STATUTORY RETURNS SERVICE

Flexible, expert-led support for statutory returns and year-end MIS processes.

What is it?

Our Statutory Returns Services package is a flexible, remote, solution designed to support schools through key statutory returns and annual MIS procedures. Whether you need help with one return, or all of them, we work alongside your team to ensure data is clean, complete, and submitted correctly, saving valuable staff time and ensuring compliance.

Why choose School ICT?

- **Delivered remotely – no disruption in school**
- **Accurate and efficient – reduce risk and save time, delivered by our expert team**
- **MIS agnostic – SIMS, Arbor, Bromcom**
- **Flexible packages – pay only for what you need**
- **Real people – speak to the same dedicated consultant each time**

For more information visit:
www.schoolicts.co.uk

Pick & Choose Services Available

Choose, and pay, only for the services you need: -

Pupil Census (Autumn, Spring, Summer)

- Preparation and validation
- On-hand support during census week
- Error resolution and validation support
- Guidance on funding, attendance and enrolment data
- Collect upload and notes

School Workforce Census (Autumn)

- Help completing staff contracts, roles and pay data
- Error resolution and validation support
- Staff absence checking
- Pay scale and allowance updates

Key Stage Return

- Primary key stage including EYFS, Phonics, Key stage 1 and Key Stage 2 collections
- Support with report generation
- Support with DfE file generation and uploads

End-of-Year Procedures

- Academic rollover and calendar setup
- New staff/pupil entry and updates
- CTF creation for leavers
- Sibling links
- Register structure, year groups and class lists
- Optional data cleansing: duplicates, missing records, leavers

Catholic Census

- Preparation and validation
- On-hand support during census week
- Error resolution and validation support
- Guidance

Assessment

- Roll up marksheets
- Report card setup
- School Assessment Measures

School ICT
Transforming Learning Group