



## Data Collection\_Census Project

**Menu:** Focus | Data Management | Import | Import File Specifications  
 Focus | Data Management | Import | Import Data  
 Focus | Analysis Reporting | Data Collection | Census Options  
 Focus | Analysis Reporting | Data Collection | Projects

The **Census** process is a data collection exercise. The process is **import, validation** and **analysis**. Data collected is based on a survey and not results. XML files are validated via **COLLECT**, imported into **One** and the data is aggregated to 'ASC' tables.

### Collection Dates – School Census

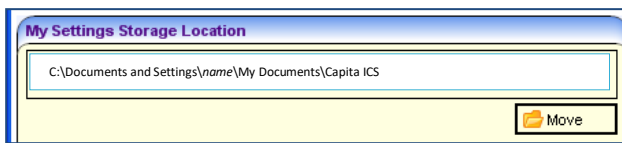
Spring: 3<sup>rd</sup> Thursday in January  
 Summer: 3<sup>rd</sup> Thursday in May  
 Autumn: 1<sup>st</sup> Thursday in October

### Collection Dates – Exclusions Data

Spring: 1<sup>st</sup> January to Easter Sunday  
 Summer: Easter Monday to 31<sup>st</sup> August  
 Autumn: 1<sup>st</sup> September to 31<sup>st</sup> December

## Data Preparation

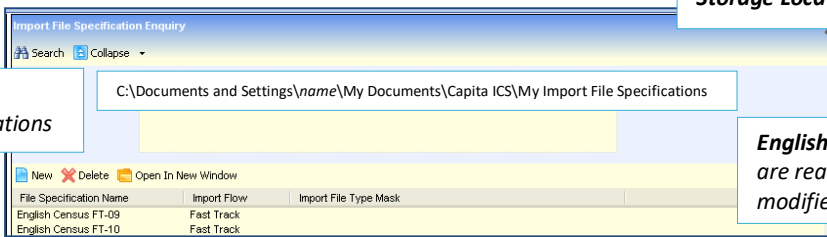
[Help](#) | [My Settings](#)



1. Check **File Specifications** settings

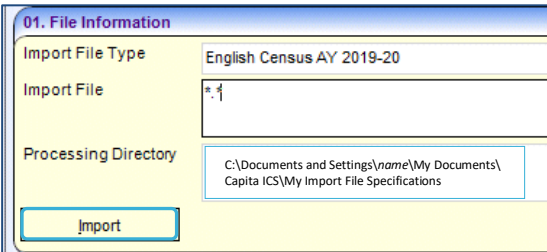
File Specifications are automatically deployed to path set in **My Settings Storage Location**. **Move** if required.

[Focus](#) | [Data Management](#) | [Import](#) | [Import File Specifications](#)



**English Census File Specifications** are read only and can only be modified if they are **Cloned**.

[Focus](#) | [Data Management](#) | [Import](#) | [Import Data](#)

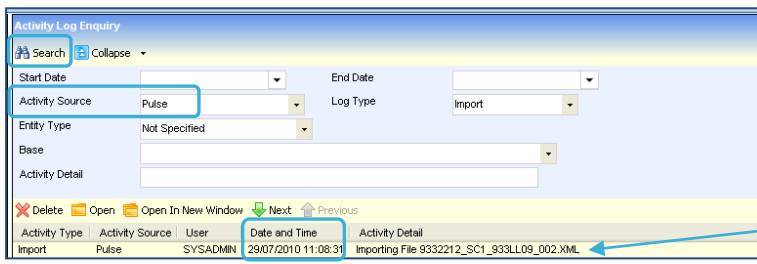


2. Import Census file

**Import File Type:** Select **English Census AY nnnn-nn**  
**Import File:** click on folder to locate file.  
 Click **Import** button  
**Processing Directory:** automatically populates

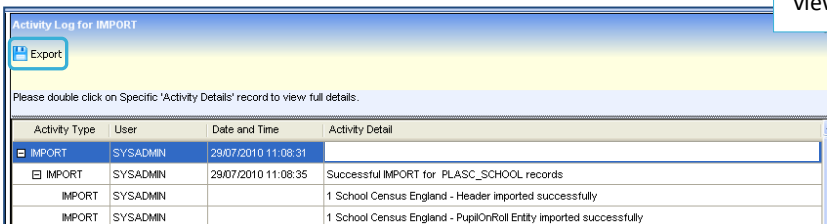
[Tools](#) | [Activity Log](#)

Import Completed, Please check activity log



3. Check **Activity Log**.  
 Select **Pulse** as **Activity Source**.  
**Search** for **Import Activity**.  
 Order by **Date and Time**

Click on **Export** to open **Export Results To window**. **Save**



Double click on **Activity Detail** or **Open In New Window** to view **Activity Log for IMPORT**



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## Data Collection\_Census Project

Menu: Focus | Analysis Reporting | Data Collection | Census Options  
Focus | Analysis Reporting | Data Collection | Projects

### Census Options

You can **Delete Survey for Date**. You will be asked to confirm "Are you sure you wish to Delete all the data for the specified survey date dd/mm/yyyy?"

**01. Census Survey**  
Survey Date: 15/01/2009

**02. Exception Report Filters**

|                            |                         |                                     |
|----------------------------|-------------------------|-------------------------------------|
| Unknown Student            | Missing Student         | <input checked="" type="checkbox"/> |
| FSM Conflict               | SEN Conflict            | <input checked="" type="checkbox"/> |
| SEN Rank and Need Conflict | In Public Care Conflict | <input checked="" type="checkbox"/> |
| Ethnic Code Set Conflict   | Inactive Student        | <input checked="" type="checkbox"/> |
| Exclusion Display Details  | Exclusion Public Care   | <input checked="" type="checkbox"/> |
| SEN Provision              |                         | <input checked="" type="checkbox"/> |

**03. Selected Bases**

| Base Name | School No. | Status | Census | Count | Expected | Complete | Duplicated | Comments |
|-----------|------------|--------|--------|-------|----------|----------|------------|----------|
|           |            |        | 3      |       | 0        |          |            |          |

4. Set up **Census Options** to determine the content of the Exception Report.  
**Survey Date:** Contains only dates of existing surveys  
**Exception Report Filters:**  check item to include type of conflict in Exception Report  
**Selected Bases:** Lists the Bases that have been included in the Census for the given Survey Date  
**Save.**

If you think a Base is missing from the list, check that the **School No.** has been entered

### Project Creation

Focus | Analysis Reporting | Data Collection | Projects

**Project Enquiry**

Search: Collapse

Project Name: [input field]

New Delete Open In New Window

| Project Name      | Project Type | Key Stage | Snapshot Date | Created By           | Date Initiated | Last Calculated     |
|-------------------|--------------|-----------|---------------|----------------------|----------------|---------------------|
| Annual SC Project | Census       |           | 15/01/2009    | System Administrator | 27/07/2010     | 27/07/2010 15:39:04 |

5. **Search** for an existing Project. Double click or highlight and **Open In New Window**. Click **New** to create a new Project.

**Snapshot Date** is crucial. If date is wrongly stated the project will not match the imported Census files.

A **Cluster** is created in Focus | Analysis Reporting | Areas, Clusters & Groupings

**Project Detail (New Project)**

Save Recalculate Validate Search

1. Project Details 2. Selected Bases 3. Student Details

**1. Project Details**

Project Name: [input field]

Project Type: Census

Project Description: [input field]

Key Stage: Key Stage 1 Snapshot Date: 15/01/2009

Cluster: [input field]

Created By: [input field]

Date Initiated: [input field]

Last Calculated: [input field]

6. **Project Details:**  
**Project Name** = mandatory  
**Project Type** = Census  
**Project Description** = free text field  
**Key Stage** = greyed out for Census project  
**Snapshot Date** = set to Census Reference Date  
**Cluster** = select if required  
**Created By, Date Initiated, Last Calculated** are auto-generated on **Save**.

### Project Processing

You can view **Census Options** in **Links** panel on **Project Detail**

Links

Census Options

**Project Detail (LT Census 09\_10)**

Save Recalculate Aggregate

1. Project Details 2. Selected Bases 3. Student Details

Date Initiated: 09/08/2010 Last Calculated: 09/08/2010 12:54:56

**2. Selected Bases**

| Base Name   | School No. | Status | Census | Count | Expected | Complete | Duplicated | Add                      | Remove                   |
|-------------|------------|--------|--------|-------|----------|----------|------------|--------------------------|--------------------------|
| No Data     |            | 1      | 1      | 0     | 0        | 0        | 0          | <input type="checkbox"/> | <input type="checkbox"/> |
| No Students |            | 0      | 0      | 0     | 0        | 0        | 0          | <input type="checkbox"/> | <input type="checkbox"/> |

**3. Student Details**

| Student Name | Date of Birth | NCY   | Validation Status | Exception       |
|--------------|---------------|-------|-------------------|-----------------|
|              | 6             | Error |                   | Missing Student |

7. **Selected Bases:** **Add** or **Remove** Bases if necessary. Right click to **Validate**, enter **Expected Numbers**, **View Exception Report** or **Email Exception Report**

8. **Student Details:** Right click to **Validate**, view **Student Details** or **Match Student**.

Click **Recalculate** to validate the whole project.

## Data Collection\_Census Project

Menu: Focus | Analysis Reporting | Data Collection | Projects  
 My Home page | My Workflow Messages

### Selected Bases Status Meanings:

- No Data the system could not match any survey data to the bases in the project
- No Students the school has not found any students, typically where dummy bases have been established
- Validated the data has been validated

### Student Details Validation Status Meanings:

- Error the system has found an error, detailed in the Exception Meanings
- No Data the system could not match any survey data to the student in the project
- Not Aggregated the system has matched survey data to a student in the project, which is not yet aggregated
- Aggregated the system has aggregated the survey data

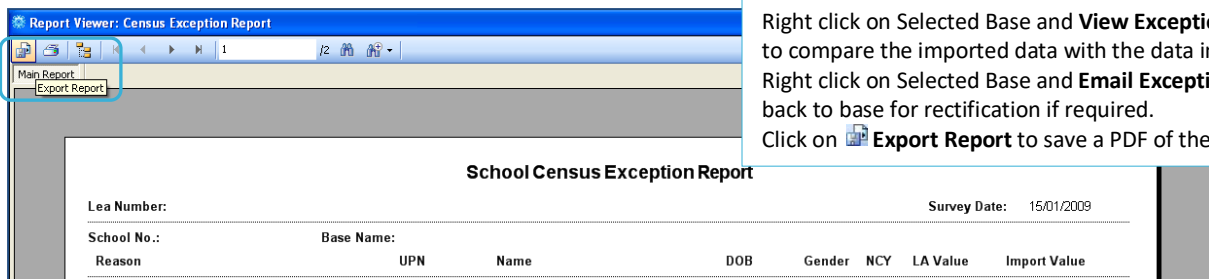
### Student Details Exception Meanings:


- Missing Students one or more students are missing from the project
- Unexpected Student the system has found one or more students that it is not expecting
- Duplicate Student at *nnn* School the student is listed in more than one school

### Match Student - this option will not be enabled when:

- No student is selected in the list
- More than one student is selected from the list
- The selected student's Exception is not 'Unexpected Student'






### Exception Report

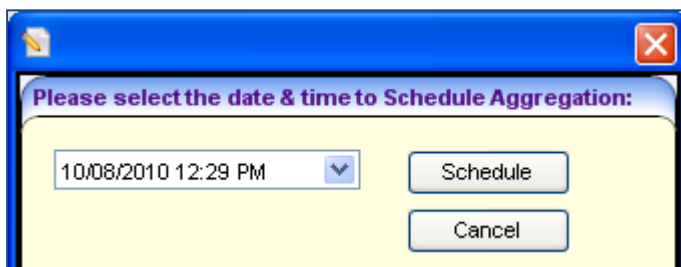







Right click on Selected Base and **View Exception Report** to compare the imported data with the data in **One**.  
 Right click on Selected Base and **Email Exception Report** back to base for rectification if required.  
 Click on  **Export Report** to save a PDF of the report.

### Aggregate (to SEQUEL)

An optional process to analyse census data in SEQUEL.

**Aggregate Immediate:** actions an immediate task for the system to begin aggregating the data held within the project. Go to  **My Home Page** \  **My Workflow Messages**. Remember to  **Refresh**  **My Workflow Messages**. Check  box to mark item to  **Deactivate** it.



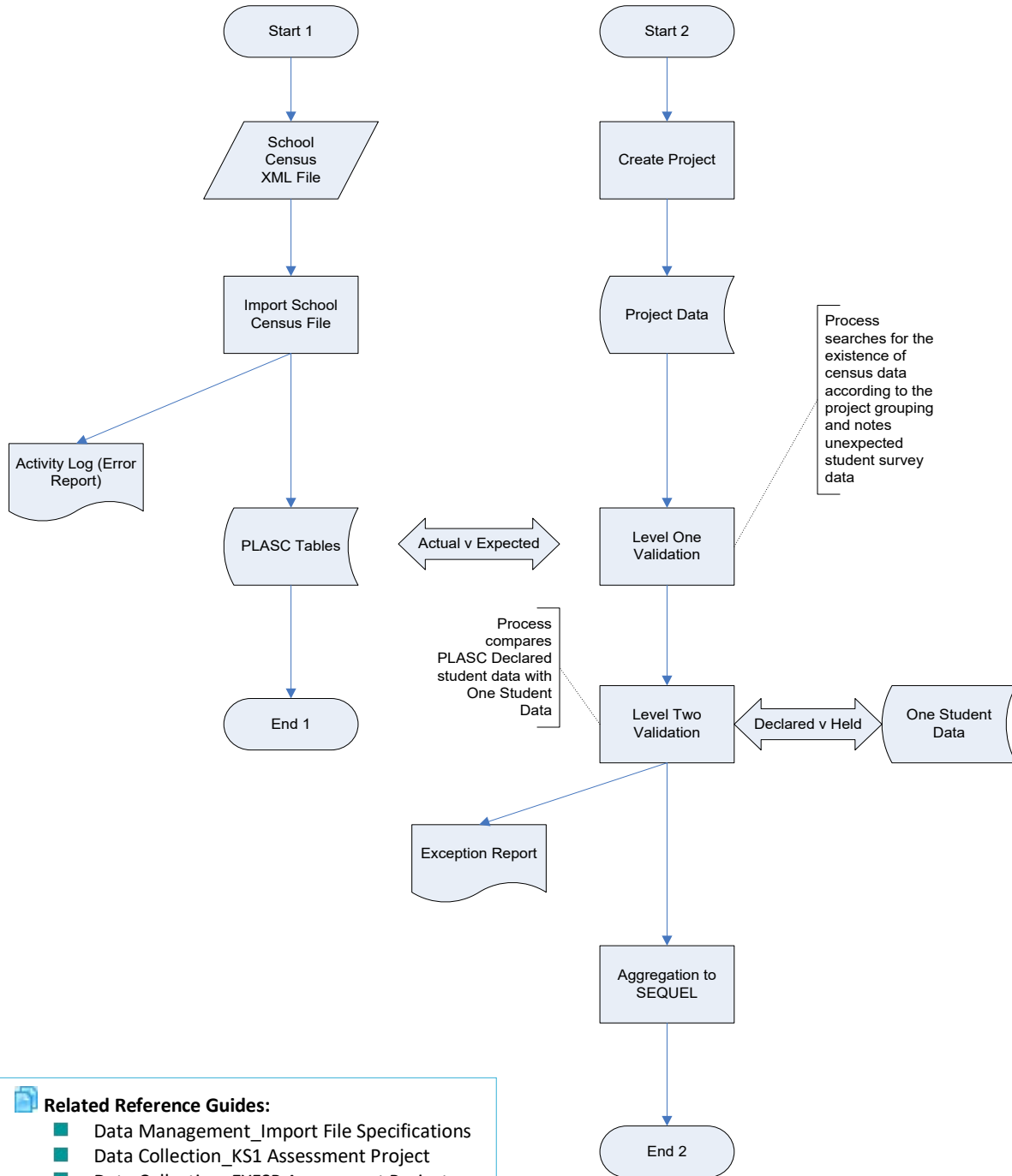
**Aggregate Scheduled:** select a date & time for the system to begin aggregating the data held within the project. Go to  **My Home Page** \  **My Workflow Messages**. Remember to  **Refresh**  **My Workflow Messages**. Check  box to mark item to  **Deactivate** it.



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## Data Collection\_Census Project

### V4 Census Processing



**Related Reference Guides:**

- Data Management\_Import File Specifications
- Data Collection\_KS1 Assessment Project
- Data Collection\_EYFSP Assessment Project