

Preparation for the Spring Census Thursday 20 January 2022

After the autumn 2021 upgrade to SIMS, schools can begin preparation for the spring census, to be run on Thursday 20 January 2022.

You will need to be on SIMS version 7.202. You can tell by looking at the splash screen when you first log in to SIMS.

After the spring census, the next census is due on 19 May 2022.

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. Complex editing will then be required to rectify these issues. This frustrates users but can be avoided if data corrections are done in advance. This particularly applies to ethnicity and SEN data fields.

Each school should return just one file for Census to the DfE Collect website which will be named as follows:

- | | |
|---------------------------------|-----------------------------|
| • South Gloucestershire Schools | 803xxxx_SC1_803LL22_00x.XML |
| • Bristol Schools | 801xxxx_SC1_801LL22_00x.XML |
| • BANES Schools | 800xxxx_SC1_802LL22_00x.XML |
| • Wiltshire Schools | 865xxxx_SC1_865LL22_00x.XML |
| • North Somerset Schools | 802xxxx_SC1_865LL22_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 for the secure access website, please use the service desk request form on the DfE website [DfE Sign-in help \(education.gov.uk\)](#). Note that a response from this site can take some days.

How has the Census Changed since Last Year?

School Census Spring 2022 Key Dates

Census day 20/01/2022

- Free School Meal Eligibility collected from 08/10/2021 to 20/01/2022
- Attendance collected from the start of the Autumn term to 31/12/2021
- Exclusions collected from 05/04/2021 to 31/12/2021
- Alternative Provision Placements collected from 01/08/2021 to 20/01/2022
- Learner Support collected from 01/08/2021 to 20/01/2022 (applicable to Special schools and Pupil Referral Units)
- Funding and Monitoring collected from 01/08/2021 to 20/01/2022

New Data Items

The following are new for this census return:

- Relationships Education, RSE and Health Education has been added as a class activity for Primary and All through schools
- Update Funding and Monitoring
- Funding and Monitoring Detail Report
- Alternative Provision Detail Report
- Exclusions Detail Report

Exclusions Detail Report

For the Spring 2022 census, the Exclusions report includes both fixed term exclusions and suspensions.

The report criteria has been updated to reflect this information:

- Pupils with exclusions and final exclusion reviews from 05/04/2021 to 31/12/2021
- On-roll pupils and leavers
- Fixed term exclusion/suspensions (excluding lunchtime suspensions) starting from 05/04/2021 to 31/12/2021
- Permanent exclusions from 05/04/2021 to 31/12/2021.

NOTE: Suspension is the new name for a Fixed Term Exclusion.

Update Funding and Monitoring

Tools | Statutory Return Tools | Update Funding and Monitoring

The funding and monitoring functionality enables schools to record and extract information about pupils who are in receipt of parts of the Education Recovery Package.

Funding and Monitoring Detail Report

Routines | Statutory Returns | School Census

The Funding and Monitoring report displays funding and monitoring information for pupils during the collection period 01/08/2021 to 20/01/2022.

The report enables schools to check that the data is accurate before supplying the census file to the DfE.

Relationships Education, RSE and Health Education

Applicable to Primary and All-Through schools only

To enable schools to report on **Relationships Education, RSE and Health Education** as a class activity, this option has been added to the **Activity** drop-down list in the **Classes** panel.

Where applicable, this change is also reflected in the Class detail report.

Create & Validate Routine

When creating and validating the return, a message is displayed if there are permanent exclusions during the collection period without a corresponding final governor review result.

The message advises the user to check whether the permanent exclusions are ongoing and allows them to cancel or continue with the process.

Selected time of Day for your School

Details are required of all classes running at the selected time on the spring census day (20 January 2022). The 'selected time' is based on the last digit of a school's DfE establishment number as follows:

0, 1 or 5	The selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
4, 7, 8 or 9	the selected time is one hour before the end of morning school

For Primary Schools, please read the rules found in the [DfE Guidance on how to Complete the School Census – Class Information](#) about what is deemed to be an acceptable educational activity at the selected time of the day. You can change the selected time to reflect a more appropriate and representative session of the day if required. There is also advice here around class sizes.

Secondary Schools should be aware that the SIMS Software allows you to collect 'class information' of students from scheduled 'Alternative Curriculum' lessons created in Nova and populated in Academic Management with students. Using this new functionality will generate a more representative return but is not essential.

Census Preparation Checklist

Checks to carry out - secondary items only in yellow . New or significant changes in red	Check ✓
<p>School Details</p> <p>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.</p> <p>Establishment Unique Reference Number – Check in Focus School School Details. To find your URN, please visit: https://get-information-schools.service.gov.uk</p> <p>School Childcare Information – Check in Focus School School Details panel 6 Childcare, please check that the information recorded is still current. This is applicable to all schools where appropriate – regardless of phase or type. We strongly advise schools to pay particular attention to guidance later in these notes and see the DfE Guidance: on how to Complete the School Census – School Childcare</p>	
<p>Ethnicity and First Language</p> <p>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'? Do not worry about the Home Language field as this is not needed for Census. Please keep these fields maintained even though the Spring and Summer Census do not collect Ethnicity.</p>	
<p>Update Funding and Monitoring</p> <p>Check this has been updated in Tools Statutory Return Tools Update Funding and Monitoring From spring 2022, the DfE will also collect the cumulative total number of hours the pupil has received of school-led tutoring since the start of the 2021 to 2022 academic year. Ensure that the pupils hours are maintained or updated in the SIMS in advance of the spring and summer census. Where a pupil is dually registered, only enter the number of hours the pupil has received in your school.</p>	
<p>Service Children in Education Indicator</p> <p>The DfE collect the service child in education indicator for all pupils on roll on census day. The information must come from the parent/guardian and be recorded as</p> <ul style="list-style-type: none"> • Y (yes) • N (no) • R (refused) • U (unknown) <p>See Further Details... section below for more information</p>	
<p>Attendance and Exclusions</p> <p>Have I checked for any missing attendance marks for terms 1 and 2 or any outstanding exclusions entry records for last year's terms 5 and 6 and this year's terms 1 and 2.</p>	
<p>Full time and Part time students</p> <p>In Reception pupils should be indicated as full time even where they have staggered starts or induction days. Please do not highlight the pupils as part time. Nursery class pupils doing 15 hours or less should be classed as part time. These flags can be found in SIMS: Panel 2 of the student record.</p>	
<p>Free School Meals</p> <p>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.</p> <p>Please ensure there are no future end dates recorded.</p> <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. <i>An error of 1741 will be generated in the Census if this is true. Call the Service Desk for advice if this occurs.</i></p> <p>When you count the number of 'free school meals taken' on the day, you should ONLY take into account in this figure, pupils recorded as FSM eligible if they meet the FSM eligibility criteria (i.e. as a result of a formal application for entitlement). See Appendices A and B.</p>	

Universal Infant Free School Meals (UIFSM) - primary, infants and all-through schools

Do I have an accurate list of those entitled to UIFSM? For primary phase schools, users of SIMS Dinner Money 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.

Top up funding

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.

PLAA (Post Looked After Arrangements)

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.

Funded Hours and Hours at Setting

Have I checked and recorded accurately in SIMS these hours for pupils – are Year N2 attending my school? Be advised that Data entered in the Autumn Census should be retained but any new pupils will need to be added. (Primary/Infants, and all through Schools). There is no requirement to enter 25 hours for pupils in Year R.

Early Years Pupil Premium Eligibility and 2 Year Old Basis for Funding – these are both specified when completing the return.

Extended childcare hours – applies to schools with pupils in Years E1, E2, N1 and N2 only. This may affect all through schools.

See later guidance.

30 hour code

See later guidance.

Class Types

This will update automatically from the previous return. Existing details should be checked and edited, if necessary, and the details of any new pupils added.

Disability access fund indicator for pupils aged 3 and 4 (but not applicable to pupils in Year R)

The Disability Access Fund (DAF) is payable as a lump sum once a year and awarded to three and four year old pupils who meet the following criteria:

- They are in receipt of child Disability Living Allowance (DLA)
- and
- They access their entitlement to free early learning and childcare, e.g. funded hours. Disability Access Fund data is collected in this return for pupils who are in receipt of the fund on census day.

SEN Provision

Have I checked SEN information with the school co-ordinator?

Both code K (SEN Support) and E For EHCP – (Education Health and Care Plan) are available for use as SEN provision.

Time in SEN UNIT and Resourced Provision – applicable to a few schools

SEN Unit / Resource provision. We are aware that some schools are reporting their local Resource provision and SEN Unit arrangement to the DfE via the school census. **Students should only be flagged as belonging to one of these provisions if the provision is funded by the Local Authority.** See the [DfE Guidance: on how to Complete the School Census – Pupil SEN provision](#) for further clarification.

Pupil Premium Indicator flag

Whilst it is desirable to have your Pupil Premium flag ticked, it is NOT a requirement of School Census.

ULNS and UPNS

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 Helpdesk for advice on UPNs if necessary.

Learner Support Code

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 Spring and Summer Census.

Connexions/Youth Support Services agreement

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.

Admission Appeals

The admissions appeals information is collected from Primary/Middle deemed Primary and All-Through schools that are responsible for their own admission appeals (i.e. Voluntary Aided Foundation schools and academies).

You should only include appeals that are the responsibility of the school's governing body. Where a school has contracted another agency, such as their home local authority, to administer their admissions appeals process and the school's governance code is 'VA', 'FO' or 'CA', the school should complete the module. Where your school operates arrangements jointly with other schools, your return will include appeals for your school only.

For Primary and all through schools, the requirement will be to include information about appeals for Reception, and years 1 and 2.

Secondary schools in this category will submit information about appeals for Year 7 upwards.

See the [DfE Guidance: on how to Complete the School Census – Admission appeals](#) for further clarification

For further information see below.

Classes

The School Census collects a 'snapshot' of information from SIMS.net based on a selected time on the Census Day. The selected time is based on the last digit of your DfE establishment number and is calculated as follows:

0, 1 or 5	The selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
4, 7, 8 or 9	the selected time is one hour before the end of morning school

The Classes panel will have been populated automatically when you calculated the details. These details will need to be checked and amended as necessary.

In a Primary school, the Class names have been taken from your pastoral structure and the pupils taken from the pupil details according to class membership. The pupil numbers and classes should be correct. If they are not, it will be necessary to check your class memberships in SIMS.net and **Recalculate** this panel once amendments have been made.

Classes in a secondary school are taken from the timetable or an alternative curriculum class.

For further information see below including Recording Reasons for Class Size Exceptions

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 previous return. Use **Routines | Student/Pupil | Bulk Update** to amend the field as required before the Census date. The Local Authority is keen to continue to collect this as part of B2B Data transfers so maintaining this throughout the year is encouraged.

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.

Classes

The School Census collects a 'snapshot' of information from SIMS.net based on a selected time on the Census Day. The selected time is based on the last digit of your DfE establishment number and is calculated as follows:

0, 1 or 5	The selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
4, 7, 8 or 9	the selected time is one hour before the end of morning school

Classes – Primary Schools

The Classes panel will have been populated automatically when you calculated the details. These details will need to be checked and amended as necessary.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	Support Staff	YTI	Type	KeyStage	Activity
2GH	31	0	1	0	Year 2	Other	Key Stage 1	
2JB	31	0	1	0	Year 2	Other	Key Stage 1	
3CB	29	0	1	0	Year 3	Other	Key Stage 2	
3TO	30	0	1	0	Year 3	Other	Key Stage 2	
4ES	30	0	1	0	Year 4	Other	Key Stage 2	
4SL	30	0	1	0	Year 4	Other	Key Stage 2	
Total	447	0	16	2				

The Class names have been taken from your pastoral structure and the pupils taken from the pupil details according to class membership. The pupil numbers and classes should be correct. If they are not, it will be necessary to check your class memberships in SIMS.net and **Recalculate** this panel once amendments have been made.

The **Pupils (On Roll)** column should include the number of pupils in the registration class at the selected period on census day. The entries in this column can be edited if required. Ensure that:

- any pupils temporarily absent on the census day are included.
- any part-time pupils not scheduled to be in school at the selected period are excluded. These pupils should be counted in the **Pupil Reconciliation** panel instead

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The Pupils (Guest) column displays any guest pupils who are normally in the class at the selected period. Ensure that any guest pupils have an **Enrolment Status** of **Guest pupil** in the **Pupil Details** panel (**Focus | Pupil | Pupil Details**).

The **Teachers** column should include all qualified and unqualified teachers taking the classes at the selected time. You should not include teachers who are working on a one to one basis with individual students or teachers on PPA time.

The **Support Staff** column should include teaching assistants, special needs support staff, ethnic minority student support staff and other education support staff in classes at the selected time. You should not include support staff wholly or mainly providing support to individual students.

The **PPA Teachers** column enables you to record the number of teachers on planning, preparation and assessment (PPA) time at the selected time on census day. The information is required for infant classes (i.e. Year Taught In R or Key Stage 1) only.

Year Taught In (YTI). This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select **Mixed Year** if a class contains pupils from more than one National Curriculum year.

NOTE: This does not include classes containing any pupils who have been held back, or advanced a year and are of a different chronological age to the rest of the class.

Type. This column displays the class type. To edit the class type, click in the cell then select either **Other** or **Nursery** (as appropriate) from the drop-down list.

Key Stage. This column displays the key stage of each registration class. This can be amended by clicking in the cell and selecting the required Key Stage from the drop-down list.

NOTE: A Mixed Key Stage class is a class containing pupils from different key stages, e.g. Year 2 (Key Stage 1) and Year 3 (Key Stage 2), and *not* a class containing a child of a different age because they have been held back or advanced a year.

Activity. This column provides the ability to select the activity that the registration class was engaged in at the selected period. This is achieved by clicking in the required cell then selecting the applicable activity from the drop-down list. **Other** should **not** be selected unless none of the activities listed are appropriate.

Primary Schools only - The **Activity** should also be entered by selecting from the drop down menu which is accessed by clicking on the down arrow alongside the cell in the table.

NOTE: Primary schools with infant classes are to ensure that the selected period is one when the class (Key Stage 1 and/or Reception) is engaged in academic activity rather than the excepted activities of PE, Music, Singing, Drama and Watch TV or listening to the Radio.

This change of selected period should be enacted for all classes in the school and not just for the infant classes.

Recording Reasons for Class Size Exceptions

For pupils taught in Reception, Year 1 and Year 2 schools are required to provide information about exceptional class sizes, i.e. a teacher/pupil ratio of more than 1 teacher to 30 pupils (on-roll pupils plus guest pupils).

A reason for the exception and the number of pupils to which the exception reason applies must be recorded.

1. Highlight the class record for which exception reasons need to be recorded.

Class Name	Pupils(On Roll)	Pupils(Guest)	Teachers	PPA Teachers	Support Staff	YTI	Type	KeyStage	Activity
2GH	30	0	1	0	0	Year 2	Other	Key Stage 1	
2JB	33	0	1	0	0	Year 2	Other	Key Stage 1	
3CB	30	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
3TO	29	0	1	(n/a)	0	Year 3	Other	Key Stage 2	
4ES	30	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
4SL	29	0	1	(n/a)	0	Year 4	Other	Key Stage 2	
Total	448	0	16	0	2				

The **Class Size Exceptions** button is activated only when a record that displays an exceptional number of pupils is highlighted.

2. Click the **Class Size Exceptions** button to display the **Class Size Exceptions** dialog.

Reason Code	No of Pupils
A	0
B	0
C	0
D	0
E	0
F	0
G	0
H	0
Total	0

Reason Code Description: The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school

A read-only summary of the current information is displayed on the left-hand side of the dialog.

3. Enter the **No of Pupils** adjacent to each applicable **Reason Code**. To see the relevant reason code description highlight the Reason Code.

Key: Class Size Exception Reasons

A = The number of children admitted outside the normal admissions round with an education, health and care plan specifying a school

B = The number of looked after children and previously looked after children admitted outside the normal admissions round

C = The number of children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process

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D = The number of children admitted after an independent appeals panel upholds an appeal
E = The number of children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance (the LA has to confirm that the child qualifies under this category)

F = The number of children of UK service personnel admitted outside the normal admissions round

G = The number of children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil

H = The number of children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

4. Click the **Save** button to retain the information and return to the **Classes** panel.

5. The **Number of classes with unexplained excess** is updated to reflect the number of exceptions for which a reason must still be entered.

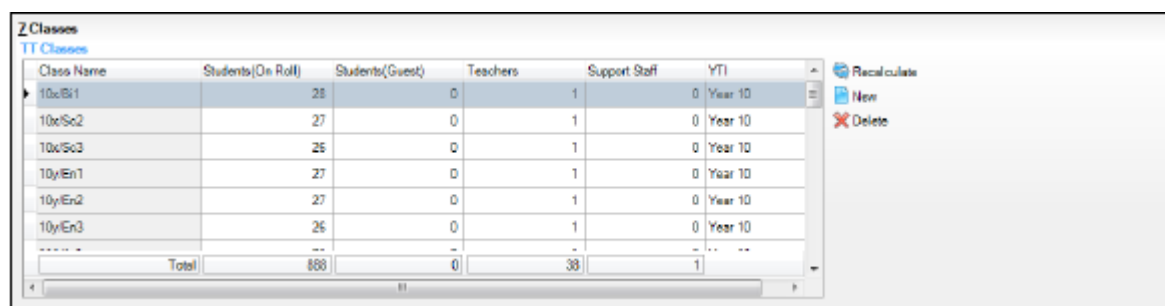
NB: To automatically update the Total and the summary information (located on the left-hand side) click in the white space below the Reason Code grid

Classes – Secondary Schools

The School Census collects a 'snapshot' of information from SIMS.net based on a selected time on the Census Day. The selected time is based on the last digit of your DfE establishment number and is calculated as follows:

0, 1 or 5	The selected time is one hour after the start of afternoon school
2, 3 or 6	the selected time is one hour after the start of morning school
4, 7, 8 or 9	the selected time is one hour before the end of morning school

The timetabled classes previously set up in Nova/Academic Management are displayed in the read-only **Class Name** column. The **Total** numbers of students and staff are calculated automatically and displayed at the bottom of the panel.



Class Name	Students (On Roll)	Students (Guest)	Teachers	Support Staff	YTI
10c/Bt1	28	0	1	0	Year 10
10c/Sc2	27	0	1	0	Year 10
10c/Sc3	25	0	1	0	Year 10
10y/En1	27	0	1	0	Year 10
10y/En2	27	0	1	0	Year 10
10y/En3	26	0	1	0	Year 10
Total	888	0	33	1	

Check and, if necessary, edit the following information.

Students (On Roll)

The number of students in the timetabled class at the selected period is displayed. The entries in this column can be edited if required. Ensure that:

- any part-time students not scheduled to be in school at the selected
- period are excluded. These students should be counted in the **Student Reconciliation** panel instead

Students (Guest)

This column displays any guest students who are normally in the timetabled class at the selected period. Ensure that any guest students have an **Enrolment Status** of **Guest student** in the **Student Details** panel (**Focus | Students | Student Details**).

Teachers

Include all qualified and unqualified teachers taking the timetabled class at the selected period.

Exclude teachers who are:

- wholly or mainly providing support to individual students.
- on Planning, Preparation and Assessment (PPA) time.

Support Staff

Include teaching assistants, special needs support staff, support staff for minority ethnic students and other education support staff in the timetabled class at the selected period.

Exclude non-teaching staff wholly or mainly providing support to individual students.

Year Taught In. This column shows the curriculum year group of each class displayed. To edit the year group, click in the cell and select from the drop-down list.

Select **Mixed Year** if a timetabled class contains students from more than one National Curriculum year.

NB: This does not include classes containing any students who have been held back, or advanced a year and are of a different chronological age to the rest of the class.

Type, Key Stage and Activity (applicable to schools that have timetabled classes for Years Taught In under Y7)

These three columns are displayed only if your school has timetabled classes for Years Taught In under Y7. If applicable, enter the required values.

Adding Classes to the Classes Panel

It may sometimes be necessary to add an additional class if, for example, some pupils are receiving additional teaching support.

Click **New** on the right hand side of the screen. An additional row will be added into the table similar to that shown below.

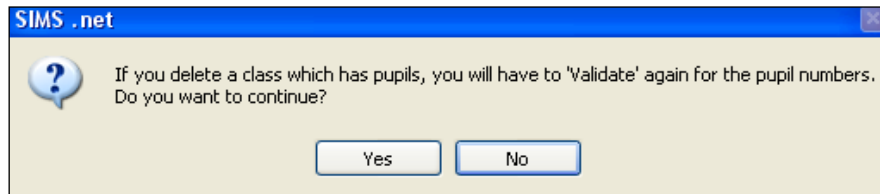
New Class	Other	0	0	0	0	Other
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The values in this row can all be entered as required. You will need to remember to adjust the numbers shown for the classes from which the pupils have been removed.

Deleting a Class from the Classes Panel

In Primary Schools, it may sometimes be necessary to delete a class if, for example, you have a nursery with a morning and afternoon class. If your selected time is morning, you would remove the afternoon class and ensure that the pupils were added to the pupil reconciliation panel in the **part-time pupils not at school**. If your selected time is afternoon, you would do this for the morning class. Click on the appropriate class and click **Delete**.

In Secondary Schools, it is possible that your list will include classes which are actually being taught at another school or college. You can delete these by clicking on the appropriate class and then clicking on **Delete**.



Click **Yes**.

If you want to undo any unsaved changes then you can click on **Recalculate** on the right hand side of the screen.

Once all the information has been entered click **Save**.

Service Children

The DfE collect the service child in education indicator for all pupils on roll on census day.

You must only record this information if it has come from the parent / guardian and / or child. Valid codes are:

- 'Y' (yes)
- 'N' (no)
- 'R' (refused)
- 'U' (unknown) to indicate no response given or other reason for no information

This field defaults to 'N' so you only need to change it for entries for children from service families.

It is essential that you record this data item correctly on the school census as we use this to determine the pupil premium allocations for schools.

A 'service child' has parent(s) – or person(s) with exercising parental responsibility – who is/are service personnel serving:

- in regular HM Forces military units
- in full commitment as part of the full-time reserve service
- in the armed forces of another nation and stationed in England

Reserve units are not classed as the regular armed forces and such pupils are not recorded as service children on the school census. However, where a reserve soldier is acting in a full-time capacity, this is classified as regular service.

The service children indicator is only relevant to children whose parents are designated as [personal category 1 or 2](#). All parents will be aware of their personal category.

You can check what information is being returned for your school in the Summary Report – Table 6

Table 6: Specific types of pupils on roll [ALL schools]

Pupils on roll:	Number of pupils
Boarders	0
Service children	5
Pupils for whom the school receives top-up funding	0
Post looked after arrangements - includes children ceased to be looked after through adoption, special guardianship, residence order or child arrangement order	2
Eligible for free school meals on census day	80
Unique pupils with any period of eligibility for free school meals reported in the current census (includes those eligible on census day)	80
Pupils who took free school meals on census day	0

Attendance 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 | Deal with Unexplained Absences and Focus | Deal with Missing Marks**.

- Attendance is collected from the 1st day of the school year to 31/12/2021

Please ensure that you do not delete pupils who were expected to attend the school from 1st September who have not shown up. You should enter a leaving date to be the same as the date of arrival in such cases.

Exclusions Data

- Fixed term and permanent exclusions for 05/04/2021 to 31/12/2021
- Previous year's terms 5 and 6 and this year's terms 1 and 2
- Lunchtime exclusions no longer collected.
- One SIMS pop-up validation added to warn of permanent exclusion(s) that will not be reported as final governor review result has not been entered.
- DfE validation rules modified as necessary to take account of the change to the collection period.

Note: Any permanently excluded pupils should be marked as leavers as soon as the exclusion has been confirmed by the LA. As part of this process but before making them a leaver, ensure that you have recorded the following information:

- SEN Status (if applicable)
- Ethnicity
- Ethnic Source
- Part-time indicator (if applicable)
- Date of Admission

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:

- 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 a 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.

Early Years Funded Hours and Hours at Setting (Primary, including Infant, and schools with Nursery)

See [the DfE Guidance: on how to Complete the School Census](#) – Funded Entitlement Hours, Extended Funded Entitlement Hours, 30 Hour Code Indicator, 2 year old Basis for Funding, Disability Access Fund Indicator and Hours at Setting for further clarification.

The data item 'Funded Hours' will be collected for all children aged under 4 in all schools (except City Technology Colleges and Non-Maintained Special Schools) to record the number of hours funded by the LA during Census week for the child at that establishment.

'Funded Hours' should only include the level of free entitlement to education at the setting which is attracted by the child. Any additional hours which are funded by the parent at the establishment should not be included within the 'Funded Hours'.

Note: **Funded hours** are different from **Hours at setting**. Hours at setting records the total number of hours spent by children aged under 4 in education provision at the school irrespective of who funded the hours i.e. it is the total of any hours funded under the free entitlement to nursery education plus any additional hours of education funded from other sources such as by parents.

To access the relevant menu routes, go to **Tools | Statutory Return Tools | Update Hours for Early Years**.

This is only applicable to pupils under 4 and not typically for pupils of Reception age. Please refer to specific details in See [the DfE Guidance: on how to Complete the School Census](#) for appropriate hours. Typically 15 hours of funded hours should be recorded for Nursery pupils but there is a requirement to identify these as decimalised hours. So 10.50 would represent 10 and half hours.

Extended childcare hours

Extended childcare hours are collected for a sub-set of the same pupils and schools (that is: pupils who were aged 3 or 4 as at 31 August) for whom funded hours are collected. Eligible children (those with working parents) are able to access extended childcare hours from the term following a child's third birthday until they reach compulsory school age. The data item is for pupils aged 3 and 4 who are in 'E1', 'E2', 'N1' or 'N2' only and who have working parents with a valid 30-hour code.

As with funded hours, these should be entered as decimalised numbers.

30 hour code

The 30-hour code indicator is an 11-digit integer that is required for pupils who claim extended childcare hours. The code must be obtained from the Tax Office. As with the extended childcare hours field, this applies to pupils who were aged 3 and 4 as at 31 August and in 'E1', 'E2', 'N1' and 'N2' only. The code confirms the eligibility of working parents to receive the additional 15 hours of extended childcare. This is particularly important as parents may split this entitlement between two providers.

Disability access fund indicator

The disability access fund (DAF) indicator records, for eligible pupils aged 3 and 4, the receipt of DAF funding. 3 and 4 year olds will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child disability living allowance; AND
- the child receives free early education.

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Please note: Pupils aged 4 as at the 31 August in reception and above, who are funded via the schools block of the dedicated schools grant, are not eligible for DAF funding. Further information on the DAF is available in the early year's national funding formula (EYNFF) operational guidance.

Schools do not need to flood fill SIMS with No. A blank return would indicate a No.

2 Year Olds Basis for Funding (Primary/Infant schools with 2 year olds)

The basis for funding data item, records the basis under which a 2 year-old has been funded whilst taking up a place in the school. This data item is not required for 3 and 4year-olds.

2 year-old children may meet more than one criterion in the codeset shown below and each relevant criterion is returned in the census.

Code	Description
'ECO'	Economic criteria
'HSD'	High-level SEN or disability
'LAA'	Looked after or adopted from care

If a 2 year old does not fall into any of these criteria then the Funded Hours need to be recorded as 0

SEN

Following the introduction of the revised code of practice in 2014, new codes were available in SIMS to record pupils in time for their next SEN review. These are the codes that are now collected for all pupils on roll on census day.

- E - education health and care plan or EHCP
- K - SEN support
- N – No special educational need has been identified.

Old codes, of A, P and D are no longer valid

Member of SEN unit (special class indicator): (This only affects some schools)

This indicator identifies pupils with SEN who are members of an SEN unit. SEN units are special provisions within a mainstream school where the children are taught mainly within separate classes.

Units:

- are designated by the local authority specifically for making SEN provision, and sometimes accommodate pupils registered at other schools on a part-time basis
- receive funding of £10,000 per place, and usually top-up funding for the excess costs of additional support required by individual pupils
- cater for a specific type or types of SEN (for example autistic spectrum disorders)
- are usually for pupils with statements of SEN or an education, health and care (EHC) plan (but may also provide support for pupils with code K - SEN support)

Schools and academies should only use this indicator where the SEN unit has been formally recognised as such by the local authority where the school is located: in cases of doubt the school should check with the local authority. Most pupils placed in units will have the unit written into their statement of SEN / EHC plan. It is unlikely that a child would be placed in a unit and also receive support from resourced provision, but a school could have resourced provision for one type of need and a unit for another.

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Note: Where schools have used the Provision of Time in a Specialist Class this will also be recorded in the Census return as a Member of an SEN unit. This route can be found in SIMS in **Focus | Pupil/Student | SEN** and panel 8 of the SEN student record.

A report called: **SEN – Current Provision** is available in SIMS for schools to allow you to identify the provision of your pupils. Where you are unsure about which pupils have an entitlement then you should contact your local SEND team.

All other schools should check their Census report: SEN report (in **Routines | Statutory returns | School Census** and then find the report from the Detailed report drop down) once census has been run to check that they have not mistakenly made an ineligible return. You should not see any 'true' status for pupils in this return in your case for Member of Resourced provision indicator or Member of SEN Unit.

Resourced provision

This indicator identifies pupils who receive support for their type of SEN from a specialist resourced provision. Resourced provisions are where places are reserved at a mainstream school for pupils with a specific type of SEN, taught mainly within mainstream classes, but requiring a base and some specialist facilities around the school.

Resourced provisions:

- are designated by the local authority specifically for making this kind of SEN provision
- receive funding of £10,000 per place, and usually top-up funding for the excess costs of additional support required by individual pupils
- cater for a specific area or areas of SEN (for example specific learning difficulties)
- are usually for pupils with statements of SEN or an education, health and care (EHC) plan - but could include pupils with code 'K' (SEN support)

Schools and academies should only use this indicator where the resourced provision has been formally recognised as such by the local authority where the school is located: in cases of doubt the school should check with the local authority. Most local authorities include details of what will be provided through a resourced provision in a pupil's statement of SEN / EHC plan. It is extremely unlikely that a child would be placed in a unit and also receive support from a resourced provision, but a school could have resourced provision for one type of need and a unit for another.

Childcare provision

This applies to all schools and MUST be filled in

To access the required areas of SIMS you will need to go to: **Focus | School | School details and click on the Childcare link**. If this does not apply in your school then you **MUST** fill in No for the four items in the first two columns. Double click the cell and enter No for **on site** and No for **signposted**.

The provision of – or signposting to – childcare together with the nature of the childcare provided / signposted to is captured using the following eight data items

- Childcare on site – records whether childcare is provided on the school premises
- Childcare off site – records whether childcare is undertaken off the school premises
- Childcare places – records the maximum number of children the service can simultaneously provide places for
- Childcare provider – records who provides the childcare service
- Childcare number of weeks open – records the number of weeks of childcare provided per year
- Other schools – records whether the service is made available to children from other schools
- Opening time – records the time the service becomes available
- Closing time – records the time the service ceases operation

You will be asked to enter the type of childcare provision you are offering including:

- Before School Childcare
- After School Childcare
- Holiday Childcare
- Under Fives Childcare

After this a sequence of **drop down boxes** will appear for you to fill in.

For further guidance please see the [DfE Guidance on how to Complete the School Census – School Childcare](#)

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 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.

Please note that some schools will have been advised to use a new method to obtain 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.

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

In South Gloucestershire, 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.

PLAA - Post Looked After Arrangements

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 Child Arrangement 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. This data item will therefore identify all eligible children on census day that will attract £1900 this financial year.

A new code C (Child Arrangement Order) 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. You do not need to change any existing residence orders but new post looked after arrangements must be recorded as child arrangement orders.

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)
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.

Recording Admission Appeals

The admissions appeals information is collected from Primary/Middle deemed Primary and All-Through schools that are responsible for their own admission appeals (i.e. Voluntary Aided Foundation schools and academies).

You should only include appeals that are the responsibility of the school's governing body. Where a school has contracted another agency, such as their home local authority, to administer their admissions appeals process and the school's governance code is 'VA', 'FO' or 'CA', the school should complete the module. Where your school operates arrangements jointly with other schools, your return will include appeals for your school only.

For Primary and all through schools, the requirement will be to include information about appeals for Reception, and years 1 and 2.

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Secondary schools in this category will submit information about appeals for Year 7 upwards.

See the [DfE Guidance: on how to Complete the School Census – Admission appeals](#) for further clarification

The following admission appeals information is collected in the return:

- Admission appeals lodged
- Admission appeals withdrawn
- Admission appeals heard by independent admissions committee
- Admission appeals upheld by independent admissions committee
- Admission appeals rejected by independent admissions committee.

Admission appeals are dealt with by the LA and consequently there is no specific functionality in SIMS relating to this area of admissions. Therefore, the information must be entered manually in the **Infant Admission Appeals** and the **Primary Admission Appeals** panels when completing the School Census Spring 2022 Return

13 Infant Admissions Appeals	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee
Lodged <input type="text" value="0"/>	Heard <input type="text" value="0"/>
Withdrawn <input type="text" value="0"/>	Upheld <input type="text" value="0"/>
	Rejected <input type="text" value="0"/>

The infant appeals information is collected from Primary and All-Through schools that are responsible for their own admission appeals (i.e. Voluntary Aided and Foundation schools).

Any infant appeals should be included in the overall count of appeals entered in the **Primary Admission Appeals** panel. They should also be recorded separately in the **Infant Admission Appeals** panel.

14 Primary Admissions Appeals	
Foundation Schools/Voluntary Aided Schools/Academies must complete this section (this does not include AP Academies, AP Free Schools, Academy Special Schools)	Independent Admissions Committee
Lodged <input type="text" value="0"/>	Heard <input type="text" value="0"/>
Withdrawn <input type="text" value="0"/>	Upheld <input type="text" value="0"/>
	Rejected <input type="text" value="0"/>

Updating Funding and Monitoring – New for this Census

The pupil level Update Funding and Monitoring functionality is provided to enable schools to record aspects of the Education Recovery Package required by the DfE. The information must be recorded via the Tools menu and then the details entered can be checked by running the Funding and Monitoring detail report within the School Census area of SIMS. This information can be maintained at any time during the academic year.

The information required is based on individual pupils:

- Pupil in receipt of school-led tutoring programme: Applicable to all schools (except Nursery schools), with the appropriate year groups or age groups, i.e. pre-16. For pupils in National Curriculum Year Actual 1 to 11, or aged 5 to 15 as at 31/08/2021 in National Curriculum Year Actual 'X' for special schools.
- Pupil in receipt of 16 to 19 tuition fund: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For pupils in National Curriculum Year Actual 12 and above with current single registration or current main dual registration.
- Pupil repeating up to one full final year of 16 to 19 funded provision: Applicable to Secondary, All-Through and Pupil Referral Units or Alternative Provision schools with a sixth form. For pupils in National Curriculum Year Actual 13 and above with current single registration or current main dual registration.

NOTE: Cumulative hours are collected for the first time in the Spring 2022 census.

- **Select Tools | Statutory Return Tools | Update Funding and Monitoring** to display the Update Funding and Monitoring page.

Name	Date of Birth	Age at 31/08/2021	YTI	Year Group	Reg	Enrolment Status	DOL	SEN	Dep PP	FSM6	PP Ind	School Led Tutoring	Cumulat. Hrs at Aut Cens.	Cumulative Hrs at Spr Census	Cumulative Hrs at Sum Census	Notes
Abbas, Latif	11/11/2016	4	R	Year R	ELM	Single Registration				No		✓	0	5	0	
Abbott, Jessica	17/02/2014	7	3	Year 3	3TO	Single Registration		2021/2022	Yes	2021/2022	✓	0	7	0		
Abhra, Shaquib	17/12/2013	7	3	Year 3	3TO	Single Registration			No		✓	0	7	0		
Abrams, Paul	15/12/2014	6	2	Year 2	2JB	Single Registration			No		✓	0	7	0		
Ackton, Charlotte	10/02/2014	7	3	Year 3	3CB	Single Registration			No		✓	0	6.5	0		
Adams, Nancy	18/12/2011	9	5	Year 5	5BB	Single Registration		2021/2022	Yes	2021/2022	✓	0	6	0		
Adams, Sadie	20/03/2013	8	4	Year 4	4SL	Single Registration		2021/2022	Yes	2021/2022	✓	0	6	0		
Aditya, Zayan	20/05/2016	5	1	Year 1	PL	Single Registration			No		✓	0	6	0		
Akeman, Richard	02/02/2011	10	6	Year 6	6VC	Single Registration			No		✓	0	7	0		
Akeman, Steven	02/02/2011	10	6	Year 6	6KH	Single Registration			No		✓	0	7	0		
Alala, Candis	02/10/2011	9	5	Year 5	5DT	Single Registration			No		✓	0	6.5	0		
Alala, Michael	12/04/2014	7	3	Year 3	3CB	Single Registration			No		✓	0	6.5	0		
Alamilla, Sofia	02/12/2010	10	6	Year 6	6VC	Single Registration			No		✓	0	7	0		

The 2021/2022 Academic Year is displayed for on-roll pupils and leavers from 01/08/2021 to 31/07/2022. Pupil information is displayed in the columns on the left-hand side of the panel. This information is displayed as at the system date.

Cells with a white background are editable.

- In the Pupils View panel, specify the required filters. The contents of the Pupils panel changes to reflect the options selected.
- Right-click anywhere in the **School Led Tutoring** column, then select the required option from the pop-up menu. If most or all of the pupils have been receiving school-led tutoring, select the **Check All** option. Any pupils who have not been receiving school-led tutoring can then be deselected by clicking the **School Led Tutoring** cell adjacent to their name.
- When a tick is entered in a **School Led Tutoring** cell, the corresponding 'cumulative hour' cells are then editable. The number of hours the pupil has received as at the census date can be entered (in increments of 0.5).
- Enter **Notes**, if required. This information is for your own use and is *not* collected in the census.
- Click the **Save** button.

Excerpt from DfE [Complete the school census](#) document:

From spring 2022, we will also collect the cumulative total number of hours the pupil has received of school-led tutoring since the start of the 2021 to 2022 academic year.

In the spring and summer census, we will collect the total hours received as at each census day, in decimals to the nearest 0.5.

Schools will need to ensure that the pupils hours are maintained or updated in the MIS in advance of the spring and summer census.

Where a pupil is dually registered, only enter the number of hours the pupil has received in your school.

Useful Contacts

IMS Service Desk: 01454 865300 Email: IMSsupport@integra.co.uk

- For SIMS, UPN and census queries, please contact the IMS Support team, on 01454 86 5300.
- South Glos Free School Meal enquiries: CAHSupportDesk@southglos.gov.uk
- B&NES Free School Meal enquiries contact 01225 394317, freeschoolmeals@bathnes.gov.uk

Submitting the School Census

All schools should use Collect to return their census. Please see the notes [Using Collect to upload census files](#) on the IMS Sharepoint website.

Appendix A

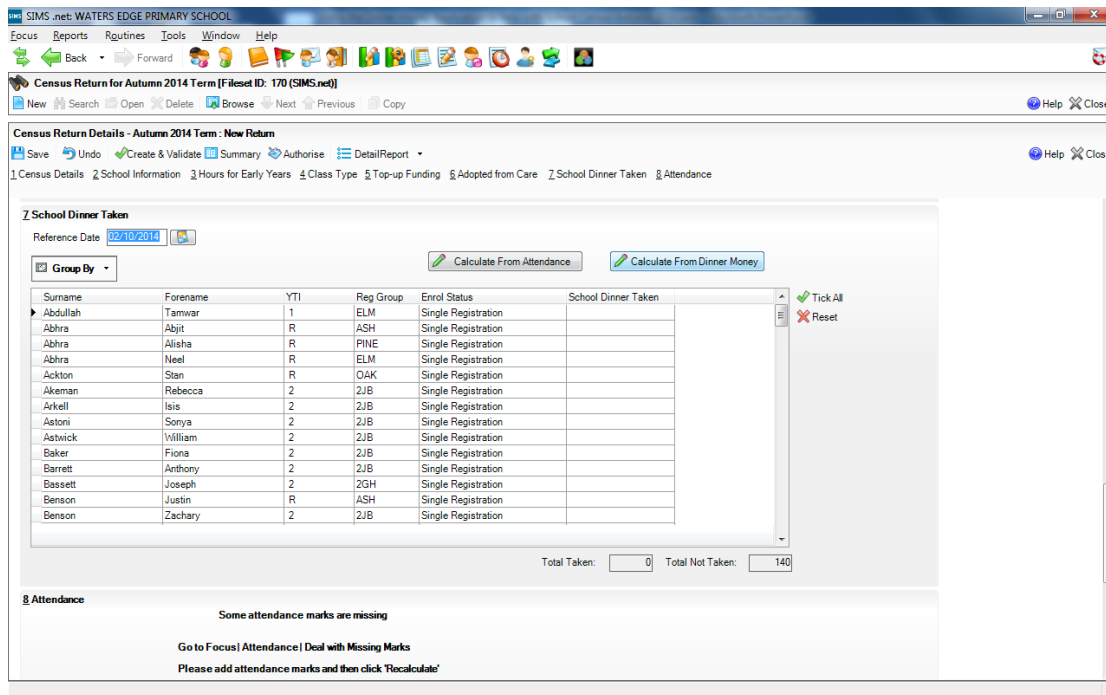
Universal Infant Free School Meals (UIFSM)

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.

Schools using SIMS Dinner Money

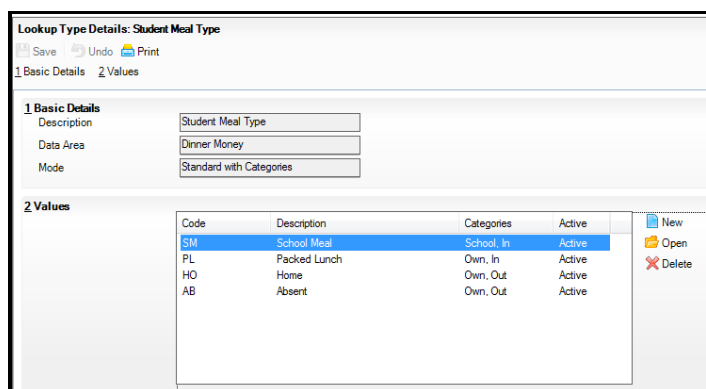
Ensure that your Pupil Meals have been registered for census day.

The panel 7 School Dinner Taken in the Census will automatically populate with all your current KS1 pupils (in NC Years R, 1, and 2 including any older pupils who are still in Year 2.



Select the **Calculate from Dinner Money** button and KS1 pupils registered to take for school meals on census day will be ticked in the **School Dinner Taken** column.

The census looks at the Dinner Money Lookup Category for School provided in the meal definition and that will trigger the tick mark.

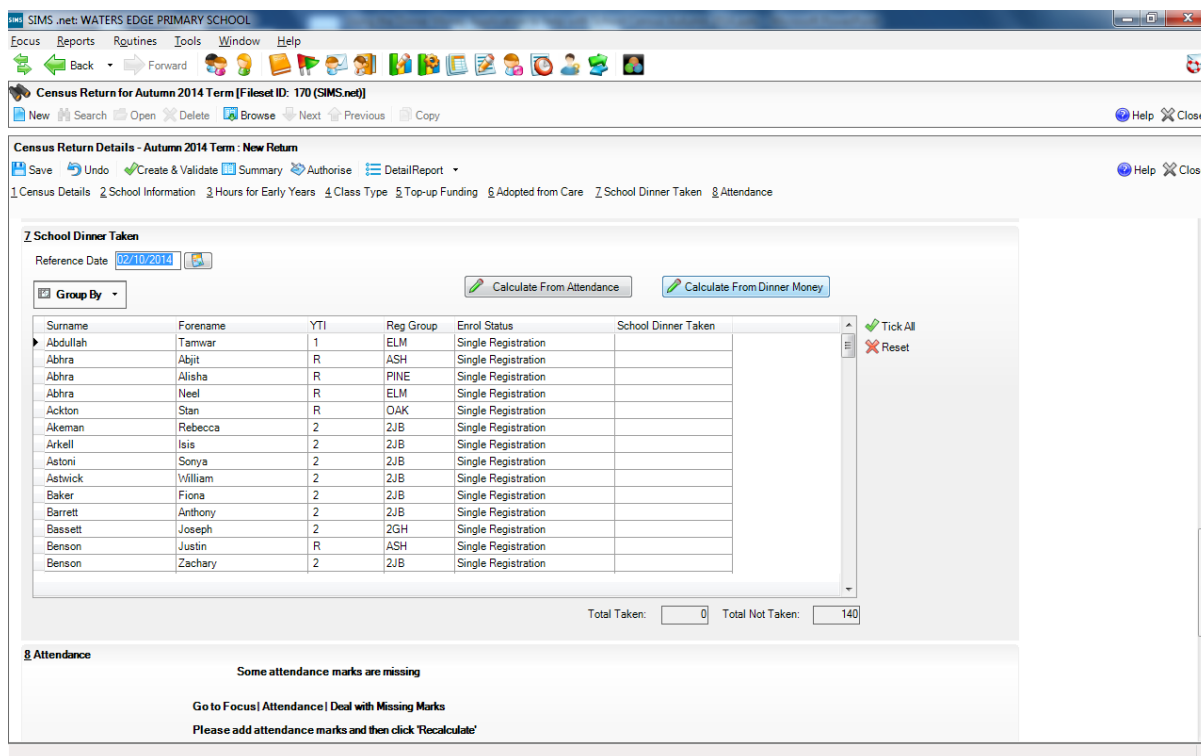


Pupils can be added or taken off that list by clicking in the 'School Dinner Taken' column for the pupil.

Schools without SIMS Dinner Money:

Ensure that the register has been taken for the morning (am) of Census day.

Panel 7 **School Dinner Taken** panel in the Spring Census will automatically populate with all your current KS1 pupils.



Select the **Calculate from Attendance** button and KS1 pupils registered on the Census date will be ticked in the **School Dinner Taken** column.

Pupils should then be added or taken off that list by clicking in the **School Dinner Taken** column for the pupil.

Appendix B

Free School Meals taken on the day

Guidance taken from the [DfE Guidance Complete the School Census – Free School Meals Taken](#)

This data item records the total number of pupils who had a free school meal at lunchtime on census day. Include both day and boarding pupils to reflect what occurred, unless the lunchtime situation that day was abnormal, in which case the figure is based on the next normal day. Meals provided at the beginning or end of the school day are **not** included in the census return.

Pupils are recorded as FSM eligible where they meet the FSM eligibility criteria (ie, in respect to family income) and make a claim. **Pupils who are in receipt of a free school lunch due only to the infant pupil universal entitlement and who are not recorded as FSM should not be included in the free school meals taken on the day count.**

During the validation process the figure entered will be checked against the number of pupils that are eligible for free school meals to ensure that the number of pupils that received free school meals does not exceed the number of pupils that are eligible.