



# SIMS REMOTE ASSISTED SCHOOL CENSUS SERVICE

## SUMMER 2024

### WHAT IS IT?



Our Assisted School Census Service is a remote service offered to schools to assist with the process of completing the Census Return.

This year, the School Census will take place on Thursday 16 May 2024.

### WHAT'S INCLUDED?



A SIMS specialist will:

- Access your school remotely
- Create the School Census Return
- Guide users through each of the panels within the census return
- Complete the Create and Validate Routine and point users in the direction of how to correct any errors
- Transfer a copy of the LA submission notes to the school's desktop for future reference

### WHAT IS EXCLUDED?



The School Applications Team will not be responsible for the data included in the return. The school needs to ensure they have the correct up-to-date information within the return, and the Headteacher will be responsible for sign off before the submission deadline.

### ABOUT THE SERVICE



To assist with the preparation for the completion of this Census, a member of the School Applications Team will guide you through the process of completing all the Census panels ready for the submission of your school's return.

This service will be available from Monday 29 April 2024 to Friday 10 May 2024, and offered in hourly slots as follows:

#### Morning

- 9am - 10am
- 10am - 11am
- 11am - 12pm

#### Afternoon

- 1pm - 2pm
- 2pm - 3pm
- 3pm - 4pm

To book your hourly slot, please email [educationdigitalservices@lancashire.gov.uk](mailto:educationdigitalservices@lancashire.gov.uk)

Schools will need to be on the SIMS Spring upgrade 7.214 prior to the Assisted Service.

### WHAT DOES IT COST?



This will be conducted on a remote basis. This consultancy will cost:

- £65.00 (ex. VAT) per hour

**CONTACT US NOW FOR MORE INFORMATION**

[educationdigitalservices@lancashire.gov.uk](mailto:educationdigitalservices@lancashire.gov.uk) | 0300 123 6797 (Option 2)

<https://educationdigitalservices.lancashire.gov.uk>