

Creating a Census Dry Run

- Select **Routines | Statutory Returns | School Census** to display the **Census Return for Summer Term** browser.

- Select an existing School **Census Folder** or enter a new location in which the School Census files will be stored. You may wish to make this a temporary folder for the purpose of producing a dry run.

IMPORTANT: Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.

- Click the **New** button to display the **Census Return Details** page.

- By default, the return **Description** is displayed as **School Census Summer 2022**. This **Description** can be edited if you wish.
- In the **Census Details** panel, click the **Calculate All Details** button to extract the required information from the SIMS database and display the results in the various panels of the **Census Return Details** page.
- If there is any missing or invalid data, an error message is displayed on the Status Bar. This data must be added/corrected before you can create and validate the return.

Creating a Census Dry Run

- Click the **Create & Validate** button to start the validation process. This may take some time. Any missing or invalid data is listed in the **Validation Errors Summary** panel, located at the bottom of the page.

Resolving Validation Errors and Checking Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel.

Type	Sequence	Message	Location	Solution
F	1500	UPN missing	Name: Abraham, Janel Date of Birth: 2005-05-19, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1500	UPN missing	Name: Reid, Rosiel Date of Birth: 2009-03-07, Female/UPN:	# Go to Focus Student Student Details and add or issue a UPN.
F	1840	Pupils aged 5 and over Language missing or invalid.	Name: Henderson, Jacki Date of Birth: 2010-05-07, Male/UPN: K9232999140	# Go to Focus Student Student Details Ethnic/cultural panel and enter First language
F	2350	Insufficient Address information provided.	Name: Bains, Kirki Date of Birth: 2005-01-18, Male/UPN: H820200109012	# Go to Focus/Student/Student Details Addresses and edit pupil's address
Q	1601Q	Please Check: Pupil's age is out of range for school type.	Name: Sungeill, Sikaiste Date of Birth: 2008-03-28, Female, Age: 12/UPN: 68	# Go to Focus Student Student Details and enter pupil's date of birth.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth:	Name: Bennison, Hugo Date of Birth: 2013-02-03, Male/UPN:	# Go to Focus/Student/Student details and check for duplicate pupil record.
Q	1620Q	Please check: duplicate pupil records with the same Surname, Forename, Gender and Date of birth:	Name: Bennison, Hugo Date of Birth: 2010-02-03, Male/UPN: V82329991400	# Go to Focus/Student/Student details and check for duplicate pupil record.
Q	1785Q	Please check: Pupil record with an address details.	Name: Roberts, Cate Date of Birth: 2013-08-14, Female/UPN: F9722999140	# Go to Focus/Student/Student Details Addresses and edit pupil's address.

The **Validation Errors Summary** panel header displays the number of errors and queries found when the Create and Validate routine was run. A pupil and error search facility is also available.

The following information is provided to help with the resolution of validation failures:

Type - the type of validation rule.

- Failure (**F** displayed in red) indicates an error that **must** be resolved. The census **must not** be submitted with any errors unless we advise you that the error will be accepted by the DfE.
- Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be considered and corrected, if necessary.

Sequence - the validation error or query number.

Message - the validation error or query message text.

Location - the specific record in SIMS that contains the error or query.

Solution - the SIMS menu route and/or instructions about where/how the error can be corrected or the query checked.

TIP: Using the Solution hyperlinks

When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

*A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.*

Click the required hyperlink to display the specific area in SIMS where the record(s) can be checked/corrected.

To assist in the viewing of errors and queries:

When the mouse pointer is hovered over a **Message**, **Location** or **Solution**, hover help displays the entire content of that cell.

- a. The Student Search functionality can be used to display all errors and queries relating to a particular pupil.
- b. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field.

Creating a Census Dry Run

- c. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
 - d. Click the **Find** button to display the applicable validation records.
- Use the **Errors Search** to display the required error or query you want to view. Select **ALL, ERRORS, QUERIES** or the required number from the drop-down list. The total number of rows that relate to the selected validation is displayed adjacent to the **Error Search** field.
 - By default, when **ALL** is selected from the **Errors Search** drop-down list, the errors are displayed at the top of the list.

The order of the items in the list can be changed by clicking the appropriate column heading. The width of the columns can be changed by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of validation failures by clicking the **Report** button (located above the **Validation Errors Summary** panel, on the left-hand side). The report is displayed in your web browser, from where it can be printed or transferred to another application, if required.

The report is saved automatically in the **Census Folder** (specified previously via the census browser). The original report, which was generated when the **Create & Validate** button was clicked is also stored in this folder.

- Your generated report file name: **Validation Errors Summary.HTML**
- Original report file name:
<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_ValidationErrorsSummary.HTML

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

*NOTE: All errors **must** be resolved, and all queries **must** be investigated.*

If at any point you want to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

Many of the errors generated can be fixed quickly using bulk update functionality (via **Routines | Pupil | Bulk Update**).

Producing Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return.

The following reports are currently available, depending on your school's phase:

- On-Roll Basic Detail Report
- SEN Report
- Address Details Report
- Top-up Funding Report
- Post Looked After Arrangements Report
- Free School Meal Eligibility Report
- Leavers Basic Details Report
- Exclusions Report
- Permanent Exclusions without Final Review Report

Creating a Census Dry Run

- Attendance Report
- Absentees Report
- Funding and Monitoring Report
- Alternative Provision Report
- Class Report (applicable to Primary schools only)
- School Dinner Taken (applicable to school children in Reception, Year 1 and Year 2 only)
- Early Years Report (applicable to schools with Early Years children only)
- Early Years Pupil Premium Receipt (EYPPR) Report (applicable to schools with Early Years children only)
- 2 Year Old Basis for Funding Report (applicable to schools with Early Years children only)
- Learner Support Report (applicable to Special and Pupil Referral Units only).

Generating Detail Reports

Reports can be generated individually or by selecting the **Multiple Reports** option.

Selecting a Single Detail Report

Select the required report from the **Detail Report** drop-down list, located at the top of the **Census Return Details** page. The selected report is generated automatically and displayed in your web browser.

Selecting Multiple Detail Reports

- Select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog. By default, all detail reports are selected.
- If any reports are not required, deselect the associated check boxes.
- Click the **Report** button to generate the selected reports, which are displayed in your web browser.

The reports are saved automatically in the folder specified in the **Census Return for Summer Term** browser.