

DATA CALENDAR FOR SCHOOLS

September to August

This data calendar is intended to assist school secretaries and sets out in chronological order all the regular data requests which schools can expect to receive from Children, Young People & Learning (CYP&L) during the Academic Year. It summarises :

- *what schools need to provide*
- *why the information is required*
- *which types of school the request applies to*
- *the process for submitting the data*

We hope that this calendar will help schools anticipate and plan for regular data collections.

If you have any questions or comments please contact sue.barber@bracknell-forest.gov.uk

AUTUMN TERM

<i>When?</i>	<i>What?</i>	<i>How?</i>	<i>Who needs it?</i>	<i>Secondary</i>	<i>Primary</i>	<i>Infant</i>	<i>Junior</i>	<i>Special</i>	<i>PRU</i>
START OF EACH HALF TERM	Agreeing numbers on roll (NOR) by year group	Admissions send out e-mail request and spreadsheet to each school for checking	Admissions	✓	✓	✓	✓		
DAILY	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓					
WEEKLY (Monday)	Pupil Core Data (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓	✓	✓	✓	✓	✓
WEEKLY (Wednesday)	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT		✓	✓	✓	✓	✓
1st Thursday in OCTOBER	School Census	Schools: via DfE S2S website	DfE, ICT and Performance & Governance	✓	✓	✓	✓	✓	
1st Thursday in NOVEMBER	School Workforce Census	Schools: via DfE COLLECT website	DfE, ICT and Human Resources	✓	✓	✓	✓	✓	✓

SPRING TERM

<i>When?</i>	<i>What?</i>	<i>How?</i>	<i>Who needs it?</i>	<i>Secondary</i>	<i>Primary</i>	<i>Infant</i>	<i>Junior</i>	<i>Special</i>	<i>PRU</i>
START OF EACH HALF TERM	Agreeing numbers on roll (NOR) by year group	Admissions send out e-mail request and spreadsheet to each school for checking	Admissions	✓	✓	✓	✓		
DAILY	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓					
WEEKLY (Monday)	Pupil Core Data (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓	✓	✓	✓	✓	✓
WEEKLY (Wednesday)	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT		✓	✓	✓	✓	✓
3rd Thurs in JANUARY	School Census (PRU only completes once a year in January) (Catholic schools also have to return a Catholic Census to CESEW)	Schools: via DfE COLLECT website	DfE, ICT and Performance & Governance	✓	✓	✓	✓	✓	✓

SUMMER TERM

<i>When?</i>	<i>What?</i>	<i>How?</i>	<i>Who needs it?</i>	<i>Secondary</i>	<i>Primary</i>	<i>Infant</i>	<i>Junior</i>	<i>Special</i>	<i>PRU</i>
START OF EACH HALF TERM	Agreeing numbers on roll (NOR) by year group	Admissions send out e-mail request and spreadsheet to each school for checking	Admissions	✓	✓	✓	✓		
DAILY	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓					
WEEKLY (Monday)	Pupil Core Data (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT	✓	✓	✓	✓	✓	✓
WEEKLY (Wednesday)	Attendance Transfer (from SIMS.net)	Automated data transfer (B2B)	CYP&L ICT		✓	✓	✓	✓	✓
APRIL / MAY	Transfer Files - KS2 Teacher Assessments and information on special and additional needs of Year 6 pupils	Password protected Excel workbook containing two sheets, transfer data and SEN data, sent to KS2 schools for completion	Secondary schools cc to Learning & Achievement & Special Education		✓		✓		
3rd Thursday in MAY	School Census	Schools: via DfE COLLECT website.	DfE, ICT and Performance & Governance	✓	✓	✓	✓	✓	
END JUNE	Results of end Key Stage 1 Statutory Assessment – number of pupils at each KS1 attainment level in core subjects	CTF file produced from SIMS.net sent to LA for submission to DfE	DfE and Learning & Achievement		✓	✓			

SUMMER TERM continued

<i>When?</i>	<i>What?</i>	<i>How?</i>	<i>Who needs it?</i>	<i>Secondary</i>	<i>Primary</i>	<i>Infant</i>	<i>Junior</i>	<i>Special</i>	<i>PRU</i>
END JUNE	Results of end of Foundation Stage - pupil level summary scale point scores	CTF file produced from SIMS.net sent to LA for submission to DfE via S2S	DfE and Learning & Achievement		✓	✓			
END JUNE	Year 1 Phonic Screening and Year 2 Phonic Screening (Retest) – pupil point scores	CTF file produced from SIMS.net sent to LA for submission to DfE via S2S	DfE and Learning & Achievement		✓	✓			
END JUNE	Key Stage 1 Teacher Assessments – pupil levels (including P scales if appropriate)	CTF file produced from SIMS.net sent to LA for submission to DfE via S2S	DfE and Learning & Achievement		✓	✓			
END JUNE	Results of Key Stage 2 Teacher Assessment – number of pupils at each KS2 attainment level in core subjects	CTF file produced from SIMS.net and uploaded to NCA tools website	DfE		✓		✓		
END JUNE	Results of Key Stage 3 Teacher Assessments –pupil level results	CTF file produced from SIMS.net and uploaded to NCA tools website	DfE and Learning & Achievement	✓					
EARLY JULY	Results of Key Stage 2 Statutory Assessment Tests – Headline results	Email headline results as soon as results are returned to school	Learning & Achievement		✓		✓		
AUGUST	GCSE and 'A' level results - 'headline' results from schools	Phone/Fax/email on release day	Learning & Achievement	✓					

