



Head Teachers & Data Managers

Management Information

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10th July 2023

MI/WM/School Tracking

Dear Colleagues,

Tracking Destinations of Young People

Kent County Council Management Information (MI) and The Education People (TEP) continue to work together in partnership with schools to fulfil the statutory duty to track the destinations of young people up to the end of Year 13 or until the young person's 25th birthday if they have an Education Health Care Plan (EHCP). This letter outlines the data requirements of schools which are summarised in Appendix A (at the end of the letter).

Last year the Not Known figure for Kent fell to below the national average because of improved data returns from schools. The main contributory factors were the inclusion of contact details and timely submissions to the local authority. I would like to thank you for your support and look forward to furthering improvements this year.

Schools who are concerned about Year 11s who are at risk of becoming NEET should continue to work with The Education People's Engagement Officers to ensure they have an onward destination in September. Please email Owen.Bartholomew@theeducationpeople.org

MI will be gathering data via Perspective Lite using the templates available on KELSI to facilitate your returns: <https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/coreplus-team-tracking-young-people>

- **Post-16 enrolment 2023** – return to be uploaded by 15th September 2023 via Perspective Lite for all students of post statutory education age on main roll at your school. Please ensure the data is up to date and does not include students who have not returned to your school.
- **In Year Leavers & Joiners** – returns to be uploaded on the last working day of each month from 29th September for all students from Year 9 age and above. Nil returns to be emailed to MICorePlus@kent.gov.uk
- **September Guarantee offers 2024**: return to be uploaded no later than 26th April 2024 for Year 11 either via Perspective Lite or KentChoices. For Year 12 students we will roll over your students (into Year 13) on your behalf. Please check the pupil list file once it is uploaded onto Perspective Lite and notify us of any leavers and joiners.

TEP will be gathering data via secure email and telephone for individual students throughout the year and at key times. See Appendix A for further details.

Yours sincerely

Wendy Murray

Service Manager – Education, Early Years and Wider Early Help | Management Information | Children, Young People & Education | Kent County Council

Appendix A: Summary of tracking requirements from schools and colleges, headline actions and deadlines 2023-2024

Action	Data collection method	TEP dead line	School/college deadline	Data Transfer method	Responsible KCC Service	How data supports schools and young people
Sixth form enrolment data 2023-24	1. School complete Post 16 Enrolment Template 2. Information returned to KCC using Perspective Lite		15 th Sept 2023	Perspective Lite	Management Information	Data used to provide Destination and Activity Survey reports for individual schools in January
College enrolment data	1. Colleges send full enrolment data to MI using Perspective Lite.		29 ^h Sept 27 th Oct 28 th Feb	Perspective Lite	Management Information	
Yr 11 and Yr12 Leaver's data. <i>Information you hold on young people who left your school in 2023 after finishing Yr 11 or Yr 12</i>	1.The Education People (TEP) 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 TEP by secure email.	6 th Oct	ASAP or 31 st October	Secure email stayingintouch@theeducationpeople.org	The Education People – Skills & Employability Service	
School - September Guarantee return (part 1) 2023-24 <i>Information on offers you have made to internal and external year 11 and 12 applicants</i>	1. Schools make offers to Year 11 learners through KentChoices – data collected centrally by TEP. 2. Offers made by schools to: Year 11 learners outside KentChoices and all 3. Year 12 learners no action needed for September Guarantee automatically performed by MI. 4. Information sent to KCC using Perspective Lite.		26 th April 2024 26 th April 2024	KentChoices Perspective Lite	Management Information	Used in schools and Participation meetings to identify post-16 provision for young people without a September Guarantee offer
College – September Guarantee	1. Colleges send full September Guarantee offer lists to MI on the last day of each month from March to September.		31 st March, then last working day of the following months: May, June, July & Aug	Perspective Lite		
School - September Guarantee return (part 2) <i>Information you hold on students in Year 11 and 12 with no recorded offers</i>	1. TEP to provide schools with lists of young people without a recorded offer via secure email. 2. Schools to provide intelligence they have via secure email	3 rd June	28 th June 2024	Secure email	The Education People – Skills & Employability Service	As above
School - In year Leavers & Joiners <i>Year 9 or above who have left or joined your school in 2023/24- monthly</i>	1. Schools complete leaver and joiner template each month 2. Information returned to KCC using Perspective Lite		Last day of each month	Perspective Lite	Management Information	Used to identify young people who need support from KCC Services
Colleges – In year Leavers and Joiners	1. Colleges send Leavers and Joiners list to MI at the end of each month					

Key points:

- **Always use latest templates for data returns, these include fields to capture phone numbers** and are available from: <https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/coreplus-team-tracking-young-people>
- Data returns need to be sent securely to the appropriate service: darker blue to Management Information using Perspective Lite and lighter blue to The Education People, Skills and Employability Service stayingintouch@theeducationpeople.org
- For further information email: Management Information – MICorePlus@kent.gov.uk or Skills and Employability Service stayingintouch@theeducationpeople.org