



Head Teachers & Data Managers

**Management Information**

2<sup>nd</sup> Floor, Invicta House

Maidstone, Kent

ME14 1XX

Email: [MICorePlus@kent.gov.uk](mailto:MICorePlus@kent.gov.uk)

9th June 2024

MI/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 25<sup>th</sup> 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).

The latest DfE Not Known figure for Kent was 2.5% compared to the Southeast average of 4.3%. Much of this was down to schools completing the MI template in full, which included the inclusion of contact details, and submitting the information via Perspective Lite in good time. This greatly assisted the local authority in reaching this figure and a big thank you for your support.

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. Please email [Owen.Bartholomew@theeducationpeople.org](mailto:Owen.Bartholomew@theeducationpeople.org)

MI will be gathering data via Perspective Lite using the templates available on KELSIS to facilitate your returns: <https://www.kelsi.org.uk/school-management/data-and-reporting/management-information/coreplus-team-tracking-young-people>

- **Sixth form enrolment 2024** – return to be uploaded by 13<sup>th</sup> September 2024 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 working day of each month from 27<sup>th</sup> September for all students from Year 10 age and above. Nil returns to be advised to [MICorePlus@kent.gov.uk](mailto:MICorePlus@kent.gov.uk)
- **September Guarantee offers 2025**: return to be uploaded no later than 25<sup>th</sup> April 2025 for Year 11 and Year 12 age students you have made an offer for September 2025. If you make offers to all your applicants using KentChoices, then only a Year 12 age return is required via Perspective Lite. Nil returns to be advised to [MICorePlus@kent.gov.uk](mailto: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)

## Appendix A: Summary of tracking requirements from schools and colleges, headline actions and deadlines 2024-2025

Action	Data collection method	TEP deadline	School/college deadline	Data Transfer method	Responsible KCC Service	How data supports schools and young people
<b>Sixth form enrolment data -25</b>	1. School complete Post 16 Enrolment Template 2. Information returned to KCC using Perspective Lite		13 <sup>th</sup> Sept 2024	Secure upload to Perspective Lite	Management Information	Data used to provide Destination and Activity Survey reports for individual schools in January
<b>College enrolment data</b>	1. Colleges send full enrolment data to MI using Perspective Lite.		27 <sup>th</sup> Sep 2024 25 <sup>th</sup> Oct 2024	Secure upload to Perspective Lite	Management Information	
<b>Yr 11 and Yr12 Leaver's data.</b> <i>Information you hold on young people who left your school in 2024 after finishing Yr 11 or Yr12</i>	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. 2. Schools add destination information to the template. 3. Information returned to TEP by encrypted file.	11 <sup>h</sup> Oct 2024	ASAP or 31 <sup>st</sup> October	Encrypted File	The Education People – Skills & Employability Service	
<b>School - September Guarantee return (part 1) 2024-25</b> <i>Information on offers you have made to internal and external year 11 and 12 applicants</i>	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.		25 <sup>th</sup> April 2025 25 <sup>th</sup> April 2025	KentChoices Perspective Lite	Management Information	Used in schools and Participation meetings to identify post-16 provision for young people without a September Guarantee offer
<b>College – September Guarantee</b>	1. Colleges send full September Guarantee offer lists to MI on the last day of each month from March to September.		31 <sup>st</sup> March, then last working day of month until Sept	Perspective Lite		
<b>School - September Guarantee return (part 2)</b> <i>Information you hold on students in Year 11 and 12 with no recorded offers</i>	1. TEP to provide schools with lists of young people without a recorded offer via encrypted file. 2. Schools to provide intelligence they have via encrypted file.	3 <sup>rd</sup> June 2024	30 <sup>th</sup> June 2025	Encrypted file	The Education People – Skills & Employability Service	As above
<b>School - In year Leavers &amp; Joiners</b> <i>Year 10 or above who have left or joined your school in 2023/24- monthly</i>	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
<b>Colleges – In year Leavers and Joiners</b>	1. Colleges send Leavers and Joiners list to MI at the end of each month		Last day of each month	Perspective Lite	Management Information	

### 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 securely to the appropriate service: blue to Management Information using Perspective Lite and Green to The Education People, Skills and Employability Service [stayingintouch@theeducationpeople.org](mailto:stayingintouch@theeducationpeople.org)
- For further information email: Management Information – [MICorePlus@kent.gov.uk](mailto:MICorePlus@kent.gov.uk) or Skills and Employability Service [stayingintouch@theeducationpeople.org](mailto:stayingintouch@theeducationpeople.org)