







School Census – Data Checklist for SIMS

SIMS Upgrade: Upgrade to the latest SIMS Release and file-set (subject to late changes).	<input type="checkbox"/>
School Details: Ensure your School Details are kept up to date including School Type, School Governance etc. Your school email address must be a valid working school email address such as office@bestschool.kent.sch.uk Your school details must be the same in 'Get Information About Schools' and SIMS.	<input type="checkbox"/>
Enrolment Status: Make sure that all pupils attending your school and other (Managed Moves, Special, PRUs or Hospital Schools) have the correct Enrolment Status in Pupil Details Registration Enrolment Status.	<input type="checkbox"/>
Attendance: Attendance between 01/08/2024 – 31/12/2024	<input type="checkbox"/>
Suspensions and Exclusions: All suspensions and permanent exclusions with start dates between 01/04/2024 – 31/12/2024	<input type="checkbox"/>
Free School Meal Eligibility Please note that children in Reception and NC years 1 and 2 will be eligible for a Universal Free School Meal but if they also meet the economic criteria for a FSM, they should still have an FSM start date recorded in their details.	<input type="checkbox"/>
Universal Free School Meals Panel 8 on the Census shows all Reception and NC years 1 and 2 pupils eligible for a Universal Free School Meal. You must tick all children who take a school dinner on census day regardless of whether they are only eligible under the Universal Free School Meal or they are also recorded as FSM eligible.	<input type="checkbox"/>
NC year Actual Double check those pupils who are taught out of year are correctly recorded in Pupil Details Registration Year Group & Year Taught In.	<input type="checkbox"/>
First Language – All pupils including Nursery aged pupils Check your First Language data in Pupil Details Ethnic/Cultural First Language. You can also do this using Bulk Update – Routines Pupil Bulk Update.	<input type="checkbox"/>
Top up Funding Ensure you have checked the True/False flag for those pupils in your school who are receiving Top up Funding. Go to Tools Statutory Return Tools Update Top-Up Funding.	<input type="checkbox"/>
Post Looked After Arrangements Please ensure that all pupils you have been notified as being adopted from care are recorded correctly. Go to Tools Statutory Return Tools Update Post Looked After Arrangements.	<input type="checkbox"/>
SEN The Census will be collecting those pupils with a SEN status of "K" or "E" (EHC Plan).	<input type="checkbox"/>
UPNs Please check that all pupils have a permanent UPN assigned to them as the Census should not be submitted with a temporary UPN. Be sure to check with MI before issuing a new UPN to any pupil by emailing MIEducation&WiderEH@kent.gov.uk	<input type="checkbox"/>
Unique property reference number (UPRN) Please ensure you are making use of the Address Validation Service in SIMS.	<input type="checkbox"/>
Extended Childcare Hours & 30-Hour Code Indicator – Nursery Aged Children Only This field records the take-up of the additional 15 hours of childcare, please ensure this has been filled in.	<input type="checkbox"/>
Disability Access Fund Indicator – Nursery Aged Children Only This field records whether a child is in receipt of disability living allowance, please ensure this has been filled in.	<input type="checkbox"/>
Termly Data Collection for Pupils on a Reduced Timetable Ensure you have submitted pupils who are on a Reduced Timetable by using the online form which can be found on Kelsi. If you are a nil return, then you must email MIEducation&WiderEH@kent.gov.uk	<input type="checkbox"/>

Academies and Free Schools Checklist

Upload to COLLECT via Secure Access <i>Log on to Secure Access https://services.signin.education.gov.uk/ and upload your xml file to the DfE via COLLECT.</i>	
Errors & Queries <i>Open Return and check errors and queries within COLLECT, resubmit if required or edit data directly in COLLECT.</i>	
Submit file <i>Once you've cleared all errors and attached all notes to queries within COLLECT you can submit your file for authorisation.</i>	
Duplicate Check 1 – Same Person Different UPN <i>This duplicate pupil report includes cases across all Authorities where there appears to be duplication of a pupil based on the characteristics (i.e. Surname, Forename, Middle Name, Date of Birth and Gender) but where different UPNs are present. If the two records are the same pupil, they should have the same UPN. If the pupils are different then this will need to be reported back to the DfE as a false match. For guidance on how to do this please go to https://www.gov.uk/guidance/school-census#school-census-documents</i>	
Duplicate Check 2 – Same UPN <i>This duplicate pupil report includes cases across all Authorities where an invalid combination of enrolment status codes are present or a different DOB has been recorded. Either a change to the pupil's registration code to produce a valid combination of enrolment status will need to be made or the pupil will need to be moved off roll to 'NoLongerOnRoll' with date of leaving provided or the DOB amended. For guidance on how to do this please go to https://www.gov.uk/guidance/school-census#school-census-documents</i>	
Approval & Authorisation <i>After you have submitted your file the DfE will approve & authorise it when they are satisfied with the data and your explanations to queries attached. If there is a problem with the data the DfE will contact you.</i>	

Please note:

- Any changes made in COLLECT will not show in the COLLECT reports until the next working day (after 9:30am).
- You will need to check these reports regularly as they will change as more schools submit their data to COLLECT.