**Annual Participation Survey Guidance 2020**

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| **Form** | **Activity** | **Applies to** | **Deadline** |
| **Annex A** | Notification of all post-16 students on roll from September 2020 | * All providers of post-16 education or training | **Tuesday 22nd September 2020** |
| This return captures the details of all young people who have **enrolled at** your establishment in academic years 12, 13 and 14 from September 2020. This includes young people who are continuing into Year 13 or the second year of a two year course.  This completed information must be password protected and emailed to [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk) by **Tuesday 22ndSeptember 2020 at the latest.**  **NB:** **This task applies to** **all post-16 providers.** | | | |
| **Annex B** | Record of destinations for all Year 11 and 12 leavers from 2019/20 | * All providers of 11-16 education or training * All providers of post-16 education or training | **Friday 2nd October 2020** |
| This return captures the destinations of all young people who **were** **enrolled at** your establishment in academic years 11 and 12 in the **last** academic year.  This completed information must be password protected and emailed to [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk) by **Friday 2nd October 2020 at the latest.**  **NB:** **This task applies to** **both pre-** **and** **post-16 providers.** | | | |
| **Annex C** | Record of destinations of all Year 13 (and 14 if applicable) leavers in 2019/20. E.g. Higher Education and employment destinations. | * All providers of post-16 education or training | **Friday 30th October 2020** |
| This return captures the destinations of all young people who **were** **enrolled at** your establishment in academic year 13 in the **last** academic year.  This completed information must be password protected and emailed to [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk) by **Friday 30th October 2020 at the latest.**  **NB:** **This task applies to** **all post-16 providers.** | | | |
| **Follow up of Not Knowns**  From mid-November onwards, lists of young people whose participation status is ‘Not Known’ will be issued to the 11-16 or post-16 provider where the young person was last known to have attended. All providers are requested to help to identify known destinations of the young person and to provide details to contact the young person to signpost them to appropriate support. **NB:** **This task applies to** **both pre-** **and** **post-16 providers.** | | | |
| If a young person has permanently moved out of Birmingham to another location in England, a forwarding address and contact details are required before the young person can be transferred to a new home Local Authority. Please ensure that you obtain contact details for any young person that has moved, otherwise they will remain coded to your institution and count negatively against your organisation in the DfE Destination Measures. This requirement does not apply to young people who have moved outside of England or abroad. | | | |
| **Annex D** | Notification of Withdrawal (NOW) for students leaving post 16 provision before course completion. | * All providers of post-16 education or training | **ongoing throughout the year** |
| All post-16 providers are required by law to notify the Local Authority when a young person leaves their provision early by submitting a NOW form (Annex D) to the RPA inbox [rpa@birmingham.gov.uk](mailto:rpa@birmingham.gov.uk). It is essential that we are notified as soon as possible in order to ensure that the young person is contacted and supported to re-engage in education, training or employment. **NB:** **This task applies to** **all post-16 providers.** | | | |
| **Annex E** | Record of destinations of students (19-25) who have left provision, with an EHCP Plan | * All special schools with 19-25 provision, colleges, and independent specialist providers | **Friday 30th October 2020** |
| This form captures the destinations of young people aged 19-25 leaving provision with an active EHCP plan. This is a new documentation request following the SEND local area Ofsted /CQC inspection as part of new arrangements to improve outcomes for young people.  This completed form must be password protected and emailed to [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk) by **Friday 30th October 2020 at the latest.** | | | |