

Preparation for the Summer Census 2022, Thursday 19 May

After the spring 2022 SIMS upgrade, schools can begin preparation for the summer census, to be run on Thursday 19 May 2022 or soon after.

You will need to be on SIMS version 7.204. You can tell by looking at the splash screen when you first log into SIMS.

After this census, the next is due on Thursday 6 October 2022.

Dry Runs

As in previous years we strongly advise schools to carry out dry runs in preparation for the Spring Census. For any new intake, it is very important that a new privacy notice has been issued to parents/pupils. Please ensure yours is up to date.

It cannot be emphasised enough the importance of doing a dry run in advance of the day. Dry runs help with:

- clearing up any gaps in the data, ensuring that there is a high level of data quality
- Allowing us to support you in the event of any technical problems in SIMS, well in advance of census day itself.

Note: In some areas, entering data into fields after the date of the census will lead to validation errors even where the data looks correct. This is because SIMS is date-sensitive and data entered after census day may fail validation rules. Editing will then be required to rectify these issues. This particularly applies to ethnicity and SEN data fields.

It will not be possible to start your Dry Run until you have entered the cumulative totals for Summer in Update Funding and Monitoring – Tools | Statutory Return Tools | Update Funding and Monitoring

How has the School Census Summer Return Changed since Last Year?

School Census Summer 2022 Return Key Dates

Primary and Secondary phase schools:

- Census date 19/05/2022
- Attendance collected from 01/01/2022 to 17/04/2022
- Exclusions collected from 01/08/2021 to 17/04/2022
- Free School Meal collected from 21/01/2022 to 19/05/2022
- Alternative Provision Placements collected from 21/01/2022 to 19/05/2022
- Learner Support collected from 01/08/2021 to 19/05/2022 (**secondaries only**)
- Funding and Monitoring collected from 01/08/2021 to 19/05/2022.

Special schools:

- Census date 19/05/2022
- Attendance collected from 01/01/2022 to 17/04/2022
- Exclusions collected from 01/08/2021 to 17/04/2022
- Free School Meal collected from 21/01/2022 to 19/05/2022
- Alternative Provision Placements collected from 21/01/2022 to 19/05/2022
- Funding and Monitoring collected from 01/08/2021 to 19/05/2022
- Learner Support collected from 01/08/2021 to 19/05/2022.

Census Return Browser Information

The **Census Return** browser now includes the following information:



- **Census Communications** message box - the message box includes links to the newsfeed, errors and resolutions document, handbooks, DfE guidance and Support Unit website (if available). Any additional information to help with the completion of the return is also displayed, if applicable.
- Fileset - if a post-release fileset is imported, the import date is displayed in the browser.
Consolidated database patch - if a post-release consolidated patch is applied, the patch ID and run date are displayed in the browser.

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Entering Support Unit Details

The details entered in the **Support Unit Details** panel are *not* collected in the census. However, a link to your school's support unit website is available from the **Census Return** browser, provided it has been recorded in this panel.

- Select **Focus | School | School Details**, then navigate to the **Support Unit Details** panel.

Z Support Unit Details			
Telephone	<input type="text" value="00000 123456"/>	Main Contact	<input type="text" value="M Smith"/>
Email	<input type="text" value="support.unit@details.com"/> 	Website	<input type="text" value="SupportUnitWebsiteHere"/> 

- Enter <https://www.sgsts.org.uk/> in the website address. To check that the address is correct, click the **View Website** button adjacent to the **Website** field.
- Enter the **Telephone** number (including the STD code) – 01454 865300 and **Email** address IMSsupport@integra.co.uk
- Enter IMS Service Desk as the **Main Contact**.
- Click the **Save** button if changes have been made.

Funding and Monitoring - New Panel

A read-only panel has been added to the **Census Return Details** page. The new **Funding and Monitoring** panel displays pupils with funding and monitoring information only.

The panel includes a **Recalculate** button, and an **Edit** button, which takes you to the **Update Funding and Monitoring** page (also available via the **Tools** menu).

Funding and Monitoring - Updating

Tools | Statutory Return Tools | Update Funding and Monitoring

An additional column is provided on the **Update Funding and Monitoring** page to enable the total number of hours for the whole academic year to be entered. The value entered in this column must be greater than or equal to the cumulative hours at the summer census. The values entered in the **Total Hrs for the Acad Yr** column are *not* reported in the census.

Where the number of hours fail validation, the cell displays a red background and an explanation is displayed in the footer.

To deselect school-led tutoring, all of the existing hours must be removed for the selected pupil(s). Clicking the **Undo** button reverts the changes, if required.

Funding and Monitoring - Recording Hours

Tools | Statutory Return Tools | Update Funding and Monitoring

It is now possible to record up to 999.99 hours in the following columns:

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- Cumulative Hrs at Aut Census
- Cumulative Hrs at Spr Census
- Cumulative Hrs at Sum Census
- Total Hrs for the Acad Yr.

Funding and Monitoring - Person Data Output Report

Routines | Data Out | Person Data Output

The following Funding and Monitoring data items have been added to the Person Data Output (PDO) report:

Year, school led tutoring, cumulative hours at Autumn, Spring and Summer, total hours for the academic year and notes.

School Census Return Process Flow

The following provides a brief outline of the steps involved in producing the School Census Summer 2022 return. If data has been regularly and accurately maintained, many of the activities in this document are unnecessary. However, it is advisable to check to ensure that the information is up-to-date.

1. Upgrade to the SIMS 2022 Spring Release (7.204) or later.
2. Carry out one or more dry runs to identify any errors that may exist in your data.
3. Ensure that the relevant pupil and school data exists in SIMS and that it is complete and correct. Use the Bulk Update routine (**Routines | Pupil | Bulk Update**) to add missing or correct invalid data, if required.
4. Complete the information on the **Census Return Details** page.
5. Create and validate the return.
6. Resolve any validation errors/queries and then create and validate the return again.

Continue to resolve the validation failures then repeat the Create and Validate routine until you are satisfied that the content of the return is correct.

The detail reports and Summary report can be generated to assess the accuracy and completeness of the return.

7. Provide the Head Teacher with the latest copy of the Summary report to enable them to check that all information is correct before they give approval for authorisation of the return.

The Summary report can be used in conjunction with the detail reports.

8. Once approval has been given, authorise the return (**Routines | Statutory Returns | School Census – Authorise** button).
9. Upload the return to the DfE COLLECT data collection website or submit it to your Local Authority, as applicable.

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The Dry Run Process

- 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 NOTES: 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.

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- 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: K923299140	# 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: H82020109012	# 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: Sungail, Skaislei Date of Birth: 2008-03-28, Female, Age: 12/UPN: 88	# 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: V8232991400	# Go to Focus/Student/Student details and check for duplicate pupil record.
	2350Q	Please check: Pupil record with no address details.	Name: Beliecki, Tula Date of Birth: 2013-09-14, Female/UPN: C923299140	# 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.

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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.
- The Student Search functionality can be used to display all errors and queries relating to a particular pupil.
 - a. Enter all or part of a UPN, pupil's surname or date of birth in the **Student Search** field.
 - b. Select the required record from the **Student Search** drop-down list to populate the **Student Search** field.
 - c. 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 **Errors 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.

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.