

Census
Quick Guide



How to Run the Summer Census 2023

Bromcom Computers Plc.

Rutland House
44 Masons Hill
Bromley
BR2 9JG

<http://www.bromcom.com>

<https://bromcom.microsoftcrmportals.com/>

Contents

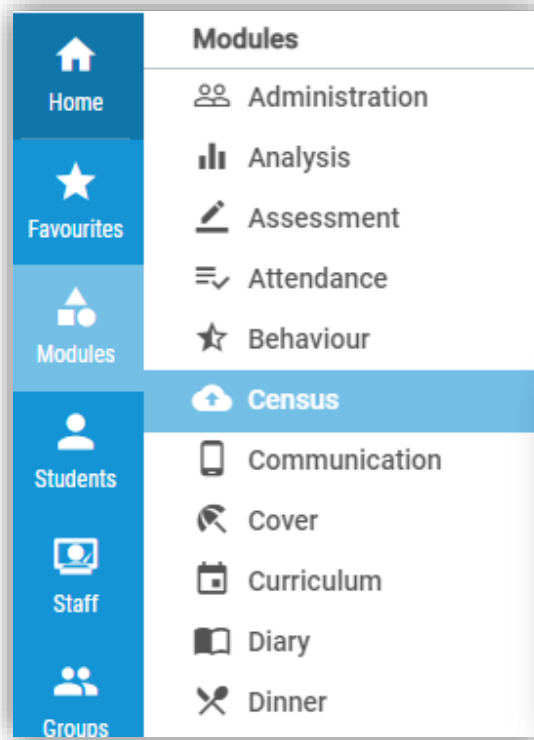
Before you run the Census	1
Areas to Check	2
What's New	2
Alternative Provision	2
Young Carer	3
Learner Funding and Monitoring (FAM)	4
School Opening Times	5
Exclusions Module	6
Attendance	7
Dual Registered Students	7
Special Education Needs.....	9
Free School Meals.....	10
Generating the School Census.....	11
Pupil Reconciliation Funded Hours (Primary and All Through Only)	14
Pupil School Lunch (Primary and All Through Only)	16
Validate the Census	17
Census Views	17
Select Year and Census	17
Select the Return	18
View Errors	18
Working within the Error Summary Screen.....	20
Manoeuvring around the Data Grid	21
Dealing with Errors and Queries.....	21
Using the Error/Query Link to MIS Page.....	21
Marking an Error or Query as Resolved.....	22
Authorise and View File	22
View Summary.....	23

Before you run the Census

This section will take you through the expected areas you will need to check before running the **Census**.

You can execute the **Census** without these checks, but you will simply be producing a **Census** return with many errors or queries that will need to be addressed, it is better to undertake some routine housekeeping and address the errors **before** they are reported in the **Census**.

Ensuring that your data is accurate is the best place from which to launch your Census.



Areas to Check

The following areas are specifically important to check for the **Summer Census**.

See also-: [DFE Complete the School Census](#)

What's New

Alternative Provision

For the **Spring 2022 Census and onwards** the **DfE** have added two new **voluntary** modules to collect data on **Alternative Provision (AP)** placements, see **DfE** guidance on changes [here](#).

These Modules were voluntary as of the 2021/2022 Academic Year, but will they become **mandatory from the 2022/2023 Academic Year onwards** and have been added to the system as two Panels.

The **Alternative Provisions Panel** is found via **Students>View Student Details>Enrolment** and should only be visible to Schools who have their **school phase** set to PRU within **Config>Administration>Characteristics**.

The **Alternative Provisions Details Panel** is also found via **Students>View Student Details>Enrolment** and should be visible to all Schools regardless of the **school phase** set within **Config>Administration>Characteristics**

For school collecting **Alternative Provision Company Number** and **Alternative Provision Placement Postcode** these new items will be collected from the **Spring Census 2023** See **DfE** guidance on Alternative Provision Setting Type [here](#).

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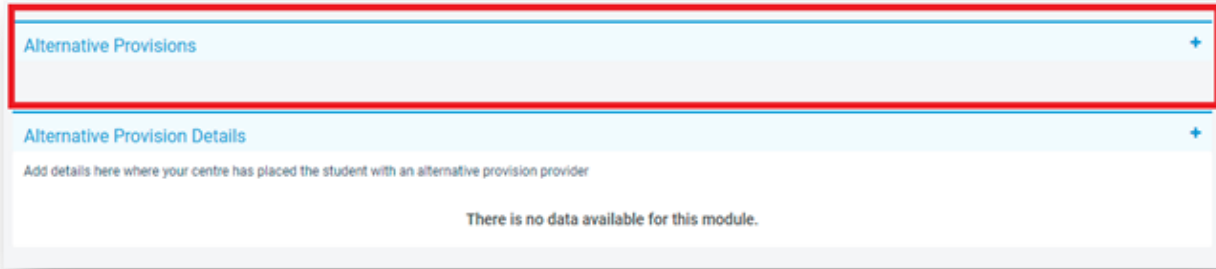
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Alternative Provision module for single-registered pupils (PRU and AP).

- URN of Previous School: records the URN of the establishment that the pupil attended prior to attending the AP school.
- Alternative provision reason: records the main or primary reason why the AP was arranged.
- Alternative provision placement SEN provision on entry: record SEN provision at the time of entry into the PRU or AP.



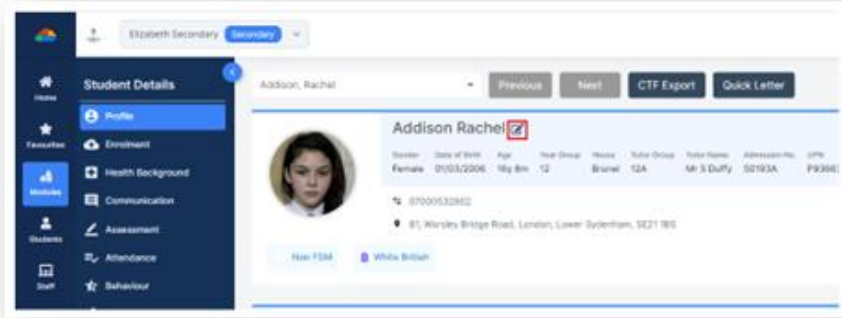
Alternative Provision module for placements arranged by schools (all schools)

- Alternative provision placement URN: records the URN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement UKPRN: records the UKPRN, where available, of establishment within which the pupil has taken up an alternative provision placement.
- Alternative provision placement type of setting: records, where neither the URN nor UKPRN are available, the type of setting within which the pupil has taken up an alternative provision placement.
- You **MUST** only return **ONE** of the AP Identifiers: **URN**, **UKPRN** or **Type** of Setting. The system process has been designed to assist with this. Use the **Search** to add a School which will automatically add the **URN**, alternatively select **Unknown School** within the **Available Schools search panel**. You will be returned to the panel where the School name can be added manually and the **UKPRN** may be added in the field provided, whereupon the **Type** of Setting will disappear. Finally, if no **URN** or **UKPRN** is available, add the **Type** of Setting from the **dropdown selector** plus the **company house number** and **postcode**.
- Alternative provision placement reason: records, for school commissioned placements, the main or primary reason why the AP was arranged.
- Alternative provision placement date of entry: records the pupil's entry date into alternative provision.
- Alternative provision placement SEN provision on entry: records SEN provision at the time of entry into alternative provision.
- Alternative provision placement date of leaving: records the date the pupil leaves alternative provision (where applicable).
- Alternative provision placement SEN provision on leaving: records SEN provision at the time of leaving alternative provision (where applicable).
- Alternative provision placement Attendance pattern: records the pupil's planned attendance pattern at the alternative provision provider.
- Alternative provision placement sessions per week: records, where the pupil's attendance pattern is part time, the pupil's planned number of sessions per week.

Young Carer

This new item will be collected from the **Spring Census 2023 onwards** . See [here](#) for DfE guidance on the Young Carer Indicator.

This item records whether the pupil has been identified as a young carer and by whom. The Young Carer indicator is found in **Students>View Student Details>Edit Student Details**



Learner Funding and Monitoring (FAM)

Changes to existing data items from the **Spring Census 2023**. See [here](#) for DfE guidance on Learner Monitoring. From the start of the 2022 to 2023 academic year, **code '01'** will include all aspects of the National Tutoring Programme (NTP), rather than just school-led tutoring. Therefore, the description has been updated to reflect this.

In addition, the description, and eligible pupils for **code '22'** have also been updated following the return to business as usual for repeating part or full year of post 16 students.

Learner funding and monitoring (FAM) code		
Code	Description	Applicable pupils
01	In receipt of National Tutoring Programme	Applicable to all schools, except nursery, with appropriate year groups or age ranges. For pupils in NC Year Actual 1 to 11 or aged 5 to 15 (as at 2022-08-31) in NC Year Actual 'X'.
21	Learner in receipt of 16 to 19 tuition fund	Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 12 and above with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.
22	Learner repeating up to one full year of 16 to 19 funded provision	Applicable to secondary, all-through and PRU or AP schools with sixth forms. For students in NC Year Actual 13 or above, with current single registration ('C') or current main dual registration ('M'). PRU or AP for any pupils with the following enrolment status: 'C', 'M', 'F' or 'O'.

School Opening Times

All schools except nurseries are asked to send us this information in the **spring census**.

From spring 2023, we are asking schools to tell us the total compulsory time pupils spend in school, in a typical 5 day week.

Where provided, this must be recorded to 2 decimal places (that is, where a school is open for 32 and a half hours, for example, this is recorded as 32.50, with 32 and three-quarter hours being 32.75). See [converting minutes to decimal minutes](#) for more information.

This includes the total time each day from the official start of the compulsory school day (morning registration) to when the compulsory school day ends, (official home time).

This figure will be inclusive of breaks, as these form part of the total compulsory school day, however it will not include optional activities either before or after school. The data entered should be representative for pupils aged 5 to 16 in the school.

We recognise some schools have different school weeks for different pupils or key stages. In these circumstances, schools should report a middle year group, for example, NC year 3 in primary or NC year 9 in secondary schools. For all other schools such as all-through schools or middle schools, you should use a middle year group or age group, which represents an average week in your school.

More information will be available soon.

School Opening Times in Hours can be added from **Config>Administration>School Characteristics**

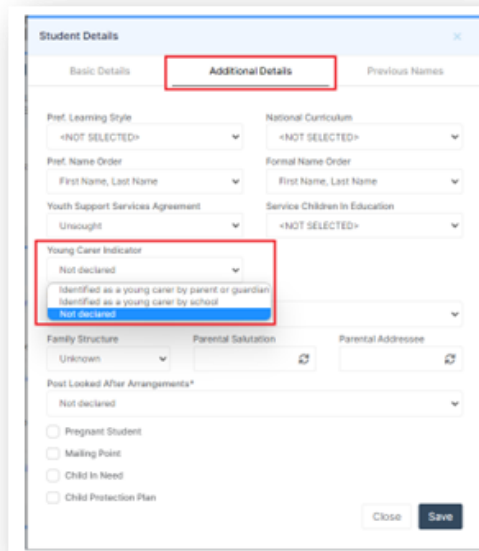
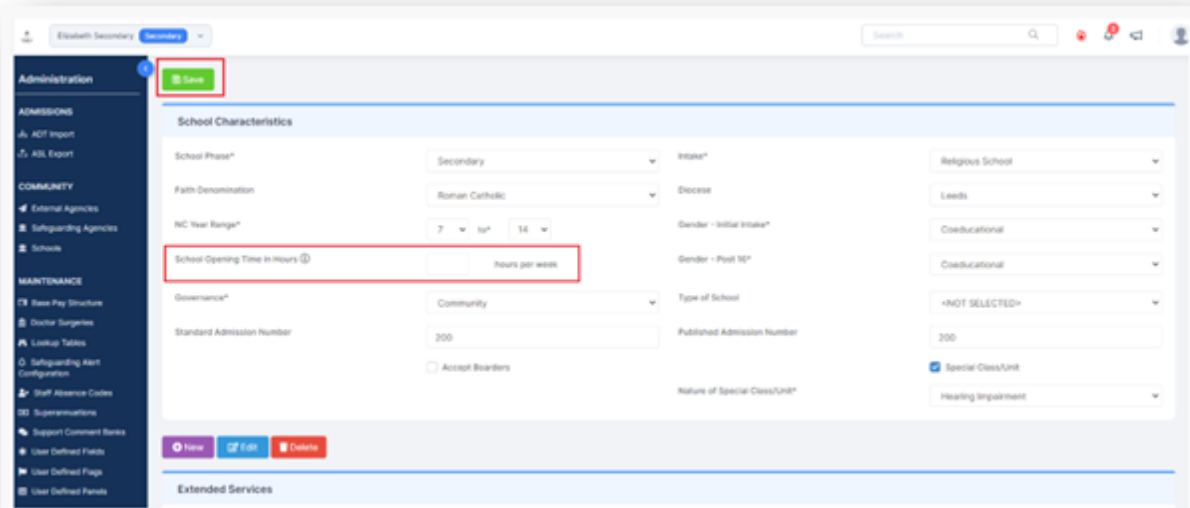
Hover over the ? to see the following information.

Click **Save**.

Enter the total compulsory time pupils spend in school, in a typical 5 day week. This includes the total time each day from the official start of the compulsory school day (morning registration) to when the compulsory school day ends, (official home time). This figure will be inclusive of breaks and lunchtime, as these form part of the total compulsory school day, however it will not include optional activities either before or after school.

Please refer to current DfE guidance for instructions where different phases or year groups have different opening times.

When entering **School Time** this must rounded to the nearest 15 minutes i.e., .00, .25, .50 and .75



Exclusions Module

From Autumn 2021, in line with government advice, **Fixed Term Exclusions (FTE)** will be referred to as **Suspensions**. This includes an update to all guidance, renaming of all data items, code sets and XML tags for the 2021 to 2022 academic year onwards.

Attendance

The **Summer Census** looks back at the **Attendance** recorded from the start of the **Spring Term** 01/01/2023 to 09/04/2023.

Important: Attendance data for the **2021 to 2022** academic year will include all categories of school attendance, rather than just those that equate to authorised and unauthorised absence. **This is a change to previous years.**

So please ensure that all **Attendance Registration** is complete for that period. This will include ensuring that any unexplained **Unauthorised Absences** that are currently recorded against an **N** code are updated to provide an adequate explanation for absence.

We would recommend that you produce reports to highlight the **students** with gaps in their attendance i.e., run an **Attendance Report by Code** for the **N** code (or any other unauthorised absence) separately for each year group for the date range being returned by the **Census** 01/01/2023 to 09/04/2023.

Use this information to guide your amendment of the **student** data.

Dual Registered Students

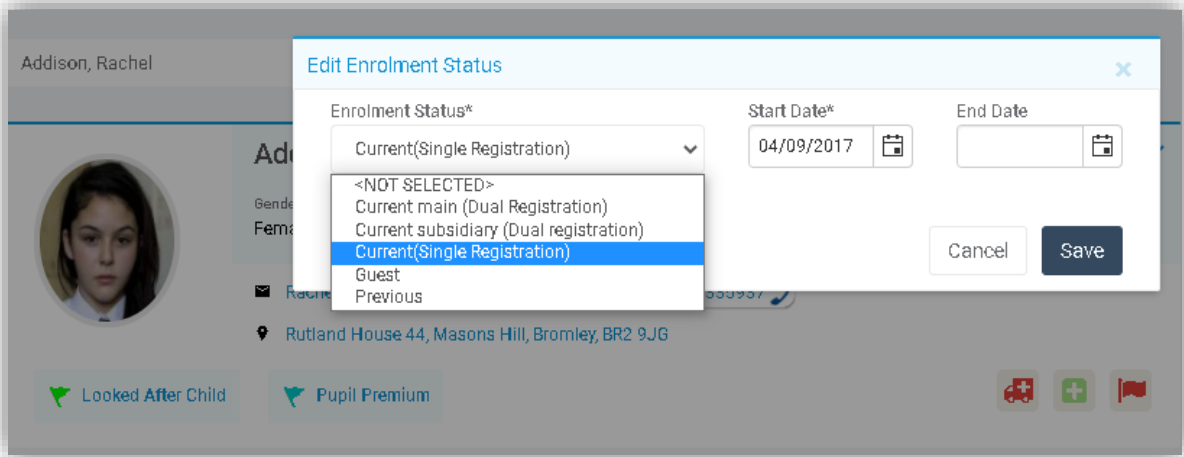
If you have **Students** who are **Dual** registered, please ensure that you have accurately recorded their status at your (and the affiliate) school as either **Main** or **Subsidiary**.

Actual **Attendance Data** for **Dual** registered **Students** should only be entered at the **Subsidiary** school for the sessions they are expected to be attending the **Subsidiary** school.

The corresponding periods at the **Main** school should be populated with the **Attendance Code D**.

A **Student's Registration Status** can be amended by opening the **School & Enrolment History** panel in **Student Details**. Access the **Student Details** either from the **Students List** page to select one or more **Students** and click **View** or using the **Global Search Tool** for a single **Student**.

Last Name	First Name	Admission Number	Tutor Group	Year Group
Abbott	Dave	S0041A	10B	10
Addison	David	00032	07B	07
Addison	Harry	S0308A	08A	08
Addison	Rachel	S0193A	10B	10

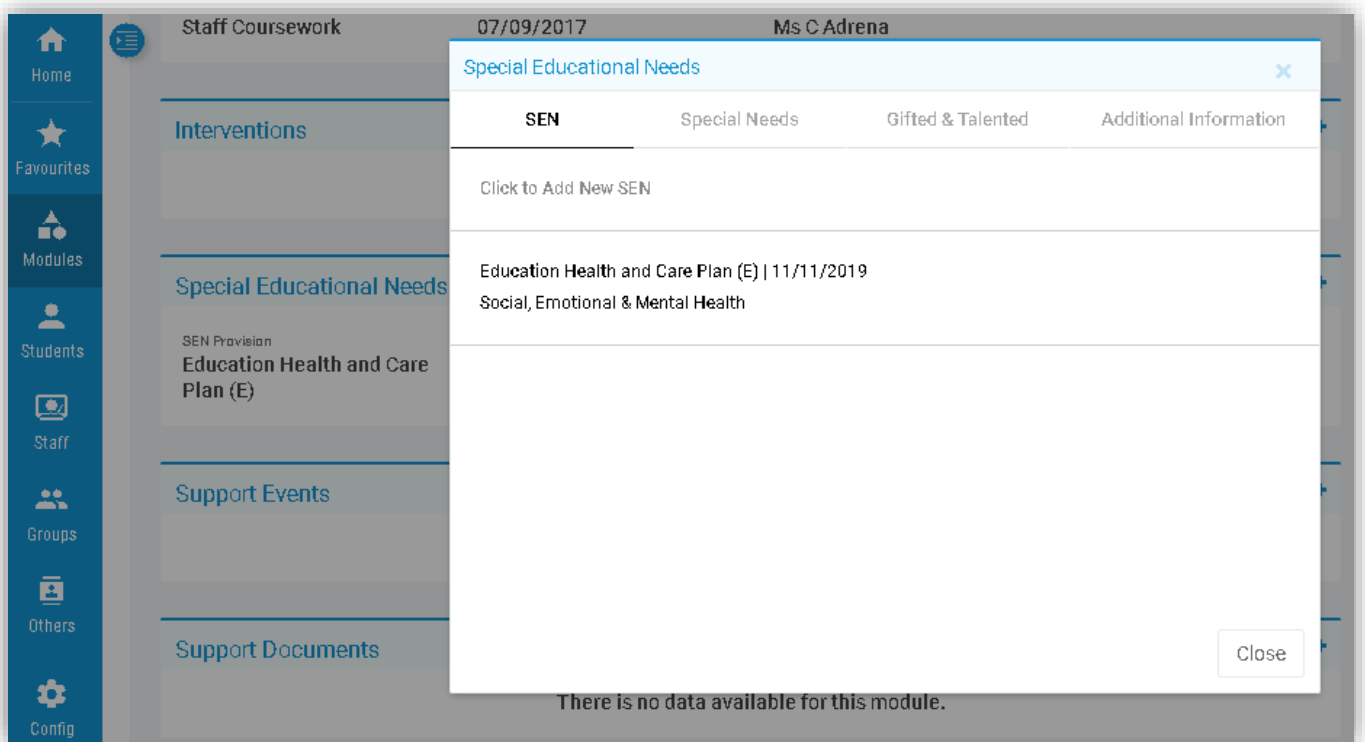


Special Education Needs

You should double check with your **SEN Co-ordinator** that all **Students** who possess a **special need** are updated in the MIS.

All **Students** with current **SEN Provisions** should have an **SEN** record with the code **K (SEN Support)**. Any **Students** who have transitioned to no longer having any kind of **SEN** requirement should have their latest record updated to include an **N** code for **No Special Educational Need**. Any **Student** in possession of an **SEN Provision (other than N)** should also have at least one **Need** defined. **Students** with a provision but no specific type of need should be entered with the **SEN Type** of **NSA (SEN Support but no specialist assessment of type of need)**.

A **Student's SEN Support** and **SEN Need** can both be adjusted via the **Special Educational Needs** panel in the **Student Details** page.



Free School Meals

This is one of the areas that determine on going funding; specifically, the **Deprivation** element of **Pupil Premium** is determined by a **student's** inclusion in **Free School Meals** over a specified period.

Therefore, it is important that you double check **Student Free School Meal** details and eligibility.

Pupil **Free School Meal** statuses will be retrieved in the **Summer Census** under the following conditions:
Periods of eligibility for free school meals with:

- An FSM eligibility Start Date and no FSM Eligibility end date.
or
- An FSM eligibility end date since the previous **Census** i.e., on or after 20/01/2023 and up to including the **Summer Census Day (18/05/2023)**

A **Students Free School Meal** information can be reviewed and adjusted from the **Free School Meals** section which is in the **Meal & Transport** panel in **Student Details** from the **Students** option.

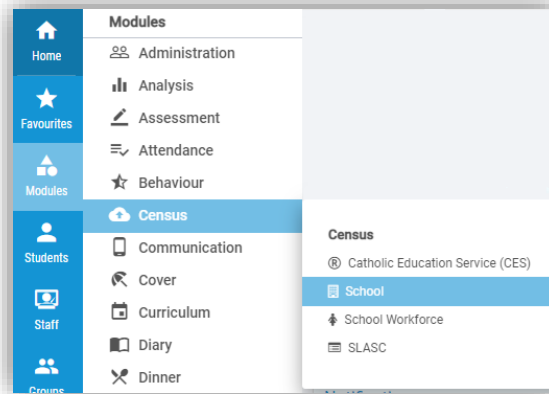
The screenshot shows a web application interface for a student named Isobel Taylor. A modal window titled 'Meal & Transport' is open, displaying the 'Free School Meals' section. The form includes three date fields: 'Start Date*' with the value 07/09/2009, 'End Date' with 20/07/2010, and 'Review Date*' with 20/05/2020. Below these is a dropdown menu for 'Evidence Provided' currently showing '<NOT SELECTED>'. To the right of this dropdown is a checked checkbox labeled 'Taken'. At the bottom right of the form are 'Cancel' and 'Save' buttons. The background shows a partial view of the student's profile and other tabs like 'Meal Patterns', 'Free School Transport', and 'Usual Preferences'.

For schools with intake within the **NC Years R, 1 and 2** there will also be a requirement to deliver the information on take up of **Universal Infant Free School Meals**.

This is the end of the Section '**Areas to Check**' please continue to Page 8 Generating the School Census.

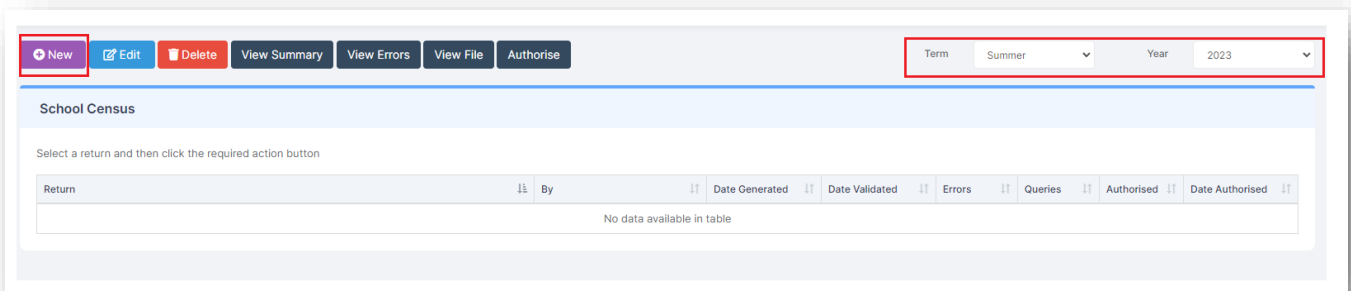
Generating the School Census

To run the **Census**, you need to go to **Modules > Census > School**.

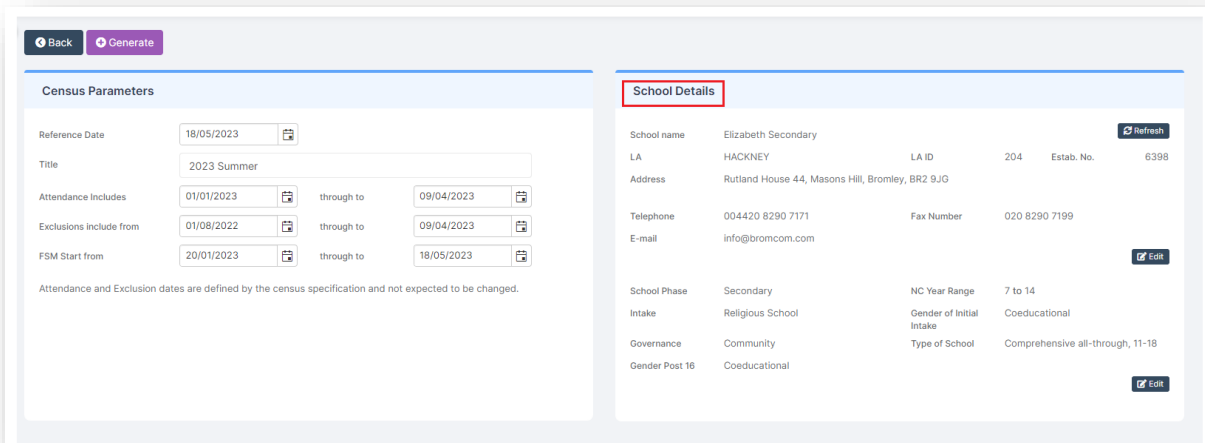


In the top right of the screen select the **Term** and **Year**, this should be correct by default.

Click the **New** button to create a new **Census Return**.



You will now see the **Census Parameters** and **School Details** page. This is prepopulated for you, but it is worth checking that all the details are correct. If it is present, please leave the **Selected Time** as is.



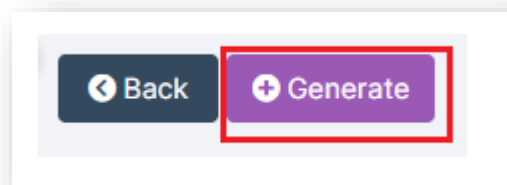
The **School Details** section shows the details for your school.

Make sure these **School Details** are correct, paying attention to the **LA ID** and **Establishment Number**. You also need to make sure your **School Phase**, **Intake**, **Governance**, and other details are correct. Failure to do so will cause issues with your **Return**. All the details on the page below can be edited by clicking the **Edit** buttons.

Then click **Refresh** to see any changes made.

School Details					
School name	Elizabeth Secondary				Refresh
LA	HACKNEY	LA ID	204	Estab. No.	6398
Address	Rutland House 44, Masons Hill, Bromley, BR2 9JG				
Telephone	004420 8290 7171	Fax Number	020 8290 7199		
E-mail	info@bromcom.com				Edit
School Phase	Secondary	NC Year Range	7 to 14		
Intake	Religious School	Gender of Initial Intake	Coeducational		
Governance	Community	Type of School	Comprehensive all-through, 11-18		
Gender Post 16	Coeducational				Edit

Once you have confirmed the details are correct you can **Generate** your **Census**, to do this click the **Generate** button.



Your **Return** will now be generated. This may take a while, **be patient and wait for it to complete**.

Once the **Return** has been generated you will have the option to **Save and Validate**. This saves the entered **Census** information and allows you to edit it later. Clicking **Save & Validate** will **Generate** the **Census** file.

◀ Back
Save & Validate

Census Parameters

Reference Date

Title

Attendance Includes through to

Exclusions include from through to

FSM Start from through to

Attendance and Exclusion dates are defined by the census specification and not expected to be changed.

You can create as many versions of the **Census** as you require.

New Edit Delete View Summary View Errors View File Authorise

Term Summer | Year 2023

School Census

Select a return and then click the required action button

Return	By	Date Generated	Date Validated	Errors	Queries	Authorised	Date Authorised
2023 Summer-001	Mrs J Bishop	23/03/2023	23/03/2023	46	654	No	
2023 Summer-002	Mrs J Bishop	23/03/2023	23/03/2023	45	121	No	

Pupil Reconciliation Funded Hours (Primary and All Through Only)

Further down the screen on the **Census Data Entry Page** you will see the **Pupil Reconciliation Funded Hours** area needs to be filled in. **Funded Hours** needs to be collected for **Students** aged 2, 3 and 4 from all schools with pupils of these ages except **City Technology Colleges** and **Non-Maintained Special**.

The table below shows the entitlement criteria to **Funded Hours** for the **Summer Census** taken from **DfE Complete the School Census-Data Items- Funded Entitlement Hours**

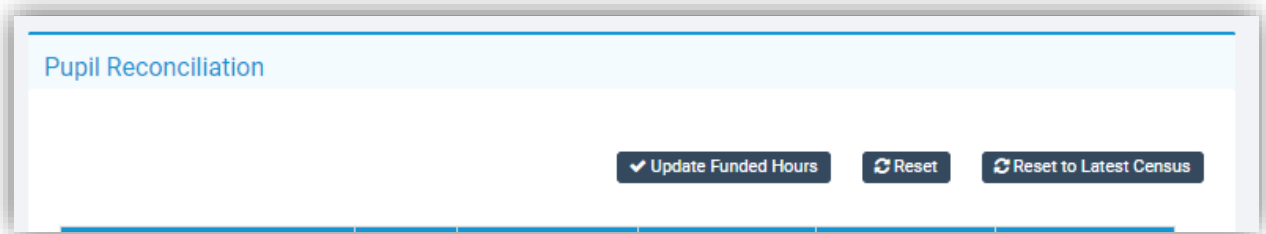
Census	Date of birth ranges, school type and pupil national curriculum year group	Maximum funded entitlement hours
Summer 2023	2 and 3 year olds born between 2018-09-01 and 2021-03-31 (inclusive) - all relevant schools and year groups	15 hours
Summer 2023	4 year olds born between 2018-04-01 and 2018-08-31 (inclusive) for pupils in national curriculum year groups 'E1', 'E2', 'N1' and 'N2' only	15 hours

Using **Update Funded Hours** you can apply the **Funded Hours** and **Hours at Setting** to the relevant **Age** group.

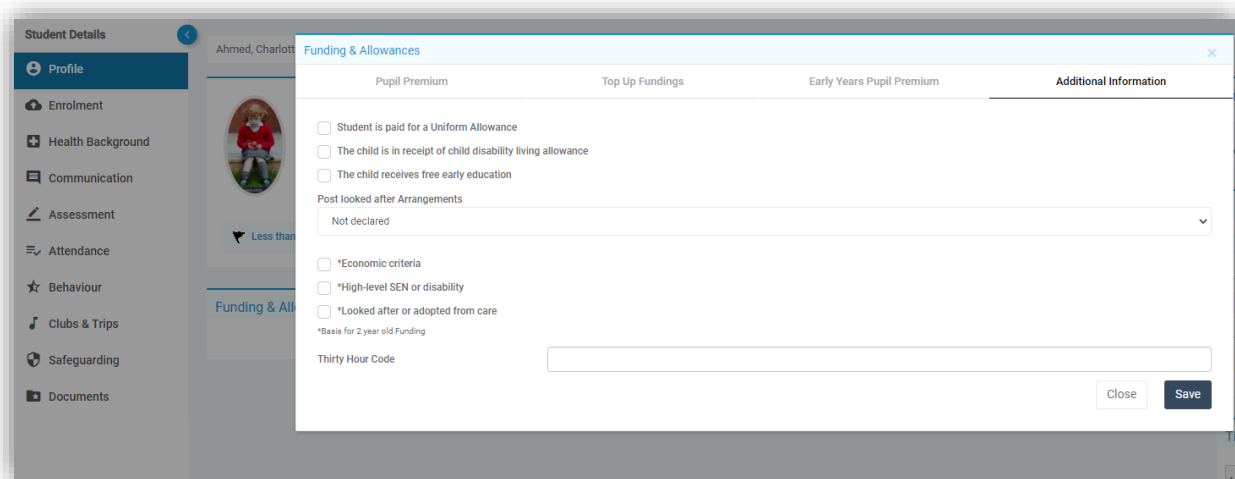
Once you have selected the hours for the age click the **Save** button. You will now need to repeat this process for the remaining age groups. Once completed, **Funded Hours** and **Hours Setting** will be populated with information against each of the **students**. If required, individual **Student** hours can be edited by clicking on the individual cell and overtyping with a new value.

Pupil Name	Age	Date Of Birth	Funded Hours	Hours at Setting	Extended Childcare Hours
Addison, David	2	19/05/2018	0.00	0.00	0.00
Addy, Makoto	3	08/10/2017	15.00	15.00	0.00
Ahmed, Lesley	3	16/10/2017	15.00	15.00	0.00

If you have used **Save and Validate** on a **Previous Census**, when running a New Census, you will have an option on this Panel for **“Reset to Latest Census,”** which will enter the Hours that you have set in the **Previous Census** – so you do not have to enter them all again.



If you need to set a **student** with a **30 Hour Code**, this can be entered in the **Student Record** via: **Profile > Funding and Allowances > Additional Information.**



Pupil School Lunch (Primary and All Through Only)

For some **School Phases** the collection of **Pupil School Lunch** information is a requirement in the **Summer Census**. The MIS will determine if this is information that you should be recording, and this panel will be used for that purpose.

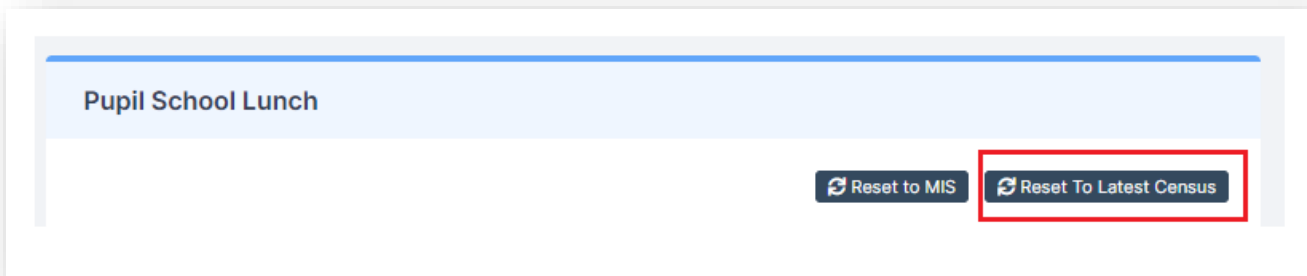
If you are using the **Dinner** module, then the **Lunch Taken** column may already be populated with information indicating the **students** who took (or are expected to take) school lunch on the date of the **Census**.

Simply enter a tick against all the **students** who are going to be taking (or have taken) school lunch on **Census Day**. It may be quicker for you to bulk tick all the **students** using the tick box option on the **Lunch Taken Column Header**, then deselect **Students** that did not take lunch. This information will also be used to derive the **Universal Free School Meal Information**.

Name	UPN	Year Group	Tutor Group	Enrolment Status	Lunch Taken
Forman, Ellis	M83099912029B	1	1SS	Current(Single Registration)	<input type="checkbox"/>
Gregory, Colin	G83099912041B	2	3SJ	Current(Single Registration)	<input type="checkbox"/>
Gregory, Colin	V83099912042B	2	2SJ	Current(Single Registration)	<input type="checkbox"/>
Gregory, Daniel	H83099912043B	R	Reception 1	Current(Single Registration)	<input type="checkbox"/>

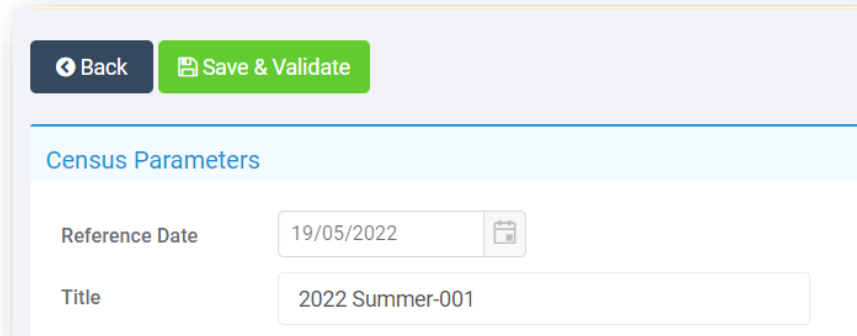
Clicking the **Reset to MIS** button will restore the information in this panel to the condition it is in within the MIS before any user adjustments were undertaken.

For subsequent generations of the **Census** file within the same term, you can click the **Reset to Latest Census** button to retrieve the edited data from the previous **Census** file. This prevents you from having to enter the data repeatedly for subsequent runs of the **Census** within the same term.



Validate the Census

You will now need to **Validate** the **Census** click on the **Save & Validate** button. This will **Generate** the **Census** file and run the **Validation** process that will in turn identify if there are any errors or queries with your return.



The screenshot shows a web interface for 'Census Parameters'. At the top, there are two buttons: 'Back' (dark blue) and 'Save & Validate' (green). Below this is a section titled 'Census Parameters' with a light blue header. There are two input fields: 'Reference Date' with the value '19/05/2022' and a calendar icon, and 'Title' with the value '2022 Summer-001'.

The **Validation** process may take a while so please be patient.

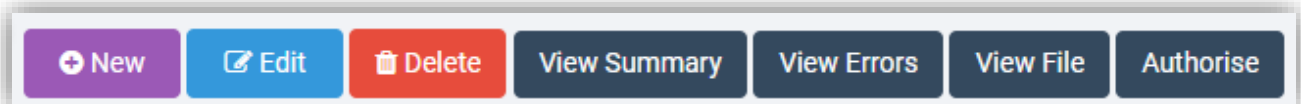
Census Views

You will now be returned to the **Census** page. You will be able to see the file that has been generated and have the following options available to.

View Summary – This gives you the summary page for the **Return**. You may want to print this off and use it as a starting point to check your data.

View Errors - This shows you any errors or queries that the validation process has found. You can access the **Bromcom School Census Error Resolutions 2023 Guide** [here](#).

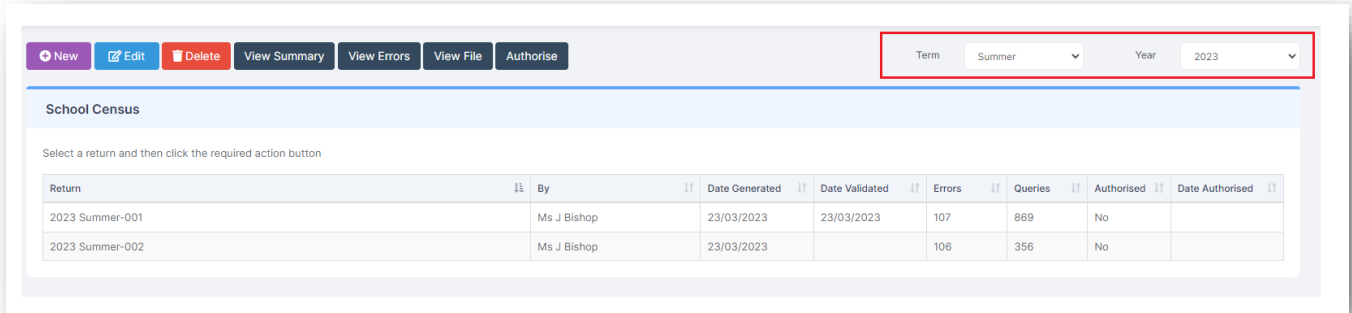
View the File – This gives you the option to view and save the **Census** XML file. You will not need to do this until you are ready to send the return to the LA or upload to Collect.



Select Year and Census

Now you have generated a **School Census Return**, you will need to deal with the **Errors** before **Authorising** and **Submitting** the **Return**.

From the **Year**-dropdown menu, make sure that the **Year** for which you want to access your **Generated Census** is selected. By default, you should not have to change as it will show the **Current Year**.



If it needs to be changed select the **Year** from the **Year** dropdown menu and the **Season** from the **Term** dropdown menu.

(**Note:** The **Year** you select here is the **Calendar Year** and **NOT** the **Academic Year**)

Select the Return

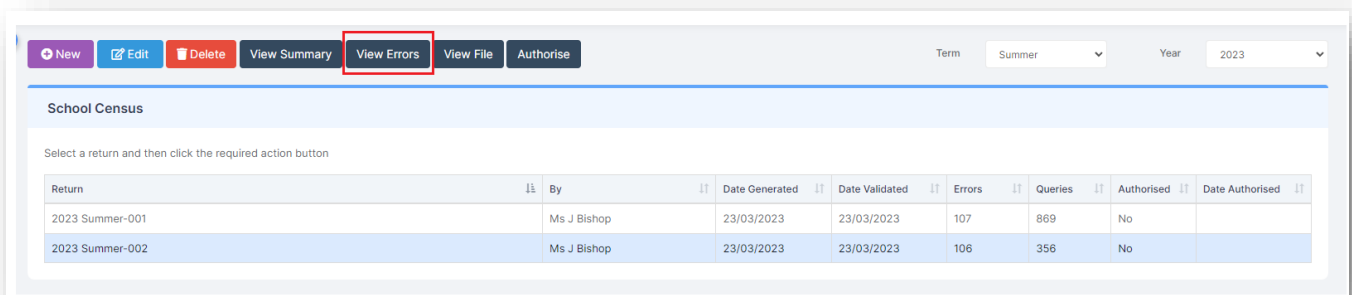
Having made your selections, you will see that the screen updates to show any **Returns** which have already been generated. Each **Return** will clearly identify:

- Return [Name]
- [Return Created] By
- Date Generated
- Date validated.
- [No. of] Errors
- [No of] Queries
- Authorised (Yes/No)
- Date Authorised

Select the required **Return** and the relevant button above for what you want to do.

View Errors

Select the **Return** and click the **View Errors** button the screen will update showing like the example below:



Back Save Status

Error Details - Census Return 2022 Summer-001 - Created on 10/03/2022 - By Mrs J Bishop

There are 34 errors including 34 unresolved errors

There are 668 queries including 668 unresolved queries

Grid actions Copy Excel CSV PDF Print

Search:

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	140					School type is missing.	Q	X
Error	1578	S0134A	13A	13	Maheer, Jenny	UPN: F93663981276A. Name: Maheer, Jennifer. Date of Birth: 2004-04-07, Female, ULN: 8276388689 More than one pupil record with the same ULN.	Q	X
Error	1578	S0286A	10B	10	Mullineaux, Elliot	UPN: F93663981147A. Name: Mullineaux, Elliot. Date of Birth: 2007-03-11, Male, ULN: 8276388689 More than one pupil record with the same ULN.	Q	X
Error	1578	S0235A	11A	11	Sopel, June	UPN: Z93663981271A. Name: Sopel, June. Date of Birth: 2006-05-18, Female, ULN: 8272313684 More than one pupil record with the same ULN.	Q	X
Error	1578	S0342A	9A	09	Swanton, D	UPN: V93663981320X. Name: Swanton, D. Date of Birth: 2008-02-27, Female, ULN: 8272313684 More than one pupil record with the same ULN.	Q	X

Each **Query** and **Error** will now be displayed ready to be dealt with. A full list of the errors and queries can be found in the **Bromcom Error Resolution Guide** which you can access [here](#).

Working within the Error Summary Screen

The **Error Summary** screen has two distinct areas to it. **Census Return Summary** and **Errors and Queries Data Grid**.

The **Census Return Summary Area** displays the **Summary Information** for your selected **Return**, most importantly it clearly identifies and updates the **Number of Currently Unresolved Errors** and the **Number of Currently Unresolved Queries**.

Error Details - Census Return 2023 Summer-002 - Created on 23/03/2023 - By Ms J Bishop

There are 106 errors including 106 unresolved errors

There are 356 queries including 356 unresolved queries

The **Errors and Queries Data Grid** clearly identifies row by row, each currently unresolved **Error** and **Query**.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1000					Pupil reconciliation does not match number of pupils on roll.		x
Error	1100					Class Name: Co12/A43 Class with no staff.		x
Error	1100					Class Name: DR10/X10B Class with no staff.		x
Error	1100					Class Name: ELit12/A2 Class with no staff.		x
Error	1100					Class Name: EN09/B1 Class with no staff.		x
Error	1100					Class Name: MA11/A1 Class with no staff.		x



Manoeuvring around the Data Grid

Use the scrollbar to move up and down through the **Errors**. Each column can be sorted using the **Sort Arrows** in the bottom right of each column header.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1570	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖
Error	2170	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, Male A valid SEN type must be provided for pupils with a SEN provision = K or E.	✔	
Error	1570	S0076A	13B	13	Bailey, Andrew	UPN: Q204639814056. Name: Bailey, Andrew. Date of Birth: 2003-05-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖
Error	1570	S0078A	13B	13	Bartrape, Brandon	UPN: X204639814062. Name: Bartrape, Brandon. Date of Birth: 2002-11-12, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖

Enter the name or number in the **Search** box and the **Data Grid** will update automatically as you type and will now display the entered information only.

Note: The **Number** filter option displays the **Sequence/Error Number** which can be referenced against the **School Census Error Resolutions 2023 Guide** which can be accessed [here](#).


The **Status** dropdown menu to the right of the text boxes allows the **Data Grid** to be displayed with **Resolved** issues , **Unresolved** issues .

Dealing with Errors and Queries


Regarding dealing with the **Errors/Queries** shown, you can use the **Errors and Queries Data Grid** to:

- Link directly to the required MIS Page to correct the **Error/Query** (this is not available on all **Errors/Queries** however)
- Mark **Errors/Queries** as **Resolved** or **Unresolved** (initially all will be **Unresolved**)

Using the Error/Query Link to MIS Page

Within the **Errors and Queries Data Grid**, it is possible to link directly to the MIS Page where the **Error/Query** can be resolved; this is possible for all those **Errors/Queries** where you see a **Magnifying Glass** icon .

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1570	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖
Error	2170	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, Male A valid SEN type must be provided for pupils with a SEN provision = K or E.		✖
Error	1570	S0076A	13B	13	Bailey, Andrew	UPN: Q204639814056. Name: Bailey, Andrew. Date of Birth: 2003-05-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	🔍	✖

Click on the **Magnifying Glass** icon  to link to the required MIS Page to deal with the **Error** or **Query**, this page will open in a new window. From any new window which you have opened via the link, correct the **Error/Query**, then **Save** and close that window. From the **Error** and **Query Data Grid**, you should now mark that you have **Resolved** that Error/Query.

Marking an Error or Query as Resolved

As at this time there is no **Refresh** option for the **Census** you are running, it is advisable that you mark each **Error** and **Query** you deal with as **Resolved**; this will make it easier to track those **Errors** and **Queries** you still need to deal with.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1570	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	Q	X
Error	2170	S0045A	13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, Male A valid SEN type must be provided for pupils with a SEN provision = K or E.		X
Error	1570	S0076A	13B	13	Bailey, Andrew	UPN: Q204639814056. Name: Bailey, Andrew. Date of Birth: 2003-05-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	Q	X

To change the **Status** of an **Error/Query**, click on the **Unresolved** icon the **Error/Query** will change to the **Resolved** icon and the row will highlight green.

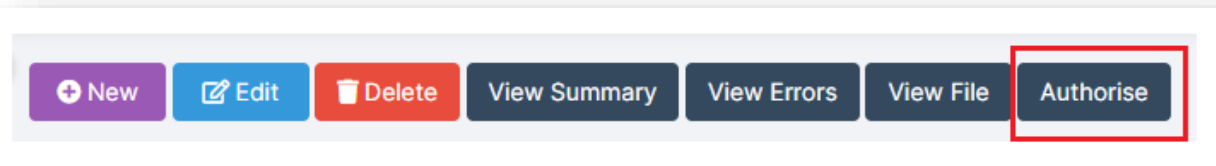
Tutor Group	Year Group	Student Name	Detail	#	#
13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	Q	X
13B	13	Fergusson, William	UPN: D204639814095. Name: Fergusson, William. Date of Birth: 2002-09-09, Male A valid SEN type must be provided for pupils with a SEN provision = K or E.		✓
13B	13	Bailey, Andrew	UPN: Q204639814056. Name: Bailey, Andrew. Date of Birth: 2003-05-09, M Unique learner number must be provided for pupils aged 14 and over on census day.	Q	X

If required, you can change a **Resolved Error/Query** to **Unresolved**; to do this click on the **Resolved** icon which will now toggle back to **Unresolved**, removing the green row highlight as well.

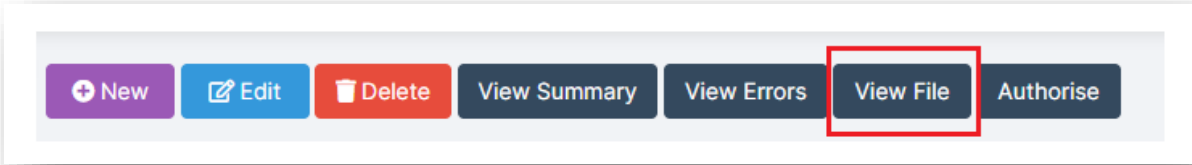
In order for the **Resolved Error/Query** to be removed from the list you would need to generate a new Census Return

Authorise and View File

Once you have dealt with **ALL** the **Errors** and are happy with any of the outstanding **Queries**, please re-run the **Census** then **click on the appropriate Return** if you have generated more than one **Return** and click the **Authorise** button.

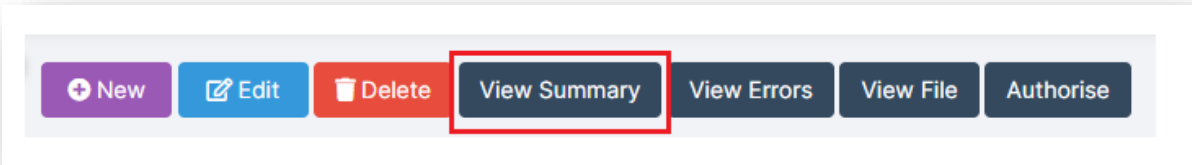


The file is now ready to be submitted, click the **View File** button, and save a copy to a location on your machine, this may also automatically save to your Downloads Folder, depending on your setup. You can have multiple **Authorised** files.



View Summary

To **View Summary**, click on the appropriate Return if you have generated more than one Return and click **View Summary**.



This downloads the **Census Summary** for you to view or print off.

School census collection: summer 2023
Version 2023.1.4 - Updated: 2022-12-23

There are 106 errors and 356 queries.

Table 1: School characteristics [ALL schools]

Summary for: Fitzwilliam Primary
Local authority code: 830
Establishment number: 9991
Telephone number: 004420 8290 7171
Email address: info@bromcom.com
Phase: PS
Type: 18
Governance: CA
Intake type: SEL4
Lowest national curriculum year group: E1
Highest national curriculum year group: 6

Table 2: Pupils on roll by age and gender [ALL schools]

Age as at 31 August 2022	Date of Birth	Number of pupils						
		Full-time			Part-time			All
		Male	Female	Total	Male	Female	Total	
19 or over	31.08.2003 or earlier	0	0	0	0	0	0	
18	01.09.2003 - 31.08.2004	0	0	0	0	0	0	
17	01.09.2004 - 31.08.2005	0	0	0	0	0	0	
16	01.09.2005 - 31.08.2006	0	0	0	0	0	0	
15	01.09.2006 - 31.08.2007	0	0	0	0	0	0	
14	01.09.2007 - 31.08.2008	0	0	0	0	0	0	
13	01.09.2008 - 31.08.2009	0	0	0	0	0	0	
12	01.09.2009 - 31.08.2010	0	0	0	0	0	0	
11	01.09.2010 - 31.08.2011	37	37	74	0	0	74	
10	01.09.2011 - 31.08.2012	22	24	46	0	0	46	
9	01.09.2012 - 31.08.2013	13	29	42	0	0	42	
8	01.09.2013 - 31.08.2014	2	4	6	0	0	6	
7	01.09.2014 - 31.08.2015	10	11	21	3	4	25	
6	01.09.2015 - 31.08.2016	9	12	21	0	0	21	

This is the end of the Summer Census 2023 Guide

If you require any assistance with running the **Census** or have questions about your **Errors** or **Queries**, please contact the **Bromcom Helpdesk** on **020 8290 7177**.