

SIMS

School Summer Census 16th May 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

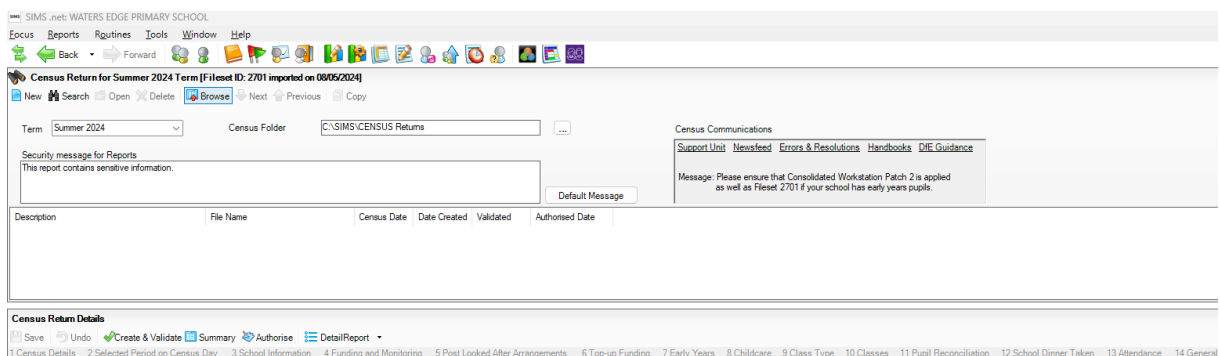
Requirements:

- You must be using SIMS.net version **7.216**

-Current Fileset for the Census is 2701 and ALL Nursery schools will also require CWPsp2 which must be applied BEFORE importing the fileset. More info on our portal:

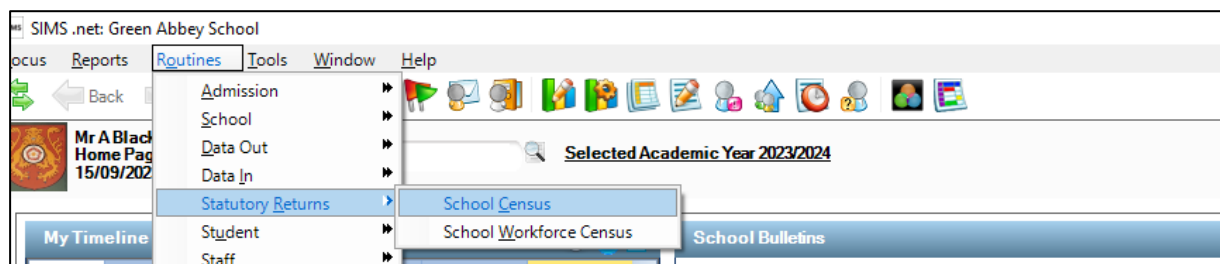
<https://my.schoolicts.co.uk/portal/kb?btn=46&text=fileset&entity=articles&id=487>

NOTE: The Fileset ID and the latest applied CDP (Consolidated Database Patches) ID are usually displayed in the census screen browser header, although the Patch isn't showing, even when applied:



Accessing the Return

Routines | Statutory Returns | School Census



Census Dates

Census Date	16/05/2024		
Item	Date From	Date to	Notes
Attendance	01/01/24	31/03/24	
Suspensions and permanent Exclusions	01/08/23	31/03/24	2 Terms collected
Free School Meals	19/01/24	16/05/24	
Leavers with attendance	01/01/24	31/03/24	
FAM	01/08/23	16/05/24	
Leavers with permanent exclusion and final governor review	01/08/23	15/05/24	
Leavers with suspensions	01/08/23	31/03/24	
Leavers with funding and monitoring	01/08/23	16/05/24	
Leavers with alternative provision	18/01/24- 15/05/24	17/01/24	

DfE Submission Deadline

Wednesday 12th June

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](#)

New Data Items for Summer Census

Early Years

Due to change in DfE guidance and the Early Years Provision the terminology and recording has now been changed. All eligible pupils will now use an Eligibility Code not 30hour code to access the provision which consists of 11 digits.

2 Columns have been added to account for these changes in the census: Extended Hours and Expanded Hours.

Expanded hours are collected for pupils aged 2 at 31/3/2024 if they have an Eligibility Code.

Census Term: Summer 2024 Update Hours Pupils View Age at 31/08/2023 All YTI All Reg All Status All

Pupils
Expanded Hours are collected for pupils aged 2 at 31/03/2024 if they have an Eligibility Code. Disability Access Fund and Extended Hours are NOT collected in the census for pupils aged 2 at 31/03/2024.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2023	Age at 31/12/2023	Age at 31/03/2024	Hours at Setting	Funded Hours	Disability Access Fund	Eligibility Code	Extended Funded Hours	Expanded Funded Hours
Aditya,Safia	22/12/2019	001964	N2	AM	3	4	4	30	15	No	12345678910	15	
Basir,Zoya	28/04/2020	001965	N2	PM	3	3	3	15	15	No			
Curson,Elle	20/02/2020	001967	N2	AM	3	3	4	15	15	No			
Dawson,Andrew	14/11/2019	001968	N2	AM	3	4	4	15	15	No			
Griffin,Branwen	30/06/2019	001970	N2	AM	4	4	4	12	12	No			
Hossain,Arya	18/01/2020	001971	N2	PM	3	3	4	15	15	No			
Howden,Odette	28/05/2020	001969	N2	PM	3	3	3	15	15	No			

4.3.2.9 Expanded free entitlement hours [Not for: CTC and NMSS] [used for funding] [From Summer 2024 census]

Expanded hours (N00787) records, for 2-year-olds pupils with working parents who hold a valid eligibility code, the number of expanded entitlement hours.

As with funded universal free entitlement hours and extended free entitlement hours, expanded free entitlement hours are recorded to two decimal places and it should be noted that this is a decimal of hours and therefore does not record hours and minutes. For example, where a pupil has 10 hours and 30 minutes, this is recorded as [10 plus (30 divided by 60)] equals 10.50 with 10 hours and 45 minutes quarter hours being [10 plus (45 divided by 60)] equals 10.75.

Please note: Where a child is in receipt of expanded free entitlement hours, the maximum expanded entitlement hours allowable is 15 hours.

This field must NOT include any hours funded under the universal entitlement for free early education, which should still be recorded against funded hours (N00204), nor should it include any extended entitlement hours, which should still be recorded against extended hours (N00201).

Census	Date of birth ranges and school type / pupil national curriculum year group	Maximum funded expanded hours
Summer 2024	2 year olds Born between 2021-04-01 and 2022-03-31 (inclusive) - with a valid eligibility code - all relevant schools and year groups	15 hours

Please note: In some circumstances, 2-year-olds may be eligible for both the 15-hour entitlement for disadvantaged 2-year-olds and the expanded entitlement but can only take up one of these entitlements. In those circumstances, children should be recorded against the disadvantaged entitlement.

	A	B	C	D	E	F	G	H	I
1	Age and Date of Birth Range for School Census Summer 2024 (range is inclusive)	Disability Access Fund	2 Year Old Basis for Funding	Funded Hours *1	Eligibility Code *2	Extended Hours (Funded)	Expanded Hours (Funded)	Unfunded Hours *4	Hours at Setting *3
2	2-year-olds born between 01/04/2021 and 31/03/2022	Yes *5	Yes	Yes *1	Yes *2	No	Yes	Yes *4	Yes
3	3-year-olds born between 01/09/2019 and 31/03/2021	Yes *6	No	Yes	Yes *2	Yes	No	Yes *4	Yes
4	4-year-olds born between 01/04/2019 and 31/08/2019 with YTI E1/E2/N1/N2	Yes *6	No	Yes	Yes *2	Yes	No	Yes *4	Yes
5									
6	*1 Sometimes referred to as Universal Funded Hours, which no longer applies as the funding for two year olds is restricted to those who are disadvantaged.								
7	*2 Required for Extended Funded Hours and Expanded Funded Hours. Replaces 30-Hour Code, which only applied to Extended Hours.								
8	*3 Hours at setting cannot be less than the sum of hours for columns D, F and G.								
9	*4 This is not provided directly to the DFE, but they can infer it from the difference between hours reported for column I minus the sum of of the hours reported for columns D, F and G.								
10	*5 Only where there is a 2-Year-Old Basis for Funding and Funded Hours.								
11	*6 Only where there are Funded Hours								

Full guidance can be found via

https://assets.publishing.service.gov.uk/media/65ba07e2ee7d49000d9849fe/2023-2024_School_Census_Business_and_Technical_Specification_Version_1.5.pdf

Known Issues

1. **3031 3034 3100 3140 Pupil level queries amended:** 1849Q and 1853Q.

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	
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	
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

School ICTS

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

Phone number: 0345 222 6802 -

Option 1

Email: helpdesk@schoolicts.co.uk