

RM Integris Creating a Census Return – Autumn

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Pre-census preparations

Before generating your Autumn Census, the following items should be prepared in Speed Edit

Step 1) From the **Modules** tab, select **Administration | Speed Edit**

Step 2) From the drop-down list, select and update the following items:

- School Lunch taken on Census Day (Universal Infant FSM) – Reception, Y1 and Y2 only (see [Appendix A](#))
- Hours at setting (Nursery pupils only) (see [Appendix B](#))
- Funded hours (Nursery pupils only) – maximum of 15 hours (see [Appendix C](#))
- Extended Childcare Hours – maximum of 15 hours (see [Appendix D](#))
- 30-Hour code (see [Appendix D](#))
- Disability Access Fund Indicator
- Learner Funding and Monitoring (FAM) (see [Appendix E](#))
 - [Edit direct in pupil details](#)
 - [Via speed edit](#)

Alternatively, these items can be edited in the '**Additional**' tab of the student record, or for the FAM item, in the '**Entitlement**' tab.

Check the status of census

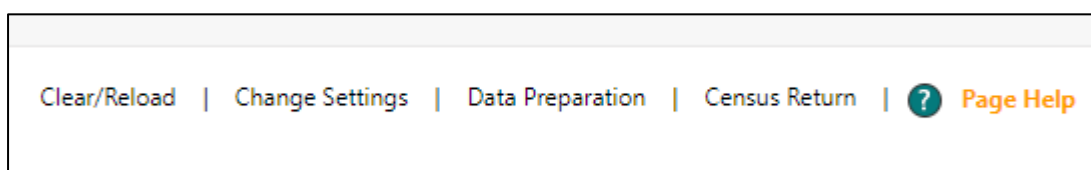
Step 1) From the **Modules** tab, select **Census | School Census**

Step 2) Details of the appropriate census will be displayed in the **Current Census** settings on the first screen. The status of the latest census will be displayed on the right-hand side of the screen – in the example below you can see that the current status is 'In Preparation', and it is 'Not Saved'.

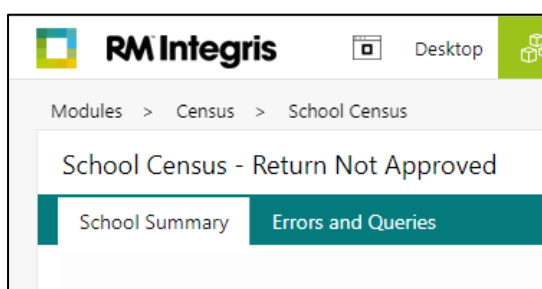
All data for the Autumn Census is extracted from existing data in your system, so **there is no need to use the 'Data Preparation' tab.**



Step 3) Go straight to **Census Return** to generate a full census return and check for errors and queries. You can produce as many returns as you need to and only submit the version that you are happy to approve.



A screen similar to the one in the next screen shot will appear saying **School Census – Return Not Approved** at the top left of the screen. The summary is selected by default, the easiest way to view this is to use the Print option, top right of the screen.



Check through all tables in the summary carefully and make sure that the figures look correct.

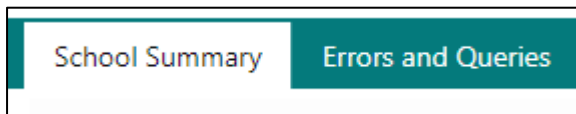
The following tables may be particularly useful

Table number on school summary	comments
Table 5: Specific Types of Pupil on Roll	This is where you can check the number of pupils recorded as being eligible for FSM, those who have been flagged as receiving Top-Up funding, and any who are flagged as having Post looked-after arrangements (e.g., adopted from care). Update in Speed Edit or in individual student records.
Table 6: Funded and extended childcare hours for pupils on roll aged 2, 3 and 4 years	Check here that any relevant pupils have the appropriate funded hours and extended childcare hours recorded. Update in Speed Edit – see Appendix B, Appendix C and Appendix D
Table 10: Pupils on roll with SEN Provision	Check your SEN figures are correct in this table
Table 12: Number of suspensions and permanent exclusions	Check that any exclusion periods from the spring and summer terms are being reported correctly in this table.
Table 25: Universal infant school meals	These figures will be finalised on census day, but to prepare use the Speed Edit facility to make the default value ‘Yes’ for all R, Y1 and Y2 pupils, then edit to ‘No’ on the day for those pupils who do not take a meal. Update in Speed Edit – see Appendix A

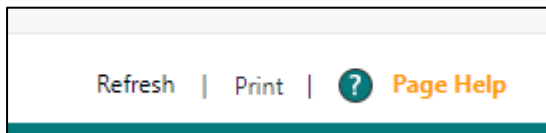


Correct errors/queries and approve return

Step 1) You can switch between the **School Summary** tab and the **Errors and Queries** tab.



Step 2) You can use the **Print** option, top right, to make viewing easier.

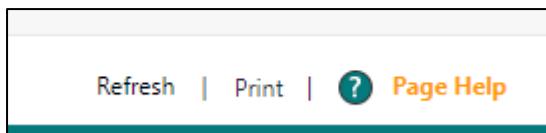


Step 3) Hover the mouse over the **Solution/Link column**. If there's a link there would be a blue hyperlink, and clicking on it takes you to the area where the amendment needs to be made.

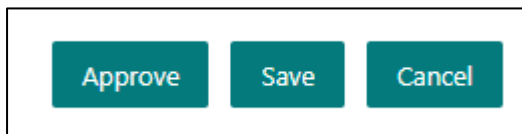


Errors/Queries	Description	Location	Solution / Link
130	DfE number and phase are not consistent.		If you need to change your school code, you will need a new schema so that your census return is run on your new data only. Please see the RM Knowledge Library at www.rm.com/support for further information.
564 Q	Please check: primary admission appeals figures should be provided and are expected to be greater than zero.		Edit Census School Follow the link to submit the number of appeals the school has had: this is usually a number greater than 0.
566 Q	Please check: infant admissions appeals figures should be provided and are expected to be greater than zero.		Edit Census School Follow the link to submit the number of appeals the school has had: this is

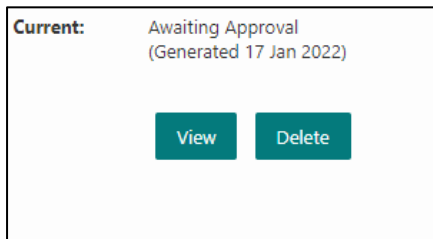
Step 4) Make the amendments, **SAVE** the changes, then click on '**Refresh**' (top right of screen) to see that the errors/queries reduce accordingly.



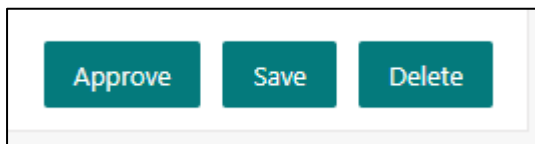
Step 5) Work through all the errors and queries until there are **zero errors**, and as few queries as are appropriate for your school. Click on **Save** – bottom right of the screen – and print off the School Summary for the Head Teacher to check.



Step 6) Next time you log in to the Census module the status of your census will have changed to **'Awaiting Approval'** – to continue to approval, or to make further amendments, click on **View**, bottom right.



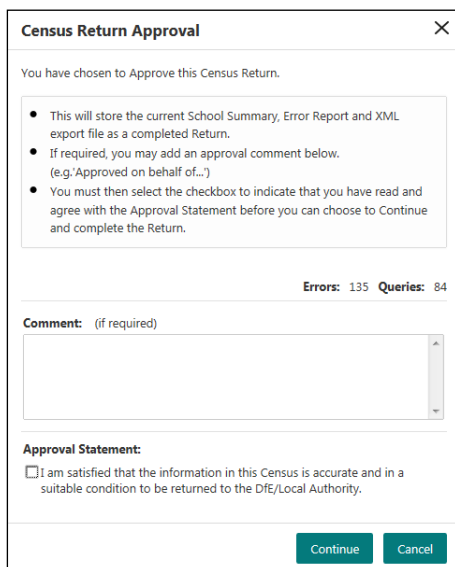
Step 7) From this screen you can choose the Errors and Queries tab to make further amendments, or go straight to **Approve**. If you make further amendments, click on the Refresh button, and SAVE the amended version.



Please note the new 'Page Help' option top right of the screen – for the errors and queries page, this will list any currently known system errors or problems.

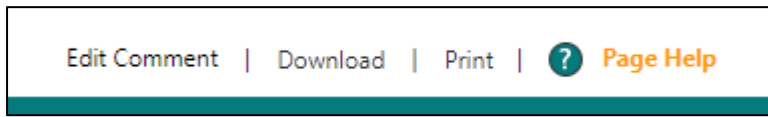


Step 8) Clicking on the **Approve** button will generate the following message:



A summary of errors and queries will be displayed here. Your return should have zero errors. There is a comment box available – you may wish to use this to note that the census was approved by the Head Teacher. You will need to tick the Approval Statement box and then click on **Continue**.

Step 9) Click on **Continue** to take you to the following screen. From this screen, click on the **Download** option (top right), and choose 'Census Return File'.



Step 10) Choose the **Save as** option, and save the zipped census file to an appropriate location on your computer.

Don't forget to unzip the file before trying to load it to COLLECT, or you will get an error message.

You may also wish to save an electronic copy of your Census Summary by choosing the School Summary Report option from the Downloads section.

Uploading return to the DfE

Step 1) Log on to the **DfE Sign-in website**, and upload your unzipped census file to the **COLLECT** website in the usual way.

<https://services.signin.education.gov.uk/>

Please be aware that even though you may have zero errors and queries in the return generated in your RM Integrus software, COLLECT runs slightly different validations. The current census will be compared to last term's, so please check any errors or queries that appear as a result of this validation and provide an appropriate note against each one.

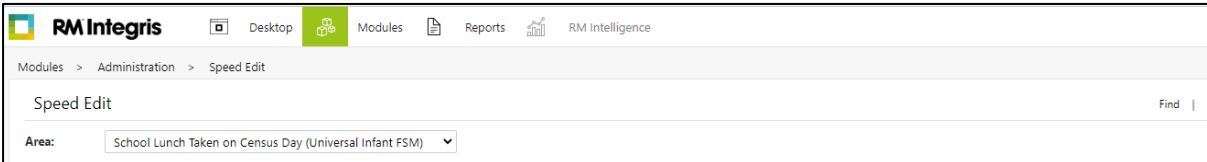


Appendices

Appendix A: Recording Universal Free School Meals in Speed Edit

Step 1) In Modules, go to **Administration | Speed Edit**, and from the **Area** drop down list, select **School Lunch Taken on Census Day (Universal Infant FSM)**.

Step 2) Click on Find



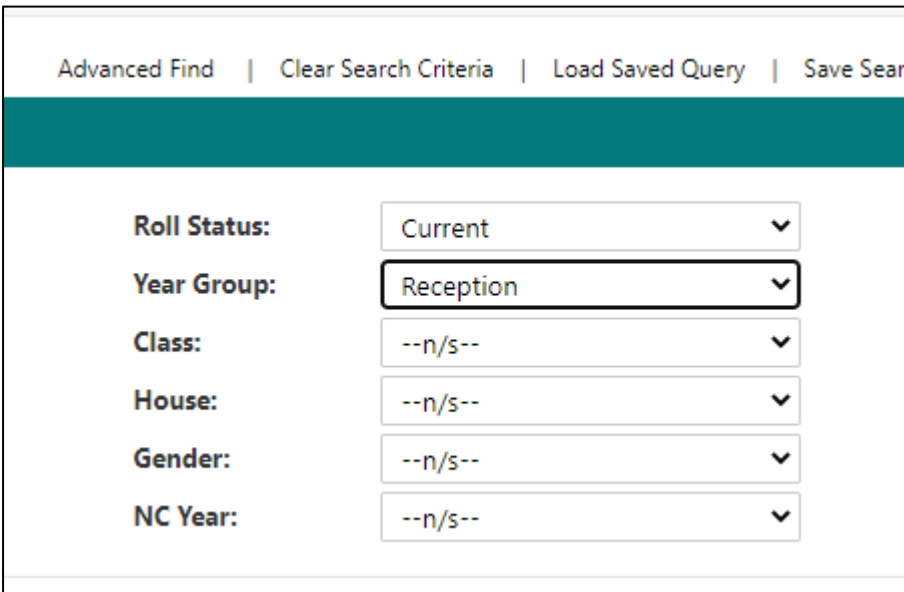
RM Integris Desktop Modules Reports RM Intelligence

Modules > Administration > Speed Edit

Speed Edit Find

Area: School Lunch Taken on Census Day (Universal Infant FSM)

Step 3) From the search screen that appears choose your Reception year group from the drop down list.



Advanced Find | Clear Search Criteria | Load Saved Query | Save Search

Roll Status: Current

Year Group: Reception

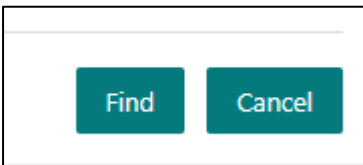
Class: --n/s--

House: --n/s--

Gender: --n/s--

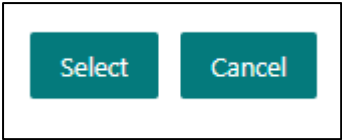
NC Year: --n/s--

Step 4) Click on **find**

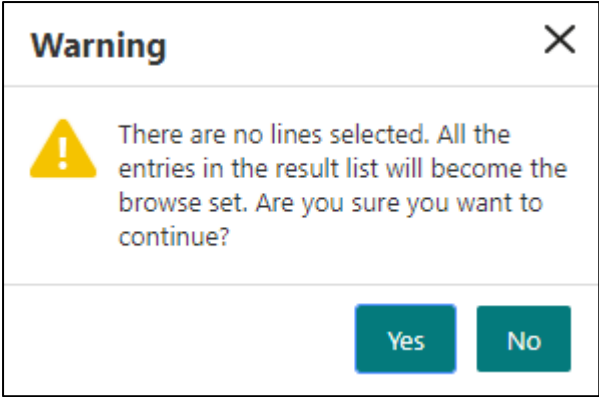


Find Cancel

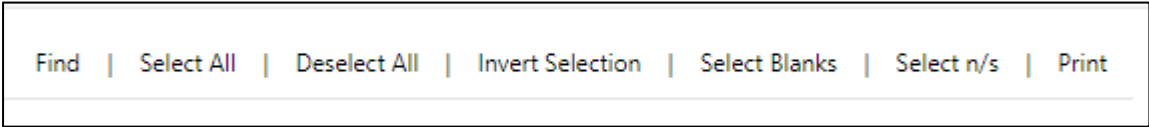
Step 5) Click on **Select**



Step 6) Click on **Yes** to choose all the pupils



Step 7) Now click on **'Select All'** (next to 'Find' at the top of the screen) so that all pupils are highlighted in blue.



Step 8) Then tick the **'New Value'** box (bottom left) and **'Apply Changes'**.



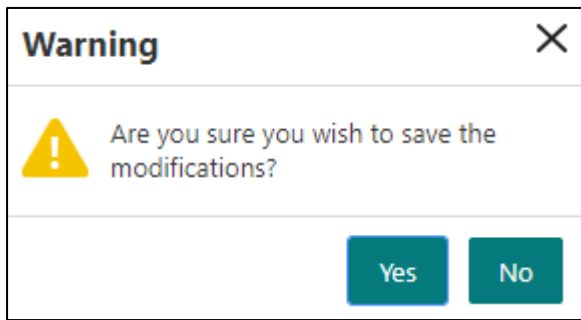
Step 9) The Value column will now say 'Yes' for all pupils, and the 'Status' column shows 'M' meaning that the screen has been modified.

	Value	Status
	Yes	M
	Yes	M
	Yes	M
	Yes	M

Step 10) Click on **Save**



Step 11) Click on **Yes** – the value will remain as Yes, and the ‘M’ will have disappeared.



Step 12) Repeat for years 1 and 2.

To change individual pupils from ‘Yes’ to ‘No’ on Census Day

Step 1) Follow Steps 1 to 4 above

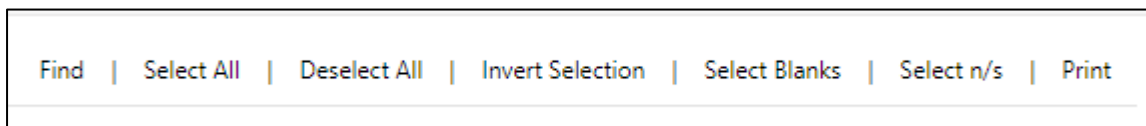
Step 5) From the list of pupils that appear use the Ctrl key to cherry pick those who did not take a meal on the day

Reference	Surname	Known Name
1494	Adams	Jenny
59	Allen	Chloe
1415	Alsbury	Stephen
26	Bailey	Thomas
1567	Baker	Bobby
63	Bates	Julia
58	Blake	Greg

Step 6) Click on **Select**.



Step 7) The selected pupils will appear on the next screen, and to change the value from ‘Yes’ to ‘No’, click on **Select All** to highlight the pupils in blue



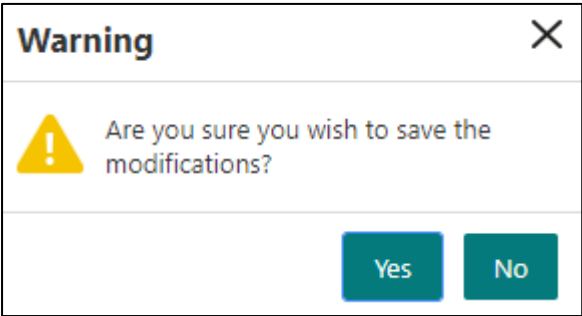
Step 8) Make sure there is **no tick in the ‘New Value’** box, click **Apply Changes**



Step 9) Click on **Save**.



Step 10) Click on **Yes**

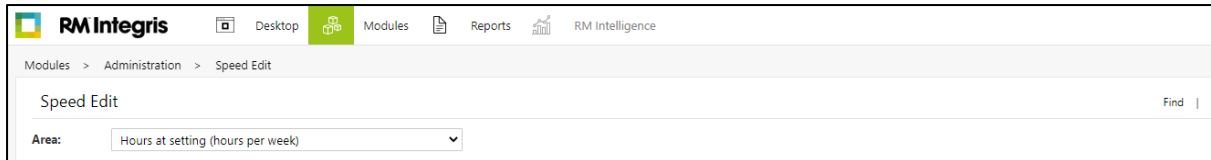


Step 11) Repeat for other year groups as appropriate.

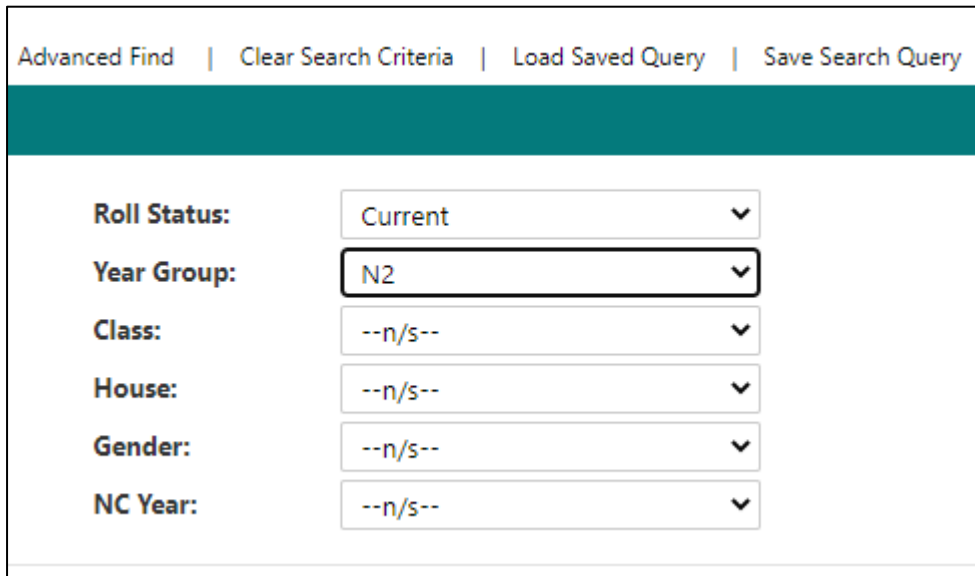
Appendix B: Recording Hours at Setting in Speed Edit

Step 1) In Modules, go to **Administration > Speed Edit**, and from the **Area** drop down list, select **Hours at setting (hours per week)**.

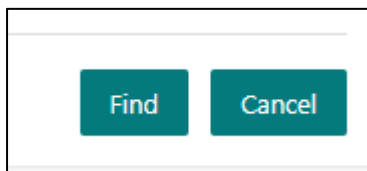
Step 2) Click on Find.



Step 3) From the search screen that appears choose your Nursery year group from the drop down list.



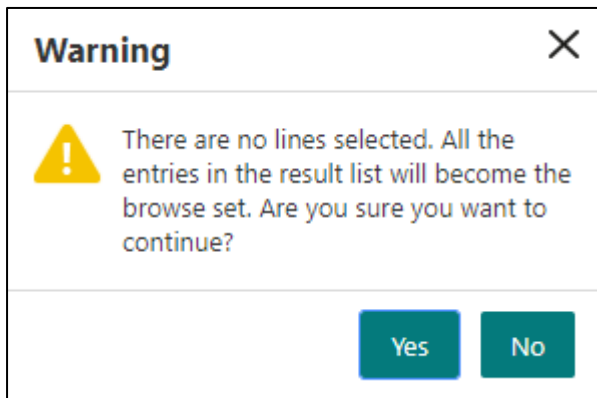
Step 4) Click on **Find**



Step 5) Click on **Select**



Step 6) Click on **Yes** to choose all the pupils.



Step 7) Now click on **'Select All'** (next to 'Find' at the top of the screen) so that all pupils are highlighted in blue.



Step 8) Then in the 'New Value' box type the appropriate hours to two decimal places, for example 15.00, then **'Apply changes'**



Step 9) Click on **Save**. If any pupils attend for more or less than 15 hours, these can be amended individually.

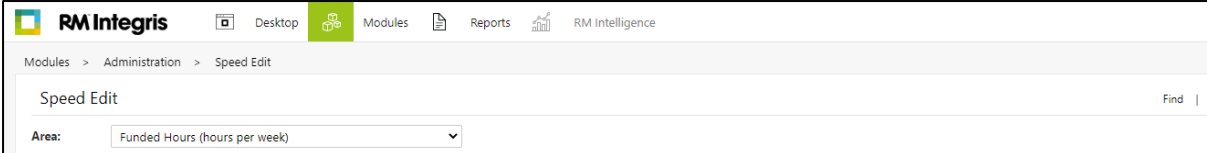


Step 10) **Remember to stay in Speed Edit to enter Funded Hours for all Nursery pupils – see [Appendix C](#).**

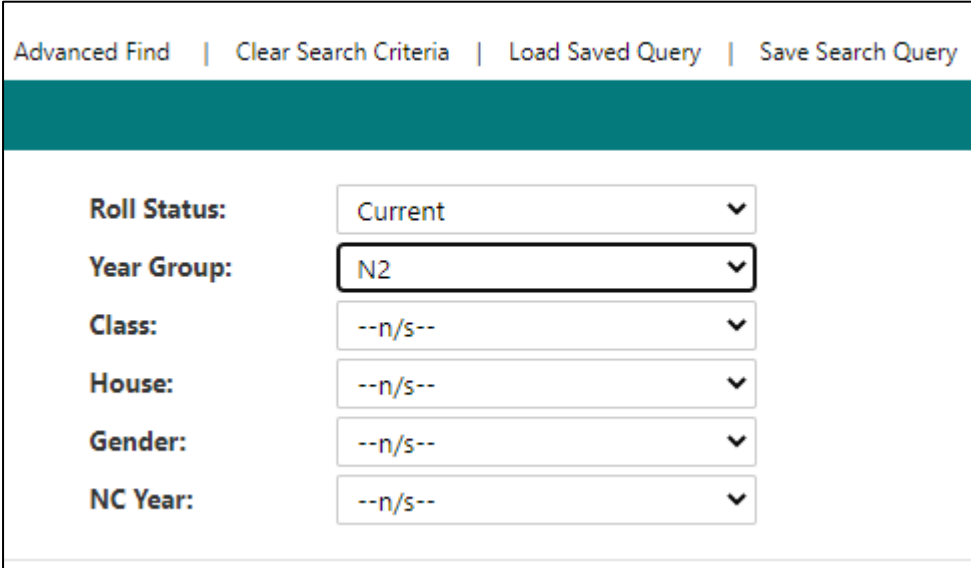
Appendix C: Recording Funded Hours and Extended Childcare hours in Speed Edit

Step 1) In Modules, go to **Administration > Speed Edit**, and from the **Area** drop down list, select **Funded Hours (hours per week)**.

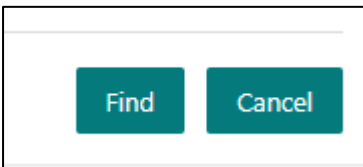
Step 2) Click on Find



Step 3) From the search screen that appears choose your Nursery year group from the drop down list.



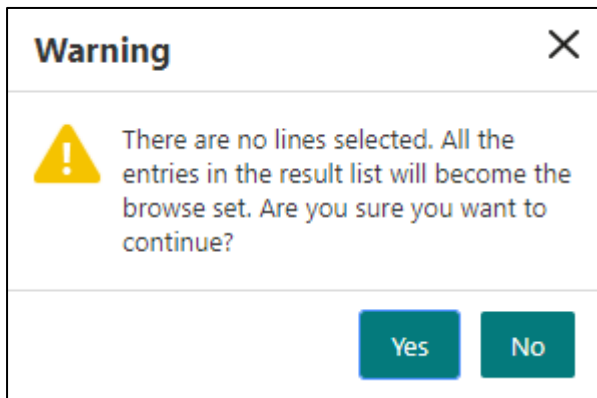
Step 4) Click on **Find**



Step 5) Click on **Select**



Step 6) Click **Yes** to choose all the pupils.



Step 7) Now click on **Select All** (next to 'Find' at the top of the screen) so that all pupils are highlighted in blue.



Step 8) Then in the 'New Value' box type 15.00, then **Apply changes**. If any pupils attend and/or are funded for less than 15 hours, these can be amended individually.



Step 9) Click on **Save**



Please note that funded hours must be equal to, or less than the hours at setting.

Step 10) **Check the Census Summary to make sure that all funded hours are recorded correctly.**

Appendix D: Recording Extended Funded Hours and the 30-hour code

BEFORE ENTERING THIS INFORMATION IN THE CENSUS THE 30-HOUR CODE MUST BE VERIFIED BY ENTERING THE DETAILS IN THE FIS SYNERGY PORTAL.

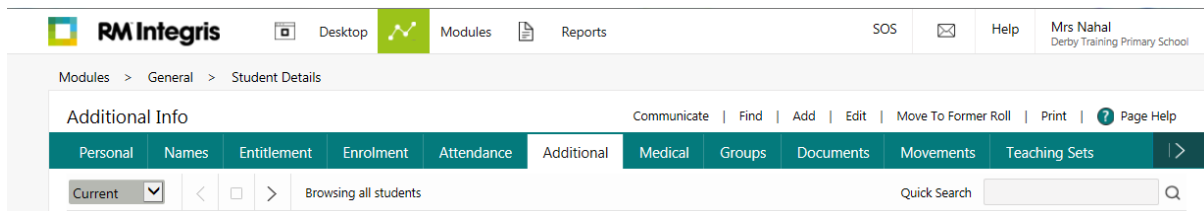
Information entered in the census MUST match the corresponding information in the FIS Portal.

Both these items can be recorded using the Speed Edit facility by selecting **Extended Childcare hours (hours per week)** from the dropdown list and using the same method as described in previous appendices.

Alternatively they can be updated in a pupil's individual record as follows:

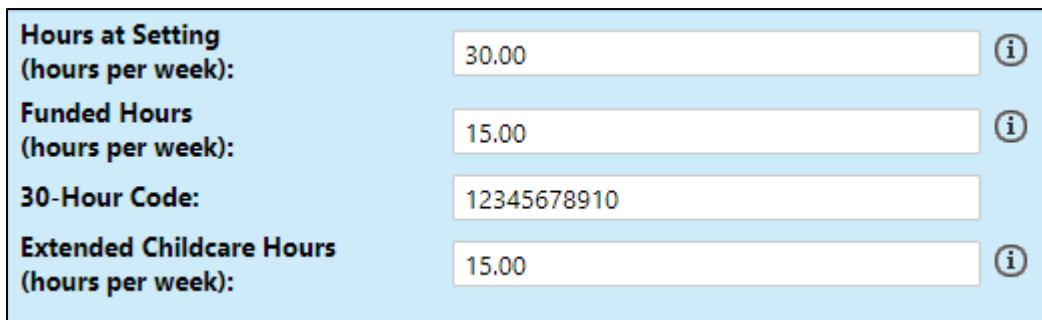
Step 1) Go to **Modules | General | Student Details**

Step 2) In the student record, go to the **'Additional'** tab, and click on 'Edit'.



The screenshot shows the RM Integris software interface. At the top, there is a navigation bar with 'RM Integris' logo, 'Desktop', 'Modules', 'Reports', 'SOS', 'Help', and 'Mrs Nahal Derby Training Primary School'. Below this, the breadcrumb trail reads 'Modules > General > Student Details'. The main area is titled 'Additional Info' and contains a tabbed interface with 'Additional' selected. Other tabs include 'Personal', 'Names', 'Entitlement', 'Enrolment', 'Attendance', 'Medical', 'Groups', 'Documents', 'Movements', and 'Teaching Sets'. A search bar at the bottom right is labeled 'Quick Search'.

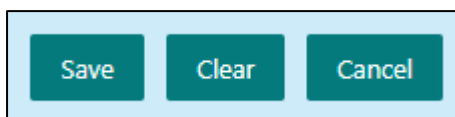
Step 3) Proceed to add the appropriate information to the 30-hour code and extended childcare hours boxes as in the example below.



The screenshot shows a form with four rows of input fields. Each row has a label on the left, a text input field in the middle, and an information icon (i) on the right. The data entered in the fields is as follows:

Field Label	Value
Hours at Setting (hours per week):	30.00
Funded Hours (hours per week):	15.00
30-Hour Code:	12345678910
Extended Childcare Hours (hours per week):	15.00

Step 4) Click on **Save**.



The screenshot shows three buttons arranged horizontally: 'Save', 'Clear', and 'Cancel'. Each button is a dark teal color with white text.

Appendix E: Recording Learner Funding and Monitoring (FAM) in Speed Edit

The Learner Funding and Monitoring (FAM) is available for all students under the age of 19 years old. This funding is available to support children and to help them catch up with missed learning caused by Coronavirus (COVID19).

There are two ways to update these fields’.

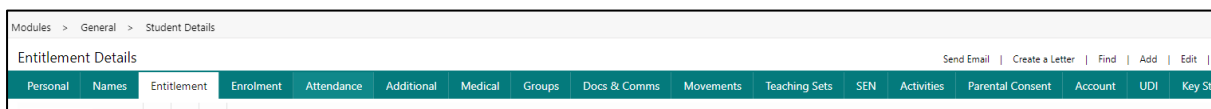
- [Option 1 – edit direct in Student Details](#)
- [Option 2 – via Speed Edit](#)

Option 1 – edit direct in student details

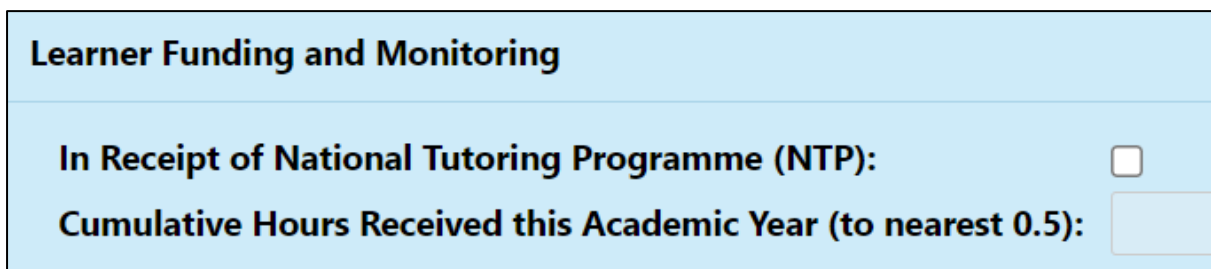
You can edit the Learner Funding and Monitoring (FAM) field in individual pupil records as follows:

Step 1) Go to **Modules | General | Student details** and search for the pupil you want to edit

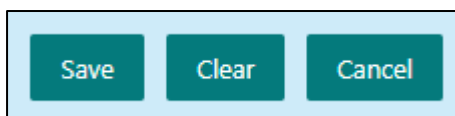
Step 2) Choose the **Entitlement** Tab and click on **Edit**, top right.



Step 3) In the ‘Learner Funding and Monitoring’ box, tick the **In Receipt of National Tutoring Programme (NTP)** box and then enter the number of hours received to the nearest 0.5 into the **Cumulative hours received this Academic Year (to the nearest 0.5)** field. You should only be recording hours for the academic year 2023/2024.

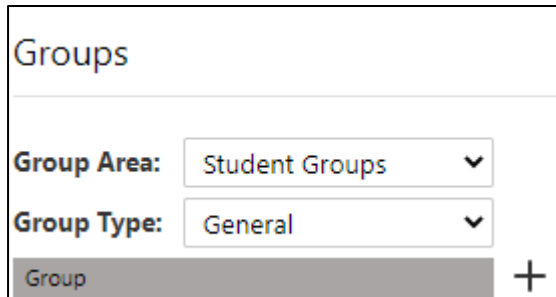


Step 4) Click on **Save**.

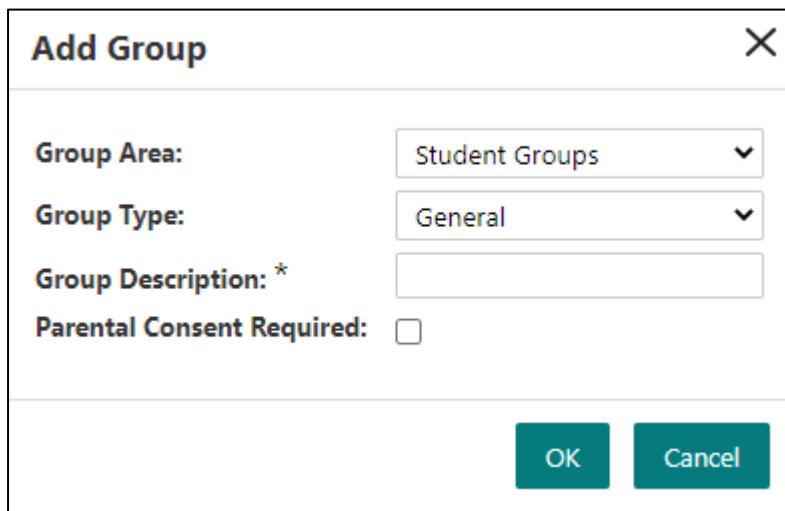


Option 2 – via speed edit

Step 1) Alternatively, create a group for your COVID catchup pupils. Select **Modules | General | Groups**. Make sure that the **Group Area** says **Student Groups**, and choose '**General**' from the **Group Type** drop down list.

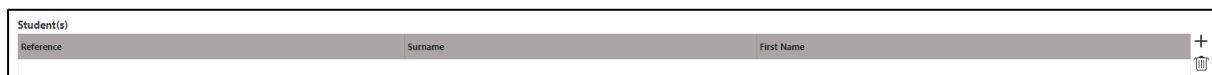


Step 2) Click on the **plus** sign to open up the Add Group box



Step 3) In the 'Group description' field type **Learner FAM <year>** and then click on **OK**. This new group should now appear in the list.

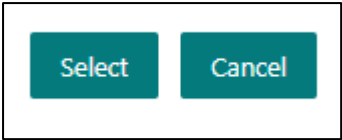
Step 4) Highlight the FAM group and click on the plus icon to the far right of the screen



Step 5) In the Student Search box, click on **Find**



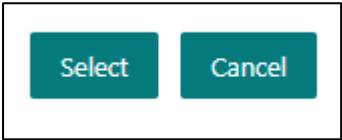
Step 6) Click on **Select**



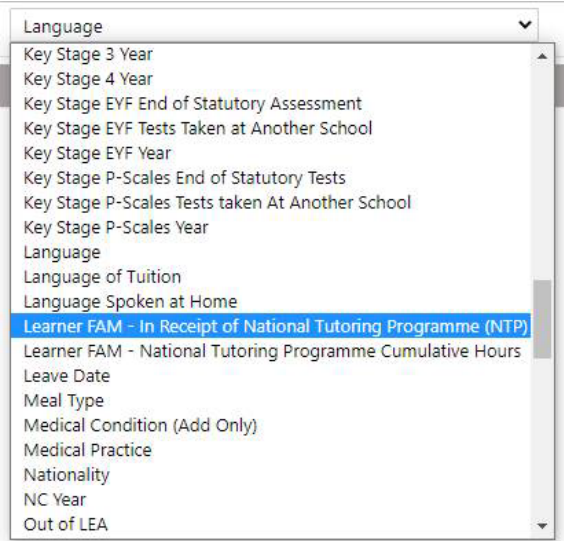
Step 7) From the list of pupils that appear use the Ctrl key to cherry pick those who did not take a meal on the day

Reference	Surname	Known Name
1494	Adams	Jenny
59	Allen	Chloe
1415	Alsbury	Stephen
26	Bailey	Thomas
1567	Baker	Bobby
63	Bates	Julia
58	Blake	Cecilia

Step 8) Click on **Select**



Step 9) In Modules, go to **Administration | Speed Edit**, and from the **Area** drop down list, select **Learner FAM (first option)**.



Step 10) Click on 'Find' and from the search screen that appears, select the group you have created.

Group Type: General ▾
Group: Learner FAM 2022 ▾
Family Rep: --n/s-- ▾

Step 11) Click on **Find**


Find Cancel

Step 12) Click on **Select**

Select Cancel

Step 13) Click on **Yes** to choose all the pupils.

Warning ✕

 There are no lines selected. All the entries in the result list will become the browse set. Are you sure you want to continue?

Yes No

Step 14) Now click on **Select All** (next to 'Find' at the top of the screen) so that all pupils are highlighted in blue.

Find | Select All | Deselect All | Invert Selection | Select Blanks | Select n/s | Print

Step 15) Then choose the correct value in the 'New Value' box , **Apply changes**

New Value: Apply Changes

Step 16) Click on **Save**

