

Overview of the Autumn School Census 2009

Produced By:	Jane Ryan
Reviewed By:	ICT Helpline
Team:	ICT Helpline
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Introduction

This help sheet provides an overview of the Autumn School Census 2009. The information is generic to all schools, although content relating to a specific school type (e.g. Secondary only) is marked accordingly.

What is the deadline for the Autumn School Census 2009?

The date for the Autumn School Census 2009 is Thursday 1st October 2009.

What version of SIMS .net do I need to run the Autumn School Census 2009?

You can run the Autumn School Census 2009 return from the SIMS 2009 June Main Release onwards (Version 7.120)

What is different from the previous School Censuses?

The Autumn School Census 2009 is produced in the same way as the Summer School Census, with the exception of the census date entered. There are some minor changes to the data that the census collects and significantly less data is collected than for the Spring School Census. The changes are described in the next section.

IMPORTANT NOTE: Secondary schools with a Sixth Form will need to return Post-16 Learning Aims information covering the period from May 2009 to 2nd October 2009 inclusive please read the DCSF School Census Preparation and Guidance for 2009 for details, Section 4.10 page 50 refers. It is recommended that suitable data is prepared as soon as possible. Documentation describing the necessary preparations will be posted on the Secondary Planet of the Portal.

What data is being collected?

Data is being collected for the following pupils/students and you should therefore ensure that the relevant data is kept up to date for pupils/students who:

- are on-roll on the census day (01/10/2009).
- were subject to any type of exclusion starting in the Spring term 2009 (01/01/2009 to 12/04/2009).
- were of compulsory school age (DOB between 01/09/1992 and 31/08/2003) and were on-roll in at least one session in the first half of the Summer term 2009).
- are in Year 12 or 13 and were on-roll for any period between 14/05/2009 to 02/10/2009.
- are in Year 11 but were aged 16 or above on the 31/08/2009 (DOB 31/08/1993 or earlier).

The following data is collected for the Autumn School Census 2009 return:

- Pupil Data – the same data is collected as per the Spring and Summer School Censuses 2009, e.g. UPN, Name, Gender, DOB, National Curriculum Year/Year Taught In, Ethnicity, First Language, SEN Provision, Free School Meal eligibility, Gifted and Talented, Connexions Assent, etc. (In Care details are collected, but NOT

required by the DCSF). (Class Type, either Nursery or Other, is collected for Primary School pupils) (Funded Hours for Nursery and Reception age pupils).

- Pupil Exclusions - all exclusions (permanent, fixed and lunchtime) for the Spring term 2009 (exclusions with start dates between 01/01/2009 and 12/04/2009) where the exclusion was NOT reinstated. This information is required for all exclusions where a pupil/student was subject to more than one exclusion.
 - Exclusion Category
 - Exclusion Reason
 - Exclusion Start Date
 - Exclusion Actual Number of Sessions
- Any permanently excluded pupil/student should be marked as leavers as soon as the exclusion has been confirmed by the Local Authority. BEFORE making them a leaver, ensure that you have recorded the following information:
 - In Care Indicator (if applicable)
 - SEN Status (if applicable – note that Never Assigned is not an acceptable value for excluded pupil/students. If there is no SEN, ensure that a status of N – No Special Educational Need is selected)
 - First Language
 - Ethnicity
 - Ethnic Source
 - Part-time Indicator (if applicable)
 - Date of Arrival
- Attendance data – will be collected for the Summer Term 20/04/2009 - 20/07/2009, also for the whole 2007/2008 academic year.

If you use the Attendance for Windows, attendance information is recorded in the School Census automatically.

- Possible Sessions
- For each absence code
- Code
- Number of sessions missed

NOTE: Please ensure that only approved codes are used.

If you do not use the Attendance module, you will need to manually calculate and enter the following information via the Census Details page:

- Possible Sessions
 - Sessions Missed due to Authorised Absence
 - Sessions Missed due to Unauthorised Absence
- Post-16 Learning Aims collected from 22/2/09 to 01/10/09 – Post-16 data items are collected for pupil/students who:
 - are in Year 12 and are on-roll for any period between 14/05/2009 to 01/10/2009.
 - are in Year 11 but are aged 16 or above on the 31/08/2009 (DOB 31/08/1993 or earlier).
 - School Information (e.g. School name, LA & DCSF number, school email address, gender on entry, highest/lowest NC Year, school type, intake type, governance, telephone number, address, school specialisms).

The following information is not collected:

- Admissions appeals
- Class information
- School staffing
- Pupil and teacher reconciliation
- ICT
- Miscellaneous

Detail reports

It is now possible to produce detailed reports showing basic pupil/student data, exclusion data, attendance data, SEN and Student Address details. (Also Learning Aims in Secondary Schools). These reports enable the checking of the data used to generate the School Census return and can be produced once the School Census has been validated.

From the Census Return Details panel, click the Detail Report down-arrow and select the required report from the drop-down menu, e.g. Pupil Basic Data.

The report is then displayed in an Internet browser.

Carrying out dry runs

The School Census functionality in SIMS .net enables you to carry out one or more dry runs to ascertain the quality of the data in your system. **We strongly recommend therefore, carrying out dry runs and making any necessary corrections/additions to your data well ahead of the census date.** Dummy Returns can be uploaded to the Familiarization website:-

<https://datauat.dfes.gov.uk/SchoolCensusFamiliarisation/login.aspx>

Notes on creating a new return

SIMS .net permissions for Returns Manager are necessary for generating the School Census.

Use the Route

Routines | Statutory Returns | School Census

When creating a new return, ensure that Autumn is selected from the Term drop-down list before clicking the New button.

Once the New button has been clicked, default data is automatically entered in the Census Details panel.

Click on the **Calculate all Details** Button.

Once Calculation is complete

- Primary and Nursery Schools should complete any missing Class Type and Funded Hours information

Click on **Create and Validate**

NOTE: Please ensure that you Create and Validate on Census Day as this will bring in any amendments made in Attendance etc.

Clear and **Errors** and investigate any **Queries** to ensure they are correct.

Print off the **Summary**, Validating the Census only shows that the data is in the correct format, it cannot show whether the numbers are correct. **Check all sections thoroughly.**

Open the detailed reports so that a copy is saved into your School Census Folder.

On Census day when the Head has approved the content of the Summary, authorise the return and upload to the Collect Website.

<https://data.dcsf.gov.uk/collectportallive/login.aspx>

Where can I get more information?

- A variety of documentation is provided to assist you with the production of the Autumn School Census 2009. These documents can be obtained from Sims Home Page or the ISSIS Home Page on the Portal.
- You may also like to check the Teachernet website for their documentation including preparation and guidance documentation which can be found at the following address:

<http://www.teachernet.gov.uk/management/ims/datacollections/>