

PLASC USERGUIDE

JANUARY 2004

USING PHOENIX GOLD

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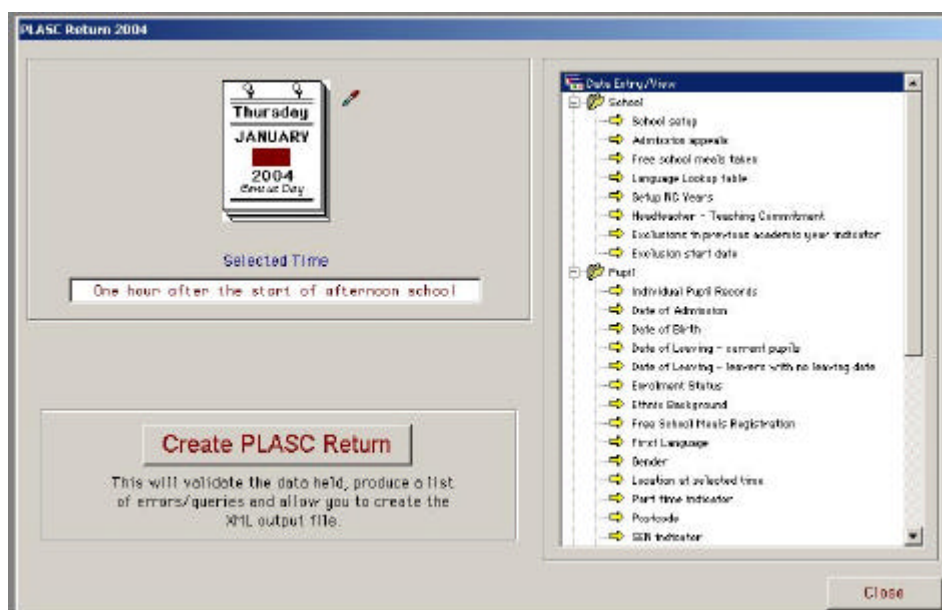
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USING THE MODULE

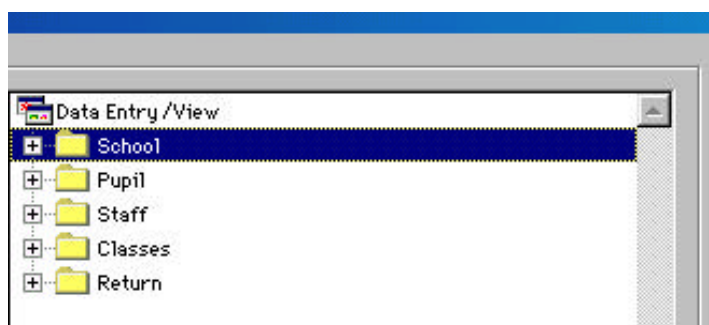
Login as **ADMIN** and select **PLASC** from the Main Menu

Use the **F1** button on the keyboard to access **On-line Help**. Note that clicking in the main **PLASC** window will automatically minimise Help. It then displays as **Phoenix Gold Help** on the Taskbar at the bottom of the screen. Click on this to re-activate.

When you enter the **PLASC** Module a window displays with a folder for each of the following main areas: School, Pupil, Staff, Classes and Return.



If the folders are closed, as below, a click on the cross beside the closed folder will open to display the folder contents.



If you wish to do a 'Dry Run' before PLASC day, click on the **select dropper** next to the calendar. You will be asked to confirm your request, click '**Yes**' and enter the desired date. **Note that this date will be re-set to 15th January 2004 day whenever the PLASC module is exited.**

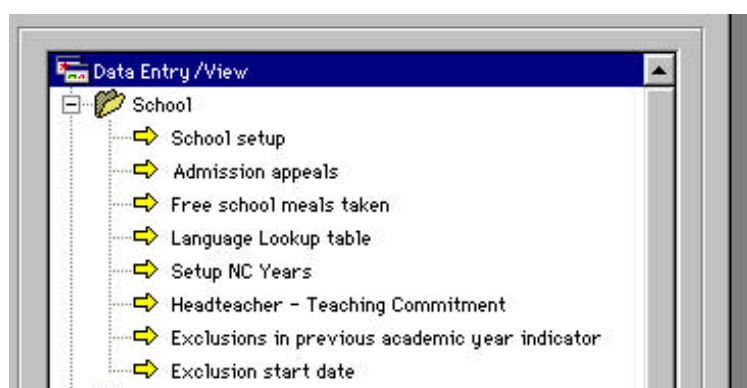
Overview of Process

Open the **School folder** and work through this list, verifying that the data is correct and entering additional data, as required. Proceed through until the contents of the School, Pupil, Staff and Classes folders have been checked. When the checks have been completed proceed to the next stage of creating a **Summary Report** and finally, the **Export File**. Please note that the data offered for verification will vary according to your school type.

This document offers step-by-step guidance in achieving this objective.

SCHOOL

School Setup



- This screen is identical to the **School Type** screen in **School Manager > School Defaults**. Check through all the displayed details to ensure they are correct, in particular make sure that the correct **School type** is displayed.
- **Intake** (not Special Schools) – this is a compulsory field. The Lookup table is self-explanatory.
- **For your guidance, the following is the extract from the DfES completion notes:=**

Intake Type. Complete the main criterion for offering a place i.e. if just location, then COMP.

- **Governance** – also a compulsory field. The Lookup table is self-explanatory.
- Select the appropriate option for your school. Further guidance on the detail required here can be obtained from the DfES website -
<http://www.datacollection.dfee.gov.uk/asc/2004/Docs/priplascguidance3.doc>

N.B. If you are a Special School, you have the option to select '**Maintained**' or '**Non-Maintained**' by clicking the appropriate radio button. Then click on the '**Special Info**' tab and fill in all the details on this screen.

Admission Appeals

- Enter details of any Admission Appeals in the previous Academic Year.

Free School Meals Taken

- Enter the number of pupils who had a free school meal on Census Day.

Language Lookup Table

| Local Category | CBDS Code | CBDS Categories |
|-------------------------|-----------|---------------------------|
| Bengali | 01 | AKA Akan |
| Cantonese | 02 | ALB Albanian |
| English | ENG | ARH Arabic |
| Greek | 04 | ARB Arabic |
| Gujarati | 05 | BEN Bengali |
| Hindi | 06 | BSL British Sign Language |
| Italian | 07 | CHI Chinese |
| Not collected by school | 99 | COR Cornish |
| Not provided by parents | 98 | CRE Creole (English) |
| Other Language | 13 | CFE Creole (French) |
| Punjabi | 08 | DAN Danish |
| Portuguese | 09 | DUT Dutch |
| Romani | 98 | ENG English |
| Spanish | 10 | FAR Farsi (Persian) |
| Turkish | 11 | FIN Finnish |
| Urdu | 12 | FLE Finnish |

- All DfES Home Language codes **must** be alpha codes. The local codes must be edited to match the DfES categories. If you have a mixture of numeric and alpha codes ensure that any numeric codes that you have used are changed to the correct alpha code.
- Ensure that the CBDS code next to your local language category matches the DfES CBDS category in the list on the right hand side of the screen.
- Use the 'New', 'Edit' and 'Delete' buttons below to add, change or delete.
- Your list under **Local** category will probably display a different set of values. This is perfectly OK.

N.B. At this stage ignore any codes such as 'Not collected' or 'Not provided'. Further guidance follows when checking through Pupil data at next stage.

Set up NC Years

| Name | Year Group Code | NCY |
|-----------|-----------------|-----|
| Reception | R | R |
| Year 1 | V1 | 1 |
| Year 2 | V2 | 2 |
| Year 3 | V3 | 3 |
| Year 4 | V4 | 4 |
| Year 5 | V5 | 5 |
| Year 6 | V6 | 6 |
| Year 7 | V7 | 7 |

0 records selected
Click on column heading to change sort order

5 records

1. While holding down the **Ctrl** key, select all year groups for a particular NCY
2. Select the NCY from the list on the right. The records will be updated.
3. If only one year group is selected, the next in the list is then selected automatically.

Select NCY from:

H1
H2
R
1
2
3
4
5
6
7
8
9
10
11
12
13
14
X (HC not followed)

To ensure consistency, please ensure that you have cross-referenced EACH of your year groups to a NCY code, even if they are the same!

Unrecorded (should be nil): 0

Close

The yeargroups displayed will reflect your school type.

- If the **NCY** column has been filled in within **Pupil Groups/Current Year Groups** the NCY column here will display completed, as above.
- If incomplete here, click on relevant line/s and select appropriate year group from the right. This will automatically update in **Pupil Groups/Current Year Groups**.

Yeargroup X

- A new code **X** has been included to cater for Special Schools and pupils who may not follow the National Curriculum.
- **If a Special School does not follow the National Curriculum in all year groups, every year group should be allocated to the NCY code "X".**
- If a school follows the National Curriculum but there are some pupils who do not, **an additional Year Group should be set up for these pupils and linked to the NCY code "X"**. Other Year Groups should be linked to the appropriate NCY as mentioned above.
- **E.g. create a new group (Pupil Groups>Current Yeargroups>New) Code "NC", name "Not following National Curriculum", NCY "X"**- If in doubt contact your ICT Support Team

For Schools with Nursery Yeargroups

Current Year Groups - In accordance with DfES guidelines you are required to have two yeargroups set up to identify Nursery age children as follows

- N1 if age is less than 3 as at 31st August 2003
- N2 if aged 3 as at 31st August 2003

Head Teacher – Teaching Commitment.

Primary sector only

- Enter the Teaching commitment of the Headteacher.

Exclusions in Previous Academic year Indicator

Quick edit - Pupil Permanent Exclusion Indicator

1. While holding down the Ctrl key, select all pupils in a particular category.
2. Select the category from the list on the right. The records will be updated.
3. If only one pupil is selected, then the next in the list is selected automatically.

Click on a column heading to change sort order.

| Roll No | Name | Excluded |
|---------|-----------------------------|----------|
| 00020 | BROWN Nevill Stephen | No |
| 00045 | FARRINGTON Lillian Michelle | No |
| 00067 | HUNTER David Clive | No |
| 00077 | ISBISTER Denise Karen | No |
| 00080 | JAMESON James Michael | No |
| 00087 | JOHNSON Rosemary | No |
| 00085 | JOHNSON Adam Mark | No |
| 00106 | MONCRIEFF Julian Andrew | No |
| 00120 | NICOLSON Raulise John | No |
| 00130 | ROBERTSON Matthew Neil | No |
| 00141 | SUTHERLAND Simon Gregor | No |
| 00013 | ANDERSON Mitchell Julian | No |
| 00018 | BRYTER Clare Marianne | No |
| 00032 | CLARK June Frances | No |
| 00059 | HENRY Lucilla Hannah | No |
| 00094 | LEASK Christopher John | No |

Select Exclusion from:
Not Permanently Excluded
Permanently Excluded

0 records selected 27 records

Close

- All pupils who were Leavers during the previous academic year (2002/2003) will be listed.
- For each pupil on the list, check that they are set correctly to 'Yes' or 'No' depending on whether they were permanently excluded or not.
- For any that are incorrect, select the pupil and click on the correct option from the list on the right.
(Multiple pupils can be selected.)
- Click on 'Close' when finished.

Exclusion Start Date

- Any pupils marked as permanently excluded in the previous screen will be listed
- For each pupil on the list, check that they have the correct exclusion start date and edit where necessary.

Pupil

Individual Pupil Records

- This is simply a shortened version of the current pupil screen. Its purpose is to provide an easy means of editing pupil data.
- **In Care Pupils - Important** -If you have any pupils who are In Care, or who have ever been In Care whilst at your school, you can edit the details on this screen by selecting Edit and clicking in the appropriate tick box. If you have ticked either of these boxes, you must also select the Caring Authority by clicking on the 'Select Dropper' and highlighting the correct authority.
- **Former Surname**

Full legal surname, as the school believes it to be (schools are not necessarily expected to have verified this from a birth certificate or other legal document).

- **National Curriculum Yeargroup**

The yeargroup in which the pupil is taught for the majority of their time, regardless of their chronological age.'

The above are extracts are from the DfES Primary completion notes – available in full from the DfES website at <http://www.datacollection.dfee.gov.uk/asc/2004/Docs/priplascguidance3.doc>

- **Connexions Assent –High Schools only , Year 8 pupils and above. Compulsory for PLASC 2004**

Y12+ Learning Aims (Secondary Schools only)

| Roll No | Name | Year | Class | GCSE | A |
|---------|--------------------|------|-------|------|---|
| 02362 | TUCK Robert | 12 | 8B | 5 | 0 |
| 02203 | TUGWELL Nora | 12 | 7H | 4 | 0 |
| 02323 | WALPOLE Dion | 12 | 8B | 4 | 0 |
| 02304 | WEBB Harriet | 12 | 7C | 3 | 0 |
| 02327 | WHITLEY Noro | 12 | 7C | 0 | 2 |
| 02273 | WHITWOOD Stephanie | 12 | 8C | 0 | 2 |
| 02334 | WILKIN Alex | 12 | 7C | 0 | 2 |
| 02350 | WINTERBAND Alice | 12 | 7B | 0 | 2 |
| 02274 | WOODWARD Janet | 12 | 7S | 5 | 0 |

0 records selected
Click on settings leading to change sort order.

9 records.

1. While holding down the Ctrl key, select pupils to change.
2. Select/edit values on the right. The records will be updated.
3. Only the values selected will be edited.

Close saving changes Close without saving

All pupils in Year 12 and above will be listed with their **Roll Number**, **Year**, **Class** and the number of **A Level** and **GCSE** courses they are following. To view whether a pupil is studying other courses, (**GNVQ**, **pre-GNVQ**, **NVQ**, **International Baccalaureat**), use the scroll bar at the bottom of this list.

- To add courses for a pupil, highlight the pupil and select the course/s from the options on the right hand side. Indicate whether the pupil is following a **post-A Level course** by clicking in the box. Select the number of '**A Levels**' or '**GCSEs**' by clicking on the up and down arrows next to the relevant boxes. Click on the radio button next to other courses to select as appropriate. If pupils are following more than one course, all courses should be selected. (Pupils can be multiply selected). **Use the scroll bar to view all details for each Pupil.**
- When entering courses for multiple pupils, only the data entered at that point will be added/changed.
- To edit/remove courses for a pupil, select the pupil and make the necessary adjustments.
- Click '**Close Saving Changes**' when you have finished to save your amendments, or '**Close Without Saving**' if you do not wish to keep them.
- To print a summary of pupils and the courses they are shown to be studying, click on the **Printer Icon** at the top right of the screen.

Connexions Indicator – High Schools only

Do parents consent to pupil data being shared with Connexions?

| Roll No | Name | Year | Class | Connexions Assent |
|---------|----------------------------|------|-------|-------------------|
| 00010 | ABERNETHY Malcolm David | Y7 | 7 | Unsaught |
| 00200 | ALBRIGHT Thomas | Y2 | 2 | Unsaught |
| 00229 | ALDIS Alan | Y1 | 1 | Unsaught |
| 00205 | ALLENBY Stanley | Y2 | 2 | Unsaught |
| 00014 | ANDERSON Roland Charles | Y4 | 4 | Unsaught |
| 00016 | ANDERSON Valerie Elizabeth | Y7 | 7 | Unsaught |
| 00187 | ANDREWS James | Y3 | 3 | Unsaught |
| 00206 | ARNOLD Luke | Y2 | 2 | Unsaught |
| 00002 | BAKER Melissa | Y4 | 4 | Unsaught |
| 00003 | BAVERSTOCK Chantal | Y4 | 4 | Unsaught |
| 00017 | BAVERSTOCK Samantha Jane | Y4 | 4 | Unsaught |
| 00207 | BETHEN Hannah | Y2 | 2 | Unsaught |
| 00012 | BLACKHAM Cherie | Y4 | 4 | Unsaught |
| 00226 | BOLIN James | Y1 | 1 | Unsaught |
| 00231 | BOWL Robert | 8 | 8 | Unsaught |
| 00181 | BRIGHTON Marina | Y3 | 3 | Unsaught |
| 00008 | CARLING Hanna | Y5 | 5 | Unsaught |
| 00005 | CHAMBERS Alexandra | Y3 | 3 | Unsaught |
| 00006 | CHAMBERS Amber | Y2 | 2 | Unsaught |
| 00026 | CHEYNE Barry Adrian | Y5 | 5 | Unsaught |
| 00028 | CLARK David Peter | Y4 | 4 | Unsaught |
| 00030 | CLARK Jane Maria | Y4 | 4 | Unsaught |

0 records selected
Click on options heading to change sort order

Select Connexions Assent From:

Yes
No
Unsaught (Default)
Sought, No Reply

139 records

Close

1. While holding down the Ctrl key, select all pupils in a particular category.
2. Select the stage from the list on the right. The records will be updated.
3. If only one pupil is selected, the next in the list is then selected automatically.

- Select the entry as appropriate from the look up list for all pupils in your 8 and above (the default is 'unsought')

Date of Admission

| Roll No | Name | Year | Class | Date of Admission |
|---------|----------------------------|------|-------|-------------------|
| 00016 | ANDERSON Valerie Elizabeth | V6 | 6 | 02 09 1995 |
| 00040 | BRACEFORD Lionel Thomas | V6 | 6 | 02 09 1995 |
| 00047 | FERRIE Claire Anna-Marie | V6 | 6 | 02 09 1995 |
| 00069 | HUNTER Grace Eloise | V6 | 6 | 02 09 1995 |
| 00072 | HUNTER Ursula Ray | V6 | 6 | 02 09 1995 |
| 00078 | ISBISTER Kenneth James | V6 | 6 | 02 09 1995 |
| 00079 | JAMESON Graham David | V6 | 6 | 02 09 1995 |
| 00090 | JOHNSTON Steven Richard | V6 | 6 | 02 09 1995 |
| 00095 | LEACH Dorian Peter | V6 | 6 | 02 09 1995 |
| 00100 | MCCLAY Jonathan Maxim | V6 | 6 | 02 09 1995 |
| 00107 | MCCHIEFF Lillian Elaine | V6 | 6 | 02 09 1995 |
| 00109 | MCCHIEFF Valerie Jane | V6 | 6 | 02 09 1995 |
| 00121 | NICOLSON Robert Evan | V6 | 6 | 02 09 1995 |
| 00128 | ROBERTSON Elaine Anna | V6 | 6 | 02 09 1995 |
| 00129 | ROBERTSON Julie Christine | V6 | 6 | 02 09 1995 |
| 00134 | SCHOFIELD Daniel Kenneth | V6 | 6 | 02 09 1995 |
| 00143 | SUFT Elson Clifford | V6 | 6 | 02 09 1995 |
| 00147 | TRIT Richard Graham | V6 | 6 | 02 09 1995 |
| 1234 | WILSON Naomi Susannah Jane | V6 | 6 | 02 09 1995 |
| 00033 | CLARK Martin John | V5 | 5 | 02 09 1997 |
| 00051 | GRAY Helen Victoria | V5 | 5 | 02 09 1997 |
| 00058 | HENRY Fleur Dawn | V5 | 5 | 02 09 1997 |
| 00063 | HUGHSON Richard James | V5 | 5 | 02 09 1997 |

Date of admission is the date of admission to THIS school.
It is a mandatory field for the return.

Unrecorded (should be nil)

02 09 1995

OK Finished

119 records

All pupils will list alphabetically with their Roll Number, Class and Date of Admission. By **clicking** on the **'Date of Admission'** heading, the list will sort into date order and any blank entries will come to the top of the list.

- Enter dates for any blank entries.
- Click **'Finished'** when done.

Date of Birth

| Roll No | Name | Year | Class | Date of Birth | Age on 31 08 2003 | NCY Actual | NCY For Age |
|---------|----------------------------|------|-------|---------------|-------------------|------------|-------------|
| 00010 | ABERNETHY Malcolm David | V7 | 7 | 01 08 1991 | 12 | 7 | 6 |
| 00208 | ALBRIGHT Thomas | V2 | 2 | 03 09 1996 | 6 | 2 | 2 |
| 00229 | ALDIS Alan | V1 | 1 | 03 03 1998 | 5 | 1 | 1 |
| 00205 | ALLENBY Stanley | V2 | 2 | 10 02 1997 | 6 | 2 | 2 |
| 00014 | ANDERSON Roland Charles | V4 | 4 | 07 07 1995 | 8 | 4 | 4 |
| 00016 | ANDERSON Valerie Elizabeth | V7 | 7 | 11 12 1991 | 11 | 7 | 7 |
| 00187 | ANDREWS James | V3 | 3 | 22 06 1995 | 8 | 3 | 4 |
| 00206 | ARNOLD Luke | V2 | 2 | 18 01 1997 | 6 | 2 | 2 |
| 00002 | BAKER Melissa | V4 | 4 | 21 09 1995 | 7 | 4 | 3 |
| 00003 | BAUERSTOCK Chantal | V4 | 4 | 23 06 1996 | 7 | 4 | 3 |
| 00017 | BAUERSTOCK Samantha Jane | V4 | 4 | 14 12 1994 | 8 | 4 | 4 |
| 00207 | BETHEN Hannah | V2 | 2 | 03 09 1996 | 6 | 2 | 2 |
| 00012 | BLACKHAM Cherie | V4 | 4 | 13 07 1995 | 8 | 4 | 4 |
| 00226 | BOLIN James | V1 | 1 | 14 03 1998 | 5 | 1 | 1 |
| 00231 | BOWL Robert | V1 | 1 | 19 06 1998 | 5 | 1 | 1 |
| 00181 | BRIGHTON Marling | V3 | 3 | 02 06 1995 | 8 | 3 | 4 |
| 00008 | CARLING Norma | V5 | 5 | 13 01 1995 | 8 | 5 | 4 |
| 00005 | CHAMBERS Alexandra | V3 | 3 | 13 12 1995 | 7 | 3 | 3 |
| 00006 | CHAMBERS Aileen | V2 | 2 | 13 12 1996 | 6 | 2 | 2 |
| 00026 | CHEYNE Barry Adrian | V5 | 5 | 02 12 1993 | 9 | 5 | 5 |
| 00028 | CLARK David Peter | V4 | 4 | 09 12 1994 | 8 | 4 | 4 |
| 00030 | CLARK Jane Maria | V4 | 4 | 10 04 1995 | 8 | 4 | 4 |
| 00031 | CLARK John Clifford | V4 | 4 | 10 04 1995 | 8 | 4 | 4 |

? = age and NCY query

Note
You may get spurious queries on this screen if:
1. You are doing a dry run during Stage 1 of the annual update.
2. You are doing a dry run and have not changed the Census Day.

Date of birth is a mandatory field for the return. Unrecorded should be nil.

Unrecorded

01 08 1991

OK Finished

139 records

- All the pupils on roll will list alphabetically with their **Roll Number**, **Class** and **Date of Birth**.
- It will also show the pupil's age as at **31 08 2003**, the pupil's actual **NCY** according to your datafile and the **NCY** expected for that pupil in relation to their date of birth. A query will appear

in the final column if the two **NCYs** are not the same. Refer to Page 9 of this document for extract from the DfES primary completion notes.

- Click on the heading '**Date of Birth**'. This will sort the list into date order and any blank entries will come to the top of the list.
- Enter dates for any blank entries.
- Click '**Finished**' when done.

Date of Leaving – current pupils

| Roll No | Name | Year | Class | Date of Leaving |
|---------|----------------------------------|------|-------|-----------------|
| 95087 | ABOU-SLEIMAN Michael | 2 | VR21 | |
| 95420 | ABEY Donoble Rowan | R1 | HURPH | |
| 95405 | ALDEN Maya | 2 | | |
| 95614 | ALDOUS Maisie Grace | R | RECP | |
| 95473 | ALDOUS Robyn Freya | R2 | HURPH | |
| 00023 | ALEXANDER Kim Elizabeth | 2 | VR2 | |
| 00022 | ALEXANDER Rose May | 2 | VR2 | |
| 95430 | ALLEN Oliver Deacon | 1 | VR11 | |
| 95404 | ALLISON Mark Edward | 1 | VR11 | |
| 00081 | ALMQUIST O'BRIEN Georgia | 2 | VR21 | |
| 95639 | ANDERSON Henry Bowena | R2 | HURPH | |
| 00076 | ANSELL Matilda Vivien Heather | 2 | VR2 | |
| 95400 | ANTONIO-HALL Ethan Jacob | 1 | VR11 | |
| 95412 | BAILEY Collin Gilbert | 1 | VR1 | |
| 95657 | BAILEY Joel | | | |
| 95622 | BAKER Amelia Jennifer | R | RECP | |
| 95115 | BALL Suzannah Hepzibah | 1 | VR1 | |
| 95500 | BARNETT-SANDERS Bethany Autumn | 1 | VR1 | |
| 95467 | BARRON-GOSLAND Laila Poppy | 2 | VR21 | |
| 95470 | BARTMAN Samuel Charles Christoph | 1 | VR1 | |
| 95501 | BARTMAN Megan Elizabeth | 1 | VR11 | |
| 95440 | BECKETT Bruce John | 1 | VR11 | |
| 95624 | BECKETT Thomas | R | | |
| 95647 | BENSTERO Joseph James Atkin | R | | |

Click on column heading to change sort order

161 records

OK Finished

In order to calculate the school roll on Census Date (15th January 2004) it is vital that all leavers' records have been archived and the date of leaving recorded.
If you have to run the return after the Census Date, don't worry. Those pupils who arrived before the Census Date and left after it will still be included on the school roll.

- All the pupils on roll will be listed alphabetically with their **Roll Number**, **Year** and **Date of Leaving** (if known), or appropriate
- Enter any missing or incorrect dates. Leave blank if **Date of Leaving** is not known.
- Click '**Finished**' when done.

Date of Leaving – Leavers with no Leaving Date

- Any archived **Leavers** who have no **Leaving Date** in their pupil record will display.
- Enter any missing dates and click '**Finished**' when done.

Enrolment Status

| Roll No | Name | Year | Class | Status |
|---------|----------------------------|------|-------|--------|
| 03010 | ABERNETHY Melodie David | V6 | 6 | |
| 03200 | ALDRIGHT Thomas | V1 | 1 | C |
| 03229 | ALDIS Arian | V4 | 4 | C |
| 03205 | ALLENBY Stanley | V1 | 1 | C |
| 03014 | ANDERSON Roland Charles | V3 | 3 | C |
| 03016 | ANDERSON Roderic Elizabeth | V6 | 6 | C |
| 03187 | ANDREIS James | V2 | 2 | C |
| 03206 | ARNOLD Luke | V1 | 1 | C |
| 03002 | BAKER Melissa | V3 | 3 | C |
| 03003 | BAUERSTOCK Chantal | V3 | 3 | C |
| 03017 | BAUERSTOCK Samantha Jane | V3 | 3 | C |
| 03207 | BETHEN Haydn | V1 | 1 | C |
| 03012 | BLACKBURN Charis | V3 | 3 | C |
| 03226 | BOLIN James | R | | |
| 03101 | BRIGHTON Farina | V2 | 2 | C |
| 03008 | CARLING Haroon | V4 | 4 | C |
| 03005 | CHAMBERS Alexandra | V2 | 2 | C |
| 03006 | CHAMBERS Robert | V1 | 1 | C |
| 03026 | CHEVIE Barry Adrian | V4 | 4 | C |
| 03028 | CLARK David Peter | V3 | 3 | C |
| 03030 | CLARK Jane Maria | V3 | 3 | C |
| 03031 | CLARK John Clifford | V3 | 3 | C |

0 records selected

Click on column heading to change sort order

115 records

Select Status from:
 C Current (Single registration)
 R Current non (Dual registration)
 S Current subsidiary (Dual registration)
 L Leaver pupil

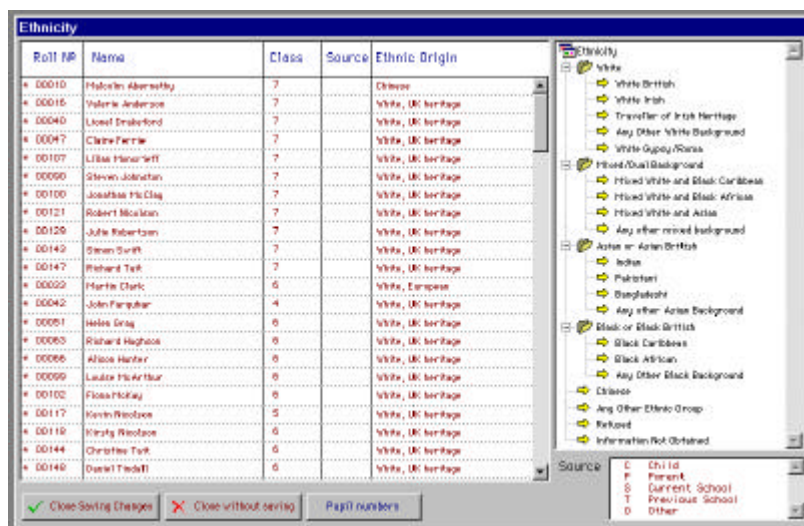
1. While holding down the Ctrl key, select all pupils in a particular category.
 2. Select the status from the list on the right. The records will be updated.
 3. If only one pupil is selected, the rest in the list is then selected automatically.

Close

All pupils who are on roll and on the roll of another school will be listed alphabetically with their **Year** and **Status**. If any pupils who are known to be leavers are displayed – check that their **Date of Leaving** includes the correct year e.g. 21/7/2003 not 2004.

- Enter any missing or incorrect entries by highlighting a pupil and selecting the correct status from the list on the right. (Pupils can be multiply selected.)
- Click '**Close**' when done.

Ethnic Background



- All pupils on roll will be alphabetically listed with their **Roll Number**, **Name**, **Class**, **Source** and **Ethnic Origin**.
- Click on the heading **Ethnic Origin** or **Source** to bring any blank records to the top of the list.
- The list of new ethnic codes appropriate for your school will be displayed on the right hand side of the screen as a tree-list. Any main codes with a "+" next to the folder can be opened to show extended codes by clicking on them. Clicking on the "-" will close the folder.
- The valid codes for **Source** are shown in a box below the tree-list.
- **An asterisk next to the Roll Number indicates that the ethnic code for that pupil is invalid.**
- Select pupils whose ethnicity is blank or incorrect and choose the correct entry from the list on the right. (Multiple pupils can be selected.)
- In the same way, select pupils whose **Source** is blank or incorrect and choose the correct entry from the box in the bottom right of the screen. If blank an error message will be presented when data is validated.
- Click '**Close Saving Changes**' when finished.
- The additional "Pupil Numbers" button will generate an Ethnic Category statistical report.

Free School Meals Registration

| Roll No | Name | Year | Class | Free Meal |
|---------|----------------------------|------|-------|-----------|
| 00010 | ADERNETHY Malcolm David | Y5 | 5 | Yes |
| 00200 | ALBRIGHT Thomas | R | R | No |
| 00205 | ALLENBY Stanley | R | R | No |
| 00013 | ANDERSON Mitchell Julian | Y6 | 6 | Yes |
| 00014 | ANDERSON Roland Charles | Y2 | 2 | Yes |
| 00016 | ANDERSON Valerie Elizabeth | Y5 | 5 | Yes |
| 00107 | ANDREWS James | Y1 | 1 | No |
| 00206 | ARNOLD Luke | R | R | No |
| 00002 | BAKER Melissa | Y2 | 2 | No |
| 00003 | BAKERSTOCK Chantal | Y2 | 2 | No |
| 00017 | BAKERSTOCK Samantha Jane | Y2 | 2 | Yes |
| 00018 | BAKER Clare Marianne | Y6 | 6 | Yes |
| 00207 | BETHEM Hannah | R | R | No |
| 00012 | BLACKHAM Charles | Y2 | 2 | No |
| 00101 | BRIGHT Harina | Y1 | 1 | No |
| 00020 | BROWN David Stephen | Y6 | 6 | Yes |
| 00008 | CARLINO Hanna | Y3 | 3/4A | No |
| 00005 | CHAMBERS Alexander | Y1 | 1 | No |
| 00006 | CHAMBERS Helen | R | R | No |
| 00026 | CHEVNE Barry Adrian | Y3 | 3/4A | Yes |
| 00027 | CHEVNE Michael Stuart | Y6 | 6 | Yes |
| 00028 | CLARK David Peter | Y2 | 2 | Yes |

0 records selected
134 records
36 registered for FSM

1. While holding down the Ctrl key, select all pupils in a particular category.
2. Select the stage from the list on the right. The records will be updated.
3. If only one pupil is selected, the next in the list is then selected automatically.

Close

- All pupils on roll will be listed alphabetically with their **Roll Number**, **Year**, **Class** and whether they are registered for **Free School Meals**.
- Click on the heading Free Meal and all '**Yes**' records will collect at the bottom of the list.
- Select any pupils who are entitled to school meals but not recorded as '**Yes**' and edit from the box on the right hand side to mark them as receiving free school meals. (Multiple pupils can be selected.)
- Check that the number registered FSM is correct .
- Click on '**Close**' when finished.

First Language

| Roll No. | Name | Year | Class | Language |
|----------|----------------------------|------|-------|----------|
| 00010 | ADERNEYTHY Nicola David | V7 | 7 | English |
| 00208 | ALBRIGHT Thomas | V2 | 2 | English |
| 00229 | ALDIS Alan | V1 | 1 | English |
| 00205 | ALLENBY Stanley | V2 | 2 | English |
| 00014 | ANDERSON Roland Charles | V4 | 4 | English |
| 00016 | ANDERSON Valerie Elizabeth | V7 | 7 | English |
| 00187 | ANDREWS James | V3 | 3 | English |
| 00206 | ARNOLD Luke | V2 | 2 | English |
| 00002 | BAKER Melissa | V4 | 4 | English |
| 00003 | BAUERSTOCK Chantal | V4 | 4 | English |
| 00017 | BAUERSTOCK Samantha Jane | V4 | 4 | English |
| 00207 | BETHEN Hannah | V2 | 2 | English |
| 00012 | BLACHFAR Cherie | V4 | 4 | English |
| 00226 | BOLIN James | V1 | 1 | English |
| 00231 | BOLIN Robert | R | R | English |
| 00181 | BRIGHTON Marina | V3 | 3 | English |
| 00008 | CARLING Maria | V5 | 5 | English |
| 00005 | CHANDERS Alexandra | V3 | 3 | English |
| 00006 | CHANDERS Amber | V2 | 2 | English |
| 00026 | CHEVNE Barry Adrian | V5 | 5 | English |
| 00028 | CLARK David Peter | V4 | 4 | English |
| 00030 | CLARK Jane Maria | V4 | 4 | English |

- All pupils on roll will be listed alphabetically with their **Roll Number**, **Year**, **Class** and **Language**.
- Enter any missing or incorrect entries by selecting the correct language from the list on the right. (Multiple pupils can be selected). If the **First Language** is not known, click the appropriate radio button below the list of languages.
- To clear the language from any pupils, select them and click on the radio button labelled **Blank**.
- Click '**Close**' when done.

N.B. If the first language is not known, leave blank. For further clarification on the definition of First Language see the DfES completion notes available at

<http://www.datacollection.dfee.gov.uk/asc/2004/Docs/priplascguidance3.doc>

Gender

Gender

| Roll No | Name | Year | Class | Gender |
|---------|----------------------------|------|-------|--------|
| 00010 | BERNETHY Malcolm David | V6 | 6 | Male |
| 00208 | BLAIRIGHT Thomas | V1 | 1 | Male |
| 00229 | BLDIS Alan | V4 | 4 | Male |
| 00205 | BLLENDY Stanley | V1 | 1 | Female |
| 00014 | ANDERSON Roland Charles | V3 | 3 | Male |
| 00016 | ANDERSON Valerie Elizabeth | V6 | 6 | Female |
| 00187 | ANDREWS James | V2 | 2 | Male |
| 00206 | ARNOLD Luke | V1 | 1 | Male |
| 00002 | BAKER Melissa | V3 | 3 | Female |
| 00003 | BAVERSTOCK Chantal | V3 | 3 | Female |
| 00017 | BAVERSTOCK Samantha Jane | V3 | 3 | Female |
| 00207 | BETHEN Hannah | V1 | 1 | Female |
| 00012 | BLACKHART Cherie | V3 | 3 | Female |
| 00226 | BOLIN James | R | R | Male |
| 00181 | BRIGHTON Marina | V2 | 2 | Female |
| 00008 | CARLING Norma | V4 | 4 | Female |
| 00005 | CHANDERS Alexandra | V2 | 2 | Female |
| 00006 | CHANDERS Reber | V1 | 1 | Female |
| 00020 | CHEYNE Darry Adrian | V4 | 4 | Male |
| 00020 | CLARE David Peter | V3 | 3 | Male |
| 00030 | CLARE Jane Maria | V3 | 3 | Female |
| 00031 | CLARE John Clifford | V3 | 3 | Male |

0 records selected

119 records

Select from: Male 30, Female 89

Total recorded: 119

Unrecorded: 0

Gender is a mandatory field for the PLASC return. Unrecorded should be nil.

| Year | M | F |
|------|----|----|
| H1 | 0 | 0 |
| R | 5 | 8 |
| V1 | 2 | 10 |
| V2 | 10 | 14 |
| V3 | 5 | 7 |
| V4 | 10 | 10 |
| V5 | 7 | 10 |
| V6 | 11 | 9 |

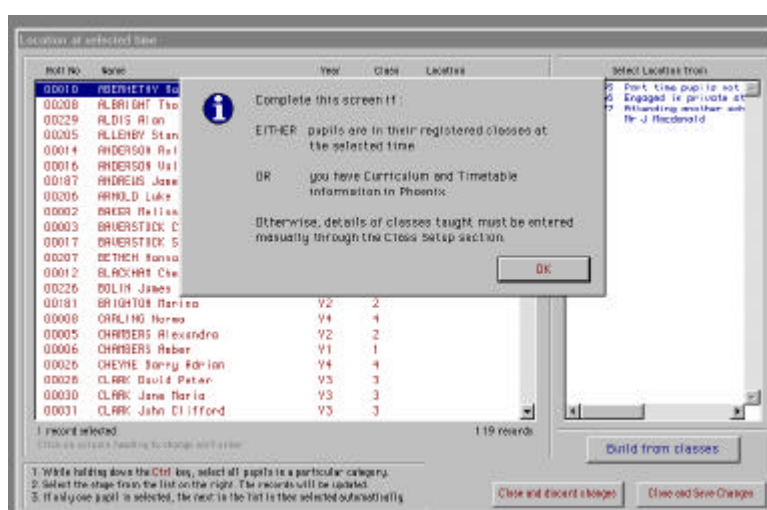
1. While held eg down the Ctrl key, select all pupils in a particular category.
 2. Select the stage from the list on the right. The records will be updated.
 3. If only one pupil is selected, the next is the first to then selected automatically.

Close

- All pupils on roll will be listed alphabetically with their **Roll Number**, **Class** and **Gender**.
- Enter any missing or incorrect entries by selecting the pupils and the appropriate option from the right. (Multiple pupils can be selected)
- Click '**Finished**' when done.

Location at selected time

- For schools that conform to the message displayed in the screenshot below **follow from 'A' below (this will apply to most schools)**, including High Schools using Timetable Manger.
- For High schools that use the Curriculum Manager but **not** the Timetable Manager – go to **Page 20**
- For any schools that need to create extra classes/groups follow this guide. Complete remaining Pupil data checks then go to **Class setup Page 28**
- For High schools that do not use the Curriculum Manager in Phoenix go to **Teaching Set setup Page 33**



A Classes displayed under **Location** will vary depending on the **Yeargroup** of the selected pupil. All classes with that particular Yeargroup assigned to it in '**Class Type and Year Group**' will display.

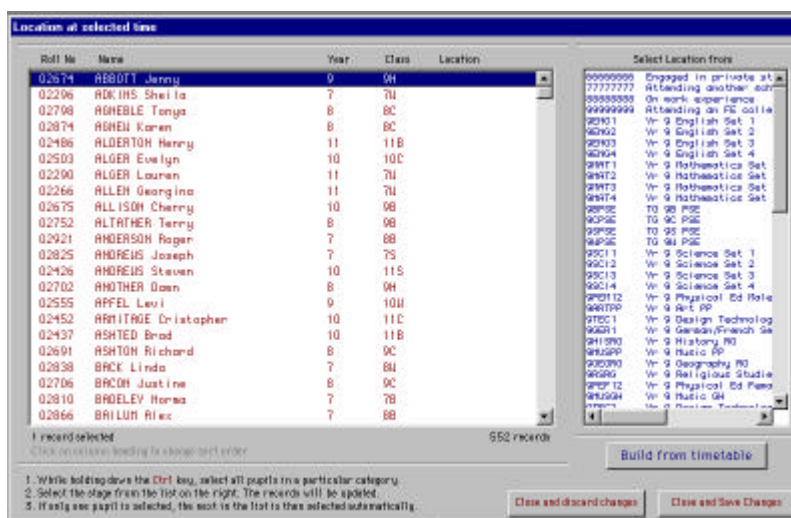
Primary Schools Click '**OK**' and '**Build from Classes**'.
Select '**All**'

High Schools with Timetables Click '**OK**' and '**Build from Timetable**'.
Select '**All**'

- Where PT pupils only attend morning or afternoon sessions edit in code **55555555** from the list on the right. **DfES completion notes state that 'For each class – include any pupils temporarily absent on the Census day.'** For further clarification their website address is <http://www.datacollection.dfee.gov.uk/asc/2004/Docs/priplascguidance3.doc>
- For those engaged in private study and those attending at another school at the time of the census select the appropriate option.
- Information entered in this window will generate the figures in Pupil Reconciliation**

- Click on the **'Location'** heading to bring any blank entries to the top.
- Click on **'Close and Save changes'**
- Complete the checks in Pupil data then go to **Class setup Page 28 /Teaching Set setup Page 33**

For High schools that use the Curriculum Manager but not the Timetable Manager in Phoenix



- Because no Timetable details are in Phoenix the **'Location at selected time'** for pupils cannot be generated automatically and it will be necessary to manually edit in these details.
- All sets will be displayed in the list on the right.
- Note that the sets displayed under **'Location'** will vary depending on the **Yeargroup** of the selected pupil. All Teaching Sets with in that particular Yeargroup will display.
- Select the pupil and click on the appropriate set from the list. The next pupil in the list will automatically be selected – select next appropriate set.
- **Click on 'Close and Save Changes' when finished**
- **Complete the checks in Pupil data**
- **Go to Teaching Set setup Page 32**

Part time Indicator

- All pupils on roll will be listed alphabetically with their **Roll Number**, **Year**, **Class** and whether the pupil attends school on a full-time or part-time basis. Click on the heading **Full/Part time** to bring any blank entries to the top of the list.
- Enter **Full time** or **Part time** for any blank records.
- Click **'Close'** when done.

Postcode

- All the pupils will be listed alphabetically with their **Roll Number**, **Class**, **Postcode** and a **Validated** flag.
- Any blank and incomplete entries will display without a star in the **Validated** column.
- Clicking on either the **Postcode** heading, to sort the list into postcode order, or the **Validated** heading will bring any blank entries to the top.
- Enter complete postcodes, if known, since incomplete entries are not valid entries. Leave blank if not known.
- Click on the **Validate Postcodes** button to revalidate the list. **Click on Validate Postcodes and then click OK. If there are blank postcodes in the list, an error message will display saying that this is not a valid postcode. Click OK to accept the error message, then click Finished to exit the screen.**
- Click **Finished** when done.
- **N.B. Any *blank* postcodes will *not* generate an error in the Validate Data process but incomplete postcodes will.**

SEN Indicator

| Roll No | Name | Year | Class | SEN |
|---------|----------------------------|------|-------|-----|
| 00010 | ADENHAY Malcolm David | V2 | 7 | Yes |
| 00008 | ALBRIGHT Thomas | V2 | 2 | No |
| 00229 | ALDIS Alan | V1 | 1 | No |
| 00205 | ALLENBY Stanley | V2 | 2 | No |
| 00014 | ANDERSON Roland Charles | V4 | 4 | No |
| 00016 | ANDERSON Valerie Elizabeth | V7 | 7 | No |
| 00187 | ANDREWS James | V3 | 3 | Yes |
| 00206 | ARNOLD Luke | V2 | 2 | No |
| 00002 | BAKER Melissa | V4 | 4 | No |
| 00003 | BAVERSTOCK Chantal | V4 | 4 | No |
| 00017 | BAVERSTOCK Samantha Jane | V4 | 4 | No |
| 00207 | BETHEN Hannah | V2 | 2 | No |
| 00012 | BLACKHAT Cherie | V4 | 4 | No |
| 00226 | BOLIN James | V1 | 1 | No |
| 00231 | BOLN Robert | R | R | No |
| 00181 | BRIGHTON Maria | V3 | 3 | No |
| 00006 | CARLING Norma | V5 | 5 | No |
| 00005 | CHAMBERS Alexandra | V3 | 3 | No |
| 00006 | CHAMBERS Asber | V2 | 2 | No |
| 00026 | CHEYNE Barry Adrian | V5 | 5 | No |
| 00028 | CLARK David Peter | V4 | 4 | No |
| 00030 | CLARK Jane Maria | V4 | 4 | Yes |

0 records selected
Click on names and flags to change sort order

133 records
12 SEN Pupils

1. While holding down the Ctrl key, select all pupils in a particular category.
2. Select the flag from the list on the right. The records will be updated.
3. If only one pupil is selected, the next in the list to this selected automatically.

Close

- All pupils on roll will be listed alphabetically with their **Roll Number**, **Year** and **Class**.
- Any pupils that have been identified as **Special Educational Needs** will display with '**Yes**' next to their name.
- Enter any missing or incorrect entries by highlighting the pupil and selecting '**Yes**' or '**No**' as appropriate.
- Click '**Close**' when done.

SEN Details

SEN current stage.

| Roll No | Name | Year | Class | Stage | Date |
|---------|--------------------------|------|-------|-------|------|
| 00010 | ABERNETHY Malcolm David | V6 | 6 | | |
| 00107 | ANDREWS James | V2 | 2 | 4 | |
| 00069 | HUNTER Grace Elaine | V6 | 6 | 1 | |
| 00079 | JAMIESON Graham David | V6 | 6 | 5 | |
| 00095 | LEASK Dorian Peter | V6 | 6 | 3 | |
| 00107 | MONCRIEFF Lillian Elaine | V6 | 6 | 3 | |

0 records selected
Click on column heading to change sort order

Double click on the required pupil to set the SEN details for them

SEN Details Close

Check that **SEN Stage** for all pupils is set to the new SEN codes.

- For any that are incorrect, select the pupil and click on the '**SEN Details**' button.
- To add a new stage to the pupil's record, click on New and then on the Select Dropper and choose the correct NEW code. Enter the date and year group of the pupil and click OK. Click Close to return to the list of pupils.

IMPORTANT

- All pupils with an SEN stage of P,Q or S must also have at least one SEN Need associated with their record. PLASC will return up to two SEN Needs in the return.

To **add SEN Needs** to a child's record.

- Double click pupil or select pupil and click SEN details.
- Click the **Edit** button.

SEN Details

00064
HARRISON Bridgette
11/01/2011

SEN Descriptors: Spelling and Reading Improved but history of literacy problems

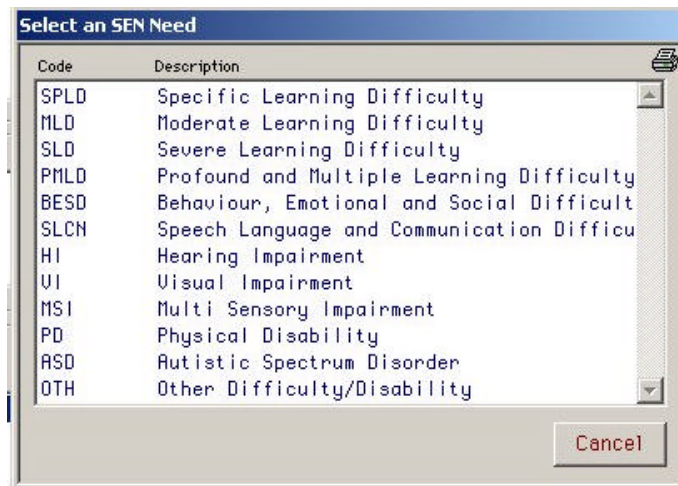
Needs: [Empty field]

SEN History: [Table with columns: Stage, Date, Year, SEN Stage Notes]

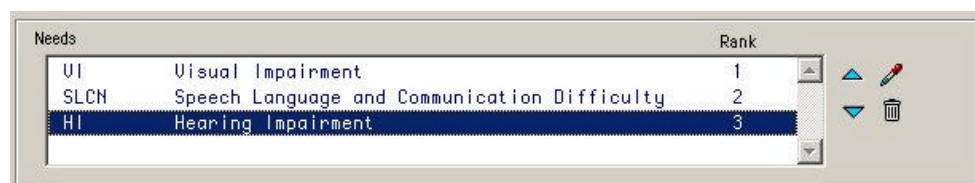
New Stage Edit Delete

Close to Main Menu

- Click the dropper beside the Needs section. The following list will display..

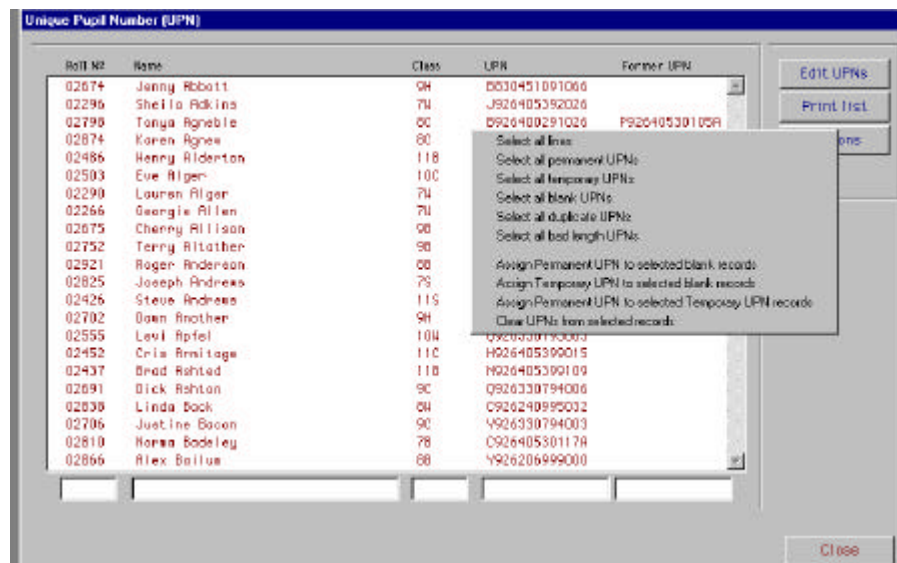


- Click the appropriate SEN Need for the pupil.
- Repeat to add further SEN Needs..
- To remove a Need click - click edit – select need – click on the displayed dustbin.



- To Rank Needs - select a Need , click on the blue arrow to move up or down.
- Click **OK** or cancel
- Click **Close** to Main Menu

Unique Pupil Number



- Pupils are listed alphabetically with their **Roll Number**, **Class**, **UPN** and **Former UPN** if one exists.
- Click on the **UPN** heading to sort the list into **UPN** order and flush any blank entries to the top.
- Select individual records by clicking on the pupil or click on the '**Actions**' button to select groups of pupils with permanent, temporary, blank, duplicate or bad length UPNs.
- When you have the required pupils selected, you can clear **UPNs** by clicking the '**Clear UPNs from selected records**' option or assign permanent **UPN** or temporary **UPNs** as required. (Multiple pupils can be selected.)
- You may edit an individual record by selecting the pupil and clicking the '**Edit UPNs**' button.
- To print a list of pupils with their **UPNs**, click on **Print List**.
- Click on '**Close**' when finished.

Year Group – current pupils

The screenshot shows a window titled 'Year Group'. It contains a table with four columns: Roll No, Name, Class, and Year. The table lists 31 pupils. To the right of the table is a 'Select Year Group from' dropdown menu showing a list of year groups from Reception to Year 6. At the bottom of the window, there is a status bar indicating '0 records selected' and '119 records'. A 'Close' button is located at the bottom right.

| Roll No | Name | Class | Year |
|---------|----------------------------|-------|------|
| 00010 | BERNETHY Malcolin David | 6 | V6 |
| 00208 | ALBRIGHT Thomas | 1 | V1 |
| 00229 | ALDIS Alan | 8 | R |
| 00205 | ALLERBY Stanley | 1 | V1 |
| 00014 | ANDERSON Roland Charles | 3 | V3 |
| 00016 | ANDERSON Valerie Elizabeth | 6 | V6 |
| 00187 | ANDREWS James | 2 | V2 |
| 00206 | ARNOLD Luke | 1 | V1 |
| 00002 | BAKER Melissa | 3 | V3 |
| 00003 | BAVERSTOCK Chantall | 3 | V3 |
| 00017 | BAVERSTOCK Samantha Jane | 3 | V3 |
| 00207 | BETHEN Hannah | 1 | V1 |
| 00012 | BLACKHAM Cherie | 3 | V3 |
| 00226 | BOLIN James | 8 | R |
| 00181 | BRIGHTON Marina | 2 | V2 |
| 00008 | CARLING Hanna | 4 | V4 |
| 00005 | CHAMBERS Alexandra | 2 | V2 |
| 00006 | CHAMBERS Aiden | 1 | V1 |
| 00026 | CHEVRE Barry Adrian | 4 | V4 |
| 00028 | CLARK David Peter | 3 | V3 |
| 00030 | CLARK Jane Maria | 3 | V3 |
| 00031 | CLARK John Clifford | 3 | V3 |

Select Year Group from:

- R Reception
- V1 Year 1
- V2 Year 2
- V3 Year 3
- V4 Year 4
- V5 Year 5
- V6 Year 6

0 records selected
Click on column heading to change sort order

1. While holding down the Ctrl key, select all pupils in a particular category.
2. Select the stage from the list on the right. The records will be updated.
3. If only one pupil is selected, the one in the list is then selected automatically.

Close

This is the National Curriculum Year (NCY) which should have been set up already in ***Pupil Groups > Current Year Groups***.

- Pupils will be listed alphabetically with their Roll Number, Class and Yeargroup. Click on the Year heading to sort the list into Year order and flush any blank entries to the top.
- Select any that are missing or incorrect and click on the correct Year from the list on the right.
- Click on '**Close**' when done.

N.B. Schools with Nursery classes please refer to 'Set Up NC Years' section (Page 7) to check that you have the relevant yeargroups setup relating to the ages of your Nursery pupils.

Staff

Gender

- All **Teaching** and **Non-Teaching Staff** will be listed alphabetically with their **Staff Code** and **Gender**. Click on the heading **Gender** to bring any blank entries to the top of the list.
- Enter any blank entries by selecting staff and clicking on '**Male**' or '**Female**' on the right hand side. (Multiple staff can be selected.)
- Click '**Close**' when done.

Posts

Teaching and **Ancillary Staff** are listed alphabetically.

- To select one category only click on the **Teaching and Ancillary** button at the top of the list and choose accordingly.
- Members of Staff should be listed only once even if they occupy more than 1 post.

Teaching Staff

- Staff will be listed in alphabetical order on the left and the number of records will be shown at the end of the list.
- It is now possible to print a list of all your staff from this screen. Click on **Print** and choose whether you wish to include details for individual staff.

Teaching Category

- **All** Teaching staff must be assigned to one of the four categories listed, which in most cases will be QT.

- **Only** if any member of staff is **not** to be counted for the **PLASC** return should they be allocated the '**Other Teaching**' category. These would include Staff on long-term absence e.g. 1 term or more, staff covering short-term absence (less than 1 term). For more detailed Guidance refer to the DfES website <http://www.datacollection.dfee.gov.uk/asc/2004/Docs/priplascguidance3.doc>
- Click on member of Staff - click '**Edit**' and select the appropriate **Teaching Category** from the top box.

If there is any query regarding the status of staff please contact your Personnel Support Team.

- Select Full time (**FT**) or Part time (**PT**) and fill in either their **Directed hours** or their Full time equivalent (**FTE**). The system will calculate the other field based on an FTE of 1.00 = 32.5 hours.
- If a teacher is a teacher of ethnic minorities, this must be recorded by clicking in the appropriate box. When ticked, a further box will appear, enabling you to key in the number of hours that the teacher spends in that role.
- Click OK - Continue down the staff list until all data has been entered and checked.
- Click '**Close**' when finished.

Ancillary Staff

- Click on member of Staff - click '**Edit**'. For each post occupied by that member of Staff select the appropriate category/categories from the list on the right and enter the number of hours spent in each role.

Phoenix will calculate the directed hours from the data entered but you must select whether the staff member is Full time (FT) or Part time (PT).

N.B. Any premises related staff; canteen, lunchtime staff, caretakers or anyone doing unpaid voluntary work should be allocated to the Other Non-Teaching category, which will not be returned for PLASC.

Qualified Support Staff (Special Schools Only)

- Click on '**Edit**' and enter/change the number of qualified childcare staff, both full and part-time.
- Click on '**Edit**' and enter/change the number of qualified non-teaching assistants, both full and part-time.
- Click on '**Close**' when finished.

Checking your Data

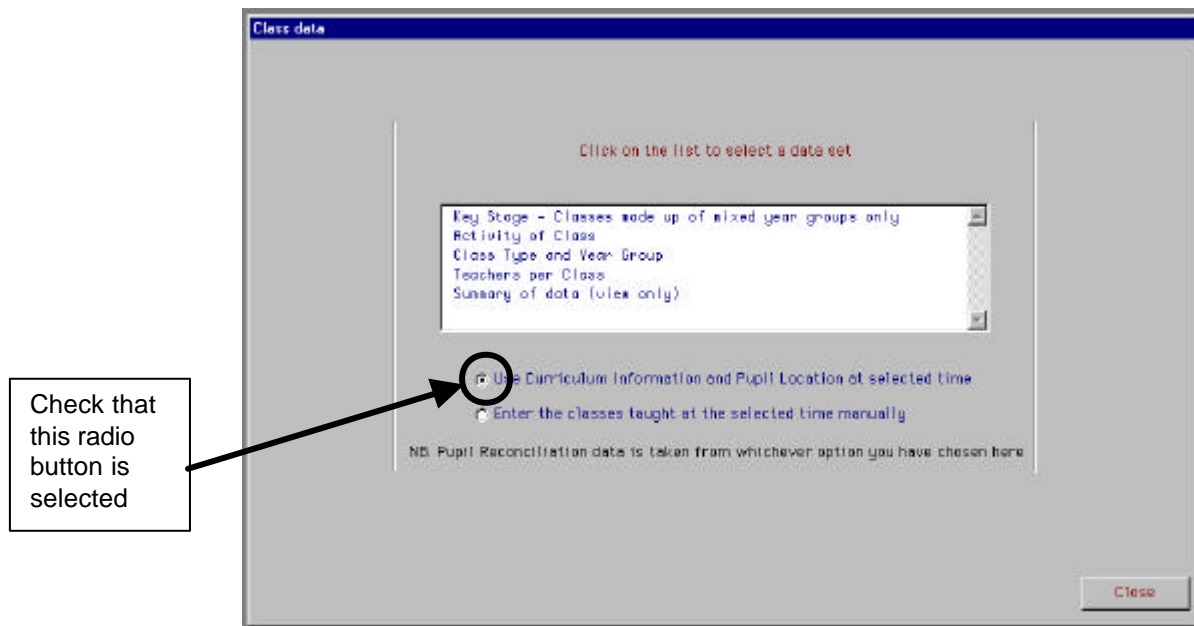
- Click on the '**Summary**' button - Phoenix will list all the staff by Category summarising the number of staff, weekly hours and FTE – print-off if required.

CLASSES(Not Special Schools)

Class Setup

This section is for those schools where **Pupil – ‘Location at selected time’** is valid i.e. all pupils were in the classes specified in this option.

If pupils were split into additional groups at Census time i.e. literacy or numeracy groups go to Page 34

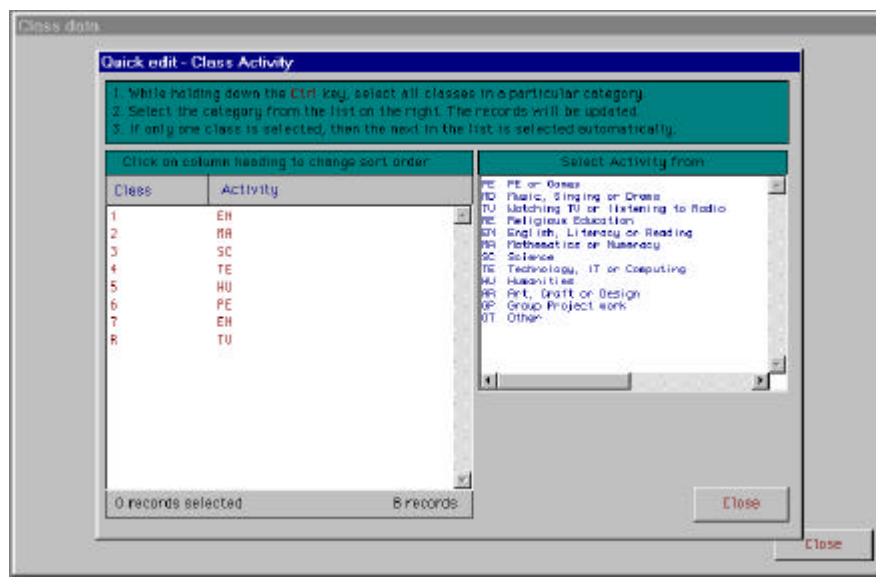


Key Stage – classes made up of mixed year groups only

- ***If you do not have any classes comprised of mixed year groups this will not display.***
- The system will have automatically calculated the correct Key Stage for all horizontal (single yeargroup) classes.
- If the **Key Stage** is missing or incorrect, enter it by clicking on each class in turn and selecting the correct **Key Stage** from the list on the right.
- Click '**Close**' to exit.

If a Key Stage error displays in the error report you may manually edit this screen.

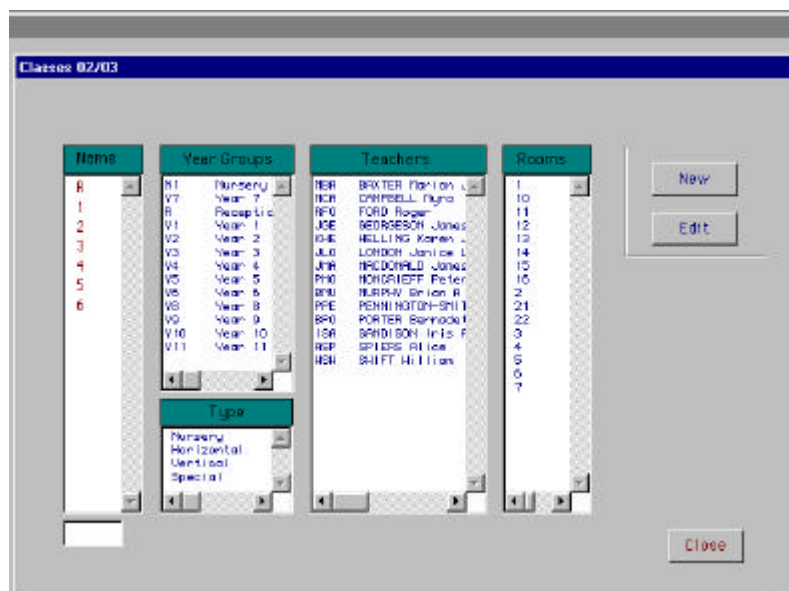
Activity of Class



- Edit in the alpha codes from the list on the right against each class.
- Click '**Close**' when finished.

(Use the Ctrl key to select more than one class.)

Class Type and Year Group



- Click on the '**Edit**' button to check whether each class has a Teacher, Year Group and Type allocated.
- To check press **Enter** on the keyboard to move down the classes.
- When selected each class should have the appropriate Year Group, Teacher and Type highlighted.

- To make any changes, select the class, click on '**Edit**' and select the correct options.

If there are mixed year group classes and Vertical is not listed under 'Type'

From the Phoenix Main Menu select **School Manager > School defaults**

Click on the '**Terminology**' tab and '**Edit**' the '**Vertical - Yes**' radio button.

Return to **PLASC** to continue editing the Class type and Year Group.

- Click '**OK**', '**Finished**' then '**Close**'

Teachers per Class

| Code | Number of Teachers | Number of Non-Teaching Staff |
|------|--------------------|------------------------------|
| 10 | 0 | 0 |
| 1H | 0 | 0 |
| 2/3B | 0 | 0 |
| 2H | 0 | 0 |
| 3C | 0 | 0 |
| 4P | 0 | 0 |
| 4T | 0 | 0 |
| 5H | 0 | 0 |
| 5S | 0 | 0 |
| 6F | 0 | 0 |
| 6P | 0 | 0 |

6P 0 0

Edit Close

- All classes will be listed
- Select a class, then click **Edit** to enter number of teachers and non-teaching staff per class click Enter to proceed to the next line.
- Click '**OK**', '**Finished**' and '**Close**' when finished.

Summary of data (view only)

| Class or Set Reference | Key Stage | Year Group | Pupils (this school) | Pupils (other schools) | Teachers | Non Teachers | Class Activity |
|------------------------|-----------|------------|----------------------|------------------------|----------|--------------|--------------------------------|
| 1 | | 1 | 24 | 0 | 2 | 2 | 26 Art, Craft or Design |
| 2 | | 2 | 28 | 0 | 1 | 1 | 24 Technology, IT or Computing |
| 3 | | 3 | 20 | 0 | 1 | 1 | 11 PE or Games |
| 4/5 | 2 | IT | 20 | 0 | 1 | 1 | 24 Technology, IT or Computing |
| 5/6 | 2 | IT | 21 | 0 | 1 | 1 | 28 Other |
| 6 | | IT | 15 | 0 | 1 | 2 | 28 Other |

Key Stage must be selected if Year Group = 'IT'

6 Classes entered Totals 134 0 7 8

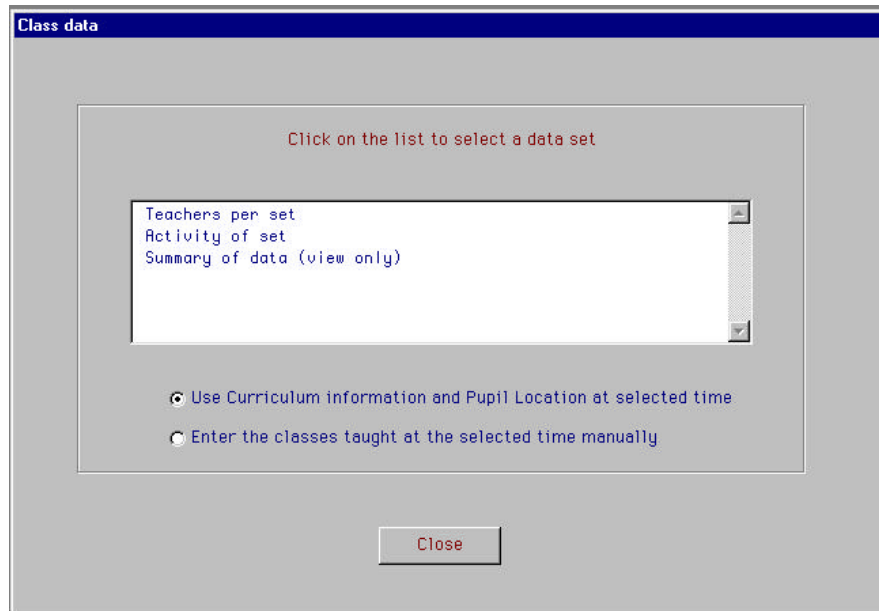
Show XML Close

- This screen is a summary of the data derived from the information on your Phoenix system. **(View Only)**

(Reminder – If you need to add extra classes/groups i.e. literacy/numeracy groups in operation at Census time go to Page 34)

Teaching Set setup

For High schools who have completed **Location at Selected Time**



Work through all of the above options

Teachers per Set (High Schools)

- All the Set Codes will be listed with Set Names and the number of teachers for each set.
- Click on the '**Edit**' button to make any changes.
- Click '**Close**' when done.

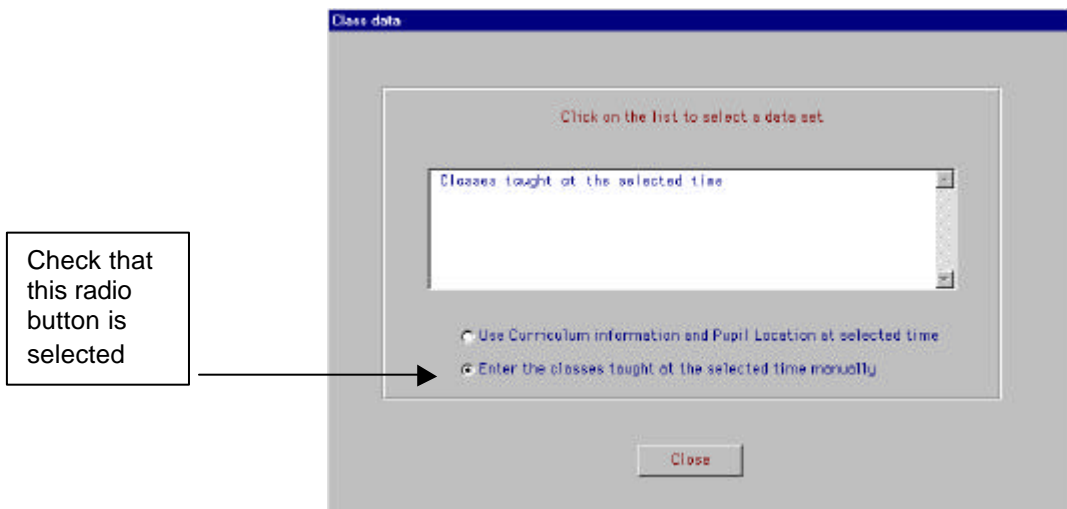
Activity of Set

- Enter the correct activity for each Set from the list on the right
- Click '**Close**' when done.

(Use the Ctrl key to select more than one set.)

For those High Schools with no Curriculum information in Phoenix

Select Teaching Set setup



- Click on 'Classes taught at the selected time'.

This message could display 'No lessons could be found' – if so, click OK.

| Class or Set Reference | Year Group | Pupils (this school) | Pupils (other schools) | Teachers | Non Teachers | Class Activity |
|------------------------|------------|----------------------|------------------------|----------|--------------|----------------|
| | | 0 | 0 | 0 | 0 | |

1 Classes entered Totals 0 0 0 0

Show XML Re-build Close without saving Save and Close

All set names in respect of the designated period for the return will need to be entered here:-

- Set Name, Year Group, Number of pupils in the set who are registered as on roll at your school, Number of pupils in the set who are from other schools (if applicable), Number of teachers and non-teachers in the set, Activity of the set.
- Where there is a dropper, click on the **Select dropper** to make a valid selection.
- Press your Keyboard Tab key to enter data and to move to the next field or line.
- IMPORTANT: Note the '**Totals**' box. This must reflect number of pupils on roll.
- Click '**Save and Close**' when complete.

For those schools where extra classes/groups are required for the selected time

Class data

Click on the list to select a data set

Classes taught at the selected time

☐ Use Curriculum information and Pupil Location at selected time

☒ Enter the classes taught at the selected time manually

NB. Pupil Reconciliation data is taken from whichever option you have chosen here

Close

Ensure that this radio button is selected

- Click on 'Classes taught at the selected time'.
- All classes as built in 'Location at selected time' will display here. (see example below)

Classes as taught at the selected time

| Class or Set Reference | Key Stage | Year Group | Pupils (this school) | Pupils (other schools) | Teachers | Non-Teachers | Class Activity |
|------------------------|-----------|------------|----------------------|------------------------|----------|--------------|---------------------------------|
| 1 | 1 | 12 | 0 | 1 | 1 | 0 | EH English, Literacy or Reading |
| 2 | 2 | 24 | 0 | 0 | 0 | 0 | SC Science |
| 3 | 3 | 12 | 0 | 0 | 0 | 0 | EH English, Literacy or Reading |
| 4 | 4 | 10 | 0 | 0 | 0 | 0 | EH English, Literacy or Reading |
| 5 | 5 | 17 | 0 | 0 | 0 | 0 | MR Mathematics or Numeracy |
| 6 | 6 | 20 | 0 | 0 | 0 | 0 | MR Mathematics or Numeracy |
| 7 | 2 | 11 | 14 | 0 | 0 | 0 | EH English, Literacy or Reading |

Key Stage must be selected if Year Group = "M"

Totals
7 Classes entered

Show HTML Re-build Close without saving Save and Close

This will display if any of your classes are composed of mixed year groups

- Click in the last box under Class Activity and tab to generate a new line then enter:-

- Class Name, Year Group, Number of pupils in the class who are registered as on roll at your school, Number of pupils in the class who are from other schools(if applicable), Number of teachers and non-teachers in the class, Activity of the class
- Where there is a dropper, click on the **Select dropper** to make a valid selection.
- **IMPORTANT: Note the 'Totals' box. Now that pupil numbers have been entered in to the new groups/classes the numbers must be edited to reflect this.**
- Highlight the pupil number box for the class/es from which these pupils have been drawn and edit in the reduced figure. If the complete class has been split zero may be entered here, if appropriate.
- Check the totals at the bottom of the window. Accuracy here will ensure that the Pupil Reconciliation will be correct.
- Click on '**Save and Close**' to save your entries and amendments and leave the screen.
- **Close without Saving'** will exit the screen **without keeping any changes you have made.**
N.B. If you click on the Re-build button, Phoenix will recalculate your data in accordance with the information on the 'Location at Selected Time' screen in Pupil Data, therefore, any entries or subsequent changes you have made here will be lost.

Now go to Page 28 and complete the remaining Class data checks.

Pupil Reconciliation (Primary Schools)

in 2003

Pupil Reconciliation for Primary Schools

PUPIL RECONCILIATION

| | |
|--|-----|
| A Registered pupils in class during the selected period | 227 |
| B Part-time pupils not at school during the selected period | 0 |
| C Pupils engaged in private study during the selected period | 0 |
| D Pupils attending another school during the selected period | 0 |

| | |
|---|-----|
| Total registered pupils accounted for (A+B+C+D) | 227 |
| Registered pupils in the school database | 280 |

***** NOT RECONCILED *****

NB: Check you have the correct option selected in Class Data before editing this screen.

Edit Close

- The data on this screen is drawn from the latest screen to be selected in **Class Setup**. If you have used the '**Enter the classes taught at the selected time manually**' option (for additional groups taught at the census time) you must ensure that this radio button is still selected on that screen before going into this one.
- If the screen says *****NOT RECONCILED*****, check list and see where there are discrepancies.
 - If the total registered pupils are appreciably more than '**A**' go to **Date of Leaving** and ensure that **02 03 Leavers** have **2003** entered and **not 2004**.
 - If there are no figures displaying in **A** go to '**Location at selected time**' on **Page 18**
 - **B** will reflect pupils designated as **555555** in '**Location at selected time**'. If this figure is incorrect it will be necessary to return to that option to edit in the correct information.
- You may edit entries by clicking on the '**Edit**' button. **Boxes 'B', 'C' and 'D'** will be offered for editing. When you have finished editing a '**AutoCalculate**' button will display. (You will not be able to amend the greyed out areas)
- If you click on '**Auto Calculate**', the data will recalculate according to which screen is selected in **Class Setup**. Any amendments you have made in Pupil Reconciliation will be lost.

Pupil Reconciliation (Middle Schools)

PUPIL RECONCILIATION

| | |
|--|----|
| A Registered pupils in class during the selected period | 55 |
| B Part-time pupils not at school during the selected period | 0 |
| C Pupils engaged in private study during the selected period | 0 |
| D Pupils attending another school during the selected period | 0 |

| | |
|---|----|
| Total registered pupils accounted for (A+B+C+D) | 55 |
| Registered pupils in the school database | 57 |

***** NOT RECONCILED *****

NB: Check you have the correct option selected in Teaching set Date before editing this screen.

[Edit](#) [Close](#)

- The data on this screen is drawn from the latest screen to be selected in **Class Setup**. If you have used the '**Enter the classes taught at the selected time manually**' option (for additional groups taught at the census time) you must ensure that this radio button is still selected on that screen before going into this one.
- If the screen says *****NOT RECONCILED*****, check list and see where there are discrepancies.
 - If the total registered pupils are appreciably more than 'A' go to **Date of Leaving** and ensure that **02 03 Leavers** have **2003** entered and **not 2004**.
 - If there are no figures displaying in 'A' go to '**Location at selected time**' on **Page 18**
 - 'B' will reflect pupils designated as **666666** or **777777** in '**Location at selected time**'. If this figure is incorrect it will be necessary to return to that option to edit in the correct information.
- You may edit entries by clicking on the **Edit** button. Boxes **B, C and D** will be offered for editing. When you have finished editing a '**AutoCalculate**' button will display. (You will not be able to amend the greyed out areas)
- If you click on '**Auto Calculate**', the data will recalculate according to which screen is selected in **Class Setup**. Any amendments you have made in Pupil Reconciliation will be lost.

Pupil Reconciliation for Secondary Schools

- If message displays '**No lessons could be found**' – click **OK**.

| PUPIL RECONCILIATION | |
|---|-----|
| A Registered pupils in class during the selected period | 696 |
| B Part-time pupils not at school during the selected period | 1 |
| C Pupils engaged in private study during the selected period | 0 |
| D Pupils attending another school during the selected period | 0 |
| E Pupils on work experience | 1 |
| F Pupils attending an FE college during the selected period | 0 |
| Total registered pupils accounted for (A+B+C+D+E+F) | |
| 698 | |
| Registered pupils in the school database | |
| 698 | |
| *** RECONCILED *** | |
| NB: Check you have the correct option selected in Teaching set Data before editing this screen. | |
| <input type="button" value="Edit"/> <input type="button" value="Close"/> | |

There is no information in '**Location at Selected time**' – return to **Page 18** and select the appropriate **Section** for your **Phoenix** setup.

- If the numbers are '**Not Reconciled**' -

Are there any numbers displaying for **B, C, D, E or F** above?

If '**Yes**' – return to **Class setup on Page 28** and ensure that the '**Use Curriculum information and Pupil location at selected time**' **radio button** is checked. Then open the Pupil reconciliation window again.

If still not reconciled.....

Check that all Pupils are **timetabled** by going to **Timetable Manager>Reports>Pupils with free periods** to identify any pupils **not** timetabled for this period. '**Edit**' if necessary.

- Are there any numbers displayed in the boxes?

If your **Teaching sets** were **manually** created (**for schools with no Curriculum**) return to **Page 34** and ensure that the '**Enter classes taught at the selected time manually**' is checked. Then open the Pupil reconciliation window again.

Staff Reconciliation

Teachers Reconciliation

TEACHERS RECONCILIATION

A Teachers engaged in class teaching at the selected period 0

B Teachers not teaching at the selected period 0

C Teachers employed at school teaching a class elsewhere at selected period 0

D Part-time teachers employed at school but not at selected period 0

E Teachers from other establishments teaching a class at the selected period 0

Total teachers accounted for above (A+B+C+D)-(E) 0

Teachers normally employed at school as at the Census week * 0

*** NOT RECONCILED ***

Edit Close

- The Staff Reconciliation should reconcile the number of staff in your datafile who have a teaching category of **QT**, **LQ** or **NQ** with the number of staff teaching in class at the selected time and those either not teaching or teaching elsewhere. Any staff that have been allocated a category of **Other Teaching** will not be counted here. (See section on **Posts – Staff Teaching**).
- If the screen says ***** NOT RECONCILED*****, check the list and see where there are discrepancies
- ‘**A**’ is a total of the numbers of staff allocated to **Classes (or Sets)** in **Class setup** or **Teaching Set setup** within PLASC
- The ‘**Teachers normally employed at school as at the Census week**’ box is calculated from the number of teaching staff listed in the **Staff >Posts** section.
- Click on the ‘**Edit**’ button to amend any data in the white boxes. **You will not be able to amend greyed out entries.**

N.B. This is not a requirement for Special Schools.

Completion Times

- Click ‘**Edit**’ and enter the number of hours taken by each section to complete the census.

The following sections are also accessible by clicking the Create PLASC return button on the main PLASC screen

Validate Data

Click on the '**Validate**' button. The system will check all the data entered and will produce a list of errors and queries and display a total of each.

These can be sorted by error code or by error type by clicking on the appropriate button.

- Each error will give a brief description and an error code. Scroll across the window to access a complete description of the error. Where possible it will state which record is at fault, e.g. the pupil or teacher name.
- Some records can be checked and changed simply by right-clicking on the error and selecting the appropriate option from the list. For others you may need to go back to the main **PLASC** menu.
- The display can be changed to show only certain types of error by removing ticks from the boxes on the right.
- Similarly you can organise the display so only errors or only queries are displayed.
- It is recommended that one specific group of errors is displayed at a time. For example, a tick in only '**Show errors**' and in '**Show school errors**' will display only errors of that type. **Progress through the remaining pupil, class and staff errors until no errors are shown in the Number box.** Click on **Sort by Type** to view concise list.
- For Staff errors only a code will display. As a guide the second and third letters would normally be the first two letters of their surname.
- Repeat the above process for **Queries**. There **could** be some items i.e. Pupils designated as Part-time at Admission Date, who have not been correctly changed to Full-time. Most queries will be a pointer to a possible omission and will require no action. **Queries are not Errors and will not prohibit the production of the PLASC XML file.**
- To print what is seen on the screen, click on **Print Error Report**. The **Margin Setup** button can be used to adjust the margins. If a print is selected whilst in '**Sort by Error Code**' mode then an XML tags affected list will display. **This information is for Helpdesk use only.** If in '**Sort by Type**' then an error code will display, with a separate page for each area.
- At any time you can revalidate the data by clicking on the **Re-Evaluate Data** button.
- Click **close** to return to the PLASC menu

| Number | Shown | Total |
|---------|-------|-------|
| Errors | 141 | 141 |
| Queries | 13 | 13 |

Display

- ☒ Show school errors
- ☒ Show pupil errors
- ☒ Show class errors
- ☒ Show staff errors
- ☒ Show errors
- ☒ Show queries

Re-Evaluate Data

Close

Summary Report

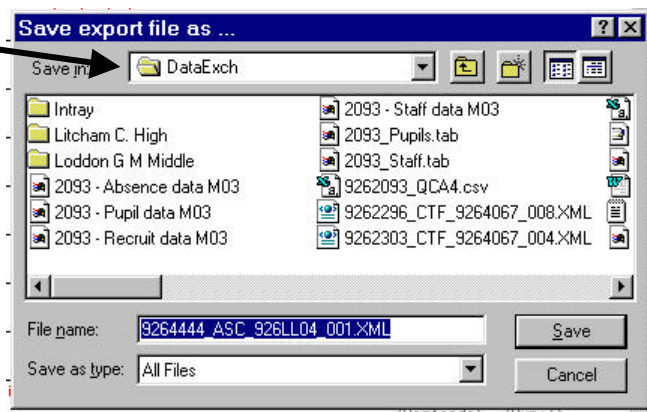
- Click on the '**School Summary**' button. Your data will be validated and an error/query list will display on the screen. All of the error boxes on the right should be ticked. Click in the Show queries box to remove the tick so that only errors will display.
- Click on the '**Create Summary Report**' button on the right of the screen to generate a report that summarises your data. This information is intended for use by your school and your **LEA**.
- **Read this report thoroughly to ensure that all of the information is correct and relates to the situation in your school at Census time. A copy of this report, signed by the Headteacher, must be retained in school.**
- Click on '**Close**' when done.

Pupil Numbers by Ethnic Category

- Click on the Pupil Numbers by Ethnic Category button.
- A report will be generated showing all the ethnicity categories used by your school and will tell you how many pupils (over the age of 5 on 31 August 2003) are in each category. This report displays ethnicity information in a different way from the Summary Report.
- Print the report and **attach it to the back of the Summary Report and retain within school.**

Create PLASC XML File

- Click on the '**Create PLASC XML File**'. Your data will be validated and an error/query list will be printed to the screen.
- Click in the '**Show queries**' box to remove the tick so that only errors will display.
- If all errors have been eliminated, click the '**Create XML File**' button. This will create the export file and should default to your **DataExch** folder.
- The filename will be **LEAnnnn_ASC_LEALL04_001.XML** where LEAnnnn is your LEA code followed by your DfES number. ASC indicates that the file is for the Annual Schools' Census. The destination LEA number will appear again, followed by LL and 04 to indicate the census year in which the file was created. The numeric extension will change each time you create the export.



- If your DataExch folder does not display click on here



to navigate to the Phoenix folder.

- **Open the drive where Phoenix is installed. In most schools this will be the 'D' drive, in a few schools the 'C' drive. Open the Phoenix folder then the DataExch folder.**
- Click **'Save'**.
- Confirmation that the file has been created will display and the location to which it has been saved.
- You will be given an opportunity to print out the **Summary Report** if you have not done so already. **Read this report thoroughly to ensure that all of the information is correct and relates to the situation in your school at Census time. A copy of this report, signed by the Headteacher, must be retained in school.**
- Click on **'Close'** as appropriate to return to the Phoenix Main Menu.