

Please ask for:

Julie Young

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Date:

September 2021

Dear Parent and Carers

Re: Information regarding the Local Authority Statutory Process for monitoring and tracking Post 16 Students

This letter provides you with information regarding Somerset County Council's statutory responsibilities and processes under the:

- Education and Skills Act (2008)
- September Guarantee – the Government led pledge to ensure that all young people who reach compulsory school leaving age in summer 2021, or who did so in 2020, are entitled to a place in education or training by the end of September 2021.
- Raising the Participation Age (RPA) to ensure the participation of young people in education, employment, or training post 16.

CSW Group are commissioned by Somerset County Council to assist us in meeting our statutory responsibilities and undertake the following activities on the Council's behalf:

- Collection of Cohort Data (Years 9-13)
- Collection of Intended Destinations (Year 11)
- Collection of September Guarantee Offers (Year 11 and 12)
- Activity Survey (Year 11) – Confirmation of first destination as of the end of November after leaving statutory education

- Monthly Not Known (Year 12 and 13) Direct Tracking and Follow Up services

CSW process the following information on behalf of the Council and submits the data to the Department for Education (DfE) via the National Client Caseload Information System (NCCIS):

- Name
- DOB
- Address
- Parent/Carer Salutation
- Current Status

When requesting data from schools/colleges CSW will also ask for contact details including phone number/mobile number and email details to support with the statutory requirement to track students in years 12 and 13. CSW guarantees that they comply with the requirements set in place by the most recent Data Protection Law. The school/college privacy notice should contain further information on what is collected.

Although schools and colleges provide cohort, September Guarantee and destination data they do not always know what your son/daughter has gone on to do when they have left statutory education and, in these instances, CSW will make contact directly with parent/carers or your son/daughter to get the information required.

This strengthens the links between the Council and the Further Education colleges / Schools / employment providers with the aim to ensure young people gain the qualifications and skills they need after leaving school and to make necessary arrangements to support a young person if they leave their placement before gaining their qualification

Parents and carers are not required to take any action regarding this letter, however, should you have any queries regarding the above information, please do contact us as per contact details above, and we will be happy to discuss further.

Yours sincerely



Amy Joynes
Strategic Manager, School Improvement
Somerset County Council



Nik Dunn
Information Systems Relations Manager
Careers South West (CSW)