

# Producing the Autumn Census return checklist

English schools



NOTE: The checklist continues on two pages. Please print both 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"/> |
| Prepare data for the return  | <input type="checkbox"/> |
| Create a new school Census return  | <input type="checkbox"/> |
| Configure the Census folder and specify the security message for reports   | <input type="checkbox"/> |
| Edit Census details and calculate all details  | <input type="checkbox"/> |
| Edit school information  | <input type="checkbox"/> |
| Edit Early Years <b>N P SP AT PRU</b><br><i>Applicable to schools with Early Years pupils</i>  | <input type="checkbox"/> |
| Edit class types <b>P AT</b>   | <input type="checkbox"/> |
| Edit pupil/students with top-up funding  | <input type="checkbox"/> |
| Edit pupil/students' post-looked-after arrangements  | <input type="checkbox"/> |
| Update funding and monitoring <b>P S SP AT PRU</b>   | <input type="checkbox"/> |
| Manage school dinners taken on Census day <b>P SP AT PRU</b><br><i>Applicable to schools with pupils in Reception, Year 1 and Year 2</i> | <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                |
|---|--------------------------|
| Enter attendance information <b>P S SP AT PRU</b> | <input type="checkbox"/> |
| Check post-16 learning aims <b>S AT PRU</b>       | <input type="checkbox"/> |
| Create and validate the school Census return      | <input type="checkbox"/> |
| Resolve validation errors and check queries       | <input type="checkbox"/> |
| Produce detail reports                            | <input type="checkbox"/> |
| Print a report from your web browser              | <input type="checkbox"/> |
| Transfer report data to a spreadsheet             | <input type="checkbox"/> |
| Delete temporary web browser files                | <input type="checkbox"/> |
| Produce the summary report                        | <input type="checkbox"/> |
| Edit an unauthorised return                       | <input type="checkbox"/> |
| Authorise the return                              | <input type="checkbox"/> |
| Submit the return                                 | <input type="checkbox"/> |
| Retrieve authorised Census return files           | <input type="checkbox"/> |
| Copy a return                                     | <input type="checkbox"/> |
| Delete any unauthorised returns                   | <input type="checkbox"/> |



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