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Preparing Post 16 Data for the School Census Return

Autumn 2025

Census Date – Thursday 2nd October 2025

Secondary Phase Schools and PRU's with Post 16 Learners

Working in Partnership with

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.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team edit Adapted from ESS version dated 21/07/2022	25/08/2022
Version 2	Labelled for Autumn 2025 – no changes to collection T level appendix added	05/09/2023
Version 3	Labelled for Autumn 2025 – Changes to collection Software updates Y13 leaver information	09/09/2025
	Labelled for Autumn 2025 – Changes to collection Software updates Y13 leaver information	01/09/2025

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

Preparing Post 16 Data for the School Census Return

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Introduction

This Preparation Guide has been produced to help identify the most common Post 16 tasks that need to be carried out before running the School Census Autumn 2025 Return.

The guide is applicable to English maintained Secondary, All-Through schools, Pupil Referral Units and Academies that have Sixth Form students.

For information about preparation tasks outside of the Post 16 area, please refer to the *Preparing and Producing the School Census (Secondary) Autumn 2025* guide.

Throughout both guides we have highlighted Census Reports that can be used to facilitate the data checking process. The full criteria relating to the Post 16 reports can be found in Chapter 4 of this guide.

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

About Post 16 Learning Aims

Schools with a Sixth Form are required to provide details about Learning Aims once a year in the School Census Autumn Return.

The return collects information about Learning Aims that were undertaken during the academic year 2024/2025 as well as those that are started or continued during the academic year 2025/2026. Learning Aims are collected for students taught in Year 12 and above during the Learning Aim collection period (01/08/2024 to 02/10/2025). This collection forms the basis of the school's Sixth Form funding.

Schools must ensure that the Learning Aims submitted in the return are those for which they wish to claim funding. Local Authorities and Academies should refer to the DfE website for relevant information https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds.

What Post 16 Data is Collected?

The following Post 16 information is collected in the School Census Autumn 2025 Return:

Programme Aim information:

- Qualification Number (QN)
- Programme Aim key dates:
  - Start Date
  - Planned End Date
  - Actual End Date.
- Current Status of the Programme Aim, i.e., Completed, Continuing, Withdrawn or Transferred
- Programme Type, i.e., Study Programme, T Level or T Level Foundation
- Programme Aim Withdrawal Reason
- Traineeship - an education and training programme.

Learning Aims information:

- Qualification Number (QN)
- Subject Classification Code (SCC) (Discount Code)
- Learning Aim key dates:
    - Start Date
    - Planned End Date
    - Actual End Date.
- Current Status of the Learning Aim, i.e., Completed, Continuing, Withdrawn or Transferred
- Learning Aim withdrawal reason, e.g., illness, injury, etc.
- Programme Type, i.e., Study Programme, T Level or T Level Foundation
- Core Aim (the primary Learning Aim being undertaken in a student's programme of study)
- Partner UKPRN - sub-contracting UK partner
- Traineeship - an education and training programme.

Work Placement:

- Start date and end date
- Hours
- Internal/External placements

Planned Qualification Hours and Planned Non-Qualification Hours.

Maths and English GCSE Prior attainment for each student in year 12 and above for whom Learning Aims are collected.

Funding and Monitoring

- Student in receipt tutoring (code 01)
- Student repeating up to one year of 16-18 funded provision (code 22)

Learning Aims data is collected for students within the following parameters:

For the Previous Academic Year (2024/2025):

Any student, regardless of age, who has been on-roll between the 01/08/2024 and 31/07/2025 who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

In the Current Academic Year (2025/2026):

Any student, regardless of age, who has been on-roll between the 01/08/2025 and 02/10/2026 (census day) who has participated in a Learning Aim whilst in National Curriculum Year 12 or above.

Dual Registered Students

Funding is only provided to the student's main school and the Learning Aims for dual registered students must be returned by the main school. Subsidiary schools must not submit Learning Aims for dual registered students who are not on-roll at their school.

How has the Post-16 Data within the Autumn Return Changed since Last Year?

Key Dates for the School Census Autumn 2025 Return

- **Census Date: 02/10/2025**
- **Learning Aims** collected from **01/08/2024 to 02/10/2025**.

Learner Funding and Monitoring (FAM)

National Learner Monitoring (FAM NLM)

For 25/26 academic year, it will identify pupils:

- **In receipt of tutoring (NLM code 01)**

For the School Census, tutoring is defined as an intensive one to one or small group targeted academic support, used to improve the attainment of pupils. Schools should only report tutoring that is funded by the school

- **Resitting or retaking up to one yar 16 to19 funding provision**

Applicable to secondary, all-through and PRU or AP Schools with sixth forms.

Where student learning has been disrupted by exceptional circumstances outside the control of the student or institution, such as a period of long-term sickness or good educational reasons then the retake delivery hours for individual students may be included in the funded study programme hours.

You must record all eligible pupils repeating all or part of their year in your Census.

- **English and Maths Minimum Hours**

From 25/26 academic year, the additional requirements to be compliant are:

- Students without a GCSE grade 9-4 in English or Maths must be enrolled in approved qualifications
- Students planned hours for English or Maths mut meet the minimum teaching hours via the required mode of delivery

Students recorded as enrolled in an approved qualification will be included in the Maths and English condition of funding calculation as non-compliant if:

- their planned hours for the subject are below the minimum teaching hours
- they do not comply with the required mode of delivery
- their planned hours meet the minimum, but the qualification is not eligible

The DfE are collecting data to indicate whether the student has at least the minimum teaching hours planned for an eligible Maths or English qualification.

Schools must use the appropriate (FAM) codes for each student. Schools must ensure that the data submitted reflects the teaching hours planned for each relevant student for their Maths and English qualifications.

FAM Type	FAM Code	Description
EMH	02	Student has at least the minimum classroom teaching hours planned for an eligible English qualification
EMH	03	Student does not have at least the minimum classroom teaching hours planned for an eligible English qualification
MMH	04	Student has at least the minimum classroom teaching hours planned for an eligible maths qualification
MMH	05	Student does not have at least the minimum classroom teaching hours planned for an eligible maths qualification

This data is not required for students who do not have a level 2 qualification as described in the Maths and English condition of funding guidance but are not studying an eligible qualification, as they may be covered either by exemptions or the tolerance.

This data is not required for students who have already achieved a GCSE grade 4 in English or Maths who may be continuing to study these subjects to improve their grade.

Work *Placements*

- Employer ID - *removed.*

T Levels

- T Level Transition year has been replaced by T Level Foundation programme.

Post 16 Data Preparation Check List Autumn 2025

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

Complete	Description
☐	Upgrade to the SIMS 2025 Summer Release (7.224) or later.
☐	Ensure that Maths and English GCSE are recorded for Maths and English GCSE.
☐	Ensure that Maths and English GCSE Prior Attainment (i.e., grade achieved) is recorded for each student in year 12 and above for 2024/2025.
☐	To ensure that the correct Prior Attainment information is collected in the return: Check that all Prior Attainment data has been updated for 2024/2025 (please see *Updating Prior Attainment for 2024/2025*.
☐	Check that **Census View** is set as the **Default for Course Browse** (please see ***Checking the Default for Course Browse*.**
☐	Check the appropriate default course durations are set up (please see *Checking Default Course Durations*).
☐	Check that the **Earliest Year Taught In for Completion Management** is set to **Curriculum Year 11** or above (please see *Checking the Earliest Year Taught In for Completion Management*).
☐	Check that the appropriate default completion and continuity tolerance are set up (please see *Checking Default Completion and Continuity Tolerance*).
☐	Check the default course duration and tolerances by level (please see *Checking the Default Course Duration and Tolerances by Level*).
☐	Run the Bulk Update of course end dates routine to remove August end dates (please see *Running the Remove August End Dates Routine*).
☐	Run the Bulk Update of course end date routine using completion tolerance to reset status (please see *Running the Using Completion Tolerance to Reset Status Routine*).
☐	Record leavers and update course membership (please see *Recording Leavers and Updating Course Memberships*).
☐	Check that the Learning Aim withdrawal reason has been recorded to explain why the student is leaving the learning aim before the expected end date (please see Checking Membership and Results). Ensure that the Learning Aim withdrawal reason is also recorded for any Leavers (please see Recording Leavers).
☐	Check that the Core Learning Aim has been set for students, where applicable (please see Checking Core Learning Aims).

Complete	Description
☐	Download the QN catalogue from the DfE QN website (https://collectdata.education.gov.uk/qwsweb/default.aspx) and import into SIMS in September before starting the School Census Autumn 2025 Return (please see Importing Catalogue Files).
☐	Ensure the required QNs and Discount Codes are available for selection in Course Manager (please see Updating QNs and Discount Codes for Course Manager).
☐	Check course duration for individual courses (please see Checking the Course Duration for an Individual Course).
☐	Check that there is only one award associated with each course (please see Checking Examination Award Details).
☐	Select the additional attributes for each course, e.g. the Code, if required, and ensure that the 'To' date is entered for any 'old' codeset (please see Selecting Additional Attributes for a Course).
☐	If applicable, ensure that the Provider UKPRN (United Kingdom Provider Reference Number) is entered for each Learning Aim (please see Checking Membership and Results).
☐	Check that the course status is correct, e.g., Withdrawn and Transferred (please see Checking Membership and Results).
☐	Ensure all Work Placements are recorded (please see Work Placements).
☐	To ensure that the correct Post 16 programmes of study information is collected in the return: Check that programmes of study information has been recorded for the 2024/2025 academic year (please see Maintaining Post 16 Programmes of Study). Correct planned hours for 2024/2025 if required (please see Correcting 2024/2025 Planned Hours on).
☐	Check that employment information for Post 16 students has been added, where applicable (please see Recording Post 16 Employment Information).

Chapter 1 Setting SIMS Permissions

Introduction

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

Running the Return

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

- Returns Manager
- Returns Operator.

Editing and Preparing Data

Users who edit and prepare data must have permissions to access additional areas of SIMS, e.g., student details, school details, etc. These users must be a member of the user groups applicable to the areas they are editing.

- Administration Assistant
- Admissions Officer
- Personnel Officer
- School Administrator

Users who edit and prepare Post 16 data must have permissions to access Course Manager and Examinations Organiser. These users must be a member of the following user groups in System Manager:

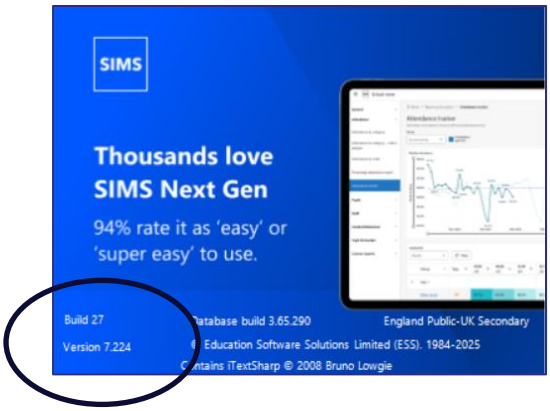
- Curricular Manager
- Exams Officer.

Permissions Required to Import a Revised Fileset

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

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

- Returns Manager
- System Manager.



What Version of SIMS is 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 then select **Help | About SIMS**. A dialog like the one shown in the following graphic is displayed.

Chapter 2 Checking and Preparing Data from the Previous Academic Year

Introduction

This chapter provides guidance about the tasks that need to be performed to ensure that the Post 16 data for the previous academic year is complete and accurate in time for the forthcoming School Census return on Thursday 2nd October 2025.

Whilst it is possible to edit data from the previous return, it is not expected that data is changed unless an error was made.

Correcting 2024/2025 Prior Attainment for Resubmitting in the Autumn Census

Prior Attainment Report provides the following information:

UPN, legal surname, legal forename, year taught in (YTI), enrolment status.

Maths information (i.e., highest grade, prior attainment, and funding exemption).

English information (i.e., highest grade for English Language or English Literature, EnglishLanguage prior attainment, and funding exemption).

Maths previous year highest grade.

English Language previous year highest grade.

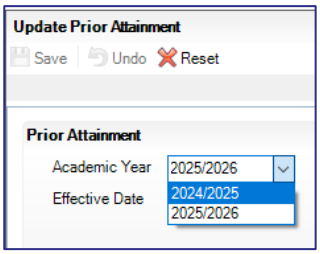
On-roll status.

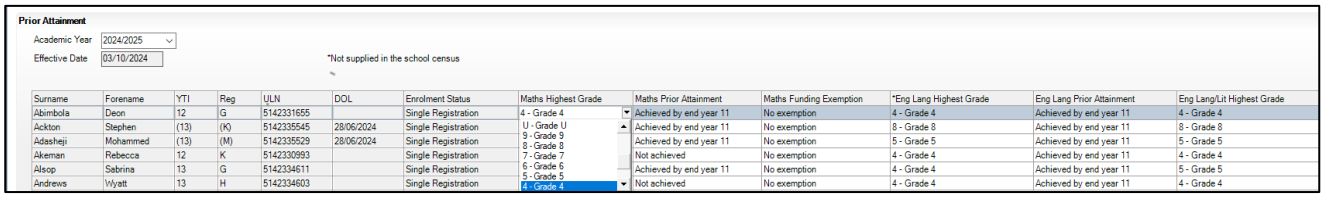
IMPORTANT NOTE: Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-EDI results, marksheet entry, etc.), the **report outputs must be carefully checked and amended where necessary**.

Schools can make corrections to the Maths highest grades and English highest grades that were submitted in last year's Autumn School Census. These grades are then re-submitted in the 2025 Autumn School Census.

The **Effective Date** displays the 2025 Autumn census date. This field is read-only.

1. Select **Tools | Statutory Return Tools | Update Prior Attainment** to display the Update Prior Attainment page.
2. Select the **2024/2025 Academic Year** from the drop-down list to display the information collected in last year's Autumn census.





3. Edit the information in the Maths Highest Grade and/or English Highest Grade columns, if required, then click the **Save** button.

☐ **Completed**

Correcting 2024/2025 Planned Hours

Post-16 Programmes of Study Report provides information about:

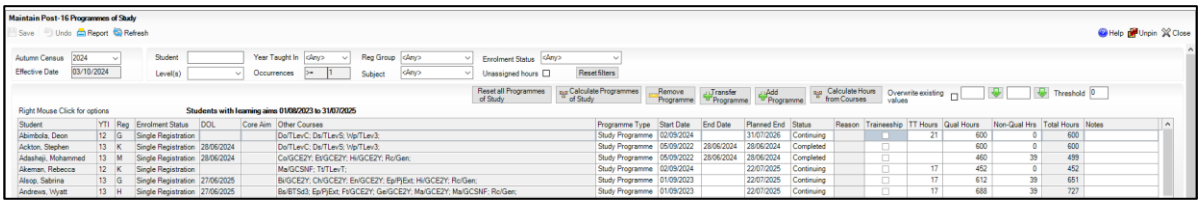
Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2025/2026) and previous year (2024/2025).

Also displayed: UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

The Planned Hours for the previous academic year (2024/2025) are included in the Autumn School Census. Schools can make corrections to these planned hours and then re-submit in the 2025 Autumn School Census, if required. *This is not applicable to T Levels.*

The Effective Date displays the previous Autumn census date. This field is read-only.

1. Select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to display the Maintain Post-16 Programmes of Study page.
2. Select the **2024 Autumn Census** from the drop-down list to display the relevant information.



3. Edit the **Qual Hours** and/or **Non-Qual Hrs**, if required.
4. Click the **Save** button.

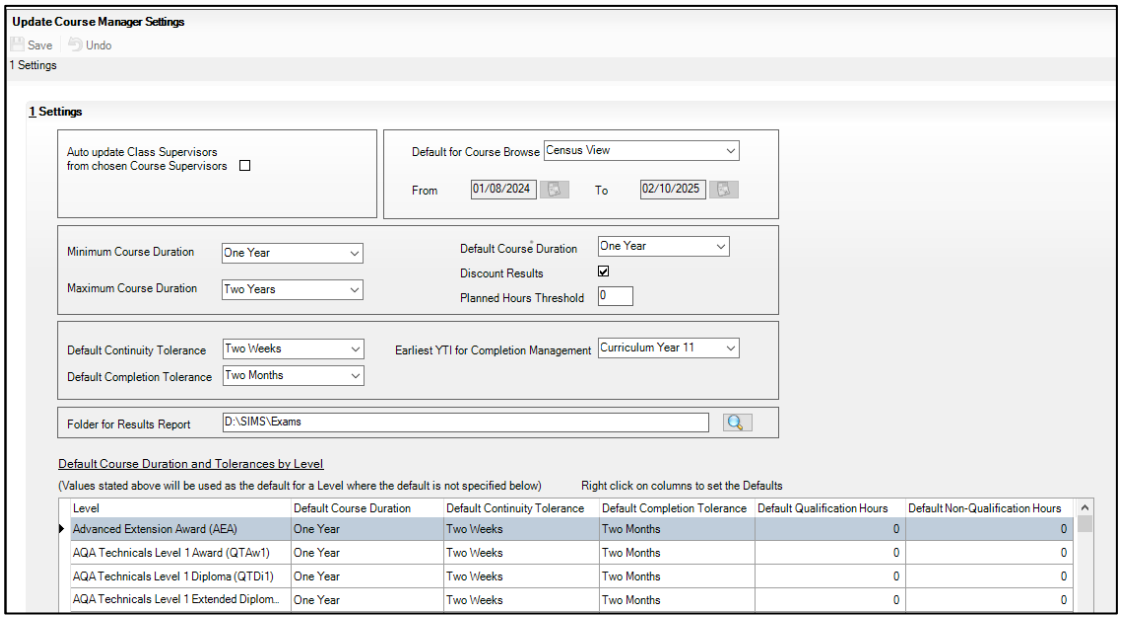
If your school has had students join mid-year then their hours should be added pro-rata for the duration of the time of roll in the previous academic year.

☐ **Completed**

Checking Course Manager Settings

The **Update Course Manager Settings** page enables you to specify the default settings that will be used throughout Course Manager. These settings are applied to all courses unless you manually modify the parameters of a specific course from the **Course Details** page (**Tools | Academic Management | Course Manager | Maintain Course**).

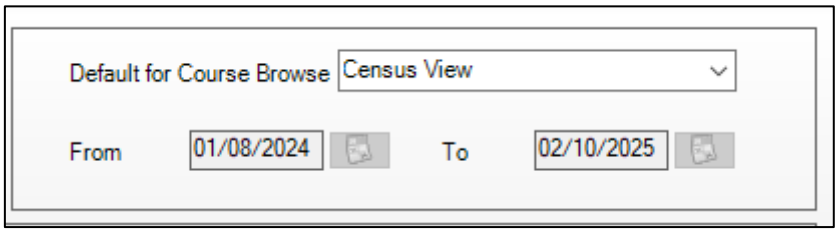
Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.



Checking the Default for Course Browse

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

Ensure that **Census View** is selected from the **Default for Course Browse** drop-down list. The **From** and **To** dates are displayed automatically to reflect your selection.



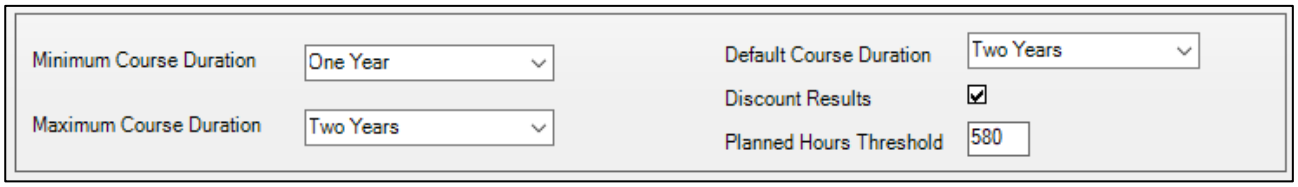
When you **Search** for courses in the **Find Course** browser (**Tools | Academic Management | Course Manager | Maintain Course**), only courses that have student memberships during this date range are displayed.

Checking Default Course Durations

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Minimum** and **Maximum Course Duration** fields enable you to define the predicted length of time needed to deliver the course material to the students. The **Minimum Course Duration** defaults to One Year, the **Maximum Course Duration** defaults to Two Years. Both options can be changed to ensure that the expected course duration does not exceed the length of time specified here. The possible lengths of time that you can select for either of these duration settings are: *Less than 2 weeks, 2-24 Weeks, One Year, Two Years, Three Years, Four Years* or *Five Years.*

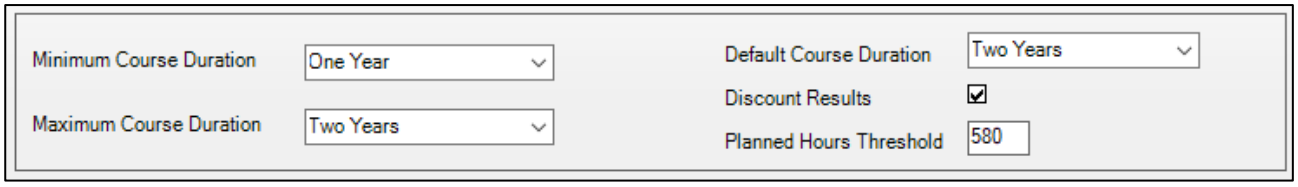
The **Default Course Duration** cannot be outside the range defined by the **Minimum** and **Maximum Duration** fields. This is set to One Year, by default. Specifying the **Course Duration** makes it easier for you to decide whether to restart a course after the summer holidays as a continuation of the same Learning Aim or to regard the course as a retake with a new Learning Aim associated with it.



The settings specified here are applied to all courses globally. However, you can modify the **Course Duration** within an individual course via **Tools | Academic Management | Course Manager | Maintain Course**, if required.

Checking Discount Results Selection

The **Discount Results** check box is selected by default. This ensures that the exam results calculation includes discounting.



Checking Planned Hours Threshold

Planned hours for a programme of study are defined before the start of the academic year. To qualify for funding, Planned Hours must be timetabled within your school's normal working pattern.

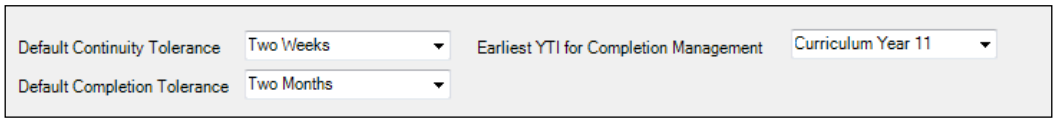
Enter the number that represents the upper limit of planned hours in the **Planned Hours Threshold** field. This will highlight students with planned hours below the set threshold. The default value for planned hours can also be set via **Tools | Academic Management | Course Manager | Maintain Programmes of Study**.

Checking the Earliest Year Taught In for Completion Management

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Earliest YTI for Completion Management** field defaults to Curriculum Year 11. This indicates that students taught in Year 11 and above are subject to management of their course completion.

It is advisable to leave the earliest YTI set to Curriculum Year 11 (or no higher than 11) because students who are taught in Year 11 and above, are subject to monitoring of their course memberships and course memberships for students who are taught in Year 12 and above, have a direct impact on school funding as reported in the School Census.



IMPORTANT NOTE: Courses for students in Year 11 must be ended **before the 1 August** so that they are not confused with qualifications for Year 12 and above.

Checking Default Completion and Continuity Tolerance

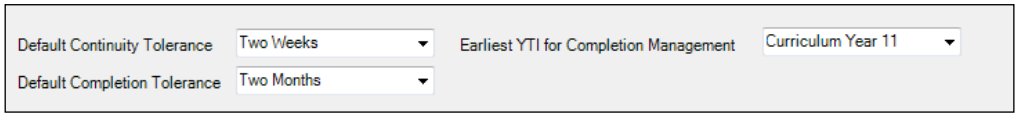
Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Default Completion Tolerance** field defaults to Two Months. The length of time specified here indicates the period prior to the expected course completion date that a student can leave a course and still be deemed to have completed the course. For example: If a student completes the course and examinations in June, which is before the Planned End Date at the end of July, this is within the Completion Tolerance of two months. Therefore, the completion status is set to **Completed**.

A default **Status** is assigned via **Curriculum Assignment by Scheme** or, when a student leaves a course, via the **Leavers** routine.

The **Default Continuity Tolerance** field defaults to Two Weeks. This represents the acceptable length of a 'gap' in course membership, including holidays, which is tolerated before course memberships are deemed to have been discontinued.

For example: If the 'gap' is within the Continuity Tolerance, the course memberships are joined up so that there is no break in membership.



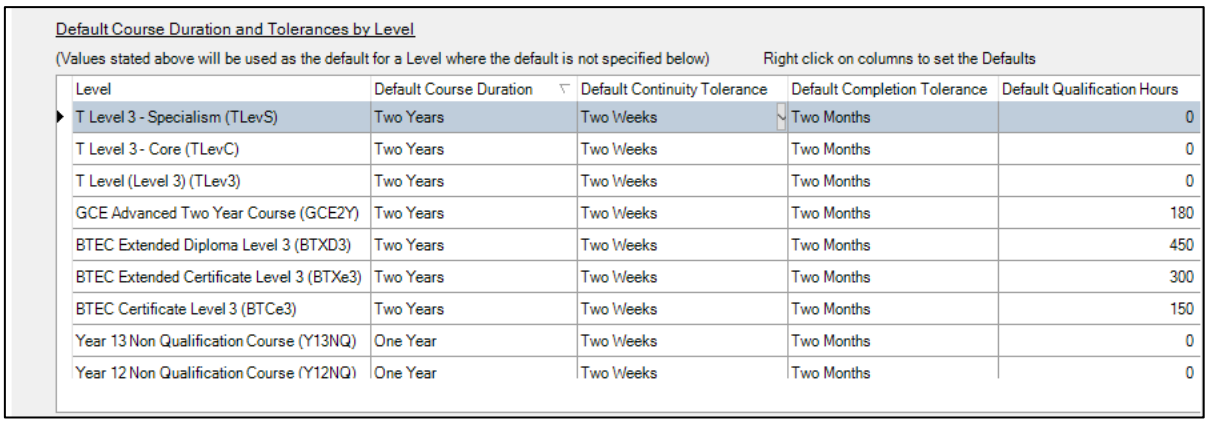
If you wish to change either of the default values, click the applicable down arrow then select from the drop-down list.

The specified **Continuity Tolerance** and **Completion Tolerance** values are applied globally to all courses but can be modified for individual courses on the **Course Details** page (Tools | Academic Management | Course Manager | Maintain Course), if required.

Checking the Default Course Duration, Tolerances and Qualification Hours by Level

Select **Tools | Academic Management | Course Manager | Course Manager Settings** to display the **Update Course Manager Settings** page.

The **Default Course Duration** and **Tolerances by Level** grid displays the default settings for all the available Levels.



Default Course Duration and Tolerances by Level

(Values stated above will be used as the default for a Level where the default is not specified below) Right click on columns to set the Defaults

Level	Default Course Duration	Default Continuity Tolerance	Default Completion Tolerance	Default Qualification Hours
T Level 3 - Specialism (TLevS)	Two Years	Two Weeks	Two Months	0
T Level 3 - Core (TLevC)	Two Years	Two Weeks	Two Months	0
T Level (Level 3) (TLev3)	Two Years	Two Weeks	Two Months	0
GCE Advanced Two Year Course (GCE2Y)	Two Years	Two Weeks	Two Months	180
BTEC Extended Diploma Level 3 (BTXD3)	Two Years	Two Weeks	Two Months	450
BTEC Extended Certificate Level 3 (BTXe3)	Two Years	Two Weeks	Two Months	300
BTEC Certificate Level 3 (BTCe3)	Two Years	Two Weeks	Two Months	150
Year 13 Non Qualification Course (Y13NQ)	One Year	Two Weeks	Two Months	0
Year 12 Non Qualification Course (Y12NQ)	One Year	Two Weeks	Two Months	0

Edits can be made to settings for individual levels, if required.

1. Click the applicable cell in the **Default Course Duration**, **Default Continuity Tolerance** or **Default Completion Tolerance** column then select an alternative setting from the drop-down list.

2. To reset the level settings back to the default setting, right-click the applicable column heading then click the **Set Default as** option.

> **IMPORTANT NOTE:** If you want to collectively change the default setting in the **Default Course Duration**, **Default Continuity Tolerance** or **Default Completion Tolerance** column, you must right-click the applicable column heading before saving the data.
>
> If you click the **Save** button before setting the defaults, the **Default Course Duration and Tolerances by Level** panel will not correctly reflect the defaults specified in the **Settings** panel.

3. Click the applicable cell in the **Default Qualification Hours** or **Default Non-Qualification Hours** column then enter the required number.

   When new Levels are added, you are prompted to revisit the default settings to ensure that they are applicable to the new Levels.

   It is also suggested that you manually set the **Default Course Duration** for GCSEs to **Two Years** in length, i.e., for Years 10 and 11, and then change individual Post 16 courses to 1 year, as appropriate, e.g., Maths GCSE for 6th form is 1 year.

4. Click the **Save** button to apply your changes.

☐ **Completed**

Two Year A-Levels and Corresponding AS-Levels

Courses of two years duration should be recorded as such.

If a student fails to continue to the second year but does complete an AS level in the first year, then that student should be ***transferred*** onto the one year AS level course at the point that this decision was made. (This is generally around the time of examination entries/season.)

Students who initially enrol on an AS Level course and do not take the examination but continue onto the second year should be transferred onto the Two Year A Level course at the time that decision is made.

Schools who start an Early Timetable (June 2025)

The following information is only applicable if your course durations, are not set to two years. If you start the next year's curriculum early in your school, this will have an impact on class and course memberships. If this year's student scheme memberships finish at the end of the summer term, they need to be terminated at the date that the new timetable begins. This should be done to prevent old, as well as new students from appearing in class lists.

Schemes exist for the whole academic year, even if classes and student class memberships within the scheme have end dates before the end of the academic year, unless it was anticipated during the Summer that schemes would finish earlier. If it was not anticipated that the 2024/2025 timetable would finish early and existing memberships need to be adjusted, this should be done before making the new assignments.

Where you want to show students as being in next year's classes, i.e., Year 12 students in Year 13 classes, you should consider the following:

- Class and course memberships for 2024/2025 should finish on the correct date.
- The curriculum plan and timetable should be transferred from Nova for the next academic year.
- Students should be assigned to classes and courses for June/July.

If an early commencement of the next year's timetable results in an early start to courses, the affected courses should be recorded as such in Course Manager. This ensures that the Learning Aims are collected accurately in the School Census. With the normalisation of two-year courses, for Year 12 students this is not necessarily at problem however, for Year 11 students who commence their Sixth Form courses upon completion of their examinations, these courses should be considered as an **Introductory Session** and timetabled with a level of **Other**. From September they would then 'officially' commence their Post 16 learning.

Information regarding financial schemes in England to support 16 to 19 year olds can be found on the DfE website (https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds).

Running the Bulk Update Courses Routines

NOTE: Before running either **Bulk Update** routine, it is suggested that you click the associated **Report** button to view an html report detailing the classes that will be corrected and the changes that will be made.

Select **Tools | Academic Management | Course Manager | Bulk Update Courses** to display the **Bulk Update Courses** page. This page is separated into two routines:

- Remove August or September End Dates
- Use Completion Tolerance to Reset Status

Both routines enable you to retrospectively correct historical data that may have been defined incorrectly.

Running the Remove August End Dates Routine

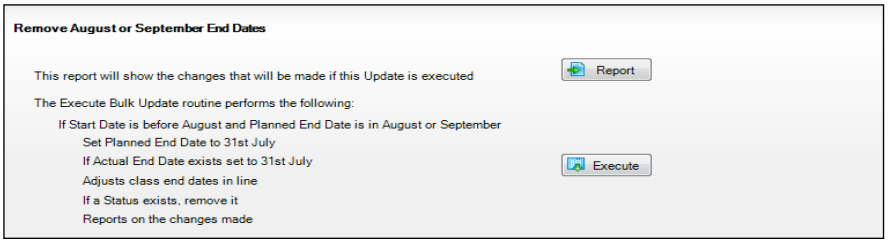
NOTE: Before running either **Bulk Update** routine, it is suggested that you click the associated **Report** button to view an html report detailing the classes that will be corrected and the changes that will be made.

If schools in England have inadvertently set the end date for classes to a date in August or September, this incorrect date becomes the membership planned end date for courses. This will generate errors in the School Census return. To prevent this becoming an annual problem that requires manual intervention, it is possible to run the Remove August or September End Dates bulk update routine to change the dates to 31 July.

Running the Remove August or September End Dates routine performs the following actions within the parameters of **If Start Date is before August and Planned End Date is in August or September**:

- Set Planned End Date to 31st July
- If Actual End Date exists set to 31st July
- Adjusts class end dates in line
- If a Status exists, remove it
- Reports on the changes made**.**

Click the **Execute** button to run the routine and update the classes.



When the process is complete, a report is generated automatically. To view the changes that have been made, compare this report with the report run before updating the classes.

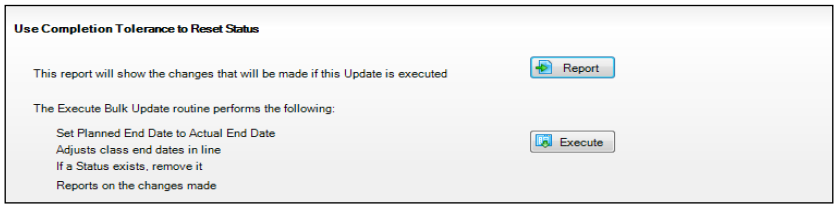
Running the Using Completion Tolerance to Reset Status Routine

NOTE: Before running either **Bulk Update** routine, it is suggested that you click the associated **Report** button to view an html report detailing the classes that will be corrected and the changes that will be made.

Running the **Use Completion Tolerance to Reset Status** routine performs the following actions:

- Set Planned End Date to Actual End Date
- Adjusts class end dates in line
- If a Status exists, remove it
- Reports on the changes made.

Click the **Execute** button to run the routine and update the status for classes.



When the process is complete, a report is generated automatically. To view the changes that have been made, compare this report with the report run before updating the status for classes.

Recording Leavers and Updating Course Memberships

The facility to record leavers enables accurate records to be kept of students after they have left the school. Applicable students, e.g., Year 13, should be marked as leavers as part of the end of year routine.

IMPORTANT NOTES: It is essential that you do not record leavers by removing their date of admission as this affects all historical data relating to that student.

If someone who was a leaver subsequently returns, please ensure that you re-admit them – do not remove their date of leaving because this also affects the history. The exception to this is in the case of Year 11 leavers who had advised you that they were going to continue their Post 16 education at another establishment, and you had input a date of leaving, but they changed their mind following their results or, if a student advised they were leaving for another school, but the move did not go ahead.

To enable the automatic procedures to help you with course completion information for Post 16 students, it is necessary to consider when to make use of the Leavers routine. Some schools will have left the course completion date as the default date when all classes finish. ***The DfE have recently informed Buckinghamshire LA that the official leaving date for Y13 should be the date of their last examination.***

Schools should make use of update course membership in accordance with the Completion Tolerance, e.g., if the student's leaving date and the course end date are within the Completion Tolerance, SIMS enters a status of complete.

Update Course Memberships should have been run (via **Tools | Academic Management | Course Manager | Update Course Memberships**) before moving the system to the new academic year and should be run again after moving to the new academic year, once class information is in place. Update Course Memberships is an Academic Management routine and like other routines in this area, it is academic year based. If you forget to run Update Course Memberships before moving to the new year, you can easily solve the problem by going back to the old year and running Update Course Membership.

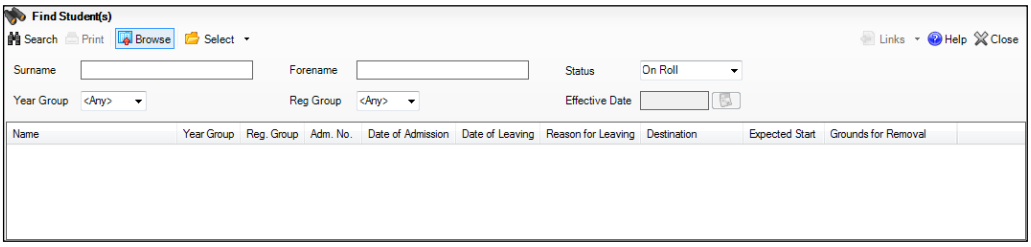
Similarly, if you forget to run Update Course Memberships, as soon as class information is in place, you can run it in the new academic year. However, you should be aware that course membership is much like other group membership, and courses are set active or inactive at the start of the day, depending on what membership they have at the start of the day.

So, if you do not run Update Course Memberships until the actual day of the census, the courses will remain set to inactive until the next day. Active and inactive is only a display parameter, but it could cause unnecessary confusion on census day.

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

Recording Leavers

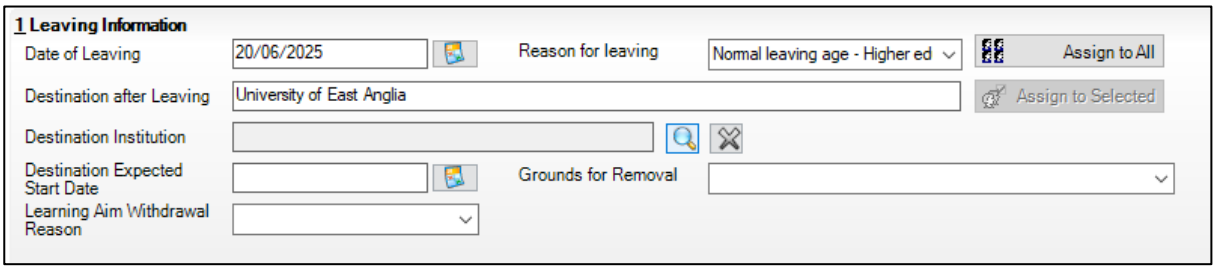
1. Select **Routines | Student | Leavers** to display the **Find Student(s)** browser.



2. Search for the required student then double-click their name to display the **Manage Student(s) Leaving Details** page.

- If you want to assign the status of **Leaver** to a group of students at once, specify their **Year Group** or **Reg Group** then click the **Search** button. Highlight the required student names by using the **Ctrl**, **Shift** and **Down Arrow** keys then click the **Select** button. This populates the **Students** panel with the selected students' names.
- If you wish to assign the status of **Leaver** to all the students at once, click the down-arrow on the **Select** button and choose **All**. This populates the **Students** panel with all the students' names.

3. In the **Leaving Information** panel, enter the student's **Date of Leaving** or click the **Calendar** button then select the required date.



Please note the DfE have advised the Local Authority that the Y13 leaving date should be that of their last examination. Therefore students will not all have the same leaving date.

4. Select the **Reason for leaving** from the drop-down list, e.g., **Normal leaving age - Higher education institutions**.
5. Enter the **Destination after Leaving**, if known.

   For students leaving mid-year please also complete the information in the following points.

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

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

Schools continue to have a duty to inform their local authority when Year 12 or 13 students leave or drop out of all their courses early. Buckinghamshire Council's Family Support Service can then engage with the young person to help them get back into learning or work.

9. Select the **Learning Aim Withdrawal Reason** from the drop-down list, e.g. **Other Provider**.

NOTE: The reason for withdrawing from a Learning Aim is collected in the Autumn Return for any Learning Aim with the status of **Withdrawn**.

10. Click the **Assign to All** button or **Assign to Selected** button, as applicable.
11. Click the **Save** button.

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

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

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

☐ **Completed**

Updating Course Memberships

When the Update Course Memberships routine is run outside the Completion Tolerance, if SIMS detects that a course membership is terminating prematurely, the original end date is displayed in the **P End Date** (planned end date) column in the **Members** panel on the **Course Details** page (via **Tools | Academic Management | Course Manager | Maintain Course**). The completion **Status** is not populated automatically, because it will not be possible to determine whether the termination should be regarded as withdrawn or transferred. The completion **Status** must be selected manually. A yellow background indicates that a value has been omitted. When School Census is run, a validation error is generated if the value is missing.

This routine should always be run when any changes to class memberships are made.

1. Select **Tools | Academic Management | Course Manager | Update Course Memberships** to display the following message:

   Update course membership can take a long time. Do you wish to proceed?

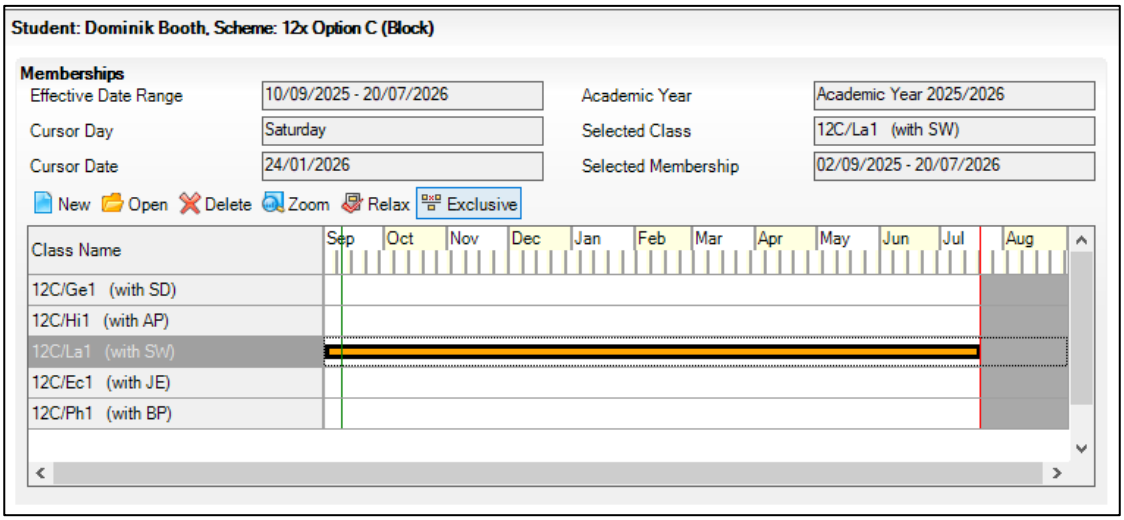
2. Click the **Yes** button to start the **Update Course Membership** routine.

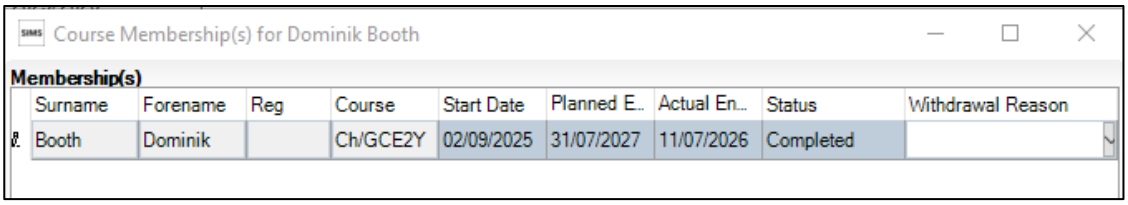
☐ **Completed**

Event Driven Recording of Learning Aims Status

The **Earliest YTI for Completion Management** also controls the appearance of the **New Learning Aims** dialog when manually modifying a student membership. For example: if a student drops a class or course the **Course Membership(s)** dialog is displayed, enabling you to view the suggested completion Status.

1. Ensure you are in the correct Academic Year.
2. Select **Focus | Student | Curriculum Assignment by Student** or **Focus | School | Academic Structure | Curriculum Assignment by Student** to display the **Find Student for Curriculum Assignment** browser.
3. Search for, then select the required student to display the **Select Effective Date Range** dialog.
4. Specify the required date range criteria then click the **OK** button to display the student's **Schemes**.
5. Right-click on the **Scheme** that is affected by the change and select **Open Details** to display the **Historical Curriculum Membership Details** dialog.
6. Drag the orange timeline for the affected class to the required end date and click the **OK** button.
7. Click the **Save** button on the **Student Curriculum Summary** page to display the **Course Membership(s)** dialog.





8. Click in the **Status** column and select the appropriate option from the drop-down list.
   - if the student's class membership ended within the Completion Tolerance specified for the course, the **Status** defaults to **Completed**.
   - if the student's class membership ended outside of the Completion Tolerance specified for the course, the **Status** defaults to **Withdrawn** and the **Learning Aim Withdrawal Reason** must be entered.
   - if the student has swapped to a different class that is associated with the same course but still within the Completion Tolerance specified for the course, the **Status** is unaffected.
   - if the student transfers to a completely different course, the **Status** defaults to **Transferred**.
9. Click the **OK** button to return to the **Student Curriculum Summary** page.

NOTES: It is possible to extend class memberships within the specified Course Duration only. For example, class memberships cannot continue for two years if the Course Duration is only for one year. If a student's class membership is amended in Academic Management, their course memberships are updated automatically without the need to run the Update Course Memberships routine manually.

☐ **Completed**

Checking Core Learning Aims

Post 16 Programmes of Study and Learning Aims Report provides the following information:

Basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender and year taught in (YTI).

Post-16 programme of Study and Learning Aims: QN/Discount, description, programme type, core aim and provider UKPRN.

Additional information: start date, end date, planned end date, completion status, withdrawal reason, traineeship, and on-roll status.

Each programme for each student is displayed in the report with a light-yellow background. The associated learning aims are displayed with a light blue background below the programme.

The School Census Autumn 2025 Return requires that the core aim is identified for each year where a vocational Education and Skills Funding Agency (ESFA) study programme is being followed.

The core aim is the substantive vocational learning aim being undertaken in a student's program of study.

NOTES: If a student is following an academic programme, a core aim does not need to be identified.

T Level programmes must have the technical qualification as the core aim.

T Level Foundation programmes will have specific learning aims (prefixed with ZTPR), which will identify the appropriate T level route. This aim will always be the core aim of a Foundation programme.

It is possible to have a different core aim for 2024/2025 than for 2025/2026. Course Manager allows only one course of study per student to be flagged as a core aim per academic year. If the student is enrolled on a two-year course, you must flag the second year of study as a core aim when the academic year changes.

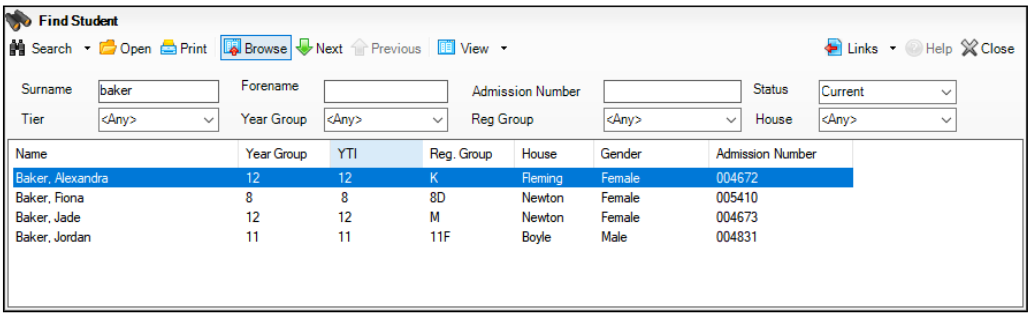
However, there are certain unusual circumstances where more than one core aim is allowed, e.g., where a student has a two-year course and a one-year course. In the first year their core aim is the one-year course and in the second year their core aim is the second year of the two-year course.

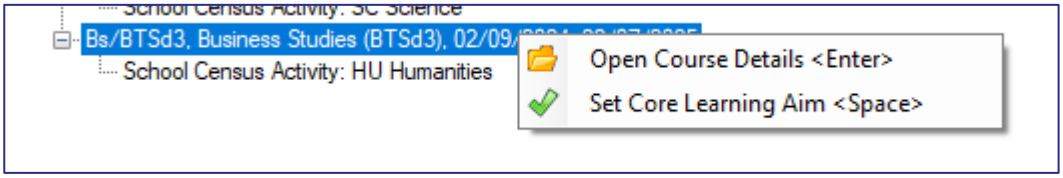
first year of two-year course	second year of two-year course **Core Aim**
one-year course **Core Aim**	

The additional core aims can be entered directly into the **Learning Aims** panel (via **Routines | Statutory Returns | School Census**).

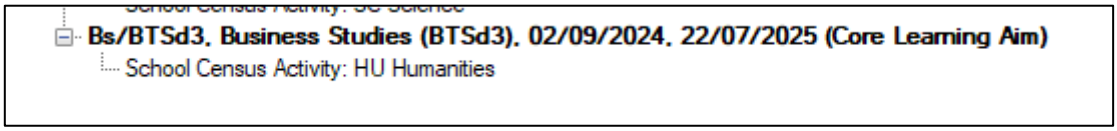
Editing a Core Learning Aim via the Student Courses Page

1. Select **Focus | Student | Courses** to display the **Find Student** browser, then **Search** for the required student.



2. Highlight the required student, then click the **Open** button to display the **Student Courses** page.
3. Select **Previous Academic Year** from the **Student Courses** drop-down list.
4. Highlight the second node of the tree structure, which describes the required course you want to set as a core aim.
5. Right-click the highlighted course description then select **Set Core Learning Aim** from the pop-up menu. Alternatively, click the **Set Core Aim** button.
6. 

The course description is appended with the text **(Core Learning Aim)**.



To remove an Existing Core Learning Aim via Student Courses page:

If you want to remove the **(Core Learning Aim)** flag from a course of study, highlight the course details, right-click, then select **Unset Core Learning Aim** from the pop-up menu.

Alternatively, highlight the details of an alternative course of study, then click the **Set Core Aim** button. This action removes the Core Learning Aim flag from the original course of study and flags the newly selected course as the **(Core Learning Aim)**.

☐ **Completed**

Chapter 3 Preparing Data for the Current Academic Year

Introduction

This chapter provides guidance about the tasks that need to be performed to ensure that the Post 16 data for the current academic year is complete and accurate in time for the forthcoming School Census.

Updating Funding and Monitoring for Post 16 Students

Funding and Monitoring for 2025/2026 Academic Year

In Receipt of Tutoring

The 16 to 19 tuition fund is no longer in use. However, if your students receive tutoring in English, maths, and other courses where learning has been disrupted by COVID-19 this must be recorded in the school census. This is now renamed to Tutoring and applicable to all pupils in year groups 1-14.

Resit or retaking full or part academic year funding

Where students' learning has been disrupted by exceptional circumstances outside the control of the student or institution, such as a period of long-term sickness or good educational reasons, then the retake delivery hours for individual students may be included in the funded study programme hours. These students must only make up a small percentage of the total 16 to 19 student cohort.

Where a learner is repeating a year 13 study programme, the DfE expects the study programme and learning aims for the repeat year to be reported separately in School Census Autumn 2025 to the learners' previous study programme and learning aims. (This funding is not applicable to T-level or Foundation T-Level programmes.)

You must record all eligible pupils repeating all or part of their year in your school census return.

Data items collected:

- Funding and monitoring code

The list of pupils would be restricted to those who are on roll on the relevant census reference date plus pupils who left between 01/08/2024 and 02/10/2025 (inclusive).

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

   The 2025/2026 Academic Year is displayed for on-roll students and leavers from 01/08/2024 to 31/07/2025.

   Read-only Student 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.

2. In the **Students View** panel, select **16+** from the **Age at** drop-down list.

   In addition, a variety of other filters can be specified, if required.
   The contents of the **Students** panel changes to reflect the options selected.

3. Click in the **Tutoring** column to indicate funding.

4. Specify which students are **Repeating Post-16 Year** by clicking in the column.
   - The Starting New Programme column will only activate for students being taught in NC Year 1.
   - Students in Y14 repeating NC Year 13 will automatically have a completed programme and an additional continuing programme reported.
5. Specify which Year 12 students are **Starting New Programme** by clicking in the column.

Name	Date of Birth	Age at 31/08/2024	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	Repeating Post-16 Year	Starting New Programme	Tutoring	Notes
Richards,Stephen	17/03/2007	17	13	Year 13	M	Single R...		K	2024/2025	Yes	2024/2025			✓	
Roberts,Sara	26/04/2007	17	13	Year 13	J	Single R...				No					
Roche,Esme	13/12/2006	17	13	Year 13	G	Single R...				No					
Roche,Jackson	09/08/2007	17	13	Year 13	P	Single R...				No					
Rodgers,Gary	27/11/2006	17	12	Year 13	Q	Single R...				No		✓	✓		
Rogers,Carly	11/11/2006	17	13	Year 13	K	Single R...				No					

   - Where **Repeating Post-16 Year** has been ticked for a Year 12 student <u>and</u> **Starting New Programme** has also been ticked, the XML return file will report a <u>completed</u> programme <u>and</u> an additional continuing programme. If the student withdrew from the original programme, then this should be amended as such.

   - Where **Repeating Post-16 Year** has been ticked for a Year 12 student and **Starting New Programme** is <u>not</u> ticked, a continuing programme is reported.

6. Enter **Notes**, if required. This information is for your school's use and is not collected in the census.
7. Click the **Save** button and then click **OK** to return to the **Census Return Details** page.

IMPORTANT NOTE: *All validation errors (red cells) must the resolved before saving the data.*

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

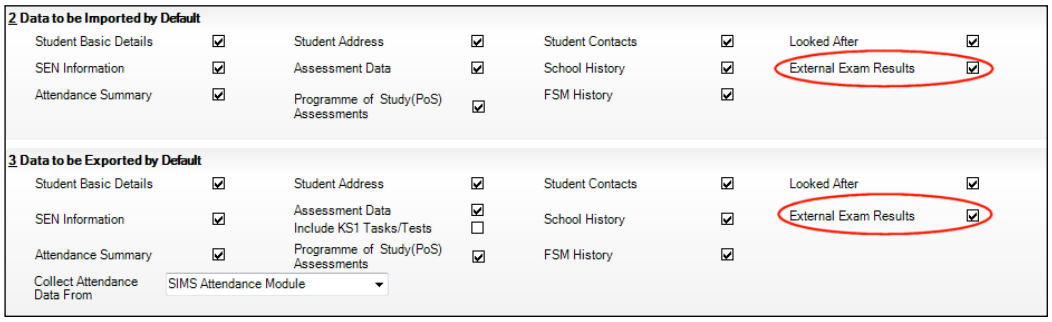
Recording External Exam Results for Prior Attainment

To calculate Prior Attainment in GCSE Maths and English using exams data, please ensure the applicable steps are carried out.

Ensure that Electronic Data Interchange (EDI) Results have been downloaded and imported into Examinations Organiser for internal candidates before dealing with results for external candidates.

For any Post 16 Pupils joining Schools for Sixth Form in September 2025, CTF's from SIMS contain examination results and therefore, where possible, it is recommended that these are requested from the Student's previous school.

Once a CTF is received before import select the **External Exam Results** check box in the applicable panels via **Tools | Setups | CTF**. (Likewise if you are requested to export a CTF.)



External Results Manual Entry

Examinations Officers can add external examination results achieved at another centre (usually another school) in SIMS via **Tools | Examinations | External Results Manual Entry** for those students from Schools that are unable to provide these via CTF. Depending on the QN, several fields are populated automatically but exam results must be entered manually.

NOTE: When entering examination results manually, it is not necessary to import the associated basedata.

☐ **Completed**

Updating Prior Attainment for 2025/2026

Prior Attainment Report provides the following information:

UPN, legal surname, legal forename, year taught in (YTI), enrolment status.

Maths information (i.e., highest grade, prior attainment, and funding exemption).

English information (i.e., highest grade for English Language or English Literature, Language prior attainment, and funding exemption).

Maths previous year highest grade.

English Language previous year highest grade.

On-roll status.

IMPORTANT NOTE: Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-EDI results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary.

The following 2025/2026 information is collected for the Autumn School Census:

Prior Attainment Maths:

- Maths GCSE highest prior attainment grade.
- Maths GCSE prior attainment at end of Year 11.
- Maths GCSE funding exemption.
- Maths GCSE highest prior attainment previous year.

Prior Attainment English:

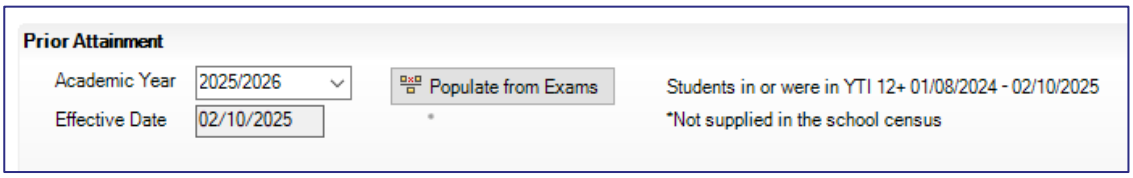
- English GCSE highest prior attainment grade.
- English GCSE prior attainment at end of Year 11.
- English GCSE funding exemption.
- English GCSE highest prior attainment previous year.

The highest grade in Year 11 of either English Language or English Literature will determine the prior attainment requirement.

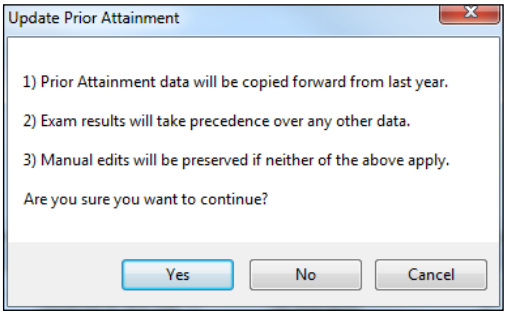
The **Update Prior Attainment** page displays information about students who are in, or were in, Year Taught in 12 or above between 01/08/2024 and 02/10/2025.

The **Effective Date** displays the 2025 Autumn census date. This field is read-only.

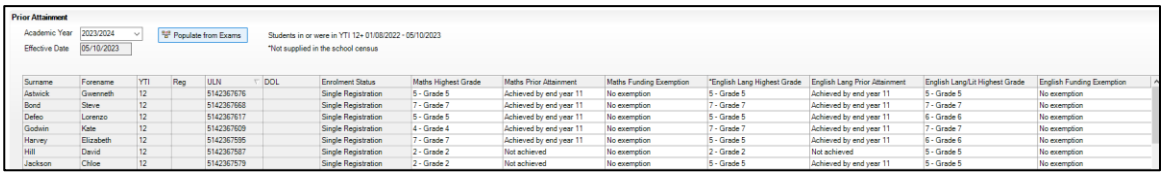
1. Select **Tools | Statutory Return Tools | Update Prior Attainment** to display the **Update Prior Attainment** page.
2. Ensure that the 2025/2026 is selected from the **Academic Year** drop-down list.



3. Click the **Populate from Exams** button to display the **Update Prior Attainment** dialog.



4. If you want to continue, click the **Yes** button to populate/update the **Prior Attainment** grid.
   - Prior attainment data is then copied forward from last year.
   - Exam results take precedence over any other data.
   - Manual edits are preserved if neither of the two previous points apply.
5. The **Populate Data From Exams** dialog confirms that data has been populated from Exams. Click the **OK** button.
6. Edit the information, if required.

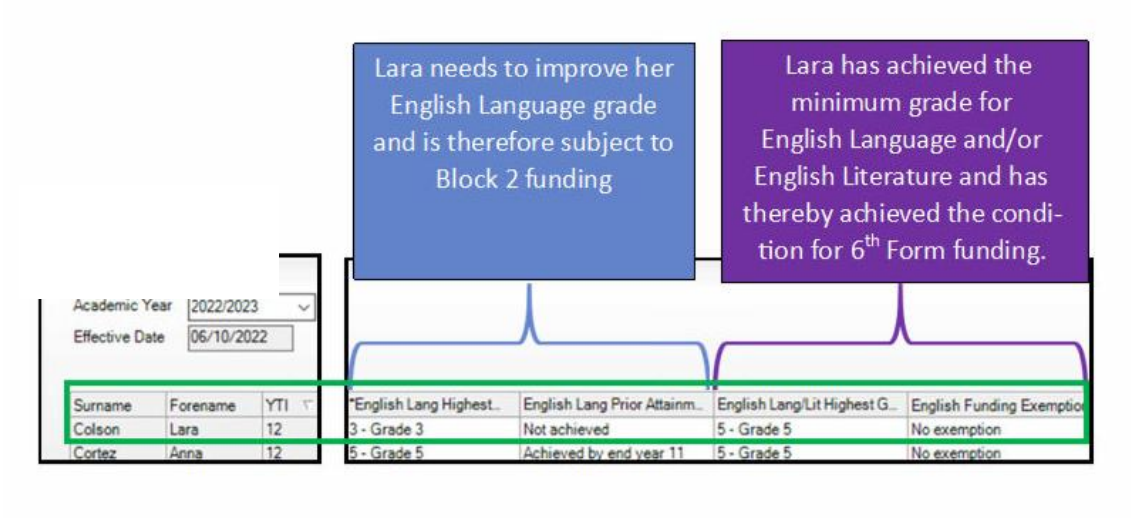


Surname	Forename	YTI	Reg	ULN	DOL	Enrolment Status	Maths Highest Grade	Maths Prior Attainment	Maths Funding Exemption	*English Lang Highest Grade	English Lang Prior Attainment	English Lang/Lit Highest Grade	English Funding Exemption
Aebwick	Gwenneth	12		5142367676		Single Registration	5 - Grade 5	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	5 - Grade 5	No exemption
Bond	Steve	12		5142367668		Single Registration	7 - Grade 7	Achieved by end year 11	No exemption	7 - Grade 7	Achieved by end year 11	7 - Grade 7	No exemption
Defeo	Lorenzo	12		5142367617		Single Registration	5 - Grade 5	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	6 - Grade 6	No exemption
Godwin	Kate	12		5142367609		Single Registration	4 - Grade 4	Achieved by end year 11	No exemption	7 - Grade 7	Achieved by end year 11	7 - Grade 7	No exemption
Harvey	Elizabeth	12		5142367595		Single Registration	7 - Grade 7	Achieved by end year 11	No exemption	5 - Grade 5	Achieved by end year 11	6 - Grade 6	No exemption
Hill	David	12		5142367587		Single Registration	2 - Grade 2	Not achieved	No exemption	2 - Grade 2	Not achieved	5 - Grade 5	No exemption
Jackson	Chloe	12		5142367579		Single Registration	2 - Grade 2	Not achieved	No exemption	5 - Grade 5	Achieved by end year 11	5 - Grade 5	No exemption

7. Click the **Save** button.

The **Update Prior Attainment** page for 2025/2026 displays the following:

- English Language Highest Grade is displayed to show the relationship with English Language Prior Attainment (but is not included in the return).
- English Lang/Lit Highest Grade is displayed showing the relationship to English Funding Exemption.



The DfE uses the English GCSE Prior Attainment achievement values of **Achieved by end of year 11**, **Achieved since year 11** and **Not achieved** for what they refer to as 'block 2' funding. However, for the purposes of this funding, achievement of prior attainment in English must be taken to mean achievement of English Language GCSE prior attainment; it must not take account of English Literature GCSE. Therefore, the DfE has changed its CBDS (Common Basic Data Set) for this item to refer to English Language rather than English.

The DfE has pointed out that both English Language and English Literature remain relevant for the 'condition of funding' https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding.

For queries regarding funding please contact **schoolcensus@buckinghamshire.gov.uk** or your relevant LA for guidance.

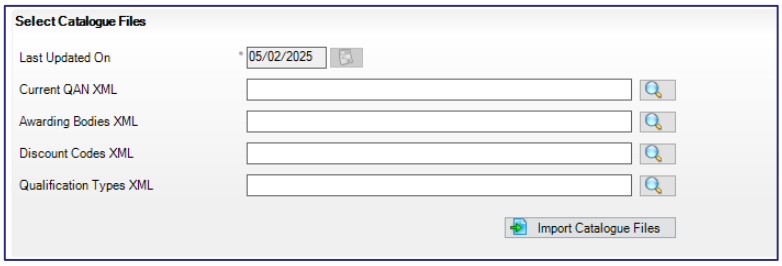
☐ **Completed**

Importing Catalogue Files for Post-16 Subjects

The DfE Qualification Data catalogue should be downloaded from the DfE QN website (https://collectdata.education.gov.uk/qwsweb/default.aspx) and imported into SIMS in September (when the courses are being set up) and BEFORE starting the School Census Autumn 2025 return (02/10/2025).

The qualification data is applicable to all qualifications that are available for 16-19 funding.

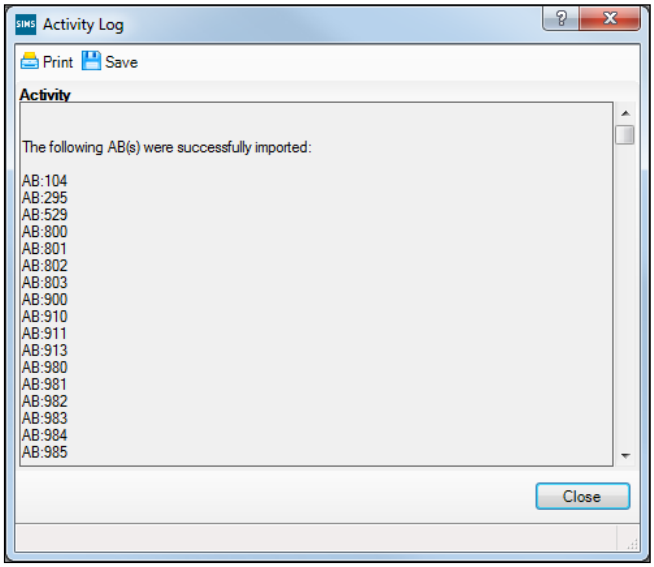
1. Download the latest **Generic QN data** files from the DfE QN website to a folder of your choice. The following four files only are required:
   - Current QN XML
   - Discount Codes XML
   - Awarding Bodies XML
   - Qualification Types XML.
2. In SIMS, select **Tools | Examinations | Import Qualification Data**. A confirmation dialog is displayed.
3. Click the **OK** button to confirm that the downloaded data you are about to import is up to date. The **Import Qualification Data** page is displayed.
4. In the **Select Catalogue Files** panel, click the **Browser** button adjacent to each file name field then navigate to the stored location of the applicable file.
5. Select the required XML file then click the **Open** button to return to the **Select Catalogue Files** panel where the selected file name is displayed.



6. Click the **Import Catalogue Files** button.

   Provided you have selected the correct file name for each file type, the files are automatically imported in the correct order. This may take some time.

   When the files have imported successfully, an **Activity Log** is displayed confirming which files have been imported.



7. Click the **Close** button to return to the **Import Qualification Data** page.

   You can click the **Print** button to print a copy of the file names and locations for future reference.

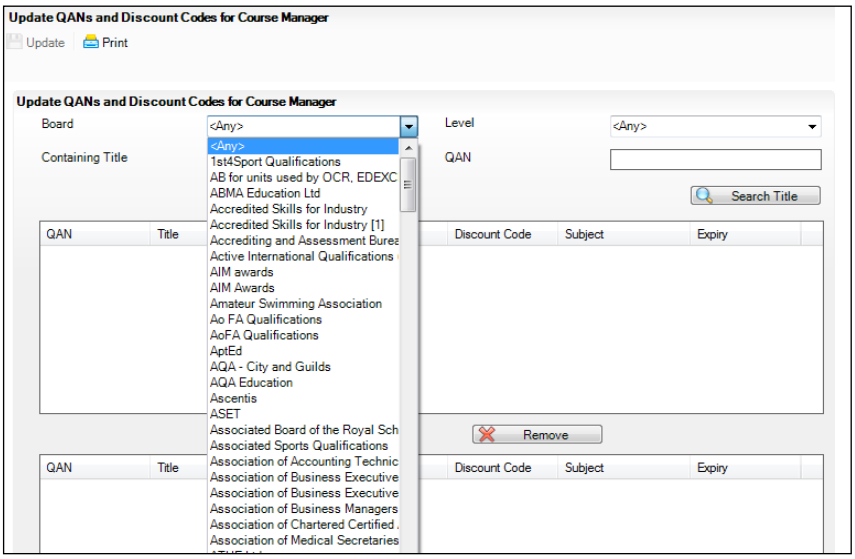
   When you next open the Import Qualification Data page, the Last Updated On field displays the date of the most recent import.

☐ **Completed**

Updating QNs and Discount Codes for Course Manager

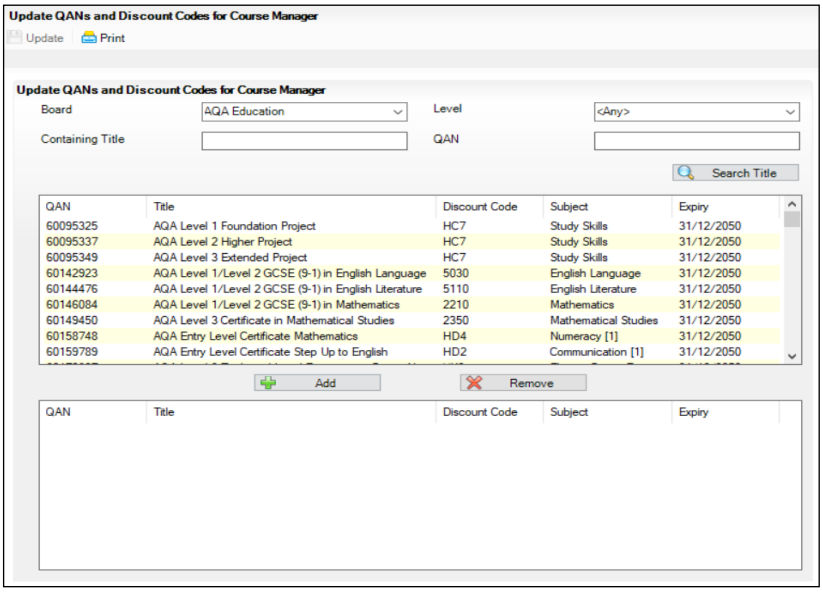
Once the up to date QWS QN catalogues have been imported into Course Manager, specific QNs and QN Discount Codes must be activated to ensure that they are available for selection.

1. Select **Tools | Academic Management | Course Manager | Update QNs and Discount Codes for Course Manager** to display the **Update QNs and Discount Codes for Course Manager** page.



2. Specify the QN search criteria by selecting from the **Board** and **Level** drop-down lists. Alternatively, enter all or part of the QN's **Containing Title** or **QN** code.

3. Click the **Search Title** button.



4. Highlight the required QNs, then click the **Add** button to move the selected item to the lower panel.
5. If an item is selected by mistake, highlight it, then click the **Remove** button.
6. When you have selected all the required QNs, click the **Update** button.

These items will now be available for use within Course Manager.

NOTE: If items are already available for selection within Course Manager, they are not visible when searching the QN and Discount Codes catalogue.

The Duplicate QN report, which displays information regarding students who have a Learning Aim with a status of transferred, withdrawn, completed, or continuing, is available by selecting **Tools | Academic Management | Course Manager | Duplicate QN Report**.

☐ **Completed**

Checking Course Manager Data for the Current Academic Year

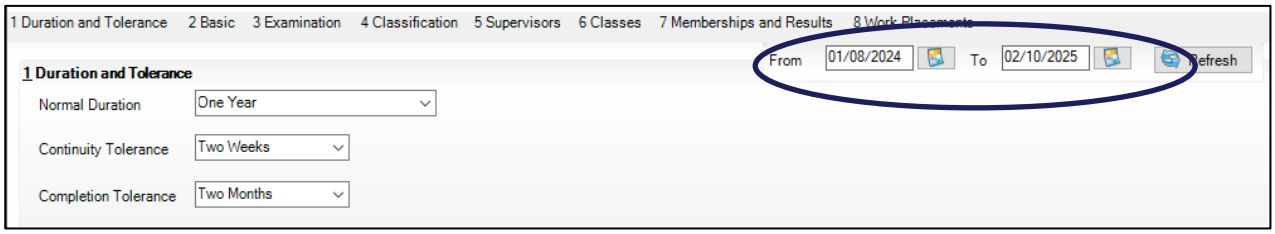
Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.

Search for, then select the required course to display the **Course Details** page.

Checking the Course Duration for an Individual Course

The values in the **Duration and Tolerance** panel are inherited from the settings specified in the **Update Course Manager Settings** page (**Tools | Academic Manager | Course Manager | Course Manager Settings**). These values can be changed for an individual course by clicking the respective drop-down list and selecting an alternative value. Any changes made are specific to the course that you are currently viewing.

The date range circled in the screenshot below is inherited from the **Find Course** browser. Select the respective **Calendar** button to change the dates.



The **Course Duration** value can be used to determine whether a new class membership should be added to an existing course membership, for the purposes of retakes.

Two-year courses must be set up correctly to ensure that after the completion of year one, the status for students is displayed as **Continuing** to indicate that a result is not expected until after year two of the course is completed.

The **Continuity Tolerance** value can be used to decide whether a single student's memberships should be joined to form a continuous course membership.

The **Completion Tolerance** value enables you to determine if a student leaving their course before the **Planned End Date** is deemed to have a course completion status of **Completed**. This is reflected in the **Memberships and Results** panel of the **Course Details** page.

☐ **Completed**

Checking Examination Award Details

This area links Exams Organiser to Course Manager and whilst it is best practice to have the current exam awards associated with the course, it is not compulsory.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Search for, then select the required course to display the **Course Details** page.
3. Select the **Examination** hyperlink to display the **Examination** panel.

   Only one award can be associated with a course at a time, so you must determine which of the awards is current.

   a. Ensure that each award is applicable for the current season.

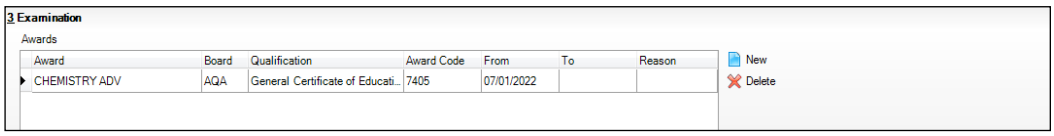
      This can be achieved by checking the **Certification Elements**. The **Certification Elements** panel displays the elements for seasons that are relevant to the highlighted award within the **From** and **To** date range. You may need to expand the **Season** column to view the full season description.

Click anywhere in the certification element row to display the **Element Details** pane to view all related information about the element.

b. Add a **To** date to any award that was previously associated with the course but is no longer relevant. These awards should not be deleted, as the history will be lost.

If the date ranges for the awards overlap, the records remain displayed in yellow until the overlap is corrected.

4. An explanation of why the award associated with the exam was changed can be entered in the **Reason** column, if required.



WARNING: Although it is possible to delete awards, it should be noted that the history will be lost.

☐ **Completed**

Selecting Additional Attributes for a Course

The following codesets are available:

- QCA (Qualification Curriculum Authority)
- QN (Qualification Number/Discount Code)
- DAS Generic QN (Diploma Aggregation Service - Generic QN)
- PPoS (These must be entered manually as there is no pre-defined code list)
- Provider UKPRN (These must be entered manually as there is no pre-defined code list).

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Search for, then select the required course to display the **Course Details** page.
3. Select the **Classification** hyperlink to display the **Classification** panel.
4. Select the appropriate date range for each codeset. If the date ranges for the codesets overlap, the dates must be changed to rectify this.
5. The optional **Reason** field enables you to enter a free text explanation of why the codeset associated with the course was changed.

Note: Where a change in specification has taken place and Year 12 are studying a different course to Year 13, the QN number differs but the Classification code may remain the same. Only one QN code feeds through to the School Census, therefore whilst two can be recorded in panel 4 of Course Manager the corrections should be made in the Learning Aims panel of the school census.

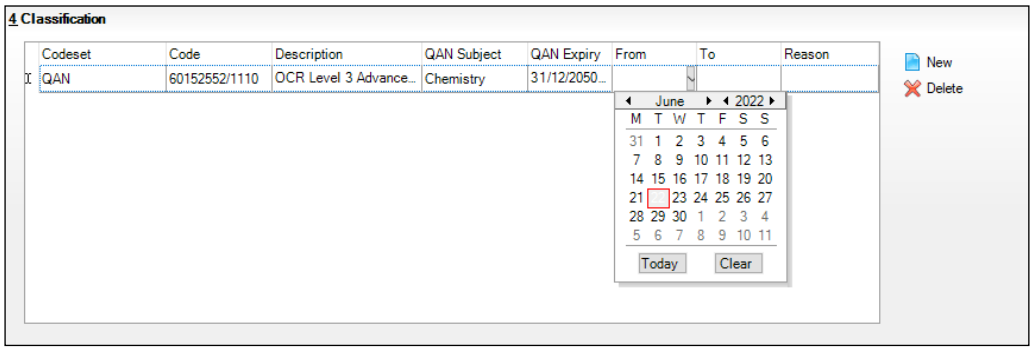
6. If the codeset(s) displayed is not currently linked to the course, click the **New** button to display the **Select Code** dialog.

   a. Highlight the required codeset to display a list of related codes in the lower section of the dialog.

   b. Search for the required code by entering the code number in the **Containing Code** field or by entering some related text in the **Containing Description** field before clicking the **Go** button. The list of related codes displayed is updated to reflect the search criteria entered.

   c. Highlight the **Code** to be associated with the course then click the **OK** button to return to the **Classification** panel where the 'old' and 'new' codesets are displayed.

d. Ensure that a **To** date is entered for the 'old' codeset.



If a code has been added in error, or you wish to change the code associated with the selected course, highlight the existing code, and click the **Delete** button.

IMPORTANT NOTE: Deleting a code should be performed with caution. For example, removing a code from an active course has serious implications for the School Census.

7. Repeat Steps 1-4 to add a different code.

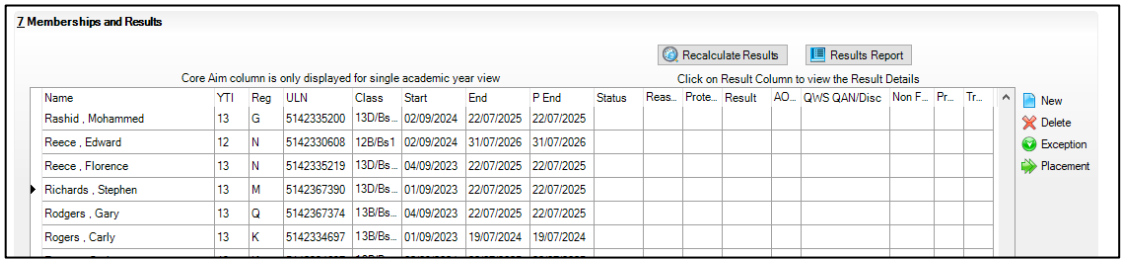
☐ **Completed**

Checking Membership and Results

The QWS QN is the Qualification Accreditation Number obtained from the DfE QN website and the AO QN is the Awarding Organisation QN imported with the exams basedata from the Awarding Organisation.

If the option to use Examinations Organiser to populate the census is selected and a result exists, the AO Discount Code is collected in the return. If this is not the case, the QWS Discount Code is collected.

1. Select **Tools | Academic Management | Course Manager | Maintain Course** to display the **Find Course** browser.
2. Search for, then select the required course to display the **Course Details** page.
3. Click the **Memberships and Results** hyperlink to display the **Memberships and Results** panel.



The details of all the student memberships for the selected course are displayed.

NOTE: If you want to view or edit the core aims data in the **Memberships and Results** panel (**Core Aim** column), you must ensure that you select either the **Current Academic Year** or the **Previous Academic Year** from the **View Memberships** drop-down list in the **Find Course** browser.

If you wish to protect a student's membership from changes, ensure that you click the applicable cell in the **Protect** column before you click the **Update All Course Memberships** button on the **Find Course** browser.

4. Check the **Status** of each Learning Aim, i.e., **Completed**, **Continuing**, **Withdrawn** and **Transferred**. A yellow cell indicates that the Learning Aims status should be added.

   Right-click the **Status** column then select the appropriate option from the drop-down list:

- if the student's class membership ended within the **Completion Tolerance** specified for the course, select a status of **Completed**.
  Please note this may show as a yellow box – this may be because the actual end date does not match the planned end date however is not necessarily indicating an error.
- if the student's class membership ended outside of the **Completion Tolerance** specified for the course, e.g., because they left the school or they are concentrating their time on other course subjects, select a status of **Withdrawn**.
- if the student has swapped to a different class that is associated with the same course but still within the **Completion Tolerance** specified for the course, the status should remain the same.
- if the student transfers to a completely different course, select a status of **Transferred**.

5. Select the withdrawal **Reason** from the drop-down list to record why the student is leaving a course or learning aim before the expected end date.
6. Where the provider of a course is other than the school, e.g., the school sub-contracts the learning or training for post-16 students to another provider, click the required cell and then select the applicable **Provider UKPRN** (United Kingdom Provider Reference Number) from the drop-down list.
7. Click the **Save** button.

❑ **Completed**

T Levels

If you are delivering T Levels in Academic Year 2025/2026, please see Appendix C.

Work Placements

Work Placements Report provides the following information:

legal surname, legal forename, year taught in (YTI), unique learner number (ULN), qualification number (QN), start date, end date, employer ID, mode, planned hours and on-roll status.

A work placement course must be created to record Work Placements. The course **must** have a specific QN code attached for the Information to be reported in the census.

The School Census Autumn Return collects work experience and industry placements using three specific QNs:

- **ZWRKX001 – 16 to 19 study programme work experience**
- ZWRKX002 – Industry Placement, Capacity and Delivery Fund (CDF)
- ***ZWRKX003 – T Level industry placement.***

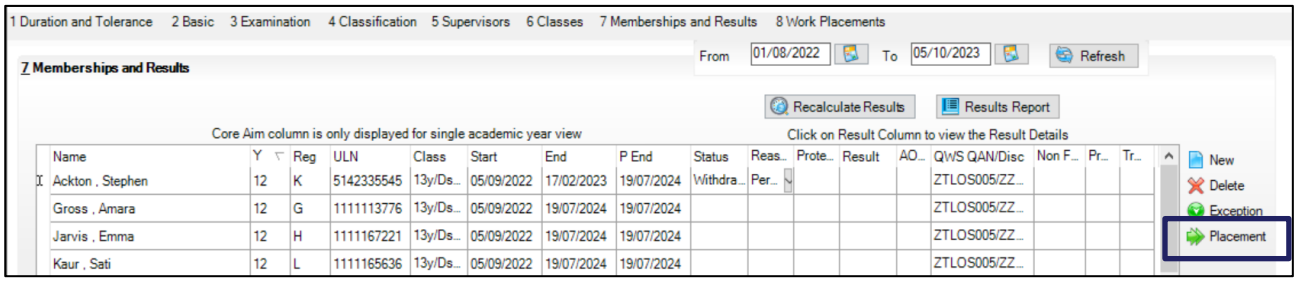
Adding the First Work Placement Record for a Student

Adding the first record for one or more students to the **Work Placement** panel is achieved via the **Membership** panel (**Tools | Academic Management | Course Manager | Maintain Course)** by selecting one or more students and clicking the **Placement** button.

Once this button has been used to add an initial work placement record for a student, subsequent records for that student can be added either from the **Membership** panel (via the **Placement** button) or the **Work Placement** panel itself (via the **Add** button).

The initial record does not have to be put in place at an individual level because multiple students can be selected, and the initial record created for all of those that have been selected.

When you select a group of students from the table (shown in the following graphic), clicking the **Placement** button adds rows in the placement table for all rows selected in the **Membership and Results** panel.



Name	Y	Reg	ULN	Class	Start	End	P End	Status	Reas...	Prote...	Result	AO...	QWS QAN/Disc	Non F...	Pr...	Tr...
Ackton , Stephen	12	K	5142335545	13y/Ds...	05/09/2022	17/02/2023	19/07/2024	Withdra...	Per...				ZTLOS005/ZZ...			
Gross , Amara	12	G	1111113776	13y/Ds...	05/09/2022	19/07/2024	19/07/2024						ZTLOS005/ZZ...			
Jarvis , Emma	12	H	1111167221	13y/Ds...	05/09/2022	19/07/2024	19/07/2024						ZTLOS005/ZZ...			
Kaur , Sati	12	L	1111165636	13y/Ds...	05/09/2022	19/07/2024	19/07/2024						ZTLOS005/ZZ...			

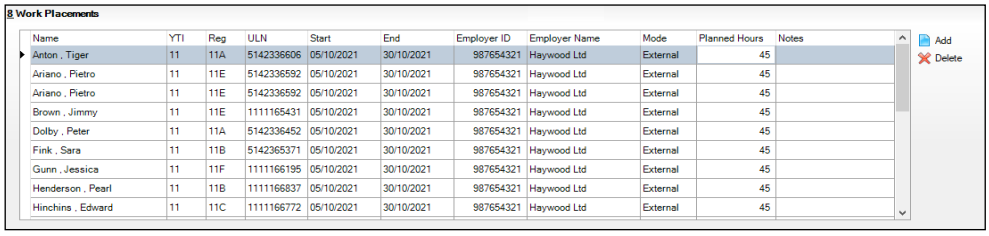
This is an efficient and safer method of completing this task because groups often start their placements at the same time, and it could be used for second (and subsequent) records where this is true for multiple students.

Finding your way Around the Work Placement Panel

Tools | Academic Management | Course Manager | Maintain Course

Learning Aims are collected from the previous year, i.e., any that were active in 2024/2025, and those for the current academic year 2025/2026.

A work experience/industry placement QN can have more than one work placement.



Name	YTI	Reg	ULN	Start	End	Employer ID	Employer Name	Mode	Planned Hours	Notes
Anton , Tiger	11	11A	5142336606	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Ariano , Pietro	11	11E	5142336592	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Ariano , Pietro	11	11E	5142336592	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Brown , Jimmy	11	11E	1111165431	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Dolby , Peter	11	11A	5142336452	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Fink , Sara	11	11B	5142365371	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Gunn , Jessica	11	11F	1111166195	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Henderson , Pearl	11	11B	1111166837	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	
Hinchins , Edward	11	11C	1111166772	05/10/2021	30/10/2021	987654321	Haywood Ltd	External	45	

- **Name, YTI, Reg** and **ULN**: Identification of the student for the placement.
- **Start**: Start date for the placement. This should be a date within the student's membership of the course.
- **End**: End date for the placement. This should be a date within the student's membership of the course.
- **Employment ID** and **Employer Name**: *Not required.*
- **Planned Hours:** Hours planned to attend each block of placement
- **Mode**: Whether the placement is external or internal.

Maintaining Post 16 Programmes of Study

Post 16 Programmes of Study and Learning Aims Report provides the following information:

Basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender and year taught in (YTI).

Post-16 programme of Study and Learning Aims: QN/Discount, description, **programme type**, core aim and provider UKPRN.

Additional information: start date, end date, planned end date, completion status, withdrawal reason, traineeship, and on-roll status.

Each programme for each student is displayed in the report with a **light-yellow** background. The associated learning aims are displayed with a light blue background below the programme.

Every programme must have a programme aim (ZPROG001) spanning the entire duration of the programme. A Programme can span more than one year.

SIMS populates the School Census automatically with the programme aim QN of ZPROG001 where programme information is recorded in Post-16 Programmes of Study (via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**). This can be seen in the Post-16 Programmes of Study Detail Report after the Create and Validate process is run.

There are three programme types:

- 16-19 Study Programme
- T Level Foundation
- T Level.

The annual hours that count towards a course of study are categorised as:

- Qualification - Planned Learning Hours
- Non-Qualification Hours - Planned Employment, Enrichment and Pastoral Hours.

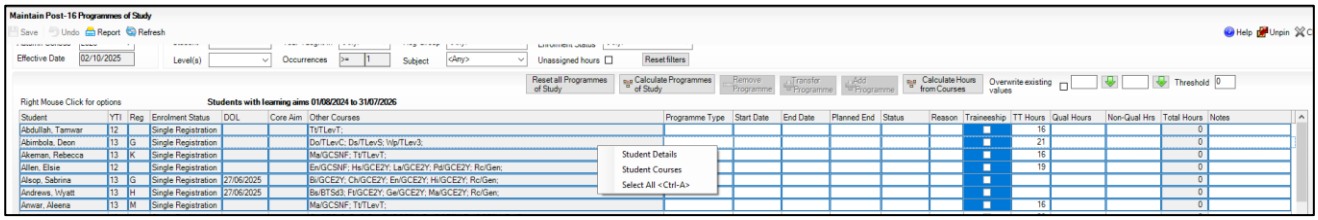
To qualify for funding purposes, Planned Hours must be timetabled within your school's normal working day.

More information can be found on the DfE website (https://www.gov.uk/guidance/16-to-19-funding-how-it-works#funding-formula-and-study-programmes).

Calculating Programmes of Study

The list of students displayed on the **Maintain Post-16 Programmes of Study** page displays all post 16 students, including leavers who have an active course membership in the current academic year and/or the previous academic year. All students who could be included in the School Census Autumn 2025 Return are displayed, whether they are studying at year 1 or year 2 of their programme or have completed their programme of study and left the school in the previous academic year.

The content of the **Core Aim** and **Other Courses** columns include learning aims that span the date range for the current academic year and the previous academic year.

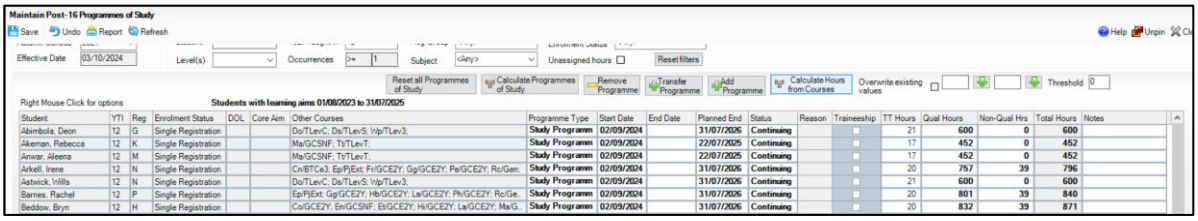


1. Right-click any column header, then select **Select All** from the pop-up menu. Alternatively, select one or more students as required.
2. Click the Calculate Programmes of Study button.

   A warning message is displayed:

   This process will calculate programmes based on learning aims for the selected students.

   Existing programme values will not be overwritten.
3. Click the **OK** button to confirm that you wish to continue.



Calculated items are displayed in bold until the changes are saved.

☐ **Completed**

Recording Planned Hours

Post-16 Programmes of Study Report provides information about:

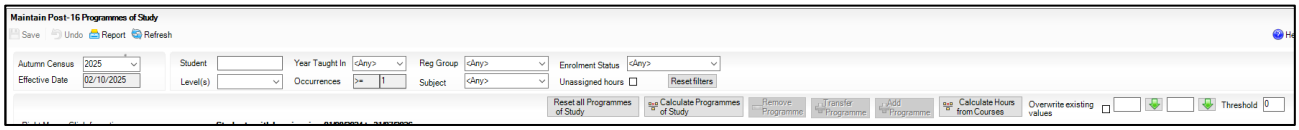
Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2025/2026) and previous year (2024/2025).

Also displayed: UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Information relating to Programmes of Study for Post 16 student can be recorded, enabling you to submit details of the total Planned Qualification Hours and Planned Non-Qualification Hours in the Autumn School Census.

Planned hours are required for the current academic year and the previous academic year.

1. Select **Tools | Academic Management | Course Manager | Post-16 Programmes of Study** to display the **Maintain Post-16 Programmes of Study** page.



2. Select the required year from the **Autumn Census** drop-down list, if required.
3. The **Effective Date** field defaults to the date of the Autumn School Census that falls within the selected **Academic Year**. This field is read-only.
4. To update the information displayed on the **Maintain Post-16 Programmes of Study** page to reflect the students and the courses they are undertaking, click the **Refresh** button.

   All students who could potentially be included in the census, i.e., Year 12 + (including Guests and dual subsidiary student), are displayed.

5. You can also choose to display only those students with **Unassigned hours** by selecting the check box. This enables you to identify students assigned to courses who need to have the **Planned Hours per Year** section completed on the **Course Details** page. If a value of zero has been entered into either of the columns, this value is treated as a blank allocation of hours and is displayed when the **Unassigned hours** check box is selected.

   The **Reset Filters** button enables you to restore the default settings.

6. Where you have entered the **Planned Hours per Year** for each individual course of study on the **Course Details** page in Course Manager, these totals are carried through into the **Qual Hours** and **Non-Qual Hours** columns of the **Maintain Post-16 Programmes of Study** page when you click the **Calculate hours from courses** button.
7. Right-click a student's name to display a pop-up menu. You can access their **Student Details** page, their **Student Courses** page or **Select All** the students from this menu.

   The **TT Hours** (timetabled hours per week) column enables you to check the accuracy of Planned Hours for a timetabled programme of study.

8. If you want to manually amend the totals for a specific student, highlight their name in the list, click into the **Qual Hours** or the **Non-Qual Hours** column(s) and enter a different total.

9. If you want to manually amend the totals for all the students at once, right-click anywhere in the list, press **Ctrl & A** to **Select All** the students in the list and enter a different total in the **Qual Hours** or the **Non-Qual Hours** column(s). Alternatively, enter a figure in the box adjacent to the green arrow button at the top of either the **Qual Hours** or the **Non-Qual Hours** column(s) to flood fill the entire column with the figure entered. You can also enter a figure in the **Threshold** box, enabling you to check that a student's full-time funding is accurate before it is included in the School Census Return.

   The combined hours for each student and their Post 16 Programmes of Study are displayed in the **Total Hours** column. The figure displayed in this column will be shown with a yellow background to indicate that the figure is less than the figure you specified in the **Threshold** box.

   You can also enter a brief set of **Notes** to indicate the reason for the manually assigned hours. This will enable you to reconcile and validate your School Census return in conjunction with the **Programmes of Study Report**, accessible from **Routines | Statutory Returns | School Census**.

10. If you want to determine the total **Qual Hours** and **Non-Qual Hours** figures for a student, for all the courses that they are assigned to, based on the information entered on the **Course Details** page, click the **Calculate hours from courses** button. Calculate hours from courses does not include hours from courses which are non-funded (i.e., where **Non-Funded** is selected in the **Membership and Results** panel).

    IMPORTANT NOTE: Where non-funded memberships have been indicated (via **Tools | Academic Management | Course Manager | Maintain Course**), the calculation of hours from courses, in Maintain Programmes of Study, excludes the course hours for those memberships.

    Funded memberships, e.g., Maths or English that are being studied because of a lack of Prior Attainment, are included in the calculated hours from courses. Ensure that these memberships are not marked as **Non-Funded**.

    If you have selected the **Overwrite existing values** check box before clicking the **Calculate hours from courses** button, the following warning message is displayed:

    This process will calculate the planned hours from the courses for the selected students.

    Warning: all existing values will be overwritten.

11. Click the **OK** button to continue or click the **Cancel** button to abandon the process.
12. If you want to preserve any existing figures that are present in the **Qual Hours** and **Non-Qual Hours** columns, ensure that the **Overwrite existing values** check box is not selected before you click the **Calculate hours from courses** button.

    A following message is displayed:

    This process will calculate the planned hours from the courses for the selected students.

13. Click the **OK** button to collate all the Qualification and Non-Qualification totals that have been specified in the **Planned Hours per Year** section of the **Course Details** page for each course and populate the respective columns with the cumulative total for each student according to the courses that they are assigned to. Alternatively, click the **Cancel** button to abandon the process.
14. Click the **Save** button.
15. Click the **Report** button to print the **Maintain Post-16 Programmes of Study** page in .html output.

NOTE: It is not possible to record the Planned Hours per Year values in Course Manager as separate values for Years 12 and 13. Students in Year 12 study for 38 weeks per year whereas Year 13 students often leave before the end of the Academic year. Please ensure that you adjust the number of planned hours delivered for each student in accordance with your policy on Year 13 leaving dates.

☐ **Completed**

What features are available to facilitate the completion of the Maintain Post-16 Programmes of Study page?

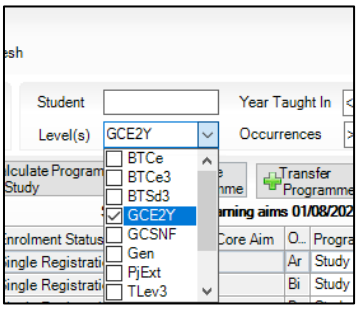
The following functionality has been provided on the **Maintain Post-16 Programmes of Study** page, which facilitates the manual entry of programme types and their dates:

- Filters that help schools to limit the number of rows displayed in the table (e.g., two-year GCE A-Level students) are available at the top of the page.
- Sorting the table by column values by clicking a column heading, e.g., programme **Start Date**.
- Bulk selection of rows and bulk entry values using **Ctrl + click** and **Shift + click**.
- Discarding, removing, and transferring of learning aim information.
- Adding a new programme.

Applying Filters to Limit the Number of Rows Displayed

The content of the table can be filtered to display information relating to a single level, therefore reducing the amount of information displayed on screen.

Select the required level from the **Level(s)** drop-down list.



The content of the table then filters to display information relating to the selected level.

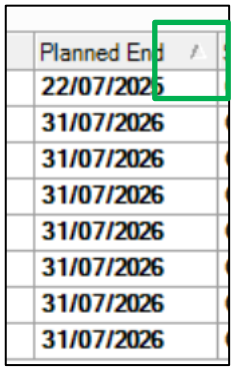
It is possible to apply multiple filters to further reduce the content displayed, e.g., you can use a combination of **Level(s)**, **Subject**, **Enrolment Status**, etc.

Sorting the Table by Column Values

The display order of the content of the table can be changed. Any filters applied previously are retained.

1. Click the **Planned End Date** column heading. The up arrow is displayed in the column heading, indicating that the content of the table is in ascending date order (i.e., the earliest date is at the top of the list).
2. Click the **Planned End Date** column heading again to change to descending date order (the down arrow is then displayed in the column heading), if required.

   The information in the table is then displayed in the selected date order.



Selecting and Entering Information in Bulk

One or more students can be selected enabling single or bulk entry of information. In this example, the Planned End Date for all entries in the table are changed.

1. Click the **Planned End Date** cell of the first person whose date you want to change.
2. To select a block of students, hold down the **Shift** key and click the **Planned End Date** cell of the last student in the block.
3. Alternatively, to select multiple students who are not displayed consecutively, hold down the **Ctrl** key and click **Planned End Date** cell of the required students.
4. Select the required **Planned End Date** from the Calendar in the drop-down menu of one of the **Planned End Date** cells.

Discarding, Removing and Transferring Programme Aim Information

Discarding Programme Aim Information
To discard all the programme aim information, click the **Reset all Programmes of Study** button.

Removing Programme Information
To remove programme information for selected students, remove their associated programme type.

Transferring to Another Programme Type
To record a programme as a transfer to another type of programme, click the **Transfer Programme** button.

Chapter 4 Autumn 2025 School Census Reports

Introduction

The following reports are available to assist with checking the Post 16 data collection within the School Census Autumn 2025.

NOTE: The Autumn 2025 School Census Return must be created and validated before the Summary report or any of the detail reports can be run. If you are only responsible for completing the Post-16 data and it is not your responsibility to run the census, it is advisable to request that these reports are provided to you as soon as possible to assist the checking procedure

On Roll Learning Aims Report

Report Criteria: On-roll students in Year 12 or above with Learning Aims during 01/08/2024 to 02/10/2025 (census day) who have an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

Basic details about the students who match the report criteria: UPN, legal surname, legal forename, year taught in (YTI), date of birth (DOB), date of admission (DOA) and enrolment status.

Learning Aims information is displayed on the right-hand side of the report:

QN numbers, discount code, course description, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship, an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

Definitions:

Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.

Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.

UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and Maths, if required.

Leavers Learning Aims Report

Report Criteria: Leavers in Year 12 or above with Learning Aims during 01/08/2024 to 02/10/2025 who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

This report provides the following information:

Basic details about the students who match the report criteria:

UPN, legal surname, legal forename, year taught in (YTI), post code, unique property reference number (UPRN), date of birth (DOB), date of admission (DOA), date of leaving (DOL).

Learning Aims information is displayed on the right-hand side of the report: QN numbers, discount code, course descriptions, course start date, planned end date, actual end date, completion status, withdrawal reason, UK provider reference number (UKPRN), traineeship, an indication whether the Learning Aim is the core aim (Yes/No) and programme type.

Definitions:

Learning Aim Planned End Date - the date by which the school and learner plan to complete the activities related to this Learning Aim.

Learning Aim Actual End Date - the date that the learner completed the learning activities necessary to achieve the Learning Aim or the date the learner withdrew from the learning activities.

UK provider reference number (UKPRN) - a unique identifier allocated to institutions by the UK Register of Learning Providers.

Traineeship - a course with work experience that gets the student ready for an apprenticeship or work. A traineeship includes a work experience placement and help with English and Maths, if required.

Learning Aims by Status Report

Report Criteria: Learning Aims from 01/08/2024 to 02/10/2025 (including both on-roll and leavers).

NOTE: Large discrepancies between last year's and this year's data might indicate mistakes.

The report provides the following information:

Each Learning Aim code and title.

The total number of each Learning Aim in use for academic year 2024/2025 and 2025/2026.

The number of each Learning Aim completed, continuing, withdrawn, and transferred in the academic year 2024/2025 and 2025/2026.

NOTE: A Learning Aim may appear more than once in this table: for example, a continuing Learning Aim which began last year will be counted as continuing in both years.

Post-16 Programmes of Study Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the School Census Autumn 2025 (01/08/2024 to 02/10/2025) who had an enrolment status of C (Current - Single Registration) or M (Current Main - Dual Registration).

The report provides information about:

Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2025/2026) and previous year (2024/2025).

Also displayed are:

UPN, legal surname, legal forename, year taught in (YTI), full-time employed status and on-roll status.

Definition:

Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g., a weekend or evening work) is not included in the full-time employed hours. T Level Planned Qualification Hours and T Level Planned Non-Qualification Hours are displayed for T level programmes.

NOTE: To ensure that the total Planned Qualification Hours and Planned Non-Qualification Hours are submitted in the Autumn School Census, information relating to Programmes of Study for Post 16 students should be recorded via Tools | Academic Management | Course Manager | Post-16 Programmes of Study.

Post 16 Programmes of Study and Learning Aims Report

Report Criteria: On-roll students and Leavers in Year 12 or above with Programmes of Study and Learning Aims. Enrolment Status of C (Current - Single Registration) or M (Current Main - Dual Registration).

Each programme for each student is displayed in the report with a light-yellow background. The associated learning aims are displayed with a light blue background below the programme.

This report provides the following information:

Basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender and year taught in (YTI).

Post-16 programme of Study and Learning Aims: QN/Discount, description, programme type, core aim and provider UKPRN.

Additional information: start date, end date, planned end date, completion status, withdrawal reason, traineeship, and on-roll status.

Work Placements Report

Report Criteria: On-roll students and leavers in year taught in 12+ with Work Placement learning aims included in the census for the following QNs: ZWRKX001, ZWRKX002 and ZWRKX003.

This report provides the following information:

legal surname, legal forename, year taught in (YTI), unique learner number (ULN), qualification number (QN), start date, end date, mode, planned hours and on-roll status.

Prior Attainment Report

Report Criteria: On-roll and leavers in year taught in 12+ with learning aims in the School Census Autumn 2021 (01/08/2023 to 03/10/2025).

This report provides the following information:

UPN, legal surname, legal forename, year taught in (YTI), enrolment status.

Maths information (i.e., highest grade, prior attainment, and funding exemption).

English information (i.e., highest grade for English Language or English Literature, Language prior attainment, and funding exemption).

Maths previous year highest grade.

English Language previous year highest grade.

On-roll status.

IMPORTANT NOTE: Due to the range of qualifications that might be included in Prior Attainment and the variety of sources from which they might come (external results, internal results, non-EDI results, marksheet entry, etc.), the report outputs must be carefully checked and amended where necessary via **Tools | Statutory Return Tools | Update Prior Attainment.**

Post-16 Programmes of Study and Learning Aims Report

Report Criteria: On-roll students and Leavers in Year 12 or above with Programmes of Study and Learning Aims. Enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

The report header displays the total students, the total students with programmes of study and the total learning activities.

Each programme for each student is displayed in the report with a light-yellow background. The associated learning aims are displayed with a light blue background below the programme.

If there are multiple programmes for a single student, the same learning aim is repeated for the different programmes.

The report provides the following information:

Basic details about the students who match the report criteria: UPN, legal surname, legal forename, date of birth (DOB), gender and year taught in (YTI).

Post-16 programme of Study and Learning Aims: QN/Discount, description, programme type, core aim and provider UKPRN.

Additional information: start date, end date, planned end date, completion status, withdrawal reason, traineeship, and on-roll status.

Security Message : This report contains sensitive information.

Report Criteria: On Roll and Leavers Students in Year 12 or above with Programmes of Study and Learning Aims

Enrolment status of C (Current - Single Registration) or M (Current Main - Dual Registration)

Total Students: 2 **Total Students with Programmes of Study:** 2 **Total Learning Aims:** 5

School Name: Green Abbey School **Fileset Number:** 1900 (SIMS.net)
Filename: 8234321_SC3_823LL21_002.UNA **Report Created:** 14/06/2021
XML Version: Validation 2021.1.0 - Updated: 2020-08-19 ErrorList 2021.1.0 - Updated: 2020-08-19 Summary 2021.1.0 - Updated: 2020-08-19

UPN	Legal Surname	Legal Forename	DOB	Gender	YTI	Post-16 Programme of Study and Learning Aim					Start Date	End Date	Planned End Date	Completion Status	Withdrawal Reason	Traineeship	On Roll Status
						QAN/Discount	Description	Programme Type	Core Aim	Provider UKPRN							
N823432113104	Abbess	Graham	29/09/2002	Male	-	ZPROG001		T Level			02/09/2019	22/07/2021	31/07/2022	Completed	-	No	On roll
N823432113104	Abbess	Graham	29/09/2002	Male	-	50021849/7810	AQA Level 3 Advanced GCE in General Studies A	T Level	No	-	08/10/2021	22/07/2022	31/07/2022	Completed	-	No	On roll
N823432113104	Abbess	Graham	29/09/2002	Male	-	60062570/0003	AQA Level 3 Advanced GCE in Health and Social Care Single Award	T Level	No	-	02/09/2019	22/07/2021	31/07/2021	Completed	-	No	On roll
C823432113105	Abbey	Sean	19/09/2002	Male	-	ZPROG001		Study Programme			02/09/2019	22/07/2021	31/07/2021	Completed	-	No	On roll
C823432113105	Abbey	Sean	19/09/2002	Male	-	50021849/7810	AQA Level 3 Advanced GCE in General Studies A	Study Programme	No	-	02/09/2019	22/07/2021	31/07/2021	Completed	-	No	On roll
C823432113105	Abbey	Sean	19/09/2002	Male	-	6018940X/3910	AQA Level 3 Advanced GCE in Geography	Study Programme	No	-	02/09/2019	22/07/2021	31/07/2021	Completed	-	No	On roll

Post 16 Programmes of Study Report

Report Criteria: On-roll and leavers in YTI 12+ with learning aims in the School Census Autumn 2025 (01/08/2024 to 02/10/2025) who had an enrolment status of **C** (Current - Single Registration) or **M** (Current Main - Dual Registration).

The report provides the following information:

Planned Qualification Hours and Planned Non-Qualification Hours for the current year (2025/2026)

Planned Qualification Hours and Planned Non-Qualification Hours for the previous year (2024/2025).

UPN, legal surname, legal forename, year taught in (YTI), *full-time employed status and on-roll status.

Security Message : This report contains sensitive information.

Report Criteria: On roll and leavers in YTI 12+ with learning aims in the Autumn Census 2021 (01/08/2020 - 07/10/2021)

Enrolment status of C (Current - Single Registration) or M (Current Main - Dual Registration)

Note: Full Time Employed students are those working 20 or more hours

Total Pupils: **369**

School Name: Green Abbey School **Fileset Number:** 1900 (SIMS.net)
Filename: 8234321_SC3_823LL21_006.UNA **Report Created:** 06/07/2021
XML Version: Validation 2021.1.0 - Updated: 2020-08-19 ErrorList 2021.1.0 - Updated: 2020-08-19 Summary 2021.1.0 - Updated: 2020-08-19

				2021/22		2021/22		2020/21			
UPN	Legal Surname	Legal Forename	YTI	Planned Qualification Hours	Planned Non-Qualification Hours	T Level Planned Qualification Hours	T Level Planned Non-Qualification Hours	Previous Planned Qualification Hours	Previous Planned Non-Qualification Hours	Full Time Employed	On Roll Status
M820200106060	Acton	Jordan	13	528	0	-	-	456	36	No	On roll
J820200109003	Adams	Adam	12	861	0	-	-	-	-	No	On roll
J823432114002	Adams	George	13	-	-	1060	0	836	36	No	On roll
H820200107008	Adebayi	Emmanuel	13	528	0	-	-	608	36	No	On roll
X820200107009	Americana	Kari	13	827	0	-	-	899	0	No	On roll
M823432114004	Anderson	Ethan	13	936	0	-	-	636	36	No	On roll
U820200106010	Andrews	Jasmine	13	784	0	-	-	856	0	No	On roll
H823432114011	Ankomkule	Cheryl	13	832	0	-	-	904	0	No	On roll
L820200107039	Anton	Tiger	13	984	0	-	-	760	36	No	On roll
[illegible]	[illegible]	[illegible]	13	908	0	-	-	759	0	No	On roll

***Definition:** Full-time employed students are those working eight or more weeks consecutively and for 20 or more hours per week. Part-time work (e.g., a weekend or evening work) is not included in the full-time employed hours. T Level Planned Qualification Hours and T Level Planned Non-Qualification Hours are displayed for T level programmes.

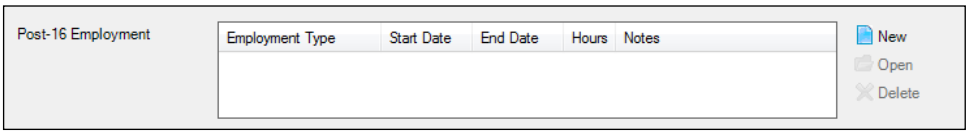
NOTE: To ensure that the total Planned Qualification Hours and Planned Non-Qualification Hours are submitted in the Autumn School Census, information relating to Programmes of Study for Post 16 students should be recorded via **Tools | Academic Management | Course Manager | Post-16 Programmes of Study**.

Appendix A Recording Post 16 Employment Information

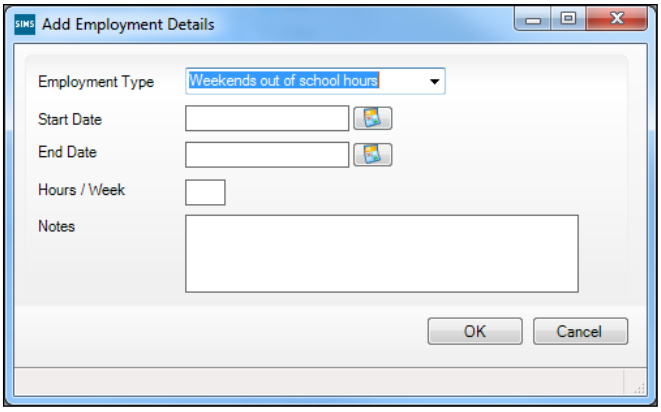
You should record employment details for Post 16 students whose Year Taught In is 12 or above.

Full-time employed students are those working eight or more weeks consecutively **and** for 20 or more hours per week, e.g., school hours. Part-time work (e.g., a weekend or evening work) is not included in the full-time employed hours.

1. Select **Focus | Student | Student Details** to display the **Find Student** browser.
2. Search for, then select the required student to display the **Student Details** page.
3. Click the **Additional Information** hyperlink and then navigate to the **Post-16 Employment** section at the bottom of the **Additional Information** panel.



4. To add a new employment record, click the **New** button to display the **Add Employment Details** dialog.



Alternatively, highlight an existing entry then click the **Open** button to display the **Edit Employment Details** dialog.

5. Select the **Employment Type** from the drop-down list, i.e., **Weekends out of school hours**, **Weekday(s) out of school hours** or **School Hours**.
6. Enter the **Start Date** of the employment period or click the **Calendar** button then select the required date.
7. Specify the **End Date** of the employment, if applicable.
8. Enter the number of **Hours/Week**, together with any **Notes**.
9. Click the **OK** button to return to the **Student Details** page.
10. Click the **Save** button.

Appendix B Recording T Levels

A T Level programme of study must always include 3 'types' of course and may include other optional types of courses.

1. A course for the overall T Level Qualification

The T Level Qualification course has a duration of two years, in line with the two-year programme of study.

For example, a course with a QN plus Discount Code of '60358324/TQ37' for 'T Level Technical Qualification in Digital Production.'

Classification** panel of **Tools | Academic Management | Course Manager | Maintain Course

Codeset	Code	Description	QAN Subject	Q...
QAN	60358324/TQ37	T Level Technical Qualification in Digital Production, Design and Develo...	Digital Production,...	3...

2. A course for the T Level Specialism

The Occupational Specialism course(s) must run within the overall programme duration of two years.

For example, a course with a QN plus Discount Code of 'ZTLOS005/ZZZA' for 'T Level Occupational Spec - Digital Production, Design and Development'.

Classification** panel of **Tools | Academic Management | Course Manager | Maintain Course

Codeset	Code	Description	QAN...	QA...
QAN	ZTLOS005/ZZZA	T Level Occupational Specialism - Digital Production, Design and De...		

3. A course for the T Level Industry Work Placement

The T Level Industry Work Placement course can have a variable duration within the two-year programme. The duration of the course is not critical, but it must cover the individual student work placement dates.

Courses for T Level Industry Work Placements must have a QN of 'ZWRKX003/ZZZZ'.

For example, a course with a QN plus Discount Code of 'ZWRKX003/ZZZZ' for 'T Level Industry Placement'.

Classification** panel of **Tools | Academic Management | Course Manager | Maintain Course

Codeset	Code	Description	QAN Subject	QAN Expi...	Fr
QAN	ZWRKX003/ZZZZ	T Level Industry Placement	Unclassified /...	31/12/2050	

It is critical to record dates for each student's T Level work placements on the course.

Work Placements** panel of **Tools | Academic Management | Course Manager | Maintain Course

Name	YTI	Reg	ULN	Start	End	Employer ID	Employer Name	Mode	Planned Hours	Notes
Ackton , Stephen	12	K	5142335545	12/09/2022	25/11/2022	12345678	JH Enterprises	External	100	

4. Other optional types of courses

These can include the following.

a. Courses that are compulsory for reasons not directly related to T level, e.g. course in English for students who have not yet achieved a qualification in English considered sufficient by the DfE.

b. Courses that contribute to a student's general learning, e.g. citizenship.

T Level Programmes of Study

Two of the three Programmes of Study relate to T Levels

- T Level Foundation
- T Level.

T Levels are a two-year programme and the planned hours must be recorded for the two years

The planned hours recorded for T Levels must include:

- the technical qualification
- specialist content
- non-qualification activity.

The planned hours recorded for T Levels must not include:

- maths and English study
- industry placements
- other qualifications that are not required for completion of the T Level.
-

The annual hours that count towards a course of study are categorised as:

- Qualification - Planned Learning Hours

or

- Non-Qualification Hours - Planned Employment, Enrichment and Pastoral Hours.

To qualify for funding purposes, Planned Hours must be timetabled within your school's normal working pattern.

Further information can be obtained from the DfE.

The following information is taken from the DfE Census Specification for the Academic Year 2025/2025.

Recording T Level and T Level foundation year programmes

T Level programmes

T Level programmes have 5 mandatory components, all of which should be recorded with programme type 31.

1. Programme aim

Every T Level programme must have a programme aim (ZPROG001) spanning the entire duration of the programme. In year 2 of the programme, all components of T Levels must be provided, including any components that started in year one of the programme (whether they ended in year one or continued into year 2) and any components that have already started or are planned to start in year 2 of the programme.

2. T Level technical qualification

This is the main technical qualification of the programme, covering the core and specialist content. This qualification must be recorded for each T Level student at the beginning of the first year of study and must be the core aim.

T Level qualifications all have the prefix 'T Level technical qualification in' in QWS. They also carry the learning aim type code 1468 (T Level technical qualification) in the Learning Aims Reference Service (LARS) database.

3. Occupational specialism
Every T Level student must choose an occupational specialism as part of their T Level programme. Although not a qualification in its own right, it is important that institutions record the occupational specialism each student undertakes. We have set up learning aim class codes (all beginning ZTLOS) for each occupational specialism from 2020 to enable clear recording.

The occupational specialism recorded will determine the level of funding the T Level programme attracts. The occupational specialism must therefore be recorded in your data at the beginning of the first year of study. However, the occupational specialism can be changed later in the year should the original choice change.

In cases where a specialism has not been decided on at the beginning of the T Level programme, record the occupational specialism that is most likely to be undertaken based on the planned programme. If the student then starts a different specialism to the one originally recorded, withdraw the original occupational specialism and record a new one in its place.

If non ZTLOS QN references were used for students starting a specialism in the 2020 to 2021 academic year, these references must continue to be used for these students until they have completed their courses. For all students starting a specialism in the 2021 to 2022 academic year and beyond, the ZTLOS QN references must be used. QWS dates will show that no new starts should be made using the non ZTLOS QN references for 2021 to 2022 onwards.

4. T Level industry placement
Every T Level student must undertake a substantial industry placement and this should be recorded using the learning aim ZWRKX003. This learning aim reference is specifically for T level industry placement activity.

This can be recorded in year one or year 2 of the T Level programme.

You must also record at least one work placement entity record for this industry placement.

5. T Level planned hours
These should be recorded against every T Level student at the start of their programme in the T level planned learning hours and T Level planned employability, enrichment and pastoral hours fields. T Level planned hours must be recorded for the whole programme.

This is different to 16 to 19 study programmes, where the planned hours are recorded only for the academic year.

T Level foundation year programmes
The T Level foundation year programme is a variant of 16 to 19 study programmes that can only be delivered and recorded by providers that have been selected to deliver T Levels and confirmed they are delivering the T Level foundation year programme in the same T Level route.

As such, they don't have the same mandatory component structure as T Level programmes. All learning aims within a T Level foundation year programme should be recorded as programme type 30.

All T Level foundation years must have a programme aim (ZPROG001).

As the T Level foundation year programme is a form of 16 to 19 study programme, you must record annual planned hours values in the 'planned learning hours' and 'planned employability, enrichment and pastoral hours' fields.

You should not record hours for the T Level foundation year programme students in the 'T level planned hours' fields. These are only used for T Level programmes.

To link a T Level foundation year to a T Level route in your data return, a T Level route level class code must be recorded in each T Level foundation year.

This class code must be recorded as the core aim.

There are 11 route level class codes, which can be found in find a learning aim by looking for learning aims with a QN starting with ZTPR.

Any other learning, including maths and English, where applicable, is recorded as a component aim.