Summary of tracking requirements from schools, headline actions and deadlines 2015-2016

Action	Data collection method	Data Transfer method	When	Deadline	Responsible KCC Service	How data supports schools and young people
Sixth form Enrolment data	1. Schools download enrolment data from SIMs or their MI system 2. **Information returned to KCC using Perspective Lite**	Perspective Lite	16th September	16th September	Management Information Unit (MIU)	Data used to provide Destination and Activity Survey reports for individual schools in January
Yr 13 and Yr 14 Leaver data *Information you hold on young people who have left your school in 2015 after Year 13 and Year 14*	1. KCC provide schools with a prepopulated template of Year 13 and Year 14 learners for whom leavers' destination information is required 2. **Schools update leavers' destination information adding missing learners** 3. **Information returned to KCC by Egress email**	Egress secure email	3rd September ASAP or 9th October	9th October	Skills & Employability Service	
Yr 11 and Yr12 Leaver data. *Information you hold on young people who have left your school in 2015 after Yr 11 and Yr 12*	1. KCC provide schools with a prepopulated template of their Year 11 and Year 12 leavers who do not appear on any school or college enrolment lists 2. **Schools add destination information to the template** 3. **Information returned to KCC by Egress email**	Egress secure email	26th October ASAP or 9th November	9th November	Skills & Employability Service	
Intended Destination *What your current Year 11 Age intend to do in September.*	1. Schools collect data from Year 11 learners 2. **Information returned to KCC using Perspective Lite**	Perspective Lite	November - January	31st January	Management Information Unit	Used in schools to identifying young people who may need support
September Guarantee *Information on offers you have made to internal and external applicants for current year 11 age and year 12 age*	1. **Schools make offers to Year 11 learners through UCASprogress – data collected centrally by KCC** 2. **Offers made to: Year 11 learners outside UCASprogress and all Year 12 learners collected on a September Guarantee template** 3. **Information sent to KCC using Perspective Lite** 4. **Final 'mop up' return**	Perspective Lite	31st March 31st March 31st May	31st March	Management Information Unit	Used in schools and NEET to EET meetings to identify post 16 provision for young people without a September Guarantee offer
Leavers and Joiners *Year 9 or above who have left or joined your school in the relevant month*	1. **Schools complete leaver and joiner template each month** 2. **Information returned KCC using Perspective Lite**	Perspective Lite	Each month	31st of each month	Management Information Unit	Used to identify young people who need support from KCC Services and to confirm school cohorts for destination reports