

# School Census Spring Return January 2021

*Census day: Thursday 21<sup>st</sup> January 2021*

## Data Preparation for All Schools



**Stockton-on-Tees**  
BOROUGH COUNCIL

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## Introduction

When the time comes for running the **Spring School Census**, summary information will be generated automatically by your SIMS.net software using the individual pupil and certain other data within the system. For the most part this summary information cannot be edited manually. **It is therefore essential that all relevant pupil data is entered into your system and checked for accuracy before running School Census.**

This guide is designed to show you how to carry out a series of data checks that will ensure that the amount of queries generated by the software when running School Census, and also those from the Information and Improvement Service when checking your return, are kept to a minimum. This preparatory work should be carried out **before 21<sup>st</sup> January 2021 (Census Day)**

## Changes from 2019-20

### **Key Dates for the School Census Spring 2021 Return**

Census Date: 21/01/2021

Termly attendance collected from 01/09/2020 to 31/12/2020

Exclusions collected from 13/04/2020 to 31/12/2020

Free School Meals collected from 02/10/2020 to 21/01/2021

Learning Aims collected from 01/08/2020 to 21/01/2021

### **Exclusions**

The collection period for exclusions in the School Census Spring 2021

Return is for the Summer and Autumn terms (13/04/2020 to 31/12/2020).

### **Free School Meals eligibility period end dates:**

Following the introduction of universal credit on 1 April 2018, a pupil's FSM status will be protected until the end of the universal credit roll out period i.e. 31 March 2022, or until their phase of education at that time ends.

This means that:

- any claimant who is in receipt of free school meals after 31 March 2018 should continue to receive free school meals until the end of the universal credit roll out period or their phase of education at that time ends.
- any claimant who gains eligibility for free school meals from 1 April 2018 will continue to receive free school meals until the end of the universal credit rollout period or their phase of education at that time ends.

These both apply even if circumstances change and they would no longer meet the eligibility criteria.

This means that no pupil should have an end date for their FSM between 1/4/2018 and 31/3/2022. Pupils with end dates for FSM within this range will cause a query in SIMS/Collect when running your census. The only reasons for this type of end date that the DfE will accept is:

- 
- 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
  - where a pupil transfers from another UK country – their non-English FSM must have an FSM end date

### Learning Aims

Collection from (01/08/2020 to 21/01/2021)

### New Data Items being Collected since Autumn:

The below data items have been identified to be collected in the Autumn Census as a results of expected changes and due to the Covid 19 pandemic. These will be validated once imported into COLLECT. Further details can be found;

<https://www.gov.uk/guidance/complete-the-school-census/changes-from-previous-school-census>

- Programme Details: Aims, Type
- Work Placement Details: Start Date, End Date, Hours, Mode, Employer ID
- T Level Details: Planned Hours, employability, enrichment and pastoral hours,
- Additional Exclusion Reason Added

**There are no data items that have been removed from collection.**

## Pupil Premium

Information for the pupil premium is collected through each termly census. There is no specific pupil premium field collected within census. **The pupil premium field within section 9 of the pupil details screen within SIMS is not collected in census and is for internal school purposes only.**

Information taken from census for the following attributes determine the pupil premium cohort

- 
- Deprivation (FSM ever 6) Pupil Premium (*based on the FSM information collected at each census*)
  - Post Looked After Arrangements (previously known as Adopted from Care Premium)

Information for the Looked After Children Pupil Premium is determined separately and is funded by the Care Authority. For Stockton Children, it is done on a termly basis dependent on where the child is being educated as of the end of the previous term.

Please note that the information for adopted from care pupils is collected when running the school census and there is not a field within the pupil details screen.

As you should be aware, DfE have made available the definitive list of pupil premium eligible pupils for 2018-19 and it can be downloaded from the DfE Secure Access website.

<https://sa.education.gov.uk/>

Once logged in you will need to select the ***KtS – Key To Success*** option and then after that in the left hand side there is an option for Pupil Premium and an academic year which you will need to select. After you have downloaded the file all the pupils on the list are eligible for the pupil premium but within the columns it is easy to establish which part of the pupil premium a pupil is eligible for.

If you have any queries please don't hesitate to contact our helpdesk at

[information.services@stockton.gov.uk](mailto:information.services@stockton.gov.uk)

Also please see the DfE's FAQs regarding pupil premium which can be found at:

<https://www.gov.uk/pupil-premium-information-for-schools-and-alternative-provision-settings>

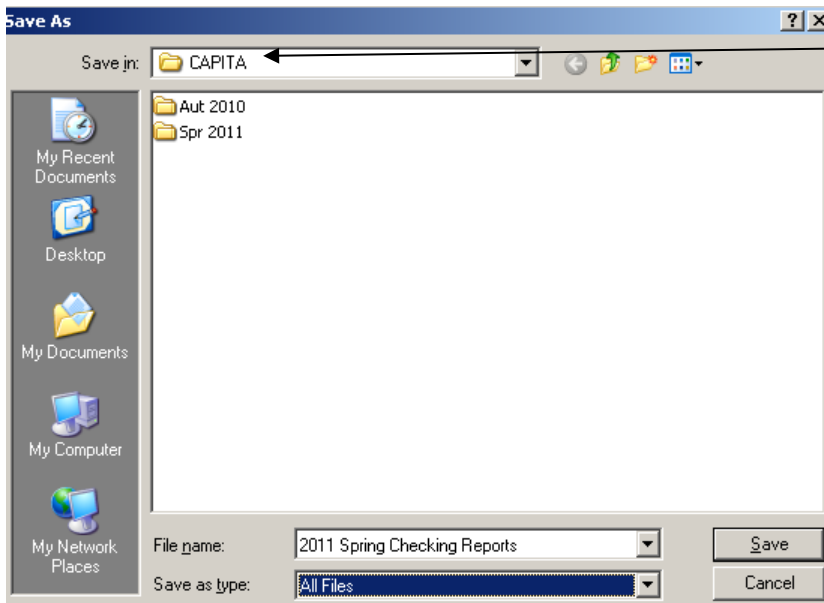
## Import Census Checking Reports

**Please note that Information & Improvement Service recommend the deletion of any Census reports from previous collections as they look at past data. Should there be**

**any confusion and one of the past reports is used, current Census data will not be checked and may lead to an invalid return.**

**These reports can be deleted by choosing the “Reports” menu in SIMS.net then selecting “Design Report”. This will bring you into the reports screen, here choose the option to “open an existing report” and navigate to previous Census report. Hover your mouse over the report you wish to delete, right click once with your mouse then select delete.**

Before you can use the reports that the Information & Improvement Service have provided to help you with your School Census Return, you will need to import them into SIMS.net. The report definition file is attached to the e-mail in which you also received this document. It is called “(Year Term) Census Checking Report.rptdef”, you will need to save this file before importing it to SIMS.



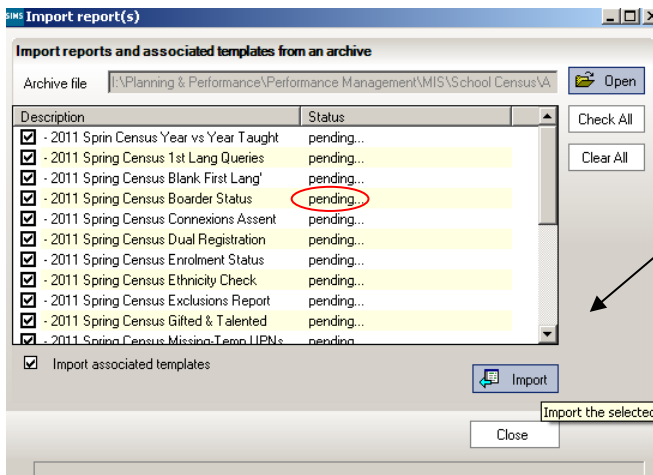
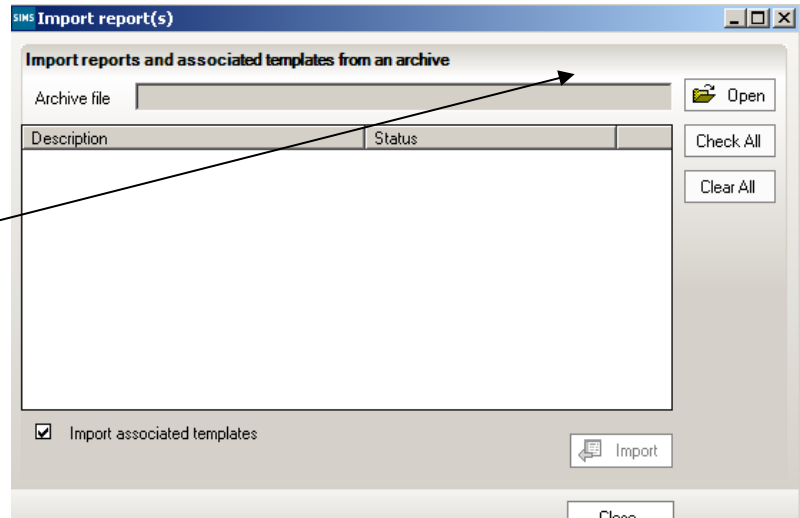
In the “save in” box, navigate to where you wish to save the reports (the Information & Improvement Service recommend you use your desk top. In the “save as type” box check the file type is “All Files”.

Once you have saved the file to a known location on your computer or network you can import the reports as indicated below:

To import the Census Reports:

1. Login to SIMS.net
2. Go to Reports | Import
3. Click on the Open button

Browse to the location you have saved the file to, highlight the file and click Open



4. Click the Import button

5. The status of the reports will change from pending to Imported (see. pending... on left.)

6. Click the Close button.

7. You have now imported the following reports which are all available through Reports | Run | Focus | Student

- A. \* 2021 Spring Census 01 Year vs Year taught in
- B. \* 2021 Spring Census 02 Out of year pupils
- C. \* 2021 Spring Census 03 Enrolment Status
- D. \* 2021 Spring Census 04 Part Time Check
- E. \* 2021 Spring Census 05 Missing / Temp UPN's
- F. \* 2021 Spring Census 08 Boarder Status
- G. \* 2021 Spring Census 09 SEN Status
- H. \* 2021 Spring Census 10 SEN Needs
- I. \* 2021 Spring Census 11 SEN Unit / Provision
- J. \* 2021 Spring Census 13 FSM Census
- K. \* 2021 Spring Census 14 Service Child Indicator
- L. \* 2021 Spring Census 15 Serv' Child Vs FSM
- M. \* 2021 Spring Census 17 Ethnicity Check
- N. \* 2021 Spring Census 18 Blank 1<sup>st</sup> Lang'
- O. \* 2021 Spring Census 19 Exclusions report
- P. \* 2021 Spring Census 20 Address Check
- Q. \* 2021 Spring Census 21 Fut' start dates



- R. \* 2021 Spring Census 22 YSSA Indicator
- S. \* 2021 Spring Census 23 Missing ULNs

Please contact the helpdesk [information.services@stockton.gov.uk](mailto:information.services@stockton.gov.uk) if you are missing any of the reports listed in this guidance document.

*Please Note*

**\* When looking at the reports provided by the Information and Improvement Service through the 'Report Browse' the owner may show as Imported and the Supplier as a different school. This will not affect your reporting as it was just a copy of this system the reports were written on.**

## Run Pupil Registration reports

The following reports fall into the classification of pupil registration:

- 01 Year vs. Year taught in
- 02 Out of Year Pupils
- 03 Enrolment Status
- 04 Part Time Check (Primary only)
- 05 Missing/Temp UPNs
- 06 Pupil class type – relevant to Primary Schools only (No report)
- 07 Funded Hours and Hours at Settings 2, 3 and 4 Year olds – Primary only (No report)
- 08 Boarder – Special Schools only

The first and second reports are linked and are dependent upon each other. Therefore it is important that they are run, and the queries dealt with, in the order listed above.

### \* 2021 Spring Census 01 Year vs Year Taught

This report displays the aggregate information for your school for the number of pupils by the year they are expected to be taught in and the year they're actually taught in. This information is directly drawn from sections 2 (Registration data) of the Student details page where the year the pupil is expected to be taught in is entered in "Year group" and the actual year the pupil is taught in is entered in "Year taught in".

Registration Group	<input type="text"/>	House	<input type="text"/>				
Year Group	Year 7	Year Taught In	Curriculum Year 7				
Enrolment Status	Single Registration	Boarder Status	<input type="text"/>				
Admission Date	01/09/2004	Admission Number	003223				
Former UPN	<input type="text"/>	Attendance Mode	All day				
UPN	<input type="text"/>	Local UPN	<input type="text"/>				
Unique Learner Number	<input type="text"/>						
Part Time Details	<table border="1"><thead><tr><th>Start Date</th><th>End Date</th></tr></thead><tbody><tr><td> </td><td> </td></tr></tbody></table>		Start Date	End Date			<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>
Start Date	End Date						

Please note that the year taught in field is used to determine which pupils are entered for their end of Key Stage tests and therefore a pupil should only be moved if they are actually being moved National Curriculum year. If a pupil is being taught in a different year due to class sizes or any other reason but you currently intend them to progress through the rest of their school life with their actual year group then year taught in should not be changed.

The below shows the report data where we can see that expected year forms the columns and actual year taught in the rows of the data.

	Year R	Year N1	Year N2	Year Y1	Year Y2	Year Y3	Year Y4	Year Y5	Year Y6	Total
Curriculum Year 1	0	0	0	48	0	0	0	0	0	48
Curriculum Year 2	0	0	0	1	40	0	0	0	0	41
Curriculum Year 3	0	0	0	0	1	48	0	0	0	49
Curriculum Year 4	0	0	0	0	0	0	32	0	0	37
Curriculum Year 5	0	0	0	0	0	0	0	34	0	34
Curriculum Year 6	0	0	0	0	0	0	0	0	52	52
Curriculum Year R	54	0	0	0	0	0	0	0	0	54
Curriculum Year N1	0	24	0	0	0	0	0	0	0	24
Curriculum Year N2	0	0	35	0	0	0	0	0	0	35
Total	54	24	35	49	41	48	37	34	52	374

In this report you would expect the overwhelming majority of pupils to be taught in the same national curriculum year as their age. Therefore you would expect the vast majority of pupils to be counted in the green boxes  as shown above. It is the pupils that are counted outside the diagonal shown by the green boxes we should be concerned about.

We can see there are 48 pupils who are expected to be taught in year 1 who are actually in year 1 (figure 1); 37 pupils taught in year 4 who are year 4 age (figure 2) and 54 pupils in Reception who are reception age (figure 3). However, there is one year 1 pupil who is being taught as a year 2 (figure 4). If you wish to identify who these pupils are, double click on the cell where the number is held and their name will be shown. Alternatively, the below report will identify the list of pupils showing as taught out of year.

**\* 2021 Spring Census 02 Out of Year Pupils**

This report highlights only the pupils where the year shown as ‘Taught in’ is not based on their age (they are taught out of year for their age). You should check this report to ensure that those pupils taught out of year are correctly recorded.

Looking at the individual pupil record will show that ‘Year Group’ and ‘Year Taught In’ do indeed differ.

**2 Registration**

Registration Group	<input type="text"/>	House	<input type="text"/>				
Year Group	Year 7	Year Taught In	Curriculum Year 9				
Enrolment Status	Single Registration	Boarder Status	<input type="text"/>				
Admission Date	01/09/2004	Admission Number	003223				
Former UPN	<input type="text"/>	Attendance Mode	All day				
UPN	<input type="text"/>	Local UPN	<input type="text"/>				
Unique Learner Number	<input type="text"/>						
Part Time Details	<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Start Date	End Date			<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/>
Start Date	End Date						
			<input type="button" value="History"/>				

Where a pupil is not taught out of year, amend the record accordingly so that both fields hold the same year information and that information is the year taught in. Repeat this for any pupils who have different values in the ‘Year Group’ and ‘Year Taught In’ fields.

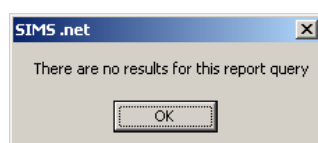
**At this point, please could it be noted that Nursery pupils cannot be taught out of year unless they are summer born children (born between 1st April and 31st August) whose parents have deferred entry until the September following the child’s 5th birthday.**

The dates of birth range for all year groups are:

Age on 31/08/2020 at start of each Academic Year	Expected Year group	Academic Year 20/21
18	Y14	01/09/01 to 31/08/02
17	Y13	01/09/02 to 31/08/03
16	Y12	01/09/03 to 31/08/04
15	Y11	01/09/04 to 31/08/05
14	Y10	01/09/05 to 31/08/06
13	Y9	01/09/06 to 31/08/07
12	Y8	01/09/07 to 31/08/08
11	Y7	01/09/08 to 31/08/09
10	Y6	01/09/09 to 31/08/10
9	Y5	01/09/10 to 31/08/11
8	Y4	01/09/11 to 31/08/12
7	Y3	01/09/12 to 31/08/13
6	Y2	01/09/13 to 31/08/14
5	Y1	01/09/14 to 31/08/15
4	Reception	01/09/15 to 31/08/16
3	N2	01/09/16 to 31/08/17
2	N1	01/09/17 to 31/08/18
1	E2	01/09/18 to 31/08/19
0	E1	01/09/19 to 31/08/20

## \* 2021 Spring Census 03 Enrolment Status

This report will list any pupil whose enrolment status is not set to Single Registration. The majority of pupils in schools should be Singly Registered. If all the pupils at your school are singly registered then this report will return no results. In that case you will get the following message.

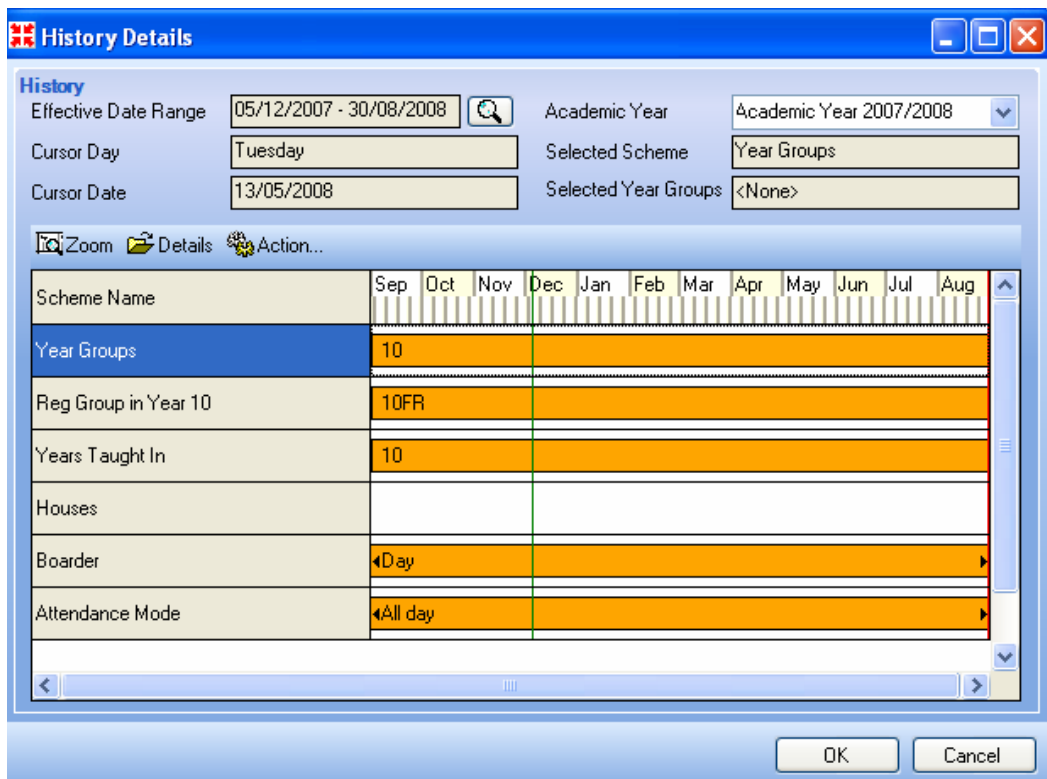


However some pupils will be dual registered. They could be Dual Registered with a Pupil Referral Unit (Bishopton Centre), a special school, a special unit in a mainstream school or as part of a managed move. Information & Improvement Service will issue the dual registration report as part of the pre census checking reports which will show pupils who according our records are dual registered.

**\* 2021 Spring Census 04 Part Time Check (Primary only)**

This report will list all pupils in School where the recorded entry for their attendance mode (part time or full time) in SIMS.net is incorrect. This is where the pupil is Nursery and showing as part time false or where the pupil is reception to Y6 and is showing as part time true. Nursery pupils eligible for the full 30 hours of Early Education may be shown on this report if they claim all 30 at your school over 10 sessions. If this is the case they can be ignored in this report.

When incorrect entries are highlighted, the pupil's details page will need to be amended accordingly. Please note at this point that in cases where data is being changed, you will also need to amend the history to reflect the correct status. This can be done by selecting the HISTORY button within the Registration section of the Pupils Details page, then double clicking on the orange bar relevant to the data that is to be changed (see below fig), then again double clicking on the orange bar for the date range you wish to change. You will then be able to change the required dates accordingly.



The attendance mode should also be updated through the Registration section of the Pupils Details page.

Please note, part-time is allowable for all ages. Part-time attendance is anything less than 10 sessions per week, and **refers to part-time in education NOT part-time at one or more establishments**, i.e. three full days in one school and two full days in another school should not be classified by either school as part-time. For a pupil who is on a part-time timetable, for whatever reason, the school is authorising absence for the time the pupil is not timetabled to be present. For further guidance please see the DfE’s school attendance website <http://www.DfE.gov.uk/schoolattendance/otherinitiatives/absence.cfm>.

**\* 2020 Spring Census 05 Missing / Temporary UPNs**

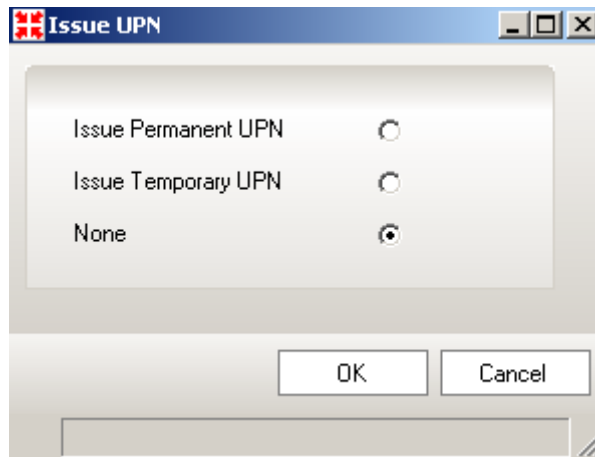
This report will list any pupils without a UPN in your SIMS.net system or with a temporary UPN. All pupils must have either a permanent or temporary UPN.

If you know that the child has come from a previous school but do not know what the UPN is you can contact Information & Improvement who can search on the national pupil database on your behalf for the child’s UPN. If you have a pupil in SIMS.net with a temporary UPN it may be the case that a permanent UPN should now be issued. Please liaise with Information and Improvement if you are unsure whether or not this is the case.

Should any of the pupils listed not have been assigned a UPN (e.g. newly admitted nursery pupil) you will need to assign one. Navigate to the 'Registration' section of the pupil record and click on the 'Issue UPN' button:



You will then be given the option to issue either a permanent or temporary UPN - a temporary UPN should only be issued if it is likely the pupil has been allocated a previous UPN that has not been passed on.

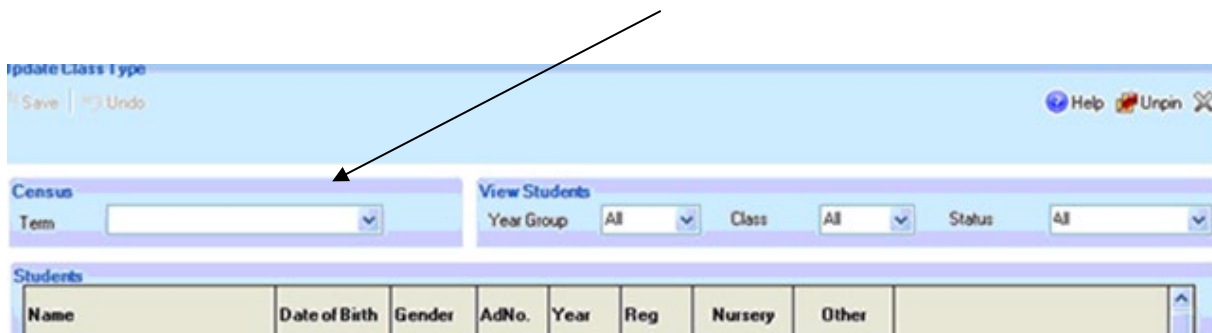


**\* 2021 Spring Census 06 Pupil class type – Primary only**

No report has been produced for this data to be checked, as there is an existing and simple method within SIMS to complete this.

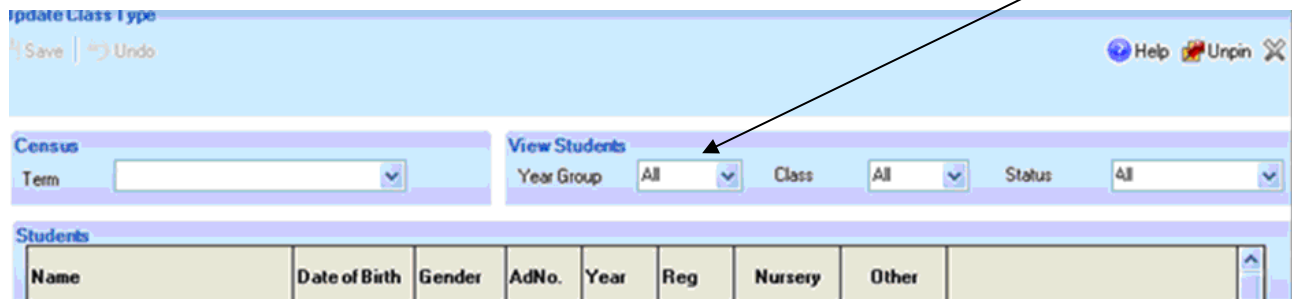
Within SIMS, choose the 'Tools' menu, Statutory Return Tools, and then 'Update Class Type'.

From here a table will be opened where all your current pupils registered at your school will be shown. The term shown should state Spring.





You should work down this list ensuring that where a pupil is noted as being a member of nursery, a tick is placed in the 'Nursery' box. And where the pupil is in years from Reception to Y6, a tick is placed in the 'Other' box. This list can be filtered by year group to make it easier to alter the data. Please select each year group from the relevant box.



The tick is placed into the relevant box by moving your computer mouse to the box and left clicking once. Once completed, you should save the data – it is then safe to exit this table.

**\* 2022 Spring Census 07 Funded Hours and Hours at Settings 2, 3 and 4 Year olds – Primary only**

The DfE have requested that all primary schools who have pupils attending their nursery should supply the number of funded hours and the total number of the hours they spend at the setting. This is for all 2, 3 and 4 year olds. This is the child's date of birth as of the 31<sup>st</sup> December 2020, as for funding purposes children can only claim their Early Years entitlement from the term after their birthday (i.e. an eligible 2 year old turning 2 in July can claim from the Autumn term). All reception aged pupils will be classed as 4 year olds, all N2 pupils will be 3 year olds and all N1 pupils will be 2 year olds. Regardless of eligibility for funding, hours will be collected for all pupils of this age group.

**Funded Hours**

The number of hours recorded in the funded hours section should reflect the number of hours in **education provision** each child spends at the school each week for which they are funded under the free entitlement to education for the under 5's.

All children become eligible for funded early education from the term following a child's third birthday irrespective of background or family circumstances (the universal

entitlement). A specified subset of disadvantaged 2 year olds also become eligible from the term following a child’s second birthday. Local authorities will confirm which children meet the eligibility criteria should schools not know. Some 3 and 4-year-olds are also eligible for up to an additional 15 hours per week – the extended entitlement.

The table below shows the dates of birth and year groups of children for whom funded entitlement hours are required. Where a child falls into the cohorts listed below but is not in receipt of any funding via the funded early education entitlements, a value of zero is recorded for funded entitlement hours.

**However if pupils are a rising 3 year old (they have turned 3 during the current term) and generally have just have been admitted to the school, the funded hours should be recorded as zero unless they are being funded by the scheme for disadvantaged 2 year olds. Any 2 year olds in school being funded by this scheme should be entered into SIMS.**

<b>Census</b>	<b>Date of birth ranges and school type / pupil national curriculum year group</b>	<b>Maximum funded entitlement hours</b>
Spring 2021	Born between 2016-09-01 and 2018-12-31 (inclusive) - all relevant schools and year groups	15 hours
Spring 2021	Born between 2015-09-01 and 2016-08-31 (inclusive) for pupils in national curriculum year groups ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only	15 Hours

### **Hours at Setting**

This figure should reflect the total number of hours each child spends in **education provision** each week, regardless of who funds the time. This will be the hours recorded above in the funded hours section, plus up to 15 hours of extended entitlement if the child is eligible for this, and any additional time they spend which is funded by any other sources like parents. It would not be envisaged that the Hours at Setting would be higher than 30 hours per week.

**Education provision** excludes any hours of 'childcare' and breaks where the pupils are not receiving education. Extended schools services (e.g. breakfast clubs and after school clubs) should also be excluded as they are not considered to be education provision.

### **Extended Hours**

Extended funded entitlement hours are collected for 3 and 4 year old children, with working parents, who are in education provision (that is, following the learning and development requirements of the early years foundation stage) at the school and on roll on census day.

As with the funded entitlement hours, extended funded entitlement hours become available – where the parent has a valid 30-hour code – from the term following a child's third birthday until they reach compulsory school age.

Extended funded entitlement hours are available for pupils aged three and those pupils aged four who are in year groups 'E1', 'E2', 'N1' or 'N2' only.

Pupils who are in 'reception' (or above) are not recorded as receiving the extended funded entitlement as they are in full time education.

As with funded entitlement hours, extended funded entitlement hours are recorded to 2 decimal places and it should be noted that this is a decimal of hours and therefore does not record hours and minutes.

For example, where a pupil has:

10 and a half hours, this is recorded as 10.50

10 hours and 40 minutes, this is recorded as 10.67 of extended funded entitlement hours per week (up to a maximum of 15 hours)

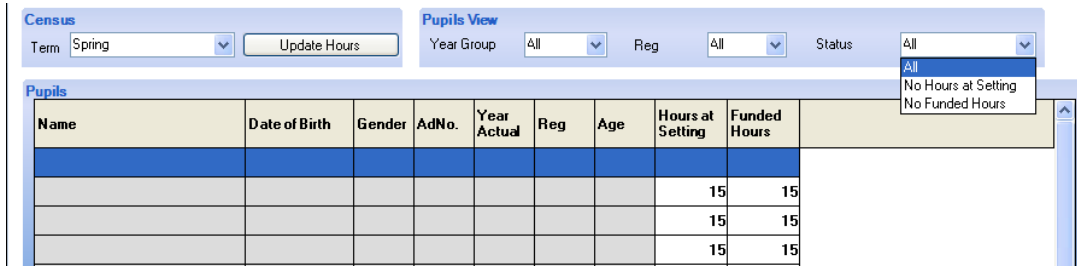
The extended funded entitlement hours field **must not** include any funded universal entitlement hours.

For dual registered pupils, record the funded entitlement hours spent in education at each school. The main registration records funded hours in education at the main registration, with the subsidiary recording funded hours in education at the subsidiary registration.

This data can be updated by accessing the following menus in SIMS:

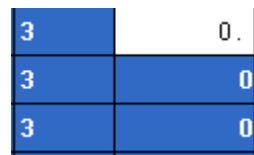
**Tools - Statutory Return Tools - Update Early Years**

You will then be presented with a screen like the below.



The pupils’ hours can be updated individually, however, if all pupils attend for the same number of hours, this data can be bulk updated.

This is done by right clicking your mouse over the funded hours column, select “select all”, click in the top most cell of this column (which will make it look like the image to the right).



Then enter the hours into this cell. This will auto fill all other cells with the same hours for pupils on this page.

All pupils who are in Nursery are expected to have a maximum of 30 funded hours per week; this should be entered into the relevant pupils’ Funded Hours and Extended Hours columns (a maximum of 15 in each). Please enter the data into SIMS against the relevant pupils.

**\* 2021 Spring Census 08 Boarder – Special Schools only**

This report is relevant to Special Schools only as it displays information regarding those pupils listed as boarders. Special Schools should use this report to check that only relevant pupils are listed as boarders.

## Run Pupil SEN reports

The following reports fall into the classification of pupil SEN:

- 09 SEN Status
- 10 SEN Needs
- 11 SEN Unit/Provision
- 12 Top up indicator (No report)

### \* 2020 Spring Census 09 SEN Status

As mentioned during previous censuses, the old SEN codes of A, P, and S are no longer in use from Autumn 2018 so the only valid SEN codes are:

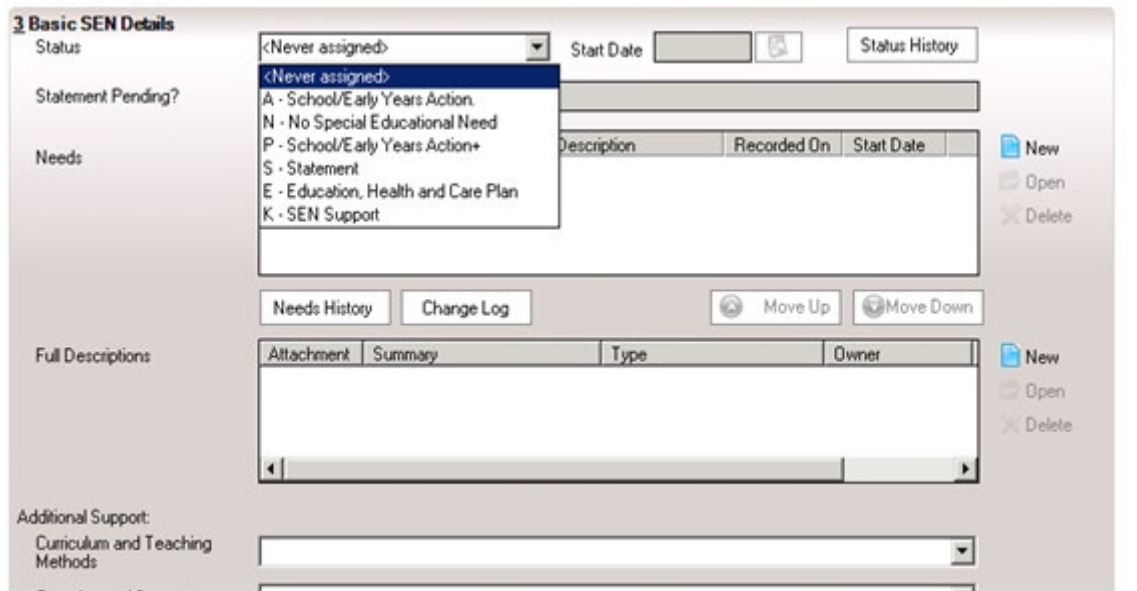
- 'K' – 'SEN support' - This is the equivalent of and has now replaced School Action (A) and School Action Plus (P).
- 'E' - Education, Health and Care (EHC) plan – This has replaced a statement of SEN (S).

This report lists every pupil on roll with their SEN Statuses. It is ordered by SEN Stage, and within that by alphabetical order.

You should give a print out of the report to your SENCO to check that each pupil's SEN stage and any provisions are correctly recorded.

Information and Improvement Service will be checking all pupils who are recorded as having an Education, Health and Care (EHC) plan (**E**) in your School Census return against information held in the LA central pupil database (Capita One). Any differences will be queried with the school.

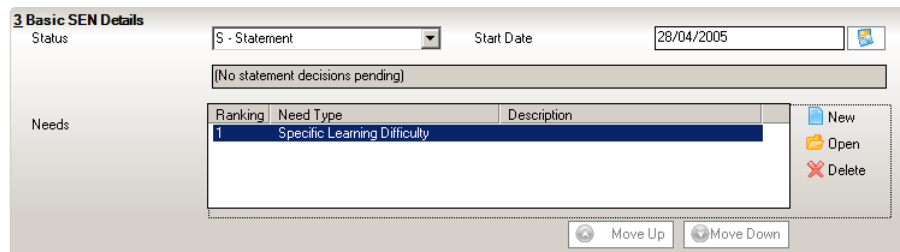
You may see differences between your SIMS and the SEN checking report provided by Information & Improvement Service. If there are any differences then they will need investigating.



**\* 2021 Spring Census 10 SEN Needs**

All pupils who have an Education Health Care Plan (E) or who are deemed as receiving SEN Support (K) must have their primary SEN need recorded in the census. While the occasional pupil will be allowed to have ‘Other’ listed as a primary need, schools who list a high number of pupils with their primary need as ‘Other’ will have this queried by Information & Improvement.

To enter a SEN need you need to go to Focus | Student | Special Educational Needs. Needs can then be found under section 3



The full list of Primary needs codes are as follows:

Code	Description
SPLD	Specific learning difficulty
MLD	Moderate learning difficulty
SLD	Severe learning difficulty
PMLD	Profound & multiple learning difficulty

SEMH	Social, emotional and mental health (replaced BESD)
SLCN	Speech, language and communication needs
HI	Hearing impairment
VI	Visual impairment
MSI	Multi-sensory impairment
PD	Physical disability
ASD	Autistic spectrum disorder
OTH	Other difficulty / disability
NSA	SEN support but no specialist assessment of type of need

Please note that we will query any pupils with an EHC plan or Statement who are recorded as having no specialist assessment (NSA).

### \* 2021 Spring Census 11 SEN Unit/Provision

This report will show pupils who attend your school, but who are also recorded in SIMS as attending an Enhanced Mainstream School (EMS) or SEN Unit. The pupils who are on this list will most likely have an EHCP. It is extremely important that any pupils who attend an EMS or SEN unit are recorded correctly on your system as it will have funding implications. Where a child is Dual-Registered only the school/academy providing the SEN support should record the child as such.

As part of your pre-census checking reports Information & Improvement will send lists of pupils who our SEN team have recorded in Capita One (the Local Authority system) as being placed with you for SEN provision. The list overleaf specifies Schools/Academies which are recognised by the Local Authority as having EMS/SEN Unit provision.

Legacy SEN Units (these SEN units should not be taking on new pupils, however existing pupils should still have their SEN provision recorded as "Time in SEN Unit", (see page 22):

- Harewood Primary Moderate Learning Difficulty Class
- Mandale Mill Infant Assessment Class
- Mill Lane's Speech and Language Class
- Yarm Primary ASD Class

Legacy Resourced Provision (this SEN unit should not be taking on new pupils, however existing pupils should still have their SEN provision recorded as “Resourced Provision”, see page 22):

- Whitehouse Physical Disabilities Class

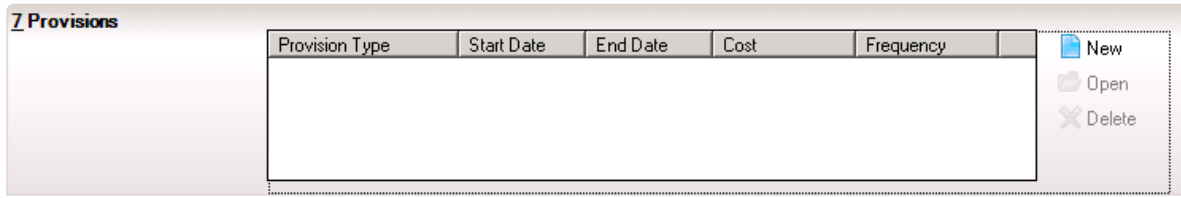
Enhanced Mainstream Schools (these have their SEN provision recorded as “Resourced Provision”, see page 22):

- Billingham South Cognition and Learning Enhanced Mainstream School (EMS)
- Billingham South Physical and Sensory Enhance Mainstream School (EMS)
- Conyers Cognition and Learning Enhanced Mainstream School (EMS)
- Egglecliffe Academy Communication and Interaction Enhanced Mainstream School (EMS)
- Junction Farm Communication and Interaction Enhanced Mainstream School (EMS)
- Myton Park Cognition and Learning Enhanced Mainstream School (EMS)
- Northfield School Physical and Sensory Enhance Mainstream School (EMS)
- Our Lady and St Bede Academy Communication and Interaction Enhanced Mainstream School (EMS)
- Outwood Academy Bishopsgarth Physical and Sensory Enhance Mainstream School (EMS)
- Outwood Academy Bishopsgarth Communication and Interaction Enhanced Mainstream School (EMS)
- Pentland Primary Communication and Interaction Enhanced Mainstream School (EMS)
- Preston Primary Physical and Sensory Enhance Mainstream School (EMS)
- Rosebrook Primary Communication and Interaction Enhanced Mainstream School (EMS)
- St John the Baptist Cognition and Learning Enhanced Mainstream School (EMS)
- St John the Baptist Physical and Sensory Enhance Mainstream School (EMS)
- St Marks Primary School Social, Emotional and Mental Health Enhanced Mainstream School (EMS)
- St Pauls Primary School Social, Emotional and Mental Health Enhanced Mainstream School (EMS)

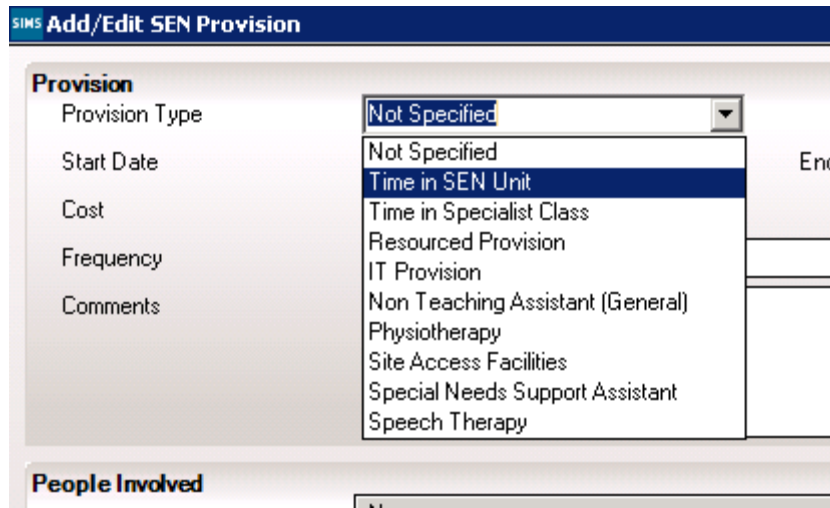


- Thornaby Academy Communication and Interaction Enhanced Mainstream School (EMS)

To add or amend SEN provision for a child please go to Focus | Pupil | Special Educational Needs after this please go to Section 8 (Provisions)



After this select either Open or New as appropriate.



You must complete Provision Type and Start Date (and add an End Date when appropriate). The other fields are for your internal use only if required.

For those legacy SEN units listed above you will need to record Provision Type as Time in SEN unit.

For everyone else (Whitehouse Legacy Resourced provision and Enhanced Mainstream Schools) you will need to record Provision Type as Time in SEN unit.

If you have any discrepancies please contact Information & Improvement so we can try and resolve.

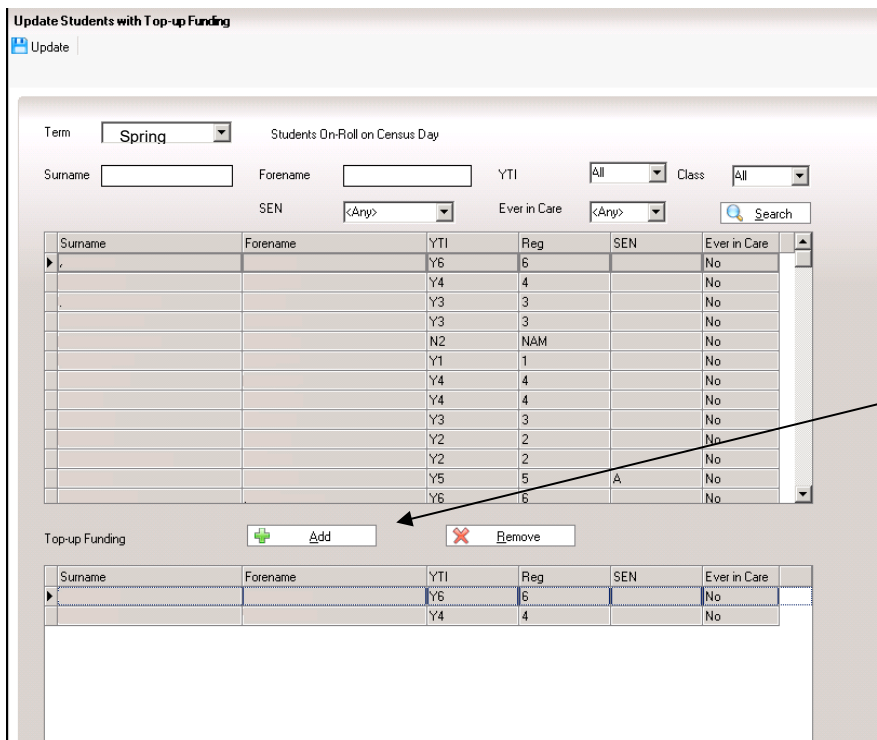
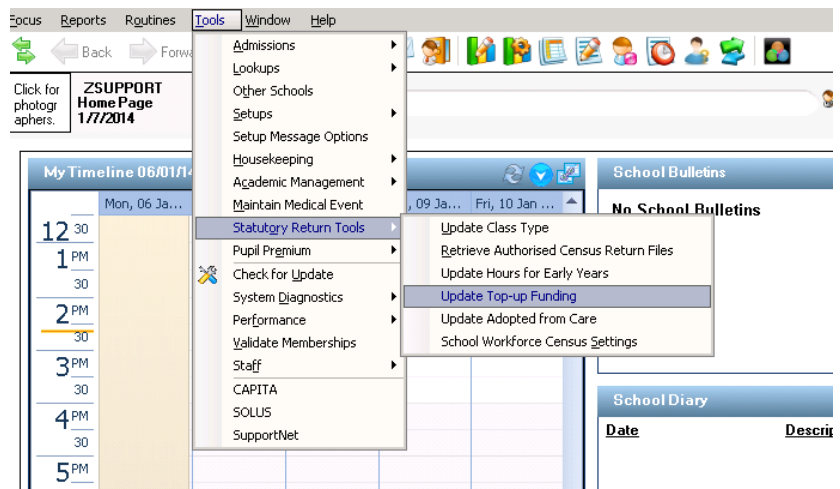
# \* 2021 Spring Census 12 Top-up Funding Indicator

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.

In Stockton not all pupils with a statement will have a top up and therefore there is not a direct link between statements and top up indicators. There are also a significant number of pupils without a statement who receive top up funding.

To record that a pupil is eligible for top up funding in SIMS go to;

**Tools | Statutory Return**  
**Tools | Update Top-up**  
**Funding**



From Update Top Up Funding you will see the screen shown here.

From here search for the pupil you need to add and then select the add button and they will appear at the bottom of the list.

# Run Pupil Premium Reports

Information collected during this Census will feed into the Pupil Premium for the year 2020/21.

- 13 Pupils FSM Census
- 14 Service Child Indicator
- 15 Child Indicator vs FSM
- 16 Adopted from Care Indicator (No report)

## Pupil Premium Indicator

Please see the pupil premium page at the start of this document for additional guidance of what is collected and guidance regarding the Pupil Premium.

All pupils (including infants) who are eligible for Free School Meals under the socio-economic criteria must be recorded in the following means regardless if they are in receipt of a Universal Infant School Meal.

The date range is used for census purposes it's extremely important that this information is up to date. **Pupils with an open end date will be included as being eligible for Free School Meals on the census. The date range is the information that DfE use to determine if a pupil is eligible for the Pupil Premium.**

**All pupils with any FSM eligibility between 02/10/2020 and 21/01/2021 will be submitted in the school census.**

**6 Dietary**

Meal Patterns

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	
05/09/2007		SM	SM	SM	SM	SM	
16/06/2006	04/09/2007	PL	PL	PL	PL	PL	
04/02/2005	15/06/2006	SM	SM	SM	SM	SM	

Eligible for Free Meals

Start Date	End Date	
03/12/2008	22/01/2009	

New  
Open  
Delete

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Please make sure that any episodes of free school meal eligibility since the last census have been recorded.

Again within the pre census checking reports on the extranet we have supplied lists of who our FSM section state are eligible for FSM, if you could check this before census then this will cut down the queries that we will send to you after census.

### **\* 2021 Spring Census 13 FSM Census**

This report will list those pupils who have a 'Eligible for Free Meals' record in SIMS **as of the previous census day**. Therefore this report will list those pupils currently eligible and those who have an end date for FSM since the previous census in May. Information & Improvement Service routinely check all pupils listed as FSM eligible in your School Census return against information held in the LA central pupil database. Any differences will be queried with the school.

To try and ensure that such queries are kept to a minimum, a spreadsheet has been made available listing pupils at your school for whom the authority has confirmed eligibility. This file can be found in the 'Census' page under 'Information and Improvement' within your School folder on the Schools Extranet.

If there are pupils in the report listing that are not on the spreadsheet then you will need to check whether or not you need to put an end date in the 'Eligible for Free Meals' record. Conversely if there is a pupil on the spreadsheet but not in the report listings then check if you need to add a record into 'Eligible for Free Meals'. Please note this report is ran at a specific date prior to census to allow schools time to prepare, as a result the data included may be slightly inaccurate and therefore please ensure you are happy with your confirms Free School Eligible pupils as of census day.

### **\* 2021 Spring Census 14 Service Child Indicator**

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As part of the Pupil Premium the DfE ask schools to record and submit those pupils who have a parent or parents who are Service personnel currently serving in the regular HM forces military units or all forces, or in the Armed Forces of another nation and who are stationed in England. These parents must be exercising parental care and responsibility.

This is only relevant to children whose parents are designated as Personnel Category 1 or 2. This is shown on the MoD website

(<https://www.gov.uk/government/publications/personal-status-category-definitions>), but all parents will be aware of their Personnel Category.

Please record all pupils whose parents currently fit one of those definitions. To record a Pupil as a Service Child within SIMS, you need to access Section 9 Additional Information. There will be a 'Service Children in Education' option where you can default this field to 'Yes'.

This report shows all those pupils who are recorded as being currently service children.

Please be aware though that any child that has been recorded a service child since the indicator came in since 2012 will be eligible for the service child pupil premium. However this information will be matched with previous school census and does not need to be recorded in the current census if they have ceased to be a Service Child.

### **\* 2021 Spring Census 15 Service Child Indicator vs FSM**

As a consequence of the definition of the service child, it is deemed that if a child is a service child it is not possible for them to be eligible for Free School Meals. This is because the parental income will exceed the threshold for being eligible for Free School Meals.

This report should therefore return no results and any pupils who are returned in this report will be queries from us when coming to check your census return.

## **\* 2021 Spring Census 16 Post Looked After Arrangements**

This indicator is designed to identify those children who were looked after immediately before either being adopted, or having been placed on a special guardianship order or residence order.

**Any pupil who has been designated as being Post Looked After Arrangements will be eligible for the Pupil Premium.**

**It will be up to those with parental responsibility (either adoptive parents, special guardians and carers of former looked after children on residence orders) to declare this information to schools. If there is any doubt regarding this information please leave it as the default value of N (Not Declared), please do not ascribe this information. For pupils to be eligible for this indicator they must be declared by parents with supporting documentation.**

Schools will be able to record the information using the following codeset. Only one of the values will apply to each pupil and a school's MIS (e.g. SIMS) should provide a default value of N – not declared.

### **Code Description**

- A Ceased to be looked after through adoption
- G Ceased to be looked after through a special guardianship order (SGO)
- R Ceased to be looked after through a residence order (RO)
- C Ceased to be looked after through a child arrangement order (CAO)

The data will show all pupils who are being recorded as a value that is not N (Not Declared) and hence eligible for the Pupil Premium under this indicator.

**We would like to remind schools 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.**

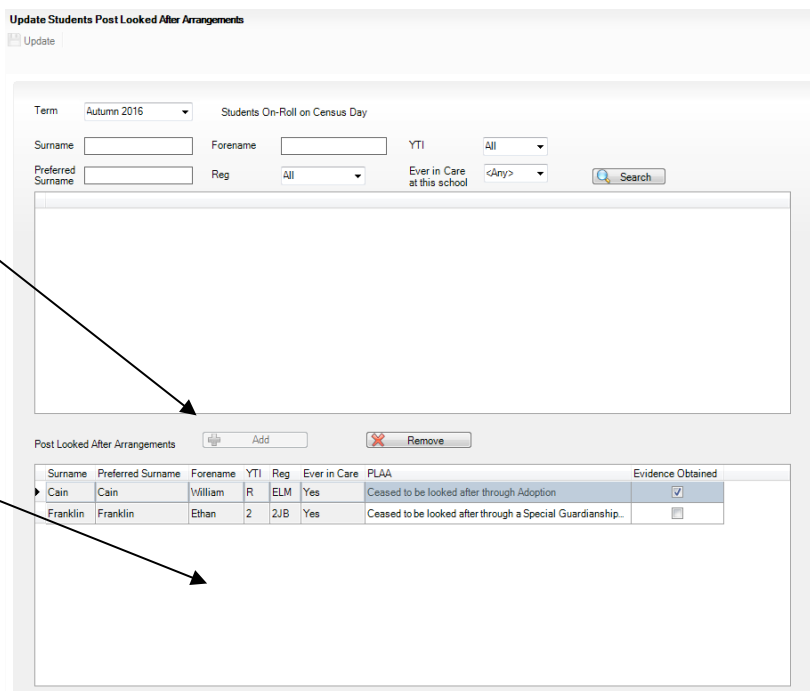
To record that a pupil has been adopted from care in SIMS go to

**Tools | Statutory Return Tools | Update Post Looked After Arrangements**

From there you will see the following screen

From there search for the pupil you need to add and then select the add button.

They will move to the list at the bottom where all pupils adopted from care will be displayed.



**Run Ethnic/Cultural reports**

The following reports fall into the classification of ethnic/cultural:

- 17 Ethnicity Check
- 18 Blank First Language

**\* 2021 Spring Census 17 Ethnicity Check**

Every pupil record in SIMS.net must store the pupil’s ethnicity together with the source of that information.

Ethnicity information and the ethnicity source information must be provided for all pupils who are statutory school age. Any pupils who are in nursery will not be included in the following reports; although you can enter the information for them it’s not compulsory.

**8 Ethnic/Cultural**

Ethnicity	White - British	Ethnic Data Source	Provided by the parent
Home Language	English	Religion	Christian
First Language	English	English Additional Language	
Asylum Status		Traveller Status	
National Identity	British	Speaks Welsh	

Nationality	Passport Number	Passport Expiry date

New  
Open  
Delete

History

This report will list any pupils whose ethnicity is not set to a valid value **or** any pupils who have a blank 'Ethnic Data'.

**NOTE**

This report will also list any pupils who have ethnicity recorded as 'Information Not Yet Obtained'. We would expect all pupils to have been surveyed on their ethnicity and will only accept 'Information Not Yet Obtained' in exceptional circumstances.

**\* 2021 Spring Census 18 Blank First Language**

The DFE have outlined that a first language other than English should be recorded where a child was exposed to the language during early development and continues to be exposed to this language in the home or in the community.

If a child was exposed to more than one language (which may include English) during early development the language other than English should be recorded, irrespective of the child's proficiency in English.

In the case of an older pupil who is no longer exposed to the first language in the home, and who now uses only another language, the school should consult with the pupil or parent to determine which language should be recorded.

Where a pupil's first language is not English, schools may record specific languages from the extended language code set. ENB (Not known but believed to be English) and OTB (Not known but believed to be other than English) are appropriate where a pupil's first



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language is not known with absolute certainty because the parents have not responded to enquiries, but the school can judge with a high degree of confidence whether it is English or not.

## **Run miscellaneous data checking reports**

The final five reports that have been supplied for data checking are:

- 19 Exclusions
- 20 Address check
- 21 Future start dates
- 22 YSSA Assent (Secondary only)
- 23 Missing Unique Learner Numbers (Secondary Only)

## **\* 2021 Spring Census 19 Exclusions**

The information references all exclusions which happened during the Summer & Autumn terms 2020. Information & Improvement will also provide a report via the school extranet which is based on the information that the Local Authority holds centrally. You will then need to check all data and look for where data differs (for example the length of the exclusion or the reason for the exclusion). If you believe the data you hold to be correct, please report this to Information & Improvement. Any difference not agreed will be queried with the school.

## **\* 2021 Spring Census 20 Address check**

It is a requirement that all address details are provided for all pupils registered in school; this includes house number / name, street, locality / town and postcode. This report highlights incomplete pupil addresses where house number, town or postcode is missing. If an address is included in this report you will probably have to update the address information. For example please make sure that Town is entered in the "Town" field and

not the “Locality”. If you are unsure of what information should be entered where a blank has been highlighted, please contact Information & Improvement.

**3 Addresses** History

Current Home Address Details (Validated)

54-55  
Prince Regent Street  
Stockton-on-Tees  
TS18 1DF  
United Kingdom

Note

Start date 22/12/2014  End date

Enter additional address

Post Code  Country

House Number/Name

Search Validation Service  Search Existing Addresses

Please can we remind schools about the following regarding addresses entered into SIMS.

Firstly please can we ask you all to make sure that you validate the address by clicking on the **validate** button. Please remember that in all cases, there should be no variation in spelling ‘Stockton-on-Tees’.

Once you have selected the Validate button you will also see the new data item UPRN as already detailed above.

Another issue that we commonly encounter especially with census resubmissions are missing addresses. The cause of this is usually that someone has moved and instead of using the move house facility which will keep the address history the address is just changed using the modify address facility.

**3 Addresses** History

Current Home Address Details (Validated)

54-55  
Prince Regent Street  
Stockton-on-Tees  
TS18 1DF  
United Kingdom

Note

Start date 22/12/2014  End date

Enter additional address

Post Code  Country

House Number/Name

Search Validation Service  Search Existing Addresses

Please make sure that the **address start date is on or before the census date** to make sure it's submitted in the census. However from our point of view we would always encourage you to use the move house facility.

### **\* 2021 Spring Census 21 Future start dates**

This report will list any pupils who are 'on roll' within SIMS.net but with a date of admission after 21<sup>st</sup> January 2021. Pupils should only be given a date of admission on or after (if visiting prior to full attendance) the first day they actually come into school.

### **\* 2021 Spring Census 22 Youth Support Services agreement (Secondary only)**

This field was previously known as Connexions Assent and has been renamed Youth Support Services agreement. While fundamentally the data being collected has not changed the field has been moved from the Connexions Assent to Youth Support Services Agreement.

For all pupils who are aged 12 and above as of 31<sup>st</sup> August 2020, i.e. all year 8 pupils and above, schools must ask pupils if they consent for their information to be transferred to the local youth support service. Schools are legally obliged to ask parents/pupils if they consent for their information to be shared with the local connexions service.

There are four possible entries for this field.

Yes – Permission has been given by parent/guardian.

No – Parent/guardian has refused permission.

UNS – Unsought, school has not yet sent out Privacy Notices (Data can not be shared with Connexions).

SNR – Sought No Reply. School has sent out Privacy Notices, but has received no reply from Parent/guardian. (Data can be shared with Connexions).

This report will highlight all pupils where youth support service field is either null or unsought. Therefore the school has not fulfilled its obligation to ask pupils for consent and therefore will be queried by Information & Improvement.

The Youth Support Services field can be found by going to the pupil focus and in the additional information section.

## **\* 2020 Spring Census 23 Missing Unique Learner Numbers (Secondary Only)**

The submission of Unique Learner Numbers will be compulsory for pupils aged year 9 and above. This report highlights pupils at your school who are year 9 and above who do not have ULNs. These are the pupils who will be required to have ULNs submitted for the Census.

Below is guidance from DfE on how schools obtain ULNs.

### **To obtain ULNs**

Schools and academies will initially obtain ULNs for pupils from the s2s (School to School) and ULN Provisioning Service systems. ULNs are obtained by uploading a Common Transfer File (CTF) file containing pupil details to the s2s system. About 24 hours later, this data can then be downloaded back to the school MIS system with ULNs attached. The school is notified when the file with ULNs is ready for download.

### **To do this:**

A CTF file needs to be set up by the school. Guidance and further information about this can be found at

<https://www.gov.uk/government/collections/common-transfer-file>

The CTF file is then populated with details of the pupils for which schools wish to obtain a ULN and it is then ready to be uploaded to the s2s system which can be found at

<https://sa.education.gov.uk/>.

When the file containing ULNs is ready to be downloaded, simply log in to the s2s secure site and download the file (now with ULNs) into the school MIS system. Further guidance about using the s2s system can be found at

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<https://www.gov.uk/government/publications/school-to-school-guides-for-schools-and-local-authorities>

The Learning Records Service (LRS) requires a pupil's postcode in order to issue a ULN, a requirement for individuals of any age before they can be provided with a ULN. Although the postcode field is optional within the Common Transfer File (CTF) format, it is essential to provide the pupil's postcode so that the LRS can issue a ULN.

The LRS uses a pupil's postcode to check whether a ULN has previously been issued to a pupil; if postcode is not included in the CTF that is uploaded to S2S, the request will ultimately be rejected by the LRS with a code of 'RC10 – Null Values'.

To ensure successful validation of your CTF file, you must ensure that the pupil's postcode is included along with the following fields:

- PAON or Street;
- At least one of Locality, Town and Administrative Area OR Address Line.

This is in addition to the other required fields of UPN, Surname, Forename, Date of Birth and Gender.

### **To manage ULN exceptions:**

There may be a small percentage of exceptions with the CTF file (e.g. ULNs are not obtained for a few pupils as expected). This could be due to data error or the presence of multiple possible matches. These can be resolved by directly accessing the LRS (Learning Records Service) system and following the exceptions guidance.

To do this, schools will need to register with the Learning Records Service (LRS) so that they can access the LRS Portal. All schools should now be registered.

### **Communicating ULNs to pupils and Privacy Notices**

Last but certainly not least it is very important to inform pupils so that they know their ULN. This is distinct from a pupil's UPN, where the guidance remains clear that pupils should not routinely be told of their UPN as it should remain a 'blind' number. However, pupils may need to use their ULN throughout their lifelong learning in a similar way as the National Insurance number is used for employment. It is also important to give pupils a copy of the standard schools Privacy Notice which include information about ULNs. This

informs pupils about how their data is being shared. The schools Privacy Notice can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/286088/Privacy\\_notice\\_for\\_learners\\_in\\_england.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286088/Privacy_notice_for_learners_in_england.pdf)

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## Contacts in Information and Improvement Service

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The Information and Improvement Service is available on the phone or by email should you need any help producing your return.

Please either email the Information & Improvement Help Desk at [information.services@stockton.gov.uk](mailto:information.services@stockton.gov.uk).

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## Action Points Checklist

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Have you.....

<b>ACTION</b>	<b>DONE</b>
Imported the School Census reports	
Checked and amended your pupil registration data	
Checked and amended your pupil SEN data	
Checked and amended your pupil FSM data	
Check and amended all pupil premium data	
Checked and amended your pupil ethnic/cultural data	
Checked for incomplete addresses	
Checked and amended your exclusions data (previous term)	
Ensured that all attendance data is up to date from the previous term	
Checked all miscellaneous data items	

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<p>Check and amend all School level data (held in focus &gt; School &gt; School details in SIMS.net). For example -</p>	
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Your school name is entered correctly

Your School email address is the generic schools address i.e.  
[schoolname@stockton.gov.uk](mailto:schoolname@stockton.gov.uk) or [queries@academytrust.org.uk](mailto:queries@academytrust.org.uk)

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