

## Spring School Census – May 2025

### Guidance Notes for Special Schools/Pupil Referral Units

#### Key Dates

Census Date: **Thursday 15 May 2025**  
Census Deadline: **Thursday 22 May 2025**

Please note these are Staffordshire collection dates, to ensure all schools have adequate time to check and confirm data with the local authority. You may see alternative deadline dates on the DfE website. However, please support the Schools Data Team by meeting the Staffordshire dates.

#### What is important in this Census?

These notes have been produced for Staffordshire Schools using SIMS.net. If you use any other Management Information System, please use in conjunction with your own supplier notes.

##### DELETED DATA ITEMS FOR 2024/2025

###### Learner funding and Monitoring

Learner funding and monitoring (FAM) hours will be discontinued from autumn 2024.

###### Employer ID

Work placement employer ID will be discontinued from autumn 2024.

###### Sessions missed

Sessions missed for Authorised, Unauthorised, Educational and Exceptional will be discontinued from spring 2025.

##### CHANGES TO EXISTING DATA ITEMS FOR 2024/2025

###### Learner funding and Monitoring

Learner funding and monitoring (FAM) code – the associated code set CS117 has been updated. Code 01 has been extended to include appropriate pupils and school types, and the National Tutoring Programme (NTP) has been replaced with tutoring. Code 21 has been removed.

###### SEN Codes

Pupil SEN type code has been updated to include Down Syndrome.

###### Early Years

The frequency of collection of Early years pupil premium receipt and basis for funding has been increased to termly and extended to children from 9 months old. Disability access fund indicator has been extended to children from 9 months old.

###### Attendance Codes

Attendance reason associated code set has been updated to include new codes effective from 19 August 2024.

## Please read before completing your return

You need to ensure that you have latest SIMS Version installed (to check the version of SIMS installed, open SIMS then select Help/About SIMS). You also need the latest SIMS Fileset (to check the version number, go to **Routines | Statutory Returns | School Census**).

Ensure that any pupils who have left your school before Census Day have been taken off roll.

If a pupil is admitted into your school before or on Census Day, then please ensure that you contact their previous school and obtain their details (in particular, their UPN).

Students should only be counted on one school's Census return unless they are dual registered. If a pupil is on a 'Managed Move', they should have the appropriate dual registration code recorded.

It is advised to try a dry run of your Census before the Census date.

Please submit your Census return confirmation sheet - **this is included in the back of this booklet**. Without this we are unable to approve your Census for submission to the DfE.

## Special School / PRU Census

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## Special School / PRU Census Flow Chart

### **Stage 1 - Setting up your Return**

- Ensure you have the latest SIMS Fileset. The term should be Summer 2025
- The Census date should read 15/05/2025



### **Stage 2 - Validating your Census Return**

- Click '**Create and Validate**'. Please note errors will not be accepted
- Remember to produce a detailed report to check your data



### **Stage 3 - Amending pupil Data**

- Go to '**Focus | Pupil | Pupil Details**' or click on the Pupil Details Icon



### **Stage 4 - Producing a Census Summary Report**

- To view this, click onto the '**Summary**' button



### **Stage 5 - Authorising the Census File**

- Click '**Authorise**', you will see a warning sign appear stating the return cannot be edited once authorised, if you wish to continue click '**yes**'
- A Headteacher authorisation screen will appear, and you need to confirm that the Headteacher is satisfied with the return



### **Stage 6 - Uploading Census file to Collect**



### **Stage 7 - Complete Confirmation Sheet**

## Stage 1: Setting up your Return

To begin the School Census return, go to **Routines | Statutory Returns | School Census**.

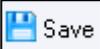
The Term should be '**Summer 2025**', and the Census Folder should show **(f) or (s):\SIMS\Star\ASCOut** (or the network drive where SIMS sits).

Security message for Reports - The message here is what will appear at the top of any Detail Reports that you print out. This can be edited if you wish.

Description	File Name	Census Date	Date Created	Validated	Authorised Date
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If you are starting a new return, click 

If you have already set up a return that you wish to go back to, just click  and then double click the appropriate return.

**Once started, remember to  the return on a regular basis!**

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## Census Details

Census Date	15/05/2025	Calculate All Details	
Description	School Census Summer 2025		
Attendance collected from	01/01/2025	Attendance collected to	20/04/2025
Exclusions collected from	01/08/2024	Exclusions collected to	20/04/2025
AP Placements collected from	16/01/2025	AP Placements collected to	15/05/2025
FAM collected from	01/08/2024	FAM collected to	15/05/2025
*FSM collected from	17/01/2025	FSM collected to	15/05/2025

\*Only collected for on roll pupils not leavers

The **Census Date** should be **15/05/2025**. If the required Reference Date is different to that displayed (e.g. because the school is closed on census day due to severe weather conditions), enter an alternative date or select a date from the Calendar.

Take note of the **Description**. It will automatically show **School Census Summer 2025**. If you are doing a second version of the Census, you will need to amend the description to reflect this (e.g. School Census Summer 2025 version 2). All other fields here will be picked up automatically and cannot be changed.

The  **button now appears in this first panel.**

**Important Note:** Clicking the **Calculate All Details** button overwrites any edited data in every panel with the original data saved in SIMS. Do not use this button if you wish to keep any changes you have made.

Clicking **Calculate All Details** will bring up a warning - click **Yes** to this to generate the rest of the return.

Please note that Special Schools / PRUs with 6<sup>th</sup> Form will get an additional message regarding Learning Aims end dates when clicking **Calculate All Details**. Please choose appropriate option to continue.

**Remember that you only need to click Calculate All Details ONCE. Clicking it a second time will wipe out any information you have entered manually and reset the entire form. There are individual Recalculate buttons in each section should you need them.**

## School Information

Most of the information here should already be completed.

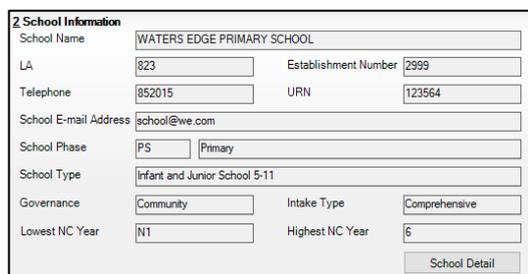
**Please note that the e-mail address should be**

- accessible by the Headteacher
- **NOT** a personal e-mail address such as [john.smith@hotmail.com](mailto:john.smith@hotmail.com) (the DfE recommend using the **headteacher@ account**)

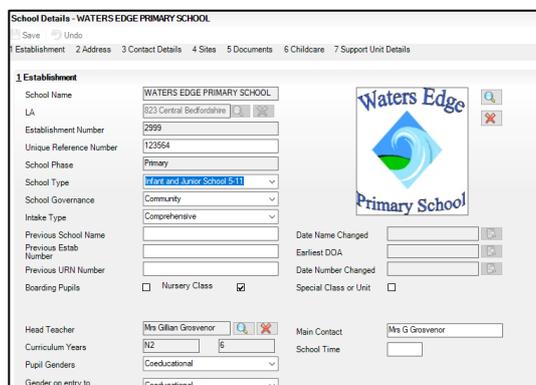
To change any of the information on this screen, click on the  button.

## Establishment Unique Reference Number (URN)

The **School Information** panel displays details that have previously been recorded on the **School Details** page in SIMS (**Focus | School | School Details**). The information displayed may vary depending on your school and the details entered, e.g. Academy specific information. The details displayed are read-only but can be amended, if necessary, via the **School Detail** button.



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



**NOTE:** The **Establishment Number** and the **School Phase** cannot be edited. If the information displayed is incorrect, please contact your Management Information System support team, e.g. MIS Advisory Team.

2. Add or amend the school details, selecting from the drop-down lists where applicable. Ensure that the establishment's six-digit **Unique Reference Number** (URN) is entered. The number is available via the summary screen on the Get Information About Schools website (<https://get-information-schools.service.gov.uk/>).

3. Please remember for the data item **School Time**, this is the total compulsory time pupils spend in schools in a typical 5-day week.

4. Click the **Save** button then click the **OK** button to return to the **Census Return Details** page, where some of the updated details are displayed.

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## Early Years

### **Remember this is only if there is a nursery child at your setting, that has an EHCP**

Please ensure that you are only recording pupils on SIMS or other management system (and therefore your Census return) if they are attending an LA designated nursery class **and have an EHCP**. You should not record any pupils solely attending a private setting on school grounds. If you are in any doubt about which pupils to record on your return, please email the Schools Data Team at [schools.capitadateam@staffordshire.gov.uk](mailto:schools.capitadateam@staffordshire.gov.uk).

For the Census, schools need to record (to the nearest half hour) both the hours a child actually attends the school for education purposes, and the number of hours funded by the LA (up to 15 hours for 2 and 3 year olds, up to 25 hours for 4 year olds). Please remember to also record whether a pupil is full or part-time.

It is important to note that situations where a pupil is claiming a total of more than 15 funded hours at both a private setting and a school provision will be investigated and may result in funding being reclaimed.

### **EARLY YEARS – ACADEMIES ONLY**

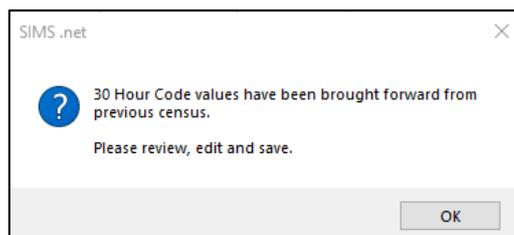
If you choose to record your EY pupils on the Autumn 2024 school census, you **MUST** include them on the next Spring and Summer census in 2025.

If you choose **not to** record your EY pupils on the autumn 2024 school census, you **MUST** return them in the Early Years census in January and **NOT** include them on any future school census this academic year.

**The exception is for any pupil who is currently on a signed EHC Plan, who must be recorded via this spring school census to ensure complete funding is received by the school.**

**To enter Hours data** (Hours data can also be updated through **Tools | Statutory Return Tools | Update Early Years**).

To access the Hours information, click **Edit**. Click **OK** to the message displayed in the example below



You can alter the pupils you wish to view here – the most useful filter is **Year Taught In (YTI)**.

**Update Early Years**

Save Undo

**Census** Term: Spring 2025 Update Hours

**Pupils View** Age at 31/08/2024: All YTI All Reg: All Status: All

**Pupils**  
 Expanded Hours are collected for pupils aged 9 months to 2 at 31/12/2024 if they have an Eligibility Code.  
 Extended Hours are collected for pupils aged 3 & 4 at 31/12/2024 if they have an Eligibility Code.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2024	Age at 31/12/2024	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Arnold, Rachel	01/12/2020	002024	N2	AM	3	4	15	15	Yes			
Baltimore, Tessa-Louise	24/03/2021	002025	N2	PM	3	3	15	15				
Basudhara, Farah	18/01/2021	002026	N2	PM	3	3						
Bondar, Mykola	19/01/2021	002027	N2	PM	3	3						
Bondar, Yana	19/01/2021	002028	N2	PM	3	3						
Hussain, Suki	03/03/2021	002029	N2	AM	3	3						
Johnes, Jada	04/12/2020	002030	N2	PM	3	4						
Kalinski, Alicja	01/05/2021	002031	N2	PM	3	3						
Kaur, Imran	04/04/2021	002032	N2	AM	3	3						
Khans, Yazmina	14/06/2021	002033	N2	AM	3	3						

If your school has any N2 pupils with an EHCP, additional panels will display.

**Please remember to Save any changes.**

To bulk update the record of every pupil in this screen, right-click over the header of the column you wish to edit and choose **Select All**. You can then enter the Hours in the column for any child, and all pupils will change to this value.

When the hours are complete for all pupils click **Save** then **OK** to close the window to return to the Census.

**How to record the hours for a pupil attending more than one school – Example**

*A 3-year-old pupil attends two different schools, spending 12 hours a week in a classroom situation (i.e. 'Education hours') at school A and 8 hours a week in a classroom situation at school B. The Local Authority (and the DfE) will only fund this pupil for 15 hours in total. Because the pupil spends more time at School A, they will record the pupil as Dual Registered – Main.*

*School B will have the pupil recorded as Dual Registered – Subsidiary.*

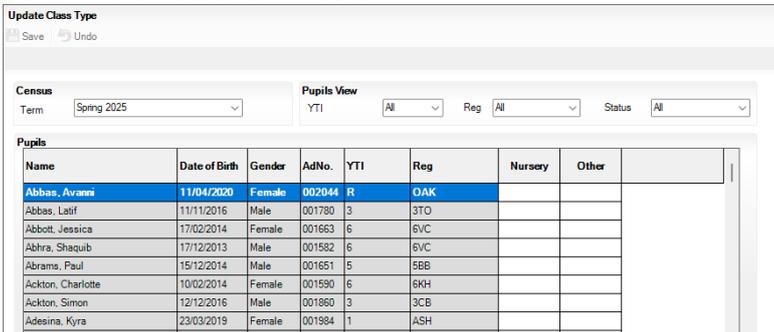
*School A will receive funding for all 12 hours, so would record 12 in both columns.*

*School B would only be funded for the remaining 3 hours available, so they would put 8 in Hours at Setting, but only 3 in Funded Hours.*

The above example would require liaison between schools (and the parents of the pupil) – the Headteachers may agree to have 7.5 hours each and so would need to record that accordingly. Pupils will only ever be funded for 15 hours in total in a nursery class and 25 hours in total in a reception class.

## Class Type

You will need to enter data for pupils. Click the **Edit** button. Click **OK** to the message to open a new window as shown below.



The screenshot shows a window titled "Update Class Type" with a menu bar containing "Save" and "Undo". Below the menu bar, there are three dropdown menus: "Census Term" set to "Spring 2025", "Pupils View YTI" set to "All", "Reg" set to "All", and "Status" set to "All". Below these menus is a table with the following data:

Name	Date of Birth	Gender	AdNo.	YTI	Reg	Nursery	Other
Abbas, Avanni	11/04/2020	Female	002044	R	OAK		
Abbas, Latif	11/11/2016	Male	001780	3	3TO		
Abbott, Jessica	17/02/2014	Female	001663	6	6VC		
Abhra, Shaquib	17/12/2013	Male	001582	6	6VC		
Abrams, Paul	15/12/2014	Male	001651	5	5BB		
Ackton, Charlotte	10/02/2014	Female	001590	6	6KH		
Ackton, Simon	12/12/2016	Male	001860	3	3CB		
Adesina, Kyra	23/03/2019	Female	001984	1	ASH		

To update records for all pupil/students, make sure YTI, Reg and Status are set to All.

To specify the class type for an individual pupil, click the associated **Nursery** or **Other** cell to enter a tick. To change your selection, click in a different cell or click again in the current cell to remove the tick.

If all or majority of pupils need to be assigned to the same class type, the following method can be used to populate the Nursery and Other columns quickly:

**Right-click** the **Other** column header then select **Check All**.

**For EHCP nursery children only**, in the **Pupils View** panel, select **Year N** from the **YTI** drop-down list. **Nursery** pupils only are displayed in the **Pupils** panel.

**Right-click** the **Nursery** header column then select **Check All**.

Remember to **Save** any changes before clicking **OK** to close the window.

If a message is displayed advising that some pupils have not been assigned a class type, click the **Yes** button then ensure that a class type is allocated to all pupils before saving again.

Remember to **Save** any changes before clicking **OK** to close the window.

## Top-up Funding

This data item indicates those pupils/students on roll on Census day for which a school receives top up funding from the local authority.

In mainstream schools it is **only pupils/students in receipt of AEN funding that you need to flag**. Please note pupils/students with Medical AEN funding can be flagged in receipt of top up funding as well.

To record a pupil/student who is entitled to top up funding click the **Edit** button and the window below will open. This can also be done through: **Tools | Statutory Returns Tools | Update Top-Up Funding**.

Please note that if you record a pupil/student who does not have a EHCP Plan and is in receipt of top up funding, the DfE will require a note of explanation to be added on COLLECT. This could be that the pupil/student has SEN High Needs for example.

Surname	Preferred Surname	Forename	YTI	Reg	SEN	Ever in Care
Edwards	Edwards	Savannah	2	2GH	E	No
Knight	Knight	Ellie	3	3CB	E	No
Robert	Robert	Molly	4	4SL	E	Yes
Simpkins	Simpkins	Oliver	R	ELM	E	No

You need to **search** for the pupil/student who is entitled to top up funding. Highlight the relevant pupil/student (a faint blue line will show).

You will need to **Add** the pupil/student into the top up funding section below. Click **Update** before you click **OK**.

## Post Looked After Arrangements

This data item will identify those children on roll on Census day who were looked after immediately before adoption, being placed on a special guardianship or residence order. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers of former looked after children on residence orders) to decide if they wish schools to know whether such children have been adopted, under a special guardianship order or a residence order.

To enter a child as being adopted you will need to click the **Edit** button in this panel, or through **Tools | Statutory Returns Tools | Update Post Looked After Arrangements**. You will then need to search for the adopted pupil. Ensure the term is set to Summer 2025.

Select the pupil in the top half of the window and click **Add** to put them in the bottom half of the window.

You will also need to select the appropriate value under the **PLAA** status. You will also have the option to tick to show you have seen evidence.

Click **Update** before you click **OK**.

**Update Students Post Looked After Arrangements**

Update

Term: Summer 2025 Students On-Roll on Census Day

Surname: Forename: YTI: All

Preferred Surname: Reg: All Ever in Care at this school: Yes Search

Surname	Preferred Surname	Forename	YTI	Reg	Ever in Care
Dixon	Dixon	Adam	1	OAK	Yes
Fellowes	Fellowes	Autumn	2	2JB	Yes
Humphrey	Humphrey	Emma	R	PINE	Yes
Robert	Robert	Molly	4	4SL	Yes
Rossiter	Rossiter	Bradley	6	6VC	Yes

Post Looked After Arrangements Add Remove

After running the census, a new detailed Post Looked After Arrangements Report will be produced.

**Census Return Details - Summer 2025 Term : School Census Summer 2025**

Save Undo Create & Validate Summary Authorise DetailReport

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

5 Top-up Funding Edit

6 Post Looked After Arrangements Edit

- On Roll Basic Details Report
- Leavers Basic Details Report
- Exclusions Report
- Attendance Report
- Absentees Report
- SEN Report
- Address Details Report
- Free School Meal Eligibility Report
- Top-up Funding Report
- Funding and Monitoring Report
- Early Years Report
- EYPPR Report
- Post Looked After Arrangements Report**
- Alternative Provision Report
- Permanent Exclusions without Final Review Report
- Multiple Reports...

You may highlight and copy and paste to EXCEL if you would like to check through any of the information.

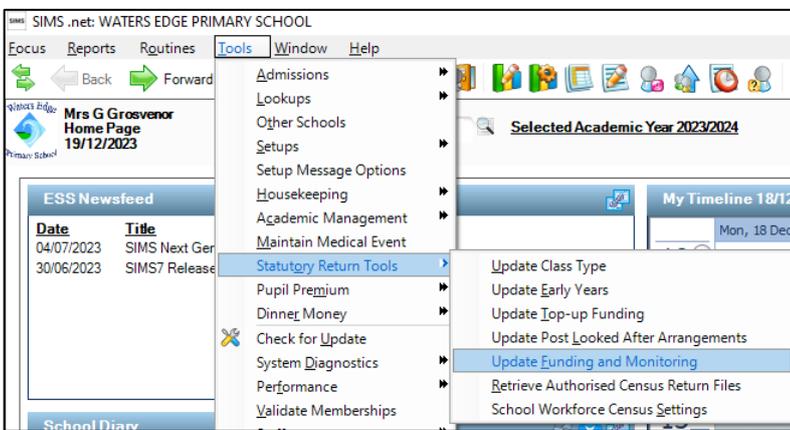
## Learner Funding and Monitoring

All schools (except nursery) with appropriate year groups or age ranges need to send this information in each census, for pupils who are either on roll on census day or became off roll since the start of the academic year.

For the 2024 to 2025 academic year, it will identify pupils:

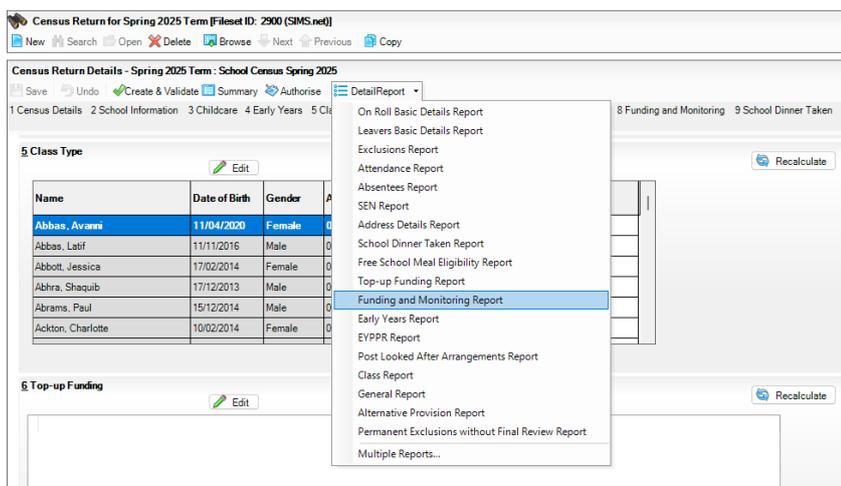
- In receipt of tutoring
- Resitting or retaking up to one year of 16 to 19 funded provisions

There is no action required by schools where none of these attributes applies to the pupil. The Learner Funding and Monitoring area can be found via the **Tools** menu. Select **Tools | Statutory Return Tools | Update Funding and Monitoring**



After running the census, a new detailed Funding and Monitoring Report will be produced.

You may highlight and copy and paste to excel if you would like to check through any of the information.



## School Dinner Taken

This section is only applicable to schools with Reception, Year 1 and Year 2 classes.

You can choose to calculate from Attendance or Dinner Money if you wish, or simply click **Tick All** to tick every eligible pupil/student, then take the ticks out of those pupils who did not take a meal by clicking in the appropriate cell (this will remove the tick).

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Avanni	R	OAK	Single Registration	
Adesina	Kyria	1	ASH	Single Registration	
Aditya	Safia	R	OAK	Single Registration	
Afflick	Luke	R	OAK	Single Registration	
Almed	Taraz	R	PINE	Single Registration	
Adkins	Eve	2	ZJB	Single Registration	
Bayek	Timon	R	ASH	Single Registration	
Balan	Larisa	2	ZGH	Single Registration	
Barber	Serena	R	ASH	Single Registration	
Barker	Holly	R	ELM	Single Registration	
Barnes	Luke	1	ASH	Single Registration	
Bartek	Filip	2	ZGH	Single Registration	
Basir	Zoya	R	PINE	Single Registration	
Beinon	Rhys	1	PINE	Single Registration	

You will see the totals of pupils taking / not taking a school meal to enable you to double check the correct number of pupils are identified.

**WARNING:** Clicking the **Reset** button removes all existing ticks from the School Dinner Taken column.

Clicking the **Calculate From Dinner Money** button overwrites all existing data in the School Dinner Taken panel.

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## Attendance

For the Summer 2025 census, information should be included for pupils who were:

- aged 4 to 15 as at 31/08/2024 (where their date of birth falls between 01/09/2008 and 31/08/2020).
- on the school roll for at least one session during the specified term

Attendance data is only required for non-boarder pupils (where pupil boarder indicator is equal to 'N').

### Collection periods

For the Spring 2025 collection, the school Census collects the attendance data from 01/01/2025 to 20/04/2025.

**From Spring 2025, schools must keep the attendance register electronically and use the national attendance and absence codes.**

IMPORTANT NOTE – If you have clicked the **Calculate All Details** button, the information displayed in the Attendance panel is dependent on which of the following is applicable to your school:

- Attendance/Lesson Monitor is in use, the attendance codes being used are DfE compliant and they are either missing marks or no missing marks.
- Attendance/Lesson Monitor is in use and the attendance codes being used are DfE non-compliant.
- Attendance/Lesson Monitor is not in use.

**If you do not see either of these messages, please contact your MIS Advisory Team.**

The data required for each pupil will be the aggregate number of possible attendance sessions and the actual number of absences (by reason) for each attendance period.

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## Dual Registration

As there has been some confusion with the dual registration status of pupils recorded in the past, the following is intended as clarification:

Please be aware that if you have a pupil who is dual registered then they **should not** be recorded as single registration on your MIS. Where a pupil is dual registered there are two types of Enrolment Status that **must** be recorded, in combination on the School Census. A dual registered pupil will be included in the School Census return of both establishments, they must be recorded with complimentary statuses, as follows:

Main dual registration by one establishment; and  
Subsidiary dual registration by the other establishment.

Incorrect recording of registration status will create errors and queries – these will also appear on the Local Authority error reports. The Department of Education will not approve your Census until this has been resolved. If it is after the deadline, it could result in you receiving split funding.

Please note that the definition of main or subsidiary is NOT determined simply by the amount of time spent at each school.

**The two schools need to liaise to agree which is the 'Main' and which is the 'Subsidiary' base.**

**The Enrolment Status Single Registration must not be recorded for a dually registered pupil.**

Type	Definition
Single Registration	Pupil solely educated at this school. The school maintain the student's enrolment status as Single Registration
Main Dual Registration	Pupil may be in a managed move. The original school maintain the pupil's enrolment status as Dual Registration – Main
Subsidiary Dual	Pupil may be on a managed move. The receiving school will maintain the pupil's enrolment status as Dual Registration – Subsidiary

## Managed / Negotiated Transfers

A pupil may transfer to another school on a trial basis. In such a case, the original school maintains the pupil's registration. If the receiving school decide to accept the pupil on a permanent basis, the registration transfers at that time. During the trial period, there is no method of recording this situation in the receiving school. As the data collected during the census is used for future funding purposes, the inability to credit the receiving school is perceived as a disincentive to accept the pupil, often to the pupil's detriment. The financial arrangements between the schools are a matter for their mutual agreement, but it is important to be able to identify pupils in this situation.

It is recommended that for the duration of any trial period:

- The original school maintains the pupil's record with an enrolment status of 'M' (current main - dual registration)

- The receiving school maintains the pupil's record with an enrolment status of 'S' (current subsidiary - dual registration)

## Stage 2 – Validating Your Census

You are now ready to check the return for errors. Click **Create & Validate**. You will now get a progress bar showing the validation process. If errors are found, they will appear in the bottom half of your screen.

- Double clicking on an error will take you to the appropriate section or record.
- You can filter the validation to show just errors, just queries or by error code.
- Take note of the '**Type**' column - please note that failures (F) must be resolved before returning the Census file to us. Queries (Q) simply require you to check that the data is accurate.
- The  **Report** button opens the report in your Internet browser. This can be printed out or exported to Excel by right-clicking anywhere onscreen and choosing '**Export to Microsoft Excel**'.

**Returns with errors will not be accepted.** Please attempt to rectify all errors or queries before submitting the return. If you are unable to do so please address all queries when returning the confirmation sheet to the LA, as in the example below –

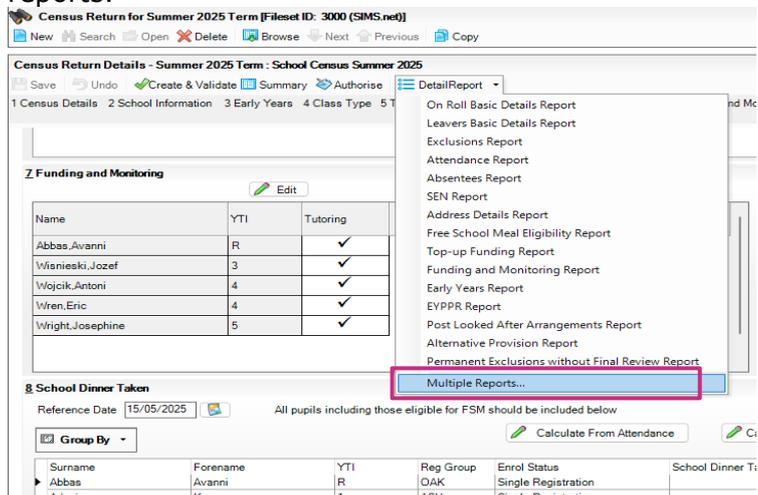
**Errors and Queries**  
Returns should not be uploaded with errors – if you have any outstanding errors and queries on your census return, please remember to enter a note on your return when you upload to COLLECT. Instructions for doing this are in the main guidance notes. Any other information you want us to be aware of can be entered below:

Error Code	Explanation
2550Q	Data is correct, there were no unauthorised absences for this term

If you make amendments, you will need to **Create & Validate** again to remove the errors. You can Create & Validate as many times as you like, but please remember however that you should never Calculate All Details on a return that has already been set up – this will wipe out any manual amendments.

### Detail Reports

The **Detail Reports** are a really useful way to check your data. Click **Detail Report** to access the reports.



You can now run multiple Detail Reports at once. Just select **Multiple Reports...** from the drop-down list, tick which reports you want to run and click **Report**.

Please note that these reports will show the data in your Census return **NOT** the data currently on your SIMS system. If you have made amendments to data after running these reports, you will need to **Create & Validate** (no need to 'Calculate All Details' again) and re-run the report to pick up the change(s).

## Stage 3: Amending your Pupil Data

If the validation routine or Detail Reports bring up any incorrect data, you will need to amend it. To amend basic pupil level data, go to **Focus | Pupil | Pupil Details**.

### Pupil Details

#### Panel 2 Registration - Year Taught In

This reflects the year that a pupil is taught in, regardless of their age. If a pupil is taught out of year, the **Year Group** field should reflect the correct year for their age, and the **Year Taught In** field should reflect the year in which the pupil is taught. However, if a child's expected year group is outside the range of the school, the **Year Group** and **Year Taught In** can be the same.

#### Panel 2 Registration - Enrolment Status

The Enrolment Status will usually be Single Registration. If a pupil is dually registered, you will need to select either Main-Dual Registration or Subsidiary-Dual Registration.

If a pupil is on a Managed Move, the school they are moving **from** should record Main-Dual Registration, and the school they are moving **to** should record Subsidiary-Dual Registration. When the move is complete, the pupil should be Single Registration at the new school.

#### Panel 3 Addresses - Home Address:

3 Addresses

History

Current Home Address Details (Not validated)

Apartment:

House No.:

Street:

District:

Town / City:

Post Code:

Country:

Address type:

Note:

Start date:

End date:

Buttons: Delete, Move House, Validate

Every pupil must have something recorded in the following:-

At least one of House name or House Number

At least one of District, Town/City or Country

Most addresses will also have a **Street**. However, if there is no street in the address (e.g. a farm) it is acceptable to leave this field blank - farm names should be recorded in **House Name**, NOT **Apartment**.

Please note that if a pupil has something recorded in the **Apartment** field, they must also have something recorded in **House Name** or **House Number**.

## Panel 6 Dietary - Eligible for Free School Meals (FSM)

**Dietary**

Meal Patterns

Start Date	End Date	Mon	Tue	Wed	Thu	Fri
05/09/2016		SM	SM	SM	SM	SM

Eligible for Free Meals

Start Date	End Date	Country	Notes
06/09/2016		England	

Check your pupils who are eligible for FSM on Census day against the latest list from the Awards Team. Ensure these pupils have a Start Date in the section within the Dietary Panel on a pupil's record.

## Panel 8 Ethnic/Cultural

**Ethnic/Cultural**

Ethnicity: White Eastern European

First Language: Polish

First Language Source: Provided by the parent

Asylum Status:

National Identity: British

Home Language: Polish

Country of Birth: United Kingdom

Nationality: Poland

Passport Number:

Passport Expiry date:

Proficiency in English: Date of Assessment: 05/09/2016, Level: E - Fluent

This is collected in the Census for all pupils. You will need to record the correct ethnicity for all pupils. If you have not yet collected pupil's ethnicity you can record **Not Yet Obtained**.

## Panel 8 First Language

Each pupil must have a language recorded. A **First Language** other than English should be recorded where a child was exposed to another language during early development and continues to be exposed to this language in the home or in the community. If a pupil was exposed to both English and another language during early development, the language other than English should be recorded (irrespective of the child's fluency in English). Please note that **Home Language** is not collected in the School Census. There is a **First Language Source** which can be entered if you wish - this is not collected in the Census.

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## Suspensions and Permanent Exclusions

For the purpose of this document, where 'suspensions' is written. It refers to the definition of fixed-period exclusions as defined in s.51a of the Education Act 2002.

For the Summer 2025 collection the school census collects suspensions and exclusions for the period between 01/08/2024 - 20/04/2025.

It is expected that only permanent exclusions upheld by the governing body or Independent Review Panel (IRP) are recorded. This may mean that some exclusions are reported on two consecutive census returns. This will not result in double counting in national statistics.

This data is collected for both on and off roll pupils.

Correct reporting of both suspensions and permanent exclusions within your School Census are important for district, county and national data analysis and to inform future commissioning requirements and focussed interventions. Where schools/academies have incorrectly reported permanent exclusions, the Local Authority share this information with the Chairs of your District Inclusion Partnership and at our regular meeting with HMI.

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**SEN Information:** Basic (You can access SEN via the Links panel on the right of the screen)

**Schools should not record EHC Plans without a signed plan and the involvement of our SEN Assessments Team.**

If you are changing the status of a pupil or adding a pupil who has never been on the SEN register before, you will need to go to the pupil's SEN record and click **New** to add a review in **Section 4: Reviews**.

Name	Role(s)	I	A
------	---------	---	---

For School Census purposes, you only need to enter the **Start Date** and the **Status**.

**Start Date** – The date of the last review of the child. This will always be in the **past**.

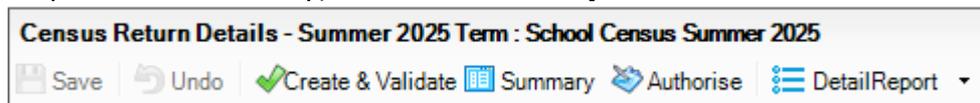
**SEN Status** - The outcome stage of the pupil determined at the review – this must be either **N, K or E**.

Click **OK** once you have entered these details. This will automatically update the **Status** and **Start Date** in Section 3: Basic SEN details.

Needs are collected in the spring census and should be entered as a matter of course for pupils on status K or E.

## Stage 4: Producing a Census Summary Report

To produce a summary, click the **Summary** button.



The summary should now appear in your internet browser (the screen may open behind SIMS – it should appear on the task bar at the bottom of the screen as **School Census 2025 School Summary**. If you click this, it should bring the summary to the front).

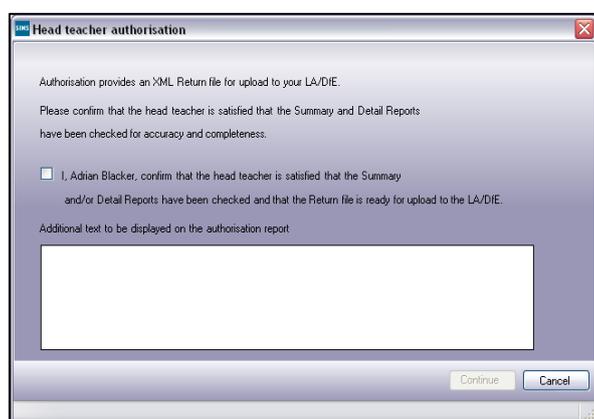
The summary should be printed out (**File | Print**), and checked thoroughly before Authorisation (stage 5).

**If there is any data in the summary that is incorrect**, you will need to go back and amend the data and then **Create & Validate** the return again to bring through any changes.

*If you are happy that the data on the printout is correct, **please proceed to Stage 5 (Authorising the Census File)**.*

## Stage 5: Authorising the Census File

Click  to authorise the file.



A warning will appear stating that the return cannot be edited once authorised and asking if you wish to continue. Click **Yes**.

You will then see a Headteacher authorisation screen.

This requires you to tick the box confirming that the Headteacher is satisfied with the return.

Once the box is ticked and you have clicked **Continue**, SIMS will display all Detail Reports from the Census return, meaning that several browser windows will open on screen.

The final window to open will be the Authorisation Report. This should be printed out and returned to the Schools Data Team along with the confirmation sheet.

You may wish to save the other reports for future reference, but we do not need copies of the Detail Reports.

The name of the file that you will need to upload to COLLECT is listed on this authorisation report, which is useful when you are browsing for the file later.

## Stage 6: Uploading the Census File to Collect

### To send the Census return:

The return is now complete and ready to send to the Schools Data Team using the COLLECT website.

Open a web browser, e.g. Internet Explorer. The COLLECT website is now part of the Secure Access Website - <https://services.signin.education.gov.uk>.



Once you have logged into Secure Access, you will see a link to the COLLECT site.

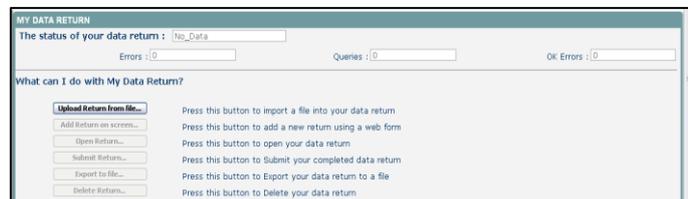


At this point, you will need to click the **Continue** button to proceed into COLLECT.

If there is more than one Data Collection available ('Live'), you will need to click **SchoolCensus 2025\_Summer** and then click **Select Data Collection**.

If **you are unable to see SchoolCensus 2025\_Summer**, simply click **Select Data Collection**.

This will take you to a screen similar to this. Click **Upload Return from file**



Click **Browse** and navigate to **(f) or (s):\SIMS\STAR\ASCOut**, or where SIMS sits on your network drive. The filename will be in the format **860DfEN\_SC2\_860LL25\_xxx.xml** (where DfEN is the DfE number of the school, and xxx is the version number).

**Please note that the date on the file will be the date you last Created and Validated the Census return, which may be different to the date it was Authorised.**

**If you are unable to see the file type extension, hover your mouse over the different file names and a box like this should appear telling you the file type.**

Type: XML Document  
Date Modified: 05/12/2008 09:14  
Size: 256 KB



Errors		OK Errors	Return Level Notes
E	Q		
0	0	0	

Click **Add New Note** and then type the error number you are referring to and the note before clicking Create.

You should ensure there is a note for every error or query (you can enter them all in the same note if you wish e.g. – 3 x 2020Q – Confirmed as Correct, 1 x 1780Q – Confirmed as Correct, 2 x 2502Q – Pupils are dually registered and did not attend this establishment in summer term). It is imperative that your notes match the DfE list of acceptable notepad entries. This aids in the authorisation of your submission. A list of these can be obtained from the DfE webpages or via the Staffordshire Learning Net.

Click **Submit Return...** The status of your data return should now read either **Awaiting Submission, Submission in Progress** or **Submitted**. If your status shows one of these, your file is on its way to us - you can log out of **COLLECT** and close your web browser.

**\*\*\*\* Please remember to Submit the return rather than just uploading it, as we cannot access the data until you click Submit \*\*\*\***

## Additional Information

### Historical Editing

If you are editing pupil data after the Census date, the changes will not come through automatically as the Census routine picks up data 'as at' the Census date. For the changes to come through on the return, you will need to edit the pupil's history.

These instructions use the example of changing a pupil's **First Language**, but the history will also need to be amended if you are making changes to certain other fields (**Year Taught In, Ethnicity**).

Open the pupil record (**Focus | Pupil | Pupil Details**) and go to the required section (in this case, **Ethnic/Cultural**). Make sure the data is entered in the correct field. Once you've filled in the required data, click the **History** button in the bottom right corner of the panel.

**8 Ethnic/Cultural**

<u>Ethnicity</u>	Asian and any other ethnic group	Ethnic Data Source	Provided by the parent						
<u>First Language</u>	Punjabi	<u>Religion/Faith</u>	Muslim						
First Language Source	Provided by the parent	English Additional Language	Yes						
Asylum Status		Traveller Status							
National Identity	Other	Speaks Welsh							
<u>Home Language</u>	Punjabi								
Country of Birth	Pakistan								
Nationality and Passport Details	<table border="1"> <tr> <th>Nationality</th> <th>Passport Number</th> <th>Passport Expiry date</th> </tr> <tr> <td>Pakistan</td> <td></td> <td></td> </tr> </table>		Nationality	Passport Number	Passport Expiry date	Pakistan			<ul style="list-style-type: none"> <li> New</li> <li> Open</li> <li> Delete</li> </ul>
Nationality	Passport Number	Passport Expiry date							
Pakistan									
Proficiency in English	<table border="1"> <tr> <th>Date of Assessment</th> <th>Level</th> </tr> <tr> <td>28/11/2019</td> <td>A - New to English</td> </tr> </table>		Date of Assessment	Level	28/11/2019	A - New to English	<ul style="list-style-type: none"> <li> New</li> <li> Open</li> <li> Delete</li> </ul>		
Date of Assessment	Level								
28/11/2019	A - New to English								

This will bring up a **History Details** screen. Double click in the orange box relating to the data item you've just edited. In this example, you would double click in the orange box reading *Punjabi*, to the right of First Language.

**History Details:**

Effective Date Range: 02/04/2025 - 01/09/2025    Academic Year: Academic Year 2024/2025

Cursor Day: Tuesday    Selected Item: First Language

Cursor Date: 08/10/2024    Selected First Language: <None>

Item	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Ethnicity	Asian and any other ethnic group											
Ethnic Data Source	Provided by the parent											
Religion	Muslim											
Home Language	Punjabi											
First Language									Punjabi			
First Language Source	Provided by the parent											
English as an Additional Language	Yes											

This will bring up a further screen, showing only the data item you wish to edit. **Please note if you are looking for *English* in this list it is right at the bottom.**

**Cultural Details**

Effective Date Range: 02/04/2025 - 01/09/2025    Academic Year: Academic Year 2024/2025

Cursor Day: Sunday    Selected Scheme: Classification Pending

Cursor Date: 29/06/2025    Selected Membership: <None>

New    Open    Delete    Zoom

First Language	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Polish												
Panjabi (Pothwari)												
Panjabi (Mirpuri)												
Panjabi (Gurmukhi)												
Panjabi (Any Other)												
Panjabi												
Pahari (Pakistan)												
Pahari/Himachali (India)												
Pashto/Pakhto												
Pampangan												

OK    Cancel

In order to change the date range, double click in the orange box. This will bring up the Add/Edit Date Range – you need to ensure that the 'Start Date' is before the Census date with the end date left blank.

**Recommendation is that the start date matches the pupil's date of admission.**

**Urdu**

**Date Range**

Start Date: 14/05/2025

End Date:

OK    Cancel

Click **OK** to all 3 open screens to take you back to the pupil record and remember to **SAVE**. The Census should now pick up the changes. Don't forget to Create & Validate again.

## Completing Headteachers Confirmation Sheet

Please note we are unable to approve your Census without a signed copy of the Confirmation Sheet for the Summer 2025 School Census.

**The Confirmation Sheet can be found at the end of these guidance notes**

## Important Contacts

Data Enquiries	The Schools Data Team	01785 895600 <a href="mailto:schools.capitadatateam@staffordshire.gov.uk">schools.capitadatateam@staffordshire.gov.uk</a>
SIMS Enquiries	The MIS Advisory Team	0333 300 1900

## Additional notes available

Please find a list of Additional Notes on the Staffordshire Learning Net which include:

- Alternative Provision Placements
- Attendance recording
- Carrying out a school census dry run
- Checking your data and correcting errors
- Copying and resubmitting a school census return
- Dual registration
- Early Years
- Exclusions
- Free School Meals
- Language Codes
- Learner support codes
- Recording class size exceptions
- Temporary UPN's
- Recording pupil / student names
- Sex and Gender Identity

## Headteachers Confirmation Sheet Summer 2025 Special School / PRU Census

Please return this sheet to the Schools Data Team by  
Thursday 22<sup>nd</sup> May 2025

Email to: [schools.capitadatateam@staffordshire.gov.uk](mailto:schools.capitadatateam@staffordshire.gov.uk)

Please complete the form below and ask the Headteacher to check the summary and sign the declaration (there is no need to return the full summary).

**DfE Number:** \_\_\_\_\_ **School:** \_\_\_\_\_

**School Census contact name:** \_\_\_\_\_

### Errors and Queries

Returns should not be uploaded with errors – if you have any outstanding errors and queries on your Census return, please remember to enter a note on your return when you upload to COLLECT. **This is the school's responsibility to complete.** Instructions for doing this are in the main guidance notes.

Any other information you want us to be aware of can be entered below:

### Headteacher's declaration

Please note that you should thoroughly check the summary report from the School Census return before signing this declaration. Some points to remember –

- No temporary UPNs should be on your return (these end with a letter and should be replaced with a permanent UPN before submission)
- You have checked all your Post Looked After Children and can confirm all have been included
- Free School Meals – You can confirm this data is up to date
- All exclusion data has been entered according to the requirements from the DfE

I certify that I have checked the summary report and all data in the Summer 2025 School Census is complete and accurate to the best of my knowledge:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_