Summer Census 2023
Error Resolutions Quick Guide

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Contents

Introduction

What is the purpose of this Quick Guide?

This **Quick Guide** has been designed to assist you with understanding and resolving the variety of **Validation Errors** which can occur during the **Generation** of the **School Census** which are to be carried out throughout Schools, Special Schools, and Pupil Referral Units in England in 2022-2023

- ✓ Autumn Census 2022
- ✓ Spring Census 2023
- ✓ Summer Census 2023

This **Quick Guide** should be used in conjunction with guidelines which are made available to your school via the **Department for Education**. Please note, screenshots used in this guide are **for illustration only** and may differ from your school's view.

Documentation and Guidance

- ✓ **DfE** documentation and guidance can be retrieved here.
- ✓ Further **Bromcom** documentation and guidance can be retrieved here

Viewing School Census Errors and Queries

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

Select Year and Census

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**.
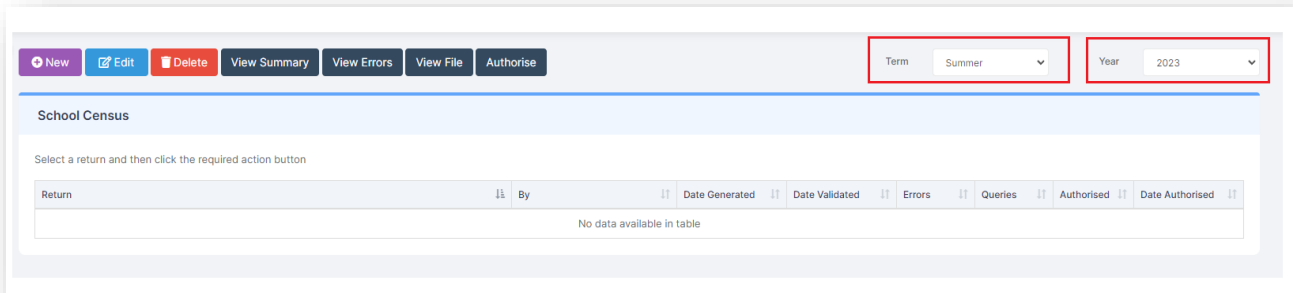
You should now select the appropriate **Term** from the **Census** dropdown menu; the options are:

- Autumn
- Spring
- Summer

(**Note:** The **Year** you select here is the **Calendar Year** and **NOT** the **Academic Year.** For this Census return**, Summer 2023** should be selected).

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
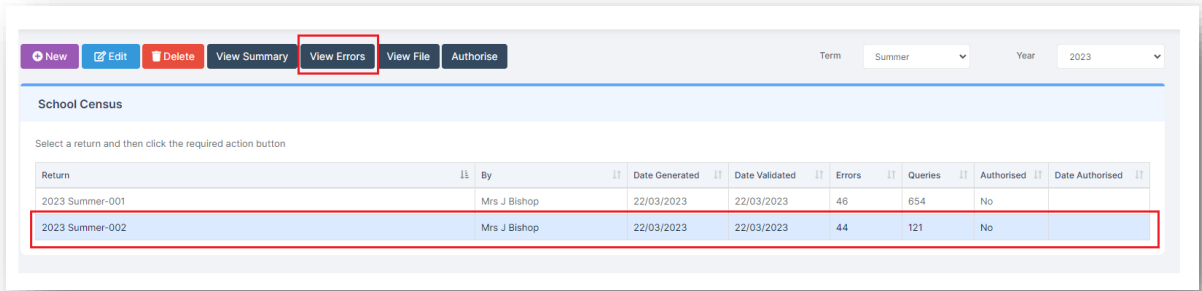
View Errors

Select the **Return** and click the **View Errors** button. The screen will update showing like the example below:
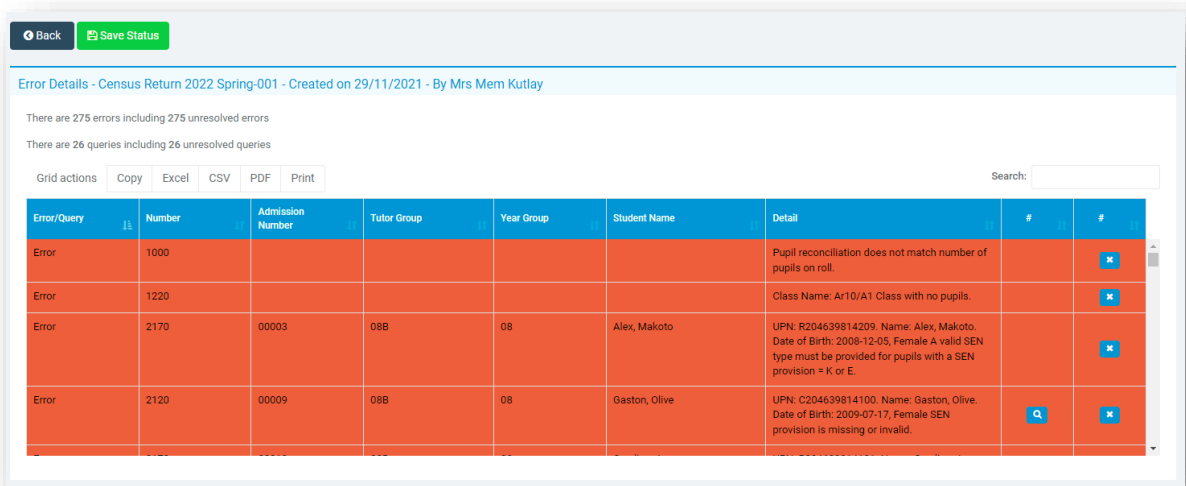
Each **Query** and **Error** will now be displayed ready to be dealt with.

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**.

Census Return Summary Area

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**.

Errors and Queries Data Grid

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

Manoeuvring around the Data Grid

Use the **right hand 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.

Filtering the Data Grid

Use the top right **Search** box to search for **any items** in the **Data Grid**. The **Data Grid** will update automatically as you type and will now display the entered information only.

Note: This can be used to search by Student, Tutor Group or Error/Query Number.

Click on the top left **Grid Actions** to either **Copy, Export** in either **Excel, CSV or PDF** or **Print** the **Data Grid**

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 🔍.

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 particular **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.

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

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.**

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** 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.

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

Understanding possible Errors & Queries

The table below shows you all the possible **Errors** and **Queries** which each **School Census** can indicate to you; please use for guidance in correcting and resolving as required.

In addition click here for **DFE School Census Technical Information** including validation rules.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	100	Reference date must be present and valid for term.	The **Reference Date** for your chosen Census is automatically entered, therefore this error will potentially only show if you have changed this date. The correct value for the 2023 Summer Census is 18-05-2023.
Error	110	School name missing.	Enter your **School Name** into the system via the **School Details Panel** of the following screen: **Path:** *Config > Administration > Core Details*
Error	120	Phase is missing or invalid.	Select/Check your **School Phase** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	130	DfE Number and Phase are not consistent.	The **Establishment No.** can be checked via the following screen: **Path:** *Config > Administration > Core Details*
Error	140	School Type is missing.	Select the appropriate **School Type** from the List-Box available via the following screen: **Path:** *Config > Administration > Characteristics*
Error	150	School Type and Phase not consistent.	Check for consistency between your current settings for **School Type** and **School Phase** via the following screen: **Path:** *Config > Administration > Characteristics*
Error	160	The URN is missing or does not match URN recorded on GIAS (Get information about Schools).	Unique Reference Number must be present on the School Core Details page **Path:** *Config > Administration > Core Details*
Error	165	No school details have been recorded.	Check for valid entries for your current settings via the following screen: **Path:** *Config > Administration > Characteristics*
Error	210	School's highest National Curriculum Year Group is missing or invalid.	Select/Check the **NC Year Range To** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	220	School's lowest National Curriculum Year Group is missing or invalid.	Select/Check the **NC Year Range From** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	221	Intake Type is missing or invalid. Intake Type must be `COMP'	Select/Check the **Intake Type** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	222	Governance is missing or invalid. Governance must be `CO' or 'CA'	Select/Check the **Governance** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	223	Intake of 'SPEC' (special) or HOSP (hospital special) can only be returned for schools with a Phase of SP (special)	Select/Check the **Intake Type** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	224	Intake type is missing or invalid. Intake type must be `SPEC' or 'HOSP'	Select/Check the **Intake Type** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	230	School's lowest national curriculum year group cannot be greater than school's highest national curriculum year group	Via the following screen, check both the **NC Year Range from** and NC **Year Range To** settings making sure that **NC Year Range From** is lower than **NC Year Range To**: **Path:** *Config > Administration > Characteristics*
Error	240	Intake Type is missing or invalid.	Select/Check your **Intake Type** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	260	Governance is missing or invalid.	Select/Check your **Governance** setting via the following screen: **Path:** *Config > Administration > Characteristics*
Error	261	If School Type is recorded as an Academy (49) then the school Governance must also be recorded as an Academy with code CA.	Via the following screen, select 'City Academy' from the **Governance** List-Box: **Path:** *Config > Administration > Characteristics*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	262	If school governance is recorded as an academy (CA) then school type must also be recorded as an academy with code 49	Via the following screen, select 'City Academy' from the **Type of School** List-Box: **Path:** *Config > Administration > Characteristics*
Error	263	If school type is recorded as a CTC (47) then governance must also be recorded as a CTC with code CT	Via the following screen, select 'City Technology College' from the **Governance** List-Box: **Path:** *Config > Administration > Characteristics*
Error	264	If Governance is recorded as a CTC (CT) then School Type must also be recorded as a CTC with code 47.	Via the following screen, select 'City Technology College' from the **Type of School** List-Box: **Path:** *Config > Administration > Characteristics*
Query	270Q	Please check: School email address is missing.	Enter a School **Email Address** into the system via the following screen: **Path:** *Config > Administration > Core Details* The Email Address that you enter should be one which is accessed regularly and is accessible by the Headteacher; it would normally not be an Email Address which identifies a specific named person. (**Note:** This Email Address will be used by the DfE for future correspondence.)
Error	280	School organisation (day, boarding or hospital) is missing or invalid	**Spring Census - Special Schools Only** Ensure that a valid School organisation was selected on the Census Data Entry page
Query	290Q	Please check day school with a majority of boarding pupils	**Spring Census - Special Schools Only** Ensure that the appropriate School Organisation value is selected on the Census Entry Page and that the students have the correct Student Boarder Status on the Student Details panel on the below page. **Path:** *Config > Administration > Core Details*
Query	300Q	Please check boarding school with a majority of day pupils	**Spring Census - Special Schools Only** Ensure that the appropriate School Organisation value is selected on the Census Entry Page and that the students have the correct Student Boarder Status on the Key Data panel on the below page. **Path:** *Students > View Student Details*
Error	310	Approved maximum for day pupils is missing	**Spring Census - Special Schools Only** Ensure that the value for Max Day pupils was entered on the Census Data Entry page
Error	320	Approved maximum for boarding pupils is missing (or, for hospital special schools, is provided when it is not required)	**Spring Census - Special Schools Only** Ensure that the value for Max Boarders was entered on the Census Data Entry page or left empty if Hospital was selected for Accommodation.
Query	330Q	Please check: more day pupils on roll than the approved maximum	**Spring Census - Special Schools Only** Ensure that the Max Day Pupils value is set correctly on the Census Data Entry page and that all students have accurate joining/Leaving dates. **Path:** *Students > View Student Details*
Query	340Q	Please check more boarding pupils on roll than the approved maximum	**Spring Census - Special Schools Only** Ensure that the Max Boarders value is set correctly on the Census Data Entry page and that all students have accurate Student Boarder Status in the Key Data panel on the below page. **Path:** *Students > View Student Details*
Error	350	Boys on roll not provided, or age not in range 2 to 27	**Spring Census - Special Schools Only** Ensure that the value for Minimum and Maximum Male age are set correctly and that at least one student has been retrieved in the pupil reconciliation section of the Census Data Entry page
Error	360	Girls on roll not provided, or age not in range 2 to 27	**Spring Census - Special Schools Only** Ensure that the value for Minimum and Maximum Female age are set correctly and that at least one student has been retrieved in the pupil reconciliation section of the Census Data Entry page
Error	370	Approved maximum age (boys) is shown but there is no minimum, or vice versa	**Spring Census - Special Schools Only** If Maximum Male age has been entered on the Census Data Entry page, then an appropriate Minimum age must also be included.
Error	380	Approved maximum age (girls) is shown but there is no minimum, or vice versa	**Spring Census - Special Schools Only** If Maximum Female age has been entered on the Census Data Entry page, then an appropriate Minimum age must also be included.
Error	390	Approved maximum age (boys) must be equal to or greater than minimum	**Spring Census - Special Schools Only** If Maximum Male age has been entered on the Census Data Entry page, then an appropriate Minimum age must also be included.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	400	Approved maximum age (girls) must be equal to or greater than minimum	**Spring Census - Special Schools Only** If Maximum Female age has been entered on the Census Data Entry page, then an appropriate Minimum age must also be included.
Error	410	Information on SEN school types for which school is approved is missing or invalid	**Spring Census - Special Schools Only** Ensure that the appropriate characteristics for the schools extended services are entered in the extended services section on the below page. **Path:** *Config > Administration > Characteristics*
Error	420	School Telephone Number is missing.	Enter a School **Telephone No.** into the system via the following screen: **Path:** *Config > Administration > Core Details*
Error	540	Child Mothers Indicator is missing or invalid	**Spring Census - Pupil Referral Units Only** Ensure that the information on "Child Mothers provision" is correctly indicated on the below page: **Path:** *Config > Administration > Characteristics*
Error	541	Count of places for Teenage Mothers is missing	**Spring Census - Pupil Referral Units Only** Ensure that the information on "Teenage mother Places" is correctly entered on the below page: **Path:** *Config > Administration > Characteristics*
Error	542	Childcare Facilities Indicator is missing or invalid	**Spring Census - Pupil Referral Units Only** Ensure that the information on "Childcare Facilities provision" is correctly indicated on the below page: **Path:** *Config > Administration > Characteristics*
Error	560	Primary admissions appeals withdrawn plus heard do not equal those lodged	**Spring Return Only** Via the **Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Admission Appeals **Withdrawn** and Admission Appeals **Heard**, total no more than the value entered Admission Appeals **Lodged**.
Error	561	Secondary admission appeals withdrawn plus heard do not equal those lodged	**Spring Return Only** Via the **Admission Appeals Panel of the Census Data Entry Page,** check that the values you entered **Admission Appeals Withdrawn and Admission Appeals Heard, total no more than the value entered Admission Appeals** Lodged**.**
Query	564Q	Please check: Primary admission appeals figures should be provided and are expected to be greater than zero	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Admissions section are present and accurate.
Query	565Q	Please check: Secondary admission appeals figures should be provided and are expected to be greater than zero	**Spring Return Only** Via the **Admission Appeals Panel of the Census Data Entry Page,** check that the values you entered **Admissions** section are present and accurate.
Query	566Q	Please check: Infant admissions appeals figures should be provided and are expected to be greater than zero	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Admissions section are present and accurate.
Error	570	Primary admission appeals upheld plus appeals rejected should match the number of appeals heard	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Admission Appeals **Upheld** and Admission Appeals **Rejected**, total the same as the value entered Admission Appeals **Heard.**
Error	571	Secondary admission appeals upheld plus appeals rejected should match the number of appeals heard	**Spring Return Only** **Via the** Admission Appeals Panel **of the** Census Data Entry Page**, check that the values you entered Admission Appeals** Upheld **and Admission Appeals** Rejected**, total the same as the value entered Admission Appeals** Heard**.**
Error	580	Overall appeals lodged is less than infant appeals lodged	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the value you entered Admission Appeals **Lodged** is greater than or equal to the value you entered Infant Admission Appeals **Lodged**.
Error	590	Overall appeals withdrawn is less than infant appeals withdrawn.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the value you entered Admission Appeals **Withdrawn** is greater than or equal to the value you entered Infant Admission Appeals **Withdrawn**.
Error	600	Overall appeals heard less than infant appeals heard.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the value you entered Admission Appeals **Heard** is greater than or equal to the value you entered Infant Admission Appeals **Heard**.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	610	Overall appeals upheld less than infant appeals upheld.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the value you entered Admission Appeals **Upheld** is greater than or equal to the value you entered Infant Admission Appeals **Upheld**.
Error	620	Overall appeals rejected less than infant appeals rejected.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the value you entered Admission Appeals **Rejected** is greater than or equal to the value you entered Infant Admission Appeals **Rejected**.
Error	630	Number of appeals withdrawn plus heard do not equal those lodged for Infant Classes.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Infant Admission Appeals **Withdrawn** and Infant Admission Appeals **Heard**, total no more than the value entered Infant Admission Appeals **Lodged**.
Error	640	Appeals upheld plus appeals rejected should match the number of appeals heard.	**Spring Return Only** Via the **Admission Appeals Panel** of the **Census Data Entry Page**, check that the values you entered Infant Admission Appeals **Upheld** and Infant Admission Appeals **Rejected**, total the same as the value entered Infant Admission Appeals **Heard**.
Error	920	Number of Part-Time pupils not at school is missing.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **Unscheduled part-time**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	930	More part-time pupils not in school than Total Part-time pupils registered.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that the value you have entered **Unscheduled part-time** is no more than the number of Students which you have registered with **Attendance Mode** = 'Part-Time' which is set via the **Key Data Panel** of the following screen:
Error	940	Number of Private Study pupils is missing.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **Private study**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	950	Number of pupils at another school is missing.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **Attending other schools**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	953	Number of Pupils on Work Experience is missing.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **Work Experience**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	957	Number of Pupils at FE Colleges is missing.	**Spring Return Only** Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **FE College study**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	1000	Pupil reconciliation does not match number of Pupils on Roll	**Spring Return Only** This error should not be possible to be received as Pupil Reconciliation is performed during the Validation of the School Census. If within the **Pupil Reconciliation Panel,** the fields **Total pupils** and **Number of pupils** on roll do not match, you are prompted to make this correction before the Validation can be done. Therefore, if you do encounter the error, please double check you have followed the census guidelines and confirm the figures in the pupil reconciliation panel.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	1010Q	Please check: 10% or more of pupils not in class at selected time	**Spring Return Only** **Primary and Middle Deemed Primary Schools**: Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that the value of Private **study + Attending other schools** is less than 10% of the value of **(Number of pupils on roll – ½ (Unscheduled part-time))**. **Spring Return Only** **Secondary Schools**: Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, make sure that the value of **Private study** + **Attending other schools** + **Work Experience** + **FE College Study** is less than 10% of the value of **Number of pupils on roll**.
Error	1050	Class name is missing.	**Spring Return Only** This error should not be possible to be received as Bromcom MIS forces a **Class Name** before it is accepted into the system. To review the Classes which the Census has referenced, please see the **Class Information Panel** of the **Census Data Entry Page**.
Error	1060	Two (or more) classes have the same name.	**Spring Return Only** This error should not be possible to be received as Bromcom MIS forces a unique **Class Name** before it is accepted into the system. To review the Classes which the Census has referenced, please see the **Class Information Panel** of the **Census Data Entry Page**.
Error	1070Q	Please check: Number of teachers in class is missing or invalid	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that a value has been entered into the **Teachers** Column for all Classes displayed. Each Class will automatically show '0' or more Teachers, therefore unless you remove this value, this error will not show.
Error	1090	Number of support staff in class is missing.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that a value has been entered into the **Support Staff** Column for all Classes displayed. Each Class will automatically show '0' or more Support Staff, therefore unless you remove this value, this error will not show.
Error	1100	Class with no staff.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class has 1 or more Teachers or Support Staff assigned.
Query	1110Q	Please check: no support staff reported for any class.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, review the values in the **Support Staff** Column as it is expected that the Total of all Support Staff for the displayed Classes should exceed '0'.
Error	1130	Class Type is missing or invalid	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class has **Class Type** 'O' or **Class Type** 'N' displayed.
Error	1140	Class year group is missing or invalid for this phase of school.	**Spring Return Only** Via the Class Information Panel of the Census Data Entry Page, review the values in the Year Group Column.
Query	1150Q	Please check: Class type and class year group different	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class showing with **Class Type** = 'N', has **a Year Group** = 'N1' or 'N2'.
Query	1155Q	Please check class type and class year group different.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class showing with **Year Group** = 'N1' or 'N2', has **a Class Type** = 'N'.
Error	1160	Class key stage not present or invalid	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, you will see that the **Key Stage** value for each displayed Class is automatically assigned from the selected **Year Group** and is not alterable; therefore, this error should not occur.
Error	1170	Class activity is missing or invalid	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that you have selected an **Activity** for each displayed Class.
Query	1180Q	Please check activity shown as Other for all classes.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that you have selected the correct **Activity** for all displayed Classes, as it would be expected that at least 1 Class shows with something other than 'OT'.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1190	Class year group and key stage not consistent	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, you will see that the **Key Stage** value for each displayed Class is automatically assigned from the selected **Year Group** and is not alterable; therefore, this error should not occur.
Error	1200	Number of home pupils in class is missing.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class displayed has a value for **On Roll Students** assigned. This field would always have a value by default; therefore, unless you remove this value, this error will not show.
Error	1210	Number of guest pupils in class is missing.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class displayed has a value for **Guest Students** assigned. This field would always have a value by default; therefore, unless you remove this value, this error will not show.
Error	1220	Class with no pupils.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class displayed has 1 or more **On Roll Students** or **Guest Students** assigned.
Query	1230Q	Please check: KS1 or Reception class with pupil/teacher ratio greater than 30	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that for those Classes displayed with **Key Stage** = '1', then the following is true for each: **On Roll Students** + **Guest Students** <= 30 x **Teachers**
Error	1235	For KS1 or Reception classes Class Activity must reflect an "academic" activity.	**Spring Return Only** Via the Class Information Panel of the Census Data Entry Page, add a subject
Query	1240Q	Please check the number of guest pupils in the class is equal to or greater than the number of home pupils	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that for those Classes displayed with **Class Type** = 'N', then the following is true for each: On Roll Students <> Guest Students
Error	1245	Number of teachers on PPA can only be returned from schools with a phase of 'PS' or 'AT', and may only be present where either Key stage equals 1 or the year group equals 'R'	**Spring Return Only**
Error	1250	Infant class size exceptions can only be returned from schools with a phase of 'PS' or 'AT', and may only be present where either Key stage equals 1 or the year group equals 'R'	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that for those Classes displayed with **Class Type** = 'N', then the following is true for each: On Roll Students **+** Guest Students **<= 13 x (**Teachers + Support Staff**)**
Query	1260Q	Please check: Nursery class with pupils / adult ratio greater than expected	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that for those Classes displayed with **Class Type** = 'N', then the following is true for each: **On Roll Students** + **Guest Students** <= **13** x (**Teachers** + **Support Staff**)
Query	1270Q	Please check: No classes shown for an expected year group	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each expected **Year Group** is represent across the displayed Classes.
Query	1280Q	Please check: Classes shown for an unexpected year group	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that each Class displayed has a **Year Group** between the expected **NC Year Range** which you have set via the following screen: **Path:** *Config > Administration > Characteristics*
Query	1300Q	Please check: Nursery classes shown but no nursery pupil records.	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, make sure that you have **Class Type** set correctly for all the displayed Classes; indication here is that some show as **Class Type** = 'N' (Nursery), yet there are no Nursery Pupil Records.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1310	Number of free school meals taken is missing.	**Spring Return Only** Via the **Miscellaneous Panel** of the **Census Data Entry Page**, make sure that a value has been entered into **Free Meals Taken**. The default entry for this field = '0', therefore unless you remove this value, this error will not show.
Error	1320	Free meals taken exceeds total eligible pupils	**Spring Return Only** Via the **Miscellaneous Panel** of the **Census Data Entry Page**, make sure that the value entered is not higher than the total eligible pupils.
Query	1330Q	Please check: Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals.	**Spring Return Only** Via the **Miscellaneous Panel** of the **Census Data Entry Page**, make sure that you have entered the correct value into Free Meals Taken. Indication here is that the value shows as '0'; however according to your records there are Pupils/Students who are eligible for Free School Meals on the Census **Reference Date**.
Query	1490Q	Please check: No pupils on roll have been recorded.	**Spring Return Only** It is possible that this is correct and should be confirmed. Each Student on roll should have an active Enrolment Record. If you visit the Students List page and no Students appear, this will indicate no Students on roll for the current day.
Query	1495Q	Please check: No pupils no longer on roll have been recorded	Check Leavers **Path:** *Reports > Census > Leaver Students Report*
Error	1496	No pupils no longer on roll have been recorded	Check Leavers **Path:** *Reports > Census > Leaver Students Report*
Error	1500	UPN missing.	For those Pupils/Students identified, enter a **UPN** (Permanent or Temporary) via the **Enrolment >Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1510	UPN invalid (wrong check letter at character 1) OR Former UPN invalid (wrong check letter at character 1)	For those Pupils/Students identified, check their **UPN** is entered correctly within the **Enrolment >Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1520	More than one pupil record with the same UPN.	For those Pupils/Students identified, check their **UPN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details* The indication is that 1 or more Pupils/Students have the same **UPN**.
Error	1530	UPN invalid (characters 2-4 not a recognised LA code) OR Former UPN invalid (characters 2-4 not a recognised LA code)	For those Pupils/Students identified, check their **UPN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details* The indication is that characters 2-4 of the **UPN** are not a recognised LA Code.
Error	1540	UPN invalid (characters 5-12 not all numeric) OR Former UPN invalid (characters 5-12 not all numeric)	For those Pupils/Students identified, check their **UPN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details* The indication is that characters 5-12 of the **UPN** are not all numeric characters which they should be.
Error	1550	UPN invalid (character 13 not a recognised value or is missing) OR Former UPN invalid (character 13 not a recognised value or is missing)	For those Pupils/Students identified, check their **UPN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details* The indication is that character 13 of the **UPN** is not a recognised value; the recognised characters are: ✓ **0 – 9** ✓ **A – Z** (excluding **I**, **O** and **S**)
Error	1570	Unique learner number must be provided for pupils aged 14 and over on census day	For those Pupils/Students identified, check their **ULN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1573	Unique learner number must be provided for pupils aged 14 and over at date of leaving	For those Pupils/Students identified, check their **ULN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1575	ULN format incorrect. Either number is less than 10 digits, or the check digit is incorrect - please check	For those Pupils/Students identified, check their **ULN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1578	More than one pupil record with the same ULN.	For those Pupils/Students identified, check their **ULN** is entered correctly within the **Enrolment > Key Data Panel** on the following screen: **Path:** *Students > View Student Details* The indication is that 1 or more Pupils/Students have the same **ULN**.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1580	Pupil with surname missing	For those Pupils/Students identified, please provide a Pupil/Student **Legal Last Name** via the following screen: **Path:** *Students > View Student Details*
Error	1590	Pupil with forename missing	For those Pupils/Students identified, please provide a Pupil/Student **Legal Forename** via the following screen: **Path:** *Students > View Student Details*
Error	1600	Pupil's date of birth is missing	For those Pupils/Students identified, please provide a Pupil/Student **Date of Birth** via the following screen: **Path:** *Students > View Student Details*
Query	1601Q	Please Check: Pupil's age is out of range for School Type.	For those Pupils/Students identified, this is an indication that their age is not within the acceptable range for the School Type. For all Phases where age cannot be <2 the age should be calculated as follows: Autumn - aged 2 as of 31 August Spring - aged 2 as of 31 December Summer - aged 2 as of 31 March For all other Phases, for all terms, age as of 31 August should be used Check their **Date of Birth** via on the following screen: **Path:** *Students > View Student Details*
Error	1610	Pupil's gender is missing or invalid	For those Pupils/Students identified, please provide a Pupil/Student **Gender** via on the following screen: **Path:** *Students > View Student Details*
Query	1620Q	Please check duplicate pupil records with the same Surname, Forename, Gender, and Date of birth	Check for the presence of duplicate Pupils/Students via the following screen: **Path:** *Students > View Student Details*
Error	1630	Pupil's ethnicity is missing or invalid	**Spring Return Only** For those Pupils/Students identified, please provide their **Ethnicity** via the **Ethnic & Religious Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1633	Please check: Pupil has an exemption for English GCSE funding due to learning difficulties but does not have an education, health, and care (EHC) plan	**Autumn Return Only** Double check the student Prior exam results section to ensure that the student's information has been entered correctly: **Path:** *Census > Routines > Student Prior Attainment*
Error	1634	Please check: Pupil has an exemption for Maths GCSE funding due to learning difficulties but does not have an education, health, and care (EHC) plan	**Autumn Return Only** Double check the student Prior exam results section to ensure that the students' information has been entered correctly: **Path:** *Census > Routines > Student Prior Attainment*
Error	1635	Where the learner has not achieved grade 'A*'-'C' / '9'-'4' in Maths GCSE the stage that the learner achieved this must not be equal to '1' or '2'	**Autumn Return Only** Double check the student Prior exam results section to ensure that the students' information has been entered correctly: **Path:** *Census > Routines > Student Prior Attainment*
Error	1636	Where learner has achieved grade 'A*'-'C' / '9'-'4' in maths the Prior attainment stage must be equal to '1' or '2'	**Autumn Return Only** Double check the student Prior exam results section to ensure that the students' information has been entered correctly: **Path:** *Census > Routines > Student Prior Attainment*
Error	1637	Where the learner has not achieved grade 'A*'-'C' / '9'-'4' in English GCSE the stage that the learner achieved this must not be equal to '1' or '2'	**Autumn Return Only** Double check the student Prior exam results section to ensure that the students' information has been entered correctly: **Path:** *Census > Routines > Student Prior Attainment*
Query	1700Q	Please check: Percentage of pupils on roll for whom ethnicity has not been obtained is high (greater than 10%)	Ensure the Ethnicity is entered via the Profile tab of the affected Student's Record. **Path:** *Students > View Student Details*
Query	1741Q	Based on Ministry of Defence criteria, Service Children (parents designated as personnel category 1 or 2) are not eligible for free school meals	Check the student details indicated and ensure that all their Free School meal details are correct. **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	1750Q	Please check: Percentage of pupils with periods of free school meal eligibility is high (greater than 45%)	Please check pupils eligible for Free School Meals. **Path:** *Students > View Student Details*
Query	1751Q	Please check: Percentage of pupils in Reception with periods of free school meal eligibility is high (greater than 50%)	Please check pupils eligible for Free School Meals. **Path:** *Students > View Student Details*
Query	1752Q	Please check: Percentage of pupils in NC Year 1 with periods of free school meal eligibility is high (greater than 50%)	Please check pupils eligible for Free School Meals. **Path:** *Students > View Student Details*
Query	1753Q	Please check: Percentage of pupils in NC Year 7 with periods of free school meal eligibility is high (greater than 50%)	Please check pupils eligible for Free School Meals. **Path:** *Students > View Student Details*
Query	1760Q	Please check: No pupils in the school eligible for free school meals during the period since the last census.	Please check pupils eligible for Free School Meals. **Path:** *Students > View Student Details*
Error	1761	A start date must be provided for each period of free school meal eligibility.	Check your Free School Meals Data. Each student with Free School meals should have a start date for each instance of eligibility.
Error	1762	Periods of free school meal eligibility that started after the census day should not be included in the return.	Ensure that the correct census date was selected and check your Free School Meals data.
Error	1763	Periods of free school meal eligibility that ended before or on the previous census day or after the current census day should not be included in the return.	Ensure that the correct census date was selected and check your Free School Meals data. Each student with a Free School Meals should have a Start date for each instance of eligibility and an End Date for all expired periods of eligibility.
Error	1764	The country code associated with the period of free school meal eligibility is not a valid value	Check your school core details- address and ensure that a valid value for country is selected.
Error	1765	Any period of FSM eligibility outside of England, that is, Country of UK equals 'NIR', 'SCT' or 'WLS', must have an FSM eligibility end date before census day	Ensure that the correct census date was selected and check your Free School Meals data. Each student with a Free School Meals should have a Start date for each instance of eligibility and an End Date for all expired periods of eligibility.
Error	1766	The FSM end date is Prior to the FSM start date	Check the indicated student Free School Meals data. Each student with a Free School Meals should have a Start date for each instance of eligibility and an End Date for all expired periods of eligibility.
Query	1767Q	Due to FSM protection, FSM periods are not expected to have an end date. Please provide a reason.	For those Pupils/Students identified, check free meal eligibility end date via the **Meal & Transport Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1768	Pupil cannot have multiple open FSM periods	Check the indicated student Free School Meals data. Each student with a Free School Meals record should have only one "open" Free School Meals record.
Error	1770	Youth support services agreement is missing or invalid	Check the indicated student Free School Meals data. Each student with a Free School Meals should have a Start date for each instance of eligibility and an End Date for all expired periods of eligibility.
Error	1840	Language is missing or invalid value	For those Pupils/Students identified, enter a **Language** via the **Ethnic & Religious Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1843	Early years pupil premium basis for funding is missing or invalid	**Spring Return Only** Check the detail on the **Funding & Allowances** panel to ensure that the basis for funding is present via the following screen: **Path:** *Students > View Student Details*
Error	1844	Early years pupil premium basis for funding is only required where early years pupil premium eligibility is 'Y'	**Spring Return Only** Check the detail on the **Funding & Allowances** panel to ensure that the basis for funding is not present via the following screen: **Path:** *Students > View Student Details*
Error	1846	Early years pupil premium must be recorded for all 3-year-olds	**Spring Return Only** Check the detail on the **Funding & Allowances** panel to ensure that the Early years Pupil Premium information is present via the following screen: **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1847	Early years pupil premium must be recorded for 4-year-olds in Nursery provision	**Spring Return Only** Check the detail on the **Funding & Allowances** panel to ensure that the Early years Pupil Premium information is present via the following screen: **Path:** *Students > View Student Details*
Error	1848	Early years pupil premium must be recorded for 4-year-olds in 'E1', 'E2', 'N1' or 'N2'	**Spring Return Only** Check the detail on the **Funding & Allowances** panel to ensure that the Early years Pupil Premium information is present via the following screen: **Path:** *Students > View Student Details*
Query	1849Q	Please check: A pupil aged 3 or 4 recorded with post looked after arrangements would be expected to be in receipt of early years pupil premium with a basis for funding of 'RO' or 'RB'	Students aged 3 or 4 with Post Looked After arrangements would be expected to be in receipt of early years pupil premium with a basis of 'RO' or 'RB'. Please check this information is correct via the following path: **Path:** *Students > View Student Details*
Query	1850Q	Please check: Percentage of pupils where language has not been obtained is high (greater than 10%)	For those Pupils/Students identified, enter a **Language** via **Students>Actions>Quick Edit>First Language** or via the **Ethnic & Religious Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1851	Child's funded hours must not be provided for pupil aged 5 and over or aged under 2	As only Pupils/Student aged under 5 are shown for this information to be provided via the **Pupil Reconciliation Panel** on the **Census Data Entry Page**, this error is not possible.
Error	1852	Child's funded hours not provided or out of the range 0 to 15 to two decimal places	Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, check that you have entered **Funded Hours** for those Pupil/Students displayed. The acceptable range is 0 – 15 to the nearest 0.5.
Query	1853Q	Please check: A pupil aged 3 or 4 eligible for FSM would be expected to be in receipt of early years pupil premium with a basis for funding of 'RE' or 'RB'	Students aged 3 or 4 eligible for FSM would be expected to be in receipt of early years pupil premium with a basis of 'RE' or 'RB'. Please check this information is correct via the following path: **Path:** *Students > View Student Details*
Error	1854	Childs hours at setting must not be provided for pupil aged 5 and over or pupils aged under 2	As only Pupils/Student aged under 5 are shown for this information to be provided via the **Pupil Reconciliation Panel** on the **Census Data Entry Page**, this error is not possible.
Error	1855	Hours at setting is missing or invalid for 2 and, 3-year-olds	Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, check that you have entered **Hours at Setting** for those Pupil/Students displayed. The acceptable range is 0 – 25 to the nearest 0.5.
Error	1856	Service child in education indicator missing or invalid	For those Pupils/Students identified, select from the **Service in Education** List-Box via the **Other Information Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1859	Funded hours cannot be more than the hours at setting	Via the **Pupil Reconciliation Panel** of the **Census Data Entry Page**, check that **Funded Hours** is not greater than **Hours at Setting** for any of the Pupil/Students displayed.
Error	1860	Enrolment Status is missing or invalid.	As **Enrolment Status** is a mandatory field when adding a Pupil/Student, this error should not be possible. It can be checked via the **Enrolment Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1861	Early years pupil premium only required for pupils aged 3 and 4	**Spring Return Only** Check the information relating to Early Years pupil premium via the **Funding & Allowances** panel of the student record. **Path:** *Students > View Student Details*
Error	1862	Early years pupil premium not required for pupils aged 4 in reception or above	**Spring Return Only** Check the information relating to Early Years pupil premium via the **Funding & Allowances** panel of the student record. **Path:** *Students > View Student Details*
Error	1864	Learner support code should not be provided for subsidiary pupils	Where a student's enrolment state is Subsidiary (Dual Registration) no Support Code information should be recorded. The Education Funding data item can be checked via the **Funding & Allowances Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1865	Learner Support Code is invalid	Where Support Code is present it must be a valid value of Vulnerable Group Bursary Awarded (55) or Discretionary Bursary Awarded (56) The Education Funding data item can be checked via the **Funding & Allowances Panel** on the following screen: **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1866	The same Learner Support code should not appear more than once for the same pupil	As multiple **Education Funding** items are not possible then this error should not occur. Where Support Code is present it must be a valid value of Vulnerable Group Bursary Awarded (55) or Discretionary Bursary Awarded (56) The Education Funding data item can be checked via the **Funding & Allowances Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1867	Learner is aged under 16 years as of 31 August and not eligible for bursary funding	Bursary funding should not be assigned to students outside the age range. Check the detail for the student in the Other Information panel on the following screen. **Path:** *Students > View Student Details*
Error	1868	Learner is aged 20 years or over as of 31 August and not eligible for bursary funding	Bursary funding should not be assigned to students outside the age range. Check the detail for the student in the Other Information panel on the following screen. **Path:** *Students > View Student Details*
Error	1869	Top up funding indicator is missing or invalid	Bursary funding should not be assigned to students outside the age range. Check the detail for the student in the Other Information panel on the following screen. **Path:** *Students > View Student Details*
Query	1870Q	Please check: Percentage of pupils with sole registrations at the school is low (fewer than 95%)	Please check pupils' enrolment status via the Enrolment tab on their Record. **Path:** *Students > View Student Details*
Error	1871	Post looked after arrangements indicator is missing or invalid	Check the **Adopted from Care** data for Pupils/Students via the **Other Information Panel** on the following screen as it is expected to have an entry: **Path:** *Students > View Student Details*
Query	1872Q	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	For those Pupils/Students identified, check the Looked After details are correct on the following screen: **Path:** *Students > View Student Details*
Error	1875	School lunch taken is missing or invalid.	For all Primary school age pupils, you should provide an indication if they took school lunch on census day or not. This is delivered on the pupil reconciliation panel on schools of the appropriate phase. Please ensure that this panel is fully and accurately populated.
Error	1876	School lunch taken only required from pupils in reception, year 1 or year 2 or from pupils aged 4 to 6 in year X	For all Primary school age pupils, you should provide an indication if they took school lunch on census day or not. Only students of the appropriate age should be listed on the reconciliation panel. If you note that pupils not of the appropriate age are included, then please contact the support desk.
Query	1877Q	Please check: Take up of school lunches for pupils in reception, year 1 and year 2 (plus pupils aged 4 to 6 in year X) greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day	Go to Pupil School Lunch Census panel and check the number taken is correct. **Path:** *Modules > Census > School*
Query	1878Q	Please check: No infant pupils are recorded as having a school lunch on census day?	Go to Pupil School Lunch Census panel and check the number taken is correct. **Path:** *Modules > Census > School*
Error	1880	Pupil's entry date to school missing or after census date	Check the Admission date via the Student Record and edit Admission date **Path:** *Students > View Student Details*
Query	1881Q	For **Autumn**: Please check the entry date as the sessions possible indicate that the pupil attended the school during the first half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	For Pupils On Roll with <Entry Date> after 2021-12-31 then <Sessions Possible> should not be greater than zero

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	1883Q	Please check entry date as the sessions possible indicate that the pupil attended the school during the second half of the summer term. If the pupil left and was subsequently readmitted, the query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided.	**Autumn Return Only** For those Pupils/Students identified, check their Entry Date is after 31/07/21 via the Student Enrolment history table in the Key Data Panel on the following screen: Path: *Students > Student Details*
Query	1885Q	Please check: Percentage of pupils with a new entry date seems high (greater than 50%)	Please check the number of newly admitted pupils.
Error	1886	Pupil has at least one learning aim which was active in the previous academic year but there is no previous year planned learning hours recorded	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Error	1887	Pupil does not have at least one learning aim recorded that was active in the previous academic year therefore, the previous year's planned learning hours and/or planned employability, enrichment and pastoral hours should not be present	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Query	1888Q	Please check: The sum of previous year's planned learning hours and the previous year's planned employability, enrichment and pastoral hours should not be greater than 1,000 hours.	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aim is entered correctly within the Learning Aims on the following screen: Path: *Students > View Student Details*
Error	1889	The sum of previous year's planned learning hours and previous year's planned employability, enrichment and pastoral hours must not be greater than 4,000 hours	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Query	1890Q	Please check: Percentage of new admissions in autumn term in school seems high (greater than 40%)	Percentage of new admissions in the autumn term in school seems high (greater than 40%). If this is correct, please submit a return level note to collect.
Query	1891Q	Please check: The pupil has previous year's planned employability, enrichment, and pastoral hours but no previous year's planned learning hours	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aim is entered correctly within the Learning Aims on the following screen: Path: *Student > Student Details*
Error	1892	Pupil has at least one learning aim which has been active during the current year but there are no planned learning hours recorded for the current academic year	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Query	1892Q	Please check: No pupils have previous year's planned employability, enrichment, and pastoral hours	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aim is entered correctly within the Learning Aims on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Query	1893Q	Please check: The sum of previous year's planned learning hours and the previous year's planned employability, enrichment and pastoral hours is lower than 40. Total previous year's planned hours should reflect the annual planned hours for the previous academic year	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	1894	Student has at least one T Level learning aim which has been active during the current year but there are no T Level planned learning hours recorded	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Error	1895	Student does not have at least one T level component recorded therefore T level planned Learning hours and/or T level planned employability, enrichment and pastoral hours should not be present	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Error	1896	If a student has both planned learning hours and T Level planned learning hours, they must have a programme aim with a programme type of T Level AND a programme aim with a programme type of Study programme or 'T Level transition programme'	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: Path: *Census > Routines > Learning Hours Maintenance*
Query	1900Q	Please check: Percentage of new admissions in spring term in school seems high (greater than 30%)	Check your Pupil/Student **Entry Dates** via the Student Enrolment history table in the Key **Data Panel** on the following screen: **Path:** *Students > View Student Details* The number of Pupils/Students who have an admission date between 1st January and Easter Sunday Prior to the Census Date, divided by the total number of Pupils/Students, should not be > 30% of the Pupils/Students On-Roll.
Query	1910Q	Please check: Percentage of new admissions in summer term in school seems high (greater than 25%)	**Autumn Return Only** Check your Pupil/Student **Entry Dates** via the Student Enrolment history table in the Key **Data Panel** on the following screen: **Path:** *Students > View Student Details* The number of Pupils/Students who have an admission date between Easter Monday and 31st August Prior to the Census Date, divided by the total number of Pupils/Students, should not be > 25% of the Pupils/Students On-Roll.
Error	1920	Pupils leaving date is either missing, is either before entry date or equal to or after census date	For those Pupils/Students identified, check their **End Date** via the Student Enrolment history table in the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* It is expected that the **Leaving Date** is <= the Census Date.
Query	1925Q	Spring term: Please check: Pupil no longer on roll record should not be submitted if there is no attendance, suspensions, permanent exclusions, AP placement details, learner funding and monitoring or learner support item for the required period	The Pupils/Students identified should not be included and this is likely a mistake made within the **Pupil Reconciliation Panel** on the **Census Data Entry Page.**
Error	1930	Pupil part-time indicator is missing or invalid.	For those Pupils/Students identified, check their **Enrolment Status** via the Student Enrolment history table in the Key **Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	1940	Pupils aged 5-15 cannot be shown as having part-time status	For those Pupils/Students identified, check their **Enrolment Status** via the Student Enrolment history table in the Key **Data Panel** on the following screen: **Path:** *Students > View Student Details* It is expected that part-time Pupils/Student are under 5 years old.
Error	1950	Part-time pupil shown as boarder.	For those Pupils/Students identified, check their **Enrolment Status** and **Student Boarder Status** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* A part-time Pupil/Student should not be a Boarder.
Query	1960Q	Please check: Percentage of part-time pupils in school seems high (at greater than 35%)	Check the **Enrolment Status** of Pupils/Students via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* It is expected that the number of part-time Pupils/Students On-Roll divided by the total number of Pupils/Students On-Roll, should be < 35%.
Error	1970	Pupil boarder indicator is invalid.	For those Pupils/Students identified, check their **Enrolment Status** and **Student Boarder Status** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	1980Q	Please check: School has reported boarding pupils	Check the student **Enrolment Status** and **Student Boarder Status** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Query	1990Q	Please check: Pupil is in receipt of top-up funding but is not classed as having an EHC Plan?	For those Pupils/Students identified, check their **Funding Status** on the **Funding & Allowances panel** and **SEN Details** on the **SEN & Gifted Talented** panel on the following screen: **Path:** *Students > View Student Details*
Query	1991Q	Please check: No pupils with an EHC Plan are reported as being in receipt of top-up funding?	For those Pupils/Students identified, check their **Funding Status** on the **Funding & Allowances panel** and **SEN Details** on the **SEN & Gifted Talented** panel on the following screen: **Path:** *Students > View Student Details*
Error	1992	Pupil has at least one learning aim which has been active during the current year but there are no planned learning hours recorded for the current academic year	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance*
Error	1993	Pupil does not have any study programme or T level Transition learning aims recorded therefore planned learning hours and/or planned employability, enrichment and pastoral hours should not be present	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance* Also, double check that the student has at least one learning aim. **Path:** *Curriculum > Routines > Bulk learning aim update*
Query	1996Q	Please check: The sum of planned learning hour and the planned employability, enrichment and pastoral hours should not be greater than 1,000 hours. Planned hours should reflect the planned hours for the academic year.	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance*
Error	1997	The sum of planned learning hours and planned employability, enrichment and pastoral hours must not be greater than 4,000 hours.	**Autumn Return Only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance*
Query	1998Q	Please check: The pupil has planned employability, enrichment, and pastoral hours but no planned learning hours	**Autumn Term only** For those Pupils/Students identified, check their **Qualification Learning hours** and **Non qualification Learning Hours** on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance*
Query	1999Q	Please check: No pupils have planned employability, enrichment, and pastoral hours	**Autumn Term only** Check that **Qualification Learning hours** and **Non qualification Learning Hours** are entered on the following screen: **Path:** *Census > Routines > Learning Hours Maintenance*
Error	2000	Pupil actual year group is missing or invalid.	For those Pupils/Students identified, check their **Curriculum Yr. Gp** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* As **Curriculum Yr. Gp** is a mandatory field, this error should not be possible.
Error	2002	Pupil's NC year is not within the range of the school's lowest and highest NC year	For those Pupils/Students identified, check their **Curriculum Yr. Gp** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* It should be within the range defined in the school's phase
Error	2005	Pupil's NC year on leaving is not a valid value for pupils who have learning aims or is missing	For those Pupils/Students identified, check their **Curriculum Yr. Gp** via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* As **Curriculum Yr. Gp** is a mandatory field, this error should not be possible.
Query	2010Q	Please check: 10% or more pupils' year group differing from their age	Check the **Curriculum Yr. Gp** of Pupils/Students via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details* It is expected that no more than 10% of Pupils/Students On-Roll are taught in a different National Curriculum Year than their age.
Query	2020Q	Please check pupil year group and age inconsistent	For those Pupils/Students identified, check their **Curriculum Yr. Gp** of Pupils/Students via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Query	2030Q	Please check: Pupil in unexpected year group for this school	For those Pupils/Students identified, check their **Curriculum Yr. Gp** of Pupils/Students via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	2040Q	Please check: Expected year group with no pupils (apart from year 14)	Check that you have the correct **School Phase** set on the following screen: **Path:** *Students > View Student Details*
Query	2050Q	Please check: Is school type, correct? Some pupils are outside the expected age range for this type.	As it wouldn't be expected for any more than 5% of Pupils/Students to be outside of the expected age range for the **School Phase** you have set, check this setting on the following screen: **Path:** *Students > View Student Details*
Error	2060	Pupil's type of class is missing or invalid for pupils in primary classes with phase PS or AT	Via the **Class Information Panel** of the **Census Data Entry Page**, review the values of **Class Type** and make sure that all are set to either **O** (Other) or **N** (Nursery).
Query	2070Q	Please check pupil's class type and year group incompatible	Indication here is that a Pupil/Student has been assigned to **Curriculum Yr. Gp** = **N** and as such all their Classes must be of **Class Type** = **N**. Via the **Class Information Panel** of the **Census Data Entry Page**, review the values of **Class Type** and make sure that all Nursery Classes are set to **Class Type** = **N** (Nursery).
Error	2080	Pupil aged 6 or over is shown as being in a nursery class.	For the Pupils/Students identified, check that they have the correct **Tutor Group** assigned the **Key Details Panel** on the following screen: **Path:** *Students > View Student Details* If they are correct, via the **Class Information Panel** of the **Census Data Entry Page**, check that the Tutor Groups identified above are all set as **Class Type** = **O** (Other).
Query	2090Q	Please check: Nursery pupils reported but no nursery class records.	**Spring Return Only** Indication here is that you have Pupils/Students who have a **Curriculum Yr. Gp** set as **N** (Nursery), however you don't have any classes shown with **Class Type** = **N** (Nursery) in the **Class Information Panel** of the **Census Data Entry Page**. Review theses Classes and make sure that all Nursery Classes are set to **Class Type** = **N** (Nursery).
Query	2100Q	Please check: More FT nursery pupils than number on nursery class records.	**Spring Return Only** Indication here is that you have more Full-Time Pupils/Students who have a **Curriculum Yr. Gp** set as **N** (Nursery), than you do have Total **On Roll Students** for Class Type = **N** showing in the **Class Information Panel** of the **Census Data Entry Page**. Review theses Classes and make sure that all Nursery Classes are set to **Class Type** = **N** (Nursery).
Query	2110Q	Please check: More pupils in Nursery classes than nursery pupils on roll	**Spring Return Only** Via the **Class Information Panel** of the **Census Data Entry Page**, review the values of **Class Type** and make sure that all are set correctly.
Error	2112	The school has indicated that it does not follow the national curriculum (year 'X') therefore the pupil's national curriculum year group must be 'X'	For those Pupils/Students identified, check their **Curriculum Yr. Gp** of Pupils/Students via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2120	SEN provision is missing or invalid	For the Pupils/Students identified, check that the **SEN Provision** is set correct via the **SEN & Gifted Talented Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2125	SEN details not required where provision is 'N'	For the Pupils/Students identified, check that the **SEN Provision** is set correct via the **SEN & Gifted Talented Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2130	Where SEN type ranking is present, SEN type code must be provided	**Spring Return Only** For the Pupils/Students identified, check their SEN **Needs** via the **SEN & Gifted Talented Panel** on the following screen, and make sure that each has a **Priority** set: **Path:** *Students > View Student Details*
Error	2140	SEN type rank is missing or invalid	**Spring Return Only** For the Pupils/Students identified, check their SEN **Needs** via the **SEN & Gifted Talented Panel** on the following screen, and make sure that each has a **Priority** set: **Path:** *Students > View Student Details*
Error	2160	If only one SEN type is present, SEN type rank must equal '1	**Spring Return Only** For the Pupils/Students identified, make sure that their **SEN Need** has a **Priority** = **1** via the **SEN & Gifted Talented Panel** on the following screen: **Path:** *Students > View Student Details*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2165	Each SEN type must have a different ranking	**Spring Return Only** For the Pupils/Students identified, make sure that their **SEN Needs** are set with a **Priority** = **1** for one, and **Priority** = **2** for the other. This information can be checked via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Error	2166	A maximum of two types of SEN need should be included in the return	**Spring Return Only** No more than two values of <SENtypeRank> should be included in the Census return
Error	2167	Each SEN type must be unique	**Spring Return Only** This information can be checked via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Error	2170	A valid SEN need type must be provided for pupils where SEN provision equals 'K' or 'E'	**Spring Return Only** For the Pupils/Students identified, add an **SEN Need** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Error	2175	SEN type code 'NSA' (SEN support but no specialist assessment of type of need) can only be used where SEN provision is code 'K' (SEN support)	**Spring Return Only** For the Pupils/Students identified, check their **SEN Need** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Error	2180	Pupil in special school with no SEN.	For the Pupils/Students identified, provide a current **SEN Provision** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Query	2190Q	Please check: Percentage of pupils in school with EHCPs seems high (greater than 10%)	Check your Pupil/Student **SEN Provisions** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details* It is expected that the number of Pupils/Students On-Roll with **SEN Provision** of **Statements** or **EHCP's** should be <10% of the Total Pupil/Students On-Roll.
Query	2200Q	Please check: There are no pupils in the school with SEN provision.	Check your Pupil/Student **SEN Provisions** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details* It is expected that 1 or more Pupils/Students On-Roll should have an **SEN Provision**.
Query	2205Q	Please check: Percentage of pupils in school with SEN provision of SEN support seems high (greater than 40%)	Check your Pupil/Student **SEN Provisions** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details*
Query	2210Q	Please check: Percentage of pupils in school with an EHC plan seems low for a special school (less than 70%)	Check your Pupil/Student **SEN Provisions** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details* It is expected that => 70% of Pupils/Students On-Roll should have a **SEN Provision** = **Statemented**.
Error	2230	(SEN Unit) Indicator must be provided if SEN Provision is equal to E or K.	**Spring Return Only** For the Pupils/Students identified, enable **Member of Special Class/Unit** via the **SEN & Gifted Talented Panel** on the following screen: **Path**: *Students > View Student Details* Make sure that each only has one **Permanent Exclusion**.
Error	2250	Resourced provision indicator must be provided if SEN provision is equal to 'E' or 'K'	Ensure that the full detail is provided within the student record for the listed SEN student. This can be checked on the following page: **Path**: *Students > View Student Details > Profile*
Error	2260	Where more than one reason is provided for a suspension or permanent exclusion, it must be unique	Ensure that the full detail is provided within the student record for the listed exclusion student. This can be checked on the following page: **Path**: *Students > View Student Details > Behaviour > Exclusions*
Error	2270	Start date, SEN provision or category is missing from a suspension or permanent exclusion record	Ensure that the full detail is provided within the student record for the listed exclusion student. This can be checked on the following page: **Path**: *Students > View Student Details > Behaviour > Exclusions*
Error	2275	Suspension or permanent exclusion category is invalid	This is referring to an invalid **Exclusion Type** which is a required field when creating an **Exclusion Record** within Bromcom.
Error	2280	A valid suspension or permanent exclusion reason/s must be provided	**Reason** is a required field when creating an **Exclusion Record** within Bromcom, please ensure a valid reason is provided.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2285	Pupil has more than one permanent exclusion record.	For the Pupils/Students identified, check their **Exclusion History** via the following screen: **Path:** *Students > View Student Details > Behaviour > Exclusions* Make sure that each only has one **Permanent Exclusion**.
Error	2290	Suspension or permanent exclusion start date invalid	For those Pupils/Students identified, edit their Exclusion **Start Date** via the following screen: **Path:** *Students > View Student Details > Behaviour > Exclusions* This **Start Date** must be between: **Autumn census:** <StartDate> must be a valid date between 2022-01-01 and 2022-07-31 **Spring census:** <StartDate> must be a valid date between 2022-04-18 and 2022-12-31 **Summer census:** <StartDate> must be a valid date between 2022-08-01 and 2023-04-09
Error	2295	Due to the appeal process the pupil should not be removed off roll on the same day they are excluded	For those Pupils/Students identified, edit their Exclusion **Start Date** via the following screen: **Path:** *Students > View Student Details > Behaviour > Exclusions*
Error	2300	Where category is fixed, the number of sessions must also be provided or Where category is suspension, the number of sessions must also be provided	**Sessions** is a required field when creating an **Exclusion Record** within Bromcom; therefore, this error is not possible.
Error	2303	Pupil's leaving date suggests they left the school prior to the start of their suspension or permanent exclusion	For those Pupils/Students identified, double check their leaving date via the following screen: **Path:** *Students > View Student Details*
Error	2310	SEN Provision is not a valid value	For those Pupils/Students identified double check that their SEN Need is accompanied by a valid SEN Provision. This can be double checked on the SEN, Gifted & Talented panel via the following screen: **Path:** *Students > View Student Details*
Query	2320Q	Please check number of sessions suspended is greater than 90.	For those Pupils/Students identified, check their **Exclusion History** via the following screen: **Path:** *Students > View Student Details > Behaviour > Exclusions* It is expected that a Pupil/Student will not have any **Fixed Period** or **Lunch Time** Exclusion > 90 Sessions.
Error	2330	Where category is permanent exclusion, the number of sessions is not applicable	As the **Sessions** field is removed when creating a **Permanent Exclusion** within Bromcom, this error is not possible.
Error	2335	Permanent exclusion appears for pupil still on roll.	For those Pupils/Students identified, make them a **Leaver** via the following screen: **Path:** *Students > Process Leavers*
Error	2336	Duplicate suspension or permanent exclusion record - each suspension or permanent exclusion record must be unique	Check Student Exclusions via their record. **Path:** *Students > Student Details*
Error	2340	Postcode is missing or provided in an invalid format	For those Pupils/Students identified, add their **Address** details via the **Basic Details Panel** on the following screen making sure that **Postcode** is provided: **Path:** *Students > View Student Details* Although it is possible to not enter an **Address** for a Pupil/Student, once adding one it is not possible to not enter a **Postcode**.
Error	2341	Postcode is missing or invalid for an off-roll pupil for whom programme aims data are being submitted	For those Pupils/Students identified, add their **Address** details via the **Basic Details Panel** on the following screen making sure that **Postcode** is provided: **Path:** *Students > View Student Details* Although it is possible to not enter an **Address** for a Pupil/Student, once adding one it is not possible to not enter a **Postcode**.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2350	Insufficient Address information provided.	For those Pupils/Students identified, add their **Address** details via the **Basic Details Panel** on the following screen making sure that **Postcode** is provided: **Path:** *Students > View Student Details* Although it is possible to not enter an **Address** for a Pupil/Student, once adding one it is not possible to provide insufficient address data.
Query	2355Q	Please check: Pupil Record with no Address details.	For those Pupils/Students identified, add their **Address** details via the **Basic Details Panel** on the following screen making sure that **Postcode** is provided: **Path:** *Students > View Student Details*
Error	2360	Previous URN is invalid for a single registered AP placement	Please ensure the details are correct via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2361	Alternative Provision (AP) reason is missing or invalid for a single registered placement.	Please ensure a valid AP reason is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2362	SEN Provision on entry is missing or invalid for a single registered placement.	Please ensure a valid SEN Provision at time of placement is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2363	Pupil was placed in the provision as it was named on their EHC plan; their SEN provision indicates they do not have an EHC plan	Please ensure a valid EHC Plan is entered where the Student has an SEN provision that requires one via the Profile section of the Student's record: **Path:** *Students > View Student Details*
Error	2364	URN, UKPRN or AP setting type should be provided for a school arranged alternative provision (AP) placement	Please ensure this information is entered for an AP placement via the Enrolment section of the Student's record: **Path: Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2365	URN is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid URN is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2366	UKPRN is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid UKPRN is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2367	AP setting type is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid AP setting type is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2368	The URN provided for a school arranged alternative provision (AP) placement cannot be that of the school placing the pupil into alternative provision	Please ensure a valid URN is entered and is not the same as your School's URN via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2369	The placement reason is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid placement reason is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2370	The pupil's entry date is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid Date of entry is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2371	The pupils SEN provision on entry is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid SEN Provision at time of placement is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2372	Pupil's date of leaving a school arranged alternative provision (AP) placement is after the date the pupil left the commissioning school	Please ensure a valid date of leaving a school arranged AP placement is entered and is after the date the pupil left the commissioning school via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2373	The pupils SEN provision on leaving is invalid for a school arranged alternative provision (AP) placement	Please ensure a valid SEN Provision at end of placement is entered via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2374	Pupils SEN provision on leaving is not required for an open school arranged alternative provision (AP) placement	Please ensure an SEN Provision at end of placement is NOT entered for an open school arranged AP placement via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2375	The pupil's attendance pattern should equal 'FT' or 'PT' for a school arranged alternative provision (AP) placement	Please ensure a valid/the correct Attendance Pattern is selected via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2376	For pupils recorded as part-time at a school arranged alternative provision (AP) placement, planned sessions per week should be present and between 1 and 9	Please ensure a valid number of planned sessions per week at a School arranged AP placement is entered where a Part Time Attendance Pattern is selected via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2377	The pupil is shown as full-time therefore, sessions per week are not required for a school arranged alternative provision (AP) placement	Sessions per week are NOT required for a school arranged AP placement where the Student is shown as Full Time via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2378	School arranged alternative provision (AP) placements are reported for each term. Placements that are outside those periods are not required.	Please ensure a school arranged AP is NOT entered outside of school term dates via the Enrolment section of the Student's record: **Path:** *Students > View Student Details > Alternative Provision Details Panel*
Error	2380	Where dwelling is present at least one of: street, locality, town, administrative area, or post town must be shown	For those Pupils/Students identified, edit their **Address** details via the **Basic Details Panel** on the following screen: **Path:** *Students > View Student Details* Make sure that along with **Street**, **Locality**, **Town**, or **Administrative Area** are also provided.
Error	2400	Where address line 1 is present, at least one other address line must also be present.	Where an Address is present, just having Address Line 1 is incorrect. At least one more Address Line must be populated.
Error	2445	Address information drawn from two conflicting formats.	If Address Line 1-5 are present in the Address, then **Street**, **Locality**, **Town**, **Administrative Area,** or **Post Town** should not be present.
Error	2470	Attendance information is not required for this pupil as they are either aged less than 4, over 15 or are a boarder.	It is likely if seeing this error that you have entered the Date of Birth incorrectly; review this via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2475	Attendance code is invalid. All Attendance codes should be valid DFE codes.	Where <Attendance Reason> is provided it must be a valid value. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2480	Where a reason for absence is provided the number of sessions missed should be greater than zero	Where <Attendance Reason> is provided, a corresponding value for <Sessions> must be provided and must be greater than zero. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance >Attendance Certificate*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	2485Q	Pupil attendance indicates they are suspended or permanently excluded but no suspension or permanent exclusion is recorded	For students affected check the exclusion data using the following path **Path**: *Students > Student Details > Behaviour > Exclusion* **Autumn** If <AttendanceReason> = E there should be at least one exclusion or suspension record with a <StartDate> between 2022-04-18 and 2022-05-29 inclusive **Spring** If <AttendanceReason> = E there should be at least one exclusion or suspension record with a <StartDate> between 2022-08-01 and 2022-12-31 inclusive **Summer** If <AttendanceReason> = E there should be at least one exclusion or suspension record with a <StartDate> between 2023-01-01 and 2022-04-09 inclusive
Error	2490	Pupil reporting number of sessions missed with no corresponding reason (attendance code)	Where <Sessions> is provided, a corresponding valid <Attendance Reason> must be provided. You can review the Attendance for those Pupils/Students identified via the following screen: **Path**: *Reports > Attendance >Attendance Certificate*
Error	2491	Where <AttendanceReason> is equal to 'X' then <DOB> must be between 01-09-2017 to 31-08-2018 at 2022-08-31	Attendance code 'X' must only be used for non-compulsory school age children.
Error	2500	**For autumn:** For pupil on roll in the first summer half term the attendance sessions possible must be greater than or equal to zero **For spring and summer:** For pupil on roll the attendance sessions possible must be greater than or equal to zero	**Autumn Return Only** <Sessions Possible> must be present and greater than or equal to zero for Pupils On Roll where <Entry Date> is on or before 2021-05-30 and age is between 4 and 15 (inclusive) at 2020-08-31 and <Boarder> equals 'N' You can review the Attendance for those Pupils/Students identified via the following screen: **Path**: *Reports > Attendance > Attendance Certificate*
Query	2502Q	For **Spring** and **Summer** Please check: Zero attendance sessions possible recorded for the pupil. Pupil should only be recorded with zero sessions possible if dually registered and they spent all the previous term for which attendance data is being collected at the other registration. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT**.**	Where <Sessions Possible> is equal to zero then either <Attendance Reason> 'X', 'Y' or 'D' should be greater than zero OR <Sessions Exceptional> or <Sessions Coronavirus> should be greater than zero You can review the Attendance for those Pupils/Students identified via the following screen: **Path**: *Reports > Attendance > Attendance Certificate*
Error	2505	Pupil with double reporting of termly absences and attendance	If <Sessions> are greater than zero <Sessions Authorised>, <Sessions Unauthorised>, <Sessions Educational>, <Sessions Exceptional> or <Sessions Coronavirus> should not exist. You can review the Attendance for those Pupils/Students identified via the following screen: **Path**: *Reports > Attendance > Attendance Certificate*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2510	**Autumn only:** <SessionsPossible> must be present and greater than or equal to zero for PupilsNoLongerOnRoll where <EntryDate> is on or before 2022-05-29, <LeavingDate> is between 2022-04-18 and 2022-10-05 (inclusive) and age is between 4 and 15 (inclusive) as at 2021-08-31 and <Boarder> equals 'N' **Spring only:** <SessionsPossible> must be present and greater than or equal to zero for PupilsNoLongerOnRoll where <EntryDate> is on or before 2022-12-31, <LeavingDate> is between 2022-08-01 and 2023-01-18 (inclusive) and age is between 4 and 15 (inclusive) as at 2022-08-31 and <Boarder> equals 'N' **Summer only:** <SessionsPossible> must be present and greater than or equal to zero for PupilsNoLongerOnRoll where <EntryDate> is on or before 2023-04-09, <LeavingDate> is between 2023-01-01 and 2023-05-17 (inclusive) and age is between 4 and 15 (inclusive) as at 2022-08-31 and <Boarder> equals 'N'	You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2520Q	Please check sessions possible should not be greater than 150.	**Spring and Summer:** Where <Sessions Possible> present, should be less than 151 You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2530	Total sessions missed must be less than or equal to sessions possible	The total of <Sessions Authorised> plus <Sessions Unauthorised> must be less than or equal to <Sessions Possible>. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2531	Sessions possible must be equal to the total of all attendance and absence sessions	I Where <Sessions> are present, total of ('/', '\', 'L', 'B', 'J', 'P', 'V', 'W', 'C', 'E', 'G', 'H', 'I', 'M', 'N', 'O', 'R', 'S', 'T' and 'U' must be equal to <Sessions Possible>. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2540Q	Please check: There would normally be at least one pupil who would have at least one authorised absence during the previous term	Review Attendance as the indication here is that no Pupil/Student has an authorised absence for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2550Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence during the previous term	Review Attendance as the indication here is that no Pupil/Student has an authorised absence for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2560Q	Please check: Percentage of authorised absence is greater than 30% - are you sure?	Review Attendance as the indication here is that the % of Authorised Absence is > 30% for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	2570Q	Please check: Percentage of unauthorised absence is greater than 30% - are you sure?	Review Attendance as the indication here is that the % of Unauthorised Absence is > 30% for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2571	Attendance data for the second half of the summer term is not required for this pupil as they are either aged less than 4, over 15 or are a boarder	**Autumn Return Only** Review attendance and amend where necessary. **Path:** *Reports > Attendance > Attendance Certificate*
Error	2572	Attendance code is invalid for absence reported for the second half of the summer term	**Autumn Return Only** Where <Attendance Reason> is provided it must be a valid value. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2573	Where a reason for absence is provided the number of sessions missed should be greater than zero	**Autumn Return Only** Where <Attendance Reason> is provided, a corresponding value for <Sessions> must be provided and must be greater than zero. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2574	Pupil reporting Number of Sessions Missed with no corresponding reason (Attendance Code) for the second half of the Summer term.	**Autumn Return Only** Where <Sessions> is provided, a corresponding valid <Attendance Reason> must be provided. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2575	For pupils on roll the attendance sessions possible must be greater than or equal to zero for the second half of the summer term	**Autumn Return Only** <Sessions Possible> must be present and greater than or equal to zero for Pupils On Roll where <Entry Date> is on or before 2021-07-31 and age is between 4 and 15 (inclusive) as at 2020-08-31 and <Boarder> equals 'N'. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2576Q	Please check: Zero attendance sessions possible recorded for pupil on roll in the second half of the summer term. Pupil should only be recorded with zero sessions possible if they spent all the period which attendance data is being collected at either another registration or were not expected to be in school. This query will be accepted by DfE on condition that a suitable explanatory notepad entry is provided in COLLECT.	**Autumn Return Only** Where <Sessions Possible> is equal to zero then either <Attendance Reason> 'X', 'Y' or 'D' should be greater than zero OR <Sessions Exceptional> or <Sessions Coronavirus> should be greater than zero. You can review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2577	Pupil with double reporting of termly absences in the second half of the summer term.	**Autumn Return Only** If <Sessions Authorised> or <Sessions Unauthorised> greater than zero, <Sessions> should not exist. It may also be advisable to review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2578	Attendance data for the second half of the summer term is not required for this pupil as leaving date shows they left Prior to this	**Autumn Return Only** <Sessions Possible> are not required for the summer 2nd half term for Pupils No Longer On Roll where <Leaving Date> is on or before 2021-05-30. It may also be advisable to review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2579	For pupils no longer on roll the attendance sessions possible must be greater than or equal to zero for the second half of the summer term	**Autumn Return Only** \<Sessions Possible\> must be present and greater than or equal to zero for Pupils No Longer On Roll where \<Entry Date\> is before 2021-08-01, \<Leaving Date\> is between 2021-05-31 and 2021-10-06 (inclusive) and age is between 4 and 15 (inclusive) as at 2020-08-31 and \<Boarder\> equals 'N'. It may also be advisable to review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2582	Total sessions missed must be less than or equal to sessions possible for the second half of the Summer term.	**Autumn Return Only** The total of \<Sessions Authorised\> plus \<Sessions Unauthorised\> must be less than or equal to \<Sessions Possible\>. It may also be advisable to review the Attendance for those Pupils/Students identified via the following screen: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2583Q	Please check: There would normally be at least one pupil who would have at least one authorised absence for the second half of the Summer Term	**Autumn Return Only** Review Attendance as the indication here is that no Pupil/Student has an authorised absence for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*
Query	2584Q	Please check: There would normally be at least one pupil who would have at least one unauthorised absence for the second half of the Summer Term	**Autumn Return Only** Review Attendance as the indication here is that no Pupil/Student has an authorised absence for the Attendance Period picked up by the Census. The following report may assist you: **Path:** *Reports > Attendance > Attendance Certificate*
Error	2586	Sessions possible must be equal to the total of all attendance and absence sessions for the second half of the summer term	Please check you have no Missing Attendance Marks, and that your Attendance Mark Export Marks reflect the Mark Meaning. Please check either via the manage attendance page or the students record.
Error	2587	Where a reason for attendance or absence is provided it must be unique	**Autumn Return Only** Please ensure that each attendance reason (attendance or absence) for the second half of the summer is unique
Query	2588Q	Pupil attendance for second half of summer term indicates they are suspended or permanently excluded but no suspension or permanent exclusion is recorded	**Autumn Return Only** Please ensure that If a student has any E codes there should be at least one exclusion or suspension record with a start date between 31/05/2021 – 31/07/2021
Error	2589	Pupil has educational sessions reported but has zero possible sessions	**Autumn Return Only** Double check the student's attendance for the second half of the summer term as the student might not have any possible sessions.
Error	2690	Unit Contact Time is missing	**Spring Return Pupil Referral Units Only** Ensure that all pupils have appropriate curriculum memberships and scheduling.
Query	2691Q	Please check: Unit Contact Time is greater than normal full time education hours (which is 25 hours per week)	**Spring Return Pupil Referral Units Only** Ensure that all pupils have appropriate curriculum memberships and scheduling.
Query	2692Q	Pupils would be expected to have some unit contact time with the establishment in the previous week. Please provide a reason	**Spring Return Pupil Referral Units Only** Ensure that all pupils have appropriate curriculum memberships and scheduling.
Query	2695Q	Please check: 90% or more of infant pupils have free school meal eligibility	Double check the detail of your Free School Meal students to ensure they are correctly recorded. The following page is where you should go to check the information: **Path:** *Students > View Student Details*
Error	2700	Qualification number is missing (learning aim)	**Autumn Return Only** For those Classes identified, provide their **QN Code** via the **Class Definition Panel** on the following screen: **Path:** *Groups > Teaching Class > View Group Details > Learning Aims*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2701	A learning aim withdrawal reason is only required where the learner has withdrawn, and the learning aim status is recorded as '3'	**Autumn Return Only** For those learners identified, double check the learning aim end date following screen: **Path:** *Curriculum > Routines > Bulk learning Aim update*
Error	2705	Programme aims are only required for schools with 6th forms	**Autumn Return Only** If <Highest NC year> is less than 12 then Learning Programme Aims must not be present.
Query	2706Q	Please check: Post 16 data would not normally be expected for a pupil on roll below year 12	**Autumn Return Only** This query would only show if you had a Pupil/Student below Year 12 attending a 6th Form Class which has Learning Aims Data attached. Review their Learning Aims via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Query	2707Q	Please check: Post 16 data would not normally be expected for a pupil who was below year 12 when they left school	**Autumn Return Only** This query would only show if you had a Pupil/Student who left before Year 12 but was attending a 6th Form Class which had Learning Aims Data attached. Review their Learning Aims via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Query	2708Q	Please check: Learning aims for the previous academic year would normally be expected for a pupil in year 13 or above who was also on roll last year (unless they had subsidiary registration at the time of the learning aims)	**Autumn Return Only** This query would only show if you had Year 13 Pupils/Students On-Roll who were also On-Roll last academic year but didn't attend any 6th Form Classes which had Learning Aims Data attached. Review their Learning Aims via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update* It is also advisable to review their Enrolment Status for the previous academic year via the Key Data Panel on the following screen: **Path:** *Students > Student Details*
Query	2709Q	Please check: Learning aims would normally be expected for a pupil who were on roll in Year 12 and above and left since the last autumn census	**Autumn Return Only** This query would only show if you had Year 12 Pupils/Students who left whilst in Year 12 but didn't attend any 6th Form Classes with Learning Aims Data attached. Review their Learning Aims via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update* It is also advisable to review their **Enrolment Status** for the previous academic year via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2710	Qualification number has invalid characters or incorrectly formatted	**Autumn Return Only** The QAN Data is automatically part of the Bromcom system and the **QAN Code** is not editable. <QN> must be correctly formatted. 1. The value must be 8 characters 2. All characters may be any character in the following [0-9, A-Z, a-z or #].
Error	2712	Full-time employment indicator is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Discount Code** for each via the following screen: **Path**: *Curriculum > Routines > Bulk Learning Aim Update*
Query	2715Q	Please check: Post 16 data should not be provided for pupils with subsidiary registration in the current term. However, if the post 16 data submitted relate to the previous academic year when the pupil had single or main registration then they should be included in the return	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2717	Please check: Post 16 data should not be provided from schools which do not have a phase of 'AT', 'SS' or 'PR'	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen: **Path**: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2722	Subject classification code is missing	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Discount Code** for each via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2730	Learning Start Date is missing or invalid.	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that each has a **Start Date**: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2735	Learning Start Date is after census date – we would only expect this for T Level programmes	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that the **Start Date** is correct i.e., before the **Census Date**: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Query	2740Q	Please check: Learning Start Date seems too early.	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that the **Start Date** is correct: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2750	Learning Planned End Date is missing or invalid.	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that each has a **Planned End** Date: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2755	Work placement hours must be a valid value	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that each has a **Planned End** Date: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2757	Work placement start date cannot be before the work experience or industry placement learning start date	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that each has a **Planned End** Date: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2758	Work placement end date cannot be after the work experience or industry placement learning actual end date	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that each has a **Planned End** Date: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2760	Learning Aim – the Planned End Date must be on or after the Start Date.	**Autumn Return Only** Validation provided within the system means that the **Planned End** Date cannot be set to <= **Start Date** therefore this error will not occur. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2761	Learning Aim - the Actual End Date must be on or after the Start Date.	**Autumn Return Only** Validation provided within the system means that the **End Date** cannot be set to <= **Start Date** therefore this error will not occur. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2765	Learning Planned End Date is more than 5 years after census date.	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Planned End** Date for each via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2766	Learning Planned End Date must be on or before the 31 July of the academic year the learner is due to finish.	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Planned End** Date for each via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Query	2767Q	Please check the Learning Planned End Date as only short courses would be expected to have a planned end date in September.	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Planned End** Date for each via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2770	Learning Aim End Date is not a valid date.	**Autumn Return Only** Validation provided within the system means that the **End Date** will be a valid Date and therefore this error will not occur.
Query	2775Q	Please check: The sum of planned learning hours and the planned employability, enrichment and pastoral hours is lower than 40. Total planned hours should reflect the annual planned hours for the academic year.	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims and the **Planned End** Date for each via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2780	Learning aim actual end date has incorrectly been provided for a learning aim which is continuing that is, for which learning aim status equals '1'	**Autumn Return Only** Validation provided within the system means that the **End Date** can only be provided where **Status** = **Completed**, **Withdrawn** or **Transferred**. Path: *Curriculum > Routines > Bulk Learning Aim Update*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2785	Learning aim withdrawal reason is missing or invalid value	**Autumn Return Only** All Withdrawn statuses should have a valid reason associated with them. Add this via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2790	Learning Aim Actual End Date must be provided where the Learning Aim Status is 2 (Completed), 3 (Withdrawn) or 4 (Transferred)	**Autumn Return Only** Validation provided within the system means that the **End Date** must be provided when setting **Status = Completed, Withdrawn** or **Transferred**, therefore this error will not occur. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2795	For Pupils No Longer on Roll the Learning Aim Status must be 2 (Completed), 3 (Withdrawn) or 4 (Transferred)	**Autumn Return Only** For those Pupils/Students identified, check their Learning Aims to make sure that each has a **Status = Completed, Withdrawn** or **Transferred**. This information can be checked via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2805	Please check: Learning Actual End Date must be the same as, or earlier than, the Census Date.	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that the **End Date** is <= **Census Date**: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Query	2810Q	Please check: Learning aim actual end date should not be later than the pupil's leaving date for pupils no longer on roll	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that the **End Date** is <= **Leaving Date**: **Path:** *Curriculum > Routines > Bulk Learning Aim Update* The **Leaving Date** can be checked via the **Key Data Panel** on the following screen: **Path:** *Students > View Student Details*
Error	2815	Programme type is missing or invalid for a learning aim	**Autumn Return Only** For those Pupils/Students identified, review their Learning Aims via the following screen and make sure that the **End Date** is <= **Leaving Date**: **Path:** *Curriculum > Routines > Bulk Learning Aim Update* The **Leaving Date** can be checked via the **Key Data Panel** on the following screen: Path: *Students > View Student Details*
Error	2820	Learning Aim Status is missing or invalid	**Autumn Return Only** Validation provided within the system means that each Learning Aim Maintenance must have a **Status** provided, therefore this error will not occur. <ProgType> must be present, a valid value and equal to the <ProgType> of the parent <Programme Aim>. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2870	Programme aims for the current academic year must be submitted for a pupil in year 12 or above with single or main registration at the school	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2874	Work placements start date is not a valid date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2875	Work placement end date is not a valid date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2876	Work placement mode must be a valid value	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2877	Work placement Employer ID must be a valid value	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2878	Workplace entity items are missing for student undertaking work experience or industry placement	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2879	Workplace entity items are only required for those students undertaking work experience or industry placements	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2880	Exclusions with a start date Prior to 01 August 2020 must only have one reason	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2885	Qualification number is missing or invalid (programme aim)	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2886	A programme aim withdrawal reason is only required where the learner has withdrawn, and the programme aim status is recorded as '3'	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2887	Programme aim start date is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2888	Programme aim planned end date is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: ***Curriculum > Routines > Bulk Learning Aim Update***
Error	2889	Programme aim planned end date must be on or after the start date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: ***Curriculum > Routines > Bulk Learning Aim Update***
Error	2890	Programme aim actual end date must be on or after the start date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: ***Curriculum > Routines > Bulk Learning Aim Update***
Error	2891	Programme aim planned end date is more than 5 years after census date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: ***Curriculum > Routines > Bulk Learning Aim Update***
Error	2892	Programme aim planned end date must be on or before the 31st of July of the academic year the learner is due to finish	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: ***Curriculum > Routines > Bulk Learning Aim Update***

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2893	Programme aim actual end date is not a valid date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2894	Programme aim actual end date has incorrectly been provided for a programme aim which is continuing that is, for which Programme aim status equals '1'	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2895	Programme aim withdrawal reason is missing or invalid value	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2896	Programme aim actual end date must be provided where the aim status is '2' (completed), '3' (withdrawn) or '4' (transferred)	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2897	Please check: Programme aim's actual end date must be the same as, or earlier than the census date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2898	Programme aim status is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2899	Programme aim traineeship is missing or invalid	**Autumn Return Only** Traineeship should be indicated against the learning aim by checking the box provided on the learning Aim update panel. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2902	Programme aim's programme type is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2903	A programme aim must contain at least one learning aim	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2904	Programme aims cannot overlap - one must finish before another starts	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Query	2905Q	Please check at least one learning aim start date should be equal to the programme aim start date	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Query	2906Q	Please check: Programme aim start date seems too early	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	2907	The latest planned end date of all learning aims must equal the programme aim planned end date	Any Learning Aim planned end date cannot be later than the Programme Aim planned end date. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2908	Traineeship cannot be true for a T Level or T Level transition programme	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: Path: *Curriculum > Routines > Bulk Learning Aim Update*
Error	2909	The latest actual end date of all learning aims must equal the programme aim actual end date	Any Learning Aim planned end date cannot be later than the Programme Aim planned end date. **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	2955	The Type of Childcare has been Reported more than once.	Please ensure that, in your Extended Services, you only use unique "Type of Childcare" **Path:** *Config > Administration > Characteristics > Extended Services*
Query	2960Q	Opening time is expected to be within the range 06:00 to 09:00	**Spring Return Only** The provision of childcare services can be checked on the following page. **Path:** *Config > Administration > Characteristics > Extended Services*
Query	2965Q	Closing time is expected to be within the range 16:00 to 20:00	**Spring Return Only** The provision of childcare services can be checked on the following page **Path:** *Config > Administration > Characteristics > Extended Services*
Error	3000	Maths GCSE attainment grade is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that at least one Learning Aim exists for the current academic year. This information can be checked via the following screen: **Path:** *Curriculum > Routines > Bulk Learning Aim Update*
Error	3005	The stage at which the learner achieved a Maths GCSE at grade 'A*'-'C' / '9' - '4' or not is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Error	3010	English GCSE attainment grade is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Error	3015	The stage at which the learner achieved an English GCSE at grade 'A*'-'C' / '9' - '4' or not is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Query	3020Q	Please check: Maths GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations.	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Query	3025Q	Please check: Student has achieved A*-C or 9-4 maths GCSE and therefore would not be expected to have a funding exemption of 'L' or 'F'	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Query	3027Q	Please check: If student has maths GCSE funding exemption of 'O' or 'U', the highest Prior attainment should be NR	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*
Query	3030Q	Please check: English GCSE grade achieved is 'D'-'G' / '3'-'1', 'U' or 'NR' and the student is recorded as not having a funding exemption. If the student is not undertaking the mandatory re-take of this subject, they may not be counted in funding calculations	**Autumn Return Only** For those Pupils/Students identified, make sure that the students Prior attainment details are entered correctly on the following screen: **Path:** *Census > Routines > Student Prior Attainment*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	3035Q	Please check: Student has achieved A*-C or 9-4 English GCSE and therefore would not be expected to have a funding exemption of 'L' or 'F'	**Autumn Return Only** For those Pupils/Students identified, make sure that the students' Prior attainment and/or Funding Exemption status details are entered correctly on the following screen: **Path**: *Census > Routines > Student Prior Attainment*
Query	3037Q	Please check: If student has English GCSE funding exemption of 'O' or 'U', the highest Prior attainment should be NR	**Autumn Return Only** For those Pupils/Students identified, make sure that the students' Prior attainment and/or Funding Exemption status details are entered correctly on the following screen: **Path**: *Census > Routines > Student Prior Attainment*
Error	3040	Maths GCSE funding exemption is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the Student Prior attainment data is complete on the following page: **Path**: *Census > Routines > Student Prior Attainment*
Error	3045	English GCSE funding exemption is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the Student Prior attainment data is complete on the following page: **Path**: *Census > Routines > Student Prior Attainment*
Error	3046	Maths GCSE highest Prior attainment grade for the previous year is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the Student Prior attainment data is complete on the following page: **Path**: *Census > Routines > Student Prior Attainment*
Error	3047	English GCSE highest Prior attainment grade for the previous year is missing or invalid	**Autumn Return Only** For those Pupils/Students identified, make sure that the Student Prior attainment data is complete on the following page: **Path**: *Census > Routines > Student Prior Attainment*
Query	3080Q	Please check: Take up of school lunches for pupils in reception (plus pupils aged 4 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer of reception pupils took a school lunch on census day	Please double check the student school meal taken is correctly entered on the census screen: **Path**: *Census > School Census*
Query	3085Q	Please check: Take up of school lunches for pupils in year 1 (plus pupils aged 5 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer pupils in year 1 took a school lunch on census day	Please double check the student school meal taken is correctly entered on the census screen: **Path**: *Census > School Census*
Query	3090Q	Please check: Take up of school lunches for pupils in year 2 (plus pupils aged 6 in year 'X') is 50% or fewer. A reason must be provided why 50% or fewer pupils in year 2 took a school lunch on census day	Please double check the student school meal taken is correctly entered on the census screen: **Path**: *Census > School Census*
Error	3100	Extended childcare hours have been entered where pupil is not in the eligible age range or year groups 'E1', 'E2', 'N1' or 'N2', or does not have a valid 30-hour code	Double check the information on the Funding & Allowances panel of the student record. **Path**: *Students > Student Details > Profile > Funding and Allowances > + > Additional Information > Check the '30 Hour Code' field.*
Error	3105	The 30-hour code must be 11 digits long and contain numerical characters only	Double check the information on the Funding & Allowances panel of the student record. **Path**: *Students > Student Details > Profile > Funding and Allowances*
Error	3110	A 30-hour code has been entered where pupil is not in the eligible age range or in year groups 'E1', 'E2', 'N1' or 'N2', or extended hours is missing	Double check the information on the Funding & Allowances panel of the student record. **Path**: *Students > Student Details > Profile > Funding and Allowances*
Error	3120	The disability access fund indicator should only be recorded for all pupils aged 3 and those aged 4 who are in nursery provision	Double check the information on the Funding & Allowances panel of the student record. **Path**: *Students > Student Details > Profile > Funding and Allowances*
Error	3130	30-hours eligibility code missing for pupil aged 3 or 4 with extended hours present	Double check the information on the Funding & Allowances panel of the student record. **Path**: *Students > Student Details > Profile > Funding and Allowances*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	3140	Child's extended hours not provided or out of the range of 0 to 15 hours	Double check the information on the Funding & Allowances panel of the student record. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	3160	More than one pupil is recorded with the same 30-hour eligibility code	Double check the information on the Funding & Allowances panel of the student record. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	3200	The basis for funding should only be recorded for pupils aged 2 with funded hours greater than zero	**Spring Return Only** Double check the information on the Funding & Allowances panel of the student record. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	3210	Each reason for funding code must be unique and used only once	**Spring Return Only** Double check the information on the Funding & Allowances panel of the student record. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4000	Learner Funding and Monitoring information is missing or invalid	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4001	Pupil is not eligible for School Led Tutoring	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4002	Pupil is not eligible for School Led Tutoring	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4003	Learner is not eligible for 16-19 Tuition Fund	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4004	Learner is not eligible for 16-19 Tuition Fund	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4005	Learner is not eligible for repeat year funding	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Query	4006Q	Please check: Learner Funding and Monitoring information should not be returned for 16-19 pupils with subsidiary registration in the current term. Unless the data relates to a previous term when the pupil had single or main registration	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Query	4007Q	Please check: no pupils on roll are in receipt of School Led Tutoring	Where count of on roll pupils in <NCyearActual> 1-11 or aged 5-15 as at 2022-08-31 (DOB is between 2006-09-01 and 2017-08-31 inclusive) in <NCyearActual> 'X' is greater than zero, then at least one <LearnerFAM> node with <LearnFAMCode> equal to 01 should be present
Query	4008Q	Please check: no students on roll are in receipt of 16-19 Learner Funding and Monitoring	Where count of on roll pupils in <NC year Actual> 12 or above is greater than zero, then at least one <LearnerFAM> node should be present.
Error	4009	Learner Funding and Monitoring must not be returned for pupils who left in the previous academic year	See DfE information regarding Year Groups for Tuition and Funding. **Path:** *Students > Student Details > Profile > Funding and Allowances*
Error	4010	Post 16 learner funding and monitoring information should not be provided from schools which do not have a phase of 'AT', 'SS' or 'PR'	See DfE information regarding Year Groups for Tuition and Funding as your School Phase may not be required to provide this information. **Path:** *Students > Student Details > Profile > Funding and Allowances*

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4011	Due to the pupil's age, they are not eligible for repeat year funding	Due to the Student's age, they are not eligible for repeat year funding. This can be amended via the following path: **Path**: *Students > Student Details > Profile > Funding and Allowances*
Error	5046	Youth support services indicator is not required from schools with a phase of 'NS' or 'PS'	Select/Check via the following screen: **Path**: *Config > Administration > Characteristics*
Error	5048	Pupil's type of class can only be returned from schools with a phase of 'PS' or 'AT' and may be present only for pupils in NC Year 'E1', 'E2', 'N1', 'N2', 'R', or 1-7	Select/Check via the following screen: **Path**: *Config > Administration > Characteristics*
Error	5049	SEN Unit Indicator is not required from schools with a phase of SP or PR	Select/Check via the following screen: **Path**: *Config > Administration > Characteristics*
Error	5050	Resourced Provision Indicator is not required from schools with a phase of SP or PR	Select/Check via the following screen: **Path**: *Config > Administration > Characteristics*
Error	5051	Suspensions or permanent exclusions must not be present for Nursery schools	For students affected check the exclusion data using the following path **Path**: *Students > View Details> Behaviour > > Exclusion*
Error	5057	Attendance information is not required from schools with a phase of NS	For students affected check attendance data using the following path **Path**: *Reports > Attendance > Attendance Certificate*
Error	5065	Schools with a phase of 'NS' should not submit any records for pupils no longer on roll	For students affected check the Leaving date is entered data using the following path **Path**: *Students > Student Details*
Error	5080	Summer half term 2 attendance not required if nursery school	**Autumn Return only** For students affected check attendance data using the following path **Path**: *Reports > Attendance > Attendance Certificate*
Error	5094	Hours at setting is not required from CTCs or non-maintained special schools	Via the Hours at Setting panel on the Census Data Entry Page
Error	5095	Funded hours are not required from CTCs or non-maintained special schools	Via the Hours at Setting panel on the Census Data Entry Page
Error	5096	30-hour eligibility code is not required from CTCs or non-maintained special schools	Check there is no code via **Path**: *Student > View Student Details*
Error	5106	Programme aims are only required for schools with a <Phase> of SS, AT, or PR	**Autumn Return only** Check there are no learning aims via the following path **Path**: *Curriculum > Routines > Bulk Learning Aim Update*
Error	5130	Postcode is not required for off role pupils without programme aims	**Autumn Return only** For those Pupils/Students identified, please check via the following screen: **Path**: *Students > View Details*
Error	5155	UPRN is not in the correct format (13 numeric characters)	For those Pupils/Students identified, please check the address on the following screen: **Path**: *Students > View Details*
Error	5165	Traineeship is missing or invalid	**Autumn Return Only** Traineeship should be indicated against the learning aim by checking the box provided on the learning Aim update panel. **Path**: *Curriculum > Routines > Bulk Learning Aim Update*
Error	5166	Traineeship cannot be true for a T Level or T Level transition programme	**Autumn Return Only** Traineeship should be indicated against the learning aim by checking the box provided on the learning Aim update panel. **Path**: *Curriculum > Routines > Bulk Learning Aim Update*
Error	5170	Child's funded hours must not be provided for pupil aged 4 in reception or above	Via the Hours at Setting panel on the Census Data Entry Page
Error	5190	Child's hours at setting must not be provided for pupils aged 4 in reception or above	Via the Hours at Setting panel on the Census Data Entry Page

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	5200	Child's hours at setting are missing or outside of the valid range (0 to 70) for pupils aged 4 in nursery provision	Via the Hours at Setting panel on the Census Data Entry Page
Error	5210	Extended hours are not required from CTCs or non-maintained special schools	Via the Hours at Setting panel on the Census Data Entry Page
Error	5215	Disability access fund information is not required from CTCs or non-maintained special schools	Via the Hours at Setting panel on the Census Data Entry Page
Error	5220	The disability access fund indicator is only available for pupils with funded or extended hours	Via the Hours at Setting panel on the Census Data Entry Page
Error	5230	The disability access fund indicator is missing or not a valid value for pupils aged 3 or 4 in nursery provision	Via the Hours at Setting panel on the Census Data Entry Page
Error	5235	2-year-old basis for funding is missing or an invalid value for a two-year-old with funded hours	Via the Hours at Setting panel on the Census Data Entry Page
Query	5240Q	Please check: The number of hours at setting indicates that the pupil may be attending the school full time. However, they have been recorded as part-time	Via the Hours at Setting panel on the Census Data Entry Page
Error	9999	This error is caused by mandatory information not being recorded. Please ensure that the following fields of information are recorded for the Student. **Language** **Ethnicity** **Year Group**	Ensure this is entered by going to the Students Record and checking the **Profile** and **Enrolment** sections **Path:** *Student > View Student Details* This can also be caused by Leaver Students still being in a Year Group after their Leaving Date, so where a Student has left, please ensure their Year Group membership ends on the same day via Groups>Group Type: Year Group>Edit the end date of the student under students membership panel > Save

This is the end of the Summer Census Error Resolutions Guide

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