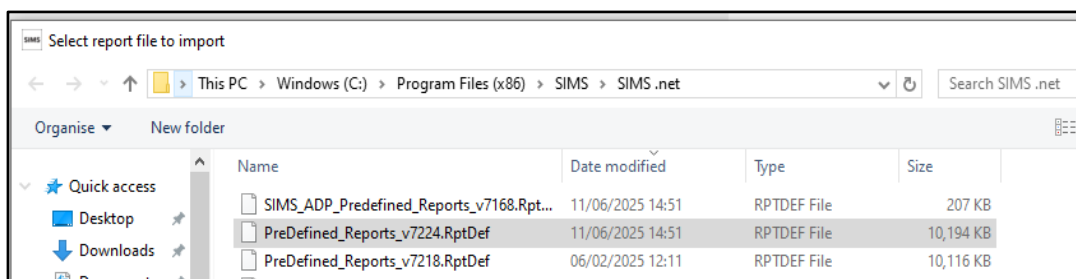
Import Report Definitions

As part of the upgrade, new reports are included and should be imported into SIMS.

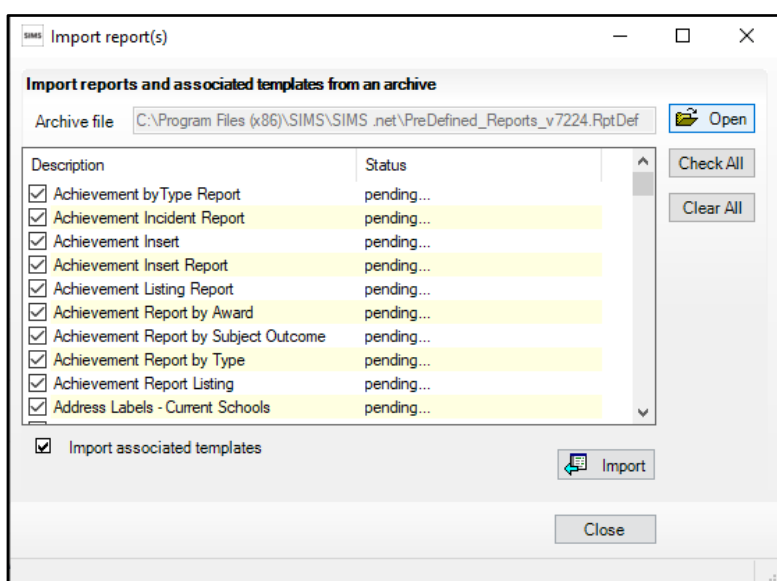
Menu route in SIMS: **Reports | Import**



1. Click **Open**.
2. The 'Look in' panel should default to **SIMS.net** and the location for the Report Definitions of: **C:\PROGRAM FILES\SIMS\SIMS.net**
3. The file to import is: **Predefined_Reports_v7.224 RptDef**
4. Highlight the file and click **Open**, or double click the file name.



5. Click **Import**.
6. The report definitions are imported once the status changes from **pending** to **imported**.
7. Close the **Import Reports** screen.



Chapter 2 Preparing Data for the School Census Return

Introduction

Before beginning the process of producing the return, it is advisable to spend time ensuring all school level and pupil level information is present and up to date in SIMS. For example, ensure school details are correct, all new pupils have been added to SIMS, all leavers have been recorded, all exclusions have been recorded, etc.

Data Collected in Autumn Census 2025

The following information is collected from schools for the School Census Autumn 2024 Return.

School Level Data

School Characteristics: LA number, DfE establishment number, Unique Reference Number (URN), school name, school phase, school type, highest and lowest national curriculum year, intake type, governance, school email address and telephone number.

Pupil Data Collected

Pupil Identifiers: unique pupil number (UPN), legal surname & forename, middle name, preferred surname, former surname, sex, and date of birth.

Pupil Characteristics: first language, ethnicity, free school meal eligibility start date and end date, UK country in which the eligibility applies, class type, Infant school lunches taken (UIFSM).

Service children in education indicator, top-up funding indicator, post looked after arrangements, Youth Support Services Agreement (YSSA) indicator (for year 9 and above).

Nursery: Hours at setting, funded hours, disability access fund indicator, eligibility code, extended funded hours, expanded funded hours.

Pupil Status: enrolment status, date of entry, date of leaving, part-time indicator, boarder indicator and actual national curriculum year group.

Pupil Home Address: pupil's home address details, including post code and unique property reference number (UPRN) where available.

Special Educational Needs: SEN provision (status), member of SEN Unit, member of Resourced Provision indicator.

Alternative Provision Placement (15/05/2025 to 02/10/2025): AP unique reference number (URN), AP UK provider register number (UKPRN), AP setting type, Companies House number, AP postcode, AP reason, start date, SEN on start date, end date, SEN on end date, AP attendance pattern, AP sessions per week, on roll status. ** Previous provision URN, for single registered pupils (PRU's only)

Exclusion Information (01/01/2025 to 31/07/2025) exclusion category, reason(s), start date, number of sessions, pupil SEN provision, on roll status.

Termly Attendance Information: 21/04/2025 to 31/07/2025

Funding and Monitoring: type code (Tutoring).

Checking and Editing School Information

The **School Information** panel within the census displays details that have previously been recorded on the **School Details** page in SIMS. The details displayed are read-only but can be amended, if necessary, via **School Detail** within the Census or via **Focus | School | School Details**.

The information displayed may vary depending on your school and the details entered, e.g. Academy specific information.

Ensure the School Type, Governance, and Intake Type are displayed correctly.

If any details are missing or incorrect, click **School Detail** to display the **School Detail** dialog, where information applicable to your school is displayed.

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 ICT Schools Team for assistance.

1. Add or amend the school details, selecting from the drop-down lists where applicable.
2. Click **Save** and **OK** to return to the Census Return Details page, where the updated details are displayed.

Information for Special Schools (*collected Spring Census*)

Within the **Establishment** panel, there are additional panels showing the following:

- Maximum Day Pupils
- Maximum Boarding Pupils
- Minimum Age for Male Pupils
- Minimum Age for Female Pupils
- Maximum Age for Male Pupils
- Maximum Age for Female Pupils
- SEN Provision (EHCP or SEN Support)

Information for Academies

2 School Information					
School Name	Green Abbey School	Previous Name	Previous Name School	Date Changed	31/07/2017
LA	823	Establishment Number	4321	Previous Estab Number	1234
Telephone	851234	URN		Previous URN	
School E-mail Address	office@ga.org.uk				
School Phase	SS	Secondary		Earliest DOA	17/07/2017
School Type	Academies				
Governance	Academies	Intake Type	Comprehensive	Date Changed	
Lowest NC Year	7	Highest NC Year	13		
School Detail					

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

School Type and School Governance.

- Select **Academies** from the applicable drop-down lists.
- The school's **Previous Name** and **Date Name Changed**.
- The **Previous Establishment Number** and **Date Number Changed**.

This information is used by School Census. If the DfE number has changed for sponsor-led Academies, historical information is not collected and the date of arrival is reported as the date the DfE number changed.

- The **Previous URN Number** and **Date Number Changed**.

Note: The date the establishments URN changed is used by other census returns. 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 and Editing Pupil Level Information

Checking Pupil Details

Before starting the School Census return, check all on-roll Pupils are recorded in SIMS and that as far as possible, the information is up to date and accurate. For each area that follows we will identify the report that will assist you to check your data. Ensure:

- New Pupils have been added.
- Leavers have been recorded.
- Any duplicate or unwanted Pupil records have been actioned.
- Pupil details have been updated where required.
- Part-time details have been checked/updated (*applicable schools only*).

NOTE: Ensure a Pupil's **first language** and **ethnicity** are entered before they are recorded as a leaver.

The following sections in this guide provide additional information and specific instructions on checking and editing Pupil level data. Some of this data can be checked/updated using the Bulk Update routine.

Using the Bulk Update Routine to Update Pupil Data

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 Pupils who do not have a First Language recorded against their name. From the Pupils found, a value can be assigned to all or several Pupils. This prevents the need to enter/change values manually for individual Pupils.

If searching for missing information, select a 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 Pupils in the school.

Select **Year Group** from the **Group Type** drop-down list and **<ANY>** from the **Group** drop-down list and then selecting the required **Data Item**.

IMPORTANT: Updating SEN Information from the Bulk Update area does not create the correct audit history in the SEN module within SIMS.

Any amendments to SEN information must be carried out within the SEN module.

The following table provides some examples of the searches that can be carried out to identify missing data:

Group Type	Group	Data Item	Comment
First Language	<ANY>	First Language	Identifies Pupils who do not have a First Language recorded. Can also be used to change existing values as required.
Year Group	Year 2	Ethnicity	Searches for all Pupils in Year Group 2 and then displays the Ethnicity recorded against each Pupil's name.

1. Select **Routines | Pupil | Bulk Update** to display the Bulk update Pupil browser.
2. In the Bulk Update panel, select the required Group Type and Group from the drop-down lists.

The screenshot shows the 'Bulk update Student' window. On the left, the 'Bulk Update' section has 'Student Population' with 'Group Type' set to 'Year Group' and 'Group' set to 'Year 2'. The 'Update Data Item' section on the right has 'Data Item' set to 'First Language' and 'Effective Date' set to a date. Below these sections, a list of 'Members' is shown, including Name, Home Language, Home Religion, SEN Status, and Mode of Travel.

The **Group Type** indicates the type of group to list while the **Group** enables the specific group of Pupils to be listed. e.g. selecting a **Group Type** of **Year Group** enables a specific year to be selected from the **Group** drop-down list, such as **Year 2**.

3. Select the required **Data Item** from the drop-down list, e.g. First Language, ethnicity etc.

- The **Effective Date** is the date on which the membership of the group is based and defaults to today's date. In most circumstances, it is advisable to change this date to the start of the academic year because most data recorded is applicable from the start of the academic year.

- Click **Search** to display the Members panel, which displays a list of Pupils matching the chosen criteria and the choice of First Language types.
- Click in the title box of the **Assigned** column twice to bring 'unassigned' pupils to the top of the list.

Name	Year Group	Assigned	Acholi	Adangme	Afar-Saho	Afrikaans	Akan/Twi-Fante	Albanian/Shqip	Alur	Ambo/Oshiwambo	Amharic	Anyi-Baule	Ara
Abbas, Latif	1	Panjabi											

TIP: 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 then select Narrow Columns from the pop-up menu.

Recording Leavers

The **Leavers Basic Details** report provides the following information about Pupils not on-roll on census day: UPN, former UPN, legal surname, legal forename, middle names, former surname, date of birth, sex, date of admission (DOA), **date of leaving (DOL)**, language, part-time status, boarder status, attendance, and exclusions.

Ensure all leavers are taken off-roll and any returning Pupils are re-admitted.

To ensure information required for the School Census is accurate and up to date, it is recommended that you check all leavers have at least the minimum statutory information recorded before making them a leaver, e.g. ethnicity, first language, etc.

The date of leaving should reflect the date the Pupil leaves the school. Leaving dates should not be back-dated. If in doubt please contact the Local Authority.



Important note regarding leavers:

The DfE expect that students in Years Reception to Year 6, who leave at the end of the Academic year, should be given a leaving date of the last day of term at your school. It **MUST** be a date on which the student could have attended school (i.e. not INSET or holiday date).

Not applicable to Nursery schools

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

1. Ensure the **Status** of **On Roll** is selected and click **Search** to display a list of all on-roll pupils.

The screenshot shows the 'Find Pupil(s)' browser interface. At the top, there are search filters: Surname, Forename, Status (set to 'On Roll'), Year Group (set to '<Any>'), Class (set to '<Any>'), and Effective Date. There are buttons for Search, Print, Browse, and Select. A table of results is displayed below the filters. A grey box labeled 'Example' is overlaid on the right side of the table.

Name	Year Group	Class	Adm. No.	Date of Admission	Date of Leaving	Reason for Leaving	Destination	Expected Start	Grounds for Removal
Abbas, Avanni	R	OAK	002044	02/09/2024					
Abbas, Latif	3	3TO	001780	03/09/2020					
Abrams, Paul	5	5BB	001651	01/09/2018					
Ackton, Simon	3	3CB	001860	06/09/2021					
Adeola, Kyla	1	ASH	001864	04/09/2023					
Adeola, Safia	R	(AMI)	001964	04/09/2023					

2. Highlight the pupil(s) you wish to record as leavers then click **Select**. The selected pupils(s) are displayed in the **Pupils** panel.

Enter the following information: **Date of Leaving**, **Reason for Leaving**, **Destination after Leaving**, **Destination Institution**, **Destination Expected Start Date**** and **Grounds for Removal****.

IMPORTANT: ** **Destination Expected Start Date** and **Grounds for Removal** is not applicable for pupil's leaving due to "End of Phase".

The **Date of Leaving** should be the date the pupils actually leave the school.

For **End of Phase** pupils, it should be the **last day of term** (not 31/08/2025).

The date of leaving should be the date that the pupil 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.

Re-admitting a Pupil

Any Pupil who leaves the school and subsequently returns, **must** be re admitted.

IMPORTANT: Do not remove the leaving date, as the Pupil's period of absence from the school will not be recorded and the system will expect attendance data to be entered for the period they were not at your school.

However, if a Pupil was intending to leave but subsequently changed their mind and decided not to leave, the date of leaving can be removed from Panel 11, as continuous attendance has been maintained.

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

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.

Click **New** to display the **Add Pupil** page. It is necessary to enter limited information here as you know the person already exists.

2. Click **Continue** to display a list of **Matched People**, based on the criteria entered on the **Add Pupil** page.

3. Highlight the required pupil then click **Open**. The following warning message is displayed:

The selected Pupil is a leaver. Do you want to re-admit the Pupil?

4. Click **Yes** if you are certain that this is the pupil who should be re-admitted. Their details are displayed on the **Pupil Details** page.
5. 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.

Checking a Pupil's Basic Details

The **On-Roll Basic Details** report provides the following information about Pupils on-roll on census day:

UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, sex, year taught in (YTI), date of admission, enrolment status, ethnicity, language, class type, part-time status, Youth Support Services Agreement (YSSA), part-time status, boarder status & young carer status.

Ensure basic details for all Pupils are up-to-date and correct. It may be necessary to make changes for several reasons, e.g. to correct inaccurate entered information, legal adoption, change of surname, etc.

The following information is collected in the return:

- **Legal Forename** (mandatory information in SIMS)
- **Middle Names**
- **Legal Surname** (mandatory information in SIMS)
- **Preferred Surname** (mandatory information in SIMS)
- **Former Surname**
- **Sex** (mandatory information in SIMS)
- **Date of Birth** (mandatory information in SIMS)

Checking Registration Details

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

- **Enrolment Status** (mandatory information in SIMS)
- **Admission Date** (mandatory information in SIMS)
- **Year Taught In**, ie. National Curriculum Year Group (mandatory information in SIMS)
- **Boarder Status**
- **UPN**
- **Former UPN** (this is a read-only field, which is populated automatically if the UPN is changed)
- **Unique Learner Number** (for Pupils aged over 14 years on Census Day)
- **Part-Time Indicator** (only applicable for Pupils aged 2, 3, or 4 and relevant Post 16 learners)
- **School Arranged Alternative Provision Placement** details

Checking National Curriculum Year Groups

Refer to Appendix A – Dates of Birth/Year Groups for Pupils in Academic Year 2025-2026

The National Curriculum Year Group (Year Taught In) is the year group in which the Pupil is taught for most 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). It is important the correct **Year Taught In** has been recorded in SIMS.

1. Via an individual Pupil records:

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 **History** and apply the change from the actual date the change is required.

Checking Enrolment Status, Admission Date and Boarder Status

SIMS uses the information in the enrolment status change log to determine enrolment on Census day, **Enrolment status**, **Admission Date** and **Boarder Status** (where applicable) should therefore be checked and corrected if necessary:

2 Registration				Example
Class	PINE	House		
Year Group	Year R	Year Taught In	Curriculum Year R	
Enrolment Status	Single Registration	Boarder Status	Not a Boarder	
Admission Date	05/09/2023	Admission Number	001922	
Former UPN		Attendance Mode	All day	
UPN	Y823299922031	Local UPN		

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

- **Single Registration** – indicates a full-time Pupil who is only registered as on-roll at your school.
- **Guest Pupil** – indicates a Pupil 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** - indicates the Pupil is registered at another school for some of their timetable. This status carries legal and financial implications and should only be used after agreement with the other school involved.
- **Subsidiary-Dual Registration** - indicates the Pupil is registered at another school for some of their timetable. 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 only)** - indicates the Pupil 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 only)** - indicates the Pupil is registered at another provider and only a minority of their time is spent at your school.

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

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 Pupil, all previously recorded session attendance marks are deleted.
- If the enrolment status change has taken place during the academic year, the applicable attendance marks may need to be corrected.

Checking UPN Details

In the **UPN** field, ensure all pupils have a UPN recorded and they are in the correct format (the field will turn red if invalid).

DfE guidance is available from <https://www.gov.uk/government/publications/unique-pupil-numbers>

Checking Pupil's Part-Time Details

Part-time details apply mostly to schools with **Nursery age** children.

Dual Registered Pupils should not be classified by either school as part-time.

Note: Statutory-aged pupils cannot be recorded as part-time. Any sessions the pupil does not attend must have been agreed with the Head Teacher and the relevant attendance code recorded.

Refer to **DfE guidance** regarding the **Pupil Part-Time Indicator**:

“The part time indicator is not based on the number of funded hours; the part time indicator is based on whether the pupil is attending education provision for 10 sessions a week.”

“If they [the pupils] are not receiving an education provision in the afternoon then they would be recorded as part time; if they are receiving an education provision AM and PM then they would be full time.

The key is whether the provision is education or childcare.”

To record part-time details, a minimum of a **Start Date** must be entered in the **Part Time Details** section.

The screenshot shows the '2 Registration' form in SIMS. It includes fields for Class (PM), Year Group (Year N2), Enrolment Status (Single Registration), Admission Date (02/09/2024), Former UPN, UPN (E823299924008), House, Year Taught In (Curriculum Year N2), Boarder Status (Not a Boarder), Admission Number (002031), Attendance Mode (All day), and Local UPN. The 'Part Time Details' section at the bottom has columns for Start Date and End Date, and a 'New' button is circled in red.

Refer to **Appendix B – Defining and Maintaining Early Year Provisions**, which also includes setting up Early Year Provision on a Pupil's Record, for further details.

Checking Alternative Provision Placements

The **Alternative Provision Details Report** provides the following information about pupils on-roll on census day:

AP URN, AP UKPRN, AP setting, Companies House number, AP postcode, AP reason, start date, SEN on start date, end date, SEN on end date, AP attendance, AP sessions and on-roll status.

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 pupil 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.

NOTE: SEN information is collected automatically from the pupil's **SEN History** from the **Basic SEN Details** panel (see Checking Special Educational Needs Information).

1. Select **Focus | Pupil | Pupil Details** to display the **Find Pupil** browser.
2. Search for the name of the required pupil to display the **Pupil Details** page.

Panel 2: Registration | School Arranged Alternative Provision Placements section.

School Arranged Alternative Provision Placements	Start Date	End Date	Description	AP Setting	Companies House No	AP Postcode	New
	03/02/2025		College	One on one ...	11111111	MK41 7S	Open
							Delete

NB: screenshot for illustrative purpose only

Check the school arranged alternative provision placement details.

To **amend** existing details, select an existing placement then click **Open** adjacent to the **School Arranged Alternative Provision Placements** panel to display the **Add/Edit Alternative Provision Placements** dialog.

Alternatively, click **New** to add a new record.

Enter the **Start Date** and **End Date** (if known).

Record one of the following three options:

1. **AP URN** (Unique Reference Number)
2. **AP UKPRN** (United Kingdom Provider Reference Number)
3. **AP Setting** – select from drop-down options.

Enter **Companies House Number**.

Enter **AP Postcode**.

Select **AP Reason** from the dropdown list (ie. the reason for a pupil going into the AP Placement and why the placement has been arranged)

Select **AP Attendance** (ie.. the pupil's planned attendance pattern at the AP provider) from the dropdown list:

- **Part Time** - if selected, enter the number of **AP Sessions** per week.
- **Full Time**.

Enter **Notes** if applicable.

Click **OK** then click **Save**.

Specifying the Reason for Alternative Provision Admission Pupil Referral Units only

This information is recorded for all pupils who are **single registered** at a PRU.

1. Select **Focus | Pupil | Pupil Details** to display the Find Pupil browser.
2. Search for, then double-click the name of the required pupil to display the **Pupil Details** page.
3. Click the **Registration** hyperlink to display the **Registration** panel.
4. Select the applicable option from the **AP Admission Reason** drop-down list.
5. Click **Save**.

Checking Home Address Information

The **Address Details** report displays a list of Pupils:

UPN, former UPN (if applicable), legal surname, legal forename, middle name(s), **post code**, **Unique Property Reference Number (UPRN)**, **address details** and the **administrative area/county**.

A Pupil's current home address is required for the return (including boarding pupils). Where a Pupil has multiple current addresses, details of all term-time addresses should be recorded. The school address will be the term time address for boarders. If a child has multiple addresses (where the child lives with both parents at different days of the school week) you should supply both addresses.

IMPORTANT: The DfE State: Whilst every effort must be made to obtain these pupil details, if it is not possible to get the address, you should leave these fields blank or add a partial address and ignore the validation errors. Address fields should not be used to record notes such as 'protected address' or any other personal details about the pupil.

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

Unique Property Reference Number (UPRN) for Pupil's Address

A Unique Property Reference Number (UPRN) is a unique alphanumeric identifier for every spatial address in Great Britain and can be found in OS's Address products. It provides a comprehensive, complete, consistent identifier throughout a property's life cycle - from planning permission through to demolition. The pupil's UPRN will be collected in addition to the pupil's full address to begin with, but we expect the full address to be dropped for UK addresses at some point in future years.

Checking Free School Meals Eligibility

The Free School Meals Eligibility report provides information on free school meal eligibility for pupils who match the report criteria: UPN, legal surname, legal forename, date of birth, sex, Year Taught In, on-roll status and **free school meal eligibility start date, end date** & the **UK country** in which the eligibility applies.

NOTE: This report includes any free school meals recorded outside of England, e.g. Wales.

Only FSM records where the country recorded is England or <blank> attract the Pupil Premium.

On roll pupils on census day who were eligible for free school meals on or after **16/05/2024** and up to census day **02/10/2025** check all eligible pupils are recorded.

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

- **Start Date**
- **End Date**** (if applicable; see **exception reasons**)
- **UK Country** in which the eligibility applies.

** FSM End Date Exception Reasons

- If the pupil's parents explicitly remove their claim for a free meal, having been made aware of their entitlement to transitional protection.
- If the pupil is one of the small numbers eligible due to their parent/carer's receipt of the guaranteed element of pension credit, or support under Part VI of the Immigration and Asylum Act 1999, and the parent/carer informs the school they no longer receive these benefits. As these benefits are not affected by the introduction of universal credit, they are not covered by the transitional protection.

IMPORTANT: As FSM rules have changed, refer to **DfE/SMST** guidance on SchoolsWeb, which gives more detailed information on checking eligibility.

<https://schoolsweb.buckinghamshire.gov.uk/school-management-support/free-school-meals/free-school-meal-eligibility-for-pupils-transferring-between-schools/>

Universal Infant Free School Meals are not recorded in SIMS – unless the pupil meets the criteria for eligibility for free school meals in their own right.

NOTES: Nursery pupils should not be recorded as eligible for free school meals until they are in school for at least **one full day** – even if older siblings are eligible.

Free School Meal eligibility should not be confused with the Universal Infant Free School Meals (UIFSM) for **Reception and Key Stage 1** pupils. These are recorded in a separate panel on the Census.

Service Children with parents with joint custody/access and equal residency – the MoD website states that each parent can claim only one of the benefits (i.e.. FSM or Service child indicator) if they are not living together but have joint access. Confirmation of entitlement is:

“If the personnel category is 1 or 2 for the service personnel and their child still resides with them (even though it is part of the week) – they can be recorded as a service child. If they are also FSM, they will still trigger Error 1741; however, this will be accepted if an appropriate notepad is e.g. pupil has FSME protection and parent joins the forces or pupil’s parents have separated, one parent is in the Forces, the other is receiving a qualifying benefit”.

Checking Ethnic and Cultural Information

The **On-Roll Basic Details** report provides the following information about Pupils who are on-roll on census day:

UPN, ULN, legal surname, legal forename, preferred surname, former surname, date of birth, sex, year taught in (YTI), date of admission, enrolment status, **language**, Youth Support Services Agreement (YSSA), part-time status and boarder status.

The following **First Language** information should be recorded in preparation for the return:

- A **First Language** other than English should be recorded where a Pupil 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 Pupil’s proficiency in English.
- Where a parent/guardian or pupil declines to provide a first language, it should record it as ‘REF’ (refused).

1. Select **Focus | Pupil | Pupil Details** to display the Find Pupil browser.
2. Search for then double-click the required Pupil to display the **Pupil Details** page.
3. Click the **Ethnic/Cultural** hyperlink to display the **Ethnic/Cultural** panel.
4. Select the Pupil’s **First Language** from the drop-down list.

8 Ethnic/Cultural	
Ethnicity	White - English
First Language	English
First Language Source	Provided by the parent
Asylum Status	
National Identity	
Home Language	English
Ethnic Data Source	Provided by the child (ie pupil)
Religion	
English Additional Language	No
Traveller Status	
Speaks Welsh	

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

Service Children in Education

1. Click the **Additional Information** hyperlink to display the **Additional Information** panel.
2. Ensure the **Service Children in Education** information is completed, if applicable.
 - If the pupil is the child of a parent(s) in the armed forces, ensure the correct value is selected from the **Service Children in Education** drop-down list.

Note: this field defaults to 'No' to reduce the burden on schools. Schools should only change entries for children from service families.

 - 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.

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

Source of Service Children in Education Provided by the parent

Service Children Concerns

Date	Moving Schools	Deployment	Separation	Details	DfE N	
01/10/2019	Concerns relat...	No concerns	No concerns		82325	New Open Delete

Checking Special Educational Needs Information

The **SEN Details report** provides a list of pupils who have special educational needs.

On-roll pupil with **SEN Status: E - Education, Health and Care Plan** or **K - SEN Support**.

UPN, legal surname, legal forename, date of birth, sex, year taught in (YTI), **SEN status (provision)**, **SEN type ranking**, **SEN type**, **member of SEN unit and member of resourced provision indicator**, on-roll status.

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

SEN Status (SEN Provision)

E – Education, Health and Care Plan (EHCP) – the LA has reviewed the pupil and a plan has been issued.

K – SEN Support – actions have been put in place or will be put in place to support the pupil with their need once a SEN need or potential SEN need has been identified.

N – No Special Educational Need - No special educational need has been identified.

N - No Special Educational Need should only be used if a SEN Status was previously assigned but **K** or **E** is not currently relevant.

Contact the ICT Schools Team if you have pupils with a SEN Status of **N** but no history of having a previous SEN status.

SEN Information in a Pupil's Record

1. Select **Focus | Student | Special Educational Needs** to display the **Find SEN Student** browser.

Find SEN Student

Search: Open Print Browse Next Previous View

Surname: Forename: Status: Current SEN Status: <Any SEN>

Tier: <Any> Year Group: Year 8 Reg Group: <Any> House: <Any>

Name	Year Group	Reg. Group	House	Gender	SEN Status
Ackton, Stan	8	8A	Hooke	Male	K - SEN Support
Bagnall, Keith	8	8C	Hooke	Male	K - SEN Support
Channing, Herbie	8	8E	Cutie	Male	K - SEN Support
Handerson, Fred	8	8D	Cutie	Male	K - SEN Support
Hise, Catrina	8	8F	Fleming	Female	K - SEN Support
Keeton, Kai	8	8B	Fleming	Male	E - Education, Health and Care Plan

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 **Search** to display a list of pupils who match the criteria.
4. Double-click the name of the required pupil to display the **Student SEN details** page.

NOTE: At least one Special Educational **Need type** e.g. Vision Impairment and its **Rank** e.g. 1. must be recorded for all pupils with a SEN Status of **E - Education, Health and Care Plan** or **K – SEN Support**.

The **need** and **rank** is only collected in the **Spring Census**.

For any pupil with an EHCP, the need(s) selected should match the coding information in the document reference number at the top of page 1 of the EHCP.

SEN Provision Type (only for Schools with a Designated SEN Unit or ARP)

Not applicable to Special Schools or Pupil Referral Units.

- Time in SEN Unit - Member of SEN Unit
- Resourced Provision

SEN Units are special provisions within a mainstream school, where the students with SEN are taught within separate classes for at least half of their time.

Resourced Provisions are places reserved at a mainstream school for students with a specific type of SEN, taught for at least half of their time within mainstream classes, but requiring a base and some specialist facilities around the school.

Most students placed in Units will have an EHCP.

It is unlikely a pupil would be placed in a Unit and also receive support from resourced provision; however, a school could have a resourced provision for one type of need and a unit for another.

Preparing Exclusions Information

The **Exclusions Details report** provides the following details about pupils who match the report criteria:

UPN, legal surname, legal forename, date of birth, sex, date of admission, **exclusion category, reason(s) for exclusion, exclusion start date, number of sessions excluded from, SEN provision and on-roll status.**

The **Permanent Exclusions without Final Review** report will list any pupil who has been permanently excluded and for who no final review has been recorded.

Exclusions information is required for pupils who were subject to any exclusion or suspension.

Suspensions (excluding lunchtime suspensions) during the period 01/01/2025 to 31/07/2025

Permanent exclusions from 01/01/2025 to 01/10/2025

Note: Permanent exclusions are only collected if a **Final Governor Review** exists.

Exclusions should **not** be counted if they were withdrawn by the Head Teacher, or if the pupil was re-instated by the Discipline Committee or an Independent Appeal Panel.

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

- Exclusion **Type** (category, e.g. Suspension or Permanent Exclusion).
- Exclusion **Reason(s)** (select **one** code to provide the main reason and up to **two** further reasons).
- Exclusion **Start Date**.
- Actual number of sessions (**Length**).
- **SEN Provision** at the time of the exclusion.

The Final Governor Review Outcome Panels and Independent Review Panel (IRP) should be completed for **all** Permanent exclusions. There is a Census Detail report that will identify any exclusions that do not have a Final Governor Review outcome. Exclusions that do not contain this information will not be included in the return.

Upheld exclusions with a final review dated after the collection period will only be included if the review date is **PRIOR** to census day. Any review that takes place on or after October census day will be correctly reported in January Census.

Note:

Permanently excluded pupils should be marked as leavers once the exclusion has been confirmed by the Local Authority.

Before making the pupil a leaver, ensure the following information is recorded:

- SEN Status (if applicable)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission.

Preparing Termly Attendance Information (*not applicable to Nursery Schools*)

The **Attendance First Half of Summer Term** and **Attendance Second Half of Summer Term** reports display the following information:

UPN, legal surname, legal forename, date-of-birth, sex, year taught in, **number of termly sessions possible**, on-roll status, **the number of sessions for; Present and Approved Educational Activity**, **Absence codes (authorised and unauthorised sessions)** and **where attendance was not required**.

The **Absentees** report displays the following information:

UPN, legal surname, legal forename, date of birth, sex, and year taught in, on-roll status, enrolment status, **number of sessions possible** and the **number of authorised plus unauthorised absences**.

Termly attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils and leavers **aged 4 - 15** inclusive on **31/08/2024**, who were on-roll for at least one session from:

21/04/2025 to 25/05/2025

and

26/05/2025 to 31/07/2025

The attendance data collected for each of the **two halves** of the **summer term** includes:

- All attendance codes
- Total sessions possible
- Total sessions missed due to authorised absence
- Total sessions missed due to unauthorised absence
- Total sessions attending an approved educational activity
- Total sessions unable to attend due to an exceptional circumstance.

IMPORTANT: If you use SIMS Attendance or SIMS Lesson Monitor, ensure all missing marks and unexplained absences for the previous term have been dealt with before starting the School Census. Attendance data is reported in the return automatically.

Checking for Missing Marks and Unexplained Absences

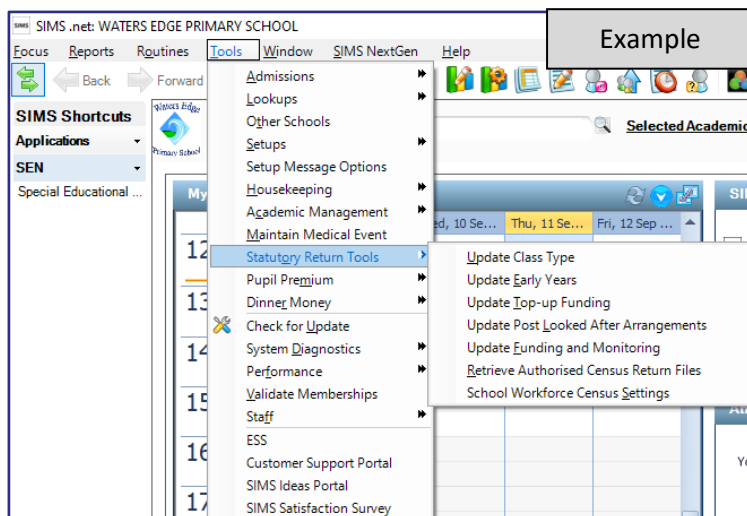
Missing Marks

1. **Focus | Attendance | Deal with Missing Marks**
2. Enter date ranges and change Group Type to **Whole School**
3. Click **Search** and **Open**
4. Resolve any missing marks.

Unexplained Absences (N Codes)

1. **Focus | Attendance | Deal with Unexplained Absences**
2. Enter date ranges and change select Group Type to **Whole School**
3. Click **Search** and **Open**
4. Resolve any Unexplained Absences

Using Statutory Return Tools to Update Pupil Information



Class Types

It is necessary to indicate which classes a pupil is a member of – either:

Nursery (if the pupil is currently in a LA designated Nursery Class) or **Other** (any other class).

The values displayed on the **Update Class Type** page default to those of the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

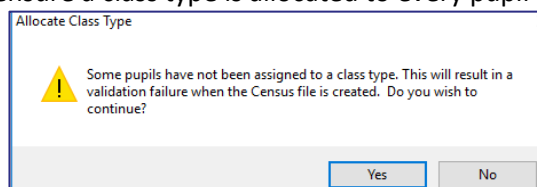
1. **Class Type** panel is read-only. Click **Edit** to review, edit and save class types.

4 Class Type								Recalculate
								
Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other	
Aaron, Chris	01/09/2011	Male	001102	1	ASH		✓	
Aaron, Liz	01/09/2005	Female	001103	6	Rowan		✓	
Abhra, Abjit	20/11/2009	Male	001336	3	3TO		✓	
Abhra, Alisha	20/11/2009	Female	001337	3	3TO		✓	
Abhra, Neel	20/11/2009	Male	001338	3	3CB		✓	
Abhra, Shaquib	17/12/2013	Male	001582	N2	PM	✓		

2. To specify the class type for an individual pupil, click in the appropriate cell of the **Nursery** or **Other** column to enter a tick. Clicking again removes the tick, if necessary.
3. If all or the majority of pupils need to be assigned the same class type, the following method can be used to quickly populate the **Nursery** and **Other** columns:
 - a. Right click the **Other** column header. Select **Check All** from the pop-up menu.
 - b. In the **View Pupils** panel, select **Year N2** from the **Year Taught-In** drop-down list. Year N2 pupils only are displayed in the **Pupils** panel.
 - c. Right-click the **Nursery** column header then select **Check All** from the pop-up menu.
 - d. Repeat steps *b* and *c* for any additional Nursery classes.
 - e. To ensure that your selection is correct, select **ALL** from the **Year Taught In** drop-down list.

Pupils							
Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Atkins, Eve	28/07/2019	Female	001840	N2	PM	✓	
Abbott, Jessica	17/02/2015	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2014	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2015	Male	001651	2	2JB		✓
Ackton, Charlotte	10/02/2015	Female	001590	3	3CB		✓

- Click **Save**.
- If a message is displayed advising you that some pupils have not been assigned a class type, click **No** then ensure a class type is allocated to every pupil before saving again.



- Click **OK** to return to the **Census Return Details** page, where the updated class types are displayed in the **Class Type** panel.

Top-Up Funding

The **Top-Up Funding Details Report** provides the following information:

UPN, legal surname, legal forename, date of birth, sex, year taught in and SEN provision of pupils recorded as being awarded **Top-up Funding**.

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

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

- Use the **Students On-Roll on Census Day** search criteria to locate the additional pupils you wish to record as having top-up funding then highlight their details.
- Click **Add** to move the highlighted pupils to the **Top-up Funding** table.

- To remove a pupil from the list, highlight the required pupil and click **Remove**.
- The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.
- Click **Update** to save the data and arrange the list of pupils in **Surname** order.

7.

NOTE: pupils should only be recorded as receiving top-up funding if they meet the following criteria:

- Primary and Secondary Schools and Academies – pupil receives more than £6,000 (or 13.5 hours) of funding (not including school budget share), or has applied for High Needs Block Funding
- Special, PRU and ARP pupils – pupil receives more than £10,000 (or 13.5 hours) extra funding (not including school budget share).
- To confirm whether a pupil is receiving top-up funding, refer to the **SSA List** (usually issued twice a year in April and October).
- Please refer any top-up funding queries to your **School Bursar, SENCO, or the SEN Team.**
- The ICT Schools Team are unable to provide specific advice as to whether a pupil should be included.

Post Looked After Arrangements

The **Post Looked After Arrangements** report provides the following information:

UPN, legal surname, legal forename, date of birth, sex, and year taught in and **post looked after arrangements** for all pupils recorded

Post Looked After Arrangements (previously named Adopted from Care) is collected for pupils 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 pupils 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 pupils 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 pupils you want to record as having PLAA.

3. Highlight the required pupils, then click **Add** to move the selected pupils to the **Post Looked After Arrangements** list.

Post Looked After Arrangements							Add Remove	
Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care	Ceased to be looked after through	Evidence Obtained	
Smith	Smith	Jennifer	6	6KH	No	Adoption from England and Wales	☒	
Abrams	Abrams	Paul	4	4ES	No	Adoption from state care outside of England and Wales	☒	
Alyona	Alyona	Tatyana	6	6KH	No	Special guardianship order (SGO) from England and Wales	☒	
Bordet	Bordet	Petra	2	2GH	No	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 Child arrangement order (CAO) from England and Wales	

4. Ensure the correct post looked after arrangement is displayed for each pupil by clicking the applicable **PLAA** cell, 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**
 - **Child Arrangement Order (CAO) from England and Wales.**
5. 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 proof of DfE/Ofsted compliance.

6. To remove a pupil from the **Post Looked After Arrangements** list, highlight the required pupil and click **Remove**. The pupil's record is automatically moved to the **Students On-Roll on Census Day** list, from where it can be reselected, if required.
7. Click **Update** 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 the necessary documents are stored securely outside of SIMS or within the Document Management Server (DMS).

Funding and Monitoring (*not applicable to Nursery Schools*)

National Tutoring Programme finished 2023/24 academic year.

Only pupils recorded for **2025/2026 academic year** where **Tutoring is funded by the school** either:

- Tutoring for **Years 1 to 14**
- or**
- Post 16 pupils repeating up to one year of 16-19 funded provision.

Editing Funding and Monitoring

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

Pupil information is displayed in the columns on the left-hand side of the panel. This information is displayed as at the system date. Cells with a white background are editable.

- In the **Pupil View** panel, specify the required filters.
- Age as at **31/08/2025** can be filtered for the appropriate funding selection (**All** or **5-15**)
- The contents of the Pupil panel changes to reflect the options selected.

Update Funding and Monitoring

 Save  Undo  Report

Census

Academic Year

2025/2026

 On roll and leavers from 01/08/2025 to 31/07/2026

Effective Date

06/08/2025

Pupils View

Age at 31/08/2025

All

 YTI

All

 Year Group

All

 Reg

All

 SEN

All

 Deprivation Pupil Premium

All

Pupils

Name	Date of Birth	Age at 31/08/2025	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Tutoring	Notes
Abbas,Avanni	11/04/2020	5	R	Year R	OA	Single R..				No		✓	
Abbas,Latif	11/11/2016	8	3	Year 3	3TO	Single R..				No			
Abhra,Shaqib	17/12/2013	11	6	Year 6	6VC	Single R..				No		✓	
Abrams,Paul	15/12/2014	10	5	Year 5	5BB	Single R..				No			
Ackton,Charlotte	10/02/2014	11	6	Year 6	6KH	Single R..				No		✓	
Ackton,Simon	12/12/2016	8	3	Year 3	3CB	Single R..				No			
Adesina,Kyra	23/03/2019	6	1	Year 1	ASH	Single R..				No			
Aditya,Safia	22/12/2019	5	R	Year R		Single R..				No		✓	
Aditya,Zayan	20/05/2016	9	4	Year 4	4SL	Single R..				No			
Afflick,Luke	14/06/2020	5	R	Year R	OA	Single R..				No			

2. Tick the **Tutoring** box next to the applicable pupil(s).
3. Select **Save**.

Once completed this information will then be collated into the school census .xml file and the information will be available via a detail report.

Early Years

Tools | Statutory Return Tools | Early Years

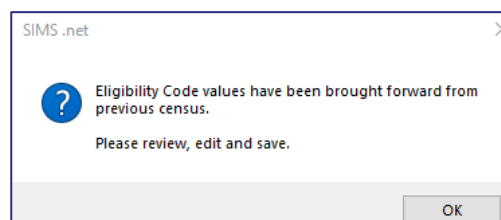
Update Early Years

The first time you go into the Update Early Years panel, a message may display. Select **OK**.

The **Update Early Years** will be displayed and any previously recorded, values will be displayed.

The following items are collected:

- **Hours at Setting** (ie. the **total** number of **all** hours at setting)
- **Funded Hours** (ie. the **total** number of universal funded hours at setting)
- **Disability Access Fund** (if applicable)
- **Eligibility Code** (where applicable)
- **Expanded Funded Hours** (9 months - 2-year-olds must have an eligibility code)
- **Extended Funded Hours** (3 & 4 year olds must have an eligibility code)



Update Early Years

Save

Undo

Example

Census

Term Summer 2024 Update Hours Age at 31/08/2023 All YTI All Reg All Status All

Pupils

Expanded Hours are collected for pupils aged 2 at 31/03/2023. Disability Access Fund and Extended Hours are NOT collected in the census for pupils aged 2 at 31/03/2024.

Name	Date of Birth	AdNo.	YTI	Age at 31/12/2023	Age at 31/03/2024	Hours at	Funded	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Aditya, Salla	22/12/2019	001964	N2	AM 3	4	4	15	15			
Basir, Zoya	28/04/2020	001965	N2	PM 3	3	3	15	15			
Curson, Elle	20/02/2020	001967	N2	AM 3	3	4					
Davison, Andrew	14/11/2019	001968	N2	AM 3	4	4					
Griffin, Bramwen	30/06/2019	001970	N2	AM 4	4	4					
Hossain, Aya	18/01/2020	001971	N2	PM 3	3	4					
Howden, Odette	28/05/2020	001969	N2	PM 3	3	3					
Imani, Aashi	03/03/2020	001972	N2	AM 3	3	4					
Kryvonis, Anna	15/12/2019	001973	N2	AM 3	4	4					
Limari, Stephen	20/01/2020	001974	N2	PM 3	3	4					

Adding/Editing Early Years Data

1. To add or edit the number of **Hours at Setting**, **Funded Hours**, **Extended Funded Hours** or **Expanded Funded Hours** for an individual pupil, select the required criteria in the **Pupils View** panel.

Highlight the required pupil, click the applicable cell and enter the number of hours.

Note: Values for **Funded Hours**, **Hours at Setting**, **Extended Funded Hours** or **Expanded Funded Hours** should be entered using two decimal places.

Extended hours, eligibility code, Expanded Hours & DAF information must be left blank for pupils not in receipt. Refer to the **Decimal Conversion Table**

2. If most of the pupils are receiving the same number of hours, the following method can be used to populate the column quickly:
 - a. In the **Pupils View** panel, select the required year group from the Year Taught In (YTI) drop-down list. The selected pupils only are displayed in the **Pupils** panel.
 - b. Right-click in the **Pupils** panel, then select **Select All** from the drop-down list.
 - c. Click in one of the highlighted cells of the column you wish to populate, ie. **Hours at Setting, Funded Hours, Extended Funded Hours** or **Expanded Funded Hours** then enter the number of hours applicable to the majority of pupils.
 - d. To deselect all, click to the right of the grid.
 - e. Edit the entry for each pupil who is receiving a different number of hours. Highlight the required pupil, click the associated **Hours at Setting, Funded Hours, Extended Funded Hours** or **Expanded Funded Hours** cell (as applicable) and enter the required number.
3. Indicate whether the pupils are in receipt of the **Disability Access Fund**. Click the applicable cell then select **Yes** or **No** from the drop-down list.
4. Enter the 11 digit **eligibility Code**, e.g. 50000000000 in the applicable cell, if in receipt of extended or expanded funded hours.
5. Click **Save**.

If there are any pupils where zero hours have been recorded, a message is displayed.

Click **Yes** to save the data or **No** to return to the **Update Hours** page, where the number of hours can be entered.

6. Click **OK** to return to the **Census Return Details** page, where the updated hours are displayed.

Refer to **Appendix B – Defining and Maintaining Early Years Provision**, for guidance on setting up and administering the Early Years provisions.

Identifying Pupils with no Hours Recorded

1. Click **Edit** (located in the **Early Years** panel) to display the **Update Early Years** page.
2. In the **Pupils View** panel, ensure the required **Age at** date, **YTI** and **Reg** group are selected and then select **No Hours at Setting** (or **No Funded Hours**) from the **Status** drop-down list. Only pupils who do not have an entry for **Hours at Setting** (or **Funded Hours**) are displayed.
3. Enter the required values for these pupils and **Save**.

Early Years Pupil Premium Receipt

1. Click the **Basis for EYPP Eligibility** panel and click the drop-down menu.
2. Select the applicable option and **Save**.

Census Return Details - Autumn 2024 Term : School Census Autumn 2024 v01								
Save Undo Create & Validate Summary Authorise Detail Report								
1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top-up Funding 6 Post Looked After Arrangements 7 Funding and Mo								
Early Years Pupil Premium Receipt								
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	In Care	Basis for EYPP Eligibility
Cardales,Luke	17/08/2021	002056	N2	PM	3	3	No	Not Eligible
Chatterjees,Anisha	14/09/2020	002058	N2	AM	3	4	No	Receipt - economic an...
Ciobanus,Mitica	23/10/2020	002059	N2	PM	3	4	No	Not Eligible
Cliftons,Rhianna	25/11/2020	002060	N2	AM	3	4	No	Receipt - unknown
Coles,Jennifer	16/01/2021	002061	N2	PM	3	3	No	Not Eligible

2 Year Old Basis for Funding

1. Click the **2 Year Old Basis for Funding** panel.
2. Click the drop-down menus in the panels for:
 - **Economic Criteria**
 - **High level SEN or Disability**
 - **Looked After or Adopted From Care**
3. Select the applicable option(s) and **Save**.

Census Return Details - Autumn 2024 Term : School Census Autumn 2024 v01

Example

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top-up Funding 6 Post Looked After Arrangements 7 Fundin

2 Year Old Basis for Funding

Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care
Kuznest,Anouska	01/09/2021	002024	N2	PM	Yes	No	No
Lag,Prerna	01/11/2021	002026	N2	AM	No	Yes	No
Laghar,Ankush	01/10/2021	002025	N2	PM	Yes	Yes	Yes
Lewison,Sara	01/12/2021	002027	N2	AM	No	No	No
Lloydson,Deiniol	01/01/2022	002028	N2	PM	No	No	No
Loganson,Daniel	01/02/2022	002029	N2	AM	No	Yes	No
Lord,Matthew	01/03/2022	002030	N2	PM	No	No	No

Where a 2-year-old has:

Funded hours - the **Economic Criteria** must be **YES**.

Expanded hours & an Eligibility Code – **Economic Criteria** must be **NO**.

Hours/Decimal Conversion Chart

Min	Dec	Min	Dec	Min	Dec	Min	Dec	Min	Dec	Min	Dec
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68	51	0.85
2	0.03	12	0.20	22	0.37	32	0.53	42	0.70	52	0.87
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72	53	0.88
4	0.07	14	0.23	24	0.40	34	0.57	44	0.73	54	0.90
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75	55	0.92
6	0.10	16	0.27	26	0.43	36	0.60	46	0.77	56	0.93
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78	57	0.95
8	0.13	18	0.30	28	0.47	38	0.63	48	0.80	58	0.97
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82	59	0.98
10	0.17	20	0.33	30	0.50	40	0.67	50	0.83		

Dry Run

Detailed information to how to produce a census file for a dry run is covered in: **Chapter 3 – Producing the Autumn 2025 Census Return in SIMS** as this follows the identical process to producing a census. The following information is for context.

Once upgraded to the **SIMS 2025 Summer release v7.224**, you are strongly advised to carry out a 'dry run' in order to identify any validation **errors** and **queries** that must be resolved before the return is finally submitted.

Creating and validating a 'dry run' checks the data held in SIMS against the DfE validation requirements and the **validation errors summary** details the **errors** and **queries** that do not meet these.

Note: until a valid fileset becomes available this function should be used for checking underlying data only.

An **error** is caused by either missing or inaccurate data.

A **query** highlights data that is unusual or not as expected e.g. no pupils showing as having SEN.

No errors or queries does not always mean you are returning accurate data.

The reports contained within **Detail Reports** should be used to identify any errors that may require correcting using the information in this chapter.

The relevant reports to assist checking are indicated in the corresponding sections of this chapter and are highlighted by means of a 'tinted box'.

Detail Reports available will vary according to the school phase.

A list of **Report Criteria** for each **Detailed Report** is provided in **Chapter 4: Completing the School Census Autumn Return**.

Once **Calculate All Details** has been run, you can **Create and Validate** as many times as is necessary to clear the errors and queries.

If you carry out a dry run it is not advisable to make any manual changes directly within the Census panels until you are satisfied the data recorded in SIMS is accurate.

Generating Detail Reports from the Dry Run

To select 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, e.g. Microsoft Edge*.

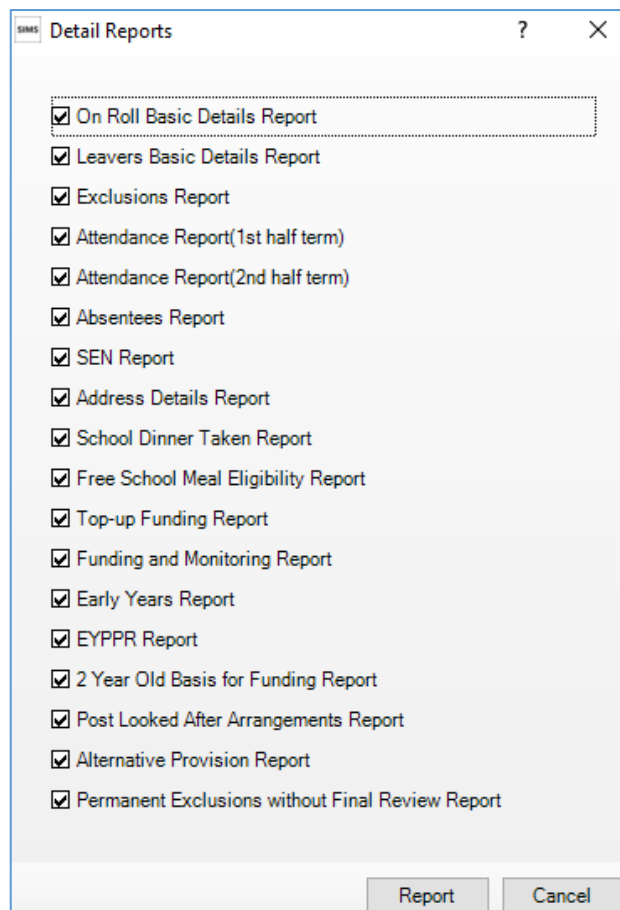
To run several detail reports, select **Multiple Reports...** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.



By default, all detail reports are selected.

If any reports are not required, deselect the associated check box.

Click **Report** to generate the selected reports, which are displayed in your web browser from where the data can be transferred to a spreadsheet, such as Microsoft® Excel, if required



Chapter 3 Producing the School Census Autumn Return

Introduction

In this chapter we will be looking at producing the School Census and each of the individual panels within. It may not be the same person carrying out this task who has been responsible for checking Pupil data.

Before creating a new return, ensure that all Pupil and school information is present and accurate in SIMS.

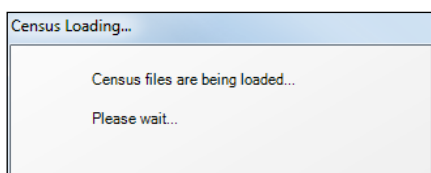
As referenced in Chapter 2, it is possible to create more than one return, enabling you to carry out 'dry runs' so that you can check what data needs to be added or updated. Any unwanted returns can be deleted (providing they have not been authorised).

Data is collected for the following Pupils:

- All Pupils on-roll on **02/10/2025** (Census day).
- Any additional Pupils **not** on-roll on **02/10/2025** (Census day) who:
 - Attended school between **21/04/2025** and **31/07/2025**.
 - Were subject to any type of exclusion during the date range **01/01/2025** to **31/07/2025**.

Creating a New School Census Return

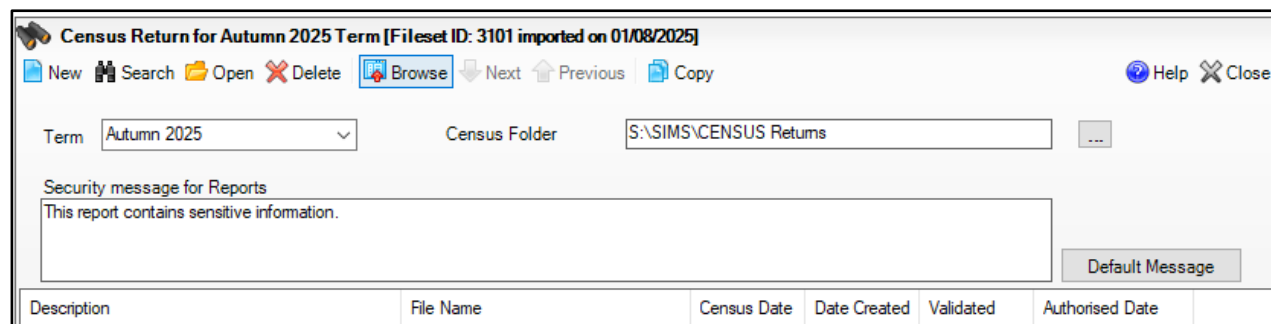
1. Select **Routines | Statutory Returns | School Census** to load the School Census validation and reporting files.



NOTE: The first time the **Routines | Statutory Returns | School Census** menu route is selected during each SIMS session, there is a delay while the School Census files are loaded.

2. When the files are loaded, the **Census Return** browser is displayed.

NOTE: The **Fileset ID** is displayed in the browser header (for information only).



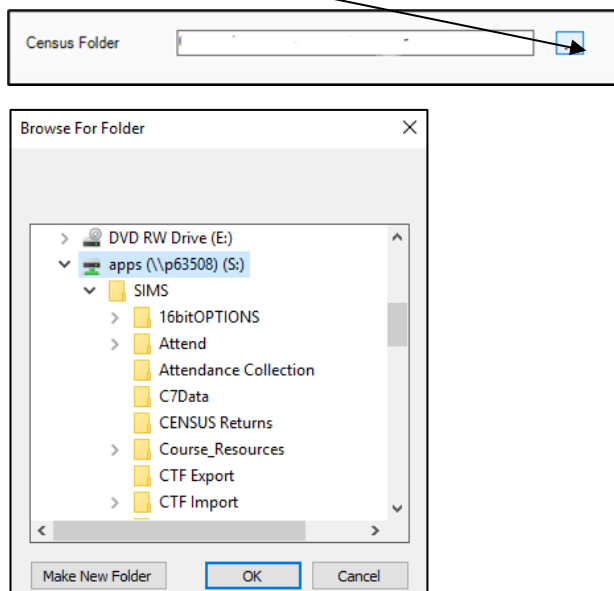
3. By default, the **Term** field displays the appropriate term for the return ie. **Autumn 2025**.
4. Ensure the appropriate **Census Folder** is selected and the required **Security message for Reports** is specified, as described in the following sections.

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

1. Specify the folder where the return files are to be stored by entering the folder location in the Census Folder field.

Alternatively, click **Browse** to display a standard Windows® Browse for Folder dialog.



2. Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click **Make New Folder**, and enter a suitable name for the new folder.

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 DfE website <https://www.gov.uk/service-manual/technology/securing-your-information> for securing information guidance. If you are in any doubt, consult with your IT Security Officer before proceeding.

If you are changing the location of the folder, ensure that only authorised personnel have access to the new folder, as it will contain sensitive data.

The General Data Protection Regulation (GDPR), which replaced the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (and not just the data collected for the school census) in accordance with the full requirements of the GDPR.

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

3. Click **OK** to select or create the folder and return to the browser, where the new folder name is displayed.
4. Ensure the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each report.

1. The security message text defaults to 'This report contains sensitive information', but can be edited, if required.
2. If any edits are made, click **Default Message** to revert to the default text.
3. Click **New** to display the **Census Return Details** page.

Census Details Panel

The Census Details panel displays the following read-only information:

1 Census Details			
Census Date	02/10/2025		
Description	School Census Autumn 2025		
Attendance collected from	21/04/2025	Attendance collected to	31/07/2025
Exclusions collected from	01/01/2025	Exclusions collected to	31/07/2025
AP Placements collected from	15/05/2025	AP Placements collected to	02/10/2025
FAM collected from	01/08/2025	FAM collected to	02/10/2025
*FSM collected from	16/05/2025	FSM collected to	02/10/2025
*Only collected for on roll pupils not leavers			

The default **Description** “*School Census Autumn 2025*” can be edited, if required, e.g. for a dry run.



WARNING: Each description used must be unique. An error message is displayed if SIMS identifies a duplicate description. A unique description also helps to identify the required return when viewed in the **Census Return** browser and can be particularly useful when creating dry runs, or copies of existing returns.

Calculate All Details

Clicking **Calculate All Details** extracts the required information from SIMS and displays the results in the applicable panels of the **Census Return Details** page.

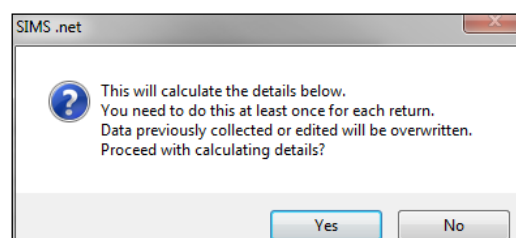
IMPORTANT: You must calculate all details at least once to populate the various panels for each return.

Do not use **Calculate All Details** more than once if you wish to keep any changes you have made.

Clicking **Calculate All Details** overwrites any previously collected or edited data (in every panel where details are calculated automatically) with the data currently stored in SIMS.

Any details that are calculated automatically should be checked and edited, if required.

1. Click **Calculate All Details**.
A message advises any existing data currently shown on the **Census Return Details** page will be overwritten.
2. Click **Yes** to calculate all details.
Depending on the number of Pupils in the school, there may be a short delay while details are calculated.



School Information Panel

Editing School Information

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS **Focus | School | School Details**. The information displayed may vary depending on your school and the details entered, e.g. Academy specific information.

2 School Information

School Name	WATERS EDGE PRIMARY SCHOOL		
LA	825	Establishment Number	2999
Telephone	852015	URN	123564
School E-mail Address	school@we.com		
School Phase	PS Primary		
School Type	Infant and Junior School 5-11		
Governance	Community	Intake Type	Comprehensive
Lowest NC Year	N2	Highest NC Year	6
School Time	32.5		

School Detail

The details displayed are read-only but can be amended if necessary via **School Details** (refer to **Chapter 2 - Preparing School Level Information**).

Early Years Panel

1. If the **Early Years** information has been recorded previously via:
Tools | Statutory Return Tools | Update Early Years, the data is displayed in the **Early Years Panel**.
2. To amend data, click into the panels and update the information.
3. Click **Save**.

Update Early Years

SaveUndo

Example

Pupils

Expanded Hours are collected for pupils aged 9 months to 2 at if they have an Eligibility Code.
Extended Hours are collected for pupils aged 3 & 4 at they have an Eligibility Code.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold, Rachel	01/12/2020	002024	N2	AM	3	4	30	15		98765434567	15	
Baltimore, Tessa-Louise	24/03/2021	002025	N2	PM	3	3	15	15				
Basudhara, Farah	18/01/2021	002026	N2	PM	3	3	30	15		56342121211	15	
Bondar, Mykola	19/01/2021	002027	N2	PM	3	3	15	15				
Bondar, Yana	19/01/2021	002028	N2	PM	3	3	15	15				
Hussain, Suki	03/03/2021	002029	N2	AM	3	3	15	15				
Johnes, Jada	04/12/2020	002030	N2	PM	3	4	15	15				
Kalinski, Alicja	01/05/2021	002031	N2	PM	3	3	15	15				
Kaur, Imran	04/04/2021	002032	N2	AM	3	3	15	15				
Khans, Yazmina	14/06/2021	002033	N2	AM	3	3	15	15				
Lester, Joshua	05/05/2021	002034	N2	AM	3	3	15	15				
Martinez, Maria-Luisa	10/11/2020	002035	N2	AM	3	4	15	15				
Norris, Flynn	20/03/2021	002036	N2	PM	3	3	15	15				
Owen, Mark	10/09/2021	002084	N1	N1 AM	2	3	15			96965454321		15

- **Hours at Setting** (i.e. the **total** number of **all** hours at setting)
- **Funded Hours** (i.e. the **total** number of universal funded hours at setting)
- **Disability Access Fund** (if applicable)
- **Eligibility Code** (where applicable)
- **Extended Funded Hours** (3 & 4 year olds must have an eligibility code)
- **Expanded Funded Hours** (9 months - 2-year-olds must have an eligibility code)

Early Years Pupil Premium Receipt Panel

1. Click the **Basis for EYPP Eligibility** panel and click the drop-down menu.
2. Select the applicable option and **Save**.

Early Years Pupil Premium Receipt								Example
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	In Care	Basis for EYPP Eligibility
Martinez, Maria-Luisa	10/11/2020	002035	N2	AM	3	4	No	Not Eligible
Norris, Flynn	20/03/2021	002036	N2	PM	3	3	No	Receipt - economic
Owen, Mark	10/09/2021	002084	N1	N1 AM	2	3	No	Receipt - unknown
Sarin, Adri	14/02/2021	002037	N2	AM	3	3	No	Not Eligible
Sawston, Jennifer	15/12/2020	002038	N2	AM	3	4	No	Not Eligible
Simpsons, Oscar	12/01/2021	002039	N2	PM	3	3	No	Receipt - economic
Smyth, Tomos-Harri	07/07/2021	002040	N2	AM	3	3	No	Not Eligible

2 Year Old Basis for Funding Panel

1. To amend data, click the drop-down menus in the panels for:
 - **Economic Criteria**
 - **High level SEN or Disability**
 - **Looked After or Adopted From Care**
2. Select the applicable option(s) and **Save**.

Census Return Details - Autumn 2024 Term : School Census Autumn 2024 v01								Example
Save Undo Create & Validate Summary Authorise DetailReport								
1 Census Details 2 School Information 3 Early Years 4 Class Type 5 Top-up Funding 6 Post Looked After Arrangements 7 Fundin								
2 Year Old Basis for Funding								
Name	Date of Birth	AdNo.	YTI	Reg	Economic Criteria	High level SEN or Disability	Looked After or Adopted From Care	
Kuznest, Anouska	01/09/2021	002024	N2	PM	Yes	No	No	
Lag, Prerna	01/11/2021	002026	N2	AM	No	Yes	No	
Laghar, Ankush	01/10/2021	002025	N2	PM	Yes	Yes	Yes	
Lewison, Sara	01/12/2021	002027	N2	AM	No	No	No	
Lloydson, Deiniol	01/01/2022	002028	N2	PM	No	No	No	
Loganson, Daniel	01/02/2022	002029	N2	AM	No	Yes	No	
Lord, Matthew	01/03/2022	002030	N2	PM	No	No	No	

Where a 2 year old has:

Funded hours - the **Economic Criteria** must be **YES**.

Expanded hours & an Eligibility Code – **Economic Criteria** must be **NO**.

Class Types Panel

1. If **Class Types** have been recorded previously via:
Tools | Statutory Return Tools | Update Class Type, the data is displayed in the **Class Types**
2. **Class Type** panel is read-only. Click **Edit** to review, edit and save class types.

4 Class Type

 Edit  Recalculate

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Aaron, Chris	01/09/2011	Male	001102	1	ASH		✓
Aaron, Liz	01/09/2005	Female	001103	6	Rowan		✓
Abhra, Abjit	20/11/2009	Male	001336	3	3TO		✓
Abhra, Alisha	20/11/2009	Female	001337	3	3TO		✓
Abhra, Neel	20/11/2009	Male	001338	3	3CB		✓
Abhra, Shaquib	17/12/2013	Male	001582	N2	PM	✓	

- Click **Save**.

Top-Up Funding Panel

- If the **Top-up Funding** have been recorded previously via:

Tools | Statutory Return Tools | Update Top-Up Funding, the data is displayed in the **Top-up Funding** panel or, when opening the panel, you will be prompted to carry forward those recorded in the previous return.

5 Top-up Funding

 Edit  Recalculate

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in
Aaron	Aaron	Chris	4	4SL		No
Dexter	Dexter	Bethany	1	OAK		No
Stuart	Stuart	Philippa	1	ASH		No

The information displayed in the **Top-up Funding** panel is read-only.

Updating top-up funding information, e.g. adding or removing a Pupil, must be done via **Edit**.

- To save information edited through the Census Return, click **OK** (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Top-up Funding** panel.

Post Looked After Arrangements Panel

- If the Pupils with post looked after arrangements (PLAA) have been recorded previously via:

Tools | Statutory Return Tools | Update Pupil Post Looked After Arrangements, the data is displayed in the Post Looked After Arrangements panel.

- Click **Recalculate** (in the Post Looked After Arrangements panel) to ensure that all Pupils who already have a PLAA status are displayed.

5 Post Looked After Arrangements

 Edit  Recalculate

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Ceased to be looked after through
Abhra	Abhra	Shaquib	4	4ES	No	Adoption from England and Wales
Muir	Muir	Ayiden	1	OAK	No	Adoption from England and Wales
Zanni	Zanni	Luca			No	Special guardianship order (SGO) from England and Wales

The information displayed in the Post Looked After Arrangements panel is read-only.

Updating the information, e.g. editing the PLAA status or adding a Pupil, must be done via **Edit**.

- Click **OK** (located at the bottom right-hand side of the screen) to return to the **Census Return Details** page, where the updated information is displayed in the **Post Looked After Arrangements** panel.

Funding and Monitoring Panel

National Tutoring Programme finished 2023/24 academic year.

Only pupils recorded for 2025/26 academic year where **Tutoring is funded by the school** either:

- Tutoring for Years 1 to 14

or

- Post 16 pupils repeating up to one year of 16-19 funded provision.

Checking and Updating Funding and Monitoring

If funding and monitoring details have been recorded previously via:

Tools | Statutory Return Tools | Update Funding and Monitoring the information is displayed in the **Funding and Monitoring** panel.

6 Funding and Monitoring			
 Edit			
Name	YTI	Tutoring	
Aditya,Zayan	4	✓	
Armitage,Elise	4	✓	
Atkins,Austin	4	✓	
Cole,Saffron	4	✓	
Hamble,William	4	✓	
McKinley,Annalise	4	✓	

1. To update information, click **Edit** to display the **Update Funding and Monitoring** page.

Census															
Academic Year		2025/2026		On roll and leavers from 01/08/2025 to 31/07/2026											
Effective Date		06/08/2025													
Pupils View															
Age at 31/08/2025	All	YTI	All	Year Group	All	Reg	All	SEN	All	Deprivation Pupil Premium	All	FSMEver6	All	Pupil Premium Indicator	All
Pupils															
Name	Date of Birth	Age at 31/08/2025	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Tutoring	Notes		
Abbas,Avanni	11/04/2020	5	R	Year R	OAL	Single R..				No		✓			
Abbas,Latif	11/11/2016	8	3	Year 3	3TO	Single R..				No		✓			
Abhra,Shaqib	17/12/2013	11	6	Year 6	6VC	Single R..				No		✓			
Abrams,Paul	15/12/2014	10	5	Year 5	5BB	Single R..				No		✓			
Ackton,Charlotte	10/02/2014	11	6	Year 6	6KH	Single R..				No		✓			
Ackton,Simon	12/12/2016	8	3	Year 3	3CB	Single R..				No					
Adesina,Kyra	23/03/2019	6	1	Year 1	ASH	Single R..				No					

2. Tick the **Tutoring** box next to the applicable pupil(s).
3. Add any **Notes** if applicable.
4. Select **Save**.

School Dinners Taken Panel

Applicable to pupils in Year Taught in Reception, Year 1 and Year 2 only

All pupils taught in **Reception, Year 1 and Year 2** in English state-funded schools are offered a Universal Infant School Meal.

Note for Special Schools:

The School Dinner Taken routine is applicable to **Special schools** that have on-roll pupils who have taken a school dinner on census day and who are in Year Taught In:

Reception, Year 1 or Year 2 and those in

The School Census Autumn 2025 Return collects information about pupils who **received a School lunch on census day**. This can also include packed lunches provided by the school to pupils on a school trip.

The **School Dinner Taken** panel displays all pupils in Reception, Year 1 and Year 2 who are on-roll on census day.

The data calculated via **Calculate From Attendance** and **Calculate From Dinner Money** is based on the reference date.

If your school uses SIMS Dinner Money or SIMS Attendance, the number of dinners taken on census day can be calculated using the data recorded when using these modules.

Note: The **Reference Date** is provided so schools can report school dinners taken on an alternative date to census day, if required.

8 School Dinner Taken

Reference Date:

All pupils including those eligible for FSM should be included below

Group By

Calculate From Attendance

Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Avanni	1	OAK	Single Registration	
Adesina	Kyra	2	2JB	Single Registration	
Aditya	Safia	1	ASH	Single Registration	
Afflick	Luke	1	OAK	Single Registration	
Ahmed	Taraz	1	PINE	Single Registration	
Arnold	Rachel	R	OAK	Single Registration	
Bajek	Timon	1	ASH	Single Registration	
Baltimore	Tessa-Louise	R	PINE	Single Registration	
Barber	Serena	1	ASH	Single Registration	
Barker	Holly	1	ELM	Single Registration	
Barnes	Luke	2	2JB	Single Registration	
Basir	Zoya	1	ELM	Single Registration	
Basudhara	Farah	R	ASH	Single Registration	
Beinon	Rhys	2	2GH	Single Registration	

Tick All

Reset

Total Taken:
Total Not Taken:

1. All pupils who received an UIFSM should be ticked. There is a **Tick All** option which can be used in bulk, then, only the pupils who did not receive a meal, can be **deselected**.
2. After the return has been created and validated, the School Dinner Taken detail report can be run to assist with the checking of results.

IMPORTANT: Schools with Infant pupils should wait until after lunch to submit their returns to the DfE to ensure that only pupils who actually take a school lunch are recorded.

Attendance Panel

Summer Term attendance data (including attendance codes and the number of sessions missed) should be provided for non-boarder pupils **aged 4 to 15 inclusive** on **31/08/2024** who were on-roll for at least one session during each Summer half term; ie.

First half of Summer term: 21/04/2025 to 25/05/2025

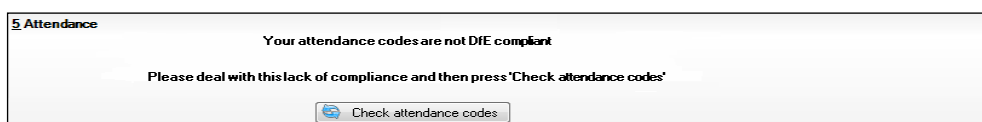
Second half of Summer term: 26/05/2025 to 31/07/2025

IMPORTANT: Clicking **Calculate All Details** overwrites any edited data in every panel with the original data stored in SIMS. Do not click if you wish to keep any changes you have made.

If all attendance marks have been entered in Attendance, the following message is displayed in the **Attendance** panel, informing you that your attendance codes are DfE compliant but will be rechecked at the Create and Validate stage.

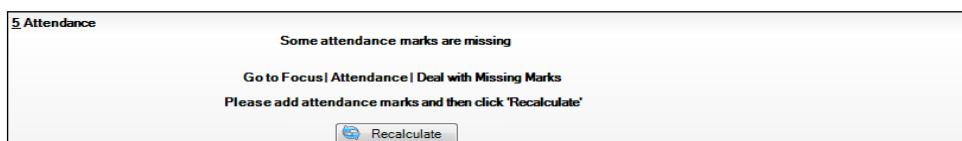


If Attendance is in use but one or more invalid attendance codes have been detected, a message is displayed in the **Attendance** panel to inform you that your attendance codes are not DfE compliant. These must be dealt with.



1. Click **Check attendance codes** to check that DfE attendance codes are now in use.
2. If the attendance codes are now DfE compliant, a message informs you the codes will be rechecked at the **Create & Validate** stage.
3. Click **OK** to continue.

However, if any missing attendance marks are detected within the scope of this return, the following message is displayed in the **Attendance** panel, requesting that you add the missing attendance marks.



1. Use the Deal with Missing Marks routine (**Focus | Attendance | Deal with Missing Marks**) to locate the missing marks and enter appropriate attendance codes.
2. Return to the **Census Return Details** page and click **Check missing marks** in the **Attendance** panel to ensure that all missing marks have been dealt with.

NOTE: The Create and Validate process can still be run even if some attendance marks are missing. You will be asked if you wish to continue to create the return or cancel the Create and Validate process.

Creating and Validating the Return

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click **Search** to display a list of returns.
3. Double-click the required return to display the **Census Return Details** page.
4. Click **Create & Validate** to begin the process.
This may take some time depending on the number of pupils at your school.

Resolving Validation Errors and Checking Queries

When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the **Census Return Details** page.

Report					Close	
Validation Errors Summary						
Return Validated - 10 Validation rules failed (Errors - 4; Queries - 6)						
Student Search: Find					Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter	
Error Search: ALL Total of displayed rows : 10 To resolve an error, click in row to navigate to the relevant screen						
Type	Sequence	Message	Location	Solution		
F	1500	UPN missing.	Name: Abraham, Janel Date of Birth: 2005-05-19, FemaleUPN:	# 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, FemaleUPN:	# Go to Focus Student Student Details and add or issue a UPN.		
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jack Date of Birth: 2010-05-07, MaleUPN: 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, MaleUPN: H820200109012	# 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, Skaistel Date of Birth: 2008-03-28, Female, Age: 12UPN: 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: Bennisson, Hugol Date of Birth: 2013-02-03, MaleUPN:	# 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: Bennisson, Hugol Date of Birth: 2010-02-03, MaleUPN: V8232999140	# Go to Focus Student Student details and check for duplicate pupil record.		
Q	2255Q	Please check: Pupil record with no address details.	Name: Baloski, Cula Date of Birth: 2013-08-14, FemaleUPN: C8232999140	# Go to Focus Student Student Details Addresses and edit pupil's address		

NOTE: All errors must be resolved, and all queries investigated before submitting the return.

Chapter 4 Completing the School Census Autumn Return

Introduction

A return must be created and validated before it can be authorised and sent to DfE Collect website.

Validating the return creates an unauthorised return file, which is then run against a set of DfE rules. When the validation is complete, a list of errors and queries is displayed.

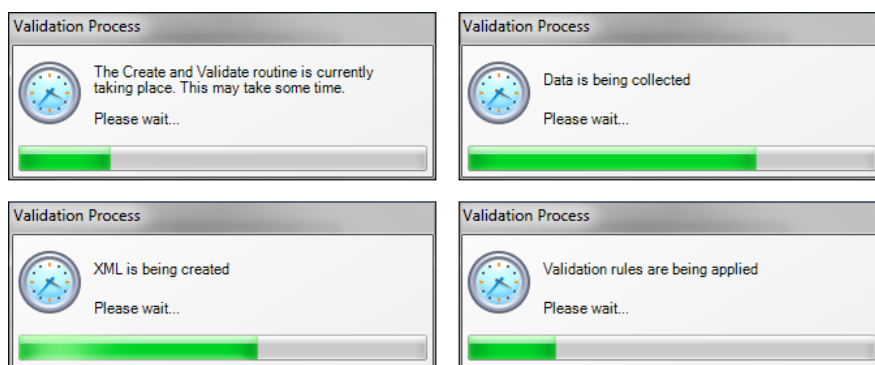
An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. there are no Pupils showing as having special educational needs.

Schools can create and validate as many times as needed to ascertain if the errors are cleared after the data is corrected in SIMS.

Creating and Validating the School Census Return

1. Select **Routines | Statutory Returns | School Census** to display the Census Return browser.
2. Click **Search** to display a list of returns.
3. Double-click the required return to display the Census Return Details page.
4. Click **Create & Validate** to start the process. There may be a short delay, depending on the number of Pupils at your school.

A progress bar is displayed, indicating the Create and Validate process is being performed.



During the Create and Validate process, SIMS examines the data for any anomalies applicable to your school phase, e.g. no top-up funding information, missing attendance marks, permanent exclusions without a final governor review result, etc.

If an anomaly is found, a message is displayed, which provides the opportunity to continue to create and validate or cancel the process, so that details can be checked. Detail reports are available to assist you when checking details.

5. When the validation process is complete, the **Validation Errors Summary** panel is displayed at the bottom of the screen.

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.

Preparing for and Producing the School Census Return in SIMS

Validation Errors Summary				Return Validated - 10 Validation rules failed (Errors - 4, Queries - 6)	
Student Search			Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter		
Error Search	ALL	Total displayed rows: 10	To resolve an error, click in row to navigate to the relevant screen		
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, Rosel Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.	
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K32329914X	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language	
F	2350	Insufficient address information provided.	Name: Barnes, Kirki Date of Birth: 2005-01-18, Male/UPN: H320200109012	# 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: 88	# 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: V8232999140X	# Go to Focus/Student/Student details and check for duplicate pupil record.	

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A Pupil 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 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 Pupil Search functionality can be used to display all errors and queries relating to a particular Pupil.
 - a. Enter all or part of a UPN, Pupil's surname or date of birth in the **Pupil Search** field.
 - b. Select the required record from the **Pupil Search** drop-down list to populate the **Pupil Search** field.
 - c. Click **Find** to display the applicable validation records.

Validation Errors Summary Return Validated - 15 Validation rules failed (Errors - 5; Queries - 10)

Student Search smth Enter Student Name, DOB (YYYY-MM-DD) or UPN for student filter

Error Search ☒ ☐ Date to the relevant screen

Type	Location	Solution
UPN: F823432110104. Name: Smith, Grant. Date of Birth: 2000-01-17. M		
UPN: V82020102080. Name: Smith, James. Date of Birth: 1999-05-25. M		
UPN: V82020102080. Name: Smith, Grant. Date of Birth: 1999-07-18. F		
UPN: B823432109101. Name: Smith, Alex. Date of Birth: 1999-01-22. M	Name: Abbott, Hannah Date of Birth: 2002-12-23. Female	# Go to Focus(Student)/Student Details and add or issue
UPN: Q823432109102. Name: Smithies, David. Date of Birth: 1998-10-19. M		
UPN: F823432110104. Name: Smith, Grant. Date of Birth: 2000-01-17. M		
UPN: F820200103049. Name: Smith, James. Date of Birth: 1995-05-25. M	Name: Corra, Deborah Date of Birth: 2001-12-30. Female	# Go to Focus(Student)/Student Details Ethnic/Cultural pe
UPN: V82020102080. Name: Smith, Sofia. Date of Birth: 1999-07-18. F	Name: Alfrey, Tristia Date of Birth: 2002-02-27, Female	# Go to Focus(Student)/Student Details Addresses and e
F 2340 Postcode is missing or invalid	Name: Grantston, Nicky Date of Birth: 2002-07-14, Fem	# Go to Focus(Student)/Student Details Addresses and e

- 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.

Preparing for and Producing the School Census Return in SIMS

Sequence	Message	Location	Solution
1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male/UP	# Go to Focus(Student)Student details and check for du
1620Q	Please check: duplicate pupil records with the same Sur	Name: Bruce, Felix Date of Birth: 2000-03-21, Male/UP	# Go to Focus(Student)Student details and check for du
1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Basra, Jilnai Date of Birth: 2001-10-20, Female	# Go to Census panel and edit Top-up Funding
1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Keeton, Kail Date of Birth: 2001-10-24, Male/UP	# Go to Census panel and edit Top-up Funding
1856Q	Pupil with SEN Provision of S (statement) reported not t	Name: Malik, Naseem Date of Birth: 2000-08-05, Male	# Go to Census panel and edit Top-up Funding

- 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.

Sequence	Message	Location	Solution
1500	UPN missing	Name: Abbot, Hannah Date of Birth: 2002-12-23, Female	# Go to Focus(Student)Student Details and add or issue
1840	Pupils aged 5 and over Language missing or invalid.	Name: Corra, Deborah Date of Birth: 2001-12-30, Female	# Go to Focus(Student)Student Details Ethnic/cultural pa
2340	Postcode is missing or invalid	Name: Alfrey, Triatal Date of Birth: 2002-02-27, Female	# Go to Focus(Student)Student Details Addresses and e
2340	Postcode is missing or invalid	Name: Grantson, Nicky Date of Birth: 2002-07-14, Female	# Go to Focus(Student)Student Details Addresses and e
2340	Postcode is missing or invalid	Name: Stecher, Sallie Date of Birth: 2001-12-12, Female	# Go to Focus(Student)Student Details Addresses and e

- View a summary of validation failures by clicking **Report** (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, generated when **Create & Validate** was clicked, is also stored in this folder.

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

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.

Producing Detail Reports

To select 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.

Census Return Details - Autumn 2025 Term: School Census Autumn 2025

Save Undo Create & Validate Summary Authorise DetailReport

1 Census Details 2 School Information 3 Early Years 4 Class Type 5

1 Census Details

Census Date: 02/10/2025

Description: School Census Autumn 2025

Attendance collected from: 21/04/2025 Attendance collected from

Exclusions collected from: 01/01/2025 Exclusions collected from

AP Placements collected from: 15/05/2025 AP Placements collected from

FAM collected from: 01/08/2025 FAM collected from

*FSM collected from: 16/05/2025 FSM collected from

*Only collected for on roll pupils not leavers

2 School Information

School Name: WATERS EDGE PRIMARY SCHOOL

LA: 825 Establishment Number

Telephone: 852015 URN

School E-mail Address: school@we.com

On Roll Basic Details Report

Leavers Basic Details Report

Exclusions Report

Attendance Report(1st half term)

Attendance Report(2nd half term)

Absentees Report

SEN Report

Address Details Report

School Dinner Taken Report

Free School Meal Eligibility Report

Top-up Funding Report

Funding and Monitoring Report

Early Years Report

EYPPR Report

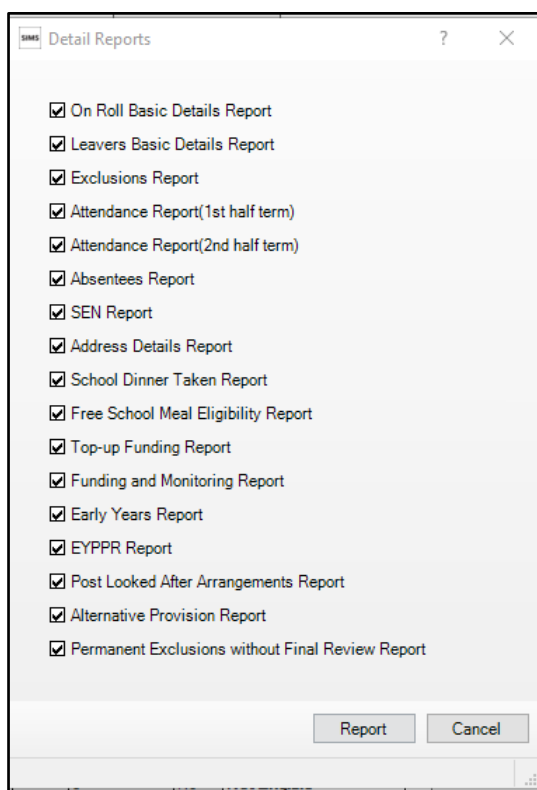
Post Looked After Arrangements Report

Alternative Provision Report

Permanent Exclusions without Final Review Report

Multiple Reports...

1. Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list.



By default, all detail reports are selected.

If any reports are not required, deselect the associated check box.

2. Click **Report** to generate the selected reports, which are displayed in your web browser from where the data can be transferred to a spreadsheet, if required.
3. The report(s) are saved automatically in the **School Census Folder**, as specified in the **Census Return** browser, e.g. S:\School Census.

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

The report is saved with a filename made up of the following data fields separated by underscores ('_'):

`<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Report.html`

For example: 8234321_SC3_823LL24_001_onroll_pupil_basic_details_report.html.

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been created and validated.

Each detail report header displays the Security Message that was defined in the Census Return browser, the Report Criteria and the Total Pupils that are listed in the report.

Also shown at the top of the report are the School Name, the Fileset Number, the Filename, the Report Created date, and the XML Version.

Where a pupil's National Curriculum Year group is different from what their date of birth would suggest, the applicable YTI cell is highlighted in yellow.

On-Roll Basic Details Report

School Census Autumn - 2025 (On Roll Basic Data)													
Security Message : This report contains sensitive information.													
Report Criteria: Pupils on roll on Census day (02/10/2025)													
Total Pupils: 396													
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101													
Filename: 8252999_SC3_825LL25_003.UNA Report Created: 28/08/2025													
XML Version: Validation 2025.3.0 - Updated: 2025-04-08													
UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Sex	YTI	DOA	Enrolment Status	Language	Class Type	Part-time Status	Boarder
N82520992401A	Abbas	Avanni	Abbas	-	11/04/2020	Female	1	02/09/2024	Single Registration	Punjabi	Other	Yes	Not a Boarder
M823299920001	Abbas	Latif	Abbas	-	11/11/2018	Male	4	03/09/2020	Single Registration	Punjabi	Other	No	Not a Boarder

Leavers Basic Details Report

School Census Autumn - 2025 (Leavers - Basic Data)																
Security Message : This report contains sensitive information.																
Report Criteria: Pupils not on roll on Census day (02/10/2025)																
- Leavers age 4-15 at 31/08/2024 with attendance (21/04/2025 - 31/07/2025) - Leavers with suspensions (01/01/2025 - 31/07/2025) - Leavers with permanent exclusions with final governor review (01/01/2025 - 1/10/2025) - Leavers with funding and monitoring (01/08/2025 - 02/10/2025) - Leavers with alternative provision (15/05/2025 - 01/10/2025)																
Total Pupils: 59																
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101																
Filename: 8252999_SC3_825LL25_003.UNA Report Created: 28/08/2025																
XML Version: Validation 2025.3.0 - Updated: 2025-04-08																
UPN	Former UPN	Legal Surname	Legal Forename	Middle Names	Former Surname	DOB	Sex	YTI	DOA	DOL	Language	Part-time Status	Boarder	Attendance	Exclusion	FAM AP
F823299918013	-	Abbott	Jessica	-	-	17/02/2014	Female	-	01/09/2018	23/07/2025	English	No	Not a Boarder	Yes	No	No No
W823299918061	-	Abhra	Shauqib	-	-	17/12/2013	Male	-	01/09/2016	23/07/2025	Bengali	No	Not a Boarder	Yes	No	No No

Exclusions Report

School Census Autumn - 2025 (Exclusions)

Security Message : This report contains sensitive information.

Report Criteria: Pupils with suspensions or permanent exclusions

- On roll and leavers
- Suspensions (excluding Lunchtime suspensions) (01/01/2025 - 31/07/2025)
- Permanent Exclusions with final review up to the day before census (01/01/2025 - 1/10/2025)

Note: Suspension is the new name for a Fixed Term Exclusion

Total Pupils: 2

School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101

Filename: 8252999_SC3_825LL25_003.UNA Report Created: 29/08/2025

XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	DOA	DOL	Category	Reason(s)	Start Date	Sessions	SEN Provision	On Roll Status
G823299918004	Barnes	Isaac	02/03/2015	Male	01/09/2018	-	Suspension	Bullying	10/03/2025	10	No Special Educational Need	On roll
G823299919005	Burrowes	Matthew	07/03/2015	Male	02/09/2019	-	Permanent	Physical assault against an adult, Physical assault against a pupil	03/03/2025	-	No Special Educational Need	On roll

Attendance First Half of Summer Term Report

School Census Autumn - 2025 (Attendance First Half of Summer Term)

Security Message : This report contains sensitive information.

Report Criteria: Pupils with attendance 1 term ago (21/04/2025 - 25/05/2025)

- On roll and leavers
- Age 4 - 15 at 31/08/2024
- Not boarders

Total Pupils:

428

Total Pupils aged 5-15 on 31/8 with one or more possible attendances:

372

Total Pupils aged 4 on 31/8 with one or more possible attendances:

56

School Name:

WATERS EDGE PRIMARY SCHOOL

Fileset Number:

3101

Filename:

8252999_SC3_825LL25_003.UNA

Report Created:

29/08/2025

XML Version:

Validation 2025.3.0 - Updated: 2025-04-08

Leavers are displayed below the On roll pupils

										Present			Approved Education Activity								
UPN	Legal Surname	Legal Forename	DOB	Age 5-15	Sex	DOA	YTI	Termly Sessions Possible	On Roll Status	/	\	L	B	K	P	V	W	C	C1		
N82529992401A	Abbas	Avanni	11/04/2020	No	Female	02/09/2024	1	48	On roll	23	23	-	-	-	-	-	-	-	-		
M823299920001	Abbas	Latif	11/11/2018	Yes	Male	03/09/2020	4	48	On roll	23	23	-	-	-	-	-	-	-	-		

Attendance Second Half of Summer Term Report

School Census Autumn - 2025 (Attendance Second Half of Summer Term)

Security Message

This report contains sensitive information.

Report Criteria:

Pupils with attendance 1 term ago (26/05/2025 - 31/07/2025)

On roll and leavers

Age 4 - 15 at 31/08/2024

Not boarders

Total Pupils:

428

Total Pupils aged 5-15 on 31/8 with one or more possible attendances:

372

Total Pupils aged 4 on 31/8 with one or more possible attendances:

56

School Name:

WATERS EDGE PRIMARY SCHOOL

Fileset Number:

3101

Filename:

8252999_SC3_825LL25_003.UNA

Report Created:

29/08/2025

XML Version:

Validation 2025.3.0 - Updated: 2025-04-08

Leavers are displayed below the On roll pupils

										Present			Approved Education Activity								
UPN	Legal Surname	Legal Forename	DOB	Age 5-15	Sex	DOA	YTI	Termly Sessions Possible	On Roll Status	/	\	L	B	K	P	V	W	C	C1		
N82529992401A	Abbas	Avanni	11/04/2020	No	Female	02/09/2024	1	76	On roll	35	37	1	-	-	-	-	-	-	-		
M823299920001	Abbas	Latif	11/11/2016	Yes	Male	03/09/2020	4	76	On roll	36	37	1	-	-	-	-	-	-	-		

Absentees Report

School Census Autumn - 2025 (Absentees)									
Security Message : This report contains sensitive information.									
Report Criteria: Pupils who have an absence rate of 10% or above with attendance 1 term ago (21/04/2025 - 25/05/2025)									
- on roll and leavers - Age 4 - 15 at 31/08/2024 - Not boarders - Not including the 2nd half of the summer term									
Total Pupils: 0									
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101									
Filename: 8252999_SC3_825LL25_003.UNA Report Created: 29/08/2025									
XML Version: Validation 2025.3.0 - Updated: 2025-04-08									
Leavers are displayed below the On roll pupils									
UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Sessions Possible	Sessions Absence (Authorised + Unauthorised)	On Roll Status	Enrolment Status
Total Pupils:0						Total Sessions: 0	Total Absence: 0		

SEN Report

School Census Autumn - 2025 (SEN Information)

Security Message : This report contains sensitive information.

Report Criteria: On roll Pupils with SEN Provision/Status = 'E' Education, Health and Care Plan, 'K' SEN Support

Total Pupils: 8

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	SEN Provision	Member of SEN Unit	Member of Resourced Provision Indicator	On Roll Status
T823299919004	Bolton	James	02/06/2015	Male	6	SEN Support	true	false	On roll
N823299923053	Dawson	Andrew	14/11/2019	Male	1	SEN Support	false	false	On roll
E823299922035	Edwards	Savannah	22/02/2018	Female	3	Education, Health and Care Plan	true	false	On roll
L823299920010	Harrison	Piers	22/11/2016	Male	4	SEN Support	true	false	On roll
A823299921039	Knight	Ellie	20/08/2017	Female	4	Education, Health and Care Plan	true	false	On roll

Address Details Report

School Census Autumn - 2025 (Address Details Information)

Security Message : This report contains sensitive information.

Report Criteria: Pupils on roll on Census day (02/10/2025)

Total Pupils: 396

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Former UPN	Legal Surname	Legal Forename	Middle Names	Postcode	UPRN	Apartment	House No.	Street	District	Town	Administrative Area/County
N82529992401A	V823299924031	Abbas	Avanni	-	MK42 7EE	10002957804	-	14	Grisedale Court	Kempston	Bedford	-
M823299920001	-	Abbas	Latif	-	-	-	-	-	-	-	-	-
P823299918001	-	Abrams	Paul	-	MK44 3DD	100081213019	-	2 Red Lyon Cottage	Holm Oak Green	Cardington	Bedford	-
Z823299921021	-	Ackton	Simon	-	MK43 7AA	100080007948	-	59 Pear Tree Cottage	Church Lane	Odell	Bedford	-

School Dinner Taken Report *(applicable to schools with pupils in Reception, Year 1 and Year 2)*

School Census Autumn - 2025 (School Dinner Taken)

Security Message : This report contains sensitive information.

Report Criteria: On roll Pupils on census day 02/10/2025, who have taken school dinner on the reference date

- Pupils in year taught in R, 1, 2
- Pupils in year taught in X aged 4 to 6 (born between 01/09/2018 and 31/08/2021 inclusive)

Total Pupils: 140 **Total Taken:** 0 **Total Not Taken:** 140

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	School Dinner Taken
N82529992401A	Abbas	Avanni	11/04/2020	Female	1	No
H823299923009	Adesina	Kyra	23/03/2019	Female	2	No
C823299923054	Aditya	Safia	22/12/2019	Female	1	No
E823299924037	Afflick	Luke	14/08/2020	Male	1	No

Free School Meal Eligibility Report

School Census Autumn - 2025 (Free School Meals Eligibility)

Security Message : This report contains sensitive information.

Report Criteria: On roll Pupils on census day who are eligible for Free School Meals on or after 16/05/2025 and up to including Autumn Census Day (02/10/2025)

Total Pupils: 89

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Free School Meal Eligibility			On Roll Status
						Start Date	End Date	Country	
D823299918002	Alberts	Courtney	07/03/2015	Female	8	13/11/2020	-	England	On roll
F823299919043	Armitage	Elise	04/06/2016	Female	5	07/09/2020	-	England	On roll
K823299922021	Balan	Larisa	23/09/2017	Female	3	05/09/2022	-	England	On roll

Top-up Funding Report

School Census Autumn - 2025 (Top-up Funding)

Security Message : This report contains sensitive information.

Report Criteria: On-roll students who have been awarded Top-up Funding as at census day (02/10/2025)

Total Pupils: 2

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	SEN Provision
N82529992401A	Abbas	Avanni	11/04/2020	Female	1	No Special Educational Need
Z823299921021	Ackton	Simon	12/12/2016	Male	4	No Special Educational Need

Funding and Monitoring Report *(not applicable to Nursery schools)*

School Census Autumn - 2025 (Funding and Monitoring)

Security Message : This report contains sensitive information.

Report Criteria: Pupils with Funding and Monitoring information for the collection period 01/08/2025 to 02/10/2025 (On roll and leavers)

Total Pupils: 23

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Enrolment Status	DOL	FAM Type	Description	FAM Code	Description	On Roll Status
N82529992401A	Abbas	Avanni	11/04/2020	Female	1	Single Registration	-	NLM	National Learner Monitoring	01	In receipt of Tutoring	On roll
F823299918001	Abrams	Paul	15/12/2014	Male	6	Single Registration	-	NLM	National Learner Monitoring	01	In receipt of Tutoring	On roll
H823299923009	Adesina	Kyra	23/03/2019	Female	2	Single Registration	-	NLM	National Learner Monitoring	01	In receipt of Tutoring	On roll

Early Years Report (*applicable to schools with Early Years pupils only*)

School Census Autumn - 2025 (Early Years Report)											
Security Message : This report contains sensitive information.											
Report Criteria: Pupils On Roll on Census Day having Early Years data All 9 month to 1 year olds born between 01/09/2023 and 30/11/2024 All 2 year olds born between 01/09/2022 and 31/08/2023 All 3 year olds born between 01/09/2021 and 31/08/2022 All 4 year olds born between 01/09/2020 and 31/08/2021 with YTI E1/E2/N1/N2											
Total Pupils: 7											
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101 Filename: 8252999_SC3_825LL25_003.UNA Report Created: 29/08/2025 XML Version: Validation 2025.3.0 - Updated: 2025-04-08											
UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Z825299924007	Adams	Lilly	17/11/2021	Female	-	15	-	No	-	-	-
N825299924008	Castle	Milly	22/07/2022	Female	N2	15	-	No	-	-	-
-	Mack	Harry	12/08/2022	Male	-	15	-	No	-	-	-

Early Years Pupil Premium Report (*applicable to schools with Early Years pupils only*)

School Census Autumn - 2025 (EYPPR Report)											
Security Message : This report contains sensitive information.											
Report Criteria: Pupils On Roll on Census Day All 9 month to 1 year olds born between 01/09/2023 and 30/11/2024 (inclusive) All 2 year olds born between 01/09/2022 and 31/08/2023 (inclusive) All 3 year olds born between 01/09/2021 and 31/08/2022 (inclusive) 4 year olds (for other than Nursery - in E1,E2,N1 and N2 ONLY) born between 01/09/2020 and 31/08/2021 (inclusive) 4 year olds (for Nursery – all pupils)											
Number of pupils eligible for EYPP: 0											
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101 Filename: 8252999_SC3_825LL25_003.UNA Report Created: 29/08/2025 XML Version: Validation 2025.3.0 - Updated: 2025-04-08											
UPN	Legal Surname	Legal Forename	Preferred Surname	Former Surname	DOB	Sex	YTI	Post Looked After Arrangements	Hours at Setting	Funded Hours	Basis for EYPP Eligibility
Z825299924007	Adams	Lilly	Adams	-	17/11/2021	Female	-	-	15	-	Not Eligible
N825299924008	Castle	Milly	Castle	-	22/07/2022	Female	N2	-	15	-	Not Eligible
-	Mack	Harry	Mack	-	12/08/2022	Male	-	-	15	-	Not Eligible

Early Years Funding Report (*applicable to schools with Early Years pupils only*)

School Census Autumn - 2025 (Early Years Report)											
Security Message : This report contains sensitive information.											
Report Criteria: Pupils On Roll on Census Day having Early Years data All 9 month to 1 year olds born between 01/09/2023 and 30/11/2024 All 2 year olds born between 01/09/2022 and 31/08/2023 All 3 year olds born between 01/09/2021 and 31/08/2022 All 4 year olds born between 01/09/2020 and 31/08/2021 with YTI E1/E2/N1/N2											
Total Pupils: 7											
School Name: WATERS EDGE PRIMARY SCHOOL Fileset Number: 3101 Filename: 8252999_SC3_825LL25_003.UNA Report Created: 29/08/2025 XML Version: Validation 2025.3.0 - Updated: 2025-04-08											
UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Z825299924007	Adams	Lilly	17/11/2021	Female	-	15	-	No	-	-	-
N825299924008	Castle	Milly	22/07/2022	Female	N2	15	-	No	-	-	-
-	Mack	Harry	12/08/2022	Male	-	15	-	No	-	-	-

Post Looked After Arrangements Report

School Census Autumn - 2025 (Post Looked After Arrangements)

Security Message : This report contains sensitive information.

Report Criteria: On-roll students who have Post Looked After Arrangements as at census day (02/10/2025)

Total Pupils: 4

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	Ceased to be looked after through
N823299923024	Dixon	Adam	03/01/2019	Male	2	Adoption from England and Wales
P823299922014	Fellowes	Autumn	23/10/2017	Female	3	Adoption from state care outside of England and Wales
K823299924023	Humphrey	Emma	07/04/2020	Female	1	Special guardianship order (SGO) from England and Wales

Alternative Provision Report

School Census Autumn - 2025 (Alternative Provision)

Security Message : This report contains sensitive information.

Report Criteria: School Arranged AP placements that fall within the AP Placement data collection period

- On-roll (15/05/2025 - 02/10/2025)
- Leavers (15/05/2025 - 01/10/2025)

Total Pupils: 1

School Name: WATERS EDGE PRIMARY SCHOOL **Fileset Number:** 3101
Filename: 8252999_SC3_825LL25_003.UNA **Report Created:** 29/08/2025
XML Version: Validation 2025.3.0 - Updated: 2025-04-08

School Arranged Alternative Provision Placements

UPN	Legal Surname	Legal Forename	DOB	Sex	YTI	AP URN	AP UKPRN	AP Setting	Co House No	AP Postcode	AP Reason	Start Date	SEN on Start Date	End Date	SEN on End Date	AP Attendance	AP Sessions	On Roll Status
Y823299922031	Brooks	Willow	24/03/2018	Female	3	-	-	One on one tuition	-	-	Off site placement for behavioural support	08/01/2025	No Special Educational Need	23/07/2025	No Special Educational Need	Part Time	0	On roll

Permanent Exclusions without Final Review Report *(not applicable to Nursery schools)*

School Census Autumn - 2025 (Permanent Exclusions without Final Review)

Security Message : This report contains sensitive information.

Report Criteria: Students with permanent exclusions and without a final review from 01/01/2025 to 1/10/2025

- On roll and leavers

Note:
 This report displays Permanent Exclusions that do not have a final review, and are not included in the census, in order for you to check your data.
 The date range for this report will not match the collection dates for the school census and this is intentional.

Total Pupils: 1

School Name: WATERS EDGE PRIMARY SCHOOL
Report Created: 29/08/2025

UPN	Legal Surname	Legal Forename	DOB	Sex	DOA	DOL	Reason(s)	Start Date	SEN Expert Requested	On Roll Status
W823299919008	Carlston	Jack	09/03/2015	Male	02/09/2019	-	Physical assault against a pupil, Bullying	14/07/2025	No	On Roll

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assists the Head Teacher in the checking of data before authorising the return.

Click **Summary** located at the top of the **Census Return Details** page.

The report is automatically displayed in your web browser, e.g. Windows® Internet Explorer®, but can be transferred to a spreadsheet such as Microsoft® Excel if required.

The report is saved automatically in the **Census Folder**, which was specified in the **Census Return** browser, eg. **S:\SIMS\SCHOOL CENSUS**. For guidance on navigating to files on your local workstation when you are working in a **Hosted** environment, please contact the IT Manager at your School.

The report is saved with a filename made up of the following data fields separated by underscores ('_'):

<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Summary_Report.html e.g. **825xxxx_SC3_825LL24_003_Summary_Report.html**.

IMPORTANT: It is important the Head Teacher checks *all* the information on the Summary report before the return is authorised. A hard copy of the Summary report to be signed by the Head Teacher and retained by the school.

There are 296 errors and 287 queries.

Example

Table 1: School characteristics [ALL schools]

Summary for: WATERS EDGE PRIMARY SCHOOL

Local authority code: 825

Establishment number: 2999

Telephone number: 852015

Email address: school@we.com

Phase: PS

Type: 18

Governance: CO

Intake type: COMP

Lowest national curriculum year group: N1

Highest national curriculum year group: 6

Chapter 5 Authorising the Autumn 2025 Census Return & Upload to DfE Collect

Introduction

A return must be **authorised** before it can be uploaded to the DfE COLLECT data collection website. If you authorise a return and subsequently need to make amendments, you must either make a copy of the return and work on the copy or create a new return.

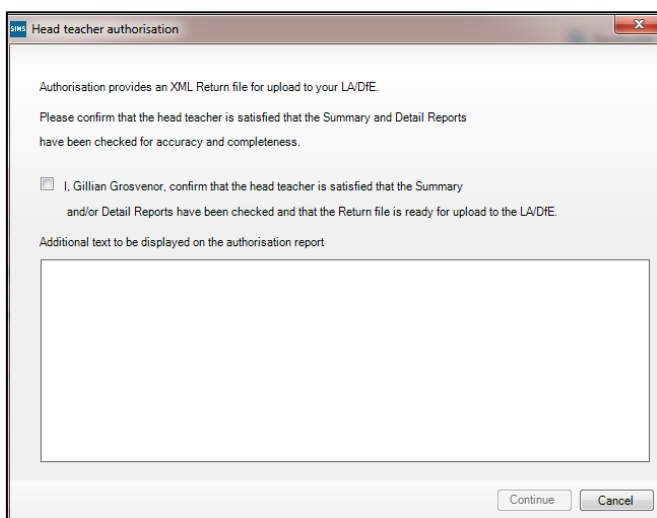
Before authorising the return, ensure all the information displayed on the Census Return Details page is correct and does not require further editing. This is because it is not possible to edit details after the return is authorised. The Summary report can assist in reviewing the information.

Authorise the Autumn 2025 Census Return

Before authorising the return, ensure all information displayed on the **Census Return Details** page is correct and does not require further editing. This is best achieved by reviewing the **Summary report**.

The Census Return must be **authorised** before it can be uploaded to **DfE Collect** website.

1. Click **Authorise**. If you choose to continue, the **Head Teacher authorisation** dialog is displayed.



Head teacher authorisation

Authorisation provides an XML Return file for upload to your LA/DfE.

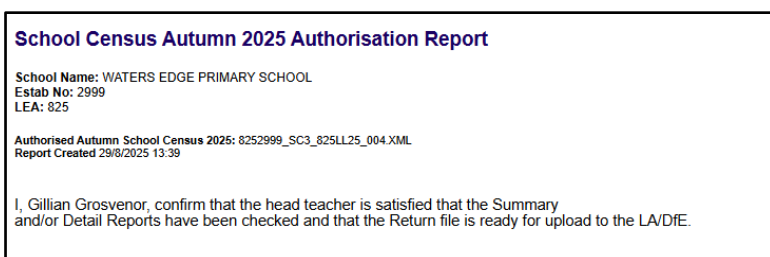
Please confirm that the head teacher is satisfied that the Summary and Detail Reports have been checked for accuracy and completeness.

☐ I, Gillian Grosvenor, confirm that the head teacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

Additional text to be displayed on the authorisation report

Continue Cancel

2. Enter the additional text to be displayed on the authorisation report, if required. This may be requested by your LA, e.g. to explain the reason for any validation failures.
3. Select the confirmation check box to confirm the Head Teacher is satisfied the Summary and Detail reports have been checked and the return file is ready for upload to the DfE.
4. When the confirmation check box is selected, **Continue** becomes active allowing the authorisation process to be completed. Click **Continue** to authorise the return.



School Census Autumn 2025 Authorisation Report

School Name: WATERS EDGE PRIMARY SCHOOL
Estab No: 2999
LEA: 825

Authorised Autumn School Census 2025: 8252999_SC3_825LL25_004.XML
Report Created 29/8/2025 13:39

I, Gillian Grosvenor, confirm that the head teacher is satisfied that the Summary and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DfE.

NOTE: The Summary report and the Authorisation report are automatically generated and displayed in your web browser at the point of authorisation.

The authorised return file is saved automatically in the folder previously specified in the **Census Return** browser, e.g. **S:\SIMS\SCHOOL CENSUS** and the file extension changes from .UNA (unauthorised) to .XML (authorised), e.g. **825xxxx_SC2_825LL24_001.XML**.

When a return has been authorised, it is no longer possible to edit the details displayed on the **Census Return Details** page. If you authorise a return and subsequently need to make amendments, you should either make a copy of the return and work on the copy or, create a new return.

Submitting the Authorised Census Return to DfE Collect

Important Upload Information for Local Authority Maintained Schools and Academies

- The submission of the School Census for both LA Maintained Schools and Academies is via **DfE Collect**.
- Contact **Children's & Traded Services Team** for support uploading the census to DfE Collect.
- Refer to previously published guidance issues by SMST for detailed instructions for DfE Collect.
- Refer to **C&TST** guidance for the **deadline dates** for upload to DfE Collect.
- **The ICT Schools Team are unable to assist with any upload issues to DfE Collect.**

1. Open DfE Sign-in <https://services.signin.education.gov.uk/> and click the green button.
2. Enter your email address and password then click the green button.

3. Click **Collect**.

Copy an Unauthorised Census Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting to the LA.

NOTE: Ensure the return you wish to replicate is not open at the time of copying.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click **Search** to display a list of School Census returns.
3. **Highlight** the required file and click **Copy**.
A message requests confirmation you wish to make a copy of the selected return.
4. Click **Yes** to make the copy. It is displayed in the **Census Return** browser as:
Copy of <description of selected file> e.g. *"Copy of School Census Autumn 2025"*.
5. To rename the copied return, highlight, and click **Open** to display the **Census Return Details** page.
6. Edit the **Description** in the **Census Details** panel and click **Save**.
The new **Description** must be unique for this return.

Delete an Unauthorised Census Return

NOTE: An authorised School Census return cannot be deleted.

The delete routine can be used to remove unwanted returns, e.g. dry runs. This can be done at any time prior to authorisation.

During the course of producing a return, a number of copies of the return may have been made, e.g. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required.

This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

1. Select **Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click **Search** to display a list of returns.
3. Highlight the return you wish to delete and click **Delete**.
4. A message prompts for confirmation the selected return should be deleted.
5. Click **Yes** to delete the selected return.

Retrieve an Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files** for <census name> page.

2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.
3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:
 - a. Click **Select a Folder (...)** to display the **Browse For Folder** dialog.
 - b. Navigate to the location of the required folder then highlight it.
 - c. If a suitable folder does not exist, click **Make New Folder** then enter a suitable folder name.

IMPORTANT NOTE: Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.

- d. Click **OK** to select or create the folder then return to the **Retrieve Authorised Return** Files for <census name> page where the chosen folder name is displayed in the **Download to** field.
4. Highlight the return you wish to retrieve then click **Retrieve Files**.

The authorised return file (ie. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking **Folder** adjacent to the **Download to** field.

Appendix A Dates of Birth / Year Groups for Pupils in Academic Year 2025-2026

Year Group	Date of Birth Range for 2025-2026 Academic Year	Age Range
E1	01/09/2024 to 31/08/2025	0 – 1
E2	01/09/2023 to 31/08/2024	1 – 2
N1	01/09/2022 to 31/08/2023	2 – 3
N2	01/09/2021 to 31/08/2022	3 – 4
R	01/09/2020 to 31/08/2021	4 – 5
1	01/09/2019 to 31/08/2020	5 – 6
2	01/09/2018 to 31/08/2019	6 – 7
3	01/09/2017 to 31/08/2018	7 – 8
4	01/09/2016 to 31/08/2017	8 – 9
5	01/09/2015 to 31/08/2016	9 – 10
6	01/09/2014 to 31/08/2015	10 – 11
7	01/09/2013 to 31/08/2014	11 – 12
8	01/09/2012 to 31/08/2013	12 – 13
9	01/09/2011 to 31/08/2012	13 – 14
10	01/09/2010 to 31/08/2011	14 – 15
11	01/09/2009 to 31/08/2010	15 – 16
12	01/09/2008 to 31/08/2009	16 – 17
13	01/09/2007 to 31/08/2008	17 – 18
14	01/09/2006 to 31/08/2007	18 – 19
	before 31/08/2006	19+

Appendix B Defining and Maintaining Early Year Provisions

Introduction

Schools with a dedicated nursery unit, that offer early years care, must present parents of three to four year olds with the choice of varying nursery hours on any day of the week.

Parents are now entitled to receive free nursery provision per week, which can be taken over a minimum of three days. They can choose to take as much or as little of the hours, and use their entitlement at more than one nursery provider, if they wish.

Attendance Setup includes the facility to define Early Years Provisions, from which Early Years Attendance patterns can be created for applicable applicants and pupils, in order to calculate Hours at Setting for nursery age pupils, for School Census purposes.

Routine	Purpose
Define Provision Types via Tools Setups Attendance Setup Early Years Provisions Setup .	This routine sets up the start and end times of each available nursery session.
Set up early years attendance patterns for applicants, via Focus Admission Application .	This routine enables you to define the daily attendance pattern for each nursery applicant.
Set up early years attendance patterns for nursery pupils, via Focus Pupil Pupil Details .	This routine enables you to define the daily attendance pattern for each nursery pupil.
Update hours at setting for 2, 3 and 4 year olds via Tools Statutory Return Tools Update Hours at Setting for 2 (or 3 or 4) year olds . Please refer to the appropriate School Census Return handbook.	This tool enables hours at setting for nursery age pupils to be updated automatically based on each pupil's attendance pattern or input manually if attendance patterns are not recorded.

Defining a New Early Years Provision

A pupil can only have one provision type per day, therefore the provision types must be defined accordingly. If provision times overlap sessions, a decision as to which session to map to must be made, e.g. should a 9.00am to 2.00pm provision be mapped to an **AM** or an **All Day** category.

Four predefined Nursery Care Provision Type lookups are available for selection when defining or editing an early years provision:

- **Provision 1**
- **Provision 2**
- **Provision 3**
- **No Provision**

These Provision Type lookups can be edited or deleted via **Tools | Lookups | Maintain**.

For example, you may wish to change **Provision 1** to **Provision 9.30-12.00**. Additional Provision Type lookups can also be defined, if required.

Ensure the **Data Area** is specified as **Attendance** and the appropriate **Category** (ie. **AM**, **PM** or **All Day**) is defined.

When defining an Early Years Provision, the time each day that nursery care provision is available and the date that it becomes effective must be specified. The end date can also be specified, if known.

1. Select **Tools | Setups | Attendance Setup | Early Years Provisions Setup** to display the **Find Early Years Provisions** browser.

2. Click **New** to display the **Early Years Provision Details** page.

3. Select the required **Provision Type** from the drop-down list, e.g. Provision 1.
4. By default, the selected **Provision Type** is displayed in the **Description** field. This description can be edited to describe the nursery care provision more clearly, e.g. Morning Nursery Care, if required.
5. By default, the **Start Date** is displayed as today's date. If necessary, edit the date to indicate when the nursery care provision is to start or click **Calendar** and select the required date.
6. Optionally, enter an **End Date** for the provision (if known) or click **Calendar** and select the required date. This date can be entered later.
7. Enter a **Start Time** and an **End Time** for the provision in hh:mm (24 hour) format. Times are available in increments of 30 minutes (changing to minutes in the Autumn Term).
8. Click **Save**.

Editing an Early Years Provision

All aspects of a nursery care provision can be edited regardless of whether it is currently being used or not. Therefore, the provision types, associated start and end dates, and the start and end time can all be amended, if required.

1. Select **Tools | Setups | Attendance Setup | Early Years Provisions Setup** to display the **Find Early Years Provisions** browser.

Find Early Years Provisions

New Search Open Delete Print Browse Next Previous

Example

Description
 From Date

Provision Type <Any>
 To Date

Description	Provision Type	Start Date	End Date	Start Time	End Time
Afternoon attendance only	Provision 2	01/09/2011		12:30	15:30
All day attendance	Provision 3	01/09/2011		09:00	15:30
Morning attendance only	Provision 1	01/09/2011		09:00	12:00
No attendance	No Provision	01/09/2011		00:00	00:00

2. Click Search to display the **Early Years Provision Details**.
3. Select a different **Provision Type** from the drop-down list, if required.

Early Years Provision Details : Morning attendance only

Save Undo Print

Example

1 Provision Details

1 Provision Details

Provision Type Provision 1

Description
 Start Date
 End Date
 Start Time : hh:mm (24 hrs)
 End Time : hh:mm (24 hrs)

4. Make the changes.
5. Click **Save** to retain your changes.

Setting up Early Years Provision on a Pupil record

Locate the relevant pupil(s) via **Focus / Pupil Details** or the icon

Open the pupil record and move to **Panel 2: Registration**.

2 Registration

Class N1 PM

Year Group Year N1

Enrolment Status Single Registration

Admission Date 01/09/2016

Former UPN

UPN K823299916062

House

Year Taught In Curriculum Year N1

Boarder Status Not a Boarder

Admission Number 001583

Attendance Mode All day

Local UPN

Part Time Details

Start Date 01/09/2016

End Date 31/08/2017

New Open Delete

Early Years Attendance Patterns

Start date

End date

Mon

Tue

Wed

Thu

Fri

Sat

Sun

New Open Delete

Example

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To add a new Early Years provision in a pupil record

1. Click **New**.
2. Set the start date (and end date if applicable)
3. Select the relevant provision from the list available for each day.

Example

The first screenshot shows the 'Add/Edit Early Years Attendance Patterns' dialog box. It has fields for 'Start Date' (02/05/2017) and 'End Date' (empty), with a 'Refresh Week' button. Below are dropdown menus for 'Monday Provision Type', 'Tuesday Provision Type', 'Wednesday Provision Type', 'Thursday Provision Type', and 'Friday Provision Type', all currently showing red bars. At the bottom are 'OK' and 'Cancel' buttons.

The second screenshot shows the same dialog box, but with a warning icon and text: 'Monday Provision Type is required.' The 'Monday Provision Type' dropdown is now open, showing a list of options: 'Provision 1', 'Provision 2', 'Provision 3', and 'No Provision'. The other dropdowns remain closed.

The third screenshot shows the dialog box with the following selections: 'Monday Provision Type' is 'Provision 1', 'Tuesday Provision Type' is 'Provision 1', 'Wednesday Provision Type' is 'No Provision', 'Thursday Provision Type' is 'Provision 2', and 'Friday Provision Type' is 'Provision 3'. The 'OK' and 'Cancel' buttons are at the bottom.

4. Once each School day has been allocated, click **OK** and return to the main pupil record.
5. **Save** the pupil record.

The screenshot shows the main pupil record interface. The 'Part Time Details' section has a table with 'Start Date' (01/09/2016) and 'End Date' (31/08/2017). To the right are buttons for 'New', 'Open', and 'Delete'. Below this is a 'History' button.

The 'Early Years Attendance Patterns' section has a table with the following data:

Start date	End date	Mon	Tue	Wed	Thu	Fri	Sat	Sun
02/05/2017		PROV1	PROV3	PROV3	PROV1	PROV1		

To the right of the table are buttons for 'New', 'Open', and 'Delete'.

Appendix C Early Years Items Collection 2023-2025

Early Years Date of Birth Matrix 2025/2026

Date of Birth Range		Age as at 31/08/2025	Funded Hours	Extended Hours	Disability Access Fund	Expanded Hours	EYPPR	2 Year basis for funding
before 31/08/2020		5	N	N	N	N	N	N
01/09/2020 - 31/12/2020	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/01/2021 - 31/03/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/04/2021 - 31/08/2021	E1, E2, N1, N2	4*	Y	Y	Y	N	Y	N
01/09/2021 - 31/12/2021		3	Y	Y	Y	N	Y	N
01/01/2022 - 31/03/2022		3	Y	Y	Y	N	Y	N
01/04/2022 - 31/08/2022		3	Y	Y	Y	N	Y	N
01/09/2022 - 31/12/2022		2	Y*	N	Y	Y	Y	Y
01/01/2023 - 31/03/2023		2	Y*	N	Y	Y	Y	Y
01/04/2023 - 31/08/2023		2	Y*	N	Y	Y	Y	Y
01/09/2023 - 31/12/2023		1	N	N	Y	Y	Y	N
01/01/2024 - 31/03/2024		1	N	N	Y	Y	Y	N
01/04/2024 - 01/08/2024		1	N	N	Y	Y	Y	N
01/09/2024 - 30/11/2024		0*	N	N	Y	Y	Y	N
01/12/2024 - 31/03/2025		0	N	N	N	N	N	N
01/04/2025 - 30/06/2025		0	N	N	N	N	N	N
and after								

Y* = subset of disadvantaged 2-year-olds may be eligible for funded hours.

4* = 4-year-old in E1, E2, N1, N2 only.

0* = 9 months old.

NOTE In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and 15 hours of working parent entitlement.

Managing Early Years Data

https://customer.support-ess.com/csm?sys_kb_id=0417167193122e94fb18bbc74dba107f&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=9f9f3e1b2bebe250a757f555fe91bfb5

Appendix D Buckinghamshire Council Useful Contacts

Team	Contacts	Can provide help on / and any other related issues	Telephone / Email
ICT Schools Team	MIS Support & Training	All supported MIS related issues	01296 383500 option 1 ICTSchools@buckinghamshire.gov.uk
	Schools Technical Support	SIMS Technical related issues (Patch releases)	01296 383500 option 3 schooltst@buckinghamshire.gov.uk
Children's Traded Services Team schoolcensus@buckinghamshire.gov.uk	Sarah Sewell, Education Insight Lead	Performance Analysis (SPA) system and other data analysis	01296 382640
	Amy Mitchell Information Officer	School Workforce Census School Census	01296 382887
Buckinghamshire LA County Attendance Team		The County Attendance Team is a countywide service that primarily supports children, families, and schools to reduce non-attendance	01296 387393 CountyAttendanceTeam@buckinghamshire.gov.uk
Buckinghamshire LA Data Protection Officer		Data Protection and Freedom of Information issues	DataProtection@buckinghamshire.gov.uk

