

# Young People's Education and Skills Operational Sub-Group

## A London-wide agreement of arrangements for co-operation over tracking and recording participation

Item no: 4(a)

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### Summary

To support all young people to remain in learning or work until 18 local authorities are required to track and record the intentions and offers of year 11 and year 12 students as they move to the next year.

A commitment from each local authority to share tracking data on year 11 and year 12 students with all other London boroughs is therefore needed, with similar arrangements in place with other service providers if commissioning arrangements change.

The attached agreement of arrangements was commissioned by the Young People's Education and Skills team to clarify the minimum requirements that local authorities need to maintain to ensure pan-London tracking and recording.

**Recommendations**      OSG members are asked to note the attached agreement.

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## 1 Background

- 1.1 This paper provides an update to the [Supporting tracking and monitoring](#) report presented to the Operational Sub-Group on 20 April 2012.
- 1.2 OSG members agreed to the Young People's Education and Skills team investigating further the current tracking and recording arrangements to establish a set of 'minimum arrangements' that London's local authorities should operate to and, following further investigation, make a recommendation to the Association of London's Directors of Children's Services (ALDCS) to maintain a London-wide agreement to co-operate over tracking and recording.

## 2 Minimum Standards

- 2.1 Subsequent to agreement from OSG, the team commissioned Chris Heaume OBE (recently appointed to the National Council for Careers) to explore the current arrangements for tracking and recording across London and determine the critical elements for continued pan-London tracking.

- 2.2 The attached document sets out what local authorities must do to ensure pan-London tracking and recording is secured through continued use of the London Client Caseload Information System (LCCIS) index. Four basic essentials were identified for keeping pan-London tracking in place:
- arrangements with borough schools and colleges for tracking and recording;
  - data collection and management services to meet CCIS specifications;
  - links for data sharing with the London CCIS index;
  - data transfer to the national CCIS of the data specified by DfE.
- 2.3 *How* local authorities choose to track and record participation is for them to determine, but the essentials for pan-London tracking outlined above need to be adhered to should local authorities choose alternative services/service providers.
- 2.4 The attached document was presented to the Association of London's Directors of Children's Services on 21 May with the recommendation that all London boroughs agree to the *Minimum Standards* set out in section 7 of the paper. There was strong endorsement of the arrangements.

### **3 Recommendation**

- 3.1 OSG members are asked to note the attached agreement.

## **Summary**

To support all young people to remain in learning or work until 18 local authorities are required to track and record the intentions and offers of year 11 and year 12 students as they move to the next year.

As a result local authorities can:

- ensure their residents are in learning or work to 18;
- reduce NEET levels;
- manage Not Known levels;
- target young residents with multiple barriers to participation;
- support schools in the achievement of their progression targets (destination measures); and
- report timely and accurate participation, NEET and Not known information to the Department for Education (DfE).

On average, 47% of London students in years 12 and 13 study in a different borough to their home borough. Data is therefore shared to enable boroughs to know the status of their residents learning out of borough. This inter-dependency requires local data collection by every borough. The Client Caseload Information System (CCIS) sub-regional structures currently manage this process; other service providers would need compatible systems to allow for data recording and sharing to set timetables.

A commitment from each local authority to share tracking data on year 11 and year 12 students with all other London boroughs is therefore needed, with similar arrangements in place with other service providers if commissioning arrangements change.

2012 may need to be seen as a transition year in some boroughs, with minimal arrangements in place to collect offers of a place in the summer term and destinations in the autumn term, to maintain a regional approach.

## **Recommendation**

How local authorities choose to track and record participation is for them to determine. This arrangement sets out what local authorities must do to ensure pan-London tracking and recording is secured through continued use of the London CCIS (LCCIS) index. It is therefore recommended that all London boroughs agree to the *Minimum Standards* set out in section 7 of this paper.

## **1 Policy context**

- 1.1 To raise the participation age to 18, to reduce NEET levels and to prepare year 11 and year 12 students for work or Higher Education, local authorities and schools are required to work together through the September Offer framework to identify young people's intentions and offers for the subsequent year<sup>1</sup>. The Client Caseload Information System (CCIS) is specified by the Department for Education (DfE) to provide local authorities with the means of recording young people's post 16 plans and the offers they receive<sup>2</sup>.
- 1.2 Schools and colleges are required to work with local authorities to record the plans for each student along with their current circumstances and activities, providing relevant information about pupils to local authority support services<sup>3</sup>.

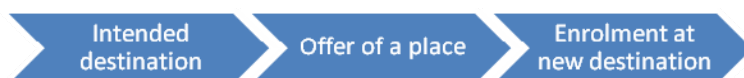
<sup>1</sup> DfE publication [Building Engagement: Building Futures: Our Strategy to Maximise the Participation of 16-24 Year Olds in Education, Training and Work](#) outlined the intention to continue this process

<sup>2</sup> [Lord Hill's letter to local authorities](#) in February 2011

<sup>3</sup> The Education Act 2011 and the [Statutory guidance for Head Teachers, school staff, governing bodies and local authorities](#)

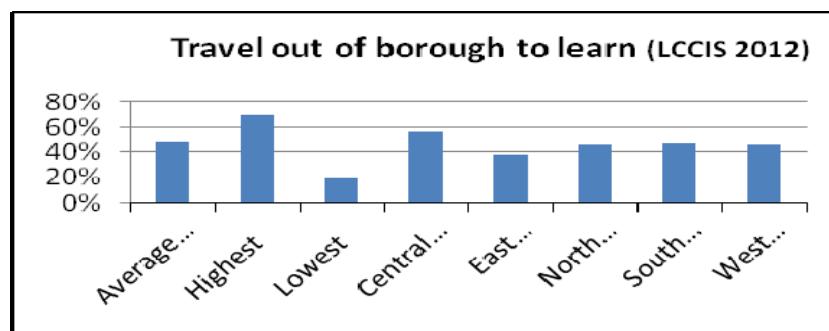
## 2 Year 11 and year 12 mobility in London

- 2.1 London has high levels of mobility from home borough to the borough of study. Appendix 1 shows mobility per borough in February 2012.
- 2.2 To identify students with weak progression plans who may be at risk of becoming NEET, the September Offer requirements are for local authorities to record for each year 11 and year 12 student:



Universal tracking ensures the early identification of weak progression plans, no offers and non-arrivals to provide local authorities with the information they need to target help and support accordingly.

- 2.3 To take account of cross-border movement, the inter-borough dependencies therefore require a comprehensive pan-London approach. The London CCIS index (LCCIS) commissioned by the Association of London's Directors of Children's Services (ALDCS) in 2006 is designed to link all London CCIS data to track regionally.



## 3 Agreements with schools and colleges/post-16 agencies

- 3.1 The DfE September Offer requires the following data from each local authority in conjunction with their schools and post 16 institutions:
- the **intended year 12 destination for each year 11 student** (by April);
  - the **offers received by each student in year 11 and year 12** (by July);
  - the **offers made by each local post 16 agency for year 12 and year 13** (by July);
  - the **admissions of students into years 12 and 13** (by November).
- 3.2 This data is currently recorded by sub-regional CCIS units and shared on the regional index LCCIS to show the progression of borough residents and to identify those who may be at risk of becoming NEET and need further support.

## 4 Data services required for each local authority to track, record and manage data to CCIS specifications

- 4.1 Each local authority is required to source, manage and provide a data system to:
- track the participation of individual young people from school to post compulsory learning or work;
  - inform targeting of youth support services by identifying early young people with barriers to their participation or multiple factors of vulnerability;
  - inform analyses of participation of young people from all or specific cohorts or providers, to guide future commissioning;

- link data to that in other areas of London and in the surrounding counties through LCCIS to provide a comprehensive tracking system across the region and beyond;
- ensure data accuracy through housekeeping routines and change-management regimes;
- import and match individual case records monthly with data from Jobcentre Plus and the National Apprenticeship Service.

## **5 Inter-operability to LCCIS**

- 5.1 Currently inter-operability is assured through existing sub-regional CCIS arrangements. Should other data services be commissioned for CCIS and September Offer purposes, these services would need inter-operability with LCCIS to ensure:
- the commissioning borough can track its residents learning elsewhere
  - other local authorities can track their residents learning elsewhere
  - data sharing is enabled through the entry into LCCIS of all records of learners and residents.
- 5.2 Data management services commissioned by local authorities will need to agree with the LCCIS supplier or relevant sub-regional CCIS unit an XML exchange of data to specified time-frames to meet CCIS and September Offer specifications.

## **6 Business case**

- 6.1 The financial impact of non-progression/NEET status was calculated in 2010 by the Audit Commission and York University as £104,300 lifetime cost to each individual and their family and £56,300 cost to services per young person NEET<sup>4</sup>.
- 6.2 The September Offer including thorough data collection and recording services has shown a year by year impact on increased participation and decreased youth unemployment.
- 6.3 Costs for data collection with schools and colleges vary by borough according to the model used, including:
- data collection linked to Information, Advice and Guidance and support for vulnerable young people
  - a small dedicated seasonal resource to work with schools and colleges to collect their data within PSHE/career-planning sessions
  - a careers service commissioned in partnership with schools and colleges, including data collection
  - 14-19 partnership agreements with schools and post 16 institutions for data supply to CCIS units

Central tracking services provided by the CCIS units support each of the above to ensure regional cover.

- 6.4 Until now all London boroughs have sourced data management from the sub-regional CCIS units or similar, linked to a common supplier of data systems including LCCIS. The current cost of LCCIS, negotiated at a pan-London level, is £2,000 per borough. Any new commissioning arrangement will need data sharing agreements with LCCIS accordingly to track regionally, and system-interoperability to feed data to the national CCIS (NCCIS)/DfE.

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<sup>4</sup> [\*Estimating the life-time cost of NEET: 16-18 year olds not in Education, Employment or Training\*](#) - Research Undertaken for the Audit Commission by York University 2010

## **7 Minimum standards**

7.1 To manage cross-borough dependencies and enable a London-wide tracking process to support sustained learning to 18, the following minimal arrangement is needed in each borough:

- 1) A local authority arrangement with borough schools and colleges for the tracking, recording and sharing of intentions, offers and destinations of year 11 and year 12 students;
- 2) Data collection and management services to meet CCIS specifications;
- 3) Automated links for data sharing with LCCIS to enable region-wide real-time currency status;
- 4) Excel supply or XML transfer to NCCIS of the data as specified in the CCIS data catalogue.

## 8 2012 Minimum arrangements in 2012 transition period

8.1 2012 is a year of major changes in local authority services and the CCIS specification for data. The above arrangements are in place in most boroughs. Some local variations may be needed in other boroughs to maintain the regional approach to tracking, as follows.

Issue	Usual arrangement	Minimum arrangement needed in transition period	Impact
1. Intended destinations for year 11 students	Collected per pupil with schools; entered by sub-regional unit	Not collected	Potential poor progression increasing risk of NEET
2. Offers for year 11 students and year 12 students	a. Collected per student with schools, colleges; entered by sub-regional unit	Not collected per student	Some will be missed
	b. Lists of offers collected from post 16 agencies by CCIS unit	List of offers collected from post 16 agencies by <b>CCIS unit or contracted data manager</b>	Lists of offers collected from post 16 agencies by LA data services and provided to CCIS unit for inputting
		Lists of offers collected from post 16 agencies by <b>LA data services</b> and provided to <b>CCIS unit</b> for inputting*	Lists of offers collected from post 16 agencies by LA data services and provided to CCIS unit for inputting
3. Enrolments in September	Enrolment lists collected from each post 16 agency by CCIS unit	Enrolment lists collected from each post 16 agency by <b>CCIS unit or contracted data manager*</b>	Destinations will be known; those with no destination can be targeted by resident borough
		Enrolment lists collected from post 16 agencies by <b>LA data services</b> and provided to <b>CCIS unit</b> for inputting*	Destinations will be known; those with no destination can be targeted by resident borough
		<i>*where no data management body is contracted, the sub-regional CCIS unit retains responsibility on behalf of other contracting boroughs</i>	Cross border management remains in place Boroughs with individual follow-up will show stronger progressions and lower NEET levels

8.2 Agreement on these proposed minimum arrangements (and any transition arrangements in 2012) will be needed from sub-regional units, local authorities, other commissioned data managers, and DfE, to maintain a regional approach that includes cross-border management.

**May 2012**

Borough	Import	Export	Remain in borough	Resident cohort	% Educated in home borough
Barking & Dagenham	1621	1843	3138	4981	63%
Barnet	2835	1949	4764	6713	71%
Bexley	1452	2339	3342	5681	59%
Brent	1203	3350	3563	6913	51%
Bromley	3222	1378	4939	6317	78%
Camden	3168	1276	1653	2929	56%
City of London	138	42	131	173	76%
Croydon	2190	3947	4405	8352	53%
Ealing	1338	3207	3702	6909	53%
Enfield	1422	3419	4476	7895	57%
Greenwich	1194	2742	2811	5553	51%
Hackney	1805	3064	2164	5228	41%
Hammersmith	1837	1371	639	2010	32%
Haringey	1284	3358	1886	5244	36%
Harrow	1601	2016	2962	4978	60%
Havering	2296	1029	4402	5431	81%
Hillingdon	1937	1457	4227	5684	74%
Hounslow	1690	1872	3139	5011	63%
Islington	3745	1912	1610	3522	46%
Kensington	2138	972	486	1458	33%
Kingston	3099	1028	1862	2890	64%
Lambeth	1300	4152	1954	6106	32%
Lewisham	3017	3013	3234	6247	52%
Merton	915	3010	914	3924	23%
Newham	872	3869	3778	7647	49%
Redbridge	2195	2421	4440	6861	65%
Richmond	2514	1417	920	2337	39%
Southwark	844	4074	1846	5920	31%
Sutton	2603	1537	2855	4392	65%
Tower Hamlets	795	1705	3143	4848	65%
Waltham Forest	2978	2689	3340	6029	55%
Wandsworth	4494	1661	2204	3865	57%
Westminster	3525	1110	1577	2687	59%