

Phoenix – PLASC 2003 Error and Query Guide

Code	Type	Error or Query Message	Possible Solution
None	<u>Error</u>	Teachers gender must be set	In PLASC>Staff data>Staff list/Employment Select staff and edit in gender
None	<u>Error</u>	All non-teachers must have a DfES category	In PLASC> Staff data> Staff list/Employment Select Staff member >Employment Edit in category Follow guidance in Plasc User Guide – Page 22
70	<u>Error</u>	Invalid DfES number (4031) form survey type (PS)	In PLASC > School Data > School setup. Check that School Age is correctly selected
80	<u>Error</u>	Invalid school type (0) for survey school type	As above but check that School Type is correctly selected. e.g. Primary is Infant and Junior
103	<u>Error</u>	Intake must becomp,SEL1,SEL2,SEL3,SEL4, SPEC	In PLASC > School Data > School setup. Check that the Intake Type field has been completed
104	<u>Error</u>	Governance must be a defined value in data items definition	In PLASC > School Data > School setup. Check that the Governance field has been completed
120	<u>Error</u>	Census date not 17 January 2002	Census date has been manually changed. If PLASC is run after 17 th Jan date <i>must</i> be left as 17 th January
130	<u>Error</u>	Data extraction date before Census Date	Attempting to run before Census Date – wait until on or after Jan 17th
140	<u>Error</u>	No completion times provided	In PLASC > Completion Times Complete the grid
190	Query	Free meals taken exceeds eligible pupils	Right-click on message >Select Go to Edit and complete or or In PLASC > School data> Free school meals eligibility Edit if necessary
200	Query	No pupils taking free school meal x pupils eligible	In School data > Free School Meals taken > No number has been recorded but pupils have been detected with Free School Meal flag = Yes Right-click on query message and enter number

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446	Query	No permanent exclusions reported	<i>Query only – ignore if not applicable</i>
520	Error	Exclusion start date () outside valid range	No fix currently available – log with Education ICT Solutions
528	Error	Pupil (over the age of 5) has missing Ethnicity	No fix currently available – log with Education ICT Solutions
530	Error	Pupil has invalid or missing Ethnicity	No fix currently available – log with Education ICT Solutions
580	Error	There must be between 1-999 from this school in each class	Ensure all pupils are assigned and any old class codes are removed
600	Error	There must be between 1-99 teachers for each class	In PLASC > Class data> Teachers per class Click Edit and enter number of teacher/s assigned to each class
612	Query	PLEASE CHECK No non-teaching staff reported in any class	<i>Query only – ignore if not applicable</i>
620	Error	Class type must be set	In PLASC > Class data > Class Type and Year Group Click Edit and check that as each class has a Year Group and Type selected.
630	Error	Class year group should not be blank	In PLASC > Class data > Class type and Yeargroup > check that all classes have a yeargroup attached
650	Error	Class activity must be set/is missing or invalid	In PLASC > Class data> Activity of class Select Class + relevant Activity
660	Error	Class year group and Class key stage are not a permitted combination	In PLASC > Class data> Key Stage of class Check that KS is correct for Yeargroup in Class Edit as appropriate of If blank Select Class and option from list
660	Error	Class yeargroup and class KS are not a permitted combination	In PLASC > Class data> Key Stage of class Check details
680	Query	Greater than recommended ratio of pupils to teachers (35:1)	<i>Query only – ignore if not applicable</i>
682	Query	Greater than recommended ratio of pupils to teachers (35:1)	<i>Query only – ignore if not applicable</i>
683	Query	Greater than recommended ratio of pupils to teachers (35:1)	<i>Query only – ignore if not applicable</i>
700	Query	Class Records do not cover all expected year groups should be M,R,1,2,3,4,5,6 or 7,8,9,10,11 etc. <i>Will vary depending on school type</i>	In PLASC > School data > Set up NCYs for Year Groups Check that unwanted yeargroup/s are not listed in left-hand box. To delete go to :- Main Menu>Pupil Groups>Current Year Groups
710	Error	Class " " should have a year group from the following M,R,1,2,3,4,5,6 -	In PLASC > School data > Set up NCY's for year groups

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760	Query	PLEASE CHECK : you have no staff record with DfES Category '01'	If school has Headteacher In PLASC > Staff data> Staff List/Employment Select Headteacher> Employment Select New or Edit and select category from list offered If not - ignore
790	<u>Error</u>	Teacher must have a valid DfES post category for school type (PS) – <i>this will vary according to school type</i>	In PLASC > Staff data> Staff List/Employment Select Member of Staff> Employment Select New or Edit and select category from list offered Enter FTE in Summary info
830	<u>Error</u>	General Staff Error There must be only one staff record with DfES category 01	In PLASC > Staff data> Employment button Check that only 1 staff member is designated as Head
840	Query	PLEASE CHECK: Staff record with DfES category '01' should not be part-time	In PLASC > Staff data> Staff List/Employment Select Member of Staff> Employment Edit hours as appropriate
860	<u>Error</u>	Part time hours for job type (10) must be greater than zero	Job type 10 is 'Teachers on long term paid absence' In PLASC > Staff data > Staff list/employment Check that any teacher designated as such does not also have an additional category assigned.
880	Query	FT + PT for QT must be greater than all LQ,NQ teachers	Check employment type for Teaching Staff
1030	<u>Error</u>	If the number of nursery staff is > 0 then there must be a nursery class	In PLASC > Class data > Class type and year group > Check that class types are

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1040	<u>Error</u>	The sum of all ft and pt teachers must be greater than or = teachers in class	In PLASC > Pupil data > Location at selected time Any classes that are not being taught at the selected time i.e. for schools that have morning and afternoon classes taught by the same teacher Must be designated as 55555 – Part-time pupils not scheduledfrom the Location list This will eliminate any reference to this class in Class data
1090	<u>Error</u>	There must be only non teacher types of 1-8, 11-17, 27-29	In PLASC > Staff data> Employment button Check that Ancillary staff have been allocated the correct type code
1180	<u>Error</u>	All non-teachers must have a DfES cat	In PLASC > Staff data > Staff list/employment> Employment Edit in category
1225	<u>Error</u>	No of part-time pupils not at school must be = or <PT pupils enrolled	In PLASC > Pupil data > Location at selected time More pupils have been designated as '55555' than there are part-time pupils in school
1280	<u>Error</u>	Pupil reconciliation does not tally with total pupils on roll	The calculated number of pupils displayed here has been generated from : PLASC > Pupil/Student data >Location at selected time For schools where pupils are in registration classes at selected time Go to 'Location at selected time' and 'Build from Classes' for 'All' then go to Class data and ensure that radio button is checked for 'Use Curriculum information and Pupil location at selected time'. Follow same route for High schools using Curriculum Manager and Timetable Manager. For any other variation follow the Userguide available on the ICT Solutions website at http://ictsolutions.norfolk.gov.uk
1370	<u>Error</u>	Teacher reconciliation does not tally	In PLASC > Return> Staff Reconciliation Edit in as appropriate Only white boxes can be edited <i>If message still displays</i> >Class data>Teachers per class Edit as necessary Or Staff data > check that number of teachers employed is correct

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1400	Error	All pupils must have a valid ethnic origin cross referenced to the DfES	<p>1. Right-click on error line >Quick edit for error>Select pupils and appropriate option from list on right</p> <p>If applicable option is not in list:-</p> <p>2. In PLASC>School data>Ethnic background Create New category x-referencing to DfES DIA cats on right Check that all category names xref to DfES cats in DfES DIA cats</p> <p>3. In PLASC > Pupil data > Ethnic background Edit in as appropriate</p>
1430	Error	Pupil UPN cannot be blank	<p>Right-click on error line and select Quick Edit for all occurrences of this error</p> <p>Select Actions and take appropriate option from list</p>
1460	Error	Chars 2,3 & 4 of UPN should be valid LEA No for 'Pupil Name'	<p>In PLASC > School data> School setup</p> <p>Check that LEA number is correct – Norfolk should be 926 NB All Pupil UPN's will contain the LEA number specific to the generating authority. If UPNs have been generated incorrectly contact MIS for advice</p>
1500	Query	Please check Former Pupil UPN must be a temporary UPN	Right-click on error line and select Go to pupil to check
1542	Error	Pupils must be in year group NCY N,R,1-4	<p>In PLASC > School data > Set up NCY 's for Year Groups Edit year groups as appropriate</p>
1544	Query	PLEASE CHECK Pupils age is out of range for their NC Year group	<p>As this is a Query – check that your data is satisfactory This message could apply where a pupil repeats a year</p>

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1545	<u>Error</u>	DOB '0' is outside range of school type or is missing	Detected missing DOB In PLASC > Pupil data> Date of Birth > Click on 'Date of Birth' title> Enter missing DOB as necessary
1546	Query	PLEASE CHECK : Pupil in unexpected year group for this school	This Query will display if a pupil/s has been retained at a School Type that does not cover the yeargroup i.e. High School age pupil staying at Primary school:- Right-click and select 'Go to pupil' – check DOB N.B. Other options here do not work Or, if above not applicable:- In PLASC>School Data > School setup Check School Age & School type If above is correct ignore message
1547	Query	No pupils with NC year found in years(s) 2,3,4,5,6 where calculated by date of birth	Ensure all pupils have an NC year entered
1558	<u>Error</u>	Pupil Ethnicity must be present for pupils aged 5 and over	Enter Ethnic code for this pupil
1560	<u>Error</u>	Pupil ethnicity must be valid	Follow guidance for Error 1400
1564	<u>Error</u>	If Ethnicity is present Ethnicity Source must be C,P,S,T or O	Enter the Source of the Ethnic Code for the Pupil
1570	<u>Error</u>	Pupil mother tongue and ethnicity in unexpected combination	For Ethnicity follow guidance for Error 1400 For Home Language (Mother tongue) 1. Right-click on error line >Quick edit for error>Select pupils and appropriate option from list on right If applicable option is not in list:- 2. In PLASC>School data>Home language Create New category x-referencing to DfES DIA cats on right Check that all category names x-ref to DfES cats in DfES DIA cats 3. In PLASC > Pupil data > Home language Edit in as appropriate

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1630	<u>Error</u>	Admission date should not be blank	In PLASC > Pupil data > Date of Admission Click on Date of Admission to sort – blanks will list at top Edit as appropriate
1650	<u>Error</u>	Part time indicator must be 'No' if pupil aged 5 or over	Any pupil who is 5+ is deemed to be fulltime If any pupil/s are engaged in private study or attending another school at the selected time these options must be selected in:- PLASC > Pupil data > Location at selected time
1680	<u>Error</u>	Registration Status must be C or G	Right-click on error line and select 'Quick edit for all occurrences of error. Select pupil/s and option from list 'C' for Current pupils – currently on roll at this school only 'G' for Guest pupils – not on roll at this school but attending for specific lessons Ignore Previous
1690	<u>Error</u>	Class must be N or O	Right-click any pupil name displaying error message Select QE for all occurrences of error Select Build from classes Click All Close and Save Changes NB All classes may not display but correct classes will be generated. For High Schools with Sets Build from Sets
1692	<u>Query</u>	PLEASE CHECK: Nursery Pupils not in nursery class or vice versa	DfES does not require information for Nursery pupils Ignore
1710	<u>Error</u>	If there are pupils in Nursery classes there must be at least one FT Nursery Teacher	In PLASC > Staff data > Staff list/employment > Employment The Nursery Class teacher must be code 30
1750	<u>Error</u>	If there are pupils in nursery classes then there must be at least one Nursery staff member	In PLASC > Class data > Class type and Year Group Check that no classes have been incorrectly designated as Nursery type If not: In PLASC > Staff data > Employment Check that all staff have correct DfES categories assigned

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1780	<u>Error</u>	Pupil mother tongue must be valid	<p>1. Right-click on error line >Quick edit for error>Select pupils and appropriate option from list on right</p> <p>If applicable option is not in list:-</p> <p>2. In PLASC>School data>Home language Create New category x-referencing to DfES DIA cats on right Check that all category names x-ref to DfES cats in DfES DIA cats</p> <p>3. In PLASC > Pupil data > Home language Edit in as appropriate</p>
1790	<u>Error</u>	Pupil SEN Stage must be N,A,P,Q,or S	Ensure the correct SEN code has been used against the current review
1800	<u>Query</u>	Number of pupils with SEN stage = A,P,Q or S = 0	Check no of SEN pupils in school
1840	<u>Error</u>	Invalid post code	<p>In PLASC > Pupil data> Home postcode > Edit</p> <p>**These errors will cause no problem with the export file so could be ignored.</p> <p>If required delete any incomplete postcodes. This can only be done by accessing the Individual Pupil Records from the Main Menu and not from Quick Edit</p>
1860	<u>Query</u>	Number of Pupils per teacher outside range should be between 10-35 (or 8-25)	Check number of Classroom staff against each teaching group
1870	<u>Query</u>	Number of pupils with age outside expected range may be too high	<p>Right click on message and select Quick Edit for error</p> <p>Sort list by clicking on Date of Birth title</p> <p>Visually check that all Dates of Birth are correct</p> <p>If so, ignore query message</p>
1890	<u>Error</u>	16+ Level of study must be set if pupil is 16 or over	<p>In PLASC > Student data > 16+ Courses of Study</p> <p>Enter appropriate courses for students offered</p>
1980	<u>Error</u>	Pupils aged over 16 must have a valid 16+ Level of study	As above