SIMS Autumn Census
PREPARATION Document for Primary Schools
Census Day – 5th October 2017
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Notes:
Overview

This preparation guide has been produced to help you to identify the most common tasks that need to be carried out before running the School Census Autumn 2017 Return.

The information in this guide applies to all LA maintained Nursery, Primary, Middle deemed Primary and Special schools. It also applies to Academies that cover any of these school phases.

Please visit the Schools ICT website for any issues and fixes we are aware of, these will be posted on the Census page located under SIMS Support.

http://www.schoolsict.co.uk/support
Please call the Helpdesk on 01609 536086 if you require assistance.

Anything highlighted in Yellow (like this)
is an item or information that is new to the Census this time.
Check SIMS Version

1. Login to SIMS and go to Help > About SiMS.net

2. Check that your system has been upgraded to Version 7.176. To close this window, click on the box.

If your system is not the correct version, you will need to run the upgrade (see SIMS Summer Upgrade 2016 – SOLUS 3 Instructions on the Schools ICT website) or call the Helpdesk on 01609 536086 before proceeding further.

Notes:
School Information

Check school information is correct at Focus > School > School Details. If necessary amend, Save and Close.

The Establishment Unique Reference Number now needs to be entered. This is a 6 digit number and can be found on the website http://education.gov.uk/edubase/home.xhtml.
Pupil Information

Ensure individual pupil information is correct and up to date in the usual way at Focus > Pupil > Pupil Details.

New Starters

Ensure new starters have been entered into SIMS with all relevant details.

All pupils MUST have a Permanent UPN. If you have a pupil on roll who does not have a UPN or has been issued a Temporary UPN you MUST, as a matter of urgency, contact the previous school.

There are two useful reports to assist you in checking UPNs.
- Go to Reports > Run Report.
- Expand Focus at + and select Student.
- Run Temporary UPN and Missing UPN reports.

If a pupil has come to your school from outside the maintained sector it may be that you need to issue a Permanent UPN BUT please check with Alison Busby (Alison.Busby@northyorks.gov.uk) before proceeding as the pupil may have previously been issued a UPN prior to moving outside the maintained sector.

1. If authorised to issue a Permanent UPN go to Hyperlink 2 - Registration in the Pupil’s record and click the Generate button at the end of the UPN Box.
2. An Issue UPN screen will open. Click the radio button to Issue Permanent UPN and click OK.
3. Save and Close.

Leavers

Ensure a Leaving Date, Reason for Leaving and Destination has been recorded for recent Leavers at Hyperlink 11 - School History.

Notes:
Part Time Pupils

Ensure part time information is correct and up to date for new entrants and also pupils who have moved to full time.

1. Go to **Focus > Pupil > Pupil Details** and select the relevant group at either the **Year Group** or **Class** dropdown (which ever best fits your setting). Click **Search**.

2. **Double click** on the first pupil to open the record.

3. Go to **Hyperlink 2 - Registration** and ensure that the **Attendance Mode** and **Part Time** details are correct.

4. For new entrants select either **AM only** or **PM only** and at **Part Time Details** click **New** to enter the **Start Date** (and if you know it the **End Date**) of the pupil’s part time attendance.

5. Click **OK** to record the change and **Save** the record.

6. Use the **green down arrow button** to move to the next pupil’s Registration details.

7. For pupils who are now attending full time you must ensure you have changed the **Attendance Mode** to **All day** and there is an **End Date** in the **Part Time Details**.

Notes:
Bulk Update

If you haven’t added details for new starters you may wish to use this facility to check/add information.

1. Go to **Routines > Pupil > Bulk Update**

2. Complete the Student Population criteria. In **Group Type** select **Year Group** and at **Group** you can either select the relevant **Year** or **Any** to see the whole school. The Effective Date should be the date the new pupils started at your school.

3. On the right hand side of the screen at **Update Data Item** choose the data you wish to enter e.g. **First Language** from the **Data Item** drop down and the same Effective Date as for the Student Population. This is the date from when you want the data to be applied.

4. **Search** to show the selected pupils. Click on the **Assigned** Heading to bring all those **Unassigned** to the top of the list. Tick appropriately.

5. **Save**.

6. Click **Browse** and change the criteria to show other pupils or data items as required. Another useful data item to update/check in this way would be **Ethnicity**.

Notes:
Extra pupil data (introduced last year but worth a reminder)

Three new statutory data fields added to the pupil’s record were collected on the Census return starting from the Autumn 2016 Census. These fields are **Country of Birth**, **Pupil Nationality** and **Proficiency in English** and they can be seen under **Panel 8 – Ethnic/Cultural**.

Proficiency in English is not collected for the Autumn Census this year but you can still check to see that it’s in place for pupils whose first language is not English.

**Country of Birth** and **Pupil Nationality** must be recorded for all pupils. If these are not recorded for a pupil, they will be flagged up in the census return as errors and they will need to be added to the pupil’s record before the census file is sent to country. The fields can be updated individually on each pupils’ record but to save time they are also available in bulk update.

Notes:
Country of Birth

To record this individually for a pupil, open the pupil’s record and click on the hyperlink “Ethnic/Cultural” to show the ethnic/cultural panel. The Country of Birth field is greyed out, therefore you need to select the magnifying glass and search for the pupil’s country of birth from the list. United Kingdom is highlighted as default. Type in the name of the country in the search box at the top then click on Search, either double click on the country of birth of highlight then click on OK. This should populate the country of birth field within the Ethnic/Cultural panel.

Pupil Nationality

This field is within the “Nationality and Passport Details” area. To add the pupil’s nationality, click on New to the right hand side of this panel.

This will open the “Add Student Nationality” panel. Click on the magnifying glass next to the greyed out field for “Nation”. Search for the Pupil’s nationality in the search box and select it as with the

Notes:
country of birth above. This should then show in the greyed out field. Pupil’s nationality is the only statutory field therefore ignore the other fields and click OK at the bottom of the window. The pupil’s nationality should now show in the main area as shown below. Remember to Save the pupil’s record.

Proficiency in English – not collected for the Autumn Census this year but do still check to see that you have recorded this information.

**Proficiency in English is only required for pupil’s whose first language is not English.** If the pupil’s first language is English, please leave this field blank. The field is based on the schools own assessment of the pupil. As this is a new data field, the DFE will accept the level “N-not yet assessed” but this should be updated as soon as proficiency in English has been assessed. To record proficiency in English individually, click on the “New” button to the right of the proficiency in English panel.

This opens the “Add Proficiency in English” window. The date of assessment can be left as the current date, click on the dropdown arrow in the “level” field to choose the appropriate level then click on “OK”.

The level should now show in the proficiency in English panel as shown below. Remember to Save the pupil’s record once you have updated this.

**Notes:**
Remember these data items can all be updated through bulk update as covered in the previous section. Follow the same instructions but change the data item to the item you wish to update.

When recording **Proficiency in English** using the bulk update routine, SIMS allows you to search for pupil’s which don’t have English as their first language. This is really helpful as it just shows the pupils who need to have a level added to their record. To do this, open the bulk update area as normal through the routine: **Routines > Pupil > Bulk Update**. In the **Student Population** area choose “First Language” in **Group Type** then “<Any not English>” in **Group**. In the **Update Data Item** area choose “Proficiency in English” as the **Data Item** then click on “Search”.

This will show a list of all pupils who don’t have English as their first language. Their proficiency in English level can be updated in here by ticking the appropriate box for each pupil.

<table>
<thead>
<tr>
<th>Name</th>
<th>Year Group</th>
<th>Assigned</th>
<th>New to English</th>
<th>Early acquisition</th>
<th>Developing competence</th>
<th>Competent</th>
<th>Fluent</th>
<th>Not yet assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron, Sophie</td>
<td>6</td>
<td>Competent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abhra, Abid</td>
<td>2</td>
<td>Competent</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Abhra, Aisha</td>
<td>2</td>
<td>Unassigned</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Unassigned</td>
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</tr>
<tr>
<td>Adeshi, Mohamed</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alamilla, Sofia</td>
<td>1</td>
<td>Unassigned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alyona, Tatyana</td>
<td>N2</td>
<td>Fluent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
Free School Meals

**Free School Meal Current Report** in Student Reports is useful to check the Free School Meal eligibilities you have recorded.

Update any Free School Meal eligibilities in individual pupil records in the usual way.

1. Go to **Focus > Pupil > Pupil Details.** Navigate to the required pupil and click **Hyperlink 6 - Dietary.**

2. To enter a new eligibility, select **New.** An **Add Free Meal Details** box will open.

3. Enter a **Start** and **End Date** (if known), plus the **Country** in which the eligibility applies.

4. If a record exists, but you need to add an end date, **double click** on the entry to open the record. Add detail as required and click **OK.**

5. **Save** the changes to the pupil record.

6. The census will collect details for any pupils who were eligible for Free School Meals at any time since the last census date and this census date, i.e. **between 19/05/2017 and 05/10/2017.**

**Notes:**
Special Educational Needs

Ensure all Special Educational Needs are up to date.

1. Go to Focus > Pupil > Special Educational Needs

2. Click Search to show all pupils currently on the SEN register. The default filter is set to search for “Any SEN”, which is why clicking on “Search” at this point will show all current SEN pupils. Alternatively, you can search for a specific pupil by entering their details and clicking on Search.

3. You may find it useful to Search using the different SEN Status choices at the dropdown i.e. to show ONLY K - SEN Support or E – Education, Health and Care Plan.

4. If you wish to add an SEN Status for a pupil who is not currently on the SEN register then you can select Any at the SEN Status dropdown and Search in the usual way.

Notes:
5. Once you have selected the correct pupil go to **Hyperlink 3 - Basic SEN Details.** Click on “**New**” on the right hand side of the panel.

6. Select a **New Status** from the dropdown and enter a **Start Date**.

![Image of Basic SEN Details](image)

7. You must add at least one Need in the ‘**Current Needs**’ box. Click on ‘**New**’ and add the Primary Need from the dropdown. This will have a ranking of 1. More Needs can be added if appropriate – they will be ranked sequentially. Click **OK** for each Need added. The Needs can be moved up and down if the Ranking needs to be changed.

![Image of Current Needs](image)

8. **Save** and **Close**.

   **Remember!**
   You can also add **Provisions** (if any have been identified) at **Hyperlink 8**.

   **If the provisions include either ‘Time in SEN Unit’ or ‘Resourced Provision’, these are now collected by the Census.**
Exclusions

Ensure all Exclusions have been entered for the 01/01/2017 – 16/04/2017

1. To enter an Exclusion go to **Focus > Pupil > Exclusions** and **Search** for the relevant pupil in the usual way.

2. Double click to select the pupil and click **New** to enter the Exclusion.

3. By using the drop downs select the Exclusion **Type** and **Reason**. Enter a **Start** and **End Date** and **Time**. Click **Calculate** to generate the Length of School Days.

4. Click **OK** and then **Save**.

Notes:
### Attendance Data

1. Go to **Focus > Attendance > Deal with Unexplained Absences** to check that your attendance data is complete

2. Enter the date criteria (17/04/2017 – 31/07/2017) and select **Whole School** at the **Group Type** drop down. **Search** and double click on **Whole School Selected** to view any unexplained absences.

3. If you have any unexplained absences, they can be dealt with by overtyping with the correct code at this point. If no unexplained absences are found, there will be a message in the bottom left hand corner of the screen to show this. Remember to **Save** after making any changes.

4. Follow the same process to check for any missing marks at **Focus > Attendance > Deal with Missing Marks**.

**Notes:**
**Update Class Type**

1. Go to **Tools > Statutory Return Tools > Update Class Type**. All pupils should be **Other** except for pupils taught in a designated Nursery class.

2. Right click on the heading **Other** and select **Check All**.

3. If you have Nursery pupils, select **Year N2** at the **Year Taught In (YTI)** dropdown to show just N2 pupils. Right click on the **Nursery** Heading select **Check All** to check all N2 pupils into Nursery.

4. Repeat if necessary for **N1** pupils or alternatively choose the **Nursery** registration group if you have a designated nursery class.

5. If you have e.g. Reception and Nursery pupils in the same class their Class Type would be ‘**Other**’ as they are not in a designated Nursery class.

6. **Save** and **Close**.

**Notes:**
Update Early Years – includes NEW fields

Schools have previously been required to report both of

- Hours at Setting
- Funded Hours

These are both now to be recorded as decimal hours. e.g. 10 and a half hours is 10.50. A minutes to decimal hours conversion table can be found in the Appendix.

In addition, there are now additional fields to be entered:

- **Disability Access Fund Indicator - NEW**
  - Three and four year old pupils (not in Reception) on 31/08/2017 will be eligible for the disability access fund (DAF) if they meet the following criteria:
    - the child is in receipt of child disability living allowance; AND
    - the child receives free early education.

- **Extended Childcare 30 Hour Code if your school is offering places on the government's 30 hour free childcare scheme - NEW**
  - This field holds the code issued to a parent to authorise the up to 15 hours childcare that can now be funded beyond the normal 15 hours for three and four year old pupils.
  - The 30-hour code is an 11-digit integer which must be recorded for pupils claiming extended childcare hours.
  - This applies to pupils who were aged 3 and 4 as at 31 August and in ‘E1’, ‘E2’, ‘N1’ and ‘N2’ only. i.e. not full time Reception for whom full time education is provided.
  - The code, once issued, remains fixed and refers to a single parent/child combination - where a parent has two children, each child will have their own code.
  - The school must confirm each code’s validity with their local authority.
All of these fields can be recorded by going to **Tools > Statutory Return Tools > Update Early Years**. This screen only shows children in Years E1, E2, N1 and N2. It also checks they were 4 years old or less on 31 August 2017.

Please note that Disability Access Fund, the 30 hour Code and Extended Funded Hours are NOT collected for pupils aged 2 at 31/08/2017.

1. This will load up all pupils for whom you are required to enter any of the fields above. You can choose to search by “Age at 31/08/2017”, “Year Taught In” or “Reg Group” if this makes more sense at your school.

2. To alter the entries for individual pupils, click in the entry box for the first pupil, enter the correct data and use the down arrow to move to the next entry cell. For Hours at Setting and Funded Hours you cannot leave a cell blank.

3. If all the pupils have the same Hours at Setting, right click on the heading and **Select All**. Highlight the first cell, amend and this entry will appear throughout the list. **Save** and **Close**. Repeat for other ages if necessary.

**Funded Hours** should be recorded using the same process described above **BUT** in the **Funded Hours** column.
ALTERNATIVELY - Hours at Setting can be recorded using Early Years Attendance Patterns

If you have set up to do so you can record **Early Years Attendance Patterns** at **Hyperlink 2** of the individual pupil records. If you do not already use this function but wish to do so please refer to the Help sheet ‘Set up and Record Early Years Provisions?’ on our website. https://schoolsict.co.uk/support/mis/sims/attendance/1383-how-to-record-early-years-attendance-patterns

Once the set up procedure is complete these details can be entered as follows:

1. Go to **Focus > Pupil > Pupil Details** and select either a **Nursery Year** from the **Year Group** dropdown OR a **Class** from the **Class** dropdown (depending on the order in which you wish to work through the pupil records).

2. Click **Search** and double click on the first pupil record to open it.

3. Go to **Hyperlink 2 - Registration** and click on the **New** button on the right hand side of the “Early Years Attendance Patterns” box.

Notes:
4. An *Add/Edit Early Years Attendance Patterns* screen will open.

5. Enter the correct **Start Date** for the pattern and select a **Provision Type** for each day of the week from the dropdowns.

6. Click **OK** and **Save** the pupil record.

7. Use the **Green Down Arrow** button to move to the next pupil record.

8. Go to **Tools > Statutory Return Tools > Update Early Years** and click the **Update Hours** button. This will populate the **Hours at Setting** cell for these pupils.
Top-up Funding

Top-up funding is supplied to schools, in most cases by the Local Authority, to meet the additional costs of support for high needs pupils. The top-up funding panel enables you to record the on-roll pupils for whom your school is receiving top-up funding on census day.

Please speak to your Bursar to confirm which pupils are in receipt of Top-up Funding.

To set known high needs students as receiving top-up funding follow the instructions below. This can be set prior to census then checked within the School Census screen:

1. **Tools > Statutory Return Tools > Update Top-up Funding**

![Image of the update top-up funding panel]

2. Click Yes to the message which appears on screen, if one pops up. Once on the Update Top-up Funding screen you can locate and add the known funded students to the list.

![Image of the update students with top-up funding screen]

Note: Normally only students with an EHCP or statemented students (if they haven’t yet been reviewed) will receive Top-up Funding, this is dependent on their individual needs.

Notes:
3. To make locating the correct students easier, you can either search by pupil surname or change the SEN drop-down to “S” or “E” to show only statemented pupils or pupils with an education, health or care plan. Click **Search**.

4. Then highlight the students required and click the **Add** button to move the students down to the **Top-up Funding Panel** below.

5. To remove a pupil from the list, highlight the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.

6. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

**Notes:**
Update Post Looked After Arrangements (previously known as “Adopted from Care”)

The “Update Post Looked After Arrangements” panel enables you to record which pupils were looked after immediately before adoption. The information is normally gained from the parents who can, if they wish, pass this information to the school.

The following process can be completed before census day.

1. Tools > Statutory Return Tools > Update Post Looked After Arrangements

2. Click Yes to the message which appears on screen, if one pops up. Once on the Update Post Looked After Arrangements screen, you can locate the known students and add them to the panel below.

Normally you would know the name of the students in question, therefore you can search via pupil surname or choose “Ever in Care”.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Preferred Surname</th>
<th>Forename</th>
<th>YTI</th>
<th>Reg</th>
<th>Ever in Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erikson</td>
<td>Erikson</td>
<td>Finley</td>
<td>N2</td>
<td>AM</td>
<td>Yes</td>
</tr>
<tr>
<td>Nichols</td>
<td>Nichols</td>
<td>Kate</td>
<td>2</td>
<td>2JB</td>
<td>Yes</td>
</tr>
<tr>
<td>O’Connor</td>
<td>O’Connor</td>
<td>Marc</td>
<td>5</td>
<td>5OT</td>
<td>Yes</td>
</tr>
</tbody>
</table>
3. Then highlight the students required and click the **Add** button to move the students down to the **Post Looked After Arrangements** panel below.

![Post Looked After Arrangements Panel](image)

4. Ensure that the correct post looked after arrangement status is displayed for all the pupils by clicking the PLAA cell then selecting the applicable status from the drop-down list:

- Ceased to be looked after through Adoption
- Ceased to be looked after through a Special Guardianship Order (SGO)
- Ceased to be looked after through a Residence Order (RO)
- Ceased to be looked after through a Child Arrangement Order (CAO)

5. Tick the **Evidence Obtained** check box to show that you have received evidence of the Post Looked After Arrangement which has been arranged for the pupil. Click on the **Update** button to save your changes then click **OK** to the SIMS.net message which asks you to confirm that you have stored the evidence documents securely either within SIMS in the Document Management System or outside of SIMS.

6. To remove a pupil from the list, highlight the required pupil then click the **Remove** button. The pupil's record is displayed in the first table, providing a chance to reselect the pupil, if required.

7. Click the **Update** button to save the data and arrange the list of pupils in **Surname** order.

**Notes:**
Checklist for Autumn Census

There are a number of areas you should address now to prepare your data for the Autumn Census

Completed

School Information
Pupil Information
Part Time Pupils*
Bulk Update
Recent Pupil Data (Country of Birth/Nationality/Proficiency in English)
Free School Meals
Special Educational Needs
Exclusions
Attendance Data
Update Class Type
Update Early Years (includes new fields which may need entering)
Top-up Funding
Post Looked After Arrangements

* Part Time Pupils is sometimes forgotten and returns have to be sent back to schools to correct data so please ensure you follow this document through carefully and use the check list above!

**Your data is now prepared and you are ready to start the Autumn Census Completion Document.**

Notes:
# Appendix – minutes to decimal hours

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<th>Minutes</th>
<th>Decimal Minutes</th>
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</tr>
<tr>
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Notes: