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RM
Integrus Guidance
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Summer 2023
School Census Guidance

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LBR RM Support Website: [Http://171.33.198.190/g2/Index.htm](http://171.33.198.190/g2/Index.htm)

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Introduction to School Census

The submission of the school census return is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

It is not possible for a School, Parent/Guardian or pupil to opt out of the census, however a parent does have the right to refuse to provide certain information such as Ethnicity, languages, country of birth etc and should be made aware of this when the data is being collected.

It is very important that the data on your MIS system is up-to-date, entered carefully and is as accurate as possible, especially those items which are used for funding.

The MIS system can only work with the information given to it. The software will undertake validation checks on existing records to ensure that data has been provided in the required fields and that the data given is within an expected range of values. It cannot however, check that the data you have provided is correct to each individual pupil (i.e date of births, names, addresses etc.) and it cannot check that you have added/removed the physical joiners/leavers of your school.

There are three collections a year (one each term). The 2022 to 2023 census dates are:

- Autumn census – first Thursday in October – 06 October 2022
- Spring census – third Thursday in January – 19 January 2023
- Summer census – third Thursday in May – 18 May 2023

Please note the Research and Data submission deadline for this census: 23rd May 2023

Each census return has slightly different requirements. I will provide a separate document for each to guide you through.

Each census return collects some element of data from the previous two terms. As a result, any former roll pupils who were on roll during either of the previous two terms will also be part of the collection. These records must be accurate up to the date of leaving and any errors or queries relating to them must also be dealt with.

Should you also wish to view the DFE's School Census document, the current version can be found at:

<https://www.gov.uk/guidance/complete-the-school-census>

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Changes from the previous census

There are no changes since the last census.

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Before you begin...

New pupils & Leavers

You will need to ensure that all new pupils who are on roll on census day have been added to the system with the correct start date and that all their data is.

Equally, you will need to ensure that any leavers have been moved to former roll with the correct leave date.

Duplicate/Nonstarter Records

If you have any duplicate pupil records or records which were created for pupils who are now known to be nonstarters, these records will need to be deleted before you start your census (*See pg. 10 for instructions*).

This process can only be performed by users with full admin rights.
The data deleted via this process is **IRRECOVERABLE**, therefore it is important that you ensure you have selected the correct record(s) before you proceed.

Attendance

This census will be collecting Attendance data for the 01/01/2023 to 09/04/2023. Please ensure that the Attendance data during this period is complete. Any unresolved absences should be edited to provide the reason for absence or concluded as an unauthorised absence (*See pg. 12 for recommended checks*).

Suspensions and Permanent exclusions

Please be aware that Suspensions and Permanent exclusions occurring between 01/01/2023 to 09/04/2023 **must** be recorded in the **Behavior module** even if you are not using the module for anything else (*See pg. 14 for instructions*).

Free School Meals

This census will be collecting Free School Meal data for the 20/01/2023 to 18/05/2023. Please ensure that Free School Meal data during this period is complete.

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Known Issues

Sometimes the DFE Style Sheet given to MIS providers contains errors which cannot be corrected in time for the census. These Style Sheet errors will cause incorrect Census errors to appear in your MIS Errors and Queries but will not usually be included in your return file, hence these errors can often be ignored.

Curently there are no known issues. Should any come to light, this page will be updated.

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What will be collected?

School Level Data

The following data items are being collected for **ALL** schools:

Data Item	Location in Integris
LA Number [Used for Funding]	Modules > General > School Details > Basic Details
Departmental Establishment Number [Used for Funding]	
School Name [Used for Funding]	
School phase [Used for Funding]	
Type of school [Used for Funding]	
Maximum year group	
Minimum year group	
Intake type	
Governance	
School email address	
School telephone number	

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Pupil Level Data

The following data items are being collected for **ALL** schools:

Data Item	Location in Integris
UPN [Used for Funding]	Module > General > Student Details > Personal
Pupil (legal) surname*	
Pupil forename	
Pupil middle names*	
Pupil preferred surname	
Pupil former surname*	
Pupil gender	
Pupil date of birth [Used for Funding]	
Pupil's actual national curriculum year group* [Used for Funding]	
Postcode [Used for Funding]	
Street	
Locality	
Town	
Administrative area	
Post town	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Address line 5	
Free school meal eligibility start date [Used for Funding]	Module > General > Student Details > Entitlement
Free school meal eligibility end date [Used for Funding]	
Country of UK [Used for Funding]	
School lunch taken [Used for Funding]	
Pupil date of entry [Used for Funding]	Module > General > Student Details > Enrolment
Pupil part-time indicator** [Used for Funding]	
Pupil boarder indicator [Used for Funding]	
Language [Used for Funding]	Module > General > Student Details > Additional
Service children in education indicator [Used for Funding]	
Funded hours [Used for Funding]	
Extended childcare hours [Used for Funding]	
30-hour code [Used for Funding]	
Disability access fund indicator [Used for Funding]	
Hours at setting [Used for Funding]	

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Data Item	Location in Integris
Top up funding indicator [Used for Funding]	Module > General > Student Details > Additional
Post looked after arrangements [Used for Funding]	
Primary SEN Need	Module > General > Student Details > SEN
Secondary SEN Need	
Pupils Former UPN [Used for Funding]	Automatically produced in return file
Pupil enrolment status [Used for Funding]	
Secondary address object number	
Primary address object number	
Unique property reference number	

*Seen on Personal tab in Edit mode but on Names tab in view mode

**FTE 1.00 indicates full-time

FTE 0.50 indicates part-time

If pupil is part-time, please fill in Part-time Attendance Pattern Section.

The following data items are being collected for **NURSERY** and **PRIMARY** schools only:

Data Item	Location in Integris
Member of SEN unit (sometimes called special class) indicator [Used for Funding]	Module > General > Student Details > SEN
Member of resourced provision indicator [Used for Funding]	

The following data items are being collected for **PRIMARY** and **SPECIAL** schools only:

Data Item	Location in Integris
Pupil date of leaving (Former roll pupils)	Module > General > Student Details > Enrolment
Exclusion/suspension category	Modules > Behaviour
Exclusion reason	
Exclusion start date	
Exclusion actual number of sessions	
Possible sessions	Module > General > Student Details > Attendance
Sessions missed due to authorised absence	
Sessions missed due to unauthorised absence	
Total number of sessions attending approved educational activity	

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Data Item	Location in Integris
Total number of sessions unable to attend due to exceptional circumstances	Module > General > Student Details > Attendance
Attendance codes	
Number of sessions	
In receipt of School-led tutoring program	Module > General > Student Details > Entitlement
Cumulative Hours Received this Academic Year	
Alternative Provision Placement - URN	Module > General > Student Details > Movement
Alternative Provision Placement - UKPRN	
Alternative Provision Placement - Type of Setting	
Alternative Provision Placement - Date of Entry	
Alternative Provision Placement - Date of Leaving	
Alternative Provision Placement - SEN Provision on Entry	
Alternative Provision Placement - SEN Provision on Leaving	
Alternative Provision Placement - Placement Attendance Pattern	
Alternative Provision Placement - Placement Reason	

The following data items are being collected for **SPECIAL** schools only:

Data Item	Location in Integris
ULN	Module > General > Student Details > Personal
Learner support code [Used for Funding]	Module > General > Student
Youth support services agreement indicator	Details > Entitlement

The following data items are being collected for **PRIMARY** schools only:

Data Item	Location in Integris
Class type (Designated Nursery Class) [Used for Funding]	Module > General > Student Details > Enrolment

Deleting Duplicate/nonstarter records

If you have any duplicate pupil records or records which were created for pupils who are now known to be nonstarters, these records will need to be deleted before you submit your return. This process can only be performed by users with full admin rights on Integris and deletion is **PERMENANT**.

To delete a duplicate/nonstarter record, the record you wish to delete must first be placed on the former roll. Then go to **Modules** → **Utilities** → **Delete Student from Former Roll**

Click on **Add Student**⁽¹⁾ → use **Student Find** to select the record(s) which you wish to delete → Highlight the record(s) you wish to delete → click **Next**⁽²⁾ → click **Confirm**⁽³⁾ → click **Next**⁽⁴⁾ → click **Next**⁽⁵⁾ → type **DELETE**⁽⁶⁾ → click **Delete Students**⁽⁷⁾ → a message will appear to let you know that your request will be processed overnight, click **Close**⁽⁸⁾

The screenshot shows the 'Delete Student from Former Roll' utility interface. It includes a warning message and a table of student records. Red arrows with numbered callouts (1, 2, 3) point to specific UI elements: 1 points to the '+' icon in the table header, 2 points to the 'Next >>' button, and 3 points to the 'Confirm' button.

Delete Student from Former Roll Page Help

This utility allows you to permanently delete students from the Former roll, this will delete ALL information on this student.
Students with a Leave Date within the last year will be highlighted in red.
Students with a Leave Date within the last 5 years will be highlighted in orange.
WARNING: Once a student has been deleted, **ALL** of the data for that student is **IRRECOVERABLE**.
You are responsible for ensuring the correct students are deleted.

Reference No.	Surname	Known Name	Leave Date	Year	Class	Date of Birth	Age	Gender	
									+

Modules > Administration > Utilities

Delete Student from Former Roll

This utility allows you to permanently delete students from the Former roll, this will delete ALL information o
Students with a Leave Date within the last year will be highlighted in red.
Students with a Leave Date within the last 5 years will be highlighted in orange.
WARNING: Once a student has been deleted, **ALL** of the data for that student is **IRRECOVERABLE**.
You are responsible for ensuring the correct students are deleted.

<< Back Next >>

Reference No.	Surname	Known Name	Leave Date	Year	Class	Date of Birth	Age	Gender
84	Adams	Andrew	20 Jul 2016	6	6A	11 Apr 2005	13	Male

<< Back Confirm

RM Integris

Administration > Utilities

Confirm Deletion

You have selected 1 students to be permanently deleted.

This action cannot be undone and the data cannot be restored by RM at a later date.

By selecting 'Next' you are confirming that you are authorized to delete the students' data from this establishment and that you have selected the correct students to be deleted.

The following items **will not be updated or deleted**:

- Census files
- Any files downloaded to a computer
- Notes fields that mention the individuals being deleted, but which are for an individual not being deleted
- Data previously sent to 3rd parties (e.g. Local Authorities, Service Providers, etc.)

4

Confirm Deletion

You have selected 1 students to be permanently deleted.

This action cannot be undone and the data cannot be restored by RM at a later date.

By selecting 'Next' you are confirming that you are authorized to delete the students' data from this establishment and that you have selected the correct students to be deleted.

5

A confirmation email will be sent to the following email address on completion; please ensure it is correct as it cannot be resent:
anita.pirie@redbridge.gov.uk

Confirm Deletion

You have selected 1 students to be permanently deleted.

This action cannot be undone and the data cannot be restored by RM at a later date.

By selecting 'Delete Students' you are confirming that you are authorized to delete the students' data from this establishment and that you have selected the correct students to be deleted.

6

To proceed, enter the word **DELETE** into the box below:

7

Thank you

Your request has been submitted and will be processed overnight. If you have selected a large number of students to be deleted, this may run over several consecutive nights.

A confirmation email will be sent once this is complete.

8

Attendance Data

You will need to ensure that the attendance for the previous term is complete and up-to-date. Any unresolved absences (i.e the N – ‘No reason provided’ or * - ‘not yet marked’ codes) should be edited to provide the reason for absence or concluded as an O – ‘Unauthorised absence’ as per the [School attendance: Guidance for maintained schools, academies, independent schools and local authorities](#), “Code N: Reason for absence not yet provided”, page 14.

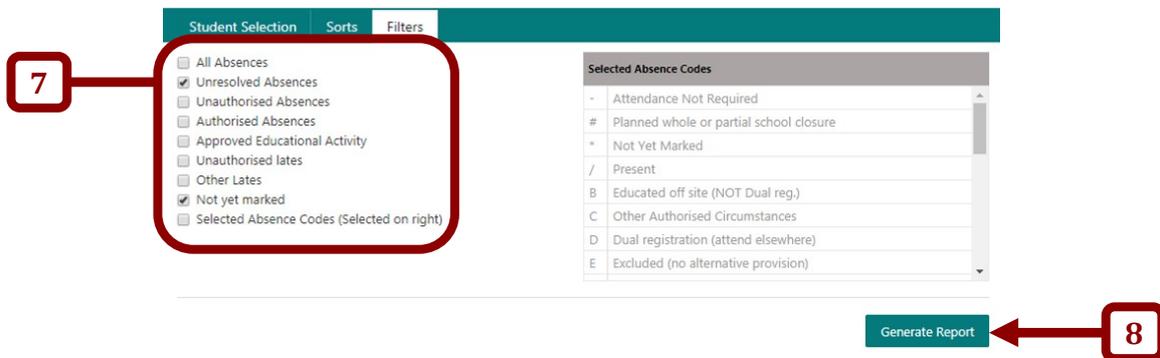
There are a number of reports you can run to check the quality of your attendance data, for the purposes of the census I recommend the **Individual Absentee** report.

Go to **Reports** → **Attendance** → **Attendance Forms** → **Individual Absentee Report** → enter “01/01/2023” into the **From:** (1) field → enter “09/04/2023” into the **To:** (2) field → tick **Include students who left after the From date** (3) → untick **Include Code Key**, **Include Contact Details** and **New page for each student** boxes (4) → make sure **Reports based on student’s current year** is unticked (6) → click **Filters** (6).

The screenshot shows the 'Individual Absentee Report' configuration page. The breadcrumb trail is 'Reports > Attendance > Attendance Forms'. The page title is 'Individual Absentee Report'. The 'Main Title' field contains 'Individual Absentee Report'. The 'Page Footer' field is empty. The 'Report Format' is set to 'Quick Print'. The 'Students Names on Report' dropdown is set to 'Surname and First Name'. The 'Options' section includes 'From:' (02 Apr 2018), 'To:' (20 Jul 2018), and a checked box for 'Include students who left after the From date'. The 'Absence/Attendance Levels' section shows 'Absence' selected, with a dropdown set to 'greater than or equal to', a value of '0.00', and a unit of 'Percent'. There are three unchecked checkboxes: 'Include Code Key', 'Include Contact Details', and 'New page for each student'. The 'Student Selection' section has 'Sorts' and 'Filters' tabs. 'Select Students by:' is set to 'Year Group'. A list of 'Year Group' options is shown: 'Not Specified', 'X', 'N1', 'N2', 'Reception', '1', and '2'. Red callout boxes with numbers 1 through 6 point to the following elements: 1. 'From:' date field; 2. 'To:' date field; 3. 'Include students who left after the From date' checkbox; 4. 'Include Code Key', 'Include Contact Details', and 'New page for each student' checkboxes; 5. 'Filters' tab; 6. 'Year Group' dropdown menu.

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Tick the **Unresolved Absences** and **Not yet marked** boxes⁽⁷⁾ (if you wish to include **Unauthorised Absences** in order to attempt obtaining a reason for them you may do so) → click **Generate Report**⁽⁸⁾.



The report displayed will list the unresolved absences like so:

The Primary School
Individual Absentee Report
 Date Range : 01 JAN 2018 to 30 MAR 2018 Codes : All Unresolved Abs

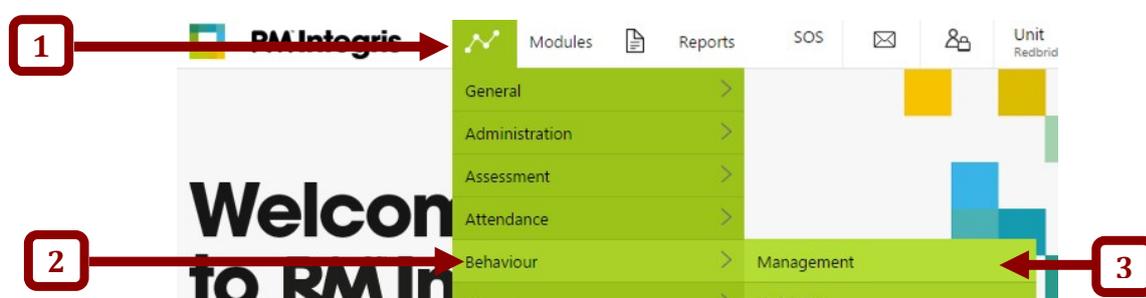
Day/Date	am	pm	Letter	Notes
Allen, Charlotte Class: 3A Year : 3				
Thu, 15th Feb	N	N	N	
Total number of session absences: 2 (Excluding Approved Absences)				
Begum, Mohima Class: 2B Year : 2				
Fri, 12th Jan	N	N	N	
Total number of session absences: 2 (Excluding Approved Absences)				
Curtis, Billy Class: 3B Year : 3				
Mon, 29th Jan	*	*	N	
Total number of session absences: 0 (Excluding Approved Absences)				
King, Harry Class: 5B Year : 5				
Thu, 8th Feb	*	\	N	
Total number of session absences: 0 (Excluding Approved Absences)				
QUIRK, SAMUEL Class: 3A Year : 3				
Fri, 16th Feb	*	*	N	
Total number of session absences: 0 (Excluding Approved Absences)				

You will now need to resolve any of the N and * codes listed on this report via the Attendance module.

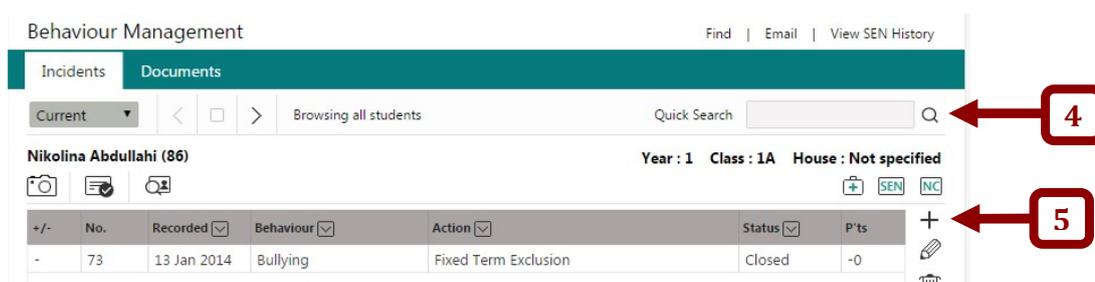
Recording Suspensions and Exclusions

For the purposes of the census, Fixed Term Exclusions occurring between 01/01/2023 to 09/04/2023 **MUST** be recorded for every school regardless of whether you use the behaviour module to record other incidents or not.

To record Behaviour or Exclusion data go to **Modules**(1) → **Behaviour**(2) → **Management**(3)



Using the quick search function(4) search for the student you wish to record the Exclusion for and then click **Add Behavior Incident**(5).



The following box will appear, select **Negative** and click **OK**

A screenshot of a dialog box titled 'Add Behaviour Record'. It contains an information icon and the text 'Select whether to add a positive, negative or neutral behaviour'. Below this are three radio button options: 'Positive', 'Negative', and 'Neutral'. The 'Negative' option is selected. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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The fields 'Behaviour:', 'Sub Type:', 'Date:', 'Reported By:', 'Action:', 'From:', and 'Until:' must be supplied. Fill in any other data you wish to record and click Save.

Modules > Behaviour > Management

Add Behaviour Incident - Nikolina Abdullahi

Main Details | Notification | Additional Details

Behaviour*: Not Specified
Sub Type*: Not Specified
Incident No.*: 77
Date*: 13 Jan 2015
Time: 09:38
Details:

Cared for Child
 Retain on transfer

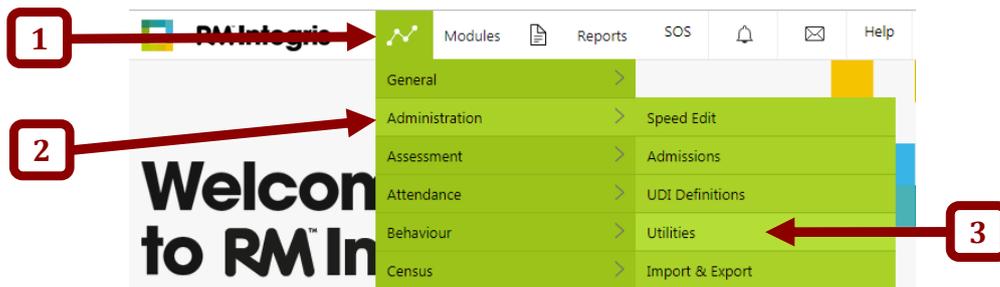
Time of Day: Not Specified
Reported By*: Registered
Location: Not Specified
Status*: Open

Action Details

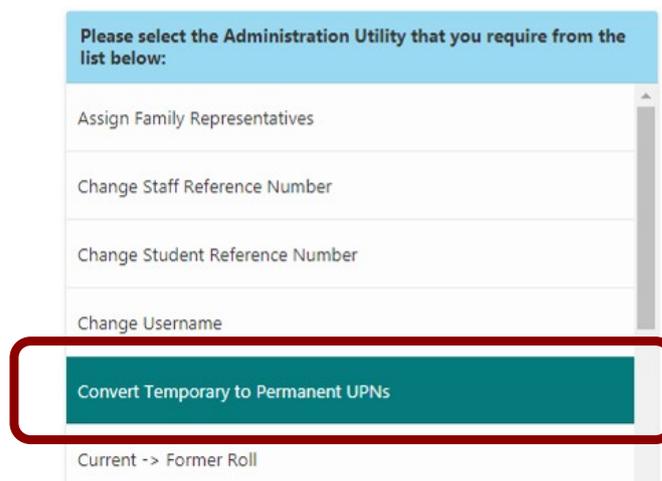
Action: Not Specified
Points: - 0
From:
Until:
Details:
Date of App:

Checking for Temporary UPNs

Go to **Modules**⁽¹⁾ → **Administration**⁽²⁾ → **Utilities**⁽³⁾.



Click 'Convert Temporary to Permanent UPNs'.



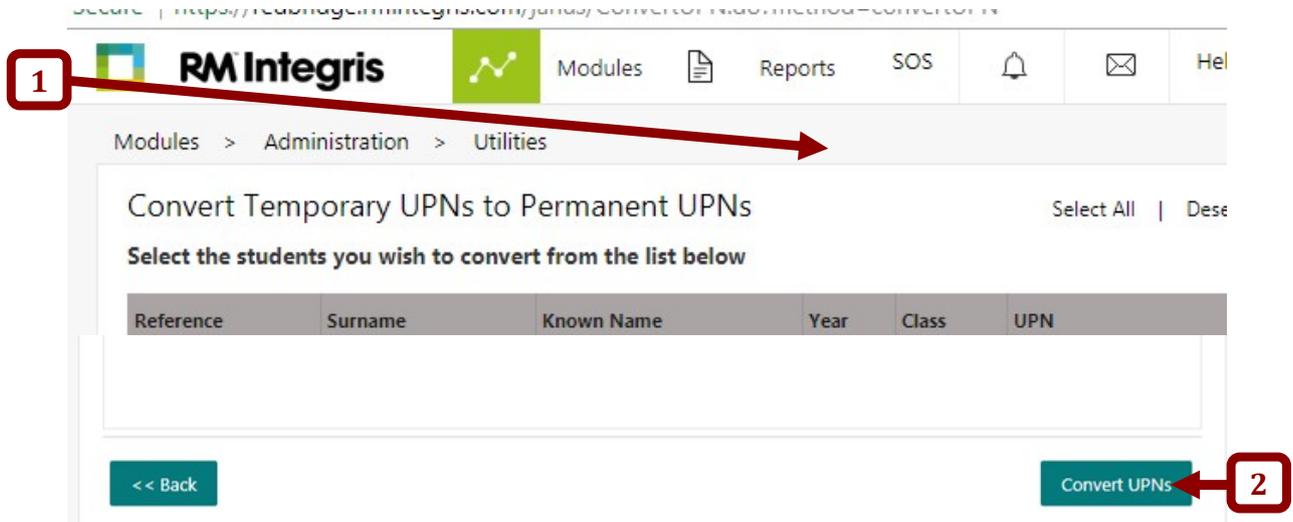
If you have any records with a temporary UPN a list of names will appear.

For those pupils which you know have previously attended a state funded school in England or Wales, you will need to retrieve the UPN(s) from the pupils previous school and update their records accordingly, then return to this utility.

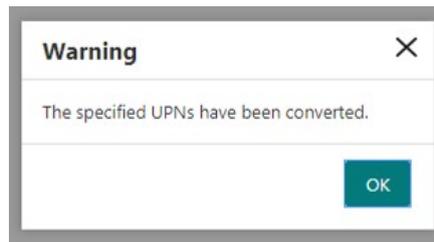
The second time round list should either be blank or contain names of pupils who have never attended a state funded school in England/Wales before. These pupils will need to be allocated a UPN by your school.

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Click **Select All** (1) → **Convert UPNs**(2).



The following confirmation should then appear.

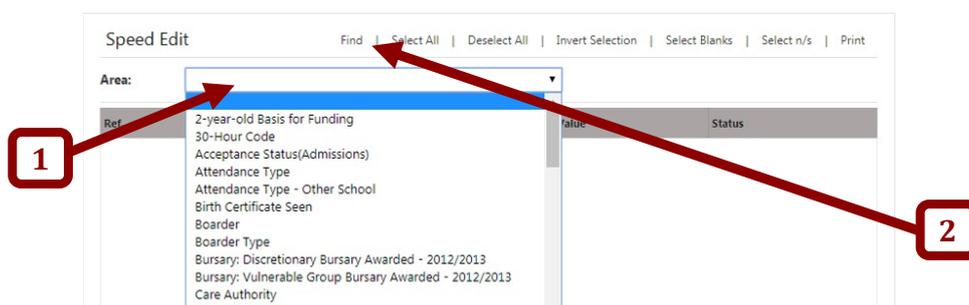


Checking other Pupil Data

Using Speed Edit to check and Edit Pupil Data

Speed Edit can be used to check (and edit where necessary) almost all pupil data items.

Go to **Modules** → **Administration** → **Speed Edit** → select the data item you wish to check from the **Area:** (1) list → and click **Find** (2) to select the students you wish to check data for.



In Student Find you can search for any selection of pupils (eg Year Group, Class etc) by entering values into the available fields, or you can search for ALL pupils on the current roll by simply clicking **Find** → **Select** → **Yes** without entering any criteria at all.

The screenshot shows the 'Student Find - General Search' interface. At the top, there are navigation links: 'Modules > Administration > Speed Edit'. Below this are tabs for 'General Searches', 'Address', 'School Enrolment', 'Additional Info', 'UDI', and 'Teaching Sets'. The 'General Searches' tab is active. The interface contains several search fields and dropdown menus:

- Surname/Ref No: [text input] +
- Known Name: [text input]
- First Name: [text input]
- Legal Surname: [text input]
- Contact Surname: [text input]
- Roll Status: [dropdown menu] (Current)
- Year Group: [dropdown menu] (--n/s--)
- Class: [dropdown menu] (--n/s--)
- House: [dropdown menu] (--n/s--)
- Gender: [dropdown menu] (--n/s--)
- NC Year: [dropdown menu] (--n/s--)

Global Name Search:

- All Names (Excluding History) [dropdown menu]
- Date of Birth Between [text input] [calendar icon]
- Student Age [text input] = [dropdown menu] [text input] as

Other fields:

- UPN: [text input]
- Exam Number: [text input]
- ULN: [text input]
- Car Registration: [text input]
- Group Type: [dropdown menu] (--n/s--)
- Group: [text input]
- Family Rep: [dropdown menu] (--n/s--)

Key Stage: [text input]

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Whichever your selection, your students will now be displayed in speed edit, along with your chosen data item, where you can **'Select All'**(1), cherry pick a number of students (press Ctrl while clicking names), or highlight individuals to make changes to.

If changes are made to any students, remember to **Apply Changes**(2) and **Save**(3).

*Tip: If you click on the **Value**(4) header, the list will be sorted in alphabetical or numerical order of the data value. This will also bring any blanks to the top, bringing your attention to any missing data.*

Modules > Administration > Speed Edit

Speed Edit Find | Select All | Deselect All | Invert Selection | Select BI

Area: Language

Ref	Student Name	Value
280	Abbas, Bilaal	Urdu
286	Abbas, Mayussa	Urdu
86	Abdullahi, Nikolina	English
222	Ahmed, Sadika	Bengali
223	Akhtar, Akra	Urdu
249	Allen, Charlotte	English
250	ASIM, AMAARA	Urdu
88	Atherton, Stephen	English
307	Bailey, Desmond	English
295	Bailey, Desmond	English
311	Bandeer, Ali	Panjabi
251	Bassett, Ria	English
281	Begum, Mohima	Bengali
306	Bennison, Marcus	English
294	Bennison, Marcus	English
218	Boyzile, Jacob	Russian
282	Brooks, Mollie	English

The following sections discuss data items which I receive the most questions about during census time, or those which cause the most common Census Errors and Queries. However, almost ALL data items can be checked in a similar way should you wish to check any other data using Speed Edit.

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Funded Hours and Hours at Setting

Both 'Funded Hours' and 'Hours at Setting' apply to Nursery pupils only. The settings should be as per the following:

	Funded Hours	Hours at Setting	Extended Hours
Part-time Nursery Pupils	15.0	15.0	N/A
Full-time Nursery Pupils	15.0	Actual hours per week	= Hours At setting – Funded hours
Dually registered Pupils	Can be divided between the schools according to their agreement	Actual hours per week	= Hours At setting – Funded hours

Using 'Speed Edit', select the 'Funded Hours' **Area** from the drop down list and search for your nursery pupils - you can do this by selecting one year group at a time OR using a date of birth range to find all pupils within the N1 and N2 year groups – then check and amend where necessary, the 'Funded Hours' value for your selected children.

Once you have saved any changes to 'Funded Hours', you can simply select the 'Hours at Setting' **Area** from the drop down list (your students are already selected unless you have exited 'Speed Edit'), check and make any necessary changes, remembering to Apply Changes and Save.

Student in Designated Nursery Class

If you have just completed 'Funded Hours' and 'Hours at Setting', you will already have your Nursery pupils selected and can simply change the **Area** to 'Student in Designated Nursery Class'.

If you have come out of 'Speed Edit', you will need to go back in and change the **Area** to 'Student in Designated Nursery Class' and search for your nursery pupils - you can do this by selecting one year group at a time or using a date of birth range to find all pupils within the N1 and N2 year groups.

Check that all nursery pupils have 'Yes' in the Value column. If they do not, click 'Select All', tick the **New Value box** and Apply Changes and Save.

***Tip:** When using Speed Edit, where the 'New Value' input is a tick box – ticking the box and applying changes will change values to 'Yes' – applying changes with a blank tick box will change values to 'No'.*

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Pupil Language

Pupil Language is collected for ALL pupils.

The DFE School Census Guidance Documentation* lists all of the valid Language (*p136-139*) codes to be used.

Other than genuine language codes, note that the following codes may also be assigned to 'Language':

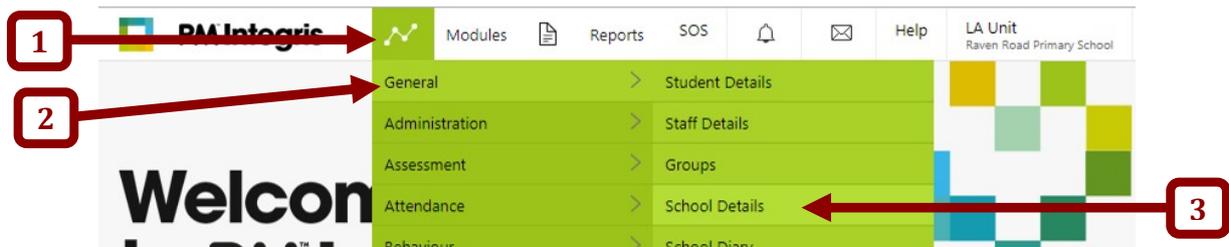
REF - Refused	Where the parent / guardian or pupil have declined to provide the information.
NOT - Information not obtained*	Where the data has not been obtained by census day.

**<https://www.gov.uk/guidance/complete-the-school-census/find-a-school-census-code#language>*

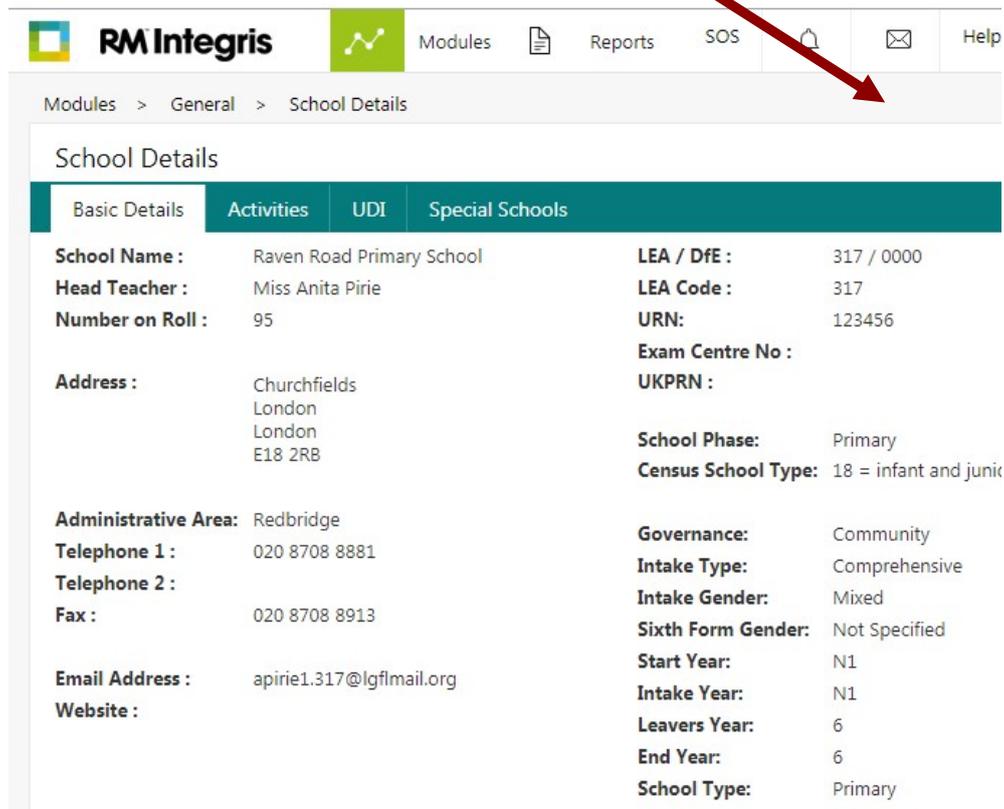
Using 'Speed Edit', select the 'Language' **Area** from the drop down list and search for your entire current roll. Click the Value header to bring any blank values to the top and amend where necessary, remembering to Apply Changes and Save.

Checking School Details

To check that your school details are correct go to **Modules**⁽¹⁾ → **General**⁽²⁾ → **School Details**⁽³⁾.



Should you need to make any changes, click 'Edit Details'...



Make your changes and click 'Save'.

School lunch taken on Census Day

This data item records whether an infant pupil (Reception to yr2) has taken a school lunch on census day. This data is used to inform the allocation of universal infant meal funding and is not related to the ordinary FSM.

Using 'Speed Edit', select the 'School Lunch Taken on Census Day (Universal Infant FSM)' **Area** from the drop down list and search for your Reception to Year 2 pupils – you can do this a year at a time OR using a date of birth range to find all pupils between Reception and Yr2.

For all pupils who consumed a school dinner, the value should be 'Yes' for those who had a packed lunch, home dinner or weren't in school that day, the value should be no

Amend values where necessary, Apply Changes and Save.

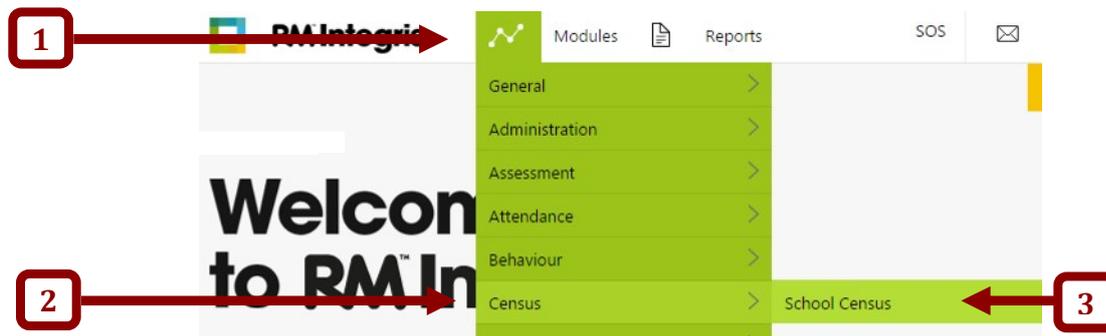
Tip: When using Speed Edit, where the 'New Value' input is a tick box – ticking the box and applying changes will change values to 'Yes' – applying changes with a blank tick box will change values to 'No'.

Note: Marking the dinner register in Integris does not change the 'School Meal Taken on Census Day' value. You will need to manually edit the value in Speed Edit.

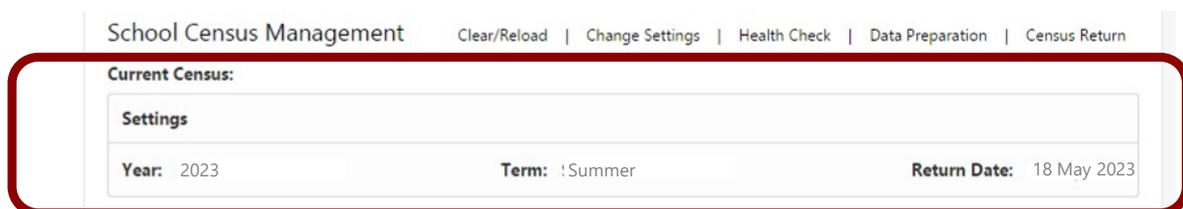
Census Settings

Before you begin the census you must first check that the census settings in RM Integris are correct.

Go to **Modules**⁽¹⁾ → **Census**⁽²⁾ → **School Census**⁽³⁾



The **Current Census** settings should match the following screen shot.

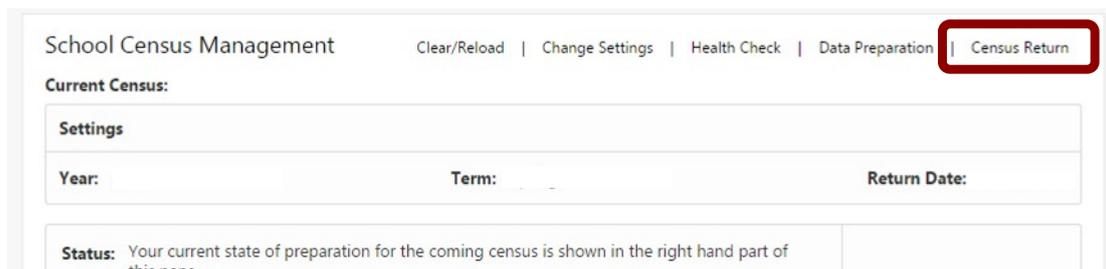


If your settings do not match the following please email anita.pirie@redbridge.gov.uk to get this amended.

Census Return

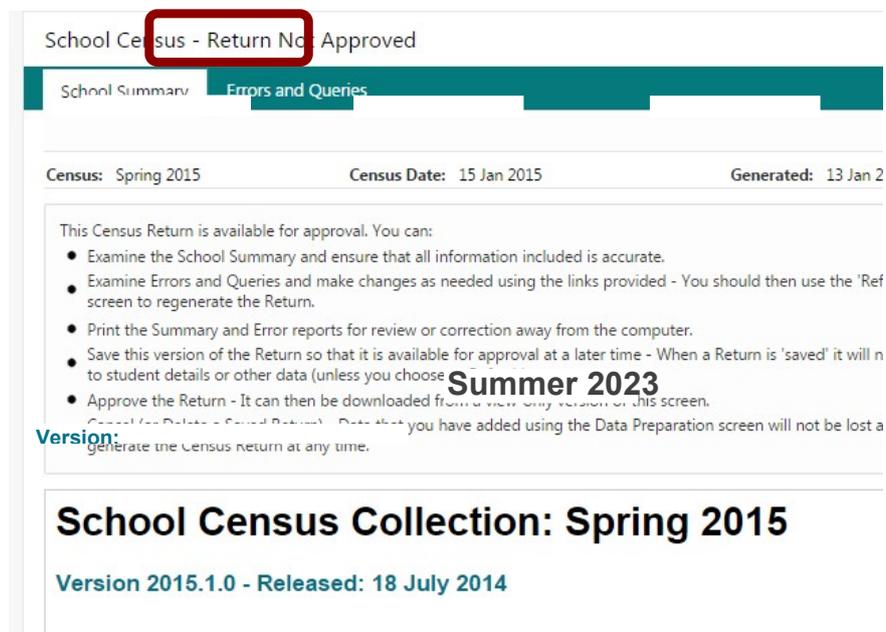
Running your Return

To run the census return, click **Census Return** on the School Census Management screen.



When the wizard has finished compiling and validating your data, the School Summary screen will be displayed. Here, you will be able to scroll through the summary and check that the data displayed is correct.

To view your Pupil Errors and Queries, click on the **Errors and Queries** tab at the top of the page.



RM Integris

Select **Pupil Errors by Pupil** from the drop down list and scroll through the Errors and Queries.

Modules > Census > School Census

School Census - Return Not Approved

School Summary Errors and Queries

Census: Spring 2015 Census Date: 15 Jan 2015 Generated: 13 Jan 2015

This Census Return is available for approval. You can:

- Examine the School Summary and ensure that all information included is accurate.
- Examine Errors and Queries and make changes as needed using the links provided - You should then use the 'Refresh' screen to regenerate the Return.
- Print the Summary and Error reports for review or correction away from the computer.
- Save this version of the Return so that it is available for approval at a later time - When a Return is 'saved' it will not be updated to student details or other data (unless you choose to Refresh).
- Approve the Return - It can then be downloaded from a view-only version of this screen.
- Cancel (or Delete a Saved Return) - Data that you have added using the Data Preparation screen will not be lost and you can generate the Census Return at any time.

Show: Pupil Errors by Pupil Errors: 128 (of 154)

Errors/Queries	Description	Location
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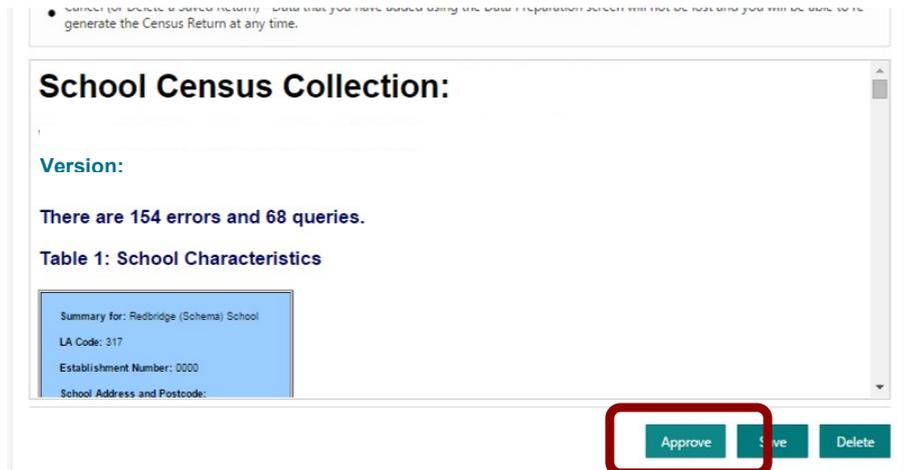
To the right of the error list you will find links which will take you straight to the area in which data needs to be corrected. You will be able to make your changes, save them and return to your list of errors without running the wizard again. You do however need to refresh your list of errors if you have made any changes.

If you have any errors which you have been unable to solve which are not listed on the Known issues page please feel free to contact me on 0208 708 8881

RM Integris

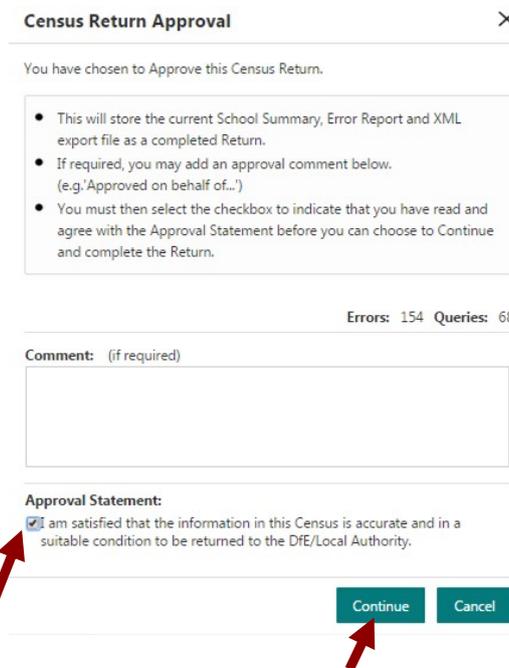
Approving your Return

Once you have resolved your errors and queries, you will need to Approve and Export your Census File. Click on **Approve** at the bottom of the Census Screen.



The following box will appear. Here you are able to make any comments if you wish.

NOTE: Any notes entered in this box are for use within school and are not included in the Census file that is sent to R&D.

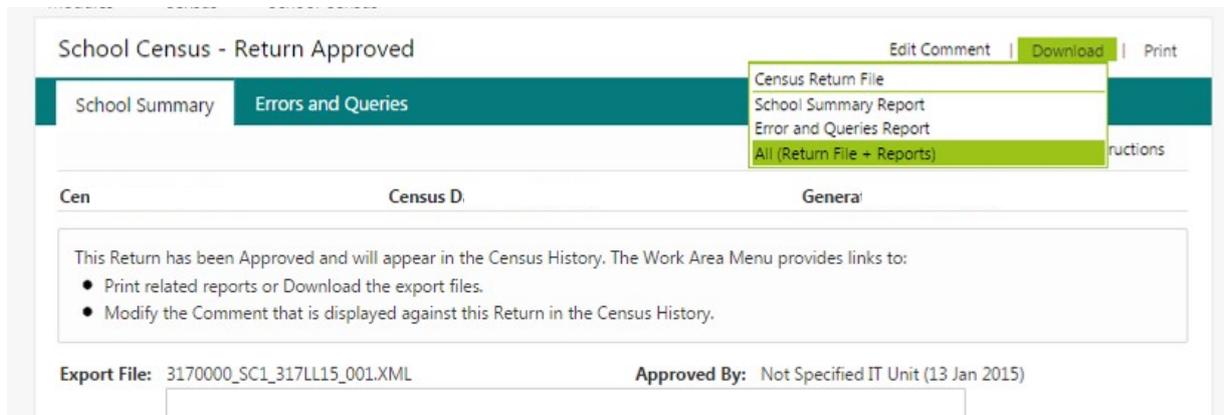


You *must* check the **Approval** box. And then click **Continue**.

Downloading and submitting a Census return

You will now need to download the census file in order to send it on to R&D.

Click on **Download** and **All (Return File + Reports)**



The file will now be downloaded to the Downloads folder.

You can now follow the process necessary to upload this file to COLLECT.

NOTE: *Neither myself or anybody else in the IT Unit have access to COLLECT. If you have any issues or queries relating to the COLLECT system or uploading the extracted file to COLLECT, you will need to contact a member of Research and Data.*

Once you have uploaded your file, please send an email to R&D to let them know the file is available.

Rerunning and resubmitting Census Return

If asked to resubmit your census, run, approve and submit your census in exactly the same way as you did the previous return (see page 25-28).

If you have any errors which you have been unable to solve which are not listed on the Known issues page, please feel free to contact me at Anita.Pirie@redbridge.gov.uk or on 0208 708 8881

Census Checklist

You should read through and follow all of the processes in this document. However, I have provided a checklist below of the main tasks which need to be completed,

Download DFE Census Guidance Notes for reference	
Add any new pupils and move leavers to former roll	
Delete any duplicate/nonstarter pupils	
Run Individual Absentee report and amend attendance if necessary	
Ensure that any applicable fixed term exclusions have been	
Check and resolve and Temporary UPNs	
Ensure all nursery pupils have the appropriate Funded Hours and Hours at Setting Value	
Ensure nursery pupils have the appropriate Student in Designated Nursery Class Value	
Check that ALL pupils have an appropriate Value for Language	
Tasks to complete on Census Day	
Check that School Details are correct	
Ensure that all pupils Reception to Year 2 have an appropriate Value for School Lunch taken on Census Day	
Check Census Settings	
Run Census Return	
Resolve any Errors and Queries	
Approve Return	
Download Census File	
Submit to COLLECT	