CES Census 2019: Guidance for Users of the CES-SIMS Application in Wales

Uploaded 25 January 2019 (v6)

Contents

Section 1: Timetable and Support Arrangements

The CES Census starts on 15th January 2019 in Wales. Schools should complete and submit their returns during the support period which runs from the start date until Friday 15th February.

For all support queries please raise a ticket on the online helpdesk at http://cescensus.org.uk/helpdesk/. We aim to respond to all support queries on the day they are raised. The online helpdesk also contains an extensive knowledgebase as well as up to date information about ongoing technical issues should any arise during the census.

During the support period schools can also telephone the helpdesk or the relevant diocesan representative:

- telephone: 020 7901 1909 (9:30 – 16:00 Monday to Friday)
- telephone or email diocesan census representatives, who are able to assist with common support questions (see appendix D)

If it will not be possible to complete your census before the end of the support period please contact the helpdesk as soon as a delay becomes inevitable. The CES will then work with the school to minimise the delay.

The 2019 CES Census Form and Guidance

The Capita SIMS CES Census module, which was developed for the CES by Capita, enables nearly 90% of the CES Census to be completed from the data contained in the schools' SIMS databases. (This assumes, however, that the necessary data has been input into the system, when pupils or staff join the school, or at the periodic updates.)

This *Guidance* is also available on the Census website.

Section 2: New in 2019

There are no additional questions or other changes to the 2019 census.

The census website URL has changed to https://cescensus.org.uk.

GDPR and the CES census

The annual CES Census is the source of all school data collected by the CES. No data on individual pupils is collected in the census. The name of the headteacher is collected, also a contact name and email address which are used solely for census communications the following year.

A document that describes the extent to which the CES census falls within the General Data Protection Regulation (GDPR) can be downloaded on the CES website: http://catholiceducation.org.uk/ces-census/gdpr-and-the-census. This document addresses questions that the CES has received from schools that raised concerns about the CES census and privacy of schools' data.

Section 3: CES Census Website

The CES Census website contains all the resources necessary to complete and upload the Census.

The website is located at: https://www.cescensus.org.uk/.

The website sections comprise:

- **Home page**: support timetable; general information; links to the rest of the site.
- **Upload:** secure page for uploading of completed Census files.
- **SIMS:** Online version of this guidance document plus other information and links to downloads for SIMS users.
- **EXCEL:** Online version of this guidance document plus other information and links to downloads for non-SIMS users.
- **Support:** CES helpdesk details.
- **Return Rates:** Progress of the Census, updated regularly during the Census period.

Section 4: Preparation of SIMS

Introduction and Overview

SIMS data is held within **modules**, such as those for Personnel or Pupil/Student Details. Data is entered in these modules either by typing it in or by selecting from drop-down menus (called *lookups*). The SIMS system allows for additional information, not required by the WG, to be stored.

A small proportion of the data required for the CES Census is not stored in any SIMS module. Consequently, the CES SIMS application also includes some tailor-made screens to capture this data.

There are three steps that you need to follow prior to completing your CES Census. Two of these steps will only need to be completed the first time you use SIMS to complete your Census. Therefore, if you used the SIMS CES application last year, you will only need to complete Step 1:

The three steps are:

1. **Ensure data in SIMS modules is up-to-date.**
2. **Ensure look-up tables are in place and up to date**. Only required the first time.
3. **Set up a folder in which to save the files.** Only required the first time.

Step 1: Ensuring all the data in the modules is up-to-date

In addition to holding data required for the WG data collection exercises, SIMS software is capable of holding the data, such as staff and pupils' religion which is needed to complete most of the CES Census.

While it is possible to add some of the data (such as totals for staff religion) manually to the screens provided, it is more efficient to up-date the underlying data in the modules to avoid having to repeat the data entry each time the CES Census is undertaken. (Totals of pupils religion cannot be entered manually anywhere on the CES Census.)

It is therefore imperative that the fields needed for the CES Census are completed in the appropriate SIMS module in advance of completing the Census. This is then available for Census use for the future.

You should ensure that:

- All new pupils have been assigned a religion and an ethnicity
- All new members of staff have been assigned a religion and an ethnicity
- Free School Meals information is up to date
- Where the EMA application is in use that Education Maintenance Allowance information is up to date
- Any member of staff with a Catholic Certificate in Religious Studies has this or "CCRS" assigned as a qualification
- Any member of staff with a National Professional Qualification for Headship has this or "NPQH" assigned as a qualification
- In the case of maintained schools, ensure that only members of the leadership team i.e. executive head teacher; head teacher; deputy head teacher and assistant head teacher have been allocated to the leadership category in SIMS. Independent schools and colleges may choose to assign holders of equivalent roles (eg members of the senior management team) to the CES Leadership Team category.
- In the case of support staff, ensure that members of staff carrying out roles listed in Appendix B have been assigned those roles in SIMS.

Bulk Update can be used for entry of religion and ethnicity to several pupils simultaneously. See Appendix H for further information.

Step 2: Lookup tables

A lookup table is essentially a drop down list. There are four lookups that may need to have categories (list options) added to them for the CES Census:

Lookup Table	Category
Pupil religion	Roman Catholic
Pupil ethnicity	White Irish
Staff religion	Roman Catholic
Staff ethnicity	Traveller of Irish / Gypsy / Roma Heritage

Because these categories are not present as part of the standard SIMS lookups the CES Census needs to be told where they are.

If you have used SIMS CES Census before then these lookups will be set up and linked to the CES Census. You can now move on to "Step 3: setting up a folder in which to save files".

If you have not used SIMS CES Census before then the 2018 SIMS upgrade should have installed any missing categories for you and linked them automatically to the CES Census.

You should, however, check that the update has set up your lookups correctly. Therefore, the first time you run the CES Census using SIMS you will need to follow these two steps:

1. **Check SIMS Lookups**

   Appendix G contains greater detail and screenshots for this step.

   Follow the Tools | Lookups | Maintain route and check the three lookups:

   In Description, type *ethnicity* and in Data Area type *Staff*. Click *Search*, highlight the resulting 'Ethnicity – Staff' field and click *Open.* Scroll down the list of values and check whether 'Traveller of Irish / Gypsy / Roma Heritage' is present.

   In Description, type *Religion* and in Data Area type *Staff*. Click *Search*, highlight the resulting 'Religion – Staff' field and click *Open.* Scroll down the list of values and check whether 'Roman Catholic' or 'Catholic' is present.

   In Description, type *Home Religion* and in Data Area type *Student*. Click *Search*, highlight the resulting 'Home Religion – Student' field and click *Open.* Scroll down the list of values and check whether 'Roman Catholic' or 'Catholic' is present.

   If any of the above values are missing, see Appendix G for detailed instructions on how to add them.

   You should only need to perform this step the first time you run the SIMS CES Census application.

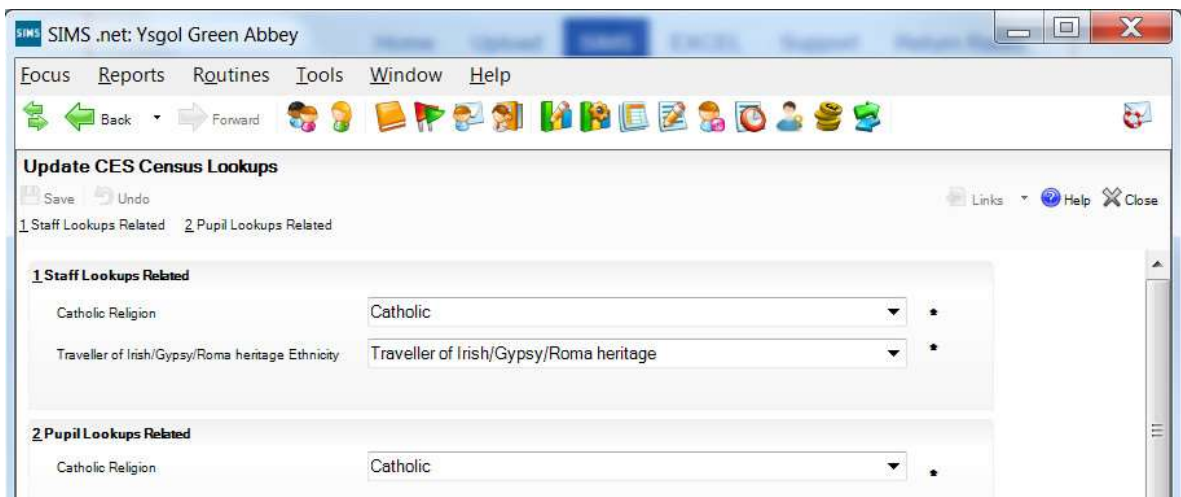2. **Check CES Census Lookups**

   Appendix H contains greater detail and screenshots for this step.

   Follow the Tools | Statutory Return Tools | Update CES Census Lookups route.

   The SIMS lookups will appear in the drop down menu at the right hand side of each category for which they refer (see below).
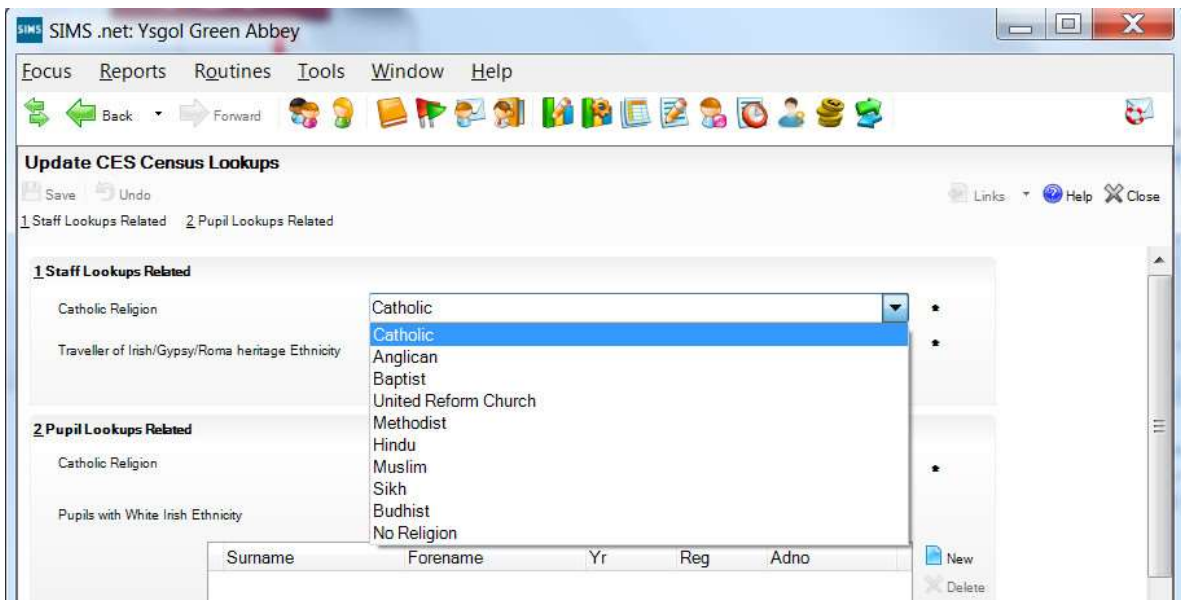
If any of these drop down menus do not have a value selected, then they have not been matched to the CES Census. In this case, go to appendix H for detailed instructions on how to complete the process. The screen below shows a set of matched CES lookups.


Step 3: Pupils with White Irish Ethnicity

Follow the Tools | Statutory Return Tools | Update CES Census Lookups route.

In Wales the pupil category *White Irish Ethnicity* is not used, so schools will have to add their own code.

To do this, click on the icon with the label *New* and a *Find Student* window appears (see below). Enter a student name in the text boxes and click on *Search.* Click on *Ok* to select the student. Repeat this process for all white Irish students.
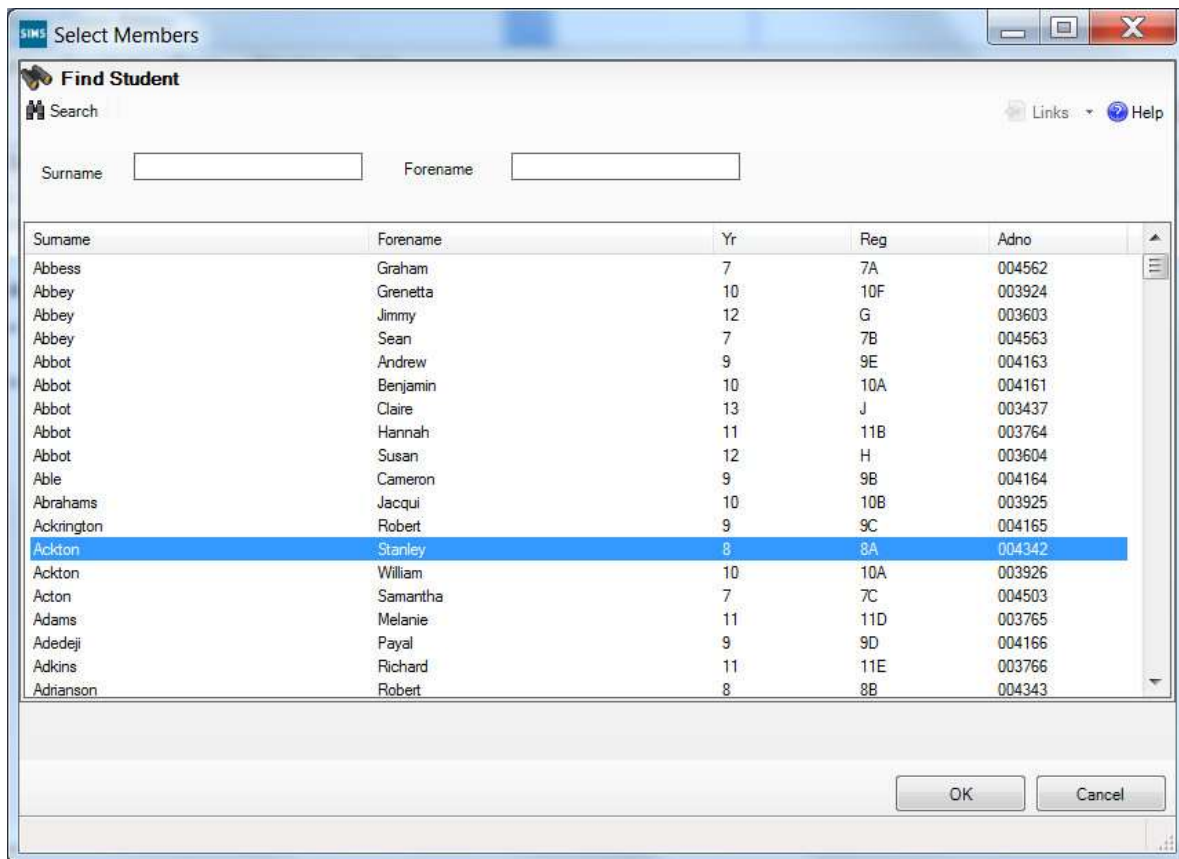
Once these additions to the look-ups have been made, they will be available when completing the CES Census in future (unless SIMS is required by DCSF or WG to make changes to the categories). Unfortunately for the present, if new pupils in this category join the school, it will be necessary to enter this information manually.

Step 4: Setting up a folder in which to save the files, along with a security message

Before completing the Census, identify a folder in which the completed CES Census file can be saved.

In the case of schools in Wales, the location for storing the files is selected by using the route:

Tools | Statutory Return Tools | Folder Names and Security Message
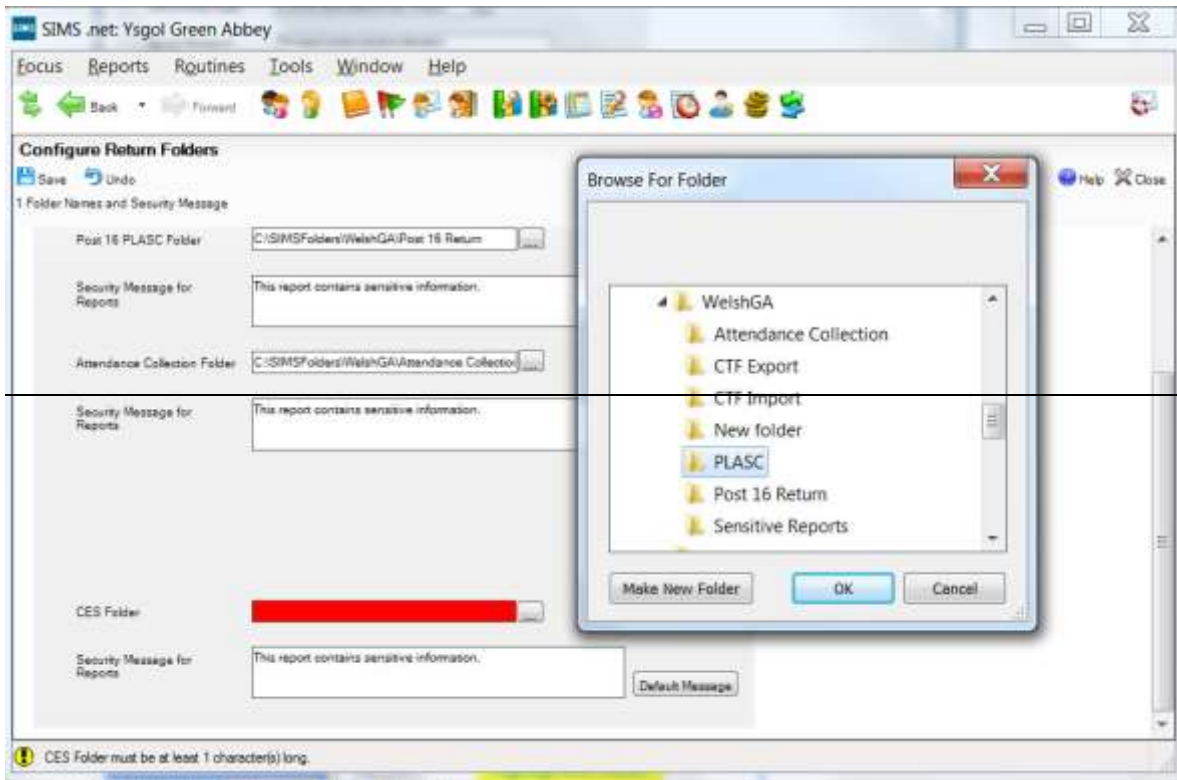
The box highlighted in red shows where the location of the CES Census Return folder should be recorded. By clicking on the three dots at the right of the box a drop down- list is revealed.

It is good practice to put a security message on files containing data so that it will be displayed on the final report in hard and electronic versions. A default message (*This detailed report contains sensitive information.*) is shown in the screenshot above and can be retained without doing anything. In order to change the security message, click on the *Security Message* box and type in the chosen message. The file name will be generated automatically at this location.

Section 5: Completing the Census

Checklist

To complete the Census follow these steps (further details in this section and section 6):

1. Create a new CES Census
2. Complete missing information in panel 2 (school information)
3. Press 'Calculate all details' button to populate remaining panels

In panels 3 to 11:

4. Complete answers not calculated by SIMS
5. Check answers that SIMS has calculated and correct if necessary
6. Save the Census
7. Create and validate
8. Check the summary report
9. When signed off by head, authorise the Census

The CES Census comprises eleven panels:

1. Census Details
2. School Information
3. Teaching Staff Qualification
4. Leadership Group
5. Teaching Staff Ethnicity
6. RE Teaching
7. Pupil Ethnicity
8. Pupil Withdrawals
9. Pupils FSM
10. School Uniform
11. Headcount of Staff Religion

There is no restriction on the number of Census returns that can be completed, although only one may be submitted. CAPITA strongly suggest doing a 'dry run' before completing the final return. This enables errors and omissions in the set up procedure to be identified and corrected in advance of the Census date.

Starting a new Census return

To start completing the return, follow the route:

Routines | Statutory Returns | Schools CES Census

This will bring up the start screen for completing the return. Clicking the **New** button on the top left hand side of the screen will start a new Census return file.

Box colours

The boxes will be coloured bright yellow if the data is generated from SIMS. If the user edits the data then the box containing the edited data will change to pale yellow (as shown below).
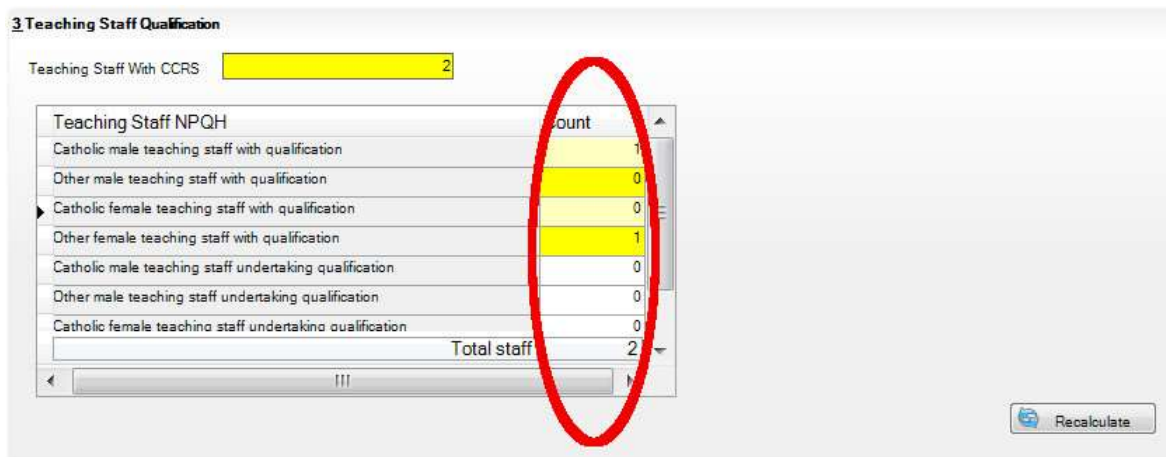
If an answer is not generated by SIMS (eg staff undertaking the NPQH qualification) then the box will be white and once the user has edited the box, it will go pale yellow.

Calculate All Details button

On Panel 2 (School Information – see below) there is a **Calculate All Details** button. When the user clicks on this button, all the data that is generated from SIMS populates the relevant panels. If it is not already in the SIMS database, type the information into each of the blank spaces.

If the *Calculate all Details* button is selected after any editing has taken place then this will recalculate all panels and any editing will be lost.

Recalculate buttons

The **Recalculate** buttons are on each panel where data is generated from SIMS.

The user can make amendments to the data obtained from SIMS. If the user edits the information, then the box will go pale yellow as already described above. If a box changes to red, this indicates that there is a conflict between the information already collected from SIMS and the information which is being added. It will not be possible to do anything further until the error has been corrected. The section at the bottom left of the screen will indicate the nature of the error.

If the user decides the information he or she has added is incorrect, then it can be removed by clicking the **Recalculate** button. The necessary information can be added to a field at this stage, but it will only transfer to the CES Census. It will not update the information held in the SIMS system. Therefore, it is advisable to add the information into the SIMS system in the appropriate area (eg adding staff information on qualifications in the Personnel module).

Hover-over help information

Several boxes will display help information when the mouse is moved over the box, as illustrated below.
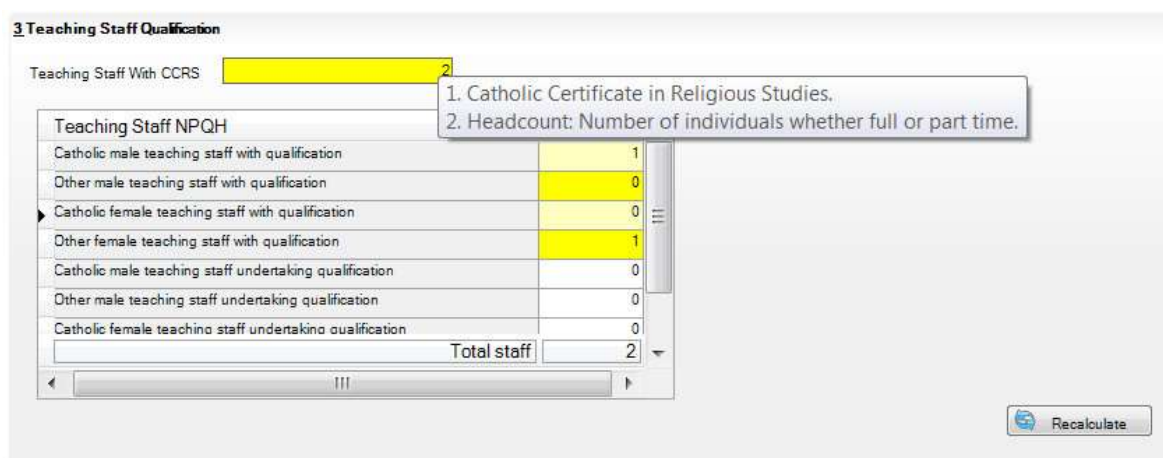
More substantial help information will remain displayed until the mouse pointer is moved. It is also possible to change the font size. See below:
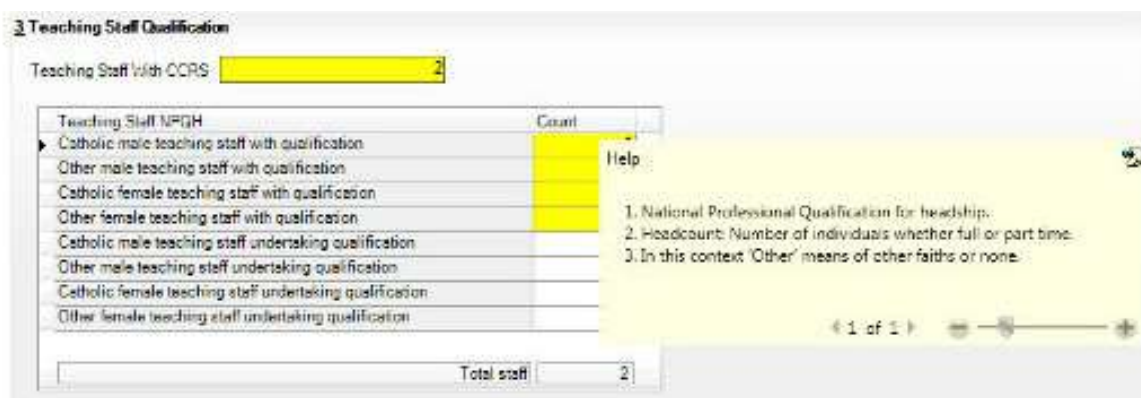
Panel 1 – Census Details

To move to the first section, click on *1 Census Details* near the top of the screen. This will move the cursor into the first section (as shown in the screen below). The reference date will be automatically set and cannot be changed. A default description has been provided, but this can be updated as necessary to permit more than one return to be attempted, e.g. *Dry Run*.

Panel 2 – School Information

To move to the next panel click on the label *2 School information* at the top of the screen, or scroll down and position the cursor in the box *Contact Title*. (The previous boxes in this panel will be completed automatically and cannot be changed).

Check the School Details in the School Information panel and use the 'School Detail' button to correct if necessary. Note that County is displayed in the address details but is no longer used by the Census.

Check the other information in the School Information panel and update as necessary – items shown in bright yellow have been obtained from SIMS but may be edited.

When you select your diocesan code please double check that you have not selected the value above or below by mistake.

When this panel has been completed click the "Calculate All Details" button to obtain information for the remaining panels.

Panel 3 – Teaching staff qualifications

Teaching staff with CCRS

This is a headcount of all staff with the CCRS qualification (Catholic Certificate in Religious Studies). The figure is calculated automatically by SIMS from the staff professional qualifications details. If 'CCRS' is entered as the name of the qualification it will be counted by the Census.

One other qualification is equivalent to CCRS and may also be included:

CTC: Catholic Teachers' Certificate

This qualification is not counted automatically by SIMS. The panel will need to be amended manually if any staff hold the CTC.

Teaching staff NPQH

This is a headcount of staff with the NPQH qualification (National Professional Qualification for Headship). Unlike the CCRS headcount, this one is broken down by gender and Catholicity. The figures are calculated automatically by SIMS from the staff professional qualifications details. If 'NPQH' is entered as the name of the qualification it will be counted by the Census.

The four headcounts of staff undertaking the NPQH qualification are not calculated by SIMS and must therefore be entered manually.

Panel 4 – Leadership Group

Questions in this section relate to the following leadership team roles: head teacher; executive head teacher; deputy head teacher; assistant head teacher.

Is acting head teacher a Catholic?

This question should be answered **only** if there is currently an acting head teacher in the school, otherwise it should be left as 'Not Applicable'.

Current Leadership Team

The leadership team is derived by SIMS. If a member of the team is missing they can be added by clicking on the 'New' button, selecting them from the staff details and assigning the correct role.

Leadership vacancies

Vacancies in the leadership team must be added manually. Under 'Term' enter the number of school terms that the vacancy has been.

Panel 5 – Teaching staff ethnicity

This panel is calculated by SIMS. If any figures are incorrect it is advisable to make corrections to the staff details themselves rather than simply correcting the Census totals. If staff details are amended the census totals will be updated by pressing the 'Recalculate' button.

Panel 6 – RE Teaching

This panel is not calculated by SIMS and must be entered manually.

Number of specialist RE qualified staff

The number of specialist qualified Religious Education (RE) teachers whose first degree comprised the study of RE in whole or in part.

Number of staff teaching RE

The number of staff whose teaching timetable comprises some RE teaching.

Number of staff with 50% timetabled RE

The number of staff whose teaching timetable comprises at least 50% of RE teaching.

Panel 7 – Pupil ethnicity

This panel is calculated by SIMS. If any figures are incorrect it is advisable to make corrections to the student details themselves rather than simply correcting the Census totals. If student details are amended the census totals will be updated by pressing the 'Recalculate' button.

Important note: When updating pupil ethnicity ensure that the effective date of the change is set to a date **before** the census date, preferably the date that the pupil started at the school. If the effective date is left as a date after the census date the change will not be detected when the 'Recalculate' button is pressed.

Panel 8 – Pupil withdrawals

This panel is not calculated by SIMS and must be entered manually.

SRE: Sex and relationship education.

Panel 9 – Pupils FSM

This panel is calculated by SIMS.

Eligible for Free School Meals
The number of pupils eligible for a free school meal on the census day.

Panel 10 – School uniform

This panel is not calculated by SIMS and must be entered manually.

No school uniform provision for other religions

This answer does not necessarily imply that a school has explicitly made no allowance for other religions in its school uniform policy. It may be applicable where a school has no pupils from other religions.

Panel 11 – Headcount of staff religion

This panel is calculated by SIMS but can be amended.

Help buttons are available for the two support staff figures. When pressed, these display a list of all the relevant support staff categories.

The following staff are excluded from the totals:

- teachers on extended (one or more terms) paid or unpaid leave
- supply staff in post for less than a term.

Always ensure that there are the correct figures for Catholic and non-Catholic staff. If the figures for Catholic staff and support staff are shown as zero then the staff lookups may not have been set up correctly (see appendix G).

Section 6: Saving, Creating and Authorising

Saving the Census

Changes to the census are saved in the SIMS database by pressing the 'Save' icon at the top left of the panel (see below). The Census should be saved regularly to prevent loss of data.
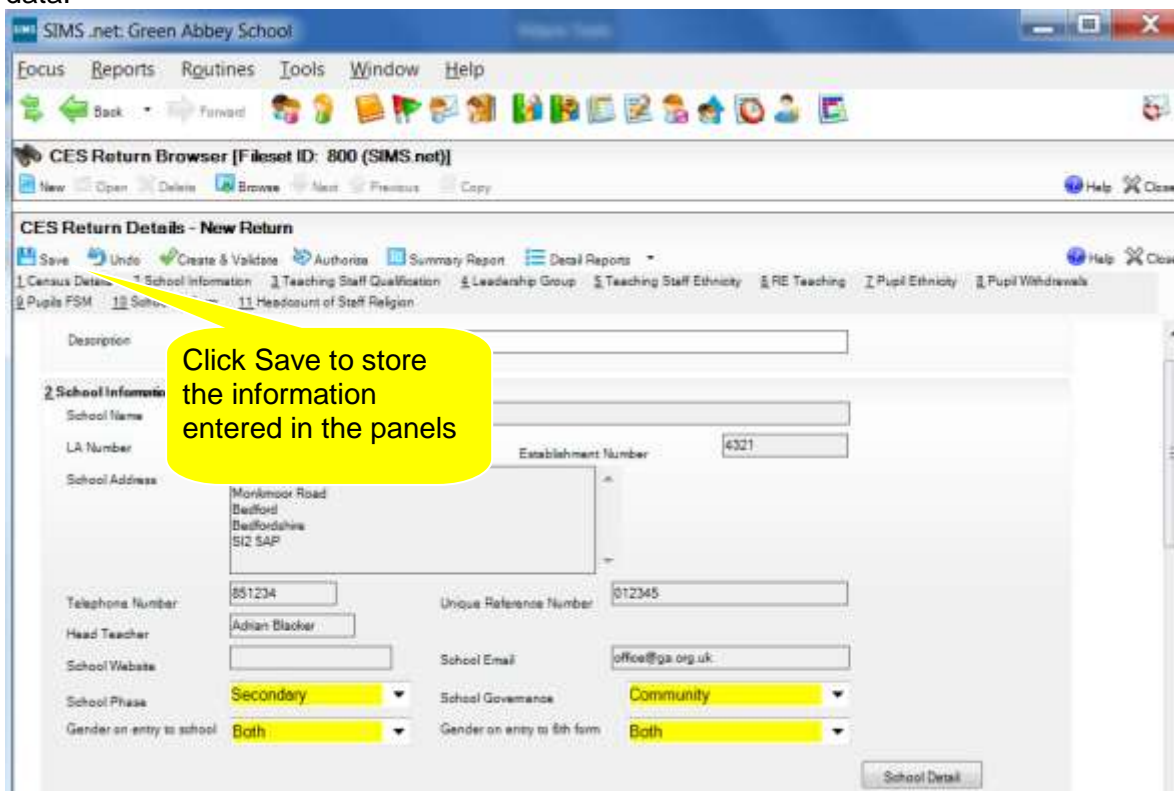
Creating and Validating

When all the panels are complete, press the 'Create and Validate' icon to check for errors and create summary and detail reports.

Important note: any further changes to the panels must be saved before pressing 'create and validate' again.

Validation Errors Summary

If any errors or warnings are found they are displayed at the bottom of the screen.

Summary Report

Once the *Create & Validate* button has been selected, the user clicks the *summary report* button to check the details before authorising.

The report includes some rudimentary validation

CES Census 2018

Security Message : This report contains sensitive information.

Filename: 8234321_CES_823XX18_002.UNA   **Report Created Date:** 28-11-2017 11:39:15
Fileset Number: 800 (SIMS.net)

A. Survey Reference Date	
1. Date for data used	18-01-2018
B. School/College Characteristics	
2. Name of school/college	Green Abbey School
3. Address 1	Main Office
4. Address 2 *	Monkmoor Road
5. Town	Bedford
6. Postcode	SI2 5AP
7. Telephone number (including dialling code)	651234
8. Contact name including title	Mr John Smith
9. (a) Contact email	school@greenabbey.sch.uk
(b) School/College email	office@...org.uk
10. Website *	- Missing: but Optional -
11. Head Teacher/Principal (including title)	Mr Adrian Blacker
12. Diocesan code	LEE
13. Establishment number	4321
14. Local Authority	823
15. Unique Reference Number (URN)	012345
16. Governance	Community
17. Phase	Secondary
18. Gender of entry	Both
19. Gender of sixth form	Both
20. Name of trustees (if not diocesan) *	-

The report includes the following features:
- Totals of pupils by gender and Catholicity (see screen below)
- Warning messages when zero or less than 25% Catholic pupils
- Warning message when zero Catholic teachers or support staff

E. Number and Characteristics of Pupils on Roll

	Catholic Boys		Catholic Girls		Other Boys		Other Girls	
Y14	52.	0	53.	0	54.	0	55.	0
Y13	56.	32	57.	43	58.	10	59.	4
Y12	60.	27	61.	34	62.	11	63.	8
Y11	64.	58	65.	81	66.	13	67.	9
Y10	68.	63	69.	55	70.	12	71.	29
Y9	72.	75	73.	66	74.	5	75.	14
Y8	76.	67	77.	59	78.	17	79.	16
Y7	80.	63	81.	61	82.	16	83.	19
Y6	84.	0	85.	0	86.	0	87.	0
Y5	88.	0	89.	0	90.	0	91.	0
Y4	92.	0	93.	0	94.	0	95.	0
Y3	96.	0	97.	0	98.	0	99.	0
Y2	100.	0	101.	0	102.	0	103.	0
Y1	104.	0	105.	0	106.	0	107.	0
R	108.	0	109.	0	110.	0	111.	0
N and below	112.	0	113.	0	114.	0	115.	0
Other	116.	0	117.	0	118.	0	119.	0
Total	Total Boys: 365		Total Girls: 399		Total Boys: 84		Total Girls: 99	

Total Catholic Children: 784

Total Other Children: 183

Of which there are:

120	Christian - Other	5
121	Buddhist	18
122	Hindu	21
123	Jewish	14
124	Muslim	30
125	Sikh	6
126	Other	3
127	None	1
128	Refused	1
129	Missing	0

Detail Reports

If it is necessary to clarify staff or pupil data there are two detail reports that show all the data used in the Census at individual student and staff level.

These reports can be used to check figures that do not appear to correspond with school records. For example, pupil numbers by year group and catholicity sometimes show discrepancies which can now be resolved using the student report.
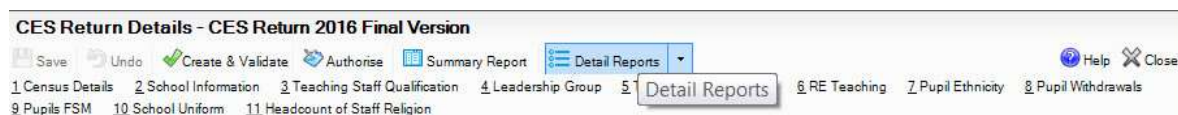
Click on the 'Detail Reports' icon (see above) and select either the student or staff detail report.

The student report contains the following information for every student included in the Census:

- Surname
- Forename
- Gender
- Year group
- Ethnicity
- Religion
- In care (yes/no)
- FSM (yes/no)
- SEN without statement (yes/no)
- SEN with statement (yes/no)

The staff report contains the following information for every member of staff included in the Census:

- Surname
- Forename
- Post
- Religion
- Ethnicity
- Staff with CCRS
- Staff with NPQH

Authorising

When all checking has been completed to the satisfaction of the headteacher, the return is authorised by clicking the authorise icon at the top of the screen. The return cannot be edited after this stage. Clicking the "authorise" icon will save the Census in xml and html formats. The xml file is sent via the Census website to the CES. (The xml file is created from the una file at the point when the return is authorised.)

If an error is subsequently found in the data after authorisation, a new return should be created (see next sub-section).

Once the return has been completed and no further editing is needed the SIMS CES Census routine can be closed by pressing the *Close* button at the top right of the screen.

The process for transmitting the saved files to CES is covered in Section 6.

What to do if an error is found after authorisation

If an error is found in the data after authorisation, a new return should be created. However, **there is no need to create a brand new Census return.** If it is necessary to amend data, follow these steps:

1.   Go to Routines | Statutory Returns | Schools CES Census
2.   Click on 'Browse' at the top of the screen. A list of all the previous Census returns is displayed.
3.   Highlight the current Census and click on 'Copy' at the top of the screen
4.   A copy of the Census will be created, containing all the current data.
5.   Correct the errors and then follow the previous steps to save, create & validate and authorise the return

Section 7: Uploading the Census

To submit your census file go to https://www.cescensus.org.uk/upload and upload the file using the online form.

You will be prompted for the user id and password. These are sent by email in the December preceding the Census. If you have not received this, please contact your diocesan representative, or the CES (census@catholiceducation.org.uk).

When you have logged in follow these steps:

- Select your diocese from the drop-down list
- Enter the email address to which a receipt confirmation should be sent
- Select the file to be uploaded
- Enter any additional information in the 'Comments' box.
- Click on the 'Upload Now' button

If your file upload is successful you will see a message on the screen and you will receive a confirmation email.

If your file upload is unsuccessful the reason for the failure will be displayed on the screen. The most likely reason will be that you have not entered all the necessary information on the form. Another reason may be that you have attempted to upload the wrong file.

If the file upload is unsuccessful you should attempt the upload again. If the problem persists please contact the CES Helpdesk at census@catholiceducation.org.uk.

Appendix A: Diocesan Codes

Diocesan code	Diocese
CAR	Cardiff
MEN	Menevia
WRE	Wrexham

Appendix B: Support Staff

Education Support Staff	
England	
HL	Higher Level Teaching Assistant
QA	Teaching Assistants with Diploma in Childcare and Education
UA	(previously NNEB) or equivalent
	Teaching Assistants without Diploma in Childcare and
SN	Education (previously NNEB) or
	equivalent
	Special Needs Support Staff
TA	Teaching assistants
Special Schools Support Staff	
CQ	Qualified child care staff
CU	Unqualified child care staff
Minority Ethnic Pupils Support Staff	
EB	Bilingual Assistants
EO	Others
Other Education Support Staff	
ME	Matrons/Nurses/Medical Staff
LI	Librarians
SS	Others (including welfare assistants in the classroom, learning mentors (employed at school), study supervisors, cover supervisors, any other support staff regularly employed at the school (not covered in teaching assistants)
TE	Technicians
IT	IT Technicians
Wales	
SN	Special Needs Support Staff
ME	Matrons/Nurses/Medical Staff (including NHS employees)
TA	Teaching Assistants (TAs)
HL	Higher Level Teaching Assistants (HLTAs)
TE	Laboratory or workshop technicians
PS	Pastoral Support Staff
LI	Librarians and Library Assistants

Appendix C: National data collection: DfE and WG

In order to reduce the burdens on schools and to ensure comparability of data, where relevant, questions have been revised to align with information sought by DfE and the Welsh Assembly. Similarly, definitions used by these organisations are applicable, as appropriate, to the CES Census (e.g. definitions of full-time and part-time). For ease of reference, links to DfE and Welsh Assembly guidance are provided below.

The DfE link is:
http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims

The WG link is:
http://wales.gov.uk/topics/educationandskills/schoolshome/schooldata/ims/datacollections/pupillevelannualschoolcensus/;jsessionid=pGHJM17f615gxTKLJqP2vBqMbY7plmqR7DTZ8TQfNR4k2mJy2Kvk!741275934?lang=en

Appendix D: Diocesan Representatives

Diocese	Contact	Title
Cardiff 029 2023 3838	Anne Robertson	Diocesan Schools Commissioner
Menevia 01239 612436	Patrick Mansfield	Diocesan Schools Commissioner
Wrexham 01978 290344	Rita Price	Diocesan Schools Commissioner

Appendix E: CES Census 2019 Questions

The material below reflects the format of the Excel spreadsheet. The CES/SIMS software will generate the same data.

- A. Survey reference Date
    1. Date for data used
- B. School/College Characteristics
    2. Name of school/college
    3. Address 1
    4. Address 2
    5. Town
    6. Postcode
    7. Telephone number
    8. Contact name
    9. Contact email
        a. School email address
        b. Contact email address
    10. Website
    11. Head teacher/Principal
    12. Diocesan code
    13. Establishment number
    14. Local authority
    15. Unique reference number
    16. Governance
    17. Phase
    18. Gender of entry
    19. Gender of sixth form
    20. Name of trustees (if not diocesan)
- C. Teaching staff information
    21. Number (headcount) of male staff with NPQH qualification
        a. Catholic
        b. Other
    22. Number (headcount) of female staff with NPQH qualification
        a. Catholic
        b. Other
    23. Number (headcount) of male staff undertaking NPQH qualification
        a. Catholic
        b. Other
    24. Number (headcount) of female staff undertaking NPQH qualification
        a. Catholic
        b. Other
    25. Number of vacancies in leadership group by role
        a. Executive Head Teacher
        b. Head Teacher
        c. Deputy Head Teacher
        d. Assistant Head Teacher

    26. For each vacancy, please show duration in school terms.
    27. Acting head teacher Catholic?
    28. Ethnicity of head teacher
    29. Number of executive head teachers
    30. Number of head teachers
    31. Number of deputy head teachers

32. Number of assistant head teachers
Total Teachers
33. Total Catholic teachers (headcount)
34. Total other teachers (headcount)
35. Number of staff who have CCRS
Teachers by ethnic group:
36. White British
37. White Irish
38. White Other
39. Traveller of Irish/Gypsy/Roma heritage
40. Mixed/Dual background
41. Asian/Asian British
42. Black/Black British
43. Chinese
44. Other ethnic group
45. Not known
RE Teaching in Schools and Colleges
46. Number of specialist qualified RE teachers
47. Total number of staff who teach RE
48. Number of staff whose teaching timetable comprises at least 50% RE teaching
49. Any RE classes taken by teaching assistants
D. Education Support Staff in Categories Listed in Guidance
50. Number (headcount) Catholic
51. Number (headcount) other
E. Number and characteristics of Pupils on Roll
52 – 119 Numbers of Catholic boys and girls, non-Catholic boys and girls, from Nursery to Y14

Number of non-Catholic pupils on roll by religion
120.   Christian – Other
121.   Buddhist
122.   Hindu
123.   Jewish
124.   Muslim
125.   Sikh
126.   Other
127.   None
128.   Refused
129.   Missing

130.   Number of pupils (if any) withdrawn from collective worship.
131.   School uniform
132.   If yes, uniform provides for requirements of other religions (eg Sikh)
133.   Number of pupils on roll who are in care/looked after
134.   Number of pupils who are taking up FSM (free school meals)
135.   Number of pupils with SEN without statement
136.   Number of pupils with SEN with statement
137.   Number of pupils (if any) withdrawn from SRE
Number of pupils on roll by ethnic group
138.   White British
139.   White Irish
140.   White Other
141.   Traveller of Irish/Gypsy/Roma heritage
142.   Mixed/Dual Background
143.   Asian/Asian British

144.   Black/Black British
145.   Chinese
146.   Other ethnic group
147.   Refused
148.   Not known
F.   Data Collection and Management Information
149.   Management Information System (MIS) that your school/college uses

Appendix F - Adding Missing Lookups for the CES Census

The SIMS software categorises the religion and ethnicity of a pupil or member of staff according to the DCSF/WG statutory list. The Census requires certain religious and ethnic lookups for staff and students; some SIMS users, however, do not have these lookups. The following process will add the missing categories and confirm that, if they are already present, they are properly set up.

Staff: Traveller of Irish / Gypsy / Roma Heritage
- Follow the Tools | Lookups | Maintain route.
- In Description, type *Ethnicity* and in Data Area select *Staff*.
- Click *Search*, highlight the resulting "Ethnicity – Staff" field and click *Open*.
- When the list of ethnic categories is displayed under "2. Values," click on *New* to the right of the list. An "Add/Edit Lookup Value" box will appear.
- Enter *WIRT*, *Traveller of Irish / Gypsy / Roma Heritage*, and *WOTH – White, any other White Background* in the three fields.
- Make sure that the Active box is checked, and Click *OK*.
- Click the *Save* button on the left side of the screen. You will see a pop-up message about needing to exit SIMS to allow the changes to take effect; click *OK*.

Staff: Catholic Religion
Some schools already have lookups for Catholic staff.
- Follow the route Tools | Lookups | Maintain.
- In Description, type *Religion* and in Data Area select *Staff*.
- Click Search, highlight the resulting "Religion – Staff – Yes" field and click *Open*.

If the school has a lookup value for *Catholic* or *Roman Catholic* staff (usually with a code like RC or ROC), it should be visible here and marked as Active; click Browse at the top of the screen and move to the next category (Students: Catholic Religion, below). If the list does not have a Catholic category (often there is nothing or "Not Collected" in the Values box), click on *New* to the right of the list. An "Add/Edit Lookup Value" box will appear.
- In Code, enter *RC*.
- In Description, type *Catholic*.
- Make sure that the *Active* box is checked.
- Click *OK*, then click *Save*. You will be reminded to log out to allow the changes to take effect: click *OK*.

Students: Catholic Religion
Most schools will have a *Catholic* or *Roman Catholic* category (usually code RC or ROC) for their students.

The SIMS Autumn 2014 release will automatically ensure that a student Catholic religion code is created if one does not already exist. If for any reason this does not happen, follow these steps:

- Go to Tools | Lookups | Maintain
- In Description, type *Home Religion* and in Data Area select *Student*.
- Click *Search*, highlight the resulting "Home Religion – Student – Yes" field and click *Open*.

If the school has a lookup value for Catholic or Roman Catholic students, it will be visible here. Highlight it and click the *Open* button on the right.

- Confirm that the Category is set to *CH – Christian* and that the *Active* box is checked, and correct them if they are not. Click *OK*.

If the list does not have a Catholic category, click on *New* to the right of the list.

- In Code, enter *RC*.
- In Description, type *Catholic*.
- In Category, select *CH - Christian*.
- Make sure that the *Active* box is checked.
- Click *OK*.
- Click *Save*. You will be reminded to log out to allow the changes to take effect: click *OK*.

Once you have completed these steps, exit SIMS to allow the changes to take effect before re-opening SIMS and continuing.

Appendix G: Matching the CES Census Lookups

The CES Census derives a lot of information from SIMS data that has been entered into SIMS using lookup tables (drop down menus).

Some of the lookup table options must be matched to CES categories so that the data is extracted correctly.

The Lookup tables which need matching for the CES Census are:

For Staff:
- Catholic Religion
- Traveller of Irish / Gypsy / Roma Heritage Ethnicity

For Pupils:
- Catholic Religion

The route to matching the lookup tables is:

Tools | Statutory Return Tools | Update CES Census Lookups

To match Catholic to the look up tables, follow the route shown above; this will bring you to the screen shown below.

The SIMS lookups will appear in the drop down menu at the right hand side of each category for which they refer.

If you click the down arrow next to Catholic Religion a drop down box appears. Move your cursor to *Catholic* (or *Roman Catholic*) and click on this choice. This will place *Catholic* in the Catholic Religion box.
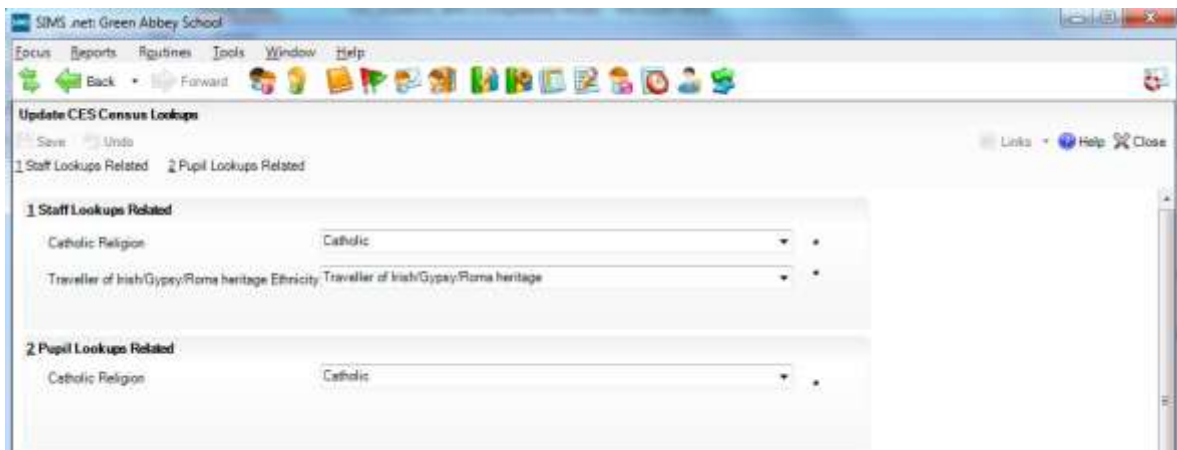
Now move the cursor to the *Traveller of Irish/Gypsy/Roma Heritage* box and click on *Traveller of Irish/Gypsy/Roma Heritage* as shown in the screen below.
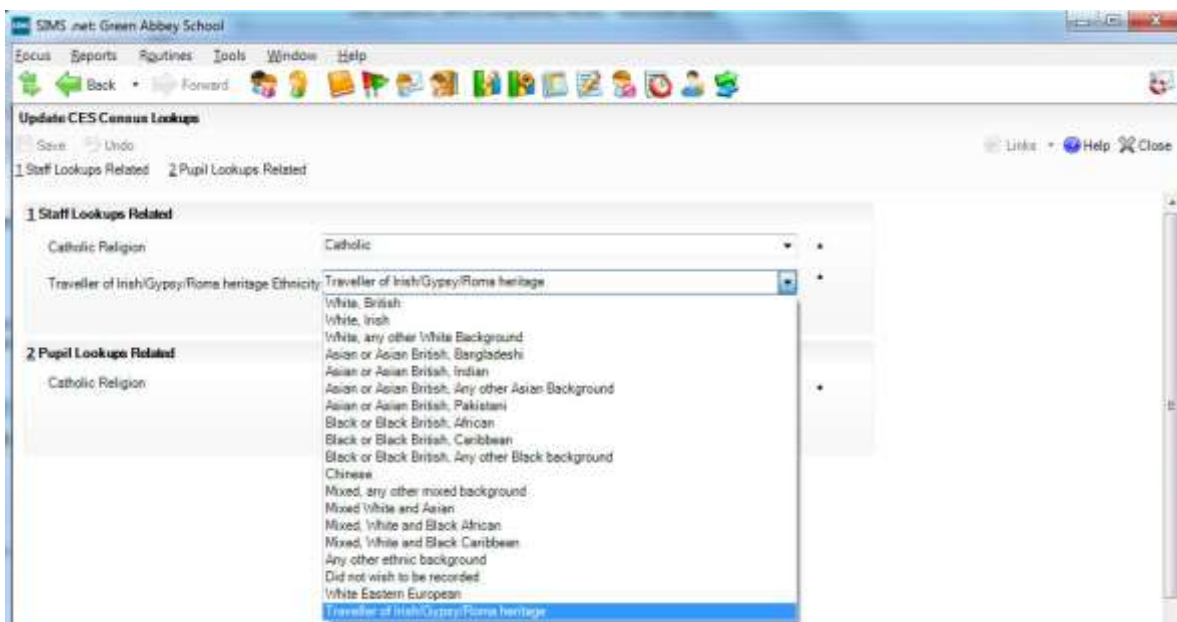
Continue this process for adding *Catholic Pupils*.

Click Save.

Appendix H – Bulk Updates of Pupil Data

Bulk update can be used to assign religion and ethnicity to multiple students.

Follow the route **Routines | Pupil (or Student) | Bulk Update**

The screenshot below shows the bulk update panel used for assigning religion to pupils. Note the options in the drop-down menus:

- Student population, Group Type: Home Religion
- Student population, Group: None
- Student population, Effective Date: a date **before** the Census date
- Update Data Item, Data Item: Home Religion
- Update Data Item, Effective Date: a date **before** the Census date
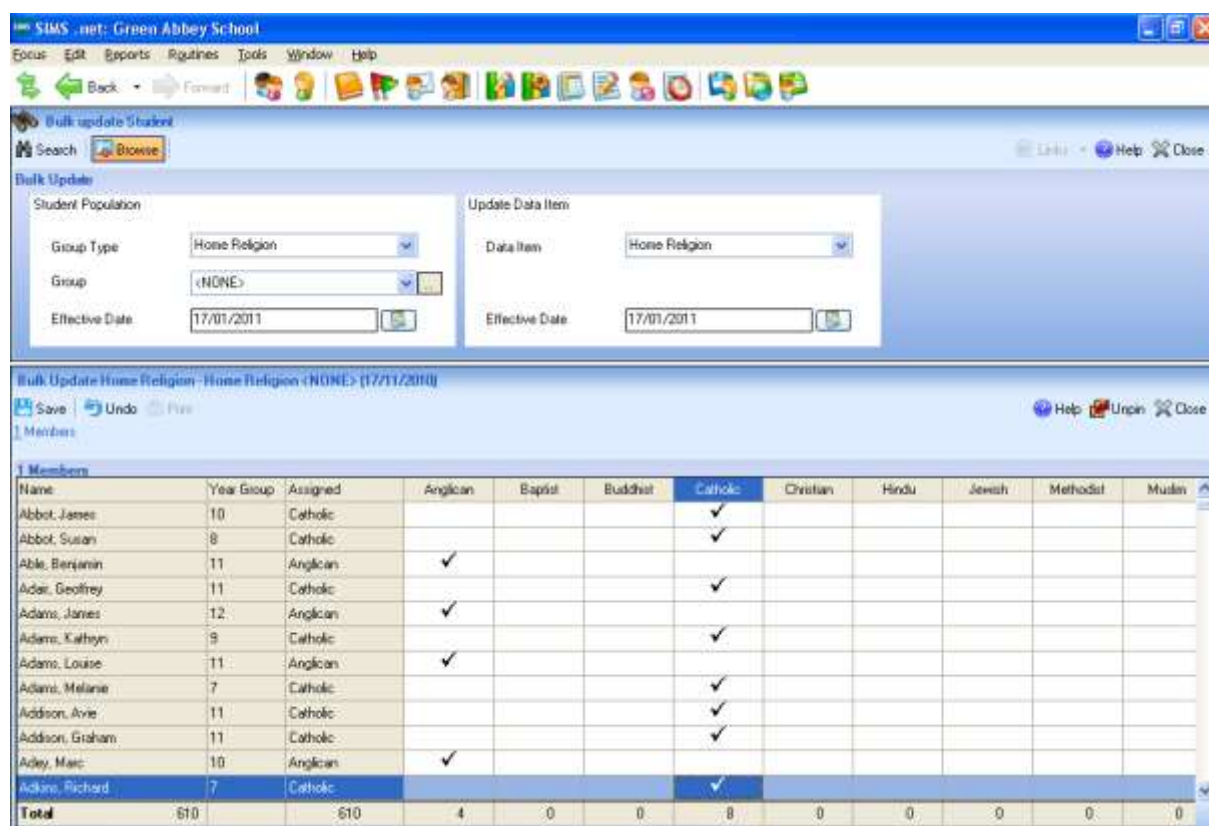
Click on the **search** icon. A list of all students with no religion assigned will be displayed. Assign the correct religion by clicking in the appropriate box next to their name. When all students have been updated, click on **Save**.

For detailed information on bulk update, please refer to the *Managing Pupil/Students in SIMS .net* handbook:

1. In SIMS, click on the **Documentation** icon at the top of the screen. The **SIMS Documentation Centre** panel will be displayed
2. Click on **Handbooks**
3. In the **Handbooks** panel, click on **Maintaining Pupil/Student Information**
4. Click on **Managing Pupil/Students in SIMS**
5. Scroll down to the section: Updating Pupil / Student Information in Bulk