School Census
Spring Return

Census day: Thursday 21st January, 2021

# Returns Procedure

Returning your Census to Information & Improvement

To return your Census to Information & Improvement for submission and checking, you must now log onto Schools Extranet and navigate to your schools folder. The below link should (after you have entered your log in) take you to the Schools folders section.

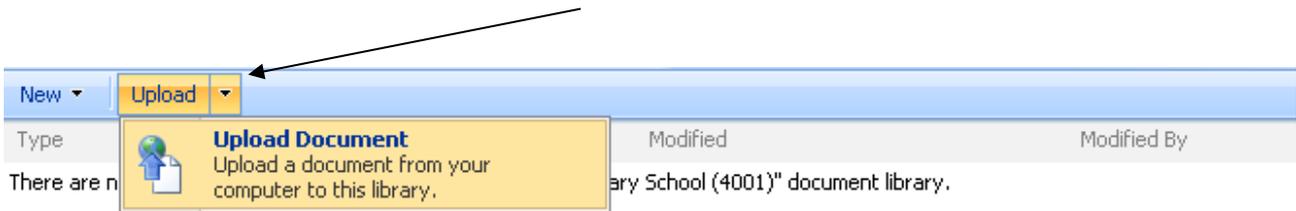**https://extranet.sbcschools.org.uk/schools/**

Once in your schools folder, enter the Information & Improvement folder and then enter the Data returns folder (left click your mouse on the name of the folder once).
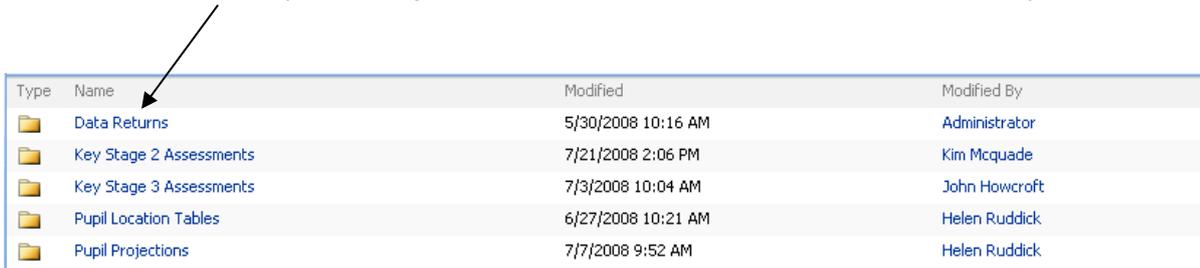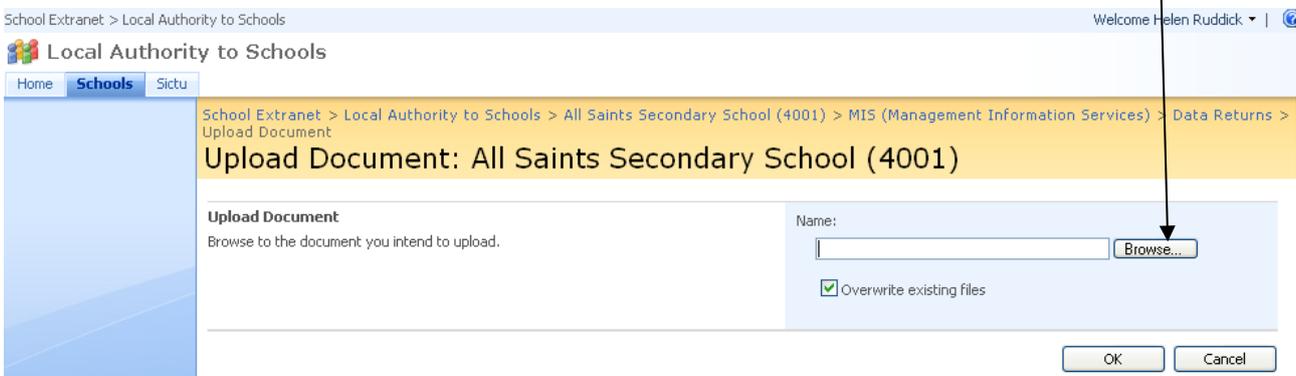
Type	Name	Modified	Modified By
📁	Data Returns	5/30/2008 10:16 AM	Administrator
📁	Key Stage 2 Assessments	7/21/2008 2:06 PM	Kim Mcquade
📁	Key Stage 3 Assessments	7/3/2008 10:04 AM	John Howcroft
📁	Pupil Location Tables	6/27/2008 10:21 AM	Helen Ruddick
📁	Pupil Projections	7/7/2008 9:52 AM	Helen Ruddick

Within this section please select the "Upload" button and then "Upload Document".

New ▼ | Upload ▼

Upload Document
Upload a document from your computer to this library.

There are n... ...ary School (4001)" document library.

Type | Modified | Modified By

This will take you to the upload section of the Returns file. Here, select the Browse button to navigate to the folder you have saved your census in (i.e. K:\SIMS\LEA\CENSUS or K:\SIMS\LEA\PLASC)

School Extranet > Local Authority to Schools   Welcome Helen Ruddick ▼ |

Local Authority to Schools

Home | **Schools** | Sictu

School Extranet > Local Authority to Schools > All Saints Secondary School (4001) > MIS (Management Information Services) > Data Returns > Upload Document

Upload Document: All Saints Secondary School (4001)

Upload Document
Browse to the document you intend to upload.

Name:
[   ] [Browse...]

☑ Overwrite existing files

[OK] [Cancel]

When you have clicked the Browse button you will be able to select a file. As follows:
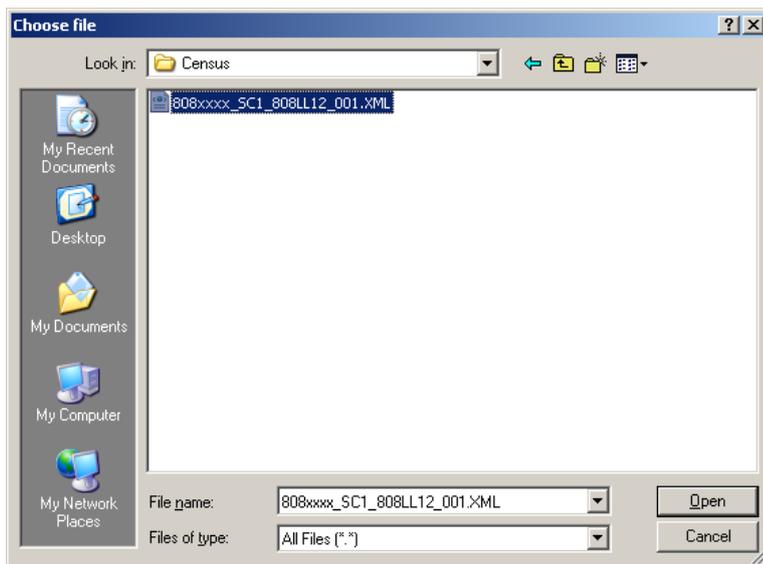
Please make sure you select the correct file. This will be an XML file as below.

808xxxx_SC3_808LL20_
001.XML

The file name will be

808xxxx_SC1_808LL21_0mm.XML

The filename is broken down below:

808xxxx: your schools establishment number

SC1: indicates the term - Spring is SC1, Summer is SC2 and Autumn is SC3

21: The year of the school census, please be sure to select the current year and not any previous years

mm: The version number of your census return. Please always pick the highest number as it will be the most recent.

There will be nothing additional on the end of the file name. Any summary reports do not contain all the information required and we will have to contact you to ask you to upload the correct file. Also please don't rename the file as we will have to change it back when submitting to DfE.

Once you have selected your census return, select "Open" on the choose file selection box and then OK on the Upload document screen.

Once you have uploaded your census you may be presented with a screen like the following. You must complete the mandatory fields and then select the "Check in" button before we are able to retrieve and validate your census return.

The only fields you will need to complete are the "Notes / Description" field (for example you only need to enter "School Census Spring 2021 version 1" here) and the registered author field (just enter your name here).

Your census return will now be securely deposited on the schools extranet and will only be accessible to yourself and the Information and Improvement Service. We will log onto the system and retrieve your census. As normal we will contact you once we have processed your return if there are any queries.

Once uploaded please email our helpdesk: Information.Service@stockton.gov.uk outlining that you have uploaded it and which folder you have uploaded it too.

Information and Improvement will not be accepting any Census returns via e mail.

PLEASE NOTE, ALL RETURNS SHOULD BE SUBMITTED TO INFORMATION & IMPROVEMENT VIA THE EXTRANET BY

Friday 22nd January 2021 5pm

School Academy Process

DfE Collect Website

For all academies the Local Authority are no longer able to make the return to DfE on the schools behalf. Academies will have to upload the DfE themselves using the collect website.

The collect website can be accessed via the secure access website. This is the same website for access S2S and Key to Success. The address is:
https://sa.education.gov.uk/

Usernames and passwords for this site are now administered by DfE themselves and the local authority. There is a link where you can request details of your login by going to:
https://sa.education.gov.uk/ui/forgotten

However if your Key to Success access is not linked to your email then you will need to fill in a service access request form to get access.
https://www.education.gov.uk/form/sa-service-request-form

Information and Improvement strongly recommend that you check and try your login details for this website before census, because we anticipate that DfE will respond a lot quicker before census than during census due to volume of requests they will be receiving.

DfE have produced guidance on how to upload your return to Collect which can be found here.
https://www.gov.uk/guidance/school-census

If you have any problems using Collect, please email the Help Desk
information.services@stockton.gov.uk.

Creating a return from Collect to return to the Local Authority

As well as uploading the XML file produced by SIMS to the local authority we need you to produce a **CSV** export from collect. This is in order so that we can check your census return (we check your return in more depth than the checks that are done in collect). This file needs to be exported, then it needs to be uploaded to the school extranet in the same fashion as the XML file as detailed earlier on in this guidance document.

This is detailed in the DfE collect guidance. However please find their guidance on how to do this process. Please note that the return needs to be authorised before the export can be made.

From the source page on collect (after you have logged in)

1)   Click on Export to file
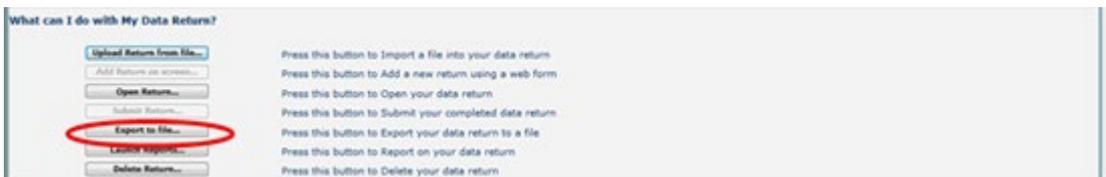
2) Choose to export **CSV format**, then click on the Export button.

3) A progress message will be displayed

4) When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Please select the option to save and save it to a location you are familiar with

Once you have saved the file please upload the file to the school extranet using the same process as you would have done for the XML file.

Important Note: It is not uncommon for users of internet explorer to encounter issues when trying to export the file. This is a permissions issue. Details on how to resolve this are detailed in DfE's collect guidance. However if you have any issues please contact Information & improvement on information.services@stockton.gov.uk we will try to help you resolve the issue.

Other hints and tips

Creating a copy of an authorised return

Once you have sent your Census Return to the Information and Improvement Service, we check all details against our records to ensure a very high level of accuracy. Should we find any discrepancies we will contact you directly for further investigation / advice. In the event an amendment is required and made to your data, you will have to open up a new return - this is due to not being able to edit an authorised return. However, there is an easy way to do this…by creating a copy of your authorised return.

To do this, make any amendments that have been requested within the relevant area of SIMS.net then open up the School Census as we did initially (see below)
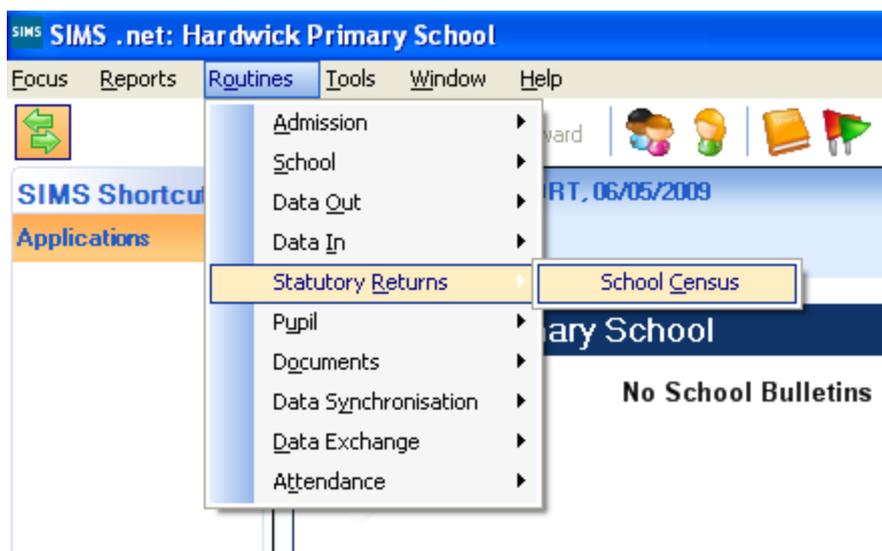
This will bring up the Census browser where we initially selected new, here you will either see your authorised Autumn Census, or will need to select search in order to locate your Census return.
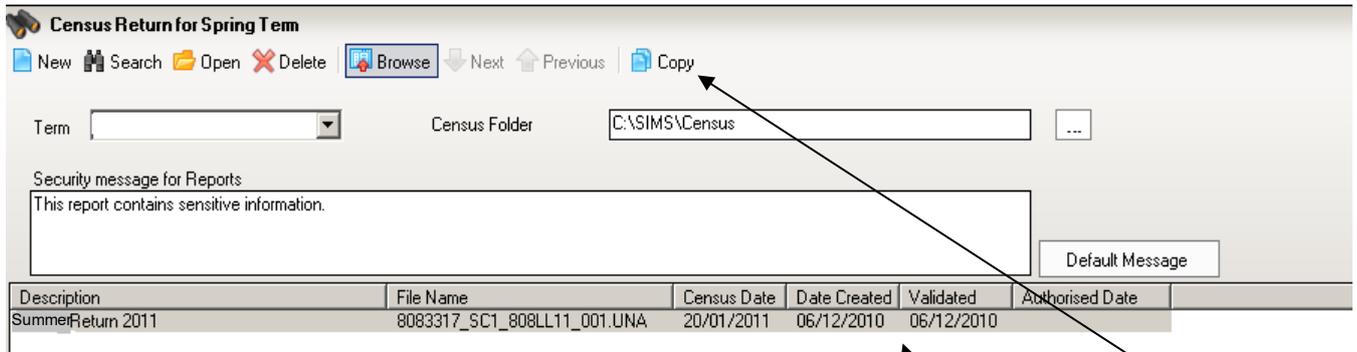
Using your mouse, click once with the left button on the Census return to highlight it. Now select the "copy" button to make a copy of this return. You will be asked if you want to make a copy of your Spring Census Return, select "Yes". You will now see another Census Return in the browser which will be titled "Copy of Spring Return 2021". This is an unauthorised version of your return which can be opened, Validated, a summary created, then authorised again and sent back to the Information and Improvement Service.

Contacts

The Information and Improvement Service are available by email should you need any help producing your return. Please email the Help Desk information.services@stockton.gov.uk.