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| --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Data collection method** | **Data Transfer method** | **When** | **Deadline** | **Responsible KCC Service** | **How data supports schools and young people** |
| **Sixth Form Enrolment data** | 1. School completes Post 16 Enrolment Template \*\*
2. Information returned to KCC using Perspective Lite
 | Perspective Lite | 16th September  | 16th September  | Management Information  | Data used to provide Destination and Activity Survey reports for individual schools in January |
| **Year 11 and Year12 Leaver data.** *Information you hold on young people who have left school in 2016 after Years 11 and 12* | 1. KCC provides schools with a pre-populated 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 KCC by Egress email
 | Egress secure email | 17- 30th October ASAP or 4th November  | 4th November  | Skills & Employability Service |
| **Intended Destination***What your current Year 11 Age intend to do in September.*  | 1. Schools collect data from Year 11 learners
2. Schools complete Intended Destination template
3. Information returned to KCC using Perspective Lite
 | Perspective Lite | November -January | 31st January | Management Information  | Used in schools to identify young people who may need support |
| **September Guarantee***Information on offers you have made to internal and external applicants for current Years 11 and 12*  | 1. Schools make offers to Year 11 learners through UCAS progress – data collected centrally by KCC
2. Offers made to: Year 11 learners outside UCAS progress 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
 | Perspective Lite | 31st March 31st March 31st May  | 31st March | 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)***Information you hold on Years 11 and 12 with no recorded offers* | 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
 | Egress secure email | 8th June | 30th June | Skills & Employability Service | As above |
| **Leavers and Joiners***Year 9 or above who have left or joined your school in the relevant month* | 1. Schools complete leaver and joiner template each month
2. Information returned to KCC using Perspective Lite
 | Perspective Lite | Each month | 31st of each month | Management Information Unit | Used to identify young people who need support from KCC Services |

**Changes to the process:**

* New templates are being used in 2016-17 to reflect the need to capture phone numbers in all returns, these can be downloaded from:

 [www.kelsi.org.uk/running-a-school/data-and-reporting/management-information/tracking-young-people](http://www.kelsi.org.uk/running-a-school/data-and-reporting/management-information/tracking-young-people)

* From September 2016 there will be no requirement to return information on the destinations of those learners who completed Year 14 in July 2016, unless they were in accelerated learning. This reflects the DfE’s decision to only track young people up until the end of the academic year in which they turn 18 ( ages 16 and 17), unless they have a current Education, Health and Care Plan. In these cases they will still be tracked until they turn 25.