

## **Information Management Strategy Support Materials for Schools**

### **Data Collection: DEWi / NDC / PLASC / Attendance Collections / Pupils Educated otherwise than as school (EOTAS)**

This document provides a high level description of the functionality within the DEWi system together with an overview of the key data collection processes for which the system is used.

#### **DEWi overview**

DEWi, the Data Exchange Wales initiative, is a secure online data transfer system developed by the Welsh Assembly Government specifically to provide schools, LEAs and the Assembly with a means of exchanging electronic files easily and, importantly, securely over the internet.

Since DEWi was launched in 2006 it has been through various stages of development and enhancement and has been positively received by users across Wales. The system was short listed as a finalist in the eGovernment National Awards 2006. Our aim is to build on this success, enabling statutory obligations to be met whilst continuing to provide schools and LEAs with useful tools within an easy-to-use system.

#### **Accessing DEWi**

DEWi can be accessed using any browser based application (e.g. Internet Explorer, Firefox etc.) through the following web address:

<https://www.dataexchangewales.org.uk/>

#### **Logging onto DEWi**

On accessing the system, the login page will prompt users to enter a valid Username and Password. Once both of these are entered and validated by the system, the user will see the school, LEA or Assembly page according to the user's role.

#### **Data collections**

DEWi allows schools to upload data collection return files that are output by the school MIS software, using specific file naming conventions, for the following data collections:

- NDC
- PLASC (January PLASC and Post-16 PLASC)
- Attendance Collections

More information on the various data collections throughout the year can be found in parts 2 – 4 of this section.

### **Uploads and validation of data collection files**

Files are uploaded to DEWi by schools and are validated by the system according to the collection type. Validation looks at the format of the file, what data is present, and checks that the data conforms to defined sets of values. LEAs then access the system to assist in the resolution of any issues found in the files from schools within their authority.

When any issues have been identified and resolved in the school MIS software, LEAs can request their schools to upload a revised file to DEWi which overwrites the original file.

Once the data submitted is “clean” then the LEA will submit the school file to the Assembly.

Data collected by the Assembly will be published in the form of Statistical Bulletins and on the National Pupil Database.

### **Reports**

A series of reports are available to schools, LEAs and Assembly users for all data collections, which can be used for information and data validation purposes.

### **Downloads**

LEAs are able to download the data submitted by schools in their authority as an xml file or set of csv files, which may then be used for importing into their own central systems.

### **Administration**

It is good practice to change passwords on a regular basis. Schools and LEAs can opt to change the password for their Username at any point. LEAs have additional functionality which allows them to reset the passwords for school users within their authority. If the school has recorded their email address in DEWi then the school can reset their password using the automated ‘Forgotten password’ function on the DEWi homepage.

#### Steps to take for forgotten passwords

- ❖ In the first instance, the school should use the automated password resetting facility accessible from DEWi's front page.
- ❖ If the school then gets an error message to say that no email address is present for their profile, or the school believe that their email address is recorded wrongly in DEWi, then they should contact their LEA support.

- ❖ LEA users can then input/correct the school email address by using the 'Imitate user' option and acting as the school to update this information. If the email address that is input is flagged as invalid then the LEA should contact DEWi@wales.gsi.gov.uk. Please note that to maintain a high level of security of data, email addresses such as hotmail.com or btinternet.com will not be accepted.
- ❖ LEA users also have the function in their own profile to reset passwords for schools in their authority.
- ❖ If the password is not successfully reset by following the above steps then the LEA should contact DEWi@wales.gsi.gov.uk.

**LEAs must remember that passwords issued by email *must not* contain the username for the profile in the same email. Username should be confirmed over the phone or by separate email from the school. If the school have confirmed their username or school number in an email then *do not* reply to the email thereby retaining their original message in the content.**

#### School email addresses in DEWi

Email correspondence sent to schools from WAG regarding DEWi will be sent using those email addresses listed on DEWi so it is important that schools check that their email address is recorded correctly in DEWi.

#### **Bilingual**

DEWi is fully bilingual, with all screens available in both English and Welsh.

The login buttons displayed on the logon screen will determine the initial language to be used when using the site. However, users can choose to change languages at any time on each screen viewed.

All reports can be viewed in English or Welsh, irrespective of the language selected by the user for navigation through DEWi.

## **NDC (National Data Collection)**

Schools are required to provide pupil level teacher assessment results at the end of key stages 1, 2 & 3 for core subjects as electronic files. From 2008 Key Stage 3 schools will also need to submit electronic files for teacher assessment results at pupil level for non-core subjects within the standard NDC return file.

Returns are required from all maintained primary and secondary schools and also from Pupil Referral Units, except those schools which have no eligible pupils on roll. All eligible pupils should receive teacher assessments and these should be recorded by the school in their MIS and uploaded as an NDC return using DEWi.

Independent schools are invited to submit NDC returns at the same time as maintained schools.

## **Data collection**

From 2008 Teacher Assessment results should be submitted as follows:

- **Key Stage 1 – National Curriculum Year Group 2**  
English, Welsh (1<sup>st</sup> Language), Mathematics and Science at Attainment Target and Subject level together with the Core Subject Indicator
- **Key Stage 2 – National Curriculum Year Group 6**  
English or Welsh (1<sup>st</sup> Language), Mathematics and Science at Attainment Target and Subject level together with the Core Subject Indicator
- **Key Stage 3 – National Curriculum Year Group 9**  
English or Welsh (1<sup>st</sup> Language), Mathematics and Science at Attainment Target and Subject level together with the Core Subject Indicator. In addition, schools will need to submit results for non-core subjects at pupil level.
- **Foundation Phase pilot**  
Currently schools that are participating in Foundation Phase pilot schemes will need to submit data separately for those pupils eligible for assessment. Arrangements for these submissions are also via DEWi.

## **Schools**

Schools will use their management information systems (MIS) to record and report their teacher assessment information at pupil level for all pupils on roll on the 2<sup>nd</sup> Tuesday in May. When pupils are registered at two settings, the setting where the pupil has an enrolment status of M – Main recorded will be responsible for assessment. Further information on dual registration can be found in the Data Issues section of this binder.

Data will be entered at attainment target (AT) level and the MIS will automatically calculate Subject Levels and Core Subject Indicator (CSI) levels. The MIS will create a file reporting all required AT, Subject Level and CSI data.

Once the return has been authorised by the Head Teacher schools will upload completed files to the DEWi website for validation and secure transfer to the LEA and the Assembly.

**This pupil level information should only ever be sent via DEWi. Personal data should never be emailed.**

## **LEAs**

Once the file has been uploaded by the school, DEWi will apply validation checks and report any errors or queries with the data. At this point LEAs can access the data and will liaise with the school to resolve any issues.

When the LEA is satisfied that the data is valid and that any issues have been resolved, the information will be made available to the Assembly.

## **Validation of teacher assessments**

Teacher assessment data will be subjected to several automated checks when the school is creating the submission file in their school MIS software. Further checks then take place on upload of the file to DEWi. Error messages and queries are reported where the data is invalid or unusual. Schools need to review the data causing these errors.

After all teacher assessment data has been received and processed by WAG schools will have an opportunity to make amendments to the data provided.

In these instances schools should correct the data in their MIS and upload a revised file to DEWi.

Final data is immediately available for validation by the school and LEA; a deadline for this and any further submissions needed where data is inaccurate is specified by WAG.

Following the validation period the data will be considered final and used for publication. Data, once published, is used in Estyn school inspection reports, the National Pupil Database, Value Added reports and performance indicators.

## **Reports**

School Comparative / Validation reports are available in DEWi in both tabular and graphical format, with options to produce the reports in English or Welsh, pdf or Word format at school level for:

- All pupils
- Boys
- Girls

These reports enable the school to carry out comparative analysis against the Wales average for the previous year, and can be used as part of the validation process.

## **Additional guidance**

Further information can be found by accessing the IMS web pages at:

[www.wales.gov.uk/ims](http://www.wales.gov.uk/ims)

These pages contain information on the key dates involved in the NDC process together with guidance documents.

For advice on further NDC queries please email:

NDC@wales.gsi.gov.uk

## **PLASC (Pupil Level Annual School Census)**

PLASC is mandatory for maintained schools in all sectors (Nursery, Primary, Secondary and Special).

The provision of electronic returns is optional for Pupil Referral Units where MIS software tailored for PRUs is available. The intention is to extend the requirement for provision of electronic PLASC data to PRUs and other alternative providers within the next two years. This will involve provision of an LEA level facility to enable provision of data on behalf of alternative provisions.

Schools are required to report on school level and pupil level data to provide an invaluable research base to better inform educational policy and practice in Wales.

Amongst the most important uses for the data provided by the PLASC are:

- the fair & accurate distribution of funding to school through the Welsh Local Government Revenue Settlement,
- the update of the National Pupil Database (NPD) which links pupil's records to assessment and allows schools, LEAs and central government to quickly and accurately carry out previously complex statistical analyses,
- provision of post 16 learning activity data to inform the National Planning & Funding System (NPFS) &
- ensuring a greater accuracy of pupil level data to help schools to adhere to the principles of the Data Protection Act (DPA).

### **PLASC annual cycle**

The main PLASC collection is carried in January. Census day is usually set as the second Tuesday of the spring term.

Additional collections of Post-16 PLASC data are carried out at the following times to gather data on pupils in year 12 and above in secondary schools only. Special schools are no longer required to submit Post-16 specific data.

- **Post-16 September PLASC**

Data is required for pupils:

- on roll as at the census date.

Data is required for Learning Activities (for those pupils as outlined above):

- being undertaken as at the census date

- **January PLASC**

In addition to the standard PLASC data for each pupil further Post-16 data is required for pupils:

- who were on roll as at September and are still on roll
- who were on roll as at September but have now left
- who have joined the school since September and are still on roll

Data is required for Learning Activities (for those pupils as outlined above):

- as reported in September and continuing
- as reported in September but now ended
- commenced since September and continuing
- commenced since September but now ended

- **Post-16 Summer PLASC**

Data is required for pupils:

- on roll as at the JANUARY census date and still on roll
- on roll as at the JANUARY census date but have now left

Data is required for ALL Learning Activities (for those pupils as outlined above):

- reported as part of the JANUARY census date regardless of whether they have ended or not.

## **Schools**

Schools will use their management information systems (MIS) to keep pupil records up to date throughout the year. The MIS software will automatically create a PLASC file reporting all required data in the specified format. Schools will be required to input additional school level data on creation of the PLASC return, such as information on classes and teachers.

Once the return has been authorised by the Head Teacher schools will upload completed files to the DEWi website for validation and secure transfer to the LEA and the Assembly by a specified deadline.

**This pupil level information should only ever be sent via DEWi. Personal data should never be emailed.**

## **LEAs**

Once the file has been uploaded by the school, DEWi will apply validation checks and report any errors or queries with the data. At this point LEAs can access the data and will liaise with the school to resolve any issues.

When the LEA is satisfied that the data is valid and that any issues have been resolved, the information will be made available to the Assembly.

## **Validation of PLASC data**

PLASC data will be subjected to several automated checks when the school is creating the submission file in their school MIS software. Further checks then take place on upload of the file to DEWi. Error messages and queries are reported where the data is invalid or unusual. Schools need to review the data causing these errors.

## **Reports**

A selection of reports are available for PLASC data in DEWi. As well as reproducing the school summary report that the school's MIS will produce, additional reports are

available to aid schools in checking the data's accuracy. The following reports are available when relevant to the sector of that school:

- Pupil numbers by age group
- Free school meal eligibility by enrolment status
- Learning activities
- Special educational needs
- Pupil Teacher ratio
- Welsh language
- Ethnicity

### **Additional guidance**

Further guidance can be found by accessing the IMS web pages at:

[www.wales.gov.uk/ims](http://www.wales.gov.uk/ims)

For advice on further PLASC queries please email:

[PLASC@wales.gsi.gov.uk](mailto:PLASC@wales.gsi.gov.uk)

For advice on further Post-16 specific PLASC queries please email:

[Post16.PLASC@wales.gsi.gov.uk](mailto:Post16.PLASC@wales.gsi.gov.uk)

In addition to the PLASC guidance

Guidance on specific areas of PLASC data have also been published. Recent circulations include:

- SEN in PLASC – circular 24/07 (Aug 07)  
<http://new.wales.gov.uk/topics/educationandskills/publications/circulars/1979851/?lang=en>
- Basic Skills in PLASC – circular 29/07 (Sep 07)  
<http://new.wales.gov.uk/topics/educationandskills/publications/circulars/words-talk/?lang=en>
- Defining schools by Welsh medium in PLASC – information document 23/07 (Oct 07)  
[http://new.wales.gov.uk/topics/educationandskills/publications/guidance\\_and\\_information/definingschools?lang=en](http://new.wales.gov.uk/topics/educationandskills/publications/guidance_and_information/definingschools?lang=en)

You may wish to add copies of the documents and any future support documents on data collections to this file for ease of reference.

## Attendance Collections

Collecting data at an individual pupil level enhances accuracy of data and enables more sophisticated matching and analysis of data. Attendance data will be used to generate statistical analyses of attendance levels in schools, LEAs and across Wales. The data will be used to generate performance indicators at local authority level.

Data will be matched to pupil records in the National Pupil Database to allow schools, LEAs and policy stakeholders to carry out contextual and comparative analysis at an aggregated level. At no point will individual pupil records of attendance be published.

From 2008, attendance data from schools will be collected electronically from maintained primary and secondary schools. Pupil data included in the return other than attendance data, should be taken as at the time of the last possible session for that pupil, within the reporting period (i.e. if the pupil has left, the data should be taken as at the day of their last possible session, and if the pupil is still on roll at the end of the reporting period then the data should be taken as at the last session in the reporting period).

The data will be reported at pupil level for **all pupils of statutory schools age** who have been on roll during the reporting period.

Data should be submitted for:

- All pupils on roll with an enrolment status of C - Current, M-Main or S – Subsidiary.
- All pupils who have left but were on roll at any point during the specified reporting period.

For each pupil as outlined above, the following data will be reported:

- Number of possible sessions that the pupil could have attended
- Number of sessions that the pupil attended
- Number of sessions recorded as an authorised absence for that pupil
- Number of sessions recorded as an unauthorised absence for that pupil.

## Data collection

Attendance collection dates and reporting periods are as follows:

- **Secondary schools**

The reporting period for secondary schools is from the 1 September up until, and including, the Friday before the summer half term. Attendance collection returns for secondary schools must be submitted after the end of the reporting period, by the specified deadline in June. Pupil identifying data will be reported as at the last possible session for each pupil.

- **Primary schools**

The reporting period for primary schools is from the 1 September up until, and including, the 31 August. Attendance collection returns for primary schools must be submitted following the end of the reporting period, by the

specified deadline in September. Pupil identifying data will be reported as at the last possible session for each pupil.

## **Schools**

Schools will use their MIS to keep attendance management data up to date throughout the year. The MIS software will automatically create an attendance collection return file, reporting all required data in the specified format.

Once the return has been authorised by the Head Teacher schools will upload completed files to the DEWi website for validation and secure transfer to the LEA and the Assembly by a specified deadline.

The mechanics of the transmission process will vary from one authority to another, so please contact your LEA for details.

**This pupil level information should only ever be sent via DEWi. Personal data should never be emailed.**

Key dates and guidance documents for Attendance collections can be found on the IMS web pages.

## **LEAs**

Once the file has been uploaded by the school, DEWi will apply validation checks and report any errors or queries with the data. At this point LEAs can access the data and will liaise with the school to resolve any issues.

When the LEA is satisfied that the data is valid and that any issues have been resolved, the information will be made available to the Assembly.

Key dates and guidance documents for Attendance collections can be found on the IMS web pages.

## **Validation of Attendance data**

Attendance data will be subjected to several automated checks when the school is creating the submission file in their school MIS software. Further checks then take place on upload of the file to DEWi. Error messages and queries are reported where the data is invalid or unusual. Schools need to review the data causing these errors.

## **Reports**

DEWi reproduces the school summary report that the school MIS produces. These reports should be used to aid schools in checking the data's accuracy.

## **Recording of formal or informal flexible education arrangements**

- **Dual Registered Pupils**

Where pupils are registered in more than one educational

establishment e.g. dual registration in a mainstream school and a special school or a Pupil Referral Unit (PRU) both institutions should share responsibility for the pupil and should maintain a pupil record for that pupil. One establishment should record the pupil's registration status as 'Main' and the other as 'Subsidiary'.

It is the responsibility of the 'Main' school to submit a complete attendance return for such pupils. This should include attendance data for the pupil from when they received their education at the subsidiary establishment. **It should not automatically be assumed that the pupil is in attendance at the subsidiary establishment until this has been confirmed to be the case.** Schools may wish to put systems in place where attendance information from the subsidiary establishment is fed back to them on a daily or weekly basis for input into their MIS.

In cases where the pupil's registration status is 'Main' at a special school or PRU and 'Subsidiary' at a mainstream school it is still the responsibility of the mainstream school to submit a completed attendance return for that pupil for the whole academic year irrespective of whether their main school was a PRU. For further information on dual registration please see the Welsh Assembly Government Policy note – Registration Status and Recording Pupil Data in School MIS, included in the Data Issues section of this binder.

In cases where a pupil is dually registered at two mainstream schools their attendance data will be reported by both schools regardless of their enrolment status.

- **Off-site activities**

Educational activities that take place outside the normal school day are not recorded in the statutory attendance register. Off-site activities which take place during the school day can be recorded as approved educational activity but only if the activities meet the legislative requirements and the school has received confirmation that the activity took place during the session in question.

If the child was not undertaking the educational activity, he/she should be recorded as unauthorised absence.

- **Traveller Pupils**

Special circumstances apply where a pupil 'has no fixed abode for the reason that his/her parent is engaged in a trade or business of such a nature as to require him/her to travel from place to place'. The pupil can be dual registered. In these cases the school where the pupil has attended when the parent is not travelling during the preceding 18 months is their 'school of ordinary attendance'. In practical terms this means the 'school of ordinary attendance' would record registration status as 'Main'. As long as these pupils remain on the school admissions register they must be recorded on the attendance register.

Traveller pupils who are attending more than one school at which they are registered must be recorded as an authorised absence at the school they are not attending.

- **Guest Pupils**

There is no formal definition for a guest pupil and this code should not generally be used.

## **School Closures**

In cases where a school is set to close at the end of the academic year these schools will still be required to submit an attendance return. Please liaise directly with your LEA to establish the best way of doing this in order to facilitate sufficient time for outgoing staff to sense check and verify the data prior to its upload.

## **Attendance Codes**

In 2004 the Welsh Assembly Government introduced guidance where the number of attendance codes was reduced from 14 to 10. As is the case currently, schools can use additional sub-codes to break down the information on attendance and absence further for their own information if they so wish.

It is important that any sub codes used by a school are mapped to the most appropriate statistical value. Where a new code has been introduced any historic data needs to be mapped across to a code with the same statistical value. The Welsh Assembly Government does not currently collect detailed attendance code information. Only three statistical values will be accepted – Present, Authorised Absence or Unauthorised Absence. Electronic attendance returns will not accept the statistical value 'Attendance Not Required'. Where a school feels that this is the case than a statistical value of authorised absence should be used.

The complete set of Attendance codes recommended by the Welsh Assembly Government can be found at Annex A of this Data Collection section of the binder.

## **Additional guidance**

Further guidance can be found by accessing the IMS web pages at:

[www.wales.gov.uk/ims](http://www.wales.gov.uk/ims).

For advice on further Attendance collection queries please email:

[Attendance@Wales.gsi.gov.uk](mailto:Attendance@Wales.gsi.gov.uk)

## Summary of recommended register codes

### Present

Code	Includes:
------	-----------

- |    |   |
|----|---|
| /\ | <ul style="list-style-type: none"><li>• Pupils on the admissions register who are present at the start of each session.</li></ul> |
|----|---|

### Approved educational activity

(treated as present when analysing attendance)

Code	Includes:
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- |   |   |
|---|---|
| D | <ul style="list-style-type: none"><li>• Part-time or short-term attendance at another school or Pupil Referral Unit;</li><li>• Attendance at alternative education programmes e.g. run by the LEA or a voluntary organisation;</li><li>• Part-time or short-term home tuition - essentially any approved flexible education programmes or alternative tuition (formal or informal).</li></ul> |
| R | <ul style="list-style-type: none"><li>• Sporting activities (organised by the school or where a pupil is representing the school);</li><li>• Field trips</li><li>• Educational visits</li><li>• Other activities where a pupil is representing the school</li></ul>   |
| W | <ul style="list-style-type: none"><li>• Work experience</li><li>• Attending interviews e.g. for work placements and college / university places.</li></ul>  |

### Unauthorised absence

Code	Includes:
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- |   |  |
|---|--|
| O | <ul style="list-style-type: none"><li>• Any absence for which a satisfactory explanation, in the school's view, has not been provided.</li></ul> |
| L | <ul style="list-style-type: none"><li>• Late arrivals – after close of registration.</li></ul>   |

## **Authorised absence**

<b>Code</b>	<b>Includes:</b>
<b>C</b>	<ul style="list-style-type: none"><li>• Public performances and employment (licensed under regulations);</li><li>• Family bereavement ;</li><li>• Days set aside for religious observance;</li><li>• Special occasions (in limited circumstances);</li><li>• Absences when Traveller children are attending another school at which they are registered;</li><li>• Absences for young carers – for a limited period.</li></ul>
<b>E</b>	<ul style="list-style-type: none"><li>• Exclusion from school</li></ul>
<b>H</b>	<ul style="list-style-type: none"><li>• Family holidays, not normally exceeding 10 school days.</li></ul>
<b>M</b>	<ul style="list-style-type: none"><li>• Medical / dental appointments and illness</li></ul>
<b>S</b>	<ul style="list-style-type: none"><li>• Study leave</li></ul>

Further guidance on registration practices and the use of these attendance codes can be found in the Assembly's guidance document *Inclusion and Pupil Support* (NAFW, 47/2006).

[http://new.wales.gov.uk/docrepos/40382/4038232/403829/403829/932746/ips-annex4\\_i-registration-e.pdf?lang=en](http://new.wales.gov.uk/docrepos/40382/4038232/403829/403829/932746/ips-annex4_i-registration-e.pdf?lang=en)

## **Pupils educated otherwise than at school (EOTAS)**

The Welsh Assembly Government is concerned about any child missing from the education system. The identification and tracing of pupils that 'disappear' from the educating system is imperative to secure their wellbeing. The Education and Inspections Act 2006 (part 1, section 4) places a statutory duty on all local authorities to make arrangements to identify children within their area who go missing from education. The duty is due to come into force in Wales in January 2009. The duty will mean that all local authorities must put co-ordinated and centralised systems in place for tracking children missing education.

The Assembly understands the importance of identifying and monitoring groups of pupils who are considered to be more at risk of disengaging and disappearing from the system and whose data has not normally been captured through the traditional data collection route of the Pupil Level Annual School Census.

To ensure consistency of approach the Assembly is aiming to set up an equivalent of the PLASC for learners educated otherwise than at school (EOTAS). This will consist of two returns one for pupils educated in Pupil Referral Units, the other for those educated at home by the authority and other alternative provision.

In the main it will be the responsibility of the LEA to coordinate the submission of these returns.

This will be a new statutory pupil level data collection which will collect basic pupil level data and replace the existing, aggregated, paper based STATS 1 return submitted by Pupil Referral Units (PRU). It will also be extended to include information on pupils educated in all other alternative settings.

LEAs will be issued with their own unique establishment number from which to submit the pupil level EOTAS data for their authority. The systems for this collection are currently under development for planned implementation in 2010.