EARLY YEARS CENSUS

Pupil Level Data Report

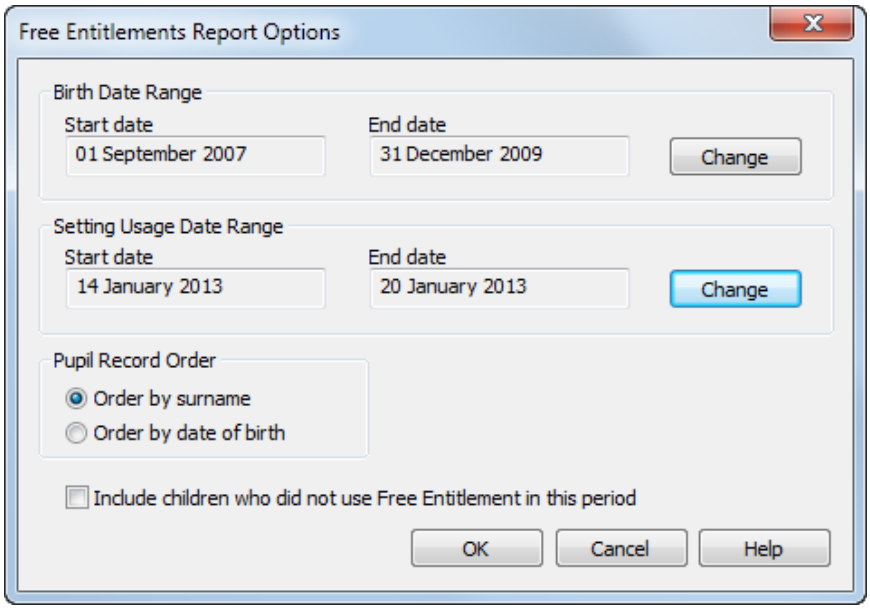
SuperFox stores most of the information needed to return the pupil level data needed by the Early Years Census.

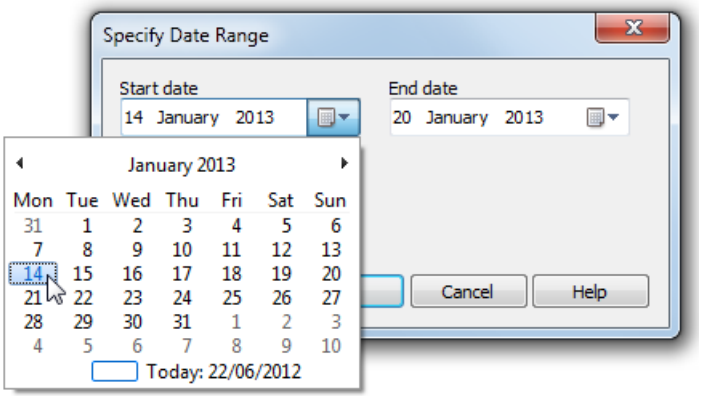
To produce the Early Years Census Pupil data report:

Go > Management Reports > Early Years Reports > Early Years Census Pupil Data >

(These bookings are not included in the Quick Start tutorial data.)

SuperFox will ask you for the birth date range of the children to include and for the census period to use as if you were making a normal free entitlement headcount return.. Input the dates as given in the Census instructions.





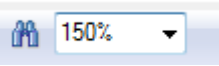
If the instructions are unfriendly enough to tell you to use, for example:

'The week containing the
3rd Thursday in January'

then it is probably easiest to use the drop down calendar when specifying the dates.

Using The Report

The report is very plainly formatted and it can be used to view the results for a paper based return, or it can be saved as a spreadsheet and the columns pasted into the return spreadsheet if you local authority uses this method.



The text is small, you may need to use the zoom control on the report toolbar to read it properly.

Each child has one row in the report. The start of the row show the child's name, date of birth, gender and ethnicity:

Legal Surname	Legal Forename	Legal Midname	Preferred Surname	Birth Date y-m-d	Gender M1/F2	Eth
Barracuda	Jaqueline	Violet	Barracuda	2009-08-19	2	MW BC
Cod	Hannah	Lucy	Cod	2008-04-05	2	MW BA
Coral	Lauren		Coral	2008-07-28	2	W BRI
Coypu	Rose		Coypu	2008-06-02	2	W BRI
Dolphin	James	Sid	Dolphin	2009-01-17	1	BAFR

The row continues with the funded hours, total hours and the start of the child's address:

Funded Hours	Total Hours	SEN	Address Line 1	Address Line 2	Address Town
6.0	6.0	N	54 Deep Blue Drive	Foxholes	Anytown
6.0	6.0	N	109 Main Street	Foxholes	Anytown
6.0	6.0	N	Rocky Bottom	East Wood	Anytown
10.0	12.0	N	17 Bankside	Foxholes	Anytown
6.0	6.0	N	99 Seaview Lane	Foxholes	Anytown

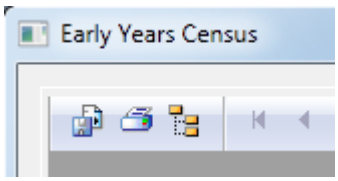
The final part completed the address and shows the child's other free entitlement providers:

Address County	Address Post Code	Alternative Provider 1	Alternative Provider 2	Alternative Provider 3
Northumberland	AA1 9ZZ			
Northumberland	AA1 9ZZ			
Northumberland	AA1 9ZZ			
Northumberland	AA1 9ZZ			
Northumberland	AA1 9ZZ	Dippy Ducks		

The names of the alternate providers are provided in addition to the required Census information.

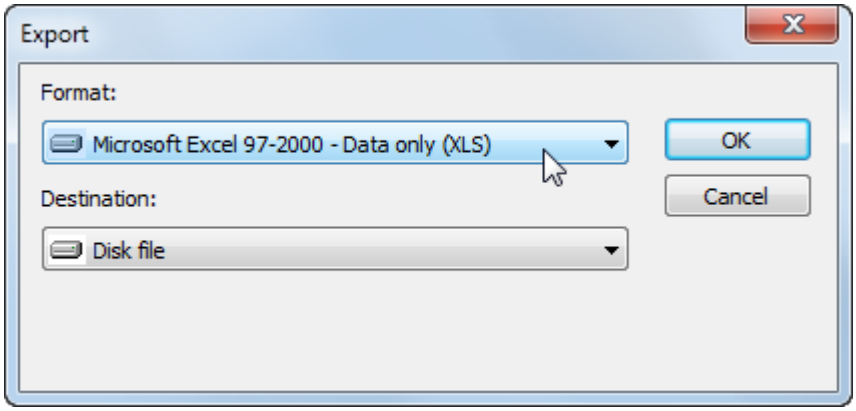
Saving As A Spreadsheet

To save as a spreadsheet run the report and click on the 'Export' button on the report toolbar.

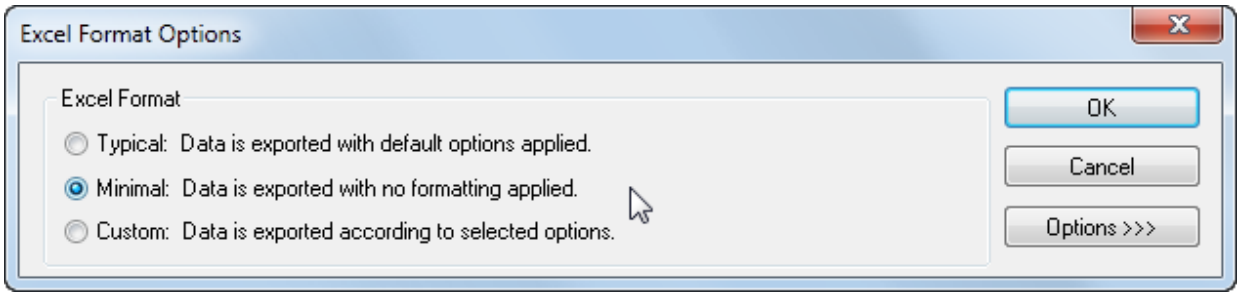


Now choose:

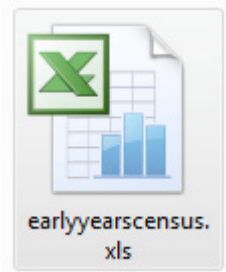
- Format: 'Microsoft Excel 97-2000 - Data only (XLS)"
- Destination: 'Disk file'



A screen will appear asking you to specify some Excel format options. Choose the 'Minimal' formatting option shown in this screen shot:



You now need to choose a destination folder and a name for your exported file and save the XLS file.



Using The Spreadsheet

When you open the spreadsheet you will find that the first row contains the title information from top of the report. Delete this row and you will be left with one row per pupil as shown below:

	A	B	C	D	E	F	G	H	I	J	
1	Barracuda	Jaqueline	Violet	Barracuda	2009-08-19	2	MWBC	6.0	6.0	N	54 Dee
2	Cod	Hannah	Lucy	Cod	2008-04-05	2	MWBA	6.0	6.0	N	109 Ma
3	Coral	Lauren		Coral	2008-07-28	2	WBRI	6.0	6.0	N	Rocky
4	Coypu	Rose		Coypu	2008-06-02	2	WBRI	10.0	12.0	N	17 Ban
5	Dolphin	James	Sid	Dolphin	2009-01-17	1	BAFR	6.0	6.0	N	99 Sea

You can now copy and paste the data into a return spreadsheet or print it out in a format to suit your own needs.

End