

## 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

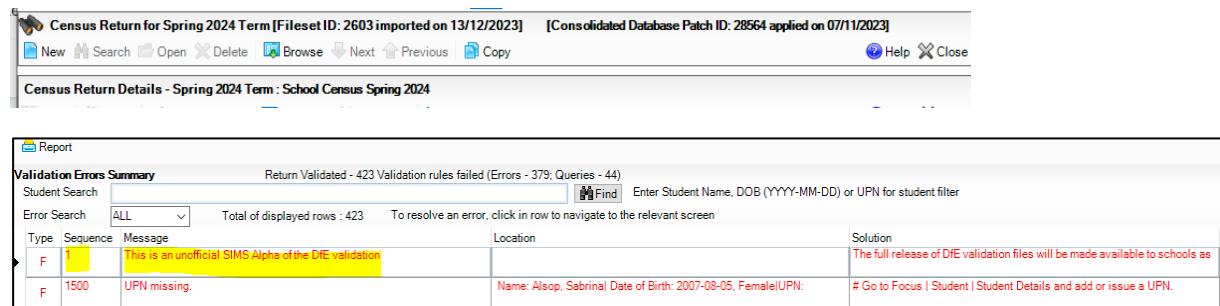
Requirements:

- 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.



**Census Return Details - Spring 2024 Term : School Census Spring 2024**

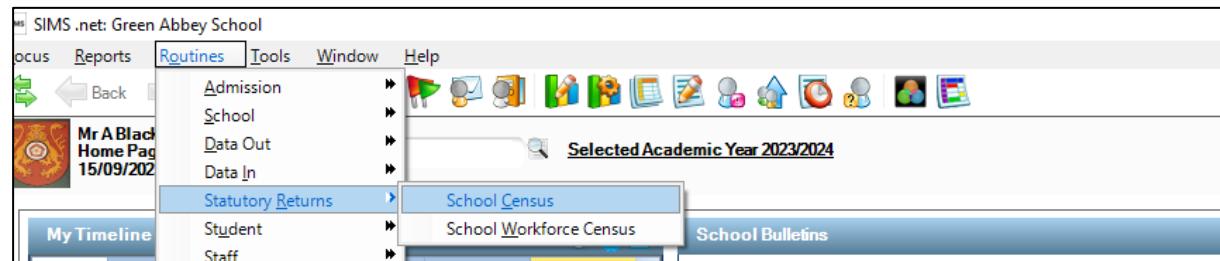
**Validation Errors Summary**

Return Validated - 423 Validation rules failed (Errors - 379; Queries - 44)

Type	Sequence	Message	Location	Solution
F	1	This is an unofficial SIMS Alpha of the DfE validation		The full release of DfE validation files will be made available to schools as
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



**SIMS .net: Green Abbey School**

**Routines**

- Admission
- School
- Data Out
- Data In
- Statutory Returns
  - School Census
  - School Workforce Census
  - School Bulletins
- Student
- Staff

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

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

## 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)