



Cambridgeshire
County Council



School Summer Census - 19th May 2022

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Before Proceeding

- **All schools must be on the SIMS Spring 2022 upgrade (version 7.204) to be able to run the Summer 2022 School Census and must have an Eligibility Key to prove they have an active contract for SIMS.** Centrally Hosted schools have already been upgraded to this version by The ICT Service. Non-Centrally Hosted schools can check their version number in SIMS via: Help | About SIMS .net – click on the pop-up box to close it after checking the details.
- **Run Validate Memberships** in SIMS before creating the Census return (**select - Tools | Validate Memberships | click OK**) and wait for the dialog box to disappear.
- **All schools must IMPORT** the latest PreDefined Report Definitions if this has not been done since the SIMS Spring upgrade (**select – Reports | Import | Open**) – locate the correct version of PreDefined Reports, Check All and Import.
- **Permissions required to run the return:** Returns Operator or Returns Manager
- **If SIMS crashes** when selecting (**Routines | Statutory Returns | School Census**), your screen resolution may need resetting to **Smaller – 100% (default)** in Control Panel | Display
- **Create a new folder to save your census files:** For centrally Hosted Schools browse to your SIMS share - Statutory Returns – School Census folder – It is advisable to create a new subfolder for 2022 (see Section 3.2).
- **Check which Validation File** your Census is using. **Fileset 2100** was imported with the latest SIMS upgrade but does not include details necessary to validate the Census or generate the Summary.
 - Schools **MUST** ensure they are on the latest Fileset available – we are currently awaiting the DfE to release the latest Fileset (**2100**). For guidance on checking and importing Validation Files see Section 3.3.
 - **Please be aware** that Filesets are sometimes updated by the DfE before Census Day.
 - **Please look out for notifications from The ICT Service regarding any essential Validation File updates before Census day** – though please note that non-essential updates will not prompt a notification
- **Calculate All Details** must be run **at least ONCE** – but running it again may delete manually-added data from some panels, thus requiring re-entry of the data. Individual panels can be recalculated if required.
- **Create & Validate** can be run as often as required.

These guidance notes relate mainly to Primary schools but most sections are the same for all school types – please be aware that panels and reports may display differently according to the type of school.

Important Points

- **Your school's funding is calculated using the figures contained in these returns.** The DfE Guide now indicates areas of data that are used to calculate school funding – in the relevant sections of the DfE Guide you will see the following annotation: **[used for funding]**
- The numbers of FSM, SEN, Service Children, Post Looked after Children, etc. will all impact on your school's income.
- **Remember: Validating the Census only shows INVALID DATA, NOT INACCURATE DATA.** The validation procedure checks that the data is in the correct format. It **cannot check** whether the data is actually correct. For example, a child's address may pass the validation checks despite having the wrong house number (i.e., correct format, but incorrect data). It is therefore **essential** that the Census Summary and Detail Reports are checked carefully.
- **Bulk Update** is a handy tool for checking both missing and invalid data, and for bulk addition or editing individual data items, e.g. First Language, Ethnic Category, etc.
(select Routines | Pupil | Bulk Update) – select group type, group, data item and effective dates as required – click **Search** – enter data as required – click **Save** then **Close**
- Throughout these notes, the term **DfE Census Guide** refers to the **DfE on-line Guidance** which provides full details of the specific information required by the DfE for each Census
- If Student Details in SIMS are kept up-to-date and accurate, very little extra work should be required to run the Census.
- Always complete **all** the statutory fields for **all** students, even if they are only on roll for one day (including Ethnicity and First Language).
- Never use data fields labelled as one thing to record something else, e.g.
 - Ensure the correct parts of all addresses are in the correct boxes - House Number box contains the house number, not the house name, etc.
 - Do not enter e-mail addresses in boxes for telephone numbers or vice versa
- Always check the Census Summary and Detail Reports THOROUGHLY.
- **UPRN – Unique Property Reference Number**
This number will now automatically populate whenever an address is validated, but UPRNs will only be collected on a voluntary basis as part of the census.
- **Free School Meals (in Dietary panel in SIMS)**
Ensure all students who are entitled to FSM have their entitlement recorded in SIMS, regardless of whether they actually take school meals and regardless of whether they are also entitled to Universal Infant free meals. Ensure that the start dates of their entitlement have been entered in the FSM entitlement box – this is in the Dietary panel in Student Details.

Do not remove historical records of FSM entitlement – historical entitlement to FSM also attracts additional funding. Any eligibility beginning after 1/4/18 should not have an end date (except in exceptional circumstances) following guidance from the DfE on the roll out of Universal Credit.

- **Part-time Pupils (in Registration panel in SIMS)**

Ensure end dates are present in the Part-Time Details panel for pupils who have changed from part-time to all day. Even if their Attendance Mode is changed to All Day, the Census will continue to count them as part-time if there is no end date for their part-time status.

- **Exclusions**

Exclusion information needs to be entered into the Exclusions area of SIMS – open the pupil's record – under Links (right hand column) select Exclusions – click New and enter the relevant details. The data is not collected from Attendance - simply entering an E code for Attendance **WILL NOT** provide the required Census data. Information on Reviews of Permanent Exclusions is now also collected by this census. Since September 2021 **Fixed Term Exclusions has been replaced by Suspension**

- **Service Children's Flag (in Additional Information panel in SIMS)**

This information should be completed for all Service Family students. Bulk Update (see item above) can be used to enter the data. For security reasons these flags are not included in the On Roll Basic Details Report (see Detail Reports in section 3.13). Source of information is no longer required.

1. Changes for this Census

Changes from the Previous Summer Census
<ul style="list-style-type: none">▪ 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

2. Frequently Asked Questions (FAQs)

For further information please refer to the [DfE School Census 2021/22 Guide](#)

2.1 What Date is the School Summer Census?

Thursday 19th May 2022

2.2 What Pupil Level Data is Collected?

<ul style="list-style-type: none">▪ Name▪ Date of Birth▪ Address▪ UPRN – voluntary▪ Year Group & Year Taught In▪ Part-Time status▪ UPN▪ Ethnicity	<ul style="list-style-type: none">▪ First Language▪ Free School Meal Eligibility start▪ Service Children in Education Indicator▪ Class type (Primary schools)▪ Youth Services Agreement (Secondary)▪ Learner Support (Special & Secondary)▪ SEN Status & SEN Needs▪ ULN (Secondary)▪ Alternative Provision (Voluntary)
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2.3 Early Years

Schools with Nursery pupils must record both Hours at Setting and Funded Hours for all eligible pupils. **Please Note:** this information is no longer collected from schools with Reception age pupils only, so the table may not be visible on the Census for your school.

Early Years Pupil Premium (EYPP) eligibility is not collected as part of this Census.

2.4 What Attendance Data is collected?

Spring Term 2022 - Attendance collected from 01/01/2022 to 17/04/2022

2.5 What Exclusion Data is collected?

Exclusions collected from 01/08/2021 to 17/04/2022. Exclusion Reasons and Exclusion Review dates are required for permanent exclusions, the Exclusion Reason of Other is no longer accepted. **From autumn 2021, in line with government advice, Fixed Term exclusions will be referred to as Suspensions.**

2.6 What other Data is collected?

- Standard School information
- School Dinner Taken, i.e. Universal Infant free meals taken on Census Day (free to all KS1 pupils)
- Free School Meal Eligibility
- Top-Up Funding
- Funding and Monitoring
- Post Looked After Arrangements
- Learner Support collected from 01/08/2021 to 19/05/2022 (applicable to Special & Secondary schools).

2.7 Learner funding and monitoring (FAM) type

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 | Statutory Return Tools | Update Funding and Monitoring) These are cumulative hours for each term with an additional Total Hrs for the Acad Yr column.

2.8 Where should Learner Support be recorded? - Special & Secondary Schools

There is a panel on Additional Information of Student Details where this information should be recorded. Learner Support collected from 01/08/2021 to 19/05/2022

2.9 Where can ULNs be obtained? - Secondary Schools

Secondary schools can obtain ULNs from the Learner Registration Service.

3. Tips on Running the Census

3.1 Creating a School Census

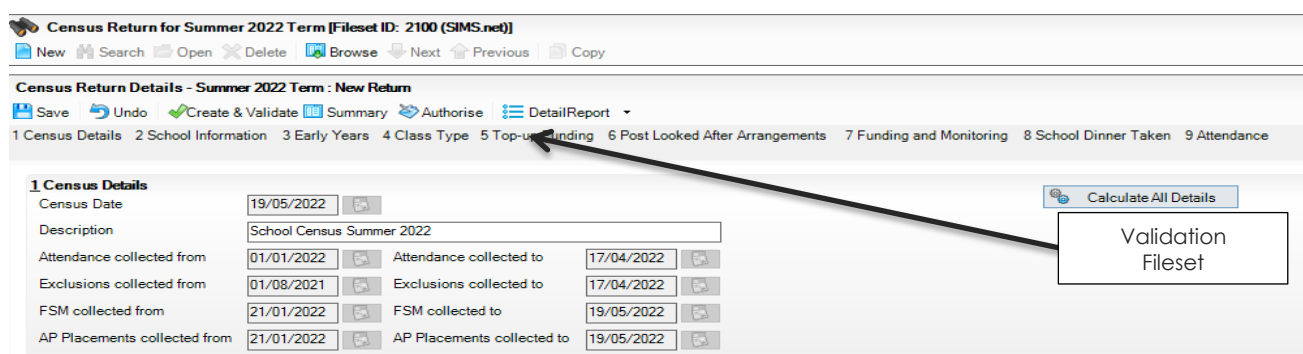
Use the route: **Routines | Statutory Returns | School Census**. Click on **New** to create a new Census. If working on a Census created previously, click Search and then open the appropriate Census.

3.2 Check where your School Census is being saved

A named subfolder, e.g. Census 2022 or Census 2021-22, makes it easier to locate your authorised return. Navigate to your existing School Census folder and check the setup.

- Centrally Hosted schools - **Central Share | SIMS Share | Statutory Returns | School Census...**
- Non-Centrally Hosted schools – **S:\ SIMS | Statutory Returns | School Census...**

3.3 Check which version of the Validation File your Census is using



The Validation File (Fileset ID) is given at the top of the Census page. Fileset **2100** should have been automatically imported in the SIMS Spring Upgrade. **However, this Fileset is only a beta version and should not be used when submitting your actual census but it can be used for preparation and submitting dummy censuses to the familiarisation blade.** The latest available Fileset will need to be imported before continuing with your Census – see details on page 3 and follow the instructions below.

When accessing the Manifest Files folder, please always import the latest available Fileset (the highest number) even if The ICT Service has not issued a notification email, there may be a newer Fileset before census day so please check.

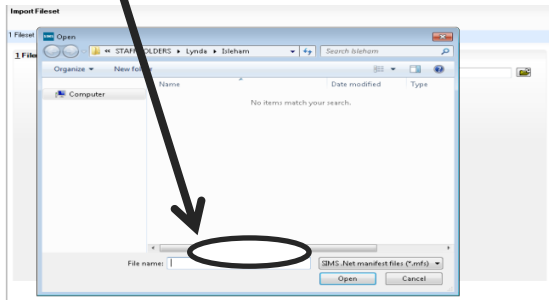
1. To import the Validation Fileset: **(select Tools | Setups | Import Fileset)**
2. Click on the **Choose Fileset folder button** to browse for the file. (The 'Choose Fileset' box should remain blank at this stage.)



3. Click into the **'File name'** box at the bottom of the displayed box and type in the following:

Centrally Hosted schools – type F:\sims – then click the Open button

Non-Centrally Hosted schools – type S:\sims – then click the Open button



- All schools browse to and then Open the Manifest Files folder
- Locate and highlight the relevant Validation File, e.g. nnn-StatutoryReturns-Spring2022_Fileset.mfs
- Click on Open and then Import Fileset

When the import has completed please exit out of SIMS and log back in again for the new Fileset to become active.

Please note: sometimes there are faults with these Files (which are provided by the DfE) which cause errors in the census, so often new filesets are made available quite close to Census day. When this occurs, we will notify schools by email and or the central hosting desktop and make available any replacement filesets which you will need to import.

3.4 School Information

Ensure the School e-mail address is present and is a Generic address, i.e. office@ or head@, NOT a named person's account.

Academy schools should ensure that any change of name or DfE Number has been entered in School Details – click on the School Detail link. Check the correct URN is present and if the DfE or URN have changed, the date the change occurred is present. A patch may be required to allow changes to be made.

3.5 Ensure you Calculate All Details

The **Calculate All Details** button is at the top right-hand corner of the Census – this must be run at least once.

Please note: If it is run again, any manual editing of the return will be lost. There are Recalculate buttons on each section of the return, which will just recalculate figures on that panel.

3.6 Early Years

The Early Years panel is where **Hours at Setting, Funded Hours, Disability Access Fund, 30 Hour Code and Extended Funded Hours** are recorded. EYPP Eligibility is only collected in the Spring Census.

This panel should only be visible to schools with Nursery pupils.

Pupils aged 4 at the start of the academic year in Reception and above are automatically funded as full-time equivalent pupils, so data is not required for these pupils.

Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2021	Age at 31/12/2021	Age at 31/03/2022	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Atkins,Eve	28/07/2018	001840	N2	PM	3	3	3	15	15	No		
Birkett,Scott	03/03/2018	001841	N2	AM	3	3	4	15	15	No		
Cardale,Luke	17/05/2018	001842	N2	PM	3	3	3	30	15	Yes	10038877533	
Carmichael,Meghan	21/06/2018	001843	N2	AM	3	3	3	6	6	No		
Ciobanu,Mitica	23/09/2017	001844	N2	AM	3	4	4	10	10	No		
Clifton,Rhianna	25/04/2018	001845	N2	PM	3	3	3	15	15	No		
Dickinson,Adam	05/12/2017	001846	N2	PM	3	4	4	30	15	No		

Check the [DfE Census Guide](#) for further details. Check that the figures in all columns are correct. The data entry tables can be accessed by clicking on the Edit button.

Hours at Setting are the actual number of hours that pupils spend in education provision at the school, irrespective of who funds the hours. **Funded Hours** are the total number of these hours for which funding is received under the free early education entitlement.

Disability Access Fund (DAF)

This is payable as a lump sum once a year and awarded to pupils aged 3 & 4 who meet the following criteria:

They are in receipt of child Disability Living Allowance (DLA) Personal Independence Payment (PIP)

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.

Extended Funded Hours and 30 Hour Code

Extended Funded Hours are in addition to the initial 15 funded hours that a child receives – only applicable to pupils aged 3 & 4 – this can double the original 15 hours of free child care to 30 hours a week – the following criteria must be met:

- Both parents must be working (or the sole parent is working in a lone parent family) and live in England.
- Each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage.

- Each parent must have an annual income of less than the specified amount.
- Parents who meet the extended funded hours criteria must obtain a code from the Tax Office (HM Revenue & Customs), then provide it to the school, together with other details, to confirm their eligibility for extended child care hours.

The 11digit **30 Hour Code** and the **number of extended funded hours** are collected in this return **for the week in which Census Day falls**.

Extended Funded Hours information provided by the DfE can be found on their website:

<https://www.gov.uk/government/publications/30-hours-free-childcare-la-and-early-years-provider-guide>

3.7 Class Type (Primary Schools)

Class Type can be updated via the Edit button on this panel. Years E1, E2, N1 & N2 pupils should be ticked in the Nursery column (if their class is **only** for Nursery pupils); all other year group pupils should be ticked as Other (including any class which contains mixed Nursery and Reception pupils).

4 Class Type Edit Recalculate

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abbas, Latif	11/11/2016	Male	001780	R	ELM		✓
Abbott, Jessica	17/02/2014	Female	001663	3	3TO		✓
Abhra, Shaquib	17/12/2013	Male	001582	3	3TO		✓
Abrams, Paul	15/12/2014	Male	001651	2	2JB		✓
Ackton, Charlotte	10/02/2014	Female	001590	3	3CB		✓
Adams, Nancy	18/12/2011	Female	001460	5	5BB		✓

3.8 Top-Up Funding and Post Looked After Arrangements

Click on the relevant **Edit** button in each panel (if applicable) – then click Search to enable selection of the appropriate students. See the [DfE Census Guide](#) for further guidance.

Top-up Funding Edit Recalculate

Surname	Prefe	Edit Top-up Funding	Forename	YTI	Reg	SEN	Ever in
Balinski	Balinski		Iwa	2	2GH	E	No

Top-up Funding refers to pupils on roll for whom the school is receiving top-up funding **on Census Day**. This funding relates to pupils identified as requiring additional support which costs more than a specified threshold.

Post Looked After Arrangements Edit Recalculate

Surname	Preferred Surname	Forename	YTI	Reg	Ever in C...	Post Looked After Arrangements
Cain	Cain	William	1	ELM	Yes	Ceased to be looked after through Adoption
Franklin	Franklin	Ethan	3	3TO	Yes	Ceased to be looked after through a Residence Order (RO)

For **pupils previously Looked After**, schools must use the drop-down options via the **Edit** button to select the 'Ceased to be looked after' reason.

In both panels, the Ever in Care columns will populate with either 'Yes' or 'No' as follows:

Yes – the pupil has been In Care whilst on roll at this school;

No – the pupil has not been In Care whilst on roll at this school (but may have been In Care in the past).

3.9 School Dinner Taken

This panel enables schools to record the uptake of Universal Infant free meals **by KS1 pupils (Years R, 1 & 2)**. The panel refers to **ALL KS1 pupils** as they are all automatically entitled to Universal Infant free meals (regardless of whether or not they are also entitled to Free School Meals as advised by the Education Welfare Department and as recorded in Pupil Details – Tab 6 Dietary).

Schools should therefore just record whether or not a **KS1 pupil** takes a school meal on Census Day, regardless of any other entitlements.

School Dinner Taken

Reference Date: 19/05/2022 All pupils including those eligible for FSM should be included below

Group By

Calculate From Attendance Calculate From Dinner Money

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Abbas	Latif	R	ELM	Single Registration	
Abrams	Paul	2	2JB	Single Registration	
Aditya	Zayan	1	PINE	Single Registration	
Ainsley	Charlotte	2	2GH	Single Registration	
Alberts	Courtney	2	2GH	Single Registration	
Andrews	Ching	2	2JB	Single Registration	
Andrews	Izabel	1	ASH	Single Registration	
Andrews	Meili	R	OAK	Single Registration	
Andrews	Melissa	R	ASH	Single Registration	
Armitage	Elise	1	OAK	Single Registration	
Atkins	Austin	1	PINE	Single Registration	
Atkins	Portia	2	2JB	Single Registration	
Barnes	Isaac	2	2GH	Single Registration	
Barnwell	Emma-Jane	2	2GH	Single Registration	

Total Taken: Total Not Taken:

Tick All Reset

The School Dinner Taken boxes can be populated automatically by selecting **either**:

Calculate from Attendance – this will assume that any pupil present on the reference date took a meal, so is likely to require editing to remove the tick from pupils who did not have a meal on that date; **or**

Calculate from Dinner Money – this will populate from the Universal Infant free meals actually taken on the day, as recorded in SIMS Dinner Money.

Alternatively, those pupils taking Universal Infant free meals on Census Day can be ticked manually in the panel.

The Reference Date can be changed if there are unusual circumstances which mean that the Census date is not representative of meals usually taken – this allows the table to be automatically populated from a different day's Attendance/Dinner Money data.

3.10 Attendance

The Attendance panel should show the message that Attendance Marks are Compliant. If Missing Marks are reported, these should be identified and dealt with before recalculating this panel – check for Missing Marks during the Spring term 2022 for the Summer term 2022 Census.

3.11 Create and Validate

Create and Validate the Census and resolve any resulting pupil level errors.

All errors must be CLEARED.

Check [here](#) for the latest version of the Errors and Resolutions booklet.

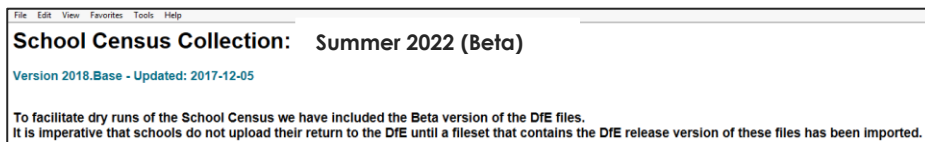
All queries must be CHECKED for accuracy. Do not assume that queries are correct – they may not be!

3.12 Census Summary

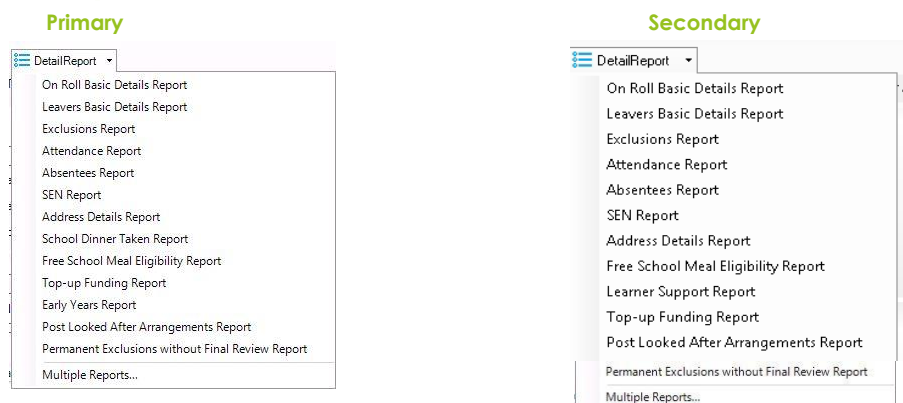
Run the Census Summary and **CHECK THAT THE NUMBERS ARE CORRECT. Validating the Census only shows INVALID DATA, NOT INACCURATE DATA** (see guidance on page 3). Check that the data is correct in both the Summary and the Detail Reports (see Section 3.13), particularly the following:

- Part-time pupils
- Free School Meal entitlement (refers to entitlement based on economic eligibility criteria)
- Universal Infant free meals (KS1 pupils only)
- SEN Provision / Status / Needs
- Ethnicity
- First Language (check there are no 'Other than English', 'Believed Other than English', etc. - **if there are, please contact the Helpline**)
- EAL (English as an Additional Language) – very important as this attracts additional funding
- Service Children in Education
- Exclusions
- Youth Services Agreement (Secondary)

If you see the screen below (or something similar), you are not using the correct Validation Fileset. Please import the latest Fileset as in section 3.3 above.



3.13 Detail Reports



The list of Detail Reports available will vary depending on school type – the above are examples of what may be visible for your school.

Run the Detail Reports and pass a copy to all appropriate members of staff for checking, e.g. Headteacher, SENCO, Attendance Officer, Personnel Officer, etc.

3.14 SEN

Check that the Number of Students at each level is correct – **the only acceptable Status options are:** SEN Support (K), Education, Health and Care Plan (E). All students with SEN **MUST** also have a **Need Type**. Ensure only Need Types with Statutory Codes are used. Need Types all now have historical date stamps – when amending SEN Status or Need Types, ensure that the correct start and end dates are entered before saving the data, otherwise historical data will be overwritten. Also, please ensure that **all Need Types** are listed in Pupil Details, in order of priority.

By default, all students have an SEN Status of Never Assigned, which should **not** be amended unless a student is added to the SEN Register.

However, **any student who has had an Exclusion MUST have an SEN Status valid at the date of the Exclusion**, as the default status of Never Assigned will result in an error when running the Census. Therefore, if the Excluded student does NOT have special needs, a Status of No Special Needs (N) **MUST** be applied.

3.15 Authorising the Return

Once the Return is complete and **ALL** Reports have been checked, give a copy of the Summary to the Headteacher. The Return requires the Headteacher's approval. Once it has been agreed, ask the Head to sign the Census Summary, then click on the **Authorise** button and complete the procedure. The Return will then be converted to an xml file (before authorisation it will have been a .una file). Authorised returns cannot be edited. Should a problem be discovered, the return can be copied and this copy can then be amended.

Make a note of the file name. The format is:



4. Upload a Dummy Return

The Familiarisation blade on the COLLECT website is made available by the DfE for schools to upload Dummy Returns in advance of each Census. **For this Census, it will only be available until 4 p.m. on Friday 14 May.** This blade enables the school to discover in advance any additional errors the COLLECT validation process may highlight, as well as allowing schools to explore the site without risk to live data.

We strongly recommend that you upload a Dummy Return – as well as checking for validation errors, this process will ensure that the school's Secure Access login credentials are working.

This blade is accessed from the usual DfE sign-in URL at: <https://services.signin.education.gov.uk/>

In Secure Access, select the COLLECT option (not S2S). Ensure the School Summer Census 2022 Blade is selected. Upload the authorised XML file. DfE COLLECT guidance notes are available [here](#).

Please note: to enable a Dummy Return to be uploaded to the Familiarisation blade, the Return must be authorised. However, some data will then need to be edited on Census Day, e.g. number of Universal Infant free meals taken. Authorised Returns cannot be edited, so either a new Return can be created or the Dummy Authorised Return can be copied and re-saved, then up-dated. Data and reports should be re-checked and then agreed by the Headteacher before the final Return is authorised and uploaded to COLLECT on Census Day.

N.B. Sometimes access to COLLECT is blocked until schools visit the [Get Information About Schools](#) (previously Edubase) website and check and confirm the accuracy of the information held for your school.

5. Upload & Submit the School Summer Census Return

The Summer Census blade on the COLLECT website will only become live on Census Day.

All schools will be able to upload their Census returns from 7.30 a.m. on **Thursday 19th May**.

The URL for the completed and authorised census is:

<https://services.signin.education.gov.uk/>

DfE guidance notes for using the COLLECT website to upload your Census are available [here](#).

Select the COLLECT option (not S2S). Ensure the School Summer Census 2022 Blade is selected.

Upload the authorised XML file which is located in your school system – usually saved in:

- **Centrally Hosted Schools: Central Share | SIMS Share | Statutory Returns | School Census...**
- **Non Centrally Hosted Schools: S:\ SIMS | Statutory Returns | School Census...**

Important Note:

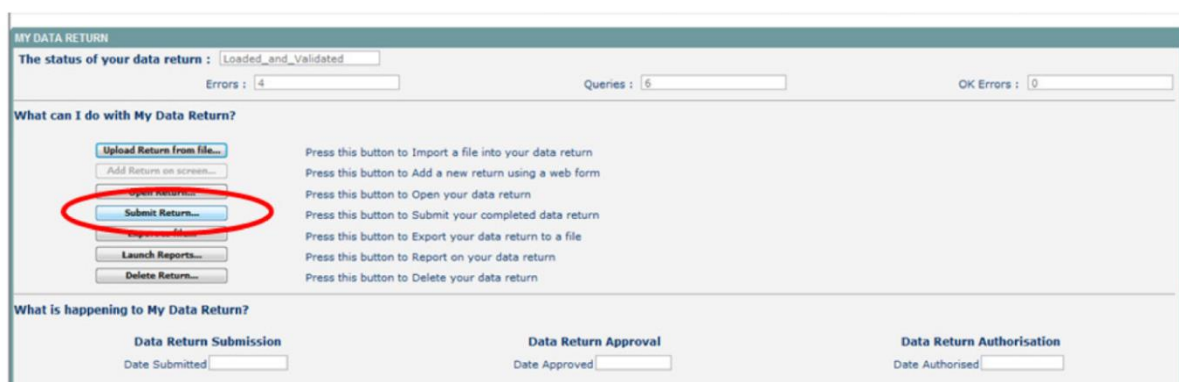
If there are any **Queries/Errors** remaining on the Census and if, after investigation, you can confirm that the data is correct, a Note to cover each query/error **must be added on the COLLECT site** when uploading the Census return.

Full guidance is given in the DfE COLLECT notes but, as an absolute minimum, the information in the Note must include the Query/Error number and confirmation that the data is correct – please see the example below given by the DfE:

3 x 2020Q – confirmed correct (add reason); 1 x 1996Q – confirmed correct; 2 x 2502Q – simple confirmation will not be sufficient – will need a reason, e.g. pupils are dually registered and did not attend this establishment in the Spring term.

In some cases, the DfE requires additional information to be added to the Note in COLLECT to confirm the **reason** for the unexpected data – please refer to the **COLLECT Minimum Note Requirements** guidance [here](#) on the GOV.UK website.

The school is responsible for **Submitting the Return** once the data has been checked and any explanatory notes have been added – click on **Submit Return**.



The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Loaded_and_Validated'. Below this, there are three input fields: 'Errors : 4', 'Queries : 6', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export Return to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding instruction. Below this section is 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]).

The status will then change to **Submitted** and the date will appear in **Data Return Submission | Date Submitted**

The LA/DfE will not be able to see your Return until it has been Submitted.

6. Future Returns – Important Dates

Please note the following dates in your calendar to ensure you are fully prepared for each Statutory Return:

6th October 2022 School Autumn Census

3rd November 2022 School Workforce Census

Please **prepare early** by ensuring that all MIS data is up to date well in advance of Census dates – this can assist in avoiding last-minute issues.