

Key dates for Datahub and 16+ Planning 2020-21

Capturing the intentions and destinations of young people

Who is included?

- Any S3 and above student [Mainstream School] or student aged 14.5 and over [Special School] who is classified as ASN and is eligible to leave in S4
- Any students in S3 and above aged over 15 and under 25

Key:
Action for Schools
Activities & dates for Skills Development Scotland
Key Dates to note
National Publications
Anticipated Leave Date = ALD Preferred Route = PR Preferred Occupation = PO

	Ensure all previous Summer leavers have a leaving date entered on SEEMiS and destination /start date [best guess will be ok for start date or FE=1.9.YY – HE=30.9.YY.] Update data on young people who have / have not returned to school / new pupils. Do not backdate the leaving date, but enter the date at which leaving was confirmed. Confirm this information with SDS.	May to census cut-off date in September
August	Send out 16+ Planning pupil forms [Form A or Google Form] to gather data on ALD, PR & PO. This can be combined with the school Data Capture Form if preferred. Provide pupils with information about why this data is being collected.	August to November
	Ensure Anticipated Leave Date for all S6 pupils is entered. [Most should be defaulted to end of this academic year, unless ASN.]	Throughout August
	Set a date and invite partners to a 16+ (Virtual) Partnership meeting to discuss options for potential Winter Leavers and to raise awareness of all pupils at risk of a negative destination.	August to end November
	Skills Development Scotland publishes annual Participation Measure which contains the latest data on the learning, training or work status of Scotland's young people aged between 16 and 19.	End August
September	Send out pupil forms [Form A or Google Form] to gather data on ALD, PR and PO if you haven't done so already as part of the Data Capture process. Provide pupils with information about why this data is being collected.	August to November
	Ensure all pupils who are eligible and intend to leave in Winter are identified. Work with partners to ensure individuals have an appropriate post school offer in place. Allocate support at 16+ meeting.	September to January
	Ensure all S6 ALD, PR and PO information is updated and entered onto SEEMiS.	End September
October	16+ Partnership meeting takes place. Identify all pupils who are Winter Leavers or eligible and likely to leave the following May. Ensure this information is noted on SEEMiS via the ALD field.	October to December
	Input information captured on pupil Form A/Google Form for ALD, PO, PR onto SEEMiS – preferably as soon as known.	All completed by November
	Initial school leaver snapshot is extracted to inform INSIGHT School leaver report. All leaver data must be complete prior to this date to be counted.	1 st Monday in October [5.10.20]
	Ensure all S5 ALD, PR and PO information is updated and entered onto SEEMiS.	End October
November	Enter actual leaving date, post school destination and start dates onto SEEMiS [best guess will be ok for start date] for those intending to leave in December [Form B or equivalent Google Form].	ASAP - January
	ALD, PR, PO for all senior pupils should be complete and entered onto SEEMiS.	End November
	National SDS Data Team quality-assure data for School Leaver Report which feeds into INSIGHT statistics.	During November
	Ensure all S4 ALD, PR and PO information is updated and entered onto SEEMiS.	End November

December	Enter actual leaving date, post school destination and start dates onto SEEMiS [best guess will be ok for start date] for those intending to leave in December [Form B or equivalent Google Form].	ASAP - January
	The Initial School Leaver Data extract is provided to Scottish Government by Skills Development Scotland.	1 st Monday in December [7.12.20]
	Set a date and invite partners to a 16+ (Virtual) Partnership meeting to discuss options for potential Summer Leavers and to raise awareness of pupils at risk of a negative destination.	December to March
January	Ensure all Winter leavers have a leaving date entered on SEEMiS and destination /start date [best guess will be ok for start date]. Confirm with SDS.	By end January
	Ensure all pupils who are eligible and intend to leave in Summer are identified. Work with partners to ensure individuals have an appropriate post school offer in place. Allocate support at 16+ meeting.	January to June
February	Insight updated – Initial School Leaver Destinations are released for the 1 st time. [Made available to Local Authority & Schools via the Insight Benchmarking tool.]	Mid/Late February
March	Start to enter post school destinations and start dates [best guess will be ok for start date or FE=1.9.YY – HE=30.9.YY.] for those intending to leave in Summer.	March to September
	Official School Leaver statistics are released via the Education Scotland Parentzone website.	Mid/Late March
April	Share information with partners about pupils who are eligible and likely to leave in December.	April to July
	Follow-up school leaver snapshot reporting day. Please provide SDS with any updated information about last year's leavers prior to this date [where known].	1 st Monday in April [5.4.21]
May	Continue to enter post school destinations and start dates [best guess will be ok for start date or FE=1.9.YY – HE=30.9.YY.] for those intending to leave in Summer.	Complete prior to Sept census date
	Identify leavers likely to require support for transition as they enter S3. Share information with SDS and partners.	May to July
	Ensure information about pupils who are eligible and likely to leave in the next academic year – ALD is updated on SEEMiS.	May to August
	Follow-up school leaver data provided to Scottish Government by SDS. Annual Participation Measure cohort is taken from the opportunities for all shared dataset prior to publication of data in August.	2 nd Monday in May [10.5.21]
June	Enter actual leave dates for all Summer leavers - Update data including leaving date and destination on pupils who have left school	Complete prior to Sept census date
	SDS Partnership Agreement meeting to review and agree service delivery	May to August
	Scottish Government publishes National Statistics including initial and follow-up destinations.	Mid/Late June
July	SEEMiS Embargo - Year groups are updated in SEEMiS	Throughout July
Monthly	Update contact details and personal factors of all pupils as and when changes occur.	
	Update all changes in ALD, PR, PO when pupils inform you.	
	Ensure SDS are noted of any leavers within 5 working days of leaving date. The date should be recorded on SEEMiS asap.	
	SDS should be invited to attend Child's Plan or other meetings focused on a young person's transition where relevant and at an appropriate time leading up to transition.	
	Use 16+ Data to support planning, DYW and work-related learning opportunities.	

PLEASE NOTE:

Once a young person has had an actual leaving date entered and uplifted, any future changes will not pull through to the Datahub. Please ensure that SDS are made aware of any further changes in post-school status asap.