Autumn School Census – October 2025
Guidance Notes for Middle and High Schools

Key Dates

Census Date: **Thursday 02 October 2025**
Census Deadline: **Thursday 09 October 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. If you use any other Management Information System, please use in conjunction with your own supplier notes.

CHANGES TO EXISTING DATA ITEMS FOR 2025/2026

Learner funding and Monitoring
Learner funding and monitoring (FAM) code – The linking code set CS130 has been created to record English and maths minimum hours. The linking code set CS117 has been updated to record English and maths minimum hours.

DELETED DATA ITEMS FOR 2025/2026

Post 16
Information about traineeships will be discontinued from autumn 2025.

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.

Contents

Middle and High School Census Flow Chart

Stage 1 - <u>Setting up your Return</u>
- Ensure you have the latest SIMS Fileset. The term should be Autumn 2025
- The Census date should read 02/10/2025

Stage 2 - <u>Validating your Census Return</u>
- Click **'Create and Validate'**. Please note errors will not be accepted
- Remember to produce a detailed report to check your data

Stage 3 - <u>Amending pupil Data</u>
- Go to '**Focus | Pupil | Pupil Details'** or click on the Pupil Details Icon

Stage 4 - <u>Producing a Census Summary Report</u>
- To view this, click onto the **'Summary'** button

Stage 5 - <u>Authorising the Census File</u>
- 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 - <u>Uploading Census file to Collect</u>

Stage 7 – <u>Complete Confirmation Sheet</u>

Stage 1: Setting up your Return

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

The Term should be **'Autumn 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.

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!**

Census Details

The **Census Date** should be **02/10/2025.** 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 Autumn 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 Autumn 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. **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 (**the DfE recommend using the headteacher@ account)**

To change any of the information on this screen, click on the | School Detail | 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.

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.

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 Autumn 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**.

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 2025 to 2026 academic year, it will identify pupils:

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

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**
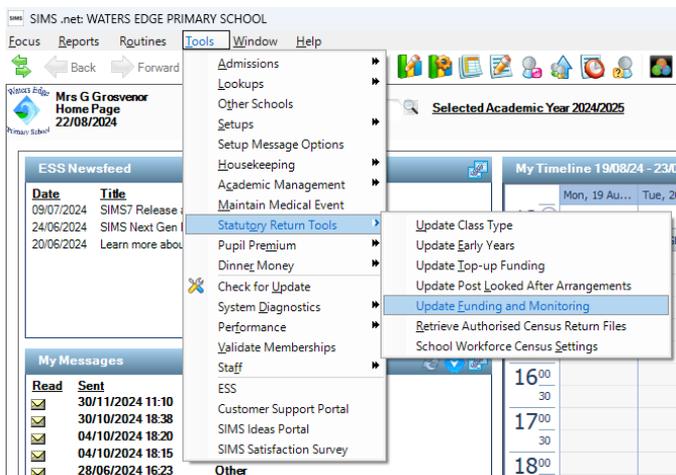
After running the census, a new detailed Funding and Monitoring Report will be produced.
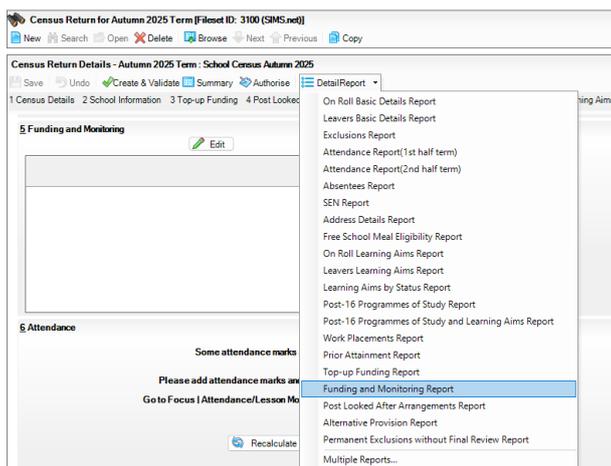
You may highlight and copy and paste to excel if you would like to check through any of the information.

Free School Meals

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 **Pupil Details | Dietary | Eligible for Free Meals**.

To minimise the impact of the rollout of universal credit and the introduction of a net-earned income threshold to determine eligibility for free school meals, transitional arrangements have been put in place to ensure that no pupil loses a meal as a result of these changes.

Transitional protections ensure that any pupil in receipt of free school meals on 31 March 2018 or after, should continue to receive free school meals until the end of the universal credit roll out period, and then until their phase of education ends. This covers until at least March 2025 and applies even if their circumstances change, and they would no longer meet the eligibility criteria.

Attendance

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

- aged 4 to 15 as at 31/08/2024.
- 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 Autumn 2025 collection, the school Census collects the attendance data from **21/04/2025 – 31/07/2025.**

From Autumn 2024, 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.

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)

Learning Aims

Secondary schools with sixth forms, all-through schools, pupil referral units, alternative provision academies including free schools, city technology colleges and academies (including free schools) must return this module.

Whilst students at other schools (such as special schools or middle-deemed secondary schools) may undertake learning aims, information about those learning aims are not collected as part of the school census

Learning aims that are being undertaken in the current academic year are returned in the 2025 autumn school census for any students who:

- were on roll at the school at any point between 01/08/2025 and census day
- were in actual national curriculum year group 12 or above in that period, regardless of their age
- the school wishes to claim 16 to 19 funding from ESFA for

Learning aims that were taken in the previous academic year are collected for any students who:

- have been on roll in the school at any point between 01/08/2024 and 31/07/2025
- were in actual national curriculum year group 12 or above in that period, regardless of their age
- the school wishes to claim 16 to 19 funding from ESFA for. This may include students who have left school prior to the autumn census day.

Post-16 level Learning Aims for Year 10 and 11 students are not collected.

Discount Codes (also known as Subject Classification Code) are collected in the School Census Autumn 2025 Return.

The Learning Aims panel is provided to enable you to check the Learning Aims that will be included in the Autumn 2025 School Census Return.

For information on which students are eligible for 16 to 19 funding, please see the ESFA's funding regulations guidance via https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision

> For important information about collection items for **Learning Aims in this Census**, please see **Additional Notes – Post 16 Funding and Learning Aims** on the **Staffordshire Learning Net.**

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 useful way to check your data. Click **Detail Report** to access the reports.
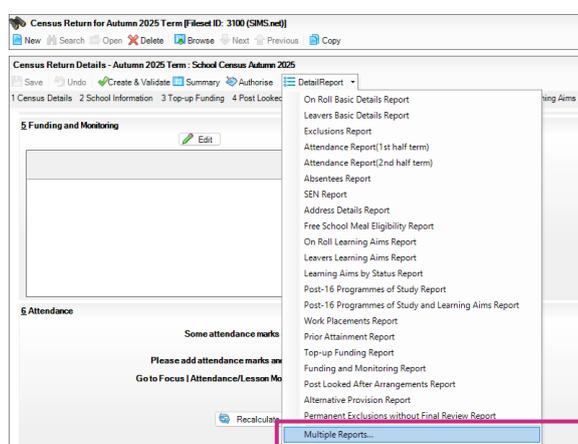
> You can now run multiple Detail Reports at once. Just select **Multiple Reports...** from the drop-down list, tick which reports you want to run and click **Report**.

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:

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)

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

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.

Alternative Provision (AP) Placements

The DfE would like schools to record and submit data on alternative provision (AP) placements that have been arranged for their pupils.

Schools that have not arranged any placements during the academic year do not need to record and submit any information.

This will support national reforms which aim to deliver significantly improved outcomes for the often vulnerable and disadvantaged children and young people who attend AP.

Alternative provision placements arranged by schools

This should be completed by any school that has arranged a placement. For the purposes of this data collection, AP is defined as follows.

AP is full-or part-time education arranged by:
- local authorities, either directly or working with schools, for pupils who, because of permanent exclusion, illness or other reasons, would not otherwise receive suitable education
- schools for pupils to improve their behaviour off-site, or during a suspension

Recorded via student record- **Focus | Student | Student Details**
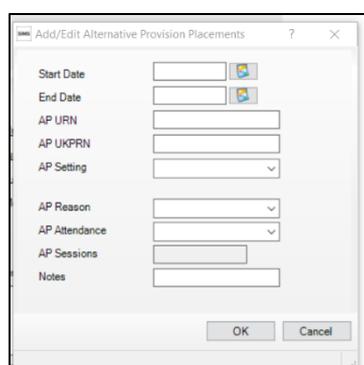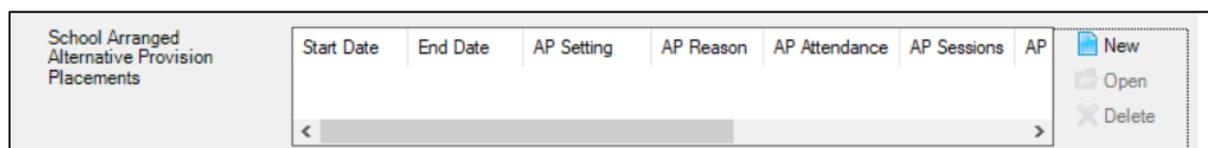
Collection Period

Placements are returned 'as at census day'. For the Autumn 2025 census the collection period is for all open placements that ended between **15/05/2025 and 01/10/2025 (inclusive)**

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 Autumn 2025 collection the school census collects suspensions and exclusions for the period between **01/01/2025 and 31/07/2025.**

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.

Update Learning Aims (Post 16 Only)

This panel allows you to view all the Learning Aims being submitted in the current Census. This panel is locked down as a default, but there is a padlock icon that can be used to unlock the panel. **We strongly advise** that any editing in this panel is done immediately prior to authorising the return, as if you need to recalculate this panel, any manual amendments will be wiped out.

You can narrow down this list by student name, QAN, subject and various other information. This can be done by using the filters at the top of the page.

There are also several reports available in this section that can be run should you wish to do so.

For more detailed guidance on this panel, please see the MIS Advisory Team notes.

Finally, click 🖫 Save to save the return.

> For important information about collection items for **Learning Aims in this Census**, please see **Additional Notes – Post 16 Funding and Learning Aims** on the **Staffordshire Learning Net.**

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.**

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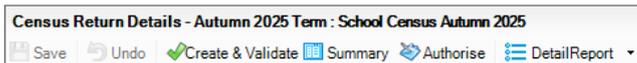
The summary should now appear in your internet browser (the screen may open behind SIMS – it should appear on the task bar at the bottom of the screen as **School Census 2025 School Summary**. If you click this, it should bring the summary to the front).

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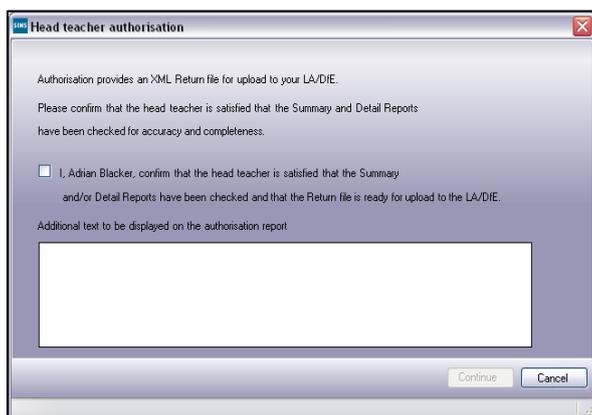
A warning will appear stating that the return cannot be edited once authorised and asking if you wish to continue. Click **Yes**.

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**.
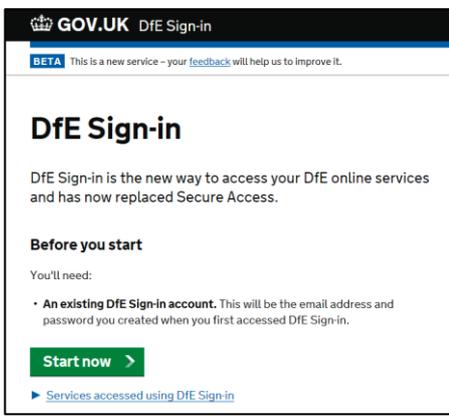
Once you have logged into Secure Access, you will see a link to the COLLECT site.
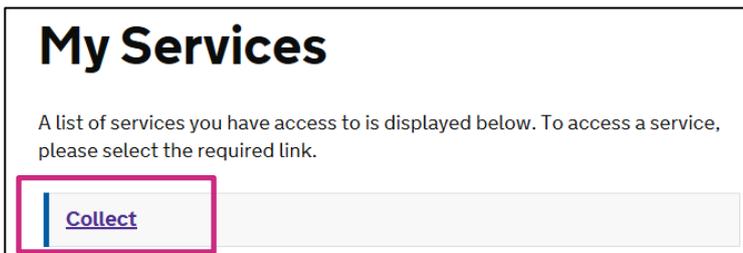
At this point, you will need to click the **Continue** button to proceed into COLLECT.

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

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

This will take you to a screen similar to this.
Click **Upload Return from file**
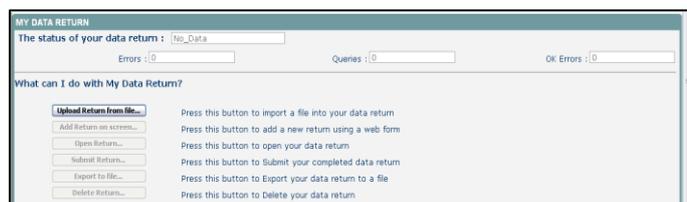
Click **Browse** and navigate to **(f) or (s):\SIMS\STAR\ASCOut**, or where SIMS sits on your network drive. The filename will be in the format **860DfEN_SC3_860LL25_xxx.xml** (where DfEN is the DfE number of the school, and xxx is the version number).

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

Double click the required file and then click **Upload.**

If you get an error at this point, please double check that you are uploading the correct file (in the format 860DfEN_SC3_860LL25_xxx.xml), not the summary or any other files.

It may take a while for your file to upload, but you should be able to see it processing. When it has finished processing, you will get a message to say your data return has been successfully loaded and is queued for validation. Click **OK.**

Once your file has uploaded, it will be placed in a validation queue.
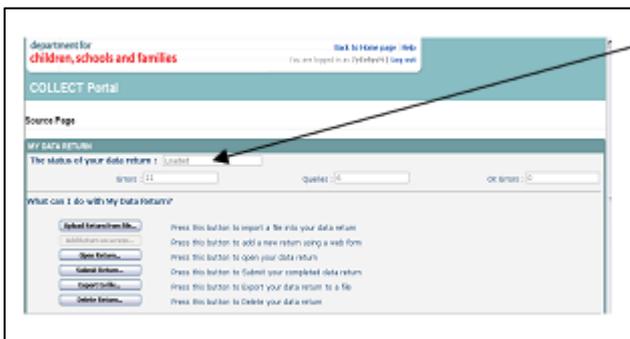
You should be able to see the status of your file here.

If the status of your file reads either **Waiting for Validation** or **Validation in Progress**, log out of COLLECT for the moment. It may take a couple of hours for the validation to take place, so log back in to COLLECT later to complete the submission.

If the status of your file reads **Loaded & Validated**, you can move straight on to the next stage.

If you are logging back in to COLLECT after waiting for validation to take place, Select **School Census 2025_AUTUMN** and then click **Select Data Collection.**

If you are continuing from the above stage without logging out, you will be taken to the correct screen automatically. This screen will show you the status of your return (as in the screenshot above). If the status of your return reads **Loaded & Validated**, you are now able to continue.

We are now asking schools to add notepad entries to COLLECT themselves when there are outstanding errors or queries on the return. You will see from the summary screen whether you have errors or queries. If you have, click on **Open Return**. You will now be able to view your Census return. Click on **All Errors** at the top of the screen to see your errors and queries.

To view more details about an error or query, click Details. Clicking on one of the data items that appear to the right of the screen will then take you to the appropriate record.

Blade Error Report – School Census 2025

Count 16

Rule No.	Return Level	Error Message	Priority	OK'd	Details		Notes
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗
2070Q		Please check: pupil's class type and year group incompatible	Queries	OK	Details		✗

Page 1 of 2 ...em being overwritten in the event of a resubmission. To do this, click **Return** towards the top right of the screen and then click the pencil icon under Return Level Notes. Click **Add New Note** and then type the error number you are referring to and the note before clicking Create.

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 Autumn 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 ****
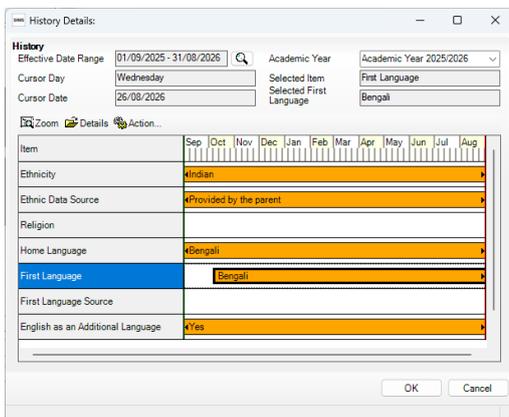

Additional Information

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.
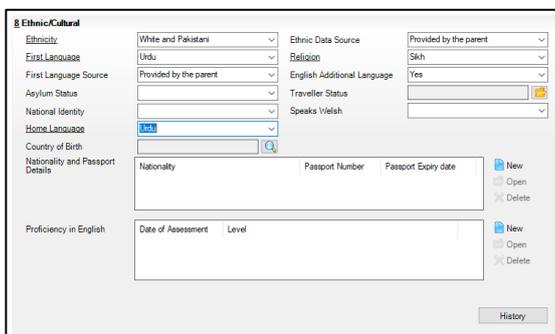

This will bring up a **History Details** screen. Double click in the orange box relating to the data item you've just edited. In this example, you would double click in the orange box reading *Urdu*, to the right of First Language.


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.**

022
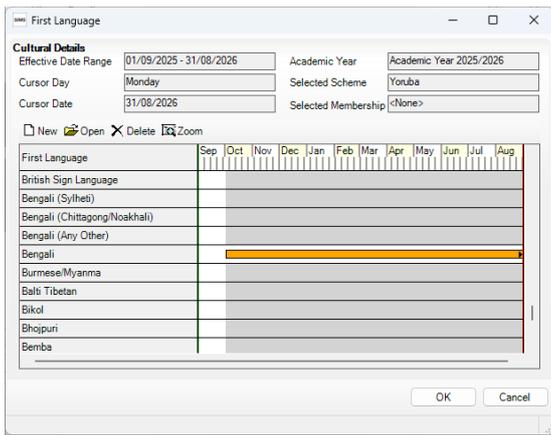
In order to change the date range, double click in the orange box. This will bring up the Add/Edit Date Range – you need to ensure that the 'Start Date' is before the Census date with the end date left blank. **Recommendation is that the start date matches the pupil's date of admission.**
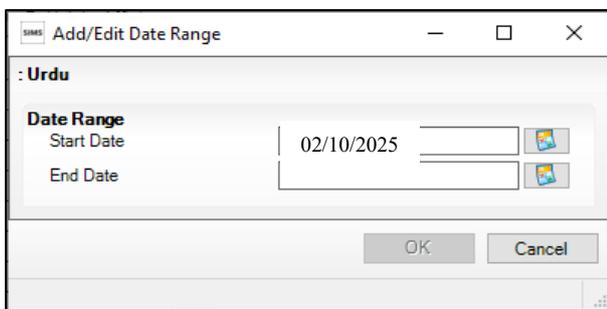
Click **OK** to all 3 open screens to take you back to the pupil record and remember to **SAVE**.   The Census should now pick up the changes**.** Don't forget to Create & Validate again.

Completing Headteachers Confirmation Sheet

Please note we are unable to approve your Census without a signed copy of the Confirmation Sheet for the Autumn 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 schools.capitadatateam@staffordshire.gov.uk
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
Gender recording
Free School Meals
Language Codes
Learner funding and monitoring
Temporary UPN's
Recording pupil / student names
Post 16 and Learning aims

Headteachers Confirmation Sheet
Autumn 2025 School Census

Please return this sheet to the Schools Data Team by
Thursday 09 October 2025

Return Methods:
Email to: **schools.capitadatateam@staffordshire.gov.uk** **OR** Upload to Perspective Lite

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:_____

Headteacher's declaration

Please note that you should thoroughly check the summary report from the School Census return before signing this declaration.

Key items to check are:

- **All notepads have been added to collect and are in the DfE format.**
- **All required COLLECT reports have been run, including duplicates and actioned appropriately.**
- No temporary UPNs should be on your return (these end with a letter and should be replaced with a permanent UPN before submission).
- All enrolment status of pupils have been checked and are correct.
- Post Looked After Children checks have been completed 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 actioned they key items above and checked the census summary report and all data in the Autumn 2025 School Census is complete and accurate to the best of my knowledge:

Signed: _____   Date: _____