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| Head Teachers & Data Managers   | **Management Information**2nd Floor, Invicta HouseMaidstone, KentME14 1XX Email: MICorePlus@kent.gov.uk27th June 2022MI/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 reduced by over 2% on the previous year because of improved data returns from school. The impact of this has meant that for 83% of mainstream schools there has been an improvement in their combined NEET and Known figure. 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.

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 2022** – return to be uploaded by 16th September 2022 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
* **September Guarantee offers 2023**: return to be uploaded on 24th March and 28th April (only offers made since 24th March) for Year 11 and Year 12 age students you have made an offer for September 2023. 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.

Yours sincerely



Wendy Murray
Service Manager (Education, Early Years and Wider Early Help)



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| **Action** | **Data collection method** | **KCC deadline** | **School/college deadline** | **Data Transfer method** | **Responsible KCC Service** | **How data supports schools and young people** |
| **Sixth form enrolment data 2022-23** | 1. School complete Post 16 Enrolment Template
2. Information returned to KCC using Perspective Lite
 |  | 16th 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.
 |  | 30th Sept28th Oct28th Feb | Perspective Lite | Management Information |
| **Yr 11 and Yr12 Leaver data.***Information you hold on young people who left your school in 2022 after finishing Yr 11 or Yr 12* | 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.1. Schools add destination information to the template.
2. Information returned to TEP by secure email.
 | 7th Oct  | ASAP or 31st October | Secure email  | The Education People – Skills & Employability Service |
| **School -September Guarantee 2022-23***Information on offers you have made to internal and external year 11and 12 applicants* | 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
 |    | 24th March24th March &28th April | KentChoicesPerspective 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.
 |  | 31st March, then last day of month until Sept | Perspective Lite |  |  |
| **School cohort check available in April**. Optional opportunity to check your year 11 and 12 cohort matches the tracking (Core+) database. Contact stayingintouch@theeducationpeople.org |
| **School - September Guarantee (2)***Information you hold on students in Year 11 and 12 with no recorded offers* | 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
 | 5th June | 30th June | Secure email | The Education People – Skills & Employability Service | As above |
| **School - In year Leavers & Joiners***Year 9 or above who have left or joined your school in 2022/23- monthly* | 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
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**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 blue to The Education People, Skills and Employability Service using their secure email and dark blue to Management Information using Perspective Lite.
* Further Information: Skills and Employability Service stayingintouch@theeducationpeople.org, Management Information – MICorePlus@kent.gov.uk