



Head Teachers & Data Managers

Management Information

2nd Floor, Invicta House

Maidstone, Kent

ME14 1XX

Email: MICorePlus@kent.gov.uk

1st July 2021

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).

We will not be collecting the Intended Destination survey data again this year. Schools should continue to support young people in their next steps and follow the process of identifying Year 11s who are at risk of NEET in terms 1 and 2. It is important to continue to track the destinations of young people, including contact telephone numbers, by submitting timely enrolment data and in year joiners and leavers data.

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>

- **Sixth form enrolment 2021** – return to be uploaded by 17th September 2021 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 day of each month from 30th September for all students from Year 9 age and above. Nil returns to be advised to MICorePlus@kent.gov.uk
- **Intended Destinations Survey** - Management Information have taken the decision not to collect the intended destination survey data from schools to reduce the burden on yourselves at this time.
- **September Guarantee offers 2022:** return to be uploaded on 25th March and 30th April (only offers made since 25th March) for Year 11 and Year 12 age students you have made an offer for September 2021. If you use KentChoices, then only a Year 12 age return is required. Nil returns to be advised to MICorePlus@kent.gov.uk

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. A virtual briefing for schools on 1st July explained in more detail the destination tracking process, an electronic copy of the briefing is available. For more information, please email Robin.Chapple@theeducationpeople.org

Yours sincerely

Wendy Murray
Service Manager (Education and Wider Early Help)

Summary of tracking requirements from schools and colleges, headline actions and deadlines 2021-2022

Action	Data collection method	KCC dead line	School/college deadline	Data Transfer method	Responsible KCC Service	How data supports schools and young people
Sixth form enrolment data 2021	1. School complete Post 16 Enrolment Template 2. Information returned to KCC using Perspective Lite		17 th Sept	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.		30 th Sept 30 th Oct 28 th Feb	Perspective Lite	Management Information	
Yr 11 and Yr12 Leaver data <i>Information you hold on young people who left your school in 2020 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.	11 th Oct	ASAP or 31 st October	Secure email	The Education People – Skills & Employability Service	
Intended Destination Survey – No longer a statutory return required by the DfE, no return required from schools						
School -September Guarantee 2022 <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 Year 12 learners collected on a September Guarantee template 3. Information sent to KCC using Perspective Lite. 4. Final return of offers made by your school		25 th March 25 th March & 30 th April	KentChoices Perspective Lite	Management Information	Used in schools and NEET to EET 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 day of month until Sept	Perspective Lite	Management Information	
School - September Guarantee (2) <i>Information you hold on students in Year 11 and 12 with no recorded offers</i>	2. TEP to provide schools with lists of young people without a recorded offer via secure email. 3. Schools to provide intelligence they have via secure email	6 th June	30 th June	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 2021/22- 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		Last day of each month	Perspective Lite	Management Information	
Optional support – we continuously try to stay in touch with NEETs and contact 'Not Knowns' so we can support them. Young people in many cases stay in touch with their schools or have siblings at the same school. In addition to the data requests above, we may ask for further information at limited times throughout the year. This is optional and dependant on your time demands.						Mid-January and other limited ad hoc requests

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 to the appropriate service: light green to The Education People, Skills and Employability Service using their secure email and dark green to Management Information using Perspective Lite.
- Further Information: Skills and Employability Service Robin.Chapple@theeducationpeople.org 03000 419703
Management Information – MICorePlus@kent.gov.uk