

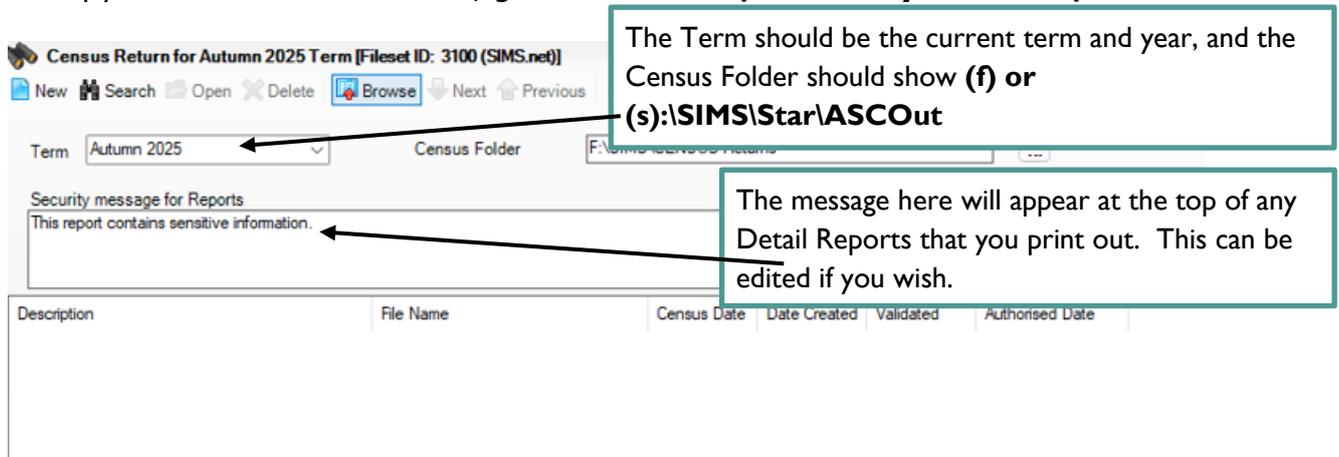
## Schools Data Team

Additional Notes – Copying and Resubmitting a School Census Return  
For: All Schools

# Copying your Return

Remember to make any necessary amendments to your pupil/student records before you copy your census return (and remember to edit the history if making the changes after census day). Note that **Hours at Setting** and **Funded Hours, Class Type, Top-Up Funding and PLAA** information can all be edited within the new copy of the return.

To copy a School Census return, go to **Routines | Statutory Returns | School Census**



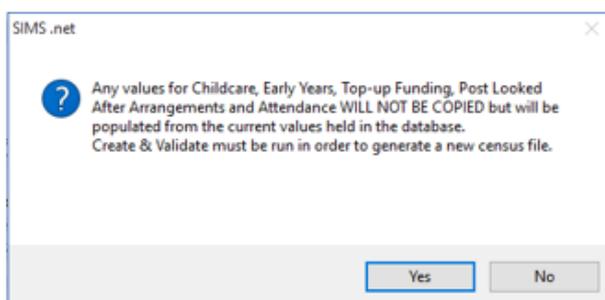
The Term should be the current term and year, and the Census Folder should show (f) or (s):\SIMS\Star\ASCOut

The message here 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

Your existing return should show in the browser (if not, click **Search**). Highlight the return you wish to copy and then click  **Copy**

You will get the following message up on screen. Click **Yes**.



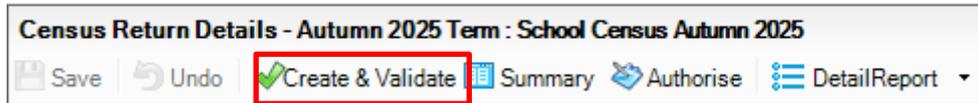
This will create a new return called **Copy of School Census Autumn**. Double click this return to open it.

You may wish to amend the description to something more meaningful – this information is purely for your use; it does not come in on the file.

This is an exact copy of the return you have already submitted. You do not need to **Calculate All Details** again on this return. Simply make any amendments needed to the return and you are then ready to **Create & Validate**.

## Validating your Census Return

You are now ready to check the return for errors.

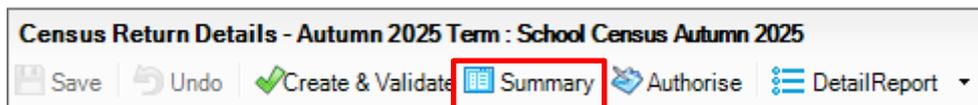


Click **Create & Validate**. You will now get a progress bar showing the validation process.

If errors are found, they will appear in the bottom half of your screen. These should not have changed since your original submission (unless caused by the amended data).

## 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 .net – it should appear on the task bar at the bottom of the screen as **School Census School Summary**. If you click this, it should bring the summary to the front).

The summary should be printed out (**File | Print**) and checked to ensure that any changes made have come through on the return. You can also use the Detail reports to check this if you wish.

## Authorising the Census File

To authorise the file, click . 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 Head Teacher authorisation screen.

This requires you to tick the box confirming that the Head Teacher 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.

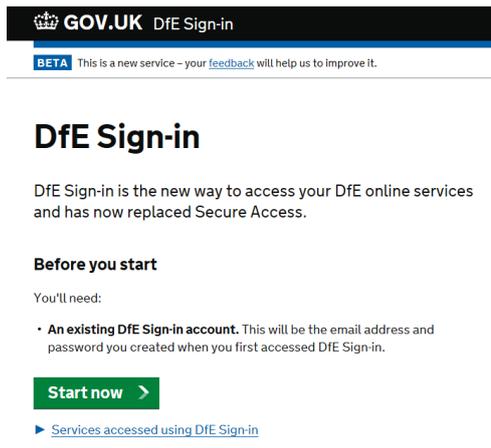
The name of the file that you will need to upload to COLLECT is listed on this authorisation report, make a note of this as you will need to be particularly careful that you are uploading the correct file.

# Uploading the Census File to COLLECT

To upload the file to COLLECT, follow the steps below.

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

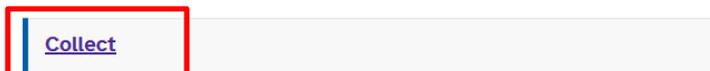
Open a web browser, e.g. Internet Explorer. The COLLECT website is now part of the Secure Access Website - <https://services.signin.education.gov.uk>.



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

## My Services

A list of services you have access to is displayed below. To access a service, please select the required link.



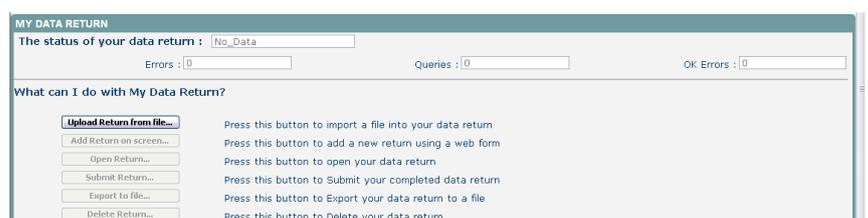
At this point, you will need to click the **Continue** button to proceed into COLLECT.

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

If **you are unable to see SchoolCensus (year)\_Autumn**, simply click **Select Data Collection**.

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

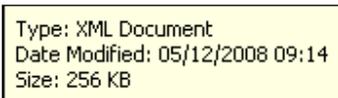
You will get a message at this point asking if you wish to overwrite existing data – this is OK.



Click **Browse** and navigate to **(f) or (s):\SIMS\Star\ASCOut.** (or your network drive where SIMS sits), where your Census file should be saved. 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 check you are uploading the correct 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.**

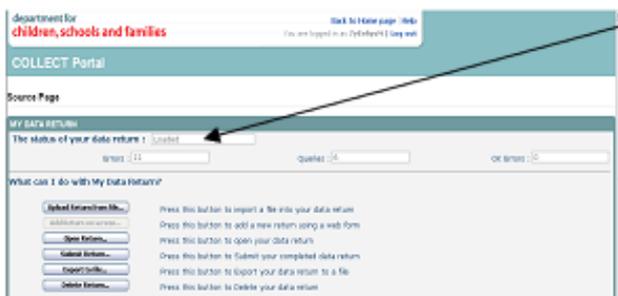


Double click the required file and then click **Upload**.

**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 you are logging back in to COLLECT after waiting for validation to take place, Select **SchoolCensus (year)\_Autumn** and then click Select Data Collection.**

**If you are continuing 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 notes 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 you 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 Autumn for the current year**

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	
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	

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The DfE recommend adding all notes at 'Return-Level' to avoid them 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.

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 correct, 1 x 1780Q – Confirmed correct, 2 x 2502Q – Pupils/students are dually registered and did not attend this establishment in summer term). There is further guidance available on our website of the type of comments it is appropriate to enter here.

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

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