

Pupil data – do's and don'ts

FAO: School data managers and admin staff maintaining pupil data within the school's MIS

Staff in the School's department at Slough Borough Council process incoming pupil data from schools via B2B - the transfer of your pupil data from your pupil data system to the local authority.

Upon receipt of this data, we check it for general accuracy and also compare it against existing information held by the local authority.

Once the checking process is complete, we contact those schools where queries remain or corrections need to be made. As the level of information needing to be collected by schools increases, the number of inaccuracies coming through to the local authority has also increased, thereby increasing the volume of calls and e-mails to schools.

With the above in mind, we felt it useful to provide schools with a basic list of pupil data do's and don'ts.

To ensure your pupil data is entered and maintained with accuracy, we would be very grateful if you could review its contents and share it with all other members of staff who enter or change pupil data in the school's MIS.

Admitting students

- Don't put a pupil on roll on your system with a future start date. Instead, please record the student using pre-admission functionality and then admit them only once they arrive.
- If a student has been placed on the school roll with a future start date but then does not arrive to take up the place:
 - Don't enter a leaving date which is the same date as the start date (unless the student was physically in attendance only on that one day).
 - Don't delete the student record without contacting the local authority **first**.
- Don't add a new student record if a student has previously been on roll with you. Please readmit the previous student record.

Unique Pupil Numbers

- If you issue a temporary UPN, please ensure you obtain the permanent UPN from the child's previous school as soon as possible.
- Please do not issue a permanent UPN unless you are certain a child has not attended a school or maintained nursery elsewhere. If in doubt, contact the local authority.

Addresses

- Do check a child's home address thoroughly. If the address does not validate in your system, then please check the postcode against the Royal Mail's online address finder and correct where necessary. If you are certain the postcode is correct, yet the address still

does not validate, you may save the address to your system, but please ensure all aspects of the address are entered into the correct field and are spelled correctly.

Basic student details

- Do ensure the basic pupil details are recorded accurately. For example, please complete the legal name, preferred name, date of birth and gender fields correctly and that the information you enter exactly matches that supplied to you by parents and/or on legal documentation.

Common transfer files

- If a child leaves your school, please ensure you send a CTF to the destination school as soon as possible. If you have a new starter then please ensure you obtain and import the CTF from the previous school at the earliest opportunity, even if you have already entered the child's basic information on to the system.

Dual registration

- Please ensure you record the child's registration status correctly. If students are, or become dual registered, then ensure dual registration arrangements are recorded correctly and they match the other school's record.

Leavers

- If you have permission, and are off rolling a student back to the end of the previous academic year, please notify Paul, Anjum or Ellen in the Systems and Information Team at the local authority. Failure to do so can mean the leaving date does not transfer via B2B and our records will show the students in question as still on roll.
- Please ensure you follow all advice and guidance issued by the Attendance Service regarding notifying the local authority of any "in year" leaver. You must complete a CME referral form and return to pupiltracking@slough.gov.uk. Full guidance and instructions are available on [The Link](#) website

Post 16 students

- If a student finishes year 11 and intends to return for post 16 study in year 12, don't make them a leaver and readmit them. Their school history must be continuous.

Attendance

- Whereas it goes without saying, please ensure you don't mark a student as present unless they are physically in school on that day.

Contact us

B2B contacts at the local authority:

- Paul Brotherton – siteam@slough.gov.uk; tel: 01753 875744
- Anjum Javaid – siteam@slough.gov.uk; tel: 01753 476576
- Ellen Lam – siteam@slough.gov.uk; tel: 01753 476563