

PLASC USERGUIDE

JANUARY 2003

USING PHOENIX GOLD

Index and Contents	Page
Using the Module	4
School	
School Setup	5
Free School Meals Taken	6
Language Lookup Table	ditto
Set up NCYears	7
Schools with Nursery Yeargroups	7 & 8
Headteacher – Teaching Commitment	8
Exclusions in Previous Academic Year Ind	9
Exclusion Start Date	9
Pupil	
Individual Pupil records	10
Y12 Learning Aims (Secondary Schools only)	10 & 11
Date of Admission	12
Date of Birth	ditto & 13
Date of Leaving	14
Date of Leaving – leavers with no leaving date	ditto
Enrolment Status	ditto
Ethnic Background	15
Free School Meals Registration	16
First Language	17
First Language Unknown	18
Gender	18 & 19
Location at selected time	20
ditto	21
ditto	22
Part Time Indicator	22
Postcode	23
SEN Indicator	ditto
SEN details	24
Unique Pupil Number	25
Yeargroup	26
Staff	
Gender	27
Posts – Teaching Staff & Category	27 & 28

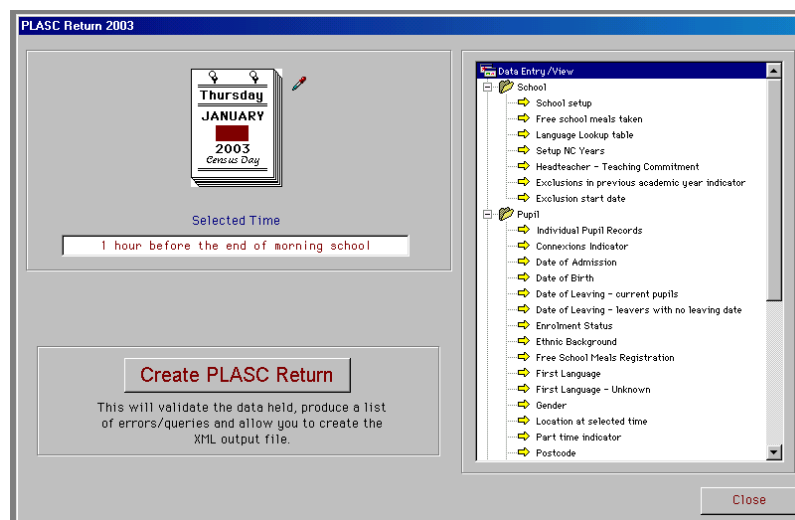
	Ancillary Staff	28
	Qualified Support Staff	28
Classes		
Class Setup		
	Key Stage	29
	Activity of Class	30
	Class Type and Year Group	ditto & 31
	Teachers per class	32
	Summary of Data (view only)	ditto
	Creation of extra groups/classes	35 & 36
	Ditto	32
Teaching Set setup		
	Teachers per set	33
	Activity of Set	ditto
	Teaching set setup for High schools with No Curriculum data	34
Reconciliation		
	Pupil Reconciliation (Primary Schools)	37
	Pupil Reconciliation (Middle Schools)	38
	Pupil Reconciliation (Secondary Schools)	39
	Staff Reconciliation	40
Completion Times		40
Validate data		41
Summary Report		42
Create PLASC XML file		42 & 43

USING THE MODULE

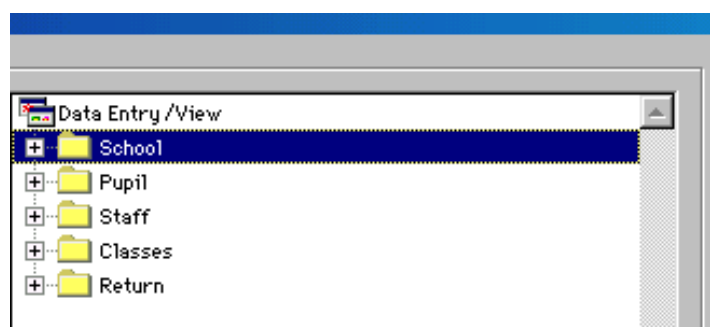
Login as **ADMIN** and select **PLASC** from the Main Menu

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 16th January 2003 day whenever the PLASC module is exited.**

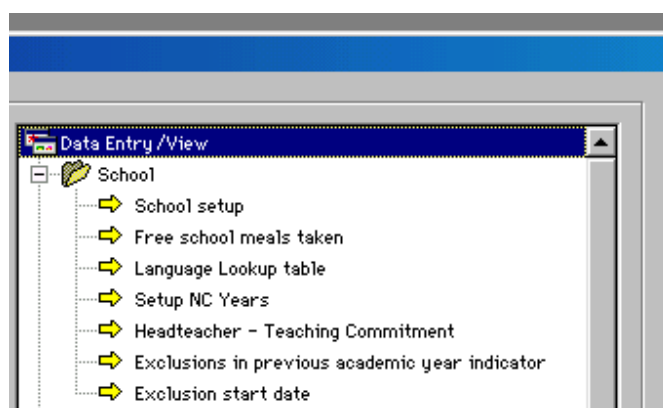
Overview of Process

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.
- There are two new fields on this screen.
- **Intake** (not Special Schools)
- ***For your guidance, the following is the extract from the DfES completion notes:=***

Intake Type This is a new compulsory field. 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 -
www.datacollection.dfes.gov.uk/asc/2003/Docs/priplascguidance.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.

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
Bengali	01
Cantonese	02
English	ENG
Greek	04
Gujerati	05
Hindi	06
Italian	07
Not collected by school	99
Not provided by parents	98
Other Language	13
Panjabi	08
Portuguese	09
Romani	98
Spanish	10
Turkish	11
Urdu	12

CBDS Categories
AKA Akan
ALB Albanian
AMH Amharic
ARA Arabic
BEN Bengali
BSL British Sign Language
CHI Chinese
COR Cornish
CRE Creole (English)
CRF Creole (French)
DAN Danish
DUT Dutch
ENG English
FAR Farsi (Persian)
FIN Finnish
FLE Flemish

- 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
Year 4	4	4
Year 5	5	5
Year 6	6	6
Year 7	7	7
Year 8	8	8

0 records selected 5 records

Click on column heading to change sort order

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

N1
N2
R
1
2
3
4
5
6
7
8
9
10
11
12
13
14

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**.

For Schools with Nursery Yeargroups

If the following changes to Nursery yeargroup 'N' have not been made in response to the Preparing for Plasc Guide proceed as follows:=

New Current Year Groups - Schools with Nursery classes

In accordance with DfES guidelines 2 new yeargroups will replace the old N yeargroup
:=

N1 if age is less than 3 as at 31st August 2002
N2 if aged 3 as at 31st August 2002

To set up new Yeargroups.
Pupil Groups > Current Year Groups

Click on **New**.
Code **N2**
Description **Nursery 2**
Use the **select dropper** to select **N2**
Tab across to O3/O4 yeargroup
Use pen dropper to select **R**

Click **OK**.

Click on **New**.

Code **N1**

Description **Nursery 1**

Use the pen dropper to select **N1**

Tab across to O3/O4 yeargroup

Use pen dropper to select **N2**

Click **OK**.

- **Now the current Nursery pupils have to be edited into the new yeargroups.**

- **It might be helpful to run a report showing the pupils ages at this date.**

Pupil Reports > Standard Reports > Name, Age and date of Birth

Click on **Change sort order**

Click in **Age** – **OK**.

Select **by Year** – **click on appropriate year**.

Click in **Specified Date** and enter **31/8/02** **OK**

Print Report.

There won't be a definite split between the two groups but it will be easier for you to select pupils in Quick Edit.

Pupil Records > Quick Edit > Year Group

Select by Year – click on current Nursery yeargroup

As each pupil is selected click on the appropriate **Nursery yeargroup** from the list on the right of the screen. It is not possible to multiply select in this window.

- When all records have been edited the redundant Nursery yeargroup needs to be deleted.

Pupil Groups > Current Year Groups

Select redundant Nursery yeargroup and click Delete.

- If the message 'Pupils are enrolled in ' yeargroup name ' so cannot be deleted' – return to Quick Edit and check that all Nursery pupils have been allocated to one of the new yeargroups.

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 column heading to change sort order			Select Exclusion from
Roll No	Name	Excluded	
00020	BROWN Nevil Stephen	No	Not Permanently Excluded Permanently Excluded
00045	FARRINGTON Lillian Michelle	No	
00067	HUNTER David Clive	No	
00077	ISBISTER Denise Karen	No	
00080	JAMIESON James Michael	No	
00087	JOHNSON Rosemary	No	
00085	JOHNSON Adam Mark	No	
00106	MONCRIEFF Julian Andrew	No	
00120	NICOLSON Maurice John	No	
00130	ROBERTSON Matthew Neil	No	
00141	SUTHERLAND Simon Gregor	No	
00013	ANDERSON Mitchell Julian	No	
00018	BAXTER Clare Marianne	No	
00032	CLARK June Frances	No	
00059	HENRY Lucilla Hannah	No	
00094	LEASK Christopher John	No	

0 records selected 27 records

Close

- All pupils who were Leavers during the previous academic year (2001/2002) will be listed alphabetically
- 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 alphabetically
- 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 cut down version of the current pupil screen. Its purpose is to provide an easy means of editing pupil data.
- **N.B. 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.**
- **Ignore the Connexions Assent box.**

The following extracts are from the DfES Primary completion notes – available in full from the DfES website at www.datacollection.dfee.gov.uk/asc/2003/Docs/priplascguidance.doc

'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 Year Group

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

Y12+ Learning Aims (Secondary Schools only)

Roll No	Name	Year	Class	GCSE	A
02362	TUCK Robert	12	8B	5	0
02283	TUGWELL Marc	12	7W	4	0
02323	WALPOLE Brian	12	8B	4	0
02304	WEBB Harriet	12	7C	3	0
02327	WHITTLEV Norma	12	7C	0	2
02273	WHITWOOD Stephanie	12	8C	0	2
02334	WILKIN Alex	12	7C	0	2
02350	WINTERBAND Aimee	12	7B	0	2
02274	WOODWIND Janet	12	7S	5	0

0 records selected
Click on column heading to change sort order

9 records

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

☐ Taking a post A-level (or equiv) course

☐ Number of A levels (Including AS, A2).
General Studies qualifications to be omitted.

☐ Number of GCSEs

GNVQ Level
☒ Not Taking ☐ Foundation
☐ Intermediate ☐ YCE (3,6 or 12 units)

GNVQ Precursor Level
☒ Not Taking ☐ BTEC First or CG Dip. of Voc. Ed (intermediate)
☐ BTEC National or CG Dip. Of Voc. Ed. (National)

NVQ Level
☒ Not Taking ☐ Level 1 ☐ Level 2 ☐ Level 3

Other Post-16 Courses
☒ Not Taking ☐ International Baccalaureat
☐ Other

☒ 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)
- 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 – ignore

Date of Admission

Roll No	Name	Year	Class	Date of Admission
00016	ANDERSON Valerie Elizabeth	V6	6	02 09 1996
00040	DRAKEFORD Lionel Thomas	V6	6	02 09 1996
00047	FERRIE Claire Anna-Marie	V6	6	02 09 1996
00069	HUNTER Grace Elaine	V6	6	02 09 1996
00072	INKSTER Ursula Ray	V6	6	02 09 1996
00078	ISBISTER Kenneth James	V6	6	02 09 1996
00079	JAMIESON Graham David	V6	6	02 09 1996
00090	JOHNSTON Steven Richard	V6	6	02 09 1996
00095	LEASK Damian Peter	V6	6	02 09 1996
00100	MCCLAY Jonathan Maxim	V6	6	02 09 1996
00107	MONCRIEFF Lillian Elaine	V6	6	02 09 1996
00109	MONCRIEFF Valerie Jane	V6	6	02 09 1996
00121	NICOLSON Robert Ewan	V6	6	02 09 1996
00128	ROBERTSON Elaine Anna	V6	6	02 09 1996
00129	ROBERTSON Julie Christine	V6	6	02 09 1996
00134	SCHOFIELD Daniel Vernon	V6	6	02 09 1996
00143	SWIFT Simon Clifford	V6	6	02 09 1996
00147	TRAIT Richard Graham	V6	6	02 09 1996
1234	WILSON Naomi Susannah Jane	V6	6	02 09 1996
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

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 2002	Actual	NCY	NCY For Age ?
00223	FORMAN Sally			19 12 1998	3		N1, N2, R	?
00208	ALBRIGHT Thomas	V1	1	03 09 1996	5	1		1
00205	ALLENBY Stanley	V1	1	10 02 1997	5	1		1
00206	ARNOLD Luke	V1	1	18 01 1997	5	1		1
00207	BETHEN Hannah	V1	1	03 09 1996	5	1		1
00006	CHAMBERS Amber	V1	1	13 12 1996	5	1		1
00159	CORNELL Patricia	V1	1	13 11 1996	5	1		1
00214	CRAVEN Helen	V1	1	21 12 1996	5	1		1
00210	DOWNHAM Chloe	V1	1	17 12 1996	5	1		1
00212	FROCK Emily	V1	1	13 10 1996	5	1		1
00213	HUNT Rosie	V1	1	14 09 1996	5	1		1
00211	MCGEE Patrick	V1	1	12 10 1996	5	1		1
00209	WOODWARD Mary-Ellen	V1	1	07 01 1997	5	1		1
00187	ANDREWS James	V2	2	22 06 1995	7	2	3 ?	
00181	BRIGHTON Marina	V2	2	02 06 1995	7	2	3 ?	
00005	CHAMBERS Alexandra	V2	2	13 12 1995	6	2		2
00177	CLARK Matthew	V2	2	09 07 1995	7	2	3 ?	
00167	CLAYBORN Lucy	V2	2	17 02 1996	6	2		2
00168	DUNNWAY Fay	V2	2	10 10 1995	6	2		2
00169	ERDOGAN Emily	V2	2	30 07 1995	7	2	3 ?	
00170	GAUNTLETT Rose	V2	2	08 12 1995	6	2		2
00171	GOLD Misha	V2	2	13 07 1995	7	2	3 ?	
00172	GREENWOOD Michella	V2	2	01 05 1995	7	2	3 ?	

- 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 2002**, 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 10 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

Date of Leaving

Roll No	Name	Year	Class	Date of Leaving
00010	ABERNETHY Malcolm David	V6	6	
00208	ALBRIGHT Thomas	V1	1	
00229	ALDIS Alan	V4	R	
00205	ALLENBY Stanley	V1	1	
00014	ANDERSON Roland Charles	V3	3	
00016	ANDERSON Valerie Elizabeth	V6	6	
00187	ANDREWS James	V2	2	
00206	ARNOLD Luke	V1	1	
00002	BAKER Melissa	V3	3	
00003	BAVERSTOCK Chantal	V3	3	
00017	BAVERSTOCK Samantha Jane	V3	3	
00207	BETHEN Hannah	V1	1	
00012	BLACKHAM Cherie	V3	3	
00226	BOLIN James	R	R	
00181	BRIGHTON Marina	V2	2	
00008	CARLING Norma	V4	4	
00005	CHAMBERS Alexandra	V2	2	
00006	CHAMBERS Amber	V1	1	
00026	CHEYNE Barry Adrian	V4	4	
00028	CLARK David Peter	V3	3	
00030	CLARK Jane Maria	V3	3	
00031	CLARK John Clifford	V3	3	
00033	CLARK Martin John	V5	5	
00034	CLARK Mary Jane	V4	4	

In order to calculate the school roll on Census Date (16th January 2003) it is vital that all leavers' records have been archived and the dates 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.

Click on column heading to change sort order

OK Finished

119 records

- All the pupils on roll will be listed alphabetically with their **Roll Number**, **Year** and **Date of Leaving** (if known).
- 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

PLASC : Pupil Enrolment Status

Roll No	Name	Year	Class	Status
00010	ABERNETHY Malcolm David	V6	6	C
00208	ALBRIGHT Thomas	V1	1	C
00229	ALDIS Alan	V4	R	C
00205	ALLENBY Stanley	V1	1	C
00014	ANDERSON Roland Charles	V3	3	C
00016	ANDERSON Valerie Elizabeth	V6	6	C
00187	ANDREWS James	V2	2	C
00206	ARNOLD Luke	V1	1	C
00002	BAKER Melissa	V3	3	C
00003	BAVERSTOCK Chantal	V3	3	C
00017	BAVERSTOCK Samantha Jane	V3	3	C
00207	BETHEN Hannah	V1	1	C
00012	BLACKHAM Cherie	V3	3	C
00226	BOLIN James	R	R	C
00181	BRIGHTON Marina	V2	2	C
00008	CARLING Norma	V4	4	C
00005	CHAMBERS Alexandra	V2	2	C
00006	CHAMBERS Amber	V1	1	C
00026	CHEYNE Barry Adrian	V4	4	C
00028	CLARK David Peter	V3	3	C
00030	CLARK Jane Maria	V3	3	C
00031	CLARK John Clifford	V3	3	C

Select Status from

C Current (Single registration)
H Current main (Dual registration)
S Current subsidiary (Dual registration)
G Guest pupil

0 records selected

Click on column heading to change sort order

119 records

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 who are on roll or 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. 21/7/2002 not 2003.

- 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

The screenshot shows a software window titled 'Ethnicity'. It contains a table with the following columns: Roll No, Name, Class, Source, and Ethnic Origin. The table lists 24 pupils, with some having an asterisk next to their Roll Number. To the right of the table is a tree-list of ethnic origins, including 'White', 'Mixed/Dual Background', 'Asian or Asian British', 'Black or Black British', 'Chinese', 'Any Other Ethnic Group', 'Refused', and 'Information Not Obtained'. Below the tree-list is a 'Source' box with a legend: C Child, P Parent, S Current School, T Previous School, O Other. At the bottom of the window are two buttons: 'Close Saving Changes' and 'Close without saving'.

Roll No	Name	Class	Source	Ethnic Origin
* 00010	Malcolm Abernethy	6		Chinese
* 00016	Valerie Anderson	6		White, UK heritage
* 00040	Lionel Drakeford	6		White, UK heritage
	Claire Ferrie	6		White, UK heritage
* 00047	Lilian Moncrieff	6		White, UK heritage
* 00090	Steven Johnston	6		White, UK heritage
* 00100	Jonathan McClay	6		White, UK heritage
* 00121	Robert Nicolson	6		White, UK heritage
* 00129	Julie Robertson	6		White, UK heritage
* 00143	Simon Swift	6		White, UK heritage
* 00147	Richard Tait	6		White, UK heritage
* 00033	Martin Clark	5		White, European
* 00042	John Farguhar	3		White, UK heritage
* 00051	Helen Gray	5		White, UK heritage
* 00063	Richard Hughson	5		White, UK heritage
* 00066	Alison Hunter	5		White, UK heritage
* 00099	Louise McArthur	5		White, UK heritage
* 00102	Fiona McKay	5		White, UK heritage
* 00117	Kevin Nicolson	4		White, UK heritage
* 00118	Kirsty Nicolson	5		White, UK heritage
* 00144	Christine Tait	5		White, UK heritage
* 00148	Daniel Tindall	5		White, UK heritage

- 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.

Free School Meals Registration

Roll No	Name	Year	Class	Free Meal
00010	ABERNETHY Malcolm David	V6	6	Yes
00208	ALBRIGHT Thomas	V1	1	No
00229	ALDIS Alan	V4	R	No
00205	ALLENBY Stanley	V1	1	No
00014	ANDERSON Roland Charles	V3	3	Yes
00016	ANDERSON Valerie Elizabeth	V6	6	Yes
00187	ANDREWS James	V2	2	No
00206	ARNOLD Luke	V1	1	No
00002	BAKER Melissa	V3	3	No
00003	BAUERSTOCK Chantal	V3	3	No
00017	BAUERSTOCK Samantha Jane	V3	3	Yes
00207	BETHEN Hannah	V1	1	No
00012	BLACKHAM Cherie	V3	3	No
00226	BOLIN James	R	R	No
00181	BRIGHTON Marina	V2	2	No
00008	CARLING Norma	V4	4	No
00005	CHAMBERS Alexandra	V2	2	No
00006	CHAMBERS Abern	V1	1	No
00026	CHEYNE Barry Adrian	V4	4	Yes
00028	CLARK David Peter	V3	3	Yes
00030	CLARK Jane Maria	V3	3	Yes
00031	CLARK John Clifford	V3	3	Yes

0 records selected
Click on column heading to change sort order

119 records

Select Free Meal from
No
Yes

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.

- 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.)
- To check that only those eligible have been recorded, sort by Free Meal and highlight all the '**Yes**' records. The selected number of records will display at bottom left.
- Click on '**Close**' when finished.

First Language

Roll No	Name	Year	Class	Language
00010	ABERNETHY Malcolm David	V8	6	
00208	ALBRIGHT Thomas	V1	1	English
00229	ALDIS Alan	V4	8	English
00205	ALLENBY Stanley	V1	1	English
00014	ANDERSON Roland Charles	V3	3	English
00016	ANDERSON Valerie Elizabeth	V8	6	English
00187	ANDREWS James	V2	2	English
00206	ARNOLD Luke	V1	1	English
00002	BAKER Melissa	V3	3	English
00003	BAVERSTOCK Chantal	V3	3	English
00017	BAVERSTOCK Samantha Jane	V3	3	English
00207	BETHEN Hannah	V1	1	English
00012	BLACKHAM Cherie	V3	3	English
00226	BOLIN James	R	8	English
00181	BRIGHTON Marina	V2	2	English
00008	CARLING Norma	V4	4	English
00005	CHARBERS Alexandra	V2	2	English
00006	CHARBERS Amber	V1	1	English
00026	CHEYNE Barry Adrian	V4	4	English
00028	CLARK David Peter	V3	3	English
00030	CLARK Jane Maria	V3	3	English
00031	CLARK John Clifford	V3	3	English

Select Language from:

- Bengali
- Cantonese
- * English
- Greek
- Gujarati
- Hindi
- Italian
- Not collected by school
- Not provided by parent
- Other Language
- Punjabi
- Portuguese
- Spanish
- Turkish
- Urdu
- Romani

0 records selected 119 records

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.

Clear data for selected pupils Close

- 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.)
- To clear the language from any pupils, select them and click on the '**Clear data for selected pupils**' button.
- 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 www.datacollection.dfee.gov.uk/asc/2003/Docs/priplascguidance.doc

First Language – Unknown

First Language - Unknown

Roll No	Name	Year	Class	Category
00010	ABERNETHY Malcolm David	Y6	6	
00040	DRAKEFORD Lionel Thomas	Y6	6	

0 records selected 2 records

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 next in the list is then selected automatically.

Select category from

☒ -Blank-
No value for First Language

☐ ENB : First Language Unknown
Believed to be English

☐ OTB : First Language Unknown
Believed to be other than English

☐ REF : Refused
Information refused

☐ NOT : Not obtained
Information not obtained

Close

- All pupils for whom **Home Language in Pupil Records** has been left blank will be listed. (see above).
- Highlight each pupil in turn and select an appropriate option from the list on the right by clicking the appropriate radio button. (Multiple pupils can be selected.)
- To clear the language from any pupil, select them and click on the '**Clear data for selected pupils**' button.
- Click '**Close**' when done.

Gender

Gender

Roll No	Name	Year	Class	Gender
00010	ABERNETHY Malcolm David	Y6	6	Male
00208	ALBRIGHT Thomas	Y1	1	Male
00229	ALDIS Alan	Y4	4	Male
00205	ALLENBY Stanley	Y1	1	Female
00014	ANDERSON Roland Charles	Y3	3	Male
00016	ANDERSON Valerie Elizabeth	Y6	6	Female
00187	ANDREWS James	Y2	2	Male
00206	ARNOLD Luke	Y1	1	Male
00002	BAKER Melissa	Y3	3	Female
00003	BAVERSTOCK Chantal	Y3	3	Female
00017	BAVERSTOCK Samantha Jane	Y3	3	Female
00207	BETHEN Hannah	Y1	1	Female
00012	BLACKHAM Cherie	Y3	3	Female
00226	BOLIN James	R	R	Male
00181	BRIGHTON Marina	Y2	2	Female
00008	CARLING Norma	Y4	4	Female
00005	CHAMBERS Alexandra	Y2	2	Female
00006	CHAMBERS Amber	Y1	1	Female
00026	CHEVNE Barry Adrian	Y4	4	Male
00028	CLARK David Peter	Y3	3	Male
00030	CLARK Jane Maria	Y3	3	Female
00031	CLARK John Clifford	Y3	3	Male

0 records selected 119 records

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 next in the list is then selected automatically.

Select from

Male 50
Female 69

Total recorded 119
Unrecorded 0

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

Year

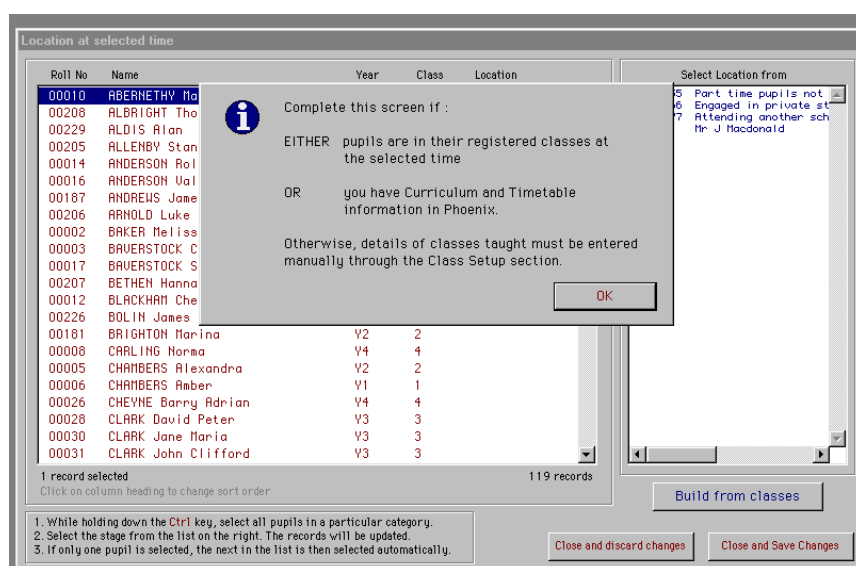
Year	M	F
N1	0	0
R	5	8
Y1	2	10
Y2	10	14
Y3	5	7
Y4	10	10
Y5	7	10
Y6	11	9

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)**
- For High schools that use the Curriculum Manager but **not** the Timetable Manager – go to **Page 22**
- For any schools that need to create extra classes/groups follow this guide. Complete remaining Pupil data checks then go to **Class setup Page 29**
- For High schools that do not use the Curriculum Manager in Phoenix go to **Teaching Set setup Page 34**



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 www.datacollection.dfee.gov.uk/asc/2003/Docs/priplascguidance.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 29 /Teaching Set setup Page 33**

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

Roll No	Name	Year	Class	Location
02674	ABBOTT Jenny	9	9H	
02296	ADKINS Sheila	7	7H	
02798	AGNEBLE Tonya	8	8C	
02874	AGNEW Karen	8	8C	
02486	ALDERTON Henry	11	11B	
02503	ALGER Evelyn	10	10C	
02290	ALGER Lauren	11	7H	
02266	ALLEN Georgina	11	7H	
02675	ALLISON Cherry	10	9B	
02752	ALTATHER Terry	8	9B	
02921	ANDERSON Roger	7	8B	
02825	ANDREWS Joseph	7	7S	
02426	ANDREWS Steven	10	11S	
02702	ANOTHER Dawn	8	9H	
02555	APFEL Levi	9	10H	
02452	ARNITAGE Christopher	10	11C	
02437	ASHTED Brad	10	11B	
02691	ASHTON Richard	8	9C	
02838	BACK Linda	7	8H	
02706	BACON Justine	8	9C	
02810	BADELEV Norma	7	7B	
02866	BAILUM Alex	7	8B	

Select Location from
66666666 Engaged in private st...
77777777 Attending another sch...
88888888 On work experience
99999999 Attending an FE colle...
9ENG1 Vr 9 English Set 1
9ENG2 Vr 9 English Set 2
9ENG3 Vr 9 English Set 3
9ENG4 Vr 9 English Set 4
9MAT1 Vr 9 Mathematics Set
9MAT2 Vr 9 Mathematics Set
9MAT3 Vr 9 Mathematics Set
9MAT4 Vr 9 Mathematics Set
9PSE TO 9B PSE
9CPSE TO 9C PSE
9SPSE TO 9S PSE
9HPSE TO 9H PSE
9SCI1 Vr 9 Science Set 1
9SCI2 Vr 9 Science Set 2
9SCI3 Vr 9 Science Set 3
9SCI4 Vr 9 Science Set 4
9PEH12 Vr 9 Physical Ed Male
9ARTFP Vr 9 Art PP
9TEC1 Vr 9 Design Technolog...
9GER1 Vr 9 German/French Se...
9HISRG Vr 9 History RG
9MUSPP Vr 9 Music PP
9GEORG Vr 9 Geography RG
9RSRG Vr 9 Religious Studie...
9PEF12 Vr 9 Physical Ed Fema...
9MUSGH Vr 9 Music GH
9TEP2 Vr 9 Design Technolog...

1 record selected
Click on column heading to change sort order

552 records

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 and discard changes Close and Save Changes Build from timetable

- 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. **(If you press 'Enter' you will exit this screen.)**
- Click on **'Close and Save Changes'** when finished
- Complete the checks in Pupil data
- Go to Teaching Set setup Page 33

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	ABERNETHY Malcolm David	V6	6	Yes
00208	ALBRIGHT Thomas	V1	1	No
00229	ALDIS Alan	R	R	No
00205	ALLENBY Stanley	V1	1	No
00014	ANDERSON Roland Charles	V3	3	No
00016	ANDERSON Valerie Elizabeth	V6	6	No
00187	ANDREUS James	V2	2	Yes
00206	ARNOLD Luke	V1	1	No
00002	BAKER Melissa	V3	3	No
00003	BAVERSTOCK Chantal	V3	3	No
00017	BAVERSTOCK Samantha Jane	V3	3	No
00207	BETHEN Hannah	V1	1	No
00012	BLACKHAM Cherie	V3	3	No
00226	BOLIN James	R	R	No
00181	BRIGHTON Marina	V2	2	No
00008	CARLING Norma	V4	4	No
00005	CHAMBERS Alexandra	V2	2	No
00006	CHAMBERS Amber	V1	1	No
00026	CHEYNE Barry Adrian	V4	4	No
00028	CLARK David Peter	V3	3	No
00030	CLARK Jane Maria	V3	3	No
00031	CLARK John Clifford	V3	3	No

0 records selected
Click on column heading to change sort order

119 records

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** 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

The screenshot shows a window titled "SEN current stage." with a table of pupil records. The table has columns for Roll No, Name, Year, Class, Stage, and Date. There are 6 records listed. Below the table, it says "0 records selected" and "Click on column heading to change sort order". At the bottom right, there are buttons for "SEN Details" and "Close".

Roll No	Name	Year	Class	Stage	Date
00010	ABERNETHY Malcolm David	Y6	6		
00187	ANDREWS James	Y2	2	4	
00069	HUNTER Grace Elaine	Y6	6	1	
00079	JAMIESON Graham David	Y6	6	5	
00095	LEASK Damian Peter	Y6	6	3	
00107	MONCRIEFF Lillian Elaine	Y6	6	3	

0 records selected
Click on column heading to change sort order

6 records

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 (A, P, Q or S – not 1,2 3 4 or 5)**.

- For any that are incorrect, select the pupil and click on the '**SEN Details**' button.
- **Select Pupil – Click on 'Stage Details'**

A new Stage must be added in order to compile a history of stage changes for future reference.

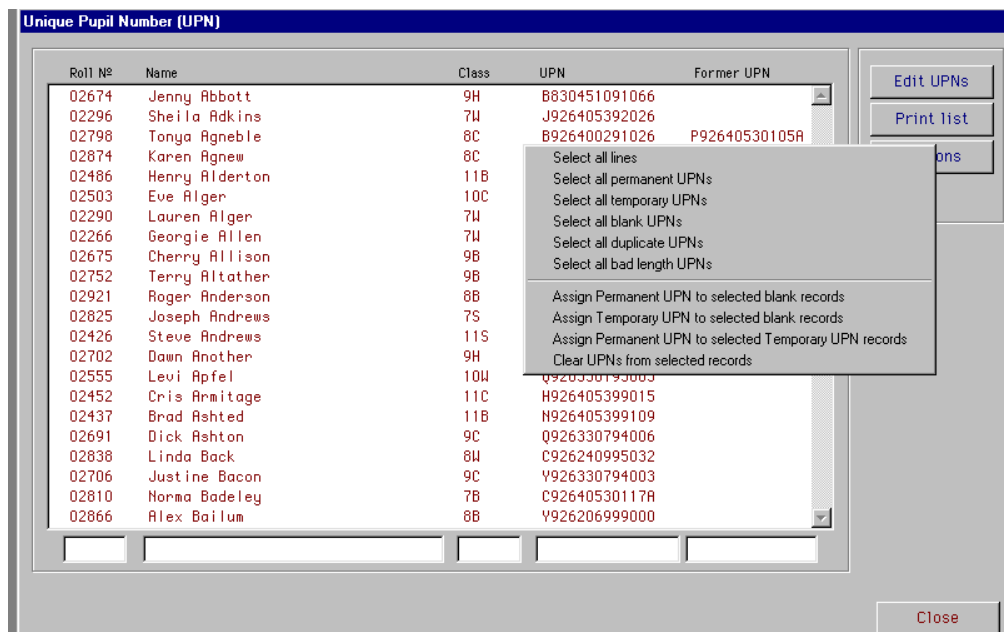
- Click on '**New**'
- **Select** an alpha code from the list. **Click into the date entry box (to the right of the select dropper)** and enter date e.g.14/10/02 or 14.10.02

Click OK.

IMPORTANT Any new alpha stage must have a date entry.

- Click '**OK**' and '**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 allocate permanent 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 software window titled "Year Group". It contains a table of pupils with columns for Roll No, Name, Class, and Year. To the right of the table is a "Select Year Group from" dropdown menu. At the bottom left, there is a status bar showing "0 records selected" and "119 records". At the bottom right, there is a "Close" button. Below the table, there are three instructions:

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.

Roll No	Name	Class	Year
00010	ABERNETHY Malcolm David	6	Y6
00208	ALBRIGHT Thomas	1	Y1
00229	ALDIS Alan	R	R
00205	ALLENBY Stanley	1	Y1
00014	ANDERSON Roland Charles	3	Y3
00016	ANDERSON Valerie Elizabeth	6	Y6
00187	ANDREWS James	2	Y2
00206	ARNOLD Luke	1	Y1
00002	BAKER Melissa	3	Y3
00003	BAUERSTOCK Chantal	3	Y3
00017	BAUERSTOCK Samantha Jane	3	Y3
00207	BETHEN Hannah	1	Y1
00012	BLACKHAM Cherie	3	Y3
00226	BOLIN James	R	R
00181	BRIGHTON Marina	2	Y2
00008	CARLING Norma	4	Y4
00005	CHAMBERS Alexandra	2	Y2
00006	CHAMBERS Amber	1	Y1
00026	CHEYNE Barry Adrian	4	Y4
00028	CLARK David Peter	3	Y3
00030	CLARK Jane Maria	3	Y3
00031	CLARK John Clifford	3	Y3

Select Year Group from

- R Reception
- Y1 Year 1
- Y2 Year 2
- Y3 Year 3
- Y4 Year 4
- Y5 Year 5
- Y6 Year 6

0 records selected 119 records

Click on column heading to change sort order

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.

Post(s) held by Miss M J Baxter

Teaching and Ancillary

BAXTER Marion Janice
CAMPBELL Myra
FORD Roger
GEORGESON James A H
HELLING Karen Jane
LONDON Janice Laura
MACDONALD James
MCINTYRE Heather
MONCRIEFF Peter
MURPHY Brian A
PENNINGTON-SMITH Penr
PORTER Bernadette
SANDISON Iris A
SCOTT Ann
SPIERS Alice
SWIFT William
THOMSON Joe
YOUNG Steven

Teaching

Teaching Category

☐ Other Teaching - No Government Category defined (not counted in PLASC)
☐ QT = Qualified Teacher
☒ LQ = Teacher on schemes leading to Qualified Teacher Status
☐ NQ = Teacher not recognised as qualified

Overall FT/PT status ☒ FT ☐ PT FTE 1.00 Directed hrs/week (excl lunch hrs) 32.50

Ethnic Minorities (Hrs included in the directed hrs above)

☐ ET = Teacher of Ethnic minorities*
☐ LT = Teacher of English as an Additional Language*

Show XML 18 staff Summary Edit Close

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.

Teaching Category

- **All** Teaching staff have been set by default to **Other Teaching** status. These must be edited to show their correct status, 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, staff covering short-term absence, peripatetic staff.

- 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 Nursery teacher or a teacher of ethnic minorities, this must be recorded by clicking in the appropriate box/es. 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)

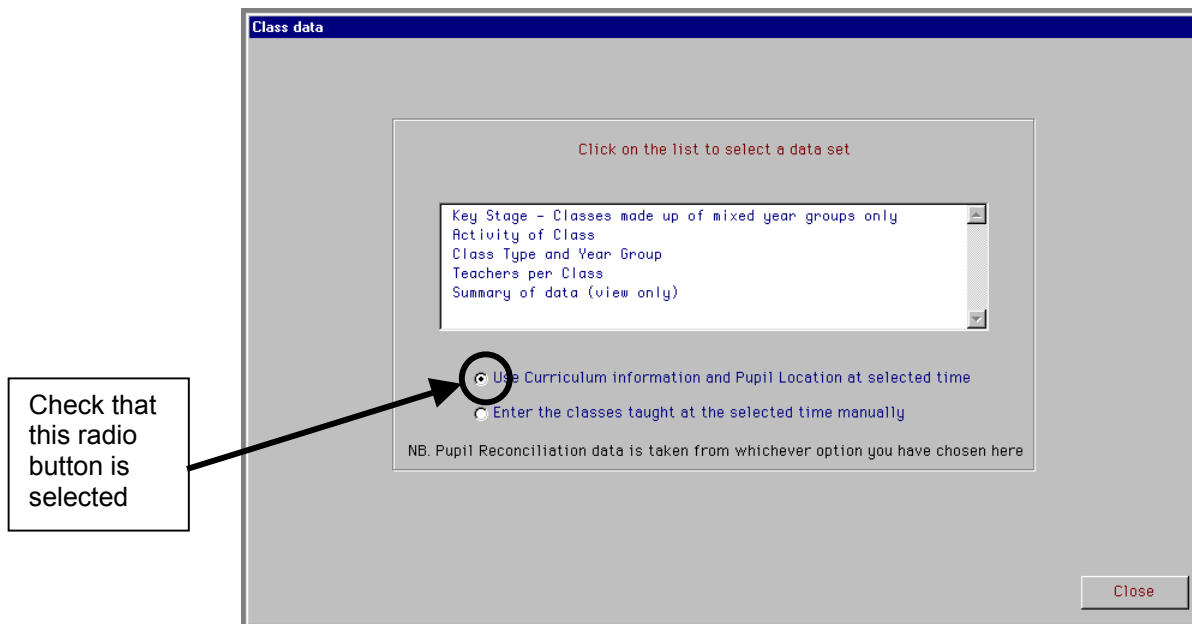
- Click on '**Edit**' and enter/change the number of qualified childcare staff, both full and part-time.
- Click on '**Edit**' and enter/change the number of qualified non-teaching assistants, both full and part-time.
- Click on '**Close**' when finished.

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 35



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

Quick edit - Class Activity

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

Click on column heading to change sort order		Select Activity from
Class	Activity	
1	12	
2	13	
3/4A	21	
3/4B	21	
5	22	
6	22	
NA	11	
NP	11	
R	12	

0 records selected 9 records

Close

- Your screen may display numeric codes, as in the example above. Edit in the new alpha codes from the list on the right.
- Click 'Close' when finished.

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

Class Type and Year Group

Classes 02/03

Name	Year Groups	Teachers	Rooms
R	N1 Nursery	MBA BAXTER Marion	1
1	V7 Year 7	MCA CAMPBELL Myra	10
2	R Receptic	RFO FORD Roger	11
3	V1 Year 1	JGE GEORGESON James	12
4	V2 Year 2	KHE HELLING Karen	13
5	V3 Year 3	JLO LONDON Janice L	14
6	V4 Year 4	JMA MACDONALD James	15
	V5 Year 5	PMO MONCRIEFF Peter	16
	V6 Year 6	BMU MURPHY Brian A	2
	V8 Year 8	PPE PENNINGTON-SMIT	21
	V9 Year 9	BPO PORTER Bernadette	22
	V10 Year 10	ISA SANDISON Iris F	3
	V11 Year 11	ASP SPIERS Alice	4
		WSH SHIFT William	5
			6
			7

Type: Nursery, Horizontal, Vertical, Special

New Edit

Close

- 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
1G	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
- Click the '**Edit**' button then select a class to enter number of teachers and non-teaching staff per class
- 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	Art, Craft or Design
2		2	28	0	1	1	Technology, IT or Computing
3		3	26	0	1	1	PE or Games
4/5	2	M	20	0	1	1	Technology, IT or Computing
5/6	2	M	21	0	1	1	Other
R		R	15	0	1	2	Other
Totals			134	0	7	8	

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

6 Classes entered

Show XML

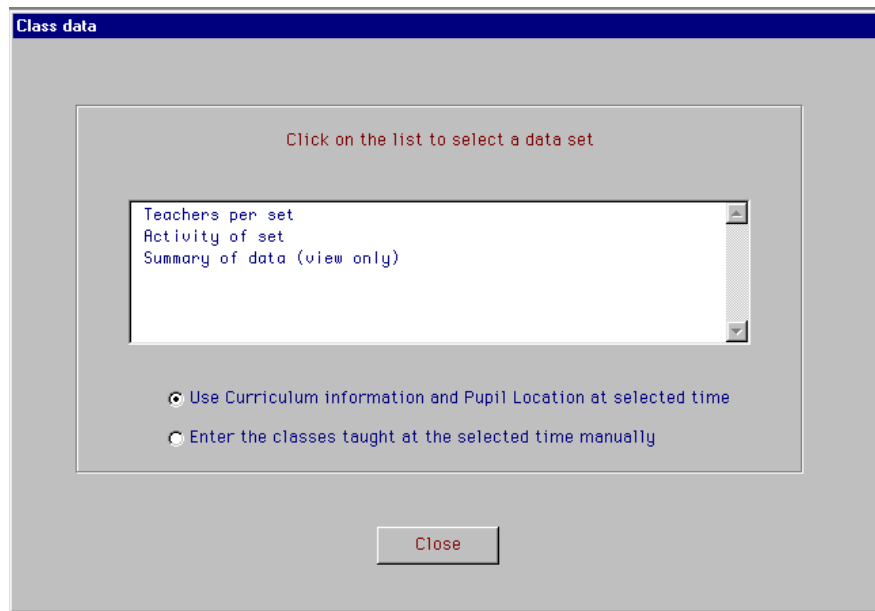
Close

- 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 35)

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

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

Close

Check that this radio button is selected

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

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

Classes as taught at the selected time

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.
- 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	EN	English, Literacy or Reading	
2	2	24	0	0	0	SC	Science	
3	3	12	0	0	0	EN	English, Literacy or Reading	
4	4	19	0	0	0	EN	English, Literacy or Reading	
5	5	17	0	0	0	MA	Mathematics or Numeracy	
6	6	20	0	0	0	MA	Mathematics or Numeracy	
R	2	M	14	0	0	0	EN	English, Literacy or Reading

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

Totals
7 Classes entered

Show XML 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 29 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

- 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 **01 02 Leavers** have **2002** entered and **not 2003**.
 - If there are no figures displaying in **A** go to '**Location at selected time**' on **Page 20**
 - **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)

n 2003

Pupil Reconciliation for middle schools

PUPIL RECONCILIATION

A Registered pupils in class during the selected period	225
B Pupils engaged in private study during the selected period	0
C Pupils attending another school during the selected period	0

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

*** RECONCILED ***

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

Edit

- 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 **01 02 Leavers** have **2002** entered and **not 2003**.
 - If there are no figures displaying in '**A**' go to '**Location at selected time**' on **Page 20**
 - '**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

Category	Pupil Count
A Registered pupils in class during the selected period	551
B Pupils engaged in private study during the selected period	0
C Pupils attending another school during the selected period	0
D Pupils on work experience	0
E Pupils attending an FE college during the selected period	0

Total registered pupils accounted for (A+B+C+D+E)	551
Registered pupils in the school database	552

*** NOT RECONCILED ***

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

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

There is no information in '**Location at Selected time**' – return to **Page 20** and select the appropriate **Section** for your **Phoenix** setup.

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

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

If '**Yes**' – return to **Class setup on Page 29** 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 *	1

***** 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 heading. **(The XML heading is for helpdesk use only)**

- 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.
- 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 Error Type**' then an error code will display. For more guidance on **Error Codes** see the **Error Guide** included in this mailing.
- At any time you can revalidate the data by clicking on the **Re-Evaluate Data** button.

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

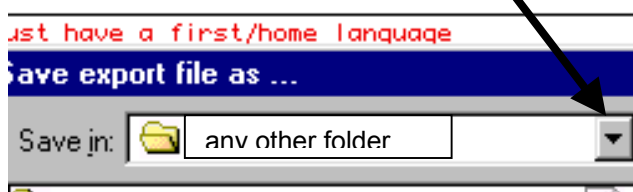
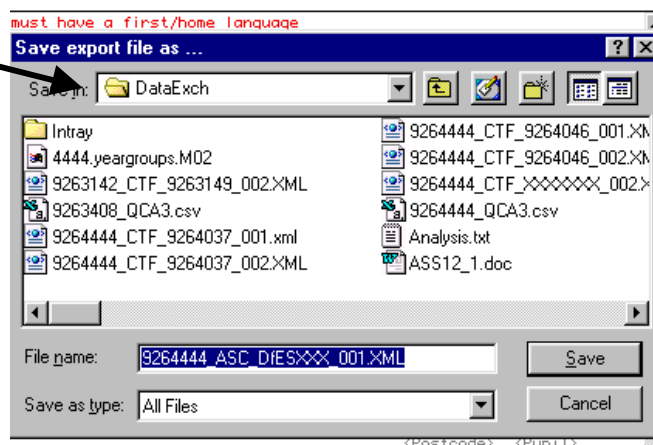
Close

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.

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_DfESXXX_001.XML** where LEAnnnn is your LEA code followed by your DfES number. The numeric extension will change each time you create the export.
- Confirmation that the file has been created will display and the location to which it has been saved.
- 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 'OK'.
- 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**' when done.