SIMS

Preparing for the Independent Schools Statutory Returns 2022

applicable to 7.202 onwards

Preparation Guide

Revision History

Version	Change Description	Date
7.202 - 1.0	Initial release.	02/11/2021
7.202 - 1.1	Contact information updated.	14/12/2021

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Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01| Independent Schools Statutory Returns 2022

Introduction

This document provides detailed information about how to complete each Independent return panel, guidance as to where in SIMS the data is retrieved from and what to do if data is missing in SIMS or SIMS does not offer the option to record the data. Please note that data calculations are based on SIMS data fields and <u>not</u> User Defined fields that your school has created.

If data is required to be entered manually, user defined reports (created via **Reports | Design Reports**) can be written in SIMS to source the required data. This data can then be manipulated to provide the required information.

There are several ISC pre-defined reports (available via **Reports | Run Report - Focus - Student**) that can be used to check your data prior to creating the returns (please see *Useful Reports* on page *49*).

To have the necessary permissions to run the returns, you need to be a member of the Returns Manager user group, which can be set up via **Focus | System Manager | Manage Users**.

To enable you to edit the data required for the returns, you might also need to be a member of the School Administrator and Personnel Officer user groups.

Before producing the return, defaults must be configured via **Tools | Statutory Return Tools | Independent Return Defaults**.

- For both Independent returns, the folders where the final return will be saved and the security message for reports must be defined.

- For the ISC Annual Census only, the SIMS SEN needs must be mapped to an ISC SEN category.

Once the folders have been set up, select **Routines | Statutory Returns** to begin the return process. Handbooks that provide full guidance on the completion and submission of each return using SIMS are available via the support portal.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category, then select the document you require.

Additional Information

The following documents may also prove useful:

- *SIMS Independent and International Customer Success: Independent Census* page – summarises the key information required to complete the Independent returns. The notification is available on the support portal (https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035850).

- *Producing the School Level Annual School Census 2022 Return* handbook - contains the information required to complete the School Level Annual School Census (SLASC) Return.

- *Producing the Independent Schools Council 2022* Return - contains the information required to complete the Independent Schools Council (ISC) Return.

- *Managing SIMS Users, Groups and Databases* handbook - described how System Manager is used to manage users of the SIMS SQL system together with their access rights. System Manager controls access to the whole of the SIMS SQL suite.

- *Managing Pupil/Students* handbook - provides information on the main processes that relate to the management of pupil data in SIMS, from admission through to leaving. It also covers some of the typical day-to-day processes that are carried out in SIMS.

- *Managing Staff* handbook - describes the main processes that can be undertaken in relation to the administration and maintenance of employee records.

- *Setting up and Administering SIMS* handbook - provides information on how to set up the various areas of SIMS in readiness for day-to-day use.

- *Managing Courses* handbook - details the best practises to adopt enabling you to record, analyse and report accurately for the returns at Post 16 level.

SLASC and ISC Essential Data Fields

To enable the SLASC and ISC returns to be generated accurately, the following fields must be populated before starting the return process.

Current Pupils

- **Basic Details** panel
  - **Date of birth**
  - **Gender**.
- **Registration** panel
  - **Admission Date**
  - **Year Group**
  - **Boarder Status** - blank data is assumed to be a day pupil
  - **Part Time Details**.
- **Family/Home** panel
  - **Parents** (via **Contacts** - **Addresses** panel) - any contact with **Parental Responsibility** selected within the **Relationship Details**
  - **Country** of the parent/contact's **Address** (via **Contacts** - **Addresses** panel) - home address only.
- **Ethnic/Cultural** panel
  - **Ethnicity**
  - **National Identity**
  - Nationality (**Nation**) (via **Nationality and Passport Details** - **Nation Details** panel).
- **Additional Information** panel
  - **Service Children in Education**.
- **School History** panel
  - **Previous Schools** - if the pupil has multiple previous schools, the **Date of Leaving** each school must be entered.
- **SEN** link (from the **Links** panel) **| Basic SEN Details** panel
  - SEN **Status** - blank data is assumed to be **N**
  - **SEN Needs**.

Tools | Academic Management | Course Manager | Maintain Course

- Courses - level of course.

Leavers (Pupils)

Focus | Pupil | Pupil Details

- **School History** panel
  - **Date of Leaving**
  - **Reason for Leaving**
  - **Category** assigned to the reason for leaving
  - **Country** where the destination institution is located.

Current Staff

Focus | Person | Staff

- **Personal Details** tab - **Basic Details** panel
  - **Gender**
  - **Legal Forename**
  - **Legal Surname**.
- **Personal Details** tab - **Contact Information** panel
  - **Main Work Telephone**
  - **Main Work Email Address**.
- **Employment Details** tab - **Employment Dates** panel
  - **Teaching Staff** check box
  - **Teacher Category**
  - **Employment Start Date**.
- **Employment Details** tab - **Contract** panel – **Contract Details** panel
  - **Post Reference**
  - **Hours/Week**.

Leavers (Staff)

Focus | Person | Staff

- **Employment Details** tab - **Employment Dates** panel
  - **Leaving Date**.

Schools

Focus | School | School Details

- **Establishment** panel
  - **Children's Home**, if applicable to your school
  - **Ofsted SC Reg No**, if applicable to your school.
- **Contact Detail** panel
  - **Contact Telephone**
  - **Contact Email**.

Other Schools

Tools | Other Schools

- **Establishment** panel
  - **School Phase**
  - **School Governance**
  - **Establishment Number** (applicable to UK Universities only).
- **Address** panel
  - **Country** where the destination institution is located (applicable to Universities only).

Lookups with Categories

- **Tools | Lookups | Maintain**
  - **Boarder Status** category
  - **Reason for Leaving (This school)** category
  - **SEN Status** category.

*02|*Preparing for the SLASC Return

Before Commencing the SLASC Return

It is important that the following steps are performed before starting the SLASC Return:

- Schools must upgrade to the SIMS 2021 Autumn Release (7.202) before the SLASC 2022 Return can be completed electronically.

- Ensure that the folders in which the Independent Return files (SLASC and ISC) will be stored are set up (via **Tools | Statutory Returns Tools | Independent Return Defaults**). For more information, please refer to the *Producing the Independent Schools Council 2022 Return* handbook.

- Ensure that the Update Course Memberships routine is run (via **Tools | Academic Management | Course Manager | Update Course Memberships**). This process ensures that all pupils, classes and courses are updated and pulled through correctly in the return. For more information, please refer to the *Managing Courses* handbook (applicable to Secondary schools only).

More Information:
Useful Reports on page *49*

Preparing Data for the SLASC Return Panels

The following sections provide information about each SLASC panel and how the panel can be populated with the required data.

If the panel (or part of the panel) is calculated/populated automatically, details about where in SIMS the data is drawn from are provided.

1. Authorise Return

This panel is populated automatically when the return is authorised.

2. Census Details

The **Age at Date** and **Census Date** are displayed by default. Both fields are read-only.

The **Census Description** is displayed by default but can be edited, if required.

3. School Information

The **School Information** panel is used to record details about the school, as well as the person who should be contacted regarding the return. Additional information is required if the school is a Children's Home.

All fields in this panel are populated automatically, provided the following information exists in SIMS:

- Contact Name

  When the return is run, this field is populated automatically with the name of the person who is currently logged into SIMS. The name can be edited when the return is run, if a different person should be contacted regarding the SLASC return.

- Contact **Telephone**
- School **Email**
- **Children's Home**, if applicable to your school
- **Ofsted SC Reg No**, if applicable to your school
- Contact Email.

1. Select **Focus | School | School Details** - **Contact Details** panel.

2. Ensure that the school's **Email** address is entered correctly.

   The **Telephone** number entered in the **Contact Details** panel acts as the **Contact Tel No** for the return, but can be edited in the **School Information** panel when completing the return.

3. If your school is a children's home:

   a. Select **Focus | School | School Details** - **Establishment** panel.

   b. Select the **Children's Home** check box, then enter the associated **Ofsted SC Reg No**. These are both located at the bottom of the panel.

4. Select **Focus | Person | Staff**, then select the person currently logged in.

5. On the **Personal Details** tab, navigate to the **Contact Information** panel.

To ensure that the **Contact Email** (in the return) is populated automatically with the information for the person who is currently logged into SIMS, the email address record <u>must</u> indicate that it is the main email for work (i.e. **Location**=**Work** and **Main**=**Yes**).

6. Double-click the applicable **Email Addresses** record (or highlight it and then click the **Open** button) to display the **Edit Email** dialog, then edit the details, if required.

The email address can be edited when the return is run, if a different person should be contacted regarding the SLASC return.

4. School Accommodation

The **School Accommodation** panel deals with changes to the school accommodation or additional school premises of which the DfE are not aware. The information in this panel must be entered manually.

In preparation for the return, ensure that the following information is obtained:

▪ Details of any change in school accommodation of which the DfE has not been notified.

▪ Details of additional school premises of which the DfE has not been notified.

5. Annual Fees

This panel deals with fees charged per annum for day and boarding pupils. The data in this panel must be entered manually.

In preparation for the return, ensure that the following information is obtained:

- **Lowest annual fee charged per pupil** for **Day pupils (Annual Rate)** and, if applicable, for **Boarders (Annual Rate)**
- **Highest annual fee charged per pupil** for **Day pupils (Annual Rate)** and, if applicable, for **Boarders (Annual Rate)**.

> ***IMPORTANT NOTE:*** *Where only a single flat fee is charged, this should be entered in both the* ***Lowest annual fee charged per pupil*** *and* ***Highest annual fee charged per pupil*** *fields when completing the return.*

6. Approved Places and Accommodation

This panel is used to record the details of pupils who have been provided with accommodation by the school in the current year, and in the previous two years. The information in this panel must be entered manually.

In preparation for the return, ensure that the following information is obtained:

- The number of beds (including those unoccupied on census date) available in the boarding accommodation
- The number of pupils who were provided with accommodation in the specified period
- The number of pupils who were provided with accommodation in the specified period
- The number of pupils who will be provided with accommodation in the specified period.

7. Teaching Staff

The **Teaching Staff** panel deals with the number of full-time and part time teaching staff (including the head teacher) employed in census week.

The panel is populated automatically, provided the <u>full</u> SIMS Personnel functionality is in use (enabling contract details to be recorded) and that the following teaching staff details exist in SIMS:

- **Gender**
- **Teaching Staff**
- **Teacher Category**
- **Employment Start Date**
- **Date of Leaving** (if applicable)
- **Hours/Week** (contract hours worked per week).

1. Select **Focus | Person | Staff - Personal Details** tab.

2. In the **Basic Details** panel, check that the applicable **Gender** has been selected from the drop-down list.

3. Select the **Employment Details** tab - **Employment Details** panel.

4. Ensure that the **Teaching Staff** check box has been selected for all teachers.

5. Check that the applicable **Teacher Category** has been selected from the drop-down list.

   The **Teacher Category** must be **Qualified Teacher**, **Teachers of English as an Additional Language** or **Teachers of Ethnic Minorities**.

6. Check that the correct **Employment Start** date (and **Leaving Date**, if applicable) are entered correctly in the **Employment Dates** section. Double-click the applicable **Employment Dates** record to display the **Edit Employment History** dialog, then edit the details, if required.

7. To check the contract hours worked per week, double-click the required **Contract** to display the **Edit Contract** dialog.

8. Ensure that **Hours/Week** is entered correctly.

If SIMS Personnel is <u>not</u> in use, this information must be entered manually.

Additional Resources:
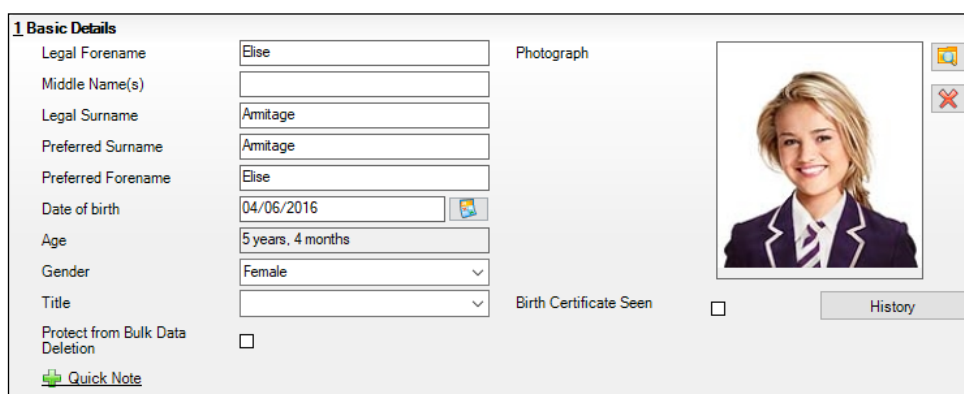
Managing Staff handbook

8. Pupils on Register

The **Pupils on Register** panel displays the number of pupils who are on-roll on the census date based on their age on 31/08/2021. The panel is populated automatically, provided the following information is recorded in SIMS for each pupil:

- **Date of birth**
- **Gender**
- **Admission Date**
- **Boarder Status**
- **Part Time Details**
- **Date of Leaving**.

1. Select **Focus | Pupil | Pupil Details** - **Basic Details** panel.

2. Ensure that the correct **Date of birth** is displayed.

> *TIP: As a guide when running the return, the totals in each age range should correspond to the number of pupils in their corresponding National Curriculum Year. However, any pupils taught out of their National Curriculum Year will affect the accuracy of this check. A useful table (*Checking National Curriculum Year Groups*), which displays the correct National Curriculum Year for pupils based on their date of birth, is available in the* Introduction to the SLASC Return *chapter of the* Producing the School Level Annual School Census 2022 Return *handbook.*

3. Check that the applicable **Gender** has been selected from the drop-down list.

4. In the **Registration** panel, ensure that the **Admission Date** is correct.

5. Check that the applicable **Boarder Status** has been selected from the drop-down list. If the field is left blank, the pupil is counted as a Day Pupil.

   This information can be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).

6. Ensure that **Part Time Details** are entered for any part-time pupils who are on-roll on the census date and who are under five years of age on the 31/08/2021.

7. In the **School History** panel, ensure that the **Date of Leaving** is entered for all leavers.

8. When completing the return, the number of pupils who, as at census day, are looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989, must be entered manually.

Additional Resources:

Managing Pupil/Students handbook

9. Pupils with Special Educational Needs

The **Pupils with Special Educational Needs** panel is populated automatically, provided the following information is recorded in SIMS:

- **Admission Date**
- **Date of Leaving**
- **Category** assigned to the **SEN Status** lookups
- SEN **Status**.

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.
2. Ensure that the correct **Admission Date** is displayed.
3. In the **School History** panel, ensure that the **Date of Leaving** is entered for all leavers.
4. Select **Focus | Pupil | Special Educational Needs** - **Basic SEN Details** panel.

5. Ensure that the applicable SEN **Status** is displayed and that all **Current Needs** are recorded. Click the **Edit** button, then select a status from the drop-down list, if required.

   All pupils who have been allocated a SEN **Status** are included in the census data.

   > NOTE: The **Student SEN details** page can also be accessed via the **SEN** link on the **Pupil Details** page.

   If the required information is not recorded in SIMS, it must be entered in the return manually. In preparation for the return, ensure that the following information is obtained:

   - The number of pupils (full-time and part-time) for whom an EHC Plan is maintained by a Local Authority
   - The number of pupils (full-time and part-time) with SEN support but no EHC Plan.

   Additional Resources:

   Special Educational Needs handbook

10. Courses of Study

This panel deals with the courses of study for pupils aged 15 and over (ages on 31/08/2021).

If SIMS Course Manager and Nova T6 are in use, the **Courses of Study** panel is populated automatically, provided the required information has been recorded.

Ensure that the following steps have been performed:

1. In Nova T6, assign the applicable levels to courses.

2. Assign all pupils taught in National Curriculum Year 11 to classes (via **Focus | School | Academic Structure | Curriculum Assignment by Scheme** or **Curriculum Assignment by Student**).

3. Run the Update Course Memberships routine to pull through up-to-date pupil, class and course information (via **Tools | Academic Management | Course Manager | Update Course Memberships**).

4. Ensure that the **Date of birth**, **Gender**, **Admission Date** and **Date of Leaving** for all pupil are entered correctly (via **Focus | Pupil | Pupil Details**) (please see *8. Pupils on Register* on page *12*).

If SIMS Course Manager and Nova T6 are <u>not</u> in use, all information must be entered in the return manually.

Additional Resources:

Managing Courses handbook

11. Annex A Teachers - New appointments and leavers

This panel displays details of teachers who have been appointed or have left the school after the previous census. The panel is divided into two sections (appointments and leavers). The **Head Teacher** and **Full-time** status must be identified by selecting the applicable check box in this panel at the time of completing the return.

The panel is populated automatically, provided the following information is recorded in SIMS:

- **Legal Forename**
- **Legal Surname**
- **Teaching Staff**
- **Teacher Category**
- **Employment Start Date**
- **Leaving Date**
- **Hours/Week**
- **Post Reference**.

1. Select **Focus | Person | Staff** - **Personal Details** tab.

2. In the **Basic Details** panel, ensure that the **Legal Forename** and **Legal Surname** are entered correctly.

3. Select the **Employment Details** tab.

4. Ensure that the **Teaching Staff** check box has been selected for all teachers.

5. Check that the applicable **Teacher Category** has been selected from the drop-down list.

6. Check that the **Employment Dates** are entered correctly.

   To ensure that teachers who have left are displayed in the census panel, they must have a **Leaving Date** after the previous census. When a leaving date is recorded for a teacher, it is essential that the **Teaching Staff** check box has been selected. Deselecting the **Teaching Staff** check box indicates that the leaver is not a teacher.

7. Double-click the required **Contract** (or highlight it and then click the adjacent **Open** button) to display the **Edit Contract** dialog.

8. Ensure that the **Hours/Week** are entered correctly.

   If the full version of SIMS Personnel is used to record contracts, the **Post Title** (in the return) is populated with the **Post Reference** assigned to their contract (via the **Add New/Edit Contract** dialog).

   If SIMS Personnel is <u>not</u> in use, this information must be entered in the return manually.

 Additional Resources:

Managing Staff handbook

12. Annex B Education Non-Teaching Staff - New appointments and leavers

This panel deals with non-teaching staff who have been appointed or left the school after the previous census. The panel is divided into two sections (appointments and leavers). Each person who is/was **Full-time** must be identified by selecting the check box in this panel at the time of completing the return.

Data is retrieved from the **Personal Details** and **Employment Details** tabs (via **Focus | Person | Staff**) (please see *11. Annex A Teachers - New appointments and leavers* on page *15*).

> *NOTES: Non-teaching staff are included in the return only if their* ***Employment Start*** *date is after the previous census.*
>
> *Non-teaching staff who have left the school are included in the return, provided their* ***Leaving Date*** *is after the previous census.*

If the full version of SIMS Personnel is not in use, the required information must be entered in the return manually, i.e. full-time status, surname, previous surname, first name and post title.

Additional Resources:

Managing Staff handbook

13. Annex C - Proprietors

All information in this panel must be entered manually.

In preparation for the return, ensure that the following information is obtained:

- details regarding **Individual Proprietors** (including National Insurance number)
- details regarding **Proprietors which are a Corporate or Unincorporated Body**
- details regarding **Chair of proprietorial body** (including National Insurance number)
- details regarding **Newly appointed members of the proprietor body after previous census** (including National Insurance number, email address and telephone number).

03| Preparing for the ISC Annual Census

Before Commencing the ISC Return

It is important that the following steps are performed before starting the ISC Return:

- Schools must upgrade to the SIMS 2021 Autumn Release (7.202) before the ISC 2022 Return can be completed electronically.

- Ensure that the folders in which the Independent Return files (ISC and SLASC) will be stored are set up (via **Tools | Statutory Returns Tools | Independent Return Defaults**). For more information, please refer to the *Producing the Independent Schools Council 2022 Return* handbook.

- SIMS SEN needs are mapped to an ISC SEN category, which is provided by the Independent Schools Council (via **Tools | Statutory Returns Tools | Independent Return Defaults**). For more information, please refer to the *Producing the Independent Schools Council 2022 Return* handbook.

- Ensure that the Update Course Memberships routine is run (via **Tools | Academic Management | Course Manager | Update Course Memberships**). This process ensures that all pupils, classes and courses are updated and pulled through correctly in the return. For more information, please refer to the *Managing Courses* handbook (applicable to Senior phase only).

More Information:
Useful Reports on page *49*

Preparing Data for the ISC Return Panels

The following sections provide information about each ISC panel and how the panel can be populated with the required data.

If the panel (or part of the panel) is calculated/populated automatically, details about where in SIMS the data is taken from are provided.

1. Authorise Return

This panel is populated automatically when the return is authorised.

> ***IMPORTANT NOTE regarding acceptance of your return by the ISC:***
>
> *The return is subject to ISC validation. If errors are identified by the ISC, the return can be copied, enabling corrections to be made before re-submission. For more information, please refer to the Producing the Independent Schools Council 2022 Return handbook.*

Schools with Two Association Memberships with the ISC

If your school has one database and two association memberships with the ISC, e.g. an All-Through school where there are separate memberships for the Senior and Preparatory phases, two returns need to be submitted to the ISC.

The following example is based on a Senior school and a Preparatory school:

1. Generate the Senior school return.
2. Remove the numbers of the Preparatory school from the Senior schools return.
3. Make any other changes as required.
4. Once complete, authorise the Senior schools return.
5. Generate the Preparatory schools return.
6. Remove the numbers of the Senior school from the Preparatory schools return.
7. Make any other changes as required.
8. Once complete, authorise the Preparatory schools return.
9. The XML files to be submitted to the ISC can be found in the location specified via **Tools | Statutory Return Tools | Independent Return Defaults**. This location will also include the Summary and Detail reports that have been generated.

2. Census Details

By default, the **Census Details** panel displays the **Age at Date**, **Census Date** and **Census Description**.

3. Fees

The **Fees** panel deals with the minimum and maximum termly fees, and the number of day and boarder pupils attending the school.

The minimum and maximum **Termly fees** for boarding and day must be entered manually.

The number of **Boarding Pupils** and **Day Pupils** are calculated automatically, provided the required information is recorded in SIMS:

- **Category** assigned to each **Boarder Status** lookup
- **Year Group**
- **Boarder Status**.

Checking the Boarder Status Category

The **Category** assigned to each **Boarder Status** lookup is used when calculating the number of day and boarding pupils for the return.

1. Select **Tools | Lookups | Maintain** to display the **Find Lookup Type** browser.
2. Search for and then select the lookup type of **Boarder Status** to display the **Lookup Type Details** page.

3. In the **Values** panel, double-click the required record (or highlight it and then click the **Open** button) to display the **Add/Edit Lookup Value** dialog.
4. Check that the correct **Category** has been selected from the drop-down list.

Additional Resources:

Setting Up and Administering SIMS handbook

Checking Registration Details

Once the boarder status categories have been checked, ensure that the applicable **Year Group** and **Boarder Status** are selected for each pupil.

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.

2. Check that the applicable **Year Group** has been selected from the drop-down list.

3. Check that the required **Boarder Status** has been selected from the drop-down list, if applicable. If this field is left blank, the pupil is counted as a **Day Pupil**.

> NOTE: Boarder status can also be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).

Additional Resources:

Managing Pupil/Students handbook

4. Boarding Types

This panel calculates the number of pupils in each boarding type who are on-roll on census day, based on their age as at 31/08/2021. The data is calculated automatically, provided the required information is recorded in SIMS:

- **Category** assigned to each **Boarder Status** lookup (please see *Checking the Boarder Status Category* on page *21*)
- **Year Group** (please see *Checking Registration Details* on page *21*)
- **Boarder Status** (please see *Checking Registration Details* on page *21*).

The calculation of boarder type includes pupils who are registered to board at any time from the start of the academic year to the census date, i.e.:

- pupils who are continuing as borders from any previous year
- pupils who were boarders but are now day pupils.

More Information:
Checking the Boarder Status Category on page *21*
Checking Registration Details on page *21*

5. Number of Pupils by Age

This panel calculates the number of pupils who are on-roll on census day, based on their age as at 31/08/2021. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Category** assigned to each **Boarder Status** lookup
- **Date of birth**
- **Gender**
- **Year Group**
- **Boarder Status**.

1. Select **Tools | Lookups | Maintain**, then check that the applicable **Category** is assigned to each **Boarder Status** (please see *Checking the Boarder Status Category* on page *21*).

2. Select **Focus | Pupil | Pupil Details** - **Basic Details** panel.

3. Ensure that the correct **Date of birth** is displayed.

4. Check that the applicable **Gender** has been selected from the drop-down list.

5. In the **Registration** panel, check that the applicable **Boarder Status** has been selected from the drop-down list. If the field is left blank, the pupil is counted as a day pupil.

NOTE: Boarder status can also be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).

Additional Resources:

Managing Pupil/Students handbook

6. Number of Pupils by Year Group

This panel calculates the number of pupils who are on-roll on the census date, based on their National Curriculum year on the census date. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Category** assigned to each **Boarder Status** lookup
- **Gender**
- **Year Group**
- **Boarder Status**.

1. Select **Tools | Lookups | Maintain**, then check that the applicable **Category** is assigned to each **Boarder Status** (please see *Checking the Boarder Status Category* on page *21*).

2. Select **Focus | Pupil | Pupil Details** - **Basic Details** panel.

3. For each pupil, check that the applicable **Gender** has been selected from the drop-down list.

4. In the **Registration** panel, check that the applicable **Year Group** has been selected from the drop-down list.

> *NOTE: It is **Year Group** (<u>not</u> **Year Taught In**) that is used when calculating the data for the **Number of New Pupils by Year Group** panel.*

5. Check that the applicable **Boarder Status** has been selected from the drop-down list. If the field is left blank, the pupil is counted as a day pupil.

> *NOTES: If a pupil has any boarding status with a category other than day, they are counted as a boarder; otherwise they are counted as a day pupil. A blank boarder status counts as a day pupil.*
>
> *Boarder status can also be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).*

Additional Resources:

Managing Pupil/Students handbook

7. Number of New Pupils by Year Group

This panel calculates the number of pupils who have joined the school since the start of the current academic year (2021/2022) and those who are still at the school on the census date. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Category** assigned to each **Boarder Status** lookup
- **Date of birth**
- **Gender**
- **Year Group**
- **Boarder Status**
- **Admission Date**.

1. Select **Tools | Lookups | Maintain**, then check that the applicable **Category** is assigned to each **Boarder Status** (please see *Checking the Boarder Status Category* on page *21*).

2. Select **Focus | Pupil | Pupil Details** - **Basic Details** panel.

3. For each pupil, ensure that the correct **Date of Birth** is displayed.

4. Check that the applicable **Gender** has been selected from the drop-down list.

5. In the **Registration** panel, check that the applicable **Year Group** has been selected from the drop-down list.

> *NOTE: It is **Year Group** (<u>not</u> **Year Taught In**) that is used when calculating the data for the **Number of New Pupils by Year Group** panel.*

6. Ensure that the correct **Admission Date** has been entered.

7. Check that the applicable **Boarder Status** has been selected from the drop-down list. If the field is left blank, the pupil is counted as a day pupil.

> *NOTES: If a pupil has any boarding status with a category other than day, they are counted as a boarder; otherwise they are counted as a day pupil. A blank boarder status counts as a day pupil.*
>
> *Boarder status can also be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).*

Additional Resources:

Managing Pupil/Students handbook

8. New Pupil Breakdown

The **New Pupil Breakdown** panel deals with the number of newly admitted pupils within the current academic year (2021/2022) based on their previous school type as defined by the Independent Schools Council.

The number of new pupils to the school coming from the places listed in this panel are calculated automatically, provided the following information for the pupils is recorded in SIMS:

- **Admission Date**
- **Date of Leaving** the last attended school (applicable only if the pupil has more than one previous school)
- **School Phase** of the last school attended
- **School Governance** of the last school attended.

> *NOTE: Home-schooled children of mandatory education age are not included in the calculation of **Nursery or not previously in education pupils**. However, they are included in the category **Other** (any pupil who's origin is known but does not fit into any other category).*
>
> *The calculation of the **Other** category includes:*
>
> - *Pupils who have a **School History** with the latest **Reason of Leaving** of **Elected Home Education**.*
> - *Pupils who are starting school but have never attended a school before, i.e. there is no **School History** but they are entering the school at Year 1 or above.*

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.

2. Ensure that the correct **Admission Date** has been entered.

3. In the **School History** panel, navigate to the **Previous Schools** section and ensure that the **Date of Leaving** the last attended school is displayed (for more information, please refer to the *Managing Pupil/Students* handbook).

4. Select **Tools | Other Schools** - **Establishment** panel.

5. Check that the applicable **School Phase** and **School Governance** have been selected from the drop-down lists.

Type of School	School Phase	Governance
Independent Pre-Prep or Prep School	Nursery or Primary	Independent
Independent Senior or Sixth Form	Secondary or All-Through	Independent
State Primary	Primary	Maintained or Academy
State Senior or Sixth Form	Secondary, All-Through and College of Further Education	Maintained or Academy
Nursery or not previously in education (i.e. no school history)	Nursery	Maintained or Academy
Overseas	Any	Foreign or Expatriate
Other	Other	Any
Unknown	Null/blank or not the following: ▪ Primary ▪ Nursery ▪ Secondary ▪ All-Through ▪ College of Further Education ▪ Other/Unknown	Not Foreign or Expatriate

Additional Resources:

Setting up and Administering SIMS handbook

9. Teaching Staff

To populate the **Teaching Staff** panel automatically, the <u>full</u> SIMS Personnel functionality must be in use. This enables you to record the contract details required in this panel.

The **Teaching Staff** panel is populated automatically, provided the required teaching staff details are recorded in SIMS:

- **Gender**
- **Teaching Staff**
- **Teacher Category**
- **Employment Start Date**
- **Leaving Date** (if applicable)
- **Hours/Week** (contract hours worked per week).

If SIMS Personnel is <u>not</u> in use, this information must be entered manually.

1. Select **Focus | Person | Staff - Personal Details** tab.

2. In the **Basic Details** panel, check that the applicable **Gender** has been selected from the drop-down list.

3. Select the **Employment Details** tab - **Employment Details** panel.

4. Ensure that the **Teaching Staff** check box has been selected for all teachers.

5. Check that the applicable **Teacher Category** has been selected from the drop-down list.

   The **Teacher Category** must be **Teachers of English as an Additional Language**, **Qualified Teacher** or **Teachers of Ethnic Minorities**.

6. Check that the correct **Employment Start** date (and **Leaving Date**, if applicable) are entered correctly in the **Employment Dates** section.

7. To check the contract hours worked per week, double-click the required **Contract** (or highlight it and then click the adjacent **Open** button) to display the **Edit Contract** dialog.

8. Ensure that **Hours/Week** is entered correctly.

Additional Resources:

Managing Staff handbook

10. Ethnic Origin of Staff

In the **Ethnic Origin of Staff** panel, staff ethnicity is collected for classroom staff (e.g. Class Teachers, Teaching Assistant, Higher Level Teaching Assistant) and the Senior Leadership Team (e.g. Executive Headteachers, Headteachers, Assistant Headteachers and Deputy Headteachers). This information is returned to the Independent Schools Council and is reported on in the ISC Summary and Detail reports.

This information is retrieved from the staff area of SIMS (**Focus | Person | Staff** - **Personal Details** tab – **Personal Information** panel) but can be edited, if required.

Classroom staff are included when:

- The **HLTA Status** or **TA Status** check box is selected on the **Professional Details** tab.
- The **Teaching Staff** check box is selected on the **Employment Details** tab.

Senior Leadership staff are included when the **Teacher Category** is defined as **Senior Leadership** on the **Employment Details** tab.

> *NOTES: If the **Teacher Category** of **Senior Leadership** is not present, a new post must be added to the **LD - Leadership** service term via the **Posts** panel in **Tools | Staff | Pay Related**.*
>
> *You can revert to the original data stored in SIMS by clicking the **Recalculate** button (located in the **Ethnic Origin of Staff** panel). Any edits you have made in this panel will be overwritten.*

The **Total** number of staff is calculated from the information recorded in the table and cannot be edited.

11. Ethnic Origin of Pupils

This panel deals with the number of pupils of each ethnic origin as defined by the ISC. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Admission Date**
- **Ethnicity**.

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.

2. Ensure that the correct **Admission Date** is displayed.

3. In the **Ethnic/Cultural** panel, check that the applicable **Ethnicity** has been selected from the drop-down list.

*NOTE: It is possible to update all pupil ethnic data using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).*

4. In the **School History** panel, check that the **Date of Leaving** is entered for all leavers.

SIMS provides two ethnic lookup code sets; the main list and the extended list. Either list can be used for the purposes of recording the data required for the return. The ISC ethnic groups are different to those defined in SIMS and therefore a mapping process is used (please see *ISC Ethnic Mappings* on page *45*).

Additional Resources:

Managing Pupil/Students handbook

12. British Pupils

This panel deals with British pupils who are on-roll on census day and who have parents who live abroad or who are serving in H.M. forces.

> *NOTE: New pupils are defined as those who have joined the school since the last census.*

The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Admission Date**
- **Leaving Date**, if applicable
- **Country** where the parent/contact who have parental responsibility is living
- **National Identity** of the pupil
- **Service Children in Education** status.

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.

2. Ensure that the correct **Admission Date** has been entered.
3. In the **Family/Home** panel, double-click an existing **Contact** (or highlight one and then click the adjacent **Open** button) to display the **Edit Contact** dialog.
4. If the **Parental Responsibility** is indicated, navigate to the **Addresses** panel, then check that the applicable **Country** has been selected from the drop-down list.

> *IMPORTANT NOTES: The **Parental Responsibility** check box <u>must</u> be selected for at least one parent/contact.*
>
> *If one parent lives in the UK (the mother lives in the UK and the father lives overseas), the family is counted as living in the UK and is excluded from the count.*

5. Click the **OK** button to return to the **Pupil Details** page.

6. In the **Ethnic/Cultural** panel, check that the pupil's applicable **National Identity** has been selected from the drop-down list.

    Calculations are based on pupils who do <u>not</u> have a UK National Identity, i.e. not English, Welsh, Scottish, Irish or British. If **National Identity** field is blank, the national identity is presumed to be English, Welsh, Scottish or British.

    If **National Identity** is blank, it is treated as English, Welsh, Scottish or British.

7. In the **Additional Information** panel, check that the applicable **Service Children in Education** status has been selected from the drop-down list.

8. In the **School History** panel, check that the **Date of Leaving** has been entered for all leavers.

Additional Resources:

Managing Pupil/Students handbook

13. Country of Residence for New Overseas Pupils

This panel displays information relating to <u>new</u> overseas pupils.

Only countries applicable to the pupils at the school are displayed. When the return data is submitted to the ISC DataPortal, the countries displayed in this panel are aggregated into the applicable groups automatically, e.g. Switzerland is included in the Remainder of Europe EEA (exc UK) group.

The panel is populated automatically, provided the following details are recorded correctly in SIMS:

-   **Admission Date** (applicable to admission dates that fall after the previous census date)
-   **Date of Leaving**, if applicable
-   **Country** where the parent/contact who have parental responsibility is living
-   **Nationality** of the pupil
-   **National Identity** of the pupil.

1. Select **Focus | Pupil | Pupil Details** - **Registration** panel.

2. Ensure that the correct **Admission Date** has been entered.
3. Navigate to the **Family/Home** panel.

4. Double-click an existing **Contact** (or highlight it and then click the **Open** button) to display the **Add/Edit Contact** dialog.
5. In the **Relationship Details** panel, if the **Parental Responsibility** check box has been selected, navigate to the **Addresses** panel, then check that the required **Country** has been selected from the drop-down list.

IMPORTANT NOTES: *The **Parental Responsibility** check box must be selected for at least one parent/contact.*

If one parent lives in the UK (the mother lives in the UK and the father lives overseas), the family is counted as living in the UK and is excluded from the count.

6. Click the **OK** button to return to the **Pupil Details** page.

7. In the **Ethnic/Cultural** panel, navigate to the **Nationality and Passport Details** section.

8. Double-click an existing record (or highlight one and then click the **Open** button) to display the **Edit Student Nationality** dialog. Alternatively, click the **New** button to create a new record.

9. Select the pupil's nationality from the **Nation** browser, then click the **OK** button to return to the **Add** (or **Edit**) **Student Nationality** dialog.

10. Click the **OK** button to return to the **Pupil Details** page, where the select **Nationality** (nation) is displayed.

11. In the **Ethnic/Cultural** panel, select the pupil's **National Identity** from the drop-down list.

    Calculations are based on pupils who do <u>not</u> have a UK National Identity, i.e. not English, Welsh, Scottish, Irish or British. If the **National Identity** field is blank, the national identity is presumed to be English, Welsh, Scottish or British.

12. In the **School History** panel, check that the **Date of Leaving** is entered for all leavers.

Additional Resources:

Managing Pupil/Students handbook

14. Country of Residence for All Overseas Pupils

This panel displays <u>all</u> pupils at the school who have a non-UK national identity, a nationality which is <u>not</u> UK and a contact with parental responsibility who has an overseas or UK address.

Only countries applicable to the pupils at the school are displayed. When the return data is submitted to the ISC DataPortal, the countries displayed in panel are aggregated into the applicable groups automatically, e.g. Switzerland is included in the Remainder of Europe EEA (exc UK) group.

The panel is populated automatically, provided the following details are recorded in SIMS via **Focus | Pupil | Pupil Details**:

- **Admission Date** (via the **Registration** panel)
- **Date of Leaving**, if applicable (via the **School History** panel)
- **Country** where the parent/contact who has parental responsibility is living (via the **Family/Home** panel)
- **Nationality** of the pupil (via the **Ethnic/Cultural** panel - **Nationality and Passport Details**)

  Recording a pupil's nationality ensures that the applicable pupils are displayed in the correct country in both the country of residence panels.

- **National Identity** of the pupil (in the **Ethnic/Cultural** panel).

  Calculations are based on Pupils who do <u>not</u> have a UK National Identity, i.e. not English, Welsh, Scottish, Irish or British.

  If the **National Identity** field is blank, the national identity is presumed to be English, Welsh, Scottish or British.

Additional Resources:

Managing Pupil/Students handbook

More Information:

15. Overseas Day and Boarding Numbers

This panel deals with the number of overseas pupils who are on-roll on the census date, based on their age as at 31/08/2021. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Category** assigned to the **Boarder Status** lookups
- **Gender**
- **Year Group**
- **Admission Date**
- **Date of Leaving**
- **Boarder Status**.

> *NOTE: If one parent lives in the UK (the mother lives in the UK and the father lives overseas), the family is counted as living in the UK and is excluded from the count.*

1. Select **Tools | Lookups | Maintain**, then check that the applicable **Category** is assigned to each **Boarder Status** (please see *Checking the Boarder Status Category* on page *21*).

2. Select **Focus | Pupil | Pupil Details** - **Basic Details** panel.

3. Check that the applicable **Gender** has been selected from the drop-down list.

4. In the **Registration** panel, check that the applicable **Year Group** has been selected from the drop-down list.

5. Ensure that the correct **Admission Date** has been entered.

6. Check that the applicable **Boarder Status** has been selected from the drop-down list. If the field is left blank, the pupil is counted as a day pupil.

> NOTE: Boarder status can also be recorded for multiple pupils using the Bulk Update routine (via **Routines | Pupil | Bulk Update**).

7. In the **School History** panel, check that the **Date of Leaving** is entered for all leavers.

Additional Resources:

Managing Pupil/Students handbook

16. Post Year 13 Leavers

The **Post Year 13 Leavers** panel displays the destination of pupils after they have left the school at the end of Year 13.

To ensure that the number of pupils who left for further education or training is calculated automatically, the following information must be recorded correctly in SIMS:

- **Date of Leaving**
- **Reason for Leaving**
- **Category** assigned to the **Reason for Leaving (This School)** lookups
- **Country** where the destination institution is located (applicable to Universities only).

1. **Select Focus | Pupil | Pupil Details** - **School History** panel.

2. Ensure that the correct **Date of Leaving** is displayed.

3. Check that the applicable **Reason for Leaving** has been selected from the drop-down list.

   The **Category** assigned to the **Reason for Leaving** should either be **University** or **Higher Education Institution**. The destination of leavers is based on this information.

4. Select **Tools | Other Schools** then select the name of the institution that the student is going to attend.

5. In the **Address** panel, check that the address details are correct for the destination institution, in particular the **Country**.

6. Select **Tools | Lookups | Maintain** - **Values** panel, then check that the correct **Category** is assigned to each of the **Reason for Leaving (This School)** lookups.

Reason for Leaving Category	Destination Institution	ISC Type
UV - University	Country is **United Kingdom**	Entrance to UK University
UV - University	Country is not **United Kingdom**	Entrance to overseas Universities
UV - University	No address of destination institution entered	Entrance to University (unknown destination)
UV - University (Gap Year)	Country is **United Kingdom**	Deferred entries (Gap Year) to UK universities
UV - University (Gap Year)	Country is not **United Kingdom**	Deferred entries (Gap Year) to overseas university
UV - University (Gap Year)	No address of destination institution entered	Deferred entries (Gap Year) unknown destination
HE - Higher Education		Entrance to all other HE courses
I - Independent School		Pupils who left to retake Year 13 exams in the independent sector
I - M - Maintained School		Pupils who left to retake Year 13 exams in the maintained sector
FE - Further Education or TR - Training		Pupils who left for further education or training
EMP - Employment		Pupils who left for employment
Any code not one of the above		Other
UK - Unknown		Unknown

Additional Resources:

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

17. University or HEI Destinations

This panel displays the destination of Post Year 13 leavers who are going into higher education. The panel is populated automatically, provided the following information has been recorded in SIMS:

- **Date of Leaving**
- **Reason for Leaving**
- **Category** assigned to the **Reason for Leaving (This School)** lookups
- **Destination Institution**
- **Establishment Number** of the destination institution (applicable to UK Universities only)
- **Country** where the destination institution is located (applicable to Universities only).

1. **Select Focus | Pupil | Pupil Details** - **School History** panel.

2. Ensure that the correct **Date of Leaving** is displayed.

3. Check that the applicable **Reason for Leaving** has been selected from the drop-down list.

   The selected **Reason for Leaving** for Post Year 13 pupils should be:

   - **Higher Education**
   - **University**

     The **No. of Pupils** column (in panel 16 of the return) is calculated based on the number of pupils whose reason for leaving is either **Higher Education** or **University**.

   - **University (Deferred Entry - GAP Year)**

     All pupils with this reason for leaving are included in the calculation of pupils who have deferred their entry to a UK institution.

4. Check that the correct **Destination Institution** has been selected.

   This information populates the **Name** column in the **16. University or HEI Destination** panel of the return, which displays the **University** or **Higher Education Institution** that the leaver will be attending.

5. Select **Tools | Other Schools** then select the name of the institution that the student is going to attend.

6. In the **Establishment** panel, ensure that the correct **Establishment Number** has been entered for the selected destination institution. (applicable to UK Universities only)

7. In the **Address** panel, check that the address details are correct for the destination institution, in particular the **Country**.

This information populates the **Category**, i.e. **UK** (United Kingdom or no address) or **International**, the **Institution Code** (or UCAS code) and the **Country** columns in the **16. University or HEI Destination** panel in the return.

The data is also essential for populating the **UCAS Code** column in the Student Detail report and the **<UCAScode>** information in the XML file, which is submitted to the ISC.

8. Select **Tools | Lookups | Maintain** - **Values** panel, then check that the correct **Category** is assigned to each of the **Reason for Leaving (This School)** lookups (please see *16. Post Year 13 Leavers* on page *37*).

Additional Resources:

Managing Pupil/Students handbook
Setting up and Administering SIMS handbook

More Information:
UCAS Institutions and Codes on page *45*

18. SEN Provision

The **SEN Provision** panel deals with SEN categories and the number of pupils who are on-roll on census day who also have active SEN needs.

The panel is populated automatically with the **Number of Pupils** affected by each SEN category but can be edited manually, if required.

The panel is divided into two sections.

18. SEN Provision Panel - Section One

The information displayed in the first half of the **SEN Provision** panel is based on the **ISC SEN Need Type Mapping**, which must be set up (via **Tools | Statutory Returns Tools | Independent Return Defaults**) before completing the return.

Each SIMS **SEN Need** (defined via **Tools | Lookups | Maintain**) must be mapped to an **ISC SEN Category**, as in the following example.

SEN Need	Active	ISC SEN Category
Autistic Spectrum Disorder	☑	Autistic Spectrum Disorder
Behaviour, Emotional and Social Difficulty	☐	
Blind	☐	
Behavioural & Social	☐	
Deaf	☐	
Delicate	☐	
Dyslexic	☐	
Epileptic	☐	
Haemophiliac	☐	
Hearing Impairment	☑	Hearing Impairment
Language Difficulties	☐	
Moderate Learning Difficulty	☑	Moderate Learning Difficulty
Multi-Sensory Impairment	☑	Multi-Sensory Impairment
Other	☐	

If your school has had previous experience or is currently dealing with a particular SEN need, the associated check box (in the **Active** column) should be selected, e.g. If the **Number of Pupils** currently recorded as having a particular SEN need is 0 but your school has had experience of that SEN need in the past, the **Active** check box should be selected.

If your school has never had experience of dealing with the SEN need, the associated check box should be deselected.

The following table lists the SEN category acronyms and their meaning.

SEN Category	Meaning
ASD	Autistic Spectrum Disorder
HI	Hearing Impairment
MLD	Moderate Learning Difficulty
MSI	Multi-Sensory Impairment
OTH	Other Difficulty/Disability
PD	Physical Disability
PMLD	Profound & Multiple Learning Difficulty
NSA	SEN Support but no Specialist Assessment of Type of Need
SLD	Severe Learning Difficulty
SEMH	Social, Emotional and Mental Health
SPLD	Specific Learning Difficulty
SLCN	Speech, Language and Communication Needs
VI	Vision Impairment

Additional Resources:

Setting up and Administering SIMS handbook
Producing the Independent Schools Council 2022 Return handbook

18. SEN Provision Panel - Section Two

A list of specific questions about SEN Provisions is displayed in the second half of the panel.

The answers to the first two questions are calculated automatically:

- How many of your children have been identified with SEND?
- How many have Statements of SEND or a new EHC Plan?

This information is retrieved from the **Status** recorded in the **Basic SEN Details** panel (via **Focus | Pupil | Special Educational Needs**).

The answers to the other questions in the second half of the **SEN Provision** panel must be recorded manually. In preparation for completing the return ensure that the following information is available:

- How many of the Statemented or EHC pupils are funded by a Local Authority (whether fully or partially)?
- Is your school registered with the DfE as catering mainly for pupils with SEND?
- Is your school on the Section 41 approved list?

> *NOTE regarding Section 41 of the Children and Families Act:*
>
> *Section 41 allows the Secretary of State to publish a list of approved Independent special schools (and other independent educational institutions). Schools must apply to be included on the list and must provide evidence that they can meet the required criteria and timescales.*
>
> *The list is updated termly and published on the GOV.UK website (https://www.gov.uk/government/publications/independent-special-schools-and-colleges).*

Additional Resources:

Special Educational Needs handbook

19. Full-time Teaching Staff Changes

This panel deals with the number of full-time teaching staff during the year leading up to census day. The information required in this panel must be entered manually but the total of each column is calculated automatically as data is entered.

20. Contribution to Fees

The information required in the **Contribution to Fees** panel must be entered manually but the total of each column is calculated automatically as data is entered.

In preparation for the return, ensure that the **Number of pupils** and **Total Termly value (£)** for each of the following categories is obtained:

- Assistance from the School:
    - Means tested bursaries
    - Means tested scholarships
    - Non means tested scholarships
    - Means tested Eligibility
    - Non Means tested Eligibility.
- Further Sources of Assistance:
    - Total assistance from the school
    - Local Authority
    - Government
    - Early years
    - Other sources.

Additionally, you should record **How many pupils have 100% of their fees paid by the school, either from one source or a combination of sources?**, if applicable. This is used to report cases where a pupil pays no fees as a result of fee assistance from the school, either from one source or a combination of sources (e.g. bursary or scholarship). It should add up to 100% fee remission, e.g. 10% scholarship + 90% means tested bursary.

21. Means Tested Remissions

This panel enables the recording of information regarding means-tested remissions. The information must be entered in the return manually but the total of each column is calculated automatically as data is entered.

04 | **Appendix**

UCAS Institutions and Codes

The Universities and Colleges Admissions Service (UCAS) manages higher education applications in the UK.

A list of current institutions registered with UCAS is via (https://en.wikipedia.org/wiki/List_of_UCAS_institutions). The list includes the official name of the institution, their UCAS short name and their code for use in the application process.

Additional information about UCAS codes is available via the support portal (https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article =KB0035850). Navigate to the **Other Resources Available** sub-heading. The UCAS University Codes for the ISC Census spreadsheet includes the following information:

- Legacy Code
- Official Name
- Venue
- Combined Code.

ISC Ethnic Mappings

ISC Annual Census Ethnicity	Code	Description
White British	WBRI	White - British
	WENG	White - English
	WSCO	White - Scottish
	WWEL	White - Welsh
	WCOR	White - Cornish
	WOWB	Other White British
	WNIR	White - Northern Irish
White Irish	WIRI	White - Irish
	WIRT	Traveller Of Irish Heritage

ISC Annual Census Ethnicity	Code	Description
Any Other White Background	WOTH	Any Other White Background
	WALB	Albanian
	WBOS	Bosnian-Herzegovinian
	WCRO	Croatian
	WGRE	Greek/Greek Cypriot
	WGRK	Greek
	WGRC	Greek Cypriot
	WKOS	Kosovan
	WITA	Italian
	WPOR	Portuguese
	WSER	Serbian
	WTUR	Turkish/Turkish Cypriot
	WTUK	Turkish
	WTUC	Turkish Cypriot
	WEUR	White European
	WEEU	White Eastern European
	WWEU	White Western European
	WOTW	White Other
	WROM	Gypsy/Roma
White and Black Caribbean	MWBC	White and Black Caribbean
White and Black African	MWBA	White and Black African
White and Asian	MWAS	White and Asian
Any other Mixed Background	MWAP	White and Pakistani
	MWAI	White and Indian
	MWAO	White and Any Other Asian Background
	MOTH	Any Other Mixed Background

ISC Annual Census Ethnicity	Code	Description
Any Other Asian Background	AOTH	Any Other Asian Background
	AAFR	African Asian
	AKAO	Kashmiri Other
	ANEP	Nepali
	ASNL	Sri Lankan Sinhalese
	ASLT	Sri Lankan Tamil
	ASRO	Sri Lankan Other
	MABL	Asian and Black
	MACH	Asian and Chinese
Any Other Mixed Background	MBOE	Black and Any Other Ethnic group
	MAOE	Asian and Any Other Ethnic Group
	MBCH	Black and Chinese
	MCOE	Chinese and Any Other Ethnic Group
	MWOE	White and Any Other Ethnic Group
	MWCH	White and Chinese
	MOTM	Other Mixed Background
Indian	AIND	Indian
Pakistani	APKN	Pakistani
	AMPK	Mirpuri Pakistani
	AKPA	Kashmiri Pakistani
	AOPK	Other Pakistani
Bangladeshi	ABAN	Bangladeshi
Caribbean	BCRB	Black Caribbean
African	BAFR	Black - African
	BANN	Black - Angolan
	BCON	Black - Congolese

ISC Annual Census Ethnicity	Code	Description
	BGHA	Black - Ghanaian
	BNGN	Black - Nigerian
	BSLN	Black - Sierra Leonean
	BSOM	Black - Somali
	BSUD	Black - Sudanese
	BAOF	Other Black African
Any Other Black Background	BOTH	Any Other Black Background
	BEUR	Black European
	BNAM	Black North American
	BOTB	Other Black
Chinese	CHNE	Chinese
Any Other Ethnic Background	CHKC	Hong Kong Chinese
	CMAL	Malaysian Chinese
	CSNG	Singaporean Chinese
	CTWN	Taiwanese
	COCH	Other Chinese
	OOTH	Any Other Ethnic Group
	OAFG	Afghan
	OARA	Arab Other
	OEGY	Egyptian
	OFIL	Filipino
	OIRN	Iranian
	OIRQ	Iraqi
	OJPN	Japanese
	OKOR	Korean
	OKRD	Kurdish

| ISC Annual Census Ethnicity	Code	Description
	OLAM	Latin/South/Central American
	OLEB	Lebanese
	OLIB	Libyan
	OMAL	Malay
	OMRC	Moroccan
	OPOL	Polynesian
	OTHA	Thai
	OVIE	Vietnamese
	OYEM	Yemeni
	OOEG	Other Ethnic Group
Ethnic Background Unknown	NOBT	Information not yet Obtained
Ethnic Background Refused	REFU	Refused

Useful Reports

Student List reports (available via **Reports | Student Lists**) provide a list of pupils, sorted initially by surname. Once a Student List report is generated, the report structure can be altered and saved, enabling a structure to be created that suits your requirements. There are three Student List report:

- **General Student List** - displays every pupil currently on-roll at your school.
- **Class List** - provides class lists for every class in your current pastoral structure, for pupils who are currently on-roll.
- **Registration Group List** - provides registration group lists for every registration group in your current pastoral structure, for pupils who are currently on-roll.

SIMS also enables you to design your own reports (via **Reports | Design Reports**).

There are also several pre-defined analysis reports within SIMS, which can be used for checking in preparation for the Independent returns.

1. Select **Reports | Run Report** to display the **Report Browse**.
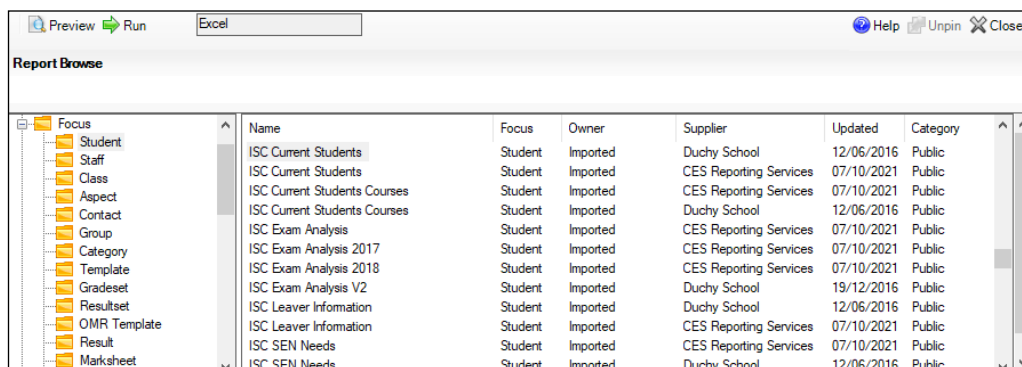
2. In the left-hand panel, select **Focus**, then the required sub-folder, e.g. **Student**, **Staff**, etc.

3. Select the required report, then click the **Preview** or **Run** button.

   Many pre-defined reports are designed so that the required information can be selected at the point the report is run. For example, you might be able to select a specific **Year Group**, **Reg Group**, or enter a **Surname**.

   > NOTE: Many of the following ISC pre-defined reports provide information that can be helpful when completing the ISC and the SLASC returns.

   Additional Resources:

   SIMS Pre-Defined Reports Catalogue
   Designing and Running Reports handbook
   Producing Student List, Student Analysis and Timetable Reports handbook
   Student List Reports - Producing a General Student or Class List quick reference sheet

ISC Current Students

This report provides analysis on various data relating to current pupils, including:

- year group
- age
- new pupils
- previous schools
- ethnicity
- overseas pupils
- SEN information.

The output of this report can assist when completing the ISC and SLASC returns.

Reports | Run Report - **Focus** - **Student**

Run-Time Parameters: Supply Effective date.

Output Type: Excel.

The following graphic shows an example report.

	A	B	C	D	E	F	G	H	I	J
	British	No								
	Count of Name	Overseas								
	Nationality	No	Yes	Grand Total						
	Finland		1	1						
	Italy		1	1						
	Tuvalu		6	1	7					
	Uganda		8		8					
	Ukraine		11	1	12					
	United Arab Emirates		8		8					
	United States		6		6					
	Uruguay		8	1	9					
	Uzbekistan		5		5					
	Vanuatu		7		7					
	(blank)		8		8					
	Grand Total		69	3	72					

SEN | **Overseas** | Ethnicity | Previous School | New Pupils | By Age | By Year | analysis | student data

ISC Current Students Courses

This report provides data and analysis of your current pupils and the courses that they are studying. This is useful for completing the ISC and SLASC returns.

Reports | Run Report - **Focus** - **Student**

Run-Time Parameters: Supply Effective date, Year group.

Output Type: Excel.

The following graphic shows an example report.

A	B	C	D	E	F	G	H	I	J	K
Count of Course	Level									
Name	BTAw2	GCEA	GCEAS	GCEDA	GCEDS	GCSEF	Gen	IB	ONAw2	Grand Total
Aaron Michael			1					9		10
Abbot Benjamin		5			1		1			7
Able Cameron			1					9		10
Ackrington Robert			1					8		9
Ackton William		6					1			7
Ackton Richard			1			10	1			12
Ackton Stanley						8	2			10

analysis | student data | (+)

ISC Leaver Information

This report provides an analysis of your Leavers by Reason for Leaving and Destination Institution. This information is useful when completing the ISC return.

Reports | Run Report - **Focus** - **Student**

Run-Time Parameters: Leaving Date is after, Current/Leaving Year.

Output Type: Excel.

The following graphic shows an example report.

A	B	C
Count of Name		
Destination Institution	Total	
Aberystwyth University	8	
Anglia Ruskin University	1	
Aston University	1	
Bangor University	2	
Bath Spa University	15	
Birmingham City University	2	
Bristol University	11	
De Montfort University	1	
Durham University	2	

By Destination | By Reason | analysis | student data

ISC SEN Needs

This report provides a count of different Need Types in the school, which can help when completing the ISC return.

Reports | Run Report - **Focus** - **Student**

Run-Time Parameters: Supply Effective date.

Output Type: Excel.

The following graphic shows an example report.

A	B	C
Count of Name		
Need Type Description	Total	
Behaviour, Emotional and Social Difficulty	3	
Hearing Impairment	3	
Moderate Learning Difficulty	2	
Other Difficulty/Disability	1	
Physical Disability	3	
Specific Learning Difficulty	1	
Speech, Language or Communication Need	3	
Visual Impairment	1	
Grand Total	17	

By Need | student data | ⊕

ISC Current Staff (2021)

This report provides analysis of your current Teaching Staff by Teacher Category and Qualified Teacher Status. This information can help when completing the ISC and SLASC returns.

Reports | Run Report - **Focus** - **Staff**

Run-Time Parameters: None.

Output Type: Excel.

The following graphic shows an example report.

ISC Staff Details

This report produces a list of staff and their details. Run-time parameters allow the employment start and/or end date to be specified, enabling a list of the school's joiners or leavers to be produced. This information can be helpful when complete the ISC and SLASC returns.

Reports | Run Report - **Focus** - **Staff**

Run-Time Parameters: Employment Start Date is after, Date of Leaving is before.

Output Type: Excel.

The following graphic shows an example report.

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