May Background Report 2019

The May Background Report for the Local Authority is due on the same day as Summer School Census – **16th May 2019**. Each year we ask Ealing schools to run this report because of the valuable information it gives us when deciding how resources should be distributed. Having this information at the LA means that we can include pupil background factors in our analysis and handle requests for information from central services and outside agencies which would otherwise have to be passed directly to schools.

The LA is able to supply a pre-defined report for SIMS.net users which will extract the data items that we want to collect this year. It must be sent attached to an email because in the past there have been problems when trying to download a Report Definition from the EGFL. The pre-defined report contains an Effective Date that will extract the data from your system as it stood/stands on 16th May 2019.

Because SIMS.net is set up differently in schools, once the Report Definition has been imported into SIMS.net **the school must add the UDF for Date of Recent Arrival** before the Report is run and sent back to the LA securely.

We ask that users of other MIS systems create their own report that includes the data items as listed on p11 of this document, in order that the figures we compile are borough-wide.

Please make sure that you have done all your amendments to pupil data on your MIS before you run the May Background Report, especially to those items that are not collected by census. There is no validation except your checks for the MBR, and if the information is omitted it is lost to us.

These are the data items for 2019:

UPN, Surname, Forename, Date of Birth
Pupil identifiers to enable us to collate the MBR and Summer Census pupil records at the LA. SIMS.net fields.

Ethnicity Code
Needed because it is no longer collected in Summer Census. SIMS.net field.

Religion
This information is collected and passed to SACRE. Required for every child/student, collected through a SIMS.net field.

In LEA Care and Caring Authority
The MBR collects details of pupils in your school who are currently In Care, and the name of the LA responsible. This data is used check the list of pupils in Ealing's Looked-After Children's Virtual School.

Details can be added in the **Welfare** section **Pupil Details**:

To add details for a pupil, click on the **New** button on the RH side. Click on the magnifying glass to search for the correct **Caring Authority**

Add the **Start Date.** Click **OK** when done.

Young Carer
The LA collect any data that is available about whether a pupil is a **Young Carer** in order to ensure that literature regarding help for Young Carers is available in the correct geographical areas of the borough. It is not intended that individual pupils will be identified. The field for Young Carer appears in the **Welfare** section of **Pupil Details** in SIMS.

Young Carers can be defined as 'children and young persons under 18 who provide or intend to provide care, assistance or support to another family member. They carry out, often on a regular basis, significant or substantial caring tasks and assume a level of responsibility which would usually be associated with an adult' The person receiving care is often a parent but can be a sibling, grandparent or other relative who is disabled, has some chronic illness, mental health problem or other condition connected with a need for care, support or supervision

If you are aware that a pupil/student is a Young Carer, click on the **New** button on the RH side and add a start date (before 16th May 2019 to ensure the information appears in the MBR).

Date of Recent Arrival

The criteria for being a recent arrival are, **pupils who have arrived in England from overseas; and who were admitted to an English school <u>for the first time</u> on or after, the start of the 2017/2018 school year; and <u>for whom English is not their first language</u>**. <u>Date of Recent Arrival is a User Defined Field in SIMS.net</u>.

SEN Status and SEN Needs 1 and 2
Collected by the DFE in Spring Census – but the LA need it at this time of year too, so please make sure the information is up to date. There are SIMS.net fields accessed via **Focus | Pupil | Special Educational Needs** for this.

Traveller status
Ealing has one of the largest populations of Traveller families in the UK; however, our school data is not reflecting this. The GRT Achievement Service at the LA knows that they are supporting many more pupils than appear in our data, and potentially, are missing out on funding as a result. The number of pupils who are Travellers should be reflected in the borough attainment figures, but once again, because they do not appear in our school data, it is not taken into consideration.

We think that one of the problems is that although there is the option to choose **Gypsy/Roma** or **Traveller of Irish Heritage** from the list of ethnicities in SIMS.net, because of perceived prejudice, families are choosing alternative categories, for example, Eastern European, or White Irish instead. Schools are usually aware of which of their pupils are Travellers and possibly receiving GRT Support as a result, so once again in 2019 we are asking that you begin to complete Traveller Status in the Ethnic/Cultural section of SIMS.net.

You should add data to this section for any pupil that the school knows to be a Traveller (regardless of how their ethnicity is recorded). Please would you especially look at those pupils recorded as White Irish in your school, and add Traveller Details if appropriate as we know there is a large undercount among this population.

Click on the yellow folder to the right of the field to open the **Traveller Details** dialog.

Click on **New** to activate the **Traveller Status** and **Data source** fields

Choose the **Traveller Status** from the drop-down list. The options are:

- ❖ Gypsy/Roma (Housed) – children from a Gypsy/Roma background who are living in conventional housing
- ❖ Gypsy/Roma (Travelling) – children from a Gypsy/Roma background who are living on sites or encampments
- ❖ Occupational (Traveller) – Fairground, Circus or Bargee Travellers
- ❖ Traveller (Other) – children from an Irish Traveller or other traveller background

Choose the **Data source** from the options provided.

Add a **From** date. If a pupil has been part of a **Gypsy/Roma (Travelling)** family that is then housed, you might go onto add a **To** date, and then another **New** entry referring to their **Gypsy/Roma (Housed)** status.

Click the **Update Details** button to transfer the information to the **Traveller Details** field, and then **OK** to close the dialog.


For further information regarding Summer Term data collections, please refer to the Summer School Census page on the EGFL at:
https://www.egfl.org.uk/school-census

Importing the MBR Definition for 2019

The MBR Definition for 2019 will have been sent to you attached to an email because in the past there have been problems when trying to download a Report Definition from the EGFL.
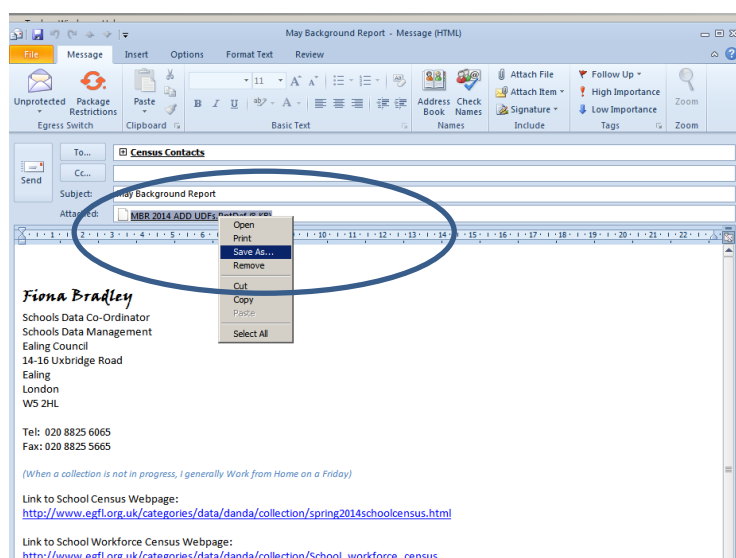

Right click the report definition attached to the email and save it somewhere on your computer where you can easily find it again. It has no pupil data in it at the moment, so the **Desktop** is OK.
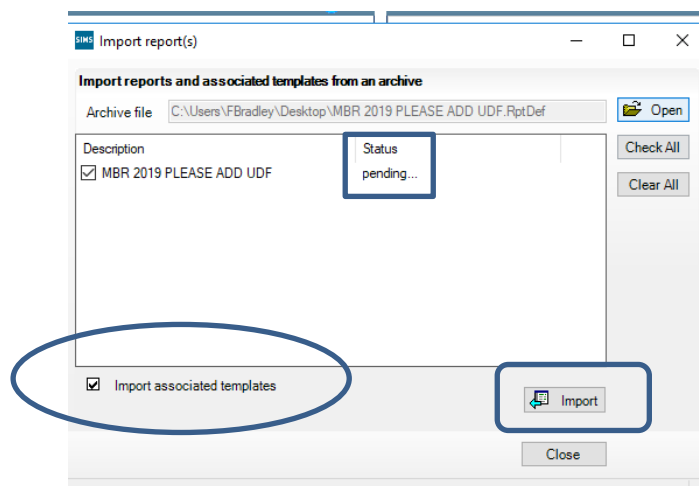
Follow the route **Reports | Import** and click the **Open** button.
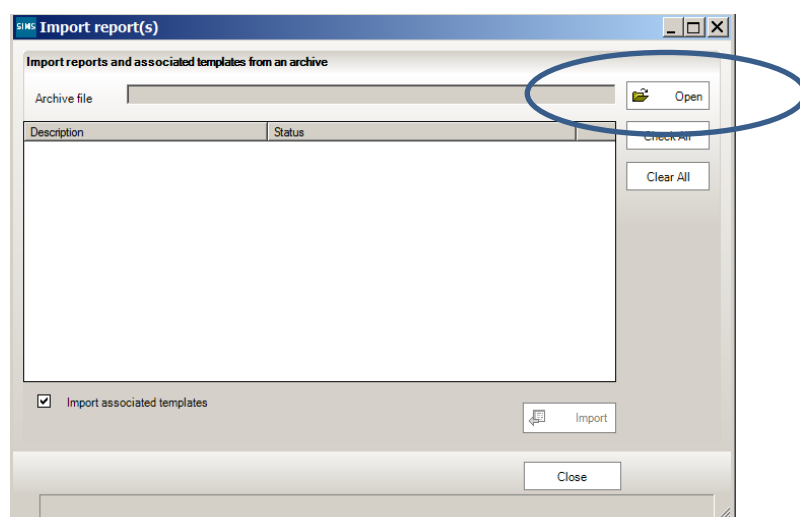
Browse to where you have saved the report definition, highlight it and click the **Open** button, so that the name of the file is transferred into the **Archive file** field on the **Import report(s)** dialog.
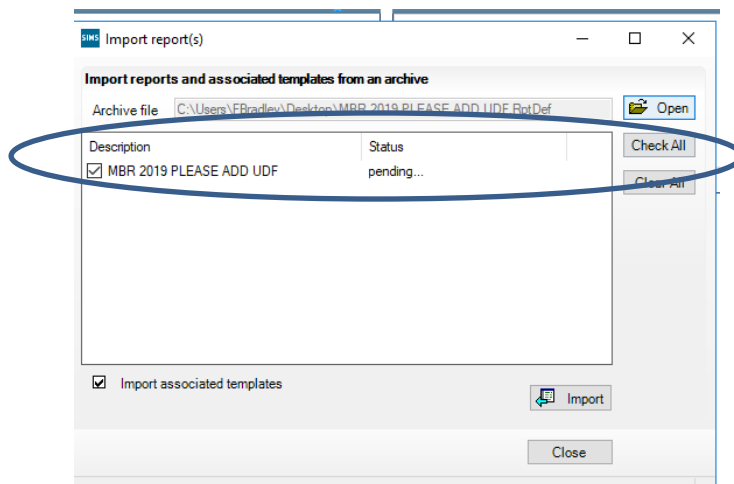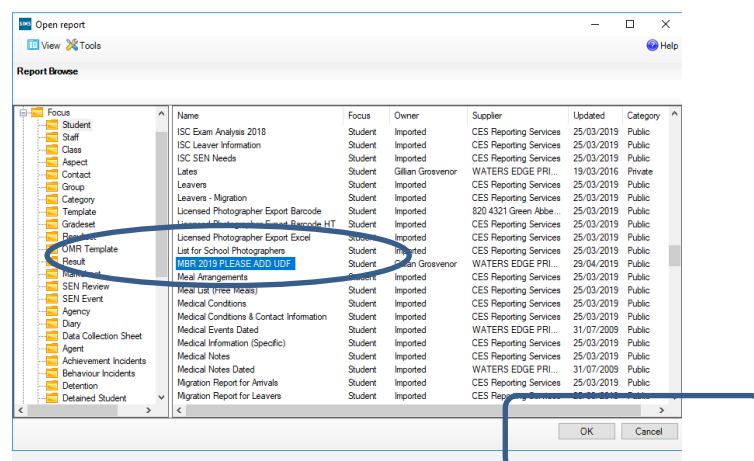
Make sure the **Import associated templates** box is ticked, and click the **Import** button. After a moment, the status of the report will change to **Imported**.

Now follow the route **Reports | Design Report** and then choose to **Open an Existing Report.**

You will need to expand the folders list to locate Student Reports, and then scroll down to find **MBR 2019 PLEASE ADD UDF**

Highlight the name and click on **OK**. Click the **Next** button to get to the **Select Data Fields** screen.

For technical reasons, every school must add the **User Defined Fields** for themselves; we couldn't include them in the original Report Definition.
Scroll down to UDF in the list of data items and click the + in order to choose **Date of Recent Arrival**.

Click the green arrow to move the items into the list on the RH side. Use the up and down green arrows on the far RH side to position Date of Recent arrival in the list immediately above the SEN Code.
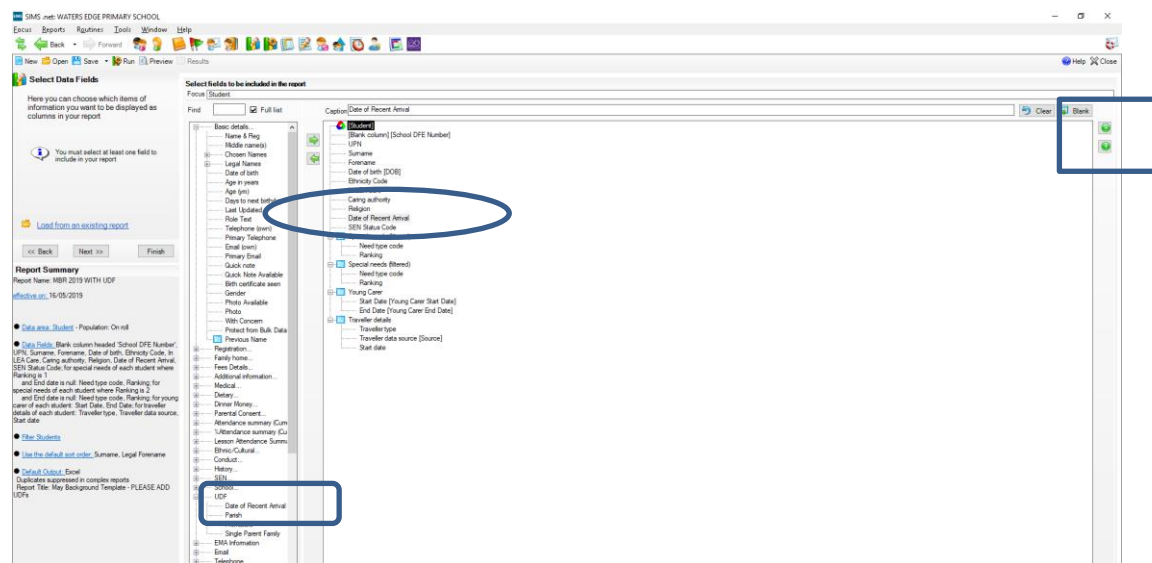
Click through the report using the **Next** button.   When you get to the **Define presentation** page, make sure that Excel is selected, and choose to display the page as 'Landscape'.
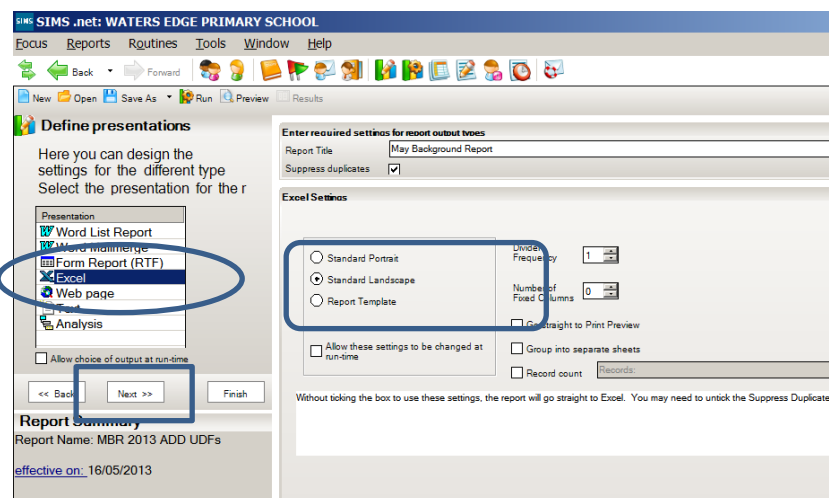
Click on **Next.**

On the next screen choose **Save My Report.** Change the name of the report to **MBR 2019 WITH UDF** and click on **OK.**

Running the May Background Report

Follow the route **Reports | Run Report.** Find the **MBR 2019 WITH UDF** report and **cli**ck on **Run.**

After a pause, the report will appear on the screen in Excel.

Please check that your report contains all these columns and that those that you expect to contain data are completed!

	Column Heading	Tick
A	Blank - **please add your school DFE Number**	
B	UPN	
C	Surname	
D	Forename	
E	DOB	
F	Ethnicity Code	
G	In LEA Care	
H	Caring authority	
I	Religion	
J	Date of Recent arrival	
K	SEN Status Code	
L	Need type code (1)	
M	Ranking	
N	Need type code (2)	
O	Ranking	
P	Young Carer Start Date	
Q	Young Carer End Date	
R	Traveller Type	
S	Data Source	
T	Start Date	

Once you are assured you have all the data needed, you are ready to save your file and send it back to the LA.
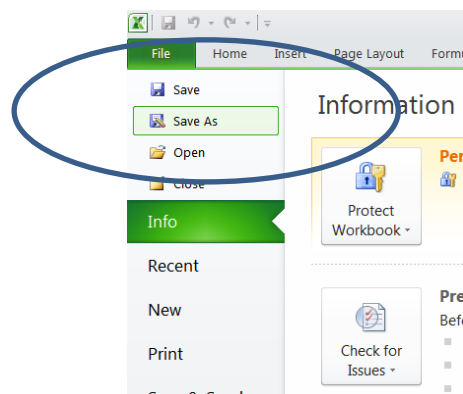
With your Excel spreadsheet on the screen, click on **Save As**.
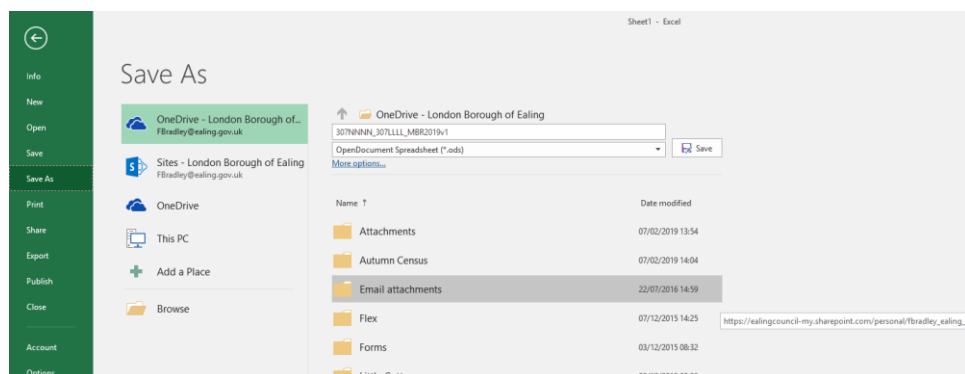
Choose somewhere obvious to save the report where you can easily find it again, but choose somewhere **secure**, as the report now has pupil data in.

You must send it back by some **secure** method, as it now contains pupil data, either S2S or Egress Switch.

If you choose to use S2S you must use the naming convention to allow the file to be uploaded via the Generic File tab – 307*NNNN*_307LLLL_MBR2019v1 (replace *NNNN* with the DFE number of your school).

This naming convention is not essential if you are going to use Egress Switch, however, **please include 2019 and a version number** for your file. Using 2019 in the name will mean that you won't inadvertently send over last year's version, and with luck there won't be a version two as everything will be fine with v1 but putting it in the name will give us the option if needed!

Please return the report to the LA by Friday 17th May 2019.

\\Lbealing-Tc.Gov.Uk\Share\PERFORMANCE MANMENT\Schools\PLASC Census Folders\Census 2019\MBR 2019\Import And Run The May Background Report 2019.Docx

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