



School Autumn Census 3 October 2019

Helpline Guidance Notes



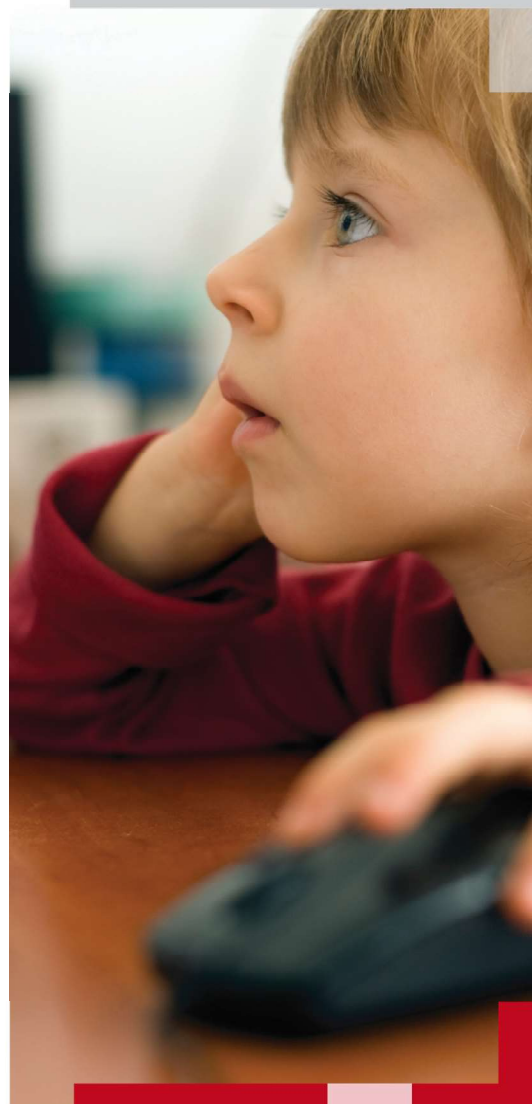
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Before Proceeding

- **All schools must be on the SIMS Summer 2019 upgrade (version 7.188) to be able to run the Autumn 2019 School Census.** 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 – Tools | Validate Memberships | click OK and wait for the dialog box to disappear.
 - **All schools – IMPORT** the latest Predefined Report Definitions 7.188 if this has not been done since the SIMS Summer upgrade – Reports | Import | Open – locate the correct version of PreDefined_Reports and Import.
 - Returns Officer or Returns Manager Permissions are required to be able to create the Census.
 - **If SIMS crashes** when accessing Routines | Statutory Returns | School Census, your screen resolution may need resetting to **Smaller – 100% (default)** in Control Panel | Display
 - Browse to your Statutory Returns folder and check the location of your Census 2019 folder (see Section 3.2).
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- **N.B. To date the DfE have not produced a pdf census guide for 2019-2020. They have published all the details on line at <https://www.gov.uk/guidance/complete-the-school-census/autumn-term>. Should a full guide be released we will make it available to schools as soon as it becomes available.**
-
- Check which **Validation File** your Census is using. **Fileset 1300** 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 – this is currently **1304**, which will be available for import shortly. For guidance on checking and importing Validation Files see Section 3.3 on page 6.
 - **Please be aware** that Filesets are sometimes updated again 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.
 - Schools with Nursery age pupils – where the pupils are on the school roll – should make their submission of funded hours via the School Census (they should NOT then complete the separate Early Years Return). For schools with a separate Ofsted registered Nursery provision on the school site, the funded hours should be submitted by the Early Years Return – NO school should submit both returns for the same pupils.
 - **These guidance notes relate mainly to Primary schools (although general principles are the same for all) – 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.**
- **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.
- **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 factually correct. For example, a child's address may pass the validation checks despite having the wrong house number (i.e. correct/valid 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 for both missing and invalid data, and also for bulk adding or editing individual data items, e.g. First Language, Ethnic Category, , etc.

Go to: **Routines | Pupil | Bulk Update** – select group type, group, data item and effective dates as required for each search – click **Search** – enter data as required – click **Save**

- Throughout these notes, the term **DfE Census Guide** refers to the online [DfE Guide](#) which provides full details of the specific information required by the DfE for each Census. Should this guide become available as a PDF documents we will make it available to schools.
- If Student Details in SIMS are kept up-to-date and accurate, very little extra work will 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.
- 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.**
- **Deleted Data Items**
- These items are no longer collected:-
 - Proficiency in English
 - Country of Birth
 - Pupil Nationality
- **UPRN – Unique Property Reference Number**
This number will now automatically populate whenever an address is validated. Currently, UPRNs are only collected on a voluntary basis.
- **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 and end 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.
- **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 in the Exclusions area of SIMS – open the pupil's record – under Links 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.
- **Service Children's Flag (in Additional Information panel in SIMS)**
This information should be completed for all Service Family students. Bulk Update (see item on page 3) 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

New data items to be collected:

Exclusion Data

Exclusion data will be collected for both the Spring and the Summer Terms 2019 i.e 1/1/19 to 31/8/19. Additional information will be required on exclusions including information on Exclusion Review dates and outcomes and whether and SEN expert was requested as part of the exclusion.

Post 16 Schools

Students with a pass grade in Maths or English Functional Skills Level 2 can be recorded as an exemption)

Schools can now make corrections to the highest grades for the previous academic year and re-submit in the Autumn census.

Total Planned timetabled hours for the previous academic year (incorrect figures for the previous year can therefore be amended)

Also total planned timetabled employability, enrichment and pastoral hours for the previous year

Number of teachers on planning and preparation (PPA) or learning manager time (LMT)

Number of infant class teachers on PPA or LMT at selected time is collected.

2. Frequently Asked Questions (FAQs)

For further information please refer to the [DfE Guide](#)

2.1 What Date is the School Autumn Census?

Thursday 3 October 2019

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 ▪ First Language 	<ul style="list-style-type: none"> ▪ Free School Meal Eligibility start and end dates ▪ Service Children in Education Indicator ▪ Class type (Primary schools) ▪ Youth Services Agreement (Secondary) ▪ Learner Support (Secondary) ▪ SEN Status ▪ SEN Needs ▪ ULN (Secondary)
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2.3 Early Years

Schools with Nursery age pupils must record Funded Hours, Extended Childcare Hours, 30-hour Code Indicator, Disability Access Fund Indicator and Hours at Setting for all eligible pupils. For details of eligibility criteria see the [DfE Guide](#).

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

2.4 What Attendance Data is collected?

Summer Term 2019.

2.5 What Exclusion Data is collected?

Spring and Summer Terms 2019.

2.6 What other Data is collected?

- Standard School information, including school URN.
- School Dinner Taken, i.e. Universal Infant free meals taken on Census Day (free to all KS1 pupils)
- Top-Up Funding
- Post Looked After Arrangements
- Learner Support (Secondary schools)
- Post 16 Learning Iams (Secondary schools with 6th forms)

2.7 Where can ULNs be obtained? - Secondary Schools

Secondary schools can obtain ULNs from the Learner Registration Service

2.8 Where should Learner Support be recorded? - Secondary Schools

There is a panel on Additional Information of Student Details where this information should be recorded.

3. Tips on Running the Census

3.1 Creating a School Census

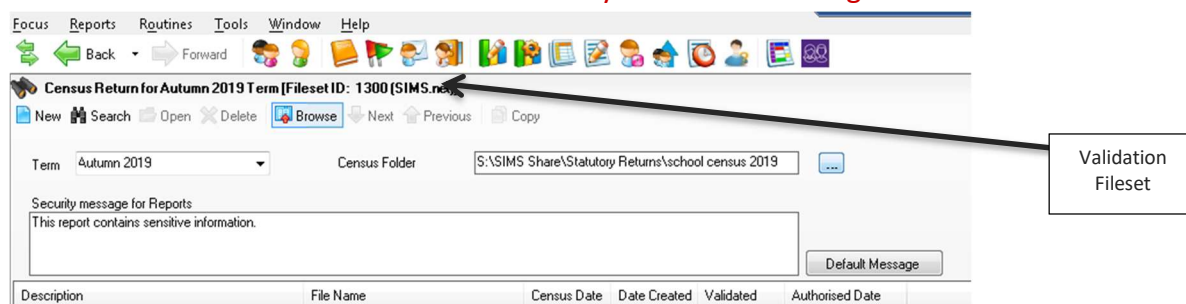
Use the route: **Routines | Statutory Returns | School Census**. Click on **New** to create a new Census. If working on a Census created previously, click Search and then open the appropriate Census.

3.2 Check where your School Census is being saved

A named subfolder, e.g. Census 2019 or Census 2019-20, 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...**

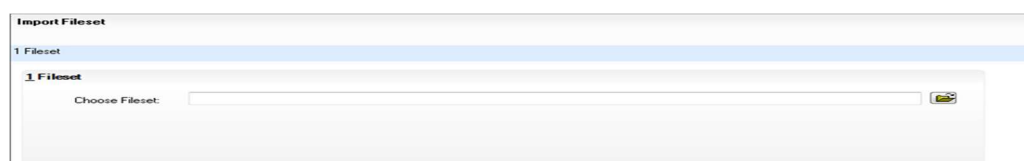
3.3 Check which version of the Validation File your Census is using



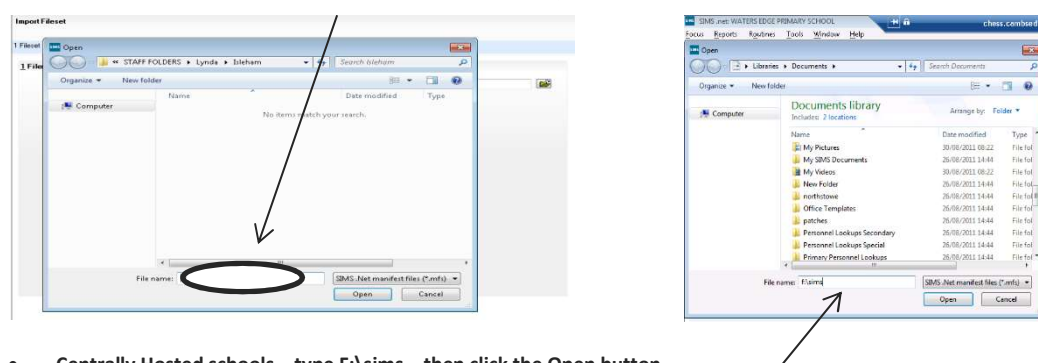
The Validation File (Fileset ID) is given at the top of the Census page. Fileset **1300** should have been automatically imported as part of the SIMS Summer Upgrade. **However, this Fileset does not include details necessary to validate the Census and generate the Summary.** The latest available Fileset will need to be imported before continuing with your Census. Currently, this is **1304**, but please be aware that these Filesets are sometimes updated again by the DfE.

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. Only the latest available Fileset needs to be imported, as all previous changes will have been incorporated within the latest version.

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



- Click into the 'File name' box at the bottom of the displayed box



- 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. 1304-StatutoryReturns-Summer2019_Update_Fileset.mfs
- Click on **Open** and then **Import Fileset**

When the import has completed, it is necessary to log out of SIMS and log back in again for the new Fileset to become active.

Please note: there are occasions where faults with these files (which are provided by the DfE) come to light too late to be included in any upgrade. When this occurs, we will notify schools and make available any replacement files.

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. A patch may be required to allow changes to be made.

For all schools, the URN will be collected. This number is not visible on the School Information Panel of the Census but should be visible when you click the School Details button to access this area of SIMS.

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.

Early Years											
<div>Edit</div> <div>Recalculate</div>											
Name	Date of Birth	AdNo.	YTI	Reg	Age at 31/08/2017	Age at 31/12/2017	Hours at Setting	Funded Hours	Disability Access Fund	30 Hour Code	Extended Funded Hours
Abhra, Shagab	17/12/2013	001582	N2	AM	3	4	30	15	No	10000000001	15
Ackton, Charlotte	10/02/2014	001590	N2	AM	3	3	15	15	No		
Clark, Felicity	02/02/2015	001542	N1	N1 AM	2	2	20	15	No	10000000002	5
Clinton, Joseph	07/07/2013	001591	N2	AM	4	4					
Daniels, Bryn	20/11/2013	001592	N2	AM	3	4					
Delarve, Millicent	10/02/2014	001583	N2	PM	3	3					
Ellis, Paul	08/02/2014	001584	N2	PM	3	3					

The [DfE Guide](#) provides full 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)

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 11 digit **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).

Class Type  

Name	Date of Birth	Gender	AdNo	YTI	Reg	Nursery	Other
Abdullah, Tamwar	12/01/2009	Male	001275	4	3TO		✓
Abhra, Abjit	20/11/2009	Male	001336	3	2JB		✓
Abhra, Alisha	20/11/2009	Female	001337	3	2JB		✓
Abhra, Shaquib	17/12/2013	Male	001582	N2	PM	✓	
Ackton, Stan	22/03/2010	Male	001339	3	2GH		✓
Adams, Laura	03/03/2007	Female	001235	6	5BB		✓


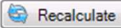
3.8 Top-up Funding and Post Looked After Arrangements

Click on the relevant Edit button in each panel (if applicable) – then click Search to enable selection of the appropriate students. Sections 5.3.19 and 5.3.20 of the [DfE Guide](#) provide further guidance.

Top-up Funding  

Surname	Preferred Surname	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  

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 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 a **KS1 pupil** takes a school meal on Census Day, regardless of any other entitlements.

Surname	Forename	YTI	Reg Group	Enrol Status	School Dinner Taken
Adams	Nancy	1	ELM	Single Registration	<input checked="" type="checkbox"/>
Adams	Sadie	R	ELM	Single Registration	<input checked="" type="checkbox"/>
Aleman	Richard	2	2JB	Single Registration	<input checked="" type="checkbox"/>
Aleman	Steven	2	2GH	Single Registration	<input checked="" type="checkbox"/>
Alala	Candice	1	PNE	Single Registration	<input checked="" type="checkbox"/>
Alamilla	Sofia	2	2JB	Single Registration	<input checked="" type="checkbox"/>
Alyona	Tatyana	R	PNE	Single Registration	<input checked="" type="checkbox"/>
Andrews	Richard	R	ASH	Single Registration	<input checked="" type="checkbox"/>
Balik	Karoline	2	2GH	Single Registration	<input checked="" type="checkbox"/>
Borin	Valerija	2	2JB	Single Registration	<input checked="" type="checkbox"/>
Banks	Chloe	2	2GH	Single Registration	<input checked="" type="checkbox"/>
Barden	Olivia	1	PNE	Single Registration	<input checked="" type="checkbox"/>
Barnick	Molly	2	2JB	Single Registration	<input checked="" type="checkbox"/>
Bartram	Plant	R	ASH	Single Registration	<input checked="" type="checkbox"/>

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 Free School Meals actually taken on the day, as recorded in SIMS Dinner Money.

Alternatively, those pupils taking Universal Free School 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 Summer term 2019 for the Autumn 2019 Census.

3.11 Create and Validate

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

All errors must be CLEARED.

Check the Learn Together Hub [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!

If you see the screen below, you are not using the correct Validation Fileset (currently 1304). Please import the latest Fileset as in section 3.3 above.

Type	Sequence	Message	Location	Solution
F	1000000	The DIE has not yet provided the XSLT file to generate the DIE Validation Errors Summary.		The XSLT file will be made available to schools as soon as possible after the DIE makes it available to suppliers.

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:

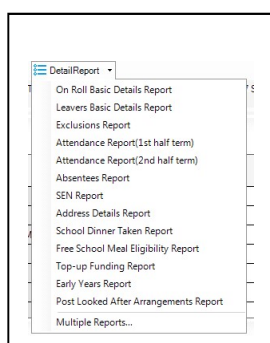
- Part-time pupils
- Free School Meal entitlement (refers to entitlement based on economic eligibility criteria)
- Universal Infant free meals (KS1 pupils only)
- Early Years provision (where school has Nursery classes)
- SEN Provision / Status / Needs
- Ethnicity
- First Language (check there are no '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, you are not using the correct Validation Fileset (currently **1304**). Please import the latest Fileset as in section 3.3 above.

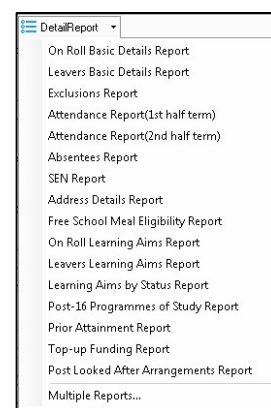
The DfE has not yet provided the XSLT file to generate the DfE Summary Report. The XSLT file will be made available to schools as soon as possible after the DfE makes it available to suppliers, but it will not be possible to provide the level of testing that would have been done if the file had been provided earlier.

3.13 Detail Reports

Primary



Secondary



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 currently:** SEN Support (K), Education, Health and Care Plan (E) (Statement (S) ceased to be a valid SEN status last April).

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 Post-16 Learning Aims – only for Secondaries with 6th Forms

Post-16 Learning Aims are collected as part of this Census – the accuracy of the data returned is critically important as your school funding for these students is based on these figures.

Details of all courses undertaken and hours of study are required. The [DfE Census Guide](#) provides handy tables showing different scenarios for the study of A and AS levels and how these should be recorded.

Where another organisation is responsible for the provision of learning/training for Post-16 courses, the UKPRN for that organisation is required.

Learning Aims with a status of "Withdrawn" require a withdrawal reason.

Maths and English GCSE Prior Attainment is collected for all Post-16.

Details of Traineeships are collected.

Manual editing can be carried out using the new Maintain Post-16 Programmes of Study area in SIMS. [Detailed guidance notes from the DfE](#) (on exactly what data is required) and [Capita](#) (on how to prepare Post-16 data and run the Autumn Census) are available for download from the Learn Together Hub.

3.16 Authorising the Return

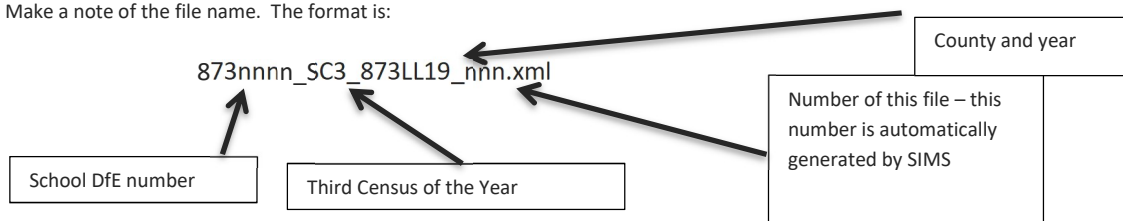
Once the Return is complete and **ALL** Reports have been checked, give a copy of the Summary to the Headteacher.

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 27th September.** 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 Secure Access URL at:

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

In Secure Access, select the COLLECT option (not S2S). Ensure the School Autumn Census 2019 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.

5. Upload & Submit the School Autumn Census Return

The Autumn 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 3 October**.

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 Autumn Census 2018 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 Summer 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** – see following screenshot:

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

<input type="button" value="Upload Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return on screen..."/>	Press this button to Add a new return using a web form
<input type="button" value="Open Return..."/>	Press this button to Open your data return
<input type="button" value="Submit Return..."/>	Press this button to Submit your completed data return
<input type="button" value="Export Return..."/>	Press this button to Export your data return to a file
<input type="button" value="Launch Reports..."/>	Press this button to Report on your data return
<input type="button" value="Delete Return..."/>	Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted: <input type="text"/>	Date Approved: <input type="text"/>	Date Authorised: <input type="text"/>

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:

7 November 2018 School Workforce Census 2019

16 January 2020 School Spring Census 2020

21 May 2020 School Summer Census 2020

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.