

Preparation for the Summer Census 2021, Thursday 20 May

After the summer 2021 SIMS upgrade, schools can begin preparation for the summer census, to be run on Thursday 20 May 2021 or soon after.

You will need to be on SIMS version 7.198. You can tell by looking at the splash screen when you first log into SIMS.

After this census, the next is due on Thursday 7 October 2021.

Yellow items refer to Secondary and All through Schools only

Red items refer to newer or significant items for this Census that your Head may wish to review.

School Census

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. For guidance on this statutory requirement you should look at the document, available on [the IMS SharePoint website](#).

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.

All schools should upload the **.xml** file to the DfE Collect website which will be named as follows:

- South Gloucestershire Schools: 803xxxx_SC2_803LL21_00x.XML
- Bristol Schools: 801xxxx_SC2_801LL21_00x.XML
- Wiltshire Schools: 865xxxx_SC2_865LL21_00x.XML
- North Somerset Schools: 802xxxx_SC2_802LL21_00x.XML
- Bath and North-East Somerset: 800xxxx_SC2_800LL21_00x.XML

You should use your login for the DfE **Secure Access** website. The local authority cannot reset any passwords for the secure access website. If you need credentials reset, please use the service

Preparation for the Summer Census 2021, Thursday 20 May

desk request form on the DfE website [here](#). Please note that a response from this site can take some days.

Headteachers and their responsibilities

The headteacher is responsible for the review and authorisation of census data, prior to submission to the local authority or direct to the department. Authorisation by the headteacher confirms that the data submitted to the DfE is accurate and correct.

Preparation for the Summer Census 2021, Thursday 20 May

Checks to carry out - secondary items only in yellow . New or significant changes in red	Check ✓
<p>SIMS Release Ensure you are on SIMS 2021 Summer Release (SIMS 7.198) to enable dry runs to be carried out</p>	
<p>Fileset Check which version of the fileset your computer is running. Check our website for updates on filesets (we will update Primary Schools with the latest version as it is released). Currently the new Filesets start at 1800</p>	
<p>Privacy Notices Have I issued the Privacy notice to Parents and/or pupils at the start of the Academic Year for all the new Year R or Year 7 intake AND for any joiners since September? The template for this is available on the IMS website https://www.sgsts.org.uk/ICT/IMS/IMSSubscribers/SitePages/Privacy%20Notices.aspx</p>	
<p>School Details Please check in your SIMS in Focus School School Details, please check that key information about the school is accurate including the name of the Head teacher. Note that schools are now required to amend school information directly with the DfE using this link.</p>	
<p>Attendance Ensure that all your Attendance data is up to date. Go to Focus Attendance/Lesson Monitor Deal with Missing Marks Change the dates to 01/01/2021 to 04/04/2021 Whole School Search Open. Any missing marks can be entered on this screen.</p>	
<p>Exclusions Check exclusions information – exclusions collected from 01/08/2020 to 04/04/2021. Permanent exclusions are only collected if a final review date exists.</p>	
<p>Ethnicity and First Language Are these areas up to date before the Census deadline and have I checked that all students have an ethnic code and NOT just 'Not Yet provided' nor 'unknown'? The Home Language field is not needed for Census. Please keep these fields maintained even though the Autumn and Summer Census do not collect Ethnicity. We have removed the Home Language field from most school's system and so should no longer cause confusion. Please call the helpdesk if you need it either removed or added.</p>	
<p>Free School Meals Have I reviewed the list of Free School Meal eligibility sent to me recently by the Data Validation team and ensured these data are accurately recorded in SIMS? Along with the Service Children Indicator flag, accuracy in the area of Free School Meals is very important for your Pupil Premium Funding. Please ensure there are no future end dates recorded.</p>	

Preparation for the Summer Census 2021, Thursday 20 May

<p>When entering Free School Meal dates you are now required to enter Country. For existing entries when running Census, the system will default to England so there is no need to backfill where the field is blank.</p> <p>Pupils with Service Parents in Categories 1 or 2 should not also be recorded as being entitled to Free School Meals. An error of 1741 will be generated in the Census if this is true. Call the Service Desk for advice if this occurs.</p>	
<p>Universal Infant Free School Meals (UIFSM) - primary, infants and all-through schools</p> <p>For primary phase schools, users of SIMS Dinner Money will need to ensure that you maximise the numbers taking the free school meal that day for those in Years R, 1 and 2. The figures will be automatically collected in the Census return. Non-users of SIMS Dinner Money will need to take note of those taking the UIFSM and enter this manually into the Census screens or auto-calculate them from Attendance. See later in the notes for guidance. See Appendix A for more information about UIFSM.</p>	
<p>Top up funding</p> <p>Have I checked the names of those pupils attracting this funding? We are confident that schools will already know who these pupils are, but where the Bursar/Business Manager or SEN Co-ordinator is unaware of the names then we are advising schools to speak to their local authority SEN contact. There are new routines in the SIMS software to capture this data item. See later in the notes for guidance.</p>	
<p>PLAA (Post Looked After Arrangements) formerly known as Adopted from Care indicator</p> <p>This attracts additional funding to schools. Remember to handle the collection of this data with the utmost discretion. See later in the notes for guidance.</p>	
<p>ULNS</p> <p>Have I checked that pupils from Year 9 have been issued with a now compulsory ULN? (Secondary schools and Special Schools with Year 9 pupils). Remember to avoid generating new UPNs where they are missing. Contact the Service Desk for advice on missing UPNs if necessary.</p>	
<p>Learner Support Code</p> <p>Have I collected information about Learners entitled to bursaries and entered these into SIMS? With the ending of the EMA, some pupils are now entitled to bursaries. This is collected in the summer census.</p>	
<p>Connexions/Youth Support Services agreement</p> <p>Has this field been updated since the last Census? For schools with pupils of Secondary school age, it is important that the use of No or Unsought is kept to a minimum. Issuing the Privacy notice to parents allows them the opportunity to opt out of this requirement. Only at that point should No be considered as an option in the return. SIMS now displays the field that was 'Connexions' as YSSA but the data held against the old field should have been retained.</p>	
<p>Once you are happy all the above data is correct continue below and do a Dry Run</p>	

Preparation for the Summer Census 2021, Thursday 20 May

Go to Routines Statutory Returns School Census . Check that it says Summer 2021. Create a New Census Return	
Create and Validate and resolve any validation errors/queries then create and validate again	
Continue until all errors/queries have been resolved	
Create the Summary/Detailed reports and check details	
Provide the Head with the Summary/Detailed reports to check	
Once the Head has agreed - authorise the return	
Upload your Census return via Collect	

Further details on some of the above items

Ethnicity

This is now only collected in the Spring Census and so you may not have received an error message if this information was missing in your return. Use **Routines | Student/Pupil | Bulk Update** to amend the field as required before the Census date.

An Ethnicity code should have been applied to all pupils and the use of the 'Information not Yet Obtained' code kept to a minimum. That code should only be assigned where a pupil has just arrived in the school and there has been no time to find the correct ethnic code. Further, the use of 'other' as the source of ethnic code should also be avoided.

Attendance and Exclusions Data

We have issued clear guidance on entering Exclusions and Attendance data which can be found on the IMS Website. As a reminder, we strongly advise that schools use the global tools in the Attendance module to find any missing or code N attendance marks using the route **Focus | Attendance/Lesson Monitor | Deal with Missing Marks or Deal with Unexplained Absences**

Data will now be collected on **all** categories of school attendance, rather than just absence.

The following will now be collected:

- Total number of sessions attending approved educational activity
- Total number of sessions unable to attend due to exceptional circumstances
- Total number of sessions not attending in circumstances relating to coronavirus (COVID-19)
- All those exclusions with start dates between 1 August 2020 and 04 April 2021. Note that permanent exclusions are collected **only** if a final review exists

Free School Meals

For advice on eligibility please contact your Local Authority Free School Meals team.

The DfE does not expect free school meal (FSM) end dates to be entered by schools during the transitional period to universal credit. There are exceptions to this expectation; the DfE states:

Preparation for the Summer Census 2021, Thursday 20 May

- where a parent has been informed of the FSM protection and they have still indicated that they do not wish the child to be recorded as FSM eligible and receive a free school meal. This should not be confused with a parent's request to end a free school meal claim with a change in their circumstances which are now protected;
- where a pupil transfers from another UK country – their non-English FSM must have an FSM end date;
- claimants who qualify through support under the Immigration & Asylum Act 1999 or the guarantee element of the Pension Credit, their benefit(s) will not be replaced by universal credit and therefore the pupil's FSM entitlement will not be protected. They will only be entitled to a free school meal as long as they retain the benefit. In such cases where the parent has notified the school that these benefits have ended an FSM end date should be recorded.

Please ensure you check the Census Detailed Report against the LA list.

For South Gloucestershire Local Authority support about Free School Meal data contact:
CAHSupportDesk@southglos.gov.uk

For B&neS local authority support about Free School Meal data contact: Free School Meal enquiries on 01225 394317, freeschoolmeals@bathnes.gov.uk

Other local authorities should contact their local authority data teams.

Learner Support Code

The Learner Support Code indicates the type of financial support awarded to pupils beyond compulsory school leaving age at any point in the academic year of the School Census. Whilst schools may be able to record in their systems other types of financial support awarded to these pupils, the School Census will only collect the following two types of financial support awarded:

- Vulnerable group bursary (Code 55)
- Discretionary bursary (Code 56)

These types of financial support relate to the government's new bursary fund to help the most vulnerable 16-19 year olds in full-time education.

Note there may be a requirement to back fill this for any leavers who were also entitled to either of the above bursaries.

The Unique Learner Number

A Unique Learner Number (ULN) is required for all pupils on roll, aged 14, and over on census day.

ULNs are assigned to students over the age of 14 in publicly funded education and training. They are allocated and managed by the Learning Records Service (LRS) and will remain with the individual for their lifetime. To acquire and verify ULNs, and make minor updates to student data, schools should send partial Common Transfer Files (CTFs) from their management information

Preparation for the Summer Census 2021, Thursday 20 May

systems to LRS via the Department's secure data transfer system, School to School (s2s). A partial CTF will be returned to the school via s2s with the requested ULNs.

We strongly advise action on this requirement well before the Census date as collecting the ULNs can be delayed from S2S.

Top-up Funding Indicator

This true/false flag is included to indicate those pupils on roll on census day for whom a school receives top-up funding from the local authority, or in the case of a PRU the top-up funding could be from a local authority or a school.

Top-up funding is supplied by local authorities from their high needs budget directly. In the case of PRUs the top-up funding will come from a local authority's high needs budget directly or through schools. In both cases the top-up funding relates to individual pupils and the time they are in the school or PRU, and is to meet the costs of their support which are additional to the support costs expected to be met from the school or PRU budget share.

In schools it is expected that most pupils for whom top-up funding is paid will also have a statement of special educational needs (SEN), but this is not an automatic link and it will depend on the local policy on statements of SEN.

This data item will be used for funding allocation purposes, and to inform the development of the high needs funding system in the future.

PLAA - Post Looked After Arrangements (formerly known as Adopted from Care)

The Performance and Reporting team, along with the Social Care team, provided further guidance on how schools should approach the collection of this sensitive data item during the summer 2014 census period. If you have any further queries about this matter, please email [the Performance and Reporting team](#).

This data item will identify those children on roll on census day who were looked after immediately before adoption, being placed on a special guardianship or residence order. It will be up to those who have parental responsibility (adoptive parents, special guardians and carers of former looked after children on residence orders) to decide if they wish schools to know whether such children have been adopted, or are under a special guardianship order or a residence order.

Schools will be able to record the information using the following code set. Only one of the values will apply to each pupil and a school's MIS should provide a default value of N – not declared. Schools are now asked to include in this data return all children adopted from care and not just who were adopted from care after 30 December 2005. All are now eligible to attract the pupil premium this financial year. A code C has replaced code R (residence orders) for those previously with child arrangement orders. Please check the code for all eligible students before submitting your return.

Code	Description
N	Not declared
A	Ceased to be looked after through adoption
G	Ceased to be looked after through a special guardianship order (SGO)

Preparation for the Summer Census 2021, Thursday 20 May

C	Ceased to be looked after through a Child Arrangement Order (CAO)
---	---

As part of the Government's adoption reform programme the Department is considering a range of information that will help to inform thinking in relation to post-adoption support. Very little is known about the attainment of children adopted from care because they automatically get a new UPN and the Department wants to have better information, collected via this new data item on a voluntary basis, to feed into that process.

Schools are reminded that this is a particularly sensitive data item. Schools should ensure that, as for other pupil level data items, they comply with their responsibilities with respect to the Data Protection Act when processing this data.

For further information go to the [DfE guide to completing the school census](#)

Preparation for the Summer Census 2021, Thursday 20 May

Appendix A

Universal Infant Free School Meals (UIFSM)

Where a pupil is absent, then School Dinner Taken cannot be claimed but where there are exceptional circumstances schools may change the day to one that is more representative.

Applicable to schools with pupils in Reception, Year 1 and Year 2

The **School Dinner Taken** panel displays all pupils in Year R, Year 1 and Year 2 who are on-roll on census day.

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Akeman	Steven	2	2GH	Single Registration	✓
Alala	Candis	1	PINE	Single Registration	
Alamilla	Sofia	2	2JB	Single Registration	✓
Alyona	Tatyana	R	PINE	Single Registration	
Andrews	Richard	R	ASH	Single Registration	✓
Balik	Karolina	2	2GH	Single Registration	✓
Banin	Valeriya	2	2JB	Single Registration	✓
Banks	Chloe	2	2GH	Single Registration	✓
Barden	Olivia	1	PINE	Single Registration	
Barrick	Molly	2	2JB	Single Registration	✓
Bartram	Piers	R	ASH	Single Registration	

By default, the **Reference Date** is set to 20/05/2021 (census day). If, due to exceptional circumstance, e.g. flooding, pupils were unable to take a school dinner on census day, the reference date can be changed to a date that reflects the situation. However, the reference date must be within the Summer term date range (05/04/2021 to 31/07/2021). You can enter data manually, calculate from Dinner Money (if used), or calculate from Attendance.

You can see the **Total Taken** and **Total Not Taken** at the bottom.

Enter Data Manually

Tick each pupil that had a lunch provided by the school on the Reference Date by clicking in the School Dinner Taken column.

You can use the **Tick All** button to tick every pupil in the list. Click a tick to remove it from any child that was absent or brought a packed lunch. The Reset button will remove all the ticks from the grid.

Calculate from Dinner Money

Clicking this button will populate the ticks based on the information entered into Dinner Money for the Reference Date.

If SIMS detects missing information you will see a message advising you that Dinner Money information is incomplete.

Calculate from Attendance

Clicking this button will place ticks against all pupils present on the Reference Date. Users will need to remove the ticks from any pupils that brought a packed lunch or went home at lunchtime.

Preparation for the Summer Census 2021, Thursday 20 May

If missing attendance marks exist you will see a message warning you that missing marks have been interpreted as absent and no dinner taken.