CES Census 2024

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 correctly. To maintain lookups, go to
   Tools->Statutory Return Tools->Update CES Census Lookups
4. 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. Check that the **CES census folder**, where the census files are saved, can be accessed outside SIMS. Schools with centrally hosted SIMS should check that this folder is on their own network
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 2023
3. Upload the XML file (located in the **CES Census Folder**) to the Census website

For further information see main SIMS guidance section 6

All the guidance notes and other information can be found here: https://cescensus.org.uk/sims.html