

# CES Census 2021

## Quickstart Guide for SIMS users

### Before completing the Census

1. Ensure that all student and staff data are up to date
2. Check that the latest consolidated patch has been applied
3. Check that CES lookups have been assigned. To maintain lookups, go to **Tools->Statutory Return Tools->Update CES Census Lookups**
4. Set up a folder that can be accessed outside SIMS in which to save the census files. Schools with centrally hosted SIMS should check that this folder is on their own network
5. Ensure that everything is ready by doing a test run prior to the Census date

*For further information see main SIMS guidance section 3*

### Completion of the Census

1. To start completing the return go to:  
**Routines->Statutory returns->Schools CES Census**
2. Make a note of the location of the **CES Census Folder** (see 4 above)
3. Click 'New' to start a Census return
4. Complete Panel 2 (School Information) then click on 'Calculate All Details'
5. Complete data in panels that are not calculated automatically by SIMS
6. Check data in panels that are calculated by SIMS and correct any errors
7. Refer to hover-over help information
8. Save the Census at frequent intervals
9. When all panels are complete, click on 'Create & Validate'. Errors and warnings will be displayed.
10. Click on 'Summary Report' and check every answer
11. If further changes are needed return to step 5
12. When checking has been completed to the satisfaction of the head teacher, click on 'authorise'

*For further information see main SIMS guidance sections 4 & 5*

### Uploading the Census file

1. Go to <https://www.cescensus.org.uk> and click on 'Upload'
2. Log in with the password issued in the letter sent by email in December 2019
3. Upload the XML file (located in the **CES Census Folder**) to the Census website

*For further information see main SIMS guidance section 6*