

## SIMS School Spring Census 18<sup>th</sup> January 2024

Dear Colleague,

We would like to draw your attention to the following important school census information which is informed by current guidance from the [DfE](#).

Any further updates will be shared via email. School ICT customers can also check the news section at <https://www.schoolicts.co.uk/latest-news/>.

### Introduction

Requirements:

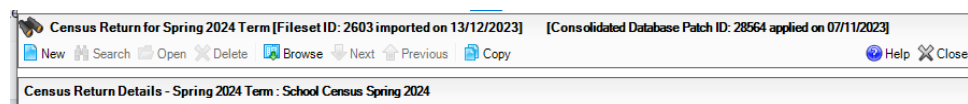
- You must be using SIMS.net version **7.214**

-Current Fileset for the Census is 2603- This is not suitable for authorising the return an update will be provided as soon as it is made available.

**NOTE:** The Fileset ID and the latest applied CDP (Consolidated Database Patches) ID are displayed in the census screen browser header.

**NOTE:** A message will also be displayed in the **Census Communications** panel warning census file is not suitable for submission until the fileset has been updated.

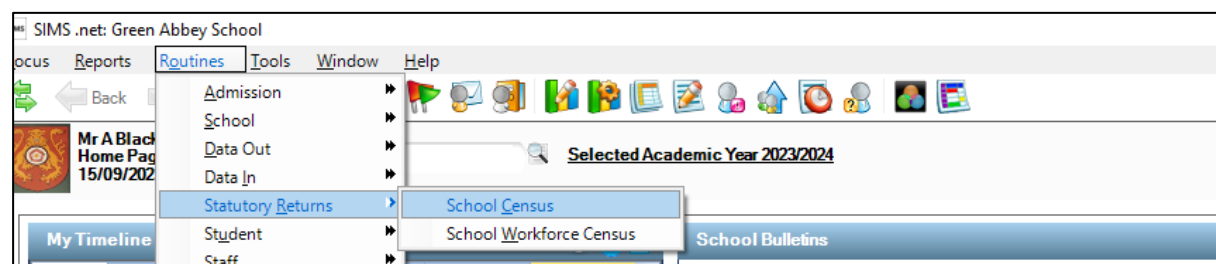
Validation rule error 1 will also show on the **Validation Errors Summary** until the fileset has been updated.



Validation Errors Summary				
Return Validated - 423 Validation rules failed (Errors - 379; Queries - 44)				
Student Search: [ALL] Total of displayed rows: 423 To resolve an error, click in row to navigate to the relevant screen				
Type	Sequence	Message	Location	Solution
F	1500	UPN missing.	Name: Alsop, Sabrina Date of Birth: 2007-08-05, Female/UPN:	# Go to Focus   Student   Student Details and add or issue a UPN.

### Accessing the Return

#### Routines | Statutory Returns | School Census



## Census Dates

Census Date	18/01/24		
Item	Date From	Date to	Notes
Attendance	01/09/23	31/12/23	
Suspensions and permanent Exclusions	10/04/23	31/12/23	2 Terms collected
Free School Meals	06/10/23	18/01/24	
Leavers with attendance	01/09/23	31/12/23	
FAM	01/08/23	18/01/24	
Leavers with permanent exclusion and final governor review	10/04/23	17/01/24	
Leavers with suspensions	10/04/23	31/12/23	
Leavers with funding and monitoring	01/08/23	18/01/24	
Leavers with alternative provision	05/10/23	17/01/24	

## DfE Submission Deadline

**Wednesday 14<sup>th</sup> February**

Your Local Authority may have an earlier deadline, please contact them for further details.

## Documentation to Aid with Completing the Return

We have uploaded all the latest ESS guidance for preparing and producing the return to the customer portals, along with our census Helpsheets.

Please see the links below to access all the latest information.

### turn IT on Link:

- [Customer Portal](#)

### School ICT Links:

- [Secondary Guidance](#)
- [Primary Guidance](#)
- [Guidance on Dates of birth and Curriculum Years](#)

## Known Issues

## Data Items Included in this Return

Full details of what is included in each return can be found via [DfE spreadsheet](#).

## Data Checking and useful Menu Routes

	Required	Menu route
School time	Enter total compulsory time pupils spend in school, in a typical 5-day week	Focus/School/School Details/Establishment Details
UPN	Check all pupils have UPN (Unique Pupil Number)	Quick search & enter ~U on the Homepage
Class Type	Ensure all pupils have a class type (Nursery or Other)	Tools Statutory return Tools Class type
Early Years	Ensure Hours at Setting, Funded Hours, Disability, Access Fund, 30 Hour code and Extended Funded Hours are recorded where applicable	Tools Statutory Return Tools Update Early Years
Early Years Pupil Premium	Ensure any eligibility is recorded	School Census Panel 4 Early Years Pupil Premium Receipt
Part Time indicator	All pupils attending less than 10 sessions a week have part time start date recorded	Pupil Details 2. Registration Part Time Details
Ethnicity	Check all pupils have Ethnicity recorded	Quick search & enter ~E on the Homepage or Bulk Update
National Curriculum year taught in	Check this is recorded correctly for all pupils taught out of year	Pupil Details 2.Registration Year Taught in
Service Children in Education	Check information has been recorded where applicable	Pupil Details 9. Additional Information  Service Children in Education
Top Up Funding	Check all eligible pupils are recorded	Tools Statutory Return Tools Update Top up Funding
Young Carer	Check Information has been recorded where applicable	Pupil Details 10. Welfare
Post Looked after	Check all eligible pupils are recorded (Must have parental/guardian permission & evidence)	Tools Statutory Return Tools Update Post Looked after Arrangements

First language	Check all pupils have first language recorded	Quick search ~F on the Homepage or Bulk Update								
Ethnic Data Source	Check all pupils have this completed	Routines Pupil Bulk Update								
First language Data Source	Check all pupils have this completed	Routines Pupil Bulk Update								
SEN	Pupils have up to date SEN information recorded. Pupils on roll with SEN provision E or K must have a need type recorded for the same time as the SEN status.	Pupil SEN Details								
Free School Meal Eligibility	All eligible pupils have a Free school Meal start date recorded and country.	Pupil 6. Dietary Eligible for Free School Meals								
Leavers	Ensure data items are updated before taking off roll e.g., all ethnicity and language is recorded before taking off roll.	Routines Pupil Leavers								
Admissions	Ensure all pupils have been admitted on Roll									
UPRN	Unique Property Reference Number- only included if using address validation service	Pupils 3. Addresses								
Address	Address information is entered correctly and includes postcode.	Pupils 3. Addresses								
Classes	Update activity at allocated time <table><tr><th>Last digit of your departmental number</th><th>Selected time</th></tr><tr><td>4, 7, 8 or 9</td><td>the selected time is one hour after the start of morning school</td></tr><tr><td>0, 1 or 5</td><td>the selected time is one hour before the end of morning school</td></tr><tr><td>2, 3 or 6</td><td>the selected time is one hour after the start of afternoon school</td></tr></table>	Last digit of your departmental number	Selected time	4, 7, 8 or 9	the selected time is one hour after the start of morning school	0, 1 or 5	the selected time is one hour before the end of morning school	2, 3 or 6	the selected time is one hour after the start of afternoon school	School Census panel 9 Primary and Panel 8 Secondary
Last digit of your departmental number	Selected time									
4, 7, 8 or 9	the selected time is one hour after the start of morning school									
0, 1 or 5	the selected time is one hour before the end of morning school									
2, 3 or 6	the selected time is one hour after the start of afternoon school									
Childcare	Update provision	School/ School Details								
Funding and monitoring	Update tutoring if applicable	Tools/Statutory Return Tools/Update funding and monitoring								

## Training

To see a full schedule of our training offering please click [here](#).

If you have training queries, please contact **turn IT on** or **School ICTS** (as applicable).

### Need further help?

Our Helpdesks are open from 08:00 until 17:00 so please do not hesitate to give us a call or log a ticket and we will help with your query.

#### **turn IT on**

Portal: <https://portal.turniton.co.uk/>

Phone number: 01865 597620 -

Option 2

Email: [mis.support@turniton.co.uk](mailto:mis.support@turniton.co.uk)

#### **School ICTS**

Portal: <https://my.schoolicts.co.uk/>

Phone number: 0345 222 6802 - Option 1

Email: [helpdesk@schoolicts.co.uk](mailto:helpdesk@schoolicts.co.uk)