Autumn Census

3rd Oct

This is a reminder that the deadline to return the data to the Department for Education (DfE) is **Wednesday 30th October**. Please check with your Local Authority as you may be required to submit the data earlier.

Customer Support

We will be available to take calls throughout the collection period so please do not hesitate to contact the help desk if you require support. Alternatively, please log into the customer portal and log a ticket, detailing what you would like assistance with. To help us resolve any issues as quickly as possible, please provide any query or error numbers when logging your ticket.

- School ICT customer portal **https://my.schoolicts.co.uk/**

- turn IT on customer portal **https://portal.turniton.co.uk/**

Training is now available to book

We will be running census training sessions on the following dates; please use the links below to book your place. If a course is full please reach out and we can look to put on another date.

- SIMS Secondary Autumn Census - School ICT (schoolicts.co.uk) - Tuesday 24th September 9:30-12:30

- Arbor Census Training Combined (Autumn) - School ICT (schoolicts.co.uk) - Tuesday 24th September 9:30-12:30

- Bromcom Preparing For Post 16 Census - School ICT (schoolicts.co.uk) - Thursday 26th September 9:30-12:30

- SIMS Preparing For Post16 Autumn Census - School ICT (schoolicts.co.uk) - Friday 27th September 9:30-3:30

- SIMS Primary Autumn Census - School ICT (schoolicts.co.uk) - Monday 30th September 9:30-3:30

- [SIMS Secondary Autumn Census - School ICT (schoolicts.co.uk)](schoolicts.co.uk) - Tuesday 1st October 9:30-12:30

The full Autumn term training schedules can be found using the below links: -

- **SIMS courses:** [SIMS Training Autumn Term 2024](#)
- **Arbor Courses:** [Arbor Training Autumn Term 2024](#)
- **Bromcom Courses:** [Bromcom Training Autumn Term 2024](#)

SIMS Customers
Your SIMS.net must be on version 7.218 Summer upgrade with the latest fileset in the 2800 series. This must be fileset 2803 or higher to submit your census. Please note that ESS has advised this will not be available until w/c 23rd September. Without the latest fileset your Census will NOT be accurate.
Please check the website for the latest news before starting your census.

NOTE: The Fileset ID is displayed in the browser header when opening via Routines | Statutory Returns.

Consolidated Workstation Patch 4 is now available and should be applied.

For **School ICT** customers the patch has been released in Solus.

For **turn IT on** customers who have an updates and maintenance contract, the patch will be released on Tuesday 24th September after 4:00pm; please ensure everyone is out of SIMS.

For **turn IT on** customers without an updates and maintenance contract, the patch has been released.

The following dates apply for collection in this return: -

- **Attendance:** 01/04/24 - 31/07/24
- **Suspensions and Permanent Exclusions:** 01/01/24 - 31/07/24

- **Free School Meals:** 17/05/24 - 03/10/24

- **Leavers with Attendance:** 01/04/24 - 31/07/24

- **FAM:** 01/08/24 - 03/10/24

- **Pupils with Alternative Provision:** 16/05/24-03/10/24

- **Leavers with Permanent Exclusion and Final Governor Review:** 01/01/24 - 02/10/24

- **Leavers with Suspensions:** 01/01/24 - 31/07/24

- **Leavers with Funding and Monitoring:** 01/08/24 - 03/10/24

- **Leavers with Alternative Provision:** 16/05/24 - 02/10/24

Attendance changes reminder

Although not collected in this return, the new DfE codes must now be used for any attendance recorded from 19/08/2024. Full details can be found here.
Working together to improve school attendance - GOV.UK (www.gov.uk)

Early Years

- Funded hours, expanded, extended hours, and hours at setting.

- DfE guidance is as below: (full guidance can be obtained here)

  - Funded Expanded hours.

  - Funded Extended hours.

  - 2 Year Old basis for funding: The basis under which a 2-year-old has been funded whilst taking up a place in school will now be collected in each census and is not required for 2-year-olds taking up the expanded entitlement hours. This data is entered in Panel 3 of the census return.

SEN

This Census will also collect whether a pupil is a member of an SEN Unit or Resourced Provision. Schools and academies must only use this indicator where the resourced provision and SEN unit has been formally recognised as such by the local authority where the school is located. The school's Get Information About Schools (GIAS) record

should indicate if the school has resourced provision places.

Funding and Monitoring
Hours received will no longer be collected, just a list of pupils who have taken up this option.

Post 16 Census
The DfE had introduced two additional validation checks due to the number of schools returning inaccurate data, which has subsequently impacted the funding allocation. Please ensure that learning aims and programmes of study are checked carefully in your MIS, and that the Collect reports are also checked thoroughly once the return is submitted.

Known Issue: the following validation errors are being triggered when the traineeship is not selected.

Validation Error 2759: Traineeship must not be present for learning aims which started after 31 July of the current year.

Validation Error 2912: Traineeship must not be present for programme aims which started after 31 July of the current year.

This may be due to the changes the DfE have implemented to the validation file and we will provide further information at a later date.

Available Resources
We have updated the customer portals with the latest guidance.

School ICT customer portal: https://my.schoolicts.co.uk/
turn IT on customer portal: https://portal.turniton.co.uk/

Please select the link to MIS specific guidance below:

School ICT Customer portal links: -

- **Arbor**

- **Bromcom**

- **SIMS**

- **Scholarpack**

turn IT on Customer portal link: -

- **https://portal.turniton.co.uk/**

Go to **Files | MIS | Census - Pupils**

Useful Links for further DfE guidance

- School Census dates

- School Census changes

- Data items

- Generate and submit your return

- Find a school census code

- COLLECT user guide

- Spreadsheet of Data items for each census return

- Guide to summary report

Should you require any further support, please contact your MIS helpdesk: -

School ICT:

Contact: 0345 222 6802 Option 1, helpdesk@schoolicts.co.uk

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

turn IT on:

Contact: 01865 597620 Option 2, mis.support@turniton.co.uk

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