

## ANNUAL TRACKING CYCLE - GUIDANCE DOCUMENT 2020-21

### STAGE 1: Confirmation of Cohort (March-April 2021)

Form Name:	Activity	Applies to	Deadline
<b>Confirmation of Cohort</b>	This return captures the details of all young people who are on roll at your establishment in academic Years 11 and Year 12, from September 2020.	<ul style="list-style-type: none"> <li>▪ All providers of 11-16 education or training</li> <li>▪ All providers of post-16 education or training</li> </ul>	<b><u>Friday 23<sup>rd</sup> April 2021</u></b>

This return captures the details of all young people who are **on roll** at your establishment in academic years 11 and year 12, from September 2020.

- For Year 11, this includes all young people on-roll at your institution.
- For Year 12, this only includes young people who are Birmingham residents that are on roll at your establishment.

Please complete the return/check for accuracy and notify us **by Friday 23<sup>rd</sup> April 2021** where a young person is no longer on roll and their new destination or has recently joined your roll. Please also update the young people's details, with full address, contact telephone numbers, email addresses and include their ULN. The Insight reference numbers on the return must not be removed as we need this information to match with our Access database when it is returned for processing. All information **must** be provided.

For those who are no longer on your roll, please ensure that we have a new address and contact details where appropriate and the name of the new school/college/provider the young person has moved to. Without this information, we will not be able to take these young people off your roll which may result in them becoming not known on your destination tracker.

PLEASE NOTE:

**It is a requirement for all establishments to complete this data return to enable us to set the cohort with the Department for Education (DfE) before we embark on the Annual Tracking Cycle. Failure to send in a return will result in the Local Authority having incorrect information on your cohort, which could directly have an impact on the DfE's published data for your establishment.**

All completed returns to be sent back via the encryption software/secure method used to [insight@birmingham.gov.uk](mailto:insight@birmingham.gov.uk) by **Friday 23rd April 2021**.

**NB: This task applies to both pre- and post-16 providers.**

## STAGE 2: September Guarantee (June-August 2021)

Form Name:	Activity	Applies to	Deadline
<b>September Guarantee</b>	This return captures the 'September Guarantee Offers' for all young people in Years 11 and Year 12 to ensure they have received an offer in post 16 education or training	<ul style="list-style-type: none"> <li>▪ All providers of 11-16 education or training</li> <li>▪ All providers of post-16 education or training</li> </ul>	<b><u>Friday 2<sup>nd</sup> July 2021</u></b>
<p>Under the September Guarantee activity, all young people in Years 11 and Year 12 have an entitlement to have received an offer in post 16 education or training.</p> <p>Post 16 education settings and training providers will be sent their pre-populated September Guarantee data returns to complete from Monday 7<sup>th</sup> June 2021</p> <p>This return collects the following information:</p> <ul style="list-style-type: none"> <li>▪ All offers made to young people (both internal and external candidates)</li> <li>▪ All offers received by young people currently on your roll.</li> </ul> <p>1. Please check that column 'V' has been completed to ensure that any young people at risk of NEET may be identified so that they can be signposted to receive targeted support/ early interventions to ensure that they continue to participate in education, employment or training.</p> <p>2. In relation to those young people who have Special Educational Needs (SEN) Support or are currently on an Education Health and Care Plan (EHCP) – Please advise us in columns 'W' and 'X'. These fields are requested by the DfE but also to support the Birmingham SEND and Inclusion Strategy to better track this cohort.</p> <p>All completed returns must be sent back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b><u>Friday 2<sup>nd</sup> July 2021</u></b></p> <p><b>NB: This task applies to both pre- and post-16 providers.</b></p>			
<b>No Offers Report</b>	This return provides you with a list of your Year 11 and Year 12 learners who have not received an offer of education or training.	<ul style="list-style-type: none"> <li>▪ All providers of 11-16 education or training</li> <li>▪ All providers of post-16 education or training</li> </ul>	<b><u>Deadline: Friday 16<sup>th</sup> July 2021</u></b>
<p>This return will provide a list of your Year 11 and Year 12 young people who have not received an offer of education or training and will be sent to you from Monday 12<sup>th</sup> July 2021</p> <p>This completed information must be sent back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b><u>Friday 16<sup>th</sup> July 2021 at the latest.</u></b></p> <p><b>NB: This task applies to both pre- and post-16 providers.</b></p>			

### **STAGE 3: Annual Participation Survey (Sept - Nov 2021)**

<b>Form Name:</b>	<b>Activity</b>	<b>Applies to</b>	<b>Deadline</b>
<b>Annex A</b>	Notification of all post-16 students on roll from September 2021	<ul style="list-style-type: none"> <li>All providers of post-16 education or training</li> </ul>	<b><u>Friday 24<sup>th</sup> September 2021</u></b>
<p>This return captures the details of all young people who have <b>enrolled at</b> your establishment in academic Years 12, Year 13 and Year 14 from September 2021. This includes young people who are continuing into Year 13 or the second year of a two-year course.</p> <p>Please send back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b>Friday 24<sup>th</sup> September 2021 at the latest</b>.</p> <p><b>NB: This task applies to all post-16 providers.</b></p>			
<b>Annex B</b>	Record of destinations for all Year 11 and Year 12 leavers from 2020/21	<ul style="list-style-type: none"> <li>All providers of 11-16 education or training</li> <li>All providers of post-16 education or training</li> </ul>	<b><u>Friday 1<sup>st</sup> October 2021</u></b>
<p>This return captures the destinations of all young people who <b>were enrolled at</b> your establishment in academic Years 11 and Year 12 in the <b>last</b> academic year.</p> <p>Please send back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b>Friday 1<sup>st</sup> October 2021 at the latest</b>.</p> <p><b>NB: This task applies to both pre- and post-16 providers.</b></p>			
<b>Annex C</b>	Record of destinations of all Year 13 (and Year 14 if applicable) leavers in 2020/21. E.g. Higher Education and employment destinations.	<ul style="list-style-type: none"> <li>All providers of post-16 education or training</li> </ul>	<b><u>Friday 29<sup>th</sup> October 2021</u></b>
<p>This return captures the destinations of all young people who <b>were enrolled at</b> your establishment in academic Year 13 in the <b>last</b> academic year.</p> <p>Please send back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b>Friday 29<sup>th</sup> October 2021 at the latest</b>.</p> <p><b>NB: This task applies to all post-16 providers.</b></p>			
<p><b><u>Follow up of Not Knowns</u></b></p> <p>From mid-November onwards, lists of young people whose participation status is 'Not Known' will be issued to the 11-16 or post-16 providers where the young person was <b>last known to have attended</b>. 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. <b>NB: This task applies to both pre- and post-16 providers.</b></p>			
<p>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.</p>			
<b>Annex D</b>	Notification of Withdrawal (NOW) for young people leaving post 16 provision before course completion.	<ul style="list-style-type: none"> <li>All providers of post-16 education or training</li> </ul>	<b>ongoing throughout the year</b>
<p>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 <a href="mailto:rpa@birmingham.gov.uk">rpa@birmingham.gov.uk</a>. 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. <b>NB: This task applies to all post-16 providers.</b></p>			
<b>Annex E</b>	Record of destinations of young people (19-25) who have left provision, with an EHCP Plan	<ul style="list-style-type: none"> <li>All special schools with 19-25 provision, colleges, and independent specialist providers</li> </ul>	<b><u>Friday 29<sup>th</sup> October 2021</u></b>
<p>This form captures the destinations of young people aged 19-25 leaving provision with an active EHCP plan. This is a documentation request following the SEND local area Ofsted /CQC inspection as part of new arrangements to improve outcomes for young people.</p> <p>Please send back via the encryption software/secure method used to <a href="mailto:insight@birmingham.gov.uk">insight@birmingham.gov.uk</a> by <b>Friday 29<sup>th</sup> October 2021 at the latest</b>.</p>			