

## School Census Workshop

### Getting it right first time—together we'll succeed

After a successful pilot introduction, the new School Census return comes into effect for all maintained schools in 2007. Taking place on a termly basis - Spring (January), Summer (May) and Autumn (September) - this extended catchment of pupil-centric data replaces a number of smaller returns and further supports the drive to raise standards and ensures accurate targeting of funding.

Built on the solid foundation of the PLASC training programme, our new School Census workshops are an invaluable opportunity to make a successful transition of knowledge and perform a 'dry-run' of the new process away from the pressures of the school office. We encourage all delegates to bring with them a copy of their live school data, so that any specific queries can be ironed out under the expert eye of our trainer, and well in advance of the live return dates. Our workshops will also focus on two key areas: getting your data into the best possible shape and streamlining your processes to meet the termly submission deadlines with the minimum of effort.

#### What 's Covered?

- Introducing the new School Census
- Sharing 'Best Practice'
- Working with 'live' data – Initial Setup
- Health Check/Individuals Data
- Recording Aggregated Data
- Running the Census Wizard

#### Course Benefits

Introducing the latest DfES-led statutory product changes that will impact upon the completion of the School Census return.

Promoting good data management to ensure all information stored within Integris meets 'Common Basic Data Set' protocol.

Empowering delegates to utilise all the system functions and reports available within Integris to most effectively complete and submit an accurate School Census return.

Developing analytical skills to help delegates identify and trap return errors/queries as they work through the process of completing a successful return, using their 'live' data.

Raising user confidence prior to this termly, time-critical event and encouraging reciprocal learning within their local school support network.

#### Who Should Attend ?

Primarily, the course is aimed at school administrative staff with responsibility for completing the School Census return, both experienced and relatively new Integris users alike.

It is assumed that delegates registering for the course will have extensive 'local' knowledge of their school's data.

The course is also relevant to local support and training teams who will be offering technical services to schools on the School Census module and associated Integris functions.

All delegates considering the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite, as a prerequisite.

## Course Outline

### Introducing the new School Census

Outlining the new DfES statutory requirements for the School Census return and associated CBDS fields –

- Taking a fresh look at the new process
- Making the transition from the previous PLASC return
- Introducing the latest snap-shot and historical data fields now included

### Sharing 'Best Practice'

Introducing rules for good data management to ensure users avoid common pitfalls when completing the return -

- Defined CBDS parameter values
- The impact of assigning entry and leave dates on student records
- Selecting the appropriate school and census return type
- Ensuring all student data collated during the return complies with CBDS protocol (National Curriculum Year, Ethnicity, Mother Tongue and Student in Designated Nursery Class etc)
- Exploring the help and guidance available through supporting DfES documentation

### Working with 'live' data – Initial Setup

The remaining sections of the course are entirely workshop oriented and delegates will work through completing the School Census return on a copy of their own Integris data file, utilising their 'local' knowledge -

- Restoration of Integris data
- Setting census parameters specific to the school type

### Health Check/Individuals Data

Initial identification and eradication of return errors and queries -

- Running the Health Check and establishing its relationship with Individual Data
- Initial eradication of return errors and queries
- Courses of Study (Secondary Schools only)

### Recording Aggregated Data

Defining the sections of the Aggregated Data 'form' that need to be completed by delegates -

- How the School Census parameter settings impact on Aggregated Data
- Completion of the electronic form
- Validation of data extracted from Integris student records
- Balancing Teacher/Pupil reconciliation
- Recording and reconciling 'Classes as taught'

### Running the Census Wizard

Using the Census Wizard to identify and trap for any remaining return errors and queries. Once all errors are eradicated, delegates can create the actual XML file that constitutes the completed School Census return -

- Understanding the validation checks
- Identification and eradication of any remaining errors and queries
- Creation of the XML School Census return
- Exporting the Census files

## Related Courses

For those users who have responsibility for completing the School Census return but do not use the core components of Integris on a daily basis we can offer you our *Essential Integris* course. This provides users with the level of competency needed to perform the most frequent tasks and gain an all-round appreciation for the Integris system.

This *Essential Integris* course should also be seen as a contingency investment for schools in the instance where a staff member is away through illness or extended leave.

### Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).