



# LTS Education Performance

*Supporting Schools through Data Analysis, Data Collection and Guidance*

## Key Data Items Checked in the Summer Term

Below is a list of the key data items that we check in the summer term census. Keeping these items up to date on your school MIS will hopefully lead to a submission that passes all of our checks

**Pupils on roll** – investigate unexpected term on term differences in pupil numbers and any pupils in unexpected NC Year groups.

**Pupils in nursery provisions** – remove any pupils recorded as being in nursery classes in a mainstream primary school. These pupils should be funded via the early years census.

**Pupils Taught Out of Year** – ensuring that pupils are reported as being taught in the correct curriculum year group and that cases of pupils taught out of the year group for their age are accurate as nation curriculum year taught in determines which pupils will be expected to be in end of key stage year groups.

**Dually Registered Pupils** – have the correct enrolment status, particularly for pupils dually registered with Oakfield School (PRU). KS3 and KS4 pupils with the Leicestershire behaviour support service should only be recorded as dually registered if the other pupil placement is at another state-maintained school.

**Duplicate UPNs and Pupils** – resolve all nationally identified duplicate UPN and pupil cases to ensure that the correct pupils are identified as being on roll. Pass on any older UPNs that can be used by the school or request the issuing of a new permanent UPN if a valid UPN cannot be found.

**Free School Meal Eligibility** – both current and any eligibility since the last census are checked against LA FSM service data to ensure that your pupil premium allocation is correct. Any eligibility as of and since April 2018 continues to be eligible due to the protections due to the universal credit roll out. We encourage schools to notify parents of their FSM protected status and to apply to the LA for free school meals.

**Free Infant School Lunch Taken** – ensure that schools with infant pupils are returning data for this item as this information will set the universal infant meal funding. We check any significant term-on-term differences.

**Attendance Spring Term 2020/21** – ensure that all relevant pupils have attendance data, that the right number of sessions are reported and that attendance codes and reasons for absence appear to be correct.

**Exclusions Autumn Term and Spring Term 2020/21** – check that the pupil exclusion details are correctly reported. Validate data against data held by the LA inclusions team.

**Home Language** – look for unexpected term-on-term differences or blank records.

**Special Educational Needs** – checking that EHCP pupils are reported correctly and that the number of SEN pupils is in line with expectations.

**Top Up Funding Indicator (SEN)** – check that Leicestershire responsibility top up funded pupils are recorded and confirm the status of pupils funded by other LAs. This data item affects the LA SEN high needs funding.

**SEN Unit and Resourced Provision** – ensure that only schools with designated units and provisions have pupils reported. Check that the correct pupils are included in the unit / provision.

**Pupil Addresses** – making sure that the postcode is correct as it is used to inform geographic based information, such as deprivation and catchment analysis. Address data also supports LA school place planning and pupil number forecasting.

**Unique Learner Numbers** (Schools with 14-year olds only) – All pupils aged 14 or above on the school census day, including off roll pupils collected for attendance purposes, are required to have a ULN otherwise an unaccepted DfE error will occur.

**Post Looked After Arrangements** – checking that the number of pupils reported seems reasonable compared to the previous term's data. Investigating any pupils not reported as adopted from in care in the current census that were reported as adopted from in care by the school previously. Checking any new instances of pupils reported as being adopted from in care.

***Why does accurate data matter?*** *It is used in attendance and exclusions reports, enables attainment reporting for pupil groups and for populating various pupil context reports. The data is used by the DfE and Local Authority to allocate funding, guide and monitor policy and inform the public.*