



# Data Management Services

## THE BUSINESS OF EDUCATION

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### School Census FAQ's

Document Reference DMS066

*Published/Updated January 2019*



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## School Census General

### What is the latest School Census Fileset?

Details about the latest fileset can be found at the following location: [bit.ly/hertscensus](http://bit.ly/hertscensus).

### How do I import the latest School Census Fileset?

Instructions on how to import the fileset are included within your census documentation which can be found at the following location [bit.ly/hertscensus](http://bit.ly/hertscensus).

### How do I check which School Census fileset version is currently in use?

In SIMS select **Routines > Statutory Returns > School Census** to display the census return browser. The Validation Fileset Number is displayed in the header of the browser.



### Where can I find the School Census Documentation?

School Census documentation can be found at the following location: [bit.ly/hertscensus](http://bit.ly/hertscensus)

### When downloading from the grid I do not get the "Save As" option when I right click?

This is usually because the grid page has been opened up using Google Chrome. Please close down Chrome and open the grid in Internet Explorer.

### What do I do if I cannot Submit my Census on the day?

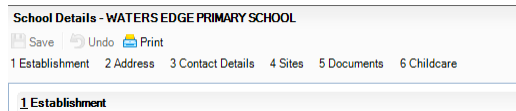
Please advise the Data Collection Team at [data.collection@hertfordshire.gov.uk](mailto:data.collection@hertfordshire.gov.uk) and ICT Services at [help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk)

### Do I need to enter the ticks in Pupil Premium on student records before creating my census?

The Pupil Premium tick is for school use only and does not feed into the school census. Pupil Premium is derived by using historical information and current information contained in the School census.

## School Census Childcare

When looking at School Details, **Focus > School > School details** the childcare panel is located via the Hyperlinks at the top of the page.



Please ignore the box that says number of childcare places near the bottom of the School details panel, this is historical and no longer in use. If you have numbers in there they can be replaced with 0.

<input type="checkbox"/> Childcare integrated with a nursery	
No. of Childcare Places	<input type="text" value="0"/>
No. of Childcare Nursery Places	<input type="text" value="0"/>

**If the childcare does not take place on every day of the week should it be included? Some schools have Before or After school childcare for only a few days a week even though it is regular.**

It should be included if it is a guaranteed regular service; where the intention is to provide a service that will allow parents to work or attend training on a regular basis.

**Should Special Schools include Respite Care during the holidays as Childcare?**

As long as it is consistent and planned – then yes include it.

**We have schools that host Summer Schools which are funded by Charitable Organisations for 2-3 weeks during the Summer Holidays each year – does this count as Childcare?**

Yes it should be included – it would make it easier for parents to work during holidays – even if it doesn't cover all the weeks.

**When numbers of places are being entered should this be the number of available places or the number of filled places?**

Available places.

**If it is the number of available places, what should a school put where they will happily increase the number of places as demand indicates, and so could be unlimited?**

Schools should base their answer on the service as it is on census day – so currently available places.

**If the number of places is based on availability how do schools enter the number of 0-4 (years old) places as this will be dependent on knowing if a child is attending 9 hours or more a day?**

This is not dependent on the child receiving 9 hours or more a day it is dependent on the number of places being available for 9 hours or more a day.

**Should schools be recording childcare that is only available on census day, or should it be covering a particular time period?**

We want to know about regular reliable service.

**If childcare was in place but the provision on site ends part way through the year, should it be included?**

Schools should answer on basis of what is happening during Jan 2016 – but if it is going to close soon it would be better to give nil return.

**We are looking for some clarification as to what constitutes Childcare Services in a Secondary Academy. For example, students are allowed on site from an hour before the start of the school day and we offer some after school clubs at the end of the school day. However, no charge is made for this. Parents do not "book" places at these times of day. Therefore, are we correct in assuming that the DfE only requires data where Childcare places are fixed and are charged for and therefore we will return "none" for this section of the Census?**

The policy is aimed at formal childcare service – so the answer should be none.

## Clearing Errors and Queries

### Do I have to resolve all Errors and Queries?

All Errors should be resolved and Queries should be resolved but can be left if correct for your school and noted in the Authorisation Report. For Academies uploading directly to Collect there is DfE guidance documentation to help you, this can be found here <https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

### Query 100000 – DfE has not yet provided the XSLT file to generate.

Please import the latest Validation Fileset (see page 1)

### Query 564 - Please check: Admissions appeals figures have not been provided

This query will only appear for Voluntary Aided, Foundation and Academy Schools. If you haven't had any Admission Appeals then please explain this on your Authorisation Report.

### Query 566 - Please check: Infant admissions appeals figures have not been provided

This query will only appear for Voluntary Aided, Foundation and Academy Schools. If you haven't had any Admission Appeals then please explain this on your Authorisation Report.

### Error 1000 – Pupil Reconciliation does not match number of Pupils on Roll.

Check the numbers entered in the **Pupil Reconciliation panel** in the school census. The total of **on roll pupils in classes** plus **part-time pupils not at school** plus **private study pupils** plus **pupils at another school** **MUST** equal the number of **Total pupils**.

If the numbers in the reconciliation panel look correct check the number of pupils in each class in the Classes panel. If these are not correct you are able to amend them within the panel. **Do not remove absent pupils from these panels.**

### Error 1090 & Query 1110 – Number of support staff in class is missing

Check the **Classes Panel** in the School census and enter the number of support staff per class.

### Error 1100 – Class with no staff

Check the **Classes Panel** in the School census and enter the number of staff per class.

**Secondary Schools** – if classes are deliberately unstaffed (e.g. consortium classes taught elsewhere) delete class from the classes panel and add the students to 'students at another school' in the Pupil reconciliation panel.

### Error 1130 – Class type missing or invalid

Check the values in the **Type** column in the **Classes panel**. The type should be **Other** for all classes except N1 and N2 where this should be **Nursery**.

### Query 1155 – Class type and year group different

Check the values in the **Type** column in the **Classes Panel** making sure that **N1 and N2** year groups have a type of **Nursery** and all other classes have a **type of Other**.

### Error 1160 – Class Key Stage not present or invalid

Check the **Key stage** column in the **Classes panel** and make sure this is correct for the Year group.



**Error 1170 – Class Activity is missing or invalid**

Select the correct activity from the dropdown list in the **Activity** column in the **Classes** panel. Please read the instructions carefully in your School census documentation regarding this area.

**Error 1190 – Class year group and Key stage not consistent**

Check the values selected in **Year Group** and **Key stage** columns in the **Classes** panel are one of the following:

<b>Year Group</b>	<b>Key Stage</b>
N1 & N2	Foundation
Reception	Foundation
Year 1	Key Stage 1
Year 2	Key Stage 1
Year 3	Key Stage 2
Year 4	Key Stage 2
Year 5	Key Stage 2
Year 6	Key Stage 2
Mixed year group N2, R & Yr1	Mixed Keystage
Mixed Year group Yr2 to Yr6	Mixed Keystage

**Error 1220 – Class with no pupils**

Check the numbers in the **Pupil (On Roll)** and in the **Pupils (Guest)** columns in the **Classes** panel. **The values in these columns should be greater than zero.** If you have AM and PM Nursery classes, then the class that is not in school at the selected time should be highlighted and deleted from the classes panel and the number of pupils entered into the pupil reconciliation panel under part-time pupils not at school.

**Query 1230 – KS1 or Reception class with pupil/teacher ratio greater than 30**

Check the values in the **Teachers, Pupils (On Roll), Pupils (Guest)** and **Key Stage** columns in the **Classes** panel. If **Key Stage 1** is selected in the **Key Stage** column then the **total number of Pupils** either on roll or guest **should be less than or equal to 30 times the number of teachers** i.e. a class with 32 pupils should have 2 teachers assigned to the class.

**Error 1235 – For KS1 or Reception classes class activity must reflect an academic activity**

This error occurs when the class activity is **PE or Games, Watching TV or listening to Radio or Music, Singing or Drama**. If these classes are taking place at your selected time then please choose an alternative time where 'normal' (academic) activities are taking place and enter these into the panel.

**Query 1260 – Nursery class with more pupils than expected**

If **Nursery** is selected in the **Type** column in the **Classes** panel then the **total of Pupils (on roll) and Pupils (Guest)** columns **should be less than or equal to 13 times the number of teachers plus support staff** i.e. 20 pupils should have 2 members of staff.

**Query 1270 – No classes shown for an expected year group**

The classes displayed in the Classes panel should cover all expected year groups for your school.

**Query 1320 – Free School Meals taken exceeds total eligible pupils**

Check the number entered into the **Number of Free School meals taken** field in the **General** panel. The number should be less than or equal to the number of pupils on roll with Free School Eligibility.

**Query 1330 – Free School Meals taken equals zero. Your school has one or more pupils who are eligible for Free School Meals**

Check the number entered into the **Number of Free School meals taken** field in the **General** panel. The number should be less than or equal to the number of pupils on roll with Free School Eligibility.

**Error 1500 – UPN Missing**

Enter or issue a UPN (permanent or temporary) in the UPN field in the registration panel in pupil/student details. **Please note that Scottish and Irish UPN's are not valid in England** so a new UPN would need to be issued.

**Query 1560 – Former UPN wrongly formatted**

To clear this query **copy the current UPN, delete it** and then **save** the record. **Enter the current UPN** back into the record and **save**.

**Query 1640 – 100% of pupils aged 5 or over are from a White ethnic background**

If this is correct for your school then please explain on your authorisation report. If not then go to **Routines > Pupil > Bulk Update** and check **ethnicity of pupil/students**.

**Query 1741 – Based on Ministry Defence criteria, Service Children (ie parents designated as personnel category 1 or 2) are not eligible for free school meals**

This is not strictly true, in certain circumstances they can have both e.g. a single parent who is also military personnel would be entitled to free school meals. If this is the case then please explain this on your Authorisation report.

**Query 1760 – No pupils in the school eligible for free school meals**

If this is correct for your school then please explain on your authorisation report. If not then please check the **number of Free School Meals taken** in the **General** panel.

**Error 1840 – Pupil aged 5 or over with language missing or invalid**

First Language must be present for pupil/students aged five and over.

1. Go to the Pupil/student record and firstly make a note of the pupil/student's **Admission Date**, located in the **Registration** panel (you may need this if making a change after the census date, see below).
2. In the **Ethnic/Cultural** panel, select the required **First Language** from the drop-down list.
3. Save the record

If several 1840 validation errors are displayed, correct the data using the Bulk Update functionality via **Routines > Pupil/Student > Bulk Update**.

**PLEASE NOTE:** If you make this change **After** the **Census date**, you will need to click the **History** button to apply the change on the census date.

1. In the **Ethnic/Cultural** panel, click the **History** button then double-click **Ethnicity** or **First Language** to display the **Ethnicity** or **First Language** dialog.
2. Double-click the timeline adjacent to the required **Ethnicity** or **First Language** to display the **Add/Edit Date Range** dialog.
3. Set the **Start Date** to the pupil/student's **Admission Date** (noted previously). The **End Date** must be left blank.
4. Click the **OK** button to return to the **Ethnicity** or **First Language** dialog.
5. Click the **OK** button to return to the **History Details** dialog.
6. Click the **OK** button to return to the **Pupil/Student Details** page.
7. Click the **Save** button.

**Error 1843 – Early Years Pupil Premium basis for funding is missing or invalid**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Not Eligible, Economic, Other, Economic and Other or Unknown**.

**Error 1844 – Early Years Pupil premium basis for funding is only required where early years pupil premium is 'Y'**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Not Eligible, Economic, Other, Economic and Other or Unknown**.

**Error 1846 – Early Years Pupil Premium must be recorded for All 3 year olds**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Not Eligible, Economic, Other, Economic and Other or Unknown**.

**Error 1847 – Early Years Pupil Premium must be recorded for 4 year olds in Nursery provision**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Not Eligible, Economic, Other, Economic and Economic and Other or Unknown**.

**Error 1848 – Early Years Pupil Premium must be recorded for 4 year olds in E1, E2, N1 or N2**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Not Eligible, Economic, Other, Economic and Other or Unknown**.

**Query 1849 – Pupil aged 3 or 4 eligible for Early Years Pupil Premium and recorded as post looked after arrangements would be expected to have reason 'RO' or 'RB'**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Other or Economic and Other**.

**Error 1851 – Childs Funded hours must not be provided for pupil aged 5 and over or aged under 2.**

Please check the **Update Early Years** panel and ensure that **Funded Hours** are not entered for pupils aged over 5 or under 2 years.

**Error 1852 – Child’s Funded Hours not provided or out of the range 0 – 15 for pupils aged 2 or 3**

Please check the **Update Early Years** panel and make sure that **hours** in the range of **0 – 15** have been **entered** into both the **Hours at Setting** and **Funded Hours** columns for all **pupils aged 2 or 3**.

**Query 1853 – Pupil Aged 3 or 4 eligible for early years pupil premium and recorded as FSM on census would be expected to have a reason of ‘RE’ or ‘RB’.**

Please check the **Early Years Pupil Premium Receipt** panel and make sure that all pupils have an entry of one of the following: **Economic or Economic and Other**.

**Error 1854 – Childs Hours at setting must not be provided for pupil aged 5 and over or pupils aged 2 and under**

Please check the **Update Early Years** panel and remove any **Hours at Setting** data.

**Error 1855 – Hours at Setting is missing or Invalid for 2 and 3 year olds**

Check that **Hours at Setting** have been provided for all pupils.

**Error 1859 - Funded Hours plus any extended hours cannot be more than Hours at Setting.**

Funded Hours must be less than or equal to Hours at Setting.

**Error 1861 – Early Years Pupil Premium only required for pupils aged 3 and 4.**

Please check the **Early Years Pupil Premium Receipt** panel and ensure that the correct value is selected from the **Basis for EYPP Eligibility** dropdown.

**Error 1862 – Early Years Pupil Premium not required for pupils aged 4 in reception or above.**

Please contact the ICT Service Desk quoting this Error code.

**Error 1875 – School Dinner taken is missing or invalid**

Enter the details of those pupils in **Reception, Year 1 and Year 2** having a school meal into the **School dinner taken panel** on the school census.

**Query 1877 – Take up of school lunches for pupils in Reception, Year 1 and Year 2 is greater than 95%. Please confirm more than 95% of infant pupils took a school lunch on census day**

If this is correct for your school then this can be explained on your Authorisation report. If not then please check the School Dinner taken panel on your school census.

**Query 1878 – No infant pupils are recorded as having a school lunch on census day**

This query is associated with **Error 1875** and will normally clear when the Error is corrected. Please check that the **School Dinner taken panel** has been completed for pupils in **Reception, Year 1 and Year 2**.

**Query 1890 – Percentage of new admissions in Autumn Term in school seems high**

This query generally arises from your new intake in September, if numbers have increased. This can be explained on your Authorisation report.

**Query 1925 – Pupil no longer On Roll record should not be submitted if there is no attendance, exclusions or post 16 learning aims data for the required period**

This query occurs in the following situations and can be explained on the Authorisation if this is correct.

The Pupil/Student has a **Date of Leaving** which is **prior** to the **census date** and at least **one termly exclusion**

or

The Pupil/Students **admission date** is **before the start** of the **current term**, their **Date of Leaving** is **between the start of the Autumn Term** and the **Spring Census date** and they are **not** a **Border**.

#### **Query 1980 - School has reported Boarding pupils/students**

This query occurs when Pupils/Students are identified as being boarders for schools where this would be unexpected. Please check the **Registration panel** in **Pupil/Student details** and make sure that the **Boarder Status** is either **blank** or **Not a Boarder**.

#### **Query 1990 – Pupil is in receipt of Top –Up Funding but is not classed as having a ‘Statement’ of SEN**

If this is correct for your school then this can be explained on your Authorisation report. If not then the pupil can be removed from the **Top-Up funding panel** by clicking the **Edit button** on this panel, **highlight the pupil** to be removed and **click** on the **Remove button** above the panel.

#### **Query 1991 – No pupils with a statement of SEN or EHCP are reported as being in receipt of top-up funding**

If this is correct for your school then this can be explained on your Authorisation report. If this is not correct then the **SEN status** of the pupils/Students need to be checked and amended in **panel 3** of the **Student SEN details**.

#### **Error 2060 – Pupils/Students type of class is missing or invalid for pupils in Primary classes with PS or AT**

Check the values in the **Type** column in the **Classes Panel** making sure that **N1 and N2** year groups have a type of **Nursery** and all other classes have a type of **Other**.

#### **Query 2070 – Pupils/Students class type and year group incompatible**

Please follow the instructions in your **Census Documentation for Updating the Class Type** panel in the school census. **Nursery pupils** should be **ticked** as **Nursery** and **all other pupils** should be **ticked** as **Other**.

#### **Query 2090 – Nursery pupils reported but no Nursery class records**

Please follow the instructions in your **Census Documentation for Updating the Class Type** panel in the school census. **Nursery pupils** should be **ticked** as **Nursery** and **all other pupils** should be **ticked** as **Other**.

#### **Query 2100 – More Full Time Nursery pupils than number on Nursery class records**

Please check the **Registration panel** on **pupil details** making sure that the **Nursery** pupils have **part-time Details** entered and their **Attendance mode** is **set to AM or PM only**.

#### **Query 2110 – More pupils in Nursery classes than Nursery pupils**

Please follow the instructions in your **Census Documentation for Updating the Class Type** panel in the school census. **Nursery pupils** should be **ticked** as **Nursery** and **all other pupils** should be **ticked** as **Other**.

**Error 2160 – If only one SEN type is present it must be the Primary need**

Please check **panel 3** of the **Student SEN details** and **open** the **current Need**. If this is showing as a **Ranking of 2** but is the only Need please make a note of all details including start date and delete it. **Save** the record and then **re-enter**, this should then give the **Need a Ranking of 1**.

**Error 2170 – A valid SEN type must be provided for pupils with a SEN Provision**

Please check **panel 3** of the **Student SEN details** making sure that the Pupil/Student has a **valid SEN code** of **E or K**. If this code needs to be changed please make sure that you enter the **correct start date** and **do not** just change the code. A **valid SEN Need** has to be entered here. If there is a **Need type** already in here and a new one needs to be entered please enter an **End date** on the old need before entering a new one.

**Query 2190 – Percentage of Pupils/Students in school with SEN Provision of EHCP code seems high**

The number of Pupils/Students with an **SEN status** of **S or E** should not be **greater** than **10%** of the **total Pupils/Students On Roll**. If this is correct for your school then please explain this on your Authorisation report. If not then please check your Pupils/Students with **Statements or EHCP's** are correct in the **Student SEN Details** screen.

**Error 2350 – Insufficient Address Information provided**

Please check in **panel 3 Addresses** on the **Pupil/student** record. Click on **Modify** so you can see the whole of the address and all fields. Make sure that **House numbers** are in the **House number** field, **House names** are in the **House name** fields, **Street names** are in the **street name** field. If you make a change in here please make sure the **start date** is before **Census date** and then **Save**.

**Query 2355 – Pupil/Student record with no address details**

Please check in **panel 3 Addresses** on the **Pupil/student** record. If no address exists then please enter. If **part of the address** exists then click on **Modify** and make sure that all fields are completed correctly.

**Error 2500 – For Pupils on roll the Attendance sessions possible is missing or invalid**

This error generally occurs when a Pupils/Students **admission date** has been entered as **date in a holiday period** i.e. a pupil will be starting at the school in **January** but the **admission date** has been entered as **31<sup>st</sup> December**, this will prompt the error, as this date is included as part of the previous term, so census will look for Attendance data. This error may also be triggered by a new starter with missing school history. To check, click on **school history** in the pupil/student details and look at the box entitled **Previous schools**. If there is a gap in here it maybe because you have not received a CTF yet but don't worry this data can be entered manually by clicking **New** to the right of the box. Enter the **previous school name**, **date of arrival**, **date of leaving**, **reason for leaving** and **enrolment status**. Click **Ok** and **Save** the record.

This could also be caused by boarder status, check the history on the registration tab to see if the pupil ever had a boarder status. If they have this will need to be removed.

**Error 2510 – For Pupils no longer on roll the attendance sessions are missing or invalid**

This error generally occurs where a Pupil/Student has a **leaving date** as the **first day of term** when really they **left at the end of the previous term**. Please check **leaving dates** making sure that it is **not the first day of term** (unless that is the actually date of leaving) or **in the holiday period**. **If the first day of term is the day the Pupil/Student left then please make sure there is an attendance mark in for that day.**

**Error 2900 – Details of whether childcare is provided on site is missing**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that childcare has been specified as on site or off site.**

**Error 2905 – Information on Type of child care must be present**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure the Type of child care has been specified as Before or After School.**

**Error 2910 – Signposting or promotion of off-site childcare is missing**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that the signposted information has been specified if childcare is off site.**

**Error 2915 – Opening time must be provided in the format HH:MM for on site childcare**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that times are entered in 24 hour format and a colon entered between the hours and minutes.**

**Error 2920 – Closing time must be provided in the format HH:MM for on site childcare**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that times are entered in 24 hour format and a colon entered between the hours and minutes.**

**Error 2925 – Number of childcare places for on site childcare missing**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that the maximum number of childcare places has been entered if on site has been selected.**

**Error 2930 – the service provider of childcare for on site childcare is missing.**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that the service provider is selected for on site childcare.**

**Error 2935 – Ability to accept pupils from other schools is missing**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that you have stated whether the childcare is available to other schools.**

**Error 2940 – Number of weeks which regular childcare provision is open is missing or out of the range of 0 – 38.**

Please follow the instructions in your Census Documentation regarding entering and Editing the Childcare panel in school census. **Please make sure that the weeks open field is completed for onsite holiday care.**

**Error 9999 – Module is Missing**

In most cases, this error is triggered by a leaver with missing ethnicity and/or first language.

1. Select **Focus > Pupil/Student > Pupil/Student Details** to display the Find Pupil/Student browser.
2. Search for then select the required pupil/student to display the **Pupil/Student Details** page.
3. Make a note of the pupil/student's **Admission Date**, located in the **Registration** panel.
4. In the **School History** panel, make a note of then delete the **Date of Leaving** and the **Reason For Leaving**.
5. Click the **Save** button.
6. In the **Ethnic/Cultural** panel, click the **History** button then double-click **Ethnicity** or **First Language** to display the **Ethnicity** or **First Language** dialog.
7. Double-click the timeline adjacent to the required **Ethnicity** or **First Language** to display the **Add/Edit Date Range** dialog.
8. Set the **Start Date** to the pupil/student's **Admission Date** (noted previously). The **End Date** must be left blank.
9. Click the **OK** button to return to the **Ethnicity** or **First Language** dialog.
10. Click the **OK** button to return to the **History Details** dialog.
11. Click the **OK** button to return to the **Pupil or Student Details** page.
12. Click the **Save** button.
13. Re-open the applicable pupil/student record.
14. In the **School History** panel, re-enter the **Date of Leaving** and **Reason for Leaving**.
15. Click the **Save** button.







**Data Management Services**  
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