

PLYMOUTH INCLUSION SCORECARD

GUIDANCE



INCLUSION SCORECARD PRODUCTION CALENDAR

Following the DfE model for publishing education statistics, the inclusion scorecard will be provisionally released each half term. There will be a short period for data queries and fixes followed by a revised release.

Term	Provisional release	School break dates		Feedback deadline	Revised release
1	23 rd October 2023	Half term	21 October 2023 to 29 th October 2023	3 rd November 2023	10 th November
2	22 nd December 2023	Christmas	20 th December 2023 to 2 January 2024	9 th January 2024	16 th January 2024
3	19 th February 2024	Half term	10 th February 2024 to 18 th February 2024	26 th February 2024	4 th March 2024
4	15 th April 2024	Easter	29 th March 2024 to 14 th April 2024	22 nd April 2024	29 th April 2024
5	3 rd June 2024	Half term	24 th May 2024 to 2 nd June 2024	10 th June 2024	17 th June 2024
6	31 st July 2024	Summer	24 th July 2024 to 30 th August 2024	9 th September 2024	16 th September 2024

DATA CLEANSING

The data cleansing period is an opportunity for school leaders to reflect on the data presented within the Plymouth Inclusion Scorecard. It is typically for a week long period following the start of a new term. The aim is to improve accuracy of, and confidence in, the Plymouth Inclusion Scorecard. This cannot be achieved without feedback.

What do I need to do?

1. Record the date that you are checking the Plymouth Inclusion Scorecard against your own data held. This is important because the Plymouth Inclusions Scorecard will be produced on a specific date and wherever possible your checks should reflect the same date. Where this is not possible, assumptions can be made that there will be changes in pupil numbers and their characteristics.
2. Check that the number of roll is correct, this is the denominator that all the percentages are calculated by.
3. Check each individual piece of data and record any 'issues'.

What if the Inclusion Scorecard does not reflect the information held by your school?

1. In the first instance please recheck the data held by your school is accurate.
Enquiries you could make, for example, are:
 - Are all my EHCP students identified as such on the Schools Information Management System?
 - Have all suspensions been recorded at the time they were given?
 - Have all those on a Part Time Timetable been notified to the Local Authority? And have all those who are no longer on a Part Time Timetable been updated?
2. Please contact dsi.team@plymouth.gov.uk with *Plymouth Inclusion Scorecard* in the subject box highlighting the issues found by feedback deadline. Data issues will be explored and rectified where possible within another seven days.

What if I have no changes to make relating to the data held in the Plymouth Inclusion Scorecard about my school?

If no contact is made by the data cleansing deadline it shall be assumed that the data is acceptable to be included in the revised publication.