

Preparing the Autumn Census return checklist

English schools



NOTE: The checklist continues on three pages. Please print all pages.

Description of task	Completed
Check with your System Administrator/Manager that you have the appropriate permissions to run the Census and record associated data	<input type="checkbox"/>
Upgrade to the latest SIMS release as soon as possible to enable dry runs to be carried out	<input type="checkbox"/>
Check with your System Administrator/Manager that the latest fileset version has been imported	<input type="checkbox"/>
Carry out a dry run to determine what information needs to be updated	<input type="checkbox"/>
Check school-level information:	
Check establishment details	<input type="checkbox"/>
Check the school telephone number and email address	<input type="checkbox"/>
Check the school's support unit	<input type="checkbox"/>
Check pupil/students' various registration details:	
Update information using the bulk update routine	<input type="checkbox"/>
Check that leavers and re-admissions have been recorded	<input type="checkbox"/>
Remove any pupil/student records entered in error	<input type="checkbox"/>
Check and correct their National Curriculum year group	<input type="checkbox"/>
Check pupil/students' basic details	<input type="checkbox"/>



Key:

N Nursery schools
SP Special schools

P Primary schools
AT All-Through schools

S Secondary schools
PRU Pupil Referral Units

Description of task	Completed
Check their enrolment status, admission date and boarder status	<input type="checkbox"/>
Check and correct their UPNs	<input type="checkbox"/>
Check and correct their Unique Learner Numbers S SP AT PRU Applicable to schools with students over the age of 14	<input type="checkbox"/>
Check school-arranged Alternative Provision Placement details P S SP AT PRU	<input type="checkbox"/>
Check and correct their part-time information	<input type="checkbox"/>
Check pupil/students' home address information	<input type="checkbox"/>
Check pupil/students' eligibility for free school meals	<input type="checkbox"/>
Check pupil/students' ethnic and cultural information	<input type="checkbox"/>
Check additional information	<input type="checkbox"/>
Check the Youth Support Services Agreement (YSSA) status S	<input type="checkbox"/>
Check Special Needs information	<input type="checkbox"/>
Check exclusions information P S SP AT PRU	<input type="checkbox"/>
Check class information P AT	<input type="checkbox"/>
Check attendance data P S SP AT PRU	<input type="checkbox"/>
Check Universal Infant School Meals P SP AT Applicable to schools with pupils in Reception, Year 1 and Year 2	<input type="checkbox"/>



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Description of task	Completed
Check hours for Early Years children information N P SP AT PRU <i>Applicable to schools with Early Years children</i>	<input type="checkbox"/>
Update pupil/students with top-up funding	<input type="checkbox"/>
Update pupil/students' post-looked-after arrangements	<input type="checkbox"/>
Update funding and monitoring details P S SP AT PRU	<input type="checkbox"/>
Check post-16 information recorded in Course Manager S SP AT PRU <i>Applicable to Secondary schools with a Sixth form</i>	<input type="checkbox"/>



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