



In partnership with
**THE EDUCATION
PEOPLE**

Room 1.28
Sessions House
County Hall
Maidstone
Kent
ME14 1XQ

Date: Monday, 20 April 2020

Dear Colleague

September Guarantee Returns from Schools

During this unprecedented time, we are aware that you are working tirelessly to support young people. One of the key groups who are at increased risk of anxiety during this time are Year 11 learners and Year 12 learners on a one-year course. We are writing to them all individually giving them guidance on how to continue with their applications for the next phase of their education. A copy of the Year 11 letter can be found at <https://www.theeducationpeople.org/blog/covid-19-support-and-guidance-for-year-11-students/>. The copy of the letter that Year 12 learners will receive will also be posted here.

The Local Authority has a statutory duty to collect data from all education establishments regarding offers they have made to 16- and 17-year olds from September. This is called 'September Guarantee'. It is an important part of our planning and transition support offer. Enabling us to identify those at-risk of NEET, gaps in local provision and to work alongside you in supporting our most vulnerable young people.

The process in place to collect this data is a partnership between Kent County Council's (KCC) Management Information, The Education People's Skills and Employability service and Kent schools and colleges. Despite the challenging times we find ourselves in, we are endeavouring to complete this process as usual. However, some of the timing have changed, please see below.

Schools who have only used KentChoices for Year 11 applicants

For schools solely using the KentChoices website to make offers to Year 11 learners, we will collect their data from this system and therefore your school only needs to submit a return for offers they have made to Year 12 learners (this includes those who are continuing on a two-year sixth form course). Submissions for your Year 12 learners can be found below.

Schools partly or not using KentChoices

First September Guarantee return – 22 May 2020

Schools return a spreadsheet to KCC's Management Information using the secure data transfer tool – Perspective Lite. This includes sixth form offers made to Year 11 applicants outside KentChoices and all Year 12 applicants (including those continuing on a two-year sixth form course).

A number of schools submitted their return by the original March deadline. Thank you if your school was one of those.

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The template for the return is available from <https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/coreplus-team-tracking-young-people>. Alternatively, Google 'Kelsi tracking young people'.

Second September Guarantee Return – 19 June 2020

This is the same return but should be used to include any offers made since the previous return. Return to be made to KCC's Management Information via Perspective Lite.

Data Collation – 22 to 29 June 2020

The school data is collated with data received from colleges, identifying young people in Year 11 and 12 who do not have an offer of a place in September.

Third September Guarantee Return – 19 July 2020

The Education People's Skills and Employability service send a list of learners without a September Guarantee to their home schools. Schools update their spreadsheet with information on their plans for September (i.e. they have an apprenticeship, moving out of the area or other activity). This is return to the The Education People's Skills and Employability Service using the secure email they received the original list.

Supporting young people without a September Guarantee

Schools have a statutory duty to provide impartial careers guidance to their learners and during this time arrangement should be in place to provide online or telephone support. However, in recognition of the current difficulties, The Education People's Skills and Employability service are providing bookable telephone appointments to those who after speaking with their school skill would like support. This is available at <https://tinyurl.com/SimplyBookIt>.

Young people who still do not have a recorded September Guarantee by the summer will be tracked by The Education People over the holidays and offered free support.

Support regarding this letter

I would be grateful if you could ensure this communication is shared with your relevant colleagues.

If you have any questions regarding this letter, please contact:

- KCC Management Information – MICorePlus@kent.gov.uk
- The Education People (Rob Williamson, Principal Engagement Lead) – Rob.Williamson@theeducationpeople.org

If you have any questions about how to use Perspective Lite to send information, visit <https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/secure-file-transfer>.

Finally, I wish you many safe returns and please do not hesitate to contact us if you need support, guidance or advice.

Yours sincerely



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School Improvement, Secondary, Special & PRU / Skills & Employability