What do schools and the local authority have to do in relation to tracking the education, employment and training activities of young people?

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The Skills and Employability Service
Agenda

• Why do we have to track young people?
  – Statutory requirements
  – Benefits of tracking young people
  – What support is available for NEETs

• What data has to be collected from schools and when?
  – Summary of tracking requirements for schools, headline actions and deadlines
  – Key issues
  – How do schools send data to the local authority

• Where can I get further information or help?

• Templates used to collect data from schools
What do local authorities have to do?

• …local authorities must collect information about young people in their area in order to identify those who are not participating, or who are at risk of not doing so, and to target their resources on those who need them most.
  – This requires monthly returns to the DfE on the activities of those in the age band below and three annual surveys: the Intended Destination, the September Guarantee and the Activity Survey.

• …local authorities are now required to collect and record information about young people up to and including academic age 17 - and up to age 25 for those with an EHC plan[10].
  – The age range changed in September 2016. Now, only those of academic age 16 and 17 (years 12 and 13) and those with an EHCP are reported to the DfE. Previously, returns included those of academic age 18 (year 14) and young people who had received some level of SEND support i.e not just those with a statement or EHCP.

What do we have to do – schools?

- …Section 72 of ESA 2008 places a duty on educational institutions to provide information to local authority services in order for them to deliver their duties under section 68.


  - Schools are required to send information they hold that can support the local authority track their learners.

- …local authorities should agree data sharing agreements with education providers ….. that set out the information they will provide, when it will be provided and how they will ensure that data is passed securely….

  - Details of tracking data transfer (who, what, when) between KCC and schools are found in the document Summary of tracking requirements from schools, headline actions and deadlines 2017-18. see slide 8.

  - More details of the KCC arrangements and templates are available from:

What are the benefits of tracking for young people and schools?

• Academic age 16-17 (year 12 -13) are critical years for accessing education and training. After academic age 18 (year 14) education is no longer free and training opportunities become limited. Only through tracking can we ensure that young people ‘don’t fall through the gap’ and that they get the information, advice and support they need to meet their potential.

• Schools and colleges can shape their key stage 4 and 5 curricula, careers and pastoral support by measuring the success of their learners' progress beyond their institutions.

• Data are used to inform the KS4 Destination Measure. The information published in January 2017’s measure showed what the 2013-2014 cohort went on to do after leaving Year 11.

• When contacted, most young people, parents and carers expect and appreciate that the offer of support is extended beyond school, even if not all want to take it up.
What are the benefits of tracking for local authorities and for the planning of support for NEETs

• The LA can identify young people who need support and are not in education, employment or training (NEET).
  – Those identified as NEET are contacted by the local authority and offered telephone support through the Young Peoples Participation Officers (YPPOs – sometimes known as the tracking team) or face to face support by CXK.
  – Monthly NEET meetings are held in each district to review individual NEETs and the plans to reengage them. These are co-managed by the Skills and Employability Service and Early Help.

• It provides data to plan resources and learning opportunities for young people at a local and national level.
  – The Skills and Employability Service use the data to review education and training provision across a district and the county
  – Early Help and other KCC services use the data to plan youth support services in a district and across the county.
What data has to be collected from schools and when?

- The data is collected from schools by two services within the local authority.
- The data has to be sent securely, each service has its own data transfer method.
- The following slides are coloured coded, to illustrate which data is sent to each service, which data transfer tool should be used and who to contact with questions.
- The general advice on where to send data is summarised in the colour code guide below, but there is more detail in the following slides:

**Skills and Employability Service**

Intelligence gathered through discussions with young people, parents/carers, other institutions: onward destinations, offers made of apprenticeships etc.

Data transfer - Egress secure email

Helen.whitcher@kent.gov.uk 03000 418830

**Management Information**

Factual data that your school holds: enrolment data, intended destinations, September guarantee offers your school has made to applicants.

Data transfer - Perspective Lite

Help: trackingyp@kent.gov.uk
## Summary of tracking requirements from schools and deadlines 2017-18

<table>
<thead>
<tr>
<th>Action</th>
<th>Data collection method</th>
<th>KCC deadline</th>
<th>School deadline</th>
<th>Data Transfer method</th>
<th>Responsible KCC Service</th>
<th>How data supports schools and young people</th>
</tr>
</thead>
</table>
| **Sixth form Enrolment data**                      | 1. School complete Post 16 Enrolment Template  
2. Information returned to KCC using Perspective Lite |                                                               |                  |                      |                                          | Data used to provide Destination and Activity Survey reports for individual schools in January |
| **Yr 11 and Yr12 Leaver data.**                    | 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 list  
2. Schools add destination information to the template  
3. Information returned to KCC by Egress email | 16-27th October | ASAP or 6th November | Egress secure email | Skills & Employability Service           |                                                                                                             |
| **Intended Destination**                            | 1. Schools collect data from Year 11 learners  
2. Schools complete Intended Destination template  
3. Information returned to KCC using Perspective Lite | 31st January    | Perspective Lite   | Management Information |                                                                                             | Used in schools to identify Year 11s who may need support with post 16 transition.                           |
| **September Guarantee**                             | 1. Schools make offers to Year 11 learners through UCASprogress – data collected centrally by KCC  
2. Offers made by schools 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 return of offers made by your school | 31st March  
31st March  
31st May | 31st March  
31st March  
31st May | 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 |
| **September Guarantee (2)**                        | 1. KCC to provide schools with lists of young people without a recorded offer via Egress email  
2. Schools to provide intelligence they have via Egress email | 8th June        | Egress secure email | Skills & Employability Service           |                                                                                                             | As above                                                                                                    |
| **Leavers and Joiners**                             | 1. Schools complete leaver and joiner template each month  
2. Information returned KCC using Perspective Lite | 31st of each month | Perspective Lite   | Management Information |                                                                                                             | Used to identify young people who need support from KCC Services                                           |
Ad hoc requests for data

This is kept to a minimum and only used when the Skills and Employability service have struggled to make contact with individuals or small numbers of young people.

This may be a request for contacts details or information on destinations schools may have through siblings or friendship groups. Schools can often use their long standing relationships with young people to get information.
Key issues

• Timely returns – we are under tight deadlines to identify the activities of young people by the DfE, but more importantly the quicker we can identify young people who need support the quicker they can be reengaged.

• Sixth form enrolments - if most of your learners return to the sixth form, the quicker we can deal with this data the quicker we can focus on those who need help.

• Accuracy – please ensure that the most up to date template is accurately completed, by doing this we will only need to ask you to do a task once.

• Latest contact information - please include an up to date telephone contact in all your returns. Without this data tracking requires a member of staff to knock on someone's door rather than make a phone call.

• Out of county addresses - If a young person moves out of Kent we can only remove them from our database and our DfE data returns if the new local authority can be persuaded to accept them. This only happens if we have a forwarding address. If you know someone has moved out the area can you try to make sure you let us know their new address.
Contact details and where to find information

Skills and Employability Service
Egress secure email
Helen.whitcher@kent.gov.uk
03000 418830

Management Information
Perspective Lite
Help: trackingyp@kent.gov.uk

Available from:


- Summary of tracking requirements from schools, headline actions and deadlines 2017-18
- Tracking templates
- Privacy notice for parents and pupils
Management Information templates

- The following slides illustrate the data requirements for Management Information using Perspective Lite. Available from the link below:

Year 11 Intended Destinations

Welcome to the Intended Destination Collection Template

On the students tab, please record details of all Year 11 age students for your establishment showing each student’s Given name, Family name, DOB, Postcode, learner phone number where available, UPN where available and ULN where available.

In the column headed Intended Destination, the code must be completed with the relevant code from the drop down list.

If you wish to add any extra data for your own purposes please add in columns to the right.

Step 1
Enter details of all students on your main roll that are in the age group for year 11 (irrespective of the year group in which they are being taught)

Step 2
For each student on roll, enter the appropriate intended destination code from the drop down

Step 3
Upload the completed file to Perspective Lite by 31st January ensuring that the file name shows the name of your establishment followed by "Intended destinations". When you upload your file, please use the 'YP Destinations' tag.

Additional notes:
The Lookup tab must not be amended as this provides the source for the drop down on the students sheet.

Thank you
School post 16 enrolment data

- **Columns on the spreadsheet**
- Do NOT change the order of the columns or add/delete columns as this may result in your submission being rejected

- Legal surname - The last or family name of the learner. **This is a mandatory field.**
- Legal forename - The first or given name of the learner. **This is a mandatory field.**
- Preferred surname - The preferred last or family name of the learner.
- Preferred forename - The preferred first or given name of the learner.
- Address - flat - The flat where the learner lives where appropriate
- Address - House Name/Number - The house name and/or number where the learner lives. **This is a mandatory field for change of address or new learners.**
- Address - Street Name - The street where the learner lives. **This is a mandatory field for change of address or new learners.**
- Address - District - The district where the learner lives where appropriate
- Address - Town - The town where the learner lives. **This is a mandatory field for change of address or new learners.**
- Address - County - The county where the learner lives where appropriate
- Address - Postcode - The postcode of the address where the learner lives. **This is a mandatory field for change of address or new learners.**
- Phone Number - The contact phone number for the learner.
- Date of birth - The date of birth of the learner, using the date pattern dd/mm/yyyy. **This is a mandatory field.**
- Gender - The gender of the learner (See valid inputs sheet). **This is a mandatory field.**
- Ethnicity - The ethnic origin of the learner (See valid inputs sheet). **This is a mandatory field.**
- UPN - The Unique Pupil Identification number of the learner. **This is a mandatory field.**
- ULN - The Unique Learner Number of the learner. **This is a mandatory field.**
- Year group attending - The year group that the learner is actually attending. **This is a mandatory field**
- Qualification - The highest level qualification that the learner is studying. **This is a mandatory field for those joining post statutory education.**
- Effective date - The effective date of the change. **This is a mandatory field.**
- Qualification end date - The actual end date of the highest level qualification that the learner is studying. **This is a mandatory field for those joining post statutory education.**
- Previous school/college - The previous school/college that the learner was attending before joining
Welcome to the School September Guarantee Collection Template

The offer data tab is for you to record any offers (guaranteed or conditional) that your establishment has made to young people of current school year 11 or 12 age which have not previously been included on a return and have not been made via KentChoices4U.

- **Step 1**
  Enter the data for your establishment in the relevant columns ensuring that columns A to I are fully completed.
  Column I may only show the following values: Guaranteed or Conditional.
  Please do not include offers made to your students by other establishments.

- **Step 2**
  Upload the completed file to Perspective Lite in accordance with the return schedule below ensuring that the file name shows the name of your establishment followed by September Guarantee and the date and using the tag Tracking YP

**Return Schedule**
Returns are to be uploaded on the following dates for offers made by your establishment:
31st March - all offers made to date
31st May - all offers made since previous return

Thank you
School enrolment data - Joiners

Columns on the spreadsheet
Do NOT change the order of the columns or add/delete columns as this may result in your submission being rejected
Legal surname - The last or family name of the learner. This is a mandatory field.
Legal forename - The first or given name of the learner. This is a mandatory field.
Preferred surname - The preferred last or family name of the learner.
Preferred forename - The preferred first or given name of the learner.
Address - flat - The flat where the learner lives where appropriate
Address - House Name/Number - The house name and/or number where the learner lives. This is a mandatory field for change of address or new learners.
Address - Street Name - The street where the learner lives. This is a mandatory field for change of address or new learners.
Address - District - The district where the learner lives where appropriate
Address - Town - The town where the learner lives. This is a mandatory field for change of address or new learners.
Address - County - The county where the learner lives where appropriate
Address - Postcode - The postcode of the address where the learner lives. This is a mandatory field for change of address or new learners.
Phone Number - The contact phone number for the learner.
Date of birth - The date of birth of the learner, using the date pattern dd/mm/yyyy. This is a mandatory field.
Gender - The gender of the learner (See valid inputs sheet). This is a mandatory field.
Ethnicity - The ethnic origin of the learner (See valid inputs sheet). This is a mandatory field.
UPN - The Unique Pupil Identification number of the learner.
ULN - The Unique Learner Number of the learner. This is a mandatory field.
Year group attending - The year group that the learner is actually attending. This is a mandatory field
Qualification - The highest level qualification that the learner is studying. This is a mandatory field for those joining post statutory education.
Effective date - The effective date of the change. This is a mandatory field.
Qualification end date - The actual end date of the highest level qualification that the learner is studying. This is a mandatory field for those joining post statutory education.
Previous school/college - The previous school/college that the learner was attending before joining
School enrolment data - leavers

•Columns on the spreadsheet
•Do NOT change the order of the columns or add/delete columns as this may result in your submission being rejected
•Legal surname - The last or family name of the learner. **This is a mandatory field.**
•Legal forename - The first or given name of the learner. **This is a mandatory field.**
•Preferred surname - The preferred last or family name of the learner.
Preferred forename - The preferred first or given name of the learner.
•Address - flat - The flat where the learner lives where appropriate
Address- House Name/Number - The house name and/or number where the learner lives. **This is a mandatory field for change of address or new learners.**
Address- Street Name -The street where the learner lives. **This is a mandatory field for change of address or new learners.**
Address - District - The district where the learner lives where appropriate
Address- Town - The town where the learner lives. **This is a mandatory field for change of address or new learners.**
Address - County - The county where the learner lives where appropriate
Address - Postcode - The postcode of the address where the learner lives. **This is a mandatory field for change of address or new learners.**
•Phone Number - The contact phone number for the learner.
•Date of birth - The date of birth of the learner, using the date pattern dd/mm/yyyy. **This is a mandatory field.**
Gender - The gender of the learner (See valid inputs sheet). **This is a mandatory field.**
Ethnicity - The ethnic origin of the learner (See valid inputs sheet). **This is a mandatory field.**
•UPN - The Unique Pupil Identification number of the learner. **This is a mandatory field.**
•ULN - The Unique Learner Number of the learner. **This is a mandatory field.**
Year group attending - The year group that the learner was actually attending. **This is a mandatory field**
Effective date - The effective date of the change. **This is a mandatory field**
Leavers details - Details of where the learner is going to. **This is a mandatory field.**