

Code: CH0030

Title: School Census

Description: This course will enable school staff to produce accurate and correct School Census information for the statutory return to DfE, using Capita SIMS software

Audience: School Staff who deal with data collection

Date:

Time:

Course 9th Jan 2020

9.30am – 12.30pm

Presenter: Kanta Samat

Objectives: By the end of this session you should be able to:

- Use SIMS to produce and validate your School Census return
- Understand how to check data for accuracy
- Understand any changes introduced since your last return
- Know how to submit the file to DfE and send the summary and Head Teachers declaration to the LA
- Locate appropriate supporting documents

Price: £45.00

Venue: Smithills ICT Suite, Smithills Deane Rd Bolton BL1 6JT

Booking Info: Internal staff, please book via Oracle self-serve.
External staff please email tssc@bolton.gov.uk with the following information: course title, course date, your full name and your employers name

Cancellation: To cancel your place, please notify the Training Shared Service Centre on 01204 337600 or email tssc@bolton.gov.uk

You must cancel your place at least 2 weeks prior to the course date, otherwise the following charges will apply

2 weeks or more – No Charge

1-2 weeks prior - £25.00

The week of the training course –Full Cost Non-attendance – Full Cost

IMPORTANT -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £25.00