To: Head Teachers & Data Managers

Management Information
2nd Floor, Invicta House
Maidstone, Kent ME14 1XX

Email: trackingyp@kent.gov.uk
Our ref: MI/WM/School Tracking
Date: 1st September 2017

Dear Colleagues,

Tracking Young People

I am contacting you to notify you of the deadlines and reporting templates for the Management Information part of the data collection process. The first return to MI for sixth form enrolment data is due on 15th September 2017.

As last year we will be gathering the data via Perspective Lite using the templates available on KELSI to facilitate the return of the data.

- Enrolment data – post statutory students: return to be uploaded by 15th September via Perspective Lite for all students of post statutory education age on main roll at your establishment. Please ensure that the data is up to date and does not include any students who have not returned to your school.
- Enrolment data – Leavers: return to be uploaded on the last day of each month from 30th September for all student leavers for Year 9 age and above. Nil returns to be advised to trackingyp@kent.gov.uk
- Enrolment data – Joiners: return to be uploaded on the last day of each month from 30th September for all student joiners for Year 9 age or above. Nil returns to be advised to trackingyp@kent.gov.uk
- Intended destinations: return to be uploaded by 31st January for all students of Year 11 age.
- September Guarantee offers: return to be uploaded on 31st March and 31st May (for any offers made since 31st March) for all Year 11 age and Year 12 age students for whom you have made an offer for the following September. If you use Kent Choices4U for offers to Year 11 age then only a Year 12 age return is required. Nil returns to be advised to trackingyp@kent.gov.uk

For any issues concerning the data returns identified above please contact Management Information on 03000 417181.

Yours sincerely

Wendy Murray
Performance & Information Manager